

**TUESDAY, MAY 19, 2020**  
**REGULAR COUNCIL MEETING**  
**6:30 P.M.**

1. **CALL TO ORDER REGULAR COUNCIL MEETING** Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:32 P.M. via teleconference due to COVID-19 and the need for social distancing.

**1.1 Invocation** was given by Council Member Swanson.

**1.2 Pledge of Allegiance**

**1.3 Present** were Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Swanson, Mayor Pro Tem Maddock, Council Member Schwarz. Also present were City Administrator Blevins, City Attorney Scott Bounds, City Engineer Efrain Him, and Building Official Kevin Taylor.

2. **CITIZEN'S COMMENTS:** None

3. **REPORTS TO COUNCIL:**

**3.1 Police Report:** Administrator Blevins said there are a limited number of incidents on the report, she had spoken with Captain Schulze who said that there was nothing pressing to discuss with Council.

Mayor Pro Tem Maddock inquired about installing signs at the main entrances to the City stating Spring Valley Police Department patrols the area. Administrator Blevins said it is up to the Council if they want to add signs in the City. Mayor Pro Tem Maddock said need for the signs is diminishing, there is less crime risk now that people are circulating more.

**3.2 Building Official's Report:** Mayor Herron asked if there are commonly issues during the plan review process with regard to driveway and apron width. Building Official Taylor responded that sometimes there are issues with driveways being poured too wide but it is a common issue in multiple cities.

Mayor Pro Tem Maddock asked about problematic construction sites listed on the Red Tag Violation Report. Administrator Blevins said the City is seeking action against a particularly bad property where we have not received a response from the contractor. Building Official Taylor said some contractors are getting better.

Mayor Herron asked if construction contractors have been affected due to COVID-19 social distancing. Council Member Swanson said contractors are continuing to work on the interior of his own new construction, they have not had any issue with continuing progress.

**3.3 Engineer's Report:** Engineer Him said his report is mostly for drainage plan reviews.

Engineer Him stated that Javier Vasquez, HDR Engineering, met with the homeowner of 1323 Pine Chase Grove regarding sand and sod installed in an attempt to correct drainage issues in the front yard. Council Member Byrne said he sent images of the sand in the ditch and asked how that will be removed. Engineer Him said this is a common problem. Unfortunately, the sod didn't have a chance to set root and the storm washed some of the sand base into the ditch. He stated that based on the provided pictures there wasn't really anything wrong, it was just bad timing to install with the

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impending weather. He said the homeowner will have to clean up the ditch using a shovel to hand dig the sand out. Administrator Blevins reminded council that there is no permit requirement for a property owner to landscape or install sod.

Mayor Pro Tem Maddock said 1209 Pine Chase Drive has not had any improvements on the overgrown drainage ravine area. Administrator Blevins said the property owner has been contacted and will be reminded that action needs to be taken.

**4. DISCUSSION AND POSSIBLE ACTION:**

**4.1** Mayor Pro Tem Maddock made a motion to discuss and possibly approve the City of Hilshire Village Ordinance Number 795-2020, adopting changes to Section 4.623 Permitted Driveway and Pedestrian Access within Public Rights-of-Way, seconded by Council Member Schwarz.

City Engineer Him said one of the proposed modifications is to extend the driveway apron radii from three (3) feet to five (5) feet for circular driveways. Council Member Schwarz said the purpose of this is so that citizens and their guests can get in and out of their driveways easier. He stated that this will also help to get parked cars off the road and help drivers who are not confident about turning into the narrow driveways. Engineer Him said another change in this ordinance is to allow circular driveways to be a maximum combined width of 30 feet where it meets the pavement. He said that he has no objections to these changes.

Council Member Gordy asked why the additional turning radii is only being proposed for circular driveways. He said single access driveways would benefit from having the extra space as well. Engineer Him said there are different allowances for the width of the driveway at the street for single access and circular driveways.

Council Member Byrne asked why the width of the driveway within the right of way was suggested to extend two (2) feet for a maximum allowance of 24 feet. Engineer Him responded that the drawing was a result of the suggestions by a third-party engineer consulted by Council Member Schwarz. Council Member Schwarz stated that he supports the recommendation by the hired engineer to widen the driveway for increased safety. He said they referenced comparable cities which have existing specifications allowing driveways to be wider than 22 feet.

