



City of Highland Haven
510 Highland Drive, Suite A
Highland Haven TX 78654-8269
Phone: 830-265-4366 Fax: 512-366-9721

AGENDA – PLANNING & ZONING COMMISSION MEETING

DATE: May 28, 2024

TIME: 10:00 AM

PLACE: Highland Haven City Hall

1. Open meeting and Roll Call to Establish Quorum

Marvin Filla	☐ Present	☐ Absent
Linda Enderlin	☐ Present	☐ Absent
Connie Smith	☐ Present	☐ Absent
Jackie Garrow	☐ Present	☐ Absent
Debbie Dahlstrom	☐ Present	☐ Absent

2. Pledge of Allegiance

3. Recognize visitors.

4. Public Comment

(At this time, any person with business before the P&Z Commission not scheduled on the agenda may speak to the Commission. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

ACTION ITEMS

5. **Public Hearing Replat Lot 175 & West ½ of 174, 308 Bluebird Cir**, combining two lots into a single lot 174A.

Discussion with Possible Action – Replat Lot 175 & West ½ of 174, 308 Bluebird Cir, combining two lots into a single lot 174A.

6. **Public Hearing Replat Lot's 463, 464 & 465, 109 Eagle Rd.**, combining three lots into a single lot 463A.

Discussion with Possible Action – Replat Lot's 463, 464 & 465, 109 Eagle Rd., combining three lots into a single lot 463A.

INFORMATION ITEMS

7. P&Z Commission Member Comments.

8. Next Regular Meeting date June 13, 2024.

9. Adjournment.

Agenda Posted on May 22, 2024.

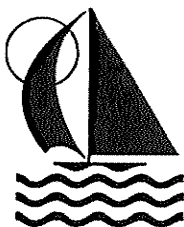
CERTIFICATION OF POSTING

I, LEZLEY BAUM, CERTIFY THAT THE FOREGOING AGENDA HAS BEEN POSTED AT HIGHLAND HAVEN CITY HALL, 510 HIGHLAND DRIVE, SUITE A; HIGHLAND HAVEN, TX, ON THE INDOOR AND OUTDOOR NOTICE BOARDS OF CITY HALL, WHICH ARE CONVENIENTLY ACCESSIBLE TO THE PUBLIC AT ALL TIMES, AND THE CITY WEBSITE AT WWW.HIGHLANDHAVENTX.COM ON THE 22nd DAY OF MAY 2024, AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.



Lezley Baum
 Lezley Baum, City Secretary

City of Highland Haven



MAY 2 2024

Received

CITY OF HIGHLAND HAVEN
 510-A Highland Drive
 Highland Haven, Texas 78654-8269
 Phone: 830-265-4366 Fax: 512-366-9721

RE-PLAT APPLICATION REQUEST FORM

Property Owner(s) Name: Sampson K. Jordan Cynthia D. Jordan
 Billing Address 604 Ridge Crest Drive
 City, State, Zip Round Rock, Texas 78664
 Phone # Sampson - 512-614-2876 Email Address: Cynthia.d.jordan1977@gmail.com
Cynthia - 512-751-5235

If certification is to be signed in alternate name or agent other than property owner provide name & explanation.
 Also, complete Certification on next page.

Property Location: Lot# (s) 175 & West Half of 174 HH Street Address: 308 Bluebird Circle

Describe Purpose for Re-plat: in order to allow owners to build a new boat deck.
 (Attach additional sheets if necessary)

Anticipated use of Property: continued use of single family home

Name of Surveyor / Engineer to be used: Cuplin & Associates

Address: 1500 Ollie Lane

Marble Falls, TX 78654

Phone # 325-388-3300

Date Preliminary Survey Received: _____ Date LCRA Approval Received: _____

Re-plat Fee: _____ Date: _____ Ck #: _____

OWNER RESPONSIBLE FOR ALL COSTS TO INCLUDES PUBLIC NOTICE, FILING FEES, POSTAGE

1. Lots proposed for re-platting must be zoned for Single Family Residence (SFR).
2. Lot may be combined with all or part of an adjacent lot(s) or tract(s) of land so long as all lots are zoned SFR.
3. Texas licensed surveyor must prepare the replat survey documents.
4. SFR zoned lots must be compliant with subdivision regulations in place on time of re-platting:
 - a. Must meet all setback requirements and retain all easements of record.
 - b. Can be no smaller than the minimum size to meet LCRA approval.

