



CITY OF FAIR OAKS RANCH

PLANNING AND ZONING COMMISSION MEETING

Thursday, April 11, 2024 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

AGENDA

OPEN MEETING

1. Roll Call - Declaration of a Quorum
2. Pledge of Allegiance

CITIZENS and GUEST FORUM

To address the Commission, please sign the Attendance Roster located on the table in the foyer of the Public Safety Training Room. In accordance with the Open Meetings Act, the P&Z Commission may not discuss or take action on any item which has not been posted on the agenda. Speakers shall limit their comments to five (5) minutes each.

3. Citizens to be heard.

CONSENT AGENDA

All of the following items are considered to be routine by the P&Z Commission, there will be no separate discussion on these items and will be enacted by one motion. Items may be removed by any Commissioner by making such request prior to a motion and vote.

4. Approval of the March 14, 2024 Planning and Zoning Commission Regular Meeting Minutes.

Christina Picioccio, TRMC, City Secretary

WORKSHOP

5. Prioritizing remaining Unified Development Code policy amendments.

Lee Muniz, Manager of Engineering Services

REPORTS

6. City Council Amendment to Ordinance 2018-03 establishing Planning & Zoning Commission (P&Z) and Resolution 2024-15 Rules of Procedure.

Christina Picioccio, TRMC, City Secretary

ADJOURNMENT

Request for P&Z commission topic needing information/research

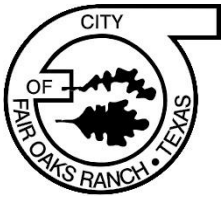
Signature of Agenda Approval: s/Carole Vanzant

Carole Vanzant, Assistant City Manager

I, Christina Picioccio, TRMC, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the City's website www.fairoaksranchtx.org, both places being convenient and readily accessible to the general public at all times.

As per Texas Government Code 551.045, said Notice was posted by 6:30 PM, April 8, 2024 and remained so posted continuously for at least 72 hours before said meeting was convened. A quorum of City Council and various boards, committees, and commissions may attend the Planning & Zoning Commission meeting.

The Fair Oaks Ranch Police Station is wheelchair accessible at the front main entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available.



CITY OF FAIR OAKS RANCH

PLANNING AND ZONING COMMISSION MEETING

Thursday, March 14, 2024 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

MINUTES

OPEN MEETING

1. Roll Call - Declaration of a Quorum

Present: Chairperson Bobbe Barnes and Vice-Chairperson David Horwath

Commissioners: Linda Tom, Eric Beilstein, Shawna Verrett, Dale Pearson, and Lamberto "Bobby" Balli

With a quorum present, the meeting was called to order at 6:30 PM.

2. Pledge of Allegiance – The Pledge of Allegiance was recited in unison.

Shawna Verrett arrived at 6:31 PM

CITIZENS and GUEST FORUM

3. **Citizens to be heard.** – None.

CONSENT AGENDA

4. **Approval of the February 8, 2024 Planning and Zoning Commission Regular Meeting Minutes.**

MOTION: Made by Commissioner Balli, seconded by Commissioner Tom, to approve the Consent Agenda.

VOTE: 7-0, Motion Passed.

WORKSHOP

5. **Updated Unified Development Code Amendments related to Subdivision Design, Infrastructure, Drive Through, Parking Lots, Building Standards, and Landscaping.**

Lee Muniz, P.E., Manager of Engineering Services, led a workshop with the Commission regarding UDC amendments related to Subdivision Design, Infrastructure, Drive Through, Parking Lots, Building Standards, and Landscaping. Mr. Muniz explained the policy changes and the reasoning for staff recommendations. The Commission concurred with most recommendations brought forth by staff and recommended some changes. The P&Z agreed to advance the 7 categories to the City Council.

6. **Mixed Use Village Residential Component.**

Grant Watanabe, P.E., Director of Public Works and Engineering Services, led a workshop regarding revisions to residential component of Mixed-Use Village. The Commission

requested an "*" (asterisk) be added to Single Family Residential and not define lot sizes noting the zone change process can be used when a developer desires 100% of a use.

7. Prioritizing remaining Unified Development Code policy amendments and providing an updated advancement plan.

Scott M. Huizenga, ICMA-CM, City Manager, led a workshop regarding the prioritization of remaining Unified Development Code policy amendments and provided a verbal updated advancement plan. City Manager Huizenga explained that the "UDC problem statements" previously identified by the Commission, would need to be defined. To assist them, he provided a handout entitled "Proposed Remaining UDC Categories to Review." At the request of Chairperson Barnes, the item was postponed until the next P&Z meeting.

CONSIDERATION / DISCUSSION ITEMS

8. Consideration and possible action recommending a change to the Planning & Zoning Commission Rules of Procedure.

MOTION: Made by Commissioner Verrett, seconded by Commissioner Balli, to recommend to the City Council that the P&Z Rules of Procedure be amended by:

- removing the original staggered term language in Rule 2.2 as noted above.
- removing the requirement that City Council ratify P&Z meeting date changes in Rule 10.3 as noted above.

VOTE: 7-0, Motion Passed.

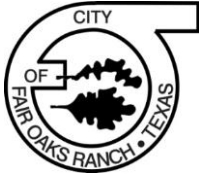
ADJOURNMENT

Chairperson Barnes adjourned the meeting at 8:28 PM.

