



**MINUTES OF THE
CITY COUNCIL MEETING
MONDAY, JUNE 23, 2025
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

CALL WORK SESSION TO ORDER Mayor calls the Work Session to order, states the date and time, states Councilmembers present, and declares a quorum present.**

Mayor Pro-Tem Phillips called the work session to order at 6:01 p.m. Councilmembers present were Matt Phillips, Charles Gillenwater, Jason Nelson, Lisa Parker, Ashlea Longenecker, and Quattro Borders. Mayor Jordan was absent. Mayor Pro-Tem Phillips declared a quorum present. Also, present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, City Attorney Ann Montgomery, City Secretary Jessie Hanks, Economic Development Director Stewart McGregor, Marketing and Community Relations Emily Golden, and Fire Chief Rhea Copper.

WORK SESSION A Work Session is used to explore matters of interest to one or more City Council Members or the City Manager for the purpose of giving staff direction on whether or not such matters should be placed on a future regular or special meeting of the Council for citizen's input, City Council deliberation and formal City action. Although Work Sessions are public meetings, and citizens have a legal right to attend, they are not public hearings, so citizens are not allowed to participate in the session.

1. Discussion regarding the Film Friendly Texas (FFTX) community certification requirements and benefits to the City of Kaufman as outlined by the Texas Film Commission.

Ms. Golden and Mr. McGregor informed the Council about the Film Friendly Texas program through the Texas State Governor's office. Ms. Golden outlined the requirements for a community to become Film Friendly, next steps for implementing the program, and the process for submitting an application for the program. She reviewed the effects this program will have on the community if approved. Mr. McGregor briefed the Council about the potential economic impact of this program. There was a discussion regarding the need and purpose of establishing administrative policy documents.

2. Discussion regarding items on the Regular Session Agenda, including the consideration of Executive Session items

Mr. Holder briefly reviewed item 7 on the Regular Session Agenda.

WORK SESSION ADJOURNMENT

There being no further business, Mayor Pro-Tem Phillips adjourned the work session at 6:24 p.m.

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Mayor calls the Meeting to order, states the date and time, states Councilmembers present, and declares a quorum present.**

Mayor Pro-Tem Phillips called the City Council Meeting to order at 6:31 p.m. Councilmembers present were Matt Phillips, Charles Gillenwater, Jason Nelson, Lisa Parker, Ashlea Longenecker,

and Quattro Borders. Mayor Jordan was absent. Mayor Pro-Tem Phillips declared a quorum present. Also, present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, City Attorney Ann Montgomery, City Secretary Jessie Hanks, Economic Development Director Stewart McGregor, Development Services Director Johnny Bray, Senior Planner Martin Mares, Fire Chief Rhea Cooper, Police Captain Colter Leftwich, and Police Chief Les Edwards.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the Council agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the City Council on any subject but must first complete a Request to Speak Form so that the Mayor may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the Council as a whole. **When addressing the Council, please step forward to the speaker's podium, state your name and address, and direct your comments to the Mayor and City Council.**

John Taylor, 3 Borders Circle, Kaufman, Texas 75142, provided the Council with a handout regarding the proposal to install a fire hydrant on Borders Circle. He expressed his desire to have the city install a fire hydrant on Border Circle to provide adequate emergency fire protection for the house located on the street.

RECOGNITION

3. Business of the Month - Kaufman Family Dentistry

Mayor Pro-Tem Phillips, Mr. McGregor, and Anne Glasscock, Chief Executive Officer of the Kaufman Chamber of Commerce, announced Kaufman Family Dentistry as the June 2025 Business of the Month.

CONSENT AGENDA

4. Consider and take appropriate action on the minutes from the May 14, 2025, Special City Council meeting.
5. Consider and take appropriate action on the minutes from the May 19, 2025, Work Session and Regular City Council meeting.
6. Consider and take appropriate action on the minutes from the June 16, 2025, Special City Council meeting.
7. Consider and take appropriate action on Resolution R-17-25, a resolution of the City Council of the City of Kaufman, Texas, authorizing the award for engineering services provider for the 2022 Texas Hazard Mitigation Assistance Grant application and project implementation; and providing an effective date.

Councilmember Gillenwater made a motion to approve Consent Agenda items 4 through 7 as presented. The motion was seconded by Councilmember Parker and passed 6/0.

