

1. **Call to order**

Chairman Janssen called the meeting to order at 6:30 p.m.

PRESENT:

ABSENT:

Albert Aleman
Shawn Fitzpatrick
Carla Laws
Kerry Dike
Carlos Ortiz
Konrad Kuykendall
Jason Linahan
Bill Simmons
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 Ortiz 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 –**

Citizens Murray, Weston, Elliot, Pierce, Florian and Vasquez addressed drainage concerns, municipal tract and parking lot.

4. **Nomination and appointment of Chairman.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Laws, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to appoint Mike Janssen to serve as Chairman. The motion carried.

5. **Nomination and appointment of Vice-Chairman**

Upon a motion made by Commissioner Dike and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to appoint Buddy Aleman to serve as Vice - Chairman. The motion carried.

6. **Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements – Commissioner Janssen and City Manager Hill.**

Chairman Janssen welcomed new members and thanked departing members Richard Lazor and Brian Harr.

7. **Consent Agenda:**

A. Approval – Planning & Zoning Commission minutes, September 6, 2017

Upon a motion made by Commissioner Laws and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission September 6, 2017 minutes as presented. The motion carried.

8. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.**

Public hearing opened at 6:50 p.m.

Chris Ott, KFW Engineering, presented an overview of last month’s presentation on the City’s flooding and storm water runoff. Citizens addressed the Planning & Zoning Commission regarding their concerns and concerns with flooding in areas of the city.

Public hearing closed at 8:01 p.m.

9. **Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.**

City Manager Hill and Chairman Janssen presented a review the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.

10. **Discussion - Review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey – Commissioner Janssen and City Manager Hill.**

City Manager Hill and Chairman Janssen presented a review of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey.

11. **Discussion – Review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development – City Manager Hill.**

City Manager Hill and Chairman Janssen presented a review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development.

12. **Discussion / action – Proposed amendments to Sec. 24-6 regarding regulation of allowable signs during voting periods – City Manager Hill and Commissioner Fitzpatrick.**

Public hearing opened at 8:55 p.m.

City Manager Hill and Commissioner Fitzpatrick presented a review of the proposed changes to the sign ordinance.

Public hearing closed at 9:00 p.m.

Upon a motion made by Commissioner Laws and a second made by Commissioner Linahan, the Planning & Zoning Commission voted six (6) for and two (2) (Commissioners Fitzpatrick/Dike) opposed to approve proposed amendment to Sec. 24-6, (5) to read as follows:

(5) Signs during voting periods. Each residential property may erect signs in addition to those described in section 24-6(2) and section 24-6(3) during voting periods, as defined in section 24-2, subject to the following restrictions:

- a. No sign may be erected more than 60 days prior to the start of the voting period;
- b. All signs must be removed by 11:59 p.m. the day following the voting period;
- ~~c. The total sign area of all voting period signs must be no more than 36 square feet, and no one sign shall be larger than 24 square feet;~~
- cd. No voting period sign may be higher than six feet above grade; and
- de. The signs cannot be illuminated or backlit.

~~(6) All signs described in Sections 24-6 shall be, in aggregate, no more than 36 square feet at any given time.~~

The motion carried.

13. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

14. **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. November – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - ii. November– Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract.
 - iii. November – Review of the public hearing and discussion at the October meeting regarding updates to the 2010 Town Plan for flooding and storm water runoff.
 - iv. December – Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on NW Military Highway improvements.
 - v. December – Review of the public hearing and discussion at the November meeting regarding updates to the 2010 Town Plan for the City’s municipal tract.
 - vi. January, 2018 – Review of the public hearing and discussion at the December meeting regarding updates to the 2010 Town Plan for NW Military Highway improvements.
 - vii. January, 2018 – Discussion and action regarding possible updates and amendments to the City’s 2010 Town Plan.
 - viii. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
 - ix. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
 - x. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.

15. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted eights (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 9:21 p.m.

MICHAEL JANSSEN
Chairman

ZINA TEDFORD
City Secretary