

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
January 14, 2015
6:30 P.M.
MINUTES**

1. Call to order

Chairman Werner called the meeting to order at 6:30 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

Attorney Jay Farwell addressed the Commission regarding agenda item 8 and 9.

- 4. Public presentation by Commissioner Michael Janssen, Richard Lazor and Bob Werner regarding presentations on municipal tract development.**

Commissioners Janssen, Lazor and Werner – made a presentation on the municipal tract development.

5. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission December 3, 2014 meeting.**

Upon a motion made by Commissioner Aleman 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 December 3, 2014 Planning and Zoning Commission meeting. The motion carried.

- 6. Public Hearing: Presentation by City Manager Bill Hill concerning rezoning of Lot 1813A, CB5938 – Northeast Corner (3829 Lockhill Selma - Advanced Smile Care) from A-2 Single Family residential to B-2 Business District.**

Public Hearing opened 7:43 p.m.

Public Hearing closed 7:58 p.m.

7. **Discussion and possible action concerning Ordinance O-2015-001 rezoning of Lot 1813A, CB5938 – Northeast Corner (3829 Lockhill Selma - Advanced Smile Care) from A-2 Single Family residential to B-2 Business District.**

Upon a motion made by Commissioner Jauer rezoning Lot 1813A, CB5938 – Northeast Corner (3829 Lockhill Selma - Advanced Smile Care) from A-2 Single Family residential to B1 Business District.

Motion died due to lack of a second.

Upon a motion made by Commissioner Dike and a second made by Commissioner Harr to table this item to the next meeting. The Planning & Zoning Commission voted three (3) for and five (5) opposed and one (1) abstention. The motion failed.

Kathy Fandel	No
Kerry Dike	Yes
Michael Janssen	No
Albert Aleman	Yes
David Jauer	No
Konrad Kuykendall	No
Richard Lazor	Abstain
Brian Harr	Yes
Bob Werner	No

AYES: 3; NAYES: 5; ABSTAIN: 1 (Commissioner Lazor)

Commissioner Janssen made a motion rezoning Lot 1813A, CB5938 – Northeast Corner (3829 Lockhill Selma - Advanced Smile Care) from A-2 Single Family residential to B-2 Business District.

Motion died due to the lack of a second.

Upon a motion made by Commissioner Jauer and a second made by Commissioner Fandel, the Planning & Zoning Commission voted seven (7) for and one (1) opposed and one (1) abstention to recommend approval of Ordinance O-2015-001 rezoning Lot 1813A, CB5938 – Northeast Corner (3829 Lockhill Selma - Advanced Smile Care) from A-2 Single Family residential to B-1 Business District. The motion carried.

Kathy Fandel	Yes
Kerry Dike	Yes
Michael Janssen	Yes
Albert Aleman	No
David Jauer	Yes
Konrad Kuykendall	Yes
Richard Lazor	Abstain
Brian Harr	Yes
Bob Werner	Yes

AYES: 7; NAYES: 1 (Commissioner Aleman); ABSTAIN: 1 (Commissioner Lazor)

8. **Public Hearing: Presentation by City Manager Bill Hill concerning rezoning 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 from A-2 Single Family to B-2 Business District.**

Public hearing opened 8:22 p.m.

Public hearing closed 8:30 p.m.

9. **Discussion and possible action concerning Ordinance O-2015-002 rezoning 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 from A-2 Single Family to B-2 Business District.**

Commissioner Janssen made a motion to recommend to City Council approving Ordinance O-2015-002 rezoning 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 from A-2 Single Family to B-2 Business District.

Motion died due to the lack of a second.

Upon a motion made by Commissioner Jauer and a second by Commissioner Dike, the Planning & Zoning Commission voted five (5) for and four (4) opposed to recommend rezoning 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 from A-2 Single Family to B-1 Business District. The motion carried.

Kathy Fandel	Yes
Kerry Dike	Yes
Michael Janssen	No
Albert Aleman	No
David Jauer	Yes
Konrad Kuykendall	No
Richard Lazor	No
Brian Harr	Yes
Bob Werner	Yes

AYES: 5; NAYES: 4 (Commissioners Janssen, Aleman, Kuykendall, and Lazor)

10. **Public Hearing: Presentation by City Manager Bill Hill concerning zoning of 1.88 acres, more or less, tract of land out of the Collin McCrae Survey No. 391, Abstract 482 in Bexar County (south of North Loop 1604, to the east of the City of Shavano Park, and to the west of Bitters Road in North San Antonio) to be zoned M- Municipal.**

Public Hearing opened 8:36 p.m.

Public Hearing closed 8:37 p.m.

11. **Discussion and possible action concerning Ordinance O-2015-004 zoning of 1.88 acres, more or less, tract of land out of the Collin McCrae Survey No. 391, Abstract 482 in Bexar County (south of North Loop 1604, to the east of the City of Shavano Park, and to the west of Bitters Road in North San Antonio) to be zoned M- Municipal.**

Upon a motion made by Commissioner Dike and a second by Commissioner Lazor, the Planning & Zoning Commission voted eight (8) for and one (1) abstention to recommend approval of the proposed ordinance O-2015-004 zoning of 1.88 acres, more or less, tract of land out of the Collin McCrae Survey No. 391, Abstract 482 in Bexar County (south of North Loop 1604, to the east of the City of Shavano Park, and to the west of Bitters Road in North San Antonio) to be zoned M-Municipal to City Council. The motion carried.

Kathy Fandel	Yes
Kerry Dike	Yes

Michael Janssen	Yes
Albert Aleman	Yes
David Jauer	Yes
Konrad Kuykendall	Abstain
Richard Lazor	Yes
Brian Harr	Yes
Bob Werner	Yes

AYES: 8; NAYES: 0; ABSTAIN 1 (Commissioner Kuykendall)

12. **Public Hearing: Presentation by City Manager Bill Hill concerning zoning of 4.36 acre tract of land, more or less, out of the 479.37 acre tract recorded in Volume 12007, Page 2490 out of the official public records of Bexar County Texas, out of the Refugio Vargas Survey No. 80, Abstract 781, Bexar County TX (south of North Loop 1604, to the east of the City of Shavano Park and to the west of Bitters Road in north San Antonio to be zoned B-2 Business District.**

Public Hearing opened 8:40 p.m.

Public Hearing closed 8:41 p.m.

