



**REGULAR CITY COUNCIL MEETING MINUTES** **FEBRUARY 4, 2020**

**LOCATION:** 1400 Main Street, Southlake, Texas 76092  
Council Chambers in Town Hall

**CITY COUNCIL PRESENT:** Mayor Laura Hill, Mayor Pro Tem Shawn McCaskill, Deputy Mayor Pro Tem John Huffman, and Councilmembers Chad Patton, Ronell Smith and Christopher Archer.

**CITY COUNCIL ABSENT:** Councilmember Shahid Shafi (Worksession only) - (Present for Executive Session and Regular Meeting)

**STAFF PRESENT:** City Manager Shana Yelverton, Assistant City Manager and Director of Economic Development & Tourism Alison Ortowski, Assistant City Manager Ben Thatcher, Assistant to the City Manager Lauren LaNeave, Chief Performance & Innovation Officer Dale Dean, Deputy Director of Public Relations Pilar Schank, Chief Financial Officer Sharen Jackson, Director of Community Services Chris Tribble, Deputy Director of Economic Development Daniel Cortez, Police Chief James Brandon, Fire Chief Mike Starr, Director of Human Resources Stacey Black, Deputy Director of Information Technology Jerry Weitzel, Senior Director of Planning and Development Services Ken Baker, Director of Public Works Rob Cohen, City Attorney Allen Taylor, and City Secretary Amy Shelley.

**WORK SESSION: 5:30 P.M.**

**1. CALL TO ORDER**

Work Session was called to order by Mayor Laura Hill at 5:30pm.

**2. INVOCATION: CLAYTON REED**

Mr. Reed gave the invocation. Mayor Laura Hill led the pledges of allegiance to the United States and Texas Flags.

**3. SOUTHLAKE BUSINESS SPOTLIGHT – DYNAMIC TRAVEL & CRUISES**

Dynamic Travel & Cruises was not present for the Southlake Business Spotlight.

**4. DISCUSS ALL ITEMS ON TONIGHT'S AGENDA. NO ACTION WILL BE TAKEN AND EACH ITEM WILL BE CONSIDERED DURING THE REGULAR SESSION.**

Mayor Hill reviewed the items on tonight's consent agenda.

**REGULAR SESSION: Immediately following the work session**

**1. CALL TO ORDER**

Regular Session was called to order by Mayor Hill at 5:44pm.

**2A. EXECUTIVE SESSION**

Mayor Hill announced the City Council would go into Executive Session pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.071 consultation with city attorney; Section 551.072 deliberation regarding real property; Section 551.074 deliberation regarding personnel matters; and, Section 551.087 deliberation regarding economic development negotiations. City Council adjourned for Executive Session at 5:44pm. Executive Session began at 5:50pm and concluded at 7:39pm.

**2B. RECONVENE**

Mayor Hill reconvened the meeting at 7:39pm.

As a result of Executive Session, a motion was made to direct the City Manager to act upon a Memorandum of Understanding as discussed.

Motion: Huffman  
Second: McCaskill  
Ayes: Shafi, McCaskill, Patton, Hill, Smith, Huffman, Archer  
Approved: 7-0

A motion was made to approve an amendment to the City Manager's to include a 1% merit increase and a 2.5% cost of living increase with an effective date of January 1, 2020.

Motion: McCaskill  
Second: Huffman  
Ayes: Shafi, McCaskill, Patton, Hill, Smith, Huffman, Archer  
Approved: 7-0

**3. REPORTS:**

**3A. MAYOR'S REPORT**

Mayor Hill had nothing to report.

**3B. CITY MANAGER'S REPORT**

### **3B1. SIDEWALK PROGRAM**

City Manager Shana Yelverton introduced Assistant City Manager Ben Thatcher who provided an overview of the Sidewalk Program.

**CONSENT AGENDA:** All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of items unless a Councilmember or citizen so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

#### **4. CONSENT AGENDA:**

Consent Agenda items are considered to be routine by the City Council and are enacted with one motion.

