

Town of Trophy Club
Planning & Zoning Commission
Meeting Minutes
September 4, 2025, 6:00 p.m.
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL TO ORDER

Chairperson Biggs called the September 4, 2025, Planning & Zoning Commission meeting to order at 6:00 p.m.

COMMISSIONERS PRESENT

Michael Biggs, Chair
Mike Branum, Vice Chair
Paul Jablonski, Place 2
Reginald Barbarin, Place 4
Terry Kesterson, Place 5
Sean Holmes, Place 6

COMMISSIONERS ABSENT

Commissioner Place 1 - Vacant

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tamra Smith, Assistant to Town Manager
Rachel Raggio, Town Attorney's Office
Matt Cox, Director of Community Development
Jackie Ross, Sr. Administrative Assistant

PUBLIC COMMENTS

There were none.

REGULAR ITEMS

1. Proposed Zoning Change.

Conduct a public hearing and make a recommendation to the Town Council amending Sections 14.02.052, "Definitions," Section 14.02.103, "Use Table," and Division 5, "Supplementary District Regulations," of Article 2, "Zoning Ordinance," of Chapter 14, "Zoning," of the Code of Ordinances, Town of Trophy Club, Texas, by updating

regulations pertaining to Nursing Facilities, Assisted Living Facilities, and Community Homes and establishing for the registration of such operations; providing that this Ordinance shall be cumulative of all Ordinances. (Tamara Smith, Assistant to the Town Manager)

The Planning & Zoning Commission entered executive session at 6:02 p.m. for deliberation on the following: Consultation with attorney regarding legal matters as authorized by Section 551.071 of the Texas Government Code.

Chairperson Biggs reconvened into regular session at 6:16 p.m.

i. Public Hearing

Chairperson Biggs opened the public hearing at 6:18 p.m.

Tamara Smith, Assistant to the Town Manager, gave a presentation on the proposed zoning changes.

Pat Keefer, 216 Fresh Meadow Drive, submitted public comments via email prior to the meeting and distributed notes to the Commission. She expressed concerns and offered suggestions regarding the proposed zoning changes outlined in the draft ordinance.

Christine Scheig, 105 Seminole Drive, echoed Ms. Keefer's concerns.

Sara Miniatas, 248 Oak Hill Drive, spoke on the traffic and parking issues caused by the previous senior group home in her neighborhood.

Chairperson Biggs closed the public hearing at 6:36 p.m.

ii. Recommendation

The Commissioners discussed the proposed zoning changes, regulations, and registration requirements. Questions were raised about state licensing, background checks, medical waste disposal, facility density, parking, occupancy limits, and administrative fees. The draft ordinance outlines enforcement procedures, reporting requirements, and guidelines for violations and fines. A courtesy notice is planned for neighboring residents upon license approval. The Town aims to protect residential integrity while ensuring compliance with state and federal laws.

Vice-Chairperson Branum moved to recommend approval of the proposed zoning changes as presented.

Commissioner Barbarin seconded the motion.

Vote on Motion:

AYES: Branum, Biggs, Barbarin, Kesterson, Holmes

NAYES: Jablonski
VOTE: 5-1

2. Consider approval of the August 14, 2025, Planning & Zoning Commission meeting minutes.

Commissioner Kesterson moved to approve the August 14, 2025, Planning & Zoning Commission meeting minutes.

Commissioner Holmes seconded the motion.

Vote on Motion:

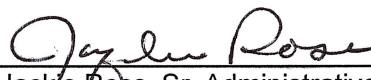
AYES: Jablonski, Branum, Biggs, Barbarin, Kesterson, Holmes
NAYES: None
VOTE: 6-0

ADJOURNMENT

There being no further business, Chairperson Biggs adjourned the meeting at 7:54 p.m.



Chairperson Michael Biggs
Planning & Zoning Commission



Jackie Ross, Sr. Administrative Assistant
Town of Trophy Club, TX