



# Regular Council Meeting Agenda

Tuesday, July 20, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, this meeting will be conducted via telephonic conference (Zoom). Any person may participate and address the City Council at the meeting or public hearing by Zoom, telephone, personal appearance at City Hall, or by writing.**

Topic: City of Hilshire Village Regular Council Meeting

Time: Jul 20, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84356840942?pwd=Y0dTVWttVS9BQIE0QThvMWhiS0xRZz09>

Meeting ID: 843 5684 0942

Passcode: 005377

One tap mobile

+1 346 248 7799 US (Houston)

This written notice, the meeting agenda, and the agenda packet, are posted online at <http://www.hilshirevillagetexas.com>.

The public will be permitted to offer public comments in person or electronically as provided by the agenda and as permitted by the presiding officer during the meeting.

**IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO [susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com).**

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request. The matters to be discussed and acted on at the meeting are shown on the agenda below: If you need extra instructions for the use of Zoom please call prior to one (1) hour before meeting (713-973-1779).

## 1. **CALL TO ORDER**

1.A. Invocation - Council Member Carey

1.B. Pledge of Allegiance

1.C. Roll Call

## 2. **CITIZEN'S COMMENTS**

*This is an opportunity for citizens to speak to Council relating to agenda and non- agenda items. Comments are limited up to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.*

*Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.*

*Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the City staff for action may be placed on a future City Council agenda. A copy of any prepared remarks or notes to be used and/or distributed by the speaker must be presented to the City Secretary prior to the beginning of the meeting.*

## 3. **REPORTS TO COUNCIL**

**3.A.** Police Report

**3.B.** Building Official Report

**3.C.** Engineer Report: - Efrain Him

8006 Anadell Road

1220 Archley Drive

1317 Bridle Spur Lane

8116 Bromley Road

1326 Glourie Drive

1 Hickory Shadows Drive

7907 Hilshire Green Drive

4 Hilshire Oaks Drive

8201 Mallie Court

7902 North Villa Court

1302 Pine Chase Drive

1306 Pine Chase Drive

2 & 3 Pine Creek Lane

12 Pine Creek Lane

1210 Ridgeley Drive

8373 Westview Drive

Wirt Road Safety Project

#### 4. DISCUSSION AND POSSIBLE ACTION

- [4.A.](#) Discussion and Possible Approval of the City of Hilshire Village Ordinance Number 809-2021 regulating parking pads in the Public Rights-of-Way
- [4.B.](#) Discussion on upgrading the City's street lights
- [4.C.](#) Discussion on the Wirt Road Safety Project
- [4.D.](#) Discussion on FYE 2022 Maintenance and Operations Budget, Utility and Capital Improvement Budget
- [4.E.](#) Discussion on Current Tree Ordinance (Mayor Pro Tem Maddock)
- [4.F.](#) Discussion on the Zoning Ordinance regarding attic story and habitability provisions for the attic story

#### 5. CLOSED EXECUTIVE SESSION: City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters on this agenda as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney) Sections 551.074 (Personnel Matters) and Sections 551.89 (Security Devices or Security Audits).

- 5.A. None at the time of the Agenda Posting
- 5.B. Discussion and Possible Action to deliberate and consider any actions necessary on any items discussed in the Executive Session. **(NONE AT THE TIME AGENDA POSTED)**

#### 6. DISCUSSION AND POSSIBLE ACTION

#### 7. REPORTS TO COUNCIL

- [7.A.](#) Fire Commissioner's Report (Commissioner Byrne)
- [7.B.](#) Mayor Herron's Report:
- [7.C.](#) City Administrator's Report: (City Administrator Blevins)
  - Complaint Log
  - Consent Agenda
  - Hazard Mitigation Plan Update
  - City Hall Air Conditioner
  - City Hall Building Maintenance
  - Zoom Meetings
- [7.D.](#) City Treasurer's Report (City Administrator Blevins)
  - CDARS Worksheet

## 8. CONSENT AGENDA

8.A. Disbursements

8.B. Minutes from the June 15, 2021 Regular Council Meeting

8.C. Minutes from the June 17, 2021 Council Workshop

8.D. Check Registers - General Fund and Utility Fund - June 2021

8.E. 3rd Quarter 2021 Investment Report

## 9. ADDITIONAL COUNCIL COMMENTS

## 10. FUTURE AGENDA TOPICS

## 11. ANNOUNCEMENTS

**Council Workshop August 5, 2021 6:00 PM**

## 12. ADJOURNMENT

NOTE: Agenda items may not necessarily be considered in the order that they appear. With regard to any item, Council may take various actions, including but not limited to rescheduling an item in its entirety or for particular action at a future date or time.

NOTE: IN THE EVENT A QUORUM OF THE CITY COUNCIL IS NOT PRESENT, THE REPORTING MEMBERS WHO ARE PRESENT WILL MEET AS A SUB-COMMITTEE, FOR DISCUSSION PURPOSE ONLY, REGARDING THE ABOVE AGENDA ITEM(S).

City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters). Following the executive session, if any, City Council may act in open session on any item discussed in the executive session.

**I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible July 15, 2021 at 3:00 p.m.**

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative service must be made 48 hours prior to this meeting. Please contact the City Hall at 713-973-1779 or FAX -713-973-7793 for further information.

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

06\01\2021  
thru 06\30\2021  
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
6	ACCIDENT	1
22	ALARM	4
23	AMBULANCE CALL	4
24	ANIMAL CALL	1
135	BUSINESS CHECK	19
60	FIRE CALL	1
68	HOUSE CHECK	1
70	INFORMATION	2
71	INVESTIGATION	1
76	LOUD NOISE	1
81	OPEN DOOR	1
86	PUBLIC RELATIONS	45
96	SOLICITOR	2
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	1
11	TRAFFIC STOP	10
111	VEHICLE BLOCKING ROADWAY	1
117	WELFARE CONCERN	1
	<b>Total</b>	<b>98</b>

**June 2021**  
**MONTHLY BUILDING REPORT SUMMARY**

**Plan Review:** Three (3): 7907 Hilshire Green Drive – New Construction & Drainage  
 1202 Ridgeley Drive – Generator

**Permits:** Eight (8):

Demolition:	
Remodel / Add-On:	
New Construction:	
Accessory Building:	
Electrical:	1
HVAC:	1
Plumbing:	3
Fire Sprinklers:	
30-Day Dumpster:	

Sign:	
Roof:	2
Fence:	
Tree Removal:	1
Irrigation:	
Drainage:	
Swimming Pool:	
Swimming Pool Demo:	
Other:	

**Inspections:** Eighteen (18)

**Red Tag Stop Work Orders Issued:** None

**Building Finals / Certificates of Occupancy:** None

**Change of Occupancy Use:** None

**Extended Permit Request:** None

**CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - June 2021**

<b>Date</b>	<b>Permit Number</b>	<b>Address</b>	<b>Issued To</b>	<b>Amount Received</b>	<b>Description / Scope</b>	<b>No of insp</b>
Fri 6/4/21	HV-21-016M	8373 Westview	AireServ of River Oaks	\$ 330.00	HVAC - Remodel	3
Fri 6/4/21	HV-21-044P	1111 Glourie Dr	Benjamin Franklin Plumbing	\$ 180.00	Plumbing - Water Heater	1
Mon 6/7/21	HV-21-045B	7907 Hilshire Green	David Weekley Homes	\$ 3,436.13	Plan Review - New Construction	0
Mon 6/7/21	HV-21-045D	7907 Hilshire Green	David Weekley Homes	\$ 1,500.00	Plan Review - Drainage	0
Tue 6/8/21	HV-21-046G	1202 Ridgeley	Quality Generators	\$ -	Plan Review - Generator	0
Wed 6/16/21	HV-21-047P	1310 Glourie	SP Plumbing	\$ 180.00	gas line repair	1
Wed 6/16/21	HV-21-048B	1321 Wirt Rd	Rooftops of Texas	\$240.00	roof	1
Wed 6/23/21	HV-21-050R	1314 Friarcreek	Finfeather Construction	\$ 240.00	Roof Replacement	1
Thu 6/24/21	HV-21-051E	8014 Burkhart Rd	Southern Electrical Solutions	\$ 160.00	Electrical - Accessory Building	1
Tue 6/29/21	HV-21-041P	1123 Guinea Dr	BacTrac Plumbing	\$ 180.00	Sewer Disconnect	1
Wed 6/30/21	HV-21-052T	8301 Westview	Flores Tree Service	n/a	Cutting and trimming	0

## INSPECTION LOG - June 2021

LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
21-097	1220 Archley Dr	HV-19-080GE	Generator Final	Pass	6/1/2021	BBG
21-099	1203 Wirt Rd	HV-21-043R	Roof Replacement - Accessory building	Pass	6/1/2021	BBG
21-100	8373 Westview Dr	HV-21-016P2	Plumbing Rough-In	Cancelled	6/2/2021	BBG
21-101	8373 Westview Dr	HV-21-016B	Framing	Cancelled	6/2/2021	BBG
21-102	8006 Anadell	HV-21-015SP	Swimming Pool Layout	Pass	6/3/2021	BBG
21-103	10 Pine Creek Ln	HV-21-026P	Shower Pan	Pass	6/8/2021	BBG
21-104	1327 Friarcreek	HV-21-033GP	Generator Plumbing Ground & Gas Test	Pass	6/8/2021	BBG
21-105	1306 Bridle Spur Ln	HV-19-077T	Tree Count Final	Pass	6/9/2021	BBG
21-106	7906 North Villa Court	HV-20-034E	Electrical TCI & Ditch Cover	Pass	6/9/2021	BBG
21-107	1220 Archley Dr	HV-20-007SPE	Swimming Pool Electrical Final	Pass	6/15/2021	BBG
21-108	1220 Archley Dr	HV-20-007SPP	Swimming Pool Plumbing Final	Pass	6/15/2021	BBG
21-109	1220 Archley Dr	HV-20-007SP	Swimming Pool Final	Pass	6/15/2021	BBG
21-110	1220 Archley Dr	HV-19-050T	Final Tree Inspection	Pass	6/15/2021	BBG
21-111	1310 Glourie	HV-21-047P	Gas Test	Pass	6/17/2021	BBG
21-112	1102 Glourie	HV-21-024P	Water Heater Final	Pass	6/23/2021	BBG
21-113	2 & 3 Pine Creek	None	Stop Work: Erosion Control Retaining Wall	No workers present	6/25/2021	BBG
21-114	8014 Burkhart	HV-21-051E	Electrical Underground	Pass	6/25/2021	BBG
21-115	1130 Glourie	HV-21-029B	Wind Straps	Fail	6/30/2021	BBG



July 16, 2021

Mayor and City Council  
City of Hilshire Village  
8301 Westview Drive  
Houston, Texas 77055

Re: Engineer's Report for July 20, 2021 Council Meeting  
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from June 12, 2021 to July 16, 2021.

1. On-Going Services (10281855):
  - a. 8006 Anadell Road –
    - HDR is scheduled to perform the Swimming Pool Drainage Cover Inspection at 8006 Anadell Road on July 16, 2021.
  - b. 1220 Archley Drive –
    - HDR has been coordinating with the City and Mr. David Schwarz (Property Owner) regarding driveway access issues and potential modifications that may require approval by the Board of Adjustment (BOA) and City Council due to impervious coverage restrictions.
  - c. 1317 Bridle Spur Lane –
    - On June 16, 2021, HDR reviewed and returned to the City the Backyard Improvements As-Built Drainage Plan for 1317 Bridle Spur Lane. The as-built drainage plan was approved with exceptions noted.
  - d. 8116 Bromley Road –
    - On June 23, 2021, HDR performed a site visit to 8116 Bromley where a potential developing sinkhole under the pavement was reported. HDR confirmed undermining of the pavement at this location but it did not appear to be an immediate threat of collapsing.

[hdrinc.com](http://hdrinc.com) 4828 Loop Central Drive, Suite 800  
Houston, Texas 77081  
T 713-622-9264 F 713-622-9265  
Texas Registered Engineering Firm F-754

- Houston Plumbing Specialist (Contractor working on 6-inch fire line for 8373 Westview Drive) is performing pavement repair work under that contract, therefore, HDR recommends that the City request a quote from this and two (2) other contractors to perform a pavement point repair at Bromley Road.
- e. 1326 Glourie Drive –
- On June 24, 2021, HDR reviewed and returned to the City the Drainage Plan Resubmittal for 1326 Glourie Drive. The drainage plan was approved with exceptions noted.
  - On July 2, 2021, HDR attended the Pre-Construction Meeting with the City and Contractor to discuss City requirements, storm water pollution prevention silt fencing, etc.
- f. 1 Hickory Shadows Drive –
- HDR has been coordinating with the City and Mr. Brian Anderson (Property Owner) on proposed drainage improvements at 1 Hickory Shadows Drive. Mr. Anderson is experiencing water ponding issues on the east side of his property and would like to add grate inlets and storm sewer pipes to drain this area, as well as, connect downspouts to the proposed storm system.
  - The City has an existing 8-inch water line within the 10-ft wide water easement in the area in question, therefore, Mr. Anderson and/or his contractor will need to take this information into consideration in their proposed drainage improvement design.
- g. 7907 Hilshire Green Drive –
- On July 14, 2021, HDR reviewed and returned to the City and Ms. Danielle Marriott (Contractor – David Weekley Homes) the Drainage Plans for 7907 Hilshire Green Drive. The plans require corrections and additional information (i.e. survey benchmark and scale, building lines, existing and proposed perimeter elevations, etc.), therefore it must be revised and resubmitted for final review and approval.
- h. 4 Hilshire Oaks Court –
- Mr. Raul Rizo-Patron at 4 Hilshire Oaks Court contacted the City regarding the removal of a tree in his property due to safety concerns. The tree has bulging roots that have altered the stormwater runoff flow around the tree and caused a depression in his backyard that holds water. Mr. Rizo-Patron plans to remove the tree and then level the depressed area (approximately 10-ft square) for proper drainage.

- As requested by the City, on July 9, 2021, HDR performed a site visit to 4 Hilshire Oaks Court to assess the conditions and verify there would not be any adverse impact to drainage in the area and adjacent neighbors due to the improvements proposed by Mr. Rizo-Patron.
  - Based on the site observations, HDR reported to the City that removal of the tree and filling/leveling the 10-ft square area should not have an adverse impact to drainage in the area but we will need to monitor the work as it progresses to confirm work does not extend beyond what has been discussed and agreed upon.
- i. 8201 Mallie Court –
- On July 15, 2021, HDR reviewed and returned to the City and Mr. Erik Silvey (Contractor – Erosion Control Systems) the Erosion Control Plans for 8201 Mallie Court. The plans require corrections and additional information (i.e. missing storm water pollution prevention plan, easement lines, floodplain delineation, erosion control details, etc.), therefore it must be revised and resubmitted for final review and approval.
- j. 7902 North Villa Court –
- On July 7, 2021, the City followed up with Mr. Taylor Johnson (Contractor – Aspire Fine Homes) on the status of the as-built drainage plan for 7902 North Villa Court since the Conditional Certificate of Occupancy has expired.
  - HDR has been coordinating with Mr. Taylor regarding the as-built drainage plan requirements for 7902 North Villa Court, as well as addressing drainage issues experienced by 5 Hilshire Grove Lane (potentially related to construction activities at 7902 and 7906 North Villa Court).
- k. 1302 Pine Chase Drive –
- As previously reported, on June 3, 2021, HDR received the 1302 Pine Chase Drive sanitary sewer service video provided by Mr. David Parker (Property Owner) to InfraMark, and showing sags/bellies on the line, as well as a potential sewer backup at the connection with the main sewer line.
  - The surcharge on the vertical stack at the connection with the main sewer line is unusual, therefore, HDR recommended the City/InfraMark to jet clean the main line to clear any sediment/blockage that may be causing the flow to surcharge into the stack.
  - On June 16, 2021, InfraMark discovered a grease blockage on the main sanitary sewer line and proceeded to pressure clean the line. The grease blockage was removed and normal sewage flow restored in the area.

- l. 1306 Pine Chase Drive –
  - On July 12, 2021, the City received a call from another resident concerning the steep ditch drop-off at 1306 Pine Chase Drive created by Mr. Greg Truax (Property Owner) during his non-permitted preparatory parking pad work.
  - The City has informed Mr. Truax that he needs to stop any work and wait until the parking pad ordinance/specifications are revised and approved by the City. Mr. Truax will need to submit proposed parking pad plans to the City for review and approval.
  
- m. 2 & 3 Pine Creek Lane –
  - On June 25, 2021, HDR reviewed and returned to the City the Erosion Control Plans for 2 and 3 Pine Creek Lane. The plans require corrections and additional information (i.e. delineation of proposed retaining wall, erosion control details missing storm water pollution prevention plan, easement lines, floodplain delineation, , etc.), therefore it must be revised and resubmitted for final review and approval.
  - Also, the proposed erosion control plans must be submitted to Harris County Flood Control District (HCFCD) for concurrent review and approval.
  
- n. 12 Pine Creek Lane –
  - HDR has been coordinating with the City and Mr. Brian Gaudet (Property Owner) for information on City development requirements and restrictions, including floodplain regulations, for 12 Pine Creek Lane (empty lot).
  
- o. 1210 Ridgeley Drive –
  - On June 16, 2021, HDR received the Drainage Plan Resubmittal for 1210 Ridgeley Drive from Mr. Karl Breckon, P.E. (BEC Engineers and Consultants. LLC) for review.
  - On June 29, 2021, the City requested HDR to cease review of current plans for new construction and drainage at 1210 Ridgeley Drive since the homeowner has contracted a new builder and will be starting over with plan development.
  
