

**THE MINUTES OF THE SHAVANO PARK PLANNING & ZONING
COMMISSION MEETINGS 2009**

- Regular meetings
- Special meetings
- Workshops

WEDNESDAY, JANUARY 7, 2009 - 7:30 P.M.

WEDNESDAY, FEBRUARY 4, 2009 - 7:30 P.M.

WEDNESDAY, MARCH 4, 2009 - 7:30 P.M.

WEDNESDAY, APRIL 1, 2009 - 7:30 P.M.

WEDNESDAY, MAY 20, 2009 - 7:30 P.M.

WEDNESDAY, JUNE 3, 2009 - 7:30 P.M.

WEDNESDAY, JULY 1, 2009 - 7:30 P.M.

WEDNESDAY, AUGUST 5, 2009 - 7:30 P.M.

WEDNESDAY, SEPTEMBER 2, 2009 - 7:30 P.M.

WEDNESDAY, OCTOBER 7, 2009 - 7:30 P.M.

WEDNESDAY, NOVEMBER 4, 2009 - 7:30 P.M.

WEDNESDAY, DECEMBER 2, 2009 - 7:30 P.M.

**CITY OF SHAVANO PARK REGULAR PLANNING AND ZONING COMMISSION MEETING
AT SHAVANO PARK CITY HALL
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, JANUARY 07, 2009 - 7:30 PM**

MINUTES

Roll Call:

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer - absent	Mark Kamstra - present	Michele Ross - present
Richard Lazar - present	Thomas Weissler - present	

Call to Order

Chairman Bob Werner called the meeting to order at 7:33 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

None

Consent Agenda

A. Minutes of the planning and Zoning Commission: November 05, 2008

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes from the November 05, 2008 Regular Planning & Zoning meeting as presented. The motion carried.

B. Minutes of the Planning and Zoning Commission: December 03, 2008

Upon a motion made by Commissioner Richard Lazar and a second by Commissioner Jip Holmes, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes from the December 03, 2008 Regular Planning & Zoning meeting as presented. The motion carried.

Discussion and possible action on an ordinance regulating outdoor lighting in the City of Shavano Park, Texas within three (3) miles of Camp Bullis boundary (also known as the Camp Bullis Dark Skies Initiative).

Mr. Jim Cannizzo, Office of the Staff Judge Advocate and Mr. Phil Reidinger, Public Affairs Officer from Ft. Sam Houston and Camp Bullis gave a presentation on the Camp Bullis Training Site and the effects that light pollution has on training. This was followed by a discussion.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Michael Janssen, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to table this item to the February 04, 2009 accept the minutes from the December 03, 2008 Regular Planning & Zoning meeting as presented. The motion carried.

Workshop on the 20-Year Master Plan for the City of Shavano Park.

City Manager, Manuel Longoria informed the Commissioners that on January 24, 2009 there will be a joint City Council and Planning & Zoning Commission workshop. Mr. Emil Moncivais, FAICP, AIA, CNU of Town Planning and Design will help facilitate the planning workshop.

Chairman Announcements

- A. Advise members to contact city staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. February - Semiannual report on the status of residential and commercial development;**
 - ii. February - Workshop on the 20-Year Master Plan for the City of Shavano Park;**
 - in. May - Workshop on recommendations for capital items related to the 20-Year Master Plan;**
 - iv. October - Open Meetings Act Training;**
 - v. December - Annual presentation on drainage issues; and**
 - vi. December - Work shop on the 20-Year Master Plan.**

Chairman Bob Werner asked the City Manager to arrange for Denton Communities to come and present the bi-annual report on the status of residential and commercial development for the February agenda.

Adjourn

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michele Ross, the Board voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 8:46 p.m. on Wednesday, January 07, 2009. The motion carried.

These minutes approved on the 4th day of February, 2009.

Approve: Chairman, Bob Werner

Attest: Sandra Passailaigue, City Clerk

**CITY OF SHAVANO PARK REGULAR PLANNING AND ZONING COMMISSION MEETING
AT SHAVANO PARK CITY HALL
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, FEBRUARY 04, 2009 - 7:30 PM**

MINUTES

Roll Call:

Bob Werner - present
David Jauer - present
Richard Lazar - present

Michael Janssen - present
Mark Kamstra -- present
Thomas Weissler - present

Jip Holmes - present
Michele Ross - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:34 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

None

Consent Agenda

A. Minutes of the planning and Zoning Commission: January 07, 2009

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Mark Kamstra, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes from the January 07, 2009 Regular Planning & Zoning meeting as presented. The motion carried.

