



## AGENDA

**REGULAR MEETING OF THE  
PLANNING AND ZONING COMMISSION  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, NOVEMBER 16, 2021, 7:00 PM  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**OPEN SESSION  
(City Council Chambers – 7:00 P.M.)**

1. **Call to Order/ Roll Call.**
2. **Elect Chairman and Vice Chairman.**
3. **Consider Approval of the Minutes from the Regular meeting held on September 21, 2021.**
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. **Review and Consider an application for a Site Plan for the property located at 2150 Village Parkway described as Lot 7B, Block 2, The Marketplace at Highland Village.**
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 NOVEMBER 12, 2021 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 \_\_\_\_\_, 2021 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, SEPTEMBER 21, 2021**

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

Chairman Guy Skinner called the meeting to order at 7:00 p.m.

**Roll Call**

Present:	Guy Skinner	Chairman
	Denver Kemery	Commissioner
	Michael George	Alternate Commissioner
	Jared Christianson	Alternate Commissioner
Absent:	Angelina Robinson	Vice Chairman
	Dale Butler	Commissioner
Staff Members:	Autumn Aman	Community Development Coordinator
	Kimberlee Huntley	Community Services Assistant

**2. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on July 20, 2021.**

Alternate Commissioner Michael George made a motion to approve the minutes as written. Alternate Commissioner Jared Christianson seconded the motion.

**Motion Passed (4-0)**

**3. Visitor Comments.**

There were no Visitor Comments.

**4. Conduct Public Hearing and Review and Consider an application for a Conditional Use Permit (C.U.P.) for an Accessory Dwelling Unit for the property located on Lot 14, Block 2, Highland Hills Addition Fourth Section, commonly known as 102 Sandy Hook, Highland Village.**

Community Development Coordinator Autumn Aman stated an application was received for a Conditional Use Permit (C.U.P.) to allow for an Accessory Dwelling unit to be located at 102 Sandy Hook. The property owner would like to convert their existing detached garage into a "grandmother" suite. She continued the existing garage is approximately seven-hundred, thirty-five (735) square feet, they would add an additional two-hundred, thirty-two (232) square feet, making a total area of approximate nine-hundred, sixty-seven (967) square feet. The exterior of the building would be of a hardi board material, complimenting the existing residential structure. The expansion of the garage would still comply with all required setbacks for the zoning district and after the conversion, the property would still have the two (2) existing enclosed parking spaces as required by ordinance. Ms. Aman continued the use of the dwelling would have restrictions on who may occupy: those being a related family member, spouse, child, parent, possible employee of the property owner that

provides services such as maintenance, nanny, maid, or a possible overnight guest. It shall not be leased or sublet and it cannot be separately metered. She stated that all public hearing notice requirements had been met and she had received only one call from a neighbor inquiring only on what the request was for and that they did not have any issues with the request.

Alternate Christianson questioned if the building meets the ordinances as it relates to the required setbacks along with clarification if there was a breezeway connecting the main building and the accessory structure.

Community Development Coordinator Aman responded the building did meet the required setbacks and to consider it attached to the main structure, it would have to share a common wall.

Alternate George questioned the required setback at the southwest corner of the accessory structure.

Community Development Coordinator Aman stated they would have to maintain a minimum of ten feet (10') from the main structure.

Alternate Commissioner George commented then they would have to cut-out the corner of the building.

Ms. Aman responded that was correct.

Commissioner Denver Kemery questioned the verbiage in the ordinance, if the structure was empty for six months, would the ordinance be transferable?

Ms. Aman responded if abandoned for six (6) months, and it was determined to be a nonconforming use per the requirements as set forth in the zoning ordinance, the ordinance would terminate.

Alternate Christianson questioned how common are requests for Conditional Use Permits for accessory dwelling units.

Community Development Coordinator Aman stated there had only been one (1) request approved since she had started reviewing applications. The property owner had sold the house before the accessory dwelling unit had been built, therefore, the ordinance for the request had terminated.

Mr. Davis Watkins, 102 Sandy Hook, property owner and applicant, stated he and his wife intended on living in the accessory dwelling unit while his daughter and her family would reside in the main house.

Chairman Skinner and Mr. Watkins discussed in great length the existing recreational vehicle and storage building that is currently on the property.

Mr. Watkins responded that both would be moved. The recreational vehicle possibly going to a storage facility and the storage building would be relocated on the property with the necessary permit being pulled for the relocation.

The Commissioners, Mr. Watkins, and Community Development Coordinator Aman continued discussion on the existing storage building along with it having no relevance on the Ordinance that was being considered.

Chairman Skinner opened the Public Hearing at 7:26 p.m.

There were no speakers for the Public Hearing.

Chairman Skinner closed the Public Hearing at 7:26 p.m.

A motion was made by Alternate Commissioner George to recommend approval to City Council the draft ordinance as presented. Commissioner Kemery 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 the next regular meeting would be held on October 19, 2021.

**6. Adjournment.**

Meeting adjourned at 7:28 p.m.

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Autumn Aman  
Community Development Coordinator

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Guy Skinner - Chairman  
Planning and Zoning

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

**AGENDA# 5**

**MEETING DATE: November 16, 2021**

**SUBJECT: Review and Consider an application for a Site Plan for the property located at 2150 Village Parkway described as Lot 7B, Block 2, The Marketplace at Highland Village (Helenlee Corporation)**

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

**BACKGROUND**

An application was received for a Site Plan to construct an approximately 12,203 square foot building for Retail Use. The site plan package includes a site plan, building elevations, signage, lighting plan, and landscape plans.

On October 24, 2017, a Site plan for this property was approved by City Council, however, since building did not commence within one year of the approval of the site plan, the site plan is deemed to have expired.

On June 15, 2021, the site plan was again on the Commission's agenda for consideration. However, the applicant requested postponement of action due to the Conditional Use Permit for a requested drive-thru use associated with the site plan being recommended for denial by the Commission. There was no discussion or action taken on this item at the meeting.

The proposed site plan no longer shows a drive-thru use and is almost exactly the same site plan approved by the City Council in 2017. The main differences between the current application and the previously approved site plan are an increase in the number of parking spaces and the reduction in the area of the building from 13,994 square feet to 12,203 square feet.

The applicant is also requesting additional signage be allowed on the right and left elevations of the building as shown on the elevation exhibits. Per Ordinance No. 06-998 for the Marketplace, additional signage may be considered and approved with the site plan. However, additional signage is not to exceed the size of the primary sign.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

Options are to recommend approval of the site plan package as it has been submitted, to recommend approval subject to revisions, or to 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 and the City's Engineer have reviewed the site plan package and finds that the proposed site plan conforms with applicable City Ordinances.

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

N/A

**RECOMMENDATION:**

Staff recommends the Commission review the applicants request and forward a recommendation to City Council.