

**MINUTES
REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD
TUESDAY, JUNE 19, 2018**

1. Call to Order/Roll Call.

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

Roll Call

Present:	Deedee Ricketts	Chairman
	Stan Lemko	Vice Chairman
	Rick Turner	Commissioner
	Bob Holden	Commissioner
	Tom Heslep	Alternate Commissioner
	Dylan Romo	Alternate Commissioner
Staff Members:	Autumn Aman	Community Development Coordinator
	Sasha Torres	Community Services Assistant

Chairman Ricketts stated since Commissioner Robert Fiester had been elected to City Council, there is a vacancy in the Commissioners spot. With that vacancy, Alternate Commissioner Tom Heslep would be voting.

2. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on May 15, 2018.

Vice Chairman Stan Lemko made a motion to approve the minutes as written. Alternate Commissioner Tom Heslep seconded the motion.

Motion passed (5-0)

3. Visitor's Comments.

There were no visitor comments.

4. Conduct Public Hearing and Review and Consider an application on a proposed change in zoning from "O" Office Zoning District to a Planned Development District "PD" for Office uses, including the adoption of development and sign regulations, relating to the development and use of Lots 1A, 1B, and 2, Block A, Wilkerson Addition, located at 2250, 2260, and 2280 Highland Village Road.

Community Development Coordinator Autumn Aman stated the City had received an application to create a Planned Development for the Highland Village Business Park. The properties are located at 2250, 2260, and 2280 Highland Village Road. Ms. Aman continued that the

applicant, G&A Consultants, on behalf of the property owners Tre Far Niente Partners and Haymarket Land Corporation, had requested to create a Planned Development so that they may be allowed to place signage on their property where it is currently not allowed per ordinance. Ms. Aman stated that the property is divided into three lots, one of which has no direct street frontage, but all three are developed with office buildings. The Planned Development requested is designed to provide a master sign plan for the entire development, which would allow signs installed along Highland Village Road to include tenant information for the rear lot and allow additional wall signs. She stated the property is currently zoned "O" Office and there would be no changes to the current location, size, number of buildings, parking areas, landscape areas and driveways on the properties. Ms. Aman continued that there was a request to the Zoning Board of Adjustment in January of 2018. The request was for a variance to the sign regulations to allow for an off-premise monument sign for tenants on the rear lot. She stated the request for a variance was denied by the Zoning Board of Adjustment based on the request failing to satisfy the criteria for granting a variance. Ms. Aman concluded that Public hearings are required for an amendment and there were no inquiries received regarding the request.

Chairman Ricketts opened the Public Hearing at 7:04 p.m.

There were no speakers from the Public Hearing.

Chairman Ricketts closed the Public Hearing at 7:04 p.m.

The Commissioners briefly discussed the request as it pertained to visibility of the signs, making sure, they could be easily seen and updating the existing signs.

Chairman Ricketts concluded that the application was a perfect example of why the City does an ordinance as a Planned Development for request like this, so that specific sites can be custom tailored for the needs of the developer. She stated it is very important that it come in front of the Commission as a Planned Development to address the specifics of the signage needs other than treat it as a variance to an office ordinance.

Alternate Commissioner Heslep made a motion to send the ordinance forward to City Council for approval as presented. Commissioner Turner seconded the motion.

Motion Passed (5-0)

6. Receive Status Reports on Various Projects

- **Future P&Z Meetings**

Community Development Coordinator Aman stated that the next meeting would be held on July 17, 2018.

7. Adjournment.

Meeting adjourned at 7:09 p.m.

Autumn Aman
Community Development Coordinator

Deedee Ricketts - Chairman
Planning and Zoning