



**NOTICE OF MEETING  
PLANNING & ZONING COMMISSION  
OF MARBLE FALLS, TEXAS  
Thursday, June 2, 2016 – 6:00 PM**

*A quorum of the Marble Falls City Council and the Economic Development Corporation may be present*

|  |                                 |  |
|--|---------------------------------|--|
| Fred Zagst, <i>Vice-Chairman</i>         | Steve Reitz,<br><i>Chairman</i> | Mike Hodge, <i>City Manager</i>                |
| Dee Haddock, <i>Commissioner</i>         |                                 | Caleb Kraenzel, <i>Assistant City Manager</i>  |
| Thomas E. Barr, <i>Commissioner</i>      |                                 | Elizabeth Yeh, <i>City Planner</i>             |
| Darlene Oostermeyer, <i>Commissioner</i> |                                 | Chelsea Seiter-Weatherford, <i>GIS Analyst</i> |
| Greg Mills, <i>Commissioner</i>          |                                 | Scarlet Contreras, <i>Commission Secretary</i> |
| Jason Coleman, <i>Commissioner</i>       |                                 | Patty Akers, <i>City Attorney</i>              |

The City of Marble Falls Planning & Zoning Commission will meet on **Thursday, June 2, 2016**, in **regular session at 6:00 p.m.** in the City Council Chambers at 800 Third Street, Marble Falls, Texas.

The agenda listed below is distributed to the Chair, Commission members, and the Marble Falls Public Library no later than the Monday preceding the Commission meeting. The agenda is also posted on the City's website: [www.marblefallstx.gov](http://www.marblefallstx.gov)

1. **CALL TO ORDER AND ANNOUNCE PRESENCE OF QUORUM**
  
2. **Citizen/Visitor Comments to be heard for items not on the agenda:** This is an opportunity for citizens to address the Planning and Zoning Commission concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Commission. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Citizen Comments is limited to a proposal to place it on the agenda for a later meeting.
  
3. **REGULAR AGENDA:** The Commission will individually consider and possibly take action on any or all of the following items:
  - A. **Approval of Minutes:** Minutes from the regular meeting on May 5, 2016. (*Scarlet Contreras, Commission Secretary*)
  
  - B. **Discussion and Action:** Regarding variance requests to Section 20-7 Detached Signs, Chapter 20 Sign Regulations, City of Marble Falls Code of Ordinances, to allow for a monument sign to be placed at a distance of sixty feet (60') from another existing detached sign, and to allow for nine feet (9') in height, on Lot 15-A, Block 10, Marble Falls Original Township, City of Marble Falls, Burnet County, Texas, municipally addressed as 311 N. US Hwy 281. Case 2016-18-SV. (*TJ Schier, applicant, and Kite Commercial Properties Inc., owner*)



- C. **Presentation and Discussion:** Previous Planning and Zoning Commission items, City Council Disposition and update regarding future planning projects. *(Commission)*
  - 1. Gregg Ranch Phase One
  
- D. **Presentation and Discussion:** Monthly Building Permit Summary; Construction Update. *(City Staff)*

#### 4. **ADJOURNMENT**

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“The Planning & Zoning Commission reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including but not limited to, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues), and as authorized by the Texas Tax Code including but not limited to, Section 321.3022 (Sales Tax Information).”

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In compliance with the Americans for Disabilities Act, the City of Marble Falls will provide for reasonable accommodations for persons attending the Commission Meetings. To better serve you, requests should be received 24 hours prior to the meeting, by contacting Ms. Christina McDonald, City Secretary, at 830-693-3615.

#### **Certificate of Posting Agenda Meeting Notice**

I, Elizabeth Yeh, City Planner for the City of Marble Falls, Texas, certify this Meeting Notice was posted at the Marble Falls City Hall in a place readily accessible to the general public, on the 27th day of May, 2016, at 5:00 p.m., posted thereafter for at least 72 continuous hours before the scheduled time of said meeting.

The agenda is also posted on the City’s web site: [www.marblefallstx.gov](http://www.marblefallstx.gov).

A handwritten signature in black ink, appearing to read "Elizabeth Yeh", written over a horizontal line.

