THERE EXISTS A PUBLIC HEALTH EMERGENCY RELATED TO THE COVID-19 VIRUS THAT NECESSITATES A MEETING OF THE PLANNING AND ZONING COMMISSION TO TAKE PLACE VIA TELEPHONE CONFERENCE PURSUANT TO GOVERNMENT CODE CHAPTER 551.127, AS MODIFIED BY EXECUTIVE ORDER OF THE GOVERNOR

Zoom Videoconference Link: https://www.zoomgov.com/j/1613218853
Phone in number: US: +1 669 254 5252 or +1 646 828 7666 or 833 568 8864 (Toll Free)
Webinar ID: 161 321 8853

If you wish to address the Commission via telephone, please select *9 on your phone, this will place you in a queue for speaking. At the appropriate time, the City Secretary will call upon each individual separately. *6 will unmute your phone to allow you to speak.

I. OPEN MEETING
   A. Roll Call – Declaration of a Quorum

II. CITIZENS and GUEST FORUM / PRESENTATIONS
   If you are calling by phone and wish to address the P&Z Commission, select *9 on your phone; this will place you in a queue for speaking. At the appropriate time the City Secretary will call upon each individual separately. Select *6 to unmute your phone to speak. In accordance with the Open Meetings Act, the P&Z Commission may not discuss or take action on any item which has not been posted on the agenda.
   A. Citizens to be heard.
   B. Presentation on the Unified Development Code amendment process.
      Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

III. CONSENT AGENDA
   All of the following items are considered to be routine by the P&Z Commission, there will be no separate discussion on these items and will be enacted with one motion. Items may be removed by any Commissioner by making such request prior to a motion and vote.
   A. Approval of the January 14, 2021 Regular Meeting Minutes.

IV. CONSIDERATION/DISCUSSION ITEMS
   A. Consideration and possible action recommending the approval of a final plat request that establishes Elkhorn Ridge Unit 6B proposing 22 single-family
residential lots, generally located on Dietz-Elkhorn Road between Enchanted Glen and Stevenson Gate, City of Fair Oaks Ranch, Texas.

Katherine Schweitzer, P.E., Manager of Engineering Services
Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

B. Consideration and possible action on calling special meetings for discussion of revisions to the City's Unified Development Code.

Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

V. ADJOURNMENT

Signature of Agenda Approval: [Signature]

I, Christina Piccioccio, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the city's website www.fairoaksranchtx.org, both places being convenient and readily accessible to the general public at all times. Said Notice was posted by 6:30 PM, March 8, 2021 and remained so posted continuously for at least 72 hours before said meeting was convened.
INTRODUCTION/BACKGROUND:
The City's Unified Development Code (UDC) was adopted on May 2, 2019. Periodically, revisions to the UDC are necessary in order to make adjustments for house-keeping corrective changes due to oversight, grammatical error, contradictions, or missing items. All revisions are aimed to help better serve the City in defining and regulating uses. In working with Lata Krishnarao, the city's Planning Consultant, today's agenda item is to provide a presentation relative to the revision process.

As noted in the presentation, the Planning and Zoning Commission will have the opportunity to review and make comments on the proposed revisions. In addition, the Commissioners will review items inclusive of policy, statutory requirements, implementation of electronic usability, and graphic and layout improvements.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:
1. Ensures the UDC follows statutory requirements.
2. Provides a clear and concise set of regulations aimed to protect the public health, safety and general welfare of our citizens.
3. Updating missing and conflicting information will provide an understanding the path for development in our city.

LONGTERM FINANCIAL & BUDGETARY IMPACT:
Budgeted under the Engineering Services Department.

LEGAL ANALYSIS:
Legal will review revised UDC before taking to City Council for consideration and possible action.

