

CITY OF ALAMO HEIGHTS  
CITY COUNCIL  
June 8, 2015

A regular meeting of the City Council of the City of Alamo Heights, Texas was held at the Council Chambers, located at 6116 Broadway, San Antonio, Texas, at 5:30 p.m. on Monday, June 8, 2015.

Present and composing a quorum were:  
Mayor Pro-Tempore Lynda Billa Burke  
Councilmember Lawson Jessee  
Councilmember Fred Prassel  
Councilmember John Savage

Also attending were:  
City Manager J. Mark Browne  
Fire Chief/Assistant City Manager Buddy Kuhn  
Assistant to the City Manager Marian V. Mendoza  
City Attorney Mike Brenan  
Community Development Services Department Director Jason Lutz  
Human Resource Manager Lori Harris  
City Secretary Jennifer Reyna  
Chief Police Rick Pruitt  
Public Works Director Pat Sullivan

Absent were:  
Mayor Louis Cooper  
Councilmember Bobby Rosenthal

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Mayor Pro Tem Lynda Billa Burke opened the meeting at 5:33 p.m.

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*Item # 1      Interview with citizens expressing an interest to serve on a City of Alamo Heights board or commission*

Community Development Services Department Director Jason Lutz presented a PowerPoint presentation that included background information on the candidate. He stated there are two vacancies on the City's boards and commission. An interview was conducted by Council on nominees Cindy Culver and Kathryn Moser.

Mayor Pro Tem Billa Burke thanked the nominees for their time and informed them of the process.

*Item # 2      Approval of Minutes*

Mayor Pro Tem Billa Burke asked City Council for any revisions to the minutes of the May 26, 2015, City Council meeting. A motion was made by Councilmember Fred Prassel to approve the minutes of May 26, 2015. The motion was seconded by Councilmember John Savage and passed by unanimous vote.

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*Item # 3      Announcements*

Mayor Pro Tem Billa Burke read the following captions.

**a. Movie Nights in the Heights, June 12, 2015**

Assistant to the City Manager Marian V. Mendoza welcomed the public to the annual movie nights in the heights summer series. She invited family to enjoy “Big Hero 6” scheduled on Friday, June 12, 2015, beginning at 8:30 p.m. at the Nature Trails Parking Lot Area, 250 Viesca. She reminded residents to come early to get good seating and not to forget to bring their chairs, blankets, and snacks.

**b. Cancellation of July 13<sup>th</sup> Council Meeting**

City Secretary Jennifer Reyna announced the cancellation of the July 13<sup>th</sup> Council Meeting to accommodate budget work sessions. Council agreed. Ms. Reyna stated the next meeting would be Monday, July 27, 2015.

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*Item # 4      Citizens to be heard concerning items not on the agenda*

No one signed up to speak on items not on the agenda.

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*Items for Individual Consideration*

*Item # 5*      Mayor Pro Tem Billa Burke read the following caption.

**Architectural Review Board Case No. 584F, request of John Grable Architects, Inc., applicants, representing Jeanne J. Alfaro, owner, for the significance review of the existing structure(s) located at 505 Woodway Lane under Demolition Review Ordinance No. 1860 in order to demolish 100% of the existing main structure**

Community Development Services Department Director Jason Lutz made a PowerPoint presentation that included background information and photos.

Mr. Lutz identified the project at 505 Woodway Lane in which the applicant is seeking to demolish 100% of the existing structures. Existing photos of the structure were presented. On May 19, 2015, the Architectural Review Board (ARB) recommended approval on the demolition request. Staff received two responses in support and none in opposition of the project.

Mr. John Grable, architect, stated the lot had been in the family for 50 years with at least 80 trees on the lot. He informed Council that the Floor-to-Area Ratio (FAR) is at 25% and trees will be protected.

Mayor Pro Tem Billa Burke recommended rodent control prior to demolition. Mr. Lutz stated everything will be reviewed once more prior to demolition.

A motion for approval was made by Councilmember Fred Prassel. The motion was seconded by Councilmember Lawson Jessee and passed by unanimous vote.

*Item # 6* Mayor Pro Tem Billa Burke read the following caption.

**Planning and Zoning Commission Case No. 371, public hearing, consideration, and action to replat properties currently known as 202 Circle, identified as CB 4050, BLK 66, LOTS 1 & 2 and 206 Circle, identified as CB 4050, BLK 66, LOT 43 (ALAMO HEIGHTS SUBD)**

Mr. Lutz made a PowerPoint presentation that included background information, current and proposed plat, building footprints and setbacks.

