

**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.**

MINUTES

1. Call to order

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

PRESENT:

ABSENT:

Carlos Ortiz

Kerry Dike

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

David Jauer

Brian Harr

Michael Janssen

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

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

3. Citizens to be heard

No one signed up to address the Commission at this time.

4. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission December 9, 2015 meeting

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve minutes of the Planning & Zoning Commission Meeting held December 9, 2015. The motion carried.

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.

Upon a motion made by Commissioner Lazor and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve 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. The motion carried.

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.

Public Hearing opened – 6:39 p.m.

City Manager Hill gave an overview of the application request 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.

Citizen voiced concerns about concerns regarding loss of natural habitat.

Citizen spoke in support of application request.

Public Hearing closed at 6:47 p.m.

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.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Fandel, the Planning & Zoning Commission voted nine (9) for and none (0) opposed to approve 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. The motion carried.

Vote:

Carlos Ortiz - Yes

Kerry Dike - Yes

Konrad Kuykendall - Yes

Kathy Fandel - Yes

Richard Lazor - Yes

Albert Aleman - Yes

David Jauer - Yes

Brian Harr - Yes

Michael Janssen - Yes

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.**

Commissioner Aleman informed the Planning & Zoning commission that the accessory building working group will meet next week.

9. **Discussion and possible action led by City Manager Hill on possible changes required to the City's sign ordinance.**

City Manager Hill updated the Planning & Zoning Commission on status of sign ordinance.

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

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

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

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

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.**

City Manager Hill presented an update concerning City Council items considered at the December 2015 City Council meeting.

13. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. 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**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned.

Michael Janssen
Chairman

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.

MINUTES

1. Call to order

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

PRESENT:

ABSENT:

Carlos Ortiz

Kerry Dike

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

David Jauer

Brian Harr

Michael Janssen

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

Upon a motion made by Commissioner Lazor and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard

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

4. Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission January 6, 2016 meeting

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve minutes of the Planning & Zoning Commission Meeting held January 6, 2016. The motion carried.

5. Semiannual presentation by Denton Communities regarding residential and commercial development in and in close proximity to Shavano Park and discussion concerning the same.

Dan Kossl and Darryl Lange presented the semiannual update regarding residential and commercial development in and close proximity to Shavano Park.

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.

Commissioner Aleman informed the Planning & Zoning commission that the accessory building working group had met with staff and identified several areas requiring additional review. Commissioner Aleman said that an

additional working group meeting with staff is planned for February, and that additional information would be presented at the March 2016 Planning & Zoning Commission meeting.

7. **Discussion and possible action led by City Manager Hill on possible changes required to the City's sign ordinance.**

City Manager Hill updated the Planning & Zoning Commission on possible changes 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.**

City Manager Hill updated the Planning & Zoning Commission on the STPMM grant application. Information on the upcoming public hearings will be sent out via the Roadrunner and i-INFO.

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

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

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.**

City Manager Hill updated the Planning & Zoning Commission concerning City Council items considered at the January 2016 City Council meeting.

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**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned.

Michael Janssen
Chairman

Zina Tedford
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
March 2, 2016
6:30 P.M.**

MINUTES

1. Call to order

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

PRESENT:

ABSENT:

Carlos Ortiz

Kerry Dike

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

David Jauer

Brian Harr

Michael Janssen

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

Upon a motion made by Commissioner Lazor and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard

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

4. Consent Agenda:

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

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

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

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

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

In February 2016, the City was contacted with an inquiry about a lot size being smaller than .7 acres as required by the zoning district. The City investigated potential under sized lots and found 30 of the 90 lots investigated to be undersized. The Planning & Zoning Commission requested City Manager Hill to discuss this issue with the City Attorney and then present a recommended ordinance for consideration at the April 2016 Planning & Zoning Commission meeting.

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

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

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

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

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

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

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

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

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

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

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

City Manager Hill updated the Planning & Zoning Commission concerning City Council items considered at the February 2016 City Council meeting.

13. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:

- i. April – Discussion and possible action of possible changes to the City's ordinances regarding accessory buildings, outbuildings and portable buildings.

- ii. April – Discussion and possible action on the City’s sign ordinance and the location of signs within the City of Shavano Park.
- iii. April – Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
- iv. August - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

14. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:00 p.m.

