

**MINUTES  
REGULAR MEETING OF THE  
PLANNING AND ZONING COMMISSION CITY OF HIGHLAND VILLAGE, TEXAS  
HELD IN THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, NOVEMBER 16, 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
	Dale Butler	Commissioner
	Jared Christianson	Commissioner
	Michael George	Commissioner
	Brent Myers	Alternate Commissioner
	Cindy Richter	Alternate Commissioner
Staff Members:	Scott Kriston	Director of Public Works
	Kimberlee Huntley	Community Services Assistant

**2. Elect Chairman and Vice Chairman.**

Commissioner Denver Kemery stated he would accept the position of Vice Chairman, therefore nominating himself. Commissioner Dale Butler seconded the motion.

**Motion passed (5-0)**

Chairman Skinner stated he would like to continue as the Chairman. Commissioner Butler made a motion to elect Guy Skinner as Chairman. Commissioner Michael George 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 21, 2021.**

Vice Chairman Kemery made a made a motion to approve the minutes as written. Commissioner George seconded the motion.

**Motion Passed (5-0)**

**4. Visitor Comments.**

There were no visitor comments.

**5. Conduct Public Hearing and Review and Consider an application for a Site Plan for the property described as Lot 7B, Block 2, The Marketplace at Highland Village located at 2150 Village Parkway.**

Director of Public Works Scott Kriston stated the City had received a site plan to construct a building of approximate twelve thousand, two hundred and three (12,203) square foot. He continued that in October 2017, a site plan was reviewed and approved by City Council for the site and since construction of the building did not commence within one year of the approval of the site plan, the site plan had expired. The site plan is similar to the original that was approved in 2017, however, it is approximately two thousand (2,000) square foot smaller than the original building. Mr. Kriston stated that the applicant was also asking for two (2) additional building signs that would be on the north and south side elevations and their size would be regulated by ordinance. He stated the site plan was now without the drive-thru use and City Staff and the City's Engineer had reviewed the application and found that it did conform with all City Ordinances.

Commissioner Jared Christianson questioned if the square footage changed from the previous submittal in June.

Mr. Kriston responded it was reduced from the 2017 submittal.

Commissioner Butler questioned traffic flow patterns and if there had been any changes on how people would get in and out of the site.

Mr. Kriston responded it was private property and there was already cross access as required by ordinance.

Commissioner Butler questioned if there would be any additional ingress/egress.

Mr. Kriston stated it would remain as it was currently.

Commissioner Butler made a motion to approve the site plan as presented.

Chairman Skinner, the Commissioners, and Mr. Kriston held discussion on the total number of parking spaces that were on the site plan, seventy-eight spaces versus seventy-five spaces. Total parking should be seventy-eight, however, Mr. Kriston stated those numbers would be verified for accuracy.

Commissioner Butler made a motion to approve as presented. Commissioner Christianson seconded the motion.

**Motion passed (5-0)**

**6. Receive Status Reports on Various Projects**

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

Director of Public Works Kriston stated November 30, 2021, would be scheduled for a training workshop and Community Development Coordinator Autumn Aman would send out more information to the Commissioners. He continued the next regular scheduled meeting date would be December 21, 2021. Chairman Skinner and Mr. Kriston continued discussion on meeting dates during the Christmas holiday.

**7. Adjournment.**

Meeting adjourned at 7:20 p.m.

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Autumn Aman  
Community Development Coordinator

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Guy Skinner – Chairman  
Planning and Zoning