Elizabeth Yeh, City Planner



**City of Marble Falls  
Planning and Zoning Commission Agenda Cover Memo  
June 2, 2016**

**To:** Chairman and Planning & Zoning Commission  
**Item 3. A. Approval of Minutes**  
**Requested by:** Scarlet Contreras, Commission Secretary

**SYNOPSIS**

Commission will consider approval of the minutes from the regular meeting on May 5, 2016.

*(Minutes attachment following this page)*

**STATE OF TEXAS  
COUNTY OF BURNET  
CITY OF MARBLE FALLS**

On this 5<sup>th</sup> day of May 2016 the Planning and Zoning Commission convened at the regular meeting place having been posted as prescribed by law, with the following members present in accordance to-wit:

|                         |   |  |
|-------------------------|---|--|
| <b>MEMBERS PRESENT:</b> | Steve Reitz<br>Fred Zagst<br>Dee Haddock<br>Darlene Oostermeyer<br>Jason Coleman<br>Greg Mills<br>Tom Barr  | Chairman<br>Vice-Chairman<br>Commissioner<br>Commissioner<br>Commissioner<br>Commissioner<br>Commissioner  |
| <b>MEMBERS ABSENT:</b>  | None  |  |
| <b>STAFF PRESENT:</b>   | Caleb Kraenzel<br>Elizabeth Jaimes<br>Mike Ingalsbe<br>Scarlet Contreras  | Assistant City Manager<br>City Planner<br>Building Official<br>Commission Secretary  |
| <b>VISITORS</b>         | MaxAnne Jones<br>Rickey Jones<br>Glenna Copeland<br>D. Copeland<br>Tom Martin<br>Matt Bucchin<br>Gail Ferry<br>Todd Holland<br>Brian Shirley<br><br>Charles Watkins | Citizen<br>Citizen<br>Citizen<br>Citizen<br>Citizen<br>Halff Associates Inc.<br>Halff Associates Inc.<br>Holland Surveying<br>Comprehensive Plan Advisory Committee<br>Chairman<br>Comprehensive Plan Advisory Committee<br>Member |

**1. CALL TO ORDER AND ANNOUNCE PRESENCE OF QUORUM:** Chairman Reitz called the meeting to order at 6:01pm and declared a quorum of the Commission is present to conduct the meeting.

**2. Citizens/Visitors comments to be heard for items not on the agenda:** This is an opportunity for citizens to address the Planning and Zoning Commission concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Commission. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Citizen Comments is limited to a proposal to place it on the agenda for a later meeting. There were no person(s) with any public comment(s).

**3. REGULAR AGENDA:** The Commission will individually consider and possibly take action on any or all of the following items:

- A. Approval of Minutes:** Minutes from the regular meeting on April 7, 2016 and minutes from the Joint Workshop on April 12, 2016. (*Scarlet Contreras, Commission Secretary*) Commissioner Oostermeyer made a motion to approve the minutes as presented. Commissioner Mills seconded the motion. The motion was approved by a vote of 7 – 0.
- B. Public Hearing, Discussion, and Recommendation:** Regarding a replat of Lot Nos. 5 through 10, Block No. 56, Marble Falls Original Township, City of Marble Falls, Burnet County, Texas, municipally addressed as 802 Avenue F. Case 2016-15-RP. (*Todd Holland, applicant, and Glenna Copeland, owner*) Elizabeth

Jaimes, City Planner, addressed the Commission. Commissioner Oostermeyer made a motion to send the replat to Council for approval. Vice-Chairman Zagst seconded the motion. The motion was approved by a vote of 7 – 0.

**C. Public Hearing, Discussion, and Recommendation:** Regarding adoption of the 2015-2016 City of Marble Falls Comprehensive Plan Update. (*Halff Associates Inc., and City Staff*) Matt Bucchin, Halff Associates Inc., addressed the Commission. The Commission participated in an exercise ranking the top short-term prioritization items for the implementation chapter under the categories of operational, policy, financial, regulation, and study actions. The Commission participated in a discussion in regard to the prioritization of a new City Hall facility and the priority of increased Park events and activities. Vice-Chairman Zagst motioned to send the Comprehensive Plan to Council for adoption with the integration of the recommendations from the Commission on the short-term implementation priorities. Commissioner Haddock seconded the motion. The motion was approved by a vote of 7 – 0.

