

# DRAFT

## PLANNING AND ZONING MINUTES January 22, 2025

The Schertz Planning and Zoning Commission convened on January 22, 2025 at 6:00 p.m. at the Municipal Complex, Council Chambers, 1400 Schertz Parkway Building #4, Schertz, Texas.

Present: Glen Outlaw, Chairman; Richard Braud, Vice Chairman; Clayton Wallace, Commissioner; Tamara Brown, Commissioner; John Carbon, Commissioner

Absent: Roderick Hector, Commissioner; Judy Goldick, Commissioner; Patrick McMaster, Commissioner

Staff present: Brian James, Deputy City Manager  
Lesa Wood, Director of Planning & Community Development  
Larry Busch, Public Works Director  
Kathryn Woodlee, City Engineer  
Daisy Marquez, Planner  
Sarah Rodriguez, Administrative Assistant

### 1. CALL TO ORDER / ROLL CALL THE SPECIAL SESSION PLANNING & ZONING COMMISSION MEETING

Chairman Outlaw called the meeting to order at 6:01 pm.

### 2. SEAT ALTERNATE TO ACT IF REQUIRED

Commissioner Wallace was seated as alternate.

### 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. Minutes for the December 4, 2024 Regular Meeting.

There was no discussion.

Motioned by Commissioner Clayton Wallace, seconded by Commissioner John Carbon to approve the consent agenda

**Vote: 5 - 0 Passed**

**5. PUBLIC HEARING:**

*The Planning and Zoning Commission will hold a public hearing related to zone change requests and replats 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. PLCPA20250006** - Hold a public hearing, consider and make a recommendation to City Council on an amendment to the Comprehensive Plan to incorporate updated Water and Wastewater Master Plans.

Mrs. Woodlee provided a presentation.

Chairman Outlaw opened the Public Hearing at 6:15 pm

No one spoke.

Chairman Outlaw closed the Public Hearing at 6:15 pm

Motioned by Commissioner Clayton Wallace, seconded by Commissioner John Carbon to recommend approval to City Council

**Vote: 5 - 0 Passed**

**6. REQUESTS AND ANNOUNCEMENTS:**

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

No requests were made.

- B.** Announcements by Commissioners

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

No announcements were made by commissioners.

- C.** Announcements by City Staff.

- City and community events attended and to be attended.

No announcements by 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 SPECIAL MEETING**

Chairman Outlaw adjourned the special meeting at 6:21 pm.

---

Chairman, Planning and Zoning Commission

---

Recording Secretary, City of Schertz