

**City of Kerrville Planning & Zoning Commission Agenda**  
**Thursday, February 15, 2007, 4:30p.m.\***

**City Hall City Council Chambers, 800 Junction Highway, Kerrville, TX**

The meeting place has wheelchair accessibility and available accessible parking spaces. Please call the City of Kerrville Planning Division at (830) 792-8354 forty-eight hours (48) before the meeting to request accommodations.

**1. \*4:15 p.m. Pre-Meeting Session, City Council Chambers**

Review of today's agenda items between Staff and the Commission. No action will be taken and there is to be no discussion between the Commission and the applicant(s) or other audience.

**2. 4:30 p.m. Call to Order**

Chairperson calls the meeting to order; roll call.

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**3. Visitor/Citizens' Forum**

Any person with business not scheduled on the agenda is encouraged to briefly speak their ideas to the Commission. Please fill out the SPEAKER REQUEST FORM and give it to the Commission's Secretary prior to the meeting. (No formal action can be taken on these items as the Open Meetings Act requires formal action items be posted on an agenda no later than 72 hours before the meeting. If formal action is required, the items will be placed on an agenda for a future meeting.)

**4. Consent Agenda**

All items listed below in the consent agenda are considered routine or ministerial in nature and will be enacted with one motion. There will be no separate discussion of items unless a Commissioner or citizen so requests; in which case the item(s) will be removed from the consent agenda and considered separately.

**4A. Approve the minutes from the meetings of January 18, 2007 and February 1, 2007.**

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**4B. Final Plat: Keystone, Phase 2** – A thirty-nine (39) lot single family development on 10.4 acres located along the northwest extension of Victory Lane. Zoned: RC. Applicant: Grogan Surveying. (File No. 2006-35)

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**5. Public Hearing - Replats**

**5A. Replat: Comanche Trace, Phase 9** – A replat of Lots 37 and 38, Block A, a 0.930 acre tract located approximately 200-feet southeast of the Comanche Trace Drive and Oak Park Drive intersection. Zoned: PD. Applicant: Grogan Surveying. (File No. 2007-04)

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**5B. Replat: Lowry Addition** – A replat of Lots 3 and 4, Block 7, a 0.44 acre tract located approximately 100-feet northwest of the Palmer Street and Lowry Street intersection. Zoned: R1A. Applicant: Texas Land Boundaries. (File No. 2007-03)

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**5C. Replat: B. F. Cage Addition** – A replat of a Part of Lot 12, Block N, a 0.43 acre tract located at the North corner of Robinson Avenue and North Street. Zoned: RT. Applicant: Texas Land Boundaries. (File No. 2007-05)

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**6. Staff Reports**

6A. Future Agenda Items/Project Update. Applicant: Senior Planner

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**7. Adjourn** - The next scheduled meeting is Thursday, March 1, 2007.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 4A **FOR AGENDA OF:** February 15, 2007  
**DESCRIPTION:** Approval of the minutes from the meeting of January 18, 2007.  
**APPLICANT(S):** Planning and Zoning Commission Secretary  
**ATTACHMENT(S):** Minutes

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The Commission's Secretary recommends approval of the proposed minutes.

On January 18, 2007 the Planning and Zoning Commission pre-meeting was called to order at 4:20 p.m. in the City Hall Council Chambers, 800 Junction Highway.

**MEMBERS PRESENT:**

Mack Hamilton, Chairperson  
Harold Buell, Commissioner  
Jim Kessler, Commissioner  
Bruce Motheral, Commissioner  
Andy Phillips, Commissioner  
Carl Meek, Ex-Officio City Councilperson

**MEMBERS ABSENT:**

Paul Hofmann, Ex-Officio City Manager

**STAFF PRESENT:**

Trina Ramirez, Planning and Zoning Commission Secretary  
Gordon Browning, Senior Planner  
Brant Gary, Director of Administrative Service

**DISCUSSION OF AGENDA ITEMS FOR THE REGULAR MEETING:**

The Commissioners and Senior Planner discussed the items on the agenda.  
The pre-meeting adjourned at 4:23 p.m. No action was taken.

**1. CALL TO ORDER:**

Chairperson Mack Hamilton, called the Kerrville Planning and Zoning Commission regular meeting to order at 4:30 p.m. on January 18, 2007 in the City Hall Council Chambers, 800 Junction Highway.

**2. VISITOR/CITIZENS FORUM:**

No person spoke.

**3. CONSENT AGENDA:**

**3A. Approval of the minutes from the meeting of January 4, 2007.**

Com. Kessler moved for approval of the consent agenda; motion was seconded by Com. Phillips and passed 4-0-1 due to it being Com. Buell's first meeting.

**4. Information and Discussuion – Concept Plan**

4A. Review and discussion of a proposed single-family development on approximately 325 acres (Wenzel/Hartman Tracts) adjacent to the City limits, generally located along the northeast extension of Coronado Drive and west of Harper Road. Applicant: Matkin-Hoover Engineering. (File #2006-37).

Comr. Phillips excused himself from the Commission during this item due to a conflict of interest with the Concept plan. Comr. Phillips previously filed the proper form with the City.

