

**THE MINUTES OF THE SHAVANO PARK PLANNING & ZONING
COMMISSION MEETINGS 2010**

- Regular meetings
- Special meetings
 - Workshops

WEDNESDAY, JANUARY 6, 2010 - 7:30 P.M.

WEDNESDAY, JANUARY 13, 2010 - 7:00 P.M.

WEDNESDAY, FEBRUARY 3, 2010 - 7:30 P.M.

WEDNESDAY, MARCH 3, 2010 - 7:00 P.M.

WEDNESDAY, APRIL 7, 2010 - 7:30 P.M.

WEDNESDAY, MAY 5, 2010 - 6:00 P.M.

WEDNESDAY, JUNE 2, 2010 - 7:30 P.M.

WEDNESDAY, JULY 7, 2010 - 7:00 P.M.

WEDNESDAY, AUGUST 4, 2010 - 7:30 P.M.

WEDNESDAY, SEPTEMBER 1, 2010 - 7:30 P.M.

WEDNESDAY, SEPTEMBER 14, 2010 - 7:30 P.M.

WEDNESDAY, OCTOBER 6, 2010 - 7:30 P.M.

WEDNESDAY, NOVEMBER 3, 2010 - 7:30 P.M.

DECEMBER 2010 - NO MEETING

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, JANUARY 06, 2010 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner -- present	Michael Janssen - present	Jip Holmes - absent
David Jauer - present	Mark Kamstra - present	Michele Ross - present
Richard Lazor - present	Thomas Weissler - present	John Green - absent

Call to Order

Chairman Bob Werner called the meeting to order at 7:34 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

- Leon Nelson - 126 Broken Bough - Deferred comments to Item 7.
- Randi Wayland -- 103 Hunters Branch - Deferred comments to Item 7.

Consent Agenda

A. Minutes of the Planning & Zoning Commission: December 02, 2009.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michael Janssen, the Board voted five (5) for and none (0) opposed to table the approval of the minutes from the December 02,2009 Regular Planning & Zoning Commission meeting to the February meeting. The motion carried.

Town Plan update and discussion

Commissioner Mark Kamstra updated the Board on the Town Plan. Meet with the City of San Antonio and had a citizens meeting regarding the proposals that would affect N.W. Military Hwy and Cliffside. A workshop was scheduled to discuss this topic along with Item 5 on this agenda for 7:00 p.m. Wednesday, January 13, 2010 which would include the Planning & Zoning Commission and Town Plan Technical Advisory Committee members along with an invitation to the City Council.

Discussion and possible action concerning citizen meetings including scheduling for citizen meetings related to a possible walkway along Lockhill Selma, hiking trails along the Salado Creek basin, and proposed Town Plan improvements to N.W. Military Hwy.

This item was deferred to the workshop scheduled at 7:00 p.m. on Wednesday, January 13, 2009.

Discussion of and possible recommendation (by vote sent to City Council) on flooding issues related to localized flooding, pumping and/or other options for properties along Wagon Trail, and completion of the N.W. Military Hwy. culvert to divert water into the triangle retention pond north of Loop 1604.

David Dimaline, Public Works Director updated the Board on clean-up of drainages and culverts in Shavano Park. Currently the City maintains fifty culverts which have recently been cleaned up. Mr. Dimaline will be implementing a clean-up schedule to keep these culverts clean and clear. The next clean-up would be winter 2010. Chairman Werner said that he would like to see the Trautman property address to help resolve the problem of flooding. Dan Kossel of Denton Communities said that there is an option of filing it but the problem is that there will be a loss of trees but it is the permanent solution.

Discussion of domesticated animal issues, non-domesticated animal issues, noise violations, lighting violations, emission of noxious fumes, and construction with impermissible building materials

There was a discussion followed by:

- Direction was given to City staff to survey other cities in regards to domesticated animal issues.
- There was a consensus of the Board to have City Council look into the issue of non-domesticated animal issues.
- There was no action taken in regards to noise violations.
- There was no action taken in regards to the lighting violations due to the upcoming Planning & Zoning Commission's annual review of Ordinance No. 100-02-09 on the February agenda.
- There was no action taken in regards to emission of noxious fumes.
- There was no action taken in regards to construction with impermissible building materials.

City Attorney, Charlie Zech pointed out that the State of Texas defines a nuisance as something that poses a danger to the health, safety and well being of the community. "A nuisance is NOT a nuisance just because you don't like it".

There was a consensus of the Board that the Planning & Zoning Commission will address the issue of domesticated animals, non-domesticated animals and impermissible building materials in the next four to five months.

Discussion of fencing issues related to recreational vehicles in Shavano Park.

- Randi Wayland - spoke against current regulations on recreational vehicles in Shavano Park

Chairman Werner said it is not uncommon to have regulations on recreational vehicles. Chairman Werner also said that the final say on these regulations is with City Council. Chairman Werner told Mrs. Wayland that he would forward hers and Mr. Green's concerns to the City Council for consideration. City staff was directed to bring back a report of how many recreational vehicles there are in Shavano Park, how many letters went out on the issue and what is the result of the letters.

Discuss initial classification of Unit 19 as A-1 or such other classification as applied.

Chairman Werner showed archived City maps showing that Unit 19 has been zoned A-1 for quite some time and mentioned that this information is also in the Unit 19 Master Plan. Chairman Werner told the members of the Planning & Zoning Commission that if they ever need to see documentation to back up information to see City staff.

Discussion and possible action regarding City of Shavano Park adoption of International Building Code, International Residential Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Buildings Code, National Electrical Code, and International Plumbing Code.

There was a discussion that was followed by:

- Michele Ross volunteered to review the International Residential Code
- Mark Kamstra volunteered to review the International Energy Code
- Michele Ross volunteered to review the International Existing Building Code

Upon a motion made by Commissioner Thomas Weissler and a second Commissioner Mark Kamstra, the Board voted five (5) for and none (0) opposed to table these three items and recommendation to the City Council until the next Regular meeting of the Planning & Zoning Commission. The motion carried.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code.

Chairman Werner placed members into small groups to consider these items:

- Group 1 - Mark Kamstra, Michael Janssen, Michelle Ross, John Green and Bob Werner - Chapters 1-6
- Group 2 - Thomas Weissler, Richard Lazor, David Jauer, Jip Holmes and Bob Werner - Chapter 7-14

Each group was asked to make recommendations as far as changes to their designated chapters at the next regular meeting.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items;
- B. Advise members to pending agenda items as follows:
 - i. February - Semiannual report on the status of residential and commercial development;

ii. **February - Review of Ordinance No. 100-02-09 - City Building Code.**


No comments

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michael Janssen, the Board voted six (6) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:08 p.m. on Wednesday, January 06, 2010. The motion carried.

These minutes approved on the 3rd day of February, 2010.

