

Town of Trophy Club Town Council Meeting Minutes
April 22, 2024, 6:00 p.m., Work Session and Regular Meeting
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL WORK SESSION TO ORDER

Mayor Tiffany called the work session to order at 6:00 p.m.

COUNCILMEMBERS PRESENT

Jeannette Tiffany, Mayor
Dennis Sheridan, Mayor Pro Tem
Stacey Bauer, Councilmember Place 1
Steve Flynn, Councilmember Place 6
LuAnne Oldham, Councilmember Place 5
Jeff Beach, Councilmember Place 2
Karl Monger, Councilmember Place 4 (*arrived at 7:00 p.m.*)

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary
Dean Roggia, Town Attorney
Jason Wise, Fire Chief
April Duvall, Director of Finance
Matt Cox, Director of Community Development
Denise Deprato, Director of Human Resources
Chase Ellis, Director of Parks and Recreation
Tamara Smith, Assistant to the Town Manager
Patrick Arata, Chief of Police

WORK SESSION ITEM

1. Discussion on infrastructure improvement options to address flooding on Inverness Drive, from Indian Creek to Inverness Drive. (Matt Cox, Community Development Director & Philip Varughese, TNP Engineering)

Mayor Pro Tem Sheridan, stated he did not want to give the appearance of a conflict of interest since he resides in the area and left the dais.

Matt Cox introduced Philp Varughese and Sawyer Maness of Teague Nall Perkins (TNP) who provided a presentation on the Inverness Drive Drainage Study which included three alternatives for drainage improvements.

A discussion ensued regarding the alternatives, funding deadline under the America Rescue Plan Act (ARPA) and construction timelines.

The consensus of the Town Council was to move forward with Alternative 3.

ADJOURN

Mayor Tiffany adjourned the work session at 6:41 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:00 p.m.

INVOCATION

Jeff Brooks, Lake Cities Church of Christ, led the invocation.

PLEDGES

Councilmember Beach led the Pledge of Allegiances to the American and Texas Flags.

PUBLIC COMMENTS

There were none.

PRESENTATIONS

2. Conduct a Police Department badge pinning ceremony. (Patrick Arata, Police Chief)

Chief Arata welcomed new police officer Meeko Spainhower and newly promoted Sergeant Levi Cobler. Mayor Tiffany provided the Oaths of Office and the badge pinning ceremony followed.

COMMUNITY SPOTLIGHT

3. Proclamation – National Day of Prayer

Mayor Tiffany read aloud the proclamation and presented it to Irma Thomas, National Day of Prayer Task Force Coordinator.

4. Proclamation – Public Employee Recognition Week

Councilmember Flynn read aloud the proclamation and presented it to Town Manager Wright on behalf of the employees.

5. Working for You . . . Trophy Club

a) Update from Town Council Members

Councilmember Flynn stated he appreciated the collaboration between Town staff and the Trophy Club Women's Club regarding the rescheduling of the Spring Garage Sale over the past weekend.

Mayor Pro Tem Sheridan stated the Trophy Club Police Department was nearly completely staffed with special thanks to Denise Deprato, Director of Human Resources and Police Chief Arata.

Councilmember Oldham spoke about a recent update she received from Dianne Edmondson on the Precinct 4 Transportation Update.

Mayor Tiffany addressed the importance of maintaining connectivity within Trophy Club. She introduced the distribution of "Get Connected" cards, which, upon scanning, directs individuals to the Get Connected webpage on the Trophy Club Website. This platform offers various channels through which communication with residents is disseminated.

b) Update from Town Manager

Town Manager Wright provided the following updates:

- Starting April 24th residents can contribute to the Trophy Club Strategic Plan by completing a survey.
- On April 25, 2024, from 4:00 - 5:00 p.m. at HWY 114 bridge, citizens can honor the Medal of Honor motorcade escorting American Heroes to events in Gainesville, Texas.
- The Trophy Club Police Department will hold two Identity Theft Protection sessions on April 25th, in partnership with the Identity Theft Resource Center at Church of Jesus Christ of Latter-Day Saints.
- April 26th, a Special Planning and Zoning Commission meeting will be held followed by a special meeting of the Town Council at 10:30 a.m.
- Trophy Club Park will be closed to motorized activity on Friday, April 26th, through 2 pm on the 27th for litter pick up by volunteers from Charles Schwab on Friday and students from Byron Nelson on Saturday.
- The annual Community Clean-Up Event will take place at the Byron Nelson High School parking lot on April 27th, 8:00 a.m. – 12:00 p.m.

