



**SPECIAL CALLED MEETING AND WORKSHOP MEETING
OF THE SALADO BOARD OF ALDERMEN**

AGENDA

**6:30 P.M., THURSDAY, AUGUST 25, 2016
MUNICIPAL BUILDING
301 NORTH STAGECOACH, SALADO, TX
BOARD OF ALDERMEN CHAMBERS**

I. CALL TO ORDER

II. WORKSHOP AGENDA

1. Discuss Municipal Court.
2. Discuss appointment of voting member and an alternate or alternates to the Planning & Zoning Commission.
3. Discuss the appointment of one member to the Environmental/Deer Committee.
4. Discuss Texas Downtown Revitalization Grant program.
5. Discuss Texas Parks & Wildlife Grant program.

III. REGULAR SESSION

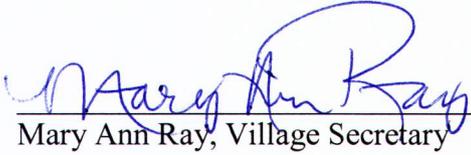
6. Presentation, public hearing, discussion, and possible action on a Resolution (R-2016-146) of the Village of Salado, Texas authorizing submission of projects for the Mobility 2040 Metropolitan Transportation Plan (MTP) through the Killeen-Temple Metropolitan Planning Organization for roadway, bike and pedestrian, transit, and other eligible activities.
7. Presentation, discussion, and possible action on an Ordinance (Ordinance 2016.016) revising the Economic Development Policy, providing for procedures including a Tax Abatement Policy, an Economic Development Program and other incentives
8. Discussion and possible action on the appointment of one voting member and an alternate or alternates to the Planning & Zoning Commission.
9. Discussion and possible action on the appointment of one member to the Environmental/Deer Committee.

IV. 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 5:00 p.m. on **Monday, August 22, 2016**.



Mary Ann Ray, Village Secretary

Removed from display: _____



RESOLUTION NO. R-2016-146

A RESOLUTION OF THE VILLAGE OF SALADO, TEXAS AUTHORIZING SUBMISSION OF PROJECTS FOR THE MOBILITY 2040 METROPOLITAN TRANSPORTATION PLAN (MTP) THROUGH THE KILLEEN-TEMPLE METROPOLITAN PLANNING ORGANIZATION FOR ROADWAY, BIKE AND PEDESTRIAN, TRANSIT, AND OTHER ELIGIBLE ACTIVITIES; AND PROVIDING AN OPEN MEETINGS CLAUSE.

WHEREAS, the Killeen-Temple Metropolitan Planning Organization has announced a Call for Projects for a program entitled “Mobility 2040 Metropolitan Transportation Plan (MTP)”; and

WHEREAS, projects representing all modes of transportation have been requested to include roadway, bike and pedestrian, transit, and other eligible activities; and

WHEREAS, projects included in the MTP will be funded through various sources at the local, state, and federal levels based upon priority ranking and funding availability;

WHEREAS, these funding sources include Propositions 1 and 7, Surface Transportation and Transportation Alternatives funding, other FAST ACT programs, and Category 2 or 7 Programs;

WHEREAS, the Village of Salado has identified multiple projects to submit for consideration through a competitively scored process administered by the MPO;

WHEREAS, the scope of the projects range from roadway, multi-modal trails, stormwater drainage, on and off-street bicycle lanes and facilities; and

WHEREAS, multiple committees and the Board of Aldermen have reviewed and support certain projects to be submitted for consideration and ranking; and

WHEREAS, if awarded, the Board of Aldermen believe the proposed projects will promote goals established in the Village’s Comprehensive Plan including to: 1) explore alternatives to the automobile (e.g. hike and bike trails) and identify ways in which such alternatives can be accommodated within the existing and future transportation system; 2) explore transportation alternatives to the automobile (e.g., hike and bike trails) and identify ways in which such alternatives can be accommodated within the existing and future transportation system; and 3) provide a balanced transportation system that is coordinated with existing needs and with plans for the future; this system should be economical and responsive to environmental concerns; 4) fulfill the goals of the Transportation Plan; and

WHEREAS, the Village Aldermen have determined that it is advantageous and in the public interest to submit these projects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO, TEXAS:

SECTION 1

The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.

SECTION 2

That the Village of Salado hereby authorizes and directs the Village Administrator to submit the following projects to the Killeen-Temple Metropolitan Planning Organization to be included, considered, and ranked in the Mobility 2040 Metropolitan Transportation Plan (MTP):

1. Salado FM 2268 (Main Street) Multi-Modal Mobility and Safety Project
2. Salado Creek Off-Road Trail: Pace Park - Hike/Bike Trail Transportation Regional System Alignment
3. Hike/Bike Trail - Transportation Regional System Alignment Enhancements Along Salado Creek, Main Street, and Royal Street
4. West Village Road – Expansion of Capacity and Multi-Modal Improvements

SECTION 3

The Village Administrator is authorized to execute any documents, which may be necessary to submit the Projects for consideration and to administer the Projects should they be awarded.

SECTION 4

It is hereby official found and determined that the meeting at which this Resolution was 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.

SECTION 5

That this Resolution shall take effect immediately from and after its passage.

**PASSED AND APPROVED by the Board of Aldermen of the Village of Salado
this _____th day of August, 2016, by a vote of
____ (ayes) to ____ (nays) to ____ (absentions).**

Skip Blancett, Mayor

ATTEST:

Mary Ann Ray, Village Secretary

BOARD OF ALDERMAN

AGENDA ITEM MEMORANDUM

8/25/16
Item # 5
Regular Agenda
Page 1 of 2

DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator

ITEM DESCRIPTION: Presentation, discussion, and possible action on Ordinance (Ordinance 2016.016), revising the Economic Development Policy to include incentives for residential and multi-family development.

STAFF / COMMITTEE RECOMMENDATION: The Economic Development Committee and staff recommend approval.

ITEM SUMMARY AND ANALYSIS: This Ordinance revises the Village's Chapter 380 Economic Development Policy for the Village. Chapter 380 of the Local Government Code is the primary vehicle for cities to provide incentives to economic development prospects. The statute reads:

CHAPTER 380. MISCELLANEOUS PROVISIONS RELATING TO MUNICIPAL PLANNING AND DEVELOPMENT
Sec. 380.001. ECONOMIC DEVELOPMENT PROGRAMS.

