

**MINUTES
of the
KEENE PLANNING AND
ZONING COMMISSION**

MONDAY, MAY 8, 2023

PRESENT: Gilbert Perez, Dan Alsup, Phillip Jackson

ABSENT: Miguel Espinosa, Chris Rhodes.

There was a quorum.

STAFF PRESENT:

- **Don Martin – Director of Public Works / Interim Assistant City Manager**
- **Tabatha Mansell – City Secretary**

CALL TO ORDER: The meeting was called to order at 6:01 p.m.

Invocation – Chairman Jackson.

Pledge of Allegiance – Commission and Public.

Public Comments – None.

- 1. Administer Oath of Office for new members.**
 - **Dan Alsup took the Oath of Office prior to the meeting.**
 - **Chris Rhodes and Miguel Espinosa were absent.**
- 2. Discussion and take possible action appointing members to Place 3, and Place 5.**
 - **Commission Member Alsup made a motion to table appointing anyone to Place 3 and Place 5 with the term expiration of March 2025.**
 - **Vice Chairman Perez seconded the motion.**
 - **Motion carried 3-0-0**
- 3. Consideration and approval of Keene Planning and Zoning Commission minutes dated April 10, 2023.**
 - **Vice Chairman Perez made a motion to approve Keene Planning and Zoning Commission minutes dated April 10, 2023.**
 - **Commission Member Alsup seconded the motion.**
 - **Motion carried 3-0-0**
- 4. Workshop**
 - **Don Martin read Sections 7.01, 551.005, 552.012 regarding OMA and PIA training, Sections 154.01-154.04, 157.475 and 157.476 regarding the Commission’s duties and responsibilities.**
 - **Don Martin reviewed the plans and plats for Ashton Homeplace and Sunset Ridge.**

5. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the City Council may convene into a closed, Executive Session in accordance with the following authority:

551.071 (consultation with the attorney) 551.072 (real property) 551.073 (prospective gifts)
551.074 (personnel matters) 551.076 (security matters) 551.087 (economic development)

- No executive session was held.

6. Discussion and requests for future items on the agenda.

- Vice Chairman Perez requested the Commission review and take possible action updating the City's Master Plan.

7. Meeting adjourned at 6:55pm.

By: Phillip Jackson
Phillip Jackson, Chairman

Attest: Tabatha Mansell
Tabatha Mansell, City Secretary