



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: June 11, 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 – May 14, 2026

7. **Discussion/Consider Possible Action:** Officer Elections for P&Z Commission

- a. Chair
- b. Vice Chair
- c. Secretary

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

- a. Ordinance Changes
- b. Survey Option

DISCUSSION ITEMS

- 9. Discussion – Review and revise city ordinances pertaining to E-bikes and other vehicles for compliance with changes in Texas law.

- 10. Discussion – Comprehensive Plan 2026
 - a. Review of Sections Submitted

INFORMATION ITEMS

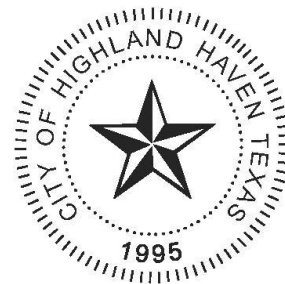
- 11. P&Z Commission Member Comments.
- 12. Staff Comments.
- 13. Next Regular Meeting: July 9, 2026 at 6:00 PM (Community Center)
- 14. Items to be considered for the next agenda must be received by the Chair on or before May 29, 2026.
- 15. Adjournment.

Agenda posted on June 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 JUNE, 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: 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, 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 – **Led by Jackie Garrow**
3. Recognize Visitors – **Terry Chase and Mary Chase**
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.)

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 – April 9, 2026

Motion to accept Consent Items made by Linda Ray, seconded by Lorinda Peters.

Vote: 5-0

7. **Discussion/Consider Possible Action:** Sign Ordinance (John Novak) – **No action taken.**
8. **Discussion/Consider Possible Action:** Storage Tanks language (Linda Ray)

Linda Ray made a motion to accept the Storage Tank ordinance language with changes discussed to prepare a recommendation to the Board of Aldermen. Connie Smith seconded the motion.

Vote: 5-0

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

Lorinda Peters made a motion to accept the language for recommendation to the Board of Aldermen to amend the current ordinance on water wells, seconded by Linda Ray.

Vote: 5-0

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

Connie Smith moved to accept the language provided by the City Attorney for recommendation to the Board of Aldermen to amend the current ordinance. Linda Ray seconded the motion.

Vote: 5-0

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

- a. Review of Section Submitted

Lorinda Peters made a motion to accept the proposed changes to the document outline and the Comprehensive Plan section submitted by Andy Adams. Connie Smith seconded the motion.

Vote: 5-0

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.

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

Vote: 5-0

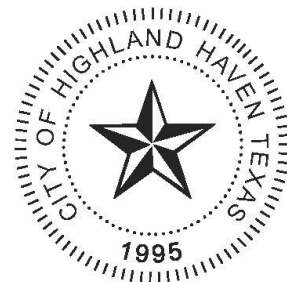
16. Adjournment.

The meeting adjourned at 7:14 PM.

Jackie Garrow, Chair

Attest:

Sarah Collard, City Secretary





June 4, 2026

Subject: Item 8: Signs

To the City of Highland Haven Planning and Zoning Commission,

Purpose

The purpose of this agenda item is to provide the Planning & Zoning Commission with an update on revisions to the proposed sign ordinance and to present a revised community survey intended to gather resident input prior to finalizing the ordinance. Staff is seeking Commission feedback on the updated framework and direction on proceeding with public outreach.

Background

At prior Planning & Zoning Commission meetings, staff presented a consolidated draft sign ordinance that reorganizes the City's existing sign regulations into a single, comprehensive chapter, along with the City Attorney's edits. This effort was undertaken to improve clarity, consistency, and alignment with current state law and constitutional standards.

During Commission discussion, members raised thoughtful questions regarding how the ordinance should address wall art, murals, and other decorative displays that may be visible from public areas but are not traditional advertising signs, as well as the definitions presented in the proposed ordinance. The Commission also discussed the value of seeking community input on these more subjective issues before moving toward a final ordinance recommendation.

Based on that discussion, staff continued refining the draft ordinance and developed a proposed community survey to gather values-based feedback from residents.