(a) The governing body of a municipality may establish and provide for the administration of one or more programs, including programs for making loans and grants of public money and providing personnel and services of the municipality, to promote state or local economic development and to stimulate business and commercial activity in the municipality. For purposes of this subsection, a municipality includes an area that:

- (1) has been annexed by the municipality for limited purposes; or
- (2) is in the extraterritorial jurisdiction of the municipality.

(b) The governing body may:

- (1) administer a program by the use of municipal personnel;
- (2) contract with the federal government, the state, a political subdivision of the state, a nonprofit organization, or any other entity for the administration of a program; and
- (3) accept contributions, gifts, or other resources to develop and administer a program.

Without a policy/program, the BOA is not authorized to provide incentives to economic development prospects. This policy should be reviewed every two years in conjunction with the Tax Abatement Policy.

The revisions to resolution address the following topics:

- Adds Category 3 to the Target Industries for residential, townhome, condo, and apartment development meeting certain criteria
- Incentives under Category 3 to include tax refunds/rebates based upon actual receipts
- Establishes an eligibility threshold of 10 units for single family homes, townhomes, and condos
- Establishes a minimum unit sales price of \$250,000 or exceeds the median home value for all units.
- Establishes a minimum capital investment eligibility threshold of \$2,500,000 for an apartment complex with a minimum of 20 units.
- Defines what must be included in a Development Agreement
- Establishes what should be considered by the Committee in making a recommendation to the BOA

including financial analysis/ROI, payback/return on investment, feasibility study or proforma

- Development must be currently eligible for annexation and Developer must petition for annexation upon approval of a Concept Plan(s).
- Residential incentives begin the first full tax year following the Certificate of Occupancy of the 10th unit.
- Maximum is 5 years at 60% refund based upon actual taxes received by the Village
- Tax refunds/rebates only apply to the Village's Operations and Maintenance tax rate
- The median home value is reviewed and adjusted yearly.
- The Developer is responsible for documenting, tracking, and submitting information and reports to the Village which demonstrate compliance with the Development Agreement.

FISCAL IMPACT: Fiscal impact is established on a case-by-case basis. According to this policy, all incentives should have a direct payback of 5 or less years.

ATTACHMENTS:

- Proposed Ordinance
- Economic Development Policy

Ordinance No. 2016.016
State of Texas
County of Bell
August 25, 2016

AN ORDINANCE REVISING THE ECONOMIC DEVELOPMENT POLICY, PROVIDING FOR PROCEDURES INCLUDING A TAX ABATEMENT POLICY, AN ECONOMIC DEVELOPMENT PROGRAM AND OTHER INCENTIVES FOR THE VILLAGE OF SALADO, TEXAS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Village of Salado, (“Village”), desires to revise the Village’s Economic Development policy to provide for procedures, including a tax abatement policy, an Economic Development Program under Chapter 380 of the Texas Local Government Code and other incentives designed to promote economic development in the Village; and

WHEREAS, such a policy will benefit the citizens of the Village by creating new jobs and stimulating business and commercial activity in the Village; and

WHEREAS, the Board of Aldermen has determined that it is appropriate to establish criteria for the granting of economic incentives under the policy and a procedure for making application for such incentives;

WHEREAS, the Board of Aldermen has determined that it is appropriate to establish types of incentives that may be offered; and

WHEREAS, the Board of Aldermen has determined that it is appropriate to establish compliance procedures and provisions for recapture of incentives in the event of default;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO, TEXAS:

Section 1.

The facts and recitations contained in the preamble of this Ordinance are hereby declared to be true and correct and are incorporated by reference herein and made a part hereof, as if copied verbatim.

Section 2.

The Board of Aldermen of the Village of Salado hereby revises the Economic Development Policy and Procedures as attached hereto as “Exhibit A” and made a part hereof for all purposes.

Section 3

That should any sentence paragraph subdivision clause phrase or Section of this Ordinance be adjudged or held to be unconstitutional illegal or invalid the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional illegal or invalid.

. Section 4

This ordinance shall be in full force and effect from and after its passage and adoption.

Section 5.

It is hereby found, determined, and declared that sufficient written notice of the date, hour, place, and subject of this meeting of the Board of Aldermen was posted at a place convenient to the public at the Municipal Building for the time required by law preceding this meeting, as required by the Open Meeting Law, Chapter 551, Texas Government Code, and that this meeting was open to the public as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered, and formally acted upon. The Board of Aldermen further ratifies, approves, and confirms such written notice and the contents and posting thereof.

**PASSED, APPROVED and ADOPTED by the Salado Board of Aldermen by a vote of
_____ (ayes) to _____ (nays) to _____ (abstentions).**

Skip Blancett, Mayor

ATTEST:

Mary Ann Ray, Village Secretary

VILLAGE OF SALADO, TEXAS

ECONOMIC DEVELOPMENT PROGRAM

POLICIES & PROCEDURES

August 25, 2016

ECONOMIC DEVELOPMENT PROGRAM

POLICIES AND PROCEDURES

I. GENERAL PURPOSE AND OBJECTIVES

The Village of Salado, ("Village"), is committed to the promotion of high-quality commercial, business, residential subdivision, mixed use, and multi-family development in all areas of the Village and ongoing improvement of the quality of life of its citizens. These objectives may be served by the enhancement and expansion of the local economy. The Village will consider providing incentives as a stimulus for economic growth and economic stabilization. This will be accomplished in accordance with the criteria and guidelines established herein and in accordance with state law. Nothing herein shall imply or suggest that the Village is under any obligation to provide economic development incentives including tax abatement or reimbursement to any applicant, or that any applicant has a property right nor interest in economic development incentives including tax abatement or reimbursement, or that the Village is precluded from considering other options which may be in the best interest of the Village.

Goals of this policy are to expand retail sales and development, attract new tourism venues, create new jobs, expand capital investment, expand hotel/motel tax growth, attract residential and multi-family development into the Village city limits, and foster redevelopment in identified Targeted Industries and Designated Areas of the Village. Each applicant's project will be evaluated for potential incentives on a case by case basis.

II. DEFINITIONS

- A. "**Abatement**" means the full or partial exemption of ad valorem taxes on eligible real or personal property improvements in a reinvestment zone designated as such for economic development purposes.
- B. "**Agreement**" means a contractual agreement between a property owner or lessee and the Village for the purpose of providing tax abatement or other incentives.
- C. "**Designated Area**" means a specified region in the Village of Salado that has been selected by the Board of Aldermen to receive special consideration in order to encourage economic development in that region. The map found in **Exhibit A.3** identifies the current Designated Areas in the Village of Salado.
- D. "**Expansion**" means the addition of buildings, structures, fixed machinery, or equipment for the purpose of increasing production capacity or increasing convention

or tourism facility event capacity or entertainment facility capacity.

