

**MINUTES OF THE SHAVANO PLANNING & ZONING
COMMISSION
2013**

- Regular meetings
- Special meetings

JANUARY 16, 2013 – 6:30 P.M.

FEBRUARY 13, 2013 – 7:30 P.M.

MARCH 13, 2013 – 6:30 P.M.

APRIL 2013 – NO MEETING

MAY 2013 – NO MEETING

JUNE 5, 2013, 2013 – 7:30 P.M.

JULY 10, 2013 – 7:30 P.M.

AUGUST 14, 2013 – 7:30 P.M.

SEPTEMBER 11, 2013 – 7:30 P.M.

OCTOBER 2, 2013 – 7:30 P.M.

NOVEMBER 6, 2013 – 7:30 P.M.

DECEMBER 4, 2013 – 7:30 P.M.

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JANUARY 16, 2013
6:30 P.M.**

MINUTES

Roll Call

Bob Werner – present	Michael Janssen – present	Jip Holmes – present
Mark Kamstra – present	Richard Lazor – present	Al Walea – absent
Scott Reynolds – present	Kathy Fandel – present	Albert Aleman - present

Call to Order

Chairman Bob Werner called the meeting to order at 6:32 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

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

Citizens to be heard

None

Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission December 5, 2012.

Upon a motion made by Commissioner Richard Lazor and a second made by Commissioner Jip Holmes, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the minutes of the December 5, 2012 Planning & Zoning Commission meeting as presented. The motion carried.

Chairman Bob Werner announced that the Public Hearing that was posted on the agenda has been removed from the evenings agenda at the request of Bexar Metro 9-1-1.

A discussion was held concerning the final approval of Amending Plat – Commercial – Lots 1813A and 1813B located at the corner of Huebner Road and Lockhill Selma.

Upon a motion made by Commissioner Mike Janssen and a second made by Commissioner Buddy Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed for final approval of Amending Plat – Commercial – Lots 1813A and 1813B located at the corner of Huebner Road and Lockhill Selma, in the City's Extra territorial Jurisdiction, as presented. The motion carried.

Presentation by representatives of Denton Communities concerning semiannual report on the status of residential and commercial development.

Laddie Denton and Dan Kossl presented the semi-annual report of Commercial and Residential development in Shavano Park.

Discussion led by Commissioner Mark Kamstra concerning the task force ("Task Force") for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract, including Task Force timeline, procedures and citizen members, and consideration of Task Force timeline and procedures and ratification of citizen member appointments.

Workshop discussion led by Commissioner Mark Kamstra concerning Task Force planning for Town Plan hiking and biking trails and development of the municipal tract, Unit 15D.

Discuss and schedule January workshop meeting for Task Force matters.

These three agenda items were presented by Commissioner Mark Kamstra who relayed that the Committee has not yet met because the full group of appointees to the committee by the City Council has not been made. City Manager Kyle McCain reported that the Municipal Tract Development committee has been placed on the agenda for the January 28 City Council meeting. The planning of meetings was held in abeyance because of the Councils potential for action, although Mark Kamstra described the basic elements of the Town Plan that pertained to the task of the Municipal Tract Development committee and how he proposed that the committee meet and gave a proposed timeline.

Report and update by City Manager Kyle McCain concerning City Council items considered at the December 2012 City Council meetings and discussion concerning the same.

City Manager McCain gave a brief report on items discussed at the November 2012 Regular City Council meetings. The items included the issue of VIA Metropolitan Transit, a committee appointed to look at fees that the City charges for permits, the readdressing of the Municipal Tract Development Committee, and fact that the Council approved the Ordinance regulating portable buildings in commercial zones.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items.**
- B. Advise members of pending agenda items, as follows:**
 - i. January - Discussion lead by Commissioner Mark Kamstra concerning the task force ("Task Force") for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**
 - ii. February - Discussion lead by Commissioner Mark Kamstra concerning the Task Force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**
 - iii. February – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.**
 - iv. March - Discussion lead by Commissioner Mark Kamstra concerning the Task Force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**
 - v. April - Discussion lead by Commissioner Mark Kamstra concerning the Task Force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**
 - vi. May - Discussion lead by Commissioner Mark Kamstra concerning the Task Force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**
 - vii. May – Public workshop at 6:30 with presentation by SAWS concerning water use planning for residential and commercial property owners.**
 - viii. June - Discussion lead by Commissioner Mark Kamstra concerning the Task Force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**
 - ix. July – Semiannual report on the status of residential and commercial development.**
 - x. July - Discussion lead by Commissioner Mark Kamstra concerning the Task Force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**

- xi. **August/September – Report from Commissioner Mark Kamstra concerning the Task Force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**
- xii. **August/September – Action on report from Commissioner Mark Kamstra concerning the Task Force for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.**

Chairman Werner briefly discussed the future agenda items for the Planning & Zoning Commission and reminded the members to notify the City Secretary of any additional items to be considered.

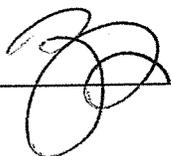
Adjournment

Upon a motion made by Commissioner Jip Holmes and a second Commissioner Mike Janssen, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting of the City Shavano Park Planning & Zoning Commission at 7:40 p.m. on Wednesday, January 16, 2012. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 13th day of February, 2013.

APPROVED


BOB WERNER
CHAIRMAN

Attest:  _____

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
February 13, 2013
7:30 P.M.**

MINUTES

Roll Call

Bob Werner – present
Mark Kamstra – present
Scott Reynolds – absent

Michael Janssen – present
Richard Lazor – present
Kathy Fandel – present

Jip Holmes – present
Al Walea – present
Albert Aleman - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

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

Citizens to be heard

None

Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission January 16, 2013.**

Upon a motion made by Commissioner Mark Kamstra and a second made by Commissioner Richard Lazor, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the minutes of the January 16, 2013 Planning & Zoning Commission meeting as presented. The motion carried.

Discussion and possible action on preliminary approval for the Subdivision Plat – an 11.42 acre tract of land out of Unit 17, Unit 17-K, Phase 1 Bentley Manor.