13. **Discussion and possible action concerning Ordinance O-2015-005 zoning of 4.36 acre tract of land, more or less, out of the 479.37 acre tract recorded in Volume 12007, Page 2490 out of the official public records of Bexar County Texas, out of the Refugio Vargas Survey No. 80, Abstract 781, Bexar County TX (south of North Loop 1604, to the east of the City of Shavano Park and to the west of Bitters Road in north San Antonio) to be zoned B-2 Business District.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Lazor, the Planning & Zoning Commission voted eight (8) for and one (1) opposed to recommend approval of Ordinance O-2015-005 zoning of 4.36 acre tract of land, more or less, out of the 479.37 acre tract recorded in Volume 12007, Page 2490 out of the official public records of Bexar County Texas, out of the Refugio Vargas Survey No. 80, Abstract 781, Bexar County TX (south of North Loop 1604, to the east of the City of Shavano Park and to the west of Bitters Road in north San Antonio) to be zoned B-2 Business District to City Council. The motion passed.

Kathy Fandel	Yes
Kerry Dike	Yes
Michael Janssen	Yes
Albert Aleman	Yes
David Jauer	No
Konrad Kuykendall	Yes
Richard Lazor	Yes
Brian Harr	Yes
Bob Werner	Yes

YES: 8; NAYES 1 (Commissioner Jauer)

14. **Public Hearing: Presentation by City Manager Bill Hill concerning rezoning a 16.04 acre tract of land, Shavano Park Unit 19B Phase V to a Planned Unit Development with a base district of B-2.**

Public Hearing opened 8: 44 a.m.

Dan Kossel presented an overview of the rezoning proposal.

Public Hearing closed 8:52 p.m.

15. **Discussion and possible action concerning Ordinance O-2015-006 rezoning a 16.04 acre tract of land, Shavano Park Unit 19B Phase V to a Planned Unit Development with a base district of B-2.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Lazor, the Planning & Zoning Commission voted eight (8) for and one (1) opposed to recommend approval with changes to Ordinance O-2015-006 to City Council for rezoning a 16.04 acre tract of land, Shavano Park Unit 19B Phase V to a Planned Unit Development with a base district of B-2 Business District. The motion carried.

Kathy Fandel	Yes
Kerry Dike	Yes
Michael Janssen	Yes
Albert Aleman	Yes
David Jauer	No
Konrad Kuykendall -	Yes
Richard Lazor	Yes
Brian Harr	Yes
Bob Werner	Yes

AYES: 8; NAYES: 1 (Commissioner Jauer)

16. **Discussion and possible action on final 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.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the final 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. The motion carried.

17. **Discussion and possible action on final 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 Aleman, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the final 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. The motion carried.

18. **Discussion and possible action on final 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 Lazor and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the final 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. The motion carried.

19. **Discussion and possible action concerning Ordinance No O-2015-003 amending Chapter 36 of the City of Shavano Park Code of Ordinances regarding pay at the pump gasoline sales at convenience stores.**

Upon a motion made by Commissioner Janssen and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to recommend approval of the proposed ordinance to City Council.

The motion carried.

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

This item is deferred until the next meeting.

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

This item is deferred until the next meeting.

22. **Discussion concerning scheduling of working group meeting regarding review of the certificate of occupancy process.**

This item is deferred until the next meeting.

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

This item is deferred until the next meeting.

24. **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 – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - ii. February – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - iii. February – Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.
 - iv. February - 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.
 - v. February – 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.
 - vi. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

25. **Adjournment**

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 adjourn the meeting. The meeting adjourned at 9:25 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 4, 2015
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 Dike, 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 Planning & Zoning Commission at this time.

4. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission January 14, 2015 meeting.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the minutes of the January 14, 2015 Planning & Zoning Commission meeting. The motion carried.

5. Public Hearing: Presentation by City Manager Bill Hill concerning the amending the City of Shavano Park zoning ordinances adding a definition of convenience stores and clarifying that pay at the pump gasoline sales and stand-alone self-service car washes are authorized uses in B-1 and B-2 Business Districts.

Public Hearing opened – 7:32 p.m.

Public Hearing closed - 7:34 p.m.

6. **Discussion / possible action concerning amending the City of Shavano Park zoning ordinances by adding a definition of convenience stores and clarifying that pay at the pump gasoline sales and stand-alone self-service car washes are authorized uses in B-1 and B-2 Business Districts.**

Upon a motion made by Commissioner Harr and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and one (1 – Commissioner Jauer) opposed to approve amending the City of Shavano Park zoning ordinances by adding a definition of convenience stores and clarifying that pay at the pump gasoline sales and stand-alone self-service car washes are authorized uses in B-1 and B-2 Business Districts. The motion carried.

Michael Janssen	Yes
Konrad Kuykendall	Yes
Kerry Dike	Yes
Kathy Fandel	Yes
Richard Lazor	Yes
David Jauer	No
Albert Aleman	Yes
Brian Harr	Yes
Bob Werner	Yes

7. **Presentation by Commissioner Michael Janssen concerning municipal tract presentations, and discussion concerning the same.**

Commissioner Janssen stated that the public presentations were well received with a total of approximately 70 residents in attendance.

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

Commissioner Janssen stated that the striping on De Zavala has been completed. Denton Development has indicated that the initial designs for the hike / bike trails along Loop 1604 from Collins Ways to Salado Creek should be finished next week and available for presentation to TxDot soon thereafter. Contingent upon approval by City Council, construction of the proposed trail from Lock hill Selma Road to Pond Hill Road could commence in 2016.

9. **Discussion lead by Commissioner Bob Werner concerning review of CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.**

Discussion on this item indicated that the Ordinance was written in 2010 and may require updating. The consensus of the Planning & Zoning Commission is that a working group consisting of Commissioner Janssen as Chair and including Commissioners Werner, Dike and Fandel should be formed to review the ordinance and then make recommendations to the Planning & Zoning Commissions on any changes that may be required.

10. **Report and update by City Manager Bill Hill concerning municipal tract survey process, and discussion concerning the same.**

City Manager Hill reported on the status of the municipal tract survey process.

11. **Report and update by City Manager Bill Hill concerning City Council items considered at the October 2014, November 2014, December 2014 and January 2015 City Council meetings and discussion concerning the same.**

City Manager Hill updated the Planning & Zoning Commissioner on City Council items considered at the October 2014, November 2014, December 2014 and January 2015 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. March – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
- ii. March – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
- iii. March – Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.
- iv. March - 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.
- v. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

13. **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 meeting adjourned at 8:27 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
March 4, 2015
7:30 P.M.
MINUTES**

1. Call to order

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

PRESENT:

ABSENT:

Bob Werner

Kathy Fandel

Kerry Dike

Michael Janssen

Albert Aleman

David Jauer

Konrad Kuykendall

Richard Lazor

Brian Harr

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 Fandel, 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 – Rules for Citizen’s Comments:

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

4. Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission February 4, 2015 meeting.

