



**REGULAR CITY COUNCIL MEETING MINUTES**

**MAY 21, 2019**

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

**CITY COUNCIL PRESENT:** Mayor Laura Hill, Mayor Pro Tem Randy Williamson, Deputy Mayor Pro Tem Shawn McCaskill, and Councilmembers Shahid Shafi, Chad Patton, John Huffman and Christopher Archer.

**STAFF PRESENT:** City Manager Shana Yelverton, Assistant City Manager Ben Thatcher, Assistant City Manager and Director of Economic Development & Tourism Alison Ortowski, Assistant to the City Manager Lauren LaNeave, Chief Performance & Innovation Officer Dale Dean, Deputy Director of Marketing and Communications Pilar Schank, Communications Manager Vicky Schiber, Deputy Director of Finance Mary Morgan, Director of Community Services Chris Tribble, Strategic Operations Manager Cassie Tucker, 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:**

**1. CALL TO ORDER**

Work Session was called to order by Mayor Laura Hill at 5:33pm.

**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. ANNUAL SOUTHLAKE YOUTH ACTION COMMITTEE UPDATE**

Strategic Operations Manager Cassie Tucker introduced the Southlake Youth Action Committee and they provided an update on the group's activities and accomplishments over the last year.

**4. RECOGNITION OF OUTGOING PARKS AND RECREATION BOARD MEMBER TINA WASSERMAN**

The Mayor and City Council recognized outgoing Parks and Recreation Board member Tina Wasserman for her service with a plaque and flowers.

**5. RECOGNITION FOR OUTGOING MAYOR PRO TEM RANDY WILLIAMSON**

The Mayor, City Council, and staff recognized outgoing Mayor Pro Tem Randy Williamson for his service to the City of Southlake with a plaque, a picture of the City, and a memory box. He expressed his appreciation to his family, staff, Mayor Hill, current Council, and the residents.

**6. ADMINISTER THE OATHS OF OFFICE FOR CITY COUNCIL PLACES 3, 4, AND 5. RECEPTION IMMEDIATELY FOLLOWING.**

Judge Carol Montgomery administered the Oath of Office to Council Place 3 Chad Patton. Councilman expressed his appreciation to his family, staff, Mayor Hill, current Council, and the residents.

Judge Carol Montgomery administered the Oath of Office to Council Place 4 Ronell Smith. Councilman expressed his appreciation to his family and residents.

Judge Carol Montgomery administered the Oath of Office to Council Place 5 John Huffman. Councilman expressed his appreciation to his family, staff, Mayor Hill, current Council, and the residents.

Mayor Hill recessed the meeting at 6:32pm for a reception in the Town Hall lobby. Mayor Hill reconvened after the reception at 7:02pm.

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

**7. 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 the consent agenda.

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

**1. CALL TO ORDER**

Regular Session was called to order by Mayor Hill at 7:04pm.

**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. City Council adjourned for Executive Session at 7:04pm. Executive Session began at 7:10pm and concluded at 8:05pm.

**2B. RECONVENE**

Mayor Hill reconvened the meeting at 8:06pm.

**3. REPORTS:**

**3A. MAYOR'S REPORT**

Mayor Hill had nothing to report.

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

**3B1. NATIONAL PUBLIC WORKS WEEK**

City Manager Shana Yelverton introduced Director of Public Works Rob Cohen who highlighted and recognized the work of the Public Works Department.

**3B2. FINANCIAL REPORT (WRITTEN)**

This report is provided to Council in written format and was not discussed.

**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 MAY 7, 2019 REGULAR CITY COUNCIL MEETING.**

**4B. APPROVE RESOLUTION NO. 19-020, APPOINTING MAYOR PRO TEM AND DEPUTY MAYOR PRO TEM.**

**4C. ZA19-0022, PLAT REVISION FOR LOTS 38R1 & 38R2, FRANCIS THROOP NO. 1511 ADDITION ON PROPERTY DESCRIBED AS LOT 38, FRANCIS THROOP NO. 1511 ADDITION, AN ADDITION TO THE CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 1200 N. KIMBALL AVENUE, SOUTHLAKE, TEXAS. CURRENT ZONING: "B1" BUSINESS SERVICE DISTRICT. SPIN NEIGHBORHOOD #4.**

**4D. APPROVAL TO EXCUSE THE ABSENCES OF THE CHRIS GREER FROM THE APRIL 18, 2019 AND THE MAY 9, 2019, PLANNING AND ZONING COMMISSION MEETINGS.**

**APPROVED**

Motion was made to approve the Consent Agenda Items 4A-4D; including appointing Shawn McCaskill as Mayor Pro Tem and John Huffman as Deputy Mayor Pro Tem on Item 4B; and, moving Item 7C from the Regular Agenda to Consent Agenda for approval.