There was discussion on the preliminary approval of the Subdivision Plat – an 11.42 acre tract of land out of Unit 17, Unit 17-K, Phase 1 Bentley Manor. Caleb Chance of Pape-Dawson Engineers presented the plat to the P&Z Commission. A question arose about caves or sinkholes, but there was no geological assessment done, but no evidence that these existed on the property. Upon a motion by Mike Janssen to approve the preliminary plat and second by Al Walae, the P&Z Commission voted seven (7) to none (0) to approve the motion. Motion carried.

Discuss and consider recommendation to City Council on proposed amendments to Chapter 36, Table VI amending permitted uses in Tables Nos. 3, 4 and 5.

There was discussion to recommend to City Council proposed amendments to Chapter 36, Table VI amending permitted uses in Tables Nos. 3, 4 and 5. The discussion centered on a proposal to allow boutique auto sales, overnight outdoor display of commercial goods, and corrections and clarifications to the current Tables 3, 4, and 5. City Attorney Charlie Zech will provide a proposed amendment to the current Ordinance to be considered as a recommendation to the City Council to make changes to the Tables at the next Planning & Zoning Commission meeting.

Discussion lead by Commissioner Mark Kamstra concerning City Council action concerning the task force (“Task Force”) for management of Town Plan hiking and biking planning as well as development of a plan for the municipal tract.

A discussion lead by Commissioner Mark Kamstra concerning City Council action concerning the task force (“Task Force”) for management of a plan for the potential development of the municipal tract. The committee has been restructured by the City Council and will report directly to the City Council.

Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.

Commissioner Richard Lazor led a short discussion on the 1993 City Drainage Plan.

Report and update by City Manager Kyle McCain concerning City Council items considered at the January 2013 City Council meetings and discussion concerning the same.

City Manager Kyle McCain reported on items considered at the January 2013 City Council meetings that could affect the Planning & Zoning Commission.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. March - Discussion and possible action on final approval for the Subdivision Plat – an 11.42 acre tract of land out of Unit 17, Unit 17-K, Phase 1 Bentley Manor.
 - ii. March - Public hearing concerning recommended changes to O-1, B-1 and B-2 permitted uses.
 - iii. Discussion and possible action on approval of changes to O-1, B-1, and B-2 permitted uses.
 - iv. May – Public workshop at 6:30 with presentation by SAWS concerning water use planning for residential and commercial property owners.
 - v. July – Semiannual report on the status of residential and commercial development.
 - vi. December - Annual discussion on drainage issues with staff.
 - vii. January - Presentation by representatives of Denton Communities concerning semiannual report on the status of residential and commercial development.

Chairman Werner advised members to contact City staff to add new or old agenda items to future agendas, and advised members of pending agenda items.

Adjournment

Upon a motion made by Commissioner Mike Janssen and a second by Commissioner Mark Kamstra, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting of the City Shavano Park Planning & Zoning Commission at 8:30 p.m. on Wednesday, February 13, 2013. The motion carried.

APPROVED by the Planning & Zoning Commission of the City of Shavano Park at its Regular meeting held on this the 13th day of March, 2013.

A P P R O V E D

BOB WERNER
 CHAIRMAN

Attest: _____
 Kyle H. McCain, City Manager

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 7231
March 13, 2013
6:55 P.M.**

MINUTES

Roll Call

Bob Werner – present	Scott Reynolds – absent	Al Walea – present
Mark Kamstra – present	Richard Lazor – present	Jip Holmes – present
Michael Janssen – present	Kathy Fandel – present	Albert Aleman – present

Call to Order

Chairman Bob Werner called the meeting to order at 6:55 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

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

Citizens to be heard

None

Consent Agenda

A. Discussion and possible action to approve the minutes of the Planning & Zoning Commission Meeting on February 13, 2013.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Jip Holmes, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the minutes of the February 13, 2013 Planning & Zoning Commission meeting as presented. The motion carried.

Public Hearing: Proposed amendment to the City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Tables Nos. 3, 4 and 5 to allow for low volume boutique used car sales, revisions to the location of fraternal assemblies, and changes to outside storage in certain business districts.

Chairman Werner opened the Public Hearing at 7:00 p.m.

Chairman Werner gave a brief explanation of the item.

There being no comments from the public, the Public Hearing was closed at 7:05 p.m.

Discuss and consider recommendation to City Council on proposed amendments to the City's Zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Tables Nos. 3, 4, and 5 adding to each of Table Nos. 3, 4, and 5 a restriction that no O, B-1 or B-2 zoned properties may have overnight storage of merchandise of any kind and discussion concerning the same.

Upon a motion made by Commissioner Al Walea and a second made by Commissioner Michael Janssen, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the proposed amendments to Chapter 36, Article VI, Table Nos. 3, 4, and 5 of the City of Shavano Park Code of Ordinances and a restriction that no O, B-1, or B-2 zoned properties may have overnight storage of merchandise of any kind. The motion carried.

Discussion and possible action on final approval for the Subdivision Plat – an 11.42 acre tract of land out of Unit 17, Unit 17-K, Phase 1, Bentley Manor.

Laddie Denton of Denton Communities presented the item.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Mark Kamstra, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the final plat for Subdivision Plat – an 11.42 acre tract of land out of Unit 17, Unit 17-K, Phase 1, Bentley Manor as presented. The motion carried.

Announcement concerning resignation by Commissioner Mark Kamstra and discussion regarding the same.

Chairman Werner advised the Commissioners of Commissioner Mark Kamstra's impending move the California and his resignation as a Planning & Zoning Commissioner effective at the conclusion of the current meeting. Chairman Werner thanked Commissioner Kamstra for his many years of service to the City of Shavano Park and wished him well in his new job in California.

Report and update by City Manager Kyle McCain concerning City Council items considered at the February 2013 City Council meetings and discussion concerning the same.

City Manager Kyle McCain reported on items considered at the February, 2013 Regular City Council meeting that could affect the Planning & Zoning Commission.

