



**REGULAR MEETING OF THE  
SALADO BOARD OF ALDERMEN  
AND  
ZONING BOARD OF ADJUSTMENTS**

**SPECIAL CALLED MEETING AND WORKSHOP AGENDA**

**6:30 P.M., THURSDAY, MARCH 10, 2016  
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. REPORTS**

Mayor's Report

Alderman Reports:

- Environmental Report – Alderman Dankert and Alderman McDougal
- ETJ/Annexation Report – Alderman Dankert and Alderman McDougal
- Ordinance Committee Report – Alderman Coachman and Alderman Williams
- Main Street Report – Mayor Pro Tempore Brown and Alderman Dankert
- Street Improvement Report – Alderman McDougal
- Stagecoach /Wastewater Status Report – Mayor Pro Tempore Brown, Alderman McDougal, and Administrator Foutz

**III. PROCLAMATIONS / SPECIAL RECOGNITION**

None.

#### **IV. 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.

#### **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, March 3, 2016, Regular Meeting.
  - b. A resolution (R-2016-139) amending Resolution R-2016-134, Establishing Committees and Advisory Boards, and the Policy for Village of Salado Committees and Advisory Boards.

#### **VI. REGULAR SESSION**

5. Presentation and possible action on a request to accept and endorse a proposal for an Eagle Scout project for installation of reflectors on fire hydrants and maintaining a travelers stop at Stillhouse Hollow Lake.
6. Consider a request by Salado United Methodist Church for waiver of the pavilion rental fee in the amount \$150 for a sunrise service on Easter, March 27, 2016.

#### **VII. ZONING BOARD OF ADJUSTMENTS**

7. Hold a public hearing and consider variances from Sections 5.3C1 and 5.3C3, Fences in Residential Areas, of the Zoning Ordinance for a residential fence and vehicular access gate located in the front yard at 248 Van Bibber.

#### **VIII. EXECUTIVE SESSION**

8. Evaluation of the Chief of Police as authorized by Texas Government Code §551.074, Personnel Matters.

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 2:00 p.m. on **Monday, March 7, 2016.**

  
Mary Ann Ray, Village Secretary

Removed from display: \_\_\_\_\_

Village of Salado, Texas  
**Board of Aldermen**  
**Minutes**  
**Regular Meeting**  
6:30 p.m. Thursday, March 3, 2016  
Municipal Building, 301 N. Stagecoach Road

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

**Others Present:** Kim Foutz, Village Administrator; Jack Hensley, Chief, Salado Police Department; Mary Poché, Director, Salado Chamber of Commerce/Tourism Bureau; Shane Berrier, Chief, Salado Volunteer Fire Department; Mary Ann Ray, Village Secretary.

**I. Call to Order.**

1. Mayor Blancett called the meeting to order with a moment of silence, followed by prayer.
2. The Mayor led the Pledge of Allegiance and the Texas Pledge of Allegiance.

**II. Proclamations / Special Recognition.**

None.

**III. Public Comments.**

3. The following citizens addressed the Board:

Linda Reynolds, 507 Santa Rosa, thanked the BOA for appointing a young business owner to the Planning and Zoning Commission and cautioned the board about appointing individuals with conflicts of interest.

Claire Hartman, 4064 Betty Place, thanked the BOA for its hard work and its willingness to work together for the betterment of the Village.

**IV. Reports.**

- Mayor's Report: Mayor Blancett announced that he will meet with the Governor at 10 a.m. Tuesday, March 8, 2016, to discuss the I-35 construction and possible liquidation damages for the Village. He said the Salado Plaza bridge is scheduled to be complete mid-April. The fund-raising efforts for the low-water crossing cleanout have yielded \$8,400; the Village is very close to meeting the \$10,000 match offered by an anonymous donor. He announced an educational program for well-owners to be conducted March 31, 2016, at Johnny's Banquet Hall. See attached flier.

- Jack Hensley, Chief of Police reported that 91 of 169 sections of the General Orders have been completed and are awaiting committee review. He reported on the Emergency Plan update and department statistics, and offered citizens the opportunity to sign up for the Code Red notification program. See attached report.
- Shane Berrier, Chief of Salado VFD, reported the statistics of his department. See attached report.
- Mary Poche', Director, Salado Chamber of Commerce/Tourism Bureau, recapped the recent events of the Chamber and the ongoing efforts of the Tourism Bureau to increase Salado's appeal to visitors. See attached report.
- Kim Foutz, Village Administrator, discussed the efforts to receive additional grant funds for the Trails program. She reported that the Village has received three plats for processing.

## V. Consent Agenda.

4. Consider approving the Consent Agenda items:
  - a. Minutes, February 11, 2016, Workshop Meeting
  - b. Minutes, February 18, 2016, Regular Meeting
  - c. Minutes, February 22, 2016, Special Called Meeting
  - d. Minutes, February 25, 2016, Workshop Meeting
  - e. Consider adopting an Ordinance authorizing amendment to Ordinance 2015.10, amending the budget for the fiscal year beginning October 1, 2015, and ending September 30, 2016, providing for an increase/decrease in revenues/expenditures in multiple funds; finding municipal purposes; authorizing expenditures; providing for a severability clause; and providing for an effective date.

*Alderman Dankert made a motion to approve the Consent Agenda as presented. Alderman McDougal seconded. The motion carried unanimously.*

## VI. Regular Agenda.

5. Discussion and possible action on appointments to Committees and Advisory Boards to include:
  - a. Board of Aldermen members
  - b. Citizen members
  - c. Chairmen and Vice Chairmen

*The following motions were made to approve items 5a and 5b:*

**Ordinance Committee:** Alderman representatives David Williams and Frank Coachman; and members Larry Roberson, at-large; Eric Stone (business owner; Curt Strong, at-large; and Susan Terry, at-large; and approving an exception to Section E (Membership) of the Policy on Committees and Advisory Boards.

*Alderman McDougal made a motion to approve the Ordinance Committee. Alderman Williams seconded. The motion carried unanimously.*

**ETJ/Annexation Committee:** Alderman representatives Amber Dankert and Michael McDougal; and members: Justin Gaidusek, at-large; Claire Hartman, technical expert; Cy Long, at-large; Larry Sands, real estate agent; and Bobby Whitson.

*Mayor Pro Tempore Brown made a motion to approve the Ordinance Committee. Alderman Coachman seconded. The motion carried unanimously.*

**Street Improvements Committee:** Alderman representative Michael McDougal; and Andy Jackson, at-large; Cy Long, at-large; Jay Ritch, at-large; Larry Roberson, engineer; and Ted Williamson, technical expert, and approving an exception to Section E (Membership) of the Policy on Committees and Advisory Boards.

*Alderman Coachman made a motion to approve the Ordinance Committee. Mayor Pro Tempore Brown seconded. The motion carried unanimously.*

**Wastewater Committee:** Aldermen representatives Fred Brown and David Williams; members Michael Coggin, engineer; Graydon Hill, at-large; Joe Price, at-large; Larry Roberson, engineer/at-large; and a representative from the Salado Water Supply Corporation.

*Alderman McDougal made a motion to approve the Ordinance Committee. Alderman Coachman seconded. The motion carried unanimously.*

**Environmental Committee:** Alderman representative: Amber Dankert; members Michelle Lenis, at-large; Kirk Michaux, at-large; Joyce Pennington, at-large; Dr. Lewis Raney, technical expert; Kyle Wright, technical expert.

*Alderman Coachman made a motion to approve the Ordinance Committee. Alderman McDougal seconded. The motion carried unanimously.*

**Economic Development Committee:** Aldermen representatives: Fred Brown and Frank Coachman; members Allie Guenther, Chamber of Commerce board member; Andy Jackson, at-large; Kirk Michaux, retail representative; Guy Slimp, retail representative; Merle Stalcup, former banker; Eric Stone, at-large; Bobby Whitson, at-large; Bell County representative; Village Administrator; and Chamber of Commerce President; and approving an exception to Section E (Membership) of the Policy on Committees and Advisory Boards.

*Alderman McDougal made a motion to approve the Ordinance Committee. Alderman Dankert seconded. The motion carried unanimously.*

**Main Street Committee:** Aldermen representatives: Fred Brown and Frank Coachman; members Allie Guenther, business owner; Andy Jackson, at-large; Melanie Kirchmeier, Chamber of Commerce representative; Cathy Sands, business owner; Ashley Whitaker, at-large; and approving an exception to Section E (Membership) of the Policy on Committees and Advisory Boards.

*Alderman McDougal made a motion to approve the Ordinance Committee. Alderman Dankert seconded. The motion carried unanimously.*

**Trails and Parks Committee:** Alderman representative: Amber Dankert; members Grant Flynn, cyclist; Bill Kinnison, at-large; David Olson, at-large; Travis Quicksall, at-large; and Susan Terry, Keep Salado Beautiful representative.

