

**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 19, 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 Bob Holden Austin Adams Thomas Heslep	Chairman Commissioner Commissioner Alternate Commissioner
Absent	Stan Lemko Rick Turner	Vice Chairman Commissioner
Staff Members	Autumn Aman Sasha Torres	Community Development Coordinator Community Services Assistant

**2. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on May 16, 2017.**

Commissioner Austin Adams made a motion to approve the minutes with non-substantial changes and adding verbiage to page 3, paragraph 5, so the sentence shall read" There were no speakers during the public hearing and City Staff had not received any inquires from those public hearing notices. Alternate Commissioner Tom Heslep seconded the motion.

**Motion Passed (4-0)**

**3. Visitor Comments.**

There were no Visitor Comments

**4. 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. She continued 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 with the brief history of the Phase I project for the benefit of any Commissioners who were unable to attend the Planning and Zoning meeting in May of 2017. She stated in May, 2017, the Commissioners reviewed and recommended for approval the site plan of Highland Village Phase I. She continued in 2013 the exact Phase I site plan was approved by City Council, however, since the development did not commence within one year of the approval, the site plan expired, so the applicant had to resubmit and begin the approval process all over again.

Ms. Aman continued back to the briefing on the site plan submittal for the Phase II project that was on the agenda. She stated that the building would be very similar to Phase I, with the exterior elevation materials being the same, 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. Ms. Aman concluded with the comment that there was an inconsistency of the quantity of light poles on all sheets that were submitted within the packets, stating that all lighting would be consistent with the photometric plan, sheet ESP.

The Commissioners, Mr. Jay Song, Hyundai General Construction, 2615 Brenner Dr., Dallas, TX, and Ms. Aman began the discussion on the submittal as it pertained to the following:

Clarification on the inconsistency of light poles on sheets submitted, labeling the species of existing trees, if there was going to be a curb cut, questioning by whose design standards require (2) two foot candles of illumination on sheet ESP, electrical to the monument sign and if it would be externally or back lit, orientation of the dumpster location as it pertained to Waste Management circulation and pick up in coordination with the Phase I dumpster location, spelling error, survival of existing trees within inches of the curbs, landscape edging not depicted on the plan, and if the lighting on the building would be the same to what was going to be used on Phase I.

After further discussion, Mr. Jay Song and the property owner Helen Lee requested that the Commission allow them to postpone the review of the site plan to a future meeting date so that they may have time to address some of the Commissioner's concerns.

Commissioner Adams made a motion to accept the applicant's request to postpone the review of their site plan to a future meeting date. Alternate Commissioner Heslep seconded the motion.

#### **Motion Passed (4-0)**

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

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

Community Development Coordinator Aman stated that the next regular meeting date would be October 17, 2017.

#### **6. Adjournment.**

Meeting adjourned at 7:50 p.m.

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Autumn Aman  
Community Development Coordinator

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Deedee Ricketts – Chairman  
Planning and Zoning