Chairman Announcements:

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

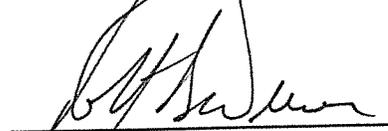
- i. April - Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.**
- ii. April - Discuss and consider scheduling a public workshop with presentation by SAWS concerning water use planning for residential and commercial property owners.**
- iii. May - Public workshop at 6:30 with presentation by SAWS concerning water use planning for residential and commercial property owners.**
- iv. July - Semiannual report on the status of residential and commercial development.**
- v. December - December - Annual discussion on drainage issues with staff.**
- vi. January - Presentation by representatives of Denton Communities concerning semiannual report on the status of residential and commercial development.**

Chairman Werner advised members to contact City staff to add new or old agenda items to future agendas, and advised members of the pending agenda items.

Adjournment

Upon a motion made by Commissioner Mark Kamstra and a second by Commission Jip Holmes, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 8:00 p.m. on Wednesday, March 13, 2013. The motion carried.

APPROVED



BOB WERNER
CHAIRMAN

Attest: _____



**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
June 5, 2013 - 7:30 p.m.
MINUTES**

1. Call Meeting to Order

The meeting was called to order by Chairman Werner at 7:30 p.m.

2. Roll Call

Bob Werner – present
Al Walea – absent
Albert Aleman – present

Jip Holmes – present
Richard Lazor – present
Kathy Fandel – present

Michael Janssen – present
Scott Reynolds – absent

3. 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 Janssen and a second made by Commissioner Lazor, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

4. CITIZENS TO BE HEARD

None

5. Introduction of Charles “Chuck” Pinto, Interim CoSP City Manager, and Zina Tedford, city secretary.

Chairman Werner introduced Charles “Chuck” Pinto, Interim City Manager and Zina Tedford, City Secretary.

6. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission March 13, 2013.**

Upon a motion made by Commissioner Aleman and a second by Commissioner Janssen, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the minutes of the March 13, 2013 Planning & Zoning Commission meeting as presented. The motion carried.

7. Public Hearing: Proposed replat establishing Shavano Park, Unit 19-C, Phase II of established lots 2066, 2067, 2068, 2069, 2070, and 2071 Block 32, CB4784, being a 8.97 acre tract of land comprised of lots 2066, 2067, 2068, 2069, 2070, and 2071 Block 32, CB4784 of the Shavano Park, Unit-19C Phase II Subdivision recorded in Volume 3645, pages 172-177 of the Deed and Plat

Records of Bexar County, TX and 0.05 acres being out of the remaining portion of a 389.9 acre tract described in conveyance to Rogers Shavano Park Unit 18/19, LTD in correction Special Warranty Deed recorded in Volume 12007, pages 2490-2507 of the official public records of real property of Bexar County, TX.

Chairman Werner opened the Public Hearing opened at 7:35 p.m.

A brief report on the item was presented by Mr. Kossel of Denton Communities.

There being no comments from the public, the Public Hearing closed at 7:44 p.m.

- 8. Discussion and possible action on final approval of Replat - replat establishing Shavano Park, Unit 19-C, Phase II of established lots 2066, 2067, 2068, 2069, 2070, and 2071 Block 32, CB4784, being a 8.97 acre tract of land comprised of lots 2066, 2067, 2068, 2069, 2070, and 2071 Block 32, CB4784 of the Shavano Park, Unit-19C Phase II Subdivision recorded in Volume 3645, pages 172-177 of the Deed and Plat Records of Bexar County, TX and 0.05 acres being out of the remaining portion of a 389.9 acre tract described in conveyance to Rogers Shavano Park Unit 18/19, LTD in correction Special Warranty Deed recorded in Volume 12007, pages 2490-2507 of the official public records of real property of Bexar County, TX.**

Commissioner Janssen asked for clarification regarding some points on the replat and requested that the replat be revised to include appropriate sections from the City of Shavano Park's City Ordinances relating to development over the Edwards Aquifer and also deleting the paragraph related to "Lot 2068, 2069, 2070 Note". After further discussion, upon a motion made by Commissioner Janssen to approve the final plat with the changes discussed and a second by Commissioner Aleman, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the revised replat. The motion carried.

- 9. Presentation by Chairman Bob Werner concerning land swap issues with the City of San Antonio.**

Chairman Werner and Mr. Laddie Denton of Denton Communities gave an update as to the status of this item.

- 10. Presentation by Commissioner Bob Werner concerning recommendation of a storm water discharge ordinance to comply with the Texas Commission on Environmental Quality ("TCEQ") required implementation of local regulations to enforce such portions of the Federal Clean Water Act as apply to the City of Shavano Park and review of a draft ordinance prepared by staff concerning illicit waste water issues, consideration of scheduling issues related to the same and possible action to appoint a working group and working group chair to make recommendations to the Planning & Zoning Commission concerning the same.**

Chairman Werner informed the Commission that the City Council had requested that Planning & Zoning review a proposed ordinance concerning illicit waste water issues. Chairman Werner also presented the Commissioners with copies of a proposed ordinance and a model illicit discharge and connection storm water ordinance provided by Mr. Ross. Chairman Werner requested that a working group be appointed to review the proposed ordinance and report back to the Planning & Zoning Commission with their recommendations. As members for the working group Chairman Werner nominated Commissioner Janssen, Commissioner Walea, Commissioner Aleman and himself. Upon a motion by Commissioner Lazor and a second by Commissioner

Holmes, the Planning and Zoning Commission voted five (5) for and none (0) opposed to approve the nominated Commissioners for the working group. The motion carried.

11. Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.

Commissioner Lazor stated that with recent 17 inch rains, the City was able to identify drainage issues and that the issues identified were not as serious as initially thought. There was discussion regarding the amount of water on Elm Spring/Ripple Creek and the issue is that the drainage easement is on private properties. Commissioner Lazor plans to present the information at a future City Council meeting for direction.

12. Presentation by P&Z Commissioner Al Walea on Municipal Tract task force process and discussion concerning the same.

Commissioner Walea was not present so Chairman Werner asked Alderman Michele Ross to give a brief report on the status of the task force discussions. Alderman Ross reported that the Municipal Tract Committee has been meeting for approximately three months. At a recent City Council Meeting, the Municipal Tract Committee reported that they will be presenting City Council with a recommendation to authorize the City Manager to solicit proposals for a 3rd party consultant to conduct, compile, analyze and present a report of their findings to the City Council.

