

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

**August 5, 2015
7:30 P.M.**

MINUTES

1. Call to Order

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

PRESENT:

ABSENT:

Carlos Ortiz

Konrad Kuykendall

Kerry Dike

Kathy Fandel

Richard Lazor

Albert Aleman

David Jauer

Brian Harr

Michael Janssen

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 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 July 8, 2015 meeting.

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

5. Public Hearing

The Planning and Zoning Commission shall conduct a public hearing to receive testimony and comments on a proposed amendment to City of Shavano Park Code of Municipal Ordinance Section 36-41(d)(2) to allow a 10-foot minimum for side-load residential garages in MXD –Mixed Use Districts

Chairman Janssen opened the Public Hearing at 7:32 p.m.

City Manager Hill informed the Planning & Zoning Commission that Denton Communities has presented their concept plan to both Planning & Zoning Commission and City Council and gained consensus (Attachment 1). Denton Communities also requested a minor amendment to the MXD Zoning District based upon their revised concept. After coordination with the City Engineer, the City Manager approved the change in accordance with

authorities and constraints established in CoSP Code of Ordinances Sec. 36-41, which establishes that amendments are not considered major if they do not increase the area or intensity of nonresidential uses
Public Hearing closed at 7:37 p.m.

6. **Discuss and consider a proposed amendment to City of Shavano Park Code of Municipal Ordinance Section 36-41(d)(2) to allow a 10-foot minimum for side-load residential garages in MXD – Mixed Use Districts**

Upon a motion made by Commissioner Dike and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve a proposed amendment to City of Shavano Park Code of Municipal Ordinance Section 36-41(d)(2) to allow a 10-foot minimum front setback for side-load residential garages in MXD – Mixed Use Districts. The motion carried.

7. **Discuss and consider final 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 Dike and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve of a final plat of Pond Hill Garden Villas with the corrections to the legend for item 10 and 11. The motion carried.

8. **Public Hearing**

The Planning and Zoning Commission shall conduct a public hearing to receive testimony and comments on the replat of the 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.

Public Hearing opened at 7:50 p.m.

Mr. Lange gave a brief overview of the replat.

Public Hearing closed at 7:55 p.m.

9. **Discuss and consider final approval of the replat of the 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.**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the final replat of the subdivision plat establishing Shavano Park Subdivision, Unit -17N subject to the four outstanding items noted in the final plat submittal checklist from the city engineer. The motion carried.

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

Commissioner Fandel and Chairman Janssen presented the “takeaways” of the working group to City Council at the July 27, 2015 meeting. Commissioner Fandel informed the Commissioners that City Council approved the Planning & Zoning work thus far and directed Planning & Zoning to report a final consensus for the August 24, 2015 meeting.

Upon a motion made by Commissioner Harr and a second made by Commissioner Fandel, the Planning & Zoning Commission voted seven (7) for and one (1- Commissioner Jauer) opposed to approve the plan and forward to City Council for their consideration at the next City Council meeting. The motion carried.

11. Presentation by Commissioner Michael Janssen on the status of the proposed hike/bike trails and discussion concerning the same.

Commissioner Janssen asked Mr. Laddie Denton to provide an update. Mr. Denton stated that they are still working on the plans regarding grade changes, vegetation and ADA criteria. Once the plans are complete, they will meet with TxDOT.

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

Commissioner Lazor asked Public Works Director Mintz to present a brief updated. PW Director Mintz informed the Planning & Zoning Commission that he met with homeowners on Bent Oak, and Cliffside. As soon as the permission forms are signed, crews will begin clearing drainage areas. City Manager Hill also informed the Planning & Zoning Commission that the Drainage Committee will need to begin working on list of drainage concerns and prioritize the list for presentation to City Council.

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

Chairman Janssen led the discussion on the recommended changes to CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.

Upon a motion made by Commissioner Dike and a second made by Commissioner Fandel, the Planning & Zoning Commission voted to approve the changes as recommended. Roll Call vote as follows:

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

Vote: AYES: 5; NAYES: 4
The motion carried.

14. Discussion and possible action led by Commissioner Janssen on changing the starting time of the Planning & Zoning Commission meetings as established by Sec. 36-69(f).

Chairman Janssen led discussion on changing the starting time of the Planning & Zoning Commission meetings as established by Sec. 36.69(f).

Upon a motion made by Commissioner Harr and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to recommend an ordinance changing the start time of the Planning & Zoning Commission meetings to 6:30 p.m. beginning as soon as the City Council approves the change. The motion carried.

15. Report and update by City Manager Bill Hill concerning City Council items considered at the July 2015 City Council meeting and discussion concerning the same.

City Manager Hill updated the Planning & Zoning Commission regarding City Council items considered at the July 2015 meeting.

16. Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members concerning application deadline for reappointment to the Planning & Zoning Commission.
- C. 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.
 - v. August – Review and discussion of the City’s permitted uses in O-1, B-1 and B-2 zoning districts.
 - vi. September – Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.
 - vii. October - Nomination and appointment of Chairman and Vice Chairman of Planning & Zoning Commission and welcome of any new members.
 - viii. October – Presentation by City Attorney regarding Open Meetings Act, Public Information and discussion regarding the same
 - ix. October – Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.
 - x. November - Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.
 - xi. January, 2016 - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

17. Adjournment

Upon a motion made by Commissioner Jauer and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:49 p.m.

Michael Janssen
Chairman

Zina Tedford
City Secretary