



CITY OF FREDERICKSBURG

PLANNING AND ZONING MEETING AGENDA WEDNESDAY, JUNE 8, 2022, ~ 5:30 P.M. LAW ENFORCEMENT CENTER – 1601 E. MAIN STREET

Janice Menking, Chair
Jim Jarreau, Member
Daryl Whitworth, Member
Jeff Lawrence, Member
Cindy Scroggins, Member

Vacant, Member
Polly Rickert, Member
Tim Dooley, Vice Chair
Steve Thomas, Member

The City of Fredericksburg Planning and Zoning will meet in regular session on **Wednesday, June 8, 2022, at 5:30 p.m. The meeting will be in person at the Law Enforcement Center 1601 E. Main Street.** This meeting will be held in person and live stream on our YouTube Channel.

Link to City of Fredericksburg YouTube Channel Fredericksburg, Texas USA - YouTube
<https://www.youtube.com/channel/UCrhnIFjVfDS1SPBJD2pYKcQ/featured>

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF THE MEETING MINUTES

- A. MAY 4TH REGULAR PLANNING AND ZONING MEETING
- B. MARCH 2ND SPECIAL PLANNING & ZONING COMMISSION MEETING MINUTES
- C. FEBRUARY 10TH JOINT CITY COUNCIL AND PLANNING & ZONING COMMISSION MEETING MINUTES

4. PUBLIC COMMENTS

NOTE: The Texas Open Meetings Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting. However, any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting and any response to a question posed to the Planning and Zoning Commission is limited to either a statement of specific information or recitation of existing policy. TEX. GOV'T CODE § 551.042.

Written Comments: to be submitted:

- 1. Must be received by 2 p.m. on June 8, 2022.
- 2. Complete the Citizen Comment Form online at www.fbgtx.org; or
- 3. Email your comments to scollier@fbgtx.org

Verbal Comments:

- 1. Sign up in-person between 5:00 p.m. and 5:30 p.m. at the Law Enforcement Center to comment.

You will be limited to 3 minutes to speak.

The Planning and Zoning Commission (P&Z) welcomes public comments concerning items on this agenda. Each member of the public who desires to address the P&Z regarding an item on this agenda is required to sign up to speak, prior to the start of the meeting. All public comments shall be limited to discussion of items on this agenda and shall be limited to 3-minutes in duration. At the discretion of the P&Z Chair, or upon an affirmative vote of the P&Z, the public comment time limit applicable to all speakers may be lengthened or shortened as required to allow the P&Z to complete its legislative agenda. Persons addressing the P&Z are prohibited from trading time with other speakers or reserving of time.

5. PUBLIC HEARING

A. Z-2207 REQUEST BY JEFFREY MORIN & MARY ECKERT, APPLICANTS, TO CONSIDER THE FOLLING:

- i. A LAND USE CHANGE FROM INDUSTRIAL (I) TO COMMERCIAL (C) ON PROPERTY LOCATED AT 1603 & 1605 EAST MAIN STREET AND LOT C-1RB OF THE MORIN PARK SUBDIVISION, TWO.
- ii. A ZONING CHANGE FROM M2, MEDIUM MANUFACTURING TO C2, COMMERCIAL ON PROPERTY LOCATED AT 1603 & 1605 EAST MAIN STREET AND LOT C-1RB OF THE MORIN PARK SUBDIVISION, TWO.

ACTION ITEMS

B. Z-2207 REQUEST BY JEFFREY MORIN & MARY ECKERT, APPLICANTS, TO CONSIDER THE FOLLING:

- i. A LAND USE CHANGE FROM INDUSTRIAL (I) TO COMMERCIAL (C) ON PROPERTY LOCATED AT 1603 & 1605 EAST MAIN STREET AND LOT C-1RB OF THE MORIN PARK SUBDIVISION, TWO.
- ii. A ZONING CHANGE FROM MEDIUM MANUFACTURING (M2) TO COMMERCIAL(C2) ON PROPERTY LOCATED AT 1603 & 1605 EAST MAIN STREET AND LOT C-1RB OF THE MORIN PARK SUBDIVISION, TWO.

C. SP-2206 CONSIDER A SITE PLAN FOR A SHORT-TERM RENTAL FACILITY LOCATED AT 639 POST OAK STREET.

D. P-2217 FINAL PLAT OF THE BOTANICA 13.81 ACRE SUBDIVISION LOCATED AT 802 FRIENDSHIP LANE

E. P-2219 PRELIMINARY PLAT OF HARMONY HILLS 21 ACRE SUBDIVISION LOCATED AT 668 PYKA ROAD

6. DISCUSSION ITEM

A APPLICATIONS TO MAKE REQUESTS TO PLACE ITEMS ON THE P&Z AGENDA.

7. ADJOURN

This is to certify that I, Shelby Collier, posted this Agenda before 5:00 PM. on Friday, June 3, 2022, on the bulletin board at the City of Fredericksburg City Hall, 126 W. Main St., Fredericksburg, Texas as well as the City of Fredericksburg's website fbgtx.org.



Shelby Collier
Associate Planner

**STATE OF TEXAS
COUNTY OF GILLESPIE
CITY OF FREDERICKSBURG**

**PLANNING & ZONING COMMISSION
MAY 4, 2022
5:30 P.M.**

On this the 4th day of MAY 2022 the PLANNING AND ZONING COMMISSION convened in regular Session at the Law Enforcement Center located at 1601 E. Main Street with the following members present to constitute a quorum:

PRESENT:

JANICE MENKING
JIM JARREAU
JEFF LAWRENCE
EMILY KIRCHNER
DARYL WHITWORTH
POLLY RICKERT
TIM DOOLEY
STEVE THOMAS

ABSENT:

CINDY SCROGGINS

ALSO, PRESENT:

GARRET BONN – Interim Director of Development Services
DANIEL JONES – City Attorney
ANNA HUDSON – Historic Preservation Officer
SHELBY COLLIER – Associate Planner

Janice Menking called the meeting to order at 5:30 P.M.

PUBLIC COMMENTS

MINUTES

Jim Jarreau made a Motion to Approve the April 2022 Meeting Minutes. Seconded by Daryl Whitworth. All voted in favor and the motion carried.

PUBLIC HEARING

Public hearing regarding Request-Z-2206 by John Zook, Applicant, to Consider a Conditional Use Permit per Section 3.510 to Construct Two (2) First Floor Bed and Breakfast Units in the Historic Shopping District Overlay on Property Located at 403 West Austin Street.

Jim Jarreau made a Motion to open the public hearing. Polly Rickert seconded the motion. All voted in favor and the motion carried.

John Zook presented the application. He stated it was his desire to add to casitas to his property located at 403 West Austin Street. The project has already received Historic Review Board Approval.

Tim Dooley made a Motion to close the public hearing. Jim Jarreau seconded the motion. All voted in favor and the motion carried.

ACTION ITEM

Discussion, Consideration and Recommendation Regarding Request Z-2206 by John Zook, Applicant, to Consider a Conditional Use Permit per Section 3.510 to Construct Two (2) First Floor Bed and Breakfast Units in the Historic Shopping District Overlay on Property Located at 403 West Austin Street.

Shelby Collier, Associate Planner, stated the applicant is requesting the Applicant is requesting a Conditional Use Permit per Sec. 3.510 to construct two (2) first-floor Short Term Rental Units in the Historic Shopping District Overlay on property located at 403 W. Austin. The proposed development would include (2) one-bedroom units in addition to two (2) existing units and would have access via an existing 12' driveway on West Austin Street. This development would require 4 parking spaces with 10 provided, including 1 ADA space. This Application was submitted on February 25, 2022 and was reviewed under the 2018 Short-Term Rental Ordinance (No. 28-001).

This application was reviewed for its conformity with all City Ordinances including Sec. 5.460, review and evaluation criteria for a Conditional Use Permit.

Staff is recommending approval conditioned upon the following:

1. Landscape plan be provided and approved prior to the commencement of construction.
2. Payment of Parkland Dedication fees prior to issuance of Building Permits.

Polly Rickert asked if the Commission could place limits on the approval such as not hot tubs or fire pits.

Daniel Jones, City Attorney, responded that they would have that ability.

Jim Jarreau made a Motion to recommend Approval of Z-2206 per Staff recommendation and conditioned upon no hot tubs or fire pits. Seconded by Polly Rickert. All voted in favor and the Motion carried.

Request – SP-2205 – by Garrett Keller with Matkin Hoover Engineering to Consider a Multi-Family Development, Orchard Grove Phase II, Located at 1602 North State Highway 16.

Garrett Keller with Matkin Hoover presented the application. The applicant is requesting approval to develop phase II of the Orchard Grove project located at 1602 North State Highway 16. This project consists of a total of 80 units.

Garret Bonn, Interim Director of Development Services, stated the proposed development is to be located on a 5.25 acre lot and will include 10 buildings containing a total of 80 Units: 72 one-bedroom/one-bath units and 8 two-bedroom/two-bath units.

The proposed development has access through the Orchard Grove Apartments (Phase I) with a continuation of an existing drive isle as well as the creation of a new 24 ft wide driveway onto Lower Crabapple. The new units will be (2) two story and be equipped with a fire suppression system. As currently presented, the development will require 112 parking spaces with 114 on-site spaces being provided. Water and Wastewater services are immediately available to serve the project.

The project's stormwater controls are also being designed to address an ongoing downstream drainage issue and will comply with the City's Stormwater Control Ordinance.

The Site Plan has been reviewed and meets all applicable city codes regarding land use and development regulations.

staff is recommending approval conditioned upon the following:

1. Landscape plan be provided and approved prior to the commencement of construction
2. Approval of Civil Construction Plans
3. TxDOT approval for any work in State ROW (SH 16N) including required sidewalks and drainage improvements
4. Parkland dedication of \$500.00 Per Unit for the 80 units.

Jim Jarreau made a Motion to Approve SP-2206 per Staff recommendation . Seconded by Tim Dooley. All voted in favor and the Motion carried.

Request P-2216 – by Kevin Spraggins with VEI to Consider a Final Plat for the Prospect Subdivision Located at the Intersection of Hollmig Lane and Friendship Lane.

Kevin Spraggins presented the application. He stated that the preliminary plat and Site Plan had previously been approved by the Commission and now this project is back for Final Plat approval.

Garret Bonn, Interim Development Services Director, stated the subject property, formerly referred to as Carbon Multi-Family, is located on the south side of Friendship Lane, west of the intersection of Friendship Lane and Hollmig Lane. The subdivision plat includes:

- Lot 1 (9.74 AC) - planned for a restricted multi-family development
- Lot 2 (9.98 AC) - planned for a traditional multi-family development
- Lot 3 (19.66 AC) – use is yet to be determined

The largest change to the approved Preliminary Plat is the inclusion of Lot 3.

Staff recommends approval of the final plat application conditioned upon the following:

- Civil construction plan approval for any public improvements and site plans, including a traffic impact analysis, as required by the Access Management Section (6.04) of the City's Subdivision Ordinance.
- Exact lot acreages shall be noted on the plat.
- Payment of Parkland Dedication Fees in the amount of \$500/lot.

Jim Jarreau made a Motion to Approve P-2216 per Staff recommendation . Seconded by Tim Dooley. All voted in favor and the Motion carried.

DISCUSSION ITEM

Discuss Process and Policy Relating to Planning and Zoning Commission Meeting Agenda.

The Commission and Staff discussed policies and procedures for adding items for consideration to the Planning and Zoning Commission Agenda.

With nothing further to come before the Commission, Jim Jarreau moved to adjourn. Seconded by Jeff Lawrence. All voted in favor and the meeting was adjourned at 6:34 p.m.

PASSED AND APPROVED this 8th day of June 2022.

SHELBY COLLIER, Associate Planner

JANICE MENKING, Chairman



CITY OF FREDERICKSBURG

MINUTES OF PLANNING & ZONING COMMISSIONER SPECIAL MEETING March 2, 2022

The City of Fredericksburg City Council held their special session on Tuesday, March 2, 2022, at 6 p.m. This meeting was held in person at the Law Enforcement Center and live streamed on the Fredericksburg YouTube Channel.

Members Present:

Janice Menking, Chairman
Tim Dooley, Vice-Chairman
Jim Jarreau, Commissioner
Emily Kirchner, Commissioner
Jeff Lawrence, Commissioner
Polly Rickert, Commissioner
Cindy Scroggins, Commissioner
Steve Thomas, Commissioner

Members Absent:

Daryl Whitworth, Commissioner

City Staff Present:

Jason Lutz, Development Services Director
Anna Hudson, Historic Preservation Officer
Leslie Ball- Embrey, Administrative Assistant
Shelley Goodwin, City Secretary

1. CALL TO ORDER

Janice Menking, Chair called the regular meeting of the Fredericksburg Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, March 2, 2022.

2. ROLL CALL

Shelley Goodwin, City Secretary called roll.

Chairman Menking announced that Commissioner Whitworth was excused and that a quorum has been met.

3. PUBLIC COMMENTS ON ITEMS ON THE AGENDA

The Planning and Zoning Commission received 17 written comments.

Leslie Spraggins spoke regarding the different requirements and sections of the proposed STR Ordinance she feels needs to be reviewed.

Randy Briley requested to give his time to Milton Buckley, allowing him to have 6 minutes. The request was granted.

Milton Buckelew spoke regarding two court cases before the Supreme Court and their rulings on Short Term Rentals.

