



**CITY OF KERRVILLE PLANNING & ZONING COMMISSION AGENDA**  
**REGULAR MEETING, THURSDAY, OCTOBER 3, 2019 4:30 P.M.**  
**CITY HALL COUNCIL CHAMBERS**  
**701 MAIN STREET, KERRVILLE, TEXAS**

**CALL TO ORDER**

**1. CONSENT AGENDA**

All items listed below on 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.

**1A.** Approval of the minutes from the September 5, 2019

**2. PUBLIC HEARING, CONSIDERATION & ACTION**

**2A.** Public hearing, consideration, and action to recommend a resolution to allow a Conditional Use Permit for a Short-term Rental Unit on Lot 1-A, Block 6, of the Lowry Addition; more commonly known as 202 Lowry Street. (File No. 2019-063)

**2B.** Public hearing, consideration, and action to recommend a resolution to allow a Conditional Use Permit for a Short-term Rental Unit on Lot 1-C, Block 6, of the Lowry Addition; more commonly known as 210 Lowry Street. (File No. 2019-064)

**3. CONSIDERATION AND ACTION**

**3A.** Consideration and action concerning a Preliminary Plat of the Weston Homeplace Phase II subdivision, being a certain tract or parcel comprising of 8.57 acres out of the Samuel Wallace survey number 114, tract number 348, within the City of Kerrville, Kerr County, Texas, generally located north of E. Main. (File No. 2019-070)

**3B.** Consideration and action concerning a Preliminary Plat of the Comanche Trace Phase 7 subdivision, being a certain tract or parcel comprising of 4.99 acres out of the William Watt survey number 65, abstract 364, within the City of Kerrville, Kerr County, Texas, generally located along Pinnacle Club Drive. (File No. 2019-071)

**4. STAFF REPORT**

**5. EXECUTIVE SESSION**

At any time during the meeting, the Planning and Zoning Commission may meet in executive session regarding any of the matters posted above for attorney-client consultation in compliance with the Texas Open Meetings Act.

**6. ADJOURNMENT**

The facility is wheelchair accessible, and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-257-8000 for further information.

I hereby certify that this agenda was posted as notice of the meeting on the bulletin board at the City Hall of the City of Kerrville, Texas, and on the City's website on the following date and time: September 27, 2019 at 5:00p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Kayla McInturff

Kayla McInturff, Deputy City Secretary, City of Kerrville, Texas



# City of Kerrville Planning Department Report

To: Planning & Zoning Commission  
Agenda Item: 2A Minutes September 5, 2019 Commission meeting  
Action: Approval, approval with specific changes  
Representative: Staff

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## CITY OF KERRVILLE, TEXAS PLANNING AND ZONING COMMISSION

September 5, 2019

### **Members Present:**

Bob Waller, Chair  
Garrett Harmon, Vice-Chair  
Tricia Byrom, Commissioner  
Rustin Zuber, Commissioner  
Bill Morgan, Alternate

### **Members Absent:**

David Jones, Commissioner

### **City Staff Present:**

Drew Paxton, Director of Planning  
Guillermo Garcia, Executive Director for Strategic Initiatives  
Mike Hayes, City Attorney  
Dorothy Miller, Recording Secretary

### **CALL TO ORDER:**

On September 5, 2019, Cmr. Waller called the Kerrville Planning and Zoning Commission regular meeting to order at 4:31 p.m. in the City Hall Council Chambers, 701 Main Street, Kerrville, Texas.

### **1. 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.

#### 1A. Approval of minutes for the August 15, 2019 meeting.

Cmr. Morgan moved to approve the minutes as amended. Cmr. Harmon proposed a change to page 3 where David Wampler spoke, it should read, "...these signs do not fit the ambiance of Kerrville..." and on page 5, Cmr. Harmon wants to clarify that the

maximum size of electronic display at 32 square feet and again at the bottom of page 5, "...32 square feet maximum for electronic display..." and also in that same paragraph, instead of the word "vintage", it should be "vented". Motion was seconded by Cmr. Harmon and passed 5-0.

## **2. PUBLIC HEARING, CONSIDERATION & ACTION**

**2A.** Public hearing, consideration, and action concerning a request to vacate and replat Lot 145 and Lots 156-159 of the Meridian Subdivision, recorded in Volume 7, Pages 80-81, of the plat records of Kerr County, Texas generally located at 1833-1841 Lois Street. (File No. 2019-044)

Mr. Paxton presented the finding of facts.

