



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Planning & Zoning Commission Committee Minutes - Draft

Tuesday, October 8, 2024

5:00 PM

Council Chamber

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Chair Adam Coffey called the meeting to order at 5:01 p.m. and announced a quorum present.

PRESENT:

Chair Adam Coffey
Vice Chair Terry Wilkinson
Commissioner Lanny Huggins
Commissioner Linda Bjorn
Commissioner Rachit Gupta
Commissioner David Ricci
Commissioner Nizar Didarali

STAFF PRESENT:

Jason Alexander, Deputy Town Manager
Dianna Buchanan, Town Secretary
Nick Ford, Development/GIS Manager
Jason Power, Director of IT

B. PLEDGES OF ALLEGIANCE

Chair Coffey led the pledges to the U.S. and Texas flags.

At 5:01 p.m., Chair Coffey recessed the Regular Meeting to Executive Session as authorized by Section 551.071 of the Local Government Code to seek legal advice from its attorney regarding any agenda item listed herein.

At 5:46 p.m., Chair Coffey reconvened the Regular Meeting from Executive Session. There was no action as a result of Executive Session.

C. APPROVAL OF MINUTES

C.1. 24-323 Consider and act to approve the Planning and Zoning Commission September 10, 2024 Regular Meeting Minutes

Motion by Vice Chair Wilkinson and Motion Second by Commissioner Ricci to approve the Planning and Zoning Commission September 10, 2024 Regular Meeting Minutes. Chair Coffey called for the vote.
MOTION APPROVED UNANIMOUSLY.

D. CITIZEN COMMENTS

There was no one to speak at this time.

E. PUBLIC HEARINGS AND ACTION ITEMS

- E.1. [24-321](#) Hold public hearing, discuss, consider and act to make a recommendation to Town Council regarding an Ordinance of the Town of Westlake, Texas, Amending Chapter 102, “Zoning”, Article VII, “Planned Development Regulations”, Division 2, “Planned Development District Procedures”, Section 102-269, “Amendment of Plans”, Modifying Provisions for Minor Modifications to PD Site Plans; Providing a Penalty; Providing a Cumulative Clause; Providing a Severability Clause; Providing a Savings Clause; Authorizing Publication; and Establishing an Effective Date. (Deputy Town Manager Jason Alexander, AICP, CEcD)

Deputy Town Manager Jason Alexander presented the item. The proposed text amendments are intended to allow the Town Manager to delegate authority to the Town Planner and to improve flexibility with regards to site plan review and approval. Chair Coffey opened the public hearing at 5:51 p.m. There was no one to speak for the item. Chair Coffey closed the public hearing at 5:51:30 p.m. Motion by Commissioner Bjorn and Motion Second by Commissioner Gupta to recommend approval to Town Council an Ordinance Amending Chapter 102, “Zoning”, Article VII, “Planned Development Regulations”, Division 2, “Planned Development District Procedures”, Section 102-269, “Amendment of Plans”, Modifying Provisions for Minor Modifications to PD Site Plans. Chair Coffey called for the vote. MOTION APPROVED UNANIMOUSLY TO RECOMMEND TOWN COUNCIL APPROVAL OF THE ORDINANCE AS PRESENTED.

- E.2. [24-322](#) Hold public hearing, discuss, consider and act to make a recommendation to Town Council regarding an Ordinance of the Town of Westlake, Texas, Amending Chapter 102, “Zoning”, Article V, “Parking and Loading”, Section 102-153, “General Provisions”, Modifying Regulations Relating to Paving Materials and Providing New Regulations for Temporary Parking; Providing a Penalty; Providing a Cumulative Clause; Providing a Severability Clause; Providing a Savings Clause; Authorizing Publication; and Establishing an Effective Date. (Deputy Town Manager Jason Alexander, AICP, CEcD)

Deputy Town Manager Jason Alexander presented the item. The proposed text amendment is intended to introduce standards for temporary parking (e.g., Paving materials, time limitation, and compliance with applicable fire, erosion, and grading regulations). Chair Coffey opened the public hearing at 5:55 p.m. There was no one to speak regarding the item, and Chair Coffey closed the public hearing at 5:55:30 p.m. Motion by Commissioner Ricci and Motion Second by Commissioner Didarali to approve making a recommendation to Town Council to adopt an Ordinance Amending Chapter 102 “Zoning”, Article V, “Parking And Loading”, Section 102-153, “General Provisions”, Modifying Regulations Relating to Paving Materials and Providing New Regulations for Temporary Parking. Chair Coffey called for the vote. MOTION TO RECOMMEND APPROVAL AS PRESENTED APPROVED UNANIMOUSLY.

F. NEW BUSINESS

F.1. 24-329 Discuss, consider, and act to make a recommendation to the Town Council regarding a request from Bernal Homes, Inc. to deviate from certain building aesthetic, design, and material standards contained within the Entrada Design Guidelines (Deputy Town Manager Jason Alexander, AICP, CEcD)

Deputy Town Manager Jason Alexander presented an overview of the item. The request is to deviate from exterior finish material requirements due to selected coursing and patterning which create structural concerns. Though the development agreement signed by the builder contains provision that the development will comply with the architectural, design, and building material provisions of Ordinance No.. 703, the thin stone used does not comply. Discussion held. Chair Coffey asked if there was anyone present that wanted to speak regarding the item, and there was no one. Motion by Commissioner Huggins and Motion Second by Vice Chair Wilkinson to recommend approval of the request for a deviation as presented, subject to plans being approved and stamped by the architect of record. Chair Coffey called for the vote. **MOTION TO RECOMMEND CONDITIONAL APPROVAL TO TOWN COUNCIL APPROVED BY A VOTE OF 6 AYES AND 1 NAY. (NAY VOTE COMMISSIONER BJORN)**

G. SUMMARY OF TOWN COUNCIL ACTIONS

Deputy Town Manager Jason Alexander provided a brief summary of recent Town Council actions. Town Council approved Ordinance 1009 delegating temporary plat approval authority and extension approval to the Town Planner.

At this time Chair Coffey dispensed with the remainder of the agenda and adjourned the meeting.

H. COMMISSION ANNOUNCEMENTS

I. STAFF ANNOUNCEMENTS

J. REVIEW MEETING CALENDAR TO ADD, AMEND OR CANCEL MEETINGS AS NEEDED

K. EXECUTIVE SESSION

Executive Session was held earlier in the meeting.

L. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS

There was no action as a result of Executive Session.

M. ADJOURNMENT

Chair Coffey adjourned the meeting at 6:04 p.m.

Adam Coffey, Chair

ATTEST:

Town Secretary Dianna Buchanan