

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 5, 2022**

6:30 P.M.

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the Planning & Zoning Commission of the City of Shavano Park, Texas will conduct a Regular Meeting on Wednesday, October 5, 2022 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.

The meeting agenda and agenda packet are posted online at www.shavanopark.org.

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. The Planning and Zoning Commission welcomes “Citizens to be Heard.” If you wish to speak, you must follow these guidelines. **As a courtesy to your fellow citizens and out of respect to our fellow citizens, we request that if you wish to speak that you follow these guidelines.**
 - Pursuant to Resolution No. R-2019-011 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
 - Members of the public may only speak once and cannot pass the individual’s time allotment to someone else
 - Direct your comments to the entire Commission, not to an individual member
 - Show the Commission members the same respect and courtesy that you expect to be shown to you

The Chairman 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 Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of the Commission may deliberate on citizen comments for items not on the agenda. (Attorney General Opinion – JC 0169)
4. Nomination and appointment of Chairman and Vice-chairman
5. Discussion - Welcome new members, thanks to departing members with information on open meeting and open records training - Chairman
6. Consent Agenda:
 - A. Approval - Planning & Zoning Commission minutes, September 7, 2022

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
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
9. Discussion - Select the focus area topic for the November 2, 2022 Planning & Zoning Commission meeting – City Manager / Assistant City Manager
10. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager
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**

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 this the 30 September 2022 at 12:47 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Trish Nichols
City Secretary

PLANNING AND ZONING STAFF SUMMARY

Meeting Date: October 5, 2022

Agenda item: 4

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Nomination and appointment of a Chairman & Vice-Chairman.



Attachments for Reference:

1) N/A

BACKGROUND / HISTORY: The Planning & Zoning Commission is governed by Sec. 36-69 of the Code of Ordinances:

Sec. 36-69. - Planning and Zoning Commission.

- (a) *Establishment.* Pursuant to Vernon's Local Government Code, § 211.007, the Planning and Zoning Commission is established consisting of nine members appointed as described in chapter IV, section 2-87.
- (b) *Terms of members.* The members of the Planning and Zoning Commission shall serve for overlapping two-year terms.
- (c) *Chairman.* The Planning and Zoning Commission shall elect a chairman and vice-chairman from its own membership of the Commission.
- (d) *Presiding officer.* The chairman shall preside over meetings of the Commission. The vice-chairman shall preside in the absence of or at the request of the chairman.
- (e) *Quorum, majority vote.* A quorum shall consist of five members of the Commission in attendance. Action on any matter shall require the affirmative vote of a majority of all members of the Commission, except in cases when the Commission has twice held a public hearing and considered a zoning application and is unable to reach a majority vote. In such instances, the Commission may submit a report instead of a recommendation to the City Council.
- (f) *Meetings.* Regular meetings shall be held on the first Wednesday of each month at 6:30 p.m. and may be recessed from time to time, effective September 2015, at Shavano Park City Hall, and notice of each meeting shall be given in accordance with the Texas Open Meetings Act. Special meetings may be called by the chairman, provided written notice thereof is mailed to each member at least 72 hours prior to the time thereof and notice of each such meeting shall be given in accordance with the Texas Open Meetings Act. All meetings of the Commission shall be open to the public. The place, day and/or hour of meetings may be changed by vote of the Commission at any regular meeting.
- (g) *Motions.* Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussion by members or by opponents or proponents, of a question before the Commission shall terminate whenever a member shall call for a vote upon the question or whenever the chairman shall so rule.
- (h) *Procedure.* Whenever any question or procedure or qualification may be raised at a Commission meeting, the chairman shall rule thereon. A member may move to overrule the chairman's decision, which may be done only by a majority vote of the members present.
- (i) *Voting.* Voting on zoning applications shall be called by roll call vote. Voting on all other matters may be by voice vote, provided that roll call vote shall be taken upon demand of any member.

- (j) *Conflict of interest.* A member shall not vote or participate as a member in any matter before the Commission if the member has any interest in the matter, whether such interest is direct or indirect, financial or otherwise. If a member has a conflict of interest, the member shall comply with Tex. Local Governmental Code § 171.001 et seq. In any case, where the question of a member's interest is raised, the chairman shall rule on whether the member should be disqualified.
- (k) *Recommendations.* The Commission shall take no final action on any matter before it without first obtaining a recommendation from the director of planning and reports from the other city departments concerned, as determined by the Commission.
- (l) *Duties.* The duties of the Planning and Zoning commission are [as] follows:
 - (1) Review, consider and take action on all preliminary and final plats consistent with the requirements of State and local law;
 - (2) Review and make recommendations for zoning boundaries and appropriate zoning regulations for zoning districts;
 - (3) Review and consider amendments to the City's comprehensive plan;
 - (4) Hold public hearings and consider planning issues when deemed appropriate by the Planning and Zoning Commission upon a finding by a majority vote that the issue being considered is a "planning issue" with such findings being recorded in the minutes of the meeting.
 - (5) To perform duties and functions as required by State law; and
 - (6) To perform other duties and functions as requested by a majority vote of City Council.

DISCUSSION: The Commission shall formally elect a Chair and a Vice-Chair at the start of each new Committee membership after Council annual appointments.

COURSES OF ACTION: Formally appoint Chair and Vice-Chair; or decline and provide guidance to staff

FINANCIAL IMPACT: N/A

MOTION REQUESTED:

- 1. To nominate _____ to serve as the Chairman of the Planning and Zoning Commission.
- 2. To nominate _____ to serve as the Vice-Chairman of the Planning and Zoning Commission.

1. Call to order

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

PRESENT:

Carla Laws
Lori Fanning
Shawn Fitzpatrick (late 6:35pm)
Vickey Maisel
Bill Simmons
William Stipek
Song Tan
Cindy Teske

ABSENT:

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 Fanning, and a second made by Commissioner Tan, 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. Consent Agenda:

Approval - Planning & Zoning Commission minutes, August 3, 2022.

Upon a motion made by Commissioner Teske and a second made by Commissioner Fanning, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission minutes of August 3, 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 Vision, Goals, and Strengths, Weaknesses, Opportunities and Threats analysis in the Town Plan

The Public Hearing opened at 6:35 p.m.

City Manager Hill presented a brief overview of the Town Plan.

The Public Hearing closed at 6:37 p.m.

- 6. Discussion / action – Update to the City’s 2018 Town Plan as the City Comprehensive Plan for 2023 and future years – City Manager**
 - 6.a. Review and discussion - Vision and Goals**
 - 6.b. Review and discussion - SWOT Round 2 input and consensus**
 - 6.c. Review and discussion - Focus Area input and consensus**
 - 6.d. Discussion/action - Schedule the focus area topic for the October 5, 2022 meeting.**

Assistant to the City Manager Leeth presented the Vision / Goals / SWOT Round 2 input and consensus / Focus Area input and consensus for the City Town plan to the Commission.

The Commission reviewed and discussed the SWOT input to the City Comprehensive Town Plan for 2023 and future years. The Commission also gave guidance to staff to schedule the Commercial Development focus area for the October 5, 2022 Planning & Zoning Meeting.

- 7. 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.

- 8. Chairman Announcements:**
 - A. Advise members to contact City staff to add new or old agenda items.
 - B. Advise members of pending agenda items:
 - i. October: Focus Area 1 Intro (Topic TBD’ed)
 - ii. November: Focus Area 1 Public Hearing (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

9. Adjournment

Upon a motion made by Commissioner Stipek, and a second made by Commissioner Fanning, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting at 8:03 p.m. The motion carried.

Carla Laws,
Chairman

Trish Nichols,

City Secretary

PLANNING & ZONING STAFF SUMMARY

Meeting Date: October 5, 2022

Agenda item: 7

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

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

X

Attachments for Reference:

1) 7a.1 Vision and Goals

2) 7a.2 Fitzpatrick Proposal

2) 7b.1 Staff Draft Consensus

3) 7b.2 P&Z Round 2 Input

4) 7b.3 Beladi Input

4) Preliminary Draft – Intro Material

BACKGROUND / HISTORY:

2018 Town Plan is available at <https://www.shavanopark.org/townplan>

At the July 25, 2020 City Council meeting the Council unanimous approved the following motion: “Motion to task the Planning & Zoning Commission to review the City’s current Comprehensive Plan, and after public hearings, return to Council with proposed amendments for 2023 and future years.”

At the August 3, 2022 Planning & Zoning Commission meeting, Commission and staff began the Town Plan update process.

At the September 7, 2022 Planning & Zoning Meeting, the Commission held a public hearing on the Vision and Goals, SWOT analysis, and Focus Areas of the Introduction section of the Town Plan.

DISCUSSION: This is the Third and Final review of the Intro Material (Vision and Goals, SWOT and Focus Areas) of the Town Plan 2023

City Staff need guidance on three items: Updates in Yellow.

1. Come to final consensus on City Vision and Strategic Goals (item 7.a.)
2. Come to final consensus on SWOTs and Conclusion (item 7.b.)
3. Come to final consensus on the Focus Areas for Town Plan moving forward (Item 7.c)

1. **Vision and Goals.** See attachment 7a.1. Staff propose no edits to the current City Vision Statement or Strategic Goals shown (same as 2018 Town Plan). Opportunity for P&Z members to suggest edits. Commissioner Fitzpatrick submitted proposed changes to Vision Statement and the vision write-up. Staff adopted the vision write-up changes, but not the Vision Statement edits itself. **Staff needs guidance on P&Z final consensus.**
2. **SWOTS and Conclusion.** See attachment 7b.1 and 7b.2. First attachment, staff provide a consensus for P&Z review updated from the September 7th meeting. 6b.2 is a compilation of the input from P&Z members for Round 2 of SWOTS. **Staff needs guidance on P&Z final consensus.**
3. **Focus Areas.** See attachment 6b.1 and 6b.2. First attachment, staff provide a draft consensus for P&Z review. 6b.2 is a compilation of the input from P&Z members for Focus Areas. Newly appointed Commissioner Beladi submitted input for the Focus areas as attachment 7b.3. **Staff needs guidance on P&Z final consensus.**

The Intro Material draft has been slightly updated from September meeting to reflect P&Z consensus thus far. If P&Z members have suggested edits for the introduction material those can be submitted to staff at the meeting. Remember that the final document will be reviewed at the end of the process as well.

