



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 REGULAR MEETING

DATE: December 11, 2025

TIME: 6:00 PM

PLACE: Highland Haven Community Center, 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 – 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

5. **Consider Consent items:**

The items listed are considered to be routine and non-controversial by the Planning & Zoning Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence on the regular agenda.

- a. Meeting Minutes for Regular P&Z – November 13, 2025

6. **Consider/Possible Action:** Finalize Comprehensive Plan Town Hall #4 (January 22, 2026)

- a. Format
- b. Mini-Survey to Prioritize Topics
- i. Solid Waste & Water Infrastructure
 - ii. Roads
 - iii. Stormwater/Drainage
 - iv. Parks
 - v. Aquatic Vegetation
- c. Outline of Discussion/Agenda/Handout

7. **Consider/Possible Action:** Comprehensive Plan Workshop

- a. After January 22nd Town Hall

DISCUSSION ITEMS

8. Discussion – Comprehensive Plan 2026
 - a. Timeline for Plan Implementation
 - b. Comments on Format Sample and Documents Distributed at 11/13/25 meeting
9. Discussion – Other Items for Ordinance Review
 - a. Signs (John Novak)
 - b. Water Wells (Lorinda Peters)
 - c. Storage Tanks (Linda Ray)
10. Discussion – Time/Resource Management Procedures for Efficient Planning and Effective Meetings
 - a. Cadence for Submitting Packet Items
 - b. Reminders

INFORMATION ITEMS

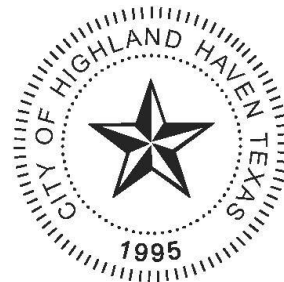
11. P&Z Commission Member Comments.
12. Next Regular Meeting: January 8, 2026 at 6:00 PM (Community Center)
13. Comprehensive Town Hall Meeting #4: Thursday, January 20, 2026 Time 6:00-7:30 PM (Community Center)
14. Items to be considered for the next agenda must be received by the Chair on or before December 29, 2025.
15. Adjournment.

Agenda posted on December 3, 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 DECEMBER, 2025, AND REMAINED SO POSTED FOR AT LEAST THREE BUSINESS DAYS PRECEDING THE SCHEDULED DATE OF SAID MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.

Sarah Collard
Sarah Collard, City Secretary





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MINUTES – PLANNING & ZONING COMMISSION REGULAR MEETING

DATE: November 13, 2025

TIME: 6:00 PM

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

1. Open meeting and Roll Call to Establish Quorum – **Jackie Garrow, Chair, called the meeting to order at 6:00 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 – **Mary Chase, William Fowler, Judy Kelley, Nancy Crumley.**
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/Possible Action:** Minutes from October 17, 2025 Regular P&Z Meeting
Linda Ray made a motion to accept the minutes from the October 17, 2026 meeting, seconded by Lorinda Peters.
Vote: 5-0

6. **Consider/Possible Action:** Finalize Comprehensive Plan Town Hall #4 (January 22, 2026)
 - a. Summary of Documents
 - b. Outline of Discussion/Agenda/Handout
7. **Consider/Possible Action:** Town Hall #3 – Ideas for more involvement
 - a. Discuss Ideas for More Engagement from Audience
 - b. Aquatic Vegetation
 - c. Parks
 - d. Mini Survey on Aquatic Vegetation and Parks
 - e. Other Ideas

Connie Smith made a motion to conduct a mini-survey on Aquatic Vegetation and Parks, seconded by Linda Ray.
Vote: 5-0

DISCUSSION ITEMS.

8. Discussion – Review Ordinance #053 (Jackie)

9. Discussion – Comprehensive Plan 2026
 - a. Timeline for Plan Implementation
10. Discussion – Other Items for Ordinance Review
 - a. Signs (John Novak)
 - b. Water Wells (Jackie Garrow)
 - c. Storage Tanks (Linda Ray)
 - d. Other
11. Discussion – Water Bond Election Results

INFORMATION ITEMS

12. P&Z Commission Member Comments.
13. Comprehensive Town Hall Meeting #3: Thursday, November 20, 2025 Time 6:00-7:30 PM (Community Center)
14. Next Regular Meeting: December 11, 2025 at 6:00 PM (Community Center)
15. Items to be considered for the next agenda must be received by the Chair on or before December 3, 2025.

A motion to adjourn was made by Lorinda Peters, seconded by Connie Smith.

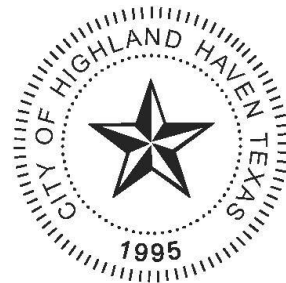
Vote: 5-0

16. Adjournment.

The meeting adjourned at 7:17 PM.

Jackie Garrow, Chair

Sarah Collard, City Secretary



Townhall #4 Mini Survey

Thank you for participating in our series of Townhalls! Our final Townhall will take place on Thursday January 22, at 6 p.m. at the Community Center. Over the past meetings, we've gathered valuable resident feedback to inform our 2026 Comprehensive Plan update, covering everything from infrastructure needs to community services. Your input has been incredibly helpful in identifying key priorities.

At this final Townhall, we're using this quick 5-minute mini-survey to gauge your thoughts on specific items that have come up during discussions. As a small city with a dedicated but limited staff and resources, we want to better understand how these items rank in importance to you compared to each other. This will help us focus on what residents value most for projects like road maintenance, drainage, aquatic vegetation, water upgrades, and solid waste services—while always balancing factors such as funding availability, project timing, and overall feasibility.

Please note: This survey serves as a guide to highlight resident preferences, but it won't bind our Board of Aldermen or staff. Final decisions on our Capital Improvements Plan or standalone projects will incorporate broader considerations to ensure the best outcomes for our community. All responses are anonymous and will help shape a stronger, more responsive Comprehensive Plan. Let's make your voice count!

* Indicates required question

General City Items - Option 1

The items listed here are items identified from our initial survey as well as Townhall feedback in which we would like to gather more feedback to their importance to our residents.

1. Please rate the following items as to how the City should prioritize each *

Mark only one oval per row.

	The City does not need to invest time or resources into this	This is a low priority for the City to invest time or resources in	The City should commit staff time on this, but not commit financial resources to it	The City should commit staff time and some financial resources to this, but not effect the property tax rate	The City should commit staff time and financial resources to this, including raising property taxes
Stormwater/Drainage Engineering and Infrastructure	☐	☐	☐	☐	☐
Roads/Street Repair	☐	☐	☐	☐	☐
Parks (Partnering with the POA)	☐	☐	☐	☐	☐
Aquatic Vegetation	☐	☐	☐	☐	☐

2. If you have any comments on any of the items listed above, please provide them here

General City Items - Option 2

The items listed here are items identified from our initial survey as well as Townhall feedback in which we would like to gather more feedback to their importance to our residents.

3. Please rate the following items as to how the City should prioritize each *

Mark only one oval per row.

	Not a Priority	Low Priority	Staff Time, No Financial Resources	Staff Time, Financial Resources within Current Budget	Staff Time and Property Taxes
Stormwater/Drainage Engineering and Infrastructure	☐	☐	☐	☐	☐
Roads/Street Repair	☐	☐	☐	☐	☐
Parks (Partnering with the POA)	☐	☐	☐	☐	☐
Aquatic Vegetation	☐	☐	☐	☐	☐

4. If you have any comments on any of the items listed above, please provide them here

Water Infrastructure Items - Option 1

The items listed here are items identified from our initial survey as well as Townhall feedback in which we would like to gather more feedback to their importance to our residents.

For the Fire Hydrant Option, this would include all infrastructure updates needed to install Fire Hydrants in the City like upgrading our distribution pumps, building out Well #6, and so on.

For the Advanced Metering Infrastructure, this would include installing automated meters that can be read from a computer and available to both the Water System operator as well as residents to better identify when water is being used at an abnormal rate.

5. Please rate the following items as to how the City should prioritize each *

Mark only one oval per row.

	The City does not need to invest time or resources into this	This is a low priority for the City to invest time or resources in	The City should only commit current budgeted funds to this	The City should only commit funds from grants to this	The City should raise water rates to fund this
Fire Hydrants and Infrastructure Updates to Install	☐	☐	☐	☐	☐
Advanced Metering Infrastructure	☐	☐	☐	☐	☐

6. If you have any comments on any of the items listed above, please provide them here

Water Infrastructure Items - Option 2

The items listed here are items identified from our initial survey as well as Townhall feedback in which we would like to gather more feedback to their importance to our residents.

For the Fire Hydrant Option, this would include all infrastructure updates needed to install Fire Hydrants in the City like upgrading our distribution pumps, building out Well #6, and so on.

For the Advanced Metering Infrastructure, this would include installing automated meters that can be read from a computer and available to both the Water System operator as well as residents to better identify when water is being used at an abnormal rate.

7. Please rate the following items as to how the City should prioritize each *

Mark only one oval per row.

	Not a Priority	Low Priority	Current Budget Funds Only	Grant Funds Only	Raise Water Rates to Fund
Fire Hydrants and Infrastructure Updates	☐	☐	☐	☐	☐
Advanced Metering Infrastructure	☐	☐	☐	☐	☐

8. If you have any comments on any of the items listed above, please provide them here

Solid Waste (Trash) Services

The City would like more feedback on our current solid waste (Trash) services and whether there is a desire to upgrade any of the services or keep them the same. If an upgrade is desired, the second question focuses on the level of financial commitment residents would be willing to make.