Michael Janssen
Chairman

Zina Tedford
City Secretary

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

1. Call to order

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

PRESENT:

Carlos Ortiz

Kerry Dike

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

Brian Harr

Michael Janssen

ABSENT:

David Jauer

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

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

3. Citizens to be heard

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

4. Consent Agenda:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. **Chairman Announcements:**

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

14. **Adjournment**

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

Michael Janssen
Chairman

Zina Tedford
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
May 4, 2016
6:30 P.M.**

MINUTES

1. Call to order

Chairman Janssen called the meeting to order at 6:31 p.m.

PRESENT:

ABSENT:

Carlos Ortiz

Kerry Dike

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

Brian Harr

Michael Janssen

David Jauer

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

Upon a motion made by Commissioner Lazor and a second made by Commissioner Aleman, the Planning & Zoning Commission voted eight (8) 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

Mr. David Owens addressed the Planning & Zoning Commission regarding the installation of a sports court in his property setback which abuts NW Military Hwy.

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, April 6, 2016

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for, one (1) abstention (Commissioner Jauer), and none (0) opposed to approve minutes the Planning & Zoning Commission Meeting held April 6 2016. The motion carried.

5. Public Hearing

The Planning & Zoning Commission shall hold a public hearing to receive testimony and comments from members of the public regarding a proposed amendment to 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.

Public Hearing opened at 6:37 p.m.

City Manager Hill presented an overview of the proposed amendment to 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.

Public Hearing closed at 6:41 p.m.

6. **Discussion / action - Proposed amendment to Chapter 36, Table No. 1, for minimum lot sizes in Single-Family Dwelling Districts A-1, A-2, A-3, A-4 and A-5 PUD – City Manager Hill / Chairman Janssen**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the proposed amendment to 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. The motion carried.

7. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from the public regarding the proposed replat of Shavano Park, Unit 19-C, Phase III (PUD). Lots 2053 and 2054 of the replat of Shavano Park Unit -19C, Phase III are proposed to be replatted to create one lot (Huntington subdivision Shavano Park, Texas).

Public Hearing opened at 6:42 p.m.

City Manager Hill presented an overview of the proposed replat of Shavano Park, Unit 19-C, Phase III (PUD). Lots 2053 and 2054 of the replat of Shavano Park Unit -19C, Phase III are proposed to be replatted to create one lot (Huntington subdivision Shavano Park, Texas).

Public Hearing closed at 6:45 p.m.

8. **Discussion / action – Proposed replat of Shavano Park, Unit 19-C, Phase III (PUD). Lots 2053 and 2054 of the replat of Shavano Park Unit -19C, Phase III are proposed to be replatted to create one lot (Huntington subdivision Shavano Park, Texas) - City Manager Hill**

Upon a motion made by Commissioner Kuykendall and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the proposed replat of lots 2053 and 2054, Shavano Park, Unit 19-C, Phase III (PUD) into one lot subject to the correction of size of replatted lot. The motion carried.

9. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public regarding proposed amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions.

Public Hearing opened at 6:51 p.m.

City Manager Hill presented an overview of the proposed amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions.

Public Hearing closed at 6:59 p.m.

10. **Discussion / action – Proposed amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions – City Manager Hill**

Upon a motion made by Commissioner Dike and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the proposed amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions to reduce certain setbacks up to 75%. The motion carried.

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

Commissioner Aleman led the discussion on city's ordinances pertaining to accessory buildings, outbuildings, and portable buildings.

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

City Manager Hill and Chairman Janssen led discussion on possible changes to the City's sign ordinance in accordance with Supreme Court ruling.

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

City Manager Hill presented an update on project approval and FY 2020 funding.

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

City Manager Hill reported that there are no changes from last meeting regarding status of proposed sidewalks.

15. **Report and update by City Manager Hill concerning City Council items considered at the previous City Council meetings and discussion concerning the same.**

City Manager Hill presented update on the City Council items considered at the April City Council meeting.

16. **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. June – Discussion and possible action of possible changes to the City's ordinances regarding accessory buildings, outbuildings and portable buildings.
- ii. June – Discussion possible action on the City's sign ordinance and the location of signs within the City of Shavano Park.
- iii. June – Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
- iv. July – Public hearing to receive testimony and comments on proposed changes to the City's ordinances relating to accessory buildings, outbuildings, and portable buildings.
- v. August - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

17. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:45 p.m.

