



CITY OF FAIR OAKS RANCH

PLANNING AND ZONING COMMISSION MEETING

Thursday, October 14, 2021 at 6:30 PM

City Hall Council Chambers, 7286 Dietz Elkhorn, Fair Oaks Ranch

AGENDA

OPEN MEETING

1. Roll Call - Declaration of a Quorum
2. Pledge of Allegiance

CITIZENS and GUEST FORUM

To address the Commission, please sign the Attendance Roster located on the table at the entrance of the Council Chambers. In accordance with the Open Meetings Act, the P&Z Commission may not discuss or take action on any item which has not been posted on the agenda. Speakers shall limit their comments to five (5) minutes each.

3. Citizens to be heard.

PRESENTATIONS

4. Introduction of new P&Z Commission member, Martin E. Bryant.

CONSENT AGENDA

All of the following items are considered to be routine by the P&Z Commission, there will be no separate discussion on these items and will be enacted by one motion. Items may be removed by any Commissioner by making such request prior to a motion and vote.

5. Approval of the September 9, 2021 Planning and Zoning Commission Regular Meeting Minutes.

Amanda Valdez, TRMC, Deputy City Secretary

CONSIDERATION / DISCUSSION ITEMS

6. Consideration and possible action on the selection of a Planning and Zoning Commission Chairperson.

Amanda Valdez, TRMC, Deputy City Secretary

7. Consideration and possible action on the selection of a Planning and Zoning Commission Vice Chairperson.

Amanda Valdez, TRMC, Deputy City Secretary

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8. Consideration and possible action recommending approval to reschedule the November 11, 2021 Regular Planning & Zoning Commission meeting.

Amanda Valdez, TRMC, Deputy City Secretary

9. Review and discussion of the proposed amendments to the City of Fair Oaks Ranch Unified Development Code.

Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

ADJOURNMENT

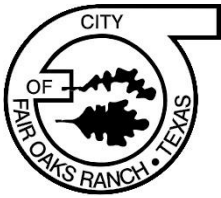
Signature of Agenda Approval: s/Tobin E. Maples

Tobin E. Maples, City Manager

I, Amanda Valdez, TRMC, Deputy City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the city's website www.fairoaksranchtx.org, both places being convenient and readily accessible to the general public at all times.

As per Texas Government Code 551.045, said Notice was posted by 6:30 PM, October 11, 2021 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch City Hall is wheelchair accessible at the side entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available.
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CITY OF FAIR OAKS RANCH

PLANNING AND ZONING COMMISSION MEETING

Thursday, September 09, 2021 at 6:30 PM

City Hall Council Chambers, 7286 Dietz Elkhorn, Fair Oaks Ranch

MINUTES

OPEN MEETING

1. Roll Call - Declaration of a Quorum

Present: Chairperson Frank Trapasso

Commissioners: Douglas Leonard, Linda Tom, David Horwath, Dale Pearson, and Lamberto Balli

Absent: Vice Chairperson Barnes

With a quorum present, the meeting was called to order at 6:30 PM.

2. Pledge of Allegiance – The Pledge of Allegiance was led by Commissioner Douglas Leonard

CITIZENS and GUEST FORUM

3. **Citizens to be heard** – There were no citizens to be heard.

CONSENT AGENDA

4. **Approval of the August 12, 2021 Planning and Zoning Commission Regular Meeting Minutes.**

MOTION: Made by Commissioner Tom, seconded by Commissioner Pearson, to approve the Consent Agenda.

VOTE: 5-0, Motion Passed. Commissioner Balli abstained.

CONSIDERATION / DISCUSSION ITEMS

5. **Consideration and possible action recommending the approval for Elkhorn Ridge Unit 7 Tree Plan.**

MOTION: Made by Commissioner Horwath, seconded by Commissioner Balli, to recommend approval of the Elkhorn Ridge Unit 7 Tree Plan.

VOTE: 6-0, Motion Passed.

