



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: July 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	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 – June 11, 2026

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

- a. Ordinance Changes
- b. Survey Option

DISCUSSION ITEMS

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

9. Discussion – Comprehensive Plan 2026

- a. Review of Sections Submitted

INFORMATION ITEMS

- 10. P&Z Commission Member Comments.
- 11. Staff Comments.
- 12. Next Regular Meeting: August 13, 2026 at 6:00 PM (Community Center)
- 13. Items to be considered for the next agenda must be received by the Chair on or before August 5, 2026.
- 14. Adjournment.

Agenda posted on June 30, 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 30th 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: 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 – **The meeting was called to order by Chair Jackie Garrow.**

Jackie Garrow	Chair	✓Present	□Absent
Lorinda Peters	Vice Chair	□Present	✓Absent
Linda Ray	Secretary	✓Present	□Absent
Connie Smith	Member	✓Present	□Absent
John Novak	Member	✓Present	□Absent

2. Pledge of Allegiance – **Led by Jackie Garrow**
3. Recognize Visitors – **Judy Kelley, Nancy Crumley, Mary Chase, Terry 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 – May 14, 2026

A motion to accept the Consent Items was made by Connie Smith; seconded by Linda Ray.

Vote: 4-0

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

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

A motion to appoint Jackie Garrow as Chair, Lorinda Peters as Vice Chair, and Linda Ray as Secretary was made by John Novak, seconded by Linda Ray.

Vote: 4-0

8. **Discussion/Consider Possible Action:** Sign Ordinance (John Novak)
- a. Ordinance Changes
 - b. Survey Option

No action was taken.

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 June 26, 2026.

A motion to adjourn was made by Linda Ray, seconded by Connie Smith.

Vote: 4-0

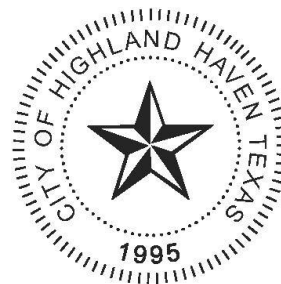
15. Adjournment.

The meeting was adjourned at 7:54 PM.

Jackie Garrow, Chair

Attest:

Sarah Collard, City Secretary





July 2, 2026

Subject: Item 7: Signs

To the City of Highland Haven Planning and Zoning Commission,

Background

At prior meetings, the Commission reviewed a draft sign ordinance intended to consolidate and modernize the City's existing regulations. That draft included more detailed provisions addressing various types of signage, including murals, decorative displays, and other non-traditional features.

During those discussions, the Commission identified several key considerations, including:

- The need to clearly distinguish between signage and personal or decorative displays
- The importance of maintaining the residential character of the community
- The value of obtaining community input on signage preferences
- The ability of staff to enforce the new ordinance in an efficient manner
- The detailed amount of information in the proposed new ordinance and the amount of extra questions it created

Since that time, staff has continued refining the ordinance based on Commission feedback.

Updated Draft Ordinance – Summary of Changes

Following further review, staff is recommending a **simplified ordinance framework** that focuses on enforceability, clarity, and alignment with the City's staffing capacity.

The updated draft provided for consideration reflects the following key changes:

1. Simplified Structure and Definitions

- The ordinance now clearly distinguishes between:
 - **Signs** (regulated), and
 - **Decorative displays** (not regulated)
- Decorative displays explicitly include:
 - Murals and wall art



- Seasonal and holiday decorations

This approach reduces ambiguity and avoids regulating personal expression.

2. Reduced Permit Requirements

- A permit is required only for:
 - Monument signs
 - Commercial signage
 - Signs requiring structural foundations
- Most residential and temporary signage is allowed by right

Additionally, signage may be reviewed as part of the **building permit process**, eliminating the need for a separate permit workflow.

3. Focus on Practical Enforcement

- The ordinance removes many detailed size and technical requirements
- Standards are simplified to focus on:
 - Safety
 - Visibility
 - General neighborhood compatibility

This reflects the City's limited staffing capacity and ensures rules can be applied consistently.

