

Bryan Moyers, Councilmember
David Brundage, Councilmember
Holly Gray-Moore, Mayor Pro-Tem



Carl E. Gierisch, Jr., Mayor

Brian Darby, Councilmember
Hogan Page, Councilmember
David Thompson, Councilmember

ROANOKE CITY COUNCIL AGENDA REGULAR MEETING

**MAY 9, 2023
7:00 PM
500 S. OAK STREET
ROANOKE, TX 76262**

A. CALL CITY COUNCIL TO ORDER

Invocation and Pledge of Allegiance

B. ANNOUNCEMENTS

C. PUBLIC INPUT

This item is available for citizens to address the City Council on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality audio, all speakers need to speak at the podium.

D. PROCLAMATION

1. Mayor Gierisch will read a proclamation declaring May 1, 2023 as Italian Bistro Day, honoring their 20th year in business.
2. Mayor Gierisch will read a proclamation declaring May 17, 2023 as World Neurofibromatosis (NF) Awareness Day.

E. CONSENT AGENDA

All items listed below are considered routine and will be enacted with one motion. There will be no separate discussion of items unless a Councilmember or citizen so requests, in which event the item will be removed and considered separately.



**AGENDA FOR THE MEETING
OF THE ROANOKE CITY COUNCIL**

**May 9, 2023
Page 2 of 3**

1. Consider approval of the minutes from the regular City Council meeting held on April 25, 2023.

F. NEW BUSINESS

1. Issue Certificates of Election, Statements of Elected/Appointed Officers and the Oath of Office.
2. Consideration and action to nominate and elect a City Council Member as Mayor Pro-Tem.
3. Consideration and action on a site plan (SP 2023-03) request from Willow Tree Custom Homes for a bed and breakfast establishment on an approximate half acre (.5170) parcel, situated in the O T Roanoke Addition BLK 20, LOT 1R and having an address of 301 N Oak, City of Roanoke, Denton County, Texas. The property is generally located on the West side of N Oak Street, next to Austin Street Plaza.
4. Consideration and action for a façade grant application from Eva Zweifel Mellema representing Bayou Jack's Cajun Grill, 200 N. Oak St. Roanoke, TX.
5. Consideration and action regarding City Hall operating hours and staff alternate work schedule.

G. EXECUTIVE SESSION

The City Council will hold a closed Executive Session meeting pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in:

Section 551.087

To deliberate commercial or financial information the City has received from a business prospect, and to deliberate the offer of a financial or other incentive to a business prospect.

RECONVENE INTO REGULAR SESSION

The City Council will reconvene into Regular Session, pursuant to the provisions of Chapter 551 of the Texas Government Code, to take any action necessary regarding:

Section 551.087

To deliberate commercial or financial information the City has received



**AGENDA FOR THE MEETING
OF THE ROANOKE CITY COUNCIL**

**May 9, 2023
Page 3 of 3**

from a business prospect, and to deliberate the offer of a financial or other incentive to a business prospect.

The City Council reserves the right to adjourn into Executive Session during the course of this meeting to discuss any item on the posted agenda as authorized by Chapter 551 of the Texas Government Code.

H. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Thursday, May 4, 2023, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

April S. Hill, City Secretary

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRaille IS NOT AVAILABLE.**

A public wireless network is now available in the Council Chambers for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: City Hall Guests



CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Proclamation - Italian Bistro 20th Year in Business

MEETING DATE: May 9, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Mayor Gierisch will read a proclamation declaring May 1, 2023 as Italian Bistro Day, honoring their 20th year in business.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

1. 2023 Italian Bistro

Proclamation

Italian Bistro

WHEREAS, on May 1, 2003, Sammy Lajqi opened Italian Bistro on Byron Nelson Boulevard, after finding a great location, where an empty Dairy Queen building stood; and

WHEREAS, Sammy renovated the building to showcase classic Italian décor and delicious Italian cuisine; and

WHEREAS, Italian Bistro expanded it's restaurant February 27, 2017, to meet the increasing volume of customers; and

WHEREAS, Italian Bistro is a family business, with his wife, son, and brother working together to add to it's success; and

WHEREAS, the Italian Bistro staff has remained the same for 18 years, including the kitchen staff, who continue to provide classic Italian cuisine; and

WHEREAS, the secret to Sammy's success is the ability to cook 365 dishes, one for every day of the year, with just his own ideas; and

WHEREAS, the 18 years of live music provided by Randy Teal the "Neil Diamond" of guitar music and 4 years of live music provided by Jacky Seal the "Young Frank Sinatra"; and

WHEREAS, we congratulate Italian Bistro on 20 years of business in the City of Roanoke.

NOW THEREFORE, I, Carl E. "Scooter" Gierisch, Jr., Mayor of the city of Roanoke, Texas do hereby proclaim May 1, 2023 as:

Italian Bistro Day

In Roanoke, Texas and urge appropriate recognition thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Roanoke, Texas to be affixed this 9th day of May, 2023.

Carl E. "Scooter" Gierisch, Jr. Mayor

Witness:

April S. Hill, City Secretary





AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Proclamation - World Neurofibromatosis (NF) Awareness Day.

MEETING DATE: May 9, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Mayor Gierisch will read a proclamation declaring May 17, 2023 as World Neurofibromatosis (NF) Awareness Day.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

1. 2023 World Neurofibromatosis (NF) Awareness Day

Proclamation

May 17, 2023 World Neurofibromatosis (NF) Awareness Day

- WHEREAS**, The Children's Tumor Foundation is observing May 17, 2023 as World Neurofibromatosis (NF) Awareness Day to educate the public about this rare genetic disorder; and
- WHEREAS**, Although over 2 million people around the world are living with NF and 1 in every 3,000 births is diagnosed with NF, it is still relatively unknown to the public; and
- WHEREAS**, NF affects all populations equally, regardless of race, ethnicity or gender; and
- WHEREAS**, NF causes tumors to grow on nerves throughout the body and also can affect development of the brain, cardiovascular system, bones and skin; and
- WHEREAS**, The disorder can lead to blindness, deafness, bone abnormalities, disfigurement, learning disabilities, disabling pain, and cancer; and
- WHEREAS**, The Children's Tumor Foundation leads efforts to promote and financially sponsor world-class medical research aimed at finding effective treatments and, ultimately, a cure for NF; and
- WHEREAS**, The Children's Tumor Foundation is connecting the unconnected, leading the way through innovative and inventive approaches to scientific advancement and improved patient care, re-vamping systems to accelerate the path from discovery to treatment; and
- WHEREAS**, The Children's Tumor Foundation works to improve access to quality patient care through its national NF Clinic Network; and
- WHEREAS**, The Children's Tumor Foundation provides patient and family support through its information resources, youth programs, and community activities; and
- WHEREAS**, Much remains to be done in raising public awareness of NF to help promote early diagnosis, proper management and treatment, prevention of complications, and support for research;

NOW, THEREFORE, I Carl E. Gierisch, Jr., Mayor of Roanoke, hereby proclaim May 17, 2023 as:

World Neurofibromatosis (NF) Awareness Day

IN WITNESS WHEREOF, I have here unto set my hand and caused the official seal of the City of Roanoke, Texas to be affixed this the 9th day of May, 2023.

Carl E. "Scooter" Gierisch, Jr. Mayor

Witness:

April S. Hill, City Secretary





CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: 04/25/2023 - CC Minutes

MEETING DATE: May 9, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consider approval of the minutes from the regular City Council meeting held on April 25, 2023.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. CCMin 04-25-2023

Bryan Moyers, Council Member
David Brundage, Council Member
Holly Gray-Moore, Mayor Pro-Tem



Carl E. Gierisch, Jr., Mayor

Brian Darby, Council Member
Hogan Page, Council Member
David Thompson, Council Member

**MINUTES
ROANOKE CITY COUNCIL
REGULAR MEETING
APRIL 25, 2023
CITY HALL COUNCIL CHAMBERS
500 S. OAK STREET
7:00 P.M.**

PRESENT: Mayor Carl E. "Scooter" Gierisch, Jr.; Council Members: Bryan Moyers, David Thompson, David Brundage, and Brian Darby; City Manager Cody Petree, City Secretary April S. Hill, and City Attorney Jeff Moore.

DEPT. STAFF: Assistant City Manager/Chief of Police Jeriahme Miller, Fire Chief Chris Addington, Chief Financial Officer Vicki Rodriguez, Public Works Director Shawn Wilkinson, Parks and Recreation Director Ray McDonald, Recreation Superintendent Eric Lorenz, and Executive Assistant Jeannie Homer.

ABSENT: Mayor Pro Tem Holly Gray-Moore, Councilmember Hogan Page, and Library Director Kelly Holt.

A. CALL CITY COUNCIL TO ORDER

City Council called to order at 7:00 p.m.
Invocation and Pledge of Allegiance given by Mayor Gierisch.

B. ANNOUNCEMENTS

City Manager Cody Petree announced the annual Roanoke Roundup Event will be held on Saturday, May 6th, with live music by Coffey Anderson.

Mayor Gierisch thanked the City of Roanoke family for their support through the loss of his mother.

C. PUBLIC INPUT

No one wished to speak.

D. PRESENTATION

1. Dr. Mark Foust, Superintendent of Northwest Independent School District (NISD) introduced himself and gave an update on the school district.