6. **Consideration and possible action recommending the approval of a Preliminary Plat request from Elkhorn Ridge SA, LLC for Elkhorn Ridge Unit 7 proposing 18 single-family residential lots, generally located north of the intersection of Dietz Elkhorn Road and Elkhorn Ridge, City of Fair Oaks Ranch, Texas.**

MOTION: Made by Commissioner Leonard, seconded by Chairperson Trapasso, to recommend approval of the Preliminary Plat of Elkhorn Ridge Unit 7 with the following minor conditions.

1. Applicant to update the subdivision progress table on the Master Plan to show the accurate number of 80' lots in Unit 7 based on the plat.
2. Applicant to resolve the discrepancy between Bexar County GIS information and the tax certificate.
3. Applicant to correct the Unified Development Code reference to Subdivision Ordinance.
4. Applicant to change the drainage easement note to change the responsibility from the City to utility/service provider or HOA.
5. Applicant to add surveyor's signature.
6. Applicant to correct the typographical error in the note that states the maintenance responsibility of the street.
7. Applicant to update the plat revision date.
8. Applicant to label the reserve 914 as labelled in the previous submissions- "RESERVE 914 GREENBELT 1.36 AC".

VOTE: 6-0, Motion Passed.

7. Consideration and possible action recommending approval of a Final Plat request from SA Front Gate, LLC for Front Gate Unit 7 proposing 20 single-family residential lots, generally located south of Dietz Elkhorn Road and north of Fair Oaks Parkway, City of Fair Oaks Ranch, Texas.

MOTION: Made by Commissioner Balli, seconded by Chairperson Trapasso, to recommend approval of the Final Plat of Front Gate Unit 7 with the following condition:

1. Applicant to remove from the owner's signature block on the final plat "and dedicates to the City of Fair Oaks Ranch all public easements, public streets, and public drains"
2. Applicant's engineer and city staff to review the drainage plan and ensure proper storm water drainage so as not to affect the properties adversely, especially at the Shady Gate cul-de-sac.

VOTE: 6-0, Motion Passed.

ADJOURNMENT

Chairperson Trapasso adjourned the meeting at 7:05 PM.

ATTEST:

Bobbe Barnes, Vice Chairperson

Christina Picioccio, City Secretary



PLANNING & ZONING CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
October 14, 2021

AGENDA TOPIC: Consideration and possible action on the selection of a Planning and Zoning Commission Chairperson

START DATE: October 14, 2021

DEPARTMENT: City Secretary

PRESENTED BY: Amanda Valdez, TRMC, Deputy City Secretary

INTRODUCTION/BACKGROUND:

Section 3.1 of the Planning and Zoning Commission Rules of Procedure states that the Commission shall select from among its members in their first meeting of the fiscal year following new appointments, a Chairperson and Vice-chairperson to serve for a period of one (1) year.

At their September 16, 2021 meeting, City Council approved a Resolution appointing one new member and reappointing three current members whom expressed interest in continuing to serve. As this is the first meeting of the fiscal year, the purpose of today's consideration item is to select a Commission Chairperson to fill a one (1) year term ending on September 30, 2022.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with City Council directive to establish P&Z Commission Officers per the rules of procedures

LONGTERM FINANCIAL & BUDGETARY IMPACT:

None.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to recommend _____, to serve as the P&Z Chairperson until the next Chairperson is selected in October 2022.



PLANNING & ZONING CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
October 14, 2021

AGENDA TOPIC: Consideration and possible action on the selection of a Planning and Zoning Commission Vice-Chairperson

START DATE: October 14, 2021

DEPARTMENT: City Secretary

PRESENTED BY: Amanda Valdez, TRMC, Deputy City Secretary

INTRODUCTION/BACKGROUND:

Section 3.1 of the Planning and Zoning Commission Rules of Procedure states that the Commission shall select from among its members in their first meeting of the fiscal year following new appointments, a Chairperson and Vice-chairperson to serve for a period of one (1) year.

