

**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 Denver Kemery Michael George Jared Christianson	Chairman Commissioner Alternate Commissioner Alternate Commissioner
Absent:	Angelina Robinson Dale Butler	Vice Chairman Commissioner
Staff Members:	Autumn Aman Kimberlee Huntley	Community Development Coordinator 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.

Autumn Aman
Community Development Coordinator

Guy Skinner - Chairman
Planning and Zoning