



CITY OF KERRVILLE PLANNING & ZONING COMMISSION AGENDA
REGULAR MEETING, Thursday, January 7, 2021 at 4:00 P.M.
CITY HALL COUNCIL CHAMBERS
701 MAIN STREET, KERRVILLE, TEXAS

Planning & Zoning Commission Procedures During the Disaster Declaration and Citizen/Public Participation Guidelines

COVID-19 (Coronavirus) provides a unique concern in that gathering members of the public, Planning & Zoning Commission, and City staff within a physical setting constitutes a public health risk. On March 16, 2020, the Texas Governor suspended certain requirements of the Open Meetings Act to permit open meetings to occur in a fully virtual setting (telephonic/videoconference). The Zoning Board of Adjustment will conduct the above referenced meeting as an open public meeting. In an effort to avoid and mitigate health risks and due to limited occupancy levels in Council Chambers, standard safety protocol will be observed.

Standard safety protocol will be observed by the Planning & Zoning Commission, City staff, and citizens/visitors attending the Planning & Zoning Commission meeting at the City Hall Council Chambers. When entering City Hall you will be required to sanitize hands and wear a mask. Your temperature will be taken at a temperature station with a thermal digital thermometer before entering Council Chambers. Any persons with a temperature of 100.2 or above will not be allowed entry. Masks are required at all times within City Hall and the Council Chambers. The public podium will be sanitized between each public speaker. Six-foot distance seating will be observed and open seating will be designated. Overflow seating will also be provided should Council Chamber seating be full.

Citizens wishing to speak shall submit a completed "speaker request form" to the attending City staff before the Planning & Zoning Commission meeting is called to order, definitely before the item is called or read into record. Each speaker is limited to four minutes.

The Zoom platform will be active during this meeting. Please see the Alternative Citizen/Public Participation Guidelines following the Agenda, below.

Citizens/Public Participants may also submit written comments on specific agenda items, to include public hearings, and comments will be read into the meeting record. Comments must include a name, address, and a reference to the relevant item. Comments that do not include such information will not be read. The City must receive all comments by 2:45 p.m., on the date of the meeting. Comments may be:

- a. dropped off at the City Hall Utility Payments Drop-Box; or
- b. emailed to planning.division@kerrvilletx.gov.

Citizens may view and hear this Zoning Board of Adjustment meeting on Spectrum Channel 2 or by live-streaming via the City's website (www.kerrvilletx.gov).

CALL TO ORDER

1. MINUTES

1A. Approval of the minutes from December 3, 2020

2. CONSIDERATION & FINAL ACTION

2A. A Preliminary Plat and Final Plat for the proposed Seneca Place subdivision being all of a certain tract or parcel comprising of 9.39 acres out of the T. Hand Survey No. 115, Abstract No. 193, City of Kerrville, Kerr County, Texas; said 9.39 acre tract being all of that called 9.41 acre tract of land recorded in Volume 1817, Page 410 official public records of Kerr County, Texas. (Case 2020-082)

3. PUBLIC HEARING, CONSIDERATION & ACTION

3A. There are no public hearings for consideration and action for this meeting.

4. CHAIR AND VICE CHAIR ELECTION

4A. Elections for Chair and Vice Chair

5. STAFF REPORT

6. 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.

7. 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: 12/23/2020 at 1:25 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Kesha Franchina

Kesha Franchina, Deputy City Secretary, City of Kerrville, Texas

ALTERNATIVE CITIZEN/PUBLIC PARTICIPATION GUIDELINES **(Due to COVID-19 Pandemic Disaster Declaration)**

Instructions for Zoom callers: Dial the toll free numbers: **1-800-832-5611**. If the toll free number is not functioning, call the Zoom alternative back-up numbers **1-346-248-7799** or **1-669-900-6833**. When your call is answered you will hear **“Welcome to Zoom, enter your Meeting ID followed by pound”**. Enter in the Meeting ID below followed by the pound sign (#), when prompted enter the passcode.

The Meeting ID is 995 7235 2297#. The Passcode is 139844.

Once you have called into the meeting, your microphone will be placed on mute and your call will be placed in the call queue. At this point, you will hear silence on the phone. Do not hang up. The moderator will unmute your microphone as he/she is going down the list. Once the meeting has started, you will be able to listen to proceedings even if your microphone is muted.

