City of Fredericksburg

City Council Regular Meeting Agenda
Tuesday, June 20, 2023 ~ 9:00 AM
Law Enforcement Center
1601 E. Main Street
Fredericksburg, Texas 78624

Jeryl Hoover, Mayor
Tony Klein, Councilmember
Bobby Watson, Councilmember/Pro Tem
Randy Briley, Councilmember
Emily Kirchner, Councilmember
Clinton Bailey, City Manager

The City of Fredericksburg City Council will meet in a regular session on Tuesday, June 20, 2023, at 9:00 AM. Link to City of Fredericksburg YouTube Channel (Fredericksburg, Texas USA - YouTube https://www.youtube.com/c/FredericksburgTexasUSA).

The City Council welcomes citizen participation and comments at all City Council Meetings on Agenda Items.
Comment Card for Written or Verbal Comments-submitted by 4:00 p.m. the day before the meeting.

i. Complete the Comment Card online at www.fbgtx.org;
ii. Make sure to check the appropriate box (verbal or written);
iii. Only one (1) agenda item per Comment Card.

Sign up in person between 8:30 a.m. and 9:00 a.m. at the meeting location.

i. Only one (1) agenda item per Comment Card;
ii. Speakers will be limited to 3 minutes to speak. **Please Note**: The Mayor can reduce the number of minutes for any speaker during Public Comment on a single agenda item depending on the number of people who sign up for it.
iii. Any citizen with handouts should provide them to the City Secretary before speaking. If you wish the City Council to receive your handouts for the meeting, please provide ten (10) copies; if not, the City Council will receive your handouts the following day.

NOTE: The City Council may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for discussion. An announcement will be made of the basis for the Executive Session discussion. The City Council may also publicly discuss any item listed on the agenda for Executive Session.

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1. CALL TO ORDER

2. INVOCATION

Tim Bowyer, Chaplain from the Methodist Hospital, will lead the Invocation

3. PLEDGE OF ALLEGIANCE

4. CEREMONIAL MATTERS/PROCLAMATIONS/EMPLOYEE RECOGNITION

5. COUNCIL COMMENTS

6. CONSENT

THE FOLLOWING ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THESE ITEMS WILL BE HELD UNLESS PULLED AT THE REQUEST OF A MEMBER OF THE CITY COUNCIL.

A. Consider approval of City Council Minutes for the following meetings (Shelley Goodwin, City Secretary):
   i. May 25, 2023, Work Session
   ii. May 30, 2023, Special Meeting
   iii. June 6, 2023, Regular Meeting

7. ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS

A. A Conditional Use Permit (CUP) for property located at 720 South Adams Street requested by Keving Spraggins with VEI (Z-2312) (Anna Hudson, Director of Development Services)
   i. Presentation by Developer
   ii. Staff Report
   iii. Hold a public hearing to receive comments for or against the request
   iv. Take action on the CUP request per Section 3.210 to allow a "Drive-Through or Drive-in Facilities" for the property located at 720 South Adams Street

B. Consider the approval of Resolution 2023-12R approving the Acquisition and Lease Purchase Financing of SAN (Storage Area Network) equipment and switches with U.S. Bancorp Government Leasing and Finance, Inc.(Krista Wareham, Director of Finance)

8. OTHER ACTION ITEMS AND UPDATES

A. Consider the City Fredericksburg City Council Recognition, Proclamation, and Honor Policy (Mayor Hoover)

B. Discuss a Charter Review Committee and the composition of the Committee (Clinton Bailey, City Manager)

C. Continued discussion regarding the need for affordable housing (Mayor Hoover)

9. CITY MANAGER'S REPORT

A. Monthly Project and Operations Update

B. City Lifeguard Update

10. ITEMS FOR FUTURE AGENDA

A. Review the Future Agenda Spreadsheet

11. ADJOURN

CERTIFICATION

This is to certify that I, Shelley Goodwin, posted this Agenda at 2:15 p.m. on June 15, 2023, on the bulletin board of the City of Fredericksburg City Hall, 126 W. Main St., Fredericksburg, Texas.

Shelley Goodwin, TRMC/CMC
City Secretary

City of Fredericksburg

CITY COUNCIL SPECIAL
MEETING/WORK SESSION MINUTES
THURSDAY, MAY 25, 2023 ~ 9:15 a.m.
CHASE BANK - CONFERENCE ROOM
150 E. MAIN STREET
FREDERICKSBURG, TEXAS 78624

Mayor Jeryl Hoover
Mayor Pro-Tem Bobby Watson
Councilmember Emily Kirchner
Councilmember Tony Klein
Councilmember Randy Briley

Members Absent:
None

City Staff Present:
Clinton Bailey, City Manager
Mick McKamie, City Attorney
Garret Bonn, Assistant City Manager
Lynn Bizzell, Fire Chief
Anna Hudson, Director of Development Services
Andrea Schmidt, Director of Parks and Recreation
Kris Kneese, Director of Public Works and Utilities
Kelli Olfers, Gillespie County Director of Health Department
Lea Feuge, Public Information Officer
Krista Wareham, Director of Finance
Eric Whiting, Director of Information Technology
Trevor Dupuis, Parks Maintenance Supervisor
Jennifer Krupa, Assistant Parks Director/ Special Events Coordinator
Leslie Embrey, Administrative Assistant
Shelley Goodwin, City Secretary

1. CALL TO ORDER

Mayor Hoover called the Special Meeting of the Fredericksburg City Council to order at 9:15 a.m. on Thursday, May 25, 2023. He announced that a quorum had been met.

2. PLEDGE OF ALLEGIANCE

Mayor Hoover led the Pledge of Allegiance.

3. DISCUSSION ITEMS

A. City Manager's Overview of the Meeting and Agenda Items

Clinton Bailey, City Manager, reviewed the layout of the meeting and the items that will be discussed. He also provided the attached PowerPoint.

B. Review and provide possible amendments to the Council Rules of Procedure

Clinton Bailey, City Manager, reviewed the City Council Rules of Procedure and the amended sections from last year. He noted that he feels the changes made last year have increased the number of residents attending City Managers Coffee and the Neighborhood Town Hall Meetings.

Shelley Goodwin, City Secretary, reviewed the Texas Open Meetings Act and the Public Information Act. She also reviewed what items are subject to Open Records Requests.

Mick McKamie, City Attorney, reviewed the sections of the law that allow the City Council to go into Executive Session. He also reviewed "Walking Quorum" and the laws regarding public comments.

C. Review and discuss the City Charter and the possible creation of a City Charter Review Committee

Clinton Bailey, City Manager, reviewed the sections of the City Charter and noted the last time the Charter was reviewed was in 2016.

The City Council discussed the need for a Charter Review and agreed by consensus to bring an Agenda Item to a Regular Meeting for appointing members to the City Charter Review Committee.

D. Review and provide possible amendments to the City of Fredericksburg's Ethics Ordinance

Clinton Bailey, City Manager, reviewed the Ethics Ordinance and State Law regarding ethics.

Mick McKamie, City Attorney, reviewed the conflict of interest, the need to file an affidavit, and possible changes.

E. Review and provide City Council Budget/Community Priorities for the Fiscal Year 2024 Budget

Clinton Bailey, City Manager, reviewed the June 20, 2022, City Council priorities and reviewed the priorities that were already completed. He provided an update on the following item:

- Large projects
- Project discussed but not included in the current budget
- Ordinance amendments
- Additional discussion items
- Current City Council Priorities

The City Council added the following Budget Priorities:

- Preserve the small-town charm by caring for our residents and making wise decisions to benefit the future of our City.
- Eslipse-address the needs of staff and department
- Managing Tourism Industry
- Future employee needs

- Community Engagement/Communication
- City/County Collaboration
- Child Care

Councilmember Briley's priorities (new):

- Police / Fire / EMS enablement and retention (Training)
- Family-based programs - Child Care, Parks
- Public and Tourism Transportation and Parking
- Leverage of HOT tax

4. ADJOURN

With no other business, Mayor Hoover adjourned the Thursday, May 25, 2023, City Council Special Meeting/Work Session Meeting at 3:05 p.m.

_____

Jeryl Hoover
Mayor

_____

Shelley Goodwin, TRMC/CMC
City Secretary

City of Fredericksburg

CITY COUNCIL SPECIAL MEETING MINUTES
TUESDAY, MAY 30, 2023 ~ 5:30 p.m.
LAW ENFORCEMENT CENTER
1601 E. MAIN STREET
FREDERICKSBURG, TEXAS 78624

City Council Present:
Mayor Jeryl Hoover
Councilmember Emily Kirchner
Councilmember Tony Klein
Councilmember Randy Briley

Members Absent:
Mayor Pro-Tem Bobby Watson

City Staff Present:
Clinton Bailey, City Manager
Mick McKamie, City Attorney
Garret Bonn, Assistant City Manager
Krista Wareham, Finance Director
Shelley Goodwin, City Secretary

1. CALL TO ORDER

Mayor Hoover called the Special Meeting of the Fredericksburg City Council to order at 5:30 p.m. on Tuesday, May 30, 2023. He announced that a quorum had been met.

2. PLEDGE OF ALLEGIANCE

Mayor Hoover led the Pledge of Allegiance.

3. DISCUSSION AND ALLOCATION OF THE HOTEL OCCUPANCY TAX

A. Review the applications requesting Hotel Occupancy Tax (HOT) funding and allocate the 2023-2024 funding

The City Council agreed by consensus to discuss the applications and bring back the funding allocation at the June 6, 2023, City Council Regular Meeting. They also agreed only to fund non-profit organizations.

Mick McKamie, City Attorney, reviewed the rule for funding Historic Preservation and the Arts with Hot funds.

The City Council discussed the following applications, their events, and the funding request:

- Admiral Nimitz Foundation - Command Post
- Admiral Nimitz Foundation - Museum
- Boys & Girls Club of Fredericksburg
- Cherry Mountain Community Club

- Christian Methodist Episcopal Church
- Die Kunstler Von Fredericksburg
- Former Texas Rangers Foundation-Celebrate Texas
- Former Texas Rangers Foundation-Texas Ranger Day
- Fredericksburg Art Guild
- Fredericksburg Chamber of Commerce
- Fredericksburg Education Initiative dba SystemsGo
- Fredericksburg Farmers Market
- Fredericksburg Food &Wine Fest
- Fredericksburg Junior Chamber of Commerce
- Fredericksburg Music Club
- Fredericksburg Rotary Club Foundation, Inc.
- Fredericksburg Theater Company
- Friends of Gillespie County Country Schools
- German Choirs of Fredericksburg
- Gillespie County & Festival Associations
- Gillespie County Historical Society
- Hill Country Film Society
- Mom Center DBA Heart of the Hills Resources
- Ocktoberfest/PCAA
- Stonewall Chamber of Commerce
- Texas Center for Wine and Culinary Arts DBA Flavory TX
- Texas Hill Country Higher Education Develop Fountain DBA Hill Country University Center
- Thomas Michael Riley - Thomas Michael Riley Music Festival
- Frontier History Company Foundation

The City Council also requested additional information from the following:

- Fredericksburg Food & Wine Fest
- Fredericksburg Junior Chamber of Commerce
- Fredericksburg Rotary Club Foundation, Inc.
- Oktoberfest/PCAA
- Frontier History Company Foundation

4. ADJOURN

_____
Jeryl Hoover
Mayor

_____
Shelley Goodwin, TRMC/CMC
City Secretary

City of Fredericksburg

CITY COUNCIL REGULAR MEETING MINUTES
TUESDAY, JUNE 6, 2023 ~ 9:00 a.m.
LAW ENFORCEMENT CENTER
1601 E. MAIN STREET
FREDERICKSBURG, TEXAS 78624

Mayor Jeryl Hoover
Mayor Pro-Tem Bobby Watson
Councilmember Emily Kirchner
Councilmember Tony Klein
Councilmember Randy Briley

Members Absent:
None

City Staff Present:
Clinton Bailey, City Manager
Mick McKamie, City Attorney
Garret Bonn, Assistant City Manager
Lynn Bizzell, Fire Chief
Anna Hudson, Director of Development Services
Andrea Schmidt, Director of Parks and Recreation
Kris Kneese, Director of Public Works and Utilities
Justin Calhoun, Emergency Management Coordinator
Lea Feuge, Public Information Officer
Krista Wareham, Director of Finance
Eric Whiting, Director of Information Technology
David Feller, Superintendent of Stormwater Vegetation Management
Lee Stubblefield, Superintendent of Electric Department
Dennis Durst, Superintendent of Water/Wastewater Department
Trevor Dupuis, Parks Maintenance Supervisor
Jennifer Krupa, Assistant Parks Director/ Special Events Coordinator
Katelyn Brazell, Recreation Superintendent
Garrett Durst, Superintendent of Street Department
Josh Trieber, Sanitation Superintendent
Leslie Embrey, Administrative Assistant
Shelley Goodwin, City Secretary

1. CALL TO ORDER

Mayor Hoover called the Regular Meeting of the Fredericksburg City Council to order at 9:00 a.m. on Tuesday, June 6, 2023. He announced that a quorum had been met.

2. INVOCATION

Father Methodios Ingalls, St. Thomas Antiochian Orthodox Church, lead the Invocation.

3. PLEDGE OF ALLEGIANCE

Mayor Hoover led the Pledge of Allegiance.

4. CEREMONIAL MATTERS/PROCLAMATIONS/EMPLOYEE RECOGNITION

Clinton Bailey, City Manager, stated he did not have any recognitions.

5. COUNCIL COMMENTS

Councilmember Briley thanked everyone who applied for Hotel Occupancy Tax (HOT) funding. He also thanked everyone who helped bring in HOT, those who provided services, and especially the workers for all they do.

Councilmember Kirchner provided the following comments:

- Thanked the Park Department for getting the Splash Pad up and running
- Thanked Councilmember Klein for umpiring T-Ball game last night
- Encouraged everyone to go to the Splash Pad and watch a T-Ball game. Next week is the last week of T-Ball

6. CONSENT

A. Consider approval of City Council Minutes for the following meetings

i. April 26, 2023, City Council Special Meeting

ii. May 15, 2023, City Council Special Meeting

iii. May 16, 2023, City Council Regular Meeting

Motion: A motion was made by Councilmember Kirchner, seconded by Councilmember Watson, to approve the Consent Agenda Items 6. A. i., ii. and iii. with amendments. The City Council voted five (5) for, none (0) opposed. The motion carried unanimously.

7. ORDINANCES, RESOLUTIONS, AND PUBLIC HEARINGS

A. Take action on Ordinance 2023-07 amending Section 24.300 "Fees for the use of Sports Fields" of Article 24.000 "Recreational Fees" of Appendix A "Fee Schedule" of the Code of Ordinances, City of Fredericksburg, Texas, to add additional fees for the use of City of Fredericksburg Sports Fields and Courts; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date

Andrea Schmidt, Director of Parks and Recreation, reviewed the history of the fees and the reasons for the need to increase. She also reviewed the fees for the surrounding municipalities. She also reviewed the current charges, the proposed rate changes, and the deposit request.

The City Council discussed the following:

- Sports fields, courts, and pools being used for tournaments
- Optimist T-Ball agreement
- Fee Schedule

Motion: A motion was made by Councilmember Watson, seconded by Councilmember Kirchner, to approve the adoption of Ordinance 2023-07 amending Section 24.300 "Fees for the use of Sports Fields" of Article 24.000 "Recreational Fees" of Appendix A "Fee Schedule" of the Code of Ordinances, City of

Fredericksburg, Texas, to add additional fees for the use of City of Fredericksburg Sports Fields and Courts; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date. The City Council voted five (5) for, none (0) opposed. The motion carried unanimously.

B. Take action on the following Resolutions appointing and reappointing members to Boards and Commissions

i. Resolution 2023-08R Board of Adjustment

Motion: A motion was made by Councilmember Kirchner and seconded by Councilmember Watson to amend Resolution 2023-08R appointing individuals to the City's Board of Adjustments to add the following:

- Reappoint Clay Sears, term of office expiring June 2025
- Reappoint Jim McAfee, term of office expiring June 2025
- Reappoint Marcus Vidrine, term of office expiring June 2025
- Appoint Jennifer Eggleston to fill a vacancy, term of office expiring June 2024.

The City Council voted five (5) for and none (0) opposed. The motion passed unanimously.

ii. Resolution 2023-09R Convention and Visitor Bureau

Motion: A motion was made by Councilmember Kirchner and seconded by Councilmember Watson to amend Resolution 2023-09R to appoint Jessie Barter to the Fredericksburg Convention & Visitor Bureau Board to fill a vacancy with a term of office expiring September 30, 2024. The City Council voted five (5) for and none (0) opposed. The motion passed unanimously.

iii. Resolution 2023-10R Historic Review Board

Motion: A motion was made by Councilmember Kirchner and seconded by Councilmember Watson to amend Resolution 2023-08R appointing individuals to the City's Historic Review Board to add the following:

- Appoint Sharon Joseph, term of office expiring June 2026
- Reappointment Robin Cowsar, term of office expiring June 2026
- Reappointment Jessica Mittel, term of office expiring June 2026

The City Council voted five (5) for and none (0) opposed. The motion passed unanimously.

iv. Resolution 2023-11R Planning and Zoning Commission

Motion: A motion was made by Councilmember Kirchner and seconded by Councilmember Watson to amend Resolution 2023-08R reappointing individuals to the City's Planning and Zoning Commission to add the following:

- Jim Jarreau, term of office expiring June 2026
- Tim Dooley, term of office expiring June 2026
- Jeff Lawrence, term of office expiring June 2026

The City Council voted five (5) for and none (0) opposed. The motion passed unanimously.