RECOMMENDATION/PROPOSED MOTION:
Subsequent to the presentation, provide staff and planning consultant with any input relative to the planning process.
I. OPEN MEETING

Roll Call – Declaration of a Quorum
P&Z Present: Chairperson Trapasso and Vice Chairperson Barnes
Absent: Commissioners Pearson and Balli
With a quorum present, the meeting was called to order at 6:31 PM.
Commissioner Pearson joined the meeting at 6:37 PM

II. CITIZENS and GUEST FORUM / PRESENTATIONS

A. There were no citizens to be heard.

III. CONSENT AGENDA

A. Approval of the December 10, 2020 Joint Public Hearing Meeting Minutes.
B. Approval of the December 10, 2020 Regular Meeting Minutes.

MOTION: Made by Vice Chairperson Barnes, seconded by Commissioner Horwath to approve the Consent Agenda.
VOTE: 6-0, Motion Passed.

IV. CONSIDERATION/DISCUSSION ITEMS

A. Consideration and possible action recommending the approval of a final plat that establishes the Arbors at Fair Oaks Ranch Unit 2 proposing 47 single-family residential lots, generally located on the east side of Ralph Fair Road and north of Dietz-Elkhorn Road, City of Fair Oaks Ranch, Texas.

Kareem Heshmat, representative of Gunda Corporation, gave a brief overview of the final plat.
Commissioner Balli joined the meeting at 7:04 PM.

MOTION: Made by Vice Chairperson Barnes, seconded by Commissioner Horwath to recommend approval of the final plat of Arbors at Fair Oaks Ranch Unit 2 with the following conditions to be addressed prior to the plat recordation:

1. Applicant to revise the final plat showing the original corner tie-in of the original survey of which said land is a part of.
2. Applicant to provide tax certificates showing all taxes owed to the state, county, School District, City, and/or any other political subdivisions have been paid in full to the date.
3. Applicant to deliver title report upon receipt.
4. Prior to recordation, the applicant will provide a letter of acceptance of public improvement by the City or fiscal surety for public improvement with detailed cost estimates of all subdivision improvements.

5. Applicant to correct 72.37 Acre Preserve Area Documentation Number to read "201803048606" on all sheets.

VOTE: 5-1, Motion Passed; Vice Chair Balli voted nay and Commissioner Balli abstained.

B. Receive and discuss a general update regarding the anticipated Planning & Zoning Commission Program of Work, to possibly include future amendments to the Unified Development Code and informational updates to aspects of the master plan, and ongoing and future development activity.

Tobin E. Maples, City Manager, discussed opportunities for the Commission regarding its scope of work inclusive of the review of the City's Unified Development Code and master plan.

V. ADJOURNMENT

Chairman Trapasso adjourned the meeting at 7:31 PM.

___________________________________________
Frank Trapasso, Chairman

ATTEST:

___________________________________________
Christina Picioccio, City Secretary
AGENDA TOPIC: Consideration and possible action recommending the approval of a final plat request that establishes Elkhorn Ridge Unit 6B proposing 22 single-family residential lots, generally located on Dietz-Elkhorn Road between Enchanted Glen and Stevenson Gate, City of Fair Oaks Ranch, Texas

DATE: March 11, 2021

DEPARTMENT: Public Works and Engineering Services

PRESENTED BY: Katherine Schweitzer, P.E., Manager of Engineering Services
Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

INTRODUCTION/BACKGROUND

In December 2020, a Preliminary Plat establishing the Elkhorn Ridge Unit 6B was approved by the City of Fair Oaks Ranch City Council. Generally located on Dietz-Elkhorn Road, between Enchanted Glen and Stevenson Gate, Unit 6B is the sixth unit in the Elkhorn Ridge subdivision. This subdivision encompasses 6.00 acres of land and contains 22 residential lots, portions of one private street "Mendrin Ridge," and various utility and drainage easements. The lots have a minimum lot depth of 120’ and minimum width ranging from 65’ to 74’.

At this time, the applicant is seeking approval of the Final Plat.

