



City of Garden Ridge

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

AGENDA PLANNING AND ZONING COMMISSION REGULAR MEETING TUESDAY, FEBRUARY 11, 2020, 6:00 P.M.

The Garden Ridge Planning and Zoning Commission will meet in a regular session on Tuesday, February 11, 2020, 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 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 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 must follow these guidelines:

- a) Respect and courtesy:
 - 1. Direct your comments to the entire Commission, not to an individual member, nor to the audience.
 - 2. Show the Commission the same respect that you would like to be shown.
 - 3. End your speaking at the time allotted below.
- b) Speaking:
 - 1. First citizen comment period.
 - i. You are required to sign up to speak and you are limited to one 3-minute period.
 - 2. Second citizen comment period.
 - i. You are not required to sign up and you are limited to one 2-minute period.
 - 3. State your name and address before your comments begin.
 - 4. 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 following items are for discussion, consideration, and action.

- a) Approvals
 - 1. Approval of Minutes for January 14, 2020, Planning and Zoning Commission Regular Meeting.
- b) Discussions/Reports/Updates
 - 1. Items applicable to the Planning and Zoning Commission discussed at the February 5, 2020, City Council Regular Meeting.

2. Ordinance No. 210-022018 An Ordinance of the City Council of the City of Garden Ridge adopting board and commission policy and procedures; providing that this Ordinance shall be cumulative of all Ordinances; providing a severability clause; providing a savings clause; and providing an effective date.
 - i. Discuss and make recommendations related to application of ordinance provisions to commission members, if needed.

3. Freese and Nichols, Inc. for Zoning Ordinance rewrite assistance.

- i. Discuss and make possible recommendations related to the Draft Zoning Ordinance.

c) Future Agenda Items

1. Commissioners input on agenda items.
2. Announce date, time, and location for next meeting (February 20, 2020, 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 Commission Authorized: The Commission may vote or act upon any item within this agenda.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of the City Council, other city boards, commissions, and/or committees may attend the meeting in numbers that may constitute a quorum of the City Council, 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.

This is to certify that I, Marisa Spencer, posted this Agenda at 12:00 p.m. on February 4, 2020, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Marisa Spencer
City Secretary



MINUTES
PLANNING AND ZONING COMMISSION REGULAR MEETING
TUESDAY, JANUARY 14, 2020, 6:00 P.M.

Commissioners Present:

Chair Dr. Jim Miller
Vice-Chair Karen Diaz
Commissioner Kerim Jacaman
Commissioner Jesse Valdez
Commissioner David Dauer
Commissioner Kitty Owen

Commissioners Absent:

Commissioner David Heier (Voluntary Announced Absence)

City Staff, City Councilmembers, or Other Commissioners Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary

1. Call to Order

With a quorum of the Planning and Zoning Commissioners present, Chair Dr. Miller called the regular meeting of the Garden Ridge Planning and Zoning Commission to order at 6:01 p.m. on Tuesday, January 14, 2020, in the City Council Chambers of 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: No one signed up to speak.

5. Business Items

The following items are for discussion, consideration, and action.

a) Approvals

1. Approval of Minutes for November 12, 2019, Planning and Zoning Commission Regular Meeting.

Motion: A motion was made by Commissioner Valdez, seconded by Commissioner Owen, to approve the minutes for November 12, 2019, Planning and Zoning Commission Regular Meeting. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

b) Discussions/Reports/Updates

1. Items applicable to the Planning and Zoning Commission discussed at the December 4, 2019, and January 2, 2020, City Council Regular Meetings.

Chair Dr. Miller stated there were no items applicable to the Planning and Zoning Commission discussed at the December and January City Council Regular Meetings.

2. Recap of 2019 and looking into 2020.

Chair Dr. Miller, along with City Administrator Nancy Cain, provided the Commission with a recap of 2019 and looking into 2020 with regards to the Planning and Zoning Commission. The topics of discussion included: TxDOT FM 2252 Expansion, Blackwell Office at FM 2252/Tonkawa Pass, a Structure/Garage on Bat Cave Road, Davenport High School, City Zoning Map, The Woods of Garden Ridge, and FM 2252 Sewer Project. Nancy Cain, City Administrator, addressed questions and comments from Commissioners.

3. Resolution No. 439-092018 A Resolution of the City of Garden Ridge setting the day, time, and place of regular meetings of the Planning and Zoning Commission of the City of Garden Ridge, Texas.

i. Discuss and make possible recommendations to City Council.

The Commission discussed the stability of the Commission, the reasoning for setting an additional regular meeting a month as well as the Commission still having the ability to conduct a Special Meeting if needed.

Motion: A motion was made by Commissioner Valdez, seconded by Commissioner Owen, to recommend to City Council amending Resolution No. 439 A Resolution of the City of Garden Ridge setting the day, time, and place of regular meetings of the Planning and Zoning Commission of the City of Garden Ridge, Texas, to remove the regular meeting on the third Thursday of each month effective March 2020. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

4. Ordinance No. 210-022018 An Ordinance of the City Council of the City of Garden Ridge adopting board and commission policy and procedures; providing that this Ordinance shall be cumulative of all Ordinances; providing a severability clause; providing a savings clause; and providing an effective date.

i. Discuss and make recommendations related to application of ordinance provisions to commission members, if needed.

