**MINUTES**

**OF THE WORKSHOP FOR**

**CITY COUNCIL, P&Z, AND EDC OF THE CITY OF BANDERA**

**JANUARY 29, 2015**

**AT 6:00 PM IN THE MUNICIPAL BUILDING**

**AT 511 MAIN STREET, BANDERA, TX**

1. Meeting Called to Order by Mayor John Hegemier at 6:00 pm. Council members Glenn Clark, Suzanne Schauman, Sheila Pumphrey, Charlotte Browning and Jim Hannah were present. EDC members present are Martha Shoemaker, Lynn Palmer, and Joe Hearn. Planning & Zoning members present are Toni Kunz, and Robert Koimn. City Administrator, Lamar Schulz, City Inspector/Code Enforcement, Mike Armstrong, and City Secretary, Karen Chesler were also present.
2. Workshop Discussion: (Joint meeting with CITY COUNCIL, EDC and P&Z)

Discussion & Updates on projects within the city including Comprehensive Master Plan & Park Plan

Martha Shoemaker handed out a sheet of paper with the summary of activities EDC has taken on in the new fiscal year. The council will be presented this information again as required by the bylaws in January but won’t be until the first meeting in February. EDC gave funding to nonprofits that were allocated in the budget except two that have not requested the funds which are the Honor Veterans and the Rodeo Association. All projects have a team leader assigned to them. Toni Kunz and Robert Koimn are in charge of the hotel RFP with the budgeted amount of $10,000. Joe Hearn is the team leader for the 11th Street Improvement which is for engineering with a budged amount of $15,000. This project is for a sidewalk and it includes drainage. The project will be incrementally done in phases because of the enormity of the project. The project extends from the Middle School to just before the Methodist Church on the side of the street opposite the church. Joe Hearn stated the project is from Sycamore Street behind Super S to Maple Street and will take four or five phases. The project includes curb, sidewalk and redoing the streets to give a commercial look and similar to what the Methodist Church did. Eleventh Street will be better for the school and the drainage in the area. Lynn Palmer asked if the project extends down to the Boys and Girls Club. Joe Hearn replied no. Suzanne Schauman asked if the school zone will get signs on Eleventh Street for the Middle School. Ms. Schauman stated we have school zone signs on Main Street but not on Eleventh Street in front of the school. Lamar Schulz replied the area is not a true school zone because the state designated Main Street and the Public Works Department had always led the City Council to believe that the State of Texas had to be involved. Suzanne Schauman stated we need the school zone signs on Eleventh Street. Lamar Schulz stated designating the school zone will take a resolution and funding. Suzanne Schauman replied ok, we need to do a resolution and get the signage. Lamar Schulz replied right, we are trying to do the first section by the school. Martha Shoemaker replied the Middle School section would be the first section to complete the school zoning signs. Suzanne Schauman stated the school zone signage needs to be done. Martha Shoemaker stated it certainly does and whatever council has to do, they are ready to move forward with the public communication. Martha Shoemaker replied the discussions with Joe Hearn, Lamar Schulz and Martha Shoemaker concluded the school zone needs to be first and includes the drainage. Brian Black asked what drainage are you talking about culverts and grass. Martha Shoemaker stated the problem without going into too much detail is worth driving by the school at the stop sign before the middle school on Eleventh Street at the property lines the water runs off from a pipe extends into the street. The culvert is 24 inches and when it rains one or two inches of concentrated rain it floods. This problem needs to be addressed first otherwise you are not going to do anything but put a Band-Aid on the situation. Martha Shoemaker stated she will keep council posted on any new developments and rely on council if they need to make any decisions. Joe Hearn stated any decisions will be councils and what the city engineer recommendations. Brian Black asked if they have any drawings or plans. Joe Hearn responded no not yet only some preliminaries with the engineers. Martha Shoemaker clarified the budgeted amount is for the engineering services for the project. The sidewalk, school zone signs and drainage are all equally a problem and they have to prioritize which part is going to be fixed first. Ms. Shoemaker suggests everyone drive by the middle school after 3:00 where a wave of children wonders around on either side of the road after school. Brian Black asked if the budgeted amount of $15,000 is for the engineering service. Martha Shoemaker replied these are all budgeting items and $15,000 is for the engineering of this project. John Hegemeir asked if any improvements need to be made on the Middle School parking lot. Joe Hearn replied they will have to cut it back because when they redid the Middle School several years ago they encroached on the city right of way and moved the curbs out 10 feet. The problem became bigger when the Dollar Store was built and the tightness of the street with the suppliers and buses. The street needs to be opened up and create some off Main Street parking with parallel parking. Brian Black asked if this includes both sides of the street. Joe Hearn restated the project includes curbs on both sides, and sidewalks on the school side of the road. Robert Koimn asked about the placement of the curb when they moved it out 10 feet. Joe Haran stated the curb will need to be addressed and cut back.

