



## AGENDA

**REGULAR MEETING OF THE  
PLANNING AND ZONING COMMISSION  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, SEPTEMBER 19, 2017, 7:00 PM  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**OPEN SESSION  
(City Council Chambers – 7:00 PM)**

1. **Call to Order/ Roll Call.**
2. **Consider Approval of the Minutes from the Regular meeting of Planning and Zoning held on May 16, 2017.**
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 2150 Village Parkway, Lot 7B, Block 2, The Marketplace, as submitted by ADR Designs on behalf of Helenlee Corporation.**
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 SEPTEMBER 15, 2017 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 \_\_\_\_\_, 2017 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, MAY 16, 2017**

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

Chairman Deedee Ricketts called the meeting to order at 7:00 p.m.

**Roll Call**

Present	Deedee Ricketts Stan Lemko Richard Turner Bob Holden	Chairman Vice Chairman Commissioner Commissioner
Absent	Tom Heslep Austin Adams	Alternate Commissioner Alternate Commissioner
Staff Members	Autumn Aman Scott Kriston Sasha Torres	Community Development Coordinator Director of Public Works Community Services Assistant

**2. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on February 21, 2017.**

Vice Chairman Stan Lemko made a motion to approve the minutes as written. Commissioner Bob Holden seconded the motion.

**Motion Passed (4-0)**

**3. Visitor Comments.**

There were no visitor comments.

**4. Review and Consider an application for a Site Plan for the property located at 2200 Village Parkway described as Lot 8A, Block 2, The Marketplace (Kids First Pediatrics).**

Community Development Coordinator Autumn Aman stated that the city had received an application for a site plan to construct an approximately 8,702 square foot medical office building for Kids First Pediatrics. She continued that the exterior of the building would consist of stucco and stone with a shingled roof proposed. Ms. Aman stated that Kids First is currently located in Highland Village and are glad that they have chosen to stay in Highland Village. Ms. Aman stated that the property is located in The Marketplace at Highland Village which is currently zoned PD-R where a medical building is an allowed use.

The Commissioners, Ms. Aman, Randy Ahlfs, Tri-Star Construction Inc., 220 Meadowlark Lane, Highland Village, TX. and Jason Clapp, property owner, 3120 Overlook Circle, Highland Village, TX, discussed in great length the site plan submittal as it pertained to the design/pitch of the roof and the proposed use of shingles other than a standing seam metal roof. There was concern that the roof pitch and use of shingles is not consistent with the existing buildings that surround it since a majority of them have standing seam metal roofs.

Discussion continued on changing the dumpster enclosure height to (8') eight foot on the colored elevations, irrigation vault, the light pole located in the back of the building next to the Live Oak tree, and cleaning up the legend on the irrigation plans.

Vice Chairman Lemko made a motion recommending sending the site plan forward for approval to City Council with the following recommendations:

1. Roof materials to be standing seam metal roof and similar in color with the surrounding buildings.
2. Revise the dumpster height on the colored building elevations to (8') eight foot.
3. Relocate the light pole at the rear of the building so that it does not interfere with the Live Oak tree.
4. Update legend on irrigation diagram so that it reflects what is actually being used around the building.

Commissioner Rick Turner seconded the motion.

**Motion Passed (4-0)**

**5. Review and Consider an application for a Site Plan for the property located at 2100 Village Parkway described as Lot 7A, Block 2, The Marketplace (Helenlee Corporation).**

Community Development Coordinator Aman stated that an application for a site plan had been received to construct an approximate 10,500 square foot building for retail use. Ms Aman continued that the exact site plan came in front of the Planning and Zoning Commission and was approved by City Council on June 25, 2013. She stated, per city ordinance, if the development did not commence within one year of the 2013 approval, the site plan had been deemed expired. The applicant, Dayne Ram with ADR Designs, would now like to bring the exact site plan forward for the Commissions consideration.