The Zoom moderator will be accepting calls starting at 3:15 p.m. For item 1A and 2A and 4A, place your call before 3:45 p.m. in order to participate. Callers seeking to speak on these items and who call after this time will not be allowed to speak. However, for Public Hearing items, a caller seeking to speak on these items may call at any time prior to the item being introduced at the meeting. All callers are encouraged to call between 3:15 p.m. and 3:45 p.m. to be registered by the moderator. A caller must use the “raise your hand” feature on Zoom in order to be called upon for the Public Hearing. If a caller is using the Zoom app on a computer, tablet, or mobile phone click on “Participants” and click on “Raise Hand” button. By landline telephone press *9 when requesting to speak. Each speaker is limited to four minutes.

NOTE: Zoom is a third party vendor which provides the ability for remote participation. Software changes may be beyond what the City can control. If the City is notified of any issues from the third party vendor, the City will notify citizens and provide alternatives for engagement and participation.

Instructions for written comments:

Written comments will be accepted for any agenda items, including Public Hearings. Written comments will be read into record and can be provided in two different ways:

OPTION 1 by hard copy – Comments may be dropped off at the City Hall Utility Payments Drop-Box on the north side of City Hall by 2:45 p.m. the day of the meeting. You are required to provide your first and last name, address, and identify the item you commenting on.

OPTION 2 by email - Comments can be emailed to **planning.division@kerrvilletx.gov** and must be received by 2:45 p.m. the day of the meeting. You are required to provide your first and last name, address, and identify the item you are commenting on.

For either option, please provide **all required information** in order for your comments to be accepted. Thank you for your participation!

Agenda Bill

Meeting Minutes

To: Planning & Zoning Commission
Date: 1/7/2021
Agenda Item: 1A, Minutes of December 3, 2020 Commission Meeting
Action: Approve or Approve with Specific Changes
Representative: Staff

CITY OF KERRVILLE, TEXAS PLANNING AND ZONING COMMISSION

December 3, 2020

Members Present:

Garrett Harmon, Chair
Rustin Zuber, Vice-Chair
Tricia Byrom, Commissioner
David Jones, Commissioner
David Lipscomb, Commissioner
Cliff Tuttle, Commissioner
Hunter Patterson, Commissioner

City Staff Present:

Mike Hayes, City Attorney
Drew Paxton, Director of Planning
Steve Melander, Planner I
Dorothy Miller, Recording Secretary

CALL TO ORDER:

On December 3, 2020, Cmr. Harmon called the Kerrville Planning and Zoning Commission regular meeting to order at 4:30 p.m. in the City Hall Council Chambers, 701 Main Street, Kerrville, Texas.

1. MINUTES:

1A. Approval of minutes for the November 5, 2020 meeting.

Cmr. Tuttle moved to approve the minutes as presented; motion was seconded by Cmr. Byrom and passed 7-0.

2. CONSIDERATION & FINAL ACTION

2A. No cases this meeting for Consideration & Final Action

3. PUBLIC HEARING, CONSIDERATION AND ACTION

3A. A resolution to allow a Conditional Use Permit for a Tattoo Shop on Schreiner Subdivision, Block 33, Lot 5, City of Kerrville, Texas; and more commonly known as 215 Water Street. (Case No. 2020-065)

The applicant, Danielle Lang, presented her case.

Mr. Paxton presented the finding of facts.

Cmr. Harmon opened the public hearing at 4:37 p.m. Hearing no one speak, Cmr. Harmon closed the public hearing at 4:38 p.m.

Cmr. Byrom moved to recommend approval for a tattoo shop. Motion was seconded by Cmr. Lipscomb and passed 6-1.

3B. An ordinance for annexation and zoning change to R-2 Medium Density Residential on approximately 33.81 acres situated in the Samuel Wallace Survey No. 113, Abstract No. 347, Kerr County, Texas; and more commonly located in the 3200 Block of Loop 534. (Case 2020-070)

Mr. Paxton presented the finding of facts.

Cmr. Harmon opened the public hearing at 4:46 p.m. Hearing no one speak, Cmr. Harmon closed the public hearing at 4:47 p.m.

Cmr. Byrom moved to recommend approval for annexation and zoning change to R-2 Medium Density Residential. Motion was seconded by Cmr. Jones and passed 7-0.

