



A G E N D A

**REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION
CITY OF HIGHLAND VILLAGE, TEXAS
TUESDAY, MARCH 17, 2026, 7:00 PM
HIGHLAND VILLAGE MUNICIPAL COMPLEX
CITY COUNCIL CHAMBERS**

1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS

- 1. Call to Order/ Roll Call.**
- 2. Consider Approval of the Minutes from the Regular meeting held on December 16, 2025.**
- 3. Visitor's Comments.**
(Anyone wishing to address the Planning and Zoning Commission must complete a Speakers' Request form and return it to City Staff. In accordance with the Texas Open Meetings Act, the Commission is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting.)
- 4. Conduct Public Hearing and consider proposed amendment to the concept plan applicable to Lot 1R, Block B, Valley Ridge Center located in the Valley Ridge Planned Development (PD-R) Zoning District.**
- 5. Receive Status Report on Various Projects.**
 - **Future P&Z Meetings**
- 6. Adjournment.**

Pursuant to Section 551.071 of the Texas Government Code, the Planning and Zoning Commission reserves the right to consult in closed session with its attorney and to receive legal advice regarding any item listed.

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE, CHAPTER 551, ON THE 11TH DAY OF MARCH, 2026 NOT LATER THAN 5:00 P.M.

Autumn Aman
Community Development Coordinator

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the _____ day of _____, 2026 at _____ by
_____ at _____.

DRAFT MINUTES
REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD
TUESDAY, DECEMBER 16, 2025

1. Call to Order/Roll Call.

Chairman Spencer Wilk called the meeting to order at 7:00 p.m.

Roll Call

Present:	Spencer Wilk	Chairman
	Brent Myers	Commissioner
	Misty Sedillo	Commissioner
	Scott Campbell	Commissioner
	Ryan Echols	Alternate Commissioner
	Aaron Bouchard	Alternate Commissioner
Absent:	Omer Tamir	Vice Chairman
Staff Members:	Autumn Aman	Community Development Coordinator
	Kimberlie Huntley	Community Services Assistant
	Alex Kill	City Attorney

2. Consider Approval of the Minutes from the Regular meeting held on October 21, 2025.

Commissioner Brent Myers made a motion to approve the minutes as written. Commissioner Scott Campbell seconded the motion.

Motion Passed (5-0)

3. Visitor's Comments.

There were no visitor comments.

4. Conduct Public Hearing and consider proposed amendments to the City of Highland Village Comprehensive Zoning Ordinance amending the use chart in Section 29.3 "Educational, Institutional, Public and Special Uses" to authorize drone delivery hubs and drone staging areas in certain districts, amending Section 36.5 "Standards Applicable to Particular Uses" by adding Subsection H titled "Drone Delivery Hubs and Drone Staging Areas" adopting development standards for such uses; amending Section 39 "Definitions" by adding definitions for "Drone Delivery Hubs" and "Drone Staging Areas".

Community Development Coordinator Autumn Aman stated an application was received from Kimley Horn on behalf of Wing seeking approval to place their drone operations within the Walmart parking lot located at 3060 Justin Road. She continued that many of the Planning and Zoning Commissioners and City Council had the opportunity to visit the current Wing site

located on Main Street in Lewisville. There was also a joint workshop with City Council and the Planning and Zoning Commission that was held in February 2025 where Wing and Kimley Horn gave a presentation on Drone Delivery.

Ms. Aman stated currently within our Comprehensive Zoning Ordinance, this type of use was unlisted and undefined; therefore, it was a prohibited use. The City would have to consider proposed text amendments to the Zoning Ordinance to add/authorize this type of use.

Ms. Aman continued that the proposed draft ordinance was designed to allow for the administrative approval of applications pending the application complied with the development standards set forth in the ordinance being considered and any variances from those standards would require approval of a Conditional Use Permit (CUP).