Consideration and discussion of a request by Mr. John Colglazier Jr. (Colglazier Properties, Inc.) for "CC" Bank/Savings & Loan Drive through facility designation for the property located at 4600 Lockhill Selma Road.

Mr. Gary Smith of Pape-Dawson Engineers, Mr. Matt Chesney of Chesney Morales and Mr. John Colglazier of Colglazier Properties, Inc. gave a brief explanation of their proposed plans for a drive through bank/savings loan facility at 4600 Lockhill Selma Road. No action was taken on this item. This plan will have a second hearing of the Planning & Zoning Commission in March.

Consideration and action of a Dark Skies Ordinance regulating the installation and use of outdoor lighting within the City of Shavano Park.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Michele Ross, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept Ordinance No. 100-02-09 (Dark Skies Ordinance) as amended. The motion carried.

Semiannual report on the status of residential and commercial development.

Dan Kossl of Denton Communities gave a presentation on current as well as possible development in the City of Shavano Park. Mr. Kossl's presentation was primarily on the commercial development and Mr. Todd Helmer, also with Denton Communities, gave a presentation on the residential development.

Discussion and action on a community process for the development of a comprehensive town plan for the City of Shavano Park.

City Manager, Manuel Longoria introduced Mr. Emil Moncivais with Town Planning and Design. Mr. Moncivais briefed the Planning & Zoning Commission members on the process of developing a comprehensive town plan. The first step would be to create a Technical Advisory Committee (TAC). Chairman Bob Werner made a recommendation that Commissioner Mark Kamstra chair the TAC.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Jip Holmes, the Planning & Zoning Commission voted seven (7) for and none (0) opposed appoint Commissioner Mark Kamstra to the position of chairperson for the Technical Advisory Committee. The motion carried.

Chairman Announcements

- A. Advise members to contact city staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. May - Workshop on recommendations for capital items related to the 20-Year Master Plan;**
 - ii. September - Semiannual report on the status of residential and commercial development;**
 - iii. October - Open Meetings Act Training;**
 - iv. December - Annual presentation on drainage issues.**

Adjourn

These minutes approved on the 4th day of March, 2009.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Board voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 9:13 p.m. on Wednesday, February 04, 2009. The motion

These minutes approved on the 4th day of March, 2009.

Approve:

Chairman, Bob Werner

Attest:

Sandra Passailaigue, City Clerk

**CITY OF SHAVANO PARK REGULAR PLANNING
AND ZONING COMMISSION MEETING
AT SHAVANO PARK CITY HALL
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, MARCH 04, 2009 - 7:30 PM**

MINUTES

Roll Call:

Bob Werner - present
David Jauer - present
Richard Lazar - present

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes - present
Michele Ross - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:31 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

None

Consent Agenda

A. Minutes of the planning and Zoning Commission: February 04, 2009

Upon a motion made by Commissioner David Jauer and a second by Commissioner Richard Lazar, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes from the February 04, 2009 Regular Planning & Zoning meeting as presented. The motion carried.

Consideration and discussion of a request by Mr. John Colglazier Jr. (Colglazier Properties, Inc.) for "CC" Bank/Savings & Loan Drive through facility designation for the property located at 4600 Lockhill Selma Road.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Richard Lazar, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the project as presented with the addition of parking spaces as discussed. The motion carried.

City Manager's update on the Comprehensive Town Plan and City Council appointments to the Technical Advisory Committee.

City Manager, Manuel Longoria informed the Planning and Zoning Commission that on February 17, 2009 the City Council approved the establishment and chairman nominee of the Town Plan Technical Advisory Committee. Mark Kamstra was nominated as Chairman. The remaining members will be appointed at the March 17, 2009 Regular City Council meeting.

Chairman Announcements:

A. City staff to add new or old agenda items.

B. Advise members to pending agenda items as follows:

- i. May - Workshop on recommendations for capital items related to the 20-Year Master Plan;**
- ii. September - Semiannual report on the status of residential and commercial development;**
- iii. October - Open Meetings Act Training;**
- iv. December - Annual presentation on drainage issues.**

Adjourn

Upon a motion made by Commissioner David Sauer and a second by Commissioner Richard Lazor, the Board voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 7:44 p.m. on Wednesday, March 04, 2009. The motion carried.

