

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
January 8, 2014
7:30 P.M.**

MINUTES

1. Call to order

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

Bob Werner – present

Brian Harr –present

Michael Janssen – present

Mary Ann Hisel- absent

Richard Lazor –present

Kerry Dike – present

Albert Aleman –arrived 8:50 p.m.

Kathy Fandel –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 Lazor, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard –

No one signed up to address the Commission.

4. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission December 4, 2013.

Commissioner Harr made a motion to approve the minutes. Commissioner Dike seconded the motion. The Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the minutes. The motion carried.

5. Public Hearing: Presentation by Denton Communities concerning application for an urban signage corridor district under Ordinance #O-2013-006 which regulates the type and spacing of commercial signage.

Commissioner Werner opened the Public Hearing at 7:34 p.m.

James Griffin, Brown and Ortiz, LLP, gave a brief overview of the proposed application.

Public Hearing closed at 7:37 p.m.

6. Discussion concerning application for an urban signage corridor district by Denton Communities under Ordinance #O-2013-006, which regulates the type and spacing of commercial signage.

At this time, the Planning & Zoning Commission reviewed the proposed application in depth and requested a number of changes in the application.

7. Discussion and possible action – final replat Shavano Park Subdivision, Unite 17L (PUD), Lot 1910 & 1911, Block 15, CB 4782 generally located Lockhill Selma (previously known as the PCI building)

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

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

Commissioner Lazor informed the Commission of the last drainage committee meeting in which several citizens attended. The citizens voiced concerns regarding the drainage channel. Commissioner Lazor informed the Commission that he will schedule additional meetings in the near future.

9. Discuss and consider scheduling January special meeting for January 22, 2014.

Commissioner Janssen made a motion to schedule a public hearing/special meeting for January 22, 2014. Commissioner Dike seconded the motion. The Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve scheduling a public hearing/special meeting on January 22, 2014. The motion carried.

10. Schedule gray water working group meeting.

Discussion was held on scheduling a gray water working group meeting. Consensus of the group is to meet January 23rd at 6:30 p.m.

11. Schedule land swap working group meeting.

Discussion was held on scheduling a land swap working group meeting. Consensus of the group is to meet January 16th at 6:30 p.m.

12. Report and update by City Manager Bill Hill concerning City Council items considered at the December 2013 City Council meetings and discussion concerning the same.

City Manager Hill presented an update on actions taken by the City Council at the last meeting.

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. January 22 – Public hearing regarding signage zoning ordinance concerning Loop 1604/Lockhill signage spacing and design considerations.
 - ii. January 22 - Discuss and consider signage zoning ordinance concerning Loop 1604/Lockhill signage spacing and design considerations, with possible recommendation to city council concerning the same under **#O-2013-006**.
 - iii. February – On request by CoSP city council, form annexation working group to make recommendations to city council concerning predevelopment annexation of property located at the corner of Huebner Road and Lockhill.
 - iv. February – 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.
 - v. February – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - vi. February – 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.
 - vii. February – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - viii. February – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.

- ix. February – Annual discussion concerning Town Plan.
- x. March – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
- xi. March – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan 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.

14. **Adjournment**

Commissioner Harr made a motion to adjourn the meeting. Commissioner Lazor seconded the motion. The meeting adjourned at 9:18 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
January 22, 2014
7:30 P.M.**

MINUTES

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

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

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

Michael Janssen – present
Kerry Dike – present
Michael Simpson- 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 Aleman, 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.

Citizens to be heard

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

- 4. Public Hearing:** Presentation by Denton Communities concerning application for an urban signage corridor district under Ordinance #O-2013-006 which regulates the type and spacing of commercial signage.

Public Hearing opened at 7:31 p.m.

Mr. Griffin, Brown and Ortiz, presented the Commission with the application containing revisions discussed at the last Planning & Zoning Commission meeting. Following Mr. Griffin’s presentation, discussions were held on both the application and the exhibits.

Public Hearing closed 7:43 p.m.

- 5. Discussion and consider application for an urban signage corridor district by Denton Communities under Ordinance #O-2013-006, which regulates the type and spacing of commercial signage.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted five (5) vote and none (0) opposed to table this item until the next Planning & Zoning Commission meeting scheduled for February 5, 2014. The motion carried.

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. February – Discuss and possible action - preliminary plat Shavano Park Subdivision, Unit 18/19 LTD (PUD), a 4.58-acre tract generally located immediately east of Blattman Elementary Access Road - Meridian
- ii. February – Discuss and possible action - preliminary plat Shavano Park Subdivision, Unit 18/19 (PUD), a 14.03-acre tract generally located immediately east of Huntington Place and west to Blattman Elementary Access Road- Paesano Parkway.
- iii. February – On request by CoSP city council, form annexation working group to make recommendations to city council concerning predevelopment annexation of property located at the corner of Huebner Road and Lockhill.
- iv. February – 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.
- v. February/March – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
- vi. February – 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.
- vii. February – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
- viii. February – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
- ix. February – Annual discussion concerning Town Plan.
- x. March – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
- xi. March – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan 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.

7. **Adjournment**

Commission Janssen made a motion to adjourn the meeting. Commissioner Harr seconded the motion. The meeting adjourned at 7:46 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
February 5, 2014
7:30 P.M.**

MINUTES

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

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

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 Dike and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) 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

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 January 8, 2014 and January 22, 2014.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Simpson, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission minutes of January 8, 2014 and January 22, 2014. The motion carried.

- 5. Public Hearing: Presentation by Denton Communities concerning application for an urban signage corridor district under Ordinance #O-2013-006 which regulates the type and spacing of commercial signage.**

Public Hearing opened at 7:32 p.m.

Public Hearing closed at 7:33 p.m.

- 6. Discussion and consider application for an urban signage corridor district by Denton Communities under Ordinance #O-2013-006, which regulates the type and spacing of commercial signage.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the application for urban signage corridor district by Denton Communities under Ordinance O-2013-006. The motion carried.

At this time, Chairman Werner deviated to agenda items 9 and 10.

9. Presentation by Denton Communities concerning a pending Planned Unit Development application to rezone a 14.03-acre tract generally located on Loop 1604 between Huntington Place and Blattman Elementary Access Road from B2 to a Planned Unit Development with a base district of B2, and discussion concerning the same.

Laddie Denton presented the pending Planned Unit Development application which addresses specific land uses within the different tracts. The two prospective memory care facilities owners discussed the proposed facilities and number of parking spaces.

