



MINUTES OF A CALLED MEETING OF THE  
**PLANNING AND ENVIRONMENTAL COMMITTEE**  
OF THE CITY OF SUNSET VALLEY, TEXAS  
THURSDAY JULY 1<sup>st</sup>, 2021  
6:00 P.M. - 8:00 P.M.

**Community Members Present:**

*Dawn Dickson, Committee Member*  
*Alice Duffy, Committee Member*  
*Melissa Gonzales, Committee Member*  
*Katherine Johnson, Committee Vice Chair*  
*Michael Moore, Committee Alternate*  
*Lisa Versaci, Committee Member*  
*Zoe Trieff, Committee Chair*  
*Karen Medicus, City Council Liaison*  
*Alfonso Carmona, City Council Member*  
*Carolyn Meredith, Parks and Natural Resource Manager*

1. Call to Order  
*Meeting called to order at 6:14.*
2. Citizen Comments  
*Melissa commented on the concerns regarding links instead of pdf's on the website. Zoe commented on making it easier to find the meeting links. Lisa commented on resident concerns with stacks of brush and updating residents about TDS brush regulations.*
3. Approval of Minutes from June 3<sup>rd</sup> meeting.  
*Minutes from June 3<sup>rd</sup>, approved. Katherine motioned, Lisa seconded. All in favor.*
4. City Council Liaison Report  
*Council approved a brush clean up effort following the storm. There have been several discussions regarding TDS. TDS has come around and completed a pickup on a different day. The City is also exploring the option to look for a different brush service provider. Council approved a new logo and tagline for the City. Staff is working with Ampersand for potential budget items. 4715 South Lamar site plan will return to Council in July. Watershed variance for 12 Pillow Road was also approved. Upper Cougar Creek public meetings have been completed and a revised proposal will be presented at Council in July. The council and committee chair meeting may occur on July 30<sup>th</sup>.*
5. Public Works and Environmental Services Update  
*The committee was updated on brush chipping, dead brush removal, and wildfire mitigation in the greenspaces.*
6. Discussion and possible recommendation regarding a timeline for reviewing the Comprehensive Plan and Land Development Code.

- i. Action Sought: The committee will discuss parts of the code and plan they will be reviewing and smaller items that need to be addressed.
  - ii. Action Approved:
  - iii. Next Meeting Steps: *The Committee will receive a draft of the next section of the code. The Committee will then review the plan and return comments. The comments will be merged into a final document that the committee will review at the August 5<sup>th</sup> Meeting. Additionally, the committee has reserved Saturday, November 13<sup>th</sup> for a work session between 9:00-3:00. The committee would like to conduct this meeting as a hybrid session so that people can attend in person and online.*
  - iv. Adoption:
  - v. Supporting Documents: *Timeline located on OpenGov StoryBoard*
7. Discussion and possible recommendation to council and the zoning commission regarding structures within the front setback found in Chapter 2 of the Land Development Code.
  - i. Action Sought: The committee will discuss and recommend accessory use, size, and location of structures also known as "tiny libraries".
  - ii. Action Approved: *The committee motioned to request that the zoning commission consider:*
    1. *Privately constructed tiny libraries cannot be located within the ROW*
    2. *Not subject to Setback requirements*
    3. *Not considered an accessory structure*
    4. *Less than 10 square feet, exempt from impervious cover.*
    5. *Proclamation in support of tiny libraries.**Melissa motioned; Alice seconded. Jay abstained, All others in favor.*
  - iii. Next Meeting Steps:
  - iv. Adoption:
  - v. Supporting Documents:
8. Discussion and possible recommendation to council regarding exemption to impervious cover found in Chapter 4 of the Land Development Code.
  - i. Action Sought: The Committee will discuss and possibly recommend to City Council those items that should be exempt from the impervious cover calculations.
  - ii. Action Approved:
  - iii. Next Meeting Steps: *Staff will provide an example of a tiered structure for impervious cover totals based on different size lots, accessibility for compliance, comparison from other cities, members will fill out their comments on the worksheet and send to staff to aggregate responses.*
  - iv. Adoption:
  - v. Supporting Documents:
9. Discussion regarding future agenda items.
  - a. Comprehensive Plan next stage  
*This item was discussed with number 6 on the agenda.*
10. Adjourn  
*Meeting adjourned at 8:20.*