

**THE MINUTES OF THE SHAVANO PARK PLANNING & ZONING
COMMISSION MEETINGS OF 2012**

- Regular meetings
- Special meetings
- Workshops

WEDNESDAY, JANUARY 04, 2012 -7:30 P.M.

WEDNESDAY, FEBRUARY 01, 2012 – 7:30 P.M.

WEDNESDAY, MARCH 07, 2012 – 7:30 P.M.

WEDNESDAY, APRIL 04, 2012 – 7:30 P.M.

WEDNESDAY, MAY 02, 2012 – 6:30 P.M.

WEDNESDAY, JUNE 06, 2012 – 6:30 P.M.

WEDNESDAY, JULY 11, 2012 – 6:30 P.M.

WEDNESDAY, AUGUST 01, 2012 – 6:30 P.M.

WEDNESDAY, SEPTEMBER 05, 2012 – 6:30 P.M.

WEDNESDAY, OCTOBER 03, 2012 – 7:30 P.M.

WEDNESDAY, NOVEMBER 07, 2012 – 7:30 P.M.

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JANUARY 04, 2012
7:30 P.M.**

MINUTES

Roll Call

Bob Werner – present	Michael Janssen – present	Jip Holmes – present
David Jauer – present	Mark Kamstra – present	Richard Lazor – present
Thomas Weissler – present	George Fillis – present	Al Walea – 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

None

Consent Agenda:

A. Minutes of the Planning & Zoning Commission December 07, 2011

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner George Fillis, the Commission voted five (5) for and none (0) opposed to approve the minutes from the December 07, 2011 Planning & Zoning Commission meeting as presented. The motion carried.

Scheduling announcement - presentation by Kyle McCain and/or Don Wallace with others delayed until February meeting.

Chairman Bob Werner informed the Planning & Zoning Commission members that this presentation has been delayed to the February meeting and that a notice has been prepared and will be mailed out this week to invite citizens to that meeting.

Annual discussion on drainage issues with Denton Communities representative and staff.

Dan Kossel of Denton Communities presented his annual report by saying that they had completed a detention pond at 1604 at the quarry. The east channel at NW Military and 1604 culvert has been completed with the final channel being completed by Martin Marietta per a revised lease agreement by May 1, 2012.

Chairman Werner asked the City Manager to prepare a newsletter article to advise those in our community that live along the Olmos Basin of the things they can do to improve drainage on their own property as well as not create flooding issues on property owned by their neighbors. Mr. McCain agreed to write the article and include it in a future issue of the City's newsletter. Commissioner Walea asked that Mr. McCain add that it is the responsibility of the homeowner and that if they do not abide by the City Code they may be cited.

Discussion concerning December presentation by Richard Lazor regarding 1993 City Drainage Plan and scheduling future consideration of the same by P&Z.

Commissioner Richard Lazor said that the sub-committee will meet on Tuesday, January 17, 2012 to review the 1993 Vickery Study and bring back their recommendations to be reviewed by the Planning & Zoning Commission. Once reviewed, the Planning & Zoning Commission will make their recommendations to the City Council.

Presentation by Michael Janssen concerning update on review of CoSP Code Section 28-110, where the CoSP adopted parts of the 1987 CoSA Unified Development Code, for recommendation of changes to City Council, and discussion concerning the same (including discussion on floodplain markup and modification of the same) and consideration of scheduling issues related to the same.

Commissioner Michael Janssen presented this item saying that several years ago some changes were made to Section 18 but were not deleted from Section 28-110. Mr. Janssen said that this creates a lot of conflict in the Code. There are also some definition changes, word changes and updating the flood zones, etc. The working group will meet again next week to discuss manufactured homes and RV parks. The working group will go over the suggested changes made this evening and bring back a draft ordinance.

Discussion concerning December presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and scheduling future consideration of the same by P&Z.

Commissioner Mark Kamstra presented this item by saying that he is still working with Ms. Liza Myer, Special Projects Manager with the City of San Antonio on this issue. Mr. Kamstra said that one of the things that should be defined is our goal. It was suggested that a committee be set up to discuss the goals and maybe have a public forum to discuss environmental issues. From there Mr. Kamstra said it would be best to have a theme topic to discuss per month. A lunch meeting with City Manager McCain, Commissioners Walea, Kamstra, and Janssen will be arranged with Ms. Myer to discuss further.

Presentation by Kyle McCain concerning CoSP ownership, management and maintenance of hike and bike trail south of mixed-use development-zoning district in Unit 18 along the south side of Loop 1604.

City Manager McCain presented this item saying that he has been speaking with Dan Kossel of Denton Communities about who would have access to the hike and bike trails and could the City create a HOA to manage the trails. City Attorney Zech said he was unaware of any authority anywhere in any statute that would give a General Law, Type A city the power to do this. Mr. McCain said that this information set him back to square one. When asked about its goal Chairman Werner said that the goal of the HOA would be to protect property values of commercial and residential owners. Commissioner Mark Kamstra, City Manager McCain and Chairman Werner will meet again to discuss the options and solutions to bring back at a future meeting.

Presentation by Kyle McCain concerning assessing supplemental funding options for maintenance of hike and bike trails, consideration of scheduling issues related to the same and possible appointment of working group and working group chair.

City Manager McCain asked that this item be held off for another month or two.

Report by Michael Janssen concerning TML training for Planning and Zoning Commissioners, and discussion concerning the same.

Commissioner Janssen presented this item saying that he, City Manager McCain and Commissioner Walea attended the TML training for Planning & Zoning Commissioners and that it was very good. It was suggested that a review of the Town Plan be performed sometime this year. Mr. Janssen will send the City Clerk the TML training presentation in pdf format to forward to all of the Planning & Zoning Commission members.

Discuss and consider recommendation to City Council amending the City's subdivision regulations to allow for administrative approval of certain plats submittals as authorized by the Texas Local Government.

There was a lengthy discussion on the draft of the administrative approval of certain plat submittals as authorized by the Texas Local Government Code.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Commission voted eight (8) for and none (0) opposed to accept the draft ordinance with the modification to add that any action under this section should be reported to the Planning & Zoning Commission within sixty (60) days. The motion carried.

Report and update by Kyle McCain concerning City Council items considered at the December City Council meeting and discussion concerning the same.

City Manager McCain reported that at the December City Council meeting the City Council approved the sheltered parking ordinance as presented. The City Manager said he also notified the Council that the rezoning of the property at Huebner Road and N.W. Military Hwy. is on the City of San Antonio City Council meeting agenda for January 19th along with the Unit 18 land swap.

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. February - Presentation by Kyle McCain and/or Don Wallace and others concerning Town Plan Evaluation Working Group - NW Military Highway Project, and discuss and consider recommendation to City Council concerning adoption of NW Military Highway Project for presentation to the Texas Department of Transportation.**
 - ii. February – Semiannual report on the status of residential and commercial development.**
 - iii. February - Presentation by Kyle McCain concerning proposed building project in CoSA along the southern border of CoSP starting at NW Military Hwy and proceeding east and discussion concerning the same.**
 - iv. February - Presentation by Kyle McCain concerning land swap issues and CoSA linear park development and discussion concerning the same.**

- v. **February/March/April/May – Presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
- vi. **February/March/April/May/June – Presentation by working group formed to consider 1993 City Drainage Plan and discussion concerning the same.**
- vii. **February/March - Presentation by Michael Janssen concerning update on review of CoSP Code Section 28-110, where the CoSP adopted parts of the 1987 CoSA Unified Development Code, for recommendation of changes to City Council, discussion concerning the same and possible action adopting the same in March/April.**
- viii. **April/May/June – Presentation by working group formed to consider supplemental funding options for maintenance of hike and bike trails and discussion concerning the same.**
- ix. **June – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of the CoSP municipal tract and possible appointment of working group and working group chair.**
- x. **July - Semiannual report on the status of residential and commercial development.**
- xi. **August – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of hike and bike trails and possible appointment of working group and working group chair.**
- xii. **September – Presentation by Dan Kossl concerning semiannual report on the status of residential and commercial development and discussion concerning the same.**
- xiii. **December - Annual discussion on drainage issues with Denton Communities representative and staff.**
- xiv. **January – Semiannual report on the status of residential and commercial development.**

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Clerk of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner David Jauer and a second Commissioner Thomas Weissler, the Commission voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 8:47 p.m. on Wednesday, January 04, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 1st day of February, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
FEBRUARY 01, 2012
7:30 P.M.**

MINUTES

Roll Call

Bob Werner – present	Michael Janssen – present	Jip Holmes – absent
David Jauer – present	Mark Kamstra – present	Richard Lazor – absent
Thomas Weissler – absent	George Fillis – absent	Al Walea – 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

- Ruth Thomason – 114 Chimney Rock – Spoke on the TxDOT and NW Military Hwy project.

Consent Agenda:

A. Minutes of the Planning & Zoning Commission January 04, 2012

Upon a motion made by Commissioner Al Walea and a second by Commissioner Michael Janssen, the Commission voted four (4) for and none (0) opposed to approve the minutes from the January 04, 2012 Planning & Zoning Commission meeting as presented. The motion carried.