**CITY OF SHAVANO PARK REGULAR PLANNING AND ZONING COMMISSION
MEETING AT SHAVANO PARK CITY HALL
900 SADDLETREE COURT, SHAVANO PARK, TEXAS
WEDNESDAY, APRIL 01, 2009 - 7:30 PM**

MINUTES

Roll Call:

Bob Werner - present
David Jauer - present
Richard Lazor - absent

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes -absent
Michele Ross - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

None

Consent Agenda

A. Minutes of the planning and Zoning Commission: March 04, 2009

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Planning & Zoning Commission voted five (5) for and none (0) opposed to accept the minutes from the March 04, 2009 Regular Planning & Zoning meeting as presented. The motion carried.

Presentation by and discussion with Mr. John Colglazier on a proposed automobile detailing operation at 4600 Lockhill Selma.

This item was pulled from the agenda at the request of Mr. John Colglazier.

Consideration and action to reschedule, relocate or cancel the Regular May Planning & Zoning Commission meeting to another date due to early voting and Election Day voting at City Hall. Voting machines will be in City Hall from April 23, 2009 - May 11, 2009.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Mark Kamstra, the Planning & Zoning Commission voted five (5) for and none (0) opposed to reschedule the Regular May Planning & Zoning Meeting to Wednesday, May 20, 2009 at 7:30 p.m. The motion carried.

Update on the Comprehensive Town Plan Project and discussion lead by Mark Kamstra concerning the same.

Commissioner Mark Kamstra speaking as the Chairman of the Town Plan Technical Advisory Committee gave an update on the progress of Town Plan. Chairman Kamstra informed the Planning & Zoning Commission that Saturday, May 16, 2009 will be the first workshop for the Town Plan.

Update on Dark Skies ordinance and discussion regarding the same.

Chairman Werner asked the City Manager, Manuel Longoria how the City plans to enforce this ordinance. Mr. Longoria responded that all plans are being reviewed to make certain that all light fixtures are in accordance with the ordinance. Mr. Longoria also mentioned that one idea is to go to City Public Service (CPS) and put in an application to try to get all of the street lighting fixtures to comply with the Dark Skies Ordinance. The City Hall facility will also be looked at during the budget process.

The Planning & Zoning Commission would like to look at the ordinance again in a year to see how the ordinance is being enforced, what changes the City has made as well as what changes the City still needs to make in order to comply with the Dark Skies Ordinance.

Chairman Announcements

- A. Advise members to contact city staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. September - Semiannual report on the status of residential and commercial development;**
 - ii. October - Open Meetings Act Training;**
 - iii. December - Annual presentation on drainage issues.**

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Board voted five (5) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 8:10 p.m. on Wednesday, April 01, 2009. The motion carried.

These minutes approved on the 19th day of May, 2009.

A P P R O V E D

B o b W e r n e r

Attest:

SAUNDRA PASSAILAIGUE
City Clerk

**CITY OF SHAVANO PARK REGULAR PLANNING AND ZONING COMMISSION MEETING
AT SHAVANO PARK CITY HALL
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, MAY 20, 2009 - 7:30 PM**

MINUTES

Roll Call:

Bob Werner - present
David Jauer - present
Richard Lazar - present

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes -present
Michele Ross - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

None

Consent Agenda

A. Minutes of the planning and Zoning Commission: April 01, 2009

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes from the April 01, 2009 Regular Planning & Zoning meeting as presented. The motion carried.

Town Plan Update & Discussion (Kamstra)

Commissioner Kamstra speaking as Chairman of the Town Plan Technical Advisory Committee gave a presentation regarding the results of the Town Plan event held on Saturday, May 16, 2009. Chairman Kamstra said there was a turnout of 51 people and the general thought is that it was a very good workshop. The next Town Plan Technical Advisory Committee meeting is scheduled for Wednesday, May 27, 2009.

Discussion regarding the City of Shavano Park Code of Ordinances - Omitted Ordinances.

The Planning & Zoning Commission will begin a review of the ordinances that were omitted from the City of Shavano Park Code of Ordinances as requested by members of the City Council. This review of omitted ordinances will commence at the next regularly scheduled Planning & Zoning Commission meeting.

- A. Advise members to contact city staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. August - Town Plan update following July session**
 - ii. September - Semiannual report on the status of residential and commercial development;**
 - iii. October - Open Meetings Act Training;**
 - iv. December - Annual presentation on drainage issues.**

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 8:25 p.m. on Wednesday, May 20, 2009. The motion carried.

