

**CITY OF SHAVANO PARK  
PLANNING & ZONING COMMISSION MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
January 9, 2017**

**6:30 P.M.**

**MINUTES**

**1. Call to order**

**PRESENT:**

Albert Aleman  
Brian Harr  
Konrad Kuykendall  
Shawn Fitzpatrick  
Carla Laws  
Carlos Ortiz  
Kerry Dike  
Michael Janssen

**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 & 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 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 addressed the Planning & Zoning Commission regarding agenda item 6- accessory / portable buildings.

**4. Consent Agenda:**

**A. Approval - Planning & Zoning Commission minutes, December 7, 2016**

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 approve the Planning & Zoning Commission December 7, 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 and Commissioner Janssen**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports, with modifications to definitions of carport and porte cochere. A public hearing will be held at the next meeting for final recommendation to City Council. 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.**

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 approve 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. **Discussion – Discussion regarding possible updates and changes to Chapter 36, Article IV, Tables No. 3, 4, and 5 of the permitted uses for zoning districts O-1, B-1 and B-2 – City Manager Hill and Commissioner Janssen.**

Discussion was held on this item with additional comments provided by Dan Kossel of Bitterblue.

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

City Manager Hill reported that the December City Council Meeting was cancelled.

10. **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 City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
  - ii. February – Proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings.
  - iii. February – Proposed amendments to Chapter 6, Chapter 32 and Chapter 36 regarding carports (public hearing).
  - iv. February – Discussion and proposed amendments to permitted uses in zoning districts O-1, B-1 and B-2 (public hearing).
  - v. February – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
  - vi. February – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

11. **Adjournment**

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 adjourn the meeting. The meeting adjourned at 7:54 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

PRESENT: ABSENT:

Albert Aleman

Brian Harr

Konrad Kuykendall (arrived 6:39 p.m.)

Shawn Fitzpatrick

Carla Laws

Carlos Ortiz

Kerry Dike

Richard Lazor

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 Dike and a second made by Commissioner Laws, 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. **Consent Agenda:**

**A. Approval - Planning & Zoning Commission minutes, January 9, 2017**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted six (6) for and one (1) one abstention to approve the Planning & Zoning Commission January 9, 2017 minutes as presented. The motion carried.

5. **Public Hearing**

**The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public on proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports and porte cocheres – City Manager Hill** Public hearing opened at 6:31 p.m.

Public hearing closed at 6:35 p.m.

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

Discussion was held regarding proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports and port cocheres, but no action was taken on this item.

7. **Public Hearing**

**The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public regarding possible updates and changes to Chapter 36, Article IV, Tables No. 3, 4,**

**and 5 of the permitted uses for zoning districts O-1, B-1 and B-2 – City Manager Hill and Commissioner Janssen.**

Public hearing opened at 6:42 pm.

Public hearing closed at 6:52 p.m.

8. **Discussion – Discussion regarding possible updates and changes to Chapter 36, Article IV, Tables No. 3, 4, and 5 of the permitted uses for zoning districts O-1, B-1 and B-2 – City Manager Hill and Commissioner Janssen.**

Discussion was held regarding possible updates and changes to permitted uses for zoning districts O-1, B-1 and B-2.

9. **Presentation - Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.**

Dan Kossel and Daryl Lange presented the semiannual update regarding residential and commercial development in Shavano Park and surrounding areas.

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

City Manager Hill presented an update on the City Council items considered at the January 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. March - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
  - ii. March – Public Hearing on proposed amendments to permitted uses in zoning districts O-1, B-1 and B-2.
  - iii. March – Discussion and possible action on proposed amendments to permitted uses in zoning districts O-1, B-1 and B-2.
  - iv. August – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
  - v. October - Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.

12. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:22 p.m.

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MICHAEL JANSSEN  
CHAIRMAN

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

PRESENT:

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

ABSENT:

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 & 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 Laws, 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. Approval - Planning & Zoning Commission minutes, February 1, 2017

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 Planning & Zoning Commission February 1, 2017 minutes as presented. The motion carried.

5. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public regarding an application for a Bank/savings and loan – drive through facilities “CC” use for Huntington West Office Building, 3424 Paesanos Parkway, Shavano Park, TX, 78231.

Public Hearing opened - 6:32 p.m.

City Manager Hill presented an overview of the application for a bank/savings and loan – drive through facilities.

Public Hearing closed - 6:35 p.m.

6. **Discussion / action - Application for a Bank/savings and loan – drive through facilities “CC” use for Huntington West Office Building, 3424 Paesanos Parkway, Shavano Park, TX, 78231.**

Upon a motion made by Commissioner Fitzpatrick and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve Application for a Bank/savings and loan – drive through facilities “CC” use for Huntington West Office Building, 3424 Paesanos Parkway, Shavano Park, TX, 78231. The motion carried.