APPAOVED



BOB WERNER
Chairman

Attest:

SAUNDRA PASSAILAIGUE
City Clerk



**CITY OF SHAVANO PARK
SPECIAL PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, JANUARY 13, 2010 AT 7:00 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - absent
David Jauer - absent	Mark Kamstra - present	Michele Ross - absent
Richard Lazor - present	Thomas Weissler - present	John Green - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:00 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Discussion of proposed amendment to Chapter 36 of the City of Shavano Park Code of Ordinances to allow for short stay surgical centers in the City's B-2 Zoning Districts.

Tony Rotondo from First Surgical Partners, LLC ("First Surgical") and Dr. Steve Cyr made a presentation concerning possibly modifying the building shell at the east end of Paesanos Parkway and the entrance to Huntington Place as a specialty back and orthopedic surgical center. The consensus was that a public hearing should be scheduled concerning adding a B-2 zoning classification to permit the same.

Town Plan update and discussion - workshop with TAC.

The meeting process was discussed by members, and no action was taken.

Discussion and possible action concerning citizen meetings including scheduling for citizen meetings related to a possible walkway along Lockhill Selma, hiking trails along the Salado Creek basin, and proposed Town Plan Improvements to N.W. Military Hwy.

No action was taken.

Adjournment.

Upon a motion made by Commissioner Richard Lazor and a second by Commissioner Michael Janssen, the Board voted five (5) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:21 p.m. on Wednesday, January 13, 2010. The motion carried.

These minutes approved on the 3rd day of February, 2010.

A P P R O V E D

BOB WERNER Chairman

Attest:

SAUNDRA PASSAILAIGUE

City Clerk



**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, FEBRUARY 03, 2010 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer - present	Mark Kamstra -- present	Michele Ross - present
Richard Lazar - present	Thomas Weissler - present	John Green - absent

Call to Order

Chairman Bob Werner called the meeting to order at 7:35 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

None

Consent Agenda

- A. Minutes of the Planning & Zoning Commission: December 02, 2009**
- B. Minutes of the Planning & Zoning Commission: January 06, 2010**
- C. Minutes of the Planning & Zoning Commission: January 13, 2010**

Upon a motion made by Commissioner Richard Lazor and a second made by Commissioner Thomas Weissler, the Board voted seven (7) for and none (0) opposed to accept the minutes from the December 02, 2009 Regular Planning & Zoning Commission as amended. The motion carried.

Upon a motion made by Commissioner David Jauer and a second made by Commissioner Michele Ross, the Board voted seven (7) for and none (0) opposed to accept the minutes from the January 06, 2010 Regular Planning & Zoning Commission as amended. The motion carried.

Upon a motion made by Commissioner Michael Janssen and a second made by Commissioner Mark Kamstra, the Board voted six (6) for, none (0) opposed and one (1) Commissioner David Jauer abstaining to accept the minutes from the January 13, 2010 Special Planning & Zoning Commission as presented. The motion carried.

Public Hearing

- A. Proposed amendment to Chapter 36 of the City of Shavano Park Code of Ordinances to allow for short stay surgical centers in the City's B-2 Zoning District.**

The public hearing opened at 7:39 p.m.

Mr. Kerry Angus, CEO and President of Chair Development Medical Office Specialist presented the proposed plan for a short stay surgical center on Paesanos Parkway.

- Bruce Baumann - Cliffside Drive - spoke in support of the amendment.

The public hearing closed at 7:47 p.m.

Discuss and consider recommendation to City Council on proposed amendment to Chapter 36 of the City of Shavano Park Code of Ordinances to allow for short stay surgical centers in the City's B-2 Zoning Districts.

Upon a motion made by Commissioner David Jauer and a second made by Commissioner Michael Janssen, the Board voted seven (7) for and none (0) opposed to approve Ordinance No. 100-01-10 with the amendment to Section 1 to read 96 hours instead of 72. The motion carried.

Semiannual report on the status of residential and commercial development.

Todd Helmer and Laddie Denton of Denton Communities presented the report.

- Unit 18/19 have ten residential units ready for move-in; four units ready to start; and a company projection of ten additional lot sales
- Sale of commercial lots in Unit 17 and 18 are slow and they do not see any change in that for about eighteen months
- Unit 19 is looking at construction starting on a veterinarian clinic, a dental office; a short stay surgical center; and Frost Bank soon
- The Shavano Tennis Center is doing very well and anticipates starting Phase II in the near future

Discussion and action on preliminary approval for Shavano Park Unit 19C, Phase I Amending Plat.

Jon Adame of Pape-Dawson Engineers presented the proposed third amending plat for Shavano Park Unit 19C, Phase I.

Upon a motion made by Commissioner Michele Ross and a second made by Commissioner Thomas Weissler, the Board voted six (6) for and one (1) opposed with Commissioner David Jauer casting the negative vote to grant preliminary approval to Shavano Park Unit 19C, Phase I Third Amending Plat as presented. The motion carried.

Discussion and action regarding formation of committees to review and possibly recommend changes to the International Building Code, International Residential Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, National Electrical Code, and International Plumbing Code, Including reports by Michele Ross and Mark Kamstra on the International

Residential Code, International Energy Conservation Code and International Existing Building Codes.

Upon a motion made by Commissioner Thomas Weissler and a second made by Commissioner David Jauer, the Board voted seven (7) for and none (0) opposed to table the discussion International Codes until Building Official, Bruce Bealor is available to present to the Board. The motion carried.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 1-6.

There was a discussion of the review by Planning & Zoning Members Ross, Janssen, Kamstra and Werner of the City of Shavano Park's Code of Ordinances Chapters 1-6.

No action was taken.

Discussion and possible action concerning citizen input meetings including scheduling for citizens meetings related to a possible walkway along Lockhill Selma, hiking trails along the Salado Creek basin, proposed improvements to N.W. Military Hwy and zoning changes to Units 18 and 19, Commercial.

There was a consensus that Commissioner Ross, Commissioner Kamstra and Commissioner Janssen prepare a draft Town Plan document to present to the Planning & Zoning Commission and the Technical Advisory Committee at a later date.

There was also a consensus that until said draft is complete that there will be no further community input meetings.

Town Plan discussion and work on plan documentation for delivery to P&Z.

This discussion and action was taken in the previous agenda item.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items;**
- B. Advise members to pending agenda items as follows:**
 - i. March - City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 7-14;**
 - ii. March - Update on review and possibly recommend changes to the International Code, International Residential Code, International Energy Conservation Code, International Property Maintenance Code, and International Plumbing Code;**
 - iii. March - Review of Ordinance No. 100-02-09 - City Building Code;**
 - iv. March - Town Plan documentation process;**

- v. September - Semiannual report on the status of residential and commercial development;
- vi. October - Open Meetings Act Training; and
- vii. December - Annual presentation on drainage issues.

No comments

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner David Jauer, the Board voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:43 p.m. on Wednesday, February 03, 2010. The motion carried.

These minutes approved on the 3rd day of March, 2010.

