



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

2. Pledge of Allegiance

3. Recognize visitors.

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.)

ACTION ITEMS

6. Consider/Possible Action: Town Hall Documents, Format, and Schedule

- Summary of Documents
- Meeting Facilitator
- Outline of Discussion/Agenda (handouts)
- Calendar Schedule

DISCUSSION ITEMS.

- Discussion – Growth and Development (Linda Ray)
- Discussion – Housing (Linda Ray)

INFORMATION ITEMS

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

Agenda posted on July 24, 2025

CERTIFICATION OF POSTING

I, SARAH COLLARD, 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](http://WWW.HIGHLANDHAVENTX.COM) ON THE 24th DAY OF JULY, 2025, AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.

Sarah Collard

Sarah Collard, City Secretary





AGENDA – TOWN HALL #1 FOR COMPREHENSIVE PLAN

DATE: September 25, 2025

TIME: 6:00 PM

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

1. Open meeting and Introduce Planning and Zoning Commission and City Administrator
2. Administrative Items
 - a. Food
 - b. Restrooms
3. Purpose of Meeting
 - a. Comprehensive Plan
 - i. What it is
 - ii. Why it's needed
 - iii. What's the Process
 - b. Where are we now
 - c. What comes next
4. Basic Ground Rules of Town Hall Meeting
 - a. Open Forum
 - b. No or Limited Debate (all constructive feedback welcome)
 - c. Meeting will last no longer than 1.5 hours
 - d. What to expect:
 - i. Focus on shared interests from Survey Results
 - ii. Every has the chance to comment
 - iii. Feedback/comments to help direction of Comprehensive Plan
 - e. What not to expect:
 - i. Answers to all questions
 - ii. Refined projects or plans
 - iii. Immediate budgetary accommodations
5. Food
6. Overview
 - a. 2004 and 2014 Comprehensive Plan
 - b. Summary of Survey Results
 - c. Identify New Items or Changes to Current Plan
7. Topic One: Community Vision and Values
 - a. Handout
 - b. What does our current Comprehensive Plan say
 - c. What do our survey results say
 - d. Identify new items or changes
 - e. Discussion/Questions
8. Topic Two: Growth and Development
 - a. Handout
 - b. What does our current Comprehensive Plan say
 - c. What do our survey results say
 - d. Identify new items or changes
 - e. Discussion/Questions
9. Topic Three: Housing
 - a. Handout
 - b. What does our current Comprehensive Plan say
 - c. What do our survey results say
 - d. Identify new items or changes
 - e. Discussion/Questions
10. Topic One: Community Involvement and Communication

- a. Handout
 - b. What does our current Comprehensive Plan say
 - c. What do our survey results say
 - d. Identify new items or changes
 - e. Discussion/Questions
11. Open Comments
12. Next meeting scheduled for Thursday October 23, 2025 at 6 p.m. at the Community Center
13. Close Meeting

Agenda posted on September 19, 2025

CERTIFICATION OF POSTING

I, SARAH COLLARD, 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](http://WWW.HIGHLANDHAVENTX.COM) ON THE 3rd DAY OF JULY, 2025, AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.

Sarah Collard, City Secretary





COMPREHENSIVE PLAN TOWN HALL #1

**COMMUNITY
VISION & VALUES**

**COMMUNITY
INVOLVEMENT &
COMMUNICATION**

**GROWTH &
DEVELOPMENT**

HOUSING

QUESTIONS TO CONSIDER

- What do you like best about Highland Haven?
- Where do you see the community in 5 to 10 years?
- What would make you feel involved in city decisions or direction?
- What is the best way for the city to communicate with you?
- What are your feelings towards growth and development in the community?



CURRENT COMPREHENSIVE PLAN

Highland Haven's 2014 comprehensive plan emphasized a quiet, semi-rural retirement/recreational community with controlled growth and limited development.

