



**TOWN OF WESTLAKE, TEXAS
PLANNING AND ZONING COMMISSION
MEETING AGENDA**

August 3, 2015

**WESTLAKE TOWN HALL
3 VILLAGE CIRCLE, 2ND FLOOR
WESTLAKE, TEXAS 76262
COUNCIL CHAMBERS**

**Regular Session 6:00 p.m.
Work Session 6:15 p.m.**

Regular Session

1. CALL TO ORDER
2. REVIEW AND APPROVE MINUTES FROM THE MEETING HELD ON JUNE 8, 2015.
3. DISCUSSION AND CONSIDERATION TO ELECT A CHAIRMAN.
4. CONTINUE THE PUBLIC HEARING AND CONSIDERATION OF A RECOMMENDATION OF AN ORDINANCE REGARDING A ZONING CHANGE FROM R 1 "ESTATE RESIDENTIAL" TO PD-6 "PLANNED DEVELOPMENT - SINGLE-FAMILY RESIDENTIAL DISTRICT KNOWN AS WESTLAKE MEADOWS." THE SUBJECT PROPERTY IS APPROXIMATELY 8.8 ACRES LOCATED EAST OF SAM SCHOOL ROAD AND NORTH OF THE TOWN LIMITS, FURTHER DESCRIBED AS TRACTS 7A1.7A1A1, 7A2, AND 7B OF THE RP ESTES SUBDIVISION, AND TRACTS 1A, AND 1A1 OF THE JAMES B MARTIN SURVEY.
5. CONTINUE THE PUBLIC HEARING AND CONSIDERATION OF A RECOMMENDATION OF A RESOLUTION REGARDING A PRELIMINARY PLAT FOR APPROXIMATELY 8.8 ACRES LOCATED EAST OF SAM SCHOOL ROAD AND NORTH OF THE TOWN LIMITS, FURTHER DESCRIBED AS TRACTS 7A1.7A1A1,

7A2, AND 7B OF THE RP ESTES SUBDIVISION, AND TRACTS 1A, AND 1A1 OF THE JAMES B MARTIN SURVEY.

6. ADJOURNMENT

Work Session

- 1. CALL TO ORDER**
- 2. DISCUSSION REGARDING THE START TIME OF THE WORK SESSION.**
- 3. DISCUSSION OF ITEMS TO BE PLACED ON FUTURE AGENDAS AND UPDATES ON DEVELOPMENT TRENDS, PROGRESS AND TOWN COUNCIL ACTIONS ON PAST AGENDA ITEMS.**
- 4. PLANNING AND ZONING ORIENTATION - PRESENTATIONS PROVIDED BY THE TOWN ATTORNEY, TOWN MANAGER AND TOWN STAFF.**
- 5. ADJOURNMENT**

CERTIFICATION

I certify that the above notice was posted at the Town Hall of the Town of Westlake, 3 Village Circle, Suite 202, Westlake, Texas, 76262, on July 29, 2015, 2015, by 5:00 p.m. under the Open Meetings Act, Chapter 551 of the Texas Government Code.

Kelly Edwards, TRMC, Town Secretary

If you plan to attend this public meeting and have a disability that requires special needs, please advise the Town Secretary 48 hours in advance at 817-490-5710 and reasonable accommodations will be made to assist you.

Planning and Zoning

Item # 1– Call to Order
Regular Session

Back up material has not
been provided for this
item.



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

June 8, 2015

PRESENT: Chairman Greenwood, Commissioners Liz Garvin, Michelle Lee, and Ryan Groce.

ABSENT: Tim Brittan and Sharon Sanden

OTHERS PRESENT: Town Manager Thomas Brymer, Planning and Development Director Eddie Edwards, Town Secretary Kelly Edwards, Public Works Director Jarrod Greenwood.

Work Session

1. CALL TO ORDER

Chairman Greenwood called the work session to order at 6:08 p.m.

2. DISCUSSION OF REGULAR SESSION ITEMS. NO ACTION WILL BE TAKEN DURING THE WORK SESSION.

Town Manager Brymer and Director Edwards provided an overview of the regular session items.

