



**CITY OF KERRVILLE PLANNING & ZONING COMMISSION AGENDA**  
**REGULAR MEETING, THURSDAY, DECEMBER 21, 2017 4:30 P.M.**  
**CITY HALL COUNCIL CHAMBERS**  
**701 MAIN STREET, KERRVILLE, TEXAS**

**CALL TO ORDER**

**1. VISITORS/CITIZENS FORUM:**

Any person with business not scheduled on the agenda is encouraged to briefly speak to the Commission. Please fill out the **SPEAKER REQUEST FORM** and give it to the Commission's Secretary prior to the meeting. The number of speakers will be limited to the first ten speakers and each speaker is limited to three minutes. (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.)

**2. 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.

2A. Approval of the minutes from the November 16, 2017 meeting. **Pg. 2**

**3. DISCUSSION ITEM**

3A. **Discussion** – Provide input for City Council consideration of Sign Ordinance text amendment. (File No. 2017-081) **Pg. 4**

**4. STAFF REPORT**

**5. ADJOURNMENT**

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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 830-258-1117 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the city hall of the city of Kerrville, Texas, and said notice was posted on the following date and time: December 15, 2017 at 1:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Cheryl Brown  
Deputy City Secretary, City of Kerrville, Texas

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# City of Kerrville Planning Department Report

To: Planning & Zoning Commission  
Agenda Item: 2A Minutes November 16, 2017 Commission meeting  
Action: Approval, approval with specific changes  
Representative: Staff

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## **Proposal**

Review and approval of the minutes from the November 16, 2017 meeting.

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

**November 16, 2017**

### **MEMBERS PRESENT:**

Bob Waller, Chairman  
Garrett Harmon, Vice-Chair  
Michael Sigerman, Commissioner  
Rustin Zuber, Commissioner

### **MEMBERS ABSENT:**

Don Barnett, Commissioner  
David Jones, Alternate  
Marty Lenard, Alternate

### **STAFF PRESENT:**

Sabine Kuenzel, Interim Executive Director of Development Services  
Mike Hayes, City Attorney  
Dorothy Miller, Recording Secretary

### **CALL TO ORDER:**

On November 16, 2017, Cmr. Waller 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. VISITORS/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. The number of speakers will be limited to the first ten speakers and each speaker is limited to three minutes. (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.)

## **2. 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.

2A. Approval of the minutes from the October 19, 2017 meeting.

Comr. Harmon moved to approve the minutes as amended. Motion was seconded by Comr. Zuber and passed 4-0.

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

3A. **Public Hearing & Action, CUP & Resolution** – Public hearing, consideration, and action concerning a request for a conditional use permit to convert a small office complex into a quad-plex multi-family housing unit in accordance to Chapter I, “The City of Kerrville Zoning Code” Article 11-1-10 (Residential Zoning Districts) for an approximate 0.23 acre tract. Legal description Oak Hill 1 Subdivision, Lot 4-PT & 5, Block 1, located at 714 Clay Street North; on the northeast side of Barnett Street North, between Barnett Street North and Myrta Street North. (File No. 2017-072)

Ms. Kuenzel presented the case and asked Commissioners to render a decision.

Comr. Waller opened the public hearing at 4:36 p.m. Mr. Scott Eilers spoke on behalf of Jeremy Itz, the owner of 714 Clay Street, to answer any questions and for the approval of this change as this building has been vacant for nearly two years. The location for its original intended use does not appear to be generating income for the owner so they are hoping that a multi-family unit there, not exclusive to any specific age group, may be best. As Ms. Kuenzel stated earlier, parking is available for three units. They originally had plans drawn a few years ago with four units but did not have the parking; however parking is available for three units. Mr. Eilers stated he was available for any questions the Commissioners may have.

Hearing no one else speak, Comr. Waller closed the public hearing at 4:57 p.m.

Comr. Sigerman moved to recommend approval of the conditional use permit to City Council as presented. Motion was seconded by Comr. Harmon and passed 4-0.

3B. **Public Hearing & Action, Text Amendment** – Public hearing, consideration and action concerning a text amendment adding a statement to Art. 11-1-6 (a) (11) Central Business District (CBD); Art. 11-1-11 (b) “GTW” Gateway District, and Art. 11-1-11 (c) “GR” Guadalupe River District, to clarify that these districts are designated “design districts”; and a text amendment of Ordinance No. 2003-35, by adding provisions for cellular network nodes and related facilities (File No. 2017-076)

Ms. Kuenzel presented the case and asked Commissioners to render a decision.

Comr. Waller opened the public hearing at 4:50 p.m. Hearing no one speak, Comr. Waller closed the public hearing at 4:51 p.m.

Comr. Harmon moved to recommend approval of the text amendment to City Council as presented. Motion was seconded by Comr. Sigerman and passed 4-0.

## **4. STAFF REPORTS**

Ms. Kuenzel stated there are no staff reports at this time.

## **5. ADJOURNMENT**

This meeting was adjourned at 4:55 p.m.



# City of Kerrville Planning Department Report

To: Planning & Zoning Commission  
Agenda Item: 3A  
Action: Input regarding Sign Code text amendment  
Planning File #: 2017-081  
Representative: Staff

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## **Proposal**

This item comes before the Commission as follow up to the discussion that it had during consideration of a variance request for pole banners at Peterson Hospital on October 19, 2017. On November 14, 2017, the City Council discussed amending the sign code to permit similar pole banners, but deferred action in order to allow for additional time for research and discussion.

## **Procedural Requirements**

Due to its status within the City of Kerrville Code of Ordinances, this amendment is not subject to formal Planning and Zoning Commission recommendation. However, due to its authority over sign variance decisions, the Council has requested Commission input regarding the proposed amendment. This input will be reported to the Council as part of the consideration and action process.

## **Staff Recommendation:**

Staff recommends the following changes to the text of the sign regulations:

- Add a definition to "Pole banner as a sign that is mounted to a pole or post within a frame,
- Require banner materials to be durable.
- Limited to a maximum of 12 square feet.
- Limit the number to no more than five for every two acres.
- Require maintenance.

## **Attachments:**

Draft Ordinance amendment