- p. 8373 Westview Drive –
  - HDR has been coordinating with the City, and Mr. Joe Alday (8373 Group Subcontractor – Houston Plumbing Specialist – HPS) regarding the proposed 6-inch fire line for 8373 Westview Drive, connection to the existing water line under Pine Creek Lane, as well as the bonding requirements for work within City right-of-way.

- HPS completed the 6-inch fire line tap to the City's water main under Pine Creek Lane on July 15, 2021 and is currently working on the installation of the remaining section of the fire line towards the building.
- Once the fire line work is completed, HPS will perform the asphalt pavement repair on Pine Creek Lane. Temporary steel plates are being used to cover the excavated areas under the pavement and restore traffic access.

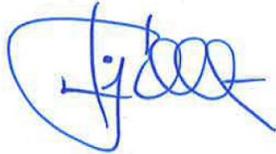
q. Wirt Road Safety Project –

- HDR has been coordinating with the City regarding the proposed Wirt Road Safety Project (i.e. sidewalks, traffic, traffic signal, and street lighting).
- The City has requested HDR to confirm that the City of Houston (COH) will not have any objection to the proposed improvements before any funds are spent on engineering design services.
- Mr. Teofilo Rebagay, P.E. (former COH Traffic Engineer) retired on June 25, 2021, and a new City Engineer, Mr. Suhail Kanwar started on June 7, 2021. HDR has made initial contact with Mr. Kanwar and will request a formal meeting for the City and HDR to discuss the proposed Wirt Road Safety Project.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

HDR Engineering, Inc.



Efrain A. Him, P.E.  
Project Manager

cc: Files (10281855)

O R D I N A N C E   N O . 809-2021

AN ORDINANCE AMENDING CHAPTER 4, BUSINESS & COMMERCE, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY ADDING SECTION 4.624 THAT REGULATES PARKING PADS IN THE PUBLIC RIGHT OF WAY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING A PENALTY UP TO \$500.00 PER DAY FOR VIOLATIONS, AND PROVIDING FOR SEVERABILITY.

\*                      \*                      \*                      \*                      \*

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:**

Section 1. Article 4-600, *RULES AND REGUALTIONS GOVERNING THE USE AND OCCUPANCY PUBLIC RIGHTS-OF-WAY WITHIN THE CITY*, of Chapter 4, *BUSINESS AND COMMERCE*, of the Code of Ordinances of the City of Hilshire Village, Texas (the “Code”), is hereby amended by adding a new Section 4.624, *Permitted Parking Pads Within the Public Right-of-Way*, which shall read as follows:

**“Section 4.624. Permitted Parking Pads within the Public Right-of-Way.**

- (a) Subject to the provisions of this section, a property owner (“Owner”) may cause or permit the construction, installation or placement of a parking pad adjacent to their residential lot and in the City’s Street right-of-way only if the parking pad does not impede or encroach into any roadway or other public improvement. The City reserves the right to remove any parking pad for any public purpose.
- (b) If the existing parking pad is a grandfathered parking pad and not in compliance with specifications in subsection (f) below, it will be solely the responsibility of the Owner or the adjacent property owner to replace the non-compliant pad within ninety days written notice from the City.
- (c) Plans must be submitted, approved and a permit acquired before a parking pad is installed.
- (d) After installation of a parking pad, the Owner must maintain the function and aesthetics of the parking pad. The City reserves the right to remove any parking pad.
- (e) Parking pads installed in the city’s right-of-way are for the use of all citizens and not for the sole use of the Owner.

(f) A parking pad shall meet the following specifications:

1. The width of a parking pad shall not exceed four (4) feet from the edge of the road paving;
2. The parking pad shall not be placed within two (2) feet of the top of the bank of any drainage ditch;
3. The parking pad shall not be located within thirty (30) feet of any stop sign, flashing signal, yield sign, or other traffic control signal located at the side of a roadway;
4. The parking pad shall not be located within twenty (20) feet of any unmarked street intersection;
5. The parking pad shall not be located within twenty (20) feet of a crosswalk at a street intersection;
6. The parking pad shall not be located within fifteen (15) feet of a fire hydrant;
7. The Owner shall install suitable edging material, approved by the City Building Official, outlining the perimeter of the parking pad, except along the edge adjacent to the paved roadway;
8. The Owner shall remove all organic and deleterious material, landscaping, and all excess soil within the designated parking pad area;
9. The Owner shall mechanically compact the sub-soil and have it inspected by the City Building Official;
10. The Owner shall install a geotextile filter fabric over the compacted soil, and install a minimum of two (2) inches of black star gravel surface within the entire area of the parking pad; and
11. The Owner shall ensure that the grade level of the parking pad area is level and consistent with all the adjoining roadway and right-of-way.

(g) All parking pads shall be approved by the City Building Official and/or the City Engineer and conform to all City standards and regulations. It is the intention of

the City that the integrity of the City's open ditch drainage system shall be maintained. An Owner has a right to appeal to City Council if plans are not approved by City Building Official or the City Engineer.

**Section 2.** (a) A person who intentionally or knowingly constructs, or permits a person, to construct a parking pad without a permit from the city or in violation of the terms of ordinance, shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00.

(b) Any person who shall intentionally or knowingly violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00.

(c) Each day in which any violation shall occur, or each occurrence of any violation, shall constitute a separate offense.

**Section 3.** All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

**Section 4.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Hilshire Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**Section 5.** This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this **20th** day of **July 2021**

\_\_\_\_\_  
Russell Herron, Mayor

ATTEST:

\_\_\_\_\_  
Susan Blevins, City Secretary

**From:** Pindell, Angela M <[Angela.Pindell@centerpointenergy.com](mailto:Angela.Pindell@centerpointenergy.com)>  
**Sent:** Monday, July 12, 2021 9:47 AM  
**To:** Susan Blevins <[susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com)>  
**Subject:** RE: [External Email] RE: City of Hillshire Village

Good morning Susan,

Please see attached lighting plan for Glourie and Pine Chase Dr. (blue dots are the light locations) Also, attached is the removal plan for the overhead street lights. The breakdown costs are below.

Difference in cost for material under the 6% allotment  
Standard cobra material- \$813.00- this is what you would get free for the 6%  
Granville lunar optics on 17' Traditionaire pole- \$2,173.47

$\$2,173.47 - \$813.00 = \$1,574.00$  per decorative light install under the 6% allotment

47 lights on this lighting plan x  $\$1,574.00 =$   **$\$73,978.00$  total for the attached installation.**

For the removal

Removing 17 overhead streetlights and 10 wood poles=  **$\$5,823.00$  total for the attached removals.**

The difference in cost per overhead lights (what you currently have) versus underground lights (what we are proposing to install) per our tariff

What you currently pay for overhead lights

17 100W HPS overhead light- \$3.67 maintenance fee per month, per light and uses 38 KWH's per month, per light

$\$3.67 \times 17$  overhead lights= \$62.39 per month for maintenance

$38\text{KWH's} \times 17 = 646$  KWH's per month (price per KWH is set by the provider)

**$646$  KWH's +  $\$62.39 =$  total per month for the 17 overhead lights**

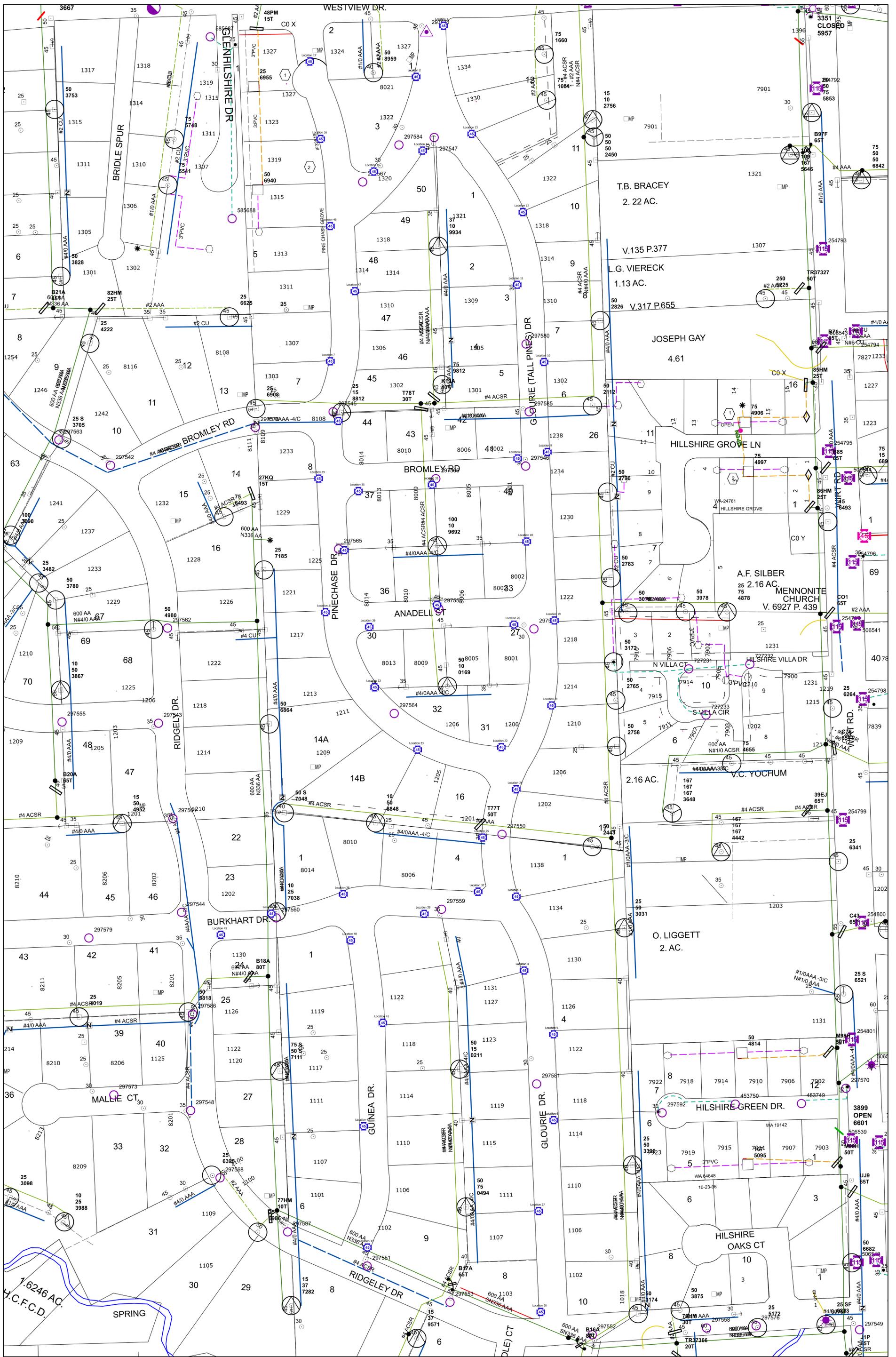
What you would pay per month for the proposed underground install

47 45W LED underground lights- \$11.01 maintenance fee per month, per light and uses 17 KWH's per month, per light

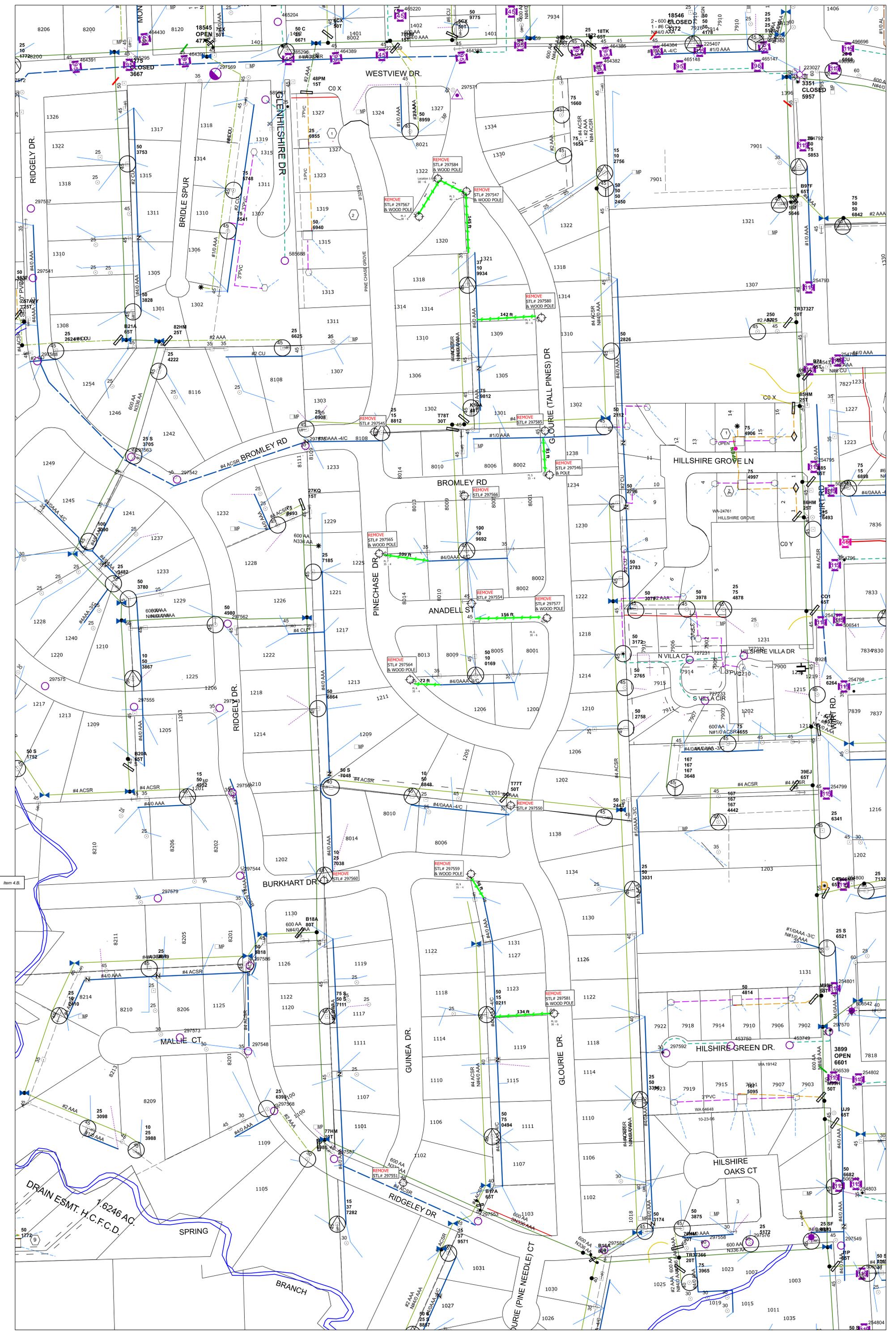
$\$11.01 \times 47$  underground light= \$517.47 per month for the maintenance of these lights

$17\text{KWH's} \times 47 = 799$  KWH's per month (price per KWH is set by the provider)

**$799$  KWH's +  $\$517.47 =$  total per month for the 47 underground lights**



Item 4.B.



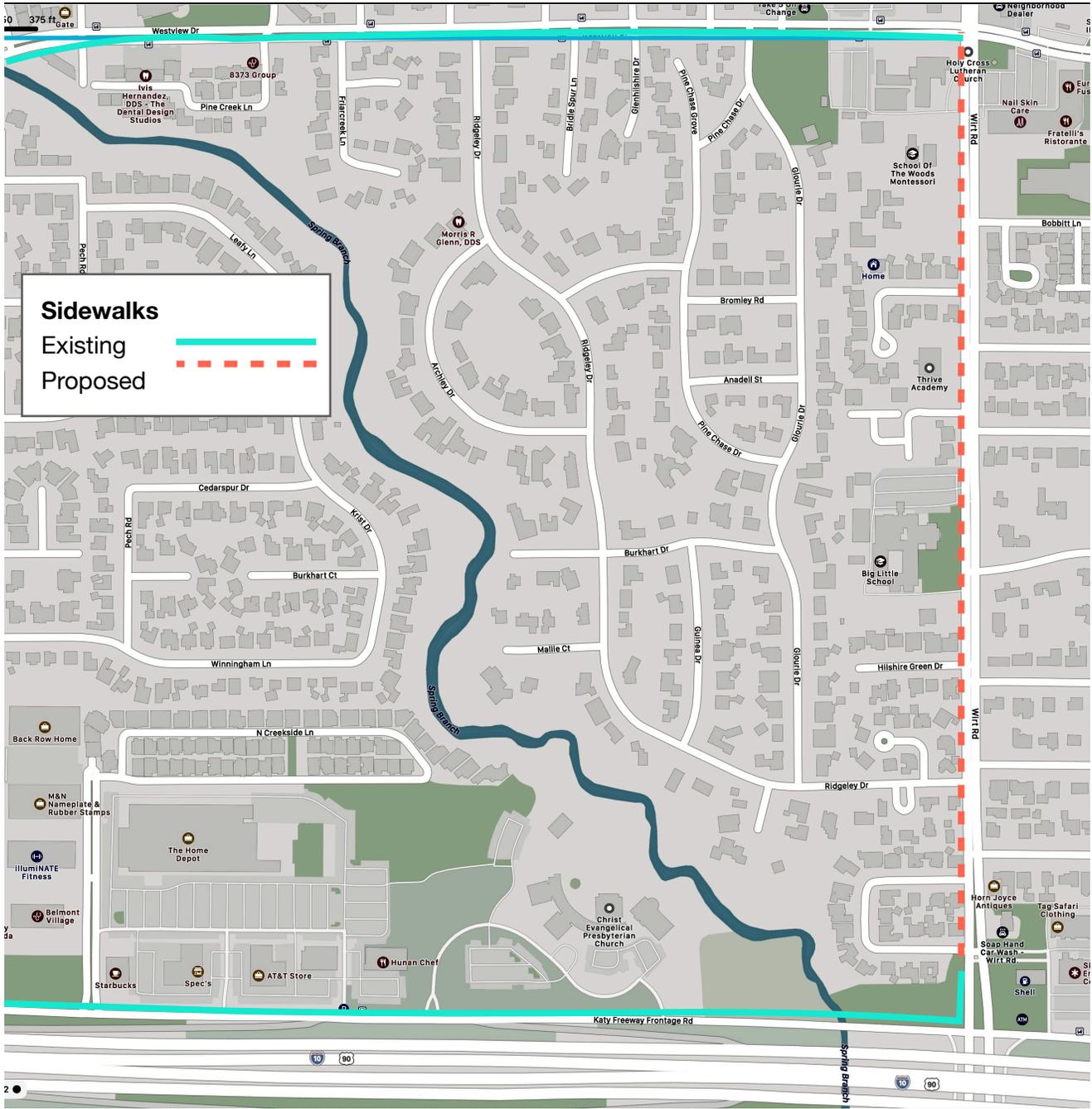
Item 4.B.

