

City Council  
City of Hillsboro, Texas  
Minutes of Regular Meeting  
September 5, 2023

Present were:

|                                                            |                                      |
|------------------------------------------------------------|--------------------------------------|
| Scott Johnson, Mayor                                       | Megan Henderson, City Manager        |
| Tony Cain, Asst. City Manager                              | Larry Lloyd, Councilmember           |
| Dana Robinson, Councilmember                               | Jasmine Guy, City Secretary          |
| Jay Jolly, Councilmember                                   | Richard Reinhardt, Planning Official |
| Eric Fleming, Councilmember                                |                                      |
| Christi Ward, Communication and Executive Assistant        |                                      |
| Art Mann, Community and Economic Development Administrator |                                      |

Councilmember Frances Zarate and Councilmember Leann Richmond were absent.

Others present:

Shannon Cottongame, Reporter  
Officer Justin Penney, Hillsboro Police Department  
Bishop Billy Clark, Believers Christian Cathedral Church  
Wesley Traylor, Traylor & Associates, Inc.  
Richard Trawick, Hillsboro Resident

Mayor Johnson called the meeting to order at 6:04p.m.

Invocation was given by Bishop Billy Clark of the Believers Christian Cathedral Church

Mayor Johnson led the Pledge of Allegiance.

**Hear Statements from Persons Wishing to Address Council.**

None of the attendees addressed Council at this time.

**Consent Agenda**

Mayor Johnson informed Council that agenda numbers 5 and 6 require no formal public hearing and are subject to being approved in a single motion. However, any City Councilmember or the City Manager may remove an item from the Consent Agenda to allow discussion and voting on the item individually.

**(Agenda Item #5)**

**Deliberate and Act on Approval of the Minutes for the Regular Meeting on August 15, 2023.**

**(Agenda Item #6)**

**Act on the Approval of Bills.**

Consent Agenda Items. There were no items removed from the Consent Agenda. On a motion by Councilmember Robinson and second by Councilmember Fleming, Consent Agenda Items #5 and #6 were accepted and approved.

On roll call, the following votes were cast:

Ayes: Fleming, Lloyd, Robinson, and Jolly

Nays: None      Absent: Zarate and Richmond

### **Regular Agenda**

#### **(Agenda Item #07)**

**Hold a Public Hearing, Second Reading of an Ordinance, Deliberate and Act on Accepting the Recommendations of the Planning and Zoning Commission on an Amendment of the Terms of the 2007 Zoning Ordinance, Known as Ordinance O2007-01-01 (Last Amended by Ordinance O2023-08-15), Whereby the Purpose is to Create and Designate a New Zoning Classification “Single Family Residential (SF-30)”.**

Planning Official Richard Reinhardt presented the second reading of the agenda item. He provided that he will provide an over view of the agenda item since the details were shared during the first reading. He offered to reiterate the details if there are any questions from council. Planning Official Reinhardt provided that the recommendation is being made to make an amendment to the Zoning Ordinance terms to add a New Zoning Classification of Single Family Residential (SF-30) zoning district. The zoning district will be requiring a minimum lot size of 30,000 Sqft (slightly under three quarters of an acre.) A recommendation for approval was forwarded after the Planning and Zoning Commissions met on August 14, 2023.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:07p.m. Richard Trawick, a citizen of Hillsboro spoke regarding a general question pertaining to the average lot size for the City of Hillsboro. Planning Official Reinhardt responded by providing that there is not a standard size but provided the following zoning classifications in which a lot would be classified as with the minimum square footages: SF-5 (5,000 Sqft,) SF-7 (7,400 Sqft,) and SF-9 (9,600 Sqft.) He added that SF-30 (30,000 Sqft) would fall under the next category of classification and there is an AR-1 classification for Agricultural Residential with a minimum of 1 acre. Mr. Trawick asked if this was for the entire City of Hillsboro. Planning Official Reinhardt provided an example of when the AR-1 classification would be applicable. Mr. Trawick presented another question regarding Agricultural Residential use within the city limits. Planning Official Reinhardt shared that there is a low single digit amount, but was unable to provide an exact number for Mr. Trawick. He offered to provide Mr. Trawick with the exact number at a later date and Mr. Trawick declined. Mr. Trawick presented no further questions. With no further questions, the Public Hearing was closed at 6:09p.m. and the Mayor declared the seconding reading of the ordinance complete.

On motion by Councilmember Lloyd and second by Councilmember Jolly the ordinance was approved.

Hillsboro City Council – Regular Meeting

September 5, 2023

Page 2 of 6

On roll call, the following votes were cast:  
Ayes: Fleming, Lloyd, Robinson, and Jolly  
Nays: None. Absent: Zarate and Richmond  
Ordinance No. O2023-09-18

(Agenda Item #08)

**Hold a Public Hearing for TxCDBG Grant No. 7220062 – Grant Closeout for the Main Street Sidewalk Project.**

Wesley Traylor from Traylor & Associates, Inc. presented the agenda item. He shared that the public hearing is required as part of the closeout process for the grant that the City of Hillsboro received from the Texas Community Development Block Grant (TxCDBG.) The grant was utilized to fund sidewalk, curb, and ramp improvements throughout the downtown area. He added that the grant closeout provides citizens with the opportunity to ask questions about the project, grant funding, or any other information related to the TxCDBG. The public hearing serves as the final step of the grant process.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:11p.m. Richard Trawick, a citizen of Hillsboro asked the presenter about the meaning of a “grant closeout.” Mr. Traylor provided that a grant closeout means that the project is complete along with obtaining city satisfaction in addition to completing the remaining requirements of the grant. Mr. Trawick thanked Mr. Traylor for the clarification. With no further questions, the Public Hearing was closed at 6:12p.m. Mr. Traylor added his final comments by asking if the Mayor and Council could sign the official attendance sheet that would serve as a formal record of the public hearing and its participants.

