



AGENDA

Planning and Zoning Commission

Wednesday, September 17, 2025

6:00 pm Planning and Zoning Regular Meeting

Sunnyvale Town Hall

Council Chambers

127 N Collins Rd.

Sunnyvale, TX 75182

A. Call Meeting to Order

B. Public Comment

The Planning and Zoning Commission invites citizens to address the Planning and Zoning Commission on any matter, except items on the agenda and public hearings that are included on the agenda. Comments related to items on the agenda and public hearings will be heard when the specific item/hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Commission, please fill out a Public Comment Card and submit it to a staff member prior to the Public Comment section on the agenda. The Planning and Zoning Commission is not permitted to take any action or discuss any item not listed on the agenda. The Commission may choose to place the item on a future agenda.

C. Consent Agenda Items

All items on the consent agenda are considered routine items and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the consent agenda and discussed separately.

1. Consider and act upon the July 16, 2025, meeting minutes.
[Meeting Minutes July 16, 2025](#)

D. Discussion and Action Items

1. [Town of Sunnyvale receives the 2025 Richard R. Lillie, FAICP Planning Excellence Award.](#)
2. [Training opportunities for elected and appointed officials.](#)
3. [Discuss and provide an update regarding the Imagine Sunnyvale Comprehensive Plan kick-off events and public engagement.](#)
[How to Get Involved](#)

E. Adjourn

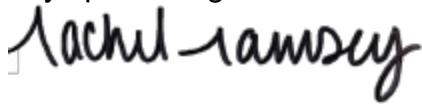
NOTE: The Planning and Zoning Commission reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters

listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the Town). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

The Town of Sunnyvale is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the Town Secretary at 972-226-7177 at least 48 hours prior to the meeting.

Notice is hereby given that the Sunnyvale Planning and Zoning Commission will conduct its Regular Meeting on Wednesday, September 17, 2025 at the Sunnyvale Town Hall. The public is encouraged to attend the meeting. Email comments may also be submitted to surupa.sen@townofsunnyvale.org by 3 p.m. the day of the meeting. The link to the live stream of the meeting will be posted on Sunnyvale's Facebook page Town of Sunnyvale – Government.

I hereby certify that the foregoing notice was posted at Town Hall, 127 N. Collins Rd., Sunnyvale, Texas and remained so posted continuously for at least three (3) business days preceding the scheduled date of said meeting:



Rachel Ramsey, Director of Administration/Town Secretary

Date Posted: 09/11/2025

Time Posted: 5 p.m.

Date Removed from Bulletin Board: _____

Removed By: _____

Notice of Possible Quorum of Town Council

A quorum of the Town Council may be in attendance. This is not a regularly scheduled meeting of the Town Council. As a governmental body, the Town Council will not deliberate nor take any formal action on any items discussed.



MINUTES

Planning and Zoning Commission

Wednesday, July 16, 2025

6:00 pm Planning and Zoning Regular Meeting

Sunnyvale Town Hall
Council Chambers
127 N Collins Rd.
Sunnyvale, TX 75182

A. Call Meeting to Order

Chairman Jerry Johnson called the meeting to order at 6:00 p.m. with the following Members and Staff present: Chairman Jerry Johnson, Vice Chair Kevin Points, Member Bronson Blackson, Member Carly Hagen, Member Joshua Parisi, Member Lisa Burton, Alternate Member Andrea Varnai, Alternate Member Cheryl Courson, Director of Planning and Development Surupa Sen, Senior Planner Laura Evans, and Town Attorney Heather Shankle.

Member Troy Childers was absent.

B. Public Comment

C. Consent Agenda Items

1. Consider and act upon the June 18, 2025, meeting minutes.

Member Bronson Blackson made a motion to approve as presented, Member Lisa Burton seconded the motion.

Ayes: Chair Jerry Johnson, Vice Chair Kevin Points, Member Carly Hagen, Member Bronson Blackson, Member Andrea Varnai, Member Joshua Parisi, and Member Lisa Burton

Absent: Member Troy Childers

Motion Passed Unanimously 7- 0 on a recorded vote

D. Public Hearing Items

1. Hold a public hearing, discuss, and consider making a recommendation to Town Council regarding a Planned Development (PD) ordinance amendment to allow for a one-time, temporary concrete batch plant to facilitate construction of 34 new single family homesites and associated infrastructure, within The Homestead Phase 7 PD zoning district (Ordinance No. 2024-06), generally located at the southeast corner of Town East Blvd and New Hope Road, known as The Homestead residential development. **Case 1851-Z/The Homestead Phase 7 PD Amendment – Temporary Concrete Batch**

Plant (Ordinance 2025-06).

Surupa Sen, Director of Planning & Development, presented the item and was available for questions.

Jim Douglas, applicant, 2309 K Ave Ste 100, Plano, TX, gave a presentation and was available to answer questions.

Brian Cottle 4228 Tower Circle, Nevada, TX, gave a presentation and was available to answer questions.

Vice Chair Kevin Points opened the public hearing at 6:40 p.m.

Kimberly Hawkins, 300 Town East Blvd, asked questions about the proposed temporary batch plant.

Chris Thomas, 321 Stone Ridge, spoke in favor of the proposed temporary batch plant.

Vice Chair Kevin Points closed the public hearing at 6:44 p.m.

Member Bronson Blackson made a motion to approve with conditions as presented, Member Joshua Parisi seconded the motion.