- E. **"Facility"** means property improvements completed or in the process of construction which together comprise an integral whole.
- F. **"Full-time Job"** means a job that requires a minimum of forty (40) hours of work per week; or eighty (80) hours of work per two weeks, receives benefits, and is hired to work full-time year-round (2080 hours per year).
- G. **"Lease"** means a relationship whereby the business applying for tax abatement or other incentives has a contract for exclusive possession of either the real property on which improvements are to be made and/or of movable personal property to be used for the operation of the business for a defined period of time.
- H. **"Modernization"** means a complete or partial demolition of Facilities and the complete or partial reconstruction or installation of a Facility of similar or expanded production capacity. Modernization may result from the construction, alteration, or installation of buildings, structures, machinery or equipment, or both. Modernization in a Redevelopment Area includes painting of exterior walls, restoring, removing or installing a façade, adding balconies or decorative art, and related exterior improvements designed to visually improve the exterior of a building or block.
- I. **"New Facility"** means a previously undeveloped property that is placed into service by means other than, or in conjunction with, expansion and modernization.
- J. **"Personal Property"** means equipment and/or tools used or bought for use in the operation Category One business applying for tax abatement.
- K. **"Real Property"** means the area of land defined by legal description as being owned or leased by the business applying for a tax abatement, including buildings, structures, fixed (permanently attached) machinery and equipment, site improvements, related fixed improvements necessary to the operation and administration of the Facility, and valued for property tax purposes, and which are to be included in the Reinvestment Zone.
- L. **"Redevelopment"** means the removal and replacement, rehabilitation, or adaptive reuse of an existing structure or structures, or of land from which previous improvements have been removed including construction of residential, commercial, industrial, public, or other uses as well as provisions for streets, parks, and other public facilities.
- M. **"Redevelopment Area"** means specific geographic locations in Salado that have been selected by the Board of Aldermen to receive special consideration in order to encourage economic development in that location. The map found in **Exhibit A.1** identifies the current Redevelopment Areas in the Village of Salado.
- N. **"Reinvestment Zone"** or Tax Abatement District is an area designated as such for the purpose of tax abatement as authorized by the Village of Salado in accordance with

State law.

- O. **“Target Area”** means specified geographic locations in Salado that have been selected by the Board of Aldermen to receive special consideration in order to encourage economic development in that location. The map found in **Exhibit A.2** identifies the current target areas in the Village of Salado.

III. ELIGIBILITY CRITERIA:

- A. Proposed developments or redevelopments must be in one or more of the following Target Industries:

Category One

Research & Development
 Advanced Technology
 Information Technology
 Information & Data Center
 Corporate and Regional Offices
 Bioscience
 Medical

Category Two

Major Tourism Attractions/Entertainment Venues
 Major Retail Sales and Shopping Centers Meeting / Event Space
 Hotel, Motel, and Bed and Breakfast
 Large, Mixed Use Developments

Category Three

Residential, townhome, condo, apartment development meeting certain criteria

- B. Projects must be entirely within the corporate limits of the Village of Salado, or the proposed site must be contiguous with the Village limits and Applicant is willing to submit a petition for voluntary annexation prior to platting or issuance of a building permit, whichever occurs first.
- C. Project benefits must result in a calculated direct payback of 5 or less years unless the project is on the Top 20 Recruitment List.
- D. The Village shall not provide incentives if it finds that the request for the incentives were filed after the commencement of construction of a New Facility, or the Modernization, Redevelopment, or Expansion of an existing Facility.
- E. Eligible projects must meet at least two of the following criteria for an applicant to be considered eligible for incentives. Additional criteria for specific incentives are listed under the individual incentive type description. Nothing herein prevents the Village to

provide higher incentive levels based on the individual case. Project criteria includes projects that:

1. are located in or substantially contribute to Designated Areas, Redevelopment Areas, or Target Areas;
 2. result in at least 25,000 square feet of newly constructed facilities (at new or existing business locations);
 3. result in at least \$500,000 of new taxable appraised value to the tax rolls;
 4. result in at least 50 new, permanent full time jobs;
 5. result in at least 10 new, permanent full time jobs in Redevelopment Areas; or
 6. Result in new minimum annual local sales tax of at least \$50,000 annually
 7. Result in new minimum annual hotel motel tax of at least \$100,000 annually; or in the case of a project to be located in a Redevelopment Area, a new minimum annual hotel motel tax of at least \$25,000.
 8. Result in construction of a minimum of 10 single family homes, townhomes, or condos in a single subdivision. *See Residential Incentive Matrix.*
 9. Result in a minimum unit sales price of \$250,000 for all units or all units exceed the median home value for the Village (median home value adjusted annually). *See Residential Development Incentives Chart.*
 10. Result in a minimum capital investment of \$2,500,000 for an apartment complex and a minimum of 20 units.
 11. Meet two of the criteria established in Section III.F (1-4) herein.
- F. Projects which substantially contribute to one or more of the following criteria may be eligible for additional incentives exceeding minimum guidelines.
1. The redevelopment or rehabilitation of building has been vacant for at least two years.
 2. The project will create improvements in the Historic Downtown District
 3. Investment results in redevelopment or rehabilitation of an existing, declining building in a Redevelopment Area
 4. The investment will result in additional development in the surrounding area.

IV. TYPES OF ECONOMIC DEVELOPMENT INCENTIVES:

A. Chapter 380 Incentives:

This policy shall serve as the Village's Chapter 380 Policy and Program. Under this program, the following incentives may be considered. Each grant or loan must promote state or local economic development pursuant to Chapter 380.

The structure of any incentive under this Program must be approved through a Development Agreement which specifies the conditions of the grant, including but not limited to: 1) minimum number of jobs; 2) minimum capital investment; 3) site plan; 4) development standards/quality of construction; 5) general public infrastructure design; 6) continued operation for a stated period of time; 7) development schedule; 8) timing of annexation; 9)

percent of taxable value to be refunded; 10) term of refund; 11) land use controls; 12) the amount of incentive to be granted i.e. grant equivalent to x% of the ad valorem tax created during an x year period of time; 13) requirement to connect to the wastewater system; and (14) any other term or condition that ensures accomplishing the Village's stated economic development goals.