CERTIFICATION

I certify that I am the owner or agent of the described property for purposes of this application. I respectfully request the processing and approval of the referenced plat and agree to comply all necessary information concerning this request. I also understand that any substantial modifications or additions to this submittal could mean the requirement of a revised plat. I hereby certify that I have been informed and understand the requirements regarding this process as specified by City Ordinance.

Sampson K. Jordan
Owner's or Agent's Signature
Cynthia D. Jordan

Sampson K. Jordan
Owner's or Agent's Printed Name
Cynthia D. Jordan

I also hereby authorize the Applicant, Agent and/or Engineer indicated on this application to act on my behalf during the process and presentation of this request. They are to be the principal contact with the City in processing this application.

Sampson K. Jordan
Cynthia D. Jordan
Owner's Signature

Sampson K. Jordan
Cynthia D. Jordan
Owner's Printed Name

For Missy Hawker
Applicant's Signature

Missy Hawker
Applicant's Printed Name

Missy Hawker
Agent/Engineer's Signature

Missy Hawker
Agent/Engineer's Printed Name

City of Highland Haven

APR 25 2024

Received



Lower Colorado River Authority
3700 Lake Austin Blvd.
Austin, TX 78703

**HIGHLAND LAKES WATERSHED MANAGEMENT
ORDINANCE SUBDIVISION REVIEW**

Case # 2024-5350
Date: 4/25/2024
Name of Subdivision: Highland Haven, Section 3, Lot 174A
Owner: SAMPSON JORDAN
Agent: Cuplin & Associates

County: Llano County
Lake: Lake LBJ

We have reviewed the proposed plat. This review was to determine compliance with the Lower Colorado River Authority's Highland Lakes Watershed Ordinance. The following is reported:

1. This subdivision consists of 1 lot(s) comprised of 0.465 acres.
2. Written notification and/or permits are required prior to commencing development activities pursuant to the Ordinance. The Permit plat notes #1 and #8 on the plat are approved.
3. This subdivision is located within LCRA's Onsite Sewage Facilities (OSSF) Program jurisdiction. The division of Lot 174 is approved with the knowledge that the remaining 1/2 of the lot has already been replatted into a single tract with Lot 173. Any new permits for OSSF construction will require a variance submitted with planning materials for the lot not meeting the minimum 1/2-acre size when served by public water. This variance request is standard operating procedure for the combination of lots originally subdivided prior to minimum lot size requirements. Please contact the OSSF Program at 1-800-776-5272 Ext. 3216 to determine any further requirements.

Reviewed by:

A handwritten signature in black ink, appearing to read "Melissa K. Gabriel", is written over a horizontal line.

Melissa Gabriel

LCRA Water Quality Protection

1. ALL PROPERTY HEREIN IS SUBJECT TO THE LOWER COLORADO RIVER AUTHORITY'S HIGHWATER FLOOD WATERSHED. UNLESS OTHERWISE NOTIFIED IN WRITTEN NOTIFICATION AND/OR PERMITS ARE REQUIRED PRIOR TO COMMENCING ANY DEVELOPMENT ACTIVITIES. CONTACT COLORADO WATERSHED MANAGEMENT AT 1-800-776-5372, EXTENSION 2324 FOR MORE INFORMATION.

