



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: August 13, 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	☐ Present	☐ Absent
Lorinda Peters	Vice Chair	☐ Present	☐ Absent
Linda Ray	Secretary	☐ Present	☐ Absent
Connie Smith	Member	☐ Present	☐ Absent
John Novak	Member	☐ Present	☐ Absent

2. Pledge of Allegiance

3. Recognize Visitors.

4. Public Comment

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

ACTION ITEMS

5. **Consider Consent items:**

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

- a. Meeting Minutes for Regular P&Z – July 9, 2026

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

- a. Ordinance Changes
b. Survey Option

DISCUSSION ITEMS

7. Discussion – Review and revise city ordinances pertaining to E-bikes and other vehicles for compliance with changes in Texas law.
8. Discussion – Comprehensive Plan 2026
a. Review of Sections Submitted
9. Discussion - Burnet County Transportation Plan

INFORMATION ITEMS

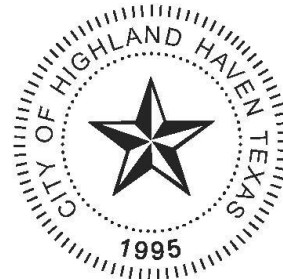
10. P&Z Commission Member Comments.
11. Staff Comments.
12. Next Regular Meeting: September 10, 2026 at 6:00 PM (Highland Haven Community Center)
13. Items to be considered for the next agenda must be received by the Chair on or before September 1, 2026.
14. Adjournment.

Agenda posted on August 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 AUGUST, 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: 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, called the meeting to order at 6:00 PM.**

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

2. Pledge of Allegiance – **Led by Chair Jackie Garrow**
3. Recognize Visitors – **Judy Kelley**
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 – June 11, 2026

Connie Smith made a motion to accept the Consent Items; seconded by Jackie Garrow.

Vote: 3-0

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

No action taken.

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.

Motion to adjourn made by Connie Smith; seconded by Lorinda Peters.

Vote: 3-0

14. Adjournment.

The meeting adjourned at 7:13 PM.

Jackie Garrow, Chair

Attest:

Sarah Collard, City Secretary





August 10, 2026

Subject: Item 6: Signs

To the City of Highland Haven Planning and Zoning Commission,

Background

At its previous meeting, the Planning and Zoning Commission reviewed a draft sign ordinance intended to simplify the City's sign regulations while maintaining the residential character of the community. Following discussion and Commission feedback, staff has prepared an updated draft containing several targeted revisions for consideration.

Summary of Revisions Since Last Review

The attached draft ordinance includes the following notable changes:

1. Administrative Review of Larger Signs and Decorative Displays

Language has been added requiring administrative approval for signs and decorative displays exceeding eight (8) square feet, with the exception of holiday decorations. The ordinance further provides an appeal process allowing a resident to seek review by the Board of Aldermen if they disagree with an administrative determination.

2. Clarification of Temporary Sign Limits

Additional standards have been incorporated establishing a limit of two temporary signs per lot. The draft also clarifies that celebratory yard displays, such as individually staked birthday or congratulatory letters displayed together as a single message, will be treated as one sign for enforcement purposes.

3. Monument Sign Definition

A formal definition for monument signs has been added. The definition distinguishes monument signs from pole or post-mounted signs by requiring a ground-mounted structure supported by a solid base extending from grade to the sign face.

4. Temporary Sign Definition

A definition has been added for temporary signs to provide greater clarity regarding the types of signs intended for short-term display and removal following a specific event, activity, or period of time.



5. Decorative Display Standards

Additional language has been included to clarify that decorative displays exceeding eight (8) square feet, other than holiday decorations, are subject to the same administrative review process outlined in Section 6 of the ordinance.

Discussion

The Commission may wish to consider whether the proposed revisions:

- Provide adequate guidance regarding larger signs and decorative displays;
- Establish reasonable limitations on temporary signage;
- Improve clarity for residents and staff regarding monument and temporary sign classifications;
- Maintain the desired balance between neighborhood aesthetics, personal expression, and ease of enforcement.

Recommended Action

Staff requests discussion and direction regarding the proposed revisions and whether the Commission wishes to recommend the ordinance to the Board of Aldermen as revised or propose additional modifications.

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. Definitions of specific signs are listed in their specific sections in this chapter.

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. All rules regarding decorative displays are listed below in Section 14 of 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.
- Any sign or decorative display larger than eight square feet.
 - Signs or decorative displays over eight square feet will be approved at the discretion of the City Administrator or their designee. If a resident disagrees with the decision of the City Administrator or their designee, they may appeal the decision to the Board of Aldermen.
 - For the purposes of this rule, holiday decorations are not included in this requirement.