Martha Shoemaker stated the next project is the Main Street sidewalk project with Pape-Dawson and Tony Battle as the team leader. The Pape-Dawson contract is for the feasibility study for $12,000 EDC has entered into. Ms. Shoemaker stated at the meeting in November with Pape-Dawson they brought a wonderful long map of the city with a visual of the project on both sides of the street but it has been halted because they are waiting to get a landscape architect involved for parking availability. The project will need to be presented to the businesses and citizens of Bandera because to get funding they need 100 percent participation or backing for the 80% funding from TxDot. However, the consensus from Jim Lutz and Tyler is the City of Bandera is perfect for TxDot’s funding. Robert Koimn contacted Pape-Dawson for a map of the 300 Block of Main Street rendition of the sidewalk project. Toni Kunz stated when they last spoke to Tony Battle the project had to be the full length of Main Street, on both sides and ADA compliant. P&Z wants to get a landscape architect to draw a visual of the businesses to see what can be done with parking, foot access and walking. The businesses need to be involved and agree to meet the requirement for the grant and to be eligible for the 80% funding. Lynn Palmer stated the Texas Highway Department will come in and do whatever they want to. Toni Kunz stated if the city does not do it the way they want to TxDot will come in and force the city to make changes. Lynn Palmer stated we are trying to get in front of this before TxDot takes over. An audience member asked who owns the sidewalk. Toni Kunz replied the sidewalk is the right of way for the State of Texas highway. Martha Shoemaker replied some of the sidewalks are in the street and some are private property. This is the classics of an old city. The principals from Pape-Dawson stated no one knows what TxDot wants to do. Lynn Palmer stated TxDot might just extend the sidewalks and not disturb any private property. Robert Koimn stated he took it upon himself to do an overlay of the one block on the OST side. Mr. Koimn feels they can keep the head in parking and get the handicapped accessibility on that block. Mr. Koimn’s map is blown up from the original map and he has handicapped access to the buildings from the back. Mr. Koimn was able to incorporate motorcycle parking, compact cars, and larger vehicles with respect to the building. This location is almost dead center but is private ownership and he thinks the city could lease the property for 40 more spots with a covered walkway to invite people from the back of the building to the front of the buildings. Toni Kunz stated the city budget is thin and continues to lease the Methodist Church parking lot but no overnight parking. The city pays a $1.00 a year to lease the parking lot from the church. If the city can get other private owners to do this it would be helpful. Robert Koimn stated maybe EDC could get other lots in town and lease them for more spaces. Toni Kunz stated partnerships like this would be helpful for the City of Bandera. Robert Koimn noted he was not sure what the property was being used for but though it could be addressed. Martha Shoemaker stated the budgeted amount is $250,000 and will come very close to matching grant money.

Martha Shoemaker stated Lynn Palmer and Charlie Fellows have accepted leadership of the City Park upgrades aside from Paul Barwick’s Park Plan on the web page and EDC set aside $100,000 for the electrical and bathroom upgrades. EDC has budgeted this year for these items and is self performing the items. Lynn Palmer stated they are looking at adding a bathroom with two or three stalls each by the playground area and leave the old restroom and they are getting together next week to walk the park. A couple local contractors are drawing up plans for a new restroom. Ms. Palmer stated they are keeping the bathrooms similar to the other bathroom with the wood and rock on the outside of the building. Lynn Palmer stated she is getting input from Genie & Victor Strickland about the electrical needs at the park for the Christmas lights based on the immediate needs and for safety. John Hegemier asked what is going to be done with the old bathroom down by the bridge. Lynn Palmer stated she wants to keep it and add another one by the playground but they might need to be updated. Martha Shoemaker stated in Paul Berwick’s plan the bathrooms have been removed and he builds a bigger one. Toni Kunz stated in the discussion about the park they were going to move the entrance. Lynn Palmer stated if we upgrade the restroom at the entrance we can keep them. Patricia Moore stated the front end of the park needs the bathroom that is there but it is just one stall. Joe Hearn stated originally they were addressing the city park plans but the immediate needs and came up with these two items. Martha Shoemaker stated the City Park plan needs to be addressed and what the plan holds but $100,000 may not answer to both of these projects but it is a good start to the bathroom and can continue into next year for additional funding.