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 minutes of the Planning & Zoning Commission meeting of February 4, 2015.

The motion carried.

5. Discussion / action on an application for vacation of the Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.)

Upon a motion made by Commissioner Jauer and a second made by Commissioner Janssen, the Planning & Zoning Commission combined items 5 and 6 and voted eight (8) for and none (0) opposed to approve both agenda items 5 and 6, the preliminary application for vacating of the Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) and the preliminary application for the re-subdivisions (Preliminary Plat) of the vacated Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr. The motion carried.

6. **Discussion / action on an application for the re-subdivision (Preliminary Plat) of the vacated Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr.**

This item was addressed in combination with agenda item 5.

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

Commissioner Janssen and City Manager Hill gave a brief presentation on the current status of the hike/bike trail discussions with TxDot and Denton Communities.

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

Commissioner Lazor informed the Planning & Zoning Commission that the City staff plans to meet with homeowners and obtain written permission to access their property to clear out the obstructions in the drainage areas. Once we receive permission, crews will begin on the south end of the City.

9. **Discussion lead by Commissioner Michael Janssen concerning review of CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.**

Commissioner Janssen informed the Planning & Zoning Commission that the working group met and are in the process of reviewing the appropriate sections of the Code.

10. **Report and update by City Manager Bill Hill concerning City Council items considered at the February 2015 City Council meetings and discussion concerning the same.**

City Manager Hill updated the Planning & Zoning Commission on the status of the Oak Wilt situation, City Council actions on the Planning & Zoning Commission agenda items and an update on the Municipal Tract Survey.

11. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. April – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - ii. April – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - iii. April – Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.
 - iv. April - Presentation by P&Z Commissioner Michael Janssen concerning review of CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations, discussion concerning the same.
 - v. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.

12. **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 meeting adjourned at 8:44 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
April 1, 2015
7:30 P.M.**

MINUTES

1. Call to order

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

PRESENT:

ABSENT:

Bob Werner

Kathy Fandel

Kerry Dike

Michael Janssen

Albert Aleman

David Jauer

Konrad Kuykendall

Richard Lazor

Brian Harr

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 (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 Hearing

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

4. Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning and Zoning Commission March 4, 2015 meeting.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted (8) for and none (0) opposed to approve the minutes of the March 4, 2015 meeting of the Planning and Zoning Commission. The motion carried.

5. Discuss and consider final approval of the application for a re-subdivision plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr.

Upon a motion made by Commissioner Janssen and a second made by Commissioner Fandel, the Planning & Zoning Commission voted (8) for and none (0) opposed to approve the application for a re-subdivision plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr. The motion carried.

6. **Presentation by Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.**
Commissioner Janssen updated the Planning & Zoning Commission on the status of the hike/bike trails and that he anticipated having another working group meeting prior to the May meeting.
7. **Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.**
Commissioner Lazor informed the Planning & Zoning Commission that a letter was being prepared for selected Cliffside and Bent Oak residents that would allow the City to enter their respective properties and improve drainage. There was also discussion regarding tree guidelines and how it would impact the plan.
8. **Discussion lead by Commissioner Michael Janssen concerning review of CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.**
Commissioner Janssen stated that the working group had met last week and the plan is to have it ready to present to the Planning & Zoning Commission at the May meeting.
9. **Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.**
Commissioner Kuykendall informed the Planning & Zoning Commission that the working group met last month and the plan is to meet with City Manager Hill next week to review and present to the Planning & Zoning Commission next month.
10. **Report and update by City Manager Bill Hill concerning City Council items considered at the March 2015 City Council meetings and discussion concerning the same.**
City Manager Hill presented an update on the City Council items considered at the March 2015 City Council Meeting.
11. **Chairman Announcements:**
 - A. Advise members to contact City staff to add new or old agenda items.
 - B. Advise members of pending agenda items, as follows:
 - i. May – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
 - ii. May – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
 - iii. May – Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.
 - iv. May - Presentation by P&Z Commissioner Michael Janssen concerning review of CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations, discussion concerning the same.
 - v. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.
12. **Adjournment**
Upon a motion made by Commissioner Dike and a second made by Commissioner Lazor, the Planning & Zoning Commission voted (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:07 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
June 3, 2015
7:30 P.M.**

MINUTES

1. Call to order

Vice-Chairman Lazor called the meeting to order at 7:30 p.m.

PRESENT:

ABSENT:

Kathy Fandel

David Jauer

Kerry Dike arrived 7:39 p.m.

Michael Janssen

Albert Aleman

Konrad Kuykendall

Richard Lazor

Brian Harr

Carlos Ortiz

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

3. Citizens to be heard

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 April 1, 2015 meeting.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the minutes of the Planning & Zoning Commission, April 1, 2015 meeting. The motion carried.

5. Nomination and appointment of Chairman.

Upon a motion made by Vice-Chairman Lazor to nominate Commissioner Janssen for the position of Chairman and a second made by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to appoint Michael Janssen as Chairman. The motion carried.

6. Nomination and appointment of Vice-Chairman, if necessary.

No action was taken on this item. Vice-Chairman Lazor will continue to serve as Vice-Chairman.

7. **Chairman recognition of Bob Werner in appreciation of his past service on the Planning & Zoning Commission and welcome Carlos Ortiz as a new commissioner.**

Chairman Janssen asked Mayor Werner to step forward and accept a plaque of appreciation for his leadership and dedicated service to the City of Shavano Park. In addition, Chairman Janssen welcomed Commissioner Ortiz to the Planning & Zoning Commission.

8. **Presentation by Denton Communities regarding changes to MXD planning south of Loop 1604 and north of Willow Wood Subdivision, and discussions about citizen concerns regarding safety issues at the intersection of the Loop 1604 access road and Pond Hill.**

Laddie Denton presented the proposed changes to the MXD planning south of Loop 1604 and north of Willow Wood Subdivision. The subdivision will be gated and maintained by an HOA. There was additional discussion regarding parking, service access, fencing and fire truck access. Mr. Chance stated that Pape-Dawson is working closely with Chief Naughton on fire truck access

Caleb Chance, Pape-Dawson, addressed questions about citizen concerns regarding safety issues at the intersection of Loop 1604 access road and Pond Hill. Mr. Chance informed the Planning and Zoning Commission that they had met with TxDOT and have conducted additional testing to insure that all TxDOT requirements for safety have been met.

9. **Discuss and consider preliminary approval of a plat of Pond Hill Garden Villas, an 8.11 acre tract, being 3.33 acres out of a 55.99 acre tract of land and 4.78 acres out of a 46.94 acre tract, both conveyed to Rogers Shavano Park Unit 18/19, LTD in Special Warranty Deed recorded in Volume 10075, pg. 1609-1624 both of the official public records of real property of Bexar County, Texas.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Lazor , the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the preliminary plat with the following changes:

- Location of utility easements
- Information on minimum setbacks requested
- Street width information
- Notate any exceptions from the City's standard plat requirements

The motion carried.