Discussion ensued regarding Items 3 and 4 which have been requested by the applicant to be tabled at this time continuing the public hearing until the August 3, 2015, meeting. The property may be considered for annexation by the City of Southlake. Open discussion continued regarding the Gas Well distance requirements, pad site, tree preservation and the proposed number of lots.

Discussion ensued regarding Items 5 and 6 regarding the process to amend the Planned Development ordinance, amending the Site Plan which includes the Signage requirements and the articulation of the proposed additional parking garages.

3. ADJOURNMENT

Chairman Greenwood adjourned the work session at 6:36 p.m.

Regular Session

1. CALL TO ORDER

Chairman Greenwood called the regular session to order at 6:37 p.m.

2. REVIEW AND APPROVE MINUTES FROM THE MEETING HELD ON MAY 4, 2015.

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

3. PUBLIC HEARING AND CONSIDERATION OF AN ORDINANCE, APPROVING A ZONING CHANGE FROM R 1 "ESTATE RESIDENTIAL" TO PD-6 "PLANNED DEVELOPMENT - SINGLE-FAMILY RESIDENTIAL DISTRICT KNOWN AS WESTLAKE MEADOWS." THE SUBJECT PROPERTY IS APPROXIMATELY 8.8 ACRES LOCATED EAST OF SAM SCHOOL ROAD AND NORTH OF THE TOWN LIMITS, FURTHER DESCRIBED AS TRACTS 7A1.7A1A1, 7A2, AND 7B OF THE RP ESTES SUBDIVISION, AND TRACTS 1A, AND 1A1 OF THE JAMES B MARTIN SURVEY.

Chairman Greenwood opened the public hearing.

No one addressed the commission.

Chairman Greenwood stated that the public hearing would be continued until the August 3, 2015, meeting.

4. PUBLIC HEARING AND CONSIDERATION OF A RESOLUTION TO APPROVE A PRELIMINARY PLAT FOR APPROXIMATELY 8.8 ACRES LOCATED EAST OF SAM SCHOOL ROAD AND NORTH OF THE TOWN LIMITS, FURTHER DESCRIBED AS TRACTS 7A1.7A1A1, 7A2, AND 7B OF THE RP ESTES SUBDIVISION, AND TRACTS 1A, AND 1A1 OF THE JAMES B MARTIN SURVEY.

Chairman Greenwood opened the public hearing.

No one addressed the commission.

Chairman Greenwood stated that the public hearing would be continued until the August 3, 2015, meeting.

5. PUBLIC HEARING AND CONSIDERATION OF AN ORDINANCE APPROVING A ZONING CHANGE AMENDING THE PLANNED DEVELOPMENT REGULATIONS PLANNING AREA 1 OF THE PD1 ZONING DISTRICT (PD1-1). THE PROPERTY IS LOCATED ON BOTH SIDES OF SOLANA PARKWAY AND WEST OF HWY 114, AND IS COMMONLY KNOWN AS THE SOLANA OFFICE PARK.

Chairman Greenwood opened the public hearing.

Director Edwards provided a presentation an overview of the item and the hierarch of the regulations for Planned Development 1.

Mr. Brad Blankenship, DTZ, and Mrs. Christine Robins-Elrod, 5G Studio provided a presentation and overview of the proposed signage and renderings.

Discussion ensued regarding the various sizes and types of signage, lighting, color scheme, how steel signage may weather, types of fasteners, address numbers for the buildings in the Solana and Campus Circle complexes, the design of the Solana logo, and the obelisks throughout the development.

Chairman Greenwood closed the public hearing.

MOTION: Commissioner Lee made a motion to recommend approval of the zoning change. Commissioner Garvin seconded the motion. The motion carried by a vote of 4-0.

6. PUBLIC HEARING AND CONSIDERATION OF AN ORDINANCE AMENDING THE PLANNED DEVELOPMENT SITE PLAN FOR PLANNING AREA 1 OF THE PD1 ZONING DISTRICT (PD1-1). THE PROPERTY IS LOCATED ON BOTH SIDES OF SOLANA PARKWAY AND WEST OF HWY 114, AND IS COMMONLY KNOWN AS THE SOLANA OFFICE PARK.

