

1. **Call to order**

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

PRESENT:
Carla Laws
Donna Beladi
Lori Fanning
Shawn Fitzpatrick
Vickey Maisel
Bill Simmons
William Stipek
Cindy Teske

ABSENT:
Song Tan

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

3. **Citizens to be Heard.**

No one in the public signed up to speak at the Citizens to be Heard.

4. **Consent Agenda:**

A. Approval - Planning & Zoning Commission minutes, November 2, 2022

Upon a motion made by Commissioner Fanning and a second made by Commissioner Stipek the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Planning & Zoning Commission minutes of November 2, 2022 as presented. The motion carried.

5. **Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding the City’s Community Engagement focus area of the Town Plan**

The Public Hearing opened at 6:32 p.m.

Assistant City Manager Leeth presented the Community Engagement survey results.

The Public Hearing closed at 6:41 p.m.

6. **Discussion - Second review of the Community Engagement focus area of the 2023 Town Plan – City Manager / Assistant City Manager**

- 6.a. **Review and discussion – Community Engagement public survey results**
- 6.b. **Review and discussion – Community Engagement draft write-up**

City Manager Hill and Assistant City Manager Leeth presented the second review of the Community Engagement focus area of the 2023 Town Plan.

The Commission reviewed and discussed the Community Engagement public survey results and the Community Engagement draft write-up. The Commission gave guidance to staff; no action was taken.

7. **Discussion – First review of the Property Maintenance Standards and Zoning focus area of the 2023 Town Plan - City Manager / Assistant City Manager**

- 7.a. **Presentation – Overview of current City property maintenance standards and zoning regulations**
- 7.b. **Review and discussion – Property Maintenance Standards and Zoning draft write-up**
- 7.c. **Review and discussion – Property Maintenance Standards and Zoning draft survey**

City Manager Hill and Assistant City Manager Leeth presented a review of the Property Maintenance Standards and Zoning focus area of the 2023 Town Plan.

The Commission reviewed and discussed Property Maintenance Standards and Zoning focus area of the 2023 Town Plan, both the draft survey and draft write-up. The Commission gave guidance to staff; no action was taken.

8. **Discussion – Third and final review of the Commercial Development focus area of the 2023 Town Plan - City Manager / Assistant City Manager**

City Manager Hill and Assistant City Manager, Leeth presented the third and final review of the Commercial Development focus area of the 2023 Town Plan

The Commission reviewed and discussed the third and final review of the Commercial Development focus area of the 2023 Town Plan. Commission gave guidance to staff; no action was taken

9. **Discussion / action – Possible re-scheduling of the January 4, 2023 Planning & Zoning Commission meeting - City Manager / Assistant City Manager**

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 re-schedule the January 4, 2023 Planning and Zoning meeting to January 11, 2023. The motion carried.

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

City Manager Hill provided an overview of items considered at the previous City Council meeting.

11. **Chairman Announcements:**

- B. Advise members to contact City staff to add new or old agenda items.
- C. Advise members of pending agenda items:
 - i. January: *Community Engagement* Final Review
 - ii. January: *Property Maintenance Standards and Zoning* Public Hearing and Second Review
 - iii. January: Introduction of *Municipal Talent Management and Retention*
 - iv. Ordinance to fix the mistaken 2017 B-2 PUD re-zoning of Lots 1701 & 1702 in Block 21, CB 4782E (Lynd Building / Pond Hill Restaurant) by formally re-zoning the lots back to MXD

12. **Adjournment**

Upon a motion made by Commissioner Fanning, and a second made by Commissioner Maisel, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting at 8:34 p.m. The motion carried.

Carla Laws,
Chairman

Trish Nichols,
City Secretary