



MEETING AGENDA
Planning & Zoning Commission
SPECIAL SESSION PLANNING & ZONING COMMISSION
January 31, 2024

HAL BALDWIN MUNICIPAL COMPLEX COUNCIL CHAMBERS
1400 SCHERTZ PARKWAY BUILDING #4
SCHERTZ, TEXAS 78154

CITY OF SCHERTZ CORE VALUES

Do the right thing

Do the best you can

Treat others the way you want to be treated

Work cooperatively as a team

AGENDA

WEDNESDAY, JANUARY 31, 2024 at 6:00 p.m.

The Planning and Zoning Commission will hold the regularly scheduled meeting at 6:00p.m., Wednesday, January 31, 2024, at the City Council Chambers. In lieu of attending the meeting in person, residents will have the opportunity to watch the meeting via live stream on the City's YouTube Channel.

1. CALL TO ORDER

2. SEAT ALTERNATE TO ACT IF REQUIRED

3. HEARING OF RESIDENTS

This time is set aside for any person who wishes to address the Planning and Zoning Commission. Each person should fill out the Speaker's register prior to the meeting. Presentations should be limited to no more than three (3) minutes. Discussion by the Commission of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.

4. CONSENT AGENDA:

A. Minutes for the January 10, 2024 Regular Meeting.

5. PUBLIC HEARING:

The Planning and Zoning Commission will hold a public hearing related to zone change requests, specific use permit requests, and Unified Development Code Amendments within this agenda. The public hearing will be opened to receive a report from staff, the applicant, the adjoining property owners affected by the applicant's request, and any other interested persons. Upon completion, the public hearing will be closed. The Commission will discuss and consider the application, and may request additional information from staff or the applicant, if required. After deliberation, the Commission is asked to consider and act upon the following requests and make a recommendation to the City Council if necessary.

- A. PLSPU20240014 - Conduct a public hearing and make a recommendation on a Specific Use Permit to allow Automobile Repairs & Service, Major on approximately 1.5 acres of land, located 250 feet east of the intersection of FM 3009 and Borgfeld Road, also known as Guadalupe County Property Identification Number 129949, also known as 1205 Borgfeld Road, City of Schertz, Guadalupe County, Texas.

6. REQUESTS AND ANNOUNCEMENTS:

- A. Requests by Commissioners to place items on a future Planning and Zoning Agenda
- B. Announcements by Commissioners
- City and community events attended and to be attended
 - Continuing education events attended and to be attended
- C. Announcements by City Staff.
- City and community events attended and to be attended.

7. INFORMATION AVAILABLE IN THE PLANNING AND ZONING COMMISSION PACKETS- NO DISCUSSION TO OCCUR

- A. Current Projects and City Council Status Update

8. ADJOURNMENT OF THE REGULAR MEETING

CERTIFICATION

I, Emily Delgado, Planning Manager, of the City of Schertz, Texas, do hereby certify that the above agenda was posted on the official bulletin boards on this the 25th day of January, 2024 at 5:00 p.m., which is a place readily accessible to the public at all times and that said notice was posted in accordance with chapter 551, Texas Government Code.

Emily Delgado

Emily Delgado, Planning Manager

I certify that the attached notice and agenda of items to be considered by the Schertz Planning & Zoning Commission was removed from the official bulletin board on ____ day of _____, 2024. _____ title: _____

This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services please call 619-1030 at least 24 hours in advance of meeting.

The Planning and Zoning Commission for the City of Schertz reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

PLANNING AND ZONING COMMISSION MEETING: 01/31/2024
Agenda Item 4 A

TO: Planning and Zoning Commission
PREPARED BY: Daisy Marquez, Planner
SUBJECT: Minutes for the January 10, 2024 Regular Meeting.

Attachments

Draft Minutes for the January 10, 2024 Regular P&Z Meeting

DRAFT

PLANNING AND ZONING MINUTES

January 10, 2024

The Schertz Planning and Zoning Commission convened on January 10, 2024 at 6:00 p.m. at the Municipal Complex, Council Chambers, 1400 Schertz Parkway Building #4, Schertz, Texas.

