

**CITY OF SHAVANO PARK  
PLANNING & ZONING COMMISSION MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
September 2, 2015  
6:30 P.M.**

**MINUTES**

**1. Call to order**

Chairman Janssen called the meeting to order at 7:30 p.m.

PRESENT:

Carlos Ortiz

Kerry Dike

Kathy Fandel

Richard Lazor

Albert Aleman

Michael Janssen

ABSENT:

Brian Harr

David Jauer

Konrad Kuykendall (arrived 6:32 p.m.)

**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 five (5) 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**

Citizen Marne deferred to his request to agenda item 5 – Public Hearing.

**4. Consent Agenda:**

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission August 5, 2015 meeting.

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 Planning & Zoning Commission August 5, 2015 minutes as written. The motion carried.

**5. Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments on proposed changes to the City’s Home occupation regulations provided for in Shavano Park Code of Ordinances Chapter 36

Public Hearing opened at 6:33 p.m.

Chairman Janssen presented an overview of the proposed ordinance.

Citizens Colemere, Marne, Stein, Bryce and Rhodes addressed the Planning & Zoning Commission voicing concerns regarding the proposed changes to the ordinance.

Citizen Pierce stated that it is good to know who is coming into the neighborhoods.

Public Hearing closed at 6:56 p.m.

6. **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**

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 have the Working Group review and consider changes to the home occupation ordinance based on citizens comments during the public hearing. The motion carried.

7. **Discussion led by City Manager Hill on the status of the "STPMM" grant (Federal Highway Administration) for improvements to NW Military Highway.**

City Manager Hill gave an overview of the background and status of the "STPMM" grant for improvement to NW Military Highway.

City Manager Hill also noted that the City Council directed staff to proceed with the submittal of the application for "STPMM" grant (Federal Highway Administration) and also directed the that Planning & Zoning Commission to continue working with the City staff in coordination of the project.

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

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

9. **Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same and discussion concerning timetable for presentation of drainage priorities to City Council.**

Commissioner Lazor reported that the Drainage Committee had met and have drafted a prioritized list of drainage concerns. The list will be submitted to the Planning & Zoning Commission at the next meeting.

10. **Discussion and possible action led by Commissioner Janssen on eliminating boutique auto sales with outdoor display as a B-2 zoning category permitted use.**

The Planning & Zoning Commission came to a consensus to direct staff to proceed with a public hearing to eliminate boutique auto sales with outdoor display as a B-2 zoning category permitted use.

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

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

12. **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. October - Nomination and appointment of Chairman and Vice Chairman of Planning & Zoning Commission and welcome of any new members.

ii. October – Presentation by City Attorney regarding Open Meetings Act, Public Information and discussion regarding the same.

iii. October – Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.

- iv. October – Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
- v. October – Presentation by City Manager Bill Hill on the status of the proposed hike/bike trails and discussion concerning the same.
- vi. November - Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.
- vii. January, 2016 - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

**13. Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Fandel, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8: 30 p.m.

---

Michael Janssen  
Chairman

---

Zina Tedford  
City Secretary