



*Expanding Horizons*

CITY OF CONVERSE  
CITY ADMINISTRATION

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**RESULTS / MINUTES**  
CITY OF CONVERSE, TEXAS  
PLANNING & ZONING COMMISSION  
Monday, July 20, 2015 - 7:30 P.M.

The Planning & Zoning Commission of City of Converse met in a regular meeting at City of Converse Conference Room located at 405 S. Seguin Street on Monday, July 20, 2015 to discuss various items on the agenda.

1. Call Planning & Zoning Commission Meeting to Order.

Chairman Raney called the meeting to order at 7:30 p.m.

2. Roll Call

Chairman Robert Raney, *Present*  
Vice Chair Donnie West, *Present*  
Cynthia Turner, Member, *Present*  
Richard Fink Sr. Member, *Present*  
Joseph Guastella, Member, *Present*  
Michael Roberts, Member, *Present*

Irvin Hollowell, Member, *Present*  
Councilman Rick Davis, Liaison  
Robert Browning, City Staff Liaison  
Odie Martinez, Secretary

Visitors: Councilman Steve Brown and Kate Silvas, Economic Development Corporation Director.

3. Invocation & Pledge of Allegiance.

Vice Chair West announced the invocation followed by the Pledge of Allegiance.

4. Citizens to Be Heard. (3 min. limit)

None.

5. Discussion and Appropriate Action to Approve Minutes of Planning & Zoning Meeting for June 15, 2015.

Mr. Hollowell made a motion to approve the Minutes of Planning & Zoning dated June 15, 2015; Seconded by Mr. Roberts. Motion passed unanimously.

6. Discussion and Appropriate Action to Recommend Approval of Final Plat (No. 152) Unit 1 of Converse Heights Addition Subdivision. (City Engineer)

Mr. Hollowell made a motion to recommend approval of Final Plat No. 152, Converse Heights; Seconded by Mr. Guastella. Motion passed unanimously.

7. Discussion and Appropriate Action to Approve a Variance Request from the City of Converse Code of Ordinances, Section 40-5, the requirement that no building be constructed, encroach upon or project into the building setback. The request is for the construction of a carport on a residential property located at 10410 Rock Cove Lane, Converse, Texas, Legal Description CB 5052D BLK 3 LOT 3. (City Engineer)

The owner of 10410 Rock Cove Lane was not present at the time the item came up, the members decided to place this item at the bottom of the list hoping the owner would present himself before the end of the meeting.

*(Continued to item #8)*

8. Discussion and Appropriate Action to Approve a Variance Request from City of Converse Code of Ordinances, Section 34-138, the requirement that one existing Billboard Structure within the city must be completely removed for every Bill Board erected or converted to an LED Billboard. The request is to allow for Installation of a Digital Sign on Private Property located at the corner of Northwest FM 78 and Converse Center Street. Legal Description: 0.623 Acres out Lot 11, Block 1, C.B. 5063, Converse Town Square Subdivision as Recorded in Vol. 9574, Pg. 94, Deed and Plat Records of Bexar County, Texas. (City Engineer)

Mr. Green stated the life span of the digital board is 250 hours per year, 125 each side.

Mr. Browning, City Engineer addressed to the members that there are additional requirements from TXDOT which is separate from the city and Mr. Green would be responsible for keeping up with TXDOT requirements.

Mr. Hollowell made a motion to approve the Variance Request for installation of a Digital Sign to be placed at Northwest FM 78 and Converse Center Street; Seconded by Mr. Fink Sr. Motion passed unanimously.

**Note:** For the record Mr. Green returned back to the meeting to make a clarification on the item. He stated the land lease that he has with the land owner is 25 years renewal and perpetuity.

9. Discussion and Appropriate Action on a Request to Support a Special Use Permit (SUP) on a parcel of land located at 110 W. Legion Drive, Converse Texas (CB 5563A BLK 8 LOT 1 & SW 8 FT OF 2 (PID# 346122). The SUP would allow for a *B-2 Retail District* use in a property that is currently zoned *R-3 Apartment Zoning District*. The purpose of the SUP request is to operate offices for the Converse Economic Development Corporation. (City Engineer)

Ms. Kate Silvas, Director of EDC gave a brief description of the Special Use Permit from all aspects.

Vice Chair West made a motion to approve the Special Use Permit located at 110 W. Legion Dr.; Seconded by Ms. Turner. Motion passed unanimously.

*(Returned to item #7)*

- 7 Discussion and Appropriate Action to Approve a Variance Request from the City of Converse Code of Ordinances, Section 40-5, the requirement that no building be constructed, encroach upon or project into the building setback. The request is for the construction of a carport on a residential property located at 10410 Rock Cove Lane, Converse, Texas, Legal Description CB 5052D BLK 3 LOT 3. (City Engineer)

Mr. Roberts made a motion to deny the variance request for 10410 Rock Cove Lane; Seconded by Mr. Guastella. Motion passed to deny the request.

10. Report by Council Liaison.

- New City Branding Logo Approved
- CRWA Water Contract Approved
- Building Set Backs Approved
- Plats Approved
- Appointed Jeff Beehler for Council Place 2
- Budget Workshop, Saturday, August 11
- Water Conservation Incentives

11. Report by City Engineer.

- Thank the members for allowing 7:30 meeting
- Plats under review
- Hollowell is now a member, Jeff Beehler departed to be a Council Member

12. Next Planning & Zoning Commission Meeting will be August 17, 2015 at 405 S. Seguin.

Chairman Raney announced the next schedule for the Planning & Zoning meeting.

13. Adjournment.

Meeting adjourned at approximately 8:02