COURSES OF ACTION: N/A; give guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A; give guidance to staff on:

1. Confirm final consensus on City Vision and Strategic Goals
2. Confirm final consensus on SWOTs and Conclusion
3. Confirm final consensus on the Focus Areas for Town Plan moving forward

Vision

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small town traditions amid the surrounding area's urban growth.

This vision is an aspirational description of what the City endeavors to be in the future. It is intended to serve as an overarching guide. The City embraces two core aspirations in our vision statement:

First, Shavano Park ~~has become and will continue to aspire~~ *strives to be among the premier places community in Bexar County.* ~~The City aspires to become the premier place in Bexar County~~ to raise a family in strong neighborhoods, to be a permanent home for many generations, to provide a welcoming community for quality businesses, and provide first-class services to ~~residents~~ *our community*. This involves supporting community events, encouraging *meaningful* citizen ~~involvement~~ *participation*, and providing *quality municipal services it believes will continue to make Shavano Park an attractive community for its citizens,* ~~the amenities necessary to retain current residents and attract future ones.~~

Second, Shavano Park *preserves and celebrates its natural setting and small town traditions* amid the surrounding area's urban growth. The City embraces ~~its~~ *our* past as a small rural community while recognizing ~~the challenges of the future~~ *challenges and opportunities*, especially concerning the growth and development of the surrounding San Antonio metro area. This involves maintaining large residential lot sizes, preventing the conversion of residential lots to multi-family and business uses and continuing efforts to protect the City's trees and *abundant* wildlife.

City Strategic Goals


These goals are adopted by the City Council each year as a part of the City's annual budget process. During the 2023 Town Plan update process, the Planning & Zoning Commission held a public hearing and gathered input from residents. The following are the City's strategic goals:

1. Provide excellent municipal services while anticipating future requirements;
2. Provide and protect a city-wide safe and secure environment;
3. Preserve City property values, protect fiscal resources and maintain financial discipline;
4. Maintain excellent infrastructure (buildings, streets and utilities);
5. Enhance and support commercial business activities and opportunities;
6. Enhance the City's image and maintain a rural atmosphere;
7. Promote effective communications and outreach with residents; and
8. Mitigate storm water runoff.

These broad aspirational goals should guide all City actions. Each budget year the City Council, with input from City staff, determines a number of actionable objectives under each goal. The City Manager then provides in the spring of each year a report to City Council on the progress and achievements made towards each objective.



Carla Laws [REDACTED]
To: Curtis Leeth; Bill Hill

 Follow up. Completed on Wednesday, September 21, 2022.
You replied to this message on 9/21/2022 9:35 AM.

CAUTION: External email. Do not click links or attachments unless you recognize the sender and know the content is safe!

Good morning Curtis and Bill. Shawn Fitzpatrick decided to take a stab at revamping the vision statement to better align it with our SWOT analysis.

Here is what Shawn wrote:

Shavano Park will preserve its quiet, natural setting and small town traditions amid -- and in contrast to -- the noisier and more commercial growth all around it. The City and its surroundings will continue to compliment each other, and Shavano Park will continue to be an especially magnetic place within an entire migration destination region.

This vision is an aspirational description of what the City endeavors to be in the future. It is intended to serve as an overarching guide. The City embraces two core aspirations in our vision statement:

First, Shavano Park has become and will continue to aspire to be among the premier places in Bexar County to raise a family in strong neighborhoods, to be a permanent home for many generations, to provide a welcoming community for quality businesses, and to provide first-class services to its residents. This involves supporting community events, encouraging meaningful civic participation, and providing quality municipal services it believes will continue to make Shavano Park an attractive community for its citizens, current and future.

Second, Shavano Park preserves and celebrates its natural setting and small town traditions amid the surrounding area's urban growth. The City embraces its past as a small rural community while recognizing future challenges and opportunities, especially concerning the growth and development of the surrounding San Antonio metro area. This involves maintaining large residential lot sizes, preventing the conversion of residential lots to multi-family and business uses and continuing efforts to protect the City's trees and abundant wildlife.

--

Carla Laws



P&Z's Draft Consensus

INTERNAL

STRENGTHS

- Outstanding Municipal / Customer Services / Leadership
- Location and Natural Beauty
- Sense of Community
- Quality Neighborhoods & Commercial Developments - a desirable place to live
- Security and Safety
- Fiscal Discipline & low tax rate

WEAKNESSES

- Aging infrastructure – roads and water system
- Limited future residential and commercial developments
- Limited future property tax and sales tax growth
- Increasing percentage of property under tax freeze
- Little control over external pressures of crime, traffic congestion or noise pollution
- Drainage & Flooding

OPPORTUNITIES

- Shape future developments to meet City needs
- Building a consensus on long-term financing strategy of City
- Foster community engagement
- Municipal Tract facilities and City events to build sense of community
- Reasonable and consistent enforcement of City Code
- Leverage grant incentives and bond monies to renew infrastructure

THREATS

- External pressures of crime, traffic congestion and noise pollution
- Ability to retain professional City staff
- Oak Wilt
- National economy - inflation and possible recession
- Infrastructure failures

EXTERNAL

P&Z's Draft Consensus

Conclusion: The City of Shavano Park is a strong community of natural beauty with exceptional municipal services and financial health but faces aging infrastructure in need of repair and renewal. The ability to fund and repair the infrastructure while retaining staff is hampered by the limited growth potential and growing percentage of properties under tax freeze. This Town Plan envisions that by shaping future development, wise use of monies, and building a consensus on long-term financing requirements the City will overcome these challenges.

The City of Shavano Park also faces what many communities across the nation face – how do we maintain a sense of community despite national and regional political division and economic uncertainty? The City also faces external pressures of crime, traffic and noise pollution. All of these forces are beyond the City's control. This Town Plan envisions the City pursue community engagement, encourage citizen volunteerism, and use the facilities of the Municipal Tract to build and maintain the sense of community.

Focus Areas Proposed

Using the SWOT analysis, P&Z commission input and the above conclusion, staff proposes the following Focus Areas for the Town Plan (in no particular order):

- **Long-term City Finances**
 - Vision for Debt Management, Revenues, Taxes
- **Public Infrastructure**
 - Vision for City Roads, NW Military Highway, Hike & Bike paths, Water system, Internet and Drainage infrastructure
- **Municipal Talent Management and Retention**
 - Vision on how to attract, develop and retain top talent
- **Property Maintenance Standards and Zoning**
 - Vision for maintaining the beauty and property values of community
- **Community Engagement and Public Safety**
 - Vision for City events, Municipal Tract, Neighborhood Watch, citizen volunteers and other Community Engagement Efforts
- **Commercial Development**
 - Vision for the final commercial developments of the City

SWOT Round 2 Analysis

Strengths

STRENGTHS	Who Mentioned	Tally
City services, City staff, City leadership	Simmons, Laws, Fanning, Stipek, Tan, Teske	6
Quality of Life / Neighborhoods / Great Place to Live / Trees	Simmons, Laws, Fanning, Stipek, Tan, Teske	6
Location	Simmons, Laws, Stipek, Tan, Teske	5
Low Crime Rate	Simmons, Laws, Fanning	3
Property Value Growth / Tax Base	Fanning, Stipek, Teske	3
Fiscal Discipline	Stipek, Tan	2
Willingness to plan long-term	Simmons	1
Collaborative relationship with developers	Simmons	1
Water system	Teske	1
Improve walkability of City	Teske	1
Community involvement	Fanning	1
Demographics (high income, education)	Tan	1

Weaknesses

WEAKNESSES	Who Mentioned	Tally
Aging infrastructure (roads)	Simmons, Laws, Fanning, Stipek, Tan, Teske	6
Aging infrastructure (water)	Simmons, Laws, Fanning, Stipek, Tan, Teske	6
Near built-out	Simmons, Laws, Stipek, Tan, Teske	5
CoSA Crime / Traffic	Simmons, Fanning, Teske	4
Tax Freeze	Laws, Fanning, Teske	3
Limited sales tax growth	Simmons, Teske	2
Retaining and recruiting staff	Laws, Tan	2
Community Division "us vs them"	Laws, Stipek	2
High cost of entry for younger residents	Simmons	1
Apathy of some citizens	Simmons	1
Drainage & Flooding	Fanning	1
Mosquitos	Fanning	1
Too much demand, few staff / volunteers	Stipek	1
Lack of walk/bike paths, rec facility	Tan	1
Internet infrastructure	Tan	1
Inconsistent enforcement of Ordinances	Teske	1

SWOT Round 2 Analysis

Opportunities

OPPORTUNITIES	Who Mentioned	Tally
Shaping Commercial Development	Simmons, Laws, Stipek, Tan, Teske	5
More use of Pavilion / Munitract	Fanning, Stipek, Tan, Teske	4
More community involvement	Stipek, Tan, Teske	3
Long-term planning / finances	Simmons, Laws, Tan	3
Focus on Code Enforcement / Property Maintenance	Simmons, Fanning	2
Wise use of Federal/Bond monies	Laws, Tan	2
Beautify NW Military after construction	Fanning, Stipek	2
Attract new businesses	Simmons	1
Attract new residents	Simmons	1
Partnering with other governments	Simmons	1
Sound Debt Management	Simmons	1
Fiber internet to homes	Laws	1
Redevelopment of properties	Laws	1
Help seniors needing assistance	Fanning	1
Stronger relationships with HOAs	Stipek	1

Threats

THREATS	Who Mentioned	Tally
Traffic	Simmons, Laws, Fanning, Tan, Teske	5
Crime	Simmons, Laws, Fanning, Stipek, Teske	5
Oak Wilt	Laws, Fanning, Stipek, Tan	4
Retaining Staff / succession planning	Simmons, Stipek, Teske	3
Inflation / National economy	Simmons, Laws	2
Fiscal needs vs revenues, Built-out	Simmons, Tan	2
San Antonio urban growth	Laws, Fanning	2
Lack of long-term planning	Simmons	1
Political division	Laws	1
Civil unrest	Laws	1
Mass shootings	Laws	1
Property Maintenance	Fanning	1
Noise pollution	Fanning	1
Politicization of leadership	Stipek	1
Other governments	Stipek	1
Lawsuits	Stipek	1
Vacant office buildings	Tan	1
Becoming a "sleepy retirement town"	Tan	1
Tax Freeze / Aging population	Tan	1

Focus Areas Analysis

LAWS

1. Commercial & residential development
2. Long-term city financing
3. Streets & drainage
4. Water system
5. Internet vision
6. Employee retention

SIMMONS

1. Street and Roads
2. Revenue maximization
3. Flooding and drainage
4. Attract and retain top talent
5. Code compliance – real estate
6. Crime containment

FANNING

1. Retaining top police, fire and city staff
2. Ordinances for property maintenance
3. Aging infrastructure of streets and water system
4. City budget

STIPEK

1. Tax producing commercial
2. Exploit/further development of municipal tract
3. Beautification/barriers for NW Military
4. Address need of infrastructure
5. Focus on staff development and retention

TAN

1. Connectivity for Pedestrian/Bike path
2. Long term financial stability
3. Overall assessment of City infrastructure
4. Task force to promote developing commercial property
5. Connect w/ the citizen, encourage involvement

TESKE

- None submitted

Curtis Leeth

From: Donna Beladi [REDACTED]
Sent: Friday, September 23, 2022 6:37 AM
To: Curtis Leeth
Cc: Carla Laws
Subject: Town plan - focus areas - Donna Beladi

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External email. Do not click links or attachments unless you recognize the sender and know the content is safe!

