

**MINUTES  
REGULAR MEETING OF THE  
PLANNING AND ZONING COMMISSION CITY OF HIGHLAND VILLAGE, TEXAS  
HELD IN THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, JANUARY 18, 2022**

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

Chairman Guy Skinner called the meeting to order at 7:01 p.m.

**Roll Call**

Present:	Guy Skinner	Chairman
	Denver Kemery	Vice Chairman
	Dale Butler	Commissioner
	Michael George	Commissioner
	Jared Christianson	Commissioner
	Cindy Richter	Alternate Commissioner
Absent:	Brent Myers	Alternate Commissioner
Staff Members:	Autumn Aman	Community Development Coordinator

**2. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on November 16, 2021.**

Commissioner Dale Butler made a motion to approve the minutes as written. Commissioner Michael George 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 Site Plan for the property located at 2444 Justin Road, Lot 5D, Celebrations Village, Phase II.**

Community Development Coordinator Autumn Aman stated the City had received a site plan to construct a building of approximate six thousand, four hundred (6,400) square foot. The applicant, Vasquez Engineering, on behalf of the property owner Mr. Gregg, were proposing a retail center with three (3) tenant spaces, those being a drive-thru use, retail space, and a restaurant with an outdoor seating/patio area. She continued that the property is currently zoned Planned Development Retail (PD-R), retail and a drive thru are allowed uses within the zoning. Ms. Aman stated they would be required to construct a sidewalk along FM 407 along with an eight (8') foot trail in the rear of the property that would connect with the Chicken Express trail. She concluded the site did meet the required parking, signage would be regulated by ordinance, and City Staff and the Engineer had reviewed the submittal and felt that it did

meet the requirements of City Ordinances.

The Commissioners, Juan Vasquez, Vasquez Engineering, 1919 S. Shiloh Rd. #440, Garland Texas, Julio Valdez, the architect with Michael F. Twichell, 3624 Oak Lawn, #320, Dallas, Texas and Ms. Aman discussed the application as it pertained to the following:

- Clarification on surrounding properties, property lines, and ownership along with the requirement for a twelve (12') foot mutual access easement between said property and the adjoining lot to the east.

Ms. Aman stated the easement would be required for the property in order to meet ordinance for the proposed building. The easement would be permanent and both properties involved with the easement are owned by the same property owner, Mr. Gregg.

- Was there sufficient access in and out of the site?

Ms. Aman stated there would be sufficient access in and out of the property.

- Correcting a typo error under the Landscape tabulations by changing 5" caliper trees to 4" caliper trees.
- Photometric plan and if the proposed lighting would be sufficient for the site.

Mr. Valdez stated there would be wall packs by the drive-thru area and all other lighting would be sufficient for the site.

- If the proposed outdoor seating area would be screened in or just railing.

Mr. Valdez responded the outdoor patio area would have railing around the seating area.

- Could a future restaurant occupy the proposed retail area of the building?

Mr. Vasquez stated possibly only if the spaces were reconfigured, however, the site would still have to meet parking as required by ordinance.

- Was there any information into businesses that may be leasing the spaces?

Mr. Guion Gregg, property owner, stated currently there were no potential tenants.

- Inquiry into if a traffic study was performed.

Mr. Vasquez stated a traffic study was not required by the City at site plan review, therefore, a traffic study had not been performed.

Commissioner George made a motion to approve the site plan as presented. Vice Chairman Kemery 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 the next Regular scheduled meeting would be held on February 15, 2022.

## **6. Adjournment.**

Meeting adjourned at 7:18 p.m.

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Autumn Aman  
Community Development Coordinator

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Guy Skinner – Chairman  
Planning and Zoning