APPROVED



BOB WERNER
Chairman

Attest:

SAUNDRA
PASSAILAIGUE City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, MARCH 03, 2010 AT 7:00 P.M.**

MINUTES

Roll Call

Bob Werner - present
David Jauer - present
Richard Lazor - absent

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes - present
Michele Ross - present
John Green - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:08 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

None

Consent Agenda:

A. Minutes of the Planning and Zoning Commission: February 03, 2010

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Thomas Weissler, the Board voted five (5) for and none (0) opposed to accept the minutes from the February 03, 2010 Regular Planning & Zoning commission as presented. The motion carried.

Report on approval of short stay surgical centers as permitted use in the City's B-2 Zoning Districts.

Chairman Werner brought a letter of appreciation from Laddie Denton on the approval and process of the above item.

Discussion and action on final approval for Shavano Park Unit 19C, Phase I Amending Plat.

Jon Adame of Pape-Dawson Engineers presented the proposed third amending plat for Shavano Park Unit 19C, Phase I.

Upon a motion made by Commissioner Jip Holmes and a second by Commissioner Michael Janssen, the Board voted five (5) for and none (0) opposed to grant final approval for Shavano Park Unit 19C, Phase I Amending Plat as presented. The motion carried.

Discussion and action on preliminary approval for Harrison Properties Subdivision, Lot 1, CB 4782 - Shavano Park Plat.

Mr. Paul Schroeder P.E., R.P.L.S. of Alamo Consulting Engineering & Surveying, Inc presented the Harrison Properties Subdivision, Lot 1, CB 4782 - Shavano Park plat.

Upon a motion made by Commissioner Jip Holmes and a second by Commissioner Michele Ross, the Board voted six (6) for and none (0) opposed to grant preliminary approval of the Harrison Properties Subdivision, Lot 1, CB 4782 as presented. The motion carried.

Presentation by City Building Official Bruce Bealor of BB Inspection Services, LLC and discussion regarding the International Building Code, International Residential Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, National Electrical Code, and International Plumbing Code.

City Building Official, Bruce Bealor of BB Inspections gave a lengthy presentation followed by many questions.

There was a consensus among the Planning & Zoning Commission members that the City should keep the International Building Code, International Residential Code and the National Electric Code with some modifications and repeal the other four codes.

Discussion and action regarding formation of committees to review and possibly recommend changes to the International Building Code, International Residential Code, International Energy Conservation code, International Property Maintenance Code, International Existing Building Code, National Electrical Code, and International Plumbing Code.

City Manager, Manuel Longoria, Jr. was asked to bring back a draft ordinance to adopt only the International Building Code, International Residential Code and the National Electric Code to the next Planning & Zoning Commission meeting.

Report from City staff and discussion concerning recreational vehicle issues raised at the January 06, 2010 meeting.

City Manager, Longoria updated the Board on the City Council's discussion regarding recreational vehicles at the January 06, 2010 meeting. Mr. Longoria said that the Council charged the Mayor with creating a committee of citizens to review the recreational vehicle ordinance which will be brought back to both City Council and Planning & Zoning Commission.

Report from City staff and discussion concerning domesticated animal issues raised at the January 06, 2010 meeting.

City Manager, Longoria reported a brief survey from other small cities rules and regulations on domesticated animals. The Board will meet again on this issue in April to discuss placing a limit to the number of animals each residence may have. Chairman Werner asked the City Clerk to place an article in the April newsletter about this discussion.

Report from City staff and discussion concerning Ordinance No. 100-02-09 - City Building Code - Dark Skies.

Chairman Werner asked that the City Clerk place an article in the newsletter announcing the annual review of this ordinance starting March 2011.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 7-14 - as well as work group for City Code - Chapters 15-21.

No discussion.

Report from Town Plan Drafting Group and discussion regarding the same.

No discussion.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items;
- B. Advise members to pending agenda items as follows:
 - i. April - City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 15-21;
 - ii. April - Update on review and possibly recommend changes to the International Building Code, International Residential Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Buildings Code, National Electrical Code, and International Plumbing Code;
 - iii. April - Town Plan documentation process;
 - iv. June - Attention to City "nuisance" issues;
 - v. September - Semiannual report on the status of residential and commercial development;
 - vi. October - Open Meetings Act Training; and
 - vii. December -- Annual presentation on drainage issues.

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Thomas Weissler, the Board voted seven (7) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:20 p.m. on Wednesday, March 03, 2010. The motion carried.

These minutes approved on the 7th day of April, 2010.

APPROVED

A handwritten signature in black ink, appearing to read "Bob Werner", written over the word "APPROVED".

BOB WERNER

Chairman

ATTEST: **Saundra Passailaigue,**
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, APRIL 07, 2010 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present
David Jauer - present
Richard Lazar - present

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes - absent
Michele Ross - present
John Green - absent

Call to Order

Chairman Bob Werner called the meeting to order at 7:31 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

None

Consent Agenda:

A. Minutes of the Planning and Zoning Commission: March 03, 2010

Upon a motion made by Commissioner Mark Kamstra and a second by Commissioner Michael Janssen, the Board voted four (4) for and none (0) opposed to accept the minutes from the March 03, 2010 Regular Planning & Zoning commission as amended. The motion carried.

Report from City staff, discussion and action concerning City limitations on the number of domesticated animal in A-1 and other residential districts.

City Manager, Manuel Longoria, Jr. presented the results from a survey of what other cities in the area are doing to regulate domestic animals as follows:

- City of San Antonio - allows 5 dogs and 3 cats
- City of Castle Hills - allows 4 total animals
- City of Helotes - allows 4 dogs and 4 cats
- Universal City - allows 4 dogs and 4 cats
- City of Fair Oaks - allows up to 3 spaded dogs and up to 3 neutered cats
- City of Kirby - 3 dogs and 3 cats
- City of Terrell Hills - no limitation
- City of Leon Valley - allows 4 total animals

Comments that were submitted by residents were as follows:

- Jim Costello - 410 Bentley Manor -- commented in favor of regulating the number of domestic animals.
- Connie Evans - 111 Honey Bee - commented against regulating the number of domestic animals
- Ronald Poston - 112 Hunters Branch - commented against regulating the number of domestic animals
- Marcia Stipek - 622 Bentley Manor - commented against regulating the number of domestic animals

Residents present who commented were as follows:

- Domingo Castellanos - 124 Turkey Creek - commented against regulating the number of domestic animals.
- Wiley Mitchell - 135 Turkey Creek - questioned why the Planning & Zoning Commission was addressing this issue.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner David Jauer, the Board voted six (6) for and none opposed to table this item to the next regularly scheduled Planning & Zoning Commission meeting. The motion carried.

Discussion and action on final approval for Harrison Properties Subdivision, Lot 1, CB 4782 -- Shavano Park Plat.

