



AGENDA

**REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION
CITY OF HIGHLAND VILLAGE, TEXAS
TUESDAY, JANUARY 16, 2018, 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 held on October 17, 2017.**
3. **Consider Approval of the Minutes from the Special meeting held on November 20, 2017.**
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 and discuss presentation regarding a proposed Planned Development for Residential uses on a 5.76 ± acre tract of land out of the W.P. Pearce Survey Abstract No. 1015 City of Highland Village, Denton County, Texas, commonly known as 180 Highland Village Road, as presented by G&A Consultants.**
6. **Receive Status Report on Various Projects.**
 - **Future P&Z Meetings**
7. **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 JANUARY 12, 2018 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 _____, 2018 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, OCTOBER 17, 2017

1. Call to Order/Roll Call.

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

Chairman Ricketts welcomed the new Commissioners, Dylan Romo, Alternate Commissioner Place 1 and Robert Fiester, Commissioner Place 5. She continued with thanking Mr. Austin Adams for whose service, experience, and knowledge over the years to the Commission and to the City had been absolutely invaluable.

Roll Call

Present	Deedee Ricketts	Chairman
	Stan Lemko	Vice Chairman
	Richard Turner	Commissioner
	Bob Holden	Commissioner
	Robert Fiester	Commissioner
	Thomas Heslep	Alternate Commissioner
	Dylan Romo	Alternate Commissioner
Staff Members	Autumn Aman	Community Development Coordinator
	Sasha Torres	Community Services Assistant

2. Elect Chairman and Vice Chairman.

Vice Chairman Stan Lemko made a motion to elect Deedee Ricketts as Chairman. Commissioner Richard Turner seconded the motion.

Motion Passed (5-0)

Commissioner Turner made a motion to elect Stan Lemko as Vice Chairman. Commissioner Bob Holden seconded the motion.

Motion Passed (5-0)

3. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on September 19, 2017.

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

Motion Passed (5-0)

4. Visitor Comments.

There were no Visitor Comments

5. Review and consider an application for a Site Plan for the property located at 2150 Village Parkway, Lot 7B, Block 2, The Marketplace, as submitted by ADR Designs on behalf of Helenlee Corporation.

Community Development Coordinator Autumn Aman stated that an application was received for a site plan to construct a building of approximate 13,994 square foot for retail use. The property is located in the Marketplace and compliance for review would be the Planned Development Ordinance specific to the Marketplace. Ms. Aman stated the site plan is Phase II of the applicant's project, the applicant being ADR Designs on behalf of the property owners Helen Lee Corporation. Ms. Aman continued that the building would be very similar with that of the applicants Phase I project with the exterior elevation materials being the same to what was approved on Phase I, any signage would be regulated by the ordinance for the Marketplace, and they would be making an adjustment to the existing trail on the property.

Community Development Coordinator Aman stated that the same site plan was on the September 19, 2017 agenda. She stated review and discussion took place at the September meeting, however there were several items that the Commissioners were questioning and after much discussion the applicant and owner had requested that the review of the site plan be postponed to a future meeting date so that they could address the Commissioners concerns and then bring the site plan back forward with the concerns addressed. The applicant had since addressed all of the items and made the appropriate revisions to the site plan resubmittal.

Chairman Ricketts preceded going through the resubmittal as it pertained to concerns from the September 2017 meeting, those being the following:

1. All plans submitted shall be consistent with the photometric plan, sheet ESP.
 - All corrections had been made and verified, sheets ESP, L1, and C1, were all consistent.
2. By whose design standards require 2FC's of illumination on sheet ESP?
 - Changes made to the electrical site note #11. It shall read, "Lighting and Glare: all exterior lighting installed on the property shall be in conformance with Section 38 of the Comprehensive Zoning Ordinance of the City of Highland Village.
3. Will there be electrical to the monument sign, will it be back lit or ground lit?
 - Corrected with note made on sheet ESP for sign to be internally lit (back lit).
4. Label species of existing trees.
 - Corrected with all species of existing trees labeled on sheet L1.
5. Sheet L1
 - a. Note #4, spelling error, "hardwork" to "hardwood".
 - Correction made.
 - b. Note #5, landscape edging not depicted on the plan.
 - Correction made with edging depicted on plan.
 - c. Concern that the proposed Red Oak tree is too close to an existing tree for when the Red Oak matures.
 - The applicant had removed (1) tree that was within inches of the proposed

curb, however they would like to try and save the additional trees as depicted on the landscape plan L1.

6. For safety concerns, is there a need for a light pole at the shared entrance?
 - Applicant added an additional light pole at the shared entrance.
7. Review dumpster orientation as it pertains to Waste Management circulation and pick up in coordination with the Highland Village Phase I dumpster location. Should the dumpster location be realigned with the fire lane?
 - Applicant realigned the dumpster location with the fire lane.

The Commissioners, Community Development Coordinator Aman, and the applicant Anil Ram, ADR Designs, 601 Saddle Hill Drive, Grand Prairie, Texas continued discussion on the application as it pertained to tree protection, lighting, drainage, inlets, and TDLR accessibility.

Commissioner Robert Fiester made a motion to recommend sending the site plan forward to City Council for approval as presented. Commissioner Holden seconded the motion.

Alternate Commissioner Dylan Romo stated that the spelling of “dumpster” on the elevation drawing A310 was not correct.

Vice Chairman Lemko stated he would like to make a friendly amendment that on the elevation drawings, sheet A310, the spelling of “dumster” be corrected to “dumpster”.

Commissioner Fiester concurred; Commissioner Holden seconded the friendly amendment.

Motion Passed (5-0)

6. Receive Status Reports on Various Projects

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

Community Development Coordinator Aman stated that on Monday, November 6, 2017 at 6:30 p.m., there would be a training session for all newly appointed Boards and Commission members. She continued that on Monday, November 20, 2017, the City Attorney would be holding a workshop, presentation, and general discussion relating to the Commissioners review and approval process of various types of application relating to development in the City. Ms. Aman ended with stating that the next regular meeting date would be on November 21, 2017.

7. Adjournment.

Meeting adjourned at 7:44 p.m.

Autumn Aman

Deedee Ricketts – Chairman

DRAFT MINUTES
SPECIAL MEETING OF THE
PLANNING AND ZONING COMMISSION CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD
MONDAY, NOVEMBER 20, 2017

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
	Richard Turner	Commissioner
	Bob Holden	Commissioner
	Robert Fiester	Commissioner
	Dylan Romo	Alternate Commissioner
Absent:	Stan Lemko	Vice Chairman
	Tom Heslep	Alternate Commissioner
Staff Members	Kevin Laughlin	City Attorney
	Autumn Aman	Community Development Coordinator
	Sasha Torres	Community Services Assistant

2. Visitor Comments.

There were no visitor comments.

3. Conduct Workshop, presentation, and general discussion regarding the process relating to the review and approval of various applications relating to development of property in the City of Highland Village pursuant to the Highland Village Subdivision Ordinance, Highland Village Comprehensive Zoning Ordinance, and applicable provisions of state law and the Highland Village Code of Ordinances.

City Attorney, Kevin Laughlin, provided a power point presentation with an overview of the Zoning and Platting Procedures for the City of Highland Village. Mr. Laughlin and the Commissioners discussed the presentation as it pertained to the source of authority of the Planning and Zoning Commission, compliance with the City of Highland Village Comprehensive Plan and the Texas Local Government Codes, powers, duties and basics of the Commission, Zoning Enabling Act, zoning techniques, zoning districts, review criteria, site plans, planned developments, plat approval, and the different types of platting.

4. Adjournment.

Meeting adjourned at 8:30 p.m.

Autumn Aman
Community Development Coordinator

Deedee Ricketts - Chairman
Planning and Zoning

CITY OF HIGHLAND VILLAGE
PLANNING AND ZONING

AGENDA# 5

MEETING DATE: January 16, 2018

SUBJECT: Receive and discuss presentation regarding a proposed Planned Development for Residential uses on a 5.76 ± acre tract of land out of the W.P. Pearce Survey Abstract No. 1015 City of Highland Village, Denton County, Texas, commonly known as 180 Highland Village Road, as presented by G&A Consultants.

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND

The owner of the subject property is proposing a redevelopment of the property that will require the creation a Planned Development District for Residential uses. City Staff felt it would be beneficial to have the applicant make a presentation of what is being proposed 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.