Chairman Greenwood opened the public hearing.

Director Edwards provided an overview of the proposed site plan amendment.

Mr. Brad Blankenship, DTZ and Jay Reissig, Halff Associates, provided a presentation of the proposed amendments showing the addition of two parking garages, and additional surface parking.

Discussion ensued regarding mitigating the lighting on the top floors of the parking garages, tenant vacancy, project cost and the cost of an additional corner enhancement on the southeast corner of the garage.

Chairman Greenwood closed the public hearing.

MOTION: Commissioner Garvin made a motion to recommend approval of the ordinance to amend the Site Plan with the following conditions: 1. The southeast corner of the parking garage contain the same building articulation/corner enhancement as northeast corner. 2. A Town entry monument sign be installed at the intersection of State Highway 114 and Solana Boulevard in a location and design as approved by the Town Manager. Commissioner Lee seconded the motion. The motion carried by a vote of 4-0.

7. ADJOURNMENT

There being no further business to come before the Commissioners, Chairman Greenwood 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 4-0.

Chairman Greenwood adjourned the meeting at 8:32 p.m.

APPROVED BY THE PLANNING AND ZONING COMMISSION ON AUGUST 3, 2015.

ATTEST:

Bill Greenwood, Chairman

Kelly Edwards, Town Secretary

Planning and Zoning

Item # 3 –

3. DISCUSSION AND CONSIDERATION TO ELECT A CHAIRMAN.

Sec. 26-67. - Planning and zoning commission.

- (a) Creation and membership. There is hereby created a planning and zoning commission for the town consisting of five regular members, each to be appointed by the town council for a term of two years and removable for cause. The terms of three members shall expire in odd-numbered years, and the terms of two members shall expire in even-numbered years. Each member shall continue to serve until their successors are appointed and qualified. In addition to the five regular members, two alternate members, first alternate and second alternate, shall be appointed by the town council for terms of two years. The alternate members shall only vote in the absence of a regular member(s) or in place of a regular member(s) that has abstained. Priority shall be given to the first alternate.
- (b) Powers and duties. The planning and zoning commission shall have the following powers and duties:
 - (1) To serve as an advisory body to the town council concerning adoption of or amendments to the zoning regulations and zoning map and to make recommendations thereon;
 - (2) To advise the council and make recommendations concerning adoption of, or amendments to the town's comprehensive plan, thoroughfare plan, and open space plan and implementation thereof;
 - (3) To oversee the town's regulations governing the platting and recording of subdivisions, including matters pertaining to the dedication of public facilities, and to advise the board on matters pertaining to public improvements, traffic, utility extensions and the provision of public facilities and services, in order to implement the town's comprehensive plan;
 - (4) To undertake such actions as are necessary to exercise its delegated powers, as indicated by adopted ordinance;
 - (5) To approve certain matters relating to platting and recording of subdivisions as dictated by the town's ordinances and the UDC;
 - (6) To select a planning and zoning commission chair;
 - (7) To call public hearings to initiate zoning changes.

(UDC 1994, art. II, § 11; Ord. No. 680, § 2, 3-26-2012; Ord. No. 709, § 2, 9-16-2013)



TYPE OF ACTION

Regular Meeting - Action Item

**Westlake Planning and Zoning Commission
Monday, August 3, 2015**

**Westlake Town Council Meeting
Monday, August 24, 2015**

TOPIC: Public hearing and consideration of a resolution to approve a Preliminary Plat for approximately 8.8 acres located east of Sam School Road and north of the town limits, further described as tracts 7a1.7a1a1, 7a2, and 7b of the RP Estes subdivision, and tracts 1a, and 1a1 of the James B Martin survey.

The property is located along the southern border of Westlake, extending from Sam School Road to Hwy 114. The lots will be located along the north side of a roadway that is part of the Southlake Meadows subdivision being developed in the City of Southlake, north of Dove Road and east of Sam School Road.

