



## **TIRZ No. 1 & No. 2 Board of Directors Regular Meeting**

*City of Dripping Springs Council Chambers*

*511 Mercer Street – Dripping Springs, Texas*

*Monday, July 08, 2024, at 4:00 PM*

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## **AGENDA**

### **CALL TO ORDER AND ROLL CALL**

#### **Board Members**

Place 2 Craig Starcher, Chair

Place 3 Taline Manassian, Vice Chair

Place 1 Dave Edwards

Place 4 Miles Mathews

Place 5 Missy Atwood

Place 6 Susan Kimball

Place 7 Walt Smith

Advisory Member Bob Richardson

#### **Staff, Consultants & Appointed/Elected Officials**

City Administrator Michelle Fischer

Deputy City Administrator Shawn Cox

City Attorney Laura Mueller

City Secretary Diana Boone

TIRZ Project Manager Keenan Smith, AIA

TIRZ Administrator Jon Snyder

### **PRESENTATION OF CITIZENS**

*A member of the public that wishes to address the Board on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the Board that individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak regarding issues not on the agenda and two (2) minutes per item on the agenda and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Board must present the documents to the City Secretary or City Attorney providing at least seven (7) copies; if seven (7) copies are not provided, the City Council will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.*

### **PRESENTATIONS**

*Presentations are for discussion only and no action shall be taken.*

### **MINUTES**

- 1. Discuss and consider approval of the June 10, 2024, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

## **BUSINESS AGENDA**

- 2. Update and discussion regarding TIRZ Priority Projects.** *Keenan Smith, Project Manager*
  - Stephenson Building
  - Downtown Parking Lot
  - Downtown Restrooms
  - Stephenson Civic District
  - Old Fitzhugh Road Project
- 3. Discuss and consider policy related to spending of Tax Increment funds on planning, design, construction, and implementation of TIRZ Projects.** *Shawn Cox, Deputy City Administrator*

## **CLOSED SESSION**

*The Board has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.*

- 4. Consultation with Attorney and Deliberation Regarding Real Property related to TIRZ Priority Projects.** *Consultation with Attorney, 551.071; Deliberation Regarding Real Property, 551.072*

## **UPCOMING MEETINGS**

### **TIRZ No. 1 & No. 2 Board Meetings**

August 12, 2024, at 4:00 p.m.  
September 9, 2024, at 4:00 p.m.  
October 7, 2024, at 4:00 p.m.

### **City Council Meetings**

July 16, 2024, at 6:00 p.m.  
August 6, 2024, at 6:00 p.m.  
August 20, 2024, at 6:00 p.m.  
September 3, 2024, at 6:00 p.m.

## **ADJOURN**

**TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION OF MEETING**

*I certify that this public meeting is posted in accordance with Texas Government Code Chapter 551, Open Meetings. This meeting agenda is posted on the bulletin board at the City of Dripping Springs City Hall, located at 511 Mercer Street, and on the City website at, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on July 5, 2024 at 4:30 PM.*

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*Diana Boone, City Secretary*

*This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.*



## TIRZ No. 1 & No. 2 Board of Directors Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, June 10, 2024, at 4:00 PM

# MINUTES

## CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Chair Starcher called the meeting to order at 4:04 p.m.

### Board Members

Place 2 Craig Starcher, Chair  
 Place 3 Taline Manassian, Vice Chair  
 Place 1 Dave Edwards  
 Place 4 Miles Mathews  
 Place 5 Missy Atwood  
 Place 6 Susan Kimball  
 Place 7 Walt Smith  
 Advisory Member Bob Richardson

### Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer  
 Deputy City Administrator Shawn Cox  
 Deputy City Secretary Cathy Gieselman  
 TIRZ Project Manager Keenan Smith, AIA

## PRESENTATION OF CITIZENS

*A member of the public that wishes to address the Board on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the Board that individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak regarding issues not on the agenda and two (2) minutes per item on the agenda and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Board must present the documents to the City Secretary or City Attorney providing at least nine (9) copies; if nine (9) copies are not provided, the Board will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.*

No one spoke during Presentation of Citizens.

## MINUTES

1. **Discuss and consider approval of the May 13, 2024, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

A motion was made by Board Member Edwards to approve the May 13, 2024, TIRZ No. 1 & No. 2 Board regular meeting minutes. Board Member Mathews seconded the motion which carried unanimously 7 to 0.

## BUSINESS AGENDA

2. **Update regarding TIRZ Priority Projects. TIRZ Project Manager, Keenan Smith**

- a. Stephenson Building
- b. Stephenson Civic District - Concept Plan
- c. Downtown Bathrooms
- d. Plan of Finance

Keenan Smith presented the staff report which is on file. No action was taken.

3. **Update regarding Old Fitzhugh Road Project. TIRZ Project Manager, Keenan Smith**

Keenan Smith presented the staff report which is on file. No action was taken.

## CLOSED SESSION

*The Board has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.*

The Board did not meet in Closed Session.

## UPCOMING MEETINGS

### **TIRZ No. 1 & No. 2 Board Meetings**

July 8, 2024, at 4:00 p.m.

August 12, 2024, at 4:00 p.m.

September 9, 2024, at 4:00 p.m.

### **City Council Meetings**

June 18, 2024, at 6:00 p.m.

July 2, 2024, at 6:00 p.m.

July 16, 2024, at 6:00 p.m.

August 6, 2024, at 6:00 p.m.