**MINUTES FOR THE REGULAR MEETING
OF THE ROANOKE CITY COUNCIL**

**April 25, 2023
Page 2 of 3**

E. PROCLAMATION

1. Mayor Gierisch read a proclamation declaring April 25, 2023 as Babe's Chicken Dinner House of Roanoke Day, honoring their 30th Year in business.
2. Mayor Gierisch read a proclamation declaring May 5, 2023 as The Classic at Roanoke Day, honoring their 30th Year in business.
3. Mayor Gierisch read a proclamation declaring May 4, 2023 as National Day of Prayer in Roanoke.
4. Mayor Gierisch read a proclamation declaring May 2023 as Mental Health Month and May 7, 2023 as Children's Mental Health Awareness Day.

F. CONSENT AGENDA

All items listed below are considered routine and will be enacted with one motion. There will be no separate discussion of items unless a Councilmember or citizen so requests, in which event the item will be removed and considered separately.

1. Consider approval of the minutes from the regular City Council meeting held on March 28, 2023.
2. Consider approval of Resolution No. 2023-103R, approving the Denton County Hazard Mitigation Plan.

Motion made by David Thompson second by Bryan Moyers to approve Consent Agenda Items 1 and 2, with amended date.

Motion carried unanimously.

G. NEW BUSINESS

1. Public hearing on Ordinance No. 2023-107, reviewing the Youth Programs Standards of Care.

Public hearing started at 7:34 p.m.

No one wished to speak.

Public hearing ended at 7:34 p.m.

2. Motion made by David Thompson second by Brian Darby to approve Ordinance No. 2023-107 adopting the Youth Programs Standards of Care.
Motion carried unanimously.



**MINUTES FOR THE REGULAR MEETING
OF THE ROANOKE CITY COUNCIL**

**April 25, 2023
Page 3 of 3**

3. Motion made by David Thompson second by Bryan Moyers to approve an amendment to the Art and History Trail Committee bylaws, reducing the number of committee members from 11 to 7.

Motion carried unanimously.

4. Motion made by David Thompson second by Bryan Moyers to approve the Public Art Master Plan Policies and Procedures.

Motion carried unanimously.

H. ADJOURNMENT

Motion made by David Thompson second by Brian Darby to adjourn the meeting at 7:36 p.m.

Motion carried unanimously.

Carl E. "Scooter" Gierisch, Jr., Mayor

April S. Hill, City Secretary



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Issue Certificates of Election, Statements of Elected/ Appointed Officers and the Oath of Office.

MEETING DATE: May 9, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Issue Certificates of Election, Statements of Elected/ Appointed Officers and the Oath of Office.

INFORMATION:

Section 2.053, Election Code provides that the certificate of election shall be issued “in the same manner and at the same time” as for a candidate elected at an election. Therefore, the candidates who have been declared “elected” at the meeting ordering the cancellation must wait until after the official election day (even though no election is held) and no earlier than the prescribed canvassing period (even though no canvass is held) to be sworn in and assume their duties.

After election day, the presiding officer of the canvassing authority will issue certificates of election to the unopposed candidates, and they are sworn into office “in the same manner” provided for a candidate elected at an election. Sec. 67.016, Election Code.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Nominate and Elect Mayor Pro-Tem

MEETING DATE: May 9, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action to nominate and elect a City Council Member as Mayor Pro-Tem.

INFORMATION:

SECTION 3.04 Mayors and Mayor Pro-Tem

(2) The Mayor Pro-Tem shall be a Council Member elected annually by the City Council at the first regular meeting after each election of Council members and/or Mayor, or at the first regular meeting in June, in the event there is no election for Council members and/or Mayor. The Mayor Pro-Tem shall act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Site Plan (SP-2023-03) 301 N Oak Bed & Breakfast

MEETING DATE: May 9, 2023

DEPARTMENT: Planning

ITEM SUMMARY:

Consideration and action on a site plan (SP 2023-03) request from Willow Tree Custom Homes for a bed and breakfast establishment on an approximate half acre (.5170) parcel, situated in the O T Roanoke Addition BLK 20, LOT 1R and having an address of 301 N Oak, City of Roanoke, Denton County, Texas. The property is generally located on the West side of N Oak Street, next to Austin Street Plaza.

INFORMATION:

Existing conditions:

A two-story building, 3146 sf, was originally built in 1904 and refurbished in 2019. The current use of the building is an event center, known as the Old Oak Street Cottage.

Proposal:

A two-story, 5,208 sf building providing six (6) luxury lodging rooms.

The existing building is equipped with a commercial kitchen that will provide meals for guests.

The proposed building is designed to match the architecture and character of the existing building.

Zoning: *Oak Street Corridor-Oak Street Zone* - The use of a bed and breakfast is permitted on Oak Street.

Parking: *Required* - Six (6) spaces (one (1) space per lodging room), *Provided* - Six (6) spaces

Utilities and Drainage: A utility and drainage plan shall be approved by the city's engineering consultant prior to construction.

Planning and Zoning Commission:

The board recommended approval of the site plan as submitted on May 1, 2023.



AGENDA ITEM

STAFF RECOMMENDATION:

Staff recommends approval of the site plan as submitted.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. SP-2023-03 - 301 N. Oak - Site Plan Application
2. Frances Allen 301 N Oak Street - SPA (2023.04.10)



CITY OF ROANOKE
500 S. OAK STREET
ROANOKE, TEXAS 76262
(817) 491-2411

SITE PLAN APPLICATION
FEE OF \$400.00 IS DUE WITH SUBMITTAL

Name of Applicant Willow Tree Custom Homes (Travis Fr	Address of Applicant 680 N Carroll Ave Suite 100, Southlake, TX 76092		Phone Number 940-300-8820
Legal Interest			
Owner Frances Allen	Address 301 N. Oak Street		Phone Number 817-991-6045
Firm preparing Site Plan Package REDINGER GROUP, LLC & Craig Jacobson (CAJ Designs)	Address P.O. BOX 93206 SOUTHLAKE, TEXAS		Phone Number (817) 253-5727 Email craig.adam.jacobson@gn
Location of Property 301 N. Oak Street	Name of Addition/Subdivision Original Town of Roanoke	Lot / Block Lot 1R, Block 20	Present Zoning Oak Street

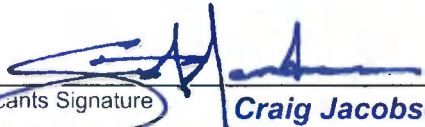
Proposed Site Plan Contains:

LAND USE	NUMBER OF LOTS	ACRES FOR USE
Single Family		
Multi-Family		
Planned Development		
Office		
Retail		
Commercial	1	.5
Industrial		
Flood Plain		

A copy of the final plat or re-plat of the approved subdivision by the City Council showing property boundary lines and dimensions and easements, roadways, rail lines and public right-of-way crossing and adjacent to the subject property should be included.

If the property is subject to a Plan Development a statement showing that the proposed use substantially conforms to the Plan Development.

(P&Z two (2) folded copies (24"X36") & an electronic copy (pdf) City Council) Site Plan fee is \$400.00. Fees are subject to change as amended by Ordinance.

Applicants Signature

Craig Jacobson
FOR OFFICE USE ONLY

3.24.2023

Date

Site Plan Fee PAID 4/1/2023 A.S.	P&Z Meeting 04/17/2023	CC Meeting 04/25/2023	File for Record SP- 2023 - 03
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08/23/2019

OAK STREET COTTAGE BED & BREAKFAST

301 N. OAK STREET
ROANOKE, TEXAS 76262

LOT 1R, BLOCK 20
ORIGINAL TOWN OF ROANOKE
0.517 ACRES

NARRATIVE:
301 NORTH OAK STREET IS COMPRISED OF AN EXISTING 2,085 SF(+/-) 2 STORY BUILDING THAT WAS REMODELED TO SEVER AS A PRIVATE EVENT FACILITY. THE EXISTING FACILITY WILL SERVE AS A MEETING SPACE, COMMERCIAL KITCHEN FOR BED & BREAKFAST USES AND CATERING FOR PRIVATE EVENTS.

THE PROPOSED 2-STORY STRUCTURE WILL BE BUILT TO MATCH THE EXISTING BUILDING'S ARCHITECTURAL STYLE AND MATERIALS, INCLUDING THE RAISED BRICK PAVER LANDSCAPE BEDS. PARKING FOR THE NEW BUILDING WILL BE ACCESSIBLE VIA THE ALLEYWAY, WITH NO DISRUPTION TO OAK STREET. THE PROPOSED BUILDING WILL PROVIDE (1) PARKING SPACE PER UNIT. THE PROPOSED BUILDING WILL BE USED AS A (6) UNIT BED & BREAKFAST WITH SUPPORTING ROOMS FOR STORAGE AND MAINTENANCE. (4) B&B UNITS, INCLUDING (1) ADA UNIT & RAMP WILL BE ON THE 1ST LEVEL. (2) UNITS WILL BE ON THE 2ND LEVEL, WITH ACCESS FROM AN INTERNAL STAIRCASE. EACH UNIT WILL HAVE (1) BEDROOM, (1) BATHROOM, (1) LIVING ROOM & COFFEE BAR.