Mr. Paul Schroeder P.E., R.P.L.S. of Alamo Consulting Engineering & Surveying, Inc presented the Harrison Properties Subdivision, Lot 1, CB 4782 - Shavano Park plat.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Board voted six (6) for and none (0) opposed to grant final approval of the Harrison Properties Subdivision, Lot 1, CB 4782 as presented. The motion carried

Report and discussion on Chair report to City Council for March 03, 2010 meeting.

Commissioner Michael Janssen requested an amendment to the Code review attachment included with the Chair report, which will be reflected in the report for tonight's meeting.

Discussion and action regarding recommendation that the International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, and International Plumbing Code be repealed as duplications in the International Residential Code, and National Electrical Code.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Michele Ross, the Board voted six (6) for and none (0) opposed to approve the recommendations as presented. The motion carried.

Discussion and action regarding changes to the International Building Code, International Residential Code, and National Electrical Code to address blank spaces appearing in the same.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Richard Lazor, the Board voted six (6) for and none (0) opposed to table this item to the next regularly scheduled Planning & Zoning Commission meeting. The motion carried.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 15-22 - as well as work group for City Code - Chapters 23-30.

There was a lengthy discussion over the Chair's presentation of the changes to the City of Shavano Park's Code of Ordinances Chapters 15-22.

Report from Town Plan Drafting Group and discussion regarding the same.

Technical Advisory Committee Chairman, Mark Kamstra recommended that the entire Town Plan Technical Advisory Committee (TAC) meet to review the draft Town Plan document. There was a consensus that there be a TAC workshop prior to the May 5, 2010 Regular Planning & Zoning Commission meeting. The workshop is scheduled to begin at 6:00 p.m. on Wednesday, May 5, 2010.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items;**
- B. Advise members to pending agenda items as follows;**
 - i. May - City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 22-30;**
 - ii. May - Town Plan documentation process;**
 - iii. June - Attention to City "nuisance" issues;**
 - iv. June - City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 31-36;**
 - v. July - final review of City Code and action on same;**
 - vi. September - Semiannual report on the status of residential and commercial development;**
 - vii. September - Attention to recreational vehicle issues and report from Mayoral Select Committee;**
 - viii. October - Open Meetings Act Training;**
 - ix. October - Ordinance No. 100-02-09 - City Building Code - Dark Skies; and**

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Richard Lazor, the Board voted six (6) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:08 p.m. on Wednesday, April 03, 2010. The motion carried.

These minutes approved on the 5th day of May, 2010.

APPROVED



BOB WERNER
Chairman

Attest:

**SAUNDRA
PASSAILAIGUE** City Clerk



**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, MAY 05, 2010 AT 6:00 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer - present	Mark Kamstra - present	Michele Ross - present
Richard Lazar - present	Thomas Weissler - present	John Green - present

Also present: Town Plan Technical Advisory Committee Members: Don Wallace, Etta Fanning, Randi Wayland and Kathryn Powers

Call to Order

Chairman Bob Werner called the meeting to order at 6:05 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Work shop with Town Plan Advisory Committee, including report from Town Plan Drafting Group and discussion regarding the same.

Committee Chairman Mark Kamstra began the workshop by distributing a handout on the status of the Town Plan. The handout included an overview from the drafting subcommittee which consists of Michele Ross, Michael Janssen and Mr. Kamstra. It was agreed by the present members of the Town Plan Technical Advisory Committee (TAC) that Mrs. Ross would prepare the initial draft Town Plan for the TAC to review and revise. The next TAC workshop was set for 6:00 pm on June 02, 2010.

Citizens to be heard

None

Consent Agenda:

A. Minutes of the Planning and Zoning Commission: April 07, 2010

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michele Ross, the Board voted seven (7) for and none (0) opposed to accept the minutes from the April 07, 2010 Regular Planning & Zoning commission as amended. The motion carried.

Discussion and action concerning City limitations on the number of domesticated animals in A-1 and other residential districts.

Comments that were submitted by residents were as follows:

- Donna Hedges - 107 Cliffside - commented in favor of regulating the number of domestic animals to no more than eight.

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michele Ross, the Board voted seven (7) for and none opposed to table this item to the next meeting. The motion carried.

Report and discussion on Chair report to City Council for April 07, 2010 meeting.

No comments

Discussion and action regarding changes to the International Building Code, International Residential Code, and National Electrical Code to address blank spaces appearing in the same.

Upon a motion made by Commissioner Richard Lazor and a second by Commissioner Jip Holmes, the Board voted eight (8) for and none opposed to table this item to the next meeting. The motion carried.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 23-30 - as well as work group for City Code - Chapters 31-36.

There was a lengthy discussion over the Chair's presentation of the changes to the City of Shavano Park's Code of Ordinances Chapters 23-30.

Chairman Announcements.

- A. Advise members to contact City staff to add new or old agenda items;**
- B. Advise members to pending agenda items as follows;**
 - i. June - Attention to City "nuisance" issues;**
 - ii. June - City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 31-36;**
 - iii. June - Town Plan documentation process;**
 - iv. July - Final review of City Code and action on same;**
 - v. July - Attention to City "nuisance" issues;**
 - vi. July - Town Plan documentation process;**
 - vii. September - Semiannual report on the status of residential and commercial development;**

- viii. **September - Attention to recreational vehicle issues and report from Mayoral Select Committee;**
- ix. **October - Open Meetings Act Training;**
- x. **October - Ordinance No. 100-02-09 - City Building Code - Dark Skies; and**
- xi. **December - Annual presentation on drainage issues.**

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michele Ross, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 8:15 p.m. on Wednesday, May 05, 2010. The motion carried.

These minutes approved on the 2nd day of June, 2010.

A P P R O V E D

BOB WERNER
Chairman

Attest:

SAUNDRA PASSAILAIGUE City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, JUNE 02, 2010 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present
David Jauer - present
Richard Lazor - present

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes - present
Michele Ross - present
John Green - 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).

Citizens to be heard

- Don Wallace - 107 Saddletree Road - spoke generally about limiting City regulation, including RV regulation, and specifically that the proposed Town Plan should preserve the rural character of the City of Shavano Park (COSP), particularly in the A-1 and A-3 zoning district, regulations should be consistent with the rural nature and history of the area.
- Brandon Hudson - 115 Cliffside - asked the Commission if limits on the number of horses was under consideration, and Chairman Werner advised that there had been no discussion concerning limits on large animals under the domestic animal discussion.

Consent Agenda:

A. Minutes of the Planning and Zoning Commission: May 05, 2010.

Upon a motion made by Commissioner Jip Holmes and a second by Commissioner Michele Ross, the Board voted eight (8) for and none (0) opposed to accept the minutes from the May 05, 2010 Regular Planning & Zoning commission as amended. The motion carried.

Report from City staff, discussion, and action concerning City limitations on the number of domesticated animal in A-1 and other residential districts.

