

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
March 2, 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

Kerry Dike

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

David Jauer

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 Lazor and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) 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. Consent Agenda:

A. Discussion / action to approve minutes of the Planning & Zoning Commission February 3, 2016 meeting

Upon a motion made by Commissioner Aleman and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve minutes of the Planning & Zoning Commission Meeting held February 3, 2016. The motion carried.

5. Discussion / action - Preliminary Plat Lockhill Shavano Park Unit-17 Tract C, 2.624 acre tract approximately 330’ S.E. of Lockhill Selma - City Manager Hill

Upon a motion made by Commissioner Dike and a second made by Commissioner Harr, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Preliminary Plat Lockhill Shavano Park Unit-17 Tract C, 2.624 acre tract approximately 330’ S.E. of Lockhill Selma. The motion carried.

6. **Discussion /action - 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 - City Manager Hill and Chairman Janssen**

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. The Planning & Zoning Commission requested City Manager Hill to discuss this issue with the City Attorney and then present a recommended ordinance for consideration at the April 2016 Planning & Zoning Commission meeting.

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

Commissioner Aleman informed the Planning & Zoning commission that the accessory building working group had met with staff and identified several areas requiring additional review. Commissioner Aleman said that an additional working group meeting with staff is planned for March, and that additional information would be presented at the April 2016 Planning & Zoning Commission meeting.

8. **Discussion / possible action - Possible changes required to the City's sign ordinance in accordance with Supreme Court ruling - City Manager Hill**

City Attorney Santee updated the Planning & Zoning Commission on possible changes to the City's sign ordinance. Staff will continue to research this item and present findings at the April 2016 meeting.

9. **Discussion / action - Amendment to the City of Shavano Park Code of Ordinances Sec.24-4(1) temporary signs - Chairman Janssen**

Chairman Janssen informed the Commissioners that he had received a request to allow multiple temporary signs for a "grand opening", with such signs prohibited under the City's current sign ordinance. After discussion and input from Daryl Lange of Denton Properties, the Planning & Zoning Commissioners requested Chairman Janssen to develop language amending the City's current sign ordinance and then present the amended ordinance for the Planning & Zoning Commission's consideration at the April 2016 meeting. .

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

City Manager Hill updated the Planning & Zoning Commission on the STPMM grant application and voting process.

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

City Manager Hill presented an update on the status of the proposed sidewalks.

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

City Manager Hill updated the Planning & Zoning Commission concerning City Council items considered at the February 2016 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. April – Discussion and possible action of possible changes to the City's ordinances regarding accessory buildings, outbuildings and portable buildings.

- ii. April – Discussion and possible action on the City’s sign ordinance and the location of signs within the City of Shavano Park.
- iii. April – 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 Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:00 p.m.

Michael Janssen
Chairman

Zina Tedford
City Secretary