13. Report and update by acting City Manager Chuck Pinto concerning City Council items considered at the March, April and May 2013 City Council meetings and discussion concerning the same.

City Manager Pinto had no report at this time.

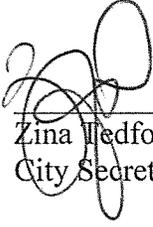
14. Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items
- B. Advise members of pending agenda items, as follows:
 - i. July – Semiannual report on the status of residential and commercial development
 - ii. July – Receive draft TCEQ related wastewater ordinance prepared by working group
 - iii. August – Review and revise draft TCEQ related wastewater ordinance
 - iv. August-September – Advise Commissioners of time to apply for reappointment to CoSP Planning & Zoning Commission
 - v. September – Approve TCEQ related wastewater ordinance for recommendation to City Council

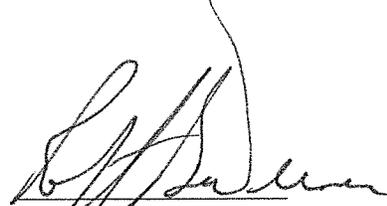
Chairman Werner advised members to contact City staff to add new or old agenda items to future agendas, and advised members of the pending agenda items. The next Planning & Zoning Commission will be scheduled for July 10, 2013 at 7:30 p.m.

15. Adjournment

Upon a motion made by Commissioner Holmes and a second by Commissioner Fandel, the Planning & Zoning Commission voted five (5) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 8:17 p.m. on Wednesday, ~~March 13, 2013~~ ^{June 5, 2013}. The motion carried.



Zina Hedford
City Secretary



BOB WERNER
CHAIRMAN

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
July 10, 2013
7:30 P.M.**

MINUTES

1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Werner at 7:30 p.m.

2. ROLL CALL

Bob Werner – present
Al Walea – present
Albert Aleman – present

Jip Holmes – absent
Richard Lazor – present
Kathy Fandel – present

Michael Janssen – present
Scott Reynolds – absent

3. 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 and 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 Janssen and a second made by Commissioner Walea, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

4. CITIZENS TO BE HEARD

None

5. CONSENT AGENDA:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission June 5, 2013.

Upon a motion made by Commissioner Lazor and a second by Commissioner Fandel, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the minutes of the June 5, 2013 Planning & Zoning Commission meeting as presented. The motion carried.

6. Public Hearing: Proposed amendment to City’s zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Table No. 5 to allow for Assisted Living Facilities in the B-2 business district.

Chairman Werner opened the Public Hearing at 7:31 p.m.

Attorney James Griffin addressed the Commission on the purpose of the requesting the amendment to the City’s zoning regulations with City Council approval.

There were no comments from the public, the Public Hearing closed at 7:34 p.m.

7. Discuss and consider recommendation to City Council on proposed amendments to the City's Zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Table No. 5 to allow for Assisted Living Facilities in the B-2 business district.

There was discussion regarding clarification of definition and stipulation of specific uses. Commissioner Aleman made a motion to table until Attorney Griffin had opportunity to review and suggests options for clarification. Commissioner Janssen seconded the motion. Item tabled.

8. Presentation by representatives of Denton Communities concerning semiannual report on the status of residential and commercial development.

Laddie Denton, Denton Communities, presented the Planning & Zoning Commission with the status of residential and commercial development within the City of Shavano Park.

At this time, Chairman Werner brought agenda item number 7 back on the table. Attorney Griffin presented the clarification to the definitions as follows (highlighted)

Assisted Living Facility means an operation that provides, in one (1) or more buildings, food and shelter to twelve (12) or more persons who are unrelated to the proprietor of the establishment; provides Personal Care Services and/or administration of medication by a person licensed or otherwise authorized in the State of Texas to administer the medication; and may provide medical treatment or other services that meet some need beyond the basic provision of food and shelter. Personal Care Services shall mean assistance with feeding, dressing, moving, bathing, or other personal maintenance; or general supervision or oversight of the physical and mental well-being of a person who needs assistance to maintain a private and independent residence. *Assisted Living Facility shall not include an operation that provides housing or personal care services to the homeless as defined by the U.S. Department of Health and Human Services.*

The Chapter 36, Article VI – Tables, Table No. 5, table of Permitted uses, B-2 zoning Category of the City of Shavano Park Code of Ordinances is hereby amended to include the following categories of uses:

Table No. 5
Table of Permitted Uses
B-2 Zoning Category

Assisted Living Facility (CC)

Commissioner Walea made a motion to approve the changes to the proposed ordinance with the above noted changes. Commissioner Janssen seconded the motion. The Planning & Zoning Commission voted five (5) for and none (0) opposed

9. Presentation by City Manager Chuck Pinto concerning land swap issues with the City of San Antonio. City Manager Pinto informed the Commission that negotiations were re-opened and should be a quick process with the City of San Antonio. Staff is preparing the resolutions and planning to present to City Council at the next meeting.

10. Presentation by Commissioner Michael Janssen concerning recommendation of a storm water discharge ordinance to comply with the Texas Commission on Environmental Quality ("TCEQ") required implementation of local regulations to enforce such portions of the Federal Clean Water Act as apply to the City of Shavano Park and review of a draft ordinance prepared by illicit waste water working group, discuss all aspects of illicit waste water in the City of Shavano Park and possible action on draft illicit waste water ordinance.

Commissioner Janssen stated that City Council had requested the Planning & Zoning Commission review the proposed ordinance after voicing concerns of possible violation of civil liberties. Commissioner Janssen

continued by stating the working group had attempted to compare the proposed ordinance with what other cities had adopted with little success. After review/research of the proposed ordinance, the working group made a number of changes which are highlighted. Commissioner Janssen asked City Manager Pinto and City Attorney Tech to review the proposed ordinance as modified for legal content.

11. Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.