ZONING: DIVISION 15 OAK STREET CORRIDOR ZONING DISTRICT

LAND USE: BED AND BREAKFAST ESTABLISHMENTS

PARKING: LODGING, ONE (1) SPACE PER LODGING ROOM.
NUMBER OF UNITS = (6)
NUMBER OF PARKING SPACES PROVIDED (6), (1) PARKING SPACES IS ACCESSIBLE

BUILDING HEIGHT: 1ST LEVEL = 15' PLATE HEIGHT + 3'-0" (ELEVATED FROM STREET) = 18'-0"
2ND LEVEL = 10' PLATE HEIGHT + 3'-0" (ELEVATED FROM STREET) = 28'-0"
PEAK OF THE ROOF = 45'-0"

BUILDING MATERIALS: ROOF = STANDING SEAM METAL PANELS (MATCHING EXISTING BUILDING)
FACADE = CEMENTITIOUS-FIBER CLAPBOARD (MATCHING EXISTING BUILDING)
DOORS = FIBERGLASS AND/OR WOOD DOORS (MATCHING EXISTING BUILDING)
WINDDOWS = FIBERGLASS AND/OR WOOD DOORS (MATCHING EXISTING BUILDING)
PLANTER BED = RASIED BRICK PAVERS LANDSCAPE BEDS (MATCHING EXISTING BUILDING)

ROOM SCHEDULE				
Department	Level	Number	Name	Area
EXISTING	1ST LEVEL	E1	EXT. ENTRY	92 SF
EXISTING	1ST LEVEL	E2	EXT. DINING ROOM	572 SF
EXISTING	1ST LEVEL	E3	EXT. PARLOR	347 SF
EXISTING	1ST LEVEL	E4	EXT. BAR	235 SF
EXISTING	1ST LEVEL	E5	EXT. STAIR	194 SF
EXISTING	1ST LEVEL	E6	EXT. R.R.	53 SF
EXISTING	1ST LEVEL	E7	EXT. R.R.	55 SF
EXISTING	1ST LEVEL	E8	EXT. CORRIDOR	64 SF
EXISTING	1ST LEVEL	E9	EXT. KITCHEN	298 SF
EXISTING	1ST LEVEL	E10	EXT. STOR.	63 SF
EXISTING	1ST LEVEL	E11	EXT. ENTRY	54 SF
EXISTING	1ST LEVEL	E12	EXT. MECH.	57 SF
1ST LEVEL: 12				2085 SF
EXISTING: 12				2085 SF
NEW	1ST LEVEL	101	SUITE A	596 SF
NEW	1ST LEVEL	102	SUITE B	580 SF
NEW	1ST LEVEL	103	SUITE C	509 SF
NEW	1ST LEVEL	104	SUITE D	604 SF
NEW	1ST LEVEL	105	LAUNDRY	112 SF
NEW	1ST LEVEL	106	LOBBY	224 SF
1ST LEVEL: 6				2627 SF
NEW	2ND LEVEL	207	SUITE E	706 SF
NEW	2ND LEVEL	208	LOUNGE	483 SF
NEW	2ND LEVEL	209	SUITE F	645 SF
NEW	2ND LEVEL	210	BONUS	334 SF
NEW	2ND LEVEL	211	STORAGE & CLEANING	413 SF
2ND LEVEL: 5				2581 SF
NEW: 11				5208 SF
Grand total: 23				7293 SF



1 Site
1/8" = 1'-0"

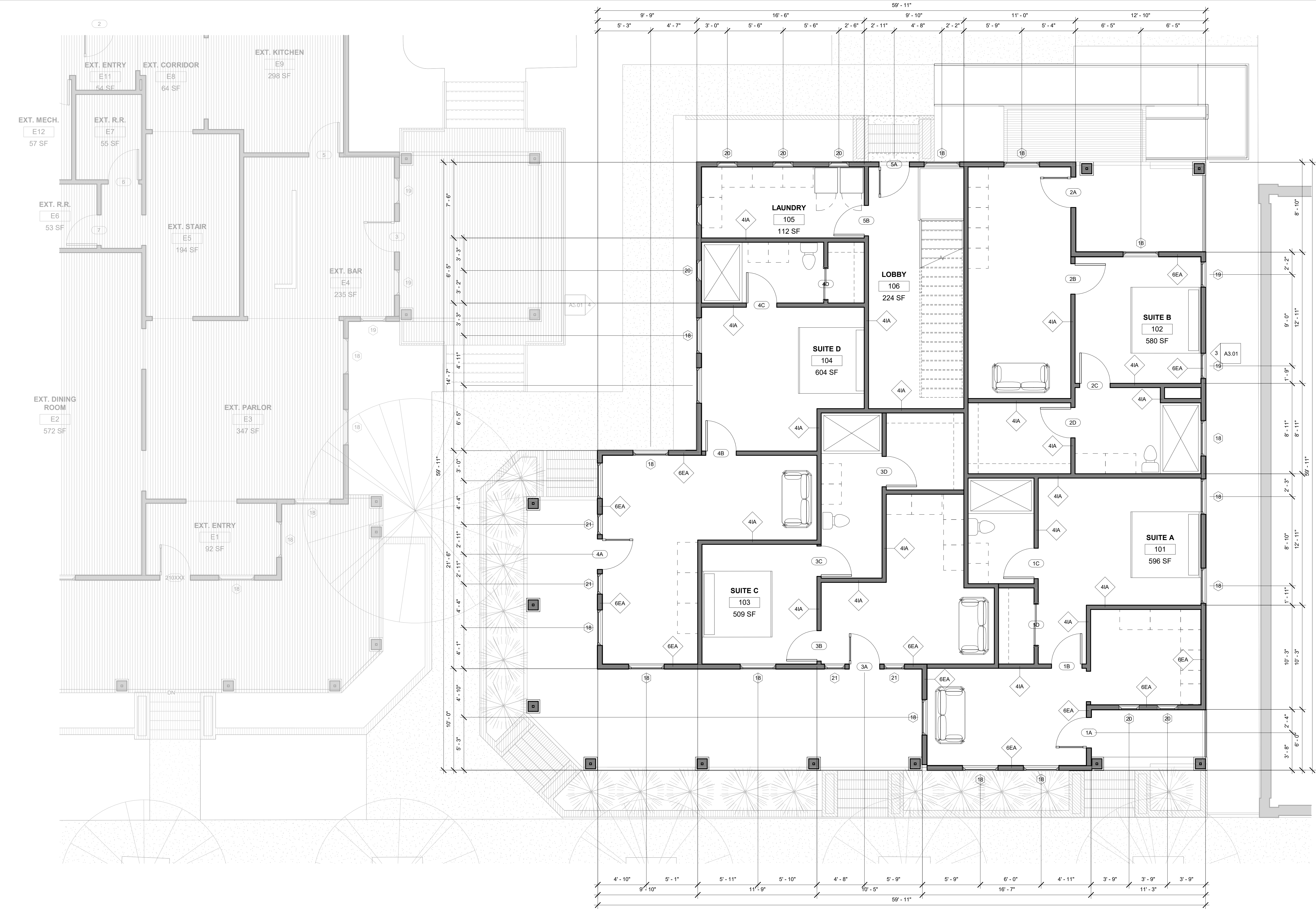
C-A-J Designs
2527 Roseville Dr.
Trophy Club, TX 76262

301 N. Oak Street
Roanoke, TX 76262

THESE PLANS ARE THE PROPERTY OF C-A-J DESIGNS AND ARE NOT TO BE REPRODUCED, TRACED, OR REUSED FOR CONSTRUCTION WITHOUT THE WRITTEN PERMISSION OF C-A-J DESIGNS. THESE PLANS ARE INTENDED TO PROVIDE ALL PROSPECTIVE CONTRACTORS, AND/OR BUILDING MANUFACTURERS THE NECESSARY INFORMATION NEEDED TO DESIGN, BID, AND CONSTRUCT THIS BUILDING. OWNER SHALL VERIFY AND CHECK ALL ASPECTS PRIOR TO ANY CONSTRUCTION. ANY JOBSITE CHANGES WILL VOID DESIGNER'S LIABILITY. DESIGNER'S LIABILITY NOT TO EXCEED FEE PAID FOR PLANS.

No.	Description	Date

FRANCES ALLEN	
301 N. OAK STREET	
Overall Site Plan	
Project number	230303
Date	03.03.2023
A1.01	
Scale	1/8" = 1'-0"