These minutes approved on the 3rd day of June, 2009.

Attest:

SAUNDRA PASSAILAIGUE
City Clerk

**CITY OF SHAVANO PARK REGULAR PLANNING AND ZONING COMMISSION MEETING
AT SHAVANO PARK CITY HALL
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, JUNE 03, 2009 - 7:30 PM**

MINUTES

Roll Call:

Bob Werner - present
David Jauer - present
Richard Lazor - present

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes - present
Michele Ross - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

None

Consent Agenda

A. Minutes of the planning and Zoning Commission: May 20, 2009

Upon a motion made by Commissioner Mark Kamstra and a second by Commissioner Michele Ross, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes from the May 20, 2009 Regular Planning & Zoning meeting as amended. The motion carried.

Discuss and consider preliminary and final plat approval for Amending Shavano Park Unit 19-A, Phase I , Commercial.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Thomas Weissler, the Planning & Zoning Commission voted six (6) for and none (0) opposed with Commissioner David Jauer abstaining to grant preliminary and approval of the Amending plat for Shavano Park Unit 19-A, Phase I, Commercial as presented. The motion carried.

Discuss and consider preliminary and final plat approval for Amending Shavano-Frost Bank.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to grant preliminary and approval of the Amending plat for Shavano Park Frost Bank as presented. The motion carried.

Staff presentation of the Nuisance Activity Report as it pertains to recreational vehicles.

City Manager Manuel Longoria, Jr. gave a presentation which was followed by a brief discussion.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances-Omitted Ordinances.

The Planning & Zoning Commission discussed the ordinances that were omitted from the City of Shavano Park Code of Ordinances.

Chairman Announcements

- A. Advise members to contact city staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. August - Town Plan update following July session**
 - ii. September - Semiannual report on the status of residential and commercial development;**
 - iii. October - Open Meetings Act Training;**
 - iv. December - Annual presentation on drainage issues.**

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Jip Holmes, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 8:36 p.m. on Wednesday, June 03, 2009. The motion carried.

These minutes approved on the 1st day of July, 2009.


BOB WERNER
CHAIRMAN

Attest:

SAUNDRA PASSAILAIGUE
City Clerk



**CITY OF SHAVANO PARK REGULAR PLANNING
AND ZONING COMMISSION MEETING
AT SHAVANO PARK CITY HALL
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, JULY 01, 2009 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner -- absent	Michael Janssen - present	lip Holmes - present
David Jauer - present	Mark Kamstra - absent	Michele Ross - present
Richard Lazor - present	Thomas Weissler - present	

Call to Order

Chairman Pro-Tern David Jauer called the meeting to order at 7:32 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Presentation by Mr. Mark Brown regarding the proposed Olmos Creek Estates at Shavano Park Preliminary Land Plan with discussion to follow.

Mr. Mark Brown presented the proposed plan for the Olmos Creek Estates at Shavano Park Preliminary Land Plan. The current property owner Mrs. Lyn Miller also spoke asking for consideration from the Planning & Zoning Commission.

Citizens to be heard

- Mrs. Strain - 113 Bikeway - spoke against the Olmos Creek Estates at Shavano Park Land Plan
- David Strain - 113 Bikeway - spoke against the Olmos Creek Estates at Shavano Park Land Plan
- Don Hendricks - 105 Bikeway - spoke against the Olmos Creek Estates at Shavano Park Land Plan
- Steve Piwinski - 115 Bikeway - spoke against the Olmos Creek Estates at Shavano Park Land Plan
- Fabiola Massad - 109 Bikeway - spoke against the Olmos Creek Estates at Shavano Park Land Plan
- Tricia Dresser -- 101 Bikeway - spoke against the Olmos Creek Estates at Shavano Park Land Plan
- Bill Kaufmann - Land Use Attorney - spoke in favor of the Olmos Creek Estates at Shavano Park Land Plan
- Mrs. Andy Vasquez - 108 Bikeway - spoke about the traffic on DeZavala that would affect the Olmos Creek Estates of Shavano Park Land Plan
- Residents of DeZavala Estates - spoke against the Olmos Creek Estates at Shavano Park Land Plan

- Veronica Parker - 16 DeZavala Place - spoke against the Olmos Creek Estates at Shavano Park Land Plan
- Larry Alexander - 18 DeZavala Place - spoke against the Olmos Creek Estates at Shavano Park Land Plan

Consent Agenda

A. Minutes of the Planning & Zoning Commission: June 03, 2009

Upon a motion made by Commissioner Richard Lazar and a second by Commissioner Michele Ross, the Planning & Zoning Commission voted six (6) for and none (0) opposed to accept the minutes from the June 03, 2009 Regular Planning & Zoning Commission meeting as presented. The motion carried.

