



AGENDA

**REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION
CITY OF HIGHLAND VILLAGE, TEXAS
TUESDAY, FEBRUARY 15, 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 January 18, 2022.**
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 described as Lot 1, Block A, Highland Village Town Center, Section One, located at 2270 Justin Road.**
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 FEBRUARY 11, 2022 NOT LATER THAN 5:00 P.M.

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, 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
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Staff Members:	Autumn Aman	Community Development Coordinator
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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.

Autumn Aman
Community Development Coordinator

Guy Skinner – Chairman
Planning and Zoning

CITY OF HIGHLAND VILLAGE
PLANNING AND ZONING

AGENDA# 4

MEETING DATE: February 15, 2022

SUBJECT: Review and Consider an application for a Site Plan for Lot 1, Block A, The Highland Village Town Center, Section One, located at 2270 Justin Road, as submitted by Rose-Villacorte Architecture on behalf of the property owner Brixmor Property Group for H Tea O.

PREPARED BY: Autumn Aman – Community Development Coordinator

BACKGROUND

An application was received for a Site Plan to construct an approximately 2,553 square foot building for Retail Use. The building will be occupied by H Tea O. The site plan package includes a site plan, building elevations, lighting plan, and landscape plans.

The property is currently zoned Retail (R).

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 City Ordinances for the property.

PROGRESS TO DATE: (if appropriate)

City Staff has reviewed the site plan package and finds that the proposed site plan conforms with applicable City Ordinances.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

No Ordinance change is required.

RECOMMENDATION:

The Planning and Zoning Commission should review the applicant's request and provide a recommendation to City Council.