10. **Discuss and consider preliminary approval of a plat of Shavano Park, Unit-19B Phase V, Commercial 2.19 acre tract of land out of a 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD recorded in Volume 12007, pg. 2490 of the official public records of Bexar County, Texas.**

This item was pulled from the agenda.

11. **Discussion and possible action concerning application for "STPMM" grant (Federal Highway Administration) and the nature and extent of Planning & Zoning recommended improvements to NW Military Highway, consideration of the appointment of working group members, and scheduling a date for the first meeting.**

City Manager Hill stated that at the May 26th Council Meeting, City Council approved an action for the Planning & Zoning Commission to consider options and make recommendations to City Council. After further discussions, it was decided that a working group would be formed to discuss the NW Military Highway recommendations, with the working group consisting of the following Planning & Zoning commissioners:

Commissioner Fandel - Chairperson

Commissioner Harr

Commissioner Ortiz

Chairman Janssen

The first meeting is scheduled for next Wednesday, June 10th at 6:30 p.m.

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

Chairman Janssen asked Mr. Denton if there was any additional information on this item. Mr. Denton informed the Planning and Zoning Commission that there was a need for additional engineering due to the ADA compliance requirements and they will be meeting with TxDOT to discuss the requirements.

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

Commissioner Lazor informed the Planning & Zoning Commission that a letter has been prepared and he is working with the City Attorney and selected Cliffside and Bent Oak residents that would allow the City to access their respective properties and improve drainage. There was also discussion regarding the recent rains and concerns regarding low water crossings on Bent Oak and Lockhill Selma.

14. Discussion lead by Commissioner Michael Janssen concerning review of CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.

Chairman Janssen stated that a proposed ordinance was included in the packet. After reviewing the proposed home occupation ordinance, Chairman Janssen requested the City Manager forward the proposed ordinance to the City Attorney for review and then present the final ordinance to the Planning and Zoning Commission for final review and recommendation to the City Council.

15. Presentation by Commissioner Konrad Kuykendall concerning working group review of the certificate of occupancy process, and discussion concerning the same.

Commissioner Kuykendall informed the Planning & Zoning Commission that a working draft ordinance was included in the packet. The next step would be to have legal review the proposed ordinance and then a final ordinance presented to the Planning & Zoning Commission for review and possible recommendation to City Council.

16. Report and update by City Manager Bill Hill concerning City Council items considered at the April and May 2015 City Council meetings and discussion concerning the same.

City Manager Hill presented an update concerning City Council items considered at the April and May 2015 City Council meetings.

17. Discussion and possible action moving the July Planning & Zoning Commission meeting from July 1 to July 8, 2015.

Upon a motion made by Commissioner Dike and a second made by Commissioner Harr, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to move the July 1 Planning and Zoning Commission meeting to July 8, 2015 The motion carried.

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. July – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group, and discussion concerning the same.
- ii. July – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.

- iii. July – Discuss and consider ordinance providing for a certificate of occupancy process for the CoSP.
- iv. July - Discuss and consider ordinance amending CoSP Code Sections 36-36(a)(7), 36-37(a)(2), and 36-102 regulating home occupations.
- v. July – Presentation and update by the NW Military Highway working group on a recommendation to City Council on the nature and extent of improvements to NW Military Highway.
- vi. July – Semiannual presentation by Denton Communities regarding residential and commercial development and discussion concerning the same.
- vii. July - Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan, and discussion concerning the same.
- viii. August – Discussion and action on a recommendation to City Council on the nature and extent of improvements to NW Military Highway.

19. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Lazor, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned 9:00 p.m.

Mike Janssen
Chairman

Zina Tedford
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
July 8, 2015
7:30 P.M.
MINUTES**

1. Call to order

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

PRESENT:

Kathy Fandel

David Jauer

Kerry Dike

Michael Janssen

Albert Aleman

Konrad Kuykendall

Richard Lazor

ABSENT:

Carlos Ortiz

Brian Harr

2. Vote under Section 36-69 of the Shavano Park City Code ("Code") concerning a finding that each of the items following item 2 on the agenda are "planning issues" or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.

Upon a motion made by Commissioner Aleman 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

Mrs. Wright, Mr. Holzhauer and Mrs. Fanning addressed the Planning & Zoning Commission.

4. Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission June 3, 2015 meeting.

Upon a motion made by Commissioner Dike and a second made by Commissioner Lazor, the Planning & Zoning Commission voted five (5) for and none (0) opposed with one (1) abstention (Commissioner Jauer) to approve the minutes of the Planning & Zoning Commission, June 3, 2015 meeting as corrected. The motion carried.

5. Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and discussion concerning the same.

Dan Kossel and Darryl Lange provided the semiannual report regarding residential and commercial development affecting Shavano Park.

6. Discuss and consider replat subdivision plat establishing Shavano Park Subdivision, Unit -17N (PUD) – a 9.23 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2268, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit -17N of record in Vol 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX

Upon a motion made by Commissioner Lazor and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the preliminary replat subdivision plat establishing Shavano Park Subdivision, Unit -17N - a 9.23 acre tract of land situated in the City of Shavano Park, Bexar

County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2268, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit -17N of record in Vol 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX. The motion carried.

7. **Discussion and possible action led by Commissioner Fandel and the NW Military Highway working group concerning application for “STPMM” grant (Federal Highway Administration) and its recommendations to City Council on the nature and extent of improvements to NW Military Highway**

City Manager Hill updated the Commissioners regarding his discussions with TxDOT. After a brief discussion, Chairman Janssen requested that City Manager Hill place this item on the next City Council agenda to inform them on the progress of the Planning & Zoning Commission discussions and to receive City Council’s input and direction. In addition, Chairman Janssen requested that Commissioner Fandel schedule a NW Military Highway working group meeting to consider the issues brought up during the meeting.

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

Chairman Janssen deferred this item to the next meeting.

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

Commissioner Lazor informed the Commissioners that the Public Works Director has met with a number of citizens regarding the cleaning of debris in drainage and everyone has been receptive and cooperative.

10. **Discussion and possible action led by Chairman Janssen concerning recommended changes to CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.**

After discussion regarding what types of home occupations should or should not be permitted, Chairman Janssen requested that this item be sent back to the working group for further review.

11. **Discussion and possible action led by Commissioner Kuykendall on an ordinance providing for new certificate of occupancy regulations for the City of Shavano Park.**

Upon a motion made by Commissioner Kuykendall and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the proposed certificate of occupancy ordinance with revisions. The motion carried.

