

**CITY OF LAKEWAY**

**MINUTES  
ZONING AND PLANNING COMMISSION  
REGULAR MEETING**

**WEDNESDAY, DECEMBER 5, 2012, AT 9:10 AM**

**ZAPCO Members Present:** Commissioners Dwight Haley, Bridget Bertram, Phil Brown, Jack Ford, Don Kotrady, Ron Massa, and Dave Point were present.

**Also Present:** Bruce Harris, City Council Liaison; Steve Jones, City Manager; Chessie Zimmerman, Assistant City Manager; Paul Duncan, City Engineer; Troy Anderson, BDS Manager; Kristina Dorrheim, Administrative Assistant.

**1) *Call to Order: Dwight Haley, Chair.***

**The meeting was called to order at 9:10 A.M. by Dwight Haley, Chairman. Haley noted that there was a quorum.**

**2) *Approval of Minutes: Wednesday, November 7, 2012, Regular.***

**Point moved to approve the November 7, Regular meeting minutes. Ford seconded the motion and it carried by a vote of 7-0.**

**3) *Temporary Sign: Yall's Christmas Tree. Consider a request from Leslie Mashburn, the tenant of property located at 309 Ranch Road 620 South, for approval of a temporary event banner.***

**Anderson presented the agenda item. Staff recommended approval.**

**No one spoke during the public hearing.**

**Ford moved to approve the request as presented. Massa seconded the motion and it carried by a vote of 7-0.**

**4) *Permanent Sign: A Locksmith. Consider a request from A Locksmith, the tenant of property located at 103 Ranch Road 620 South, for approval of new copy on an existing sign.***

**Anderson presented the agenda item. Staff recommended approval.**

**No one spoke during the public hearing.**

**Brown asked for clarification regarding the existing sign. Anderson responded.**

**Point moved to approve the request as presented. Massa seconded the motion and it carried by a vote of 7-0.**

**5) Permanent Sign: Coldwell Banker.** Consider a request from Coldwell Banker United Realtors, the tenant of property located at 907 Ranch Road 620 South, Suite 202, for approval a new building sign.

**Anderson presented the agenda item. Staff recommended approval.**

**No one spoke during the public hearing.**

**Gary Wakefield spoke representing the applicant. Ford asked for clarification of regulations for building signage. Zimmerman responded.**

**Ford moved to approve the request with a white background and blue logo. Kotrady seconded the motion and it carried by a vote of 7-0.**

**6) Permanent Sign: Great Clips.** Consider a request from LEC Industries/Xtreme Signs, the agent for the owner of property located at 2410 Ranch Road 620 South, Suite 102, for approval of a new building sign.

**Anderson presented the agenda item. Staff recommended approval.**

**No one spoke during the public hearing.**

**Commissioners discussed differences between the proposed sign and an existing sign on the building, and discussed whether the sign plan for other buildings in this center should apply to this new building.**

**Chairman Haley suggested hearing the presentation for item #7, located in the same building, before making a determination.**

**7) Permanent Sign: Jimmy Johns.** Consider a request from Lewis Sign, the agent for the owner of property located at 2410 Ranch Road 620 South, Suite 100, for approval of a comprehensive sign plan.

**Anderson presented the agenda item, which included a panel for the multitenant monument sign and two building signs. Staff recommended approval of the panel and one building sign.**

**No one spoke during the public hearing.**

**Brown asked whether the commission set a precedent by approving the existing (Starbucks) building signs. Zimmerman explained that the logo sign was illegal and would be removed. Commissioners discussed whether the proposed colors should be allowed. Ann Lewis, Lewis Signs, spoke representing the applicant. Bertram commented that businesses need to follow the rules. Brown stated a preference for white and black signage.**

**A determination was made on item #6. Point moved to approve the request as presented. Kotrady seconded the motion and it carried by a vote of 7-0.**

**For item #7, Kotrady moved to approve a single building sign using white lettering on a black raceway with a minor red accent. Point seconded and the motion carried by a vote of 7-0.**

**Commissioners began discussing the proposed multitenant monument panel sign. Zimmerman commented that all panels need to match in material and appearance. Commissioners asked for the specifications of the existing panel sign.**

**Chairman Haley recessed the meeting for a five-minute break at 9:52 am. The meeting was called to order again at 9:58 am.**

**Zimmerman provided the specifications for the existing panel sign, composed of an ivory background with push-through lettering.**

**Kotrady moved to approve the use of ivory and black for the sign panel, with a minor red accent. Ford seconded the motion and it carried by a vote of 7-0.**

**8) *Permanent Sign: P. Terry's. Consider a request from Custom Sign Creations, the agent for the owner of property located at 3311 Ranch Road 620 South, for approval of new copy on an existing sign.***

**Anderson presented the item. Staff recommended approval.**

**No one spoke during the public hearing.**

**Maggie Star, Custom Sign Creations, spoke representing the applicant. Bertram asked whether the sign would be lighted. Stor confirmed. Patrick Terry, applicant, commented on the safety issue created by the location of the original sign and the difference in elevation from the roadway to the business location, and on the fact that TXDOT has refused to allow the driveway to be lighted. Steve Jones, City Manager, commented that the city would support the request to TXDOT.**

**Point moved to approve the request as presented. Ford seconded. Zimmerman interrupted before the Chairman called for a vote to point out that the proposed sign included a seafoam green background, and that approving it would set a precedent.**