Present: Glen Outlaw, Chairman; Roderick Hector, Commissioner; Danielle Craig, Commissioner; Judy Goldick, Commissioner- Not Seated; Tamara Brown, Commissioner; John Carbon, Commissioner; Patrick McMaster, Commissioner

Absent: Richard Braud, Vice Chairman

Staff present: Brian James, Deputy City Manager; Emily Delgado, Planning Manager; Tiffany Danhof, Administrative Assistant; Ameriz Gamez, Planner; Daisy Marquez, Planner; Samuel Haas, Senior Planner; Councilman Westbrook, P&Z Liaison

1. **CALL TO ORDER**

Chairman Mr. Outlaw called the meeting to order at 6:00 P.M.

2. **SEAT ALTERNATE TO ACT IF REQUIRED**

Mr. McMaster and Mrs. Craig were seated as alternates.

3. **HEARING OF RESIDENTS**

This time is set aside for any person who wishes to address the Planning and Zoning Commission. Each person should fill out the Speaker's register prior to the meeting. Presentations should be limited to no more than three (3) minutes. Discussion by the Commission of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.

No one spoke.

4. **CONSENT AGENDA:**

A. Corrected minutes for the November 15, 2023 Regular Meeting.

Mr. Outlaw pulled item 4A from the consent agenda for discussion.

Motioned by Commissioner John Carbon to approve item 4A as corrected, seconded by Commissioner Patrick McMaster

Vote: 6 - 0 Passed

B. Minutes for the December 13, 2023 Regular Meeting.

Motioned by Commissioner Tamara Brown to approve item 4B, seconded by Commissioner Patrick McMaster

Vote: 6 - 0 Passed

5. PUBLIC HEARING:

The Planning and Zoning Commission will hold a public hearing related to Unified Development Code Amendments within this agenda. The public hearing will be opened to receive a report from staff, the applicant, the adjoining property owners affected by the applicant's request, and any other interested persons. Upon completion, the public hearing will be closed. The Commission will discuss and consider the application, and may request additional information from staff or the applicant, if required. After deliberation, the Commission is asked to consider and act upon the following requests and make a recommendation to the City Council if necessary.

- A.** PLUDC20230276 - Hold a public hearing, workshop and discussion and possible action to make a recommendation on amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 5 - Zoning Districts, Article 9 - Site Design Standards, and Article 14 - Transportation.

Mr. Haas provided a presentation.

Mr. Outlaw opened the public hearing at 6:21 P.M.

No one spoke.

Mr. Outlaw closed the public hearing at 6:22 P.M.

Motioned by Commissioner John Carbon to recommend approval as written to City Council, seconded by Commissioner Patrick McMaster

Vote: 6 - 0 Passed

6. REQUESTS AND ANNOUNCEMENTS:

- A.** Requests by Commissioners to place items on a future Planning and Zoning Agenda

There were no requests by Commissioners.

- B.** Announcements by Commissioners

- City and community events attended and to be attended
- Continuing education events attended and to be attended

There were announcements by Mr. Outlaw.

- C.** Announcements by City Staff.

- City and community events attended and to be attended.

There were announcements by City staff.

7. INFORMATION AVAILABLE IN THE PLANNING AND ZONING COMMISSION PACKETS- NO DISCUSSION TO OCCUR

- A.** Current Projects and City Council Status Update

8. ADJOURNMENT OF THE REGULAR MEETING

Chairman Mr. Outlaw adjourned the regular meeting at 6:46 P.M.

Chairman, Planning and Zoning Commission

Recording Secretary, City of Schertz

PLANNING AND ZONING COMMISSION MEETING: 01/31/2024
Agenda Item 5 A

TO: Planning and Zoning Commission

PREPARED BY: Emily Delgado, Planning Manager

SUBJECT: PLSPU20240014 - Conduct a public hearing and make a recommendation on a Specific Use Permit to allow Automobile Repairs & Service, Major on approximately 1.5 acres of land, located 250 feet east of the intersection of FM 3009 and Borgfeld Road, also known as Guadalupe County Property Identification Number 129949, also known as 1205 Borgfeld Road, City of Schertz, Guadalupe County, Texas.