ATTEST:

Bobbe Barnes, Chairperson

Christina Picioccio,
TRMC, City Secretary



PLANNING & ZONING WORKSHOP

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Prioritizing remaining Unified Development Code policy amendments
 DATE: April 11, 2024
 DEPARTMENT: Public Works and Engineering Services
 PRESENTED BY: Lee Muniz, Manager of Engineering Services

INTRODUCTION/BACKGROUND:

At the December 2023 Planning and Zoning regular meeting, the Commissioners categorized policy-related amendments in the Unified Development Code (“UDC”). They produced a total of 15 categories with the following as top priorities.

- Subdivision Design
- Infrastructure
- Drive-Through
- Parking Lots
- Building Standards
- Building Design
- Landscape

The Commission reviewed the first seven categories at its January, February, and March meetings. The remaining policy-related amendments to be categorized, listed below, were on the March meeting agenda as a workshop item. With the consensus of the Commissioners, the item was postponed to their April meeting.

- Hill Country Character
- Conservation Development Alternative and Low Impact Development
- Setbacks
- Screening
- Trees
- Conditional Uses
- Table 4.2
- Signs

Exhibit A includes the Proposed Remaining Categories to Review. Each category contains the corresponding sections of the UDC and a “problem statement.” The City Council requests that the Commission clearly define the problem (statement) for each of the remaining categories. An updated version of Exhibit A inclusive of changes from the Commission will be presented at a subsequent City Council meeting with the commission-directed priority order. The City Council will review the problem statements and priorities and provide direction back to the Commission for the remaining categories.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Supports Priority 2.1 of the Strategic Action Plan to manage the physical development of the City in accordance with the Comprehensive Plan.
- Ensures future developments meet acceptable standards for subdivision design, infrastructure and drive through stacking and screening requirements.
- Complies with the City Council directive to update the Unified Development Code.

Exhibit A

Proposed Remaining UDC Categories to Review

April 11, 2024

Category	CDA/LID
UDC Section(s):	4.6, 8.1, and 8.3
What is the problem: Conservation Development Alternatives (CDA) developments currently require minimum blended average lot size with no specified minimum lot size, which may result in developers incorporating smaller lots in the Conservation Area.	

Category	Setbacks
UDC Section(s):	6.8
What is the problem: Neighborhood Residential, Rural Residential, Neighborhood Commercial, Mixed Use, and Non-residential Districts currently do not have adequate setback requirements that conform to Hill Country Character.	

Category	Screening
UDC Section(s):	6.8 and 4.10 (3) (iii)
What is the problem: Screening is not required to be opaque in nature, which could reduce the privacy of adjacent residential lots.	

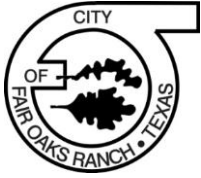
Exhibit A

Category	Trees
UDC Section(s):	8.8
<p>What is the problem: To further protect existing healthy trees, enhanced tree preservation, mitigation, and tree plan requirements are needed.</p>	

Category	Conditional Uses
UDC Section(s):	4.15 – 4.16
<p>What is the problem: The UDC currently does not have criteria regarding Park Maintenance Facilities which could lead to facilities such as storage sheds and pump houses being located within close proximity to residential lots. The UDC also does not define Non-Commercial Stables related to size and location. This could lead to substandard animal facilities with several animals based on the lot size and being located within close proximity to residential lots.</p>	

Category	Table 4.2
UDC Section(s):	4.9
<p>What is the problem: Certain land uses are missing from Table 4.2 (Use Table); for example, "Retirement Community", "Non-Commercial Stables", and "Golf Courses."</p>	

Category	Signs
UDC Section(s):	10.2, 10.4, 10.6
<p>What is the problem: A review of sign regulations related to size, type, and location is needed to ensure permitted signs do not create traffic hazards, impairment of motorists' site of vision and distraction, or conflict with the desired appearance of the city. There are several changes from the most recent Texas Legislative Session that were not addressed in the City's Statutory and Administrative Changes ordinance.</p>	



PLANNING & ZONING REPORT

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: City Council Amendment to Ordinance 2018-03 establishing Planning & Zoning Commission (P&Z) and Resolution 2024-15 Rules of Procedure

DATE: April 11, 2024

DEPARTMENT: City Secretary

PRESENTED BY: Christina Picioccio, TRMC, City Secretary

INTRODUCTION/BACKGROUND:

At the March 21, 2024 City Council meeting, City Council approved the Planning & Zoning Commissioner's recommended changes to modify the language in its' Rules of Procedure. Specifically, Rule 2.2 by removing the staggered start up terms language necessary at the creation of the Commission and Rule 10.3 by removing the requirement for City Council ratification of changing P&Z meeting dates or times. During that discussion Council Member Koerner requested additional background information regarding Rule 2.2's language which requires that P&Z members be real property owners.

At the April 4, 2024 City Council meeting, staff confirmed Ordinance 2018-03 establishing the P&Z Commission and Resolution 2024-15 amending the P&Z Rules of Procedure contained the same language. Staff further:

1. Noted that no record was found explaining why there is a requirement to be a "real property owner".
2. Noted that research found such a condition is not a requirement under the City's Charter nor in Local Government Code 211.007.
3. Provided City Council with a report of P&Z membership requirements from various cities.

To allow non-property-owning city residents the ability to participate on the P&Z Commission, City Council directed staff to amend Ordinance 2018-03 and Resolution 2024-15 by removing the real property ownership requirement.