C-A-J Designs
2527 Roseville Dr.
Trophy Club, TX 76262

301 N. Oak Street
Roanoke, TX 76262

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No.	Description	Date

FRANCES ALLEN

301 N. OAK STREET

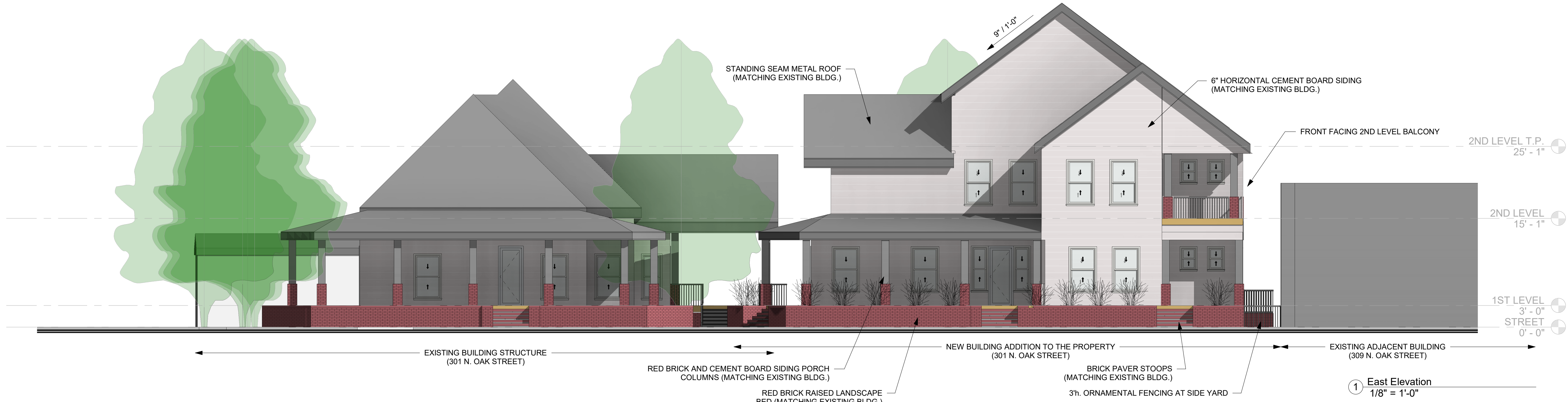
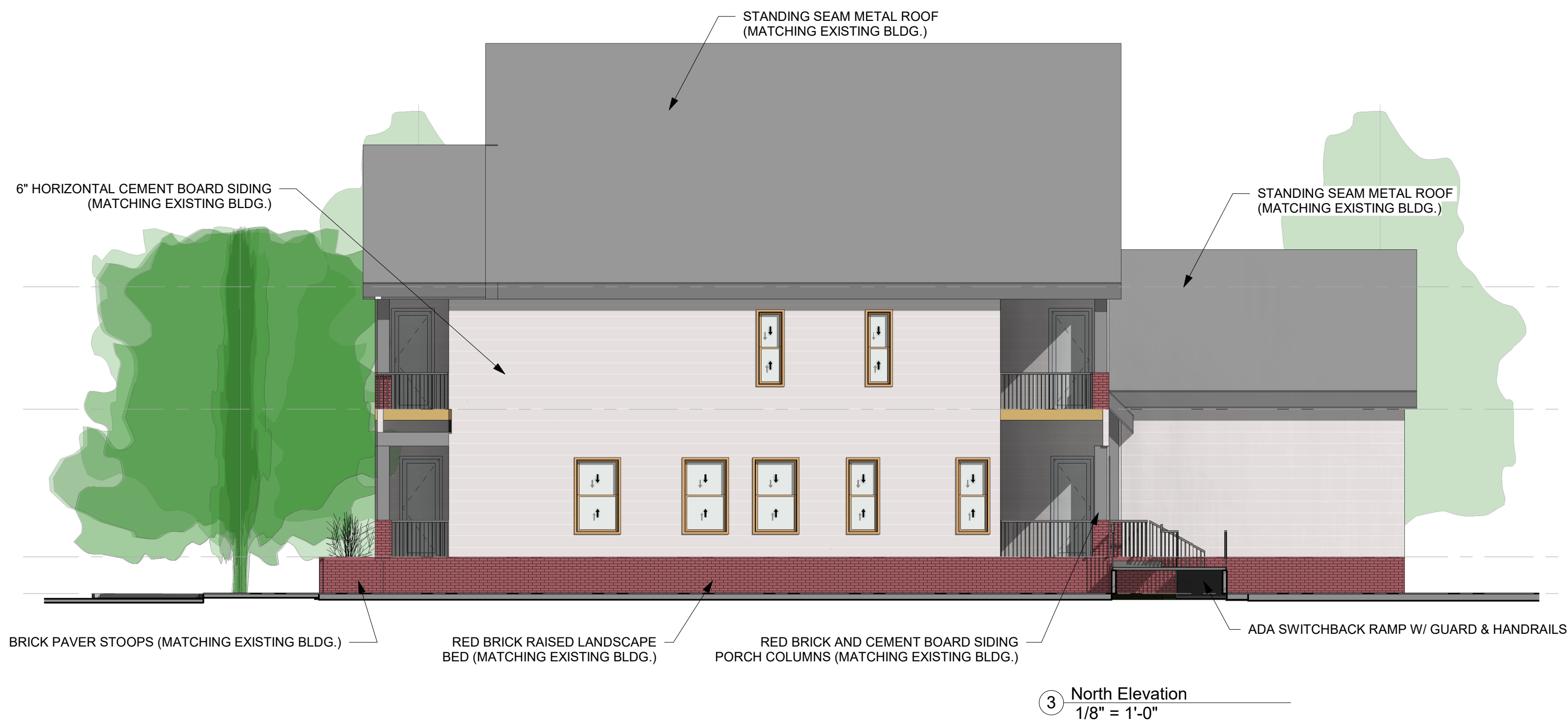
1st Floor Level

Project number	230303
Date	03.03.2023

A2.01

Scale	1/4" = 1'-0"
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C-A-J Designs
2527 Roseville Dr.
Trophy Club, TX 76262

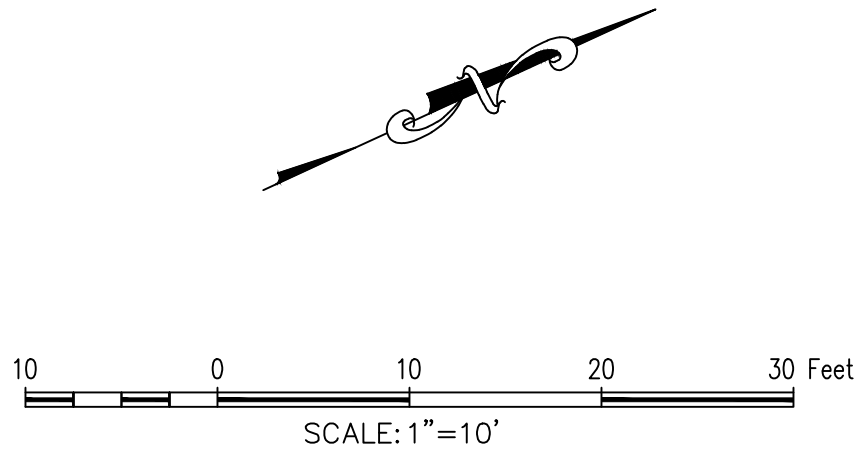
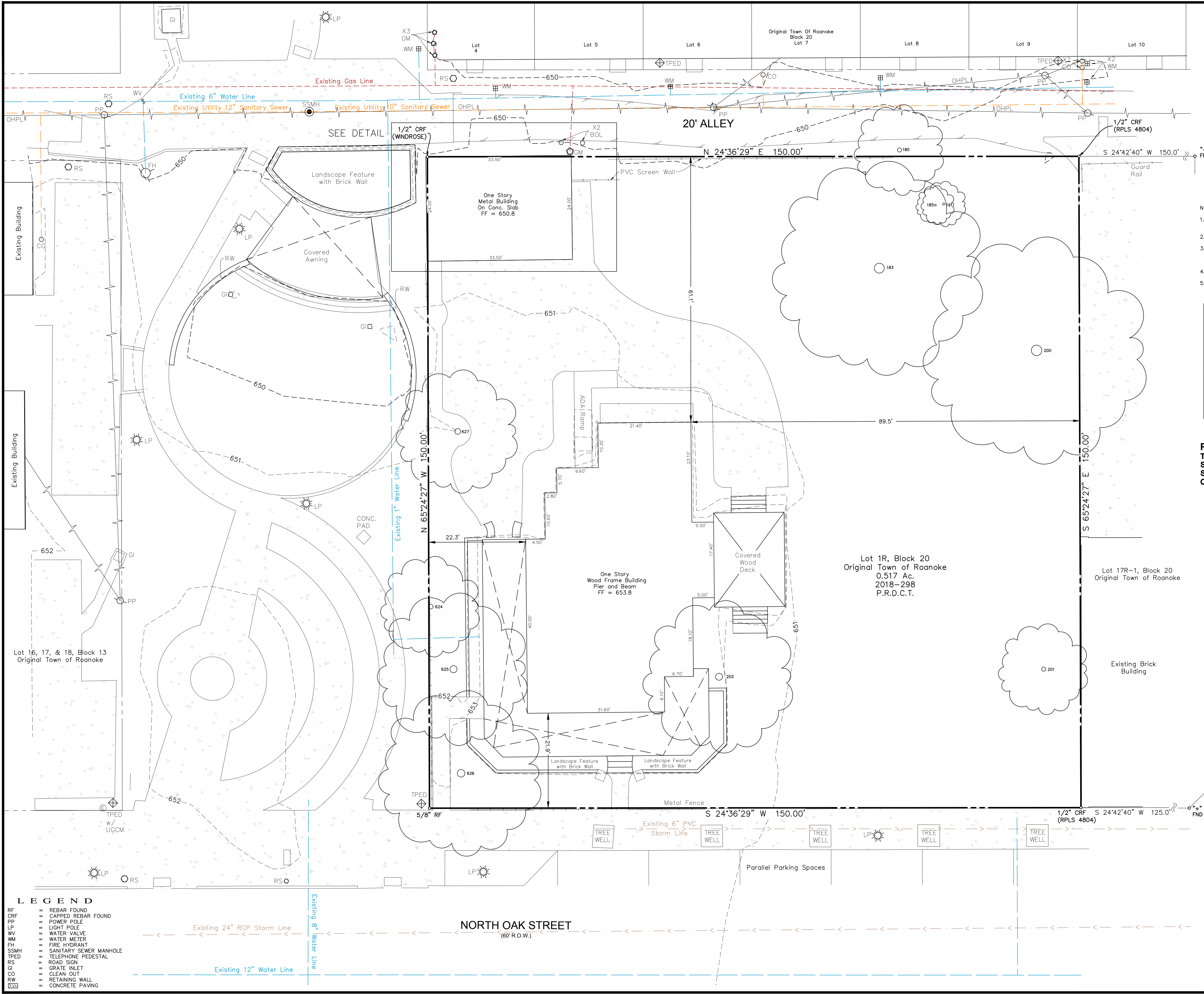
301 N. Oak Street
Roanoke, TX 76262

THESE PLANS ARE THE PROPERTY OF C-A-J DESIGNS AND ARE NOT TO BE REPRODUCED, TRACED, OR REUSED FOR CONSTRUCTION WITHOUT THE WRITTEN PERMISSION OF C-A-J DESIGNS. THESE PLANS ARE INTENDED TO PROVIDE ALL PROSPECTIVE CONTRACTORS, AND/OR BUILDING MANUFACTURERS THE NECESSARY INFORMATION NEEDED TO DESIGN, BID, AND CONSTRUCT THIS BUILDING. OWNER SHALL VERIFY AND CHECK ALL ASPECTS PRIOR TO ANY CONSTRUCTION. ANY JOBSITE CHANGES WILL VOID DESIGNER'S LIABILITY. DESIGNER'S LIABILITY NOT TO EXCEED FEE PAID FOR PLANS.