9. What options would you like for Solid Waste services in the City? *

Mark only one oval.

- ☐ No changes are needed, the service works fine as is
- ☐ Bulk trash pickup on a semi-annual or quarterly basis
- ☐ Brush pickup on a semi-annual or quarterly basis
- ☐ Community event for bulk pickup (once a year event)
- ☐ Community event for brush pickup (if needed after large storms or once a year)

10. If the City expanded Solid Waste services, how much more per month would you be willing to pay? *

Mark only one oval.

- ☐ \$0 - Don't want to spend more
- ☐ Up to \$5 more per month
- ☐ Up to \$10 more per month
- ☐ More than \$10 per month

11. If you have any comments on any of the items listed above, please provide them here

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Google Forms

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DEVELOPMENT ROADMAP

Recommended Order of Development:

Phase 1: Foundation (December) Community Vision & Values - COMPLETE

- ☐ Introduction
- ☐ Community Profile
- ☐ Executive Summary (write this LAST after all sections complete)

Phase 2: Core Sections (January)

- ☐ Land Use & Development (most important - addresses top community concerns)
- ☐ Water Resources & Infrastructure (top concern from survey)
- ☐ Transportation & Mobility (roads consistently mentioned) Parks, Recreation & Open Space - COMPLETE

Phase 3: Supporting Sections (February)

- ☐ Community Character & Design
- ☐ Public Safety & Emergency Services
- ☐ Infrastructure & Utilities
- ☐ Economic Development & Fiscal Sustainability

Phase 4: Final Sections (March)

- ☐ Community Engagement & Communication
- ☐ Intergovernmental Coordination
- ☐ Implementation Framework

Phase 5: Polish & Finalize (April)

- ☐ Executive Summary
- ☐ All appendices
- ☐ Maps and graphics
- ☐ Professional formatting
- ☐ Consistency check across all sections

- ☐ Legal review (if needed)

Phase 6: Review & Adoption (May - August)

- ☐ P&Z review (may take 2-3 meetings)
 - ☐ Revisions based on P&Z feedback
 - ☐ Public review period
 - ☐ Public hearing
 - ☐ BOA review and adoption
-

RECOMMENDATIONS FOR SUCCESS

Writing Approach:

1. **Be Concise:** Focus on clarity over comprehensiveness - aim for 60-80 pages total
2. **Use Plain Language:** Write for residents, not planners
3. **Show, Don't Just Tell:** Use photos, maps, charts to illustrate points
4. **Let Residents Speak:** Include survey quotes throughout (as demonstrated in Vision & Values)
5. **Be Specific:** "Resurface Highland Drive by 2027" is better than "improve roads"
6. **Be Realistic:** Acknowledge constraints of 3.5 staff and limited budget

Format Consistency:

- Use the same structure for each topic section (Definition, Importance, Input, Entities, Priorities)
- Consistent fonts, headers, spacing throughout document
- Number all pages
- Professional appearance without excessive design

Resources for Development:

- **Maps:** Burnet County GIS, 3CGO, CAPCOG, or Texas A&M Extension for mapping assistance

- **Data:** Texas Demographic Center, Census Bureau, Burnet County CAD for property data
- **Graphics:** Tools like Canva for simple charts and infographics
- **Photos:** City photos or resident contributions

What to Include:

- Community input and quotes from survey
- Specific, measurable priorities with timelines
- Realistic cost estimates
- Clear responsible parties
- Connection to community values

What to Avoid:

- Overly technical engineering details in main sections (save for appendices)
- Comprehensive history of every city decision
- Speculation about what "might" happen
- Personal opinions not backed by community input
- Contradictory goals or policies
- Promises the city cannot realistically keep
- Policies the city cannot enforce with current resources
- Overly vague goals ("improve quality of life" without specifics)
- Unrealistic timelines or budgets

ESTIMATED EFFORT & TIMELINE

Staff Time Investment:

- Research/data gathering: 40-60 hours
- Writing: 80-120 hours (8-10 hours per section × 11 sections)
- Maps/graphics: 20-30 hours

- Revision/editing: 30-40 hours
- **Total: 170-250 hours over 8-10 months**

Work Pace Options:

- 5 hours/week: ~8-10 months
- 10 hours/week: ~4-5 months
- 20 hours/week: ~2-3 months

Recommended Approach: 5-10 hours/week for sustainable quality work

DISCUSSION QUESTIONS FOR P&Z

Structure & Content:

- Does this structure make sense for Highland Haven's needs?
- Are there topics missing that should be included?
- Are there sections that could be combined to keep the document more concise?
- Should any sections receive more or less emphasis?

Timeline & Resources:

- What's a realistic timeline for completion?
- Are there P&Z members or other volunteers who could assist with specific sections?
- How should P&Z be involved in the drafting process vs. review process?

Priority Setting:

- Which sections should be developed first?
- Are there any immediate policy needs that should be addressed early in the process?

Community Engagement:

- Should we conduct additional town halls as sections are drafted?
 - How do we keep the community informed during the development process?
-

PROPOSED NEXT STEPS

1. **P&Z Review & Approval** - Review this outline and provide feedback on structure and priorities
2. **Select Next Section** - Recommend starting with Land Use & Development given strong community input
3. **Gather Supporting Materials** - Collect current ordinances, zoning maps, vacant lot inventory, etc.
4. **Establish Timeline** - Set target dates for draft completion and review milestones
5. **Begin Drafting** - Start development of priority sections

Highland Haven Comprehensive Plan 2025-2035

Document Outline & Development Roadmap

DOCUMENT STRUCTURE OVERVIEW

The comprehensive plan will be organized into three main parts:

1. **Foundation** (Who we are, where we've been, where we're going)
2. **Topic Sections** (Specific policy areas with goals and actions)
3. **Implementation** (How we'll make it happen)

Estimated Total Length: 60-80 pages including maps, charts, and appendices

PART 1: FOUNDATION (Pages 1-20)

Cover & Title Page

- City seal/logo
- "City of Highland Haven Comprehensive Plan 2025-2035"
- Adoption date
- Photo of Lake LBJ or iconic Highland Haven scene

Acknowledgements (1 page)

Include:

- Mayor and Board of Aldermen
- Planning & Zoning Commission members
- City staff (you, city secretary, building official, etc.)
- Community members who participated in surveys/town halls
- Any consultants or technical assistance providers
- Acknowledgment of community participation (105 survey responses)

Table of Contents (1-2 pages)

Executive Summary (2-3 pages)

Purpose: A 2-3 page overview that busy readers can use to understand the plan **Include:**

- What is this plan and why does it matter?
- How was it developed? (survey, town halls, P&Z work)
- Key themes from community input
- Major priorities for next 10 years
- How to use this document

Introduction (3-4 pages)

What to Include:

- **Purpose of the Comprehensive Plan:** Explain what a comp plan is and isn't (it's a guide, not a regulation; it informs zoning decisions but isn't zoning)
- **Why Update Now?:** Last update was 2014, state best practices recommend 5-10 year updates, community has evolved
- **Legal Basis:** Texas Local Government Code Chapter 213 authorizes comprehensive plans
- **Planning Process:** Timeline of how you developed this (survey launch Jan 2025, town halls, P&Z review, public hearings, adoption)
- **How to Use This Plan:** Who should use it (BOA, P&Z, staff, developers, residents) and for what decisions
- **Plan Organization:** Brief description of each section

Community Profile (4-5 pages)

What to Include:

- **Location & Geography:** Burnet County, Lake LBJ, Hill Country context, proximity to Marble Falls/Austin
- **History:** Brief history (when incorporated, how developed, major milestones like water system purchase 2009, bridge 2009)
- **Current Demographics:**
 - Population: ~400 full-time, 330-340 total homes, dual-resident nature
 - Age profile (median age 64)

- Employment status (mix of retirees and workers)
- Household characteristics (from survey Q19)
- **Physical Characteristics:**
 - Total area (319.674 acres)
 - Shoreline (3.64 miles)
 - Topography (gently rolling, 775-860 ft elevation)
 - One entrance/exit (CR 125 from FM 1431)
 - Climate considerations (drought, flooding history)
- **Current Land Use:**
 - Predominantly single-family residential
 - Limited institutional (City Hall, Community Center)
 - Minimal commercial
 - Vacant lots remaining (~40 interior lots)
- **Existing Infrastructure Summary:** Water system, roads, drainage, no sewer
- **Governance Structure:** Mayor-council form, staff of 3.5, relationship with HHPOA and Ladies Club

Graphics to Include:

- Location map showing Highland Haven in regional context
- City limits and ETJ map
- Existing land use map (if you have GIS capability)
- Demographic charts/graphs

PART 2: TOPIC SECTIONS (Pages 21-60)

Each section follows the format you liked: Definition, Importance, Community Input, Responsible Entities, Priorities & Action Plan

Section 1: Community Vision & Values (4-5 pages)

Status:  First draft available for us to start marking up! **Purpose:** Foundation for all other sections

Section 2: Land Use & Development (5-6 pages)

Why Important: This is where you address zoning, residential character, growth management **What to Include:**