7. **Public Hearing**  
**The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from members of the public regarding rezoning a 22.46 acre tract of land located east of NW Military Highway in the vicinity of Pond Hill Road and Loop 1604, from B-1 Business District to B-2 Business District.**  
Public Hearing opened – 6:41 p.m.  
City Manager Hill presented an overview of the application for rezoning a 22.46 acre tract of land located east of NW Military Highway in the vicinity of Pond Hill road and Loop 1604, from B-1 Business District to B-2 Business District.  
Dan Kossel and Daryl Lange, Bitterblue, discussed the application and answered questions.  
Etta Fanning discussed concerns regarding water quality and quantity issues. The City is responsible for protecting water resources for the next generation.  
M.J. Smoot addressed safety concerns with new development within the city.  
Public Hearing closed – 6:56 p.m.
8. **Discussion / action – Application regarding rezoning a 22.46 acre tract of land located east of NW Military Highway in the vicinity of Pond Hill road and Loop 1604, from B-1 Business District to B-2 Business District.**  
Upon a motion made by Commissioner Kuykendall and a second made by Commissioner Lazor, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve Application regarding rezoning a 22.46 acre tract of land located east of NW Military Highway in the vicinity of Pond Hill road and Loop 1604, from B-1 Business District to B-2 Business District. The motion carried.
9. **Discussion – Presentation and update regarding 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 Janssen.**  
Chairman Janssen informed the Planning & Zoning Commission that he had met with staff regarding the proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings. There will be a public hearing scheduled in the future for this item.
10. **Discussion / action – Proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports – City Manager Hill and Commissioner Janssen**  
Upon a motion made by Commissioner Aleman and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted three (3) for and three (3) opposed to approve proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports. Due to a tie vote, Chairman Janssen voted in favor of the proposed amendments.  
  
Final vote four (4) in favor and three (3) opposed to approve the proposed amendments to Chapter 6, Chapter 32, and Chapter 36 of the City’s Code of Ordinances regarding carports. The motion carried.
11. **Discussion / action – Possible amendments to Chapter 36, Article IV, Tables No. 3, 4, and 5 of the permitted uses for zoning districts O-1, B-1 and B-2 – City Manager Hill and Commissioner Janssen.**  
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) to approve amendments to Chapter 36, Article IV, Tables No. 3, 4, and 5 of the permitted uses for zoning districts O-1, B-1 and B-2 with correction to the grammar in

opening paragraphs of tables B-1 and B-2 and deletion of previously Daycare (CC) childcare from B-2. The motion carried.

12. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill presented an update on the City Council items considered at the February City Council 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. April - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
- ii. April – Public hearing and discussion / action regarding portable buildings and accessory buildings.
- iii. April - Update on the proposed construction at the intersection of NW Military and Wurzbach Parkway
- iv. August – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas.
- v. October – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.

14. **Adjournment**

Upon a motion made by Commissioner Fitzpatrick and a second made by Commissioner Lazor, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 7:55 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

PRESENT:

ABSENT:

Albert Aleman  
Konrad Kuykendall  
Shawn Fitzpatrick  
Carla Laws  
Kerry Dike  
Richard Lazor  
Brian Harr  
Carlos Ortiz  
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. Approval - Planning & Zoning Commission minutes, March 1, 2017

Upon a motion made by Commissioner Laws and a second made by Commissioner Aleman, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission March 1, 2017 minutes as presented. The motion carried.

5. **Discussion / update - Amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings – Commissioner Janssen.**

Chairman Janssen provided an update regarding amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings and portable buildings.

Chairman Janssen stated that he has met several times with City Council members and city staff to discuss modifications to the proposed verbiage. Chairman Janssen stated that this item will be brought back to Planning & Zoning Commission for consideration in the next couple of months.

6. **Discussion / action - Role and processes of the Planning & Zoning Commission in adopting a comprehensive Town Plan for 2017 and future years - Commissioner Janssen.**

Chairman Janssen presented a brief overview of the City Council discussion regarding the updating of the Town Plan. Chairman Janssen informed the Planning & Zoning Commission that the current Town Plan adopted in 2010 indicated that the Planning & Zoning Commission review the Town Plan periodically. It has been not reviewed at since 2010 and we will be moving forward with review of the Town Plan. At the next meeting, I will identify one of these items for discussion.



The following areas included in the Town Plan were identified by staff as undergoing significant changes since the adoption of the Town Plan:

Commercial Mixed-Use Development

Residential Land Use

Flooding/Drainage

Infrastructure

Municipal Tract

NW Military Highway

Hike & Bike Trails

In the next months, the Planning & Zoning Commission will be reviewing 1- 2 of these topics and conducting public hearings to solicit citizen input for each topic.

7. **Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - Commissioner Janssen.**

Chairman Janssen provided an overview of items considered at the March City Council Meeting.

8. **Chairman Announcements:**

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

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

- i. May - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
- ii. May – Discussion / action on changes/updates to Town Plan.
- iii. June – Public hearing and discussion / action regarding portable buildings and accessory buildings.
- iv. August – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas.
- v. October – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.

9. **Adjournment**

Upon a motion made by Commissioner Fitzpatrick and a second made by Commissioner Dike, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 6:55 p.m.

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MICHAEL JANSSEN

Chairman

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ZINA TEDFORD

City Secretary

1. **Call to order**

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

PRESENT:

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

ABSENT:

Konrad Kuykendall  
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 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**

Citizen Simpson and Velazquez addressed the Planning & Zoning Commission regarding portable buildings, the sign ordinance and sheds.

4. **Consent Agenda:**

**A. Approval - Planning & Zoning Commission minutes, April 5, 2017**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission April 5, 2017 minutes as presented. The motion carried.