Commissioner Lazor reported that the flooding that occurred during the last hard rain was not as bad as originally anticipated. The drainage issues are on private properties and Commissioner Lazor did not feel that it is appropriate to approach the homeowners without Council knowledge/approval. Commissioner Lazor will be at the next City Council Meeting to request their direction as to how they would like the Planning and Zoning Commission to proceed on this issue.

12. Report and update by acting City Manager Chuck Pinto concerning City Council items considered at the June 2013 City Council meetings and discussion concerning the same.
No additional comments were added.

13. Chairman Announcements:

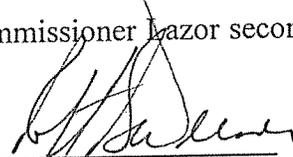
- A. Advise members to contact City staff to add new or old agenda items.
B. Advise members of pending agenda items, as follows:

- i. August – Land swap status report.
ii. August – Review, revise and possibly approve draft TCEQ related wastewater ordinance.
iii. August-September – Advise Commissioners of time to apply for reappointment to CoSP Planning & Zoning Commission.

Chairman Werner advised members to contact City staff to add new or old agenda items to future agendas and advised members of the pending agenda items. Chairman Werner added signage concerns to the next agenda.

14. Adjournment

Commissioner Janssen made a motion to adjourn the meeting. Commissioner Lazor seconded the motion. The meeting adjourned at 8:55 p.m.



BOB WERNER
CHAIRMAN



Zina Tedford
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
August 14, 2013
7:30 P.M.**

1. Call to order
The meeting was called to order at 7:40 p.m.

Bob Werner – present
Al Walea – present
Albert Aleman – present

Jip Holmes – presents
Richard Lazor – present
Kathy Fandel – present

Michael Janssen – present
Scott Reynolds – present

2. Citizens to be heard –
No one signed up to address the Commission at this time.

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

4. Consent Agenda:
 - A. Discussion and possible action to approve minutes of the Planning & Zoning Commission July 10, 2013

Upon a motion made by Commissioner Walea and a second by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the minutes of the July 10, 2013 Planning & Zoning Commission meeting as presented. The motion carried.

5. Presentation by representatives of Denton Communities concerning type and spacing of commercial signage on Loop 1604 and within 500 feet of the intersection of Loop 1604 and N.W. Military Highway, including CoSP ownership of signage on Loop 1604 that would not otherwise comply with Chapter 24 of the CoSP Code of Ordinances and discussion regarding the same.

Laddie Denton, Denton Communities, presented the Planning & Zoning Commission with a proposed signage, type and spacing of commercial signage on Loop 1604 and within 500 feet of the intersection of Loop 1604 and N.W. Military Highway, including CoSP ownership of signage on Loop 1604.

6. Presentation by City Manager Chuck Pinto concerning land swap issues with the City of San Antonio. City Manager Pinto had no additional information to present to the Commission.

7. Report and update by acting City Manager Chuck Pinto concerning City Council items considered at the July 2013 City Council meetings and discussion concerning the same.
City Manager Pinto briefed the Planning & Zoning Commission on the status of hiring a new city manager.

8. Discussion with staff concerning application by P&Z Commissioners for reappointment.

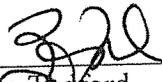
The Commission was provided the guidelines for applying/re-applying to the Planning & Zoning Commission.

9. Chairman Announcements:

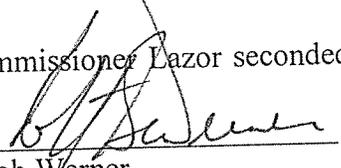
- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. September – Land swap status report.
 - ii. September – Review, revise and possibly approve draft TCEQ related wastewater ordinance, including possible consideration of waste water maintenance contracts if directed by City Council.
 - iii. September – Submit to City Council recommendations concerning Loop 1604 signage spacing, design and CoSP ownership.
 - iv. September – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
 - v. September – Advise Commissioners of time to apply for reappointment to CoSP Planning & Zoning Commission.
 - vi. October – Annual discussion concerning Town Plan.
 - vii. October – Nomination of P&Z Chair and Vice-Chair.

10. Adjournment

Commissioner Holmes made a motion to adjourn the meeting. Commissioner Lazor seconded. The meeting adjourned at 8:47 p.m.



Zina Tedford
City Secretary



Bob Werner
Chairman

CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
September 11, 2013
7:30 P.M.

MINUTES

1. **Call to order**

The meeting was called to order at 7:32 p.m.

Bob Werner – present

Al Walea –absent

Albert Aleman – present

Jip Holmes – presents

Richard Lazor – present

Kathy Fandel – present

Michael Janssen – present

Scott Reynolds – 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 and 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 Janssen and a second made by Commissioner Lazor, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be heard –**

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

4. **Consent Agenda:**

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission August 14, 2013.

Upon a motion made by Commissioner Lazor and a second by Commissioner Fandel, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the minutes of the August 14, 2013 Planning & Zoning Commission meeting as presented. The motion carried.

5. **Presentation by representatives of Denton Communities concerning type and spacing of commercial signage on Loop 1604 and within 500 feet of the intersection of Loop 1604 and N.W. Military Highway, including creation of signage zoning district ordinance and illustrative sign designs, and discuss and consider recommendation to CoSP City Council that CoSP adopt a signage zoning district ordinance with inclusion of illustrative sign designs.**

Dan Kossl, Denton Communities, presented the Planning & Zoning Commission with a proposed signage, type and spacing of commercial signage in the proposed signage corridors on Loop 1604 and on Lock-hill-Selma Road.

Upon a motion by Commissioner Aleman and second by Commissioner Janssen, the Planning & Zoning Commission voted five (5) and none (0) opposed to forward to City Council a concept for a proposed ordinance for an urban corridor signage district, which addresses signage, type and spacing of commercial signage on Loop 1604 and on Lockhill-Selma Road.

6. **Presentation by Commissioner Richard Lazor concerning 1993 City Drainage Plan and discussion concerning the same.**

Commissioner Lazor reported that he held a Town Meeting August 28th to discuss drainage issues with Elm Spring. The meeting was very informative. Another Town Meeting is scheduled for September 17th for the Bike Way residents and he will keep the Commission abreast of upcoming meetings.

