

**MINUTES**  
**PLANNING AND ZONING COMMISSION MEETING**  
**BOERNE POLICE AND MUNICIPAL COURT COMPLEX, 124 OLD SAN ANTONIO ROAD**  
**Monday, January 7, 2019 – 6:00 p.m.**

Minutes of the Planning and Zoning Commission meeting of January 7, 2019

Present: Ricky Gleason, Cal Chapman, Patrick Cohoon, Israel Pena, Richard Sena, Paula Hayward, Bob Cates, Chesney Dunning

Members Absent: Joe Davis

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

Registered/

Recognized Guests: Jeff Carroll, Sean Reich, Ben Adam, Bob Kranich

1. CALL TO ORDER – 6:00 PM

Vice Chairman Cal Chapman called the P&Z Commission to order at 6:07 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

[2019-109](#) Approval of Planning and Zoning Commission Minutes of the meeting held December 3rd, 2018.

**COMMISSIONER COHOON MADE A MOTION TO APPROVE THE PLANNING AND ZONING COMMISSION MINUTES OF THE MEETING HELD DECEMBER 3, 2018. COMMISSIONER CATES SECONDED THE MOTION. THE MOTION CARRIED 7-0.**

3. CONFLICTS OF INTEREST

There were none.

4. CITIZENS' COMMENTS:

There were none.

5. [2019-110](#) Consider a waiver for detention requirements as set forth in the City of Boerne Subdivision Ordinance No. 2007-56, Article 6, Drainage and Flood Hazards, Subsection 6.01.002, Facilities required for 115 Oak Park Drive (KAD No. 21634). Take necessary action.

Ms. Laura Talley explained the request for the waiver for detention for 115 Oak Park Drive. The property under consideration is commercial property less than 1 & 1/2 acre and zoned B-1. The garage in the rear will be removed and a 3,000 sf office with parking will be built. The City engineer stated that their engineer addressed the water shed report and he is in support of the waiver. Staff is supportive and recommends approval.

**COMMISSIONER HAYWARD MADE A MOTION TO APPROVE A WAIVER FOR DETENTION REQUIREMENTS AS SET FORTH IN THE CITY OF BOERNE SUBDIVISION ORDINANCE NO. 2007-56, ARTICLE 6, DRAINAGE AND FLOOD HAZARDS, SUBSECTION 6.01.002, FACILITIES REQUIRED FOR 115 OAK PARK DRIVE (KAD NO. 21634). COMMISSIONER PENA SECONDED THE MOTION. THE MOTION CARRIED 7-0.**

6. [2019-111](#) Consider a variance request to the Development Plat Regulations, Ordinance No. 2013-26, Section 06. Procedures for Development Plat, Section A, Submittal for 414 Live Oak (Ben Adams for Kay Ochoa, property owner). Take necessary action.

Ms. Laura Talley explained the variance request to the Development Plat Regulations Ordinance for platting 414 Live Oak. The property under consideration is a residential property of 1.18 acres and the property owner would like to add on a garage. The property is currently a part of a couple lots and as a result will require a development plat submittal. The variance request will allow limiting the requirements of the development plat submittal. The variance request is reflective of the amendments proposed. Staff is supportive and recommends approval.

Ben Adam, property owner's Architect, stated the property was originally platted in 1852, however all but the 1.18 acre parcel was divided. The only piece left of the original lot is this particular lot and the current owner just wants to add a two-car garage.

**COMMISSIONER SENA MADE A MOTION TO APPROVE THE VARIANCE REQUEST TO THE DEVELOPMENT PLAT REGULATIONS, ORDINANCE NO. 2013-26, SECTION 06. PROCEDURES FOR DEVELOPMENT PLAT, SECTION A, SUBMITTAL FOR 414 LIVE OAK (BEN ADAMS FOR KAY OCHOA, PROPERTY OWNER). COMMISSIONER COHOON SECONDED THE MOTION. THE MOTION CARRIED 7-0.**

7. [2019-112](#) Consider the Conditional Approval of the Development Plat for Trinity One, (one acre) located at 314 Norris Lane (KAD No. 15919) (one commercial lot). Take necessary action.

Ms. Laura Talley explained the location of the property of 314 Norris Lane, backing up to the Comfort Inn. Staff is supportive and recommends approval.

**COMMISSIONER CATES MADE A MOTION FOR THE CONDITIONAL APPROVAL OF THE DEVELOPMENT PLAT FOR TRINITY ONE, (ONE ACRE) LOCATED AT 314 NORRIS LANE (KAD NO. 15919) (ONE COMMERCIAL LOT). COMMISSIONER COHOON SECONDED THE MOTION. THE MOTION CARRIED 7-0.**

#### ITEMS FOR DISCUSSION/ACTION

8. [2019-113](#) Discussion item:  
a. Update regarding development review improvement process (Dan Blankenship and Nick Montagno).

Dan Blankenship, Assistant City Manager-Development and Nicholas Montagno, Community and Economic Development Coordinator, both representing the City of Boerne, spoke to the Commission in reference to recent undertakings by City staff to define and improve the overall development process in the City of Boerne. The stated objective in defining and improving the development process is to achieve a level of service that is both predictable and repeatable. Mr. Blankenship spoke to the intent to have an organized system that allows projects to move quickly through City processes but stressed the importance of the development community doing its part in the future by providing quality inputs that allow the process to run smoothly and in a timely fashion for

all involved. The internal process improvements, driven both by Six Sigma and the Lean Six Sigma ideologies, are driven by collaborative team efforts geared toward improving performance of not only internal processes, but customer service as well. As part of the upcoming effort in updating ordinances and moving toward a unified development code, Mr. Blankenship stated that he and staff met with members in the development and lending community to gain outside perspective on current processes as well as garnering ideas for possible improvements to current processes and ordinances. Stated feedback from these forums included lack of understanding about current City standards, multiple layers of complication in the ordinances and a lack of consistency when enforcing ordinances and regulations. It was then stated that City staff has worked to create a process framework that breaks down multiple City processes in a chevron-style flow chart that clearly lays out the process as it is and will be. Mr. Montagno expressed that the next step in the improvement process would be to break down the “chevrons” into “swim-lane analyses” for each individual chevron. Mr. Blankenship and Mr. Montagno closed by expressing City administrations desire to achieve and maintain a high level of customer service both internally and externally in addition to the desire to provide a streamlined process which clearly sets expectations from the beginning for any land/home owner, developer, or builder who wants to improve a parcel of property in the City of Boerne. Further, it was stated that any changes to the current processes that can be made administratively will be done as quickly as possible and implemented immediately. Any change where a small ordinance change would need to occur will happen as needed if the change is small or with the update of the ordinances planned in the unified development code. Expected completion for process improvements is expected by the end of 2019.

Commissioner Pena addressed his frustrations with the process of checks and balances and common sense judgement that he experienced with building his company's building. Commissioner Chapman stated that the ordinances should leave no room for interpretation.

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

There were none.

#### 10. ADJOURNMENT

Vice Chairman Chapman adjourned the Planning and Zoning meeting at 7:23 P.M.

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P&Z Chairman

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P&Z Secretary

#### Rollcall

#### Rollcall

<b>Present</b>	8 - Commissioner Patrick Cohoon, Commissioner Israel Pena, Commissioner Paula Hayward, Commissioner Richard Sena, Vice Chair Cal Chapman, Commissioner Ricky Gleason, Commissioner Chesney Dunning, and Commissioner Bob Cates
<b>Absent</b>	1 - Chairman Joe Davis