THE VILLAGE OF SAN LEANNA

AGENDA Regular Board of Aldermen Public Meeting & Public Hearing Thursday, June 15, 2023 7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Roll call

B. CITIZENS' COMMUNICATION

- 1. Cahir Doherty, Arborist
- 2. Sleepy Hollow Dr Noise Ordinance Complaint
- 3. Citizens' Communication

C. PUBLIC HEARING

- 1. Presentation of information concerning request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a garage/storage building with no electricity or plumbing to the side and slightly to the front of the main residence at 500 San Leanna Dr.
- 2. Citizen Comments.

** NO ACTION MAY BE TAKEN AT A PUBLIC HEARING **

** RESUME REGULAR MEETING **

D. ITEMS SCHEDULED FOR ACTION

- Consideration of request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a garage/storage building with no electricity or plumbing to the side and slightly to the front of the main residence at 500 San Leanna Dr.
- 2. Consideration of petition to close San Leanna Dr to incoming and outgoing traffic at Katy Ln, by ordinance.
- 3. Consideration to issue citation and notice to appear in court for unauthorized and unpermitted construction at 504 W FM 1626.
- 4. Discussion and possible action to clarify Zoning Ordinance No 13-001 as it pertains to sun-shades and sails as structures.
- 5. Discussion and possible action regarding potential proposed amendments to Zoning Ordinance No 13-001, including fencing materials.
- 6. Review and approve financial report for May 2023.

E. ITEMS FOR DISCUSSION

1. Discussion of plans and proposals for the FY23-24 budget cycle.

F. REPORTS AND INFORMATION

1. Mayor's Report 2. Zoning Report 3. Administrative Report	 Updates re: meeting/symposium attendance To be discussed surveys/reports, administrative updates
4. Roads	 Current road maintenance needs, road improvement projects, street signs, speed humps
5. Public Affairs	 Newsletter, Community events
6. Public Safety	 Neighborhood Watch, NNO, public safety information, street lights
7. Water	 Water system info, drought status, Burn Ban info, drainage info, flood prevention
8. Environmental	 Tree Care Program, mowing/trimming, trash/recycling, burn piles, Oak Wilt updates

G. ADJOURNMENT

** ALL ITEMS SPECIFICALLY MENTIONED SEPARATE FROM EXECUTIVE SESSION MAY HAVE ACTION TAKEN **

The Board of Aldermen of the Village of San Leanna reserves the right to adjourn into executive session at any time 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), and 551.086 (Economic Development).

Posted_____June 12, 2023

THE VILLAGE OF SAN LEANNA MINUTES Regular Board of Aldermen Public Meeting Thursday, May 18, 2023 7:00 p.m. – Community Center – 11906 Sleepy Hollow Dr

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Mary Wright, Danny Villarreal, Marcos Campos

Christa Gregg and Helen Rockenbaugh were not present.

Danny Villarreal moved to approve minutes of Special B of A Meeting on April 25, 2023; Marcos Campos seconded; motion carried with a vote of 3 in favor -0 opposed.

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty, reported on the state of the trees in the Village, noting work to raise the canopy and continued work to remove damaged and broken limbs from the ice storm.

C. PUBLIC HEARING

1. Zoning Commission chair, Don Nyland presented information pertain to the request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a garage/storage building with no electricity or plumbing to the side and slightly to the front of the main residence at 500 San Leanna Dr. The Zoning Commission decided that it was not able to make a recommendation on the variance without a new map of the lot depicting the structure drawn to scale in relation to the home.

D. ITEMS SCHEDULED FOR ACTION

- 1. Council took no action on the variance request as the Zoning Commission made no recommendation and had requested a new map of the lot that was drawn to scale.
- 2. Danny Villarreal moved to approve continued participation in the Travis County Community Development Block Grant program; Mary Wright seconded; motion carried with a vote of 3 in favor 0 opposed.
- Danny Villarreal moved to authorize City Administrator, Rebecca Howe, to initiate drafting of Road Closure Ordinance upon receipt of petition to close San Leanna Drive at Katy Lane, if residents so petitioned; Marcos Campos seconded; motion carried with a vote of 3 in favor – 0 opposed.
- 4. Danny Villarreal moved to approve financial report for April 2023; Mary Wright seconded; motion carried with a vote of 3 in favor -0 opposed.