VISION & VALUES	GROWTH & DEVELOPMENT	HOUSING	COMMUNICATION & INVOLVEMENT
Residents prioritized a peaceful atmosphere, Lake LBJ proximity, minimal traffic, low taxes, and opposition to short-term rentals, multi-family and manufactured housing. Strong resistance to commercial (75% disapproved) and multi-family (66% opposed) development.	Focused on limited number of open areas within city limits. No commercial zoning ordinance. Districts A, D for Single Family Residences, District B for Mixed-Use and Industrial, District C for Agricultural, and District X vaguely for Commercial.	Single family residences only. No multi-family dwellings and no manufactured homes. Architectural standards defined by ordinances, and opposition to smaller square footage.	Briefly and vaguely addressed, with no clear strategies for engagement or communication.

2025 SURVEY RESULTS

The 2025 survey shows continuity in priorities but highlights shifts and new challenges.

VISION & VALUES	GROWTH & DEVELOPMENT	HOUSING	COMMUNICATION & INVOLVEMENT
98% of respondents feel safe in the community 78% value the quiet residential atmosphere 71% value the proximity to Lake LBJ 57% see groundwater availability as a major challenge for the future 56% see maintaining infrastructure as a major challenge for the future - Comments support protecting the existing values and character of the city	35% support commercial development along the highway at entrance to community 30% neutral on commercial development along the highway at entrance to community 35% oppose commercial development along the highway at entrance to community 48 comments on commercial development within city limits, ranging from support to opposition	75% prioritize preserving the existing neighborhood character 76% say single-family residences are sufficient 14% approve of multi-family housing - Multiple comments opposing short-term rentals and accessory dwelling units (1 house per lot) - Legislative impacts on local control of housing (accessory dwelling units, short-term rentals and manufactured homes)	87% of respondents prefer email communication for city updates 31% feel involved in city decision-making processes 40% feel neutral about their involvement in city decision-making processes 29% do not feel involved in city decision-making processes - Various opinions presented on how to improve communication - Confusion about roles and responsibilities of the City vs. the HHPOA

QUESTIONS FOR FEEDBACK

Below are questions developed for each section designed to elicit more feedback from the community for these items in the Comprehensive Plan.

VISION & VALUES	GROWTH & DEVELOPMENT	HOUSING	COMMUNICATION & INVOLVEMENT
- What are your priorities for commercial development? - If state laws limit local control, what alternatives should the city explore? - Would you support higher taxes vs. other revenue sources for city priorities?	- What types of commercial development are acceptable? - Should the city seek out commercial developers for property along the highway?	- Is resistance to multi-family housing specific to type? - How should the city manage now state mandated allowance of manufactured homes? - What are your thoughts on short-term rentals?	- How should we prioritize items for communication? Preferred format? - How can we clarify the roles of the City and HHPOA? - How can we encourage more participation?



COMMUNITY VISION & VALUES

COMMUNITY INVOLVEMENT & COMMUNICATION

QUESTIONS TO CONSIDER

- What do you like best about Highland Haven?
- Where do you see the community in 5/10 years?
- What would make you feel involved in city decisions or direction?
- What is the best way for the city to communicate with you?

Community Vision & Values



CURRENT COMPREHENSIVE PLAN

Residents historically value:

- Peaceful, semi-rural atmosphere
- Controlled Growth
- Lake LBJ and it's resources
- Minimal traffic
- Low Taxes
- No short-term rentals, multi-family or manufactured housing

Strong resistance to commercial and multi-family development

2025 SURVEY RESULTS

Common Theme:

- In general, priorities and vision remain similar and respondents express a desire to protect these qualities. (75% of survey respondents deemed it very important to preserve the character of the city)

Changes:

- Comparing old and new survey results can be difficult due to the passage of time and the more detailed 2025 survey.
- Slight shift in commercial development acceptance:
 - 2014: 25% approved, 75% disapproved
 - 2025: 35% approved, 34% disapproved, 31% neutral
- Some comments indicate respondents are more accepting of tax increases to achieve their vision.
- Shift in acceptance of multi-family housing:
 - 2014: 34% approve
 - 2025: 14% approve
- Value communication about legislative and regulatory climate and it's impact on the city.

QUESTIONS FOR FEEDBACK

1. What are your priorities for commercial development? (Revenue, costs, infrastructure issues, etc.)
2. Are specific types of multi-family housing more acceptable than others?
3. If state laws limit local control over development (like short-term rentals), what alternatives should we explore?
4. Would you support higher taxes or commercial/short-term rental revenue to fund city priorities?