- K9 Indy retired from service on March 26th; celebration planned during the May 13th Town Council meeting.
- May 4th, 10:00 a.m. – 12:00 p.m. Touch A Truck event at Independence Park East.
- May 9th, 6:00 p.m. Economic Development Corporation Meeting
- May 10-12th, Trophy Club Women's Club will be hosting their Annual Art & Garden Festival in Trophy Club's Town Center.

c) Quick Civic Tip

Town Attorney, Dean Roggia, provided an overview on canvassing a general election.

CONSENT AGENDA

6. Consider approval of the April 8, 2024, Town Council Work Session and Regular Meeting Minutes. (Tammy Dixon, Town Secretary)
7. Consider a resolution authorizing the transfer of retired K-9 Officer Indy to Sergeant Barry Sullivan. (Patrick Arata, Police Chief). The caption of the resolution reads as follows:

RESOLUTION 2024-06

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AUTHORIZING THE TRANSFER OF RETIRED K-9 OFFICER "INDY" TO SERGEANT BARRY SULLIVAN; AND PROVIDING AN EFFECTIVE DATE.

8. Consider authorizing the Town Manager to negotiate and execute an Interlocal Cooperative Agreement with Denton County for the Shared Governance Communications & Dispatch Services System for Police and Fire. (Partick Arata, Police Chief & Jason Wise, Fire Chief)

Councilmember Beach moved to approve Consent Items 6-8. Mayor Pro Tem Sheridan seconded the motion.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

VOTE: 7-0

PUBLIC HEARINGS

9. Public hearing and consider an ordinance granting a Specific Use Permit authorizing alcohol beverage sales for on-premise consumption in conjunction with a restaurant use at Thai Taste Restaurant located at 2300 E Highway 114, #600 and approximately 230 feet of SH 114. (Matt Cox, Community Development Director)

Mayor Tiffany opened the public hearing at 7:35 p.m.

Matt Cox, Director of Community Development, provided an overview of the request stating the application was in compliance with the Town's regulations.

Chairman Biggs of the Planning and Zoning Commission stated the Commission unanimously recommended approval of this request.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:37 p.m.

Councilmember Beach moved to approve Ordinance 2024-04 granting a Specific Use Permit authorizing alcohol beverage sales for on-premise consumption in conjunction with a restaurant use at Thai Taste Restaurant located at 2300 E Highway 114, #600. Councilmember Flynn seconded the motion. The caption reads as follows:

ORDINANCE 2024-04

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING A SPECIFIC USE PERMIT FOR ALCOHOLIC BEVERAGE SALES FOR ON-PREMISES CONSUMPTION IN CONJUNCTION WITH A RESTAURANT USE OPERATED BY THAI TASTE RESTAURANT, 2300 E SH 114 #600 OF TC TOWN CENTER, WITHIN PD PLANNED DEVELOPMENT NO. 30; PROVIDING FOR INCORPORATION OF PREMISES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham
NAYES: None
VOTE: 7-0

10. Conduct a public hearing and consider an ordinance amending Planned Development 30 (PD-30) to allow for a modification to the development standards and design of drive-thru facilities on Lot 1, Black A, of Trophy Club Town Center Addition, C. Medlin Survey, Abstract No. 823, Denton County, Texas. The

applicant is TC Town Center 1 LP, and the property is generally located at the northeast corner of Trophy Club Drive and SH 114 in the Town of Trophy Club, Denton County, Texas. Denton County Parcel ID 726655 (Matt Cox, Community Development)

Mayor Tiffany opened the public hearing at 7:38 p.m.