*Alderman Coachman made a motion to approve the Ordinance Committee. Mayor Pro Tempore Brown seconded. The motion carried unanimously.*

**Naming/Renaming Advisory Board:** Alderman representative: Frank Coachman; members Nancy Kelsey, Historical Society representative; Lynette Reed, at-large; Sheryl Russell, PALS representative; Carol Strong, at-large; a member to be appointed by Keep Salado Beautiful.

*Mayor Pro Tempore Brown made a motion to approve the Ordinance Committee. Alderman McDougal seconded. The motion carried unanimously.*

**Public Safety/Emergency Management Committee:** Alderman representatives Amber Dankert and Michael McDougal; members Rick Ashe, technical expert; Larry Berrier, technical expert/at-large; Shane Berrier, chief of Salado Volunteer Fire Department; Bobby Whitson, at-large; Tommy Wooley, technical expert; and Bell County Emergency Management representative.

*Alderman Coachman made a motion to approve the Ordinance Committee. Mayor Pro Tempore Brown seconded. The motion carried unanimously.*

The Mayor announced that Item 5c does not require board action. He announced the following committee chairmen:

Ordinance Committee: Alderman David Williams  
ETJ/Annexation Committee: Alderman Michael McDougal  
Street Improvements Committee: Alderman Michael McDougal  
Wastewater Committee: Mayor Pro Tempore Fred Brown  
Environmental Committee: Dr. Lewis Raney  
Economic Development Committee: Alderman Frank Coachman  
Main Street Committee: Mayor Pro Tempore Fred Brown  
Trails and Parks Committee: Alderman Amber Dankert  
Naming/Renaming Advisory Board: Lynette Reed  
Public Safety/Emergency Management Committee: Tommy Wooley

6. Discussion and possible action on an appointment to the Planning & Zoning Commission to fill an expired term.

*Mayor Pro Tempore Brown made a motion to approve the appointment of K.D. Hill to the Planning & Zoning Commission to fill an expired term. Alderman Dankert seconded. The motion carried unanimously.*

The Mayor closed the regular session at 7:27 p.m. and declared a five-minute recess.

**VII. Workshop Session.**

The Mayor opened the Workshop Session at 7:32 p.m. He introduced Rick Kasberg, city engineer, of Kasberg, Patrick and Associates. Mr. Kasberg have an overview of the Wastewater Improvements plan and showed a new map defining the routes of the lines and establishing the locations lift stations. There was discussion about methods for running the lines down Main Street and how to cross Salado Creek while minimizing potential damage to the creek. There was concern expressed about Main Street being torn up during the fall and holidays, Village's busiest seasons for retail.

**VIII. Adjourn.**

*Alderman Williams made a motion to adjourn. Alderman Dankert seconded.*

Mayor Blancett adjourned the meeting at 8:32 p.m.

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Skip Blancett, Mayor

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Mary Ann Ray, Village Secretary

# BOARD OF ALDERMAN

## AGENDA ITEM MEMORANDUM

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3/10/16  
Item #4b  
Consent Agenda  
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**DEPT/DIVISION REVIEW:** Kim Foutz, Village Administrator

**ITEM DESCRIPTION:** Consider a resolution (R-2016-139) amending Resolution R-2016-134, Establishing Committees and Advisory Boards, and the Policy for Village of Salado Committees and Advisory Boards.

**STAFF RECOMMENDATION:** Staff recommends approval.

**ITEM SUMMARY AND ANALYSIS:** At the January 7, 2016 Board of Aldermen meeting, the BOA passed Resolution R-2016-134 establishing a policy for appointment of members to Committees and Advisory Boards. These appointments were subsequently discussed at two workshop meetings on February 11, 2016, and February 25, 2016.

The BOA appointed members to the various committees and commissions at the March 3, 2016, meeting. In making the appointments, it became necessary to modify the committee structures set forth in the Resolution and the Policy for Village of Salado Committees and Advisory Boards. These revisions bring the documents into accord as to committee structure, composition, and initial terms: March 2016 through March 2018, a 27-month. .

**FISCAL IMPACT:** None.

**ATTACHMENTS:**

- Resolution R-2016-139 amending R-2016-134, Establishing Committees and Advisory Boards (redline and clean copy)
- Revised Policy for Committees and Advisory Boards (redline and clean copy)
- Revised Exhibit "A" – Existing Advisory Boards, Committees, and Subcommittees Summary (redline and clean copy)



**VILLAGE OF SALADO**

**RESOLUTION No. R-2016-139**

**A RESOLUTION AMENDING R-2016-134, ESTABLISHING  
COMMITTEES AND ADVISORY BOARDS**

**A RESOLUTION OF THE VILLAGE OF SALADO, TEXAS (“VILLAGE”)  
~~SETTING FORTH~~ AMENDING —A POLICY FOR THE  
ESTABLISHMENT, MEMBERSHIP, SCOPE, TERM, AND CONDUCT  
OF EXISTING AND FUTURE COMMITTEES AND ADVISORY BOARDS  
APPOINTED BY THE BOARD OF ALDERMEN.**

**WHEREAS,** the Board of Aldermen (BOA) of the Village of Salado has a number of committees and advisory boards that specialize in specific areas; and

**WHEREAS,** Aldermen dedicate time to specific issues and become knowledgeable in those areas; and

**WHEREAS,** these committees and advisory boards include citizen members and subject-matter experts, who assist with making recommendations to the Board of Aldermen; and

**WHEREAS,** it is prudent to set forth a policy as to the establishment, scope, term, and conduct for these committees and advisory boards.

**NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of Salado, Texas:**

**Section 1**

1. The Committees and Advisory Boards Policy is hereby amended and shall be effective upon passage.
2. Terms of appointment outlined in the Policy are generally for two years with renewal options beginning each year in the month of June. For the initial appointment, which is anticipated to occur in March 2016, members shall be appointed for twenty-seven months (March 2016 through May 2018).

2. It is hereby found and determined that the meeting at which this Resolution is passed was open to the public as required, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**Section 2**

1. This Resolution shall become effective immediately upon adoption.

**PASSED & APPROVED** this, the \_\_\_\_ day of ~~January~~**March**, 2016, by a vote of  
\_\_\_\_ (*ayes*) to \_\_\_\_ (*nays*) to \_\_\_\_ (*abstentions*)  
of the Board of Aldermen of Salado, Texas.

**VILLAGE OF SALADO:**

\_\_\_\_\_  
Skip Blancett, Mayor

**ATTEST:**

\_\_\_\_\_  
Mary Ann Ray, Village Secretary



**VILLAGE OF SALADO**

**RESOLUTION No. R-2016-139**

**A RESOLUTION AMENDING R-2016-134, ESTABLISHING  
COMMITTEES AND ADVISORY BOARDS**

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\_\_\_\_ (*ayes*) to \_\_\_\_ (*nays*) to \_\_\_\_ (*abstentions*)  
of the Board of Aldermen of Salado, Texas.

**VILLAGE OF SALADO:**

\_\_\_\_\_  
Skip Blancett, Mayor

**ATTEST:**

\_\_\_\_\_  
Mary Ann Ray, Village Secretary



**POLICY FOR VILLAGE OF SALADO**  
**COMMITTEES AND ADVISORY BOARDS**

**PURPOSE**

This policy sets forth guidelines for the establishment, membership, scope, term, and conduct of existing and future Board of Aldermen Committees (Committees), and Citizen Advisory Boards (Advisory Boards) appointed by the Village of Salado Board of Aldermen to review and make recommendations on specific issues or interest areas. Requirements for statutorily established Boards and Commissions are not addressed by this policy and are established by ordinance.

**BOARDS AND COMMITTEES DEFINED (PERMANENT, STANDING, AD HOC)**

Ad Hoc Committee: A committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

Standing Committee: Committee with a continued existence formed to do its assigned work on an ongoing basis. Standing committees are subject to sunset.

Permanent Committee: Committee with a permanent existence, formed to do its assigned work on an ongoing basis.

**ADVISORY BOARD AND COMMITTEE TYPES**

**Joint Governmental Committees (Permanent or Standing)**

These are committees comprised of representatives from several governmental agencies. Representatives to these committees can be either Salado Board of Aldermen members or Village staff.

**Citizen Advisory Boards (Standing or Ad Hoc)**

These Boards shall be comprised solely of citizens. A staff liaison will be provided. The primary purpose of advisory boards is to provide judicious advice, from a citizen perspective to the BOA. Advisory Board activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations.

