



**MINUTES OF PLANNING & ZONING COMMISSION  
REGULAR MEETING  
TUESDAY, MARCH 13, 2018**

**Commissioners present:**

Vice Chairman Shawn Willis  
Commissioner Karen Diaz  
Commissioner Mark Hausheer  
Commissioner David Heier  
Commissioner Dr. Jim Miller  
Commissioner Kitty Owen  
Commissioner David Ringle (arrived at 6:04 p.m.)

**Commissioners Absent:**

None

**Also Present:**

Nancy Cain, City Administrator  
Cynthia Trevino, City Attorney  
Shelley Goodwin, City Secretary

**1. Call to Order**

With a quorum of the Planning and Zoning Commission Members present, Shawn Willis, Chair called the Regular Meeting of the Garden Ridge Planning and Zoning Commission to order at 6:00 p.m. on Tuesday, March 13, 2018 in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

**2. Citizen Comments**

No one wished to speak.

**3. Business Items**

**a) Approvals**

**i. Approval of Minutes for February 13, 2018 Planning and Zoning Commission Regular Meeting**

**Motion:** Upon a motion made by Commissioner Diaz, and seconded by Commissioner Owen, to approve the Minutes for February 13, 2018 Planning and Zoning Commission Regular Meeting. The Planning and Zoning Commission voted five (5) for, none (0) opposed (Commissioner Ringle was not present for this vote). The motion passed unanimously.

**ii. Set date, time and location for next meeting (April 10, 2018)**

**Motion:** Upon a motion made by Commissioner Owen, and seconded by Vice-Chair, Dr. Miller, to hold the next meeting on Tuesday, April 10, 2018 at 6:00 p.m. The Planning and Zoning

Commission voted five (5) for, none (0) opposed (Commissioner Ringle was not present for this vote). The motion passed unanimously.

**b) Updates/Reviews**

**i. Update from City Attorney; discussion regarding draft ordinances.**

Cynthia Trevino, City Attorney, updated the Planning and Zoning Commission on the rewriting of the zoning and subdivision ordinances. She stated she anticipated having the changes to the Commission tonight but felt she still needed to address some legal areas. She encouraged the Commissioners to look at some design standards and if they see one that they like, then forward it to the City Secretary, so she can forward them to her. She stated her goal is to make sure the ordinance is easier to read, does not conflict other ordinances or State Laws, and will help the Commission make decisions easier. She also stated she is focusing on the zoning ordinance and then the subdivision ordinance.

The Commission discussed the plan for reviewing the ordinance rewrite. They also discussed certain areas in the proposed ordinance that will address signs, home businesses, health and welfare of the City.

**c) Discussions/Reports**

**i. Review the Planning and Zoning Commission binder of ordinances that apply under the Commission's purview, Commissioners contact information, Commissioners places and terms, additional information to assist in making Commission recommendations, and Commission duties.**

**a. Review of Ordinance 210-022018 governing Commissions by Mayor Thompson.**

Mayor Thompson reviewed Ordinance 210 with the Commission. He highlighted term limits, meetings, attire, attendance and agenda process.

The Commission discussed the term limits, training requirements, and holding educational sessions.

**ii. Items discussed at the March 7, 2018 City Council Regular Meeting.**

Nancy Cain, City Administrator, stated the City Council approved both of the Planning and Zoning Commission's recommendations for the appointment of Commissioner Hausheer and the petition for the replat by Gary Miller.

Shawn Willis, Chair, thanked Dr. Miller, Chair for attending the City Council meeting on his behalf.

**iii. Discussion of Future Agenda Items**

The Commission had no items to add at this time.

**4. Citizen's Participation: - 20 minute limit.**

Kay Bower, 8947 Garden Ridge Dr., thanked Shawn Willis, Chair and Commissioner Heier for attending the Commission Ordinance Meeting.

## 5. Adjournment

**Motion:** Upon a motion made by Commissioner Diaz, and seconded by Commissioner Heier, the meeting was adjourned at 6:46 p.m.

A handwritten signature in black ink, appearing to read "Shawn Willis", written over a horizontal line.

Shawn Willis, Chair

ATTEST:

A handwritten signature in blue ink, appearing to read "Shelley Goodwin", written over a horizontal line.

Shelley Goodwin, TRMC  
City Secretary