



450 Thunder Head Lane • P.O. Box 1150 • Annetta, Texas 76008 • (817) 441-5770

City Council/CCPD Meeting Minutes

The City Council and Crime Control and Prevention District of Annetta met in a scheduled meeting on Thursday, June 16, 2022, at 7:00 p.m. in the Annetta Town Hall at 450 Thunder Head Lane to consider the following agenda:

- I. **Call to order.** Mayor Sandy Roberts called the meeting to order at 7:00 p.m.
- II. **Pledge of Allegiance/Invocation of Prayer.** Council Member Shane Mudge led the pledge and Council Member Danny Coffman gave the invocation.
- III. **Roll call/Quorum check.** A quorum check revealed that Mayor Roberts and Council Members, Shane Mudge, Kent Stasey, Jim Causey and Danny Coffman were all present. Council Member Bruce Pinckard was absent. Also present was Jamee Long, City Secretary.
- IV. **Public Comments:** There were no public comments.
- V. **Mayor Roberts recessed the City Council meeting at 7:01 p.m.**
- VI. **CCPD Board – New Business:**
 - a. **Discussion and Action:** Consider approving use of CCPD funds for an interlocal agreement with Parker County for Annetta crime patrols. City Secretary, Jamee Long, stated that there was a recent meeting with the Sheriff, County Attorney and Council Member Stasey regarding possible Annetta patrols. She stated that it was discussed that the Town could receive 36 hours each month of random patrols in Annetta at a cost of \$73 per hour. Ms. Long stated that this amount is the highest pay for an officer so this amount would cover any officer that was scheduled for the patrol. She stated that the interlocal agreement is still under attorney review. Council Member Coffman asked if the officer's duties would be the same as anywhere in the county. Ms. Long stated "that is correct." Council Member Causey asked if there would be a scheduled time for the patrols. Council Member Stasey stated that the patrols will be random and will be in 2 hour shifts and that the Town can add extra time, if needed. He stated that the additions would need to be in 4 hour shifts pursuant to the Sheriff's request. He stated that the agreement will be renewable annually. Council Member Stasey stated that he is happy that the CCPD sales tax stays in the Town of Annetta. He stated that if Annetta had not captured these funds, another entity could have done so. Mayor Roberts stated that she is glad there will be a law enforcement presence in Annetta. Council Member Causey asked if the Sheriff will choose the times for the random patrols. Council Member Coffman stated that the Town can request certain times for the patrols. Ms. Long stated that the times may vary when school is in session. Council Member Coffman stated that the presence of law

enforcement could be a deterrent to crime. He stated that law enforcement can also monitor speeding in areas like Old Annetta Road near the Alpaca Farm where some accidents have occurred. Council Member Coffman moved to approve the use of CCPD funds for an interlocal agreement with Parker County for Annetta crime patrols pending legal review, Council Member Stasey seconded the motion, with all aye. Motion passed unanimously.

- b. **Discussion and Action:** Consider an amendment to the 2021-22 CCPD budget. Council Member Causey moved to approve an amendment to the 2021-22 CCPD budget by transferring funds from "UTV" to a new line item for "Annetta Patrols," Council Member Mudge seconded the motion, with all aye. Motion passed unanimously.

VII. **Mayor Roberts adjourned the CCPD meeting at 7:11 p.m.**

VIII. **Mayor Roberts reconvened the City Council meeting at 7:11 p.m.**

IX. **Consent Items: Reports from City Staff and Commission or Committees:**

- a. Consider the approval of Minutes from the Special City Council Meeting on May 16, 2022 and Regular City Council Meeting on May 19, 2022.
- b. Public Works Report.
- c. Financial Report.

Council Member Coffman moved to accept the consent items as written, Council Member Stasey seconded the motion, with all aye. Mayor Roberts pointed out that City Clerk, Diana Kotlinski, notified 79 water customers in May about leaks. Council Member Coffman stated that the automated meter system has more than paid for itself, not only for the Town but also for water customers. Motion passed unanimously.

