



**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, Half 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:



Kelly Edwards, Town Secretary



Bill Greenwood, Chairman