



# **TOWN OF WESTLAKE, TEXAS PLANNING AND ZONING COMMISSION**

## **MEETING AGENDA**

**November 9, 2015**

**WESTLAKE TOWN HALL  
3 VILLAGE CIRCLE, 2<sup>ND</sup> FLOOR  
COUNCIL CHAMBERS  
WESTLAKE, TEXAS 76262**

**Work Session 5:00 p.m.  
Regular Session 6:00 p.m.**

### **Work Session**

- 1. CALL TO ORDER**
- 2. PRESENTATION AND DISCUSSION BY HILLWOOD PROPERTIES REGARDING A PROPOSED DEVELOPMENT AND ZONING CHANGE TO PLANNED DEVELOPMENT DISTRICT PD 3-5.**
- 3. PRESENTATION AND DISCUSSION REGARDING STATUS OF PD 1-2 DEVELOPMENT PROJECT KNOWN AS ENTRADA LOCATED AT THE CORNER OF HWY 114 AND FM 1938/DAVIS BLVD.**
- 4. PRESENTATION AND DISCUSSION REGARDING THE STATUS OF DEVELOPING A PROPOSED TRANSFER OF DEVELOPMENT RIGHTS ORDINANCE.**
- 5. DISCUSSION REGARDING PROPOSED AMENDMENTS TO STREAMLINE THE DEVELOPMENT REVIEW PROCESS.**

6. **DISCUSS AND REVIEW THE 2016 PROPOSED MEETING CALENDAR.**
7. **DISCUSSION OF ITEMS TO BE PLACED ON FUTURE AGENDAS AND UPDATES ON DEVELOPMENT TRENDS, PROGRESS AND TOWN COUNCIL ACTIONS ON PAST AGENDA ITEMS.**
8. **ADJOURNMENT**

## **Regular Session**

1. **CALL TO ORDER**
2. **REVIEW AND APPROVE MINUTES FROM THE MEETINGS HELD ON SEPTEMBER 28, 2015.**
3. **CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A ZONING CHANGE AMENDING THE PD 1-2 ZONING DISTRICT REGULATIONS FOR THE DEVELOPMENT KNOWN AS ENTRADA LOCATED AT HWY 114 AND FM 1938/DAVIS BLVD.**

This item pertains to amending the zoning ordinance for PD 1-2 (Entrada) as it relates to design guidelines for this district. These design guidelines are not yet complete and staff recommends tabling and continuing the public hearing until the December 1, 2015 meeting for a presentation of the guidelines at this that time.

4. **CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING AN APPLICATION FOR A PD SITE PLAN FOR A PORTION OF THE PD 1-2 PLANNING AREA, SHOWN AS AREA N (CVS LOT ON THE SOUTHWEST CORNER OF THE ENTRADA DEVELOPMENT) ON THE PRELIMINARY PLAT.**

This item pertains to a planned development site plan for a proposed retail pharmacy located in PD 1-2 in the development known as Entrada. Staff recommends tabling and continuing to the public hearing to December 1, 2015, as the submitted materials and the review of said site plan are not yet complete and we do not have an approved Master Landscape plan or a Lighting plan for the development.

5. **CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING AN APPLICATION FOR APPROVAL OF A FINAL PLAT OF A PORTION OF THE PD 1-2 PLANNING AREA, SHOWN AS AREA N (SOUTHWEST CORNER OF THE ENTRADA DEVELOPMENT) ON THE PRELIMINARY PLAT.**

This item pertains to the commercial area of Entrada on the western end of the development adjacent to FM 1938/Davis Blvd. where the owner is seeking approval of the final plat for specific lots prior to the completion of the infrastructure. Staff recommends denial or allowing the applicant to withdraw their final plat submittal. It should be noted that this submission is not yet complete because the development agreement has not yet been negotiated, which would be necessary in order to approve the final plat prior to the infrastructure being completed.

## 6. 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 November 5, 2015, by 5:00 p.m. under the Open Meetings Act, Chapter 551 of the Texas Government Code.

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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.

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# Planning and Zoning

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Item # 2 –

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Back up material has not  
been provided for this  
item.

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**2. PRESENTATION AND DISCUSSION BY HILLWOOD PROPERTIES  
REGARDING A PROPOSED DEVELOPMENT AND ZONING CHANGE TO  
PLANNED DEVELOPMENT DISTRICT PD 3-5.**

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# Planning and Zoning

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Item # 3 –

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Back up material has not  
been provided for this  
item.

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- 3. PRESENTATION AND DISCUSSION REGARDING STATUS OF PD 1-2  
DEVELOPMENT PROJECT KNOWN AS ENTRADA LOCATED AT THE  
CORNER OF HWY 114 AND FM 1938/DAVIS BLVD.**

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# Planning and Zoning

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Item # 4 –

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Back up material has not  
been provided for this  
item.

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4. **PRESENTATION AND DISCUSSION REGARDING THE STATUS OF DEVELOPING A PROPOSED TRANSFER OF DEVELOPMENT RIGHTS ORDINANCE.**

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# Planning and Zoning

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Item # 5 –

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Back up material has not  
been provided for this  
item.

