



**A G E N D A**  
**REGULAR MEETING OF THE**  
**HIGHLAND VILLAGE CITY COUNCIL**  
**HIGHLAND VILLAGE MUNICIPAL COMPLEX**  
**1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**  
**TUESDAY, NOVEMBER 12, 2024 at 6:00 P.M.**

**EARLY WORK SESSION**  
**Training Room – 6:00 P.M.**

**Convene Meeting in Open Session**

1. Discuss awarding of Grant Funds to Community Nonprofit Organizations for Fiscal Year 2024-2025
2. Receive a Presentation and Discuss Short-Term Rentals and Single-Family Rental Program in Highland Village
3. Receive a Presentation and Discuss Potential Legislative Issues for the 89<sup>th</sup> Texas Legislative Session
4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for November 12, 2024

**CLOSED SESSION**  
**Training Room**

5. Hold a Closed Meeting in accordance with the following Section(s) of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

(Items discussed during Early Work Session may be continued or moved to Open Session and/or Late Work Session if time does not permit holding or completing discussion of the item during Early Work Session.)

**OPEN SESSION**  
**City Council Chambers – 7:30 P.M.**

6. Call Meeting to Order
7. Prayer led by Deputy Mayor Pro Tem Brian Fiorenza

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*We are committed to promoting a spirit of integrity, partnership and excellence of service for the benefit of our citizens, guests and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.*

8. **Pledge of Allegiance to the U.S. and Texas flags led by Deputy Mayor Pro Tem Brian Fiorenza:** *“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*
9. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415** the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
10. **City Manager/Staff Reports**
  - **The Village Report**
11. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers’ Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council 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. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*

*Anyone wishing to address the City Council on any item posted on the City Council agenda for possible action, including matters placed on the Consent Agenda or posted as a Public Hearing, must complete a Speakers’ Request Form available at the entrance to the City Council Chambers and present it to the City Secretary prior to the Open Session being called to order. Speakers may be limited to three (3) minutes and given only one opportunity to speak on an item. Other procedures regarding speaking on matters posted for action on the City Council agenda are set forth on the Speakers’ Request Form. Subject to applicable law, the City Council reserves the right to modify or waive at any time the procedures relating to members of the public speaking on matters placed the Council’s agenda.*

### CONSENT AGENDA

All of the items on the Consent Agenda are considered for approval by a single motion and vote without discussion. Each Councilmember has the option of removing an item from this agenda so that it may be considered separately and/or adding any item from the Action Agenda to be considered as part of the Consent Agenda items.

12. **Consider approval of Minutes of the Regular City Council Meeting held on September 24, 2024**
13. **Consider Ordinance 2024-1319 amending the City’s Comprehensive Zoning Ordinance and Map by amending the Regulations of Planned Development No. 2012-1 (PD 2012-1) relating to the Development and Use of Building II located on Lot 5, Block A, The District of Highland Village, commonly known as Bowery Park, and authorizing an Amendment regarding Maximum Residential Density Regulations (2<sup>nd</sup> and final read)**
14. **Receive Investment Report for Quarter ending September 30, 2024**

### ACTION AGENDA

15. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) of the Texas Government Code:**


- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
16. Consider Resolution 2024-3158 urging the Lewisville Independent School District Board of Trustees to Consider All Available Options in Lieu of Closing Highland Village Elementary School
  17. Consider Resolution 2024-3152 approving a Detailed Site Plan for Development of Tract 3B, Barnett Subdivision, commonly known as 105 Barnett Boulevard, presently Zoned as Single-Family Residential District 40000 (SF-40); approving Special Exceptions
  18. Conduct a Public Hearing and Consider Ordinance 2024-1318 amending Chapter 22 “Utilities” Article 22.06 “Drainage Utility” Section 22.06.003 “Monthly Charges Established” of the City Code of Ordinances by amending the Charges to be Levied for Drainage Services (*1<sup>st</sup> of two reads*)
  19. Consider Resolution 2024-3154 authorizing Negotiation and Execution of a Contract for Construction Services with G & C Electric for the Doubletree Ranch Park Electrical Upgrade Project through the City’s Cooperative Purchasing Agreement with The Local Government Purchasing Cooperative (BuyBoard)
  20. Consider Resolution 2024-3155 awarding Grant Funds to Community Nonprofit Organizations for Fiscal Year 2024-2025
  21. Consider Resolution 2024-3156 casting Votes for One or More Candidates for Appointment to the Denton Central Appraisal District Board of Directors
  22. Consider Resolution 2024-3157 approving the City’s Legislative Program for the 89<sup>th</sup> Texas Legislature

**LATE WORK SESSION**

(Items may be discussed during Early Work Session, time permitting)

23. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
24. Adjournment

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 8<sup>TH</sup> DAY OF NOVEMBER 2024 NOT LATER THAN 6:00 P.M.

  
Angela Miller, City Secretary

**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 for additional information.**

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 at \_\_\_\_\_  
am / pm by \_\_\_\_\_.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA#</b>	<b>1</b>	<b>MEETING DATE:</b>	<b>11/12/2024</b>
<b>SUBJECT:</b>	<b>Discuss awarding of Grant Funds to Community Nonprofit Organizations for Fiscal Year 2024-2025</b>		
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>		

**COMMENTS**

In accordance with Resolution 2018-2729, community organizations desiring funding from the City must submit applications to the City Secretary's Office. Once all applications are received, City staff reviews and processes the applications and then provides the requests to the City Council for consideration.

Requests must meet the following criteria:

- Services to be provided by an organized civic, cultural, educational, or service group that is a nonprofit organization with membership open to all citizens of Highland Village
- Services must be of economic benefit to the community or contribute to the quality of life in Highland Village by serving a municipal public purpose
- Services must be provided to the residents of Highland Village on an equal basis
- The organization must enter into a written contract with the City of Highland Village for the provision of services

Examples of municipal public purpose include, but are not limited to:

- Preservation, promotion or development of historically sensitive areas of the city
- Promotion of the performing arts
- Activities promoting and improving the health, safety and welfare of the youth, adults or senior citizens residing in the city
- Educational programs promoting student and citizen participation in the electoral process and local government
- Crime awareness and prevention

Twenty (20) nonprofit organizations submitted funding request applications this year. A copy of all applications has been provided to Council for consideration ,and Council received presentations from the nonprofit organizations at its regular meeting held on October 22, 2024. Below is a list of the nonprofit organizations, including the amount of funding requested:

<b>Nonprofit Organization</b>	<b>Funding Request</b>
<b>Family Service Organizations</b>	
Christian Community Action (CC)	\$ 5,000
Denton County Friends of the Family	5,000
Denton County MHMR Center	10,000
Heart of the City	7,500
Lovepacs	1,680
Love Thy Neighbor	3,000
Salvation Army – Lewisville	6,150
SPAN, Inc./Meals on Wheels of Denton County	1,932
Special Abilities of North Texas	10,000
<b>Children Service Organizations</b>	
CASA of Denton County	3,000
Communities in Schools of North Texas	3,500
Journey to Dream	4,500
PediPlace	5,000
Lewisville ISD Education Foundation (LEF)	5,000
<b>Community Service Organizations</b>	
Chisholm Trail Retired Senior Volunteer Program (RSVP)	2,500
Friends of the Flower Mound Public Library	500
Lewisville Lake Symphony Association	4,500
Lewisville Playhouse	1,250
Studio B Performing Arts	5,000
MLK of North Texas	1,000
<b>TOTAL</b>	<b>\$86,012</b>

In addition to the funding that is awarded annually to nonprofit organizations, the City purchases tables and tickets to special events hosted by nonprofit and community organizations, as well as local Chamber events. However, fewer events were attended in the last fiscal year.

City Council may consider written requests for financial assistance and determine allocation amounts, if any, for the community nonprofit organizations. Council has historically allocated 0.25% of the City's Maintenance & Operations budget (excluding capital project or purchasing funds) for nonprofit organizations. There is \$59,500 included in the Fiscal Year 2024-2025 budget for funding community services and activities provided by nonprofit organizations.

This agenda item provides for Council discussion to identify nonprofit organizations that will receive funding as allocated in the Fiscal Year 2024-2025 budget. City staff has also included an item on tonight's regular meeting agenda should Council wish to take formal action.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 2**

**MEETING DATE: 11/12/2024**

**SUBJECT: Short-Term Rentals and Single-Family Rental Program**

**PREPARED BY: Paul Stevens, City Manager**

**COMMENTS:**

On August 22 of last year, a workshop was held to discuss short-term rentals and a Single Family Rental Inspection Program. A more in-depth Single Family Rental Inspection Program presentation was held on May 28 of this year. Regarding the STR presentation, it covered the legal rulings affecting cities in their enforcement of STRs. Cities may not prohibit STRs but can adopt reasonable regulations that are backed by evidence showing the regulations serve to protect the health, safety and welfare of renters and other citizens. At present, Homeowners Associations (HOAs) can adopt rules prohibiting short-term rentals.

In speaking with Rentalscape, a company that provides a host of services to cities who have STR registration programs, there are 21 short-term rentals in Highland Village. At present, only half of those are currently active. We have been tracking STR complaints in our dispatch system for some time now. From November 1, 2023 to October 31 of this year, we have received 11 calls for service.

Some of the elements of STR regulations include:

- Annual registration and fee
- Designated 24-hour local emergency contact
- Property maintenance standards
- Posting of safety rules
- Revocation clause and appeals process
- Occupant and guest limits
- Prohibiting commercial events, meetings or parties

The goal of a Single-Family Rental Program is to ensure the quality upkeep and safety of rental properties in the city. These types of programs require registration for all rental units as well as an inspection of the rental unit.

Staff would like to receive direction if there is consensus on drafting either a Short-Term Rental ordinance and/or a Single Family Rental Inspection Program ordinance.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 3**

**MEETING DATE: 11/12/2024**

**SUBJECT: 2025 State Legislative Program**

**PREPARED BY: Paul Stevens, City Manager**  
**Laurie Mullens, Director of Marketing and Communication**

**COMMENTS:**

The 89th Texas Legislature will begin in January of 2025 and is expected to consider legislation on a wide range of issues with a direct impact on municipal government in general and on Highland Village. In the past, we have listed six different categories of focus. Many of the items listed were broad statements. However, because there are a handful of crucial legislative items that could affect the future development of both vacant and existing property in Highland Village, I recommend we focus on those and a handful of other legislative items. These involve two zoning issues, community censorship, the May election date and maintaining the city's ability to use Certificates of Obligation (CO's) for capital funding.

Following are the recommended items of focus:

**PROTECTING OUR UNIQUE QUALITY OF LIFE**

Cities are the level of government that is closest to the people it serves, and therefore are the level of government best able to identify the needs of a community and appropriate means to address those needs. While state government should be a resource for cities, decision-making authority should be placed at the municipal level. The City of Highland Village fully supports any legislation that enhances local decision-making authority to govern properly and fully fund services, and adopt and enforce charters, ordinances, and building codes necessary to plan and provide for growth challenges.

**Oppose the prohibition of minimum lot sizes in single-family zoned areas**

Local zoning controls have helped establish Texas cities as leaders in orderly development to best utilize financial resources and create a high quality of life for residents young and old. Residents have the opportunity to participate in the zoning process. Taking this away eliminates the ability to have a say in zoning issues. A state law prohibiting cities from establishing a minimum lot size greater than 1,400 square feet, as proposed but not enacted in the previous session of the legislature, creates several issues:

- Parking will be a problem. Generally, two off-street parking spaces are required. Homes of this size will only have a single car driveway. With the spacing between driveways on small lots, street parking will block driveways.
- Having no garage will exacerbate the parking issue and will not provide adequate storage for a home on a 1,400 square foot lot.
- Water and sewer lines may need to be increased in size due to the density.



- The surrounding roadway network may also be inadequate for the increase in cars with such a high density of homes.

### **Oppose Right to build Accessory Dwelling Units (ADU) with no restrictions**

The city currently has an approval process to allow for an Accessory Dwelling Unit. This process allows the city to consider parking, drainage, roadway infrastructure, appropriate setbacks and other important issues as well. Having no restrictions on ADUs takes the ability away from the city to mitigate problems that can affect existing neighborhoods.

## **GOVERNANCE**

### **Community Censorship**

The city supports protecting the ability of local government officials to use public funds to communicate with legislators and state agencies on matters of public interest, as well as pay membership to organizations that hire lobbyists. With thousands of bills introduced each year, government officials do not have the ability to review and assess such a large number of bills.

### **May Elections**

Highland Village elections have traditionally been conducted in May. This allows voters to focus solely on council member elections and other city ballot initiatives rather than being placed on a ballot along with federal and state elections far down the ballot.

## **FINANCE**

Highland Village has operated in a fiscally conservative manner for years. In 2023, a Community Service Survey was conducted. We found overall the residents in the City of Highland Village have a very good appreciation and satisfaction towards the many aspects the City has to offer. Residents are very loyal to the City and have high service expectations. Respondents expressed high levels of satisfaction with the service provided by different departments, especially from the Police Department, Parks and Recreation, and the Fire Department. Nearly 70% of the respondents are satisfied with the level of City services received in return for what residents are paying in property taxes. Additionally, 68% report that Highland Village's services and quality of life meet the expectations of their ideal city government.

Certificates of Obligation, CO's, provide cities the flexibility to issue debt on a shorter timeline. This enables them to take advantage of favorable interest rates, to make emergency repairs after a disaster, or to address critical need without having to wait for the next uniform election date on the calendar. There is sufficient accountability, as voters have the option to petition for an election on whether the certificates should be issued. And the bar was set relatively low for the petition requirements to call an election. The process for issuing debt, by law, has extraordinary levels of transparency and accountability. Texas cities need to maintain flexibility in financing public improvements because every city has different needs and resources.

The City desires to maintain Certificates of Obligation (Co's) as a viable financing mechanism, such as not shifting non-voter approved debt to be paid through the maintenance and operations portion of the city's tax rate.

The city also opposes any legislation that would increase or expand appraisal caps. As a city that is nearing build-out, it is difficult to keep up with the rising costs of labor and goods and services to provide the level of service our residents expect.

### **School Finance**

Increase the basic allotment per student funding amount to keep up with inflation.

Additionally, we will monitor legislation that the city should support or oppose and communicate with our legislators during the session.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 9**

**MEETING DATE: 11/12/2024**

**SUBJECT: Mayor and Council Reports on Items of Community Interest**

**PREPARED BY: Karen McCoy, Executive Assistant**

**COMMENTS**

Pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 12**

**MEETING DATE: 11/12/2024**

**SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on September 24, 2024**

**PREPARED BY: Angela Miller, City Secretary**

**BACKGROUND:**

Minutes are approved by a majority vote of Council at the Council meetings and listed on the Consent Agenda.

**IDENTIFIED NEED/S:**

Council is encouraged to contact the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff can make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

**OPTIONS & RESULTS:**

The City Council should review and consider approval of the minutes. Council's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

**PROGRESS TO DATE: (if appropriate)**

The City Manager has reviewed the minutes and given approval to include the minutes in this packet.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

To approve minutes of the Regular City Council Meeting held on September 24, 2024.



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 24, 2024**

**EARLY WORK SESSION**

Mayor Wilcox called the meeting to order at 6:00 p.m.

Present: Charlotte J. Wilcox Mayor  
Jon Kixmiller Mayor Pro Tem  
Kevin Cox Councilmember  
Shawn Nelson Councilmember  
Robert Fiester Councilmember  
Rhonda Hurst Councilmember  
Brian A. Fiorenza Deputy Mayor Pro Tem

Staff Members: Paul Stevens City Manager  
Ken Heerman Assistant City Manager  
Kevin Laughlin City Attorney  
Angela Miller City Secretary  
Kevin Gosselin Assistant Fire Chief  
Scott Kriston Public Works Director  
Phil Lozano Parks and Recreation Director  
Kim Lopez Human Resources Director  
Laurie Mullens Marketing and Communications Director

**1. Receive Annual Presentation from Republic Services**

Public Works Director Scott Kriston reported the City contracted with Republic Services last year, and during that time new 95-gallon carts were delivered to residents, and a storm event also occurred that required services from Republic and an outside party to handle cleanup throughout the city. Mr. Kriston added that this presentation would cover the preceding 11 months as data from September will not be collected until month-end.

Republic Services Municipal Sales Manager Cheryl Brock provided an annual report regarding trash and recycling services. She reported on average, 72% of Highland Village residents participate in the recycling program with 2,623 tons recycled since October 2023. Ms. Brock reported they have a program to service our elderly or disabled residents, which currently includes approximately 15 participating. The Household Hazardous Waste and eWaste services had an average of 4,130 calls for service since October 2023. Calls for missed services and container movement was also presented, with approximately 982 calls reported. Ms. Brock stated this report is provided to Republic Services supervisors and daily meetings are held to review and determine how to solve any ongoing issues.

City Manager Paul Stevens reported the contract with Republic Services contains a provision to update rates in October each year, at a 4% rate increase .

Mr. Kriston reported the use of brown trash cans for yard waste is not offered by Republic Services, however the City could purchase the carts and Republic would service the carts with their rear loading trucks. He added that the current contract ensured the City would no longer provide carts as had been done in the past.

## **2. Receive a Presentation on Marketing and Branding Strategies for Pilot Knoll Park and Proposed Cabins**

Mr. Brad Moulton from Dunaway Associates presented several concepts relating to the marketing and branding, and reported they are seeking direction from Council on a preferred concept. Three concepts were presented, each including parent brand and sub-brand examples. Mr. Moulton explained a parent brand concept could be used on a main entrance sign or on a website/app for online reservations; a sub-brand concept could be used within the park for location-based signage at each cabin, or for branded retail merchandise.

Mr. Mouton reported the Parks and Recreation Advisory Board (Board) received this information at their August 16, 2024 meeting and the following feedback was received:

- The Board preferred the overall look of Concept 1 (included a tree design with the park name)
- Liked the idea of a parent brand/sub brand concept
- The Board's second choice was Concept 3 (included a similar depiction of an A-frame cabin)
- The Board would like to see the further development of the sub-brand into the park physically, as well as marketing items

Mayor Pro Tem Kixmiller suggested also incorporating some reference to the lake in the branding. Deputy Mayor Pro Tem Fiorenza asked why our current logo/colors are not being used. Marketing and Communications Director Laurie Mullens reported the colors of the City's logo are primary and do not lend themselves to a nature feel. She added that desire is to create its own specific brand for Pilot Knoll Park, with its own standalone page that links from the City's website. To tie in the lake, she suggested Pilot Knoll Park on the Lake verbiage be used rather than just Pilot Knoll Park. Council preferred Concept 1.

## **3. Discuss Nomination of Candidate(s) for Appointment to the Denton Central Appraisal District (DCAD) Board of Directors**

City Secretary Miller reported that staff was contacted by the DCAD that all taxing jurisdictions have the option to nominate up to five (5) individuals to be considered for their Board of Directors. She stated that taxing jurisdictions are not required to nominate anyone and would still retain the option to cast votes from the list of nominees submitted by other jurisdictions.

Council can nominate someone of their choice to serve, provided they are a resident of the district, Denton County, and have resided in the district for at least two (2) years immediately preceding the date of taking office. Mrs. Miller stated Highland Village resident Alex Buck currently serves on the Board and has indicated interest in serving another term. She reported an item is included on tonight's regular meeting agenda if Council wished to nominate anyone. Consensus of Council was to nominate Alex Buck.

