

Town of Trophy Club Town Council
Meeting Minutes - April 28, 2025, 6:00 p.m.
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.

COUNCIL MEMBERS PRESENT

Jeannette Tiffany, Mayor
Steve Flynn, Mayor Pro Tem
Stacey Bauer, Council Member Place 1
Jeff Beach, Council Member Place 2
Dennis Sheridan, Council Member Place 3
Rhylan Rowe, Council Member Place 4

COUNCIL MEMBERS ABSENT

Council Member Place 5 (Vacant)

STAFF MEMBERS PRESENT

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

WORK SESSION ITEM

Mayor Tiffany opened the floor for public comment.

Sara Miniatas, 248 Oak Hill Drive, spoke about traffic and parking issues caused by the former assisted living facility across from her home.

Joan Robbins, 336 Village Trail, spoke about her concerns with group homes.

1. Presentation and discussion on potential ordinance improvements for regulating and permitting senior group homes and boarding homes. (Tamara Smith, Assistant to the Town Manager)

Assistant to the Town Manager Tamara Smith presented an overview of recommended updates regarding boarding homes and group homes, tied to Council's

2025 Business Goal #5. Smith emphasized the need to proactively regulate these facilities before issues arise, noting the alignment with the Town's strategic plan.

Key points included:

- Definitions: Clarifications of assisted living facilities (ALFs), community homes, group homes, and convalescent homes based on state laws.
- Current Issues: Zoning challenges exist because ALFs are currently only permitted in the Neighborhood Services District, not in residential areas.
- Proposed Solutions: Recommendations included amending zoning ordinances to permit ALFs in residential areas with safeguards, adding registration and annual inspection requirements, and updating the Certificate of Occupancy (CO) process.
- Reasonable Accommodation: Federal and state laws require towns to allow certain facilities in residential areas through a reasonable accommodation process, particularly for individuals with disabilities.
- Compliance and Enforcement: The Town would require registration, conduct inspections, and report non-compliance to the state; however, it cannot unilaterally shut down facilities.
- Ordinance Updates: Proposed ordinance changes would align local definitions with state law, establish registration and inspection fees, regulate occupancy limits, and define an appeal process for reasonable accommodation requests (likely through the Zoning Board of Adjustment).

Council directed staff to:

- Explore regulating on-street parking near assisted living facilities (ALFs).
- Determine whether a Certificate of Occupancy was issued for the Oak Hill ALF and revoke it if appropriate.
- Investigate the feasibility of requiring criminal background checks for residents of ALFs and group homes.

Staff will continue developing draft ordinances and policies, including inspection procedures and fee schedules, and will present the proposed changes to the Planning & Zoning Commission and the Zoning Board of Adjustment. Community outreach will follow to gather public input before final ordinance adoption by the Town Council.

ADJOURN WORK SESSION

Mayor Tiffany adjourned the work session at 6:47 p.m.

CALL REGULAR MEETING TO ORDER

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

INVOCATION

Chaplain David Impwi delivered the invocation.

PLEDGES

Council Member Rowe led the Pledge of Allegiance to the American and Texas Flags.

PUBLIC COMMENTS

There were none.

COMMUNITY SPOTLIGHT

2. Proclamation - National Day of Prayer

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

3. Proclamation - Public Employee Recognition Week

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

4. Working for You... Trophy Club

a) Update from Town Council Members

Mayor Tiffany acknowledged resident, and Parks and Recreation Board member, being featured in *Trophy Club Neighbors*.

b) Update from Town Manager

Town Manager Wright provided several updates, beginning with the 74th Annual National Day of Prayer observance scheduled for May 1, 2025, with events at 12:00 p.m. at the Church at Trophy Lake and at 7:00 p.m. at Fellowship Methodist Church.

He reminded residents that Early Voting for the May 3, 2025, General Election for Places 2 and 5 will conclude on Tuesday, April 29, 2025, with Election Day voting taking place from 7:00 a.m. to 7:00 p.m. Voting locations are available on the Town's website.

He also announced the following events and meetings:

- Clean-Up event, Saturday, May 3, 2025, from 8:00 a.m. to 12:00 p.m. in the west parking lot of Byron Nelson High School.
- TCMUD No. 1 50th Anniversary Celebration, Saturday, May 10, 2025, at 9:00 a.m. near the playground at Independence Park West, featuring a tree and bench dedication
- Touch a Truck event, Saturday, May 10, 2025, from 10:00 a.m. to 12:00 p.m. at Independence Park East, with a sensory-friendly portion from 9:30 a.m. to 10:00 a.m.
- May 8, 6:00 p.m., Zoning Board of Adjustment
- May 8, 6:30 p.m., Arts Council

c) Quick Civic Tip

Town Attorney Roggia provided a brief overview of the Crime Control and Prevention District, explaining that it is established under Texas Local Government Code Chapter 363 and funded by a quarter-cent of local sales tax. He noted that eligible uses for district funds are listed in Section 363.151 and encouraged the public to review the full list if interested.

