



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

Dripping Springs City Hall

511 Mercer Street – Dripping Springs, Texas

Monday, November 10, 2025, at 4:00 PM

AGENDA

CALL TO ORDER AND ROLL CALL

Board Members

Place 1 Ryan Thomas, Chair

Place 3 Taline Manassian, Vice Chair

Place 2 Jessie Milner

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

City Inspector/Grant Administrator Garrett Osborne

City Engineer Chad Gilpin

Senior Planner Sara Varvarigos

Maintenance Director Riley Sublett

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 eight (8) copies; if eight (8) 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.

MINUTES

- 1. Consider approval of the October 6, 2025 TIRZ No.1 & No.2 Board regular meeting minutes.**

BUSINESS AGENDA

- 2. Discuss and consider approval of the 2026 TIRZ No. 1 & No. 2 Board meeting calendar.**
- 3. Update regarding TIRZ Priority Project - Old Fitzhugh Road Improvement Project. Keenan Smith, TIRZ Project Manager**
 - Schedule
 - Budget
 - Utility Relocations
- 4. Update regarding TIRZ Priority Project - Stephenson School Building and Parking Lot Project. Keenan Smith, TIRZ Project Manager**
- 5. Update regarding TIRZ Priority Project - Mercer Street Paseo Project. Keenan Smith, TIRZ Project Manager**
- 6. Discuss TIRZ Board appointments expiring December 31, 2025: Jessy Milner, Place 2; Miles Mathews, Place 4; and Susan Kimball, Place 6.**

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.

- 7. Consultation with attorney and deliberation regarding real property for parcels involved in TIRZ Priority Projects including Old Fitzhugh Road, Town Center, Stephenson Building, and other strategic real property acquisitions related to TIRZ Priority Projects. (551.071, Consultation with Attorney; 551.073, Deliberation Regarding Real Property).**

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board Meetings

December 8, 2025, at 4:00 p.m.

City Council Meetings

November 18, 2025, at 6:00 p.m.

December 2, 2025, at 6:00 p.m.

December 16, 2025, 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, on November 4, 2025 at 5:00 PM.

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

Dripping Springs City Hall

511 Mercer Street – Dripping Springs, Texas

Monday, October 06, 2025, at 4:00 PM

DRAFT MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of Board Members present, Chair Thomas called the meeting to order at 4:05 p.m.

Board Members Present:

Place 1 Ryan Thomas, Chair

Place 2 Jessy Milner

Place 4 Miles Mathews

Place 5 Missy Atwood

Board Members Absent:

Place 3 Taline Manassian, Vice Chair

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

City Engineer Chad Gilpin

TIRZ Project Manager Keenan Smith, AIA

TIRZ Administrator Andrea Barnes

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 eight (8) copies; if eight (8) 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 the Presentation of Citizens.

PRESENTATIONS

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

1. **Presentation, discussion, and consideration of acceptance of the Quarterly TIRZ Administrator's Report.** *TIRZ Administrator P3 Works, Andrea Barnes; Deputy City Administrator Shawn Cox*

A motion was made by Board Member Atwood and seconded by Board Member Milner, to accept the Quarterly TIRZ Administrator's Report.

The motion carried unanimously 4 to 0.

MINUTES

2. **Approval of the September 2, 2025 TIRZ Board special meeting minutes.**

A motion was made by Board Member Mathews and seconded by Board Member Milner, to approve the September 2, 2025 meeting minutes.

The motion to approve carried unanimously 4 to 0.

BUSINESS AGENDA

3. **Update regarding TIRZ Priority Project - Stephenson School Building and Parking Lot Project.** *Keenan Smith, TIRZ Project Manager*

The update was presented by TIRZ Project Manager Keenan Smith. No action was taken.

4. **Update regarding TIRZ Priority Project - Old Fitzhugh Road.** *Keenan Smith, TIRZ Project Manager*

- a. Schedule
- b. Budget
- c. Utility Relocations

The update was presented by TIRZ Project Manager Keenan Smith. No action was taken.

5. **Discuss and consider recommendation of an updated Professional Services Agreement with Keenan Smith for TIRZ Project Management Services.**

A motion was made by Board Member Milner and seconded by Board Member Mathews, to approve the updated Professional Services Agreement with Keenan Smith.

The motion to approve carried unanimously 4 to 0.

CLOSED SESSION

No Closed Session was held.

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.

- 6. Consultation with attorney and deliberation regarding real property for parcels involved in TIRZ Priority Projects including Old Fitzhugh Road, Town Center, Stephenson Building, and other strategic real property acquisitions related to TIRZ Priority Projects.** (551.071, Consultation with Attorney; 551.073, Deliberation Regarding Real Property).