**D. Discussion and Recommendation:** Regarding a zoning text amendment to Sections 1030-1099 of the Landscape Ordinance, General Regulations, Appendix B Land Use Regulations, City of Marble Falls Code of Ordinances, to amend the Protected Trees regulations and to amend any conflicting regulations therein. (*City Staff*) Caleb Kraenzel, Assistant City Manager, addressed the Commission. Commissioner Oostermeyer motioned to send the item to Council for approval. Vice-Chairman Zagst seconded the motion. The motion was approved by a vote of 7- 0.

**E. Presentation and Discussion:** Previous Planning and Zoning Commission items, City Council Disposition and update regarding future planning projects. (*Commission*)

1. Electronic Gas/Fuel Price Signage, Case 2016-13-ZT

Assistant City Manager Caleb Kraenzel addressed the Commission.

**F. Presentation and Discussion:** Monthly Building Permit Summary; Construction Update (*City Staff*). Assistant City Manager Caleb Kraenzel addressed the Commission.

**4. ADJOURNMENT:** There being no further items to discuss, Commissioner Oostermeyer made a motion to adjourn the meeting. Vice-Chairman Zagst seconded the motion. The motion was approved by a vote of 7 – 0. The meeting was adjourned at 7:01 pm.

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Steve Reitz - Chairman to the Commission

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Scarlet Contreras - Commission Secretary



**City of Marble Falls  
Planning and Zoning Commission Agenda Cover Memo  
June 2, 2016**

**To:** Chairman and Planning & Zoning Commission  
**Item 3. B.** **Discussion and Action:** Regarding variance requests to Section 20-7 Detached Signs, Chapter 20 Sign Regulations, City of Marble Falls Code of Ordinances, to allow for a monument sign to be placed at a distance of sixty feet (60') from another existing detached sign, and to allow for nine feet (9') in height, on Lot 15-A, Block 10, Marble Falls Original Township, City of Marble Falls, Burnet County, Texas, municipally addressed as 311 N. US Hwy 281.  
**Requested by:** TJ Schier, applicant, and Kite Commercial Properties Inc., owner  
**Case:** Case 2016-18-SV

**SUMMARY**

This item is regarding two sign variance requests for Which Wich & Coffee, a single-story commercial business located near the intersection of US Hwy 281 and Third Street, municipally addressed as 311 N. US Hwy 281, Marble Falls, TX. The Subject Area is Lot 15-A within Block 10 of the Marble Falls Original Township Subdivision. The commercial lot is one hundred and twenty feet (120 ft) wide and one hundred and forty feet (140 ft) deep, for a total of 16,800 square feet, or 0.38 acres. There is currently no detached signage on the property.

The original site plan and construction plans of the establishment (approved in 03/05/13, prior to the Sign Ordinance adoption in 09/17/13) featured a monument sign at the current proposed location, however the sign was never constructed. The applicant has now submitted a sign application for a monument sign to be placed at the original proposed location, however Subsection A and Subsection B.6 of Section 20-7 of the current adopted sign ordinance state that all new signs must be erected so as to maintain a seventy-five foot (75 ft) separation between other previously erected signs. An existing detached sign (permitted in 04/27/04) is found on the neighboring property to the north, belonging to The Kirkpatrick Law Firm. The existing sign has a Sign Width of seven feet (7 ft) and Sign Height of ten feet (10 ft). The first variance request would be to deviate from the minimum 75 ft separation requirement, in order to allow the minimum separation distance between the existing detached sign and the proposed monument sign to be sixty feet (60 ft).



Due to the ten foot (10') setback requirement and due to the required parking, driveway, and fire lane requirements, the applicant has identified the northwest corner of the property (the original approved location) as the only feasible location for a monument sign. The majority of commercial highway properties typically have a larger lot width, making the 75 ft separation requirement a non-issue. In downtown areas, development and lot widths are typically smaller, making compliance with the 75 ft separation requirement a hardship to overcome if they want to erect a detached sign.

The second variance request is concerning the monument sign height. Monument signs erected on properties with highway frontage are allowed a Sign Surface Area of seventy square feet (70 sq ft), Sign Width of fourteen feet (14 ft), and Sign Height of eight feet (8 ft).

The proposed monument sign meets the minimum 40% masonry requirement, has a Sign Surface Area of sixty-one square feet (61 sq ft), Sign Width of eleven feet (11 ft), and Sign Height of nine feet (9 ft).