4. **Discuss Appointment of Board and Commission Members; Review and Discuss Attendance Record and Performance of Board and Commission Members and Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.04.037**

Members of Council discussed potential appointments to the Board of Ethics and Parks and Recreation Advisory Board.

Mayor Wilcox announced Council would meet in Closed Session and read Agenda Item #6(b).

### **CLOSED SESSION**

Council convened into Closed Session at 6:58 p.m.

6. **Hold a Closed Meeting in accordance with the following Section(s) of the Texas Government Code:**
  - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
  - (b) **Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation**

Council concluded Closed Session at 7:46 p.m.

5. **Clarification of Consent or Action Items listed on Today’s City Council Meeting Agenda for September 24, 2024**

No items were discussed.

Early Work Session was adjourned at 7:47 p.m.

### **OPEN SESSION**

7. **Call Meeting to Order**

Mayor Wilcox called the meeting to order at 7:56 p.m.

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Robert Fiester	Councilmember
	Rhonda Hurst	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Kevin Gosselin	Assistant Fire Chief

Scott Kriston  
Phil Lozano  
Kim Lopez  
Laurie Mullens

Public Works Director  
Parks and Recreation Director  
Human Resources Director  
Marketing and Communications Director

**8. Prayer led by Councilmember Rhonda Hurst**

Councilmember Hurst gave the invocation.

**9. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Rhonda Hurst**

Councilmember Hurst led the Pledge of Allegiance to the U.S. and Texas flags.

**10. Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**

Mayor Wilcox invited the public to attend a meeting on October 2 from 6:00 p.m. to 7:30 p.m. to receive information and provide input on the planned improvements to the boat ramp area at Pilot Knoll Park.

**11. City Manager/Staff Reports**

City Manager Paul Stevens informed residents of the upcoming Concerts in the Park Series taking place the first three Saturdays in October at Doubletree Ranch Park; the TXFallenPD Tribute Event is scheduled on October 19 and features a 5K run, bike race, kid ride with a cop, kid zone, vendors, food trucks, and will finish with a fireworks show. He also reported Friends of Highland Village Parks Foundation is partnering with the City on November 9 to plant native trees in the median along Briarhill Boulevard.

- **Experience Highland Village – Talula’s Party, Prom and Gift**

The video featured Talula’s Party, Prom and Gifts located in The Marketplace at Highland Village.

**12. Visitor Comments**

No one wished to speak.

**CONSENT AGENDA**

Mayor Pro Tem Kixmiller requested Agenda Item #21 nominating Alex Buck as a candidate to the Denton Central Appraisal District Board of Directors be moved from the Action Agenda to the Consent Agenda; Mayor Wilcox moved the item.

**13. Consider Resolution 2024-3138 authorizing the City Manager to Renew the Employee Health and Dental Insurance Plans with Blue Cross Blue Shield of Texas**



14. Consider Resolution 2024-3139 authorizing an Interlocal Agreement with Texas Political Subdivisions Joint Self-Insurance Fund for purposes of providing Workers' Compensation Insurance for Fiscal Year 2024-2025
21. Consider Resolution 2024-3144 nominating a Candidate(s) for Election to a Place on the Denton Central Appraisal District Board of Directors

*Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Hurst, to approve Consent Agenda Items #13, #14 and #21 with Alex Buck being named as the City's nominee in Resolution 2024-3144. Motion carried 7-0.*

#### **ACTION AGENDA**

15. Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

#### **NO ACTION TAKEN**

- (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation

Action was taken with Agenda Item #23.

16. Consider Resolution 2024-3140 approving the Appointment by the City Manager of Rickie "Scott" Green as Fire Chief for the City of Highland Village  
**APPROVED (7 – 0)**

Human Resources Director Kim Lopez reported on the recruitment efforts to fill the position of Fire Chief. After panel interviews involving an executive panel, Mayor Wilcox and fire department personnel, Scott Green was selected for the position. She added that, per Section 5.10 of the City Charter, approval by Council is required to ratify the City Manager's appointment of Scott Green as Fire Chief. City Manager Paul Stevens reported Mr. Green has served with the City of University Park for over 27 years, where he was named Fire Officer of the Year for three consecutive years, was named the department's Employee of the Year in 2018 and received the city's Silver Employee of the Year award in 2018 and 2023.

*Motion by Mayor Wilcox, seconded by Mayor Pro Tem Kixmiller, to approve Resolution 2024-3140 approving the appointment by the City Manager of Rickie "Scott" Green as Fire Chief for the City of Highland Village. Motion carried 7-0.*

17. Consider Ordinance 2024-1313 amending the City's Comprehensive Zoning Ordinance amending the Regulations relating to the Use and Development of a 3.96± acre tract of land located in the F. Hyatt Survey, Abstract No. 559, commonly known as 102 Barnett Boulevard, from SF-40 Single Family Residential to a Planned Development District for Patio Home Use (2<sup>nd</sup> and final read)  
**APPROVED 2<sup>ND</sup> AND FINAL READ (5 – 2)**

Public Works Director Scott Kriston reported Council approved the first read of the proposed ordinance at their September 10, 2024 meeting, which included amendments providing for the following:

- Construction of the masonry screening wall on the eastern boundary and the fence on the western boundary of the property must be complete prior to issuance of building permits for any dwelling units on the property; and
- The face of garage doors must be no closer than 20 feet from the closest edge of any sidewalk.

***Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Fiester, to approve the second read of Ordinance 2024-1313 amending the regulations relating to the use and development of a 3.96± acre tract of land located in the F. Hyatt Survey, Abstract No. 559, commonly known as 102 Barnett Boulevard, by enacting a Planned Development District for Patio Homes. Motion carried 5-2, with the following vote:***

***Ayes – Cox, Kixmiller, Wilcox, Fiester, Fiorenza***

***Nos – Nelson, Hurst***

18. **Consider Resolution 2024-3141 awarding and authorizing a Contract with Four Star Excavating, Inc. for Construction of the Force Main Replacement Project (Lift Station No. 2 and Lift Station No. 7)**

**APPROVED (7 – 0)**

Mr. Kriston reported the City has ten lift stations within the corporate limits, with two of the lift stations experiencing pipe failures in their force mains over the last few years and having been identified for force main replacement. Previous Council action in April 2023 approved the engineering design for the Force Main Replacement of these two stations, which has been completed. The project received three bids, with Four Star Excavating, LLC submitting the lowest responsive bid.

Councilmember Fiester asked if a contingency was included; Mr. Kriston reported there is not as the proposed resolution authorizes the City Manager to approve any change orders. Councilmember Hurst asked the start of construction and how long the project would take. Mr. Kriston stated the contract has not been executed and the preconstruction meetings have not been held yet, but he anticipates possibly starting in late October or first of November, with 180-days for completion per the contract. Deputy Mayor Pro Tem Fiorenza asked the life of the improvements. Mr. Kriston reported Lift Station #2 was constructed in 1988, modified in 1993 due to growth, and has experienced some pipe failures, however the life expectancy is now much longer with the newer PVC pipe that is now being used.

***Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Hurst, to approve Resolution 2024-3141 awarding and authorizing a contract with Four Star Excavating, Inc. for construction of the Force Main Replacement Project (Lift Station No. 2 and Lift Station No. 7. Motion carried 7-0.***

19. **Consider Resolution 2024-3142 awarding and authorizing a Contract with Jagoe-Public Company for the 2024 Asphalt Overlay and Pilot Knoll Park RV Circle Overlay Project**

**APPROVED (7 – 0)**

Mr. Kriston reported the City budgets funds each year to overlay certain asphalt roadways as part of the Pavement Condition Index Program (PCI). Aside from roadways that were identified for overlay this year, funds included in the Parks Department Corps Parks

Budget were also included to cover replacement of asphalt in the Pilot Knoll Park RV parking area. The design work was completed and bids were advertised. Four bids were received, with Jagoe-Public Company submitting the lowest responsive bid. Sixty days are allowed for the project, weather permitting. The project is anticipated to begin in November. Mr. Kriston reported staff will work with the Parks and Recreation Department to minimize traffic, adding he does not think there will be any closure at Pilot Knoll Park as the work there is minimal.

***Motion by Councilmember Cox, seconded by Councilmember Nelson, to approve Resolution 2024-3142 awarding and authorizing a contract with Jagoe-Public Company for the 2024 Asphalt Overlay and Pilot Knoll Park RV Circle Overlay Project. Motion carried 7-0.***

20. **Consider Resolution 2024-3143 amending the City's Master Fee Schedule by amending and adding Certain Parks and Recreation Fees**  
**APPROVED (7 – 0)**

Parks and Recreation Director Phil Lozano reported the Code of Ordinances provides that fees shall be charged to the general public, individual and groups to the extent reasonable to recover all or a portion of direct and/or indirect costs associated with delivery of parks and recreation programs, services or events. He added that fees are to be evaluated and revised to remain competitive, and that user fees are intended to be equitably assessed. Fees for residents shall be kept to a minimum and non-residents may be required to pay a higher fee because of their non-resident status or because they do not own property within the city against which city ad valorem taxes may be assessed. Mr. Lozano reported the department shall have some flexibility in adding programs, increasing participation numbers for existing programs, and omitting programs throughout the year, pursuant to the cost recovery goals.

Mr. Lozano reported the kitchen at the Sgt. Dennis Oliver Event Center at Doubletree Ranch Park was converted to a party room this year. The proposed resolution includes the following rental rates:

**Barn Party Room 102**

- Resident rate adjusted from \$30/hr to \$40/hr
- Non-resident rate adjusted from \$60/hr to \$70/hr

**Barn Party Room 103 rates added as follows:**

- Resident rate of \$30/hr added
- Non-resident rate of \$60/hr added

Mr. Lozano reported at their September 16, 2024 meeting, the Parks and Recreation Advisory Board recommended approval by City Council to adopt the amended fee schedule, as presented.

***Motion by Councilmember Fiester, seconded by Deputy Mayor Pro Tem Fiorenza, to approve Resolution 2024-3143 amending the City's Master Fee Schedule by amending and adding certain Parks and Recreation Fees. Motion carried 7-0.***

21. **Consider Resolution 2024-3144 nominating a Candidate(s) for Election to a Place on the Denton Central Appraisal District Board of Directors**

This item was moved to the Consent Agenda.

22. Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Consider Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.04.037

**REMOVAL APPROVED (6 – 1)**  
**RESIGNATION ACCEPTED (7 – 0)**

*Motion by Mayor Pro Tem Kixmiller, seconded by Deputy Mayor Pro Tem Fiorenza, to remove Jared Christianson from the Planning and Zoning Commission. Motion carried 6-1, with the following vote:*

*Ayes – Cox, Kixmiller, Wilcox, Fiester, Fiorenza, Hurst  
Nos - Nelson*

Mayor Pro Tem Kixmiller announced his resignation from the Highland Village Community Development Corporation (4b).

*Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Fiester, to accept Mayor Pro Tem Kixmiller's resignation from the Highland Village Community Development Corporation. Motion carried 7-0.*

23. Consider Resolution 2024-3145 appointing Members to Various Positions on the Board of Ethics, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, and Highland Village Community Development Corporation

**APPOINTMENTS MADE and APPROVED (7 – 0)**

*Motion by Councilmember Hurst, seconded by Councilmember Fiester, to approve Resolution 2024-3145 making the following appointments with a term commencing October 1, 2024, and ending September 30, 2026, unless otherwise noted:*

**BOARD OF ETHICS:**

Debbie Barber  
Mollie Megahee

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION:**

Tracy Machado – Citizen Representative  
Mike Sedillo – Citizen Representative  
Robert Fiester – City Representative  
Kevin Cox – City Representative (term ending September 30, 2025)

**PARKS AND RECREATION ADVISORY BOARD:**

Leslie Andrus – Place 1  
Hogan Heathington – Place 2  
Tyler Gump – Place 3  
Patrick Finch – Alternate Place 2  
Ryan Melson – Alternate Place 1 (term ending September 30, 2025)

**PLANNING AND ZONING COMMISSION:**

Spencer Wilk – Place 1 (term ending September 30, 2025)  
Brent Myers – Place 2  
Misty Sedillo – Place 3  
Omer Tamir – Alternate Place 2  
Scott Campbell – Alternate Place 1 (term ending September 30, 2025)

**ZONING BOARD OF ADJUSTMENT:**

**Jim Fuller – Place 4**

**Russell Jackson – Place 5**

**Lucy Turek – Alternate Place 2**

**Jeremy Tillery – Alternate Place 3**

**Angela Garcia – Alternate Place 1 (term ending September 30, 2025)**

**Motion passed 7-0.**

**LATE WORK SESSION**

- 24. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**

Councilmember Nelson thanked Highland Village's Dr. Michelle Martz for hosting two tables at the Young Life of Highland Village/Lewisville/Flower Mound Roundup Fundraiser. He reported Young Life is an organization that works with students from middle school through college, and has specific ministries aimed at ensuring every child feels a sense of belonging and purpose.

Future agenda items requested:

Councilmember Nelson reported seeing articles in July and August regarding increasing GoZone resources in Lewisville and Highland Village and he would like for Denton County Transportation Authority (DCTA) to provide an update on ridership metrics. He added that, unlike in the past where DCTA presented metrics combining Lewisville and Highland Village, he would like to have the presentation only include metrics for Highland Village – adding this could include points of destination outside of the city, but really focused on Highland Village. He stated he would also like to see if they could incorporate ROI type of metrics in order to get a sense of what is our return and benefit with regard to the 2.1 million that we will spend on DCTA this coming year.

With the upcoming legislative session in January, Councilmember Hurst would like to talk about a workshop for our legislative priorities that are specific to Highland Village.

- 25. Adjournment**

Mayor Wilcox adjourned the meeting at 8:35 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

**CITY OF HIGHLAND VILLAGE**  
**CITY COUNCIL**

**AGENDA# 13**

**MEETING DATE: 11/12/2024**

**SUBJECT: Consider Ordinance No. 2024-1319 Amending the Regulations of Planned Development District 2012-1 (PD 2012-1) relating to the development and use of property described as The District of Highland Village, now known as Bowery Park, located at the northwest corner of the intersection of Briarhill Blvd. and FM 407 (2<sup>nd</sup> and final read)**

**PREPARED BY: Autumn Aman, Community Development Coordinator**

**BACKGROUND:**

An application was received requesting an amendment to the development regulations of Planned Development No. 2012-1(PD 2012-1) (formerly known as “The District” but now known as “Bowery Park”) relating to Building II, 120 Main Street, Live/Work units. The request seeks to increase the possible number of residential units permitted on the first floor from the existing seven (7) Live/Work units to twelve (12) Live/Work units, for an increase of a net total of five (5) Live/Work units.

By way of background, when PD 2012-1 was originally established, “Live/Work Units” were defined as “units designed for Residential Use by one family and also include areas for Retail and/or Office Use.” In April 2022, the PD 2012-1 regulations were amended to change the definition of “Live/Work Units” to read “units designed for Residential Use by one family and *may* also include areas for Retail and/or Office Uses.” This change in definition resulted in the ability Live/Work Units to be used solely for residential use without requiring a retail/office use operating within the same unit.

Increasing the number of residential units within PD 2012-1 would result in an increase in the density of residential units above the maximum density of 11.4 residential units per net acre. Consequently, the applicant is also requesting an increase in the maximum residential unit density to 11.7. The actual number of residential units within PD 2012-1 would increase from 168 to 173.

The proposed text amendments to the PD 2012-1 regulations are as follows:

**A. Amend Paragraph (2)(a) of Section 2.D, to read as follows:**

(2) Building II:

- (a) First Floor: Retail, Office, and Live/Work Units (not to exceed ~~seven~~(7) twelve (12) Live/Work Units). If the Live/Work Units contain Retail/Office space, they shall contain not less than 325 square feet of Retail/Office space facing and opening onto Main Street.

This amendment will allow the existing seven (7) Live/Work Units to be re-developed on the

first floor of Building II to create a total of twelve (12) Live/Work Units. The exterior of the existing building will not change.

**B. Amend Section 2.1, Density/Building Coverage, Paragraph (1) to read as follows:**

- (1) The overall residential density for the Property shall not exceed ~~44.4~~ 11.7 Residential Units per net acre or ~~468~~ 173 Residential Units.

**C. Amend Exhibits “B-1” and “B-2”.**

The tables in Exhibits “B-1” and “B-2” setting forth the Conceptual Site Plan for PD 2012-1 will need to be revised to show the change in the maximum residential unit density on the property.

**IDENTIFIED NEED/S:**

All public hearing notification requirements have been satisfied and all public meetings have been held.

**OPTIONS & RESULTS:**

Options are to recommend to the City Council that the application be (1) approved as submitted, (2) approved with modifications, or (3) deny the request. Council may also postpone any action in order to receive any additional information which it requests be presented.

**PROGRESS TO DATE: (if appropriate)**

At the September 17, 2024, Planning and Zoning meeting, the Commission recommended sending the Ordinance forward to City Council for approval as presented. Vote (5-0).

At the October 22, 2024, City Council meeting, Council approved the first read of Ordinance 2024-1319.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

An amendment to the PD 2012-1 Ordinance is required. A copy of the draft ordinance prepared by the City Attorney is attached.

**RECOMMENDATION:**

Staff recommends the City Council consider the recommendation by the Planning and Zoning Commission, and consider the second read of Ordinance No. 2024-1319 amending the City's Comprehensive Zoning Ordinance and Map by amending the regulations of Planned Development No. 2012-1 (PD 2012-1) relating to the development and use of Building II located on Lot 5, Block A, The District of Highland Village, commonly known as Bowery Park, and authorizing an amendment regarding maximum residential density regulations.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2024-1319**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE HIGHLAND VILLAGE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP BY AMENDING THE REGULATIONS OF PLANNED DEVELOPMENT NO. 2012-1 (PD 2012-1) AS PREVIOUSLY AMENDED, RELATING TO THE DEVELOPMENT AND USE OF BUILDING II LOCATED ON LOT 5, BLOCK A, THE DISTRICT OF HIGHLAND VILLAGE, AND ADOPTING CONFORMING AMENDMENTS REGARDING MAXIMUM RESIDENTIAL DENSITY REGULATIONS; PROVIDING FOR SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; 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, have conclude 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 ("CZO") and the Zoning Map of the City of Highland Village, Denton County, Texas, as previously amended, be further amended by amending as set forth in Section 2, below, the regulations of Planned Development No. 2012-1 (PD-2012-1), as enacted by Ordinance No. 2012-1132 and amended by Ordinance Nos. 2021-1285, 2022-1293, and 2023-1303 (collectively, the "PD 2012-1 Regulations") relating to the property within The District of Highland Village, an addition to the City of Highland Village, Texas, according to the plat thereof recorded as Document No. 2013-205, Plat Records, Denton County, Texas (the "Property").

**SECTION 2.** The PD 2012-1 Regulations are amended as follows:

**A.** Paragraph (2)(a) of Section 2.D. is amended to read as follows:

- (a) First Floor: Retail, Office, and/or Live/Work Units (not to exceed twelve (12) Live/Work Units). If the Live/Work Units contain Retail/Office space, they shall contain not less than 325 square feet of Retail/Office space facing and opening onto Main Street.

**B.** Paragraph (1) of Section 2.I. is amended to read as follows:

- (1) The overall residential density for the Property shall not exceed 11.7 Residential Units per net acre or 173 Residential Units.



