



City of Garden Ridge

"A way of life, not just a place to live"

PLANNING AND ZONING COMMISSION REGULAR MEETING TUESDAY, JULY 10, 2018, 6:00 P.M.

The Garden Ridge Planning and Zoning Commission will meet in a regular meeting at 6:00 p.m., Tuesday, July 10, 2018 in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted on July 6, 2018 before 5:00 p.m., providing time, place, date and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretive services must be made to the City Secretary 48 hours prior to this meeting.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Citizen Comment Period – limited to 30 minutes total

Rules for Citizens' Participation:

The Planning and Zoning Commission welcomes citizen participation and comments at all Commission Meetings. The Commission offers citizens the opportunity to address them by signing up to speak prior to the meeting. If you speak, you follow these guidelines:

- a) Respect and courtesy:
 - i. Direct your comments to the entire Commission, not to an individual member, nor to the audience.
 - ii. Show the Commission the same respect that you would like to be shown.
 - iii. End your speaking at the time allotted below.
- b) Speaking:
 - i. First citizen comment period
 - a. You are required to sign up to speak.
 - b. You are limited to one 3 minute period.
 - ii. Business item period
 - a. You are required to sign up to speak.
 - b. You are limited to one 3 minute period.
 - iii. Second citizen comment period
 - a. You are not required to sign up.
 - b. You are limited to one 2 minute period.
 - iv. State your name and address before your comments begin.
 - v. You are only allowed to speak once per topic, unless also speaking during a posted Public Hearing.

NOTE: The Texas Open Meetings Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting.

*However, any discussion of the subject **must be limited** to a proposal to place the subject on the agenda for a future meeting and any response to a question posed to the Commission is limited to either a statement of specific factual information or a recitation of existing policy. TEX. GOV'T CODE § 551.042.*

5. Business Items

The Commission may discuss, consider/or take possible action on the following items:

a) Approvals

- i. Approval of Minutes for June 12, 2018 Planning and Zoning Commission Regular Meeting.
- ii. Planning and Zoning Commission Place 6 vacancy (term expiring September 30, 2019).
 - a. Interview possible candidate/candidates.
 - b. Make a recommendation to the City Council for appointment of Commissioner.
- iv. An Ordinance of the City Council of the City of Garden Ridge, Texas amending the Comprehensive Planning and Zoning Ordinance for the City, establishing zoning regulations; providing policies and procedures pursuant to the Texas Local Government Code; comprehensive zoning district regulations; zoning map; general provisions; use, height and area regulations; special uses and structures; conditional uses; site plans; visual screening; off-street parking and loading regulations; non-conforming buildings and uses; zoning district boundary verification procedures; zoning of annexed areas; administrative rules and procedures; definitions; appendices; providing other provisions relating to the subject; providing for the administration, enforcement, and amendment thereof; providing a savings clause and for the repeal of all other ordinances in conflict herewith; prescribing a penalty for violations and establishing each day of such violation as a separate offense; providing for severability; and providing an effective date.
 - a. Receive proposed changes and review the proposed Ordinance.
 - b. Discuss and make possible recommendation on future meetings or direction regarding Ordinance development process.

b) Discussions/Reports/Updates

- i. Items discussed at the July 5, 2018 City Council Regular Meeting.
- ii. Annexation and process (Diaz)
- iii. IT Public Forum (Ringle)
- iv. Joint training for the Planning and Zoning Commission and Water Commission (Heier)

c) Future Agenda Items.

- i. Commissioners input on agenda items.
- ii. Announce the date, time and location for next meeting (July 10, 2018 at 6:00 p.m. at City Hall).

6. Citizen's Participation: - limited to 20 minutes total.
See "Rules for Citizen's Participation" under Item 4.

7. Adjournment

AGENDA NOTICES:

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Council Authorized:

The Council may vote or act upon any item within this Agenda. The Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matter listed below, as authorized by Title 5, Chapter 55, of the Texas Government Code.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance By Other Elected or Appointed Officials:

It is anticipated that members of the other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the City Council, other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.


