

Planning & Zoning Commission Meeting Minutes  
City of Spring Valley Village  
Tuesday, June 11, 2019

1. **The Planning & Zoning Commission meeting was called to order by Chair Trey Hoffman at 7:00 p.m. in the Council Chambers of City Hall, 1025 Campbell Road, Houston, Texas.**

Planning & Zoning Members present:

Trey Hoffman, Chair  
Charlie Calderwood  
Maryellen McGlothlin  
Patrick Johnson – arrived at 7:04 p.m.  
Louise Richman

A quorum was present.

City Officials present:

Julie Robinson, City Administrator  
Loren Smith, City Attorney – via telephone  
Oscar Arevalo, Building Official

2. **Approval of meeting minutes for regular meeting May 14, 2019**

Ms. McGlothlin made the motion to approve the minutes. Mr. Calderwood seconded the motion. The motion carried 4 to 0.

3. **Conduct a public hearing concerning: Ordinance No.2019-XX – an ordinance amending the Code of Ordinances of the City of Spring Valley Village, Texas by amending Section 01:03:02, Board of Adjustment, of Subsection 01:03, other administrative duties of the City of Spring Valley in executing this comprehensive zoning ordinance of Section One, purpose and administration, of exhibit “A” of Chapter 12 Planning and Zoning, of the Code of Ordinances to require public notice of hearings held before the Board of Adjustment to be provided by posting of signs in addition to all other public notification requirements; revising section 01:04:03. Public hearing – Planning and Zoning Commission, of Subsection 01:04, amendments, of Section One, purpose and administration, of exhibit “A” of Chapter 12 Planning and Zoning, of the Code of Ordinances to require public notice of hearings held before the Planning and Zoning Commission to be provided by posting of signs in addition to all other public notification requirements; providing for the incorporation of preamble; providing a penalty in an amount not to exceed \$2,000.00 for any violation of this ordinance with each day constituting a separate violation; providing a severability clause, a savings clause and an effective date.**
  - a. Presentation of Proposed Ordinance by City Attorney
  - b. Those in favor
  - c. Those opposed
  - d. Adjourn public hearing

Mr. Hoffman opened the public hearing at 7:03 p.m. and briefly explained the item. There were no speakers and Mr. Hoffman closed the public hearing at 7:04 p.m.

4. **Consideration and possible action concerning:** Ordinance No.2019-XX – an ordinance amending the Code of Ordinances of the City of Spring Valley Village, Texas by amending Section 01:03:02, Board of Adjustment, of Subsection 01:03, other administrative duties of the City of Spring Valley in executing this comprehensive zoning ordinance of Section One, purpose and administration, of exhibit “A” of Chapter 12 Planning and Zoning, of the Code of Ordinances to require public notice of hearings held before the Board of Adjustment to be provided by posting of signs in addition to all other public notification requirements; revising section 01:04:03. Public hearing – Planning and Zoning Commission, of Subsection 01:04, amendments, of Section One, purpose and administration, of exhibit “A” of Chapter 12 Planning and Zoning, of the Code of Ordinances to require public notice of hearings held before the Planning and Zoning Commission to be provided by posting of signs in addition to all other public notification requirements; providing for the incorporation of preamble; providing a penalty in an amount not to exceed \$2,000.00 for any violation of this ordinance with each day constituting a separate violation; providing a severability clause, a savings clause and an effective date.

Julie Robinson discussed the item giving examples for the residential signs. Staff wanted Planning and Zoning to say what kind of signs were wanted. The ordinance is specific in describing size, placement, location, property line distance and number of signs. Mr. Calderwood spoke about the specificity of the sign language and that it should be generic. Ms. Robinson said that the residential signs “shall be obtained from the City Secretary’s office” and were generic. Mr. Hoffman and Mr. Smith commented that it would be requests for variances that would warrant residential signs. Ms. Richman felt that the residential sign requirement was not a good idea and was onerous for the residents considering that mail notifications were sent to surrounding home owners.

