



**REGULAR MEETING OF THE
SALADO BOARD OF ALDERMEN**

REGULAR MEETING AGENDA

**6:30 P.M., THURSDAY, JANUARY 7, 2015
MUNICIPAL BUILDING
301 NORTH STAGECOACH, SALADO, TX
BOARD OF ALDERMEN CHAMBERS**

I. CALL TO ORDER

1. Invocation/Moment of Silence
2. Pledge of Allegiance, Texas Pledge of Allegiance

(“Honor the Texas flag: I pledge allegiance to thee, Texas, one state under God, one and indivisible.”)

II. PROCLAMATIONS / SPECIAL RECOGNITION

None.

III. PUBLIC COMMENTS

3. Citizens who desire to address the Board of Aldermen on any matter may sign up to do so prior to this meeting. Public comments on issues not listed on the agenda will be received during this portion of the meeting. Comments related to items on the agenda will be received during consideration of the individual agenda item. Please limit comments to 3 minutes. No discussion or final action will be taken by the Board of Aldermen.

IV. REPORTS

- Mayor’s Report
- Police Department Report, Chief Jack Hensley
- Fire Department Report, Chief Shane Berrier
- Chamber of Commerce/Tourism Bureau Report, Executive Director Mary Poche’
- Village Administrator’s Report

V. CONSENT AGENDA

All items listed under this section, Consent Agenda, are considered to be routine by the Board of Aldermen and may be enacted by one motion. If discussion is desired by the Board of Aldermen, any item may be removed from the Consent Agenda at the request of an Alderman and will be considered separately.

4. Consider approving the Consent Agenda item:
 - a. Minutes, December 10, 2015, Special Called Meeting and Workshop.

VI. REGULAR SESSION

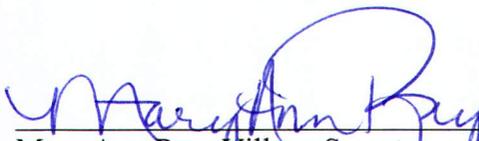
5. Presentation, discussion, and possible action on reconsideration of a variance to Section 4.2b, Protection of Drainage and Creek Areas, of the Subdivision Ordinance in accordance with Ordinance 2008-20 Flood Damage Prevention Ordinance, Section 4D Variance Procedures, for the Creekside Meadow subdivision.
6. Presentation, discussion, and possible action on a request for a waiver to Section 3.1 of the Subdivision Ordinance (road curvature) for Windmill Estates, a subdivision located in the Village's Extraterritorial Jurisdiction.
7. Presentation, discussion, and possible action on a request for a waiver to Section 3.1 of the Subdivision Ordinance (cul-de-sac length) for Salado Country Estates, a subdivision located in the Village's Extraterritorial Jurisdiction.
8. Discussion and possible action on a policy to set forth guidelines for the establishment, membership, scope, term, and conduct of existing and future Committees and Citizen Advisory Boards appointed by the Board of Aldermen.

VII. ADJOURN

The Village of Salado reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

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 Village Secretary's office at (254) 947-5060 for further assistance.

I hereby certify that a true and correct copy of this Notice of Meeting was posted in a public place at 6:15 p.m. on **Monday, January 4, 2016**.



Mary Ann Ray, Village Secretary

Removed from display: _____

POLICE DEPARTMENT

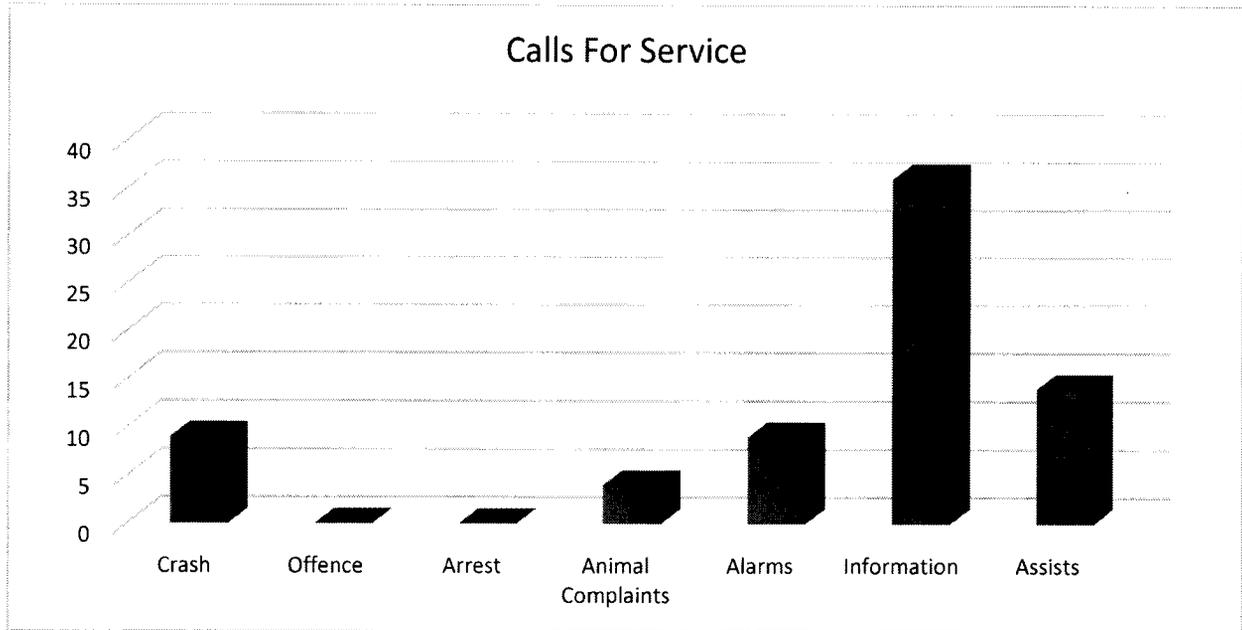
MONTHLY REPORT

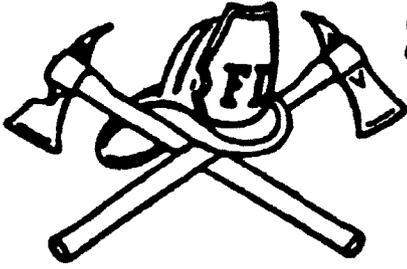
FOR THE MONTH ENDING December 31, 2015

Update General Orders	Have been reviewing the current operations manual and updating the policies to meet the Best Practices guideline. There are currently 169 sections in the Best Practices manual. 47 sections have been completed and pending committee review.
Emergency Operations	<ul style="list-style-type: none"> • The Emergency Operations Plan and Annexes have been completed, however we will continue to gather additional data. This will be presented at a workshop • Need to assign someone to serve as Emergency Management Coordinator • The annex's are completed and we are now in compliance with the state standards. We are now working on the Basic Plan and will have this on a future work shop agenda. We are drafting ordinances and resolutions that may be used in the event of a disaster. Need to establish interlocal agreements with partners in the area that will assist us during an emergency. • Identify resource list and arrangements for goods and materials necessary during emergency
Develop 5 year action/strategic plan	The construction of a Police Department strategic plan 2014 / 2018 Has been completed.