Matt Cox, Director of Community Development, provided an overview of the request and stated the applicant was requesting an amendment to Planned Development 30 (PD-30) to allow for a revision of the Development Standards to permit for a Quick Service Restaurant (QSR) without an escape lane. He explained the concept was to order online and the lane would be utilized for pick-up only.

Chairman Biggs of the Planning and Zoning Commission stated the Commission unanimously recommended approval of this request.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:45 p.m.

There was discussion about the regulations of a pick-up lane.

Councilmember Beach moved to approve Ordinance 2024-05 amending Planned Development 30 (PD-30) to allow for a modification to the development standards and design of drive-thru facilities on Lot 1, Block A, of Trophy Club Town Center Addition, C. Medlin Survey, Abstract No. 823, Denton County, Texas. Councilmember Bauer seconded the motion. The caption reads as follows:

ORDINANCE 2024-05

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING SUBSECTION J "DESIGN OF DRIVE-THRU FACILITIES" OF SUBSECTION 2 "TREE PRESERVATION AND OPEN SPACE" OF SUBSECTION B "SITE DEVELOPMENT" OF SECTION II "DEVELOPMENT STANDARDS" OF EXHIBIT B "PLANNED DEVELOPMENT DISTRICT STANDARDS (PD NO. 30)" OF ORDINANCE NO. 2012-04 P&Z, AS AMENDED BY ORDINANCE NOS. 2014-06 AND 2016-11; AMENDING ORDINANCE NO. 2000-06 THE COMPREHENSIVE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING SEVERABILITY; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.
VOTE ON THE MOTION

AYES: Bauer, Flynn, Tiffany, Beach, Monger, Oldham
NAYES: Sheridan
VOTE: 6-1

11. Conduct public hearing and consider an ordinance granting a Specific Use Permit for a Quick Service Restaurant in an approximate 2,500 square foot proposed structure on Lot 1, Block A, of Trophy Club Town Center Addition, C. Medlin Survey, Abstract No. 823, Denton County, Texas. The applicant is TC Town Center 1 LP, and the property is generally located at the northeast corner of Trophy Club Drive and SH 114 in the Town of Trophy Club, Denton County, Texas. Denton County Parcel ID 726655 (Matt Cox, Community Development)

Mayor Tiffany opened the public hearing at 7:59 p.m.

Matt Cox, Director of Community Development, stated this item was related to the previous item discussed and stated per the Planned Development Standards the applicant was requesting a Specific Use Permit for a Quick Service Restaurant.

Chairman Biggs of the Planning and Zoning Commission stated the Commission unanimously recommended approval of this request.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 8:02 p.m.

Mayor Pro Tem Sheridan moved to approve Ordinance 2024-06 granting a Specific Use Permit for a Quick Service Restaurant in an approximate 2,500 square foot proposed structure on Lot 1, Block A, of Trophy Club Town Center Addition, C. Medlin Survey, Abstract No. 823, Denton County, Texas. Councilmember Beach seconded the motion. The caption reads as follows:

ORDINANCE 2024-06

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS APPROVING A SPECIFIC USE PERMIT FOR A QUICK SERVICE RESTAURANT FOR TC TOWN CENTER 1 LP, LOCATED ON LOT 1, BLOCK A OF TROPHY CLUB TOWN CENTER ADDITION, C. MEDLIN SURVEY, ABSTRACT NO. 823, WITHIN PD PLANNED DEVELOPMENT NO. 30; PROVIDING FOR EXHIBIT "B" INCLUDING AN AMENDED SITE PLAN, FLOOR PLAN, ROOF PLAN, EXTERIOR ELEVATIONS, AND SCHEMATIC DESIGN; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham
NAYES: None
VOTE: 7-0

12. Conduct a public hearing and consider an ordinance amending the Town's Code of Ordinances, Chapter 14, "Zoning", Division 5, "Supplementary District Regulations", Section 14.02.252 "Sale of Alcoholic Beverages" to update requirements for the sale of Alcohol in the Town. (Tammy Dixon, Town Secretary)

Mayor Tiffany opened the public hearing at 8:07 p.m.

