



A G E N D A

**REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION
CITY OF HIGHLAND VILLAGE, TEXAS
TUESDAY, NOVEMBER 15, 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. **Elect Chairman and Vice Chairman.**
3. **Consider Approval of the Minutes from the Regular meeting of Planning and Zoning held on August 16, 2016.**
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.)
5. **Receive presentation and discuss proposed Residential Planned Development of an approximate 2.702+ acre tract of land located at 1400 Highland Village Road.**
6. **Receive Project Update regarding the status of the Preliminary Plat and Final Plat of the Ladera Highland Village Planned Development.**
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 NOVEMBER 11, 2016 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 _____, 2016 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, AUGUST 16, 2016

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

2. Consider Approval of the Minutes from the Regular meeting of Planning and Zoning Commission held on June 21, 2016.

Commissioner Stan Lemko made a motion to approve the minutes as written. Commissioner Daniel Jaworski 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 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.

Community Development Coordinator Aman stated that an application requesting a replat was received by DR Rankin Engineering on behalf of the property owner, Neighborhood Credit Union. She continued that City Staff and the City Engineer had done an extensive review of the application and felt that it conformed with all technical aspects of the City's Subdivision Ordinance. Ms. Aman continued that public hearings are required for replats and she had only received one call inquiring only on what was going to be built on the site.

Chairman Ricketts opened the Public Hearing at 7:04 p.m.

Chairman Ricketts closed the Public Hearing at 7:04 p.m.

The Commissioners started to review and discuss the application questioning if all the easements were necessary as dedicated on the replat, such as the Upper Trinity Water District easement, (24') twenty-four foot access easement and the (5') five foot franchise easement and if Main Street was a private or public street. They continued discussion with some of the Commissioners questioning if the street at Barnett Blvd. and FM 407 was actually right-of-way.

Community Development Coordinator Aman stated she thought the street at Barnett Blvd. and FM 407 was right-of way. However, due to the area being questioned by the Commission and the applicant's engineer not being present to address the concern, it was requested that Ms. Aman obtain council from the City Attorney or City Staff prior to the Commission continuing any further discussion on agenda item No. 4 and making any type of recommendation to City Council.

Chairman Ricketts had stated the Commission would continue discussion on Agenda Item No. 4 after Community Development Coordinator Aman made contact with the City Attorney and/or City Staff to address the question if the section of Barnett Blvd. and FM 407, just west of the development, is actually right-of-way.

The Commission made a motion to postpone discussion of Agenda Item No. 4 and Item No. 5 until after Agenda Item No. 6.

- ***Further discussion of Agenda Item No. 4 had been moved for discussion after Agenda Item No. 6.***

5. Review and Consider and 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

- ***Agenda Item No. 5 had been moved along with Agenda Item No. 4 to be reviewed and considered after Agenda item No. 6.***

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.

Community Development Coordinator Aman stated that the Highland Village Baptist Church approached the city in the beginning of the year stating they would like to build a new building on their campus. She continued that the existing church would remain on the property and they would demo the existing smaller buildings to make way for their new building. Ms. Aman stated that the church is located in a residential zoning district and per City Ordinance; churches are allowed by right in all zoning districts in the City of Highland Village. City staff thought 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.

Kyle Bodine, Parkhill Smith & Cooper, 2600 Network Blvd., #190, Frisco, Texas, architect for the Village Church, gave a presentation discussing all the improvements they would like to do to their exiting campus. Mr. Bodine stated they would be increasing the overall landscaping on site, removing all the existing asphalt and replacing it with concrete, replacing the existing storage buildings with one new storage building, constructing a (6') six foot masonry screening wall along the east property line, the existing church on site would

remain with plans to demo the smaller buildings to make way for their new proposed (2) two story facility which will serve primarily for administrative and office space. Mr. Bodine continued that some of the proposed materials would consist of a curtain wall system so that they could see everyone that was on campus, painted concrete tilt wall, earth tone brick, and they would like to paint the existing church to a color that would complement the new facility.

The Commissioners and Mr. Bodine discussed the project as it related to improving the look of the parking lot and increasing the landscaping, suggesting the proposed roof pitch compliments the roof pitch of the surrounding neighbors, the preference of using all stone other than painted tilt wall, any potential traffic impact, parking and their use of shuttles, appearance/architecture of the new building with incorporation of elements from the City of Highland Village Non-Residential Overlay Ordinance "The Look & Feel", incorporating elements from the existing City of Highland Village City Hall building and Fire Station, and that creating a Planned Development would give the church the opportunity to make a "statement" with their new proposed facilities.

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.

Discussion resumed on agenda item No. 4. with Vice Chairman Adams questioning City Manager Michael Leavitt for clarification/understanding of the labeling on the replat if the portion of the street of Barnett Boulevard and FM 407, is actually a (60') sixty foot roadway easement or right-of-way.

City Manager Michael Leavitt addressed the Commission stating that it is a roadway easement and continued with history of all the properties off of Barnett Blvd. as it related to right-of-way verses roadway easement. Mr. Leavitt stated that Barnett Blvd. is a roadway easement to the school and when each parcel develops along Barnett Blvd., such as the Rambling Oaks and the Kiddin Around Daycare, is when a (60') sixty foot right-of-way is dedicated along with a (20') twenty foot franchise easement on the east and west sides of Barnett Blvd. for utilities. He continued that when a new business comes in to develop on one of the vacant tracts of land, then the dedicated right-of-way is assembled. Mr. Leavitt also addressed Main Street that is just north of the Neighborhood Credit Union site stating that the portion of the street that runs from Barnett Blvd. to the Districts west property line is a city street.

The Commission continued discussion on the replat questioning the (5') five foot utility easement that runs along the southern property line and the site triangle onto Barnett Blvd.

Vice Chairman Adams made a motion to recommend sending the replat forward to City Council for approval, requesting that city staff review the following:

- Labeling of the Barnett Blvd. (60') sixty foot roadway easement to right-of-way if appropriate.
- Possible labeling of (20') twenty foot public access and utility easement on the west side of the property if appropriate.
- Review legal metes and bounds to reflect the "site triangle" if appropriate.

Commissioner Jaworski seconded the motion.

MOTION PASSED (5-0)

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.

Community Development Coordinator Aman stated that an application for site plan had been received for the Neighborhood Credit Union. She continued with facts about the property being the following; The property is currently zoned Planned Development Commercial, a credit union an allowed use on the site, the proposed building would be approximate, 2,790 square foot, the applicant had received approval from the Upper Trinity Water District for items placed within their easement, one existing overhead power line on the east side of the property would be placed underground, there would be no trash receptacle on site, signage would be regulated by ordinance, light poles on site will be no taller than twenty feet, street buffer trees along FM 407 would be crepe myrtles, and a sample board of materials to be used had been supplied for the Commissioners review.

The Commissioners, Community Development Coordinator Aman, and the David Lapp, Level 5, 2018 Powers Ferry Rd. #750, Atlanta Ga., representative for Neighborhood Credit Union, discussed the site plan as it related to the overhead power line on the east property line being be placed underground, the existing school sign on the property to remain, crepe myrtle trees to be planted as street buffer trees, signage on the building along with banner supports, landscaping and the concern of the knockout roses surviving due to infestations of rose mites that have been effecting the roses in the area, placing grass within the (5') five foot median between the Whataburger and Neighborhood Credit Union property, irrigation on the property, handicap spaces, lighting, color of the roof, and the drainage.

Vice Chairman Adams made a motion to send the site plan forward to City Council for approval with the following modifications:

- Recommend replacing the "Knockout" roses with another planting due to infestations that have been affecting this type of plant.
- Integrate grass within the median on the east property line.
- Add (1) additional street buffer tree, crepe myrtle, along FM 407.
- Add (1) additional tree in the median on the northern property line.
- Recommend including irrigation drawings to City Council.

Commissioner Jaworski seconded the motion.

MOTION PASSED (5-0)

7. Receive Status Reports on Various Projects

- **Future P&Z Meetings**

Community Development Coordinator Aman stated that the next meeting would be held on September 20, 2016.

8. Adjournment.

Meeting adjourned at 9:17 p.m.

Autumn Aman
Community Development Coordinator

Chairman
Planning and Zoning

CITY OF HIGHLAND VILLAGE
PLANNING AND ZONING

AGENDA# 5

MEETING DATE: November 15, 2016

SUBJECT: Receive presentation and discuss proposed Development Plan on an approximate 2.702 ± acre tract of land commonly known as 1400 Highland Village Rd. as presented by Bill Davidson, Foremost Investments Ltd. Property owner.

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND

City Staff felt it would be beneficial to have the applicant do a presentation prior to submitting any formal application.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Presentation and discussion item only.

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**CITY OF HIGHLAND VILLAGE
PLANNING AND ZONING**

AGENDA# 6

MEETING DATE: November 15, 2016

SUBJECT: Receive Update regarding the Ladera Highland Village Development as presented by John Delin, Integrity Group, property owner and Bobby Dollak with G&A Consultants.

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND

City Staff felt it would be beneficial to have the property owner of the Ladera Highland Village Development present the Commission with an update of the Development as it relates to the Preliminary and Final Plat.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Discussion item only.