City Manager, Manuel Longoria, Jr. presented the results from a survey of what other cities in the area are doing to regulate domestic animals as follows:

- City of San Antonio - allows 5 dogs and 3 cats
- City of Castle Hills - allows 4 total animals

- City of Helotes - allows 4 dogs and 4 cats
- Universal City - allows 4 dogs and 4 cats
- City of Fair Oaks - allows up to 3 spaded dogs and up to 3 neutered cats
- City of Kirby - allows 3 dogs and 3 cats
- City of Terrell Hills - no limitation
- City of Leon Valley - allows 4 total animals

Comments from residents present were as follows:

Written comments submitted by residents, as follows:

- Colleen Dietz - 112 Tuscany Way - commented against regulating the number of domestic animals.
- Wendy Barker - 302 Fawn Drive - commented against regulating the number of domestic animals and in favor of enforcing the ordinances already in place for barking and the leash law.
- Dagne Florine - 111 Post Oak Way - (Read by Vickie Maisel) commented against regulating the number of domestic animals.

Spoken comments submitted by residents, as follows:

- Jerry Patterson - 110 Fawn Drive - spoke against regulating the number of domestic animals.
- Vickie Maisel - 111 Painted Post - spoke against regulating the number of domestic animals.
- Jeff Kahn - 206 Cliffside - spoke against regulating the number of domestic animals.
- Brandon Hudson - 115 Cliffside - spoke against regulating the number of domestic animals.
- Don Wallace - 107 Saddletree Road - spoke against regulating the number of domestic animals.

Chairman Werner stressed that City Council is not considering this item. When citizens expressed concerns last winter about general nuisance issues, this was an area of citizen concern. He stressed that all nuisance issues will be explored; just as other cities similar to COSP do. The last four months of citizen meetings were an opportunity for citizens to be heard.

After a thorough examination of the topic, there was a consensus among Commission members that it would make no recommendation to City Council concerning the number of domestic animals.

Report and discussion on Chair Report to City Council for May 05, 2010 meeting.

No comments.

Discussion and action on preliminary approval for Shavano Park Medical and Dental Center, Lot 16, Block 15.

Kevin Love of KLove Engineering presented the preliminary plat for Shavano Park Medical and Dental Center, Lot 16, Block 15. Mr. Love asked that the Commission approve the preliminary plat with a 28-foot landscape buffer, instead of the 32-foot landscape buffer as presented.

Upon a motion made by Commissioner Mark Kamstra and a second by Commissioner Michael Janssen, the Board voted eight (8) for and none (0) opposed to grant preliminary plat approval, subject to the addition of the appropriate front and rear landscape set back limitations prior to presentation of the preliminary plat application to City Council. The motion carried.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 31-36 and review of changes to Chapters 23-30, including comments from legal counsel.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Jip Holmes, the Board voted eight (8) for and none (0) opposed to table this item to the July Planning & Zoning Commission meeting. The motion carried.

Report from Town Plan Drafting Group and discussion regarding the same.

Chairman Werner announced that Michele Ross would be providing the draft Town Plan to the City Clerk to distribute to the Town Plan Technical Advisory Committee (TPTAC) members, including its Planning & Zoning Commission members. There will be a review of the draft at 7:00 pm next month with Planning & Zoning following immediately.

TPTAC Chairman, Mark Kamstra said that there are several steps left to complete the plan, including the following:

- Assemble the TPTAC to review and comment on a proposed plan (several sessions);
- Set up citizen input meetings in two different forms (NW Military, Cliffside and overall citizen meetings);
- Finalize the plan;
- Present it to Planning & Zoning;
- Planning & Zoning review and revise; and
- Submit to the City Council for final approval.

Chairman Kamstra scheduled the next TPTAC for June 9, 2010 at 6:30 pm.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items;**
- B. Advise members to pending agenda items as follows:**
 - i. July - Attention to City "nuisance" issues;**
 - ii. July - Final review of City Code and action on same;**
 - iii. July - Review Town Plan draft;**
 - iv. September - Semiannual report on the status of residential and commercial development;**
 - v. September - Attention to recreational vehicle issues and report from Mayoral Select Committee;**
 - vi. October - Open Meetings Act Training;**

- vii. **October - Ordinance No. 100-02-09 - City Building Code - Dark Skies; and**
- viii. **December - Annual presentation on drainage issues.**

Adjournment

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Jip Holmes, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 8:30 p.m. on Wednesday, June 02, 2010. The motion carried.

These minutes approved on the 7th day of July, 2010.

A P P R O V E D

BOB WERNER
Chairman

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, JULY 07, 2010 AT 7:00 P.M.**

MINUTES

Roll Call

Bob Werner - present
David Jauer - present
Richard Lazor - present

Michael Janssen -- present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes - present
Michele Ross - present
John Green - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:00 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

- Wiley Mitchell - 135 Turkey Creek - Spoke against the regulations of recreation vehicles in the City of Shavano Park.
- Wallace Brandon Bishop - 116 Fawn Drive - Spoke against the regulations of recreation vehicles in the City of Shavano Park.
- Pete Wayland - 103 Hunters Branch - Spoke against the regulations of recreation vehicles in the City of Shavano Park.
- Jeffrey Kahn - 206 Cliffside - requested that Ordinance No. 100-02-08 be repealed.
- John Van Nest - 125 Turkey Creek - Spoke against the regulations of recreation vehicles in the City of Shavano Park.
- Dagne Florine - 111 Post Oak Way - Spoke against the regulations of recreation vehicles in the City of Shavano Park, regulations on pets; a civic center; and a hike and bike trail.
- Randi Wayland - 103 Hunters Branch - Spoke against the regulations of recreation vehicles in the City of Shavano Park.

Letters submitted by citizens:

- Chris Houston - 307 Fawn Drive - Spoke against the regulations of recreation vehicles in the City of Shavano Park.
- Frank and Susie Mahan - 98 Windmill Spoke against the regulations of recreation vehicles in the City of Shavano Park.
- Eugene Walthall, Jr. - 120 Cliffside Drive - Spoke against the regulations of recreation vehicles in the City of Shavano Park.

Consent Agenda:

A. Minutes of the Planning and Zoning Commission: June 02, 2010.

Upon a motion made by Commissioner Jip Holmes and a second by Commissioner Richard Lazar, the Board voted eight (8) for and none (0) opposed to accept the minutes from the June 02, 2010 Regular Planning & Zoning commission as amended. The motion carried.

Report on Town Plan drafting process, discussion regarding the same, possible drafting changes, and attention to scheduling citizen meetings and report preparation timeline.

Town Plan Technical Advisory Committee Chairman, Mark Kamstra gave an update on the draft Town Plan as well as the upcoming citizen input meetings.

Report and discussion on Chair Report to City Council for June 02, 2010 meeting.

Commissioner Richard Lazar requested a typo be corrected. Chairman Werner replied that that correction would be made.

Discuss the nature of "general nuisance" issues, public notices to consider the same and a calendar to address citizen concerns.

There was a consensus among the members of the Planning & Zoning Commission not to take any further action on the mentioned item.

