



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

**March 21, 2016**

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

**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, Finance Director Debbie Piper, Director of Information Technology Jason Power, and Management Intern Joel Enders.

**Work Session**

**1. CALL TO ORDER**

Chairman Brittan called the work session to order at 5:04 p.m.

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

Town Secretary Edwards provided an overview of the revisions made to February 15, 2016, minutes.

Town Manager Brymer provided an overview of the Quail Hollow project listed on the regular agenda.

Discussion ensued regarding the property located around the dams in Quail Hollow, emergency access, Right of Way dedication along Dove Road and Randol Mill, and dedication of the property.

Staff provided an overview of the Entrada items listed on the regular agenda.

Discussion ensued regarding auxiliary parking, gas well pad site, architecture design, landscaping, amphitheater, gathering places, traffic control, police services during events, sound migration, the number of public restroom facilities, and masonry requirements.

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

No additional discussion.

**4. ADJOURNMENT**

Chairman Brittan adjourned the work session at 6:04 p.m.

**Regular Session**

**1. CALL TO ORDER**

Chairman Brittan called the regular session to order at 6:19 p.m.

**2. DISCUSSION AND CONSIDERATION OF THE MINUTES FROM THE MEETING HELD ON FEBRUARY 15, 2016.**

**MOTION:** Commissioner Goble made a motion to approve the minutes with revisions as discussed. Commissioner Groce seconded the motion. The motion carried by a vote of 5-0.

**3. DISCUSSION AND CONSIDERATION OF THE MINUTES FROM THE MEETING HELD ON FEBRUARY 19, 2016.**

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

**4. DISCUSSION AND CONSIDERATION OF THE JOINT MINUTES FROM THE MEETING HELD ON MARCH 7, 2016.**

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

**5. DISCUSSION AND CONSIDERATION REGARDING THE APPOINTMENT OF A VICE CHAIRMAN OF THE PLANNING AND ZONING COMMISSION AS PER THE REQUIREMENTS OF ORDINANCE 772.**

**MOTION:** Commissioner Goble made a motion to appoint Commissioner Lee as Vice Chairman. Commissioner Garvin seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan moved to item 10 of the regular agenda.

**6. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A SPECIFIC USE PERMIT (SUP) TO ALLOW AN AMPHITHEATER AND ENTERTAINMENT VENUE THAT SEATS MORE THAN 300 PEOPLE FOR THE PROPERTY GENERALLY LOCATED ON THE SOUTH SIDE OF STATE HIGHWAY 114, EAST OF DAVIS BOULEVARD, AND NORTH OF SOLANA BOULEVARD, COMMONLY KNOWN AS WESTLAKE ENTRADA.**

Director Edwards provided a presentation and overview of the item.

Discussion ensued regarding the pre-event submittal process and process for events of less than 300 people.

Chairman Brittan opened the public hearing.

No one addressed the Commission.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Goble made a motion to recommend approval of the Specific Use Permit with the following conditions: 1. For any event held in the Amphitheater that is anticipated to have greater than 300 people, the Amphitheater operator must provide a pre-event submittal for each event for over 300 people that demonstrates to the Town that adequate provisions have been made to accommodate anticipated needs for: a. parking (which may involve shared parking agreements with neighboring property owners); b. traffic control (which may include a traffic impact

analysis, to be updated as needed or for each event); c. security (including a plan setting out how many emergency service personnel will be needed); d. noise (requiring compliance with Town ordinances in regard to sound levels and hours of operation); e. any other concerns in regard to public health, safety or welfare, (which could include type of show, for example, shows with pyrotechnics will require greater protections, or meteorological conditions, or multiple events occurring simultaneously). 2. The pre-event submittal may be administratively approved by the Town Manager or designee, subject to appeal to Town Council for denial. Commissioner Groce seconded the motion. The motion carried by a vote of 5-0.