Early Outdoor Warning Systems	Starting to gather information about vendors and types of programs.
Training report	No training this month –
Employee Evaluation	All evaluations have been completed / Chief waiting on his evaluation
New officer	Application process completed, new officer has been offered job, board approval

CONTINUING PROGRAMS		
House watch	Physically check the house while citizen is out of town	Positive feedback from citizens





Salado Fire Department

P.O. Box 503

Salado, Texas 76571

Tel. 254-947-8961 • Fax 254-947-1006

In the month of December Salado VFD has responded to the following calls

In the Village

15 - EMS

4 - Fire Calls

4 - MVA

County calls

21 - EMS

4 - Fire

7 - MVA

Shane Berrier

Fire Chief, Salado Vol. Fire Dept.

ACTION PLAN - 2016-17 PLAN - January 7, 2016 UPDATE

Goal Category	Objective	Activities/Means	Activity type	Resources Needed	Priority	Implementation Schedule	Status / Update
Networking/Member Support	Data gathering focus groups	Data to be used in website update & revamp	Chamber/Tourism	Staff/ website provider	1	January 2016	Categories set, calls being made to set up participants in group
Business Support	Conduct activities that increase business awareness in the community	ribbon cuttings, groundbreaking, quality information programs	Chamber	Staff	1	Ongoing	Two Ribbon Cuttings set for January 2016-Jan. 12 with Egbert Automotive and Jan. 20 with Bloomer Trailer; Bloomer Trailer earmarked for a Chamber Mixer tentatively scheduled in late February or early March
Business Support	Support business/lodging marketing and advertising efforts	Create marketing plan	Tourism/Chamber	Staff	1	Q1 2016	Executive Director gathering data to aid in creation of marketing plan – Goal is to have marketing plan complete by end of January 2016
Support members (increase membership)	Improve communication with current and inactive chamber members	Executive Director & Marketing/Event Manager getting out into community	Chamber	Staff	1	2016	New Marketing/Event Manager and Exec. Director getting out one or two days per week to meet with those on culled list now considered leads; will also work on recruiting members outside of Salado ----regional players
Quality of life	Support quality of life initiatives	-Identify capital improvement and facility projects that improve quality of life	Chamber/Tourism	Staff	2	2016-2017	Village/Tourism working on infrastructure, sidewalks and signage. Will act in support of newly acquired (announced early December 2015) TXDOT grant
Tourism development	Hold events that attract tourists and overnight stay	- Wildflower Art Show - Mother's Getaway weekend - Midnight Madness Down Main - Salado Fine Art Invitational - Chocolate & Wine Weekend - Christmas Stroll	Chamber/Tourism	Budget Volunteers New ad campaign marketing	1	2015-2016	First Tourism derived event is Salado on the Rocks on Feb. 12----turning it into a successive day event to encourage overnight lodging; currently have two lodging facilities committed to co-market event & will establish others; looking at programming and possible brunch event to create more substantial "experience"
Tourism development and awareness	Website revamp mobile enabled with creation of potential Salado app	-to facilitate event booking - Create packages including other regional businesses to create better tourist experiences – e.g. hunt weekend at Solana with spouse in Village -Featuring tourism businesses -	Chamber/Tourism	Budget Staff Outsource provider	1	2016 - 2017	Create more Salado packages for groups. Work with Wildfire Ranch and Solana Ranch and Stillhouse Hollow lake. Will work to secure Green Egg Festival, and Packard Group for next year.
Goal Category	Objective	Activities/Means	Activity	Resources	Priority	Implementation	

Goal Category	Objective	Activities/Means	Activity Type	Resources Needed	Priority	Implementation Schedule	
Tourism Awareness	Improve way finding	-Install kiosks -IH 35 Gateway sign	Tourism/ Chamber/	Budget	2	2015 -2016	No update to existing information. (see below) Have been working with TxDOT for the last several years for our IH35 gateway sign. Met in the last two weeks with Betsy Pittman with TXDOT to discuss installation of both signs, timing, covered cost, landscaping etc.
Tourism development	Promote Salado through print materials	-Visitors Guide	Chamber/ Tourism	Budget Business support	1	2016	Currently working on membership renewals which drive guide's content; currently working on ad sales; had Dec. 31 as "drop dead" date for receiving information will now have to do call campaign because slow to come in----Goal for Visitor's Guide publication and distribution is January 31.
Tourism development	Improve marketing activities and approaches	-Create marketing plan -Reflect tourism study recommendations -Expand use of social media	Tourism/ Chamber	Time Budget	1	2016	Collecting Media Kits specific to publications and other media that reach the "Texas Triangle – DFW/Houston/Austin/San Antonio; using a guerrilla grass roots marketing effort
Tourism development	Further identify existing venues	-Develop and implement Tourism / Venue Master Plan – -Define what we have & what is missing: Inventory of venues, restaurants, retailers, meeting space (type, hours, presence on road)	Tourism	Time Budget	1	2016	Executive Director working on VENUE MASTER INVENTORY and will use in guerilla/grass roots boots on the ground marketing
Tourism development	Attract groups (tour and meeting) for destination meetings	- Create and distribute materials to recruit tour and meeting groups -utilize social media -develop and execute list of organizations to market to -Identify additional ways to recruit	Tourism/ Chamber	Time Budget	1	2016	Executive Director to make sales calls in Texas Triangle and reach out to established tour groups – need to find out their needs to make sure we can accommodate or come up with solutions for accommodations (e.g. like bus parking etc.)
Business Development - including recruitment, expansion & retention	Make community aware of role the Governor's Office for the State of Texas plays in local communities in business recruitment, expansion & retention	Met with Community Relations Director – Larry McManus	Tourism	Time	2	2016	Schedule program for Salado business & industry where Larry McManus talks to them about the initiatives of the Governor's Office for Business Development including recruitment, expansion & retention Goal is to set this up as a quality, value add for the business/lodging community. Prime goal is to make them aware of economic development support they could have on a state level

Additional Information not regarding the Action Plan:

- Erin Klingemann – Marketing/Event Manager getting oriented and prioritizing work
- Christmas Stroll – (have asked Event Chairman to provide feedback from merchants and should have information for Jan. 7th meeting after that morning's download meeting)
- Chamber Banquet – Thursday, January 28th at Tenroc– all invitations are out– encourage attendance to show support for our new staff and their program of work and outgoing and incoming Chamber governing body; can register your attendance by going to Salado.com on the home page and clicking on the invitation—questions---contact Erin Klingemann 254-947-5040; eklingemann@saladotx.gov

Village of Salado, Texas
Board of Aldermen
Special Called Meeting and Workshop
Meeting Minutes
6:30 p.m. Thursday, December 10, 2015
Municipal Building, 301 N. Stagecoach Road

Present: Mayor Skip Blancett, Mayor Pro Tempore Fred Brown, Alderman Frank Coachman, Alderman Amber Dankert, Alderman Michael McDougal.