Ms. Aman briefly outlined what was in the draft ordinance stating the City would first have to amend the Use Charts to determine the zoning districts to allow for the use, allowing it in Retail and Planned Development Retail (PD-R) and Planned Developments that expressly allow for the use. The City would also need to add the development standards to Section thirty-six (36), Supplemental Regulations, of the zoning ordinance that require Drone Delivery Hubs and Drone Staging areas be developed only as an accessory use to a primary use such as food or grocery store, restaurant, retail store or warehouse/distribution facility located within the specific zoning districts as mentioned previously.

She continued that Definitions had to be created for Drone Delivery Hub and Drone Staging Areas along with creating the development standards, those being the following:

- They shall not be located within 250' from any residential developed or residential undeveloped property.
- Staging areas shall not exceed 5000 square foot unless located within or on top of a building containing the primary use.
- Fencing being vinyl clad or powder coated chain link black in color or decorative iron or tubular metal.
- Accessory buildings shall not be compromised of storage containers and they shall be enclosed by fencing.
- Electrical power shall be permanent with no generators using any fuel source.
- Signage allowed only if required by state or federal law or any that would be related to the operation of drones and name/contact information.
- Delivery hubs and staging areas shall not be placed within any setbacks, required landscape area, fire lanes, easements, maneuvering aisles, required parking spaces, obstruct visibility, pedestrian, or vehicle circulation.
- Operating hours 7:00 a.m. – 7:30 p.m. Central Time.
- If an application **did not** meet all the standards within the ordinance, they would have to submit for a Conditional Use Permit (CUP), coming back forward to Planning and Zoning and City Council for approval.

Ms. Aman concluded stating once the drones were airborne; the City had no authority to regulate them. It would be solely with the Federal Aviation Administration (FAA).

If the Wing submittal met all the requirements and development standards as stated in the draft ordinance, they would go directly to submitting for a building permit.

Public Hearings are required for text amendments; all notification requirements had been met. The City had received no inquiries from those public hearing notices.

Ms. Aaron Ragsdale, representative from Walmart, addressed the Commissioners introducing herself along with Lisa Colbert from Walmart. She stated it was an exciting time for Walmart and they were excited that Wing wanted to expand into the City of Highland Village.

Mr. Josh Bucci, representative with Wing Aviation, gave a presentation going over the following:

- Over (19) Wing locations in the DFW metro area.
- Flight system built for residential delivery, drones carrying approximate 2.5 lbs. with the drones themselves weighing approximate 11.71 lbs., cruising speed of 60 mph with a one-way range of 6 miles.
- Wing Technology. Wing was one of the first drone operators to successfully share airspace using UTM (Unmanned Aircraft System Traffic Management).
- FAA regulations and safety. Wing holds a Part 135 Air Carrier Certificate through the FAA, which is the same level of certification as many commercial airliners. Wing's aircraft may not operate within three nautical miles of any public use runway or landing area at any regional airports without prior approvals.
- Cameras and privacy. Cameras capture low resolution, black and white images, there is no audio nor any live feed of images to anyone, including pilots overseeing operations.
- Environmental sounds. Wing drones are designed to blend in with the sounds of residential areas and are quieter than many delivery vehicles. Wing nest operation sounds are comparable to typical parking lot activities.
- Community benefits. Delivers with speed, supports local economies, reduces traffic congestion, prioritizes safety first, increases access, and efficiently transports goods.
- Overview of wing nests, auto loader benefits, and site installation timeline.

Commissioner Myers questioned for clarification if the power to the site was going to be a generator or permanent power.

Mr. Bucci responded there would be no temporary power. It would have permanent power.

Commissioner Misty Sedillo questioned if a drone lost its GPS and crashed to the street, who would be responsible, is the City responsible or does Walmart send someone out.

Mr. Bucci stated he was not aware of any of their drones ever going down, however, if a drone lost its GPS, they are designed to return to the drone hub/or nest. If one were to go down, the drones have markings on them and phone numbers and Wing would send a team out to locate it.

Commissioner Campbell questioned the video recording and who maintained the records.

Mr. Bucci responded the video was not recorded or saved and there was no audio or any live feed images of anyone.