Jeff Hemphill spoke regarding why he moved to Fredericksburg and the issues with the proposed Ordinance.

Deeny Haeitlein spoke regarding the proposed Ordinance and how it was not benefiting the R-1 zoning.

Emily Baehr spoke regarding the issue the proposed Ordinance will create. She also referred to sections of a letter from the Central Hill Country Board of Realtors.

Eric Hammerson spoke regarding a Supreme Court case that provided definitions.

Maggie Panye spoke regarding the Short-Term Rental that surrounds her and the issues they bring.

Carol Hammerson spoke regarding why she moved to Fredericksburg and wanted to remind everyone that residents also have rights.

Tammy Pack spoke regarding the high occupancy Short-Term Rentals create issues. She also reviewed the STR Ordinance in Savannah, Georgia.

Suzanna Ottner spoke regarding the benefits Short-Term Rentals bring to the City. She also encouraged educating everyone regarding the proposed Ordinances.

4. ACTION ITEMS

A. Request #Z-2120 to consider proposed amendments to the City's Zoning Code affecting Development Regulations in Multiple Zoning Districts across the City, including but not limited to, Development Standards, Short-Term Rental use regulations, Parking requirements, Land Use Charts, definitions, impervious cover and set back requirements.

SECTION 2.100 DEFINITIONS

Motion: A motion was made by Commissioner Rickert, seconded by Commissioner Jarreau, to modify the definitions Short-Term Rental, B&B on page 17 to read Short-Term Rental Primary Resident. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Scroggins, to approve the remainder of the definitions in Section 2.100. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.100 R1 SINGLE-FAMILY RESIDENTIAL

Jason Lutz, Development Service Director, announced that he has a conflict of interest with this Section and has filed an Affidavit of Conflict of Interest form (he left the dais).

The Commission discussed how the CUPs would be tracked.

Anna Hudson, Historic Preservation Officer, reviewed the department's different options to track CUPs.

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Lawrence, to approve Section 3.100 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.110 R 2 MIXED RESIDENTIAL

Motion: A motion was made by Vice-Chairman Dooley, seconded by Commissioner Jarreau, to approve Section 3.110 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.120 R 3 MULTI-FAMILY RESIDENTIAL

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Scroggins, to approve Section 3.120 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.200 C1 NEIGHBORHOOD COMMERCIAL

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Kirchner, to approve Section 3.200 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.205 C1.5 MEDIUM COMMERCIAL

Motion: A motion was made by Vice-Chairman Dooley, seconded by Commissioner Jarreau, to approve Section 3.200 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.210 C2 COMMERCIAL

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Rickert, to approve Section 3.210 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.220 CBD CENTRAL BUSINESS DISTRICT

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Kirchner to approve Section 3.220 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.500 HISTORIC OVERLAY

Motion: A motion was made by Vice-Chairman Dooley, seconded by Commissioner Rickert, to approve Section 3.500 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.510 (HSD) HISTORIC SHOPPING DISTRICT OVERLAY

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Scroggins, to approve Section 3.510 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.800 MU1 MIXED USE INFILL

Motion: A motion was made by Vice-Chairman Dooley, seconded by Commissioner Jarreau, to approve Section 3.800 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 3.810 MU2 MIXED USE CORRIDOR

Motion: A motion was made by Commissioner Rickert, seconded by Commissioner Lawrence, to approve Section 3.810 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 4.400 GENERAL DESCRIPTION OF RESIDENTIAL USE TYPES

Motion: A motion was made by Commissioner Kirchner, seconded by Commissioner Rickert, to add back “SINGLE FAMILY RESIDENTIAL (DETACHED) The Use of a site for only one dwelling unit, other than a manufactured home.” on page 74. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Commissioner Rickert, seconded by Commissioner Kirchner, to delete the remainder of Section 4.400. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 5.400 CONDITIONAL USE PERMIT

Motion: A motion was made by Commissioner Rickert, seconded by Vice-Chairman Dooley, to retain 1st paragraph and remove Subtitles A and B. The Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 5.401 ADDITIONAL REQUIREMENTS FOR SHORT-TERM RENTAL USES

Commissioners Lawrence, Rickert, and Scroggins announced a conflict of interest with this Section and have filed Affidavit of Conflict of Interests forms (they left the dais).

The Commission discussed signs, trash cans, inspections, the appeal process, and House Rules. They agreed by consensus to clean up the language in this Section and clarify the appeal's process by tying to an offense.

Motion: A motion was made by Commissioner Kirchner, seconded by Commissioner Jarreau, to approve Section 5.401 be approved and sent to the City Council with the stipulations of the following:

- 10. c. i. inspections be for live safety or occupancy violations,
- 10. c. i. remove the last sentence,
- House Rules be cleaned up and be legally strong with citations and get rid of the items that are already addressed,
- 13. Permit Suspension Notice and Appeal clean up the process and leave in “may” suspended for 30 days and coming up with the list violations to include occupancy, sound, trash, parking, and failure to pay HOT
- Clean up any grammatical or formatting issues that are necessary, and
- codifying to what is applicable to operating current STRs

The Planning and Zoning Commission voted five (5) for, none (0) opposed, and three (3) abstain. The motion carried.

SECTION 5.460. REVIEW AND EVALUATION CRITERIA

Motion: A motion was made by Commissioner Rickert, seconded by Vice-Chairman Dooley, to leave Subtitle B in the proposed Ordinance and have City Staff look at the language to make sure the four different types (Unoccupied, Unoccupied in the Historic District, Condos, and Facilities) that will go through the STR process and develop appropriate language that will address those scenarios. The Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Commissioner Rickert, seconded by Commissioner Scroggins, to approve the remainder of Section 5.460. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 6.110. CONTINUANCE OF A NONCONFORMING USE

Commissioners Lawrence and Rickert announced a conflict of interest with this Section and have filed Affidavit of Conflict of Interests forms (they left the dais).

Motion: A motion was made by Vice-Chairman Dooley, seconded by Commissioner Kirchner, to approve Section 6.110 as presented. The Planning and Zoning Commission voted six (6) for, none (0) opposed, and two (2) abstain. The motion carried.

SECTION 7.320. SPECIAL FRONT YARD REGULATIONS

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Kirchner, to approve Section 7.320 as presented. The Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 7.330. SPECIAL SIDE YARD REGULATIONS

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Kirchner, to approve Section 7.330 as presented and include the codified sections. The Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 7.340. SPECIAL REAR YARD REGULATIONS.

Motion: A motion was made by Vice-Chairman Dooley, seconded by Commissioner Scroggins, to approve Section 7.340 as presented. The Planning and Zoning Commission voted six (6) for, none (0) opposed, and two (2) abstain. The motion carried.

SECTION 7.710. MEASUREMENT

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Lawrence, to approve Section 7.710 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 7.820. BASIC REGULATIONS: VEHICLE PARKING/LOADING & UNLOADING

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Kirchner, to approve Section 7.820 as presented. The Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 7.825. SPECIAL PROVISIONS APPLICABLE TO CENTRAL FREDERICKSBURG

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Kirchner, to approve Section 7.825 as presented. The Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 7.860 DESIGN STANDARDS

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Kirchner, to approve Section 7.860 as presented. The Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 7.940 SCREENING REQUIREMENTS AND STANDARDS

Motion: A motion was made by Commissioner Jarreau, seconded by Vice-Chairman Dooley, to approve Section 7.940 and change adjacent to abutting. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Commissioner Jarreau, seconded by Vice-Chairman Dooley, to approve changing adjacent to abutting throughout the proposed Ordinance. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

SECTION 8.220. ACCESSORY USES: RESIDENTIAL USE TYPES

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Rickert, to approve Section 8.220 as presented. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

Jason Lutz, Development Services Director, stated the proposed Ordinance will go to City Council on Monday, March 7, 2022, for the first reading. He noted the meeting will be held at the Law Enforcement Center and begin at 6 p.m.

5. ADJOURN

Motion: A motion was made by Commissioner Jarreau, seconded by Commissioner Rickert, to adjourn the Tuesday, March 2, 2022, City Council Regular Meeting at 8:40 p.m. The Planning and Zoning Commission voted eight (8) for, and none (0) opposed. The motion carried unanimously.

Janice Menking
Planning and Zoning Commission
Chair

Shelby Collier
Associate Planner



CITY OF FREDERICKSBURG
MINUTES OF CITY COUNCIL AND
PLANNING AND ZONING COMMISSION
JOINT MEETING
FEBRUARY 10, 2022

The City of Fredericksburg City Council and Planning and Zoning Commission met in a Work Session on Thursday, February 10, 2022, at 10 a.m. This meeting was held remotely via Zoom Teleconferencing, and in-person at the University Center-HEB Room, 2818 US 290 Fredericksburg, Texas.

City Council Members Present:

Mayor Charlie Kiehne
Councilmember Jerry Luckenbach
Councilmember Tom Musselman
Councilmember Kathy O'Neill
Councilmember Bobby Watson

Planning and Zoning Commission Member Present:

Janice Menking, Chairman
Tim Dooley, Vice-Chairman
Jim Jarreau, Commissioner
Emily Kirchner, Commissioner
Jeff Lawrence, Commissioner
Polly Rickert, Commissioner
Cindy Scroggins, Commissioner
Steve Thomas, Commissioner
Daryl Whitworth, Commissioner (left the meeting at 2:10 p.m. and returned at 3:26 p.m.)

Members Absent:

None

City Staff Present:

Kent Myers, City Manager
Clinton Bailey, Assistant City Manager/Director of Public Works and Utilities
Daniel Jones, City Attorney
Jason Lutz, Development Services Director
Brian Vorauer, Police Lieutenant Patrol Division
Braxton Roemer, Police Lieutenant Special Services
Aaron Anderegg, IT Specialist
Cody Oris, IT Specialist
Anna Hudson, Historic Preservation Officer
Leslie Embrey-Ball
Shelley Goodwin, City Secretary

1. CALL TO ORDER

Mayor Kiehne called the regular meeting of the Fredericksburg City Council and Planning and Zoning Ordinance to order at 10:02 a.m. on Thursday, February 10, 2022, at the University

Center. Mayor Kiehne announced a quorum of the City Council and Planning and Zoning Ordinance present.

2. PLEDGE OF ALLEGIANCE

Councilmember Tom Musselman lead the Pledge of Allegiance.

3. Proposed Changes to the City Zoning Ordinance affecting the operation of Short-Term Rentals (STRs) and amending site development regulations in multiple zoning districts.

A. Receive a report on the most recent draft of the Ordinance by Jason Lutz, Development Services Director.

Jason Lutz, Development Services Director, reviewed the changes to the draft Ordinance.

B. Public comments

Ed Laughlin, City resident, stated he is a Short-Term Rental owner and only present to learn about the changes.

Donna Mittel owner of Guest Haus Schmidt, spoke about the history of Short-Term Rental and the need for allowing Short Term Rentals in R1, R2, and in the History District.

Lance Branch spoke regarding the effects the proposed changes to the Short-Term Rentals requirements would have on his rental.

Jessica Mittel, City resident, spoke regarding Short-Term Rental and Sunday Houses history in Fredericksburg and the effect the proposed Short-Term Rental requirements would have on the City.

Roger Norman, City resident, spoke regarding the number of Short-Term Rentals and the percentage of homes.

Carmen Armstrong, City resident, spoke regarding the issues with Short-Term Rentals.

Mary Gallagher, City resident, spoke regarding the Short-Term Rentals' effects on the City's Visioning and Quality of Life.

Bill Synder, City resident, spoke regarding Single Family Residential (R 1) and the Short-Term Rental's effects on R 1.

Belinda McDonnell, City resident, spoke regarding the STR Alliance's work regarding Short-Term Rentals and encouraged the City Council to work with them. She also reviewed the recent court rulings.

Randy Briley, City resident, spoke regarding the penalties on page 81 of the proposed ordinance and who should receive citations.

Tammy Pack, City resident, recommended the City Council slow down and see the outcome of the current cases in the Supreme Court before taking action.

Leslie Spraggins, City resident, spoke regarding treatment the homeowners receive compared to the difference from Short-Term Rentals regarding noise.

Timothy Ellis Riley, City resident, spoke regarding the noise ordinance that was recently passed.

David Turpin, City resident, spoke regarding the benefits Short-Term Rentals have on the City and its effects on Single Family Residentials.

Jason Kemp, City resident, spoke regarding the need to Grandfather or provide a CUP process for those Short-Term rentals in the middle of the process.

Tami Smith, City resident, spoke regarding the need to work together to benefit both residents and Short-Term Rentals.

Jeff Morin, City resident, spoke regarding the benefits of the new Granicus software the City Council approved Monday.

Mo Saiidi, City resident, spoke regarding the need to work with the STR Alliance on the proposed changes.

Ken Carr, City resident, stated he feels the City no longer has R1; it's now become Commercial. He feels the City needs an R-1 District without STRs that are not owner-occupied.

Sonia Rivero, City resident, spoke regarding the loss of neighborhoods in Fredericksburg. She stated she does support owner-occupied STRs in R1 District.

Carol Hammerson., City resident, stated she supports owner-occupied STRs in R1. She stated she feels that Short-Term Rental owners should pay for mediation when issues in the neighborhood arise and create a process for appeals.

Emily Read stated she has worked with others on a creative solution regarding the penalties process. She encouraged the City Council to take their time and change the Short-Term Rental requirements in phases.