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

**REGULAR AGENDA:**

**5. PUBLIC FORUM**

Mayor Hill opened the public forum at 8:15pm.

There being no one wishing to speak, Mayor Hill closed the public forum at 8:15pm.

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

**6A. ZA18-0028, SITE PLAN FOR THE LANDMARK OFFICE EXPANSION ON PROPERTY DESCRIBED AS LOT 15, PHASE 1, LAKE WOOD ACRES ADDITION, CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 750 N. CARROLL AVENUE, SOUTHLAKE, TEXAS. CURRENT ZONING: "O-1" OFFICE DISTRICT. SPIN NEIGHBORHOOD #7. 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 8:36pm.

The following person spoke in support of the request, with no access on Lakewood Drive:  
Howard Sanders, 1000 Lakewood Drive.

The following person did not wish to speak, but did wish to register his opposition:  
Tommy Madison, 550 Bentwood Lane.

The following persons did not wish to speak, but did wish to register their support, with no access on Lakewood Drive:

Paul Simon, 500 Bentwood Lane  
Ken Ford, 800 Wildwood Lane  
Bernice McCauley, 900 Wildwood Lane  
Susan Cullen, 725 Bent Wood Lane  
Susan Stanek, 800 Lakewood Drive  
Rebecca Madison, 550 Bentwood Lane  
Tim Stone, 2606 Day Court  
Katrina Keith, 750 Bentwood Lane

There being no one else wishing to speak, Mayor Hill closed the public hearing at 8:39pm.

Motion was made to approve Item 6A, ZA18-0028, Site Plan for the Landmark Office Expansion on property described as Lot 15, Phase 1, Lake Wood Acres addition, City of Southlake, Tarrant County, Texas and located at 750 N. Carroll Avenue, Southlake, Texas. Current Zoning: "O-1" Office District. SPIN Neighborhood #7, subject to the Staff Report dated May 14, 2019, and Site Plan Review Summary No. 7, dated March 25, 2019; and noting the following:

- The applicant has submitted a revised site plan which removed the proposed driveway on Lakewood Drive, and reduced the originally requested total floor area of the building from 12,1985 square feet to 11,839 square feet.

And, granting the following variances:

1. The following issue pertains to the driveways and compliance with the Driveway Ordinance No. 634, as amended:
  - A. Variance to Driveway Ordinance No. 634, as amended, 5.2.d, to allow an approximately 30-foot stacking depth (75 ft. is required) on N. Carroll Avenue.
  - B. Variance to Driveway Ordinance No. 634 as amended, 4.0.b Revision of Existing Driveways for Conformance, expansion in an existing business; the existing driveway is in non-conformance in the current location. The application has proposed to leave the driveway in its current location.
    - The existing driveway accessing N. Carroll Avenue is "non-conforming" with the regulation of the Driveway Ordinance regarding minimum centerline spacing to Lakewood Drive (*minimum 200' from intersection required, ±48' provided; 250' from existing driveway to the north, ± 225' provided*) and stacking depth requirements, (*75' required, ± 30' provided*). Due to the proposed changes to the site, Section 4.0 requires that the driveway be brought into compliance. Neither the existing driveway nor a reconstructed driveway can be placed onto Carroll Avenue without approval of a variance to the spacing requirements.

2. Variance to Section 42 Bufferyards of the Zoning Ordinance, to allow relocation of 3 canopy trees and 5 accent trees from the east bufferyard, into the interior landscape area along the north side of the lot.

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

- 6B. **RESOLUTION NO. 19-018, (ZA19-0023), SPECIFIC USE PERMIT FOR A RESIDENTIAL SOLAR ENERGY SYSTEM ON PROPERTY DESCRIBED AS TRACT 1F, FRANCES THROOP SURVEY, ABSTRACT 1511, AN ADDITION TO THE CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 1930 N. KIMBALL AVENUE, SOUTHLAKE, TEXAS. CURRENT ZONING: "AG" AGRICULTURAL DISTRICT. SPIN NEIGHBORHOOD #4. PUBLIC HEARING**

**APPROVED**

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

Mayor Hill opened the public hearing at 8:44pm.

