



**NOTICE OF JOINT SPECIAL WORK SESSION AGENDA  
PLANNING & ZONING COMMISSION AND  
HISTORIC LANDMARK PRESERVATION COMMITTEE  
JAMES R. WILLIAMS PUMP STATION  
TRAINING ROOM, 1999 JEFFERSON, LANCASTER, TEXAS**



**Tuesday, April 25, 2023 - 7:00 PM**

**CALL TO ORDER**

**7:00 P.M. SPECIAL WORK SESSION:**

1. Receive a presentation from the City Attorney on the rules, roles, and responsibilities of the Planning and Zoning Commission and the Historic Landmark Preservation Committee.

**ADJOURNMENT**

ACCESSIBILITY STATEMENT: Meetings of the Boards and Commissions are held in municipal facilities and are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

**Certificate**

**I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on April 21, 2023, @ 4:35 p.m. and copies thereof were provided to the Planning & Zoning Commission members.**

Ray Silva-Reyes  
Assistant City Manager

## CITY OF LANCASTER BOARDS AND COMMISSIONS

### Joint Meeting-P&Z and HLPC

Item 1.

**Meeting Date:** 04/25/2023

**Policy Statement:** This request supports the City Council 2022-2023 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community

**Submitted by:** Vicki D. Coleman, Director of Development Services

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### **Agenda Caption:**

Receive a presentation from the City Attorney on the rules, roles, and responsibilities of the Planning and Zoning Commission and the Historic Landmark Preservation Committee.

### **Background:**

As prescribed in the City Council Rules and Procedures as amended October 10, 2022 Section D. City Council Agenda Process, Subsection 1.b, Council Member Strain-Burk, liaison to both the Planning & Zoning Commission and the Historic Landmark Preservation Committee requested this item be placed on an agenda for discussion.

The Planning & Zoning Commission (P&Z) is appointed by City Council in accordance with Section 211 of the Texas Local Government Code and is charged with exercising the duties established under State regulations pursuant to planning and zoning throughout the entire City. Their responsibilities not only include preservation planning, but also comprehensive planning, zoning, and platting. In further accordance with Section 211, the City Council has also established the Planning and Zoning Commission as the Commission responsible for the determinations of the Historic Preservation Overlay District.

The Historic Landmark Preservation Committee members (HLPC) are appointed by the Planning & Zoning Commission and confirmed by the City Council. Together, the HLPC and P&Z work together to implement quality development within the City's established Historic Preservation Overlay District through the preservation planning of the architectural character of the historic district.

In accordance with the Historic District Regulations Sections 1.4-1.5, the HLPC members, as their primary responsibility, are tasked with reviewing proposed modifications to historic buildings and ensuring such modifications are consistent and compatible with the architectural character established by the historic district regulations. As part of the initial steps, the HLPC reviews all applications within the Historic Preservation Overlay District for the purpose of making a recommendation of approval or denial to the Planning and Zoning Commission for a final decision of a Certificate of Appropriateness. The Certificate of Appropriateness review process ensures the character of the historic district is preserved by adhering to the regulations.

The P&Z and HLPC will discuss and receive a presentation from the City Attorney.