The Commission discussed the Education/Training session requirements of Ordinance No. 210 and expressed their appreciation and gratitude to Cynthia Trevino, City Attorney, for the many valuable and informative sessions she has provided the Commission.

5. Freese and Nichols, Inc. for Zoning Ordinance rewrite assistance.

i. Discuss and make possible recommendations related to the Draft Zoning Ordinance.

Nancy Cain, City Administrator, provided the Commission with an update regarding Freese and Nichols, Inc. for Zoning Ordinance rewrite assistance. She stated she recently received a revised document, which will be sent to the Commissioners after the meeting. The Commission discussed the most efficient and effective way to proceed with reviewing the revised document.

c) Future Agenda Items

1. Commissioners input on agenda items.

Chair Dr. Miller stated the Commission will hold a light discussion on the Draft Zoning Ordinance.

2. Announce date, time, and location for next meeting (February 11, 2020, at 6:00 p.m. at City Hall).

Chair Dr. Miller stated the Planning and Zoning Commission Regular Meeting scheduled for Thursday, January 16, 2020, has been cancelled and the next Planning and Zoning Commission Regular Meeting is scheduled for Tuesday, February 11, 2020, at 6:00 p.m. at City Hall.

6. Citizen Comment Period: No one wished to speak.

7. Adjournment

Motion: A motion was made by Commissioner Owen, seconded by Commissioner Diaz, to adjourn. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, January 14, 2020, Planning and Zoning Commission Regular Meeting was adjourned at 6:48 p.m. by Chair Dr. Miller.

ATTEST:

Dr. Jim Miller, Chair

Marisa Spencer
City Secretary

Planning and Zoning Commission

Rolling Attendance

	3/12/19 Regular Meeting	4/9/19 Regular Meeting	4/18/19 Regular Meeting	5/16/19 Regular Meeting	6/11/19 Regular Meeting	6/20/19 Regular Meeting	7/9/19 Regular Meeting	7/18/19 Regular Meeting	8/13/19 Regular Meeting	9/19/19 Regular Meeting	11/12/19 Regular Meeting	1/14/20 Regular Meeting	2/11/20 Regular Meeting	2/20/20 Regular Meeting
Miller	P	P	P	P	P	P	P	P	P	P	P	P		
Diaz	P	P	P	VAA	P	P	P	VAA	P	P	P	P		
Jacaman							P	P	P	P	P	P		
Valdez	P	P	P	P	P	VAA	P	P	P	P	P	P		VAA
Heier	P	P	P	P	P	P	VAA	P	VAA	P	P	VAA		
Dauer	P	P	P	P	P	P	P	P	P	E	P	P		
Owen	P	P	P	P	P	P	P	P	P	P	P	P		

P: Present

E: Excused allowed in Ordinance 210

VAA: Voluntary Announced Absence

UA: Unannounced Absence

Gray: Not member yet

Planning and Zoning Commission's Attendance for 2020 City Council Regular Meetings

	1/2/2020 Regular Meeting	2/5/2020 Regular Meeting	3/4/2020 Regular Meeting	4/1/2020 Regular Meeting	5/6/2020 Regular Meeting	6/3/2020 Regular Meeting	7/1/2020 Regular Meeting	8/5/2020 Regular Meeting	9/2/2020 Regular Meeting	10/7/2020 Regular Meeting	11/4/2020 Regular Meeting	12/2/2020 Regular Meeting	Total for year
Miller	P	P											2
Diaz		P											1
Jacaman													
Valdez	P	P											2
Heier													
Dauer													
Owen													

Met requirements in Ordinance 210

NOT met requirements in Ordinance 210

Future Agenda Items

Planning and Zoning Commission

February 20, 2020 Regular Meeting

14 days before Meeting	(02/06/2020)	Commission and Staff items are due
9 days before Meeting	(02/11/2020)	City Administrator and Chair review agenda. City Attorney is sent the agenda for approval.
7 days before Meeting	(02/13/2020)	Post Agenda and Commission will receive packet
6 days before Meeting	(02/14/2020)	Post Agenda Packet to City Website
3 days before Meeting	(02/17/2020)	(72 hours) – Local Govt. Code requirement for posting

City Council = Red

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

Municipal Court = Gray

City Holiday = Orange

Comal County Early Voting = Yellow

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

Approvals/Discussions/Reports

1. Variance and Special Use Permit Public Hearings / make recommendation to City Council

March 10, 2020 Regular Meeting

14 days before Meeting	(02/25/2020)	Commission and Staff items are due
8 days before Meeting	(03/02/2020)	City Administrator and Chair review agenda. City Attorney is sent the agenda for approval.
5 days before Meeting	(03/05/2020)	Post Agenda and Commission will receive packet
4 days before Meeting	(03/06/2020)	Post Agenda Packet to City Website
3 days before Meeting	(03/07/2020)	(72 hours) – Local Govt. Code requirement for posting

City Council = Red

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

Municipal Court = Gray

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				

Approvals/Discussions/Reports

1. Minutes
2. Freese and Nichols, Inc. / Zoning Ordinance / Ordinance 210
3. Future Agenda Items: Commissioner Input / Set next meeting

PENDING FUTURE AGENDA ITEMS

- Ordinance No. 55 (temporary signs/time restriction on temporary signs)