Updated Draft Sign Ordinance

The current draft ordinance reflects continued refinement of definitions and structure, including clearer distinctions between different types of signs and decorative or artistic features.

Notably, the draft:

- Defines **“signs”** based on their primary function as advertising, identification, or information;
- Clarifies that **noncommercial murals and wall artwork** intended for decorative or expressive purposes are not treated as signs unless they function as such; and



- Maintains objective, content-neutral standards related to size, placement, safety, and maintenance.

These refinements are intended to improve enforceability and reduce ambiguity, while ensuring the ordinance focuses on regulating signage rather than personal expression or artwork.

Community Survey on Signs and Decorative Displays

Staff has prepared a revised community survey to gather resident input on signs and decorative displays prior to finalizing the ordinance. The survey focuses on community preferences related to:

- The overall level and character of signage in Highland Haven;
- Types of signs residents consider appropriate in residential areas;
- Decorative wall art and similar noncommercial displays; and
- Temporary and event-related signs.

The survey has been structured to gather **values-based input** rather than asking residents to weigh in on technical regulatory mechanisms such as permits or enforcement. In addition, several questions will include example images (not from Highland Haven) to help ensure respondents have a shared understanding of the types of features being discussed.

Reason for Timing of Survey Distribution

Staff intentionally waited to distribute the survey until the underlying ordinance framework—particularly the distinction between signs and decorative displays—was further refined and discussed with the Commission. Confirming this framework in advance helps ensure that:

- Survey questions are clear and easily understood by the public;
- Responses are based on consistent assumptions about what is being regulated;
- Community feedback can be meaningfully applied to the draft ordinance; and
- The Commission does not need to revisit foundational definitions after public input is received.

This approach is intended to make both the survey results and the ordinance review process more productive and efficient.

Discussion



Staff is seeking Planning & Zoning Commission feedback on the following:

- Whether the revised draft ordinance appropriately addresses prior Commission discussion regarding signs and decorative displays; and
- Whether the proposed community survey is an appropriate next step before finalizing sign standards.

Next Steps / Options for Direction

The Planning & Zoning Commission may choose to:

1. Provide feedback on the updated draft ordinance and support distribution of the community survey;
2. Recommend revisions to the draft ordinance or survey prior to public outreach; or
3. Provide additional direction on issues the Commission would like emphasized before the ordinance moves forward.

Following Commission direction, staff will proceed with survey distribution as appropriate and return with a summary of results and any recommended ordinance adjustments.

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.

- **Display** – Any object, structure, device, artwork, or visual element that is visible from a public place and includes, or may include, words, symbols, graphics, logos, or imagery. Displays may be classified as signs or as decorative/incidental displays depending on their primary function and intent.

- **Sign** – A type of display that is visible from a public place and is primarily intended to attract attention to, identify, advertise, or communicate information about a business, service, product activity, event, location, or property. Signs regulated by this chapter shall be classified as either temporary or permanent.
- **Decorative or Incidental Display** – A type of display that may include words, symbols, logos, or imagery but is primarily intended for decoration, artistic expression, personal enjoyment, or aesthetic enhancement, and not for advertising or directing attention to a business, product, service, or activity.
 - Examples include, but are not limited to:
 - Vintage or antique signs displayed for decorative purposes;
 - Wall art, murals, or plaques with phrases such as “Life on the Lake”;
 - Thematic, rustic, or hobby-related décor incorporating logos or graphics;
 - Repurposed commercial signage not associated with an active business on the premises.
 - Decorative or incidental displays are not considered signs under this Chapter unless they function as a sign based on the criteria below.

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 and related display categories 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 and do not require a permit when affixed to a residence, mailbox, or to a small, noncommercial ground feature customarily used for residential address identification, such as a rock, post or similar small structure.
 - Freestanding structures designed or constructed in a manner that functions as a monument sign rather than a customary residential address identification shall be considered a monument sign and shall require a permit.

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.

ARTICLE IV – OTHER SIGNS AND REQUIREMENTS

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

The following are **allowed** 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 (college flags, etc);**
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.