BACKGROUND

In January 2014, the City of Fair Oaks Ranch entered into a development agreement with Elkhorn Ridge SA, LLC for the development of 311 single family residential lots as part of the Elkhorn Ridge subdivision. This tract of land encompasses approximately 107.94 acres in size. The referenced agreement stated the following regarding lot size dimensions: "In general all lots are approximately one hundred twenty feet (120 ft) in depth at a minimum with 148 lots being approximately fifty-five (55 ft) wide, 91 lots being approximately sixty-five (65ft) wide and 72 lots being approximately eighty feet (80 ft) wide as measured from the front building setback line."

Attached Exhibit A below shows the Elkhorn Ridge Unit 6B site location. Attached Exhibit B below shows an aerial view of the Elkhorn Ridge subdivision. Attached Exhibit C below shows an updated Master Plan, and Exhibit D below shows lot configuration, recordation data and construction status.

The final plat review is based on the requirements of the Subdivision Regulations contained in Chapter 10 of the Code of Ordinances, that was in effect at the time of the approval of the Elkhorn Ridge Development Agreement. The proposed final plat that establishes Elkhorn Ridge Unit 6B is in conformance with the Master Plan included in the Elkhorn Ridge Development Agreement.

Staff has reviewed the final plat and recommends approval.
POLICY ANALYSIS/BENEFIT(S) TO CITIZENS

Article II, Section 5 of the City Subdivision Ordinance titled, Processing of Final Plat contains the following:

A. Staff Review.
   City Staff will inspect the final Plat and the Plans and Specifications to verify that the submittal conforms to all of the requirements of this Ordinance. The Subdivider will be informed in writing by the City Administrator of any deficiencies. Prior to final plat approval, City staff shall furnish the Fair Oaks Ranch Public Works Department a report concerning utility and street construction plans, bonding requirements and filing fees. When the Public Works Department is satisfied that all conditions and requirements have been met, the Public Works Department shall recommend approval of the plat at their next scheduled meeting.

B. Recommendation by the Fair Oaks Ranch Public Works Department.
   The Fair Oaks Ranch Public Works Department shall recommend that City Council approve or disapprove the final plat, plans and specifications within 30 days of the date on which a complete final plat submission is received by the City Administrator. The Public Works Department’s recommendation of the final plat, plans and specifications shall not constitute final plat approval, but is the authorization to present the plat, plans and specifications to the City Council for final approval. If any major changes are required by the Public Works Department, the Public Works Department may require submission of another final plat.

C. Approval by the Fair Oaks Ranch City Council.
   The Fair Oaks Ranch Public Works Department shall forward its recommendation for approval or disapproval to the City Council for action at its next scheduled meeting. Final plats shall be considered filed with the City Council (The Municipal Approving Authority) on the date that the agenda is posted for the meeting that City Council shall initially consider approval of the final plat.

D. Disapproved Plat.
   Should the final plat as submitted fail to meet the conditions of this ordinance, the City Council shall disapprove the plat and note its disapproval in the minutes of the City Council meeting.

E. Plat Filing.
   The Subdivider shall file/record with the appropriate County the approved final plat and provide the City with two reproducible, recorded tracings of the recorded plat within 10 days of the City Council meeting at which the final plat is approved.

Financial Guarantees:

Article II, Section 4 of the City Subdivision Ordinance titled, Processing of Final Plat requires financial guarantees “to ensure that all of the required improvements in the subdivision are constructed in accordance with the approved Plans and Specifications, and to guarantee that the improvements are maintained to the satisfaction of the City in a good state of repair for the period of one year after approval and acceptance.” These guarantees include:
a. Construction Bond in an amount equal to the estimated cost of the utility, drainage, street improvements and erosion control by the subdivider. The subdivider is required to file this bond at least five working days prior to the consideration of the final plat by the City Council.

b. Maintenance Bond in an amount equal to ten percent (10%) of the amount of the Construction Bond. This bond is due prior to final acceptance of the subdivision improvements by the City to ensure that the owner will maintain, to the satisfaction of the City, all of the constructed improvements in a good state of repair for the period of one year from the date of acceptance by the city.