CONSENT AGENDA

5. Consider approval of the April 14, 2025, Town Council regular meeting minutes.
6. TUP-25-001 (PD-28 Construction Trailer) Consider a resolution approving a Temporary Use Permit to allow a construction trailer on NISD High School No. 2, Lot 1, Block 1 property, generally located at 2775 Bobcat Blvd, Trophy Club, Denton County, Texas. (Matt Cox, Director of Community Development) The caption of the resolution reads as follows:

RESOLUTION NO. 2025-08

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB APPROVING A TEMPORARY USE PERMIT FOR NORTHSTAR BUILDING GROUP, TO PLACE A CONSTRUCTION OFFICE TRAILER ON THE PD-28 NISD HIGH SCHOOL NO. 2, LOT 1, BLOCK 1 PROPERTY, GENERALLY LOCATED APPROXIMATELY 600 FEET NORTH OF BOBCAT BLVD, AND PROVIDING FOR CONDITIONS OF APPROVAL.

7. Consider authorizing the Town Manager to negotiate and execute a one-year service contract with 4 one-year renewal options with Municipal Mosquito for an annual amount not-to-exceed \$45,000 for mosquito management services. (Matt Cox, Director of Community Development)

8. Consider an ordinance amending the FY 2025 Budget, allocating funds for the Police, Fire, and Community Development Departments as well as Trophy Club Park and Crime Control & Prevention District Fund, and establishing an effective date. (April Duvall, Director of Finance) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-13

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING THE TOWN'S ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2024, AND ENDING ON SEPTEMBER 30, 2025, AS ADOPTED BY ORDINANCE NO. 2024-21, BY PROVIDING FOR ADJUSTMENTS TO THE GENERAL FUND; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE ANNUAL BUDGET, AS AMENDED; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Council Member Beach moved to approve Consent Items 5-8. Council Member Bauer seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Sheridan, Tiffany, Rowe, Flynn

NAYES: None

VOTE: 6-0

INDIVIDUAL ITEMS

9. Case SUP-25-002 (Rosati's Pizza Restaurant) Conduct a public hearing and consider an ordinance approving a specific use permit request by Synergy Capital Ventures LLC, on behalf of Rosati's Pizza Restaurant for alcohol beverage sales on-premises consumption in conjunction with restaurant use located at 2210 SH 114, #250, Trophy Club, Denton County, Texas. (Matt Cox, Director of Community Development)

- i. Conduct Public Hearing

Mayor Tiffany opened the public hearing at 7:19 p.m.

Director Matt Cox provided a summary of the request.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:20 p.m.

ii. Consider Ordinance Approval

Council Member Rowe moved to approve Ordinance No. 2025-14 approving a specific use permit request by Synergy Capital Ventures LLC, on behalf of Rosati's Pizza Restaurant for alcohol beverage sales on-premises consumption in conjunction with restaurant use located at 2210 SH 114, #250, Trophy Club, Denton County, Texas. Council Member Beach seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-14

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 ROSATI'S PIZZA RESTAURANT, 2210 E SH 114 #250 OF TC TOWN CENTER, WITHIN PD PLANNED DEVELOPMENT NO. 30; 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 MOTION

AYES: Bauer, Beach, Sheridan, Tiffany, Rowe, Flynn

NAYES: None

VOTE: 6-0

10. PD-AMD-25-001 (BNHS PD-28 Amendment) Conduct a public hearing and consider amending Ordinance No. 2018-26 P&Z, Planned Development District No. 28, to provide a site plan package, including development regulations to accommodate the proposed building additions at Byron Nelson High School, located at 2775 Bobcat Boulevard, within the Northwest Independent School District boundaries, on a property containing approximately 93 acres of land and generally located northeast of the intersection of Bobcat Boulevard and Marshall Creek Road, within Trophy Club's town limits, Trophy Club, Denton County, Texas. (Matt Cox, Director of Community Development)

i. Conduct Public Hearing

Mayor Tiffany opened the public hearing at 7:22 p.m.

Director Matt Cox provided a summary of the request.

Dan Holt from Glenn Partners presented the proposed improvements, which include the construction of a new football stadium, expansions to the Performing Arts

Center and arena, additional parking areas (including golf cart parking), lighting upgrades, and other site enhancements.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:33 p.m.

ii. Consider Ordinance Approval

Council members asked questions related to traffic flow, parking, pedestrian safety, crosswalk access from off-site parking, and the anticipated impact on Town resources and staffing during events.

Town staff clarified that traffic management responsibilities outside of the stadium fall to the Town and that additional police and crossing guard staffing would likely be required during major events. The Council discussed the importance of finalizing pedestrian connections, particularly from the Medland parking area, and ensuring long-term coordination with the district.

