

1. **Call to order**

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

**PRESENT:**

Carla Laws  
Lori Fanning  
Shawn Fitzpatrick  
Vickey Maisel  
Bill Simmons  
William Stipek  
Song Tan  
Cindy Teske

**ABSENT:**

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

3. **Citizens to be Heard.**

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

4. **Consent Agenda:**

Approval - Planning & Zoning Commission minutes, September 1, 2021.

Upon a motion made by Commissioner Fitzpatrick, and a second made by Commissioner Maisel, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Planning & Zoning Commission minutes of September 1, 2021 as presented. The motion carried.

5. **Nomination and appointment of Chairman and Vice-Chairman.**

Upon a motion made by Commissioner Maisel to nominate Carla Laws to serve as Chairman and a second by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the appointment of Carla Laws as Chairman. The motion carried.

Upon a motion made by Commissioner Maisel to nominate Shawn Fitzpatrick to serve as Vice-Chairman and a second by Commissioner Simmons, the Planning & Zoning Commission voted

seven (7) for and none (0) opposed to approve the appointment of Shawn Fitzpatrick as Vice-Chairman. The motion carried.

6. **Discussion - Welcome new members, thanks to departing members with information on open meeting and open records training – Chairman Laws**

Chairman Laws welcomed new members and offered thanks to departing members.

7. **Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS).**

Public hearing opened at 6:36 p.m.

Assistant to the City Manager Curtis Leeth presented an overview of this agenda item.

Public hearing closed at 6:37 p.m.

8. **Discussion / action - Possible amendments to extend valid time of permits for portable on-demand storage structures (PODS) under Chapter 36 – ZONING - City Manager**

Upon a motion by Commissioner Maisel and a second by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve possible amendments to extend valid time of permits for portable - on-demand storage structures (PODS) under Chapter 36 – ZONING 90 (ninety) days. Upon request from the permit holder, the City Manager may grant incremental 1 (one) month extensions of said permit as long as a valid building permit from the City of Shavano Park is active on the property of the permit holder. The motion carried.

9. **Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 24 – SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs. noncommercial speech.**

Public hearing opened at 7:01 p.m.

Assistant to the City Manager Curtis Leeth presented an overview of this agenda item.

Public hearing closed at 7:06 p.m.

10. **Discussion / action - Possible amendments to Chapter 24 - SIGNS to remove sign regulations that distinguish between on and off premise signage and commercial vs. noncommercial speech - City Manager**

Upon a motion by Commissioner Stipek and a second by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve possible amendments

to Chapter 24 - SIGNS to remove sign regulations that distinguish between on and off premise signage and commercial vs. noncommercial speech.

11. **Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature, which changes Board of Adjustment authority related to variances and gives additional objective grounds for which a variance from a municipal zoning ordinance may be granted.**

Public hearing opened at 7:16 p.m.

Assistant to the City Manager Curtis Leeth presented an overview of this agenda item.

Public hearing closed at 7:19 p.m.

12. **Discussion / action - Possible amendments to Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature - City Manager**

Upon a motion by Commissioner Fitzpatrick and a second by Commissioner Stipek, the Planning & Zoning Commission voted seven (7) for and none (0) opposed, to make a motion to postpone further action on item 12 until staff makes further revisions to the Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances.

After the motion Chairman Laws stated that the motion to postpone is only to allow staff more time to accomplish administrative edits and is not an act of non-compliance with State Law.

13. **Discussion / action - Possible amendments to provide regulations for mobile food units and mobile food courts under Chapter 8 – BUSINESS AND BUSINESS REGULATIONS - City Manager**

Assistant to the City Manager Curtis Leeth addressed the possible amendments to provide regulations for mobile food units and mobile food courts under Chapter 8 – BUSINESS AND BUSINESS REGULATIONS

Upon a motion by Commissioner Fitzpatrick and a second by Commissioner Simmons, the Planning & Zoning Commission voted seven (7) for and none (0) opposed, for a motion to recommend to the City Council the revisions of mobile food units and mobile food courts as presented by staff this evening. The motion carried.

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

Assistant to the City Manager Curtis Leeth provided an overview of items considered at the previous 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:
  - i. Presentation / discussion – Open Meetings and Open Records Training by City Attorney

16. **Adjournment**

Upon a motion made by Commissioner Simmons, and a second made by Commissioner Tan, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting at 8:50 p.m. The motion carried.

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Carla Laws, Chairman

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Trish Nichols, City Secretary