

# THE RAVENNA CITY PLANNING AND ZONING COMMISSION FOR THE PURPOSE OF REGULAR MEETING

**DATE OF MEETING**                                 **June 11, 2024**  
**TIME OF MEETING:**                                 **7:00 PM**  
**LOCATION OF MEETING:**                             **Ravenna City Hall 103 N. Main St.**  
**TYPE OF MEETING:**                                 **Regular Planning and Zoning Meeting Agenda**

*Transcribed on June 13, 2024  
Quorum established*

## 1. Call to Order: at 7:10 PM

Mark Owens-Chairman  
Claude Lewis  
Christy New  
Jeff Peeler joined meeting late  
Guest:  
Mr. & Mrs. Gene Brandenberger

## 2. Public Comments:

Persons may address the Planning & Zoning Commission on any issues.  
This is the appropriated time for citizens to address the Commission on any concern whether on this agenda or not.  
In accordance with the State of Open Meetings Act, the Commission may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.  
No one had any thing to discuss.

## 3. Consent Agenda:

All matters listed under item 3, Consent Agenda are considered routine by the Planning & Zoning Commission and will be enacted by one motion. There will not be a separate discussion of these items. Approval of the Consent Agenda authorizes the Chairman to execute all matters necessary to implement each item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the Planning & Zoning Commission.

- A. Consideration and possible action to approve meeting minutes for the Regular Meeting held on May 14, 2024-Pat Patterson, City Secretary

(Claude) I make a motion that we approve the Consent Agenda.

(Mark) Motion made my Claude Lewis.

(Christy) I second that.

(Mark) Seconded by Christy New. All in favor. Any opposed? Passes unanimously.

4. Discussion of proposed wording changes for **Ravenna City Ordinances 19D and 37** to present to the City Council for updating camper/RV permit rules/definitions of manufactured homes, mobile homes, tiny homes, etc.  
(Mark) Propose wording change of Ordinance 19D page 6 of 7. We are going to skip down to the middle of the page.

“Article 10 motor homes, travel trailers and campers.” Change of wording. Currently states “Motor homes, travel trailers and campers will be allowed by limited permit not to exceed 30 days.”

What the change should read, and this should be approved by the city council and the city attorney, but it should say something along these lines: Motor homes, travel trailers and campers will be allowed by limited permit not to exceed 30 days except when the resident is utilizing the motor home, travel trailer or camper as a temporary residence while in the process of building a new home on the same property. All water, sewage and electrical must be in code while used as a temporary residence. The resident may petition the City of Ravenna for an extended use permit to be renewed periodically while in the process of developing and building the permanent residence. The city

realizes that developing and building permanent homes is a lengthy and somewhat unpredictable process, as such the city will exercise their authoritative way that is beneficial to the city and the homeowner/resident.

(Gene Brandenberger) What would you do if someone just moves it off for a day or two then moves it back?

(Claude) Normally if someone just needs an extension, they will just come up here at the next meeting and we will authorize an extension. That is why I was going to look at the whole ordinance. You cannot reside in it, that is what this is pertaining to. This is the exception to using it as a residence.

(Mark) We are trying to not have Ravenna turn into a bunch of RVs and such. Did you all have any questions about the wording.

The P & Z also recommend that **Ordinance 37** supersede **Ordinance 19D** concerning all non-sight-built structures. (The ordinance was quoted.) **Ordinance 37: An ordinance regulating any and all non-site-built structures within the city limits or Ravenna; regulating the size of lots, density of population; providing for building permits for non-site-built structures, providing for off-street parking, providing for certificate of occupancy and compliance; repealing conflicting ordinances; providing a saving clause; and a penalty clause.**

(Claude) **Ordinance 37** can't supersede **Ordinance 19D** it is just an additional one.

(Mark) All right then we don't have to make that recommendation.

(Claude) I know that we discussed combining them, but you would have to create an entirely new one. **Ordinance 37** tiny homes and such and the RVs are in **Ordinance 19D**.

(Mark) We could take RVs out, right? Just not mess with that one.

(Claude) I would have to go through and look at them.

Christy was concerned about off street parking. It was explained to her that the off-street parking must be on the property itself and not on the street.

(Claude) I make a motion that we send this to the City Council for review.

(Christy) I second that.

(Mark) So we have a motion by Claude Lewis, Jr. and a second by Christy New, all in favor. Any opposed? Passes unanimously.

##### 5. Discussion of information on purpose and scope, duties, etc. of P&Z Commission members (Q&A).

(Mark) Any questions? Any oppositions?

Discussions about stores and the Community Center.

##### 6. Presentation to P&Z members information, purpose, wording etc. for recommendation to city regarding the division of lots within the city limits of Ravenna to less than 1 acre.

A. TCEQ OSSF information on adopting and/or amending ordinance/resolution/order as regards requirements for sewage treatment at the residential level and the "process" for doing so.

Two categories: General states (1) One acre is required when there is a water well present from which drinking water is drawn. (2) The general states one half acre is generally required when there is no water well present. (3) If a lot has less than 1500 sq ft no septic system should be allowed. County can be more stringent than that. (Which they have.)

TCEQ: A permit must be required to install any septic system. A license installer must be used when payment is made for any installation to anyone. However, a homeowner may install their own septic system for their own residence as long as they obtain the required permit.

(Claude) Is there a law that says that it can be done for the entire city or does it have to be done by petition?

(Mark) I don't know. I think that the city can pass an ordinance that says a property owner can divide their property that says to a number square ft, half acre or  $\frac{3}{4}$  acre or whatever, but not less than "X" number of square feet.

(Jeff) Couldn't I have gone to the city to break up my property?

(Claude) No when you break up a property that is at County level. It can only be done one time in five years. This is under the "Subdivisions" of the Fannin County Website.

We need to answer the question: for the city to pass an ordinance like that can it be by zones? Can it be for an individual property. We will have to reach out to the county to see what we can do. Also, what is the state law on that.

We probably need to find out some subdivide regulations.

(Mark) We need to get Di to make it to one of the meetings to help us with that.

7. Discussion on presentation of #6 to City Council.

**8. Adjournment.**

(Claude) I make a motion that we adjourn.

(Mark) I second the motion that we adjourn. Anybody oppose that we adjourn? Alright we adjourned. 8:51PM