- Current zoning districts (SFR1, SFR2, Agricultural, Mixed Use, Institutional)
- Build-out analysis (how many lots remain)
- Community input on residential character, opposition to multi-family/STRs
- Responsible entities: City (zoning), P&Z (recommendations), Building Official (permits)
- **Priorities:**
 1. Maintain single-family residential character
 2. Update zoning ordinances to reflect community values (STR prohibition, etc.)
 3. Establish clear architectural/design standards
 4. Manage remaining development to protect property values
 5. Address commercial development at FM 1431 entrance (with community input)
- Address ETJ and potential annexation areas

Section 3: Transportation & Mobility (4-5 pages)

Why Important: Roads are your #1 infrastructure concern from survey **What to Include:**

- Current road network (Highland Drive/CR 125 main route, internal streets)
- Road conditions (survey showed "fair" rating)
- Traffic concerns (speeding, construction vehicles, Camp Champions impact)
- Parking issues (narrow roads, special events)
- Emergency access/egress
- Responsible entities: City (internal roads), Burnet County (CR 125/Highland Drive), TxDOT (FM 1431)

- **Priorities:**

1. Systematic road resurfacing program (Years 1-10)
2. Traffic calming measures (speed enforcement, signage)
3. Highland Drive/FM 1431 intersection safety improvements
4. Explore emergency access route options
5. Develop road maintenance funding strategy

Section 4: Water Resources & Infrastructure (6-7 pages)

Why Important: Water is critical concern - both supply and lake quality **What to Include:**

- **Drinking Water System:**

- Current system (6 wells, 2 storage tanks, purchased 2009)
- Capacity and condition
- Community input (water quality concerns, conservation during drought)
- Capital needs from survey Q10

- **Lake LBJ Water Quality:**

- Importance to property values and recreation
- Stormwater management
- Aquatic vegetation concerns (88% say very important)
- Partnership with LCRA

- **Groundwater Conservation:**

- Central Texas Groundwater District regulations
- Current drought stage (Stage 4 Critical - 15% mandatory reduction)
- Balance between conservation and development

- Responsible entities: City (water system), LCRA (lake), Groundwater District, HHPOA (lake access)

- **Priorities:**

1. Water system capital improvements (generator, valves, etc. from survey)

2. Water conservation program and drought management
3. Aquatic vegetation management coordination
4. Stormwater quality protection
5. Long-term water supply planning

Section 5: Parks, Recreation & Open Space (4-5 pages)

Why Important: Quality of life amenity, property value impact, community gathering **Note:** CRITICAL DISTINCTION - Parks are owned and managed by Highland Haven Property Owners Association (HHPOA), NOT the City. This section addresses coordination and community feedback but acknowledges jurisdictional boundaries.

What to Include:

- **Current Parks & Facilities** (all HHPOA-owned):
 - Inventory of 6 parks around the lake
 - Dove Park (deluxe boat launch, main facility)
 - Other park locations and conditions
 - Community Center (behind City Hall, HHPOA property)
 - Boat/RV/trailer storage facilities
- **Access & Usage:**
 - Resident-only access policy
 - Concerns about non-resident use (mentioned in survey)
 - Current park conditions (survey showed mixed ratings)
 - Usage patterns (full-time vs. part-time residents)
- **Community Input from Survey:**
 - Desire for park improvements (playgrounds, pickleball courts, dog park mentioned)
 - Some parks are "just open areas with nothing there"
 - Dove Park rated well, others need attention
 - Interest in more family-friendly amenities as demographics shift

- Concerns about parks appearing unkempt or used as "extra yards"
- Wildflower plantings suggested
- **Open Space & Natural Areas:**
 - Limited undeveloped land remaining
 - Importance of preserving natural character
 - Tree canopy and natural landscaping valued
 - Connection to lake access and waterfront preservation
- **Aquatic Recreation:**
 - Lake access is fundamental to community identity
 - Aquatic vegetation management (88% rated very important)
 - Boat ramp access and maintenance
 - Water quality impacts on recreation
- **Recreational Programming:**
 - Current: Ladies Club events, July 4th parade, community dinners
 - Interest in fitness/wellness activities
 - Walking/hiking opportunities (trails mentioned in survey)
 - Activities for working residents (early morning/evening)
 - Weekend events for part-time residents
 - Age-appropriate programming (children, active adults, seniors)

Responsible Entities:

- **Highland Haven Property Owners Association (HHPOA):** Park ownership, maintenance, improvements, access control
- **City of Highland Haven:** Coordination, passing along community feedback, potential support where appropriate
- **Ladies Club:** Event programming, community activities
- **Volunteer Fire Department:** Facility sharing, event support
- **Individual Residents:** Volunteers for maintenance and improvements

Priorities:

1. Clarify Roles & Communication (Years 1-2)

- Establish formal coordination between City and HHPOA on parks feedback
- Create mechanism for City to pass along resident concerns/suggestions to HHPOA
- Clarify for residents which entity handles parks (address misconception from survey)
- Develop joint communication about park improvements and needs

2. Support HHPOA Park Enhancement Efforts (Years 2-5)

- Coordinate on infrastructure that affects parks (drainage, access, utilities)
- Explore grant opportunities that might benefit parks (pass through to HHPOA)
- Consider how City capital projects can complement park improvements
- Support volunteer efforts for park beautification

3. Address Aquatic Vegetation Management (Years 1-10, Ongoing)

- Coordinate with LCRA on vegetation control programs
- Share information about neighborhood-led efforts
- Consider city role in facilitating coordinated vegetation management
- Monitor impact on recreational use and property values

4. Preserve Lake Access (Years 1-10, Ongoing)

- Protect existing lake access points
- Ensure boat ramps remain functional and well-maintained (HHPOA responsibility)
- Address non-resident use concerns
- Coordinate with HHPOA on any waterfront improvements

5. Protect Open Space Character (Years 1-10, Ongoing)

- Maintain low-density development standards
- Preserve natural landscaping where possible in city projects

- Consider tree preservation policies in development review
- Protect viewsheds and natural character in site planning

6. Support Recreational Programming (Years 3-10, Ongoing)

- Continue City support for community events (facility use, coordination)
- Share survey feedback about programming desires with HHPOA and Ladies Club
- Encourage volunteer-led activities that don't require city funding
- Consider seasonal programming that serves both full-time and part-time residents

Key Survey Findings to Address:

- Confusion about City vs. HHPOA roles (multiple survey comments assumed City manages parks)
- Desire for more park amenities (playgrounds, sports courts, dog park)
- Mixed satisfaction with park conditions (Dove Park good, others need work)
- Interest in trails/walking paths (may require easements, coordination)
- Concerns about park maintenance and appearance
- Strong support for aquatic vegetation management (88% very important)
- Interest in more family-oriented amenities as demographics evolve

Challenges to Acknowledge:

- City has no legal jurisdiction over parks (HHPOA property)
- HHPOA has limited budget and relies on volunteers
- Balancing desires for amenities with desire to preserve natural, open character
- Different needs between full-time residents, retirees, families, and part-time residents
- Maintenance capacity limitations
- Cost of improvements vs. willingness to pay (through HHPOA dues or city taxes)

Graphics/Content to Include:

- Map of all park locations
- Photos of current park conditions
- Chart showing survey responses about park priorities
- Clarification graphic: "City vs. HHPOA Responsibilities"
- Examples of park improvements suggested by residents

Section 6: Community Character & Design (3-4 pages)

Why Important: Preserving "look and feel" is core value **What to Include:**

- What defines Highland Haven's character (natural setting, lake orientation, residential scale, minimal lighting)
- Building and design standards (current requirements: state mandated building code acceptance, define what we can and cannot control)
- Landscaping and tree preservation
- Dark sky principles (mentioned in survey comments)
- Property maintenance standards
- Responsible entities: City (ordinances, enforcement), Building Official, P&Z
- **Priorities:**
 1. Update architectural standards for clarity
 2. Develop landscaping/tree preservation guidelines
 3. Consider dark sky ordinance
 4. Improve code enforcement processes
 5. Create guidance for remodels and teardown/rebuilds

Section 7: Public Safety & Emergency Services (3-4 pages)

Why Important: 98% feel safe, want to maintain this **What to Include:**

- Current services (Burnet County Sheriff patrol, Highland Haven VFD, EMS)
- Community satisfaction (very high from survey)
- Concerns raised (traffic control, emergency access, evacuation routes)
- Fire protection (no hydrants currently, ISO rating implications)

- Emergency preparedness (tornado, wildfire, flood)
- Responsible entities: Burnet County Sheriff, HH VFD, City (coordination)
- **Priorities:**
 1. Maintain strong partnership with BCSO (contract/presence)
 2. Support volunteer fire department operations
 3. Develop emergency evacuation plan and communication system
 4. Explore fire hydrant feasibility (from survey)
 5. Traffic enforcement program (speeding, construction vehicles)

Section 8: Infrastructure & Utilities (4-5 pages)

Why Important: Maintenance needs, no sewer system **What to Include:**

- **Drainage:** History of flooding (2007 events), recent improvements (2009-2011), ongoing needs
- **Roads:** Covered in Transportation section but maintenance aspects here
- **Utilities:** PEC (electric), NCTV (cable), Verizon (phone), franchise fees
- **Wastewater:** Current (individual septic systems), community interest in sewer exploration
- **Future Needs:** Based on build-out and infrastructure age
- Responsible entities: City, PEC, utility providers, Burnet County
- **Priorities:**
 1. Continue systematic drainage improvements
 2. Explore sewer feasibility study (37% very important)
 3. Coordinate utility upgrades with road work
 4. Maintain infrastructure asset inventory
 5. Plan for infrastructure replacement cycles

