CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
April 1, 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 (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 Hearing**

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 and Zoning Commission March 4, 2015 meeting.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted (8) for and none (0) opposed to approve the minutes of the March 4, 2015 meeting of the Planning and Zoning Commission. The motion carried.

5. **Discuss and consider final approval of the application for a re-subdivision plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Fandel, the Planning & Zoning Commission voted (8) for and none (0) opposed to approve the application for a re-subdivision plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr. The motion carried.

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

Commissioner Janssen updated the Planning & Zoning Commission on the status of the hike/bike trails and that he anticipated having another working group meeting prior to the May meeting.

7. **Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.**

Commissioner Lazor informed the Planning & Zoning Commission that a letter was being prepared for selected Cliffside and Bent Oak residents that would allow the City to enter their respective properties and improve drainage. There was also discussion regarding tree guidelines and how it would impact the plan.

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

Commissioner Janssen stated that the working group had met last week and the plan is to have it ready to present to the Planning & Zoning Commission at the May meeting.

9. **Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.**

Commissioner Kuykendall informed the Planning & Zoning Commission that the working group met last month and the plan is to meet with City Manager Hill next week to review and present to the Planning & Zoning Commission next month.

10. **Report and update by City Manager Bill Hill concerning City Council items considered at the March 2015 City Council meetings and discussion concerning the same.**

City Manager Hill presented an update on the City Council items considered at the March 2015 City Council Meeting.

11. **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. May – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.

ii. May – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.

iii. May – Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.

iv. May - Presentation by P&Z Commissioner Michael Janssen 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.

12. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Lazor, the Planning & Zoning Commission voted (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:07 p.m.

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Robert Werner
Chairman

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Zina Tedford
City Secretary