2. A PORTION OF THE SUBJECT PROPERTY SURROUND HEREIN LIES WITHIN ZONE AE (AREAS WITHIN THE 100 YR FLOOD), PER THE FEMA FIRM PANEL NO. 4805340560F, DATED 03/15/2012.

3. SUBJECT TO ALL LAND USE ORDINANCES, RESTRICTIONS AND SUBDIVISION REGULATIONS OF THE CITY OF HIGHLAND HAVEN, BURNET COUNTY, TEXAS AND RESTRICTIONS LISTED IN VOLUME 135, PAGE 150, DEED RECORDS OF BURNET COUNTY, TEXAS.

4. BASIS OF BEARINGS: TEXAS COORDINATE SYSTEM - MD 83, CENTRAL ZONE.

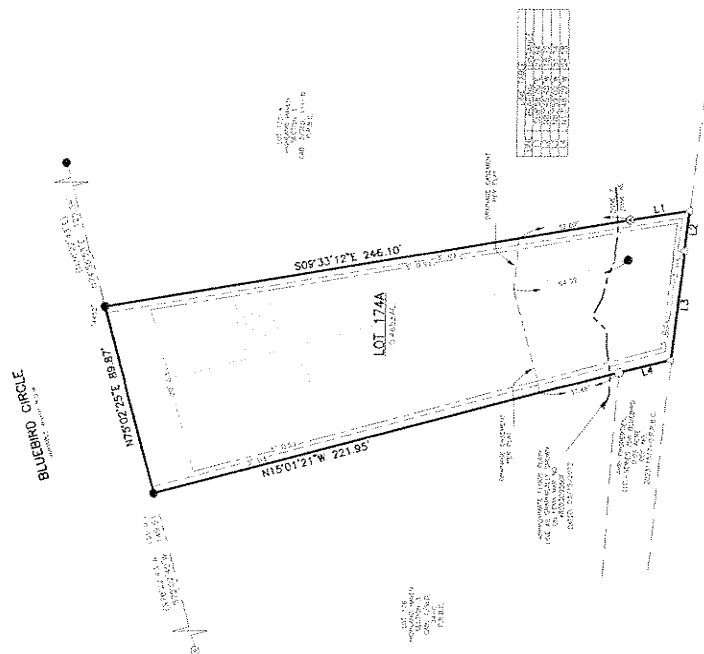
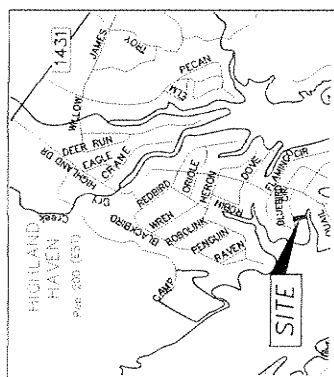
5. BEARINGS AND DISTANCES APPEAR TO MATCH THOSE OF RECORD IN DOCUMENT NO. 2023030294, OFFICIAL PUBLIC RECORDS OF BURNET COUNTY, TEXAS.

6. THE COORDINATES SHOWN HEREON ARE GRID VALUES. FOR SURFACE VALUES APPLY A COMBINED SCALE FACTOR OF 1.000129841 FEET.

7. OTHER ENTITIES MAY HAVE RESTRICTIONS RELATING TO THE DIVISION OF PROPERTY THAT MAY LIMIT THE USE OF THAT PROPERTY. COLORADO RIVER AUTHORITY.

8. EACH AND EVERY ON-SITE SEWAGE FACILITY INSTALLED ON LOT 174A MUST BE COMPLETED, INSPECTED AND APPROVED FOR OPERATION UNDER THE SAME STANDARDS AND REQUIREMENTS OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE TEXAS DEPARTMENT OF HEALTH. ANY VIOLATIONS OF THESE STANDARDS OR REQUIREMENTS MADE THROUGH THESE LOTS MAY REQUIRE PROFESSIONALLY DESIGNED WASTEWATER DISPOSAL SYSTEMS DUE TO TOPOGRAPHICAL, GEOLOGICAL AND WATER FLOW CONSIDERATIONS.

