

**MINUTES OF THE MEETING OF THE JERSEY VILLAGE
PLANNING AND ZONING COMMISSION**

October 24, 2013 – 7:00 p.m.

THE PLANNING AND ZONING COMMISSION OF THE CITY OF JERSEY VILLAGE, TEXAS, CONVENEED ON OCTOBER 24, 2013 AT 7:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS

A. The meeting was called to order at 7:00 p.m. and the roll of appointed officers was taken. Commissioners present were:

Chairman, Debra Mergel	Tom Eustace, Commissioner
Michael O’Neal, Commissioner	Joyce Berube, Commissioner
George Ohler, Commissioner	Rick Faircloth, Commissioner

Commissioner Michael O’Neal was not present when this meeting was called to order but joined the meeting in progress at 7:05 p.m.

Commissioner, Barbara Freeman and Council Liaison, Justin Ray were not present at this meeting.

Staff in attendance: Mike Castro, City Manager, PhD; Lorri Coody, City Secretary; Bobby Gervais, City Attorney; Danny Segundo, Director of Public Works; Christian Somers, the City’s Building Official; and Deborah Capaccioli-Paul, Engineering Technician.

B. Election of chairperson and vice-chairperson for one year term.

Chairman Mergel opened nominations for the office of Chair for a one year term beginning October 1, 2013 and ending September 30, 2014. Commissioner Ohler moved to nominate Commissioner Debra Mergel to serve in this capacity. The motion was seconded by Commissioner Eustace. With no other nominations being made, the vote follows:

Ayes: Commissioners Eustace, Faircloth, Ohler, and Berube

Nays: None

Abstained: Chairman Mergel

The motion carried.

Chairman Mergel opened nominations for the office of Vice Chair for a one year term beginning October 1, 2013 and ending September 30, 2014. Commissioner Eustace moved to nominate Commissioner Faircloth. The motion was seconded by Commissioner Ohler. With no other nominations being made, the vote follows:

Ayes: Commissioners Eustace, Ohler, and Berube
Chairman Mergel

Nays: None

Abstained: Commissioner Faircloth

The motion carried.

C. Consider approval of the minutes for the meeting held on September 16, 2013 and the Joint Work Session Meeting held on September 16, 2013.

Commissioner Berube moved to approve the minutes for the meeting held on September 16, 2013 and the Joint Work Session Meeting held on September 16, 2013. Commissioner Ohler seconded the motion. The vote follows:

Ayes: Commissioners Eustace, Berube, Ohler, and Faircloth
Chairman Mergel

Nays: None

The motion carried.

Commissioner Michael O'Neal joined the meeting in progress at 7:05 p.m.

D. Consider the request of Gordon NW Village, LP for an Alternative Comprehensive Signage Plan in accordance with Section 14-261 of the Jersey Village Code of Ordinances for the Northwest Village Shopping Center located at 17360 Northwest Freeway, Jersey Village, Texas.

Danny Segundo, Director of Public Works introduced the item. Background information is as follows:

An application was submitted by Gordon NW Village, LP to amend the alternative comprehensive plan for the Northwest Village Shopping Center located at 17360 NW Freeway. The initial alternative comprehensive plan for this complex was approved by the Planning and Zoning Commission in 2001.

Section 14-261 of the Code of Ordinances states that a comprehensive signage plan, which is an alternative to strict compliance with various sign requirements of this article, may be submitted and approved by the Planning and Zoning Commission should such plan provide a harmonious benefit to development of the city. The plan would have to be approved by both the Commission and the developer. The developer would have to conform to requirements which are set forth by the Commission.

At its September 16, 2013, the Planning and Zoning Commission reviewed the alternative comprehensive sign plan and recommended the following minor modifications to the signage plan proposal:

- a. Maximum height requirements for Ground Signs
- b. 5 minute requirements for electronic message signs.
- c. Pole banners to be all the same size & height.
- d. Pole banners to be 1 per light pole.
- e. Banners to be replaced when ripped or faded.
- f. Requirement of "sandwich boards" being allowed 6 days a month.

Gordon NW Village LP resubmitted the alternative comprehensive sign proposal with the September 16 changes for the Commissions' review. The plan in the meeting pack contains P&Z's requested modifications with one exception.

Building Official, Christian Somers, explained that the requirement that Sandwich Boards only be permitted 6 days per month has been eliminated so as to keep the requirement for these type boards the same as that in District D.