Commissioner Campbell commented on the drones sounding like a car, questioning what type of car.

Mr. Bucci stated he spends a lot of time at the sites, generators are the loudest part of the operation and in his opinion, they make more noise. The drones blend in with everyday noise in the parking lot.

Alternate Commissioner Ryan Echols questioned if drones ever cross designated areas for Care Flight landing zones.

Mr. Bucci responded there are ping devices on all of their drones that are communicating with other commercial aircraft. If Care Flight were to be in the area, the drone would stand down and not fly.

Commissioner Campbell questioned if stand down was a manual decision made by the operators.

Mr. Bucci responded it would be by Wings air traffic control. The FAA regulates them along with observing and verifying the pilots were certified to oversee the drones.

Commissioner Myers questioned if there was a complaint resolution system or protocol in place for the public if there were any complaints.

Mr. Bucci responded anyone could email Wing or use the help line on Wings website.

Commissioner Myers questioned how many flights are there during the peak hours using Lewisville as an example.

Mr. Bucci stated he did not know exactly what peak hours were however, some of the sites could do one hundred to two hundred (100-200) flights per hour; however, the FAA would still regulate the number of flights they can do at a time.

Mr. Bucci commented on he would also like to reconsider the operating hours as noted in the ordinance. He stated the FAA currently limits Wing to fly only during daylight hours.

City Attorney Alex Kill stated changing the time restraints could be something they could consider at a later date if they chose.

Commissioner Campbell questioned Community Development Coordinator Aman on how the ordinance was patterned after, where did some of the regulations come from.

Community Development Coordinator Aman stated the regulations came from researching and comparing with other Cities and their ordinances, such as Plano, Mesquite, Lewisville, and Princeton.

Commissioner Campbell questioned if other Cities have anything that regulates the noise.

Community development Coordinator Aman stated the City of Plano might address it within their regulations.

Mr. Bucci addressed the Commissioners giving comparisons of noise levels.

Chairman Wilk questioned if the install standards for Wing were shipping containers. He also questioned on the Walmart side if Wing had seen an increase after the free period was over and how much usage of the Wing services were used, on an average daily or weekly deliveries.

Mr. Bucci responded that it depends on the individual drone site. He continued the site in Highland Village would not have a storage container; it would be a prefabricated accessory structure.

Alternate Commissioner Aaron Bouchard questioned how many drones are making two hundred (200) deliveries a day.

Mr. Bucci responded eighteen (18) drones.

Commissioner Myers questioned the max weight that the drones can carry.

Mr. Bucci responded currently two and one half (2.5) pounds.

Alternate Commissioner Ryan Echols questioned if any Wing information or GPS frequency is passed on to any third party company.

Mr. Bucci responded he was not aware of any information being passed on to any third party company.

Chairman Wilk opened the Public Hearing at 7:40 p.m.

There were no speakers for the Public Hearing.

Chairman Wilk closed the Public Hearing at 7:40 p.m.

Alternate Commission Echols had concerns over the definitions stating it invites confusion for potential future ordinance changes and implementations. He thought it would open up some loopholes for staging areas that are not part of the grocery, retail delivery areas.

Commissioner Campbell had concerns about clarifying operating hours.

Extensive discussion continued between the Mr. Josh Bucci, City Attorney Alex Kill, and the Commissioners about the Delivery Hub and Delivery Staging area definitions, better defining operating hours, and the need for adding additional definitions such as dusk and dawn, noise decibels, and FAA regulations.

Alternate Commissioner Echols made a motion to send the ordinance forward to City Council for approval with the recommendation that the City Attorney and City Staff review the need to better define "Operating Hours" and combining the definitions of "Drone Delivery Hubs" and "Drone Staging Areas" into one overall definition.

Commissioner Myers seconded the motion.

Motion Passed (5-0)

5. Receive Status Reports on Various Projects

- **Discuss Future P&Z Meeting dates**

Community Development Coordinator Aman stated the next regular scheduled meeting would be held on January 20, 2026.

