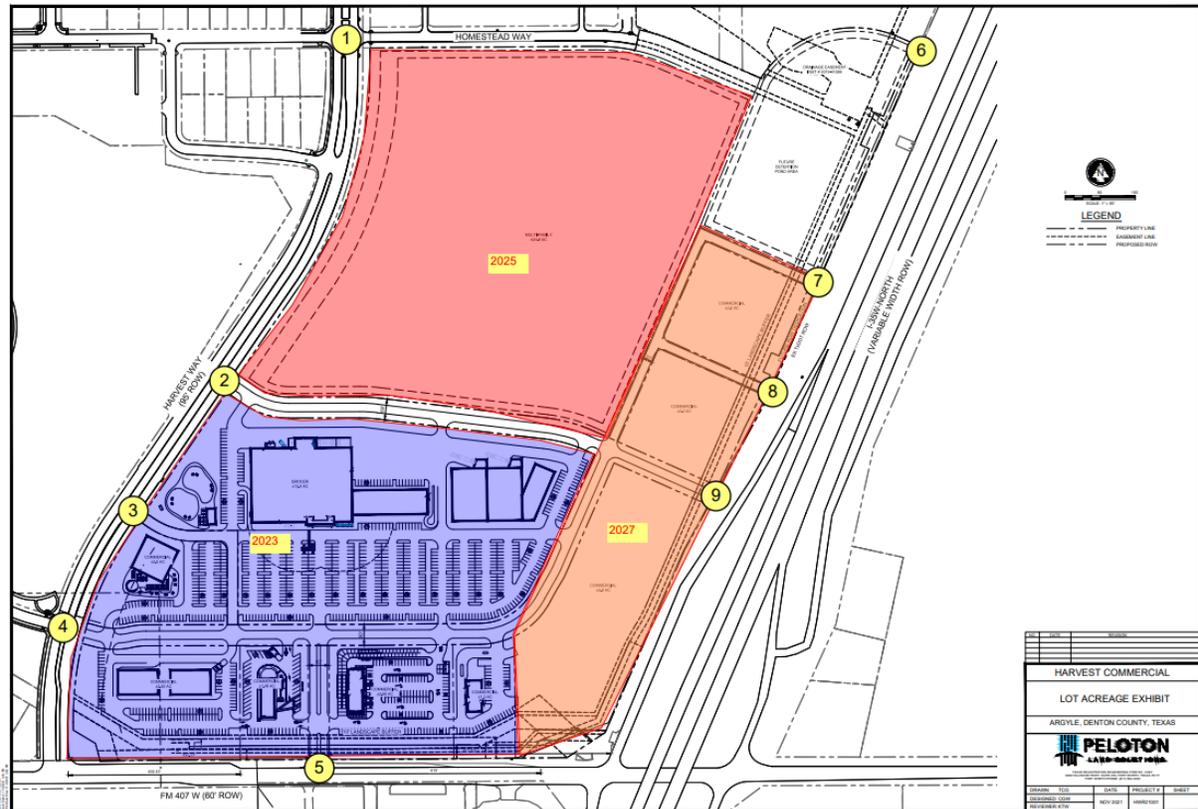




TO: Mayor and Members of the Town Council
FROM: Rich Olson, Town Administrator
REF: Town Administrator's Weekly FYI – January 7, 2022
COPY: Email Distribution

1. The Town of Argyle will be hosting a community meeting that will be held on January 26 from 6:30 p.m. to 8:30 p.m. on the proposed Harvest Town Center Development. The meeting is tentatively scheduled to occur at Town Hall. There appears to be a great deal of interest in the project and the town may need to move to a larger venue based on the questions and comments staff has been receiving. Notice will be given if that needs to occur. Hillwood Development has requested an opportunity to share their project with our citizens. The Harvest Town Center project consists of 70 acres located in the town extraterritorial jurisdiction (ETJ). On December 28, 2021, Hillwood submitted their subdivision plans to the Planning & Zoning Commission to review. Since at this time no variance or exceptions are under consideration, final approval will take place before the Planning & Zoning Commission. Below is one of the drawings Hillwood submitted.