No.	Description	Date

FRANCES ALLEN	
301 N. OAK STREET	
Elevations	
Project number	230303
Date	03.03.2023
A3.01	
Scale	1/8" = 1'-0"

File: M:\Projects\SPR\SPR12022\SPR12022.dwg, 30' N. Oak St. 1/2"=10' (Revised) Survey Boundary SPR12022.dwg, EXISTING CONDITIONS
EXHIBIT
Date: 8/3/2022, 8:15 AM, by: Austin Turner, Scale: 8/3/2022, 8:55 AM, by: Austin



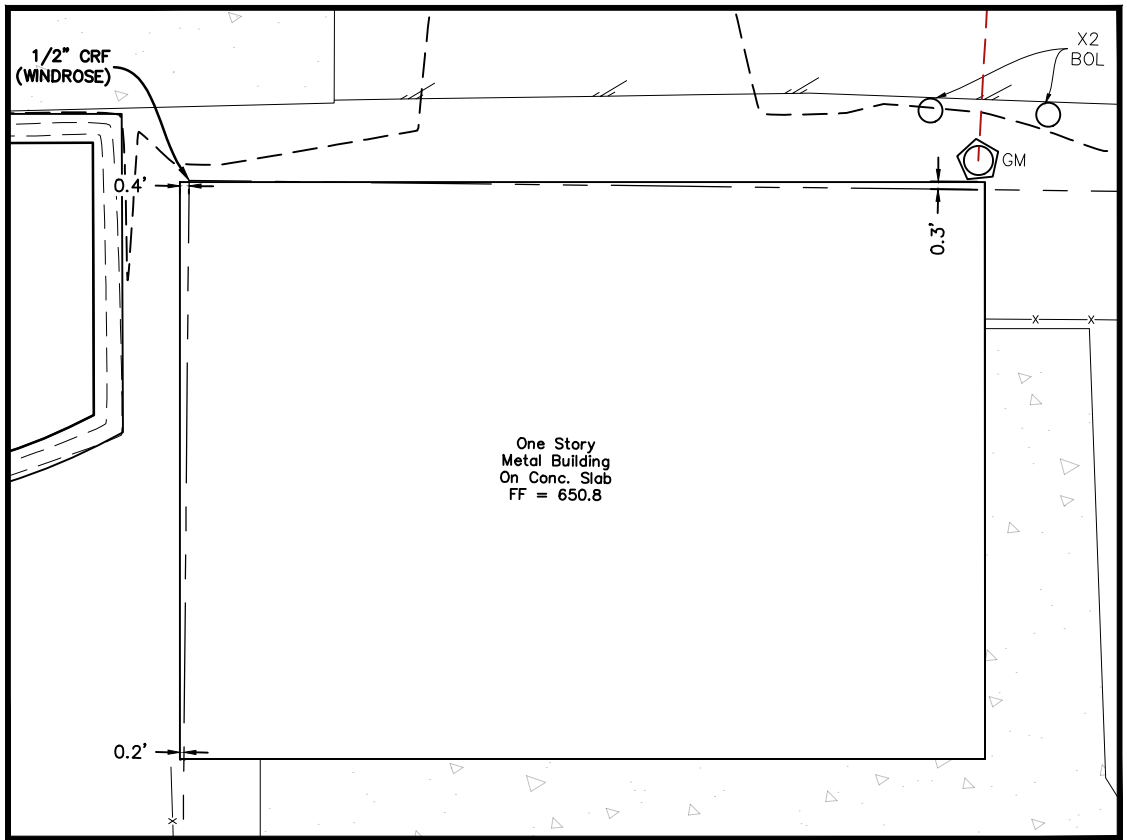
NOTES:

1. Bearings based on Original Town of Roanoke Amending Plat recorded in Document No. 2018-298, Plat Records, Denton, County, Text.
2. This survey was prepared without the benefit of a Title Commitment.
3. Surveyor has made no investigation or independent search for easements of record, restrictive covenants, ownership title evidence, or any other facts that and accurate abstract of title may disclose.
4. No flood zone area analysis has been performed by MCADAMS on the subject property.
5. All underground utilities shown hereon are based upon visible evidence and the Reconstruction Plans for Oak Street, signed January 9, 2009 by Brian C. Haynes of Halff Associates.

TREE TABLE		
TAG	SPECIES	DBH
180	American Elm	14"
183	Hickory	33"
185	Persimmon	6"
191	Persimmon	7"
200	Hickory	35"
201	Hickory	14"
202	Cedar	23.5"
624	Hickory	15.5"
625	Hickory	23.5"
626	Hickory	25.5"
627	Cedar	19"

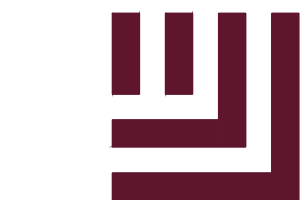
PRELIMINARY DOCUMENT:
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.
COLE CARPENTER, RPLS 6892 8/3/22

DETAIL NOT TO SCALE



EXISTING CONDITIONS EXHIBIT
Lot 1R, Block 20
Original Town of Roanoke
0.517 Acres

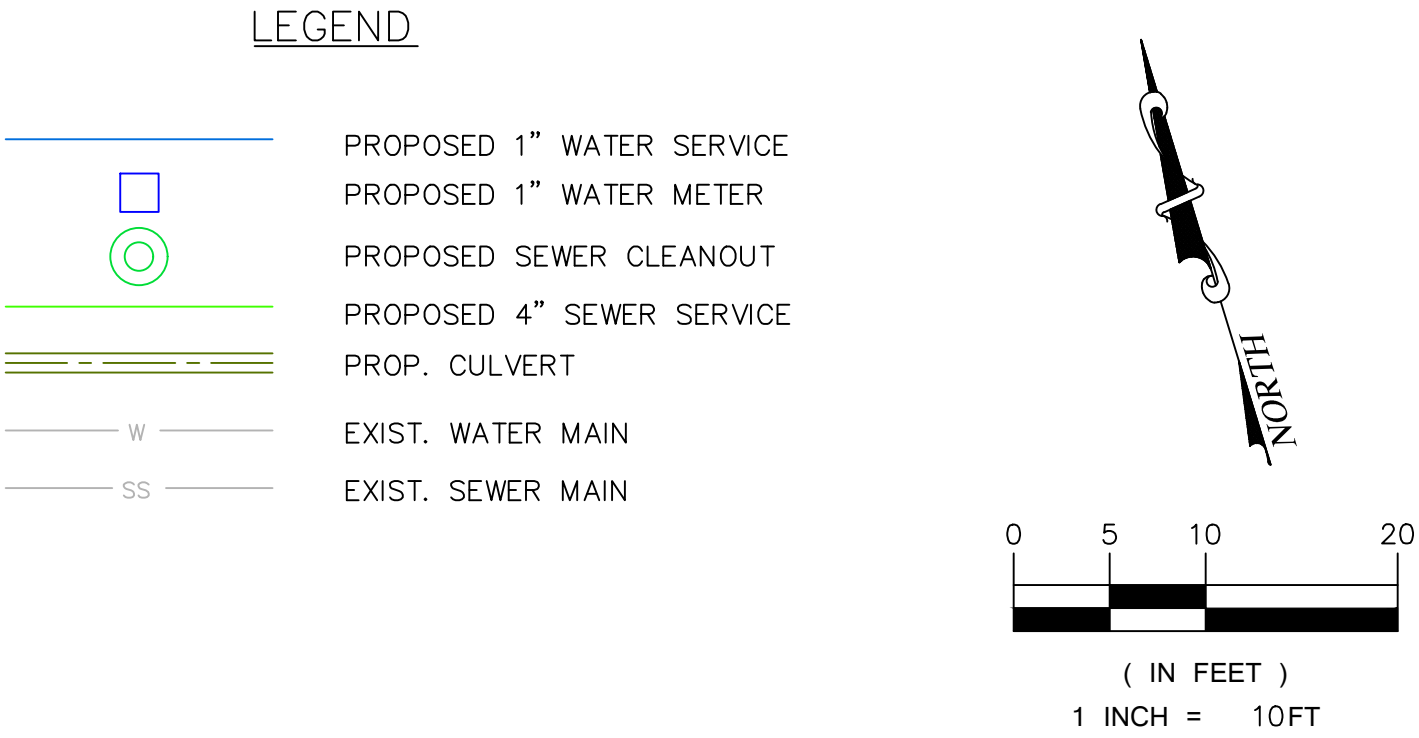
in the
M.E.P. & P.R.R. COMPANY SURVEY, ABSTRACT NO. 79
CITY OF ROANOKE
DENTON COUNTY, TEXAS



