



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

September 13, 2016

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

ABSENT:

OTHERS PRESENT: Town Manager Tom Brymer, Town Attorney Cathy Cunningham, Town Secretary Kelly Edwards, Director of Public Works Jarrod Greenwood, Development Coordinator Joel Enders, Director of Building Construction/Zoning Enforcement Eddie Edwards, Fire Chief Richard Whitten, and Administrative Assistant Tanya Morris

Work Session

1. CALL TO ORDER

Chairman Brittan called the work session to order at 5:01 p.m.

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

Coordinator Enders and Mr. Robin McCaffrey, MESA Planning, provided a presentation and overview of Item 5 of the regular agenda.

Discussion ensued regarding separate HOA, property owner's association maintaining streets, street easements for garages, CCRs, Town's maintenance responsibility, property sales, retail development, commercial corner, spec homes, and escrow maintenance account.

3. DISCUSSION OF ITEMS TO BE PLACED ON FUTURE AGENDAS AND UPDATES ON DEVELOPMENT TRENDS, INCLUDING PERIMETER ROAD PROJECTS FOR SOLANA BOULEVARD AND F.M. 1938 (DAVIS BOULEVARD), PROGRESS PROJECTS AND TOWN COUNCIL ACTIONS ON PAST AGENDA ITEMS.

Town Manager Brymer provided the following updates: Carlyle Court, Granada Phase I and II (drainage, chapel, and Granada entrance), Quail Hollow, FM 1938 (Davis Boulevard) median, Vaquero, Paigebrooke, Mahotea Boone, Charles Schwab (utility work, economic development agreement, and construction schedule), construction of intersection at Solana Boulevard and FM 1938 (Davis Boulevard), expanding Highway 114, FM 1938 (Davis Boulevard) deceleration lane, Solana traffic during construction, Entrada to put in trails and landscaping, CVS, street lighting, motorized vehicles, skateboarding, and bicycling on pedestrian walkways.

4. ADJOURNMENT

Chairman Brittan adjourned the work session at 5:57 p.m.

Regular Session

1. CALL TO ORDER

Chairman Brittan called the regular session to order at 6:10 p.m.

2. DISCUSSION AND CONSIDERATION OF THE MINUTES FROM THE MEETING HELD ON AUGUST 1, 2016.

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

3. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION FOR A TEMPORARY CONCRETE BATCHING PLANT TO BE LOCATED AT THE PLANNED ESTATES OF QUAIL HOLLOW SUBDIVISION, AN 80-ACRE SITE LOCATED NEAR THE SOUTHEAST CORNER OF DOVE ROAD AND DAVIS BOULEVARD.

Coordinator Enders provided a presentation and overview of the Item.

Discussion ensued regarding the concrete batch plant and buffering provided by the trees.

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 replat. Commissioner Groce seconded the motion. The motion carried by a vote of 5-0.

4. **CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A REPLAT FOR ENTRADA BLOCK I (VESTA HOMES) TO REPLAT AN APPROXIMATELY 1.023-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 REPLAT SHOWS BLOCK I, LOTS 1XR, 2XR, 3-14, 15X AND 16X. THE PROPOSED LOTS ARE LOCATED NEAR THE INTERSECTION OF SOLANA BOULEVARD, GRANADA TRAIL, AND THE PLANNED CORTES DRIVE.**

Coordinator Enders provided a presentation regarding the Item.

Discussion ensued regarding the interior motor court, developer cooperation, planters and trees required within development, and identifying common areas within Entrada.

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 replat. Commissioner Garvin seconded the motion. The motion carried by a vote of 5-0.

5. **DISCUSSION AND CONSIDER A RECOMMENDATION REGARDING A SITE PLAN FOR (VESTA HOMES) APPROXIMATELY 1.023-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 LOCATED NEAR THE INTERSECTION OF SOLANA BOULEVARD, GRANADA TRAIL, AND THE PLANNED CORTES DRIVE.**

Coordinator Enders gave a presentation over the Item.

Discussion ensued regarding the quality being maintained.

MOTION: Commissioner Lee made a motion to recommend approval of the site plan for Block I 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 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 by Ordinance 703 and Ordinance 760. 4. Town Staff will review and approve an exterior stone wall mockup and exterior wall stucco mockup to ensure compliance with the approved PD Design Guidelines prior to the issuance of building permits. Plans for building construction shall include said mockup photos as referenced details. 5. If, at any time, there is a conflict between the approved Design Guidelines, PD Site Plan, and vertical construction drawings, the Design Guidelines shall be controlling. 6. 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. 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 replat prior to the issuance of any building permits for vertical construction. 8. With the exception of Lots 7,8,9, and 12, staff recommend that exterior garage doors be either (a) set back within an arched inset having a depth similar to that shown for lots 4-6 or (b) carriage-style double doors. Commissioner Groce 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 Goble made a motion to adjourn the meeting. Commissioner Lee seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan adjourned the meeting at 6:29 p.m.

APPROVED BY THE PLANNING AND ZONING COMMISSION ON DECEMBER 06, 2016.

ATTEST:



Chairman, Tim Brittan

Tanya Morris, Administrative Assistant.