

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
January 6, 2016
6:30 P.M.**

AGENDA

1. Call to order
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(1) of the Code or the severance of one or more of such items for an individual vote on such item or items.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Consent Agenda:
 - A. Discussion and possible action to approve minutes of the Planning & Zoning Commission December 9, 2015 meeting
5. Discussion and possible action on the Final replat establishing lot 1328A, being a 10.219 acre tract of land situated in Shavano Park Unit 17A in the City of Shavano Park.
6. Public Hearing
A public hearing to receive testimony and comments on an application to rezone a 10.219 acre tract of land located at 3819 De Zavala Road, Lot 1328A, from A-3 Single Family Residential to A-1 Single Family Residential district.

7. Discussion and possible action on an application to rezone a 10.219 acre tract of land located at 3819 De Zavala Road, Lot 1328A, from A-3 Single Family Residential to A-1 Single Family Residential district.
8. Discussion and possible 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.
9. Discussion and possible action led by City Manager Hill on possible changes required to the City's sign ordinance.
10. Presentation by City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.
11. Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
12. Report and update by City Manager Bill Hill concerning City Council items considered at the December 2015 City Council meeting and discussion concerning the same.
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. February – Discussion and possible action of possible changes to the City's ordinances regarding accessory buildings, outbuildings and portable buildings.
 - ii. February – Discussion and possible action on the City's sign ordinance and the location of signs within the City of Shavano Park.
 - iii. February – Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - iv. February – Discussion and possible action on the City's sign ordinance and the location of signs within the City of Shavano Park.
 - v. February - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
 - vi. February – Discussion and possible action on the final application to rezone a 10.219 acre tract of land located on De Zavala Road from A-3 to A-1.
14. Adjournment

Accessibility Statement:

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on December 28, 2015 at 3:45 P.M. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
February 3, 2016
6:30 P.M.**

AGENDA

1. Call to order
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(1) of the Code or the severance of one or more of such items for an individual vote on such item or items.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Consent Agenda:
 - A. Discussion and possible action to approve minutes of the Planning & Zoning Commission January 6, 2016 meeting
5. Semiannual presentation by Denton Communities regarding residential and commercial development in and in close proximity to Shavano Park and discussion concerning the same.
6. Discussion and possible 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.
7. Discussion and possible action led by City Manager Hill on possible changes required to the City’s sign ordinance.

8. Presentation by City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.
9. Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
10. Report and update by City Manager Hill concerning City Council items considered at the January 2016 City Council meeting and discussion concerning the same.
11. 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 – Discussion and possible action of possible changes to the City’s ordinances regarding accessory buildings, outbuildings and portable buildings.
 - ii. March – Discussion and possible action on the City’s sign ordinance and the location of signs within the City of Shavano Park.
 - iii. March – 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.
12. Adjournment

Accessibility Statement:

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on January 28, 2016 at 10:15 A.M. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 11, 2017**

6:30 P.M.

AGENDA

1. Call to order
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.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Nomination and appointment of Chairman.
5. Nomination and appointment of Vice-Chairman
6. Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements – Commissioner Janssen and City Manager Hill.
7. Consent Agenda:
 - A. Approval – Planning & Zoning Commission minutes, September 6, 2017

8. Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.
9. Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.
10. Discussion - Review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey – Commissioner Janssen and City Manager Hill.
11. Discussion – Review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development – City Manager Hill.
12. Discussion / action – Proposed amendments to Sec. 24-6 regarding regulation of allowable signs during voting periods – City Manager Hill and Commissioner Fitzpatrick.
13. Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.
14. 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 – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - ii. November– Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract.
 - iii. November – Review of the public hearing and discussion at the October meeting regarding updates to the 2010 Town Plan for flooding and storm water runoff.
 - iv. December – Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on NW Military Highway improvements.
 - v. December – Review of the public hearing and discussion at the November meeting regarding updates to the 2010 Town Plan for the City’s municipal tract.
 - vi. January, 2018 – Review of the public hearing and discussion at the December meeting regarding updates to the 2010 Town Plan for NW Military Highway improvements.
 - vii. January, 2018 – Discussion and action regarding possible updates and amendments to the City’s 2010 Town Plan.
 - viii. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
 - ix. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
 - x. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.
15. Adjournment

Accessibility Statement:

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on 26th of September 2017 at 11:15 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**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.