Cmr. Waller opened the public hearing at 4:38 p.m. Hearing no one speak, Cmr. Waller closed the public hearing at 4:39 p.m.

Cmr. Byrom moved to approve the request to vacate and replat as presented; motion was seconded by Cmr. Zuber and passed 5-0.

## **3. CONSIDERATION AND FINAL ACTION**

**3A.** Consideration and action concerning a Preliminary/Final Plat of the Kerrville Office Plaza, a subdivision containing approximately 4.27 acres of land out of the Patrick Fleming Survey No. 666, Abstract No. 145, within the City of Kerrville, Kerr County, Texas, generally located north of Leslie Drive and west of Easy Street (Case #2019-054)

Mr. Paxton presented the finding of facts.

Cmr. Morgan moved to approve the preliminary/final plat as presented; motion was seconded by Cmr. Byrom and passed 5-0.

**3B.** Consideration and action concerning a request for alternate screening pursuant to Article 11-1-18 (g) located on Lot 2-R, Block 1, Freeman Fritts Addition, located at 601 North Spur 100 (File No. 2019-058)

Mr. Paxton presented the finding of facts.

Cmr. Morgan moved to approve the alternate screening as presented; motion was seconded by Cmr. Zuber and passed 5-0.

## **3. STAFF REPORT:**

Mr. Paxton presented the staff report. On November 7<sup>th</sup> Mr. Paxton will be attending a state planning conference and said he needed the Commission's approval to change the next meeting to Tuesday, November 5<sup>th</sup> or Thursday, November 14<sup>th</sup>; Commission's consensus was to move the regular meeting date to November 14<sup>th</sup>. Mr. Paxton stated he is trying to keep the citizen cases on the first Thursday of the month and code reviews on the third Thursday of the month. However, November will be different since he will be at the conference during the first Thursday of November.

## **4. EXECUTIVE SESSION**

No executive session was taken.

**5. ADJOURNMENT**

The meeting was adjourned at 5:03 p.m.



# City of Kerrville Planning Department Report

To: Planning & Zoning Commission  
Agenda Item: 3A  
Action: Public Hearing, Consideration and Action  
Planning File #: 2019-063  
Representative: Faye Hubble

## **Proposal**

Public hearing, consideration, and action to recommend a resolution to allow a Conditional Use Permit for a Short-term Rental Unit on Lot 1-A, Block 6, of the Lowry Addition; more commonly known as 202 Lowry Street. (File No. 2019-063)

## **Procedural Requirements**

Nineteen letters were mailed September 16, 2019, to adjacent property owners. The public notice was published in the Kerrville Daily Times on September 12, 2019.

## **Staff Analysis and Recommendation**

### **Case Summary:**

This is a request to allow as a conditional use, a short term rental unit at 202 Lowry Street. In the newly updated zoning code, a short term rental unit is define as follows:

**Short-Term Rental Unit:** a facility, used for the purpose of providing short-term lodging for compensation, architecturally designed to look like a single-family dwelling, occupied concurrently as the residence for the owner, operator, or manager of the property, or providing separate lodging units such as cabins, guest homes, or similar residential-scale structures, with no more than six (6) bedrooms total on the property, and offering meals only to those who receive lodging, and providing that all bedrooms used as a permanent residence shall count toward the maximum six (6) bedrooms of the short-term rental unit.

The applicant is requesting to operate the short term rental unit as a separate lodging unit and will not live on site.

### **Public Comment:**

At the time of preparing this report, staff has not received any public comments.

### **Proposed Conditions:**

Staff recommends the following conditions for consideration along with the approval of the Conditional Use Permit:

1. The Short Term Rental Unit shall have a minimum of one off-street parking space per bedroom.

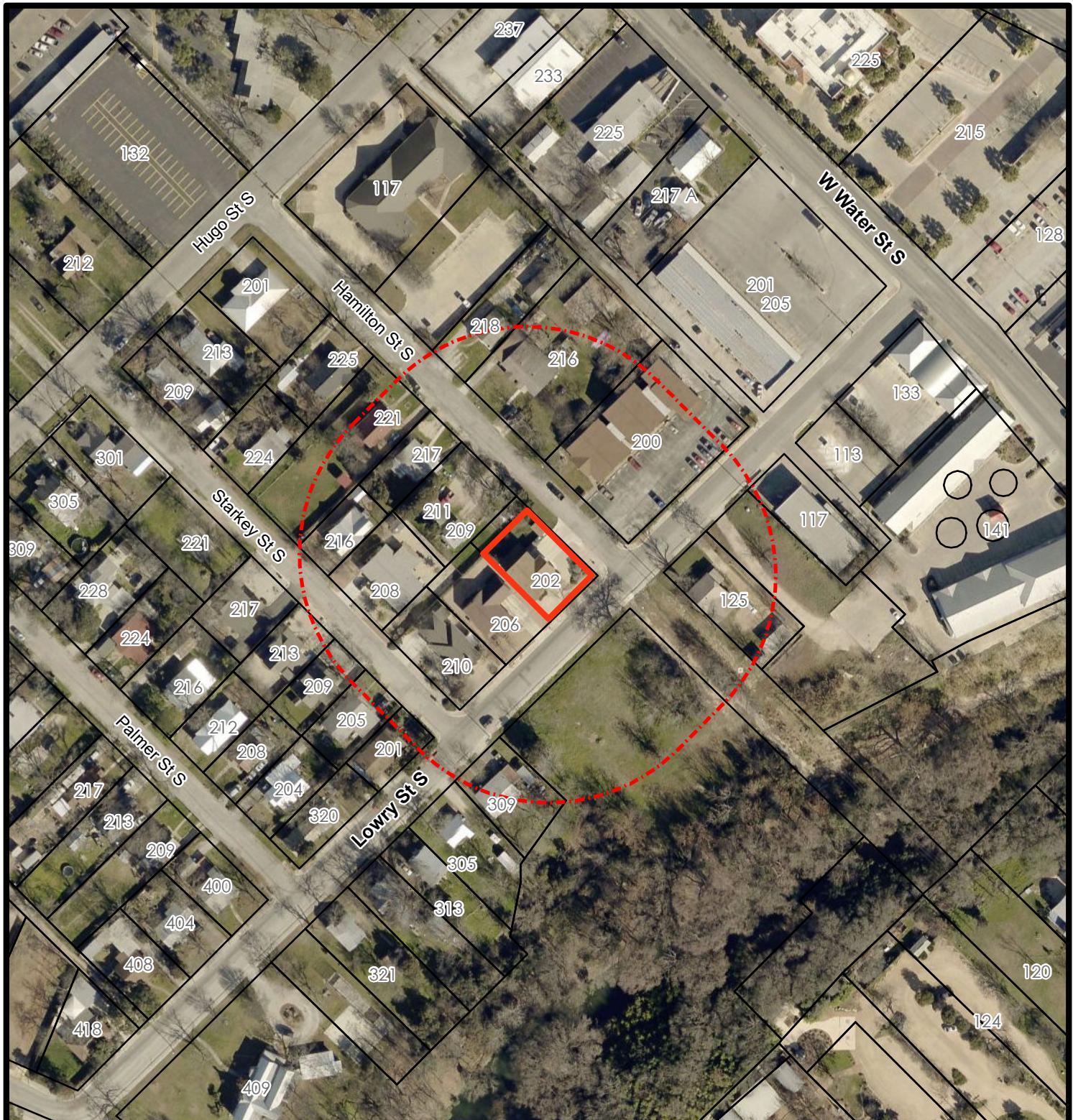
**Staff Recommendation:**

Staff recommends the case for approval with the proposed conditions.

