

CITY OF SAINT HEDWIG

APPROVED MINUTES

P&Z Meeting June 30, 2020:

Meeting called to order @ 7:05pm

Roll Call:

Commissioner Jones – Absent
Commissioner Polasek – Present
Commissioner Robinette – Present
Commissioner Maddox – Present
Code Compliance Officer Fornof – Present
Secretary Schaefer – Present
Quorum established

Reading and approval of minutes:

Commissioner Maddox motioned to accept the June 2nd, 2020 minutes as written. Commissioner Robinette second motion. June 2, 2020 minutes approved, all in favor.

Commissioner Polasek motioned to accept the June 23rd, 2020 minutes as written. Commissioner Robinette second motion. June 23, 2020 minutes approved, all in favor.

Update of Code Compliance Old/New Business:

CCO Fornof asked/confirmed if this was in place of the P&Z Log, seemed to be some differences of opinions on what should be discussed. CCO Fornof stated there were 2 requests for rezoning, both applications were pulled back and no new applications have been submitted for consideration. Commissioner Mais asked if there were any updates on Code Compliance and CCO Fornof relayed that there is an increase in regards to property division. CCO Fornof relayed she has been receiving a lot of calls from both real estate agents and buyers regarding 2 acres that are for sale. CCO Fornof relayed that she has spoken to both real estate agents and buyers about our policy that if something is divided to less than 5 acres we can not permit. Commissioner Polasek asked for clarification from CCO Fornof about her remark of not being able to permit anything under 5 acres, asked if she was speaking specifically for those 2 acres. CCO Fornof confirmed that there are several 2 acres out there and one is in area zoned AR-1, which is minimum of 5 acres. CCO Fornof relayed that when someone tries to divide the property she has had to explain to potential buyers that they do not have frontage and would not be able to build on that property since it would be less than the minimum of 5 acres. Commissioner Robinette asked for confirmation that if that property in question/for sale was divided prior to 2004 if it would be considered “grandfathered” and CCO Fornof confirmed that. CCO Fornof did relay that the 2 acre parcels that she has been dealing with are not considered “grandfathered.”

Citizens to be Heard:

No citizens signed up prior to meeting. Commissioner Mais asked if there were any citizens that would like to speak, none wished to be heard.

Old Business:

1. Zoning Ordinance Revisions – Review update from City Attorney

CCO Fornof relayed that she had not received anything back from the city attorney. Commissioner Mais asked when the ordinance was sent in to the attorney and Commissioner Polasek replied Ordinance was sent on June 8th, 2020. Commissioner Mais inquired if CCO Fornof had received any communication since June 8th from the city attorney; CCO Fornof relayed that she has teleconferenced with the city attorney last week and was informed that she would not have it complete for this meeting. Commissioner Robinette asked CCO Fornof and commission if we had requested the city attorney to be present for this P&Z meeting which CCO Fornof replied “No.”

New Business:

1. Subdivision Ordinance Revision(s) - Ed McNew with Don McCrary & Associates present

Mr. McNew stated he had received a copy of the ordinance from Mayor Grimm and her comments on it. They have reviewed it initially and his company feels the current ordinance does not need to be replaced but does need to be updated due to current laws and current design standards. They have come up with a plan to approach it logically by breaking it up into 6 main tasks instead of approaching it all at once. Mr. McNew and his company would like to work with someone in the city so that they know where to express the cities views and to make sure the city of Saint Hedwig gets what they want out of the final ordinance. Mr. McNew would like to be able to sit with someone(s) from the city to review the 6 main tasks they have come up with and get input on how the city would like to see that work out. Commissioner Mais asked if there were any volunteers to meet with Mr. McNew, CCO Fornof agreed to meet and review the ordinance and 6 categories with him.

Commissioner Polasek stated/asked that depending on what the 6 tasks are someone else from the council may want to be a part of that meeting and give their input as well. Commissioner Polasek has agreed to take part with CCO Fornof in meeting with Mr. McNew. The 6 main tasks are as follows:

- 1.) **Platting Process & Fees**
- 2.) **Subdivision Design & Layout Requirements**
- 3.) **Drainage & Flood Hazards**
- 4.) **Water, Sewer & General Utility Requirements**
- 5.) **Definitions – make sure consistent with and throughout the entire ordinance**
- 6.) **New Items to include in management (i.e. tree preservation and landscaping) – things that don't exist today but may need to be looked at and include in the ordinance**

Commissioner Robinette mentioned all the tasks Mr. McNew listed are great but the knowledge level from the council is pretty limited, what exactly would Mr. McNew want/expect to get from us in regards to these tasks. Mr. McNew stated most importantly for the council and the city of Saint Hedwig it would be for the design requirements in what we would want to see on the lots. Those are the things that are preference and would not be knowledge requirements. Mr. McNew stated he is an educator and that by the time we are done we will know why we are talking about these things which also make it easier to relay it to the rest of the commission. Commissioner Robinette asked for examples regarding lots; Mr. McNew stated examples would be lot size, tree requirements, landscaping requirements. Commissioner Polasek asked if Mr. McNew had received the amendments with the subdivision from Mayor Grimm, Mr. McNew stated he was not sure what all was included in the document he had received. Commissioner Polasek stressed the importance of Mr. McNew having those amendments so that those can be incorporated and acknowledged in the ordinance as we go through this process. Commissioner Polasek asked if CCO Fornof was aware if the amendments had been sent, CCO Fornof

stated she was not positive about that but would make sure he gets a copy of them. Commissioner Mais inquired about a time frame for which each of these 6 tasks would take and Mr. McNew stated he thinks a month for each task would be sufficient. Mr. McNew plans to come and present an update for discussion and/or approval to the P&Z at each monthly meeting. Commissioner Mais asked for a motion to accept the appointing of CCO Fornof and Commissioner Polasek for reviewing of the Subdivision Ordinance 6 tasks with Mr. McNew. Commissioner Robinette motioned to accept, Commissioner Maddox second. Commissioner Polasek made statement to the council that the assigning of the tasks to review of the ordinance to CCO Fornof and herself, wanted to clear confusion that everything that will be discussed with Mr. McNew would be coming back to P&Z for open discussion to all, they would not be in charge of making the decisions. Mr. McNew confirmed, Commissioner Maddox stated they would be assisting in clarification of the 6 tasks.