**Commissioners discussed the background color. Star offered that a neutral background was acceptable to the applicant.**

**Brown moved to approve the request as presented, but with a neutral background color. Bertram seconded the motion and it carried by a vote of 7-0.**

**9) *Permanent Sign: Cavalier Crossing.* Consider a request from Custom Sign Creations, the agent for the owner of property located at 3317 Ranch Road 620 South, for approval of a comprehensive sign plan.**

**Anderson presented the item. Staff recommended approval of the proposed sign plan, including a monument sign, a multitenant monument sign, and directional signage.**

**No one spoke during the public hearing.**

**Maggie Star spoke representing the applicant.**

**Kotrady moved to approve the monument sign as requested. Ford seconded the motion and it carried by a vote of 7-0.**

**Massa moved to approve the multitenant monument sign as requested. Point seconded the motion and it carried by a vote of 7-0.**

**Kotrady questioned whether the directional sign would be easily visible. Star responded.**

**Point moved to approve the directional signage as requested. Kotrady seconded the motion and it carried by a vote of 7-0.**

**10) *Variance Amendment: Lakeway Regional Medical Center.* Consider a request from Aqualand Lakeway Medical Development, LLC, the owner of property located at 3000 Ranch Road 620 South, for approval of new copy on an existing sign.**

**Anderson presented the item. Staff recommended approval.**

**No one spoke during the public hearing.**

**Chairman Haley suggested extending the approval period for 90 days. Point agreed.**

**Point moved to approve the request and extend the period of the variance by 90 days. Bertram seconded the motion. The motion failed by a vote of 3-4 (Brown, Massa, Kotrady and Ford opposed).**

**Kotrady moved to approve the request as presented, with no extension. Massa seconded the motion and it carried by a vote of 4-3 (Haley, Point, and Bertram opposed).**

**11) *Special Use Permit: Model Home.* Consider a request from Sitterle Homes – Austin, LLC, the owner of Lot 80, The Serene Hills, Phase 2E Subdivision, located at 107 Crestone Stream Drive, for approval of a model home and temporary sales trailer to be constructed and operated as a real estate sales office.**

**Anderson presented the item. Staff recommended approval.**

**No one spoke during the public hearing.**

Commissioners asked about adequate parking, duration of the permit, and the number of lots owned by the applicant. Brian Shields, Sitterle Homes, responded. Sitterle has 80 lots under contract and will provide adequate parking once the model home is complete and the sales trailer has been removed.

Point requested that staff develop an amendment clarifying the model home special use permit regulations.

Ford moved to approve the request for a special use permit as presented. Point seconded and the motion carried by a vote of 7-0.

*12) Temporary Sign: Model Home. Consider a request from Sitterle Homes – Austin, LLC, the owner of Lot 80, The Serene Hills, Phase 2E Subdivision, located at 107 Crestone Stream Drive, for approval of a temporary model home sign.*

Anderson presented the item. Staff recommended approval.

No one spoke during the public hearing.

Ford moved to approve the request as presented. Point seconded and the motion carried by a vote of 7-0.

*13) Annexation: Lakeway Highlands Tract. Consider a request from Las Ventanas Land Partners, Ltd., the owner of approximately 8.283 acres of land located south of Highlands Boulevard and west of Highlands Village Drive, for annexation of the subject property.*

Anderson presented the item. Staff recommended approval.

No one spoke during the public hearing.

Point moved to recommend approval to the city council. Ford seconded and the motion carried by a vote of 7-0.

*14) Zoning Request: Lakeway Highlands Tract. Consider a request from Las Ventanas Land Partners, Ltd., the owner of approximately 8.283 acres of land located south of Highlands Boulevard and west of Highlands Village Drive, for approval of R-5 zoning of the subject property.*

Anderson presented the item. Staff recommended approval.

No one spoke during the public hearing.

**Brown asked whether the units would be owner-occupied or available for rental. Doug Rummel, P.E., spoke representing the applicant and stated that the intent was for a majority to be owner-occupied. Jones asked whether the project would have deed restrictions limiting rental use. Rummel was unsure.**

**Point moved to recommend approval to the city council. Ford seconded and the motion carried by a vote of 7-0.**

***15) Zoning Change: Lakeway Highlands Tract. Consider a request from Las Ventanas Land Partners, Ltd., the owner of approximately 20.035 acres of land located south of Highlands Boulevard and west of Highlands Village Drive, for approval of a change in zoning from GUI (Government/Utility/Institutional) to R-5 (Condominium) of the subject property.***

**Anderson presented the item. Staff recommended approval.**

**No one spoke during the public hearing.**

**Kotrady moved to recommend approval to the city council. Point seconded and the motion carried by a vote of 7-0.**

***16) Final Plat: Lakeway Highlands Tract. Consider a request from Las Ventanas Land Partners, Ltd., the owner of approximately 28.318 acres of land located south of Highlands Boulevard and west of Highlands Village Drive, for approval of a final plat of the subject property.***

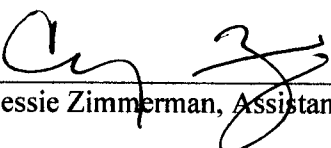
**Anderson presented the item. Staff recommended approval.**

**No one spoke during the public hearing.**

**Point moved to recommend approval to the city council. Massa seconded and the motion carried by a vote of 7-0.**

***17) Adjourn.***

**The meeting was adjourned at 11:14 AM by Haley.**

  
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Chessie Zimmerman, Assistant City Manager