E. ITEMS FOR DISCUSSION

1. Council discussed the timeline for the budget and tax rate adoption process as well as proposed plans and proposals for budgeting in FY 23-24.

F. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on Texas Legislative updates, public assistance from FEMA for Ice Storm Mara, and

Linda Barrett reported on active and pending permits in the Village of San Leanna. Mrs. Barrett reported on potential water flow issues posed by new construction and continued unpermitted construction at 504 FM 1626.

- 2. Administrative: Rebecca Howe reported on the status of public assistance from FEMA, the Hazard Mitigation Plan, grants in progress, and the upcoming newsletter.
- 3. Roads: Danny Villarreal reported on the state of the roads including a damaged speed bump on Hunting Creek Ln. Painting speed bumps throughout the Village had been delayed but remained on the schedule and speed bump signs were scheduled for installation.

Council discussed a resident request for a speed bump on River Oaks Drive between Redbud Trail and Hacienda Drive.

- 4. Public Affairs: Mary Wright reported on upcoming events including a Superhero event at the Manchaca Fire Station on June 17th, Bingo on June 24th at the fire station, and 4th of July parade plans. Mrs. Wright reported on community interest in garden events or a community garden.
- 5. Public Safety: Christa Gregg was not present to report on Public Safety.
- 6. Water: Marcos Campos reported on the drought status and the status of the water system. The Aquifer District had declared Stage 3 Critical Drought Status with a mandatory 30% conservation period. The City of Austin was in Stage 1 Drought. Marcos Campos reported that the water system was running smoothly and that well levels had risen 3.8 ft. since the previous month, to a level of 134.1 ft. The burn ban was not in effect.

Council discussed drought status criteria and restrictions.

Mr. Campos reported on the status of drainage maintenance projects approved and upcoming.

7. Environmental: Helen Rockenbaugh was not present to report on Environmental Affairs. Chris Dawson, chair of the Tree Committee, presented the Tree Committee report, noting upcoming tree related events and potential plans for applications to grant programs through the USDA.

G. ADJOURNMENT

Danny Villarreal moved to adjourn the meeting; Marcos Campos seconded; meeting adjourned at 8:15 pm.

May 15, 2023

Re: Request for a variance to Zoning Ordinance No. 13001 allowing the construction of a garage/storage building with no electricity or plumbing to the side and slightly to the front of the main residence at 500 San Leanna Dr

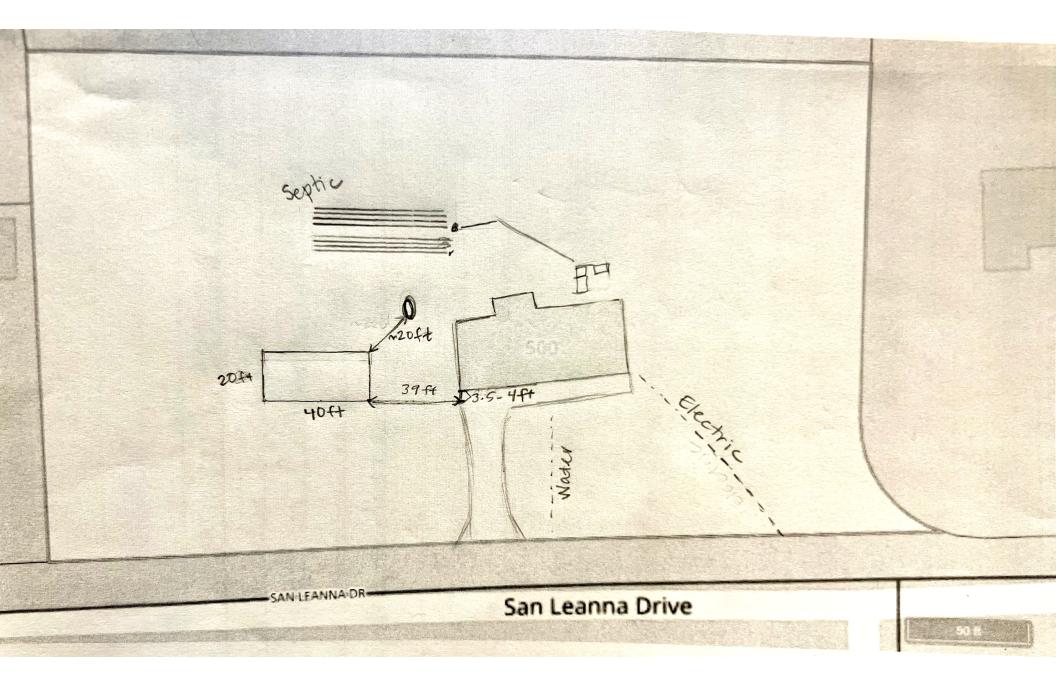
Dear Zoning Commission and Village of San Leanna Board of Aldermen:

I am proposing to build a garage and office at 500 San Leanna Dr. Due to the location of the house driveway, the best location for a garage is approximately in line with the front of the main house, which necessitates this variance request. Locating the structure behind the house is not possible due to the placement of the septic system field.

The building construction will be a metal building by Mueller Industries, oriented with the long dimension approximately the same as that of the house, that is, East-West, with the garage door facing the driveway. For comparison, the building would be similar in appearance to the existing utility building at 506 San Leanna, although smaller. The building dimensions are 20x40x10.

Thank you for your consideration,

John Nelson 500 San Leanna Dr



Petition Text:

Petition for Road Closure

For submittal to the Village of San Leanna Board of Aldermen on June 15, 2023

We, the undersigned property owners, owning land abutting San Leanna Drive, hereby petition the Village of San Leanna to close San Leanna Drive along the Village's east boundary line, just west of Katy Lane, as shown on the attached map. The parcel identification numbers below refer to parcels as shown on the attached map.

Traffic resulting from the upcoming construction and development of a 202-unit residential complex right outside of the San Leanna city boundary (labeled on the attached map) poses to cause a substantial impact to the safety and quality of life of San Leanna residents, as well as a burden on roads maintained by San Leanna taxpayers. We hope that the Board of Aldermen will see fit to protect our safety, tax investments, and quality of life by closing San Leanna Drive.

Zoning Clarification on Sun Shades and Sails

Definitions

Building:

Any structure of any kind or any part thereof, erected for the support, shelter, or enclosure of persons, animals, chattel, or property of any kind.

Portable Accessory Building:

A building up to one hundred and twenty (120) square feet in size, on skids, not axles, and secured firmly to the ground.

SECTION 12. REQUIREMENTS FOR PORTABLE ACCESSORY STRUCTURES

(A) Size: A portable accessory structure may not be more than 120 square feet in size and not more than sixteen (16) feet in height. Only two accessory buildings are allowed per Village lot.

(B) Location: A portable accessory structure must be:

- (1) located on the same lot as the main residence;
- (2) located in the backyard or behind the main residence;
- (3) at least ten (10) feet or more from any side or rear lot line; and
- (4) at least thirty (30) feet or more from the side lot line in the case of corner lots.

(C) Construction:

- (1) A portable accessory structure must:
 - (a) be of new construction or structurally sound construction, as determined by the inspection company;
 - (**b**) have a roof pitch of 1/12 or greater;
 - (c) be on skids and not have capabilities of axles;
 - (d) be painted or sealed, if wood or wood products; and
 - (e) be secured firmly to the ground.
- (2) The exterior construction of a portable accessory structure must be completed;
 - (a) within six (6) months of the issuance of the building permit (with a separate fee) if the structure is being built in conjunction with the construction of the main residence; or
 - (b) within three (3) months of the issuance of the building permit if the structure is being built after the main residence has been completed.
- (3) Portable accessory building construction does not require a trash box or dumpster, but all debris must be cleaned up and removed from Village daily.
- (4) No burning of construction debris, including wood product, is allowed.
- (D) Uses:

A portable accessory structure may be used as a garage, barn, carport, patio cover, patio cover used as a carport (may require a slab, depending on size), boat cover, storage building, workshop, office, greenhouse, gazebo, playhouse, or exercise building.
Any use other than the ones described above must have approval from the Board of Aldermen, and may require a variance, with a recommendation from the Zoning

Commission.

