



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: March 12, 2026

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

2. Pledge of Allegiance

3. Recognize Visitors.

4. Presentations/Proclamations

5. Public Comment

(At this time, any person with business before the P&Z Commission not scheduled on the agenda may speak to the Commission. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

ACTION ITEMS

6. **Consider 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 – February 12, 2026

7. **Public Hearing – Proposed Change of Zoning Classification for Lots 176 and 177 in Shady Acres.**

- a. Open Hearing
- b. Public Comments
- c. Close Hearing

8. **Discussion/Possible Action:** Recommend to the Board of Aldermen Zoning Classification for Lots 176 and 177 in Shady Acres.

9. **Discussion/Consider Possible Action:** Sign Ordinance (John Novak)

10. **Discussion/Consider Possible Action:** Storage Tanks language (Linda Ray)

DISCUSSION ITEMS

11. Discussion – Comprehensive Plan 2026
 - a. Review of Section Submitted
12. Discussion – Status Update on Ordinance Items
 - a. Water Wells (Lorinda Peters)
13. Discussion - Clarification of Ordinance Language for 25' Setback and Shoreline
 - a. Executive Summary
 - b. Diagrams

INFORMATION ITEMS

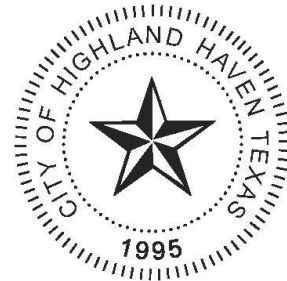
14. P&Z Commission Member Comments.
15. Staff Comments.
16. Next Regular Meeting: April 9, 2026 at 6:00 PM (Community Center)
17. Items to be considered for the next agenda must be received by the Chair on or before March 27, 2026.
18. Adjournment.

Agenda posted on March 4, 2026

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 4th DAY OF MARCH, 2026, 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, City Secretary





City of Highland Haven
510 Highland Drive, Suite A
Highland Haven TX 78654-8269
Phone: 830-265-4366 Fax: 512-366-9721

MINUTES – PLANNING & ZONING COMMISSION REGULAR MEETING

DATE: February 12, 2026

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

2. Pledge of Allegiance – **Jackie Garrow led the Pledge of Allegiance**
3. Recognize Visitors: **Judy Kelley, Tom Weaver, Suzanne Weaver, Lynn Smith**
4. Presentations/Proclamations - **None**
5. Public Comment

(At this time, any person with business before the P&Z Commission not scheduled on the agenda may speak to the Commission. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

There were no public comments.

ACTION ITEMS

6. **Consider 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 – January 8, 2025

Lorinda Peters made a motion to accept the Consent Items; seconded by Connie Smith.

Vote: 5-0

DISCUSSION ITEMS

7. Discussion – Voluntary Annexation of Lots 176 & 177 into the City of Highland Haven
8. Discussion – Comprehensive Plan 2026
 - a. Review Draft of Outline and Sections Submitted
 - b. Review Alternate Draft of Introduction and Table of Contents – Lorinda Peters
 - c. Review Structure and Style (Voice) of Document – Andy Adams
9. Discussion - Clarification of Ordinance Language for 25' Setback and Shoreline

10. Discussion – Other Items for Ordinance Review
 - a. Signs (John Novak) – Status Report
 - b. Water Wells (Lorinda Peters) – Status Report
 - c. Storage Tanks (Linda Ray) – Status Report
11. Mayor’s Report
 - a. TML Resources for Elected Officials: <https://www.tml.org/215/Essential-Reading>
 - i. [A Guide to Becoming a City Official](#)
 - ii. [Handbook for Mayors and Councilmembers](#)
 - iii. [Understanding Your Personal Liability as a City Official: A Primer](#)
 - iv. [Thirty Tips for Newly Elected Mayors and Councilmembers](#)

INFORMATION ITEMS

12. P&Z Commission Member Comments.
13. Next Regular Meeting: March 12, 2026 at 6:00 PM (Community Center)
14. Items to be considered for the next agenda must be received by the Chair on or before January 30, 2026.

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

Vote: 5-0

15. Adjournment.

The meeting was adjourned at 7:19 PM.

Jackie Garrow, Chair

Sarah Collard, City Secretary



RESOLUTION NO. 377

A RESOLUTION OF THE CITY OF HIGHLAND HAVEN, TEXAS, ACCEPTING THE PETITION FOR ANNEXATION OF PROPERTY LOCATED IN BURNET COUNTY, TEXAS; SETTING AN ANNEXATION SCHEDULE; PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the owners of certain property located within Burnet County, Texas, said property, more particularly described in **Exhibit A** attached hereto and incorporated by reference herein (the, "Subject Property") has submitted a petition to the City of Highland Haven, Texas, (hereinafter, the "City") for annexation into the City limits; and

WHEREAS, the Subject Property is contiguous and adjacent to the corporate limits of the City; and

WHEREAS, after review and consideration of such request and petition for annexation of the Subject Property, the City Council finds that the Subject Property may be annexed pursuant to §43.0671 of the *Local Government Code*; and

WHEREAS, the petitioner has agreed and consented to the annexation of the Subject Property by the City and further agreed to be bound by all acts, ordinances, and all other legal action now in force and effect within the corporate limits of the City and all those which may be hereafter adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. The petition for annexation, attached hereto as **Exhibit B**, of the Subject Property described in **Exhibit A** and the service plan attached hereto as **Exhibit C**, are hereby accepted (all exhibits described herein are incorporated by reference herein for all purposes).

Section 3. Public Hearing. A public hearing has been set for the date of **April 7, 2026**. Notice of such hearing shall be posted and the hearing shall be open to the public to accept public comment on the annexation request.

Section 4. Severability. Should any section or part of this Resolution be held unconstitutional, illegal, or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Resolution are declared to be severable.

Section 4. Open Meetings. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code*.

PASSED AND APPROVED this the ___ day of _____, 2026.

ATTEST:

THE CITY OF HIGHLAND HAVEN, TEXAS

Sarah Collard, City Secretary

Olan Kelley, Mayor

Exhibit A

SUBJECT PROPERTY

Being Lots Nos. One Hundred Seventy-Six (176) and One Hundred Seventy-Seven (177) in Shady Acres Section Two, in Burnet County, Texas, according to plat recorded in Volume 1, Page 56, of the Plat Records of Burnet County, Texas, LESS AND EXCEPT any property already within the city limits of the City of Highland Haven, Texas.

Exhibit B
PETITION
[SEE ATTACHED]

STATE OF TEXAS §
 §
COUNTY OF BURNET §

**REQUEST & PETITION TO THE BOARD OF ALDERMEN OF THE CITY OF
HIGHLAND HAVEN FOR ANNEXATION OF PROPERTY**

WHEREAS, the undersigned is the owner of a certain area of land located within Burnet County, Texas, such property being more particularly described hereinafter by true and correct legal description attached hereto as **Exhibit A** (the “Subject Property”); and

WHEREAS, the undersigned has sought the annexation of the Subject Property by the City of Highland Haven, Texas, (hereinafter sometimes referred to as “City”), in order to obtain the benefits of City services to the Subject Property by the City; and

WHEREAS, the Subject Property is contiguous and adjacent to the corporate limits of the City; and

WHEREAS, the City, pursuant to §43.003, *Tex. Loc. Gov’t. Code* and the request of the property owner, is authorized to annex the Subject Property; and

WHEREAS, pursuant to §43.0672, *Tex. Loc. Gov’t. Code*, the City, and the undersigned have negotiated and entered into a written agreement for the provision of services to the Subject Property, said agreement being attached hereto as **Exhibit B** and incorporated by reference herein; and

WHEREAS, the undersigned agrees and consents to the annexation of the Subject Property by the City and further agrees to be bound by all acts, ordinances, and all other legal action now in force and effect within the corporate limits of the City and all those which may be hereafter adopted.

NOW THEREFORE, the undersigned, by this Petition and Request:

SECTION ONE: Requests the Board of Aldermen of the City to commence annexation proceedings and to annex into the corporate limits of the City of Highland Haven, Texas, of all portions of the Subject Property.

SECTION TWO: Requests that after annexation the City provide such services as are legally permissible and provided by the City, including sanitation, water, and general governmental services as set forth in the written agreement regarding the provision of services attached hereto as **Exhibit B**.

SECTION THREE: Acknowledges executing and entering into the agreement, attached hereto as **Exhibit B**, and that such agreement is wholly adequate and acceptable to the undersigned who hereby requests the Board of Aldermen to proceed with the annexation and to publish notice and hold the requisite public hearing thereon, in accordance with the applicable laws of the State of Texas.

SECTION FOUR: Acknowledges that the undersigned understands and agrees that all City services to the Subject Property will be provided by the City on the same terms and conditions as provided to other similarly situated areas of the City and as provided in the written agreement regarding the provision of services attached hereto as **Exhibit B.**

SECTION FIVE: Agrees that a copy of this Request and Petition may be filed of record in the offices of the City of Highland Haven and in the real property records of Burnet County, Texas, and shall be notice to and binding upon all persons or entities now or hereafter having any interest in the Subject Property.

FILED, this ___ day of _____ 20___, with the City Secretary of the City of Highland Haven, Burnet County, Texas.

Petitioners:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Exhibit B
SERVICE AGREEMENT
(SEE ATTACHED)

**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF HIGHLAND HAVEN**

This Agreement is entered into by and between the City of Highland Haven, Texas, a municipal corporation (hereinafter, the “City”), and Fredi F. Franki (hereinafter, the “Owner”). The City and the Owner may be referred to herein singularly as “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, upon the request of the Owner, the City intends to institute annexation proceedings for an area of land described more in **Exhibit A** and attached hereto and incorporated by reference herein, less and except any property previously annexed by the City (the “Subject Property”); and

WHEREAS, Section 43.0672, Loc. Gov’t. Code, requires the Parties to enter into a written agreement identifying a list of public services to be provided to the Subject Property and a schedule for the provision of those services that are not otherwise provided on the effective date of the annexation; and

WHEREAS, this Agreement shall be deemed effective on the effective date of an ordinance approved by the City annexing the Subject Property (hereinafter, the “Effective Date”); and

WHEREAS, the infrastructure provided for herein and that are existing are sufficient to service the Subject Property on the same terms and conditions as other similarly situated properties currently within the City limits and no capital improvements are required to offer municipal services on the same terms and conditions as other similarly situated properties within the City; and

WHEREAS, it is found that all statutory requirements have been satisfied and the City is authorized by *Chapter 43, Loc. Gov’t. Code*, to annex the Subject Property into the City; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

The following services and schedule represent the provision of services agreed to between the Owner of the Subject Property and the City establishing a program under which the City will provide municipal services to the Subject Property, as required by section 43.0672 of the Texas Local Government Code. The services detailed herein will be provided at a level consistent with service levels provided to other similarly situated areas within the City.

The following services will be provided for the Subject Property on the Effective Date of annexation:

(1) **General Municipal Services.** Pursuant to the requests of the Owner and this Agreement, the following services shall be provided immediately from the effective date of the annexation:

A. Police protection as follows:

Routine patrols of areas, radio response to calls for police service and all other police services now being offered to the citizens of the City. Upon annexation, police protection will be provided to the Subject Property at a level consistent with the service to other areas of the City with similar population density and characteristics.

B. Fire protection and Emergency Medical Services as follows:

Fire protection now being offered to the citizens of the City through the contracted firefighting force and the volunteer firefighting force. Emergency Medical Services is consistent with services now being offered to the citizens of the City.

C. Solid waste collection services as follows:

Residential solid waste collection and services are now being offered to the citizens of the City. The City provides residential solid waste collection services within the City CCN (Certificate of Convenience and Necessity) limits for a fee under a contract between the City and private refuse collection operator. This service will be provided for a fee to any person within the Subject Property requesting the service after the Effective Date of annexation.

D. Animal control as follows:

Service by present personnel, equipment and facilities or by contract with a third party, consistent with services now being offered to the citizens of the City.

E. Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities. Municipal Court and General Administration services will also be available to property owners and residents in the Subject Property on the same basis those facilities are available to current City property owners and residents.

F. Maintenance of other City facilities, buildings, and service.

G. Land use regulation as follows:

On the effective date of annexation, the zoning jurisdiction of the City shall be extended to include the annexed area, and the use of all property therein shall be grandfathered; and shall be temporarily zoned "District R1" with the intent to rezone the Subject Property upon request of the Owner or staff. The Planning & Zoning Commission and the Board of Aldermen will consider rezoning the Subject Property at future times in response to requests submitted by the Owners or authorized city staff. The City will impose and enforce its adopted ordinances, including but not limited to, zoning, subdivision development, site development and building code regulations within the Subject Property upon the Effective Date of the annexation. Enforcement will be in accordance with City ordinances. Development plans and plats for projects within the Subject Property will be reviewed for compliance with City standards.