4. Residential-Oriented Approach

- The ordinance prioritizes preserving the City's residential character
- Temporary signs, real estate signs, and similar uses are allowed with basic limitations
- Specific provisions were retained to address:
 - Waterfront properties and real estate signage
 - Common residential signage concerns

5. Commercial Signage Approach



- Rather than adopting detailed commercial sign standards at this time, the ordinance provides that:
 - Commercial signage will be reviewed as part of the **site development or building permit process**
- This allows flexibility for future development without over-regulating properties that do not yet exist

6. Government and Institutional Flexibility

- The ordinance confirms the City's authority to install signs as needed for:
 - Traffic control
 - Public safety
 - Community information
- Institutional properties (including City and HHPOA facilities) are permitted to install signage as needed, with administrative oversight

7. Retention of Key Provisions

While simplified, the draft retains several important provisions, including:

- Prohibited sign features (e.g., off-premise advertising, unsafe placement, unlawful content)
- Nonconforming sign protections
- Specific allowances for community features (e.g., Ladies Club sign and annual event signage)

Discussion

The Commission may wish to consider whether the revised ordinance:

- Strikes the appropriate balance between regulation and flexibility
- Provides sufficient clarity for both residents and staff
- Is practical to administer and enforce given the City's size and resources
- Reflects community expectations regarding signage and aesthetics

Next Steps / Options for Direction



The Planning & Zoning Commission may choose to:

1. Recommend the revised ordinance as presented
2. Suggest additional refinements or adjustments
3. Direct staff to proceed with community outreach prior to final recommendation
4. Request further simplification or additional detail in specific areas

Following Commission direction, staff will finalize the ordinance for consideration by the Board of Aldermen.

Action Requested

Discussion and direction.

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 the residential character and aesthetic quality 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

Sec. 2. Applicability

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, 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

Sign – Any object, structure, or device visible from a public place that is primarily intended to attract attention to, identify, advertise, or communicate information about a business, service, product, activity, event, or property.

Decorative Display – Any object, artwork, mural, seasonal display, holiday decoration, or similar visual feature that is primarily intended for personal expression or aesthetic enhancement and not for commercial advertising. Decorative displays are not considered signs under this Chapter.

Sec. 6. Permit Requirements

A. A sign permit is required only for:

- Monument signs;
- Permanent signs associated with commercial development;
- Any sign requiring structural footing or foundation.

B. All other signs are permitted by right unless otherwise prohibited.

C. Where a building permit is required, associated signage may be reviewed and approved as part of the building permit process.

D. The City Administrator or designee may require information reasonably necessary to determine compliance.

Sec. 7. Government and Institutional Signs

A. Government Signs

Signs erected, placed, or authorized by the City or another governmental entity for official purposes are permitted and do not require a permit.

These include, but are not limited to:

- Traffic control and street signs;
- Public safety signage;
- Emergency notices;
- Public information or community notices.

The City may install such signs as needed to carry out its governmental functions.

B. Institutional Properties

Institutional properties, including City-owned sites and Highland Haven Property Owners Association (HHPOA) properties, are authorized to install signs as needed for:

- Building or area identification;
- Ingress and egress control;
- Public safety or hazard notification.

A sign permit is required; however, **permit fees may be waived.**

Sec. 8. General Standards

A. All signs must be maintained in good condition.

B. Signs shall not create traffic hazards or obstruct visibility.

C. Signs shall not be placed in the public right-of-way except as expressly allowed.

D. Prohibited features include:

- Off-premise commercial advertising (except as allowed for certain temporary signs);
- Attachment to utility poles, trees, or public structures;
- Any sign containing true threats, obscene material (as defined by *Miller v. California*), or material inciting imminent lawless action (per *Brandenburg v. Ohio*).

E. Flashing, animated, or moving signs are prohibited unless approved through a variance.

Sec. 9. Residential Districts (R1 and R2)

A. Signs shall be limited in size, number, and duration to maintain neighborhood character and protect public safety.

B. Permitted signs include:

- Temporary signs (real estate, events, construction);
- Signs related to permitted home occupations;
- Address identification signs.

C. Monument signs are prohibited except for approved community or subdivision identification features.

Temporary Signs

D. Temporary signs shall be limited as follows:

- Shall not create safety hazards;
- Shall be removed after completion of the event or activity being advertised;
- Shall not be placed in the public right-of-way except as allowed by this Chapter.
- Real estate signs shall be permitted as follows:
 - Maximum two (2) signs per lot (24" x 36" each; one front and one rear/side);

- **Waterfront lots may have one additional banner up to 32 square feet facing the water.**

All signs shall be:

- Professionally constructed;
- Securely affixed;
- Removed upon completion of sale or lease;
- Free of inflatables, ribbons, or streamers.

Sec. 10. District A (Agricultural)

A. Uses are generally subject to residential standards.

B. Monument signs are allowed for the Highland Haven Ladies Club community entrance sign, subject to:

- Permit approval;
- Fee waiver;
- Written property owner consent on file.