Hi Curtis,
Here is my cut at some areas of focus for the city. I tried to use the template provided, but it is designed for just the title and not the description, which is needed to clarify what is intended for each of these areas. I think each area of focus is pretty self-explanatory, but please let me know if you want additional information or clarification. Again, I very much look forward to working with you.
Donna

2023 Town Plan - Focus Areas

1. City Beautification: Shavano Park's vision is to be the "premier community" in Bexar county. The \$10 million investment in infrastructure will significantly improve the look of the city. However, the impression most people will have of the city will be derived from driving or commuting through the major thoroughfare of NW Military - between Huebner and 1604. The aesthetic of this area does not create an impression worthy of the "premier community" tag - beauty has a lot to do with the sometimes-subjective impression of "premier" and may be the only interaction a San Antonio resident has with the city. Something as straightforward as a single type of evenly spaced drought tolerant plants, which do not require care, could be planted on both sides of the roadway. It gives a consistent look and ties together the current disparate appearance of the Huebner to Dezavala and the Dezavala to 1604 links.

2. Sustainable economic model: Shavano Park should create a 10-year economic model with built-in assumptions for revenue and expenses coming online over that timeframe. The traditional and historical means of funding infrastructure are inadequate to meet the needs of today's cities. This model will illuminate many of the financial decisions to be taken in the near- and mid-term. Other cities have enhanced their revenue models and Shavano Park may need to do the same.

3. Establish a target market for commercial businesses: Decide which type of companies the city wants to attract - and go after that market. For example,

healthcare is an area that can benefit residents due to proximity, is recession proof (which keeps vacancy rates low and tax income high), fits U.S. demographics now and into the future, and may even lead to more sales of homes in the city. Healthcare professionals will naturally seek to be in proximity to those in other similar companies - rather than in a mixed commercial environment. Over time, it will become a magnet for similar companies. When markets are saturated, more narrowly focusing on a target market allows a city to tailor its offering and creates a brand.



Table of Contents

INTRODUCTION	1
COMMUNITY VISION	4
HISTORY	7
STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS	9
DEMOGRAPHICS	10
EXISTING CONDITIONS	12
ACHIEVEMENTS AND AWARDS	21
PLANNING AREA – LONG TERM CITY FINANCES	24
PLANNING AREA – PUBLIC INFRASTRUCTURE	29
PLANNING AREA – MUNICIPAL TALENT MANAGEMENT AND RETENTION	34
PLANNING AREA – PROPERTY MAINTENANCE STANDARDS & ZONING	43
PLANNING AREA – COMMUNITY ENGAGEMENT AND PUBLIC SAFETY	48
PLANNING AREA – COMMERCIAL DEVELOPMENT	54
ACKNOWLEDGEMENTS	60



Introduction

Purpose of Planning

Is to proactively anticipate and set the foundation for future improvements to our community for our residents and other stakeholders. Planning is a management process, concerned with defining goals for our future direction and determining the resources required to achieve those targets. Planning always has a purpose. By remembering our City's history and planning for its future, we hope to meet the long-term needs of our City's residents and businesses.

Purpose of the Town Plan

Is to present a vision that shapes our community concerning the major opportunities and challenges of our City, including: sidewalks and bike lanes; the City's residential and commercial development; addressing flooding and drainage problems; the Municipal Tract; and improving safety and drivability on NW Military Highway.

As a formal City document our Town Plan sets forth general issues and action steps stating our collective vision for the future. The Plan provides a foundation for our City's long-term growth and development with long-range public policy statements for implementation over the next five years.

This document updates the 2018 Town Plan with new resident input and the substantial progress made in planning areas identified in the previous Town Plan. This document is shaped by our residents who participated in the development of this Town Plan and it represents our collective vision for the City's future.

Public Participation and Input

Public participation in the development of this document was a top priority for the Planning & Zoning Commission, City Council, and residents. The entire community was invited to participate through online surveys and public hearings. Social media was a large part of the outreach for the 2023 Town Plan, with the City's TextMyGov texting service, Next Door, Facebook and Twitter accounts playing prominent roles in dispersing information regarding how and where residents could participate. This mix of online and face-to-face input allowed residents multiple opportunities to participate at their convenience. City staff received 631 responses to six Town Plan online surveys, and over 100 residents participated in the six Town Plan Public Hearings in the fall of 2017.

In addition, KFW Engineers & Surveying and the Texas Department of Transportation made presentations at public hearings to provide professional and technical details on some aspects of the Town Plan. These presentations ensured residents and the Planning & Zoning Commission had all the facts before them when discussing long-term planning for topics in the 2018 Town Plan.

Plan Review Process

The City's Planning & Zoning Commission will review the Plan periodically, and at such other times as requested by the City Council. We anticipate that future decisions affecting the City will be consistent with the policies established in this Plan. If City Council approves future projects which differ from the Plan's original intent, the City Council will amend the Plan to reflect those changes.

On July 25, 2022 the City Council directed the Planning & Zoning Commission to update the 2018 Town Plan, thus initiating this process. The update process was conducted by the Planning & Zoning Commission from June 2017 to August 2018.



Developing our Community Vision

The Planning & Zoning Commission together with City Staff issued an online survey of residents and hosted a public hearing to review the City's current Vision Statement. Citizen feedback was crucial to forming the new Vision Statement and amending the strategic goals previously developed by City Council.

Vision

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small town traditions amid the surrounding area's urban growth.

This vision is an aspirational description of what the City endeavors to be in the future. It is intended to serve as an overarching guide. The City embraces two core aspirations in our vision statement:

First, Shavano Park *strives to be the premier community in Bexar County*. The City aspires to become the premier place in Bexar County to raise a family in strong neighborhoods, to be a permanent home for many generations, to provide a welcoming community for quality businesses, and provide first-class services to our community. This involves supporting community events, encouraging citizen involvement, and providing the amenities necessary to retain current residents and attract future ones.

Second, Shavano Park *preserves and celebrates its natural setting and small town traditions* amid the surrounding area's urban growth. The City embraces our past as a small rural community while recognizing the challenges of the future, especially concerning the growth and development of the surrounding San Antonio metro area. This involves maintaining large residential lot sizes, preventing the conversion of residential lots to multi-family and business uses and continuing efforts to protect the City's trees and wildlife.

City Strategic Goals

These goals are adopted by the City Council each year as a part of the City's annual budget process. During the 2023 Town Plan update process, the Planning & Zoning Commission held a public hearing and gathered input from residents. The following are the City's strategic goals:

1. Provide excellent municipal services while anticipating future requirements;
2. Provide and protect a city-wide safe and secure environment;
3. Preserve City property values, protect fiscal resources and maintain financial discipline;
4. Maintain excellent infrastructure (buildings, streets and utilities);
5. Enhance and support commercial business activities and opportunities;
6. Enhance the City's image and maintain a rural atmosphere;
7. Promote effective communications and outreach with residents; and
8. Mitigate storm water runoff.

These broad aspirational goals should guide all City actions. Each budget year the City Council, with input from City staff, determines a number of actionable objectives under each goal. The City Manager then provides in the spring of each year a report to City Council on the progress and achievements made towards each objective.

Official Slogan

On July 23, 2018 the City adopted *Shavano Park – City Living with Country Charm* as its official City slogan after a four-month public involvement campaign. The slogan captures the essence of living in Shavano Park for many of our residents who voted it as the best slogan of five options. Shavano living is convenient access to employment, retail and entertainment of the San Antonio metro while residing on quiet, dark streets and large spacious lots reminiscent of the Country. The slogan also points towards Shavano Park's history as a quiet country town situated on ranch land between Camp Bullis and San Antonio.



History

City History

The City of Shavano Park (originally known just as Shavano) is located in northwest Bexar County at the edge of the Texas Hill Country, approximately twelve miles north of downtown San Antonio, and along the Olmos and Salado Creeks. In the 1800's, A. De Zavala operated a general store just west of our city limits. In 1881, the U.S. Postal Service opened a post office nearby, with De Zavala as the first postmaster. In 1884, the San Antonio and Aransas Pass Railway established a small rail station and switch. During that period, Shavano was a stagecoach stop between San Antonio and Boerne. The original town had a saloon, carpenter, grocer and fifty residents. By 1896 the population grew to nearly 100 residents, before beginning a gradual decline.