Report on the Comprehensive Town Plan Project.

City Manager Manuel Longoria, Jr. spoke on the Town Plan Technical Advisory Committee Chairman Mark Kamstra's absence. Mr. Longoria reported that the next Town Plan Event is scheduled for August 01, 2009 with the next joint meeting of the Technical Advisory Committee and Planning & Zoning Commission on July 14, 2009.

Review, discussion and possible action regarding the City of Shavano Park Code of Ordinances - Omitted Ordinances.

No action was taken.

Chairman Announcements

- A. Advise members to contact City staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. August - Town Plan Update following July session**
 - ii. September - Semiannual report on the status of residential and commercial development**
 - iii. October - Open Meetings Act Training**
 - iv. December - Annual presentation on drainage issues.**

Adjournment

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Michele Ross, the Board voted six (six) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 8:58 p.m. on Wednesday, July 01, 2009. The motion carried.

These minutes approved on the 5th day of August, 2009.

A P P R O V E D

BOB WERNER,
CHAIRMAN

Attest: **SAUNDRA**
PASSAILAIGUE City Clerk



**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, AUGUST 05, 2009 AT 7:30 P.M.
MINUTES**

Roll Call

Bob Werner - present

Michael Janssen - present

Jip Holmes - present

David Jauer - present

Mark Kamstra - present

Michele Ross - present

Richard Lazor -- present

Thomas Weissler - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

- Veronica Parker - 16 DeZavala Place - informed the commission that no contact as of today has been made by the developer to the residents of DeZavala Place regarding the Proposed Olmos Creek Estates. She asked that the residents of DeZavala Place be notified of any future public meetings regarding this matter.

Consent Agenda

A. Minutes of the Planning and Zoning Commission: July 01, 2009

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michele Ross, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to accept the minutes from the July 01, 2009 Regular Planning & Zoning Commission meeting as amended. The motion carried.

Presentation by Mr. Dan Kossel of Denton Communities regarding set back requirements in the Willow Wood Subdivision with discussion to follow.

Chairman Bob Werner has asked that Commissioners Kamstra and Ross visit with the residents of Willow Wood at the next Home Owners Association (HOA) meeting and then bring this back to discuss at the next Planning & Zoning Commission.

Update on the August 01, 2009 Town Plan Event and discussion on the proposed schedule for Planning & Zoning Commission review and evaluation of the Draft Town Plan scheduled for completion in January 2010 (Mark Kamstra).

Town Plan Technical Advisory Committee Chairman Mark Kamstra said that he was overall pleased with the outcome of the August 01, 2009 Town Plan Event. The next Committee meeting was scheduled for Wednesday, August 26, 2009 at 6:30 p.m. at which time details and a date will be set for the next Town Plan event.

Discussion and clarification of the City's policy on home based business occupations as outlined in Section 36-36 a. (8) a. of the Zoning regulations for residential zoning districts as requested by Planning & Zoning Commission Chairman Robert Werner.

The Planning & Zoning Commission unanimously directed the City Attorney to bring this back next month with the language discussed.

Chairman Announcements

- A. Advise members to contact city staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. September - Semiannual report on the status of residential and commercial development**
 - ii. October - Open Meetings Act Training**
 - iii. December - Annual presentation on drainage issues**

Adjournment

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Thomas Weissler, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 8:29 p.m. on Wednesday, August 05, 2009. The motion carried.

These minutes approved on the 2nd day of September, 2009.

Approve:

Chairman, Bob Werner

Attest:

Sandra Passailaigue, City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, SEPTEMBER 02, 2009 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer - present	Mark Kamstra - absent	Michele Ross - present
Richard Lazor - present	Thomas Weissler - present	

Call to Order

Chairman Bob Werner called the meeting to order at 7:35 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

- A. David Marne - 116 Elm Spring - deferred his comments to item 6.