**7. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A PLANNED DEVELOPMENT ZONING DISTRICT (PD) SITE PLAN FOR AN APPROXIMATELY 1.9 ACRE PORTION OF PLANNED DEVELOPMENT DISTRICT 1, PLANNING AREA 2 (PD 1-2), ESTABLISHED BY ORDINANCE 703 FOR THE PROPERTY GENERALLY LOCATED SOUTH OF STATE HIGHWAY 114, EAST OF DAVIS BOULEVARD, AND NORTH OF SOLANA BOULEVARD, COMMONLY KNOWN AS WESTLAKE ENTRADA. THE AREA SHOWN ON THIS PD SITE PLAN IS COMMONLY REFERRED TO AS THE WESTLAKE ENTRADA AMPHITHEATER SITE, TO BE LOCATED NEAR TARRAGONA DRIVE.**

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

Discussion ensued regarding event signage, sign lighting, stage lighting, roofing structure, and security.

Chairman Brittan opened the public hearing.

No one addressed the Commission.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Garvin made a motion to recommend approval of the Site Plan with the following condition: a) Fulfillment of all zoning requirements for this PD1-2 district set out in Ordinance 703 in addition to the conditions accepted by the Town Council at the time of zoning approval (April 22, 2013). b) All the Development Plan conditions for approval established in Ordinance 720 (adopted October 28, 2013) apply to this PD Site Plan. c) 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. d) Town Staff will review and approve a materials sample palette that shall be presented at the time for building plans

review for a building permit and said materials must comport to elevations as presented to the Staff and the Town Council. e) Landscaping and planters used around the CVS building per drawings submitted by the Developer's master architect, Merriman and Associates, shall be of substantial size, as shown on said drawings, including six (6) inch caliper Italian Cypress in the planters. f) 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. g) 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. h) A Certificate of Occupancy shall not be issued for any building shown on this PD Site Plan prior to the availability of adequate parking (surface, structured parking, shared parking agreements, or some combination thereof). Commissioner Lee seconded the motion. The motion carried by a vote of 5-0.

**8. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A PLANNED DEVELOPMENT ZONING DISTRICT (PD) SITE PLAN FOR AN APPROXIMATELY 3.75 ACRE PORTION OF PLANNED DEVELOPMENT DISTRICT 1, PLANNING AREA 2 (PD 1-2), ESTABLISHED BY ORDINANCE 703 FOR THE PROPERTY GENERALLY LOCATED SOUTH OF STATE HIGHWAY 114, EAST OF DAVIS BOULEVARD, AND NORTH OF SOLANA BOULEVARD, COMMONLY KNOWN AS WESTLAKE ENTRADA. THE AREA SHOWN ON THIS PD SITE PLAN IS GENERALLY LOCATED WEST OF THE PROPOSED AMPHITHEATER SITE, TO BE LOCATED NEAR GIRONA DRIVE AND ARAGON DRIVE.**

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

Discussion ensued regarding the architectural designs, and temporary parking within the gas pad area.

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 Site Plan with the following conditions: a) Fulfillment of all zoning requirements for this PD1-2 district set out in Ordinance 703 in addition to the conditions accepted by the Town Council at the time of zoning approval (April 22, 2013). b) All the Development Plan conditions for approval established in Ordinance 720 (adopted October 28, 2013) apply to this PD Site Plan. c) 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. d) Town Staff will review and approve a materials sample palette that shall be presented at the time for building plans review for a building permit and said materials must comport to elevations as presented to the Staff and the Town Council. e) Landscaping and planters used around the CVS building per drawings submitted by the Developer's master architect, Merriman and Associates, shall be of substantial size, as shown on said drawings, including six (6) inch caliper Italian Cypress in the planters. f) 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. g) 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. h) A Certificate of Occupancy shall not be issued for

any building shown on this PD Site Plan prior to the availability of adequate parking (surface, structured parking, shared parking agreements, or some combination thereof). i) The building articulation of the parking garage structure shown on this PD Site Plan is approved by the Town Council pursuant to Section 102-121(c) of the Westlake Code of Ordinances. Commissioner Goble seconded the motion. The motion carried by a vote of 5-0.