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5. **DISCUSSION REGARDING PROPOSED AMENDMENTS TO STREAMLINE THE DEVELOPMENT REVIEW PROCESS.**

# DRAFT

## Town of Westlake Meeting Schedule

### January 2016

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### February 2016

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

### March 2016

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### April 2016

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May 2016

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### June 2016

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### July 2016

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### August 2016

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September 2016

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2016

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2016

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2016

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- School Board
- Town Council
- New Council/BOT Orientation
- Planning & Zoning Meetings

- School & Town Holiday
- School Holiday
- Election Day /  
Special Meeting to  
Canvass Returns

- Budget / Meeting Retreats
- Town Holiday
- First/Last Day School

01/04/16 Student Holiday  
 03/14-03/18 Spring Break  
 05/07 Election Day  
 05/12 Canvass if Election **5/23 too late**  
 05/09 BOT Budget Wkshp  
 05/19 TC/BOT orientation (if necessary)  
 05/25 TC/BOT Planning Retreat - **All Day**

06/03 Last Day of School  
 06/04 Senior Commencement  
 08/10TC Budget Wkshp 12-5:00  
 08/25 First Day of School (TBD)  
 08/31 & 09/07 TC if necessary (tax) 6:00 p.m.  
 09/19 TC Meeting Tax Assessor request to push no additional billing  
 09/25-09/28 ICMA  
 10/4-10/7 TML

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# Planning and Zoning

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Item # 7 –

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

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# Planning and Zoning

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Item # 8 – Workshop  
Adjournment

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Back up material has not  
been provided for this  
item.

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# Planning and Zoning

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Item # 1– Call to Order  
**Regular Session**

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Back up material has not  
been provided for this  
item.

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

**September 28, 2015**

**PRESENT:** Commissioners Liz Garvin, Greg Goble, Ryan Groce, Michelle Lee, and Sharon Sanden. Others present Alternate Ken Kraska.

**ABSENT:** Chairman Tim Brittan

**OTHERS PRESENT:** Planning and Development Director Eddie Edwards, Town Secretary Kelly Edwards, Assistant Town Manager Amanda DeGan, Communications & Community Affairs Director Ginger Awtry.

**Work Session**

**1. CALL TO ORDER**

Commissioner Sanden called the work session to order at 5:04 p.m.

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

Director Edwards provided an overview of zoning request on the regular session agenda stating the applicant continues seeking annexation to the City of Southlake for the property located off of Sam School Road and has withdrawn their application.

Director Edwards then provided an update an overview of the Entrada development stating the applicant is preparing to submit a final plat and site plan for a potential tenant on the corner of Davis Boulevard and Solana Boulevard before the end of the year.

Discussion ensued regarding the proposed building that would surround the gas well pad site, the approved easement for a gas transmission line, uses for pad sites within the development, design elements, master landscaping plan, changing architecture, residential

condos which would be approved as commercial is built, parking, signage, screening of dumpsters, utilities, and drive-thru areas.

Discussion also ensued regarding the landscaping of the perimeter of the Granada subdivision and Phase II.

### **3. ADJOURNMENT**

Commissioner Sanden adjourned the work session to order at 6:07 p.m.

## **Regular Session**

### **1. CALL TO ORDER**

Commissioner Sanden called the regular session to order at 6:07 p.m.

### **2. REVIEW AND APPROVE MINUTES FROM THE MEETING HELD ON AUGUST 3, 2015.**

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

### **3. 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.**

Commissioner Sanden opened the public hearing.

Director Edwards stated the applicant has chosen to withdraw the request for a zoning change.

No one addressed the commission.

Commissioner closed the public hearing.

No action was taken based on the applicants request to withdraw.

**4. ADJOURNMENT**

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

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

Commissioner Sanden adjourned the meeting at 6:16 p.m.

**APPROVED BY THE PLANNING AND ZONING COMMISSION ON NOVEMBER 9, 2015.**

ATTEST:

\_\_\_\_\_  
Commissioner Sanden

\_\_\_\_\_  
Kelly Edwards, Town Secretary



**TYPE OF ACTION**

Regular Meeting - Action Item

**Westlake Planning and Zoning Commission  
Monday, November 9, 2015**

**TOPIC:** Conduct a public hearing and consider a recommendation regarding a zoning change amending the PD 1-2 zoning district regulations for the development known as Entrada located at Hwy 114 and FM 1938/Davis Blvd.