**Council/Citizen Committees (Standing or Ad Hoc)**

These Committees shall consist of two Board of Aldermen members and citizens. A staff liaison will be provided. Generally, Committees are established to: 1) perform research regarding a particular issue, 2) review and make recommendations to the BOA regarding proposed initiatives, 3) seek public input, and 4) review and make recommendations to the BOA for master plans, ordinances, and programs.

## GENERAL GUIDELINES

The following shall apply:

- A. Committees and Advisory Boards shall be established by Resolution of the Board of Aldermen (BOA) in accordance with this policy.
- B. The purpose and scope of a Committee or Advisory Board shall be outlined in its establishing Resolution. (See Advisory Board and Committee types.)
- C. Committees and Advisory Boards shall be designated by resolution as either Permanent, Standing, or Ad Hoc. Ad Hoc Advisory Boards and Committees having a definite termination date may be extended by BOA action. Standing Committees shall be reviewed for sunset in June of each year.
- D. The number of members of a Committee or Advisory Board will consist of ~~an odd~~ number as established by resolution. One to Two Aldermen shall serve on each Committee.
- E. All members of Committees (except Aldermen) and Advisory Boards shall be appointed by the BOA and must be electorates, property owners, and/or residents of the Village of Salado. When exceptions are warranted such as technical expertise, the reasons shall be so stated in the enabling Resolution and/or in the motion making the appointment.
- F. Terms of member appointment will be established by resolution. Generally, members will be appointed for two years with the option of reappointment for one additional term of two years. However, it may be necessary to reappoint members more than once based upon a member's technical expertise or position on another Board or Commission.
- G. With the assistance of the Village Secretary, all Committees and Advisory Boards shall determine the applicability of and comply with open meeting and open records laws.
- H. From time to time, Committees and Advisory Boards may hold public meetings and forums to provide the public an opportunity to comment on committee/board initiatives and findings.
- I. Standing Committees shall be reviewed in June of each year for any needed additions, changes or sunset by the BOA. Within this review, Aldermen shall consider whether the work done by committees/boards is duplicative of other committees'/boards' work, and shall consider merging or disbanding committees/ boards as appropriate. This provision shall not prevent such changes at other times of the year.
- J. Each Committee and Advisory Board shall be assigned a staff liaison to provide support, research, technical advice, and organizational assistance.
- K. If any member has a conflict of interest regarding any item on the Committee or Advisory Board's agenda, that member shall refrain from participating in discussion on the item for which a conflict exists.
- L. Meeting dates and times shall be determined by mutual consent of the membership of the Subcommittee and Advisory Board and will be at such intervals as may be necessary to

orderly and properly carry out its purpose.

- M. Meetings shall be held at an established public facility unless tours or research is required in the field.
- N. Each Committee and Advisory Board shall report their activities and recommendations to the BOA during a regularly scheduled BOA meeting. Advisory Board reports shall occur at least quarterly unless otherwise stipulated. Committees shall report their activities and recommendations to the BOA during a regularly scheduled BOA meeting on a monthly basis.
- O. Committees and Advisory Boards are recommending bodies only. Any recommendation of a Board or Committee shall first be placed on a BOA Workshop prior to being placed on a Regular BOA Meeting for final approval or action.

## **THE APPOINTMENT PROCESS**

Appointments are made pursuant to the process listed below:

- A. Appointments of citizens to Committees and Advisory Boards are made by the BOA. Members are nominated by the Aldermen and each person so nominated must be approved by a simple majority vote of the BOA.  

Appointments to joint governmental committees shall be made annually by the Mayor subject to confirmation by BOA vote.

Appointments of Aldermen to Committees shall be made annually by the Mayor, subject to confirmation by BOA vote. On an annual basis, the Mayor may alternate BOA members on various Committees.
- B. Members of Committees and Advisory Boards will be appointed and or reappointed bi-annually at the first BOA meeting of June. Vacancies may be filled at any time of the year as the position becomes available and shall be filled via appointment by a simple majority vote of the BOA.
- C. The Chairperson and Vice Chairperson for Advisory Boards shall be appointed by its membership.
- D. The Chairperson and Vice Chairperson of Committees will also be appointed or reappointed bi-annually at the first BOA meeting of June by the Mayor, unless an existing policy or resolution sets forth an alternative structure or appointment.
- E. Qualified individuals who wish to be considered for service must complete an application and submit it to the Village Secretary's office in the Village Municipal Building. Copies of applications will be provided to Aldermen for consideration. Individuals who have not made application will not be considered. Current members who wish to be reappointed for an additional term must turn in a letter of request indicating willingness to continue service.

- F. Members of a Committee or Advisory Board may be removed from office at any time by a simple majority vote of the BOA upon its own motion. Failure to attend three (3) consecutive scheduled meetings shall be deemed as neglect and cause for removal from a Committee or Advisory Board, unless such absences were due to unusual circumstances beyond the member's control such as sickness of the member or someone within the member's immediate family. A vote to remove a member shall be placed on the appropriate agenda as a regular item, and shall be voted upon accordingly.

**EXHIBIT "A"**

**EXISTING ADVISORY BOARDS AND COMMITTEES**



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These are committees comprised of representatives from several governmental agencies. Representatives to these committees can be either Salado Board of Aldermen members or Village staff.

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- D. The number of members of a Committee or Advisory Board will consist of a number as established by resolution. One to two Aldermen shall serve on each Committee.
- E. All members of Committees (except Aldermen) and Advisory Boards shall be appointed by the BOA and must be electorates, property owners, and/or residents of the Village of Salado. When exceptions are warranted such as technical expertise, the reasons shall be so stated in the enabling Resolution and/or in the motion making the appointment.
- F. Terms of member appointment will be established by resolution. Generally, members will be appointed for two years with the option of reappointment for one additional term of two years. However, it may be necessary to reappoint members more than once based upon a member's technical expertise or position on another Board or Commission.
- G. With the assistance of the Village Secretary, all Committees and Advisory Boards shall determine the applicability of and comply with open meeting and open records laws.
- H. From time to time, Committees and Advisory Boards may hold public meetings and forums to provide the public an opportunity to comment on committee/board initiatives and findings.
- I. Standing Committees shall be reviewed in June of each year for any needed additions, changes or sunset by the BOA. Within this review, Aldermen shall consider whether the work done by committees/boards is duplicative of other committees'/boards' work, and shall consider merging or disbanding committees/ boards as appropriate. This provision shall not prevent such changes at other times of the year.
- J. Each Committee and Advisory Board shall be assigned a staff liaison to provide support, research, technical advice, and organizational assistance.
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Appointments to joint governmental committees shall be made annually by the Mayor subject to confirmation by BOA vote.

Appointments of Aldermen to Committees shall be made annually by the Mayor, subject to confirmation by BOA vote. On an annual basis, the Mayor may alternate BOA members on various Committees.
- B. Members of Committees and Advisory Boards will be appointed and or reappointed bi-annually at the first BOA meeting of June. Vacancies may be filled at any time of the year as the position becomes available and shall be filled via appointment by a simple majority vote of the BOA.
- C. The Chairperson and Vice Chairperson for Advisory Boards shall be appointed by its membership.
- D. The Chairperson and Vice Chairperson of Committees will also be appointed or reappointed bi-annually at the first BOA meeting of June by the Mayor, unless an existing policy or resolution sets forth an alternative structure or appointment.
- E. Qualified individuals who wish to be considered for service must complete an application and submit it to the Village Secretary's office in the Village Municipal Building. Copies of applications will be provided to Aldermen for consideration. Individuals who have not made application will not be considered. Current members who wish to be reappointed for an additional term must turn in a letter of request indicating willingness to continue service.

- F. Members of a Committee or Advisory Board may be removed from office at any time by a simple majority vote of the BOA upon its own motion. Failure to attend three (3) consecutive scheduled meetings shall be deemed as neglect and cause for removal from a Committee or Advisory Board, unless such absences were due to unusual circumstances beyond the member's control such as sickness of the member or someone within the member's immediate family. A vote to remove a member shall be placed on the appropriate agenda as a regular item, and shall be voted upon accordingly.

**EXHIBIT "A"**

**EXISTING ADVISORY BOARDS AND COMMITTEES**

EXHIBIT "A" – Revised 2.29.16

EXISTING ADVISORY BOARDS, COMMITTEES & SUBCOMMITTEES SUMMARY

**ORDINANCE COMMITTEE –**

**Membership:** This is a ~~five-six~~ (56) member, standing committee consisting of the following members: Aldermen (~~2+2~~), commercial property or business owners (2), and At-Large (~~1+2~~). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. Two additional ex-officio members, including representatives from the Planning and Zoning Commission, may be temporarily appointed by the Committee from time to time, depending on the nature of the proposed ordinance.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Ordinance committee reviews, assists with drafting amendments, and makes recommendations to the BOA on Village of Salado past, present, and future ordinances and governance policies. The Committee may conduct public meetings to seek citizen and stakeholder input.