The Commission also discussed their concern regarding people dressed up and standing along the roadway with signs advertising for businesses in the shopping center; and recalled that Mr. Gordon was to add language to his new leasing agreements prohibiting this type of advertisement. Mr. Gordon reconfirmed that such language would be added to lease agreements for the complex.

Mr. Gordon brought to the Commission's attention that he also added a provision to the plan since their last meeting regarding neon signs in store fronts. The added requirement restricts the number of signs per store front based upon store front footage. The Commission agreed with the change.

With no further discussion on the matter, Commissioner Ohler moved that the Alternative Comprehensive Signage Plan submitted by Gordon NW Village, LP in accordance with Section 14-261 of the Jersey Village Code of Ordinances for the Northwest Village Shopping Center located at 17360 Northwest Freeway, Jersey Village, Texas be approved. Commissioner O'Neal seconded the motion. The vote follows:

Ayes: Commissioners Eustace, Berube, Ohler, O'Neal, and Faircloth
Chairman Mergel

Nays: None

The motion carried.

The approved Alternative Comprehensive Signage Plan submitted in accordance with Section 14-261 of the Jersey Village Code of Ordinances for the Northwest Village Shopping Center located at 17360 Northwest Freeway, Jersey Village, Texas is included as "Exhibit A" to these minutes.

E. Discuss and take appropriate action regarding the preparation and presentation of the Preliminary Report to Council on November 18, 2013, as it relates to amending the city's comprehensive zoning ordinance regarding the management of anticipated residential teardown and rebuilding activities in the City of Jersey Village.

Danny Segundo, Director of Public Works, introduced the item. He explained that these amendments were previously discussed with the Commission by the Consultant in both a Joint Work Session with City Council and in a separate Planning and Zoning Meeting.

He told the Commission that this item is to put together the preliminary report and make a decision on the presentation of same to Council at its November 18, 2013 Council Meeting.

Before reviewing the Consultant's amendments, the City Building Official told the Commission that he is recommending an additional amendment to the code as it relates to "j-swing garages." He explained the reasons for the amendment and fielded questions from the Commission. In completing discussions on this topic, it was the consensus of the Commission that this amendment was necessary.

To assist the Commission with the rest of the amendments, Mr. Segundo went step by step through each one listed in the document prepared by the Consultant. Considerable discussion was had about Table 14-1 on page 5 concerning the height of play houses. The table currently sets the height at 12 feet. The concern is that this may be too tall, enabling occupants to look over into neighboring yards. Mr. Segundo explained that there were no amendments being proposed for this section of the table. Nonetheless, some members felt that an adjustment here might be warranted. However, after considerable discussion, the consensus of the Commission was that no amendments should be made for play houses at this time.

The next area that received discussion was the topic of the amendments made to Section 14-9 related to requests for variances. The proposed amendments were that City Council would be the body to hear and rule on requests for variance regarding parameters for add-on construction. However, the City Attorney explained that this task is typically a function of the Board of Adjustment and not City Council. After considerable discussion on the topic, the consensus of the Commission was to delete the second amendment in the paragraph, agreeing that the responsible body to hear and rule on such matter should be the Board of Adjustment.

It was then agreed that the amendments related to Section 14-332 should be removed from the Planning and Zoning Commissions' review as this Section is the responsibility of the Building Board of Adjustment and Appeals and that Board has already met and voted on a recommendation regarding amendments to this section. Accordingly, the amendments related to 14-332 will be deleted from the document.

With no further discussion on the matter, Commissioner Faircloth moved to accept the Consultant's Amendment document with the following changes:

1. Delete the second amendment in Section 14-9; and
2. Delete Section 14-332 amendments as they are the responsibility of the Building Board of Adjustment and Appeals.

Commissioner Ohler seconded the motion. The vote follows:

Ayes: Commissioners Eustace, Berube, Ohler, O'Neal, and Faircloth
Chairman Mergel

Nays: None

The motion carried.

- F. Discuss and take appropriate action concerning the application request of Agent, Mark Welch, for a Preliminary Plat Review and Approval for the Enclave at Castlebridge comprised of a 22.34 acre tract of land located in the City of Jersey Village.**

Minutes of the Meeting JVP&Z – October 24, 2013

Danny Segundo, Public Works Director, introduced the item. He told the Commission that on October 8, 2013, the City received a preliminary plat for consideration by the Planning and Zoning Commission.

Background information is as follows: On July 15, 2013 the Jersey Village City Council approved the rezoning of the Enclave subdivision from C2 (townhome district) to C (townhouse/patio home district) at the recommendation of the Planning and Zoning Commission. The proposed development would be 22.34 acres that will accommodate the construction of approximately ninety four (94) single family detached homes.