3C. A resolution to allow a Conditional Use Permit for Short Term Rental Unit on Hillcrest Subdivision, Block 3, Lot 1 and 2, City of Kerrville, Texas; and more commonly known as 900 Tivy Street. (Case No. 2020-071)

Applicant, Jennifer Wise, presented her case.

Mr. Paxton presented the finding of facts. Mr. Paxton stated he received several telephone calls in support of the proposed short-term rental. Mr. Paxton also read two letters into the record, both in favor.

Cmr. Harmon opened the public hearing at 4:59 p.m.

Mr. Steven Folly spoke, discussing his concerns in regards to increased traffic and the addition of on-street parking of a narrow street. Mr. Folly stated he does not necessarily agree with allowing short-term rentals in an established neighborhood.

Ms. Amber Carpenter spoke in favor of the short-term rental.

Hearing no one speak, Cmr. Harmon closed the public hearing at 5:07 p.m.

Cmr. Byrom moved to recommend approval with the condition of adding two additional parking spaces for Short Term Rental Unit. Motion was seconded by Cmr. Jones and passed 7-0.

3D. A resolution for a Conditional Use Permit Amendment (Resolution 03-2019) for a modification to the approved Site Plan on all of Lot 1, Block 1 of the HEB Kerrville #1 Subdivision within the City of Kerrville, Kerr County, Texas; and more commonly known as 212 and 300 Main Street. (Case No. 2020-072)

Mr. Paxton presented the finding of facts.

Cmr. Harmon opened the public hearing at 5:24 p.m.

Ms. Kathy Strimple with H.E.B. stated she was available to answer any questions.

Hearing no one speak, Cmr. Harmon closed the public hearing at 5:25 p.m.

Cmr. Zuber moved to recommend approval / denial for Conditional Use Permit Amendment (Resolution 03-2019) for a modification to the approved Site Plan. Motion was seconded by Cmr. Tuttle and passed 7

4. STAFF REPORT:

Mr. Paxton presented the staff report. This is Cmr. Harmon's and Cmr. Zuber's last meeting as their terms of service expire. New commissioners will be appointed by city council and begin in January 2021.

5. EXECUTIVE SESSION

No executive session was taken.

6. ADJOURNMENT

The meeting was adjourned at 5:31 p.m.

APPROVED: _____
Garrett Harmon, Chair _____ Dorothy Miller, Recording Secretary

Date Minutes Approved

Agenda Bill

Case No. 2020-082

To: Planning & Zoning Commission
Date: 1/7/2021
Agenda Item: 2A, Seneca Place Preliminary and Final Plat
Action: Recommend Approval of Preliminary and Final Plat
Representative: Scott McClintock, Wellborn Engineering

Proposal

Consideration and final action concerning a Preliminary Plat and Final Plat for the proposed Seneca Place subdivision being all of a certain tract or parcel comprising of 9.39 acres out of the T. Hand Survey No. 115, Abstract No. 193, City of Kerrville, Kerr County, Texas; said 9.39 acre tract being all of that called 9.41 acre tract of land recorded in Volume 1817, Page 410 official public records of Kerr County, Texas.

Staff Analysis and Recommendation

The applicant is requesting approval of a Preliminary Plat and Final Plat for the proposed Seneca Place subdivision consisting of eight (8) for sale single-family detached home lots. Because the subdivision will be utilizing existing streets and utilities, staff has combined both Plats into one approval. The proposed project has been through the Design Review Committee process and all Committee and staff comments have been addressed by the applicant. The property is currently zoned R-2 Medium Density Residential and allows for the proposed use. The proposed use is also consistent with surrounding uses.

Consistency with the Kerrville 2050 Comprehensive Plan: The property and surrounding area are designated Neighborhood Residential in the Kerrville 2050 Comprehensive Plan. The proposed project is consistent with the Plan from a zoning standpoint and also supports the Plan's desire to provide more housing.

Thoroughfare Plan: The property is accessed by a residential street.

Traffic Impact: No traffic impact anticipated.

Parking: All parking will be off-street with two parking spaces per dwelling unit.

Recommendation: The Preliminary Plat and Final Plat are consistent with Zoning Code and the Subdivision Ordinance. Staff recommends approval of the Preliminary Plat and Final Plat.

Attachments:

Proposed Preliminary Plat

Proposed Final Plat