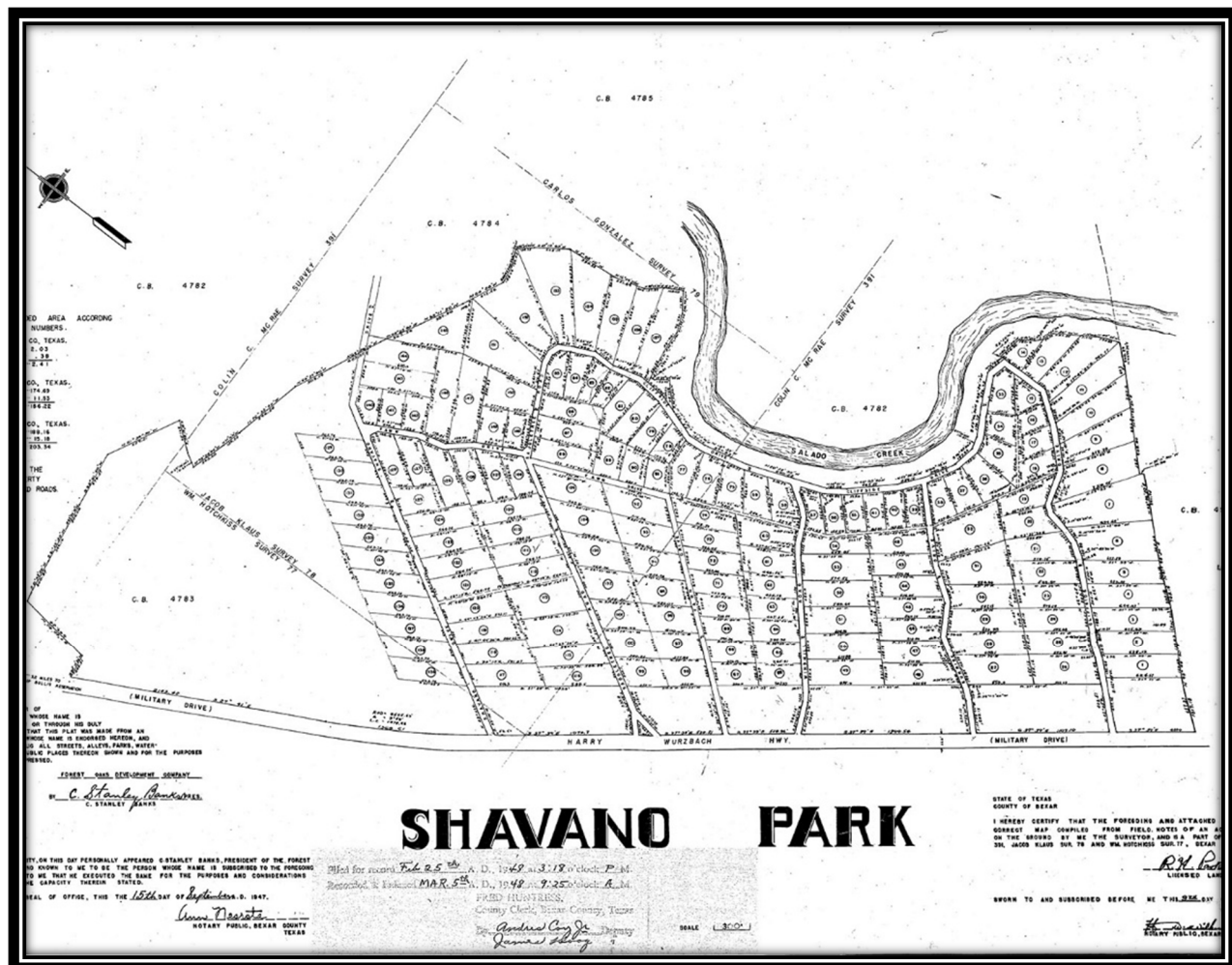
1958 Cattle Drive on NW Military Highway



Shavano Park Volunteer Fire Department in 1952

By 1903, the Postal Service closed the post office and the site of the later township of Shavano Park became part of the Stowers Ranch. George Arthur Stowers came to Texas in 1889 and opened several successful furniture stores. The land Stowers acquired was originally part of a Spanish land grant. In 1947, Wallace Rogers and Sons purchased the land with plans for additional development. At that time, the road system consisted of only NW Military Highway and De Zavala Road, and residential development had begun in the Cliffside subdivision east of NW Military Highway. On June 19, 1956, the City of Shavano Park was incorporated as a General Law City. In the mid-1960s, additional roads were added, including Loop 1604 to the north, Lockhill Selma Road to the west and Huebner Road to the south.

Today, the City of Shavano Park is completely surrounded by the City of San Antonio. The City's boundaries are generally Loop 1604 to the north, Huebner Road to the south, Lockhill Selma to the west and Salado Creek to the east. The City encompasses approximately 3.3 square miles of land and has an estimated 3,793 residents. The City has come a long way from the rural cluster of homes east of NW Military Highway, as can be seen in this 1948 property plat of the original homes.



Original Plat of Shavano Park from 1948

Digital Archives

BiblioTech, Bexar County's all-digital public library, worked with the 26 suburban cities of San Antonio, to create individual digital anthologies. Together, these anthologies reflect and preserve the rich, diverse histories found in Bexar County. The project launched in 2018 to coincide with the 300th anniversary of the founding of San Antonio. To see the rich history of Shavano Park visit <http://bexarbibliotecharchive.org/>. This project was a joint effort by City Staff and volunteer residents. It includes sections on the City's military influence, personal histories written by residents, newsletters from 1966 to present, photographs, and the Shavano Park Women's Club.



2023 Town Plan: Strengths, Weaknesses, Opportunities, and Threats

For the 2023 Town Plan the strengths, weaknesses, opportunities, and threats (SWOT) were re-evaluated by the Planning & Zoning Commission. Twenty-one independent SWOT analyses were submitted to the Commission from City Council, various Boards and Commissions members of the City and City staff.

SWOT analysis is a framework widely used in both the business and non-profit sectors to evaluate an organization's position and to develop strategic planning. SWOT analysis assesses internal and external factors, as well as current and future potential. A SWOT analysis is designed to facilitate a realistic, fact-based, data-driven look at the strengths and weaknesses of an organization, initiatives, or within its industry. The organization needs to keep the analysis accurate by avoiding pre-conceived beliefs or gray areas and instead focusing on real-life contexts. Organizations should use it as a guide and not necessarily as a prescription. This exercise helps the City identify those areas where energies and efforts should be focused in the future.

SWOT analysis results and conclusions are on the following page.



Strengths

- Outstanding Municipal / Customer Services
- Location and Natural Beauty
- Sense of Community
- Quality Neighborhoods & Commercial Developments -a desirable place to live
- Security and Safety
- Fiscal Discipline & low tax rate



Weaknesses

- Aging infrastructure – roads and water system
- Limited future residential and commercial developments
- Limited future property tax and sales tax growth
- Increasing percentage of property under tax freeze
- Little control over external pressures of crime, traffic congestion or noise pollution
- Drainage & Flooding



Opportunities

- Shape future developments to meet City needs
- Building a consensus on long-term financing strategy of City
- Foster community engagement
- Municipal Tract facilities and City events to build sense of community
- Reasonable enforcement of City Code
- Leverage grant incentives and bond monies to renew infrastructure



Threats

- External pressures of crime, traffic congestion and noise pollution
- Ability to retain professional City staff
- Oak Wilt
- National economy - inflation and possible recession
- Infrastructure failures

In the future the City will strive to sustain these strengths, address and correct these weaknesses, pursue new opportunities, and recognize and explore solutions to community threats.

Our Community's Conclusion is the City of Shavano Park is a strong community of natural beauty with exceptional municipal services and financial health but faces aging infrastructure in need of repair and renewal. The ability to fund and repair the infrastructure while retaining staff is hampered by the limited growth potential and growing percentage of properties under tax freeze. This Town Plan envisions that by shaping future development, wise use of monies, and building a consensus on long-term financing requirements the City will overcome these challenges.

The City of Shavano Park also faces what many communities across the nation face – how do we maintain a sense of community despite national and regional political division and economic uncertainty? The City also faces external pressures of crime, traffic and noise pollution. All of these forces are beyond the City's control. This Town Plan envisions the City pursue community engagement, encourage citizen volunteerism, and use the facilities of the Municipal Tract to build and maintain the sense of community.



Demographics

Demographic Analysis

Residents are the most important aspect of our community. Demographic and other information regarding our City's residents provides a fundamental understanding of the nature of our community.

Population Growth

Shavano Park has experienced a 16% increase in population between the years of 2010 and 2020. Our population has grown through implementation of our annexation program adopted in 1999 and development of new neighborhoods. These new neighborhoods are nearly built out and the City is dedicated to sustaining large lots with single family homes, so the City's population is expected to remain stable in the future. The City's zoning prohibits multi-family developments.

Population, 1970-2017

Year	Population	Change	% Change
1970	881		
1980	1,448	567	64%
1990	1,708	260	18%
2000	1,754	46	3%
2010	3,035	1,281	73%
2020	3,524	489	16%

Source: United States Census Bureau

Growth factors include the City's location in the majestic and beautiful foothills of the Hill Country in northern Bexar County, proximity to three major highways (Loop 1604, IH 10, and Wurzbach Parkway), the prestigious Northside Independent School District, easy commutes to employment centers and the airport, and plentiful shopping nearby.

Demographic Characteristics

Shavano Park is a highly educated community with a strong presence of military veterans and their families.

<i>Social Characteristics</i>	Number	Percent	Texas
Population	3,524		
Median Age	52.6		
Bachelor's degree or higher	(X)	64.3%	30.7%
Military veterans	415	11.8%	6.8%

Nearly double the Texas average. Shavano truly is a community of veterans.

Source: United States Census Bureau, American Community Survey 2020 Estimates

Shavano Park is an affluent community in a prime location with easy access to nearby businesses, parks, and the highway system of the greater San Antonio metropolitan area.

<i>Economic Characteristics</i>	Shavano Park	Bexar County
Number of Businesses	186	147, 956
Median household income (in U.S. dollars)	\$198,295	\$58,288

More than triple the Texas median.

Source: United States Census Bureau, American Community Survey 2020 Estimates

Shavano Park is comprised of strong residential neighborhoods. These property values are high because the community is safe, secure, has large lots, and enjoys outstanding municipal services.

<i>Housing Characteristics</i>	Shavano Park	Bexar County
Total single family homes	1,420	542,650
Average value (in U.S. dollars)	\$800,955	\$230,697

More than triple the Bexar County average.