Wirt Road (West ROW) Sidewalk  
City of Hillshire Village

**OPINION OF PROBABLE CONSTRUCTION COSTS**

Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>Sidewalk Items:</b>					
1	Traffic Control, complete in place, the sum of:	LS	1	\$18,000.00	\$18,000.00
2	SWP3 Plan, complete in place, the sum of:	LS	1	\$8,000.00	\$8,000.00
3	5-ft wide, 4" thick, reinforced concrete sidewalk, complete in place, the sum of:	SF	15,750	\$10.00	\$157,500.00
4	Remove and replace 6" concrete driveway	S.Y	500	\$130.00	\$65,000.00
5	Curb ramp with detectable warning pavers, in conformance with ADA requirements, complete in place, the sum of:	EA	13	\$2,500.00	\$32,500.00
6	12" wide solid Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	260	\$10.00	\$2,600.00
7	Remove, store, and reset existing traffic sign, complete in place, the sum of:	EA.	15	\$500.00	\$7,500.00
8	Remove, salvage, and reinstall post mailbox, complete in place, the sum of:	EA.	2	\$600.00	\$1,200.00
9	18-inch RCP culvert, complete in place, the sum of:	LF	24	\$90.00	\$2,160.00
10	Adjust existing valve box, meter box, or cleanout to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	E.A.	5	\$350.00	\$1,750.00
11	Adjust existing manhole/inlet to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	E.A.	1	\$750.00	\$750.00
<b>Base Bid Items Total:</b>					<b>\$296,960.00</b>
<b>Supplemental Items:</b>					
12	Cement Stabilized Sand, complete in place, the sum of:	CY	40	\$45.00	\$1,800.00
13	Bank Sand, complete in place, the sum of:	CY	40	\$20.00	\$800.00
<b>Supplemental Items Total:</b>					<b>\$2,600.00</b>
<b>Tree Protection Items:</b>					
14	Remove tree 3"-11.99", complete in place, the sum of:	EA.	4	\$500.00	\$2,000.00
15	Remove tree 12"-23.99", complete in place, the sum of:	EA.	4	\$1,000.00	\$4,000.00
16	Plant 2" tree with 15 gallon container, complete in place, the sum of:	EA.	4	\$500.00	\$2,000.00
17	Plant 4" tree with 65 gallon container, complete in place, the sum of:	EA.	4	\$1,200.00	\$4,800.00
18	Clearance prune, complete in place, the sum of:	EA.	20	\$100.00	\$2,000.00
19	Tree protection fence, complete in place, the sum of:	L.F.	250	\$10.00	\$2,500.00
20	Root pruning trench, complete in place, the sum of:	L.F.	200	\$10.00	\$2,000.00
21	Remove existing flower bed/garden bed, complete in place, the sum of:	EA.	2	\$500.00	\$1,000.00
<b>Tree Protection Items Total:</b>					<b>\$20,300.00</b>
Sidewalk Items Total:					\$296,960.00
Supplemental Items Total:					\$2,600.00
Tree Protection Items Total:					\$20,300.00
Total Construction Cost:					\$319,860.00
Contingency (20%):					\$63,972.00
<b>OPINION OF PROBABLE CONSTRUCTION COST:</b>					<b>\$383,840.00</b>
Surveying (Cost +10%):					\$30,000.00
Permitting Fees (Hourly, NTE):					\$8,000.00
Engineering Fees (Lump Sum):					\$65,000.00
Materials Testing Fees (Not to Exceed):					\$7,000.00
Full time Construction Observation (Hourly):					\$82,500.00
<b>OPINION OF PROBABLE PROJECT COST:</b>					<b>\$576,340.00</b>

Overview map of Hilshire Village showing possible sidewalk from Westview to I-10 along the west side of Wirt Road.





Recent sidewalk proposal from  
Hilshire Green to the Park







CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
1		<b>UNRESTRICTED GENERAL FUND</b>					<b>UNRESTRICTED GENERAL FUND</b>
2		Pass Through Cash Flow					Pass Through Cash Flow
3		Recycle & Trash Fees	42500	\$ 82,514	\$ 84,444	\$ 87,535	Recycle & Trash Fees 312 users ( Will need to increase if rates to 46.76/bi monthly to cover increase)
4		Sales Tax Discount Income	47000	\$ 87	\$ 33	\$ 33	Sales Tax Discount (same as last year's budget)
5		<b>Total General Revenue - Garbage</b>		<b>\$ 82,601</b>	<b>\$ 84,477</b>	<b>\$ 87,568</b>	<b>Total General Revenue - Garbage</b>
6		<b>General Expense</b>		<b>\$ -</b>			<b>General Expense</b>
7		Trash Service	52500	\$ 81,595	\$ 84,035	\$ 87,535	Trash Service (305 customers & 7 commercials ) SIGNED 3 YEAR CONTRACT (\$22.59 per user - contract effective 1-1-2019) increase could be up to a 3.6%
8		<b>Total General Expense - Garbage</b>		<b>\$ 81,595</b>	<b>\$ 84,035</b>	<b>\$ 87,535</b>	<b>Total General Expense - Garbage</b>
9		Building Permits/Plan Checks	47100	\$ 55,364	\$ 65,000	\$ 65,000	Building Permits-inspections/Plan Checks
10		Re-Inspections	47101	\$ 880	\$ -	\$ -	Inspection fees
11		Plan Check for Construction	47102	\$ 25,723	\$ 25,000	\$ 25,000	Plan Check for Construction
12		Plan Check for Drainage	47105	\$ 10,950	\$ 10,500	\$ 10,500	Plan Check for Drainage (5houses @1500 and 2 swimming po
13		<b>Total General Revenue -Permits</b>		<b>\$ 92,917</b>	<b>\$ 100,500</b>	<b>\$ 100,500</b>	<b>Total General Revenue -Permits</b>
14		Bldg. Permit Administration	55000	\$ 33,275	\$ 38,000	\$ 38,000	Bldg. Permit Administration (2750*12)+extra \$5,000 just in ca
15		Inspection	55501	\$ 1,280	\$ 2,000	\$ 2,000	Inspections - Arborist
16		Engineering - Drainage/Construction	56583	\$ 45,846	\$ 60,500	\$ 60,500	Engineering - Drainage Plan Check and Inspections
17		<b>Total General Expense - Permits</b>		<b>\$ 80,401</b>	<b>\$ 100,500</b>	<b>\$ 100,500</b>	<b>Total General Expense - Permits</b>
		<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>		<b>\$ 13,523</b>	<b>\$ 442</b>	<b>\$ 33</b>	<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.	2021 (YTD "ESTIMATES" (using actuals & estimates))	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
18		<b>General Revenue</b>					<b>General Revenue</b>
19	Property Taxes - Current		42100	\$ 1,132,355	\$ 1,107,036	\$ 1,151,599	Using 2020 Votor Approval Rate and actual appraised value for tax year 2020
20	Property Taxes - Delinquent		42200	\$ 1,809	\$ -	\$ -	Property Taxes - Delinquent
21	Total Property Taxes			\$ 1,134,164	\$ 1,107,036	\$ 1,151,599	Total Property Taxes
22	Int. Income-Taxes		46700	\$ 5,452	\$ 3,850	\$ 3,850	Int. Income-Taxes - (same as last year budget)
23	Franchise Tax		43000	\$ 53,637	\$ 55,000	\$ 55,000	Franchise Tax - (same as last year budget)
24	City Sales Tax		44000	\$ 60,482	\$ 54,000	\$ 54,000	City Sales Tax (Same as last year's budget - actuals are high because of takeout and deliveries due to COVID)
25	Total Other Taxes			\$ 119,571	\$ 112,850	\$ 112,850	Total Other Taxes
26	<b>Total General Revenue - Taxes</b>			<b>\$ 1,253,736</b>	<b>\$ 1,219,886</b>	<b>\$ 1,264,449</b>	<b>Total General Revenue - Taxes</b>
27	<b>Other Income</b>						<b>Other Income</b>
28	Ambulance Income		48300	\$ -	\$ -	\$ -	Ambulance Income (none) (VFD keeps the funds now)
29	Court Fees		48200	\$ 1,856	\$ 3,608	\$ 1,804	Income (Court Fees) (1/2 of last year's budget due to COVID)
30	Int. Income CDARS - General Fund		46000	\$ 656	\$ 918	\$ 918	Int. Income CDARS - General Fund( interest rates are minimal)
31	Int. Income Gen Funds		46100	\$ 32	\$ -	\$ -	Int. Income Gen Funds (interest rates are minimal)
32	Pet Permits		47200	\$ -	\$ -	\$ -	Animal Permits and License (combined with Alarm Permits)
33	Alarm and Pet Permits and Misc. Fees.		47201	\$ 1,626	\$ 1,800	\$ 1,800	Alarm Permits and Misc. Fees. (Same as last year's budget)
34	Other - Board of Adj, Specific Use Permits, Open Records and Municipality Intermodal Permit Funds		48100	\$ 4,763	\$ 400	\$ 4,000	Other - Board of Adj, Specific Use Permits, Open Records and Municipality Intermodal Permit Funds
35	<b>Total General Revenue - Other Income</b>			<b>\$ 8,933</b>	<b>\$ 6,726</b>	<b>\$ 8,522</b>	<b>Total General Revenue - Other Income</b>
36				\$ -			
37	<b>Total of ALL General Revenue Excluding Pass Through-</b>			<b>\$ 1,262,669</b>	<b>\$ 1,226,612</b>	<b>\$ 1,272,971</b>	<b>Total of ALL General Revenue Excluding Pass Through-</b>

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
38		<b>General Expense</b>					<b>General Expense</b>
39		<b>City Operations Expense</b>					<b>City Operations Expense</b>
40		Police Protection/Court	51500	\$ 522,030	\$522,030	\$545,521	Police Protection/Court 4.5% Preliminary increase
41		Fire Protection	52000	\$ 205,490	\$ 215,490	\$ 220,528	Fire Protection (per the actual VFD Approved Budget Oct-
42		Fire Protection - extra item approved by Council - Prof Serv	52100	\$ -	\$ -	\$ -	Nov-Dec 2021 Budget (\$43508.22) & Jan-September 2022
43		Fire Station Capital Improvement	52100	\$ 10,000	\$ 15,000		Fire Station Capital Improvement (Estimate of overage)
44		Increase in Budget for Fire Station Capital Improvement	52100	\$ -	\$ -	\$ -	requested by the Fire Commissioners
45		CERT Supplies	52400	\$ -	\$ 1,000	\$ 1,000	CERT Supplies
46		Mosquito Spraying	53400	\$ 2,975	\$ 3,000	\$ 3,000	Mosquito Spraying (same as last year's budget)
		Maintenance and Electrical Difference for Decorative Street Lights				\$ 5,611	Maintenance and Electrical Difference for Decorative Street Lights
47		Street Lights	53500	\$ 6,601	\$ 6,887	\$ 6,887	Street Lights (Will need to increase if new lights are installed)
48		<b>Total General Expense - City Operations Expense</b>		<b>\$ 747,097</b>	<b>\$763,407</b>	<b>\$782,547</b>	<b>Total General Expense - City Operations Expense</b>
49		<b>PROCEDURAL AND PROFESSIONAL EXPENSES</b>					<b>PROCEDURAL AND PROFESSIONAL EXPENSES</b>
50		Tax Collection Fees	54000	\$ 12,302	\$ 13,728	\$ 12,042	Tax Collection Fees (SBISD \$ 1,200+ head actual number of
51		Audit Fees	54520	\$ 17,850	\$ 17,850	\$ 18,950	Audit Fees per the contract includes HVCEFFC, HVHEFC
52		GASB Audit Reporting	54520	\$ -	\$ 2,500		
53		Legal Fees	54540	\$ 13,743	\$ 17,000	\$ 17,000	Legal Fees (same as last year's budget)
54		Legal Fees - Zoning	54545	\$ 2,525	\$ 3,000	\$ 3,000	Legal Fees - Zoning (same as last year's budget)
55		Board of Adjustment	56000	\$ 500	\$ 3,500	\$ 3,500	Board of Adjustment (same as last year's actuals)
56		Insurance	56510	\$ 4,812	\$ 5,000	\$ 5,000	Insurance - (same as last year's budget)
57		Bank Charges	56525	\$ 2,703	\$ 2,000	\$ 2,703	Bank Charges high due to COVID and low interest used actual
58		Police -Council Meeting	51600	\$ -	\$ -	\$ -	Police Protection @ Council Meeting 16 Meetings @ \$140.00 a meeting- Not being done
59		Dues	56526	\$ 2,000	\$ 2,000	\$ 2,000	Dues
60		Public Notices- Newspaper Notices	56530	\$ 4,000	\$ 5,000	\$ 5,000	Public Notices (same as last year's budget)
61		Lobbyist Expense (or Legislative Consulting & Professional Serv.)		\$ -	\$ -	\$ -	Lobbyist Expense (or Legislative Consulting & Professional Se
62		MuniCode Ordinance Codification	56560	\$ 3,965	\$ 4,000	\$ 4,000	MuniCode Ordinance Codification (same as last year's budget)
63		Village Ind. Festival	56580	\$ 2	\$ 3,000	\$ 3,000	Village Ind. Festival \$2500 plus \$500 for float (same as last ye
64		Books for Library	56581	\$ 250	\$ 250	\$ 250	Books for Library (Same as last year's budget)

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.	2021 (YTD "ESTIMATES" (using actuals & estimates))	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
	65	Miscellaneous	56550	\$ 1,571	\$ 4,000	\$ 4,000	Miscellaneous (same as last year's budget)
	66	Contingency	56570	\$ 1,000	\$ 15,000	\$ 15,000	Contingency (Same as last year's budget)
	67	Hazard Mitigation Projects	56587	\$ -	\$ 5,000	\$ 5,000	Hazard Mitigation Projects (Need to plan on doing one of the projects so that FEMA will fund us if necessary)
	68	Engineering for new Grant Money	56582	\$ 3,000	\$ 3,000	\$ 3,000	Engineering for new Grant Money
	69	Engineering Services for Small Projects	56585	\$ 49,104	\$ 50,000	\$ 50,000	Engineering Services (sme as last years budget)
	70	<b>Total General Expense - Procedural and Professional Expenses</b>		<b>\$ 119,325</b>	<b>\$ 155,828</b>	<b>\$ 153,445</b>	<b>Total General Expense - Procedural and Professional Expense</b>
	71	<b>CITY HALL OPERATIONS</b>					<b>CITY HALL OPERATIONS</b>
	72	City Hall Expenses	56520	\$ 14,546	\$ 14,000	\$ 15,000	City Hall Operations (\$1,000 increase over last year's budget)
	73	City Hall Building Maintenance	56521	\$ 3,006	\$ 3,000	\$ 5,000	City Hall Building Maintenance (\$2,000 increase)
	74	City Hall Paint - Interior	56517	\$ 10,000	\$ 10,000	\$ 10,000	City Hall Paint - Interior -Same as last year due to COVID have
	75	City Hall Flooring	56518	\$ 15,000	\$ 15,000	\$ 15,000	City Hall Flooring - Same as last year due to COVID have not d
	76	Office Supplies & Postage	56540	\$ 3,512	\$ 4,000	\$ 4,000	Office Supplies & Postage (same as last year's budget)
	77	City Hall Equipment/Technology/Software	56545	\$ 4,742	\$ 6,000	\$ 6,000	City Hall Equipment/Technology/Software (same as last year
	78	Extra Technology	56587	\$ -	\$ -	\$ -	Extra Technology
	79	Website Hosting and Maintenance	56523	\$ 1,500	\$ 1,500	\$ 1,500	Website Hosting and Maintenance (same as last year's budge
	80	Generator Maintenance of Building	55600	\$ 500	\$ 1,245	\$ 1,245	Generator Maintenance (every other year reduces pay for a 2
	81	Employee Wages and Benefits		\$ 202,048	\$ 204,158	\$ 265,316	Includes 5% increase for Administrator, 10% for Assistant City
	82	Mayor/Council/City Administrator Expenses	56551	\$ 1,278	\$ 3,000	\$ 3,000	Mayor/Council/City Administrator (same as last year's budge
	83	Education	56515	\$ 2,475	\$ 5,000	\$ 5,000	Education (same as last year's budget training for 2 employe
	84	Election/Voting Machine Rent	56541	\$ (20)	\$ 3,800	\$ 3,800	Election/Voting Machine Rent (Same as last year's budget)
	85	<b>Total General Expense -City Hall Operations</b>		<b>\$ 258,587</b>	<b>\$ 270,703</b>	<b>\$ 334,861</b>	<b>Total General Expense -City Hall Operations</b>
	86						
	87	<b>TOTAL GENERAL EXPENSE EXCLUDING PASS THROUGH</b>		<b>\$ 1,125,009</b>	<b>\$1,189,938</b>	<b>\$1,270,854</b>	<b>Total General Expense Excluding Pass Through</b>
	88	<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>		<b>\$ 137,659</b>	<b>\$ 36,674</b>	<b>\$ 2,117</b>	<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>
	65	<b>TOTAL UNRESTRICTED GENERAL</b>					<b>TOTAL UNRESTRICTED GENERAL</b>
	66	<b>FUND - NET</b>		<b>\$ 151,182</b>	<b>\$ 37,116</b>	<b>\$ 2,150</b>	<b>FUND - NET</b>