The following person did not wish to speak, but did wish to register his support:  
Rick Bollar, 551 E. Dove Road

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

Motion was made to approve Item 6B, Resolution No. 19-018, (ZA19-0023), Specific Use Permit for a Residential Solar Energy System on property described as Tract 1F, Frances Throop Survey, Abstract 1511, an addition to the City of Southlake, Tarrant County, Texas and located at 1930 N. Kimball Avenue, Southlake, Texas. Current Zoning: "AG" Agricultural District. SPIN Neighborhood #4, subject to the Staff Report dated May 14, 2019 and Specific Use Permit Review Summary No. 2, dated May 3, 2019.

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

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

RESOLUTION NO. 19-018

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 1930 N. KIMBALL AVENUE, BEING DESCRIBED AS TRACT 1F, FRANCES TROOP SURVEY, ABSTRACT 1511, 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.

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

- 7A. ORDINANCE NO. 480-759 (ZA19-0011), 1ST READING, ZONING CHANGE AND SITE PLAN FOR FIRST NATIONAL BANK ON PROPERTY DESCRIBED AS A PORTION OF TRACT 1B, JAMES J. WEST SURVEY, ABSTRACT NO. 1620, CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 2001 SHADY OAKS DR., SOUTHLAKE, TEXAS. CURRENT ZONING: "AG" AGRICULTURAL DISTRICT. PROPOSED ZONING: "S-P-1" DETAILED SITE PLAN DISTRICT. SPIN NEIGHBORHOOD #5. IF APPROVED ON FIRST READING, A PUBLIC HEARING WILL BE HELD AT THE JUNE 4, 2019 CITY COUNCIL MEETING.**

**APPROVED**

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

Although this was not a public hearing, the following persons wished to register their opposition:

Elizabeth Fawks, 330 Ravenaux  
Marci Peters, 1816 Shady Oaks Drive

The following persons wished to register their support:

Curt Horak, 605 Vicksburg Court  
Chad Cross, 7608 Summit Ridge  
Mike Mills, 805 Cross Lane  
Ken Ross, 2050 Shady Oaks Drive  
Derick Murmay, 829 Siena Drive

Motion was made to approve Item 7A, Ordinance No. 480-759 (ZA19-0011), 1st Reading, Zoning Change and Site Plan for First National Bank on property described as a portion of Tract 1B, James J. West Survey, Abstract No. 1620, City of Southlake, Tarrant County, Texas and located at 2001 Shady Oaks Dr., Southlake, Texas. Current Zoning: "AG" Agricultural District. Proposed Zoning: "S-P-1" Detailed Site Plan District. SPIN Neighborhood #5, subject to Staff Report dated May 14, 2019, and Revised Site Plan Review Summary No. 5, dated May 5, 2019; granting the following variances:

- Driveway Ord. No. 634, as amended requires a stacking depth of 50' for all driveways.

The applicant is requesting a variance to allow the following stacking depths:

- To a minimum of 25'-0" on the North Drive at SH 114.
- To a minimum of 25'-0" on the South Drive at SH 114.

Noting that the driveway access onto Shady Oaks Drive has been removed; and

Also noting, that prior to the second reading, the applicant will provide the following:

- A revised parking plan which removes the parking along the western side of the lot, closest to Shady Oaks to be relocated along SH 114 while not removing the mature large trees;
- Additional canopy trees to be planted along Shady Oaks;
- The buffer wall is being approved as an evergreen vegetative screening and not a masonry wall;
- Additional details as to lighting of the building and the parking lot;
- A comprehensive concept plan for the rest of the property to the south with possible cross access and connectivity
- Renderings as to the entrances along SH 114 for landscaping and signage.