- 4A. APPROVE MINUTES FROM THE JANUARY 21, 2020 REGULAR CITY COUNCIL MEETING.**
- 4A2. APPROVE MINUTES FROM THE JANUARY 23, 2020 CITY COUNCIL WINTER WORKSHOP.**
- 4B. APPROVE THE RENEWAL OF A CONTRACT WITH TACTICAL SYSTEMS NETWORK FOR TOWN HALL AND THE MARQ SECURITY IN AN AMOUNT NOT TO EXCEED \$270,200.**
- 4C. APPROVE A CONTRACT RENEWAL AND AMENDMENT WITH O'DONNELL'S LANDSCAPE SERVICES, INC. FOR CITYWIDE LANDSCAPE SERVICES.**
- 4D. ZA19-0083, PRELIMINARY PLAT FOR SOUTHLAKE VILLAS ON PROPERTY DESCRIBED AS TRACTS 2A03, 2A03A1, 2A03B, 2A05 AND 2A03A, WILLIAM H. MARTIN SURVEY, ABSTRACT NO. 1068, CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND ADDRESSED AS 1719 AND 1825 MARANATHA WAY AND 208 RANDOL MILL AVE., SOUTHLAKE, TEXAS. CURRENT ZONING: "R-PUD" RESIDENTIAL PLANNED UNIT DEVELOPMENT DISTRICT. SPIN NEIGHBORHOOD #5.**
- 4E. APPROVE A RESIDENTIAL DEVELOPER AGREEMENT (RDA) WITH HAWKINS-WELWOOD HOMES FOR THE METAIRIE ADDITION RESIDENTIAL DEVELOPMENT IN AN AMOUNT NOT TO EXCEED \$315,000.**
- 4F. APPROVE AN ENGINEERING SERVICES AGREEMENT (ESA) WITH FREESE AND NICHOLS, INC. TO PROVIDE ENGINEERING DESIGN SERVICES FOR RESIDUAL CONTROL SYSTEMS LOCATED AT THE PEARSON PUMP STATION AND T. W. KING PUMP STATION IN AN AMOUNT NOT TO EXCEED \$318,171.**

- 4G. APPROVE A MUTUAL AID AGREEMENT, NORTH CENTRAL TEXAS PUBLIC WORKS EMERGENCY RESPONSE TEAM.
- 4H. APPROVE A CONTRACT RENEWAL FOR THE SOUTHLAKE TOWN SQUARE PARKING GARAGE AND STREET SWEEPING, POWER WASHING, AND PORTER SERVICES TO SOUTHLAKE LEASING AND MANAGEMENT DBA REGENT SERVICES IN AN AMOUNT NOT TO EXCEED \$125,000.
- 4I. AWARD THE CONTRACT FOR THE CONSTRUCTION OF SUTTON PLACE DRAINAGE IMPROVEMENTS TO JOE FUNK CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$850,000.
- 4J. RESOLUTION NO. 20-004, APPOINT A CHAIRPERSON OF THE BOARD OF DIRECTORS OF TAX INCREMENT REINVESTMENT ZONE NUMBER ONE FOR THE 2020 CALENDAR YEAR.

**APPROVED**

Motion was made to approve the Consent Agenda Item 4A as written.

Motion: McCaskill  
 Second: Huffman  
 Ayes: Shafi, McCaskill, Patton, Hill, Smith, Huffman, Archer  
 Approved: 7-0

Councilmember Shafi abstained from Item 4A2, the January 23, 2020 City Council Winter Workshop minutes, due to his absence.

Motion: McCaskill  
 Second: Huffman  
 Ayes: McCaskill, Patton, Hill, Smith, Huffman, Archer  
 Nays: 0  
 Abstain: Shafi  
 Approved: 6-0-1

Councilmember Archer abstained from Item 4C, due to conflict of interest.

Motion: McCaskill  
 Second: Huffman  
 Ayes: Shafi, McCaskill, Patton, Hill, Smith, Huffman,  
 Nays: 0  
 Abstain: Archer  
 Approved: 6-0-1

Motion was made to approve the Consent Agenda Items 4B and 4D-4J, as written.

Motion: McCaskill

Second: Huffman  
Ayes: Shafi, McCaskill, Patton, Hill, Smith, Huffman, Archer  
Approved: 7-0

Motion was made to move and TABLE Regular Agenda Item 9A through the Consent Agenda.

