City of Garden Ridge

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

AGENDA
PLANNING AND ZONING COMMISSION REGULAR MEETING
TUESDAY, JANUARY 8, 2019, 6:00 P.M.

The Garden Ridge Planning and Zoning Commission will meet in a regular session on Tuesday, January 8, 2019, at 6:00 p.m. 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 January 4, 2019, 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 interpretative 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
         1. You are required to sign up to speak.
         2. You are limited to one 3-minute period.
      ii. Business item period
         1. You are required to sign up to speak.
         2. You are limited to one 3-minute period.
      iii. Second citizen comment period
         1. You are not required to sign up.
         2. 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, and/or take action on the following items:

a) Approvals/Recommendations.

i. Approval of Minutes for December 11, 2018, Planning and Zoning Commission Regular Meeting.

b) Discussions/Reports/Updates.

i. Update on Freese and Nichols, Inc. for Zoning and Subdivision Ordinance rewrite assistance.

ii. 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.

1. Receive proposed changes and review the proposed Ordinance.
2. Discuss and make possible recommendation on future meetings or direction regarding Ordinance development process.

iii. Items discussed at the January 2, 2019, City Council Regular Meeting.

c) Future Agenda Items.

i. Commissioners input on agenda items.

ii. Announce the date, time, and location for next meeting (January 17, 2019, at 6:00 p.m. at City Hall).

6. **Citizen Comment Period – 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 above, as authorized by Title 5, Chapter 551, 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.

Marisa Spencer
Interim City Secretary

This is to certify that I, Marisa Spencer, posted this Agenda at 10:00 a.m. on January 3, 2019, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

Marisa Spencer
Interim City Secretary

City of Garden Ridge

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

MINUTES
PLANNING AND ZONING COMMISSION REGULAR MEETING
TUESDAY, DECEMBER 11, 2018, 6:00 P.M.

Commissioners Present:
Chair Dr. Jim Miller
Vice-Chair Mark Hausheer
Commissioner Kitty Owen
Commissioner Karen Diaz
Commissioner David Heier
Commissioner David Dauer

Commissioners Absent:
Commissioner David Ringle (Voluntary Announced Absence)

City Staff Present:
Nancy Cain, City Administrator
Cynthia Trevino, City Attorney
Marisa Spencer, Interim City Secretary

Other City Councilmembers or Commissioners Present:
Jesus Valdez, Water Commissioner

1. **Call to Order**
With a quorum of the Planning and Zoning Commission Members present, Chair Dr. Miller, called the regular meeting of the Garden Ridge Planning and Zoning Commission to order at 6:00 p.m. on Tuesday, December 11, 2018, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. **Roll Call**
See above.

3. **Pledge of Allegiance**
Chair Dr. Miller led the Pledge of Allegiance.

4. **Citizen Comment Period – limited to 30 minutes total**
No one signed up to speak.

5. **Business Items**
The Commission may discuss, consider, and/or take action on the following items:
   a) **Approvals/Recommendations.**
      i. **Approval of Minutes for November 13, 2018, Planning and Zoning Commission Regular Meeting.**

Motion: A motion was made by Commissioner Owen, seconded by Commissioner Dauer, to approve the minutes for November 13, 2018, Planning and Zoning Commission Regular Meeting. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

b) Discussions/Reports/Updates.

i. Update on meeting with Freese and Nichols, Inc. for Zoning and Subdivision Ordinance rewrite assistance.

Chair Dr. Miller stated the kick-off meeting with Freese and Nichols, Inc. will be held on Thursday, December 20 at 1:00 p.m.

ii. 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.

1. Receive proposed changes and review the proposed Ordinance.

Cynthia Trevino, City Attorney, suggested for the Commission to discuss items that Chair Dr. Miller and Vice-Chair Hausheer will bring forward to Freese and Nichols, Inc. at the kick-off meeting. Cynthia Trevino, City Attorney, stated the items to focus on include policy guidance on mixed-use and planned development areas. The Commission agreed by consensus to begin with discussing hot topics then architectural design standards.

The Commission discussed definition wording and prohibited items. The Commission also discussed the need to take into consideration the new high school currently being built outside the City limits on FM 3009 as well as the expansion of FM 2252. Vice-Chair Hausheer suggested to look at survey results to make sure the Commission is also taking into account the changing demographics of the City.

The Commission reviewed and discussed the architectural design standards specific to light industrial development provided by Chair Dr. Miller. The discussion included building design, desirable and undesirable elements, building materials and colors, metal buildings, screening of storage and loading areas, and parking and circulation.

The Commission agreed by consensus to make the following changes to this draft:

- to leave over 200 feet in 1. Building design.
- remove metal walls from 2. Building materials and colors – A. Preferred building materials.
- add natural stone to 2. Building materials and colors – A. Preferred building materials.
- reconsider stucco use (should not be limited to accent material).
- add any repainting must conform to these standards in D. Colors.
- get rid of section 3. Metal buildings.
- add maximum: 8 feet in height and opaque in section 4. Screening or storage and loading areas, letter C.
- delete letter E in section 4. Screening or storage and loading areas.
- move letter "F" to after letter "C".
- delete last sentence in letter "G" that states, "Also, include vines on walls to break up flat surfaces.".
- Delete words "Six seven six" from section 5. Parking and circulation, letter C.