12. **Report and update by City Manager Bill Hill concerning City Council items considered at the June 2015 City Council meeting and discussion concerning the same.**

City Manager Hill reported that City Council had approved the preliminary plat of Pond Hill Garden Villas.

13. **Chairman Announcements:**

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

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

- i. August – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group and discussion concerning the same.
- ii. August – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
- iii. August – Discussion and possible action led by Commissioner Fandel and the NW Military Highway working group on a recommendation to City Council on the nature and extent of improvements to NW Military Highway.
- iv. August - Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.

14. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The motion carried. The meeting adjourned at 9:50 p.m.

Michael Janssen
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 5, 2015
7:30 P.M.**

MINUTES

1. Call to Order

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

PRESENT:

ABSENT:

Carlos Ortiz

Konrad Kuykendall

Kerry Dike

Kathy Fandel

Richard Lazor

Albert Aleman

David Jauer

Brian Harr

Michael Janssen

2. Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.

Upon a motion made by Commissioner Lazor and a second made by Commissioner Dike, 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 Planning & Zoning Commission at this time.

4. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission July 8, 2015 meeting.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the minutes of the Planning & Zoning Commission, July 8, 2015 meeting. The motion carried.

5. Public Hearing

The Planning and Zoning Commission shall conduct a public hearing to receive testimony and comments on a proposed amendment to City of Shavano Park Code of Municipal Ordinance Section 36-41(d)(2) to allow a 10-foot minimum for side-load residential garages in MXD –Mixed Use Districts

Chairman Janssen opened the Public Hearing at 7:32 p.m.

City Manager Hill informed the Planning & Zoning Commission that Denton Communities has presented their concept plan to both Planning & Zoning Commission and City Council and gained consensus (Attachment 1). Denton Communities also requested a minor amendment to the MXD Zoning District based upon their revised concept. After coordination with the City Engineer, the City Manager approved the change in accordance with

authorities and constraints established in CoSP Code of Ordinances Sec. 36-41, which establishes that amendments are not considered major if they do not increase the area or intensity of nonresidential uses
Public Hearing closed at 7:37 p.m.

6. **Discuss and consider a proposed amendment to City of Shavano Park Code of Municipal Ordinance Section 36-41(d)(2) to allow a 10-foot minimum for side-load residential garages in MXD – Mixed Use Districts**

Upon a motion made by Commissioner Dike and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve a proposed amendment to City of Shavano Park Code of Municipal Ordinance Section 36-41(d)(2) to allow a 10-foot minimum front setback for side-load residential garages in MXD – Mixed Use Districts. The motion carried.

7. **Discuss and consider final approval of a plat of Pond Hill Garden Villas, an 8.11 acre tract, being 3.33 acres out of a 55.99 acre tract of land and 4.78 acres out of a 46.94 acre tract, both conveyed to Rogers Shavano Park Unit 18/19, LTD in Special Warranty Deed recorded in Volume 10075, pg. 1609-1624 both of the official public records of real property of Bexar County, Texas.**

Upon a motion made by Commissioner Dike and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve of a final plat of Pond Hill Garden Villas with the corrections to the legend for item 10 and 11. The motion carried.

8. **Public Hearing**

The Planning and Zoning Commission shall conduct a public hearing to receive testimony and comments on the replat of the subdivision plat establishing Shavano Park Subdivision, Unit -17N – a 9.23 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2268, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit -17N of record in Vol 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX.

Public Hearing opened at 7:50 p.m.

Mr. Lange gave a brief overview of the replat.

Public Hearing closed at 7:55 p.m.

9. **Discuss and consider final approval of the replat of the subdivision plat establishing Shavano Park Subdivision, Unit -17N – a 9.23 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2268, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit -17N of record in Vol 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX.**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the final replat of the subdivision plat establishing Shavano Park Subdivision, Unit -17N subject to the four outstanding items noted in the final plat submittal checklist from the city engineer. The motion carried.

10. **Discuss and possible action led by Commissioner Fandel and the NW Military Highway working group concerning application for “STPMM” grant (Federal Highway Administration) and recommendations to City Council on the nature and extent of improvements to NW Military Highway.**

Commissioner Fandel and Chairman Janssen presented the “takeaways” of the working group to City Council at the July 27, 2015 meeting. Commissioner Fandel informed the Commissioners that City Council approved the Planning & Zoning work thus far and directed Planning & Zoning to report a final consensus for the August 24, 2015 meeting.

Upon a motion made by Commissioner Harr and a second made by Commissioner Fandel, the Planning & Zoning Commission voted seven (7) for and one (1- Commissioner Jauer) opposed to approve the plan and forward to City Council for their consideration at the next City Council meeting. The motion carried.

11. Presentation by Commissioner Michael Janssen on the status of the proposed hike/bike trails and discussion concerning the same.

Commissioner Janssen asked Mr. Laddie Denton to provide an update. Mr. Denton stated that they are still working on the plans regarding grade changes, vegetation and ADA criteria. Once the plans are complete, they will meet with TxDOT.

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

Commissioner Lazor asked Public Works Director Mintz to present a brief updated. PW Director Mintz informed the Planning & Zoning Commission that he met with homeowners on Bent Oak, and Cliffside. As soon as the permission forms are signed, crews will begin clearing drainage areas. City Manager Hill also informed the Planning & Zoning Commission that the Drainage Committee will need to begin working on list of drainage concerns and prioritize the list for presentation to City Council.

13. Discussion and possible action led by Commissioner Janssen concerning recommended changes to CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.

Chairman Janssen led the discussion on the recommended changes to CoSP Code Sections 36-36(a) (7), 36-37(a) (2), and 36-102 regulating home occupations.

Upon a motion made by Commissioner Dike and a second made by Commissioner Fandel, the Planning & Zoning Commission voted to approve the changes as recommended. Roll Call vote as follows:

Carlos Ortiz	Yes
Konrad Kuykendall	Yes
Kerry Dike	Yes
Kathy Fandel	Yes
Michael Janssen	Yes
Richard Lazor	No
David Jauer	No
Albert Aleman	No
Brian Harr	No

Vote: AYES: 5; NAYES: 4

The motion carried.

14. Discussion and possible action led by Commissioner Janssen on changing the starting time of the Planning & Zoning Commission meetings as established by Sec. 36-69(f).

Chairman Janssen led discussion on changing the starting time of the Planning & Zoning Commission meetings as established by Sec. 36.69(f).

Upon a motion made by Commissioner Harr and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to recommend an ordinance changing the start time of the Planning & Zoning Commission meetings to 6:30 p.m. beginning as soon as the City Council approves the change. The motion carried.