Mr. Calderwood made the motion to approve the ordinance. Mr. Johnson seconded the item. Motion carried 4 to 0 with Ms. Richman voting nay.

5. **Conduct a public hearing concerning:** Ordinance No. 2019-XX – an ordinance amending the Code of Ordinances of the City of Spring Valley Village, Texas by amending Subsection .02, front building line setbacks adjoining a major thoroughfare, of Subsection .09, building line setbacks, of Subsection .03, size and area requirements, of Subsection .02, limitations and restrictions, of Section .05 building and use restrictions in Dwelling District “A”, of Exhibit “A” of Chapter 12 Planning and Zoning, of the Code of Ordinances to set a minimum setback of thirty eight feet (38’) for garages facing Westview; providing a penalty in an amount not to exceed \$2,000.00 for any violation of this ordinance with each day constituting a separate violation; providing a severability clause, a savings clause and an effective date.
- a. Presentation of Proposed Ordinance by City Attorney
  - b. Those in favor
  - c. Those opposed
  - d. Adjourn public hearing

Mr. Hoffman opened the public hearing at 7:17 p.m. and explained that this was a housekeeping item to clarify the 38 foot setback for garages facing Westview Drive. Mr. Hoffman closed the public hearing at 7:18 p.m.

6. **Consideration and possible action concerning:** Ordinance No. 2019-XX – an ordinance amending the Code of Ordinances of the City of Spring Valley Village, Texas by amending Subsection .02, front building line setbacks adjoining a major thoroughfare, of Subsection .09, building line setbacks, of Subsection .03, size and area requirements, of Subsection .02, limitations and restrictions, of Section .05 building and use restrictions in Dwelling District “A”, of Exhibit “A” of Chapter 12 Planning and Zoning, of the Code of Ordinances to set a minimum setback of thirty eight (38’) for garages facing Westview; providing for the incorporation of preamble; providing a penalty in an amount not to exceed \$2,000.00 for any violation of this ordinance with each day constituting a separate violation; providing a severability clause, a savings clause and an effective date.

Mr. Hoffman again explained this item concerning clarification of the 38 foot setback for garages facing Westview Drive. Comments and questions from Planning and Zoning members followed. Ms. McGlothlin commented that some properties are challenged with Ms. Robinson noting that those are on the north side of Westview Drive between Bingle and Bracher. Mr. Smith will add language to the ordinance regarding provisions of Section 05.02.01.04 about the 40 foot setback. Mr. Johnson asked what is the point of measurement if there is no sidewalk. Mr. Hoffman said that if a sidewalk were to be built later then there should be an ordinance that says a car cannot be parked on the sidewalk.

Mr. Calderwood made the motion to approve the ordinance with the amendment language Mr. Smith will include. Ms. McGlothlin seconded the motion. The motion carried 5 to 0.

7. **Consideration and possible action concerning:** changing the date of the Planning & Zoning Commission meeting for December.

Ms. Robinson explained that City Council has set its December meeting date. Ms. McGlothlin suggested December 3, 2019 as the meeting date for Planning and Zoning. Ms. McGlothlin made the motion. Mr. Calderwood seconded the motion. The motion carried 5 to 0.

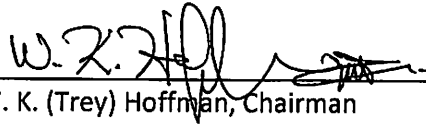
8. **Discussion and direction concerning:** the activities of the City Council during the May 21, 2019 meeting regarding Planning & Zoning Matters.

Mr. Smith reported that there were no changes to Planning and Zoning Commission recommendations.

9. **Adjournment**

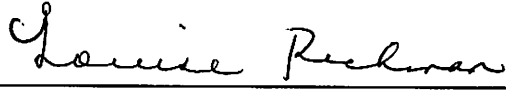
Ms. McGlothlin made a motion to adjourn. Mr. Calderwood seconded the motion. The motion carried 5-0. The meeting was adjourned at 7:31 p.m.

Signed:

  
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W. K. (Trey) Hoffman, Chairman

Attest:

  
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Louise Richman, Secretary