Public presentation by Kyle McCain, Don Wallace and/or others concerning Town Plan Evaluation Working Group - NW Military Highway Project, and discuss and consider recommendation to City Council concerning adoption of NW Military Highway Project for presentation to the Texas Department of Transportation.

Gilmer Gaston made a presentation on the NW Military Hwy Corridor. The presentation was placed on the City's website for viewing and over 700 post cards were sent out notifying citizens of this

presentation. There was a lengthy discussion following the presentation between Mr. Gaston and the Planning & Zoning Commission members.

After the presentation and discussion with the Commission; Chairman Werner called upon citizens that wished to speak on this item.

- Diane Smilgin – 124 Long Bow
- Sally Cain – 16003 N.W. Military Hwy.
- Steve Piwinski – 115 Bikeway Ln.
- Dale Truett – 16402 N.W. Military Hwy.
- Leon Nelson – 126 Broken Bough
- Guy Sensiba – 103 Bikeway Ln.
- Halim Aboul-Saad – 118 Fawn Dr.
- Col. Henry Green – 122 Turkey Creek Rd.
- Dan Mitchell – 105 Shavano Drive
- Dale Schaffer – 115 Elm Spring Ln.
- Maverick Sensiba – 103 Bikeway

Upon a motion made by Commissioner Al Walea and a second by Commissioner David Jauer, the Commission voted four (4) for and none (0) opposed to table this item (due to absences) to the March Regular Planning & Zoning Commission meeting. The motion carried.

Semiannual report on the status of residential and commercial development with Denton Communities representative and staff.

Dan Kossl of Denton Communities presented the report on residential development. Mr. Kossl reported that last year a total of ten (10) lots were sold in the City of Shavano Park during 2011. Of those ten sold were two (2) in Bentley Manor Garden Homes; three (3) in Unit 19C Huntington; and five (5) in Willow Wood. The third phase in Willow Wood is under construction which will have nineteen (19) lots. The next phase of Huntington is also being engineered which will have thirty-seven (37) lots and make the connection to N.W. Military Hwy with a gated entrance.

Laddie Denton of Denton Communities presented the report on commercial development. Mr. Denton reported that the tennis center is doing very well and they are looking at the possibility of adding two more courts; there is a new building being built at the Biltmore Office Park; the proposed townhomes in the MXD is still being developed and they hope to get started on the project in the summer; the vet clinic on Lockhill Selma is finished but nothing else really going on with Lockhill Selma right now; there is an office building starting next to Paesanos.

Presentation by Kyle McCain concerning assessing supplemental funding options for maintenance of hike and bike trails, consideration of scheduling issues related to the same and possible appointment of working group and working group chair.

City Manager Kyle McCain presented the item bringing up points such as ownership of the bike trail, maintenance, public access, property values and HOA ownership. Mr. McCain said there are a lot of questions that still need to be answered.

Presentation Richard Lazor and City Drainage Plan working group on 1993 City Drainage Plan and discussion concerning the same.

Mr. Lazor was unable to be present but David Jauer spoke briefly on this item.

Presentation by Michael Janssen concerning update on review of CoSP Code Section 28-110, where the CoSP adopted parts of the 1987 CoSA Unified Development Code, for recommendation of changes to City Council, and discussion concerning the same (including discussion on RV parks and manufactured home including modification of the same) and consideration of scheduling issues related to the same.

Commissioner Michael Janssen presented the item by saying that the group is getting close to being able to present a final package to the Planning & Zoning Commission for review in March.

Presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.

Commissioner Mark Kamstra will be scheduling a meeting with the group soon and bring this item back at a future meeting for discussion.

Presentation by Kyle McCain concerning CoSP ownership, management and maintenance of hike and bike trail south of mixed-use development-zoning district in Unit 18 along the south side of Loop 1604.

There was a very brief discussion on this item but no action was taken.

Presentation by Kyle McCain concerning land swap issues and CoSA linear park development and discussion concerning the same.

City Manager McCain said there were two parts to this item; one being the linear park which the CoSA made contact with Laddie Denton to let them know they are still considering it. Mr. McCain said the bigger issue was the land swap along 1604 where the development is. This was on the January CoSA agenda but at the request of the CoSA City Manager, the item was pulled but should be back on their agenda for final approval in March. City Manager McCain said that the issue of the Unit 19 land swap with CoSA is still being discussed as well and will be back on the agenda in the April/May timeframe.

Presentation by Kyle McCain concerning proposed building project in CoSA along the southern border of CoSP starting at NW Military Hwy and proceeding east and discussion concerning the same.

City Manager McCain informed everyone that this item was on the same January agenda with CoSA and was approved by CoSA as part of their consent agenda. Mr. John White and staff did attend this meeting and reiterated that he would be taking into consideration the questions and concerns that the citizens on Cliffside expressed regarding lighting and fencing.

Report and update by Kyle McCain concerning City Council items considered at the January City Council meeting and discussion concerning the same.

City Manager McCain reported the following actions taken by City Council at the January meeting:

- There was a proposed ordinance that would require ordinances to be read at two separate Regular City Council meetings and after the first reading was approved, the proposed ordinance would be posted to the City's website. Mr. McCain added that there are exceptions in this ordinance for administrative type ordinances that are not controversial and for emergency ordinances which would be decided by the Council.
- The Council also discussed the issue of a definition of nepotism for City committees. Mr. McCain added that Alderman McClure commented during the discussion that "it may be a good idea that this be brought up when it is not an issue". Mr. McCain added that this had to do with the fact that we have two chairmen of two committees that this issue would strike at at this time. This item was discussed but no action was taken.
- The other issue discussed was the role of the Planning & Zoning Commission altogether which came from the fact that the commission is tasked at times to look at ordinances and do other field work for the Council. This item was tabled to the Special City Council Workshop that has been scheduled for February 27, 2012.

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. March/April/May – Presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
 - ii. March/April/May/June – Presentation by working group formed to consider 1993 City Drainage Plan and discussion concerning the same.**
 - iii. March/April - Presentation by Michael Janssen concerning update on review of CoSP Code Section 28-110, where the CoSP adopted parts of the 1987 CoSA Unified Development Code, for recommendation of changes to City Council, discussion concerning the same and possible action adopting the same in April/May.**
 - iv. March - Report from City staff and discussion concerning Ordinance No. 100-02-09 – City Building Code – Dark Skies.**
 - v. April/May/June – Presentation by working group formed to consider supplemental funding options for maintenance of hike and bike trails and discussion concerning the same.**
 - vi. June – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of the CoSP municipal tract and possible appointment of working group and working group chair.**
 - vii. July - Semiannual report on the status of residential and commercial development.**
 - viii. August – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of hike and bike trails and possible appointment of working group and working group chair.**
 - ix. September – Presentation by Denton Communities concerning semiannual report on the status of residential and commercial development and discussion concerning the same.**
 - x. October – Annual discussion concerning Town Plan.**
 - xi. December - Annual discussion on drainage issues with staff.**
 - xii. January – Semiannual report on the status of residential and commercial development.**

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Clerk of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner David Jauer and a second Commissioner Michael Janssen, the Commission voted four (4) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:48 p.m. on Wednesday, February 01, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 7th day of March, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MARCH 07, 2012
7:30 P.M.**

MINUTES

Roll Call

Bob Werner – present	Michael Janssen – present	Jip Holmes – present
David Jauer – present	Mark Kamstra – present	Richard Lazor – present
George Fillis – present	Thomas Weissler – present	Al Walea – 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

- Diane Smilgin – 124 Long Bow – NW Military Highway Project

Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission February 01, 2012.**

Upon a motion made by Commissioner Jip Holmes and a second by Commissioner Thomas Weissler, the Commission voted eight (8) for and none (0) opposed to approve the minutes from the February 01, 2012 Planning & Zoning Commission meeting as amended. The motion carried.

Public presentation by City Manager Kyle McCain, Working Group Chair Don Wallace, Gilmer Gaston of Pape-Dawson Engineers, and/or others concerning Town Plan Evaluation Working Group – NW Military Highway Project, and discuss and consider recommendation to City Council concerning adoption of NW Military Highway Project for presentation to the Texas Department of Transportation.

City Manager Kyle McCain presented this item saying that since the last Planning & Zoning meeting he had met with representatives of the Texas Department of Transportation (TxDOT) and their concern was that they wanted the City of Shavano Park to understand that they are “contact friendly” and that the State now wants to listen. Chairman Werner added that the through the Planning & Zoning’s approval or disapproval of the project is something that the City can negotiate with TxDot from and have something on the shelf so that when TxDOT does come to the City that the City Council at that time can go back and look at. There was a long discussion on this item followed by comments from the following citizens:

- David Jauer – Planning & Zoning Commissioner - said he is still against the “no left turn on NW Military Hwy” in the project;
- Al Walea – Planning & Zoning Commissioner – said that drainage needs to remain a priority on this project;
- Michael Janssen – Planning & Zoning Commissioner – said what he really likes about the plan is the attempt to save trees and the attempt to keep property values for those on NW Military Hwy;
- Mark Kamstra – Planning & Zoning Commissioner – said he agrees with Mr. Janssen;
- Gina Gallegos – 101 Fawn Drive and Director of Construction with TxDOT – said it was good to plan ahead but pointed out that there needs to be a focus on things that would be considered for approval by TxDOT like drainage. Ms. Gallegos added that round-a-bouts are not approved by Federal dollars so someone else would have to fund it;
- Josh Donat – TxDOT clarified some issues that were in the newspaper;
- Diane Smilgin – 124 Long Bow Rd. – spoke against round-a-bouts;
- Gene Willette – NW Military Hwy – spoke about maintaining the appearance of the street.

