



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: July 11, 2024

TIME: 6:00 PM

PLACE: Highland Haven Community Center

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. Consider Minutes from June 13, 2024, P&Z Special Meeting.
6. Discussion with Possible Action – Recommendations for P&Z Chairperson
7. Discussion with Possible Action – Appointment - P&Z Vice-Chairperson
8. Discussion with Possible Action – Appointment - P&Z Secretary

DISCUSSION ITEMS.

9. Discussion – Commercial Zoning
10. Discussion – Comprehensive Plan
11. Discussion - Water Storage Tank updates.

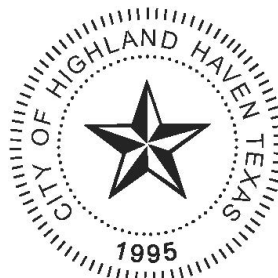
INFORMATION ITEMS

12. P&Z Commission Member Comments.
13. Next Regular Meeting date August 8, 2024, 6pm Highland Haven Community Center.
14. Items to be considered for the next agenda must be received by the Chair on or before August 1, 2024.
15. Adjournment.

Agenda Posted on July 3, 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 3rd DAY OF JULY 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
510 Highland Drive, Suite A
Highland Haven TX 78654-8269
Phone: 830-265-4366 Fax: 512-366-9721

MINUTES – PLANNING & ZONING COMMISSION SPECIAL MEETING

DATE: June 25, 2024

TIME: 3:00 PM

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

Debbie Dahlstrom led in the 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. Consider Minutes from June 13, 2024, P&Z Special Meeting.

Motion to approve minutes from June 13, 2024, meeting made by Linda Enderlin, seconded by Connie Smith.

Vote 4-0

6. Discussion with Possible Action – Commercial Zoning Recommendations to the Board of Aldermen.

Motion to send Commercial Zoning Recommendations to the Board of Aldermen with the discussed changes made by Jackie Garrow, seconded by Connie Smith.

Vote 4-0

DISCUSSION ITEMS.

7. Discussion – Possible future projects for the Planning and Zoning Commission.

8. Discussion – Workshop meeting dates for July, August & September.

INFORMATION ITEMS

9. P&Z Commission Member Comments.

10. Next Regular Meeting date July 11, 2024, 6pm Highland Haven Community Center.

11. Items to be considered for the next agenda must be received by the Chair on or before July 1, 2024.

12. Adjournment.

Motion to adjourn was made by Linda Enderlin, seconded by Connie Smith.

Vote 4-0

The meeting adjourned at 4:30.

Marvin Filla

Marvin Filla, Chair

Lezley Baum, City Secretary



The City of HIGHLAND HAVEN, Texas

2014

Comprehensive Property Development Plan

January 21, 2014

ACKNOWLEDGEMENTS

THE CITY OF HIGHLAND HAVEN 2014 BOARD OF ALDERMEN

Mayor Pete Freehill

Lonnie Ball
Irene Dauphin
Lonnie Brown
Betty Ward
Richard Kemp

COMPREHENSIVE PROPERTY DEVELOPMENT PLANNING COMMITTEE (2004)

Cynthia O'Malley (Chairperson)

Lloyd Amos
Lyman Atkins
Jim Embrey
Jack Fraser
Curtis Fry
Charlie Hosang
Bob Hudson
Jake Kalisvaart
Dawna Langley
Wayne Roberts
Ann Williams

HIGHLAND HAVEN PLANNING AND ZONING COMMISSION (2012)

Ken Nickel
Jerry Schwab
Glen French
Philip Martz
John German

The Committee wishes to acknowledge the Mayor/Board of Alderman for their foresight in establishing and tasking this committee and their encouragement, guidance, and assistance throughout the process.

The Committee wishes to acknowledge the members of the community who attended the work sessions, took the time to fill out the surveys, shared their ideas and concerns during meetings and canvassing. Without their input this document could not express the expectations and desires of the community.

The City of Highland Haven wishes to acknowledge the City of Granite Shoals and the City of Marble Falls for the use of their Comprehensive Plans that were used as a guide and model for this Process and Plan.

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I. INTRODUCTION

The Comprehensive Property Development Plan can be defined as a long-range plan intended to guide the growth and physical development of Highland Haven for five to ten years. It is a vision of what the community can become and is a long-range statement of public policy.

The primary objectives of the Comprehensive Property Development Plan are to

- Provide a rational and reasonable basis for making decisions about the future development of Highland Haven.
- Manage growth in the undeveloped areas in an orderly manner
- Maintain property values
- Ensure efficient delivery of public services
- Guarantee the same look and feel of the community and yet still keep pace with progress

It has become clear to the citizens of Highland Haven that some change is a fact of life and it is indeed inevitable for all communities. By adopting policies and guidelines set forth in the Comprehensive Property Development Plan, Highland Haven can prepare for this change and maximize future benefits for its residents. The Comprehensive Property Development Plan is a guide for decision-makers and a tool for managing community change while protecting property values and maintaining a desired quality of life.

The Plan uses text and illustrations to establish policies and programs to address the many issues facing the City. It recommends a specific pattern of land use and establishes guidelines for implementation. These recommendations are supported by a set of goals and objectives drawn from existing conditions and the desires and aspirations of the citizens of Highland Haven.

The Comprehensive Property Development Plan, once adopted, becomes the official policy of the City. It is important to emphasize that the Plan is not a rigid policy, but rather a guide. It will help guide zoning decisions and serve as a basis for future capital expenditures. The Comprehensive Property Development Plan is intended to be flexible and provide latitude for more detailed analysis that is commonly a part of zoning decisions: however, decisions should be consistent with the policies established in the Comprehensive Property Development Plan. Planning is not a single event but rather a continuous and dynamic process. The City will undoubtedly face future proposals, which are inconsistent with the Plan, and some of these proposals may well be in the best interest of the City. As conditions change, the City's Comprehensive Property Development Plan should be amended to take advantage of new opportunities and respond to new needs and conditions.

Plan Development Process

The responsibility for development of the Comprehensive Property Development Plan for Highland Haven was given to a Planning Committee comprised of members of the Zoning Committee and citizens selected “at large” from the community. The Highland Haven Property Development Planning Committee was intended to be an active group of visionaries who represented a diverse cross-section of the community.

The jurisdictional boundary for the Comprehensive Property Development Plan was determined to be the City’s corporate limits and the City’s extraterritorial jurisdiction (ETJ). After the Initial meeting in July, 2004, the Committee met numerous times to develop the Plan. Later in the planning process, when more detailed recommendations were developed, the Committee reviewed with the Zoning Committee, Mayor, Board of Aldermen, and members of the Highland Haven Property Owners Association the various Comprehensive Property Development Plan elements and their respective recommended suggestions. The Committee solicited Highland Haven property owners’ input through newsletters, public meetings, surveys, and canvassing. After due process, extensive review and public scrutiny, the Comprehensive Property Development Plan document was presented and approved on November 4, 2004 and revised on November 16, 2010 and January 2014.