**Attachments**

Location Map

Survey



## Location Map

Case # 2019-063

Location:  
202 Lowry St S

### Legend

200' Notification Area  
Subject Properties



0 50 100 200

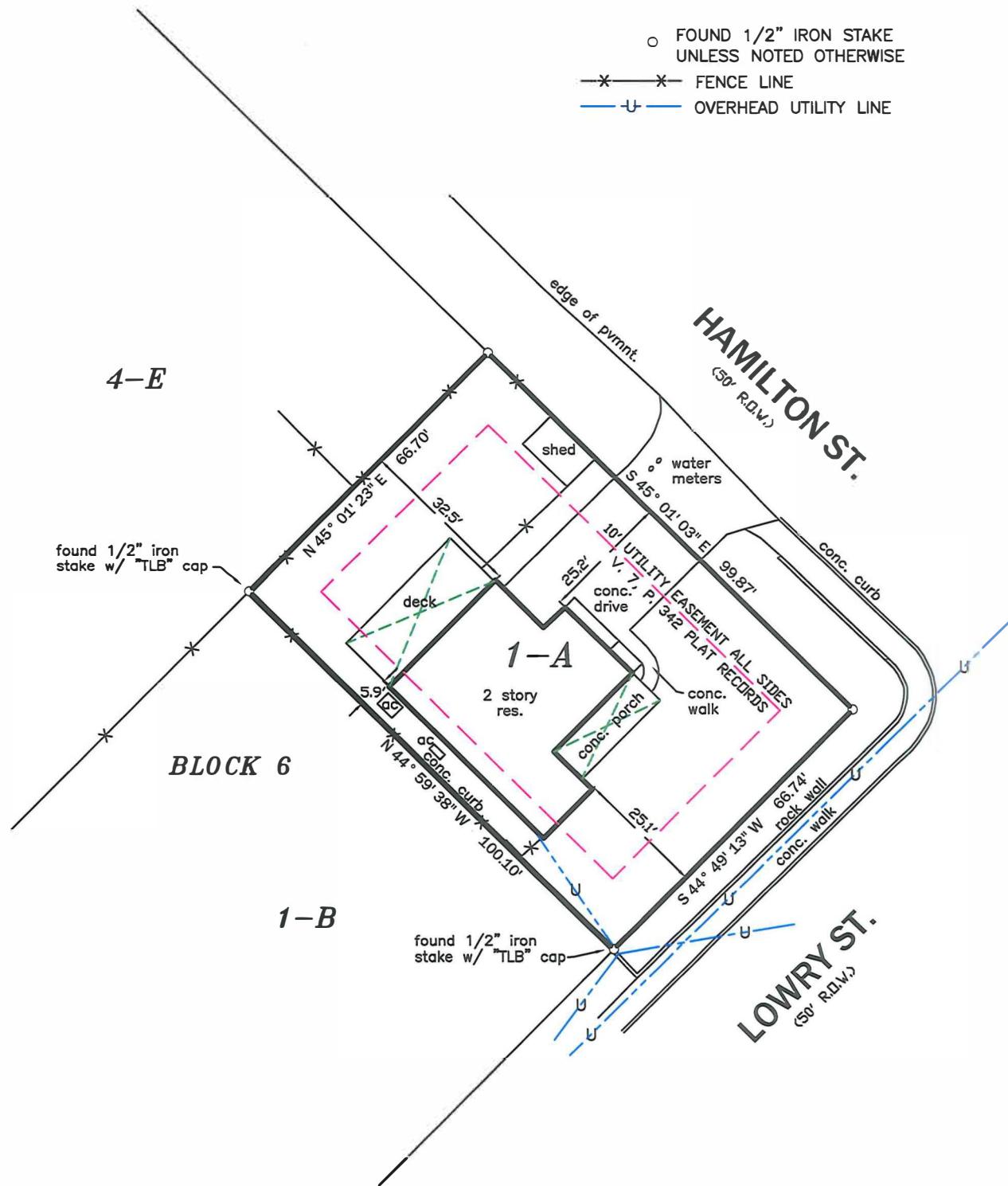
Scale In Feet

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only approximate relative locations.

**SURVEY PLAT OF ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING AND BEING SITUATED IN THE COUNTY OF KERR, STATE OF TEXAS, AND BEING ALL OF LOT NO. 1-A, BLOCK 6, OF THE REPLAT OF LOTS 1, 2, 3, AND 4, BLOCK 6, LOWRY ADDITION, A SUBDIVISION OF RECORD IN VOLUME 7, PAGE 342, PLAT RECORDS OF KERR COUNTY, TEXAS**



(TRUE NORTH PER G.P.S.)  
SCALE 1"=30'



THIS PLAT REPRESENTS A SURVEY MADE ON THE GROUND UNDER MY DIRECTION.

DATED THIS THE 11TH DAY OF JULY, 2019

  
 ERIC N. ASHLEY  
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4617  
 JOB NO. 7716P-719 HUBLE, FAY LOT 1-A LOWRY ADDN.DWG  
 FIRM REGISTRATION/ LICENSE NO. 10032600





# City of Kerrville Planning Department Report

Planning & Zoning Commission

Agenda Item: 3B

Action: Public Hearing, Consideration and Action

Planning File #: 2019-064

Representative: Carl and Betty Faye Hubble

## Proposal

Public hearing, consideration, and action to recommend a resolution to allow a Conditional Use Permit for a Short-term Rental Unit on Lot 1-C, Block 6, of the Lowry Addition; more commonly known as 210 Lowry Street. (File No. 2019-064)

## Procedural Requirements

Twenty-five letters were mailed September 16, 2019, to adjacent property owners. The public notice was published in the Kerrville Daily Times on September 12, 2019.