Emily Baehr stated she feels it is wrong to remove owner property rights. She encouraged the City to enforce the Ordinances that were already on the books.

Milton Buckelew stated he feels families are moving to the subdivisions with deed restrictions. He encouraged the City Council to slow it down and let the Code Enforcement work.

Jim Roeder, City resident, stated he owns a guest house on his property and believes it comes down to the integrity of the owners and the moral character of the guest.

Laurie Jenschke, City resident, stated she is an owner of a B&B in R1. She stated she is tired of people moving into Fredericksburg and trying to change the City.

George Studor, City resident, stated he knows his neighbors, and now people have sold their homes, and those homes have become Short-Term Rental.

Mike Mahony, City resident, stated he doesn't support adding a CUP process in R1. If you want to change zoning in R1, then do it properly.

Councilmember O'Neill stated she wanted everyone to know she lives in the City and has lived here since 2003.

Mayor Kiehne recessed the Joint Workshop at 11:30 a.m.

Mayor Kiehne reconvened the Joint Workshop at 12:30 p.m. Clinton Bailey, Assistant City Manager/Director of Public Works and Utilities, reviewed the next steps. He explained his role as a monitor and the process used for the remainder of the meeting.

Daniel Jones, City Attorney, reviewed the potential conflicts of interest for several Planning and Zoning Commission members. He also reviewed the burden of conflict to report, and failing to do so could result in criminal charges.

C. Consider and discuss key questions related to the proposed changes to zoning ordinance.

- i. **Single Family Residential District (R-1)**
 - a. **Land uses**
 - b. **Conditional Use Permit (CUP)**
- ii. **Mixed-Use Residential District (R- 2)**
 - a. **Land uses**
 - b. **Conditional Use Permit (CUP)**
- iii. **Historic Overlay District**
 - a. **Land Uses**
 - b. **Conditional Use Permit (CUP)**
 - c. **Density**
- iv. **Enforcement/Penalties**
 - a. **Number of violations/types**
 - b. **Suspension of permits**
 - c. **Revocation of permits**
- v. **Conditional Use Permit (CUP) criteria**
- vi. **Other Short-Term Rental (STR) issues.**

Jason Lutz, Development Service Director, reviewed the topics he needs directions on.

Commissioners Lawrence and Rickert filed an affidavit of conflict and did not participate in any discussions related to continuing a nonconforming use (they left the dais). Commissioner Rickert, Scroggins, and Lawrence filed an affidavit of conflict and did not participate in any discussions related to enforcement/penalties (they left the dais).

The following items were agreed upon by consensus:

- Buffer Zone for R1 zoning
- R1 zoning STRs and B&B by right and owner-occupied CUP (unoccupied-not by right)
- R2 zoning outside of Historic District – unoccupied by right
- R2 zoning STRs facilities with 8 units 10,000-foot lot are okay next to commercial and use the CUP process
- Matrix tiers for violations, implementing rules, and revocation is the last result.
- Add an appeal process.
- Lower density in Historic District
- Section 5.400 3. Change to 600 Commercial and 200 residential and rework Section B.

D. Consider an update on next steps in the process.

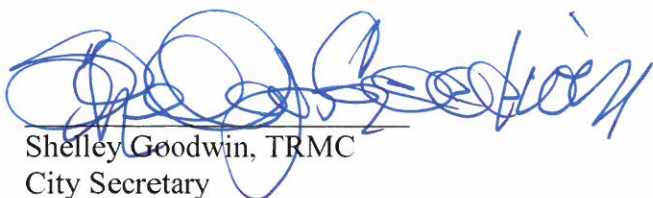
Daniel Jones, City Attorney, reviewed the timeline process related to adoption after public hearings.

Kent Myers, City Manager, announced that STRs would be converted to Granicus on April 1, 2022. He also noted that the first STR public hearing is scheduled for February 16, 2022.

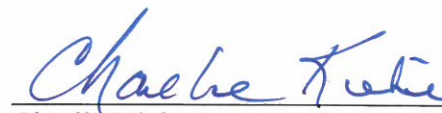
4. ADJOURN

Motion: A motion was made by Councilmember Musselman, seconded by Councilmember Watson, to adjourn the Thursday, February 10, 2022, City Council and Planning and Zoning Commission Work Session at 3:55 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

With no other business for the Planning and Zoning Commission, Janice Menking, Chairman adjourned the Thursday, February 10, 2022, City Council and Planning and Zoning Commission Work Session at 3:55 p.m.



Shelley Goodwin, TRMC
City Secretary



Charlie Kiehne
Mayor



PLANNING & ZONING COMMISSION MEMO

DATE: June 8, 2022

TO: Planning & Zoning Commission

FROM: Shelby Collier, Associate Planner

SUBJECT: Z-2207 – Request by Jeffrey Morin & Mary Eckert to consider a Land Use change from Industrial (I) to Commercial (C) and a Zoning change from (M2) Medium Manufacturing to (C2) Commercial on property located at 1603 & 1605 East Main Street and Lot C-1RB of the Morin Park Subdivision.

Summary:

The applicants are seeking a Land Use change from Industrial (I) to Commercial (C) and a Zoning change from M2 - Medium Manufacturing to C2 - Commercial on property located at 1603 & 1605 East Main Street and Lot C-1RB of the Morin Park Subdivision for three (3) lots fronting Highway 290 East and one (1) lot fronting on Industrial Loop.

Analysis:

The properties are currently composed of multiple commercial uses including a mix of commercial office space and warehouse facilities.

Land uses surrounding this property includes public facilities to the north (across Highway 290 East) and west (across Industrial Loop), and Industrial to the south and east (across Industrial Loop). Additionally, there are more Industrial uses further down Industrial Loop.

Surrounding zoning includes Public Facilities to the north and west, and Industrial to the south and east (across Industrial Loop)

It is worth noting the City of Fredericksburg has started the process of updating the Comprehensive (Comp) Plan. This is a good example of how the City has developed outside of the previously planned land uses.

Recommendation:

Frontage on a major thoroughfare should be zoned C2 Commercial to aid in the development and outward growth of Fredericksburg.

As the Commercial Use is consistent with similar properties, Staff recommends approval of the requested future land use changes and zoning changes given the location on Highway 290 East.

Attachments:

- 1 Future Land Use Map
- 2 Zoning Map
- 3 Location Map
- 4 Project Application



Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

A. Project Information (Please complete all items)

Project Name: Morin - Industrial Loop Property

Project Address: 1605 East Main, 1603 East Main, 1603 E. Main. #A, B,C,D,E, and #F

Tax ID Number (s): 21377, 9585, 24578, and 88828

Application Type (Check all items that apply)

PDF COPIES ARE REQUIRED FOR ALL SUBMISSIONS

- | | | |
|--|--|--|
| ☐ Conditional Use Permit | ☐ Minor Plat* | ☐ Plat Vacation |
| ☐ Site Plan | ☐ Replat* | ☐ Annexation* |
| ☒ Zoning Change | ☐ Amending Plat* | ☐ Final Plat* |
| ☒ Land Use Plan Change | ☐ Preliminary Plat* | |

Revision of Approved Plan / Plat? ☐ Yes ☒ No Name:

Jurisdiction: ☒ City Limits ☐ ETJ Total Acres: 2.67 No. of Lots: 4

Original Survey & Abstract No: A0488-0036-000000-00, S1132-0000-000320

Legal Description: ABS A0488 W O MERRIWETHER #36, MORIN PARK LOT C-1

Current Land Use Plan: Industrial

Proposed Land Use Plan: Commercial

Current Zoning: M1, Light Mfg.

Proposed Zoning: C2, Commercial

Location: 1605 and 1603 East Main.

Proposed Use(s): 1603 E. Main = Same, 1605 E. Main to Mini Hotel.

Applicant's Signature

Applicant's Role: ☒ Owner ☐ Developer ☐ Other (note role):

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify I have authorization from the owner to act on his / her behalf.

Signature: _____

Printed Name: Jeffery P. Morin MARY ECKERT Date: 30 March 2022

Staff Use Only

Application No.: 2-2207

Date: 04/01/22

*Copy of current Title Search required with application.

CIN # 10885
\$ 700.00



Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

B. Contact Information (Please complete all items. Attach additional pages as necessary.)

I. Property Owner(s)

Firm Name (if applicable): Jeffery P. Morin, Mary Eckert, Sam R. Morin Trust, Executor

Owner Name: Jeffery P. Morin, Mary Eckert, Sam R. Morin Trust, Executor

Address: 1605 East Main, Fbg., Tx. 78624

Phone: 830-456-1946

Fax:

Email: jpmorin@austin.rr.com

II. Owner's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable):

Address:

Primary Contact Name:

Phone:

Fax:

Email:

Secondary Contact Name:

Phone:

Fax:

Email:

III. Applicant

Firm Name (if applicable): Jeffery P. Morin, Mary Eckert, Sam R. Morin Trust, Executor

Applicant Name (s): Jeffery P. Morin, Mary Eckert, Sam R. Morin Trust, Executor

Address: 1605 East Main, Fbg., Tx. 78624

Phone: 830-456-1946

Fax:

Email: jpmorin@austin.rr.com

IV. Applicant's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable):

Address:

Primary Contact Name:

Phone: Fax: Email:

Z-2207

<all other values>

desc_

200' Buffer

Affected Property

Subject Property



LEGEND

LANDUSE

- Rural

Document Path: J:\ArcMap\Shelby.mxd

Zoning

ZONED Z-2207

 C2 - Commercial

 M2 - Medium Manufacturing

 OS - Open Space

 PF - Public Facilities

 PUD - Planned Unit Development





PLANNING & ZONING COMMISSION MEMO

DATE: June 8, 2022
TO: Planning and Zoning Commission
FROM: Shelby Collier
SUBJECT: SP-2206 Consider a Site Plan for a Short-Term Rental Facility located at 639 Post Oak Street.

Summary: A Site Plan has been submitted to further develop property located at 639 Post Oak Road as a Short-Term Rental Facility. The proposed development would include seven (7), efficiency units including one (1) ADA accessible unit, a 2,000 sq. ft. building to be used as an office and a pool. The proposed development has access off Post Oak Rd via a 20' wide driveway. The new units will be single story and will be equipped with a fire suppression system.

This Application was submitted on March 31, 2022 and was reviewed under the 2018 Short-Term Rental Ordinance (No. 28-001) as it was submitted prior to the adoption of Ordinance No. 2022-13 (April 1, 2022)

This application was reviewed for its conformity with relevant City Ordinances including [Sec. 7.131](#), review and evaluation criteria for Site Plans.

Site Area:	Approximately 0.724 Acres or 31,580 sq ft
Zoning:	C1, Neighborhood Commercial Sec. 3.200
Building Coverage:	24% (50% maximum) Sec. 3.200
Impervious Coverage:	63% (70% maximum) Sec. 3.200
Parking:	1 parking space per unit plus 1 per 400 sq ft of office space Sec. 7.863
Utilities:	Water and sanitary sewer are available to serve the site.

Detention: Stormwater detention plans & studies shall be reviewed as part of the Civil Construction Plans.

Screening: Required along northern, eastern and southern property line. Minimum of 6 ft wood and or masonry fence OR a hedge-like screen of evergreen plant material capable of attaining a minimum height of eight (8) feet at maturity. [Sec. 7.940](#)

Landscape: A hedge or fence per specifications is required when abutting property is zoned for non-commercial use, and one (1) tree per 75 LF required. Off-street parking shall have ten (10) sq ft of interior landscaping for each parking space. [Sec. 7.920](#)

Recommendation & Findings: Based on Staffs review, staff can recommend approval conditioned upon the following:

1. Landscape plan, including screening per [Sec 7.940](#), be provided and approved prior review of Building Permit Applications per [Sec. 7.920](#)
2. Approval of Civil Construction Plans prior to review of Building Permit Applications.
3. Park Dedication of \$500.00 Per Unit (\$3,500.00) for the 7 new units payable prior to issuance of Building Permits per [Sec. 6.15](#)

Attachments:

1. General Site Plan
 2. Location Map
 3. Response to comments
 4. Project Application
-



Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

A. Project Information (Please complete all items)

Project Name: 639 Post Oak Rd
Project Address: 639 Post Oak Rd Fredericksburg TX 78624
Tax ID Number (s): 19188

Application Type (Check all items that apply)

PDF COPIES ARE REQUIRED FOR ALL SUBMISSIONS

- | | | |
|---|--|--|
| ☐ Conditional Use Permit | ☐ Minor Plat* | ☐ Plat Vacation |
| ☒ Site Plan | ☐ Replat* | ☐ Annexation* |
| ☐ Zoning Change | ☐ Amending Plat* | ☐ Final Plat* |
| ☐ Land Use Plan Change | ☐ Preliminary Plat* | |

Revision of Approved Plan / Plat? ☐ Yes ☐ No Name:

Jurisdiction: ☐ City Limits ☐ ETJ Total Acres: No. of Lots:

Original Survey & Abstract No:

Legal Description: 0.725 acres out of Barbara Adams survey No. 123, Abstract 4 in Gillespie County, Texas

Current Land Use Plan: C-1 Proposed Land Use Plan: C-1

Current Zoning: C-1 Proposed Zoning:

Location: 639 Post Oak Rd Fredericksburg TX 78624

Proposed Use(s): Multifamily with STR

Applicant's Signature

Applicant's Role: ☒ Owner ☐ Developer ☐ Other (note role):

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify I have authorization from the owner to act on his / her behalf.

