

MINUTES
PLANNING AND ZONING COMMISSION MEETING
BOERNE POLICE AND MUNICIPAL COURT COMPLEX, 124 OLD SAN ANTONIO ROAD
Monday, December 3, 2018 – 6:00 p.m.

Minutes of the Planning and Zoning Commission meeting of December 3, 2018

Present: Cal Chapman, Patrick Cohoon, Joe Davis, Richard Sena, Paula Hayward, Bob Cates, Chesney Dunning

Members Absent: Ricky Gleason, Israel Pena

Staff Present: Laura Talley, Susana Ramos, Stephanie Kranich, Barrett Squires, Riley Metcalfe, Sean Reich, Dan Blankenship, Nick Colonna, Sean Reich, Robert Lee

Registered/

Recognized Guests: Jeff Carroll, Brian Fowler

1. CALL TO ORDER – 6:00 PM

Chairman Davis called the Planning and Zoning meeting to order at 6:01 P.M.

Pledge of Allegiance to the United States Flag

Pledge of Allegiance to the Texas flag

(Honor the Texas flag, I pledge allegiance to thee, Texas – one state under God, one and indivisible.)

Moment of Silence

2. APPROVAL OF MINUTES

[2018-803](#) Approval of Planning and Zoning Commission Minutes of the meeting held November 5, 2018.

COMMISSIONER SENA MADE A MOTION TO APPROVE THE PLANNING AND ZONING COMMISSION MINUTES OF THE MEETING HELD NOVEMBER 5, 2018. COMMISSIONER CHAPMAN SECONDED THE MOTION. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 6 - Commissioner Cohoon, Commissioner Hayward, Commissioner Sena, Vice Chair Chapman, Commissioner Dunning, and Commissioner Cates

Absent: 2 - Commissioner Pena, and Commissioner Gleason

3. CONFLICTS OF INTEREST

There were none.

4. **CITIZENS' COMMENTS:**

Dr. Brian Fowler spoke and stated his concerns regarding dilapidated properties in the Historic District. He stated his concerns regarding traffic flow on Pecan Street and Main Street and asked why the property on River Road wasn't included in the Historic District.

5. PUBLIC HEARING

- a. [2018-806](#) To consider the proposed revisions to the City of Boerne Thoroughfare Plan last updated May 23, 2017 to reclassify Frey Street from a Primary Collector to a Local Street.

Chairman Davis opened the public hearing at 6:09 P.M.

There were no comments.

Chairman Davis closed the public hearing at 6:09 P.M.

6. [2018-807](#) Approve the revisions to the City of Boerne Thoroughfare Plan.

Mr. Nick Colonna explained the City of Boerne is reviewing the roads throughout Boerne and how they are currently classified. Mr. Colonna stated due to current traffic flow there is a need to reclassify roads to help with travel flow.

COMMISSIONER SENA MADE A MOTION TO MAKE RECOMMENDATION TO CITY COUNCIL TO APPROVE THE REVISIONS TO THE CITY OF BOERNE THOROUGHFARE PLAN. COMMISSIONER CHAPMAN SECONDED THE MOTION. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 6 - Commissioner Cohoon, Commissioner Hayward, Commissioner Sena, Vice Chair Chapman, Commissioner Dunning, and Commissioner Cates

Absent: 2 - Commissioner Pena, and Commissioner Gleason

7. PUBLIC HEARING

- a. [2018-808](#) To consider the proposed revisions to the City of Boerne Development Plat Regulations Section 02, Definitions, Section 06. Procedures for Development Plat, A. Submittals, B. Form and Content of Plat, Section 07. Procedures for Administrative Plat and Appendix A. Illumination Plan.

Chairman Davis opened the public hearing at 6:17 P.M.

There were no comments.

Chairman Davis closed the public hearing at 6:17 P.M.

8. [2018-809](#) Approve the proposed revisions to the City of Boerne Development Plat Regulations Section 02, Definitions, Section 06. Procedures for Development Plat, A. Submittals, B. Form and Content of Plat, Section 07. Procedures for Administrative Plat and Appendix A. Illumination Plan.

Mr. Nick Colonna spoke regarding the proposed revisions to specific areas of the Development Plat Regulations. The biggest impact of the proposed revisions would simplify and speed up the Administrative plat process. In addition, commercial properties where development of a site changes more than 10% a Development Plat will be required. The City's Fire Protection Plan will also be updated with revisions with who reviews them depending upon the jurisdiction (City or County) and is now required at the beginning of the preliminary plat and not at final plat. There will also be an update to the requirements on Tree Survey submittals to require that heritage trees be listed rather than only large legacy trees.

Commissioners recommend pages 1-5 to push forward with the minimal revisions and not include the Illumination Plan for approval.