B. All other signs are allowed 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 allowed 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. Signs **allowed in residential districts** include:

- Temporary signs (real estate, events, construction);
- Signs related to **home-based-businesses**;
- 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.
- No more than two temporary signs per lot.
 - A Happy Birthday, Congratulations, etc. sign where each letter has it's own stake and are not connected will be treated as one sign in regards to this ordinance.
- Real estate signs shall be allowed 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 **allowed** as part of this review.

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

Sec. 12. Monument Signs

A monument sign is a ground-mounted, freestanding sign supported primarily by a solid base or pedestal extending from grade level to the bottom of the sign face. The sign and base shall be designed as a unified architectural feature. Exposed support structures, including poles or posts intended to elevate the sign above the ground, are prohibited. Monument signs may include landscaping around the base and may contain one or more sign faces.

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 sign is a sign intended for limited-duration display that is not permanently installed or affixed to a structure or the ground and is designed to be removed after a specific event, activity, or period of time.

A. Temporary signs are **allowed** in all districts. **No more than two temporary signs are allowed per lot.**

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 **allowed** in all districts and are not regulated as signs, **except as noted in this Chapter.**

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.

E. Any decorative display over eight square feet, except for Holiday Displays, must be approved by the City Administrator or their designee, as noted in Section 6.

Sec. 15. Exempt Signs

The following are **allowed** 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.



August 10, 2026

Subject: Item 7: E-Bikes

To the City of Highland Haven Planning and Zoning Commission,

Background

At prior meetings, the Commission reviewed the City's existing ordinance provisions regarding electric bicycles, motor-assisted scooters, and similar devices. During those discussions, concerns were raised regarding consistency with current Texas law, enforceability, and the City's ability to regulate emerging mobility devices in a practical manner. The City's current ordinance contains provisions that may no longer align with state law, including requirements and classifications that differ from those established by the Texas Transportation Code.

Following discussion and Commission direction, staff has prepared updated draft language intended to simplify local regulations, align with state law, and focus local enforcement on safety and operation rather than device classifications.

Proposed Draft Ordinance Language

(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.

(c) Local Safety and Operation Requirements

1. Devices and vehicles 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. Operators shall yield to pedestrians and exercise due care when approaching or passing pedestrians.



4. The City may restrict or limit operation in specific locations where necessary to protect public safety.
5. 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.

Summary of Approach

1. Continued Alignment with State Law

The proposed ordinance relies upon the Texas Transportation Code for device definitions, classifications, and operational requirements. Rather than creating separate local classifications, the draft adopts state definitions by reference. This approach helps ensure consistency with future state law changes while reducing the need for local ordinance amendments.

2. Simplified and Enforceable Framework

The proposed language avoids regulating individual device types separately and instead establishes general operational standards applicable to electric bicycles, scooters, and similar devices.

This approach is intended to:

- Improve clarity for residents;
- Reduce enforcement complexity;
- Avoid conflicts with state law;
- Adapt to future changes in mobility technology; and
- Allow consistent application regardless of device type.

3. Focus on Safe Operation

The proposed ordinance emphasizes behavioral standards rather than equipment requirements. The draft prohibits hazardous or reckless operation while requiring compliance with applicable traffic laws and reasonable care around pedestrians.

By focusing on conduct rather than technical device specifications, enforcement can be based on observable actions rather than determining specific classifications or equipment requirements.

4. Avoidance of Additional Local Restrictions



Staff has not included separate local provisions regarding age restrictions, licensing requirements, registration requirements, insurance requirements, or mandatory helmet use.

While such regulations could be adopted, they would create additional local enforcement responsibilities and may be difficult to administer consistently. The proposed ordinance instead relies on state law where applicable and focuses local regulation on public safety and operational conduct. This approach remains consistent with the Commission's previous discussion emphasizing simplicity, enforceability, and alignment with state law.

Discussion

The Commission may wish to consider whether the proposed ordinance:

- Appropriately aligns with current Texas law;
- Provides sufficient authority to address unsafe operation of electric bicycles and scooters;
- Maintains an appropriate balance between public safety and personal mobility options;
- Is practical to administer and enforce given the City's size and available resources; and
- Requires any additional local operational restrictions.

Next Steps / Options for Direction

The Planning & Zoning Commission may choose to:

- Recommend the proposed ordinance language as presented;
- Recommend modifications to the proposed language;
- Direct staff to prepare additional revisions; or
- Recommend the ordinance for consideration by the Board of Aldermen following any requested changes.

