

**MINUTES  
SPECIAL CALLED JOINT SESSIONS  
of  
THE PLANNING & ZONING COMMISSION,  
THE KRUGERVILLE CITY COUNCIL,  
(rescheduled Regular Meeting of December 28, 2017)  
and  
THE ZONING BOARD OF ADJUSTMENTS  
5097 HIGHWAY 377 SOUTH – CITY COUNCIL CHAMBERS  
December 7, 2017, 6:00 p.m.**

STATE OF TEXAS §  
CITY OF KRUGERVILLE §  
COUNTY OF DENTON §

**CITY COUNCIL & ZBA MEMBERS PRESENT:**

Jeff Parrent	Mayor
Kristen Kromer	Mayor Pro Tem
John Nipe	Council Member
Eric Gildersleeve	Council Member
Thurman Bridges	Council Member
George Wilthers	Council Member

**P & Z MEMBERS PRESENT:**

Meredith Tinney	Chair
Kenneth Coffelt	Commissioner
Carlos Irlas	Commissioner
Curtis Ray	Commissioner

**STAFF AND OTHERS PRESENT:**

Karen Rutherford	City Clerk	Tyler Gullette	Public Works
Grant Wills	Citizen		

1. MEETING CALLED TO ORDER by Mayor Parrent at 6:03 pm.
2. ROLL CALL OF THE KRUGERVILLE CITY COUNCIL and THE ZONING BOARD OF ADJUSTMENTS.  
Council Member Eric Gildersleeve was absent at Roll Call, but arrived at 6:28 pm.
3. ROLL CALL OF THE PLANNING & ZONING COMMISSION.  
Raaj Krishnaiya and Meredith Tinney were absent at Roll Call, but Ms. Tinney arrived at 6:50 pm.
4. PLEDGE OF ALLEGIANCE.
5. MOMENT OF SILENCE.
6. CITIZENS COMMENTS.  
None
7. CONVENE THE MEETING OF THE KRUGERVILLE CITY COUNCIL.
8. CITY COUNCIL COMMENTS.  
None

**9. DEPARTMENTAL UPDATES**

**City Clerk on behalf of City Secretary:**

- Karen Rutherford reported that we still plan to go live with online payments and e-billing for trash accounts January 1, 2018.
- The Texas Workforce Audit conducted by TML has been completed. We will receive a written report by mail.

**Public Works and Code Enforcement:**

- Tyler Gullette reported that he has completed rebuilding the bridge at the Park.
- Repaired two 2" water line leaks at the Park, repaired benches, and installed two dog stations.
- Has an average of approximately 20 open code violations.

**10. REVIEW WRITTEN DEPARTMENTAL REPORTS**

- Animal Control
- Code Enforcement
- Library
- Fire

**11. Discuss City financials.**

Mr. Deaton presented October 2017 financials, giving a favorable report.

**12. Discuss and take action on City of Krugerville FY16-17 Audit – William C. Spore, City Auditor.**

Mr. Spore reported that there had been great progress and many improvements from previous years. He feels the City is in good financial condition and is happy with the staff's record keeping and internal controls.

**Motion: John Nipe to accept and approve the FY 16-17 City audit.**

**Second: Thurman Bridges**

**Vote: 5-Ayes**

**0-Nay**

**13. Discuss, take action, and authorize the Mayor to sign the Audit Engagement Letter from William C. Spore, CPA, for the fiscal year ending on September 30, 2018.**

**Motion: Eric Gildersleeve to approve and authorize the Mayor to sign**

**Second: Thurman Bridges**

**Vote: 5-Ayes**

**0-Nays**

**14. RECESS THE MEETING OF THE KRUGERVILLE CITY COUNCIL.**

**15. CONVENE THE MEETING OF THE KRUGERVILLE PLANNING & ZONING COMMISSION.**

Meeting was convened by Ken Coffelt at 6:39 pm. Chair, Meredith Tinney arrived at 6:50 pm and took control of the meeting.

**16. Discuss, take action, and make a recommendation to the Zoning Board of Adjustments on a request for variance due to hardship from Barbara Monk, 307 Janis, as it relates to recreational vehicle parking and storage, as outlined in the City Code of Ordinances, Chapter 14, Section 6-5, Paragraph C5 and Subparagraph (g).**

**Motion: Curtis Ray to make a recommendation to the City Council to deny the request**

**Second: Carlos Irlas**

for variance due to hardship

Vote: 4-Ayes

0-Nays

**17. Discuss and take action on Planning & Zoning Commission Minutes.**

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Motion: Ken Coffelt to approve as written

Second: Curtis Ray

Vote: 4-Ayes

0-Nays

**18. ADJOURN THE MEETING OF THE KRUGERVILLE PLANNING & ZONING COMMISSION.**

Meeting was adjourned at 6:59 pm.

**19. CONVENE THE MEETING OF THE KRUGERVILLE ZONING BOARD OF ADJUSTMENTS.**

Meeting was convened by Mayor Parrent at 6:59 pm.