**9. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A PLANNED DEVELOPMENT ZONING DISTRICT (PD) SITE PLAN FOR AN APPROXIMATELY 1.9 ACRE PORTION OF PLANNED DEVELOPMENT DISTRICT 1, PLANNING AREA 2 (PD 1-2), ESTABLISHED BY ORDINANCE 703 FOR THE PROPERTY GENERALLY LOCATED SOUTH OF STATE HIGHWAY 114, EAST OF DAVIS BOULEVARD, AND NORTH OF SOLANA BOULEVARD, COMMONLY KNOWN AS WESTLAKE ENTRADA. THE AREA SHOWN ON THIS PD SITE PLAN IS COMMONLY REFERRED TO AS THE WESTLAKE ENTRADA RESTAURANT ROW SITE, TO BE LOCATED NEAR ARAGON DRIVE AND TARRAGONA DRIVE.**

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

Discussion ensued regarding the architectural type, lighting, safety ledge around the lake, Entrada medallion style, restaurant opportunities, parking, directional signage, pedestrian trail connection and biking areas or trail heads.

Chairman Brittan opened the public hearing.

No one addressed the Commission.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Goble made a motion to recommend approval of the Site Plan with the following conditions: a) Fulfillment of all zoning requirements for this PD1-2 district set out in Ordinance 703 in addition to the conditions accepted by the Town Council at the time of zoning approval (April 22, 2013). b) All the Development Plan conditions for approval established in Ordinance 720 (adopted October 28, 2013) apply to this PD Site Plan. c) 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. d) Town Staff will review and approve a materials sample palette that shall be presented at the time for building plans review for a building permit and said materials must comport to elevations as presented to the Staff and the Town Council. e) Landscaping and planters used around the CVS building per drawings submitted by the Developer's master architect, Merriman

and Associates, shall be of substantial size, as shown on said drawings, including six (6) inch caliper Italian Cypress in the planters. f) 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. g) 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. h) A Certificate of Occupancy shall not be issued for any building shown on this PD Site Plan prior to the availability of adequate parking (surface, structured parking, shared parking agreements, or some combination thereof Commissioner Garvin seconded the motion. The motion carried by a vote of 5-0.

**10. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A SPECIFIC USE PERMIT FOR THE PROPOSED ESTATES OF QUAIL HOLLOW SUBDIVISION TO ALLOW FOR A GATED ACCESS SUBDIVISION WITH PRIVATE STREETS AND OTHER SPECIAL CONDITIONS AS RECOMMENDED BY STAFF. QUAIL HOLLOW IS AN APPROXIMATE 92 LOT PROPOSED SINGLE FAMILY RESIDENTIAL DETACHED SUBDIVISION WITH ITS LOTS BEING ONE (1) ACRE OR MORE IN SIZE. QUAIL HOLLOW IS PROPOSED TO BE DEVELOPED ON APPROXIMATELY 188.28 ACRES ON A TRACT GENERALLY LOCATED AT THE SOUTHEAST CORNER OF THE FM 1938/DOVE ROAD INTERSECTION (ON PROPERTY PREVIOUSLY ADDRESSED AS 1755 DOVE ROAD).**

Town Manager Brymer provided a presentation and overview of the item.

Chairman Brittan opened the public hearing.

No one addressed the Commission.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Goble made a motion to recommend approval of the Specific Use Permit with the following conditions: 1. The Quail Hollow development shall be permitted to utilize private streets (built to Town standards and specifications) within the subject property and that vehicular access (all taken off of FM1938 Davis Blvd) to this development be gated. 2. The Quail Hollow development shall consist of approximately 92 residential lots, plus or minus no more than 10% of that number, and all residential lots shall comply with the existing area requirements of the underlying R-1 zoning, i.e. one (1) acre minimum residential lot size. 3. The Town shall approve all deed restrictions and design guidelines for the entire Quail Hollow residential development prior to the approval of the Quail Hollow Phase 1 Final Plat by the Town. 4. Approval by Town Staff of the Quail Hollow perimeter fencing plan shall be required prior to the commencement of each phase's construction. 5. To preserve the Dove Road/FM 1938 Davis Blvd view corridor per the Town's Comprehensive Plan and the Quail Hollow Preliminary Plat, a special side setback shall be included on Lot 4 of Quail Hollow. 6. The approximate 2.96 acre open space area as shown on the Preliminary Plat, located below the dam of the southern lake, shall be designated for public use not later than the approval of the Phase 2 Final Plat for Quail Hollow. Said open space (Lot 28 X) shall be privately owned and maintained by the home owners' association (i.e. property owners' association) for the Estates of Quail Hollow or its successor. 7. While all right-of-way dedications of perimeter roadways (Dove Road and Randol Mill Rd) are required per Town requirements, no roadway or sidewalk improvements are required to these roadways since Quail Hollow's access to them is not permitted. 8. All conditions of this SUP apply to the entire 188.28-acre subject tract and all its phases as shown on the approved Preliminary Plat for the Estates of Quail Hollow. 9. Comply with emergency access requirements by ordinance and town staff emergency personnel. Commissioner Groce seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan moved to item 11 of the regular agenda.