BACKGROUND

The applicant is requesting a Specific Use Permit (SUP) to allow Automobile Repairs & Service, Major on approximately 1.5 acre of land located at 1205 Borgfeld Road. The subject property is currently zoned General Business District (GB) and is developed as an Automobile Repairs & Service, Major, specifically Classic Collision. The Specific Use Permit, if approved, would make the existing land use conform to the Unified Development Code, UDC, and no longer be a non-conforming use subject to UDC Article 7.

On January 19, 2024, twenty-two (22) public hearing notices were mailed to the surrounding property owners within a 200-foot boundary of the subject property. At the time of this staff report, (0) responses in favor, (0) responses neutral, and (0) responses in opposition have been received. A public hearing notice was published in the San Antonio Express on January 19th for this Specific Use Permit to be heard by the City Council on February 6th. However, due to a new City deadline in relation to agendas for City Council meetings, the item will be pushed to the February 20th City Council meeting for action. A new public hearing notice for the February 20th City Council meeting will be published in the San Antonio Express.

Subject Property:

	Zoning	Land Use
Existing	General Business District (GB)	Automobile Repairs & Service, Major- Nonconforming
Proposed	General Business District (GB)	Automobile Repairs & Service, Major

Adjacent Properties:

	Zoning	Land Use
North	General Business District (GB)	Assisted Care and Living Facility
South	Right of Way	Borgfeld Road
East	General Business District (GB)	Day Care Facility
West	General Business District (GB)	Convenience Store with Gas Pumps and Commercial / Retail

GOAL

The proposed Specific Use Permit is to allow the existing Automobile Repairs & Service, Major to remain and to no longer be a nonconforming use per the Unified Development Code. At this time there is no associated building nor business expansion proposed. The Specific Use Permit is to ensure the existing land use can remain without the restrictions of UDC Article 7 Nonconforming Uses, Lots and Structures.

COMMUNITY BENEFIT

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

When evaluating Specific Use Permits, staff uses the criteria listed in UDC section 21.5.11.D. The criteria are listed below.

1. The proposed use at the specified location is consistent with the policies embodied in the adopted Comprehensive Land Plan.

The subject property was identified as Multi-Family Residential in the 2002 Comprehensive Land Use Plan. This land use designation was intended to include a mix of residential and low intensity commercial uses. This portion of Schertz was not evaluated as part of the 2013 Sector Plan Amendment. Although the proposed Specific Use Permit is not consistent with the currently adopted Comprehensive Land Plan, this portion of Schertz is being reevaluated as part of the current Comprehensive Land Use Plan Amendment and is tentatively proposed as Local Corridor which is designed for locally oriented commercial compatible with surrounding neighborhoods.

2. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations.

The subject property is currently zoned General Business District (GB). Per the UDC, General Business District (GB) is intended to provide suitable areas for the development of non-residential uses which offer a wide variety of retail and service establishments that are generally oriented toward serving the overall needs of the entire community. The subject property has been utilized as an Automobile Repairs & Service, Major since 2001. Per the UDC Article 5 Section 21.5.8 Permitted Use Table, Automobile Repairs & Service, Major requires a Specific Use Permit to operate in the General Business District (GB). This land use has been providing services to the community that meets their needs for the last twenty years. Automobile Repairs & Service, Minor is permitted by right in the General Business District. However, that land use classification is very limited in the scope of services that can be provided. The proposed Specific Use Permit for the existing land use would meet the intent of the zoning district by providing a service establishment that is needed by the community.

3. The proposed use is compatible with and preserves the character and integrity of adjacent developments and neighborhoods, and includes improvements either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as safety, traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods.