Highland Haven - Community Signs and Displays Survey

The City of Highland Haven is updating its sign ordinance to improve clarity, consistency, and alignment with state law.

Signs can affect neighborhood character, safety, and appearance. Before finalizing updates, the City would like community input on how signs and decorative displays should look and feel in Highland Haven.

This survey focuses on **community preferences and comfort levels**, not technical legal requirements. All responses will be reviewed by the Planning & Zoning Commission and Board of Aldermen as part of the ordinance update process.

* Indicates required question

1. Which statement best reflects how you feel about signs and visual displays in Highland Haven overall? (select one) *

Mark only one oval.

- 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. Which of the following do you believe are appropriate in residential neighborhoods? *
(Select all that apply)

Check all that apply.

- Small security or warning signs (e.g., "No Trespassing," "Alarm System," "Beware of Dog")
- Temporary Signs for events (garage sales, open houses, community events)
- Small wall or window signs for home-based businesses (such as tutoring, consulting, or similar uses)
- Decorative wall art, murals or plaques (noncommercial, such as garage or porch signs)
- Monument signs
- Other: _____

3. 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)?

Mark only one oval.

- 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. Would you support allowing similar decorative items in Highland Haven? *



Mark only one oval.

- Yes
- Neutral/No strong opinion
- No

5. Would you support allowing similar decorative wall/garage art in Highland Haven? *



Mark only one oval.

- Yes
- Neutral/No strong opinion
- No

6. Would you support allowing similar large decorative murals or wall artwork on homes in Highland Haven? *



Mark only one oval.

- Yes
- Neutral/No strong opinion
- No

7. Would you support allowing similar large decorative murals or wall artwork on fences in Highland Haven? *



Mark only one oval.

- Yes
- Neutral/No strong opinion
- No

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

Mark only one oval.

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

9. Is there anything specific you like, dislike, or would change about signs or decorative displays currently seen in Highland Haven?

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Google Forms



June 5, 2026

Subject: Item 9: E-Bikes

To the City of Highland Haven Planning and Zoning Commission,

Purpose

The purpose of this agenda item is to provide the Planning & Zoning Commission with an opportunity to **review and discuss the City's existing regulations related to electric bicycles, motor-assisted scooters, and other small motorized or electric mobility devices**, in light of current Texas law, evolving device technology, and recent resident concerns.

This item is **for discussion only**. No ordinance amendments or formal recommendations are requested at this time.

Background and Context

At a recent Board of Aldermen meeting, a resident raised concerns regarding the operation of electric bicycles and other small electric or motorized devices on City streets. In response, the Board requested that the Planning & Zoning Commission review the City's current ordinance provisions and discuss potential policy considerations.

The City currently regulates vehicle operation under § 11.02.002 of the City Code. These provisions were adopted prior to the widespread availability of modern electric bicycles and personal mobility devices and include requirements that may no longer align with current Texas law.

Highland Haven's physical and operational context is also relevant to this discussion:

- The City has **no sidewalks or designated bike lanes**
- All public travel occurs on **narrow, low-speed residential streets**
- The City does **not have a police department**
- Enforcement is limited to occasional patrols by the County Sheriff, primarily along the main roadway

As a result, any future regulatory approach must balance **legal compliance, safety, simplicity, and practical enforceability**.



Overview of Texas Law (High-Level Summary)

Electric Bicycles (E-Bikes)

Texas formally adopted the **three-class electric bicycle system** in 2019, which remains current.

Under Texas Transportation Code § 664.001, an electric bicycle is **not a motor vehicle** if it meets the following criteria:

- Fully operable pedals
- An electric motor under 750 watts
- A top assisted speed of 28 miles per hour or less

Texas law recognizes three classes of electric bicycles:

- **Class 1:** Pedal-assist only; motor assistance stops at 20 mph
- **Class 2:** Throttle-capable; motor assistance stops at 20 mph
- **Class 3:** Pedal-assist only; motor assistance stops at 28 mph; operator must be at least 15 years old and the bicycle must be equipped with a speedometer

Electric bicycles are generally:

- Treated the same as bicycles under Transportation Code Chapter 551
- Not subject to driver's license, registration, or insurance requirements
- Not subject to a statewide helmet requirement for adults

Cities may regulate **where** electric bicycles operate (such as streets, sidewalks, parks, or trails), but may not reclassify a state-compliant electric bicycle as a motor vehicle.

