



**CITY OF FAIR OAKS RANCH  
AGENDA – PLANNING AND ZONING COMMISSION  
REGULAR MEETING**

June 13, 2019; 6:30 PM  
City Hall Council Chambers  
7286 Dietz Elkhorn, Fair Oaks Ranch

**I. OPEN MEETING**

- A. Roll Call – Declaration of a Quorum
- B. Pledge of Allegiance.

**II. CITIZENS and GUEST FORUM / PRESENTATIONS**

To address the P&Z Commission, please sign the Attendance Roster located on the table at the entrance of the Council Chamber. In accordance with the Open Meetings Act, the P&Z Commission may not discuss or take action on any item which has not been posted on the agenda.

- A. Citizens to be heard.

**III. CONSENT AGENDA**

All of the following items are considered to be routine by the P&Z Commission, there will be no separate discussion on these items and will be enacted with one motion. Items may be removed by any Commissioner by making such request prior to a motion and vote.

- A. Approval of the May 9, 2019 Regular Meeting Minutes.

**IV. DISCUSSION/CONSIDERATION ITEMS**

- A. Discussion and possible action recommending the approval of a final plat that establishes Elkhorn Ridge Unit 3

**V. STAFF REPORT**

- A. Staff report on City Council's process to fill an unexpired term on the Planning & Zoning Commission

**VI. ADJOURNMENT**

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Signature of Agenda Approval: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "C. Vanzant", written over a horizontal line.

I, C. Vanzant, Assistant City Manager, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the city's website [www.fairoaksranchtx.org](http://www.fairoaksranchtx.org), both places being convenient and readily accessible to the general public at all times. Said Notice was posted by 5:00 PM, June 3, 2019 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch City Hall is wheelchair accessible at the side entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available.

**CITY OF FAIR OAKS RANCH  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
May 9, 2019  
7286 Dietz Elkhorn  
Fair Oaks Ranch, TX 78015**

**I. OPEN MEETING**

A. Roll Call – Declaration of a Quorum

Present: Chairperson Michael Rey and Vice-Chairperson Frank Trapasso  
Commissioners: Conrad Fothergill, David Horwath, and Douglas Leonard

Absent: Commissioner Bobbe Barnes and Dale Pearson

With a quorum present, the meeting was called to order at 6:30 PM.

B. The Pledge of Allegiance was said in unison.

**II. CITIZENS AND GUEST FORUM / PRESENTATIONS**

A. There were no citizens to be heard.

**III. CONSENT AGENDA**

A. Approval of the April 11, 2019 Regular Meeting Minutes.

MOTION: Made by Commissioner Horwath, seconded by Commissioner Leonard to accept the Consent Agenda as written.

VOTE: 5-0, Motion Passed

**IV. PUBLIC HEARING**

A. Conduct a public hearing and consider possible action recommending the approval of the final replat and subdivision plat that establishes HPI Fair Oaks Self Storage.

1. Chairperson Michael Rey opened the public hearing at 6:33 PM
2. Adrian Garcia, P.E., provided the staff report recommending approval of the final replat and subdivision plat.
3. Applicants provided no formal presentation but were available to answer Commissioners questions if needed.
4. There was no public testimony.
5. Chairperson Michael Rey closed the public hearing at 6:43 PM.

MOTION: Made by Commissioner Fothergill, seconded by Commissioner Horwath to recommend approval of the final replat and subdivision plat establishing HPI Fair Oaks Self Storage.

VOTE: 5-0; Motion Passed.

**V. DISCUSSION/CONSIDERATION ITEMS**

A. Discussion and possible action recommending the approval of the final plat that establishes Front Gate Unit 2B.

MOTION: Made by Commissioner Trapasso, seconded by Commissioner Fothergill to recommend approval of the final plat that establishes Front Gate Unit 2B.

VOTE: 5-0, Motion Passed

**V. ADJOURNMENT**

Chairperson Michael Rey adjourned the meeting at 6:48 PM.