Plan Content and Organization

Highland Haven’s Comprehensive Property Development Plan is divided into four major sections. Each section is designed to accomplish objectives within the planning process. The major sections are summarized as follows:

- **Baseline Analysis** – The Baseline Analysis examines and summarizes existing conditions and trends that will likely affect the formulation of plan goals, objectives and recommendations. The Baseline Analysis section identifies important issues that should be considered in the formulation of the plan.
- **Goals and Objectives** – The Goals and Objectives section forms one of the most important parts of the Comprehensive Property Development Plan. This section establishes the overall direction the City will follow in making recommendations and decisions on development proposals, public infrastructure, finance and other issues.
- **Plan Recommendations** – This section of the Comprehensive Property Development Plan includes various elements such as land use, transportation, public facilities, and housing with recommendations.

- **Implementation Strategies** – The implementation measures are suggested strategies to achieve the City’s adopted goals, objectives, and plan recommendations. They are not the only possible actions that would achieve these goals, but they are intended to set an initial agenda for adopting regulatory and other programs that implement the Comprehensive Property Development Plan. The Board of Alderman may select some measures for implementation immediately following plan adoption while others may not begin for several years. Including a program or project on the list of implementation measures do not automatically create that program. The Board of Aldermen will need to adopt budgets, consider new ordinances and provide staff resources before new programs can be considered. Each of the implementation decisions will require input and specific action by the Zoning Committee and the Board of Aldermen.

Although each section serves a separate and specific purpose, each is related in some manner and collectively forms the Comprehensive Property Development Plan for Highland Haven.

II. BASELINE ANALYSIS

This assessment is based on readily available data collected from state, county, and local sources. The primary objective of this section is to identify major physical and economic conditions affecting Highland Haven and to assess primary opportunities and constraints the community must consider in addressing and shaping its future form and character. Due to limited time and resources, this should be considered an abbreviated summary assessment designed to identify only major issues and trends. Subsequent studies can use this assessment as a baseline to initiate a more in-depth data collection and analysis of specific subject matter as needed.

Location

Highland Haven is located in the southern portion of Burnet County, Texas, between the communities of Granite Shoals and Kingsland and between state road RM1431 and Lake Lyndon B. Johnson (Lake LBJ) at 30 degrees 36 feet 25 inches N 98 degrees 23 feet 43 inches W. It is in the region of Texas known as the “Hill Country” which encompasses the majority of the area west of Austin and north of San Antonio. Lake LBJ is a relatively constant level “pass through” lake located on the Colorado River, offering significant water recreation opportunities to the region and is the site of fishing and boating activities. It is the middle lake of three major reservoirs located on the Colorado River. Lake Buchanan and a small reservoir known as Inks Lake are located upstream. Lake Travis and a smaller reservoir known as Lake Marble Falls are located downstream. The Lower Colorado River Authority (LCRA) regulates these waterways and controls the water flow through this chain of lakes and generates hydroelectric power.

Physical Characteristics

The entire Highland Haven area is located in what is known as the “Edwards Plateau” with elevations generally ranging from 775 (at the bed of the Colorado River) to elevation 860 feet above mean sea level (MSL). The City of Highland Haven is primarily gently rolling terrain. The city has a total area of 319.674 acres and has 3.64 miles of Lake LBJ shoreline. With Lake LBJ maintained at a mostly constant level of 825 MSL, the soil in Highland Haven is very sandy with some pockets of granite and clay. The soil cover is sufficient to support a substantial amount of vegetation with stands of live oak, mesquite, cedar and a variety of other hardwoods. Underbrush is fairly dense with various shrubs, vines, cactus, tall grass and wildflowers. There is only one land entrance into Highland Haven, which is from RM1431 on County Road (CR) 125.

Resources and Potential

Highland Haven is principally a residential community. Highland Haven has two primary resources that can distinguish the city from other communities in the region. The first is its proximity to Lake LBJ. Its combination of waterfront parks and water recreational activities create a highly desirable environment capable of attracting people of all ages, for permanent and second (vacation) homes. The shores of the lake are dotted with nice homes with boathouses with automatic boatlifts. There are several communities along the lake with Highland Haven such as Granite Shoals, Kingsland, Sunrise Beach, Deer Haven, Blue Lake and Horseshoe Bay. Lake LBJ is a great retirement and recreational area.

The second primary resource is the number of lots zoned residential. Population shift trends away from larger cities such as San Antonio, Austin, and Houston, and new residential construction growth rates are placing increased demand pressures on land. There is a general interest in moving away from congested areas to the less populated areas in the Highland Lakes. Highland Haven cannot compete at the same commercial or industrial level as their surrounding communities; however, it has significant potential to provide the type of development desired by people interested in living in a semi-rural environment. The city’s isolation creates a quiet atmosphere void of commercial enterprises and business traffic. The combination of these two resources can have a synergistic impact with a potential to generate increased revenue for the city by developing the undeveloped areas. Highland Haven is zoned as “Single Family Residential “ with a few specific exceptions

Demographic Profile and Economic Base

In Highland Haven, as of the 2010 U.S. Census, there were 431 people (an decrease of 4.3% over the 2000 U.S. Census). They resided in 218 households. The population density was 1,012.0/sq.mi. There were 320 housing units at an average density of 754.5/sq.mi. There are 37 persons under the age of 18 years old and 202 more than 65

years old. The median age is 64 years. The median income for a household in the city is \$62,500.

In 2000 the Census reported 272 housing units in Highland Haven with an average value of \$145,800. Forty (40) housing units of the 272 were reported as secondary homes for recreational use or 14.7%. Highland Haven's average value is higher than Granite Shoals, Kingsland, Sunrise Beach, and less than Deer Haven, Blue Lake and Horseshoe Bay. Only Highland Haven, Granite Shoals, Horseshoe Bay and Sunrise Beach are incorporated cities with a city government providing public services.

In 2010 there were 218 permanent households (9.4% decrease) and a resident decrease from 450 to 431 persons. The total number of housing units increased from 272 to 320 units (15% increase). We now have approximately 80 vacant lots and two houses under construction. As waterfront property values increase, we can expect some upscale replacements. In the 2010 Burnet County appraisal tax base the average housing value was \$327,000.

Forecasted Growth

Marble Falls and Burnet County as a single entity is one of the fastest growing areas in the US. Burnet County population was 44,488. Highland Haven's growth is finite and limited by the number of available lots.

Assessment – Residential

The City of Highland Haven has entered into a transitional phase in its development based on population changes over the last few years. Originally, it was established primarily for development as a retirement/recreation community. Properties were actively promoted for sale in the mid and late 1970's. Today most of the waterfront properties have been developed. The age of the majority of homes exceeds twenty to thirty years. Capital investment in properties located along the waterfront is significantly higher than interior properties. Today, many properties, both interior and waterfront, have been updated or significantly remodeled. The area has not lost its desirability. There are a limited number of interior lots available for development.

