



AGENDA

**REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION
CITY OF HIGHLAND VILLAGE, TEXAS
TUESDAY, OCTOBER 15, 2019, 7:00 PM
HIGHLAND VILLAGE MUNICIPAL COMPLEX
CITY COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**OPEN SESSION
(City Council Chambers – 7:00 PM)**

1. Call to Order/ Roll Call.
2. Elect Chairman and Vice Chairman
3. Consider Approval of the Minutes from the Regular meeting of Planning and Zoning held on September 17, 2019.

4. Visitor's Comments

(Anyone wishing to address the Planning and Zoning Commission must complete a Speakers' Request form and return it to City Staff. In accordance with the Texas Open Meetings Act, the Commission is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting.)

Anyone wishing to address the Planning and Zoning Commission on any item posted on this agenda for possible action, including matters posted as a Public Hearing, must complete a Speakers' Request Form available at the entrance to the City Council Chambers and present it to the City Staff prior to the meeting being called to order. Speakers may be limited to three (3) minutes and given only one opportunity to speak on an item. Other procedures regarding speaking on matters posted for action on this agenda are set forth on the Speakers' Request Form. Subject to applicable law, the Planning and Zoning Commission reserves the right to modify or waive at any time the procedures relating to members of the public speaking on matters placed on this agenda.

5. Consider a Preliminary Plat for a 2.713 ± acre tract of land located in the E. Clary Survey, Abstract No. 248, to be known as the Tequesta Subdivision, located at 1400 Highland Village Road.
6. Conduct Public Hearing and Consider proposed amendments to the City of Highland Village Subdivision Ordinance, Chapter 26, relating to the procedure for the approval of subdivision plats and plans.
7. Receive Status Report on Various Projects.
 - Future P&Z Meetings
8. Adjournment.

Pursuant to Section 551.071 of the Texas Government Code, the Planning and Zoning Commission reserves the right to consult in closed session with its attorney and to receive legal advice regarding any item listed.

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE, CHAPTER 551, ON OCTOBER 11, 2019 NOT LATER THAN 5:00 P.M.

Autumn Aman
Community Development Coordinator

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the _____ day of _____, 2019 at _____ by
_____ at _____.

DRAFT MINUTES
REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD
TUESDAY, SEPTEMBER 17, 2019

1. Call to Order/Roll Call.

Chairman Deedee Ricketts called the meeting to order at 7:00 p.m.

Roll Call

Present:	Deedee Ricketts	Chairman
	Stan Lemko	Vice Chairman
	Rick Turner	Commissioner
	Angelina Robinson	Commissioner
	Denver Kemery	Alternate Commissioner
	Dee Leggett	Alternate Commissioner
Absent:	Dylan Romo	Commissioner
Staff Members:	Autumn Aman	Community Development Coordinator
	Kimberlee Huntley	Community Services Assistant

2. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on August 20, 2019.

Vice Chairman Stan Lemko made a motion to approve the minutes as written. Commissioner Rick Turner seconded the motion.

Motion Passed (5-0)

4. Visitor Comments.

There were no Visitor Comments.

5. Conduct Public Hearing and Review and Consider proposed amendments to the City of Highland Village Comprehensive Zoning Ordinance specific to Section 29.6, Use Charts, Automobile, Transportation, Utility, Communication, and Related Uses to allow for Auto Storage or Auto Auction in the Light Industrial and Commercial Zoning District subject to approval of a Conditional Use Permit. In addition, consider a text amendment to Section 39, Definitions, amending the definition of Auto Storage or Auto Auction.

Community Development Coordinator Autumn Aman stated the item was an amendment to the Use Charts of the Cities Comprehensive Zoning Ordinance along with amending the definition of Vehicle Storage or Vehicle Auction. She continued stating the provisions in the City's current ordinance relating to the parking and storage of motor vehicles in residential areas that are being held for future resale were not as clear as the City would like them to be. This has also caused some code enforcement issues of people conducting certain businesses within residential areas that do not constitute a home occupation. Ms. Aman stated the amendment request was to add to the use charts to allow for Vehicle Storage or

Vehicle Auction, by Conditional Use Permit only, in the certain zoning districts of Highway Commercial (HC), Commercial (C), and Light Industrial (LI) along with an amendment to the Cities current definition by adding additional verbiage. She continued the item was reviewed and discussed at the last Planning and Zoning meeting on August 20, 2019, and due to a procedural error of the public hearing not being held, the Commission would have to hold the public hearing and make a recommendation to City Council. Ms. Aman stated she did have to reissue the public hearing notice in the newspaper only and there had not been any inquiries from that notice.

Chairman Ricketts opened the Public Hearing at 7:05 p.m.

There were no speakers for the Public Hearing.

Chairman Ricketts closed the Public Hearing at 7:05 p.m.

Vice Chairman Lemko had questioned if there were any changes to the ordinance since the last Planning and Zoning meeting held on August 20, 2019.

Community Development Coordinator Aman responded there were no changes.

Commissioner Turner made a motion to recommend sending the ordinance forward to City Council for approval as presented. Vice Chairman Lemko seconded the motion.

Motion passed (5-0)

Commissioner Turner thanked Chairman Ricketts for being such an inspiration and her great leadership as Chairman of the Planning and Zoning Commission.

5. Receive Status Reports on Various Projects

- **Discuss Future P&Z Meeting dates**

Community Development Coordinator Aman stated that the next regular meeting date would be October 15, 2019. She continued that there would be a "Meet and Greet" on Tuesday, September 24, 2019 for all new or returning applicants to the Boards and Commissions. Ms. Aman thanked Chairman Ricketts for her service to the City.

7. Adjournment.

Meeting adjourned at 7:09 p.m.

Autumn Aman
Community Development Coordinator

Chairman
Planning and Zoning

CITY OF HIGHLAND VILLAGE
PLANNING AND ZONING

AGENDA# 5

MEETING DATE: October 15, 2019

SUBJECT: Consider a Preliminary Plat for 2.713 Acres in the E. Clary Survey, Abstract No. 248, to be known as the Tequesta Subdivision

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND

An application for review and consideration of the Preliminary Plat and Tree Plan was submitted for the proposed Tequesta subdivision.

The applicant would like to develop the 2.713± acre tract as a Single Family Residential Subdivision consisting of eleven (11) lots and a detention pond area.

On September 10, 2019, the City Council approved Ordinance No. 2019-1263, changing the zoning on the property from SF-15 to a Planned Development in order to allow the property to be developed as described above and setting forth the standards on how the property shall be developed.

The plat features the following:

1. The proposed subdivision will contain eleven (11) lots for residential construction.
2. There is one (1) common area that will be maintained by the Homeowners Association to be established.
3. A 5-foot sidewalk will be constructed along Highland Village Road.
4. A sidewalk will be constructed within the development.
5. One (1) tree will be preserved on the property all others are proposed to be removed because they are located within the dedicated right-of-ways, easements, retaining wall location, buildable lot area, and within close proximity to the building foundations. The builder will be responsible for planting a minimum of two (2) 4" caliper trees in the front yard of each house prior to certificate of occupancy being issued.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

Approve the preliminary plat and tree plan as submitted, approve with conditions or disapprove with explanation.

PROGRESS TO DATE: (if appropriate)

City Staff and the City's Engineer have reviewed the application relating to drainage, utilities, and the tree mitigation plan and submitted comments back to the applicant. All comments have been addressed. Based on review of the application, City Staff is of the opinion the preliminary plat complies with the City's existing regulations.

City Staff will present the preliminary plat to the Parks and Recreation Advisory Board at its

October 14, 2019, special meeting.

Representatives from the engineer and developer will be present to answer any questions from the Commission.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

No ordinance change is required.

RECOMMENDATION:

Staff recommends the Commission receive the Park Boards' recommendation prior to providing its recommendation to the City Council.

CITY OF HIGHLAND VILLAGE
PLANNING AND ZONING

AGENDA# 6

MEETING DATE: October 15, 2019

SUBJECT: Conduct Public Hearing and Consider proposed amendments to the City of Highland Village Subdivision Ordinance, Chapter 26, relating to the procedure for the approval of subdivision plats and plans

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

During the 2019, Texas 86th Legislative Session, House Bill 3167 was passed and became effective September 1, 2019.

The bill makes numerous changes to the subdivision platting approval process, therefore, requiring the City to make amendments to its subdivision ordinance. Technically, the bill is meant to force cities to speed up the plat/plan approval process, and to provide more information when a plan or plat isn't approved.

IDENTIFIED NEED/S:

Amend the City's subdivision regulations relating to the procedures for adoption of subdivision plats and plans to conform to changes in state law adopted pursuant to HB 3167.

OPTIONS & RESULTS:

Options are to (1) approve the request as submitted, (2) approve with modification, or (3) deny the request.

PROGRESS TO DATE: (if appropriate)

The City Attorney, working in conjunction with City Staff, has drafted the proposed ordinance amendments

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

An Ordinance amendment is required.

RECOMMENDATION:

Review the proposed amendments as provided by Staff and City Attorney and provide a recommendation to City Council.