Upon a motion made by Commissioner Mark Kamstra and a second by Commissioner Richard Lazor, the Commission voted seven (7) for and one (1) opposed with Commissioner David Jauer casting the negative vote to submit the NW Military Highway Project as provided on the website to City Council.

Commissioner Michael Janssen requested a roll vote. Chairman Bob Werner called for a roll vote which is as follows:

Thomas Weissler (Aye); Richard Lazor (Aye); George Fillis (Aye); David Jauer (Nae); Al Walea (Aye); Jip Holmes (Aye); Michael Janssen (Aye); Mark Kamstra (Aye) and Bob Werner (Aye). The Ayes (8) and Naes (1). The motion carried.

Presentation by P&Z Commissioner Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators discussion concerning the same, and schedule citizens workshop on solar energy for upcoming P&Z meeting.

Commissioner Mark Kamstra introduced JC Shore, Lionel Johnnes, and Richard Estrada from Circular Energy who gave a presentation on solar energy.

There was a consensus among the Planning & Zoning Members to hold a workshop on solar energy in May at 6:30 p.m.

Presentation by P&Z Commissioner Michael Janssen concerning update on review of City of Shavano Park (CoSP) Code Section 28-110, where the CoSP adopted parts of the 1987 City of San Antonio Unified Development Code, for recommendation of changes to City Council, discussion concerning the same (including discussion on RV parks, manufactured homes including modification of the same, and sidewalks) and discuss and consider recommendations to City Council concerning adoption of the same.

Commissioner Michael Janssen presented this item which was followed by a lengthy discussion.

Upon a motion made by Commissioner Al Walea and a second by Commissioner Richard Lazor, the Commission voted eight (8) for and none (0) opposed that the material as prepared by the sub-committee considering the 1987 City of San Antonio Unified Development Code changes be presented to City Council by Commissioner Michael Janssen or his designee. The motion carried.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner David Jauer, the Commission voted eight (8) for and none (0) opposed to table the remaining agenda items to the next meeting of the City of Shavano Park Planning & Zoning Commission. The motion carried.

Presentation by City Manager Kyle McCain concerning assessing supplemental funding options for maintenance of hike and bike trails, consideration of scheduling issues related to the same and possible action to appoint working group and working group chair.

Presentations by City Manager Kyle McCain concerning land swap issues and City of San Antonio park development and discussion concerning the same.

Presentation by City Manager Kyle McCain concerning proposed building project in City of San Antonio along the southern border of CoSP starting at NW Military Highway and proceeding east and discussion concerning the same.

Report and update by City Manager Kyle McCain concerning City Council items considered at the February City Council meeting and discussion concerning the same.

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. April/May/June/July/August – Presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
 - ii. April/May/June – Presentation by working group formed to consider 1993 City Drainage Plan and discussion concerning the same.**
 - iii. April – If not approved in March, presentation by Michael Janssen concerning update on review of CoSP Code Section 28-110, where the CoSP adopted parts of the 1987 CoSA Unified Development Code, for recommendation of changes to City Council, discussion concerning the same and possible action adopting the same in April/May.**
 - iv. April - Report from City staff and discussion concerning Ordinance No. 100-02-09 – City Building Code – Dark Skies.**
 - v. April/May/June – Presentation by working group formed to consider supplemental funding options for maintenance of hike and bike trails and discussion concerning the same.**
 - vi. June – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of the CoSP municipal tract and possible appointment of working group and working group chair.**
 - vii. July - Semiannual report on the status of residential and commercial development.**

- viii. **August – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of hike and bike trails and possible appointment of working group and working group chair.**
- ix. **September – Presentation by Denton Communities concerning semiannual report on the status of residential and commercial development and discussion concerning the same.**
- x. **October – Annual discussion concerning Town Plan.**
- xi. **December - Annual discussion on drainage issues with staff.**
- xii. **January – Semiannual report on the status of residential and commercial development.**

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second Commissioner David Jauer, the Commission voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:21 p.m. on Wednesday, March 07, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 4th day of April, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
APRIL 04, 2012
7:30 P.M.**

MINUTES

Roll Call

Bob Werner – present	Michael Janssen – present	Jip Holmes – present
David Jauer – present	Mark Kamstra – present	Richard Lazor – present
George Fillis – present	Thomas Weissler – present	Al Walea – 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 Government Code).

Citizens to be heard

None

Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission March 07, 2012.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Commission voted seven (7) for and none (0) opposed to approve the minutes from the March 07, 2012 Planning & Zoning Commission meeting as amended. The motion carried.

Public Hearing and consideration of application for sign variance under Code of Ordinances Section 24-13 submitted by Shuen Pan for building located at 4680 Lockhill Selma.

This item was presented by Richard Thomas who was representing Shuen Pan. This was followed by a lengthy discussion. City Attorney Zech reminded the Commission that awnings in general in the City of Shavano Park Code of Ordinances are prohibited and that there is no way to grant a variance to something that is prohibited. Direction was given to the City Attorney to draft changes to the City of Shavano Park Code of Ordinances Chapter 24 section 24-4 to be reviewed at the May Planning & Zoning Commission meeting for review.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Commission voted eight (8) for and none (0) opposed to deny the request for a variance as presented. The motion carried.

Presentation by P&Z Commissioner Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators discussion concerning the same, and schedule citizen workshop on water conservation for upcoming P&Z meeting.

Commissioner Mark Kamstra informed the group that there would be multiple workshops set up over the summer months to discuss solar energy, water conservation and wind generators. Notices for these workshops will be posted on the City's website as well as in the Shavano Park Roadrunner.

Discussion concerning December presentation by Richard Lazor regarding 1993 City Drainage Plan and scheduling future consideration of the same by P&Z.

Commissioner Richard Lazor updated the group on the review of the 1993 City Drainage Plan.

Report from City staff and discussion concerning Ordinance No. 100-02-09 – City Building Code – Dark Skies.

City Manager McCain reported that there were no issues in the last year in regards to violations of Ordinance No. 100-02-09. Commissioner Mark Kamstra added that this is was an initiative to support the military training.

Presentation by City Manager Kyle McCain concerning assessing supplemental funding options for maintenance of hike and bike trails, consideration of scheduling issues related to the same and possible action to appoint working group and working group chair.

City Manager McCain said that he had discussed this with Laddie Denton and Dan Kossl of Denton Communities. Mr. McCain request that a working group be put together since it may be as much a political solution as well as an organizational solution. The working group was created with Planning & Zoning Commissioners Mark Kamstra, Robert Werner, Michael Janssen, Jip Holmes and City Manager McCain. Commissioner Michael Janssen will chair the work group.

Presentation by City Manager Kyle McCain concerning proposed building project in the City of San Antonio along the southern border of the City of Shavano Park starting at NW Military Hwy and proceeding east and discussion concerning the same.

City Manager McCain updated the group by saying that Mr. John White has said that they are more than 2/3 of the way through the architectural and landscape plans. They should be able to show those plans to the group by the end of next month.

Report and update by City Manager McCain concerning City Council items considered at the February and March City Council meetings and discussion concerning the same.

- A. City Council received the NW Military Plan**
- B. Revision of submitting agenda items for Council consideration**
- C. Setting standard for Council and Board & Commission meeting minutes**
- D. Establish an ISO Coordinator**
- E. Creation and duties of the Planning & Zoning Commission**

F. Plumbing & septic installer registration fees v. permit fees

G. City Council meeting issues and reports

City Manager McCain reported the following: a) the City Council voted to receive the NW Military Plan and there has been discussion on whether “received and accepted” have the same meaning. Mr. McCain said that according his research, “to receive is to accept. So basically what they have done is accepted the plan and put it on the shelf and will wait for the right time to present that to TxDOT”; b) there was a change in the submission of agenda items for the Council meetings that would have citizens go through the Council members or the City Manager to have items placed on the agenda, this also included a change in the deadline that Council members may submit an agenda request; c) an ordinance was approved that restructured they way that minutes were done for Council, boards and commissions. They will all now be action items; d) the Council approved an ordinance designating the Fire Chief as the ISO Coordinator; f) a proposed ordinance that removes the contractor fee from plumbers, this will be back for a second look at the next Council meeting; g) *nothing reported*; e) the City Council reviewed a proposed ordinance that would address what items would be considered by the Planning & Zoning Commission. Items that would be discussed by the P&Z would be planning items, zoning issues but when recommending an item to the City Council, it would need to be included in the motion by P&Z that it is a planning issue.

