



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: May 14, 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 – April 9, 2026

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

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

9. **Discussion/Consider Possible Action:** Water Wells (Lorinda Peters)

10. **Discussion/Consider Possible Action:** Ordinance Language for 25' Setback and Shoreline (Linda Ray and Connie Smith)

11. **Discussion/Consider Possible Action:** Comprehensive Plan 2026

- a. Review of Section Submitted

INFORMATION ITEMS

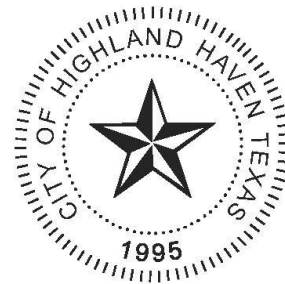
- 12. P&Z Commission Member Comments.
- 13. Staff Comments.
- 14. Next Regular Meeting: June 11, 2026 at 6:00 PM (Community Center)
- 15. Items to be considered for the next agenda must be received by the Chair on or before May 29, 2026.
- 16. Adjournment.

Agenda posted on May 6, 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 6th DAY OF MAY, 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
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: April 9, 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 called the meeting to order at 6:03 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	<input type="checkbox"/> Present	✓Absent
John Novak	Member	✓Present	<input type="checkbox"/> Absent

2. Pledge of Allegiance – **Led by Jackie Garrow.**
3. Recognize Visitors – **Judy Kelley, Laura Caskey.**
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 – March 12, 2026

Lorinda Peters made a motion to accept the Consent Items, seconded by John Novak.

Vote: 4-0.

7. **Discussion/Consider Possible Action:** Sign Ordinance (John Novak) – **No Action Taken.**
8. **Discussion/Consider Possible Action:** Storage Tanks language (Linda Ray) – **No Action Taken.**
9. **Discussion/Consider Possible Action:** Water Wells (Lorinda Peters) – **No Action Taken.**

DISCUSSION ITEMS

- 10. Discussion – Comprehensive Plan 2026
 - a. Review of Section Submitted
- 11. Discussion – Ordinance Language for 25' Setback and Shoreline (Linda Ray and Connie Smith)

INFORMATION ITEMS

- 12. P&Z Commission Member Comments.
- 13. Staff Comments.
- 14. Next Regular Meeting: May 14, 2026 at 6:00 PM (Community Center)
- 15. Items to be considered for the next agenda must be received by the Chair on or before May 1, 2026.

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

Vote: 4-0

- 16. Adjournment.

The meeting adjourned at 7:40 PM.

Jackie Garrow, Chair

Attest:

Sarah Collard, City Secretary





May 8, 2026

Subject: Item 7: Signs

To the City of Highland Haven Planning and Zoning Commission,

Purpose

The purpose of this agenda item is to provide an update on the proposed sign ordinance, including revisions made based on City Attorney review, and to discuss a proposed community survey intended to gather resident input on signs prior to finalizing the ordinance.

Background

At the April 9 Planning & Zoning Commission meeting, staff presented a consolidated draft sign ordinance that reorganized the City's existing sign regulations into a single, comprehensive chapter. The Commission reviewed the draft and provided feedback on both structure and policy direction. As part of that discussion, the Commission also raised the idea of seeking targeted community input—particularly on more subjective issues such as wall art and decorative signs—before advancing the ordinance further.

Prior to the April 9 meeting, the draft sign ordinance was forwarded to the City Attorney for legal review. The City Attorney provided edits focused on legal defensibility, clarity, and consistency with applicable state law and constitutional standards. These edits did not change the overall intent of the ordinance but strengthened definitions, enforcement language, and content-neutral regulation standards.

Updated Draft Ordinance

An updated draft sign ordinance, incorporating all City Attorney edits, is included with this agenda item. This document represents staff's current working version and is provided for Commission review and reference. While the structure and standards have been refined, the ordinance remains a draft and has not yet been finalized for recommendation or adoption.

Community Survey on Signs and Wall Art

Based on Commission discussion at the April 9 meeting, staff is proposing to seek community feedback before finalizing the ordinance through a short public survey. The survey is designed to help understand resident preferences related to:

- The overall level and character of signage in Highland Haven;



- What types of signs residents find appropriate in residential areas;
- Decorative wall art and wall signs (such as garage signs, plaques, and murals);
- How residents prefer wall art and similar items to be addressed in the ordinance; and
- Temporary and event signs.

The goal of the survey is to gather broad, values-based input that can inform policy decisions now, rather than adopting the ordinance and later needing substantial revisions based on community reaction.

Discussion

Staff is seeking Planning & Zoning Commission feedback on:

- Whether the updated draft ordinance appropriately reflects prior Commission discussion and attorney guidance; and
- Whether the proposed community survey is an appropriate and useful step before moving toward a final ordinance recommendation.

If supported, survey results would be summarized and brought back to the Commission for consideration alongside the draft ordinance.

Next Steps / Options for Direction

The Planning & Zoning Commission may choose to:

1. Provide feedback on the updated draft ordinance and proceed toward further refinement;
2. Support distribution of the community survey prior to finalizing sign standards, particularly related to wall art and residential signage; or
3. Recommend adjustments to the survey approach or ordinance focus before moving forward.

Staff will proceed based on Commission direction and return with updated materials as appropriate.

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

Sincerely,

Andy Adams

City Administrator

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 without notice.

Sec. 5. Definitions

For the purposes of this chapter the following definitions 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) and 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** – A temporary sign announcing or directing attention to a private or community event on the premises or nearby, such as a birthday party, anniversary, family reunion, club meeting, garage sale, estate sale, open house, or similar occasional gathering.
- **Monument Sign** – A freestanding 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, placement, and size rules in this Chapter. Any mural that includes commercial elements or exceeds the size limits in Sec. 13 shall be regulated as a wall sign and require a permit.
- **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, prohibitions against solicitation/peddling/canvassing/trespassing, or common warnings (e.g., "Beware of Dog").