The Commission and the applicants representative, John-Mark Matkin of Matkin-Hoover Engineering, discussed proposed thorough-fare plan, private streets, private water system, private sanitary sewer system, Utilities, lot sizes and storm drainage.

Following the applicants presentation, the Commission directed Staff to process the preliminary plat and throughfare plan amendment for this project simultaneously.

No action by the Commission was taken or was required.

Comr. Phillips returned to the Commission at 5:13 p.m. subsequent to the item regarding the Concept Plan.

**5. Discussion and Consideration – Real Estate Acquisition Policy**

5A. Consideration of a recommendation to the City Council of the City’s Real Estate Acquisition Policy. Applicant: City of Kerrville.

The Commission voted to defer action on this item until February 1, 2007

**6. Staff Report**

6A. Future agenda items. Applicant: Senior Planner.

Mr. Browning informed the Commission of items for future agenda.

**7. Adjournment** The next regularly scheduled meeting is February 1, 2007.

The meeting adjourned at 5:15 p.m.

ATTEST:

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Mack Hamilton, Chairperson

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Trina Ramirez, Recording Secretary

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 4A **FOR AGENDA OF:** February 15, 2007  
**DESCRIPTION:** Approval of the minutes from the meeting of February 1, 2007.  
**APPLICANT(S):** Planning and Zoning Commission Secretary  
**ATTACHMENT(S):** Minutes

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The Commission's Secretary recommends approval of the proposed minutes.

**PRE-MEETING:**

On February 1, 2007 the Kerrville Planning and Zoning Commission pre-meeting was called to order at 4:25 p.m. in the City Hall Council Chambers, 800 Junction Highway.

**MEMBERS PRESENT:**

Mack Hamilton, Chairperson  
Jim Kessler, Commissioner  
Harold Buell, Commissioner  
Andy Phillips, Commissioner  
Bruce Motheral, Commissioner  
Carl Meek, Ex-Officio City Councilperson  
Paul Hofmann, Ex-Officio City Manager

**MEMBERS ABSENT:**

Paul Hofmann, Ex-Officio City Manager

**STAFF PRESENT:**

Gordon Browning, Senior Planner  
Jena Chacon, Public Works Secretary  
Michael Wellborn, City Engineer  
Steve Chapman, Fire Marshall  
Brant Gary, Director of Administrative Service

**DISCUSSION OF AGENDA ITEMS FOR THE REGULAR MEETING:**

The Commissioners and City Planner discussed the items on the agenda. The pre-meeting adjourned at 4:30 p.m. No action was taken.

**1. CALL TO ORDER:**

Chairperson Mack Hamilton, called the Kerrville Planning and Zoning Commission regular meeting to order at 4:30 p.m. on February 1, 2007 in the City Hall Council Chambers, 800 Junction Highway.

**2. Election of a Chairperson and Vice-Chairperson**

Comr. Kessler nominated Comr. Hamilton for Chairperson; motion was seconded by Comr. Phillips and passed 5-0. Comr. Hamilton nominated Comr. Kessler for Vice-Chairman; motion was seconded by Comr. Phillips and passed 5-0.

**3. VISITOR/CITIZENS FORUM:**

*City of Kerrville Planning & GIS Division – [www.kerrville.org/planning](http://www.kerrville.org/planning)*

Rit Jons representing, Phoenix Summit, Ltd., stated that as directed by the Planning and Zoning Commission at their January 18, 2007 meeting, the applicant would be submitting tomorrow (Friday, February 2, 2007) a preliminary plat, variance requests and a request to amend the Thoroughfare Plan for the Wenzel/Hartman tract for simultaneous review.

**4. CONSENT AGENDA:**

**4A. Approval of the minutes from the meeting of January 18, 2007.**

Cmr. Kessler moved for approval of the consent agenda; subject to corrections and additions discussed; motion was seconded by Cmr. Phillips and passed 5-0.

**5. Public Hearing - Replat**

**5.A. Replat: Villas at the Park – A replat of Lot 1, Block 2, Mesa Park, 4.28 acres located at Singing Wind Drive and Bridle Path. Zoned: R-3. Applicant: Voelkel Engineering and Surveying. (File No. 2007-02)**

After questioning from the commission, Mr. James Arnold gave a brief statement on finance issues. Drainage, landscaping and easements were also discussed.

Cmr. Hamilton opened the public hearing at 4:47 p.m. No person spoke. Cmr. Hamilton closed the public hearing at 4:48 p.m.

Cmr. Phillips moved to recommend for approval of the replat subject to conditions as discussed, motion was seconded by Cmr. Buell and passed 5-0.

**6. Action Item**

**6A. Preliminary Plat: Palacios Del Guadalupe – One (1) lot on 10.91 acres for residential development located between Guadalupe Street and the Guadalupe River. Zoned: W-8. Applicant: City of Kerrville**

The commissioners and staff discussed floodplain and floodway issues.

Cmr. Kessler moved to recommend for approval of the preliminary plat subject to conditions as discussed, motion was seconded by Cmr. Buell and passed 5-0.