Absent: Alderman David Williams

Others Present: Kim Foutz, Village Administrator; Mary Ann Ray, Village Secretary; Jack Hensley, Chief of Police; Mary Poche', Executive Director, Salado Chamber of Commerce and Tourism Bureau.

I. Call to Order.

Mayor Blancett called the meeting to order at 6:32 p.m.

1. The Mayor opened the meeting with a moment of silence.
2. The Mayor led the Pledge of Allegiance and the Texas Pledge of Allegiance.

II. Proclamations / Special Recognition.

The Board of Aldermen presented certificates to a group of Salado High School students who conducted a volunteer work day at the Municipal Building and the Chamber of Commerce as part of their Leadership class. The Board also presented a certificate to Susan Terry of Keep Salado Beautiful for the installation of a Native Garden at College Hill.

III. Public Comments.

3. Maurice Striegler, 901 Salado Oaks Drive, expressed concern about plans to make Salado Oaks Drive as a through street to the Sanctuary Development. He distributed a related packet to members of the BOA (see attached).

Linda Reynolds, 507 Santa Rosa, described circumstances that led her to be in the Christmas parade; thanked Alderman Dankert for being a fine role model for young women; and thanked in advance the board member would make a motion to remove two items from the Consent Agenda for individual discussion.

K.D. Hill, 1221 Baines, expressed appreciation for the BOA's support of the Ultra 520K Texas endurance race scheduled for the Spring in and around Salado.

IV. Reports.

Mayor's Report: Mayor Blancett reported that the first weekend of the Christmas Stroll was very good. He announced the Town Hall forum on Sanctuary to be conducted at 6:30 p.m. Monday, December 14, 2015, at the Municipal Building. He gave an update on the Interstate-35 construction and described the weekly tour of the construction site he takes with representatives of TxDOT. He also reported that the Village will ask the Governor for a portion of the late-fee funds paid by James Construction

Police Department Reports: Chief Hensley reported that the General Orders are still in review. An officer who has been on light duty will return to regular duty in eight days. Two candidates will be interviewed for the open position within the department. (See attached report.)

Fire Department Report: Chief Shane Berrier reported that November was a busy month for automobile accidents. He reported that his firefighters receive regular training and that the department received a \$200,000 grant from the U.S. Forestry Service for the purchase of a \$230,000 brush truck. The department will raise the additional \$23,000 needed to purchase the truck. (See attached report.)

Chamber of Commerce/Tourism Bureau Director's Report: Mary Poche' covered highlights from the Chamber/Bureau action plan. More emphasis will be placed on memberships. Anecdotal feedback indicates that Small Business Saturday was a success despite poor weather conditions. She introduced Erin Klingemann, the new Marketing and Event Manager for the Chamber/Bureau. (See attached report.)

V. Consent Agenda.

4. Consider approving the Consent Agenda items:
 - a. Minutes, November 19, 2015, Regular Meeting
 - b. Resolution (R-2015-129) supporting the Ultra 520K Texas three-day endurance race in and around Salado.
 - c. Contract with Baylor Scott & White Health Plan for employee health coverage.
 - d. Authorize the position of Business Operations Administrator as a permanent part-time position in the Department of Chamber of Commerce and Tourism Bureau.
 - e. Agreement with Pape-Dawson Engineers for reimbursement or payment of expenses for engineering and surveyor services for the Village Wastewater Services Improvement Project in an amount not to exceed \$98,000
 - f. Services Agreement with James Construction Group, LLC, for reimbursement of Village costs associated with providing school-related traffic control services on and around the I-35 reconstruction project.
 - g. Agreement with Ron Carroll Surveyors for completion of certain surveying services for the Village Wastewater Services Improvement Project in an amount not to exceed \$10,000.

Alderman Coachman made a motion to remove items 4e and 4g from the Consent Agenda and approve Items a, b, c, d and f as presented. Alderman McDougal seconded. The motion carried unanimously.

Mayor Pro Tempore Brown made a motion to postpone Items 4e and 4g and put them on the first workshop session in January. The motion died for lack of a second.

Alderman Coachman made a motion to approve Item 4e, an agreement with Pape-Dawson Engineers for reimbursement or payment of expenses for engineering and surveyor services for the Village Wastewater Services Improvement Project in an amount of \$87,061.25. Alderman McDougal seconded.

There was discussion about the need for Pape-Dawson Engineers and Ron Carroll Surveyors, and concern about possible duplication of services and excessive pricing with respect to jurisdictional waters. Alderman Coachman pointed out that the Village has already agreed to pay this invoice and that the invoices must be paid in order to receive the deliverables. Without deliverables, the Village would have to hire a surveyor firm to re-survey all areas involved.

The motion carried unanimously.

Alderman McDougal made a motion to approve Item 4g, an agreement with Ron Carroll Surveyors for completion of certain surveying services for the Village Wastewater Services Improvement Project in an amount of \$7,775. Alderman Coachman seconded. The motion carried unanimously.

VI. Regular Session.

5. Presentation, discussion, and possible action on reconsideration of a variance to Section 4.2b, Protection of Drainage and Creek Areas, of the Subdivision Ordinance in accordance with Ordinance 2008-20 Flood Damage Prevention Ordinance, Section 4D Variance Procedures, for the Creekside Meadow subdivision.

Alderman McDougal made a motion this item until the January 7, 2015, meeting at the request of the applicant. Alderman Dankert seconded.

There was discussion about how water will be diverted if the variance is approved.

The motion carried unanimously.

6. Hold a Public Hearing and consider adopting a Resolution (R-2015-131) granting a petition of landowners within portions of the 276 acres of land of the H.W. Hurd Survey, the Edward A. Pitts Survey, the Benjamin Boles Survey, the James P. Wallace Survey, and the William Roberts Survey in Bell County, Texas more particularly described in the petition for annexation requesting Annexation for inclusion of the following property into the Village of Salado corporate limits, (*aka Sanctuary Development*), lying adjacent and contiguous to the present corporate limits of the Village of Salado; adopting a timetable for completing annexation; directing staff to perform activities necessary for the initiation of annexation proceedings; directing staff to develop a Municipal Services Plan; and calling for two public hearings.

Administrator Foutz explained that first the Village must accept the petitions for annexation, requiring tonight's the public hearing, and that the public hearings on annexation will take place January 14 and 21, 2016.