15. Report and update by City Manager Bill Hill concerning City Council items considered at the July 2015 City Council meeting and discussion concerning the same.

City Manager Hill updated the Planning & Zoning Commission regarding City Council items considered at the July 2015 meeting.

16. Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members concerning application deadline for reappointment to the Planning & Zoning Commission.
- C. Advise members of pending agenda items, as follows:
 - i. August – Presentation by P&Z Commissioner Michael Janssen and the hike/bike trail working group and discussion concerning the same.
 - ii. August – Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
 - iii. August – Discussion and possible action led by Commissioner Fandel and the NW Military Highway working group on a recommendation to City Council on the nature and extent of improvements to NW Military Highway.
 - iv. August - Presentation by P&Z Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
 - v. August – Review and discussion of the City’s permitted uses in O-1, B-1 and B-2 zoning districts.
 - vi. September – Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.
 - vii. October - Nomination and appointment of Chairman and Vice Chairman of Planning & Zoning Commission and welcome of any new members.
 - viii. October – Presentation by City Attorney regarding Open Meetings Act, Public Information and discussion regarding the same
 - ix. October – Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.
 - x. November - Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.
 - xi. January, 2016 - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

17. Adjournment

Upon a motion made by Commissioner Jauer and a second made by Commissioner Fandel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:49 p.m.

Michael Janssen
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 2, 2015
6:30 P.M.**

MINUTES

1. Call to order

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

PRESENT:

Carlos Ortiz

Kerry Dike

Kathy Fandel

Richard Lazor

Albert Aleman

Michael Janssen

ABSENT:

Brian Harr

David Jauer

Konrad Kuykendall (arrived 6:32 p.m.)

2. Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.

Upon a motion made by Commissioner Aleman 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

Citizen Marne deferred to his request to agenda item 5 – Public Hearing.

4. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission August 5, 2015 meeting.

Upon a motion made by Commissioner Lazor 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 August 5, 2015 minutes as written. The motion carried.

5. Public Hearing

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments on proposed changes to the City’s Home occupation regulations provided for in Shavano Park Code of Ordinances Chapter 36

Public Hearing opened at 6:33 p.m.

Chairman Janssen presented an overview of the proposed ordinance.

Citizens Colemere, Marne, Stein, Bryce and Rhodes addressed the Planning & Zoning Commission voicing concerns regarding the proposed changes to the ordinance.

Citizen Pierce stated that it is good to know who is coming into the neighborhoods.

Public Hearing closed at 6:56 p.m.

6. **Discussion and possible action led by Commissioner Janssen concerning recommendations on proposed changes to the City's Home occupation regulations provided for in Shavano Park Code of Ordinances Chapter 36**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to have the Working Group review and consider changes to the home occupation ordinance based on citizens comments during the public hearing. The motion carried.

7. **Discussion led by City Manager Hill on the status of the "STPMM" grant (Federal Highway Administration) for improvements to NW Military Highway.**

City Manager Hill gave an overview of the background and status of the "STPMM" grant for improvement to NW Military Highway.

City Manager Hill also noted that the City Council directed staff to proceed with the submittal of the application for "STPMM" grant (Federal Highway Administration) and also directed the that Planning & Zoning Commission to continue working with the City staff in coordination of the project.

8. **Presentation by City Manager Bill Hill on the status of the proposed hike/bike trails and discussion concerning the same.**

City Manager Hill presented an update regarding the status of the proposed hike/bike trails.

9. **Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same and discussion concerning timetable for presentation of drainage priorities to City Council.**

Commissioner Lazor reported that the Drainage Committee had met and have drafted a prioritized list of drainage concerns. The list will be submitted to the Planning & Zoning Commission at the next meeting.

10. **Discussion and possible action led by Commissioner Janssen on eliminating boutique auto sales with outdoor display as a B-2 zoning category permitted use.**

The Planning & Zoning Commission came to a consensus to direct staff to proceed with a public hearing to eliminate boutique auto sales with outdoor display as a B-2 zoning category permitted use.

11. **Report and update by City Manager Bill Hill concerning City Council items considered at the August 2015 City Council meeting and discussion concerning the same.**

City Manager Hill presented a report of the August 2015 City Council Meeting

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. October - Nomination and appointment of Chairman and Vice Chairman of Planning & Zoning Commission and welcome of any new members.
 - ii. October – Presentation by City Attorney regarding Open Meetings Act, Public Information and discussion regarding the same.
 - iii. October – Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.

- iv. October – Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
- v. October – Presentation by City Manager Bill Hill on the status of the proposed hike/bike trails and discussion concerning the same.
- vi. November - Presentation by Commissioner Kathy Fandel and the NW Military Highway working group on the status of the STPMM grant for improvements to NW Military Highway.
- vii. January, 2016 - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

13. **Adjournment**

Upon a motion made by Commissioner Dike 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: 30 p.m.

Michael Janssen
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 7, 2015
6:30 P.M.**

MINUTES

1. Call to order

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

PRESENT:

Carlos Ortiz

Kerry Dike

Brian Harr

Richard Lazor

Albert Aleman

David Jauer

Konrad Kuykendall

Michael Janssen

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

3. Citizens to be Heard

No one signed up to address the Planning & Zoning Commission at this time

4. Nomination and appointment of Chairman of the Planning & Zoning Commission.

Upon a motion made by Commissioner Dike and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to appoint Michael Janssen as Chairman of the Planning & Zoning Commission. The motion carried.

5. Nomination and appointment of Vice Chairman of the Planning & Zoning Commission.

Upon a motion made by Commissioner Dike and a second made by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to appoint Richard Lazor as Vice-Chairman of the Planning & Zoning Commission. The motion carried.

6. Consent Agenda:

A. Discussion and possible action to approve minutes of the Planning & Zoning Commission September 2, 2015 meeting

Upon a motion made by Commissioner Dike and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the minutes as written. The motion carried.

7. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments on proposed changes to the City's B-2 zoning category as provided for in Shavano Park Code of Ordinances Chapter 36 eliminating boutique auto sales with outdoor display as a permitted use.

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

The Public Hearing closed at 6:36 p.m.

8. **Discussion and possible action led by Commissioner Janssen concerning proposed changes to the City's B-2 zoning category as provided for in Shavano Park Code of Ordinances Chapter 36 eliminating boutique auto sales with outdoor display as a permitted use.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to eliminate boutique auto sales with outdoor display as a permitted use. The motion carried.

9. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments on an application for special use assisted living "CC" for Shavano Park Subdivision, Unit – 17N – a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2208, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit – 17N of record in Vol. 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX.

Public Hearing opened at 6:37 p.m.