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. May/June/July/August/September – Presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
 - ii. May – Public workshop at 6:30 with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.**
 - iii. May/June – Presentation by working group formed to consider 1993 City Drainage Plan and discussion concerning the same.**
 - iv. May/June/July – Presentation by working group formed to consider supplemental funding options for maintenance of hike and bike trails and discussion concerning the same.**
 - v. June – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of the CoSP municipal tract and possible appointment of working group and working group chair.**
 - vi. July – Public workshop at 6:30 with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.**
 - vii. July - Semiannual report on the status of residential and commercial development.**
 - viii. August – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of hike and bike trails and possible appointment of working group and working group chair.**

- ix. September – Presentation by Denton Communities concerning semiannual report on the status of residential and commercial development and discussion concerning the same.
- x. September – Public workshop at 6:30 with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.
- xi. October – Annual discussion concerning Town Plan.
- xii. December - Annual discussion on drainage issues with staff.
- xiii. January – Semiannual report on the status of residential and commercial development.

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Clerk of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second Commissioner David Jauer, the Commission voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:10 p.m. on Wednesday, April 04, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 2nd day of May, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MAY 02, 2012
6:30 P.M.**

MINUTES

Roll Call

Bob Werner – present	Michael Janssen – present	Jip Holmes – absent
David Jauer – present	Mark Kamstra – present	Richard Lazor – present
George Fillis – present	Thomas Weissler – absent	Al Walea – present

Call to Order

Chairman Bob Werner called the meeting to order at 6:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

None

Public Workshop - Presentation by Planning & Zoning Commissioner Mark Kamstra and representatives of Circular Energy concerning solar energy topics including installation, maintenance, and rebates and discussion concerning the same.

Chairman Bob Werner introduced Commissioner Mark Kamstra who introduced JC Shore from Circular Energy. Mr. Shore proceeded with his presentation which was followed by a questions and answers session.

Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission April 04, 2012.**
- B. Notice and discussion of the City Manager's approval of Unit 18B, PH II Amending Plat.**

Upon a motion made by Commissioner George Fillis and a second by Commissioner David Jauer, the Commission voted six (6) for and none (0) opposed to approve the minutes from the April 04, 2012 as presented. The motion carried.

Discuss and consider action on preliminary approval for the Subdivision Plat – Unit 19C, Phase II – a 64.34 acre tract of land out of an 86.94 acre tract and a 289.9 acre tract located in Unit 18/19.

Upon a motion made by Commissioner Richard Lazor and a second by Commissioner Mark Kamstra, the Commission voted six (6) for and none (0) opposed to approve the preliminary plat for the Subdivision Plat – Unit 19C, Phase II as presented. The motion carried.

Discuss and consider amendment to Code of Ordinances Section 24-13 to permit signage on awnings.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michael Janssen, the Commission voted six (6) for and none (0) opposed to approve the amendment to Code of Ordinances Section 24-13 as modified. The motion carried.

Presentation by Planning & Zoning Commissioner Mark Kamstra and others concerning solar energy, water conservation alternatives including cisterns, and/or regulation of wind generators discussion concerning the same, and schedule citizen workshop on water conservation for upcoming Planning & Zoning Commission meeting.

Commissioner Mark Kamstra reported that he has made contact with the San Antonio Water System and they are willing to give a presentation in June on Water Conservation.

City Manager Kyle McCain introduced Mr. John Kight who gave a brief presentation on cisterns.

Presentation by Planning & Zoning Commissioner Michael Janssen concerning assessing supplemental funding options for maintenance of hike and bike trails, consideration of scheduling issues related to the same and discussion concerning the same.

Commissioner Michael Janssen said that he hoped he would have more meetings with Mr. Kossl before the next Planning & Zoning Commission meeting and give a better update afterwards.

Presentation by City Manager Kyle McCain concerning proposed building project in the City of San Antonio along the southern border of the City of Shavano Park starting at NW Military Highway and proceeding east and discussion concerning the same.

City Manager McCain said there was not much more to report on since last month. Mr. McCain said he has been invited to a meeting to look at the design next week. Mr. McCain said he would have better information to report back at the June Planning & Zoning Commission meeting.

Report and update by City Manager Kyle McCain concerning City Council items considered at the April City Council meeting and discussion concerning the same.

City Manager McCain reported the following: Council changed the agenda submission deadline for Aldermen to the Monday preceding the Council meeting, with no change concerning the City Manager's submissions; Council considered the authority of the Planning & Zoning Commission, with no changes; Council is considering a City facilities policy; Council reviewed Edwards Authority fees; Council considered SAWS overcharge fees; Council was advised that state law precludes cities charging plumbers registration fees; and Council is considering renewal of the City's Animal Care Agreement.

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. June – Public workshop at 6:30 p.m. with presentation by San Antonio Water System (SAWS) concerning water use planning for residential and commercial property owners.**
- ii. June/July/August/September – Presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
- iii. June – Presentation by working group formed to consider the 1993 City Drainage Plan and discussion concerning the same.**
- iv. June/July – Presentation by working group formed to consider supplemental funding options for maintenance of hike and bike trails and discussion concerning the same.**
- v. June – Discussion concerning development of planning tables for Planning & Zoning Commission recommendations to City Council concerning development of the City of Shavano Park Municipal Tract and possible appointment of working group and working group chair.**
- vi. July – Public workshop at 6:30 p.m. with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.**
- vii. July – Semiannual report on the status of residential and commercial development.**
- viii. July – Discuss and consider revisions to the City of Shavano Park sign ordinance Code of Ordinances Sections 24-1 through 16.**
- ix. August – Public workshop at 6:30 p.m. with presentation by City Manager Kyle McCain and others concerning use of cisterns for residential and commercial property owners.**
- x. August – Discussion concerning development of planning tables for Planning & Zoning Commission recommendations to City Council concerning development of hike and bike trails and possible appointment of working group and working group chair.**
- xi. September – Public workshop at 6:30 p.m. with presentation from Circular Energy concerning solar electricity planning for residential and commercial property owners.**
- xii. October – Annual discussion concerning Comprehensive Town Plan.**
- xiii. December – Annual discussion on drainage issues with City staff.**
- xiv. January – semiannual report on the status of residential and commercial development.**

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Clerk of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner Richard Lazor and a second Commissioner George Fillis, the Commission voted six (6) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 8:59 p.m. on Wednesday, May 02, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 6th day of June, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JUNE 06, 2012
6:30 P.M.**

MINUTES

Roll Call

Bob Werner – present
David Jauer – present
George Fillis – present

Michael Janssen – present
Mark Kamstra – present
Thomas Weissler – present

Jip Holmes – present
Richard Lazor – present
Al Walea – present

Call to Order

Chairman Bob Werner called the meeting to order at 6:32 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

None

Public Workshop – Presentation by Planning & Zoning Commissioner Mark Kamstra and representatives of San Antonio Water System (SAWS), including choosing plant, planting time, mulching/soil preparation, planning ahead of water restrictions, protecting house foundations and avoiding common homeowner mistakes and discussion concerning the same.

Planning & Zoning Commissioner Mark Kamstra introduce Juan Soulas, Conservation Planner, San Antonio Water System (SAWS). Mr. Soulas proceeded with his presentation which was followed by a questions and answers session.

Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission May 02, 2012.**
- B. Notice and discussion of the City Manager’s approval of Unit 18B, PH II Amending Plat.**

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner George Fillis, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the minutes from the May 02, 2012 as presented. The motion carried.

Discussion and possible action on final approval for the plat for Shavano Park Unit 18B, PH III – 9.90-acre tract of land out of a 55.99-acre tract located in Unit 18/19.

Upon a motion made by Commissioner Al Walea and a second by Commissioner Michael Janssen, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to grant final approval of Shavano Park Unit 18B, PH III as presented. The motion carried.

Discuss and consider scheduling change to move the July 2012 meeting from July 04, 2012 to July 11, 2012.

Upon a motion made by Commissioner Richard Lazor and a second by Commissioner Thomas Weissler, the Commission voted seven (7) for and none (0) opposed to reschedule the July 04, 2012 Planning & Zoning meeting to July 11, 2012. The motion carried.

Discuss and consider recognition of Don Wallace's faithful and unselfish contribution to the City of Shavano Park Planning & Zoning Commissions actions as a citizen, Commissioner, Chair, Town Plan Advisory Committee Member, Town – NW Military Highway Chair and Member of City Council.

Upon a motion made by Commissioner Al Walea and a second by Commissioner Thomas Weissler, the Commission voted seven (7) for and none (0) opposed to approve of the certificate of recognition as presented. The motion carried.

Presentation by Planning & Zoning Commissioner Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators discussion concerning the same, and schedule citizen workshop on water conservation for upcoming Planning & Zoning Commission meeting.

There was a consensus among the Planning & Zoning Commission members to make a recommendation to the City Council that they not allow wind generators within the City of Shavano Park.

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

This item was tabled to the next meeting of the Planning & Zoning Commission.

Discussion concerning development of planning tables for Planning & Zoning Commission recommendations to City Council concerning development of the City of Shavano Park Municipal Tract and possible appointment of working group and working group chair.

There was a consensus among the Planning & Zoning Commission members to have Commissioners Al Walea, Michael Janssen, Jip Holmes and Bob Werner serve on the working

group concerning the development of the municipal tract with Commissioner Walea chairing the committee.

