

Eric Heimbrecht, Commissioner
Pam Fenn, Commissioner
VACANT



Diana Smith, Commissioner
Mark McCullough, Commissioner
Donald J. Glacy, Vice Chairman

**MINUTES
PLANNING AND ZONING COMMISSION
JUNE 15, 2026
500 S. OAK STREET
ROANOKE, TEXAS 76262
7:00 PM**

Present: Chairman Jason Kasal, Vice Chairman Don Glacy, Commissioners: Mark McCullough, Diana Smith, Pam Fenn and Eric Heimbrecht, City Planner Ashlie Tolliver, and Executive Assistant Babette Welch.

Absent:

A. CALL TO ORDER

Meeting was called to order at 7:00 pm

B. PUBLIC INPUT

None.

C. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the regular Planning and Zoning Commission meeting held on June 1, 2026.

Motion made by Commissioner Heimbrecht and seconded by Commissioner McCullough to approve. Motion carried unanimously.

D. NEW BUSINESS

1. **Conduct a public hearing and consider amending** Chapter 12, Article II, Division 3 and Division 4 to increase the number of alternate members for the Planning and Zoning Commission and the Zoning Board of Adjustment (ordinance No. 2026-126)

Public hearing opened at 7:02 p.m.

City Planner Ashlie Tolliver explained the need for alternate board members and requested approval for the addition of four alternate members for the Zoning Board of Adjustment and two alternate members for the Planning and Zoning Commission.

Public hearing closed at 7:03 with no public comment

Commissioner Fenn questioned the expectations for alternate members.

Ms. Tolliver advised the alternate members would be expected to submit an application and attend at least half of the meetings. The alternate members will be appointed by the City Council and will be offered training.

Vice-Chairman Glacy questioned what is driving the amendment. Ms. Tolliver explained the recent difficulty to reach quorum for a meeting of the Zoning Board of Adjustment.

Vice-Chairmen Glacy expressed concern that the remedy could make the outcome worse by making it easier for board members to miss meetings. He asked if there were any alternative solutions, but none were offered.

Motion made by Commissioner Fenn and seconded by Commissioner McCullough to recommend approval of Ordinance No. 2026-126, amending Chapter 12, Article II, Division 3 and Division 4 to increase the number of alternate members for the Planning and Zoning Commission and the Zoning Board of Adjustment. The motion passed 5 – 1 with Vice Chairman Glacy opposing.

E. ADJOURNMENT

Motion made by Commissioner Heimbrecht and seconded by Commissioner McCullough to adjourn the meeting at 7:19 p.m. Motion carried unanimously.

Jason Kasal, Chairman

Babette Welch, Executive Assistant