McADAMS

The John R. McAdams
Company, Inc.
111 Hillside Drive
Lewisville, Texas 75057
972.436.9712
201 Country View Drive
Roanoke, Texas 76262
840.240.1012
TBPE: 19762 TBPLS: 10184440
www.mcadamsco.com

DRAWN BY: AT DATE: Submit Date SCALE: 1"=10' JOB. No. #####



- ## NOTES:
1. ALL SEWER LINE SHALL BE SDR-35 PVC.
 2. ALL WATER PIPE SHALL BE SDR-18 C-900.
 3. ALL CONSTRUCTION SHALL BE IN CONFORMANCE WITH THE CITY OF ROANOKE STANDARDS FOR PUBLIC WORKS CONSTRUCTION.
 4. ALL SEWER SERVICES ARE PRIVATE.
 5. ALL WATER SERVICES ARE PRIVATE FROM THE BUILDING TO THE METER AND PUBLIC FROM THE METER TO THE WATER MAIN.
 6. ALL WATERLINE SHALL HAVE A MINIMUM 2' VERTICAL CLEARANCE FROM DRAINAGE STRUCTURES AND SEWER SERVICES.
 7. THE LOCATION OF EXISTING WATER AND SANITARY SEWER UTILITIES ARE APPROXIMATE. FINAL ENGINEERING REVIEW AND COORDINATION MAY RESULT IN SOME MINOR ADJUSTMENTS TO THIS PLAN.
 8. ALL WATERLINE SHALL BE INSTALLED WITH A MINIMUM COVER OF 42" UNLESS OTHERWISE NOTED OR EXPLICITLY APPROVED BY THE CITY ENGINEER.
 9. FIRE HYDRANTS SHALL BE PLACED WITH STEAMER NOZZLE AT LEAST 3' BEHIND BACK OF CURB.
 10. PRIVATE SANITARY SEWER SERVICES NEED A PLUMBING PERMIT AND MUST BE INSPECTED BY BUILDING INSPECTIONS PRIOR TO BURIAL.
 11. INSTALL BACKFLOW PROTECTION (DOUBLE CHECK VALVE) FOR SPRINKLER SYSTEM ON RISER.

PRELIMINARY UTILITY PLAN
301 NORTH OAK STREET
ROANOKE, TEXAS

ENCHMARKS:

TE BM #100:
CONTROL POINT BM M
7050517.55
2358774.06
LEV = 651.15'

TE BM #102:
CONTROL POINT BM X
/ BOX
7050596.63
2358639.67
LEV = 650.62'

**PRELIMINARY
FOR REVIEW ONLY**
Not for Construction or Permit Purpose

Engineer	CLAYTON T. REDINGER
C No.	97497
Date	3/01/2023

Drawn By: DSM

Reviewed By: CTR

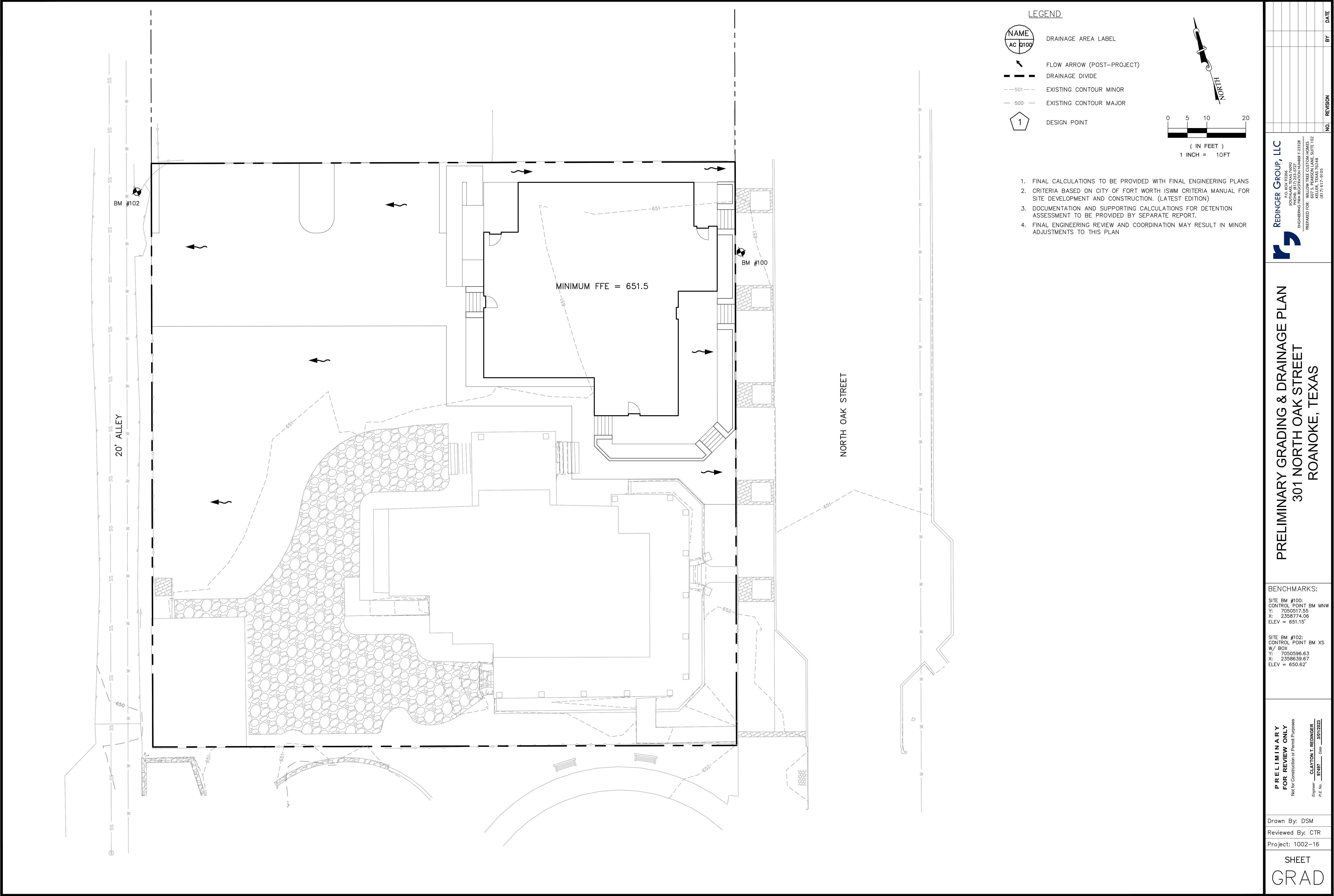
Project: 1002-16

SHEET
UTIL

REDINGER GROUP, LLC
P.O. BOX 93206
SOUTHLAKE, TEXAS 76092
PHONE: (817) 253-5727
ENGINEERING FIRM REGISTRATION NUMBER F-233280

PREPARED FOR: WILLOW TREE CUSTOM HOMES
607 S. PEARSON LANE, SUITE 110
KELLER, TEXAS 76248

REDINGER GROUP PROJECT No. 5237-01 - SITE PLAN FOR SHANNON BREWING - ROANOKE, TEXAS.



PRELIMINARY
FOR REVIEW ONLY
Not for Construction or Permit Purposes

Engineer CLAYTON T. REDINGER
P.E. No. 87487 Date 3/01/2023

Drawn By: DSM
Reviewed By: CTR
Project: 1002-16

SHEET
GRAD

REISINGER GROUP, LLC
P.O. BOX 92006
SUITE 102
PHOENIX, AZ 85066-0092
PHONE (877) 933-2277
FAX (877) 933-2277
ENGINEERING PERM REGISTRATION NUMBER F-23328
PREPARED FOR: WILLOW TREE CUSTOM HOMES
1002-16, SUITE 102
KELLER, TEXAS 76248
(817) 617-9105

NO. REVISION

BY

DATE

PRELIMINARY GRADING & DRAINAGE PLAN
301 NORTH OAK STREET
ROANOKE, TEXAS

BENCHMARKS:
SITE BM #100:
CONTROL POINT BM MNW
Y: 7050517.55
X: 2358774.06
ELEV = 651.15'

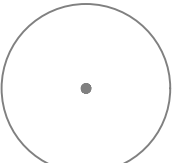
SITE BM #102:
CONTROL POINT BM XS
W/ BOX
Y: 7050596.63
X: 2358639.67
ELEV = 650.62'

REISINGER GROUP PROJECT No. ### - SITE PLAN FOR ### - ###

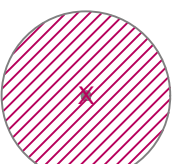
Page 23 of 36

PLANT SCHEDULE					
SYM.	QTY.	COMMON NAME	SCIENTIFIC NAME	SIZE	SPACING
TREES					
	5	CRAPE MYRTLE	Lagerstroemia indica	15 GAL	AS SHOWN
SHRUBS					
	68	DWARF BURFORD HOLLY	Ilex cornuta 'Dwarf Burford'	7 GAL	2' O.C.
	5	NELLIE R. STEVENS HOLLY	Ilex x 'Nellie R. Stevens'	4-5 GAL	AS SHOWN
	25	TEXAS SAGE COMPACTA	Leucophyllum frutescens	7 GAL	2' O.C.
	28	BOXWOOD	Buxus sempervirens	3 GAL	1' O.C.
	625	ASIAN JASMINE	Trachelospermum asiaticum	1 GAL	8" O.C.