Discussion and action regarding changes to the International Building Code, International Residential Code, and National Electrical Code to address blank spaces appearing in the same.

No action necessary.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 31-36.

Chairman Werner said that the review of all thirty-six (36) chapters of the City of Shavano Park Code of Ordinances has been completed. There will be a final review by the Planning & Zoning Commission during the months of August and September 2010. City Council will then receive the recommendations from the Planning & Zoning Commission.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items;**
- B. Advise members to pending agenda items as follows:**
 - i. July - Attention to City "nuisance" issues;**
 - ii. August - Final review of City Code and action on same;**
 - iii. August - Review Town Plan draft;**
 - iv. September - Semiannual report on the status of residential and commercial development;**
 - v. September - Attention to recreational vehicle issues and report from Mayoral Select Committee;**
 - vi. October - Open Meetings Act Training;**
 - vii. October - Ordinance No, 100-02-09 - City Building Code - Dark Skies;**
 - viii. December - Annual presentation on drainage issues;**
 - ix. February - Semiannual report on the status of residential and commercial development**

Adjournment

Upon a motion made by Commissioner Michele Ross and a second by Commissioner David Jauer, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:17 p.m. on Wednesday, July 07, 2010. The motion carried.

These minutes approved on the 4th day of August 010.

APPROVED



BOB WERNER
Chairman

Attest:

SAUNDRA PASSAILAIGUE
City Clerk



**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, AUGUST 04, 2010 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer - present	Mark Kamstra - present	Michele Ross - present
Richard Lazor - present	Thomas Weissler - present	John Green - 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).

Citizens to be heard

None

Consent Agenda

A. Minutes of the Planning & Zoning Commission: July 07, 2010

Upon a motion made by Commissioner Richard Lazor and a second by Commissioner Jip Holmes, the Board voted eight (8) for and none (0) opposed to accept the minutes from the July 07, 2010 Regular Planning & Zoning Commission meeting as presented. The motion carried.

Report and discussion on the Chair Report to City Council for the July 07, 2010 meeting.

No comments or action was taken.

Discussion and action on preliminary plat approval for Biltmore at Pond Hill Garden Office Park, Lot 2186, Block 26.

Mr. Dan Kossel of Denton Communities presented the preliminary plat for the Biltmore at Pond Hill Garden Office Park, Lot 2186, Block 26.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Michele Ross, the Board voted eight (8) for and none (0) opposed to grant preliminary acceptance of the plat for Biltmore at Pond Hill Garden Office Park, Lot 2186, Block 26 with the addition of a one foot (1') non-access easement along NW Military Hwy. The motion carried.

Discussion and action on final plat approval for Shavano Park Medical and Dental Center, Lot 16, Block 15.

Mr. James McGarr of KLove Engineering, LLC presented the final plat for the Shavano Park Medical and Dental Center, Lot 16, Block 15.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner David Jauer, the Board voted eight (8) for and none (0) opposed to grant final acceptance of the plat for Shavano Park Medical and Dental Center, Lot 16, Block 15 as presented. The motion carried.

Presentation by Denton Communities concerning changes to the City Code.

Mr. Dan Kossel of Denton Communities gave an overview of the concerns with the Planning & Zoning Commission's proposed changes to the City Code. This was followed by a lengthy discussion. No action was taken.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 1-36.

There was a lengthy discussion of the recommended changes of Chapters 1-14 of the City Code of Ordinances. The remaining chapters will be discussed at the September meeting. The final report will be prepared and presented to the City Council following that discussion.

Report on Town Plan citizen meetings, drafting process, discussion regarding the same and possible drafting changes.

Town Plan Technical Advisory Committee Chairperson, Mark Kamstra said that turn out of the three (3) Town Plan citizen meetings were an overall success. Mr. Kamstra said that input from guests was very important. Next steps: meet tomorrow to go over details; extend the offer to

City Council to hold a workshop to review the draft prior to adoption; post the presentation on the Shavano Park website; discuss the remaining budgeted amount for the project for printing; develop a communication plan; and complete the report that will be presented to the City Council.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items;**
- B. Advise members to pending agenda items as follows:**
 - i. September - Final review of City Code and action on same;**
 - ii. September - Review Town Plan draft;**
 - iii. September - Semiannual report on the status of residential and commercial development;**
 - iv. October - Attention to recreational vehicle issues and report from Mayoral Select Committee;**
 - v. October -- Open Meetings Act Training;**
 - vi. October - Ordinance No. 100-02-09 - City Building Code - Dark Skies;**
 - vii. November - Management of area wildlife;**
 - viii. December - Annual presentation on drainage issues; and**
 - ix. February - Semiannual report on the status of residential and commercial development.**

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner Michele Ross, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:01 p.m. on Wednesday, August 04, 2010. The motion carried.

These minutes approved on the 1st day of September, 2010.

APPROVED


BOB WERNER
Chairman

Attest:

SAUNDRA PASSAILAIGUE City Clerk



**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, SEPTEMBER 01, 2010 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer -- present	Mark Kamstra - present	Michele Ross - present
Richard Lazor - present	Thomas Weissler - present	John Green - 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).

Citizens to be heard

None

Consent Agenda:

A. Minutes of the Planning and Zoning Commission: August 04, 2010

Upon a motion made by Commissioner Richard Lazor and a second by Commissioner Jip Holmes, the Board voted eight (8) for and none (0) opposed to accept the minutes from the August 04, 2010 Regular Planning & Zoning Commission meeting as presented. The motion carried.

Report and discussion on Chair Report to City Council for August 04, 2010 meeting.

No comments or action was taken.

Discussion and action on final approval for the plat of Biltmore at Pond Hill, Lot 2186, Block 26.

Upon a motion made by Commissioner Richard Lazor and a second by Commissioner Michele Ross, the Board voted eight (8) for and none (0) opposed to grant final approval for the plat of Biltmore at

Pond Hill, Lot 2186, Block 26 with amendments as presented by Dan Kossel of Denton Communities. The motion carried.

Discussion and action on preliminary approval for the amending plat of Shavano Park Unit 18-B, PH II, Lot 2207 and 2208, Block 42.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Jip Holmes, the Board voted eight (8) for and none (0) opposed to grant preliminary approval for the amending plat of Shavano Park Unit 18-B, PH II, Lot 2207 and 2208, Block 42. The motion carried.

Presentation by Denton Communities on the status of residential and commercial development.

Todd Helmer of Denton Communities presented the residential portion of this item. Mr. Helmer updated the Commission with the following: in Huntington they forecast to sell two to three more lots before the end of the calendar year; and in Willow Wood they forecast to sell four to five more lots by the end of the calendar year; in Bentley Manor they forecasted to sell six lots this year but to date have sold none.