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
67	90	<b>RESTRICTED GENERAL FUND</b>					RESTRICTED GENERAL FUND
68	91	Child Safety Fees Revenue	48400	\$ 684	\$ 849	\$ 849	Child Safety Fees Revenue (Same as last year's actuals)
69	92	Transfer from Child Safety Account		\$ -	\$ -	\$ -	Transfer from Child Safety account to pay for any projects rec
70	93	<b>Total Child Safety Revenues</b>		<b>\$ 684</b>	<b>\$ 849</b>	<b>\$ 849</b>	<b>Total Child Safety Revenues</b>
71							
72	94	<b>Total Child Safety Expenses</b>	53700	<b>\$ -</b>	<b>\$ 849</b>	<b>\$ 849</b>	<b>Total Child Safety Expenses (Same as revenue)</b>
73	95	<b>CHILD SAFETY - NET</b>		<b>\$ 684</b>	<b>\$ -</b>	<b>\$ -</b>	<b>CHILD SAFETY - NET</b>
74							
75	96	<b>Other Metro Revenue</b>					Other Metro Revenue
76							
77	97	Income-Metro 1	41000	\$ 103,000	\$ 103,000	\$ 103,000	Income-Metro 1 (per contract will receive until 2025)
78	98	Interest-Metro 1	46500	\$ 41	\$ -	\$ -	Interest-Metro 1
79	99	Interest Metro EST	46300	\$ -	\$ -	\$ -	Interest Metro EST
80	100	Interest-Metro 2	46400	\$ -	\$ -	\$ -	Interest-Metro 2
81	101	Income- Metro 2	41000	\$ -	\$ -	\$ -	Income- Metro 2
82	102	Transfer from Metro EST	41005	\$ -	\$ -	\$ -	Transfer from Metro EST
83	103	Transfer from Metro 1	41006	\$ -	\$ -	\$ -	Transfer from Metro 1
84	104	Transfer from Child Safety Account	41001	\$ -	\$ -	\$ -	Transfer from Child Safety to pay for street sign engineering
85	105	<b>Total Other Revenue</b>		<b>\$ 103,041</b>	<b>\$ 103,000</b>	<b>\$ 103,000</b>	<b>Total Other Revenue</b>
86							
87	106	<b>Other Metro Expense</b>					Other Metro Expense
88	107	Street Signs	53600	\$ -	\$ 2,000	\$ 2,000	Maintenance or damage
89	108	Engineering Services for Sign	53650	\$ -	\$ 1,000	\$ 1,000	Engineering -maintenance or damage or additional street sign
91	109	Metro Funded Misc. Expense	53000	\$ -	\$ 20,000	\$ 20,000	Metro Funded Misc. Expense (same as last year's budget)
	127	Metro Funded Ditch/Ravine Cleaning	53002	\$ -	\$ 30,000	\$ 30,000	Metro Funded Ditch/Ravine Cleaning (yearly cleaning)
	128	Metro - Curb and Gutter Street Repairs	53003	\$ -	\$ 50,000	\$ 50,000	Curb and gutter (increased number - used noise mitigation fu
92	129	Metro Funded TxDOT for noise mitigation	53100	\$ -	\$ -	\$ -	Metro Funded TxDOT for noise mitigation (assumes \$100 K contribution over 5 years)
93	130	<b>Total Other Expense</b>		<b>\$ -</b>	<b>\$ 103,000</b>	<b>\$ 103,000</b>	<b>Total Other Expense</b>
94							
95	131	<b>OTHER METRO - NET</b>		<b>\$ 103,041</b>	<b>\$ -</b>	<b>\$ -</b>	<b>OTHER METRO - NET</b>



CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

FYE 2022 (2021 TAX YEAR) BUDGET		ACCT NO.	2021 (YTD "ESTIMATES" (using actuals & estimates))	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
Capital Improvement - Decorative Street Lights						Capital Improvement - Decorative Street Lights
Decorative Street Lights Revenue						Decorative Street Lights Revenue
	Transfer from Metro		\$ -	\$ -	\$ 40,000	Transfer from Metro
	Transfer from General Fund		\$ -	\$ -	\$ 37,000	Transfer from General Fund
	Transfer from Child Safety		\$ -	\$ -	\$ 3,000	Transfer from Child Safety
	<b>Total Decorative Street Lights Revenue</b>				<b>\$ 80,000</b>	<b>Total Decorative Street Lights Revenue</b>
Decorative Street Lights Expense						Decorative Street Lights Expense
	CenterPoint installation		\$ -	\$ -	\$ 75,000	CenterPoint installation (50@\$1,500/ea
	CenterPoint removal of existing poles and lighting		\$ -	\$ -	\$ 5,000	CenterPoint removal of existing poles and lighting (10@500)
	<b>Total Street Lights Expense</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>Total Street Lights Expense</b>
	<b>Street Lights - NET</b>				<b>\$ -</b>	<b>Street Lights - NET</b>
Capital Improvement - Wirt Road Safety Project						Capital Improvement - Decorative Street Lights
Wirt Road Safety Project Revenue						Wirt Road Safety Project Revenue
	Transfer from Metro		\$ -	\$ -	\$ 35,000	Transfer from Metro
	Transfer from General Fund		\$ -	\$ -	\$ 35,000	Transfer from General Fund
	Transfer from Child Safety		\$ -	\$ -	\$ 3,000	Transfer from Child Safety
	<b>Total Wirt Road Safety Project Revenue</b>				<b>\$ 73,000</b>	<b>Total Wirt Road Safety Project Revenue</b>
Wirt Road Safety Project Expense						Wirt Road Safety Project Expense
	Engineering for Sidewalks		\$ -	\$ -	\$ 65,000	Engineering for Sidewalks
	Engineering for Permits with City of Houston		\$ -	\$ -	\$ 8,000	Engineering for Permits with City of Houston
	<b>Total Wirt Road Safety Project Expense</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,000</b>	<b>Total Wirt Road Safety Project Expense</b>
	<b>Wirt Road Safety Project - NET</b>				<b>\$ -</b>	<b>Wirt Road Safety Project - NET</b>

CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

FYE 2022 (2021 TAX YEAR) BUDGET		ACCT NO.	2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
151	RESTRICTED UTILITY FUND					UNRESTRICTED UTILITY FUND
152	Operating Revenues - Water					Operating Revenues - Water
151	153	Water Revenues	45000 \$ 310,900	\$ 311,719	\$ 311,719	Water Revenues . - (Using \$6.75/1000/gal which is the sugges
	154	New Construction Meter Installation	45009 \$ 4,013	\$ 3,000	\$ 3,000	New Construction Meter Installation
	153	Maintenance Revenues	45002 \$ 41,870	\$ 41,880	\$ 41,880	Maintenance Revenues (349 connections @ \$20 bi monthly)
	156	<b>Total Operating Revenues - Water</b>	<b>\$ 356,783</b>	<b>\$ 356,599</b>	<b>\$ 356,599</b>	<b>Total Operating Revenues - Water</b>
157	Operating Expenses - Water					Operating Expenses - Water
	158	City Water Supply (COH)	51001 \$ 196,407	\$ 202,253	\$ 202,253	City Water Supply (COH)
	159	Utilities- Pine Chase Grove	51006 \$ 42	\$ 166	\$ 166	Utilities- Pine Chase Grove (Same as last year's budget)
	160	Repairs to Water Lines	55501 \$ 64,756	\$ 45,000	\$ 50,000	Repairs to Water Lines increase by \$5,000
	161	Repairs to Water Vaults	55503 \$ -	\$ -	\$ -	Repairs to Water Vaults
	162	Meter Reader	56000 \$ 3,523	\$ 3,458	\$ 3,458	Meter Reader bi-monthly (Same as last year's budget) replace approximately 10 replacement meters + new meters 3*350.00
	163	Meter Replacement	55505 \$ 1,253	\$ 4,550	\$ 4,550	
	164	New Construction Meter Installation	55507 \$ 4,013	\$ 3,000	\$ 3,000	Same as Revenue
	165	Water Quality Testing	56001 \$ 28,438	\$ 25,228	\$ 28,438	Water Quality Testing (Same as actuals)
	166	<b>Total Operating Expenses - Water</b>	<b>\$ 298,431</b>	<b>\$ 283,655</b>	<b>\$ 291,865</b>	<b>Total Operating Expenses - Water</b>
	167	<b>OPERATING - WATER - NET</b>	<b>\$ 58,352</b>	<b>\$ 72,944</b>	<b>\$ 64,734</b>	<b>OPERATING -WATER - NET</b>
154	168	Operating Revenues - Sewer				Operating Revenues - Sewer
	169	Sewer Revenues	45001 \$ 137,192	\$ 139,020	\$ 139,020	Sewer Revenues (306 @ \$74.00 +1 @ 525.94 bi monthly)
	159	<b>Total Operating Revenues - Sewer</b>	<b>\$ 137,192</b>	<b>\$ 139,020</b>	<b>\$ 139,020</b>	<b>Total Operating Revenues - Sewer</b>
160	Operating Expenses Sewer					Operating Expenses Sewer
	163	Wastewater Disposal (COH)	51002 \$ 91,723	\$ 93,891	\$ 93,891	The City pays \$24.71 per connection per month (306 connections ) and \$262.97 for Holy Cross
	164	Utilities -Lift Station	51003 \$ 3,791	\$ 3,295	\$ 3,295	Utilities -Lift Station (Same as last year's actual)
	165	Repairs to Sewer Lines	55502 \$ 21,045	\$ 15,000.00	\$ 15,000.00	Repairs to Sewer Lines
	170	Repairs to Lift Station	55504 \$ 13,930	\$ 12,000.00	\$ 12,000.00	Repairs to Lift Station
	171	Replacement of Lift Station Pumps	55506 \$ -	\$ -	\$ -	Replacement of Lift Station Pumps
	177	Engineering for Hickory Shadows Sewer Rehab	\$ -	\$ -	\$ -	Engineering for Hickory Shadows Sewer Rehab
	173	<b>Total Operating Expenses - Sewer</b>	<b>\$ 130,489</b>	<b>\$ 124,186</b>	<b>\$ 124,186</b>	<b>Total Operating Expenses - Sewer</b>
	174	<b>OPERATING - SEWER - NET</b>	<b>\$ 6,703</b>	<b>\$ 14,834</b>	<b>\$ 14,834</b>	<b>OPERATING - SEWER - NET</b>

Item 4.D.



CITY OF HILSHIRE VILLAGE  
 FYE 2022  
 PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
	198	<b>TCEQ Expenses</b>					
	199	Extra TCEQ equipment	55561	\$ -	\$ -	\$ -	Extra TCEQ equipment (carry over from last year)
	200	Harris County Flood Control (TCEQ)	55560	\$ 395	\$ 395	\$ 395	Harris County Flood Control (TCEQ) (Same as last year's actuals)
	201	Legal	55562	\$ 1,500	\$ 3,000	\$ 3,000	Legal - TCEQ (half of last years actuals)
	202	Legal - City Engineer	55563	\$ 3,882	\$ 4,000	\$ 4,000	Engineer - TCEQ (half of last years budget)
	203	<b>Total TCEQ Expenses</b>		<b>\$ 5,777</b>	<b>\$ 7,395</b>	<b>\$ 7,395</b>	
	204	<b>OPERATING - MISC./TCEQ - NET</b>		<b>\$ (26,436)</b>	<b>\$ (35,779)</b>	<b>\$ (34,963)</b>	<b>OPERATING - MISC./TCEQ - NET</b>
	183			\$ -			
	184	<b>UTILITY FUND REVENUE OVER/UNDER</b>		<b>\$ 38,619</b>	<b>\$ 51,999</b>	<b>\$ 44,605</b>	<b>UTILITY FUND REVENUE OVER/UNDER</b>
	206	<b>Water Vault - Revenue</b>					<b>Water Vault - Revenue</b>
	207	Transfer from General Fund		\$ -	\$ 60,000	\$ 60,000	Transfer from General Fund (Retained Earnings-Savings)
	208	<b>Total Water Vault Revenue</b>		<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>Total Water Vault Revenue</b>
	209	<b>Water Vault - Expense</b>					<b>Water Vault - Expense</b>
	210	Enginnering & Legal Fees to acquire Easements	55508	\$ -	\$ 5,000	\$ 5,000	Enginnering & Legal Fees to acquire Easements
	211	Enginnering	55509	\$ -	\$ 5,000	\$ 5,000	Enginnering
	212	Water Vault - Hickory Shadows	11023	\$ -	\$ 50,000	\$ 50,000	Construction
	213	<b>Total Water Vault Expenses</b>		<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>Total Water Vault Expenses</b>
	214	<b>WATER VAULT NET</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>WATER VAULT NET</b>

**FYE 2022 Budget**

The actual taxable value for tax year 2020  
estimated 2021 value is \$264,998,842

	TAX YEAR 2019 FYE 2020	TAX YEAR 2019 FYE 2020		TAX YEAR 2020 FYE 2021	TAX YEAR 2021 FYE 2022	FYE 2021 Prop. Tax Revenue	FYE 2021 Other Revenue	FYE 2021 Total Expense	Surplus/ (Deficit)
1									
2	Certified Roll LINE 25	\$ 246,487,564		\$ 246,382,453	\$ 256,300,547				
3	M&O USING NO NEW REVENUE RATE	0.399145	\$983,854.00	0.434122		\$ 1,112,657	\$ 309,439	\$ 1,458,888	\$ (36,792)
4	OPTION 3								
5	M&O USING VOTER APPROVED RATE	0.419265	\$1,033,436.09	0.449316		\$ 1,151,599	\$ 309,439	\$ 1,458,888	\$ 2,150

6	Prop Valuation including new personal property LINE 37		\$ 254,034,365	\$ 255,630,171		FYE 2020 Prop. Debt Tax Revenue	FYE 2021 Prop. Debt Tax Revenue		
7	DEBT TAX FOR NO NEW REVENUE	0.139804	0.139804	0.143577		\$ 367,026	\$ -		
	DEBT TAX IF USING VOTER APPROVED			0.140804		\$ 359,938	\$ -		
	Amount needed to pay loan					\$ 358,454			
	DE minimis rate			0.770521					
8	VOTER APPROVAL TAX RATE LINE 47	0.559069		0.590120					

**CITY OF HILSHIRE VILLAGE**  
**BUDGET FYE 2020 FUNDS**  
 (Source: Bank Statements 06-30-21)

30-Jun-21

30-Jun-21	General Fund
<b>General Fund</b>	
Amegy Checking	\$ 51,837
Amegy Savings	\$ 484,532
<b>General Fund Immediately Available</b>	<b>\$ 536,369</b>
CDARS Matures 12/10/20	\$ 1,000,049
<b>Expenses for rest of the year</b>	
<b>General Fund Projected Balance @9-30-21</b>	<b>\$ 1,536,418</b>
<small>(without out any extra revenue)</small>	

30-Jun-21	Utility Fund
<b>Utility Fund</b>	
Amegy Bank Checking	\$ 384,256
<b>Utility Fund Available</b>	<b>\$ -</b>
	<b>\$ 384,256</b>

30-Jun-21	Metro #1
<b>Metro #1</b>	
Amegy Savings	\$ 207,424
Tex Pool	\$ 57,025
<b>Metro #1 Fund</b>	<b>\$ 264,449</b>
<b>Metro #1 Fund Availabe</b>	<b>\$ 264,449</b>

30-Jun-21	Tax Note
<b>Anticipation Note</b>	
Anticipation Note	\$ 18,308
<b>Anticipation Note Balance</b>	<b>\$ 18,308</b>

30-Jun-21	Child Safety
<b>Child Safety</b>	
Child Safety	\$ 6,004
	<b>\$ 6,004</b>
<b>Child Safety Fund</b>	<b>\$ 6,004</b>

**CITY OF HILSHIRE VILLAGE  
SUMMARY OF CAPITAL IMPROVEMENT PROJECTS (2021-2022)**

7/16/2021

Project Area	Water		Sanitary Sewer		Paving & Drainage		Total Project Cost	Number of Residents	Year of Original Infrastructure
	Engineering	Construction	Engineering	Construction	Engineering	Construction			
Friar Creek Lane & Creekstone Circle	\$0	\$0	\$0	\$0	\$115,000	\$458,000	\$573,000	21	1969
Guinea Drive	\$0	\$0	\$0	\$0	\$112,000	\$445,000	\$557,000	13	
Burkhart Road (Ridgeley to Glourie)	\$0	\$0	\$0	\$0	\$94,000	\$375,000	\$469,000	4	1957
Hilshire Grove Lane	\$58,000	\$229,000	\$58,000	\$229,000	\$77,000	\$306,000	\$957,000	16	1989
Hilshire Green Lane	\$38,000	\$150,000	\$49,000	\$194,000	\$56,000	\$223,000	\$710,000	13	1972
Hickory Shadows Drive	\$103,000	\$411,000	\$0	\$0	\$146,000	\$583,000	\$1,243,000	24	1980
Hilshire Oaks Drive	\$33,000	\$131,000	\$11,000	\$44,000	\$47,000	\$186,000	\$452,000	10	1988
Glenhilshire Drive	\$18,000	\$73,000	\$41,000	\$162,000	\$53,000	\$209,000	\$556,000	4	1998
Bromley (Ridgeley to Pine Chase)	\$0	\$0	\$0	\$0	\$70,000	\$278,000	\$348,000	3	
Pine Creek Lane	\$0	\$0	\$0	\$0	\$0	\$0	\$0	10	2017
Bridle Spur Lane	\$0	\$0	\$0	\$0	\$0	\$0	\$0		2017
Archley Drive	\$0	\$0	\$0	\$0	\$0	\$0	\$0	21	2019
Ridgeley Drive including Mallie Ct, Glourie Circle and Burkhart West End	\$0	\$0	\$0	\$0	\$0	\$0	\$0	47	
Pine Chase & Glourie Drive, including Bromley, Anadell and Pine Chase Grove	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Channel Crossings on Ridgeley	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Glourie Drive (Burkhart to Ridgeley)	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Hilshire Villas S/D	\$0	\$0	\$0	\$0	\$0	\$0	\$0		

Lift Station Generator	N/A	N/A	\$15,000	\$60,000	N/A	N/A	\$75,000
Tie-In Hilshire Villas Water System to Hilshire Village	\$10,000	\$40,000	N/A	N/A	N/A	N/A	\$50,000
Water Meter Vault at Hickory Shadows	\$15,000	\$60,000	N/A	N/A	N/A	N/A	\$75,000
Water Meter Vault at Pine Chase Grove	\$14,000	\$55,000	N/A	N/A	N/A	N/A	\$69,000
Water Meter Vault at Pine Chase Grove	\$20,000	\$80,000	N/A	N/A	N/A	N/A	\$100,000
Sub-total for Completed Projects or WIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total for Priority 1	\$59,000	\$235,000	\$15,000	\$60,000	\$0	\$0	\$369,000
Sub-total for Priority 2	\$232,000	\$921,000	\$118,000	\$467,000	\$0	\$0	\$1,738,000
Sub-total for Priority 3	\$18,000	\$73,000	\$41,000	\$162,000	\$770,000	\$3,063,000	\$4,127,000
<b>Total</b>	<b>\$309,000</b>	<b>\$1,229,000</b>	<b>\$174,000</b>	<b>\$689,000</b>	<b>\$770,000</b>	<b>\$3,063,000</b>	<b>\$6,234,000</b>

**Legend**

Completed/In-progress  
Priority 1/Under Design  
Priority 2  
Priority 3



**Notes**

(1) Revised 2021 CIP Costs using a 4.0% escalation factor per year from 2019 CIP Costs.