## Staff Analysis and Recommendation

### **Case Summary:**

This is a request to allow as a conditional use, a short term rental unit at 210 Lowry Street. In the newly updated zoning code, a short term rental unit is defined as follows:

**Short-Term Rental Unit:** a facility, used for the purpose of providing short-term lodging for compensation, architecturally designed to look like a single-family dwelling, occupied concurrently as the residence for the owner, operator, or manager of the property, or providing separate lodging units such as cabins, guest homes, or similar residential-scale structures, with no more than six (6) bedrooms total on the property, and offering meals only to those who receive lodging, and providing that all bedrooms used as a permanent residence shall count toward the maximum six (6) bedrooms of the short-term rental unit.

The applicant is requesting to operate the short term rental unit as a separate lodging unit and will not live on site.

### **Public Comment:**

At the time of preparing this report, staff has not received any public comments.

### **Proposed Conditions:**

Staff recommends the following conditions for consideration along with the approval of the Conditional Use Permit:

1. The Short Term Rental Unit shall have a minimum of one off-street parking space per bedroom.

**Staff Recommendation:**

Staff recommends the case for approval with the proposed conditions.

**Attachments**

Location Map

Survey



## Location Map

# Case # 2019-064

**Location:**  
**210 Lowry St S**

## Legend

## 200' Notification Area Subject Properties



0 50 100 200

### Scale In Feet

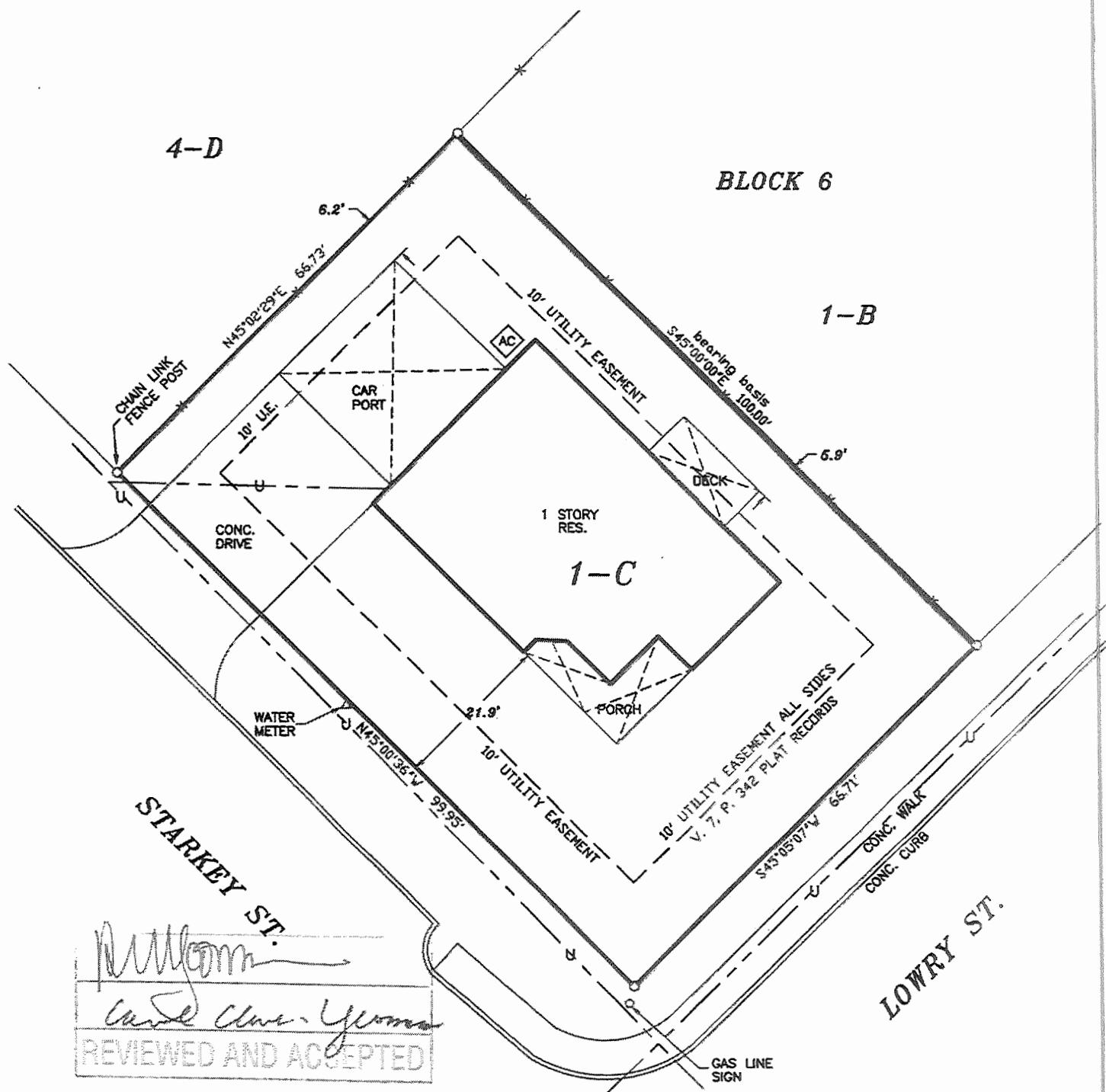
**SURVEY PLAT OF ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING AND BEING SITUATED IN THE COUNTY OF KERR, STATE OF TEXAS, AND BEING ALL OF LOT NO. 1-C, BLOCK 6, OF THE REPLAT OF LOTS 1, 2, 3, AND 4, BLOCK 6, LOWRY ADDITION, A SUBDIVISION OF RECORD IN VOLUME 7, PAGE 342, PLAT RECORDS OF KERR COUNTY, TEXAS**

