

# CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657  
Office: (830) 693-3830 [www.cottonwoodshores.org](http://www.cottonwoodshores.org) Fax: (830) 693-6436

Mayor: Donald Orr

Mayor Pro-Tem: Stephen Sherry

Councilmember: Tony Satsky



Councilmember: Cheri Trinidad

Councilmember: Marley Porter

Councilmember: Roger L. Wayson

*People, Parks and Prosperity*

## REGULAR CITY COUNCIL MEETING MINUTES

### **\*\* NOTICE \*\***

The City Council held a regular meeting on Thursday, March 05, 2015 at 6:00 p.m.  
The meeting was held at the Cottonwood Shores City Hall,  
located at: 3808 Cottonwood Drive in Cottonwood Shores, TX 78657

### AGENDA

1. Call to Order: 6:00 p.m.
2. Roll Call:

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Mayor Orr	✓		
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	6:14		
Councilmember Wayson		✓	

*City Administrator/City Secretary Sheila Moore announced that a quorum was present.*

3. Pledge of Allegiance to U.S. Flag and Texas Flag: Led by Mayor Donald Orr

**Texas Flag Pledge:** Honor the Texas Flag. I pledge allegiance to Thee, Texas, one state under God, one and indivisible.

4. Citizen's Comments:

*This is the opportunity for the public to address the City Council. Please sign up to speak and indicate the subject you intend to address. Speakers will be recognized in their order of sign-up. City Council may not discuss or act on any issue not posted on the agenda for this meeting. (Attorney General Opinion JC-0169). Citizen's comments will be limited to 3 minutes after they have been acknowledged to speak by the chair of the meeting. If the Citizen wishes to make comments about an item that is already on the agenda, discussion will be deferred until the item comes up.*

*Ms. Doris Basham commented on the need of street lights in and around the City of Cottonwood Shores. Ms. Basham stated she had contacted the Property Owners Association for Castle Terrace and they could or would not give her any information. She implied the need for a street light around her house/area. She expressed concern regarding the need to landscape the water plant was promised by Councilmember Porter 2 years ago. Mayor Orr informed Ms. Basham that he evaluate the street lights within the City and get back in contact with her. Mayor Pro-Tem Sherry suggested possibly implementing some solar lighting if feasible. The installation cost would be about the same. He also stated that due to the City not having to hold an election, the funds saved could be utilized to purchase some road base to help and improve our roads.*

**Minutes of the Regular Meeting of the City Council held on March 05, 2015**

5. Mayors Report:

*Mayor Orr informed the Council and audience that there would be no election due to no opposition to the incumbents for the open Council and Mayor seats.*

6. Consent Agenda:

6.1. Minutes from a Regular Meeting of the City Council held on February 19, 2015.

6.1.1. Motion to approve February 19, 2015 minutes

6.1.1.1. Motion: Mayor Pro-Tem Sherry

6.1.1.2. Seconded: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter			
Councilmember Wayson			

6.1.2. Vote: Yea: 3 Nay: 0 Abstain: 0

6.1.3. Motion: **Passed**

7. Old Business:

Motion to move Item 7.1. to the end of Old Business so Councilmember Porter could be available to present his recommendations.

Motion: Mayor Pro-Tem Sherry

Seconded: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter			
Councilmember Wayson			

Vote: Yea: 3 Nay: 0 Abstain: 0

Motion: **Passed**

7.2. Discussed and considered action amending Ordinance 1005 (Financial Management). *As requested by Mayor Orr.*

*Mayor Orr indicating why he believes there is a need to clarify the purchasing methodology or bidding procedures for new purchases requiring 3 bids/quotes. In accordance with the Local Government Code; Chapter 252 does not require 3 bids. It only states that you have to go out for competitive bids over \$5,000.00. Councilmember Porter expressed the need for a bidding process but also indicated that he too was aware of the problem with being unable to obtain three bids as required at times. Councilmember Trinidad brought up a concern as to how this may affect grants. After discussion it was indicated there would be no effect on grants. It was mentioned by Councilmember Trinidad that a check and balance process should be presented to the Council. After deliberation of the Council members it was decided to accept the local government code and to utilize the verbiage in both of the options presented to the Council to establish a purchasing policy. SOP is to still obtain 3 bids whenever possible.*