Mr. Lutz identified the project and stated the applicant requested to replat properties located at 202 and 206 Circle. He stated the applicant is seeking to adjust the location of the interior lot line in order to provide a 5' separation between the existing home and bring the property in conformance with the zoning code. He stated the interior lot line adjustment will be made by moving the point where the common interior lot line meets the rear lot line, to the west approximately 5'. Mr. Lutz stated the property is zoned multi-family; however allows single family use.

Mr. Lutz displayed the area of the project request and explained the proposed plat will establish Lots 44 and 45, Block 66, CB 4050 of the Alamo Heights Subdivision. He informed Council of the proposed lot measurements and stated there is a 5' overhead electric guywire easement provided on lot 45 and both lots are providing a 14' public utility easement along the frontage adjacent to Circle Street. Staff received approval from SAWS and waiting approval from CPS Energy. Mr. Lutz stated Lot 45 is non-conforming and a plat note shall be added to the plat. On June 1, 2015, the Planning and Zoning (P&Z) Commission conducted a public hearing on the replat request and

recommended approval of the request with the condition CPS approved the proposed plat. Mr. Lutz reviewed the current/proposed lot, building footprints, and setbacks.

Mayor Pro Tem Billa Burke opened the public hearing at 5:52. No one signed up to speak. Mayor Pro Tem Billa Burke closed the public hearing at 5:53 p.m.

Mayor Pro Tem Billa Burke requested conditional use subject to arrival of CPS Energy letter.

A motion for approval was made by Councilmember Savage subject to receiving approval letter from CPS Energy. The motion was seconded by Councilmember Prassel and passed by unanimous vote.

*Item # 7* Mayor Pro Tem Billa Burke read the following caption.

**Notice of Intent for the development of a multi-family project located at 133 Terrell Road**

Mr. Lutz made a PowerPoint presentation that included background information, site plan, photos and elevations.

Mr. Lutz identified the project at 131/133 Terrell Road and shared highlights of the project. The project proposes a condo project consisting of 10 single-family detached units based with 28 total parking spaces. The structure's height will vary between two to two and a half stories but will not exceed 30' from average grade. He referenced the comprehensive plan regarding lane concept. He informed Council that the Board of Adjustment (BOA) granted several variances; however, since no building permit was issued, the variances expired. Mr. Lutz shared that the applicant purchased the adjacent lot at 133 Terrell Road to propose the condo project.

Mr. Lutz explained that the project would require a Specific Use Permit (SUP) which will be reviewed by P&Z and Council as the City's adopted zoning code does not adequately address this type of multi-family project. He presented seven variances which will be required to be reviewed. He summarized that the property will need to be replatted.

A tentative timeline was presented for consideration of various Boards and Commission and Council. The site plan, elevations and photos of the existing lot were briefly displayed. Mr. Lutz stated Lots 1, 4 - 7 have two-car garages within the proposed condo project.

Councilmember Prassel asked what kind of privacy fence will be provided and why is the measurement proposed at 6' height.

Ross Wilson, PSW Real Estate, responded to Councilmember Prassel that a portion of the yard would be provided for accommodations of a dog. He stated he is open

for suggestions on the type of fencing and explained that 6' is requested to prevent dogs from jumping and escaping from the yard.

Mayor Pro Tem Billa Burke asked who is the architect and what are their other projects. She asked if solar panels are standard within the condo project.

Mr. Wilson responded PSW have an inhouse architect. He stated there is a 26-unit development in Olmos Park on E. Olmos Drive. He stated there is another project, 32-units, located on Clay Street in San Antonio. Other projects are located in Austin, San Antonio, and Seattle. Mr. Wilson stated solar panels are standards in Austin; however, there is a rebate for homes in San Antonio.

Councilmember Jessee expressed concern on the parking spaces located in front of the structure.

Mr. Wilson shared examples of parking lots in Austin and stated he will be considerate of the process and parking requirements.

Mayor Pro Tem Billa Burke announced that Item # 10 would be considered next.

Staff Report

*Item # 10* Mayor Pro Tem Billa Burke read the following caption.

**Presentation and update by Friends of the Hondondo Trails**

Mr. Lutz made a PowerPoint presentation that included an update.