(2) **Scheduled Municipal Services.** Due to the size and vacancy of the Subject Property, the plans and schedule for the development of the Subject Property, the following municipal services will be provided on a schedule and at increasing levels of service as provided herein:

A. Water service and maintenance of water facilities as follows:

(i) Inspection of water distribution lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of water service, water service will be provided to the Subject Property, or applicable portions thereof, by the utility holding a water certificate of convenience and necessity ("CCN") for the Subject Property, or portions thereof as applicable, or absent a water CCN, by the utility in whose

jurisdiction the Subject Property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of water service. If connected to the City's water utility system, the Subject Property's owner shall construct the internal water lines and pay the costs of line extension and construction of such facilities necessary to provide water service to the Subject Property as required in City ordinances. Upon acceptance of the water lines within the Subject Property and any off-site improvements, water service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in effect from time to time. The system will be accepted by the City in accordance with its usual acceptance and maintenance policies. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a water well that is in use on the effective date of the annexation and is in compliance with applicable rules and regulations shall be permitted and such use may continue until the Subject Property's owner requests and is able to connect to the City's water utility system.

B. The City does not own or operate a sewer system. On-site septic systems must be approved by LCRA. The continued use of a septic system that is in use on the effective date of the annexation and is in compliance with all applicable rules and regulations shall be permitted and such use may continue until the Subject Property owner requests and is able to connect to the City's wastewater utility system.

C. Maintenance of streets and rights-of-way as appropriate as follows:

(i) Provide maintenance services on existing public streets within the Subject Property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the streets and roads will be limited as follows:

1. Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc., and

2. Routine maintenance as presently performed by the City.

D. The City will maintain existing public streets within the Subject Property, and following installation and acceptance of new roadways by the City as provided by city ordinance, including any required traffic signals, traffic signs, street markings, other traffic control devices and street lighting, the City will maintain such newly constructed public streets, roadways and rights-of-way within the boundaries of the Subject Property, as follows:

(i) As provided in C(i)(1) and C(i)(2) above;

(ii) Reconstruction and resurfacing of streets, installation of drainage facilities, construction of curbs, gutters and other such major improvements as the need therefore is determined by the governing body under City policies;

(iii) Installation and maintenance of traffic signals, traffic signs, street markings and other traffic control devices as the need therefore is established by appropriate study and traffic standards; and

(iv) Installation and maintenance of street lighting in accordance with established policies of the City;

E. The outer boundaries of the Subject Property abut existing roadways. The Owner agrees that no improvements are required on such roadways to service the Subject Property.

(3) **Capital Improvements.** Construction of the following capital improvements shall be initiated after the effective date of the annexation: None. Upon development of the Subject Property or redevelopment, the Owner will be responsible for the development costs the same as a developer in a similarly situated area under the ordinances in effect at the time of development or redevelopment. No additional capital improvements are necessary at this time to service the Subject Property the same as similarly situated properties. When deemed necessary, capital improvement acquisition or construction will occur in accordance with applicable ordinances and regulations and the adopted capital improvement plans of the City, as applicable and amended, which are incorporated herein by reference.

(4) **Term.** If not previously expired, this agreement expires at the end of ten (10) years.

(5) **Property Description.** The legal description of the Subject Property is as set forth in the Annexation Ordinance and exhibits attached to the Annexation Ordinance to which this Agreement is attached.

(6) **Binding Effect/Authority.** This Agreement binds and inures to the benefit of the Parties and their respective heirs, successors, and permitted assigns. Each Party further warrants that each signatory to this Agreement is legally authorized to bind the respective individual or entity for the purposes established herein.

(7) **Choice of Law.** This Agreement will be construed under the laws of the State of Texas, without regard to choice-of-law rules of any jurisdiction. Venue for any dispute shall lie exclusively in Burnet County, Texas.

(8) **Counterparts.** This Agreement may be executed in any number of counterparts with the same effect as if all signatory Parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

(9) **Legal Construction.** If any provision in this Agreement is for any reason found to be unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the Parties, the unenforceability will not affect any other provision hereof, and this Agreement will be construed as if the unenforceable provision had never been a part of the Agreement. Whenever context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Headings in this Agreement are for reference only and are not intended to restrict or define the text of any section. This Agreement will not be construed more or less favorably between the Parties by reason of authorship or origin of language.

(10) **Entire Agreement.** This Agreement contains the entire Agreement between the Parties relating to the rights herein granted and the obligations herein assumed and cannot be varied except by written agreement of the Parties. Any oral representation or modification concerning this instrument shall be of no force and effect except for any subsequent modification in writing, signed by the Party to be charged.

EXECUTED and AGREED to by the Parties this the ___ day of _____, 20__.

ATTEST:

THE CITY OF HIGHLAND HAVEN, TEXAS

Sarah Collard, City Secretary

Olan Kelley, Mayor

OWNER(S):

Name (print): _____

Title: _____

Date: _____

Name (print): _____

Title: _____

Date: _____

STATE OF TEXAS §

§

COUNTY OF _____ §

§

This instrument was acknowledged before me on the _____ day of _____,
20__ by _____.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the __ day of _____ 20__.

(SEAL)

Notary Public - State of Texas

Chapter 9. Planning and Development Regulations

ARTICLE 9.02. ZONING REGULATIONS

§ 9.02.001. Definitions.

See article **1.02**.

(Ordinance 056 Rev. 16, sec. I, adopted 10/3/2023)

§ 9.02.002. Planning and zoning.

(a) The governing body of a municipality may regulate:

- (1) The height, number of stories, and size of buildings and other structures;
- (2) The percentage of a lot that may be occupied;
- (3) The size of yards, courts, and other open spaces;
- (4) Population density;
- (5) The location and use of buildings, other structures, and land for business, residential, or other purposes.

(b) The board of aldermen as the governing body for the City of Highland Haven, by Ordinance 053, established a five (5) member planning and zoning commission. Each alderman has appointed a member to the planning and zoning commission to serve a term identical to that of the alderman who appointed the member. The primary function of the planning and zoning commission is to initiate, and/or as directed by the mayor or board, review city zoning plans and ordinances and to present recommendations to the board for action as deemed appropriate by the board.

(Ordinance 056 Rev. 16, sec. II, adopted 1/24/2023)

§ 9.02.003. Zoning districts.

(a) Zoning districts are hereby established as follows:

District A	Agricultural
District B	Planned Unit Development (PUD)
Sub-category	Institutional properties
Sub-category	Mixed Use properties
District C	Commercial
Sub-category	Office (O)

Sub-category	General Business (GB)
Sub-category	Light Industrial (LI)
Sub-category	Governmental, Utility, and Institutional District (GUI)
District R1	Single Family Residential 1 (SFR1)
District R2	Single Family Residential 2 (SFR2)

Note (1): See appendix 2, Zoning Map. Multi-family residences are not permitted within the corporate city limits.

Note (2): Refer to other sections of this article for applicable criteria and restrictions for each zoning district.

(b) District R1: Single Family Residential 1 (SFR1).

- (1) Area. All areas within the corporate limits of the City of Highland Haven, save and except those hereinafter designated as Districts B, C, and D, are zoned as Single Family Residential 1.
- (2) Use regulations. Buildings, structures, land or premises will not be used, and buildings or structures will not hereinafter be erected, constructed or altered, except for one or more of the following uses:
 - (A) Single-family residence; or
 - (B) Temporary buildings for uses incidental to construction work on the premises. These buildings will be removed upon completion or abandonment of construction.
 - (C) Approved auxiliary buildings limited to garages, outbuildings, greenhouses, waterfront facilities, pergolas and gazebos.
 - (D) Signs:
 - (i) Only the City of Highland Haven authorized signs for traffic control and notification of danger are permitted in the public right-of-way. Exceptions: Signs for an open house, garage or estate sale, social event (birthday, anniversary, reunion, club meeting, etc.) may be posted in the right-of-way as follows: One informational sign, no larger than 24" x 36" advertising an open house, garage or estate sale, social event (birthday, anniversary, reunion, club meeting, etc.) may be placed at the intersection of County Road 125 and FM 1431. Said signs may be placed in the right-of-way. No sign will be affixed to private or public structures. Generic directional signs (no advertising) can be utilized by strategic placement in the rights-of-way at street intersections to guide patrons to the event(s). Signs to be of professional appearance and quality. Festive adornments in good taste befitting the occasion are allowed. These could include balloons, streamers, flags, etc. All signs to be in place only during the daily hours of each event, not left overnight.
 - (ii) Two signs, not larger the [than] 24" x 36", one in front and one in back or side yard, may be placed on a lot provided the sign is advertising the specific lot on which it is located as "FOR SALE" and the sign is located inside the boundary lines of the specific property. On waterfront lots only, one informational "banner" type or "rigid" sign advertising "FOR SALE" or "FOR RENT" property may be placed facing the water. Sign to be no larger than 48" x 96" or total of 32 square feet, advertising the specific lot on which it is located as "FOR SALE" or "FOR RENT". The sign must be located within the boundary lines of the advertised property. It will be of professional quality workmanship and material and affixed securely. No "ribbon" type banners, streamers, inflatables, flags, etc., are permitted. All signs to be removed upon closing of sale or rental agreement.
 - (iii) The primary contractor building a single-family residence may, from date of the building permit until final inspection, post a sign, not larger than 24" x 36", at the of

[sic] construction site provided the sign is located within the boundary lines [of] the specific property.

(iv) Political signs during city, county, state, and federal elections, may be posted on lots and residential tracts developed with a single-family residence provided the sign is located inside the boundary lines of the specific property. Signs not to exceed 24" by 36" and are limited to one per candidate per lot or residential tract of land.

(v) Signs other than those listed above must have approval of board of aldermen.

(c) District B: Planned Unit Development (PUD).

(1) Institutional properties.

(A) Area.

(i) That tract of 0.051 acres occupied by city hall.

(ii) That tract of 0.594 acres occupied by the HHPOA covered and enclosed storage units.

(iii) That tract of 1.65 acres occupied by the HHPOA Community Center building, tractor shed, recreational vehicle storage units, boat and utility trailer parking spaces, and the Highland Haven Water System.

(iv) HHPOA parks and boat launch areas:

a. That tract of land running from E. Oriole Drive to the Lake LBJ canal between lot numbers 113, 114 and 115.

b. That tract of land at the end of Dove Road. The end of Dove Road, lot numbers 81 and 82 bound this tract. This tract is generally known in the Highland Haven Subdivision as Dove Park.

c. That tract of land at the end of the Flamingo Circle-Dove Road canal. This tract runs from the end of the canal to Highland Drive and is bounded by lot numbers 71, 72, 73, and 74.

d. That tract of land at the end of the Bluebird Circle-Robin Road canal. This tract runs from the end of the canal to Highland Drive and is bounded by lot numbers 207R, 210, 211, 229, 230, 231, 232, and 233R.

e. That tract of land at the end of the Robin Road-Chaparral canal. This tract runs from the end of the canal to W. Heron Drive and is bounded by 248, 249, 250, 231, 232, 233 and 234.

f. That tract of land running from the end of Blackbird Drive to Lake LBJ. Lot numbers 345 and 334 bound this tract. The western boundary is defined by Camp Champion's property line.

(B) Use regulations.

(i) Permitted activities.

a. Additional structures and activities subject to city approval.

b. Pavilions.

1. A freestanding roofed open-sided structure (similar to a carport/pole barn) is prohibited in all districts except on HHPOA or city owned property.

2. No such structure can be built that will block fire department access to the lake. All of the HHPOA parks have been designated as emergency access

points for fire protection services.

(ii) Signs.

- a. Political signs are not permitted on Institutional property.
- b. The HHPOA is authorized signs as needed for building/area identification, ingress/egress control, and advice of safety hazards.

(2) Mixed Use properties.

(A) Area. That tract of 8.36 acres identified as the Johnston property, currently having one large metal shop/storage building and one plus acres being leased to the HHPOA for boat/utility trailer storage.

(B) Use regulations.

(i) Permitted uses. This sub-district allows mixed usages such as residential, institutional, and light commercial/industrial manufacturing and services businesses whose major source of income is not derived from direct on-site retail sales and services, and which are compatible with a semi-rural residential community.

(ii) Conditions and limitations.

- a. That the use not be objectionable, as determined by recorded vote of the board of aldermen, because of traffic, odor, excessive light, smoke, dust, noise, vibration, or similar nuisance; and that, excluding that caused [by] customer and employee vehicles, such odors, smoke, dust, noise or vibration be generally contained within the property.
- b. Prohibited uses. Alcoholic beverage establishments, sexually oriented businesses, businesses which utilize or store hazardous materials, mining and waste disposal operations, and the breeding/boarding/grooming of livestock or animals and fowl of any kind.
- c. Signs (advertising) must be on the same lot as the business establishments to which they refer and shall not be placed within any yard or within twenty-five feet (25') of a residential district. Signs may be illuminated but must be stationary and non-flashing. All signs shall comply with all applicable provisions of this article and any other applicable ordinance of the city.

(iii) Site development regulations.