John Hegemier asked to go back to discuss the RFP for the hotel. Toni Kunz stated she is the one tasked with this project with Robert Koimn because he has great knowledge and experience with this in his professional life. The project is in the initial stages and Mr. Koimn contacted the City of Luling because they are on their third hotel and are receptive to working with Bandera on the process. The City of Luling is building a hotel with tax abatement money. John Hegemier stated Mr. Hartman has a drawing of a 16 room hotel but will this change the RFP? Toni Kunz stated this would be in addition to. Robert Koimn stated a 16 room hotel is not going to solve the problem. Robert Koimn stated Trey Bailey from the City of Luling will help Bandera with the process. John Hegemier asked what the $10,000 is going to be used for. Martha Shoemaker replied in the event that EDC needs to have a professional outside agency performs the work but initially the $10,000 was for an RFP for the project. Toni Kunz stated two separate smaller hotels would be better for Bandera as opposed to one large. Robert Koimn is researching what lessons were learned from the other city. Glenn Clark asked what the hotel RFP states Bandera can support or fill our needs for hotel rooms. Robert Koimn replied the original RFP for the hotel feasibility study stated about 40 or 50 but they need to see if this is still the case. Toni Kunz stated it would be cheaper to have someone update the feasibility study then to start over. Robert Koimn stated it should only cost about $1,200 or $1,500. Brian Black asked what is considered a large hotel. Robert Koimn stated a 250 room hotel. Toni Kunz stated a small is the size of the Bandera Lodge or 40 to 50 rooms. Patricia Moore stated she believes that Bandera needs a service hotel with 40-50 rooms. Toni Kunz stated she is in favor of the hotel by the Dollar Store with the retail stores. Ms. Kunz believes to sustain a hotel in this town it needs other income sources to supplement the hotel business. Robert Koimn stated the gentleman from Luling has 3-4 hotelers they deal with and can recommend to Bandera. Brian Black stated the Holiday Inn Express with the 40-50 rooms can maintain with limited staff. The other hotels might go out of business because the newer hotels will attract visitors to a national chain. Mr. Black continued if the hotel is a national recognizable name more people will be willing to stay in Bandera. Toni Kunz states she respectfully disagrees because she travels a lot and she likes the smaller town hotels and Motor Inns. Robert Koimn stated the current hotels will need to upgrade in order to compete. Charlotte Browning stated she only knows of a couple of places in town her patrons will stay at but the competition may help the other hotels improve. Mike Armstrong stated Mr. Ball wants to build a higher end motel on the property he already has. Glenn Clark asked how many units does he want to develop. Patricia Moore stated she though 20-30 rooms were in his original plans. Martha Shoemaker stated who is to say we need just one. Patricia Moore added the drainage was one of the issues Mr. Ball had an architect address. The quote from the architect, Ms. Moore remembers is, “if he can redo a castle in the UK with a mot, I think I can fix the drainage in Bandera.” Glenn Clark asked wasn’t there something about the parking on the exterior an issue with Mr. Ball’s property. Toni Kunz stated Mr. Ball acquired the property across Pecan from his residence. Patricia Moore stated Toni Kunz has hit the nail on the head with Bandera in the crossroads of where we are and where do we want to go. Ms. Moore recently went through Boerne and saw the growth they are going through but it could be the death of Bandera. Ms. Kunz stated she is not solely against a large hotel but would prefer it out of town or at the edge of town. Robert Koimn stated if the hotels have conference rooms it could be another aspect for income.