8. OTHER ACTION ITEMS AND UPDATES

A. Take action on amendments to Lower Colorado River Authority (LCRA) Electric Line Easement

Kris Kneese, Director of Public Works and Utilities, reviewed the amendments requested by LCRA.

The City Council discussed the benefits of the help with Broadband this will create for residents and visitors.

Motion: A motion was made by Councilmember Klein and seconded by Councilmember Briley to Approve the Colorado River Authority (LCRA) Electric Line Easement amendments. The City Council voted five (5) for and none (0) opposed. The motion passed unanimously.

B. Take action on a Non-Exclusive License Agreement with the Program provider for programs within City Park Pools for pool use and consider waiving lifeguard reimbursement for 2023

Andrea Schmidt, Director of Parks and Recreation, reviewed the need for lifeguards and the budget impact. She also reviewed the TML insurance requirements for the pools. She also reviewed the testing of lifeguards and pools, the lifeguard schedule, and the proposed plan for future training of potential lifeguards. The impact of canceling Swim America due to lifeguards was discussed.

John Graham Jr. spoke about the underutilization of the two City pools and the need to allow an outside company to lease and run the pools.
Cody Cornette spoke in support of the Swim America program and the benefits the program provides.

A woman spoke from the audience regarding the pools being utilized.

Motion: A motion was made by Councilmember Watson and seconded by Councilmember Klein to approve a Non-Exclusive License Agreement with the Program provider for programs within City Park Pools for pool use and consider waiving lifeguard reimbursement for 2023. The City Council voted five (5) for and none (0) opposed. The motion passed unanimously.

C. Continued discussion regarding the need for affordable housing

Councilmember Briley stated he has been working on a SWOT Analysis and also had conversations with Burnet and Mason Housing Authority. He also contacted Jackson Hole, WY, and the program they have. He noted if the City Council is willing, the Jackson Hole Program Director will be in Texas in July and is willing to come to talk to us.

Mayor Hoover reported that he and Councilmember Kirchner spent three hours in Austin with their Affordable Housing Authority. He noted that they provided ways to address our situation and stressed that we do not give up council authority with whatever program they choose.

Councilmember Kirchner reviewed how Austin Housing Authorities got off the ground in Austin. She reviewed the two different Affordable Housing Cooperations.

Vince Michel spoke regarding House Bill 392 and the City's ability to control Housing Authorities.

The City Council agreed by consensus to learn more about the program from Jackson Hole, WY.

D. Consider the allocation of the 2023 Hotel Occupancy Tax (HOT) funding

The City Council discussed the process used to allocate the funding.

Motion: A motion was made by Councilmember Klein and seconded by Councilmember Briley to allocate $564,000.00 2023 Hotel Occupancy Tax funding to the following:

Admiral Nimitz Foundation-Command Post	$	10,000.00

Admiral Nimitz Foundation-Museum	$	140,000.00
Boys & Girls Club of Fredericksburg	$	3,000.00
Cherry Mountain Community Club	$	2,000.00
Christian Methodist Episcopal Church	$	65,000.00
Die Kunstler Von Fredericksburg A.K.A DK	$	3,000.00
Former Texas Rangers Foundation	$	7,500.00
Fredericksburg Art Guild	$	4,000.00
Fredericksburg Chamber of Commerce	$	12,000.00
Fredericksburg Education Initiative dba SystemsGo	$	5,000.00
Fredericksburg Farmers Market	$	5,000.00
Fredericksburg Food &Wine Fest	$	10,000.00
Fredericksburg Junior Chamber of Commerce	$	20,000.00
Fredericksburg Music Club	$	5,000.00
Fredericksburg Rotary Club Foundation, Inc.	$	10,000.00
Fredericksburg Theater Company	$	30,000.00
Friends of Gillespie County Country Schools	$	40,000.00
German Choirs of Fredericksburg	$	1,500.00
Gillespie County Fair & Festival Associations	$	45,000.00
Gillespie County Historical Society	$	100,000.00
Hill Country Film Society	$	5,000.00
Mom Center DBA Heart of the Hills Resources	$	3,000.00
Oktoberfest/PCAA	$	10,000.00
Stonewall Chamber of Commerce	$	10,000.00
Texas Center for Wine and Culinary Arts DBA Flavory TX	$	3,000.00
Texas Hill CounrtyHigher Education Develop Fountain DBA Hill Country University Center	$	10,000.00
Frontier History Company	$	5,000.00

The City Council voted five (5) for and none (0) opposed. The motion passed unanimously.

E. Receive the Capital Improvement Plan Presentation

Evan Williamson, Assistant City Engineer, reviewed the process for the Capital Improvement Plan and the need for a 20-year Plan. He also provided a breakdown of requests from the different funds.

Clinton Bailey, City Manager, reviewed the history of the CIP Program, which is the official starting point for the Budget Process. He noted each requestor will present their request.

Shelley Goodwin, City Secretary, reviewed the City Secretary's CIP requests for $80,000.

Brian Vorauer, Police Chief, reviewed the Police Department CIP requests of $1,32,000.

Lynn Bizzell, Fire Chief, reviewed the Fire and Emergency Medical Services (EMS) CIP requests for $800,000 and EMS for $450,000.

Eric Whiting, Director of Information Technology, reviewed the Information Technology CIP requests for $209,100.

Andrea Schmidt, Director of Parks and Recreation, reviewed the Park and Recreation CIP requests for $2,909,500.

John Savage, President of the Fredericksburg Tennis Association, spoke regarding the need for additional pickleball and tennis courts.

Brian Schroeder, President of the Pickleball Association, spoke about the process you go through to play pickleball on a tennis court and the benefits of adding pickleball courts. He also reviewed the differences between tennis and pickleball.

Kris Kneese, Director of Public Works, reviewed the Street Department CIP requests for $2,458,000

The City council discussed the bridge project, the timeline, and the cost increase.

Clinton Bailey, City Manager, reviewed the Golf Course CIP requests for $354,500.

Kris Kneese, Director of Public Works, reviewed the Stormwater/Vegetation Management CIP requests of $2,678,500.

Kris Kneese, Director of Public Works, reviewed the Sanitation Department CIP requests of $4,595,000.

Kris Kneese, Director of Public Works, reviewed the Electric Department CIP requests of $452,800.

Kris Kneese, Director of Public Works, reviewed the Water Wastewater Department CIP requests of $6,041,700.

9. CITY MANAGER'S REPORT

A. Fredericksburg Convention and Visitor Bureau Resident Sentiment Survey

Clinton Bailey, City Manager, provided information on the CVB Resident Sentiment Survey on tourism. He noted the deadline for the survey is Wednesday, June 7, 2023.

B. City Staff Update

Clinton Bailey, City Manager, stated Anna Hudson has been promoted to Director of Development Services. He also noted that she had passed her AICP exam.

10. ITEMS FOR FUTURE AGENDA

A. Review the Future Agenda Spreadsheet

Clinton Bailey, City Manager, reviewed the updated Future Agenda spreadsheet.

The City Council agreed by consensus to hold a Joint Meeting with Planning and Zoning Commission on Monday, June 19, 2023.

11. EXECUTIVE SESSION

A. **Consider and discuss the appointment, evaluation, reassignment, duties, or dismissal of a public officer, specifically the reappointment of existing members on the City's Boards and Commissions, and the appointment of persons to fill vacancies on the City's Boards and Commissions (Section 551.074) and**
B. **Consider and discuss Real Estate in the vicinity of State Highway 16 South and Lady Bird Drive (Section 551.072)**

Motion: A motion was made by Councilmember Kirchner and a second by Councilmember Watson to go out of Regular Session into Executive Session at 12:15 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Councilmember Watson, seconded by Councilmember Klein, to go out of the Executive Session and into the Regular Meeting at 12:32 p.m. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

12. BUSINESS ITEM

The City Council moved to Agenda Item 7. A. appointments and reappointments of members of Boards and Commissions.

13. ADJOURN

With no other business, Mayor Hoover adjourned the June 6, 2023, Regular Meeting at 12:36 p.m.

_____
Jeryl Hoover
Mayor

_____
Shelley Goodwin, TRMC/CMC
City Secretary

CITY COUNCIL AGENDA MEMO

DEPARTMENT: Development Services
TO: Mayor & City Council Members
FROM: Anna Hudson, Director of Development Services
MEETING DATE: June 20, 2023

CATEGORY: ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS

CAPTION: A Conditional Use Permit (CUP) for property located at 720 South Adams Street requested by Keving Spraggins with VEI (Z-2312) (Anna Hudson, Director of Development Services)
i. Presentation by Developer
ii. Staff Report
iii. Hold a public hearing to receive comments for or against the request
iv. Take action on the CUP request per Section 3.210 to allow a "Drive-Through or Drive-in Facilities" for the property located at 720 South Adams Street

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PRESENTATION:

SUMMARY:

A Conditional Use Permit (CUP) application has been submitted to allow a "drive-through" associated with a dry cleaning/laundry business on vacant property located at 720 South Adams between two existing developments, Guadalupe Bank and Happy State Bank.

The proposed development will include a 2-story building, approximately 31,500 sq ft, and consists of 16 units, eight on each floor. Some units will likely be combined, lowering the possible total number of units. The anticipated uses are professional offices, general retail, and personal services. The drive-through is requested for the dry cleaning/laundry business located on the north end of the first floor of the building.

BACKGROUND:

This application was reviewed for its conformity with relevant City Ordinances, including **Sec. 7.131**, review and evaluation criteria for Site Plans, and **Sec. 5.460**, review and evaluation criteria for a Conditional Use Permit (CUP).

Site Area: 65,304 Square Feet (1.50 acres)

Zoning: C2, Commercial **Sec. 3.210**

Building Coverage: 24% (19,250 sq ft) (75% maximum) **Sec. 3.210**

Impervious Coverage: **79 % (51,978 sq ft) (80% maximum) Sec. 3.210**

Heights: 2 Story (28') (Max Height 38') **Sec. 3.210**

Parking: 72 provided (General Retail and Professional Office requires one parking space per 400 sq ft. Personal

Services requires one parking space per 300 sq ft) **Sec. 7.863**

Drive-Through Stacking: 4 vehicles without impacting the cross access.

Utilities: Utilities are available to serve this property, and extension of existing infrastructure will be extended, at the developer's expense, to serve the property.

Detention: Stormwater detention plans & studies shall be reviewed as part of the Civil Construction Plans.

Entry Corridor: Elevations and renderings were provided as well as a narrative that indicates the developments' compliance with the Entry Corridor Overlay.

Landscape and Screening: More detail is required to approve the Landscape and Screening Plan, including a landscape calculation based on **Sec. 7.920** . One (1) tree per 75 LF is required. Off-street parking shall have ten (10) sq ft of interior landscaping for each parking space. A strip of land at least five (5) in-depth located between the abutting right-of-way and the off-street parking areas or other vehicular use area which is exposed to an abutting right-of-way shall be landscaped and include one (1) tree for each fifty (50) lineal feet. In addition, a hedge, wall, or other durable landscape barrier, Page 26 of 41 of at least two (2) feet in height, shall be placed along the perimeter.

Public Hearing Notices: As of June 1st, one letter of support was submitted.

Sec. 5.460 – Review and Evaluation Criteria contains 13 items to consider when reviewing a Conditional Use Permit. Of these 13 items, Staff has found that the applicant has met or responded to all the requirements, including adequacy and convenience of off-street parking, a determination that the proposed use will not be detrimental to public safety or materially injurious to properties in the vicinity, and determination that the proposed use and site development will be compatible with existing uses in the vicinity.

The traditional design of the commercial development is in keeping with the intent of the Entry Corridor Design Guidelines. Staff notes that any use allowed in C2 zoning would be able to occupy part of the building, but only private services and general retail have been identified for parking calculations. A restaurant would have a different calculation. The site is maxed out for impervious cover, limiting the ability to add more parking.

FUNDING SOURCE: **FINANCIAL IMPACT:**

STAFF RECOMMENDATION:

Staff recommends approval conditioned upon the following:
The CUP is only for a drive-through facility for a dry cleaner/personal service.
Approved Addressing Plan
Approved Landscape and Screening Plan
Approved Civil Construction Plan

On June 7, 2023, the Planning and Zoning Commission recommended approval of the CUP request with staff's conditions.

COMMUNITY VISIONING/STRATEGIC INITIATIVES:

ATTACHMENTS:

1. Z-2312 Project Application
2. Z-2312 Revised Site Plan
3. Colors and Materials
4. Concept Images
5. Sec. 5.460. - CUP Review and Evaluation Criteria.

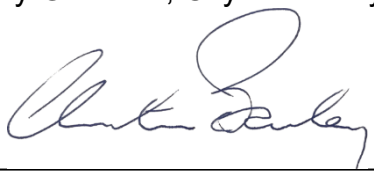
6. Z-2312 Entry Corridor Narrative
7. Z-2312 Response to Comments
8. Z-2312 Public Hearing Map
9. Comment: Rokohe Approval

APPROVAL/REVIEW:

Garret Bonn, Assistant City Manager — Date: June 12, 2023

William McKamie, City Attorney — Date: June 13, 2023

Shelley Goodwin, City Secretary — Date: June 13, 2023



Clinton Bailey, City Manager — Date: June 14, 2023

Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

A. Project Information (Please complete all items.)

Project Name: S. Adams Street Commercial

Project Address: 720 S. Adams St, Fbg, TX 78624

Tax ID Number (s): 90189

Application Type (Check all items that apply.)

- ■ Conditional Use Permit
- ■ Site Plan
- ☒ Entry Corridor Design
- ☐ Land Use Plan Change
- ☐ Zoning Change
- ☐ Minor Plat*
- ☐ Replat*
- ☐ Amending Plat*
- ☐ Preliminary Plat*
- ☐ Final Plat*
- ☐ Plat Vacation
- ☐ Annexation*
- ☐ Development Plat

Revision of Approved Plan / Plat? ■Yes ☐No Name:

Jurisdiction: ■City Limits ☐ETJ Total Acres: 1.5 No. of Lots: 1

Original Survey & Abstract No: S1701 - WALTER, ROBERT SUB

Legal Description: WALTER, ROBERT SUB LOT 3R, 1.5, -REPLAT-

Current Land Use Plan: Commercial Proposed Land Use Plan:

Current Zoning: C2 - Comm'l (Entry Corr) Proposed Zoning:

Location: West side of S. Adams, across from E. Walnut Street

Proposed Use(s): Commercial/retail with drive-thru

Applicant's Signature

Applicant's Role: ☐Owner ■Developer ☐Other (note role):

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify I have authorization from the owner to act on his / her behalf.

Signature: Kevin W. Spraggins Digitally signed by Kevin W. Spraggins Date: 2023.04.21 13:09:37 -05'00'

Printed Name: Kevin W. Spraggins, P.E. Date: 04/21/2023

Staff Use Only Application No.: Z-2312 Date: 04/24/23

*Copy of current Title Search required with application.