Presentation by Planning & Zoning Commissioner Michael Janssen concerning update on review of the City of Shavano Park Code Section 28-110, where the City of Shavano Park adopted parts of the 1987 City of San Antonio Unified Development Code, for recommendation of changes to City Council, and discussion concerning the same (including discussion on recreational vehicle parks, manufactured homes including modification of the same, and sidewalks).

Chairman Werner asked that City Staff get notice out as soon as possible in order to comply with the public notice requirements and place this on the July meeting.

Presentation by Planning & Zoning Commissioner Michael Janssen on signage changes requested by Denton Communities, discussion concerning the same, distribution of draft proposals and possible appointment of working group and working group chair.

There was a consensus among the Planning & Zoning Commission members to have Dan Kossl of Denton Communities along with Commissioners Michael Janssen, George Fillis, Mark Kamstra and Bob Werner serve on the working group to review signage with Commissioner Janssen chairing the committee.

Discussion concerning amendment to Code of Ordinances Section 24-13 to permit signage on awnings.

Chairman Werner informed the Planning & Zoning Commission members that the City Council will be holding the second reading of the proposed amendment to the City of Shavano Park's Code of Ordinances Section 24-13 to permit signage on awnings at their June 25, 2012 regular meeting.

Discussion concerning assessing supplemental funding options for maintenance of hike and bike trails, consideration of scheduling issues, related to the same and possible action to change the working group chair.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michael Janssen, the Commission voted seven (7) for and none (0) opposed to have Commissioner Mark Kamstra replace Commissioner Michael Janssen as the Chairman of the Hike and Bike Trails Working Group. The motion carried.

Report and update by City Manager Kyle McCain concerning City Council items considered at the May City Council meetings and discussion concerning the same.

City Manager, Kyle McCain gave a brief report on items discussed at the last Regular City Council meeting.

Chairman Announcements:

- A. Advise members to contact City Staff to add new or old agenda items.**

- A. Advise members of pending agenda items, as follows:**
- i. July – Public workshop at 6:30 p.m. with presentation by Circular Energy concerning solar energy for residential and commercial property owners.**
 - ii. July/August/September – Presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
 - iii. July/August/September – Presentation by working group formed to consider supplemental funding options for maintenance of hike and bike trails and discussion concerning the same.**
 - iv. July – Public workshop at 6:30 p.m. with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.**
 - v. July – Semiannual report on the status of residential and commercial development.**
 - vi. July/August – Discuss and consider revisions to the City of Shavano Park commercial setbacks for lots more than 100 feet from a residential district.**
 - vii. July/August – Discuss and consider revisions to the City of Shavano Park sign ordinance Code of Ordinances Sections 24-1 through 16, and possible appointment of working group and working group chair.**
 - viii. August – Public workshop at 6:30 p.m. with presentation by City Manager Kyle McCain and others concerning use of cisterns for residential and commercial property owners.**
 - ix. August – Discussion concerning development of planning tables for Planning & Zoning Commission recommendations to City Council concerning development of hike and bike trails and possible appointment of working group and working group chair.**
 - x. September – Public workshop at 6:30 p.m. with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.**
 - xi. October – Annual discussion concerning the Comprehensive Town Plan.**
 - xii. December - Annual discussion on drainage issues with City Staff.**
 - xiii. January – Semiannual report on the status of residential and commercial development.**

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Clerk of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second Commissioner David Jauer, the Commission voted seven (7) for and none (0) opposed to adjourn the meeting of the City Shavano Park Planning & Zoning Commission at 8:15 p.m. on Wednesday, June 06, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 11th day of July, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JULY 11, 2012
6:30 P.M.**

MINUTES

Roll Call

Bob Werner – present	Michael Janssen – present	Jip Holmes – present
David Jauer – absent	Mark Kamstra – present	Richard Lazor – present
George Fillis – present	Thomas Weissler – present	Al Walea – present

Call to Order

Chairman Bob Werner called the meeting to order at 6:32 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

None

Public Workshop – Presentation by Planning & Zoning Commissioner Mark Kamstra and representatives of Circular Energy concerning solar energy topics including installation, maintenance, and rebates and discussion concerning the same.

Chairman Bob Werner introduced Commissioner Mark Kamstra who introduced JC Shore and Chris Seikos from Circular Energy. Mr. Shore proceeded with his presentation which was followed by a questions and answers session.

Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission June 06, 2012.

Upon a motion made by Commissioner George Fillis and a second by Commissioner Thomas Weissler, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the minutes of the June 06, 2012 Planning & Zoning Commission as amended. The motion carried.

Report by Michael Janssen concerning recognition of Don Wallace's faithful and unselfish contribution to CoSP Planning & Zoning Commission actions as a citizen, Commissioner, Chair, Town Plan Advisory Committee Member, Town Plan – NW Military Highway Chair and Member of City Council.

Commissioner Michael Janssen updated the Commission on his visit with Mr. Don Wallace.

Presentation by representatives of Denton Communities concerning semiannual report on the status of residential and commercial development.

Dan Kossl of Denton Communities reported that he has sold one lot in Huntington and one lot in Willow Wood this year; Construction of Unit 19C, Phase II is under way; no lots have been sold in Bentley Manor in the last six months; Commercially: inquiries have increased especially from restaurants; Phase II of the Biltmore Business Park is ready to begin construction; the Tennis Center is doing well and looking at expanding with two more courts.

Presentation by P&Z Commissioner Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators discussion concerning the same, and schedule citizen workshop on water conservation for upcoming P&Z meeting.

Commissioner Mark Kamstra reported that once the work sessions are all complete, the Planning & Zoning Commission should get together to discuss what is and isn't permissible in the City.

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

Commissioner Richard Lazor reported that the workgroup would be meeting soon to discuss.

Presentation by P&Z Commissioner Michael Janssen on signage changes requested by Denton Communities and changes to Sections 24-1 through 16, discussion concerning the same, and update on draft proposals.

Commissioner Michael Janssen reported that the workgroup had made a lot of changes and has plans to have another meeting sometime next week to include Dan Kossl of Denton Communities to discuss final draft to be brought back to Planning & Zoning for final review before making recommendations to the City Council.

Presentation by P&Z Commissioner Mark Kamstra concerning assessing supplemental funding options for maintenance of hike and bike trails, consideration of scheduling issues related to the same and discussion concerning the same.

Commissioner Mark Kamstra reported on the discussions of the development along 1604 with Denton Communities. Commissioner Kamstra set he will set up a meeting for the workgroup in early August to discuss options.

Report and update by City Manager Kyle McCain concerning City Council items considered at the June City Council meetings and discussion concerning the same.

City Manager McCain gave a brief report on items discussed at the last Regular City Council meeting.

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/September – Presentation by Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
- ii. August/September – Presentation by working group formed to consider supplemental funding options for maintenance of hike and bike trails and discussion concerning the same.**
- iii. August – Discuss and consider revisions to the CoSP commercial setbacks for lots more than 100 feet from a residential district.**
- iv. August/September – Discuss and consider revisions to the CoSP sign ordinance Code of Ordinances Sections 24-1 through 16, and possible appointment of working group and working group chair.**
- v. August – Public workshop at 6:30 with presentation by Kyle McCain and others concerning use of cisterns for residential and commercial property owners.**
- vi. August/September – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of the municipal tract.**
- vii. August/September – Discussion concerning development of planning tables for Planning and Zoning recommendations to City Council concerning development of hike and bike trails and possible appointment of working group and working group chair.**
- viii. September – Public workshop at 6:30 with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.**
- ix. October – Annual discussion concerning Town Plan.**
- x. October – Nomination of P&Z Chair and Vice-Chair.**
- xi. December – Annual discussion on drainage issues with staff.**
- xii. January – Semiannual report on the status of residential and commercial development.**
- xiii. May – Public workshop at 6:30 by SAWS concerning water use planning for residential and commercial property owners.**

xiv. July – Semiannual report on the status of residential and commercial development.

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Clerk of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second Commissioner Jip Holmes, the Commission voted seven (7) for and none (0) opposed to adjourn the meeting of the City Shavano Park Planning & Zoning Commission at 8:40 p.m. on Wednesday, July 11, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 1st day of August, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
AUGUST 01, 2012
6:30 P.M.**

MINUTES

Roll Call

Bob Werner – present	Michael Janssen – present	Jip Holmes – absent
David Jauer – present	Mark Kamstra – absent	Richard Lazor – present
George Fillis – present	Thomas Weissler – present	Al Walea – present

Call to Order

Chairman Bob Werner called the meeting to order at 6:32 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

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(I) 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 Al Walea and a second made by Commissioner Richard Lazor, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the agenda as provided as Planning & Zoning Commission issues. The motion carried.

Citizens to be heard

None

Public Workshop – Presentation by Planning & Zoning Commissioner Richard Lazor and John Kight concerning cisterns as a supplemental water saving device including installation, maintenance, cost and useful life and discussion concerning the same.

Commissioner Richard Lazor introduced Mr. John Kight, P.E. who proceeded with a presentation on cisterns as a supplemental water saving device which included information on installation, maintenance, cost and useful life. The presentation was followed with a question and answer session.

