

City of Alamo Heights
PLANNING AND ZONING COMMISSION
MINUTES

November 03, 2014

The Planning and Zoning Commission held a regularly scheduled meeting at the City's temporary offices located at 1248 Austin Hwy, Suite 220, on Monday, November 03, 2014, at 5:30 p.m.

Members Present:

Kenneth Zuschlag, Acting Chairman
Thomas Pre Ball
La Una Cuffy
Joe Donnelly
John Grable
William F Kiel
Marsha Krassner
Tiffany Robinson Long
Jeff Scheick
Jim Taylor

Members Absent:

Lori Becknell, Chairman
Stephen McAllister

Staff Present:

Jason B. Lutz, Director, Community Development Services
Lety Hernandez, Planner, Community Development Services

The meeting was called to order by Commissioner Zuschlag at 5:31 pm.

Commissioner Taylor moved to approve the October 6, 2014 minutes as corrected, seconded by Commissioner Kiel.

The motion was approved with the following votes:

FOR: Zuschlag, Ball, Cuffy, Grable, Kiel, Long, Scheick, Taylor

AGAINST: None

Commissioner Krassner arrived and joined quorum at 5:42pm.

Case No. 359: Consideration of an application by Civil Engineering Consultants to establish a plat. The properties are zoned SF-A (Single Family A District). The property 702 Ogden Lane is currently identified as Tract A, being a 0.667 of one acre (29,078 square feet), County Block 5216, P-4, P-103 & P-104, OCL 39, R1 D2 and County Block 5216A, BLK LOT A. The property 704 Ogden Lane is currently identified as Tract B, being 0.691 of an acre (30,100 square feet), County Block 5216, P-5, P-100 & P-101, OCL 39, R1 D2.

Mr. Lutz presented the case to the board. Commissioner Krassner asked what the intention was with the property and Mr. Lutz responded. Commissioner Taylor asked for clarification regarding the driveway that extended into the property on the left and if there would be any complications upon selling either one of the properties. Chairman Zuschlag asked the applicant to address the board. Alan Lindskog of Civil Engineering Consultants spoke to the board. Mr. Lindskog added that the property line was as agreed to by the owners and that, if either property was sold, the owner would not get any rights to utilize the portion of the driveway that is encroaching. Commissioner Kiel felt that the driveway encroachment was a minor issue and would be different if it were a structure. Chairman Zuschlag agreed.

Commissioner Kiel asked if the proposed met all the necessary criteria for a valid replat and Mr. Lutz responded the proposed does meet all the City's Zoning Code and Local Government Code, and should therefore be approved. Commissioner Kiel asked, "if the proposed meets all the requirements, why does it need to come to the commission for review?" Mr. Lutz responded that the Local Government Code requires that residential replats be heard at a public hearing and that the City's Charter required that all replats to be forwarded to the Planning & Zoning Commission for review. Chairman Zuschlag stated that he was under the impression that the property had never been platted. Mr. Lutz agreed and added that any property zoned single-family or under deed restrictions and is being subdivided, notice would be required to the surrounding land owners.

Commissioner Ball asked if there should be a stipulation regarding the removal of the hardscape. Mr. Lutz added that it would be up to the owners to remove the hardscape or the board could opt to approve with a stipulation. Mr. Lutz added that there was a correction that needed to be made to plat notes 4 and 5 regarding the lot numbers. Note 5 shall be adjusted to read lot 9 as opposed to lot 10.

Commissioner Ball moved to approve with the condition that lot number on Note 5 is corrected to read lot 10 as previously stated. The motion was seconded by Commissioner Cuffy.

The motion was approved with the following votes:

FOR: Zuschlag, Ball, Cuffy, Grable, Kiel, Krassner, Long, Scheick, Taylor

AGAINST: None

Commissioner Donnelly arrived at 5:41pm and joined quorum.

Under General Discussion Item(s), specifically discussion related to the Commission's long-term planning goals and communication with the City. Mr. Lutz provided an update after meeting with the City Manager. The committee would look at revamping the commercial section of the city. The seven (7) member advisory committee, including two (2) alternates, would be made up of two (2) ARB members, two (2) BOA members, and three (3) P&Z members as these types of changes would be too cumbersome at staff level. Appointing citizens was also an option. Tasks for review would include commercial codes, parking, FAR consideration, and how to move forward with large-scale development in the future. Staff would present discussion findings to Council and then take nominations, etc.

Commissioner Krassner asked if there was a date and/or goal to have these changes completed. Mr. Lutz responded that it depended on how often the committee would be meeting. Commissioner Ball spoke regarding the proposed committee and his concerns regarding delays that they have experienced by other boards in their attempt to make changes. Mr. Lutz stated that it was best if the board was not making recommendations as a whole as they would be making the changes. He added that it was best to have other members from other boards to ensure that other important issues are not missed.

Commissioner Krassner asked who would volunteer. Commissioner Kiel stated that there should be a timeline and felt that Council would be supportive. He added that it would be difficult for the Commission to take on the task in regards to the time issue and scope. Mr. Lutz suggested meeting biweekly in order for staff to have time to research as needed. He agreed with Commissioner Kiel that the Comprehensive Plan was a priority.

Commissioner Taylor circulated a proposed list of discussion and asked if commission members could review and discuss one of the items on the list at the next scheduled meeting.

Commissioner Krassner asked regarding funding improvements and Mr. Lutz spoke regarding funding options and would discuss those means when needed. Commissioner Taylor stated that the commission's frustration was that changes were made as reactive and not proactive and went on to say that they wanted some ability to set the agenda. Commissioner Ball added that the items on the list provided by Commissioner Taylor should have an action and should not be just a discussion – which should be presented to Council.

An open discussion followed regarding the process once a committee is established and having a liaison between the commission and Council.

Commissioner Grable spoke regarding trees in the city right-of-way and within the floodplain.

The commission agreed that June was a good deadline due to funding as the budget process begins yearly in July. Commissioners Taylor, Kiel, and Schiek expressed their interest in serving. Commissioners Grable and Long expressed their interest as serving as alternates.

There being no further business, the meeting was adjourned at 7:04pm.

THE PROCEEDINGS OF THE MEETING ARE ALSO DIGITALLY RECORDED, AND THESE MINUTES ARE ONLY A SUMMARY OF THE MEETING. THESE MINUTES ARE NOT A VERBATIM TRANSCRIPT OF THE PROCEEDINGS AND DO NOT PURPORT TO INCLUDE ALL IMPORTANT EVIDENCE PRESENTED OR STATEMENTS MADE.



Kenneth Zuschlag, Acting Chair
(Board Approval)

12/01/14

Date Signed



Lety Hernandez
Planner
Community Development Services