CK#2072 - $100.00 - ENTRY CORRIDOR

CK# 2069 $800.00 - $400 FOR CUP

Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

B. Contact Information (Please complete all items. Attach additional pages as necessary.)

I. Property Owner(s)

Firm Name (if applicable): Fred 16 LLC & Guadalupe National Bank

Owner Name: Oehler Appraisal & Consulting

Address: 1309 Bandera Hwy, Kerrville, TX 78028

Phone: Fax: Email:

II. Owner's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☐ Surveyor ■ Other (note role):

Firm Name (if applicable): Properties of Barons Creek LLC

Address: 507 E. Highway Street, Ste. D, Fredericksburg, TX 78624

Primary Contact Name:

Phone: 830-997-4744 Fax: Kevin Spraggins Email: kspraggins@vei-tx.com

Secondary Contact Name:

Phone: Fax: Gwen Wells Email: gwells@vei-tx.com

III. Applicant

Firm Name (if applicable): VEI CONSULTING ENGINEERS

Applicant Name (s): Kevin Spraggins or Gwen Wells

Address: 507 E. Highway Street, Ste. D, Fredericksburg, TX 78624

Phone: 830-997-4744 Fax: Email: kspraggins or gwells@vei-t

IV. Applicant's Agent/Engineer/Surveyor (Main contact person responsible for application)

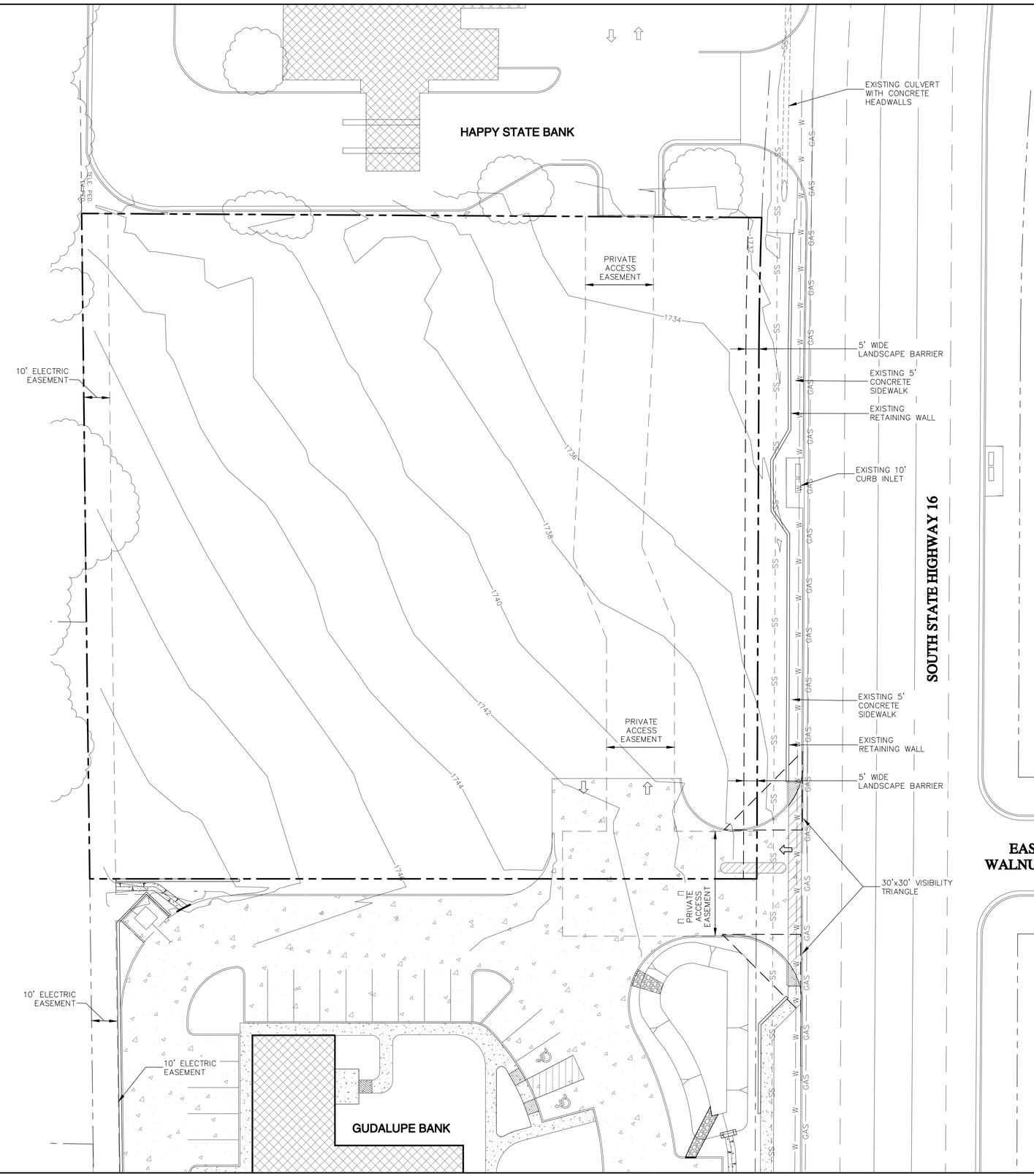
Role: ☐ Agent ■ Engineer ☐ Surveyor ☐ Other (note role):

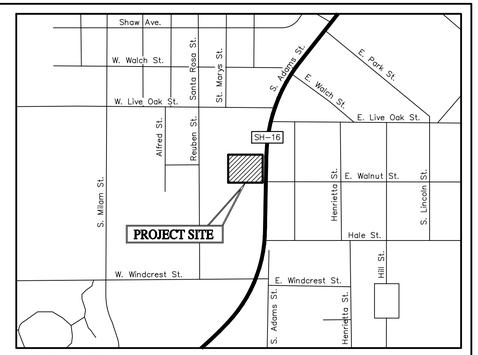
Firm Name (if applicable): same as III.

Address:

Primary Contact Name:

Phone: Fax: Email:





LOCATION MAP

NOT TO SCALE

0 10 20 30 40
1"=20'

LEGEND

- EXISTING STRUCTURES
- PROPERTY BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- SS — EXISTING SANITARY SEWER
- W — W — EXISTING WATER LINE
- GAS — EXISTING GAS LINE
- EXISTING EASEMENT
- EXISTING RETAINING WALL
- EXISTING CONCRETE CURB
- EXISTING TREES

AN
EXISTING CONDITIONS PLAN
FOR

S. ADAM ST. COMMERCIAL

720 SOUTH ADAMS STREET

BEING A 1.50 ACRE TRACT, CALLED LOT 3R, IN ROBERT WALTER SUBDIVISION, RECORDED IN VOLUME 4, PAGE 7 OR THE PLAT RECORDS OF GILLESPIE COUNTY, TEXAS

PROPERTIES OF BARONS CREEK — **OWNER**
CONTACT: KEVIN W. SPRAGGINS
507 E. HIGHWAY ST., SUITE D
FREDERICKSBURG, TX 78624
(830) 997-4744
FAX: (830) 997-6967

VEI CONSULTING ENGINEERS — **ENGINEER**
CONTACT: KEVIN W. SPRAGGINS
507 E. HIGHWAY ST., SUITE D
FREDERICKSBURG, TX 78624
(830) 997-4744
FAX: (830) 997-6967
Texas Registration # F-165

FILE NO: 23004

DATE: 05/12/2023

SHEET: SP1 (1 OF 5)

NOTES:

1. THIS DRAWING AND SERVICES BY VEI DO NOT INCLUDE SUBMISSION TO ARCHITECTURAL BARRIERS FOR ADA REVIEW. REVIEW, IF REQUIRED, IS BY OTHERS.

2. SIDEWALK FROM HANDICAP PARKING AREA TO BUILDING ENTRANCES MUST COMPLY WITH ALL ADA GUIDELINES.

3. THE DRAWING AND SERVICES BY VEI DO NOT INCLUDE "AS-BUILT" INSPECTIONS NOR SERVICES PAST DELIVERY OF THIS DRAWING.

4. ALL DIMENSIONS ARE MEASURED BACK TO BACK OF CURB UNLESS OTHERWISE NOTED.

5. ALL BUILDING DIMENSIONS DERIVED FROM OWNER. DUE TO THE INHERENT INACCURACY OF REPRODUCTION, DO NOT SCALE FROM THESE DRAWINGS.

6. CONTRACTOR SHALL VERIFY ALL DIMENSIONS WITH ARCHITECT AND OWNER PRIOR TO START OF CONSTRUCTION.

7. REFER TO LANDSCAPE ARCHITECT PLANS FOR LANDSCAPE AREAS.

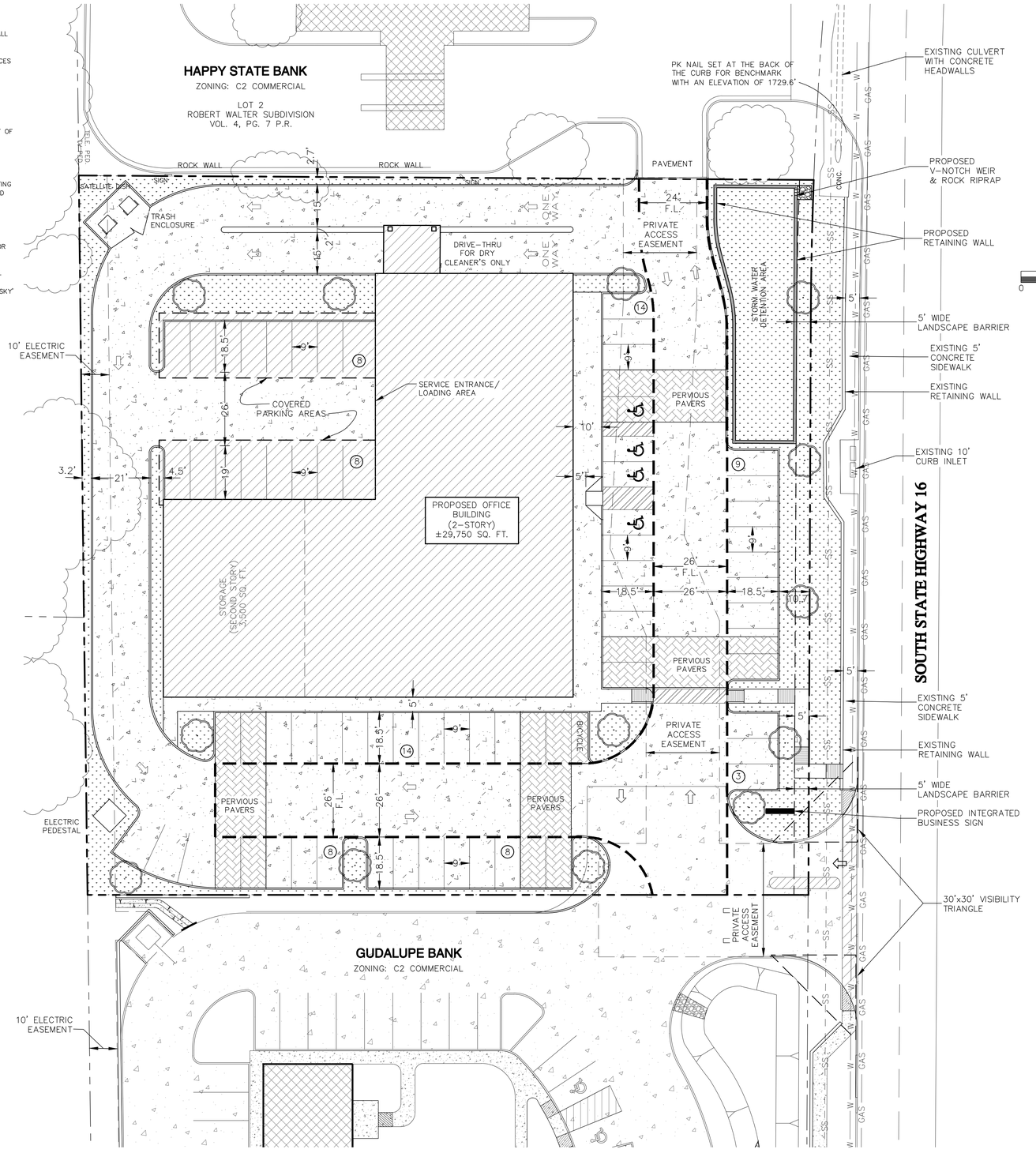
8. THE LOCATION OF EXISTING UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE BASED ON AVAILABLE RECORDS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR IS FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MAY occur DURING CONSTRUCTION.

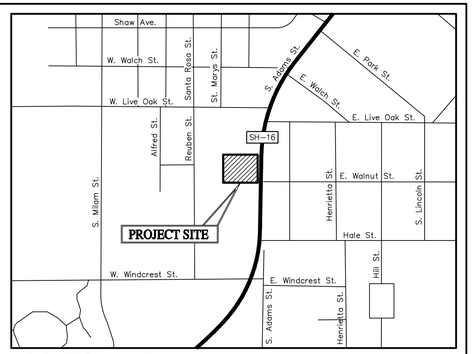
9. FIRE LANE SHALL BE MARKED PER CITY STANDARDS.

10. THIS IS NOT A PROPERTY SURVEY. ANY QUESTIONS CONCERNING PROPERTY CORNERS, PROPERTY LINES, PROPERTY BOUNDARIES AND/OR SET BACKS SHOULD BE DIRECTED TO AND/OR VERIFIED BY A REGISTERED PROFESSIONAL LAND SURVEYOR.

11. ALL SIDEWALK AND DRIVEWAY IMPROVEMENTS SHALL BE CONSTRUCTED TO CITY STANDARDS.

12. ALL SECURITY AND SAFETY LIGHTING SHALL BE FULLY SHIELDED AND COMPLY WITH 'DARK SKY' COMPLIANT (REF. CITY OF FREDERICKSBURG ARTICLE XV – OUTDOOR LIGHTING)





LOCATION MAP

NOT TO SCALE

0 10 20 30 40
1"=20'

LEGEND

EXISTING

- *EXISTING STRUCTURES*
- *PROPERTY BOUNDARY*
- *ADJACENT PROPERTY BOUNDARY*
- *EXISTING SANITARY SEWER*
- *EXISTING WATER LINE*
- *EXISTING GAS LINE*
- *EXISTING EASEMENT*
- *EXISTING RETAINING WALL*
- *EXISTING CONCRETE CURB*
- *EXISTING TREES*

PROPOSED

- PROPOSED BUILDING
- PROPOSED PARKING STRIPE
- PROPOSED LANDSCAPING/ GRASS SEEDING
- PROPOSED RETAINING WALL
- PROPOSED CONCRETE CURB
- PROPOSED FIRE LANE
- PROPOSED HANDICAP SPACE
- PROPOSED NUMBER OF PARKING SPACES
- PROPOSED 4 INCH TREE
- PROPOSED INTEGRATE BUSINESS SIGN

SUMMARY TABLE

LOT AREA	65,304 sq. ft. / 1.50 Ac.
LOT ZONING	C2 – COMMERCIAL
PROPOSED BUILDINGS AREA	
FIRST FLOOR AREA	15,750 sq. ft.
SECOND FLOOR AREA	12,250 sq. ft.
STORAGE AREA	3,500 sq. ft.
TOTAL AREA	31,500 sq. ft.
PARKING SPACES REQUIRED (1 PER 400 sq. ft.)	70
PARKING SPACES PROVIDED	72
HANDICAP PARKING SPACES REQUIRED	4
HANDICAP PARKING SPACES PROVIDED	4
PERVIOUS AREA	13,326 sq. ft. / 0.31 Ac.
IMPERVIOUS AREA	51,978 sq. ft. / 1.19 Ac.
ALLOWABLE IMPERVIOUS PERCENTAGE	80%
PROPOSED IMPERVIOUS PERCENTAGE	79%
BUILDING COVERAGE ALLOWED	75%
BUILDING COVERAGE PROVIDED	24%

A
SITE PLAN
FOR

S. ADAM ST. COMMERCIAL

720 SOUTH ADAMS STREET

BEING A 1.50 ACRE TRACT, CALLED LOT 3R, IN ROBERT WALTER SUBDIVISION, RECORDED IN VOLUME 4, PAGE 7 OR THE PLAT RECORDS OF GILLESPIE COUNTY, TEXAS

PROPERTIES OF BARONS CREEK **OWNER**
CONTACT: KEVIN W. SPRAGGINS
507 E. HIGHWAY ST., SUITE D
FREDERICKSBURG, TX 78624
(830) 997-4744
FAX: (830) 997-6967

VEI CONSULTING ENGINEERS **ENGINEER**
CONTACT: KEVIN W. SPRAGGINS
507 E. HIGHWAY ST., SUITE D
FREDERICKSBURG, TX 78624
(830) 997-4744
FAX: (830) 997-6967
Texas Registration # F-165

FILE NO: 23004

DATE: 05/12/2023

SHEET: SP2 (2 OF 5)

NOTES:

1. ALL BUILDING DIMENSIONS DERIVED FROM OWNER. DUE TO THE INHERENT INACCURACY OF REPRODUCTION, DO NOT SCALE FROM THESE DRAWINGS.

2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS WITH ARCHITECT AND OWNER PRIOR TO START OF CONSTRUCTION.

3. REFER TO LANDSCAPE ARCHITECT PLANS FOR FINAL LANDSCAPE DESIGN.

4. THE LOCATION OF EXISTING UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE BASED ON AVAILABLE RECORDS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR IS FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MAY OCCUR DURING CONSTRUCTION.

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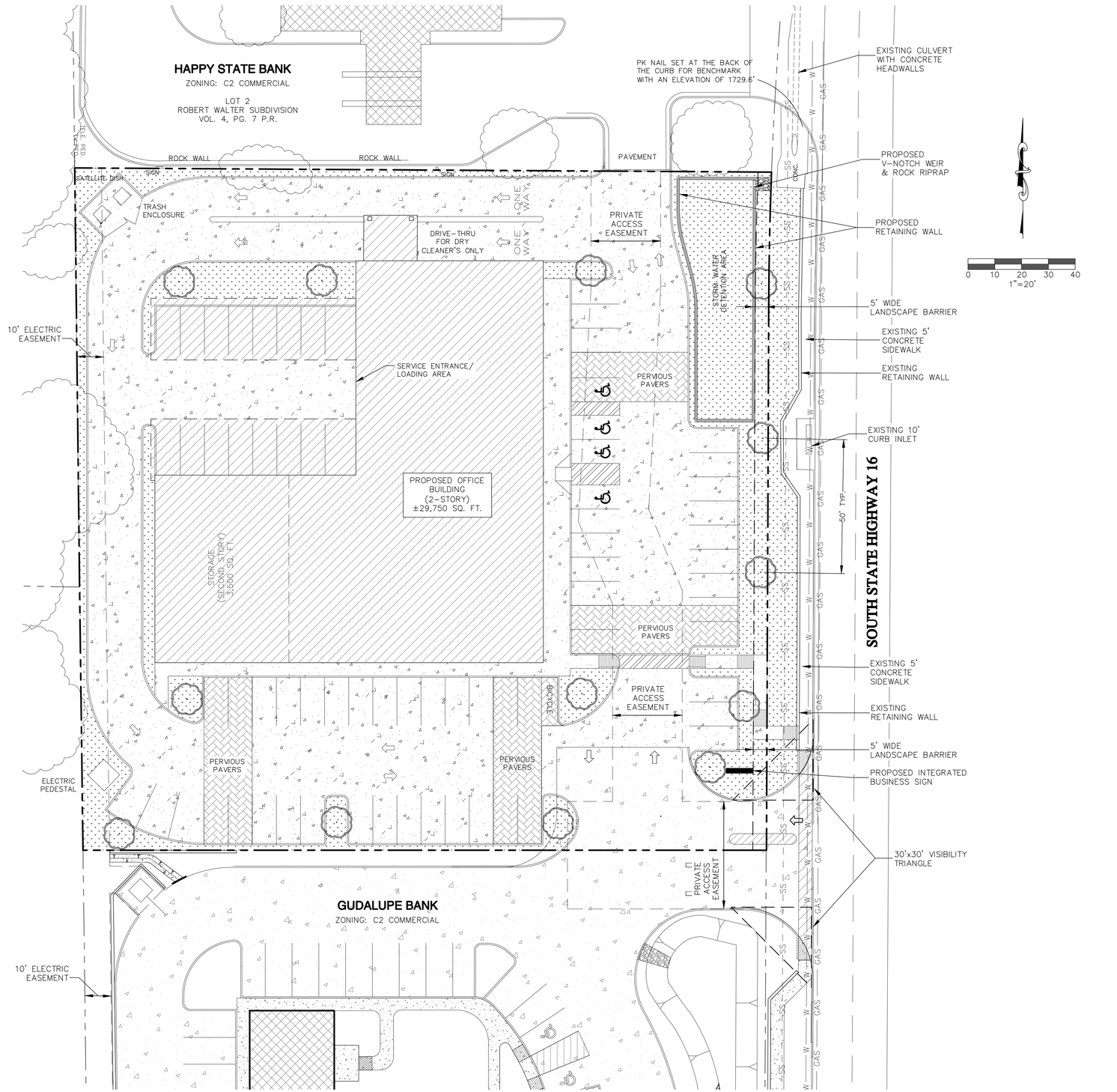
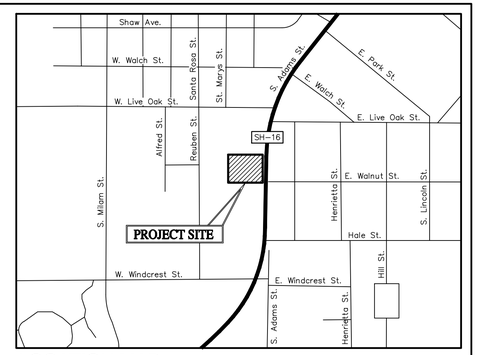
6. ALL SECURITY AND SAFETY LIGHTING SHALL BE FULLY SHIELDED AND COMPLY WITH 'DARK SKY' COMPLIANT (REF. CITY OF FREDERICKSBURG ARTICLE XV – OUTDOOR LIGHTING)