Consent Agenda:

A. Discussion and possible action to approve the minutes of the Planning & Zoning Commission July 11, 2012.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Thomas Weissler, the Planning & Zoning Commission voted four (4) for and none (0) opposed to accept the minutes of the July 11, 2012 Planning & Zoning Commission as presented. The motion carried.

Discuss and consider an ordinance amendment and restatement of the City of Shavano Park Code Sections 24-1 through 16 concerning signage changes requested by Denton Communities.

Commissioner Michael Janssen presented the draft amendment to the City of Shavano Park Code of Ordinances Section 24-1 through 16 concerning signage changes requested by Denton Communities.

Upon a motion made by Commissioner David Jauer and a second made by Commissioner Richard Lazor, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve as modified. The motion carried.

Discuss and consider action on final approval for the Subdivision Plat – Unit 19C, Phase II – 64.34 acre tract of land out of a 86.94 acre tract and a 289.9 acre tract located in Units 18 and 19.

Laddie Denton of Denton Communities and Rick Wood of Pape-Dawson Engineers presented.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Al Walea, the Planning & Zoning Commission voted five (5) for and none (0) opposed to accept the Subdivision Plat – Unit 19C, Phase II – 64.34 acre tract as presented. The motion carried.

Discuss setback changes requested by Denton Communities and changes to Chapter 36, Article VI. Table No. 6 (Other setbacks and other limitations) and schedule public hearing concerning the same.

Chairman Werner presented the item which was followed by a discussion. Chairman Werner asked that the City Manager have the Fire Chief present at the September 5th Planning & Zoning Commission meeting to be a part of the discussion during the public hearing on this issue.

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

Commissioner Richard Lazor requested that the City Manager place an article in the Roadrunner to ask citizens for input on drainage issues in the City. Commissioner Lazor also suggested educating the public on things they may be doing that causes drainage problems for themselves and their neighbors. Lastly, it was recommended that the City come up with a capital plan to improve poor drainage areas within the City.

Presentation by Planning & Zoning Commissioner Bob Werner and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators discussion concerning the same, and schedule citizen workshop on water conservation for upcoming Planning & Zoning meeting.

Chairman Werner asked for input from the Planning & Zoning Commission members on whether or not to continue with the recent workshops to educate the public. There was discussion but no action taken.

Presentation by Planning & Zoning Commissioner Michael Janssen concerning development of hike and bike trails, supplemental funding options for maintenance thereof, and scheduling issues related thereto and discussion concerning the same.

Commissioner Michael Janssen had nothing to report at this time.

Presentation by Planning & Zoning Commissioner Al Walea concerning development of planning tables for recommendations to City Council concerning development of the City of Shavano Park Municipal Tract and discussion concerning the same.

Commissioner Al Walea presented this item saying that he and the City Manager met with citizens that spoke out at the July City Council meeting in regards to the development of the Municipal Tract. Out of that meeting it was decided that two of those citizens would participate with the working group and they are Anne Marie Markette and Jay Gorman.

Commissioner Walea asked that the City set aside a reserve of \$100,000 that could be used for the development of the Municipal Tract. Commissioner Walea added that there would be no approvals for anything to be spent at this point but simply a reserve set aside.

Report and update by City Manager Kyle McCain concerning City Council items considered at the July City Council meetings and discussion concerning the same.

City Manager McCain gave a brief report on items discussed at the last Regular City Council meeting.

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. September – Public workshop at 6:30 p.m. with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.
- ii. September – Public hearing concerning setback changes requested by Denton Communities and changes to Chapter 36, Article VI. Tables, Table No. 6 (Other setbacks and other limitations).
- iii. September – Discuss and consider setback changes requested by Denton Communities and changes to Chapter 36, Article VI. Tables, Table No. 6 (Other setbacks and other limitations).
- iv. September – If not passed in August, discuss and consider revisions to the City of Shavano Park sign ordinance Code of Ordinances Sections 24-1 through 16.
- v. September – Presentation by Planning & Zoning Commissioner Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.
- vi. September – Presentation by working group formed to consider development of hike and bike trails, supplemental funding options for maintenance thereof, and scheduling issues related thereto and discussion concerning the same.
- vii. September – Discussion concerning development of planning tables for Planning & Zoning Commission’s recommendation to City Council concerning development of the Municipal Tract.
- viii. September – Discussion concerning development of planning tables for Planning & Zoning Commission’s recommendation to City Council concerning development of hike and bike trails.
- ix. September – Presentation by Planning & Zoning Commissioner Michael Janssen concerning update on review of the City of Shavano Park Code of Ordinances Section 28-110, where the City of Shavano Park adopted parts of the 1987 City of San Antonio Unified Development Code, for recommendation of changes to City Council, and discussion concerning the same (including discussion on RV parks, manufactured home including medication of the same, and sidewalks).
- x. October – Nomination of Planning & Zoning Commission Chairman and Vice Chairman.
- xi. October – Annual discussion concerning the Comprehensive Town Plan.
- xii. December – Annual discussion on drainage issues with City staff.
- xiii. January – Semiannual report on the status of residential and commercial development.
- xiv. May – Public workshop at 6:30 p.m. with presentation by San Antonio Water System (SAWS) concerning water use planning for residential and commercial property owners.
- xv. July – Semiannual report on the status of residential and commercial development.

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Clerk of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second Commissioner David Jauer, the Commission voted five (5) for and none (0) opposed to adjourn the meeting of the City Shavano Park Planning & Zoning Commission at 8:51 p.m. on Wednesday, August 01, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 5th day of September, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
SEPTEMBER 05, 2012
6:30 P.M.**

MINUTES

Roll Call

Bob Werner – present
David Jauer – present
George Fillis – present

Michael Janssen – present
Mark Kamstra – present
Thomas Weissler – present

Jip Holmes – present
Richard Lazor – present
Al Walea – absent

Call to Order

Chairman Bob Werner called the meeting to order at 6:49 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

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(I) 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 George Fillis and a second made by Commissioner Richard Lazor, the Planning & Zoning Commission voted four (4) for and none (0) opposed to approve the agenda as provided as Planning & Zoning Commission issues. The motion carried.

Citizens to be heard

None

Public Workshop – Presentation by Planning & Zoning Commissioner Mark Kamstra and representatives of Circular Energy concerning solar energy topics including installation, maintenance, and rebates and discussion concerning the same.

City Manager Kyle McCain introduced Lionel Johnnes from Circular Energy. Mr. Johnnes proceeded with his presentation which was followed by a questions and answers session.

Consent Agenda:

- A. Discussion and possible action to approve the minutes of the Planning & Zoning Commission August 01, 2012.**

Upon a motion made by Commissioner George Fillis and a second made by Commissioner Thomas Weissler, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to accept the minutes of the August 01, 2012 Planning & Zoning Commission as presented. The motion carried.

Public Hearing: Proposed rezoning of Unit 19B, Phase I commercial Subdivision Plat, Lot 1926 & 1927, Block 23 located generally at Paesanos Parkway and Huntington Place from B-2 to Planned Unit Development O-1.

Chairman Werner opened the Public Hearing at 7:42 p.m.

Laddie Denton of Denton Communities gave a brief explanation of the item.

There being no comments from the public; the Public Hearing was closed at 7:52 p.m.

Discuss and consider recommendation to City Council on proposed rezoning of Unit 19B, Phase I commercial Subdivision Plat, Lot 1926 & 1927, Block 23 located generally at Paesanos Parkway and Huntington Place from B-2 to Planned Unit Development O-1.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Thomas Weissler, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the PUD plan as modified. The motion carried.

Public Hearing: Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, Article VI, Tables, Table No. 6 (Other setbacks and other limitations) and discussion concerning the same.

Chairman Werner opened the Public Hearing at 8:07 p.m.

Chairman Werner gave a brief explanation of the item.

There being no comments from the public; the Public Hearing was closed at 8:25 p.m.

Discuss and consider recommendation to City Council on proposed amendments to the City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, Article VI, Tables, Table No. 6 (Other setbacks and other limitations) and discussion concerning the same.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Richard Lazor, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the amendments to Chapter 36 of the City of Shavano Park Code of Ordinances, Article VI, Tables, Table No. 6 as amended. The motion carried.

Public Hearing: Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances to allow for Manufactured Home Parks in certain zoning districts and providing regulations for their placement, and discussion concerning the same.

Chairman Werner opened the Public Hearing at 8:36 p.m.

Commissioner Michael Janssen gave a brief explanation of the item.

There being no comments from the public; the Public Hearing was closed at 8:40 p.m.

Discuss and consider recommendation to City Council on proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances to allow for Manufactured Home Parks in certain zoning districts and providing regulations for their placement, and discussion concerning the same.

Upon a motion made by Commissioner Richard Lazor and a second made by Commissioner Thomas Weissler, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the amendments to Chapter 36 of the City of Shavano Park Code of Ordinances to allow for Manufactured Home Parks as presented. The motion carried.

Public Hearing: Proposed amendments to Chapter 36, Section 36-36 amending regulations regarding portable construction buildings.

Chairman Werner opened the Public Hearing at 8:41 p.m.

Commissioner Michael Janssen gave a brief explanation of the item.