**Reporting:** This Committee reports its activities to the BOA on a monthly basis.

**Meeting:** This Committee meets, at a minimum on a monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator

**ETJ / ANNEXATION COMMITTEE -**

**Membership:** This is a ~~sevenfive~~ (75) member, standing committee consisting of the following members: Aldermen (2), real estate agent (1), technical expert (1), and At-Large (~~3+4~~). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The ETJ/Annexation Committee's role is to advise and provide research for bringing unincorporated property into the corporate limits of the Village of Salado. They provide guidance on the best way for new areas and developments to receive municipal services, such as police and fire protection, street maintenance, garbage collection, water service, and sewer service. The committee will work to establish prudent jurisdictional boundaries, facilitate economic development, foster coordinated land development, and evaluate cost/benefits of land in the ETJ. This Committee will also provide recommendations on policies to attract land into the Village limits.

**Reporting:** This Committee reports its activities to the BOA on a quarterly basis.

**Meeting:** This Committee meets, at a minimum, on a quarterly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator

## **STREET IMPROVEMENT COMMITTEE -**

**Membership:** This is a ~~six~~seven (67) member, standing committee consisting of the following members: Aldermen (~~12~~), engineer (1), technical expert (2), and At-Large (~~32~~). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Street Improvement Committee shall examine, consider, and recommend any changes, additions, or deletions to the Street Maintenance Plan, the Drainage Plan, and the Transportation Master Plan. In addition the Committee makes recommendations to the BOA regarding the TCCS Manual for street, drainage, and lighting improvements; street profiles; reviews maintenance methods, techniques and materials for streets; reviews and makes recommendations on the annual Streets Capital Improvement Plan and expenditures; and related policy issues.

**Reporting:** This Committee reports its activities to the BOA on a monthly basis.

**Meeting:** This Committee meets, at a minimum, on a monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator and Public Works Worker

## **WASTEWATER COMMITTEE**

**Membership:** This is a ~~five~~six (65) member, standing committee consisting of the following members: Aldermen (2), engineer (1), Salado Water Supply Corporation (1), and At-Large (~~24~~). All members, except Aldermen and SWSC, are appointed by the Board of Aldermen. The member representing an organization shall be appointed to serve by its own membership. Members may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The duties of the Wastewater committee are to make recommendations to the Board of Aldermen regarding wastewater ordinance adoption/ revisions/fees; review methods, techniques and materials for on-site sewage treatment and disposal; identify CCN; review Wastewater Capital Improvement Plan and expenditures; and policy issues.

**Reporting:** This Committee reports its activities to the BOA on a monthly basis.

**Meeting:** This Committee meets, at a minimum, on a monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator

## **ENVIRONMENTAL COMMITTEE**

**Membership:** This is a ~~six~~five (5) member, standing committee consisting of the following members: Aldermen (1), ~~technical expert (2),~~ and At-Large (3). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Environmental Committee informs and advises the BOA and citizens on preserving and improving environmental quality for the benefit of the community. Issues addressed include air quality, hazardous waste, recycling, Salamander, Salado Creek, and all other natural resources. Aldermen members attend Clearwater Underground Water District Board meetings and provide updates to the BOA. The Committee coordinates its activities and recommendations with various state and federal agencies.

The ~~Committee~~ Deer Advisory Board shall also examine, consider, and recommend a plan and any associated tracking system to assist with managing the deer population within the Village City Limits. Attention will be given to ordinances or policies regarding feeding of deer, population control, health and welfare of deer and human populations, and property damage. The ~~Committee~~ Deer Advisory Board will offer a recommended plan to the Board of Aldermen

**Reporting:** This Committee reports its activities to the BOA on a quarterly basis.

**Meeting:** This Committee meets, at a minimum, on a quarterly basis, at a time and public place noted in the records of the Village Secretary...

**Staff Liaison:** Village Administrator

## **ECONOMIC DEVELOPMENT COMMITTEE – SANCTUARY DEVELOPMENT-**

**Membership:** This is a two (2) member ad hoc committee consisting of the following members: Aldermen (2).

**Term:** Members appointments expire upon the execution of all contracts with the Sanctuary Development, including the Public Improvement District agreement.

**Purpose/Scope:** In cooperation with legal counsel, advises and negotiates on behalf of the Board of Aldermen relating to incentives and development standards and associated agreements, including the Public Improvement District agreement, with the Sanctuary Development.

**Reporting:** This Committee reports its activities to the BOA on an as-needed basis as negotiations occur.

**Meeting:** This Committee meets as needed when needed.

**Staff Liaison:** None

## **ECONOMIC DEVELOPMENT COMMITTEE – BUSINESS GROWTH AND DEVELOPMENT COMMITTEE-**

*Note: This committee was referenced and designated by Resolution R-2015-119, Economic Development Incentive Policy, Criteria, and Procedure.*

**Membership:** The Business Growth and Development Committee is an ~~twelve~~eleven (12+) member Standing Committee comprised of the Chamber of Commerce President (1), Chamber of Commerce Board of Directors (2), retail representatives ~~at large~~ (2), a banker or financial advisor (1), a County representative of Salado's District (1), Board of Aldermen representatives (2\*), a citizen at-large (2+), and the Village Administrator (1). The Board of Aldermen appoint the citizen at large. Retail representatives and banker/financial advisor are appointed by the Board of Aldermen, with the recommendation of the Chamber of Commerce Board of Directors. The two members representing organizations shall be appointed to serve by their own membership.

\*The Resolution provides for one Aldermen, however prior appointment has been two.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Village/Chamber of Commerce Business Growth and Development Committee / Economic Development Committee serves as the marketing, recruitment, evaluation, negotiation, and recommendation arm for prospective Target Businesses. The Committee will primarily focus its recruitment efforts on a *Top 20 Recruitment List* established, and amended from time to time, by the Committee. This policy does not prevent recruitment of other businesses in the listed Target Industries. A Recruitment Subcommittee will be established and prospective businesses will be encouraged to discuss their proposed projects with the Subcommittee early in the site selection and development stage process.

The Village of Salado Business Growth and Development Committee / Economic Development Committee will evaluate an application to determine if the project meets the requirements for consideration under this policy as well as coordinate with the applicant as it relates to:

- Type of operation
- Eligibility criteria
- Minimum standards
- Minimum thresholds
- The merit and value of the proposed project
- Recommendation for Village incentives to the Board of Aldermen

The Salado Business Growth and Development Committee will forward their findings and recommendations to the Village Administrator. Based on the outcome of the evaluation, the Village Administrator may present the application to the Board of Aldermen for consideration.

**Reporting:** This Committee reports its activities to the BOA on a bi-monthly basis.

**Meeting:** This Committee meets, at a minimum, on a bi-monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Executive Director of the Bureau

## MAIN STREET COMMITTEE AND SUBCOMMITTEE–

**Membership - Committee:** The Main Street Committee is a seven (7) member, standing committee consisting of the following members: Aldermen (2), Chamber of Commerce (1), Main Street property owner (1); Main Street business owner (2); and At-Large (1). At-Large members, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado. The member representing an organization shall be appointed to serve by their own membership.

**Membership – Subcommittee:** The Main Street subcommittee is a eleven (11) member, ad hoc committee consisting of the following members: Aldermen (2), real estate agent (1), Chamber of Commerce (2), Chamber of Commerce and Tourism Bureau Executive Director (1), Main Street property owner (2); Main Street business owner (2); and At-Large (1). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Standing members are appointed for two year service and may be reappointed for one additional term of two years. Members of the subcommittee are appointed through May 2016.

**Purpose/Scope – Committee - Standing:** The Main Street Committee’s purpose is to create an attractive, coordinated and quality image of Main Street by capitalizing on and enriching its unique assets and heritage. The committee’s responsibilities include activities and evaluations in all aspects of design that affect Main Street’s image. Such activities include analyzing parking, and making recommendations on capital improvements and related expenses, developing brand, street profile/designs, coordinated landscaping, and pocket parks. The Committee also makes recommendations for grant applications.

**Purpose/Scope – Subcommittee - Ad Hoc:** The Main Street Subcommittee’s purpose is to study and make recommendations to the Main Street Committee for landscape, streetscape, trails, bike lanes, and street profiles for Main Street that will ultimately be submitted to TXDOT for approval and funding.

**Reporting:** The Subcommittee reports to the Committee on a monthly basis. The Committee reports its activities to the BOA on a bi-monthly basis.