The Mayor opened the public hearing at 8:10 p.m.

Linda Reynolds addressed Wildfire Ranch's role in annexation and requested that notices about the public hearings on annexation be published in the Salado Village Voice.

The Mayor called twice more for speakers and closed the public hearing at 8:12 p.m.

Alderman Coachman made a motion to approve Resolution R-2015-131 granting a petition of landowners within portions of the 312.381 acres of land for annexation as presented. Alderman McDougal seconded.

There was discussion about service plans and cost analyses of such plans. Alderman Coachman said the appraised value of the land to be annexed is currently listed at close to \$3 million.

The motion carried unanimously.

7. Hold a Public Hearing and consider adopting a Resolution (R-2015-132) granting a petition of landowners requesting annexation of 20.017 acres of land out of Young Williams Survey, Abstract No. 861 in Bell County, Texas (locally known as Hidden Glen Senior Living Development), lying adjacent and contiguous to the present corporate limits of the Village of Salado; adopting a timetable for completing annexation; directing staff to perform activities necessary for the initiation of annexation proceedings; directing staff to develop a Municipal Services Plan; and calling for two public hearings.

Administrator Foutz explained that both annexation requests will be processed at the same time because of the associated costs and staff effort.

The Mayor opened the public hearing at 8:25 p.m.

Darlene Walsh, 1110 Mill Creek Drive, questioned whether the golf cart path could be made into an actual road and expressed concern about agricultural exemptions.

Terry Crowell, 1501 Elizabeth Circle, questioned whether the Village will be responsible for any water problems created by the development.

Linda Reynolds asked about whether smoking would be allowed in the individual units of the development. .

The Mayor closed the public hearing at 8:30 p.m.

Alderman McDougal made a motion to approve Resolution R-2015-132 granting a petition of landowners requesting annexation of 20.017 acres of land as presented. Alderman Coachman seconded. The motion carried unanimously.

8. Discussion and possible action on a Request for Consent to the Creation of a Municipal Utility District to be named Sanctuary Municipal Utility District.

Administrator Foutz explained that this request for the MUC was received October 2, 2015, the Village received a petition from Sanctuary to create a Municipal Utilities District. The Village has 90 days to respond. She said the petitioner has indicated a desire to withdraw the request, and this resolution ratifies that we decline support of the MUD.

Alderman Coachman made a motion to approve Resolution R-2015-133 denying the petition requesting the creation of Sanctuary Municipal Utility District received on October 2, 2015. Alderman Dankert seconded.

Alderman Coachman explained that the Village has 90 days to respond to the petition for the MUD, and an official letter of withdrawal of the petition has not been received.

The motion carried unanimously.

The Mayor closed the Regular Session at 8:35 p.m.

Mayor Pro Tempore Fred Brown opened the Workshop Session at 8:50 p.m.

VII. Workshop Session.

9. Discussion on the process and approach or review and approval of Standard Operating Procedures and General Orders for the Police Department.

There was general discussion about developing a procedure for review, format, and turnaround time of the procedure and general orders for the Police Department. Chief Hensley reported that 47 of 161 sections have been completed and made specific to the Village. A committee will be formed to work on this item, with the scope of the committee brought to the January 7, 2016, meeting. Individual council feedback will be sought for the scope and makeup of the committee.

10. Discussion on land acquisition for a second wastewater treatment plant site.

There was discussion on the value of purchasing a site on the west side for a second wastewater treatment plant to serve the anticipated growth on that side of town. Two tracts of land were discussed. The west side wastewater plant site will require a separate TECQ permit. There was discussion about the Sanctuary Wastewater Treatment Plant handling 200,000 gallons and the west side treatment plant handling 100,000.

11. Discussion on an amendment to Zoning Ordinance, (Ordinance 2013.08) Section 5.3, Fencing, Walls and Screening Requirements as it relates to Single-Family and Duplex standards.

Administrator Foutz showed a PowerPoint about various fence types; aldermen gave feedback about what type of fencing materials should be permitted. There also was discussion about what constitutes grandfathering.

The Mayor closed the workshop at 9:54 p.m.

VIII. Adjourn.

Alderman McDougal made the motion to adjourn. Alderman Coachman seconded.

Mayor Blancett adjourned the meeting at 9:55 p.m.

Skip Blancett, Mayor

Mary Ann Ray, Village Secretary

BOARD OF ALDERMAN
AGENDA ITEM MEMORANDUM

1/7/16
Item #5
Regular Agenda
Page 1 of 1

DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator

ITEM DESCRIPTION: Presentation, discussion, and possible action on reconsideration of a variance to Section 4.2b, Protection of Drainage and Creek Areas, of the Subdivision Ordinance in accordance with Ordinance 2008-20 Flood Damage Prevention Ordinance, Section 4D Variance Procedures, for the Creekside Meadow subdivision.

STAFF RECOMMENDATION: Staff and the Village Engineer originally recommended approval. See attached letter from the Village Engineer. Also, the applicant has agreed to not build fences in the adjusted flood plain and upon completion, install vegetation rolls to prevent erosion. If this item is to be approved, please include these provisions.

ITEM SUMMARY AND ANALYSIS: This item was originally considered at the November 5th Regular BOA meeting. The variance was denied based upon a vote of 2 in favor/3 against.

In accordance with the Village Subdivision Ordinance and Flood Damage Prevention Ordinance, the applicant, Randy Taylor hired an engineer to prepare an application and associated documentation for a Conditional Letter of Map Revision (CLOMR) to be approved by FEMA. The application is for the Creekside Meadow / Tuscan on the Creek subdivision which is just off of Van Bibber Road.

Since that time, the CLOMR was approved by FEMA and the Village Engineer has reviewed the application and recommends approval. Section 4.2b of the Subdivision prohibits cut and fill development activity and requires a variance by the Board of Aldermen for this activity to take place.

This item was placed back on the agenda at the request of Alderman Coachman and Alderman McDougal for reconsideration. The applicant, Billy Pipes as well as his engineer, will be present at the meeting.

FISCAL IMPACT: n/a

ATTACHMENTS:

- Engineer's recommendation letter
- CLOMR Request
- FEMA Letter and Conditional Letter of Map Revision Comment Document
- Plat



KASBERG, PATRICK & ASSOCIATES, LP
CONSULTING ENGINEERS
Texas Firm F-510

Temple
One South Main Street
Temple, Texas 76501
(254) 773-3731

RICK N. KASBERG, P.E.
R. DAVID PATRICK, P.E., CFM
THOMAS D. VALLE, P.E.
GINGER R. TOLBERT, P.E.
ALVIN R. "TRAE" SUTTON, III, P.E., CFM

Georgetown
1008 South Main Street
Georgetown, Texas 78626
(512) 819-9478

October 24, 2014

Mr. Edward (Jed) D. Sulak, Jr., P.E., C.F.M.
Morrison Hydrology
1600 Lake Air Drive
Waco, Texas 76710

Re: Tuscany on the Creek (Creekside Meadows)
Conditional Letter of Map Revision (CLOMR) Request
Salado, Texas

Dear Mr. Sulak:

We have completed our fourth review of the referenced CLOMR application which we received on October 23, 2014. All of our previous comments have been addressed and we have no additional comments regarding the CLOMR application at this time. Please submit the Community Acknowledgement Form to the Village of Salado for signature prior to submitting the application to FEMA.