As a result of the July 15, 2013 meeting, David Weekly Homes and Mark Welsh filed an application for review and approval of the preliminary plat. Since filing the application, staff has reviewed the plat and reports to the Commission that, the Preliminary Plat meets the City's requirements with a few needed conditions as follows:

- a. Preliminary Plat must label the detention area "Reserve for Detention;" and
- b. Preliminary Plat must properly label the open areas located at the following intersections as "Landscape/Open Areas:"
 - Castlegate Lane at Saddle Drive;
 - Saddle Drive at West Road; and
 - Castlegate Lane at Castlebridge Drive

Discussion was had concerning ownership of the utilities in the development as it relates to platting. Public Work's Director Segundo explained that ownership of the streets and the detention area are with the home owners. There will be no public walkways. He further explained that when the development (The Enclave) was initially established some years back, the waste water and water utilities were to be the responsibility of the City, but since the project failed, those utilities were never accepted by the City. Staff feels that it was always the intent that the City would accept these utilities at some point. Nonetheless, the City Engineer has stated that these utilities are to be private.

It was the consensus of the Commission that there seems to be conflict between staff and the City Engineer concerning the ownership/responsibility of the waste water/water utilities. This conflict is something that will need to be resolved prior to approval of the final plat.

Commissioner Ohler moved to approve the Preliminary Plat with conditions as follows:

- a. Preliminary Plat must label the detention area "Reserve for Detention;" and
- b. Preliminary Plat must properly label the open areas located at the following intersections as "Landscape/Open Areas:"
 - Castlegate Lane at Saddle Drive;
 - Saddle Drive at West Road; and
 - Castlegate Lane at Castlebridge Drive

Commissioner Berube seconded the motion. The vote follows:

Ayes: Commissioners Eustace, Berube, Ohler, O'Neal, and Faircloth
Chairman Mergel

Nays: None

The motion carried.

G. Discuss and take appropriate action regarding the preparation of preliminary plat recommendations for the Enclave at Castlebridge, which is comprised of a 22.34 acre tract of land located in the City of Jersey Village and make decisions regarding the presentation of same to Council on November 18, 2013.

Danny Segundo, Public Works Director, told the Commission that this item is to prepare the preliminary plat recommendations for the Enclave at Castlebridge, which is comprised of a 22.34 acre tract of land located in the City of Jersey Village and make decisions regarding the presentation of same to Council on November 18, 2013.

With no discussion on the matter, Commissioner Ohler moved to prepare preliminary plat recommendations for the Enclave at Castlebridge to be submitted to City Council on November 18, 2013, recommending that the preliminary plat be accepted as submitted with the following conditions:

- a. Preliminary Plat must label the detention area “Reserve for Detention;” and
- b. Preliminary Plat must properly label the open areas located at the following intersections as “Landscape/Open Areas:”
 - Castlegate Lane at Saddle Drive;
 - Saddle Drive at West Road; and
 - Castlegate Lane at Castlebridge Drive

The motion was seconded by Commissioner Berube. The vote follows:

Ayes: Commissioners Eustace, Berube, Ohler, O’Neal, and Faircloth
Chairman Mergel

Nays: None

The motion carried.

The Preliminary Plat Recommendations for the Enclave at Castlebridge, which is comprised of a 22.34 acre tract of land located in the City of Jersey Village, are attached to and made a part of these minutes as Exhibit B.

H. Discuss and take appropriate action concerning the application request of Agent, Mark Welch, for a Final Plat Review and Approval for the Enclave at Castlebridge comprised of a 22.34 acre tract of land located in the City of Jersey Village.

With no further discussion on this item, Commissioner O’Neal moved to table the item because the final plat submitted by the application was not found to be in its final form. Commissioner Ohler seconded the motion. The vote follows:

Ayes: Commissioners Eustace, Berube, Ohler, O’Neal, and Faircloth
Chairman Mergel

Nays: None

The motion carried.

- I. Discuss and take appropriate action regarding the preparation of final plat recommendations for the Enclave at Castlebridge, which is comprised of a 22.34 acre tract of land located in the City of Jersey Village and make decisions regarding the presentation of same to Council on November 18, 2013.**

Item not considered given the action taken in item H on this agenda.

J. Adjourn

With no additional business to conduct Commissioner Faircloth moved to adjourn the meeting. Commissioner Eustace seconded the motion. The vote follows:

Ayes: Commissioners Eustace, Berube, O’Neal, Ohler, Faircloth
Chairman Mergel

Nays: None

The motion carried and the Commission adjourned at 8:07 p.m.

