



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

April 25, 2016

PRESENT: Chairman Tim Brittan, Commissioners Liz Garvin, Ryan Groce, and Michelle Lee. Greg Goble arrived at 4:54 p.m. Alternate present: Sharon Sanden

ABSENT: Alternate Ken Kraska

OTHERS PRESENT: Town Manager Tom Brymer, Town Attorney Stan Lowry, Town Secretary Kelly Edwards, Assistant Town Manager Amanda DeGan, Director of Public Works Jarrod Greenwood, Finance Director Debbie Piper, Director of Park & Recreation and Facilities Troy Meyer, Director of Information Technology Jason Power, and Management Intern Joel Enders.

Regular Session

1. CALL TO ORDER

Chairman Brittan called the regular session to order at 4:07 p.m.

2. DISCUSSION AND CONSIDERATION OF THE MINUTES FROM THE MEETING HELD ON MARCH 21, 2016.

MOTION: Commissioner Groce made a motion to approve the minutes. Commissioner Garvin seconded the motion. The motion carried by a vote of 4-0.

3. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A PLANNED DEVELOPMENT ZONING DISTRICT (PD) SITE PLAN FOR AN APPROXIMATELY .58-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 A PORTION OF THE ENTRADA RESIDENTIAL AREA, AND IS LOCATED NEAR THE INTERSECTION OF SOLANA BOULEVARD, GRANADA TRAIL, AND CORTES DRIVE.

Management Intern Enders and Mr. Robin McCaffrey, Mesa Planning, provided a presentation and overview of the item.

Mr. Ralph Bush, Bush Design & Associates, representing the applicant, provided an overview of the proposed residential area.

Discussion ensued regarding the architype, connectivity, square footage per unit, proposed lake lots, phasing schedule, density per lot, additional parking for residences, speed limits, similar materials, satellite dishes, deed restrictions, maintenance agreement with the HOA/POA, storm drainage, streets, landscaping, trash and recycling locations, and the ability to allow for larger homes.

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 Specific Use Permit 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. Where building walls face the street, particularly at intersections, the Town may require wall mounted, ceramic tile street name signs as shown in the approved Design Guidelines in the interest of space and/or aesthetics. 6. 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. 7. A Certificate of Occupancy shall not be issued for any building shown on this PD Site Plan prior to the availability of adequate emergency access as determined by the Westlake Fire Marshal. Commissioner Groce seconded the motion. The motion carried by a vote of 5-0.

4. ADJOURNMENT

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

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

Chairman Brittan adjourned the meeting at 5:06 p.m.

APPROVED BY THE PLANNING AND ZONING COMMISSION ON AUGUST 1, 2016.

ATTEST:


Kelly Edwards, Town Secretary


Chairman, Tim Brittan