

**CITY OF SHAVANO PARK  
PLANNING & ZONING COMMISSION MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
July 8, 2015  
7:30 P.M.  
MINUTES**

**1. Call to order**

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

PRESENT:	ABSENT:
Kathy Fandel	Carlos Ortiz
David Jauer	Brian Harr
Kerry Dike	
Michael Janssen	
Albert Aleman	
Konrad Kuykendall	
Richard Lazor	

**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 Aleman and a second made by Commissioner Lazor, 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**

Mrs. Wright, Mr. Holzhauser and Mrs. Fanning addressed the Planning & Zoning Commission.

**4. Consent Agenda:**

**A. Discussion and possible action to approve minutes of the Planning & Zoning Commission June 3, 2015 meeting.**

Upon a motion made by Commissioner Dike and a second made by Commissioner Lazor, the Planning & Zoning Commission voted five (5) for and none (0) opposed with one (1) abstention (Commissioner Jauer) to approve the minutes of the Planning & Zoning Commission, June 3, 2015 meeting as corrected. The motion carried.

**5. Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and discussion concerning the same.**

Dan Kossl and Darryl Lange provided the semiannual report regarding residential and commercial development affecting Shavano Park.

**6. Discuss and consider replat subdivision plat establishing Shavano Park Subdivision, Unit -17N (PUD) – a 9.23 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2268, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit -17N of record in Vol 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the preliminary replat subdivision plat establishing Shavano Park Subdivision, Unit -17N - a 9.23 acre tract of land situated in the City of Shavano Park, Bexar

County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2268, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit -17N of record in Vol 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX. The motion carried.

7. **Discussion and possible action led by Commissioner Fandel and the NW Military Highway working group concerning application for “STPMM” grant (Federal Highway Administration) and its recommendations to City Council on the nature and extent of improvements to NW Military Highway**

City Manager Hill updated the Commissioners regarding his discussions with TxDOT. After a brief discussion, Chairman Janssen requested that City Manager Hill place this item on the next City Council agenda to inform them on the progress of the Planning & Zoning Commission discussions and to receive City Council’s input and direction. In additional, Chairman Janssen requested that Commissioner Fandel schedule a NW Military Highway working group meeting to consider the issues brought up during the meeting.

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

Chairman Janssen deferred this item to the next meeting.

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

Commissioner Lazor informed the Commissioners that the Public Works Director has met with a number of citizens regarding the cleaning of debris in drainage and everyone has been receptive and cooperative.

10. **Discussion and possible action led by Chairman Janssen concerning recommended changes to CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.**

After discussion regarding what types of home occupations should or should be not be permitted, Chairman Janssen requested that this item be sent back to the working group for further review.

11. **Discussion and possible action led by Commissioner Kuykendall on an ordinance providing for new certificate of occupancy regulations for the City of Shavano Park.**

Upon a motion made by Commissioner Kuykendall and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the proposed certificate of occupancy ordinance with revisions. The motion carried.

12. **Report and update by City Manager Bill Hill concerning City Council items considered at the June 2015 City Council meeting and discussion concerning the same.**

City Manager Hill reported that City Council had approved the preliminary plat of Pond Hill Garden Villas.

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

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

iii. August – Discussion and possible action led by Commissioner Fandel and the NW Military Highway working group on a recommendation to City Council on the nature and extent of improvements to NW Military Highway.

iv. August - Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.

14. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The motion carried. The meeting adjourned at 9:50 p.m.

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Michael Janssen  
Chairman

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Zina Tedford  
City Secretary