



City of Highland Haven
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AGENDA – PLANNING & ZONING COMMISSION WORKSHOP

DATE: September 26, 2024

TIME: 10:00 am

PLACE: Highland Haven Community Center

1. Open meeting and Roll Call to Establish Quorum

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

DISCUSSION / INFORMATION ITEMS

5. Discuss Comprehensive Plan

a. Community Survey

6. P&Z Commission Member Comments.

7. Next Regular October 10, 2024, 6pm Highland Haven Community Center.

8. Items to be considered for the next agenda must be received by the Chair on or before 12 noon CDT, October 1, 2024.

9. Adjournment.

Agenda Posted on September 19, 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 19th DAY OF SEPTEMBER 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



Notes

1.

9/19/2024

Meeting Objectives



Objective 1: Understand the importance of the community survey



Objective 2: Develop questions of the “Who We Are” section



Objective 3: Finalize 5-15 key questions

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Notes

2.

Overview of Survey Sections

Who We Are

What We Have

What We Need

What We Want

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3.

Focus on “Who We Are”

Purpose: To gather demographic and socio-economic information about community members

Importance: Helps in understanding the community's composition and needs

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Brainstorming Session

- **Instructions:**
 - +We will come up with ideas as a group
 - +Everyone provide three examples of what we would like to know about who we are
 - +We will take 5 minutes to have everyone write down their three ideas, and then share with the group and compile onto a master list

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5.

Notes

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Suggested/Guided Questions



The following slides will present some suggested questions to the group



We will use the suggested questions along with the ideas we compiled to create the questions and answer options presented in the "Who We Are" section of the survey



We will focus on the following two items for each question:

How the question is worded
The format or answer type



We want to make sure that the answers provided give us clear data we can use for our comprehensive plan

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6.

Notes

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Suggested Questions

- **Demographic Information**

- + What is your age
- + What is your gender
- + What is your ethnicity



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Suggested Questions

- **Household Information**

- + How many people live in your household
- + What is your household income range
- + What are the ages of all individuals living in your household



Notes

8.

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Suggested Questions

Residency Information

+ How long have you lived in this community

+ Do you own or rent your home

+ Do you live here full-time, part-time, or is this a second home

Notes

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Suggested Questions

Employment and Education

+ What is your highest level of education

+ What is your current employment status

+ If you are employed, do you work from your home in this community

Notes

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Suggested Questions

- **Community Involvement**
 - + Are you involved in any local community groups or organizations
 - + How often do you participate in community events
 - + How often do you participate in local board and commission meetings



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Discussion and Refinement



REVIEW: LET'S GO THROUGH OUR DRAFT QUESTIONS



DISCUSS: IS EACH QUESTION CLEAR AND EASY TO UNDERSTAND, AND IS IT RELEVANT TO THE INFORMATION WE WANT TO COLLECT FOR OUR COMPREHENSIVE PLAN



REFINE: MAKE ANY FINAL EDITS, ADDITIONS OR REMOVALS FROM QUESTIONS AND ANSWER OPTIONS

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Finalization



AGREE: ON THE FINAL SET OF QUESTIONS FOR "WHO WE ARE"



ASSIGN: FOR THE NEXT WORKSHOP WE WILL WORK ON THE "WHAT WE HAVE" SECTION OF THE COMMUNITY SURVEY. PLEASE REVIEW OTHER LOCAL COMMUNITY COMPREHENSIVE PLANS FOR HOW THEY SHOWED THEIR INVENTORY OF WHAT THEY HAD



PREPARE: BRAINSTORM ANY COMMUNITY QUESTIONS WHICH MAY HELP US UNDERSTAND BETTER WHAT WE HAVE AS A COMMUNITY

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Closing



Summary: Let's look at the questions we have decided to move forward with for this section



Next Steps: Continue this process with workshops to work through each portion of the community survey until we can create a full survey to pass along to the Board of Alderman

Thank You

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