Action Requested

Discussion and direction.

Sincerely,

Andy Adams
City Administrator

CODE REFERENCES ON NON-AUTOMOTIVE VEHICLE OPERATION WITHIN THE CITY:

CHAPTER 1 GENERAL PROVISIONS

ARTICLE 1.02. DEFINITIONS APPLICABLE TO ALL ORDINANCES

(EXCERPTS)

DEFINITIONS

All-terrain vehicle (ATV).
See "ATV."

ATV (all-terrain vehicle).
A three (3) or four (4) wheel all-terrain vehicular unit that is self-propelled and generally used for recreation or work and which is not eligible to be licensed or registered for use on public roads.

Electric bicycle.
A bicycle equipped with **electric** power driven motor devices.
Electric personal assistive mobility device.
A self-balancing, two non-tandem wheeled vehicle, designed for transportation of one person, propelled by an **electric** propulsion system.

Gator, "Mule," or similar vehicle.
A much larger version of a golf cart but designed for the purpose of transporting cargo. Does not qualify as a "neighborhood **electric** vehicle" or as a golf cart.

Go-cart.
A low profile motorized three-or four-wheeled device with a deck designed to accommodate a sitting operator.

Golf cart.
Electric or gasoline engine vehicles designed to transport two passengers and golf bags. Includes similar sized vehicles for two passengers but with the bag carrier replaced with a small cargo bed.

Local street.
A street designed for the sole purpose of providing access.

Minor street.
A local street designed primarily for access to abutting residential properties. A minor street does not include a street designed or required to be designed for through traffic.

Moped.
A motorized bicycle with pedals.

Motor-assisted scooter.

A self-propelled two or more wheeled device equipped with a gas engine not exceeding 40 cubic centimeters or an **electric** motor, a deck designed to allow a person to stand or sit on while operating the device, and a satisfactory braking system.

Motorcycle.

A two wheeled motor vehicle equipped with a gas engine exceeding 40 cubic centimeters, a deck allowing a person to stand or sit on while operating the device, and a satisfactory braking system.

Motorized mobility device.

A motorized chair device designed for transport of the physically handicapped.

Neighborhood electric vehicle.

A vehicle resembling a golf cart, but larger - usually capable of carrying four passengers.

Nuisances.

A nuisance is a "condition that substantially interferes with the use and enjoyment of land by causing unreasonable discomfort or annoyance to persons of ordinary sensibilities attempting to use and enjoy it." In other words, a nuisance is something would annoy a reasonable person. A minor nuisance affects adjacent neighbors. Examples of a nuisance are pollution of land or water, smoke, foul odors, bright lights, loud noise, abandoned vehicles or boats, accumulated rubbish, high weeds, unsanitary conditions, or health hazards.

Operation.

The physical control and manipulation of the various devices necessary to initiate and maintain movement of a vehicle or watercraft.

Play vehicles.

Wheeled vehicles, motor assisted or not, which do not fit in other vehicle categories. Includes but is not limited to those defined by TXDOT.

Pocket rockets.

Mini-motorcycles.

Public highway.

A federal highway, state highway, county road, or municipal street open to use by the public.

Right-of-way.

(1)

The term will mean and include the entire width between property lines of any road, street, way, thoroughfare, bridge, dredged canal, and public beach or park in this

city, not privately owned or controlled, when any part thereof is opened to the public for vehicular traffic and/or over which the city has legislative jurisdiction under its policing power.

(2)

The surface, air space above the surface, and the area below the surface of any public street, alley, bridge, tunnel, park, parkways, or other public rights-of-way including public utility easements or rights-of-way and any temporary or permanent fixture or improvements located thereon now or hereafter held by the city which shall entitle the city and a grantee the use thereof for the purpose of installing and maintaining a grantee's use of that space for a provided service.

(3)

The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on the final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels. Right-of-way intended for streets, crosswalks, water mains, wastewater lines, storm drains, or any other use involving maintenance by a public agency shall be dedicated to the public by the maker of the plat where such right-of-way is established. See also "Public right-of-way."

(4) Right-of-way also means the area between the lot line and the street pavement.

Street.

Any public or private right-of-way which affords the primary means of vehicular access to abutting property.

Street line.

That line limiting the right-of-way of the street and being identical with the property line of persons owning property fronting on the streets.

Vehicle.

A device, motorized or not, designed for the transport of people, cargo, or both.

CHAPTER 11. TRAFFIC AND VEHICLES (EXCERPTS)

§ 11.02.001 Definitions.

See article 1.02.