5. **Discussion / action – Preliminary Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, Ltd. and described instrument recorded in volume 10075, page 1609-1624 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 Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Preliminary Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, Ltd. and described instrument recorded in volume 10075, page 1609-1624 of the official public records of real property of Bexar County, Texas. The motion carried.

6. **Discussion / update – Amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings – Commissioner Janssen and City Manager Hill.**  
 Chairman Janssen and City Manager Hill discussed the proposed amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings and portable buildings. Staff prepared amendments to create new special exceptions as attachment 6a for Commission consideration. A public hearing is planned for the June 7<sup>th</sup> Planning & Zoning Commission meeting.
7. **Discussion / update – Role and processes of the Planning & Zoning Commission in reviewing and updating the City’s 2010 comprehensive Town Plan – Commissioner Janssen.**  
 Chairman Janssen discussed the framework on the Town Plan revision process that was presented to City Council at the April 24<sup>th</sup> meeting. Chairman Janssen indicated that the Planning & Zoning Commission will initiate a number of public hearings which will address the 6 points outlined in the 2010 Town Plan. There will numerous articles in the Road Runner, i-INFO, postcards, and use of marque in an effort to inform the citizens of the upcoming public hearings.
8. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**  
 City Manager Hill provided an overview of items considered at the April City Council Meeting.
9. **Chairman Announcements:**
  - A. Advise members to contact City staff to add new or old agenda items.
  - B. Advise members of pending agenda items, as follows:
    - i. June - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
    - ii. June – Discussion / action on changes/updates to Town Plan.
    - iii. June – Public hearing and discussion / action regarding portable buildings and accessory buildings.
    - iv. July – Public hearing and discussion regarding Town Plan update.
    - v. August – Advise members concerning September 1, 2017 application deadline for reappointment to the Planning & Zoning Commission.
    - vi. August – Public hearing and discussion regarding Town Plan update.
    - vii. September – Public hearing and discussion regarding Town Plan update.
    - viii. August – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas.
    - ix. October – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
    - x. October – Elect Chairman and Vice-Chairman
    - xi. October – Welcome new members and thank you for departing members
10. **Adjournment**

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 adjourn the meeting.

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MICHAEL JANSSEN  
CHAIRMAN

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

PRESENT:

Albert Aleman

Shawn Fitzpatrick

Carla Laws

Richard Lazor

Carlos Ortiz

Konrad Kuykendall

Brian Harr

Michael Janssen

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 & 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 Simpson and Linahan addressed the Planning & Zoning Commission regarding agenda order, errors on preliminary plat, and suggested options for citizen input regarding the update to the town plan for those that cannot attend the meetings.

4. **Consent Agenda:**

**A. Approval - Planning & Zoning Commission minutes, May 3, 2017**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Laws, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Planning & Zoning Commission May 3, 2017 minutes as presented. The motion carried.

5. **Discussion / action – Preliminary Plat establishing Shavano Park, Unit 19C Phase IV (Huntington), a 32.86 acre tract of land out of that 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Preliminary Plat establishing Shavano Park Unit 19C Phase IV (Huntington), a 32.86 acre tract of land out of that 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD.

The motion carried.

6. **Discussion / action – Final Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, LTD. and described instrument recorded in volume 10075, page 1609-1624 of the official public records of real property of Bexar County, Texas.**

Upon a motion made by Commissioner Ortiz and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the final plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, LTD. and described instrument recorded in volume 10075, page 1609-1624 of the official public records of real property of Bexar County, Texas. The motion carried.

7. **Public Hearing – Amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings and the authorization of special exceptions.**

Public hearing opened at 6:56 p.m.

City Manager Hill presented an overview of the proposed amendments and timeline of the events.

Citizen Werner addressed concerns with the proposed changes to setbacks and masonry requirements.

Citizen Sandison addressed the section referencing Special Exceptions, accessory buildings and concrete slab.

Citizen Linahan addressed concerns with the proposed amendment to masonry requirements.

Citizens Simpson presented proposed language that had been presented to City Council with a change in the language from setback to property line.

Citizen Smoot addressed concerns with government imposing regulations on property owners.

Public hearing closed at 7:37 p.m.

8. **Discussion / action – Amendments to Chapter 6 and Chapter 36 of the City’s Code of Ordinances regarding accessory buildings, outbuildings, and portable buildings and the authorization of special exceptions – Commissioner Janssen and City Manager Hill.**

Upon a motion made by Commissioner Fitzpatrick and a second made by Commissioner Lazor, the Planning & Zoning Commission voted seven (7) for none (0) opposed to change Page 5, Sec. 6-95 and Page 22, Section, Sec 36-36(h) to delete word “setback” and replace with “property” and change “I” to “in”. The motion carried.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for none (0) opposed **not** to approve the City Council amendments to Section 6.95 and 36.36(h) referencing in A-3 District, the maximum size may be more than a total of 350 square feet in one or more portable buildings. The portable buildings in A-3 District may be set on, but not permanently attached to, a concrete foundation with a sidewall height of no more

than 8 feet, a maximum building height of no more than twelve feet and located not closer than 5 feet in side and rear property line. The motion carried not to approve the City Council amendments to Section 6.95 and 36.36(h).