END OF CONSENT AGENDA

PUBLIC HEARING

8. Second Reading: Conduct a public hearing, consider and take appropriate action on Ordinance O-06-25, an ordinance of the City Council of the City of Kaufman, Texas, granting to Oncor Electric Delivery Company LLC, its successors and assigns, a non-exclusive electric power franchise to use the present and future streets, alleys, highways, public utility easements, public ways and other public property of the City of Kaufman, Texas; providing conditions of franchise authority; providing for indemnification by the company; providing for compensation therefor; providing for an effective date and a term of said franchise; providing for the repeal of all existing franchise ordinances to Oncor Electric Delivery Company LLC, its predecessors and assigns; providing a severability clause; providing for written acceptance of this franchise; and finding that the meeting at which this ordinance is passed is open to the public.

a. Presentation

Mr. Holder informed the Council this is the second reading for the Oncor Franchise Agreement. He stated there were no changes from the first hearing.

b. Public Hearing

Mayor Pro-Tem Phillips opened the public hearing at 6:41 p.m. There being no speakers present, Mayor Pro-Tem Phillips closed the public hearing at 6:41 p.m.

c. Consider and take appropriate action on Ordinance O-06-25

Councilmember Parker made a motion to approve Ordinance O-06-25 as presented. The motion was seconded by Councilmember Nelson and passed 6/0.

9. Conduct a public hearing, consider and take appropriate action on Ordinance O-16-25, an ordinance of the City Council of the City of Kaufman, Texas, amending the Zoning Ordinance to provide a request for a **Specific Use Permit (SUP-59)** for alcoholic beverage sales in conjunction with a restaurant (Morita's Brunch) on approximately **0.5142 acres of land**, located at 300 East Cherry Street, Suite A, being Lot 1, Block 39 of the Fantasy Plaza Addition, City of Kaufman, Kaufman County, Texas (Parcel ID 177708). (Case No. Z-07-25)

a. Presentation

Mr. Mares presented a request for approval of Specific Use Permit-59 (SUP-59) for Morita's Brunch, located at 300 East Cherry Street, to allow alcoholic beverage sales in conjunction with restaurant operations. The 1,600-square-foot restaurant is located in Fantasy Plaza Center and provides seating for 40 patrons. The site plan provides 32 shared parking spaces, and the restaurant is not within 300 feet of any church, hospital, or school, meeting all applicable distance requirements. The proposed use aligns with the 2014 Future Land Use Plan designating the area for commercial use. Mr. Mares recommended approval of SUP-59 with the following conditions: (1) no significant changes may be made to the property, site plan, or floor plan without Council approval; (2) the operator must maintain a current TABC Private Club license; (3) the operator must maintain a current

City of Kaufman Alcohol Permit; (4) all alcohol sales must be for on-premise consumption only; and (5) at least 50% of sales must be from food.

b. Public Hearing

Mayor Pro-Tem Phillips opened the public hearing at 6:45 p.m. There being no speakers present, Mayor Pro-Tem Phillips closed the public hearing at 6:46 p.m.

c. Consider and take appropriate action on Ordinance O-16-25

Councilmember Longenecker made a motion to approve Ordinance O-16-25 with the following conditions:

1. The Property, including all buildings, premise, or land used pursuant to this SUP-59 shall not be enlarged, modified, structurally altered, added to, or otherwise significantly changed in size nor from the layout on the approved Site Plan and associated exhibits (Floor Plan) unless an amendment to SUP-59 is first approved by the City Council specifically authorizing such enlargement, modification, structural alteration, or change to the Property, Site Plan, or associated exhibits.
2. The Owner and/or Operator of the Property shall possess and continuously maintain a current Texas Alcoholic Beverage Commission (TABC) Private Club license for the continued operation of the property for Commercial District with Specific Use Permit-59 zoning designation.
3. The Owner and/or Operator of the Property shall possess and continuously maintain a current City of Kaufman Alcohol Permit for the Property.
4. All sales of alcoholic beverages shall be allowed for on-premise consumption only.
5. Fifty percent (50%) or more of sales transacted upon the Property shall be from food

The motion was seconded by Councilmember Parker and passed 6/0.

10. Conduct a public hearing, consider, and take appropriate action to on Ordinance O-17-25, an ordinance of the City Council of the City of Kaufman, Texas, amending Ordinance O-15-17 for **Planned Development-15 Highway Commercial (PD-15 HC)**, an amendment to the Zoning Ordinance of the City, by adding a 15-foot side yard setback requirement to Tract 6 and amending Exhibit G. The subject property is located south of E. U.S. Highway 175 between Old Kemp Highway (C.R. 151) and the Highway 34 Bypass on land out of the D. Falcon Survey, Abstract 151, City of Kaufman, Kaufman County, Texas. (Case No. Z-05-25)

a. Presentation

Mr. Mares presented a request for an amendment to Ordinance O-15-17 for PD-15 Highway Commercial, specifically modifying the side yard setback for Tract 6 in Exhibit G to 15 feet to accommodate the proposed Brakes Plus project. He explained that the current 25-foot requirement could not be met due to the building's site layout. Since the property lies within a Planned Development, the amendment must be approved by Council rather than the Zoning Board of Adjustment. The amendment applies only to Tract 6, which includes the QuikTrip site and proposed Brakes Plus location, with two other undeveloped lots having future cross-access. Mr. Mares noted the request aligns with the Future Land Use Plan and existing Thoroughfare Plan, and is being

considered alongside the project's Site Plan and Final Plat.

b. Public Hearing

Mayor Pro-Tem Phillips opened the public hearing at 6:48 p.m. There being no speakers present, Mayor Pro-Tem Phillips closed the public hearing at 6:49 p.m.

c. Consider and take appropriate action on Ordinance O-17-25

Councilmember Gillenwater made a motion to approve Ordinance O-17-25, an amendment to O-15-17 for Planned Development-15 Highway Commercial (PD-15 HC) as presented. The motion was seconded by Councilmember Nelson and passed 6/0.

