



## AGENDA

**REGULAR MEETING OF THE  
PLANNING AND ZONING COMMISSION  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, AUGUST 16, 2016, 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. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on June 21, 2016.**
- 3. 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.)*
- 4. Conduct Public Hearing and Review and Consider an application for a replat of a portion of Tract 1-A and the remainder of Tract 2 (SW Corner), Barnett Subdivision, commonly known as 2760 Justin Rd., Highland Village, Texas.**
- 5. Review and Consider an application for a Site Plan for the property located in the Barnett Subdivision, a portion of Tract 1-A and the remainder of Tract 2 (SW Corner), commonly known as 2760 Justin Road, as submitted by DR Rankin, Civil Engineer on behalf of Neighborhood Credit Union.**
- 6. Receive Presentation and Discuss a proposed application on creating a Planned Development for The Highland Village First Baptist Church, located at 1700 Highland Village Road.**
- 7. Receive Status Reports 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 AUGUST 12, 2016 NOT LATER THAN 5:00 P.M.**

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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 \_\_\_\_\_, 2016 at \_\_\_\_\_ by  
\_\_\_\_\_.

**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, JUNE 21, 2016**

**1. Call to Order/Roll Call.**

Chairman Deedee Ricketts called the meeting to order at 7:02 p.m.

**Roll Call**

Present	Deedee Ricketts Austin Adams Stan Lemko Richard Turner Daniel Jaworski Bob Holden	Chairman Vice Chairman Commissioner Commissioner Commissioner Alternate Commissioner
Absent	James Bowen	Alternate Commissioner
Staff Members	Michael Leavitt Kevin Laughlin Autumn Aman Beth Meller	City Manager City Attorney Community Development Coordinator Community Services Assistant

**2. Consider Approval of the Minutes from the regular meeting of Planning and Zoning Commission held on April 19, 2016.**

Vice Chairman Austin Adams made a motion to approve the minutes as written. Commissioner Richard Turner seconded the motion.

**Motion Passed (5-0)**

**3. Visitor Comments.**

There were no visitor comments.

**4. Conduct Public Hearing and Review and consider an application on proposed amendments to the existing zoning of an approximately 15.0969 ± acre tract of land located in the J. Edmonson Survey, Abstract No. 398, and an approximately 11.05 + acre tract of land located in the G. Jackson Survey, Abstract No. 1599, said property generally located on the East side of Chinn Chapel Rd., South of the Railroad Tracks, directly north of Chapel Hill Estates, Phase II, from Residential Zoning SF-40 to a Planned Development District for Detached Residential Condominium Development, including adoption of development restrictions (including age restrictions), concept plan, landscape plan, and elevations.**

Mr. John Delin, Integrity Group, 2565 Strader Rd., Justin, Texas addressed the Commission stating that he had been meeting with the homeowners that live on Amhurst Drive in the Chapel Hill II Subdivision to address any concerns they might have with the proposed development. Mr. Delin continued that they are developers of active adult communities and develop homes for active adults (55) fifty-five and over and proceeded with his presentation

stating that it is 26.15 acres with 11.85 acres of green space, density of 3.82 D.U.A., and (13) thirteen unique home designs. Mr. Delin stated that the company is family owned, they are the developer, builder, and would control everything from ground up. The development would be a low maintenance, gated community, consisting of small no-compromise homes with no steps, high-end kitchens, large, light open living areas, and many customized options. There would be an activity center with an exercise facility, pool, kitchen, fitness and walking trails, outdoor grill and gathering area, and active social events such as broche and pickle ball. He stated they would continue to work with the Chapel Hill II Homeowners Association since they would be extending the walking trail around their pond, constructing a bridge, and would be maintaining all the greenbelt area from the Ladera development to all the property west of the pond within the Chapel Hill II Subdivision.

Mr. Bobby Dollak, G&A Consultants, 111 Hillside Dr., Lewisville, Texas, addressed the Commission, discussing the proposed street section, sidewalk, separation between the houses, screening wall, proposing to save (55%) fifty-five percent of the tree canopy, how they would resolve/correct the drainage that now causes problems for some of the properties on Amhurst Drive, working with The Town of Copper Canyon and Denton County on realigning the Ladera entrance with Jernigan Road, and creating a right decal lane into the development.

Mr. Delin ended the presentation stating that the entry features, landscaping, and amenities would be constructed first and that their mission was to provide quality, lifestyle-rich, affordable homes in a lock-and-leave vibrant community for active adults, (55) fifty-five and over.