Please also note that this plan will need to be submitted to and approved by the Village of Salado Board of Aldermen as a variance request from Section 4.2b of the Subdivision Ordinance prior to implementation in the field.

If you have any questions or comments, please call.

Sincerely,

John A. Simcik, P.E., C.F.M.

xc: 2002-105

Mayor Skip Blancett, Village of Salado
Ms. Kim Foutz, Village of Salado
Ms. Margaret Murray, Village of Salado
Mr. Larry Berrier, Village of Salado
Mr. Billy Pipes, Owner



Federal Emergency Management Agency

Washington, D.C. 20472

August 28, 2015

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

The Honorable Skip Blancett
Mayor, Village of Salado
P. O. Box 219
Salado, TX 76751

IN REPLY REFER TO:

Case No.: 15-06-0774R

Community Name: Village of Salado, TX
Community No.: 480033

Dear Mayor Blancett:

We are providing our comments with the enclosed Conditional Letter of Map Revision (CLOMR) on a proposed project within your community that, if constructed as proposed, could revise the effective Flood Insurance Study report and Flood Insurance Rate Map for your community.

If you have any questions regarding the floodplain management regulations for your community, the National Flood Insurance Program (NFIP) in general, or technical questions regarding this CLOMR, please contact the Director, Mitigation Division of the Federal Emergency Management Agency (FEMA) Regional Office in Denton, Texas, at (940) 898-5127, or the FEMA Map Information eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP). Additional information about the NFIP is available on our Web site at <http://www.fema.gov/nfip>.

Sincerely,

A handwritten signature in black ink, appearing to read "Luis Rodriguez".

Luis Rodriguez, P.E., Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration

List of Enclosures:

Conditional Letter of Map Revision Comment Document

cc: Ms. Kim Foutz
Village Administrator

Mr. Edward D. Sulak, Jr., P.E., CFM
Project Manager
BSP Engineers, Inc.



Federal Emergency Management Agency

Washington, D.C. 20472

CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT

COMMUNITY INFORMATION		PROPOSED PROJECT DESCRIPTION	BASIS OF CONDITIONAL REQUEST
COMMUNITY	Village of Salado Bell County Texas	FILL	FLOODWAY HYDRAULIC ANALYSIS UPDATED TOPOGRAPHIC DATA
	COMMUNITY NO.:		
IDENTIFIER	Tuscany on the Creek on Salado Creek Tributary 3	APPROXIMATE LATITUDE AND LONGITUDE: 30.954, -97.528 SOURCE: USGS QUADRANGLE DATUM: NAD 83	
AFFECTED MAP PANELS			
TYPE: FIRM*	NO.: 48027C0510E	DATE: September 26, 2008	* FIRM - Flood Insurance Rate Map

FLOODING SOURCE AND REACH DESCRIPTION

Salado Creek Tributary 3 – from approximately 940 feet downstream of Van Bibber Road to approximately 50 feet upstream of Van Bibber Road

PROPOSED PROJECT DESCRIPTION

Flooding Source	Proposed Project	Location of Proposed Project
Salado Creek Tributary 3	Fill Placement	from approximately 700 feet downstream of Van Bibber Road to approximately 100 feet downstream of Van Bibber Road

SUMMARY OF IMPACTS TO FLOOD HAZARD DATA

Flooding Source	Effective Flooding	Proposed Flooding	Increases	Decreases
Salado Creek Tributary 3	Zone AE	Zone AE	Yes	Yes
	BFEs	BFEs	Yes	Yes
	Floodway	Floodway	Yes	Yes
	Zone X (shaded)	Zone X (shaded)	None	Yes

* BFEs - Base (1-percent-annual-chance) Flood Elevations

COMMENT

This document provides the Federal Emergency Management Agency's (FEMA's) comment regarding a request for a CLOMR for the project described above. This document is not a final determination; it only provides our comment on the proposed project in relation to the flood hazard information shown on the effective National Flood Insurance Program (NFIP) map. We reviewed the submitted data and the data used to prepare the effective flood hazard information for your community and determined that the proposed project meets the minimum floodplain management criteria of the NFIP. Your community is responsible for approving all floodplain development and for ensuring that all permits required by Federal or State/Commonwealth law have been received. State/Commonwealth, county, and community officials, based on their knowledge of local conditions and in the interest of safety, may set higher standards for construction in the Special Flood Hazard Area (SFHA), the area subject to inundation by the base flood). If the State/Commonwealth, county, or community has adopted more restrictive or comprehensive floodplain management criteria, these criteria take precedence over the minimum NFIP criteria.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Map Information eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 847 South Pickett Street, Alexandria, VA 22304. Additional information about the NFIP is available on the FEMA Web site at <http://www.fema.gov/nfip>.

Luis Rodriguez, P.E., Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration

15-06-0774R

104



Federal Emergency Management Agency

Washington, D.C. 20472

CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT (CONTINUED)

COMMUNITY INFORMATION

To determine the changes in flood hazards that will be caused by the proposed project, we compared the hydraulic modeling reflecting the proposed project (referred to as the proposed conditions model) to the hydraulic modeling used to prepare the Flood Insurance Study (FIS) (referred to as the effective model). If the effective model does not provide enough detail to evaluate the effects of the proposed project, an existing conditions model must be developed to provide this detail. This existing conditions model is then compared to the effective model and the proposed conditions model to differentiate the increases or decreases in flood hazards caused by more detailed modeling from the increases or decreases in flood hazards that will be caused by the proposed project.

The table below shows the changes in the BFEs:

BFE Comparison Table

Flooding Source: Salado Creek Tributary		BFE Change (feet)	Location of maximum change
3			
Existing vs. Effective	Maximum increase	2.2	Approximately 30 feet downstream of Van Bibber Road
	Maximum decrease	0.7	Approximately 170 feet downstream of Van Bibber Road
Proposed vs. Existing	Maximum increase	None	
	Maximum decrease	0.1	Approximately 380 feet downstream of Van Bibber Road
Proposed vs. Effective	Maximum increase	2.2	Approximately 30 feet downstream of Van Bibber Road
	Maximum decrease	0.7	Approximately 170 feet downstream of Van Bibber Road

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Map Information eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 847 South Pickett Street, Alexandria, VA 22304. Additional information about the NFIP is available on the FEMA Web site at <http://www.fema.gov/nfip>.

