

**1. Call to order**

Chairman Laws called the meeting to order at 6:34 p.m.

PRESENT:  
Carla Laws  
Donna Beladi  
Shawn Fitzpatrick  
Vickey Maisel  
Bill Simmons  
William Stipek  
Song Tan

ABSENT:  
Lori Fanning  
Cindy Teske

**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 Tan, and a second made by Commissioner Fitzpatrick, 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 in the public signed up to speak at Citizens to be Heard.

**4. Nomination and appointment of Chairman and Vice-chairman**

Upon a motion made by Commissioner Fitzpatrick to nominate Carla Laws to serve as Chairman and a second by Commissioner Simmons, the Planning & Zoning Commission voted seven (6) for and none (0) opposed to approve the appointment of Carla Laws as Chairman. The motion carried.

Upon a motion made by Commissioner Tan to nominate Shawn Fitzpatrick to serve as Vice-Chairman and a second by Commissioner Stipek, the Planning & Zoning Commission voted seven (6) for and none (0) opposed to approve the appointment of Shawn Fitzpatrick as Vice-Chairman. The motion carried.

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

Chairman Laws welcomed new commissioner Donna Beladi to the Planning & Zoning Board.

**6. Consent Agenda:**

Approval - Planning & Zoning Commission minutes, September 7, 2022.

Upon a motion made by Commissioner Fitzpatrick and a second made by Commissioner Maisel, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission minutes of September 7, 2022 as presented. The motion carried.

7. **Discussion – Third and final review of the Intro Material (Vision and Goals, SWOT and Focus Areas) of the Town Plan 2023 – City Manager / Assistant City Manager**
  - 7.a. **Review and discussion – Vision and Goals**
  - 7.b. **Review and discussion - SWOT Round 2 input and consensus**
  - 7.c. **Review and discussion - Focus Area input and consensus**

Assistant City Manager Leeth presented the third and final review of the intro material (vision and goals, SWOT and focus areas) of the Town Plan 2023.

The Commission reviewed and discussed the third and final review of the intro material (vision and goals, SWOT and focus areas) input to the City Comprehensive Town Plan for 2023. Commission gave guidance to staff; no action was taken.

- 8 **Discussion – First review of the Commercial Development focus area of the 2023 Town Plan – City Manager / Assistant City Manager**
  - 8.a. **Review and discussion – Commercial Development draft write-up**
  - 8.b. **Review and discussion – Commercial Development draft public survey**

Assistant City Manager Leeth presented the first review of the commercial development focus area of the 2023 Town Plan.

The Commission reviewed and discussed the commercial development draft write-up and the draft Commission Developed public survey. Commission gave guidance to staff;no action was taken.

9. **Discussion - Select the focus area topic for the November 2, 2022 Planning & Zoning Commission meeting – City Manager / Assistant City Manager**

Assistant City Manager Leeth reviewed the scheduling of focus area topics for the November 2,2022 and future meetings. The commission gave guidance to staff to schedule community engagement and public safety focus area for November 2, 2022 Planning & Zoning Commission meeting; no action was taken.

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

Assistant City Manager Leeth provided an overview of items considered at the previous 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:
  - i. November: Commercial Development Public Hearing + Survey Results
  - ii. November: Introduction of Focus Area 2 topic (Topic TBD'ed)
  - iii. 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 Stipek, and a second made by Commissioner Simmons, the Planning & Zoning Commission voted seven (6) for and none (0) opposed to adjourn the meeting at 8:41 p.m. The motion carried.

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Carla Laws,  
Chairman

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Trish Nichols,  
City Secretary