Chairman Werner summarized the planned unit development discussions as follows:

- Denton Communities will provide a cross parking agreement with proposed engineering facility to allow for overflow parking for the memory care facilities
- Limited Certificate of Occupancy for Lots 3 and 4 for the specific use of memory care facility
- Allow reduced number of parking spaces for memory care facilities
- Grant 10 foot side setback along the west border of Lot 2 along Paesanos Parkway
- Prohibit parking along this section of Paesanos Parkway from Huntington to Loop 1604.

10. Presentation by Denton Communities concerning a pending Planned Unit Development application to rezone a 4.58-acre tract generally located on the northeast corner of Loop 1604 and Blattman Elementary Access Road from B2 to a Planned Unit Development with a base district of B2, and discussion concerning the same.

Laddie Denton presented the pending PUD application to rezone a 4.58 acre tract. This is phase 1 of 2 PUD phases. Discussion on this item involved the proposed use of the tract. The proposed use is an assisted living facility. There was a question if the future access road from Loop 1604 would be included in this PUD application. Caleb with Pape-Dawsen indicated that the final PUD application will include revisions to include the access road. Additional discussions were held regarding whether the pending PUD application provided for sufficient parking spaces for this facility.

Chairman Werner deviated back to agenda item 7.

7. Discussion and possible action – Preliminary plat of a 14.03-acre tract out of an 86.94 acre tract and a 289.9 acre tract generally located on Loop 1604 between Huntington Place and Blattman Elementary Access Road.

Upon a motion by Commissioner Janssen and a second by Commissioner Lazor, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the preliminary plat with corrections to the setback. The motion carried.

8. Discussion and possible action – Preliminary plat of a 4.58-acre tract out of an 86.94 acre tract and a 289.9 acre tract generally located on the northeast corner of Loop 1604 and Blattman Elementary Access Road.

Upon motion made by Commissioner Lazor and a second by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the preliminary plat with the addition of an access road from Loop 1604. The motion carried.

11. Presentation by Commissioner Michael Janssen concerning land swap working group meeting as it concerned the exchange of property between the CoSP and CoSA along the Salado Creek basin, and discussion concerning the same.

Commissioner Janssen informed the Commission that the working group had met on January 16th and discussed various issues affecting the City. Additional meetings will be held as the project progresses through the approval process with the City of San Antonio.

12. Presentation by City Manager Bill Hill concerning request by CoSP city council for P&Z to make recommendations to city council concerning predevelopment annexation of property located at the corner of Huebner Road and Lockhill, discussion concerning the same, formation of an annexation working group, appointment of a working group chair and schedule group meeting.

City Manager Hill presented the Commission with an overview of this item.

Discussion followed and the following members will be on the working group with Commissioner Janssen as Chairman.

Commissioner Brian Harr

Commissioner Kerry Dike

Commissioner Mike Simpson

Commissioner Mike Janssen

13. Presentation by City Manager Bill Hill concerning request by CoSP city council for P&Z to make recommendations to city council concerning establishing rules and drafting the same for Community Homes and/or Personal Care Homes, discussion concerning the same, formation of Community Homes/Personal Care Homes working group, appointment of a working group chair and schedule group meeting.

City Manager Hill gave an overview of this item concluding that there is a need to clarify within the city ordinances. Discussion followed and the following members will be the working group with Buddy Aleman as chairman.

Commissioner Mary Ann Hisel

Commissioner Buddy Aleman

Commissioner Richard Lazor

Chairman Bob Werner

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

Commissioner Lazor informed the Commission that meetings will be scheduled for areas on the eastside of Shavano Park.

15. Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.

Commissioner Janssen asked to defer this item until the next meeting.

16. Schedule gray water working group meeting.

Commissioner Werner will contact the members of this working group and propose a future meeting date.

17. Schedule land swap working group meeting

This item is being deferred to the next meeting.

18. Report and update by City Manager Bill Hill concerning City Council items considered at the January 2014 City Council meetings and discussion concerning the same.

City Manager Hill provided the Planning & Zoning Commissioner with items City Council had discussed directed to Planning & Zoning Commission to review:

- Hike/Bike Trails to exclude all other areas except the 1604 area
- Proposed development and annexation agreement between the City of Shavano Park and Nooner Development
- Develop proposed regulations for community homes as that term is defined in the Texas Human Resources Chapter 123 (Community Homes for disabled Persons Location)

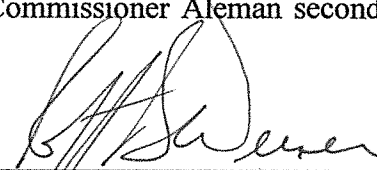
19. Chairman Announcements:

- Advise members to contact City staff to add new or old agenda items.
- Advise members of pending agenda items, as follows:
 - March – 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.
 - March – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - March – 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.
 - March – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - March – Presentation by Huebner Road and Lockhill annexation working group and discussion concerning the same.
 - March – Presentation by Community Homes/Personal Care Homes working group working group and discussion concerning the same.
 - March – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
 - March – Annual discussion concerning Town Plan.
 - April – Presentation by Community Homes/Personal Care Homes working group working group and discussion concerning the same.
 - April – Presentation by Huebner Road and Lockhill annexation working group and discussion concerning the same.
 - April – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
 - April – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
 - July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

20. Adjournment

Commissioner Janssen made a motion to adjourn the meeting. Commissioner Aleman seconded the motion. The meeting adjourned at 9:10 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**

March 5, 2014

7:30 P.M.

MINUTES

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

Bob Werner – present

Brian Harr –present

Michael Janssen – present

Mary Ann Hisel-present

Richard Lazor –present

Kerry Dike – present

Albert Aleman – present

Kathy Fandel –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 Simpson and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) 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 and Zoning Commission February 5, 2014.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Hisel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission minutes of February 5, 2014. The motion carried.

5. Public Hearing and Action: Planned Unit Development application to rezone a 14.03-acre tract generally located on Loop 1604 between Huntington Place and Blattman Elementary Access Road from B2 to a Planned Unit Development with a base district of B2, discussion concerning the same and consideration of a recommendation of approval to City Council.

Public Hearing opened at 7:31 p.m.

Mr. Cavanaugh addressed his concerns regarding traffic flow into the area.

Public Hearing closed at 7:43 p.m.

Upon a motion made by Commissioner Simpson and a second made by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planned Unit Development application to rezone a 14.03-acre tract generally located on Loop 1604 between Huntington Place and Blattman Elementary Access Road from B2 to a Planned Unit Development with a base district of B2, subject to the addition of a note on the plat prohibiting parking on Paesanos Parkway from Huntington Place to Loop 1604. The motion carried.