Council Member Rowe moved to approve Ordinance No. 2025-15 amending Ordinance No. 2018-26 P&Z, Planned Development District No. 28, to provide a site plan package, including development regulations to accommodate the proposed building additions at Byron Nelson High School, located at 2775 Bobcat Boulevard. Council Member Bauer seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-15

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS AMENDING ORDINANCE NO. 2018-26 P&Z, THE SAME BEING AN ORDINANCE AMENDING ORDINANCE NUMBERS 2018-13 P&Z, 2007- 22 P&Z, AND 2007-11 P&Z, KNOWN AS PD PLANNED DEVELOPMENT DISTRICT NO. 28, AND PLATTED AS NORTHWEST HIGH SCHOOL NO. 2, LOTS 1 AND 2, BLOCK 1, AND LOTS 1 AND 2, BLOCK 2, ADDRESSED AS 2775 BOBCAT BOULEVARD, BY ADOPTING A SITE PLAN PACKAGE FOR BUILDING EXPANSIONS TO THE CAFETERIA, AGRICULTURE-SHOP, ARENA, STADIUM, AND PARKING AREAS AND DEVELOPMENT STANDARD AMENDMENTS FOR LIGHTING HEIGHT, ON-SITE PARKING AND AN EXCEPTION TO COMMERCIAL ELECTRONIC VARIABLE MESSAGE SIGNAGE AT THE BYRON NELSON HIGH SCHOOL, BY PROVIDING EXHIBITS “A” THROUGH “E-1” ZONING/OVERALL SITE PLAN EXHIBIT, DEVELOPMENT STANDARDS, ELEVATIONS (BUILDING EXPANSIONS, SIGNAGE, SECURITY FENCE, BUILDING MATERIALS), LANDSCAPE PLAN, PHOTOMETRIC PLAN; PROVIDING A SAVINGS AND REPEALER 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 MOTION**AYES:** Bauer, Beach, Sheridan, Tiffany, Rowe, Flynn**NAYES:** None**VOTE:** 6-0

11. Consider an ordinance approving and authorizing the issuance and sale of Trophy Club Public Improvement District No. 1 special assessment revenue refunding bonds, Series 2025 in the aggregate not-to-exceed principal amount of \$17,000,000; approving and authorizing an indenture of trust, a bond purchase contract, an official statement, a continuing disclosure agreement, a deposit agreement and other agreements and documents in connection therewith; making findings with respect to the issuance of such bonds; and providing an effective date. (April Duvall, Director of Finance)

Mark McLiney of SAMCO Capital Markets, the Town's financial advisor, presented the proposed issuance and sale of Trophy Club Public Improvement District (PID) No. 1 Special Assessment Revenue Refunding Bonds, Series 2025, in an amount not to exceed \$17 million. The refunding is structured to shorten the bond term by one year while providing annual savings. As of the meeting, projected savings totaled approximately \$4.15 million, with potential for additional benefit depending on market conditions.

Mr. McLiney explained that, pending Council approval, the bonds would be priced the following morning to meet the June 1 call date. He noted recent volatility in the bond market but confirmed that current conditions now support the Town's minimum savings target.

Council Member Sheridan moved to approve Ordinance No. 2025-16 approving and authorizing the issuance and sale of Trophy Club Public Improvement District No. 1 special assessment revenue refunding bonds, Series 2025 in the aggregate not-to-exceed principal amount of \$17,000,000; approving and authorizing an indenture of trust, a bond purchase contract, an official statement, a continuing disclosure agreement, a deposit agreement and other agreements and documents in connection therewith; making findings with respect to the issuance of such bonds; and providing an effective date. Mayor Pro Tem Flynn seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-16

AN ORDINANCE APPROVING AND AUTHORIZING THE ISSUANCE AND SALE OF TROPHY CLUB PUBLIC IMPROVEMENT DISTRICT NO. 1 SPECIAL ASSESSMENT REVENUE REFUNDING BONDS, SERIES 2025 (TOWN OF TROPHY CLUB, TEXAS) IN THE AGGREGATE NOT TO EXCEED PRINCIPAL AMOUNT OF \$17,000,000; APPROVING AND AUTHORIZING AN INDENTURE OF TRUST, A BOND PURCHASE CONTRACT, AN OFFICIAL STATEMENT, A CONTINUING DISCLOSURE AGREEMENT, A DEPOSIT AGREEMENT AND OTHER AGREEMENTS AND DOCUMENTS IN CONNECTION THEREWITH; MAKING FINDINGS WITH RESPECT TO THE ISSUANCE OF SUCH BONDS; AND PROVIDING AN EFFECTIVE DATE

VOTE ON MOTION

AYES: Bauer, Beach, Sheridan, Tiffany, Rowe, Flynn

NAYES: None

VOTE: 6-0

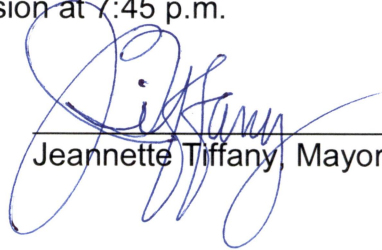
ADJOURNMENT

Mayor Tiffany adjourned the work session at 7:45 p.m.

Attest:


Tammy Dixon, Town Secretary




Jeannette Tiffany, Mayor