Meeting Agenda Item Coversheet

MEETING DATE:	11/10/2026	**Submitted By:** Planning and Zoning			
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	**MSP-2026-05:** Sandglass of Westlake Master Sign Plan, including two residential pod entry monument signs and one waiver comprising five deviations from Figure 113-11-3.				
STAFF RECOMMENDATION: **(**MOTION READY)	**Motion to approve** MSP-2026-05, the Sandglass of Westlake Master Sign Plan, including Waiver 1, components 1A through 1E, subject to the conditions of approval in the staff report.				
SUMMARY *and/or* JUSTIFICATION:	Cotleur & Hearing, on behalf of Minto PBLH, LLC, requests approval of the initial Master Sign Plan for Sandglass of Westlake. The proposal includes two residential pod entry monument signs, one at Town Center Parkway North and one at Town Center Parkway South. Each sign is paired with a matching decorative wall without sign copy on the opposite side of the entrance roadway. The request includes Waiver 1, components 1A through 1E, addressing overall length, height, omission of the attached totem, sign wall surface area, and design and materials.				
SELECT, *if applicable*	**AGREEMENT:**		**BUDGET:**		
	STAFF REPORT:	X	**PROCLAMATION:**		
	EXHIBIT(S):	X	**OTHER:**		
IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exbibit B*	Staff Report Engineering Approval Letter Application Justification Statement Master Sign Plan				
SELECT, *if applicable*	**RESOLUTION:**		**ORDINANCE:**		
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(if Item is **not** a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)* ***Please keep text indented.***					
FISCAL IMPACT *(if any):*			$		