Motion: McCaskill  
Second: Huffman  
Ayes: Shafi, McCaskill, Patton, Hill, Smith, Huffman, Archer  
Approved: 7-0

Motion was made to move and approve Regular Agenda Item 9B through the Consent Agenda.

Motion: McCaskill  
Second: Huffman  
Ayes: Shafi, McCaskill, Patton, Hill, Smith, Huffman, Archer  
Approved: 7-0

**REGULAR AGENDA:**

**5. PUBLIC FORUM**

Mayor Hill opened the public forum at 7:47pm.  
There being no one wishing to speak, Mayor Hill closed the public forum at 7:47pm.

**6. ORDINANCES, SECOND READINGS, PUBLIC HEARINGS, AND RELATED ITEMS:**

- 6A. RESOLUTION NO. 20-003, (ZA19-0082), SPECIFIC USE PERMIT FOR A RESIDENTIAL SOLAR ENERGY SYSTEM ON PROPERTY DESCRIBED AS LOT 23, BLOCK 2, COVENTRY MANOR PHASE I, AN ADDITION TO THE CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 1604 DEVON COURT, SOUTHLAKE, TEXAS. CURRENT ZONING: "R-PUD" RESIDENTIAL PLANNED UNIT DEVELOPMENT DISTRICT. SPIN NEIGHBORHOOD #5. PUBLIC HEARING**

**APPROVED**

Senior Director of Planning and Development Services Ken Baker presented Item 6A and answered questions from Council.

Mayor Hill opened the public hearing at 7:51pm. There being no one wishing to speak, Mayor Hill closed the public hearing at 7:51pm.

Motion was made to approve Item 6A, Resolution No. 20-003, (ZA19-0082), Specific Use

Permit for a Residential Solar Energy System on property described as Lot 23, Block 2, Coventry Manor Phase I, an addition to the City of Southlake, Tarrant County, Texas and located at 1604 Devon Court, subject to the Staff Report dated January 28, 2020, and Specific Use Permit Review Summary #2, dated January 17, 2020.

Motion: McCaskill  
Second: Huffman  
Ayes: Shafi, McCaskill, Patton, Smith, Huffman, Archer  
Nays: 0  
Abstain: Hill  
Approved: 6-0-1

In accordance with Section 4.21 of the City Charter, the caption for this item is listed as follows:

RESOLUTION NO. 20-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTHLAKE, TEXAS, GRANTING A SPECIFIC USE PERMIT FOR A SOLAR ENERGY SYSTEM ON RESIDENTIAL PROPERTY WITHIN THE CITY OF SOUTHLAKE, TEXAS, LOCATED AT 1604 DEVON COURT, BEING DESCRIBED AS LOT 23, BLOCK 2, COVENTRY MANOR PHASE I, AN ADDITION TO THE CITY OF SOUTHLAKE AS DEPICTED ON THE APPROVED SITE EXHIBIT ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A" AND PROVIDING AN EFFECTIVE DATE.

**6B. ZA19-0079, SITE PLAN FOR THE HILLS CHURCH ON PROPERTY DESCRIBED AS LOT 1R, BROCK ADDITION, (ALSO SHOWN AS LOT 1R1), AN ADDITION TO THE CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 2417 W. SOUTHLAKE BLVD. (MAIN BUILDING ADDRESSED AS 2501 W. SOUTHLAKE BLVD.), SOUTHLAKE, TEXAS. CURRENT ZONING: "CS" COMMUNITY SERVICE DISTRICT. SPIN NEIGHBORHOOD #11. PUBLIC HEARING**

**APPROVED**

Senior Director of Planning and Development Services Ken Baker presented Item 6B and answered questions from Council.

Tom Rutledge, 5237 N. Riverside Drive, Fort Worth, Teague, Nall & Perkins, presented this item and answered questions from Council.

Mayor Hill opened the public hearing at 8:41pm.

Perry Vargas, 209 Brock Drive, spoke in opposition to this request with concerns about traffic on Brock Drive.

Harold McCall, 320 Brock Drive, did not wish to speak, but wished to record his opposition to this request.

Brett and Amanda Orr, 415 W. Chapel Downs Drive, did not wish to speak but wished to record their support to this request.

There being no one else wishing to speak, Mayor Hill closed the public hearing at 8:44pm.