The subject property was originally developed in 2001 for Auto Collision Works. At that time the 1996 UDC was in effect and did not require a Specific Use Permit for the "Auto Paint and Body Shop" land use and allowed it by right in the General Business zoning district. In 2006 the UDC was amended including the Permitted Use Table and created two new land use classifications "Automobile Repairs, Major" and "Automobile Repairs, Minor". With this UDC amendment the new "Automobile Repairs, Major" land use designation required a Specific Use Permit in the General Business District. With this UDC amendment, Auto Collision Works was then considered a non-conforming use because of the General Business zoning but not having an approved Specific Use Permit. 1205 Borgfeld Road has continued to be used for businesses that would be classified as Automobile Repairs, Major or Automobile Repairs & Service, Major including the current operations, Classic Collision. The applicant has submitted this Specific Use Permit request in order to ensure that 1205 Borgfeld Road can continue to operate as an Automobile Repairs & Service, Major without the nonconforming land use designation or the requirements of UDC Article 7 Nonconforming Uses, Lots and Structures. Since the subject property has been used for the same land use since 2001 and there is no proposed expansion at this time, no additional adverse impact is anticipated.

4. The proposed use does not generate pedestrian and vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

The subject property has been developed and utilized as Automobile Repairs & Service, Major, since 2001. If the Specific Use Permit is approved, no additional traffic would be generated or anticipated.

5. The proposed use incorporates roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets.

The subject property has two existing access driveways onto Borgfeld Road. There are no proposed changes to access at this time nor any proposed roadway adjustments or traffic control devices or mechanisms.

6. The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed use on adjacent properties.

The Specific Use Permit request is in order to bring the existing land use into compliance with the Unified Development Code. At this time, no expansions or modifications to the site are proposed. Any new development will have to meet all site requirements in Article 9.

7. The proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are necessary to render the use compatible with adjoining development and the neighborhood.

If proposed modifications to the site are requested, the site will be required to meet all dimensional and design requirements of the UDC. At this time there are no proposed site modifications and no variations to the requirements have been requested.

8. The proposed [use] promotes the health, safety or general welfare of the City and the safe, orderly, efficient and healthful development of the City.

As part of promoting health, safety and welfare, the City should encourage development compatible with surrounding uses. The subject property is located between a convenience store with gas pumps and a day care facility that has been in operation since 2008. The existing Automobile Repairs & Service, Major land use has been occurring at 1205 Borgfeld Road for over 20 years. the requested Specific Use Permit would bring the land use of the property into compliance and would no longer be nonconforming.

9. No application made under these provisions will receive final approval until all back taxes owed to the City have been paid in full.

This does not impact the recommendation of the Planning and Zoning Commission or the consideration of the first reading from City Council.

10. Other criteria which, at the discretion of the Planning and Zoning Commission and City Council are deemed relevant and important in the consideration of the Specific Use Permit.

Staff has ensured all UDC requirements have been met for the Specific Use Permit application, and at this time have not received any special considerations from the Planning and Zoning Commission or the City Council.

RECOMMENDATION

Staff recommends approval of the Specific Use Permit to allow Automobile Repairs & Service, Major at the subject property conditioned upon the following:

1. Prior to a new Certificate of Occupancy being issued, the site will need to be brought into full compliance with the UDC site design requirements including but not limited to a paved concrete or asphalt surface for all parking areas.

COMMISSIONERS CRITERIA FOR CONSIDERATION:

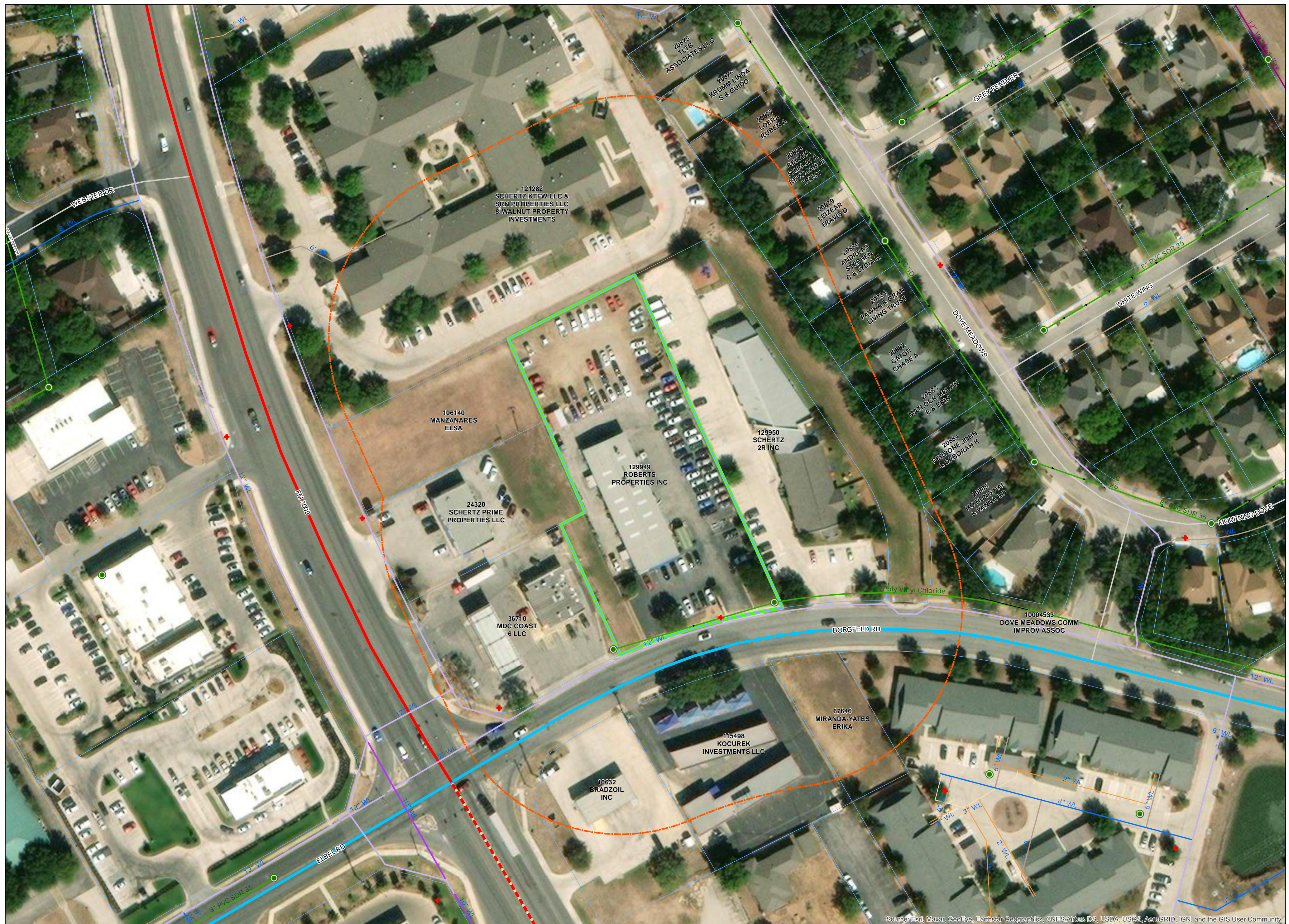
The Planning and Zoning Commission is making a recommendation to City Council on the proposed Specific Use Permit. In considering action on a Specific Use Permit application, the Commission should consider the criteria within UDC, Section 21.5.11 D.