Community Involvement & Communication



CURRENT COMPREHENSIVE PLAN

Briefly and vaguely addressed, with limited focus on communication preferences or involvement strategies

2025 SURVEY RESULTS

Common Theme:

- High approval for city communication but desire for improvements/updates. (interactive website, email blasts, text alerts, clearer project/budget explanations)

Changes:

- Significant confusion about City vs. HHPOA boundaries, duties, and responsibility in the community.
- Declining volunteerism and its impact to city administration.
- Legislative, regulatory, and water resource pressures impacts to the community.

QUESTIONS FOR FEEDBACK

1. What city projects and budget items should be prioritized for communication?
2. How can we better clarify City vs. HHPOA roles in the community?
3. What website improvements would help you stay informed?
4. Would text alerts, email blasts, or more Administrator updates be effective?
5. How can we boost engagement beyond "hot topic" meetings?

GROWTH & DEVELOPMENT

HOUSING

QUESTIONS TO CONSIDER

- How do we manage potential commercial development in Highland Haven? (What would be acceptable and what is off limits)
- Do you want only single family homes in the community still?
- Do you like current ordinances that disallow short-term rentals?
- What type of development should the city focus on?

Growth & Development



Housing



CURRENT COMPREHENSIVE PLAN

Controlled Growth:

- Highland Haven developed as a retirement/recreational community. Development focus on open areas.
- Districts A and D Single Family, District B Mixed-Use and Institutional, District C Agricultural, District X Commercial.

Commercial Development:

- 25% Approved, 75% Disapproved. No real commercial zoning ordinance.

Minimal Traffic:

- Prioritized to maintain quality of life.

Low Taxes:

- One of lowest tax rates in Texas

2025 SURVEY RESULTS

Controlled Growth:

- 75% prioritize preserving city character. New single family residence construction and rebuilds challenge controlled growth.

Commercial Development:

- Approval up to 35% (from 25% in 2014); 34% disapprove, 31% neutral. Commercial zoning ordinance proposed.

Minimal Traffic:

- Seen an increase due to new construction/remodels.

Low Taxes:

- 70% would maybe support raising taxes depending on cost or specific project details.
- 18% do not support raising taxes.
- 12% fully support raising taxes.

QUESTIONS FOR FEEDBACK

1. What are your priorities for commercial development? (Revenue, costs, infrastructure issues, etc.)
2. Would you support higher taxes or commercial/short-term rental revenue to fund city priorities?
3. What type of commercial development would you be in favor of?

CURRENT COMPREHENSIVE PLAN

Finite Growth:

- Limited by available lots.

Multi-Family Housing:

- 34% Approved, 66% opposed.

Single-Family Residences:

- 99% in favor, 88% opposed to smaller square footage.

Architectural Standards:

- Defined by city ordinances for size and exterior.

2025 SURVEY RESULTS

Single-Family Residences Sufficient:

- 77% say current single family residence options are enough.
- 75% prioritize preserving neighborhood character.

Undeveloped Lots:

- A little over 40 lots zoned for single family residences; some unavailable due to septic systems.

Short Term Rentals/Multi-Family Housing:

- Multiple comments opposed to either short term rentals or multi-family housing.

Manufactured Housing:

- SB 785 now requires city to allow HUD-code manufactured homes (effective 9/1/2026).

General Amenities:

- Desired to improve real estate value.

QUESTIONS FOR FEEDBACK

1. Is resistance to multi-family housing specific to certain types (e.g., townhomes)?
2. How should the city manage now state managed allowance of manufactured homes in the community?
3. What are your thoughts on short term rentals?

2025-2026

Planning & Zoning Commission Calendar

Regular Meeting						
July '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Town Hall Meeting						
September '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January '26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

PLANNING AND ZONING DISCUSSION FOR COMPREHENSIVE PLAN-TOWNHALL MEETINGS

SURVEY RESULTS TOPICS: SECTION 2 GROWTH & DEVELOPMENT

LEGEND **SFR – SINGLE FAMILY RESIDENCE**
 STR – SHORT TERM RENTAL
 ADU- ADDITIONAL DWELLING UNIT
 ETJ – EXTRATERRITORIAL JURISDICTION (BOUNDARIES)

1) Comprehensive Plan (2014) Review

Residents of the city have tended to consistently value the same things –

A) Controlled growth, Originally Highland Haven was primarily developed as a retirement/recreational community.