AGENDA

1. Call to order
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(1) of the Code or the severance of one or more of such items for an individual vote on such item or items.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

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

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.
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.
9. Discussion / action - Led by Chairman Janssen on possible changes required to the City's sign ordinance in accordance with Supreme Court ruling.
10. Presentation - City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.
11. Presentation - City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
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.
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

Accessibility Statement:

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Decorum Required:

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or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

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I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on April 1, 2016 at 10:00 A.M. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 11, 2017**

6:30 P.M.

AGENDA

1. Call to order
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.
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 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
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Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Nomination and appointment of Chairman.
5. Nomination and appointment of Vice-Chairman
6. Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements – Commissioner Janssen and City Manager Hill.
7. Consent Agenda:
 - A. Approval – Planning & Zoning Commission minutes, September 6, 2017

8. Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.
9. Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.
10. Discussion - Review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey – Commissioner Janssen and City Manager Hill.
11. Discussion – Review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development – City Manager Hill.
12. Discussion / action – Proposed amendments to Sec. 24-6 regarding regulation of allowable signs during voting periods – City Manager Hill and Commissioner Fitzpatrick.
13. Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.
14. 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 – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - ii. November– Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract.
 - iii. November – Review of the public hearing and discussion at the October meeting regarding updates to the 2010 Town Plan for flooding and storm water runoff.
 - iv. December – Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on NW Military Highway improvements.
 - v. December – Review of the public hearing and discussion at the November meeting regarding updates to the 2010 Town Plan for the City’s municipal tract.
 - vi. January, 2018 – Review of the public hearing and discussion at the December meeting regarding updates to the 2010 Town Plan for NW Military Highway improvements.
 - vii. January, 2018 – Discussion and action regarding possible updates and amendments to the City’s 2010 Town Plan.
 - viii. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
 - ix. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
 - x. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.
15. Adjournment

Accessibility Statement:

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on 26th of September 2017 at 11:15 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 11, 2017**

6:30 P.M.

AGENDA

1. Call to order
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.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Nomination and appointment of Chairman.
5. Nomination and appointment of Vice-Chairman
6. Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements – Commissioner Janssen and City Manager Hill.
7. Consent Agenda:
 - A. Approval – Planning & Zoning Commission minutes, September 6, 2017

8. Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.
9. Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.
10. Discussion - Review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey – Commissioner Janssen and City Manager Hill.
11. Discussion – Review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development – City Manager Hill.
12. Discussion / action – Proposed amendments to Sec. 24-6 regarding regulation of allowable signs during voting periods – City Manager Hill and Commissioner Fitzpatrick.
13. Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.
14. 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 – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
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 - ix. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
 - x. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.
15. Adjournment

Accessibility Statement:

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Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

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I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on 26th of September 2017 at 11:15 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 11, 2017**

6:30 P.M.

AGENDA

1. Call to order
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.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
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 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

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4. Nomination and appointment of Chairman.
5. Nomination and appointment of Vice-Chairman
6. Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements – Commissioner Janssen and City Manager Hill.
7. Consent Agenda:
 - A. Approval – Planning & Zoning Commission minutes, September 6, 2017

8. Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.
9. Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.
10. Discussion - Review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey – Commissioner Janssen and City Manager Hill.
11. Discussion – Review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development – City Manager Hill.
12. Discussion / action – Proposed amendments to Sec. 24-6 regarding regulation of allowable signs during voting periods – City Manager Hill and Commissioner Fitzpatrick.
13. Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.
14. Chairman Announcements:
 - A. Advise members to contact City staff to add new or old agenda items.
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15. Adjournment

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Decorum Required:

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Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

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I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on 26th of September 2017 at 11:15 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
August 3, 2016**

6:30 P.M.