Michael Janssen
Chairman

Zina Tedford
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
June 1, 2016**

6:30 P.M.

MINUTES

1. Call to order

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

PRESENT:

Carlos Ortiz

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

Brian Harr

Michael Janssen

David Jauer

ABSENT:

Kerry Dike

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

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

3. Citizens to be heard

No citizens signed up to be heard.

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, May 4, 2016

Upon a motion made by Commissioner Aleman and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve minutes the Planning & Zoning Commission Meeting held May 4, 2016. The motion carried.

5. Discussion / action - Final replat of Shavano Park, Unit 19-C, Phase III (PUD). Lots 2053 and 2054 of the replat of Shavano Park Unit -19C, Phase III are proposed to be replatted to create one lot (Huntington subdivision Shavano Park, Texas) - City Manager Hill

Upon a motion made by Commissioner Lazor and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve final replat of Shavano Park, Unit 19-C, Phase III (PUD). Lots 2053 and 2054 of the replat of Shavano Park Unit -19C, Phase III to be replatted to create one lot. The motion carried.

6. **Public Hearing**

The Planning & Zoning Commission shall hold a public hearing to receive testimony and comments from members of the public regarding proposed amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings.

Public Hearing opened at 6:35 p.m.

City Manager Hill presented an overview of the proposed amendments to Chapter 6 and Chapter 36 regarding accessory building, outbuildings, and portable buildings.

Public hearing closed at 6:41 p.m.

7. **Discussion / action - Proposed amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings - City Manager Hill and Commissioner Aleman.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings, subject to the changes discussed regarding Section 36-36(a)(2)(b)(i) and (ii) to include the language “If the accessory building is a detached garage this regulation shall not reduce the gross total floor area of the building to less than 576 square feet” and adding Section 36-36 (a)(2)(f) stating “ The accessory building is not obstructive or inappropriate in design or color”. The motion carried.

8. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from the public regarding proposed amendments to Chapter 24 – Signs, required by a recent Supreme Court ruling.

Public Hearing opened at 7.13 p.m.

City Manager Hill presented an overview of the proposed amendments to Chapter 24 – Signs, required by a recent Supreme Court ruling.

Public hearing closed at 7:17 p.m.

9. **Discussion / action - Proposed changes to the City’s sign ordinance in accordance with a recent Supreme Court ruling - City Manager Hill and Commissioner Janssen.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Fandel, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve proposed changes to the City’s sign ordinance in accordance with a recent Supreme Court ruling, subject to changes in Sec. 24-6(3) allowing one additional sign for each street frontage. The motion carried.

10. **Discussion / action - Proposed amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions – City Manager Hill and Commissioner Janssen.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve proposed amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions with changes as discussed. The motion carried.

11. **Report /update - Status of the proposed sidewalks and discussion concerning the same – City Manager Hill.**

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

12. **Notice of administrative approval - Amending plat of Pond Hill Extension to reflect survey corrections in the Pond Hill Road right-of-way - City Manager Hill**

City Manager Hill informed the Planning & Zoning Commission of an administrative plat he approved upon receipt of a favorable recommendation for approval from the City Engineer as outlined in the City of Shavano Park Code of Ordinances.

13. Notice of administrative approval - Amending plat of Shavano Park, Unit 19C, Phase III to revise the wall easement on lots 2040, 2047, 2048 and 2059, Block 32 - City Manager Hill

City Manager Hill informed the Planning & Zoning Commission of an administrative plat he approved upon receipt of a favorable recommendation for approval from the City Engineer as outlined in the City of Shavano Park Code of Ordinances.

14. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill

City Manager Hill presented update on the City Council items considered at the May City Council meeting.

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. July - Discussion and possible action of possible changes to the City's ordinances regarding accessory buildings, outbuildings and portable buildings.
 - ii. July - Discussion possible action on the City's sign ordinance and the location of signs within the City of Shavano Park.
 - iii. July - 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.

16. Adjournment

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

Meeting adjourned at 8:15 p.m.