- **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 viewed from outside the building.

Government Signs – A sign erected, placed, or authorized by a federal, state, county, or municipal government agency for the purpose of carrying out official governmental functions, including but not limited to traffic control signs, street name signs, regulatory notices, public safety signage, and notices required by law.

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 generally do not require a permit in residential districts unless otherwise specified.
- C. Permit fees shall be established by resolution of the Board of Aldermen. Fees shall be waived for monument signs on properties zoned District B (including Institutional subcategories) that are owned by the City or the Highland Haven Property Owners Association (HHPOA).
- D. All signs installed pursuant to a permit shall display the permit number in a discreet but visible location on the sign structure or face.
- E. **Sign Permit Application Process:**
 - a. **Application Required:** Any person seeking to install a sign requiring a permit under this Chapter shall submit a sign permit application to the City Administrator or designee prior to installation.
 - b. **Application Contents:** Applications shall include:
 - i. Property address and owner authorization;
 - ii. A scaled drawing showing sign dimensions, height, materials, and placement on the property;

- iii. Method of attachment or foundation details;
- iv. Illumination details, if applicable; and
- v. Any additional information reasonably required to determine compliance.

- 1. Engineered Plans for signs may be required if deemed necessary by the City Administrator or their designee.

- c. **Administrative Approval:** The City Administrator or designee may approve, approve with conditions, or deny the application based on compliance with this Chapter.
- d. **Permit Validity:** A sign permit shall be valid for one (1) year from issuance unless otherwise specified and shall expire if installation does not commence within 180 days of approval.

Sec. 7. Permit Issuance

The City Administrator or their designee shall issue a permit upon determination that:

- 1. The sign complies with this Chapter;
- 2. Structural and safety requirements (including building code compliance) are satisfied; and
- 3. Applicable fees have been paid.

Sec. 8. 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. 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).

Sec. 9. Government Signs

- A. **Authority:** Government signs may be erected, placed, displayed, or maintained by or at the direction of the City, a governmental entity, or an authorized public agency without a sign permit.
- B. **Purpose:** Government signs may be used for official governmental purposes, including but not limited to:
 - a. Traffic control, regulation, and guidance;
 - b. Street identification and wayfinding;
 - c. Public safety and emergency notifications;

- d. Temporary or permanent hazard warnings;
 - e. Burn bans, drought restrictions, or emergency declarations;
 - f. Construction notices or public works information; and
 - g. Notices required by law.
- C. **Temporary Emergency Signs:** Temporary government signs related to emergencies, disasters, public safety conditions, or time-sensitive governmental actions may be installed immediately and remain in place for the duration of the condition or event necessitating the sign.
- D. **Standards:** Government signs shall be reasonably designed and located to minimize traffic hazards and visual obstruction while effectively conveying the intended message.

ARTICLE II – PERMANENT SIGNS

Sec. 9. General Rules for Permanent Signs

- A. Permanent signs must be constructed of durable materials and securely affixed.
- B. All permanent signs require a permit unless specifically exempted.
- C. All signs installed pursuant to a permit shall display the permit number in a discreet but visible location on the sign structure or face.
- D. Signs shall not obstruct traffic visibility, create safety hazards, or be placed in the public right-of-way.
- E. Illumination, if allowed, must be external, shielded, and directed only onto the sign face (no glare toward roadways, adjacent properties, or the sky). No flashing, animated, or moving lighting is permitted.
- F. Prohibited features include off-premise commercial advertising (except as allowed for certain temporary signs), attachment to utility poles/trees/public structures, and any sign containing true threats, obscene material (per *Miller v. California*), or material inciting imminent lawless action (per *Brandenburg v. Ohio*).

Sec. 10. Permanent Signs by Zoning District

The City's zoning districts are: District A (Agricultural), District B (Planned Unit Development, including all subcategories such as Institutional), District C (Commercial, including all subcategories), District R1 (Single Family Residential 1), and District R2 (Single Family Residential 2). Standards within each zoning district shall be applied consistently to all properties within that district, except where expressly modified by variance or specific authorization in this Chapter.

A. Residential Districts (R1 and R2):

- Monument signs are generally prohibited, except for approved subdivision or community entry features (max 32 sq ft and 6 ft height; variance recommended for larger or additional signs).
- **Wall signs** may be installed; however, such signs shall be flush-mounted and shall not exceed **8 square feet** in area.
- Window signs are limited to 25% of the window area for permitted home occupations.
- Address numbers are allowed and encouraged (no permit is required if affixed to the house).
 - Address numbers affixed to a monument are considered a monument sign and must go through the permit process to be approved.

B. District A (Agricultural):

- Similar to residential for most uses. Monument signs are allowed for the Highland Haven Ladies Club community entrance sign (permit required, fees waived, with written proof of property owner consent on file).
 - The Highland Haven Ladies Club is authorized to affix a temporary sign or banner to the City of Highland Haven sign located at the corner of FM 1431 and Highland Drive (CR 125) for the purpose of advertising the annual Ladies Club Rummage Sale. This temporary sign or banner shall not exceed 48 inches by 96 inches and may be displayed only during the weekend of the rummage sale.

C. District B (Planned Unit Development, including all subcategories such as Institutional):

- Monument signs, wall signs, and window signs are permitted.
- Institutional properties, including City-owned sites and HHPOA-owned properties, are authorized to install signs as needed for building or area identification, ingress and egress control, and notice of safety hazards. A sign permit is required; permit fees are waived.
- Number, size, and height limits follow commercial standards below unless otherwise approved.