Ayes: Vice Chair Kevin Points, Member Carly Hagen, Member Bronson Blackson, Member Andrea Varnai, Member Joshua Parisi, and Member Lisa Burton
Abstain: Chair Jerry Johnson
Absent: Member Troy Childers

Motion Passed 6- 0 on a recorded vote

E. Discussion and Action Items

1. [Discuss and select two members from the Planning and Zoning Commission to be part of the Sunnyvale Comprehensive Plan Steering Committee.](#)

Surupa Sen, Director of Planning & Development, discussed the upcoming Comprehensive Plan update and requested two members of the Commission be appointed to the steering committee.

Vice Chair Kevin Points and Member Bronson Blackson volunteered to be appointed to the steering committee.

2. [Discuss upcoming training opportunities for elected and appointed officials.](#)

Surupa Sen, Director of Planning & Development, discussed upcoming training opportunities and answered questions.

F. Adjourn

Member Lisa Burton made a motion to adjourn the meeting at 6:57 p.m., Member Joshua Parisi seconded the motion.

Ayes: Chair Jerry Johnson, Vice Chair Kevin Points, Member Carly Hagen,
Member Bronson Blackson, Member Andrea Varnai, Member Joshua
Parisi, and
Member Lisa Burton
Absent: Member Troy Childers

Motion Passed Unanimously 7- 0 on a recorded vote

*The undersigned presiding officer certifies that this is a true and correct record of
the proceedings.*

Attest:

Jerry Johnson, Chair

Surupa Sen, Planning & Development Director

Planning and Zoning Commission
AGENDA ITEM REPORT
D.1



To: Planning and Zoning Commission
Subject: Town of Sunnyvale receives the 2025 Richard R. Lillie, FAICP Planning Excellence Award.
Meeting: Planning and Zoning Commission - September 17, 2025
Department: Development Services
Staff Contact: Surupa Sen

SUGGESTED ACTION:

BACKGROUND INFORMATION:

The Texas Chapter of the American Planning Association (APATX) recognizes planning excellence in municipalities throughout the State. Evaluation criteria include the level of training of Planning Commissioners and professional staff, professional qualifications of the planning staff, breadth and currency of master plan components and completion of other planning related projects.

The Town of Sunnyvale was selected as a 2025 APATX Planning Excellence award winner! We congratulate the Planning Department staff for submitting and receiving the award for the Town. This is the third consecutive year Sunnyvale is receiving this recognition!

Planning and Zoning Commission
AGENDA ITEM REPORT
D.2



To: Planning & Zoning Commission
Subject: Training opportunities for elected and appointed officials.
Meeting: Planning and Zoning Commission - September 17, 2025
Department: Development Services
Staff Contact: Laura Evans

SUGGESTED ACTION:

Planning and Zoning Commission
AGENDA ITEM REPORT
D.3



To: Planning and Zoning Commission
Subject: Discuss and provide an update regarding the Imagine Sunnyvale Comprehensive Plan kick-off events and public engagement.
Meeting: Planning and Zoning Commission - September 17, 2025
Department: Development Services
Staff Contact: Surupa Sen

SUGGESTED ACTION:

BACKGROUND INFORMATION:

The Town of Sunnyvale officially launched its Comprehensive Plan Update, “**Imagine Sunnyvale Comprehensive Plan**” with a successful Community Open House event on August 6th. This event provided residents and stakeholders with an opportunity to learn about the planning process and share their input on the issues and opportunities shaping the future of Sunnyvale. We were pleased to welcome approximately 40 attendees from across the Town of Sunnyvale who engaged with the project team and shared their insights with our planning consultants, **Houseal Lavigne**. The feedback gathered at the open house will help inform the direction of the Comprehensive Plan Update.

Imagine Sunnyvale Comprehensive Plan presents an exciting opportunity for residents, business owners, and community members to shape the Town’s vision and priorities for the coming years. The planning process is designed to be inclusive and community-driven, ensuring that the final plan reflects the values and aspirations of everyone who calls Sunnyvale home. Please visit the Comprehensive Plan website hla.fyi/SunnyvaleCompPlan to learn more about upcoming events and ways to make sure your voice is heard.

One of the easiest and most impactful ways to participate in the Comprehensive Plan Update process is by completing the online Community Survey at <https://survey123.arcgis.com/share/4f13844bb0dc4320ab9850cd18b3af9f>. Whether you're a resident, business or property owner, developer, or community stakeholder, your feedback will help guide the Town’s planning efforts. The survey addresses key topics and challenges facing Sunnyvale, and your responses will directly contribute to shaping a shared vision for the future.

Residents or businesses can also explore map.social, an interactive online tool that allow us to map areas of interest, concern, or opportunity throughout Sunnyvale. map.social allows thousands of points of interest to be identified, categorized, and mapped, bringing together ideas in a way never before possible.

ATTACHMENTS:

[How to Get Involved](#)

GET INVOLVED!

*The **Imagine Sunnyvale Comprehensive Plan** process is beginning and we need your help! Join the conversation today and get involved in shaping your community's future.*

About the Plan ?

The Imagine Sunnyvale Comprehensive Plan will serve as a blueprint for our future. It will provide a foundation for decision-making, direct future growth and development, and help guide the Town as it works to implement the community's vision.

For more information about upcoming meetings and how to get involved, visit hla.fyi/SunnyvaleCompPlan.



*Scan the QR code to
visit the project website*

map.social

Map.social is a fun and engaging online tool where you can map issues and opportunities in Sunnyvale! Just drop a point and enter your comment. map.social allows points of interest to be identified, categorized, and mapped, bringing together ideas from the whole community.



*Scan the QR code to
make your map*