Luis Rodriguez, P.E., Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT (CONTINUED)

COMMUNITY INFORMATION (CONTINUED)

DATA REQUIRED FOR FOLLOW-UP LOMR

Upon completion of the project, your community must submit the data listed below and request that we make a final determination on revising the effective FIRM and FIS report. If the project is built as proposed and the data below are received, a revision to the FIRM and FIS report would be warranted.

- Detailed application and certification forms must be used for requesting final revisions to the maps. Therefore, when the map revision request for the area covered by this letter is submitted, Form 1, entitled "Overview and Concurrence Form," must be included. A copy of this form may be accessed at <http://www.fema.gov/media-library/assets/documents/1343>.

- The detailed application and certification forms listed below may be required if as-built conditions differ from the proposed plans. If required, please submit new forms, which may be accessed at <http://www.fema.gov/media-library/assets/documents/1343>, or annotated copies of the previously submitted forms showing the revised information.

Form 2, entitled "Riverine Hydrology and Hydraulics Form." Hydraulic analyses for as-built conditions of the base flood, the 10-percent, 2-percent, and 0.2-percent-annual-chance floods, and the regulatory floodway, must be submitted with Form 2.

- A certified topographic work map showing the revised and effective base and 0.2-percent-annual-chance floodplain and floodway boundaries. Please ensure that the revised information ties-in with the current effective information at the downstream and upstream ends of the revised reach.

- An annotated copy of the FIRM, at the scale of the effective FIRM, that shows the revised base and 0.2-percent-annual-chance floodplain and floodway boundary delineations shown on the submitted work map and how they tie-in to the base and 0.2-percent-annual-chance floodplain and floodway boundary delineations shown on the current effective FIRM at the downstream and upstream ends of the revised reach.

- As-built plans, certified by a registered Professional Engineer, of all proposed project elements.

- A copy of the public notice distributed by your community stating its intent to revise the regulatory floodway, or a signed statement by your community that it has notified all affected property owners and affected adjacent jurisdictions.

- Documentation of the individual legal notices sent to property owners who will be affected by any widening or shifting of the base floodplain and/or any BFE increases along Salado Creek Tributary 3.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Map Information eXchange (FMIX) toll free at 1-877-336-2527 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 847 South Pickett Street, Alexandria, VA 22304. Additional information about the NFIP is available on the FEMA Web site at <http://www.fema.gov/nfip>.

A handwritten signature in black ink, appearing to read "Luis Rodriguez".

Luis Rodriguez, P.E., Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT (CONTINUED)

COMMUNITY INFORMATION (CONTINUED)

DATA REQUIRED FOR FOLLOW-UP LOMR (continued)

• FEMA's fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps may be accessed at <https://www.fema.gov/forms-documents-and-software/flood-map-related-fees>. The fee at the time of the map revision submittal must be received before we can begin processing the request. Payment of this fee can be made through a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or by credit card (Visa or MasterCard only). Please either forward the payment, along with the revision application, to the following address:

LOMC Clearinghouse
Attention: LOMR Manager
847 South Pickett Street
Alexandria, Virginia 22304

or submit the LOMR using the LOMC portal at <https://hazards.fema.gov/femaportal/onlinelomc/signin>.

After receiving appropriate documentation to show that the project has been completed, FEMA will initiate a revision to the FIRM and FIS report. Because the flood hazard information (i.e., base flood elevations, base flood depths, SFHAs, zone designations, and/or regulatory floodways) will change as a result of the project, a 90-day appeal period will be initiated for the revision, during which community officials and interested persons may appeal the revised flood hazard information based on scientific or technical data.

COMMUNITY REMINDERS

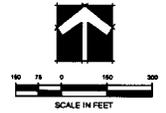
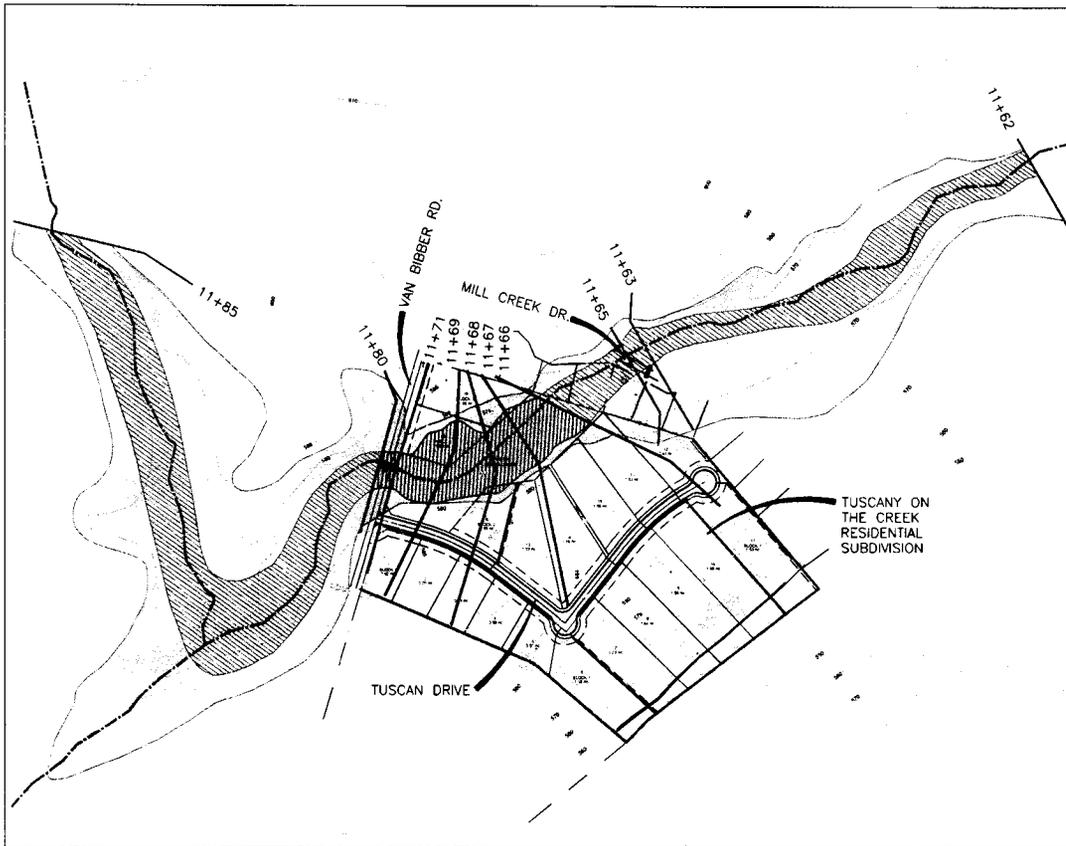
We have designated a Consultation Coordination Officer (CCO) to assist your community. The CCO will be the primary liaison between your community and FEMA. For information regarding your CCO, please contact:

Ms. Sandy Keefe
Director, Mitigation Division
Federal Emergency Management Agency, Region VI
Federal Regional Center, Room 206
800 North Loop 288
Denton, TX 76209
(940) 898-5127

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Map Information eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 847 South Pickett Street, Alexandria, VA 22304. Additional information about the NFIP is available on the FEMA Web site at <http://www.fema.gov/nfip>.