**ADJOURN**

A motion was made by Board Member Smith to adjourn the meeting. Board Member Kimball seconded the motion which carried unanimously 7 to 0.

This regular meeting was adjourned at 5:12 p.m.

# Progress Report

## City of Dripping Springs TIRZ Task Order 3

June 2024

### Description of Work Performed During the Past Period

- TASK 1. TOWN CENTER SUPPORT**
  - No Tasks
  
- TASK 2. OLD FITZHUGH ROAD**
  - No Tasks
  
- TASK 3. DOWNTOWN PARKING / STEPHENSON LOT**
  - Coordination on water pressure.
  - Prepare submittal package.
  - Update illumination plans.
  - Preliminary cost estimates.
  
- TASK 4. TRIANGLE**
  - No Tasks
  
- TASK 5. PROJECT MEETING AND COORDINATION**
  - Project management and administration.
  - Team meetings (1)
  
- TASK 6. EXPENSES**
  - None

### Project Challenges and Resolutions During the Past Period

- Consideration and coordination to determine feasibility of outlets on illumination poles in Stephenson Lot. Ultimately determined to proceed with a dedicated metered service and load center panelboard with circuit breakers required for the parking lot illumination and parking lot WPI/GFCI receptacles. The parking lot GFCI receptacles, associated underground conduits, conductors, WPI/GFIC receptacles, WP boxes, and WP box supports will be an add alternate design within the electrical plans.

### Anticipated Work to be Performed Next Period

- TASK 1. TOWN CENTER SUPPORT**
  - No Tasks
  
- TASK 2. OLD FITZHUGH ROAD**
  - No Tasks
  
- TASK 3. DOWNTOWN PARKING / STEPHENSON LOT**
  - Preliminary cost estimates.
  - Finalize illumination plans based on updated parking lot design.

- Prepare submittal package.

**TASK 4. TRIANGLE**

- No Tasks

**TASK 5. PROJECT MEETING AND COORDINATION**

- Project management and administration

**TASK 6. EXPENSES**

- None

# Progress Report

## Old Fitzhugh Road PS&E

### June 2024

#### Description of Work Performed During the Past Period – June 2024

##### PROJECT MANAGEMENT

- Project management and administration
- Subconsultant coordination

##### ROADWAY DESIGN / TRAFFIC CALMING / TRAFFIC CONTROL / PAVEMENT MARKING AND SIGNING

- Continued adjustments based on utility conflicts and required drainage updates

##### DRAINAGE DESIGN

- Coordination with roadway design team on curb design on east

##### ILLUMINATION

- Continue on illumination design
- Coordination with utility and proposed OHE locations to avoid conflicts

##### UTILITY COORDINATION

- Internal design team meetings to clear utility comments
- Utility assignments
- Update utility conflict matrix and exhibit (ongoing)

##### ENVIRONMENTAL

- No tasks this period; awaiting TxDOT meeting

##### ROW SURVEYING

- Research on DSWS easements

##### LANDSCAPE, STREETScape, URBAN DESIGN

- Coordination on pollinator garden design
- Overall schematic rendering update
- Prepare for Historic Preservation meeting

##### GEOTECHNICAL ENGINEERING AND PAVEMENT DESIGN

- Task complete

##### PS&E PREPARATION

- No tasks this period

##### PUBLIC ENGAGEMENT

- No tasks this period

**Anticipated Work to be Performed Next Period – July 2024**

**PROJECT MANAGEMENT**

- Project management and administration
- Subconsultant coordination

**ROADWAY DESIGN / TRAFFIC CALMING / TRAFFIC CONTROL / PAVEMENT MARKING AND SIGNING**

- Minor roadway work as subconsultants update plans
- Traffic control plan revisit

**DRAINAGE DESIGN**

- Adjustments based on utility conflicts
- Drainage modeling updates to reflect curb line on the east
- Proceed with 90% design

**ILLUMINATION**

- Continue on illumination design
- Coordination with utility and proposed OHE locations to avoid conflicts

**UTILITY COORDINATION**

- Utility assignments to providers
- Meetings with City of Dripping Springs, Frontier, PEC, DSWS
- Update utility conflict matrix (ongoing)

**ENVIRONMENTAL**

- Coordinate environmental forms for TxDOT post meeting

**ROW SURVEYING**

- Metes+bounds for drainage easements (cont.)

**LANDSCAPE, STREETScape, URBAN DESIGN**

- 90% landscape and hardscape design production
- Irrigation design

**GEOTECHNICAL ENGINEERING AND PAVEMENT DESIGN**

- Tasks completed

**PS&E PREPARATION**

- No tasks anticipated next period

**PUBLIC ENGAGEMENT**

- Coordination with City on easements needed

**Project Needs – *This Period***

- None this period

**Project Challenges and Resolutions – *This Period***

- Utility assignments require minor shift of roadway alignment to west and potentially easements or trenching for utilities on the east side of Old Fitzhugh Road. Consolidating

assignments into a “preferred” assignment and returning to utility provides. Utility provider coordination will continue on the reassignments, team will need support from City staff during coordination. Shift completed, making adjustments to drainage with respect to design.

- Drainage modeling could require “buy-in” from utility providers on new assignments, impacting deliverable schedule. Will continue coordination. Utility relocation and easement acquisition are still critical path items, not PS&E.
- Utility providers also seeking funding for relocation of the utilities on Old Fitzhugh Road. Discussions on funding / responsibility will continue.

*This progress report reflects work performed during the given month. Invoice periods may vary slightly. Subconsultant invoices may be delayed in the invoicing process.*