Attachments

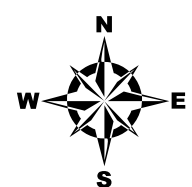
Aerial Exhibit

Public Hearing Notice Map

Specific Use Permit (SUP) Exhibit



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

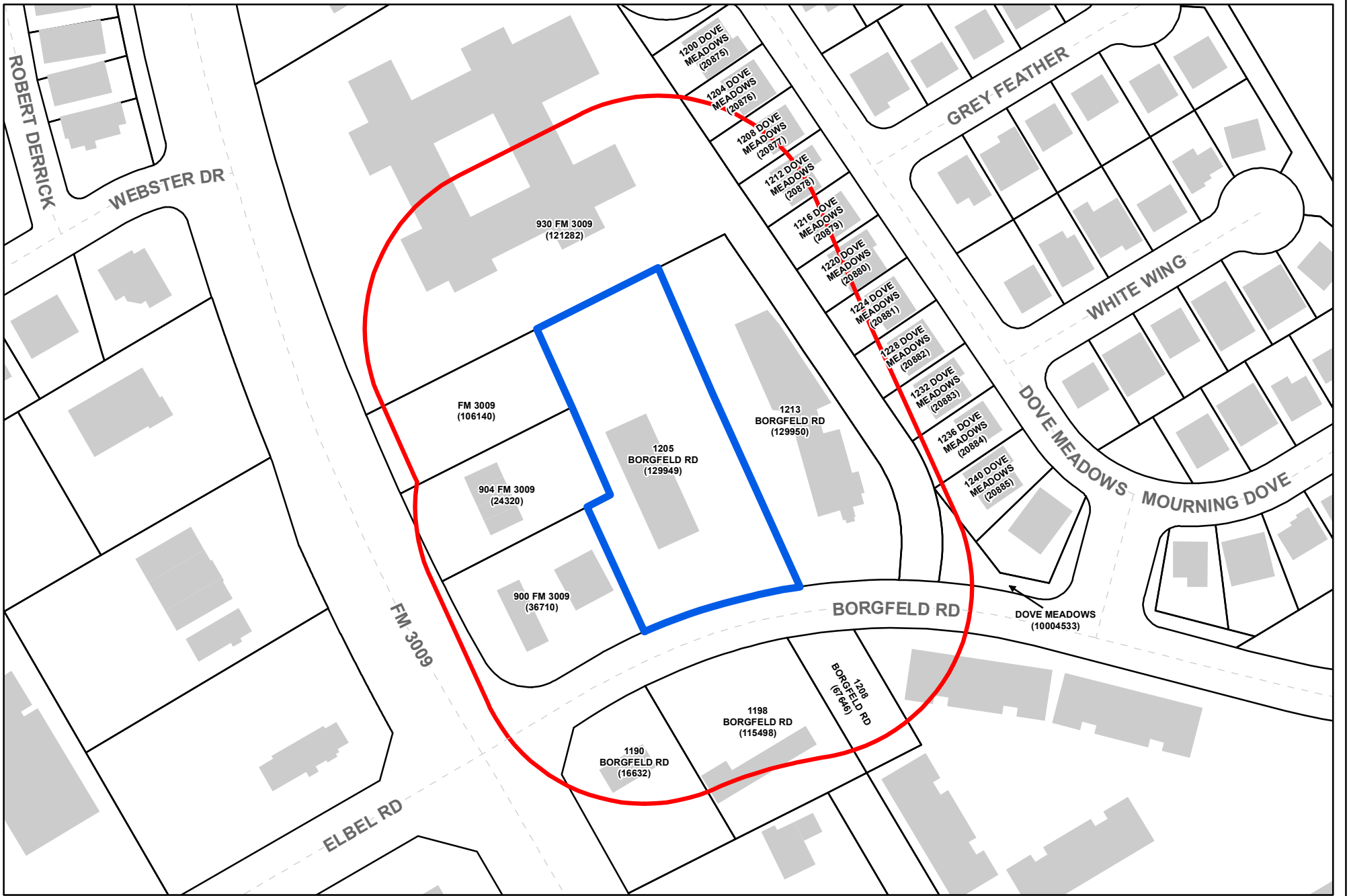
Mark Roberts Subdivision II
(PLSPU20240014)

- | | | | |
|--------------------|----------------------------|----------------------------------|--------------------------------|
| <all other values> | <all other values> | Planned Secondary Arterial | Commercial Collector B |
| Highways | Freeway | Secondary Rural Arterial | Planned Commercial Collector B |
| Major Roads | Principal Arterial | Planned Secondary Rural Arterial | Commercial Collector A |
| Minor Roads | Planned Principal Arterial | Residential Collector | Planned Commercial Collector A |
| Other Cities | Secondary Arterial | Planned Residential Collector | |

- | | | | |
|----|-----|-----|---------------------|
| 1" | 8" | 20" | Schertz Gravity |
| 2" | 10" | 24" | Schertz Pressure |
| 3" | 12" | 30" | Neighboring Gravity |
| 4" | 16" | 36" | Private Pressure |
| 6" | 18" | | |

- | | |
|----------|----------------------------|
| Hydrant | 200' Buffer |
| Manholes | Schertz Municipal Boundary |
| | County Boundaries |

1 Inch = 67 Feet
0 25 50 100 150 200 Feet



Last Update: January 18, 2024
City of Schertz, GIS Department, gis@schertz2.com
"The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodical changes may be made and information may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time."