**ORDINANCE NUMBER 745**

**AN ORDINANCE AMENDING CHAPTER 7 OFFENSES AND NUISANCE OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY REPLACING ARTICLE NO. 7.700 IN ITS ENTIRETY, AND DELETING ARTICLE 3.700, TREE PROTECTION, OF CHAPTER 3, BUILDING AND CONSTRUCTION IN ITS ENTIRETY. ESTABLISHING RULES AND REGULATIONS CONCERNING TREE PRESERVATION; PROVIDING A PENALTY IN AN AMOUNT PROVIDED FOR IN SECTION 1.106 OF THE CITY'S CODE OF ORDINANCES FOR ANY VIOLATION OF ANY PROVISION OF THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.**

\* \* \* \* \*

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:**

Section 1. The Code of Ordinances of the City of Hilshire Village, Texas (the "Code"), is hereby amended by replacing Article 7.700 under Chapter 7 Offenses and Nuisance in its entirety, to provide as follows:

**ARTICLE 7.700. - TREE PRESERVATION**

**Sec. 7.701 – Purpose and Definitions**

1. The purpose of this article is to preserve the Tree canopy and continue the wooded character that has been the hallmark of the city since its founding while protecting owners' rights to utilize and enjoy their property by:
  - a. establishing minimum Tree requirements,
  - b. requiring careful site planning and the protection of Trees,
  - c. controlling unnecessary Tree removal,
  - d. requiring Tree replacement, and
  - e. prohibiting indiscriminate cutting or clearing of Trees.
2. Properties used for commercial purposes are exempt from Section 7.701 1(1a) and 1(1b) of this article.

**Sec. 7.702 – Definitions**

As used in this article, the following words, terms, and phrases shall have the meanings ascribed to them in this section:

**Approved Tree List** shall mean a list approved and maintained by the city that lists species of Trees that are approved for meeting the minimum tree requirement described in this article.

**Building** shall mean any structure with a roof and enclosing walls that is used or intended for supporting or sheltering any use or occupancy.

**Circumference or Diameter** shall mean circumference or diameter measured at a point on a Tree four and one-half feet (4½') above the surrounding ground level. The equivalent Circumference or Diameter

may be used for measurement purposes. Tree Diameter in inches x 3.14 = Tree Circumference in inches. (For example, 6" Diameter X 3.14 = 18.84" Circumference). To measure a Tree that forks or has two boles or stems at or below four and one-half feet (4½'), only the Circumference or Diameter of the larger bole or stem shall be measured.

**Critical Root Zone** shall mean the area of a Tree that is within a circle centered on the trunk location, with the circle's Diameter being one-half of the sum of the longest and shortest drip line Diameters.

**Subject Site** shall mean any particular lot, tract, or parcel of land that is subject to the building permit process or otherwise invokes the regulations established in this article.

**Tree** shall mean a woody, perennial plant typically having a single stem or trunk, growing to a considerable height and bearing lateral branches at some distance from the ground.

**Tree Removal Permit** shall mean a permit issued by the city for the removal of a Tree.

### **Sec. 7.703 – Minimum Tree Requirement**

- (1) Each lot shall have one (1) Tree that is eight inches (8") or greater in Diameter for every 2,000 square feet of lot area (excluding any land in the Harris County Flood Control District or utility easement), rounded to the nearest whole number (see Table 1). Trees in the Harris County Flood Control District or in a utility easement will not be counted.
- (2) If a lot has less than the number of Trees described in the preceding subsection, the owner shall keep the number of Trees larger than three inches (3") in Diameter, counting from the largest Diameter to the smallest Diameter, that are on the lot (excluding any land in the Harris County Flood Control District or a utility easement) at the time a Tree Removal Permit is sought or the provisions of this article are otherwise invoked.
- (3) A lot owner who is applying for a permit issued under the building permit process of the City's Code of Ordinances for the demolition of, construction of, or addition to any Building, or installation of a swimming pool shall, regardless of the number or size of the Trees existing on a lot prior to issuance of a permit, plant such additional Trees as may be necessary to meet the minimum tree requirement described in subsection (1) above if the owner is:
  - (a) constructing a new or replacement Building,
  - (b) constructing an addition[s] or extension[s] to an existing Building that increases the square footage of the Building by 40% or more, or
  - (c) installing a swimming pool.

Table 1 - Number of Trees for Representative Lot Sizes

Lot Size (sq ft)	# of Trees
24,000	12
22,000	11
20,000	10
18,000	9
16,000	8
14,000	7
12,000	6
10,000	5
8,000	4

### Sec. 7.704 – Preservation and Protection of Trees

- (1) It is unlawful to remove any Tree that is eight inches (8") in Diameter or greater without first obtaining a tree removal permit from the city for each Tree to be removed.
- (2) It is unlawful to remove a Tree that is less than eight inches (8") in Diameter without first obtaining a tree removal permit from the city if:
  - (a) such Tree is required to meet the minimum tree requirement for the lot as described in section 7.703(2), or
  - (b) such Tree was planted as a replacement for a previously removed Tree.
- (3) It is unlawful to intentionally cause serious damage or death to any Tree that is eight inches (8") in Diameter or greater. Intentionally severing the main trunk or large branches or large roots, girding, poisoning, carving, mutilating, touching with live wires, piercing with nails or spikes, crushing or exposing the roots, or digging or drilling any hole or trench larger than three cubic feet (3 ft<sup>3</sup>) within the Critical Root Zone, unless no other suitable location is possible, may be considered acts intended to cause serious damage or death to the Tree.
- (4) Before beginning demolition or construction, appropriate protection for all Trees shall be in place. Appropriate protection shall mean, at a minimum, a fence four feet (4') in height and composed of a material which is strong enough to prevent vehicles, materials, debris, dirt and other demolition or construction refuse from piling up within the Critical Root Zone. Where possible, the fence shall be a minimum of six feet (6') away from the base of the Tree at all points to prevent damage to the Tree. If the location of a tree is less than six feet (6') from the foundation of the building or the property line, the protective fencing shall be located as far as possible from the base of the tree.

- (a) The applicant's lot will, after removal of the Tree, satisfy the minimum Tree requirement as described in section 7.703(1),
  - (b) The Tree is diseased, dying or dead,
  - (c) Construction is planned in the area where the Tree stands,
  - (d) The Tree creates a hazard that is or is likely to cause damage to property or danger to the public health, safety, or welfare, or
  - (e) Good arbor management practices indicate removal will be beneficial to surrounding Trees.
- (2) If the previous subsection is satisfied, the city will issue a Tree Removal Permit if a lot owner completes the following steps:
- (a) Executes the city's Tree Removal Permit application, which includes a certification that, upon removal of such Tree, either the lot will continue to satisfy the minimum tree requirement as described in section 7.703(1) or the lot owner will comply with Section 7.706 below regarding Tree replacement. If concurrent Tree Removal Permits are sought, the minimum tree requirement must be satisfied after all Trees are removed.
  - (b) Pays the application fee as adopted by city council. The application fee shall be waived by the city if the applicant shows that the Tree to be removed is diseased, dying or dead or if, after removal of a Tree, the lot has more than the minimum Tree requirement in section 7.703(1).
- (3) The city shall have a reasonable amount of time, but not less than 3 business days, to review the application. The city may require an owner to provide certification by an arborist that the criteria in subsection (1)(b), (d) or (e) exist.
- (4) Removal of a Tree without a Tree Removal Permit shall not constitute a violation of this article if immediate removal is necessary to protect against a serious and imminent risk to health, safety, or property as a result of an emergency and, because of such emergency, the lot owner could not obtain the Tree Removal Permit, provided that, as soon as reasonably possible after such Tree removal, the lot owner submits a Tree Removal Permit application without the fee and demonstrates that such emergency existed.
- (5) The city may require a lot owner to remove any Tree that is damaged, dead or dying, and that the city deems a danger to person or property. The owner shall have fourteen days (14) after receipt of the notice to remove the Tree.
- (6) Removal of a Tree shall be performed by the lot owner or by a reputable Tree removal company, and the owner shall ensure that the Tree removal work is adequately covered by bond or insurance.

### **Sec. 7.706 – Replacement of Trees**

- (1) If, after loss of or removal of a Tree, a lot does not or will not satisfy the minimum tree requirement as described in section 7.703(1) or (2), as applicable, then the lot owner shall, within 120 days after loss of or removal of such Tree, properly plant a replacement tree from the Approved Tree List. The replacement Tree shall be at least three inches (3") in Diameter measured at six inches (6") above the grade for each lost or removed Tree. A tree intended as a replacement tree shall not be planted in the Harris County Flood Control District or in a utility easement, but nothing in this article is otherwise intended to prohibit the planting of trees in the Harris County Flood Control District or a utility easement.
- (2) With the approval of the city's arborist, a lot owner may plant additional species that are not on, but are similar in size to those that are on, the Approved Tree List. If the city's arborist does not approve, the owner may appeal by submitting a written request to city council. Property owners are encouraged (but not required) to plant Trees native to the Texas Gulf Coast.
- (3) In situations of financial hardship, the city will have flexibility in obtaining outside help with re-forestation.

### **Sec. 7.707 - Tree Survey**

- (1) Every permit issued under the building permit process of the City's Code of Ordinances for the demolition of, construction of, or addition to any Building, or the installation of a swimming pool shall include a Tree survey.

Permit applicants must obtain and complete the proper forms, available in the city office, to show compliance with this article.

- (2) The permit holder will make every effort to maintain the distribution of existing Trees. However, if the design, layout, plans, or construction of the proposed Building cannot avoid the removal of any Tree that is eight inches (8") in Diameter (25.12" in Circumference) or larger, then the permit holder shall be required to replace each removed Tree with a Tree from the Approved Tree List. Each replacement Tree shall have a minimum caliper of three inches (3") in Diameter (9.42" in Circumference).
- (3) The Tree survey shall be prepared by a person with expertise to prepare such a document, such as an architect, engineer, arborist, or surveyor.
- (4) The Tree survey shall accurately reflect, at a minimum, the following information:
  - (a) The actual location (i.e., trunk location), Diameter, and type of each Tree on the Subject Site which is eight inches (8") in Diameter (25.12" in Circumference) or larger,
  - (b) Building or structure outlines, parking areas and other paved surfaces, fences, utilities, and other improvements existing or to be constructed,
  - (c) The location of Tree protection fences,
  - (d) A scale, north arrow, name, address, phone number and profession or occupation of the person who prepared it, and the name of the permit applicant, and
  - (e) Identification of the real estate development and a description of the Subject Site and its location.
  - (f) The location and square footage of utility and flood control easements, and the square footage of the lot excluding utility and flood control easement square footage.

### **Sec. 7.708 - Final Inspection and Issuance of Certificate of Occupancy**

At final inspection under every building permit that includes a Tree Survey, the city's inspector shall inspect and confirm compliance with the Tree survey and planting of required Trees, if any. No certificate of occupancy shall be issued until the minimum Tree requirement has been met but, if the certificate of occupancy is to be issued between May and September and the owner has agreed to meet the Minimum Tree Requirement, a provisional certificate of occupancy may be issued until such time as the owner has complied.

### **Sec. 7.709 - Destruction of or Damage to Trees on Public Property**

In addition to the violation of any criminal law dealing with destruction of public property, it shall be unlawful to remove, destroy, kill, or damage any Tree located on any public property in the city except when necessary in furtherance of the public health, safety or welfare. This section shall not prevent the city or any public utility from performing necessary maintenance or repair activities that may affect Trees located within easements or on public property.

### **Sec. 7.710 - Exemptions from Requirements of this Article**

- (1) The provisions of this article shall not apply to Trees removed or trimmed within an easement for public or private utilities by the easement's owner, or the owner's employee or authorized contractor, or by the utility provider or its authorized contractor, if the trimming or removal of such Trees is required to properly use or maintain the easement. This article shall also not apply to Trees removed or trimmed by the city or its authorized representative or by the utility provider or its authorized contractor on any public property or within any public right-of-way, including, but not limited to, drainage easements and roadway easements.
- (2) If this article would require a Tree to be planted from May through September in any year, the planting may be delayed until October of that same year.

### **Sec. 7.711 - Enforcement**

- (1) The city has the authority and right to inspect any property to ensure compliance with this ordinance.
- (2) The city may require any lot owner to prove that the owner is in compliance with this ordinance.

- (3) The city may withhold, revoke, or suspend any Tree Removal Permit or building permit if any condition or requirement of this article or such permit is not fulfilled.
- (4) The city may order an immediate stop to the removal of any Tree, any activity that is likely to cause serious damage or death to any Tree, or any demolition or construction of a Building, if such activity is being done in violation of this ordinance.
- (5) The city has the authority to hire a tree inspector for advice in conjunction with enforcing this ordinance.
- (6) Anyone that intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this article shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount as provided for in the general penalty provision in Chapter 1, Section 1.106, of the City's Code of Ordinances. Each day during which such violation shall exist or occur shall constitute a separate offense. The owner of any property where any violation of this article occurs and any agent, contractor, builder, architect, individual or entity that assists in the commission of such offense shall be guilty of a separate offense and, upon conviction thereof, shall be punished as above provided.

### **Sec. 7.712 - Appeal**

Anyone whose request for a building permit, Tree Removal Permit, or certificate of occupancy has been denied due to the interpretation or application of this article may appeal that decision to the city council by filing a written notice of appeal with the city. The city council shall provide the applicant an opportunity to present evidence and arguments demonstrating that the applicant has complied with this article and is entitled to a permit or certificate of occupancy, and that the city erred in refusing to issue the requested permit or certificate of occupancy. If, at the conclusion of the hearing, a majority of the city council determines that the applicant is entitled to a permit or certificate of occupancy, the city shall issue one. Otherwise, the city's denial shall be affirmed.

## Sec. 7.713 – Approved Tree List

	Common Name	Scientific Name	Growth	Characteristics
1	American Elm (White Elm)	<i>Ulmus americana</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Deep green leaves turn bright yellow in fall. Fast-growing, vase-shaped shade tree that tolerates a wide range of conditions. Dutch elm disease not too bad in Texas; extensive, shallow root system.
2	Bald Cypress	<i>Taxodium distichum</i>	Moderate	Deciduous conifer with feather-like leaves, round seed balls, and fibrous bark. Adapted to many soil and moisture conditions. Grows well in wet areas. Woody 'knees' develop on wet sites. (Has very aggressive roots – do not plant near house or sewer lines)
3	Black Walnut	<i>Juglans nigra</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Distinctive shade tree for open spaces. Fruits can be extremely messy. Webworm can be a problem. Leaves drop early in the fall.
4	Blackgum (Black Tupelo)	<i>Nyssa sylvatica</i>	Moderate	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Prefers acid soils. Bright, shiny foliage turns red and purple early in the fall. Shallow-rooted.
5	Bur Oak (Mossycup Oak)	<i>Quercus macrocarpa</i>	Slow	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Unique leaf shape; large acorn is enclosed in a fuzzy cap. Excellent, drought-tolerant native tree, with rough texture and large acorn.
6	Bitternut hickory (swamp hickory)	<i>Carya cordiformis</i>	Moderate	Large pecan hickory with commercial stands located mostly north of the other pecan hickories.
7	Carolina Basswood (Linden)	<i>Tilia caroliniana</i>	Rapid	Texas native, showy or fragrant flower, attractive seeds or fruit. Large, oval shade tree with interesting winged fruits. Flowers are a favorite of honeybees. Needs plenty of room.
8	Cedar Elm	<i>Ulmus crassifolia</i>	Moderate	Texas native, reliable fall color. Fine textured leaves turn yellow in fall. Tough, drought-tolerant shade tree, well-adapted to a variety of conditions.
9	Cherrybark Oak	<i>Quercus falcata var. pagodifolia</i>	Moderate	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Excellent native shade tree for a variety of planting situations.
10	Chinkapin Oak	<i>Quercus muehlenbergii</i>	Moderate	It is also planted widely as a shade tree suitable for limestone soils. Occurs from northeast Texas to Central Texas and south to the Guadalupe River, and also in the mountains of West Texas, growing on mostly limestone soils, especially at the base of bluffs and along stream courses.
11	Green Ash	<i>Fraxinus pennsylvanica</i>	Rapid	Texas native, reliable fall color. Tolerates a wide range of soil conditions. Needs pruning to develop strong branch structure.