For subdivisions approved prior to the adoption of the Unified Development Code, City’s current platting procedures permit the applicant to obtain a final plat approval without submittal of a construction bond. However, the plat can be recorded only after the public improvements are constructed and accepted by the city.

LONGTERM FINANCIAL & BUDGETARY IMPACT
N/A

LEGAL ANALYSIS
Sec. 212.006 (a) of the Texas Local Government Code titled, Authority Responsible for Approval Generally, states the following:

“The municipal authority responsible for approving plats under this subchapter is the municipal planning commission or, if the municipality has no planning commission, the governing body of the municipality. The governing body by ordinance may require the approval of the governing body in addition to that of the municipal planning commission.”

The City of Fair Oaks Ranch's current process requires the Planning and Zoning Commission to consider the plat application and make a recommendation to the City Council. The City Council has the final authority to act on the plat.

RECOMMENDATION/PROPOSED MOTION
Staff has reviewed the revised plans and recommends approval of the plat with the following conditions:

1. Prior to recordation, the applicant will provide a letter of acceptance of public improvement by the City or fiscal surety for public improvements with detailed cost estimates of all subdivision improvements.
2. Prior to recordation, a maintenance bond for public improvements will be provided.
3. Prior to recordation, final drawings will be signed and sealed by a Texas licensed Professional Engineer.

Motion: I move to recommend approval of the final plat of Elkhorn Ridge Unit 6B with the aforementioned conditions.
Appendix A: Elkhorn Ridge Unit 6B Site Location Map
Appendix C: Updated Master Plan (as of October 2020)

Appendix D: Elkhorn Ridge Subdivision Unit Progress Summary Table (as of October 2020)

<table>
<thead>
<tr>
<th>AREA(AC)</th>
<th>U 1</th>
<th>U 2</th>
<th>U 3</th>
<th>U 4</th>
<th>U 5</th>
<th>U 6A</th>
<th>U 6B</th>
<th>U 7</th>
<th>U 8</th>
<th>U 9</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>55' LOTS</td>
<td>134</td>
<td>11</td>
<td>18</td>
<td>-</td>
<td>-</td>
<td>35</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>27</td>
<td>43</td>
</tr>
<tr>
<td>65' LOTS</td>
<td>114</td>
<td>36</td>
<td>-</td>
<td>15</td>
<td>26</td>
<td>-</td>
<td>15</td>
<td>22</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>80' LOTS</td>
<td>44</td>
<td>14</td>
<td>-</td>
<td>-</td>
<td>12</td>
<td>-</td>
<td>-</td>
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<td>10</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>292</td>
<td>61</td>
<td>18</td>
<td>15</td>
<td>26</td>
<td>47</td>
<td>15</td>
<td>22</td>
<td>18</td>
<td>27</td>
<td>43</td>
</tr>
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</table>

| RECORDING DATA | V.9696/P.179 | V.9744/P.122 | V.20000/P.20220 | FUTURE | APPROVED | NOT RECORDED | V.20020/P.1443 | IN REVIEW | FUTURE | FUTURE | V.20002/P.1244 |
| CONSTRUCTION STATUS | COMPLETED | COMPLETED | COMPLETED | FUTURE | 50% COMPLETE | COMPLETED | FUTURE | FUTURE | FUTURE | COMPLETED |

TOTAL ROAD = 13,450 L.F.