Signature: Michael Meek

Printed Name: Michael Meek Date: 3/31/22

Staff Use Only

Application No.: Date:

*Copy of current Title Search required with application.



Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

B. Contact Information (Please complete all items. Attach additional pages as necessary.)

I. Property Owner(s)

Firm Name (if applicable):

Owner Name: *Michael Meek*

Address: *711 W Austin St. Fredericksburg TX 78624*

Phone: *210-410-9456* Fax:

Email: *michael@porchlight
hospitality.com*

II. Owner's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☒ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable):

Address:

Primary Contact Name:

Phone:

Fax:

Email:

Secondary Contact Name:

Phone:

Fax:

Email:

III. Applicant

Firm Name (if applicable):

Applicant Name (s): *Michael Meek*

Address: *711 W Austin St. Fredericksburg TX 78624*

Phone: *210-410-9456* Fax:

Email: *michael@porchlight
hospitality.com*

IV. Applicant's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role):

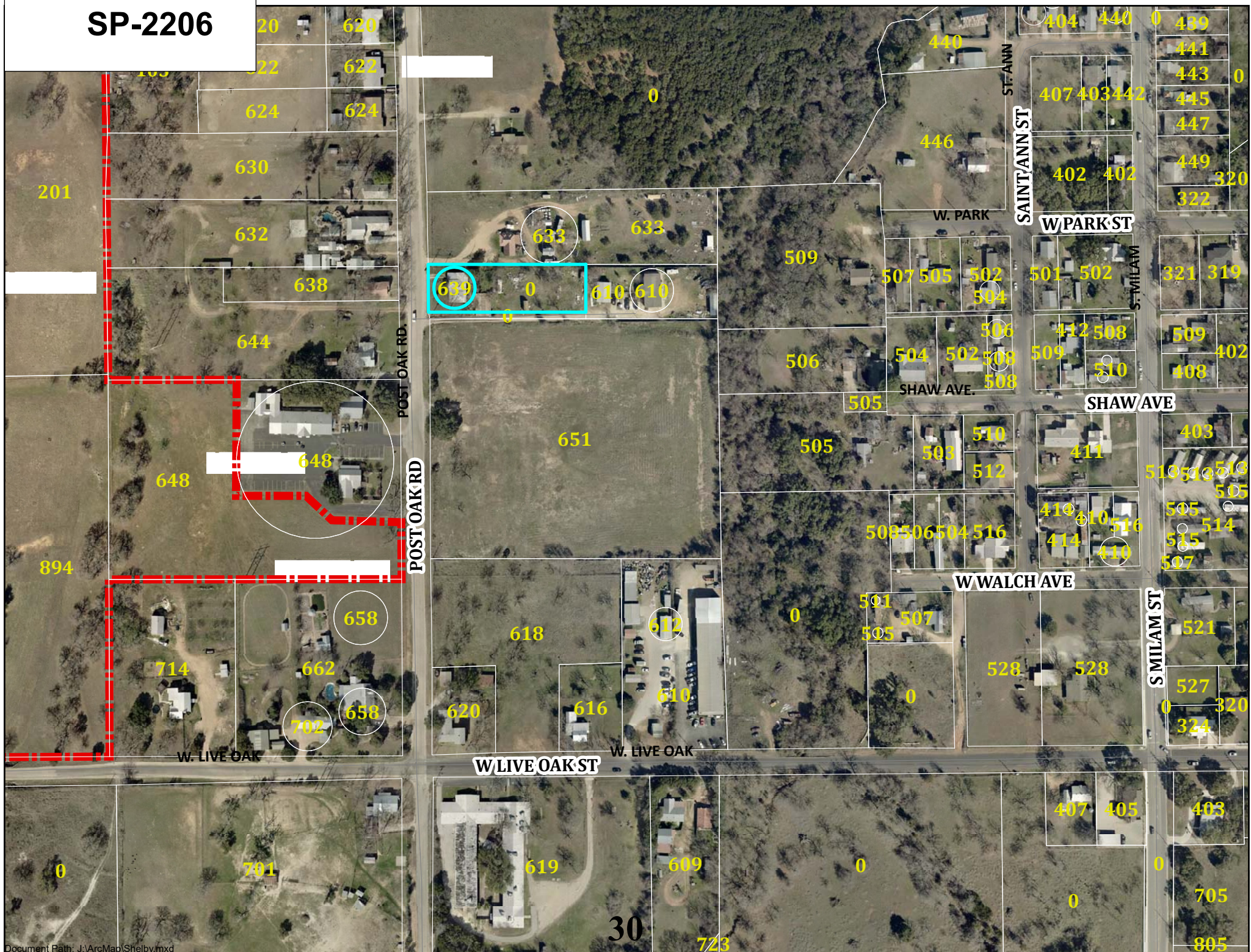
Firm Name (if applicable):

Address:

Primary Contact Name:

Phone: Fax: Email:

SP-2206



ARCHITECT:

PLUCK ARCHITECTURE
HARMONY GROGAN, AIA
309 SOUTH LAMAR, STE 1
AUSTIN, TX 78704
512-507-4096

639 POST OAK ROAD
FREDERICKSBURG, TX 78624

PROJECT NO: 2219

05.20.22

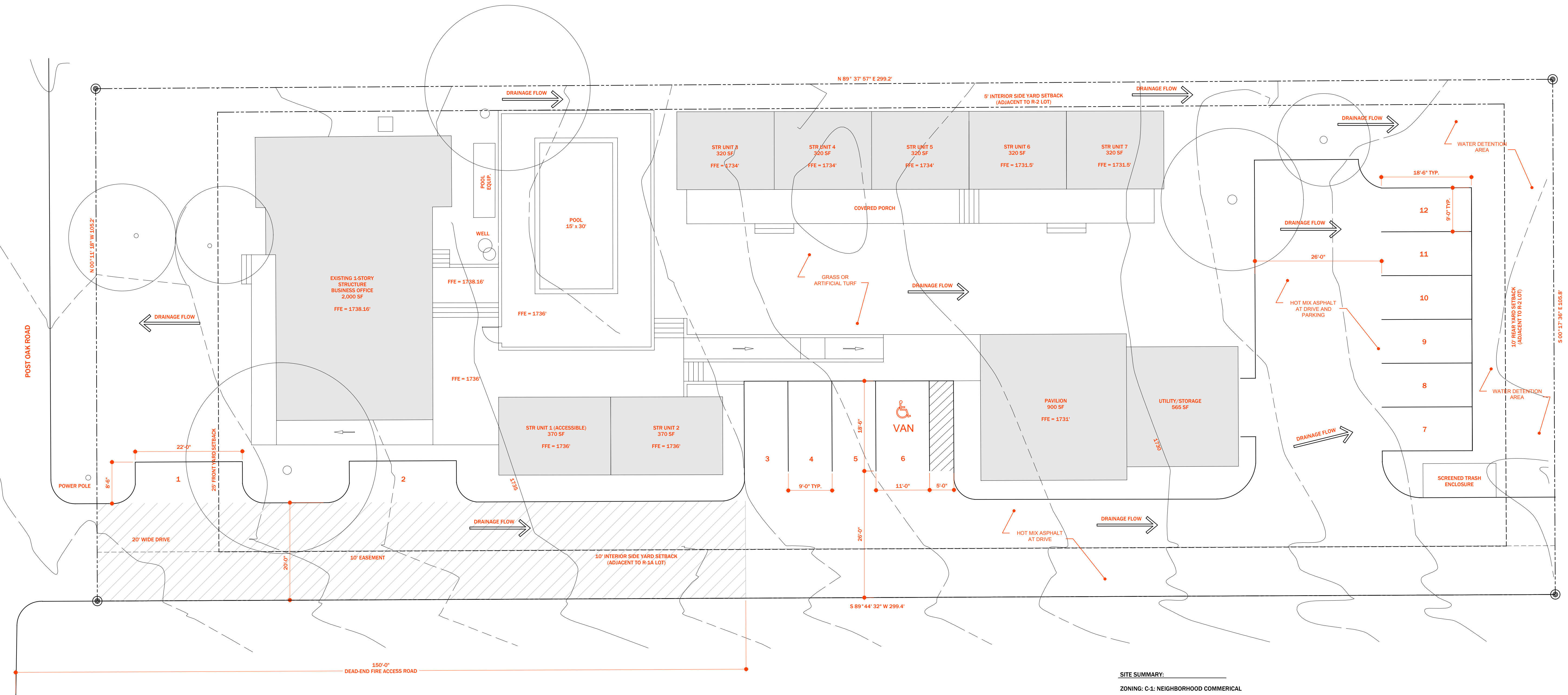
NOT TO BE USED FOR
REGULATORY
APPROVAL,
PERMITTING, OR
CONSTRUCTION

© 2022 PLUCK ARCHITECTURE
 THESE DRAWINGS ARE PROPERTY OF THE
 ARCHITECT AND MAY ONLY BE USED IN
 CONJUNCTION WITH THIS PROJECT.

EET:

SITE PLAN

A1.1



SITE SUMMARY:

ZONING: C-1: NEIGHBORHOOD COMMERCIAL

USE: BUSINESS OFFICE AND MULT-FAMILY (SHORT-TERM RENTAL)

LOT SIZE: 31,580 SF

IMPERVIOUS COVERAGE: 19,938 SF OR 63% (70% ALLOWABLE)

BUILDING COVERAGE: 6,517 SF OR 21% (50% ALLOWABLE)

RESIDENTIAL DENSITY: 1,600 SF x 7 EFFICIENCY UNITS = 11,200 SF

REQUIRED PARKING: 12 TOTAL
OFFICE: 2,000 SF/400 = 5 SPACES
7 EFFICIENCY UNITS: 7 SPACES

TYPE V-B CONSTRUCTION, WITH SPRINKLER SYSTEM

ALL EXTERIOR LIGHTING SHALL BE NIGHT SKY COMPLIANT

SITE PLAN

1

SCALE: 3/32" = 1'-0"
11x17 SHEET: NTS

5.20.22

Shelby Collier
Development Review Committee
126 W. Main Street
Fredericksburg, TX 78624

Re: SP-2206, 639 Post Oak Road

Dear Ms. Collier,

Please consider the following in response to the master comment report for the above referenced project.

Engineering

Comment: After site plan approval this project will require submission of civil construction plans to the Engineering department for approval.

Response: Civil Construction Plans will be submitted to the City of Fredericksburg for approval and permitting.

Comment: Head in parking along Post Oak Road will not be permitted.

Response: Head in parking has been removed, reference site plan.

Comment: Specify parking area pavement material.

Response: Drive and parking areas will be hot mix asphalt or approved other. ADA parking will be concrete.

Comment: Indicate how parking spaces will be delineated.

Response: Parking spaces will be delineated with wheel stops and/or painting.

Comment: Show storm water flow arrows to indicate drainage pattern and conveyance to detention area.

Response: Noted on site plan.

Comment: Specify typical parking space dimensions and dimension any non-typical parking spaces.

Response: Noted on site plan.

Fire Marshall

Comment: New Units will need to be sprinkled.

Response: All units will be sprinkled. Additional notation will be provided as part of the Building Permit and Civil Construction Plans to be submitted for permitting and approval.

Development

Comment: Screening is required for solid waste containers.

Response: Screening will be provided as part of the Building Permit and Civil Construction Plans to be submitted for permitting and approval.

Comment: Please provide interior floor plans to determine density. Sec. 3.200

Response: Interior floor plans will be provided as part of the Building Permit and Civil Construction Plans to be submitted for permitting and approval. All dwelling units are open concept efficiency units measuring less than 400 SF and sleeping a maximum of 2 adults.

Comment: Please update Zoning Summary to include Density Calculations. Sec. 3.200

Response: Density Calculations have been provided on the site plan.

Comment: Please provide additional parking to accommodate development types Sec. 7.863

Response: Parking is provided as required. Reference site plan parking calculations.

Comment: Please update Zoning Summary to include Parking Calculations (Multi-Family) Sec. 7.863

Response: Reference site plan parking calculations.

Comment: Please provide 1 ADA accessible unit.

Response: STR Unit 1 is an ADA accessible unit.

Comment: Please provide addressing plan for all units

Response: An addressing plan will be provided as part of the Building Permit and Civil Construction Plans to be submitted for permitting and approval.

Comment: Provide a note regarding all exterior lighting shall be night sky compliant.

Response: All exterior lighting shall be night sky compliant and noted as part of the Building Permit and Civil Construction Plans to be submitted for permitting and approval.

Comment: Park Dedication of \$500.00 Per unit due prior to issuance of a Building Permit

Response: Noted.

Comment: Landscape plan required prior to issuance of building permits Sec. 7.970

Response: Noted.

Comment: Plat Approval required prior to issuance of building permits.

Response: Noted.

Comment: Site Plan requires Planning and Zoning Approval, scheduled for June 8, 2022

Response: Noted.

Respectfully submitted,
Harmony Grogan, AIA

A handwritten signature in black ink, appearing to read "Harmony Grogan", written in a cursive style.



PLANNING & ZONING COMMISSION MEMO

DATE: June 8, 2022
TO: Planning and Zoning Commission
FROM: Shelby Collier, Associate Planner
SUBJECT: P-2217 Final Plat of the Botanica Subdivision located at 802 Friendship Lane.