Section 9: Economic Development & Fiscal Sustainability (4-5 pages)

Why Important: Low tax rate, limited revenue, need for sustainable funding **What to Include:**

- Current revenue sources (property tax, utility franchises, water system, building permits)
- Current tax rate (one of lowest in Texas)
- Community attitudes (fiscally conservative, willing to pay for value)
- Build-out impact on revenue
- Commercial development discussion (divided community opinion on FM 1431)
- Grant opportunities and creative funding
- Responsible entities: City, BOA (budget decisions)
- **Priorities:**
 1. Develop long-term financial forecast
 2. Pursue grant funding for infrastructure (continue success)
 3. Evaluate appropriate tax rate for service level expectations
 4. Create capital improvement funding strategy
 5. Study commercial development feasibility at FM 1431 (IF community supports)

Section 10: Community Engagement & Communication (2-3 pages)

Why Important: Residents want transparency and involvement **What to Include:**

- Current communication methods (email #1 preference - 92%)
- Website improvement needs (mentioned multiple times)
- Town halls and public meetings
- Survey as engagement tool
- Transparency in decision-making
- Volunteer opportunities
- Responsible entities: City staff, BOA, P&Z, community organizations
- **Priorities:**
 1. Website redesign for user-friendliness
 2. Establish regular communication schedule (newsletters, updates)

3. Annual community survey on key topics
4. Continue town hall meetings on major decisions
5. Create citizen volunteer/committee opportunities

Section 11: Intergovernmental Coordination (2-3 pages)

Why Important: You work with many entities - county, LCRA, neighboring cities **What to Include:**

- Burnet County (roads, law enforcement, emergency services, permitting)
- LCRA (lake management, water supply, power line easements)
- Neighboring cities (Granite Shoals, Kingsland, Sunrise Beach - ETJ issues)
- Central Texas Groundwater District
- Camp Champions (shared entrance, water wells, emergency access)
- Texas Commission on Environmental Quality (water system)
- Responsible entities: City, Mayor (relationships), various agencies
- **Priorities:**
 1. Resolve ETJ boundaries with Granite Shoals (Nobles Addition)
 2. Strengthen coordination with Burnet County on shared services
 3. Maintain positive relationship with LCRA
 4. Coordinate with Camp Champions on shared concerns
 5. Participate in regional planning efforts

PART 3: IMPLEMENTATION (Pages 61-75)

Implementation Framework (5-7 pages)

What to Include:

How to Use This Plan:

- Plan as guide for daily decisions
- Required for zoning decisions, variance requests, development proposals

- Basis for capital budgeting
- Grant application support

Roles & Responsibilities:

- Board of Aldermen (policy, budget, ordinances)
- Planning & Zoning Commission (recommendations, plan amendments)
- City Administrator (day-to-day implementation)
- Building Official (code enforcement, permits)
- Community (participation, feedback)

Plan Amendments:

- How to request an amendment
- P&Z review process
- Public hearing requirements
- BOA approval needed
- When amendments are appropriate vs. not

Plan Review & Updates:

- Annual review by P&Z (one meeting per year)
- Comprehensive update every 5 years
- Community survey every 2-3 years
- Update triggers (major changes in conditions, state law, etc.)

Priority Action Matrix (IMPORTANT - THIS IS KEY): Create a master table showing all priorities from all sections organized by:

- **Immediate (Years 1-2)**
- **Short-Term (Years 3-5)**
- **Long-Term (Years 6-10)**
- **Ongoing**

For each action include:

- Action item
- Which section it comes from
- Responsible party
- Estimated cost (if applicable)
- Funding source
- Success metric

Example:

Priority	Timeframe	Section	Responsible	Est. Cost	Funding	Metric
Road resurfacing program	Years 1-10	Transportation	City/County	\$50K annually	Tax revenue, grants	Miles resurfaced
Water system generator	Year 1	Water Resources	City	\$75K	Water fund, grants	Backup power installed
STR ordinance update	Year 1	Land Use	BOA, P&Z	Staff time	N/A	Ordinance adopted

Capital Improvement Program (CIP):

- 5-year CIP from survey priorities
- Costs and funding strategies
- Coordination with annual budget

Funding Strategies:

- Current revenue sources
- Grant opportunities (continue your success here!)
- Potential revenue enhancements
- Bond financing (when appropriate)
- Public-private partnerships

- Cost-sharing with other entities

Monitoring & Measuring Success:

- How will you know if plan is working?
- Annual reporting to community
- Key performance indicators tied to vision/values
- Community satisfaction tracking

Consistency with Other Plans & Regulations (2-3 pages)**What to Include:**

- Consistency with Burnet County plans
 - Regional planning coordination
 - State and federal requirements
 - LCRA water management plans
 - Groundwater conservation district rules
 - How this plan relates to zoning ordinances
-

APPENDICES (Pages 76+)**Appendix A: Community Survey Results**

- Full survey document (you already have this)
- Summary of key findings
- All comments (or representative sample)

Appendix B: Town Hall Meeting Summaries

- Notes from each town hall
- Key themes and questions
- How input was incorporated

Appendix C: Maps

- **Essential Maps to Include:**

1. Location/regional context map
2. City limits and ETJ boundaries
3. Existing land use map
4. Future land use map
5. Zoning districts map
6. Road network map
7. Water system infrastructure map
8. Parks and public facilities map
9. Flood hazard areas (FEMA FIRM - referenced in 2014 plan)
10. Drainage infrastructure map
11. Areas for potential development/redevelopment

Appendix D: Demographic & Statistical Data

- Detailed population data
- Housing characteristics
- Economic data
- Historical trends
- Build-out projections

Appendix E: Technical Studies & Reports

- Engineering reports
- Water system studies
- Road condition assessments
- Drainage studies (KC Engineering work from 2007)
- Grant applications/awards

Appendix F: Public Participation Documentation

- Public notice examples
- Meeting agendas

- Sign-in sheets
- Photos from community events
- Media coverage

Appendix G: Ordinances & Resolutions

- Resolution adopting the comprehensive plan
- Current zoning ordinance (summary or reference)
- Building codes and standards
- Any other relevant ordinances

Appendix H: Glossary of Terms

- Planning terminology
- Acronyms (ETJ, SFR, LCRA, etc.)
- Technical terms used in plan

Appendix I: Resources & Contacts

- City contact information
 - Partner agency contacts
 - Useful websites
 - Grant resources
 - Technical assistance providers
-

Community Vision & Values

Definition & Overview

The Community Vision and Values section establishes the foundation for Highland Haven's comprehensive plan by defining who we are as a community, what we value most, and what we aspire to preserve and enhance over the next decade. This section reflects the collective voice of Highland Haven residents gathered through the 2025 Community Survey (105 responses from 353 households, representing a 30% participation rate) and subsequent town hall meetings.

These values serve as the guiding principles for all city decision-making, from infrastructure investments to development regulations, ensuring that policies and actions align with resident expectations and community character.

Our Community Identity

Highland Haven is a small, lakeside residential community located on Lake LBJ in Burnet County, Texas. Understanding who we are requires looking beyond simple population statistics to capture the full character of our community.

Our Population Profile: While official population estimates place Highland Haven at approximately 400 full-time residents, this number tells only part of our story. With 330-340 homes in the community, we are actually a much larger community when accounting for our significant part-time, weekend, and seasonal resident population. Survey data indicates that approximately 68% of residents live here full-time, 11% part-time, and 19% use Highland Haven as a weekend or vacation home. This dual-resident dynamic shapes everything from infrastructure demand (peak usage on weekends and holidays) to community engagement (different involvement levels and communication needs) to our tax base (property owners who may not vote locally but contribute significantly to city finances). Our comprehensive plan must consider the needs, concerns, and contributions of all property owners—whether they are here daily or seasonally—as they are equally invested in preserving Highland Haven's character and property values.

Small-Town Sanctuary: A quiet, low-density bedroom community with single-family homes, minimal through-traffic, and a peaceful atmosphere that residents describe as a "sanctuary" from urban congestion. This tranquil character is valued by both full-time residents seeking permanent homes and part-time residents seeking respite from busier urban areas.

Lake-Centered Lifestyle: Our 3.64 miles of Lake LBJ shoreline define our community identity, providing recreational opportunities, natural beauty, and a connection to the water.

that enhances property values and quality of life. Lake access and water quality are priorities for all property owners, regardless of residency status.

Close-Knit Community: With only one entrance and exit, Highland Haven fosters a strong sense of security and neighborliness. While the nature of community connection may differ between full-time and part-time residents, both groups value the safe, welcoming environment and take pride in Highland Haven.

Retirement & Family Haven: We are home to retirees seeking peaceful lake living (median age 64), families attracted to our safe, small-town environment and proximity to employment in Marble Falls, Horseshoe Bay, and surrounding communities, and weekend/vacation property owners who have chosen Highland Haven as their lakeside retreat.

Self-Sufficient Culture: Our community has a strong tradition of volunteerism, with full-time residents actively participating in city governance, Ladies Club activities, fire department support, and neighborhood maintenance efforts. Part-time residents contribute through property ownership, participation when present, and support of community initiatives.

What We Value Most

Based on comprehensive community input, Highland Haven residents have clearly articulated the following core values:

1. Preservation of Residential Character

Overwhelmingly, residents value maintaining Highland Haven as a single-family residential community.