Electric Scooters (Motor-Assisted Scooters)

Texas classifies electric scooters as **“motor-assisted scooters”** under Transportation Code Chapter 551, Subchapter E.

Key provisions include:

- Motor size not exceeding 40cc (or electric equivalent)
- Operation limited to streets with posted speed limits of **35 mph or less**
- Ability to cross higher-speed roadways only at intersections



- Permitted use in bike lanes
- Permitted use on sidewalks **unless restricted by a local ordinance**

Cities have explicit authority to regulate or prohibit sidewalk operation and to adopt additional local safety regulations.

Other Devices

Many newer devices do not fit neatly into Texas' bicycle or scooter definitions, including:

- High-powered electric "e-moto" or dirt-bike-style vehicles
- Electric or gas-powered bicycles without operable pedals
- One-wheeled or self-balancing devices

Devices that:

- Exceed 750 watts,
- Lack operable pedals, or
- Exceed statutory speed limits

do **not** qualify as electric bicycles under Texas law and may be regulated more restrictively or prohibited from use in the public right-of-way.

Clear distinctions between compliant and non-compliant devices are important for both enforcement and public understanding.

What Cities Can and Cannot Regulate

Cities May:

- Regulate or prohibit sidewalk riding
- Regulate park and trail access
- Set helmet requirements, particularly for minors
- Establish minimum age requirements for certain devices
- Prohibit devices that do not meet state definitions
- Require yielding to pedestrians and impose lower speed limits



- Limit hours of operation

Cities May Not:

- Redefine a state-compliant electric bicycle as a motor vehicle
- Require driver's licenses, registration, or insurance for compliant electric bicycles
- Prohibit electric bicycles solely because they are electric

Enforcement Considerations

The City's lack of a dedicated police department is an important consideration in this discussion. Enforcement of any regulations would rely primarily on:

- Voluntary compliance by residents and visitors
- Occasional County Sheriff patrols
- Clear, easily understood rules that do not require technical determinations in the field

This reality suggests that future regulations, if considered, should emphasize:

- Simplicity and clarity
- Behavior-based standards (such as speed, yielding, and location)
- Avoidance of complex classifications that are difficult to enforce consistently

Discussion Topics for the Commission

Staff anticipates that Commission discussion may focus on:

- Whether the City's current ordinance provisions remain consistent with Texas law
- Whether electric bicycles, scooters, and similar devices should be addressed collectively or separately
- How to address emerging devices that do not clearly fit within existing definitions
- Appropriate age, helmet, and safety requirements
- How enforcement limitations should shape any future regulatory approach
- Alignment with the City's small-scale, residential character



Next Steps

Following Commission discussion:

- Staff can further evaluate existing ordinance language for consistency with Texas law
- Policy options can be developed for future consideration by the Planning & Zoning Commission and Board of Aldermen, if directed
- Any potential ordinance amendments would be brought forward for public discussion and formal Board action

Recommendation

Staff recommends that the Planning & Zoning Commission:

- Discuss the issues outlined above, and
- Provide general policy feedback to guide any future ordinance review.

Sincerely,

Andy Adams

City Administrator



June 4, 2026

Subject: Item 10: Discussion on Comprehensive Plan

To the City of Highland Haven Planning and Zoning Commission,

Purpose

The purpose of this agenda item is to provide the Planning & Zoning Commission with an opportunity to review and discuss the **draft topic sections and Analysis & Priorities section** of the City of Highland Haven Comprehensive Plan that were recently distributed to the Commission.