Summary:

The subject property is located on the north side of Friendship Lane, east of the intersection of Friendship Lane and Highway 87 South.

The lot is in compliance with the City's subdivision and zoning requirements regarding lot size and frontage.

Background / Analysis:

Planning & Zoning Commission conditionally approved the proposed site plan for a multi-family development of this property on December 9, 2022.

Zoning:	R2, Mixed Residential Sec. 3.110
Tract Size:	Approximately 13.81 Acres
Number/Size of Lots:	1 Lot
Roadways:	Lot has access on Friendship Lane as well as Sunrise Street.
Utilities:	Utilities are available to serve this property and if needed, extension of existing infrastructure will be extended at the developer's expense to serve the property.
Easements:	Standard easements such as sight visibility, fire lane and utility easements.

Stormwater Detention:	Detention will be addressed as part of the Construction Plans.
Drainage:	See above.
Park Dedication:	The applicant shall pay parkland dedication fees (full rate) based on the overall density of the development. Parkland fees shall be paid prior to recordation of each phase of the project. Sec. 6.15
Construction Plans:	Construction Plans will be required as part of the Final Plat. All development will be subject to approval of the Construction Plans.
P&Z Action:	Final approval

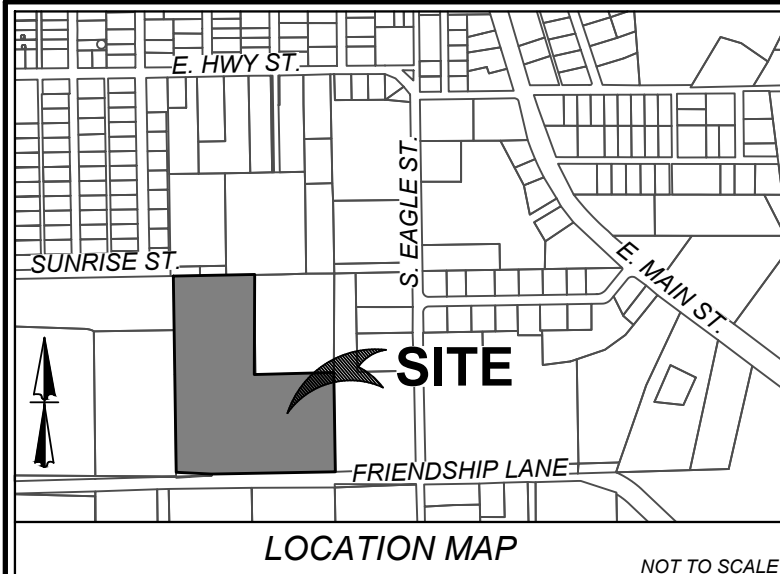
Recommendation:

Staff recommends approval of the final plat application conditioned upon the following:

- Civil construction plan approval for any public improvements and site plans.
- Approved Traffic Impact Analysis as required by the Access Management Section (6.04) of the City's Subdivision Ordinance.
- Payment of Parkland Dedication Fees in the amount of \$500/lot.

Attachments:

- 1 Final Plat
 - 2 Review Comments
 - 2 Location Map
 - 3 Project Application
 - 4 Notice of Action SP-2115
-



SURVEYOR NOTES:

- 1/2" DIAMETER REBAR WITH A BLUE PLASTIC CAP STAMPED "KFW SURVEYING" SET AT ALL CORNERS UNLESS NOTED OTHERWISE.
- BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (NAD) OF 1983.
- THE COORDINATES SHOWN HEREON ARE GRID WITH A COMBINED SCALE FACTOR OF 1.00017.
- THE ELEVATIONS FOR THIS SURVEY ARE BASED ON NAVD88 (GEOID18).
- ADJOINERS SHOWN HEREON ARE PER CURRENT BEXAR COUNTY APPRAISAL DISTRICT RECORDS AND OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS.

Line Table		
LINE #	LENGTH	DIRECTION
L1	20.00'	N01°03'46"W
L2	12.00'	S88°49'38"W
L3	20.00'	N01°03'46"W
L4	26.00'	N88°49'38"E
L5	57.96'	N01°03'46"W
L6	161.72'	N88°56'13"E
L7	35.66'	S00°50'49"E
L8	26.00'	N89°09'11"E
L9	855.57'	N00°50'49"W
L10	26.00'	S89°09'11"W
L11	43.90'	S00°50'49"E
L12	57.60'	S88°56'14"W
L13	165.54'	N01°04'19"W
L14	123.27'	S88°56'14"W
L15	32.88'	S89°33'49"W
L16	203.63'	S01°03'46"E
L17	263.95'	S88°56'14"W
L18	132.51'	N01°03'46"W
L19	26.00'	S88°56'14"W
L20	441.87'	S01°03'46"E
L21	26.00'	N88°56'14"E
L22	43.36'	N01°03'46"W
L23	326.91'	N88°56'14"E
L24	568.01'	S01°03'46"E
L25	36.11'	S46°07'13"E
L26	424.11'	S88°49'38"W
L27	424.11'	S88°49'38"W
L28	36.16'	S43°52'20"W
L29	162.01'	N88°56'13"E
L30	94.00'	S01°03'46"E

Line Table		
LINE #	LENGTH	DIRECTION
L31	162.36'	S88°56'14"W
L32	94.00'	N00°50'49"W
L33	162.65'	S88°56'14"W
L34	93.98'	N01°03'46"W
L35	163.00'	N88°56'12"E
L36	93.98'	S00°50'49"E
L37	163.29'	N88°56'12"E
L38	94.02'	S01°03'46"E
L39	163.64'	S88°56'14"W
L40	94.02'	N00°50'49"W
L41	226.89'	N88°56'14"E
L42	114.00'	S01°03'46"E
L43	227.32'	S88°56'14"W
L44	114.00'	N00°50'49"W
L45	263.95'	S88°56'14"W
L46	114.00'	N01°03'46"W
L47	263.95'	N88°56'14"E
L48	114.00'	S01°03'46"E
L49	94.00'	S88°56'14"W
L50	139.54'	N01°03'46"W
L51	93.98'	N88°56'26"E
L52	139.54'	S01°04'19"E
L53	20.13'	N46°37'25"W
L54	315.47'	N89°33'49"E
L55	12.66'	N00°26'11"W
L56	315.47'	N89°33'49"E
L57	17.68'	N43°50'27"E

LEGEND

- F.I.R. = FOUND 1/2" IRON ROD OR AS NOTED
- S.I.R. = SET 1/2" IRON ROD WITH BLUE CAP STAMPED "KFW SURVEYING"
- R.O.W. = RIGHT - OF - WAY
- D.P.R. = DEED AND PLAT RECORDS OF GILLESPIE COUNTY, TEXAS
- O.P.R. = OFFICIAL PUBLIC RECORDS OF GILLESPIE COUNTY, TEXAS
- VOL. = VOLUME
- PG. = PAGE
- N.C.B. = NEW CITY BLOCK
- 1650 --- = EXISTING CONTOURS
- C — = CENTERLINE

SIGHT VISIBILITY RESTRICTION: NO STRUCTURE, OBJECT, OR PLANT OF ANY TYPE MAY OBSTRUCT VISION FROM A HEIGHT OF TWENTY-FOUR (24) INCHES TO A HEIGHT OF TEN (10) FEET ABOVE THE TOP OF THE CURB, INCLUDING, BUT NOT LIMITED TO BUILDINGS, FENCES, WALKS, SIGNS, TREES, SHRUBS, CARS, TRUCKS, ETC., IN THE SIGHT VISIBILITY EASEMENT AS SHOWN ON THE PLAT. THESE SIGHT VISIBILITY EASEMENTS WILL REMAIN IN EFFECT UNTIL VACATED BY ORDINANCE ADOPTED BY THE CITY COUNCIL AND THE PROPERTY REPLATTED.

SURVEYORS CERTIFICATE

STATE OF TEXAS
COUNTY OF BEXAR

I, THE UNDERSIGNED, A (LICENSED PROFESSIONAL ENGINEER/ REGISTERED PROFESSIONAL SURVEYOR) IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

(ENGINEER'S OR SURVEYOR'S SEAL)

DATE: 20

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS DAY OF

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

TYPE OR PRINT NOTARY'S NAME

MY COMMISSION EXPIRES:

Curve Table				
Curve #	LENGTH	RADIUS	DELTA	CHORD BRG
C1	39.27'	25.00'	090°00'00"	N43°56'14"E
C2	39.36'	25.00'	090°12'58"	S45°57'18"E
C3	39.18'	25.00'	089°47'03"	S44°02'42"W
C4	39.27'	25.00'	089°59'28"	N46°04'02"W
C5	39.27'	25.00'	089°59'27"	N46°04'02"W
C6	21.28'	15.00'	081°17'57"	N50°24'47"W
C7	39.27'	25.00'	090°00'00"	S43°56'14"W
C8	39.27'	25.00'	090°00'00"	N46°03'46"W
C9	39.27'	25.00'	090°00'00"	N43°56'14"E
C10	39.27'	25.00'	090°00'00"	S46°03'46"E
C11	39.27'	25.00'	090°00'00"	S46°03'46"E
C12	39.27'	25.00'	090°00'00"	S43°56'14"W
C13	39.36'	25.00'	090°12'57"	N45°57'18"W
C14	39.18'	25.00'	089°47'02"	N44°02'42"E
C15	39.27'	25.00'	090°00'00"	N46°03'46"W
C16	39.27'	25.00'	089°59'58"	N43°56'13"E
C17	39.36'	25.00'	090°12'59"	S45°57'18"E

Curve Table				
Curve #	LENGTH	RADIUS	DELTA	CHORD BRG
C18	39.18'	25.00'	089°47'03"	S44°02'42"W
C19	39.27'	25.00'	090°00'02"	S46°03'47"E
C20	39.27'	25.00'	090°00'00"	S43°56'14"W
C21	39.36'	25.00'	090°12'57"	N45°57'18"W
C22	39.18'	25.00'	089°47'01"	N44°02'42"E
C23	39.18'	25.00'	090°00'00"	S46°03'46"E
C24	39.27'	25.00'	090°00'00"	S43°56'14"W
C25	39.36'	25.00'	090°12'57"	N45°57'18"W
C26	39.18'	25.00'	089°47'03"	N44°02'42"E
C27	39.27'	25.00'	090°00'00"	S43°56'14"W
C28	39.27'	25.00'	090°00'00"	N46°03'46"W
C29	39.27'	25.00'	090°00'00"	S43°56'14"E
C30	39.27'	25.00'	090°00'00"	S46°03'46"E
C31	39.27'	25.00'	090°00'32"	S43°55'58"W
C32	39.27'	25.00'	090°00'00"	N46°03'46"W
C33	39.27'	25.00'	090°00'13"	N43°56'20"E
C34	39.26'	25.00'	089°59'15"	S46°03'56"E

CERTIFICATE OF COMPLETION, ACCEPTANCE, AND AUTHORIZATION TO FILE

APPROVED

CHAIRMAN, PLANNING AND ZONING COMMISSION DATE
CITY OF FREDERICKSBURG, TEXAS

THE UNDERSIGNED, THE CITY SECRETARY AND THE CITY OF FREDERICKSBURG, TEXAS HEREBY CERTIFIES THAT THE FOREGOING FINAL PLAT OF THE BOTANICA FREDERICKSBURG SUBDIVISION OR ADDITION TO THE CITY OF FREDERICKSBURG WAS SUBMITTED TO THE PLANNING AND ZONING COMMISSION ON THE DAY OF AND THE COMMISSION, BY FORMAL ACTION, THEN AND THERE ACCEPTED THE DEDICATION, CONVEYANCES OF LAND, IMPROVEMENTS, AND ANY OTHER PROPERTY NECESSARY TO SERVE THE PLAT AND TO IMPLEMENT THE REQUIREMENT OF THE PLATTING ORDINANCES, RULES, AND REGULATIONS AS SHOWN AND SET FORTH IN AND UPON SAID PLAT, THAT THE PUBLIC WORKS AND INFRASTRUCTURE IMPROVEMENTS HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CONSTRUCTION PLANS, HAVE BEEN TESTED AND HAVE BEEN ACCEPTED BY THE CITY, THAT THE FINAL PLAT IS NOW ACCEPTABLE FOR FILING WITH GILLESPIE COUNTY AND SAID COMMISSION FURTHER AUTHORIZED THE CHAIRMAN OF THE PLANNING AND ZONING COMMISSION TO NOTE THE ACCEPTANCE ON BEHALF OF THE CITY THEREOF BY SIGNING HIS/HER NAME AS HEREINABOVE SUBSCRIBED.

WITNESS BY HAND THIS DAY OF 20

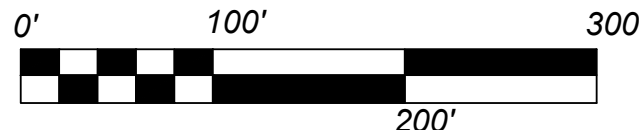
CITY SECRETARY
CITY OF FREDERICKSBURG, TEXAS

P-2217

SUBDIVISION PLAT OF BOTANICA FREDERICKSBURG

BEING A TOTAL OF 13.81 ACRE TRACT OF LAND OUT OF A XXX ACRE TRACT OF LAND RECORDED IN VOLUME XXX, PAGES XXX OF THE TYPE OF RECORDING DEVICE OF GILLESPIE COUNTY, TEXAS OUT OF THE NAME OF ORIGINAL SURVEY NUMBER XXX, ABSTRACT XXX, COUNTY BLOCK XXX, IN NEW CITY BLOCK ###, IN THE CITY OF FREDERICKSBURG, GILLESPIE COUNTY, TEXAS. ESTABLISHING LOTS & BLOCK.