Council Member Byrne stated that the proposed slope change and culvert extension will change the approach and leave more culvert exposed.

Council Member Gordy said that his driveway is currently 22 feet wide and he did not think it was necessary to increase the width allowance. He said that he supports the increase in the turning radii for safety reasons. Council Member Gordy also said increasing the slope ratio where the culvert and the ditch meet should be considered for areas in the City with steep ditches.

**Mayor Pro Tem Maddock amended his original motion to approve the City of Hilshire Village Ordinance Number 795-2020, adopting changes to Section 4.623 Permitted Driveway and Pedestrian Access within Public Rights-of-Ways, with changes to eliminate the proposed driveway width increase from 22 foot to 24 foot, seconded by Council Member Schwarz.**

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**A roll call vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 795-2020, adopting changes to Section 4.623 Permitted Driveway and Pedestrian Access within Public Rights-of-Ways with changes.**

**Council Member Gordy – Aye**

**Council Member Byrne – Aye**

**Council Member Swanson – Aye**

**Mayor Pro Tem Maddock – Aye**

**Council Member Schwarz – Aye**

**The motion passed unanimously.**

**4.2** Council Member Gordy made a motion to discuss and authorize HDR to provide a topographical survey of the City's Right-of-Way at Pine Chase Grove located between 1324 and 1327 Pine Chase Grove with a not to exceed price of \$4,180.00 and discussion of necessary improvements, seconded by Mayor Pro Tem Maddock.

Council Member Byrne suggested fencing be installed to protect the meter vaults and the children playing around the dangerous equipment in the area. City Engineer Him said a topographical survey will allow them to see how the area needs to be graded and landscaped; however, a less expensive metes and bounds survey would be sufficient to place a fence.

Mayor Herron suggested talking to the neighbors about the area. Administrator Blevins said they wouldn't want a fence because all of their children play together in the open area. She also said the neighbors have been taking care of the area as part of their lawn maintenance, the City does not maintain it. Mayor Pro Tem Maddock said the lawn care contractors have been dumping their leaves toward the back of the area. Council Member Gordy stated that a fence would add maintenance costs.

Council Member Gordy volunteered to join Council Member Byrne and Engineer Him in the field to assess the area in lieu of a survey at this time.

**Motion was tabled.**

**4.3** Mayor Pro Tem Maddock made a motion to approve Resolution Number 2020-203 of the City of Hilshire Village, Texas adopting the Harris County Multi-Hazard Mitigation Plan, seconded by Council Member Swanson.

Council Member Byrne asked what the community rating system line item. Deputy Building Official DuVall said it is a voluntary program in which the cost outweighs benefits for cities as small as Hilshire Village, although Hilshire Village does abide by the standards. It was discussed that the Plan needed to be corrected stating the City was not part of the program.

**A roll call vote was taken to approve the motion approving Resolution Number 2020-203 of the City of Hilshire Village, Texas adopting the Harris County Multi-Hazard Mitigation Plan with changes to section on the community rating system.**

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**Council Member Gordy – Aye**

**Council Member Byrne – Aye**

**Council Member Swanson – Aye**

**Mayor Pro Tem Maddock – Aye**

**Council Member Schwarz – Aye**

**The motion passed unanimously.**

**5. DISCUSSION:**

**5.1** Mayor Herron opened the floor for discussion of Zoning Ordinance requirements for Residential Districts regarding maximum lot coverage (Sec. 11:01.06), including non-permeable requirements in front of front building line, behind front building line, and for total lot.