**Meeting:** This Subcommittee meets on an on-call basis. This Committee meets, at a minimum, on a bi-monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator

## TRAIL AND PARKS COMMITTEE –

**Membership:** This is a ~~sevensseven~~ (67) member, standing committee consisting of the following members: Aldermen (12), Keep Salado Beautiful (1), a cyclist (1), and At-Large (3). At-Large members and cyclist are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. The member representing an organization shall be appointed to serve by their own membership.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Trail and Parks Committee is to foster the implementation of recommendations contained within the Village of Salado's Hike and Bike Trail Master Plan and further the Village's goals for trail network development in Salado. The Trail committee provides recommendations for: 1) trail maintenance and improvement; 2) standards for Village-approved trail features; 3) conducts examinations of existing trail conditions; 4) assists with identification and preparation of grant applications; 5) conducts public meetings to seek input on plans; and 6) makes recommendations to the BOA on revisions to the Hike and Bike Trail Master Plan.

**Reporting:** This Committee reports its activities to the BOA on a quarterly basis.

**Meeting:** This Committee meets on an on-call basis, but no less than quarterly. Meetings are held at a time and public place noted in the records of the Village Secretary

**Staff Liaison:** Village Administrator

### **NAMING / RENAMING ADVISORY BOARD COMMITTEE**

**Membership:** This is a ~~six~~five (5) member, standing advisory board consisting of the following members: ~~†~~Aldermen (1), the Salado Historical Society (1), Public Art League of Salado (1), Keep Salado Beautiful (1), and At-Large (2). At-Large members are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. The three members representing organizations shall be appointed to serve by their own membership.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** This Advisory Board shall research and review the request and all its supporting documentation with careful review as it relates to the Naming/Renaming Village Facility, Public Lands, Sites, and Public Streets Policy, shall hold a meeting to receive public input, and shall make a recommendation to the Board of Aldermen. In addition, the Advisory Board will make a recommendation on whether a plaque, marker, or sign should be erected including a specific design and verbiage that should be utilized.

**Reporting:** This Board reports its activities to the BOA on a semi-annual basis.

**Meeting:** This Board meets on an on-call basis whenever an application is submitted to the Village Secretary or if the Board of Aldermen has a specific request. Meetings are held at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Secretary

## **PUBLIC SAFETY / EMERGENCY MANAGEMENT COMMITTEE**

**Membership:** This is a ~~eight~~seven (87) member, standing committee consisting of the following members: Aldermen (2), technical expert (2), County Emergency Management or Public Safety Official (1), Fire Chief (1), and At-Large (2+). At-Large members and technical experts are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado. The members representing organizations shall be appointed to serve by their own membership.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Public Safety Committee shall examine, consider, and recommend any changes, additions, or deletions to the General Orders, Standard Operating Procedures and public safety related ordinances; reviews and makes recommendations regarding the Public Safety Long Range Plan; seeks and prepares emergency management and public safety related grants; reviews and makes recommendations to revise the Emergency Management Plan; monitors staff training; makes recommendations regarding methodologies, scope, and approaches for assessment of the public safety functions; and review of other public safety initiatives. The committee may review criminal justice, Village Court, animal control, fire, and emergency medical safety initiatives.

**Reporting:** This Committee reports its activities to the BOA on a bi-monthly basis.

**Meeting:** This Committee meets, at a minimum, on a bi-monthly basis at a time and public place noted in the records of the Village Secretary

**Staff Liaison:** Police Chief

## **~~DEER ADVISORY BOARD~~**

~~**Membership:** This is a five (5) member, ad hoc committee consisting of the following members: technical expert (2) and At-Large (3). All members are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado. The Board of Aldermen will strive to achieve a balance of opinion on the issue when making appointments to this committee.~~

~~**Term:** Membership terms expire upon providing a recommendation and plan to the Board of Aldermen.~~

~~**Purpose/Scope:** The Deer Advisory Board shall examine, consider, and recommend a plan and any associated tracking system to assist with managing the deer population within the Village City Limits. Attention will be given to ordinances or policies regarding feeding of deer, population control, health and welfare of deer and human populations, and property damage. The Deer Advisory Board will offer a recommended plan to the Board of Aldermen~~

~~**Reporting:** This Committee reports its activities to the BOA on a bi-monthly basis.~~

~~**Meeting:** This Committee meets, at a minimum, on a bi-monthly basis at a time and public place~~

| noted in the records of the Village Secretary.

## EXHIBIT "A" – Revised 2.29.16

### EXISTING ADVISORY BOARDS, COMMITTEES & SUBCOMMITTEES SUMMARY

#### **ORDINANCE COMMITTEE –**

**Membership:** This is a six (6) member, standing committee consisting of the following members: Aldermen (2), commercial property or business owners (2), and At-Large (2). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. Two additional ex-officio members, including representatives from the Planning and Zoning Commission, may be temporarily appointed by the Committee from time to time, depending on the nature of the proposed ordinance.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Ordinance committee reviews, assists with drafting amendments, and makes recommendations to the BOA on Village of Salado past, present, and future ordinances and governance policies. The Committee may conduct public meetings to seek citizen and stakeholder input.

**Reporting:** This Committee reports its activities to the BOA on a monthly basis.

**Meeting:** This Committee meets, at a minimum on a monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator

#### **ETJ / ANNEXATION COMMITTEE -**

**Membership:** This is a seven (7) member, standing committee consisting of the following members: Aldermen (2), real estate agent (1), technical expert (1), and At-Large (3). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The ETJ/Annexation Committee's role is to advise and provide research for bringing unincorporated property into the corporate limits of the Village of Salado. They provide guidance on the best way for new areas and developments to receive municipal services, such as police and fire protection, street maintenance, garbage collection, water service, and sewer service. The committee will work to establish prudent jurisdictional boundaries, facilitate economic development, foster coordinated land development, and evaluate cost/benefits of land in the ETJ. This Committee will also provide recommendations on policies to attract land into the Village limits.

**Reporting:** This Committee reports its activities to the BOA on a quarterly basis.

**Meeting:** This Committee meets, at a minimum, on a quarterly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator

## **STREET IMPROVEMENT COMMITTEE -**

**Membership:** This is a six (6) member, standing committee consisting of the following members: Aldermen (1), engineer (1), technical expert (2), and At-Large (3). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Street Improvement Committee shall examine, consider, and recommend any changes, additions, or deletions to the Street Maintenance Plan, the Drainage Plan, and the Transportation Master Plan. In addition the Committee makes recommendations to the BOA regarding the TCCS Manual for street, drainage, and lighting improvements; street profiles; reviews maintenance methods, techniques and materials for streets; reviews and makes recommendations on the annual Streets Capital Improvement Plan and expenditures; and related policy issues.

**Reporting:** This Committee reports its activities to the BOA on a monthly basis.

**Meeting:** This Committee meets, at a minimum, on a monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator and Public Works Worker

## **WASTEWATER COMMITTEE**

**Membership:** This is a six (6) member, standing committee consisting of the following members: Aldermen (2), engineer (1), Salado Water Supply Corporation (1), and At-Large (2). All members, except Aldermen and SWSC, are appointed by the Board of Aldermen. The member representing an organization shall be appointed to serve by its own membership. Members may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The duties of the Wastewater committee are to make recommendations to the Board of Aldermen regarding wastewater ordinance adoption/ revisions/fees; review methods, techniques and materials for on-site sewage treatment and disposal; identify CCN; review Wastewater Capital Improvement Plan and expenditures; and policy issues.

**Reporting:** This Committee reports its activities to the BOA on a monthly basis.

**Meeting:** This Committee meets, at a minimum, on a monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator

## **ENVIRONMENTAL COMMITTEE**

**Membership:** This is a six (6) member, standing committee consisting of the following members: Aldermen (1), technical expert (2), and At-Large (3). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Environmental Committee informs and advises the BOA and citizens on preserving and improving environmental quality for the benefit of the community. Issues addressed include air quality, hazardous waste, recycling, Salamander, Salado Creek, and all other natural resources. Aldermen members attend Clearwater Underground Water District Board meetings and provide updates to the BOA. The Committee coordinates its activities and recommendations with various state and federal agencies.

The Committee shall also examine, consider, and recommend a plan and any associated tracking system to assist with managing the deer population within the Village City Limits. Attention will be given to ordinances or policies regarding feeding of deer, population control, health and welfare of deer and human populations, and property damage. The Committee will offer a recommended plan to the Board of Aldermen

**Reporting:** This Committee reports its activities to the BOA on a quarterly basis.

**Meeting:** This Committee meets, at a minimum, on a quarterly basis, at a time and public place noted in the records of the Village Secretary...

**Staff Liaison:** Village Administrator

## **ECONOMIC DEVELOPMENT COMMITTEE – SANCTUARY DEVELOPMENT-**

**Membership:** This is a two (2) member ad hoc committee consisting of the following members: Aldermen (2).

**Term:** Members appointments expire upon the execution of all contracts with the Sanctuary Development, including the Public Improvement District agreement.