D. District C (Commercial, including all subcategories):

- Allowed types: Monument signs, wall signs, and window signs. Pole signs are prohibited unless approved via variance.
- Number: One monument sign plus one wall or window sign per property (or per building frontage for multi-tenant sites).
- Monument signs: Maximum 32 square feet and 6 feet in height.
- Wall signs: Maximum 1 square foot per linear foot of building frontage, not to exceed 100 square feet total.
- Window signs: Not to exceed 25% of window area.
- Signs advertising for Camp Champions are authorized at the southwest corner of the junction of FM 1431 and CR 125 and at the Camp Champions Road entrance, notwithstanding other limitations, provided such signs are safely installed and maintained.
- Noncommercial murals/wall artwork (see Sec. 13).

ARTICLE III – TEMPORARY SIGNS

Sec. 11. General Rules for Temporary Signs

- Temporary signs must use lightweight, non-permanent materials and be securely installed.
- Signs shall not be placed in the public right-of-way except as expressly allowed in Sec. 18.
- No illumination is permitted for temporary signs.
- Signs shall not obstruct visibility at intersections/driveways or create hazards.
- Temporary signs shall not advertise off-premise commercial activities unless specifically allowed.

Sec. 12. Temporary Signs by Zoning District

A. Residential Districts (R1 and R2) and similar residential uses in other districts:

- One (1) temporary sign per lot at any time (max 6 sq ft, max 6 ft height).
- During active construction (valid building permit on file): One additional construction sign (max 24" x 36" or 6 sq ft). Must be removed within 14 days after completion of work.
- **Real Estate Signs** (for sale, for rent, lease, or similar): Maximum two (2) signs per lot (24" x 36" each; one front, one rear/side). Waterfront lots may have one additional

banner up to 32 sq ft facing water. Signs must be professional quality, securely affixed, and removed upon closing of sale/rental. No inflatables, ribbons, or streamers.

- **Event Signs** (including open house signs): May be displayed no more than 4 days prior to the event and must be removed no later than 2 days after the event.

B. Districts A, B, and C (Agricultural, PUD, Commercial):

- One (1) temporary business sign per lot (maximum 16 square feet and 6 feet in height) may be displayed for up to 60 consecutive days, after which it must be removed for a minimum of 30 days before a new temporary business sign may be displayed.
- Construction and real estate signs follow residential standards but may be reviewed for appropriate scaling on larger sites.
- Event signs follow the same timing as residential (4 days before, 2 days after) but may be larger (up to 32 sq ft) if tied to a permitted event and approved during permit review where required.

Sec. 13. Other Permitted Signs (No Permit Required, Except as Noted)

The following are permitted and do not count toward numerical limits:

1. Address numbers;
2. Government signs , as defined in Sec. 5, including temporary emergency and public safety signage erected by or at the direction of a governmental authority;
3. Safety warnings and security signs (as defined in Sec. 5; max 2 sq ft each, on private property);
4. Noncommercial flags;
5. Decorative signs at entryways (e.g., welcome signs or artistic entry features; up to three (3) per entrance, max 6 sq ft, maintained in good condition, no commercial advertising);
6. **Highland Haven Ladies Club monument sign** at the community entrance on Agricultural-zoned property (permit required; fees waived with written property owner consent on file);
7. **Noncommercial murals or wall artwork** meeting the Sec. 5 definition, provided they do not exceed **100 square feet** in area or **25% of the surface area of the wall**

to which they are applied (whichever is smaller), project no more than 2 inches from the wall, and are maintained in good condition.

Sec. 14. Prohibited Signs

The following are prohibited:

1. Signs in the public right-of-way (except as allowed in Sec. 18);
2. Flashing, animated, or moving signs;
3. Off-premise commercial billboards;
4. Signs that obstruct traffic visibility;
5. Signs attached to utility poles, trees, or public structures;
6. Signs containing true threats, obscene material (as defined by the three-prong test in *Miller v. California*), or material that incites imminent lawless action (per *Brandenburg v. Ohio*). Such signs may also violate Texas Penal Code §42.01.
7. Political Signs Prohibited by State Law:
 1. In accordance with Texas Election Code Chapter 259, the following political signs are prohibited and may be removed by the City:
 1. Any political sign with a surface area greater than 36 square feet;
 2. Any political sign that is more than eight (8) feet in height;
 3. Any illuminated political sign;
 4. Any political sign containing moving elements
 5. Any political sign placed in a manner otherwise prohibited by Texas Election Code § 259.003.

Sec. 15. Nonconforming Signs

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

B. On premise signs, as defined by Texas Local Government Code § 216.002, that identifies or advertises the person, business, or activity of that premises that ceases to exist for a period of more than twelve (12) months may be required to be removed by means of Section 18(C) herein. If the on-premise sign is located on leased property, removal may be required after a period of more than twenty-four (24) months.

B. In the event a non-conforming sign is blown down, or a substantial part of it is blown down, or otherwise destroyed, or dismantled for any reason other than maintenance or the changing of letters, signs, or other matter on the sign, the City may require the removal of such a sign by means of Sec. 18(C) herein. For purposes of this section, a sign or a substantial part of it is considered to have been destroyed if the cost of repairing the sign is more than 60 percent of the cost of erecting a new sign of the same type at the same location.

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. Maintenance and Abandonment of Signs

A. Maintenance Required. All signs shall be maintained in good repair at all times. No person shall allow a sign to become faded, damaged, dilapidated, structurally unsafe, or in a condition that creates a hazard to public safety or welfare. This includes keeping sign faces legible, structures secure, and illumination (if any) functioning properly. Ordinary maintenance and repainting do not require a new permit.

