

1. **Call to order**

Chairman Janssen called the meeting to order at 6:30 p.m.

PRESENT:

Albert Aleman
Shawn Fitzpatrick
Carla Laws
Kerry Dike
Richard Lazor
Carlos Ortiz
Michael Janssen

ABSENT:

Konrad Kuykendall
Brian Harr

2. **Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be heard**

Citizen Simpson and Velazquez addressed the Planning & Zoning Commission regarding portable buildings, the sign ordinance and sheds.

4. **Consent Agenda:**

A. Approval - Planning & Zoning Commission minutes, April 5, 2017

Upon a motion made by Commissioner Aleman and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission April 5, 2017 minutes as presented. The motion carried.

5. **Discussion / action – Preliminary Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, Ltd. and described instrument recorded in volume 10075, page 1609-1624 of the official public records of real property of Bexar County, Texas.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Preliminary Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, Ltd. and described instrument recorded in volume 10075, page 1609-1624 of the official public records of real property of Bexar County, Texas. The motion carried.

6. **Discussion / update – Amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings – Commissioner Janssen and City Manager Hill.**
Chairman Janssen and City Manager Hill discussed the proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings and portable buildings. Staff prepared amendments to create new special exceptions as attachment 6a for Commission consideration. A public hearing is planned for the June 7th Planning & Zoning Commission meeting.
7. **Discussion / update – Role and processes of the Planning & Zoning Commission in reviewing and updating the City’s 2010 comprehensive Town Plan – Commissioner Janssen.**
Chairman Janssen discussed the framework on the Town Plan revision process that was presented to City Council at the April 24th meeting. Chairman Janssen indicated that the Planning & Zoning Commission will initiate a number of public hearings which will address the 6 points outlined in the 2010 Town Plan. There will be numerous articles in the Road Runner, i-INFO, postcards, and use of marque in an effort to inform the citizens of the upcoming public hearings.
8. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**
City Manager Hill provided an overview of items considered at the April City Council Meeting.
9. **Chairman Announcements:**
 - A. Advise members to contact City staff to add new or old agenda items.
 - B. Advise members of pending agenda items, as follows:
 - i. June - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - ii. June – Discussion / action on changes/updates to Town Plan.
 - iii. June – Public hearing and discussion / action regarding portable buildings and accessory buildings.
 - iv. July – Public hearing and discussion regarding Town Plan update.
 - v. August – Advise members concerning September 1, 2017 application deadline for reappointment to the Planning & Zoning Commission.
 - vi. August – Public hearing and discussion regarding Town Plan update.
 - vii. September – Public hearing and discussion regarding Town Plan update.
 - viii. August – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas.
 - ix. October – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - x. October – Elect Chairman and Vice-Chairman
 - xi. October – Welcome new members and thank you for departing members
10. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting.

MICHAEL JANSSEN
CHAIRMAN

ZINA TEDFORD
City Secretary