X. **New Business:**

- a. **Discussion and Action:** Consider authorizing the Mayor to enter into an interlocal agreement with Parker County for Annetta crime patrols using CCPD funds. Council Member Stasey moved to authorize the Mayor to enter into an interlocal agreement with Parker County for Annetta crime patrols using CCPD funds pending legal review, Council Member Coffman seconded the motion, with all aye. Motion passed unanimously.
- b. **Public hearing on Town of Annetta zoning change:** Consider ordinance for a change from R-1 Residential to R-1 Residential with a Special Use Permit (SUP) to allow an accessory dwelling unit to be constructed on the same lot as the main dwelling unit. The accessory dwelling unit is to be used by a person or persons related to occupants of the main dwelling unit. The property is located at 1381 Old Annetta Road on 2.204 acres, platted as Lot 3, Block 1, Windmill Estates PC E-470 Subdivision, Town of Annetta, Parker County, Texas. Mayor Roberts opened the public hearing at 7:13 p.m. and requested Nick and Jennifer Gasca to address the City Council. Dr. Gasca stated that they are requesting to add an accessory dwelling which would become the primary dwelling. He stated that the existing dwelling is approximately 1,800 square feet and would become the accessory dwelling after the new dwelling is built. Dr. Gasca stated that they have remodeled the exterior of the current dwelling so that it will match the new dwelling. He stated that there would be a wall in between the dwellings so that they would appear uniform. He stated that they plan to fence the parameter of the entire development so that everything matches. He stated that with the proposed dwelling, they would have 19% impervious coverage of the lot. Council Member Stasey

asked if there would be a driveway installed on Old Annetta Road. Dr. Gasca stated that there would be a driveway on Old Annetta Road and also one on Windmill. Council Member Causey asked if there is good visibility where the driveway on Old Annetta Road will be. Dr. Gasca stated that there is good visibility. Mrs. Gasca stated that they plan to use the current dwelling as an accessory dwelling for while family members are visiting. Planning & Zoning Commission Chairperson, Traci Fambrough, stated that the Commission unanimously voted to recommend approval to City Council. Ms. Fambrough stated that the Commission approved the zoning change with the following conditions:

1. The 1800+ square foot dwelling existing on the property as of 6/13/2022 is designated as the accessory dwelling. The new proposed 6,095 square foot dwelling is designated as the primary structure, allowing the accessory dwelling to be considered accessory and less than 50% of the size of the primary structure.
2. The primary structure will be built as shown in the ordinance and the accessory dwelling may remain as is, subject to additional six-foot tall screening of the structure along Old Annetta Road, Windmill Road and the north property line. The wall, plantings and fences forming a solid opaque, 6-foot-high visual screen must be installed in accordance with the landscape plan attached to the ordinance.
3. The accessory dwelling may only be used by the property owner or non-paying guests of the property owner.
4. The accessory dwelling shall utilize the primary structure's utility meters and connections.
5. The accessory dwelling may be sold only with the sale of the entire property, including the primary structure.
6. The accessory dwelling height, area and yard requirements shall be the same as the primary structure. The accessory dwelling shall not exceed the height of the primary structure.
7. The primary structure must be constructed closer to Old Annetta Road than the existing accessory dwelling.

Mayor Roberts asked Ms. Fambrough if any of the neighbors opposed the change. Ms. Fambrough stated that one neighbor came to the meeting and she was supportive of the change. Council Member Stasey asked Ms. Fambrough if the applicant was in agreement with the conditions. Ms. Fambrough stated that the requestor is in agreement with the conditions and Dr. Gasca confirmed that they are in agreement with the conditions. Mr. Causey stated that he is glad that the Town has this process in place and that he feels this process protects the citizens of Annetta. He stated that he appreciates the Gascas going through the process. Council Member Coffman moved to approve the ordinance for a change from R-1 Residential to R-1 Residential with a Special Use Permit (SUP) to allow an accessory dwelling unit to be constructed on the same lot as the main dwelling unit. The accessory dwelling unit is to be used by a person or persons related to occupants of the main dwelling unit. The property is located at 1381 Old Annetta Road on 2.204 acres, platted as Lot 3, Block 1, Windmill Estates PC E-470 Subdivision, Town of Annetta, Parker County, Texas. Council Member Causey seconded the motion. Council Member Coffman amended his motion to add that this is approved with the conditions stated earlier, Council Member Causey seconded the motion, with all aye. Motion passed unanimously. Mayor Roberts closed the public hearing at 7:27 p.m.