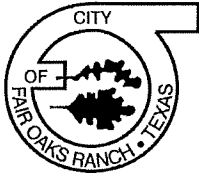
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Michael Rey, Chairperson

ATTEST:

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Christina Picioccio, City Secretary



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**PLANNING & ZONING CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**June 13, 2019**

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AGENDA TOPIC: Discussion and possible action recommending the approval of a final plat that establishes Elkhorn Ridge Unit 3

DATE: June 13, 2019

DEPARTMENT: Public Works

PRESENTED BY: Adrian Garcia, P.E., Manager of Engineering Services

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**INTRODUCTION/BACKGROUND:**

In March 2019, a Preliminary Plat, establishing Elkhorn Ridge Unit 3, was submitted to the Public Works Department by Vickrey and Associates, Inc. This tract of land is generally located in the center of the Elkhorn Ridge private subdivision. This subdivision is the fifth unit in the Elkhorn Ridge subdivision. Pertinent information regarding the progress of the subdivision can be found in the table below:

<b>Elkhorn Ridge Unit</b>	<b>Final Plat Approval Date</b>	<b>Total Area (ac)</b>	<b>Residential Lots</b>
1	11/16/2015	30.10	61
2	4/4/2017	4.54	18
3	-	4.62	15
6A	5/17/2018	4.62	15
9	5/17/2018	23.93	43
4, 5, 6B, 7, 8	-	40.19	159
<b>*Total</b>	-	<b>108</b>	<b>311</b>

\*All values are based on the original master plan and may be subject to change.

In January 2014, the City of Fair Oaks Ranch entered into a development agreement with Elkhorn Ridge SA, LLC for the development of 311 single family residential lots as part of the Elkhorn Ridge subdivision. The referenced agreement stated the following regarding lot size dimensions: "In general all lots are approximately one hundred twenty feet (120 ft) in depth at a minimum with 148 lots being approximately fifty-five (55 ft) wide, 91 lots being approximately sixty-five (65ft) wide and 72 lots being approximately eight feet (80 ft) wide as measured from the front building setback line."

After two rounds of review and comments, Vickrey and Associates submitted an updated preliminary plat and applicable supporting documentation. The updated preliminary plat proceeded to the regular P&Z meeting on April 11, 2019 where the commission voted to recommend approval. It proceeded to the City Council meeting on April 18, 2019, and received official approval.

After preliminary approval, Vickrey & Associates submitted construction plans and the remaining administrative items to fulfill all of the final plat requirements. The updated final plat package satisfied all remaining items required by the City subdivision ordinance.

The Public Works Department recommends approval of the final plat that establishes Elkhorn Ridge Unit 3.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Article II, Section 5 of the City Subdivision Ordinance titled, Processing of Final Plat contains the following:

A. Staff Review.

City Staff will inspect the final Plat and the Plans and Specifications to verify that the submittal conforms to all of the requirements of this Ordinance. The Subdivider will be informed in writing by the City Administrator of any deficiencies. Prior to final plat approval, City staff shall furnish the Fair Oaks Ranch Public Works Department a report concerning utility and street construction plans, bonding requirements and filing fees. When the Public Works Department is satisfied that all conditions and requirements have been met, the Public Works Department shall recommend approval of the plat at their next scheduled meeting.

B. Recommendation by the Fair Oaks Ranch Public Works Department.

The Fair Oaks Ranch Public Works Department shall recommend that City Council approve or disapprove the final plat, plans and specifications within 30 days of the date on which a complete final plat submission is received by the City Administrator. The Public Works Department's recommendation of the final plat, plans and specifications shall not constitute final plat approval, but is the authorization to present the plat, plans and specifications to the City Council for final approval. If any major changes are required by the Public Works Department, the Public Works Department may require submission of another final plat.

C. Approval by the Fair Oaks Ranch City Council.

The Fair Oaks Ranch Public Works Department shall forward its recommendation for approval or disapproval to the City Council for action at its next scheduled meeting. Final plats shall be considered filed with the City Council (The Municipal Approving Authority) on the date that the agenda is posted for the meeting that City Council shall initially consider approval of the final plat.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

**LEGAL ANALYSIS:**

Sec. 212.006 (a) of the Texas Local Government Code titled, Authority Responsible for Approval Generally, states the following:

“The municipal authority responsible for approving plats under this subchapter is the municipal planning commission or, if the municipality has no planning commission, the governing body of the municipality. The governing body by ordinance may require the approval of the governing body in addition to that of the municipal planning commission.”

**RECOMMENDATION/PROPOSED MOTION:**

I move to recommend approval of a final plat that establishes Elkhorn Ridge Unit 3.