A handwritten signature in black ink, appearing to read "Luis Rodriguez".

Luis Rodriguez, P.E., Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration



LEGEND

-  100-YR FLOODPLAIN
-  100-YR FEMA FLOODPLAIN
-  100-YR FLOODWAY
-  100-YR FEMA FLOODWAY
-  CHANNEL CENTERLINE
-  CROSS-SECTION (EFFECTIVE MODEL)
-  CROSS-SECTION (SUPPLEMENTAL)
- 0+00 CROSS-SECTION STA.



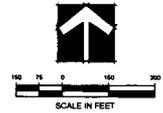
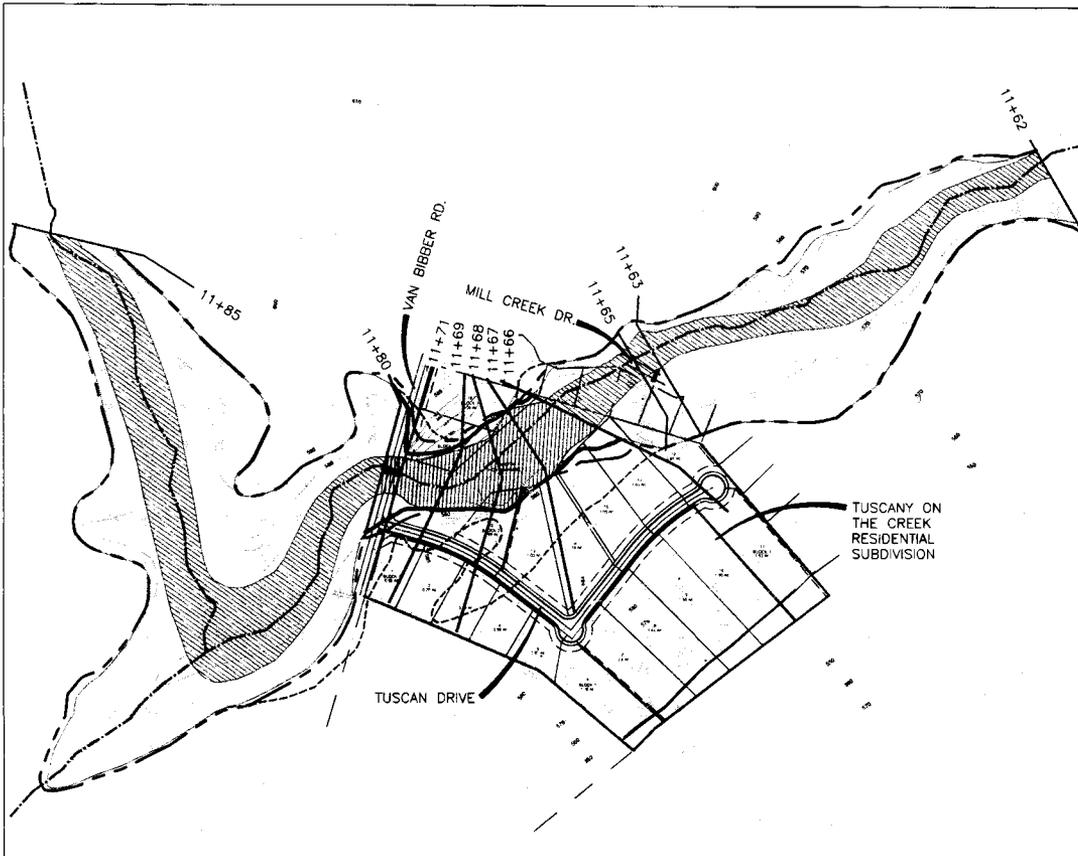
Firm No. 12696

**EXISTING CONDITIONS
100-YR FLOODPLAIN
TUSCANY ON THE CREEK
SALADO, TEXAS**



Edward D. Sulak, Jr.
07/15/2015

NAVD 88 VERTICAL DATUM



LEGEND

-  100-YR FLOODPLAIN
-  100-YR FEMA FLOODPLAIN
-  100-YR FLOODWAY
-  100-YR FEMA FLOODWAY
-  100-YR FEMA EFFECTIVE
-  500-YR FLOODPLAIN
-  CHANNEL CENTERLINE
-  CROSS-SECTION (EFFECTIVE MODEL)
-  CROSS-SECTION (SUPPLEMENTAL)
- 0+00 CROSS-SECTION STA.



Firm No. 12696

**PROPOSED CONDITIONS
100-YR FLOODPLAIN
TUSCANY ON THE CREEK**

SALADO, TEXAS



E.D. Sulak
07/15/2015

NAVD 88 VERTICAL DATUM

BOARD OF ALDERMAN

AGENDA ITEM MEMORANDUM

1/7/16
Item #6
Regular Agenda
Page 1 of 2

DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator

ITEM DESCRIPTION: Presentation, discussion, and possible action on a request for a waiver to Section 3.1 of the Subdivision Ordinance (road curvature) for Windmill Estates, a subdivision located in the Village's Extraterritorial Jurisdiction.

STAFF RECOMMENDATION: n/a

ITEM SUMMARY AND ANALYSIS: In November of 2006, the applicant applied for a variance to the subdivision ordinance to request 31' paved area as opposed to 40' with 100' right-of-way. This variance was approved. The concept plan was approved by Planning & Zoning and the Board of Aldermen in May of 2007. In August of 2008, after no work had been initiated, the applicant was sent a letter informing him that the application for the plat had expired and a new application would need to be submitted prior to any additional action.

In October 2010, the applicant again approached the Planning & Zoning Commission for approval of a concept plan which was approved. Meeting minutes indicate that the property owner and the Village were in discussions regarding annexation. However, the applicant has indicated that they do not wish to be annexed. The Board of Aldermen also approved the concept plan in October 2010, however noted that the 20' easement drawn on the concept plan at the back of the development should be extended to 24'. In May of 2011, the applicant requested another variance to allow for the exception of the required secondary entrance. This variance was recommended for approval by the Planning & Zoning Commission and the Board of Aldermen approved an alternative design which includes a single median that extends into the subdivision for an unbroken length of 200' to an intersection internal street which provides at least two routes to the interior of the subdivision.