B. Abandonment. A sign is considered abandoned if:

1. It advertises or directs attention to a business, activity, goods, products, or services that are no longer offered or conducted on the premises for a period greater than one (1) year;
2. The sign face is blank or without legible content for more than 90 consecutive days;
or
3. The sign is destroyed or partially damaged where the cost of repairing the sign is greater than 60 percent of the cost to erect a new sign of the same type and in the same location.

C. Removal Process.

1. The City Administrator shall provide written notice to the property owner, as provided by the records of the Burney County Central Appraisal District, and (if known) the sign owner identifying the violation and requiring correction or removal within 30 days.

2. If the violation is not corrected within the 30-day period, the City may remove the sign and any associated structure at the expense of the property owner and/or sign owner.
3. The City may recover all costs of removal, storage, and disposal (including administrative costs) by billing the responsible party.
4. Removed signs may be stored for 30 days; unclaimed signs may be disposed of by the City.

Sec. 19. Measurement Standards

For purposes of this Chapter, sign area and height shall be measured as follows:

A. Sign Area.

1. The area of a sign shall be the area within the smallest single continuous perimeter enclosing the sign face, including any border, trim, or background surface upon which the message is displayed, but excluding the sign structure, base, or support poles unless they contain lettering, logos, or other communicative elements.
2. For multi-faced signs, only the largest single face shall be counted toward the maximum area limit unless otherwise specified.
3. For wall signs or murals, the area is calculated as the portion of the wall surface covered by the sign or artwork.

B. Sign Height. The height of a freestanding or monument sign shall be the vertical distance from the average finished grade at the base of the sign to the highest point of the sign or sign structure, whichever is taller.

C. Window Area. For window signs, the allowable area is based on 25% of the total glazed window surface visible from the exterior.

Sec. 20. 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. Any violating sign may be removed immediately by the City without notice.

B. Limited Exceptions for Events and Sales: Temporary, noncommercial informational or directional signs may be placed only as follows:

1. One informational sign (max 24" x 36" or 6 sq ft) advertising an open house, garage sale, estate sale, or similar event at the intersection of County Road 125 and FM 1431.
2. Generic directional signs (no advertising content) at street intersections to guide to the event.
3. Signs must be professional in appearance; festive adornments in good taste are allowed. No attachment to structures. Display only during event hours and not overnight. No obstruction of visibility or safety features.

C. Enforcement: The City may remove violating signs. Responsible parties may be fined in an amount not to exceed \$200 for each violation with each day consisting of a new violation.

City of Highland Haven – Community Sign Survey

The City is updating its sign ordinance and would like community input before the ordinance is finalized. One area of discussion involves decorative wall art and wall signs (for example, garage signs such as “Gone Fishing,” decorative plaques, large murals, or similar items). This survey is intended to help guide how signs and wall art should be addressed in the new ordinance.

1. Overall Character

Which statement best reflects how you feel about signs and signage in Highland Haven overall?

- I prefer very limited signage to preserve a quiet, residential character
 - I am comfortable with some signage if it is small, well-designed, and regulated
 - I am comfortable with a moderate amount of signage
 - I have no strong opinion
-

2. Signs in Residential Areas

Which types of signs or displays do you believe are appropriate in residential neighborhoods?

(Check all that apply)

- Address numbers
 - Small security or warning signs (e.g., “No trespassing,” “Alarm system”)
 - Temporary signs for events (garage sales, open houses, community events)
 - Small wall or window signs for permitted home occupations
 - Decorative wall art or plaques (non-commercial, such as garage or porch signs)
 - Monument or entry signs for neighborhoods or community features
 - Other (please specify): _____
-

3. Decorative Wall Art and Wall Signs

How do you feel about decorative wall art or wall signs on homes and garages (for example: “Gone Fishing” signs, decorative plaques, artistic wall pieces)?

- I generally support them and enjoy seeing them
- I am okay with them if they are limited in size and number

- I am indifferent
 - I generally dislike them and would prefer they be limited or discouraged
-

4. How Should Wall Art Be Addressed in the Ordinance?

If decorative wall art or wall signs are addressed in the ordinance, which approach do you prefer?

- Do not regulate them at all
 - Allow them without a permit, but limit size and number
 - Allow them only if they meet specific design or location standards
 - Regulate them like other wall signs
 - Prohibit decorative wall wall signs altogether
 - I am unsure / no opinion
-

5. Temporary and Event Signs

How should temporary signs (such as real estate signs, garage sale signs, or event signs) be handled?

- Allow them freely with minimal rules
 - Allow them, but limit size, number, and duration
 - Allow only specific types of temporary signs
 - No strong opinion
-

6. Open Feedback

Is there anything specific you like, dislike, or would change about signs or wall art currently seen in Highland Haven?



May 8, 2026

Subject: Item 8: Storage Tanks language

To the City of Highland Haven Planning and Zoning Commission,

Purpose

The purpose of this agenda item is to review an updated draft ordinance regulating private well water storage tanks. This revised draft incorporates all comments and suggestions received from the City Attorney following the Planning & Zoning Commission's prior discussion and is presented for review and feedback before consideration of next steps.

Background

At the Commission's last discussion of this item, staff presented a draft ordinance establishing regulations for private well water storage tanks, developed using the existing rainwater harvesting ordinance structure. The Commission provided feedback on the proposed standards and overall approach and directed staff to continue refining the ordinance.

Following that discussion, the draft was submitted to the City Attorney for legal review. The City Attorney provided comments and recommendations focused on clarity, enforceability, organization, and consistency with existing City Code provisions. No substantive policy concerns were raised; rather, the comments were intended to strengthen the ordinance language and reduce ambiguity.

In response, staff has prepared a revised ordinance draft that incorporates all attorney comments and suggestions into a single, consolidated document.