- c. **Public hearing on Town of Annetta zoning change:** Consider ordinance for a change from R-1 Residential to R-1 Residential with a Special Use Permit (SUP) to allow an accessory dwelling unit to be constructed on the same lot as the main dwelling unit. The accessory dwelling unit to be used by a person or persons related to occupants of the main dwelling unit. The property is located at 105 Rosemeade Court on 2.000 acres, platted as Lot 10, Block 1, Rosemeade Addition Subdivision, Town of Annetta, Parker County, Texas. Mayor Roberts opened the public hearing at 7:28 p.m. and requested Casey Williams to address City Council. Casey Williams stated that he has three young boys and is needing additional space for his family. He stated that he has a large family and is also needing space for when his family comes to visit. Mr. Williams stated that he is requesting to build a 1,400 square foot accessory dwelling. He stated that his home is on the "smaller side" of the other homes in his development and would like the accessory dwelling

to add square footage to his property. Council Member Stasey asked Mr. Williams if he plans to use the existing driveway to access the accessory dwelling. Mr. Williams stated that yes, they plan to extend the driveway. He stated that they plan to take the fence down to access the pool. Mr. Williams asked if he needs a permit to replace the fence. City Secretary, Jamee Long, stated that the Town does not require a fence permit at his location. Mr. Williams stated that the house will be the barrier for the pool instead of the fence. Ms. Long stated that there would need to be a locked door so the pool could not be accessed by children. Planning & Zoning Commission Chairperson, Traci Fambrough, stated that the Commission unanimously voted to recommend approval to City Council. Ms. Fambrough stated that the Commission approved the zoning change with the following conditions:

1. The accessory dwelling will be built in accordance with the ordinance.
2. The accessory dwelling may only be used by the property owner or nonpaying guests of the property owner.
3. The accessory dwelling height, area and yard requirements shall be the same as the main structure. An accessory dwelling unit, other than a garage apartment, shall not exceed the height of the principle building on the lot it is constructed.
4. The accessory dwelling shall not have separate utility meters and connections unless required otherwise.
5. The accessory dwelling may be sold only with the sale of the entire property, including the main dwelling unit.

Council Member Causey asked Ms. Fambrough if any neighbors opposed the change. She stated that there was no opposition. Council Member Stasey asked Mr. Williams if he approves of the conditions stated. Mr. Williams stated that he approves of the conditions. Mr. Williams stated that there are deed restrictions in Rosemeade. He stated that the developer, Steve Hawkins, has "signed off" on the approval of his accessory dwelling. Mr. Williams stated that Mr. Hawkins did request a landscaping schedule and he will present that to Mr. Hawkins. Mr. Williams stated that Mr. Hawkins is fine with this as long as the Planning & Zoning Commission and City Council approve. Council Member Mudge moved to approve the ordinance for a change from R-1 Residential to R-1 Residential with a Special Use Permit (SUP) to allow an accessory dwelling unit to be constructed on the same lot as the main dwelling unit with the conditions stated earlier. The accessory dwelling unit to be used by a person or persons related to occupants of the main dwelling unit. The property is located at 105 Rosemeade Court on 2.000 acres, platted as Lot 10, Block 1, Rosemeade Addition Subdivision, Town of Annetta, Parker County, Texas. Council Member Coffman seconded the motion, with all aye. Motion passed unanimously. Mayor Roberts closed the public hearing at 7:38 p.m.

- d. **Discussion and Action:** Consider a contract and cost estimate with CMJ Engineering regarding the Lakes of Aledo ground storage tank. City Secretary, Jamee Long, stated that the proposed work is for geotechnical engineering for the proposed tank location. Council Member Stasey stated that this is for the area around where the tank will be placed and these are requirements for the equipment to be properly supported and drainage. Council Member Coffman moved to approve the contract and cost estimate with CMJ Engineering regarding the Lakes of Aledo ground storage tank, Council Member Stasey seconded the motion, with all aye. Motion passed unanimously.
- e. **Discussion and Action:** Consider a resolution updating and adopting the Town's investment policy. City Secretary, Jamee Long, stated that this is reviewed annually and that individual names have been added to the resolution. Council Member Coffman moved to approve a resolution updating and adopting the Town's investment policy, Council Member Mudge seconded the motion, with all aye. Motion passed unanimously.