**20. Discuss, take action, and consider a recommendation from Planning & Zoning on a request for variance due to hardship from Barbara Monk, 307 Janis, as it relates to recreational vehicle parking and storage, as outlined in the City Code of Ordinances, Chapter 14, Section 6-5, Paragraph C5 and Subparagraph (g).**

Motion: Thurman Bridges to follow P&Z's recommendation to deny the variance due to hardship.

Second: John Nipe

Vote: 5-Ayes

0-Nays

**21. Discuss, take action, and ratify the variance requested and approved by City Council on November 16, 2017, from LGI Homes, as it relates to the City Code of Ordinances, Chapter 10, Subdivision Ordinance, Article 50, Paragraph 50-100, One and Two Family Residential Driveways, to install a driveway greater than 24 ft wide, to a maximum of 27 ft wide, for 123 Dogwood, located in Woodlands 3, in the City of Krugerville, Denton County, Texas.**

Motion: Kristen Kromer to ratify the variance approved by Council on 11/16/17

Second: Eric Gildersleeve

Vote: 5-Ayes

0-Nays

**22. ADJOURN THE MEETING OF THE KRUGERVILLE ZONING BOARD OF ADJUSTMENTS.**

ZBA meeting was adjourned at 7:21 pm.

**23. CONVENE THE MEETING OF THE KRUGERVILLE CITY COUNCIL.**

Mayor Parrent reconvened the meeting of the Council at 7:21 pm.

**24. Discuss and take action on a Petition Requesting Annexation by Area Landowners, said 4.98 acre parcel being located in the ETJ of the City of Krugerville, Denton County, TX.**

Motion: Kristen Kromer to approve

Second: Thurman Bridges

Vote: 5-Ayes

0-Nays

25. Discuss and take action on the Schedule for Voluntary Annexation for said 4.98 acre parcel described in Item #24, setting the dates of two public hearings for the proposed annexation, and authorizing and directing staff to proceed in all aspects of the annexation project.

Motion: George Wilthers to approve the schedule and direct staff to proceed with project      Second: Kristen Kromer

Vote: 5-Ayes      0-Nays

26. Discuss, take action and authorize the Mayor to sign Work Order #15 from Halff Associates, Inc., to provide engineering services for Urban Bluff Business Park, a 3 acre commercial site located on Ike Byrom Rd, in the ETJ of the City of Krugerville, Denton County, Texas.

Motion: John Nipe to approve and authorize Mayor to sign      Second: George Wilthers

Vote: 5-Ayes      0-Nays

27. Discuss and take action on Ordinance 2017-012, amending the City of Krugerville Code of Ordinances, Chapter 3, Building Regulations, by amending, repealing, and replacing various parts of Articles 3.600, 3.700, and 3.800.

Motion: John Nipe to approve with amendments      Second: George Wilthers

Vote: 5-Ayes      0-Nays

28. Discuss and take action on Ordinance 2017-013, amending the City of Krugerville Code of Ordinances, Appendix A, Fee Schedule, by amending Articles 1.000, 3.000, 7.000, 8.000, and 9.000, and adding Article 15.000.

Motion: Kristen Kromer to approve with amendments      Second: Eric Gildersleeve

Vote: 4-Ayes      1-Nay (John Nipe)

29. Discuss and take action on suggested future changes to the City of Krugerville Zoning Ordinance.

*Planning & Zoning held a discussion of possible future changes to the City Code related to RV and trailer parking and storage. Another recommendation was to provide for a permit process for temporary signs, banners, and flags. Additionally, there was a typo noted in another section regarding the call out of the incorrect County. The City Secretary was instructed to provide details of these requests to the City Council for consideration of future proposed changes. There was a change proposed by our Building Official to add a setback requirement for multiple back yard structures. The P&Z Commission did not recommend going forward with this recommendation from the Building Official.*

Motion: Kristen Kromer to schedule Public Hearings and go forward with future changes      Second: Thurman Bridges

Vote: 5-Ayes      0-Nays

30. Discuss and take action on City Council Meeting Minutes.

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Motion: Eric Gildersleeve to approve minutes with the addition of P&Z members in attendance of the meeting      Second: John Nipe

Vote: 5-Ayes      0-Nays

**31. ADJOURN THE MEETING OF THE KRUGERVILLE CITY COUNCIL.**

Motion: Kristen Kromer to adjourn at 7:45 pm

Second: Thurman Bridges

Vote: 5-Ayes

0-Nays

APPROVED by the Krugerville City Council and Zoning Board of Adjustments, this the 25<sup>th</sup> day of January, 2018:

SIGNED: \_\_\_\_\_

  
Jeff Parrent, Mayor


ATTEST:

  
Sandy Frantz, City Secretary

APPROVED by the Krugerville Planning & Zoning Commission, this the 6<sup>th</sup> day of February, 2018:

SIGNED: \_\_\_\_\_

  
Meredith Tinney, Chair

  
Ken Coffelt, Witness

ATTEST:

  
Sandy Frantz, City Secretary