- a. Paved sidewalks, driveways and parking areas are required.
- b. Screening of loading and storage facilities is required.
- c. Additional development of this area shall be in accordance with the provisions of article **9.03** (the subdivision regulations) and ETJ regulations and/or appendix C, Planned Unit Development District, of this document.

(d) District A: Agricultural.

(1) Area. The Agriculture District consists of that tract of land north of the SFR2 properties, situated between CR 125 and CR 131 to the city limits at Highway 1431 and the tract of land west of CR 125, within the city limits, from the entrance to Camp Champion extending to Highway 1431.

(2) Use regulations.

(A) The Agriculture District (A) lands will be restricted to farming and ranching activities for the grazing of large agricultural animals (sheep, goats, horses and cattle). A single-family residence and two outbuildings may be built on each agricultural zoned tract.

- (B) Signs.
- (i) One "For Sale" sign, not larger than 24" x 36", may be placed on an Agriculture District (A) tract provided the sign is advertising the specific tract on which it is located as for sale and the sign is located within the boundary lines of the specific property.
 - (ii) One political sign per candidate, no larger than 24" x 36", may be placed on each individually owned tract of the Agricultural District.
 - (iii) Commercial advertising signs are prohibited, excluding the Camp Champions sign at the SW corner of junction of FM 1431 and CR 125 and at the Camp Champions Road entrance.
 - (iv) One City of Highland Haven sign is authorized at the SE corner of the junction of FM 1431 and CR 125.
 - (v) Highland Haven Ladies Club is authorized to affix a temporary sign or banner onto the City of Highland Haven sign located at the corner of FM 1431 and Highland Drive (aka CR 125) to advertise the annual Ladies Club Rummage Sale. This temporary sign or banner can be no larger than 48" x 96" and can be displayed only during the weekend of the rummage sale.
- (e) District R2: Single Family Residential 2 (SFR2).
- (1) Area.
 - (A) Former area designated as Property Development District #1 (PDD#1), which consisted of two tracts of 1.31, and 6.96 acres.
 - (B) Currently three tracts of 1.31, 3.32 and 3.64 acres.
 - (2) Use regulations.
 - (A) Use regulations and restrictions are the same as prescribed for District R1, SFR1, except:
 - (i) Minimum lot/acreage size is increased to 1 acre.
 - (ii) Minimum street/road frontage is increased to 100 feet.
 - (iii) Tracts of 2 acres or more may construct an additional outbuilding and may stable up to 2 horses.
 - (B) See city Ordinance #055, Dissolution of PDD#1, for grandfathered structures and uses in the 1.31-acre tract.
- (f) District C: Commercial.
- (1) Area. (Legal description of area requested for rezoning as provided by Requestor.)
 - (2) Purpose. The purpose of the general commercial district is to set aside defined land areas within the city, commensurate with anticipated demand, for commercial uses that serve the surrounding community with retail goods and services, in locations where transportation access can be maximized, while creating an environment to enhance the public image of the city, encourage economic investment, and provide attractive gateways into the city.
 - (A) No area, building, or structure may be used, constructed, or altered except for those permitted by the City.
 - (B) Regulation of commercial district development is intended to support the rural and recreational quality of life enjoyed by residents and property owners of the City by promoting business uses typical of a small Texas Hill Country Community.

- (C) Property Owners may, by variance request to the City, request business use of a property zoned other than commercial. Requests will be considered on a case-by-case basis.
- (3) Use regulations. (See Chart 5 below.)
- (A) General conditions and limitations.
- (i) That the use is not objectionable, as defined by a positive vote of the Board of Aldermen, due to traffic, odor, excessive light pollution, smoke, dust, noise, vibration or similar nuisance and that such odors, smoke, dust noise or vibration be generally contained within the property, except that which is caused by customer and employee vehicles.
 - (ii) No building shall be erected, and no existing building shall be moved, structurally altered, added to or enlarged, nor shall any land, building or premises be used or designated for use for any purpose or in any manner other than provided for hereinafter in the zoning district in which the land or premises is located; provided, however, that necessary structural repairs may be made where health and safety are endangered.
- (B) Conditional uses. Non-conforming or conditional uses are permitted in only two distinct instances.
- (i) Property owners may receive approval of conditional use by a positive vote of the Board of Aldermen.
 - (ii) Property owners who are actively using property for unapproved conditional purposes on May 6, 2025, may continue to use that property for that purpose, under the following conditions:
 - a. There will be no future expansion of such facilities or uses;
 - b. If existing facilities are expanded or remodeled, such conditional use becomes subject to the full force of this ordinance, including but not limited to the requirement that conditional use is granted only by positive vote of the Board of Aldermen;
 - c. Sale of said property will not convey conditional use approval to subsequent property owners. Conditional use of said property by a new owner will be subject to the full force of this ordinance, including but not limited to, requirement that conditional use is granted by a positive vote of the Board of Aldermen.
- (4) Site development requirements.
- (A) Purpose. The purpose of this section is to provide control over the commercial areas of the City so that they will complement existing activities, structures, and neighborhoods, and conform to future plans of the City's growth.
- (B) Review. An applicant for a building permit for new construction or remodeling on any property zoned Commercial must submit to the City for review a description of the activity to be conducted, the location, building plans, site plans with drawings, dimensions, and specifications.
- (C) Site plan submission. A site plan shall be accurately and legibly drawn to scale with dimensions, and shall show the following items, as may be applicable for review of the proposed improvements:
- (i) Points of reference to accurately locate the site;
 - (ii) The boundary of the existing property;
 - (iii) Existing and/or proposed buildings;

- (iv) Proposed occupancy;
 - (v) Parking layout and drives;
 - (vi) Means of ingress and egress;
 - (vii) Loading areas;
 - (viii) Fire lanes;
 - (ix) Areas to be landscaped;
 - (x) Screening/fencing;
 - (xi) Public and private sidewalks;
 - (xii) Refuse facilities with screening;
 - (xiii) Adjoining streets and alleys, including curbs, medians, and storm drains;
 - (xiv) Drainage, electric, telephone, gas, cable television, and other utility easements;
 - (xv) Zoning;
 - (xvi) Size of buildings;
 - (xvii) Computations of building areas for each occupancy, site area, and parking ratio;
 - (xviii) Existing or proposed water and sanitary sewer lines and estimated water requirements;
 - (xix) Sign locations;
 - (xx) Other such information as considered essential by the Planning & Zoning Commission or the City.
- (D) Site development regulations.
- (i) Paved Sidewalks, driveways, and parking areas are required.
 - (ii) Screening of loading and storage facilities is required.
 - (iii) A portable or temporary building of less than 500 square feet shall be allowed only when incidental to the construction of a permanent structure and shall be removed when the permanent structure is completed.
 - (iv) See Charts 1 through 4 below.
- (E) Approval. Approval will be given based on appropriately conforming to the specific activity at the specific location with regard to existing activities, structures, neighborhoods, and to the plans of the City.
- (F) Elements of site plan approval. The following will be used as guidelines in determining the acceptability of submitted designs:
- (i) Drainage, driveways, sewage and water utilities, and traffic flow plans must be approved by all governing County and State entities before final approval of the site plan will be granted by the Board of Aldermen.
 - (ii) All plans submitted must comply with the building codes in effect for the City at the time said plans are submitted (refer to Section **4.02.002**).
 - (iii) Surface area of any building facade must be a material approved for use by a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building. Wood must

be properly painted, stained, protected, sealed, or otherwise treated appropriately for the type of wood material used.

- (iv) Masonry buildings must use brick, stone, stucco, and similar materials. If concrete or cinderblock is used, it must be either textured and painted or coated with stucco or a similar material.
- (v) Minimum landscaped open space must be provided as follows:
 - a. Office uses: 15% of lot area;
 - b. Commercial uses: 10% of lot area;
 - c. Industrial uses: 5% of lot area.

Said area must be landscaped with grass, trees, shrubs, flowers, native vegetation, or drought-resistant plants.

- (vi) Material used on the framing or exterior of any structure must be material approved for use by a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building. Antique, reclaimed, or recycled material may be used on interior surfaces at the property owner's discretion.
- (vii) All heating and air conditioning equipment shall be screened from the view of any public street.
- (viii) Rear yards shall be required, only in the instance where the property abuts, along its rear lot line, property zoned and used for residential purposes, in which case a ten-foot rear yard shall be provided between Office/General Business and Residential uses, and not less than a twenty-foot rear yard between Light Industrial and Residential uses. No yard or other open space provided to comply with the provisions of this subsection shall be considered providing a yard or open space for a building on any other lot.
- (ix) Outside storage and trash receptacles shall be enclosed from view by the general public by a solid fence constructed of masonry or wood; the fence shall be a minimum of six feet tall. Where an industrial use property abuts a Residential use, a solid fence must be a minimum of eight feet in height (over eight feet in height must be approved by the City through the Development Process) and shall be provided along the entire common boundary. No outside storage or trash receptacle shall be higher than the height of screening. All screening shall be maintained in a safe and slightly condition at all times. All General Commercial or Industrial District trash dumpsters shall be serviced from the owner's property.

(G) Rejection. If the review results in a rejection of the plans, the City will send a letter of rejection to the applicant within five business days after rejection is given stating the specific reasons for the rejection. The applicant may modify the plans accordingly and resubmit the new plans to the City at any time after this notice is received.

(H) Appeals. Any person may appeal the City's decision (rejection) to the Board of Aldermen. The decision rendered by the Board of Aldermen is final.

(I) Sign regulations. Permitted commercial signs must be on the same lot as the business establishment to which they refer and comply with all setbacks for the relevant Zoning District.

- (i) Temporary signs, movable marquees, and banners are prohibited, except for construction signs during development.
- (ii) Signs (advertising) must be on the same lot as the business establishments to which they refer and shall not be placed within any required yard nor within twenty-five (25)

feet of any Residential District. Signs may be illuminated but must be stationary and non-flashing. All signs shall comply with all applicable provisions of this ordinance and any other applicable ordinance of the City.

- (J) Off-street loading requirement. Any business use that receives or distributes materials or merchandise by vehicle shall provide, when required by use district regulations, off-street loading spaces in accordance with the following requirements:
- (i) Floor area shall mean the gross floor area of use.
 - (ii) Fractional spaces shall be rounded to the next higher whole space.
 - (iii) Whenever a building or use, existing on the date of the ordinance from which this chapter is derived, is enlarged, it shall then and thereafter comply with the off-street loading requirements.
 - (iv) Off-street loading spaces shall be located on the same lot as the building or use served.
 - (v) A loading space shall contain a minimum of 420 square feet and shall be approximately 12 feet in width and 35 feet in length. All loading spaces, maneuvering aisles and driveways shall be paved.
 - (vi) One loading space for each 5,000 square feet of floor area.
- (K) Binding site plan. Compliance by the applicant to the site plan submitted and approved will be determined by the City's designee. Should said designee determine that actual construction varies from the approved plans, the City's designee may issue a violation, the applicant may be subject to a fine, and a stop-work order may be issued until such variance is resolved.
- (5) Commercial districts.
- (A) Office District – District "O".
- (i) Purpose. Allows office development to a maximum of two stories for use in providing professional and other services. (See Chart 5)
 - (ii) Conditions and limitations.
 - a. Does not allow hospitals or call centers.
 - b. Business hours 7:00 a.m. to 7:00 p.m.
- (B) General Business – District "GB".
- (i) Purpose. This district allows general retail and commercial uses in the following listed use areas:
 - a. Listing of types of businesses (See Chart 5).
 - b. Uses as determined by the Planning and Zoning Commission and the Board of Aldermen which are closely related and similar in nature and environmental impact to uses listed in Chart 5.
 - c. Any business not listed in Chart 5 shall apply for approval by the City.
 - (ii) Conditions and limitations.
 - a. Accessory buildings shall be permitted only in the rear yard except when the lot on which the main building is located backs up to residential zones, but in no case may any accessory building occupy a public utility easement.

- b. That the business be conducted wholly within an enclosed building, except for delivery, catering, gasoline sales, nurseries, and garden centers.
- c. That required yards and outdoor areas not be used for display, sale, vehicles, equipment, containers, or waste material, save and except for screened dumpster collection areas.
- d. That all merchandise be sold on the premises, except for delivery and catering.
- e. Establishments located on property that is within 300' of any property zoned for residential use when commercial use is first established may not be open to the general public before 5:00 a.m. and must be closed to the general public by 10:00 p.m.
- f. A variance request may be submitted to the City for deviations from conditions and limitations.

(C) Light Industrial – District "LI".