Dan Kossel presented an overview of the application for special use assisted living "CC".

Public Hearing closed at 6:39 p.m.

10. **Discussion and possible action on an application for special use assisted living "CC" for Shavano Park Subdivision, Unit – 17N – a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2208, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit – 17N of record in Vol. 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX.**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve an application for special use assisted living "CC" zoning for Shavano Park Subdivision, Unit 17N– a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX out of the Collin C. McCrae Survey No. 391, Abstract 482 and being a portion of Lot 2208, Blk 15, CB 4782 of the Shavano Park Subdivision, Unit – 17N of record in Vol. 9582 Pages 48-49 of the Deed and Plat records of Bexar County, TX. The motion carried.

11. **Discussion and possible action on the Preliminary Plat for final phase of Bentley Manor Garden Villas, a 9.863 acre tract of land out of a 237.37 acre tract conveyed to Rogers Shavano Park Unit 17, LTD. described in Special Warranty Deed with vendors lien recorded in Volume 8194, Pages 1745-1761 of the official public records of Bexar County, Texas, being out of the Collin C. McCrae survey No. 391, Abstract 482, County Block 4782 and out of the M. Duchesne survey No. 77 1/3, Abstract 201, County Block 4771, in the City of Shavano Park, Bexar County, Texas.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Preliminary Plat for final phase of Bentley Manor Garden Villas. The motion carried.

At this time, Chairman Janssen deviated to agenda item 13.

12. **Presentation by Mr. Laddie Denton regarding site plan for the future development of Collins Circle and discussion concerning the same.**

Mr. Denton and Mr. Billy Classen, KFW Engineering presented their proposal plan for the future development of property on Collins Circle.

13. **Discussion and possible action on a request for change to the Final Plat of Shavano Park, Unit 19B Phase V, and a 2.19 acre tract of land out of a 259.5 acre tract of land located generally 0.5 miles west of Bitters Road and Loop 1604 Intersection.**

City Manager Hill informed the Planning & Zoning Commission the Final plat was approved by the Planning & Zoning Commission and City Council, December 2014 and January 2015 respectively. The Final Plat has not been recorded with Bexar County. However, changes have been requested, which need to be identified and approved by the Planning & Zoning Commission and forwarded to City Council for consideration.

Upon a motion made by Commissioner Jauer and a second made by Commissioner Lazor, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the request for change to the Final Plat of Shavano Park, Unit 19B Phase V. The motion carried.

14. **Discussion and possible action on a request for change to the Final Plat of the Pond Hill Garden Villas, an 8.11 acre tract, being 3.33 acres out of a 55.99 acre tract of land and 4.78 acres out of a 46.94 acre tract, both conveyed to Rogers Shavano Park Unit 18/19, LTD. in Special Warranty Deed recorded in Volume 10075, pg. 1609-1624 both of the official public records of real property of Bexar County, Texas.**

The Final Plat was approved by City Council in August, however, there is one minor revision that has been requested and needs to be identified and approved by the Planning & Zoning Commission and upon approval, forwarded to City Council for consideration.

Upon a motion made by Commissioner Lazor and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the request for change to the Final Plat of the Pond Hill Garden Villas. The motion carried.

Chairman Janssen deviated back to agenda item 12.

15. **Discussion led by Commissioner Janssen on the status of the “STPMM” grant (Federal Highway Administration) for improvements to NW Military Highway.**

Chairman Janssen informed the Commissioners that City Manager Hill, Curtis Leeth and he met with TxDOT and received an overview on the status of the “STPMM” grant for improvements to NW Military, along with their proposed layout of NW Military Highway, which was presented for the Commissioners’ review. Commissioner Janssen stated that he and City Manager Hill would update the City Council on their meeting with TxDOT at a future City Council Meeting.

16. **Discussion and possible action led by Commissioner Janssen concerning recommendations on proposed changes to the City’s Home occupation regulations provided for in Shavano Park Code of Ordinances Chapter 36.**

Chairman Janssen informed the Planning & Zoning Commission that the working group met and made changes to the proposed ordinance based on the comments from both the Commissioners and the public hearing. Upon a motion made by Commissioner Dike and a second made by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve a proposed changes to the City’s Home occupation regulations. The motion carried.

17. **Presentation by City Manager Bill Hill on the status of the proposed sidewalk and hike/bike trails and discussion concerning the same.**

City Manager Hill presented an update regarding the status of the proposed hike/bike trails.

18. **Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and the establishment of priorities for any proposed drainage projects, a timetable for presentation of proposed drainage priorities to City Council and discussion concerning the same.**

Commissioner Lazor reported that the Drainage Committee had met and have drafted a prioritized list of drainage concerns. Commissioner Lazor requested that City Manager Hill include an agenda item on a future City Council meeting to present to City Council with the Planning & Zoning Commission's prioritized recommendations for drainage improvements.

19. **Report and update by City Manager Bill Hill concerning City Council items considered at the September 2015 City Council meeting and discussion concerning the same.**

City Manager Hill presented a report of the September 2015 City Council Meeting

20. **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 – Discuss the City's ordinances pertaining to accessory buildings and establish a working group to review and consider recommendations for changes in the City's accessory building ordinances.
 - ii. November – Presentation by Commissioner City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.
 - iii. November – Presentation by Commissioner Richard Lazor on 1993 City Drainage Plan and discussion concerning the same.
 - iv. November – Presentation by City Manager Hill on the status of the proposed hike/bike trails and discussion concerning the same.
 - v. November – Presentation by City Attorney regarding Open Meetings Act, Public Information and discussion regarding the same.
 - vi. November – Discussion and possible action on the City's sign ordinance and the location of signs within the City of Shavano Park.
 - vii. December - Presentation by City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.
 - viii. January, 2016 - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

21. **Adjournment**

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting. The motion carried.

Michael Janssen
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 4, 2015
6:30 P.M.**

MINUTES

1. Call to order

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

PRESENT:

Carlos Ortiz

Kerry Dike

Brian Harr

Albert Aleman

David Jauer

Konrad Kuykendall

Michael Janssen

ABSENT:

Kathy Fandel

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 & 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 Ortiz, 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 Planning & Zoning Commission at this time.

4. Consent Agenda:

- A. Discussion and possible action to approve minutes of the Planning & Zoning Commission October 7, 2015 meeting

Upon a motion made by Commissioner Aleman and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the minutes of the Planning & Zoning Commission Meeting held October 7, 2015. The motion carried.

5. Public Hearing

A public hearing to receive testimony and comments on a request by Bitterblue, Inc. to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit 17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces.

Public Hearing opened at 6:32 p.m.

