

Planning and Zoning Commission Meeting Minutes

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
December 11, 2025
6:00 PM



The meeting was called to order at 6:00 PM.

Present: Kyle Kennedy, Candace Stone, Brittney Murray, Nicole Shaw

Absent: Christal Johnson, Marc Hendricks

Staff Present: City Attorney Patricia Adams, City Secretary Jenny Hicks, Assistant City Manager Leanne Wilson, Development Manager Shanda Guffee

Commissioner Brittany Murray offered the Invocation and Commissioner Kyle Kennedy led the Pledge of Allegiance.

Community Announcements: None

Citizen Input: None

Consent Items: Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council, board members or staff. Consideration and action on the following:

1. Approve minutes of the November 13, 2025 meeting.
2. Approve the request from Commission Member(s) identified in the Staff report as an excused absence from the August 14, 2025 regular meeting.

P&Z Commissioner Kyle Kennedy made a motion to approve the consent items. (Excused absence: Marc Hendricks). P&Z Commissioner Candace Stone seconded. Motion Passed (4:0). None opposed.

New Business: New items requested for consideration.

3. Consider and make a recommendation to City Council on a Preliminary Plat application for Highpointe Ranch Phase 4B for eighty-six (86) single-family residential lots and two (2) HOA lots, being approximately 25.623 acres out of the Francisco Trevino Survey, Abstract 1243 generally located South of E. Blackjack Road, east of U.S. Highway 377, and North of Springhill Road/FM 428, City of Aubrey, Denton County, Texas. (Aubrey Blackjack Partners, LLC)

Assistant City Manager Leanne Wilson provided information.

P&Z Commissioner Nicole Shaw made a motion to recommend approval of the preliminary plat with one condition. P&Z Commissioner Candace Stone seconded. Motion Passed (4:0). None opposed.

Condition: Aubrey Code of Ordinances, Exhibit 10A Subdivision Ordinance, Article 3 Subdivision Design Standards, Section 8: Requires front, side, and rear setback lines on the plat. The setback lines summary table appears inconsistent with the Development Agreement and must be corrected accordingly. (Reference a minimum of 5' side, 20' rear (10' for lots adjacent to park or trail) with tubular steel, wrought iron or similar material fencing, and 15' corner lot setbacks).

4. Consider and make a recommendation to City Council on a Final Plat application for Highpointe Ranch Phase 4B for eighty-six (86) residential lots and two (2) HOA lots, being approximately 25.623 acres out of the Francisco Trevino Survey, Abstract 1243 generally located south of E. Blackjack Road, East of U.S. Highway 377, and North of Springhill Road/FM 428, City of Aubrey, Denton County, Texas. (Aubrey Blackjack Partners, LLC)

Assistant City Manager Leanne Wilson provided information.

P&Z Commissioner Candace Stone made a motion to recommend approval of the final plat with two conditions. P&Z Commissioner Brittney Murray seconded. Motion Passed (4:0). None opposed.

1. The Preliminary Plat shall be approved by City Council.
2. **Aubrey Code of Ordinances, Exhibit 10A Subdivision Ordinance, Article 3 Subdivision Design Standards, Section 8: Requires front, side, and rear setback lines on the plat. The setback lines summary table appears inconsistent with the Development Agreement and must be corrected accordingly. (Reference a minimum of 5' side, 20' rear (10' for lots adjacent to park or trail with tubular steel, wrought iron or similar material fencing), and 15' corner lot setbacks).**
5. Consider and make a recommendation to City Council on an application for a Replat of the Sand Dollar Addition for three (3) lots, being approximately 43.225 acres out of the J, Bridges Survey, Abstract No. 36, Sand Dollar Addition Block A, Lot 1, identified as an Addition to the City of Aubrey and located in the City's Extraterritorial Jurisdiction of Aubrey ETJ, Denton County, Texas. (North Texas Natural Select

P&Z Commissioner Kyle Kennedy made a motion to recommend approval of the replat. P&Z Commissioner Candace Stone seconded. Motion Passed (4:0). None opposed.

6. Consider and make a recommendation to City Council regarding an application for an Amending Plat for Belmont Phase I, containing one-hundred fifty (150) lots in approximately 37.752 acres of land out of the F. Trevino Survey, Abstract No. 1243, within the Extraterritorial Jurisdiction of the City of Aubrey, Denton County, Texas. (*Belmont Development, LLC*)

Assistant City Manager Leanne Wilson provided information.

P&Z Commissioner Candace Stone made a motion to recommend approval of the amending plat. P&Z Commissioner Nicole Shaw seconded. Motion Passed (4:0). None opposed.

The meeting was adjourned at 6:14 PM.

PASSED and APPROVED by the Planning and Zoning Commission of the City of Aubrey, Texas this 8th day of January, 2026.



Brittney Murray, Commission Chair

ATTEST:



Kacey Hagen, Administrative Assistant