- C. Exhibits “B-1” and “B-2” of the PD 2012-1 Regulations are amended in their entirety to read as set forth in Attachments “1” and “2”, respectively, attached hereto and incorporated herein by reference.

**SECTION 3.** 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 4.** 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 5.** 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 6.** 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 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 OCTOBER 22, 2024, 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 12<sup>TH</sup> DAY OF NOVEMBER, 2024.**

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY**

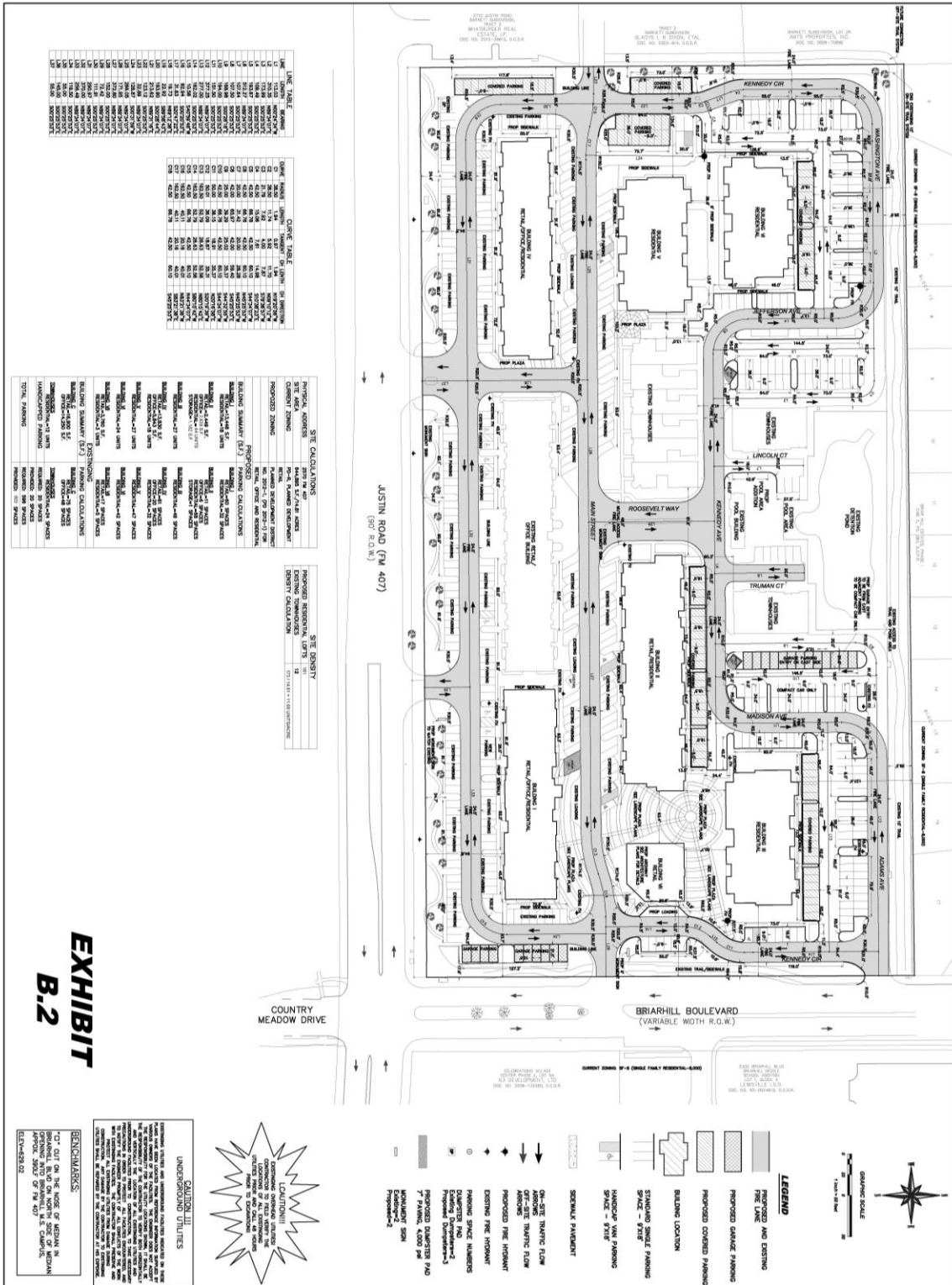
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**Kevin B. Laughlin, City Attorney**

(kbl:10/17/2024:4875-97170-7107 v1)



**Ordinance No. 2024-1319  
Attachment 1  
Exhibit "B-2" Concept Plan and Development Plan (rev. November 12, 2024)**



LINE TABLE	CLINIC TABLE
1.00	1.00
1.01	1.01
1.02	1.02
1.03	1.03
1.04	1.04
1.05	1.05
1.06	1.06
1.07	1.07
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1.50	1.50

SITE CALCULATIONS	
PHYSICAL ADDRESS	2024 FM 407, AUSTIN, TEXAS 78741
COMMIT ZONING	COMMERCIAL GENERAL (CG)
PROPOSED ZONING	COMMERCIAL GENERAL (CG)
BUILDING FOOTPRINT (SF)	1,000,000
PROPOSED PARKING	1,000
EXISTING PARKING	0
TOTAL PARKING	1,000

SITE DENSITY	
PROPOSED RESIDENTIAL UNITS PER ACRE	100
DENSITY CALCULATION	100 UNITS PER ACRE

EXISTING CALCULATIONS	
BUILDING FOOTPRINT (SF)	1,000,000
PROPOSED PARKING	1,000
EXISTING PARKING	0
TOTAL PARKING	1,000

BENCHMARKS	
1.00	1.00
1.01	1.01
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LEGEND	
[Symbol]	PROPOSED AND EXISTING BUILDING FOOTPRINT
[Symbol]	PROPOSED GARAGE PARKING
[Symbol]	PROPOSED COVERED PARKING
[Symbol]	EXISTING BUILDING LOCATION
[Symbol]	STANDARD STREET PARKING SPACE - 32'x66'
[Symbol]	UNIMPAVED VAN PARKING SPACE - 32'x30'
[Symbol]	SEWERAGE FACILITY
[Symbol]	ON-SITE TRAFFIC FLOW
[Symbol]	PROPOSED FIRE HYDRANT
[Symbol]	EXISTING FIRE HYDRANT
[Symbol]	PARKING SPACE NUMBERS
[Symbol]	PROPOSED LANDSCAPE PAD
[Symbol]	PROPOSED EXISTING PAD
[Symbol]	PROPOSED EXISTING PAD

**EXHIBIT B.2**

**CONCEPT PLAN & DEVELOPMENT PLAN DIMENSIONAL CONTROL PLAN**

**FOR PRELIMINARY REVIEW ONLY**

THIS DOCUMENT IS PREPARED FOR THE DISTRICT OF HIGHLAND VILLAGE AND IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE DISTRICT OF HIGHLAND VILLAGE.

DATE: 12/24/2024  
SCALE: 1/8"=1'-0"  
SHEET: 2 OF 2

**The District of Highland Village**  
City of Highland Village, Texas

**Engineering Corporation**  
2570 F.M. 407, Suite 209  
Highland Village, Texas 75077

Ph: (972) 691-6633  
Fax: (972) 691-6628  
TYPE FIRM #605

**Engineering Corporation**  
2570 F.M. 407, Suite 209  
Highland Village, Texas 75077

Ph: (972) 691-6633  
Fax: (972) 691-6628  
TYPE FIRM #605

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA#</b> 14	<b>MEETING DATE:</b> 11/12/2024
<b>SUBJECT:</b>	<b>Investment Report for the Quarter Ending September 30, 2024</b>
<b>PREPARED BY:</b>	<b>Heather Miller, Assistant Finance Director</b>

**BACKGROUND:**

The Public Funds Investment Act, Chapter 2256.023 of the Government Code requires the investment officer of each local government to submit its governing body a quarterly report of investment transactions. The City staff has compiled the following information for your review and to comply with this reporting requirement.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

The detailed transactions for June 30, 2024 through September 30, 2024 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures October 1, 2024)
- TexSTAR (Texas Short Term Asset Reserve Program, a public funds investment pool, custodial, and depository services are provided by JP Morgan Chase Bank and subsidiary J.P. Morgan Investor Services Co. that matures October 1 ,2024)
- Wells Fargo DDA (Demand Deposit Account that matures October 1, 2024 collateralized by pledged securities held in custody by the Bank of New York Mellon)
- Southside MMA (Money Market Account that matures October 1 ,2024, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- InterBank MMA (Money Market Account that matures October 1, 2024, fully insured by the Federal Deposit Insurance Corporation)
- InterBank ICS (Insured Cash Sweep that matures October 1, 2024, fully insured by the Federal Deposit Insurance Corporation)
- East West Bank CD (Certificate of Deposit that matures August 7, 2024 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

- East West Bank CD (Certificate of Deposit that matures August 15, 2024 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Wallis Bank CDARS (Certificate of Deposit Registry Service that matures November 7, 2024 insure by Federal Deposit Insurance Corporation)
- East West Bank CD (Certificate of Deposit that matures November 15, 2024 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- East West Bank CD (Certificate of Deposit that matures February 17, 2025 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- NexBank CD (Certificate of Deposit that matures February 17, 2025 collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- East West Bank CD (Certificate of Deposit that matures May 7, 2025 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

This information reports that the beginning market value for all cash and investments was \$40,136,671 and the ending market value on September 30, 2024 was \$39,089,839. The average yield for the quarter ending September 30, 2024 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (5.14%) is less than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at June 30, 2024 was \$19,681,189 and the ending balance on September 30, 2024 was \$20,460,320 or 52% of the City's total portfolio. The weighted average maturity of the City's portfolio on September 30, 2024 is 59 days.

The average total portfolio yield for the quarter ending September 30, 2024 was 5.18%.

The book value and market value for the City's total portfolio for the beginning and end of the reporting period is as follows:

	<u>Book Value</u>	<u>Market Value</u>
September 30, 2024	\$39,089,839	\$39,089,839
June 30, 2024	\$40,136,671	\$40,136,671

I hereby certify that the attached report is in compliance with the Public Funds Investment Act and that all investments held and transactions made during the reporting period were duly authorized and properly recorded and valued.



Heather Miller  
Investment Officer



Ken Heerman  
Assistant City Manager

<sup>1</sup>Note:

Par is the stated legal dollar value or principal value at maturity.  
Book value is what we paid for the instrument adjusted by any accretion or amortization costs.  
Market value is what we could reasonably sell the instrument for in the current market.

## **RECOMMENDATION:**

Council to receive the Investment Reports for the period ending September 30, 2024.



## QUARTERLY INVESTMENT REPORT

**For the Quarter Ended**

**September 30, 2024**

**Prepared by**

**Valley View Consulting, L.L.C.**

The investment portfolio of the City of Highland Village is in compliance with the Public Funds Investment Act and the City of Highland Village Investment Policy and Strategies.

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Ken Heerman, Assistant City Manager

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Heather Miller, Assistant Finance Director

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Staff Accountant

**Disclaimer:** These reports were compiled using information provided by the City of Highland Village. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.



## Annual Comparison

### FYE Results by Investment Category:

Asset Type	September 30, 2023			September 30, 2024		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	5.15%	\$ 21,468,815	\$ 21,468,815	5.14%	\$ 20,460,320	\$ 20,460,320
Securities/CDs	5.13%	16,962,504	16,962,504	5.23%	18,629,520	18,629,520
<b>Totals</b>		<b>\$ 38,431,319</b>	<b>\$ 38,431,319</b>		<b>\$ 39,089,839</b>	<b>\$ 39,089,839</b>
Fourth Quarter-End Yield	<b>5.14%</b>			<b>5.18%</b>		

### Average Quarter-End Yields (1):

	2023 Fiscal Year	2024 Fiscal Year
Highland Village	4.22%	5.29%
Rolling Three Month Treasury	4.95%	5.42%
Rolling Six Month Treasury	4.77%	5.34%
TexPool	4.74%	5.29%
<b>Fiscal YTD Interest Earnings</b>	<b>\$ 1,444,586 (Approximate)</b>	<b>\$ 2,131,663 (Approximate)</b>

(1) Average Quarterly Yield calculated using quarter-end report average yield and adjusted book value.

## Summary

### Quarter End Results by Investment Category:

Asset Type	June 30, 2024			September 30, 2024		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	5.26%	\$ 19,681,189	\$ 19,681,189	5.14%	\$ 20,460,320	\$ 20,460,320
Securities/CDs	5.42%	20,455,482	20,455,482	5.23%	18,629,520	18,629,520
<b>Totals</b>	<b>5.34%</b>	<b>\$ 40,136,671</b>	<b>\$ 40,136,671</b>	<b>5.18%</b>	<b>\$ 39,089,839</b>	<b>\$ 39,089,839</b>

#### Current Quarter Average Yield (1)

Total Portfolio	5.19%
Rolling Three Month Treasury	5.24%
Rolling Six Month Treasury	5.17%
TexPool	5.16%

#### Fiscal Year-to-Date Average Yield (2)

Total Portfolio	5.29%
Rolling Three Month Treasury	5.42%
Rolling Six Month Treasury	5.34%
TexPool	5.29%

#### Interest Earnings (Approximate)

Quarterly Interest	\$ 463,822
Fiscal Year-to-Date Interest	\$ 2,131,663

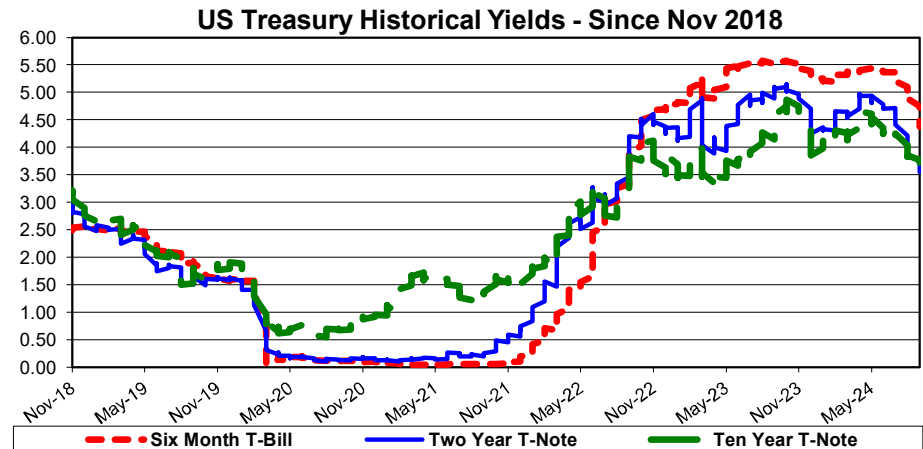
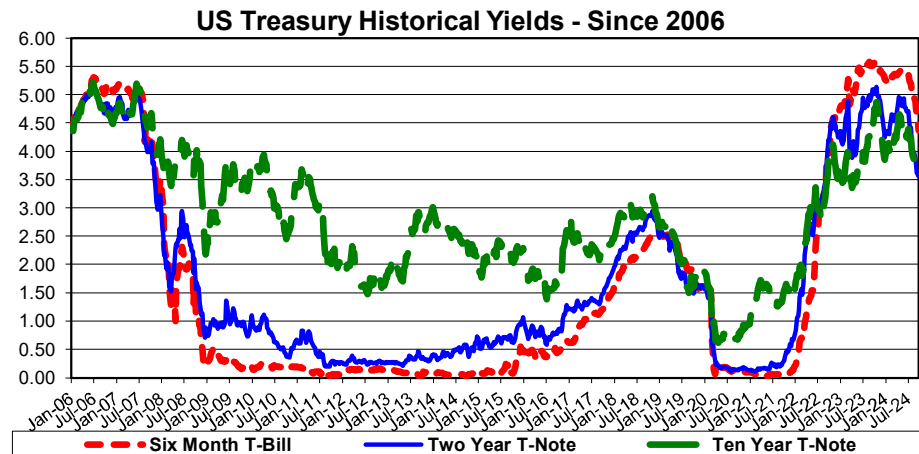
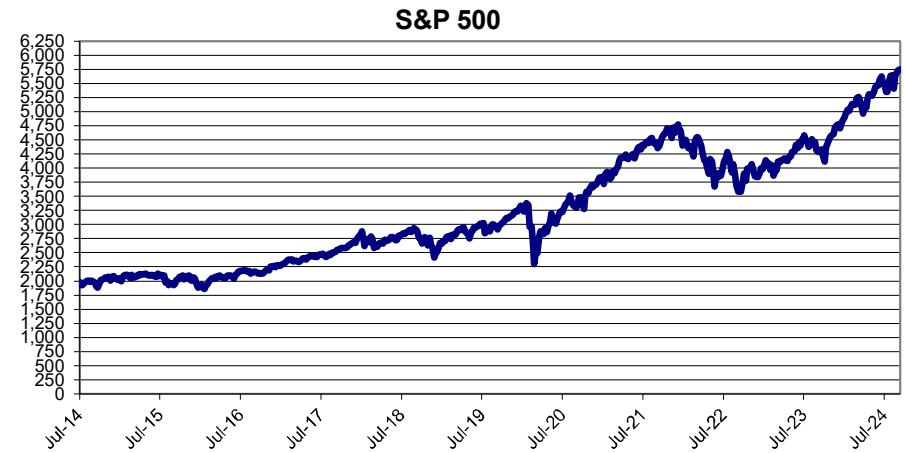
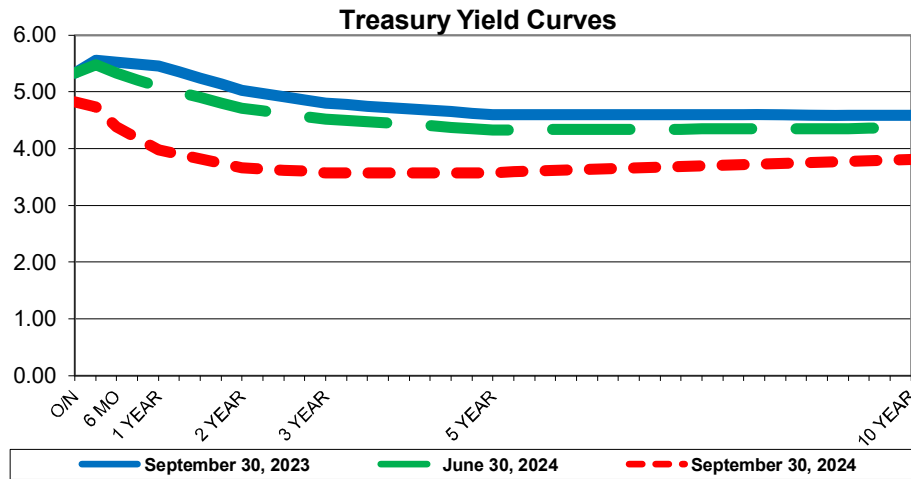
(1) **Current Quarter Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

## Economic Overview

9/30/2024

The Federal Open Market Committee (FOMC) reduced the Fed Funds target range 0.50% to 4.75% - 5.00% (Effective Fed Funds trade +/-4.83%). Expectations are for two more 0.25% cuts by 12/31, although any actions will be meeting-by-meeting and "data-dependent." Sep Non-Farm Payroll surged 254k new jobs (above expectation), with the previous two months revised up boosting the Three Month Rolling Average 186k (from the previous 116k). Second Quarter 2024 GDP remained +3.0% due to increased consumer spending. The S&P 500 Stock Index exceeded 5,700 making new records. The yield curve dropped with the FOMC action and anticipated future actions. Crude Oil drifted slightly higher to +/- \$74 per barrel. Inflation remains above the FOMC 2% target (Core PCE +/-2.7% and Core CPI +/-3.2%). Declining global economic outlook, ongoing/expanding military conflicts and the domestic elections increase uncertainty.