City of Schertz

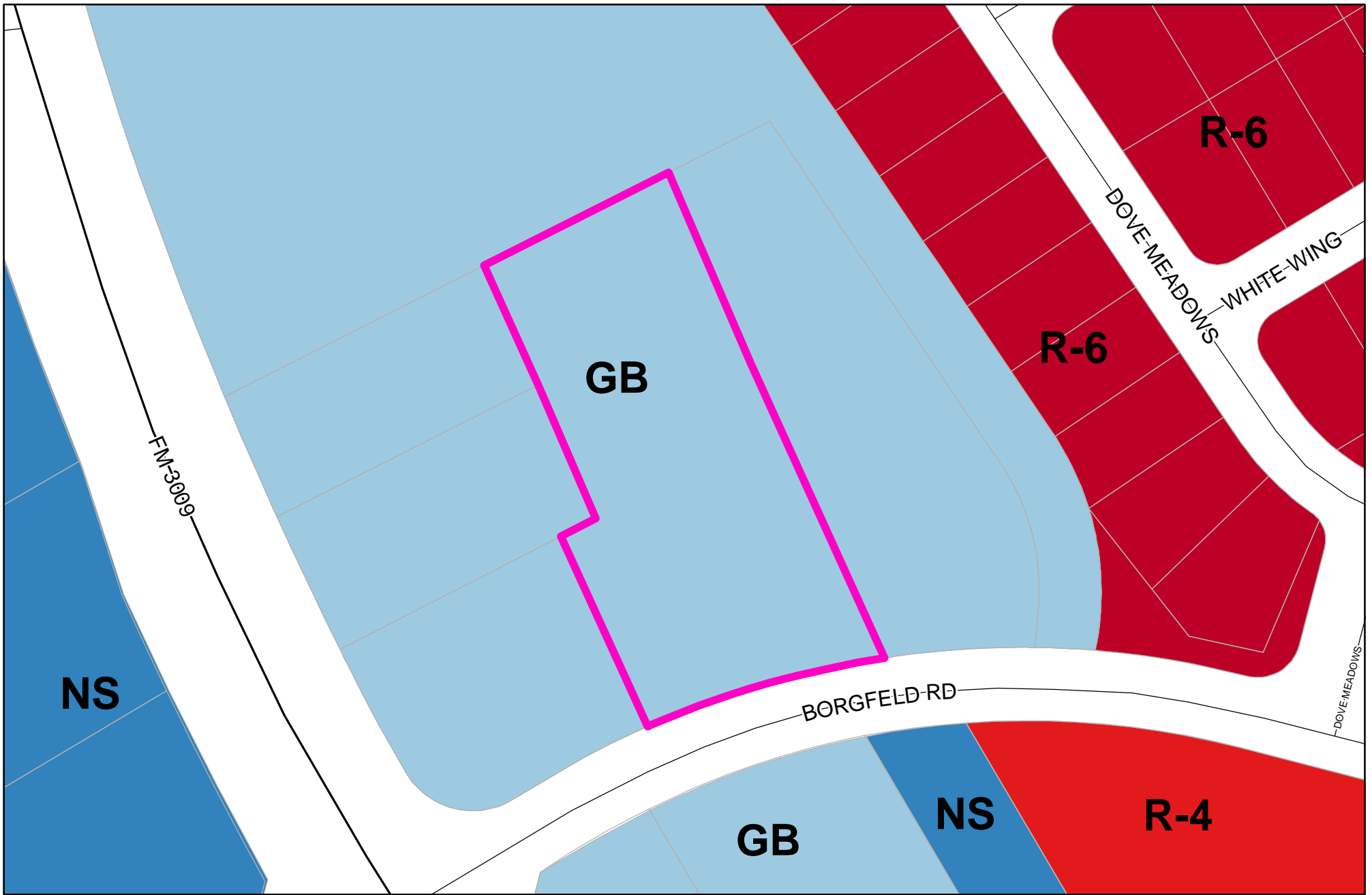
MARK ROBERTS SUBD II

(PLSPU20240014)