C. Special Allowance – Rummage Sale Sign

The Highland Haven Ladies Club is authorized to install a temporary sign or banner on the City's sign located at FM 1431 and Highland Drive (CR 125), subject to:

- Maximum size of 48 inches by 96 inches;
- Display limited to the weekend of the annual rummage sale.

Sec. 11. Commercial Development (District C)

A. Signage for commercial properties shall be reviewed and approved as part of the site development or building permit process.

B. The City may evaluate signage based on:

- Size and scale;
- Placement and visibility;
- Compatibility with surrounding development;
- Traffic safety impacts.

- C. Monument, wall, and window signs may be permitted as part of this review.
- D. Flashing, animated, or moving signs are prohibited unless approved through a variance.

Sec. 12. Monument Signs

A. Monument signs require a permit.

B. Monument signs shall be:

- Constructed of durable materials;
- Permanently affixed;
- Compatible with surrounding character.

C. The City Administrator may impose reasonable conditions to ensure safety and compatibility.

Sec. 13. Temporary Signs

A. Temporary signs are permitted in all districts.

B. Temporary signs shall:

- Be constructed of non-permanent materials;
- Be securely installed;
- Be removed after the event or activity advertised.

C. Event signs may be displayed for a limited duration prior to an event and must be removed shortly after the event concludes.

Sec. 14. Decorative Displays (INCLUDING MURALS & HOLIDAY DISPLAYS)

A. Decorative displays are permitted in all districts and are not regulated as signs.

B. This includes:

- Murals and wall artwork;
- Holiday and seasonal decorations;
- Noncommercial decorative features.

C. Murals shall not cover more than one wall surface.

D. Any display containing commercial messaging, business identification, or advertising shall be considered a sign and shall be regulated under this Chapter.

Sec. 15. Exempt Signs

The following are permitted and do not require a permit:

1. Address numbers;
2. Government signs;
3. Safety and warning signs (e.g., “No Trespassing,” “Beware of Dog”);
4. Noncommercial flags;
5. Temporary event and real estate signs;
6. Decorative displays as defined in this Chapter.

Sec. 16. Prohibited Signs

The following are prohibited:

1. Signs in the public right-of-way (except as allowed for limited events);
2. Flashing, animated, or moving signs (unless approved by variance);
3. Off-premise commercial billboards;
4. Signs that create traffic hazards or obstruct visibility;
5. Signs attached to utility poles, trees, or public structures;
6. Signs containing unlawful content as defined by applicable law (see Sec. 8).

Sec. 17. Nonconforming Signs

- A. Signs lawfully existing prior to the effective date of this Chapter may continue.
- B. Such signs shall not be enlarged or structurally altered.
- C. The City may require removal of signs that are abandoned, unsafe, or no longer in use.

Sec. 18. Maintenance and Removal

- A. All signs shall be maintained in safe and legible condition.
- B. Abandoned, damaged, or unsafe signs may be removed following notice to the property owner.
- C. The City may recover costs associated with removal.

Sec. 19. Variances

The Board of Aldermen may grant variances from this Chapter consistent with zoning regulations.

Sec. 20. Severability

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

Sec. 21. Effective Date

This ordinance shall take effect upon adoption.



July 2, 2026

Subject: Item 8: E-Bikes

To the City of Highland Haven Planning and Zoning Commission,

Background

At a prior meeting, the Commission reviewed the City's existing ordinance provisions related to electric bicycles and similar devices and discussed how those provisions compare to current Texas law.

The City's current ordinance includes requirements that are **not fully consistent with state law**, such as licensing requirements for electric bicycles and classifications that do not align with how Texas now defines these devices.

Since that discussion, staff has continued review of the City's ordinance and identified areas where updates are needed.

Key Considerations for Ordinance Updates

Based on prior discussion and staff review, the following guiding principles are recommended:

1. Alignment with State Law

Texas law provides clear definitions and requirements for electric bicycles, scooters, and similar devices.

The City must ensure its ordinance:

- Does not conflict with state law
- Does not impose requirements that the City is not authorized to regulate
- Reflects current state classifications

As such, a preferred approach is to **align local regulations with state law and avoid creating separate or conflicting definitions.**

2. Simplicity and Enforceability

The City's operational structure requires that any regulations be:

- Easy to understand



- Easy to apply in the field
- Realistic to enforce with limited resources

This suggests avoiding complex classifications or requirements that depend on technical distinctions between devices.

3. Focus on Health, Safety, and Welfare

Local regulation should focus on the City's core responsibilities:

- Traffic safety
- Safe operation on residential streets
- Minimizing conflicts between vehicles, bicycles, and pedestrians

This supports a regulatory approach focused on **behavior and operation**, rather than attempting to regulate each type of device individually.