Motion was made to approve Item 6B, ZA19-0079, Site Plan for The Hills Church on property described as Lot 1R, Brock Addition, (also shown as Lot 1R1), an addition to the City of Southlake, Tarrant County, Texas and located at 2417 W. Southlake Blvd. (main building addressed as 2501 W. Southlake Blvd.), subject to the Staff Report dated January 28, 2020, and Site Plan Review Summary # 3 dated January 28, 2020, granting the following variances:

- Sidewalk - Zoning Ordinance No. 480, as amended, Section 33.19 requires a 5' sidewalk along Brock Dr.

**Also noting:** The Planning and Zoning Commission included a stipulation in their motion for approval that the funds for the sidewalk be put in escrow – the applicant is requesting the variance be granted.

- Screening - Zoning Ordinance No. 480, as amended, Section 43.9.c.1.c requires all buildings to be designed such that no mechanical equipment (HVAC, etc.) be visible from F.M. 1709 and any adjacent public right of way. (The screening will be approved as shown on the elevation).
- Parking in Bufferyard - Zoning Ordinance No.480, as amended, Sections 43.9.c.2.b and Section 42.10, prohibit parking spaces to be located in bufferyard areas. A variance is requested to allow the existing and proposed parking to encroach into the bufferyard as shown on the plans.

**Also noting:** Note that a variance was approved with a previous Zoning Change and Concept Plan (ZA96-152) to allow the existing parking to be located in the bufferyard.

- Bufferyard - Zoning Ordinance No. 480, as amended, Section 39.6.a requires an 8' solid fence to be constructed along all boundaries where a non-residential use abuts a residentially zoned lot or tract or a lot having an occupied residential dwelling. Allow the bufferyards as presented on the site plan.

**Also noting:** A variance was approved with the original Zoning Change and Site Plan (ZA96-152) to allow a plant screen with evergreen mix to meet this requirement. The applicant is requesting a continuation of the variance to allow the evergreen mix with a combination of existing and proposed plant materials. The applicant is also requesting a variance to Zoning Ordinance No. 480, as amended, Section 42 – Bufferyards, to allow the evergreen mix to satisfy the accent tree and shrub requirements in the south and west bufferyards.

- Driveway Stacking - Driveway Ordinance No. 634, as amended, Section 5.2.d, requires a stacking depth for all driveways of 100'. A variance is requested to allow a stacking depth of approximately 85' on the east driveway.

**Also noting:** A variance was approved with the original Zoning Change and Concept Plan (ZA96-152) to allow the existing spacing of approximately 220' from the east driveway on W. Southlake Blvd. to the west right of way line for Brock Dr.

- Parking Lot Islands - Landscape Ordinance No. 544-B requires parking lot islands to be a minimum 12' wide. The applicant is requesting a variance to allow the existing islands to be less than 12' wide and to contain the plant materials shown on the Landscape Plan.

- Marked Exit #4 as shown on Southlake Boulevard, will be reconstructed to be a right in and right out only access point.

Motion: McCaskill  
Second: Huffman  
Ayes: Shafi, McCaskill, Patton, Hill, Smith, Huffman, Archer  
Approved: 7-0

**7. ORDINANCES, FIRST READINGS, AND RELATED ITEMS:**

**7A. ORDINANCE NO. 480-220B (ZA19-0072), 1ST READING, ZONING CHANGE AND CONCEPT PLAN / SITE PLAN FOR LIFE TIME ON PROPERTY DESCRIBED AS TRACT 1F, JAMES J. WEST SURVEY, ABSTRACT NO. 1620, CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 550 W. STATE HWY. 114, SOUTHLAKE, TEXAS. CURRENT ZONING: "S-P-2" GENERALIZED SITE PLAN DISTRICT. REQUESTED ZONING: "S-P-2" GENERALIZED SITE PLAN DISTRICT. SPIN NEIGHBORHOOD #3. (IF APPROVED, THE PUBLIC HEARING WILL BE HELD ON FEBRUARY 18, 2020)**

**DENIED**

Senior Director of Planning and Development Services Ken Baker presented Item 7A and answered questions from Council.

Although not a public hearing, Mayor Hill opened for comments at 9:30pm.

