

**MINUTES
REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD
TUESDAY, JULY 17, 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 Stan Lemko Rick Turner Bob Holden	Chairman Vice Chairman Commissioner Commissioner
Absent:	Tom Heslep Dylan Romo	Alternate Commissioner Alternate Commissioner
Staff Members:	Autumn Aman Sasha Torres	Community Development Coordinator Community Services Assistant

2. Consider Approval of the Minutes from the Regular meeting of the Planning and Zoning Commission held on June 19, 2018.

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

Motion passed (4-0)

3. Visitor's Comments.

There were no Visitor Comments.

4. Conduct Public Hearing and Review and Consider an application on proposed amendments to the development and use regulations for the property located at 2910 Justin Road, Lot 1, Barnett Center Phase 1, City of Highland Village, said property being located in the Barnett Center PD-C Zoning District.

Community Development Coordinator Autumn Aman stated the City had received an application to amend the development and use regulations of the Barnett Center Planned Development District as they relate to the use of the property located at 2910 Justin Road. She continued the applicant would like to purchase the property subject to a condition that the property could be used and developed for a Salon Booth Rental business, Permanent Cosmetics and Makeup, along with the applicant's permanent cosmetic equipment, supply distribution business and permanent cosmetics school. The Permanent Cosmetics and Makeup school would consist of

training and education, and certification of permanent cosmetic technicians and the use would be limited to occupying not more than thirty-five percent of the total gross floor area of the building. Ms. Aman stated that the building is approximate 10,000 square foot and was once occupied by Tutor Time.

Ms. Aman continued the current zoning on the property is Planned Development Commercial. Uses permitted within the Barnett Center PD are those that are permitted within a Commercial zoning district unless the PD specifically prohibits it. Based on current zoning a Salon Booth Rental business requires a Conditional Use Permit (C.U.P.). Ms. Aman stated, in accordance with the Comprehensive Zoning Ordinance, the application of permanent cosmetics or makeup is allowed only in Retail zoning as an incidental use in association with operation of a barbershop, beauty salon, nail salon, or similar business that constitutes the primary use, and is restricted to no more than fifteen percent (15%) of the building area devoted to that primary use. Private trade schools, wholesale beauty supply and wholesale distribution sales are currently allowed in Commercial zoning, so the applicant would not need to do any other other amendments for her business.

Chairman Ricketts opened the Public Hearing at 7:06 p.m.

Ms. Pattie Guzik, 826 Office Park Circle, Lewisville, Texas stated she owns the property located at 2920 Justin Road. Her concern was the increase in traffic. She stated with the Karate Studio in her building, there are many children in the parking lot. They share a driveway and when anyone leaves the center, they drive through her parking lot. Ms. Guzik stated she would like to see some type of signage on the property notifying drivers that there are young children in the area.

Chairman Ricketts read an email the City had received from Mr. Burton Strauss, 42 Remington Dr. W., Highland Village that read as follows:

The applicants request #3, changing the definition of "Permanent Cosmetics and Makeup", is not a P&Z function, it is a change to an existing ordinance and should go to Council. Curious what the additional planned use would be. They have specified 35% and 50%, leaving 15% unspecified. There is no loading dock or good access for trucks to the property, so traffic may be a concern. Would P&Z and Council intend this to be a permanent use or one that is specific to the applicant? If specific, we need to make sure the institutional memory of the City includes this, otherwise we will have the same "temporary" building that was to house a cell phone sales business in the Goody Goody mall become permanent.

Chairman Ricketts stated that everything goes to City Council.

Chairman Ricketts closed the Public Hearing at 7:10 p.m.

The Commissioners, Community Development Coordinator Aman, and the applicants Ms. Sandi Hammons, 618 Duvall Blvd., Highland Village, and Mr. Chuck Eley, Eley and Eley Attorneys at Law, 3212 Long Prairie Rd., Ste. 200, Flower Mound, discussed the application as it pertained to the following:

- **Terms of shipping of equipment or the need for a loading dock.** Mr. Chuck Eley stated there would be no equipment to be shipped only cosmetics. There would be no large items so there would be no need for a loading dock.
- **What portion of building would be used for the business?** Mr. Eley responded

50% would be for Salon Booth Rental, 35% for permanent cosmetics and makeup, 15% for regular cosmetic application and (1) large room for training. Approximate half of the building for cosmetic procedures and the remaining half for training and office space.

- **Would the booths be leased?** Mr. Eley stated most would be primarily leased.
- **What type of licensing is required and the hours of training?** Ms. Sandi Hammons responded that most of the students are in the beauty industry, esthetician, cosmetology, etc. There was no specific requirement of what their background had to be but they all would have to comply with the Texas Department of Health rules and regulations. Training would consist of approximate (40-300) hours; entry level at (100) hours and it usually consist of (7-10) days.
- **Would there be any opposition of putting up some type of signage on the property to address the concern of traffic and children that frequent the Karate Studio at 2920 Justin Rd?** Ms. Hammons stated she was not opposed to this request.
- **Are there any other locations?** Ms. Hammons stated she does have a location in Northern California and Arlington, Texas.
- **Parking.** The request for the applicant to do a formal assessment of the number of parking spaces available versus what would be needed for her everyday business. Reviewing the occupancy, number of students, staff, and customers along with hours of operation. Mr. Eley stated they were not opposed to looking at the request closely and responding back to the City with their findings.
- **Any special handling/disposal of inventory, expired pigments, disposal of needles/sharps.** Ms. Hammons stated disposal would be similar to disposal of any other hazardous materials. They would have sharps containers similar to what medical facilities use and they would have a service pick up all materials.
- **Would the Arlington location remain?** Ms. Hammons stated the Arlington location would remain. They would still maintain their small manufacturing in Arlington but most of everything else and all of the training would be relocated to Highland Village.
- **The anticipated number of students.** Ms. Hammons responded there would be approximate (30) students every other week, total (60) a month. Most students that travel would stay at the Marriott on the Riverwalk and get to the location by other means of transportation, hotel shuttle, Uber, etc.
- **Tattooing.** Ms. Hammons stated that the Health Department licenses the studio and there would be no body tattooing.
- **Health Department Inspections.** Ms. Hammons stated the state regularly inspects for safety, sanitation and sterilization. She stated since they are the largest distributor and trainer in North America, the state inspects them quite frequently.

- **Hours of operation.** Ms. Hammons stated Monday through Friday, 9:00 a.m. through 9:00 p.m. There would be limited hours on Saturday's and Sunday's.
- **Clarification on Section 2.C. (1) and (2) of the draft ordinance on the fees for models and students.** The Ordinance was drafted to ensure the business would remain a school other than one large permanent cosmetics salon.
- **What would be on the sign at the location and possible name of the business?** Ms. Hammons stated she had been considering "SHE" (Sandi Hammons Enterprises), however, the name had not yet been finalized. Community Development Coordinator Aman stated that current City Ordinances for the area would regulate all signage on the property.

Vice Chairman Lemko made a motion to recommend to City Council approval of the ordinance as presented with the applicant looking at the possible need for signage on the property to make drivers aware of children in the area. Commissioner Holden seconded the motion.

Motion Passed (4-0)

5. Receive Status Reports on Various Projects

- **Future P&Z Meetings**

Community Development Coordinator Aman stated that the next meeting would be held on August 21, 2018.

6. Adjournment.

Meeting adjourned at 8:00 p.m.

Autumn Aman
Community Development Coordinator

Deedee Ricketts - Chairman
Planning and Zoning