9. THIS AMENDED PLAT DELETES AND TAKES THE PLACE OF LOT 175 AND WEST PORTION OF 174, HIGHLAND HAVEN, SECTION 3, DOCUMENT NO. 2023030294, OFFICIAL PUBLIC RECORDS OF BURNET COUNTY, TEXAS, AND A 0.040 ACRES TRACT, DESCRIBED IN

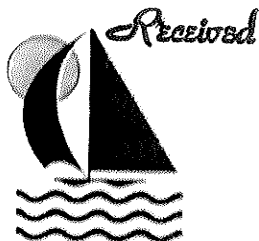


A REPLAT OF LOT 175 AND WEST PORTION OF 174, HIGHLAND HAVEN, SECTION 3, A BURNET COUNTY SUBDIVISION, ACCORDING TO THE PLAT RECORDED IN CABINET 1, SLIDE 34C, PLAT RECORDS OF BURNET COUNTY, TEXAS, AND A 0.040 ACRE TRACT, DESCRIBED IN DOCUMENT NO. 202303024, OFFICIAL PUBLIC RECORDS OF BURNET COUNTY, TEXAS, TO BE KNOWN AS

LOT 174A, HIGHLAND HAVEN, SECTION 3
BURNET COUNTY, TEXAS, TO BE KNOWN AS,

PROJ. NO. 23374
PREPARED FOR: C. F. LIMA, JR.
TECH: BAC
APPROVED: U. STARK
FIELDWORK PERFORMED ON: 4/10/74

MAY 2 2024



CITY OF HIGHLAND HAVEN
 510-A Highland Drive
 Highland Haven, Texas 78654-8269
 Phone: 830-265-4366 Fax: 512-366-9721

RE-PLAT APPLICATION REQUEST FORM

Property Owner(s) Name: DANIEL & CHERYL DIONNE
 Billing Address: 107 EAGLE RD
 City, State, Zip: HIGHLAND HAVEN TX 78654
 Phone #: 512-944-0669 Email Address: CDIONNE2@DISN.COM

If certification is to be signed in alternate name or agent other than property owner provide name & explanation.
 Also, complete Certification on next page.

Property Location: 463 464 465 Lot(s) 465 HHI Street Address: _____

Describe Purpose for Re-plat: COMBINE WITH LOTS THAT HOUSE IS ON (463A)
 (Attach additional sheets if necessary)

Anticipated use of Property: NO PLANS - LEAVE AS IS

Name of Surveyor / Engineer to be used: CUPLIN ASSOCIATES

Address: 1500 OLLIE LANE
MARBLE FALLS 78654

Phone #: 325-388-3300

Date Preliminary Survey Received: _____ Date LCRA Approval Received: 4/22/24

Re-plat Fee: 400.00 Date: 5/2/24 Ck #: 14776

OWNER RESPONSIBLE FOR ALL COSTS TO INCLUDES PUBLIC NOTICE, FILING FEES, POSTAGE

1. Lots proposed for re-platting must be zoned for Single Family Residence (SFR).
2. Lot may be combined with all or part of an adjacent lot(s) or tract(s) of land so long as all lots are zoned SFR.
3. Texas licensed surveyor must prepare the replat survey documents.
4. SFR zoned lots must be compliant with subdivision regulations in place on time of re-platting:
 - a. Must meet all setback requirements and retain all easements of record.
 - b. Can be no smaller than the minimum size to meet LCRA approval.

CERTIFICATION

I certify that I am the owner or agent of the described property for purposes of this application. I respectfully request the processing and approval of the referenced plat and agree to comply all necessary information concerning this request. I also understand that any substantial modifications or additions to this submittal could mean the requirement of a revised plat. I hereby certify that I have been informed and understand the requirements regarding this process as specified by City Ordinance.