	<b>Common Name</b>	<b>Scientific Name</b>	<b>Growth</b>	<b>Characteristics</b>
12	Laurel Oak (swamp laurel oak, diamond- leaf oak, water oak, obtusa oak)	<i>Quercus laurifolia</i>	Moderate	native to the southeastern and south-central the United States, from coastal Virginia to central Florida and west to southeast Texas
13	Live Oak (Encino)	<i>Quercus virginiana</i>	Rapid	Texas native, seeds or fruit eaten by wildlife. Glossy, deep green leaves remain all winter; long-lived shade tree. Allow plenty of room; can develop surface roots.
14	Loblolly Pine	<i>Pinus taeda</i>	Rapid	Texas native. Medium-length green needles and large, brown cones in the fall. Tolerates a wide range of site conditions, but prefers good drainage.
15	Montezuma Cypress (Bald Cypress)	<i>Taxodium mucronatum</i>	Rapid	Texas native, attractive seeds or fruit. Delicate, feathery foliage casts a light shade. Bark is reddish and shredding.
16	Nuttall Oak	<i>Quercus nuttallii</i>	Moderate	Grows well on heavy, poorly drained, clay soils deposited by rivers.
17	Overcup Oak	<i>Quercus lyrata</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Small acorns are an important wildlife food source. Tolerates poor drainage and heavy clay soils. (slow to leaf out in the spring)
18	Pecan	<i>Carya illinoensis</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Nuts are an important wildlife food. Mature crown is open and airy. State tree of Texas. Plant with plenty of room. (slow to leaf out in the spring. Fruit will stain sidewalk)
19	Red Maple	<i>Acer rubrum</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit. Flowers and winged fruits in spring are red. Brilliant fall color, yellow to red. (Bark is easily injured by weed eater)
20	River Birch	<i>Betula nigra</i>	Rapid	Texas native. Attractive pinkish peeling bark. Works well as multiple trunk specimen. Prefers moist sites like stream banks. Susceptible to ice damage. (Needs high nitrogen to stay healthy)
21	Shumard Oak	<i>Quercus shumardii</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Young trees have "candelabra" shape; fall color is orange to deep red. Widely available; prefers well-drained soils. Seed source of trees may determine success.
22	Hybrid Magnolia	<i>Little Gem or D.D. Blanchard</i>	Moderate	Grows better than the Southern Magnolia
23	Southern Magnolia	<i>Magnolia grandiflora</i>	Moderate	Texas native, showy or fragrant flower, attractive seeds or fruit, seeds or fruit eaten by wildlife. Large, white flowers and glossy, deep green leaves. Plant in well drained soil and let limbs grow to the ground. Some cultivars tolerate alkalinity.

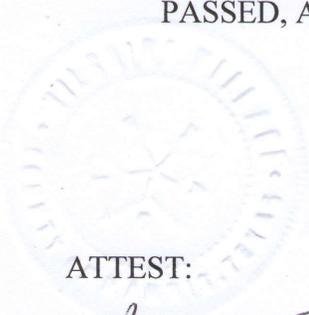
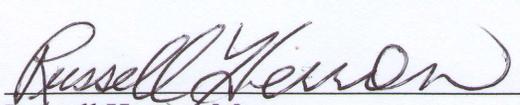
	<b>Common Name</b>	<b>Scientific Name</b>	<b>Growth</b>	<b>Characteristics</b>
24	Swamp Chestnut Oak (Cow Oak)	<i>Quercus michauxii</i>	Moderate	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Large leaves turn deep red in fall; large acorns are popular with wildlife. Tolerates seasonal poor drainage, but prefers loamy soils.
25	Sweetgum	<i>Liquidambar styraciflua</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit. Distinctive star-shaped leaves and round, spiky seed balls. Rapid, upright growth. Fall color ranges from yellow to purple.
26	Sycamore (American Planetree)	<i>Platanus occidentalis</i>	Rapid	Texas native, attractive seeds or fruit. Old bark flakes off to reveal pale new bark. Round fruit is a mass of small seeds. Provide plenty of room and a moist site. (Mexican Sycamore better leaves)
27	Thornless Honeylocust	<i>Gleditsia triacanthos var. inermis</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Wildlife eat seed pods.
28	Water Oak (Pin Oak)	<i>Quercus nigra</i>	Rapid	Texas native, seeds or fruit eaten by wildlife. Dark green bell-shaped leaves form a dense canopy. This common native does best on well drained, moist sites. (after 60 years prone to insects and disease)
29	White Ash	<i>Fraxinus americana</i>	Rapid	Texas native, reliable fall color. Fall color is yellow, orange, and purple. Male trees are seedless. A relatively clean shade tree. Prefers loamy, well-drained soils.
30	White Oak	<i>Quercus alba</i>	Slow	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Excellent long-lived shade tree. Wildlife eat acorns. Fall color is red. Works best on well-drained, loamy soils.
31	Willow Oak	<i>Quercus phellos</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Narrow, light green leaves turn yellow-brown in the fall. Fine twigs and strong branch structure. Prefers moist conditions.

Section 2. Any person who shall intentionally, knowingly, recklessly, or with Criminal negligence violates any provision of this Ordinance, shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

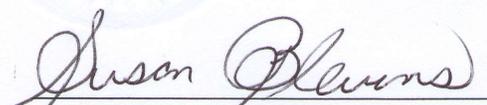
Section 3. To the extent there may exist any conflict or inconsistency between the terms of any two ordinances of the City, the more restrictive of the two documents shall prevail and shall be interpreted and enforced according to its own terms.

Section 4. In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Hilshire Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 19 day of DECEMBER 2017

  
  
\_\_\_\_\_  
Russell Herron, Mayor

ATTEST:

  
\_\_\_\_\_  
Susan Blevins, City Secretary

**ORDINANCE NO. 796-2020**

**AN ORDINANCE AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING AND REPLACING DEFINITIONS 02:A-01 ACCESSORY USE, 02:A02 ACCESSORY BUILDING, 02:C-03 CARPORT, 02:P-04 PORTE-COCHERE, 02:S-01 SETBACK; BY DELETING AND REPLACING SECTION 11:00, 11:01.01, 11:01.02, 11:01.03, 11:01.04, 11:01.05, 11:02.01, 11,02.03, 11:07.02, 11.11.01, 11.14, 11.15 IN THEIR ENTIRETY AND REPLACING WITH A NEW SECTION; AND AMENDING SECTION 12.25 BY ADDING 12.25.01 AND 12.25.02; AND AMENDING SECTION 12.5 BY ADDING 12.5.01 AND 12.5.02 OF CHAPTER 12 EXHIBIT "A", ZONING ORDINANCE; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH OCCURRENCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City Council, acting as the City's Zoning Commission, provided a preliminary report as required by Section 211.007 of the Texas Local Government Code, on January 21, 2020; and

**WHEREAS**, a public hearing on this preliminary report at which parties in interest and citizens had an opportunity to be heard was held before the City Council, acting as the Zoning Commission, on February 18, 2020; and

**WHEREAS**, City Council, acting as the City's Zoning Commission, provided a final report on this change in zoning regulations; and

**WHEREAS**, a public hearing on this final report was held by City Council on June 16, 2020; and

**WHEREAS**, before the 15th day before the date of the public hearing on the final report, notice of the time and place of the hearing was published in a newspaper of general circulation in Hilshire Village;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS THAT:**

Section 1. Definition 02: A-01 Accessory Use, A-02 Accessory building, 02:C-03 Carport, 02:P-04 Porte-cochere, 02:S-01 Setback of Section 02:00, Zoning Ordinance Definitions, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

02: A-01 Accessory use: "Accessory use" shall mean any use which serves and is subordinate and incidental to the principal use of any building or lot.

02: A-02 Accessory building: "Accessory building" shall mean a subordinate building, not including a carport or garage, the use of which building is clearly an accessory use.

02:C-03 Carport: "Carport" shall mean a roofed structure that is open on at least two (2) sides and designed for the primary purpose of storing the residents' vehicles.

02:P-04 Porte-cochere: "Porte-cochere" shall mean a projection of the main building which is a component part of and a continuation of the main building, of the same construction as the main building, open on two or more sides, and designed to drive vehicles through for the purpose of allowing persons and property protection from the elements.

02:S-01 Setback (or set back): "Setback" shall mean the required distance between the outermost portion of any structure and the property line, exclusive of allowed overhang.

Section 2. Section 11:00, 11:01.01, 11:01.02, 11:01.03, 11:01.04, 11:01.05 AND 11:02.01, 11:02.03 of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

#### 11:00 DISTRICT R-1

No lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered except as provided in this section 11.

#### 11:01 RESIDENTIAL LOT

11:01.01 Minimum lot area: The minimum area of any lot shall be twelve thousand (12,000) square feet exclusive of any portion that lies within the dedicated portion of a street or drainage easement.

11:01.02 Minimum lot width: No lot shall be less than fifty-five (55) feet wide at the front street property line or less than seventy-five (75) feet wide at the front building line.

11:01.03 Front building line: No part of a building shall be closer than thirty (30) feet to a front property line that adjoins a street other than Wirt Road or Westview Drive or closer than forty (40) feet to a front property line that adjoins either Wirt Road or Westview Drive.

11:01.04 Side yard building setbacks: Except as provided in 11:07, no building shall be closer than:

Eight (8) feet to any side property line;

Fifteen (15) feet to any side property line adjacent to a street other than Wirt Road or Westview Drive;

Twenty-five (25) feet to any side property line that is adjacent to Wirt Road or Westview Drive.

A second story or half story shall be set back a minimum of two (2) additional feet from the applicable side yard setback line unless the side yard setback line on the same side of the building is fifteen (15) feet or greater.

11:01.05 Rear building line: Except as provided in 11:07, no main building, including an attached carport or attached garage, shall be closer than twenty-five (25) feet to the rear property line, and no accessory building detached carport or detached garage shall be closer than ten (10) feet to any rear property line.

### 11:02 STRUCTURES

#### 11:02.01 Maximum height:

**a.** No structure shall exceed thirty-five (35) feet in height including chimney(s) and any and all attachments to the structure.

**b.** At ten (10) feet from the rear property line, neither an accessory building nor a detached carport or detached garage shall exceed ten (10) feet high. The height of such building may increase by three (3) feet for each additional five (5) feet of distance from the rear property line (e.g., at fifteen (15) feet from the rear property line, such building may be thirteen (13) feet high. At twenty (20) feet from the rear property line, such building may be sixteen (16) feet high). At twenty-five (25) feet from the rear property line, such building may be thirty-five (35) feet high.

**c.** At the side setback line, a building may be up to thirty-five (35) feet high.

11:02.03 Overhang: No part of a structure may extend over the building line or setback line except that an eave, roof, or roof extension may extend up to twenty-four (24) inches over the building line.

Section 3. Section 11:07.02, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

#### 11:07 ACCESSORY BUILDING.

##### 11:07.02 Location:

**a.** An accessory building shall be constructed on the same lot as the dwelling to which it is

accessory and shall not be constructed in front of the main building.

**b.** No wall of an accessory building or projection thereof shall be less than three (3) feet from an outside wall of the main building. An accessory building, including any projection thereof, that is less than three (3) feet from the outside wall of the main building shall be deemed to be a part of the main building. An accessory building may be connected to the main building by an open-sided walkway covering not exceeding six (6) feet in width.

**c.** Where a rear property line adjoins the rear property line of another lot:

1. An accessory building that is not more than one hundred twenty (120) square feet in size and not more than ten (10) feet high (such as but not limited to a storage shed) may be placed no closer than three (3) feet to the rear property line, as long as drainage is not adversely affected. No part of the building may be closer to the rear property line than three (3) feet.
2. An accessory building that is not more than two hundred (200) square feet in size and not more than twelve (12) feet high (such as but not limited to a storage shed) may be placed no closer than ten (10) feet to the rear property line.
3. An accessory building that is open on all sides (such as but not limited to a landscape structure or gazebo) and not more than twelve (12) feet high may be placed no closer than ten (10) feet to the rear property line.

**d.** Where a side property line adjoins the rear property line of another lot:

1. An accessory building that is not more than one hundred twenty (120) square feet in size and not more than ten (10) feet high may be placed no closer than three (3) feet to the side property line, as long as drainage is not adversely affected. No part of the building shall be closer to the side property line than three (3) feet.
2. Except as permitted in (d)(1) above, no building shall be closer to the side property line than ten (10) feet.

Section 4. Section 11:11.01, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:11 FENCE

11:11.01 Location:

**a.** A newly constructed lot front fence shall terminate into the sides of the main building. A lot front fence shall not be constructed in front of the outermost front corner of either side of the main building and shall not be constructed across the front of the main building. If the

main building includes a porte-cochere on the front of the building, a side yard fence may not extend beyond the front corners of the main building excluding the porte-cochere. If a lot has no main building, then a lot front fence may be constructed on or behind, but not forward of, the front building line or front setback line. The foregoing limitations shall not apply:

1. to hardscape features such as stone walls that do not enclose the front yard and are not taller than eighteen (18) inches high,

2. to a fence of visually open material, such as wrought iron, galvanized welded wire, or wood lattice, that is not more than thirty-six (36) inches high and is part of an unenclosed and uncovered area, such as but not limited to a front porch or courtyard,

3. if the lot front is on Wirt Road or Westview Drive.

b. A fence constructed on the side of a property that abuts a street shall be placed no closer to the street than the side setback line of the lot. This limitation shall not apply if the side street is Wirt Road or Westview Drive.

c. The foregoing limitations shall not apply to a fence erected in connection with a construction permit or as part of a construction jobsite. Such fences shall be governed by [article 3.608](#) of the City's Code of Ordinances.

d. No fence shall be constructed on a lot which is in conflict with Section 40.03 INTERSECTION LINE OF SIGHT.

Section 5. Section 11:14, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:14 CARPORT:

a. A carport shall not be constructed in front of the main building.

b. If attached to the main building, a carport shall be a component part of, a continuation of, and of the same construction as the main building. If not attached to the main building, a carport shall meet the placement requirements of a detached garage.

c. Items stored in a carport (other than vehicles) may not be habitually visible to public view from the street.

Section 6. Section 11:15, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:15 Porte-Cochere: If a porte-cochere is constructed in front of the main building, no entrance to or exit from the porte-cochere may face the street of address.

Section 7. Section 12.25, Residential District R-3, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is

amended by adding the following:

12:25.01 No lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered, except for one or more of the following permitted uses with limitations as provided herein:

12:25.02 PERMITTED DISTRICT "R-1" USE: Any use permitted in District R-1 is permitted in District R-3 and is subject to all Regulations and Limitations which would be applicable if the use were situated in such District R-1 except that 11:07.02(d)(2) does not apply.

Section 8. Section 12.5, Residential District R-4, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding the following:

12:5.01 No lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered, except for one or more of the following permitted uses with limitations as provided herein:

12:5.02 PERMITTED DISTRICT "R-1" USE: Any use permitted in District R-1 is permitted in District R-4 and is subject to all Regulations and Limitations which would be applicable if the use were situated in such District R-1 except that 11:07.02(d)(2) does not apply.

Section 9. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Comprehensive Zoning Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed two thousand dollars (\$2,000). Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or of premises where any violation of this Comprehensive Zoning Ordinance shall occur, and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and, upon conviction thereof, shall be punished as above provided.

Section 10. This ordinance is intended to be cumulative and shall not repeal any previous ordinance except to the extent that any provision of such ordinance is inconsistent and cannot be reconciled with any provision contained herein.

Section 11. In case any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this ordinance, or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by any court of competent jurisdiction, the same shall not affect, impair, or invalidate this ordinance as a whole or any part or provision thereof other than the part so declared to be invalid or unconstitutional, and the City Council of the City of Hilshire Village, Texas, hereby declares that it would have passed each and every part of the same notwithstanding the omission of any such part so declared to be Invalid or unconstitutional, or whether there be one or more such parts. Furthermore, if any portion or portions hereof be so held to be invalid or unconstitutional, then the corresponding portion of the Zoning Ordinance adopted by the City of Hilshire Village, Texas, shall continue to be effective.

Section 12. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this 16<sup>th</sup> day of June, 2020.

\_\_\_\_\_  
Russell Herron, Mayor

ATTEST:

\_\_\_\_\_  
Susan Blevins, City Secretary

**From:** Susan Blevins <[susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com)>

**Sent:** Tuesday, July 13, 2021 1:55 PM

**To:** Scott Bounds <[SBounds@olsonllp.com](mailto:SBounds@olsonllp.com)>

**Subject:** Habitability Ordinance

In March Council discussed the Habitability Ordinance but it did not go any further than a discussion. Now David Schwab has a potential buyer for his island lot. The buyer wants to be able to put a study and a bathroom in the attic with windows.

The current ordinance does not define legal attic. See Scott's comments in red

The Current Ordinance does address attics. 11:02:04

11:02.04 Attic: An attic, unless a legal attic story, shall not be a habitable room and shall not enclose such places as bath or toilet rooms, or laundries and if a wall and/or ceiling of such attic space is finished shall have no window or skylight.

