



PLANNING AND ZONING COMMISSION AGENDA
THURSDAY, DECEMBER 7, 2023, 4:00 PM
CITY HALL COUNCIL CHAMBERS
701 MAIN STREET, KERRVILLE, TEXAS



1 MINUTES

- 1.A Approval of meeting minutes from November 2, 2023 regular meeting.

Attachments:

[20231102_PZ Minutes_draft.pdf](#)

2 CONSIDERATION AND FINAL ACTION

- 2.A

A preliminary plat of Kerr County Animal Services Facility (ASF) Addition, a subdivision within the City of Kerrville, being 15.93 acres (called 15.92 acres) out of the Thomas N Minter Survey No. 110, Abstract No 248, and the Samuel Wallace Survey No. 111, Abstract No. 359, described in Conveyance Document to Kerr County, recorded in File No. 21-01025 Official Public Records of Kerr County, Texas (Case No. 2023-045).

Attachments:

[2023-045_Proposed Preliminary Plat.pdf](#)

3 PUBLIC HEARING, CONSIDERATION & ACTION

No items on this agenda.

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



**TO BE CONSIDERED BY THE PLANNING AND ZONING
COMMISSION
CITY OF KERRVILLE, TEXAS**

SUBJECT: Approval of meeting minutes from November 2, 2023 regular meeting.

AGENDA DATE OF: December 7, 2023 **DATE SUBMITTED:**

SUBMITTED BY: Steve Melander, City Planner

EXHIBITS:

Expenditure Required:	Remaining Budget Balance in Account:	Amount Budgeted:	Account Number:
N/A	N/A	N/A	N/A

PAYMENT TO BE MADE TO: N/A

Kerrville 2050 Item?	No
Key Priority Area	N/A
Guiding Principle	N/A
Action Item	N/A

SUMMARY STATEMENT:

RECOMMENDED ACTION:

Approve or approve with specific revisions.

ATTACHMENTS:

[20231102_PZ Minutes_draft.pdf](#)

**PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES**

**KERRVILLE, TEXAS
NOVEMBER 2, 2023**

COMMISSIONERS PRESENT:

Mike Sigerman – Chair
David Lipscomb – Vice Chair
Chuck Swallow
Tabor McMillan
Abram Bueche
Kevin Bernhard

COMMISSIONERS ABSENT:

Kim Richards

CITY CORE STAFF PRESENT:

Drew Paxton
Steve Melander
Kim Meismer
Guillermo Garcia

CALL TO ORDER

Meeting called to order by Mike Sigerman at 4pm.

Mike Sigerman explained the plat approval process to clarify past P&Z decisions.

1) MINUTES

1.A Approval of meeting minutes from October 5, 2023 regular meeting.

20231005_PZ Minutes_draft.pdf

David Lipscomb moved to approve the minutes; Abram Bueche seconded the motion, and the motion carried 6-0.

2) CONSIDERATION AND FINAL ACTION

No items on this agenda.

3) PUBLIC HEARING, CONSIDERATION & ACTION

3.A A resolution to allow a Conditional Use Permit for an Accessory Dwelling Unit on Methodist Encampment Block 3, Lot 13; and more commonly known as 1312 Cedar Dr. (Case No. PZ-2023-14)

PZ-2023-14_Location Map.pdf

PZ-2023-14_Current Zoning Map.pdf

PZ-2023-14_K2050 Future Land Use Map.pdf

PZ-2023-14_600 SF ADU Site Plan.pdf

PZ-2023-14_900 SF ADU Site Plan.pdf

PZ-2023-14_Neighbor Support Signatures.pdf

PZ-2023-14_Graham_In Favor.pdf

PZ-2023-14_Stone_In Favor.pdf

Drew Paxton presented the case.

Jim Hatch was called to speak.

Chuck Swallow was called to speak.

Open public hearing.

Close public hearing.

Drew Paxton provided additional information.

David Lipscomb was called to speak.

Mike Sigerman was called to speak.

Tabor McMillan moved to approve the resolution; Chuck Swallow seconded the motion, and the motion carried 6-0.

3.B A resolution to allow a Conditional Use Permit for an Accessory Dwelling Unit on Highlands Block 4, Lot 19; and more commonly known as 505 East Ln. (Case No. PZ-2023-15)

PZ-2023-15_Location Map.pdf

PZ-2023-15_Current Zoning Map.pdf

PZ-2023-15_K2050 Future Zoning Map.pdf

PZ-2023-15_Site Plan.pdf

PZ-2023-15_Barecky_Opposed.pdf

Drew Paxton presented the case.