Source: The Bexar County Appraisal District, Certified Totals from 2021

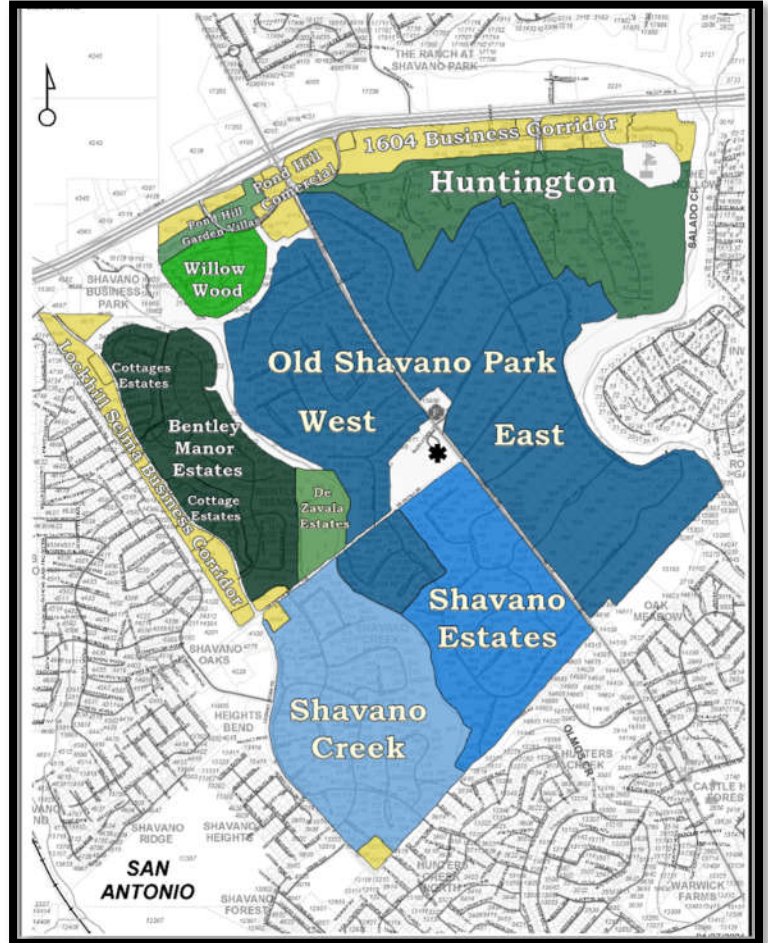


Existing Conditions

The City of Shavano Park is located in northwest Bexar County at the edge of the Texas Hill Country, approximately twelve miles north of downtown San Antonio, and along the Olmos and Salado Creeks.

The City of Shavano Park is a Type A General Law City operating under a Council/City Manager form of government consisting of five council members and a Mayor.

The City of Shavano Park is completely surrounded by the City of San Antonio. The City's boundaries are generally Loop 1604 to the north, Huebner Road to the south, Lockhill Selma to the west and Salado Creek to the east. The City encompasses approximately 3.3 square miles of land and has an estimated 3,524 residents.



City	2017 Rate
San Antonio	0.558270
Hollywood Park	0.510081
Castle Hills	0.501345
Olmos Park	0.432785
Alamo Heights	0.386439
Terrell Hills	0.347673
Fair Oaks Ranch	0.329500
<i>Shavano Park</i>	<i>0.287742</i>

Ad Valorem Tax Rate

For tax year 2023, the ad valorem tax rate in the City was **\$0.287742** per \$100 valuation. Shavano Park's ad valorem tax rate is lower than many neighbor Bexar County cities and the Texas average, but the City still offers superior services in fire, emergency medical services, police, and public works.

Source: Bexar Appraisal District

Zoning and Development

The City's zoning districts are designed so that residential and commercial developments meet the needs and desires of residents by providing for high-quality office, retail, and dining services, and single-family homes with both large and small lot configurations. Residential zoning is solely comprised of single-family residential classifications, as multi-family zoning is prohibited by City ordinance. Commercial zoning is located predominately along Lockhill Selma Road and Loop 1604, with limited additional commercial zoning located at the northeast and southeast corners of Lockhill Selma and De Zavala Roads. The City's zoning districts are as follows:

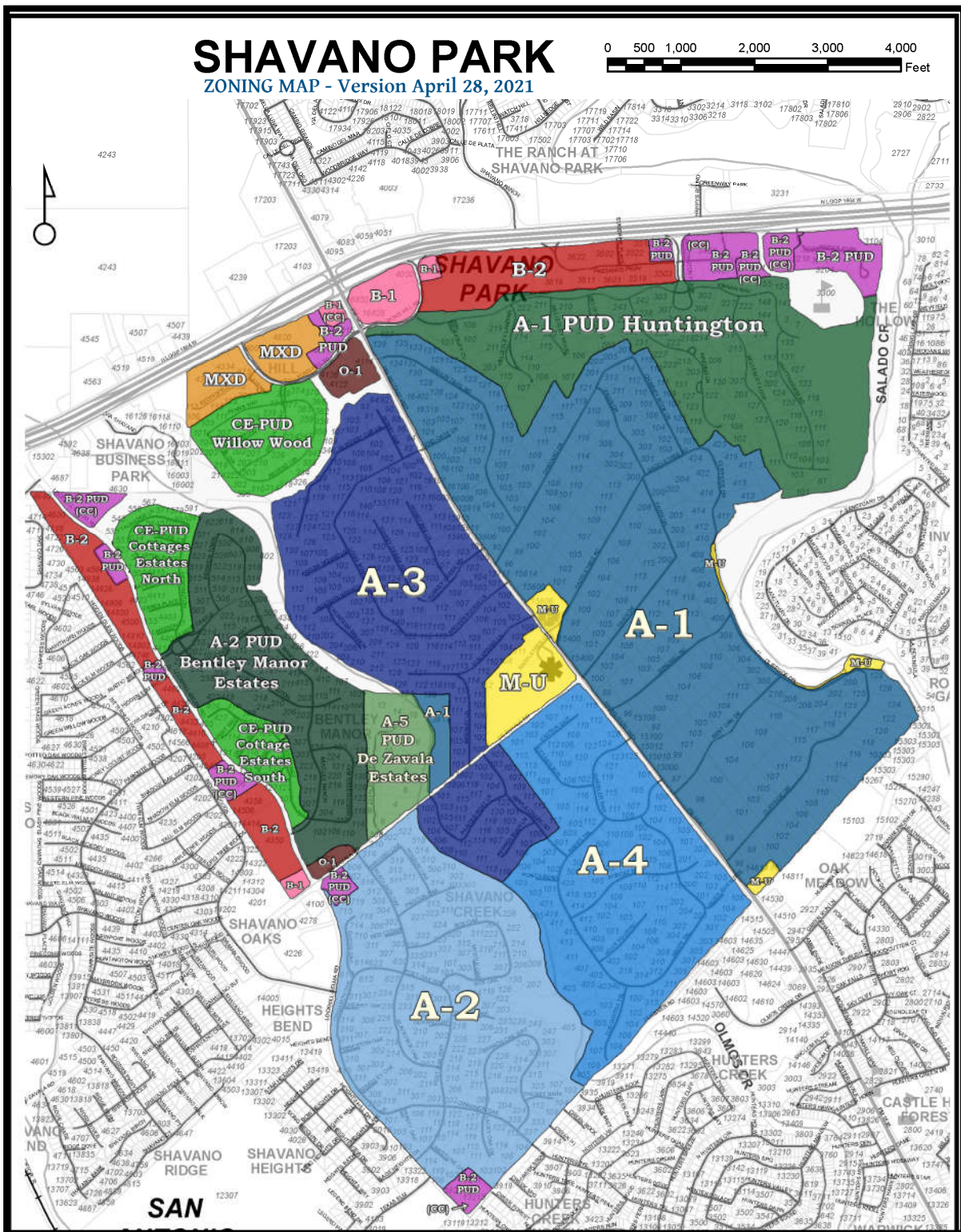
Zoning District	Zoning Use
A-1, A-2, A-3, A-4, A-5 PUD	Single Family Residential District
CE	Single Family Cottage Estate Residential District
O-1	Office District
B-1	Business District
B-2	Business District
M-U	Municipal Utility District
MXD	Mixed-Use District

The City's newer residential developments are all either Planned Unit Developments (PUDs) or are zoned as Mixed-Use zoning districts (MXD). These PUDs and MXDs give developers flexibility in designing and building quality gated communities that provide multiple home and lot configurations. The Town Plan's vision for future commercial developments is on [page 43](#).

According to the City's primary developer, as of February 2022, there are only 85 additional residential lots and approximately 44 acres of commercial land to be developed

Residential Neighborhoods	Zoning
Old Shavano	A-1, A-3
Huntington	A-1 PUD
Shavano Creek	A-2
Bentley Manor	A-2 PUD
Shavano Estates	A-4
De Zavala Estates	A-5 PUD
Bentley Manor Cottage Estates	CE PUD
Willow Wood	CE PUD
Pond Hill Garden Villas	MXD

Zoning Map



Note: A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.

Local Schools

Shavano Park is entirely within the Northside Independent School District (NISD), an award-winning school system and one of South Texas' premier school districts. NISD is the state's fourth largest school district, covering 355 square miles, operating 125 public schools and enrolling 101,976 children in the 2022-2023 school year. NISD provides excellence in education and is an accredited school district by the Texas Education Agency. The accreditation status is based on the academic accountability rating and financial ratings.



Shavano Park students attend Blattman Elementary School, located in the northeastern part of Shavano Park. The NISD middle school and high school serving Shavano Park's public school students are Hobby Middle School, located less than 3 miles from the City, and Tom C. Clark High School, located less than 2 miles from the City.

Shavano Park is also surrounded by a number of high quality private and charter schools. Two such schools located near Shavano Park and impacting the City are BASIS Shavano and Cornerstone Christian School.

Transportation

The City of Shavano Park is ideally located within commuting distances to major shopping centers, restaurants, banks, schools, the Medical Center, and the University of Texas at San Antonio. Additionally, the VIA Metropolitan Transit Authority provides transportation services from numerous locations within Shavano Park to locations throughout the metropolitan area of San Antonio.

The City's three major thoroughfares are NW Military Highway, Lockhill Selma Road, and De Zavala Road. According to the Texas Department of Transportation (TxDOT) Annual Average Daily Traffic, our City's traffic count on NW Military Highway was 17,104 vehicles per day in 2021. This count is low though, due to the ongoing construction on NW Military since 2021. In 2019, pre-pandemic and pre-construction traffic count on NW Military was 20,607. For comparison, in 2010, the traffic count at the intersection of NW Military Highway was 10,500 vehicles per day. This means traffic at this intersection doubled in the past decade.

The continued growth of the City of San Antonio has caused increased traffic congestion on its main thoroughfares, NW Military Highway, De Zavala Road, and Lockhill Selma Road. During the busiest times of the day, when the traffic count is at its highest, residents along NW Military

Highway often find it difficult to safely turn onto or off NW Military Highway. This safety hazard for residents was the primary motivation for the City partnering with TxDOT on a project to widen NW Military Highway and create a continuous center turn lane (see details on [page 29](#)). This project was a major focus of the 2010 and 2018 Town Plans and has been under construction since May 2021. Project is on schedule to be completed by TxDOT by December 2023.