Upon a motion made by Commissioner Laws and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for none (0) opposed **not** to approve the City Council changes to 36.36(b) which would eliminate masonry requirements. The motion carried.

Upon a motion made by Commissioner Fitzpatrick and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for none (0) opposed to reject all City Council revisions to the draft ordinances regarding portable and accessory buildings as originally passed at the January 9, 2017 Planning & Zoning Commission meeting. The motion carried.

Upon a motion made by Commissioner Aleman and a second made by Commissioner Harr, the Planning & Zoning Commission voted six (6) for and one (1) opposed (Commissioner Laws) to accept the changes to Chapter 6 and Chapter 36 (this is the same version as previously approved by the Planning & Zoning Commission in its January 9, 2017 meeting) and approve the following changes to the Special Exceptions language as presented to the Commissioners and located in Sec. 36-132:

- Section 36-132 (c) - delete “to the side and rear setbacks”;
- Section 36-132 (c)(2) - Change to reflect “Allow one portable building no greater than 200 square feet when it meets all the following requirements”;
- Sec. 36-132(c) (3) – Delete;
- Sec. 36-132 (c ) (4) Change Sec. 36-132 (c)(3) by adding at the end of the sentence a comma and the following words, “provided that the quality of materials is equal or superior to the existing residence”; and
- Sec. 36-132 (d) (9) Changed to reflect “that any accessory building allowed under Section 36-132 (c)(1) shall be neither larger than 500 square feet nor taller than 16 feet from the lowest grade point of such building;

The motion carried.

9. **Discussion / update – Role and processes of the Planning & Zoning Commission in reviewing and updating the City’s 2010 comprehensive Town Plan – Commissioner Janssen.**

Commissioner Janssen and City Manager Hill presented an update of the proposed timeline for the Town Plan Review.

10. **Discussion / update - 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 the proposed sidewalks.

11. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an overview of items considered at the May City Council Meeting.

12. **Discussion / action – Rescheduling the July 5, 2017 Planning & Zoning Meeting to July 12, 2017 – City Manager Hill and Commissioner Janssen.**

Upon a motion made by Commissioner Kuykendall and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to reschedule the July Planning & Zoning Commission meeting from July 5, to July 12, 2017. The motion carried.

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. July – Public hearing and discussion regarding Town Plan update.
- ii. July – Discussion / action regarding accessory and portable buildings.
- iii. August – Advise members concerning September 1, 2017 application deadline for reappointment to the Planning & Zoning Commission.
- iv. August – Public hearing and discussion regarding Town Plan update.
- v. August – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas.
- vi. September – Public hearing and discussion regarding Town Plan update.
- vii. October – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
- viii. October – Elect Chairman and Vice-Chairman.
- ix. October – Welcome new members and thank you to departing members.

14. **Adjournment**

Upon a motion made by Commissioner Laws 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 9:45 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary



1. **Call to order**

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

PRESENT:

ABSENT:

Albert Aleman

Shawn Fitzpatrick

Carla Laws

Richard Lazor

Kerry Dike

Carlos Ortiz

Konrad Kuykendall

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 Ortiz 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 Planning & Zoning Commission at this time.

4. **Consent Agenda:**

**A. Approval - Planning & Zoning Commission minutes, June 7, 2017**

Upon a motion made by Commissioner Laws and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission June 7, 2017 minutes as presented. The motion carried.

5. **Discussion / action – Final Plat establishing Shavano Park, Unit 19C Phase IV (Huntington), a 32.86 acre tract of land out of that 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD.**

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 table this item until the next meeting.

6. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s vision and strategic goals, City issues, and the City’s strengths, weaknesses, opportunities, and threats.**

Public Hearing opened at 6:32 p.m.

Citizens Florine, Stipek, Fanning and Holzhauer addressed the Planning & Zoning Commission referencing the review / update of the City's 2010 Town Plan.

Public Hearing closed at 7:10 p.m.

7. **Discussion – Review and update of the City's 2010 Town Plan with focus on the City's vision and strategic goals, City issues, and the City's strengths, weaknesses, opportunities, and threats - Commissioner Janssen and City Manager Hill.**  
Chairman Janssen and City Manager Hill led the discussion on the review and update of the City's 2010 Town Plan and the City's strengths, weaknesses, opportunities and threats.
8. **Discussion / update - 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 the proposed sidewalks.
9. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**  
City Manager Hill provided an overview of items considered at the June City Council Meeting.
10. **Discussion / action – Possible rescheduling of the August 2, 2017 Planning & Zoning Commission Meeting to August 9, 2017 – Commissioner Janssen.**  
Upon a motion made by Commissioner Dike and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to reschedule the August Planning & Zoning Commission meeting from August 2, to August 9, 2017. The motion carried.
11. **Chairman Announcements:**
  - A. Advise members to contact City staff to add new or old agenda items.
  - B. Advise members concerning September 1, 2017 Boards / Commissions application deadline for the Planning & Zoning Commission.
  - C. Advise members of pending agenda items, as follows:
    - i. August – Advise members concerning September 1, 2017 Board / Commissions application deadline for the Planning & Zoning Commission.
    - ii. August – Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's hike & bike trails and sidewalks.
    - iii. August – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas.
    - iv. September – Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's residential and commercial development.
    - v. September – Presentation by KFW regarding drainage study.
    - vi. October – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
    - vii. October – Elect Chairman and Vice-Chairman.
    - viii. October – Welcome new members and thank you to departing members.
    - ix. October – Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's floodings and drainage.
    - x. November– Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's municipal tract.

