CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
February 4, 2015
7:30 P.M.

MINUTES

1. **Call to order**

Chairman Werner called the meeting to order at 7:30 p.m.

PRESENT:	ABSENT:
Bob Werner	
Kathy Fandel	
Kerry Dike	
Michael Janssen	
Albert Aleman	
David Jauer	
Konrad Kuykendall	
Richard Lazor	
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 and 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 Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) 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 –**

No one signed up to address the Planning & Zoning Commission at this time.

4. **Consent Agenda:**

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission January 14, 2015 meeting.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the minutes of the January 14, 2015 Planning & Zoning Commission meeting. The motion carried.

5. **<u>Public Hearing</u>: Presentation by City Manager Bill Hill concerning the amending the City of Shavano Park zoning ordinances adding a definition of convenience stores and clarifying that pay at the pump gasoline sales and stand-alone self–service car washes are authorized uses in B-1 and B-2 Business Districts.**

Public Hearing opened – 7:32 p.m.
Public Hearing closed - 7:34 p.m.

6. **Discussion / possible action concerning amending the City of Shavano Park zoning ordinances by adding a definition of convenience stores and clarifying that pay at the pump gasoline sales and stand-alone self–service car washes are authorized uses in B-1 and B-2 Business Districts.**

Upon a motion made by Commissioner Harr and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and one (1 – Commissioner Jauer) opposed to approve amending the City of Shavano Park zoning ordinances by adding a definition of convenience stores and clarifying that pay at the pump gasoline sales and stand-alone self–service car washes are authorized uses in B-1 and B-2 Business Districts. The motion carried.

Michael Janssen	Yes
Konrad Kuykendall	Yes
Kerry Dike	Yes
Kathy Fandel	Yes
Richard Lazor	Yes
David Jauer	No
Albert Aleman	Yes
Brian Harr	Yes
Bob Werner	Yes

7. **Presentation by Commissioner Michael Janssen concerning municipal tract presentations, and discussion concerning the same.**

Commissioner Janssen stated that the public presentations were well received with a total of approximately 70 residents in attendance.

8. **Presentation by Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.**

Commissioner Janssen stated that the striping on De Zavala has been completed. Denton Development has indicated that the initial designs for the hike / bike trails along Loop 1604 from Collins Ways to Salado Creek should be finished next week and available for presentation to TxDot soon thereafter. Contingent upon approval by City Council, construction of the proposed trail from Lock hill Selma Road to Pond Hill Road could commence in 2016.

9. **Discussion lead by Commissioner Bob Werner concerning review of CoSP Code Sections 36-36(a)(7), 36-37(a) (2), and 36-102 regulating home occupations.**

Discussion on this item indicated that the Ordinance was written in 2010 and may require updating. The consensus of the Planning & Zoning Commission is that a working group consisting of Commissioner Janssen as Chair and including Commissioners Werner, Dike and Fandel should be formed to review the ordinance and then make recommendations to the Planning & Zoning Commissions on any changes that may be required.

10. **Report and update by City Manager Bill Hill concerning municipal tract survey process, and discussion concerning the same.**

City Manager Hill reported on the status of the municipal tract survey process.

11. **Report and update by City Manager Bill Hill concerning City Council items considered at the October 2014, November 2014, December 2014 and January 2015 City Council meetings and discussion concerning the same.**

City Manager Hill updated the Planning & Zoning Commissioner on City Council items considered at the October 2014, November 2014, December 2014 and January 2015 meetings.

12. **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. March – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
ii. March – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
iii. March – Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.
iv. March - Presentation by working group concerning review of CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations, discussion concerning the same.
v. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

13. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:27 p.m.

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Robert Werner
Chairman

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Zina Tedford
City Secretary