Within the last few years, population trends in Highland Haven remain the same the average age is still 64. Population changes show out-migration primarily from Austin and San Antonio areas to the Highland Lakes area. To meet these demands, communities like Marble Falls, Kingsland and Burnet have been expanding their commercial and industrial base with businesses that are labor force oriented. This out-migration impact on Highland Haven has resulted in its new residents working primarily in other communities, thereby transforming the city into a "Bedroom Community", as well as a "Retirement Community". Workers have to travel to other cities for their earned income. But as economic development continues in Marble Falls, Horseshoe Bay, and Granite Shoals the commutes are becoming less time consuming since jobs are becoming more localized. This trend is expected to continue.

By the end of the period (2010), the City will have largely been built out with few available water front lots and about 70 interior lots. Any new waterfront construction will largely be remodeling or replacement projects.

Assessment – Commercial/Industrial

RM1431 is a major highway artery serving the area, linking Highland Haven to Kingsland, Granite Shoals, Marble Falls, and Austin. Vacant land is available on both sides of RM1431 for future development. Development of land on the south side of RM 1431 is limited by being zoned agricultural and by the LCRA high voltage tower right of way and the concrete embankment infrastructure. However, at this time there are no development plans under study. Much of the land on the north side of RM1431 has not been annexed into the city of Granite Shoals or Highland Haven and is in the Granite Shoals ETJ.

In 2004 the residents of Highland Haven voted against a \$0.40 tax for a sewer system. The Municipal Utility District (LBJ KMUD 2) was subsequently dissolved.

Organization & Execution Framework (Infrastructure)

Responsibilities for governance lie with two bodies within the City of Highland Haven; the Mayor with the Board of Aldermen, and the Board of Directors of the Highland Haven Property Owners Association (HHPOA Board). As with any incorporated city the Mayor/Board of Aldermen's basic responsibilities are to establish policies and governing ordinances for Highland Haven. The Board is responsible for implementation and enforcement of ordinances. This is necessary to establish common goals and objectives designed to enhance the quality of life for its residents and which are compatible with the residential nature of the city.

The first body, the Board of Aldermen, strives to meet the essential needs of our community. It provides for the health and safety of the residents and protects property values by:

- Owning and operating the Highland Haven Water System
- Owning and maintaining roads and streets
- Owning and maintaining public easements
- Owning and maintaining City Hall
- Ensuring efficient delivery of public services
- Ensuring proper drainage
- Ensuring fire protection and EMS
- Ensuring building safety through enforcement of building and zoning codes
- Compliance with appropriate county and state laws

The second body, the HHPOA Board is responsible for building upon the residents' quality of life. HHPOA provides recreational and leasing services to the residents by:

- Owning and maintaining recreational parks
- Owning, operating and maintaining the Community Center
- Leasing, owning, operating and maintaining boat and trailer storage center as well as a number of storage sheds

A third body, the Ladies Club is responsible for improving the beauty of Highland Haven and the quality of life of its residents.

- Leasing, operating and maintaining the Community Center
- Planning and providing social events (July 4th parade, monthly pot luck dinners, Thanksgiving and Christmas dinners, etc.)
- Planning and conducting an annual rummage sale

The success of these three bodies lies in their ability to work together and to maintain the quality of life for its residents. For the purpose of this plan only those activities performed by the Board of Aldermen will be considered. Therefore, those activities performed by HHPOA & HHLC will not be included in this plan.

The Mayor and the Board of Aldermen are in a position to work together in establishing the future direction that the city will take. This can be achieved through adoption of this broad-based Comprehensive Property Development Plan that is sufficiently flexible; so as to meet future unknown needs within the city.

To attract the type of residential development that will optimize the capital base of the city, there are specific actions the Mayor/Board of Aldermen must take. These actions can be organized into three general categories: administration, financial, public infrastructure. Implementation of actions within each of these categories, as discussed below, should provide the stimulus necessary to attract more residential development that will provide a sustainable tax base. Highland Haven has the natural resources to attract middle and upper income families provided these families are satisfied with the condition of existing public and private infrastructure.

Administration

City operations are becoming increasingly more complex and will continue to do so in the future. The Mayor/Board of Aldermen should focus their attention on establishing policy, and providing the city with broad overview guidance.

Enforcement

Existing city ordinances for maintaining minimum standards with respect to appearance or image of the city are in place. Current ordinances provide for a city court and fines for code enforcement. At the present time, the mayor, individual Aldermen and citizens

identify violations. Existing enforcement operating procedures are adequate. The city has a formal method of reporting and follow-up actions on noncompliance.

Public Relations

Publicity can be powerful, either in the press or by word of mouth. In the past Highland Haven has enjoyed a favorable spotlight through its citizens doing the right things. Newspaper articles have been frequent and favorable. The electronic sign in front of City Hall shows a positive sense of community with activities noted for all residents and showing a real community spirit. The Community Center serving as the precinct-polling place shows Highland Haven residents as concerned involved citizens. A well-kept City Hall with its manicured landscape demonstrates that there is pride in, and support, of the Highland Haven city government. Highland Haven must not shy away or close itself to public attention because it is both the cheapest form of advertisement and the easiest way to attract quality residents and quality developers.

III. GOALS and OBJECTIVES

Thoroughfare Plan

Increased development within the city and the accompanying increase in population will dictate changes in the way the city maintains its infrastructure to include thoroughfares and traffic control. Consideration should be given to but not limited to the following:

- Improve the entrance to Highland Haven (CR125 from RM1431) **DONE ~ 2006**
- Widen Highland Drive (CR125) from RM1431 to at least the Camp Champions Drive **DONE** (Resolved by new staging procedure for Camp Champion camper weekend changes)
- Install flashing warning light at the entrance to Highland Haven – **Done - Rejected by TXDOT**
- Build bridge to replace low water crossing- **DONE (completed in 2009)**
- Add alternate entrance/exit road during emergencies (resolved by the new all-weather bridge) - **DONE 2009**
- Develop a schedule for the systematic repair, resurfacing and maintenance of streets within the city (sealing and pothole repairs have been performed annually since 2006 resulting in a two inch pavement thickness increase).
- Develop projects to improve drainage within the city limit (Begun in 2007) – **DONE 2011**
- Review the placement and number of traffic control signs within the city with a view towards improving traffic safety.