EXISTING TREE LEGEND



TREE TO BE PRESERVED



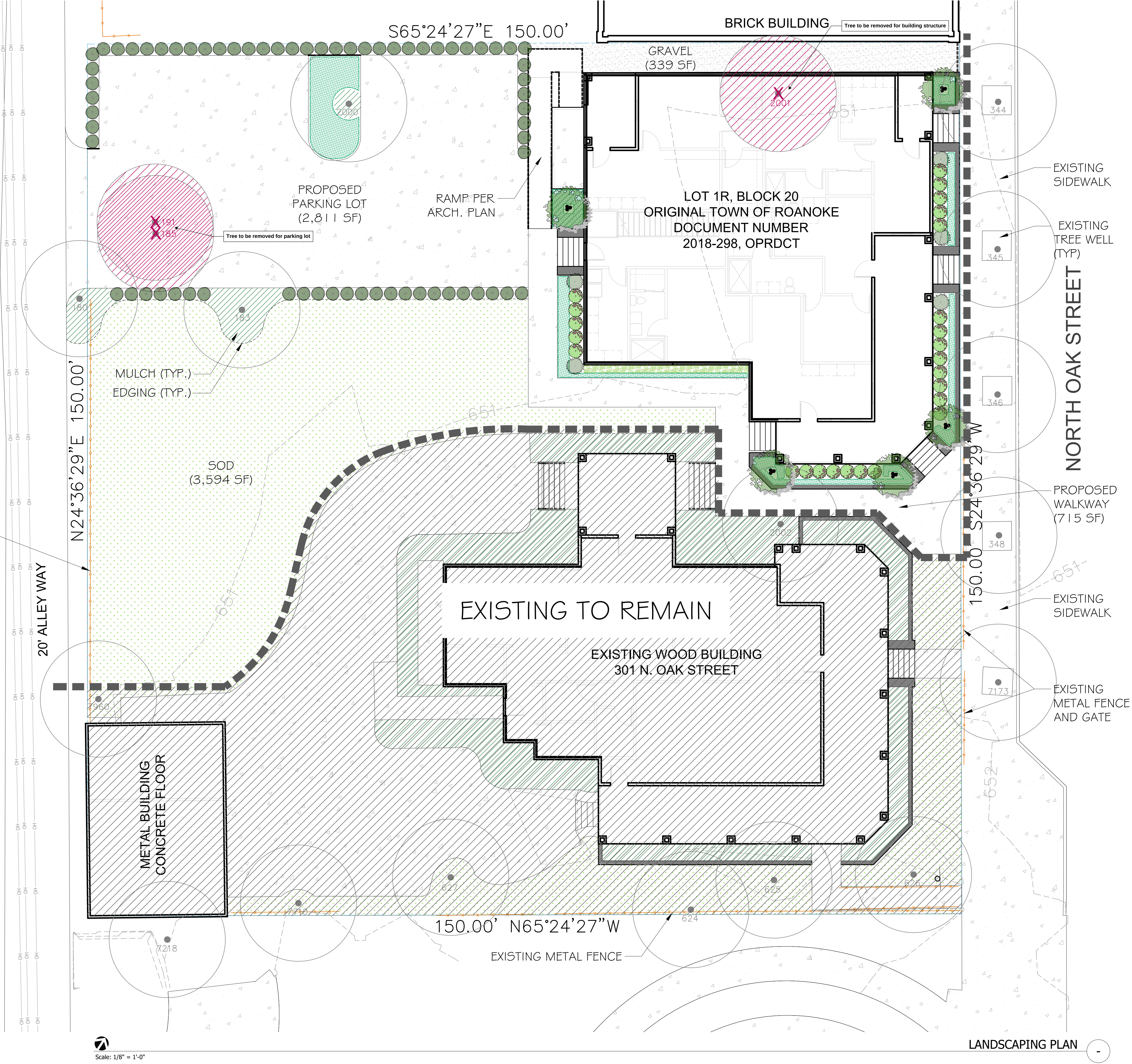
TREE TO BE REMOVED

NOTE: MULCH AROUND ALL EXISTING TREES AS SHOWN ON PLAN

EXISTING TREE TABLE		
TAG	SPECIES	DBH
180	AMERICAN ELM	12"
183	OAK	31"
185	OAK	6"
191	OAK	7"
344	ELM	6"
345	ELM	9"
346	ELM	7"
348	ELM	8"
624	OAK	14"
625	OAK	21"
626	OAK	22"
627	CEDAR	18"
2000	OAK	30"
2001	OAK	12"
2002	CEDAR	22"
7173	ELM	8"
7218	MAGNOLIA	6"
7710	HACKBERRY	13"
7960	HACKBERRY	10"

LANDSCAPE NOTE

IRRIGATION SYSTEM AND RAIN & FREEZE PROTECTION TO BE PROVIDED BY LICENSED IRRIGATOR.



WILLOW TREE

301 N. OAK STREET, ROANOKE, TX 76262

SHEET TITLE

LANDSCAPING PLAN

OWNER
WILLOW TREE

ORIGINAL TOWN OF ROANOKE
BLOCK 20
LOT 1R

PROJECT NUMBER: 23023
ISSUE DATE: 03.03.2023
SHEET SIZE: 24"X36"

BLOUNT|DESIGNS

Scale: 1/8" = 1'-0"

LANDSCAPING PLAN



CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Facade Grant - Bayou Jack's

MEETING DATE: May 9, 2023

DEPARTMENT: Planning

ITEM SUMMARY:

Consideration and action for a façade grant application from Eva Zweifel Mellema representing Bayou Jack's Cajun Grill, 200 N. Oak St. Roanoke, TX.

INFORMATION:

The Facade Grant Review Committee received an application for consideration for improvements to the parking surface for the amount of 50% of the final project cost or \$15,000.00.

- The estimated amount of the project is \$56,113.47.
- The amount requested is \$15,000.00

STAFF RECOMMENDATION:

Staff recommends approval of the amount requested once work has been completed and accepted.

SPECIAL CONSIDERATION:

In the FY 2022-2023 Budget, the City Council approved funding in the amount of \$ 50,000.00 for the Façade Grant Program.

FINANCIAL CONSIDERATION:

\$ 39,098.95 of grant funds are available.

ATTACHMENTS:

1. FAÇADE GRANT PROGRAM 200 North Oak
2. Façade Grant Program 200 North Oak pg 2
3. 205 North Oak (Bayou Jacks)



CITY COUNCIL AGENDA ITEM

4. 200 North oak Parking Lost estimate
5. 200 North Oak dumpster enclosure estimate



FAÇADE GRANT PROGRAM APPLICATION

1. Name of Applicant(s): EVA Zweifel Mellema
2. Name of Business: Bayou Jack's Cajun Grill
3. Mailing Address of Applicant: 1656 View Haven Dr./Oak Harbor, WA 98277
4. Project Address: 200 N Oak St., Roanoke
5. Does the applicant own the building? X Yes No

(If the answer to #5 is no, please provide a letter from the building owner declaring approval of the project.)

6. Estimated Project Cost: \$56,113.47

(Attach a detailed cost breakdown supported by one or more quotes from recognized contractors or suppliers with a written description of work to be completed. Include photo of the site to be improved and a sketch or photos of planned improvements.)

7. Total Grant Request (not to exceed 50% of project cost or \$15,000) \$ 15,000.⁰⁰
(Matching funds will be provided up to \$15,000 for applicants, per budget year, who receive grant approval of Roanoke City Council after satisfactory inspection and completion of improvement as per agreement. Work must commence within 90 days after acceptance of grant and should be complete or significantly under progress within one year of issuance of said grant.)
8. Proposed project start date: 4/14/23
9. Proposed project completion date: 4/28/23
10. What is (are) the existing uses of the building? Restaurant
11. Will the proposed project result in a change of the use of the building?
Yes No X If Yes, please explain the change

12. The following are attached to this application:

- ☐ A written description of the proposed project
- ☒ A drawing or rendering of the proposed project
- ☐ A detailed cost breakdown of the proposed project
- ☒ Quotes from contractors or suppliers
- ☐ An approval letter from the building owner

The undersigned applicant affirms that:

1. The information in the application is true and accurate.
2. The applicant has read and understands the conditions of the Façade Grant Program.
3. The City of Roanoke has reserved the right in its sole discretion to reject this application.