6. **Public Hearing and Action:** Planned Unit Development application to rezone a 4.58-acre tract generally located on the northeast corner of Loop 1604 and Blattman Elementary Access Road from B2 to a Planned Unit Development with a base district of B2, discussion concerning the same and consideration of a recommendation of approval to City Council.

Public Hearing – opened 7:44 p.m.

Public Hearing – closed 7:51 p.m.

Upon a motion made by Commissioner Lazor and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planned Unit Development application to rezone a 4.58-acre tract generally located on the northeast corner of Loop 1604 and Blattman Elementary Access Road from B2 to a Planned Unit Development with a base district of B2. The motion carried.

7. **Discussion and possible action – Final plat of a 14.03-acre tract out of an 86.94 acre tract and a 289.9 acre tract generally located on Loop 1604 between Huntington Place and Blattman Elementary Access Road as Planned Unit Development with a base district of B2.**

Upon a motion made by Commissioner Simpson and a second made by Commissioner Lazor, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the final plat of a 14.03-acre tract out of an 86.94 acre tract and a 289.9 acre tract generally located on Loop 1604 between Huntington Place and Blattman Elementary Access Road as a Planned Unit Development with a base district of B2. The motion carried.

8. **Discussion and possible action – Final plat of a 4.58-acre tract out of an 86.94 acre tract and a 289.9 acre tract generally located on the northeast corner of Loop 1604 and Blattman Elementary Access Road Planned Unit Development with a base district of B2.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the final plat of a 4.58-acre tract out of an 86.94 acre tract and a 289.9 acre tract generally located on the northeast corner of Loop 1604 and Blattman Elementary Access Road as a Planned Unit Development with a base district of B2. The motion carried.

9. **Presentation by Commissioner Michael Janssen concerning annexation working group meeting regarding the possible annexation of a tract of land located at the corner of Huebner Road and Lockhill, and discussion concerning the same.**

Commissioner Janssen reported that working group had met approximately two weeks ago. The group discussed the history of the tract, landscaping, light, noise, and aesthetics of the area. The City has not received an official request for annexation.

10. **Presentation by Commissioner Robert Werner concerning a recommendation of approval from the gray water working group of the model TCEQ ordinance related to wastewater, including consideration of wastewater maintenance contracts and gray water utilization, discussion concerning the same and possible recommendation to City Council concerning the same.**

Chairman Werner presented two possible ordinances relating to the maintenance of aerobic waste systems, one that allows citizens to maintain their own systems and the other that requires maintenance contracts with a state certified maintenance company. Chairman Werner continued by stating that if Section 34-186, paragraph 2 is omitted, the ordinance reverts back to the default language which would require a maintenance contract if 2 violations occur within 36 months

Upon a motion made by Commissioner Harr and a second made by Commissioner Aleman, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to recommend the omission of Section 34-186, paragraph 2 and adopt the TECQ regulations as illustrated. The motion carried.

11. **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 prior action approving the draft illicit waste water ordinance, which was held for presentation pending consideration of Agenda Item 10, and action to forward to City Council after final consideration of Agenda Item 10.**

Chairman Werner updated the new members of the Commission with information regarding mandates required by the EPA and the proposed illicit discharge ordinance. Upon a motion made by Commissioner Simpson and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve adding Sections 34.201- 34.216 to the City Code, subject to possible changes for typographical errors noted by Commissioner Simpson. The motion carried.

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

Commissioner Lazor informed the Commission that the Drainage Committee had met Monday, March 3rd. There was a very good turn out and good information provided at the meeting. Another meeting is scheduled for Tuesday, March 18th.

13. **Presentation by City Manager Bill Hill concerning request by City Council for the Planning and Zoning Commission to make recommendations to City Council on hiking and biking trails for areas illustrated in the Town Plan, discussion concerning the same, consider folding hiking and biking activities into the land swap working group (or in the alternative formation of Hiking and Biking working group with appointment of a working group chair), and schedule group meeting related thereto.**

City Manager Hill presented City Council's direction to Planning & Zoning to proceed with the hiking and biking trails plans and also consider the plans in place for NW Military. There was a consensus to fold hiking and biking activities into the land swap working group.

Working Group – Chairman Werner
Commissioner Janssen
Commissioner Harr
Commissioner Hisel

14. **Presentation by and discussion with Commissioner Michael Janssen concerning parts of the City of Shavano Park Code Chapter 36 – Zoning.**

Commissioner Janssen briefly discussed the specific chapters of the Code which outline the duties and responsibilities of the Planning & Zoning Commission.

15. **Schedule land swap working group meeting.**

Commissioner Janssen will notify the working group members of a future meeting date.

16. **Schedule Community Homes/Personal Care Homes working group meeting.**

Commissioner Aleman informed the Commission that the working group will meet March 25th.

17. Report and update by City Manager Bill Hill concerning City Council items considered at the February 2014 City Council meetings and discussion concerning the same.


City Manager Hill provided the Planning & Zoning Commissioners with items the City Council had discussed relating to the Planning & Zoning Commission.

18. Chairman Announcements:

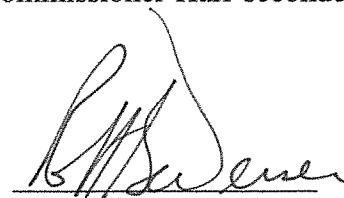
- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. April – Presentation by Denton Communities concerning hike/bike trail issues related to Unit 19 from N.W. Military Highway to the Salado Creek, including platting considerations related thereto.
 - ii. April – Presentation by hike/bike trail working group, and discussion concerning the same.
 - iii. April – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - iv. April – Presentation by Huebner Road and Lockhill annexation working group and discussion concerning the same.
 - v. April – Presentation by Community Homes/Personal Care Homes working group working group and discussion concerning the same.
 - vi. April – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
 - vii. April – Annual discussion concerning Town Plan.
 - viii. May – Presentation by Community Homes/Personal Care Homes working group working group and discussion concerning the same.
 - ix. May – Presentation by Huebner Road and Lockhill annexation working group and discussion concerning the same.
 - x. May – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
 - xi. May – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
 - xii. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

19. Adjournment

Commissioner Janssen made a motion to adjourn the meeting. Commissioner Harr seconded the motion. The meeting adjourned at 8:59 p.m.


Zina Tedford
City Secretary




Robert Werner
Chairman

CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
April 2, 2014
7:30 P.M.

MINUTES

1. **Call to order**

Chairman Werner called the meeting to order at 7:31 p.m.

Bob Werner – present	Brian Harr –absent	Michael Janssen – present
Mary Ann Hisel-present	Richard Lazor –present	Kerry Dike – present
Albert Aleman – absent (arrive 7:33)	Kathy Fandel –present	Michael Simpson-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 Dike, 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.