**STAFF CONTACT:** Eddie Edwards, Director of Planning and Development

**Strategic Alignment**

<b><u>Vision, Value, Mission</u></b>	<b><u>Perspective</u></b>	<b><u>Strategic Theme &amp; Results</u></b>	<b><u>Outcome Objective</u></b>
Planned / Responsible Development	Citizen, Student & Stakeholder	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
<b><u>Strategic Initiative</u></b>			
Outside the Scope of Identified Strategic Initiatives			

**Time Line - Start Date:** November 9, 2015 **Completion Date:** December 14, 2015

**Funding Amount: Status -**  **Not Funded**                      **Source -** N/A

**EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)**

The current zoning contains design guidelines which are included in several exhibits attached to, and referenced by, the PD zoning ordinance; however, they are very conceptual in nature and lack enforceability. The proposed design guidelines are specific, quantifiable, and provide predictability for both the regulator and the regulated. These design guidelines are the most powerful tool that the town has to insure that the development is built to the high standards discussed and agreed to during the zoning process.

### **RECOMMENDATION**

The developer has requested review and reconsideration of the design guidelines that staff is proposing. The design guidelines have not been finalized and Staff recommends that the Public Hearing be tabled and continued until the December 1, 2015 Planning & Zoning Commission hearing before making a recommendation.

### **ATTACHMENTS:**

Supplemental materials will be presented at the workshop and/or delivered under separate cover.



**TYPE OF ACTION**

Regular Meeting - Action Item

**Westlake Planning and Zoning Commission  
Monday, November 9, 2015**

**TOPIC:** Conduct a public hearing and consider a recommendation regarding an application for a PD site plan for a portion of the PD 1-2 Planning Area, shown as area N (CVS Lot on the southwest corner of the Entrada Development) on the Preliminary Plat.

**STAFF CONTACT:** Eddie Edwards, Director of Planning and Development

**Strategic Alignment**

<b><u>Vision, Value, Mission</u></b>	<b><u>Perspective</u></b>	<b><u>Strategic Theme &amp; Results</u></b>	<b><u>Outcome Objective</u></b>
Planned / Responsible Development	Citizen, Student & Stakeholder	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
<b><u>Strategic Initiative</u></b>			
Outside the Scope of Identified Strategic Initiatives			

**Time Line - Start Date:** January 5, 2015    **Completion Date:** January 26, 2015

**Funding Amount: Status -**  **Not Funded**                      **Source -** N/A

**EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)**

A PD site plan is required as a condition of the Planned Development zoning for this property. The PD Site Plan approval process gives the Planning and Zoning Commission the ability to approve or deny a plan based on quantifiable criteria as well as the subjective criteria contained within the PD zoning for this property. The PD 1-2 zoning ordinance gives the developer a great deal of latitude with regards to lot layout and design and encourages the developer to be creative and build a unique development, but it also gives the town opportunities to verify that the

proposed development will reflect what was presented by the developer and agreed to by all when the zoning was originally approved.

### **RECOMMENDATION**

Staff recommends tabling and continuing the public hearing to the December 1, 2015 Planning & Zoning meeting **as the submitted materials and review of the site plan are not yet finalized. In addition, the Master Landscape plan and the Lighting plan as required in Ordinance 720, which was approved on the 28<sup>th</sup> of October, 2013, has not been approved**

### **ATTACHMENTS**

Supplemental materials will be presented at the workshop and/or delivered under separate cover.



**TYPE OF ACTION**

Regular Meeting - Action Item

**Westlake Planning and Zoning Commission  
Monday, November 9, 2015**

**TOPIC:** Conduct a public hearing and consider a recommendation regarding an application for approval of a Final Plat of a portion of the PD 1-2 Planning Area, shown as Area N (southwest corner of the Entrada development) on the Preliminary Plat.

**STAFF CONTACT:** Eddie Edwards, Director of Planning and Development

**Strategic Alignment**

<b><u>Vision, Value, Mission</u></b>	<b><u>Perspective</u></b>	<b><u>Strategic Theme &amp; Results</u></b>	<b><u>Outcome Objective</u></b>
Planned / Responsible Development	Citizen, Student & Stakeholder	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
<b><u>Strategic Initiative</u></b>			
Outside the Scope of Identified Strategic Initiatives			

**Time Line - Start Date:** November 9, 2015 **Completion Date:** December 14, 2015

**Funding Amount: Status -**  **Not Funded** **Source -** N/A

**EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)**

This section is located at the southwest corner of the Entrada development. In accordance with State law, a Final Plat must be approved and filed with the county prior to issuing a building permit. The Town of Westlake requires that, prior to the approval and filing of a Final Plat, all of the infrastructure improvements must be installed and accepted by the Town. As an alternative to the infrastructure being accepted, a Developer's Agreement, along with any

associated legal instruments guaranteeing completion of the improvements, may be executed if approved by the Town Council.

The Developer's agreement has not been completed to staff's satisfaction at this time.

**RECOMMENDATION**

With the infrastructure not complete nor accepted, and lacking a satisfactory Developer's Agreement for the Town Councils approval, the application for approval of the Final Plat is considered to be incomplete and staff recommends denial or allowing the applicant to withdraw their final plat submittal.

**ATTACHMENTS:**

Supplemental materials will be presented at the workshop and/or delivered under separate cover.

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# Planning and Zoning

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Item # 6 – Adjournment

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Back up material has not  
been provided for this  
item.

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