(Agenda Item #09)

**Deliberate and Act on a Resolution Authorizing the City Manager to Negotiate and Execute Leases for Use of Outlet Mall Property**

City Manager, Megan Henderson presented the agenda item. She shared that there has been a resolution executed (included in council packet) in efforts to delegate the authorization of leasing spaces at the Outlet Mall Property. She added that a couple of leases for two businesses have been added in the council packet for reference and approval. She shared that the general idea would be for all leases to come separately before council for approval or to have city staff to handle all of the small and routine leases. She explained further that the city would be able to target smaller business to fill the spaces that are ready to be filled and need minimal improvements. She provided the example that Vance Lipsey, the Community Development Coordinator, is currently searching for a small entertainment business to locate into one of the small spaces. The focus is target the needs/priorities that the citizens have identified. She expressed that the city would be willing to compromise with some business owners (but not all) given the circumstances. City Manager Henderson asked council if they would like to delegate the authority or preserve it for council only. Councilmember Lloyd asked if all of the suites at the Outlet Mall property are available for leasing or has certain suites been designated for leasing. City Manager explained the designated sections that are available for lease

Hillsboro City Council – Regular Meeting

September 5, 2023

Page 3 of 6

and what areas are up for redevelopment. Mayor asked council for any further input. Councilmember Jolly was in agreement with the City Manager handling all smaller leases. Councilmember Robinson asked if council could at least be notified when the smaller leases are created and executed. City Manager agreed. It was collectively agreed upon that the City Manager will manage all smaller tenants and all larger tenants will be approved through council moving forward.

On motion by Councilmember Lloyd and second by Councilmember Fleming, the resolution was approved.

On roll call, the following votes were cast:

Ayes: Fleming, Lloyd, Robinson, and Jolly

Nays: None     Absent: Zarate and Richmond

Resolution No. R2023-09-62

(Agenda Item #10)

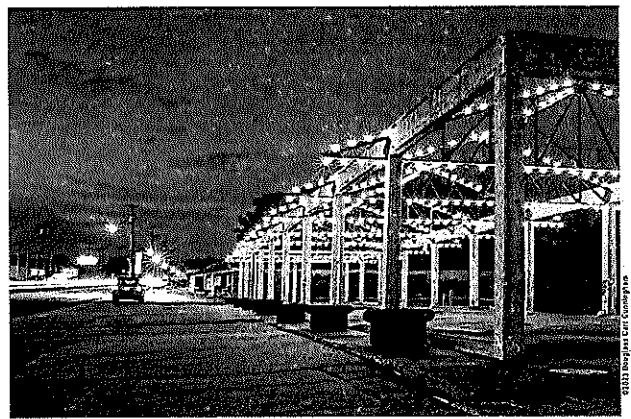
**Hear and Deliberate on City Manager's Report.**

City Manager Megan Henderson presented the following update on Goals 1, 2, and 4; Assistant City Manager Tony Cain presented the update on Goal 3. Goal 3 was presented first.

a. Update on Strategic Goals 1-4

iii. Support Preservation and Beautification

- West Service Road: A City vendor cut the property again and staff will start issuing another round of citations.
  - City vendor(s) mowed 38 properties in July due to property owners failing to comply with the tall grass ordinance.
  - Staff took 5 cases to Building and Standards Commission in July and will bring another 5 in September.
- 114 New Street has been sold; new owner(s) plan to remodel.
- Filter shop, north of Hillsboro Pavilion, is being cleaned out and demolished.
- Received multiple compliments on Hillsboro Pavilion.
  - "Geometric shapes encourage us to do wonders for our city."
  - "Thank you, City, for installing brightness. Soooo cheery."



i. Responsible, Equitable Growth

- One development prospect has run into design challenges, so the current working residential pipeline shows approximately 750 units.
- Of those, 100% are single family
  - Water Supply
    - Raising Lake Aquilla
      - \$400,000 needed to fund an update to the study.
      - US Army Corps of Engineers (USACE) will seek this \$ in 2025.
- Water Rights Lake Whitney
  - This is BRA's priority because it will create more water into their system (the Brazos river basin.)
  - Demand estimates due soon for potential need for this water

ii. Foster Transparency and Connection

- Christi Ward is working through the City website, updating and correcting information and adding features including a staff directory.

iv. Deliver Efficient, Effective Government

- Main focus now is on budget
- Will present budget at the next meeting and approve on second reading at a called meeting September 26.

(Agenda Item #11)

**Hold a Closed Session Under the Provisions of Section 551.078 of the Government Code (Economic Development)**

Mayor Johnson announced an entrance into Closed Session at 6:27p.m.

(Agenda Item #12)

**Reconvene in Open Session**

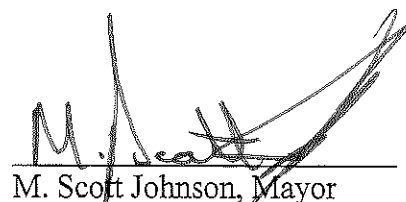
Mayor Johnson announced the exit from Closed Session at 7:18p.m.

(Agenda Item #13)

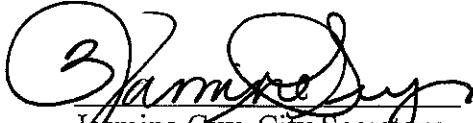
**Deliberate and Act on Matters Discussed in Closed Session, If Any.**

Mayor Johnson announced that there was no deliberation or action needed to be taken from the closed session.

With no further business to address, Mayor Johnson adjourned the meeting at 7:18p.m.

  
M. Scott Johnson, Mayor

ATTEST:

  
Jasmine Guy, City Secretary