The Commissioners, Dayne Ram, ADR Designs, 601 Saddle Hill Dr., Grand Prairie, TX,, and Jay Song, Hyundai General Construction, 2615 Brenner Dr., Dallas, TX discussed the submittal as it pertained to the sconce lighting proposed on the building, light poles and trees in the front parking medians, revising the dumpster enclosure height from (7') seven foot to (8') eight foot, and regulation of the signage on the building.

Commissioner Turner made a motion to send the site plan forward to City Council for approval with the following recommendations:

1. Revise the dumpster enclosure height to (8') eight foot.
2. Signage shall be consistent with Ordinance.
3. Ensure the trees are behind the light poles located in the front parking medians.

Commissioner Holden seconded the motion.

**Motion Passed (4-0)**

**6. Conduct Public Hearing and Consider proposed amendments to the development regulations and site plan of Planned Development No. 2016-01, being 26.153 + acres in the J. Edmonson Survey, Abstract 398 and the G. Jackson Survey, Abstract No. 1599, generally located on the East side of Chinn Chapel Rd., south of the Railroad Tracts, directly north of Chapel Hill Estates, Phase II (HV Ladera, LLC).**

Community Development Coordinator Aman went over the brief history of the property, that on July 26, 2016 City Council approved changing the zoning from SF-40 to a Planned Development for a Single Family Detached Residential Condominium Development. She continued that on March 3, 2017, the preliminary plat and final plat were approved by City Council. Ms. Aman stated that the original approved Planned Development Ordinance for the development allows for (100) one hundred dwelling units, 3.82 dwelling units per gross acreage. The applicant, G&A Consultants, on behalf of the property owner, HV Ladera, is requesting they be allowed to change the density not to exceed 3.90 dwelling units per gross acreage, or (102) one hundred and two dwelling units.

Community Development Coordinator Aman continued that public hearings are required for Planned Development Amendments and City Staff had not received any inquires from those public hearing notices.

Chairman Ricketts opened the Public Hearing at 7:48 pm.

Chairman Ricketts closed the Public Hearing at 7:49 pm.

The Commissioners and John Delin, Integrity Group, 2565 Strader Rd., Justin, TX, discussed the request as to why they were requesting the additional (2) two lots and how the Commission always understood while going through the review process of creating the Planned Development, preliminary plat and final plat review, there would not be a request to add additional lots.

Mr. Delin apologized to the Commission for the misunderstanding. He stated that the channel work needed for the development had put them over budget and the additional (2) two dwelling units would help offset the budget number and they would also fit nicely into the area. Mr. Delin continued that they always anticipated adding the (2) two additional lots but wanted to get through the final platting process first due to time constraints. He stated that the required open space would not change with the request due to the redesign of the entry and amenity center area.

The Commissioners and Mr. Delin continued discussion on the channel and retaining wall design.

Vice Chairman Lemko made a motion to send the ordinance forward to City Council for approval as presented. Commissioner Turner seconded the motion.

#### **Motion Passed (4-0)**

#### **7. Receive Status Reports on Various Projects**

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

Community Development Coordinator Aman stated that the next regular meeting date would be June 20, 2017.

#### **8. Adjournment.**

Meeting adjourned at 8:03 p.m.

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Autumn Aman  
Community Development Coordinator

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Deedee Ricketts – Chairman  
Planning and Zoning

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

**AGENDA# 4**

**MEETING DATE: September 19, 2017**

**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 13,994 square foot building for Retail Use. The site plan package includes a site plan, building elevations, signage, lighting plan, and landscape plans.

The property is currently zoned Planned Development Retail (PD-R).

The proposed site plan is the second phase of the applicant's project and is very similar to the site plan that was approved by City Council on May 23, 2017 for Highland Village Phase I, 2100 Village Parkway, Lot 7A, Block 2, in the Marketplace at Highland Village.

**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)**

No Ordinance change is required.

**RECOMMENDATION:**

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