- (i) Purpose. This district is designed to provide locations for outlets offering goods and services to a targeted segment of the general public as well as industrial users. The uses included primarily serve other commercial and industrial enterprises. No building or land shall be used, and no building hereafter shall be erected, maintained, or structurally altered, except for one or more of the uses hereinafter enumerated. Allows assembly, packaging, and manufacture of nonhazardous, non-volatile goods, materials, products, or equipment and the following listed uses: (See Chart 5).
 - a. Light manufacturing:
 - 1. Light manufacturing, fabrication, assembly, or processing of goods or materials, products, or equipment.
 - 2. Repair, servicing, painting, packaging, or cleaning of goods, materials, products, or equipment.
 - 3. Research, development, and testing activities.
- (ii) Conditions and limitations. See Charts 1 through 4.
- (iii) Performance standards. Light Industrial Districts. All uses in the LI (Light Industrial) District shall conform in operation, location, and construction to the minimum performance standards herein specified for noise, odorous matter, toxic and noxious matter, glare, smoke, particulate matter, and other air contaminants, fire, explosive and hazardous matter, and vibration.
- (iv) Noise nuisances.
 - a. By authority of: Texas Local Government Code, title 7, Regulations of Land Use, Structures, Businesses, and Related Activities, subtitle A. Municipal Regulatory Authority. The City may define, declare, and abate noise nuisances.
 - b. The City defines a noise nuisance for purposes of Commercial Zone LI as: Unreasonably loud, disturbing, or unnecessary noise that causes material distress, discomfort, or injury to a reasonable person of ordinary sensitivity in the immediate vicinity thereof; and/or any noise of such character, intensity and continued duration that it substantially interferes with the comfort and enjoyment of private homes or with the normal operations of neighboring businesses, by reasonable persons of ordinary sensitivity.

(D) Governmental, Utility, and Institutional District ("GUI").

- (i) Purpose. This district is intended to provide appropriate areas for uses that provide important community services often requiring large amounts of land. Uses permitted in the GUI district and other substantially similar uses generate a large amount of traffic. Land abutting a major street that can be used for access will be considered appropriate for GUI classification. (See Chart 5)

Chart 1							
Zoning District	Front Setback	Side Setback	Street Side Yard Setback	Rear Setback	Min. Lot SF Area	Min. Lot Width	Height Limit
O	25 ft.	10 ft.	15 ft.	25 ft.	6,000	50 ft.	35 ft.
GB	25 ft.	10 ft.	15 ft.	15 ft.	6,000	50 ft.	45 ft.
LI	25 ft.	25 ft.	25 ft.	25 ft.	9,000	80 ft.	45 ft.
GUI	25 ft.	15 ft.	15 ft.	15 ft.	7,500	60 ft.	35 ft.

Chart 2		
Zoning District	Maximum Lot Coverage Main Building(s)	Coverage Main Buildings and All Accessory Buildings
O	50%	60%
GB	60%	70%
LI	50%	60%
GUI	60%	70%

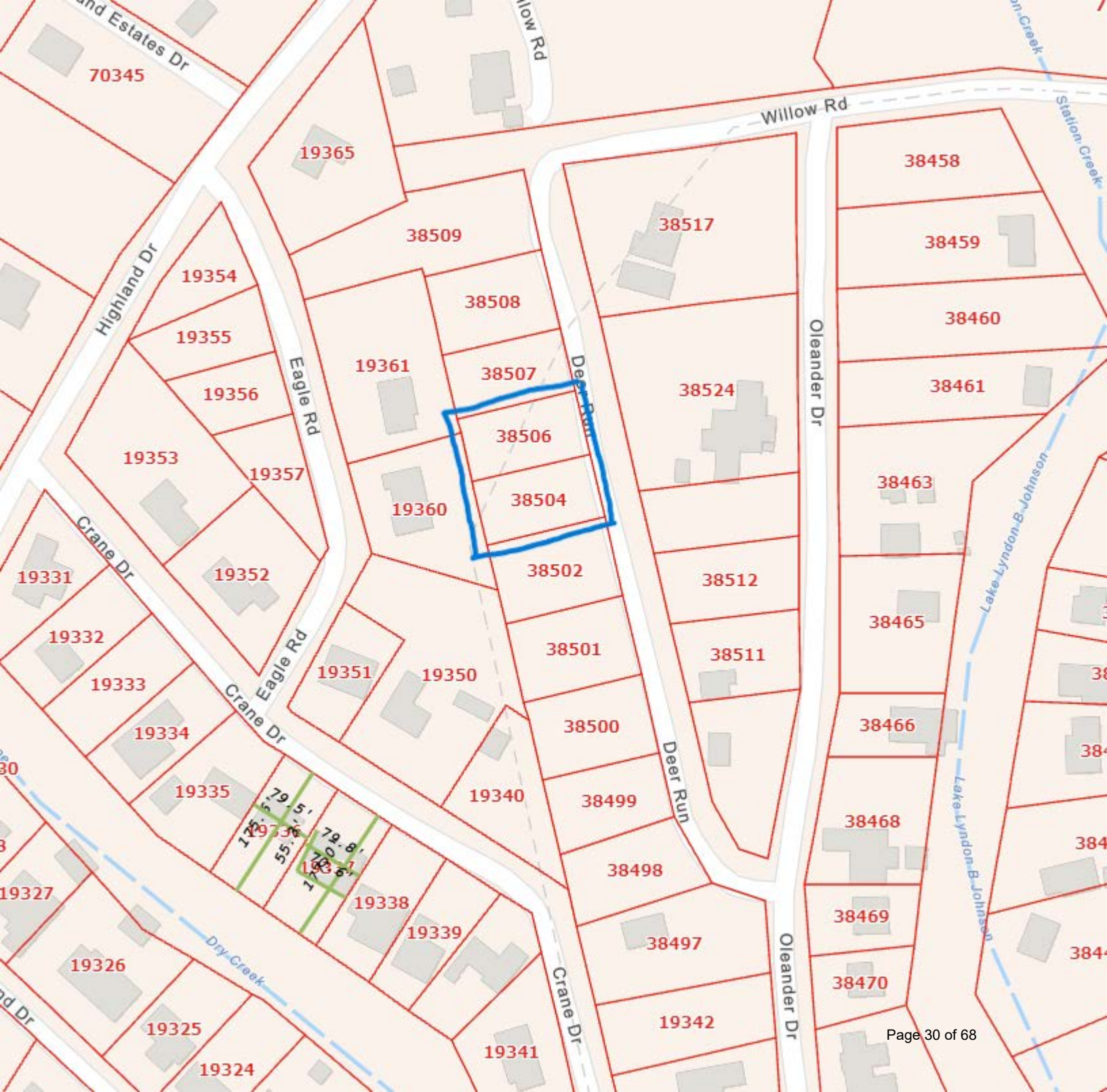
Chart 3			
Zoning District	Building Area - Maximum Floor Area Ratio		Land Area
O	0.8	To	1
GB	1.8	To	1
LI	1.5	To	1
GUI	1.5	To	1

Chart 4	
Use	Minimum Number of Parking Spaces (1)
Cafes, Restaurants, and Similar Use	One space per 4 customer seats
Banks, Offices, Retail Establishments, Shopping Centers, and Similar Uses Catering to General Public	One space 250 square ft of gross floor area
Warehouse and Distribution Operations	One space per 1,000 square ft of gross floor area
Outdoor Storage	One space per 2,000 square ft

Chart 5				
Business Type	O	GB	LI	GUI
Antique shops		X		
Apparel shop		X		
Arts, craft, hobby shop (inside sales)		X		

Chart 5				
Business Type	O	GB	LI	GUI
Bakery, confectionary – retail and/or commercial sales		X		
Bank, credit union	X	X		
Barber shop, beauty shop		X		
Building materials, hardware (inside sales)		X		
Business services	X	X		
Cabinet, upholstery shop			X	
Cafes, cafeterias, restaurants		X		
Camera, photography	X	X		
Churches				X
Clinics without overnight services		X		
Community buildings				X
Convenience store		X		
Department, sporting goods, novelty, variety, toy stores		X		
Drapery, needlework, weaving shops		X		
Drugstore		X		
Electrical substations				X
Facilities for assembly of computer software products			X	
Florists, jewelry, optical goods stores		X		
Gas station		X		
Gym, fitness center		X		
Household/office furniture/furnishings stores		X		
Laundry/dry cleaning substation		X		
Municipal recreation facilities				X
Package liquor stores		X		
Parks, playgrounds				X
Public buildings				X
Public utility substations & distribution centers				X
Retail supplying common shopping needs of residents		X		
Schools-public and private				X
Shoe and leather repair		X		
Warehousing and distributing operations			X	
Wastewater treatment plants				X
Water supply - reservoirs, plants, water towers				X
Wholesale distributor			X	

(Ordinance 056 Rev. 16, sec. III, adopted 1/24/2023; Ordinance 137 adopted 8/19/2025)



CITY OF HIGHLAND HAVEN, TEXAS

CHAPTER __ – SIGNS

Sec. 1. Purpose

The purpose of this Chapter is to:

1. Promote public health, safety, and welfare;
2. Protect property values and the aesthetic character of the City;
3. Reduce visual clutter;
4. Enhance traffic and pedestrian safety; and
5. Establish content-neutral regulations governing the time, place, and manner of signs within the City.

This Chapter is intended to comply with the Texas Local Government Code and applicable constitutional standards governing free speech.

Sec. 2. Jurisdiction

This Chapter applies to all property within the incorporated limits of the City of Highland Haven.

Sec. 3. Compliance Required

It shall be unlawful to erect, place, alter, relocate, or maintain any sign except in compliance with this Chapter.

Sec. 4. Enforcement

- A. The City Administrator or designee shall administer and enforce this Chapter.
 - B. Violations constitute a misdemeanor offense.
 - C. Each day a violation exists constitutes a separate offense.
 - D. The City may remove signs placed within the public right-of-way.
-

Sec. 5. Definitions

For the purposes of this chapter the following definition will be used for signs:

- **Sign** – Any device, structure, display, or object visible from a public place used to communicate information.

All signs regulated by this Chapter shall be classified as either temporary or permanent. The following definitions apply:

- **Permanent Sign** – Any sign constructed of durable materials (e.g., metal, wood, plastic, or similar) are intended for indefinite display, affixed or attached in a fixed manner to the ground, a building or other structure. Permanent signs include, but are not limited to, monument signs, wall signs, and window signs.
- **Temporary Sign** – Any sign constructed of non-permanent or lightweight materials (e.g., paper, cardboard, fabric, vinyl banner, foam board, or similar) and intended for display for a limited duration. Temporary signs include, but are not limited to, event signs, construction signs, real estate signs, and other short-term displays.

Specific sign types include:

- **Construction Sign** – A temporary sign identifying architects, contractors, engineers, developers, or other participants in a permitted construction project, displayed only during active construction.
- **Event Sign** (also referred to as Special Event Sign or Celebratory Sign) - A temporary noncommercial sign announcing or directing attention to a private or community event on the premises or nearby, such as birthday party, anniversary, family reunion, club meeting, garage sale, estate sale, open house, or similar occasional gathering. These signs are noncommercial in nature and do not advertise goods, services of businesses.
- **Monument Sign** – A free standing permanent sign supported by a solid base permanently affixed to the ground, not attached to any building, and typically used to identify an entrance, development, or street frontage.
- **Mural or Wall Artwork** – A noncommercial painting, graphic, mosaic, or other artistic work applied directly to a building wall, fence, shed, or structure, primarily intended as decorative or expressive art, and not containing commercial messages (e.g., business names, logos, trademarks, product depictions for advertising, telephone numbers, or direct promotion of goods/services). Murals meeting this description are exempt from permit requirements but must comply with general safety and placement rules.
- **Warning and Security Sign** – Small signs on private property that provide notice of security measures, hazards, prohibitions, or protections, including but not limited to:
 - Indications of alarm systems, surveillance, or security services (e.g., "Protected by [Company]," "Video Surveillance in Use," "Alarm System Monitored").

- Prohibitions against solicitation, peddling, canvassing, trespassing, or similar unwanted contact (e.g., "No Soliciting," "No Solicitors," "No Peddlers," "No Trespassing," "No Canvassers").
- Other common warnings (e.g., "Beware of Dog," "No Trespassing").
- **Wall Sign** – A permanent sign attached flat against, painted on, or otherwise affixed to the exterior wall of a building or structure, with the wall as the primary background or support. The sign face is parallel (or nearly parallel) to the wall and projects no more than 12-18 inches (structural rules apply).
- **Window Sign** – A sign affixed to, painted on, or placed inside a window and intended to be view from outside the building

Political Signs – Signs regulated under Texas Election Code Chapter 259 (Political Signs) and related provisions, including signs containing primarily a political message as described in Texas Election Code § 259.003 and "political advertising" as defined in Texas Election Code § 251.001(16). All such signs on private real property with the consent of the property owner are subject to the limitations and protections of state law, including the required notice under § 259.001.

ARTICLE I – GENERAL PROVISIONS

Sec. 6. Permit Required

- A. A sign permit is required for all permanent signs except as otherwise exempted.
 - B. Temporary signs in residential districts do not require a permit.
 - C. Political signs do not require a permit.
-

Sec. 7. Permit Issuance

The City Administrator shall issue a permit upon determination that:

1. The sign complies with this Chapter;
 2. Structural requirements are satisfied; and
 3. Applicable fees have been paid.
-

Sec. 8. Permit Fees

Permit fees shall be established by resolution of the Board of Aldermen.