Daniel Dionne
Owner's or Agent's Signature
Cherryl C. Dionne

DANIEL DIONNE
Owner's or Agent's Printed Name
CHERRYL C. DIONNE

I also hereby authorize the Applicant, Agent and/or Engineer indicated on this application to act on my behalf during the process and presentation of this request. They are to be the principal contact with the City in processing this application.

Daniel Dionne
Owner's Signature
Missy Hawker
Cherryl C. Dionne
Applicant's Signature

DANIEL DIONNE
Owner's Printed Name
Missy Hawker
CHERRYL C. DIONNE
Applicant's Printed Name

Missy Hawker
Agent/Engineer's Signature

Missy Hawker
Agent/Engineer's Printed Name



Lower Colorado River Authority
3700 Lake Austin Blvd.
Austin, TX 78703

City of Highland Haven

APR 22 2024

Received

**HIGHLAND LAKES WATERSHED MANAGEMENT
ORDINANCE SUBDIVISION REVIEW**

Case # 2024-5346
Date: 4/19/2024
Name of Subdivision: Highland Haven, Section 6, Lot 463A
Owner: DANIEL DIONNE
Agent: Cuplin & Associates

County: Burnet County
Lake: Lake LBJ

We have reviewed the proposed plat. This review was to determine compliance with the Lower Colorado River Authority's Highland Lakes Watershed Ordinance. The following is reported:

1. This subdivision consists of 1 lot(s) comprised of 0.722 acres.
2. Written notification and/or permits are required prior to commencing development activities pursuant to the Ordinance. The Permit plat note on the plat is approved.
3. This subdivision is located within LCRA's Onsite Sanitary Facilities (OSSF) Program jurisdiction. Future OSSF construction permits will require a variance for the lot replat not meeting the minimum 1 acre in size if not served by public water at the time of application. This variance is a standard operating procedure. The existing OSSF is in good standing and currently approved for continued use. The property is located within the Water Quality Zone of Lake LBJ. Please contact the OSSF Program at 1-800-776-5272 Ext. 3216 to determine any further requirements.

Reviewed by:

A handwritten signature in black ink, appearing to read "Melissa K. Gabriel".

Melissa Gabriel

LCRA Water Quality Protection

[illegible]

IV. JOURNAL H. DORRANCE - 2007

CHEERYL C. DIONNE - OWNER

HOME

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED DANIEL H. DOWNE, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT (S)HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

_____ DAY OF _____, 2024.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____

MEASUREMENTS IN AID FOR THE STATE OF TEXAS

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED CHERYL C. DOMING, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT (S)HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

_____ DAY OF _____, 2024.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 2024.

[illegible]

THIS SUBDIVISION PLAN HAS BEEN CONSIDERED AND APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF HOUSTON HAVEN, TEXAS AT ITS MEETING ON
THE _____ DAY OF _____, 2024.

[illegible]

STATE OF TEXAS;
COUNTY OF DALLAS;
CITY OF HOUSTON, TEXAS;
THE SUBDIVISION PLAN WAS BEEN SUBMITTED TO THE CITY OF HOUSTON, TEXAS, AT ITS MEETING ON
THE _____ DAY OF _____, 2024, AND IS DULY CONSIDERED AND FOUND TO COMPLY WITH THE LAWS AND STATUTES OF THE STATE OF TEXAS AND THE CITY
OF HOUSTON, TEXAS.

OLAN KELLEY, MAYOR
CITY OF HIGHLAND HAVEN, TEXAS

LEILEY BAUM, CITY SECRETARY
CITY OF HIGHLAND HAVEN, TEXAS

STATE OF TEXAS,
COUNTY OF BURNET:
I, DANNY T. STARK, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS PLAT OF
THE SURVEY OF THE LANDS OF THE STATE OF TEXAS, BEING THE LANDS OF THE STATE OF TEXAS, BEING THE LANDS OF THE STATE OF TEXAS,
AND THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION TO THE BEST OF MY KNOWLEDGE AND BELIEF.
WITNESS MY HAND AND SEAL THIS 4th DAY OF APRIL, 2024.