1. **Expedited Plans Review and Permitting:** The Village of Salado will provide a single point of contact for development services. Expedited permitting and plans review will also be considered.
2. **Small Business Development Center:** The Regional Small Business Development Center provides counseling services for existing and start-up businesses including market research, financial analysis, and business plan development assistance.
3. **Hotel/Motel Tax:** The Village may consider entering into Tourism Marketing Agreements with qualified hotels, motels, and bed and breakfasts that offer meeting space accommodating groups of 25 or more persons and have 10 or more hotel rooms. Agreements will allow these facilities to reinvest a portion of the hotel/motel tax that is generated specifically by their facility to market their accommodations, meeting space, and other attractions as allowed by Texas Tax Code Chapter 351. Agreements will specify that marketing plans shall be approved by the Board of Aldermen. Hotel/motel thresholds and reimbursements may be allowed as authorized by law in accordance with the following reimbursement schedules:

Annual Amount of Hotel/Motel Tax Generated Above Base Year	Reimbursement Schedule
\$25,000-\$99,999 <i>Only applies in Redevelopment Area</i>	year 1 – 30% year 2 – 25% years 3 through 5 – 20% years 6 through 7 – 15%
\$100,000-\$274,999	year 1 – 40% year 2 - 35% year 3 - 30% year 4 - 25% years 5 through 7 - 20% years 8 through 10 - 15%
\$275,000-\$500,000	year 1 - 70% year 2 - 65% year 3 - 55% year 4 - 50% years 5 through 7 - 45% years 8 through 10 – 40%,

4. **Development Fee Waivers:** The Village may consider reducing or waiving fees including building permit fees, inspection fees, site development permit fees, and platting, zoning, and land use application fees.
5. **Sales tax incentive grant:** Sales tax incentive reimbursements may be considered by the Village on a limited basis. Other entities charging sales tax are encouraged to participate.

Annual Amount of Sales Tax (Village only) Generated Above Base Year	Reimbursement Schedule
\$50,000-\$99,999	5 years at 15%
\$100,000-\$249,999	5 years at 25%
\$250,000+	5 years at 30%

6. **Land grant:** The Village of Salado owns tracts of land, right-of-way, and alleyways in various areas of Salado. Grants of land will be considered.
7. **Façade Improvement Grants.** Façade grants may be considered for properties located in a Strategic Investment Zone, Overlay District, I-35 Corridor, or on Main Street. The Village may consider making grants between \$1,000- \$7,000 on a 1:1 matching basis for the replacement of an existing façade with an eligible masonry product or to remove an existing façade to expose the original façade (if historic). Eligible masonry materials for a replacement façade under this subsection include brick and stone. In the Historic District, eligible materials will be approved based upon the original material used for the building's construction. Façade improvement costs eligible for reimbursement with a façade improvement grant include demolition costs (including labor), landfill costs, and material and construction (including labor) costs, but specifically exclude design costs.
8. **Landscaping and Irrigation grants:** Landscaping grants may be considered for properties located in a Strategic Investment Zone, Overlay District, I-35 Corridor, or on Main Street. Landscaping and irrigation grants will be considered only for properties that meet special overlay district requirements or exceed minimum ordinance standards. To be eligible for a landscape grant, the project must include irrigation. The Village will consider grants up to \$2,500 on a 1:1 matching basis for the installation of new or additional landscaping to an eligible property. Landscaping may include live plants and decorative hardscape such as pavers, arbors, art, etc. Landscaping improvement costs eligible for reimbursement with a landscaping improvement grant include ground preparation costs (including labor), materials (trees, shrubs, soil) and other decorative features.

9. **Sign Improvement Grants:** Sign improvement grants may be considered for properties located in a Strategic Investment Zone, Overlay District, and I-35 Corridor or on Main Street. The Village may consider making grants of up to \$1,000 on a 1:1 matching basis for the installation of a new sign or replacement of a dilapidated sign. Only ground-mounted, monument type signs may be funded with a grant unless the sign contributes architecturally to the charm and brand of the Village, as determined in the sole discretion by the Village. Sign improvement costs eligible for reimbursement with a sign improvement grant include demolition costs (including labor), landfill costs, and material and construction (including labor) costs, but specifically exclude design costs.

10. **Historic Preservation Tax Credits:** Historic Preservation Tax Credits are available in the downtown area. The owner of a historic building can receive a federal income tax credit of 20% of the amount spent to rehabilitate a certified historic structure. There is also a 10% credit for older, non-historic buildings. Properties must be income-producing and must be rehabilitated according to standards set by the Secretary of the Interior. The Texas Historic Tax Preservation Program also allows a historic tax credit worth 25 percent of eligible rehabilitation costs and is available for buildings listed in the National Register of Historic Places, as well as Recorded Texas Historic Landmarks and Texas State Antiquities Landmarks. The program is administered jointly by the Texas Historical Commission (THC) in cooperation with the Texas Comptroller of Public Accounts.

11. **Public infrastructure:** The Village may consider partnering with developers on oversized sidewalks and trails if they are noted on the Village's Trails Master Plan.

12. **Residential and Multi-Family Development:** The Village may consider grants under its Chapter 380 program to partially refund property taxes of certain residential, townhome, patio home, and apartment developments in exchange for the voluntary annexation. In addition to criteria outlined Sections III E and III F, proposed developments must be currently eligible for annexation.

The structure of the incentive must be approved pursuant to a Chapter 380 grant through a Development Agreement which specifies the conditions of the grant, including but not limited to the conditions and terms specified in this Section IV.A as well as 1) minimum number of residential units constructed; 2) minimum taxable value of the residential units; 3) and any other term or condition that ensures accomplishing the Village's stated economic development goals. *See Residential Development Incentives Matrix* for details and incentive thresholds. Details of this program include:

- a) Developer shall petition for voluntary annexation upon approval of a Concept Plan(s).
- b) Residential incentives begin the first full tax year following the Certificate of Occupancy of the 10th unit.
- c) Maximum refund/rebate is for 5 years at 60%
- d) Refunds/rebates are for actual taxes received by the Village

- e) The Developer is responsible for documenting, tracking, and submitting information and reports to the Village which demonstrate compliance with the Development Agreement.
- f) Village will disperse refunds/rebates by January 31 for the previous tax year if actual taxes are received by the Village.
- g) Rebates/refunds will be paid to the original developer and are not transferable or assignable.
- h) Rebates/refunds apply to the Village's Operations and Maintenance Tax Rate only.
- i) The median home value used to determine eligibility shall be reviewed and adjusted on a yearly basis.