Infrastructure System

The existing infrastructure of Highland Haven is largely dependent upon citizen volunteers. Improvements of existing streets have been made via the annual chip & seal

program. In addition, resources for upgrading streets, including costs, labor, and materials; need to be authorized for future planning purposes. To accomplish these goals, it will be necessary to implement major programs that will sustain and improve the infrastructure of Highland Haven. Possible programs for consideration include the following:

- Improve existing roads to meet county design standards Note that sealing and pothole repairs have been performed annually since 2006 resulting in a two inch pavement thickness increase
- Provide a basic infrastructure and flexible ordinances designed to attract continued land development and maintain current property values

Planning Area

The primary areas for the Comprehensive Property Development Planning Process were identified as those “open areas” within the city (Appendix 1 – Undeveloped Areas) and city’s extraterritorial jurisdictional (ETJ) boundary (Appendix 2 – Proposed Extraterritorial Jurisdictional (ETJ) Boundaries). Undeveloped Areas are defined as follows:

DISTRICT C – AGRICULTURAL (includes Areas A, B & C):

- **‘Area A’** – This tract is west of Highland Drive between Farm Market (FM) 1431 and the entrance to Camp Champions. From Highland Drive, it extends west 500 feet from County Road (CR) 125 and is approximately 17.7 acres. The area along this 500 feet frontage on FM1431 and back (south) 80 feet is under the Lower Colorado River Authority (LCRA) power lines and therefore, under LCRA restrictions. The landowner has been compensated by LCRA for this utility easement and the continuing restrictions of the power line easement. The major restriction is that no permanent building can be constructed in the easement to allow LCRA full access to their lines and support poles. The remaining land could be developed single-family residential district (SFR1) with support for a small family park or remain as an agricultural area leaving the area as a greenbelt. A reasonable buffer may be considered between the LCRA easement and the first lot. It may be reasonable to consider that expensive homes would not sell next to the high power lines. This area is agricultural and is not presently within any sewer district.
- **‘Area B’** – This tract is east of Highland Drive along FM1431 and consists of approximately 7.27 acres. Because of the lower terrain, any building must be above the 100-year flood plain. There are LCRA power lines on the FM1431 frontage and also LCRA has an easement of 80 feet. The landowner has been compensated by LCRA for this easement. The major restriction is that no permanent building can be constructed in the easement to allow LCRA full access to their lines and support poles. Furthermore, this area is Agricultural.

- **‘Area C’** – This tract is west of CR131 (entrance to Shady Acres) and consists of approximately 12.3 acres. Egress and access are from CR131 bounded on the north by 1431 on the east by Post Oak Rd (Shady Acres). There are LCRA power lines on the FM1431 frontage and also LCRA has an easement of 80 feet. The landowner has been compensated by the LCRA for this easement. The major restriction is that no permanent building can be constructed in the easement to allow LCRA full access to their lines and support poles. Much of the 12.3 acres is solid rock and may be hard to develop. Power is available but the land is not presently in any sewer district. This area is agricultural.

DISTRICT D – SINGLE FAMILY RESIDENCE 2 (SFR2) (includes Area D):

- **‘Area D’** – This tract has two parcels of land, approximately 1.31, 3.32 and 3.64 acres and approximately 6.96 acres. The tract is presently zoned Single Family residence 2 (SFR2). Ordinance No. 056 defines the type of development allowed on this tract. This definition is not transferable with the sale of the land. At time of sale the tract reverts to single-family dwelling.

DISTRICT B – MIXED USE (includes Area E):

- **‘Area E’** – This tract consists of approximately 8.56 acres and is zoned light, mixed use, commercial. Part of this land is leased to the Highland Haven Property Owners Association (HHPOA) for boat and trailer parking. The current owners are Mr. and Mrs. Sam Johnston. (See map). Some of this property houses the Highland Haven Water System Backup Wells 5 and 6 under perpetual lease contract.

DISTRICT B – INSTITUTIONAL (includes Area F):

- **‘Area F’** – This tract consists of two parcels. The first tract is approximately 0.051 acres and contains City Hall Building. The second tract is approximately 0.594 acres and contains the Community Center, recreational vehicle (RV) parking and Highland Haven Water System. The land is zoned institutional. (See map)

The planning area extends beyond Highland Haven’s city limit to the very limited ETJ. The Granite Shoals and Sunrise Beach ETJs nearly surround Highland Haven.

Water Distribution System

The City purchased the water system in 2009 and operates it as a City Utility. A real plus for a city of this size is to now control its own water supply. There are four wells placed upon property, which the City now owns, and sites permanently leased from the Johnston’s and HHPOA. Water rates should accommodate depreciation of the system.

Centralized Wastewater System

As noted previously the City does not participate in any Centralized System and has no plans to do so.

Roads

The city needs to establish an advisory road committee to evaluate the feasibility, cost and schedule of resurfacing all city streets with hot mix asphalt. Note that sealing and pothole repairs have been performed annually since 2006 resulting in a two-inch pavement thickness increase. This has resulted in a proportionate decrease in pothole development. The committee will provide recommendations for consideration by the BOA.

Urban Drainage

When the city was platted, no effort or resources were provided to design interior drainage facilities. A major program to upgrade the city storm runoff system was implemented in 2009 and 2010. This program was initiated following the two rain bombs in March and June of 2007, which resulted in flooding in at least seventeen homes. Runoff infrastructure was installed on Redbird Street, four locations on Highland Drive, Flamingo Circle, Bluebird Circle, Dove Road and Quail Road. This program was funded 75% by FEMA and 25% by the city. The designs of these facilities were based on detailed hydraulic survey and analysis performed by the city and KC Engineering. This detailed engineering data of the whole city can be the basis for future storm drainage projects as the need is identified. Storm runoff projects were previously installed in 2005 – 2006 on Blackbird Drive and Crane Drive.

Architectural Standards

The city has architectural requirements in city ordinances for the size and exterior of structures, which were, adopted from the old Codes and Covenants. These requirements apply to all residential zones of the city. Styles of structures could be erected that are not suitable in their surrounding environment if different standards are allowed. This condition leaves a negative impact on existing properties. The Mayor/Board of Aldermen need to ensure that the architectural standards are enforced in the developed areas and continued in the newly developed areas as the undeveloped areas are opened. Highland Haven's current architectural standards are minimal for the area and enhance the aesthetics of an area, without placing an onerous burden on property owners and developers. It may be appropriate to develop different sets of standards for the plan areas, but the standards should never be less than the 2006 International Building Code.

IV. PLAN RECOMMENDATIONS

Based on the Comprehensive Property Development Planning Committee findings and Highland Haven's residents' input, commercial development of the undeveloped areas is not recommended. Likewise higher density dwellings (apartments, condos, duplex, garden homes) were not favored and not being recommended. The Comprehensive Property Development Planning Committee suggests the following recommendations:

DISTRICT C – AGRICULTURAL:

1. **Undeveloped Areas A, B, C** - The current land use designation of these properties is Agricultural. It is desirable that these areas remain undeveloped agricultural areas. To be consistent with the Planning Committee's findings and community expectations and desires, any changes to these areas should be zoned as SFR1. The SFR1 zoning classification is Residential Single-Family Dwelling and is defined in the current City Ordinance (minimum lot size of 9375 sq. ft.) and (minimum house size of 1600 sq. ft. living area and exterior minimum of 40 percent natural stone or brick).