Due to monument signs being the preferred sign type in the city, a bonus is offered to increase the maximum sign height allowed to 12 ft maximum IF the sign is placed further from the minimum prescribed setback (1 ft of height per 1 ft of additional setback). In this case, if the sign was set at 11 ft from the property line, 9 ft would be allowed without a variance, however the existing configuration of the parking lot for the site does not allow for an extra foot from the setback.

The Subject Area and all directly adjacent properties are zoned General Commercial (C-3) and include commercial land uses exclusively.

**RECOMMENDATION**

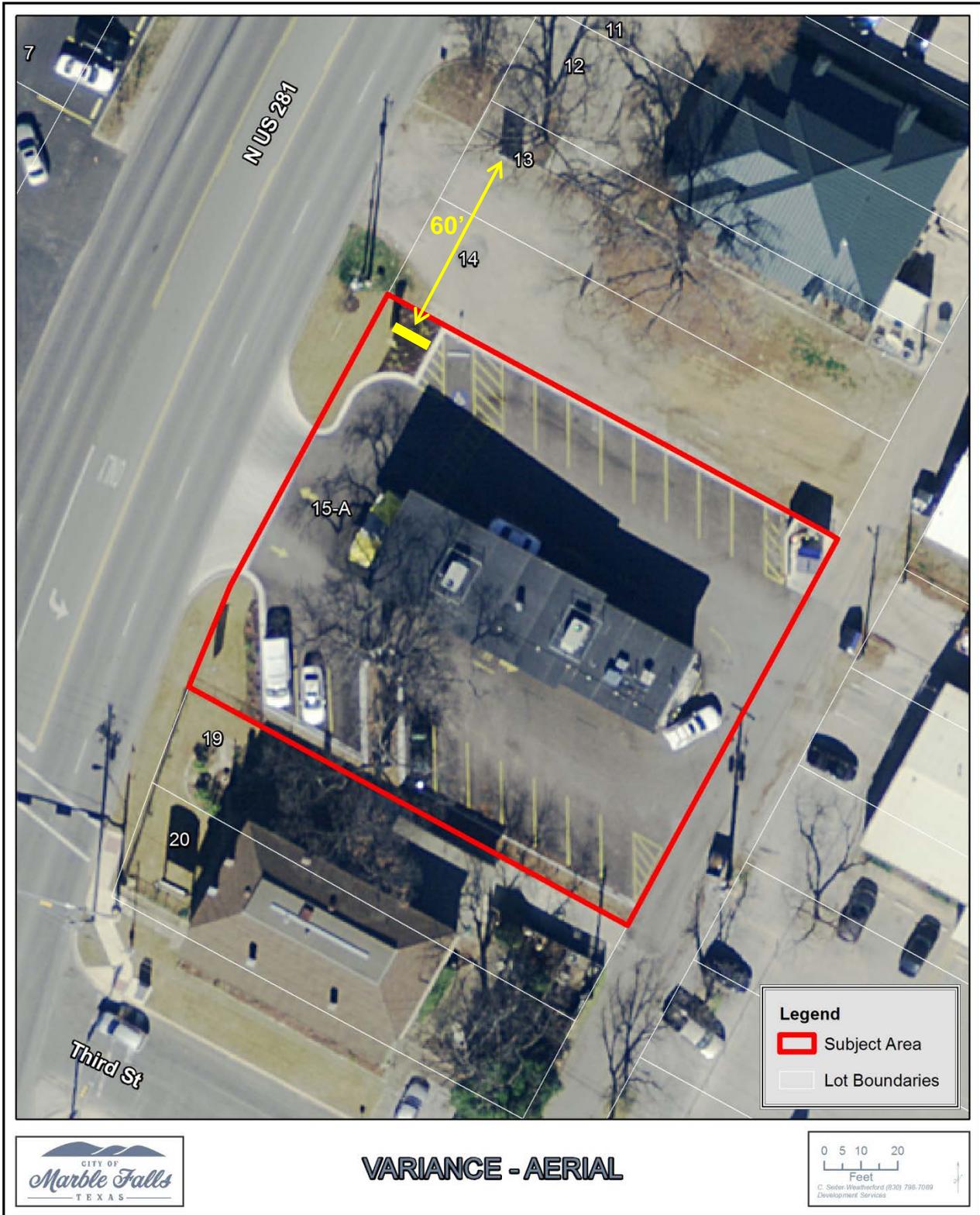
In order to lessen practical difficulties due to the unique topographic and physical limitations of the narrow highway-fronting lot, Staff recommends approval of the variance requests to allow for a monument sign to be placed at a reduced separation distance of sixty feet (60') from another existing detached sign, and to allow for such sign to be nine feet (9') maximum in height, on Lot 15-A, Block 10, Marble Falls Original Township.