**Purpose/Scope:** In cooperation with legal counsel, advises and negotiates on behalf of the Board of Aldermen relating to incentives and development standards and associated agreements, including the Public Improvement District agreement, with the Sanctuary Development.

**Reporting:** This Committee reports its activities to the BOA on an as-needed basis as negotiations occur.

**Meeting:** This Committee meets as needed when needed.

**Staff Liaison:** None

## **ECONOMIC DEVELOPMENT COMMITTEE – BUSINESS GROWTH AND DEVELOPMENT COMMITTEE-**

*Note: This committee was referenced and designated by Resolution R-2015-119, Economic Development Incentive Policy, Criteria, and Procedure.*

**Membership:** The Business Growth and Development Committee is an twelve (12) member Standing Committee comprised of the Chamber of Commerce President (1), Chamber of Commerce Board of Directors (2), retail representatives (2), a banker or financial advisor (1), a County representative of Salado's District (1), Board of Aldermen representatives (2\*), a citizen at-large (2), and the Village Administrator (1). The Board of Aldermen appoint the citizen at large. Retail representatives and banker/financial advisor are appointed by the Board of Aldermen, with the recommendation of the Chamber of Commerce Board of Directors. The two members representing organizations shall be appointed to serve by their own membership.

\*The Resolution provides for one Aldermen, however prior appointment has been two.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Village/Chamber of Commerce Business Growth and Development Committee / Economic Development Committee serves as the marketing, recruitment, evaluation, negotiation, and recommendation arm for prospective Target Businesses. The Committee will primarily focus its recruitment efforts on a *Top 20 Recruitment List* established, and amended from time to time, by the Committee. This policy does not prevent recruitment of other businesses in the listed Target Industries. A Recruitment Subcommittee will be established and prospective businesses will be encouraged to discuss their proposed projects with the Subcommittee early in the site selection and development stage process.

The Village of Salado Business Growth and Development Committee / Economic Development Committee will evaluate an application to determine if the project meets the requirements for consideration under this policy as well as coordinate with the applicant as it relates to:

- Type of operation
- Eligibility criteria
- Minimum standards
- Minimum thresholds
- The merit and value of the proposed project
- Recommendation for Village incentives to the Board of Aldermen

The Salado Business Growth and Development Committee will forward their findings and recommendations to the Village Administrator. Based on the outcome of the evaluation, the Village Administrator may present the application to the Board of Aldermen for consideration.

**Reporting:** This Committee reports its activities to the BOA on a bi-monthly basis.

**Meeting:** This Committee meets, at a minimum, on a bi-monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Executive Director of the Bureau

## **MAIN STREET COMMITTEE AND SUBCOMMITTEE–**

**Membership - Committee:** The Main Street Committee is a seven (7) member, standing committee consisting of the following members: Aldermen (2), Chamber of Commerce (1), Main Street property owner (1); Main Street business owner (2); and At-Large (1). At-Large members, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado. The member representing an organization shall be appointed to serve by their own membership.

**Membership – Subcommittee:** The Main Street subcommittee is a eleven (11) member, ad hoc committee consisting of the following members: Aldermen (2), real estate agent (1), Chamber of Commerce (2), Chamber of Commerce and Tourism Bureau Executive Director (1), Main Street property owner (2); Main Street business owner (2); and At-Large (1). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

**Term:** Standing members are appointed for two year service and may be reappointed for one additional term of two years. Members of the subcommittee are appointed through May 2016.

**Purpose/Scope – Committee - Standing:** The Main Street Committee’s purpose is to create an attractive, coordinated and quality image of Main Street by capitalizing on and enriching its unique assets and heritage. The committee’s responsibilities include activities and evaluations in all aspects of design that affect Main Street’s image. Such activities include analyzing parking, and making recommendations on capital improvements and related expenses, developing brand, street profile/designs, coordinated landscaping, and pocket parks. The Committee also makes recommendations for grant applications.

**Purpose/Scope – Subcommittee - Ad Hoc:** The Main Street Subcommittee’s purpose is to study and make recommendations to the Main Street Committee for landscape, streetscape, trails, bike lanes, and street profiles for Main Street that will ultimately be submitted to TXDOT for approval and funding.

**Reporting:** The Subcommittee reports to the Committee on a monthly basis. The Committee reports its activities to the BOA on a bi-monthly basis.

**Meeting:** This Subcommittee meets on an on-call basis. This Committee meets, at a minimum, on a bi-monthly basis, at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Administrator

## **TRAIL AND PARKS COMMITTEE –**

**Membership:** This is a seven (6) member, standing committee consisting of the following members: Aldermen (1), Keep Salado Beautiful (1), a cyclist (1), and At-Large (3). At-Large members and cyclist are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. The member representing an organization shall be appointed to serve by their own membership.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Trail and Parks Committee is to foster the implementation of recommendations contained within the Village of Salado's Hike and Bike Trail Master Plan and further the Village's goals for trail network development in Salado. The Trail committee provides recommendations for: 1) trail maintenance and improvement; 2) standards for Village-approved trail features; 3) conducts examinations of existing trail conditions; 4) assists with identification and preparation of grant applications; 5) conducts public meetings to seek input on plans; and 6) makes recommendations to the BOA on revisions to the Hike and Bike Trail Master Plan.

**Reporting:** This Committee reports its activities to the BOA on a quarterly basis.

**Meeting:** This Committee meets on an on-call basis, but no less than quarterly. Meetings are held at a time and public place noted in the records of the Village Secretary

**Staff Liaison:** Village Administrator

### **NAMING / RENAMING COMMITTEE**

**Membership:** This is a six (6) member, standing advisory board consisting of the following members: Aldermen (1), the Salado Historical Society (1), Public Art League of Salado (1), Keep Salado Beautiful (1), and At-Large (2). At-Large members are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. The three members representing organizations shall be appointed to serve by their own membership.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** This Advisory Board shall research and review the request and all its supporting documentation with careful review as it relates to the Naming/Renaming Village Facility, Public Lands, Sites, and Public Streets Policy, shall hold a meeting to receive public input, and shall make a recommendation to the Board of Aldermen. In addition, the Advisory Board will make a recommendation on whether a plaque, marker, or sign should be erected including a specific design and verbiage that should be utilized.

**Reporting:** This Board reports its activities to the BOA on a semi-annual basis.

**Meeting:** This Board meets on an on-call basis whenever an application is submitted to the Village Secretary or if the Board of Aldermen has a specific request. Meetings are held at a time and public place noted in the records of the Village Secretary.

**Staff Liaison:** Village Secretary

## **PUBLIC SAFETY / EMERGENCY MANAGEMENT COMMITTEE**

**Membership:** This is a eight (8) member, standing committee consisting of the following members: Aldermen (2), technical expert (2), County Emergency Management or Public Safety Official (1), Fire Chief (1), and At-Large (2). At-Large members and technical experts are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado. The members representing organizations shall be appointed to serve by their own membership.

**Term:** Members are appointed for two year service and may be reappointed for one additional term of two years.

**Purpose/Scope:** The Public Safety Committee shall examine, consider, and recommend any changes, additions, or deletions to the General Orders, Standard Operating Procedures and public safety related ordinances; reviews and makes recommendations regarding the Public Safety Long Range Plan; seeks and prepares emergency management and public safety related grants; reviews and makes recommendations to revise the Emergency Management Plan; monitors staff training; makes recommendations regarding methodologies, scope, and approaches for assessment of the public safety functions; and review of other public safety initiatives. The committee may review criminal justice, Village Court, animal control, fire, and emergency medical safety initiatives.

**Reporting:** This Committee reports its activities to the BOA on a bi-monthly basis.

**Meeting:** This Committee meets, at a minimum, on a bi-monthly basis at a time and public place noted in the records of the Village Secretary

**Staff Liaison:** Police Chief

# BOARD OF ALDERMAN

## AGENDA ITEM MEMORANDUM

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3/10/16  
Item #6  
Regular Agenda  
Page 1 of 1

**DEPT/DIVISION REVIEW:** Mary Ann Ray, Village Secretary

**ITEM DESCRIPTION:** Presentation and possible action on a request to accept and endorse a proposal for an Eagle Scout project for installation of reflectors on fire hydrants and maintaining a travelers stop at Stillhouse Hollow Lake.

**STAFF RECOMMENDATION:** Staff recommends approval.

**ITEM SUMMARY AND ANALYSIS:** Eagle Scout candidate Ian Deakins has proposed to install reflectors on fire hydrants and maintain a traveler's stop at Stillhouse Hollow Lake. He has asked for the Board of Aldermen's endorsement in his efforts to improve quality of life for residents and visitors to the area.