COMMISSIONER COHOON A MADE A MOTION TO APPROVE THE PROPOSED REVISIONS TO THE CITY OF BOERNE DEVELOPMENT PLAT REGULATIONS SECTION 02, DEFINITIONS, SECTION 06. PROCEDURES FOR DEVELOPMENT PLAT, A. SUBMITTALS, B. FORM AND CONTENT OF PLAT, SECTION 07. PROCEDURES FOR ADMINISTRATIVE PLAT AND APPENDIX A. ILLUMINATION PLAN, WITH CHANGES AS RECOMMENDED BY THE COMMISSION, WITH THE RECOMMENDED CHANGES -PAGE 1 – FIRE PROTECTION PLAN DEFINITION - REMOVE THE 'S' AT THE END OF 'SYSTEMS'. REMOVE THE WORD 'AND' THAT FOLLOWS THE WORD 'INCLUDING' IN THE DEFINITION, THE WORD KELVIN THROUGHOUT THE DOCUMENT NEEDS TO BE CAPITALIZED, MINOR DEVELOPMENT PLAT – DEFINITION - SEPARATE SENTENCES FOR THE DEFINITION OF A MINOR DEVELOPMENT PLAT AS IT RELATES TO RESIDENTIAL AND COMMERCIAL PROPERTIES, SECTION 06. PROCEDURES FOR DEVELOPMENT PLAT A.4 - SUBSECTIONS A-H ADD SEMICOLONS, AND ADD THE WORD 'AND' FOLLOWING SUBSECTION G, 5. SECTION 06. PROCEDURES FOR DEVELOPMENT PLAT, B. SUBMITTAL FOR MINOR DEVELOPMENT PLAT ARE AS FOLLOWS: REMOVE THE COLON AND CHANGE TO SEMICOLONS TO NUMBER '1' AND '2', SECTION 06. PROCEDURES FOR DEVELOPMENT PLAT, B. FORM AND CONTENT OF PLAT....REMOVE 'B' ADD 'C'.FORM AND CONTENT OF PLAT..., FORMAL FILING WITH THE PLANNING AND ZONING COMMISSION - UNDER QUALIFYING FOR PLANNING AND ZONING COMMISSION SUBSECTION A-D REMOVE PERIODS AND ADD SEMICOLONS. AFTER SUBSECTION C ADD THE WORD 'AND'. ELIGIBILITY - WHERE IT SAY A (4-6) NEEDS TO CHANGE TO A: (1-3), CHANGE THE NEW SUBSECTION A:1 AND A:2, TO INCLUDE SEMICOLONS AT THE ENDS AND THE WORD 'AND', REMOVE SUBSECTION A:7 IN ITS ENTIRETY AND ADD THE NEW SUBSECTION B - IF THE PLAT SATISFIES THE REQUIREMENTS AND DEFINITION OF MINOR DEVELOPMENT PLAT AS SET FORTH HEREIN IT SHOULD BE ELIGIBLE FOR ABBREVIATED ADMINISTRATIVE REVIEW, PROCEDURES - SECTION B - THE FIRST LINE STATES THE MINOR DEVELOPMENT PLAT....REMOVE THE 'S' ON THE WORD SUBMITTALS TO BE 'SUBMITTAL'. COMMISSIONER HAYWARD SECONDED THE MOTION. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 6 - Commissioner Cohoon, Commissioner Hayward,
 Commissioner Sena, Vice Chair Chapman, Commissioner
 Dunning, and Commissioner Cates

Absent: 2 - Commissioner Pena, and Commissioner Gleason

9. [2018-802](#) Consider a request for a variance to the Subdivision Ordinance, Article 2, Procedures, Section 2.02.008 Expiration of plat approval for Esperanza Subdivision Phase 1C. Take necessary action.

Ms. Susana Ramos explained the request for a variance due to an expired preliminary plat. The developer is requesting an extension for another year so they can submit their final plat. Staff is supportive and recommends approval.

COMMISSIONER COHOON MADE A MOTION TO APPROVE THE REQUEST FOR A VARIANCE TO THE SUBDIVISION ORDINANCE, ARTICLE 2, PROCEDURES, SECTION 2.02.008 EXPIRATION OF PLAT APPROVAL FOR ESPERANZA SUBDIVISION PHASE 1C. THE MOTION WAS SECONDED BY COMMISSIONER CHAPMAN. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 6 - Commissioner Cohoon, Commissioner Hayward, Commissioner Sena, Vice Chair Chapman, Commissioner Dunning, and Commissioner Cates

Absent: 2 - Commissioner Pena, and Commissioner Gleason

10. COMMENTS FROM COMMISSION/LEGAL COUNSEL/STAFF - No discussion or action may take place

Mr. Nick Colonna updated the Commission on the Unified Development Code process and stated the interviews were scheduled. In addition, Mr. Colonna spoke regarding scheduling an open house for the public to learn about the Historic Landmark Designation and possible contributing properties. There will be letters mailed out to property owners of structures identified as historic to ask them if there is an interest to become a Historic Landmark Designations.

11. ADJOURNMENT

Chairman Davis adjourned the Planning and Zoning meeting at 7:20 P.M.

P&Z Chairman

P&Z Secretary