DISCUSSION/ACTION ITEMS

11. Consider and take appropriate action on a **Site Plan for Brakes Plus**, being a portion of Lot 2, Block F of Kings Fort Addition, situated on .845 acres of land (Property ID 202753) out of the D. Falcon Survey, Abstract No. 151, City of Kaufman, Kaufman County, Texas, said property being generally located in the 900 Block of Kings Fort (Case No. SP-02-25).

Mr. Mares presented and reviewed the site plan for Brakes Plus located in the Kings Fort Addition. He reviewed various requirements for the development including parking, elevations, and landscape.

Councilmember Longenecker made a motion to approve a **Site Plan for Brakes Plus**, being a portion of Lot 2, Block F of Kings Fort Addition with the following conditions that:

1. The building elevations shall comply with the requirements of Planned Development-15 (PD-15), and a revision is required to ensure compliance
2. The proposed amendment to Planned Development-15 (PD-15) to reduce the required side yard setback must be approved prior to Site Plan approval. If the amendment is not approved, the Site Plan shall be revised to comply with the 25-foot side yard setback requirement in accordance with the Kaufman Development Code

The motion was seconded by Councilmember Nelson and passed 6/0.

12. Consider and take appropriate action on a **Replat for Kings Fort Addition, Block F, Lots 4R & 5R (Brakes Plus)**, being a replat of a portion of Lot 2, Block F of Kings Fort Addition, situated on 3.845 acres of land (Property ID 202753) out of the D. Falcon Survey, Abstract No. 151, City of Kaufman, Kaufman County, Texas, said property being generally located in the 900 Block of Kings Fort Parkway. (Case No. R-01-25)

Mr. Mares presented a request for approval of a Replat for Kings Fort Addition, Block F, Lots 4R and 5R, to support development of a Brakes Plus facility. He explained the property is zoned PD-15 for Highway Commercial uses, which permits minor auto repair. Both lots meet zoning standards, and Lot 5R includes a cross-access easement to Kings Fort Parkway. A shared access and fire lane easement will provide site circulation and future connectivity to adjacent tracts, including QuikTrip. Civil plans have been approved, and a site plan is under review. Mr. Mares also noted an upcoming PD amendment request to reduce the side yard setback.

Councilmember Gillenwater made a motion to approve a **Replat for Kings Fort Addition, Block F,**

Lots 4R & 5R (Brakes Plus) as presented. The motion was seconded by Councilmember Parker and passed 6/0.

13. Consider and take appropriate action on a **Site Plan for Tabor Plaza**, Block A, Lot 3, situated on 2.145 acres of land (Property ID 190309) out of the D. Falcon Survey A-151, City of Kaufman, Kaufman County, Texas, said property being generally located at the northeast corner of Tabor Parkway and State Highway 34. (Case No. SP-04-25)

Mr. Mares presented the Site Plan request for Tabor Plaza, Block A, Lot 3, a 2.145-acre parcel proposed for development with two 8,400-square-foot shell buildings intended for restaurant and retail uses. The lot, zoned PD-15 and fronting SH 34, will be accessed via an easement through Lot 1 from Tabor Parkway. The site includes 115 parking spaces, a full internal circulation drive, and dumpster enclosures. A 6-foot masonry screening wall will buffer adjacent residential uses to the north and east. Mr. Mares noted the proposed development complies with the PD-15 zoning, the 2014 Future Land Use Plan, and existing right-of-way requirements for SH 34 and Tabor Parkway. Staff recommended approval of the Site Plan.

Councilmember Nelson made a motion to approve a Site Plan for Tabor Plaza as presented. The motion was seconded by Councilmember Borders and passed 6/0.

14. Consider and take appropriate action on a **Final Plat for Tabor Plaza, Block A, Lots 1, 2, 3, and 4** situated on 4.792 acres of land (Property ID 190309) out of the D. Falcon Survey A-151, City of Kaufman, Kaufman County, Texas, said property being generally located at the northeast corner of Tabor Parkway and State Highway 34. (Case No. FP-04-25)

Mr. Mares reviewed a request for approval of the Final Plat for Tabor Plaza, Block A, Lots 1–4, to support future commercial development on approximately 4.792 acres zoned PD-15. He informed the Council that only Lot 3 (2.145 acres) has a proposed development at this time; Lots 1, 2, and 4 remain undeveloped. Mr. Mares explained that all lots meet the required retail zoning standards and have frontage on SH 34 Bypass, with Lot 1 also fronting Tabor Parkway.