7. **Review, revise and possibly approve draft TCEQ related wastewater ordinance, including consideration of wastewater maintenance contracts as directed by City Council and residential use of gray water.**

There was a consensus of the Commissioners to have a committee review septic and gray water requirements. Any proposed changes will be incorporated to the draft TCEQ illicit discharge ordinance.

8. **Presentation by City Manager Chuck Pinto re-developments on land swap issues with the City of San Antonio.**

City Manager Pinto informed the Commission that we are one month into a project that is estimated to be completed within 4 months.

9. **Report and update by City Manager Chuck Pinto concerning City Council items considered at the August 2013 City Council meetings and discussion concerning the same.**

City Manager Pinto gave a brief overview of a proposed annexation request

10. **Discussion with staff concerning application by P&Z Commissioners for reappointment.**

Commissioners – those with terms expiring – were reminded to turn in their applications to the City Secretary.

11. **Chairman Announcements:**

A. Advise members to contact City staff to add new or old agenda items.

B. Advise members of pending agenda items, as follows:

- i. October – Land swap status report.
- ii. October – Review, revise and possibly approve draft TCEQ related wastewater ordinance, including possible consideration of waste water maintenance contracts if directed by City Council.
- iii. October – Submit to City Council recommendations concerning Loop 1604 signage spacing, design and CoSP ownership.
- iv. October – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
- v. October – Annual discussion concerning Town Plan.
- vi. October – Nomination of P&Z Chair and Vice-Chair.
- vii. November – Consider recommendations concerning Loop 1604 signage spacing and design considerations.
- viii. November – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.

Commissioners ask to submit any additional agenda items to the City Secretary.

12. **Adjournment**

Commissioner Janssen made a motion to adjourn the meeting. Commissioner Fandel seconded. The meeting adjourned at 8:50 p.m.



Robert Werner
Chairman



Zina Tedford
City Secretary

CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
October 2, 2013
7:30 P.M.

MINUTES

1. **Call to order**

Bob Werner – present

Al Walea –present

Albert Aleman – present

Jip Holmes – absent

Richard Lazor – absent

Kathy Fandel – present

Michael Janssen – present

Scott Reynolds – 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 and Zoning Commission duties under 36-69(I) 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 Janssen and a second made by Commissioner Aleman, the Planning & Zoning Commission voted four (4) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be heard –**

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

4. **Consent Agenda:**

A. **Discussion and possible action to approve minutes of the Planning & Zoning Commission September 11, 2013.**

Upon a motion made by Commissioner Fandel and a second by Commissioner Janssen, the Planning & Zoning Commission voted four (4) for and none (0) opposed to approve the minutes of the September 11, 2013 Planning & Zoning Commission meeting as presented. The motion carried.

5. **Discuss and consider recommendation to City Council concerning adoption of an ordinance regulating type and spacing of commercial signage including a mechanism for creation of signage zoning district.**

Upon a motion made by Commissioner Janssen and a second by Commissioner Walea, the Planning & Zoning Commission voted four (4) for and none (0) opposed to recommend the proposed ordinance to City Council for consideration. The motion carried.

6. **Presentation by Commissioner Richard Lazor concerning 1993 City Drainage Plan and discussion concerning the same.**

Commissioner Fandel updated the Commission on the last drainage meeting for residents living on Bikeway. Four or five families attended the last meeting. Families expressed their concerns with the Municipal tract and run off from Bikeway. Commissioner Fandel indicated the next drainage meeting would be with residents living on Ripple Creek.

7. **Presentation by Commission Bob Werner concerning of wastewater maintenance contracts as directed by City Council and residential use of gray water, and discussion concerning the same.**

This item was discussed briefly at the last meeting. The Illicit Discharge working group developed a proposed ordinance regarding illicit discharges necessary to bring Shavano Park in compliance with EPA regulations.

Based on a request by the City Council, Commissioner Werner stated that the working group would be meeting soon to discuss including in the proposed ordinance language regarding the use of gray water and a requirement for maintenance contracts on gray water systems.

8. Presentation by Director David Dimaline re developments on land swap issues with the City of San Antonio, and discussion concerning the same.

Public Works Director Dimaline stated that Mayor Marne, Chairman Werner, Dan Kossel, staff and City of San Antonio met to discuss options regarding the land swap issues.

9. Report and update by Zina Tedford, acting City Manager, concerning City Council items considered at the September 2013 City Council meetings and discussion concerning the same.

Acting City Manager Tedford reported the events of the last City Council meeting.

10. Discussion with staff concerning application by P&Z Commissioners for reappointment.

City Council will be considering appointments to Boards/Commissions at the next Regular City Council Meeting, Oct. 28, 2013.

11. Chairman Announcements:

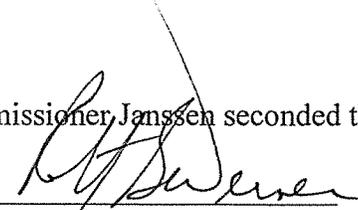
A. Advise members to contact City staff to add new or old agenda items.

B. Advise members of pending agenda items, as follows:

- i. November – Land swap status report.
- ii. November – Review, revise and possibly approve draft TCEQ related wastewater ordinance, including consideration of wastewater maintenance contracts and gray water as directed by City Council.
- iii. November – Discuss terms for sign overlay district with representatives of Denton Communities and submit to City Council status report on recommendations concerning Loop 1604/Lockhill signage spacing, and design.
- iv. November – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
- v. November – Annual discussion concerning Town Plan.
- vi. November – Nomination of P&Z Chair and Vice-Chair.
- vii. December – Discuss and consider signage zoning ordinance concerning Loop 1604/Lockhill signage spacing and design considerations.
- viii. December – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.

12. Adjournment

Commissioner Fandel made a motion to adjourn the meeting. Commissioner Janssen seconded the motion. The meeting adjourned at 8:10 p.m.



Robert Werner
Chairman



Zina Tedford
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MINUTES
November 6, 2013
7:30 P.M.**

1. Call to order

The meeting was called to order at 7:30 p.m.

