



City of Highland Haven  
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## MINUTES – PLANNING & ZONING COMMISSION SPECIAL MEETING

**DATE:** July 29, 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 – Jackie Garrow called the meeting to order at 6:00 PM.

|                |            |          |                                 |
|----------------|------------|----------|---------------------------------|
| Jackie Garrow  | Chair      | ✓Present | <input type="checkbox"/> Absent |
| Lorinda Peters | Vice Chair | ✓Present | <input type="checkbox"/> Absent |
| Linda Ray      | Secretary  | ✓Present | <input type="checkbox"/> Absent |
| Connie Smith   | Member     | ✓Present | <input type="checkbox"/> Absent |
| John Novak     | Member     | ✓Present | <input type="checkbox"/> Absent |

2. Pledge of Allegiance – Jackie Garrow led the Pledge of Allegiance.
3. Recognize visitors – Visitors present were Mary Chase and Terry Chase.
4. Presentations/Proclamations – Roberts Rules Refresher (Andy Adams)
5. 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

6. Consider/Possible Action: Town Hall Documents, Format, and Schedule
  - a. Summary of Documents
  - b. Meeting Facilitator
  - c. Outline of Discussion/Agenda (handouts)
  - d. Calendar Schedule

**Linda Ray made a motion to accept the documents with edits, Andy Adams to serve as Meeting Facilitator, following the compressed outline of agenda, and using the single combined handout for the Town Hall Meeting on 9/25/25. Connie Smith Seconded the motion.**

**Vote: 5-0**

### DISCUSSION ITEMS.

7. Discussion – Growth and Development (Linda Ray)
8. Discussion – Housing (Linda Ray)

### INFORMATION ITEMS

9. P&Z Commission Member Comments.
10. Next Regular Meeting: August 14, 2025 at 6:00 PM.
11. Items to be considered for the next agenda must be received by the Chair on or before August 6, 2025.

**Motion to adjourn made by Lorinda Peters, seconded by Connie Smith**  
**Vote: 5-0**

12. Adjournment.

The meeting was adjourned at 7:23 PM.

*Jackie Garrow*  
Jackie Garrow, Chair

*Sarah Collard*  
Sarah Collard, City Secretary