DISTRICT D – SINGLE FAMILY RESIDENCE 2 (SFR2):

2. **Undeveloped Areas D** – Upon sale or transfer of this property, as outlined in the current City Ordinance No. 056, the land use reverts back to Single-Family Dwelling (SFR1) zoning. Should the property owner request SFR1, single family zoning prior to the sale or transfer of the property, that request is consistent with the Comprehensive Property Development Committee recommendations.

DISTRICT B – MIXED USE:

3. **Undeveloped Areas E** – Encourage the mayor to continue negotiations with the property owners, Mr. and Mrs. Sam Johnston, to obtain more favorable zoning that is compatible with R1. It is the community's expectations and desires that a portion or all of this land be purchased by the HHPOA or The City for continued use as boat and trailer storage and future expansion of that storage. This expansion is necessary to meet the needs of satisfying the interior property owners. The growth forecast predicts a growth of approximately 63 new homes. The majority of these will be built on interior lots. The City and its P and Z committee should resolve all language issues in the zoning of this property.

Even if debt would be incurred, encourage the mayor and Board of Alderman to support the purchase of this property.

DISTRICT B – INSTITUTIONAL:

4. **Undeveloped Area F** – This area is described in City Ordinance No. 056 Appendix 2 as 'Area A' with a zoning classification of Institutional. The city and community buildings sit on the property. It is the community's expectation and desire that a new and better zoning classification be developed to describe this type of area.

It is recommended that the city change the zoning and description of the property to the following:

Special Use District:

- That portion of the 0.645-acre tract, currently the property of the City of Highland Haven and occupied by City Hall. Also the HH Water System properties.
- All properties, except those designated as parks and boat ramps, currently owned or leased by the Highland Haven Property Owner's Association, Inc. (H. H.POA), as long as said properties are owned or leased by and operated solely for use of Association members, associate members and guests thereof. Included therein is that area leased from H. H.POA to the Highland Haven Water System (HHWS). These properties include:
 - That portion of the 0.645-acre tract not owned by the City and occupied by storage units.
 - The entire 1.65-acre tract occupied by the Community Center, storage units, and HHWS
 - That portion (1 acre more or less) of the 8.36 acre tract leased by H. H.POA for trailer storage area.
 - That portion of the 8.36 acre tract currently occupied by a large metal storage building to include an area beginning 50 feet behind said building and on the SW line of area leased to H. H.POA; thence 50 feet parallel with the rear line of building; thence on a line to the NW corner of a certain 1.65 acre tract; thence along the common boundary of both tracts to the SW corner of tract leased to H. H.POA; thence along SW line of leased area to the point of beginning.

Single-Family Dwelling Residential (SFR1):

- That portion of the 8.36-acre tract not designated as Special Use District.
5. **Extraterritorial Jurisdiction (ETJ) Boundaries** – If Highland Haven is to maintain the quality of life which its residents expect and desire as a community of single family dwellings, then the city should plan to provide that the communities immediately adjacent to Highland Haven are similar if not the same. It would be in

Highland Haven's best interest to have influence and input on the areas immediately adjacent to the city. If the city can insure that these communities follow the same model that the residents enjoy in Highland Haven (a community of single family dwellings meeting minimum construction requirements) then the residents are guaranteed that the rural style of living that is enjoyable will continue in the future.

Camp Champions though not a single-family community, shares a common entrance and the largest boundary with Highland Haven. Two of Highland Haven's water supply wells are on their property. Highland Haven's only possible emergency route is through their property. Future changes at Camp Champions could have a significant impact on Highland Haven, especially if sold to a large commercial developer.

The city should negotiate with the City of Granite Shoals to transfer the Nobles Subdivision to the Highland Haven ETJ.

The mayor and Board of Aldermen should define Highland Haven's specific ETJ boundaries as defined in the annexation section and resolve overlaps with Granite Shoals and Sunrise Beach. The negotiation results should be documented on a map and agreed upon by Burnet County.

6. **Emergency Exit – DONE** - Add an item to the long-range plan to guarantee emergency egress and access to Highland Haven. Until then negotiate with landowners to the north for an alternate emergency use route out of Highland Haven to FM1431. Construction of the new all weather bridge in 2009 resolved this issue.
7. **Widening of Highland Drive –RESOLVED** - Add an item to the long-range plan to widen Highland Drive from FM1431 to Camp Champions Road. This will be required to handle increased traffic with the next five years' growth. It will also ease the impact on Highland Haven residents during Camp Champions high traffic periods. Until then negotiate with landowners and Burnet County for an increased easement and green belt along Highland Drive to allow for even future widening of the road 15 to 20 years out. **DONE** - Resolved by new Camp Champion check-in traffic control procedure.

V. IMPLEMENTATION STRATEGIES

Introduction

With the publication and adoption of this Comprehensive Property Development Plan document, the City of Highland Haven has taken a very important step in the future of the community. The Plan will provide a very important tool for city staff and civic leaders to use in making sound planning decisions regarding the long-term growth and development of the community. The various elements of the Plan are based upon realistic growth objectives and goals for Highland Haven, which resulted from the

Comprehensive Property Development Planning Process involving citizens, City elected/appointed officials, and the community.

The future quality of life with Highland Haven and the environment of the community will be substantially influenced by the manner in which Comprehensive Property Development Plan suggestions are administered and maintained.

Changes in the city's socioeconomic climate and in development trends will, from time to time, occur, which were not anticipated during preparation of the Plan. Subsequent adjustments will be required. The Comprehensive Property Development Plan should never be considered a finished product, but rather a broad guide for community growth and development that is always evolving and changing in scope. Planning for the community's future, therefore, is a continuing process and the Comprehensive Property Development Plan is designed to be a dynamic tool, which can be codified and periodically updated to keep it in tune with changing conditions and trends.

The full benefits of the Plan for Highland Haven can only be realized by maintaining it as a vital up-to-date document. As changes occur and new facets of the community's development pattern become apparent, the Plan should be revised rather than ignored. By such action, the Plan will remain current and effective in meeting the community's decision-making needs regarding growth and development into the next decade.

The Plan As A Guide for Daily Decision-Making

The physical city is a product of the efforts put forth by many diverse individuals and groups. The composite of all such efforts and facilities creates the community as it is seen and experienced by its citizens and visitors. The city, in its daily decisions to surface a street, to approve a subdivision, to amend the zoning ordinance, to enforce the building or other codes or to construct a new utility line, should always refer to the basic proposals outlined within the Comprehensive Property Development Plan. The private builder or investor, likewise, should recognize the broad concepts and policies of the Plan so that their efforts become part of a meaningful whole in planning the community.