LOCATION MAP

NOT TO SCALE

SUMMARY TABLE

LOT AREA	351,965 sq. ft. / 8.08 Ac.
CURRENT ZONING	C2 COMMERCIAL
PROPOSED NUMBER OF PARKING SPACES	72
PROPOSED PAVING AREA	36,250 sq. ft.
REQUIRED INTERIOR LANDSCAPE AREA	
10 sq. ft. PER PARKING SPACE	720 sq. ft.
1 sq. ft. PER 100 sq. ft. OF PAVING (for the first 50,000 sq. ft. of paving)	363 sq. ft.
TOTAL REQUIRED LANDSCAPE AREA	1,083 sq. ft.
PROPOSED LANDSCAPE AREA	9,116 sq. ft. / 0.21 Ac.
REQUIRED NUMBER OF TREES (1 for each 100 sq. ft. of required landscape area)	11 TREES
PROPOSED NUMBER OF TREES	13 TREES

LEGEND

EXISTING

- EXISTING STRUCTURES
- PROPERTY BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- SS EXISTING SANITARY SEWER
- W W EXISTING WATER LINE
- GAS EXISTING GAS LINE
- EXISTING EASEMENT
- EXISTING RETAINING WALL
- EXISTING CONCRETE CURB
- EXISTING TREES

PROPOSED

- PROPOSED BUILDING
- PROPOSED PARKING STRIPE
- PROPOSED LANDSCAPING/ GRASS SEEDING
- PROPOSED RETAINING WALL
- PROPOSED CONCRETE CURB
- PROPOSED 4 INCH TREE
- PROPOSED INTEGRATE BUSINESS SIGN

A
LANDSCAPE & SCREENING PLAN
FOR

S. ADAM ST. COMMERCIAL

720 SOUTH ADAMS STREET

BEING A 1.50 ACRE TRACT, CALLED LOT 3R, IN ROBERT WALTER SUBDIVISION, RECORDED IN VOLUME 4, PAGE 7 OR THE PLAT RECORDS OF GILLESPIE COUNTY, TEXAS

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FAX: (830) 997-6967

VEI CONSULTING ENGINEERS — ENGINEER

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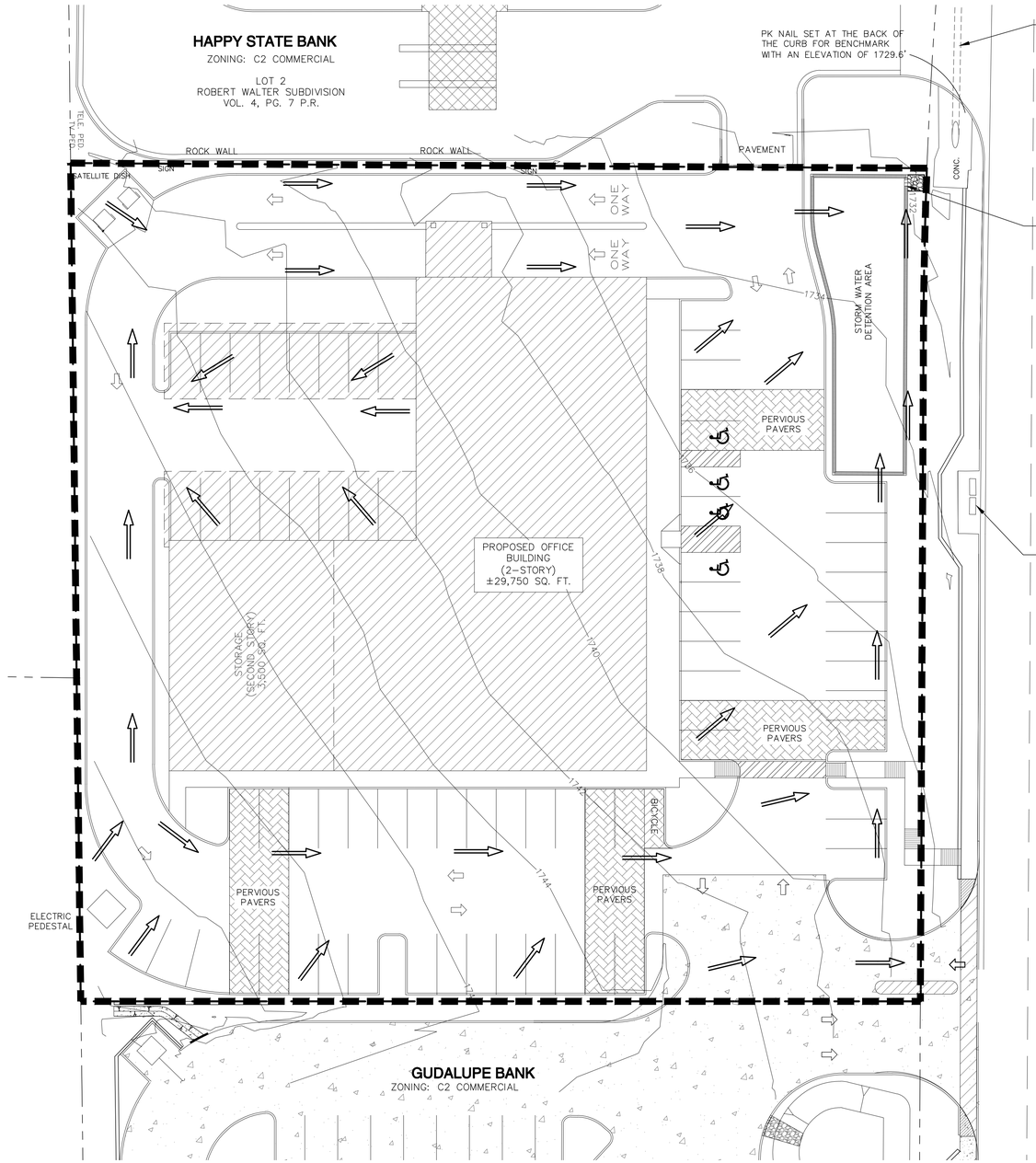
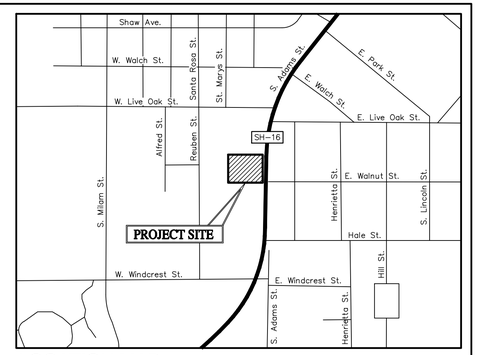
507 E. HIGHWAY ST., SUITE D
FREDERICKSBURG, TX 78624
(830) 997-4744
FAX: (830) 997-6967
Texas Registration # F-165

FILE NO: 23004

DATE: 05/12/2023

SHEET: SP3 (3 OF 5)





LOCATION MAP

NOT TO SCALE

LEGEND

EXISTING

- *EXISTING STRUCTURES*
- *PROPERTY BOUNDARY*
- *ADJACENT PROPERTY BOUNDARY*
- *EXISTING EASEMENT*
- *EXISTING RETAINING WALL*
- *EXISTING CONCRETE CURB*

PROPOSED

- PROPOSED BUILDING
- PROPOSED PARKING STRIPE
- PROPOSED RETAINING WALL
- PROPOSED CONCRETE CURB
- DRAINAGE AREA BOUNDARY
- DRAINAGE AREA FLOW DIRECTION

A
DRAINAGE PLAN
FOR

S. ADAM ST. COMMERCIAL

720 SOUTH ADAMS STREET

BEING A 1.50 ACRE TRACT, CALLED LOT 3R, IN ROBERT WALTER SUBDIVISION, RECORDED IN VOLUME 4, PAGE 7 OR THE PLAT RECORDS OF GILLESPIE COUNTY, TEXAS

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(830) 997-4744
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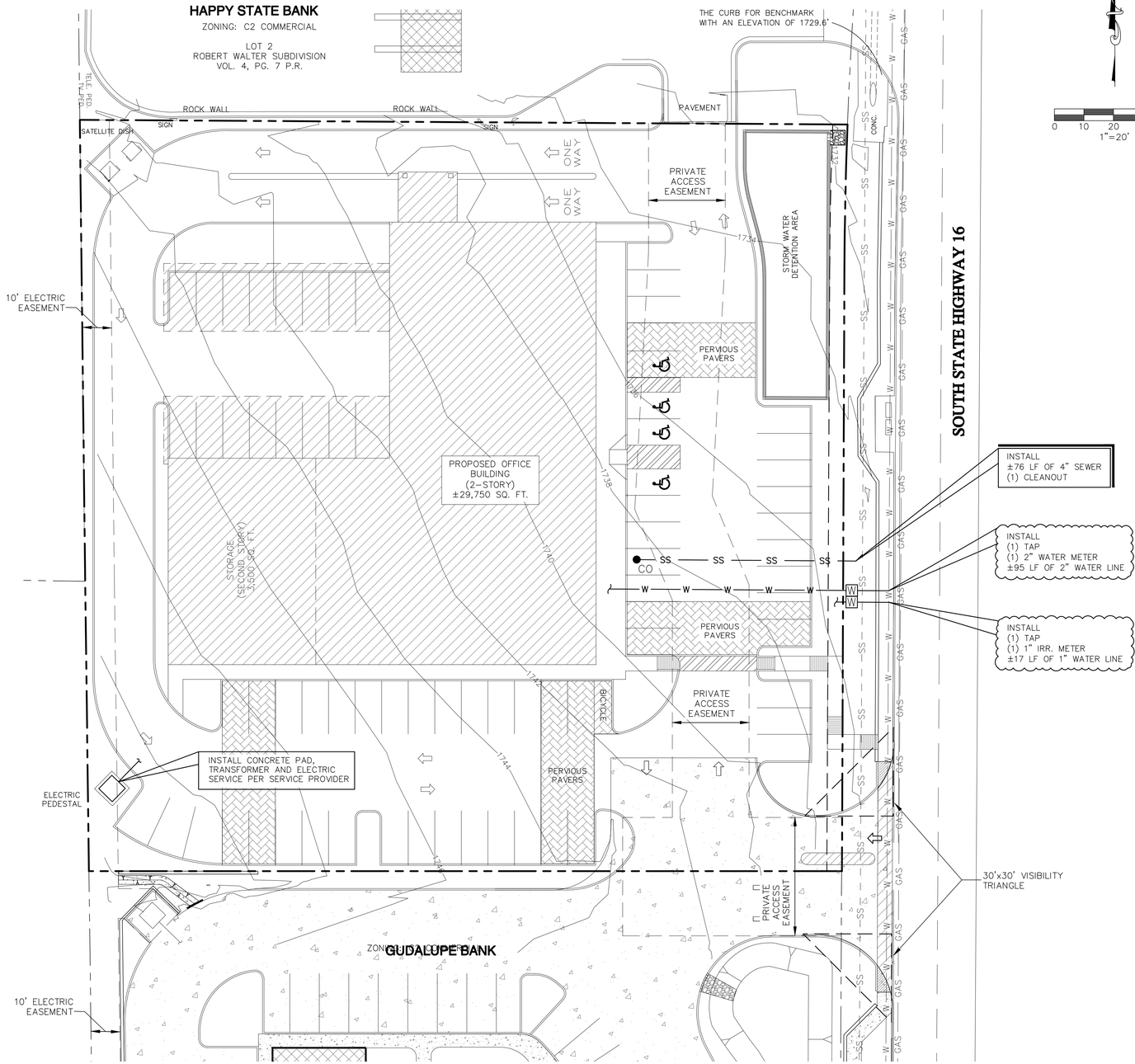
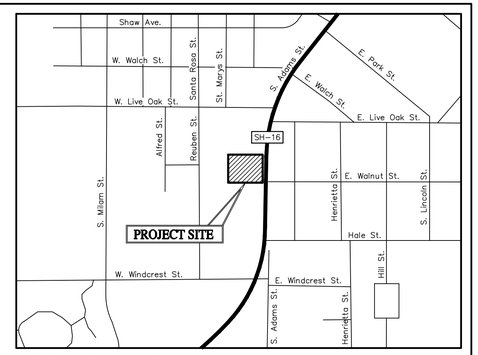
Texas Registration # F-165

FILE NO: 23004

DATE: 05/12/2023

SHEET: SP4 (4 OF 5)





LOCATION MAP

NOT TO SCALE

LEGEND

EXISTING

- *EXISTING STRUCTURES*
- *PROPERTY BOUNDARY*
- *ADJACENT PROPERTY BOUNDARY*
- *EXISTING SANITARY SEWER*
- *EXISTING WATER LINE*
- *EXISTING GAS LINE*
- *EXISTING EASEMENT*
- *EXISTING RETAINING WALL*
- *EXISTING CONCRETE CURB*

PROPOSED

- PROPOSED BUILDING
- PROPOSED PARKING STRIPE
- PROPOSED RETAINING WALL
- PROPOSED CONCRETE CURB
- PROPOSED SANITARY SEWER LINE
- PROPOSED WATER LINE
- PROPOSED CLEANOUT
- PROPOSED WATER/IRRIGATION METER
- PROPOSED ELECTRIC PEDESTAL AND CONCRETE PAD

A
UTILITY PLAN
FOR

S. ADAM ST. COMMERCIAL

720 SOUTH ADAMS STREET

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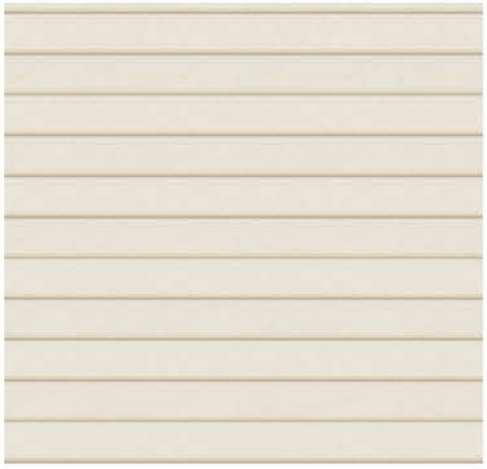
FILE NO: 23004

DATE: 05/12/2023

SHEET: SP5 (5 OF 5)

COLORS AND FINISHES



SMOOTH LAP SIDING
FARROW & BALL,
SCHOOLHOUSE WHITE, No 291

GENERAL PAINT COLOR
FARROW & BALL, RAILINGS, No31

ACME BRICK -
BURLINGTON CBP140

PAINTED BRICK
FARROW & BALL,
SCHOOLHOUSE WHITE, No 291

GENERAL PAINT COLOR
FARROW & BALL, DENIMES, No 299

ACME BRICK -
CHICAGO SOUTHSIDE DTP60

STUCCO
FARROW & BALL,
SCHOOLHOUSE WHITE, No 291

S. ADAMS DEVELOPMENT
CONCEPT IMAGES
5/24/23

SKI ARCHITECTS

S. ADAMS DEVELOPMENT
CONCEPT IMAGES
5/24/23

SKI ARCHITECTS

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CONCEPT IMAGES
5/24/23

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CONCEPT IMAGES
5/24/23

SKI ARCHITECTS

S. ADAMS DEVELOPMENT
CONCEPT IMAGES
5/24/23

SKI ARCHITECTS

Sec. 5.460. Review and Evaluation Criteria.