Lorri Coody, City Secretary



**CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION
ALTERNATIVE COMPREHENSIVE SIGNAGE PLAN
NORTHWEST VILLAGE SHOPPING CENTER
17360 NORTHWEST FREEWAY, JERSEY VILLAGE, TEXAS**

The Planning and Zoning Commission has met in order to review the request of Gordon NW Village, LP for an Alternative Comprehensive Signage Plan in accordance with Section 14-261 of the Jersey Village Code of Ordinances for the Northwest Village Shopping Center located at 17360 Northwest Freeway, Jersey Village, Texas.

After review and discussion, the Commissioners find that the plan requested provides a harmonious benefit to the development of the City consistent with the requirements of Section 14-261 of the City's Code.

Accordingly, the Commission approved the request of Gordon NW Village, LP for an Alternative Comprehensive Signage Plan for the NW Village Shopping Center.

The approved plan is more specifically detailed in the attached Exhibit "A."

Signed and approved this the 24th day of October, 2013.

s/Debra Mergel, Chairman

ATTEST:

s/Lorri Coody, City Secretary



Exhibit A
Planning and Zoning Recommendation
Alternative Comprehensive Signage Plan
NW Village Shopping Center

EXTERIOR SIGNAGE AT NORTHWEST VILLAGE SHOPPING CENTER

BUILDING ZONES: B, C, D, F, H, J & M (REFER TO EXHIBIT "A")

1. Proposed signage shall be in conformance with the city of Jersey Village sign ordinance No. 2000-16 including any amendments.
2. Further restrictions to all new signs after the date of approval of this document shall be:
 - a) For Tenants less than 3,000 square feet, maximum nominal letter height is 26".
 - b) For Tenants greater than 3,000 square feet, maximum nominal letter height is 32".
 - c) Tenant logos are allowed. Maximum height is 42"
 - d) All wire ways shall be entirely concealed behind the required silhouette background border.
 - e) All signs shall have shopping center owner written approval prior to city sign permit review.
 - f) The location of the Tenant sign shall be based on a sign zone provided by Landlord. The sign zone will typically be located directly above the Tenant's storefront, however in certain situations (for ideal spacing between signs or to fit the architecture of the building) , sign zones are permitted to impede over an adjacent storefront.
3. Tenants that are currently in non-conformance with the current sign code and this proposed document at the time of approval shall be "grandfathered" and not required to change their sign unless required by and at the expense of Landlord.

BUILDING ZONES: A, C, E, G & I (REFER TO EXHIBIT "A")

1. Proposed signage shall be in conformance with the city of Jersey Village sign ordinance 2000-16 including any amendments, except that the following shall be allowed:
 - a) For wall signs, the maximum nominal letter height of individual letters as follows:

Tenants over 6,000 square feet:	36" and maximum coverage shall not exceed 42% of wall area
Tenants over 12,000 square feet:	42" and maximum coverage shall not exceed 34% of wall area.
Tenants over 24,000 square feet:	48" and maximum coverage shall not exceed 25% of wall area.
 - b) Tenant logos are allowed. Maximum height as follows:

42" for Tenants over 6,000 square feet
48" for Tenants over 12,000 square feet
54" for Tenants over 24,000 square feet
 - c) Letters/logo may be individually mounted or wire way mounted. If installation is on wire way, all wire ways shall be entirely concealed behind the required silhouette background border.
 - d) All signs shall have shopping center owner written approval prior to city sign permit review.
 - e) The location of the Tenant sign shall be based on a sign zone provided by Landlord. The sign zone will typically be located directly above the Tenant's storefront, however in certain situations (for ideal spacing between signs or to fit the architecture of the building) , sign zones are permitted to impede over an adjacent storefront.
2. Tenants that are currently in non-conformance with the current sign code and this proposed document at the time of approval shall be "grandfathered" and not required to change their sign unless required by and at the expense of Landlord.