Matt Cox, Director of Community Development explained Trophy Club's current code provides for an annual permit and fee and the proposed amendment was to synchronize the local alcohol permit and fee collection with TABC's two-year permit renewal schedule. He further explained the amendment would simplify permit tracking and renewal management process.

Chairman Biggs of the Planning and Zoning Commission stated the Commission unanimously recommended approval of this request.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 8:09 p.m.

Councilmember Flynn moved to approve Ordinance 2024-07 amending the Town's Code of Ordinances, Chapter 14, "Zoning", Division 5, "Supplementary District Regulations", Section 14.02.252 "Sale of Alcoholic Beverages" to update requirements for the sale of Alcohol in the Town. Councilmember Bauer seconded the motion. The caption reads as follows:

ORDINANCE 2024-07

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, CHAPTER 14 "ZONING," DIVISION 5, "SUPPLEMENTARY DISTRICT REGULATIONS," SECTION 14.02.252 "SALE OF ALCOHOLIC BEVERAGES" TO UPDATE REQUIREMENTS FOR THE SALE OF ALCOHOL IN THE TOWN; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham
NAYES: None
VOTE: 7-0

INDIVIDUAL ITEMS

13. Consider authorizing the Town Manager to negotiate and execute a professional services agreement with John R. McAdams Company for the design, construction bid, and construction administration of the Trophy Club Dedicated Pickleball Courts Project in a not-to-exceed amount of \$147,000. (Chase Ellis, Parks & Recreation Director)

Chase Ellis, Director of Parks and Recreation, highlighted the community's involvement in discussing and planning dedicated pickleball courts over the past two years. To progress with the project, the town initiated a competitive Request for Qualifications (RFQ) to seek a qualified firm for schematic layout, design options, design drawings, construction bid services, and construction management services.

Mr. Ellis stated five submissions were received and assessed by a review team comprising three staff members and two members of the Parks & Recreation Board Parks Improvement Subcommittee. The review team recommended the John R. McAdams Company ("McAdams") as the top choice to provide the requested services based on their scoring evaluation.

Mr. Ellis answered questions from the Town Council and a discussion ensued regarding the process moving forward.

Mayor Pro Tem Sheridan moved to authorize the Town Manager to negotiate and execute a professional services agreement with John R. McAdams Company for the design, construction bid, and construction administration of the Trophy Club Dedicated Pickleball Courts Project in a not-to-exceed amount of \$147,000, with the understanding that the process includes at least 3 check-in points for the Town Council to approve the project moving forward. Councilmember Flynn seconded the motion.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham
NAYES: None
VOTE: 7-0

14. Consider a resolution repealing the existing Fund Balance Policy in its entirety and replacing it with the new Financial Reserves Policy. (April Duvall, Finance Director)

April Duvall, Director of Finance, provided a summary of the policy and stated the revisions discussed at the April 8, 2024, work session were included.

Councilmember Beach moved to approve Resolution 2024-07 repealing the existing Fund Balance Policy in its entirety and replacing it with the new Financial Reserves Policy. Councilmember Monger seconded the motion.

VOTE ON THE MOTION

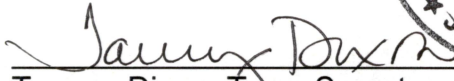
AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

VOTE: 7-0

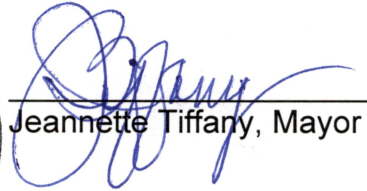
Mayor Tiffany adjourned the Town Council meeting 8:26 p.m.

Attest:



Tammy Dixon, Town Secretary





Jeannette Tiffany, Mayor