At their September 16, 2021 meeting, City Council approved a Resolution appointing one new member and reappointing three current members whom expressed interest in continuing to serve. As this is the first meeting of the fiscal year, the purpose of today's consideration item is to select a Commission Vice-Chairperson to fill a one (1) year term ending on September 30, 2022.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with City Council directive to establish P&Z Commission Officers per the rules of procedures.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

None.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to recommend _____, to serve as the P&Z Vice-Chairperson until the next Vice-Chairperson is selected in October 2022.



PLANNING & ZONING CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
October 14, 2021

AGENDA TOPIC: Consideration and possible action recommending approval to reschedule the November 11, 2021 regular Planning and Zoning Commission meeting

START DATE: October 14, 2021

DEPARTMENT: City Secretary

PRESENTED BY: Amanda Valdez, TRMC, Deputy City Secretary

INTRODUCTION/BACKGROUND:

Relative to Planning and Zoning Commission regular meetings, the Rules of Procedure states the following:

Section 10.1: The Commission shall meet *on the second Thursday of each month at 6:30 p.m.* in the Council Chambers of the Fair Oaks Ranch Municipal Complex.....

Section 10.3: Under special circumstances *the Commission may reschedule the second Thursday regular meeting date and/or time subject to ratification by the City Council.*

This year the second Thursday of November is Veterans Day, a city recognized holiday.

At tonight's meeting, to comply with the P&Z's Rules of Procedure, rescheduling the November meeting date is warranted. As the FY2021-22 Plat Submittal Deadline Schedule was published early 2021 (see attached), staff recommends moving the November to the 10th as depicted on the schedule. Following the published schedule will avoid challenges by submitters and staff upon plat submittals.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with the P&Z's Rules of Procedure.
2. Allows for the continuation of a P & Z Commission meeting.
3. Provides compliance with statutory time submittal deadlines.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

None.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to recommend approval to reschedule the regular November 11, 2021 P&Z meeting to November 10th, 2021.

**CITY OF FAIR OAKS RANCH
2021-2022 CONSERVATION DEVELOPMENT ALTERNATIVE SUBMITTAL DEADLINES ¹**

Meeting Month	Submittal Deadline (for Initial Review) *	Review Comments sent to Applicant ²	Resubmittal Deadline ³	Planning & Zoning (P&Z) Meeting ⁴	City Council Meeting ⁴
	(Wednesdays by 5:00 pm)	(Fridays by 5 pm)	(Wednesday by 10:00 am)	(2 nd Thursdays at 6:30 pm) ¹	(3 rd Thursdays at 6:30 pm)
January (2021)	November 25, 2020	December 18, 2020	December 23, 2020	January 14, 2021	January 21, 2021
February	December 23, 2020	January 15, 2021	January 20, 2021	February 11, 2021	February 18, 2021
March	January 20, 2021	February 12, 2021	February 17, 2021	March 11, 2021	March 18, 2021
April	February 17, 2021	March 12, 2021	March 17, 2021	April 8, 2021	April 15, 2021
May	March 24, 2021	April 16, 2021	April 21, 2021	May 13, 2021	May 20, 2021
June	April 21, 2021	May 14, 2021	May 19, 2021	June 10, 2021	June 17, 2021
July	May 19, 2021	June 11, 2021	June 16, 2021	July 8, 2021	July 15, 2021
August	June 23, 2021	July 16, 2021	July 21, 2021	August 12, 2021	August 19, 2021
September	July 21, 2021	August 13, 2021	August 18, 2021	September 9, 2021	September 16, 2021
October	August 25, 2021	September 17, 2021	September 22, 2021	October 14, 2021	October 21, 2021
November	September 22, 2021	October 15, 2021	October 20, 2021	Wed November 10, 2021	November 18, 2021
December	October 20, 2021	November 12, 2021	November 17, 2021	December 9, 2021	December 16, 2021
January (2022)	November 24, 2021	December 17, 2021	December 22, 2021	January 13, 2022	January 20, 2022