In addition to NW Military Highway, TxDOT has been upgrading road infrastructure around the City. In 2018, TxDOT constructed a west bound turnabout for the intersection of Loop 1604 Frontage Road and NW Military Highway. Since the 2018 Town Plan, TxDOT has been actively expanding Loop 1604, IH-10 and Highway 281 - all major throughways that surround the City. These projects should improve the traffic flow in our City and our residents' daily commutes.

Dark Skies

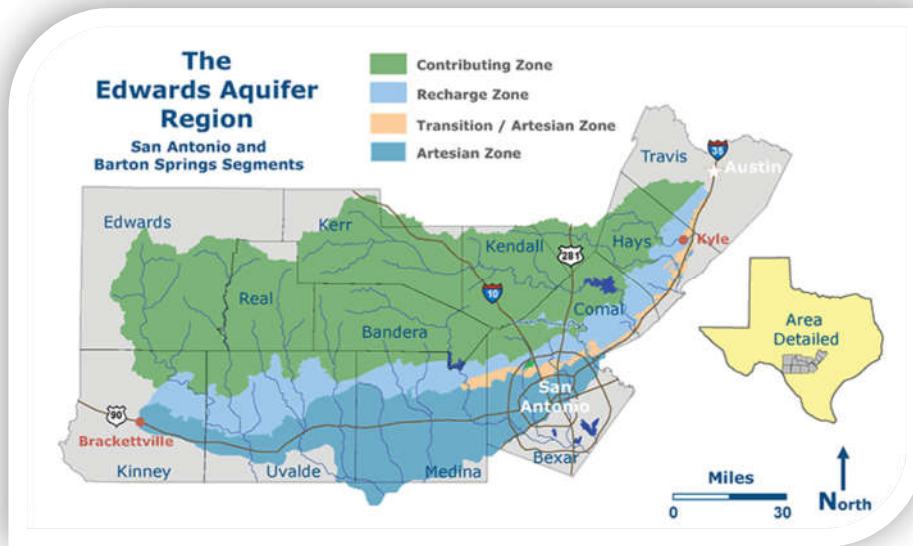
The United States Army expressed concern regarding its ability to conduct night training exercises because of excessive outdoor lighting within a five-mile perimeter of Camp Bullis. Shavano Park is located within this five-mile corridor, and in 2009, our City Council established regulations for outdoor lighting impacting Camp Bullis. These regulations support the United States Army and the community of Shavano Park benefits from the reduction of light pollution in the City.



***San Antonio
region at night.***

***Night Lights
imagery by
NASA's Earth
Observatory.***

Edwards Aquifer Recharge Zone



The Edwards Aquifer is an underground layer of porous, honeycombed, water-bearing rock that is between 300-700 feet thick. The City is located entirely over the environmentally sensitive Edwards Aquifer Recharge Zone that stretches across north Bexar County. All developments over the recharge zone are regulated by the Edwards Aquifer Authority (EAA) and require Water Pollution Abatement Plans. The City considers protecting the Aquifer a serious duty, and ensures all developments meet EAA and Texas Commission on Environmental Quality (TCEQ) standards. Towards these efforts, in 2017 and 2019 the City built a rain gardens at City Hall to collect runoff from the City Hall parking lot.

Tree Preservation

One of our City's greatest assets are our beautiful heritage trees. Trees maintain our attractive rural character, protect against soil erosion, and offer shade to homes. During the town plan process, residents made numerous comments about how our trees contributed to the allure and beauty of Shavano Park. In addition to these heritage trees, groves of "second generation trees" are found throughout the City. As a sign of City's commitment to protecting and preserving its native trees, the City has been a Tree City USA member since 2015, receiving Growth Awards in 2019 and 2020, and winning an Arbor Day of the Year in 2018.

Primarily established native trees within the City include: Live Oaks with a scattering of Burr, Red and Post Oaks, as well as Bald Cypress, Mountain Laurels, Texas Persimmons and Cedar Elms. A diversity of tree species is desirable because it not only adds to the aesthetic quality of the City, but it also helps prevent the widespread devastation caused by single species disease or

infestation. By ordinance, sixteen native trees are protected as heritage trees during commercial development. Commercial business developers are required to conduct a tree survey of the development site and identify the location and diameter of all heritage trees. During development, 25% of the collective diameter of trees must be preserved. In addition ordinance requires preserved heritage trees be protected from damage during construction. These preserved heritage trees add to the lushness and pleasantness of the City's neighborhoods and commercial areas.



In 2015 the Shavano Park Citizen's Tree Committee spearheaded the City's efforts to become a Tree City USA. This program, administered by the Arbor Day Foundation since 1976, recognizes communities committed to sound urban forestry management. Over 3,400 communities are a part of this program. A community is required to maintain a tree board, have a community tree ordinance, spend at least \$2 per capita on urban forestry and celebrate Arbor Day.



Achievements & Awards

Scenic City



The City of Shavano Park has been recognized as a Scenic City by the Scenic City Certification Program since 2016 (re-certified in 2021). Shavano Park maintains high-quality scenic standards for its roadways and public spaces. The Scenic City Certificate is a reflection of Shavano Park's excellent civic leadership, great community pride, and strong desire to maintain its rural character.

National Wildlife Federation Community Wildlife Habitat

In 2018 the City was certified a Community Wildlife Habitat by the National Wildlife Federation with 89 properties registered as safe habitats for native wildlife. Shavano Park at the time was only the 4th City in the State of Texas to receive the certification. The City re-certified in 2021. The National Wildlife Federation's Community Wildlife Habitat program partners with cities, towns, counties, neighborhoods, and communities of all kinds to become healthier, greener, and more wildlife-friendly. Community Wildlife Habitats garden and landscape with wildlife in mind, promote the use of native trees and plants, work to reduce or eliminate the use of pesticides and chemicals, and integrate wildlife-friendly practices into sustainability plans and park master plans.



Firewise USA



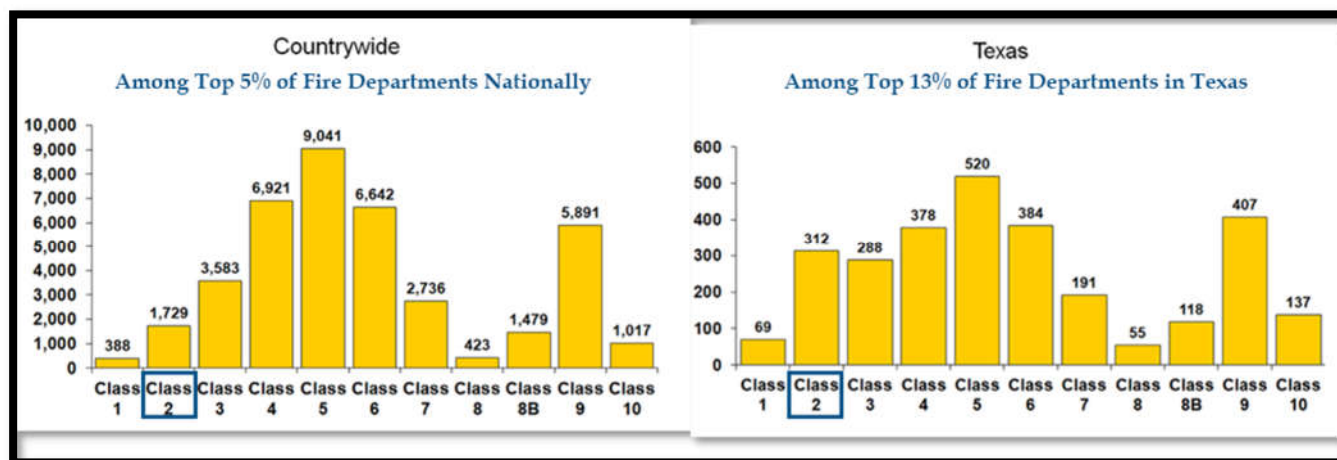
Shavano Park has been recognized as a Firewise Community by the National Fire Protection Association since 2016. The residents of Shavano Park are active participants in creating a safer community by engaging in wildfire risk reduction activities and by celebrating Firewise Day each year. Since being recognized the City completed two projects to improve wildfire safety in the City. In 2017, the City created a one-acre demonstration area of a Firewise forest on the City's Municipal Tract to show residents how to improve wildfire safety on their properties. In 2018, the City with the Texas A&M Forest Service created a Shaded Fuel Break along the borders of the Municipal Tract to reduce the likelihood that any wildfire on the tract would spread to nearby areas.

Insurance Services Office (ISO) Rating of 2

The Insurance Services Office (ISO) collects information on municipal fire protection efforts in communities and analyzes the data. ISO will then assign a Public Protection Classification ranging from 1 to 10, with 1 being the best and 10 the worst. On June 10, 2016 the City of Shavano Park Fire Department received a classification of 2. The City will strive to maintain ISO classification 2 for the next ISO review.



This classification places the Shavano Park Fire Department in elite company among the nation's fire departments. In addition, this rating entitles the residential and commercial property owners within the City of Shavano Park to receive the maximum credit on their insurance premiums. With a Class 2 ISO rate, Shavano Park property owners may realize a 10 to 15% decrease in their property insurance premiums.



Source: www.isomitigation.com

Texas Police Chiefs Association Law Enforcement Best Practices Recognition



On February 22, 2018 the City of Shavano Police Department achieved "Recognized Status" for compliance with the Texas Law Enforcement Agency Best Practices Recognition Program of the Texas Police Chiefs Association. The Department received re-accreditation in March 2020. Shavano Park Police Department is one of only the 181 of the 2,716 Law Enforcement agencies in the State of Texas to be recognized and accredited – in the top 6% of all Texas Police Departments. This recognition is based upon the policies, standards, and practices of the department following the 168 Best Practice Standards, and involved a comprehensive two year agency process culminating in a two day audit of all areas of the agency.

The men and women of the Shavano Park Police Department are commended for their hard work and dedication in obtaining this status.



Established in 2006, the Law Enforcement Recognition Program is a voluntary process where police agencies in Texas prove their compliance with 168 Texas Law Enforcement Best Practices. These Best Practices were carefully developed by Texas Law Enforcement professionals to assist agencies in the efficient and effective delivery of service, the reduction of risk and the protection of individual's rights.

Government Finance Officers Association Distinguished Budget Award

In its commitment to financial transparency, the City of Shavano Park submits its Annual Budget to the Government Finance Officers Association (GFOA) for review under its Distinguished Budget Presentation Awards Program. The City has received this award a total of 11 times, including a 7-year streak from 2015 to 2021.