Summary of Revisions

The updated draft ordinance:

- Adds a clear **purpose and applicability** section;
- Clarifies **permitting thresholds** and documentation requirements;
- Refines **location, setback, height, and screening standards**;
- Establishes **Board authority for limited variances** under defined findings;
- Strengthens **construction, safety, maintenance, and cross-connection provisions**;



- Clarifies standards for **underground tanks, abandoned systems, and nonconforming tanks**;
- Explicitly prohibits storage of **City potable water**, except under limited, authorized emergency conditions; and
- Adds a **penalty and enforcement provision** consistent with other water-related regulations.

These revisions are intended to clarify and strengthen the ordinance without changing its underlying intent or scope.

Discussion

Included below this memorandum is the complete revised ordinance draft reflecting all City Attorney comments and suggestions. The Commission is asked to review the updated language, confirm that it addresses prior concerns, and provide any additional feedback before staff proceeds toward formal consideration.

Next Steps

1. Receive Planning & Zoning Commission feedback on the revised draft.
2. Make any final refinements as directed.
3. Consider action or schedule the ordinance for future action, as appropriate.

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

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

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§ 4.08.014 Private Well Water Storage Tanks

Purpose.

The purpose of this section is to regulate the placement, installation, maintenance, and operation of private well water storage tanks in order to protect public health and safety, preserve neighborhood compatibility, prevent nuisances, and protect the City's potable water system from contamination or cross-connection.

Applicability.

This section applies only to private water storage tanks supplied by private wells and does not apply to rainwater harvesting systems regulated under Article 4.08, except where expressly stated.

(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 manufactured foundation specifications, engineered design details, structural support details, or other documents acceptable to the City sufficient to demonstrate the tank pad or base is capable of supporting the maximum weight of the tank at full capacity.

(b) Plans and specifications.

No permit application shall be deemed complete until all required plans, specifications, and supporting materials have been submitted. Adequate plans and specifications, as determined by the permit officer, shall accompany each permit application and shall include:

(1) Tank dimensions and total capacity;

(2) Proposed location on property with setbacks indicated;

(3) Foundation or pad details; and

(4) Screening method, if applicable.

(c) Location and setbacks.

(1) No private water storage tank or any component thereof shall be located in the front of the building structure

- (2) Any private water storage tank visible from the street must be screened.
- (3) Tanks shall not be located within utility easements or drainage easements.
- (4) Private water storage tanks shall comply with the setback requirements applicable to accessory structures under the zoning regulations, but in no event shall any such tank be located less than five (5) feet from a property line unless expressly authorized by this Code.

(d) Height limitations.

- (1) Private water storage tanks shall not exceed eight (8) feet in height above ground level.
- (2) The Board of Aldermen may approve a variance from height, setback, or screening requirements upon finding that strict enforcement would cause practical difficulty, the deviation will not create a nuisance or safety hazard, and compatibility with surrounding residential development will be maintained.
- (3) No tank shall exceed twelve (12) feet in height under any circumstances.

(e) Screening and appearance.

- (1) Any private water storage tank visible from a public street or adjacent residential property shall be screened from ordinary street-level view.
- (2) Screening shall consist of:
 - (A) Opaque fencing;
 - (B) Masonry enclosure; or
 - (C) Other screening method approved by the City.

- (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.

- (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 prohibited.

- (1) No private well, private water storage tank, or associated piping regulated by this section shall be interconnected with the City's potable water distribution system.
- (2) Any property served by both a private well system and the City's potable water system shall maintain complete physical separation between the systems.
- (3) The city may inspect such systems upon reasonable notice to ensure compliance with this section and for the protection of the City's potable water system.

(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) Be maintained to prevent the attraction or breeding of mosquitos or other undesirable pests;
- (4) Be used solely for water storage;
- (5) Be maintained in structurally sound condition.

(i) Limited service area.

A private water storage tank regulated under this section shall serve only the lot or tract upon which it is located and shall not be used to distribute water to another lot, tract, dwelling unit, or off-site user.

(j) Abandonment.

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

(k) Nonconforming 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, except as authorized for emergency purposes.

(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 Code and may result in enforcement action, including disconnection of water service where authorized by law, issuance of citations, permit revocation, and any other remedy available to the City.

(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.

(o) Penalty. Violations are subject to enforcement, fines, and nuisance abatement as provided by law.

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

(2) Any person violating any provision of this section shall, upon conviction, be fined a sum not exceeding that which is provided by state law, except as may be otherwise expressly provided herein or by state law. Each day that a provision of this section is violated shall constitute a separate offense. An offense under this section is a misdemeanor.



April 30, 2026

Subject: Water Wells

To the City of Highland Haven Planning and Zoning Commission,

BACKGROUND

Prior to 1989, properties in Highland Haven, Shady Acres, Nobles, and Camp Champions relied on private water wells. Many of these wells were shallow, located near property lines, and raised concerns related to water quality, proximity to on-site sewage facilities, and long-term reliability.

In 1989, Highland Utilities constructed a Texas Commission on Environmental Quality (TCEQ)-approved groundwater system to serve these areas. The City of Highland Haven acquired this system in 2008 and continues to operate it as a regulated public water system within its assigned Certificate of Convenience and Necessity (CCN). Under Texas law, a CCN not only authorizes but obligates the City to provide continuous and reliable water service within a defined geographic area.

Since approximately 2014, the City has prohibited the drilling of new private water wells within the City limits, while allowing wells constructed for the municipal water system. This policy originated in part due to conflicts between existing private wells and septic system requirements enforced by the Lower Colorado River Authority (LCRA). In several instances, wells located too close to proposed septic system replacements created compliance issues that required wells on adjacent properties to be abandoned or plugged. Over time, the prohibition has also reflected the City's reliance on groundwater as its sole drinking water source and the need to protect municipal infrastructure and public health.