Martha Shoemaker stated Joe Hearn is the team leader for new street lights on Old San Antonio Highway where EDC purchased materials and was authorized at the last meeting. Jim Hannah asked if the $5,000 is enough to cover the costs. Martha Shoemaker replied yes. The portion from BEC is $1,500 which was for engineering and installation. Joe Hearn stated they will have other charges but will recoup some for the safety lighting from Old San Antonio Highway. This section of the highway has already had three people hit.

Martha Shoemaker stated the Friends of the Skate Park project made a presentation on Thursday for funding and EDC will be going before council on Thursday for a 14-15 budget amendment of $50,000 for funding of skate park facilities. The project has been 12 years in the making. Then they will start the community involvement with public hearings, and readings to council. A team leader from EDC will be assigned as a liaison to work with the Friends of the Skate Park to get the money and accept the public bidding. The team leader will keep track of where they are at with a project and keep track of the information needed at any given time. Joe Hearn stated the funds rose for the Skate Park are held by the city manager’s office and they have authority for anything over $25,000. Glenn Clark stated the Skate Park Trust Funds are held by the city which totals $24,400 from fundraising from the kids, volunteers and businesses in town.

Robert Koimn stated he went through the Master Plan and pulled out anything relevant to sidewalks, curbs, gutters, and streets recommended in the city. Mr. Koimn did the same thing for this meeting and pulled everything about parks including the City Park, Sandige Park, and Heritage Park. Mr. Koimn has copies and he will leave them up at the front if anyone is interested in a copy of the plan as it is now.