- xi. December – Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on NW Military Highway improvements.

12. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting.

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MICHAEL JANSSEN  
CHAIRMAN

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

PRESENT:

Albert Aleman

Carla Laws

Richard Lazor

Kerry Dike

Carlos Ortiz

Konrad Kuykendall

Michael Janssen

ABSENT:

Shawn Fitzpatrick

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 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. Approval – Planning & Zoning Commission minutes, July 12, 2017**

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 Planning & Zoning Commission July 12, 2017 minutes as presented. The motion carried.

5. **Discussion / action – Final Plat establishing Shavano Park, Unit 19C Phase IV (Huntington), a 32.86 acre tract of land out of that 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD.**

Upon a motion made by Commissioner Laws and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the final plat establishing Shavano Park, Unit 19C Phase IV (Huntington), a 32.86 acre tract of land out of that 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD subject to removing the phrase “Except as Noted” included in the setback insert. The motion carried.

6. **Presentation – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas.**  
Dan Kossel, Laddie Denton and Daryl Lange presented the semiannual update regarding residential and commercial development in Shavano Park and surrounding areas.
7. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the possible addition of the A-1 PUD Zoning District to the list of zoning districts eligible to receive special exceptions.**  
Public Hearing opened at 7:30 p.m.  
City Manager Hill presented an overview of the proposed addition of A-1 PUD Zoning District to the list of zoning districts eligible to receive special exceptions.  
Public Hearing closed at 7:36 p.m.
8. **Discussion / Action – Consider the addition of the A-1 PUD Zoning District to the list of zoning districts eligible to receive special exceptions – City Manager Hill.**  
Upon a motion made by Commissioner Laws and a second made by Commissioner Aleman, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the addition of the A-1 PUD Zoning District to the list of zoning districts eligible to receive special exceptions. The motion carried.
9. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s hike & bike trails and sidewalks.**  
  
Public Hearing opened - 7:37 p.m.  
City Manager Hill presented an overview of the testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s hike & bike trails and sidewalks.  
Citizens Holzhauer and Johnston voiced concerns regarding liability, maintenance and security of hike/ bike trails and sidewalks in their areas.  
  
Public Hearing closed - 8:08 p.m.
10. **Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s hike & bike trails and sidewalks – Commissioner Janssen and City Manager Hill.**  
The Planning & Zoning Commission reviewed and discussed each hike & bike trails and sidewalks locations. City Manager Hill will present a summary of the items discussed at the next Planning & Zoning Commission meeting.

11. **Discussion - Review and update of the City's 2010 Town Plan with focus on the City's vision and strategic goals, City issues, and the City's strengths, weaknesses, opportunities, and threats – Commissioner Janssen and City Manager Hill.**

City Manager Hill and Chairman Janssen led discussion on the City's 2010 Town Plan with focus on the City's vision and strategic goals, City issues, and the City's strengths, weaknesses, opportunities, and threats. There was consensus to present the revised vision statement and goals and objectives to City Council.

12. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an overview of items considered at the July City Council Meeting.

13. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Remind members concerning September 1, 2017 Boards / Commissions application deadline for the Planning & Zoning Commission.
- C. Advise members of pending agenda items, as follows:
  - i. September – Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's residential and commercial development.
  - ii. September – Presentation by KFW regarding drainage study.
  - iii. September – Discussion / action on possible amendments to Sec. 24-6 regarding the regulation of political signs.
  - iv. October – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
  - v. October – Elect Chairman and Vice-Chairman.
  - vi. October – Welcome new members and thank you to departing members.
  - vii. October – Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's flooding and drainage.
  - viii. November– Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's municipal tract.
  - ix. December – Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on NW Military Highway improvements.

14. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 9:00 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

PRESENT:

ABSENT:

Albert Aleman

Brian Harr

Shawn Fitzpatrick

Carla Laws

Richard Lazor

Kerry Dike

Carlos Ortiz

Konrad Kuykendall (arrived 6:43 p.m.)

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 Dike and a second made by Commissioner Laws, 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. **Consent Agenda:**

A. Approval – Planning & Zoning Commission minutes, August 8, 2017

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 approve the Planning & Zoning Commission August 8, 2017 minutes as presented. The motion carried.

5. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the rezoning request from Bitterblue, Inc. to rezone Lots 1701, 1702, 1933, 2270 in Block 21, CB 4782E from B-1 to B-2 Planned Unit Development (PUD) with the following development standard exception: minimum parking stall size described as in Section 36-1 definition for Parking Space**

Public Hearing opened at 6:32 p.m.

City Manager Hill and Laddie Denton presented an overview of the request to rezone Lots 1701, 1702, 1933, 2270 in Block 21, CB 4782E from B-1 to B-2 Planned Unit Development (PUD) with the following development standard exception: minimum parking stall size described as in Section 36-1 definition for Parking Space.

Public Hearing closed at 6:35 p.m.

