

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

April 6, 2016

6:30 P.M.

MINUTES

1. Call to order

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

PRESENT:

ABSENT:

Carlos Ortiz

David Jauer

Kerry Dike

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

Brian Harr

Michael Janssen

2. Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.

Upon a motion made by Commissioner Dike and a second made by Commissioner Lazor, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard

Steve Davis addressed the Planning & Zoning Commission regarding his support for agenda item 6.

4. Consent Agenda:

A. Approval - minutes of the Planning & Zoning Commission March 2, 2016 meeting

Upon a motion made by Commissioner Dike and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve minutes the Planning & Zoning Commission Meeting held March 2, 2016. The motion carried.

5. Discussion / action - Led by City Manager Hill on the Final Plat of Lockhill Shavano Park Unit-17 Tract C, a 2.624 acre tract located on Lockhill Selma Road.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Final Plat of Lockhill Shavano Park Unit-17 Tract C, a 2.624 acre tract located on Lockhill Selma Road. The motion carried.

6. **Discussion / action - Led by City Manager Hill and Commissioner Janssen regarding amending Chapter 36, Table No. 1, for minimum lot sizes in Single-Family Dwelling Districts A-1, A-2, A-3, A-4 and A-5 PUD.**

In February 2016, the City was contacted with an inquiry about a lot size being smaller than .7 acres as required by the zoning district. The City investigated potential under sized lots and found 30 of the 90 lots investigated to be undersized. With undersized lots potentially being a wide-scale issue a broad-based solution is needed. A public hearing and agenda item will be placed on the May 4th agenda.

7. **Discussion / action - Led by Commissioner Aleman and the members of the accessory building working group regarding the City's ordinances pertaining to accessory buildings, outbuildings and portable buildings.**

Commissioner Aleman stated that he had met with City Manager Hill and Curtis Leeth to review existing ordinances for continuity. Commissioner Aleman stated that he would like to have another Working Group meeting to go over the revisions at length. Commissioner Aleman stated that he would discuss possible dates with City Manager and contact the members of the Working Group.

8. **Discussion / action - Led by City Manager Hill on amending Chapter 36, Article V – Board of Adjustment, to allow the Board of Adjustment to grant special exceptions.**

City Manager Hill informed the Planning & Zoning Commission that during review of the Accessory Building regulations under Chapter 36, staff noted is that almost no two portable, accessory buildings or properties are the same. While a general rule of application should certainly be sustained, the City's Code of Ordinances don't allow for a resident to request a reasonable "special exception" to the City's zoning regulations. The Board of Adjustment can only grant a variance when all conditions (very strict constraints) of Sec. 36-132 are met, and often condition paragraph (6) cannot be met by even a reasonable request. The Commission may want to consider allowing for process to gain a "special exception" (usually approved by the Board of Adjustments). The City Attorney advises that Cities can allow for "special exceptions", but the criteria should be specific and objective.

City staff will prepare for a public hearing and agenda item for the May 4th agenda.

9. **Discussion / action - Led by Chairman Janssen on possible changes required to the City's sign ordinance in accordance with Supreme Court ruling.**

Chairman Janssen informed the Commissioners that he had met with City Manager Hill and Curtis Leeth to discuss proposed revisions. The proposed revisions will be forwarded to the City Attorney for review and will be presented to the Planning & Zoning Commission at a future meeting.

10. **Presentation - City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.**

City Manager Hill informed the Planning & Zoning Commission that the first phase of the grant process has been approved. The second phase and determination of the funding year will be address April 25th.

11. **Presentation - City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.**

City Manager Hill informed the Planning & Zoning Commission that the permits have been approved to extend the sidewalks from NW Military to Salado Creek. As soon as timeline of project is submitted, the information will be forwarded to the Planning & Zoning Commission.

12. **Report and update by City Manager Hill concerning City Council items considered at the February 2016 City Council meetings and discussion concerning the same.**

City Manager Hill updated the Planning & Zoning Commission concerning City Council items considered at the City Council meeting.

13. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. May – Discussion and possible action of possible changes to the City’s ordinances regarding accessory buildings, outbuildings and portable buildings.
 - ii. May – Discussion and possible action on the City’s sign ordinance and the location of signs within the City of Shavano Park.
 - iii. May – Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - iv. August - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

14. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Fandel, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 7:38 p.m.

Michael Janssen
Chairman

Zina Tedford
City Secretary