(Ordinance 059 Rev. 7, sec. I, adopted 9/20/2022)

§ 11.02.002 Operation of vehicles; types of vehicles not allowed on streets.

(a) Vehicles not allowed.

The following vehicles may not be operated upon the streets and roads of the city:

- (1) Motor vehicles and trailers, designed for operation upon public highways and streets, but which do not display current registration or appropriate license plates.
- (2) Vehicles, single or in tandem, which exceed the load limit restriction of 14 tons at the Curtis Fry crossing on Highland Drive.
- (3) Tracked vehicles of any type.
- (4) All-terrain vehicles (ATVs).
- (5) Go-carts.
- (6) Pocket rockets (mini-motorcycles).

(b) Restrictions on certain vehicles.

The following motorized vehicles may be operated upon the streets and roads of the city with restrictions:

- (1) Golf carts. Must be operated by a licensed driver, display a "slow moving vehicle" emblem on the rear of the vehicle, and be equipped with operational lights if driven after dusk and before daylight. May not be operated on streets with a speed limit in excess of 30 mph.
- (2) Neighborhood electric vehicles. Same as a golf cart, but also must be registered, and be covered by liability insurance.
- (3) "Gator", "Mule", or similar vehicle. Same as golf cart.
- (4) Electric bicycle. Must be operated by a licensed driver.
- (5) Motor assisted scooter. May not be operated on Highland Drive.
- (6) Motorized mobility device. Use by the handicapped only. May not be used as a play vehicle.
- (7) Lawn, vacant lot, and street right-of-way maintenance equipment. Standard lawn tractors may only use public streets to move from one work site to another and shall not be used by children for joy riding. Farm tractors used for mowing vacant lots and street rights-of-way shall display "slow moving vehicle" emblem on the rear of the tractor.
- (8) Segway-like devices.

(c) Registration and operation.

All authorized vehicles shall be registered and operated in accordance with the rules of the Texas Transportation Code.

(Ordinance 059 Rev. 7, sec. II, adopted 9/20/2022)



August 10, 2026

Subject: Item 8: 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 the most current draft of the Comprehensive Plan and to obtain feedback on the content developed to date prior to moving forward with the remaining portions of Section 3 and the balance of the Implementation section.

Background

At previous meetings, the Commission reviewed and discussed the various sections comprising the Comprehensive Plan, including the introduction, community profile, topic sections, analysis and priorities, and the initial implementation framework. The agreed approach was to continue refining the document through Commission review and discussion before finalizing later sections of the plan.

Since that time, staff has continued compiling, organizing, and refining the Comprehensive Plan. The attached draft represents all portions of the document completed to date and includes the following:

- Introduction
- Community Profile
- Community Vision & Values
- Land Use & Development
- Transportation & Mobility
- Municipal Water System
- Parks, Recreation & Open Space
- Community Character & Design
- Public Safety & Emergency Services



- Infrastructure Systems & Utilities
- Economic Development & Fiscal Sustainability
- Community Engagement & Communication
- Intergovernmental Coordination
- Analysis and Priorities
- Initial Implementation Framework

Current Status

The Comprehensive Plan is now at a stage where the Commission's review is needed before staff proceeds with completing the remaining implementation components and other future sections.

Staff is requesting that Commission members review the document for:

- Duplicate or repetitive information between sections;
- Order of the sections complete;
- Areas that would benefit from clarification or reorganization;
- Consistency of terminology and messaging throughout the document;
- Accuracy of information and community priorities;
- Additional edits that may improve readability and usability of the final plan.

Because many topics within the Comprehensive Plan are interconnected, some overlap between sections is expected. However, the Commission may wish to identify opportunities to streamline content where the same concepts are discussed repeatedly without adding additional context or value.

Discussion

The Commission may wish to consider:

- Whether any sections contain unnecessary duplication that should be consolidated;
- Whether the completed sections accurately reflect community survey responses, town hall discussions, and previous Commission direction;



- Whether the organization and flow of the document are appropriate for public use and future decision-making;
- Whether additional revisions are needed prior to development of the remaining implementation materials; and
- Whether the plan is sufficiently developed to begin drafting the remaining portions of Part 3.

Next Steps / Options for Direction

The Planning & Zoning Commission may choose to:

- Continue reviewing and editing the completed sections of the Comprehensive Plan;
- Provide specific direction regarding revisions, deletions, or reorganization of content;
- Recommend that staff begin preparing the remaining portions of Part 3 while incorporating edits identified by the Commission; or
- Provide any additional direction regarding completion of the Comprehensive Plan.

Following Commission direction, staff will incorporate any recommended revisions and continue development of the remaining implementation components of the Comprehensive Plan.