**Memo Contents:**

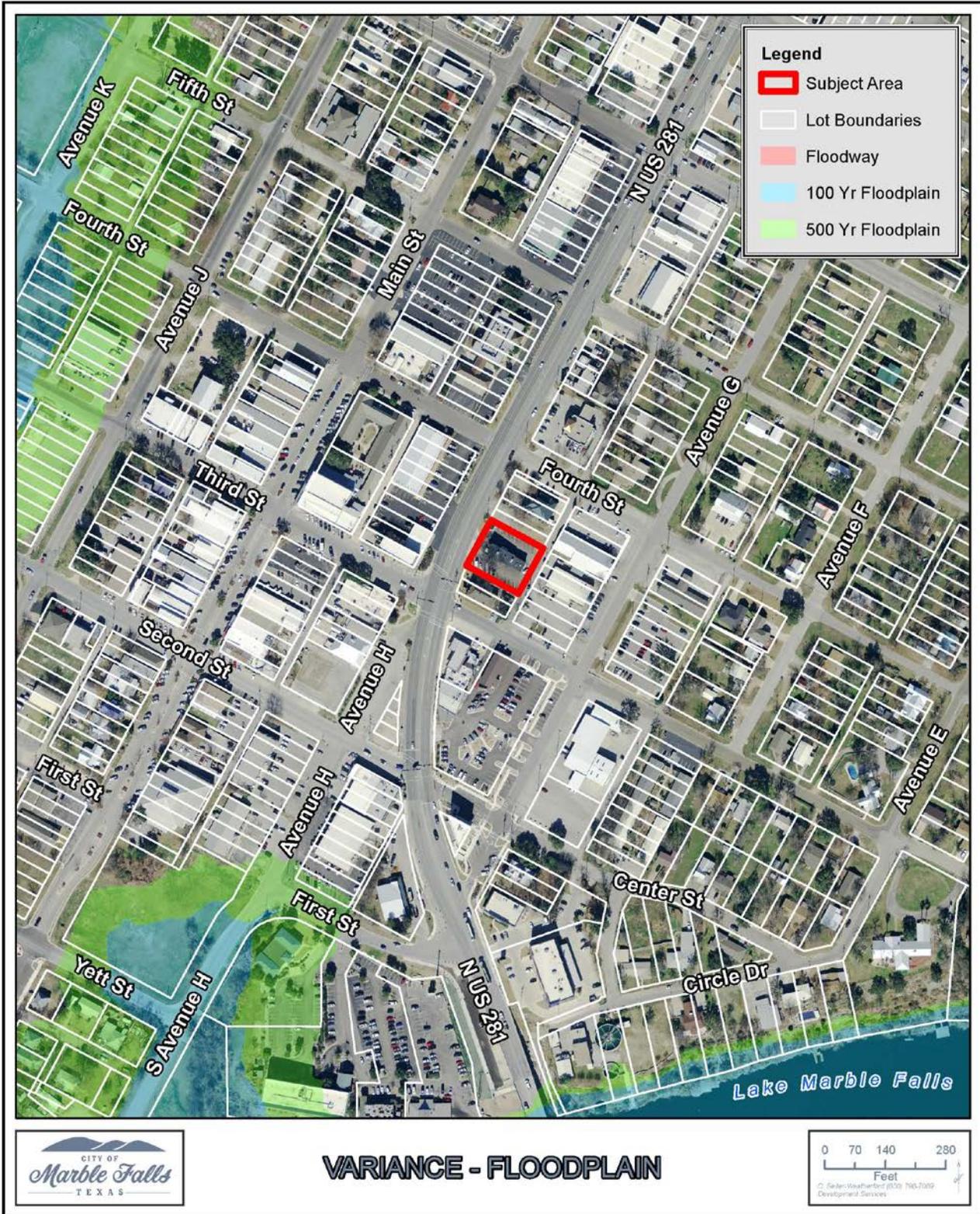
- Informational maps produced by City Staff: **Pages 6 - 12**
- Sign images, renderings, and site plan: **Pages 13 - 15**