SCALE: 1"=100'



KFW
ENGINEERS + SURVEYING
3421 Paesanos Pkwy, Suite 200, San Antonio, TX 78231
Phone #: (210) 979-8444 • Fax #: (210) 979-8441
TBPE Firm #: 9513 • TBLS Firm #: 10122300

OWNERS ACKNOWLEDGEMENT AND DEDICATION

STATE OF TEXAS
COUNTY OF HARRIS

I (WE), THE UNDERSIGNED, OWNER(S) OF THE LAND SHOWN ON THIS PLAT WITHIN THE AREA DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

A 13.81 ACRE TRACT OF LAND, SITUATED IN THE CITY OF FREDERICKSBURG, TEXAS, AND BEING ALL OF TOWNLOTS 201 AND 202 AND A PORTION OF TOWNLOTS 203 AND 204, SAID TOWNLOTS ARE SHOWN ON THE MAP OF FREDERICKSBURG, TEXAS, AND ENVIRONS, BY THE GERMAN EMIGRATION COMPANY, ALSO BEING A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO MARY KATHERINE DOOLEY OF RECORD IN DOCUMENT NO. 20076358 OF THE OFFICIAL PUBLIC RECORDS OF GILLESPIE COUNTY, TEXAS.

AND DESIGNATED HEREIN AS THE BOTANICA FREDERICKSBURG SUBDIVISION TO THE CITY OF FREDERICKSBURG, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY DEDICATE TO THE PUBLIC USE FOREVER BY FEE SIMPLE TITLE, FREE AND CLEAR OF ALL LIENS AND ENCUMBRANCES, ALL STREETS, THOROUGHFARES, ALLEYS, PARKS, AND TRAILS, AND TO THE PUBLIC USE FOREVER EASEMENT FOR SIDEWALKS, STORM DRAINAGE FACILITIES, FLOODWAYS, WATER MAINS, WASTEWATER MAINS AND OTHER UTILITIES, AND ANY OTHER PROPERTY NECESSARY TO SERVE THE PLAT AND TO IMPLEMENT THE REQUIREMENTS OF THE PLATTING ORDINANCES, RULES, AND REGULATIONS THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER:

UGRO-P2 FEREICKSBURG, LLC,
JONATHAN BURSEY

DATE:

BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR COUNTY, TEXAS, ON THIS DAY PERSONALLY APPEARED JONATHAN BURSEY, KNOWN TO ME TO BE THE PERSON AND OFFICER WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE IS AND THAT HE/SHE IS AUTHORIZED TO EXECUTE THE FOREGOING INSTRUMENT FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED, AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE DAY OF 20

NOTARY PUBLIC IN AND FOR THE STATE OF KANSAS

TYPE OR PRINT NOTARY'S NAME

MY COMMISSION EXPIRES:

OWNER'S STATEMENT FOR FIRE LANE EASEMENT

THE UNDERSIGNED COVENANTS AND AGREES THAT HE/SHE (THEY) SHALL CONSTRUCT UPON THE FIRE LANE EASEMENTS, AS DEDICATED AND SHOWN HEREON, A FIRE LANE IN ACCORDANCE WITH THE FIRE CODE AND CITY STANDARDS AND THAT HE/SHE (THEY) SHALL MAINTAIN THE FIRE LANE IN A STATE OF GOOD REPAIR AT ALL TIMES IN ACCORDANCE WITH CITY ORDINANCE. THE FIRE LANE EASEMENT SHALL BE KEPT FREE OF OBSTRUCTIONS IN ACCORDANCE WITH THE CITY ORDINANCE. THE MAINTENANCE OF PAVEMENT IN ACCORDANCE TO THE CITY ORDINANCE OF THE FIRE LANE EASEMENTS IS THE RESPONSIBILITY OF THE OWNER. THE OWNER SHALL IDENTIFY THE FIRE LANE ON THE GROUND IN ACCORDANCE WITH THE CITY ORDINANCE. THE CHIEF OF POLICE OR HIS/HER DULY AUTHORIZED REPRESENTATIVE IS HEREBY AUTHORIZED TO CAUSE SUCH FIRE LANE AND UTILITY EASEMENTS TO BE MAINTAINED FREE AND UNOBSTRUCTED AT ALL TIMES FOR FIRE DEPARTMENT AND EMERGENCY USE.

UGRO-P2 FREDERICKSBURG, LLC
OWNER (Printed Name): JONATHAN BURSEY

OWNER SIGNATURE:

DATE:

May 10, 2022

The City of Fredericksburg
Attn: Shelby Collier
Development Review Committee (DRC)
126 W. Main St.
Fredericksburg, Texas 78624

Re: P-2217 – Final Plat for the Botanica Subdivision
Plat Comment Response Letter

Mrs. Collier;

This letter is in response to the comments on the above referenced project received on May 3, 2022.

Engineering:

1. **Comment:** Show triangular sight visibility easements at each entrance and add the sight visibility restriction note according to City subdivision ordinance.

Response: Items have been added to the plat as requested.

2. **Comment:** Show right of way ties across Sunrise Street and Friendship lane.

Response: Items have been added to the plat as requested.

3. **Comment:** Show fire lane easement.

Response: Fire lane easement has been added to the plat.

Development:

1. **Comment:** Parkland dedication fee of \$500.00 (per lot) must be paid prior to the recordation of the plat.

Response: Acknowledged.

2. **Comment:** Requires Planning & Zoning Commission Approval, scheduled for Wednesday, June 8, 2022.

Response: Acknowledged.

3. **Comment:** Add Project Number, P-2217, to Plat.

Response: Project Number has been added as requested.

4. **Comment:** Modify the signature block for the Plat Approval (see below)

Response: Signature block has been revised as requested.

5. **Comment:** Add Project Number, P-2217, to Plat.

Response: Project Number has been added as requested.

6. **Comment:** Provide Addressing Plan for review.

Response: See attached site plan for lot address request. Client would prefer and 800 series address if possible. Unit addressing to be submitted at a later date.

If you require additional information, please contact our office.

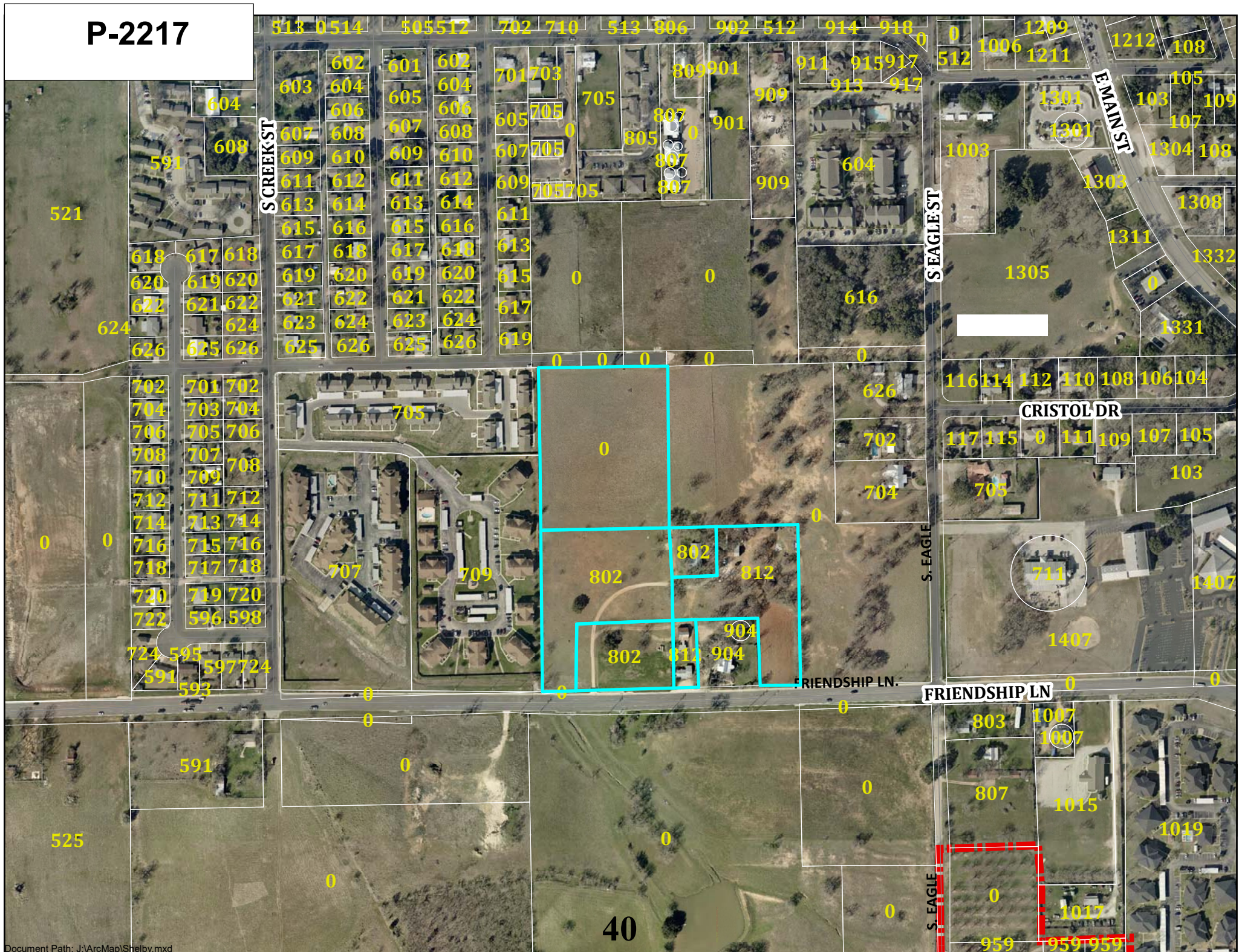
Sincerely,
KFW Engineers



Jaime Salinas, P.E.
Project Manager

K:\1997\02\01\PDF\Plat Comments\220503\Response\220510 - P-2217 - Final Plat for the Botanica Subdivision - Comment Response.docx

P-2217





Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

A. Project Information (Please complete all items)

Project Name: Botanica Fredericksburg

Project Address: 802 Friendship Lane

Tax ID Number (s): 11770, 15668, 26372, 26373, 54359, 60265

Application Type (Check all items that apply)

PDF COPIES ARE REQUIRED FOR ALL SUBMISSIONS

- | | | |
|---|--|---|
| ☐ Conditional Use Permit | ☐ Minor Plat* | ☐ Plat Vacation |
| ☐ Site Plan | ☐ Replat* | ☐ Annexation* |
| ☐ Zoning Change | ☐ Amending Plat* | ☒ Final Plat* |
| ☐ Land Use Plan Change | ☐ Preliminary Plat* | |

Revision of Approved Plan / Plat? ☐ Yes ☒ No Name:

Jurisdiction: ☒ City Limits ☐ ETJ Total Acres: 13.81 No. of Lots: 1

Original Survey & Abstract No: Jose Estaban Bargas Survey No. 115 Abstract 53

Legal Description: Portions of GE Co. Outlots 11 & 12

Current Land Use Plan: Med. Density Residential Proposed Land Use Plan: No change

Current Zoning: R2 - Mixed Residential Proposed Zoning: No change

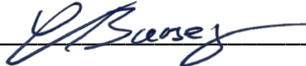
Location: Friendship Lane & Sunrise Drive

Proposed Use(s): Rental units & amenities

Applicant's Signature

Applicant's Role: ☐ Owner ☐ Developer ☐ Other (note role):

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify I have authorization from the owner to act on his / her behalf.

Signature: 

Printed Name: Jonathan Bursey Date: 4/14/2022

Staff Use Only Application No.: _____ Date: _____

*Copy of current Title Search required with application.



Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

B. Contact Information (Please complete all items. Attach additional pages as necessary.)

I. Property Owner(s)

Firm Name (if applicable): Urbanist, Inc

Owner Name: Jonathan Bursey

Address: 2007 Commerce Street, Suite 210, Houston, TX 77002

Phone: 310-871-9027

Fax:

Email: jon@urbanistusa.com

II. Owner's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☒ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable): KFW Engineers

Address: 3421 Paesanos Pkwy, Suite 200, San Antonio, TX 78231

Primary Contact Name: Jaime Salinas, P.E.

Phone: 210-979-8444

Fax:

Email: jsalinas@kfwengineers.com

Secondary Contact Name: Matthew Hilbig, P.E.

Phone: 210-979-8444

Fax:

Email: mhilbig@kfwengineers.com

III. Applicant

Firm Name (if applicable): KFW Engineers

Applicant Name (s): Jaime Salinas, P.E.