Following a recent variance request for a private irrigation well, which was denied by the Board of Aldermen, the Board directed the Planning and Zoning Commission and staff to review the existing ordinance and consider whether updates or clarifications were appropriate. The Board also directed staff to separately evaluate water rate structures as part of the upcoming budget process.

DISCUSSION

Staff consulted with the City Attorney regarding whether the current ordinance and proposed clarification adequately reflect the City's authority under Texas law and whether refinements could improve clarity and legal defensibility.

The City Attorney advised that the City's authority to prohibit new private wells is best framed not as regulation of groundwater production — which is within the jurisdiction of groundwater conservation districts — but as regulation of land use, public health, and municipal infrastructure within the City limits. Texas law does not require municipalities to allow private water wells where municipal service is



available, and general-law cities have broad police-power authority to adopt regulations reasonably related to protecting public health, safety, welfare, and the integrity of municipal utility systems.

Adding a clear statement of purpose strengthens the ordinance by explicitly stating the legitimate municipal interests served by the prohibition. This helps demonstrate that the ordinance is not arbitrary or purely restrictive, provides guidance for consistent interpretation by future boards and staff, and creates a stronger record if the ordinance were ever challenged.

Highland Haven's municipal water system is available to all properties within the City limits and CCN service area. As private wells are not necessary to provide water service, limiting additional wells serves as a proactive measure to reduce contamination risks, avoid land use conflicts with on-site sewage facilities, and protect the long-term reliability and sustainability of the City's sole water supply.

PROPOSED AMENDMENT (FOR CONSIDERATION)

Based on consultation with the City Attorney, staff recommends adopting the following statement of purpose to replace or supplement the existing language in Section 4.02.010(i) of the City Code:

“The drilling of new water wells within the City is prohibited. This prohibition is adopted for the protection of public health, safety, and welfare; to protect groundwater resources relied upon by the City’s municipal water system; to reduce the risk of contamination and land use conflicts associated with private wells and on-site sewage facilities; and to preserve the integrity, reliability, and long-term sustainability of the municipal water system.”

This language, crafted by the City Attorney, clarifies the City's intent, aligns with applicable legal authority, and more clearly distinguishes local land use and infrastructure regulation from groundwater production oversight by the groundwater conservation district.

STAFF RECOMMENDATION

Staff recommends proceeding with the proposed amendment as a clarification of existing policy that improves transparency and legal defensibility, while maintaining the current prohibition on new private water wells. Concerns related to irrigation costs and water rates should continue to be evaluated separately through the Board-directed budget and rate review process.

Sincerely,

Andy Adams

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May 8, 2026

Subject: Item 10: 25 Foot Setback

To the City of Highland Haven Planning and Zoning Commission,

PURPOSE

The purpose of this item is to review and discuss proposed clarification to the City’s twenty-five (25) foot shoreline setback requirement in Chapter 9.02.004(b)(3)(A) of the City Code, specifically regarding how the setback is measured on properties that include inland boat slips or similar features.

This item is presented to confirm general direction and provide clarity prior to finalizing ordinance language.

BACKGROUND

The City Code currently requires that:

“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.”

Historically, when properties include inland boat slips—such as slips cut into lots located off a channel—the City has measured the 25-foot setback from the nearest point of water, including the interior edge of the slip. While this practice has been applied consistently, questions have arisen as to whether this enforcement approach is clearly supported by the current ordinance language.

Earlier this year, the Building Official identified this potential inconsistency, and the issue was referred to the Planning & Zoning Commission for study.

REVIEW AND P&Z STUDY RECOMMENDATION

Two Planning & Zoning Commission members were assigned to review the ordinance language, its historical enforcement, and the practical challenges created by inland boat slips and similar shoreline features.

Based on that review, the studying members recommended clarifying the ordinance to state that:

- the 25-foot setback is measured from the **navigable channel of Lake LBJ**, at its normal water level of 825 feet above mean sea level; and



- **inland boat slips, cuts, or similar features are not used as the point of measurement** for the setback.

The intent of this recommendation is to better align the ordinance language with the original purpose of the setback requirement, provide clarity to property owners, and establish a consistent and enforceable measurement standard.

LEGAL REVIEW AND CONSIDERATIONS

The City Attorney has reviewed the proposed direction and advised that measuring the setback from the navigable channel of Lake LBJ, rather than from private boat slip cuts, is appropriate and legally defensible. This approach avoids ambiguity, reduces arbitrary outcomes, and creates a uniform standard that can be consistently applied across waterfront properties.

The attorney further advised that, from a legal and enforcement standpoint, it is preferable to clearly define both:

- the point of measurement (navigable channel), and
- what features are excluded from that measurement (such as inland boat slips).

This clarification does not change the required setback distance but rather clarifies how that distance is determined.

DISCUSSION

The proposed clarification would maintain the existing 25-foot setback requirement while improving clarity and predictability for both property owners and enforcement. It would also eliminate situations where private alterations to a lot—such as cutting an inland slip—effectively change the point from which the City measures setbacks.

This approach supports consistent land-use regulation, aligns with the City's historical intent to protect shoreline areas, and reduces the likelihood of future disputes or interpretation challenges.

PROPOSED ORDINANCE CLARIFICATION (DRAFT CONCEPT)

For discussion purposes, the intent of the ordinance amendment would be to clearly state that:

- the required twenty-five (25) foot setback shall be measured from the **navigable channel of Lake LBJ at its normal water level (825 feet above mean sea level)**; and



- **inland boat slips, cuts, or similar man-made features extending inland from the channel are not used as the point of measurement** when determining compliance with the setback requirement.