This program was established to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then recognize individual governments that succeed in achieving that goal. To earn recognition, budget documents must meet program criteria and excel as a policy document, financial plan, operations guide and communication tool.

Superior Public Water System Rating

Shavano Park's Water Utility that services roughly half the City (the other half is San Antonio Water System) is proud to carry the designation of Superior Public Water System from the Texas Commission on Environmental Quality. The designation is about the overall water system operation and not just the quality of the drinking water. In addition to water quality, the requirements include factors related to treatment, pumping and storage capacity. To receive or maintain recognition as a superior water system, the system must be inspected and evaluated by commission personnel as to physical facilities, appearance and operation.

PLANNING & ZONING STAFF SUMMARY

Meeting Date: October 5, 2022

Agenda item: 8

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

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

X

Attachments for Reference:

1) 8a Draft write-up – Commercial

2) 8b Draft public survey – Commercial

BACKGROUND / HISTORY:

2018 Town Plan is available at <https://www.shavanopark.org/townplan>

At the September 7, 2022 Planning & Zoning Meeting, the Commission came to consensus for six focus areas and selected Commercial Development for the 1st topic for the October Planning & Zoning Commission Meeting.

DISCUSSION: This is the First introduction and review of the Commercial Development focus area of the Town Plan 2023.

Schedule for Commercial Development

City Staff need guidance on two items:

1. Give initial feedback on draft focus area write-up (item 8a.)
2. Come to consensus for the public survey (item 8b)

Month	COMMERCIAL DEVELOPMENT
Oct	Intro
Nov	Review + PH
Dec	Final

After this meeting, the public survey will be released and input gathered. Responses will be delivered to P&Z as a part of the public hearing at the November 2 meeting. Staff ask P&Z take the commercial write-up and come prepared with initial feedback – remember the commercial write-up will be reviewed twice more being finalized at the December meeting.

COURSES OF ACTION: N/A; give guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A; give guidance to staff on:

1. Give initial feedback on draft focus area write-up (item 8a.)
2. Come to consensus for the public survey (item 8b)



Commercial Development

The City has only 48 acres remaining of land zoned for future commercial development. Annexation of more land is not a possibility because the City is surrounded by the jurisdiction of the City of San Antonio. These 48 acres are important to the City's future as they are the final opportunities to add sales tax generating businesses. Sales tax revenues are an important funding source to repair City infrastructure, cover annual operating expenses and provide incentives necessary to retain a professional City staff. Residents also desire more local access to commercial services such as restaurants and retail. The City's vision for future commercial development is to work with the City developer to create business developments that add sales tax revenue and local services while preserving residential neighborhoods' quality of life.

This Town Plan identifies the following Issues and Action Steps for the City in future Commercial Development:

Issues:

- Residents want more local access to commercial services – restaurants, retail, office space, entertainment and healthcare.
- Ensuring business uses remain compatible with Shavano Park.
- Ensuring business community maintains high standards.
- Sales tax revenues are a critical funding source to repair infrastructure and cover annual operating expenses.
- Residents support the City encouraging sustainable development without additional cost to the City.
- Residents want to extend the usable life, physical condition and curb appeal of commercial properties.

Action Steps:

- Maintain strict restrictions on business signage.
- Maintain restricted allowable business uses while monitoring market changes for necessary additions.
- Maintain up-to-date building codes while being responsive to local developers during code adoption.
- Explore possible actions by City to encourage environmentally friendly developments.
- Maintain commercial property maintenance standards that are reasonable and enforceable
- Explore possible commercial developments for the 22-acre tract

Current Business Community

The existing commercial areas of Shavano Park are located primarily along the Loop 1604 frontage road and Lockhill Selma Road in the prime north central area of metropolitan San Antonio. Shavano Park is surrounded by the City of San Antonio and a variety of shopping centers, restaurants and medical facilities are within close proximity to the City.



Most undeveloped commercial land is owned by one developer, Bitterblue, Inc., who works closely with the City to develop upscale commercial buildings and properties. The majority of the City's commercial developments are office, medical and assisted living facility uses. Other developments include convenience stores, upscale restaurants, coffee shops and a private tennis club. Most businesses in the City were developed after 2000.



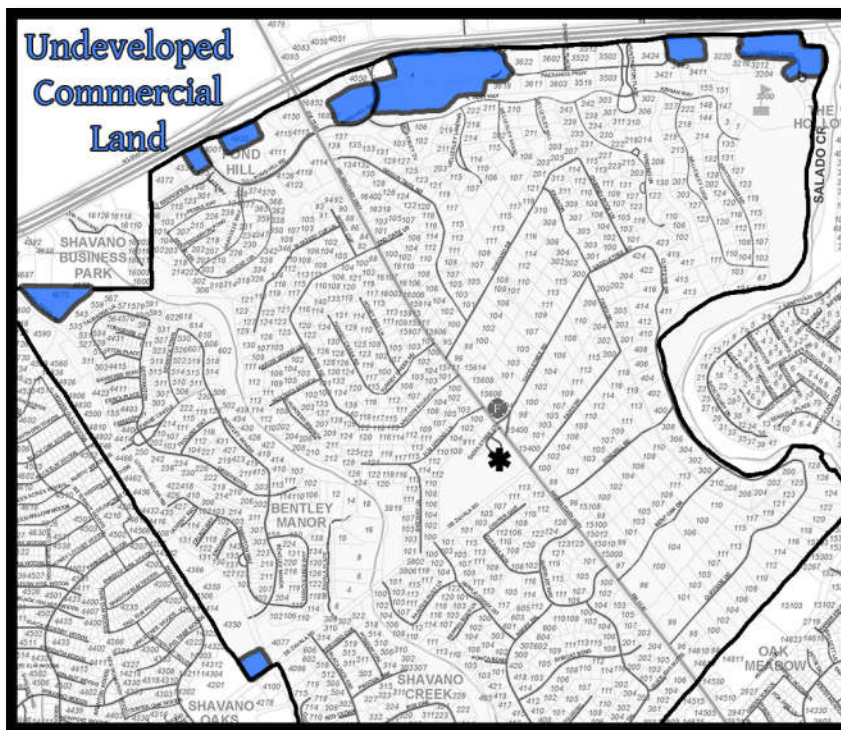
The City maintains relatively strict building standards and zoning rules to ensure the City's business developments positively impact our community. The City has adopted Property Maintenance Standards for commercial (and residential) properties to ensure the existing business properties maintain high standards while preserving our residential neighborhoods' quality of life.

[SURVEY WRITEUP] In the Town Plan update process, residents stated their desire for more local access to commercial services including: restaurants, retail, office, entertainment, and healthcare services. However, the residents continue to support strict regulations of commercial use and signage to preserve the high-quality business community that currently thrives within the City. Residents also desired that NW Military Highway remain residential and that zoning restrictions prevent future redevelopment for commercial use.

Future Development

There remains only a small amount of land for future commercial development in Shavano Park. The few tracts that are undeveloped include (ordered by acreage):

- A.** 22-acre tract near Huntington, in early planning stages for a possible hotel development (zoned B-2)
- B.** 6.85 acres in Napier Park Office complex east of Blattman Elementary, pre-planned for small office (zoned B-2 PUD)
- C.** 5.08-acre tract at north end of Lockhill-Selma, pre-planned for medical (zoned B-2 PUD)
- D.** 4.45-acre tract in the Pond Hill east commercial, pre-planned for a mix of restaurant / retail (zoned B-1)
- E.** 2.85-acre tract near Pond Hill west and 1604 frontage (East Bound), pre-planned for a restaurant (zoned B-2 PUD)
- F.** 2.52-acre tract near Huntington West Office Building on 1604 frontage (east bound), pre-planned for future commercial (zoned B-2 PUD)
- G.** 2.2-acre tract on the northeast corner of Lockhill Selma and De Zavala Road, pre-planned for retail / medical (zoned B-1)
- H.** Two 1-acre tracts on Pond Hill east near Huntington, pre-planned for retail/medical (zoned B-2)
- I.** 1.27-acre tract near Pond Hill west and 1604 frontage (East Bound), pre-planned for office (zoned Mixed Use District)



Undeveloped commercial lots are in blue.

Note: all but one of these lots are on the edges of Shavano Park along 1604 frontage road.

Developments A and H: 1604 frontage near Huntington



Development B: 1604 frontage in Napier Park Offices



Development C: North end of Lockhill-Selma Road



Development D: Pond Hill east Commercial



Developments E and I: Pond Hill West Office & Restaurant



Development F: 1604 frontage near Huntington West Office



Development G: Northwest corner of Lockhill Selma Road & De Zavala Road





Shavano Park Town Plan - Commercial Development

It's time to update the City's Town Plan and we need your input! This is the first survey of six town plan focus areas. To ensure we reach the widest cross-section of citizens, the City will use a range of tools and approaches to encourage participation from a place and at a time convenient to you. The first focus area is **COMMERCIAL DEVELOPMENT**.

WRITE IN

Complete the survey below regarding the Town Plan focus area of Commercial Development. Alternatively, you may provide feedback by texting "Town Plan" to 210.853.2003 or emailing to contact@shavanopark.org.

SHOW UP

Attend the public hearing regarding the Town Plan focus area of Commercial Development during the Planning & Zoning Commission meeting at 6:30pm on Wednesday, November 2, 2022 at 900 Saddletree Court.

LOG ON

Participate in the public hearing remotely. Dial in on Wednesday, November 2, 2022 at 6:30pm. Zoom phone: XXXXXXXXX and Meeting ID: XXXXXXXXXXXX.

Visit <https://www.shavanopark.org/townplan> for historical information, updates and more.