**11. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A PRELIMINARY PLAT OF THE ESTATES OF QUAIL HOLLOW SUBDIVISION SHOWING 92 RESIDENTIAL LOTS THAT ARE ALL ONE-ACRE OR MORE IN SIZE. THE PROPERTY IS APPROXIMATELY 188.28 ACRES AND IS LOCATED ON PROPERTY PREVIOUSLY ADDRESSED AS 1755 DOVE ROAD, SOUTHEAST CORNER OF THE FM 1938/DOVE ROAD INTERSECTION.**

Director Greenwood provided a presentation and overview of the item.

Discussion ensued regarding the wall along the perimeter of the subdivision.

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 Preliminary with the following conditions: 1. Water will be dead end in Phase 1. The second connection across Davis will be completed with Phase 2 completing the loop. Phase 3 will be a long dead end with a flush. Possibly, the pipe size may be reduced to 6" to reduce retention time in the pipe for water quality. 2. The proposed development may create pressure plane issues with water supply that will require the developer to submit additional engineering study to the Town engineer to determine the need for pressure reducing valves. 3. Detention evaluation has been provided to the Town engineer as part of the Preliminary Plat consideration and is currently being evaluated. The Town Engineer has not determined that detention is needed or required. Staff recommends adding a note to the Preliminary Plat that states: A Final Plat will not be filed until all staff drainage comments have been addressed. 4. Geotechnical Engineering Report on fill and recommendations for northern lake dam enhancement will be required by the Town prior to Final Plat approval. 5. The aerial electrical lines along FM 1938 will be buried. However, since the development will not be connecting to the electrical on Randol Mill, the developer will not be required to bury the electrical lines along Randol Mill. 6. Deotte Engineering Inc. will evaluate erosion issues along north dam and roadway but will not be the property owner's or developer's responsibility to mitigate. 7. Staff recommends adding a note to the Preliminary Plat that states: The Town will not be responsible for the integrity of either dam for any work performed within existing or proposed right-of-way. 8. Staff recommends the following note to be added to the Preliminary Plat: No easements will be allowed by separate instrument without written approval from the Town of Westlake. 9. The northern dam will be on private property as shown on Attachment B – Dam Section for Quail Hollow. Commissioner Garvin seconded the motion. The motion carried by a vote of 5-0.

**12. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION OF A PLANNED DEVELOPMENT ZONING DISTRICT (PD) SITE PLAN FOR THE PLANNED DEVELOPMENT DISTRICT 2 (PD 2) COMMONLY REFERRED TO AS THE FIDELITY OFFICE CAMPUS, GENERALLY LOCATED SOUTH OF STATE HIGHWAY 114, WEST OF DAVIS BOULEVARD, AND NORTH OF DOVE ROAD.**

Director Edwards provided a presentation and overview of the item.

Discussion ensued regarding the direction of the sign and illumination.

Chairman Brittan opened the public hearing.

No one addressed the Commission.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Groce made a motion to recommend approval of the Site Plan. Commissioner Goble seconded the motion. The motion carried by a vote of 5-0.

**13. ADJOURNMENT**

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

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

Chairman Brittan adjourned the meeting at 7:21 p.m.

**APPROVED BY THE PLANNING AND ZONING COMMISSION ON APRIL 25, 2016.**

ATTEST:

  
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Kelly Edwards, Town Secretary

  
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Chairman, Tim Brittan