The Planning and Zoning Commission and City Council shall review and evaluate Conditional Use Permit applications using the following criteria:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, access and circulation features.
3. Potentially unfavorable affects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site for a permitted use.
4. Modifications (including variance from property development regulations) to the site plan which would result in increased compatibility, would mitigate potentially unfavorable impacts, would be necessary to conform to applicable regulations and standards and would protect the public health, safety, morals and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use and other uses reasonable and anticipated in the area; existing zoning and land uses in the area.
6. Protection of persons and property from erosion, flood or water damage, fire, noise, glare and similar hazards and impacts.
7. Location, lighting, and type of signs; the relation of signs to traffic control and adverse effect of signs on adjacent properties.
8. Adequacy and convenience of off-street parking and loading facilities.
9. Determination that the proposed use is in accordance with the objectives of these Zoning Regulations and the purposes of the zone in which the site is located.
10. Determination that the proposed use will comply with each of the applicable provisions of these Zoning Regulations.
11. Determination that the proposed use and site development, together with any modifications applicable thereto, will be compatible with existing or permitted uses in the vicinity.
12. Determination that any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed use with existing or permitted uses in the same district and the surrounding area.
13. Determination that the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity.

VEI Consulting Engineers
Graylaur Corporation Inc. d/b/a
507 E. Highway Street, Suite D ♦ Fredericksburg, TX 78624
Tel (830) 997-4744 ♦ http://vei-tx.com
Texas (Firm No. 165)♦ Arkansas ♦ Oklahoma ♦ Colorado ♦ Louisiana ♦ New Mexico

April 28, 2023

City of Fredericksburg
Planning & Development
126 W. Main Street
Fredericksburg, TX 78624

Re: Entry Corridor Design Narrative for a Proposed Commercial/Retail Building at 720 S. Adams Street, Fredericksburg, Gillespie County, Texas (VEI No. 23004)

Dear Reviewer,

Attached to this letter you will find an Entry Corridor Design Narrative. This narrative describes the above proposed development and meets the Entry Corridor Project Checklist requirements.

There are placeholders in this document for architectural details that will be provided at a later date. The architecture will follow the City's standards.

This narrative includes the following sections.

1. Architectural Style (pending)	8. Setbacks & Frontage
2. Architectural Materials (pending)	9. Landscaping
3. Architectural Color (pending)	10. Lighting
4. Architectural Features (pending)	11. Service Areas
5. Massing & Scale (pending)	12. Parking & Access
6. Signage	13. Drainage & Stormwater
7. Building Height.	14. Streetscape

Please contact me should you have any questions or comments. I can be reached at the information at the top of this letter or at kspraggins@vei-tx.com.

Sincerely,

Kevin Spraggins, PE
President, VEI

Entry Corridor Design Narrative

FOR

720 S. ADAMS STREET

1. Architectural Style

1.1 COF STANDARD: Adhere to the Historic District Guidelines when rehabilitating designated historic landmark buildings or potential historic buildings.

Not applicable. The site is not in the Historic District.

1.2 COF STANDARD: The architectural style of the entry corridor should be reflective of the Texas Hill Country aesthetic.

Noted. The architectural design will meet the specifications described in the standard.

1.3 COF GUIDELINE: New designs should be compatible with the design traditions of the established neighborhoods and regional Texas Hill Country aesthetic. It is not the intent of these guidelines to require that new buildings copy older building styles. Therefore, use traditional building forms and broader similarities of design in order to be compatible with existing buildings in the area that reflect the traditional context.

Noted.

1.4 COF GUIDELINE: The use of standardized "corporate" architectural designs associated with chain or franchise buildings (prevalent with restaurants, service stations and retail stores) is strongly discouraged and alternative designs consistent with this design manual may be required.

Noted.

2. Architectural Materials

2.1 COF STANDARD: Buildings shall employ authentic, textured materials, compatible with the traditional Hill Country aesthetic. Highly reflective materials are unacceptable, because of their tendency to create uncomfortable glare conditions.

Noted. The proposed architectural materials and surfaces will meet the specifications described in the standard.

2.2 COF STANDARD: Abide by Historic District Guidelines for preserving historic buildings.

Not applicable.

2.3 COF STANDARD: Use original materials, retain and preserve significant architectural features, ensure the maintenance of the building's historical character. (per Historic Design Guidelines).

Not applicable.

2.4 COF STANDARD: Do not create a false sense of era or appearance with replacement of metal details or features that are not based upon any historical evidence (per Historic Design Guidelines)

Noted. The proposed design and features will meet the specifications described in the standard.

2.5 COF GUIDELINE: Select materials native to the Hill Country, such as cedar, limestone and brown sandstone.

Noted.

2.6 COF GUIDELINE: New developments should choose materials that offer texture and avoid monotonous faces to add visual interest and reduce its apparent scale.

Noted.

3. Architectural Color

3.1 COF STANDARD: Choose colors used traditionally in Fredericksburg such as muted shades of greens, blues, and tans (Historic Design Guidelines).

Noted. Architectural design is pending and will adhere to this standard.

3.2 COF STANDARD: Use color to coordinate façade elements in an overall composition and tie all of the building elements together.

Noted. Architectural design is pending and will adhere to this standard.

3.3 COF STANDARD: Reserve bright colors for accents only. Limit the use of bright colors to no more than 15 percent of the overall exterior building façade.

Noted. Architectural design is pending and will adhere to this standard.

3.4 COF GUIDELINE: Predominant building colors should be of earth tones but may be accented with brighter colors to provide color variation, punctuation, and eclecticism unique to Fredericksburg.

Noted.

4. Architectural Features

4.1 COF STANDARD: Blank or featureless walls will not be approved along parks, plazas, entry corridors or side streets.

Architectural design is pending and will adhere to this standard.

4.2 COF STANDARD: Design buildings with a "human scale" by using architectural enhancements. The building facade facing the parks, plazas, entry corridors or side streets shall have visible, clearly defined customer entrances that include at least three of the following elements: canopies or porticos, overhangs, recesses or projections, arcades, raised cornice parapets over the entrance door, distinctive roof forms, arches, outdoor patios or plazas, display windows, or integral planters.

Architectural design is pending and will adhere to this standard.

4.3 COF STANDARD: Use original materials, retain and preserve significant architectural features, ensure the maintenance of the building's historical character. (Historic Design Guidelines).

Not applicable.

4.4 COF STANDARD: Windows and doors shall be equally spaced and provide rhythm along the façade of the building.

Architectural design is pending and will adhere to this standard.

4.5 COF STANDARD: With exception of historic or potential historic landmarks, at least 40 percent of the ground floor façade facing parks, plazas, entry corridors or side streets shall be constructed of clear and non-tinted windows.

Architectural design is pending and will adhere to this standard.

4.6 COF STANDARD: For any multi-tenant commercial development, a covered arcade/structural canopy shall be provided along the front facade of the building. Arcades are covered walkways connected to the principal building. They should be a minimum of five feet in width and designed to provide covered areas for relief from the weather. Different arcade/structural canopy designs may be used for each individual tenant/business within a multi-tenant commercial development provided that they blend aesthetically with the front facade of the building.

Architectural design is pending and will adhere to this standard.

4.7 COF GUIDELINE: Choose features that fit the scale of the building and its surroundings.

Noted.

4.8 COF GUIDELINE: If a shed roof or flat roof design is used, add a parapet wall to screen the roof.

Noted.

5. Massing & Scale

5.1 COF STANDARD: Break up the front of large retail buildings by dividing it into individual bays 25 to 40 feet wide.

Architectural design is pending and will adhere to this standard.

5.2 COF STANDARD: Use variation in materials, textures, patterns, colors, and details to break down the mass and scale of a building.

Architectural design is pending and will adhere to this standard.

5.3 COF STANDARD: Building mass shall be used that is appropriate to the site. Buildings of the greatest footprint shall be located towards the center of a development where the impact on adjacent uses is the least.

Architectural design is pending and will adhere to this standard.

5.4 COF STANDARD: Each building shall have sufficient facade relief and interruption every 30 feet so as to provide visual architectural interest.

Architectural design is pending and will adhere to this standard.

5.5 COF GUIDELINE: When making transitions to lower density areas, modulate the mass of the building to relate to smaller buildings.

Not applicable.

5.6 COF GUIDELINE: Faux windows and similar details are not appropriate articulation.

Noted.

5.7 COF GUIDELINE: Buildings are encouraged to be contiguously arranged along the street face, and large breaks between buildings in identified development sites should be avoided.

Noted.

6. Signage

6.1 *COF STANDARD: A landscaped base area shall be provided for monument or ground signs appropriate to the mass and height of the sign. All areas within 5 feet of the base of any sign shall be landscaped. The landscaped area may include trees, shrubs, flowering perennials, ornamental tall grass, fountains, water features, decorative stonework, planters, sculpture, and decorative paving.*

Landscaping will be designed to meet this standard. A Landscape Plan will be provided for the City's review and approval during the Construction Document review process.

6.2 *COF GUIDELINE: A minimal number of colors should be used per sign where possible. Bright colors should be reserved for accent only.*

Noted. The design of the signage will adhere to this guideline.

6.3 *COF GUIDELINE: Integrate signs into building and site design so they do not appear as an afterthought.*

It is our intention to locate a monument sign in as effective a manner as possible to advertise the businesses in the building and adhere to this guideline.

6.4 *COF GUIDELINE: Attached signs should be located above the building entrance, storefront opening, or at other locations that are compatible with the architectural features of the building.*

All signage locations will be compatible with, and integrated into, the overall design. All signs will comply with the City of Fredericksburg's Signage ordinances.

7. Building Height

7.1 *COF STANDARD: Use existing height standards from the Zoning Ordinance.*

The tract is zoned C2 – Commercial. The building's height will meet the Zoning Ordinance's maximum of 38-ft.

7.2 *COF GUIDELINE: Work with the existing streetscape and define heights that are appropriate to create a welcoming environment and consistency.*

Noted. The design of the streetscape will create a welcoming environment.

7.3 *COF GUIDELINE: Use building height to define neighborhood and district edges, and to provide a "human scale."*

The building's elevation on S. Adams Street will adhere to the City's ordinances.

7.4 *COF GUIDELINE: Floor to floor heights of a building can have an impact on the mass of the building. Typical ceilings in a residence are 8-9 feet. First floors of office buildings or retail shops can range from 10-15 feet. Upper floors that include residential or office are generally 8-12 feet in height. Actual or implied floor-to-floor heights above 15-20 feet on the exterior should be avoided, as a building may begin to lose its "human scale" appearance.*

Noted.

8. Setbacks & Frontage

8.1 COF STANDARD: Doors and entryways shall be constructed facing the entry corridor and any side streets. Secondary entrances may be constructed to allow convenient access from secondary streets, adjacent buildings, sidewalks, or parking.

Noted. Architectural design is pending and will adhere to this standard.

8.2 COF GUIDELINE: The front door should connect to the sidewalk along the entry corridor.

Noted.

8.3 COF GUIDELINE: In areas adjacent to or near the Historic District, new buildings should match adjacent building setback in order to preserve the Historic District character and to encourage walkability.

Not applicable.

8.4 COF GUIDELINE: A contiguous building arrangement without large breaks between buildings along the street face is encouraged.

Noted.

9. Landscaping

9.1 COF STANDARD: Landscaping, including planting and trees, shall be provided as a buffer between the street and parking area.

Noted. New landscaping will be installed to create the requested buffer between parking and the street. A Landscape Plan will be provided for the City's review and approval during the Construction Document review process.

9.2 COF GUIDELINE: To create a cohesive tree canopy that provides for consistent shade, street trees should be planted a minimum of every 50 feet on center (centered between the curb and sidewalk). The same amount of trees may also be clustered in groups.

Noted.

9.3 COF GUIDELINE: Native, drought tolerant and adapted landscape species should be used to the greatest extent possible.

Noted.

9.4 COF GUIDELINE: A minimum of 50 percent of the plant species should be selected from the approved plant list.

Noted.

9.5 COF GUIDELINE: Minimize impervious coverage to reduce the need for energy and water consumption.

Impervious coverage is 79% (80% is the maximum impervious coverage allowed by the standard).

9.6 COF GUIDELINE: Utilize parks, open spaces and natural areas as buffers between incompatible uses or as a means of maintaining natural viewsheds.

Noted.

9.7 COF GUIDELINE: Planting is preferable to turf within the right-of-way, including spaces between sidewalks and the street. Landscaping between the curb and sidewalk should be no taller than 24 inches tall and trees should be limbed up 7.5 feet above the sidewalk in the sight distance triangle.

Plantings and a conservative amount of turf will be utilized. Plants will conform with height and sight triangle requirements.

9.8 COF GUIDELINE: Every effort should be made to protect underground utilities such as water, sewer, phone and cable from tree or plant roots.

Coordination with subsurface utilities location and tree planting will be considered during the design.

9.9 COF GUIDELINE: Restoration of natural areas is strongly encouraged during new development and, to the extent possible, redevelopment.

Noted.

9.10 COF GUIDELINE: Wherever possible, parks should take advantage of existing mature vegetation by preserving it and incorporating it as a feature of the park to maximize use of shaded areas.

Noted. Mature vegetation will remain on the site where possible.

9.11 COF GUIDELINE: Minimize grading and preserve existing vegetation whenever possible.

Noted. Existing, mature vegetation will be used whenever possible.

9.12 COF GUIDELINE: Landscapes should be irrigated to establish planting and provide the correct water levels to support the long-term growth of landscape. Irrigation systems should use efficient water methods, group planting by similar watering needs, and use moisture sensors to control the use of water.

Noted. Landscape irrigation design is pending.

9.13 COF GUIDELINE: Root barriers should be used in planting areas between the sidewalk and street which are less than 10 feet in width.

Root barriers will be implemented in applicable areas.

10. Lighting

10.1 COF STANDARD: Lighting fixtures should be selected from the International Dark-Sky Association Approved Fixtures.

All lighting will be Dark-Sky compliant.

10.2 COF GUIDELINE: Lighting should be used to provide illumination for the security and safety of on-site areas such as parking, loading/unloading, pedestrian pathways and working areas. Excessive use of lighting fixtures is prohibited.

Noted.

10.3 COF GUIDELINE: Fixture style and location should be compatible with the building's architecture, site design and landscape design. Decorative fixtures are highly recommended and where warranted, may be required. Light fixture style should be consistent throughout the project.

Light fixtures will be chosen to blend with the architectural style of the building.

10.4 COF GUIDELINE: Light fixtures should be located facing away from adjacent sites (particularly residential parcels) so that the light does not spill-over onto abutting properties. Parking and building light fixtures should be cut-off luminaries that have less than 90-degree cut-off so that the light is not emitted horizontally or upward.

Noted.

10.5 COF GUIDELINE: Projects located near residential or open space areas should use low intensity/wattage lights and all lighting is to be extinguished or reduced in intensity 30 minutes after the close of business.

Noted.

10.6 COF GUIDELINE: Off-site street lighting may be required over driveways to provide safe entrances and exits.

Noted.

10.7 COF GUIDELINE: Decorative seasonal lighting encouraged.

Noted.

11. Service Areas

11.1 COF STANDARD: Loading/unloading areas shall be clearly identified by installing no parking signs and/ or striping of the space. The areas must be located in the rear or the sides of the building and shielded so that they are not visible from the street. The size and number of the loading/ unloading areas must be consistent with the requirements of the Zoning Ordinance

There will be a small loading/service area in the covered parking area in the northwest corner of the proposed building. The trash enclosure is in the northwest corner of the tract and will be screened.

11.2 COF GUIDELINE: All trash, recycling and utilities facilities should be visually and acoustically screened from pedestrian rights of way.

The service area will be screened visually and acoustically from pedestrian rights of way and placed away from neighbors.

11.3 COF GUIDELINE: Screening should be achieved through the installation of a wall or fence six foot in height or a height sufficient to obscure the area or equipment, whichever is less.

Noted.

11.4 COF GUIDELINE: Screening may be provided by using a semi-opaque fence, solid vegetative surface or combination of both.

Noted.

11.5 COF GUIDELINE: The height of screening plants should be based on typical plant size within five growing seasons.

Noted.

11.6 COF GUIDELINE: All roof-top equipment should be screened from entry corridors, side streets, plazas and parks.

Noted.

11.7 COF GUIDELINE: It is encouraged to provide a separate waste and recycling unit to encourage environmental sustainability and support efforts to reduce, reuse, and recycle in Fredericksburg. The City of Fredericksburg Recycling Center provides recycling and safe disposal options. Fredericksburg Shines has compiled a list of items that can be recycled along with the location where that recycling occurs.

Noted.

12. Parking & Access

12.1 COF STANDARD: When a property abuts a creek, a 10-foot landscaped buffer shall be provided between the parking lot and the creek, where applicable. Utilize rain gardens and/or plant species that filter toxins between the parking lot and the creek.

Not applicable.

12.2 COF STANDARD: All parking shall comply with the most current American with Disabilities Act (ADA) standards and regulations.

All parking will comply with current ADA guidelines.

12.3 COF STANDARD: Whenever parking areas/drive aisles are connected to adjacent sites; the circulation must provide for similar direction of travel (both vehicular and pedestrian) and parking stalls to reduce conflict at points of connection.

Access to 720 S. Adams will be provided by driveways on neighboring bank properties. The access easement between these driveways will adhere to this standard.

12.4 COF STANDARD: Pedestrian walkways connecting to adjacent development shall be provided.

Pedestrian walkways will be provided connecting adjacent pedestrian access.

12.5 COF STANDARD: A minimum of a 4" diameter tree per 8 parking spaces shall be planted in planting beds located in the corners of parking lots and 'islands.

A total of 70 parking spaces are being provided (four are ADA spaces). At least ten (10) 4-inch diameter trees are shown on the Site Plan in corners and landscaped areas.