Mr. Lutz reminded Council of the Memorandum of Understanding (MOU) with Hondondo Trails that included an update by the organization that is aligned with the Trails Concept Plan. He identified the action steps related to the Hondondo Trails that was included in the City's Comprehensive Plan. He displayed a photo of the location and introduced Ms. Sally Ann Smith representing Friends of the Hondondo Trails.

Ms. Smith recognized Jane Morrison and Kathleen Danyish, Chairmen of the Alamo Heights/Terrell Hills Conservation Project. She thanked Ms. Morrison and Ms. Danyish for their efforts on the project as it had been planned for three years.

Ms. Morrison thanked Public Works Director Pat Sullivan, Assistant to the City Manager Marian Mendoza and City Manager Mark Browne for their encouragement. She thanked Council for their support.

Ms. Smith also recognized Life Eagle Scout Robert Allison who developed an erosion project for the Hondondo Trails. Ms. Smith stated he had been working on the project for a year. Mr. Allison belongs to Troop 809, Wildcat Patrol and he described the erosion plan that he established at the Judson trails and the dams. She stated he raised

money, coordinated the project with the scouts and demonstrated leadership on the project. Ms. Smith expressed her appreciation to Mr. Allison.

Mayor Pro Tem Billa Burke congratulated Mr. Allison on his achievement. She thanked Ms. Smith for recruitment of young volunteers.

Mr. Allison answered questions that Council had regarding the project's details and progress.

Ms. Smith displayed a map of the Hondondo Creek Trails and described the one-mile project that she expressed in her opinion the community desires. She emphasized the natural setting and briefly highlighted the sta-lok that upheld during the recent rain. She asked Council to learn more about this project and encouraged them to meet with the Board to better educate themselves about the Hondondo Creek Trails. She stated the Hondondo Creek Trails are important to the community and referenced other parks that are private/public collaboration. She thanked Council for their time.

Mayor Pro Tem Billa Burke announced that Item # 8 would be considered next.

*Item # 8* Mayor Pro Tem Billa Burke read the following caption.

**Consider approval of the City Manager's recommendation hiring and appointing Robert Galindo as the Finance Director**

Mr. Browne made a PowerPoint presentation that included background information.

Mr. Browne shared information regarding the recruiting process for the vacancy of a Finance Director since Ms. Cynthia Barr announced her retirement effective May 31, 2015. He stated seventeen applications were received and an initial review of candidates was accomplished. The list was then reduced to four candidates which included one "skype" interview and three face-to-face interviews. He recommended Robert Galindo be appointed as the Finance Director. He provided Mr. Galindo's professional background whom is currently the Assistant Finance Director for the City of Schertz. Mr. Browne informed Council that Mr. Galindo would begin sometime between June 22nd and June 29, 2015.

Ms. Bille Burke requested he comes and introduces himself at the June 29th Council meeting.

A motion for approval was made by Councilmember Jessee. The motion was seconded by Councilmember Savage and passed by unanimous vote.

*Item # 9* Mayor Pro Tem Billa Burke read the following caption.

**ORDINANCE NO. 2021**

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A TWO-YEAR CONTRACT WITH FREESE & NICHOLS ENGINEERING FOR PROJECT MANAGEMENT AND ENGINEERING SERVICES WITH THE OPTION TO RENEW AFTER TWO YEARS**

Public Works Director Pat Sullivan made a PowerPoint presentation that included background information.

Mr. Sullivan informed Council that the ordinance would continue the professional services that currently Freese & Nichols, Inc. have provided since 2007. He stated engineering service fees have been reasonable relative to other cities with similar projects. He stated project management services will be paid on a set hourly fee with Ad-hoc services paid as needed on an hourly rate as needed.

Mayor Pro Tem Billa Burke asked what Freese & Nichols currently does for the City.

Mr. Sullivan responded that in 2008 they started the bond projects and since then it is street maintenance projects. He stated a sewer project had been designed and currently the street maintenance program.

A motion for approval was made by Councilmember Savage. The motion was seconded by Councilmember Jessee and passed by unanimous vote.

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There being no further business, a motion was made by Councilmember Prassel to adjourn the meeting. The motion was seconded by Councilmember Savage and passed by unanimous vote. Mayor Pro Tem Billa Burke adjourned the meeting at 6:34 p.m.

  
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Jennifer Reyna  
City Secretary

  
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Lynda Billa Burke  
Mayor Pro Tem