AGENDA

1. Call to order
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(1) of the Code or the severance of one or more of such items for an individual vote on such item or items.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Consent Agenda:
 - A. Approval - Planning & Zoning Commission minutes, July 6, 2016
5. Discussion / action – Final Plat of Napier Park, Unit-1, a 2.250 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787 – City Manager Hill.
6. Discussion / action – Final Plat of Napier Park, Unit-2, a 1.961 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787 – City Manager Hill.

7. Semiannual presentation by Denton Communities regarding residential and commercial development in and in close proximity to Shavano Park and discussion concerning the same.
8. **Public Hearing**
The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public regarding amendments to Chapter 36, Article VI, Table 1 regarding front fences – City Manager Hill and Commissioner Janssen.
9. Discussion / action - Proposed amendments to Chapter 36, Article VI, Table 1 regarding front fences – City Manager Hill and Commissioner Janssen.
10. **Public Hearing**
The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public regarding proposed changes to the City’s sign ordinance in accordance with a recent Supreme Court ruling – City Manager Hill and Commissioner Janssen.
11. Discussion - Proposed changes to the City’s sign ordinance in accordance with a recent Supreme Court ruling – City Manager Hill and Commissioner Janssen.
12. Discussion / action - Rescheduling the Oct 5 and Nov 4, 2016 Planning & Zoning Meetings – City Manager
13. Report / update - Status of the proposed sidewalks and discussion concerning the same – City Manager Hill.
14. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill.
15. **Chairman Announcements:**
 - A. Advise members to contact City staff to add new or old agenda items.
 - B. Advise members concerning September 1, 2016 application deadline for reappointment to the Planning & Zoning Commission.
 - C. Advise members of pending agenda items, as follows:
 - i. September - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - ii. October - Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - iii. February, 2017 - Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
16. **Adjournment**

Accessibility Statement:

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Decorum Required:

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Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

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ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 11, 2017**

6:30 P.M.

AGENDA

1. Call to order
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.
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6. Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements – Commissioner Janssen and City Manager Hill.
7. Consent Agenda:
 - A. Approval – Planning & Zoning Commission minutes, September 6, 2017

8. Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.
9. Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.
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 - v. December – Review of the public hearing and discussion at the November meeting regarding updates to the 2010 Town Plan for the City’s municipal tract.
 - vi. January, 2018 – Review of the public hearing and discussion at the December meeting regarding updates to the 2010 Town Plan for NW Military Highway improvements.
 - vii. January, 2018 – Discussion and action regarding possible updates and amendments to the City’s 2010 Town Plan.
 - viii. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
 - ix. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
 - x. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.
15. Adjournment

Accessibility Statement:

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on 26th of September 2017 at 11:15 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 12, 2016**

6:30 P.M.

AGENDA

1. Call to order
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(1) of the Code or the severance of one or more of such items for an individual vote on such item or items.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Nomination and appointment of Chairman.
5. Nomination and appointment of Vice-Chairman.
6. Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements.
7. Consent Agenda:
 - A. Approval - Planning & Zoning Commission minutes, September 7, 2016

8. **Public Hearing**
The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public on proposed amendments to Chapter 6 and Chapter 36 of the City's Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings – City Manager Hill and Commissioner Janssen.
9. **Discussion / action – Proposed amendments to Chapter 6 and Chapter 36 of the City's Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings - City Manager Hill and Commissioner Aleman.**
10. **Public Hearing**
Replat of Subdivision Plat of Shavano Park, Frost Bank. Replat to add an additional approximate square footage of 18,261 to the 1.78 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park unit 18/19, LTD. and described in special warranty deed with vendor's lien recorded in volume 10075, pages 1609-1624 of the official public records of Bexar County, Texas, out of the Collin C. McRea survey number 391, abstract 482, County Block 4782 in the City of Shavano Park, Bexar County, Texas.
11. **Discussion / action - Replat of Subdivision Plat of Shavano Park, Frost Bank. Replat to add an additional approximate square footage of 18,261 to the 1.78 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park unit 18/19, LTD. and described in special warranty deed with vendor's lien recorded in volume 10075, pages 1609-1624 of the official public records of Bexar County, Texas, out of the Collin C. McRea survey number 391, abstract 482, County Block 4782 in the City of Shavano Park, Bexar County, Texas.**
12. **Discussion / action – Amending plat of Shavano Park Lot 418, Block 9. This plat amends Lot 418, Block 9, of the Shavano Park Subdivision previously recorded in Volume 4600, Page 105 of the Deed and Plat Records of Bexar County, Texas to include the quitclaimed portion of Saddletree Road (.037 of an acre).**
13. **Presentation on the status of the proposed sidewalks and discussion concerning the same – City Manager Hill.**
14. **Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill.**
15. **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 - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - ii. November - Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - iii. November – Presentation by City Manager Hill on status of Drainage Plan and discussion regarding the same.
 - iv. February, 2017 - Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