John Hegemier asked if P&Z wanted to add anything. Toni Kunz asked about the permit process and how involved Planning & Zoning should be. Robert Koimn stated the meeting they had with two or three of the members they were going to get together and do some informational things and put together packages for people to pick up depending on what permit they wanted to applying for. The whole process needs to be formalized. When P&Z first got involved with sign permits many were rejected. Since the meeting Mr. Koimn has not been contacted for any permits. Toni Kunz stated right after the meeting she was voted as P&Z chair she has been getting all of the permits. Ms. Kunz did not realize the role had changed with the permitting process. Thus, they had conflicting information as far as guidance from the city. When she took over the role she was looking at the sign permits to see if they were compliant with the CMP, western motif but now Mike Armstrong can make sure they are compliant. Toni Kunz stated Suzanne Schauman requested P&Z to be involved but she was not sure if it was just with the Historical District or what their role should be. Suzanne Schauman stated the ordinance was reviewed so that all new commercial construction in town and to stay compliant with the master plan where Robert Koimn is looking at it from an architecture point of view or engineer stand point but does not need to be so critical. P&Z does not need to look at every single thing. Toni Kunz stated she would agree with Ms. Schauman. Robert Koimn stated what he saw with the sign permits he did not have the information on the location and elevation of the building to determine the size for the building. Suzanne Schauman stated the sign permit requires a scale drawing of the building, the location on the building, square footage, and how many feet of wall you have as compared to how much sign you have. Mike Armstrong replied he is already looking at that. Toni Kunz stated although she understands Mr. Koimn’s point but now Mike Armstrong is looking into that. Mike Armstrong stated Karen Chesler is in charge of the permits before it gets to him. Karen Chesler replied the last permit was sent to Toni Kunz for AAA Tax, she sent comments back, Ms. Chesler called the person making the sign, discussed the request, the changes were made, and Ms. Deerberg sent back a new sign. Toni Kunz stated the new sign looked more in line with the western motif. Karen Chesler stated Caryln Deerberg is just looking for communication and direction to get it corrected. Karen Chesler stated the other sign was for E Vapor 8 and the paperwork had different dimensions for the sign so she called Caryln Deerberg and asked her for an explanation. Ms. Deerberg replied it is two different signs and then she sent a picture of the front of the building and of the other sign being refaced on a pole out front of the building. Caryln Deerberg and Karen Chesler have worked out the issues as they come up. Robert Koimn stated we need see a drawing of how high it is, the dimensions, and information on where the pole is that the sign is on. Karen Chesler stated the pole and sign are already there and the sign is just going to be refaced. Toni Kunz stated the only thing that Tony Battle was reviewing it for was compliance to the CMP. Robert Koimn asked if they are supposed to check to see if it is compliance with the sign ordinance. John Hegemier stated he did not think that was supposed to be the Planning & Zonings job. Mike Armstrong stated the sign is at the old Radio Shack building, the sign was already there, and it is just being refaced. Toni Kunz asked what is P&Z’s role. Mike Armstrong stated we send anything to P&Z we feel we cannot handle or needs to be reviewed. Mike Armstrong stated Suzanne Schauman had a fire in the kitchen at the Chikin Coop but they had to repair the outside of the building and did not need to take it to P&Z. Toni Kunz stated P&Z makes the sign and building ordinances but the city enforces them. Robert Koimn stated they do whatever council asks them to do. John Hegemier stated it is more of an advisory role. Karen Chesler stated she takes the permits to the mayor to sign off on and they discuss them. Robert Koimn stated the only thing that P&Z does is advisory. Toni Kunz stated she was asking Robert Koimn about the sign permits because he has experience and they were rejecting them before. Toni Kunz stated she can review them if we need her to. Mike Armstrong replied we had another issue with the China Bowl but Robert Koimn is involved in the drawing of the plans so we will ask Toni Kunz to review. The China Bowl is getting ready to start phase two of the project. Karen Chesler stated she sent the permits needing to be reviewed to Tony Battle and if he does not reply within 24 hours then she will send to the other P&Z members authorized to review but Tony Battle tends to get them back within a short amount of time. Karen Chesler stated she works with Caryln Deerberg to get clarification on items that need to be reviewed. Toni Kunz stated until she comes back with a process on who to notify this is good for now. Karen Chesler stated this does not always need to be a long process for a sign permits. Glenn Clark stated we do not need extra red tape and that will be the main complaint for businesses getting permits. The process needs to be smooth and as fast as we can. Suzanne Schauman asked if we have the form and the check lists it will go faster because we have never been able to tell them what is needed to get an approval. Robert Koimn stated we have discussed it for years but never done anything about it. Karen Chesler stated we are implementing the Certificate of Occupancy and the check list. Mike Armstrong stated we are working with them to see how it works out. Toni Kunz stated she appreciates that because they have not had anyone that is willing to come up with a process. Karen Chesler stated her and Mike Armstrong are working on a process to keep the permits organized and what needs to be done before they are filed away. If we charged for 3 inspections then the file needs 3 inspection reports attached. Jim Hannah asked if we have started on the forms with pictures for the building permits and example of what is needed. Karen Chesler replied we have not gotten to all of the forms for building, yet. Lamar Schulz stated what is western to you or how is it defined is different to each person. Jim Hannah stated some samples of what is considered western in the master plan for signs and building facades can be copied and available. Jim Hannah stated he would like P&Z to review and come up with some stuff as it relates to the Master Plan. Mr. Hannah tried to explain the time period and an artist, Morris Gallagher’s work of western style but it is different from one person to another. Mike Armstrong asked if the P&Z can visit the sign shop to see if they have a list of the western fonts. Patricia Moore stated she appreciates Morris Gallagher’s work but does not think that is the only example because lime stone is naturally in this area. Tombstone does not look like Santa Fe construction but both can be considered western. Jim Hannah does agree with Patricia Moore. Robert Koimn stated he could adapt to the hill country western they have already worked on a book that was put together previously for the Historical District. Jim Hannah stated it should tie together. Mike Armstrong stated that is why we ask P&Z to approve sign permits. Karen Chesler stated we only had two sign permits this month.

John Hegemier asked if anyone had anything else for council. Lynn Palmer asked if the overgrown area by dripping springs in the park can be cleaned up. Glenn Clark stated then people will use it for a restroom and their trash. Mr. Clark stated they are meeting with JR Higgins and they should be able to mow and clean up the area. Lynn Palmer stated to make it usable. Jim Hannah asked if they can clean it up. Joe Hearn stated it is a lake between 3rd and 4th Street. Lynn Palmer stated she is glad to see the Snow Cone place out of the City Park and next time they want something at the park to make it western. Robert Koimn stated he just received the park plan and a 500 seat amphitheater is included in the plan and they would need that many restrooms. Martha Shoemaker stated if they can fill the amphitheater then they can afford to have the bathrooms built.

1. Adjourn - **Council member Glenn Clark made a motion to adjourn, seconded by Council Member Suzanne Schauman. All in favor none opposed. Motion carried.**

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Karen Chesler John Hegemier

City Secretary Mayor