Project Area City Limit Boundary 200' Buffer





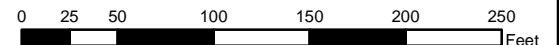
SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

Last Update: January 18, 2024
City of Schertz | gis@schertz.com

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

1205 Borgfeld Rd
MARK ROBERTS SUBD II
BLOCK 1 LOT 2 1.484 AC

Proposed Special Use
Automobile Repairs & Service, Major



PLANNING AND ZONING COMMISSION MEETING: 01/31/2024
Agenda Item 7 A

TO: Planning and Zoning Commission
PREPARED BY: Emily Delgado, Planning Manager
SUBJECT: Current Projects and City Council Status Update

BACKGROUND

DEVELOPMENT INFORMATION

The following is being provided for information purposes only so that the Planning and Zoning Commission is aware of the current status of new site plan applications, status of applications heard by the Commission and recommended for final action by the City Council, and the status of administratively approved applications.

NEW SITE PLAN APPLICATIONS: The following site plan development application was submitted between January 6, 2024 and January 25, 2024

- Saddlebrook Ranch Unit 1A, 13011 Lower Seguin Road
 - Site Plan for a proposed lift station that will service Saddlebrook Ranch and surrounding area.

CITY COUNCIL RESULTS: The following development applications were recommended for final action to the City Council:

- **Ord. 23-S-32** – Conduct a public hearing and consider a request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 7.8 acres of land, located approximately 51-feet west from the intersection of IH-35 N Access Road and FM 2252, also known as Guadalupe County Property Identification Number 114083 and Comal County Property Identification Number 119021, City of Schertz, Guadalupe and Comal County, Texas.
 - Recommended for approval with conditions at the November 15, 2023 P&Z Meeting (6-0)
 - Approved via first reading at the December 19, 2023 CC Meeting
 - Approved via final reading at the January 9, 2024 CC Meeting
- **Ord. 23-S-33** – Conduct a public hearing and consider a request for a Specific Use Permit to allow a truck terminal on approximately 4 acres of land located approximately 660-feet west from the intersection of Baugh Lane and Schwab Road, also known as Comal Property Identification Number 464879, City of Schertz, Comal County, Texas.
 - Recommended for approval with conditions at the November 15, 2023 P&Z Meeting (6-0)
 - Approved via first reading at the December 19, 2023 CC Meeting
 - Approved via final reading at the January 9, 2024 CC Meeting
- **Ord. 23-S-35** - Conduct a public hearing and consider a request to rezone approximately 65 acres of land from General Business District (GB) to Planned Development District (PDD), known as Comal County Parcel ID 75458 and Guadalupe County Parcel ID 64005, generally located southeast of the IH 35 and Schwab Road intersection, City of Schertz, Comal County and Guadalupe County, Texas.
 - Recommend for approval at the November 15, 2023 P&Z Meeting (5-1)
 - Approved via first reading at the January 9, 2024 CC Meeting
 - Approved via second reading at the January 16, 2024 CC Meeting
- **Ord. 24-S-01** - Conduct a public hearing and consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 5 - Zoning Districts, Article 9 - Site Design Standards, and Article 14 - Transportation.
 - Recommend for approval at the January 10, 2024 P&Z Meeting
 - Scheduled for first reading at the February 6, 2024 CC Meeting

ADMINISTRATIVELY APPROVED PROJECTS:

- The following applications were administratively approved between January 6, 2024 and January 25, 2024
 - Verde Enterprise Business Park U10-B, Lot 5, Block 12, Site Plan
 - Parking Lot Expansion
 - Approved: January 16, 2024
 - Address: 5700 Schertz Parkway
 - Sanders Subdivision Lot 3, Block 1, Site Plan
 - Addition of two new mini-warehouse / public storage buildings at the existing Lockaway Storage
 - Address: 200 FM 3009
 - Approved: January 17, 2024
-