6. **Discussion / action – Rezoning request from Bitterblue, Inc. to rezone Lots 1701, 1702, 1933, 2270 in Block 21, CB 4782E from B-1 to B-2 Planned Unit Development (PUD) with the following development standard exception: minimum parking stall size described as in Section 36-1 definition for Parking Space – City Manager Hill.**

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 to rezone Lots 1701, 1702, 1933, 2270 in Block 21, CB 4782E from B-1 to B-2 Planned Unit Development (PUD) with the following development standard exception: minimum parking stall size described as in Section 36-1 definition for Parking Space. The motion carried.

7. **Report / update by KFW Engineers and Surveying regarding the City's drainage study.**

City Manager Hill presented an overview of KFW's task with a creating a Master Drainage Plan which included the following:

- Provide a list of storm water runoff problems and provide a description of the problem area identified.
- Provide GIS shapefiles for known drainage infrastructure and problem areas.
- An accurate watershed map based on 2010 LiDAR data for the entire City with the 25 and 100 year storm flow rates (Q) of all watersheds in GIS mapping.
- Provide a minimum of two options with proposed cost estimates detailing the level of effort needed in design and implementation of the recommended improvements.
- Provide a recommended list prioritizing locations based upon number of properties impacted - ensuring the City can get the best value for the City's dollars.

Chris Otto, KFW Engineer, presented their findings and recommendations to the Planning & Zoning Commission.

8. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City's 2010 Town Plan with focus on the City's residential and commercial development.**

Public Hearing opened 8:02 p.m.

City Manager Hill presented the results of the survey of the residential and commercial development survey.

Public Hearing closed 8:15 p.m.

9. **Discussion – Review and update of the City's 2010 Town Plan with focus on the City's residential and commercial development – Commissioner Janssen and City Manager Hill.**

City Manager Hill discussed the review and update of the City's 2010 Town Plan with focus on the City's residential and commercial development. The Planning & Zoning Commission discussed the citizen survey responses and other considerations regarding residential and commercial development, including



future presentations, informing citizens of the meetings and maintenance of city infrastructure (streets, drainage, sewer, etc.).

**10. Discussion - Review and update of the City's 2010 Town Plan with focus on the City's hike and bike trails and sidewalks – Commissioner Janssen and City Manager Hill.**

The Planning & Zoning Commission discussed the review and update of the City's 2010 Town Plan with focus on the City's hike and bike trails and sidewalks based on consensus of this item at the August 8<sup>th</sup> Planning & Zoning Commission Meeting as presented by City Staff.

**11. Discussion / action – Proposed amendment to Sec. 24-6 regarding regulation of allowable signs during voting periods – City Manager Hill and Commissioner Janssen.**

City Manager Hill presented an overview of the proposed amendment Sec. 24-6 regarding regulation of allowable signs during voting periods. Commissioner Fitzpatrick met with staff to review the current sign ordinance and discussed possible options. There was consensus in order to prepare for public hearing and formal action next month.

**12. Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

**13. Discussion / action – Discussion and possible rescheduling of the Planning & Zoning Commission meeting from October 4, 2017 to October 11, 2017 – City Manager Hill.**

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 reschedule of the Planning & Zoning Commission meeting from October 4, 2017 to October 11, 2017. The motion carried.

**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. October – Discussion / action on possible amendments to Sec. 24-6 regarding the regulation of signs during voting periods.
- ii. October – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
- iii. October – Elect Chairman and Vice-Chairman.
- iv. October – Welcome new members and thank you to departing members.
- v. October – Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's flooding and drainage.
- vi. November– Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on the City's municipal tract.
- vii. December – Public hearing and discussion regarding the review and update of the City's 2010 Town Plan with focus on NW Military Highway improvements.
- viii. January, 2018 – Discussion regarding possible updates and amendments to the City's 2010 Town Plan.

- ix. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

15. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 9:21 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

PRESENT:

ABSENT:

Albert Aleman

Shawn Fitzpatrick

Carla Laws

Kerry Dike

Carlos Ortiz

Konrad Kuykendall

Jason Linahan

Bill Simmons

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 Ortiz 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 –**

Citizens Murray, Weston, Elliot, Pierce, Florian and Vasquez addressed drainage concerns, municipal tract and parking lot.

4. **Nomination and appointment of Chairman.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Laws, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to appoint Mike Janssen to serve as Chairman. The motion carried.

5. **Nomination and appointment of Vice-Chairman**

Upon a motion made by Commissioner Dike and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to appoint Buddy Aleman to serve as Vice - Chairman. The motion carried.

6. **Welcome to new members and thank you to departing members. Presentation by Chairman advising new Planning & Zoning Commissioners to secure appropriate open meeting and open records training, and discussion regarding open meeting and open records requirements – Commissioner Janssen and City Manager Hill.**

Chairman Janssen welcomed new members and thanked departing members Richard Lazor and Brian Harr.

7. **Consent Agenda:**

A. Approval – Planning & Zoning Commission minutes, September 6, 2017

Upon a motion made by Commissioner Laws and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission September 6, 2017 minutes as presented. The motion carried.

8. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.**

Public hearing opened at 6:50 p.m.

Chris Ott, KFW Engineering, presented an overview of last month’s presentation on the City’s flooding and storm water runoff. Citizens addressed the Planning & Zoning Commission regarding their concerns and concerns with flooding in areas of the city.

Public hearing closed at 8:01 p.m.