The reflectors will increase safety for individuals driving at night in the area around Stillhouse bridge. The traveler's stop will be next to the Stillhouse bridge and Texas Parks and Wildlife building. Both of these projects are outside the Village limits.

**FISCAL IMPACT:** None.

**ATTACHMENTS:** None.

**BOARD OF ALDERMAN**  
**AGENDA ITEM MEMORANDUM**

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3/10/16  
Item # 7  
Regular Agenda  
Page 1 of 1

**DEPT/DIVISION REVIEW:** Mary Ann Ray, Village Secretary

**ITEM DESCRIPTION:** Consider a request by Salado United Methodist Church for waiver of the Pace Park pavilion rental fee in the amount \$150 for a sunrise service on Easter, March 27, 2016.

**STAFF RECOMMENDATION:** Staff recommends approval.

**ITEM SUMMARY AND ANALYSIS:** This service is a community event, hosted by several churches, that occurs each year on Easter Sunday. The Methodist church is asking the Village to waive the \$75/hour rental fee; the churches will rent 100 chairs for \$1 each for a total of \$100.

**FISCAL IMPACT:** None.

**ATTACHMENTS:**

- Pace Park Reservation Agreement/Contract



Today's Date: 3/4/16

**PACE PARK RESERVATION AGREEMENT/CONTRACT**

**RENTAL FEES:**

The rental fee for the Pavilion for one day is \$350.00. If the use of the Pavilion is needed for simply 3 hours or less, the rate is \$75.00 per hour. This fee includes accessibility to electricity in the pavilion. Folding metal framed plastic chairs and 6 foot tables are available for rent at \$1.00 each. The Village will set up the tables and chairs for your event and take them down. Restrooms are available.

A separate check of \$100.00 must accompany the reservation agreement as a deposit. The deposit is held to secure the reservation and to protect the Village against damage to the park or its facilities. This deposit will be held until after the reserved date and will be returned after the event, providing that all parts of this agreement are upheld and everything is left in good condition. Tables and chairs must be left clean, as well as the trash removed to the trash receptacles. The deposit will not be returned if the reservation is canceled less than 14 days prior to the event. The reservation will be considered tentative until the Village receives the signed agreement and deposit. **The signed agreement and deposit must be returned within 10 working days of the date of this agreement.**

**CONTRACTUAL AGREEMENT:**

- I, the undersigned, agree to be the person responsible for the scheduled event and the required fees. I will act to enforce all the agreements made in the Rental Contract.
- The closing hour for the Park is 10:00PM. I agree to ensure that all persons in my party vacate the park by the closing hour.
- I agree to ensure that the park shall be left in clean condition. All trash shall be picked up and all litter shall be placed in proper receptacles.
- I agree that no balloons or streamers will be used under the pavilion.
- I agree that alcoholic beverages will not be served during the event. If it is determined that alcoholic beverages are being served, you will be asked to vacate the park.
- No glass containers allowed.
- I agree NOT to drill any holes in the pavilion structure or cover the structure with any kind of paint or markers.

I have read and understand this rental contract and do agree to comply with the rules stated above. I further agree that the Village of Salado shall not be held liable for any accidents occurring during the scheduled event.

Jimmy Bass  
Salado UMC  
Signature of renter

3/4/16  
Date signed

254 947 5482  
Phone #

PO Box 771 / 1050  
Mailing address

Royal St Salado Tx  
City & State

76571  
Zip

Reservation Date: 3/27/16

Type of Event: Sunrise worship service / community event

Will you need Tables? Y  N How many? \_\_\_\_\_

Will you need Chairs?  Y N How many? 100

I would like to reserve the Pace Park Pavilion from 6:30 am to 8 am (time of day)

# BOARD OF ALDERMEN/ZONING BOARD OF ADJUSTMENT AGENDA ITEM

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03/10/2016  
Regular Agenda  
Item # 5  
Page 1 of 3

**APPLICANT:** Roy & Deanna Robinson

**CASE MANAGER:** Chrissy Lee, Project Administrator & Kim Foutz, Village Administrator

**ITEM DESCRIPTION:** Hold a public hearing and consider variances from Sections 5.3C1 and 5.3C3, Fences in Residential Areas, of the Zoning Ordinance for a residential fence and vehicular access gate located in the front yard at 248 Van Bibber. (Variance will require a 75% majority vote to be approved as per the Zoning Ordinance)

**BACKGROUND:** The applicant is asking for a total of three (3) variance requests all from Section 5.3 of the Zoning Ordinance. First, to allow a fence in the front yard of a single-family residential lot that is adjacent to a public street. Second, to place the fence on their front property line, which is approximately nine feet (9') from the street pavement and zero feet (0') from the right-of-way. Finally, to place a vehicular access gate set back from the front property line fifteen feet (15').

**Section 5.3: Fencing, Walls, & Screening Requirements** (language taken directly from Ordinance)

**A. Fences in Residential Areas:**

**1. Location Criteria and Height:**

- a. Any fence or wall located to the rear of the minimum required front yard line shall not exceed eight feet (8') in height.
- b. Except as provided herein, no fence or wall shall be permitted within the required front yard of any single-family residential lot that is adjacent to a public street. No residential fence shall be closer than fifteen feet (15') to a public street except in cases where the side or rear building line of the yards on continuous corner lots adjoin, the fence may be constructed out to the property line of said side yard such that the street side yard may be included as part of the lot's back yard area.

**2. Barbed Wire, Electrical, and Chain Link Fencing:** Barbed wire, electrical, and/or chain link fencing that is visible from a public right-of-way is prohibited as perimeter fencing except for containment of farm animals on parcels of one (1) or more acres.

**3. Vehicular Access Gates:** Gates designed for vehicular access shall be set back from front the property line a minimum of twenty-five feet (25').

The Board may authorize, in specific cases, a variance from the terms of the Ordinance if the variance is not contrary to the public interest and, due to special conditions; a literal enforcement of the Ordinance would result in unnecessary hardship, and so that the spirit of the Ordinance is observed and substantial justice is done.

According to the Ordinance, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work within the proposed use, and the probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the community.

In order for the Board to be in favor of this request, the Board must make affirmative findings of the specific conditions of the request in relation to all of the following four (4) items:

<b>Conditions to be Met for Approval</b>	
<b>Section 2.3G1&amp;2</b>	<b>Staff Analysis</b>
1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of the land; and	To staff's knowledge there are no special circumstances affecting the land.
2. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and	The variance is not necessary for the preservation or enjoyment of the property right of applicant.
3. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and	Safety, eliminates opportunity to expand the road in the future based upon increased traffic, not enough room to improvement of the road which is a Minor Collector (60' right-of-way) on the Transportation Plan. Currently, the road is approximately 18' wide
4. That the granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this Ordinance.	Should the Village need to expand or do repair work on Van Bibber, the applicant would have to be compensated for removal and reconstruction of the fence.

Additionally, the Board must make written findings that an undue hardship exists, using the following four (4) criteria:

<b>Conditions to be Met for Finding of Undue Hardship Section 2.3G3</b>	<b>Staff Analysis</b>
1. That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property; and	There is no unnecessary hardship or practical difficulty in the development of the affected property.
2. That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district; and	There is no hardship or difficulty present.
3. That the relief sought will not injure the permitted use of adjacent conforming property; and	The granting of the variance would hinder the ability to improve Van Bibber Road in the future.
4. That the granting of a variance will be in harmony with the spirit and purpose of these regulations.	As determined by the BOA.

**STAFF RECOMMENDATION:** Staff recommends denial.

Staff mailed 18 notices to property owners within 200 feet of the variance site. As of noon on March 4, 2016, 2 responses were received (both opposed). Staff will send an update on responses on Wednesday, March 9, 2016, and will present the final numbers at the meeting. The newspaper printed notice of the public hearing on February 28th, in accordance with state law and local ordinance.

**ATTACHMENTS:**

- Application w/amendments in red
- Picture of roadway & property line
- Proposed fence
- Location map
- Map depiction of 200' notices and responses
- Site Plan



ZONING VARIANCE APPLICATION

Date: 2-6-16 } dropped off at VOS on 2/8/16.

APPLICANT

PROPERTY OWNER

Name: Roy Robinson Roy Robinson  
Mailing Address: 601 Indian Trail  
Salado, Tx 76571  
Daytime Phone: 512-206-6752  
Fax: 254-493-7143 E-mail: deanna-robinson@msn.com  
Deanna

PROPERTY DESCRIPTION

Street Address: 110,144.248 Van Bibber Rd Acres: ~ 5.5  
Location: fronting Van Bibber adjacent to Civic Center (SISD)  
(ie: corner of \_\_\_ & \_\_\_; or, 1 mile south of FM \_\_\_; etc.)