- f. **Discussion and Action:** Consider an ordinance amending the 2021-22 Town of Annetta Budget. City Secretary, Jamee Long, stated that this amendment will not be taking money from the Town's reserves but will be moving money. She stated that \$11,615 is being requested to move from the CCPD budget for "UTV - CCPD" to "Parker County Sheriff's Department Patrols." Ms. Long stated that \$200,000 is being requested to move from the Enterprise Fund "CLFRF Grant Revenue" to "Generators," and \$16,000 from "Yard Improvements – Thunder Head" to "Chlorination Room/Lab." Mayor Roberts thanked Ms. Long for her hard work in applying for the CLFRF Grant and for her extra work in the reporting process. Mayor Roberts stated that she is happy that the Town now operates its own water and wastewater systems and there are plans to use the CLFRF Grant for a utility building and generators. Council Member Coffman stated that the CLFRF Grant could not have come at a better time and is happy for the Town's progress. Council Member Coffman moved to approve an ordinance amending the 2021-22 Town of Annetta Budget, Council Member Causey seconded the motion, with all aye. Motion passed unanimously.
- g. **Discussion and Action:** Review recommendations by Town Staff and the Annetta Finance Committee for the FY 2022-2023 Budget and schedule public hearing and official notice as may be required by law. Council Member Causey moved to schedule a public hearing on the FY 2022-2023 Budget for August 15, 2022 and schedule another budget workshop on July 21, 2022, Council Member Mudge seconded the motion, with all aye. Council Member Causey stated that the Finance Committee has met and is reviewing the budget with the Town's engineers. Motion passed unanimously.
- h. **Discussion:** Budget FY 2022-23 workshop. Council Member Causey stated that the Finance Committee has been reviewing current expenses with past expenses to coordinate next year's budget based on what items are trending. He stated that General Fund revenues are trending higher than normal. He stated that the Finance Committee is reviewing possible capital expenditures. He welcomes input from the Town's citizens throughout the budget process. He stated that at next month's workshop he plans to present preliminary budget numbers. Mayor Roberts stated that the Finance Committee reviews actual expenses from prior years to calculate budget estimates. She stated that the Town's engineers have recently completed the audit of the Town's water and wastewater systems, and their proposed capital expenditures will be included in future budgets. Council Member Stasey discussed the Town's water system, revenues and developers paying the costs associated with their development. He stated that the Town does not spend taxpayer dollars for development costs. Council Member Stasey stated that surrounding cities are increasing water rates but the Town of Annetta has no plan to raise water rates. Council Members Stasey, Causey and Coffman discussed the Town's good bond rating and accomplishments with no ad valorem tax. Council Member Causey discussed SCADA and the Town's water wells. Mayor Roberts stated that the Town's operators monitor SCADA 24/7. Council Member Coffman asked if there has been research regarding alternate sources of water. Council Member Causey stated that Fort Worth's water system is extending closer to our area. Council Member Coffman stated that planning needs to be done for future water sources. Citizen, Casey Williams, asked about the Town's budget. Council Member Causey stated that the Town usually adds money to reserves each year. Council Member Coffman stated that the City Council wants to continue to operate with no property tax. Citizen, Nick Gasca, asked about road specifications in Annetta. Council Member Coffman stated that the road specifications for developers are in the Town's Engineering Design Manual. Council Member Stasey discussed the Engineering Design Manual, infrastructure, and the rural feel in Annetta. Council Member Causey discussed the Town's different funds with citizen, Casey Williams.
- i. **Announce winner of book contest.** Mayor Roberts stated that this month's children's book is On the Nature Trail. There were nine entries in the contest and the winner was 155 Lakeview Drive.

XI. **Old Business:** None.

XII. Items of Community Interest. Mayor Roberts discussed the importance of water conservation due to high temperatures and the drought. She stated that the Town is not under water restrictions but requested customers to limit irrigation. Council Member Coffman stated that yards should be kept at 4 inches to assist in water conservation. City Secretary, Jamee Long, stated that the Consumer Confidence Reports will be going out this week and there is also information in the mailer about water conservation. Council Member Causey reminded everyone about the upcoming Parker County Peach Festival. Council Member Stasey reminded everyone about Father's Day this weekend.

XIII. Adjournment: With no further business before the council, the Mayor adjourned the meeting at 8:37 p.m.

These minutes were approved on the 21st day of July, 2022.



Jamee Long, City Secretary



Sandy Roberts, Mayor