13. Asbestos/lead surveys and abatement: The Village may consider a grant of up to \$1,000 on a 1:1 matching basis for owner-initiated asbestos survey of a building and up to \$1,000 on a 1:1 matching basis for asbestos abatement for a building on eligible property. Asbestos survey and abatement grant eligible costs include professional fees, labor costs, and replacement materials.

RESIDENTIAL DEVELOPMENT INCENTIVES MATRIX											
2016 Salado Median Value (*Zillow)											
Units	Value	O&M Rate	Per Unit	Total	60%	PER YEAR	Total	60%	PER YEAR	Total	60%
50	\$238,000	0.19	\$452.20	\$22,610	\$13,566	\$22,610	\$22,610	\$13,566	\$22,610	\$13,566	\$22,610
40	\$238,000	0.19	\$452.20	\$18,088	\$10,853	\$18,088	\$18,088	\$10,853	\$18,088	\$10,853	\$18,088
30	\$238,000	0.19	\$452.20	\$13,566	\$8,140	\$13,566	\$13,566	\$8,140	\$13,566	\$8,140	\$13,566
25	\$238,000	0.19	\$452.20	\$11,305	\$6,783	\$11,305	\$11,305	\$6,783	\$11,305	\$6,783	\$11,305
20	\$238,000	0.19	\$452.20	\$9,044	\$5,426	\$9,044	\$9,044	\$5,426	\$9,044	\$5,426	\$9,044
15	\$238,000	0.19	\$452.20	\$6,783	\$4,070	\$6,783	\$6,783	\$4,070	\$6,783	\$4,070	\$6,783
10	\$238,000	0.19	\$452.20	\$4,522	\$2,713	\$4,522	\$4,522	\$2,713	\$4,522	\$2,713	\$4,522
50	\$250,000	0.19	\$475.00	\$23,750	\$14,250	\$23,750	\$23,750	\$14,250	\$23,750	\$14,250	\$23,750
40	\$250,000	0.19	\$475.00	\$19,000	\$11,400	\$19,000	\$19,000	\$11,400	\$19,000	\$11,400	\$19,000
30	\$250,000	0.19	\$475.00	\$14,250	\$8,550	\$14,250	\$14,250	\$8,550	\$14,250	\$8,550	\$14,250
25	\$250,000	0.19	\$475.00	\$11,875	\$7,125	\$11,875	\$11,875	\$7,125	\$11,875	\$7,125	\$11,875
20	\$250,000	0.19	\$475.00	\$9,500	\$5,700	\$9,500	\$9,500	\$5,700	\$9,500	\$5,700	\$9,500
15	\$250,000	0.19	\$475.00	\$7,125	\$4,275	\$7,125	\$7,125	\$4,275	\$7,125	\$4,275	\$7,125
10	\$250,000	0.19	\$475.00	\$4,750	\$2,850	\$4,750	\$4,750	\$2,850	\$4,750	\$2,850	\$4,750
50	\$275,000	0.19	\$522.50	\$26,125	\$15,675	\$26,125	\$26,125	\$15,675	\$26,125	\$15,675	\$26,125
40	\$275,000	0.19	\$522.50	\$20,900	\$12,540	\$20,900	\$20,900	\$12,540	\$20,900	\$12,540	\$20,900
30	\$275,000	0.19	\$522.50	\$15,675	\$9,405	\$15,675	\$15,675	\$9,405	\$15,675	\$9,405	\$15,675
25	\$275,000	0.19	\$522.50	\$13,063	\$7,838	\$13,063	\$13,063	\$7,838	\$13,063	\$7,838	\$13,063
20	\$275,000	0.19	\$522.50	\$10,450	\$6,270	\$10,450	\$10,450	\$6,270	\$10,450	\$6,270	\$10,450
15	\$275,000	0.19	\$522.50	\$7,838	\$4,703	\$7,838	\$7,838	\$4,703	\$7,838	\$4,703	\$7,838
10	\$275,000	0.19	\$522.50	\$5,225	\$3,135	\$5,225	\$5,225	\$3,135	\$5,225	\$3,135	\$5,225
50	\$300,000	0.19	\$570.00	\$28,500	\$17,100	\$28,500	\$28,500	\$17,100	\$28,500	\$17,100	\$28,500
40	\$300,000	0.19	\$570.00	\$22,800	\$13,680	\$22,800	\$22,800	\$13,680	\$22,800	\$13,680	\$22,800
30	\$300,000	0.19	\$570.00	\$17,100	\$10,260	\$17,100	\$17,100	\$10,260	\$17,100	\$10,260	\$17,100
25	\$300,000	0.19	\$570.00	\$14,250	\$8,550	\$14,250	\$14,250	\$8,550	\$14,250	\$8,550	\$14,250
20	\$300,000	0.19	\$570.00	\$11,400	\$6,840	\$11,400	\$11,400	\$6,840	\$11,400	\$6,840	\$11,400
15	\$300,000	0.19	\$570.00	\$8,550	\$5,130	\$8,550	\$8,550	\$5,130	\$8,550	\$5,130	\$8,550
10	\$300,000	0.19	\$570.00	\$5,700	\$3,420	\$5,700	\$5,700	\$3,420	\$5,700	\$3,420	\$5,700
5 YEARS											
Units	Value	O&M Rate	Per Unit	Total	60%	PER YEAR	Total	60%	PER YEAR	Total	60%
50	\$300,000	0.19	\$570.00	\$28,500	\$17,100	\$28,500	\$28,500	\$17,100	\$28,500	\$17,100	\$28,500
40	\$300,000	0.19	\$570.00	\$22,800	\$13,680	\$22,800	\$22,800	\$13,680	\$22,800	\$13,680	\$22,800
30	\$300,000	0.19	\$570.00	\$17,100	\$10,260	\$17,100	\$17,100	\$10,260	\$17,100	\$10,260	\$17,100
25	\$300,000	0.19	\$570.00	\$14,250	\$8,550	\$14,250	\$14,250	\$8,550	\$14,250	\$8,550	\$14,250
20	\$300,000	0.19	\$570.00	\$11,400	\$6,840	\$11,400	\$11,400	\$6,840	\$11,400	\$6,840	\$11,400
15	\$300,000	0.19	\$570.00	\$8,550	\$5,130	\$8,550	\$8,550	\$5,130	\$8,550	\$5,130	\$8,550
10	\$300,000	0.19	\$570.00	\$5,700	\$3,420	\$5,700	\$5,700	\$3,420	\$5,700	\$3,420	\$5,700
5 YEARS											

14. **Environmental Protection Agency Brownfield incentives:** The Village may coordinate with the EPA for grants for asbestos assessment surveys and Phase I environmental surveys. Qualified projects may be eligible for abatement grants and EPA Revolving Loan Funds. In addition, EPA Brownfield Tax Incentives allow environmental cleanup costs at eligible properties to be fully deductible in the year incurred, rather than capitalized and spread over a period of years.