16. Adjournment

Accessibility Statement:

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on October 4, 2016 at 2:00 P.M. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD

City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 11, 2017**

6:30 P.M.

AGENDA

1. Call to order
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.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Nomination and appointment of Chairman.
5. Nomination and appointment of Vice-Chairman
6. Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements – Commissioner Janssen and City Manager Hill.
7. Consent Agenda:
 - A. Approval – Planning & Zoning Commission minutes, September 6, 2017

8. Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.
9. Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.
10. Discussion - Review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey – Commissioner Janssen and City Manager Hill.
11. Discussion – Review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development – City Manager Hill.
12. Discussion / action – Proposed amendments to Sec. 24-6 regarding regulation of allowable signs during voting periods – City Manager Hill and Commissioner Fitzpatrick.
13. Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.
14. 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 – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - ii. November– Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract.
 - iii. November – Review of the public hearing and discussion at the October meeting regarding updates to the 2010 Town Plan for flooding and storm water runoff.
 - iv. December – Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on NW Military Highway improvements.
 - v. December – Review of the public hearing and discussion at the November meeting regarding updates to the 2010 Town Plan for the City’s municipal tract.
 - vi. January, 2018 – Review of the public hearing and discussion at the December meeting regarding updates to the 2010 Town Plan for NW Military Highway improvements.
 - vii. January, 2018 – Discussion and action regarding possible updates and amendments to the City’s 2010 Town Plan.
 - viii. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
 - ix. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
 - x. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.
15. Adjournment

Accessibility Statement:

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Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on 26th of September 2017 at 11:15 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
December 7, 2016**

6:30 P.M.

AGENDA

1. Call to order
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(1) of the Code or the severance of one or more of such items for an individual vote on such item or items.
3. Citizens to be heard – Rules for Citizen’s Comments: The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.
 - A. Direct your comments to the entire Board, not to an individual member;
 - B. Limit your discussion to one or two issues that you wish to address rather than a generalized statement; and
 - C. Show the Board the same respect and courtesy that you expect to be shown to you.
 - D. As stated in Resolution No. 04-11, residents are given three (3) minutes to speak during Citizens to be heard. Residents are only allowed to speak once and cannot pass their time allotment to someone else.

The Presiding Officer will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Note: The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Board may present any factual response to items brought up by citizens [Attorney General Opinion – JC 0169].

4. Consent Agenda:
 - A. Approval - Planning & Zoning Commission minutes, November 9, 2016
5. Discussion / action – Proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports – City Manager Hill
6. Discussion / action – Proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings - City Manager Hill and Commissioner Aleman.

7. Notice of administrative approval – Amending plat of Lockhill Shavano Unit-17 Tract C to relocate interior lot line between lots 4 and 5.
8. Presentation on the status of the proposed sidewalks and discussion concerning the same – City Manager Hill.
9. Discussion / action - Rescheduling the Jan 4, 2017 Planning & Zoning Meeting – City Manager
10. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill.
11. 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. January - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - ii. January – Proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings.
 - iii. January – Proposed amendments to Chapter 6, Chapter 32 and Chapter 36 regarding carports.
 - iv. January - Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - v. February, 2017 - Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
12. Adjournment

Accessibility Statement:

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Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on December 1, 2016 at 5:15 P.M. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

ZINA TEDFORD
City Secretary