UNION, S. 21444, N.Y.C. NO. 2002

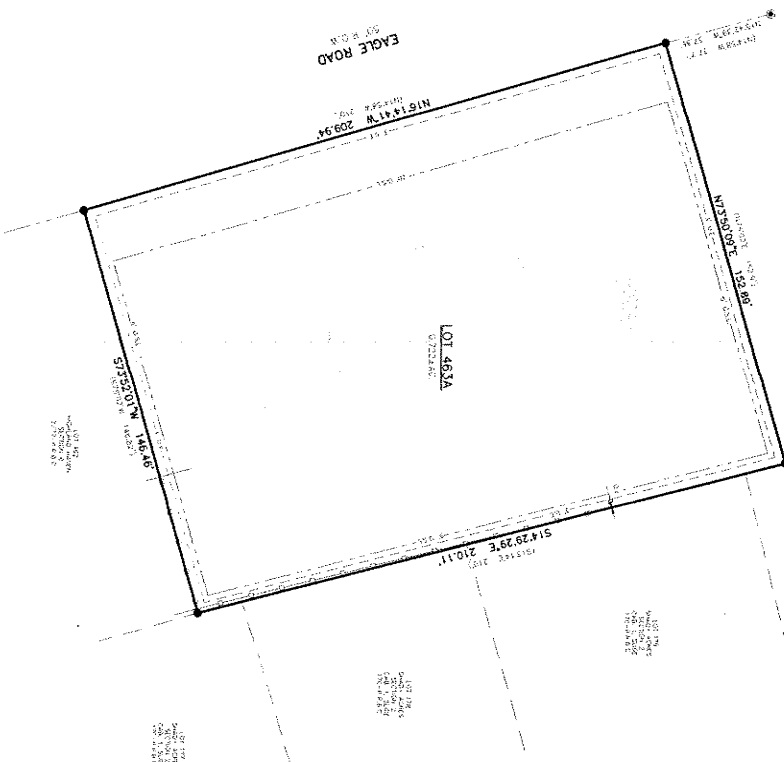
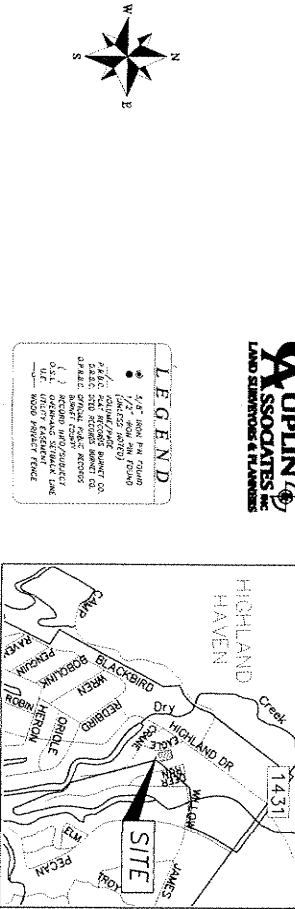
PRELIMINARY - ADMINISTRATIVE REVIEW
SUBMIT TO THE STATE OF TEXAS ADMINISTRATIVE CODE SECTION 148.376

DOCUMENT IS "PROHIBITORY, THIS COMMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR QUOTED UPON AS A FINAL SUPPLEMENT"

GENERAL NOTES:

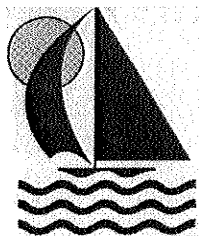
1. THE PROPERTY IS LOCATED WITHIN THE UNINCORPORATED TOWNSHIP OF HIGHLAND HAVEN, BURNETT COUNTY, TEXAS. WRITTEN NOTIFICATION AND/OR PERMITS ARE REQUIRED PRIOR TO COMMENCING ANY DEVELOPMENT ACTIVITIES. CONTACT THE TOWNSHIP MAINTENANCE MANAGEMENT AT 1-800-774-3272, EXTENSION 334 FOR MORE INFORMATION.
2. SUBJECT PROPERTY SHOWN HEREON LIES WITHIN ZONE 445 OUTSIDE THE 100 YR FLOOD, PER THE FEMA FIRM FLOOD INSURANCE RATE MAP COMMUNITY-PAINT, NUMBER 4803030600, DATED 03/15/2010.
3. SUBJECT TO ALL LAND USE ORDINANCES, RESTRICTIONS AND SUBDIVISION REGULATIONS OF THE CITY OF HIGHLAND HAVEN, BURNETT COUNTY, TEXAS.
4. BASIS OF BENCHMARK: TEXAS COORDINATE SYSTEM - TEXAS CENTRAL, ZONE 4203, NAD-83
5. THE COORDINATES SHOWN HEREON ARE GRID VALUES. FOR SURFACE VALUES APPLY A COMBINED SCALE FACTOR OF 1,000,1828 FEET
6. OTHER OWNERS MAY HAVE RESTRICTIONS RELATING TO THE DIVISION OF PROPERTY THAT MAY LIMIT THE USE OF THAT PROPERTY. THOSE ENTITIES INCLUDE, BUT ARE NOT LIMITED TO THE CENTRAL TEXAS GROUNDWATER CONSERVATION DISTRICT AND THE LOWER COLORADO AQUIFER AUTHORITY.
7. EACH AND EVERY ON-SITE SERVICE FACILITY INSTALLED ON LOT 453, MAY BE PERMITTED, INSPECTED AND APPROVED FOR OPERATION UNDER THOSE TEXAS, STATUTES AND REQUIREMENTS OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY. THE USER OF THIS PROFESSIONAL REPORT ASSUMES ALL RISK AND LIABILITY FOR ANY SUCH APPLICATIONS FOR PERMITS ARE MADE. THESE LOTS MAY REQUIRE PROFESSIONAL DESIGN, MATERIALS AND CONSTRUCTION OF FLOODPROOFING, GEOLOGICAL, AND WATER WAIL CONSIDERATIONS.
8. THIS AMENDED PLOT DETAILS AND TAKES THE PLACE OF LOT 453, 454, & 455, HIGHLAND HAVEN, SECTION 6, RECORDED IN VOLUME 21, PAGE 72, PLAT RECORDS OF BURNETT COUNTY, TEXAS.

COUNTY SEAL AND FILING INFORMATION



LOT 463A, HIGHLAND HAVEN, SECTION 6

[illegible]



CITY OF HIGHLAND HAVEN
510 Highland Drive; Suite A
Highland Haven, Texas 78654-8269
Phone: 830-265-4366 Fax: 512-366-9721

May 7, 2024

Dear Property Owner,

The owner of Lots 463, 464 & 465 109 Eagle Rd. in Highland Haven has requested a replat. The property owner is requesting to combine Lots 463, 464 & 465 into a single lot known as lot # 463A.

You, as a property owner within 200 feet of the property for which the replat has been requested, are being notified per Texas Local Government Code 212, and per standard city procedure.

The replat request will be discussed at a public hearing by the Planning & Zoning Commission on May 28, 2024, at 10 am at the Highland Haven City Hall, 510-A Highland Dr, Highland Haven Tx.

The replat request will also be discussed at a public hearing by Board of Alderman on May 30, 2024, at 10 am at the Highland Haven City Hall, 510-A Highland Dr, Highland Haven Tx.

You are invited to attend these meetings and to provide public comment as you see fit. Any formal comments regarding this replat request must be submitted in writing to City Hall prior to the close of the public hearings.

Olan Kelley, Mayor
City of Highland Haven