4. Avoiding Overly Complex Regulation

Due to the rapid evolution of personal mobility devices, attempting to regulate each type individually can quickly become outdated and difficult to enforce.

A more sustainable approach is to:

- Rely on state law definitions
- Apply general safety-based standards
- Maintain flexibility for future changes

Recommended Ordinance Approach

Based on these considerations, staff recommends that the Commission consider a **simplified ordinance framework** that:

1. **Defers to Texas law** for definitions and classifications
2. Removes local requirements that conflict with state law (such as licensing for e-bikes)
3. Focuses on **safe operation and location of use**, rather than device type
4. Applies consistent rules across similar devices where possible



✓ **Proposed Draft Replacement Language (for discussion)**

The following language is provided as a starting point for discussion:

(b) Operation of Electric Bicycles and Similar Devices

1. State Law Applicability

Electric bicycles, motor-assisted scooters, and similar devices shall be operated in accordance with the Texas Transportation Code, as amended.

2. Compliance with State Definitions

The City adopts by reference the definitions and classifications established under Texas law. Devices meeting the definition of an electric bicycle or other regulated device under state law shall be treated accordingly.

3. Prohibited Reclassification

The City shall not impose licensing, registration, or insurance requirements on electric bicycles or other devices where such requirements are not authorized under state law.

(c) Local Safety and Operation Requirements

1. Devices shall be operated in a safe manner and in compliance with all applicable traffic laws.
2. Operation that creates a hazard to persons or property, including excessive speed or reckless operation, is prohibited.
3. The City may restrict or limit operation in specific locations where necessary to protect public safety.
1. Devices that do not meet state law definitions (such as high-powered electric vehicles not classified as bicycles or scooters) may be restricted or prohibited from operation on public streets.

Discussion

The Commission may wish to consider:

- Whether the recommended approach appropriately balances **compliance, simplicity, and enforcement**
- Whether additional local restrictions are necessary
- Whether focusing on behavior and safety is preferable to regulating device types



Next Steps / Options for Direction

The Planning & Zoning Commission may choose to:

1. Support the simplified, state-aligned approach
2. Recommend revisions to the proposed language
3. Request a more detailed ordinance (if desired)

Following Commission direction, staff will prepare updated ordinance language for formal review.

Action Requested

Discussion and direction.

Sincerely,

Andy Adams

City Administrator



July 2, 2026

Subject: Item 9: 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 update on the status of the Comprehensive Plan and to obtain direction on how to proceed with the next phase of the project.

Background

At the previous Planning & Zoning Commission meeting, staff presented draft versions of the remaining topic sections in **Part 2** of the Comprehensive Plan, along with the **Analysis & Priorities** section.

At that time, the Commission discussed the overall structure and content of the Plan and agreed on an approach for finalizing the draft sections. Specifically, the Commission indicated that members would:

- Review the draft sections individually, and
- Provide comments, edits, or feedback to the City Secretary for compilation

This approach was intended to allow the Commission to provide detailed input across all sections prior to moving forward into the next phase of the Plan.

Current Status

As of this meeting, staff has **not yet received feedback or revisions** from Commission members on the draft sections.

The Comprehensive Plan is currently structured as follows:

- **Part 2: Topic Sections** – Establish context, community input, and goals
- **Analysis & Priorities** – Synthesizes goals and identifies key priorities
- **Part 3: Implementation (Not Yet Developed)** – Will address how goals are carried out through specific actions, timelines, and funding strategies



Discussion

At this stage, the Commission's direction is needed on how to proceed. The Commission may wish to consider:

- Whether additional time is needed for review and submission of edits to the draft sections
- Whether the existing draft sections are sufficiently complete to proceed to the next phase
- The preferred balance between continued refinement and maintaining project momentum

Two primary options are available:

Option 1 – Continue Section Review and Edits

- Allow additional time for Commission members to review and submit feedback on Part 2 sections
- Staff compiles and incorporates revisions
- The Commission conducts any necessary follow-up discussion before proceeding

Option 2 – Proceed to Implementation Phase

- Staff proceeds with development of **Part 3: Implementation**
- Any remaining edits to Part 2 sections can be addressed concurrently or incorporated later
- Maintains momentum toward completing the Comprehensive Plan

Next Steps / Options for Direction

The Planning & Zoning Commission may choose to:

1. Continue review of the draft sections and provide edits prior to advancing further
2. Direct staff to move forward with development of the Implementation section
3. Provide additional direction on timing and priorities for completing the Comprehensive Plan

Following Commission direction, staff will proceed accordingly.

Action Requested

Discussion and direction.