STAFF CONTACT: Eddie Edwards, Director of Planning and Development

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Strategic Theme & Results</u>	<u>Outcome Objective</u>
Planned / Responsible Development	N/A	High Quality Planning, Design & Development - We are a desirable well planned, high-quality community that is distinguished by exemplary design standards.	Preserve Desirability & Quality of Life
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: August 3, 2015 **Completion Date:** 34T

Funding Amount: Status - Not Funded

Source - N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

This Preliminary Plat does not comply with the current zoning and the applicant has requested that the proposed zoning change be tabled. A Preliminary Plat should only be recommended for approval when the Preliminary Plat complies with current zoning or a recommended zoning change.

RECOMMENDATION

The applicant has requested that this case be tabled until the September 28, 2015 Planning & Zoning Commission meeting.

ATTACHMENTS:

Vicinity Map

Vicinity Map

Located along the southern border of Westlake, extending from Sam School Road to Hwy 114.





TYPE OF ACTION

Regular Meeting - Action Item

**Westlake Planning and Zoning Commission
Monday, August 3, 2015**

**Westlake Town Council Meeting
Monday, August 24, 2015**

TOPIC:

Conduct a public Hearing and consider an application for:

Z-10-03-14; Zoning Change from R 1 “Estate Residential” to PD-6 “Planned Development - Single-family Residential District known as Westlake Meadows.” The subject property is approximately 8.8 acres located east of Sam School Road and north of the town limits, further described as tracts 7A1.7A1A1, 7A2, and 7B of the RP Estes subdivision, and tracts 1a, and 1A1 of the James B Martin Survey.

The property is located along the southern border of Westlake, extending from Sam School Road to Hwy 114. The lots will be located along the north side of a roadway that is part of the Southlake Meadows subdivision being developed in the City of Southlake, north of Dove Road and east of Sam School Road.

STAFF CONTACT:

Eddie Edwards, Director of Planning and Development

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Strategic Theme & Results</u>	<u>Outcome Objective</u>
Planned / Responsible Development	N/A	High Quality Planning, Design & Development - We are a desirable well planned, high-quality community that is distinguished by exemplary design standards.	Preserve Desirability & Quality of Life
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date:

Completion Date:

Funding Amount: Status - Not Funded

Source - N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

The property is currently zoned R1 “Estate Residential” which requires a minimum lot size of one acre. The property is located adjacent to, and north of, the Southlake Meadows subdivision in Southlake. Southlake Meadows is a 77 acre, 105 lot residential sub-division with lots ranging in size from just under 16,000 sq. ft. to just over 30,000 sq. ft..

By creating a Planned Development district for this property, the town may impose design standards that exceed those contained in the Code of Ordinances, negotiate Economic Development agreements with the developer, and include conditions or regulations to address unique situations or the concerns of adjacent property owners.

The PD Ordinance proposed for this property has incorporated enhanced design standards to maintain the higher quality housing product recommended in the recently approved Comprehensive Plan.

The Concept Plan includes a publicly accessible but privately maintained Open Space area that will have a trailhead parking area and a hike and bike trail that connects the Westlake trail system to the Southlake trail system.

RECOMMENDATION

The applicant has requested that this case be tabled until the September 28, 2015 Planning and Zoning Commission meeting. The applicant is exploring alternative development options.

ATTACHMENTS:

Vicinity Map

Vicinity Map

Located along the southern border of Westlake, extending from Sam School Road to Hwy 114.



Planning and Zoning

Item # 6 – Adjournment

Back up material has not
been provided for this
item.

Planning and Zoning

Item # 1– Call to Order
Work Session

Back up material has not
been provided for this
item.

Planning and Zoning

Item # 2 –

2. DISCUSSION REGARDING THE START TIME OF THE WORK SESSION.

Planning and Zoning

Item # 4 –

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

Planning and Zoning

Item # 4 –

- 4. PLANNING AND ZONING ORIENTATION - PRESENTATIONS PROVIDED BY THE TOWN ATTORNEY, TOWN MANAGER AND TOWN STAFF.**

Planning and Zoning

Item # 5 – Workshop
Adjournment

Back up material has not
been provided for this
item.
