



**MINUTES OF THE  
TOWN OF WESTLAKE, TEXAS  
PLANNING AND ZONING COMMISSION MEETING**

**February 15, 2016**

**PRESENT:** Chairman Tim Brittan, Commissioners Liz Garvin, Greg Goble, Ryan Groce, and Michelle Lee. Alternates present: Ken Kraska

**ABSENT:**

**OTHERS PRESENT:** Town Manager Tom Brymer, Planning and Development Director Eddie Edwards, Town Attorney Cathy Cunningham, Town Secretary Kelly Edwards, Assistant Town Manager Amanda DeGan, Director of Public Works Jarrod Greenwood, Fire Chief Richard Whitten, Communications & Community Affairs Director Ginger Awtry, Finance Director Debbie Piper, Susan McFarland, Communications Specialist and Management Intern Joel Enders.

**Work Session**

**1. CALL TO ORDER**

Chairman Brittan called the work session to order at 5:00 p.m.

Chairman Brittan stated we would begin with Item 3 of the work session.

**2. DISCUSSION REGARDING ITEMS LISTED ON THE REGULAR MEETING AGENDA.**

Chairman Brittan stated the Planning and Zoning Commission would enter into Executive Session pursuant to Section 551.071 Consultation with Attorney (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: Item 4 of the Regular Agenda.

The Commission convened into executive session at 5:31 p.m.

Chairman Brittan reconvened the work session at 5:50 p.m.

**3. DISCUSSION OF ITEMS TO BE PLACED ON FUTURE AGENDAS AND UPDATES ON DEVELOPMENT TRENDS, PROGRESS AND TOWN COUNCIL ACTIONS ON PAST AGENDA ITEMS.**

Mr. Brian Elliott and Mr. Michael Lorant provided a presentation regarding a proposed development for the Arthur property named Quail Hollow Estates.

Mr. Elliott and Mr. Lorant provided a presentation an overview of the project. There will be three Phases to develop the property. Main entrance in Phase II, develop with interesting architectural styles, overview of the architectural styles, general building requirements,

Discussion ensued regarding the development of the property in three Phases totaling 92 homes, design guidelines and requirements, the proposed preliminary plat request, special use permit for gated subdivision, number of entrances/exits off of Davis Boulevard, emergency access, open space, access to the trail system, tree preservation and view corridors.

Town Manager Brymer provided an overview of the Council's action to table action on 500' setback PD 1-1 and taking no action on Entrada.

**4. ADJOURNMENT**

Chairman Brittan adjourned the work session at 5:52 p.m.

**Regular Session**

**1. CALL TO ORDER**

Chairman Brittan called the regular session to order at 6:02 p.m.

**2. REVIEW AND APPROVE MINUTES FROM THE MEETINGS HELD ON JANUARY 4, 2016.**

**MOTION:** Commissioner Goble made a motion to approve the minutes. Commissioner Garvin seconded the motion. The motion carried by a vote of 5-0.

**3. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING, AN AMENDMENT TO THE CODE OF ORDINANCES, CHAPTER 102 SECTION 102-31(A) "ZONING MAP"; PROVIDING FOR INTERPRETATION, PURPOSE AND CONFLICT.**

Management Intern Enders provided a presentation and overview of the recently annexed property.

Chairman Brittan opened the public hearing.

No one addressed the Commission.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Lee made a motion to recommend approval of the zoning change. Commissioner Goble seconded the motion. The motion carried by a vote of 5-0.

**4. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A ZONING CHANGE REQUEST TO AMEND "PLANNING AREA 5," A PORTION OF PLANNED DEVELOPMENT DISTRICT 3 (PD 3-5), LOCATED ALONG STATE HIGHWAY 170 AND STATE HIGHWAY 114, BY DIVIDING SAID PLANNING AREA INTO TWO (2) NEW PLANNING AREAS TO BE KNOWN AS PD 3-5A AND PD 3-5B AND ESTABLISHING DEVELOPMENT REGULATIONS, PERMITTED USES, AND ALLOWABLE DENSITIES FOR BOTH PLANNING AREAS.**

Director Edwards provided a presentation and overview of the item.

Discussion ensued regarding the building heights within each PD.

Town Manager Brymer provided an overview of the require notices and stated that language for PD 3-3 transfer of square footage ordinance was left off the agenda.