ADJOURN

A motion was made by Board Member Mathews and seconded by Board Member Milner, to adjourn the meeting.

The motion to adjourn carried unanimously 4 to 0.

The meeting was adjourned at 4:38 p.m.



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Diana Boone, City Secretary

Board Meeting Date: November 10, 2025

Agenda Item Wording: **Discuss and consider approval of the 2026 TIRZ No. 1 & No. 2 Board meeting calendar.**

Agenda Item Requestor: Ryan Thomas, Chair

Summary/Background: Each year the City Secretary prepares the next year's meeting calendar for approval by the Board. Meeting dates are scheduled using the frequency as stated in the Board ordinance. The TIRZ No. 1 & No. 2 Board ordinance calls for monthly meetings which are currently scheduled for **4:00 p.m., the 2nd Monday of each month.**

Attached for review is the proposed 2026 TIRZ meeting calendar with approved city holidays. The October meeting conflicts with a city holiday. Below is the proposed meeting date for this meeting. The Board may select to cancel meetings, and meetings may also be rescheduled throughout the year as the Board sees fit.

October 12, 2026 is a city holiday. Proposed meeting date:

Monday, October 5, 2026

Board Recommendations: Staff recommends approval of the calendar as presented. **Should there be any changes to meeting dates, please provide the changes in a motion.**

Attachments:

1. 2026 TIRZ No. 1 & No. 2 Board Proposed Calendar
2. 2026 CODS Holiday Calendar

Next Steps/Schedule:

1. Update calendar if any changes
2. Add meetings to Outlook Calendars and send invites
3. Add meeting dates to City Calendar on website
4. Create meetings on Municode for agenda management
5. Add deadlines to Agenda Calendar

2026 TIRZ No.1 & No.2 Board Meeting Calendar

JANUARY							FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	13	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31							
MARCH							APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	7	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		
MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	5	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	25	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													
JULY							AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					
SEPTEMBER							OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31
NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		



DRIPPING SPRINGS
Texas

CODS HOLIDAY

TIRZ BOARD MEETING DATES

Proposed Dates to Consider

01/13/26	<i>TIRZ Board Meeting</i>
02/09/26	<i>TIRZ Board Meeting</i>
03/09/26	<i>TIRZ Board Meeting</i>
04/13/26	<i>TIRZ Board Meeting</i>
05/11/26	<i>TIRZ Board Meeting</i>
06/08/26	<i>TIRZ Board Meeting</i>
07/13/26	<i>TIRZ Board Meeting</i>
08/10/26	<i>TIRZ Board Meeting</i>
09/14/26	<i>TIRZ Board Meeting</i>
10/05/26	<i>TIRZ Board Meeting</i>
11/09/26	<i>TIRZ Board Meeting</i>
12/14/26	<i>TIRZ Board Meeting</i>

2026 City of Dripping Springs Holiday Calendar

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	13	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	7	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	5	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	25	25	26	27
28	29	30				

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



DRIPPING SPRINGS
Texas

01/01/26 New Year's Day
 01/19/26 Martin Luther King Jr. Day
 02/16/26 Presidents' Day
 04/03/26 Good Friday
 05/25/26 Memorial Day
 06/19/26 Juneteenth
 07/03/26 Pre-Independence Day
 09/07/26 Labor Day
 10/12/26 Columbus Day
 11/11/26 Veterans Day
 11/26/26 Thanksgiving Day
 11/27/26 Thanksgiving Holiday
 12/24/26 Christmas Eve
 12/25/26 Christmas Day



Progress Report

Old Fitzhugh Road PS&E

September 2025

Description of Work Performed During the Past Period – September 2025

PROJECT MANAGEMENT

- Project management and administration
- TxDOT progress meetings – 1
- City progress meetings – 1
- TxDOT coordination

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

- Address City comments on drainage and grading on east side of Old Fitz

DRAINAGE DESIGN

- No tasks this period

ILLUMINATION

- No tasks this period

UTILITY COORDINATION

- General coordination to facilitate relocations
- Review detailed design plans from Spectrum
- Additional coordination to escalate / push Spectrum design team and engineer
- Spectrum Construction Kick Off meeting
- Ongoing coordination meetings with City of Dripping Springs, Frontier, PEC, Spectrum, Fiberlight DSWS (biweekly)
- Submit Monthly Utility Status Report to TxDOT

ENVIRONMENTAL

- No tasks this period

ROW SURVEYING

- No tasks this period

LANDSCAPE, STREETScape, URBAN DESIGN

- No tasks this period

PS&E PREPARATION

- No tasks this period

PUBLIC ENGAGEMENT

- No tasks this period

Anticipated Work to be Performed Next Period – September 2025

PROJECT MANAGEMENT

- Project management and administration
- TxDOT progress meetings – 1
- City progress meetings – 1
- TxDOT coordination