Greg Kraus, 596 Garden Court, spoke in opposition to this request with concerns about the location of the proposed facility, an increase in traffic and crime, and the destruction of trees.

Doug Harsy, 2804 Tyler Street, spoke in opposition to this request with concerns about the use's compliance with the 2035 Master Plan.

Rhonda Kraus, 596 Garden Court, did not wish to speak, but did wish to record her opposition.

There being no one else wishing to speak, Mayor Hill closed the comments at 9:36pm.

Motion was made to deny Item 7A, Ordinance No. 480-220B (ZA19-0072), 1st Reading, Zoning Change and Concept Plan / Site Plan for Life Time on property described as Tract 1F, James J. West Survey, Abstract No. 1620, City of Southlake, Tarrant County, Texas and located at 550 W. State Hwy. 114.

Motion: McCaskill  
Second: Huffman  
Ayes: McCaskill, Hill, Smith, Huffman, Archer  
Nays: Patton  
**DENIAL** Approved: 6-1



8. RESOLUTIONS: (THERE ARE NO ITEMS ON THIS AGENDA.)

9. OTHER ITEMS FOR CONSIDERATION:

9A. MSP19-0003, AMENDMENT TO THE MASTER SIGN PLAN FOR METHODIST SOUTHLAKE HOSPITAL LOCATED AT 401-451 E. SH 114, SOUTHLAKE, TEXAS.

APPROVED TO TABLE UNDER CONSENT

9B. SV19-0018, SIGN VARIANCE FOR MADISON REED LOCATED AT 422 GRAND AVENUE WEST, SOUTHLAKE, TEXAS

APPROVED UNDER CONSENT

9C. ZA19-0027, PLAT REVISION FOR LOTS 3R3R1 AND 3R3R2, BLOCK 1, STEWARD ADDITION ON PROPERTY DESCRIBED AS LOT 3R3, BLOCK 1, STEWARD ADDITION, AN ADDITION TO THE CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 551 E. DOVE RD., (ADDRESSED AS 551 AND 561 E. DOVE RD. BY TARRANT APPRAISAL DISTRICT) SOUTHLAKE, TEXAS. CURRENT ZONING: "SF-1A" SINGLE FAMILY RESIDENTIAL DISTRICT. SPIN NEIGHBORHOOD #3.

DENIED

Senior Director of Planning and Development Services Ken Baker presented Item 9C and answered questions from Council.

Although not a public hearing, Mayor Hill opened for comments at 10:29pm.

Denicia (Kim) Heitman, 475 E. Dove Road, spoke in opposition to this request with concerns about traffic, and the intended use of the easement.

There being no one else wishing to speak, Mayor Hill closed the comments at 10:46pm.

Motion was made to approve Item 9C, ZA19-0027, Plat Revision for Lots 3R3R1 and 3R3R2, Block 1, Steward Addition on property described as Lot 3R3, Block 1, Steward Addition, an addition to the City of Southlake, Tarrant County, Texas and located at 551 E. Dove Rd., (addressed as 551 and 561 E. Dove Rd. by Tarrant Appraisal District)

Motion: Patton  
Second: Shafi  
Ayes: Shafi, Patton, Hill, Smith, Archer  
Nays: McCaskill, Huffman

**APPROVAL DENIED:** 5-2

This item required a vote of no less than 6-1 to be approved.

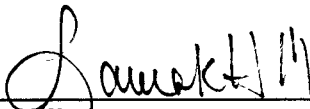
10. OTHER ITEMS FOR DISCUSSION: (THERE ARE NO ITEMS ON THIS AGENDA.)

11. ADJOURNMENT

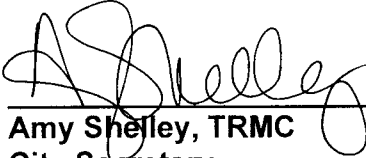
Mayor Hill adjourned the meeting at 11:02pm.

*\*An audio recording of this meeting will be permanently retained in the City Secretary's Office.*

**MINUTES APPROVED ON THIS, THE 18<sup>TH</sup> DAY OF FEBRUARY 2020.**

  
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Laura Hill  
Mayor

**ATTEST:**

  
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Amy Shelley, TRMC  
City Secretary