B. Tax Abatement Incentives

1. **Property Tax Abatement:** The Village will consider granting tax abatement on the new value of real and personal property improvements including buildings, structures, fixed machinery and equipment, site improvements, related fixed improvements, and personal property (excluding inventory or supplies) with a productive life of ten years or more. See *Tax Abatement Guidelines and Policy Statement* for details.
2. Tax Abatement is granted by a separate Tax Abatement Agreement approved by the Village Board of Aldermen. The Economic Development Committee will assist applicants with the application process and will facilitate abatement agreements with other taxing authorities if they are sought.

C. Public Infrastructure Assistance

1. **Public Improvement District (PID):** In accordance with Texas Local Government Code Chapter 372, a PID may be formed to provide public infrastructure or services such as health and sanitation, water and wastewater, public safety, etc. PIDs allow the Village to levy and collect special assessments on property within the Village. PIDs are subject to creation of a PID plan and market analysis. Generally, the Village will only consider PIDs if other incentives or funding mechanisms are requested and there is a minimum capital investment of \$15,000,000.
2. **Tax Increment Financing;** In accordance with Texas Tax Code Chapter 311, tax increment financing is a tax reinvestment tool that allows local governments to fund public infrastructure improvements within a defined area. TIFs work by allowing taxing entities to repay the costs of public improvements to a designated area with the future tax revenues generated by increased property values. TIF financing maybe considered on Main Street, the I-35 Corridor, or for very large, special or mixed use projects only. TIF and PID financing may not be utilized in conjunction with one another for a project. Tax Increment Reinvestment Zone plans are required for analysis, and, generally, the Village will only consider TIFs if they include County participation and no other incentives or funding mechanisms are requested and there is a minimum capital investment of \$15,000,000.

V. RECRUITMENT

- A. The Economic Development Committee serves as the marketing, recruitment, evaluation, and recommendation arm for prospective Target Businesses. The Committee is comprised of the Chamber of Commerce President, two Chamber of Commerce Board of Directors, two retail representatives at large, a banker or financial advisor, a County representative, a Board of Aldermen representative, and the Village Administrator. 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.

VI. APPLICATION PROCESS

A. Application Submission

1. Applicants must submit a completed Application for Incentives to the Village of Salado Village Administrator's Office. Incomplete applications will not be considered. The complete application shall consist of the following detailed information:
 - a. Information that addresses Part III.E and Part III.F above and Part VI.A.1.d below
 - b. a map and property description;
 - c. a site plan, concept plan (if applicable), and building elevations;
 - d. a time schedule for undertaking and completing the planned improvements;
 - e. a project for Modernization or Redevelopment requires a statement of the assessed value of the facility, separately stated for real and personal property, shall be given for the tax year immediately preceding the application;
 - f. a project for leased property requires signatures by the owner(s) and the lessee(s) on the application, proof of ownership for all applicants operating a business in a third-party owned facility, or third-party owners of a business facility and a joint application third-party property owner. Copies of a lease agreement (financial terms may be whited out) and proof of ownership will be required; and
 - g. Any additional information requested by the Village
2. Development Fee Review Agreement. Along with the application, a development fee review agreement (see **Exhibit A.4**) shall be required to provide for the costs of city staff, legal, planning, engineering, financial or specialized consultants required to review the application.

† All documents received by the Village of Salado (physically or electronically) may be subject to public disclosure as required by law.

† The Village of Salado reserves the right to request/review/verify the applicant's financial statements and any additional information in determining the economic feasibility, the financial capacity, and long-term benefit of the overall project.

VII. PROCEDURE

- A. The Economic Development Committee evaluates an application to determine if the project meets the requirements for consideration under this policy as well as coordinate with the applicant:
- Type of operation
 - Eligibility criteria
 - Minimum standards
 - Minimum thresholds
 - The merit and value of the proposed project
- B. In making its recommendation, the Economic Development Committee may consider the following:
- Financial analysis / Return on Investment Analysis
 - Payback/Return on Investment analysis
 - Feasibility study or pro-forma to establish whether the project is viable
- C. The Economic Development Committee shall 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.
- D. The Board of Aldermen may consider approving a Development Agreement and/or a Chapter 380 Agreement as applicable, and authorizing the Mayor to execute the agreement(s).
1. All projects brought to the Board of Aldermen for consideration shall be presented at meetings conducted pursuant to the Open Meetings Act.
 2. The Board of Aldermen retains sole authority to approve in whole or in part or deny any Incentive or Development Agreement.
- E. The following criteria will be considered in determining whether a business should be recruited, and if and at what level incentives may be offered to an applicant:
1. Expansion of the local tax base/new capital investment;

2. Creation of permanent jobs, including the number, type, and average wage of jobs to be created;
3. New annual local sales tax to be directly generated; the project must generate a minimum of \$50,000 annually in direct local Village sales tax;
4. Result in new minimum annual hotel motel tax of at least \$100,000 annually, or in the case of a project to be located in a Redevelopment Area, a new minimum annual hotel motel tax of at least \$25,000.
5. Whether the project substantially contributes to or is located in a Redevelopment or Targeted Area or is a historic building;
6. Whether the project can serve as a prototype and catalyst for other development of a higher standard;
7. Whether the quality of architecture and site design improves the aesthetic appearance, including landscaping and public amenities which exceed the minimum requirements of the Village code;
8. Whether the project increases the amount of green space, public plazas, public parks or landscaping;
9. Impact on quality of life and quality of place;
10. The financial capacity of the applicant to undertake and complete the proposed project;
11. The extent to which the proposed project carries out the goals and objectives of the Village's Comprehensive Plan, Strategic Plan, and Master plans;
12. Extent to which local contractors and suppliers will be used during construction and business operation;
13. The types and value of public improvements, especially public parking and restrooms, to be constructed and paid for by the applicant;
14. Whether the project will attract other new business in the area;
15. Whether the project is environmentally compatible with the community or expands on eco-tourism;
16. The project has high visibility, and brand and image impact;
17. The project is an area which might not otherwise be developed because of constraints of topography, ownership patterns, site configuration, etc.; and
18. Any other factors that the Village determines to be relevant to accomplishing economic development objectives.