**7. Discussion and Consideration – Real Estate Acquisition Policy**

**7A. Consideration of a recommendation to the City Council of the City’s Real Estate Acquisition Policy. Applicant: City of Kerrville**

The commissioners and staff reviewed and discussed the Real Estate Acquisition Policy.

Cmr. Kessler moved to recommend for approval of the policy with amendments as discussed, motion was seconded by Cmr. Buell and passed 5-0.

**8. Staff Report**

**8A. Future agenda items/Project Update. Applicant: Senior Planner**

Mr. Browning informed the Commission of items for future agenda.

**9. Adjournment - The next scheduled meeting is Thursday, February 15, 2007.**

The meeting adjourned at 5:58 p.m.

ATTEST:

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Mack Hamilton, Chairperson

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Jena Chacon, Recording Secretary



**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 5A **FOR AGENDA OF:** February 15, 2007

**DESCRIPTION:** **Public Hearing: Replat – Comanche Trace, Phase 9** – A replat of Lots 37 and 38, Block A, a 0.930 acre tract located approximately 200-feet southeast of the Comanche Trace Drive and Oak Park Drive intersection. Zoned: PD. (File No. 2007-04)

**APPLICANT(S):** Grogan Surveying

**ATTACHMENT(S):** Plat

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**SUMMARY STATEMENT – FINDING OF FACT**

History/Timeline:

- State law requires a public hearing prior to Commission action on all replats.
- September 15, 2005 – Preliminary plat approved, Comanche Trace, Phase 9.
- February 22, 2006 – Final plat approved, Comanche Trace, Phase 9.
- January 8, 2007 – Application for replat submitted to City.
- January 31, 2007 – Development Review Committee (DRC) process completed.
- **February 15, 2007 – Consideration of replat by Commission.**

Summary:

The proposed replat meets the requirements of the Subdivision Ordinance.

Note per KPUB: A handhole (secondary junction box) has been installed on the property line between these lots. The owner will need to evaluate the location and determine if it needs to be moved. If so, they need to contact Comanche Trace before KPUB installs the electric facilities. KPUB's permanent service will originate from this handhole.

**RECOMMENDED ACTION**

1. Open public hearing and receive comments, and
2. Approve replat as submitted.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 5B **FOR AGENDA OF:** February 15, 2007

**DESCRIPTION:** **Public Hearing: Replat – Lowry Addition** – A replat of Lots 3 and 4, Block 7, a 0.44 acre tract located approximately 100-feet northeast of the Palmer Street and Lowry Street intersection. Zoned: R1A. (File No. 2007-03)

**APPLICANT(S):** Texas Land Boundaries

**ATTACHMENT(S):** Plat

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**SUMMARY STATEMENT – FINDING OF FACT**

History/Timeline:

- \* State law requires a public hearing prior to Commission action on all replats.
- January 5, 2007 – Application for replat submitted to City.
- January 31, 2007 – Development Review Committee (DRC) process completed.
- **February 15, 2007 – Consideration of replat by Commission.**

Summary:

The proposed replat meets the requirements of the Subdivision Ordinance.

**RECOMMENDED ACTION**

1. Open public hearing and receive comments, and
2. Approve replat as submitted.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 5C **FOR AGENDA OF:** February 15, 2007

**DESCRIPTION:** **Public Hearing: Replat – B. F. Cage Addition** – A replat of a Part of Lot 12, Block N, a 0.43 acre tract located at the north corner of Robinson Avenue and North Street. Zoned: RT. (File No. 2007-05)

**APPLICANT(S):** Texas Land Boundaries

**ATTACHMENT(S):** Plat

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**SUMMARY STATEMENT – FINDING OF FACT**

History/Timeline:

- State law requires a public hearing prior to Commission action on all replats.
- January 8, 2007 – Application for replat submitted to City.
- January 31, 2007 – Development Review Committee (DRC) process completed.
- **February 15, 2007 – Consideration of replat by Commission.**

Summary:

The proposed replat meets the requirements of the Subdivision Ordinance.

**RECOMMENDED ACTION**

1. Open public hearing and receive comments, and
2. Approve replat as submitted.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 6A **FOR AGENDA OF:** February 15, 2007  
**DESCRIPTION:** Future Agenda Items/Project Update  
**APPLICANT(S):** Gordon Browning  
**ATTACHMENT(S):**

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As of this writing the March 1, 2007 meeting agenda will consist of the following:

**Zoning Change/Conditional Use Permit:**

**Zoning Code Amendment** – Considering amending the Zoning Code to extend the time a travel trailer or recreational vehicle may be located on property being used for the seasonal sale of holiday trees.

**Zoning Change Request** – A request to change the zoning on approximately 25 acres located generally south of the Bandera Hwy and Medina Hwy intersection from R3 to a Planned Development District to allow a mixed use development.

**Conditional Use Permit (CUP) Request** – A request for a CUP to allow a bed and breakfast on 0.15 acres located at 1407 Vesper Drive.

**Preliminary Plat:**

**Preliminary Plat** – A 15 lot non-residential subdivision located at the southeast corner of Greenwood Drive and Goat Creek Cutoff Road, fronting the southeast side of Goat Creek Cutoff Road. This plat is in the ETJ.