Address: 3421 Paesanos Pkwy, Suite 200, San Antonio, TX 78231

Phone: 210-979-8444

Fax:

Email: jsalinas@kfwengineers.com

IV. Applicant's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable):

Address:

Primary Contact Name:

Phone: Fax: Email:



Applicant

Kevin Spraggins

Case Number

SP-2115

Location

802 Friendship Lane

NOTICE OF ACTION

YOUR APPLICATION FOR:

- ☐ LAND USE CHANGE
- ☐ RE-ZONING
- ☐ CONDITIONAL USE PERMIT
- ☒ SITE PLAN
- ☐ VARIANCE
- ☐ CERTIFICATE OF APPROPRIATENESS

PLANNING & ZONING COMMISSION RECOMMENDATION:

- ☒ APPROVAL
- ☐ DISAPPROVAL

ON DATE: December 8, 2021

CITY COUNCIL ACTION:

- ☐ APPROVAL
- ☐ DISAPPROVAL

ON DATE: _____

BOARD OF ADJUSTMENT ACTION:

- ☐ APPROVAL
- ☐ DISAPPROVAL

ON DATE: _____

HISTORIC REVIEW BOARD ACTION:

- ☐ APPROVAL
- ☐ DISAPPROVAL

ON DATE: _____

CONDITIONS OF APPROVAL:

Per Staff Recommendation.

Signed: Shelby Collier
Shelby Collier, Associate Planner

Date: 12/09/22



PLANNING & ZONING COMMISSION MEMO

DATE: September 8, 2021
TO: Planning and Zoning Commission
FROM: Jason Lutz
SUBJECT: Consider SP-2115 – Request by Jonathan Bursey with Urbanist USA to Consider a Site Plan for a Multi-Family Development located at 802 & 812 Friendship Lane.

Summary: A Site Plan has been submitted to consider a multi-family development located at 802 Friendship Lane. The site is currently zoned R2, which would allow the proposed use. This multi-family project differs from others as the product units are designed as single-family homes vs. multiple buildings housing multiple units.

Site Plan Background information:

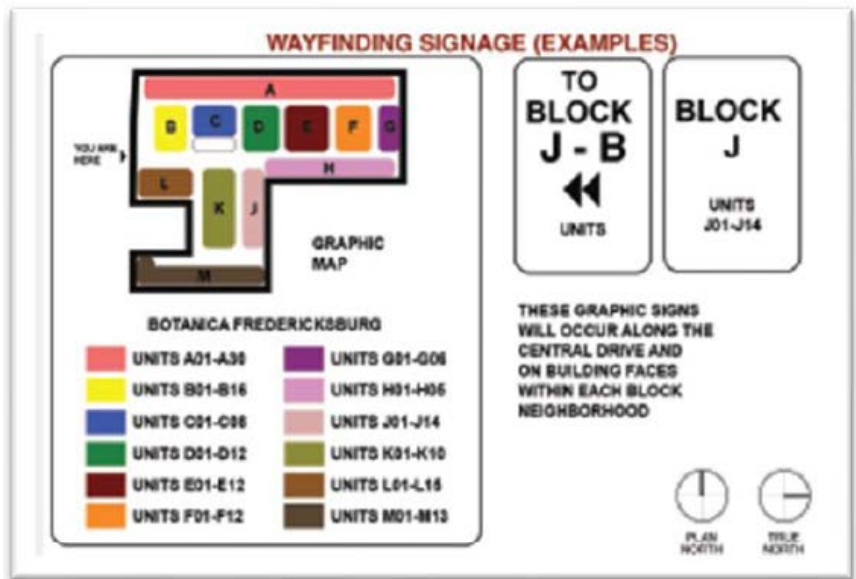
- | | |
|------------------------|--|
| 1. File Number | SP-2115 |
| 2. Applicant | Kevin Spraggins |
| 3. Project Description | Multi-family Project |
| 4. Site Area | 13.74 acres |
| 5. Building | 148 residential units (114 one-bedrooms & 34 two-bedroom units)
One Amenity Center and Pool |

- | | |
|------------------------|---------------------------|
| 6. Building Height | TBD (28 feet max by code) |
| 7. Building Coverage | 35.91% (Max 55%) |
| 8. Impervious Coverage | 61.5% (Max 65%) |

The 61.5% is met using pervious pavers. The utilization of pervious pavers would be approved via the civil review process and be based on the specifications of the pavers. Engineering can support the use of this type of pervious pavers provided that a maintenance plan is provided to ensure they operate as intended.

- | | |
|-------------|--|
| 9. Density | The proposed density meets the R2 regulations |
| 10. Parking | 392 spaces provided (239 Required) |
| 11. Streets | <p>None Provided</p> <p>Technically the applicant is not providing or dedicating any public streets.</p> |

The proposed streets shown are considered as circulation or drive aisles found in standard apartment complexes. The applicant is proposing wayfinding and building signage to assist in address location.

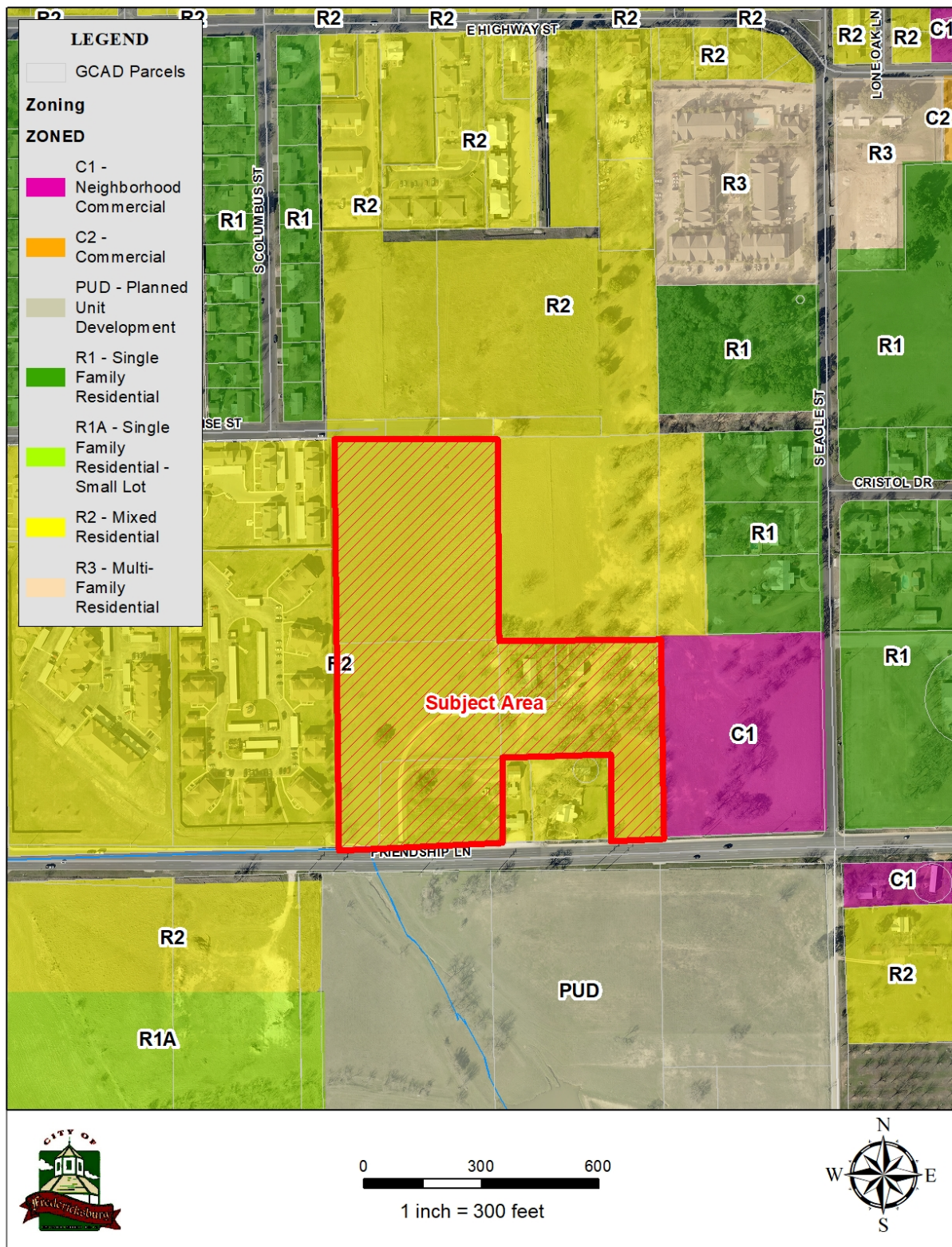


- | | |
|---------------------|--|
| 12. Landscaping | Shall be reviewed as part of the building permit application |
| 13. Sidewalk | Required and provided along Sunrise St. |
| 14. Screening | 8' Privacy Provided |
| 15. Lighting | Shall meet City Regulations |
| 16. Utilities | Shall be reviewed as part of the civil construction plan review process |
| 17. Detention | Shall be reviewed as part of the civil construction plan review process |
| 18. Park Dedication | Fee shall be required for each dwelling unit at \$500 per unit and paid as part of the final plat. |

Recommendation: Staff recommends approval of the proposed site plan with the conditions that Engineering approve the pervious pavers and civil construction plans are approved.

Attachments: Location Map & Site Plan Submittal Packet

Location Map







PLANNING & ZONING COMMISSION MEMO

DATE: June 8, 2022
TO: Planning and Zoning Commission
FROM: Shelby Collier, Associate Planner
SUBJECT: P-2219 Preliminary Plat of Harmony Hills Subdivision located at 668 Pyka Road.

Summary:

The property owner is submitting this preliminary plat to develop single family residences on the proposed lot. The property consists of approximately twenty one (21) acres of land zoned R1, Single Family Residential.

The subject property is located on the north side of Pyka Road, east of the intersection of Kerr Road. The subdivision plat includes the following:

Background / Analysis:

Zoning:	R1, Single Family Residential Sec. 3.100
Tract Size:	Approximately 21 Acres
Number/Size of Lots:	Creation of 69 lots
Roadways:	Creation of three (3) new Roadways. Treaty, Grace and Unity Lane. Treaty and Grace Lane will take access from Pyka Road.

It is worth noting that the current block length as proposed does not meet City Standards, max of 1200 ft. Staff will work with developer to address this issue as part of the Final Plat and Civil Construction Plans.

Utilities:	Utilities are available to serve this property and extension of existing infrastructure will be extended, at the developer's expense to serve the property.
Easements:	Standard easements such as sight visibility.
Stormwater Detention:	Detention will be addressed as part of the Construction Plans.
Drainage:	See above.
Park Dedication:	The applicant shall pay parkland dedication fees (full rate) based on the overall density of the development. Parkland fees shall be paid prior to recordation of each phase of the project. Sec. 6.15
Construction Plans:	Construction Plans will be required as part of the Final Plat. All development will be subject to approval of the Construction Plans.
P&Z Action:	Final approval
Staff Recommendation& Findings:	Staff recommends approval of the proposed preliminary plat conditioned upon addressing Staff's Comments.