Consent Agenda

A. Minutes of the Planning and Zoning Commission: August 05, 2009

Upon a motion made by Commissioner Richard Lazor and a second by Commissioner Jip Holmes, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes from the August 05, 2009 Regular Planning & Zoning Commission meeting as amended. The motion carried.

Presentation by City Attorney Regarding Comprehensive Plan.

City Attorney Charles Zech gave a presentation on the importance of a having a comprehensive plan as requested by Commissioner Michael Janssen.

Update on the next Town Plan.

City Manager Manuel Longoria, Jr. gave an update on the Town Plan. Mr. Longoria announced that the Town Plan Technical Advisory Committee will begin meeting every Wednesday evening until the next Town Plan Event which has been scheduled for Saturday, October 31, 2009.

Discussion and action on an Ordinance amending the definition of Home Occupation in the City's Zoning Regulations.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner David Jauer, the Board voted seven (7) for and none (0) opposed to table this item until next month and direction was once again given to the city attorney to draft clarification on home occupations. The motion carried.

Discussion regarding set back requirements in the Willow Wood Subdivision.

Todd Helmer of Denton Communities thanked Commissioner Michael Janssen and Commissioner Michele Ross for attending their meeting.

Chairman Bob Werner directed staff to bring this item back next month as a discussion and action item to modify the side set back requirements in the Willow Wood Subdivision from 40' to 30'.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - Omitted Ordinances.

City staff was directed to bring back the oak wilt and street traffic sign ordinances to the Planning & Zoning Commission at the October 7th meeting.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Michele Ross, the Board voted seven (7) for and none (0) opposed to have staff update the City Council of the final ordinances to be reviewed by Planning & Zoning.

Chairman Announcements

- A. Advise members to contact City staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. October - Open Meetings Act Training**
 - ii. December - Annual presentation on drainage issues**

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Board voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 8:41 p.m. on Wednesday, September 02, 2009. The motion carried.

These minutes approved on the 7th day of October, 2009.

Approve:

Chairman, Bob Werner

Attest:

Saundra Passailaigue, City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, OCTOBER 07, 2009 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer - present	Mark Kamstra - present	Michele Ross - present
Richard Lazor - absent	Thomas Weissler - present	John Green - absent

Call to Order

Chairman Bob Werner called the meeting to order at 7:35 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

- Mr. Leon Nelson - 126 Broken Bough - deferred his comments to item

Welcome new member to Planning and Zoning Commission

Due to the absence of new member John Green, Chairman Bob Werner deferred this item to a future meeting.

Nomination and appointment of Chairman

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Planning & Zoning Commission voted six (6) for and none (0) opposed to nominate Bob Werner as Chairman of the Planning & Zoning Commission. Mr. Werner abstained from the vote. The motion carried.

Nomination and appointment of Vice-Chairman

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michael Janssen, the Planning & Zoning Commission voted six (6) for and none (0) opposed to nominate David Jauer as Vice-Chairman of the Planning & Zoning Commission. The motion carried.

Consent Agenda

A. Minutes of the Planning and Zoning Commission: September 02, 2009

Upon a motion made by Commissioner Jip Holmes and a second by Commissioner Mark Kamstra, the Planning & Zoning Commission voted six (6) for and none (0) opposed to accept the minutes from the September 02, 2009 Regular Planning & Zoning Commission meeting as amended. The motion carried.

Discussion and action regarding set back requirements in the Willow Wood Subdivision

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Jip Holmes, the Planning & Zoning Commission voted six (6) for and none (0) opposed to modify the side setbacks in the Willow Wood Subdivision from forty (40) feet to thirty (30) feet with a minimum of ten (10) feet either side. The motion carried.

Discussion of perimeter wall along Huebner Road

Direction was given to City staff to include this item on the November

agenda. **Update on the next Town Plan**

Town Plan Technical Advisory Committee Chairman Mark Kamstra gave an update on the Town Plan. The next Town Plan Event is scheduled for Saturday, October 31, 2009 from 9:00 a.m. until noon at the San Antonio Greater Builders Association on Paesanos Parkway.

Discussion of City nuisance ordinances, management of neighborhood aesthetics, and feeding of native animals

Several residents spoke on this item:

- Alderman Bruce Baumann - 419 Cliffside - spoke about the deterioration of Shavano Park due to lack of enforcement of the City's Code of Ordinances.
- Leon Nelson - 126 Broken Bough - spoke about issues such as bowling balls in front yards and disabled vehicles parked in front lawns.
- Heidi Lentz - 113 Hunters Branch - would like to see the enforcement of the City's Code of Ordinances and suggested that the Code Enforcement Officer write

an article for the newsletter every month with useful City code information.