There being no comments from the public; the Public Hearing was closed at 8:44 p.m.

Discuss and consider recommendation to City Council on proposed amendments to Chapter 36, Section 36-36 amending regulations regarding portable construction buildings.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Thomas Weissler, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the amendments to Chapter 36 Section 36-36 amending regulations regarding portable construction buildings as presented with direction being given to the city attorney to draft similar language as a sub-section to provide for use regulations for the commercial properties. The motion carried.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Richard Lazor, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to table Items 14 and 15 until the next meeting. The motion carried.

Presentation by Planning & Zoning Commissioner Mark Kamstra concerning development of hike and bike trails, supplemental funding options for maintenance thereof, and scheduling issues related thereto and discussion concerning the same.

No action taken.

Presentation by Planning & Zoning Commissioner Mark Kamstra concerning development of planning tables for Planning & Zoning recommendations to City Council concerning development of hike and bike trails and discussion concerning the same.

No action taken.

Presentation by Planning & Zoning Commissioner Al Walea concerning development of planning tables for recommendations to City Council concerning development of the City of Shavano Park municipal tract and discussion concerning the same.

No action taken.

Presentation by Planning & Zoning Commissioner Michael Janssen concerning update on review of City of Shavano Park Code Section 28-110, where the City of Shavano Park adopted parts of the 1987 City of San Antonio Unified Development Code, for recommendation of changes to City Council, and discussion concerning the same (including discussion on RV parks, manufactured home including modification of the same, and sidewalks).

No action taken.

Discussion with staff concerning application by Planning & Zoning Commissioners for reappointment.

Chairman Werner reminded members with expiring terms to complete an application and turn it in by the September 12th deadline.

Report and update by City Manager Kyle McCain concerning City Council items considered at the July City Council meetings and discussion concerning the same.

City Manager McCain gave a brief report on items discussed at the last Regular City Council meeting.

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. September – Public workshop at 6:30 p.m. with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.**
 - ii. September – Public hearing concerning setback changes requested by Denton Communities and changes to Chapter 36, Article VI. Tables, Table No. 6 (Other setbacks and other limitations).**
 - iii. September – Discuss and consider setback changes requested by Denton Communities and changes to Chapter 36, Article VI. Tables, Table No. 6 (Other setbacks and other limitations).**
 - iv. September – If not passed in August, discuss and consider revisions to the City of Shavano Park sign ordinance Code of Ordinances Sections 24-1 through 16.**
 - v. September – Presentation by Planning & Zoning Commissioner Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
 - vi. September – Presentation by working group formed to consider development of hike and bike trails, supplemental funding options for maintenance thereof, and scheduling issues related thereto and discussion concerning the same.**
 - vii. September – Discussion concerning development of planning tables for Planning & Zoning Commission’s recommendation to City Council concerning development of the Municipal Tract.**
 - viii. September – Discussion concerning development of planning tables for Planning & Zoning Commission’s recommendation to City Council concerning development of hike and bike trails.**
 - ix. September – Presentation by Planning & Zoning Commissioner Michael Janssen concerning update on review of the City of Shavano Park Code of Ordinances Section 28-110, where the City of Shavano Park adopted parts of the 1987 City of San Antonio Unified Development Code, for recommendation of changes to City Council, and discussion concerning the same (including discussion on RV parks, manufactured home including medication of the same, and sidewalks).**
 - x. October – Nomination of Planning & Zoning Commission Chairman and Vice Chairman.**
 - xi. October – Annual discussion concerning the Comprehensive Town Plan.**
 - xii. December – Annual discussion on drainage issues with City staff.**
 - xiii. January – Semiannual report on the status of residential and commercial development.**

- xiv. **May – Public workshop at 6:30 p.m. with presentation by San Antonio Water System (SAWS) concerning water use planning for residential and commercial property owners.**
- xv. **July – Semiannual report on the status of residential and commercial development.**

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Secretary of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second Commissioner David Jauer, the Commission voted seven (7) for and none (0) opposed to adjourn the meeting of the City Shavano Park Planning & Zoning Commission at 8:52 p.m. on Wednesday, September 05, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 5th day of September, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
OCTOBER 03, 2012
7:30 P.M.**

MINUTES

Roll Call

Bob Werner – present
Mark Kamstra – present
Scott Reynolds – present

Michael Janssen – present
Richard Lazor – present
Kathy Fandel – present

Jip Holmes – present
Al Walea – present
Albert Aleman - 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).

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(I) 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 Richard Lazor and a second made by Commissioner Michael Janssen, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the agenda as provided as Planning & Zoning Commission issues. The motion carried.

Citizens to be heard

- Anne Marie Markette - 207 Hunters Branch South – Introduced herself to the new members of the Planning & Zoning Commission and spoke briefly about her involvement in the development of the Municipal Tract.

Nomination and appointment of Chairman.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Al Walea, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to nominate Bob Werner as Chairman of the Planning & Zoning Commission. The motion carried.

Nomination and appointment of Vice-Chairman.

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

Chairman welcome to new members and thank you to departing members.

Chairman Bob Werner welcomed new members Kathy Fandel, Albert "Buddy" Aleman and Scott Reynolds to the Planning & Zoning Commission. Chairman Werner proceeded to invite all members to join in a celebratory dinner in honor of departing members David Jauer, George Fillis and Thomas Weissler at a date to be announced.

Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission September 05, 2012.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner al Walea, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the September 05, 2012 minutes of the Planning & Commission as presented. The motion carried.

Discuss recommendation to City Council on proposed amendments to Chapter 36, Section 36-36 amending regulations regarding portable construction buildings for commercial properties and scheduling public notice and public hearing concerning the same.

Commissioner Michael Janssen recommended changing the language to read 36-39(4) d to address the commercial portable construction buildings. This item will be on the November 7, 2012 Planning & Zoning Commission agenda for a public hearing.

Presentation by Planning & Zoning Commissioner Richard Lazor on 1993 City Drainage Plan, discussion concerning the same and appointment of new drainage subcommittee members.

Commissioner Richard Lazor gave a brief update on the drainage subcommittee. Commissioners Lazor, Aleman, Fandel and Holmes will serve on the subcommittee to review the drainage concerns.

Presentation by Planning & Zoning Commissioner Mark Kamstra concerning development of hike and bike trails, supplemental funding options for maintenance thereof, and scheduling issues related thereto and discussion concerning the same, including budgetary concerns.

Commissioner Mark Kamstra updated the Commission on the hike and bike trails and recommended putting together a technical advisory committee made up of members of Planning & Zoning and citizens to put together a citizens activity group that would tie the hike and bike trails and the municipal tract development together. Commissioner Kamstra recommended a formal charter put together by the City Council to be able to really address this in a way that when the plan comes back it isn't just something that was made up by an ad-hoc committee but something that is much more formal. Commissioner Kamstra went on to say that this committee should not be made up of all Planning & Zoning Commission members but only two to three members along with citizens. Commissioner Al Walea also spoke in favor of forming this committee.

Presentation by Planning & Zoning Commissioner Mark Kamstra concerning development of planning tables for Planning & Zoning recommendations to City Council concerning development of the City of Shavano Park Municipal Tract and discussion concerning the same, including budgetary concerns.

As discussed in the previous item.

Presentation by Planning & Zoning Commissioner Michael Janssen concerning update on review of City of Shavano Park Code Section 28-110, where the City of Shavano Park adopted parts of the 1987 City of San Antonio Unified Development Code, for recommendation of changes to City Council, and discussion concerning the same (including discussion on RV parks, manufactured home including modification of the same, and sidewalks).

Commissioner Michael Janssen updated the Commission by letting them know that the City Council has approved the amended sign ordinance; flood plain ordinance; streets and sidewalks ordinance; and the utility ordinance. The City Council has also held a first reading of the amending setback ordinance; manufactured housing ordinance; and the residential portable buildings ordinance. Everyone thanked Commissioner Janssen for all his work.

Presentation by Mark Kamstra concerning annual review of Town Plan and discussion concerning the same.

Commissioner Mark Kamstra recommended performing a formal review of the Comprehensive Town Plan. Commissioner's Kamstra, Janssen, Reynolds and Werner will get together and do the review with a report to the Planning & Zoning Commission in January 2013. Chairman Werner extended an invitation to Alderwoman Etta Fanning and Alderwoman Michele Bunting Ross (both in the audience) to join the review group.

Report and update by City Manager Kyle McCain concerning City Council items considered at the August and September 2012 City Council meetings and discussion concerning the same.

City Manager McCain gave a brief report on items discussed at the August and September 2012 Regular City Council meetings.