The primary areas of focus for development were identified as those “open areas” within the city. Areas A,B, &C Agricultural. Area D, SFR. Area E Mixed Use (Boat & Trailer storage, 2014 City was in favor of expanding the use of this area) and Area F Institutional (City Office and Community Center).

- Located on City of Highland Haven Zoning Map (Provided)

B) Commercial Development: in the 2014 survey, 25% approved; 75% disapproved. No Commercial Zoning Ordinance in place.

C) Minimal traffic:

D) Low Taxes: Highland Haven has one of the lowest tax rates in the state of Texas

2) Recap of Current Survey Results (2025)

A) Controlled growth, 75% of 2025 survey respondents deemed it very important to preserve the character of the city. Due to the sales and development of privately owned land, new construction of SFR's has increased significantly as well as rebuilds affect controlled growth.



B) Commercial Development, 2025 Survey

Do you support commercial development along the highway at the entrance to the community?

104 responses

(Clarifying, at the entrance along FM 1431, although the properties on each side of the entrance are privately owned, both lie within the city limits of Highland Haven shown in the map provided.)

2025 Survey: 35% approved; 34% disapproved, and 31% were neutral.

- 2025 Commercial Zoning Ordinance is up for public hearings and BOA vote of approval.

C) Minimal Traffic, with new construction and remodels currently in progress, traffic has significantly increased. (Increase in traffic to be addressed by Infrastructure and Services presentation)

D) Low taxes, Concerns About Taxation & Spending – Some residents are concerned about property tax increases, government expenditures, and the perceived value of city services. Highland Haven has one of the lowest tax rates in the state of Texas, which limits what the city can and cannot do, but we strive to maximize efficiency with the resources we have. 2025 survey indicates 69.5% residence in favor of tax rate increase to achieve “Water Fund and General Fund Capital Projects.”

3) Proposed Questions/Discussion Topics?

- A) Commercial Development – priorities for Revenue vs. Administrative Costs vs. added water utility costs
- B) Changing the tax rate – what that entails. Do citizens support improving tax revenues through commercial development and STRs.

PLANNING AND ZONING DISCUSSION FOR COMPREHENSIVE PLAN-TOWNHALL MEETINGS

SURVEY RESULTS TOPICS: SECTION 3 HOUSING

1)Current Comprehensive Plan (2014) Review

- A) Highland Haven's growth is finite and limited by the number of available lots.
- B) Multi-Family housing, 2014 Survey Approval of 34%, Opposed 66%
- C) (SFR) Single Family Residence, 2014 Survey 99% In favor of, 88% Opposed to smaller square footage.
- D) Architectural Standards-requirements defined in city ordinances for size and exterior of structures.

2)Recap of Current Survey Results (2025)

76.9 % Consensus current housing options, (SFR) Single Family Residence is Sufficient!

75.02% Consensus to preserve the character of the existing neighborhood

- A) Currently there are 47 undeveloped lots within the city, these lots are zoned use SFR. Some vacant lots may not be available because they have a septic system for a home on an adjoining lot.
- B) No short-term rentals, 2025 (SB 673), allowing ADU's on SFR zoned and non-zoned (potential multi-family and STR's)
- C) No multi-family housing, 2025 (SB 673)

NOTE: B & C, Reviewing in Legislative Special Session beginning 7/21/2025

- D) No manufactured housing, 2025 (SB 785) passed, allowing HUD-code manufactured housing i.e. mobile homes. Effective date September 1,2026. (Mayor and City Administrator are working with Legal counsel on the effects within Highland Haven)
- E) Desires were expressed for "General Amenities" to improve value of real estate

C) Proposed Questions/Discussion Topics?

- a. Is resistance to multi-family specific by types? (Town Homes)
- b. If the City's ability to prevent unwanted development is lost to Legislative pre-emption, are there other options? Opinions on those options?