- 98% oppose or have concerns about multi-family development
- 96% oppose short-term vacation rentals (VRBO/Airbnb)
- 76% are neutral to strongly opposed to commercial development within the community
- Residents consistently cite "quiet," "safe," and "residential nature" as defining characteristics worth protecting

Community Voice: "Highland Haven is a bedroom community - no commerce and close-knit community - aspects of a sanctuary of sorts - don't forget that."

Community Voice: "The reason I chose this neighborhood is because it does not allow multi-family homes and vacation rentals. I would not want that."

2. Water Quality & Conservation

Water resources—both Lake LBJ and our groundwater supply—are paramount concerns.

- 88% rate water quality and conservation as "very important"
- Residents express concern about drought conditions, water availability for new construction, and aquatic vegetation management
- Strong support for protecting lake water quality and managing stormwater runoff
- Frustration with water restrictions during continued development

Community Voice: "We are asked to conserve water, yet new houses are being built that consume water when we are in drought conditions."

Community Voice: "Groundwater issues in Texas are or will be the issue dominating quality of life matters."

3. Safety & Security

Residents feel very safe in Highland Haven and want to maintain this security.

- 98% feel safe or very safe in Highland Haven
- Support for law enforcement presence and traffic control
- Concerns about increased traffic from construction workers and potential commercial development
- Interest in emergency preparedness and evacuation planning
- One entrance/exit is viewed as a security feature by most residents

Community Voice: "Always liked the one way in and one way out, keeps in my opinion the bad guys out."

Community Voice: "Increased traffic leads to less security. This could potentially decrease property values as well."

4. Infrastructure Quality & Maintenance

Residents expect well-maintained roads, reliable water service, and functional drainage systems.

- Roads are the most commonly cited infrastructure concern (rated "fair" by many)

- Strong appreciation for recent water system improvements
- Recognition that maintenance requires adequate funding, though tax sensitivity remains high
- Support for proactive maintenance over reactive repairs

Community Voice: "It takes money to keep our city at the quality level we expect. Maintenance is a fact of life."

5. Natural Beauty & Lake Access

The natural environment and waterfront access are central to Highland Haven's appeal.

- Residents value tree cover, wildlife, natural landscapes, and dark skies
- Strong support for maintaining and improving lake access points
- Concern about aquatic vegetation impacting water activities and property values
- Desire to preserve open space and natural character

Community Voice: "Our combination of waterfront parks and water recreational activities create a highly desirable environment."

6. Fiscal Responsibility

Residents appreciate Highland Haven's low tax rate (one of the lowest in Texas) and expect efficient use of limited resources.

- Recognition that "less government is good government" for a community of our size
- Openness to modest tax increases for essential infrastructure (73% said "maybe" to supporting tax increases)
- Strong concern about government spending and value for tax dollars
- Support for grant funding and creative financing solutions

Community Voice: "We are a very small city - our administration and taxes should reflect that status."

7. Community Connection & Transparency

Residents value being informed and having opportunities to participate in city decisions.

- 92% prefer email communication
- Strong attendance at town hall meetings when issues matter to residents
- Desire for clear explanations of city projects, spending, and decision-making
- Appreciation for current communication efforts while seeking continued improvement

Community Voice: "Just provide the information in easy to read and understand language. Provide topic, details, cost and how and when things are being done."

Our Vision for the Future (2025-2035)

Based on community input and the realities facing Highland Haven, we envision the following for our community over the next 10 years:

A Thriving Residential Community: Highland Haven will remain a predominantly single-family residential community where property values are protected, homes are well-maintained, and the peaceful, lake-centered lifestyle that attracted residents continues to thrive.

Sustainable Infrastructure: Our roads, water system, drainage infrastructure, and public facilities will be well-maintained through proactive planning, adequate funding, and efficient management. We will address deferred maintenance while planning for future needs.

Protected Water Resources: We will be active stewards of both Lake LBJ and our groundwater supply, implementing conservation measures, managing aquatic vegetation, and protecting water quality for current and future generations.

Balanced Growth Management: While our community is largely built out, we will thoughtfully manage the limited remaining development and redevelopment to ensure new construction enhances rather than detracts from community character.

Connected & Engaged Citizens: Residents will remain informed about city operations, actively participate in community decisions, and continue the tradition of volunteerism that makes Highland Haven special.

Financial Sustainability: The city will maintain fiscal responsibility while securing adequate resources to provide essential services, maintain infrastructure, and preserve the quality of life residents expect.

Safe & Secure Environment: Highland Haven will remain one of the safest communities in the Highland Lakes region through continued partnership with Burnet County law enforcement, volunteer fire services, and vigilant community awareness.

Guiding Principles for Decision-Making

These principles should guide all city decisions over the next decade:

1. **Residential Character First:** Any decision affecting zoning, development, or land use must preserve Highland Haven's single-family residential character.
2. **Water Stewardship:** Protect and conserve both lake and groundwater resources in all planning and development decisions.
3. **Infrastructure Investment:** Prioritize maintenance and improvement of existing infrastructure over expansion or new amenities.
4. **Fiscal Prudence:** Seek maximum value from limited resources through careful planning, grant funding, and efficient operations.
5. **Community Engagement:** Ensure transparency in decision-making and provide meaningful opportunities for resident input on major decisions.
6. **Long-Term Thinking:** Consider the 10-year impact of decisions rather than short-term convenience.
7. **Natural Environment:** Preserve the natural beauty, tree cover, and lakeside character that define Highland Haven.
8. **Measured Growth:** Support quality development that enhances property values and community character while managing impacts on infrastructure and resources.

Areas of Ongoing Discussion

The survey revealed several topics where community opinion is more divided or evolving, requiring continued dialogue:

Commercial Development on Highway 1431: While most oppose commercial development within the community, opinions vary regarding limited commercial development along the FM 1431 frontage (37% support, 36% oppose, 31% neutral). This will require careful community discussion about what types, scale, and design of development might be acceptable.

Sewer System: Interest in exploring a centralized sewer system exists (37% very important, 25% somewhat important), but cost, financing, and necessity remain questions given existing septic systems.

Tax Increases for Infrastructure: While 73% said "maybe" to supporting tax increases, this reflects cautiousness rather than opposition. Residents want to understand specific projects, costs, and benefits before committing.

Parks & Recreation: Some residents desire more park amenities (playgrounds, sports courts), while others prefer open space preservation. Note: Parks are managed by the Highland Haven Property Owners Association, not the city.

Emergency Access: Some residents have concerns about having only one entrance/exit, while others view this as a security feature. Emergency planning and alternate routes remain discussion topics.

Measuring Success

We will know we are successfully honoring our community vision and values when:

- Property values remain stable or increase
- Infrastructure condition ratings improve from "fair" to "good" or better
- Resident satisfaction with city services remains high (85%+ rate city as "good" or better)
- Water conservation goals are met while maintaining adequate supply
- No incompatible development occurs that diminishes residential character
- Community participation in surveys and meetings remains strong (25%+ response rates)
- Highland Haven remains one of the safest communities in Burnet County
- Fiscal health indicators remain strong with adequate reserves and manageable debt

Connection to Other Plan Elements

This vision and values section provides the foundation for all other elements of the comprehensive plan:

- **Land Use:** Zoning and development regulations must preserve single-family residential character

- **Infrastructure:** Investment priorities should reflect the importance residents place on roads, water, and drainage
- **Parks & Recreation:** While managed by HHPOA, city coordination should support resident preferences
- **Water Resources:** Conservation and quality protection must be central to all planning
- **Transportation:** Traffic management and road maintenance align with safety and infrastructure values
- **Public Safety:** Emergency services and law enforcement partnerships support security values
- **Economic Development:** Any commercial consideration must respect residential character priorities
- **Community Engagement:** Transparent communication honors residents' desire for involvement

This section represents the voice of Highland Haven residents as expressed in the 2025 Community Survey and town hall meetings. It will be reviewed and updated every 5 years as part of the comprehensive plan update cycle to ensure our vision continues to reflect community values and aspirations.

Highland Haven – Article 4.08 Rainwater Harvesting

No references currently in HH ordinances regarding private well water above or below ground containment. Results of research in and around Burnet Co. have defined same requirements regarding aesthetics, connections, water quality (contamination) and maintenance as a well (private or the city). My recommendation would be to make an addition to the existing Article 4.08 defining a permit required with the same parameters as a rainwater harvesting permit. Denying a request to a citizen with a private well for water harvest/containment would not be in favor to the city due to precedence that has been set with the existing container located at residence 106 Crane.

Chapter 4. Building Regulations

ARTICLE 4.08. RAINWATER HARVESTING SYSTEMS

§ 4.08.001. Definitions.

Definitions for terms, phrases and words related to this article can be found in article **1.02**. (Ordinance 098 Rev. 1, sec. II, adopted 2/21/2023)

§ 4.08.002. Permit required; submission of plans.

(a)

Permit required; exceptions.

(1)

Regardless of size, all rainwater harvesting systems are subject to the requirements for storage tank compliance described herein; however, no permit shall be required for a rainwater harvesting system that conveys water to an above-ground storage tank, such as a rain barrel, for gravity flow (hose flow) irrigation distribution only, if the system consists of no more than two storage tanks that cumulatively hold 200 gallons or less in volume.

(2)

It shall be unlawful for any person to construct or install a rainwater harvesting system without having first obtained a permit from the city if:

(A)

The system consists of more than two storage tanks that cumulatively hold 200 gallons or more in volume.

(B)

The systems including a connection to an irrigation system using potable water.