Rick Wood of Denton Communities presented the commercial portion of this item. Mr. Wood reminded the Commission that Dr. Tran's plat to build a new Shavano Dental was approved recently and that construction would be starting very soon. Three current projects that are being worked on are 1) the Biltmore at Pond Hill a 3.2 acre project in Unit 18 approved this evening; 2) the second is a 1.27 acre office building behind Exxon for another office site; and 3) a 1.97 acre office building track in Unit 19B, Phase 1 behind the surgical center.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 1-36.

There was a lengthy discussion regarding the recommended changes to the City's Code of Ordinances. The Planning & Zoning Commission will complete a final review for recommendations to be submitted to the City Council at the regular October Planning & Zoning Commission meeting. No action was taken.

Report of Town Plan drafting process, discussion regarding the same, possible drafting changes and scheduling a supplemental meeting.

Town Plan Technical Advisory Committee Chairman, Mark Kamstra passed out copies of the draft Town Plan. The Planning & Zoning Commission plans to take the final draft to the City Council in September for final approval.

Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items;**
- B. Advise members to pending agenda items as follows:**
 - i. October - Final review of City Code and action on same;**
 - ii. October - Attention to recreational vehicle issues and report from Mayoral select committee;**
 - iii. October - Open Meetings Act Training;**
 - iv. October - Ordinance No. 100-02-09-City Building Code-Dark Skies;**
 - v. November - Management of area wildlife;**
 - vi. December - Annual presentation on drainage issues; and**
 - vii. February - Semiannual report on the status of residential and commercial development**

Adjournment

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Mark Kamstra, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 8:23 p.m. on Wednesday, September 01, 2010. The motion carried.

These minutes approved on the 14th day of September, 2010.

A P P R O V E D
BOB WERNER Chairman

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
TUESDAY, SEPTEMBER 14, 2010 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present
David Jauer - present
Richard Lazor - present

Michael Janssen - present
Mark Kamstra - present
Thomas Weissler - present

Jip Holmes - present
Michele Ross - present
John Green - present

Call to Order

Chairman Bob Werner called the meeting to order at 7:32 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Town Plan - workshop with TAC: Discussion *of* draft Town Plan, drafting changes to the same and informal polling of the Town Plan Technical Advisory Committee ("TAC") members for approval of the Town Plan.

Commissioner Mark Kamstra, as the TAC Chairman, led the TAC on a page-by-page review of the draft Town Plan. The TAC made clerical changes to approximately 15 pages, and after a complete review of the document, Commissioner Kamstra polled the attending TAC members (consisting of the above named Planning and Zoning Commissioners and Mrs. Vicky Maisel, Mrs. Kathy Powers, and Mrs. Randi Wayland) for approval. Other than the abstention by Commissioner David Jauer, all TAC members affirmed forwarding the Town Plan to the Planning and Zoning Commission with a recommendation that it be approved.

Chairman Werner commended the TAC members for their efforts and specifically recognized the efforts of Commissioners Michael Janssen, Mark Kamstra, and Michele Ross for their efforts in preparing the draft Town Plan for presentation. All present recognized the efforts of Commissioners Janssen, Kamstra, and Ross.

Town Plan - Close of workshop with TAC.

At 8:27 p.m., Chairman Werner advised that the TAC workshop was closed, and the meeting would proceed with item 6 of the Planning and Zoning Commission agenda.

Discussion and action concerning Town Plan and Enabling Resolution.

Chairman Werner was joined by Commissioners Janssen and Ross in consideration of a draft resolution prepared by Commissioner Janssen, with recommended changes from Chairman Werner. The members considered each of the four elements of the enabling resolution, noting approval of the Town Plan, steps intended to promote the efficient execution of a feasibility study (for the NW military, hike/bike trails, and Unit 15D development), reservation of approval for implementation after completion of each study by City Council, and recommendation of a budget allowance as part of the 2010-2011 City budget cycle to support the feasibility study.

After a thorough discussion of each element of Resolution No. 10-12, the consensus of the Planning and Zoning Commissioners was: (1) the Town Plan be adopted; (2) the feasibility study be managed by the Planning and Zoning Commission as a committee of the whole with all interested citizens invited to participate in the feasibility review process as set forth in the enabling resolution; (3) City Council reserve authorization on each of the three project areas pending a feasibility report on the same; and (4) \$35,000 be budgeted for the 2010-2011 budget cycle to pay for Town Plan studies and related costs.

Upon a motion made by Commissioner Janssen and a second by Commissioner Richard Lazor, the Board voted eight (8) for and none (0) opposed to approval Resolution No. 10-12 with the amendment to "Whereas" clause three to read "six citizens" instead of "five citizens". The motion carried.

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner David Jauer, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:01 p.m. on Tuesday, September 14, 2010. The motion carried.

These minutes approved on the 6th day of October, 2010.

A P P R O V E D

BOB WERNER

Chairman

Attest:

SAUNDRA PASSAILAIGUE, TRMC

City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, OCTOBER 06, 2010 AT 7:30 P.M.**

MINUTES

Robert Werner - present
Michael Janssen - present
Michele Ross - present

David Jauer - present
Mark Kamstra - present
Thomas Weissler - present

Richard Lazor --. present
Jip Holmes - present
George Fillis - present

Call to Order

Chairman Robert 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).

Welcome new member to Planning & Zoning Commission.

Chairman Werner introduced Mr. George Fillis who is the newest member to the Planning & Zoning Commission. Everyone welcomed Commissioner Fillis.

Nomination and appointment of Chairman.

Upon a motion made by Commissioner David Jauer and a second by Commissioner Jip Holmes, the Commission voted six (6) for and none opposed to nominate Bob Werner as Chairman of the Planning & Zoning Commission. The motion carried.

Nomination and appointment of Vice-Chairman.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Commission voted six (6) for and none opposed to nominate David Jauer as Vice Chairman of the Planning & Zoning Commission. The motion carried.

Consent Agenda

- A. Minutes of the Planning & Zoning Commission: September 01, 2010**
- B. Minutes of the Planning & Zoning Commission: September 14, 2010**

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Jip Holmes, the Commission voted six (6) for and none (0) opposed to table the September 01, 2010 Planning &

Zoning Commission Meeting minutes to the November regular Planning & Zoning Commission meeting. The motion carried.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Commission voted six (6) for and none (0) opposed to accept the September 14, 2010 Planning & Zoning Commission as amended. The motion carried.

Discussion and action on final approval for the amending plat of Shavano Park Unit 18-B, PH I I , Lot 2207 and 2208, Block 42.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Mark Kamstra, the Commission voted six (6) for and none (0) opposed to grant final approval for the amending plat of Shavano Park Unit 18-B, PH II, Lot 2207 and 2208, Block 42 as presented. The motion carried.

Annual Open Meetings presentation by City Attorney.

City Attorney, Charles Zech gave an overview of the Texas Open Meetings Act.

Report from Mayoral Select Committee on recreational vehicle issues, discussion concerning the same, and possible action to forward the same to City Council for further guidance.