This meeting is intended to focus on:

- overall structure and clarity,
- whether the draft sections accurately reflect community input and City realities, and
- identifying any topic areas the Commission would like to discuss in greater detail.

Staff does not expect the Commission to review or resolve every topic section at this meeting. Rather, the goal is to work through the sections the Commission feels warrant discussion and identify any needed refinements before proceeding further into implementation planning.

Background and Context

At prior Planning & Zoning Commission meetings, staff and the Commission discussed the overall direction, structure, and usability of the Comprehensive Plan. Based on that discussion, the Commission supported a revised structure that:

- separates **goal-setting** from **implementation**,
- uses a consistent format across all topic sections, and
- introduces an **Analysis & Priorities** section to evaluate goals holistically before moving into implementation.

Under this agreed-upon structure:

- **Part 2: Topic Sections** establish context and goals using a standardized format:
 - Definition & Overview
 - Importance to Highland Haven



- Community Input
- Goals
- An **Analysis & Priorities** section follows the topic sections to evaluate competing needs and limited resources in a single, consolidated place.
- **Part 3: Implementation** (not yet finalized) will address how priorities are carried out through an implementation framework, action matrix, capital planning, and funding strategies.

This approach was intended to improve clarity, reduce repetition, and ensure the Comprehensive Plan remains a practical policy document over time.

Materials Provided to the Commission

Staff has transmitted draft versions of the remaining topic sections in **Part 2**, along with the **Analysis & Priorities** section. These drafts reflect:

- community survey results and town hall input,
- previous Planning & Zoning discussions,
- City operational and fiscal realities,
- state law and regulatory constraints, and
- coordination requirements with external agencies.

The topic sections provided include:

- Land Use & Development
- Transportation & Mobility
- Municipal Water System (renamed from Water & Infrastructure)
- Parks, Recreation & Open Space
- Community Character & Design
- Public Safety & Emergency Services
- Infrastructure Systems & Utilities (renamed from Infrastructure & Utilities)
- Economic Development & Fiscal Sustainability



- Community Engagement & Communication
- Intergovernmental Coordination

The **Analysis & Priorities** section synthesizes goals across these topic areas and establishes a framework for evaluating priorities before moving into implementation.

The former **Water Resources & Infrastructure** section was refined and retitled **Municipal Water System**. This change was made to clarify that the section focuses on the **City-owned and operated drinking water system**, including groundwater supply, regulatory compliance, system planning, and fiscal responsibility. The revised title helps distinguish the City's direct responsibilities from broader environmental or recreational water topics addressed elsewhere in the Plan.

The former **Infrastructure & Utilities** section was retitled **Infrastructure Systems & Utilities**. This adjustment was intended to more clearly capture infrastructure systems that support daily life in Highland Haven but are **not part of the municipal water system**, such as septic systems, drainage and stormwater, and coordination with non-City utility providers.

Discussion Focus for This Meeting

Staff anticipates that Commission discussion may focus on:

- whether the draft sections accurately reflect community input and priorities,
- clarity and consistency across topic sections,
- alignment between Community Vision & Values and subsequent topic goals,
- whether any topic areas require additional clarification or adjustment, and
- identification of sections the Commission would like to revisit at future meetings.

The Commission may choose to discuss selected topic sections in detail rather than reviewing every section line-by-line at this meeting.

Next Steps

Following Planning & Zoning Commission feedback:

- staff will refine draft sections as needed,
- additional discussion can be scheduled for specific topic areas if requested, and



- the Comprehensive Plan will proceed toward **Part 3: Implementation**, which will translate prioritized goals into an implementation framework, action matrix, capital planning approach, and funding strategies.

Staff will continue to coordinate with the Commission throughout this process to ensure the Comprehensive Plan remains clear, usable, and aligned with community values.

Recommendation

Staff recommends that the Planning & Zoning Commission:

- review the draft materials provided,
- discuss any topic sections the Commission wishes to focus on at this meeting, and
- provide feedback to guide refinement of the Comprehensive Plan prior to advancing to the implementation phase.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

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