* 1. **First and Last Name**

* 2. **Street Address**

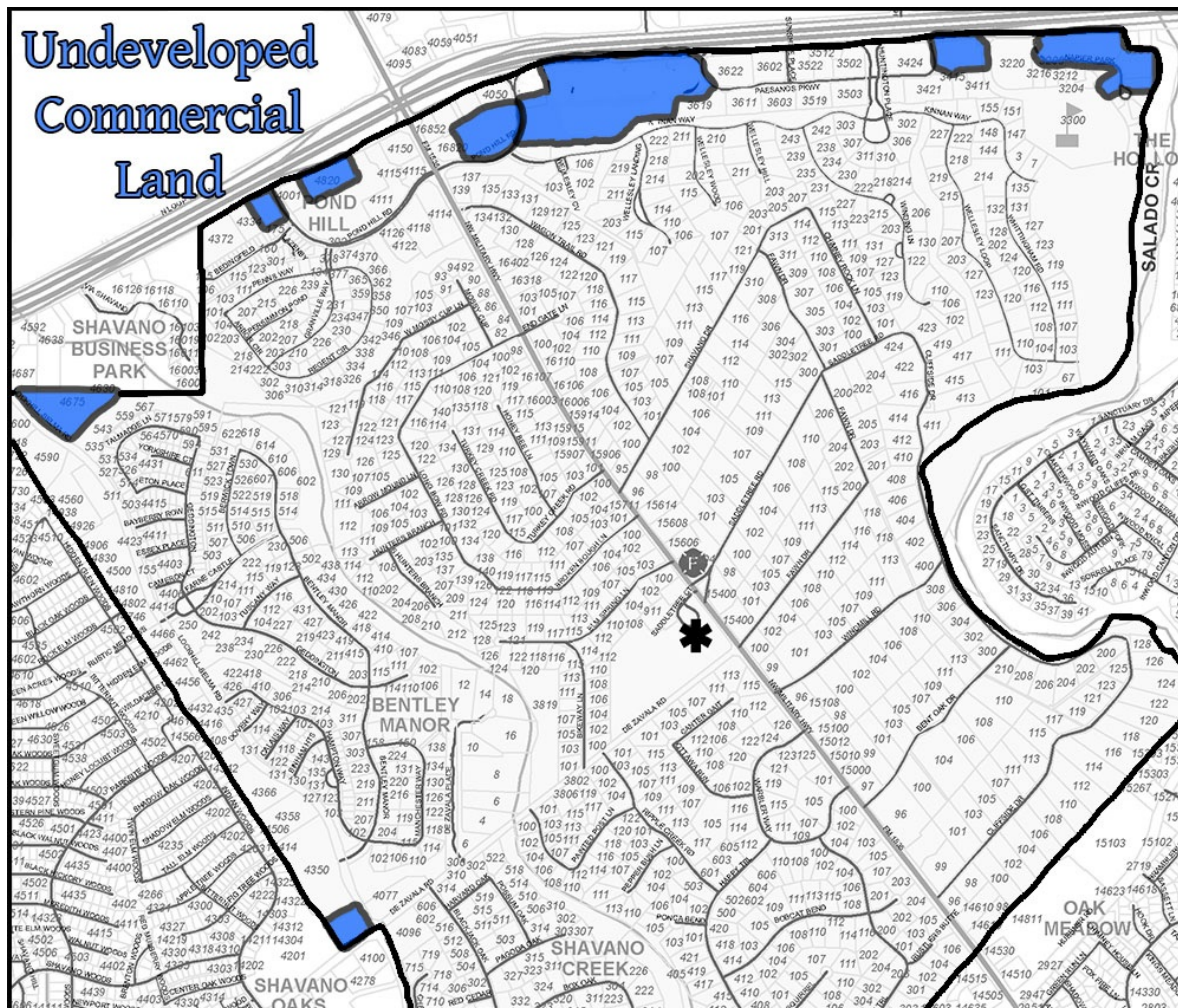
3. **Current Quality of Shavano Park Commercial Development**

How would you rate the current quality of Shavano Park commercial development?

- ☐ Excellent - Shavano Park has excellent commercial developments
- ☐ Good - Shavano Park has good commercial developments but with a few concerns
- ☐ Fair - Shavano Park has fair commercial developments but with some problems
- ☐ Poor - Shavano Park is home to poor commercial developments with many problems

You can explain your answer below:

4. **Future Commercial Development**



There are only 48 acres of undeveloped commercial land in Shavano Park. These 48 acres are important to the City's future as they are the final opportunities to add sales tax generating businesses. Sales tax revenues are an important funding source to maintain City infrastructure while also affording equipment and incentives necessary to retain a professional City staff. At the same time the City must protect our residential neighborhoods' peaceful and quiet quality of life.

Which statement most accurately expresses your views on future commercial development in Shavano Park?

- ☐ Commercial development is extremely important to Shavano Park's future for sales tax revenue to minimize property tax increases. City should aggressively work to attract sales tax revenue businesses into our City.

- ☐ City should maintain a balance between commercial and residential development and continue to encourage high quality businesses.
- ☐ Commercial development is acceptable if it remains in restricted areas along Loop 1604 and Lockhill Selma Road and only includes low impact / low-density commercial uses.
- ☐ The preservation of Shavano Park's peaceful and quiet atmosphere should take precedence over any commercial development.

You can explain your answer below:

5. **Businesses you want to see in Shavano Park**

Properties zoned for commercial use are restricted by type of business activity. What are some business developments you would like to see come to Shavano Park?

You can select as many as you want or none at all.

- | | | |
|--|--|---|
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Drug Store / Pharmacy | <input type="checkbox"/> Liquor Store |
| <input type="checkbox"/> Retail store | <input type="checkbox"/> Fitness Services | <input type="checkbox"/> Grocery Store |
| <input type="checkbox"/> Bar / Tavern | <input type="checkbox"/> Gift Shop / Florist | <input type="checkbox"/> Gourmet Shop |
| <input type="checkbox"/> Barber / Beauty Salon | <input type="checkbox"/> Hardware Store | <input type="checkbox"/> Day Spa |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Hotel / Motel | <input type="checkbox"/> Furniture Store |
| <input type="checkbox"/> Day Care / Nursery | <input type="checkbox"/> Medical / Doctor | <input type="checkbox"/> Interior Decorating Services |

You can also name a business you would like to see come to Shavano Park:

6. **Businesses you do not want to see in Shavano Park**

Properties zoned for commercial use are restricted by type of business activity. What are some business developments you do not want to see come to Shavano Park?

You can select as many as you do not want or none at all.

- | | | |
|--|--|---|
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Drug Store / Pharmacy | <input type="checkbox"/> Liquor Store |
| <input type="checkbox"/> Retail store | <input type="checkbox"/> Fitness Services | <input type="checkbox"/> Grocery Store |
| <input type="checkbox"/> Bar / Tavern | <input type="checkbox"/> Gift Shop / Florist | <input type="checkbox"/> Gourmet Shop |
| <input type="checkbox"/> Barber / Beauty Salon | <input type="checkbox"/> Hardware Store | <input type="checkbox"/> Day Spa |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Hotel / Motel | <input type="checkbox"/> Furniture Store |
| <input type="checkbox"/> Day Care / Nursery | <input type="checkbox"/> Medical / Doctor | <input type="checkbox"/> Interior Decorating Services |

You can also name a business you do not want to come to Shavano Park:

7. **Commercial Property Maintenance**

Most of the City's commercial properties were built after 2000 and are relatively new. As commercial properties age and change hands the physical condition of the properties will degrade without proactive and consistent maintenance standards.

Which statement do you feel should guide the City in establishing maintenance standards for commercial properties?

- ☐ Limited Rules - Some commercial property maintenance rules should be established but be limited in nature
- ☐ Strong Rules - Commercial properties should be regulated to ensure they remain upscale in appearance and well-maintained
- ☐ No opinion

You can explain your answer below:

8. **N.W. Military Highway Zoning**

The 2018 Town Plan called for preserving single-family residential zoning districts along N.W. Military Highway. Since 2018 surrounding urban pressure from Loop 1604, Huebner Road and the TxDOT N.W. Military Highway project has challenged homeowners on N.W. Military Highway.

Should the Town Plan again call to preserve single-family residential zoning along N.W. Military Highway?

- ☐ Yes - preserve the single-family residential character of N.W. Military Highway
- ☐ No - explore possible low-density and low-impact commercial developments on N.W. Military Highway
- ☐ No opinion

You can explain your answer below:

9. **Tell us any ideas you have on commercial development**

In your travels have you ever came across a commercial development you were impressed by or would like to see in Shavano Park? Do you think the City could learn something from another commercial developments that you encountered?

Tell us any ideas or comments on commercial development you have in the comment box below.

PLANNING & ZONING STAFF SUMMARY

Meeting Date: October 5, 2022

Agenda item: 9

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion - Select the focus area topic for the November 2, 2022 Planning & Zoning Commission meeting – City Manager / Assistant City Manager

X

Attachments for Reference: 1) 9a Town Plan Schedule

BACKGROUND / HISTORY: At the September 7, 2022 Planning & Zoning Meeting, the Commission came to consensus for six focus areas and selected Commercial Development for the 1st topic for the October Meeting.

DISCUSSION: P&Z September 7th meeting consensus for the Focus Areas for the Town Plan:

- **Long-term City Finances**
 - Vision for Debt Management, Revenues, Taxes
- **Public Infrastructure**
 - Vision for City Roads, NW Military Highway, Hike & Bike paths, Water system, Internet and Drainage infrastructure
- **Municipal Talent Management and Retention**
 - Vision on how to attract, develop and retain top talent
- **Property Maintenance Standards and Zoning**
 - Vision for maintaining the beauty and property values of community
- **Community Engagement and Public Safety**
 - Vision for City events, Municipal Tract, Neighborhood Watch, citizen volunteers and other Community Engagement Efforts
- **Commercial Development - **STARTED****
 - Vision for the final commercial developments of the City

Staff need P&Z guidance to select topic 2 for introduction at the November P&Z meeting. See attachment 9a for the schedule and 3-step review process for each focus area.

COURSES OF ACTION: N/A; give guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A; give guidance to staff on the Focus Area to introduce at the November 2, 2022 Planning and Zoning Commission meeting.

Month	SWOTS / Vision / Goals / History / Existing Conditions	COMMERCIAL DEVELOPMENT	FOCUS 2	FOCUS 3	FOCUS 4	FOCUS 5	FOCUS 6	Final Document Review
Aug	Intro							
Sept	Review + PH							
Oct	Final	Intro						
Nov		Review + PH	Intro					
Dec		Final	Review + PH	Intro				
Jan			Final	Review + PH	Intro			
Feb				Final	Review + PH	Intro		
Ma					Final	Review + PH	Intro	
Apr						Final	Review + PH	Intro
May							Final	Review + PH
June								PZ Final Council 1 st + PH
July								Council 2 nd

Stages for each Focus Area of Town Plan Update:

- 1. Introduction** – staff introduce draft update and draft survey; P&Z approve survey
- 2. Review + Public Hearing** – P&Z hold public hearing; Commission submit reviews and survey results are presented
- 3. Final** – Staff present updated section from P&Z review; Consensus gained for Final edits