**Melissa Blakeslee, 24 Hickory Shadows**, said that her family recently purchased their house in Hilshire Village with the intention of adding a swimming pool for physical therapy for one of their children. She said that she and her contractor have found that Residential Zone R-2 is restrictive to development and improvements due to current permeability limits. She said some of her neighbors have swimming pools which were built prior to when the current ordinance took effect. Mrs. Blakeslee also said that through research she has found that other cities consider swimming pools to be pervious. Mrs. Blakeslee said that increasing the impervious coverage limits will improve the quality of life for Hickory Shadows citizens, improve community value, property values and tax revenue. She said she is requesting consideration to revert to the previous 50% impervious coverage in front of the building line and 60% behind the front building line as well as the swimming pool water surface area to be considered pervious. Mrs. Blakeslee added that in their plan to fit a swimming pool in the back yard they will actually be reducing the amount of covered square feet as they are removing an existing concrete patio and installing permeable decking.

Engineer Him said it was his opinion that the 60% limit for behind the building line was acceptable but including the swimming pool water surface area as pervious was not. He said that rain water needs to be able to percolate into the ground to provide relief for the storm sewers. Engineer Him stated that on larger lots there is more room to build a swimming pool and still have grassy areas, but small lots like those found in Hickory Shadows have very little space.

It was mentioned that Mrs. Blakeslee might consider applying to the Board of Adjustments for a variance or hardship. Administrator Blevins said that a swimming pool was not eligible for a variance by the Board of Adjustments.

Council Member Gordy said the impervious coverage change hasn't made a significant difference in the size of the houses as setbacks haven't changed. He stated that the difference between 55% and 60% mainly affects the ability to have a swimming pool. Council Member Gordy said he supports going back to the previous requirements. Engineer Him said the 5% change will not be detrimental to the City's drainage.

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Council Member Byrne and Mayor Pro Tem Maddock were not in favor of changing the impervious coverage limits city-wide.

Council asked City staff to prepare a rough draft of an ordinance in the spirit of allowing property owners to develop their property with consideration of drainage.

**5.2** Mayor Herron opened discussion and possible direction given by Council to staff and Zoning Committee regarding structures in front of the front building line. Administrator Blevins said that more and more play equipment is showing up in the front yards due to the number of children at home during the pandemic. She stated that it was something that the City needed to address but should probably be done after the pandemic settles down. Council agreed.

**5.3** Discussion of Zoning Ordinance regarding changes to how a detached garage is permitted to attach to a patio or main building via walkway covering. Administrator Blevins said adjustment was needed to the existing ordinance language. City Administrator Blevins stated she did not think it was Council's intent to allow a covered walkway for a detached garage to span the entire length open space between the buildings. City Administrator Blevins asked to the City Attorney to help with the language correction. She said this change could be made and presented to Council at the next Public Hearing.

**6. REPORTS TO COUNCIL: (Con't)**

**6.1 Fire Commissioner's Report:** Commissioner Byrne said in the month of April there were three (3) EMS and one (1) Fire call.

Commissioner Byrne said that the contract had been signed for the Fire Station Reconstruction Project. He stated work should begin in about a week and while construction is going on plans for new fire sprinkler systems should be submitted to the Fire Marshal at Hedwig Village City Hall.

**7. DISCUSSION AND POSSIBLE ACTION:**

**7.1** Mayor Pro Tem Maddock made a motion for consideration and possible action on Resolution No. 2020-204 of the City of Hilshire Village to approve a request from the Village Fire Department Commission related to the amended 2019 budget for the Village Fire Department's 2019 Audit and Intra-Budgetary Transfers in which the General Funds' \$115,864.20 deficient would be funded by the Ambulance Billing Fund, seconded by Council Member Swanson.

Commissioner Byrne said the Ambulance Billing Fund is a revenue source resulting from out-of-jurisdiction citizens who receive Memorial Village EMS services. Through the Interlocal Agreement, the department bills for those ambulance transfers and that money is then distributed to the Memorial Villages. Commissioner Byrne stated that these funds are sometimes needed within the Fire Department, so the participating cities vote to allocate the money back into the department. City Administrator Blevins stated Hilshire Village need not budget the revenue.