Sec. 9. Variances

Variances from the requirements of this Chapter may be requested and granted in accordance with the procedures, standards, and criteria set forth in the City's Zoning Regulations at § 9.02.006 Variances.

The Board of Aldermen shall have authority to consider and decide variance applications for signs under this Chapter, subject to the provisions of § 9.02.006. Any variance granted shall be the minimum necessary and may include conditions to protect public safety, aesthetics, and the purposes of this Chapter (Sec. 1).

ARTICLE II – SIGNS BY TYPE

Sec. 10. Residential Temporary Signs

A. Number Permitted

1. Each residential lot may display one (1) temporary sign at any given time.
 2. During active construction pursuant to a valid building permit, one (1) additional construction sign is permitted (max 24" x 36" or 6 sq ft, on private property only). An active building permit must be on file with the City.
-

B. Size and Height

1. Maximum area: six (6) square feet (except real estate banners on waterfront lots: max 32 sq ft facing water).
 2. Maximum height: six (6) feet.
-

C. Placement

1. No sign in public right-of-way (except limited exceptions in Sec. 19).
 2. No obstruction of visibility at intersections/driveways.
 3. No attachment to utility poles, trees, or public structures.
-

D. Duration

[DURATION LIMIT – POLICY DECISION]

1. Temporary signs (noncommercial, including political and event signs): No duration limit.
 2. Construction signs: Remove within fourteen (14) days after completion of permitted work. An active building permit must be on file with the City before a sign can be placed.
 3. Real Estate Signs (migrated/edited from old code): Remove upon closing of sale/rental. Two signs max 24" x 36" on lot (one front, one back/side); waterfront banner up to 32 sq ft facing water; professional quality, securely affixed, no inflatables/ribbons/streamers.
-

E. Political and Noncommercial Signs

Political and other non-commercial message signs shall be treated as temporary signs and shall be subject to the same numerical, size, height, placement, and duration regulations.

Political signs must include the notice required by Texas Election Code § 259.001(a): "NOTICE: IT IS A VIOLATION OF STATE LAW (CHAPTERS 392 AND 393, TRANSPORTATION CODE), TO PLACE THIS SIGN IN THE RIGHT-OF-WAY OF A HIGHWAY." No permit required.

[DURATION LIMIT APPLIES HERE IF RETAINED]

Sec. 11. Business Signs (Commercial Districts)

A. Permit Required

All permanent business signs require a permit.

B. Types Allowed

1. Wall signs (include in definitions)
2. Monument signs
3. Window signs (include in definitions)

Pole signs prohibited unless specifically approved via variance (Sec. 9.02.006)

C. Number and Size

1. One monument plus one of either wall or window signs are permitted per property.
 2. Wall signs: Maximum 1 square foot per linear foot of building frontage, not to exceed 100 square feet.
 3. Monument signs: Maximum 32 square feet and 6 feet in height.
 4. Window signs: Not to exceed 25% of window area.
-

D. Illumination

1. Externally illuminated signs must be shielded (e.g., full cut-off fixtures directing light downward onto the sign face, no direct beams/rays toward roadways, adjacent properties, or sky; prevents glare, light trespass, and driver distraction per Texas Admin. Code §21.183/§21.433 and common ordinances).
 2. No flashing, moving, or intermittent lighting.
-

E. Temporary Business Signs

A. Applicability

- a. Temporary business signs are permitted only within the Commercial Zoning District and only in connection with a lawful commercial use operating on the same premises.
 - b. Temporary business signs shall not be permitted in residential districts.
-

B. Number Permitted

- a. Each commercial lot may display one (1) temporary business sign at any given time.
-

C. Size and Height

- a. Maximum area: Sixteen (16) square feet.
 - b. Maximum height: Six (6) feet.
-

D. Placement

- a. Signs shall not be located within the public right-of-way.
 - b. Signs shall not obstruct visibility at intersections or driveways.
 - c. Signs shall not be attached to utility poles, trees, or public structures.
-

E. Illumination

- a. Temporary business signs shall not be illuminated.
-

F. Duration

[DURATION LIMIT – POLICY DECISION]

Temporary business signs shall not be displayed for more than sixty (60) consecutive days.

G. Off-Premises Advertising Prohibited

Temporary business signs shall not advertise or promote a commercial activity conducted on property other than the premises upon which the sign is located.

[DURATION LIMIT – POLICY DECISION]

Sec. 12. Political Signs

Political signs, as defined by state law, are permitted on private property and shall:

1. Not exceed six (6) square feet in residential districts.
2. Not exceed sixteen (16) square feet in commercial districts.
3. Not be placed in the public right-of-way.
4. Not be attached to public utility poles or traffic control devices.
5. Not require a permit.

[DURATION LIMIT – POLICY DECISION]

Political signs may be displayed beginning ninety (90) days prior to an election and shall be removed no later than ten (10) days following the election.

⚠ IMPORTANT NOTE FOR P&Z DISCUSSION

The duration limits are the most legally sensitive portions.

Texas courts generally allow:

- Reasonable size limits
- Reasonable placement limits
- No permit requirement

Duration limits are allowed but:

- Must not effectively suppress political speech
- Must be reasonable in scope
- Must not require intensive monitoring

If enforcement capacity is limited, you may want to:

- ✓ Remove duration entirely in residential areas
- ✓ Keep duration only for commercial temporary signage

Sec. 13. Other Signs

The following are permitted, require no permit, and do not count towards any number limits:

1. Address numbers
2. Government signs
3. Safety warnings
4. Flags (noncommercial)
5. Warning and Security Signs (as defined in Sec. 5; max 2 sq. ft, private property, visible at approach)
6. Highland Haven Ladies Club temporary sign/banner on City sign at FM 1431/Highland Drive for annual Rummage Sale.

Sec. 14. Prohibited Signs

The following are prohibited:

1. Signs in the public right-of-way.
2. Flashing or animated signs.
3. Off-premise commercial billboards.
4. Signs that obstruct traffic visibility.
5. Signs attached to utility poles or public structures.
6. Signs containing true threats, obscene material (as defined by the three-prong test in *Miller v. California*, 413 U.S. 15 (1973): (a) the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to prurient interest; (b) the work depicts or describes sexual conduct in a patently offensive way as specifically defined by applicable law; and (c) the work, taken as a whole, lacks serious literary, artistic, political, or scientific value), or material that incites imminent

lawless action (per *Brandenburg v. Ohio*, 395 U.S. 444 (1969)). Such signs may also violate Texas Penal Code §42.01 (disorderly conduct) if they involve abusive, indecent, profane, or vulgar language/gestures in a public place that tends to incite an immediate breach of the peace, or abuses/threatens a person in an obviously offensive manner.

Sec. 15. Nonconforming Signs

Signs lawfully existing prior to adoption of this Chapter may continue but shall not be enlarged or structurally altered.

Sec. 16. Severability

If any provision is held invalid, the remainder shall not be affected.

Sec. 17. Effective Date

This ordinance shall take effect upon adoption.

Sec. 18. Applicability to Zoning Districts

This Chapter applies uniformly to all property within the City limits, regardless of zoning district (including but not limited to Single Family Residential (SFR), Commercial, Planned Unit Development (PUD), Agricultural, and any other districts).

- Residential uses (including single-family, agricultural tracts with residential development, and residential components of PUDs) shall follow the regulations in Sec. 10 (Residential Temporary Signs) and Sec. 12 (Political Signs) for temporary/noncommercial/political signs, and Sec. 11 only if a commercial use is permitted and present on the property.
 - Commercial or business uses (including any in Commercial districts, Mixed-Use PUD subcategories, or Light Industrial) shall follow Sec. 11 (Business Signs).
 - Any prior sign-specific provisions in Chapter 9 Zoning Regulations (e.g., § 9.02.003) are superseded by this Chapter for private signs on private property. Retained exceptions include limited public right-of-way allowances (Sec. 19) and the Highland Haven Ladies Club temporary sign/banner authorization (Sec. 13).
-

Sec. 19. Signs in Public Right-of-Way

A. General Prohibition No private sign shall be erected, placed, maintained, or displayed in the public right-of-way except as expressly permitted in this Section. This includes, but is not limited to, signs attached to utility poles, trees, traffic control devices, or other public structures. Any sign in violation may be removed immediately by the City without notice, and the responsible party may be subject to enforcement under this Chapter.

B. Limited Exceptions for Events and Sales Temporary, noncommercial informational or directional signs may be placed in the public right-of-way only as follows:

1. One informational sign, maximum 24 inches by 36 inches (6 square feet), advertising an open house, garage sale, estate sale, or social event (including birthday, anniversary, reunion, club meeting, or similar gathering) may be placed in the right-of-way at the intersection of County Road 125 and FM 1431.
2. Generic directional signs (containing no advertising content) may be placed strategically in rights-of-way at street intersections to guide patrons to the event.
3. All such signs must be of professional appearance and quality. Festive adornments in good taste befitting the occasion (e.g., balloons, streamers, flags) are permitted.
4. No sign shall be affixed to any private or public structure.
5. Signs shall be displayed only during the daily hours of the event and shall not be left overnight.
6. Signs shall not obstruct traffic visibility, pedestrian access, driveways, intersections, or public safety features.

C. Enforcement The City may remove any sign in the right-of-way that violates this Section. The property owner, event organizer, or person responsible for placement may be cited for violations.

Maybe add this for political signs:

"While Texas Election Code § 259.003 prohibits municipalities from imposing duration or numerical limits on political signs containing primarily a political message on private real property (with owner consent, provided they include the required notice and meet state size/height thresholds), the City encourages residents to display political signs responsibly. It is recommended that no more than five (5) political signs be displayed per lot at any time, and that signs be removed promptly after the relevant election period to help maintain neighborhood aesthetics and reduce visual clutter for all residents."

Planning & Zoning Commission



What Qualifies as a Sign?

Examples From Around Town

Samples of Current Signs



Samples of Current Signs



PROPOSED AMENDMENT

ARTICLE 4.08

Rainwater Harvesting and Private Water Storage Systems

§ 4.08.001 Definitions.

Definitions for terms, phrases and words related to this article can be found in article 1.02.

The following definitions shall also apply:

Private Water Storage Tank – Any above-ground or partially above-ground container used to store groundwater produced from a legally permitted private water well located on the same property. This definition applies only to storage tanks and does not authorize the drilling of new wells where otherwise prohibited.

(Amended Ordinance ____)

(Existing rainwater sections §4.08.002 through §4.08.013 remain unchanged.)

NEW SECTION

§ 4.08.014 Private Well Water Storage Tanks.

(a) Permit required.

- (1) Regardless of size, all private water storage tanks shall comply with the requirements set forth herein.
 - (2) No permit shall be required for a private water storage tank with a capacity of 200 gallons or less.
 - (3) It shall be unlawful for any person to construct or install a private water storage tank exceeding 200 gallons in capacity without first obtaining a permit from the city.
 - (4) Storage tanks exceeding 1,000 gallons in capacity shall require submission of engineered foundation or structural support details sufficient to demonstrate the tank pad or base is capable of supporting the maximum weight of the tank when full.
-

(b) Plans and specifications.

Adequate plans and specifications, as determined by the permit officer, shall accompany each permit application and shall include:

- Tank dimensions and total capacity
 - Proposed location on property with setbacks indicated
 - Foundation or pad details
 - Screening method, if applicable
-

(c) Location and setbacks.

- (1) No private water storage tank shall be located in the required front yard.
 - (2) All tanks shall comply with applicable accessory structure setback requirements.
 - (3) Tanks shall not be located within utility easements or drainage easements.
 - (4) Tanks shall be located a minimum of five (5) feet from any property line unless otherwise required by city zoning regulations.
-

(d) Height limitations.

- (1) Private water storage tanks shall not exceed eight (8) feet in height above ground level.
 - (2) Any tank exceeding eight (8) feet in height shall require approval by the Board of Aldermen.
 - (3) Under no circumstances shall a private water storage tank exceed twelve (12) feet in height above ground level.
-

(e) Screening and appearance.

- (1) Any private water storage tank visible from a public street or adjacent residential property shall be screened.
- (2) Screening may consist of:
 - (A) Opaque fencing;
 - (B) Masonry enclosure; or
 - (C) Vegetative screening sufficient to obscure at least seventy-five percent (75%) of the structure from view.
- (3) Storage tanks shall be constructed of opaque material.
- (4) Storage tanks shall be neutral or earth-tone in color.
- (5) Commercial branding or advertising visible from a public street is prohibited.

(f) Construction and safety requirements.

- (1) Storage tanks must never have been used to store hazardous materials.
- (2) Tanks shall be covered and vents screened to prevent mosquito breeding.
- (3) Tanks shall be accessible for cleaning and repair.
- (4) Storage tank access openings exceeding twelve (12) inches in diameter shall be secured to prevent tampering or unintended entry.
- (5) Tanks shall include an overflow port and drainage system that will not contribute to erosion or flooding of adjacent property.
- (6) Storage tanks shall be installed on a stable, level surface capable of supporting the maximum filled weight of the tank.