Bob Werner – present

Mary Ann Hisel- present

Albert Aleman – present

Brian Harr –absent

Richard Lazor –present

Kathy Fandel –present

Michael Janssen – present

Kerry Dike – present

Michael Simpson- present

- 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 and Zoning Commission duties under 36-69(1) of the Code or the severance of one or more of such items for an individual vote on such item or items.

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

- 3. Citizens to be heard – Rules for Citizen’s Comments:** The Planning & Zoning Commission welcomes citizen participation and comments at all of their meetings. As a courtesy to your fellow citizens and out of respect to Board members; we request that if you wish to speak that you follow these guidelines.

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

4. Nomination and appointment of Chairman

Commissioner Janssen made a motion to nominate Bob Werner as Chairman. Commissioner Aleman made a motion to close the nominations. Commissioner Janssen made a motion to close the nominations. Commissioner Hisel seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed to appoint Bob Werner as Chairman. The motion carried.

5. Nomination and appointment of Vice-Chairman

Commissioner Janssen made a motion to nominate Richard Lazor as Vice-Chairman. Commissioner Fandel seconded the motion. Commissioner Aleman made a motion to close the nominations. Commissioner Simpson seconded the motion to close the nominations. The Planning & Zoning Commission voted seven (7) for and none (0) opposed to appoint Richard Lazor as Vice-Chairman. The motion carried.

6. Chairman welcome to new members and thank you to departing members.

Chairman Werner welcomed the new members and thanked all the departing members for their service.

7. **Consent Agenda:**

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission October 2, 2013.

Commissioner Simpson made a motion to approve the minutes. Commissioner Janssen seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed. The motion carried.

8. **Discussion and possible action - preliminary plat of Block 44, Lot 2313, a 1.794 acre tract of land out of a 86.94 acre tract of land as conveyed to Rogers Shavano Park unit 18/19, LTD and described in instrument recorded in Volume 10075, page 1609-1624 of the official public records of real property of Bexar County, TX –McAllister’s Deli-Northwest Military.**

Billy Classen, P.E. presented the Preliminary Plat to the Commission. Vice- Chairman Lazor made a motion to approve the preliminary plat. Commissioner Aleman seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed. The motion carried.

9. **Discussion and possible action - preliminary replat of Blk 41, Lot 2267, Shavano Park, Unit-19C, Phase I into Lots 3185, 3186, and 3187- 110 Winding Lane.**

Paul Schroeder, P.E., P.R.L.S. presented the proposed replat from One (1) Lot into proposed three (3) Lots. Mr. Schroeder informed the Commission that Lot 2267 was originally platted these three (3) Lots and now requested that the Lot 2267 be replatted into Lots 3185, 3186, and 3187.

Commissioner Janssen made a motion to approve the preliminary plat. Commissioner Aleman seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed. The motion carried.

10. **Presentation by representative of Denton Communities concerning semiannual report on the status of residential and commercial development, including staff and commissioner comments concerning the CoSP extraterritorial jurisdiction and discussion concerning all of the above.**

Dan Kossl presented the semiannual report on the status of residential development report. Laddie Denton presented the commercial development semiannual report. There was general discussion regarding the proposed development. There is one piece of exterritorial jurisdiction property location Huebner/Lockhill Selma left.

Presentation by Denton Communities concerning submission of a Signage Corridor application under Ordinance #O-2013-006 pending before City Council which will regulate the type and spacing of commercial signage including a mechanism for creation of signage zoning district and the proposed terms thereof, including the assignment to the existing Urban Signage Corridor working group to develop with Denton Communities the terms thereto.

Laddie Denton – provided historical background on this item. The goal is to have signage that is uniform and would provide continuity along 1604. Mr. Denton stated that there are parameters are set out in the proposed ordinance. Two means of regulation for individuals that are in the urban corridor subject to the new set of rules and existing businesses can follow the existing ordinance.

11. **Presentation by Commissioner Richard Lazor concerning 1993 City Drainage Plan, and addition of member to drainage working group.**

Vice-Chairman Lazor presented an updated to the Drainage Plan. Commissioner Kerry Dike was appointed to this Committee.

12. **Presentation by Commission Bob Werner concerning of wastewater maintenance contracts as directed by City Council and residential use of gray water, and addition of member to gray water working group.**
Chairman Werner presented an update on this item. Chairman Werner appointed Brian Harr to this committee.

13. **Report and update - City Manager Bill Hill concerning City Council items considered at the October 2013 City Council meetings and discussion concerning the same.**

City Manager Hill informed the Commission that the Regular City Council of November 25th has been rescheduled to November 18th.

14. **Chairman Announcements:**

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

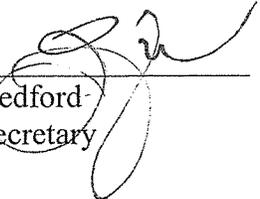
- i. December – Presentation by gray water working group and review, revise and possibly approve draft TCEQ related wastewater ordinance, including consideration of wastewater maintenance contracts and gray water utilization.
- ii. December – Discuss and consider signage zoning ordinance concerning Loop 1604/Lockhill signage spacing and design considerations.
- iii. December – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
- iv. December/January – Presentation by Denton Communities concerning hike/bike trail issues related to Unit 19 from N.W. Military Highway to the Salado Creek, including platting considerations related thereto.
- v. December – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
- vi. January – Presentation by Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
- vii. January – Annual discussion concerning Town Plan.
- viii. January – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
- ix. January/February – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
- x. February – Presentation by Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
- xi. February – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
- xii. March – Presentation by Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
- xiii. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

15. **Adjournment**

Vice-Chairman Lazor made a motion to adjourn the meeting. Commissioner Aleman seconded the motion.
Meeting adjourned.



Bob Werner, CHAIRMAN



Zina Tedford
City Secretary

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

December 4, 2013

7:30 P.M.

MINUTES

1. **Call to order**

The meeting was called to order at 7:32 p.m.