2. **Discuss and make possible recommendation on future meetings or direction regarding Ordinance development process.**

Chair Dr. Miller stated all the Commission's work on the Zoning and Subdivision Ordinance rewrites will be provided to Freese and Nichols, Inc. to get their feedback.

iii. **Items discussed at the December 5, 2018, City Council Regular Meeting.**

Chair Dr. Miller stated he reported to City Council that the Commission discussed expectations for Freese and Nichols, Inc. as well as the date of the kick-off meeting. Chair Dr. Miller stated City Council accepted the Commission's recommendation of amending Ordinance 13-062017 by approving Ordinance 13-122018.

c) **Future Agenda Items.**

i. **Commissioners input on agenda items.**

Commissioner Owen suggested to review architectural design standards further.
Chair Dr. Miller stated the Commission would be updated on the kick-off meeting with Freese and Nichols, Inc.

ii. **Announce the date, time and location for next meeting (December 20, 2018, at 6:00 p.m. at City Hall).**

Chair Dr. Miller announced the next Planning and Zoning Commission Regular Meeting will be on Thursday, December 20, 2018, at 6:00 p.m. at City Hall.

6. <u>Citizen's Participation:</u> - limited to 20 minutes total.

No one wished to speak.

7. <u>Adjournment</u>

Motion: A motion was made by Commissioner Owen, seconded by Commissioner Heier, to adjourn. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, December 11, 2018, Planning and Zoning Commission Regular Meeting was adjourned at 8:06 p.m. by Chair Dr. Miller.

_____
Dr. Jim Miller, Chair

ATTEST:

_____
Marisa Spencer
Interim City Secretary

Planning and Zoning Commission Attendance

	2/13/18 Regular Meeting	3/13/18 Regular Meeting	4/10/18 Regular Meeting	5-10-18 Regular Meeting	6-12-18 Regular Meeting	7-10-18 Regular Meeting	8/10/18 Special Meeting	8/14/18 Regular Meeting	08/27/18 Special Meeting	9/11/18 Regular Meeting	10/9/18 Regular Meeting	11/13/18 Regular Meeting	11/15/18 Regular Meeting	12/11/18 Regular Meeting	12/20/18 Regular Meeting	01/08/19 Regular Meeting
Miller	P	P	P	P	P	P	P-QNM	P	P	P	P	P	P	P	P	
Diaz	P	P	P	P	VAA	P	P-QNM	P	P	P	P	VAA	VAA	P	P	
Hausheer		P	P	VAA	P	P	P-QNM	P	P	P	P	P	P	P	P	
Ringle	P	P	P	P	P	P	UA	UA	P	P	P	P	P	VAA	UA	
Heier	P	P	P	P	P	VAA	P-QNM	P	P	UA	P	P	P	P	P	
Dauer												P	P	P	UA	
Owen	P	P	E	P	VAA	UA	VAA	P	P	P	P	P	P	P	UA	

P	Present
P-QNM	Present but quorum not met
E	Excused for reasons allowed in Ord. 210
VAA	Voluntary Announced Absense
UA	Unannounced Absence
	Not member yet

Planning and Zoning Commission's Attendance at City Council Regular Meeting

	1/2/19 Regular Meeting											Total for year
Miller	P											1
Diaz	P											1
Hausheer	P											1
Ringle												0
Heier	P											1
Dauer												0
Owen												0
	Met requirements in Ordinance 210											
	NOT met requirements in Ordinance 210											

Future Agenda Items

Planning and Zoning Commission

January 17, 2019
Regular Meeting

14 days before Meeting	(01/03/19)	Commission and Staff items are due
9 days before Meeting	(01/08/19)	City Administrator and Chair review agenda. City Attorney is sent the agenda for approval.
7 days before Meeting	(01/10/19)	Post Agenda on bulletin board and Commission will receive packet (allowing a day and half for corrections and to request additional information to be added)
6 days before Meeting	(01/11/19)	Post Agenda Packet to City Website
3 days before Meeting	(01/14/19)	(72 hours) – Local Government Code requirement for posting

City Council = Red
Impact Fee Committee = Pink
Quarry Commission = Purple
Planning & Zoning = Green
Water Commission = Blue
Wildlife Management Advisory Commission = Brown
New Year's Day Holiday= City Events
MLK Holiday= 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

1. Minutes 12-20-18

Petition/Public Hearings/Recommendation

Discussion/Reports

1. Freese and Nichols, Inc.
2. Future Agenda Items
   a. Set next meeting (if necessary) February 12, 2019 @ 6

Executive Session

February 12, 2019
Regular Meeting

14 days before Meeting	(01/29/19)	Commission and Staff items are due
8 days before Meeting	(02/04/19)	City Administrator and Chair review agenda. City Attorney is sent the agenda for approval.
7 days before Meeting	(02/05/19)	Post Agenda on bulletin board and Commission will receive packet (allowing a day and half for corrections and to request additional information to be added)
5 days before Meeting	(02/07/19)	Post Agenda Packet to City Website
4 days before Meeting	(02/08/19)	(72 hours) – Local Government Code requirement for posting

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

Approval

1. Minutes 01-08-19

Petition/Public Hearings/Recommendation

Discussion/Reports

1. Freese and Nichols, Inc.
2. City Council Update
3. Future Agenda Items
   b. Set next meeting (if necessary) February 21, 2019 @ 6

Executive Session

PENDING FUTURE AGENDA ITEMS

1. MLUP Ordinance clean up (Trevino)
2. Freese and Nichols, Inc.