**Investment Holdings**  
**September 30, 2024**

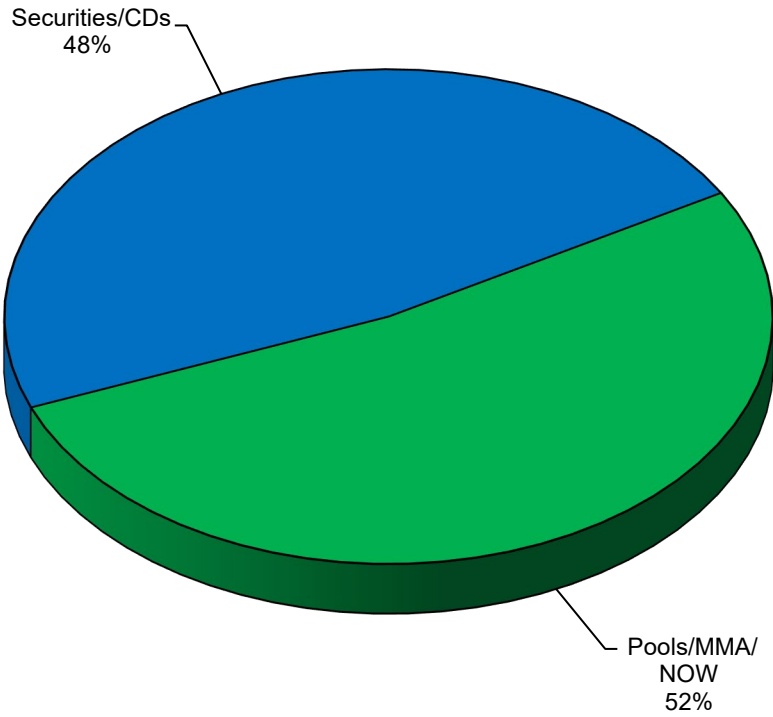
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
Wells Fargo DDA (3)		1.62%	10/01/24	09/30/24	595,304	595,304	1.00	595,304	1	1.62%
Independent DDA		5.00%	10/01/24	09/30/24	18,896	18,896	1.00	18,896	1	5.00%
Southside MMA		5.38%	10/01/24	09/30/24	2,778,490	2,778,490	1.00	2,778,490	1	5.50%
InterBank MMA		5.42%	10/01/24	09/30/24	50,217	50,217	1.00	50,217	1	5.42%
InterBank IntraFi MMA		5.51%	10/01/24	09/30/24	3,240,467	3,240,467	1.00	3,240,467	1	5.51%
TexPool	AAAm	5.16%	10/01/24	09/30/24	7,976,889	7,976,889	1.00	7,976,889	1	5.16%
TexSTAR	AAAm	5.13%	10/01/24	09/30/24	5,800,056	5,800,056	1.00	5,800,056	1	5.13%
Wallis Bank CDARS		5.74%	11/07/24	11/09/23	3,158,295	3,158,295	100.00	3,158,295	38	5.91%
East West Bank CD		5.16%	11/15/24	02/15/24	2,582,253	2,582,253	100.00	2,582,253	46	5.29%
East West Bank CD		4.96%	02/17/25	02/17/24	7,737,045	7,737,045	100.00	7,737,045	140	5.08%
NexBank CD		5.40%	02/17/25	05/17/24	2,000,000	2,000,000	100.00	2,000,000	140	5.44%
East West Bank CD		4.64%	05/07/25	08/07/24	3,151,927	3,151,927	100.00	3,151,927	219	4.75%
					<b>\$ 39,089,839</b>	<b>\$ 39,089,839</b>			<b>59</b>	<b>5.18%</b>
									(1)	(2)

(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

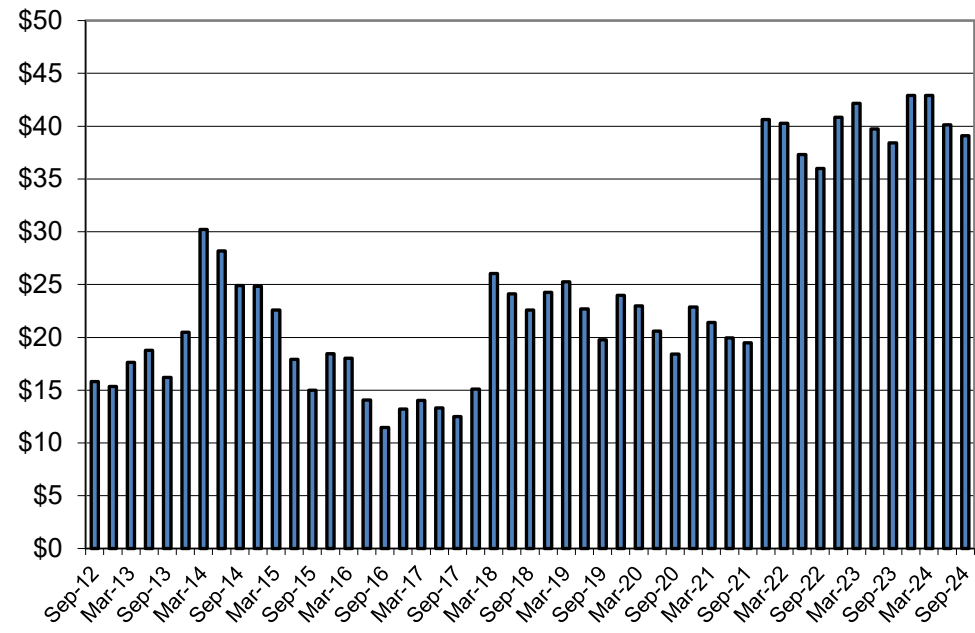
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

(3) **Wells Fargo Earnings Credit Rate** - 0.50% floor. Effective ECR reported.

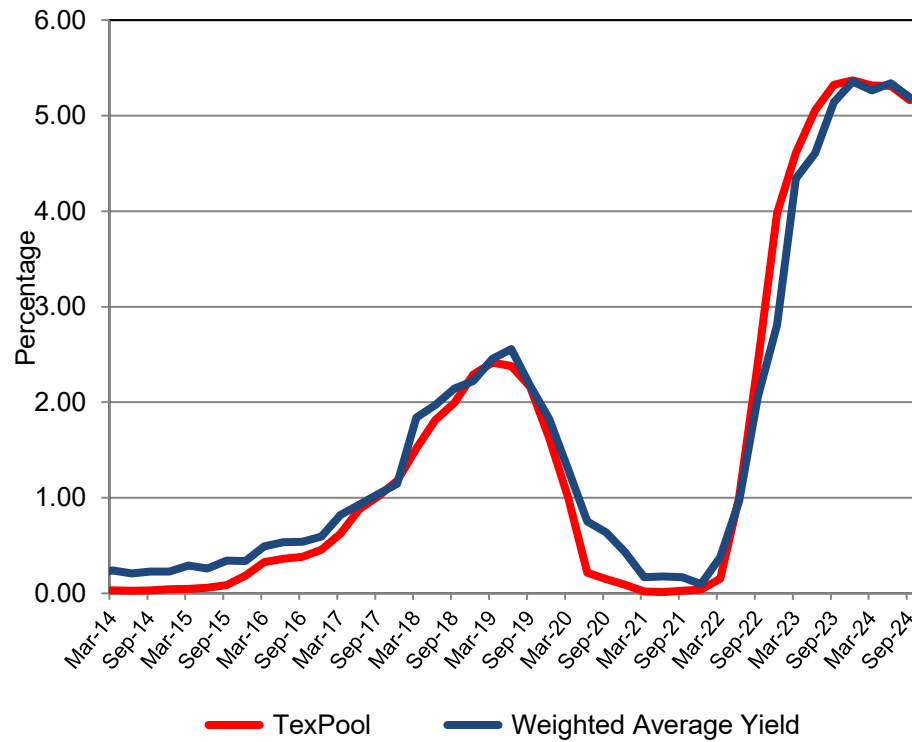
**Portfolio Composition**



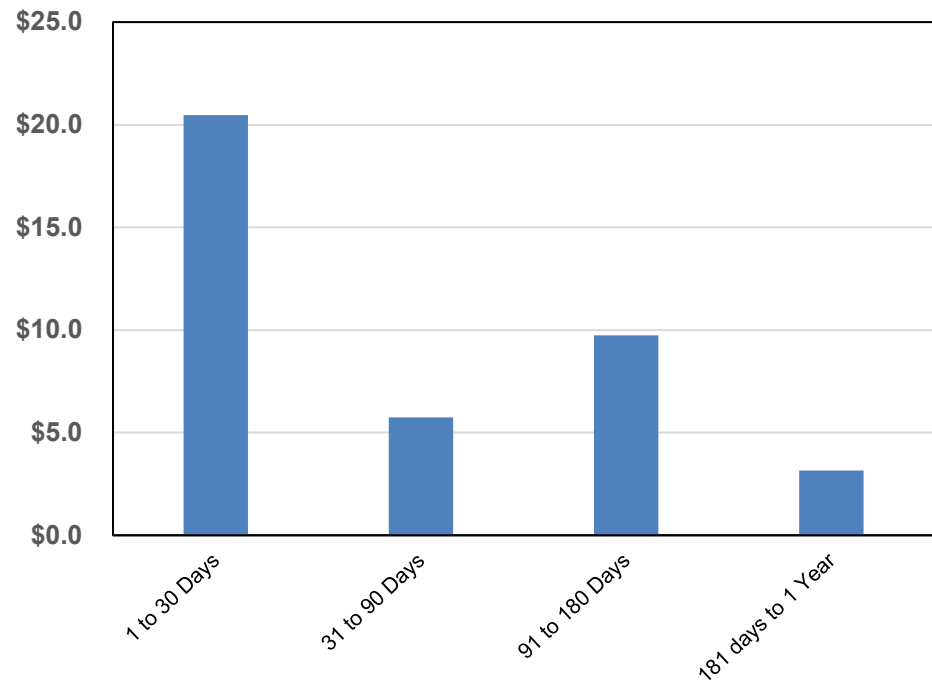
**Total Portfolio (Millions)**



**Total Portfolio Performance**



**Distribution by Maturity (Millions)**



## Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 06/30/24	Increases	Decreases	Book Value 09/30/24	Market Value 06/30/24	Change in Market Value	Market Value 09/30/24
Wells Fargo DDA	1.62%	10/01/24	\$ 723,737	\$ -	\$ (128,433)	\$ 595,304	\$ 723,737	\$ (128,433)	\$ 595,304
Independent DDA	5.00%	10/01/24	-	18,896	-	18,896	-	18,896	18,896
Southside MMA	5.38%	10/01/24	2,741,523	36,966	-	2,778,490	2,741,523	36,966	2,778,490
InterBank MMA	5.42%	10/01/24	50,225	-	(8)	50,217	50,225	(8)	50,217
InterBank IntraFi MMA	5.51%	10/01/24	3,195,520	44,947	-	3,240,467	3,195,520	44,947	3,240,467
TexPool	5.16%	10/01/24	8,599,671	-	(622,782)	7,976,889	8,599,671	(622,782)	7,976,889
TexSTAR	5.13%	10/01/24	4,370,513	1,429,543	-	5,800,056	4,370,513	1,429,543	5,800,056
East West Bank CD	5.81%	08/07/24	3,112,094	-	(3,112,094)	-	3,112,094	(3,112,094)	-
East West Bank CD	5.50%	08/15/24	2,040,641	-	(2,040,641)	-	2,040,641	(2,040,641)	-
Wallis Bank CDARS	5.91%	11/07/24	3,112,934	45,361	-	3,158,295	3,112,934	45,361	3,158,295
East West Bank CD	5.29%	11/15/24	2,548,888	33,365	-	2,582,253	2,548,888	33,365	2,582,253
East West Bank CD	5.08%	02/17/25	7,640,926	96,119	-	7,737,045	7,640,926	96,119	7,737,045
NexBank CD	5.44%	02/17/25	2,000,000	-	-	2,000,000	2,000,000	-	2,000,000
East West Bank CD	4.75%	05/07/25	-	3,151,927	-	3,151,927	-	3,151,927	3,151,927
<b>TOTAL/AVERAGE</b>	<b>5.18%</b>		<b>\$ 40,136,671</b>	<b>\$ 4,857,126</b>	<b>\$ (5,903,958)</b>	<b>\$ 39,089,839</b>	<b>\$ 40,136,671</b>	<b>\$ (1,046,832)</b>	<b>\$ 39,089,839</b>

**Allocation by Fund  
September 30, 2024  
Book and Market Value**

<b>Utility Funds</b>	<b>TexPool</b>	<b>TexSTAR</b>	<b>Independent DDA</b>	<b>Wells Fargo DDA</b>	<b>Southside MMA</b>	<b>InterBank MMA</b>	<b>InterBank IntraFi MMA</b>
Interest & Sinking	\$ 564,369	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve	526,598	-	-	-	-	-	-
Operations	1,916,806	-	-	-	312,263	-	-
Impact Fees	207,007	-	-	-	997,322	-	-
American Rescue Plan Act	-	429,267	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 3,214,780</b>	<b>\$ 429,267</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,309,585</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Funds</b>							
Operations	\$ 1,388,047	\$ 711,010	\$ -	\$ -	\$ 1,468,905	\$ 50,217	\$ 3,240,467
Pooled Cash	-	-	18,896	593,304	-	-	-
Pooled Cash Credit Card Clearing	-	-	-	2,000	-	-	-
Interest & Sinking	42,854	73,212	-	-	-	-	-
Drainage Utility	76,595	-	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 1,507,496</b>	<b>\$ 784,223</b>	<b>\$ 18,896</b>	<b>\$ 595,304</b>	<b>\$ 1,468,905</b>	<b>\$ 50,217</b>	<b>\$ 3,240,467</b>
<b>General Capital Project Funds</b>							
Park Development	\$ 91,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024 Tax Notes	-	2,761,188	-	-	-	-	-
2021 CO Capital Projects	-	1,811,583	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 91,008</b>	<b>\$ 4,572,770</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Corp Leased Park Funds</b>							
Corp LeasedTXDot Mitigation	\$ -	\$ 7,053	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	1,243,870	-	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 1,243,870</b>	<b>\$ 7,053</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>HV Community Development Funds</b>							
Operations	\$ 1,919,735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVCDC TXDot Mitigation	-	6,744	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 1,919,735</b>	<b>\$ 6,744</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 7,976,889</b>	<b>\$ 5,800,056</b>	<b>\$ 18,896</b>	<b>\$ 595,304</b>	<b>\$ 2,778,490</b>	<b>\$ 50,217</b>	<b>\$ 3,240,467</b>

**Allocation by Fund  
September 30, 2024  
Book and Market Value**

(Continued)

Utility Funds	Certificate of Deposit					Total	Interest This Quarter
	11/07/2024	11/15/2024	02/17/2025	02/17/2025	05/07/2025		
Interest & Sinking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 564,369	\$ 6,030
Replacement Reserve	-	-	-	-	-	526,598	6,921
Operations	-	-	-	-	-	2,229,069	29,348
Impact Fees	-	-	-	-	-	1,204,329	15,969
American Rescue Plan Act	-	-	-	-	-	429,267	5,628
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,953,631</b>	<b>\$ 63,895</b>
<b>General Funds</b>							
Operations	\$ -	\$ 2,582,253	\$ 5,158,030	\$ -	\$ -	\$ 14,598,929	\$ 200,068
Pooled Cash	-	-	-	-	-	612,201	-
Pooled Cash Credit Card Clearing	-	-	-	-	-	2,000	-
Interest & Sinking	-	-	-	-	-	116,066	3,980
Drainage Utility	-	-	-	-	-	76,595	1,747
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 2,582,253</b>	<b>\$ 5,158,030</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,405,791</b>	<b>\$ 205,794</b>
<b>General Capital Project Funds</b>							
Park Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,008	\$ 1,196
2024 Tax Notes	-	-	-	-	-	2,761,188	2,598
2021 CO Capital Projects	3,158,295	-	2,579,015	2,000,000	3,151,927	12,700,820	151,025
<b>Sub Total</b>	<b>\$ 3,158,295</b>	<b>\$ -</b>	<b>\$ 2,579,015</b>	<b>\$ 2,000,000</b>	<b>\$ 3,151,927</b>	<b>\$ 15,553,016</b>	<b>\$ 154,820</b>
<b>Corp Leased Park Funds</b>							
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,053	\$ 92
Operations	-	-	-	-	-	1,243,870	15,864
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,250,922</b>	<b>\$ 15,956</b>
<b>HV Community Development Funds</b>							
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,919,735	\$ 23,268
HV CDC TXDot Mitigation	-	-	-	-	-	6,744	88
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,926,479</b>	<b>\$ 23,356</b>
<b>Totals</b>	<b>\$ 3,158,295</b>	<b>\$ 2,582,253</b>	<b>\$ 7,737,045</b>	<b>\$ 2,000,000</b>	<b>\$ 3,151,927</b>	<b>\$ 39,089,839</b>	<b>\$ 463,822</b>



**Allocation by Fund**  
**June 30, 2024**  
**Book and Market Value**

<b>Utility Funds</b>	<b>TexPool</b>	<b>TexSTAR</b>	<b>Wells Fargo DDA</b>	<b>Southside MMA</b>	<b>InterBank MMA</b>	<b>InterBank IntraFi MMA</b>
Interest & Sinking	\$ 347,613	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve	519,677	-	-	-	-	-
Operations	1,891,613	-	-	308,108	-	-
Impact Fees	201,944	-	-	984,053	-	-
2018 CO Utility Capital Projects	-	-	-	-	-	-
American Rescue Plan Act	-	423,639	-	-	-	-
<b>Sub Total</b>	<b>\$ 2,960,847</b>	<b>\$ 423,639</b>	<b>\$ -</b>	<b>\$ 1,292,161</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Funds</b>						
Operations	\$ 2,170,632	\$ 801,412	\$ -	\$ 1,449,362	\$ 50,225	\$ 3,195,520
Pooled Cash	-	-	716,623	-	-	-
Pooled Cash Credit Card Clearing	-	-	7,114	-	-	-
Interest & Sinking	388,029	72,252	-	-	-	-
Drainage Utility	155,216	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 2,713,877</b>	<b>\$ 873,665</b>	<b>\$ 723,737</b>	<b>\$ 1,449,362</b>	<b>\$ 50,225</b>	<b>\$ 3,195,520</b>
<b>General Capital Project Funds</b>						
Park Development	\$ 89,812	\$ -	\$ -	\$ -	\$ -	\$ -
2021 CO Capital Projects	-	3,059,593	-	-	-	-
<b>Sub Total</b>	<b>\$ 89,812</b>	<b>\$ 3,059,593</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Corp Leased Park Funds</b>						
Corp LeasedTXDot Mitigation	\$ -	\$ 6,960	\$ -	\$ -	\$ -	\$ -
Operations	1,185,379	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 1,185,379</b>	<b>\$ 6,960</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>HV Community Development Funds</b>						
Operations	\$ 1,649,756	\$ -	\$ -	\$ -	\$ -	\$ -
HVDCDC TXDot Mitigation	-	6,655	-	-	-	-
<b>Sub Total</b>	<b>\$ 1,649,756</b>	<b>\$ 6,655</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 8,599,671</b>	<b>\$ 4,370,513</b>	<b>\$ 723,737</b>	<b>\$ 2,741,523</b>	<b>\$ 50,225</b>	<b>\$ 3,195,520</b>