12.6 COF STANDARD: Continuous, 5' sidewalks must be provided along the full length of the building featuring customer entrances and along any façade facing public parking areas.

The building has conforming sidewalks around all entries and parking.

12.7 COF GUIDELINE: Parking should be located behind buildings or on the side.

Where possible, the parking design complies with this guideline. The drive-thru porte-cochere and drive aisles limit parking placement on one side and at the rear of the building.

12.8 COF GUIDELINE: Bicycle parking facilities should be provided at all new development that occurs on any street intersection. The design, color, and materials must coordinate with other site elements and must be well-lit for night time uses.

The proposed development is not in an intersection.

12.9 COF GUIDELINE: Parking areas abutting properties residentially used or designated should be separated by a landscape buffer a minimum of 10 feet in width. In addition to landscaping, perimeter earth berms are recommended as an effective way to reduce the visual impact of surface parking lots.

Noted. The parking design complies with this guideline.

12.10 COF GUIDELINE: At least one drive aisle should be designed to provide sufficient emergency vehicle access and maneuverability.

The parking design complies with this emergency vehicle access guideline.

12.11 COF GUIDELINE: Establishments that typically require or generate frequent passenger loading and unloading should provide specifically designated loading/unloading stopping bays. Direct ingress and egress should be provided so that vehicles are not directed into the on-site drive aisles.

There is a bypass drive next to the drive-thru aisle, allowing vehicles to exit the parking area without going through the drive-thru aisle.

12.12 COF GUIDELINE: Parking lots should be located and designed with storm water Best Management Practices to capture, treat and infiltrate storm water.

The parking design complies with this guideline. Please see the next section for more details on stormwater handling.

12.13 COF GUIDELINE: The on-site circulation should be logical and provide convenient, safe and direct flow of pedestrians and vehicles.

Noted. The site design meets this standard.

12.14 COF GUIDELINE: New surface parking areas are discouraged within view of US 290, US 87, SH 16, and FM 965. New parking areas should be situated behind buildings and screened from street views.

Noted.

12.15 COF GUIDELINE: Parking aisles should be arranged to direct pedestrians parallel to moving cars thereby minimizing the need for pedestrians to cross parking aisles and landscape areas. As an alternative, separated pedestrian walkways should be incorporated in the parking lot design.

Noted.

12.16 COF GUIDELINE: Detached parking structures should be architecturally compatible with their setting or be screened by other buildings or by landscaping. If a detached parking structure abuts a street or major pedestrian path, ground floor design should incorporate a façade with storefronts, display windows, bay divisions, and other pedestrian oriented features.

This project does not use detached parking structures.

12.17 COF GUIDELINE: Shared driveways are encouraged.

Shared driveways will be utilized with the banks on the north and south of the proposed building.

13. Drainage & Stormwater

13.1 COF GUIDELINE: LID techniques such as rain barrels, cisterns, raingardens, naturalized landscaping, porous pavement, and roof gardens are encouraged.

Noted. Please see the Drainage Plan attached for directional flow and the location of stormwater detention. Please note that we are proposing the use of permeable pavers in several sections of the parking area.

13.2 COF GUIDELINE: When possible, site stormwater management facilities in parks and open space if there is a benefit to the surrounding area and/or water quality is demonstrated.

Noted.

13.3 COF GUIDELINE: Existing drainage patterns and flows on site should be preserved to the greatest extent possible.

Existing drainage patterns and flows on the site are preserved to the greatest extent possible.

13.4 COF GUIDELINE: Decorative or aesthetically pleasing stormwater mechanisms should be incorporated into stormwater designs to the greatest extent possible.

Noted.

14. Streetscape

14.1 COF STANDARD: Sidewalks along the street right of way must be a minimum of 5 feet wide.

Sidewalks on the site will conform with this requirement.

14.2 COF GUIDELINE: Sidewalks and pedestrian pathways should safely connect from the street to commercial buildings, surrounding residential areas, and parks and open spaces.

Sidewalks and pedestrian pathways will safely connect from the street to the building and other areas of the facility.

14.3 COF GUIDELINE: Seating is encouraged in front of businesses, in public spaces and other instances where appropriate.

A small seating area is planned in the front (east side) of the building.

14.4 COF GUIDELINE: All pedestrian areas should comply with the most current American with Disabilities Act (ADA) standards and regulations. Particular attention should be given to ramps, accessible paths of travel, level landings and handrails.

All pedestrian areas will comply with the current ADA and Texas Accessibility Standards.

14.5 COF GUIDELINE: Create a quality-built environment with the inclusion of amenities such as street furnishing, plantings, art works, and water features to enhance the places that people will walk, gather, or recreate.

The streetscape design will comply with this guideline.

14.6 COF GUIDELINE: Developments adjacent to multi-use trails should provide a direct connection from the trail to the development's internal pedestrian circulation system.

Not applicable.

14.7 COF GUIDELINE: Streetscape furnishing should be made of high-quality materials and be coordinated with the architecture of the building.

The streetscape design will comply with this guideline.

14.8 COF GUIDELINE: To create a cohesive tree canopy for consistent shade, street trees should be planted a minimum of every 50 feet on center (centered between the curb and sidewalk). The same amount of trees may also be clustered in groups.

The streetscape design will comply with this guideline.

-- END OF ENTRY CORRIDOR NARRATIVE --

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May 12, 2023

City of Fredericksburg
Attn: Shelby Collier, Assoc. Planner, DRC (scollier@fbgtx.org)
126 W. Main Street
Fredericksburg, TX 78624

Re: Your letter dated May 8, 2023, Re: Z-2312 Review Comments for a CUP for a Drive Through & Entry Corridor Review for property located at 720 South Adams Street (VEI No. 23004)

Dear Ms Collier,

Below you will find our responses to your comments in the above-mentioned letter.

City Comment:

1. *Conditional Use Permit and Entry Corridor Review requires Planning and Zoning Approval, scheduled for June 7, 2023.*

VEI Response:

Comment noted.

City Comment:

2. *Please provide interior floor plans to include proposed addressing Sec. 7.131.*

VEI Response:

The preliminary interior layout of both floors, after full build-out, is attached in the architectural drawing and includes a possible total of 16 office/retail suites, eight (8) on each floor. Each unit will have the same street address (720 S. Adams) and be further designated by a suite number or letter. It is likely that some units will be combined into a larger suite, lowering the possible total number of rental suites.

City Comment:

3. *Please provide a location of loading facilities. Sec. 7.131.*

VEI Response:

The loading facilities will be in the Service Area in the northwest corner of the building.

City Comment:

4. *Please adjust Parking Calculations to reflect Sec. 7.863. Do not overpark development.*

VEI Response:

The following table describes the parking requirements of the proposed building, based on *Table 7.863, OFF-STREET PARKING*, the proposed tenants, and the preliminary floor plan's square-footage. Please note that four (4) of the spaces are designated as ADA parking.

Use Type	Requirement	Total Prelim. Sq.Ft.	Total Parking Spaces
General Retail, Professional offices, Administrative & Business Offices	1 space per 400 sq.ft.	25,404	63.51, or 64-spaces
Personal Services (dry cleaners drop location)	1 space per 300 sq.ft.	1,632	5.44, or 6-spaces
TOTAL Parking Required		**27,036 sq.ft.**	**70-spaces**
TOTAL Parking Provided			**72-spaces** (incl. 4 ADA)

City Comment:

5. *Provide details of proposed pervious pavers. Sec. 3.210.*

VEI Response:

Pervious paver details and specifications from Belgard are attached.

City Comment:

6. *Please provide a CUP Narrative with specific responses to each of the review and evaluation criteria noted in Sec.5.460. This will be used by the Planning and Zoning Commission and City Council to make their determination. Please explain that the drive through is for a dry cleaning pick-up station (Personal Services Use) Definition is found in Sec. 2.100.*

VEI Response:

A CUP Narrative based on Sec. 5.46 is attached for your review. An explanation of the dry-cleaning pick-up station has been added using the definition in Sec. 2.1. Please note that the two adjacent banks and the Walgreens all have drive-thru lanes.

City Comment:

7. *Provide a note regarding all exterior lighting shall by night sky compliant. Provide the requested fixture type Article XV- Outdoor Lighting.*

VEI Response:

A note has been added to the Site Plan that all exterior lighting will be Dark Sky Compliant. Examples of the type of lighting that will be placed in and around the building are below. Once a decision on the lighting is reached, it will be submitted to the City for approval.

City Comment:

8. *Provide a Landscape and Screening Plan per Sec. 7.920 - 7.980. To include calculation of all required landscaping onsite. Site Plan Checklist.*

VEI Response:

A Landscape & Screening Plan has been added to the Site Plan set.

City Comment:

9. *Please provide an integrated business sign for the development. Sec. 29-3 and Sec. 29-7.*

VEI Response:

An integrated sign will be provided for the building at the monument sign location.

City Comment:

10. *Please provide more details on landscaping per Entry Corridor Design Standards Sec. 9.*

VEI Response:

Please see our response to question 8.

City Comment:

11. *Please provide more details on lighting Entry Corridor Design Standards Sec.10.*

VEI Response:

Please see the response to question 7.

City Comment:

12. *Pedestrian walkways connecting to adjacent developments shall be provided. Entry Corridor Design Standards Sec. 12.4.*

VEI Response:

Comment noted. We have connected to the existing sidewalks on S. Adams St. Adjacent sites do not have sidewalks to which we can tie to from our building.

City Comment:

13. *4" trees per 8 parking spaces to be planted in beds located of parking lots and "islands" Entry Corridor Design Standards Sec. 12.5*

VEI Response:

Comment noted. Please see the Landscape & Screening Plan for more details. There are a total of 72-parking spaces in the revised Site Plan, which will require a total of nine (9) four-inch trees. The Plan calls for thirteen (13) 4-inch trees.

City Comment:

14. *12.8*

VEI Response:

Please advise your comment for this requirements. The ECD 12.8 Guideline reads:

> *12.8 – Bicycle parking facilities should be provided at all new development that occurs on any street intersection. The design, color, and materials must coordinate with other site elements and must be well-lit for night time uses.*

A bicycle parking area and facility has been added to the plan.

City Comment:

15. *The site is at the maximum for impervious cover.*

VEI Response:

Comment noted.

City Comment:

16. *Not all documentation has been provided for Entry Corridor.*

VEI Response:

Comment noted. More details have been provided in this response.

City Comment:

17. *Sections 1, 2, 3,4,5,6,7 will need to be evaluated with elevations and renderings and will require P&Z approval.*

VEI Response:

Comment noted. Elevations and renderings will be provided to P&Z for approval. At this time, only the preliminary interior floorplan is available.

Should you have further questions or comments please do not hesitate to contact me at the information at the top of this letter or at kspraggins@vei-tx.com.

Sincerely,

Kevin W. Spraggins, P.E.

Attachments:

1. CUP Narrative
2. Preliminary floorplan (SKT Architects, dated May 12, 2023)
3. Pervious paver details/spec sheet (Belgard pavers)
4. Revised Site Plan set with Landscape & Screening Plan

C.U.P. NARRATIVE

for 720 S. Adams Street

CUP Requirement

1. *Conformance with applicable regulations and standards established by the Zoning Regulations.*

VEI Response:

The site design will adhere to the applicable regulations and standards as established by the Zoning Regulations.

CUP Requirement

2. *Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, access and circulation features.*

VEI Response:

The proposed building use is compatible with neighboring sites in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, access and circulation features.

CUP Requirement

3. *Potentially unfavorable affects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site for a permitted use.*

VEI Response:

The proposed building will be designed to mitigate potentially unfavorable affects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site for a permitted use.

CUP Requirement

4. *Modifications (including variance from property development regulations) to the site plan which would result in increased compatibility, would mitigate potentially unfavorable impacts, would be necessary to conform to applicable regulations and standards and would protect the public health, safety, morals and general welfare.*

VEI Response:

The site design will be modified, including variances from regulations, such that it results in increased compatibility, and mitigate potentially unfavorable impacts, so that it will conform to applicable regulations and standards and protect the public health, safety, morals, and general welfare.

CUP Requirement

5. *Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use and other uses reasonable and anticipated in the area; existing zoning and land uses in the area.*

VEI Response:

This requirement will be incorporated into the site's design.

CUP Requirement

6. *Protection of persons and property from erosion, flood or water damage, fire, noise, glare and similar hazards and impacts.*

VEI Response:

These requirements will be incorporated into the site's design.

CUP Requirement

7. *Location, lighting, and type of signs; the relation of signs to traffic control and adverse effect of signs on adjacent properties.*

VEI Response:

This requirement will be incorporated into the site's design.

CUP Requirement

8. *Adequacy and convenience of off-street parking and loading facilities.*

VEI Response:

Sufficient parking and loading facilities that are convenient to customers and tenants are provided.

CUP Requirement

9. *Determination that the proposed use is in accordance with the objectives of these Zoning Regulations and the purposes of the zone in which the site is located.*

VEI Response:

The proposed use of the building and is in accordance with the zoning of the site, C2-Commercial.

CUP Requirement

10. *Determination that the proposed use will comply with each of the applicable provisions of these Zoning Regulations.*

VEI Response:

The proposed use complies with the applicable provisions of the zoning regulations.

CUP Requirement

11. *Determination that the proposed use and site development, together with any modifications applicable thereto, will be compatible with existing or permitted uses in the vicinity.*

VEI Response:

The tract is undeveloped land, and the adjacent uses are banks with drive-thru lanes. An office/retail building with a dry-cleaner's drive-thru is compatible with these uses.

CUP Requirement

12. *Determination that any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed use with existing or permitted uses in the same district and the surrounding area.*

VEI Response:

This requirement will be incorporated into the site design.

CUP Requirement

13. *Determination that the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity.*

VEI Response:

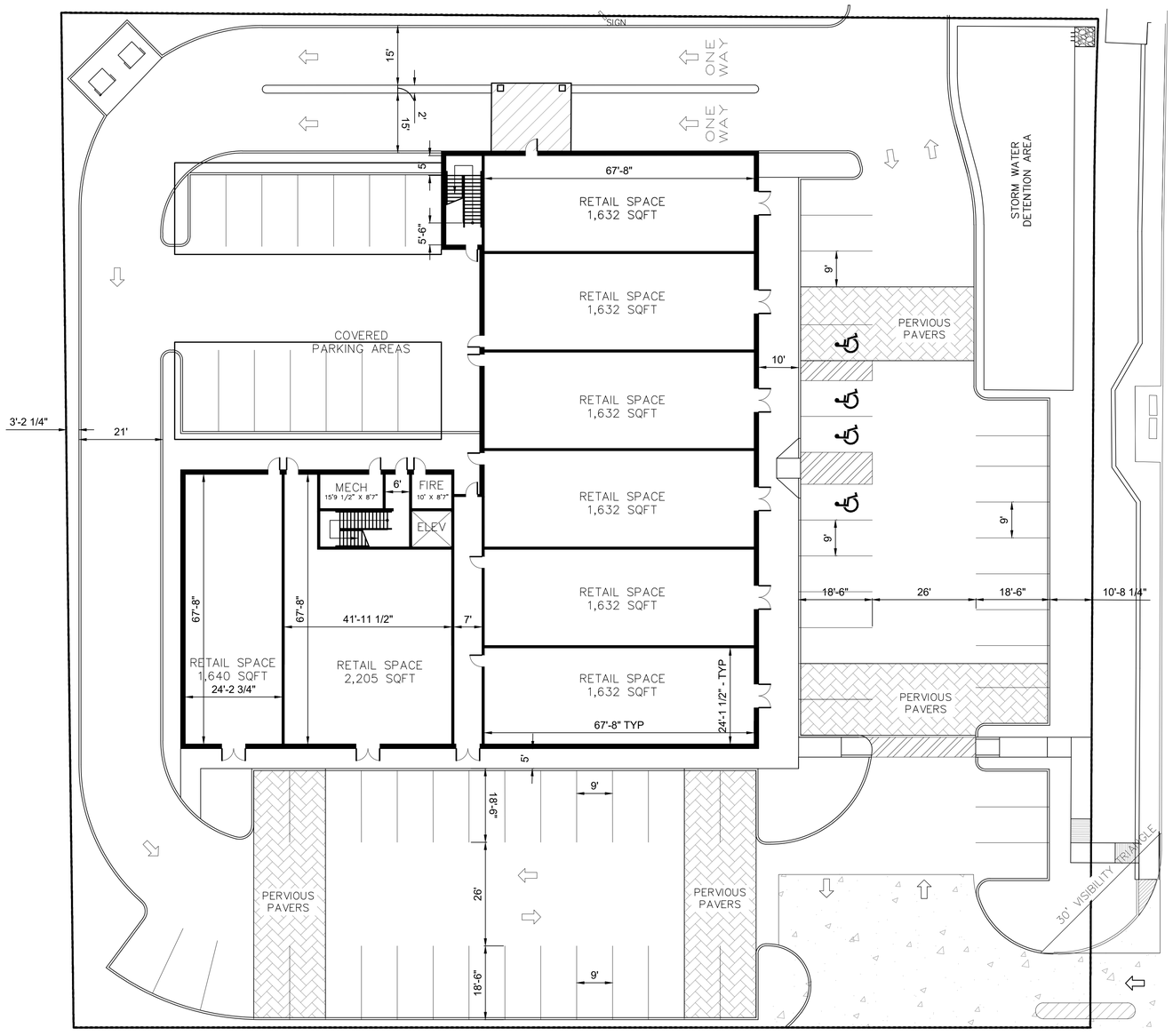
The proposed use of the building is not detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity. The dry-cleaner's drive-thru will operate during normal business hours and half a day on Saturday mornings. This use is in keeping with the surrounding businesses and bank drive-thru lanes.