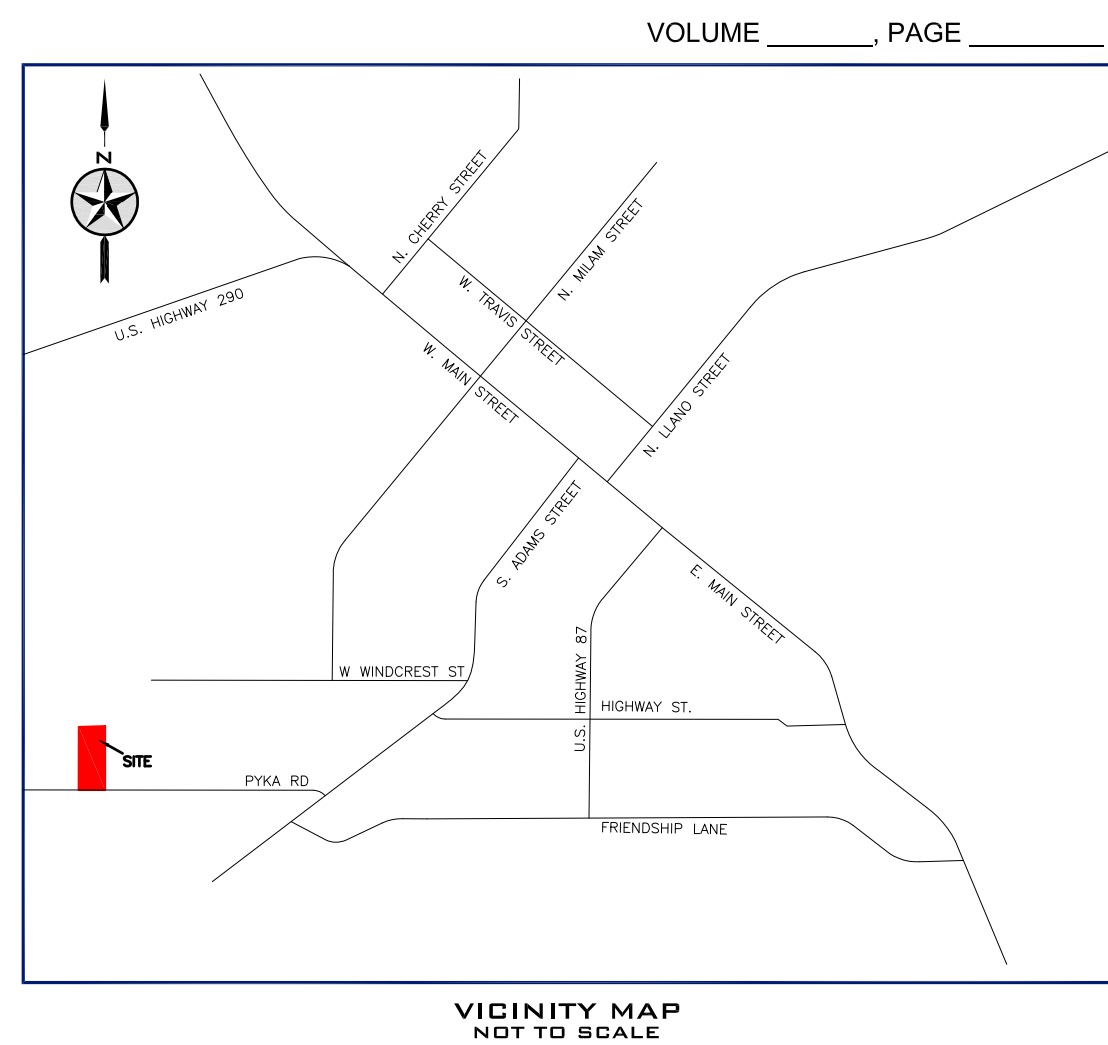
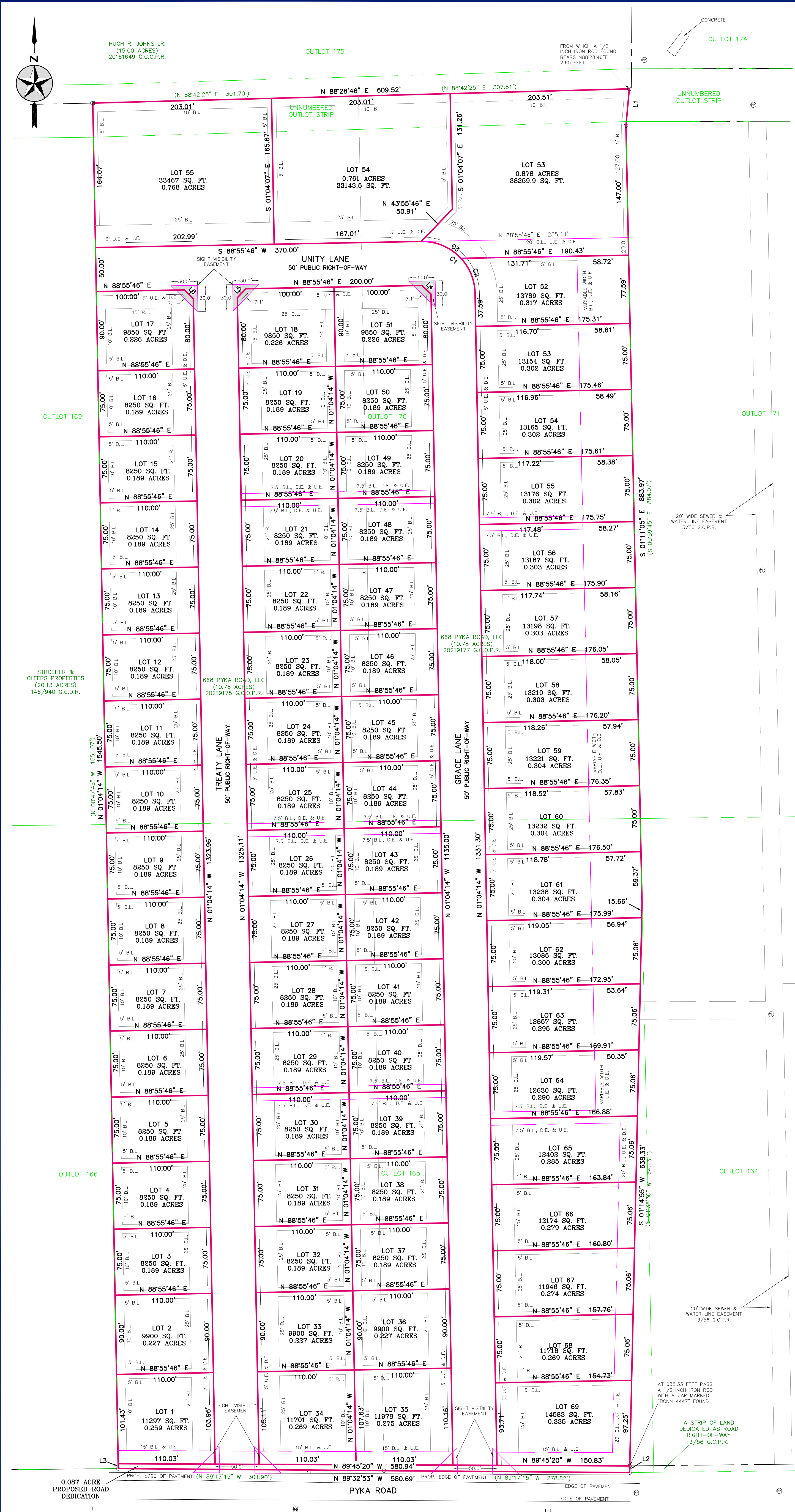
All lots are in compliance with the City's subdivision and zoning requirements regarding lot size and frontage.

Staff recommends approval of the proposed preliminary plat application conditioned upon the following:

- Civil construction plan approval for any public improvements and site plans, including a traffic impact analysis, as required by the Access Management Section (6.04) of the City's Subdivision Ordinance.
- Approved Addressing Plan
- Approval of the Final Plat.
- Payment of Parkland Dedication Fees in the amount of \$500/lot payable prior to recordation of the Final Plat per [Sec. 6.15](#)

Attachments:

- 1 Final Plat
 - 2 Review Comments
 - 3 Location Map
 - 4 Project Application
-



PRELIMINARY PLAT

**HARMONY HILLS
ADDITION, UNIT 1**

A SUBDIVISION OF 21.446 ACRES OUT OF
OUTLOTS 165, 170, AND AN UNNUMBERED
OUTLOT STRIP AS SHOWN ON THE MAP OF
FREDERICKSBURG AND ENVIRONS BY THE
GERMAN EMIGRATION COMPANY IN
GILLESPIE COUNTY, TEXAS.

B 234

May 23, 2022

Mrs. Shelby Collier, Development Review Committee
City of Fredericksburg
126 W. Main St.
Fredericksburg, Texas 78624

Re: P-2219 – Preliminary Plat for Harmony Hills Subdivision located at 668 Pyka Road.

Thank you for your review of the submitted preliminary plat documents and your comments dated May 11, 2022. A response to your comments as follows:

Engineering:

1. *Show site visibility restriction triangles at public road intersections.* Included on preliminary plat.
2. *Show right of way ties.* Included on preliminary plat.
3. *Number the lot containing the detention pond and add a note to the plat stating that the lot is not for development and will be privately maintained by the HOA or other entity.* The attached preliminary plat layout has been revised to comply with the second point of ingress/egress requirement. Please note, the development does not include a detention pond, rather routing of storm sewer through a series of drainage ways. The storm water report dated April 20, 2022 included analysis done with a two-dimensional (2D) XPSWMM model that was submitted with the original preliminary plat documents and includes pre and post development Peak Discharge Rates, See Table 4.
4. *Provide adequate facilities to comply with the City's Stormwater Control Ordinance (Article XIII).* We believe the storm water report shows that this development has no adverse impact to downstream properties by routing of the storm water flow. Additionally we are proposing to provide downstream improvements to neighbor property that will relieve some of the existing drainage problems at Pyka Road.
5. *Plat approval is contingent on review and approval of Civil Construction Plans and associated reports (Geotech, drainage, etc.)* A drainage report has been provided. Geotech work is not planned for this project.
6. *Provide second point of ingress/engress to comply with Fire Code standards.* A second entrance has been provided.

Development:

1. *Requires Planning and Zoning Commission Approval, scheduled for Wednesday, July 6, 2022.* We understand that with submittal on May 23, the P&Z Commission meeting of June 8, 2022 is available for this approval.
2. *Provide Addressing Plan for review.* Acknowledged and shown on the plat.
3. *Parkland dedication fee of \$500 must be paid prior to recordation of the plat.* Acknowledged.
4. *Add Project Number, P-2219, to Plat.* Acknowledged.

Cornett Engineering - Mark D. Cornett, P.E.
1174 Funf Kinder Rd., Fredericksburg, Texas 78624 210-213-1195
Mark@cornettengineering.com Firm No. F-13850

5. *Modify signature block.....* Acknowledged
6. *Remove all references and depictions of structures, fences, street pavement sections, and other information not needed for recording of the plat.* Acknowledged for the final plat document.

Please feel free to contact me if you have any questions or need added clarification.

Sincerely,

Cornett Engineering

Mark D. Cornett

Mark D. Cornett, P.E.

Copy: Jacob Grant - 668 Pyka, LLC
Josh Leamons, RPSL – Searchers
Randy Jenniges, P.E. – SEH

Attachments: Revised Preliminary Plat document and engineering plan



A. Project Information (Please complete all items)

Project Name: Harmony Hills

Project Address: 668 Pyka Road, Fredericksburg, Texas 78624

Tax ID Number (s): R14414, R16976

Application Type (Check all items that apply)

PDF COPIES ARE REQUIRED FOR ALL SUBMISSIONS

- | | | |
|---|---|--|
| ☐ Conditional Use Permit | ☐ Minor Plat* | ☐ Plat Vacation |
| ☐ Site Plan | ☐ Replat* | ☐ Annexation* |
| ☐ Zoning Change | ☐ Amending Plat* | ☐ Final Plat* |
| ☐ Land Use Plan Change | ☒ Preliminary Plat* | |

Revision of Approved Plan / Plat? ☐ Yes ☒ No Name:

Jurisdiction: ☒ City Limits ☐ ETJ Total Acres: 21 No. of Lots:

Original Survey & Abstract No:

Legal Description: G E CO #700 LOTS GE165, GE170 & PT OF OUTLOT STREET, 21.56

Current Land Use Plan: Low Density Residential Proposed Land Use Plan:

Current Zoning: R1 Proposed Zoning: R1

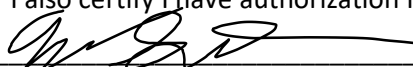
Location: North side of Pyka Road west of Windmill Oaks

Proposed Use(s): Single Family Residential

Applicant's Signature

Applicant's Role: ☒ Owner ☒ Developer ☐ Other (note role):

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify I have authorization from the owner to act on his / her behalf.

Signature: 

Printed Name: Jacob Grant, Member Date: 4/22/22

Staff Use Only Application No.: _____ Date: _____

*Copy of current Title Search required with application.

B. Contact Information (Please complete all items. Attach additional pages as necessary.)

I. Property Owner(s)

Firm Name (if applicable): 668 Pyka Road, LLC

Owner Name: 668 Pyka Road, LLC

Address: 103 N Llano St, Suite B

Phone: 432-230-0259

Fax:

Email: jacob.grant@hotmail.c

II. Owner's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☒ Surveyor ☐ Other (note role):

Firm Name (if applicable): CORNETT ENGINEERING

Address: 1174 Funf Kinder Road, Fredericksburg, Texas 78624

Primary Contact Name: Mark Cornett, P.E.

Phone: 210-213-1195

Fax:

Email: mark@cornettenginee

Secondary Contact Name:

Phone:

Fax:

Email:

III. Applicant

Firm Name (if applicable): 668 Pyka Road, LLC

Applicant Name (s): Jacob Grant

Address: 103 N Llano St. Suite B

Phone: 432-230-0259

Fax:

Email: jacob.grant@hotmail.c

IV. Applicant's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable): Cornett Engineering

Address:

Primary Contact Name:

Phone:

Fax:

Email:



PLANNING & ZONING COMMISSION MEMO

DATE: June 8, 2022
TO: Planning and Zoning Commission
FROM: Garret Bonn, Interim Development Services Director/City Engineer
SUBJECT: Request for Planning & Zoning Commission Agenda Item Process

Summary:

Discussion and possible action relating to P&Z procedures and requirements for future agenda items.

Background / Analysis:

As part of the continuing discussion relating to the roles and responsibilities of the P&Z Commission, one of the topics that has been discussed is how a Commission member could have an item added to a future meeting agenda. Currently, the City Council requires the Mayor's approval or at least two members to allow for an item to be placed on an agenda. To maintain consistency, the attached form has been created in a similar format to the City Council request form. If the form is acceptable, P&Z will need to decide how many members will be required for approval of an agenda item. The process and form will then need to be approved by the City Council prior to implementation.

Recommendation:

N/A

Attachments:

Draft Agenda Item Request Form



City of Fredericksburg

Planning & Zoning Commission

Request for P&Z Agenda Item

Planning and Zoning Commission Member Submitting Request:

Topic: _____

(If approved, Agenda Item wording will be based on the listed topic.)

Topics may be added to the agenda by one of the following:

1. P&Z Chair's approval
2. Approval by at least _____ Planning & Zoning Commission Members, not including requesting commission member

Rules for topics:

1. This form and Chair's approval, or approval from required P&Z Commission members must be received by the Director of Development Services a minimum of seven (7) days before the scheduled meeting date.
2. If your topic includes supporting documentation, it will need to be submitted with this form. No information should be distributed at the P&Z meeting.
3. No more than one (1) Agenda Item should be requested per form.

Office Use

Date received form: _____

Chair's Signature _____ approval date _____

Commission Member _____ approval date _____

Commission Member _____ approval date _____

Agenda Date: _____

City Attorney Approval: _____ approval date _____