(3) Portable accessory structures used as barns must comply with applicable Village animal regulations (see current Animal Ordinance).

VILLAGE OF SAN LEANNA GENERAL FUND REPORT 5-1-2023 -- 5-31-2023

REVENUES:

ACCOUNT	ACCOUNT NAME	CURRENT <u>MONTH</u>	YTD. BEG. CURRENT MO	YTD. END OF CURRENT MO	DIFFERENCE	AMENDED BUDGET
101	PROPERTY TAXES	\$3,361.44	\$232,257.62	\$235,619.06	(\$619.06)	\$235,000.00
102	FRANCHISE TAXES	\$1,170.13	\$13,072.11	\$14,242.24	\$757.76	\$15,000.00
103	INTEREST	\$1,940.69	\$12,814.39	\$14,755.08	(\$13,255.08)	\$1,500.00
104	BUILDING PERMITS	\$935.00	\$2,540.00	\$3,475.00	\$1,525.00	\$5,000.00
106	MISCELLANEOUS	\$0.00	\$11.30	\$11.30	\$88.70	\$100.00
109	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$25,278.00	\$25,278.00
	TOTALS:	\$7,407.26	\$260,695.42	\$268,102.68	\$13,775.32	\$281,878.00

EXPENSES:

		CURRENT	YTD. BEG.	YTD. END OF		AMENDED
<u>ACCOUNT</u>	ACCOUNT NAME	<u>MONTH</u>	CURRENT MO	CURRENT MO	DIFFERENCE	BUDGET
112	ROAD MAINTENANCE	\$0.00	\$50,067.65	\$50,067.65	\$0.35	\$50,068.00
113	CITY ADMINISTRATOR	\$3,007.34	\$23,793.40	\$26,800.74	\$14,009.26	\$40,810.00
114	TML INSURANCE	\$0.00	\$2,544.75	\$2,544.75	\$1,055.25	\$3,600.00
115	LEGAL	\$0.00	\$1,638.50	\$1,638.50	\$3,361.50	\$5,000.00
116	TAXES	\$0.00	\$3,430.05	\$3,430.05	\$2,769.95	\$6,200.00
117	ENVIRONMENTAL MAINTENANCE	\$700.00	\$45,468.30	\$46,168.30	\$13,831.70	\$60,000.00
118	PUBLIC INFORMATION	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
119	AUDIT	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
120	SECURITY LIGHTS	\$247.83	\$1,734.80	\$1,982.63	\$1,217.37	\$3,200.00
121	OFFICE EXPENSES	\$1,262.64	\$4,379.64	\$5,642.28	\$1,357.72	\$7,000.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$702.40	\$702.40	\$297.60	\$1,000.00
123	APPRAISALS	\$0.00	\$525.98	\$525.98	\$374.02	\$900.00
124	BUILDING INSPECTIONS	\$75.00	\$2,625.00	\$2,700.00	\$2,300.00	\$5,000.00
125	MISCELLANEOUS	\$36.00	\$790.00	\$826.00	\$674.00	\$1,500.00
126	ARBORIST	\$700.00	\$3,430.00	\$4,130.00	\$8,870.00	\$13,000.00
128	COUNCIL EXPENSES	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
129	PUBLIC AFFAIRS	\$98.87	\$1,471.29	\$1,570.16	\$1,429.84	\$3,000.00
130	COMMUNITY CENTER	\$57.15	\$3,010.18	\$3,067.33	\$1,932.67	\$5,000.00
131	ENGINEER	\$0.00	\$950.00	\$950.00	\$550.00	\$1,500.00
132	FLOOD PREVENTION	\$0.00	\$900.00	\$900.00	\$49,100.00	\$50,000.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
134	HEALTH DEPT. CONTRACT	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
135	PUBLIC SAFETY	\$0.00	\$1,187.39	\$1,187.39	\$312.61	\$1,500.00
136	ADVISOR	\$909.00	\$6,976.25	\$7,885.25	\$4,114.75	\$12,000.00
137	EMPLOYEE BENEFIT STIPEND	\$210.87	\$1,750.00	\$1,960.87	\$1,039.13	\$3,000.00
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	TOTALS:	\$7,304.70	\$157,375.58	\$164,680.28	\$117,197.72	\$281,878.00