Applicant Signature: Eva Zweifel Mellema Date: 03/17/2023

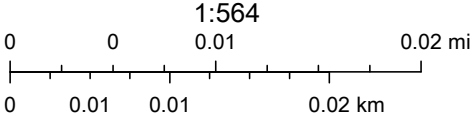
Business Name: Bayou Jack's Cajun Grill
Address: 200 N Oak St
Roanoke, TX 76262
Phone: 817-430-0167

Denton CAD Web Map



2/28/2023, 9:46:46 AM

-  Parcels
-  Roads



Denton Central Appraisal District, dentoncad.com

PENNINGTON

CONCRETE CONSTRUCTION

13350 EULESS STREET

EULESS, TEXAS 76040-7225

Office 817-571-6300 ~ Fax 817-571-6306

Eva Zweifel Mellema
1656 View Haven Drive
Oak Harbor, WA 98277

PROPOSAL

DATE	PROP #	Category	REP
3/29/2023	E42258R	CRT	ER

JOBSITE LOCATION	Dig Test
Bayou Jacks 208 N Oak Street Roanoke, Texas 76262	Yes No

Cust. Phone		979-777-4463		Cust. Fax		Cust. Email		joshmz55@live.com		
QTY	DESCRIPTION						UNIT	\$/UNIT	TOTAL	
	Commercial Remodel Taxable Job									
1	(1) 6" 3000psi Demo and pour 180 sq. ft. paving with #3-18" ocev. (1) 12' x 9' Dumpster pad with 12" x 24" beams. (1) 470 Linear ft. white striping.						each	12,810.00	12,810.00T	
1	2,929 Sq. ft. 5" 3000psi broom finish flatwork with #3-18" ocev.						each	19,038.50	19,038.50T	
1	(22) Wheel stops.						each	2,200.00	2,200.00T	
1	2,929 Sq. ft. demo and haul asphalt.						each	4,393.50	4,393.50T	
Walls over 4' must be engineered.										
Alt #1: Dirt haul off = \$30.00/cubic yd. with a \$300.00 minimum.										
EXCLUDES: dumpster walls, dirt work, dirt haul off, spoil haul off, dirt haul in, final grading, backfill, soil conditioning, soil stabilization of any kind, water meter, unmarked line damage, specialty finishes, light weight concrete, landscape repairs, sprinkler damage, sleeving, sealing, hand rails, barricades (protection of work, holes, approach cut out), signage, labs, surveying, permits, power washing clean-up, after hours work, traffic control (directional change of traffic pattern), bonds, asphalt.										
NOTE: Invoice amount reflects a 4% discount for cash/check payments. Credit card payments WILL NOT BE DISCOUNTED.						Subtotal			\$38,442.00	
						Sales Tax (8.25%)			\$3,171.47	
						TOTAL			\$41,613.47	

TERMS & CONDITIONS: This document is a GOOD FAITH ESTIMATE for the costs necessary to complete this project, and are based upon information provided prior to the submittal of this proposal. The final amount could increase or decrease, based on actual field measurements.

Pennington Concrete does extend a one year warranty on concrete work for unseen damages but does not warranty stress cracks that are due to soil movement. Pennington Concrete will NOT be responsible for damages to sprinkler lines or any unmarked underground pipes or other lines. Payment is due upon receipt of invoice.

Note: This proposal may be withdrawn by us if not accepted within 30 days

Customer Signature _____

Date _____



Estimate

Brick Experts DFW
469-226-3065
Marcos Olvera
Project Manager

DATE: MARCH 24 2023
ESTIMATE # 19043

GIVEN Josh Zweifel
TO 200 North Oak
Roanoke TX
979-777-4463
Joshmz55@live.com

PAYMENT METHOD		WARRANTY	JOB	
Check/card		1-year warranty	Masonry repairs	

QTY	INITIAL	DESCRIPTION	UNIT PRICE	LINE TOTAL
3		Drill into existing concrete with #3 rebar every 3'. Lay CMU block 9'x12' dumpster in closure 9' tall. Pour concrete in cells where rebar is.	14500	14500
		Install bricks ties on wall. Use best available brick to match with existing on building. Lay brick to cover CMU block except on the inside.		
				Total: 14500.00

We hereby submit an estimate for the following work: masonry repairs

We propose to furnish labor and materials, in accordance with the above specifications for the sum of: \$14500.00 Payments shall be made as follows: by check/card for one payment to Brick Experts Inc. at substantial completion

Owner's Signature

Acceptance of Proposal: The above price, specifications, and conditions are satisfactory and are hereby accepted. Brick Experts is authorized to do the work as specified. Payment shall be made as described above.

Authorized Signature: x_____ Date:_____



AGENDA ITEM

TO: Mayor & City Council

SUBJECT: Alternate work schedule

MEETING DATE: May 9, 2023

DEPARTMENT: City Manager

ITEM SUMMARY:

INFORMATION:

Staff would like to present the idea of changing City Hall's operating hours to Monday-Thursday 8:00am-5:30pm and Friday 8:00am-12:00pm. This change will allow our staff to have an alternate work schedule of four 9 hour shifts plus one 4 hour shift. I have attached the survey results and, as you can see, a lot of employees preferred four 10-hour shifts, with the four 9 hour shifts being the second most popular (during the follow-up meetings and further dialogue, it seems most employees actually prefer the four 9's). We believe the changes proposed will improve morale and will prove to the employees we are trying to accommodate their request and needs as best possible. One other change we are requesting is to reduce the employees' lunch from 1 hour to 30 minutes; thus, the working times above would provide the standard 40 hour work week. We would like to start this request on June 7th, which is the beginning of a pay period and will provide adequate time to advertise this change.

Also, if approved, the recommendation would be to test this schedule for 3 months to evaluate logistics, customer impact and employee satisfaction.

STAFF RECOMMENDATION:

Approve as presented

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. Alternate work schedule info

Statistics:

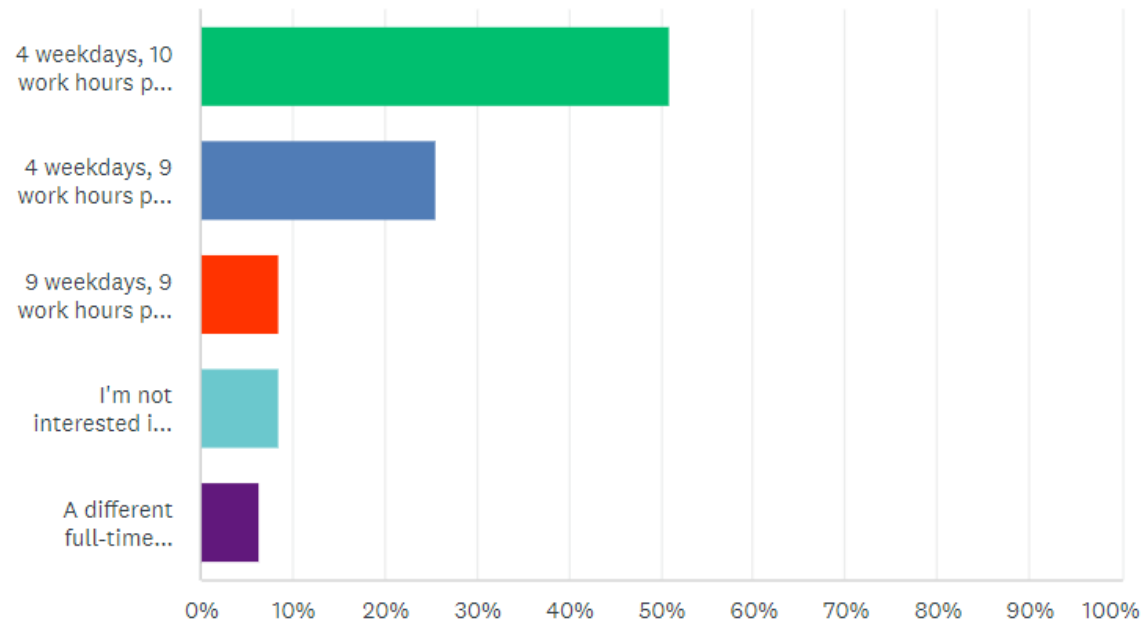
	General EEs	Maint. EEs
Total Surveyed:	61	20
# Responded:	47	20

- General employee preferences:
 - Four 10 hour shifts per week
 - Four 9 hour shifts + one 4 hour shift: evenly split between 7am-4:30pm, 7:30am-5pm, & 8am-5:30pm
- Maintenance employee preferences:
 - Four 10 hour shifts per week
 - Public Works: after team discussion, EEs prefer earlier start time & scheduled 30 min. lunch
 - Parks Maint.: will revisit after baseball/summer season
- **Recommendation**:
 - City Hall: for least customer impact, Monday – Thursday 8:00am-5:30pm & Friday 8:00am-12pm
 - Test for 3 months to evaluate logistic/customer impact and employee satisfaction

General Employees (non-maint./non-public safety)

If the City offered an alternate work schedule, which one would most interest you?

Answered: 47 Skipped: 0



Flexible Work Schedules

City Survey Results

City	Schedule	Structure
Corinth	Four (4) - 9 hour days & One (1) four hour day	Mon. - Thur.: 7:30am to 5:00pm Fridays 7:30am - 11:00am
Keller	Four (4) - 10 hour days	Mon. - Thurs. 7:30am - 5:30pm Lunch 30 minutes
Killeen	Nine (9) - 9 hour workdays	Every other Friday off
Spring Valley	Four (4) - 9 hour days & One (1) four hour day	City Hall: Mon. - Thurs. 7:30am - 5:00pm Fridays 7:30am - 2:30pm Public Works: Mon. - Fri. five (5) - 8 hour Lunch 30 minutes
Nacogdoches	<u>Variety of flexible work schedules</u> * Four (4) - 10 hour days * Nine (9) - 9 hour workdays * Nine (9) - 9 hour workdays * Four (4) - 9 hour days & One (1) four hour day	 Week 1: 4 days/9 hours & 1 day/8 hours Week 2: 4 days/9 hours & 1 day off 1 day off per pay period
Rowlett	Variety of Options by Dept.	<u>UB, Dev., PD Records:</u> M,W, Th: 8a - 6p, Tues: 8a-7p; Fri. Off <u>CH, HR, Finance, Com. Dev., Eng. ED, FD</u> M-Th.: 8a-6p; Fri. Off <u>Animal Shelter</u> Tues. - Sat.: 8a - 5p; Mon. Off <u>Library, Comm. Ctr., PD/FD</u> Normal operating hours