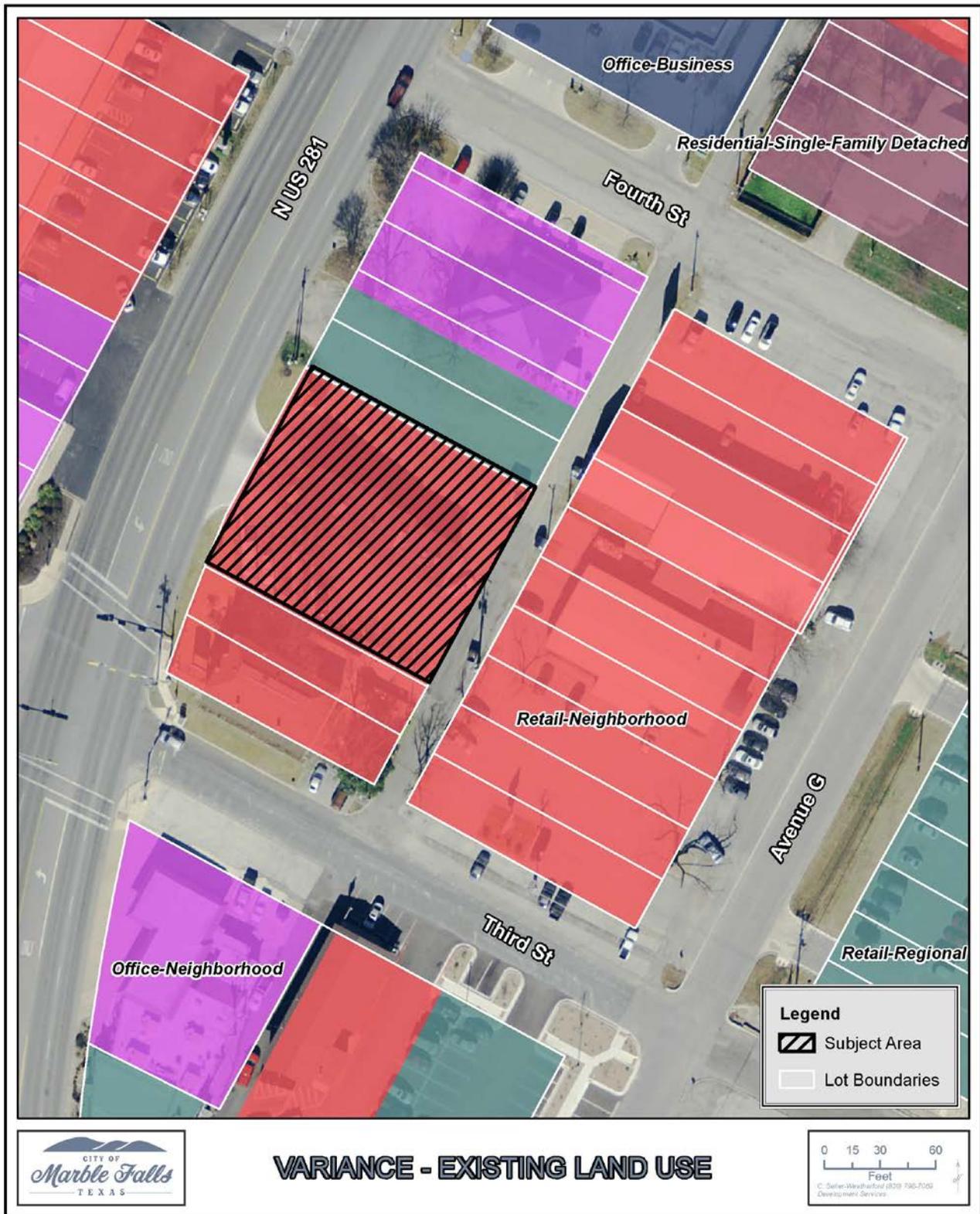


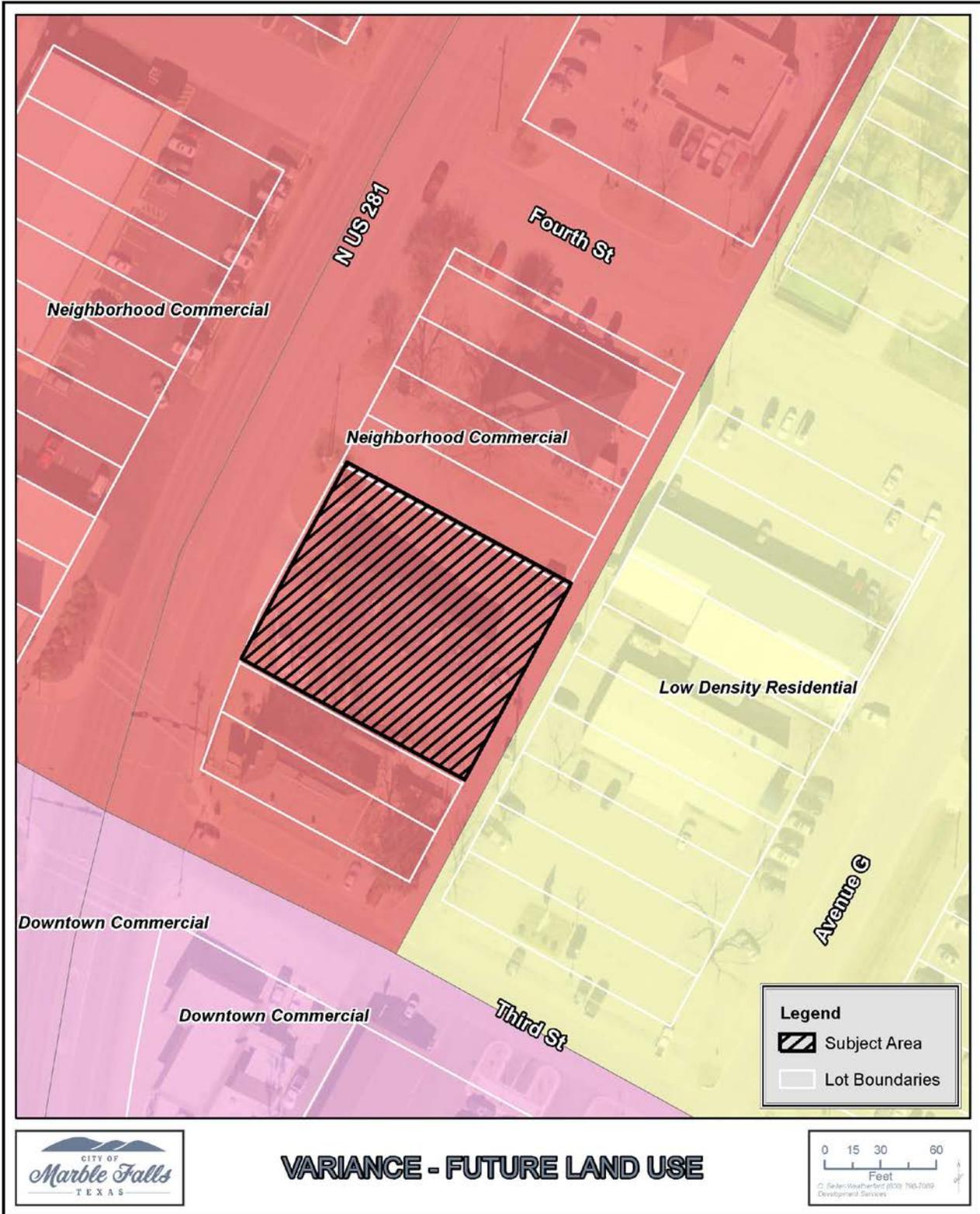






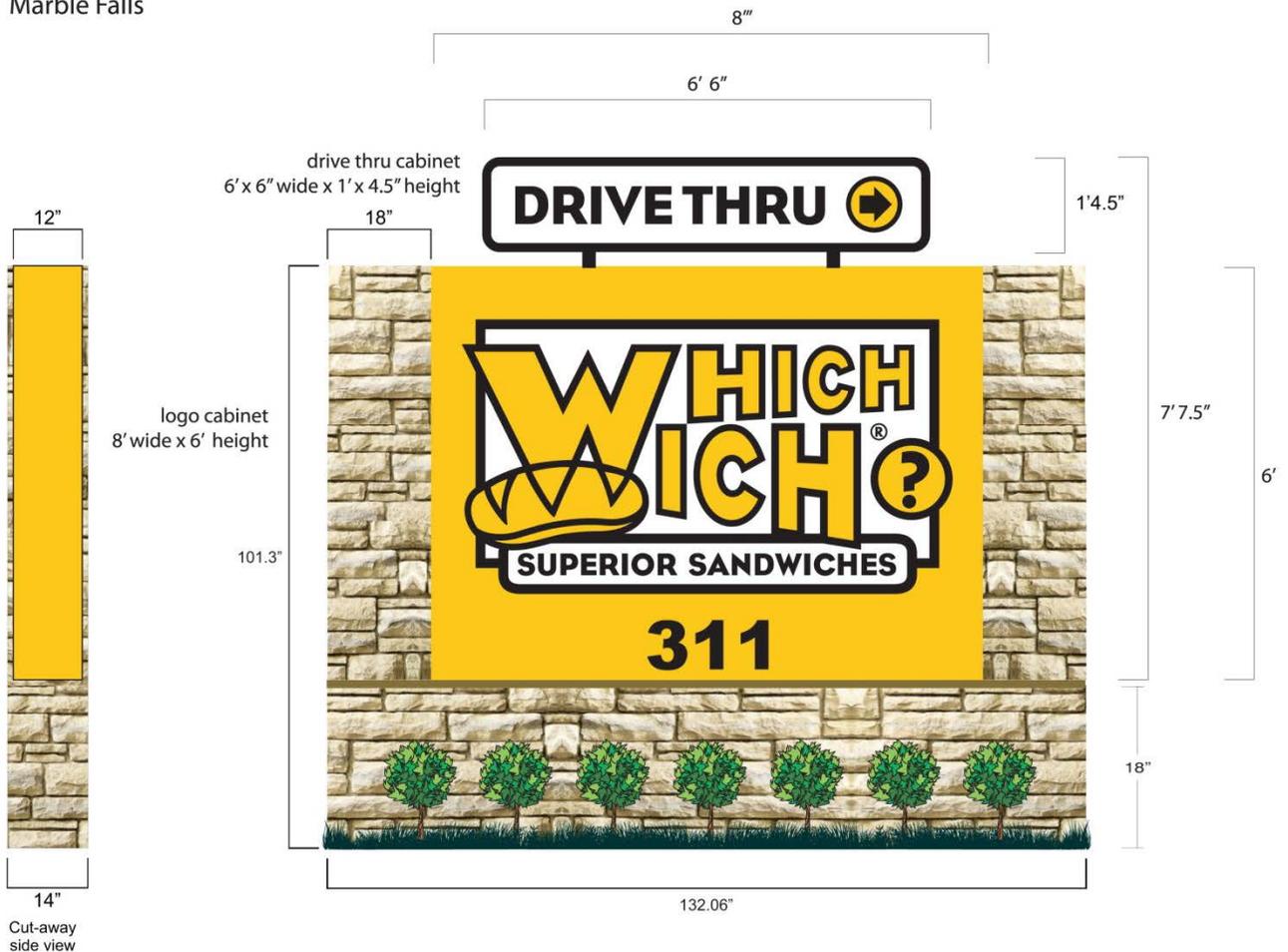








MONUMENT SIGN SPECS  
Marble Falls









**City of Marble Falls  
Planning and Zoning Commission Agenda Cover Memo  
June 2, 2016**

**To:** Chairman and Planning & Zoning Commission  
**Item 3. C. Presentation and Discussion:** Regarding previous Planning and Zoning Commission items, City Council Disposition and update regarding future planning projects.  
**Requested by:** Planning & Zoning Commission

**SYNOPSIS**

This item is to update Commission regarding previous Planning and Zoning Commission items, City Council Disposition and update regarding future planning projects.

1. Gregg Ranch Phase One



**City of Marble Falls  
Planning and Zoning Commission Agenda Cover Memo  
June 1, 2016**

**To:** Chairman and Planning & Zoning Commission  
**Item 3. D. Presentation and Discussion:** Monthly Building Permit Summary;  
Construction Update.  
**Requested by:** City Staff

**SYNOPSIS**

This item is to update the Commission about the building permits issued in the past month and other ongoing projects.

For a quick reference to some of the major permitted development projects in Marble Falls, you can refer to the 'Development Buzz' portion of our website:

<http://tx-marblefalls.civicplus.com/541/Development-BUZZ>

**Item 4. ADJOURNMENT**