



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

May 15, 2017

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

ABSENT: Commissioner Liz Garvin

OTHERS PRESENT: Director of Planning Ron Ruthven, Town Secretary Kelly Edwards, Administrative Assistant to the Town Secretary Tanya Morris, Town Attorney Cathy Cunningham, Deputy Chief John Ard, Development Coordinator/ Management Analyst Joel Enders, and Communications Manager Jon Sasser.

Work Session

1. CALL TO ORDER

Chairman Brittan called the regular session to order at 5:07 p.m.

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

Director Ruthven gave an overview of the items.

Discussion ensued regarding the Schwab Development Site Plan, Concept Plan, Detailed Site Analysis, Schwab Way connecting to the service road of Highway 114 and J.T. Ottinger Road, Traffic Impact Analysis, Charles Schwab Phase I, proposed Charles Schwab Phase II, open space, park land dedication, specifics on the parking structure, pedestrian traffic, site lighting plan for Phase I, fire lanes/emergency access, two year construction timeline, dredging of Lake Turner, completed construction at Highway 114/Highway 170, and a turn lane along J.T. Ottinger for access to Westlake Academy.

Joe Schneider, Hillwood Properties, 9800 Hillwood Pkwy, Fort Worth, spoke about building a temporary turnaround for Schwab Phase I and four-lane road.

3. STANDING ITEM: PRESENTATION AND DISCUSSION OF DEVELOPMENT PROJECTS PER APRIL 2017 REPORT.

Director Ruthven provided updates on the following:

The new fire station, traffic signals at Dove Road and Solana Boulevard along FM 1938/Davis Boulevard, and traffic signals at Solana Boulevard and Hwy 114.

Entrada: Primrose is open for business, Retail Corner still reviewing the plans, continued street installation, and we are continuing to work with the developer regarding an amended developer agreement.

4. STANDING ITEM: DISCUSSION REGARDING COMPREHENSIVE PLAN RELATED ISSUES AND BOARD PROFESSIONAL DEVELOPMENT.

Director Ruthven did not have any additional discussion.

5. 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 6:19 p.m.

2. DISCUSSION AND CONSIDERATION OF THE MINUTES FROM THE MEETING HELD ON MARCH 20, 2017.

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

3. **CONDUCT A PUBLIC HEARING AND CONSIDER RECOMMENDATION OF A CONCEPT/DEVELOPMENT PLAN FOR AN APPROXIMATELY 33-ACRE PORTION OF PLANNED DEVELOPMENT DISTRICT 3, PLANNING AREA 5B (PD 3-5B). THE PROPERTY IS GENERALLY LOCATED SOUTH OF STATE HIGHWAY 170, NORTH OF JT OTTINGER ROAD, AND WEST OF WESTLAKE PARKWAY.**

Coordinator Enders provided an overview of the item and opened discussion from developers.

Will Mitchell and Matt McDonald, Corgan, provided a presentation and overview of the item. Katy Blair, Charles Schwab, answered questions related to the item.

Discussion ensued regarding surface and handicap parking.

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 Concept/Development Plan including a variance to the minimum required square feet for the accessory building north of the parking garage and subject to the conditions set out in the staff report: 1. A Developer's Agreement addressing (a) the design, construction, and timing of thoroughfare improvements and (b) open space accessibility and parkland dedication must be approved by the Town Council prior to the issuance of permits authorizing site grading and/or vertical construction. 2. A Traffic Impact Analysis must be approved by Town Manager or the Town Manager's designee prior to the issuance of permits authorizing site grading and/or vertical construction. 3. A Sign Plan for Phase I of the Schwab Campus must be approved by the Town Council prior to the issuance of permits authorizing vertical construction. 4. Prior to the issuance of a building permit, a final parking garage perimeter landscaping plan meeting the mitigation recommendation contained in the above staff report shall be submitted and require the approval of the Town Manager or their designee. Commissioner Lee seconded the motion. The motion carried by a vote of 5-0.

4. CONDUCT A PUBLIC HEARING AND CONSIDER RECOMMENDATION OF A PLANNED DEVELOPMENT ZONING DISTRICT (PD) SITE PLAN FOR AN APPROXIMATELY 33-ACRE PORTION OF PLANNED DEVELOPMENT DISTRICT 3, PLANNING AREA 5B (PD 3-5B). THE PROPERTY IS GENERALLY LOCATED SOUTH OF STATE HIGHWAY 170, NORTH OF JT OTTINGER ROAD, AND WEST OF WESTLAKE PARKWAY.

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 including a variance to the minimum required square feet for the accessory building north of the parking garage and subject to the conditions set out in the staff report: 1. A Developer's Agreement addressing development tree compliance and tree mitigation for Phase I of the Schwab Campus must be approved by the Town Council prior to the issuance of permits authorizing site grading and/or vertical construction. 2. A Sign Plan for Phase I of the Schwab Campus must be approved by the Town Council prior to the issuance of permits authorizing vertical construction. 3. A Site Lighting Plan for Phase I of the Schwab Campus must be approved by the Town Council prior to the issuance of permits authorizing vertical construction. 4. The applicant must submit a revised site plan showing all fire lanes constructed of materials acceptable to the Westlake Fire Marshal prior to the issuance of permits authorizing site grading and/or vertical construction. Commissioner Kraska seconded the motion. The motion carried by a vote of 5-0.

5. CONDUCT A PUBLIC HEARING AND CONSIDER RECOMMENDATION OF A PRELIMINARY SITE EVALUATION FOR AN APPROXIMATELY 33-ACRE PORTION OF PLANNED DEVELOPMENT DISTRICT 3, PLANNING AREA 5B (PD 3-5B). THE PROPERTY IS GENERALLY LOCATED SOUTH OF STATE HIGHWAY 170, NORTH OF JT OTTINGER ROAD, AND WEST OF WESTLAKE PARKWAY.

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 Preliminary Site Evaluation. Commissioner Kraska 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.

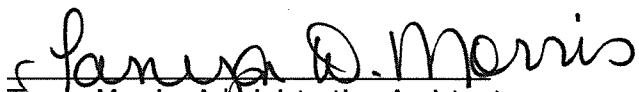
MOTION: Commissioner Goble made a motion to adjourn the meeting. Commissioner Groce seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan adjourned the meeting at 6:37 p.m.

APPROVED BY THE PLANNING AND ZONING COMMISSION ON JUNE 12, 2017

ATTEST:


Chairman, Tim Brittan


Tanya Morris, Administrative Assistant