SCALE 1"=20'



—X— FENCE LINE  
—U— OVERHEAD UTILITY LINE  
○ FOUND 1/2" IRON STAKE UNLESS NOTED OTHERWISE

BORROWER: RICHARD C. YEOMANS AND  
CAROL CLARK-YEOMANS  
210 LOWRY ST.  
KERRVILLE, TEXAS 78028



THIS PLAT REPRESENTS A SURVEY MADE ON THE GROUND UNDER MY DIRECTION. THERE ARE NO VISIBLE OR APPARENT EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN HEREON. THIS TRACT IS NOT LOCATED WITHIN THE 100 YEAR FLOOD BOUNDARY PER F.E.M.A. FLOOD INSURANCE RATE MAP PANEL NO. 48265C0170 E.

DATED THIS THE 14TH DAY OF NOVEMBER, 2006

Eric N. Ashley  
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4617  
JOB NO. 5760KT





# City of Kerrville Planning Department Report

Planning & Zoning Commission

Agenda Item: 4A

Action: Consideration and Action

Planning File #: 2019-070

Representative: Scott McClintock, Wellborn Engineering & Surveying

## Proposal

Consideration and action concerning a Preliminary Plat of the Weston Homeplace Phase II subdivision, being a certain tract or parcel comprising of 8.57 acres out of the Samuel Wallace survey number 114, tract number 348, within the City of Kerrville, Kerr County, Texas, generally (Case #2019-070)

## Procedural Requirements

### Staff Analysis and Recommendation

Staff recommends the preliminary plat with the following conditions:

1. The title of the preliminary plat needs to be corrected to Weston Homeplace Phase II.
2. Bow Lane, north of this subdivision, needs to be labeled correctly, not Bow Drive.
3. Bow Lane will require adequate fire lane striping and/or signage, as required by the Fire Code.
4. The emergency access easement between Bow Drive and Bow Lane:
  - a. if gated, will require a Knox padlock per KFD specifications,
  - b. must meet minimum radii at the corners, and
  - c. shall be paved in asphalt at a minimum, or alternative pavement type approved by the Kerrville Fire Department and City Engineer.

These conditions are a requirement of the approval of the preliminary plat.

## Attachments

Preliminary Plat



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# **City of Kerrville**

## **Planning Department**

### **Report**

To: Planning & Zoning Commission  
Agenda Item: 4B  
Action: Consideration and Action  
Planning File #: 2019-071  
Representative: Ken Kolacny, Matkin-Hoover Engineering

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#### **Proposal**

Consideration and action concerning a Preliminary Plat of the Comanche Trace Phase 7 subdivision, being a certain tract or parcel comprising of 4.99 acres out of the William Watt survey number 65, abstract 364, within the City of Kerrville, Kerr County, Texas, generally. (Case #2019-071)

#### **Procedural Requirements**

#### **Staff Analysis and Recommendation**

Staff recommends the preliminary plat with the following conditions:

1. *Pending final staff review and comments.*

These conditions are a requirement of the approval of the preliminary plat.

#### **Attachments**

Preliminary Plat

