

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

MINUTES

Date: November 6, 2012

Time: 6:00 p.m.

MEMBERS PRESENT: George Monsive Jack Burton Maria Hilda Herrera
Carlos de la Garza came in at 6:06 p.m.

MEMBERS ABSENT: David Sellars Gloria Cantu

SIGN IN SHEET: None signed in

I. CALL TO ORDER AND RECORDING OF QUORUM:

Meeting was called to order and quorum was present.

II. APPROVAL OF MINUTES:

Minutes – October 1, 2012

MOTION: I make a motion to approve.

Motion by: Jack Burton Second: Maria Herrera 3/0/0 PASSED

Carlos de la Garza was not present for vote on the minutes.

III. PUBLIC HEARING:

1. Commission will conduct a **PUBLIC HEARING** regarding a rezoning application requesting a zoning change from R-1 Single-Family Residence to O-1 Low-Rise Office for the property located at 3002 Hillcrest Drive.

Public Hearing opened at 6:01 p.m.

Property owner Esthela Nava came up and stated she wants to open a real estate office and is requesting for it to be rezoned to O-1 Low-Rise Office.

John Paul Brogan an attorney with an office next to Ms. Nava's property came up and stated he had concerns that she would put a car lot their as she had previously spoke about to him.

Public Hearing closed at 6:06 p.m.

IV. BUSINESS MATTERS:

- 1. Commission will consider and may take **ACTION** on request from Esthela Nava-Hall to change zoning from R-1 to O-1 at property located at 3002 Hillcrest Drive.

Motion: I make a motion to approve and send to council.

Motion by: Jack Burton Second: Maria Herrera 4/0/0 PASSED

- 2. Discussion regarding the use of accessory buildings as dwelling and possible requirements if approved.

At the next meeting Planning and Zoning members will vote on making recommendation to council amending zoning ordinance to modify definition for accessory dwelling units as follows :

Subordinate, detached structure, which has facilities for preparation, sanitation, and sleeping quarters, located on the rear or side of same lot as the main structure. Intendant use for habitat for person or persons (Limit 2) or employed or non-paying guest. Not for rent, nor to be used as a separate domicile to non-family members. Structure cannot be used for any retail or commercial purpose.

- 3. Commission will consider, review, and make recommendation for changes to Zoning Ordinance Signage standards and regulations.

City Administrator passed out some examples of sign requirements from Universal City and Shavano Park for the commission to look over, mark up, and let staff know what their recommendations are in order to incorporate and bring a draft back to the next meeting.

V. CITIZENS TO BE HEARD:

There were no citizens signed up to be heard.

VI. NEXT MEETING:

- 1. Next meeting is scheduled to be held Tuesday, December 4, 2012.

Chair announced next meeting to be held on December 4, 2012.

VII. ADJOURNMENT:

MOTION: To adjourn

Motion by: Jack Burton Second: Maria Herrera 4/0/0 PASSED

Meeting adjourned at 6:40 p.m.

**Submitted by:
DELIA FLORES, TRMC
City Secretary/P&Z Secretary**

Commission approved on December 4, 2012.