*There may be minor discrepancy in total areas due to surveys prepared during platting, conveyance and dedication.
**Building Setbacks**

**Typical Corner Lot**

- **Lot 214:** 0.20 AC
- **Lot 215:** 0.20 AC
- **Lot 213:** 0.20 AC
- **Lot 234:** 0.21 AC
- **Lot 230:** 0.23 AC
- **Lot 226:** 0.19 AC
- **Lot 220:** 0.24 AC
- **Lot 225:** 0.24 AC
- **Lot 217:** 0.25 AC
- **Lot 219:** 0.19 AC
- **Lot 218:** 0.18 AC
- **Lot 221:** 0.30 AC
- **Lot 227:** 0.18 AC
- **Lot 228:** 0.20 AC
- **Lot 229:** 0.21 AC
- **Lot 231:** 0.35 AC
- **Lot 232:** 0.32 AC
- **Lot 216:** 0.21 AC
- **Lot 222:** 0.32 AC
- **Lot 223:** 0.18 AC
- **Lot 233:** 0.18 AC

**Lot Specifications**

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Area</th>
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<tbody>
<tr>
<td>Lot 214</td>
<td>0.20 AC</td>
</tr>
<tr>
<td>Lot 215</td>
<td>0.20 AC</td>
</tr>
<tr>
<td>Lot 213</td>
<td>0.20 AC</td>
</tr>
<tr>
<td>Lot 234</td>
<td>0.21 AC</td>
</tr>
<tr>
<td>Lot 230</td>
<td>0.23 AC</td>
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<tr>
<td>Lot 226</td>
<td>0.19 AC</td>
</tr>
<tr>
<td>Lot 220</td>
<td>0.24 AC</td>
</tr>
<tr>
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<td>0.24 AC</td>
</tr>
<tr>
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</tr>
<tr>
<td>Lot 233</td>
<td>0.18 AC</td>
</tr>
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**Curve Table**

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<th>Curve</th>
<th>Delta</th>
<th>Radius</th>
<th>Length</th>
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<tbody>
<tr>
<td>C1</td>
<td>9°19'39&quot;</td>
<td>570.00'</td>
<td>92.79'</td>
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<tr>
<td>C2</td>
<td>93°43'37&quot;</td>
<td>15.00'</td>
<td>24.54'</td>
</tr>
<tr>
<td>C3</td>
<td>94°34'56&quot;</td>
<td>570.00'</td>
<td>24.76'</td>
</tr>
<tr>
<td>C4</td>
<td>9°03'51&quot;</td>
<td>15.00'</td>
<td>78.06'</td>
</tr>
<tr>
<td>C5</td>
<td>8°56'43&quot;</td>
<td>500.00'</td>
<td>85.87'</td>
</tr>
<tr>
<td>C10</td>
<td>8°56'43&quot;</td>
<td>570.00'</td>
<td>91.31'</td>
</tr>
<tr>
<td>C11</td>
<td>41°51'20&quot;</td>
<td>125.00'</td>
<td>54.79'</td>
</tr>
<tr>
<td>C12</td>
<td>41°51'20&quot;</td>
<td>15.00'</td>
<td>23.56'</td>
</tr>
<tr>
<td>C13</td>
<td>41°51'20&quot;</td>
<td>15.00'</td>
<td>23.56'</td>
</tr>
<tr>
<td>C14</td>
<td>41°51'20&quot;</td>
<td>15.00'</td>
<td>23.56'</td>
</tr>
</tbody>
</table>

**Line Table**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Length</th>
<th>Direction</th>
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<tbody>
<tr>
<td>L1</td>
<td>50.00'</td>
<td>N89°13'02&quot;W</td>
</tr>
<tr>
<td>L2</td>
<td>127.93'</td>
<td>N49°22'46&quot;E</td>
</tr>
<tr>
<td>L3</td>
<td>20.58'</td>
<td>S44°32'56&quot;E</td>
</tr>
<tr>
<td>L4</td>
<td>50.00'</td>
<td>S30°49'54&quot;E</td>
</tr>
<tr>
<td>L5</td>
<td>11.85'</td>
<td>S17°53'27&quot;E</td>
</tr>
</tbody>
</table>