(b)

Plans and specifications.

Adequate plans and specifications, as determined by the permit officer, must accompany each application for a permit.

(Ordinance 098 Rev. 1, sec. II(1), adopted 2/21/2023)

§ 4.08.003. License required; installation by property owner.

(a)

Any person who connects a rainwater harvesting system to the water supply within the city must hold a valid irrigator's license, as defined by title 30, Texas Administrative Code, chapter 30, and required by V.T.C.A., Occupations Code chapter 1903, or as defined by chapter 365, title 22 of the Texas Administrative Code, and required by V.T.C.A., Occupations Code chapter 1301.

(b)

A property owner is not required to be licensed in accordance with V.T.C.A., Occupations Code, title 12, section 1903.002(c)(1) if he or she is performing irrigation work in a building or on premises owned or occupied by the person as the person's home.

(c)

A home or property owner who installs an irrigation system must meet the standards contained in title 30, Texas Administrative Code, chapter 344 regarding spacing, water pressure, spraying water over impervious materials, rain or moisture shut-off devices or other technology, backflow prevention and isolation valves.

(d)

The city may, at any point, adopt more stringent requirements for a home or property owner who installs an irrigation system. See V.T.C.A., Occupations Code section 1903.002 for other exemptions to the licensing requirement.

(Ordinance 098 Rev. 1, sec. II(2), adopted 2/21/2023)

§ 4.08.004. Inspection and fee.

It shall be the duty of the city to inspect all rainwater harvesting systems which require a permit to determine that they are in compliance with this article. For such inspection and the issuance of the permit, a fee shall be paid to the city prior to the issuance of such permit. Permitting of a system under 200 gallons is at no cost to the applicant.

(Ordinance 098 Rev. 1, sec. II(3), adopted 2/21/2023)

§ 4.08.005. Construction and maintenance requirements.

All rainwater harvesting systems shall be constructed and maintained in accordance with the following requirements:

(1)

Compliance with state and federal law is the responsibility of the producer, provider, and user of such installations.

(2)

In addition to the requirements of this article, all rainwater harvesting systems must be in compliance with any applicable city building code.

(3)

All approved rainwater harvesting systems must be constructed and installed as per the specifications of the manufacturer of that particular system. A copy of these specifications must be submitted to the city along with the permit application.

(4)

Any rain harvesting system that is connected to the city's potable water system must have a reduced pressure zone backflow preventer installed or an approved air gap method utilized to prevent backflow to the residence and the city's water distribution system.

(Ordinance 098 Rev. 1, sec. II(4), adopted 2/21/2023)

§ 4.08.006. Restrictions and limitations.

All rainwater harvesting systems constructed and maintained under the provisions of this article shall be subject to the following restrictions and limitations:

(1)

Allowable uses.

Allowable uses of rainwater harvesting systems shall be restricted to non-potable, outdoor irrigation and foundation watering only. Systems supplied or supplemented by a water source not specified herein or used for any purpose other than irrigation shall be prohibited.

(2)

Limited service area.

The rainwater harvesting system shall serve only the lot upon which it is located.

(3)

Connection of additional water source.

Connection of more than one water source to an irrigation system presents the potential for contamination of the potable water supply if backflow occurs. Therefore, connection of any additional water source to an irrigation system that is connected to the potable water supply shall be permitted only if the irrigation system is connected to the potable water supply through a reduced-pressure principle backflow prevention (RPZ) assembly or an approved air gap method. RPZ assemblies must be tested annually and test records must be submitted to city within 30 days of the test date.

(4)

Water source from Lake LBJ.

If the irrigation system water source is solely from Lake LBJ with no connection to the city's potable water supply, no RPZ or air gap method is required between the rain barrel and the irrigation system.

(Ordinance 098 Rev. 1, sec. II(5), adopted 2/21/2023)

§ 4.08.007. Setbacks.

Rainwater harvesting systems shall meet all existing structure setback regulations and the following requirements:

(1)

Front yard.

No rainwater harvesting system or any component thereof shall be located in front of the building structure.

(2)

Side or rear yards.

The tank must abide by all other setback requirements for side or rear yards.

(Ordinance 098 Rev. 1, sec. II(6), adopted 2/21/2023)

§ 4.08.008. Components.

Regardless of its complexity, a rainwater harvesting system shall be comprised of the following components:

(1)

The catchment surface from which rainwater is collected. Rooftops are the only allowable catchment surface.

(2)

Gutters and downspouts that channel water from the roof catchment surface to the tank.

(3)

Overhead piping of a rainwater harvesting system shall be no more than 5 feet from the building structure unless the pipe is supported and the pipe is concealed by a structure matching the home.

(4)

The rainwater catchment conveyance system shall be equipped with a debris excluder or other approved means to prevent the accumulation of leaves, needles, other debris and sediment from entering the storage tank.

(5)

Devices and methods used to remove debris or sediment shall be accessible and sized and installed in accordance with the manufacturer's installation instructions.

(6)

No more than two approved storage tanks.

(7)

A delivery system, either gravity fed or pumped to the end use.

(Ordinance 098 Rev. 1, sec. II(7), adopted 2/21/2023)

§ 4.08.009. Approved storage tanks.

Regardless of the size or complexity of storage tanks, the following provisions are required to prevent public health hazards and nuisances:

(1)

Storage tanks must be opaque.

(2)

Storage tanks must never have been used to store hazardous materials.

(3)

Storage tanks must be covered and vents screened to prevent mosquito breeding.

(4)

Storage tanks must be accessible for cleaning and repair.

(5)

Storage tank access openings exceeding 12 inches (305 mm) in diameter shall be secured to prevent tampering and unintended entry by either a lockable device or other approved method.

(6)

Storage tanks are required to have an overflow port and system that will not contribute to the erosion and/or the flooding of property downstream from collection system.

(7)

Storage tanks should be placed on a stable, level surface and it must be capable of holding the maximum possible weight when full.

(8)

Storage tanks shall be no more than 6 feet in height above ground level.

(9)

Rainwater identification. Storage tanks must be labeled "RAINWATER–DO NOT DRINK", "NONPOTABLE WATER–DO NOT DRINK", or with a similar phrase that clearly indicates that the water contained within is not suitable for human consumption.

(Ordinance 098 Rev. 1, sec. II(8), adopted 2/21/2023)

§ 4.08.010. Maintenance.

Any rainwater harvesting system, permitted or unpermitted, shall:

(1)

Not remain in a condition so as to create a public health hazard or a nuisance to the general public;

(2)

Be maintained as required to keep the system functioning as designed;

(3)

Be maintained so as to prevent the accumulation of unwholesome, stagnant, or offensive water;

(4)

Be maintained so as to prevent the attraction or breeding of mosquitoes or other undesirable pests;

(5)

Not be used for the storage of anything other than water or for anything other than its intended purpose as a rainwater harvesting system.

(Ordinance 098 Rev. 1, sec. II(9), adopted 2/21/2023)

§ 4.08.011. Abandonment.

When a rainwater harvesting system is abandoned, all components must be removed.

(Ordinance 098 Rev. 1, sec. II(10), adopted 2/21/2023)

§ 4.08.012. Exceptions.

No deviation from the height, setback or any other requirements specified herein shall be permitted unless allowed by the board of aldermen.

(Ordinance 098 Rev. 1, sec. II(11), adopted 2/21/2023; Ordinance adopting Code)

§ 4.08.013. Penalty.

(a)

Civil and criminal penalties.

The city shall have the power to administer and enforce the provisions of this article as may be required by governing law. Any person violating any provision of this article is subject to suit for injunctive relief as well as prosecution for criminal violations. Any violation of this article is hereby declared to be a nuisance.

(b)

Criminal prosecution.

Any person violating any provision of this article shall, upon conviction, be fined a sum not exceeding that which is provided by state law, except as may be otherwise expressly provided herein or by state law. Each day that a provision of this article is violated shall constitute a separate offense. An offense under this article is a misdemeanor.
(Ordinance 098 Rev. 1, sec. V, adopted 2/21/2023)

Bertram 3.06.002

Auxiliary water supply.

Any water supply on or available to the premises other than the purveyor's approved public water supply will be considered as an auxiliary water supply. These auxiliary waters may include water from another purveyor's public potable water supply or any natural source(s) such as a well, spring, river, stream, harbor, etc., or used waters or industrial fluids. These waters may be contaminated or polluted, or they may be objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.

Granite Shoals

§ 38-173 Existing wells.

(a)

Wells in existence and in use at the time of the adoption of the ordinance from which this chapter is derived may be used as a primary source of water, provided that they meet all state and local regulations related to water wells and the person is not required to connect his property to the city's water supply system as provided in section **38-62**.

(b)

As provided in section **38-62**, a person who has a well in existence and in use as of the effective date of said ordinance, and who is required to connect to the city's water supply system may continue to use the water well for irrigation purposes; provided, however, that the well has all of the necessary state and local permits, the well and the utility service connection have been inspected by a licensed inspector and an inspection report presented to the city that there are no cross connections between the water well and the city's water system.

(c)

All wells must be either in use or capped in accordance with local and state regulations and no well may be abandoned.

(Ordinance 592, art. VI, sec. 3, adopted 10/23/12)

Purpose.

The purpose of this article is:

(1)

To protect the public potable **water** supply of the city from the possibility of contamination or pollution by isolating within the consumer's internal distribution system(s) or the consumer's private **water** system(s) such contaminants or pollutants which could backflow into the public **water** systems;

(2)

To promote the elimination or control of existing cross-connections, actual or potential, between the consumer's in-plant potable **water** system(s) and nonpotable **water** system(s), plumbing fixtures and industrial piping systems; and

(3)

To provide the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all potable **water** systems.