Jennifer Harris was called to speak.

P&Z reviewed a letter from the neighbor.

Open public hearing.

Close public hearing.

Mike Sigerman was called to speak.

P&Z discussion regarding neighbor letter.

Tabor McMillan moved to approve the resolution; Chuck Swallow seconded the motion, and the motion carried 6-0.

4) STAFF REPORT

Next P&Z meeting scheduled for December 7, 2023.

5) EXECUTIVE SESSION

None.

6) ADJOURNMENT

Meeting adjourned by Mike Sigerman at 4:16pm.

Submitted by:

Steve Melander, Planner

Approved by:

Mike Sigerman, Chair

Approval Date: _____



**TO BE CONSIDERED BY THE PLANNING AND ZONING
COMMISSION
CITY OF KERRVILLE, TEXAS**

SUBJECT:

A preliminary plat of Kerr County Animal Services Facility (ASF) Addition, a subdivision within the City of Kerrville, being 15.93 acres (called 15.92 acres) out of the Thomas N Minter Survey No. 110, Abstract No 248, and the Samuel Wallace Survey No. 111, Abstract No. 359, described in Conveyance Document to Kerr County, recorded in File No. 21-01025 Official Public Records of Kerr County, Texas (Case No. 2023-045).

AGENDA DATE OF: December 7, 2023 **DATE SUBMITTED:**

SUBMITTED BY: Steve Melander, City Planner

EXHIBITS:

Expenditure Required:	Remaining Budget Balance in Account:	Amount Budgeted:	Account Number:
N/A	N/A	N/A	N/A

PAYMENT TO BE MADE TO: N/A

Kerrville 2050 Item?	No
Key Priority Area	N/A
Guiding Principle	N/A
Action Item	N/A

SUMMARY STATEMENT:

Kerr County has obtained the proper zoning and worked with City Engineering on the Adequate Facilities Plan for this proposed project. Approval of the preliminary plat will allow the County to move forward with public improvement plans, and ultimately, the final plat. Once public improvements have been installed and P&Z has approved the final plat, the final plat can be recorded and building permits issued.

Applicant has met all the code requirements for approval of this preliminary plat.

RECOMMENDED ACTION:

Approve the preliminary plat.

ATTACHMENTS:

[2023-045_Proposed Preliminary Plat.pdf](#)

STATE OF _____
COUNTY OF _____

IN ACCORDANCE WITH ARTICLE SEC. 82-33 (b) OF THE CODE ORDINANCE OF THE CITY OF KERRVILLE, TEXAS AND IN CONSIDERATION OF THE APPROVAL OF "KERR COUNTY ASF ADDITION", THE OWNERS DO HEREBY WAIVE ANY AND ALL CLAIMS FOR DAMAGES AGAINST THE CITY OF KERRVILLE, KERR COUNTY, TEXAS, OCCASIONED BY THE ESTABLISHMENT OF GRADES OR THE ALTERATION OF THE SURFACE OF ANY PORTION OF EXISTING STREETS AND ALLEYS TO CONFORM TO THE GRADES ESTABLISHED IN THE ABOVE NAMED SUBDIVISION.

KERR COUNTY
ROBT KELLY, COUNTY JUDGE, KERR COUNTY

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES, AND DEDICATE ALL NOTED.

DATED: _____, 20__

KERR COUNTY
ROBT KELLY, COUNTY JUDGE, KERR COUNTY

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED _____, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE AND

DATED THIS _____ DAY OF _____, 20__

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS FOR KERRVILLE, TEXAS, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY AS ARE NOTED IN THE MINUTES OF THE CITY PLANNING COMMISSION AND THAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY CLERK, AND THAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY CLERK.

DATED THIS THE _____ DAY OF _____, 20__

CHAIR, CITY OF KERRVILLE PLANNING & ZONING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLATTED HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF KERRVILLE, TEXAS AND THAT IT IS EXISTING IN AN ACCEPTABLE MANNER AND IS CURRENTLY SERVED BY PUBLIC INFRASTRUCTURE.

DATED THIS THE _____ DAY OF _____, 20__

KYLE BUROW, P.E., CITY ENGINEER
CITY OF KERRVILLE

I HEREBY CERTIFY THAT THIS SUBDIVISION PLAT MEETS THE CITY MASTER GRID SYSTEM REGARDING STREET NAMES AND ADDRESSES ASSIGNED BY THE CITY OF KERRVILLE PLANNING DIVISION.

DATED THIS THE _____ DAY OF _____, 20__

DREW PAXTON, DIRECTOR PLANNING & DEVELOPMENT
CITY OF KERRVILLE

STATE OF TEXAS ~
COUNTY OF KERR ~

CITY OF KERRVILLE PLAT FILE NO. 2023-

FILE NO. _____

I, GARY MAX BRANDENBURG, REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I MADE AN ACTUAL SURVEY ON THE GROUND OF THE HEREON PLATTED LAND THAT THE CORNER MONUMENTS SHOWN HEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, AND PROFESSIONAL DILIGENCE, AND IS CORRECT TO THE BEST OF MY KNOWLEDGE.

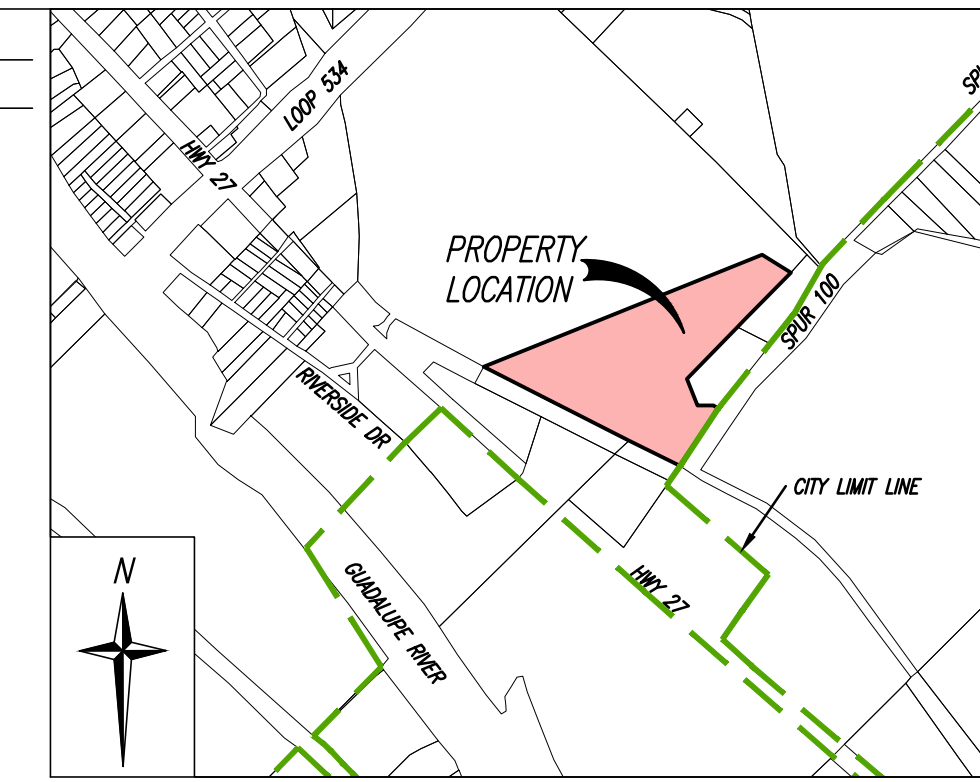
DATED THIS THE _____ DAY OF _____, 2023

GARY MAX BRANDENBURG, RPLS 5164

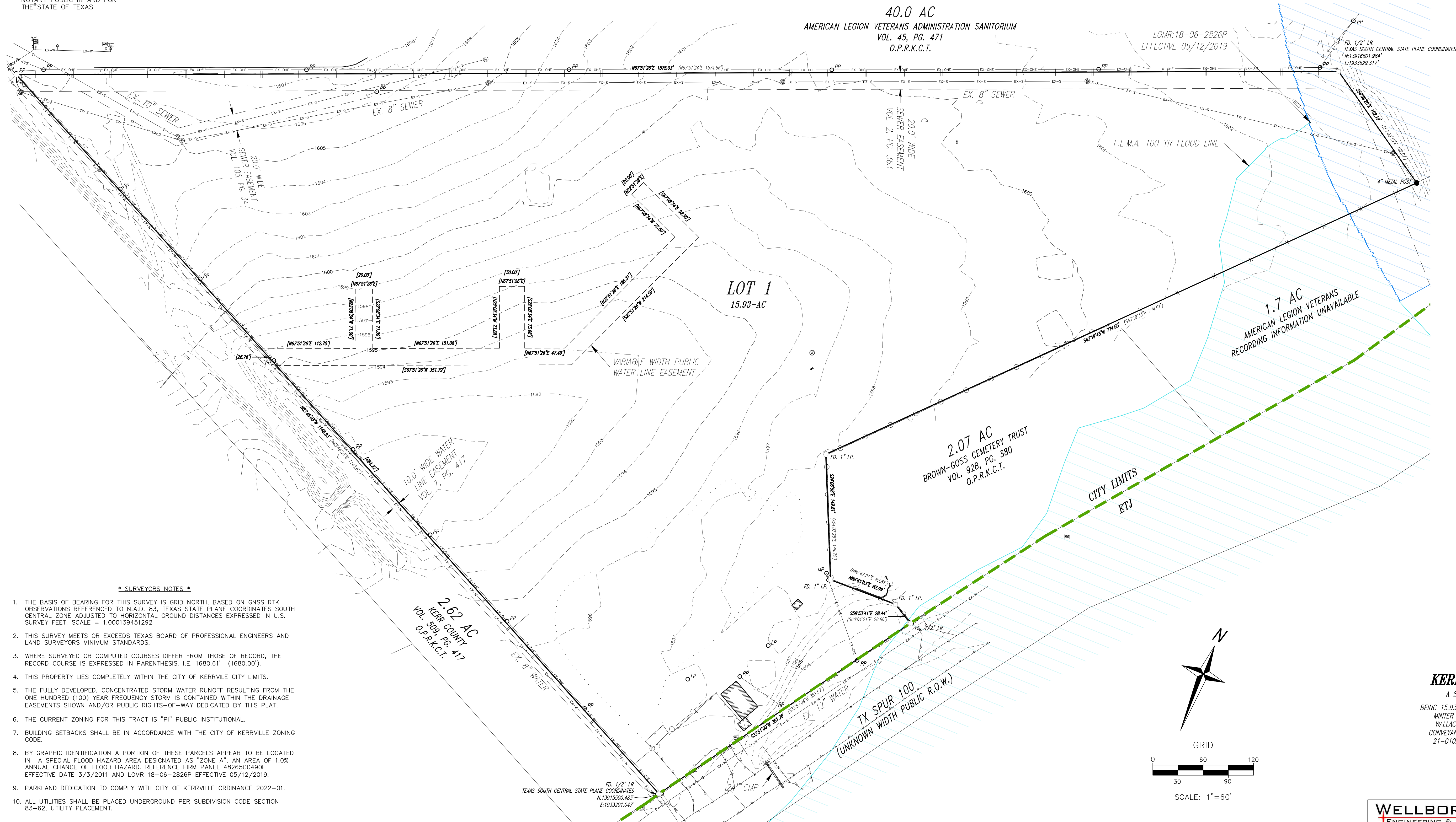
STATE OF TEXAS ~
COUNTY OF KERR ~

FILED FOR RECORD ON THE _____ DAY OF _____, 20__ A.D., AT _____ O'CLOCK _____ M. RECORDED ON THIS _____ DAY OF _____ IN FILE NO. _____ OF THE OFFICIAL PUBLIC RECORDS OF KERR COUNTY, TEXAS.

KERR COUNTY CLERK



VICINITY MAP
1"=1000'
SOURCE: KERRVILLE GIS

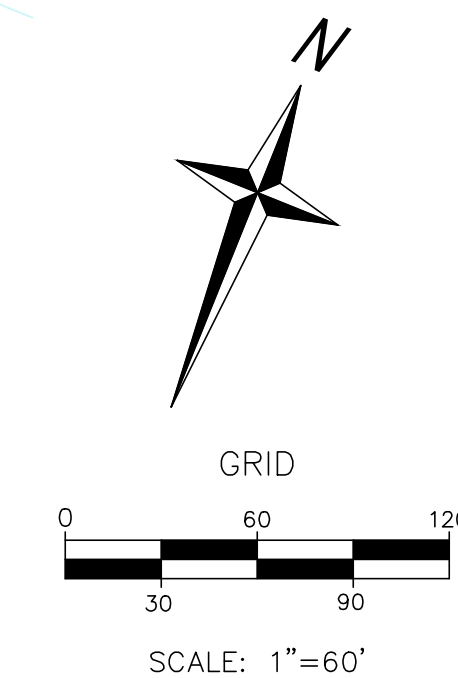


* LEGEND *

- FOUND CORNER AS NOTED
 - FOUND FENCE CORNER AS NOTED
 - ⊙ FOUND SURVEY NAIL
 - ⊕ UTILITY POLE
 - ⊕ SANITARY SEWER MANHOLE
 - ⊕ WATER WELL
 - ⊕ WATER METER
 - ⊕ WATER VALVE
- (COURSE VALUE PER DEED FILE NO. 21-01025 O.P.R.K.C.T.)
- PROPERTY LINE
 - CITY LIMIT/ETJ LINE
 - PROPOSED EASEMENT LINE
 - EXISTING EASEMENT LINE
 - CONTOUR LINES
 - EDGE OF PAVEMENT
 - DIRT/UNIMPROVED ROAD
 - CHAIN LINK FENCE LINE
 - GAME FENCE
 - SEWER LINE
 - WATER LINE
 - OVERHEAD ELECTRIC LINE
 - 24" CMP STORM PIPE
 - RETAINING WALL
 - BUILDING
 - CONCRETE
 - APPROX. F.E.M.A. ZONE AE BOUNDARY
 - APPROX. F.E.M.A. ZONE A BOUNDARY

* SURVEYORS NOTES *

- THE BASIS OF BEARING FOR THIS SURVEY IS GRID NORTH, BASED ON GNSS RTK OBSERVATIONS REFERENCED TO N.A.D. 83, TEXAS STATE PLANE COORDINATES SOUTH CENTRAL ZONE ADJUSTED TO HORIZONTAL GROUND DISTANCES EXPRESSED IN U.S. SURVEY FEET. SCALE = 1.000139451292
- THIS SURVEY MEETS OR EXCEEDS TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS MINIMUM STANDARDS.
- WHERE SURVEYED OR COMPUTED COURSES DIFFER FROM THOSE OF RECORD, THE RECORD COURSE IS EXPRESSED IN PARENTHESIS. I.E. 1680.61' (1680.00')
- THIS PROPERTY LIES COMPLETELY WITHIN THE CITY OF KERRVILLE CITY LIMITS.
- THE FULLY DEVELOPED, CONCENTRATED STORM WATER RUNOFF RESULTING FROM THE ONE HUNDRED (100) YEAR FREQUENCY STORM IS CONTAINED WITHIN THE DRAINAGE EASEMENTS SHOWN AND/OR PUBLIC RIGHTS-OF-WAY DEDICATED BY THIS PLAT.
- THE CURRENT ZONING FOR THIS TRACT IS "PI" PUBLIC INSTITUTIONAL.
- BUILDING SETBACKS SHALL BE IN ACCORDANCE WITH THE CITY OF KERRVILLE ZONING CODE.
- BY GRAPHIC IDENTIFICATION A PORTION OF THESE PARCELS APPEAR TO BE LOCATED IN A SPECIAL FLOOD HAZARD AREA DESIGNATED AS "ZONE A", AN AREA OF 1.0% ANNUAL CHANCE OF FLOOD HAZARD. REFERENCE FIRM PANEL 48265C0490F EFFECTIVE DATE 3/3/2011 AND LOMR 18-06-2826P EFFECTIVE 05/12/2019.
- PARKLAND DEDICATION TO COMPLY WITH CITY OF KERRVILLE ORDINANCE 2022-01.
- ALL UTILITIES SHALL BE PLACED UNDERGROUND PER SUBDIVISION CODE SECTION 83-62, UTILITY PLACEMENT.



PRELIMINARY PLAT OF
KERR COUNTY ASF ADDITION
A SUBDIVISION WITHIN THE CITY OF KERRVILLE

BEING 15.93 ACRES (CALLED 15.92 ACRES) OUT OF THE THOMAS N MINTER SURVEY No. 110, ABSTRACT No. 248 AND THE SAMUEL WALLACE SURVEY No. 111, ABSTRACT No. 359, DESCRIBED IN CONVEYANCE DOCUMENT TO KERR COUNTY, RECORDED IN FILE NO. 21-01025 OFFICIAL PUBLIC RECORDS OF KERR COUNTY, TEXAS

631 WATER STREET KERRVILLE, TX 78028 830-217-7100		wellbornengineering.com FIRM# 10194410 T.B.P.E.L.S.	
PROJECT: WES: 23-006	SCALE: 1" = 60'	FIELD: J5/CM	CHECKED: GMB
LAST FIELD VISIT: 10.11.2023 LAST DRAFT REVISION: 11.07.2023		DRAFTING: BM	SHEET NO. 1 of 1