The project was abandoned sometime after May 2011 and the applicant approached staff in late 2015 to pick up where the project left off. The Applicant was advised that a new application would be required. An application has been submitted and the applicant is requesting a third variance to the following Subdivision provision:

"At least fifty percent (50%) of the total centerline length of all streets (including collector streets) within a residential subdivision (or within each phase of a residential subdivision, unless otherwise approved by Board of Aldermen to apply to the subdivision in its entirety rather than each individual phase) shall be curvilinear in design."

Please note that the roadway in question is on the Village's Transportation Plan (see attached).

According to the ordinance, the Board of Aldermen shall not approve a waiver/suspension unless it shall make findings based upon the evidence presented to it in each specific case that:

1. Granting the waiver/suspension will not be detrimental to the public safety, health or welfare, and will not be injurious to other property or to the owners of other property, and the waiver/suspension will not prevent the orderly subdivision of other property in the vicinity;
2. The conditions upon which the request for a waiver/suspension is based are unique to the property for which the waiver/suspension is sought, and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape and/or topographical conditions of the specific property involved, a particular hardship to the property owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;
4. The waiver/suspension will not in any manner vary the provisions of the Zoning Ordinance or Comprehensive Plan or any other adopted plan(s) or ordinance(s) of the Village;
5. An alternate design will generally achieve the same result or intent as the standards and regulations prescribed herein.

Such findings of the Board of Aldermen, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board of Aldermen meeting at which a waiver/suspension is considered.

FISCAL IMPACT:

ATTACHMENTS:

- Concept Plan
- Village Transportation Plan



Transportation Plan

Thoroughfare to be located on the site

BOARD OF ALDERMAN

AGENDA ITEM MEMORANDUM

1/7/16
Item #7
Regular Agenda
Page 1 of 2

DEPT/DIVISION REVIEW: Chrissy Lee and Kim Foutz, Village Administrator

ITEM DESCRIPTION: Presentation, discussion, and possible action on a request for a waiver to Section 3.1 of the Subdivision Ordinance (cul-de-Sac length) for Salado Country Estates, a subdivision located in the Village's Extraterritorial Jurisdiction.

STAFF RECOMMENDATION: Staff recommends approval. The City Engineer and Fire Chief have reviewed the plat, and recommend approval with the proposed mitigation.

ITEM SUMMARY AND ANALYSIS: The proposed plat for Salado County Estates is located in the Village's ETJ. It is a large lot development with lots 4.5 acres or greater. The proposed cul-de-sac length is approximately 2800' and the Village Subdivision Ordinance limits cul-de-sac lengths to 600'. Below is the relevant language in the Subdivision Ordinance.

"p. A cul-de-sac street shall not be longer than six hundred feet (600'), and at the closed end shall have a turnaround bulb with an outside pavement diameter of at least eighty feet (80') and a right-of-way diameter of at least one hundred feet (100'). The length of a cul-de-sac shall be measured from the centerline of the intersecting street to the centerline of the cul-de-sac bulb."

As per the ordinance, the following should be considered:

- (a) Alternative designs which would reduce street or cul-de-sac length;
- (b) The effect of overlength streets upon access, congestion, delivery of municipal services, and upon convenience to residents of the subdivision in traveling to and from their homes; and
- (c) Means of mitigation, including but not limited to additional mid-block street connections, limitation on the number of lots to be served along an overlength street segment or cul-de-sac, temporary (or permanent) points of emergency access, and additional fire protection measures."

The City Engineer and Fire Chief reviewed this request and determined that adding two cul-de-sacs and or roundabouts would be an acceptable form of mitigation for this waiver request. In addition, the applicant has agreed to other mitigation elements: 1) a limit of two driveway cuts from the adjacent tract owned by the applicant; 2) no additional street may be connected to the cul-de-sac for the purpose of serving a new subdivision on the adjacent tract owned by the applicant; and 3) the nine lots may not be subdivided into smaller lots which would create additional traffic flow on the cul-de-sac. Please note that these requirements do not limit the

applicant from developing the adjacent tract they own; the applicant would need to extend the existing Mary Lane.

Staff met on site with the applicant and agrees with this recommendation, especially since the lots are very large and there are only nine lots being created.

Please see the attached, proposed final plat. The final cul-de-sac design is subject to change based upon County Engineer recommendations, however Village staff and engineer are comfortable with any changes that are made at the County's request.

Note: This subdivision ties into an unimproved road, Mary Lane, which connects to Blackberry. Currently, the Subdivision Ordinance does not have clear language that all new roads must tie into existing, improved roads. Staff recommends that the Subdivision Ordinance be modified at a *future date* to address this oversight in the ordinance.

According to the ordinance, the Board of Aldermen shall not approve a waiver/suspension unless it shall make findings based upon the evidence presented to it in each specific case that:

1. Granting the waiver/suspension will not be detrimental to the public safety, health or welfare, and will not be injurious to other property or to the owners of other property, and the waiver/suspension will not prevent the orderly subdivision of other property in the vicinity;
2. The conditions upon which the request for a waiver/suspension is based are unique to the property for which the waiver/suspension is sought, and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape and/or topographical conditions of the specific property involved, a particular hardship to the property owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;
4. The waiver/suspension will not in any manner vary the provisions of the Zoning Ordinance or Comprehensive Plan or any other adopted plan(s) or ordinance(s) of the Village;
5. An alternate design will generally achieve the same result or intent as the standards and regulations prescribed herein.

Such findings of the Board of Aldermen, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board of Aldermen meeting at which a waiver/suspension is considered.

FISCAL IMPACT: None

ATTACHMENTS: Draft of proposed final plat

BOARD OF ALDERMAN

AGENDA ITEM MEMORANDUM

1/7/16

Item #8

Regular Agenda

Page 1 of 1

DEPT/DIVISION REVIEW: Mary Ann Ray

ITEM DESCRIPTION: Discussion and possible action on a policy to set forth guidelines for the establishment, membership, scope, term, and conduct of existing and future Committees and Citizen Advisory Boards appointed by the Board of Aldermen.

STAFF RECOMMENDATION: Staff recommends approval

ITEM SUMMARY AND ANALYSIS: The Board of Aldermen has a number of committees that specialize in specific areas. Aldermen dedicate time to specific issues and become experts in those areas. Committees make recommendations to the BOA and save the BOA from having to deal with all matters in detail. Most committees also include citizen members who bring subject-matter expertise, helping the Aldermen on the committees make appropriate recommendations to the Board of Aldermen as a whole.

The Board of Aldermen conducted a workshop on this topic at its December 10, 2015, meeting. The Supervisory Board for the Executive Director for the Chamber of Commerce./Tourism Bureau has been added to the boards listed.

FISCAL IMPACT: None.

ATTACHMENTS: (to be e-mailed separately)

- Advisory Board Policy
- Attachment A, Existing Advisory Boards, Committees & Subcommittees Summary