**Allocation by Fund**  
**June 30, 2024**  
**Book and Market Value**

(Continued)

Utility Funds	Certificate of Deposit						Total	Interest This Quarter
	08/07/2024	08/15/2024	11/07/2024	11/15/2024	02/17/2025	02/17/2025		
Interest & Sinking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 347,613	\$ 3,492
Replacement Reserve	-	-	-	-	-	-	519,677	6,825
Operations	-	-	-	-	-	-	2,199,722	28,928
Impact Fees	-	-	-	-	-	-	1,185,996	15,701
2018 CO Utility Capital Projects	-	-	-	-	-	-	-	11
American Rescue Plan Act	-	-	-	-	-	-	423,639	11,851
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,676,647</b>	<b>\$ 66,807</b>
<b>General Funds</b>								
Operations	\$ -	\$ 2,040,641	\$ -	\$ 2,548,888	\$ 5,093,950	\$ -	\$ 17,350,631	\$ 253,055
Pooled Cash	-	-	-	-	-	-	716,623	-
Pooled Cash Credit Card Clearing	-	-	-	-	-	-	7,114	-
Interest & Sinking	-	-	-	-	-	-	460,281	5,899
Drainage Utility	-	-	-	-	-	-	155,216	2,143
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 2,040,641</b>	<b>\$ -</b>	<b>\$ 2,548,888</b>	<b>\$ 5,093,950</b>	<b>\$ -</b>	<b>\$ 18,689,865</b>	<b>\$ 261,097</b>
<b>General Capital Project Funds</b>								
Park Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,812	\$ 1,180
2021 CO Capital Projects	3,112,094	-	3,112,934	-	2,546,975	2,000,000	13,831,596	186,802
<b>Sub Total</b>	<b>\$ 3,112,094</b>	<b>\$ -</b>	<b>\$ 3,112,934</b>	<b>\$ -</b>	<b>\$ 2,546,975</b>	<b>\$ 2,000,000</b>	<b>\$ 13,921,408</b>	<b>\$ 187,981</b>
<b>Corp Leased Park Funds</b>								
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,960	\$ 91
Operations	-	-	-	-	-	-	1,185,379	14,844
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,192,339</b>	<b>\$ 14,935</b>
<b>HV Community Development Funds</b>								
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,649,756	\$ 20,673
HV CDC TXDot Mitigation	-	-	-	-	-	-	6,655	87
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,656,411</b>	<b>\$ 20,760</b>
<b>Totals</b>	<b>\$ 3,112,094</b>	<b>\$ 2,040,641</b>	<b>\$ 3,112,934</b>	<b>\$ 2,548,888</b>	<b>\$ 7,640,926</b>	<b>\$ 2,000,000</b>	<b>\$ 40,136,671</b>	<b>\$ 551,580</b>

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 16**

**MEETING DATE: 11/12/2024**

**SUBJECT: Consider Resolution 2024-3158 urging the Lewisville Independent School District (LISD) to Consider All Possible Options in Lieu of Closing Highland Village Elementary School**

**PREPARED BY: Paul Stevens, City Manager**

**BACKGROUND:**

Student enrollment in the Lewisville Independent School District (LISD) peaked in 2015-2016 with 53,396 students. For the 2024-25 school year, there are 47,754 students, with forecasts indicating that LISD student enrollment will stabilize at approximately 45,000 students over the next year.

LISD is also facing challenges such as budget constraints and resource shortages, which will require collective effort and community support to address.

**IDENTIFIED NEED/S:**

In May of this year, LISD brought together 50 members of the LISD community to form the Community Efficiency Committee to study how LISD can best use its facilities to serve its students. A School Retirement and Boundary Adjustment Proposal was prepared. The proposal includes a recommendation to retire Highland Village Elementary School and send students currently residing in the Highland Village Elementary School attendance zone to Heritage Elementary and/or McAuliffe Elementary.

**OPTIONS & RESULTS:**

The closing of even one of three elementary schools in Highland Village will have a dramatic impact on the neighborhood school concept, creating further distances for students to travel, and increasing traffic patterns at both Heritage and McAuliffe Elementary Schools.

The proposed resolution respectfully encourages the LISD Board of Trustees to consider all alternatives in order to keep Highland Village Elementary School open.

**RECOMMENDATION:**

Council to consider Resolution 2024-3158 urging the LISD Board of Trustees to consider all available options in lieu of closing Highland Village Elementary School.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION 2024-3158**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, URGING THE LEWISVILLE INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES TO CONSIDER ALL AVAILABLE OPTIONS IN LIEU OF CLOSING HIGHLAND VILLAGE ELEMENTARY SCHOOL; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Lewisville Independent School District (“LISD”) serves as an integral institution in the community, providing quality education and fostering the growth and development of students and the success of the school district is essential to the future of our children, our community, and our society, as the district plays a crucial role in equipping students with the knowledge, skills, and values they need to succeed in an ever-changing world; and

**WHEREAS**, LISD is facing challenges such as budget constraints, resource shortages, and downward student enrollment trends that require collective effort and community support to address; and

**WHEREAS**, LISD student enrollment peaked in 2015-16 with 53,396 students, with enrollment for the 2024-25 school year falling to 47,754 students and forecasts indicating that LISD student enrollment will stabilize at approximately 45,000 students over the next year; and

**WHEREAS**, in May 2024, LISD brought together 50 members of the LISD community to form the Community Efficiency Committee (“CEC”) which met six times through September 2024, carefully studying how LISD can best use its facilities to serve its students; and

**WHEREAS**, the CEC prepared and presented to the LISD Board of Trustees a School Retirement and Boundary Adjustment Proposal (the “Proposal”); and

**WHEREAS**, the Proposal recommends that Highland Village Elementary School be retired and that students presently living within the Highland Village Elementary School attendance zone be relocated to Heritage Elementary School or McAuliffe Elementary School; and

**WHEREAS**, Highland Village Elementary School was the first elementary school located in the City of Highland Village and is the City’s namesake; and

**WHEREAS**, being only 6.4 square miles, the impact to the Highland Village community is far greater than that in other communities within the district; and

**WHEREAS**, the LISD Board of Trustees has announced it will be holding listening tours to gather input from the community; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds that closing one of the three elementary schools in the City of Highland Village will have a dramatic impact on the neighborhood school concept, creating further distances for students to travel, and increasing traffic patterns at both Heritage Elementary School and McAuliffe Elementary School.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:**

**SECTION 1.** The City Council hereby respectively encourages and requests the LISD Board of Trustees to (a) consider all alternatives in order to keep Highland Village Elementary School open as a successful school that is integral to the neighborhood; and (b) postpone any decision to act on the CEC's recommendation to retire Highland Village Elementary School until after the 89<sup>th</sup> Texas Legislative Session ends in order to review any potential increase to school funding.

**SECTION 2.** This resolution shall be effective immediately upon its approval.

**PASSED AND APPROVED THIS THE 12<sup>TH</sup> DAY OF NOVEMBER 2024.**

**APPROVED:**

---

**Charlotte J. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:11/8/2024:4873-9243-5959 v1)

**CITY OF HIGHLAND VILLAGE**  
**CITY COUNCIL**

**AGENDA# 17**

**MEETING DATE: 11/12/2024**

**SUBJECT: Review and Consider Resolution No. 2024-3152 approving a Detailed Site Plan for Lot 3B of the Barnett Subdivision located at 105 Barnett Boulevard**

**PREPARED BY: Autumn Aman – Community Development Coordinator**

**BACKGROUND:**

The applicant seeks approval of a site plan for development of an approximately 5,975 square foot building for a temple on Lot 3B, Barnett Subdivision located at 105 Barnett Boulevard. The requested site plan is exactly the same site plan approved by the City Council on April 11, 2023. However, because development did not commence within one year of the approval of the site plan, the previously approved site plan is deemed to have expired.

The applicant has submitted a Building Permit and a preconstruction meeting has been conducted with City staff. However, because the previously approved site plan has expired, the owner cannot move forward with construction until it receives approval of a new site plan.

The property is currently zoned SF-40. The Comprehensive Zoning Ordinance (CZO) provides that a church or place of religious worship is an allowed use within all Zoning Districts within the City unless specifically prohibited within a Planned Development.

The owner intends to eventually construct three buildings on the property. The proposed Site Plan only provides for the location and construction of one building and related parking and improvements. Development of future buildings and parking on the property will require a Site Plan Amendment prior to issuance of building permits for such improvements.

There are a substantial number of trees located on the property. The owner proposes removing a total of 22 trees to accommodate the development of the property in accordance with the proposed Site Plan and planting 14 replacement trees along Barnett Boulevard. In addition, the owner will be planting 110,500 square feet of Bermuda turf around a large portion of the property and areas of disturbance. By ordinance, the property is to be developed with at least 50% foundations plantings. The proposed landscaping plan accompanying the Site Plan complies with that requirement.

CZO Section 35.2.A. requires a non-residential use backing upon an SF zoning district construct a solid brick or masonry screening wall not less than six feet (6.0') nor more than eight feet (8.0') in height along the property line separating the non-residential use from the SF district. The property located to the east of the subject property is a fully-developed SF district. The properties adjacent to the subject property are all presently developed with six-foot wood fences along the common property line with a substantial grove of trees to the west of the property line. CZO Section 35.2.A.3 authorizes approval of alternative equivalent

screening such as landscaping and berms through the site plan approval process. The owner is requesting that it not be required to construct the masonry wall because of the existing screening fences already located along the common property line subject to a requirement to preserve the trees on the property west of the common property line with the residential district that are not otherwise being removed as shown on the prepared tree survey. Staff has no request for the granting of the requested alternative screening provided the exception is subject to change or revocation should a request be made for removal of additional trees if the site plan is later amended to accommodate the development of additional buildings and related improvements on the property.

Construction of a sidewalk along Barnett Blvd will be required as part of development of the property. The owner indicates no signs will be constructed on the property at this time.

### **IDENTIFIED NEED/S:**

N/A

### **OPTIONS & RESULTS:**

Options are to recommend approval of the site plan package as it has been submitted, to recommend approval subject to revisions, or to deny the site plan package upon a finding that it does not comply with one or more requirements of the City Ordinances for the property.

### **PROGRESS TO DATE: (if appropriate)**

City Staff and the City's Engineer have reviewed the site plan package and determined that it complies with all applicable provisions of the CZO other than the screening requirement in Section 35.2.A for which the applicant is seeking approval of the alternative screening proposed above. A City Council resolution is required for the exception to the screening requirements. A copy of the draft resolution generated by the City Attorney is included with this briefing.

At the October 15, 2024, Planning and Zoning Commission meeting, with a unanimous 5-0 vote, the Commission recommended sending the Site plan and resolution forward for approval as presented.

At the October 22, 2024, City Council meeting, City Council tabled action on this item until this City Council meeting. City Council had requested the applicant:

- Supply an accurate Phase I grading plan with clarification on the tree protection plan.
- Consider installation of living screening on the eastern property line, possibly consisting of a mix of a two to three foot tall berm along the existing City utility easement and three-to six-foot tall vegetation screening.

The applicant has submitted the following two options for consideration:

1. Revise Site Plan Exhibits L-1 and L-2 by removing the future contours, leaving the current contours relating only to Building 1 only, and adding notes stating there will be no grading and no placement of soil or other fill material is permitted within the drip

line of any existing trees. This option does not include installation of any additional vegetation for screening along the eastern property line.

2. Revise Site Plan Exhibits L-1 and L-2 by removing the future contours, leaving the current contours as it relating only to Building 1, adding notes stating there will be no grading and no placement of soil or other fill material is permitted within the drip line of any existing trees, and adding fifty (50) 5-gallon, 36" Bufford Holly bushes to be planted along a portion of the eastern property line.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

None

**RECOMMENDATION:**

Staff recommends the City Council review the changes made by the applicant and determine whether to approve Resolution No. 2024-3152 with one of the revised site plan options.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3152**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING A DETAILED SITE PLAN FOR DEVELOPMENT OF TRACT 3B, BARNETT SUBDIVISION, PRESENTLY ZONED AS SINGLE-FAMILY RESIDENTIAL DISTRICT 40000 (SF-40); APPROVING SPECIAL EXCEPTIONS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, an application has been made for approval of a detailed site plan for Tract 3B of the Barnett Subdivision, an addition to the City of Highland Village, Denton County, Texas, according to the plat thereof recorded in Cabinet H, Slide 285, Plat Records, Denton County, Texas (“the Property”), which is presently zoned Single-Family Residential District 40000 (SF-40); and

**WHEREAS**, having received the recommendation of the Planning and Zoning Commission that the detailed site plan and associated drawings, including, but not limited to, landscape plan and tree removal plan, should be approved as requested, the City Council of the City of Highland Village, in the exercise of its legislative discretion, has concluded that the requested detailed site plan for the Property should be approved.

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

**SECTION 1.** Subject to Section 2 of this Resolution, the Property shall be developed in accordance with the development and use regulations applicable to the Property as of the effective date of this resolution as well as the Detailed Site Plan, the Landscape Plan, and the Tree Survey and Removal Plan, and Building Elevations attached hereto respectively as Exhibit “A,” Exhibit “B,” Exhibit “C,” and Exhibit “D” and incorporated herein by reference subject to the following:

- A.** No building or other development permit shall be issued for any buildings, parking areas, or fire lanes shown on the attached exhibits as “Future...” until an amended detailed site plan adding such future improvements has been approved in accordance with applicable provisions of the City’s Zoning Ordinance; and
- B.** No building permit shall be issued for construction of the building shown on the Detailed Site Plan until the existing single family dwelling has been demolished and removed from the Property.

**SECTION 2.** Having found that the requested special exceptions are necessary to assure compatibility with surrounding developed properties and determining that a literal enforcement of the regulations applicable to the Property will create an unnecessary hardship or a practical difficulty for the applicant; that the situation causing the unnecessary hardship or practical difficulty is unique to the affected property and is not self-imposed; that the variance will not injure and will be wholly compatible with the use and permitted development of adjacent properties; and that the granting of the variance will be in harmony with the spirit and purpose of the Zoning Ordinance, the Property may be developed in accordance the Detailed Site Plan approved by this Resolution without the requirement to construct a brick or masonry screening

**Option 1**

wall along the east boundary of the Property as otherwise required by Section 35.2.A of the Zoning Ordinance subject to the following:

- A.** The screening for the Property between the Property and the residential zoning district to the east of the Property shall consist of the existing six foot wooden fences constructed along the east boundary of the Property and the existing trees located on the Property except as provided in Section 2.B., below;
- B.** Except for (1) those trees shown on the Tree Survey and Removal Plan attached hereto that are to be removed, and (2) trees determined by a certified arborist after the effective date of this resolution to be dead or dying, which trees shall not be removed prior to (i) such determination being made in writing and delivered to the City Manager, (ii) the City Manager authorizing such removal, no trees shall be removed from the Property; and
- C.** The special exception set forth in this Section 2 shall apply only to development of the Property in accordance with the Detailed Site Plan approved by this resolution. Such special exception may be modified or repealed at the time of any future amendments to such Detailed Site Plan if additional development of the Property will require the removal of additional trees that provide screening between the buildings located on the Property and the property located east of the Property.

**SECTION 3.** This resolution shall become effective immediately upon its approval.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS 12<sup>TH</sup> DAY OF NOVEMBER 2024.**

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

(kbl:11/7/2024:4857-7763-7743 v2)



# Resolution No. 2024-3152 Exhibit "B" – Landscape Plan



**CAUTION!!!!**  
CALL TEXAS BELL & CITY OF HOUSTON VILLAGE 72 HOURS PRIOR TO START OF ANY CONSTRUCTION ACTIVITY. IT IS CONTRACTOR'S RESPONSIBILITY TO NOTIFY ALL NEIGHBORS OF ANY CONSTRUCTION OR PUBLIC FACILITIES DURING CONSTRUCTION ACTIVITIES.

THE LOCATION OF EXISTING UNDERGROUND UTILITY LINES ARE SHOWN IN THIS PLAN. CONTRACTOR SHALL VERIFY THE LOCATION OF UTILITIES BEFORE COMMENCING WORK. THE ASSUMPTIONS MADE IN THIS PLAN MAY BE SUBJECT TO CHANGE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF UTILITIES BEFORE COMMENCING WORK.

- LANDSCAPE LEGEND**
- EXISTING TREE TO BE PROTECTED
  - PROPOSED RED OAK TREE (OR APPROVED EQUIV)
  - PROPOSED LIVE OAK TREE (OR APPROVED EQUIV)
  - PROPOSED BURMUND HOLLY (OR APPROVED EQUIV)

- GENERAL LANDSCAPE NOTES:**
- TREES TO BE PLANTED A MINIMUM OF 6" FROM ANY CONCRETE OR CURB.
  - ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF HOUSTON TREE MAINTENANCE ORDINANCE.
  - TREES OVERSHADING MUST BE MAINTAINED TO PROVIDE A MINIMUM OF 4" VERTICAL CLEARANCE.
  - LANDSCAPE CONTRACTOR SHALL PROVIDE THE MAINTENANCE SCHEDULE FOR ALL PLANTING AND SHALL BE RESPONSIBLE FOR MONITORING THE MAINTENANCE SCHEDULE FOR ALL PLANTING AND SHALL BE RESPONSIBLE FOR MONITORING THE MAINTENANCE SCHEDULE FOR ALL PLANTING.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR MONITORING THE MAINTENANCE SCHEDULE FOR ALL PLANTING AND SHALL BE RESPONSIBLE FOR MONITORING THE MAINTENANCE SCHEDULE FOR ALL PLANTING.
  - ALL TREE PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF HOUSTON TREE MAINTENANCE ORDINANCE.
  - ALL TREE PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF HOUSTON TREE MAINTENANCE ORDINANCE.
  - ALL TREE PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF HOUSTON TREE MAINTENANCE ORDINANCE.
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  - ALL TREE PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF HOUSTON TREE MAINTENANCE ORDINANCE.

**KEY NOTES**

1. 1000 VISIBILITY TRIANGLE

**PLANT SCHEDULE**

COMMON NAME	BOTANICAL NAME	QUANTITY	SIZE	SPACING	REMARKS
RED OAK	QUERCUS SPINOSA	8	4" CAL.	AS SHOWN	PLANTING/2025
LIVE OAK	QUERCUS VIRGINICA	8	4" CAL.	AS SHOWN	PLANTING/2025
BURMUND HOLLY	ILEX CORNUTOSA	42	3" CAL.	30" x 3" C-D	CONTINUED
BURMUND HOLLY	ILEX CORNUTOSA	150,000	1/2"	---	CONTINUED

\* HOLES FOR SOAKING MATERIAL MUST BE 24 INCHES IN DIAMETER.  
\* SPACING 1/2" FOR ALL AROUND BUILDING AND HEADS OF DISTURBANCE.