(b)

Responsibility of utility superintendent.

The utility superintendent shall be responsible for the protection of the public potable **water** distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the **water** service connection. If, in the judgment of the utility superintendent, an approved backflow prevention assembly is required at the consumer's **water** service connection for the safety of the **water** system, the utility superintendent or his designated agent shall give notice in writing to said consumer to install such an approved backflow prevention assembly(s) at a specific location(s) on his premises. The consumer shall immediately install such approved backflow prevention assembly(s) at the consumer's own expense, and failure, refusal or inability on the part of the consumer to install and have tested and maintained said assembly(s) shall constitute grounds for discontinuing **water** service to the premises until such requirements have been satisfactorily met.

(Ordinance 97, sec. 1, adopted 10/12/99)

§ 3.06.002 Definitions.

Approved.

(1)

As herein used in reference to a **water** supply, shall mean a **water** supply that has been approved by the health agency having jurisdiction.

(2)

As herein used in reference to an air gap, a double check valve assembly, a reduced pressure principle backflow prevention assembly or other backflow prevention assemblies or methods, shall mean an approval by the administrative authority having jurisdiction.

Auxiliary water supply.

Any **water** supply on or available to the premises other than the purveyor's approved public **water** supply will be considered as an auxiliary **water** supply. These auxiliary **waters** may include **water** from another purveyor's public potable **water** supply or any natural source(s) such as a **well**, spring, river, stream, harbor, etc., or used **waters** or industrial fluids. These **waters** may be contaminated or polluted or they

may be objectionable and constitute an unacceptable **water** source over which the **water** purveyor does not have sanitary control.

Backflow.

The undesirable reversal of flow of **water** or mixtures of **water** and other liquids, gases or other substances into the distribution pipes of the potable supply of **water** from any source or sources. (See terms below for “Backsiphonage” and “Backpressure.”)

Backflow preventer.

An assembly or means designed to prevent backflow.

(1)

Air gap.

A physical separation between the free-flowing discharge end of a potable **water** supply pipeline and an open or non-pressure-receiving vessel. An “approved air gap” shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the vessel - in no case less than 1 inch (2.54 cm).

(2)

Reduced pressure principle backflow prevention assembly.

An assembly containing two independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and at the same time below the first check valve. The unit shall include properly located resilient seated test cocks and tightly closing resilient seated shutoff valves at each end of the assembly. This assembly is designed to protect against a non-health (i.e., pollutant) or a health hazard (i.e., contaminant). This assembly shall not be used for backflow protection of sewage or reclaimed **water**.

(3)

Double-check valve backflow prevention assembly.

An assembly composed of two independently acting, approved check valves, including tightly closing resilient seated shutoff valves attached at each end of the assembly and fitted with properly located resilient seated test cocks. This assembly shall only be used to protect against a non-health hazard (i.e., pollutant).

Backpressure.

Any elevation of pressure in the downstream piping system (by pump, elevation of piping, or steam and/or air pressure) above the supply pressure at the point of consideration of which would cause, or tend to cause, a reversal of the normal direction of flow.

Backsiphonage.

A form of backflow due to a reduction in system pressure, which causes a sub-atmospheric pressure to exist at a site in the **water** system.

Contamination.

An impairment of the quality of the **water**, which creates an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids, waste, etc.

Cross-connection.

Any unprotected actual or potential connection or structural arrangement between a public or a consumer’s potable **water** system and any other source or system through which it is possible to introduce into any part of the potable system any used **water**, industrial fluid, gas, or substance other than the intended potable **water** with which the system is supplied. Bypass arrangements, jumper connections, removable sections,

swivel or change-over devices and other temporary or permanent devices through which or because of which backflow can or may occur are considered to be cross-connections.

(1)

Direct cross-connection

means a cross-connection which is subject to both backsiphonage and backpressure.

(2)

Indirect cross-connection

means a cross-connection which is subject to backsiphonage only.

Cross-connection control by containment.

The term “service protection” shall mean the appropriate type or method of backflow protection at the service connection, commensurate with the degree of hazard of the consumer’s potable **water** system.

Cross-connection - Controlled.

A connection between a potable **water** system and a nonpotable **water** system with an approved backflow prevention assembly properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.

Hazard, degree of.

The term “degree of hazard” shall mean either a pollutorial (non-health) or contamination (health) hazard and is derived from the evaluation of conditions within a system.

(1)

Hazard - Health.

The term “health hazard” means an actual or potential threat of contamination of a physical or toxic nature to the public potable **water** system or the consumer’s potable **water** system that would be a danger to health.

(2)

Hazard - Plumbing.

The term “plumbing hazard” means an internal or plumbing type cross-connection in a consumer’s potable **water** system that may be either a pollutorial or a contamination type hazard. This includes but is not limited to cross-connections to toilets, sinks, lavatories, wash trays and lawn sprinkling systems. Plumbing type cross-connections can be located in many types of structures, including homes, apartment houses, hotels, and commercial or industrial establishments. Such a connection, if permitted to exist, must be properly protected by an appropriate type of backflow prevention assembly.

(3)

Hazard - Pollutorial.

The term “pollutorial hazard” means an actual or potential threat to the physical properties of the **water** system or the potability of the public or the consumer’s potable **water** system but which would not constitute a health or system hazard, as defined. The maximum degree or intensity of pollution to which the potable **water** system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances.

(4)

Hazard - System.

The term “system hazard” means an actual or potential threat of severe danger to the physical properties of the public or the consumer’s potable **water** system or of a pollution

or contamination which would have a protracted effect on the quality of the potable **water** in the system.

Industrial fluids.

Any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration which would constitute a health, system, pollutional or plumbing hazard if introduced into an approved **water** supply. This may include, but shall not be limited to: polluted or contaminated used **waters**; all types of process **waters** and “used **waters**” originating from the public potable **water** system which may deteriorate in sanitary quality; chemicals in fluid form; plating acids and alkalies; circulated cooling **waters** connected to an open cooling tower and/or cooling **waters** that are chemically or biologically treated or stabilized with toxic substances; contaminated natural **waters** such as from wells, springs, streams, rivers, bays, harbors, seas, irrigation canals or systems, etc.; and oils, gases, glycerine, paraffins, caustic and acid solutions and other liquid and gaseous fluids used industrially, for other processes, or for firefighting purposes.

Pollution.

An impairment of the quality of the **water** to a degree which does not create a hazard to the public health but which does adversely and unreasonably affect the aesthetic qualities of such **waters** for domestic use.

Utility superintendent.

The superintendent in charge of the utility department of the city is invested with the authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of this article.

Water - Nonpotable.

The term “nonpotable **water**” means a **water** supply which has not been approved for human consumption by the health agency having jurisdiction.

Water - Potable.

The term “potable **water**” means any public potable **water** supply which has been investigated and approved by the health agency. The system must be operating under a valid health permit. In determining what constitutes an approved **water** supply, the health agency has final judgment as to its safety and potability.

Water - Service connection.

The term “service connection” means the terminal end of a service connection from the public potable **water** system, (i.e., where the **water** purveyor may lose jurisdiction and sanitary control of the **water** at its point of delivery to the consumer’s **water** system). If a **water** meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the **water** meter.

Water - Used.

The term “used **water**” means any **water** supplied by a **water** purveyor from a public potable **water** system to a consumer’s **water** system after it has passed through the service connection and is no longer under the control of the **water** purveyor.

(Ordinance 97, sec. 2, adopted 10/12/99; Ordinance adopting Code)

§ 3.06.003 **Components of **water** system.**

(a)

The **water** system shall be considered as made up to two parts: the **water** purveyor’s system and the consumer’s system.

(b)

The **water** purveyor's system shall consist of the source facilities and the distribution system, and shall include all those facilities of the **water** system under the complete control of the purveyor, up to the point where the consumer's system begins.

(c)

The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of **water** to the distribution system.

(d)

The distribution system shall include the network of conduits used for the delivery of **water** from the source to the consumer's system.

(e)

The consumer's system shall include those parts of the facilities beyond the termination of the **water** purveyor's distribution system which are utilized in conveying potable **water** to points of use.

(Ordinance 97, sec. 3, adopted 10/12/99)

§ 3.06.004 Requirements.

(a)

No **water** service connection to any premises shall be installed or maintained by the **water** purveyor unless the **water** supply is protected as required by the city laws and regulations and this article. Service of **water** to any premises shall be discontinued by the **water** purveyor if a backflow prevention assembly required by this article is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed or bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

(b)

The consumer's system should be open for inspection at all reasonable times to authorized representatives of the city to determine whether unprotected cross-connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the utility superintendent shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the consumer has corrected the condition(s) in conformance with the city statutes relating to plumbing and **water** supplies and the regulations adopted pursuant thereto.

(c)

An approved backflow prevention assembly shall also be installed on each service line to a consumer's **water** system at or near the property line or immediately inside the building being served, but in all cases before the first branch line leading off the service line, wherever the following conditions exist:

(1)

In the case of premises having an auxiliary **water** supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the utility superintendent, the public **water** system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line commensurate with the degree of hazard.

(2)

In the case of premises on which any industrial fluids or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public **water** system, the public system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line commensurate with the degree of hazard. This shall include the handling of process **waters** and **waters** originating from the **water** purveyor's system which have been subject to deterioration in quality.