Comprehensive Property Development Plan Amendments and Periodic Review

The Comprehensive Property Development Plan is intended to be a dynamic planning document – one that responds to changing needs and conditions. Plan amendments should not be made without thorough analysis of immediate needs as well as consideration for long-term effects of amendments to the Plan. The Zoning Committee and Board of Aldermen should consider each proposed amendment carefully to determine whether or not it is consistent with the Plan's goals and policies, and whether it will be beneficial for the long-term growth and development of Highland Haven.

At approximately two-year intervals, a periodic review of the Comprehensive Property Development Plan with respect to current conditions and trends should be preformed. Such ongoing, scheduled re-evaluations will provide a basis for adjusting capital expenditures and priorities and will reveal changes and additions, which should be made to the Plan to keep it up-to-date. It would be appropriate to devote one meeting annually of the Zoning Committee to review the status and continued applicability of the Plan in light of current conditions, and to prepare a report of these findings to the Mayor and Board of Aldermen. Those items, which appear to need attention, should be examined in more detail and changes and/or additions should be made. By such periodic re-evaluations, the Plan will remain current and factional. It will continue to give civic leaders effective guidance in decision-making. Periodic reviews of the Plan should include consideration of the following:

- The city's progress in implementing the Plan
- Changes in conditions that form the basis of the Plan
- Community support for the Plan's goals, objectives and policies
- Changes in state and county laws
- Changes in surrounding communities that impact Highland Haven

In addition to periodic annual or biannual reviews, the Comprehensive Property Development Plan should undergo a complete, more thorough review and be updated every five years. The review and updating process should encourage input from property owners, neighborhood groups, civic leaders, major stakeholders, developers and other citizens and individuals who possess an interest in the long-term growth and development of the city.

Community Involvement

The needs and desires of the public are important considerations in Highland Haven's decision-making process. Citizen participation takes many forms, from educational forums to serving on city boards and committees. Highland Haven should continue to encourage as many forms of community involvement as possible as the city implements its Comprehensive Property Development Plan.

Implementation Methods

There are two primary methods of implementing the Comprehensive Property Development Plan – proactive and reactive. Both must be used to successfully achieve the recommendations contained within the Plan. Capital improvement projects' planning is a proactive method. The city expends funds to finance certain public improvements (e.g. roadways) in order to meet objectives that are cited within the Plan. Reactive methods include components of the development review process such as zoning, site plan and future subdivision review. Several specific implementation strategies for Highland Haven's Comprehensive Property Development Plan are described within the following sections.

Capital Improvements Projects

The Comprehensive Property Development Plan makes recommendations on the various public improvements that will be needed to accommodate growth and development envisioned for Highland Haven over the next five years or more. Many of the changes involve improvements, which will be financed by future improvement projects. It will be a desirable practice to invest regularly in the physical improvement of Highland Haven rather than to undertake large “catch-up” projects at longer time intervals. A modest amount of money expended annually and regularly in accordance with Plan recommendations will produce a far greater return to the community than larger expenditures at longer intervals.

It is recommended that priority projects be determined annually, and that the Capital Improvements Projects (CIP) be generally scheduled for review on a one or two year basis. The CIP should show a recommended, generalized plan for capital facilities within Highland Haven and should identify priorities and the approximate cost of improvements for the next five years. After the voters approve funding for capital improvements, projects should be constructed within three years. Capital improvement projects, which are funded over long time periods usually experience difficulty as a result of changing economic conditions and needs.

At least one meeting annually of the Planning & Zoning Commission should be devoted to reviewing the status of the CIP. A joint meeting of the Planning & Zoning Commission and the Board of Aldermen is desirable. It should be recognized that the Planning & Zoning Commission’s role in the capital improvement project process should be advisory and that the financing and priority decisions are the Mayors and Board of Aldermen’s responsibility. Capital improvement projects should be viewed as a continuation of the ongoing Comprehensive Property Development Planning Process.

Financial Options

The ability of the city to implement programs is a function of the revenue it can rely upon and the magnitude of its capital assets. The city has eight sources of revenue that are as follows:

Tax revenues

Property taxes can be estimated and projected with a high degree of confidence. They do not, however, provide sufficient funds to meet budget requirements of the city plus new capital infrastructure with or without annexation. Consideration of capping property taxes for residents over 65 years old (as have been done in other areas of Burnet County and the state) should be given.

Utility Revenues

Franchise fees paid to the city by PEC, NCTV, and Verizon generate this revenue. Also revenues from the Highland Haven Water System will cover the operating costs of the system with a nominal surplus, and retire the bonds used to purchase it (in approx 17 years). The HHWS was purchased in June 2009. After which the system will contribute to the operation of the city. The water rates charged by the HHWS should include an allowance for capital depreciation. The current water rates do not provide for depreciation.

Grants

State and Federal grants are available for a portion of the costs of the public infrastructure needed by the city. Grant writers are available, on a commission basis, to write proposals. Grants obtained will not usually cover the full cost for implementing any program. Therefore, after the Mayor and Board of Aldermen adopt a public works schedule, they should seek contracts with all grant writers having experience in the type of project for which funds are needed. Since 2007 the city has developed internal grant writing expertise. Five grants for approximately \$369,000 have been obtained and implemented for road improvement project, a new bridge, two drainage infrastructure projects and an energy improvements project.

Building Permit Fees

Income derived from fees associated with new construction or remodeling of structures within the city limits.

Interest Income

Interest received from deposits in various financial institutions.

Lot Mowing Fees

Fees collected from the owners of undeveloped lots which the city has had mowed by its contractor.

Copier and Fax Fees

Income collected from services provided by the city to its citizens.

Municipal Bonds

Although not a continuing source of revenue, we envision Highland Haven being able to make effective use of the municipal bond approach for improvements in the city. Bonds were used to purchase the Water System.

Annexation & Extraterritorial Jurisdiction

Annexation is the process by which cities extend municipal services, regulations, voting privileges and taxing authority to new territories with the purpose of protecting the public's health, safety, and general welfare. Chapter 43 of the Texas Local Government Code prescribes the process by which cities can annex land within Texas. Annexation is important to the long-term, well-being of cities and should be carried out in accordance with established policies, and not on an ad hoc basis. Ideally, annexation policies should be included within the Comprehensive Property Development Plan and linked to various improvement projects. For this reason, the following summary of annexation recommendations is included within the Comprehensive Property Development Plan.

Cities can only annex land that lies within the extraterritorial jurisdiction (ETJ) that is based upon their population and size. Highland Haven's ETJ is very limited by the Granite Shoals and Sunrise Beach ETJs. The ETJ serves two purposes. Primarily, it is a statutory prohibition against another municipality annexing land that is within the ETJ of another city. Secondly, it allows cities to extend and enforce their subdivision regulations within their ETJ. This provides some control over the subdivision and development (especially the provision and construction of public improvements) of land that is currently not incorporated, but which will eventually become part of the city in whose ETJ it lies. Cities cannot, however, enforce zoning regulations within the ETJ.