Bob Werner – present
Mary Ann Hisel- present
Albert Aleman – absent

Brian Harr –present
Richard Lazor –present
Kathy Fandel –present

Michael Janssen – present
Kerry Dike – present
Michael Simpson- present

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

3. **Citizens to be heard –**

No one signed up to address the Commission.

Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission November 6, 2013.

Commissioner Simpson made a motion to approve the minutes as corrected – page 1, item 6 should reflect member(s) and page 2, item 9, third line – space between the Lots 3185, 3186, and 3187 Commissioner Janssen seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the amended minutes. The motion carried.

5. **Discussion and possible action - preliminary replat Shavano Park Subdivision, Unite 17L (PUD), Lot 1810 & 1811, Block 15, CB 4782 generally located Lockhill Selma (previously known as the PCI building).**

Steven Dutton, Pape Dawson, presented an overview of the replat.

Commissioner Janssen made a motion to approve the preliminary replat. Commissioner Simpson seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the preliminary replat. The motion carried.

6. **Discussion and possible action - final replat of Blk 41, Lot 2267, Shavano Park, Unit-19C, Phase I into Lots 3185, 3186, and 3187 - 110 Winding Lane.**

Commissioner Lazor made a motion to approve the final replat. Commissioner Dike seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed. The motion carried.

7. **Discussion and possible action - final plat of Block 44, Lot 2313, a 1.794 acre tract of land out of a 86.94 acre tract of land as conveyed to Rogers Shavano Park unit 18/19, LTD and described in instrument recorded in Volume 10075, page 1609-1624 of the official public records of real property of Bexar County, TX –McAllister’s Deli-Northwest Military.**

Billy Classen, KFW Engineering, presented the Commission with an overview of modifications discussed at the last meeting. There was a question regarding an access easement along Collins Circle, and egress/ingress. Commissioner Janssen made a motion to approve the final plat with the modification of a no-access one (1) foot easement along Collins Circle. Commissioner Hisel seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed. The motion carried.

8. **Presentation by Sia Engineering, Inc. on possible PUD application for the property at the corner of Lockhill Selma and Huebner Rd. Lot 1813B, C.B. 5938 Lot 1813A and Lot 1813B Shavano Park Subd. Unit 16A-1, including building design, building uses and possible tenants, and parking and traffic flow as they relate to the new properties and adjacent lots, and discussion concerning the same.**

Sia Engineering, Inc presented information on a possible PUD application for the property at the corner of Lockhill Selma and Huebner Rd. Commissioner Simpson made a motion to table this item. Commissioner Harr seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed. The item was tabled.

9. **Presentation by Denton Communities concerning application for an urban signage corridor district under Ordinance #O-2013-006 which will regulate the type and spacing of commercial signage, and discussion concerning the same, including schedule for public notice.**

James Griffin, Brown & Ortiz, P.C. presented the Commission with an application and exhibits as outlined in the City of Shavano Park Urban Corridor Signage Ordinance O-2013-006.

10. **Presentation by City Manager Bill Hill regarding developments on CoSA land swap and linear park related issues, discussion concerning the same and possible formation of working group to assist in land swap issues.**

City Manager Hill updated the Commission on the status of the CoSA land swap and linear park issues. City Council will consider a new resolution referencing this item at the next Council meeting. There were some adjustments made to the map, thus requiring a new resolution. A working group was formed consisting of Commissioners Harr, Hisel, Janssen and Chairman Werner, who will meet to discuss the land swap issues.

11. **Presentation by Denton Communities concerning land uses and parking issues related to properties abutting the entrance to Blattman Elementary and proceeding east to the Salado Creek, and discussion concerning the same.**

Dan Kossl gave a brief presentation on this item.

12. **Presentation by Commissioner Richard Lazor concerning 1993 City Drainage Plan, and discussion concerning the same.**

Commissioner Lazor informed the Commission that the Drainage Working Group has held two (2) meetings and a meeting is scheduled for December 12th. Commissioner Lazor informed the Commission that he will be at the December 16th City Council Meeting to discuss the drainage report.

13. **Discuss and consider rescheduling January meeting from January 1, 2014 to January 8, 2014.**

Commissioner Simpson made a motion to reschedule the January meeting from January 1, 2014 to January 8, 2014. Commissioner Dike seconded the motion.

The Planning & Zoning Commission voted seven (7) for and none (0) opposed. The motion carried.

14. **Report and update by City Manager Bill Hill concerning City Council items considered at the November 2013 City Council meetings and discussion concerning the same.**

City Manager Hill informed the Commission that four (4) Planning & Zoning issues had been presented to City Council:

- a. Ordinance No. O-2013-005 request for annexation located on Lockhill-Selma just north of it NE corner of Huebner Rd.
- b. Ordinance No. O-2013-006 an ordinance establishing urban corridors and providing for regulations of signage therein.
- c. direction to staff to contract with an engineering firm to provide the City with a use study of the remaining unplanned municipal tract to include topography and drainage.
- d. preliminary plat of Block 44, Lot 2313,–McAllister’s Deli-Northwest Military/ preliminary replat of Blk 41, Lot 2267, Shavano Park, Unit-19C, Phase I into Lots 3185, 3186, and 3187- 110 Winding Lane

15. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. January – Presentation by gray water working group and review, revise and possibly approve draft TCEQ related wastewater ordinance, including consideration of wastewater maintenance contracts and gray water utilization.
 - ii. January – Discuss and consider signage zoning ordinance concerning Loop 1604/Lockhill signage spacing and design considerations.
 - iii. January – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - iv. January – Presentation by Denton Communities concerning hike/bike trail issues related to Unit 19 from N.W. Military Highway to the Salado Creek, including platting considerations related thereto.
 - v. January – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - vi. January – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
 - vii. February – Annual discussion concerning Town Plan.
 - viii. February – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - ix. February – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
 - x. February – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
 - xi. March – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - xii. March – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
 - xiii. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

16. **Adjournment**

Commissioner Hisel made a motion to adjourn the meeting. Commissioner Fandel seconded the motion. The meeting adjourned at 9:09 p.m.


Robert Werner
Chairman


Lina Tedford
City Secretary