Proposed ordinance language:

“No residence, building, and/or outside appliance shall be constructed closer than twenty-five (25) feet to the navigable channel of Lake LBJ at its normal water level of eight hundred twenty-five (825) feet above mean sea level. Inland boat slips, cuts, or similar man-made features shall not be used as the point of measurement for the required setback.”

FEEDBACK REQUESTED

Commissioners are asked to:

- Confirm whether measuring the setback from the navigable channel aligns with the intent of the ordinance;
- Provide any concerns or alternative approaches for consideration; and
- Offer feedback prior to finalization of draft ordinance language.

NEXT STEPS

1. Receive Planning & Zoning Commission feedback and direction.
2. Finalize ordinance language reflecting Commission guidance.
3. Present the amendment at a future meeting for formal recommendation and action.

Sincerely,

Andy Adams

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May 8, 2026

Subject: Item 11: Discussion on Code Enforcement

To the City of Highland Haven Planning and Zoning Commission,

Purpose

The purpose of this agenda item is to present a revised structure for the Comprehensive Plan and an updated framework for the **Community Vision & Values** topic section, reflecting feedback from the Planning & Zoning Commission and follow-up discussion with Jackie.

Background and Context

At the April 9 Planning & Zoning Commission meeting, staff and the Commission discussed the overall direction and structure of the Comprehensive Plan and identified the need for additional information to be provided to the Commission for review by April 30. In response to that discussion, staff transmitted draft materials to the Commission on April 30, including proposed structural options and two draft Community Vision & Values topic section.

Since distributing those materials, staff has met with the Planning & Zoning Chair to further discuss the structure of the Comprehensive Plan, the role of the topic sections, and concerns related to clarity, organization, and long-term usability. Through that discussion, staff and the Chair agreed that the most effective path forward is to proceed with the approach outlined in the documents after this memo, which reflects an updated structure for the plan, and the option developed collaboratively by Jackie and Lorinda. As part of this direction, the third option included in the April 30 materials is no longer being considered.

Revised Comprehensive Plan Structure

The revised structure maintains the overall intent of the Comprehensive Plan while making a focused adjustment intended to improve consistency and function across all topic sections.

Under **Part 2: Topic Sections**, each topic section will now follow the same standardized format:

- Definition & Overview
- Importance to Highland Haven
- Community Input
- **Goals**



This change removes the previously proposed subsections addressing responsible entities and priorities/action plans within each individual topic section and replaces them with a clearly articulated **Goals** subsection. This format will be used consistently for all topic sections throughout the Plan.

Rationale for the Change

This adjustment is relatively small in scope but meaningful in its impact. It allows each topic section to fully establish context by clearly documenting:

- what the topic is,
- why it matters to Highland Haven,
- what the community said about it, and
- what the City is trying to achieve.

By focusing topic sections on goals rather than implementation details, the Plan avoids unnecessary repetition, improves readability, and provides a clearer foundation for later sections that are better suited for evaluation, prioritization, and execution.

Addition of an “Analysis and Priorities” Section

A new section titled **Analysis and Priorities** has been added following the final topic section. In this section, the goals identified across all topic sections will be analyzed collectively and prioritized.

This structure allows the City to:

- evaluate competing needs and limited resources in a single, consolidated place,
- understand how goals across different topic areas interact and overlap, and
- establish clear priorities before moving into implementation.

Rather than prioritizing goals in isolation within each topic section, this approach ensures that priorities are set holistically and transparently.

Role of Community Vision & Values

The **Community Vision & Values** topic section is intentionally designed to serve as the foundation for the entire Comprehensive Plan. The goals established in this first topic section provide the basis for goal development in all subsequent topic sections.



Under this framework:

- All goals identified in later topic sections should be derived from, or clearly linked back to, one or more goals established in the Community Vision & Values section.
- This creates a clear line from community identity and values through topic-specific goals, priority setting, and ultimately implementation.
- It reinforces consistency and ensures that future decisions remain grounded in what residents have identified as most important.

Connection to Implementation

Following the **Analysis and Priorities** section, the Plan proceeds to **Part 3: Implementation**, where prioritized goals will be addressed through:

- an implementation framework,
- a priority action matrix,
- capital improvement programming, and
- funding strategies.

Separating goal-setting, prioritization, and implementation into distinct sections improves clarity, usability, and long-term value of the Comprehensive Plan as a policy and reference document.

Next Steps

This agenda item is intended to confirm alignment with the Planning & Zoning Commission on the revised Comprehensive Plan structure and the updated Community Vision & Values framework before staff continues drafting additional topic sections using this format.

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

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

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Document Outline

Below is a brief document outline for the Comprehensive plan with some explanations provided.

1. **Table of Contents:** This will be finalized once we get correct page numbers for all parts of the document
2. **Executive Summary:** This will be the first thing that a reader comes across in this plan. It will summarize the entire document into a shorter, and easier to read narrative for those that want a quicker summary of the entire Comprehensive Plan.
3. **Part 1: Foundation:** This begins the meat of the document, and will layout the who, what, when, why of our City
 - a. **Introduction:** This introduction will spell out everything from what a comprehensive plan is, to how to use, to how this plan is organized
 - b. **Community Profile:** This will give a large overview of the city as it currently stands. Everything from location, to current assets will be touched on
4. **Part 2: Topic Sections:** This is the heart of the plan and will go over 11 topic sections in detail. Each section will be layed out in the following format:
 - a. Definition & Overview
 - b. Importance to Highland Haven
 - c. Community Input
 - d. Goals
 - e. Below is a list of all Topic Sections
 - i. **Community Vision & Values**
 - ii. **Land Use & Development**
 - iii. **Transportation & Mobility**
 - iv. **Water Resources & Infrastructure**
 - v. **Parks, Recreation & Open Space**
 - vi. **Community Character & Design**
 - vii. **Public Safety & Emergency Services**
 - viii. **Infrastructure & Utilities**
 - ix. **Economic Development & Fiscal Sustainability**
 - x. **Community Engagement & Communication**
 - xi. **Intergovernmental Coordination**
 - f. **Analysis and Priorities:** Analyze and prioritize all goals laid out in topic sections
5. **Part 3: Implementation:** This will go over how we plan to implement the items brought up in each topic section using the four following sections:
 - a. **Implementation Framework**
 - b. **Priority Action Matrix**
 - c. **Capital Improvement Program (CIP)**
 - d. **Funding Strategies**
6. **Appendices:** We will provide all supporting documentation in the appendices. Everything from survey results to ordinances to maps and technical reports.