BUILDING ZONES: K, L, N & O (REFER TO EXHIBIT “A”)

1. Proposed signage shall be in conformance with the city of Jersey Village sign ordinance No. 2000-16. Building zones K, L, N & O shall be considered as single occupant detached commercial buildings on individual lots for the purposes of sign permitting as long as current lessee occupies said structure.
2. Upon cessation of existing individual ground lease of a building, signage shall conform to this plan

GROUND SIGNS (REFER TO GROUND EXHIBIT “B”)

1. Up to two free-standing signs may be erected along the US 290 corridor frontage road. The maximum height shall be 40'. The US 290 frontage multi-Tenant ground signs must be a minimum of 350' apart from one another. These signs shall be in addition to any existing signs on parcels L & K (out parcels currently occupied by Whataburger and Los Cucos).
2. Up to one free-standing monument sign may be erected along the Jones Road frontage road. The maximum height shall be 13'. This sign shall be in addition to the existing signs on parcels O & N (out parcels currently occupied by Willie's and Pizza Hut).
3. A full color electronic message center shall be permitted on one of the signs located along US 290. No animated, rotating, or scrolling messages will be allowed. Each message must not change more often than every five (5) minutes, or a longer time frame if required by state or federal law. Standard brightness limits for display (both day and night) will be automatically adjusted by the display's light sensing technology. Temporary messages should not be considered as permanent signage or counted against any sign counts.
4. General construction specifications and sign locations are outlined on the attached Ground Sign Exhibit “B”.
5. General locations of ground signs are noted on the attached Ground Sign Exhibit “B”.

BANNERS

1. Temporary “coming soon” and “now open” banners shall be permitted on the building for no more than thirty (30) days.
2. Banners for the purpose of marketing vacant spaces shall be permitted indefinitely, however no more than five (5) banners at any one time shall be permitted (excluding outparcels O, N, L & K shown on Exhibit “A”).
3. Storefront banners must not exceed 6' in height x 80% of the storefront width for building zones B, D, F, H, J & M shown on Exhibit “A”.
4. Storefront banners must not exceed 10' in height x 80% of the storefront width for building zones A, C, E, G & I shown on Exhibit “A”.
5. Pole Banners shall be permitted on light poles throughout the property. Graphics may contain either seasonal holiday artwork or Tenant branded artwork. Pole banners should be all be either holiday banners, or Tenant banners but not a combination of both. Banners that are in poor condition, damaged, faded, ripped or torn are prohibited and should be either removed or replaced. No banner of any business shall be permitted unless they are a Tenant of Northwest Village Shopping Center. Pole banners should not be considered as permanent signage or counted against any sign counts.
6. All Pole banners on the property shall be consistent in size and affixed to light poles at the same height above the ground surface. The maximum pole banner size shall be 84” x 36”. The bottom of each banner should be at least ten feet (10') above the ground surface.

EXTERIOR WINDOW GRAPHICS (REFER TO EXHIBIT “C”)

1. Company name, logo, suite number, and hours of operation are permitted on the storefront glass in a location outlined on Exhibit “C”. No other exterior window graphics are permitted to be displayed on the outside glass unless approved in writing by Landlord. The location of exterior graphics is noted on the attached Exhibit “C”.

INTERIOR WINDOW GRAPHICS & SIGNAGE

1. Any single poster or window graphic must be applied inside the storefront glass and should not exceed 16.65 square feet.
2. The total of all posters and window graphics are not permitted to exceed 30% of the total area of storefront glass.
3. Window graphic artwork must be in a professional manner. Hand written signs and messages not pertaining to the business are prohibited.
4. Tenants/Businesses that are currently in non-conformance with the current sign code and this proposed document will be notified by Landlord and shall be required to comply within thirty (30) days after the approval of this document.
5. Each Tenant/Business is permitted to have illuminated signs displayed inside the storefront glass in accordance with the following:
 - a. Retail/Service oriented businesses with less than 30' of frontage shall be limited to two (2) illuminated signs.
 - b. Retail/Service oriented businesses 30' or greater of storefront width shall be allowed one (1) illuminated sign for every 15' of storefront width.
 - c. Restaurants with less than 30' of frontage shall be limited to three (3) illuminated signs
 - d. Restaurants with 30' or greater of storefront width shall be allowed one (1) illuminated sign for every 15' of storefront width.
6. Illuminated signs shall not exceed 20" x 30" and should be spaced at least 8' apart from one another.

SIDEWALK / SANDWICH BOARD SIGNS

1. Sidewalk/Sandwich board signs are permitted only for retail, service, or restaurant uses.
2. The size shall be limited to 12 square feet per sign face per business, and may not exceed 4 feet in height.
3. A minimum of 6 feet of sidewalk shall remain clear.
4. Chalkboards may be used for daily changing of messages.
5. Reader boards (electronic and non-electric) shall be prohibited.

