

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
June 3, 2015
7:30 P.M.**

MINUTES

1. Call to order

Vice-Chairman Lazor called the meeting to order at 7:30 p.m.

PRESENT: ABSENT:
Kathy Fandel David Jauer

Kerry Dike arrived 7:39 p.m.

Michael Janssen

Albert Aleman

Konrad Kuykendall

Richard Lazor

Brian Harr

Carlos Ortiz

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 Kuykendall and a second made by Commissioner Janssen, the Planning & Zoning Commission voted seven (7) 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 Commission at this time.

4. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning and Zoning Commission April 1, 2015 meeting.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the minutes of the Planning & Zoning Commission, April 1, 2015 meeting. The motion carried.

5. Nomination and appointment of Chairman.

Upon a motion made by Vice-Chairman Lazor to nominate Commissioner Janssen for the position of Chairman and a second made by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to appoint Michael Janssen as Chairman. The motion carried.

6. Nomination and appointment of Vice-Chairman, if necessary.

No action was taken on this item. Vice-Chairman Lazor will continue to serve as Vice-Chairman.

7. **Chairman recognition of Bob Werner in appreciation of his past service on the Planning & Zoning Commission and welcome Carlos Ortiz as a new commissioner.**

Chairman Janssen asked Mayor Werner to step forward and accept a plaque of appreciation for his leadership and dedicated service to the City of Shavano Park. In addition, Chairman Janssen welcomed Commissioner Ortiz to the Planning & Zoning Commission.

8. **Presentation by Denton Communities regarding changes to MXD planning south of Loop 1604 and north of Willow Wood Subdivision, and discussions about citizen concerns regarding safety issues at the intersection of the Loop 1604 access road and Pond Hill.**

Laddie Denton presented the proposed changes to the MXD planning south of Loop 1604 and north of Willow Wood Subdivision. The subdivision will be gated and maintained by an HOA. There was additional discussion regarding parking, service access, fencing and fire truck access. Mr. Chance stated that Pape-Dawson is working closely with Chief Naughton on fire truck access

Caleb Chance, Pape-Dawson, addressed questions about citizen concerns regarding safety issues at the intersection of Loop 1604 access road and Pond Hill. Mr. Chance informed the Planning and Zoning Commission that they had met with TxDOT and have conducted additional testing to insure that all TxDOT requirements for safety have been met.

9. **Discuss and consider preliminary approval of a plat of Pond Hill Garden Villas, an 8.11 acre tract, being 3.33 acres out of a 55.99 acre tract of land and 4.78 acres out of a 46.94 acre tract, both conveyed to Rogers Shavano Park Unit 18/19, LTD in Special Warranty Deed recorded in Volume 10075, pg. 1609-1624 both 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 Lazor , the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the preliminary plat with the following changes:

- Location of utility easements
- Information on minimum setbacks requested
- Street width information
- Notate any exceptions from the City's standard plat requirements

The motion carried.

10. **Discuss and consider preliminary approval of a plat of Shavano Park, Unit-19B Phase V, Commercial 2.19 acre tract of land out of a 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD recorded in Volume 12007, pg. 2490 of the official public records of Bexar County, Texas.**

This item was pulled from the agenda.

11. **Discussion and possible action concerning application for "STPMM" grant (Federal Highway Administration) and the nature and extent of Planning & Zoning recommended improvements to NW Military Highway, consideration of the appointment of working group members, and scheduling a date for the first meeting.**

City Manager Hill stated that at the May 26th Council Meeting, City Council approved an action for the Planning & Zoning Commission to consider options and make recommendations to City Council. After further discussions, it was decided that a working group would be formed to discuss the NW Military Highway recommendations, with the working group consisting of the following Planning & Zoning commissioners:

Commissioner Fandel - Chairperson

Commissioner Harr

Commissioner Ortiz

Chairman Janssen

The first meeting is scheduled for next Wednesday, June 10th at 6:30 p.m.

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

Chairman Janssen asked Mr. Denton if there was any additional information on this item. Mr. Denton informed the Planning and Zoning Commission that there was a need for additional engineering due to the ADA compliance requirements and they will be meeting with TxDOT to discuss the requirements.

13. Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.

Commissioner Lazor informed the Planning & Zoning Commission that a letter has been prepared and he is working with the City Attorney and selected Cliffside and Bent Oak residents that would allow the City to access their respective properties and improve drainage. There was also discussion regarding the recent rains and concerns regarding low water crossings on Bent Oak and Lockhill Selma.

14. 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.

Chairman Janssen stated that a proposed ordinance was included in the packet. After reviewing the proposed home occupation ordinance, Chairman Janssen requested the City Manager forward the proposed ordinance to the City Attorney for review and then present the final ordinance to the Planning and Zoning Commission for final review and recommendation to the City Council.

15. 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 a working draft ordinance was included in the packet. The next step would be to have legal review the proposed ordinance and then a final ordinance presented to the Planning & Zoning Commission for review and possible recommendation to City Council.

16. Report and update by City Manager Bill Hill concerning City Council items considered at the April and May 2015 City Council meetings and discussion concerning the same.

City Manager Hill presented an update concerning City Council items considered at the April and May 2015 City Council meetings.

17. Discussion and possible action moving the July Planning & Zoning Commission meeting from July 1 to July 8, 2015.

Upon a motion made by Commissioner Dike and a second made by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to move the July 1 Planning and Zoning Commission meeting to July 8, 2015 The motion carried.

18. 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. July – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
- ii. July – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.

- iii. July – Discuss and consider ordinance providing for a certificate of occupancy process for the CoSP.
- iv. July - Discuss and consider ordinance amending CoSP Code Sections 36-36(a)(7), 36-37(a)(2), and 36-102 regulating home occupations.
- v. July – Presentation and update by the NW Military Highway working group on a recommendation to City Council on the nature and extent of improvements to NW Military Highway.
- vi. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.
- vii. July - Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
- viii. August – Discussion and action on a recommendation to City Council on the nature and extent of improvements to NW Military Highway.

19. Adjournment

Upon a motion made by Commissioner Dike and a second made by Commissioner Lazor, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned 9:00 p.m.

Mike Janssen
Chairman

Zina Tedford
City Secretary