Consent Agenda:

A. **Discussion and possible action to approve minutes of the Planning and Zoning Commission March 5, 2014 meeting.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission minutes of March 5, 2014. The motion carried.

5. **Discussion and possible action – Preliminary plat of a 1.3684-acre tract out of a 46.94-acre tract generally located between Loop 1604 and Pond Hill Road.**

Billy Classen, KFW Engineers, presented the preliminary plat. Mr. Classen informed the Commission he had received some comments from Commissioner Simpson and he addressed each of these concerns with the Commissioners.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted five (5) for, one (1) abstention (Commissioner Fandel) and none (0) opposed to approve the preliminary plat subject to the following modifications:

- 1) General Notes, 1. – typo-correction (McAlisters Deli Reference)
- 2) TxDOT Notes, 2. – “XXX.X” will be updated to reflect “no/zero”
- 3) Verify MXD zoning
- 4) Clarification on the rear setback

The motion carried.

6. **Discussion and possible action – Preliminary plat of a 1.76-acre tract out of a 46.94-acre tract generally located along Loop 1604 west of N.W. Military Hwy.**

Upon a motion made by Commissioner Dike and a second made by Commissioner Aleman, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the preliminary plat, subject to changing the lettering on Detail “F” to Detail “D”. The motion carried.

7. **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, and discussion concerning the same.**

Commissioner Janssen informed the Commission that the working group will meet tomorrow at, April 3rd, 6:30 p.m.

8. **Presentation by Commissioner Michael Janssen concerning annexation working group meeting regarding the possible annexation of a tract of land located at the corner of Huebner Road and Lockhill, and discussion concerning the same.**

Commissioner Janssen informed the Commission that this issue is at a standstill. The sale has not gone through and a request for annexation has not been submitted to the city.

9. **Presentation by Commissioner Albert Aleman concerning the Community Homes/Personal Care Homes working group, and discussion concerning the same.**

Commissioner Aleman stated that the Working group met on the 25th and discussed numerous issues to include what it costs the city to administer the program and oversight of permitting the community homes. The group is reviewing a number of ordinances from municipalities comparable in size to our City and will propose restrictions/requirements that suit the city’s needs. The next meeting will be the 29th.

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

Commissioner Lazor informed the Commission that the last drainage meeting had been held. The original maps from the 1993 drainage study have been located and it appears a lot of the recommended work has been completed. Many of the issues discussed at the meetings had been addressed in the 1993 drainage plan. Commissioner Lazor plans to submit a prioritized list of projects for the City Council to consider during the upcoming budgeting process.

11. **Presentation by and general discussion with Commissioner Michael Janssen regarding the City’s comprehensive zoning regulations, how they are applied, their operation and procedures.**

Commissioner Janssen provided the Commission with copies of the zoning regulations and asked that the information be placed in the Commissioners notebooks for reference.

12. **Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.**

City Manager Hill informed the Commission that the land swap is at a standstill with the San Antonio City Manager’s office. Staff is working closely with San Antonio and will discuss options with our City Attorney.

13. **Request by Commissioner Robert Werner for electronic dissemination of Town Plan to P&Z members, and discuss inclusion of Town Plan discussion on May P&Z agenda.**

Chairman Werner asked the Commission review the Town Plan and plan for discussion at the May or June meeting.

14. **Report and update by City Manager Bill Hill concerning City Council items considered at the March 2014 City Council meetings and discussion concerning the same.**

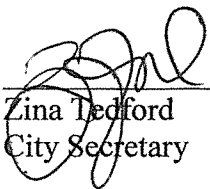
City Manager Hill updated the Commission on the City Council items at the March 2014 meeting that were submitted by the Planning & Zoning Commission.

15. **Chairman Announcements:**

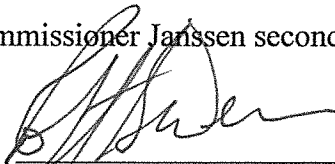
- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. May – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - ii. May – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - iii. May – Presentation by P&Z Commissioner Michael Janssen regarding Huebner Road and Lockhill annexation working group, and discussion concerning the same.
 - iv. May – Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group working group, and discussion concerning the same.
 - v. May – Presentation by and discussion with P&Z Commissioner Michael Janssen concerning parts of Chapter 36 of the CoSP Code.
 - vi. May – Annual discussion concerning Town Plan.
 - vii. June – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - viii. June – Presentation by P&Z Commissioner Michael Janssen regarding Huebner Road and Lockhill annexation working group and discussion concerning the same.
 - ix. June – Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group working group, and discussion concerning the same.
 - x. June – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - xi. June – Presentation by and discussion with Mike Janssen concerning parts of Chapter 36 of the CoSP Code.
 - xii. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

16. **Adjournment**

Commissioner Fandel made a motion to adjourn the meeting. Commissioner Janssen seconded the motion. The meeting adjourned at 8:42 p.m.


Zina Dedford
City Secretary




Robert Werner
Chairman

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
July 2, 2014
7:30 P.M.**

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

PRESENT:

Bob Werner

Richard Lazor

Michael Simpson

Kathy Fandel

Brian Harr

Michael Janssen

Albert Aleman

ABSENT:

Kerry Dike

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 six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard –

Aaron Saxon, attorney with Gardner Law Firm, addressed the Planning & Zoning Commission.

4. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning and Zoning Commission May 7, 2014 meeting.

Upon a motion made by Commissioner Simpson and a second made by Commissioner Aleman, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission minutes of May 7, 2014. The motion carried.

5. Announcement by City Manager Bill Hill concerning ability of working groups to meet without posting under the Texas Open Meetings Act.

City Manager Hill informed the Planning & Zoning Commission that upon review of the City Attorney, a subcommittee of the Commission is not required to comply with the Texas Open Meeting act assuming that there is not a quorum present at the working group meeting.

6. Announcement by City Manager Bill Hill concerning change of term for Commissioner Kerry Dike.

City Manager Hill informed the Planning & Zoning Commission that the City Council at its last meeting voted to extend Commissioner Dike’s term for one year through September 30, 2015.

7. **Presentation by Commissioner Michael Janssen concerning annexation working group consideration of an Annexation Agreement between the City of Shavano Park and Lockhill Ventures, LLC concerning a 0.0837 acre tract of land and a 2.037 acre tract of land out of Lot 1813, Shavano Park Subdivision, Unit -16A-1 described as Lot 1813A and 1813B, located in the vicinity of Lockhill Selma and Huebner, discussion concerning the same, and recommendation to City Council concerning changes, if any.**

Commissioner Janssen informed the Planning & Zoning Commission at the last meeting of the Annexation Working Group, the working group unanimously agreed to recommend to the Planning & Zoning Commission that it was in the best interest of the City and its citizens that the subject property be annexed prior to development. In addition, the working group also reviewed the proposed Development and Annexation Agreement, proposed numerous changes, and forwarded the revised document to City Manager Hill for his consideration.