7.2.1. Motion to amend Ordinance 1005 (Financial Management) with both option 1 and 2 verbiage.

7.2.1.1. Motion: Councilmember Porter

## 7.2.1.2. Seconded: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			

7.2.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.2.3. Motion: **Passed**7.3. Discussion on how discounted or rebated permit fees could affect the City's financials. *As requested by Mayor Orr.*

*Financial Director Orr presented fee amounts collected from the water and sewer taps at approximately \$3,600.00. His recommendation would be to not rebate or reduce the sewer or tap fees as the City has been placing \$1,000.00 of each water and sewer tap fee into a separate fund to use for future infrastructure.*

*Councilmember Porter suggested the possibility of reducing or eliminating some of the inspection fees.*

*Mayor Pro-Tem Sherry suggested cutting all permit fees by one half for one year in return for future tax revenues on new construction.*

*Councilmember Satsky noted that the current permit fees, not counting the tap fees, are not enough of an expense to keep people from moving to the City.*

*It was decided to place this item on the next meeting's agenda with a resolution to present to Council. Mayor Orr.*

*Councilmember Sherry and City Administrator / City Secretary Moore will develop a resolution*

7.4. Discussed and considered action on appointing a Cottonwood Shores Volunteer Fire Department liaison. *As requested by Mayor Orr.*

*No nominations or suggestions were presented for a liaison officer*

## 7.4.1. Motion to postpone

7.4.1.1. Motion: Mayor Pro-Tem Sherry

7.4.1.2. Seconded: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			

7.4.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.4.3. Motion: **Postponed**7.5. Discussed and considered action on nominating Board of Adjustment alternate members. *As requested by Mayor Orr.*

*Mayor Pro-Tem Sherry presented a letter from Councilmember Wayson indicating his concerns about the Board of Adjustment and the alternates. After a short deliberation, Mayor Pro-Tem Sherry nominated Ray Whitis as a Board of Adjustment alternate and Mayor Orr nominated Doris Basham.*

## 7.5.1. Motion to appoint Ray Whitis and Doris Basham as alternates to the Board of Adjustment.

7.5.1.1. Motion: Mayor Pro-Tem Sherry

7.5.1.2. Seconded: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		

Councilmember Wayson			
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7.5.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.5.3. Motion: **Passed**

**7.1. Discussed and considered action on amending Ordinance 3003 (Permits) regarding Plan Review Process for residential and commercial projects. *As requested by Councilmember Porter.***

*Councilmember Porter submitted his request to the Council to update the ordinance minimal plan review requirements for construction permits. He proposed a more stringent set of guidelines to be filed in order to obtain a building permit. Councilmember Porter's plans would require builders to produce more accurate descriptive plans or drawings of their intent to modify or build structures. Mayor Pro-Tem Sherry showed a concern that these requirements would be overbearing to people who want to do simple modifications or construction. Councilmember Sherry indicated the plans should only have to show the exterior of a building or just the basics. It just needs to be made as simple as possible. Councilmember Porter stated his options are as minimal as possible and are in line with other cities in our area. Councilmember Porter stated that most of the requirements were state mandated. Councilmember Porter advised Council the key to any modification is to have it to scale and show or indicate what is being constructed. Councilmember Trinidad agreed changes needed to be implemented that would make them more accurate and should be in line with State specs. It was discussed that more time was needed to clarify the needs and requirements of the process. Mayor Orr requested that Councilmember Porter take the lead and send out for and obtain input from the other Council members.*

7.1.1. Motion to postpone for 2 weeks with input from all Councilmembers.

7.1.1.1. Motion: Councilmember Porter

7.1.1.2. Seconded: Mayor Pro-Tem Sherry

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			

7.1.2. Vote: Yea: 4 Nay: 0 Abstain: 0

7.1.3. Motion: **Postpone**

**8. New Business:**

**8.1. Discussed and considered action on amending Ordinance 14000 (Zoning) in regard to moving a structure into the City. *As requested by staff.***