(g) Cross-connection protection.

- (1) Any property connected to the city's potable water system and also utilizing a private well shall maintain complete physical separation of the systems unless otherwise protected by an approved backflow prevention method.
- (2) Where connection to an irrigation system or any plumbing system exists that is also connected to the city's potable water supply, a reduced-pressure principle backflow prevention (RPZ) assembly or approved air gap method shall be installed.
- (3) RPZ assemblies shall be tested annually, and test results shall be submitted to the city within thirty (30) days of testing.
- (4) The city may inspect such systems upon reasonable notice to ensure compliance.

(h) Maintenance.

Any private water storage tank shall:

- (1) Not remain in a condition so as to create a public health hazard or nuisance;
 - (2) Be maintained to prevent stagnant water;
 - (3) Prevent mosquito breeding;
 - (4) Be used solely for water storage;
 - (5) Be maintained in structurally sound condition.
-

(i) Limited service area.

A private water storage tank shall serve only the lot upon which it is located.

(j) Abandonment.

When a private water storage tank is abandoned, all components shall be removed from the property.

(k) Nonconforming existing tanks.

Any private water storage tank legally installed prior to the effective date of this ordinance shall be considered a lawful nonconforming structure and may remain in place, provided it does not create a nuisance, health hazard, or unsafe condition.

(l) Groundwater regulation.

Nothing in this section shall be construed to regulate groundwater production, withdrawal amounts, or the permitting of water wells, which are subject to the jurisdiction of the applicable groundwater conservation district. This section shall not be interpreted to authorize the interconnection of private well systems with the City's potable water distribution system.

(m) Underground installation.

- (1) Underground or partially buried private water storage tanks shall require a permit regardless of capacity.
 - (2) Underground tanks shall be installed in accordance with manufacturer specifications and engineered installation requirements sufficient to prevent flotation, collapse, or structural failure.
 - (3) Underground tanks shall not be installed within drainage easements, utility easements, or flood-prone areas unless specifically approved by the city.
 - (4) Venting and access openings shall be screened and secured to prevent mosquito breeding and unauthorized entry.
 - (5) The installation of an underground tank shall not alter existing drainage patterns in a manner that adversely impacts adjacent property.
-

(n) Prohibition on storage of city potable water.

(1) No private water storage tank regulated under this section shall be used for the storage of water supplied by the City's potable water system unless expressly authorized in writing by the city.

(2) Pumping, diverting, or conveying water from the City's potable water system into a private water storage tank for the purpose of storage is prohibited.

(3) The use of City potable water to supplement a private well water storage tank is prohibited.

(4) Any unauthorized storage of City potable water shall constitute a violation of this article and may result in disconnection of water service in addition to other penalties allowed by law.

(5) Nothing herein shall prohibit temporary emergency storage of potable water when specifically authorized in writing by the city and protected by an approved air gap or RPZ assembly.

DRAFT

Community Profile

Location & Geography

Highland Haven is located in southwestern Burnet County in the Texas Hill Country, approximately 7 miles west of Marble Falls along FM 1431. The city sits on the eastern shore of Lake Lyndon B. Johnson (Lake LBJ), one of the seven Highland Lakes. The city is about 18 miles southwest of Burnet (the county seat), 57 miles northwest of downtown Austin, 7 miles west of Marble Falls, 44 miles southeast of Llano, 1 mile west of Granite shoals, and 5 miles east of the unincorporated community of Kingsland.

Highland Haven covers 0.54 square miles (about 345 acres), of which 0.42 square miles is land and 0.12 square miles is water. The community's location on Lake LBJ—one of the few Highland Lakes that maintains constant water levels year-round—makes it a desirable destination for lake living and water recreation.

The city's geographic setting in the Hill Country provides scenic terrain with rolling hills, mature oak and cedar trees, and natural limestone features typical of the region. This location offers residents a balance of peaceful natural surroundings with convenient access to nearby communities including Marble Falls, Granite Shoals, Kingsland, and Horseshoe Bay.

History

Highland Haven's history reflects the evolution of a lakeside recreational community into an incorporated Texas city.

Early Development (1960s-1970s)

Highland Haven was originally developed as a private subdivision in 1962 on the shores of Lake LBJ. The development was designed to take advantage of the lake's recreational opportunities and the natural beauty of the Hill Country. The community was marketed primarily as a retirement and vacation home destination.

In 1976, the subdivision transitioned to governance by a property owners association (POA), which managed common areas, facilities, and certain community standards through deed restrictions and covenants.

Incorporation as a City (1995)

When the original deed covenants expired, residents chose to incorporate Highland Haven as a city in 1995. Incorporation allowed the community to maintain local control over zoning, development standards, and municipal services through elected leadership rather than relying solely on a property owners association.

Since incorporation, Highland Haven has operated as a Type A General Law city under Texas law, with a mayor-council form of government. The city has gradually professionalized its operations while maintaining its small-town character and residential focus.

Recent Developments (2000s-Present)

- In 2009, Highland Haven purchased its municipal water system (previously Highland Utilities), becoming responsible for water service to residents
- The city has maintained its identity as a quiet, single-family residential community while neighboring areas have experienced significant growth
- In 2024, the city created a City Administrator position to professionalize operations and provide continuity as volunteer leadership transitions
- In 2025, voters approved a bond measure to purchase 8.36 acres adjacent to the water system, where two city wells are located

Throughout its history, Highland Haven has remained committed to preserving its lakeside residential character, natural beauty, and small-town quality of life.

Current Demographics

Understanding Highland Haven's demographics is challenging because a significant portion of property owners use their homes as part-time, weekend, or vacation residences rather than full-time homes. This creates a fluctuating population that varies by season and between weekdays and weekends.

Population

According to the 2020 U.S. Census, Highland Haven's official population was 418 residents. However, this figure likely reflects only full-time residents and may not capture the full scope of property owners who spend substantial time in the community but maintain primary residences elsewhere.

Based on city records and survey data:

- Approximately 400-450 full-time residents
- Approximately 330-340 total homes/structures
- Approximately 375 platted lots (some vacant, some with structures)
- A substantial number of property owners use their Highland Haven homes as part-time, weekend, seasonal, or vacation residences, though exact figures are difficult to determine

Age and Household Characteristics

Highland Haven is predominantly a retirement and mature adult community:

- Median age: 71.2 years (significantly higher than state and national averages)
- Most households are couples or single adults without children at home

- While Highland Haven has some families with children, the community remains overwhelmingly retirement-aged and mature adults
- Average household size: approximately 2.07 people per household

Income and Property Values

Highland Haven residents generally have moderate to upper-moderate incomes:

- Estimated median household income: \$88,500
- Estimated median home value (2025): approximately \$650,000 based on Burnet County Appraisal District data (significant increase from \$145,800 in 2000)
- Home values in 2025 range from approximately \$171,000 to \$2,800,000
- Average appraised home value in 2025 is approximately \$707,000
- The community's income profile disqualifies it from many grant programs targeting low-to-moderate income areas

Racial and Ethnic Composition

Highland Haven is a predominantly White community, reflecting the demographic patterns typical of rural Texas Hill Country retirement communities. According to census data, the community is approximately 98% White, with small percentages of other racial and ethnic groups.

Educational Background

Residents generally have higher-than-average educational attainment, with many being retired professionals, business owners, and skilled workers.

Demographic Trends

- Gradual increase in year-round, full-time residents
- Some families with school-age children choose Highland Haven for its safe environment and proximity to employment centers in Marble Falls and the surrounding area
- Continued strong appeal to retirees and vacation home buyers
- Aging-in-place of long-term residents

Highland Haven's unique demographic mix—combining full-time residents, part-time residents, retirees, and young families—creates planning considerations for infrastructure capacity, communication strategies, and community engagement approaches.

Physical Characteristics

Highland Haven's physical setting is defined by its Hill Country location, Lake LBJ shoreline, and natural landscape features.

Topography and Natural Features

The city features gently rolling to moderately sloped terrain typical of the Texas Hill Country. The elevation varies throughout the community. Over half of properties are located on Lake LBJ or

internal channels, while interior properties are situated at slightly higher elevations with lake views or access to common areas. Natural limestone outcroppings, seasonal creeks, and drainage features are present throughout the area.

Vegetation and Tree Cover

Highland Haven is characterized by mature tree canopies that residents value:

- Native Texas live oak, post oak, cedar elm, and cedar trees
- Well-established residential landscaping with ornamental trees and shrubs
- Natural brush and understory vegetation in undeveloped areas
- Tree coverage contributes significantly to the community's rural character and natural beauty

Lake LBJ

The community's defining physical feature is its location on Lake LBJ:

- Lake LBJ is one of seven Highland Lakes created by the Lower Colorado River Authority (LCRA)
- Unlike Lakes Travis and Buchanan (flood control reservoirs with fluctuating levels), Lake LBJ maintains relatively constant water levels year-round, making it highly desirable for waterfront property and water recreation
- The lake provides opportunities for boating, fishing, swimming, and other water activities
- Highland Haven has approximately 3.5 miles of Lake LBJ frontage
- Many properties have private boat docks; Dove Park and other parks in the community provide boat launch access for residents

Climate

Highland Haven experiences a humid subtropical climate typical of Central Texas:

- Hot summers with average high temperatures in the low to mid-90s°F
- Mild winters with average lows in the upper 30s°F; freezing temperatures are infrequent
- Average annual rainfall: approximately 31-32 inches
- Average annual sunshine: approximately 2,950 hours (about 245 hours per month)
- Drought conditions can occur, particularly during summer months
- Severe weather potential includes thunderstorms, occasional hail, and rare tornadoes

Soils and Geology

Highland Haven sits atop the Edwards-Trinity Aquifer system, specifically within the granite gravel aquifer formation that supplies the city's groundwater. The area's geology features:

- Limestone bedrock typical of the Hill Country
- Granite gravel formations that provide groundwater storage
- Shallow soils over bedrock in many areas
- Soil conditions that support septic systems (all properties use individual septic systems)

- Some areas with challenging building conditions due to rock and slope

Flood Hazards

Due to proximity to Lake LBJ and the presence of drainage features:

- Some low-lying areas near the lake are within FEMA-designated flood zones
- Seasonal creek crossings can experience flooding during heavy rainfall
- Stormwater drainage is an ongoing infrastructure concern, particularly along roads and between properties
- The city participates in the National Flood Insurance Program (NFIP)

Environmental Constraints and Opportunities

- Steep slopes in some areas limit developability
- Mature tree coverage requires careful planning for development and redevelopment
- Lake water quality is a community concern, particularly regarding aquatic vegetation (primarily giant salvinia) and zebra mussels
- Groundwater is the sole source of municipal water supply
- Natural beauty and lake access are the community's greatest environmental assets

Highland Haven's physical characteristics—Hill Country topography, mature trees, and Lake LBJ setting—define the community's identity and appeal. These features also create planning considerations for development, infrastructure, and environmental stewardship.

Current Land Use

Highland Haven is an almost entirely residential community, with minimal commercial or other land uses.

Residential Development

Approximately 98-99% of developed land in Highland Haven is single-family residential:

- Highland Haven has two residential zoning districts, but the vast majority of properties (99%) are zoned under the primary residential zone
- Three larger properties are zoned under a different residential classification
- Lot sizes vary, with many properties being 0.25 to 1+ acres
- A mix of lakefront homes, lake-view homes, and interior lots
- Housing types range from modest ranch homes to substantial custom homes
- Properties feature a mix of full-time residences, vacation homes, and weekend retreats
- All homes include individual septic systems (no centralized sewer)
- Many lakefront properties have private boat docks

Mixed-Use Property

One property is zoned mixed-use, and currently functions primarily as a storage business.

Agricultural-Zoned Properties

A couple of properties maintain agricultural zoning:

- These properties have minimal or no development
- Located along FM 1431 at the entrance to the community
- Represent potential future development pressure as the region grows
- The city adopted commercial zoning standards in 2024 to proactively manage potential future development of these properties

Public and Semi-Public Uses

- City Hall property (approximately 0.5 acres or less) at 510-A Highland Drive
- Water treatment plant property (approximately 0.5 acres or less)
- Pending acquisition: 8.36 acres adjacent to the water plant where two city wells are located (bond measure approved November 2024, purchase not yet completed)
- Community Center (owned and operated by Highland Haven Property Owners Association)
- RV/boat/trailer storage facility (owned and operated by HHPOA)
- Six parks along Lake LBJ (owned and managed by HHPOA)

Roads and Infrastructure

- The main thoroughfare through Highland Haven (Highland Drive) is a Burnet County road maintained by the county
- Approximately 5-6 miles of city-maintained streets
- No sidewalks or bike lanes
- All roads are paved but vary in condition

Vacant and Undeveloped Land

- Minimal vacant lots remain available for development
- Some platted lots cannot be developed due to existing septic fields from neighboring properties, physical characteristics, or other constraints
- The community is essentially at build-out capacity
- Future development will primarily consist of property redevelopment (tear-down and rebuild) rather than new construction on vacant lots

No Commercial Development

Highland Haven has no retail, office, or industrial uses within city limits:

- Residents travel to Marble Falls (7 miles) or other nearby communities for shopping, dining, and services
- The city's intent is to remain exclusively residential
- Commercial zoning standards exist only to manage potential development of properties along FM 1431 if they change ownership

Key Land Use Characteristics

- Almost entirely built out with minimal development capacity remaining
- Strong commitment to maintaining single-family residential character
- No plans or desire for commercial development within city limits
- Property redevelopment (replacement of older homes) is the primary form of "development" activity
- Large lots, mature trees, and low density define the community's character

Highland Haven's land use pattern reflects a mature, established residential community with clear preferences for maintaining its existing character rather than pursuing growth or diversification.