So attic cannot be habitable room (habitable also defined). Cannot have windows or skylight.

In absence of definition, common meaning applies. Dictionary definition of attic: space or room below the roof.

Under the current ordinance, an attic could be finished, but cannot have bath, toilet or laundry, and cannot have windows or skylight.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
 Bunker Hill Village Hedwig Village Hilshire Village Hunters Creek Village Piney Point Village Spring Valley Village Houston Totals	Total Number of YTD Incidents 2021			Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents							
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2021 Calls are:		Fire Alarms	% of Fire Calls
												Fire	EMS		
	142	57	199	23	3:58	100%	6:26	100%	5	4:02	100%	71%	29%	65	46%
	100	113	213	68	3:02	100%	3:09	100%	16	3:31	100%	47%	53%	45	45%
	21	23	44	12	3:21	100%	4:32	100%	3	4:33	100%	48%	52%	6	0%
	195	102	297	45	3:42	100%	5:42	100%	19	4:53	100%	66%	34%	103	53%
	156	67	223	27	3:29	100%	5:21	100%	14	5:00	100%	70%	30%	71	46%
	152	84	236	41	3:16	100%	4:13	100%	18	3:35	100%	64%	36%	44	29%
	52	0	52												
<b>Totals</b>	<b>818</b>	<b>446</b>	<b>1264</b>	<b>216</b>	<b>3:28</b>	<b>100%</b>	<b>4:53</b>	<b>100%</b>	<b>75</b>	<b>4:15</b>	<b>100%</b>	<b>65%</b>	<b>35%</b>	<b>334</b>	<b>36%</b>

Notes: ALL Response Time categories include from the receipt of the call at the Primary Dispatch to arrival on location of the responding units.

Column 1: Reflects the cities listed within the chart.

Column 2: Reflects the year to date number of "fire" type calls within each jurisdiction. Includes: fires, vehicle collisions, gas leaks, rescues, tree in roadways, and others.

Column 3: Reflects the year to date number of "EMS" calls within each jurisdiction.

Column 4: Reflects the year to date, total number of all calls within each jurisdiction.

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction. Includes: heart attacks, strokes, seizures, cardiac arrest, seizures and others.

Column 6, Row A: Reflects the "National Standard for total response time for life threatening EMS Calls of 6 minutes 30 seconds.

Column 6: Reflects the year to date, first responder's response times for each jurisdiction.

Column 7, Row A, Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 7: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 8 Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

Column 8: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 9 Row A, Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 10: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 11: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 12: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 13: Reflects the year to date, percentage of calls which are "fire type" calls.

Column 14: Reflects the year to date, percentage of call which are "EMS" calls.

Column 15: Reflects the year to date number of Fire Alarms within each jurisdiction.

Column 16: Reflects the percentage of fire type calls which are fire alarms.

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/8/19	Susan Blevins	Alan Wolfe	The street sign at the intersection of Pine Chase Dr. and Pine Chase Grove on the West side of the street has been damaged.	Pine Chase Dr & Pine Chase Grove intersection	We will need to order a new pole.	Contractor will weld extension on to existing pole underground. Purchase order has been issued. Sent contractor email asking for work to be done ASAP. Contractor has started scheduling jobs again and we are on their list. Contractor was unresponsive, HDR Engineering is taking over the project.	
12/12/19	Cassie Stephens	Ana Short	The yield and street sign have not been replaced at the intersection yet. There is jagged metal sticking out of the ground and two holes that someone almost fell into this weekend. She said they have been putting boards and plywood over the area but the trash crew keeps collecting it. She is worried because she is liable for injuries on her property and is asking for the holes to be filled and remaining metal sticking up from the ground be removed.	Pine Chase Grove Intersection	Contractor will weld extension on to existing pole underground. Susan placed a City cone over the metal and holes. Placed an order with the vendor to install.	Purchase order has been issued. Requested contractor to start as soon as possible. Contractor has started scheduling jobs again and we are on their list. Contractor was unresponsive, HDR Engineering is taking over the project.	
2/11/20	Cassie Stephens	Javier - HDR Engineering	Illegal parking pad installed without permit.	8210 Burkhart	Emailed property owner with sections of ordinance in violation. Asked for plan to achieve compliance.	Property owner said he would have the rocks removed from the ditch but wants to seek a variance for the parking pad considering the existing terrain and material choices. Susan will discuss with council.	
9/23/20	Susan Blevins	Yvonne Andrews	Guardrail on Westview was damaged by a vehicle a while back.	Westview, in front of 8399	Cassie submitted a 311 request to Houston, service request number is 101004293652	Received response that they do not operate in Hilshire Village, Cassie sent back that it is Houston's right-of-way. Case was escalated after email response from Cassie that Houston is responsible for the area. Case was closed stating no safety hazard found, did not find any type of damage to the permanent barricade over the crosswalk sidewalk at the location. Susan requested that a supervisor call her to discuss. Houston is unresponsive, Cassie will re-submit the request and try to get a supervisor.	
5/26/21	Susan Blevins	Tam Osentowski	CenterPoint work disrupted the grass in the right-of-way.	1230 Glourie Dr	Susan advised that CenterPoint should be making repairs, though it might take a couple days.	Unable to identify repair needed, not sure if fixed or not. Will follow up with homeowners.	

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
6/7/21	Cassie Stephens	Cassie Stephens	Grass too tall	Lot 1 on Glourie	Cassie contacted Holy Cross Lutheran Church to see if the lot has been sold, advised it needs mowing regardless.	7/12 issue remains, will send violation letter	
6/7/21	Cassie Stephens	Cassie Stephens	Grass still has not been mowed	1306 Glourie	Cassie called the property owner (a holding company) who said there is supposed to be someone maintaining it and he would call them today to get it resolved.	Grass was mowed. Property will remain on the list for monitoring.	7/7/2021
6/10/21	Cassie Stephens	Janie Chmores	Vacant property behind them has grass and weeds growing between the temporary fencing and coming through fence.	1226 Glourie Dr	Susan emailed contractor. They had cleaned and mowed last month but with the rain it is growing back quickly.	7/12 Grass is high in ditch, assuming has not been mowed inside the fencing either.	
6/14/21	Cassie Stephens	Alex Martinez	Trash bags and other refuse visible in front of the house	9 Pine Creek	Cassie sent a notification to the homeowner to make sure that all garbage is picked up unless being prepared at the curb for collection on the proper days.	Front yard was cleaned up.	7/12/2021
6/22/21	Cassie Stephens	Grady Farris (after hours voicemail)	Solicitor in the city without permit	1138 Glourie	Cassie notified SVPD.	Officers handled.	6/23/2021
6/23/21	Cassie Stephens	Gary Van Liew	Solicitor for bug control company is aggressive, caller was able to give detailed description.	8006 Burkhart	Cassie called SVPD with the description and area last seen.	Officers handled.	6/23/2021
6/21/21	Cassie Stephens	Rupi Singh	Vacant lot next to him is overgrown.	1306 Glourie Dr	Cassie responded that we are aware of the situation and are working on a resolution. The property owner has not taken action despite multiple contacts by HV staff.	Grass was mowed.	7/12/2021
6/25/21	Cassie Stephens	Sandra Parker	Inframark made repairs and put up temporary fencing, she wanted to know when the area will be repaired fully.	1302 Pine Chase Dr	Called her back to inform that Inframark is waiting on the area to stabilize then will install sod.	7/12 fencing still there, need a status update from Inframark	
6/28/21	Cassie Stephens	Jesus Rodriguez	Recycling can still has not been delivered.	7915 S Villa Circle	Cassie reached out to the new manager of our area with GFL.	7/7 Sent follow up email, homeowner has still not received a new can.	
6/28/21	Cassie Stephens	Cassie Stephens	Bamboo stakes in the ROW	1331 Friarcreek Ln	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 bamboo still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Bamboo stakes in the ROW	1335 Friarcreek	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 bamboo still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Large rocks in ROW	8307 Creekstone	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 rocks still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Tall orange poles and basketball goal in ROW	1306 Bridle Spur	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 items still there, will send violation letter to homeowner	

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
6/28/21	Cassie Stephens	Cassie Stephens	Weeds and overgrowth	1302 Bridle Spur	Cassie emailed the homeowner asking when he will be able to mow - the weather has been very wet but it needs to be done.	7/12 no mowing or trimming apparent. Homeowner responded that his mower broke and he is buying a new one.	
6/28/21	Cassie Stephens	Cassie Stephens	Composting company advertising sign in front yard - violation of sign ordinance	1308 Ridgeley	Cassie emailed the homeowners quoting ordinance and instruction to remove the sign.	7/12 sign still there, will send a violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Small wooden stakes in the ROW	1228 Archley	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 one stake without a flag still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Landscaping lights in the ROW	1221 Archley	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 lights still there, will send violation letter to homeowner	
6/28/21	Cassie Stephens	Cassie Stephens	Large rocks in ROW	8211 Burkhardt Rd	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	Homeowner came into the office to explain the reason for the rocks. There is no cul-de-sac at the end of their road and delivery drivers have consistently put ruts in the right of way when turning around. Homeowner said there is still enough room to park two wheels off the pavement. Cassie drove by again and verified there is room for parking. Homeowner agreed that he would move the rocks if utility or other city work is needed as they are not too big to move manually.	7/12/2021
6/28/21	Cassie Stephens	Cassie Stephens	Large logs in ROW	8206 Mallie Ct	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	Homeowners responded that they will remove the logs. 7/12 Logs remain along the road, will send violation letter.	
6/28/21	Cassie Stephens	Cassie Stephens	Realtor sign in the ROW	7903 Hilshire Green	Cassie sent the realtor and homeowners an email notifying of the sign violation and instruction to relocate further into the yard.	Homeowner moved the sign back from the street.	6/29/2021
6/28/21	Cassie Stephens	Cassie Stephens	Contractor sign against sign ordinance	1119 Glourie Dr	Cassie sent an email quoting ordinance and instruction to remove the sign immediately.	Homeowner responded that he would pick up the sign. Cassie verified it was removed.	7/12/2021
6/28/21	Cassie Stephens	Cassie Stephens	2 bandit signs in ROW - church said they don't know who put them there.	1203 Wirt Rd	Cassie removed the signs and disposed of them at City Hall.	No further action needed.	6/28/2021
6/28/21	Cassie Stephens	Cassie Stephens	Contractor sign against sign ordinance	1131 Glourie	Cassie emailed the homeowners quoting ordinance and instruction to remove the sign.	Sign was removed.	7/12/2021
6/28/21	Cassie Stephens	Cassie Stephens	Tire in the water vault area	Pine Chase Grove	Will try to find someone to pick up and dispose of		
6/30/21	Susan Blevins	David McDuffy	Water is starting to back up in his yard, he said a swale needs to be re-dug between City Hall and his backyard.	1335 Friarcreek	Council Member Gordy visually inspected the area. Mr. McDuffy has a finger of the ravine in his backyard but not likely a result of City Hall.	Susan will set up a meeting	

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
6/30/21	Susan Blevins	Contractor	Person said he was representing the City and was asking questions regarding security of jobsite - next take items were stolen at 1330 Glourie	1326-1330 Glourie	Susan called SVPD, Captain Lane would double up on patrolling in the area. Asked contractor to make sure the incident was reported to SVPD and City of Houston	Extra patrol	6/30/2021
7/2/21	Cassie Stephens	Paul Maddock	Noticed mosquitos early in the morning in his cul-de-sac	Hilshire Oaks Ct.	Cassie emailed NW Pest asking if they have had any difficulty getting through the streets because of parked vehicles, asked that they make sure to spray the smaller streets.	Received response that the fogging supervisor would be notified and make any needed adjustments.	7/7/2021
7/3/21	Susan Blevins	Grady Farris	Oak tree across the street from him appears to be a hazard and impedes tall truck traffic.	8002 Burkhart	Cassie sent an email to the homeowner to trim the tree back away from the street and out of the way of delivery trucks and emergency vehicles.	Homeowner responded requesting tree companies that have been issued permits, Cassie sent via email.	
7/3/21	Cassie Stephens	Homer Moore (after hours voicemail)	Reported a hole in the pavement that could be a tripping hazard.	8116 Bromley	Javier Vasquez with HDR inspected the site and will provide suggestions for repair.		
7/6/21	Cassie Stephens	Rosamond Stanley-Lyons	The end of the street is flooded, street gutter clogged.	14 & 15 Pine Creek Lane	Cassie drove by and took photos, sent to Susan for help with actions needed. Susan had Inframark technician clean the area.	Javier went by the site and there was no pooling of water. Cassie drove by again and saw that the street grate was clogged with pine needles and other lawn debris. Are will need to be monitored and maintained.	7/12/2021
7/7/21	Cassie Stephens	Irina Lavrentieva	Inframark made repairs and put up temporary fencing over a month ago, recent rain has caused the area to be messy and she was asking if she is supposed to fix it.	1307 Glenhilshire Dr	Cassie advised that Inframark will be repairing it but is probably delayed because of the rain, but would check with Inframark tech Mickayla to see if it is on the schedule.	7/12 fencing still there, need a status update from Inframark - delayed because of rain. Repairs scheduled for 7/19.	

## OPEN MEETINGS ACT SUSPENSIONS TERMINATE SEPTEMBER 1

In March 2020, as Texans worked to mitigate the spread of COVID-19, [Governor Abbott's office granted](#) the attorney general's request to suspend certain open-meeting statutes. The temporary suspension allows, among other things, for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people.

On June 30, 2021, the [governor's office approved](#) a request by the attorney general to lift those suspensions. The suspensions will lift at 12:01 a.m. on September 1, 2021. Thus, as of September 1, 2021, all provisions of the Open Meetings Act will be effective and all Texas governmental bodies subject to the Open Meetings Act must conduct their meetings in full compliance with the Open Meetings Act as written in state law.

**GENERAL FUND CDARS ACCOUNT**

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023895346	6/11/2020	26 WEEK	12/10/2020	\$1,000,000.00	0.09%	
	6/30/2020					\$ 49.30
	7/30/2020					\$ 76.47
	8/30/2020					\$ 76.42
	9/30/2020					\$ 74.02
	10/30/2020					\$ 76.47
	11/30/2020					\$ 73.98
						<u>\$1,000,426.66</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023895346	6/11/2020	26 WEEK	12/10/2020	\$1,000,000.00	0.09%	
	12/10/2020					\$ 22.24
						\$1,000,448.90
MATURED AND DEPOSITED INTO SAVINGS						<u>\$ (1,000,448.90)</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1024451077	12/10/2020	52 WEEK	12/9/2021	\$1,000,000.00	0.06%	
	12/31/2020					36.14
	1/29/2021					50.96
	2/28/2021					46.04
	3/31/2021					50.96
	4/30/2021					49.36
	5/30/2021					50.97
	6/30/2021					49.33
						<u>\$1,000,333.76</u>



# Regular Council Meeting Minutes

Tuesday, June 15, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, this meeting was conducted via telephonic conference (Zoom).

**1. CALL TO ORDER:** Mayor Herron called to order the Regular Council Meeting at 6:31 P.M.

1.A. The **invocation** was given by Mayor Pro Tem Maddock.

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Mayor Russell Herron  
Council Member Mike Gordy  
Council Member Robert Byrne  
Mayor Pro Tem Paul Maddock  
Council Member David Schwarz

**Also present:** Administrator Blevins, Assistant City Secretary Stephens, Spring Valley Police Captain Lane, City Attorney Bounds, City Engineer Him, City Engineer Vasquez and Deputy Building Official DuVall

**ABSENT**

Council Member Andy Carey

**2. CITIZEN'S COMMENTS:** **Dwight Riley, 1118 Glourie Drive**, said that he has not heard back from the Council regarding the noise caused by stand-by generators at night when there is a power outage.

**3. REPORTS TO COUNCIL**

3.A. **Police Report:** Spring Valley Police Captain Lane said in the month of May there were 81 calls for service and six (6) parking violation warnings were issued.

Mayor Herron asked if there has been an increase in the crime rate in Spring Valley and Hilshire Village. Captain Lane said surrounding areas have experienced an increase in crime but Spring Valley Police Officers have a heavy presence and have not experienced that trend here. He said there has been an increase in activity in the commercial areas of Spring Valley but not in residential.

Administrator Blevins asked if the Spring Valley Council approved the cost and installation of license plate reader cameras and service. Captain Lane said he

believes part of it has been approved but will follow up and report back on the status.

- 3.B. **Building Official's Report:** Deputy Building Official DuVall said that there are no outstanding items to report. He said there are now three (3) lots at the north end of Glourie under development so a lot of activity is in that area.

Mayor Pro Tem Maddock asked about the vacant lot at 1306 Glourie Drive that needs mowing and has already received a violation tag. Assistant City Secretary Stephens said she has already contacted the owner of the lot who said he would take care of it and will call him again to follow up.

- 3.C. **Engineer's Report:** Engineer Him said **1302 Pine Chase Drive** is having sanitary sewer issues and the owner provided a video that appears to show a belly in the line on the private side as well as sediment collected at the sewer stack. He recommended that if the problem continues after the homeowner makes his necessary repairs, then Inframark will need to jet the line to clear the buildup.

Engineer Him stated that he attended a virtual meeting regarding the **Verizon Cell Nodes** with Administrator Blevins. He said that the plans for the cell nodes at the south side of Ridgeley Drive have been approved but corrections on the plans for north side of Ridgeley Drive, Bromley Road, and Archley Drive have not been resubmitted to him. Verizon indicated that funding is pending until September of this year.

Engineer Him stated that Engineer Vasquez is working on the **Wirt Road sidewalk** project. Engineer Vasquez reviewed probable construction costs for a five-foot wide sidewalk to be in conformance with ADA and City of Houston specifications. Considerations included are surveying and engineering fees, permitting fees, traffic control, curb ramps, traffic signs, driveway replacements, and tree removal and replacement. Engineer Him said the estimate provided is just an overall summary and some costs could come in lower than expected but the construction material costs have risen drastically and because of that, he would not suggest starting this project at this time.