Existing use of property: future residential home site  
Are there buildings on the property? no If yes, what are they used for. \_\_\_\_\_

REQUESTED VARIANCE

I/We request a variance to Section 5.3 of the Zoning Ordinance which requires...

- 1) No front yard fence
- 2) 15 ft set-back from Van Bibber
- 3) Materials definition is not clear
- 4) 25 ft. set-back from property line for access gate

Instead, I/We would like to request...

- 1) Fence in front of property along Van Bibber (also side)
- 2) Fence to be on property line approx 9ft set-back
- 3) 3-rail vinyl construction Exhibits E-G

Due to... See Next Page

- 4) Vehicular access gate to be 15 ft from the property line.

## SUBMITTAL REQUIREMENTS

- \_\_\_\_\_ \$250.00 Application Fee, due at time of application and payable to the Village of Salado.
- X\_\_\_\_\_ Site plan with additional information needed to properly and effectively review the request.  
5 copies. (All drawings must be to scale.)

### PLEASE NOTE:

All agreements to the variance by neighbors of the property in question must be in writing to be submitted for support to the variance request.

No variance shall be granted unless the Zoning Board of Adjustments finds:

- (1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of the land; and
- (2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
- (3) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
- (4) That the granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this Ordinance.

### Due to:

- 1) Pre-existing adjacent fence and picket fence across the street both appear to be built closer to the road than 15 ft. (approx 3 ft.) Both actually appear to be built outside of their respective boundaries with respect to Van Bibber. I want the fence I build to be more consistent with the current aesthetics than the 15 ft. set-back will allow. Note that even with approval of this variance, my fence will set-back further from the road than the adjacent fence.
- 2) It is unreasonable that the current ordinance does not allow a front yard fence. This unfairly restricts the use and value of the property.

# Zoning Variance Application

Due to...

(Continued)

3) PVC vinyl fencing is an aesthetically pleasing, durable, widely used material for residential fencing.

4) Per discussion with my surveyor, All County Surveying, there are ~~not~~ no right of ways or easements inside of my front property boundaries that would place the proposed fence at risk.

5) Access gate at 25 ft consumes too much property

## Summary Points:

- Looking for permission to put an attractive fence along my front property boundary.
- Even with approval, the proposed fence will sit further from Van Bibber, approx 9 ft, than the current adjacent fence, which is roughly 3 ft from Van Bibber.

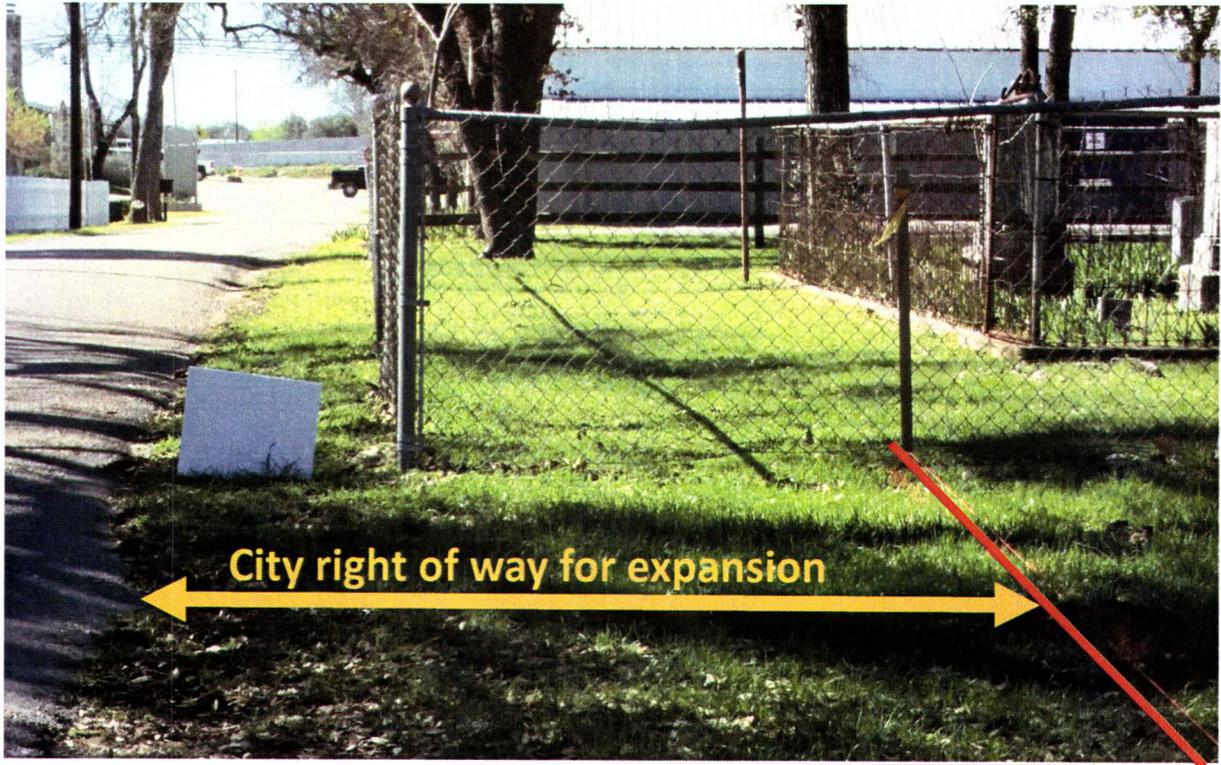
- Access gate at 15 ft from property line.

Sincerely,

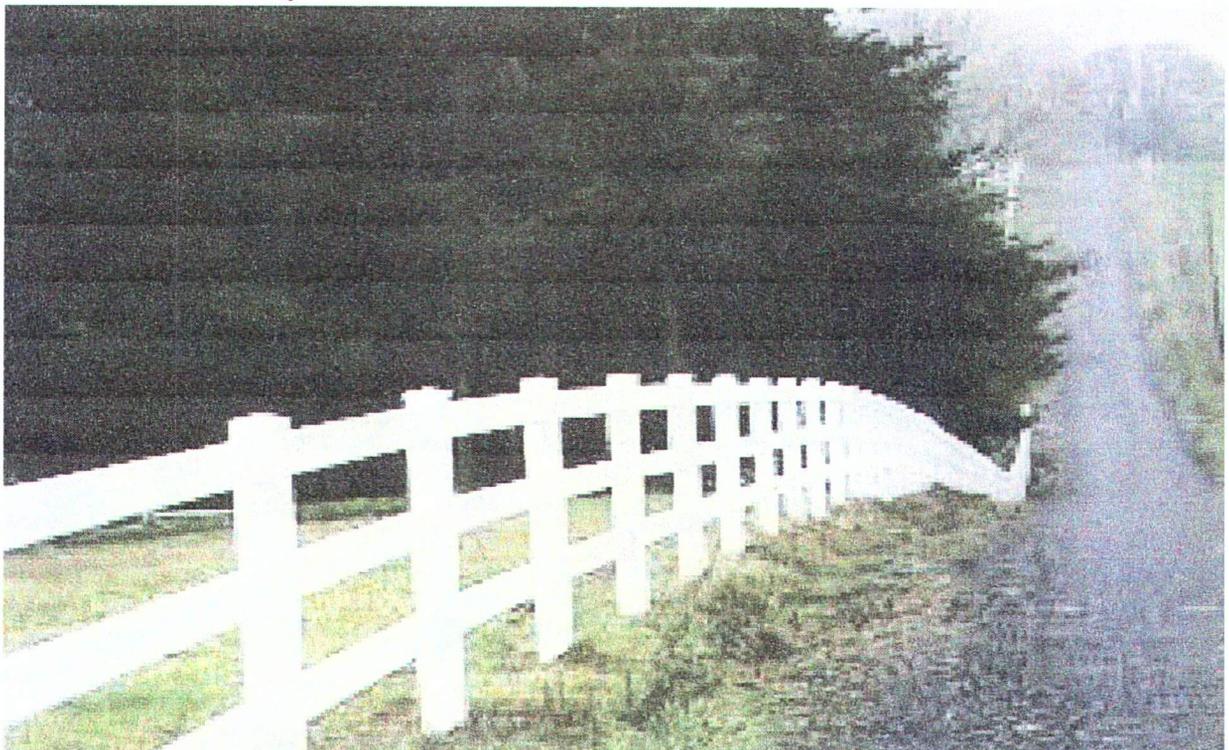
Ray Pulson  
512-206-6752

P.S. Would like to start construction by 2-15-16.  
PR

Property line/proposed fence location  
(red line) - 9' from pavement.



Depiction of proposed fence material. Three rail white vinyl fence.



Location Map—248 Van Bibber



Responses to 200' Notices,  
F = In Favor O = Opposed

