

**MINUTES  
FAIRVIEW, TEXAS  
PLANNING AND ZONING COMMISSION  
TUESDAY, NOVEMBER 14, 2023**

The Planning and Zoning Commission met in regular session on Tuesday, November 14, 2023, at 7:00 p.m. at 372 Town Place, Fairview, Texas.

Commissioners Present: Chairman Eugene Borsattino and Vicechair John Adler; and Commissioners Dennis Swingle and Willis White.

Commissioners Absent: Jon Cocks, Justin Kennedy and Lakia Works.

Staff Present: Planning Manager, Israel Roberts and Town Secretary, Joshua Stevenson.

**CALL TO ORDER:**

Chairman Borsattino called the meeting to order at 7:00 p.m. and declared a quorum present.

**CITIZENS COMMENT:**

No one came forward to speak.

**CONSENT AGENDA:**

All items listed under the Consent Agenda are considered routine and are acted on by one motion, with no separate discussion of these items. If discussion is desired, an item may be removed from the consent agenda and be considered separately.

Vice chair Adler motioned to approve Consent items 3(A)-3(B). Commissioner Swingle seconded, and the motion passed unanimously by the Commissioners present.

The following Consent items were approved:

(A) Approve the minutes of the October 12, 2023 Regular Meeting Minutes of the Planning and Zoning Commission; (B) Approve the November 2, 2023 Joint Meeting Minutes.

**PUBLIC HEARING – CONDITIONAL USE PERMIT FOR AN ACCESSORY  
STRUCTURE AT 84 SECRETARIAT LANE:**

Chairman Borsattino introduced agenda item 4(A), Consider and take necessary action on a request for approval of a Conditional Use Permit (CUP) for an accessory structure. The 2.8-acre lot is located at 84 Secretariat Lane and is zoned for the (RE-2) Two-acre Ranch Estate District. Owner/Applicant: Bror Peterson.

Mr. Roberts reviewed the staff report and explained the use of the CUP. Staff recommend approval of the item.

A brief general discussion was held between the applicant, Commissioners, and staff.

Commissioners continued discussions regarding this item.

Commissioner Swingle made a motion to approve the Conditional Use Permit request as presented. Vice chair Adler seconded the motion and was approved unanimously by the Commissioners present.

**PUBLIC HEARING – ESTABLISH ZONING ON A 5.67-ACRE TRACT OF LAND AT THE OF SHARON ROAD:**

Chairman Borsattino introduced agenda item 4(B), Consider and take necessary action on a request to establish zoning and on a 5.67-acre tract of land for the (RE-3) Three-acre Ranch Estate District. The site is located at the end of Sharon Road and is currently unzoned. Applicant/Owners: Brian and Janna Jarvis.

Mr. Roberts reviewed the staff report. The plans meet all requirements of the ordinances of the Town. Staff recommend approval of the item.

A brief general discussion was held between the Commissioners and staff.

Chairman Borsattino opened the public hearing.

No one came forward to speak.

Chairman Borsattino closed the public hearing.

Commissioners continued discussions regarding this item.

Vice chair Adler made a motion to conditionally approve the Zoning request as presented pending annexation by Town Council on December 5, 2023. Commissioner Swingle seconded the motion and was approved unanimously by the Commissioners present.

**ADJOURNMENT:**

Chairman Borsattino adjourned the commission from the meeting at 7:13 p.m.

These minutes were approved by the Planning and Zoning Commission on December 14, 2023.

  
Joshua Stevenson  
Town Secretary

  
Eugene Borsattino, Chairman  
Planning and Zoning Commission