Council Member Schwarz asked if Engineer Him knew of any grant opportunities for a project like this. Engineer Him said the Metro Fund could cover some of it but he is not aware of any other programs at this time. He stated that he would seek other grant options. Administrator Blevins said there is not enough money in the Metro Fund to pay for the entire project.

Mayor Herron asked if there is any indication of when Wirt Road might be re-paved because it would be a better time to install the sidewalk at that time. Engineer Him said he is not aware of any plans but will consult with the City of Houston.

Council Member Gordy asked if there were any updates on the **lift station generator** design and cost. Engineer Him said he has not finalized the proposal but will get estimates to the Council. He suggested waiting for the resources from the American Rescue Act Fund to pay for the equipment and installation.

#### **4. DISCUSSION AND POSSIBLE ACTION**

##### **4.A. Discussion and Possible Approval of new Parking Pad Specifications**

###### **Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.**

Mayor Herron shared a video he took of a nearby street outside of Hilshire Village which had parking pads installed on both sides of the road with varying designs and materials. He suggested changes to the current specifications for a parking pad including removing the distance requirement from driveways and allowing the building official to approved the edge retaining materials. Mayor Herron also said the compaction of the stabilization materials should be inspected by the building official and the property owners should be made aware that they are to maintain the parking pad. Mayor Pro Tem Maddock said he agrees that there are alternate edging materials that will work.

Engineer Him said the five-foot distance between the end of the parking pad and a driveway was originally written to maintain sight line when exiting a driveway. He asked if the parking pads are intended to be only for the property owner who installed it or can anyone park there? Mayor Herron said the parking pad will be in the public right-of-way so anyone can park on it. Council Member Gordy said you cannot prevent someone from parking on a parking pad, and that people are parking closer to driveways in the grass so he doesn't see a need for the five-foot distance requirement. He also stated that the structural capability of other edging materials would allow the pad to be closer to the edge of the ditch bank.

**Greg Truax, 1306 Pine Chase Drive**, said he thinks a concrete wall built to six inches above the pavement would support the edge of the parking pad on the ditch side. He said the pavement in front of his house has an eight-inch drop to the ditch so people are not able to safely park there without damaging their tires.

Deputy Building Official DuVall said there are a lot of streets in the city that have a high bank close to the road pavement and that a parking pad might not be feasible in those areas. Mayor Herron stated that a plan will need to be submitted for approval by the building official and some addresses may not be able to install a parking pad safely.

Council Member Schwarz asked what the requirements for parking pads are in the other Memorial Villages. Council Member Gordy said the other Villages don't have ditches so the streets are well defined by curbs.

Council Member Byrne said he supports the removal of the five-foot distance to a driveway rule as well as plan review by city officials on a site-specific basis.

Mayor Herron asked the Council if surface materials should be standardized for continuity. Council Member Byrne said there should be some uniformity of the edging and color of the gravel.

Engineer Vasquez said the property owners need to be made aware that they are responsible for maintaining the parking pad. Council Member Byrne said there is existing language in the regulations that should remain which state the owners are responsible for ensuring the parking pad is level and that the City can remove a parking pad for any public purpose. Council Member Schwarz said the ordinance needs to be written to encourage property owners to help alleviate the parking congestion not to deter them.

Administrator Blevins reminded the Council that the current regulations are not an ordinance but specifications for the permitting process. She said Attorney Bounds will need to assist with where the parking pad belongs in the Code of Ordinances.

**Mayor Pro Tem Maddock amended the motion to table the item to the July 20<sup>th</sup> Regular Council Meeting.**

**Voting Yea to Table: Council Member Gordy, Council Member Byrne, Mayor Pro Tem Maddock, Council Member Schwarz**

- 4.B. **Discussion and Possible Approval of the City of Hilshire Village Ordinance # 808-2021 adopting a new Schedule of Fees to be charged for services performed by the City and providing penalty.**

**Motion made by Council Member Schwarz, Seconded by Council Member Byrne.**

Administrator Blevins said the main changes are that the permit processing fee has been applied to the total fee of each permit, and drainage and yard permit fees have been separated by scope of work.

Council Member Gordy asked if there is a definition for erosion control so that it is clear what triggers the need for this permit. Administrator Blevins said it is any activity where the City Engineer needs to be involved and often times also includes Harris County Flood Control District. Engineer Him said a definition can be provided for clarity.

**Council Member Schwarz amended the motion to approve the City of Hilshire Village Ordinance # 808-2021 adopting a new schedule of fees to be charged for services performed by the city and providing penalty with the addition of a definition of erosion control.**

**Voting Yea for the Amended Motion: Council Member Gordy, Council Member Byrne, Mayor Pro Tem Maddock, Council Member Schwarz.**

- 4.C. **Discussion and Possible Action Authorizing the Mayor to execute a contract between the City of Hilshire Village and Spring Branch Independent School District to assess and collect ad valorem taxes for a period of two (2) years, beginning on 1st day of September 2021 and ending on the 31st day of August 2023**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.**

Mayor Herron said this is the fee for the Spring Branch ISD Tax Office to assess and collect the property taxes for the City.

**Voting Yea: Council Member Gordy, Council Member Byrne, Mayor Pro Tem Maddock, Council Member Schwarz**

4.D. **Discussion and Possible Authorization to City Staff to replace the HVAC condensing unit at City Hall with a not to exceed cost of \$5,000.**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.**

Administrator Blevins said the HVAC unit that services the office area of City Hall is no longer blowing cold air. She said the equipment is old but was purchased under a grant and has an active warranty on the condensing unit. She said she called the company who installed it and has scheduled an appointment for a quote. She stated that she will try to get the unit repaired under the warranty but wants authorization from the Council to replace it if necessary.

Council Member Gordy said that the warranty might only cover parts and the labor will be significant. He said if the unit needs new parts, then it might be worth it to spend the money on a new system rather than replacing parts on a unit that might go out soon anyway due to age.

Mayor Herron said \$5,000 might not be enough money to replace the entire unit, that it could be up to \$10,000. Council Member Schwarz said with the prices being what they are in construction he wouldn't be surprised to see that cost.

**Mayor Pro Tem Maddock amended the motion to authorize City Staff to replace the HVAC condensing unit at City Hall pending consultation with Council Member Gordy.**

**Voting Yea for the Amended Motion: Council Member Gordy, Council Member Byrne, Mayor Pro Tem Maddock, Council Member Schwarz.**

## **5. REPORTS TO COUNCIL**

5.A. **Fire Commissioner's Report:** Commissioner Byrne stated that the month of May had 11 calls for service and the response times are well within the standards for a Class 1 Department.

Commissioner Byrne said the **fire station renovation** experienced a delay due to rain but the roof deck has now been poured. He said most of the interior masonry is now complete and they should be starting on exterior masonry in the next couple of weeks. Commissioner Byrne stated the parking lot where they are temporarily parking the trucks will be replaced completely with concrete. Mayor Pro Tem Maddock asked if there is an estimated completion date. Commissioner Byrne said there is no set date but anticipates completion by the end of this year.

5.B. **Mayor Herron's Report:** Mayor Herron said he has set up a meeting for next week with County Commissioner Ramsey regarding the Wirt Road sidewalk project.

Mayor Herron stated that the Texas Governor is making changes to the allowances for in-person meetings for those who are vaccinated. Attorney Bounds said some cities have returned to in person meetings without allowing the public to be present but if the public is permitted to attend then masks or proof of vaccination cannot be required. Council Member Schwarz and Council Member Gordy said they are in support of returning to in person meetings while continuing to offer virtual attendance by the public. Administrator Blevins said there are some technical issues with hybrid meetings that will need to be figured out. Attorney Bounds said the Governor has been renewing the mandate every thirty days and he has not yet received any indication that it will end soon.

5.C. **City Administrator's Report:** Administrator Blevins said she attended a meeting with Mayor Herron to review the engineered SECO report. She said the city is fairly efficient as it currently operates. Administrator Blevins said there are no grant opportunities for street lighting but there are low finance options. She said there is grant money available for upgrades to City Hall lighting with 20% being the City's cost.

5.D. **City Treasurer's Report:**

## **6. CONSENT AGENDA**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.**

6.A. Disbursements

6.B. Minutes from the Regular Council Meeting of May 18th, 2021

6.C. Check Registers for May 2021

**Voting Yea: Council Member Gordy, Council Member Byrne, Mayor Pro Tem Maddock, Council Member Schwarz.**

## **7. ADDITIONAL COUNCIL COMMENTS – out of order – see below**

## **8. FUTURE AGENDA TOPICS**

## **9. ANNOUNCEMENTS**

**Council Member Byrne left the meeting.**

## **10. CLOSED EXECUTIVE SESSION:**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.**

**Voting Yea: Council Member Gordy, Mayor Pro Tem Maddock, Council Member Schwarz**

**Mayor Herron adjourned the meeting to enter the executive session at 8:13 P.M.**

10.A. Discussion of Personnel Matters regarding Susan Blevins per Sections 551.074

**Mayor Herron reconvened the Regular Council Meeting at 8:32 P.M.**

10.B. Discussion and Possible Action to deliberate and consider any actions necessary on any items discussed in the Executive Session. **None at this time**

**ADDITIONAL COUNCIL COMMENTS**

Council Member Gordy said there have been issues with interruptions by the public during the Council discussions. He said there should be procedures for attendees to raise their concerns and contribute to the discussion in an efficient manner. Attorney Bounds said the Council has the option to mute attendees speaking out of turn.

**11. ADJOURNMENT: Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.**

**Voting Yea: Council Member Gordy, Mayor Pro Tem Maddock, Council Member Schwarz**

The meeting was adjourned at 8:38 P.M.

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Russell Herron, Mayor

ATTEST:

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Susan Blevins, City Secretary



# Council Workshop Minutes

Thursday, June 17, 2021 at 2:00 PM  
8301 Westview Drive, Houston, Texas 77055

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In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, this meeting was conducted via telephonic conference (Microsoft Teams).

**1. CALL TO ORDER** Mayor Herron called to order the Council Workshop at 2:00 P.M.

**1.A. PRESENT**

Mayor Russell Herron  
Council Member Mike Gordy  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock  
Council Member David Schwarz

**Also present:** Administrator Blevins, City Engineer Efrain Him, Santos Calderon and Angela Pindell from CenterPoint Energy.

**ABSENT**

Council Member Robert Byrne

**2. REPORTS TO COUNCIL**

**2.A. Discussion with CenterPoint regarding upgrading street lights.**

CenterPoint representatives explained the available options to the city regarding cobra style poles versus decorative poles and the cost associated. The city receives a credit for 50 upgrades on lighting per year, however, it is not carried forward. The cost to remove an existing pole is approximately \$300.00 and an additional \$200.00 for the light fixture. The estimated cost associated with installing a decorative pole is approximately \$1,500.00 per pole which includes a credit that is given by CenterPoint to update lighting. Council discussed and suggested the Granville Lunar Optics pole. Maintenance was also discussed and the fact that the price would go up on a monthly basis. Mr. Calderon suggested starting with Glourie Drive and a couple of the surrounding streets. He said removing the cobra lights would allow for a more uniform appearance. CenterPoint representatives will prepare a master plan for the City including new maintenance costs. Mayor Herron said he realized that the cobra lights conflict with the existing trees. Council Member Schwarz asked about delivery time. Mr. Calderon stated that it might take six-months to receive the poles.

**2.B. Possible Discussion of the City of Hilshire Village Budget: None**

**3. ADDITIONAL COUNCIL COMMENTS:** None

**4. ADJOURNMENT:** The meeting was adjourned at 3:09 P.M.

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Russell Herron, Mayor

ATTEST:

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Susan Blevins, City Secretary

CITY OF HILSHIRE VILLAGE  
Check Register  
For the Period From Jun 1, 2021 to Jun 30, 2021

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8485	6/1/21	Waste Corporation of Tex	11114	6,799.59
8486	6/1/21	Village Fire Department	11114	17,403.29
8487	6/1/21	Villages Mutual Insurance	11114	1,681.19
8488	6/1/21	Petty Cash	11114	38.11
8489	6/1/21	Sanchez Landscaping	11114	580.00
8490	6/14/21	Hudson Energy Services L	11114	519.18
8491	6/14/21	Protection One	11114	280.79
8492	6/14/21	Protection One	11114	299.99
8493	6/14/21	Centerpoint-Energy	11114	23.94
8494	6/14/21	Northwest Pest Patrol	11114	360.00
8495	6/14/21	A T & T	11114	103.19
8496	6/15/21	Amegy Bank	11114	282.98
8497	6/15/21	EZTASK	11114	1,500.00
8498	6/15/21	Municipal Code Corporati	11114	1,044.75
8499	6/15/21	BBG Consulting	11114	2,750.00
8500	6/15/21	Olson & Olson, Attys at L	11114	825.00
8501	6/15/21	HDR	11114	8,586.30
8502	6/15/21	HDR	11114	11,429.01
8503	6/29/21	GK Mechanical Inc	11114	106.25
8504	6/29/21	Speedy Printing	11114	40.00
8505	6/29/21	Susan Blevins	11114	249.95
ACH 06-01-21	6/1/21	Sprg.Valley GenFund- Pol	11114	43,502.50
ACH 06-07-21	6/7/21	Texas Municipal Retireme	11114	1,847.64
ACH 06-15-21	6/15/21	Susan N. Blevins	11114	3,013.07
ACH 06-30-21	6/30/21	Susan N. Blevins	11114	3,013.07
ACH1 06-01-21	6/1/21	A T & T	11114	380.19
ACH1 06-15-21	6/15/21	Cassandra L. Stephens	11114	1,617.50
ACH1 06-30-21	6/30/21	Cassandra L. Stephens	11114	1,617.50
ACH2 06-30-21	6/30/21	Texas Municipal Retireme	11114	1,875.45
ELECTRONIC 06-	6/18/21	Internal Revenue Service	11114	1,799.46
ELECTRONIC 06-	6/21/21	State Comptroller	11114	1,119.60
ELECTRONIC 06-	6/30/21	Internal Revenue Service	11114	1,799.46
METRO 1 - 2108V	6/30/21	Texas Department of Tran	11120	-20,000.00
Total				<u>96,488.95</u>

## CITY OF HILSHIRE VILLAGE - UTILITY FUND

## Check Register

For the Period From Jun 1, 2021 to Jun 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4019	6/1/21	Inframark, LLC	11012	2,000.00
4020	6/1/21	Cityof Houston#7099-300	11012	15,637.26
4021	6/1/21	A T & T	11012	309.57
4022	6/14/21	Hudson Energy Services L	11012	26.02
4023	6/15/21	HDR	11012	1,597.55
4024	6/15/21	HDR	11012	127.35
4025	6/15/21	Texas Excavation Safety S	11012	23.75
4026	6/15/21	USIC Locating Services	11012	669.50
4027	6/28/21	Inframark, LLC	11012	2,000.00
4028	6/28/21	City of Hilshire Village	11012	14,813.29
4030	6/30/21	City of Hilshire Village	11012	14,518.03
4029	6/30/21	City of Hilshire Village	11012	14,518.03
4029V	6/30/21	City of Hilshire Village	11012	<u>-14,518.03</u>
Total				<u><u>51,722.32</u></u>

Reporting Period 3rd Quarter FYE 2021 (using actual bank statements)

Values as of 30-Jun-21

<u>Investments</u>			<u>Market Value as of 12/31/20</u>	<u>Market Value as of 03/31/21</u>	<u>Market Value as of 06/30/21</u>	<u>% Int</u>	<u>Maturity</u>	<u>Account Name</u>
Petty Cash			\$250.00	\$250.00	\$250.00			Operating
Checking Account	2500702761	Amegy Bank	\$128,163.55	\$87,994.11	\$51,837.03	0.01%		General Operating Fund
Checking Account	3692515	Amegy Bank	\$122,866.59	\$11,172.31	\$18,307.92	0.01%		Debt Service Account
Checking Account	2500702795	Amegy Bank	\$390,596.07	\$389,303.19	\$384,256.14	0.01%		Utility Fund
<b>Total Checking Accounts</b>			<b>\$641,876.21</b>	<b>\$488,719.61</b>	<b>\$454,651.09</b>			
Savings Account	2500702803	Amegy Bank	\$280,479.33	\$260,482.65	\$207,423.54	0.01%		Savings Metro 1
Savings Account	2500702787	Amegy Bank	\$321,241.59	\$832,200.07	\$484,531.55	0.01%		General Fund
Savings Account	53740293	Amegy Bank	\$6,003.67	\$6,849.70	\$6,003.51	0.01%		Child Safety
<b>Total Savings Account</b>			<b>\$607,724.59</b>	<b>\$1,099,532.42</b>	<b>\$697,958.60</b>			
CDARS		Amegy Bank	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.06%	12/9/2021	General Fund
Interest Accrued			\$36.14	\$184.10	\$49.30			
<b>Total CD's</b>			<b>\$1,000,036.14</b>	<b>\$1,000,184.10</b>	<b>\$1,000,049.30</b>			
Tex Pool		Tex Pool	\$57,067.50	\$57,074.12	\$57,025.35	0.01%		Metro # 1
<b>Total Tex Pool</b>			<b>\$57,067.50</b>	<b>\$57,074.12</b>	<b>\$57,025.35</b>			
<b>Total Investments</b>			<b>\$2,306,704.44</b>	<b>\$2,645,510.25</b>	<b>\$2,209,684.34</b>			

These investments are in compliance with the investment policy of the City of Hilshire Village  
 And with the relevant provisions of Chapter 2256 of the Texas Government Code.

*Susan Blevins*

Susan Blevins 7/16/2021