EXHIBIT "A"

BUILDING ZONES



EXHIBIT "B"

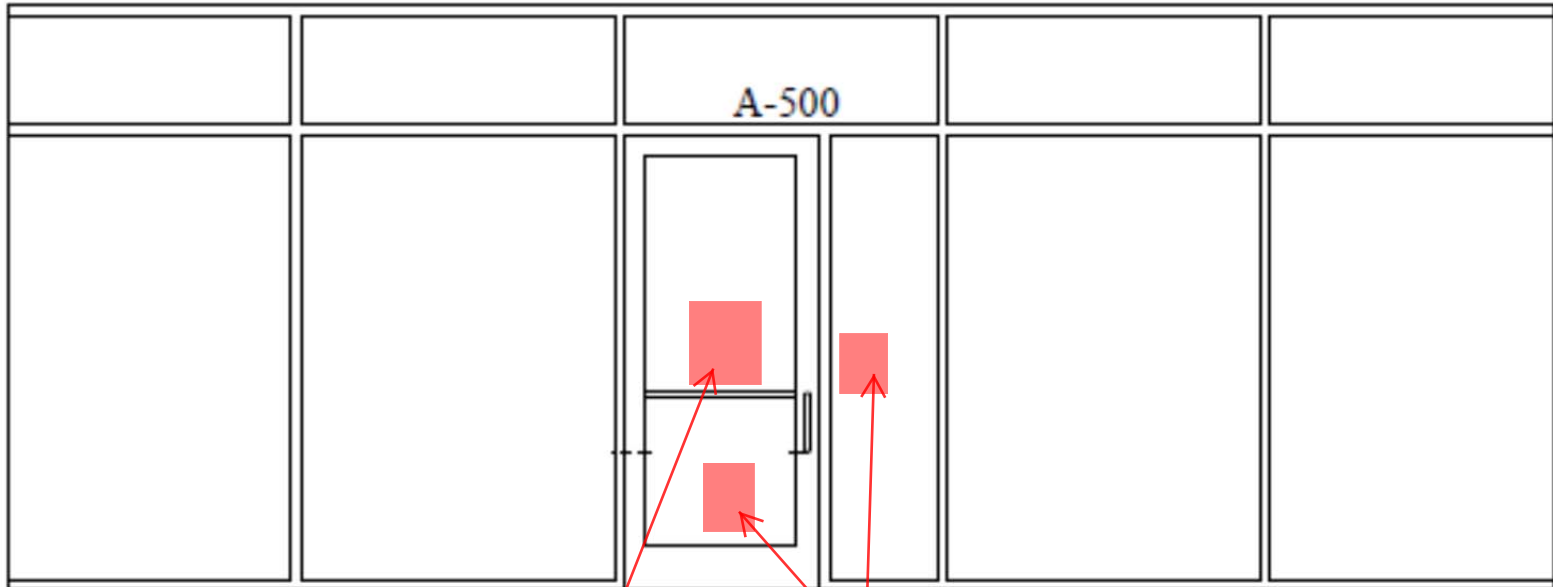
GROUND SIGNS



EXHIBIT "C"

EXTERIOR WINDOW GRAPHICS

Suite #



Tenant Name/Logo

Hours of operation



**CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION
PRELIMINARY PLAT RECOMMENDATION
The Enclave at Castlebridge**

The Planning and Zoning Commission has met in order to review the application request of WCB Land, LLC., 111 East Jericho Turnpike, Mineola, NY 11501 (Application submitted by Mark Welsh with David Weekly Homes) for a Preliminary Plat Review and Approval for the Enclave at Castlebridge Development comprised of 22.34 acre tract of land located in the City of Jersey Village.

After review and discussion, the Commissioners recommend that the City Council of the City of Jersey Village take the following action in connection with the preliminary plat submitted by David Weekly Homes LLC.,

_____ Approve the preliminary plat, which is attached hereto as Exhibit “A”, and order the developer to submit one mylar (four mil) reproducible of the plat to the city.

XX Conditionally approve the preliminary plat, which is attached hereto as Exhibit “A”, with the following modifications:

- a. Preliminary Plat must label the detention area “Reserve for Detention;” and
- b. Preliminary Plat must properly label the open areas located at the following intersections as “Landscape/Open Areas:”
 - Castlegate Lane at Saddle Drive;
 - Saddle Drive at West Road; and
 - Castlegate Lane at Castlebridge Drive

_____ Disapprove the plat.

Respectfully submitted, this 24th day of October 2013.

s/Debra Mergel, Chairman

ATTEST:

s/Lorri Coody, City Secretary