- Mayor A. David Marne - 211 Hunters Branch S. - spoke regarding the sale of property and the transference of code violations.
- City Attorney Charles Zech said that if a citizen is dissatisfied with the response they receive from the City staff on a specific complaint they have that they do have another avenue they can take. Mr. Zech said that the citizen can take pictures and file a complaint with the Municipal Court Prosecutor.
- Alderman Bruce Baumann asked that the Planning & Zoning Commission determine and define a "nuisance."

There was a consensus among the Planning & Zoning Commission to recommend to the City Council that the members of this board want the City's Code of Ordinances to be enforced.

Discussion and action on an Ordinance amending the definition of Home Occupation in the City's Zoning Regulations

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Jip Holmes, the Board voted six (6) for and none (0) opposed to table this item until. The motion carried.

Overview of the Texas Open Meetings Act by City Attorney

Chairman Werner deferred this item to a future meeting when all members would be present.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - Omitted Ordinances.

Chairman Werner deferred this item to a future agenda due to the late hour.

Chairman Announcements

- A. Advise members to contact City staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. October - Open Meetings Act Training**
 - ii. December - Annual presentation on drainage issues**

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Board voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 9:06 p.m. on Wednesday, October 07, 2009. The motion carried.

These minutes approved on the 4TH day of November, 2009.

APPROVED

BOB WERNER
CHAIRMAN

Attest:

SAUNDRA
PASSAILAIGUE City
Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, NOVEMBER 04, 2009 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present
David Jauer - present
Richard Lazor - present

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes - present
Michele Ross - present
John Green - absent

Call to Order

Chairman Bob Werner called the meeting to order at 7: 30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

Citizens to be heard

- Blanche Dean - 422 Cliffside - Deferred her comments to item 7.

Welcome new member to Planning and Zoning Commission.

Due to the absence of new member John Green, Chairman Bob Werner deferred this item to a future meeting.

Consent Agenda

- A. Minutes of the Planning and Zoning Commission: October 7, 2009.**

Upon a motion made by Commissioner Mark Kamstra and a second by Commissioner Michele Ross, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes from the October 07, 2009 Regular Planning & Zoning Commission meeting as amended. The motion carried.

Discussion and action on placement of gates along perimeter walls fronting De Zavala, Huebner Road and NW Military Hwy

City Attorney George Hyde informed the Planning & Zoning Commission that there would need to be a public hearing held prior to the adoption of this ordinance. Chairman Werner added that upon passage this information should be placed in the Shavano Park Roadrunner.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Richard Lazor, the

Planning & Zoning Commission voted seven (7) for and none (0) opposed to recommend to the City Council the proposed amendments to City of Shavano Park's Code of Ordinances Section 36.36 (f) (3) g. and include therein Lockhill Selma in addition to the other streets mentioned. The motion carried.

Town Plan update & discussion

Town Plan Technical Advisory Committee Chairman Mark Kamstra gave an update on the Town Plan Event held on October 31, 2009.

Mr. Kamstra mentioned three action items that came from the October 31st event:

- 1) Need to talk to all citizens on Cliffside regarding the hike and bike trail;
- 2) Need to talk to all citizens that live in and along NW Military regarding some of the proposals on the expansion project; and
- 3) Meet with the City of San Antonio regarding development of the areas around the City of Shavano Park.

The group will meet again to discuss preparations for the February 13, 2010 event.

Discussion and action on an Ordinance amending the definition of front fencing in the City's Zoning Regulations

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michael Janssen, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to recommend to the City Council the proposed amendments to City of Shavano Park's Code of Ordinances Section 36.36 (f) (3) d. The motion carried.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - Omitted Ordinances

No action taken.

Chairman Announcements

- A. Advise members to contact city staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. December - Town Advisory Committee presentation.**
 - ii. December - Review of deadwood ordinances omitted from the Code of Ordinances.**
 - iii. December - Discussion of nuisance issues.**
 - iv. December - Annual presentation on drainage issues.**
 - v. February - Semiannual report on the status of residential and commercial development.**

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michael Janssen, the Board voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning and Zoning Commission at 8:35 p.m. on Wednesday, November 04, 2009. The motion carried.

