

CITY OF CONVERSE
PLANNING & ZONING COMMISSION
MINUTES OF JUNE 20, 2011 - 7:00 PM

The Planning and Zoning Commission of the City of Converse met in a regular meeting at the City Conference Room Located at 405 S. Seguin Street on Monday, June 20 2011 at 7:00 PM to discuss various items on the agenda.

The Following were Present:

Mr. Robert Browning, Chairman	Mr. Jeff Tondre, City Engineer
Mr. Donnie West, Vice Chairman	Mr. Steve Brown, Council Liaison
Mr. Robert Raney, Member	Ms. Shawna Dowell, City Manager
Mrs. Cynthia Turner, Member	Mr. John Quintanilla, Assistant City Manager
Mr. Richard Fink Sr., Member	Mrs. Odie Martinez, Recording Secretary

1. Call Planning & Zoning Commission Meeting to Order.

At approximately 7:03 Chairman Browning called the meeting to order.

2. Citizens to be heard.

None.

3. Roll Call.

Absent: Member Joseph Guastella

4. Discussion and Appropriate Action to Approve the Planning & Zoning Commission minutes for May 2, 2011 meeting.

Member Turner made the motion to approve the Minutes; Member Fink seconded the motion; Motion passed unanimously.

5. Discussion and Appropriate Action to Approve the Preliminary Plat for Lott's Landing II Plat #124 (Assistant City Manager).

ACM, John Quintanilla presented a large print of the Plat for the board members to review. The board members, city engineer and Mr. Tom Flores (Consultant Engineer of Lott's Landing) discussed the following:

- The modifications that were made to the Plat from a single lot to four lots.

- Ingress/Egress easements
- Construction of the sewer extension.

The packet included a letter by Vickrey & Associates which had four conditions that needed to be addressed for the final plat. 1) Plat should include adequate dimensions for the proposed right-of-way dedication. 2) Approval letters are needed by TxDOT, Bexar Met & CPS Energy regarding water & electric access to the Nagel out parcel. 3) Approval of Construction plans for sanitary sewer extension is required. A fourth condition was added by Chairman Browning, regarding the Shared Access agreement.

Vice Chairman West made a motion to approve the Preliminary Plat under the 4 noted conditions; Member Fink Sr. seconded the motion; Motion passed unanimously.

6. Discussion and Appropriate Action to Approve the Preliminary Plat for the FM 1976 Self-Storage, Plat #108. (Assistant City Manager).

The board members had concerns regarding the drainage easement according to the FEMA floodplain.

ACM, John Quintanilla addressed to the members that staff recommends approval.

Item #6 was approved with the outlines of the letter provided by Vickrey & Associates. 1) That the developer defines the drainage easement on the final plat and provide Hydraulic Study which establishes ultimate flood plain elevations. 2) That the applicant builds a water main along the frontage of the entire property.

Member Turner made a motion to approve Plat #108, Self-Storage under the two noted conditions; Member Raney seconded the motion; Motion passed unanimously.

7. Report by the City Council Liaison.

- Councilman Brown announced he has been appointed Liaison for Planning and Zoning Committee; He explained the Liaison's Responsibilities.
- Big Hearts cancelled due to lack of proof of funding.
- Surcharge water rates. We are currently in Stage 3, will be charged stage 2 rates. Water rates will be discussed at the next City Council meeting, June 21.
- May 24, 2011 Election. New Council Members were sworn in for the 2011 Election: Andy Selko, Kathy Richel, Laura Beehler. Plaques were handed out to John Shadron, Robin Benbrook, Renee Paschall. Councilman Grant Lopez was appointed Mayor Pro Tem.

8. Report by Assistant City Manager.

- Encourages members to read the Sunday paper regarding Water Rules & Texas will not have enough water by 2060.
- The two Plats discussed today will be brought back in the next meeting for July 18 for consideration.
- City Manager, Shawna Dowell offered P & Z Training to the P & Z members.
- City Manager, Shawna Dowell gave a brief summary on the status of the Strategic Planning

and discussed Master Plan.

9. Next Planning & Zoning Commission Meeting will be Monday, July 18, 2011.

Chairman Browning announced the next scheduled date for P & Z meeting.

10. Adjournment.

Meeting adjourned at approximately 8:35 pm.