Michael Janssen
Chairman

Zina Tedford
City Secretary

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

1. Call to order

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

PRESENT:

Carlos Ortiz

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

Brian Harr

Michael Janssen

David Jauer

ABSENT:

Kerry Dike

Brian Harr

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

Upon a motion made by Commissioner Lazor and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard

Ms. Fanning addressed the Planning & Zoning Commission regarding agenda item 9.

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, June 1, 2016

Upon a motion made by Commissioner Aleman and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve minutes the Planning & Zoning Commission Meeting held June 1, 2016. The motion carried.

5. Discussion / Action – Preliminary 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

Upon a motion made by Commissioner Lazor and a second made by Commissioner Jauer, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Preliminary 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. The motion carried.

6. **Discussion / Action – Preliminary 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**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Preliminary 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. The motion carried.

7. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public regarding an application for a Bank/savings and loan - drive through facilities “CC” use for Huntington West Office Building, 3424 Paesanos Parkway, Shavano Park, TX, 78231.

Public hearing opened 6:53 p.m.

Mr. Denton presented an overview of the application.

Public hearing closed 4:57 p.m.

8. **Discussion/ action - Application for a Bank/savings and loan - drive through facilities “CC” use for Huntington West Office Building, 3424 Paesanos Parkway, Shavano Park, TX, 78231.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Jauer, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve **the** Application for a Bank/savings and loan - drive through facilities “CC” use for Huntington West Office Building, 3424 Paesanos Parkway, Shavano Park, TX, 78231. The motion carried.

9. **Discussion / action - Proposed changes to the City’s sign ordinance in accordance with a recent Supreme Court ruling - City Manager Hill and Commissioner Janssen.**

City Manager Hill informed the Planning & Zoning Commission that City Council voted to send the Sign Ordinance back to the Planning & Zoning Commission for further review. Council gave guidance to review the current draft and consider language changes which allows for signs that may create a “community spirit” such as high school activities signs or an event announcement. Additionally, City Council questioned the language prohibiting “vulgar” signs and requested review of Sec. 24.3.

10. **Discussion / Action – Proposed amendments to Chapter 36, Article VI, Table 1 regarding front fences – City Manager Hill and Commissioner Janssen.**

The Planning & Zoning Commission discussed this item regarding front fences and the need for clarification. After discussion, the consensus is to proceed with holding a public hearing and discussing this item at the next meeting.

11. **Notice of administrative approval - Amending plat of 1604 Pond Hill Restaurant to add a sanitary sewer easement, add TxDOT, SAWS and Building setback notes, make corrections to bearings / distances and re-number line/curb tables.**

City Manager Hill informed the Planning & Zoning Commission of an administrative plat he approved upon receipt of a favorable recommendation for approval from the City Engineer as outlined in the City of Shavano Park Code of Ordinances.

12. **Report and update on the status of the proposed sidewalks and discussion concerning the same – City Manager Hill.**

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

13. **Report and update by City Manager Hill concerning City Council items considered at previous City Council meetings and discussion concerning the same.**

City Manager Hill presented an update on the City Council items considered at the June City Council meeting.

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. August – Discussion and possible action of possible changes to Chapter 36, Article VI, Table 1 of the City’s ordinances regarding front fences.
 - ii. August – Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - iii. August – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning 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.

15. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 7:48 p.m.

Mike Janssen
Chairman

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.

MINUTES

1. Call to order

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

PRESENT:

ABSENT:

Carlos Ortiz

Albert Aleman

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Brian Harr

David Jauer

Kerry Dike

Brian Harr

Michael Janssen

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

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

3. Citizens to be heard

Citizens Vasquez, Fanning, and Holzhauer addressed the Planning and Commission regarding portable buildings. Signs, sidewalks, and gate to the sidewalks from Bentley Manor.

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, July 6, 2016

Upon a motion made by Commissioner Lazor and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve minutes the Planning & Zoning Commission Meeting held July 6, 2016. The motion carried.

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.

Upon a motion made by Commissioner Lazor and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the 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. The motion carried.

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.**

Upon a motion made by Commissioner Kuykendall and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the 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. The motion carried.

7. **Semiannual presentation by Denton Communities regarding residential and commercial development in and in close proximity to Shavano Park and discussion concerning the same.**

Dan Kossel and Darryl Lange presented the semiannual update regarding residential and commercial development in and close proximity to Shavano Park.

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.

Public Hearing opened 7:41 p.m.