8. **Presentation by Commissioner Michael Janssen concerning a recommendation on an Annexation Agreement between the City of Shavano Park and Lockhill Ventures, LLC concerning a 0.0837 acre tract of land and a 2.037 acre tract of land out of Lot 1813, Shavano Park Subdivision, Unit -16A-1 described as Lot 1813A and 1813B, located in the vicinity of Lockhill Selma and Huebner, discussion concerning the same, and recommendation to City Council concerning action on the Annexation Agreement.**

After extended discussions and upon a motion made by Commissioner Janssen and a second made by Commissioner Harr, subject to correction of various clerical and typographical errors the Planning & Zoning Commission voted six (6) for and one (1) opposed (Commissioner Simpson) to recommend that the City Council approved the Annexation and Development Agreement. The motion carried.

9. **Presentation by City Manager Bill Hill re-developments on land swap issues with the CoSA, and discussion concerning the same.**

City Manager Hill updated the Planning & Zoning Commission on the status of the land swap issues with CoSA.

10. **City Manager Hill's Letter of Notification to the Planning & Zoning Commission referencing Administrative Amended Plat - Shavano Park, Unit 19B, Phase IV (PUD) as required by City of Shavano Park Code of Ordinances, Section 28.47**

City Manager Hill presented a brief overview of the administrative amended plat – typographical error on the description needed to be corrected.

11. **Report and update by City Manager Bill Hill concerning City Council items considered at the May 2014 and June 2014 City Council meetings and discussion concerning the same.**

City Manager Hill presented items considered at the May and June 2014 City Council Meetings

12. **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 – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
- ii. August – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.

- iii. August – Presentation by P&Z Commissioner Michael Janssen regarding Huebner Road and Lockhill annexation working group, and discussion concerning the same.
- iv. August – Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
- v. August – Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group working group, and discussion concerning the same.
- vi. August – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.
- vii. August – Annual discussion concerning Town Plan.
- viii. September – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
- ix. September – Presentation by P&Z Commissioner Michael Janssen regarding Huebner Road and Lockhill annexation working group and discussion concerning the same.
- x. September – Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group working group, and discussion concerning the same.
- xi. September – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
- xii. September – Presentation by Commissioner Bob Werner concerning formation of working group to consider application of special use permit process in the CoSP, selection of working group members and chair, and schedule meeting regarding the same.

13. **Adjournment**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Fandel, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:58 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
August 6, 2014
7:30 P.M.**

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

PRESENT:

Bob Werner

Richard Lazor

Michael Simpson

Kerry Dike

Brian Harr

Michael Janssen

Albert Aleman

David Jauer

ABSENT:

Kathy Fandel

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 – Rules for Citizen’s Comments: The Planning and 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. Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning and Zoning Commission July 2, 2014 meeting.

Upon a motion made by Commissioner Simpson and a second made by Commissioner Lazor, the Planning & Zoning Commission voted seven for and none (0) opposed to approve the Planning & Zoning Commission minutes of July 2, 2014. The motion carried.

5. Commissioner Bob Werner welcomed the return of David Jauer to the Planning and Zoning Commission.

Commissioner Werner welcomed Mr. Jauer back to the Planning & Zoning Commission.

6. Announcement by City Manager Bill Hill concerning applications for the Planning and Zoning Commission and distribution of application materials to Commissioners with expiring terms.

City Manager Hill notified the Commission that the terms of four commissioners (Jauer, Aleman, Simpson and Fandel) were expiring effective October 1, 2014 and City Secretary Tedford provided each commissioner with a new application for appointment.

7 Semiannual presentations by Denton Communities regarding residential and commercial development and discussion concerning the same.

Dan Kossel and Darryl Lang provided the semiannual report regarding residential and commercial development within Shavano Park.

8. Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.

City Manager Hill provided the Commission with an update on the recent developments on the land swap issues with the CoSA. Negotiations are progressing well and the project is moving forward to the CoSA Planning & Zoning Commission and hopefully to City of San Antonio City Council in September.

9. Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same. Appointment of new member to working group and schedule working group meeting.

Commissioner Janssen indicated that the working group had not met in a number of months due to being short a member and the question of the legality of working group meetings. Chairman Werner appointed Commissioner Fandel to join the working group and the next tentative meeting date was scheduled for Thursday, August 14th at 7:00 p.m.

10. Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group, and discussion concerning the same. Appointment of new member to working group and schedule working group meeting.

Commissioner Aleman also indicated that this working group was short one member. Chairman Werner appointed Commissioner Jauer to join this working group and Commissioner Aleman will schedule a meeting in the near future.

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

Commissioner Lazor gave a brief overview of the last meeting and his intent to meet in the near future.

12. Discuss and consider rescheduling September 3, 2014 meeting to September 10, 2014.

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and one (1 – Commissioner Simpson) opposed to reschedule the September 3, 2014 meeting to September 10, 2014. The motion carried.

13. Report and update by City Manager Bill Hill concerning City Council items considered at the July 2014 City Council meetings and discussion concerning the same.

City Manager Hill gave a brief overview of items that may be of interest to the Planning & Zoning Commission:

- Update on Turkey Creek
- Appointment of Mr. Jauer to the Planning & Zoning Commission for a two month term
- Update on the Municipal Tract – City Council directed the City Manager to solicit RFP for an outside firm process to hire an outside firm to conduct a citizen survey of the possible uses for the Municipal Tract
- Update on the Land Swap

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. September – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - ii. September – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - iii. September – Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - iv. September – Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group working group, and discussion concerning the same.
 - v. September – Annual discussion concerning Town Plan.
 - vi. September – Presentation by Commissioner Bob Werner concerning formation of working group to consider application of special use permit process in the CoSP, selection of working group members and chair, and schedule meeting regarding the same.
 - vii. October – Instructions to new Planning and Zoning Commissioners to secure appropriate training, discussion regarding open meeting and open records requirements, and Nomination of Planning and Zoning Commission Chair and Vice-chair.
 - viii. October – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - ix. October – Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group working group, and discussion concerning the same.
 - x. October – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - xi. November – Presentation by Commissioner Bob Werner concerning formation of working group to review CoSP Ordinance 100-12-11 referencing “Covered Parking” “Carports,” discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.
 - xii. January – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

15. Adjournment

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 adjourn the meeting. The meeting adjourned at 8:47p.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
September 10, 2014
7:30 P.M.**

MINUTES

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

PRESENT:

Bob Werner

Kathy Fandel (departed 8.43 p.m.)

