



CITY OF KERRVILLE PLANNING & ZONING COMMISSION AGENDA
CALLED MEETING, Monday, February 22, 2021 at 1:30 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 Planning & Zoning Commission 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 submit written comments on specific agenda items, including public hearings, and comments will be read into the meeting record. Written comments must include a name, address, and a reference to the relevant item. Written comments that do not include required information will not be read. The City must receive all written comments by 11:45 a.m. on the date of the meeting. Written 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 Planning & Zoning Commission 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 January 7, 2021

2. CONSIDERATION & FINAL ACTION

2A. Comanche Trace Phase 16 Preliminary Plat, generally located near the 1000 block of Comanche Hills. (Case 2021-004)

2B. Kerrville Airport Commerce Park Replat (KMM), generally located at 100 Airport Commerce Parkway (Case 2021-006)

2C. Comanche Trace Phase 7 Final Plat, generally located on Pinnacle Club Drive (Case 2020-061)

3. PUBLIC HEARING, CONSIDERATION & ACTION

No public hearings scheduled.

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 830-258-1117 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: _____ at _____ and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

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 number: **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 (#).

The Meeting ID is 933 3595 3847#

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 12:45 p.m. For all items, except for Public Hearing items, please place your call before 1:15 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 12:45 p.m. and 1:15 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 – Written comments may be dropped off at the City Hall Utility Payments Drop-Box on the north side of City Hall by 11:45 a.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 – Written comments can be emailed to **planning.division@kerrvilletx.gov** and must be received by 11:45 a.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: 2/22/2021
Agenda Item: 1A, Minutes of January 7, 2021 Commission Meeting
Action: Approve or Approve with Specific Changes
Representative: Staff

CITY OF KERRVILLE, TEXAS PLANNING AND ZONING COMMISSION

January 7, 2021

Members Present:

Shane Bourgeois, Commissioner
Tricia Byrom, Commissioner
David Jones, Commissioner
David Lipscomb, Commissioner
Hunter Patterson, Commissioner
Michael Sigerman, Commissioner
Cliff Tuttle, Commissioner

City Staff Present:

Drew Paxton, Director of Planning
Dorothy Miller, Recording Secretary

CALL TO ORDER:

On January 7, 2021, Cmr. Jones called the Kerrville Planning and Zoning Commission regular meeting to order at 4:00 p.m. in the City Hall Council Chambers, 701 Main Street, Kerrville, Texas.

Mr. Paxton moved agenda item 4A up due to having no current chair or vice-chair.

4. CHAIR AND VICE CHAIR ELECTION

4A. Elections for Chair and Vice Chair.

Cmr. Lipscomb nominated Cmr. Sigerman for chair; motion was seconded by Cmr. Byrom and passed 7-0.

Cmr. Byrom nominated Cmr. Jones for vice-chair; motion was seconded by Cmr. Lipscomb and passed 7-0.

Mr. Sigerman continued the meeting as new chair.

1. MINUTES:

1A. Approval of minutes for the December 3, 2020 meeting.

Mr. Lipscomb moved to approve the minutes as amended; motion was seconded by Mr. Patterson and passed 7-0.

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)

Mr. Paxton presented the finding of facts.

Mr. Byrom moved to approve the preliminary and final plat for the proposed Seneca Place subdivision. Motion was seconded by Mr. Lipscomb and passed 7-0.

3. PUBLIC HEARING, CONSIDERATION & ACTION

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

4. CHAIR AND VICE CHAIR ELECTION

4A. Elections for Chair and Vice Chair.

Mr. Paxton moved agenda item 4A up due to having no current chair or vice-chair. Please see above.

5. STAFF REPORT

Mr. Paxton reported staff is still working on the subdivision code with the Code Review Committee. They will be reviewing the final chapter later this month. This will come before the Commission later this spring.

The next Planning and Zoning meeting will be February 4, 2021.

6. Executive Session

No executive session was taken.

6. ADJOURNMENT

The meeting was adjourned at 4:07 p.m.

APPROVED:

Michael Sigerman, Chair

Dorothy Miller, Recording Secretary

Date Minutes Approved

Agenda Bill

Case No. 2021-004

To: Planning & Zoning Commission
Date: 2/22/2021
Agenda Item: 2B, Comanche Trace Phase 16 Preliminary Plat
Action: Approve the Preliminary Plat with Conditions and a Variance
Representative: Ken Kolacny, Matkin Hoover Engineering

Proposal

Consideration and final action concerning a Preliminary Plat for Comanche Trace Phase 16, a 9.66 acre tract of land located in the William Watt Survey no. 65, abstract no. 364, Kerr County, Texas, and being a portion of a called 1131.78 acre tract of land as described in volume 971, page 698 of the real property records of Kerr County, Texas.

This is a 31 residential lot phase of Comanche Trace. Included in the request is a variance to the overall length of the proposed cul-de-sac.

Staff Analysis and Recommendation

Consistency with the Kerrville 2050 Comprehensive Plan: The property and surrounding area are designated as Preservation Residential and Estate Residential. The proposed development is consistent with the Preservation Residential place type. If any amendments to the Kerrville 2050 Future Land Use Plan are necessary for the alignment of this subdivision, that will be discussed during the annexation and zoning proposal for the project.

Thoroughfare Plan: There should be little to no impact on the thoroughfare system. This phase of Comanche Trace will access from Comanche Hills.

Traffic Impact: There should be limited impact with this addition to the Comanche Trace Subdivision.

Parking: To be determined and required as per the zoning code.

Variance: This application for a preliminary plat includes a variance request for the overall length of a cul-de-sac.

"Article 10-IV-3 SECTION (G) VARIANCES The City Planning Commission may authorize a variance from these regulations when undue hardship will result from strict compliance. In the granting of a variance, the Commission shall prescribe conditions that it deems necessary to or desirable in the public interest. In arriving at their findings, the Commission shall consider the nature of the proposed use of the land, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of the requested variance on traffic conditions and the public health, safety, convenience, and welfare in the vicinity. Variances shall not be granted unless the City Planning Commission finds one or more of the following:

1. That there are special circumstances or conditions affecting the land involved that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of this land;
2. That the variance is necessary for the preservation of environmental features that would be affected by a strict application of the ordinance. These features would include tree preservation, geologic formations, steep slopes, springs, and other similar circumstances;
3. That the variance would enable a more efficient use of the land of previously subdivided parcels which meet or exceed the area requirements of the City zoning ordinance (deep lots, unusual shape);
4. That the granting of a variance would serve to minimize or correct previous development deficiencies (utility line placement, drainage courses, transmission line location, septic systems);
5. That the variance would enable the developer to orient his lots for greater solar advantage;
6. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area.”

Recommendation:

Staff recommends approval of the Preliminary Plat with the following findings and conditions:

1. Variance approved for the over length cul-de-sac. Cul-de-sac length is limited to 600 feet and the proposed street is approximately 1200-1300 feet in length. (Article 10-IV-3(A)5. and Article 10-IV-3(G).)

Variance Findings:

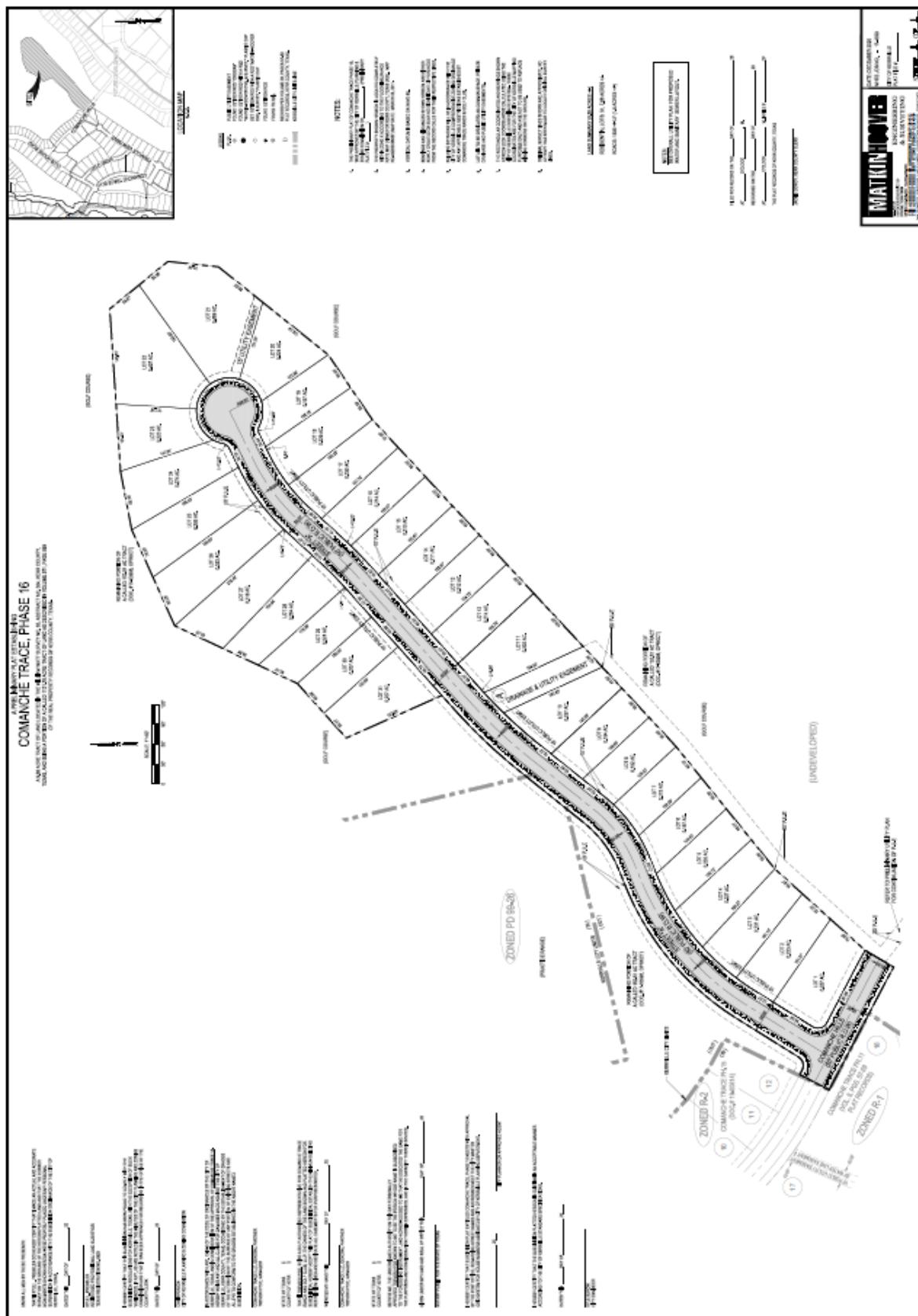
- a. That there are special circumstances or conditions affecting the land involved that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of this land;
- b. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area.

2. Property shall be annexed into the city limits or other agreements as necessary from City Council for the extension of water and wastewater mains and services. (Section 110)
3. Shall coordinate with City of Kerrville Engineering and Public Works for utility design and construction.
4. 20' Public Utility Easement (PUE) should be Sewer Easement only if no other utilities are proposed.

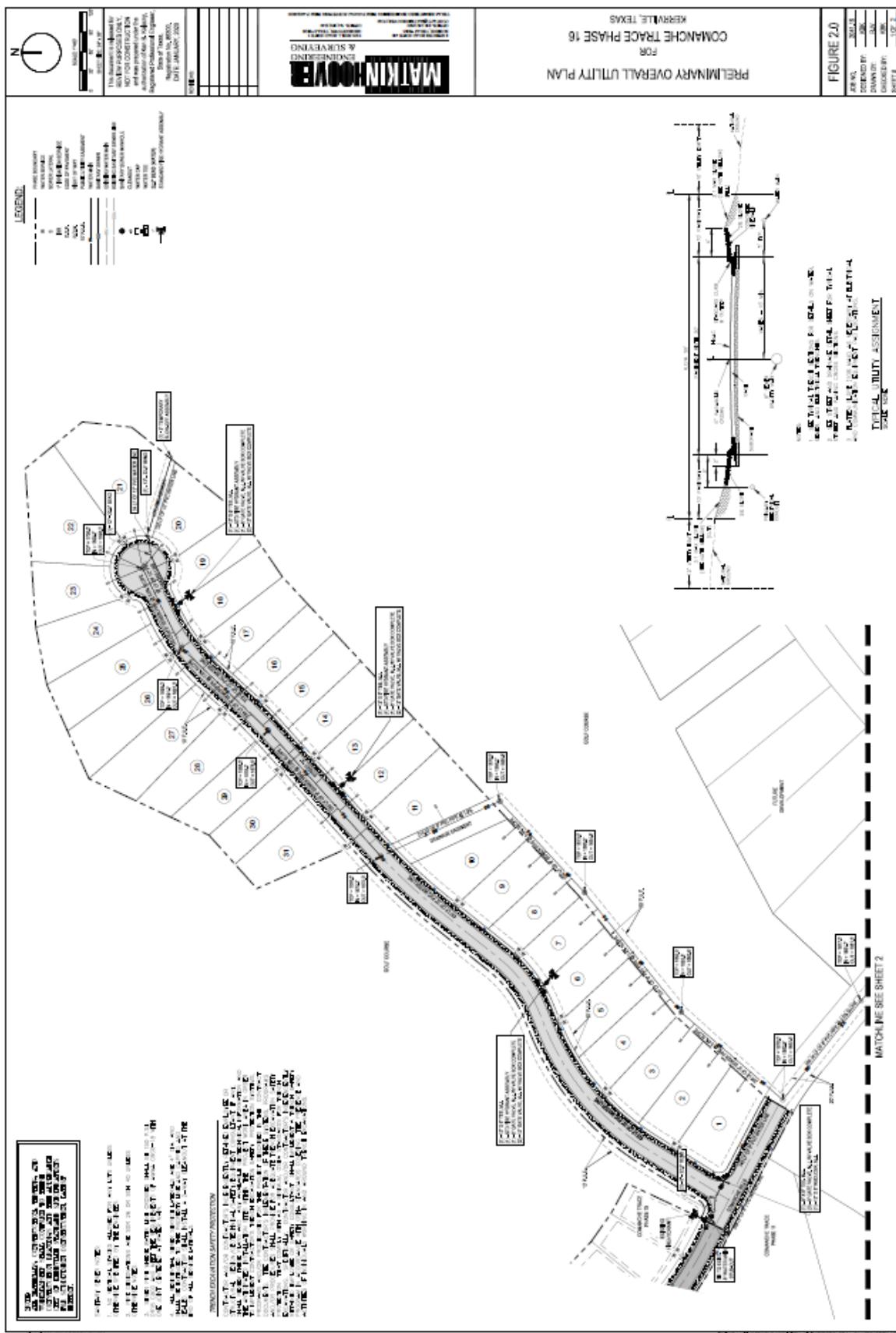
Attachments:

Proposed Preliminary Plat
Proposed Preliminary Utility Plan

Proposed Preliminary Plat



Proposed Preliminary Utility Plan



Agenda Bill

Case No. 2021-006

To: Planning & Zoning Commission
Date: 2/22/2021
Agenda Item: 2C, Kerrville Airport Commerce Park Replat (KMM)
Action: Recommend Approval of Replat
Representative: MDS Land Surveying and City of Kerrville

Proposal

Consideration and final action concerning a Replat of Kerrville Airport Commerce Park creating Lot 1R, Block 1, 8.20 acres out of 5.00 acre tract of land located in the O.V. Robinson Survey No. 44, Abstract 282, Kerr County and 3.20 acres of land identified as Lot 1, Block 1, Kerrville Airport Commerce Park Phase 1, generally located at 100 Airport Commerce Parkway.

Staff Analysis and Recommendation

The applicant is requesting approval of a Replat of Kerrville Airport Commerce Park Lot 1 to include a recently annexed 5 acre adjacent parcel. Through a Development Agreement between Killdeer Mountain Manufacturing (KMM) and the City of Kerrville, the City is taking the lead on this replatting process. The Replat has been circulated through the Design Review Committee process and no comments to the Replat have been received. As part of this Replat, City utilities will be extended along the new property frontage.

Consistency with the Kerrville 2050 Comprehensive Plan: The property and surrounding area are designated as Strategic Catalyst Area 11 (SCA 11) in the Kerrville 2050 Comprehensive Plan (K2050). The area is generally bounded by the Guadalupe River to the west, Creekwood Road to the north, the fringes of the Kerrville Municipal Airport to the east, and the southeastern most limits of the city's ETJ to the south. SCA 11 promotes heavy commercial and light industrial uses, which have been proposed by KMM for this property. The proposed project is consistent with K2050 from a zoning standpoint and also supports the Plan's desire to provide more local employment.

Thoroughfare Plan: The property is located on SH 27 and has direct access.

Traffic Impact: No traffic impact anticipated.

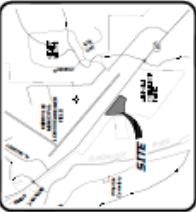
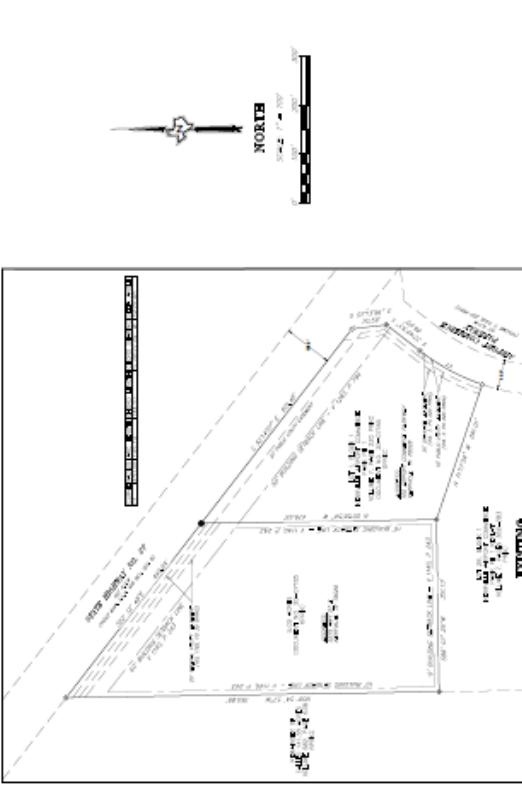
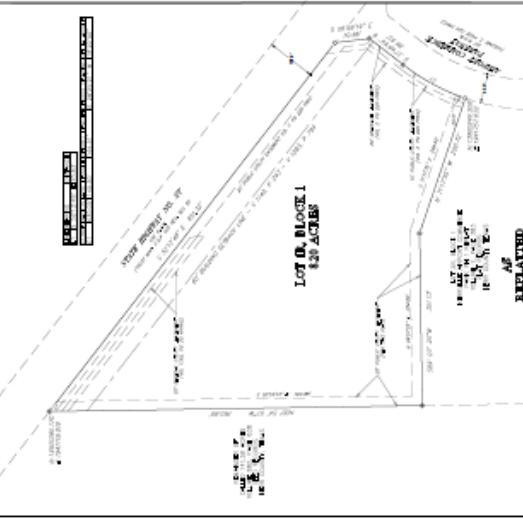
Parking: All parking will be off-street and comply with current zoning code.

Recommendation: The Replat is consistent with the Kerrville 2050 Comprehensive Plan and is also consistent with the Development Agreement between KMM and the City. Staff recommends approval of the Replat.

Attachments:

Proposed Replat

Proposed Replat

 <p>VICINITY MAP NOT TO SCALE</p>		<p>OWNER: CITY OF HERRVILLE 1000 HERRVILLE AVENUE HERRVILLE, KS 67060 FAX: (620) 264-2200</p> <p>SUBDIVISION: HERRVILLE AIRPORT COMMERCIAL PARK</p> <p>LOT NUMBER: LOT 10, BLOCK 1</p> <p>ACREAGE: .420 ACRES</p> <p>DATE OF SURVEY: JULY 17, 2021</p> <p>DATE OF FILING: JULY 17, 2021</p>		<p>LOCATION: HERRVILLE AIRPORT COMMERCIAL PARK ESTABLISHING 1 LOT .420 ACRES CITY OF HERRVILLE JACKSON COUNTY, KANSAS</p> <p>LOT 10, BLOCK 1 .420 ACRES</p> <p>REPLATTED</p>	
					
					
<p>ADDRESS: 1000 HERRVILLE AVENUE HERRVILLE, KS 67060</p>	<p>ENTITLER OF CONDUCE: CITY OF HERRVILLE</p>	<p>OWNER: CITY OF HERRVILLE 1000 HERRVILLE AVENUE HERRVILLE, KS 67060 FAX: (620) 264-2200</p>	<p>CITY ENGINEER: CITY OF HERRVILLE 1000 HERRVILLE AVENUE HERRVILLE, KS 67060 FAX: (620) 264-2200</p>	<p>WATER PURCHASE: CITY OF HERRVILLE 1000 HERRVILLE AVENUE HERRVILLE, KS 67060 FAX: (620) 264-2200</p>	<p>COUNTY CLERK: JACKSON COUNTY CLERK 1000 HERRVILLE AVENUE HERRVILLE, KS 67060 FAX: (620) 264-2200</p>
<p>NOTICE: NOTICE IS HEREBY SERVED ON THE OWNER, THE CITY OF HERRVILLE, AND THE COUNTY CLERK OF JACKSON COUNTY, KANSAS, THAT THE FOREGOING SURVEY HAS BEEN FILED AND IS SUBJECT TO INSPECTION AND APPROVAL BY THE CITY OF HERRVILLE AND JACKSON COUNTY, KANSAS.</p>	<p>SURVEYOR'S AFFIRMATION: I, [Signature], a registered professional surveyor, do hereby affirm that the survey and plan contained in this instrument are true and correct to the best of my knowledge and belief.</p>	<p>NOTICE: NOTICE IS HEREBY SERVED ON THE OWNER, THE CITY OF HERRVILLE, AND THE COUNTY CLERK OF JACKSON COUNTY, KANSAS, THAT THE FOREGOING SURVEY HAS BEEN FILED AND IS SUBJECT TO INSPECTION AND APPROVAL BY THE CITY OF HERRVILLE AND JACKSON COUNTY, KANSAS.</p>	<p>NOTICE: NOTICE IS HEREBY SERVED ON THE OWNER, THE CITY OF HERRVILLE, AND THE COUNTY CLERK OF JACKSON COUNTY, KANSAS, THAT THE FOREGOING SURVEY HAS BEEN FILED AND IS SUBJECT TO INSPECTION AND APPROVAL BY THE CITY OF HERRVILLE AND JACKSON COUNTY, KANSAS.</p>	<p>NOTICE: NOTICE IS HEREBY SERVED ON THE OWNER, THE CITY OF HERRVILLE, AND THE COUNTY CLERK OF JACKSON COUNTY, KANSAS, THAT THE FOREGOING SURVEY HAS BEEN FILED AND IS SUBJECT TO INSPECTION AND APPROVAL BY THE CITY OF HERRVILLE AND JACKSON COUNTY, KANSAS.</p>	<p>NOTICE: NOTICE IS HEREBY SERVED ON THE OWNER, THE CITY OF HERRVILLE, AND THE COUNTY CLERK OF JACKSON COUNTY, KANSAS, THAT THE FOREGOING SURVEY HAS BEEN FILED AND IS SUBJECT TO INSPECTION AND APPROVAL BY THE CITY OF HERRVILLE AND JACKSON COUNTY, KANSAS.</p>
<p>MOSS LAND SURVEYING COMPANY, INC. 1000 HERRVILLE AVENUE, HERRVILLE, KS 67060 FAX: (620) 264-2200 E-MAIL: [Email Address]</p>					

Agenda Bill

Case No. 2020-061

To: Planning & Zoning Commission
Date: 2/22/2021
Agenda Item: 2D, Comanche Trace Phase 7 Final Plat
Action: Recommend Approval of Final Plat
Representative: Ken Kolacny, Matkin Hoover Engineering & Surveying

Proposal

Consideration and final action concerning a Final Plat of the Comanche Trace Phase 7 subdivision being a 5.002 acre tract of land located in the William Watt Survey No. 65, Abstract No. 364, Kerr County, Texas, and generally located on Pinnacle Club Drive.

Staff Analysis and Recommendation

The applicant is requesting approval of a Final Plat for the recently completed Comanche Trace Phase 7 subdivision. A final project site inspection has been conducted and all minor punchlist items have been completed. The Final Plat has been routed through the Design Review Committee and all comments have been addressed. The Final Plat is ready for approval, final signatures and recording.

Consistency with the Kerrville 2050 Comprehensive Plan: The property and area to the north are designated Preservation Residential (PR), and the area to the south, Strategic Catalyst Area 10 (SCA 10) in the Kerrville 2050 Comprehensive Plan. Both PR and SCA 10 support single family residential homes in an estate and rural setting. Since this Final Plat and the proposed single family homes meet these requirements, the project is consistent with the Kerrville 2050 Comprehensive Plan.

Thoroughfare Plan: The property is accessed by residential streets.

Traffic Impact: No traffic impact anticipated.

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

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

Attachments:

Proposed Final Plat

Proposed Final Plat