City Manager Hill presented an overview of the proposed amendments to Chapter 36, VI, Table 1 regarding front fences.

Public Hearing closed at 7:45 p.m.

9. **Discussion / action - Proposed amendments to Chapter 36, Article VI, Table 1 regarding front fences – City Manager Hill and Commissioner Janssen.**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Lazor, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the proposed amendments to Chapter 36, Article VI, Table 1 regarding front fences. The motion carried.

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.

Public Hearing opened at 7:46 p.m.

City Manager Hill presented an overview of the proposed changes to the City's sign ordinance in accordance with a recent Supreme Court ruling. A number of citizens addressed the Planning & Zoning Commission regarding banner signs at events and protecting political speech.

Public Hearing closed at 8:04 p.m.

11. **Discussion - Proposed changes to the City's sign ordinance in accordance with a recent Supreme Court ruling – City Manager Hill and Commissioner Janssen.**

Discussion was held on the proposed changes to the City's sign ordinance in accordance with recent Supreme Court ruling. Chairman Janssen stated that he would like to continue to work with City Staff and present the proposed changes to the City's sign ordinance at a future meeting.

12. **Discussion / action - Rescheduling the Oct 5 and Nov 4, 2016 Planning & Zoning Meetings – City Manager**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Lazor, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve rescheduling the Oct 5 and Nov 4, 2016, Planning & Zoning Commission meetings to Oct. 12 and Nov. 9, 2016, respectively. The motion carried.

13. **Report / update - Status of the proposed sidewalks and discussion concerning the same – City Manager Hill.**

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

14. **Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill.**

City Manager Hill presented update on the City Council items considered at the July City Council meeting.

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**

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

Michael Janssen
Chairman

Zina Tedford
City Secretary

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

6:30 P.M.

MINUTES

1. Call to order

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

PRESENT:

ABSENT:

Carlos Ortiz

Albert Aleman

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Brian Harr

David Jauer

Kerry Dike

Brian Harr

Michael Janssen

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

Upon a motion made by Commissioner Fandel and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard

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

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, August 3, 2016

Upon a motion made by Commissioner Fandel and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve minutes the Planning & Zoning Commission Meeting held August 3, 2016. The motion carried.

5. Discussion / action – Proposed changes to the City’s sign ordinance in accordance with a recent Supreme Court ruling – City Manager Hill and Commissioner Janssen.

Upon a motion made by Commissioner Fandel and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the proposed changes to the City’s sign ordinance subject to the amendments to Section 24-6(5) and 24-7. The motion carried.

6. **Discussion – Proposed amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings – City Manager Hill and Commissioner Aleman.**

Discussion was held on the proposed amended to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings.

7. **Notice of administrative approval - Amending plat of Shavano Park Unit 19A, Phase I Commercial to revise name of existing street from Collins Circle to Pond Hill Road,**

City Manager Hill informed the Planning & Zoning Commission of a notice of administrative approval – amending plat of Shavano Park Unit 19A, Phase I Commercial to revise the existing street name from Collins Circle to Pond Hill Road.

8. **Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill.**

City Manager Hill presented an update on the City Council items considered at the August City Council meeting.

9. **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 - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - ii. October – Welcome new members to the Planning & Zoning Commission.
 - iii. October – Nomination and appointment of Chairman and Vice Chairman of Planning & Zoning Commission.
 - iv. October – Public hearing on proposed amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable building.
 - v. October – Discussion / action on proposed amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings – City Manager Hill and Commissioner Aleman.
 - vi. October - Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - vii. February, 2017 - Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

10. **Adjournment**

Upon a motion made by Commissioner Fandel and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned 7:30 p.m.

MICHAEL JANSSEN
Chairman

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.

MINUTES

1. Call to order

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

PRESENT:

Carlos Ortiz

Albert Aleman

Konrad Kuykendall

Shawn Fitzpatrick

Kerry Dike

Carla Laws

Michael Janssen

ABSENT:

Richard Lazor

Brian Harr

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 Ortiz and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Nomination and appointment of Chairman.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to appoint Michael Janssen as Chairman of the Planning & Zoning Commission. The motion carried.

4. Nomination and appointment of Vice-Chairman.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to appoint Richard Lazor to serve as Vice – Chairman of the Planning & Zoning Commission. The motion carried.