**Site Map**

- **Scale:** 1" = 120 ft
- **Legend:**
  - Lot Numbers
  - Property Lines
  - Building Setbacks

**Documentation**

- **Drawing Date:** October 3, 2022
- **Prepared By:**
  - Vickery & Associates, Inc.
  - 12900 County Line Road, Suite 200, Livermore, CA 94551
  - (800) 255-9708
  - www.vickeryassociatesinc.com

**Site Analysis**

- **Terrain Features:**
  - Rolling hills
  - Paved roads
  - Utilities

**Building Setbacks**

- **Typical Corner Lot**
  - Lot dimensions
  - Building setbacks

**Environmental Considerations**

- **Wildlife Habitats:**
  - Protected areas
  - Mitigation strategies

**Construction Requirements**

- **Code Compliance:**
  - Building codes
  - Zoning regulations
- **Material Specifications:**
  - Concrete, steel, lumber

**Title and Ownership**

- **Property Title:**
  - Clear title
  - Ownership verification

**Urban Design**

- **Street Layout:**
  - Roadways
  - Pedestrian pathways

**Environmental Impact**

- **Energy Efficiency:**
  - Solar panels
  - Energy-efficient appliances

**Utilities**

- **Water Supply:**
  - Public supply
  - Well water
- **Sewerage:**
  - Public system
  - Septic system

**Security Measures**

- **Perimeter Fencing:**
  - Chain-link
  - Wood fences

**Materials List**

- **Brick:**
  - Standard red
  - Gray
- **Concrete:**
  - Ready-mix
  - Precast elements

**Demolition Plan**

- **Existing Structures:**
  - Demolition schedule
  - Disposal methods

**Revision History**

- **Revision Dates:**
  - 10/03/2022
  - 10/04/2022

**Approvals**

- **Signatures:**
  - Architect
  - Contractor
  - Client
AGENDA TOPIC: Consideration and possible action on calling special meetings for discussion of revisions to the City's Unified Development Code

DATE: March 11, 2021

DEPARTMENT: Public Works

PRESENTED BY: Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

INTRODUCTION/BACKGROUND:
As noted in the presentation by Lata Krishnarao, the city’s planning consultant, discussion and recommendations of proposed revisions to the city’s Unified Development Code (UDC) will require several meetings. Accordingly, in addition to the Planning & Zoning’s regular meeting dates, staff recommends the P&Z schedule March 25 and April 22 as special meeting dates. The tentative timeline and topics to be discussed are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 25</td>
<td>House-keeping corrective changes</td>
</tr>
<tr>
<td>April 8</td>
<td>Additional clarification and statutory requirements</td>
</tr>
<tr>
<td>April 22</td>
<td>Review of policy, electronic usability and graphic/layout improvements</td>
</tr>
<tr>
<td>May 6</td>
<td>Address any outstanding items</td>
</tr>
<tr>
<td>June-July</td>
<td>Hold joint public hearing with City Council and possible action by City Council</td>
</tr>
</tbody>
</table>

Tonight’s agenda item is to consider and approve the two special meeting dates. In accordance to the P&Z rules of procedures, section 11.1:

*When needed, special meetings may be called by the Chairperson, at the request of two (2) or more members, or by a majority of the Commission at any previous meeting and, shall be scheduled by the City Manager.*

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:
1. Ensures Commissioners have an effective and efficient time frame to review proposed revisions to the UDC.
2. Complies with the P&Z rules and procedures relative to calling special meetings.

LONGTERM FINANCIAL & BUDGETARY IMPACT:
Budgeted under the Engineering Services Department.

LEGAL ANALYSIS:
Legal will review revised UDC before taking to City Council for consideration and possible action.
RECOMMENDATION/PROPOSED MOTION:

I move to approve setting March 25 and April 22, 2021 as two special meetings of the P&Z Commission for discussion and approval of UDC revisions.