



City of Highland Haven
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MINUTES – PLANNING & ZONING COMMISSION MEETING

DATE: July 10, 2025

TIME: 6:00 PM

PLACE: Highland Haven Community Center, 118 Blackbird, Highland Haven, TX 78654

1. Open meeting and Roll Call to Establish Quorum

Connie Smith	Member	✓Present	☐ Absent
Jackie Garrow	Chair	✓Present	☐ Absent
Lorinda Peters	Vice Chair	✓Present	☐ Absent
John Novak	Member	✓Present	☐ Absent
Linda Ray	Secretary	✓Present	☐ Absent

2. Pledge of Allegiance – **Led by Jackie Garrow**

3. Recognize visitors. **There were no visitors present.**

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.)

There were no public comments.

ACTION ITEMS

5. Consider Minutes from May 8, 2025, P&Z Meeting.

Motion to accept the minutes from the May 8, 2025 meeting was made by Linda Ray, seconded by Connie Smith.

Vote 5-0

6. Consider Minutes from June 12, 2025 P&Z Meeting.

Motion to accept the minutes from the June 12, 2025 meeting was made by Lorinda Peters, seconded by Linda Ray.

Vote 5-0

7. Consider Minutes from June 23, 2025 P&Z Workshop.

Motion to accept the minutes from the June 23, 2025 workshop was made by Linda Ray, seconded by Connie Smith.

Vote 5-0

8. Consider Recommendation to BOA for Town Hall Meeting schedule (Jackie)

Motion to present dates of September 25, 2025, October 23, 2025, November 20, 2025, and January 22, 2026 for Town Hall Meetings was made by Lorinda Peters, seconded by Linda Ray.

Vote 5-0

DISCUSSION ITEMS.

9. Discussion – Commercial Zoning Process Update (Andy – 5 minutes)

10. Discussion – Comprehensive Plan

a. Town Hall Meeting Topics

(i.) Community Vision and Values (Jackie – 15 minutes)

(ii.) Community Involvement and Communication (Jackie – 15 minutes)

(iii.) Environmental and Natural Resources (Connie – 15 minutes)

- b. Town Hall Format (Jackie – 10 minutes)
 - i. Length of time: 45, 60, or 90 minutes
 - ii. 1-page handout (2-sided)
 - a. One side is a graphic showing areas of responsibility: City, POA, P&Z, Ladies Club
 - b. One side with bullet points of subject areas being covered (key discussion points)
- 11. Discussion - Legislative Issues (Andy - 10 minutes)
- 12. Discussion – Budget (Andy – 10 minutes)

INFORMATION ITEMS

- 13. P&Z Commission Member Comments.
- 14. Next Special Meeting: July 29, 2025 at 6:00 PM, location TBD.
- 15. Next Regular Meeting: August 14, 2025 at 6:00 PM.
- 16. Items to be considered for the next regular agenda must be received by the Chair on or before August 6, 2025.
- 17. Adjournment.

Motion to adjourn made by Lorinda Peters, seconded by Connie Smith.

Vote 5-0

Meeting adjourned at 8:05 PM.


Jackie Garrow, Chair


Joseph Adams, City Administrator

