



City of Highland Haven
510 Highland Drive, Suite A
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MINUTES – PLANNING & ZONING COMMISSION REGULAR MEETING

DATE: October 17, 2025

TIME: 2:30 PM

PLACE: Highland Haven City Hall, 510-A Highland Drive, Highland Haven, TX 78654

1. Open meeting and Roll Call to Establish Quorum – **Jackie Garrow called the meeting to order at 2:30 PM.**

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 – **Jackie Garrow led the Pledge of Allegiance.**
3. Recognize visitors. – **There were no visitors.**
4. Presentations/Proclamations – 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 August 14, 2025 Regular P&Z Meeting
Motion to accept the minutes from August 14, 2025 meeting made by Lorinda Peters, seconded by Linda Ray. (Jackie Garrow not present at August 14, 2025 meeting.)
Vote: 3-0
6. Consider Minutes from September 11, 2025
Motion to accept the minutes from September 11, 2025 meeting made by Linda Ray, seconded by John Novak. (Lorinda Peters not present at September 11, 2025 meeting.)
Vote: 3-0
7. Consider Minutes from September 18, 2025 Workshop
Motion to accept the minutes from September 18, 2025 workshop made by Lorinda Peters, seconded by John Novak.
Vote: 4-0
8. Consider Minutes from October 2, 2025 Workshop
Motion to accept the minutes from October 2, 2025 workshop made by Linda Ray, seconded by John Novak.
Vote: 4-0
9. Consider/Possible Action: Finalize Comprehensive Plan Town Hall #3 (November 20, 2025)
 - a. Summary of Documents
 - b. Outline of Discussion/Agenda/Handout

Lorinda Peters made a motion to finalize the Comprehensive Plan Town Hall #3 documents with changes noted; seconded by John Novak.

Vote: 4-0

10. Consider/Possible Action – Town Hall #2 – Ideas for more involvement
 - a. Discuss ideas for more engagement from audience
 - i. Email Town Hall documents early
 - ii. Create documents outlining capital projects
 - iii. Other ideas

DISCUSSION ITEMS.

11. Discussion – Comprehensive Plan 2026
 - a. Timeline for Plan Implementation
12. Discussion – Other Items for Ordinance Review
 - a. Signs
 - b. Water Wells
 - c. Storage Tanks
 - d. Other
13. Discussion – Operations Manual
 - a. Creating manual to guide city operations

INFORMATION ITEMS

14. P&Z Commission Member Comments.
15. Comprehensive Town Hall Meeting #2: Thursday, October 23, 2025 Time 6:00-7:30 PM (Community Center)
16. Next Regular Meeting: November 13, 2025 at 6:00 PM (Community Center)
17. Items to be considered for the next agenda must be received by the Chair on or before November 5, 2025.

Motion to adjourn the meeting made by Linda Ray, seconded by Lorinda Peters.

Vote: 4-0

18. Adjournment.

The meeting adjourned at 3:32 PM.



Jackie Garrow, Chair



Sarah Collard, City Secretary