Potential Areas of Annexation

Extraterritorial Jurisdiction (ETJ) Boundaries (Appendix 2) is the Annexation Plan. It shows the potential areas to consider for annexation not necessarily in the order of priority for the community, but to demonstrate beyond a reasonable doubt what the community wants to see placed in its extraterritorial jurisdiction, in order for the city to continue to be attractive in the future. The following suggestions correlate to the proposed Annexation plan and explain the issues in each area.

- **Area 1** – North RM1431 – The area north of RM1431 across from Highland Haven. This area is in the Granite Shoals ETJ.
- **Area 2** – Shady Acres – This area is the community southeast of Highland Haven and shares waterway with Highland Haven. Like Highland Haven, Shady Acres is a single-family residential area. Like Highland Haven, it was developed as retirement/recreational community and enjoys a favorable location on Lake LBJ. This area is in the Granite Shoals ETJ.
- **Area 3** – Nobles Addition – This area is the remaining Nobles section lying outside the present city limits. It is the point on Lake LBJ that lies at the end of Highland Drive. Most of the homes are waterfront. Noble's Addition has

12 acres of land and 0.62 miles of shoreline. This community has its only land access via Highland Drive (CR125) to RM1431. This area is in the Granite Shoals ETJ. Highland Haven should negotiate with Granite Shoals to move the Nobles Subdivision into the Highland Haven ETJ

- **Area 4 - Camp Champions** – This area may not have immediate value to Highland Haven but future changes at Camp Champions could have a significant impact on Highland Haven, such as the facility being sold to a commercial developer. Additionally Highland Haven shares a common entrance and a good portion of the city's borders parallel Camp Champion's boundaries. Such common needs as drinking water, roads to and from Camp Champions, increased fire protection for the facility, flood and drainage projects, emergency exit route(s) for Camp Champion, and shared waterfront usage could all play a part in future relation between Camp Champion and Highland Haven. This area is partially in the Granite Shoals ETJ.

VI. CONCLUSION

The views which follows are as in the 2004 plan: Highland Haven primary assets are its reputation, quiet relaxed living, recreation potential and proximity to Lake LBJ. The city's natural resources and semi-urban environment represents a major asset for attracting permanent quality residents to the area. Highland Haven's growth in the next 10 years is conservatively predicted to be approximately 126 residents requiring 63 homes. Currently there are 65 vacant lots available lots. This development must be carefully managed to protect the primary assets updating these views in 2012: Most of the lots have now been built out. There are only a very few waterfront vacant lots, though replacement building is an option. Also, perhaps magnified by recent national economic conditions, the off water building has slowed or stopped. In no scenario will HH resume being a rapidly growing city. One issue that arises more and more frequently is: What change, if any, do the residents want? The traditional real estate view that growth and appreciation in properties etc is not shared by many residents. Many current residents don't want growth or change, feeling that HH as we know it is fine. A great many of the current residents are older and they see appreciation as a negative, only costing more property taxes and making it more difficult for their heirs to retain the property when they are gone. If the trend that the waterfront properties are more often to be owned by "weekenders" (who cannot vote in city elections and usually do not become involved in City activities), then the strength of the no-change residents increases. The current P and Z, according to its directive is charged with maintaining the "character of the community". Thus any major change in the direction of the City led by the P and Z is unlikely. The City leaders should consider these issues associated with these views and provide appropriate leadership.

At the present time, Highland Haven is functioning with little financial flexibility within its budget. Potholes have been repaired since 2006. The annual overlay program should be continued in cooperation with Burnet County. See above for recent road sealing and repair.

Extension of the City boundaries is not essential and likely not supported by the HH residents or the financial implications (costing more to implement than taxes would ever recoup).

APPENDICIES

- I. APPENDIX 1 – Description of Undeveloped Areas
- II. APPENDIX 2 – Description of Extraterritorial Jurisdiction Boundaries
- III. APPENDIX 3 – Survey Results
- IV. APPENDIX 4 – ETJ – Highland Haven Comparative Data
- V. APPENDIX 5 – Firm Map

APPENDIX 1

Description of Undeveloped Areas

Approximate total acreage – 55.30

	Zone	Description	Acreage
District C		Agricultural	
	Area A	West of Highland Drive	17.70
	Area B	East of Highland Drive	7.27
	Area C	West of County Road 131	12.30
District D	Area D	Single Family Residence (SFR2)	8.27
District B		Planned Unit Development (PUD)	
	Area E	Mixed Use	8.36
	Area F	Institutional	2.30
			55.30

APPENDIX 1

Map

APPENDIX 2

Description of Extraterritorial Jurisdiction Boundaries (MAP)

APPENDIX 3

Survey Results (2004)

		No.	%
Single Family Current	In Favor	80	99
	Opposed	1	1
Total		81	100
Single Family Smaller	In Favor	8	13
	Opposed	56	88
Total		64	100
Multi-Family	In Favor	27	34
	Opposed	53	66
Total		80	100
Commercial	In Favor	19	25
	Opposed	56	75
Total		75	100
Total Number Surveyed	91		

APPENDIX 4

ETJ – HIGHLAND HAVEN COMPARATIVE DATA (2004)

	Highland Haven	Shady Acres	Nobles
Population (full-time residents)	460	100	28
Area (acres)	327	85	12
Area above water (acres)	297	80	12
Area underwater (acres)	30	5	0
Shoreline (miles)	3.64	1.5	0.62
Undeveloped (acres)	46	1.1	3
No. Homes	289	69	25
No. vacant lots *	108	80	12

* Some vacant lots may not be available because they have a septic system for a home that is on another lot. Some owners may have several contiguous lots that they plan to re-plat into one lot before building.

