

**City of Meadowlakes
Planning & Zoning Commission
October 29, 2010**

I. CALL TO ORDER AND QUORUM DETERMINATION:

Chairman Tom Carpenter called the meeting to order at 9:30 a.m. declaring that the required quorum was present at the Meadowlakes Municipal Building in Totten Hall, 177 Broadmoor, Meadowlakes, Texas. Members present were: Chairman Tom Carpenter and members John Sopol, Herb Lewis, Gene Gunstenson and Bob Ryan. Also present was City Secretary, Linda Wendling.

II. NEW BUSINESS:

A. Action/discussion: Statement of Office and Oath of Office; All members compliant with Open Records and Open Meetings Act Training – Wendling

(Attachment A) Secretary Wendling outlined that Chairman Tom Carpenter and Member Gene Gunstenson recently completed their Statement of Office and Oath of Office so the remaining Members John Sopol, Herb Lewis and Bob Ryan still needed to complete same. Secretary Wendling and the members executed the Statement of Office and Oath of Office.

B. Action/discussion: Approval of the March 1, 2010 meeting minutes – Carpenter (Attachment B) Chairman Carpenter introduced this item by stating that this meeting took place with the previous P&Z board and a proposed draft has been provided in their packets. Secretary Wendling stated the proposed minutes had also been reviewed by the previous board with no additional comments or changes. Member Sopol made a motion to adopt the minutes as provided. Member Lewis seconded the motion. The motion carried by unanimous vote.

C. Discussion: Affirm Place Numbers, Board Members and Position Expiration Dates for Planning & Zoning Commission – Carpenter/Wendling

(Attachment C) Chairman Carpenter introduced this item by referring to Attachment C which outlined member's names and term expiration dates. Commission discussion ensued.

D. Action/discussion: Appointment/nomination of P&Z Secretary – Carpenter

Chairman Carpenter introduced this item by stating it has proven to be difficult to locate a person to serve as Secretary and inquired if anyone was aware of any volunteers. Committee discussion ensued, including that if the P&Z's workload and meetings remained only a few per year it may be handled internally and discussion on pending zoning projects for Neighborhood Office for future P&Z workloads.

III. CITIZEN COMMENTS:

A. There were no citizen comments.

IV. CHAIRMAN AND COMMISSION ANNOUNCEMENTS:

A. There were no announcements

VI. ADJOURNMENT:

Member Lewis made a motion to adjourn. Member Sopel seconded the motion.
Chairman Carpenter adjourned the meeting at 9:35 a.m.

Approved:

/s/ Tom Carpenter _____ **Date:** 1-7-2011
Chairman

Attest:

/s/ Linda A. Wendling _____ **Date:** 1-7-2011
P&Z Secretary