♦♦ End of C.U.P. Narrative ♦♦

SKT Architects, PLLC
300 West Main, Suite C
Fredericksburg, TX 78624
www.sktarchitects.com
P: 830-997-0383

PRELIMINARY

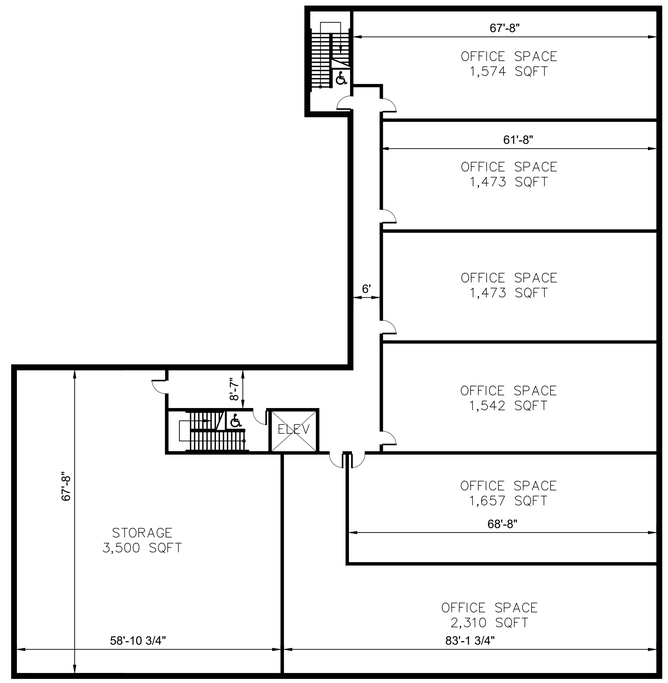
THESE DOCUMENTS ARE FOR INTERM REVIEW AND ARE NOT INTENDED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES
BRANDON WEINHEIMER
PROJECT ARCHITECT
5.12.23



PROPOSED FIRST FLOOR PLAN AND SITE

1/16" = 1' - 0"

NORTH



PROPOSED SECOND FLOOR PLAN

1/16" = 1' - 0"

NORTH

BELGARD
COMMERCIAL

OPERATION & MAINTENANCE GUIDE

for Belgard Permeable Interlocking Concrete Pavement Systems

BELGARD PERMEABLE PAVERS are produced by Oldcastle Architectural Products Group (APG) plants throughout North America and are manufactured in accordance with ASTM *C936 Standard Specification for Solid Concrete Interlocking Paving Units*, and ASTM C1782 *Standard Specification for Segmental Concrete Paving Slabs* in the United States. In Canada, pavers and slabs are manufactured in accordance with CSA A231.1/A231.2 *Precast Concrete Paving Slabs/Precast Concrete Pavers.*

Permeable Interlocking Concrete Pavement (PICP), like all types of permeable pavement, is a stormwater control measure that requires periodic inspection and maintenance to ensure long-term performance throughout the design life of the system. The type of maintenance differs from traditional impermeable pavements and maintenance methods can vary based on site-specific conditions.

All permeable pavements will collect sediment and debris which results in a decreasing infiltration rate over time. The rate of decrease depends on the sources of sediment. The surface infiltration rate reduction is gradual over time and most rain events are still infiltrated through the sediment filled joints. Gradual sedimentation captures suspended solids near the surface where routine maintenance can readily remove the sediment.

This document addresses the key inspection and maintenance requirements for Belgard permeable paver systems and does not address other types of permeable pavement systems or the cleaning and maintaining of standard concrete pavers. Belgard recommends that a site-specific Operations & Maintenance (O&M) Manual be developed, based on guidelines presented in this document, for large commercial and municipal projects.

Visit **www.BelgardCommercial.com** for a full collection of resources related to Belgard permeable pavers including typical details, guide specifications, laying patterns, and other reference material.

Oldcastle APG, a part of CRH International, is committed to delivering sustainable products that provide environmental benefits, including concrete products for stormwater management. Belgard permeable pavers are used throughout North America as part of a Low Impact Development strategy to infiltrate stormwater, reduce runoff, and associated flooding. Oldcastle's commitment to a cleaner environment extends beyond the products we manufacture and now includes a variety of post-construction maintenance programs for owners, municipalities, and facility managers. For more information about Oldcastle's commitment to the environment, go to **http://www.crh.com/sustainability.**

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SITE CONSTRUCTION PROTECTION FOR PICP SYSTEMS

Protecting PICP from excessive sediment buildup during construction is important to long-term performance and effective future maintenance efforts. Most sites build PICP systems first to protect the open-graded aggregates from debris, dirt, etc., and then the PICP is used for site access during construction. During the pre-construction meeting, various trades should review material flow that will impact or stain the paver surface, e.g. concrete trucks, dry wall, masonry, etc. These vehicles may utilize the pavement, but consideration on how washout and debris from these trades will impact the paver surface must be addressed. Excessive mud tracked on the pavers may cause excessive sedimentation in some areas but can be removed with a vacuum street sweeper at the conclusion of construction activities and prior to turning the project over to the owner. In addition, the PICP system can serve as an integral part of the project's Stormwater Pollution Prevention Plan if designated before construction with a plan to maintain and restore the PICP to full surface infiltration capacity. Oldcastle recommends that the PICP can be used by construction traffic if the joint material is removed and replaced upon substantial completion of the project, as necessary due to sedimentation. Surface infiltration testing must be performed and exceed 100 in/hr. unless otherwise specified by the construction documents.

An alternative solution to protect the PICP system would be to excavate to the final subgrade elevation and install the ASTM No. 2 aggregate to the depth shown in the construction documents (the layer can be increased in thickness to reduce the grade change as you enter the permeable paver area, as needed). The ASTM No. 2 aggregate can then be used by construction traffic and as a sediment trap. Once the final road construction can proceed, the top 6 to12 inches of ASTM No. 2 aggregate is excavated and the PICP system is built in its entirety as designed. Once final road construction begins, prohibit construction traffic access over the open-graded aggregate subbase and base materials.

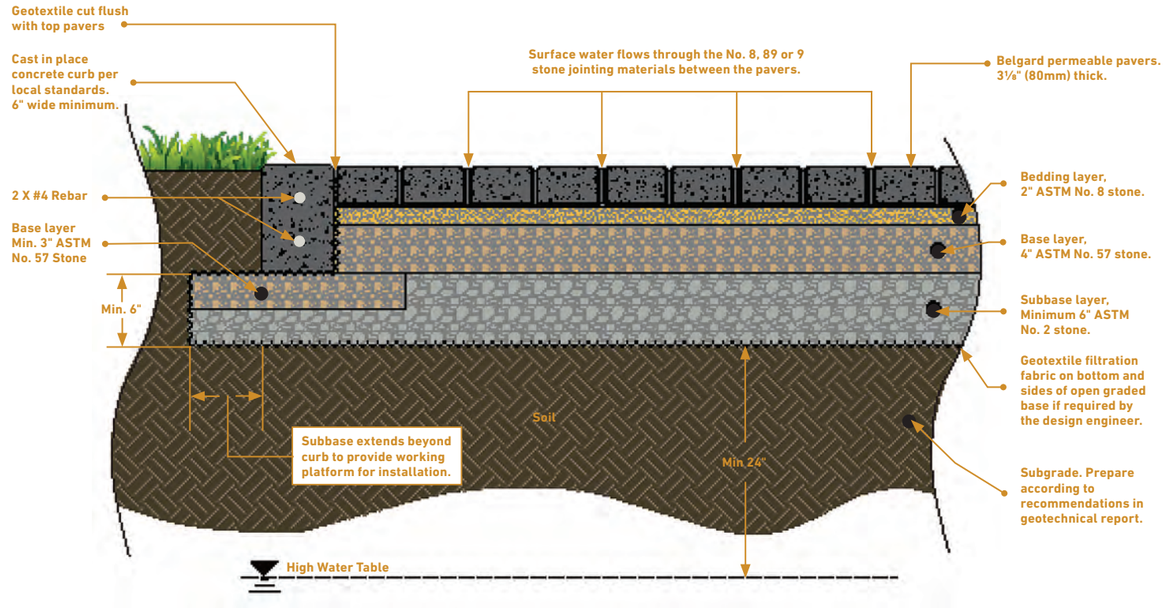
Another alternative solution would employ the use of a sacrificial layer of asphalt over the base (ASTM No. 57 aggregate). This approach would require the eventual removal of the asphalt layer and re-grading the base layer before proceeding with the setting bed layer and paver installation.

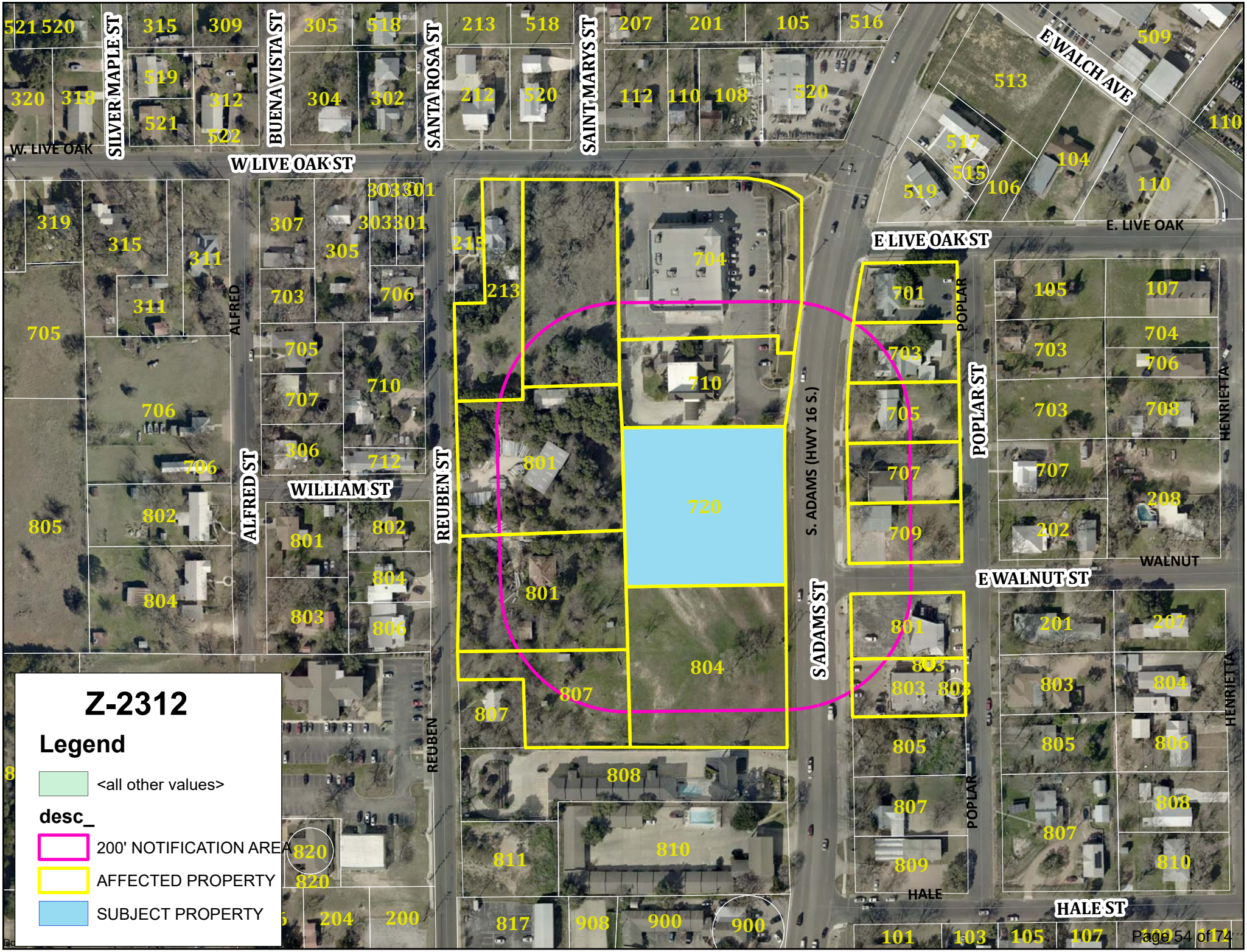
Each of these options would allow immediate traffic flow after the permeable pavers have been installed, compacted and joint fill added. Protection of the pavers may or may not be required based on the stage at which they were installed; the projected use by the trades; and needs of the property owner. Plywood, fabric with chips, tarps, and numerous other methods have been used in attempts to provide a protective layer over the paver surface, however, most have proven costly and ineffective.

POST-CONSTRUCTION (PUNCHLIST) INSPECTIONS AND CLOSE-OUT DOCUMENTS

When the PICP construction is complete, the owner or their representative should confirm that the newly built PICP was installed in general conformance with the construction documents. Confirmation that the proper materials and drainage were installed, through site visits and/or photographs, is recommended to ensure the long-term performance of the PICP system.

Example Construction Detail for a PICP System




Z-2312
Legend
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desc_
200' NOTIFICATION AREA
AFFECTED PROPERTY
SUBJECT PROPERTY
W LIVE OAK ST
E LIVE OAK ST
E WALCH AVE
E. LIVE OAK
W. LIVE OAK
SILVER MAPLE ST
BUENA VISTA ST
SANTA ROSA ST
SAINT MARYS ST
ALFRED
ALFRED ST
REUBEN ST
REUBEN
WILLIAM ST
S. ADAMS (HWY 16 S.)
S ADAMS ST
POPLAR
POPLAR ST
HENRIETTA
E WALNUT ST
WALNUT
HALE
HALE ST

Public Comment Form
Please return this form to:

scollier@fbgtx.org

OR
Development Services – Zoning
126 W. Main Street
Fredericksburg, TX 78624
830-997-7521

REQUEST NO. Z-2312

As an interested property owner, I (PROTEST) / (APPROVE) the requested CONDITIONAL USE PERMIT, represented by the above file number because:

I believe it's a needed service on this side of town.

Cynthia Ann Rokohl
Signature

May 25, 2023
Date

Cynthia Ann Rokohl
Printed Name

213 W. Live Oak St. FBG, TX
Address

CITY COUNCIL AGENDA MEMO

DEPARTMENT: Finance Department
TO: Mayor & City Council Members
FROM:
MEETING DATE: June 20, 2023

CATEGORY: ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS

CAPTION: Consider the approval of Resolution 2023-12R approving the Acquisition and Lease Purchase Financing of SAN (Storage Area Network) equipment and switches with U.S. Bancorp Government Leasing and Finance, Inc.(Krista Wareham, Director of Finance)

PRESENTATION:

SUMMARY:
The FY 2023 adopted City Budget includes approved funding for the acquisition of a SAN (Storage Area Network) and switches. $77,506.00 will be financed over three years. The financing was bid with the low bid received from U.S. Bancorp Government Leasing and Finance, Inc. with an interest rate of 5.71%.

BACKGROUND:
City Council approved the Storage Area Network purchase in the FY 2023 adopted budget. The approved amount for FY 2023 for this item was $30,400.00.

FUNDING SOURCE: Lease Purchase Financing Principal & Interest payments will be funded with operating revenues from the General, Electric, Water, Sanitation, EMS, and Emergency Management funds.

FINANCIAL IMPACT:
Total Lease/Purchase Financing: $77,506.00 (principal) and $4,341.56 (interest). FY 2023 Financial Impact: General Fund $18,756.71, Electric Fund $1,256.43, Water Fund $2,423.10, Sanitation Fund $2,153.88, EMS Fund $2,423.12, and Emergency Management Fund $269.24 for a total principal payment of $27,282.48.

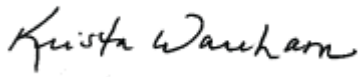
STAFF RECOMMENDATION:
Staff recommends approval of resolution and contract with U.S. Bancorp Government Leasing and Finance, Inc. for the 3-year Lease Purchase financing of a SAN (Storage Area Network) and switches.

COMMUNITY VISIONING/STRATEGIC INITIATIVES:
Business Visioning

ATTACHMENTS:

1. San (Strage Area Network) Resolution

APPROVAL/REVIEW:



Date: June 12, 2023

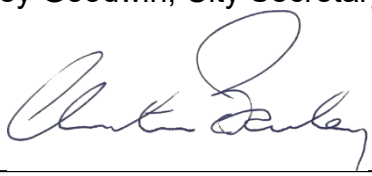
Krista Wareham, Director of Finance

Date: June 13, 2023

William McKamie, City Attorney

Date: June 13, 2023

Shelley Goodwin, City Secretary



Date: June 14, 2023

Clinton Bailey, City Manager

RESOLUTION 2023-12R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS, APPOINTING THE LEASE PURCHASE FINANCING OF PUBLIC EQUIPMENT, AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH

WHEREAS, the City of Fredericksburg (City) desires to procure equipment using lease purchase financing; and; and

WHEREAS, the City has awarded the bid to provide said financing to U.S. Bancorp Government Leasing and Finance, Inc.; and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS:

Section 1. The City Council hereby approves the acquisition and financing of equipment , using financing provided by U.S. Bancorp Government Leasing and Finance, Inc., said equipment being generally described as:

SAN Upgrade & Switches

Section 2. The City Council hereby approves the financing at a total cost and interest rate as set forth in the Master Tax-Exempt Lease/Purchase Agreement. document, a copy of which is attached hereto as Exhibit "A", which is made a part of that certain

Section 3. The City Council hereby authorizes Clinton Bailey, in his capacity as the City Manager to execute the Lease and other documents related to said Financing, on behalf of the City.