These minutes approved on the 2nd day of December, 2009.

APPROVED



BOB WERNER
CHAIRMAN

SAUNDRA
PASSAILAIGUE City Clerk



**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, DECEMBER 02, 2009 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer - present	Mark Kamstra - present	Michele Ross - present
Richard Lazor - present	Thomas Weissler - present	John Green - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

- Mr. Henry Green - 122 Turkey Creek - Mr. Green asked that the Planning & Zoning Commission re-visit the ordinance regulating recreational vehicles (RVs) to include input from citizens of Shavano Park who own RVs. Mr. Green also asked that someone with authority place a "hold" on the enforcement of this ordinance until after it has been re-visited.

Welcome new member to Planning & Zoning Commission

Chairman Bob Werner introduced new member Mr. John Green.

Consent Agenda

A. Minutes of the Planning & Zoning Commission: November 04, 2009

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Mark Kamstra, the Board voted seven (7) for and none (0) opposed to accept the minutes from the November 04, 2009 Regular Planning & Zoning Commission meeting as amended. Commissioner David Jauer was not present during the vote. The motion carried.

Update from Denton Communities representative on drainage developments affecting Shavano Park and discussion of drainage developments

Dan Koss!, Rick Wood and Todd Helmer of Denton Communities gave an update on the drainage developments in Shavano Park.

Town Plan update and discussion

Commissioner Mark Kamstra briefed the board on two meetings: 1) Meeting with the City of San Antonio; and 2) The Next meeting of the Town Plan Technical Advisory Committee will be on December 14, 2009 with the citizens of N.W. Military Highway and Cliffside.

Discussion and possible action on an ordinance amending the definition of front fencing in the City's zoning regulations

Chairman Werner briefed the Board on the City Council's action regarding the front fencing ordinance.

Discussion and possible action regarding City of Shavano Park adoption of International Building Code, International Residential Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Buildings Code, National Electrical Code, and International Plumbing Code.

Upon a motion made by Commissioner Michele Ross and a second by Mark Kamstra, the Board voted eight (8) for and none (0) opposed to comprise a committee of the Construction Board of Appeals, the Fire Chief and either Bruce Bealor or Richard Herr to review the International Building Code and bring back to the Planning & Zoning Commission a recommendation. The motion carried.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michele Ross, the Board voted nine (9) for and none (0) opposed to table the discussion on the International Residential Code. Chairman Bob Werner voted on this motion. The motion carried.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Michael Janssen, the Board voted eight (8) for and none (0) opposed to table the discussion on the International Energy Conservation Code. The motion carried.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Board voted eight (8) for and none (0) opposed to comprise a committee of the Construction Board of Appeals, Bill Rhodes, the Fire Chief and a representative of Denton Communities and either Bruce

Bealor or Richard Herr to review the International Electrical Code and bring back to the Planning & Zoning Commission a recommendation. The motion carried.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner David Jauer, the Board voted eight (8) for and none (0) opposed to comprise a committee of the Construction Board of Appeals, the Fire Chief, a representative of Denton Communities, either Bruce Bealor or Richard Herr and a resident who is a licensed plumber to review the International Plumbing Code and bring back to the Planning & Zoning Commission a recommendation.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michele Ross, the Board voted eight (8) for and none (0) opposed to table the discussion on the existing International Existing Building Code. The motion carried.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Mark Kamstra, the Board voted eight (8) for and none (0) opposed to authorize the Planning & Zoning Commission to review the International Property Maintenance Code. The motion carried.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City code

No discussion or action taken

Chairman Announcements

- A. Advise members to contact City staff to add new or old agenda items**
- B. Advise members to pending agenda items as follows:**
 - i. January - Town Advisory Committee presentation**
 - ii. January - Review of deadwood ordinances omitted from the Code of Ordinances**
 - iii. January - Recommendation on revisions to current Code of Ordinances**
 - iv. January - Recommendations on City of Shavano Park adoption of International Building Code, International Residential Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Buildings Code, National Electrical Code, and International Plumbing Code**
 - v. January - Discussion of nuisance issues**
 - vi. February - Semiannual report on the status of residential and commercial development**

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michael Janssen, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 8:37 p.m. on Wednesday, December 02, 2009. The motion carried.

These minutes approved on the 3rd day of February, 2010.

BOB WERNER
Chairman

Attest:

SAUNDRA PASSAILAIGUE
City Clerk