*Mayor Orr opened with the general topic being moving structures into the City.*

*Mayor Pro-Tem Sherry showed his concern about the verbiage of metal in the ordinance. He suggested he would like to see it taken out. Councilmember Porter showed reasoning to keep metal due to antique or historical type of structures and to have or permit metal on the structure. There was also a concern with the storage containers being considered as buildings or structures. Councilmember Porter informed the Council and audience of a new trend using modified storage containers as dwellings. Several of the citizens commented on various portions of the amendments and after the Council deliberated they reached a decision to amend the ordinance as proposed with the modifications. Mayor Orr suggested that storage containers be removed at this point. Anyone can appeal to the Board of Adjustment for a variance if needed.*

8.1.1. Motion to amend Ordinance 14000 (Zoning) as proposed with modifications as discussed.

8.1.1.1. Motion: Councilmember Porter

8.1.1.2. Seconded: Councilmember Satsky

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		

Councilmember Wayson			
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8.1.2. Vote: Yea: 4 Nay: 0 Abstain: 0

8.1.3. Motion: **Passed**

8.2. Discussed and considered action on authorizing the purchase of a new check valve at the raw water intake. *As requested by staff.*

*Mayor Orr presented to the Council the situation and need to replace the check valve at the raw water intake. Mayor Orr stated a new check valve would cost about \$6,300.00. He stated that with other items it could cost about \$7,000.00. Mayor Orr described the location of the current check valve in the lake and that the new placement would be at the water level or close to the bank of the lake. The pumps we have are head pressure pumps not suction pumps. He noted the excessive amount of time the water employees are having to spend to prime the system. He also indicated there may be an alternative of a motorized electric valve to shut off the system as well. It was addressed that this repair was not in the budget and would possibly have to come out of reserves..*

8.2.1. Motion to authorize the mayor to make the best decision and purchase a check valve or motorized valve.

8.2.1.1. Motion: Councilmember Porter

8.2.1.2. Seconded: Mayor Pro-Tem Sherry

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			

8.2.2. Vote: Yea: 4 Nay: 0 Abstain: 0

8.2.3. Motion: **Passed**

8.3. Discussed and considered action on the Board of Adjustments hearing all lot combination requests. *As requested by staff.*

*Councilmember Porter indicated that a variance should go before the Board of Adjustment, not lot combinations. Lot combinations are not variances. Easements are not mandated to be released by the City. You just cannot build across them. Mayor Pro-Tem Sherry presented a paper from Councilmember Wayson which addressed his concerns on easement abandonments. Mayor Pro-Tem Sherry stated that granting lot combination/ release of easement requests was a Council function. Jim Bristow stated his concern to the Council that the Board of Adjustment is set up and defined to handle appeals. If this decision is placed on the Board of Adjustment then the citizens would have no way to appeal unless they go to the county level. Mayor Orr commented he believes a variance request is actually an appeal.*

8.3.1. Motion that the Board of Adjustment does not hear all lot combination requests.

8.3.1.1. Motion: Councilmember Porter

8.3.1.2. Seconded: Mayor Pro-Tem Sherry

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			

8.3.2. Vote: Yea: 4 Nay: 0 Abstain: 0

8.3.3. Motion: **Passed**

9. Future agenda items:

9.1 Develop a policy for lot combinations – Councilmember Wayson and Jim Bristow

9.2 Resolution for discounted or rebated permit fees

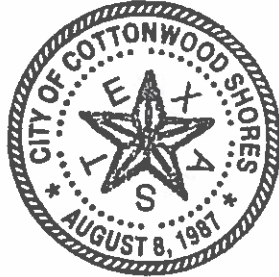
9.3 Plan review process for building permits

9.4. *Provision to allow for public discussion at the end of a meeting*

9.5. *VFD Liaison*

**10. Adjournment: 7:40 pm**

The preceding document is a true and accurate reflection of the minutes of the Regular City Council Meeting of the City of Cottonwood Shores, held on March 05, 2015.



Attest:

A handwritten signature in blue ink that reads "Sheila C. Moore". The signature is written in a cursive style and is positioned above a horizontal line.

Sheila C. Moore

City Administrator/City Secretary