**LANDSCAPE TABULATIONS**

LANDSCAPE FEATURE	REQUIRED	PROVIDED
TREE CITY LANDSCAPE REQUIREMENT SECTION 12		
20% MIN LANDSCAPE	100%	100%
10% MIN LANDSCAPE	100%	100%
5% MIN STREET BUFFER	100%	100%
STREET TREE (BY PLANTING)	100%	100%
PLANTING LOT TREES	100%	100%
PLANTING LOT TREES	100%	100%
PROTECTION OF LANDSCAPE AREA	100%	100%

**BOHYUN TEMPLE**  
Landscape Architect  
11/1/24

**JWK ENGINEERING, LLC**  
Engineering | Construction | Development  
4228 West Loop South, Suite 200, Houston, TX 77027  
Tel: 813-508-6243 | Email: jwk@jwkengineering.com | Firm#46280

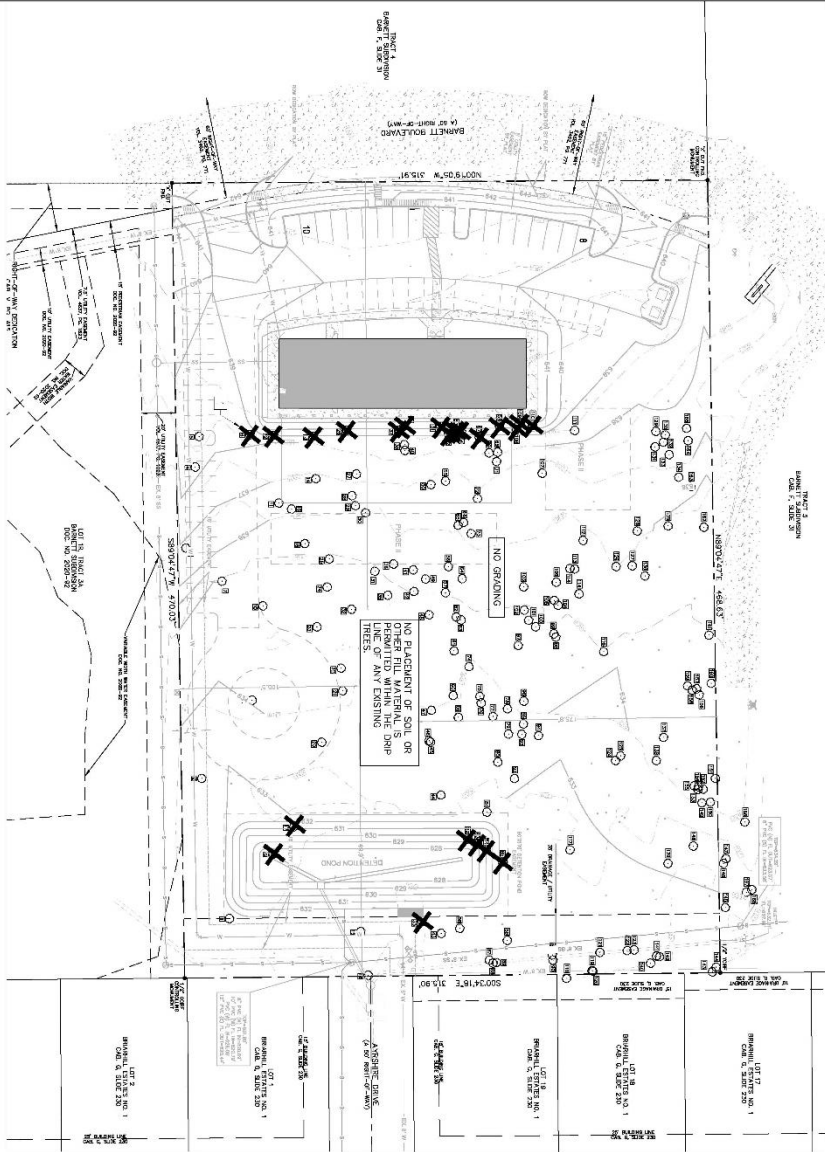


# Resolution No. 2024-3152 Exhibit "C" – Tree Survey and Removal Plan

**CAUTION !!!**  
CALL TEXAS SH&C CITY OF HOUSTON  
FOR ALL UTILITIES BEFORE ANY  
CONSTRUCTION ACTIVITY.  
IT IS CONTRACTOR'S RESPONSIBILITY TO  
PROTECT EXISTING UTILITIES AND OTHER CITY  
AND STATE FACILITIES DURING CONSTRUCTION.

THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE  
SHOWN ON THIS PLAN. CONTRACTOR SHALL REMOVE THE EXACT LOCATION OF ALL EXISTING  
UTILITIES FROM THE PLAN AND SHALL BE RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH  
MAY BE INCURRED BY HIS FAILURE TO EXACTLY LOCATE  
THE UTILITIES.

**KEY NOTES**  
EX. TREE TO BE REMOVED. ALL OTHER TREES ON SITE  
SHALL BE PROTECTED PER CITY STANDARD (TTP).



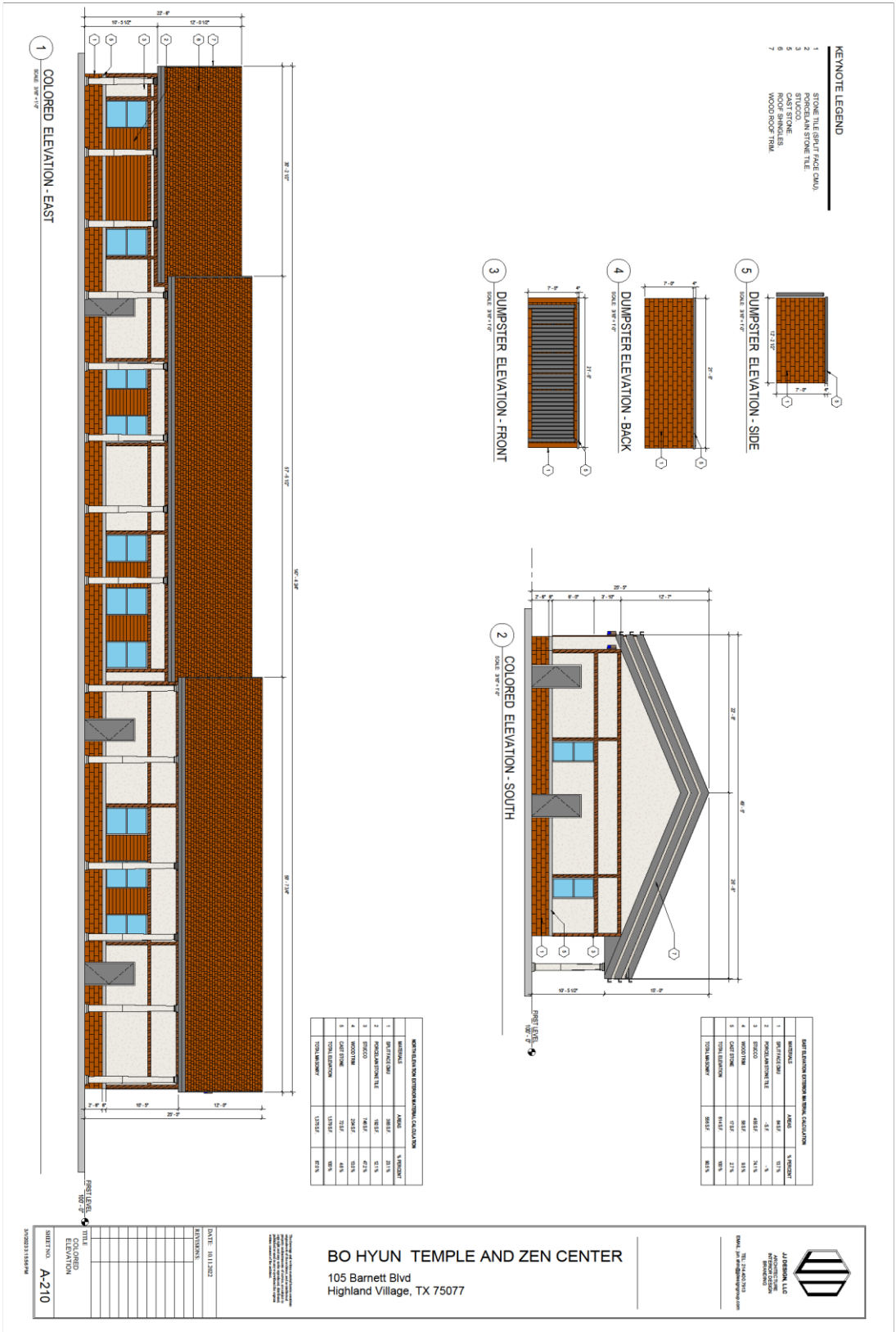
**EXISTING TREE CHART**

TREES	TREES	TREES
1. 24\"/>		

**TREE REMOVAL CHART**

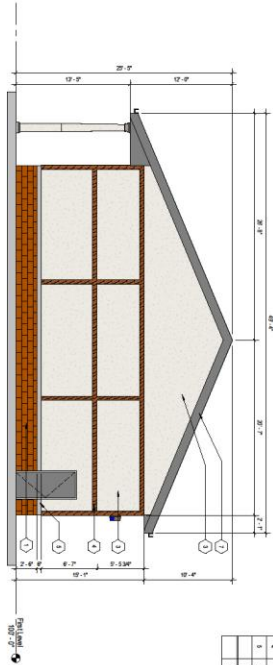
#	TREES SPECIES (NO.)	REASON REMOVED
6.	12\"/>	

# Resolution No. 2024-3152 Exhibit "D" – Building Elevations



# Resolution No. 2024-3152 Exhibit "D" – Building Elevations

- KEYNOTE LEGEND**
- 1 STONE TILE SHIP FACE CMU
  - 2 STUCCO
  - 3 STUCCO
  - 4 WOOD TRIM
  - 5 WOOD TRIM
  - 6 ROOF SHINGLES
  - 7 WALL PACK LIGHT
  - 8 WOOD ROOF TRIM



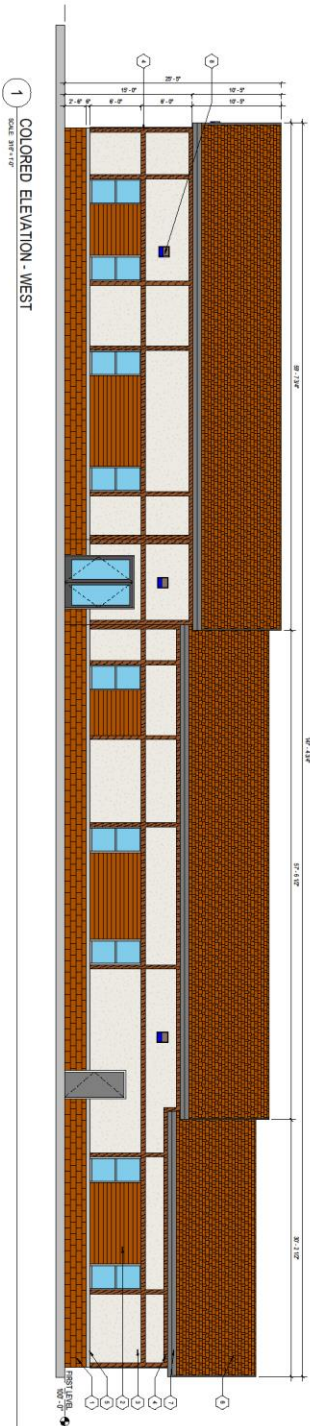
**2** COLORED ELEVATION - NORTH  
SCALE 3/8"=1'-0"

**WEST ELEVATION SQUARE MATERIAL CALCULATION**

ITEM NO.	DESCRIPTION	AMOUNT	% TOTAL
1	STONE TILE SHIP FACE CMU	288 SF	54.5%
2	STUCCO	152 SF	28.5%
3	WOOD TRIM	88 SF	16.7%
4	WOOD ROOF TRIM	18 SF	3.4%
5	TOTAL MATERIAL	526 SF	100%

**SOUTH ELEVATION SQUARE MATERIAL CALCULATION**

ITEM NO.	DESCRIPTION	AMOUNT	% TOTAL
1	STONE TILE SHIP FACE CMU	288 SF	54.5%
2	STUCCO	152 SF	28.5%
3	WOOD TRIM	88 SF	16.7%
4	WOOD ROOF TRIM	18 SF	3.4%
5	TOTAL MATERIAL	526 SF	100%



**1** COLORED ELEVATION - WEST  
SCALE 3/8"=1'-0"

**BO HYUN TEMPLE AND ZEN CENTER**  
105 Barnett Blvd  
Highland Village, TX 75077

**JJ DESIGN LLC**  
ARCHITECTURE  
INTERIOR DESIGN  
3500 W. UNIVERSITY BLVD  
SUITE 200  
DALLAS, TX 75244  
TEL: 214-343-1111  
WWW.JJDESIGNLLC.COM

**DATE:** 10.11.2023  
**REVISIONS:**

NO.	DESCRIPTION

**TITLE:** COLORED ELEVATIONS  
**SHEET NO.:** A-211  
**SCALE:** 3/8"=1'-0"

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3152**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING A DETAILED SITE PLAN FOR DEVELOPMENT OF TRACT 3B, BARNETT SUBDIVISION, PRESENTLY ZONED AS SINGLE-FAMILY RESIDENTIAL DISTRICT 40000 (SF-40); APPROVING SPECIAL EXCEPTIONS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, an application has been made for approval of a detailed site plan for Tract 3B of the Barnett Subdivision, an addition to the City of Highland Village, Denton County, Texas, according to the plat thereof recorded in Cabinet H, Slide 285, Plat Records, Denton County, Texas (“the Property”), which is presently zoned Single-Family Residential District 40000 (SF-40); and

**WHEREAS**, having received the recommendation of the Planning and Zoning Commission that the detailed site plan and associated drawings, including, but not limited to, landscape plan and tree removal plan, should be approved as requested, the City Council of the City of Highland Village, in the exercise of its legislative discretion, has concluded that the requested detailed site plan for the Property should be approved.

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

**SECTION 1.** Subject to Section 2 of this Resolution, the Property shall be developed in accordance with the development and use regulations applicable to the Property as of the effective date of this resolution as well as the Detailed Site Plan, the Landscape Plan, and the Tree Survey and Removal Plan, and Building Elevations attached hereto respectively as Exhibit “A,” Exhibit “B,” Exhibit “C,” and Exhibit “D” and incorporated herein by reference subject to the following:

- A.** No building or other development permit shall be issued for any buildings, parking areas, or fire lanes shown on the attached exhibits as “Future...” until an amended detailed site plan adding such future improvements has been approved in accordance with applicable provisions of the City’s Zoning Ordinance; and
- B.** No building permit shall be issued for construction of the building shown on the Detailed Site Plan until the existing single family dwelling has been demolished and removed from the Property.

**SECTION 2.** Having found that the requested special exceptions are necessary to assure compatibility with surrounding developed properties and determining that a literal enforcement of the regulations applicable to the Property will create an unnecessary hardship or a practical difficulty for the applicant; that the situation causing the unnecessary hardship or practical difficulty is unique to the affected property and is not self-imposed; that the variance will not injure and will be wholly compatible with the use and permitted development of adjacent properties; and that the granting of the variance will be in harmony with the spirit and purpose of the Zoning Ordinance, the Property may be developed in accordance the Detailed Site Plan approved by this Resolution without the requirement to construct a brick or masonry screening



## Option 2

wall along the east boundary of the Property as otherwise required by Section 35.2.A of the Zoning Ordinance subject to the following:

- A. The screening for the Property between the Property and the residential zoning district to the east of the Property shall consist of the existing six foot wooden fences constructed along the east boundary of the Property and the existing trees located on the Property except as provided in Section 2.B., below;
- B. Except for (1) those trees shown on the Tree Survey and Removal Plan attached hereto that are to be removed, and (2) trees determined by a certified arborist after the effective date of this resolution to be dead or dying, which trees shall not be removed prior to (i) such determination being made in writing and delivered to the City Manager, (ii) the City Manager authorizing such removal, no trees shall be removed from the Property; and
- C. The special exception set forth in this Section 2 shall apply only to development of the Property in accordance with the Detailed Site Plan approved by this resolution. Such special exception may be modified or repealed at the time of any future amendments to such Detailed Site Plan if additional development of the Property will require the removal of additional trees that provide screening between the buildings located on the Property and the property located east of the Property.

**SECTION 3.** This resolution shall become effective immediately upon its approval.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS 12<sup>TH</sup> DAY OF NOVEMBER 2024.**

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

(kbl:11/7/2024:4857-7763-7743 v3)



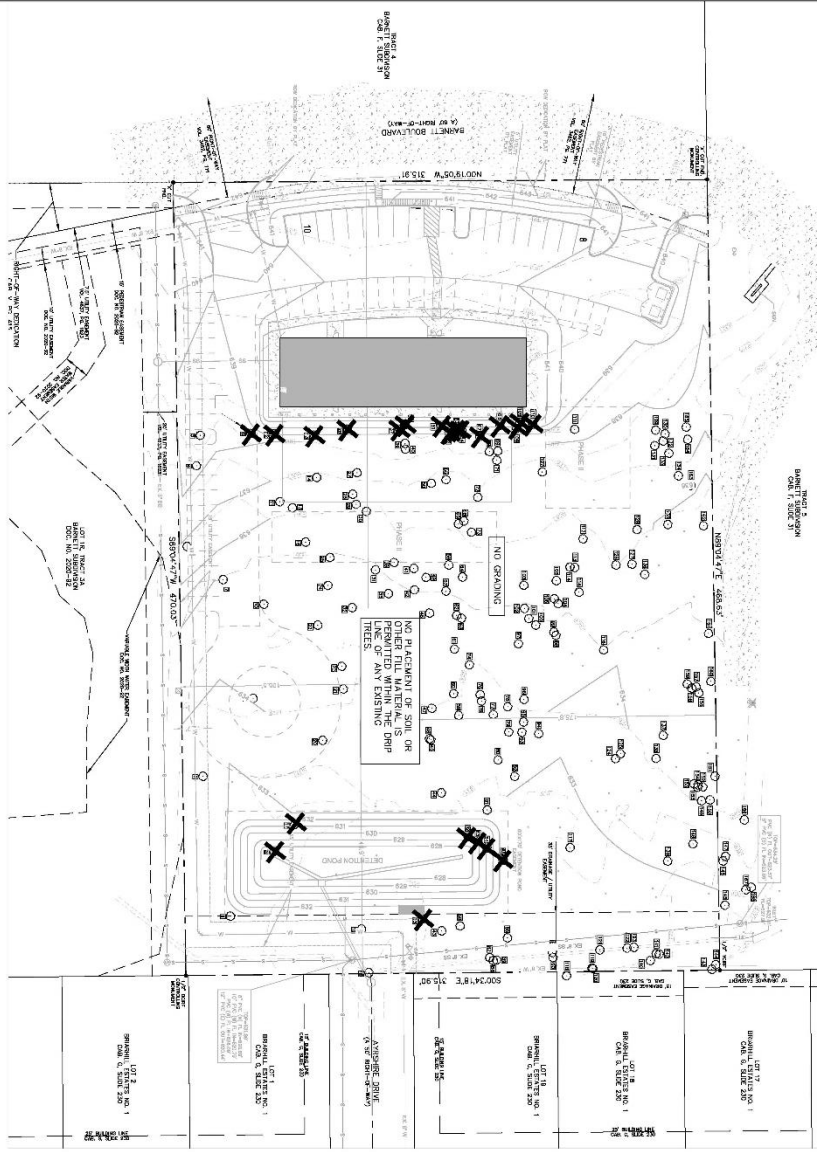


# Resolution No. 2024-3152 Exhibit "C" – Tree Survey and Removal Plan

**CAUTION !!!**  
 ALL EXISTING UTILITIES AND FACILITIES ARE SHOWN ON THIS PLAN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES AND FACILITIES BEFORE ANY CONSTRUCTION ACTIVITY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROTECT EXISTING UTILITIES AND OTHER CITY FACILITIES DURING CONSTRUCTION ACTIVITIES.

THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN ON THIS PLAN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES AND FACILITIES BEFORE ANY CONSTRUCTION ACTIVITY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROTECT EXISTING UTILITIES AND OTHER CITY FACILITIES DURING CONSTRUCTION ACTIVITIES.

**KEY NOTES**  
 EX TREE TO BE REMOVED. ALL OTHER TREES ON SITE SHALL BE PROTECTED PER STD STANDARDS (179).



**EXISTING TREE CHART**

TREES	TREES	TREES
1. 24" PINE	57. 11.5' OAK	111. 11' OAK
2. 24" PINE	58. 15' OAK	112. 15' OAK
3. 24" PINE	59. 15' OAK	113. 15' OAK
4. 24" PINE	60. 15' OAK	114. 15' OAK
5. 24" PINE	61. 15' OAK	115. 15' OAK
6. 24" PINE	62. 15' OAK	116. 15' OAK
7. 12" OAK	63. 15' OAK	117. 15' OAK
8. 12" OAK	64. 15' OAK	118. 15' OAK
9. 12" OAK	65. 15' OAK	119. 15' OAK
10. 12" OAK	66. 15' OAK	120. 15' OAK
11. 12" OAK	67. 15' OAK	121. 15' OAK
12. 12" OAK	68. 15' OAK	122. 15' OAK
13. 12" OAK	69. 15' OAK	123. 15' OAK
14. 12" OAK	70. 15' OAK	124. 15' OAK
15. 12" OAK	71. 15' OAK	125. 15' OAK
16. 12" OAK	72. 15' OAK	126. 15' OAK
17. 12" OAK	73. 15' OAK	127. 15' OAK
18. 12" OAK	74. 15' OAK	128. 15' OAK
19. 12" OAK	75. 15' OAK	129. 15' OAK
20. 12" OAK	76. 15' OAK	130. 15' OAK
21. 12" OAK	77. 15' OAK	131. 15' OAK
22. 12" OAK	78. 15' OAK	132. 15' OAK
23. 12" OAK	79. 15' OAK	133. 15' OAK
24. 12" OAK	80. 15' OAK	134. 15' OAK
25. 12" OAK	81. 15' OAK	135. 15' OAK
26. 12" OAK	82. 15' OAK	136. 15' OAK
27. 12" OAK	83. 15' OAK	137. 15' OAK
28. 12" OAK	84. 15' OAK	138. 15' OAK
29. 12" OAK	85. 15' OAK	139. 15' OAK
30. 12" OAK	86. 15' OAK	140. 15' OAK
31. 12" OAK	87. 15' OAK	141. 15' OAK
32. 12" OAK	88. 15' OAK	142. 15' OAK
33. 12" OAK	89. 15' OAK	143. 15' OAK
34. 12" OAK	90. 15' OAK	144. 15' OAK
35. 12" OAK	91. 15' OAK	145. 15' OAK
36. 12" OAK	92. 15' OAK	146. 15' OAK
37. 12" OAK	93. 15' OAK	147. 15' OAK
38. 12" OAK	94. 15' OAK	148. 15' OAK
39. 12" OAK	95. 15' OAK	149. 15' OAK
40. 12" OAK	96. 15' OAK	150. 15' OAK
41. 12" OAK	97. 15' OAK	151. 15' OAK
42. 12" OAK	98. 15' OAK	152. 15' OAK
43. 12" OAK	99. 15' OAK	153. 15' OAK
44. 12" OAK	100. 15' OAK	154. 15' OAK
45. 12" OAK	101. 15' OAK	155. 15' OAK
46. 12" OAK	102. 15' OAK	156. 15' OAK
47. 12" OAK	103. 15' OAK	157. 15' OAK
48. 12" OAK	104. 15' OAK	158. 15' OAK
49. 12" OAK	105. 15' OAK	159. 15' OAK
50. 12" OAK	106. 15' OAK	160. 15' OAK
51. 12" OAK	107. 15' OAK	161. 15' OAK
52. 12" OAK	108. 15' OAK	162. 15' OAK
53. 12" OAK	109. 15' OAK	163. 15' OAK
54. 12" OAK	110. 15' OAK	164. 15' OAK
55. 12" OAK	111. 15' OAK	165. 15' OAK
56. 21" OAK	112. 15' OAK	166. 15' OAK

**TREE REMOVAL CHART**

#	TREES	REASON
1	15" OAK	FOR BUILDING PAD
2	15" OAK	FOR BUILDING PAD
3	15" OAK	FOR BUILDING PAD
4	15" OAK	FOR BUILDING PAD
5	15" OAK	FOR BUILDING PAD
6	15" OAK	FOR BUILDING PAD
7	15" OAK	FOR BUILDING PAD
8	15" OAK	FOR BUILDING PAD
9	15" OAK	FOR BUILDING PAD
10	15" OAK	FOR BUILDING PAD
11	15" OAK	FOR BUILDING PAD
12	15" OAK	FOR BUILDING PAD
13	15" OAK	FOR BUILDING PAD
14	15" OAK	FOR BUILDING PAD
15	15" OAK	FOR BUILDING PAD
16	15" OAK	FOR BUILDING PAD
17	15" OAK	FOR BUILDING PAD
18	15" OAK	FOR BUILDING PAD
19	15" OAK	FOR BUILDING PAD
20	15" OAK	FOR BUILDING PAD
21	15" OAK	FOR BUILDING PAD
22	15" OAK	FOR BUILDING PAD
23	15" OAK	FOR BUILDING PAD
24	15" OAK	FOR BUILDING PAD
25	15" OAK	FOR BUILDING PAD
26	15" OAK	FOR BUILDING PAD
27	15" OAK	FOR BUILDING PAD
28	15" OAK	FOR BUILDING PAD
29	15" OAK	FOR BUILDING PAD
30	15" OAK	FOR BUILDING PAD
31	15" OAK	FOR BUILDING PAD
32	15" OAK	FOR BUILDING PAD
33	15" OAK	FOR BUILDING PAD
34	15" OAK	FOR BUILDING PAD
35	15" OAK	FOR BUILDING PAD
36	15" OAK	FOR BUILDING PAD
37	15" OAK	FOR BUILDING PAD
38	15" OAK	FOR BUILDING PAD
39	15" OAK	FOR BUILDING PAD
40	15" OAK	FOR BUILDING PAD
41	15" OAK	FOR BUILDING PAD
42	15" OAK	FOR BUILDING PAD
43	15" OAK	FOR BUILDING PAD
44	15" OAK	FOR BUILDING PAD
45	15" OAK	FOR BUILDING PAD
46	15" OAK	FOR BUILDING PAD
47	15" OAK	FOR BUILDING PAD
48	15" OAK	FOR BUILDING PAD
49	15" OAK	FOR BUILDING PAD
50	15" OAK	FOR BUILDING PAD
51	15" OAK	FOR BUILDING PAD
52	15" OAK	FOR BUILDING PAD
53	15" OAK	FOR BUILDING PAD
54	15" OAK	FOR BUILDING PAD
55	15" OAK	FOR BUILDING PAD
56	15" OAK	FOR BUILDING PAD

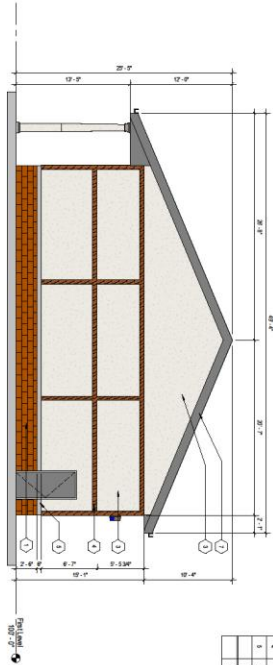


# Resolution No. 2024-3152 Exhibit "D" – Building Elevations



# Resolution No. 2024-3152 Exhibit "D" – Building Elevations

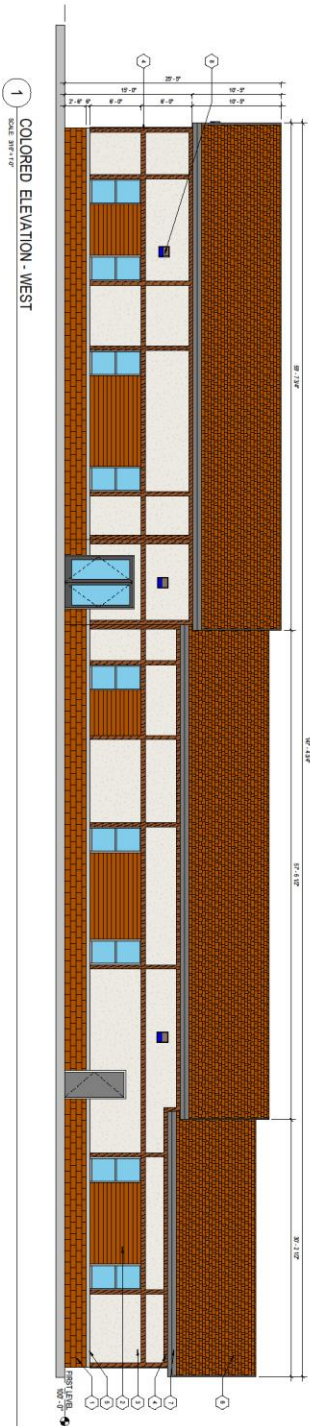
- KEYNOTE LEGEND**
- 1 STONE TILE SHIP FACE CMU.
  - 2 STUCCO.
  - 3 STUCCO.
  - 4 WOOD TRIM.
  - 5 WOOD TRIM.
  - 6 ROOF SHINGLES.
  - 7 WALL PACK LIGHT.
  - 8 WOOD ROOF TRIM.



**2** COLORED ELEVATION - NORTH  
SCALE 3/8"=1'-0"

ITEM NO.	DESCRIPTION	AMOUNT	% REMAIN
1	SHIP FACE CMU	288 SF	54.5%
2	WOOD TRIM	152	1.5%
3	WOOD TRIM	888 SF	27.5%
4	WOOD TRIM	182 SF	2.5%
5	WOOD TRIM	182 SF	2.5%
<b>TOTAL MATERIAL</b>		<b>288 SF</b>	<b>54.5%</b>

ITEM NO.	DESCRIPTION	AMOUNT	% REMAIN
1	SHIP FACE CMU	288 SF	54.5%
2	WOOD TRIM	152	1.5%
3	WOOD TRIM	888 SF	27.5%
4	WOOD TRIM	182 SF	2.5%
5	WOOD TRIM	182 SF	2.5%
<b>TOTAL MATERIAL</b>		<b>288 SF</b>	<b>54.5%</b>



**1** COLORED ELEVATION - WEST  
SCALE 3/8"=1'-0"

**BO HYUN TEMPLE AND ZEN CENTER**  
105 Barnett Blvd  
Highland Village, TX 75077

**JJ DESIGN LLC**  
ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE  
3000 W. PARKWAY  
SUITE 200  
DALLAS, TX 75241  
TEL: 214-350-1111  
WWW.JJDESIGNLLC.COM

**DATE:** 10.17.2023  
**REVISIONS:**

NO.	DESCRIPTION

**TITLE:** COLORED ELEVATIONS  
**SHEET NO.:** A-211  
**DATE:** 10/20/23 10:57 AM

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 18**

**MEETING DATE: 11/12/2024**

**SUBJECT: Conduct a Public Hearing and Consider Ordinance 2024-1318 Amending Chapter 22 "UTILITIES", Article 22.06 "DRAINAGE UTILITY" Section 22.06.003 "MONTHLY CHARGES ESTABLISHED" of the Code of Ordinance of the City of Highland Village, Texas, by Amending the Charges to be Levied for Drainage Services**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**BACKGROUND:**

The Drainage Utility was initiated in FY 2007 at a rate of \$1.20 / 1,000 square feet of impervious cover, resulting in a \$5 monthly average charge to residents. The Drainage Utility has proven to be very effective – with numerous projects completed throughout the City at substantially reduced cost compared to contracting with outside vendors. Initially, a total of four personnel positions were funded (drainage supervisor, crew leader, and two technicians). An additional position (technician) was added in FY 2010 to provide a full working crew to increase effectiveness on projects. As the City is near build-out, the fee is applied to a static commodity, thus providing a flat revenue stream. Fees will need to be increased periodically to address inflationary factors. The fee was accordingly increased to \$1.40 / 1,000 square feet of impervious cover in FY 2014, again requiring adjustment in FY 2025.

**IDENTIFIED NEED/S:**

With limited growth remaining in the City, revenues are static due to the fixed established fee as the sole revenue source. Accordingly, the five-year outlook of this fund reveals an intersection of expenditures exceeding projected revenues, resulting from static revenues and typical annual inflationary effects on expenditures, as well as the establishment of an ongoing mosquito abatement program in FY 2013. Accordingly, an increase in the drainage fee is again necessary to provide sufficient revenues going forward.

A public hearing is required and notice of the public hearing, along with the proposed revised rate schedule, has been published as required by State law.

**OPTIONS & RESULTS:**

A 40-cent increase in the drainage fee is proposed, which will result in a \$1.71 increase in the monthly bill for the average resident. This updated fee is projected to be sufficient for at least the next five years.

**PROGRESS TO DATE: (if appropriate)**

N/A

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

An ordinance is attached. The new rate structure would become effective 30 days after passage of the ordinance.

**RECOMMENDATION:**

Council to conduct a public hearing and consider approval of the first read of Ordinance 2024-1318 amending the charges to be levied for drainage services.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2024-1318**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING CHAPTER 22 “UTILITIES”, ARTICLE 22.06 “DRAINAGE UTILITY” SECTION 22.06.003 “MONTHLY CHARGES ESTABLISHED” OF THE CODE OF ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, BY AMENDING THE CHARGES TO BE LEVYED FOR DRAINAGE SERVICES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Highland Village has enacted Article 22.06 of the Code of Ordinances of the City of Highland Village creating a municipal drainage utility system (“the System”) establishing drainage charges pursuant Texas Local Govt. Code Ch. 552, Subch. C; and

**WHEREAS**, City Administration has determined the current rate schedule of drainage utility charges will not generate sufficient revenues to pay the cost of operating, maintaining, repairing, improving, and/or expanding the System over the next five-years and recommends increasing in drainage utility charges by \$.40 per 1,000 square feet of impervious area of a lot or tract in order to adequately fund such costs; and

**WHEREAS**, the City Council finds it to be in the public interest to enact the recommendation of the City Administration; and

**WHEREAS**, the City Council further finds that (i) the drainage charges, as amended by this Ordinance, were established by taking into consideration all permitted factors allowed under Texas Local Government Code §552.047, as amended, and (ii) the drainage charges are not based on the value of property benefitted by the drainage services, are directly related to drainage, and are non-discriminatory, equitable, and reasonable.

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

**Section 1.** The Code of Ordinances of the City of Highland Village, Texas, Chapter 22 “Utilities,” Article 22.06 “Drainage Utility,” Section 22.06.003 “Monthly Charges Established” is hereby amended to read in its entirety as follows:

**22.06.003 Monthly charges established**

The city will provide drainage for all real property in the proposed service area on payment of MDUS charges, except real property exempted in section 22.06.006. The following MDUS charges per month are hereby established as follows:

- (1) Residential MDUS charge: \$1.80 per 1,000 square feet of impervious area.
- (2) Nonresidential MDUS charge: \$1.80 per 1,000 square feet of impervious area.
- (3) Nonresidential discount: A discount of 20% will be applied to all nonresidential properties where a drainage detention facility has been constructed and maintained in accordance with city requirements.

**Section 2.** If any section, article, paragraph, sentence, clause, phrase or word in this ordinance, or application thereto any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance; and the City Council hereby declares it would have passed such remaining portions of the ordinance despite such invalidity, which remaining portion shall remain in full force and effect.

**Section 3.** This ordinance shall become effective upon adoption of this ordinance after second and final reading; provided, however, the levy of the drainage changes on each lot or tract not otherwise exempt as amended by Section One, above, shall begin concurrently with the first full billing cycle for water and/or wastewater services commencing after the effective date of this ordinance.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 12<sup>th</sup> DAY OF NOVEMBER 2024.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE SECOND READING, THIS THE \_\_\_ DAY OF DECEMBER 2024.**

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

(kbl:10/1/24:4855-1005-4891 v1)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 19**

**MEETING DATE: 11/12/2024**

**SUBJECT: Consider Resolution 2024-3154 authorizing Negotiation and Execution of a Contract for Construction Services with C & G Electric, Inc. for the Doubletree Ranch Park Electrical Upgrade Project Through the City's Cooperative Purchasing Agreement with The Local Government Purchasing Cooperative (BuyBoard)**

**PREPARED BY: Brian Norton, Assistant Director of Park Operations and Projects**

**IDENTIFIED NEED/S:**

**Doubletree Ranch Park**

During this fiscal year's budget process, staff identified the need to add electrical connections in the parking lot(s) in front of the barn.

The electrical connections would accommodate food trucks, bounce houses, and decorations for special events and facility rentals. These improvements will enhance the experience for those who attend events such as the City's concert series, Wine Down with the Grinch, and Christmas at the Ranch and for those groups that would like to have food trucks during their rentals at the Barn and Pavilion.

**OPTIONS & RESULTS:**

- Enhanced user experience for those attending events at Doubletree Ranch Park.
- Eliminate the cost of renting generators for special events at Doubletree Ranch Park as well as reduce noise pollution from generator motors.
- Increased event opportunities. For example, A Taste of Highland Village, popup farmers market, food truck events, and car shows.

**PROGRESS TO DATE:**

An official quote has been submitted for the necessary electrical upgrades at Doubletree Ranch Park. City administration has determined in accordance with state law that the construction services comply with City specifications and may be acquired from C & G Electric through the City's cooperative purchasing agreement with The Local Government Purchasing Cooperative ("BuyBoard").

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

**Doubletree Ranch Park Electrical Upgrade Project**

The project's total cost is \$99,964.00 and the funding was approved by the Highland Village City Council as a supplemental budget request for the FY25 budget.