Members of the Recreation Vehicle Ordinance Review Committee (RVORC) that were present were Mrs. Carlota Dwyer, Mrs. Pat Wood, Mr. George Turney and Mr. Wiley Mitchell. Mrs. Dwyer was the spokesperson for the group and she gave a brief presentation on the RVORC's recommendation.

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Jip Holmes, the Commission voted seven (7) for and one (1) opposed with Commissioner David Jauer casting the negative vote, to table the RVORC's recommendation until after City Council reviews it and determines how they want the Planning & Zoning Commission to proceed. The motion carried.

Report and discussion on Chair Report to City Council for September 01, 2010 and September 14, 2010 meetings.

Grammatical changes were suggested but no action was taken.

Discussion and possible action regarding the City of Shavano Park Code of Ordinances - omitted ordinances and changes to ordinances made in codification as City Code - Chapters 1-36.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Richard Lazor, the Commission voted eight (8) for and none opposed to make it standard that all commercial parking spaces measure nine feet by eighteen feet (9'x18') in size. The motion carried.

The rest of the omitted ordinances and changes to ordinances made in codification were discussed.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Michael Janssen, the Commission voted eight (8) for and none (0) opposed to approve the changes to the City Code. The motion carried.

Discussion and possible action regarding organization of Town Plan Evaluation Working Group - N.W. Military Highway Project, including designation of evaluation project chairman to manage the P&Z preparation of an evaluation report for City Council consistent with Town Plan Enabling Resolution adopted by City Council, selection of a reporting secretary and budget official for the same.

Town Plan Technical Advisory Committee Chairman, Mark Kamstra updated the members on the status of the Comprehensive Town Plan stating that the City Council approved the plan on September 21, 2010 and budgeted \$25,000.00 to be used for the N.W. Military Hwy. project. Chairman Kamstra announced that there would be a celebration of the approval on October 14, 2010 for all Town Plan Technical Advisory Committee members and special guests.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Michael Janssen, the Commission voted seven (7) for and one (1) opposed with Commissioner David Jauer casting the negative vote, to nominate that Mr. Don Wallace chair the committee for the Town Plan Evaluation Working Group. The motion carried.

Upon a motion made by Commissioner Michele Ross and a second by Commissioner Mark Kamstra, the Commission voted eight (8) for and none (0) opposed to nominate Michael Janssen as the Budget Official for the Town Plan Evaluation Working Group. The motion carried.

Upon a motion made by Commissioner David Jauer and a second by Commission Michele Ross, the Commission voted eight (8) for and none (0) opposed to table the nomination of secretary to the Town Plan Evaluation Working Group until January 2011. The motion carried.

Chairman Announcements

- A. Advise members to contact City staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. November - Attention to recreational vehicle issues and report from Mayoral Select Committee;**

- ii. November - Ordinance No. 100-02-09 - City Building Code - Dark Skies;
- iii. November - Management of area wildlife;
- iv. December - Annual presentation on drainage issues;
- v. January - Discuss and planning for Town Plan Evaluation - NW Military Highway Project; and
- vi. February - Semiannual report on the status of residential and commercial development

Adjournment

Upon a motion made by Commissioner David Jauer and a second by Commissioner Thomas Weissler, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:17 p.m. on Wednesday, October 06, 2010. The motion carried.

These minutes approved on the 3rd day of November, 2010.

A P P R O V E D

BOB WERNER
Chairman

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, NOVEMBER 03, 2010 AT 7:30 P.M.**

MINUTES

Roll Call

Bob Werner - present	Michael Janssen - present	Jip Holmes - present
David Jauer - present	Mark Kamstra - present	Michele Ross - present
Richard Lazor - present	Thomas Weissler - present	George Fillis - 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).

Citizens to be heard

- Don Wallace - -- Saddletree Road - Board of Adjustments Chairman Don Wallace on behalf of the entire Board of Adjustments asked that the Planning & Zoning Commission review set back rules.

Consent Agenda

- A. Minutes of the Planning & Zoning Commission: September 06, 2010**
- B. Minutes of the Planning & Zoning Commission: October 06, 2010**

Upon a motion made by Commissioner Michael Janssen and a second by Commissioner Jip Holmes, the Commission voted eight (8) for and none (0) opposed to approve the minutes from the September 01, 2010 Planning & Zoning Commission minutes as presented. The motion carried.

Upon a motion made by Commissioner Jip Holmes and a second by Commissioner Michele Ross, the Commission voted eight (8) for and none (0) to approve the minutes from the October 06, 2010 Planning & Zoning Commission minutes as amended. The motion carried.

Report and discussion on Chair Report to City Council for October 06, 2010 meeting.

Grammatical changes were suggested but no action was taken.

Discussion on drainage issues with Denton Communities representative and staff.

Mr. Dan Koss! of Denton Communities presented the annual update on drainage issues in Shavano Park. Mr. Koss! informed the Planning & Zoning Commission and guests that the retention pond at the triangle tract was two-thirds operational and should be completely operational early 2011.

Discussion on retention by City Council of Mayoral Select Committee report on recreational vehicle issues.

Chairman Werner informed the Commission that Alderman Al Walea and Alderman Bruce Baumann will be reviewing the recommendations submitted by the Planning & Zoning Commission.

Discussion on creation of City Council subcommittee for City Code changes from Planning & Zoning, including implementation steps available to City Council.

Chairman Werner informed the members of the Planning & Zoning Commission that Alderman Bruce Baumann and Alderman Al Walea would be reviewing the Planning & Zoning Commission's City Code of Ordinance recommendation and report out to the City Council.

Discussion of Town Plan Evaluation Working Group - NW Military Highway Project.

Don Wallace made a presentation based on his meeting with Denton Communities. Mr. Wallace presented alternate configurations that would later be presented in citizen work sessions. Mr. Wallace pointed out some issues with the right-of-way on NW Military Hwy. This information will need to be looked into further by City Staff and Denton Communities as well as TxDot.

Discussion of Ordinance No. 100-02-09 - City Building Code - Dark Skies.

There was a brief discussion but no action was taken.

Discussion of management of area wildlife.

Commissioner David Jauer requested that the impact of feeding wildlife be looked into. After a brief discussion, there was a consensus of the Planning & Zoning Commission that the Communication Committee inform citizens of the pros and cons of feeding such wildlife.

Discussion on possible cancellation of December meeting.

There was a consensus of the Planning & Zoning Commission to cancel the Regular December Planning & Zoning Commission meeting.

Chairman Announcements

- A. Advise members to contact City staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. January - Discuss and planning for Town Plan Evaluation - NW Military Highway Project; and**
 - ii. February - Semiannual report on the status of residential and commercial development.**

Adjournment

Upon a motion made by Commissioner Thomas Weissler and a second by Commissioner David Jauer, the Board voted eight (8) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Planning & Zoning Commission at 9:20 p.m. on Wednesday, November 03, 2010. The motion carried.

These minutes approved on the 5th day of January, 2011.

A P P R O V E D

BOB WERNER

Chairman

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Clerk