6. Adjournment.

Meeting adjourned at 7:55 p.m.

Autumn Aman
Community Development Coordinator

Spencer Wilk – Chairman
Planning and Zoning



CITY COUNCIL MEMORANDUM AGENDA ITEM 4

MEETING DATE: March 17, 2026

SUBJECT: Conduct Public Hearing and Consider a proposed amendment to the Concept Plan applicable to Lot 1R, Block B, Valley Ridge Center, located in the Valley Ridge Planned Development (PD-R) Zoning District. Commonly known as 2018 Justin Road.

PREPARED BY: Autumn Aman – Community Development Coordinator

BACKGROUND

The City has received an application from HV East Holdings, property owner, requesting an amendment to the concept plan in the Valley Ridge Planned Development District by adding an additional concept plan option on how the buildings are positioned on the site. Currently, the existing Planned Development Concept plan provides for three different options for building layout. The applicant is requesting addition of a fourth option.

The applicant will still be required to comply with all requirements as set forth in the City Ordinances.

To amend this ordinance, public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notification requirements have been satisfied. As of the date of this briefing, March 10, 2026, the City has received no inquiries on the nature of the request.

Options are to (1) approve as submitted, (2) approve with modifications, or (3) deny the request. The Commission may also postpone any action in order to receive any additional information which it requests be presented.

BUDGETARY IMPACT

An amendment to the Ordinance is required. A copy of the draft ordinance prepared by the City Attorney is attached.

RECOMMENDATION

That the Planning and Zoning Commission review the request and make a recommendation to City Council.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING DISTRICT MAP OF THE CITY OF HIGHLAND VILLAGE AS PREVIOUSLY AMENDED, BY AMENDING ORDINANCE NO. 2016-1196 RELATING TO THE DEVELOPMENT AND USE OF A 1.0± ACRE TRACT OF LAND OUT OF LOT 1R, BLOCK B, VALLEY RIDGE CENTER, PRESENTLY ZONED PLANNED DEVELOPMENT – RETAIL (PD-R) BY ADOPTING AN ADDITIONAL ALTERNATIVE CONCEPT PLAN; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR NO VESTED INTEREST; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the Ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, the City Council has concluded that the Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as previously amended, should be further amended as follows:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:

SECTION 1. The Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as amended, is hereby further amended by amending as follows Ordinance No. 2016-1196 relating to the use and development regulations governing a 1.0± acre tract of land out of Lot 1R, Block B, Valley Ridge Center, City of Highland Village, more particularly described in Exhibit A of Ordinance No. 2016-1196 (“the Property”) which is presently zoned Planned Development-Retail as set forth in Ordinance No. 04-954:

- A.** Section 1 of Ordinance No. 2016-1196 is amended to correct a scrivener error by changing the phrase “Block E” to read “Block B.”
- B.** Section 1.B. of Ordinance No. 2016-1196 is amended to read as follows; and
 - B.** The building envelopes, parking areas, fire lanes, setbacks, and drives on the Property shall be developed substantially in accordance with the Concept Plan attached hereto as Exhibits “B,” “C,” “D,” or “E” respectively, and incorporated herein by reference; provided, however, any buildings and other structures constructed on the Property must comply with the maximum lot coverage and building line setback

regulations of the Comprehensive Zoning Ordinance, as amended, and Ordinance No. 04-954, as amended.

- C. Ordinance No. 2016-1196 is amended by adding Exhibit “E” to read as set forth in Exhibit “E”, attached hereto and incorporated herein by reference.

SECTION 2. All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

SECTION 4. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 5. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

SECTION 6. No person or entity shall acquire any vested interest in this Ordinance or any specific regulations contained herein. This Ordinance and any regulations may be amended or repealed by the City Council of the City of Highland Village, Texas, in the manner provided by law.

SECTION 7. This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

FIRST READ ON THE ___ DAY OF _____, 2026, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE ___ DAY OF _____, 2026.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:3/10/2026:4915-8087-5914 v1)