Darryl Lange, Bitterblue Inc., discussed the application presented to the Planning & Zoning Commission.

Public Hearing closed at 6:36 p.m.

6. Discussion and possible action on a request by Bitterblue, Inc. to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit 17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces.

Upon a motion made by Commissioner Kuykendall and a second made by Commissioner Harr, the Planning & Zoning Commission voted six (6) for and one (1 – Commissioner Jauer) opposed to approve a request by Bitterblue, Inc. to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit 17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces. The motion carried.

Carlos Ortiz - Yes
Kerry Dike - Yes
Brian Harr - Yes
Albert Aleman- Yes
David Jauer - No
Konrad Kuykendall - Yes
Michael Janssen - Yes

7. **Discussion and possible action on the Final Plat for final phase of Bentley Manor Garden Villas, a 9.863 acre tract of land out of a 237.37 acre tract conveyed to Rogers Shavano Park Unit 17, LTD. described in Special Warranty Deed with vendors lien recorded in Volume 8194, Pages 1745-1761 of the official public records of Bexar County, Texas.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Final Plat for final phase of Bentley Manor Garden Villas, a 9.863 acre tract of land out of a 237.37 acre tract conveyed to Rogers Shavano Park Unit 17, LTD. described in Special Warranty Deed with vendors lien recorded in Volume 8194, Pages 1745-1761 of the official public records of Bexar County, Texas. The motion carried.

8. **Discussion and possible action on a preliminary plat of 1604 / Pond Hill Restaurant, a 4.360 acre tract of land situated in the City of Shavano Park and being out of a remaining portion of a 46.94 acre tract of land conveyed to Rogers Shavano Park Unit 18/19, LTD. recorded in record in Volume 10075, page 1609 of the public records of Bexar County, Texas.**

Upon a motion made by Commissioner Dike and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve a preliminary plat of 1604 / Pond Hill Restaurant, a 4.360 acre tract of land situated in the City of Shavano Park and being out of a remaining portion of a 46.94 acre tract of land conveyed to Rogers Shavano Park Unit 18/19, LTD. recorded in record in Volume 10075, page 1609 of the public records of Bexar County, Texas. The motion carried.

9. **Presentation by City Attorney regarding Open Meetings Act, Public Information and discussion regarding the same.**

City Attorney Zech presented the Open Meetings Act and Public Information Act.

10. **Discussion and possible action led by Commissioner Janssen regarding the City's ordinances pertaining to accessory buildings to include outbuildings, and portable buildings.**

The Planning & Zoning Commission consensus is to appoint the following members to a working group to review the ordinances regarding accessory buildings including outbuildings and portable buildings and report any recommended changes to the Planning & Zoning Commission at a future meeting:

Albert Aleman, Working Group Chairman
Kerry Dike
Konrad Kuykendall
Brian Harr

11. **Presentation by Commissioner Richard Lazor and City Manager Hill on drainage issues and discussion concerning the same.**

City Manager Hill discussed various drainage issues from the recent rains and noted that Commissioner Lazor will present the prioritized list of drainage issues to City Council in the near future.

12. Presentation by City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.

City Manager Hill presented an update on the status of the STPMM grant and informed that City Council will consider a resolution in support of the grant at the next City Council meeting.

13. Presentation by City Manager Hill on the status of the proposed sidewalk and hike/bike trails and discussion concerning the same.

City Manager Hill presented the update on the status of the proposed sidewalk. City Manager Hill has received the plans on the proposed sidewalk and will present to TxDOT on Monday.

14. Discussion and possible action moving the December Planning & Zoning Commission meeting from December 2 to December 9, 2015.

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to rescheduling the Planning & Zoning Commission meeting from December 2 to December 9, 2015.

15. Report and update by City Manager Bill Hill concerning City Council items considered at the October 2015 City Council meeting and discussion concerning the same.

City Manager Hill presented an update concerning City Council items considered at the October 2015 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. December – Presentation by Commissioner City Manager Hill on the status of the STPMM grant for improvements to NW Military Highway.
 - ii. December – Discussion and possible action on the Final plat of a 4.030 acre tract of land located on Lockhill Selma Road.
 - iii. December – Presentation by City Manager Hill on the status of the proposed hike/bike trails and discussion concerning the same.
 - iv. December – Discussion and possible action on the City’s sign ordinance and the location of signs within the City of Shavano Park.
 - v. January, 2016 - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

17. Adjournment

Upon a motion made by Commissioner Jauer and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:24 p.m.

Michael Janssen
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 7, 2016**

**6:30 P.M.
MINUTES**

1. Call to order

PRESENT:

Albert Aleman
Konrad Kuykendall
Shawn Fitzpatrick
Carla Laws
Richard Lazor
Carlos Ortiz
Kerry Dike
Michael Janssen

ABSENT:

Brian Harr

2. **Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Ortiz, 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**

Citizen Sandison deferred to speak at this time.

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, November 9, 2016

Upon a motion made by Commissioner Dike and a second made by Commissioner Aleman, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Planning & Zoning Commission November 9, 2016 minutes as presented. The motion carried.

5. **Discussion / action – Proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports – City Manager Hill**

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 table proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports. The motion carried.

6. **Discussion / action – Proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings - City Manager Hill and Commissioner Aleman.**

Citizen Sandison addressed the Planning and Zoning Commission regarding the proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances.

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to table proposed amendments to Chapter 6 and Chapter 36 of the City's Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings. The motion carried.

7. Notice of administrative approval – Amending plat of Lockhill Shavano Unit-17 Tract C to relocate interior lot line between lots 4 and 5.

City Manager Hill provided notice of administrative approval - Amending plat of Lockhill Shavano Unit-17 Tract C to relocate interior lot line between lots 4 and 5.

8. Presentation on the status of the proposed sidewalks and discussion concerning the same – City Manager Hill.

City Manager Hill presented an update on the status of proposed sidewalks.

9. Discussion / action - Rescheduling the Jan 4, 2017 Planning & Zoning Meeting – City Manager

Upon a motion made by Commissioner Dike and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to reschedule the January 4, 2017 Planning & Zoning Commission meeting to January 9, 2017 at 6:30 p.m. The motion carried.

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

City Manager Hill presented a report of the October City Council Meeting.

11. Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. January - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - ii. January – Proposed amendments to Chapter 6 and Chapter 36 of the City's Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings.
 - iii. January – Proposed amendments to Chapter 6, Chapter 32 and Chapter 36 regarding carports.
 - iv. January - Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
 - v. February, 2017 - Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

12. Adjournment

Upon a motion made by Commissioner Dike and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 7:47 p.m.

MICHAEL JANSSEN
Chairman

ZINA TEDFORD
City Secretary