9. **Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.**

City Manager Hill and Chairman Janssen presented a review the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.

10. **Discussion - Review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey – Commissioner Janssen and City Manager Hill.**

City Manager Hill and Chairman Janssen presented a review of the City’s 2010 Town Plan with focus on the City’s municipal tract, including a review of the results of the 2015 Municipal Tract Resident Survey.

11. **Discussion – Review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development – City Manager Hill.**

City Manager Hill and Chairman Janssen presented a review and update of the September Planning & Zoning Commission’s Town Plan update public hearing and discussion regarding the City’s residential and commercial development.

12. **Discussion / action – Proposed amendments to Sec. 24-6 regarding regulation of allowable signs during voting periods – City Manager Hill and Commissioner Fitzpatrick.**

Public hearing opened at 8:55 p.m.

City Manager Hill and Commissioner Fitzpatrick presented a review of the proposed changes to the sign ordinance.

Public hearing closed at 9:00 p.m.

Upon a motion made by Commissioner Laws and a second made by Commissioner Linahan, the Planning & Zoning Commission voted six (6) for and two (2) (Commissioners Fitzpatrick/Dike) opposed to approve proposed amendment to Sec. 24-6, (5) to read as follows:

(5) Signs during voting periods. Each residential property may erect signs in addition to those described in section 24-6(2) and section 24-6(3) during voting periods, as defined in section 24-2, subject to the following restrictions:

- a. No sign may be erected more than 60 days prior to the start of the voting period;
- b. All signs must be removed by 11:59 p.m. the day following the voting period;
- ~~c. The total sign area of all voting period signs must be no more than 36 square feet, and no one sign shall be larger than 24 square feet;~~
- cd. No voting period sign may be higher than six feet above grade; and
- de. The signs cannot be illuminated or backlit.

~~(6) All signs described in Sections 24-6 shall be, in aggregate, no more than 36 square feet at any given time.~~

The motion carried.

13. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

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. November – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
  - ii. November– Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract.
  - iii. November – Review of the public hearing and discussion at the October meeting regarding updates to the 2010 Town Plan for flooding and storm water runoff.
  - iv. December – Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on NW Military Highway improvements.
  - v. December – Review of the public hearing and discussion at the November meeting regarding updates to the 2010 Town Plan for the City’s municipal tract.
  - vi. January, 2018 – Review of the public hearing and discussion at the December meeting regarding updates to the 2010 Town Plan for NW Military Highway improvements.
  - vii. January, 2018 – Discussion and action regarding possible updates and amendments to the City’s 2010 Town Plan.
  - viii. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
  - ix. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
  - x. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.

15. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted eights (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 9:21 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

PRESENT:

Albert Aleman

Shawn Fitzpatrick

Carla Laws

Carlos Ortiz

Konrad Kuykendall

Jason Linahan

Bill Simmons

Michael Janssen

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 & 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 Ortiz and a second made by Commissioner Aleman, 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**

Citizens Pierce, Florine and Braulick addressed the Planning & Zoning Commission regarding the municipal tract, parking lot and NW Military Hwy.

4. **Consent Agenda:**

A. Approval – Planning & Zoning Commission minutes, October 11, 2017

Upon a motion made by Commissioner Aleman and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (8) for and none (0) opposed to approve the Planning & Zoning Commission October 11, 2017 minutes as presented. The motion carried.

5. **Presentation - Review and update of the City’s 2010 Town Plan with focus on improvements to NW Military Highway – City Manager Hill and TxDOT.**

City Manager Hill presented a review and update of the City’s 2010 Town Plan with focus on improvements to NW Military Highway.

6. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s municipal tract.**

Public hearing opened at 7:29 p.m.

City Manager Hill presented an overview of the written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on the City’s municipal tract. A number of citizens addressed the Planning & Zoning Commission during the public hearing.

Public hearing closed at 8:29 p.m.

7. **Discussion – Review and update of the City’s 2010 Town Plan with focus on the City’s municipal tract – Commissioner Janssen and City Manager Hill.**

Commissioner Janssen and City Manager Hill presented a review and update of the City’s 2010 Town Plan with focus on the City’s Municipal Tract.

8. **Discussion - Review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff – Commissioner Janssen and City Manager Hill.**

Commissioner Janssen and City Manager Hill presented a review and update of the City’s 2010 Town Plan with focus on the City’s flooding and storm water runoff.

9. **Public Hearing - Receive comments from members of the public regarding proposed amendments to Chapter 36 of the City of Shavano Park Code of Ordinances to correct omissions of the A-1 PUD (Huntington), A-2 PUD (Bentley Manor) Single-Family Residential Planned Unit Development Zoning Districts and CE-PUD (Willow Wood), CE-PUD (Bentley Manor Garden Villas North), CE-PUD (Bentley Manor Garden Villas South) Single-Family Cottages Estates Residential Planned Unit Development Zoning District that clarify uses, setback and special exceptions.**

Public hearing opened at 9:07 p.m.

City Manager Hill presented an overview of the - Proposed amendments to Chapter 36 of the City of Shavano Park Code of Ordinances to correct omissions of the A-1 PUD (Huntington), A-2 PUD (Bentley Manor) Single-Family Residential Planned Unit Development Zoning Districts and CE-PUD (Willow Wood), CE-PUD (Bentley Manor Garden Villas North), CE-PUD (Bentley Manor Garden Villas South) Single-Family Cottages Estates Residential Planned Unit Development Zoning District that clarify uses, setback and special exceptions.