Section 4. *Effective Date.* This Resolution shall be effective upon its passage.

PASSED AND APPROVED on this the th day of June, 2023.

_____
Jeryl Hoover, Mayor
City of Fredericksburg, Texas

ATTEST:

_____
Shelley Goodwin, TRMC/CMC
City Secretary

City of Fredericksburg City Council

Recognition, Proclamation, and Honor Policy

I. Purpose

To define parameters and qualifications for recipients of Certificates of Recognition, Mayoral Letters, and Proclamations.

II. Definitions

A. Mayoral Recognitions: A recognition of a citizen or organization for outstanding achievement or service to the community. They are typically read at City Council Meetings.

B. Certificates of Recognition: A certificate typically recognizing a sports team, band or academic team. They will be made available for pick up in the City Secretary's Office.

C. Mayoral Letter: Letters of welcome, recognition, or congratulations/celebrations

D. Proclamations: Document proclaiming a public or official announcement in honor of significant events, organizations, and persons who have made a significant contribution to the community.

III. Requirements

A. Mayoral Recognition will be issued to commemorate events such as:

1. Retiring City employees or military service men and women with more than 20 years of service
2. Outstanding meritorious achievement (e.g. heroic lifesaving actions)
3. Service to the community (e.g. service across multiple boards and commissions over several years)

B. Certificates of Recognition will be issued to teams from educational organizations (public and private schools) for athletic or academic achievement.

C. Mayoral Letters will be issued to welcome conferences, conventions, seminars, etc.; significant birthdays (age 80 and above), wedding anniversaries (50th and above); organization anniversaries (25th and above).

D. Proclamations will be issued for:

1. Significant events (e.g. local version of Federal or State Proclamations)
2. Proclaiming a named day for outstanding meritorious achievement (e.g. heroic lifesaving actions)
3. Raising public awareness (e.g. alcohol awareness)

IV. Procedure

A. Mayoral Recognitions, Certificates of Recognition, and Proclamations are requested by filling out the form on the City Secretary's website and are subject to approval by the Mayor.

B. Mayoral Letters should be requested through the City Secretary's office and are subject to approval by the Mayor.

C. Requests must be completed three weeks before (including sample draft information).

D. Staff will review the proclamation draft included in the request and make any edits necessary to finalize the document.

E. Recognition documents shall be signed by the Mayor or the Mayor Pro Tem.

V. Exclusions

A. The following events will not be recognized in any form:

1. Matters of political controversy, ideological or religious beliefs, or individual conviction
2. Recognitions contrary to City policy or ordinances
3. Attempts to influence government policy
4. Personal, political, or business endorsement
5. Commercial purposes
6. Common events (e.g. engagements, children's birthdays)

(Adopted by City Council)

CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Secretary
TO: Mayor & City Council Members
FROM: Clinton Bailey, City Manager
MEETING DATE: June 20, 2023

CATEGORY: OTHER ACTION ITEMS AND UPDATES

CAPTION: Discuss a Charter Review Committee and the composition of the Committee (Clinton Bailey, City Manager)

PRESENTATION:

SUMMARY: The City of Fredericksburg is a home-rule city, and the form of government is known as Council-City Manager. All powers of the City shall be exercised in the manner prescribed by the City Charter, if not prescribed by Ordinance, the State Constitution, or laws of the State of Texas.

Purpose

The Charter Review Committee is an entity appointed by the City Council to analyze the operations of the City and review the City Charter to determine whether it should be amended. Section 12.16 of the City Charter "Review of Charter" states the charter shall be reviewed at five (5) year intervals after the date of passage by the City Council. The last complete review and amendment of the City Charter was completed in 2016.

Duties

The Charter Review Committee shall review the City Charter to determine whether it requires revision, propose any recommendations it deems desirable to ensure compliance with the charter provision by city departments, propose charter amendments it deems desirable to improve the effective application of the charter to current conditions, make a written report of its findings and recommendations to the City Council.

BACKGROUND:

The City Council appointed a fifteen (15) member Commission in 2015, which included:
Tom Musselman
Greg Oehler
Karen Oestreich
Larry Crump
Aaron Beeman (alternate)
Debbi McCurdy
Patrick Moore
Tim Dooley
Jim Jarreau
Tim Crenwelge
Boyd Harper

Jim Hardin
Gary Neffendorf, Ex Officio
Bobby Watson, Ex Officio
Kent Myers, City Manager
Pat McGowan, CityAttorney
Shelley Britton, City Secretary

A Special Election was held in May 2016 for voters to consider 29 Propositions.

FUNDING SOURCE: **FINANCIAL IMPACT:**

STAFF RECOMMENDATION:

COMMUNITY VISIONING/STRATEGIC INITIATIVES:
Business Visioning
Government Vision
Family Life Vision
Quality of Life Vision

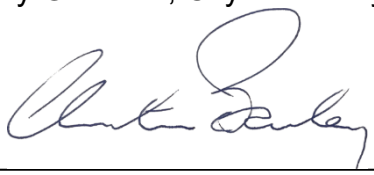
ATTACHMENTS:
None

APPROVAL/REVIEW:

Krista Wareham, Director of Finance — Date: June 08, 2023

William McKamie, City Attorney — Date: June 08, 2023

Shelley Goodwin, City Secretary — Date: June 12, 2023



Clinton Bailey, City Manager — Date: June 14, 2023

CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Secretary
TO: Mayor & City Council Members
FROM:
MEETING DATE: June 20, 2023

CATEGORY: OTHER ACTION ITEMS AND UPDATES

CAPTION: Continued discussion regarding the need for affordable housing (Mayor Hoover)

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE:

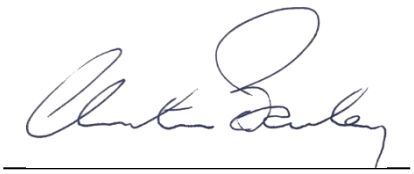
FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMMUNITY VISIONING/STRATEGIC INITIATIVES:
Business Visioning
Government Vision
Family Life Vision
Quality of Life Vision

ATTACHMENTS:
1. City Council Rule of Procedures June 2023

APPROVAL/REVIEW:



Clinton Bailey, City Manager

Date: June 14, 2023

City of Fredericksburg

City Council Rules of Procedure

Section 1 – Rules

These Rules shall govern the procedures followed by the City of Fredericksburg City Council for the conduct of Council meetings and other Council activities pursuant to state law and the City Charter.

Section 2 – Open Public Meetings Act

The Council shall comply with the Texas Open Meetings Act's provisions in conducting all meetings to which said Act is applicable.

Section 3 – Executive Session

The Council may discuss topics in executive session that are specified in state law or relate to potential or pending litigation and are subject to attorney-client privilege. The City Attorney shall inform the Council whenever any proposed discussion in the executive session is not legally allowed.

No member of the City Council, an employee of the City, or any other person present during the executive session of the City Council shall disclose to any person, the content or substance of any discussion which took place during said executive session, except during discussion of this issue in open meeting immediately following the executive session.

Section 4 – Work Session

Special meetings designated as work sessions shall be advertised and conducted in the same manner as regular meetings. Work sessions are for the purpose of in-depth review and discussion of specified issues. Council actions shall not be taken at designated work sessions.

Section 5 – Quorum

At all meetings of the Council, a majority of the Council members shall constitute a quorum for the transaction of business.

Section 6 – Attendance

Attendance via telephone conference call or video conference call – To participate in a meeting, all members of the Council shall be present, except that a meeting held by telephone conference call or video conference may be held if:

1. an emergency or public necessity exists within the meaning of Section 551.045 of the Government Code; and
2. the convening at one location of a quorum of the government body is difficult or impossible; and
3. the other requirements of Section 551.125 are met

Additionally, a member may attend a meeting via videoconference if a quorum of the government body is physically present at one location of the meeting, the proper communication equipment is available, and the other requirements of Section 551.127 of the Government Code are met.

Section 7 – Chair of the Council

The Mayor shall be the Chair of the Council and shall preside at all Council meetings. A Mayor Pro-Tem shall be selected annually at the first regular meeting of a new Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. If neither the Mayor nor the Mayor Pro-Tem is present at a meeting, the presiding officer for that meeting shall be selected by a majority of the vote of those Council Members present, providing there is a quorum.

The Chair of the Council may vote on all matters coming before the Council and may offer seconds to motions.

The Chair of the Council shall state all questions coming before the Council, provide the opportunity for discussion from the Council Member, and announce the decisions of the Council on all subjects. Procedural decisions shall be made by the Chair of the Council, who may request advice on such matters from the City Attorney.

Section 8 – Agenda

The City Manager shall prepare the agenda of business for all Council meetings. Topics may be added to the agenda:

1. When deemed appropriate by the City Manager
2. At the direction of the Mayor
3. As directed by at least two City Council Members

Every agenda action item must be supported by a written staff report informing the Council and staff of the issue, background and/or analysis, and recommendation and/or conclusion, unless the item is self-explanatory or the City Manager has waived this requirement.

Agendas will be made available to the public at least 72 hours prior to Regular Council Meetings, Special Meetings, and Work Sessions in the following ways:

1. A copy is placed on the City website at www.fbgtx.org
2. Copies are placed on the front counter at City Hall in the Utility Cashier services area
3. A copy is posted on the main entrance bulletin board at City Hall

Section 9 – Order of Business

The Mayor may determine the order of business for a particular City Council meeting. The agenda should be arranged to best serve the needs and/or convenience of the Council and the public.

Public Comment: The Mayor will invite citizens to address the Council on an item on the Agenda. In offering input, one should address the City Council, not the audience. All persons wishing to be heard are asked to give their names and whether or not they are a City resident. To allow the Council to complete its legislative agenda, comments should be limited to no more than three (3) minutes per person. At the discretion of the Mayor or upon vote of the Council, this time may be lengthened or shortened. Following any public comment, the Mayor or any member of the City Council may direct staff to research the issue or concern raised by the public and report back to the Council. The Council shall not deliberate or discuss issues raised in the Public Comment. Written comments may be submitted into the record of a Council meeting by presenting the written document to the City Secretary prior to the meeting and be posted on the City website under Agendas. All written comments will be provided to the City Council prior to the meeting. If any speaker wishes to provide documents to the City Council for them to have while they speak, they must provide ten (10) copies of the documents to the City Secretary before the start of the meeting. Anyone only providing one copy, will not have their document distributed to the City Council and Staff until the following day.

The City Council requests that the format of the Agenda Items be as follows:

i. Staff Presentation
ii. Public Comments
iii. City Council deliberation/discussion and action

The items of business for Regular Council meetings may include the following:

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Ceremonial Matters/Proclamations/Employee Recognition
5. Council Comments
6. Consent Agenda
7. Public Hearings and action items
8. Ordinances and Resolutions
9. Other Action Items and Updates
10. City Manager's Report

11. Future Agenda Items
12. Executive Session
13. Business Items (if an Executive Session is posted)
14. Adjournment

Section 10 – Voting

Each Council Member shall vote on all questions put to the Council unless a conflict of interest or appearance of fairness problem requires a Council Member to excuse him/herself, which shall be noted in the minutes.

Section 11 – Reconsideration of Previous Vote

The City Council may, at time want to reconsider a vote previously taken. In order to proceed with reconsideration, a motion should be made for reconsideration, and such motion should be voted on and passed by a majority of the Council before the agenda item can be discussed or reconsidered.

Section 12 – Decorum and Debate

When a measure is presented for consideration to the Council, the Mayor shall recognize the appropriate individual to present the matter. When two or more members wish to speak, the Mayor shall name the member who is to speak first. No member of the Council shall interrupt another while speaking except to make a point of order or privilege.

Under the Texas Open Meetings Act, the City Council may not prohibit criticism of the governing body, including criticism of any act, omission, policy, procedure, program, or service, provided the criticism is not otherwise prohibited by law. Notwithstanding the previous sentence, behavior that fails to yield the floor when the speaker's time is concluded; is not relevant to the agenda item when required; repeatedly interrupts a Council or board member; disturbs the order of the meeting; involves defamatory, threatening, abusive, vulgar or obscene language; or disrupts the Council meeting is prohibited.

All speakers are asked to be respectful and courteous to Councilmembers, staff, other speakers, and those in attendance at the meeting.

Any speaker or audience member that violates these rules of decorum or engages in disruptive behavior may be subject to removal from the meeting.

Section 13 – Questions of Parliamentary Procedure

Questions of parliamentary procedure not covered by these Rules shall be governed by the current version of Robert’s Rules of Order.

Section 14 – Notice of Public Hearings

Notice of all public hearings to be conducted by the City Council or any of its advisory boards and commissions shall be given by publishing written notice, as required by law, ordinance, or other statutes, or if there is no particular requirement, then at least once in the City's official newspaper prior to the date of the hearing.

Passed and approved by the City of Fredericksburg City Council July 1, 2013

Amended by the City of Fredericksburg City Council February 3, 2014

Amended by the City of Fredericksburg City Council June 4, 2018

Amended by the City of Fredericksburg City Council June 7, 2021

Amended by the City of Fredericksburg City Council December 6, 2021

Amended by the City of Fredericksburg City Council September 6, 2022

Reviewed by the City of Fredericksburg City Council May 25, 2023

CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Secretary
TO: Mayor & City Council Members
FROM: Clinton Bailey, City Manager
MEETING DATE: June 20, 2023 **CATEGORY:** CITY MANAGER'S REPORT

CAPTION: Monthly Project and Operations Update

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE: **FINANCIAL IMPACT:**

STAFF RECOMMENDATION:

COMMUNITY VISIONING/STRATEGIC INITIATIVES:
Business Visioning
Government Vision
Family Life Vision
Quality of Life Vision

ATTACHMENTS:
None

APPROVAL/REVIEW:

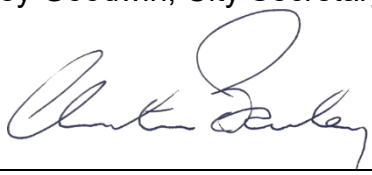
Krista Wareham

Krista Wareham, Director of Finance — Date: June 08, 2023

William McKamie, City Attorney — Date: June 08, 2023

Date: June 12, 2023

Shelley Goodwin, City Secretary



Date: June 14, 2023

Clinton Bailey, City Manager

CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Secretary
TO: Mayor & City Council Members
FROM:
MEETING DATE: June 20, 2023 **CATEGORY:** CITY MANAGER'S REPORT

CAPTION: City Lifeguard Update

PRESENTATION:

SUMMARY:

BACKGROUND:

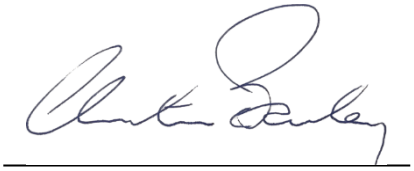
FUNDING SOURCE: **FINANCIAL IMPACT:**

STAFF RECOMMENDATION:

COMMUNITY VISIONING/STRATEGIC INITIATIVES:
Business Visioning
Government Vision
Family Life Vision
Quality of Life Vision

ATTACHMENTS:
None

APPROVAL/REVIEW:



Clinton Bailey, City Manager

Date: June 14, 2023

City Council Regular Meeting
July 5, 2023

2023-105	City Council Minutes June 19 (Joint Meeting), and June 20, 2023	Approve-Consent	Shelley Goodwin	City Secretary
2023-318	Approve a street closure request for the Gillespie County 4-H Adult Leaders BBQ, scheduled for Friday, August 25, 2023, at Marktplatz.	Approve-Consent	Jennifer Krupa	Parks and Recreation
	Citizen Input on FY2024 Budget	Public Hearing	Krista Wareham	Finance

Future Agenda Items

2023-337	Z-23XX - 111 E Austin- A Conditional Use Permit for 5 new first floor Short Term Rental units in the Historic Shopping District (7-18-2023 meeting)	Approve	Anna Hudson	Development Services
2023-338	Z-23XX - 400 block of East Austin Street - Rezone from R1 to R2 (7-18-2023 meeting)	Approve	Anna Hudson	Development Services
2023-65	Consider the approval of a street closure request to close one southbound traffic lane and the parking lane adjacent to Marktplatz on North Adams from Austin to Main Street beginning Friday, October 20, 2023, at 7:00 a.m. until Sunday, October 22, 2023, at 12:00 p.m. for Bestfest.	Consent - Approve	Jennifer Krupa	Parks and Recreation
2023-67	Consider the approval of street closure requests for W. Crockett Street from N. Austin to N. Travis Street; W. Schubert (eastbound lane only) from N. Crockett to N. Adams Street, and N. Adams Street (southbound lane only) from W. Schubert to the church entrance on Adams Street; from 5:30 p.m. to 8:30 p.m., on both Friday and Saturday, December 8 & 9, 2023, for the Christmas Journey event hosted by Bethany Lutheran Church.	Consent - Approve	Jennifer Krupa	Parks and Recreation
2023-74	Consider naming rights for Marktplatz northwest corner project (summer 2023)	Approve	Andrea Schmidt	Parks and Recreation
2023-312	Announcements of upcoming budget activities (7-24-2023 Workshop)	Information	Shelley Goodwin	City Secretary
2023-310	Consider and discuss the General Fund (7-24-2023 Workshop)	Discussion	Clinton Bailey and Krista Wareham	City Manager and Director of Finance

2023-316	Announcements of upcoming budget activities (7-26-2023 Workshop)	Information	Shelley Goodwin	City Secretary
2023-313	Consider and discuss the Enterprise Fund (7-26-2023 Workshop)	Discussion	Clinton Bailey and Krista Wareham	City Manager and Director of Finance