(3)

In the case of premises having (i) internal cross-connections that cannot be permanently corrected or protected against, or (ii) intricate plumbing and piping arrangements, or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public **water** system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line.

(d)

The type of protective assembly required under subsections **(c)(1)**, **(2)**, and **(3)** above shall depend upon the degree of hazard which exists as follows:

(1)

In the case of any premises where there is an auxiliary **water** supply as stated in subsection **(c)(1)** above and it is not subject to any of the following rules, the public **water** system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly.

(2)

In the case of any premises where there is **water** or substance that would be objectionable but not hazardous to health if introduced into the public **water** system, the public **water** system shall be protected by an approved double check valve backflow prevention assembly.

(3)

In the case of any premises where there is any material dangerous to health which is handled in such a fashion as to create an actual or potential hazard to the public **water** system, the public **water** system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly. Examples of premises where these conditions will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, mortuaries, and plating plants.

(4)

In the case of any premises where there are unprotected cross-connections, either actual or potential, the public **water** system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly at the service connection.

(5)

In the case of any premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross-connection survey, the public **water** system shall be protected against backflow from the premises by either an approved air gap or an approved reduced pressure principle backflow prevention assembly on each service to the premises.

(e)

Any backflow prevention assembly required herein shall be a make, model and size approved by the utility superintendent.

(f)

Backflow preventers which may be subjected to backpressure or backsiphonage that have been fully tested and have [been] granted a certificate of approval by a qualified laboratory and are listed on the laboratory's current list of approved backflow prevention assemblies may be used without further test or qualifications.

(g)

It shall be the duty of the consumer at any premises where backflow prevention assemblies are installed to have a field test performed by a certified backflow prevention assembly tester upon installation and at least once per year. In those instances where the utility superintendent deems the hazard to be great enough he may require field tests at more frequent intervals. These tests shall be at the expense of the water user and shall be performed by city water department personnel or by a certified tester approved by the utility superintendent. It shall be the duty of the utility superintendent to see that these tests are made in a timely manner. The consumer shall notify the utility superintendent in advance when the tests are to be undertaken so that an official representative may witness the field tests if so desired. These assemblies shall be repaired, overhauled or replaced at the expense of the consumer whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept and made available to the utility superintendent.

(h)

All presently installed backflow prevention assemblies which do not meet the requirements of this article but were approved devices for the purposes described herein at the time of installation and which have been properly maintained shall, except for testing and maintenance requirements under this article, be excluded from the requirements of these rules so long as the utility superintendent is assured that they will satisfactorily protect the water purveyor's system. Whenever the existing device is moved from the present location or requires more than minimum maintenance or when the utility superintendent finds that the maintenance constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this article.

(Ordinance 97, sec. 3, adopted 10/12/99)

STREAMLINING OUR P&Z MEETINGS

NEW AGENDA AND PACKET PROCESS

ADOPTING NEW PROCESSES

Enhancing Efficiency in Meetings

- Shifting into 2026 with a focus on becoming more efficient
- These same items will go into effect for the Board of Aldermen as well
- Adopting clear deadlines for agendas and packets



THE CHALLENGE - WHERE WE'VE BEEN

Past Pain Points:

- Staff overextended gathering last-minute info for our packets
- Members arrive with printed materials, limiting peer review
- Rushed decisions due to unvetted items at meetings

Result: Less time for thoughtful discussion, and more stress for all.





OUR NEW PROCESS

Clear and Consistent

CORE CHANGE: THURSDAY 5 P.M. DEADLINE

- All items to be discussed/debated in the meeting should be included in the packet
- All items for the packet (documents, picture, member notes) due to City Secretary by 5 p.m. the Thursday before the meeting
- **No day-of-meeting additions** - Ensures fair review time for all members

Emergency items can be added if on Agenda

OUTLINE OF NEW PROCESS

1. Monday of week prior to the meeting week:

- a. Agenda finalized 10 days before meeting

2. Tuesday of week prior to the meeting week:

- a. Agenda posted online and on bulletin board by 5 p.m., 9 days before meeting (6 business days)
- b. State law requires 3 business days between the day the Agenda is posted and the day of the meeting
- c. This allows us to post the meeting early enough to meet state law and not have to sweat about the deadline

3. Thursday of week prior to the meeting week at 5 p.m.:

- a. All items to be discussed and included in the packet are due to the City Secretary by 5 p.m.
- b. Members may email items to the City Secretary or drop them off at City Hall

4. Friday of week prior to the meeting week:

- a. Packet to be sent out to all meeting members and posted online
- b. This provides members a sufficient amount of time to review information for the meeting

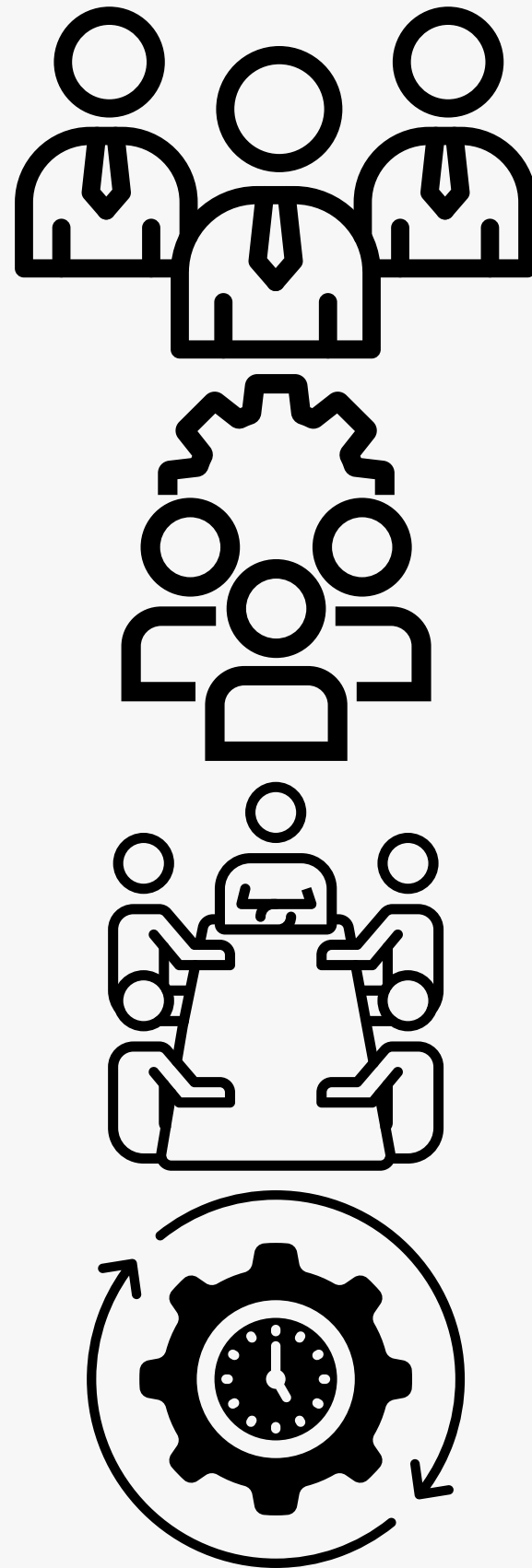
5. Thursday of meeting week:

- a. Have Planning and Zoning meeting at 6 p.m. at the Community Center

Our goal is to provide all information to members of the commission in a timely manner so that they can review all material BEFORE the meeting in order to have more efficient discussion on all items

WHY THIS MATTERS

This provides an efficient process for all to follow, which should lead to more efficient meetings and discussions



Staff

Predictable workflows, less scrambling

Members

Ample time to review documents and prepare for meeting

Commission

Better discussion and decisions from shared, vetted information

Overall

More focused meetings, stronger outcomes

NEXT STEPS

GETTING STARTED:

- FIRST DEADLINE:
 - MONDAY DECEMBER 29: FINALIZE AGENDA FOR JANUARY 8 MEETING
 - TUESDAY DECEMBER 30: POST AGENDA
 - THURSDAY JANUARY 1 @ 5 P.M.: DEADLINE FOR PACKET INFORMATION DUE TO CITY SECRETARY
 - FRIDAY JANUARY 2: PACKET POSTED AND SENT TO MEMBERS
 - THURSDAY JANUARY 8: PLANNING AND ZONING MEETING AT 6 P.M. AT THE COMMUNITY CENTER

SUBMIT ALL INFORMATION TO THE CITY SECRETARY VIA EMAIL, OR DROP OFF YOUR ITEMS AT CITY HALL

THANK YOU, WE'RE ALL IN THIS TOGETHER



AGENDA – 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	Member	☐ Present	☐ Absent
Lorinda Peters	Member	☐ Present	☐ Absent
John Novak	Member	☐ Present	☐ Absent
Linda Ray	Member	☐ 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.)

ACTION ITEMS

5. Consider Agenda Items

- a. X
- b. X

6. Consider/Possible Action

7. Consider/Possible Action

DISCUSSION ITEMS.

8. Discussion –

9. Discussion -

10. Discussion –

INFORMATION ITEMS

11. P&Z Commission Member Comments.

12. Next Regular Meeting: **[DATE]** at **[TIME]**.

13. Items to be considered for the next agenda must be received by the Chair on or before August 6, 2025.

14. Adjournment.

Agenda posted on **[DATE]**

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 ON THE [DATE], AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.