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

**7B. ORDINANCE NO. 480-515A, (ZA19-0026), 1<sup>ST</sup> READING, ZONING CHANGE AND SITE PLAN FOR CASTLE 114 ASC ON PROPERTY DESCRIBED AS LOT 18R, OAKS ADDITION, AN ADDITION TO THE CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS AND LOCATED AT 1110 E. STATE HIGHWAY 114, SOUTHLAKE, TEXAS. CURRENT ZONING: "S-P-1" DETAILED SITE PLAN DISTRICT. PROPOSED ZONING: "S-P-1" DETAILED SITE PLAN DISTRICT. SPIN NEIGHBORHOOD #3. IF APPROVED ON FIRST READING, A PUBLIC HEARING WILL BE HELD AT THE JUNE 4, 2019 CITY COUNCIL MEETING.**

**APPROVED**

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

Motion was made to approve Item 7B Ordinance No. 480-515a, (ZA19-0026), 1<sup>st</sup> Reading, Zoning Change and Site Plan for Castle 114 ASC on property described as Lot 18R, Oaks Addition, an addition to the City of Southlake, Tarrant County, Texas and located at 1110 E. State Highway 114, Southlake, Texas. Current Zoning: "S-P-1" Detailed Site Plan District. Proposed Zoning: "S-P-1" Detailed Site Plan District. SPIN



Neighborhood #3, subject to Staff Report dated May 14, 2019, and Site Plan Review Summary No. 2, dated April 30, 2019, and noting no variances are being requested.

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

- 7C. **ORDINANCE NO. 480-761, (ZA19-0024), 1<sup>ST</sup> READING, ZONING CHANGE AND SITE PLAN FOR CATES LANDING AKA WARD RETAIL ON PROPERTY BEING DESCRIBED AS LOT 34, F. THROOP NO. 1511 ADDITION, CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS LOCATED AT 1500 N. KIMBALL AVENUE, SOUTHLAKE TEXAS. CURRENT ZONING: "C-1" NEIGHBORHOOD COMMERCIAL DISTRICT. PROPOSED ZONING: "S-P-1" DETAILED SITE PLAN DISTRICT. SPIN NEIGHBORHOOD #4. IF APPROVED ON FIRST READING, A PUBLIC HEARING WILL BE HELD AT THE JUNE 4, 2019 CITY COUNCIL MEETING.**

**APPROVED UNDER CONSENT**

8. **RESOLUTIONS: (THERE ARE NO ITEMS ON THIS AGENDA.)**
9. **OTHER ITEMS FOR CONSIDERATION:**
- 9A. **SV19-0005, VARIANCE TO SIGN ORDINANCE NO. 704, AS AMENDED, FOR CASTLE DEVELOPMENT LOCATED AT 3051 W. SOUTHLAKE BLVD.**

**DENIED**

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

Motion was made to **deny** Item 9A, SV19-0005, Variance to Sign Ordinance No. 704, as presented, for Castle Development located at 3051 W. Southlake Blvd.

Motion: McCaskill  
Second: Huffman  
Ayes: Shafi, McCaskill, Patton, Hill, Huffman, Smith and Archer  
Denial approved: 7-0

- 9B. **SV19-0006, VARIANCE TO SIGN ORDINANCE NO. 704, AS AMENDED, FOR PEABODY LAW FIRM LOCATED AT 1205 S. WHITE CHAPEL BLVD.**

**APPROVED**

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

Motion was made to approve Item 9B, SV19-0006, Variance to Sign Ordinance No. 704, as amended, for Peabody Law Firm located at 1205 S. White Chapel Blvd., subject to the Staff Report dated May 14, 2019, granting the following variance:

- To allow an upper story sign for Peabody Law Firm that exceeds maximum logo height and is located on a façade that is not congruent with their lease space. The maximum logo height allowed for this location is 20 inches. The applicant is requesting a logo that measures approximately 25.8 inches.

Also noting:

- Only sign facing Continental Blvd. will be permitted.

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

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


**11. ADJOURNMENT**

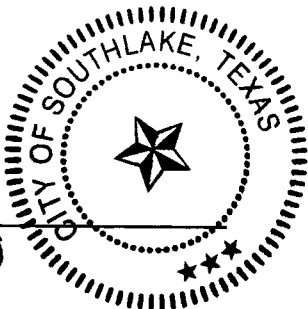
Mayor Hill adjourned the meeting at 10:04pm.

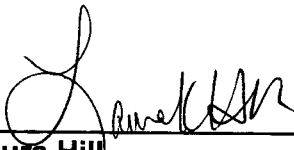
*\*An audio recording of this meeting will be permanently retained in the City Secretary's Office.*

**MINUTES APPROVED ON THIS, THE 4<sup>TH</sup> DAY OF JUNE 2019.**

ATTEST:

  
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Amy Shelley, TRMC  
City Secretary



  
\_\_\_\_\_  
Laura Hill  
Mayor