2. Brown request to rezone – application for rezoning was pulled back, no need to discuss.

3. Signage of Rezoning Ordinance –

Commissioner Polasek stated the main point behind this topic was to make sure we get it into the P&Z Ordinance, that signage would be required when someone does request a rezoning and to see what the wording/verbiage be. Samples of verbiage from another city outside of Bexar County had been brought to the commission by Commissioner Polasek. Commissioner Polasek stated we need to either decide what we want the sign to say or confirm that we can require the signage be placed on the property. Commissioner Robinette asked for confirmation that we had spoken in previous meetings about whether it would be reusable signs and about buying a stockpile of those to have on hand, which was confirmed that it was discussed at previous meetings. Commissioner Polasek also stated that in previous meetings it had been discussed that there would be a fee in the rezoning request to cover the cost of the signage and asked CCO Fornof to correct her if she was wrong. CCO Fornof stated that any changes need to be included in the sign ordinance revision as an amendment. CCO Fornof stated that the last thing we discussed was that we would put it in the sign ordinance which would go out to the public for review. CCO Fornof stated that where we stand now is we would need to put that in writing in the sign ordinance. Commissioner Maddox asked if we knew where this would need to go into the sign ordinance at this time, which section or do we need to add it and if so where do we need to insert that? CCO Fornof replied yes but she believes that Mayor Grimm wants us to work on Subdivision Ordinance first so we are going to redirect and do the Subdivision Ordinance first and the Signage Ordinance second. Commissioner Polasek stated she believes the requirement to have signage has to be in the P&Z Ordinance as well. Commissioner Maddox asked for clarification, if we have to add this into the P&Z Ordinance and this needs to go back into what we will currently be working with the consulting firm on which will take approximately 6 months. CCO Fornof replied that we could create an amendment if we want a quick rezoning sign but that we would need to get with the city attorney and ask for her advice and strategy. Commissioner Maddox asked if anyone else had any thoughts on this topic, if it was something we should tackle now and/or wait due to all the increased inquires going on about land and acreage right now. Commissioner Robinette replied that in our last meeting we discussed this topic as being something that we could do quickly, if we could do an amendment then he feels we should go that way however he does not know what type of strategy CCO Fornof is talking about. CCO Fornof stated she would have to get with the city attorney and see, she confirms we were originally going to start the sign ordinance but the subdivision ordinance is of more importance right now per Mayor Grimm. Commissioner Robinette confirmed, but again stated we had discussed just having the signage for rezoning done as an amendment so that we could get it done and taken care of. CCO Fornof stated she would consult with the city attorney and get back with us on an update. Commissioner Mais confirmed that most likely we would make an amendment but we should go with the city attorney's suggestion on this topic. Commissioner Maddox asked CCO Fornof how long she thought this would take, does she think we could get this on our next meeting agenda if the meeting is 30 days out so that we can get this all squared away and sent to city council prior to their next meeting 30 days out. CCO Fornof replied she did not know, it had been on the agenda previously but agenda had been changed due to Mayor Grimm's request.

Agenda for next meeting:

Commissioner Robinette asked about P&Z Log, if CCO Fornof was not doing this anymore since it was not on the agenda. CCO Fornof stated she was not sure, she did not put the agenda together, however there was nothing to discuss at this meeting because both request had been pulled. Commissioner Robinette asked who had decided to no longer review the P&Z Log because as a commission everyone had decided they did want to have this and review this.

Old Business:

1. Zoning Ordinance Revision – follow up with city attorney
2. Subdivision Ordinance Revision – update from Ed McNew
3. Signage on Rezoning Ordinance – get with city attorney

New Business:

Nothing to add at this time

Next Meeting:

Tuesday, July 28th, 2020 @ 7:00pm @ City Hall for Commissioners Only. Teleconference for public/citizens due to ongoing COVID situation. Commissioner Maddox made motion to accept Tuesday July 28th, 2020 for next meeting, Commissioner Polasek second. Commissioner Mais feels it is best to limit council only to be present, does not want to put the public or us at any unnecessary risk. Commissioner Robinette asked about the City Council and what they were doing concerning their meetings which at this time no one knows how they will handle their next meeting. Commissioner Mais stated he feels the City Council should do what they feel is best for them and P&Z should do what they feel is best for them. Commissioner Maddox respected Commissioner Mais decision about having teleconference meeting for the public/citizens but with that being said we need to look into an upgrade on our communications since we don't know how long this pandemic will last and how long we will have to do meetings via teleconference. Currently what we are doing is not working well and there are low cost options, maybe reach out to Commissioner Jones since this is in his line of work to see about what we can do to step up and figure out a better way of communication system for not only ourselves but for the citizens as well. CCO Fornof asked if Janice, city secretary might be able to purchase a spyder/conference phone for us to use. Commissioner Mais stated he would bring this to Mayor Grimm's attention and see what we can get done regarding this issue.

Announcements:

None at this time

Adjourn Meeting:

Commissioner Maddox motioned to adjourn, Commissioner Robinette second. Meeting adjourned at 8:05pm