Richard Lazor

Kerry Dike

Brian Harr

Michael Janssen

Albert Aleman

David Jauer (arrived 7:34)

ABSENT:

Michael Simpson

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 six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard

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

4. Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning and Zoning Commission August 6, 2014 meeting.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the minutes as revised. The motion carried.

5. Discussion and possible action on preliminary plat of Lot 1811, a 1.8748-acre tract of land out of a 46.94-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 – Southside of Loop 1604 west of N.W. Military. Bexar County Medical

Upon a motion made by Commissioner Lazor and a second made by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the preliminary plat of Lot 1811, a 1.8748-acre tract of land out of a 46.94-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 – Southside of Loop 1604 west of N.W. Military- Bexar County Medical. The motion carried.

6. **Discussion and possible action on preliminary plat of Lot 2, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve preliminary plat of Lot 2, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala. The motion carried.

7. **Discussion and possible action on preliminary plat of Lot 3, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve preliminary plat of Lot 3, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala. The motion carried.

8. **Discussion and possible action on preliminary plat of a road to be located from the northwest corner of Pond Hill north to Loop 1604 out of a 46.94-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.**

This plat had been approved by the City Council on April 28, 2014. Due to the utility company's request for offsite easement, Rogers Shavano Park Unit 18/19, Ltd. would like to re-file the changes under a new plat application for approval by the Planning & Zoning Commission and the City Council.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the preliminary plat of a road to be located from the northwest corner of Pond Hill north to Loop 1604 out of a 46.94-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. The motion carried.

9. **Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.**

Commissioner Janssen stated that the working group had met and are making progress. Options were discussed and Commissioner Janssen will coordinate with Mr. Hill regarding when the item will be presented to the City Council.

10. **Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group, including draft language, and discussion concerning the same.**

Commissioner Aleman presented draft language regarding Community Homes/ Personal Care Homes. Discussion followed regarding the number of inhabitants, licensing, distance between community homes, septic requirements and overall safety.

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

Commissioner Lazor gave an overview on the status of the drainage plan. There was discussion that a major part of the drainage issues is that property owners were not adequately maintaining their property.

Commissioner Lazor noted that per discussions with the City Manager, it is permissible to allow city employees to clean debris on property if such work corrects and provides relief to a regional section of area with drainage problems.

12. Presentation by City Manager Bill Hill concerning consideration to amend the City of Shavano Park Code of Ordinances, Sec. 36-1 to include definitions of Short Term Rentals, Long Term Rentals, and Single Family Residence, and discussion concerning the same.

City Manager Hill stated that our ordinance does not clearly define short-term and long-term rentals. In order to clarify, we are proposing amendments to Chapter 36. As part of the requirements of amending/ changing the zoning ordinance, Planning & Zoning is required to hold a public hearing. Staff is requesting that the Planning & Zoning Commission call a Public Hearing/ Special Meeting for August 22 at 5 p.m.

13. Discuss and consider scheduling September 22, 2014 special meeting for consideration of short-term rental ordinance.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve scheduling a Special Meeting for September 22, 2014.

14. Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.

City Manager Hill informed the Commission that the City Council had authorized him to negotiate a contract with CoSA for the land swap. The Shavano Park City Council held the first reading of the proposed ordinance August 27th and a final reading of the ordinance was held on September 9, 2014.

15. Report and update by City Manager Bill Hill concerning City Council items considered at the August 2014 City Council meetings and discussion concerning the same.

City Manager Hill gave a brief overview of the August 27, 2014 City Council Meeting.

16. 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 – Instructions to new Planning and Zoning Commissioners to secure appropriate training, discussion regarding open meeting and open records requirements, and Nomination of Planning and Zoning Commission Chair and Vice-chair.
 - ii. October – Presentation by City Manager Bill Hill re developments on land swap issues with the CoSA, and discussion concerning the same.
 - iii. October – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - iv. October – Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group working group, and discussion concerning the same.
 - v. October – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - vi. October – Annual discussion concerning Town Plan.
 - vii. November – Presentation by Commissioner Bob Werner concerning formation of working group to review CoSP Ordinance 100-12-11 referencing “Covered Parking” “Carports,” discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.

- viii. January – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

17. Adjournment

Upon a motion made by Commissioner Janssen and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 9:15p.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
November 5, 2014
7:30 P.M.
MINUTES**

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

PRESENT:

Bob Werner

Brian Harr

Kathy Fandel

Kerry Dike

Michael Janssen

Albert Aleman

David Jauer

Konrad Kuykendall

ABSENT:

Richard Lazor

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 Aleman, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

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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 and Zoning Commission October 1, 2014 meeting.

Upon a motion made by Commissioner Dike and a second made by Commissioner Janssen, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the minutes of October 10, 2014. The motion carried.

5. Public Hearing: Presentation by Commissioner Albert Aleman, Group Housing for Handicapped Persons working group, concerning Ordinance # O-2014-23 which regulates the requirements, permitting and spacing of Group Housing for Handicapped Persons.

The Public Hearing opened at 7:32 p.m.

Public Hearing closed at 7:34 p.m.

6. **Discussion and possible action concerning Ordinance #O-2014-23, which amends Chapter 36 of the Code of Ordinances in several sections and adds a section that regulates the requirements, permitting and spacing of Group Housing for Handicapped Persons.**

Commissioner Aleman and Chairman Werner presented this item for review and discussion. Upon a motion made by Commissioner Janssen and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the revised changes to Chapter 36 of the Code of Ordinances. The motion carried.

Commissioner Aleman and Chairman Werner then presented Ordinance #O-2014-__- which amends Chapter 36 of the Code of Ordinances and adds language regulating the requirements, permitting and space of Group Housing for disabled persons. Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the revised changes to include the regulations for Group Housing for Disabled Persons in Chapter 8 rather than Chapter 36 of the Code of Ordinances. The motion carried.

7. **Presentation by City Manager Bill Hill regarding developments on land swap issues with the CoSA, including discussions with Denton Communities regarding the deeding of the property in the CoSA between the CoSP right of way along Cliffside and the existing fence line to the CoSP, and discussion concerning the same.**

City Manager Hill presented an update regarding the land swap issues.

