

**CITY OF SHAVANO PARK  
PLANNING & ZONING COMMISSION MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
October 7, 2015  
6:30 P.M.**

**MINUTES**

**1. Call to order**

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

PRESENT:

Carlos Ortiz

Kerry Dike

Brian Harr

Richard Lazor

Albert Aleman

David Jauer

Konrad Kuykendall

Michael Janssen

ABSENT:

Kathy Fandel

**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 Aleman and a second made by Commissioner Dike, 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**

No one signed up to address the Planning & Zoning Commission at this time

**4. Nomination and appointment of Chairman of the Planning & Zoning Commission.**

Upon a motion made by Commissioner Dike and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to appoint Michael Janssen as Chairman of the Planning & Zoning Commission. The motion carried.

**5. Nomination and appointment of Vice Chairman of the Planning & Zoning Commission.**

Upon a motion made by Commissioner Dike and a second made by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to appoint Richard Lazor as Vice-Chairman of the Planning & Zoning Commission. The motion carried.

**6. Consent Agenda:**

**A. Discussion and possible action to approve minutes of the Planning & Zoning Commission September 2, 2015 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 the minutes as written. The motion carried.

7. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments on proposed changes to the City's B-2 zoning category as provided for in Shavano Park Code of Ordinances Chapter 36 eliminating boutique auto sales with outdoor display as a permitted use.

The Public Hearing opened at 6:35 p.m.

The Public Hearing closed at 6:36 p.m.

8. **Discussion and possible action led by Commissioner Janssen concerning proposed changes to the City's B-2 zoning category as provided for in Shavano Park Code of Ordinances Chapter 36 eliminating boutique auto sales with outdoor display as a permitted use.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to eliminate boutique auto sales with outdoor display as a permitted use. The motion carried.

9. **Public Hearing**

**The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments on an application for special use assisted living "CC" for Shavano Park Subdivision, Unit – 17N – a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2208, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit – 17N of record in Vol. 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX.**

Public Hearing opened at 6:37 p.m.

Dan Kossl presented an overview of the application for special use assisted living "CC".

Public Hearing closed at 6:39 p.m.

10. **Discussion and possible action on an application for special use assisted living "CC" for Shavano Park Subdivision, Unit – 17N – a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2208, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit – 17N of record in Vol. 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX.**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve an application for special use assisted living "CC" zoning for Shavano Park Subdivision, Unit 17N– a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2208, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit – 17N of record in Vol. 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX. The motion carried.

11. **Discussion and possible action on the Preliminary Plat for final phase of Bentley Manor Garden Villas, a 9.863 acre tract of land out of a 237.37 acre tract conveyed to Rogers Shavano Park Unit 17, LTD. described in Special Warranty Deed with vendors lien recorded in Volume 8194, Pages 1745-1761 of the official public records of Bexar County, Texas, being out of the Collin C. McCrae survey No. 391, Abstract 482, County Block 4782 and out of the M. Duchesne survey No. 77 1/3, Abstract 201, County Block 4771, in the City of Shavano Park, Bexar County, Texas.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Preliminary Plat for final phase of Bentley Manor Garden Villas. The motion carried.

At this time, Chairman Janssen deviated to agenda item 13.

12. **Presentation by Mr. Laddie Denton regarding site plan for the future development of Collins Circle and discussion concerning the same.**

Mr. Denton and Mr. Billy Classen, KFW Engineering presented their proposal plan for the future development of property on Collins Circle.

13. **Discussion and possible action on a request for change to the Final Plat of Shavano Park, Unit 19B Phase V, and a 2.19 acre tract of land out of a 259.5 acre tract of land located generally 0.5 miles west of Bitters Road and Loop 1604 Intersection.**

City Manager Hill informed the Planning & Zoning Commission the Final plat was approved by the Planning & Zoning Commission and City Council, December 2014 and January 2015 respectively. The Final Plat has not been recorded with Bexar County. However, changes have been requested, which need to be identified and approved by the Planning & Zoning Commission and forwarded to City Council for consideration.

Upon a motion made by Commissioner Jauer and a second made by Commissioner Lazor, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the request for change to the Final Plat of Shavano Park, Unit 19B Phase V. The motion carried.

14. **Discussion and possible action on a request for change to the Final Plat of the Pond Hill Garden Villas, an 8.11 acre tract, being 3.33 acres out of a 55.99 acre tract of land and 4.78 acres out of a 46.94 acre tract, both conveyed to Rogers Shavano Park Unit 18/19, LTD. in Special Warranty Deed recorded in Volume 10075, pg. 1609-1624 both of the official public records of real property of Bexar County, Texas.**

The Final Plat was approved by City Council in August, however, there is one minor revision that has been requested and needs to be identified and approved by the Planning & Zoning Commission and upon approval, forwarded to City Council for consideration.

Upon a motion made by Commissioner Lazor and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the request for change to the Final Plat of the Pond Hill Garden Villas. The motion carried.

Chairman Janssen deviated back to agenda item 12.

15. **Discussion led by Commissioner Janssen on the status of the “STPMM” grant (Federal Highway Administration) for improvements to NW Military Highway.**

Chairman Janssen informed the Commissioners that City Manager Hill, Curtis Leeth and he met with TxDOT and received an overview on the status of the “STPMM” grant for improvements to NW Military, along with their proposed layout of NW Military Highway, which was presented for the Commissioners’ review. Commissioner Janssen stated that he and City Manager Hill would update the City Council on their meeting with TxDOT at a future City Council Meeting.

16. **Discussion and possible action led by Commissioner Janssen concerning recommendations on proposed changes to the City’s Home occupation regulations provided for in Shavano Park Code of Ordinances Chapter 36.**

Chairman Janssen informed the Planning & Zoning Commission that the working group met and made changes to the proposed ordinance based on the comments from both the Commissioners and the public hearing. Upon a motion made by Commissioner Dike and a second made by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve a proposed changes to the City’s Home occupation regulations. The motion carried.

17. **Presentation by City Manager Bill Hill on the status of the proposed sidewalk and hike/bike trails and discussion concerning the same.**

City Manager Hill presented an update regarding the status of the proposed hike/bike trails.

18. **Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and the establishment of priorities for any proposed drainage projects, a timetable for presentation of proposed drainage priorities to City Council and discussion concerning the same.**

Commissioner Lazor reported that the Drainage Committee had met and have drafted a prioritized list of drainage concerns. Commissioner Lazor requested that City Manager Hill include an agenda item on a future City Council meeting to present to City Council with the Planning & Zoning Commission's prioritized recommendations for drainage improvements.

19. **Report and update by City Manager Bill Hill concerning City Council items considered at the September 2015 City Council meeting and discussion concerning the same.**

City Manager Hill presented a report of the September 2015 City Council Meeting

20. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
  - i. November – Discuss the City's ordinances pertaining to accessory buildings and establish a working group to review and consider recommendations for changes in the City's accessory building ordinances.
  - ii. November – Presentation by Commissioner City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.
  - iii. November – Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
  - iv. November – Presentation by City Manager Hill on the status of the proposed hike/bike trails and discussion concerning the same.
  - v. November – Presentation by City Attorney regarding Open Meetings Act, Public Information and discussion regarding the same.
  - vi. November – Discussion and possible action on the City's sign ordinance and the location of signs within the City of Shavano Park.
  - vii. December - Presentation by City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.
  - viii. January, 2016 - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

21. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting. The motion carried.

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Michael Janssen  
Chairman

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Zina Tedford  
City Secretary