

MINUTES
JOINT CITY COUNCIL AND
PLANNING & ZONING COMMISSION
WORKSHOP
September 13, 2017 at 6:00 p.m.

1. Call to order.

Mayor Danner called the meeting to order at 6:01p.m.

2. Quorum check.

Mayor James W. Danner, Mayor Pro Tem Ann-Michelle Long, Councilman John McAnelly, Councilman Eric Torres, Councilman John Villa, City Manager Kim Davis, and Interim City Secretary Elsa T. Robles.

Absent: Councilman Sammy Nooner

Planning and Zoning Commissioners: William Freeman, Cindy Jones, Michael Sanchez, Tima Barrientes, Matthew Windrow, and Lynda Hook.

Absent: Ruben Ramirez

Staff present: Director of Public Works Albert Lara, Assistant Finance Director Dee Willman, Assistant Public Works Director Mike Schmidt, and Code Compliance Supervisor Gilbert Contreras.

3. Workshop on Unified Development Code.

Burditt Consultant Sarah Korpita presented the proposed Unified Development Code (UDC). She stated that through the process of the Master Plan development, the City Council, Planning and Zoning Commission and Staff recognized the opportunity to preserve the rural character of the Hondo community while facilitating new development. Emphasis was placed on customer service and a Unified Development Code was identified as a tool for the community to clearly communicate expectations for development, while providing user-friendly applications, checklists and schedules as a guide for successfully embracing growth. Ms. Korpita reviewed terminology included in the UDC and stated it would be divided into ten chapters: General Provisions, Development Review Bodies, Development Review Procedures, Zoning Districts, District Purpose Statements and Supplemental Standards, Use Regulations, General Development Standards, Subdivision and Design Improvements, Nonconformities, and Enforcement. She suggested the code be reviewed on a yearly basis for additions or changes and informed Council that a pre-development meeting would be initiated by the development officer when a potential developer expressed interest. The responsible officer would “hand-hold” the developer through the process.

Ms. Korpita reviewed the proposed changes to the current process. She suggested platting approval authority be transferred to the Planning and Zoning Commission. Currently plats are approved by City Council upon recommendation by the Planning and Zoning Commission. Ms. Korpita stated it would shorten the timeline for plat approvals and stated a review schedule would be implemented into the process. The Development Officer would utilize this schedule to streamline the process for the developer. It would establish a timeline incorporating adequate time to meet publication notice requirements and setting appropriate meetings dates.

Mayor Danner did not agree on the proposed review schedule. He felt the Development Officer using the schedule may prove to be inflexible. City Manager Kim Davis disagreed and stated that there was always room for flexibility. A special meeting could be called if needed. Having a schedule would be development friendly and creates opportunity for better communication. Ms. Davis stated that the new City Planner would be the designated development officer.

Ms. Korpita continued with proposed changes. She stated that Short Form Plats will be renamed Minor Plats and the authority for approval is delegated to the Development Officer which will provide an expedited option for simple platting processes. She stated Park and Open Space requirements will be established as part of the Subdivision and Design Improvements. This was another community goal identified in the Master Plan process. It would provide for public and open space preservation through subdivision design. She added that it ensures future development

compliments the community character. The last proposed change was on water rights and impact fees. These are also a modification from the existing Subdivision standards. The policy framework for these are established in the UDC, creating the opportunity for fee creation/modification as those are developed in the future. It will provide for adequate infrastructure development through subdivision design and ensures future development occurs without placing a financial burden on existing residents of Hondo.

Councilman McAnelly pointed out Chapter 9.4, pg. 152 of the proposed UDC regarding the registration of non-conforming structures. Ms. Korpita stated this was something new that could be enforced but then retracted her statement and said this was already part of the current city code of ordinances. After some discussion, it was determined that this was not currently being enforced. Mayor Danner suggested staff review the ordinance and compile a list of items that were not being enforced.

Planning and Zoning Commissioner Lynda Hook asked for clarification of non-conforming structures that are "grandfathered" in. Ms. Korpita stated this is a word is often misused and explained that the structures are either conforming or non-conforming. The registration of non-conforming structures would benefit the city going forward.

After further discussion, the consensus of the group was to move forward. Ms. Korpita stated they would continue to work with staff and bring the final document to the Planning and Zoning Commission and City Council in October.

4. Adjourn.

Councilman McAnelly moved to adjourn the meeting at 7:14p.m. Motion was seconded by Councilman Villa. Motion carried 4-0.

PASSED AND APPROVED THIS 9TH DAY OF OCTOBER, 2017.



JAMES W. DANNER, SR., MAYOR

ATTEST:



Elsa T. Robles, Interim City Secretary