Shelley Goodwin, TRMC
City Secretary

This is to certify that I, Shelley Goodwin, posted this Agenda at 5:25 p.m. on July 3, 2018 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Shelley Goodwin, TRMC
City Secretary



**MINUTES OF PLANNING & ZONING COMMISSION
REGULAR MEETING
TUESDAY, JUNE 12, 2018**

Commissioners present:

Vice Chair Dr. Jim Miller
Commissioner Mark Hausheer
Commissioner David Heier
Commissioner David Ringle

Commissioners Absent:

Vacant position
Commissioner Karen Diaz –excused
Commissioner Kitty Owen-excused

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, Dr. Jim Miller, Vice Chair called the Regular Meeting of the Garden Ridge Planning and Zoning Commission to order at 6:01 p.m. on Tuesday, June 12, 2018 in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance

Dr. Miller, Vice Chair, led the pledge of allegiance.

3. Citizen Comments

No one signed up to speak.

4. Business Items

a) Approvals

i. Approval of Minutes for May 8, 2018 Planning and Zoning Commission Regular Meeting

Motion: Upon a motion made by Commissioner Heier, and seconded by Commissioner Hausheer, to approve the Minutes for May 8, 2018 Planning and Zoning Commission Regular Meeting. The Planning and Zoning Commission voted four (4) for, none (0) opposed. The motion passed unanimously.

ii. Receive recommendations and consideration of appointment of Planning and Zoning Commission Chair and Vice Chair term expiring September 30, 2018.

Motion: Upon a motion made by Commissioner Hausheer, and seconded by Commissioner Ringle, to appoint Dr. Jim Miller as Chair of the Planning and Zoning Commission term expiring September 30, 2018. The Planning and Zoning Commission voted four (4) for, none (0) opposed. The motion passed unanimously.

Motion: Upon a motion made by Dr. Miller, Chair, and seconded by Commissioner Heier, to appoint Mark Hausheer as Vice Chair of the Planning and Zoning Commission term expiring September 30, 2018. The Planning and Zoning Commission voted four (4) for, none (0) opposed. The motion passed unanimously.

- iii. **Planning and Zoning Commission Place 6 vacancy (term expiring September 30, 2019).**
 - a. **Interview possible candidate/candidates.**
 - b. **Make a recommendation to the City Council for appointment of Commissioner.**

Nancy Cain, City Administrator, reported the City has not received any Volunteer Interest Forms and resumes for the Planning and Zoning Commission vacancy.

Shelley Goodwin, City Secretary, stated after reviewing of City Council Agendas the City Council has not formally considered the resignation of the Shawn Willis. She stated this will be placed on July City Council Regular Meeting.

- iv. **An Ordinance of the City Council of the City of Garden Ridge, Texas amending the Comprehensive Planning and Zoning Ordinance for the City, establishing zoning regulations; providing policies and procedures pursuant to the Texas Local Government Code; comprehensive zoning district regulations; zoning map; general provisions; use, height and area regulations; special uses and structures; conditional uses; site plans; visual screening; off-street parking and loading regulations; non-conforming buildings and uses; zoning district boundary verification procedures; zoning of annexed areas; administrative rules and procedures; definitions; appendices; providing other provisions relating to the subject; providing for the administration, enforcement, and amendment thereof; providing a savings clause and for the repeal of all other ordinances in conflict herewith; prescribing a penalty for violations and establishing each day of such violation as a separate offense; providing for severability; and providing an effective date.**
 - a. **Receive proposed changes and review the proposed Ordinance.**
 - b. **Discuss and make possible recommendation on future meetings or direction regarding Ordinance development process.**

Cynthia Trevino, City Attorney, stated she is going to address Agenda Item 4.a) iv. b. before a. She suggested the Commission each choose a topic or form a subcommittee with a minimum of two to research and make changes, then schedule a meeting with her to review the work. She stated she will put the different topics together and bring all of them back to the Commission for discussion. She recommended the four topics for research:

- Architecture Standards
- Garden Homes

- Mixed Use
- Residential Agricultural

The Commission discussed the subcommittees and the four topics. They also discussed alternative communication forums to receiving and distributing documents and other information.