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

- No tasks anticipated next period

DRAINAGE DESIGN

- Review grading changes from design team and update drainage on east side of Old Fitz

ILLUMINATION

- No tasks anticipated next period

UTILITY COORDINATION

- General coordination to facilitate relocations
- NestHaven power service coordination
- Ongoing coordination meetings with City of Dripping Springs, Frontier, PEC, Spectrum, Fiberlight DSWS (biweekly)
- Submit Monthly Utility Status Report to TxDOT

ENVIRONMENTAL

- No tasks anticipated next period

ROW SURVEYING

- No tasks anticipated next period

LANDSCAPE, STREETScape, URBAN DESIGN

- No tasks anticipated next period

PS&E PREPARATION

- No tasks anticipated next period

PUBLIC ENGAGEMENT

- No tasks anticipated next period

Project Needs – *This Period*

- Coordination with one property owner on power service.

Project Challenges and Resolutions – *This Period*

- Temporary easements identified on east side of Old Fitzhugh Road for minor swales with updated drainage modeling. Finalizing individual maps per property of construction easements per City request. Need City support in obtaining construction easements.
- TxDOT will not review 95% design plan submission until utility relocations have made “further progress”. TxDOT provided a close out of 60% comments and some closeout items. They have indicated they are pushing 95% design plans to review.

- Singular utility pole identified as private service within City right-of-way. Working to relocate. Additional property owner support required from City. Additional design and construction funds may be required to relocate the service.

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

Submission	Current City / TIRZ Schedule	Previous TxDOT Schedule	Extended TxDOT Schedule	Actual Dates and Planned Schedule	Notes
	<i>Schedule approved with City and presented to TIRZ Board</i>	<i>TxDOT 2025 Letting Schedule</i>	<i>TxDOT Adjusted 2026 Letting Schedule</i>	<i>Escalated ahead of 2026 Letting Schedule</i>	
90% PS&E Submission	January 2025	February 2025	N/A	January 2025	Completed. TxDOT is tracking this as a 60% submittal package.
90% PS&E Resubmission	N/A	N/A	October 2025	July 2025	TxDOT will require a second 90% submission since the 60% design plans were reviewed by TxDOT “over-the-shoulder” without TxDOT paperwork. Design plans will be at 100% design stage with this submission. Awaiting Bartlett Tree survey received 06/04/25.
100% PS&E Submission	April 2025	April 2025	December 2025	September 2025	May be delayed by TxDOT reviews – have not received TxDOT Comments on previous submission. Can not resubmit at this time.
Ready to Let PS&E Submission	May 2025	May 2025	February 2026	October 2025	Includes buffer for utility relocations to be completed. Dates contingent on TxDOT.
Let Date	August 2025	August 2025	May 2026	January 2026	Includes buffer for utility relocations to be completed. Dates contingent on TxDOT.

Current Utility Status

- PEC – Construction started 07/04/25. Completed with pole installation and relocation of power lines; removals will occur after Frontier and Spectrum. Estimated completion – 10/21/25.
- Frontier – Construction started 07/28/25. Waiting Spectrum to attach cables to new poles. Estimated completion – 10/31/25.
- Spectrum – Design completed. Estimated construction start date – 09/22/2025. Estimated completion – 10/10/25.
- Fiberlight – Completed.
- Dripping Springs Water Supply – Joint Bid, 100% design plans received.

Mercer Street Paseo Project Update

Keenan Smith, TIRZ Project Manager
Historic Preservation Commission
TIRZ Board November 10, 2025



Project Overview:

Mercer Street Paseo

- **Conceptual Planning & Design**
 - Concept w/Downtown Restrooms
 - Stephenson Civic District Illustrative Plan
 - Synergy w/Mercer St & TIRZ Projects