**RECOMMENDATION:**

To approve Resolution 2024-3154 authorizing negotiation and execution of a contract for construction services with C & G Electric for the Doubletree Ranch Park Electrical Upgrade Project through the City's Cooperative Purchasing Agreement with The Local Government Purchasing Cooperative (BuyBoard), as presented.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3154**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING NEGOTIATION AND EXECUTION OF A CONTRACT FOR CONSTRUCTION SERVICES WITH C & G ELECTRIC FOR THE DOUBLETREE RANCH PARK ELECTRICAL UPGRADE PROJECT THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ("BUYBOARD"); PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration has determined that Doubletree Ranch Park is in need of upgrades to the electrical system to include connections for food trucks, bounce houses, and decorations for special events and facility rentals; and

**WHEREAS**, City administration (i) has determined the construction services necessary to perform the Project and that comply with City specifications may be acquired from C & G Electric, Inc., through the City's cooperative purchasing agreement with The Local Government Purchasing Cooperative ("BuyBoard") in the amount of \$99,964.00; and (ii) recommends negotiation and execution of an agreement with C & G Electric, Inc. for the Project; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to authorize the above-described construction agreement in accordance with said recommendation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS:**

**SECTION 1.** The City Manager is hereby authorized to negotiate and execute an agreement for construction services with C & G Electric, Inc. for the Project in the amount of \$ 99,964.00 through the City's cooperative purchasing agreement with BuyBoard, and, subject to applicable state laws, city policies, and, in the event of an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

**SECTION 2.** This Resolution shall be effective immediately upon approval.

**PASSED AND APPROVED THIS THE 12<sup>TH</sup> DAY OF NOVEMBER, 2024.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:11/6/2024:4894-7020-7990 v1)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA#</b>	<b>20</b>	<b>MEETING DATE:</b>	<b>11/12/2024</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2024-3155 awarding Grant Funds to Community Nonprofit Organizations for Fiscal Year 2024-2025</b>		
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>		

**BACKGROUND:**

In accordance with Resolution 2018-2729, community nonprofit organizations desiring funding from the City must submit request applications to the City Secretary’s Office. Once all applications are received, they are reviewed and provided to City Council for consideration.

Requests must meet the following criteria:

- Services to be provided by an organized civic, cultural, educational, or service group that is a nonprofit organization with membership open to all citizens of Highland Village
- Services must be of economic benefit to the community or contribute to the quality of life in Highland Village by serving a municipal public purpose
- Services must be provided to the residents of Highland Village on an equal basis
- The organization must enter into a written contract with the City of Highland Village for the provision of services

Examples of municipal public purpose include, but are not limited to:

- Preservation, promotion or development of historically sensitive areas of the city
- Promotion of the performing arts
- Activities promoting and improving the health, safety and welfare of the youth, adults or senior citizens residing in the city
- Educational programs promoting student and citizen participation in the electoral process and local government
- Crime awareness and prevention

**IDENTIFIED NEED/S:**

City Council will consider written requests for financial assistance and determine allocation amounts, if any, for the community nonprofit organizations.

**OPTIONS & RESULTS:**

To identify nonprofit organizations that will receive funding as allocated in the Fiscal Year 2024-2025 budget.

## **PROGRESS TO DATE: (if appropriate)**

Twenty (20) nonprofit organizations submitted funding request applications. A copy of all applications has been provided to Council and representatives from each nonprofit organization that provided a presentation to Council at its regular meeting held October 22, 2024. Below is a list of those nonprofit organizations, including the amount of funds requested:

<b>Nonprofit Organization</b>	<b>Funding Request</b>
<b>Family Service Organizations</b>	
Christian Community Action (CCA)	\$ 5,000
Denton County Friends of the Family	5,000
Denton County MHMR Center	10,000
Heart of the City	7,500
Lovepacs	1,680
Love Thy Neighbor	3,000
Salvation Army – Lewisville	6,150
SPAN, Inc./Meals on Wheels of Denton County	1,932
Special Abilities of North Texas	10,000
<b>Children Service Organizations</b>	
CASA of Denton County	3,000
Communities in Schools of North Texas	3,500
Journey to Dream	4,500
PediPlace	5,000
Lewisville ISD Education Foundation (LEF)	5,000
<b>Community Service Organizations</b>	
Chisholm Trail Retired Senior Volunteer Program (RSVP)	2,500
Friends of the Flower Mound Public Library	500
Lewisville Lake Symphony Association	4,500
Lewisville Playhouse	1,250
Studio B Performing Arts	5,000
MLK of North Texas	1,000
<b>TOTAL</b>	<b>\$86,012</b>

## **BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

Council has historically allocated 0.25% of the City's Maintenance & Operations budget (excluding capital project or purchasing funds) to fund services provided by eligible nonprofit organizations. There is \$59,500 included in the Fiscal Year 2024-2025 budget for funding community services and activities provided by nonprofit organizations.

## **RECOMMENDATION:**

To approve Resolution 2024-3155 making nonprofit funding allocations for Fiscal Year 2024-2025.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3155**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AWARDED GRANT FUNDS TO NONPROFIT ORGANIZATIONS FOR FISCAL YEAR 2024-2025; AUTHORIZING CONTRACTS WITH SUCH ORGANIZATIONS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City Council Resolution 2018-2729 establishes a uniform policy to grant financial assistance to nonprofit organizations and community service providers; and

**WHEREAS**, grant funds are included in the Fiscal Year 2024-2025 Budget; and

**WHEREAS**, the Council finds it to be in the public interest to authorize the City Manager to execute agreements with nonprofit organizations who are to receive funding from the City, in accordance with Resolution 2018-2729 based on the funding allocation set forth in this Resolution.

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

**SECTION 1.** The City Manager is authorized to negotiate and sign service agreements on behalf of the City of Highland Village with the following Family Service Organizations for Fiscal Year 2024-2025 in the following designated amounts:

<u>Organization</u>	<u>Funding Amount</u>
<u>Christian Community Action (CCA)</u>	\$ _____
<u>Denton County Friends of the Family, Inc.</u>	\$ _____
<u>Denton County MHMR Center</u>	\$ _____
<u>Heart of the City</u>	\$ _____
<u>Lovepacs</u>	\$ _____
<u>Love Thy Neighbor</u>	\$ _____
<u>Salvation Army</u>	\$ _____
<u>SPAN, Inc./Meals on Wheels of Denton County</u>	\$ _____
<u>Special Abilities of North Texas</u>	\$ _____

**SECTION 2.** The City Manager is authorized to negotiate and sign service agreements on behalf of the City of Highland Village with the following Children's Service Organizations for Fiscal Year 2024-2025 in the following designated amounts:

<u>Organization</u>	<u>Funding Amount</u>
<u>CASA of Denton County, Inc.</u>	\$ _____
<u>Communities in Schools of North Texas</u>	\$ _____
<u>Journey to Dream</u>	\$ _____
<u>PediPlace</u>	\$ _____
<u>Lewisville ISD Education Foundation (LEF)</u>	\$ _____

**SECTION 3.** The City Manager is authorized to negotiate and sign service agreements on behalf of the City of Highland Village with the following Community Service Organizations for Fiscal Year 2024-2025 in the following designated amounts:

<u>Organization</u>	<u>Funding Amount</u>
<u>Chisolm Trail Retired Senior Volunteer Program (RSVP)</u>	\$ _____
<u>Friends of the Flower Mound Public Library</u>	\$ _____
<u>Lewisville Lake Symphony Association, Inc.</u>	\$ _____
<u>Lewisville Playhouse</u>	\$ _____
<u>Studio B Performing Arts</u>	\$ _____
<u>MLK of North Texas</u>	\$ _____

**SECTION 4.** This Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED** this the 12<sup>th</sup> day of November 2024.

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:11/7/2024:4879-4585-9830 v1)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 21**

**MEETING DATE: 11/12/2024**

**SUBJECT: Consider Resolution 2024-3156 casting the City of Highland Village Votes for Denton Central Appraisal District (DCAD) Board of Directors**

**PREPARED BY: Angela Miller, City Secretary**

**BACKGROUND:**

In September 2024, Council nominated Alex Buck as a candidate for appointment to the Denton Central Appraisal District (DCAD) Board of Directors. The City has received notification from the Chief Appraiser of the Denton Central Appraisal District (DCAD) of the list of candidates, along with the number of votes, based on tax levies, the City is entitled to cast for Board members.

Each taxing jurisdiction must cast its votes by written resolution delivered to the Chief Appraiser before December 15, 2024. Since this date falls on a Sunday this year, resolutions must be received by close of business on Friday, December 13. Jurisdictions may cast votes for one candidate or may distribute their votes among any number of candidates. The Chief Appraiser reported the City of Highland Village has 28 votes to cast this year. There is no provision for write-in candidates. When a voting unit casts its votes, it must cast the votes for a person that was nominated and is named on the ballot. The 5 nominees receiving the most votes will become members of the Board of Directors beginning January 1, 2025.

The current DCAD Board of Directors are: Roy Atwood (Chairman), Charles Stafford (Vice Chairman), Ann Pomykal (Secretary), Angie Cox, Lisa McEntire, Rick Guzman, David Terre, Alex Buck and Michelle French.

**IDENTIFIED NEED/S:**

Each voting jurisdiction must cast its vote by written resolution and submit it to the Chief Appraiser before December 13, 2024. The candidates are listed below in alphabetical order by last name:

<b>Candidate</b>	<b>Nominating Jurisdiction</b>
Rob Altman	
Henry Benjamin III	
Alex Buck	
Vicki Byrd	
Bryan Dodson	
Jared Eutsler	
Sean Frank	
Mike Hennefer	
Ray Martin	
Ann Pomykal	

Sandeep Sharma	
Charles Stafford	
Osiris Wade	
Bruce Yeager	
David Terre	

Please note, David Terre was nominated by the City of Denton as a candidate. However, he has indicated he does not want to be reappointed to the Board of Directors.

**OPTIONS & RESULTS:**

The City may cast its votes for one candidate or split votes among several candidates.

**PROGRESS TO DATE: (if appropriate)**

Some of the candidates submitted nominee forms to the Denton Central Appraisal District (DCAD), which have been provided to Council under separate cover.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

To approve Resolution 2024-3156 casting the City's votes for the DCAD Board of Directors.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3156**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CASTING ITS VOTES FOR ONE OR MORE CANDIDATES FOR APPOINTMENT TO THE DENTON CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, in accordance with applicable provisions of the Texas Tax Code and the by-laws of the Denton Central Appraisal District (DCAD), the City of Highland Village has a total of 28 votes to cast among one or more nominees to the DCAD Board of Directors; and

**WHEREAS**, the City Council of the City of Highland Village wishes to cast the City's votes for DCAD Board of Directors.

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

**SECTION 1.** The Council casts its 28 votes for appointment to the Board of Directors of the Denton Central Appraisal District as follows:

<b>Candidate</b>	<b>Number of Votes</b>
Roy Altman	
Henry Benjamin III	
Alex Buck	
Vicki Byrd	
Bryan Dodson	
Jared Eutsler	
Sean Frank	
Mike Hennefer	
Ray Martin	
Ann Pomykal	
Sandeep Sharma	
Charles Stafford	
Osiris Wade	
Bruce Yeager	
David Terre	

**SECTION 2.** The City Secretary is directed to send a copy of this Resolution to the Chief Appraiser of the Denton Central Appraisal District.

**SECTION 3.** This Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED** this the 12<sup>th</sup> day of November 2024.

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:11/7/2024:4870-3438-4886 v1)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 22**

**MEETING DATE: 11/12/2024**

**SUBJECT: Consider Resolution 2024-3157 approving the City's Legislative Program for the 89<sup>th</sup> Texas Legislative Session**

**PREPARED BY: Paul Stevens, City Manager  
Laurie Mullens, Director of Marketing & Communication**

**BACKGROUND:**

The 89th Texas Legislature will begin in January of 2025 and is expected to consider legislation on a wide range of issues with a direct impact on municipal government in general and on Highland Village specifically. In the past, we have listed six different categories of focus. Many of the items listed were broad statements. However, because there are a handful of crucial legislative items that could affect the future development of both vacant and existing property in Highland Village, I recommend we focus on those and a handful of other legislative items. These involve two zoning issues, community censorship, the May election date, appraisal caps and maintaining the city's ability to use Certificates of Obligation (CO's) for capital project funding.

**IDENTIFIED NEED/S:**

Cities are the level of government most connected to, and thus most accountable to, the people they serve. As a result, the state should recognize and preserve local authority and support cities in their mission of providing quality local services to all Texans.

**PROTECTING OUR UNIQUE QUALITY OF LIFE**

Cities are the level of government that is closest to the people it serves, and, therefore, are the level of government best able to identify the needs of a community and appropriate means to address those needs. While state government should be a resource for cities, decision-making authority should be placed at the municipal level. The City of Highland Village fully supports any legislation that enhances local decision-making authority to govern properly and fully fund services, and adopt and enforce charters, ordinances, and building codes necessary to plan and provide for growth challenges.

**Oppose the prohibition of minimum lot sizes in single-family zoned areas**

Local zoning controls have helped establish Texas cities as leaders in orderly development to best utilize financial resources and create a high quality of life for residents young and old. Residents have the opportunity to participate in the zoning process. Taking away such authority eliminates the ability to have a say in zoning issues. A state law prohibiting cities from establishing a minimum lot size greater than 1,400 square feet, as proposed but not enacted in the previous session of the legislature, creates several issues:

- Parking will be a problem. Generally, two off-street parking spaces are required. Homes of this size will only have a single car driveway. With the spacing between driveways on small lots, street parking will block driveways.
- Having no garage will exacerbate the parking issue and will not provide adequate storage for a home on a 1,400 square foot lot.
- Water and sewer lines may need to be increased in size due to the density.
- The surrounding roadway network may also be inadequate for the increase in cars with such a high density of homes.

### **Oppose Right to build Accessory Dwelling Units (ADU) with no restrictions**

The City currently has an approval process to allow for an Accessory Dwelling Unit. This process allows the City to consider parking, drainage, roadway infrastructure, appropriate setbacks and other important issues as well. Having no restrictions on ADUs takes the ability away from the city to mitigate problems that can affect existing neighborhoods.

## **GOVERNANCE**

### **Community Censorship**

The city supports protecting the ability of local government officials to use public funds to communicate with legislators and state agencies on matters of public interest, as well as pay membership to organizations that hire lobbyists. With thousands of bills introduced each year, local government officials do not have the ability to review and assess such a large number of bills.

### **May Elections**

Highland Village elections have traditionally been conducted in May. This allows voters to focus solely on council member elections and other city ballot initiatives rather than being placed on a ballot along with federal and state elections far down the ballot.

## **FINANCE**

Highland Village has operated in a fiscally conservative manner for years. In 2023, a Community Service Survey was conducted. We found overall the residents in the City of Highland Village have a very good appreciation and satisfaction towards the many aspects the City has to offer. Residents are very loyal to the City and have high service expectations. Respondents expressed high levels of satisfaction with the service provided by different departments, especially from the Police Department, Parks and Recreation, and the Fire Department. Nearly 70% of the respondents are satisfied with the level of City services received in return for what residents are paying in property taxes. Additionally, 68% report that Highland Village's services and quality of life meet the expectations of their ideal city government.

Certificates of Obligation, CO's, provide cities the flexibility to issue debt on a shorter timeline. This enables them to take advantage of favorable interest rates, to make emergency repairs after a disaster, or to address critical needs without having to wait for the next uniform election date on the calendar. There is sufficient accountability, as voters have the option to petition for an election on whether the certificates should be issued. And the bar was set relatively



low for the petition requirements to call an election. The process for issuing debt, by law, has extraordinary levels of transparency and accountability. Texas cities need to maintain flexibility in financing public improvements because every city has different needs and resources.

The City desires to maintain Certificates of Obligation (Co's) as a viable financing mechanism, such as not shifting non-voter approved debt to be paid through the maintenance and operations portion of the city's tax rate.

The City also opposes any legislation that would increase or expand appraisal caps. As a city that is nearing build-out, it is difficult to keep up with the rising costs of labor and goods and services to provide the level of service our residents expect.

### **School Finance**

Increase the basic allotment per student funding amount to keep up with inflation.

Additionally, we will monitor legislation that the City should support or oppose and communicate with our legislators during the session.

### **OPTIONS & RESULTS:**

The Legislative Program will be shared with our legislators and staff will monitor the progression of the legislation and identify other legislation that is introduced.

### **RECOMMENDATION:**

To approve Resolution 2024-3157 approving the City's Legislative Program for the 89<sup>th</sup> Texas Legislature.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3157**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPROVING THE CITY'S LEGISLATIVE PROGRAM FOR THE 89<sup>TH</sup> TEXAS LEGISLATURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the 89<sup>th</sup> Texas Legislature will convene in January 2025, and its committees will consider many issues and take action affecting the City of Highland Village; and

**WHEREAS**, the City Council of the City of Highland Village desires and finds it to be in the public interest to adopt its 2025 State Legislative Program for the 89<sup>th</sup> Texas Legislature.

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

**SECTION 1.** The City of Highland Village's 2025 Legislative Program for the 89<sup>th</sup> Texas Legislature, attached hereto as Exhibit "A" and incorporated herein by reference, is adopted and approved.

**SECTION 2.** The Mayor, City Councilmembers, City Manager, and their designees are authorized to communicate the items included in the City's Legislative Program to the members of the Texas Legislature.

**SECTION 3.** The Mayor and City Manager are authorized to sign any and all letters, petitions, and/or other documents on behalf of the City in order to promote the City's Legislative Program.

**SECTION 4.** This Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED this the 12<sup>th</sup> day of November, 2024.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:11/8/2024:4860-4357-4519 v1)

**Resolution 2024-3157**  
**Exhibit “A”**

Cities are the level of government most connected to, and thus most accountable to, the people they serve; as a result, the state should recognize and preserve local authority and support cities in their mission of providing quality local services to all Texans.

**Protecting Our Unique Quality Of Life**

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***Oppose the prohibition of minimum lot sizes in single-family zoned areas***

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- Parking will be a problem. Generally, two off-street parking spaces are required. Homes of this size will only have a single car driveway. With the spacing between driveways on small lots, street parking will block driveways.
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**Governance**

***Community Censorship***

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## ***School Finance***

Increase the basic allotment per student funding amount to keep up with inflation.

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**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA#</b> 23	<b>MEETING DATE:</b> 11/12/2024
<b>SUBJECT:</b>	<b>Status Reports on Current Projects and Discussion on Future Agenda Items</b>
<b>PREPARED BY:</b>	<b>Paul Stevens, City Manager</b>

**COMMENTS**

This item is on the agenda to allow a Councilmember to inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.



## **UPCOMING MEETINGS**

<b>November 12, 2024</b>	<b>Regular City Council Meeting – 7:30 pm</b>
November 18, 2024	Parks & Recreation Advisory Board Meeting – 6:00 pm
November 19, 2024	Planning & Zoning Commission Meeting – 7:00 pm
<b>November 26, 2024</b>	<b>Regular City Council Meeting – 7:00 pm CANCELED</b>
<b>November 28-29, 2024</b>	<b>City Hall Closed for the Thanksgiving Holiday</b>
December 5, 2024	Zoning Board of Adjustment Meeting – 7:00 pm
<b>December 10, 2024</b>	<b>Regular City Council Meeting – 7:00 pm</b>
December 16, 2024	Parks & Recreation Advisory Board Meeting – 6:00 pm
December 17, 2024	Planning & Zoning Commission Meeting – 7:00 pm
<b>December 24, 2024</b>	<b>Regular City Council Meeting – CANCELED</b>
<b>December 24-25, 2024</b>	<b>City Hall Closed for the Christmas Holiday</b>
<b>January 1, 2025</b>	<b>City Hall Closed for the New Year's Holiday</b>
January 2, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
<b>January 14, 2025</b>	<b>Regular City Council Meeting – 7:00 pm</b>

Note – The Zoning Board of Adjustment, Parks & Recreation Advisory Board, and the Planning & Zoning Commission meetings are held monthly, IF NEEDED. Please visit [www.highlandvillage.org](http://www.highlandvillage.org) or the City Hall bulletin board for the latest meeting additions and updates.