Action Requested

Discussion and direction.

Sincerely,

Andy Adams

City Administrator



August 10, 2026

Subject: Item 9: Discussion on Burnet County Transportation Plan

To the City of Highland Haven Planning and Zoning Commission,

Purpose

The purpose of this agenda item is to provide an update regarding the ongoing Burnet County Transportation Plan process, discuss its potential impacts on Highland Haven, and consider how transportation-related priorities identified through this effort may be incorporated into the City's Comprehensive Plan.

Background

Burnet County is currently developing a countywide transportation plan to identify both short-term and long-term transportation needs throughout the county. The County has engaged the Capital Area Council of Governments (CAPCOG) to facilitate public outreach, gather stakeholder input, and assist in the development of transportation recommendations.

According to information provided by Burnet County, feedback received during this process will be incorporated into future transportation planning efforts and Capital Improvement Program (CIP) development. The process is intended to gather input from residents, local governments, transportation professionals, and other stakeholders regarding safety concerns, transportation priorities, traffic issues, and future transportation needs throughout the county.

As part of the public engagement effort, Burnet County scheduled two public meetings:

- August 6, 2026, in Burnet
- August 13, 2026, in Marble Falls

The August 13 meeting occurs immediately prior to the Planning & Zoning Commission meeting and represents one of the final opportunities for residents and community stakeholders to provide direct input into the planning process.

Current Status

Staff is preparing a community-wide email reminder encouraging Highland Haven residents to attend the upcoming meeting and participate in the transportation planning process.



While the City may submit comments and coordinate with county officials, transportation plans are often heavily influenced by public participation and documented stakeholder input. Residents who attend public meetings and provide comments can help ensure that issues affecting Highland Haven are recognized and considered during development of the final plan.

Several transportation-related topics have consistently been raised by Highland Haven residents and may warrant discussion during the county planning process, including:

- Safety concerns related to the intersection of Highland Drive and FM 1431;
- Potential future traffic control improvements at the entrance to Highland Haven;
- Vehicle speeds along FM 1431 in the vicinity of the community;
- Safe ingress and egress from Highland Haven onto FM 1431;
- Regional traffic growth and its impact on local roads and quality of life.

Staff believes it is important that residents express their own perspectives regarding these and any other transportation concerns directly to county planners and CAPCOG representatives so that those concerns become part of the official planning record.

What a County Transportation Plan Typically Addresses

County transportation plans are broader than individual road projects and often evaluate:

- Existing roadway conditions and deficiencies;
- Traffic volumes and projected growth;
- Safety concerns and crash trends;
- Intersection improvements;
- Traffic control devices and signalization needs;
- Roadway capacity and future transportation demands;
- Emergency access and evacuation considerations;
- Coordination between cities, counties, TxDOT, and regional transportation agencies;
- Potential short-term and long-term capital projects.

These plans frequently serve as the foundation for future funding decisions, grant applications, project prioritization, and regional transportation improvements.



Relationship to the Comprehensive Plan

The Commission may wish to consider how information developed through the Burnet County Transportation Plan may inform Highland Haven's Comprehensive Plan.

The current draft Comprehensive Plan already identifies transportation and mobility as an important topic area and includes goals related to:

- Maintaining safe and functional streets;
- Supporting emergency access and preparedness;
- Protecting the residential character of local roadways;
- Coordinating with Burnet County, TxDOT, and other transportation partners on roadway issues affecting Highland Haven.

As the County's transportation planning process progresses, information gathered through that effort may provide additional data, recommendations, or priorities that could be incorporated into the Transportation & Mobility section of the Comprehensive Plan or future implementation strategies.

Discussion

The Commission may wish to consider:

- Transportation concerns that should be emphasized during the County planning process;
- The importance of resident participation in transportation planning efforts;
- Potential transportation priorities affecting Highland Haven over the next 10 to 20 years;
- Whether any transportation-related issues should be added to or emphasized within the Comprehensive Plan; and
- Opportunities for continued coordination with Burnet County, CAPCOG, and TxDOT.

Next Steps / Options for Direction

The Planning & Zoning Commission may choose to:

- Discuss transportation priorities affecting Highland Haven;
- Provide feedback regarding issues residents should communicate during the public engagement process;



- Recommend future Comprehensive Plan revisions based on transportation planning outcomes; or
- Provide additional direction regarding the City's participation in the Burnet County Transportation Plan process.

Following Commission discussion, staff will continue monitoring the transportation planning effort and will provide updates as additional information becomes available.

Action Requested

Discussion and direction.

Sincerely,

Andy Adams

City Administrator