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. September – Public workshop at 6:30 p.m. with presentation by Circular Energy concerning solar electricity planning for residential and commercial property owners.**
 - ii. September – Public hearing concerning setback changes requested by Denton Communities and changes to Chapter 36, Article VI. Tables, Table No. 6 (Other setbacks and other limitations).**
 - iii. September – Discuss and consider setback changes requested by Denton Communities and changes to Chapter 36, Article VI. Tables, Table No. 6 (Other setbacks and other limitations).**
 - iv. September – If not passed in August, discuss and consider revisions to the City of Shavano Park sign ordinance Code of Ordinances Sections 24-1 through 16.**
 - v. September – Presentation by Planning & Zoning Commissioner Mark Kamstra and others concerning solar energy, water conservation alternatives, and/or regulation of wind generators and discussion concerning the same.**
 - vi. September – Presentation by working group formed to consider development of hike and bike trails, supplemental funding options for maintenance thereof, and scheduling issues related thereto and discussion concerning the same.**
 - vii. September – Discussion concerning development of planning tables for Planning & Zoning Commission’s recommendation to City Council concerning development of the Municipal Tract.**
 - viii. September – Discussion concerning development of planning tables for Planning & Zoning Commission’s recommendation to City Council concerning development of hike and bike trails.**
 - ix. September – Presentation by Planning & Zoning Commissioner Michael Janssen concerning update on review of the City of Shavano Park Code of Ordinances Section 28-110, where the City of Shavano Park adopted parts of the 1987 City of San Antonio Unified Development Code, for recommendation of changes to City Council, and discussion concerning the same (including discussion on RV parks, manufactured home including medication of the same, and sidewalks).**
 - x. October – Nomination of Planning & Zoning Commission Chairman and Vice Chairman.**
 - xi. October – Annual discussion concerning the Comprehensive Town Plan.**
 - xii. December – Annual discussion on drainage issues with City staff.**

- xiii. **January – Semiannual report on the status of residential and commercial development.**
- xiv. **May – Public workshop at 6:30 p.m. with presentation by San Antonio Water System (SAWS) concerning water use planning for residential and commercial property owners.**
- xv. **July – Semiannual report on the status of residential and commercial development.**

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Secretary of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner Jip Holmes and a second Commissioner Richard Lazor, the Commission voted eight (8) for and none (0) opposed to adjourn the meeting of the City Shavano Park Planning & Zoning Commission at 8:19 p.m. on Wednesday, October 03, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 7th day of November, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
NOVEMBER 07, 2012
7:30 P.M.**

MINUTES

Roll Call

Bob Werner – present
Mark Kamstra – absent
Scott Reynolds – present

Michael Janssen – present
Richard Lazor – present
Kathy Fandel – present

Jip Holmes – absent
Al Walea – absent
Albert Aleman - 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).

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 Richard Lazor and a second made by Commissioner Michael Janssen, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the agenda as provided as Planning & Zoning Commission issues. The motion carried.

Citizens to be heard

None

Public Hearing: Proposed amendments to Chapter 36, Section 36-39 amending regulations regarding portable construction buildings for commercial properties.

Chairman Werner opened the public hearing at 7:31 p.m.

There being no comments from the public, the public hearing was closed at 7:32 p.m.

Discuss and consider recommendation to City Council on proposed amendments to Chapter 36, Section 36-39 amending regulations regarding portable construction buildings for commercial properties.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Richard Lazor, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve of the proposed ordinance as presented. The motion carried.

Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission September 05, 2012.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Albert Aleman, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the minutes of the September 05, 2012 Planning & Zoning Commission meeting as presented. The motion carried.

Discussion and possible action on preliminary approval of Amending Plat – Commercial – Lots 1813A and 1813B located at the corner of Huebner Road and Lockhill Selma.

Mr. Matt McCormick of Matkin Hoover Engineering & Surveying presented the item.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Albert Aleman, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the preliminary plat for the Amending Plat – Commercial – Lots 1813A and 1813B located at the corner of Huebner Road and Lockhill Selma as presented. The motion carried.

Discussion and possible action on preliminary approval for Subdivision Plat – 0.970 acre tract of land out of an 86.94 acre tract of land, Lot 2187, Block 26, located in Unit 19, located at the corner of N.W. Military and Loop 1604.

Mr. Craig Fletcher of KFW Engineers presented the item.

Upon a motion made by Commissioner Richard Lazor and a second made by Commissioner Kathy Fandel, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the preliminary plat for Subdivision Plat – 0.970 acre tract of land out of an 86.94 acre tract of land, Lot 2187, Block 26, located in Unit 19, located at the corner of N.W. Military and Loop 1604 as presented. The motion carried.

Discussion and possible action on preliminary approval for the Subdivision Plat – a 3.117 acre tract of land out of an 46.94 acre tract of land, Lot 2187, Block 26, located in Unit 18 located near Biltmore and Pond Hill.

Mr. Craig Fletcher of KFW Engineers presented the item.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Albert Aleman, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the preliminary plat for the Subdivision Plat – a 3.117 acre tract of land out of an 46.94 acre tract of land, Lot 2187, Block 26, located in Unit 18 located near Biltmore and Pond Hill as presented. The motion carried.

Discuss and consider organization of task force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract to include a broad range of citizen perspectives. The directions from City Council called for the following:

- The task force should be made up of P&Z members and citizens with more citizens than P&Z members.
 - P&Z determine number of P&Z members on task force
 - P&Z determine number of citizen members on task force
 - P&Z determine P&Z members on task force
 - P&Z determine manner for designating voting citizen members on task force. All other citizens will be non-voting members, and the number of non-voting members will be unlimited.
- The chair or co-chairs should be members of P&Z. (It should be administered by P&Z as the Town Plan TAC was).
 - P&Z determine task force chair, who will not vote.
 - P&Z determine if task force should be a single committee for project or manage project as two or more subcommittees.
 - If one than one subcommittee, how many projects?
 - If one than one subcommittee, how many subcommittees?
 - Designate a subcommittee chair for each project.
- P&Z determine task force P&Z members on each subcommittee.
- P&Z determine manner, if any, for assigning citizens to subcommittees.

P&Z establish a timeline and procedures for the following requirements:

- After the timeline and procedures are established, City Council has directed that the planning/brainstorming sessions may not begin until voting citizen members are included on the task force, in a manner similar to that used with the Town Plan process.
 - The task force should not meet and decide what options should be considered for development without first getting citizen input through planning/brainstorming sessions and surveys with citizens.
 - Task force members will serve without a fixed term.
 - Due to the possibility of a quorum, open meetings act requirements must be met and all meetings will be held at City Hall.
 - Regular minutes will be taken at each meeting, and they will then be provided to City Council and posted on the CoSP website.
 - P&Z will determine how frequently updates will be provided to City Council.
 - Regular updates and meeting notices will be placed in the Roadrunner and on the CoSP website.
- Discuss and consider dissolution of existing subcommittee structure for hiking and biking trails and development of municipal tract plan.

Upon a motion made by Commissioner Richard Lazor and a second made by Commissioner Michael Janssen, the Planning & Zoning Commission voted five (5) for and none (0) opposed to dissolve the existing subcommittee structure. The motion carried.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Richard Lazor, the Planning & Zoning Commission voted five (5) for and none (0) opposed to the following:

- Selection of Task Force Chair: Mark Kamstra
- Division of project into subcommittees: the project as divided into two parts for development – (1) hiking and biking trails and (2) municipal tract
- Selection of subcommittee chairs: hiking and biking trails – Mark Kamstra; municipal tract – Richard Lazor
- Voting members from Planning & Zoning: the voting members from Planning & Zoning are Al Walea, Albert Aleman, Kathy Fandel, and Richard Lazor as Chair who does not vote
- Voting members of citizenry: Mark Kamstra will contact each elected official for his or her recommendation, and Planning & Zoning directs Mark Kamstra to name those six people as voting members
- Non-voting members from Planning & Zoning: the balance of Planning & Zoning Commission members will be non-voting members
- Non-voting members from citizenry: All citizens may participate, but only the six designated by Mark Kamstra will be voting members. In other words, in building a consensus, Mark Kamstra needs the votes from the voting Planning & Zoning and the voting citizens only
- Timeline and Procedures: Mark Kamstra will develop the task force timeline and procedures. All meetings must have minutes, and based on the number of Planning & Zoning members, either Mark Kamstra or Bob Werner will need to post the meeting under the seventy-two (72) hour rule.

The motion carried.

Report and update by City Manager Kyle McCain concerning City Council items considered at the August and October 2012 City Council meetings and discussion concerning the same.

City Manager McCain gave a brief report on items discussed at the October 2012 Regular City Council meetings.

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. December – Schedule Saturday citizen workshop on solar energy, water conservation alternatives and cisterns.**
 - ii. December – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.**
 - iii. December – Presentation by Task Force Chair concerning hiking and biking trail issues.**
 - iv. December – Presentation by Task Force Chair concerning municipal tract issues.**
 - v. December – Discuss and consider adoption of Task Force procedures and timeline.**
 - vi. December – Annual discussion on drainage issues with staff.**

- vii. **January – Semiannual report on the status of residential and commercial development.**
- viii. **May – Public workshop at 6:30 with presentation by SAWS concerning water use planning for residential and commercial property owners.**
- ix. **July – Semiannual report on the status of residential and commercial development.**

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Secretary of any additional items to be considered.

Adjournment

Upon a motion made by Commissioner Richard Lazor and a second Commissioner Michael Janssen, the Planning & Zoning Commission voted five (5) for and none (0) opposed to adjourn the meeting of the City Shavano Park Planning & Zoning Commission at 8:45 p.m. on Wednesday, November 07, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 5th day of December, 2012.

A P P R O V E D

BOB WERNER
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary