



## AGENDA

**REGULAR MEETING OF THE  
PLANNING AND ZONING COMMISSION  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, JANUARY 18, 2022, 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. **Consider Approval of the Minutes from the Regular meeting of Planning and Zoning held on November 16, 2021.**
3. **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.)*
4. **Review and Consider an application for a Site Plan for the property located at 2444 Justin Road, Lot 5D, Celebrations Village, Phase II.**
5. **Receive Status Report on Various Projects.**
  - **Future P&Z Meetings**
6. **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 JANUARY 14, 2022 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 \_\_\_\_\_, 2022 at \_\_\_\_\_ by  
\_\_\_\_\_ at \_\_\_\_\_.

**DRAFT MINUTES**  
**REGULAR MEETING OF THE**  
**PLANNING AND ZONING COMMISSION CITY OF HIGHLAND VILLAGE, TEXAS**  
**HELD IN THE MINICIPAL 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)**

## **9. 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.

## **10. 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

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

**AGENDA# 4**

**MEETING DATE: January 18, 2022**

**SUBJECT: Review and Consider an application for a Site Plan for the property described as Lot 5D, Celebrations Village, Phase II, located at 2444 Justin Road.**

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

**BACKGROUND**

An application was received for a Site Plan to construct an approximately 6,400 square foot building for Retail Use.

The property owner is currently proposing three (3) tenants for this building: (1) retail space, (1) drive-thru use, and (1) restaurant with an outdoor patio area.

The property is currently zoned Planned Development Retail (PD-R). Retail and a drive-thru use are allowed within the current zoning.

The site plan package includes a site plan, building elevations, signage, lighting plan, and landscape plans.

**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 Planning and Zoning Commission review and make a recommendation to City Council on approval of the site plan.