Existing Infrastructure

Highland Haven's infrastructure reflects a small, mature community with aging systems that require ongoing maintenance and strategic investment.

Water System

The city owns and operates its municipal water system, which provides drinking water to all properties within the city limits and its Certificate of Convenience and Necessity (CCN) service area.

System Components:

- Four wells connected to the system, drawing from the granite gravel aquifer (Edwards-Trinity Aquifer system)
- Three wells actively supply water; one well serves as a monitoring well for the Central Texas Groundwater Conservation District
- Two 100,000-gallon elevated storage tanks
- Two pressure tanks
- Five distribution pumps
- Water treatment plant facility
- Distribution lines throughout the city

Age and Condition:

- System established in 1989; infrastructure is 35+ years old
- Water system requires ongoing maintenance, repair, and strategic replacement of aging components
- Storage capacity is adequate for current population but requires monitoring as the system ages

Regulatory Considerations:

- The city is permitted by the Texas Commission on Environmental Quality (TCEQ) for water quality standards
- Groundwater use is regulated by the Central Texas Groundwater Conservation District

- Current groundwater permit does not align with the actual number of platted lots in the CCN service area—a critical issue requiring resolution
- The city must balance water conservation with meeting resident needs

Wastewater Management

Highland Haven does not have a centralized sewer system:

- All properties use individual on-site septic systems (aerobic or conventional), once approved by the Lower Colorado River Authority (LCRA)
- Property owners are responsible for septic system maintenance and compliance
- The city enforces regulations requiring proper septic system design and installation
- Some residents have expressed interest in exploring centralized sewer system feasibility, though cost and terrain make this challenging

Roads and Streets

Highland Haven has approximately 6-7 miles of roads within city limits:

- Highland Drive (the main thoroughfare) is maintained by Burnet County
- The city maintains approximately 5-6 miles of local streets
- Roads are paved but vary in condition; many need resurfacing or repair
- No curbs or gutters (rural road design)
- No sidewalks or bike lanes
- Street maintenance is consistently identified as a top infrastructure priority by residents

Challenges:

- Limited city budget for road maintenance and repair
- Aging asphalt requires regular attention
- Drainage issues along some roads during heavy rainfall
- Heavy construction traffic during home building or renovation can accelerate road deterioration

Drainage and Stormwater Management

Highland Haven has limited formal stormwater infrastructure:

- Most drainage is managed through natural topography and roadside ditches
- Some culverts and drainage structures at creek crossings and low-lying areas
- Drainage improvements are needed in several locations where standing water or erosion occurs
- Flooding can occur in low-lying areas during heavy rainfall events
- The city needs to identify specific drainage projects with the help of a professional engineer to determine what work needs to be done and prioritized

Utilities (Not City-Owned)

Electricity:

- Provided by Pedernales Electric Cooperative (PEC)
- Generally reliable service with underground lines in some areas

Natural Gas:

- No natural gas service to the community
- Some residents use propane tanks for heating, cooking, or pool heating

Telecommunications:

- Phone, internet, and cable services provided by private companies
- Service quality varies; some areas have limited high-speed internet options

Public Facilities

City-Owned:

- City Hall (dedicated to past Mayor Roscoe L. Holt) at 510-A Highland Drive
- Water treatment plant facility
- 8.36-acre property adjacent to water plant (bond approved for purchase; acquisition pending)

HHPOA-Owned (available to residents):

- Community Center (located behind City Hall) used for city meetings, social events, and gatherings
- RV, boat, and trailer storage facility
- Six parks along Lake LBJ, including Dove Park with public boat launch

Emergency Services Infrastructure

- No city-owned fire station or fire equipment
- Fire protection provided by contract with outside agencies
- No city police department; law enforcement provided by Burnet County Sheriff's Office
- Emergency medical services provided by Marble Falls Area EMS
- The City has one fire hydrant located at the water plant, as well as a dry line hydrant system along Blackbird
- Plans for adding fire hydrants to the community are ongoing

Infrastructure Priorities

Based on community input and city assessment:

1. Road maintenance and repair

2. Water system upgrades and permit resolution
3. Drainage improvements in problem areas
4. Long-term infrastructure planning and capital improvement programming

Highland Haven's infrastructure challenges are typical of a small, mature community with limited financial resources. Strategic planning and prioritization are essential to maintaining service quality while managing costs responsibly.

Governance Structure

Highland Haven operates as a Type A General Law city under Texas law, with a mayor-council form of government.

Elected Leadership

The city is governed by elected officials who serve without compensation:

Mayor:

- Elected city-wide for a two-year term
- Serves as presiding officer of the Board of Aldermen
- Represents the city in ceremonial functions and intergovernmental relations
- Has limited administrative authority; most decisions require Board approval

Board of Aldermen:

- Five aldermen elected city-wide for two-year staggered terms
- Election timing is staggered: three aldermen elected one year, two aldermen and the mayor elected the next year
- Aldermen serve as the city's legislative body, adopting ordinances, approving budgets, and setting policy
- Meetings held on the first and third Tuesday of each month at 7:00 PM at the Highland Haven Community Center

Planning & Zoning Commission

- Members appointed annually by the Board of Aldermen
- Reviews development proposals, zoning requests, and subdivision plats
- Makes recommendations to the Board of Aldermen on land use and planning matters
- Plays a key role in comprehensive plan development and implementation
- Meetings held second Thursday of each month at 6:00 PM at the Highland Haven Community Center

City Staff

Highland Haven has professionalized its operations in recent years, transitioning from a mostly volunteer model to employing more professional staff:

City Administrator (full-time, hired 2024):

- Handles day-to-day city operations
- Manages city staff and contractors
- Implements Board of Aldermen policies
- Serves as city investment officer
- Reduces the operational burden on the mayor and elected officials
- Provides continuity as elected leadership changes
- Licensed Code Enforcement Officer (Officer in Training), as required by state law

City Secretary (full-time, state-required position):

- Records and maintains official city records
- Manages agendas, minutes, and meeting documentation
- Handles public information requests
- Coordinates elections
- Oversees Municipal Court
- Provides administrative support

Administrative Assistant/Utility Coordinator (full-time):

- Manages utility billing and customer accounts
- Handles accounting and financial recordkeeping
- Provides administrative support for city operations

Building Official (part-time):

- Reviews building permit applications
- Conducts and manages inspections for compliance with building codes
- Enforces city development ordinances

****Total Staff:**** 3.5 full-time equivalent employees

Contracted Services

Highland Haven contracts with outside entities for services it cannot provide in-house:

- Legal services (city attorney)
- Engineering services
- Water system operations and maintenance support
- Auditing and financial reporting
- Grant writing and consulting (as needed)
- Fire Protection Services

- Emergency Medical Services
- Basic road maintenance (with Burnet County through interlocal agreement)

Highland Haven Property Owners Association (HHPOA)

The HHPOA is a separate entity from the city government:

- Manages six parks along Lake LBJ
- Operates the Community Center
- Manages RV/boat/trailer storage facilities
- Has no deed covenants or enforcement authority (covenants expired prior to city incorporation)
- Works cooperatively with the city on resident concerns and community initiatives

Ladies Club

The Ladies Club is a separate community organization that plays an important social role:

- Manages social events and community gatherings
- Hosts the annual rummage sale
- Fundraises for community and area needs
- Provides volunteer support for various community initiatives

Relationship Between City, HHPOA, and Ladies Club:

- The city, HHPOA and Ladies Club are three distinct entities that work cooperatively to serve Highland Haven residents
- The city focuses on zoning, building codes, water service, roads, and municipal governance
- The HHPOA focuses on parks
- Many residents are members of both the city (through property ownership) and the HHPOA (through voluntary membership)

Intergovernmental Relationships

Highland Haven coordinates regularly with:

- Burnet County (law enforcement, road maintenance, emergency management, appraisal district)
- Lower Colorado River Authority (LCRA) - lake management, water quality
- Central Texas Groundwater Conservation District - groundwater permitting
- Texas Commission on Environmental Quality (TCEQ) - water system regulation
- Marble Falls Area EMS - emergency medical services
- Neighboring cities (Granite Shoals, Kingsland, Marble Falls) - regional coordination
- Pedernales Electric Cooperative (PEC) - electric service

Fiscal Structure

- Highland Haven has one of the lowest property tax rates of any city in Texas
- Revenue sources include property taxes, water/sewer fees, and small amounts of franchise fees and permits
- The city operates on a lean budget with limited financial resources
- Annual budget adoption occurs in late summer/early fall to align with the fiscal year (October 1 - September 30)

Highland Haven's governance structure reflects its transition from a volunteer-run small town to a more professional municipal operation while maintaining its small-scale, accessible character. The addition of professional staff has improved the city's capacity to address complex planning, regulatory, and infrastructure challenges.



February 26, 2026

Subject: Item 10 - 25' Setback from Shoreline - Ordinance Language Clarification

To the City of Highland Haven Board of Aldermen,

Background

Our zoning ordinance includes the following rule regarding setbacks from Lake LBJ:

- “No residence, building and/or outside appliance will be constructed closer than twenty-five (25) feet to the edge of water in Lake LBJ when filled to its normal water level of 825 feet above sea level.”

This rule has been in place for many years and serves an important purpose—maintaining a consistent buffer between structures and the main lake to help protect shoreline stability, water quality, views, and overall waterfront character.

Why This Is Being Brought Forward

While the rule has historically been applied consistently by staff, the wording does not clearly explain how the 25-foot measurement is determined when a property includes a permitted inland boat slip. For properties without a boat slip, the measurement is straightforward—25 feet from the lake at the 825-foot normal pool elevation.

For properties with a permitted inland boat slip (approved by LCRA), the ordinance does not specify whether the 25-foot setback should be measured:

- From the natural shoreline of the lake,
- From the water inside the private boat slip, or
- From some other reference point.

Historically, the City has measured from the nearest point of water, including the water inside private boat slips. While this practice is defensible and has been consistently applied, that interpretation is not clearly stated in the ordinance itself. Someone reading the rule for the first time would not necessarily understand how it is enforced.

Recent discussions with our building official and questions raised during the permit process have highlighted that the language may benefit from clarification so that homeowners, contractors, staff, and future officials clearly understand how the rule functions.

Diagrams for Illustration (4 pages after this memo)

To assist with discussion, staff has prepared scaled diagrams (1 inch = 20 feet) illustrating how the current interpretation of the ordinance affects buildable area on a typical 80 ft × 180 ft waterfront lot.

more on next page



The diagrams show:

- A standard lot with no boat slip.
- A lot with a 25 ft × 15 ft inland boat slip placed at the side of the property.
- A lot with the same boat slip placed in the center of the property.
- Examples including a typical ~2,500 sq ft L-shaped home to show real-world impact.

Under the current interpretation (measuring 25 feet from the nearest point of water, including inside the boat slip):

- A side-placed slip reduces usable backyard buildable area by approximately 20%.
- A centrally placed slip reduces usable backyard buildable area by approximately 32%.

These figures are based on reduction within the rear-yard buildable area (approximately 4,200 sq ft in the illustrated example), not the total lot size.

The purpose of these diagrams is not to suggest a preferred outcome, but to visually demonstrate how the ordinance operates geometrically depending on boat slip placement.

Potential Paths Forward

If the Board would like this reviewed, Planning & Zoning could study the issue and return with recommendations. Possible approaches for consideration include:

Option 1 – Clarify Existing Interpretation

Amend the ordinance to explicitly state that the 25-foot setback is measured from the nearest point of water, including water inside private inland boat slips.

This would codify current practice and remove ambiguity.

Option 2 – Measure from Navigable Lake/Channel Only

Amend the ordinance to specify that the 25-foot setback is measured from the main body of Lake LBJ (at the 825-foot level), excluding private inland boat slips.

This would prevent inland slips from effectively creating an additional setback area.

Option 3 – Create Separate Setbacks

Maintain the 25-foot setback from the main lake/channel, while establishing a separate, smaller setback (for example 10–15 feet) from the edge of permitted inland boat slips.

This would distinguish between the primary lake buffer and private slip areas.

