

City of Balcones Heights
Planning and Zoning Commission
3300 Hillcrest Drive
Balcones Heights, Texas 78201

MINUTES

DATE: February 23, 2010

TIME: 6:00 p.m.

MEMBERS PRESENT: Madeline Slay David Sellars George Moellering
Lili Cruz (Alt) Beryl Jones

MEMBERS ABSENT: Hank Cortez (Alt) Betty Pfeiffer

SIGN IN SHEET: Otto Moellering

CALL TO ORDER AND RECORDING OF QUORUM:

Meeting was called to order and quorum was present.

APPROVAL OF MINUTES:

1. Approval of minutes for meeting held March 5, 2009.
2. Approval of minutes for meeting held July 20, 2009

Minutes of March 5, 2009 and July 20, 2009 were approved with one motion.

MOTION: I make a motion to approve both meeting minutes.

Motion by: Beryl Jones Second: Dave Sellars 4/0/0 PASSED

BUSINESS ITEMS:

3. Discussion and possible action regarding Section 7.1.4 (2) Landscaping Requirement Exemptions: Add exemption (f) Landscaping requirement for parking lot alteration is exempt when the alteration is strictly for compliance with Texas Accessibility Standards and/or federal ADAAG.

MOTION: Direct staff to add additional exemption to the zoning ordinance for properties who are doing construction on their parking lots that they do not have to fully comply with the landscape ordinance if construction is strictly for adherence to the American Disabilities Act.

Motion by: Dave Sellars Second: Otto Moellering 4/0/0 PASSED

4. Discussion and possible action regarding Section 7.1.5 (6) (Tree Preservation): Item (b) modify to read "Not applicable to single family properties, duplex properties or quadraplex properties, when the owner of the property is the person re-shaping, removing, or relocating the tree." Other entities providing these services on these properties shall be licensed by the City of Balcones Heights.

Item #4 was pulled by Chairman to be discussed together with Item 12.

5. Discussion and possible action to establish Preliminary Plan Review Application, Process, and Fees.

Recommendation was made to develop a process to make available to those who want to discuss their project with staff before any work begins or permits issued and pay an hourly rate.

MOTION: Direct staff to establish a Preliminary Plan Review application, process, and fee schedule.

Motion by: Dave Sellars Second: Lily Cruz 4/0/0 PASSED

6. Discussion and possible action to establish a local requirement that any structure 5,000 sq. ft. or more requires that a Registered Architect prepare the documents.

Purpose: to release the city of any liability and making it a requirement through policy.

No Action was taken.

7. Discussion and possible action to create a "freeway signage" standard for commercial properties with entrances off of the TXDOT I-10 and Loop 410 frontage roads.

Purpose: to add to current sign ordinance to allow for appropriate signage that can be seen in red from the freeway at 65 miles an hour to accommodate properties affected.

MOTION: To broaden the existing signage ordinance to include optional standards for properties along major freeways.

Motion by: Dave Sellars Second: George Moellering 4/0/0 PASSED

8. Discussion and possible action to Clarify 4.3.1 as it pertains to TI space.

Pulled to discuss with city staff prior to meeting.

9. Discussion and possible action to clarify Religious uses in Mixed-Use areas.

Pulled.

10. Discussion and possible action to review the list from Councilman Matthies, each item separate (see attachment).

- 2.1.3 Page 20: 3c Corrected
4c Motion to go to staff and be modified.
- 2.2.2 Page 34 2 Fee to be paid to City Secretary not to Secretary of Planning and Zoning
- 3.4.1 Page 42 3 (e) Tabled until residential ordinance is reviewed.
Page 44 8 Tabled until residential ordinance is reviewed
- 3.4.6 Page 56 R-6 Tabled until residential ordinance is reviewed
- 6.1.1 Page 138 Tabled until residential ordinance is reviewed

- 3.4.1 Page 43 5c To be looked into for safety reasons
- 3.4.2 Page 46 5c To be looked into for safety reasons

3.4.8 Page 63 3d Direct staff to add language that would accommodate some architectural controls for how a large parking garage might look as it works within a structure so as opposed to just changing this to say allow a certain height for parking garage. That staff be directed to look at item 3.4.8 (3d) and add language that would allow to review large parking structures as a part of the entire design of the site and building.

Also to review all the parking garage height requirements within zoning to get clarification. Direct staff to come up with recommendation to modify and address parking issues in the mix use areas.

4.2.5 Page 102 1a

5.2.5 Page 137 Direct staff to revise language to state that 12 feet is a minimum required for fire truck access and that it still must meet all requirements of the fire code.

7.1.3 Page 150 3 Recommendation is modify the reduction buffer yard to make sure there was some kind of deed restriction and not something that could go away with the sale of the property to ensure that there is always a appropriate buffer yard.

8.4.3 Page 180 2 Has been corrected

MOTION: To approve each item as stated. (Recommendation on each item stated above.)

Motion by: Lily Cruz Second: Beryl Jones 3/1/0 PASSED

Nay vote - Dave Sellars

11. Commission will consider, review, and may take **ACTION** on Special Use Permit Application and Fees approval.

Becky Cardenas came up to explain that an application was needed specifically for Special Use Permit and submitted application for Commission's review and approval.

MOTION: To approve Special Use Permit application as presented with addition of \$150.00 fee on application.

Motion by: George Moellering Second: Dave Sellars 4/0/0 PASSED

12. Commission will consider, review, and may take **ACTION** on a Tree Preservation Permit – Application and Fees approval.

Becky Cardenas submitted and presented application to the Planning and Zoning Commission.

MOTION: To approve adding tree trimming to the General Permit Application with no cost associated.

Motion by: Dave Sellars Second: Beryl Jones 4/0/0 PASSED

13. Commission will consider, review, and may take **ACTION** on Section 5.2.2 Home Occupations to establish fees for license.

Becky Cardenas submitted and presented application to the Planning and Zoning Commission.

MOTION: To approve Home Occupation Permit Application and \$25.00 fee.

Motion by: Lily Cruz Second: Beryl Jones 4/0/0 PASSED

ADJOURNMENT:

Meeting adjourned at 7:35 p.m.

Submitted by:

Delia Flores
Planning and Zoning Secretary

Minutes approved March 29, 2010.