

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Special Board of Aldermen Public Meeting & Public Hearing  
Monday, January 24, 2022  
7:00 p.m. – Community Center – 11906 Sleepy Hollow

**A. MEETING CALLED TO ORDER**

Present: Molly Quirk, Helen Rockenbaugh, Christa Gregg, Charlie Burks, Danny Villarreal, Mary Wright.

Danny Villarreal moved to approve minutes of Regular B of A Meeting on November 18, 2021 as written; Charlie Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

**C. PUBLIC HEARING I**

1. Council heard information regarding the request for a variance to Zoning Ordinance No. 13-001 allowing the placement of a third accessory structure, which would be placed in front of the main residence and within the 10-foot utility easement, at 11505 Sombbrero Dr. Zoning chairman, Don Nyland, reported that the Zoning Committee voted to recommend that the variance be approved, noting that it would be in line with the existing structures on the property.

**D. PUBLIC HEARING II**

1. Council heard information regarding the request for a variance to Zoning Ordinance No. 13-001 allowing concessions to south (front) setback requirements for a new single-family dwelling at 722, 726, and 730 River Oaks Dr. Zoning chairman, Don Nyland, reported that the Zoning Committee voted not to recommend that the variance be approved. The Zoning Committee had further questions regarding the proposed structure and the variability of the setback request. The property owner was not present to clarify.

**E. ITEMS SCHEDULED FOR ACTION**

1. Mayor Quirk resumed the regular meeting

Council took action on all three variance requests submitted for 11505 Sombbrero Dr. at once. Danny Villarreal moved to:

- a. approve the request for a variance to Zoning Ordinance No. 13-001 allowing the placement of a third accessory structure at 11505 Sombbrero Dr.,
- b. approve the request for a variance to Zoning Ordinance No. 13-001 allowing the placement of a carport in front of the main residence at 11505 Sombbrero Dr., and
- c. approve the request for a variance to Zoning Ordinance No. 13-001 allowing the placement of a carport within the 10-foot utility easement, in line with the existing structure, at 11505 Sombbrero Dr.;

Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

4. Charlie Burks moved to table the request for a variance to Zoning Ordinance No. 13-001 allowing concessions to south (front) setback requirements for a new single-family dwelling at 722, 726, and 730 River Oaks Dr. until the property owner could be present to answer from the Zoning Committee and the Board of Aldermen; Danny Villarreal seconded, motion carried with a vote of 5 in favor - 0 opposed.
5. Following a brief update about the ongoing complaint Health and Sanitation Ordinance complaint at 11909 Bluebonnet, Christa Gregg moved to refer the complaint to be reviewed by Austin Health and Human Services; Danny Villarreal seconded; motion carried with a vote of 5 in favor - 0 opposed.
6. Charlie Burks moved to call the May 7, 2022 General Election; Danny Villarreal seconded; motion carried with a vote of 5 in favor - 0 opposed.
7. City Administrator, Rebecca Howe, presented quotes from DNZ Landscaping for regrading in existing ditches at the Jim Payne Park and in the right-of-way at Ridge and Hunting Creek. Council discussed on-site options for watering the seed proposed to be spread on the area. Danny Villarreal moved to approve the quotes from DNZ Landscaping, less the line item for watering; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.
8. Council discussed the proposal from Arborist, Dane Avery, to erect informational tree trimming signs through the Village. Signs would note oak trimming restrictions and information on mandatory permits. Danny Villarreal moved to approve the placement of an informational tree trimming sign at each entrance and exit to the Village of San Leanna; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.
9. Rebecca Howe reported that Ardurra was putting finishing touches on the plans for Old Manchaca Road project. Danny Villarreal moved to table any action on Old Manchaca Rd until new action was needed; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.
10. Council discussed options for audio/video equipment setups ranging from inexpensive options to full setups costing around \$2,500. Danny Villarreal stated that he would supply a few options in different cost categories at the following meeting. Danny Villarreal moved to table action on streaming of future public meetings until the February meeting; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.
11. Rebecca Howe presented some upcoming office supply needs including a filing cabinet for Zoning files at Linda Barrett’s home, a new Village laptop for the City Administrator, and a flat file for large plan documents stored in the Community Center. Council discussed pricing on needed items. Danny Villareal moved to designate a \$3,500 budget for needed office supplies, with necessary amendments to follow at a late meeting; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.
12. Danny Villarreal moved to approve financial report for November 2021; Mary Wright seconded; motion carried with a vote of 5 in favor – 0 opposed.
13. Danny Villarreal moved to approve financial report for December 2021; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.

## **F. ITEMS FOR DISCUSSION**

1. Council discussed designating a building code and updating the Zoning Ordinance to reflect changes made by interim ordinances. Zoning Administrator, Linda Barret, stated that she would have a committee meet to discuss additional changes. Council and the Zoning Administrator agreed on a deadline of April 2022 for addressing the needed updates.

## **G. REPORTS AND INFORMATION**

1. Mayor's Report: Mayor Quirk reported that she started a regional Mayor's group that would meet on the third Friday of every month for discussion of small city issues. Mayor Quirk also reported that Leander, TX was considering pulling out of the Capital Metro taxing district.

Linda Barrett reported that there were no new permits or certificates of completion, but there were many permits active and upcoming.

2. Administrative: Rebecca Howe reported on the status of the audit box, the TCEQ Emergency Preparedness Plan, TML Risk Pool updates, and the upcoming election.
3. Roads: Danny Villarreal reported on the newly installed speedbumps and scheduling sign installation. Mr. Villarreal also stated that he filled a few small potholes with EZ Street Asphalt. Council discussed issues with a newly constructed driveway on Sunset Dr.
4. Public Affairs: Helen Rockenbaugh reported on an upcoming Mardi Gras event during the last weekend of February, participation in the Little Library Action Club, and timing for the next newsletter.
5. Public Safety: Christa Gregg reported on a mostly quiet month in the Village for safety concerns. Council discussed a complaint received regarding an off-leash dog on Indian Tree Trail.
6. Water: Mary Wright reported on the drought status and the status of the water system. The Aquifer District was in Stage 1/No Drought Status with a voluntary 10% conservation period in place. The City of Austin was in Conservation Stage. Mary Wright reported that the water system was running smoothly and that well levels had fallen 8.1 ft. since the previous month, to a level of 92.6 ft. The burn ban was in effect.

Mary Wright reported the plants were insulated and ready for cold weather and that the quote for the generator came back at approximately \$138,000. Engineered plans and bids would need to be gathered to move forward with the generator installation.

7. Environmental: Charlie Burks reported on trimming along River Oaks Dr, presented plans to potentially install electrical service at Jim Payne Park, and discussed the potential need for a guard rail at River Oaks Dr and the Big Ditch.

## **H. ADJOURNMENT TO EXECUTIVE SESSION**

1. Mayor Quirk adjourned to executive session at 8:45 pm.

Council met in Executive Session to discuss the reassignment of duties for select Village of San Leanna Aldermen, per Section 551.074 of the Open Meetings Act (Personnel/Officer Matters).

## **I. RESUME REGULAR MEETING**

1. Mayor Quirk resumed the regular meeting.

Christa Gregg moved to reassign Village of San Leanna Aldermen duties and titles, effective at the time of new officer oaths on May 19, 2022, as follows:

- a. Public Affairs will become known as Community Affairs,
- b. Water Commissioner will take on responsibility for drainage projects,
- c. Mary Wright will become the Community Affairs Commissioner,
- d. Christa Gregg will remain the Public Safety Commissioner,
- e. If re-elected, Danny Villarreal will remain Roads Commissioner,
- f. If re-elected, Helen Rockenbaugh will become Environmental Commissioner;

Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

## **J. ADJOURNMENT**

Charlie Burks moved to adjourn the meeting; Danny Villarreal seconded; meeting adjourned at 9:17 pm.