Public hearing closed at 9:18 p.m.

10. **Discussion / action - Proposed amendments to Chapter 36 of the City of Shavano Park Code of Ordinances to correct omissions of the A-1 PUD (Huntington), A-2 PUD (Bentley Manor) Single-Family Residential Planned Unit Development Zoning Districts and CE-PUD (Willow Wood), CE-PUD (Bentley Manor Garden Villas North), CE-PUD (Bentley Manor Garden Villas South) Single-Family Cottages Estates Residential Planned Unit Development Zoning District that clarify uses, setback and special exceptions.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the presented proposed amendments as amended for various changes to Chapter 36 of the City of Shavano Park Code of Ordinances to correct omissions of the A-1 PUD (Huntington), A-2 PUD (Bentley Manor) Single-Family Residential Planned Unit Development Zoning Districts and CE-PUD (Willow Wood), CE-PUD (Bentley Manor Garden Villas North), CE-PUD (Bentley Manor Garden Villas South) Single-Family Cottages Estates Residential Planned Unit Development Zoning District that clarify uses, setback and special exceptions. The motion carried.

11. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**



City Manager Hill provided an overview of items considered at the previous 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. December – Presentation by City Attorney regarding update on Open Meetings Act, Public Information and discussion regarding the same.
  - ii. December – Public hearing and discussion regarding the review and update of the City’s 2010 Town Plan with focus on NW Military Highway improvements.
  - iii. December – Review of the public hearing and discussion at the November meeting regarding updates to the 2010 Town Plan for the City’s municipal tract.
  - iv. January, 2018 – Review of the public hearing and discussion at the December meeting regarding updates to the 2010 Town Plan for NW Military Highway improvements.
  - v. January, 2018 – Discussion and action regarding possible updates and amendments to the City’s 2010 Town Plan.
  - vi. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
  - vii. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
  - viii. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.

**13. Adjournment**

Upon a motion made by Commissioner Fitzpatrick and a second made by Commissioner Simmons, the Planning and Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting. The meeting adjourned.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary

1. **Call to order**

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

**PRESENT:**

Carla Laws

Konrad Kuyendall

Bill Simmons

Kerry Dike

Michael Janssen

**ABSENT:**

Albert Aleman

Jason Linahan

Shawn Fitzpatrick

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 & 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 Laws, 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 Planning & Zoning Commission at this time.

4. **Consent Agenda:**

**A. Approval – Planning & Zoning Commission minutes, November 1, 2017**

Upon a motion made by Commissioner Laws and a second made by Commissioner Kuyendall, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the Planning & Zoning Commission November 1, 2017 minutes as presented. The motion carried.

5. **Discussion – Review the public hearing and discussion from the November 1, 2017 meeting regarding the City’s 2010 Town Plan with focus on the City Municipal Tract – City Manager Hill.**

Chairman Janssen presented an overview of the public hearing and discussion from the November 1, 2017 meeting regarding the City’s 2010 Town Plan with focus on the City Municipal Tract

6. **Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on the review / update of the City’s 2010 Town Plan with focus on improvements to NW Military Highway – City Manager Hill.**

Public hearing opened at 6:41 p.m.

City Manager Hill presented an overview of the on the review / update of the City’s 2010 Town Plan with focus on improvements to NW Military Highway.

Ms. Florine spoke regarding construction on NW Military Highway.

Public hearing closed at 6:56 p.m.

7. **Discussion – Review and update of the City’s 2010 Town Plan with focus on the improvements to NW Military Highway – Commissioner Janssen and City Manager Hill.**

Chairman Janssen and City Manager Hill presented a review and update of the City’s 2010 Town Plan with focus on the improvements to NW Military Highway.

8. **Presentation by the City Attorney regarding an update on the Open Meetings Act, Public Information and discussion regarding same – City Attorney and City Manager Hill.**

It was the consensus of the Planning & Zoning Commission to postpone this item to a future meeting.

9. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

10. **Discussion / action – Discussion and possible rescheduling the Planning & Zoning Commission meeting from January 3, 2018 to January 11, 2018 – City Manager**

Upon a motion made by Commissioner Dikes and a second made by Commissioner Simmons, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve rescheduling the Planning & Zoning Commission meeting from January 3, 2018 to January 11, 2018. The motion carried.

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, 2018 – Review of the public hearing and discussion at the December meeting regarding updates to the 2010 Town Plan for NW Military Highway improvements.
  - ii. January, 2018 – Discussion and action regarding possible updates and amendments to the City’s 2010 Town Plan.
  - iii. February, 2018 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
  - iv. March, 2018 – Review of the City’s zoning ordinances to correct omissions of zoning districts A-1 PUD and A-2 PUD in various City ordinances.
  - v. March, 2018 – Review of the City’s zoning ordinances to correct a conflict between Chapters 32 and 36 regarding the minimum allowable sizing of parking spaces.

12. **Adjournment**

Upon a motion made by Commissioner Dikes and a second made by Commissioner Laws, the Planning and Zoning Commission voted five (5) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 7:40 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary