



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 830-257-8000 for further information.

I hereby certify that this agenda was posted as notice of the meeting on the City's website on the following date and time: February 18, 2021 at 1:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Shelley McElhannon

Shelley McElhannon, 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!