8. **Presentation by P&Z Commissioners Michael Janssen and Bob Werner concerning overview of Town Plan, hike/bike trails, and municipal tract development, and discussion concerning the same.**

- A. **Discussion lead by P&Z Commissioner Michael Janssen concerning scheduling hike/bike working group meeting.**

Commissioner Janssen updated the Planning & Zoning Commission on his presentation to the City Council at their meeting of October 27, 2014 and stated that they have approved Planning & Zoning's recommendations and have instructed the City Manager to research cost estimates and then prepare a formal plan to City Council.

- B. **Discussion lead by P&Z Commissioner Bob Werner concerning scheduling three public hearings on municipal tract development**

Chairman Werner informed the Planning & Zoning Commission that the City Council has directed the Planning & Zoning Commission to hold three (3) public presentations at varied times to allow for citizen input on the Municipal Tract Feasibility Study. Various dates were discussed and it was the consensus that these meetings would be held during January and February 2015.

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

Commissioner Aleman informed the Planning & Zoning Commission that the working group had met earlier this week and planned to meet this weekend to walk areas of concern.

10. **Presentation by Commissioner Bob Werner concerning formation of working group to review CoSP Code Sections 36-36(a)(7), 36-37(a)(2), and 36-102 regulating home occupations, discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.**

Chairman Werner asked the Planning & Zoning Commission to review the referenced sections and be prepared to discuss home occupations at the next meeting.

11. **Presentation by Commissioner Bob Werner concerning formation of working group to prepare for the CoSP language regulating the certificate of occupancy process issuance, conditions, denial and issues related thereto, discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.**

Chairman Werner informed the Planning & Zoning Commission that the City of Shavano Park has a Certificate of Occupancy process, but not the appropriate procedures to ensure compliance. There was consensus for a working group to review and make recommendations back the Planning & Zoning Commission. The working group for this task will consist of:

Commissioner Kuykendall - Chair
Commissioner Aleman
Chairman Werner
Commissioner Janssen

12. 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 – Public Hearing concerning municipal tract development.
 - ii. December – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.
 - iii. December – Annual discussion concerning Town Plan, including commercial development and NW Military Hwy.
 - iv. December – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - v. December – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - vi. December – Presentation by working group concerning the certificate of occupancy process, and discussion concerning the same.
 - vii. December – Presentation by Commissioner Bob Werner concerning formation of working group to review CoSP Ordinance 100-12-11 referencing “Covered Parking” “Carports,” discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.
 - viii. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

13. **Adjournment**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 9:12 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 1, 2014
7:30 P.M.**

MINUTES

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

PRESENT:

Bob Werner
Brian Harr
Kathy Fandel
Kerry Dike
Michael Janssen
Albert Aleman
David Jauer
Konrad Kuykendall

ABSENT:

Richard Lazor

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 Aleman, 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 – Rules for Citizen’s Comments: The Planning and 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.

One citizen addressed the Commission regarding her concerns on the installation of smart meters.

4. Nomination and appointment of Chairman.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Aleman, the Planning & Zoning Commission voted five (5) for and none (0) opposed to appoint Robert Werner as the Chairman. The motion carried.

5. Nomination and appointment of Vice-Chairman.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to appoint Richard Lazor as the Vice-Chairman. The motion carried.

6. **Chairman welcome to new members and thank you to departing members. Presentation from Chairman advising new Planning and Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements.**

Chairman Werner welcomed the new members and thanked the departing members. Chairman Werner discussed the Open Meeting and Open Records Training requirements.

7. **Consent Agenda:**

- A. **Discussion and possible action to approve minutes of the Planning and Zoning Commission September 10, 2014 and September 22, 2014 meetings.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Jauer, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the minutes of September 10, 2014 and September 22, 2014. The motion carried.

8. **Discussion and possible action on final plat of Lot 1811, a 1.8748-acre tract of land out of a 46.94-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 – Southside of Loop 1604 west of N.W. Military.**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Fandel, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the final plat of Lot 1811, a 1.8748-acre tract of land out of a 46.94-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 – Southside of Loop 1604 west of N.W. Military. The motion carried.

9. **Discussion and possible action on final plat of Lot 2, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala.**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Janssen, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the final plat of Lot 2, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala. The motion carried.

10. **Discussion and possible action on final plat of Lot 3, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the final plat of Lot 3, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala. The motion carried.

11. **Discussion and possible action on final plat of a road to be located from the northwest corner of Pond Hill north to Loop 1604 out of a 46.94-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.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the final plat with changes of a road to be located from the northwest corner of Pond Hill north to Loop 1604 out of a 46.94-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. The motion carried.

12. **Presentation by Denton Communities re developments on land swap issues with the CoSA, including discussions with Denton Communities regarding the deeding of the property in the CoSA between the CoSP right of way along Cliffside and the existing fence line to the CoSP, and discussion concerning the same.**

Dan Kossel presented several exhibits for the Commissioners' review and gave an overview of the discussions.

13. **Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.**

Commissioner Janssen presented this item to the Commission. After discussions of the various hike/bike trail information, it was the consensus of the Planning & Zoning Commission to have Commissioners Janssen and Werner present the preliminary findings of the hike/bike trail working group to the City Council for their consideration.

14. **Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group, including draft language, and discussion concerning the same.**

Commissioner Aleman presented this item for discussion. After discussion and a number of corrections, it was the consensus of the Planning & Zoning Commission to send the proposed ordinance to the City Attorney for review.

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

This item was withdrawn at this time.

16. **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 – Presentation by City Manager Bill Hill re discussions with Denton Communities regarding the deeding of the property in the CoSA between the CoSP right of way along Cliffside and the existing fence line to the CoSP.
 - ii. November – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - iii. November – Presentation by P&Z Commissioner Albert Aleman regarding Community Homes/Personal Care Homes working group working group, and discussion concerning the same.
 - 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 – Presentation by Commissioner Bob Werner concerning formation of working group to review CoSP Ordinance 100-12-11 referencing “Covered Parking” “Carports,” discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.
 - vii. January – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.
 - viii. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

17. **Adjournment**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and Onone (0) opposed to adjourn the meeting at 9:16 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
December 3, 2014
7:30 P.M.**

MINUTES

1. Call to order

Chairman Werner called the meeting to order at 7:30 p.m.

PRESENT:

Bob Werner
Kathy Fandel
Kerry Dike
Michael Janssen
Albert Aleman
David Jauer
Konrad Kuykendall
Richard Lazor
Brian Harr

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 eight (8) 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 and Zoning Commission November 5, 2014 meeting.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the minutes of the November 5, 2014 Planning and Zoning Commission meeting. The motion carried.

5. Discussion and possible action on preliminary plat of Shavano Park, Unit -19C, Phase III, a 39.84 acre tract of land located generally west of Kinnan Way and Collins Circle Intersection.