* PRE-APPLICATION CONFERENCE IS MANDATORY PRIOR TO APPLICATION SUBMITTAL

¹. DATES ARE SUBJECT TO CHANGE AND MAY BE ADJUSTED DUE TO HOLIDAYS AND OTHER EVENTS

². APPLICATIONS DEEMED INCOMPLETE WILL BE RETURNED TO THE APPLICANT AND WILL NEED TO BE SUBMITTED AT THE FOLLOWING SUBMITTAL DEADLINE FOR INITIAL REVIEW

³. RESUBMITTALS WILL BE CONSIDERED ONLY IF APPLICATIONS ARE MISSING MINOR ITEMS

⁴. IF ACTION ON THE ITEM IS POSTPONED BY PLANNING AND ZONING COMMISSION OR CITY COUNCIL, THEN THE ITEM WILL BE HEARD AT THEIR NEXT REGULARLY SCHEDULED MEETING

NOTE: ACCORDING TO THE CITY OF FAIR OAKS RANCH UDC SECTION 8.3, THE APPROVAL REQUIREMENTS FOR CONSERVATION DEVELOPMENT ALTERNATIVES ARE SIMILAR TO THOSE FOR SUBDIVISIONS OF THE SAME SIZE.

NOTE: IF A COMPLETE APPLICATION (INCLUDING REVISIONS AND RESUBMITTALS) IS SUBMITTED AFTER THE DEADLINE, THE APPLICATION WILL FOLLOW THE NEXT SUBMITTAL DEADLINE FOR INITIAL REVIEW



PLANNING & ZONING CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

October 14, 2021

AGENDA TOPIC: Review and discussion of the proposed amendments to the City of Fair Oaks Ranch Unified Development Code

DATE: October 14, 2021

DEPARTMENT: Public Works and Engineering Services

PRESENTED BY: Katherine Schweitzer, P.E., Manager of Engineering Services
Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

INTRODUCTION/BACKGROUND:

During the past year the Planning and Zoning Commission (P&Z) has worked with city staff and consultant Gunda Corporation on amending the Unified Development Code (UDC). A series of (5) five work sessions have been held to discuss the diagnostic findings of the current UDC and to gather P & Z's input on the issues identified. Staff also provided input and recommendations. Additionally, the consultant's experience in utilizing the UDC to undertake review of planning applications over the past few months assisted in identifying areas of improvement.

A summary of the P&Z's concerns and related action items was shared with the Commissioner's in July 2021. That has been updated to reflect the proposed amendments, based on staff input. Using that as a framework, implementation steps were identified that included text amendments, incorporation of additional guidelines, and topics for further research and discussion. The redlined version of the proposed amended UDC was reviewed by staff with their recommendations being incorporated. For reference, it highlights the changes. On September 14th Commissioners were provided a redline copy and a clean version of the proposed amended UDC.

As this review is self-driven, P&Z work sessions will be held to receive the Commissioners input on the proposed amendments. Once the text is finalized, additional features will be incorporated to make the document user friendly such as hyperlinks, illustrations, and formatting. Information previously shared with the P&Z and summary of responses were also provided to the Commissioners on September 14th.

The following future steps are anticipated after the work sessions:

1. Incorporate P&Z input
2. Receive legal review and input; incorporate accordingly
3. Presentation to City Council for review and set public hearing dates
4. Incorporate any City Council input
5. Hold public hearings
6. Adopt amended Unified Development Code

Tonight's discussion will focus on the proposed amendments to the Unified Development Code.

LEGAL ANALYSIS

Upon receiving P&Z's approval of the final draft UDC, legal will provided a copy for their review and input.

RECOMMENDATION/PROPOSED MOTION:

The city consultant and staff desire final input on the proposed amendments discussed this evening.