Each option maintains protection of the main lake shoreline while addressing clarity in different ways.

more on next page



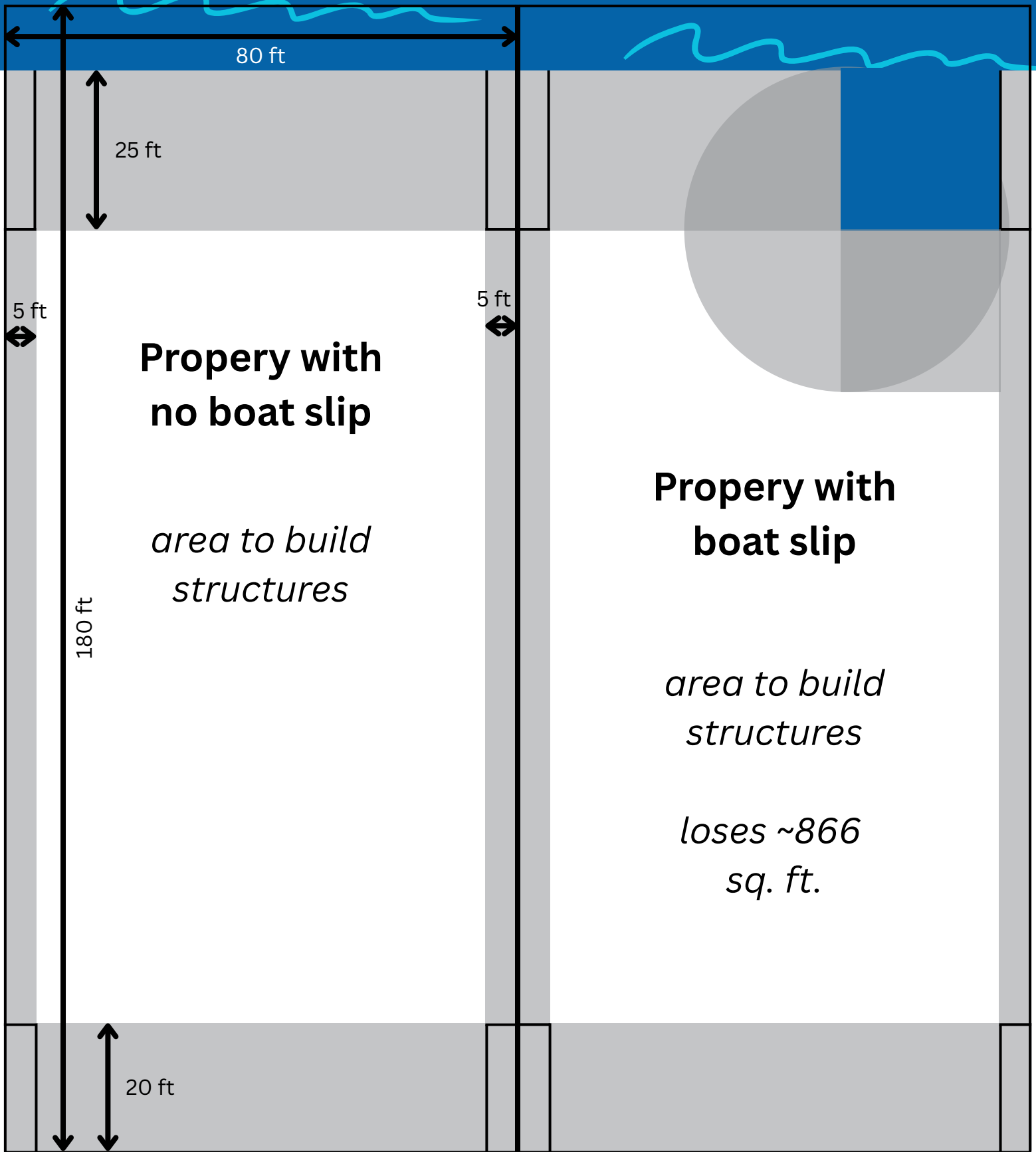
Request for Direction

Staff is requesting guidance from the Board on whether you would like this matter referred to the Planning & Zoning Commission for further review and recommendation.

If the Board prefers, we can continue applying the ordinance as historically interpreted, while noting that the current wording does not expressly describe that interpretation.

Please let me know your thoughts or if you would like additional information prior to the meeting.

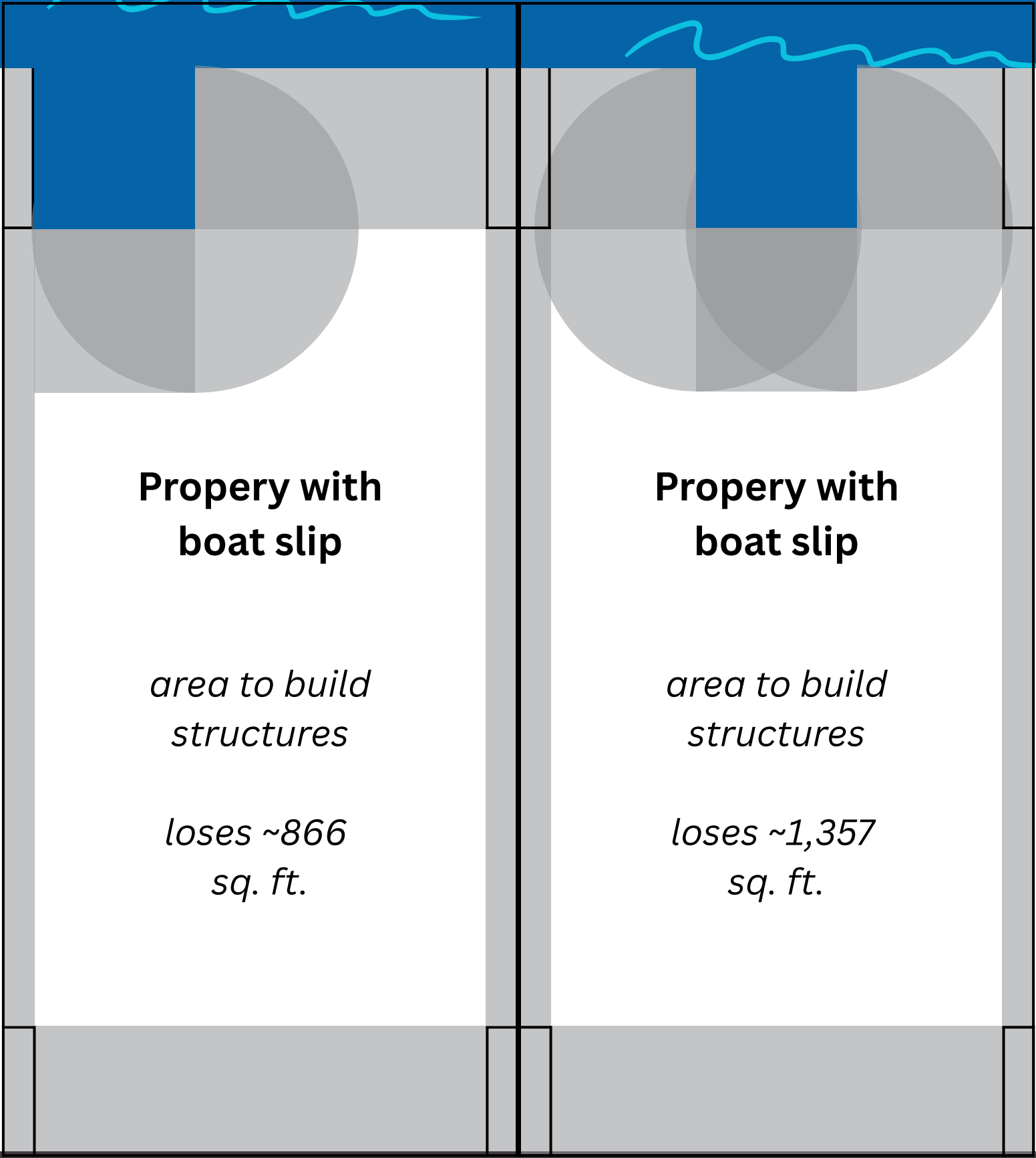
Sincerely,
Andy Adams
Highland Haven
City Administrator
(830) 265-4366
cityadministrator@highlandhaventx.com



Scale: 1 inch equals 20 feet, .25 inches equals 5 feet

5 ft: —

20 ft: —



**Property with
boat slip**

*area to build
structures*

*loses ~866
sq. ft.*

**Property with
boat slip**

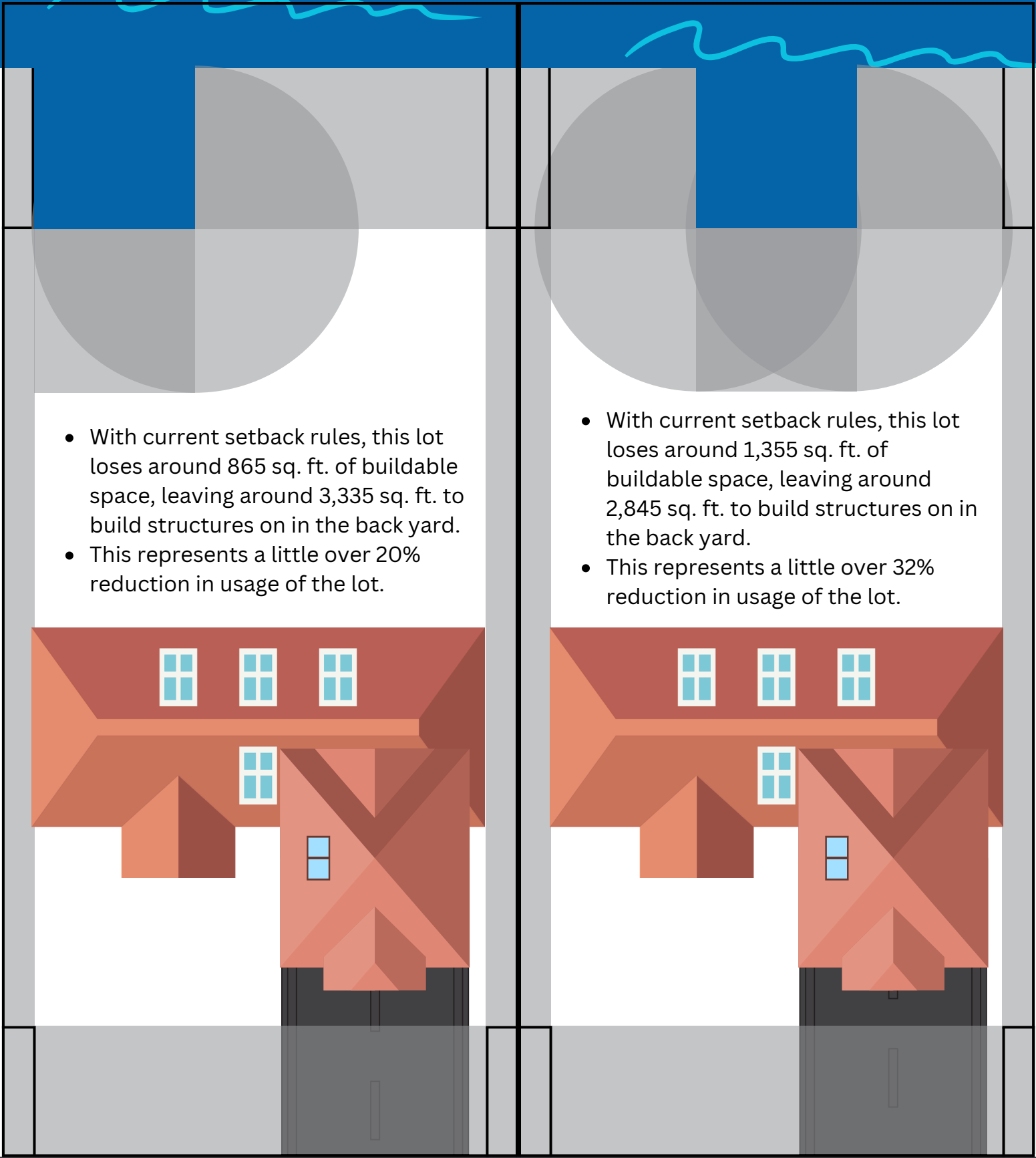
*area to build
structures*

*loses ~1,357
sq. ft.*

- All lots show the same 2,500 square foot home on an 80' x 180' lot on a channel
- The lot with no boat slip has around 4,200 sq. ft. to build structures in the back yard.

- With current setback rules, this lot loses around 865 sq. ft. of buildable space, leaving around 3,335 sq. ft. to build structures on in the back yard.
- This represents a little over 20% reduction in usage of the lot.





- With current setback rules, this lot loses around 865 sq. ft. of buildable space, leaving around 3,335 sq. ft. to build structures on in the back yard.
- This represents a little over 20% reduction in usage of the lot.

- With current setback rules, this lot loses around 1,355 sq. ft. of buildable space, leaving around 2,845 sq. ft. to build structures on in the back yard.
- This represents a little over 32% reduction in usage of the lot.