VIII. No Vested Right to Receive an Incentive

- A. Nothing herein shall imply or suggest that the Village is under any obligation to provide any incentive to any applicant, or that any applicant has a property right or interest in an incentive, or that the Village is precluded from considering other options which may be in the best interest of the Village. The award or denial of an

incentive shall be at the discretion of the Village. All applicants shall be considered on a *case-by-case* basis.

- B. The Village Board of Aldermen may annually appropriate funds for the administration of the incentive program and the granting of funds under the programs established by ordinance and this policy and are subject to the availability of funds appropriated for that purpose in any given fiscal year. All applications are considered on an individual case-by-case basis.

IX. COMPLIANCE VERIFICATION / DEFAULT TERMINATION

A. Initial Inspection

- 1. After the initial requirements of the agreement have been completed (i.e. construction/installation of improvements), the Owner shall submit an executed Certificate of Compliance to the Village.
- 2. After receipt of an executed Certificate of Compliance, Village staff shall make an inspection to verify that all initial contract requirements are complete.

B. Annual Certification

- 1. Standard Annual Certification: On a date specified in the Development or Chapter 380 Agreement, the Owner shall submit a statement to the Village which provides information about the project's achievement during the prior calendar year regarding the improvements and other agreement obligations.

C. Village's Right to Inspect

- 1. The Village of Salado reserves the right to send representatives from the Village to inspect the facilities and records of the Owner during the term of the agreement to verify the accuracy of the information provided.

D. Default

- 1. If during the term of the Agreement, the Village determines that the Applicant is not in compliance with the terms and conditions of the Agreement and fails to cure, and/or allows its ad valorem taxes owed the Village to become delinquent and fails to timely and properly follow the legal procedures for a protest or contest; and

2. If during the term of the agreement, the Village determines the Applicant is in default of the terms and conditions of the Agreement and the default is not cured pursuant to the Agreement, the Village reserves the right to cancel/modify the agreement and/or require repayment of all incentives including the value of in-kind incentives received under the agreement.

X. ASSIGNMENT OF DEVELOPMENT OR CHAPTER 380 AGREEMENTS.

- A. Incentives may be transferred and assigned by the holder to a new owner or lessee of the same Facility upon the approval by resolution of the Village subject to the financial capacity of the assignee and provided that the agreement is not in default and all conditions and obligations in the Agreement are guaranteed by the execution of a new contractual Agreement with the Village. No assignment or transfer shall be approved if the parties to the existing Agreement, the new owner or new lessee, are liable to any jurisdiction for outstanding taxes or other obligations. Approval of assignments will not be unreasonably withheld.

EXHIBIT A.4

AGREEMENT FOR PAYMENT OF REVIEW AND DEVELOPMENT EXPENSES INCURRED BY THE VILLAGE FOR _____ PROJECT

THIS AGREEMENT (“the Agreement”) is entered into as of the ___ day of ___ 2016, by and between the Village of Salado, Texas, a home-rule municipal corporation (“the Village”), and _____ (“the Applicant”), (collectively herein referred to as “the Parties”).

WHEREAS, the Applicant owns or is the authorized agent of the owner of certain Property situated in _____ County, Texas described in Exhibit A, attached hereto and incorporated herein by reference (“the Property”);

WHEREAS, the Applicant desires to develop the Property and has made application to the Village to petition the Village pursuant to _____ (identify incentive(s) to develop the property as the _____);

WHEREAS, the Parties desire to memorialize their intent regarding the payment of \$ _____ for fees and expenses for review of the Petition by the Village;

WHEREAS, the Parties hereto recognize that the Village will continue to incur expenses through the entire development review process until final completion of the development including but not limited to the following: legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, planning fees, financial advisor fees, engineering fees, attorney fees, special consultant fees, and fees for administrative time of Village staff, security, permits, and easements; and

WHEREAS, the Village has customarily incurred significant expenses associated with ensuring an applicant’s compliance with design and construction specifications for public improvements, such as roads, drainage improvements, and water and sanitary sewer improvements, and these expenses oftentimes exceed the land use fees paid by the applicant as part of the customary review processes.

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

1. For purposes of this Agreement, “Application” shall mean and include all documentation, data, and information submitted to the Village in order to seek or obtain approval of development of or land use approval for the Property, including but not limited to site plans, engineering and surveying documentation, engineering and other professional reports and studies, and any construction documentation required to authorize the construction of public or other improvements within the Property.

2. Applicant shall pay the sum of \$ _____ to the Village to be held in escrow by the Village for administrative time of Village Staff for the project. When the balance in the escrow account reaches \$10,000 and should Village need additional funds for administrative fees, Village shall notify Applicant and Applicant shall pay the additional amount of \$25,000 to the Village to be held in escrow and to be spent by the Village pursuant to the terms of this agreement.
3. Except where the law of an agreement with the Village provides otherwise, the Applicant may terminate its application at any time by giving written notice to the Village. The Village shall take all reasonable steps necessary to terminate the accrual of costs to the Applicant and file such notices as are required by the Village's regulations. The Applicant shall be liable to all costs incurred by the Village in terminating the processing of the Application. The Village shall notify the Applicant for any additional fees that Village may incur. Applicant shall pay the additional fee to the Village to be held in escrow and used by the Village as allowed by Section 2.
4. The Village will account for all funds expended and fees and expenses incurred by the Village as a result of the development review of the Application throughout the development process. The Village will make statements of expenses incurred available to the Applicant. Expenses to be charged to the Applicant's account shall include, but shall not be limited to legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, planning fees, engineering fees, financial advisor fees, attorney fees, special consultant fees, fees for administrative time of Village staff, security, permits and easements. Within sixty (60) days after the completion of the processing of the application by the Village, the Village will provide the Applicant with a statement of account and will refund to the Applicant any funds paid by the Applicant that were not expended by the Village, except where the Parties expressly agree to the contrary.
5. Applicant's obligation to pay the costs and expenses provided for in this Agreement shall exist and continue independent of whether the Application, or any part thereof, is approved, approved with conditions, denied, withdrawn, or terminated by the Village or the Applicant prior to a final decision in the process. The Applicant agrees to pay all expenses regardless of whether the Village approves or denies the Application. The Village shall not be stopped or otherwise limited or precluded from denial or conditional approval of the Application by the terms, conditions, or obligations of this Agreement.
6. This Agreement constitutes the entire agreement of the parties hereto with respect to the matters set forth herein.

