

CITY OF CONVERSE
PLANNING & ZONING COMMISSION MINUTES
JANUARY 24, 2011 - 7:00 P.M.

The Planning and Zoning Commission of the City of Converse met in a regular meeting at the City Conference Hall, 405 S. Seguin Street on Monday January 24, 2011 at 7:00 PM to discuss various items on the agenda.

The Following were present.

Mr. Donnie West, Vice Chairman
Mrs. Cynthia Turner, Member
Mr. Joseph Guastella, Member
Mr. Marcelo Buckley, Member
Mr. Richard Fink Sr., Member

Mr. Robert Browning, Member
Mr. Steve Brown, (Sub as Council Liaison)
Mr. Jeff Tondre, City Engineer
Mr. John Quintanilla, Interim City Manager
Mrs. Odie Martinez, Recording Secretary

1. Call Planning & Zoning Commission Meeting to Order.

At approximately 7:00pm Vice-Chair called the meeting to order.

2. Roll Call and Recognition of Visitors.

Vice Chairman West announced Chairman Escobedo was not present. Mr. Quintanilla then announced as of today January 24th at 8:28 am Mr. Tito Escobedo has resigned from Planning & Zoning Commission. Member Buckley announced Mr. White was not present due to working tonight and he has notified Mr. Escobedo by email.

Mr. Quintanilla announced Councilman Brown is serving as Council Liaison for Councilwoman Mrs. Paschall.

Visitors: Billy Classen, Rudy Martinez.

3. Action to Approve Planning & Zoning Commission Minutes of December 20, 2010.

Member Buckley addressed a correction was needed on page 1 #2, **It reads;** *Chairman Escobedo announced roll call and stated all members were present with the exception of Member Turner's dismissal. It should read;* *Chairman Escobedo announced roll call and stated all members were present with the exception of Member Turner's excused absence.*

Member Browning addressed a 2nd correction on page 4 #5 under *Member Browning*, A last sentenced should be added. **It should read;** *He is okay with the request of the rezone.*

Member Guastella made the motion to approve the Minutes with corrections. Member Buckley seconded the motion. Member Turner abstained, due to not being present at the meeting. The Minutes Passed unanimously.

4. Discussion and Appropriate Action to Approve the Final Plat Amendment for Cimarron Landing Phase II, Plat #121. (Interim City Manager)

Mr. Quintanilla stated that the Plat was introduced as a Preliminary Plat back in November 2010. During that time the developer did not meet the subdivision ordinance requirements. The property then went into foreclosure, since then a new developer has taken over and is proposing a Plat amendment to the original Plat. New changes have been requested and addressed.

Mr. Quintanilla & Mr. Tondre presented a full size print of the Plat to the commission members. They reviewed and discussed the reconfigurations that were made to the lots. Some of those changes were Reconfigure of gas easement lots, reconfigure the cul-de-sac lot and reconfigure gas easements that might cross any sewer pipelines. Mr. Tondre stated he recommends approval of the Plat. Mr. Quintanilla stated City Staff reviewed and recommends approval of the Plat.

Member Turner made the motion to approve the Final Plat Amendment for Cimarron Landing Phase II, Plat #121. Member Guastella seconded the motion. The motion passed unanimously.

5. Discussion and Appropriate Action to Approve the Preliminary Plat for Topperwein Market, a.k.a. CVS Pharmacy, Plat #122. (Interim City Manager)

Mr. Quintanilla handed out a letter to the board members which was issued by Vickrey & Associates and stated, they recommend approval of the Plat. He also presented a full size drawing of the Preliminary Plat which was reviewed and discussed among the board members.

Some of those discussions included;

- The location of the new CVS Pharmacy to be built on two property lots located at the corner of Kitty Hawk and Topperwein.
- The City of Converse would benefit from the new CVS Pharmacy such as, more jobs & growth.
- Landscaping & Parking lot.
- How traffic would have an effect at the corner of Topperwein and Kitty Hawk.
- The Competition between CVS Pharmacy & Walgreens would bring more business into the city.
- Concerns regarding Pipelines, Easements & Drainage between all three lots.
- The agreement with McDonalds.

Member Browning stated that the easements should be recorded on the Final Plat for future references. This would benefit any new property owner when purchasing the property.

Member Browning made the motion to approve the Preliminary Plat under the condition that the drainage easement be included on the Final Plat. Member Turner seconded the motion. Motion passed unanimously.

6. Discussion and Appropriate Action to Establish a Timeline for the 2011 Master Planning Process to Include Workshops, Public Hearings, Coordinating Master Plan Development With City Commissions and Recommendation to City Council. (Interim City Manager) (EDC, Executive Director Corporation).

Due to the last three rezoning request denied by City Council. Mr. Quintanilla made a proposal to have a Work Shop for the new "City Master Plan 2011". He stated this would take several Work Shops before coming to a final solution.

Member Buckley had a concern regarding the time & effort that would be put into this project. He stated, his time is valuable as much as everyone else's. He commented if the City Council would be open minded with Planning & Zoning recommendation. Councilman Brown replied, "Yes, your recommendation is very critical". The board members continued to discuss the following;

- Re-Evaluation of the new "City Master Plan" for 2011.
- Modifying the Master Plan
- Who will be invited
- How would the word go out to the public.
- How to go about scheduling the first and future Work Shops.

Member Turner suggested the first meeting should be among the Planning & Zoning board members to study & have a better understanding of the Master Plan before speaking out into further meetings.

Mr. Quintanilla addressed that Odie (myself) would email everyone the scheduled date so there would not be any conflicts.

Member Browning stated he will invite a representative to do a presentation & explain the experiences with the Master Plan.

No Motion was needed for this Item.

7. Discussion and Appropriate Action to Secure Professional Consulting Services to Facilitate 2011 Master Plan. (Interim City Manager).

"Item Tabled".

Member Buckley made the motion to table this item until the next meeting and the presentation by the representative. Member Fink seconded the motion. Motion passed unanimously.

8. Report by the City Council Liaison.

- Compensation Study by Werling & Associates which is due in March.
- Down to two selections for City Manager, one from Jacksboro, Texas and the other from Deer Park, Texas.
- Hired a new EDC Director, Kate Silvas.

- Brush Collection Schedule. Mr. Quintanilla addressed there is a \$50.00 fee for out of cycle brush pick up.
- Councilman Brown thanked the board members for their understanding and a great job they've done on the last two rezoning request.
- Four seats are up for re-election, Mayor & three City Council seats.

9. Report by Interim City Manager.

- Resignation of Tito Escobedo.
- Need a new Chairman for Planning & Zoning.
- Cycle Graphic Analysis of the City of Converse by EDC, which will be completed in 90 days.
- A Long Term Water Plan is being discussed among Mayor, City Council & City Staff.
- A short & long term solution is being negotiated with Schertz-Seguin Local Government Corporation.

10. Next Planning & Zoning Commission Meeting will be Monday February 28, 2011.

Vice Chairman West announced the next Planning & Zoning meeting will be February 28, 2011.

11. Adjournment.

Meeting adjourned at approximately 8:27 pm.