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**A roll call vote was taken to approve the motion approving Resolution No. 2020-204 of the City of Hilshire Village to approve a request from the Village Fire Department Commission related to the amended 2019 budget for the Village Fire Department's 2019 Audit and Intra-Budgetary Transfers in which the General Funds' \$115,864.20 deficient would be funded by the Ambulance Billing Fund.**

**Council Member Gordy – Aye**

**Council Member Byrne – Aye**

**Council Member Swanson – Aye**

**Mayor Pro Tem Maddock – Aye**

**Council Member Schwarz – Aye**

**The motion passed unanimously.**

**7.2** Council Member Byrne made a motion for consideration and possible action regarding Resolution No. 2020-205 of the City of Hilshire Village to approve the request from the Village Fire Department Commission to approve the Proposed 2021 Village Fire Department Budget in the amount of \$6,961,314 with Hilshire Village's 2021 Annual Assessment being \$208,839,42, seconded by seconded by Council Member Swanson.

**A roll call vote was taken to approve the motion approving Resolution No. 2020-205 of the City of Hilshire Village to approve the request from the Village Fire Department Commission to approve the Proposed 2021 Village Fire Department Budget in the amount of \$6,961,314 with Hilshire Village's 2021 Annual Assessment being \$208,839,42.**

**Council Member Gordy – Aye**

**Council Member Byrne – Aye**

**Council Member Swanson – Aye**

**Mayor Pro Tem Maddock – Aye**

**Council Member Schwarz – Aye**

**The motion passed unanimously.**

**8. CLOSED EXECUTIVE SESSION:** None

**9. DISCUSSION:**

**9.1** Mayor Herron asked for Council's thoughts on his attendance at the monthly Village Mayor's meetings. Council voiced that they thought it was important for Hilshire Village to participate in meetings.

**10. REPORTS TO COUNCIL: (Con't)**

**10.1 City Administrator's Report:** Administrator Blevins said there is an additional invoice to the disbursements that has been sent to Council for HDR Engineering in the amount of \$7,542.52.

She also said that she is working with other cities on the anticipated installation of the

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Verizon Nodes. She said some poles can have lighting added to them.

Administrator Blevins said the City's ISO rating went from 5 to 2, and it was great working with BBG Consulting on the reporting.

She said the City Office is to stay closed to the public until further notice, however, a staff member is regularly in the office to maintain daily functions. She said staff has continued to issue construction permits and conducts teleconference meetings with contractors when needed.

**10.2 Treasurer's Report:** None

- 11. CONSENT AGENDA:** Mayor Pro Tem Maddock made a motion to approve the Consent Agenda including Disbursements, Minutes from the Regular Council Meeting & Public Hearing of April 21, 2020, Check Register for April, 2020, Quarterly Investment Report, Proclamation for the Spring Family Event, Proclamation for Police Week and authorizing the Mayor to enter into a contract with a credit card company, in which service charges will be charged to the end user, after review by City Attorney, seconded by Council Member Swanson.

**A roll call vote was taken to approve the motion approving the Consent Agenda including Disbursements, Minutes from the Regular Council Meeting & Public Hearing of April 21, 2020, Check Register for April, 2020, Quarterly Investment Report, Proclamation for the Spring Family Event, Proclamation for Police Week and authorizing the Mayor to enter into a contract with a credit card company, in which service charges will be charged to the end user, after review by City Attorney.**

**Council Member Gordy – Aye**

**Council Member Byrne – Aye**

**Council Member Swanson – Aye**

**Mayor Pro Tem Maddock – Aye**

**Council Member Schwarz – Aye**

**The motion passed unanimously.**

- 12. REPORTS FROM COUNCIL:** Mayor Herron asked Council for thoughts on increasing debt payments instead of investing overages on the reserve funds. Mayor Pro Tem Maddock suggested the City establish a minimum level of reserves before taking away from it. Council Member Schwarz considered the risk of needing to borrow it at a higher rate later.

- 13. ADDITIONAL COUNCIL COMMENTS:** None

- 14. FUTURE AGENDA TOPICS:** None

- 15. ANNOUNCEMENTS:** None

- 16. ADJOURNMENT:** Mayor Pro Tem Maddock made a motion to adjourn the meeting, seconded by Council Member Swanson.

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**A vote was taken to approve the motion to adjourn the meeting. The vote passed unanimously.**

**The meeting was adjourned at 9:55 P.M.**

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Mayor Herron

ATTEST:

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Susan Blevins, City Secretary