*(A copy of the presentation is on file with the minutes)*

Autumn Aman, Community Development Coordinator, addressed the Commission, stating that the request being discussed was for the request to change the zoning to allow for this type of development in Highland Village. She stated that if the ordinance is recommended to go forward to City Council, there would be many more steps the applicant would have to go through, they would submit for Preliminary Plat and Preliminary Tree Plan, Construction Plans, and a Final Plat and Final Tree Plan. Both the Preliminary Plat and Final Plat would still have to go through the Parks and Recreation Advisory Board, the Planning and Zoning Commission, and then to City Council for approval.

Chairman Ricketts opened the Public Hearing at 7:31 pm.

- Rob Myers (3212 Parkhurst Circle, Highland Village) - spoke in opposition of the development, concerned about high density, impact on property values, and safety.
- Brett Landry (4144 Amhurst Dr., Highland Village) - spoke in opposition of the development, concerned about drainage, Fire/EMS, and commented that their Homeowners Association had not talked with him, family focus/core values and concern it would lower their property values.
- Tom Priovolos (4120 Amhurst Dr., Highland Village) - spoke in favor of the development, however, was concerned about the drainage and elevation of the property.
- Monica Priovolos (4120 Amhurst Dr., Highland Village) - did not wish to speak, however, she did submit a speaker request form, stating she was in support of the development.
- Jeff Lahey (4128 Amhurst Dr., Highland Village) - spoke in opposition of the development, concerned about family and property values.
- Jewell Hardee (4130 Amhurst Dr., Highland Village) - spoke in opposition of the

development, concerned about drainage, road traffic, and property values.

Chairman Ricketts, Vice Chairman Adams and Commissioner Stan Lemko all participated in reading emails and letters from the following who were unable to attend the Planning and Zoning meeting, but wished to voice their concerns.

- Matthew Parker (4141 Amhurst Dr., Highland Village) - (2) emails received, was opposed to the development.
- Paul Gaines (4139 Amhurst Dr., Highland Village) - was opposed to the development.
- Trey Williams (4142 Amhurst Dr., Highland Village) - was concerned about the drainage from the property and if it would be resolved with the development.
- Aruna Chanrasekharan (3320 Castlewood Blvd. Highland Village) - was opposed to the development.

Jeff Taylor (3020 Fairland Drive, Highland Village), president of the Chapel Hill II Homeowners Association, spoke in favor of the development.

Chairman Ricketts closed the Public Hearing at 8:07 p.m.

The Commissioners, Mr. John Delin, Mr. Bobby Dollak, City Manager Michael Leavitt and City Attorney Kevin Laughlin had extensive deliberation relating to the draft ordinance presented for consideration discussing landscaping and irrigation, parking, property values, EMS/Fire, age restrictions, separation of houses, density, drainage/grading, agreement with the Chapel Hill II HOA, trail and lighting along the trail, trees, deed restrictions/condo regulations, safety, traffic, and impact on utilities.

Vice Chairman Adams moved to recommend sending the Planned Development Ordinance forward to City Council with all exhibits for adoption with the following amendments:

1. Section 2.D – Platting requirements and Condominium Regime, revise with redline submitted to the Commissioners at the meeting.
2. Section 2.E – Concept Plan, add the word “alignments” after street in third line and shall read “Minor modification to street *alignments* that do not alter ....
3. Section G (3) – Landscaping, add verbiage that all tree mitigation will be added to the concept landscape plan at time of tree survey.
4. Add information for residential foundation plantings/front landscaping per each unit shall be in accordance with the declaration of the condominium.
5. K (3) – Internal Drives and Access Easements, add verbiage to include Limburg Drive.
6. Create a K (4) Emergency access easement at Limburg Drive.
7. K (5) – correct proposed street section dimensions from 27’ to 26’, change 1’ mountable curb to 1.5’ mountable curb.
8. N (2) Minimum Dwelling size – correct from 1,350 sq. ft. to 1,519 sq. ft.
9. N (3) Maximum Height – change 2.5 stories to read 2 stories.
10. Revise Concept Plan Exhibit B to reflect all changes.
11. Clean up minor grammatical errors.

Commissioner Lemko seconded the motion.

**Motion Passed (5-0)**

## **5. Receive Status Reports on Various Projects.**

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

Community Development Coordinator Aman stated that the next regular meeting date is July 19, 2016.

**6. Adjournment.**

Meeting adjourned at 11:11 p.m.

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Autumn Aman  
Community Development Coordinator

Deedee Ricketts – Chairman  
Planning and Zoning

**CITY OF HIGHLAND VILLAGE**  
**PLANNING AND ZONING**

**AGENDA# 4**

**MEETING DATE: August 16, 2016**

**SUBJECT: Conduct Public Hearing and consider an application for a replat of the property located at 2760 Justin Rd., being a portion of Tract 1-A and the remainder of Tract 2 (SW Corner), of the Barnett Subdivision.**

**PREPARED BY: Autumn Aman – Community Development Coordinator**

**BACKGROUND**

An application requesting a Replat was submitted by DR Rankin Engineering on behalf of the property owner, Neighborhood Credit Union to replat the undeveloped property located west of Whataburger at the northeast corner of the intersection of FM 407 and Barnett Boulevard. The purpose of the replat is to accommodate a future Neighborhood Credit Union building.

**IDENTIFIED NEED/S:**

Public hearings are required at both Planning and Zoning and City Council for replats. All public hearing notifications requirements have been met.

**OPTIONS & RESULTS:**

Options are to approve as submitted, request modifications, deny or postpone for additional information.

**PROGRESS TO DATE: (if appropriate)**

As of this date of preparation of this briefing, August 9, 2016, staff has received (1) call inquiring only on the nature of the request. City Staff and the City's Engineer have reviewed the replat application and find that the application is complete and conforms with all technical standards of the subdivision ordinance.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

Staff recommends the Planning and Zoning Commission review and forward a recommended approval of the replat for the property located at 2760 Justin Rd, being a portion of Tract 1-A and the remainder of Tract 2 (SW Corner), of the Barnett Subdivision.

**CITY OF HIGHLAND VILLAGE**  
**PLANNING AND ZONING**

**AGENDA# 5**

**MEETING DATE: August 16, 2016**

**SUBJECT: Review and Consider an application for a Site Plan for the property located in the Barnett Subdivision, being a portion of Tract 1-A and the remainder of Tract 2 (SW Corner), commonly known as 2760 Justin Road, as submitted by DR Rankin, Civil Engineer on behalf of Neighborhood Credit Union.**

**PREPARED BY: Autumn Aman – Community Development Coordinator**

**BACKGROUND**

An application was received for a Site Plan to construct an approximately 2,790 square foot building for a Neighborhood Credit Union on the property located at the northeast corner of the intersection of FM 407 and Barnett Boulevard, immediately west of the Whataburger. The site plan package includes a site plan, building elevations, signage, lighting plan, and landscape plans.

Details:

- The property is currently zoned Planned Development Commercial (PD-C), Credit Unions are a permitted use within this zoning.
- Compliance Reference for the site design is the “Non-Residential Overlay Ordinance” (Look & Feel).
- The applicant has received approval from the Upper Trinity Water District (U.T.W.D.) for all items being placed within their easement, street buffer trees, sidewalk, etc.
- There is (1) one existing overhead power line on the East side of the property that will be placed underground. Per ordinance, all on-site utilities, including electrical and cable lines, shall be placed underground. The power line on the corner of Barnett Blvd. and FM 407 is a primary/feeder line, which per ordinance, is not required to be placed underground.
- The applicant is not proposing having a exterior Trash Receptacle on this site. Trash receptacles are allowed as an incidental use; however, being a financial institute, the applicant has advised City staff that it will be using more secure ways of eliminating their trash.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

Options are to recommend to the City Council (i) approval of the site plan package as been submitted, (ii) approval subject to revisions, or (iii) deny the site plan package upon a finding that it does not comply one or more requirements of the PD zoning or City Ordinances for the property.

**PROGRESS TO DATE: (if appropriate)**

City Staff has reviewed the site plan package and finds that the proposed site plan conforms with applicable City Ordinances.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

No Ordinance change is required.

**RECOMMENDATION:**

The Planning and Zoning Commission should review the applicant's request and provide a recommendation to City Council.

**CITY OF HIGHLAND VILLAGE**  
**PLANNING AND ZONING**

**AGENDA# 6**

**MEETING DATE: August 16, 2016**

**SUBJECT: Receive presentation and discuss proposed application on creating a Planned Development for The Highland Village First Baptist Church, located at 1700 Highland Village Road.**

**PREPARED BY: Autumn Aman, Community Development Coordinator**

**BACKGROUND**

The Highland Village Baptist Church is proposing to construct a new building on their campus. The existing church on site will still remain.

The Church is located in a Residential Zoning District. Per City Ordinance, Churches are allowed by right in all zoning districts in the City of Highland Village.

City Staff felt it would be beneficial to have the applicant do a presentation prior to presenting a draft ordinance to the Planning and Zoning Commission for consideration.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

**PROGRESS TO DATE: (if appropriate)**

N/A

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

An Ordinance will be required.

**RECOMMENDATION:**

Presentation and discussion item only.