2. Emilio Sanchez, our Community Development Director, resigned a few weeks ago to take position with another community. Since his letter of resignation was submitted, I have worked with several companies to find an individual to fill his position on an interim basis. What I have been able to ascertain is there is a shortage of trained planners available to hire for an interim position. The town faced this same problem after David Hawkins left. To address this issue, I have named Harrison Wicks, our Planner II, as the acting community development director. He will stay in that position until I have completed the selection process for a new director. At this time, the town is facing several large development projects and I have concerns that we will not be able to keep up with the process. I do have a planning background and will try to help relieve some of the development pressure. I have approached Freese and Nichols (FNI), the town engineer, about hiring one of their planners on a daily basis under our existing professional service agreement to address any backlog. FNI is down two planners, and it may be a challenge for them to provide support. The community development director position is being advertised and we have received three applications so far. I hope to have the position filled by the end of February.
3. The Planning & Zoning Commission held its monthly meeting on January 5, 2022. During that meeting, the following occurred:
 - Commissioners tabled a special exception (SP-22-001) to the Town Development Standards, Section 14.4.14 - Wall Signs, for a sign at St Argyle's Cajun Kitchen to be discussed during their next meeting on February 2, 2022.
 - Commissioners recommended approval of Ordinance amendment (TDS-21-010) to Chapter 3 Building Regulations and Chapter 5 Fire Prevention and Protection of the Code of Ordinances of the Town of Argyle.
 - Commissioners recommended approval with select revisions of Ordinance amendment (TDS-21-004) to Article V, Tree Preservation, of the Town of Argyle Town Development Standards regarding various amendments to the tree preservation requirements and other related tree ordinance provisions in the Town Development Standards.
 - Commissioners accepted a 30-day extension request from the applicant on a final plat (FP-21-020) for Planned Development District #3 (PD-003) Argyle Landing, to be discussed during their next meeting on February 2, 2022.
4. This month's Mornings with the Mayor meeting is tomorrow, January 8, 2022 from 9 a.m. to 10 a.m. at Town Hall. We hope you will join Mayor Livingston for coffee, donuts and discussion at the first Mornings with the Mayor for 2022.
5. Town staff has received our summary of claim experience report from the Texas Municipal League (TML) for our claim's year. The claim year is the same as the town's fiscal year, October through September. TML provides the town's general liability, workers' compensation, auto liability, errors and omission, property, cyber liability and data breach response coverage and law enforcement insurance. Last fiscal year, the town had four workers' compensation injuries and paid out \$41,369 in claims while our premium was \$38,570. The loss ratio was 107%. In the category of general liability, the town had no claims filed. This is the town's 10th year of not having a claim

filed. Because of the low loss ratio, the town only paid a premium of \$2,107 per claims year. The town also has law enforcement insurance and no claims were filed last year and there has been no claims filed in the last 20 years. No claims were filed under our errors and omission policy last claims year. The last claim filed under our errors and omissions policy occurred in 2018. The town annually pays \$3,757 for this coverage. The town paid \$12,956 for our auto coverage and had one claim filed, in the amount of \$702. Finally, the town filed no property claims last year. The claims experience report shows that town staff has done an excellent job managing the town's risk. I appreciate the effort staff has made.

6. A number of the town's pending developmental review projects have been delayed at the request of the applicants. The final plat for Argyle Landing was scheduled to be heard by the Planning & Zoning Commission Wednesday night. Argyle Landing is a 198-lot residential development just south of FM 407 near the I-35 W corridor. McAdams Engineering has requested that the final plat be moved to the February 3, 2022 Planning & Zoning meeting. There are still some minor storm water issues that need to be looked at further. The final plat for North Avalon addition is a proposed non-residential development consisting of six non-residential lots on approximately 7.905 acres of land located on the east side of IH 35 W, south of FM 407, east of Avalon Blvd, and west of Gateway Blvd. This matter will be pushed to the March Planning & Zoning meeting. Finally, the final plat for Harvest Townhomes Phase II, a proposed residential development consisting of eighty-nine lots on approximately 11.67 acres of land and the development is located on the west side of IH 35 W, east of Harvest Way, and north of Homestead Way will be delayed to the March Planning & Zoning meeting.