DRIPPING SPRINGS
Texas



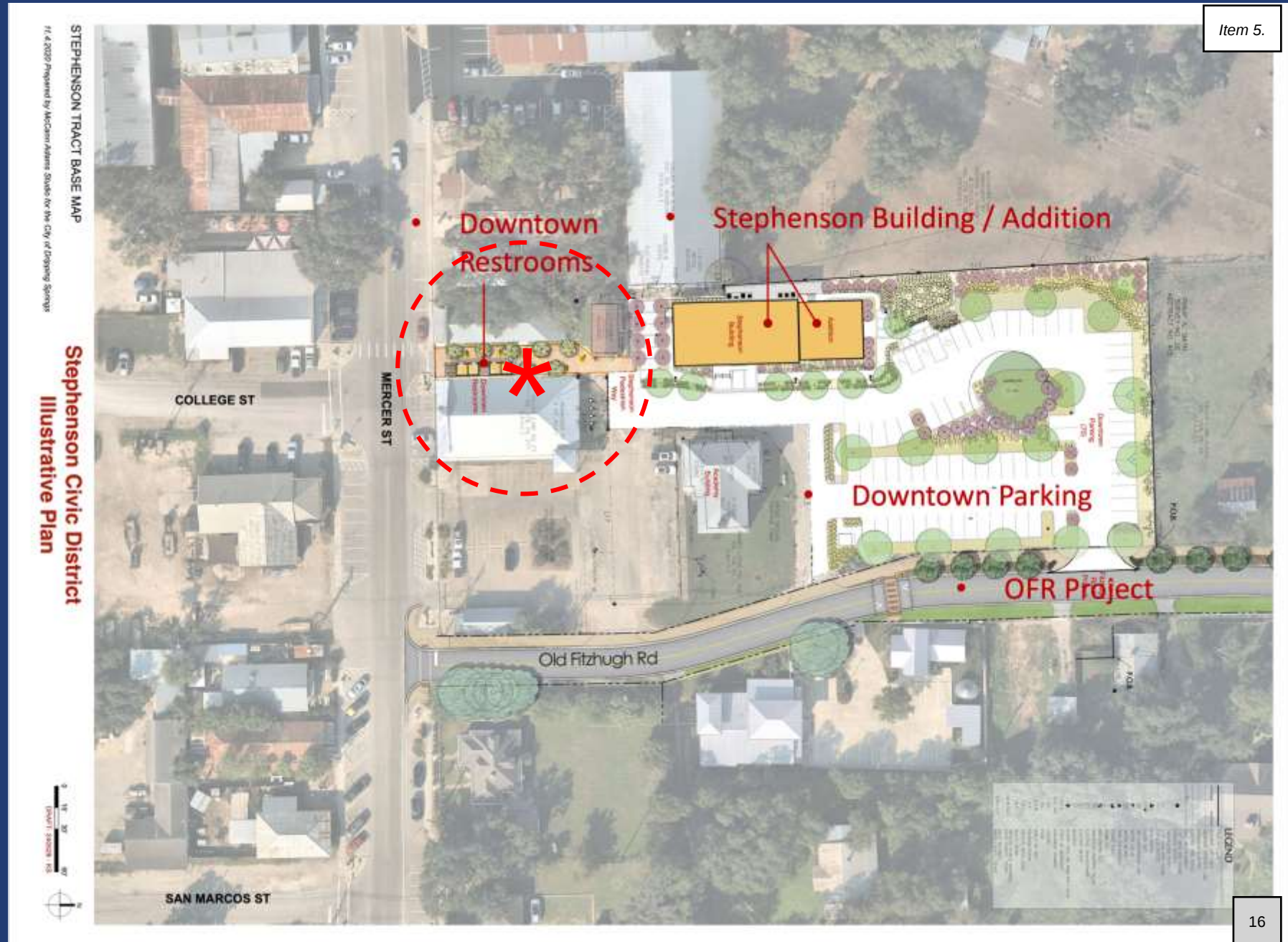
Project Goals:

Mercer Street Paseo

- Stephenson Civic District Illustrative Plan
- Synergy w/Mercer St & TIRZ Projects



DRIPPING SPRINGS
Texas



Item 5.

- **Connectivity & Synergy:**
 - Stephenson Building
 - Downtown Parking



Project Goals:

Mercer Street Paseo

- **Pedestrian Amenities:**
 - Shade & Landscaping
 - Lighting & Safety
 - Pavers / Drainage
 - Benches & Trash Cans



DRIPPING SPRINGS
Texas



Item 5.

"Stephenson Way"
Pedestrian Improvement
Concept Plan - 5/9/24

Project Funding:

Mercer Street Paseo

- TIRZ FY '26 Budget Allocation:
 - Downtown Master Plan Breakout Project
 - \$180,250 for Design Development, Engineering, and Construction (City Engineer Estimate)



DRIPPING SPRINGS
Texas



Way Forward & Next Steps

- Proposed Next Steps:

Mercer Street Paseo

- Design Development & Preliminary Engineering- FY '26 (City Engineer- Lead)
- COA Approval for Preliminary Plans, Specs and Estimates (PSE's)
- Finalize PSE's
- TIRZ Board & CC Approval
- Bidding, Award & Construction (w/TIRZ Budget Funding)
- Staff will manage construction



QUESTIONS?
Thank You
!!!