(SIGNATURES)

BOARD OF ALDERMEN

AGENDA ITEM MEMORANDUM

8/25/16
Item #8
Consent Agenda
Page 1 of 1

DEPT/DIVISION REVIEW: Mary Ann Ray, Village Secretary

ITEM DESCRIPTION: Consider approval of the appointment of one voting member and an alternate or alternates to the Planning & Zoning Commission.

ITEM SUMMARY: On August 10, the Village received a resignation letter from one of the members of the Planning & Zoning Commission (Jim Reed). In addition, the appointed alternate (Curt Doucet) has a poor attendance record.

The Village currently has three applications from citizens who indicated an interest in serving on P&Z when the Village was filling out all committees and boards. Those applicants are Eric Stone, Bill Kinnison, and Curtis Strong. The Village ran an advertisement for applications in the August 18 issue, with a deadline of August 25. Any applications received will be given to BOA at the August 25 meeting.

FISCAL IMPACT: N/A

ATTACHMENTS:

- Planning and Zoning Committee appointments/Section 2.2 oof the Zoning Ordinance\
- Any applications received after August 22

PLANNING & ZONING COMMISSION

Members serve a staggered, two-year term; 1:30 p.m., 2nd Tuesday

Name	Term Expires	Address	Phone	E-mail
Jim Reed	April 2018 - resigned	4 Rock Creek	254-654-1595 254-770-2236	jimreedhome@yahoo.com
Ron Coleman*	November 2016	P.O. Box 554	254-760-7188	kbc.6424@gmail.com
Merle Stalcup, Chairman	February 2017	2025 Indian Trail	254-760-9432	merlestalcup@gmail.com
Larry Wolfe	July 2017	P.O. Box 1299	254-947-7140 254-541-7764	rueoyalranch@gmail.com
K.D. Hill, Vice Chairman	January 2018	1221 Baines	254-947-8780 210-854-5022	kdhil142@gmail.com
Curt Doucet	Alternate-not attending	400 Hay Meadow	281-620-9511 254-654-7966	doucetcurt@yahoo.com
Alternate #2	Not filled			

Staff Liaison: Chrissy Lee, Village Planning and Development

* Ron Coleman is eligible for re-appointment to another term

Section 2.2: Planning & Zoning Commission

A. General:

1. The Planning and Zoning Commission (also referred to as the "Commission") shall function according to the following criteria that establish membership and operating procedures.

B. Created; Membership; Officers; Rules & Bylaws:

1. There is created, in accordance with Chapter 211 of the Texas Local Government Code, the "Planning and Zoning Commission", hereafter sometimes referred to as the "Commission", which shall consist of five (5) people residing within the Village of Salado. There may be two (2) alternates made up of residents who reside within the Village limits.

2. Members shall be nominated by the Aldermen of the Village of Salado, and each person so nominated must be approved by a simple majority vote of the Board of Aldermen before being appointed as a member of the Commission.
3. All appointments to the Commission shall serve as a member of the Commission for a term of office of two (2) years. Members may be reappointed for up to a total of two (2) terms. Members may serve staggered 2-year terms.
4. Any vacancy(s) on the Commission shall be filled via appointment by a simple majority vote of the Board of Aldermen.
5. Members of the Planning and Zoning Commission may be removed from office at any time by a simple majority vote of the full Board of Aldermen either upon its own motion or upon recommendation of the Planning and Zoning Commission. Failure to attend three (3) consecutive scheduled meetings shall be deemed as neglect and cause for removal from office, 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 Commission member shall be placed on the appropriate agenda as a regular item, and shall be voted upon accordingly.
6. The members of the Commission shall regularly attend meetings and public hearings of the Commission, shall serve without compensation, and shall not hold any other office within, or serve as an employee of, the Village while serving on the Commission. The Commission shall meet a minimum of once per month at a time established by the Board of Aldermen. If there have been no applications filed for review by the Commission and there is no other business to discuss, the Village Administrator may direct the Village Secretary to notify the Chairman and no meeting will be required for that month.
7. The Chairperson and a Vice-Chairperson shall be appointed by the Commission membership, and each officer shall hold office for one (1) year or until replaced by a simple majority vote of the full Commission or full Board of Aldermen. The Mayor/Village Administrator's designee shall serve as Secretary to the Commission, and shall keep minutes of all meetings held by the Commission as well as the full record of all recommendations made by the Commission to the Board of Aldermen.
8. The Commission shall have the power to make rules, regulations and bylaws for its own governance, which shall conform with those set forth by the Board of Aldermen, and such rules, regulations and bylaws shall be subject to approval by the Board of Aldermen. Such rules and bylaws shall include, among other items, provisions for the following:
 - a. Regular and special meetings, open to the public;
 - b. A record of its proceedings, to be open for inspection by the public;
 - c. Reporting to the Board of Aldermen and the public bi-annually;
 - d. Reviewing the Comprehensive Plan annually with a full update every five years;
 - e. Reviewing Master Plans and Land Use and Development Ordinances; and
 - f. Required training in conformance with all laws.

*Sections 2.2(A) and 2.2(B) added by Acts 2014,
Board of Aldermen, Ord. 2014.09, Sec. 2.2, eff. December 11, 2014.*

ENVIRONMENTAL COMMITTEE

Membership: This is a five (5) member, standing committee consisting of the following members: Aldermen (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.

BOARD OF ALDERMEN

AGENDA ITEM MEMORANDUM

8/25/16
Item #9
Consent Agenda
Page 1 of 1

DEPT/DIVISION REVIEW: Mary Ann Ray, Village Secretary

ITEM DESCRIPTION: Consider approval of the appointment of one member to the Environmental/Deer Committee

ITEM SUMMARY: Joyce Pennington resigned her position on the Environmental/Deer Committee in July.

The Village currently has no applications from citizens who indicated an interest in serving on this Committee when the Village was filling out all committees and boards. The Village ran an advertisement for applications in the August 18 issue, with a deadline of August 25. Any applications received will be given to BOA at the August 25 meeting.

FISCAL IMPACT: N/A

ATTACHMENTS:

- Definition of Committee membership from the Boards and Committees Policy
- Any applications received after August 22