APPENDIX 5

Firm Map

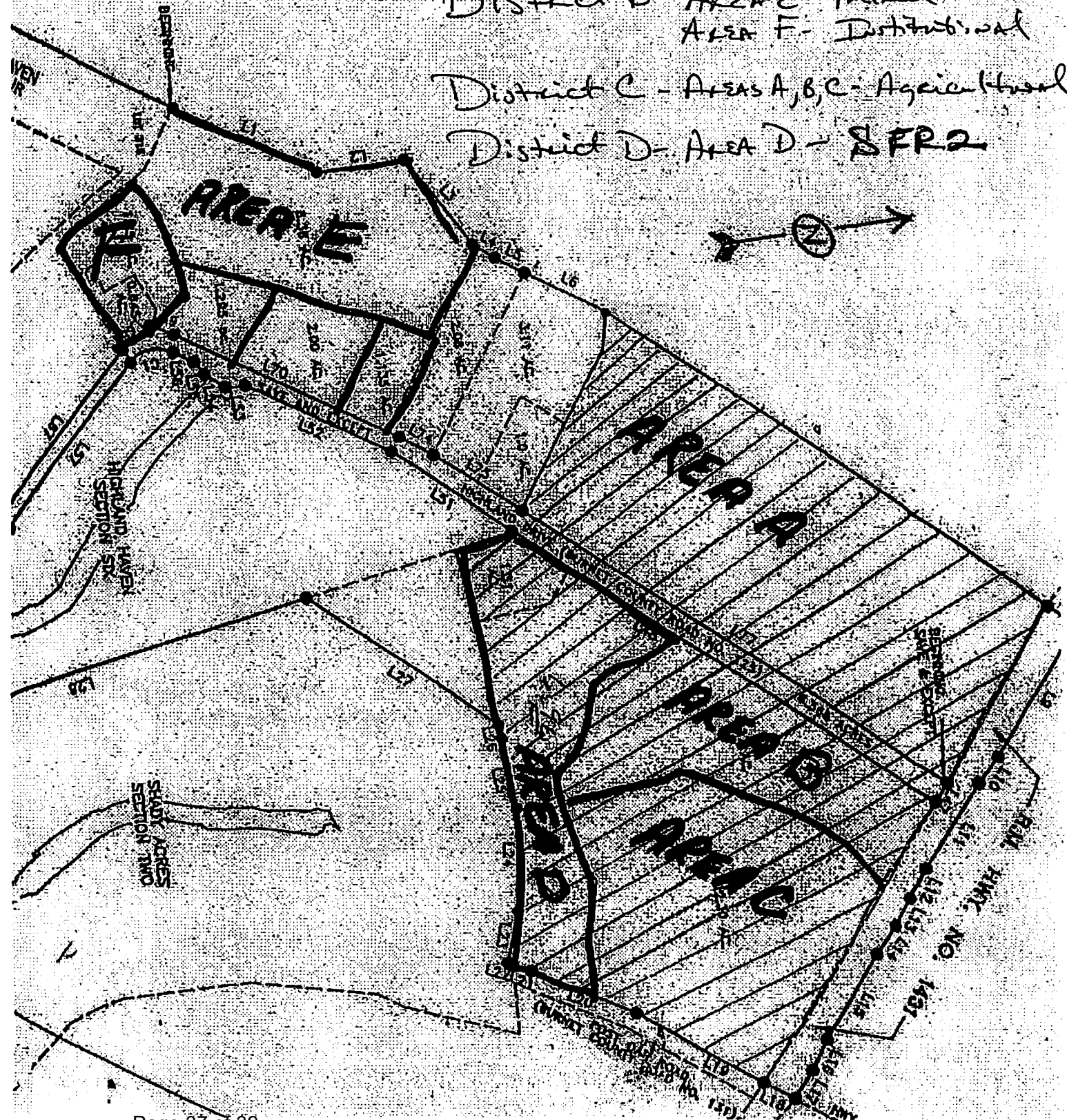
City of Highland Haven
2004 Comprehensive Property Development Plan

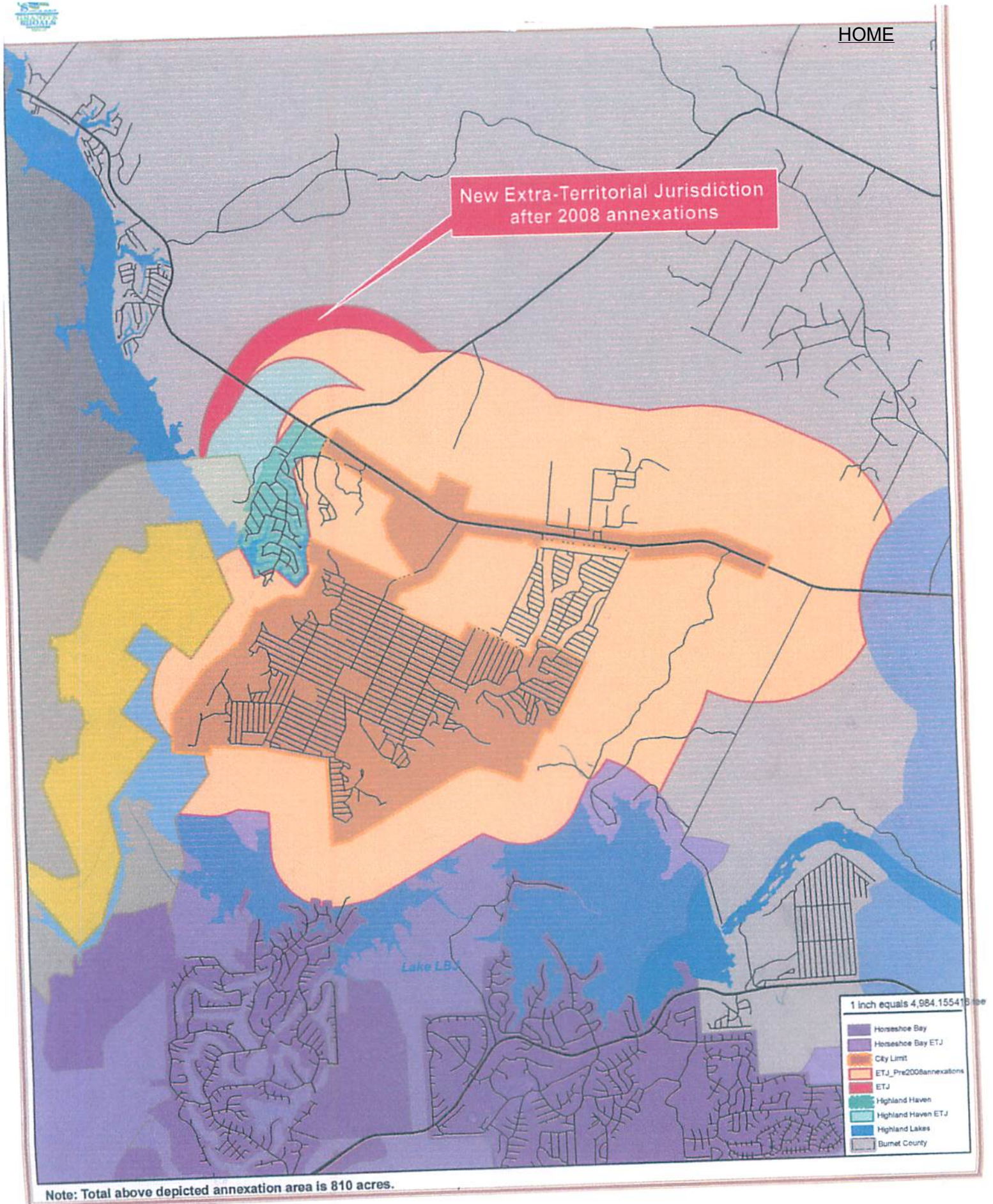
MAP

District B - AREA E - Mixed Use
AREA F - Institutional

District C - AREAS A, B, C - Agricultural

District D - AREA D - SFR2





Appendix 2

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Appendix 5