Councilmember Longenecker made a motion to approve a **Final Plat for Tabor Plaza, Block A, Lots 1, 2, 3, and 4** as presented. The motion was seconded by Councilmember Parker and passed 6/0.

15. Consider and take appropriate action on Ordinance O-15-25, an ordinance of the City Council of the City of Kaufman, Texas, providing for the sale and issuance of the City of Kaufman, Texas Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2025 in the amount of \$5,000,000 for improvements to the Wastewater Treatment Plant, extension of a water line of Highway 34 adjacent to the Agile development, and several water and sewer repairs throughout the City; and ordaining other matters relating to the subject.

Nick Bulaich, Managing Director of Hilltop Securities, presented the bids for the City's Certificate of Obligation for several proposed water and wastewater infrastructure projects.

Councilmember Borders made a motion to approve Ordinance O-15-25, an ordinance of the City Council of the City of Kaufman, Texas, providing for the sale and issuance of the City of Kaufman, Texas Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2025 in the amount of \$5,000,000 for improvements to the Wastewater Treatment Plant, extension of a water line of Highway 34 adjacent to the Agile development, and several water and sewer repairs throughout the City; and ordaining other matters relating to the subject. The motion was seconded by

Councilmember Parker and passed 6/0.

16. Consider and take appropriate action on Resolution R-18-25, a resolution of the City Council of the City of Kaufman, setting a public hearing for July 28, 2025, to receive public input on the advisability of the adoption of Land Use Assumptions and a Capital Improvements Plan under which wastewater impact fees may be imposed.

Ms. Balthrop Mendoza outlined the Resolution and the need to set a public hearing for the advisability of the adoption of Land Use Assumptions and a Capital Improvements Plan under which wastewater impact fees may be imposed.

Councilmember Borders made a motion to approve Resolution R-18-25, a resolution of the City Council of the City of Kaufman, setting a public hearing for July 28, 2025, to receive public input on the advisability of the adoption of Land Use Assumptions and a Capital Improvements Plan under which wastewater impact fees may be imposed. The motion was seconded by Councilmember Parker and passed 6/0.

17. Consider and take appropriate action on Resolution R-19-25, a resolution of the City Council of the City of Kaufman, Texas, approving the submission to the Economic Development Administration's Fiscal Year 2025 Disaster Supplemental Grant; and providing an effective date.

Mr. McGregor informed the Council about the fund opportunity for the Fiscal Year 2025 Disaster Supplemental Grant. He outlined the proposed project for this grant for Kaufman Commerce Park infrastructure, including the water, sewer, and roads.

Councilmember Gillenwater made a motion to approve Resolution R-19-25, a resolution of the City Council of the City of Kaufman, Texas, approving the submission to the Economic Development Administration's Fiscal Year 2025 Disaster Supplemental Grant; and providing an effective date. The motion was seconded by Councilmember Parker and passed 6/0.

ANNOUNCEMENTS AND REPORTS FROM CITY MANAGER

18. Receive an update and discussion regarding the following:
 - a. Kaufman Police Association Fishing Tournament - June 28
 - b. Kaufman Red, White & BOOM Event - July 5
 - c. Budget Work Session Meetings - August 4 & August 11 (if needed)
 - d. Special City Council Meeting - September 8
 - e. 2025 TML Conference - Fort Worth - October 29-31, 2025
- f. Discussion Items Report (DIR)
- g. STAR Transit Ridership Report - May 2025

- h. Careflite Compliance Report - May 2025
- i. Fire Department Monthly Report - May 2025
- j. Police Department Monthly Report - May 2025
- k. Development Services Monthly Report - May 2025
- l. Monthly Calendars Attached

Mr. Holder updated the Council on the above-stated items.

EXECUTIVE SESSION

Mayor Pro-Tem Phillips recessed into executive session at 7:16 p.m.

- 19. The City Council will recess into Executive Session pursuant to Texas Government Code for an executive session regarding the following:
 - a. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Project AC/DC and Project Jersey

RECONVENE INTO OPEN SESSION In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session.

Mayor Pro-Tem Phillips reconvened into open session at 7:40 p.m.

- 20. Consider and take appropriate action, if any, on matters discussed in Executive Session.
- There were no action required on matters discussed in executive session.

ADJOURNMENT

There being no further business, Mayor Pro-Tem Phillips adjourned the meeting at 7:40 p.m.

ATTEST:

JEFF JORDAN
MAYOR

JESSIE HANKS
CITY SECRETARY