5. 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.

The outgoing members of the Planning & Zoning Commissioner were presented with a plaque of appreciation for their dedication and service to the City of Shavano Park.

City Manager Hill presented a briefing regarding open meeting and open records requirements.

6. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, September 7, 2016

Upon a motion made by Commissioner Dike and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the minutes as written. The motion carried.

7. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments 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.

Public hearing opened at 6:55 p.m.

Chairman Janssen read a portion of a letter submitted by citizen Sandison regarding the proposed amendments regulating accessory and portable buildings.

City Manager presented an overview of the proposed amendments to Chapter 6 and Chapter 36 regulating accessory and portable buildings.

Citizens Wealty, Carrajel, Bakke, and Smoot addressed the Planning & Zoning Commission regarding this item.

Public hearing closed at 7:24 p.m.

8. **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.**

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted six (6) for and none (0) opposed to table this item and have the Sub Committee review to the proposed amendments to Chapter 6 and Chapter 36 of the City's Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings and represent any revised proposed amendments at a future meeting. The motion carried.

9. **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

Public hearing opened at 6:42 p.m.

City Manager Hill and Daryl Lange, Bitterblue, presented an overview of the replat of subdivision plat of Shavano Park, Frost. 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

Public hearing closed at 6:45 p.m.

10. **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.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the 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. The motion carried.

11. **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).**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve amending the 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).

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

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

13. **Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill.**

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

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 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.

15. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Aleman, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The motion carried.

MICHAEL JANSSEN
Chairman

ZINA TEDFORD
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
November 9, 2016**

6:30 P.M.

MINUTES

1. Call to order

PRESENT:

Albert Aleman

Konrad Kuykendall

Shawn Fitzpatrick

Carla Laws

Richard Lazor

Brian Harr (arrived 6:46 p.m.)

Michael Janssen

ABSENT:

Carlos Ortiz

Kerry Dike

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

Upon a motion made by Commissioner Lazor and a second made by Commissioner Laws, 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 Closner addressed the Planning & Zoning Commission regarding proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances.

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, October 12, 2016

Upon a motion made by Commissioner Aleman and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the Planning & Zoning Commission October 12, 2016 minutes as presented. The motion carried.

5. Discussion / action – Final 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.

Upon a motion made by Commissioner Lazor and a second made by Commissioner Aleman, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the Final 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. The motion carried.

6. **Discussion – 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.**

City Manager Hill and Commissioner Aleman led discussion on the proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings. No action was taken on this item.

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

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

8. **Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill.**

City Manager Hill presented a report of the October City Council Meeting.

9. **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. December - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
- ii. December - 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.

10. **Adjournment**

Upon a motion made by Commissioner Laws and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The motion carried. The meeting adjourned at 7:24 p.m.

MICHAEL JANSSEN
Chairman

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.
MINUTES**

1. Call to order

PRESENT:

Albert Aleman
Konrad Kuykendall
Shawn Fitzpatrick
Carla Laws
Richard Lazor
Carlos Ortiz
Kerry Dike
Michael Janssen

ABSENT:

Brian Harr

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

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

3. **Citizens to be heard**

Citizen Sandison deferred to speak at this time.

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, November 9, 2016

Upon a motion made by Commissioner Dike and a second made by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Planning & Zoning Commission November 9, 2016 minutes as presented. The motion carried.

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**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to table proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports. The motion carried.

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.**

Citizen Sandison addressed the Planning and Zoning Commission regarding the proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances.

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to table proposed amendments to Chapter 6 and Chapter 36 of the City's Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings. The motion carried.

7. Notice of administrative approval – Amending plat of Lockhill Shavano Unit-17 Tract C to relocate interior lot line between lots 4 and 5.

City Manager Hill provided 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.

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

9. Discussion / action - Rescheduling the Jan 4, 2017 Planning & Zoning Meeting – City Manager

Upon a motion made by Commissioner Dike and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to reschedule the January 4, 2017 Planning & Zoning Commission meeting to January 9, 2017 at 6:30 p.m. The motion carried.

10. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill.

City Manager Hill presented a report of the October City Council Meeting.

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

Upon a motion made by Commissioner Dike and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 7:47 p.m.

MICHAEL JANSSEN
Chairman

ZINA TEDFORD
City Secretary