Cynthia Trevino, City Attorney, reminded the Commission of the Open Meeting Act.

The Commissioners agreed to do the following research:

- Architecture Standards - Commissioner Ringle
- Garden Homes - Vice Chair Hausheer and Commissioner Heier
- Mixed Use - Dr. Miller, Chair
- Residential Agricultural - Commissioner Heier

The Commissioners asked that an email be sent to the Commissioners absent tonight so that they have an opportunity to choose which topic they wish to work on. They also recommended adding a tree preservation section with strong emphasis on oak wilt.

b) Discussions/Reports

i. Items discussed at the June 6, 2018 City Council Regular Meeting.

Dr. Miller, Chair, stated he discussed the Planning and Zoning Commission recommendation on the variance request from David and Kerri Theriault. He stated once he explained why the Commission supported the request the City Council voted 3 for and 1 against.

ii. Discussion of Future Agenda Items.

a. Commissioners input on items.

- IT Public Forum (Ringle)
- Joint training for the Planning and Zoning Commission and Water Commission (Heier)

b. Announce the date, time and location for next meeting (July 10, 2018 at 6:00 p.m. at City Hall).

Dr. Miller, Chair, announced the next Planning and Zoning Commission Regular Meeting is scheduled for July 10, 2018 at 6:00 p.m. at City Hall.

5. Citizen's Participation: - 20 minute limit.

No one wished to speak.

6. Adjournment

Motion: Upon a motion made by Commissioner Heier, and seconded by Vice Chair Hausheer, the meeting was adjourned at 7:06 p.m.

Dr. Jim Miller, Chair

ATTEST:

Shelley Goodwin, TRMC
City Secretary

Future Agenda Items

Planning and Zoning Commission

August 14, 2018

Agenda deadlines:

14 days before Meetings	(7/31/18)	Planning & Zoning Commission and Staff items are due
11 days before Meetings	(8/3/18)	Planning & Zoning Commission Chair review agenda.
		City Attorney is sent the agenda to approval
7 days before Meetings	(8/7/18)	Post Agenda on bulletin board
		Planning and Zoning Commission will receive packet (allowing a day and half for corrections and additional information to be added)
5 days before Meetings	(8/8/18)	Post Agenda Packet to City Website @ noon
3 days before Meetings	(8/10/18)	(72 hours) – Local Government Code requirement for posting

Red=City Council Purple=Quarry Commission
 Planning & Zoning =Green Water Commission= Blue
 Pink=Impact Fee Committee
 Wildlife Management Advisory Commission=Brown
 City Events=

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Approval

- Minutes 7-10-18

Petition/Public Hearings/Recommendation

Discussion/Reports

- City Council Update
- Future Agenda Items
 - Set next meeting (if necessary) September 11, 2018 @ 6

Executive Session

Agenda deadlines:

14 days before Meetings	(8/28/18)	Planning & Zoning Commission and Staff items are due
11 days before Meetings	(8/31/18)	Planning & Zoning Commission Chair review agenda.
		City Attorney is sent the agenda to approval
7 days before Meetings	(9/4/18)	Post Agenda on bulletin board
		Planning and Zoning Commission will receive packet (allowing a day and half for corrections and additional information to be added)
6 days before Meetings	(9/5/18)	Post Agenda Packet to City Website @ noon
3 days before Meetings	(9/7/18)	(72 hours) – Local Government Code requirement for posting

Red=City Council
 Planning & Zoning =Green
 Pink=Impact Fee Committee
 Wildlife Management Advisory Commission=Brown
 City Events=

Purple=Quarry Commission
 Water Commission= Blue

Sun	Mon	Tues	Wed	Thur	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Approval

- Minutes 8-14-18

Petition/Public Hearings/Recommendation

Discussion/Reports

- City Council Update
- Future Agenda Items
 - Set next meeting (if necessary) October 9, 2018 @ 6

Executive Session

PENDING FUTURE AGENDA ITEMS

1. MLUP Ordinance clean up (*Trevino*)