VILLAGE OF SAN LEANNA WATER FUND REPORT 5-1-2023 -- 5-31-2023

REVENUES:

<u>ACCOUNT</u>	ACCOUNT NAME	CURRENT <u>MONTH</u>	YTD. BEG. CURRENT MO	YTD. END OF CURRENT MO	DIFFERENCE	AMENDED <u>BUDGET</u>
201	WATER BILLING	\$14,546.67	\$65,386.17	\$79,932.84	\$45,067.16	\$125,000.00
202	WATER TAP FEES	\$4,780.00	\$0.00	\$4,780.00	\$4,820.00	\$9,600.00
203	METER DEP/CONNECT FEES	\$0.00	\$150.00	\$150.00	\$850.00	\$1,000.00
204	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
205	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$15,843.33	\$15,843.33
	TOTALS:	\$19,326.67	\$65,536.17	\$84,862.84	\$66,680.49	\$151,543.33

EXPENSES:

		CURRENT	YTD. BEG.	YTD. END OF		AMENDED
<u>ACCOUNT</u>	ACCOUNT NAME	<u>MONTH</u>	CURRENT MO	CURRENT MO	DIFFERENCE	BUDGET
210	WATER OPERATOR	\$2,750.00	\$19,250.00	\$22,000.00	\$8,000.00	\$30,000.00
211	DISTRICT FEES	\$0.00	\$3,315.40	\$3,315.40	\$2,734.60	\$6,050.00
212	MAINTENANCE/REPAIR	\$133.00	\$9,208.19	\$9,341.19	\$40,658.81	\$50,000.00
213	ELECTRICITY	\$532.70	\$4,234.67	\$4,767.37	\$4,232.63	\$9,000.00
214	BOOKKEEPER	\$1,503.67	\$11,896.77	\$13,400.44	\$6,032.89	\$19,433.33
215	BILLING SUPPLIES	\$12.22	\$1,077.27	\$1,089.49	\$810.51	\$1,900.00
216	METER READER	\$0.00	\$1,120.00	\$1,120.00	\$1,440.00	\$2,560.00
217	METER REFUNDS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
218	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
220	CITY OF AUSTIN CONTRACT	\$0.00	\$0.00	\$0.00	\$6,500.00	\$6,500.00
221	CITY OF AUSTIN WATER	\$1,383.37	\$12,241.99	\$13,625.36	\$11,374.64	\$25,000.00
222	ASSISTANT WATER OPERATOR	\$250.00	\$1,750.00	\$2,000.00	\$1,000.00	\$3,000.00
	TOTALS:	\$6,564.96	\$62,344.29	\$68,659.25	\$82,884.08	\$137,025.00
	CHECKING ACCOUNT BALANCE	<u>=:</u>		TEXPOOL BAL	ANCE:	
	BEGINNING BALANCE	\$18,857.19	\$81,591.12	BEGINNING BA	LANCE	\$488,201.85
	TOTAL REVENUES	\$26,733.93		DEPOSITS		\$0.00
	TRANSFER-TEXPOOL	\$36,000.00		INTEREST		\$1,940.69
	TOTAL EXPENSES	\$13,869.66				
	ARPA EXP	\$36,000.00				
	TRANSFER-TEXPOOL	\$0.00		TOTAL		\$490,142.54
	INTEREST RET-TEXPOOL	\$1,940.69	\$51,810,35			
	_			WITHDRAWALS	S	\$36,000.00
	ENDING BALANCE		\$29,780.77			
	CHECKBOOK BALANCE		\$29,780.77	ENDING BALAN	NCE	\$454,142.54