At this time, Chairman Werner deferred to agenda item 8.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Jauer, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the on preliminary plat of Shavano Park, Unit -19C, Phase III, a 39.84 acre tract of land located generally west of Kinnan Way and Collins Circle Intersection , as revised by adding a legend and changing City of San Antonio to City of Shavano Park. The motion carried.

6. **Discussion and possible action on preliminary plat of Pond Hill Commercial West Phase I, a 3.62 acre tract of land out of a 46.94 acre tract of located generally west of NW Military HWY and Pond Hill Rd Intersection.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Jauer, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the on preliminary plat of Pond Hill Commercial West Phase I, a 3.62 acre tract of land out of a 46.94 acre tract of located generally west of NW Military HWY and Pond Hill Rd Intersection as revised by adding setback information and correction of the reference from the City of San Antonio to the City of Shavano Park. The motion carried.

7. **Discussion and possible action on preliminary plat of Shavano Park, Unit 19B Phase V, a 2.19 acre tract of land out of a 289.5 acre tract of land located generally 0.5 miles west of Bitters and Loop 1604 Intersection.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Jauer, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the on preliminary plat Shavano Park, Unit 19B Phase V, a 2.19 acre tract of land out of a 289.5 acre tract of land located generally 0.5 miles west of Bitters and Loop 1604 Intersection. The motion carried.

8. **Presentation by Denton Communities regarding standards, procedures and scheduling for establishing a Planned Unit Development for unplatted property located at the northeast corner of the CoSP north of Blattman Elementary, south of Loop 1604 and west of the Salado Creek, Shavano Park Unit 19B, Phase V, including property received from the City of San Antonio, and discussion concerning the same.**

Mr. Laddie Denton presented an overview of the proposed PUD for the unplatted property located at the northeast corner of CoSP, north of Blattman Elementary, south of Loop 1604 and west of Salado Creek, Shavano Park Unit 19B, Phase V.

9. **Semiannual presentation by Denton Communities regarding residential and commercial development within the City and discussion concerning the same.**

Representatives of Denton Communities presented the semiannual presentation regarding residential and commercial development within the City.

10. **Presentation by Chairman Bob Werner concerning formation of working group to review City Ordinance 100-12-11 referencing "Covered Parking" "Carports," discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.**

Chairman Werner presented this item for discussion, and it was the consensus of the Planning & Zoning Commission that review of this ordinance was not needed.

At this time, Chairman Werner deviated back to agenda item 5.

11. **Presentation by City Manager Bill Hill regarding standards, procedures and scheduling for zoning two lots in the City located at the corner of Huebner Road and Lockhill Selma Road (the Advanced Smile Center tract and the property immediately south of the Advanced Smile Center tract), and discussion concerning the same.**

City Manager Hill presented an overview of the zoning amendment process. Mr. Hill informed the Planning & Zoning Commission that due to the recent voluntary annexations of 2 properties, there is a need to rezone the newly acquired properties. Upon annexation, the properties are automatically zoned A-2 Single Family residence and a public hearing is required to rezone the property for commercial use.

12. **Discussion lead by Chairman Bob Werner concerning scheduling three public presentations on municipal tract development with one meeting in December and two meetings in January one as part of the scheduled P&Z meeting and the second on a Saturday.**

The Planning and Zoning Commission discussed dates and times for meetings for citizen information and input regarding municipal tract development. The consensus of the Planning & Zoning Commission is that the meetings will be held Wednesday, December 17, 2014 at 6 p.m., Saturday, January 10, 2015 at 10:00 a.m. and Wednesday, January 14, 2015 at 6:30 p.m.

13. **Presentation by P&Z Commissioners Michael Janssen and Bob Werner concerning overview of Town Plan, commercial development issues, and TxDOT developments along NW Military Hwy, and discussion concerning the same.**

- A. Discussion lead by P&Z Commissioner Michael Janssen concerning commercial development issues.

Commissioner Janssen gave a brief review of the commercial development section of the Town Plan and on development actions taken since the Town Plan was accepted by the City Council.

- B. Discussion lead by City Manager Bill Hill concerning discussions with TxDOT regarding NW Military Hwy.

City Manager Hill discussed a meeting he had with Jonathan Bean, TxDOT where he showed Mr. Bean the 1999 TxDOT Plan along with the City's proposed plans as included in the Town Plan. City Manager Hill informed that the Commission that Mr. Bean appreciated this input and expressed TxDOT's desire to work with the City in any expansion on NW Military Highway.

14. **Presentation by Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.**

Commissioner Janssen informed the Commission that although the Working Group did not meet last month, Commissioner Janssen, City Manager Hill and Public Works Director Mintz had walked the proposed hike/bike trail from Pond Hill to Lockhill Selma , that was approximately 1000 feet long and that the proposed route was considered very aesthetically pleasing.

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

Commissioner Lazor informed the Planning & Zoning Commission that there are a number of drainage areas on private property that have obstructions that affect the flow of water throughout the City. Commissioner Lazor stated that he has been working with City Manager Hill and the City Attorney in the preparation of a release to provide homeowners which the information, which will allow the City to perform drainage cleanup on private property. Once the property owners are identified, we will schedule meetings and discuss the issues on the respective properties.

16. **Presentation by Chairman Bob Werner concerning City Code Sections 36-36(a)(7), 36-37(a)(2), and 36-102 regulating home occupations, discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.**

This item is deferred to the January 2015 meeting.

17. **Report and update by City Manager Bill Hill concerning City Council items considered at the October and November 2014 City Council meetings and discussion concerning the same.**

This item is deferred to the January 2015 meeting.

18. **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 – Public presentation concerning municipal tract development.
 - ii. January - Discussion and possible action on final plat for item 5 above.
 - iii. January - Discussion and possible action on final plat for item 6 above.
 - iv. January - Discussion and possible action on final plat for item 7 above.
 - v. January – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - vi. January – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - vii. January – Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.
 - viii. January - Presentation by working group concerning review of CoSP Code Sections 36-36(a) (7), 36-37(a)(2), and 36-102 regulating home occupations, discussion concerning the same.
 - ix. January – Presentation by working group to review CoSP Ordinance 100-12-11 referencing “Covered Parking” “Carports,” discussion concerning the same and possible selection of working group members and chair, and schedule meeting regarding the same, if needed.
 - x. January (Saturday) – Public presentation concerning municipal tract development.
 - xi. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

19. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The motion carried.
Meeting adjourned 9:45 p.m.

Robert Werner
Chairman

Zina Tedford
City Secretary