Chairman Brittan opened the public hearing.

Russell Laughlin, Executive VP Hillwood Properties, provided a presentation and overview of the proposed development. He spoke in favor of item.

Director Edwards provided additional information regarding PD3-5b.

Colin Stevenson, 1823 Broken Bend Drive, spoke in opposition of the proposed item.

Neil McNabnay, 1815 Broken Bend Drive, spoke in opposition of the proposed item.

Sean Kilbride, 2341 J.T. Ottinger Road, no option selected on the speaker form.

Chairman Brittan asked for a motion to continue the hearing on February 19, 2016, at 9:00 a.m.

**MOTION:** Commissioner Garvin made a motion to continue the public hearing on February 19, 2016, at 9:00 a.m. Commissioner Groce seconded the motion. The motion carried by a vote of 5-0.

**5. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A PLANNED DEVELOPMENT ZONING DISTRICT (PD) SITE PLAN FOR THE "PLANNING AREA 2" PORTION OF PLANNED DEVELOPMENT DISTRICT 1 (PD 1-2), ESTABLISHED BY ORDINANCE 703 FOR THE PROPERTY GENERALLY LOCATED ON THE SOUTH SIDE OF STATE HIGHWAY 114, EAST OF DAVIS BOULEVARD AND NORTH OF SOLANA BOULEVARD.**

Management Intern Enders provided a presentation and overview of the item.

Michael Beaty, Centurion Development, Farmers Branch, provided an overview of the development.

Discussion ensued regarding the underground parking, Bell Tower height, sales center construction, commercial construction ratio to residential, ingress and egress, TXDot median cut, signalization of Davis Boulevard and Solana Boulevard, residential traffic on Solana Boulevard, and future signalization.

Chairman Brittan opened the public hearing.

No one addressed the Commission.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Lee made a motion to recommend approval of the zoning change with the following conditions: 1. Fulfillment of all zoning requirements as set out in Ordinance 703 in addition to the conditions accepted by the Town Council at the time of zoning approval (April 22, 2013). 2. All the Development Plan conditions for approval established in Ordinance 720 (adopted October 28, 2013) apply to this PD Site Plan. 3. All building elevations shown on this PD Site Plan include the requirement that structures meet all aspects of the Entrada Design Guidelines established in Ordinance 703 and Ordinance 760. 4. Town Staff will review and approve a materials sample palette that shall be presented at the time building plans are submitted for review and said materials must comport to elevations as presented to the Staff and the Planning & Zoning Commission. 5. Landscaping and planters shown on PD Site Plan drawings submitted by the Developer's master architect, Merriman and Associates, be of substantial size,

as shown on said drawings, including six (6) inch caliber Italian Cypress in the planters. 6. Solid waste collection area(s) will reflect a "shepherd's hut" type architecture and will be approved by Staff at the time of building permit application. 7. The following statements shall be added to the PD Site Plan to clarify the scope of Site Plan approval: 1) PD Site Plans are recommended for approval based on a determination that the plans reflect general compliance with the approved PD Concept Plan, PD Development Plan, Master Landscape Plan, Design Guidelines, and other PD ordinance regulations. The individual building elevations are approved conceptually, subject to compliance with PD Design Guidelines to be shown in detail on construction plans that are to be submitted when applying for a building permit. 2) Construction Drawings submitted along with an application for a Building Permit will be reviewed for detailed compliance with Design Guidelines and compliance with the approved PD Site Plan as well as other PD ordinance regulations, the Code of Ordinances, the UDC, and the International Code Council (ICC) construction codes. 3) The individual lots shown on this PD Site Plan are approved conceptually, and must be reflected on an approved amended Final Plat prior to the issuance of any building permits for vertical construction for the areas shown as Block A and Block O on the Entrada Final Plat. Commissioner Goble seconded the motion. The motion carried by a vote of 5-0.

## 6. ADJOURNMENT

There being no further business to come before the Commissioners, Chairman Brittan asked for a motion to adjourn.

**MOTION:** Commissioner Groce made a motion to adjourn the meeting. Commissioner Garvin seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan adjourned the meeting at 7:11 p.m.

**APPROVED BY THE PLANNING AND ZONING COMMISSION ON MARCH 21, 2016.**

ATTEST:

  
Kelly Edwards, Town Secretary

  
Chairman, Tim Brittan