



Meeting Minutes  
Regular Meeting of the  
Oak Point Planning & Zoning Commission  
to include the  
Comprehensive Plan Action Committee

Oak Point City Hall  
100 Naylor Road  
Oak Point, Texas 75068

Tuesday, June 4, 2019  
6:00 P.M.

**1. Call to Order, Roll Call, and Announce a Quorum is Present**

Chairperson Collins called the meeting to order at 6:02 p.m. with the following roll call:

Neil Collins	Chairperson	Present
David McBeth	Vice Chairperson	Present
Helen Buttermark	Commissioner	Absent
Scott Dufford	Commissioner	Present
Bill Gusick	Commissioner	Present
Jeff Stafford	Commissioner	Absent
Barney Carrington	Alternate	Present
Brent Coleman	Alternate	Absent

**City staff present:**

Stephen Ashley	City Manager
Joni Vaughn	City Secretary

And with a quorum present the following items were addressed:

**2. Pledge of Allegiance and Pledge to the Texas Flag**

Chairperson Collins led the Pledge of Allegiance and Pledge to the Texas Flag.

**3. Consider and act upon minutes from the April 2, 2019 meeting of the Planning & Zoning Commission**

Motion to approve the minutes from the April 2, 2019 meeting was made by Commissioner Dufford and seconded by Commissioner Carrington.

**Motion passed 5-0**

**4. Presentation of the Comprehensive Plan by Freese and Nichols, Inc**

Daniel Harrison from Freese & Nichols presented the final draft of the 2019 Oak Point Comprehensive Plan and answered questions from the Commission and citizens.

**5. Review and Discussion of the Comprehensive Plan**

The Commission reviewed and discussed the Comprehensive Plan. There was discussion regarding how often the Comprehensive Plan would be reviewed. The plan is for the CPAC subcommittee to meet every four months to review the implementation of the plan; annually to discuss whether any changes need to be made; and every three years to update the plan. The Commission requested the Freese and Nichols add a map legend to describe each zoning category on page 24.

**6. Consider and act upon recommendation of the proposed Comprehensive Plan to City Council**

Motion to accept the Comprehensive Plan Update with the addition of a legend on page 24 and recommend approval to the City Council was made by Commissioner Dufford and seconded by Commissioner Gusick.

**Motion passed 5-0**


7. **Consider and act upon topics to be scheduled for a future Planning & Zoning Commission meeting**  
Commissioner Dufford requested an agenda item regarding the masonry requirements in zoning district RX3.

8. **Adjourn**

Motion to adjourn was made by Commissioner Dufford and seconded by Chairman Collins.

**Motion passed 5-0**

**Meeting adjourned at 7:15 pm**



Neil Collins, Chairperson

**ATTEST:**



Joni Vaughn, City Secretary