Community Vision & Values

Definition & Overview

This section establishes the Highland Haven community identity, what residents value most, and what we wish to preserve over the next decade. It reflects input from the 2025 Community Survey and town hall meetings.

These values guide city decision-making, ensuring policies align with resident expectations and community character.

Importance to Highland Haven

Clearly stated values are essential in evaluating development, spending and resource management with consistency in relation to growth and changes in leadership.

Our values also serve to define Highland Haven for developers, partner agencies, and neighboring communities and the types of growth we support.

Community Input

Our Community Identity

Highland Haven is a small, lakeside residential community on Lake LBJ. Official population estimates show approximately 400 full-time residents. Survey data shows 68% live here full-time, 11% part-time, and 19% use Highland Haven as a weekend or vacation home.

Key Characteristics:

- **Small-town sanctuary:** Quiet, low-density bedroom community with minimal through-traffic. One entrance/exit fosters security and neighborliness. There is a strong tradition of volunteerism and participation in community activities.
- **Lake-centered lifestyle:** 3.64 miles of Lake LBJ shoreline providing recreation, natural beauty, and enhanced property values.
- **Retirement and family haven:** Home to retirees (median age 71.2), families, and weekend property owners
- **What We Value Most**

1. Preservation of Residential Character

Residents overwhelmingly want Highland Haven to remain single-family residential:

- 98% oppose or have concerns about multi-family development
- 96% oppose short-term vacation rentals
- 76% are neutral to strongly opposed to commercial development within the community

2. Water Quality & Conservation

Water resources are paramount:

- 88% rate water quality and conservation as "very important"; (% here) support protecting lake water quality and managing stormwater
- Concerns about drought, water availability for new construction, and aquatic vegetation

3. Safety & Security

Residents feel safe and want to maintain it:

- 98% feel safe or very safe in Highland Haven
- Support for law enforcement presence and traffic control
- Interest in emergency preparedness and evacuation planning

4. Infrastructure Quality & Maintenance

Well-maintained infrastructure is a top priority:

- Roads are the most cited concern (many rated "fair")
- Recognition that maintenance requires adequate funding
- Demand is for consistent, planned maintenance over reactive repairs

5. Natural Beauty & Lake Access

The natural environment is central to Highland Haven's appeal:

- Residents value tree cover, wildlife, natural landscapes, and dark skies
- Strong support for maintaining and improving lake access Footnote – It should be noted throughout this entire CP where the City is NOT the responsible party/decision maker, and taxes are not funding goals or action.

- Concern about aquatic vegetation impacting activities and property values

6. Fiscal Responsibility

Residents appreciate low taxes and expect efficient resource use:

- 73% said "maybe" to supporting tax increases for essential infrastructure
- Strong concern about government spending and value for tax dollars
- Support for grant funding and creative financing

7. Communication & Transparency

Residents want to stay informed and involved:

- 92% prefer email communication
- Strong meeting attendance when issues matter
- Desire for clear explanations of projects, spending, and decisions

Goals for 2025-2035

Sustain Community Values: Highland Haven remains predominantly single-family residential with protected property values and the peaceful, lake-centered lifestyle that attracted residents.

Sustainable Infrastructure: Roads, water system, drainage, and public facilities are well-maintained through proactive planning and efficient management.

Protected Water Resources: Active stewardship of Lake LBJ and groundwater supply through conservation, aquatic vegetation management, and water quality protection.
Footnote

Balanced Growth Management: Guide future development in ways that enhance community character.

Connected & Engaged Citizens: Residents stay informed, participate in decisions, and continue Highland Haven's tradition of volunteerism.

Financial Sustainability: Fiscal responsibility while securing adequate resources for essential services and infrastructure.

Safe & Secure Environment: Highland Haven remains one of the safest communities in the Highland Lakes region.

Areas of Ongoing Discussion

Some topics require continued community dialogue:

- **Commercial Development on FM 1431:** Opinions vary on limited commercial at the highway frontage (37% support, 36% oppose, 31% neutral)
- **Sewer System:** Interest exists (37% very important, 25% somewhat important), but cost and necessity remain questions
- **Tax Increases:** While 73% said "maybe," residents want to understand specific projects and benefits
- **Parks & Recreation:** Some desire more amenities; others prefer open space. Footnote Parks owned and managed by HHPOA, not the City.
- **Emergency Access:** Divided opinions on one entrance/exit

BALANCE OF ORIGINAL DRAFT TO BE SUMMARIZED INCLUSIVE OF ALL TOPICS. RESPONSIBLE ENTITIES, EXECUTION TIMELINE AND SUCCESS METRICS ARE SO SIMILAR FOR ALL 11 TOPICS, IT SHOULD BE A SEPARATE SECTION FOR REFERENCE, SO READERS CAN SEE COMPETING PRIORITIES AND NEEDS.

This section will be reviewed and updated every 5 years to ensure our vision continues to reflect community values.