VILLAGE OF SAN LEANNA FINANCIAL REPORT 5-1-2023 -- 5-31-2023

ROAD IMPROVEMENT FUND - 2017-2021

REVENUE	<u>s</u>	CURRENT MONTH	YTD TOTAL	DIFFERENCE	BUDGET 22-23
301	CAPITAL METRO - BTC FUNDING 2021	\$0.00	\$0.00	\$0.00	\$0.00
302	TRANSFER - CAPITAL METRO - RESERVED	\$0.00	\$42,040.00	\$0.00	\$42,040.00
303	CAPMETRO - BTC - PROJECT REIMBURSEN	\$0.00	\$0.00	\$42,000.00	\$42,000.00
304	TRANSFER - ROAD PROJECT RESERVED F	\$0.00	\$140,000.00	\$0.00	\$140,000.00
305	TRANSFER - UNALLOCATED FUNDS	\$0.00	\$68,868.60	\$37,091.40	\$105,960.00
	TOTALS:	\$0.00	\$250,908.60	\$79,091.40	\$330,000.00
EXPENSE	<u>S</u>				
310	ROAD IMPROVEMENT - OLD MANCHACA RI	\$0.00	\$282,208.60	\$27,791.40	\$310,000.00
311	ENGINEERING - MISC	\$0.00	\$10,657.51	\$9,342.49	\$20,000.00
	TOTALS:	\$0.00	\$292,866.11	\$37,133.89	\$330,000.00

ROAD IMPROVEMENT FUND 2022

REVENUE	<u>S</u>			E	UDGET 22-23
301-22	CAPITAL METRO - BTC FUNDING 2022	\$0.00	\$46,778.79	\$5,202.21	\$51,981.00
302-22	TRANSFER - CAPITAL METRO - RESERVED	\$0.00	\$0.00	\$0.00	\$0.00
303	CAPMETRO - BTC - PROJECT REIMBURSEN	\$0.00	\$0.00	\$0.00	\$0.00
304	TRANSFER - ROAD PROJECT RESERVED F	\$0.00	\$0.00	\$0.00	\$0.00
	TOTALS:	\$0.00	\$46,778.79	\$5,202.21	\$51,981.00
EXPENSES 310 311	S ROAD IMPROVEMENT - TBD MISC	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00
511	TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00

CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA

REVENUE	<u>S:</u>	CURRENT MONTH	<u>YTD TOTAL</u>	DIFFERENCE	BUDGET 22-23
501	CORONAVIRUS LOCAL FISCAL RECOVERY FUI	\$0.00	\$0.00	\$62,813.74	\$62,813.74
502	CLFRF RESERVE FUNDING	\$0.00	\$0.00	\$37,277.54	\$37,277.54
	TOTALS:	\$0.00	\$0.00	\$100,091.28	\$100,091.28
EXPENSE 510	<u>S:</u> WATER SYSTEM IMPROVEMENTS - NORTH WE	\$0.00	\$0.00	\$28,091.28	\$28.091.28
510	WATER SYSTEM IMPROVEMENTS - NORTH WE WATER SYSTEM IMPROVEMENTS - SOUTH WE	\$0.00 \$36.000.00	\$0.00 \$72.000.00	1 - 7	\$28,091.28 \$72.000.00
	TOTALS:	\$36,000.00	\$72,000.00	\$28,091.28	\$100,091.28
RESERVED FUND BALANCES					

WATER FUND CONTINGENCY	\$50,000	\$50,000
ROAD FUND: RESTRICTED CAPITAL METRO	\$46,779	\$46,779
RESERVE FOR PROJECTS	<u>\$0</u>	<u>\$0</u>
TOTAL ROAD RESERVE	\$46,779	\$46,779
GENERAL FUND CONTINGENCY	\$50,000	\$50,000
CLFRF - ARPA FUND RESERVE	\$64,340	\$64,340
CURRENT BUDGET RESERVE	<u>\$100,365</u>	<u>\$119,626</u>
TOTAL ALL RESERVED FUNDS	\$311,483	\$330,744
TOTAL TEXPOOL AND CHECKBOOK	\$507,059	\$507,059
LESS TOTAL RESERVED	<u>\$311,483</u>	<u>\$330,744</u>
UNALLOCATED AVAILABLE FUNDS	\$195,576	\$176,315