



**TOWN OF ARGYLE ECONOMIC DEVELOPMENT CORPORATION  
NOTICE OF THE REGULAR MEETING AND JOINT MEETING WITH THE TOWN  
COUNCIL AGENDA**

**November 13, 2019**

**6:00 p.m.**

Notice is hereby given of the regular meeting of the Economic Development Corporation and joint training with the Town Council beginning at 6:00 p.m., Wednesday, November 13, 2019, at the Argyle Town Hall, 308 Denton Street, Argyle, Texas. The items listed below are placed on the agenda for discussion and/or action.

- A. CALL TO ORDER.**
- B. PLEDGE OF ALLEGIANCE – American Flag**
- C. PLEDGE OF ALLEGIANCE – Texas Flag - “Honor the Texas Flag; I pledge allegiance to thee Texas, one state, under God, one and indivisible”.**
- D. DISCUSSION AND TAKE APPROPRIATE ACTION REGARDING THE NOMINATION OF OFFICERS FOR THE ECONOMIC DEVELOPMENT CORPORATION BOARD.**
- E. CALL JOINT MEETING FOR TRAINING WITH TOWN COUNCIL TO ORDER:**
  - 1. Receive presentation and training on Economic Development Incentives.
  - 2. Recess joint training meeting with Town Council.
- F. RETURN TO REGULAR EDC MEETING**
- G. OPEN FORUM:**

Pursuant to Section 551.007 of the Texas Government Code, any member of the public has the opportunity to address the Economic Development Corporation concerning any matter of public business or any posted agenda item; however, the Act prohibits the Economic Development Corporation from deliberating any issues not on the public

agenda and such non-agenda issues may be referred to Town staff for research and any future action; all persons addressing are limited to five (5) minutes and subject to council adopted rules and limitations permitted by law.

**H. APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2019 REGULAR MEETING.**

**I. REVIEW OF FINANCIAL REPORTS.**

1. None.

**J. OLD BUSINESS.**

1. None.

**K. NEW BUSINESS.**

1. Discuss and receive update on the Strategic Plan.
2. Review and discuss the goals and objectives within the 2018 EDC Action Plan.

**L. UPDATES.**

1. Project Updates
2. Current Development Updates
  - a. Marketing Specialist Position Update
  - b. DRC Active Project List – Updated 11-5-19
  - c. Development/Construction Update

**M. FUTURE AGENDA ITEMS.**

1. Next Regular EDC Meeting: Wednesday, December 11, 2019

**N. EXECUTIVE SESSION**

PURSUANT TO TEXAS GOVERNMENT CODE, ANNOTATED, CHAPTER 551, SUBCHAPTER D, the Economic Development Corporation will recess into Executive Session (closed meeting) to discuss the following:

§551.087: (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 Delta

**O. RECONVENE INTO OPEN SESSION:** In accordance with Texas Government Code, Section 551, the Town Council will reconvene into Regular Session and consider action, if any, on matters discussed in Executive Session.

**P. ADJOURNMENT**

**MISSION STATEMENT.**

The mission of the Argyle Economic Development Corporation is to promote the recruitment of new businesses, the retention and expansion of existing businesses, and to maximize the tax base of Argyle while capitalizing upon our rural character and sense of community.

**CERTIFICATION**


I hereby certify that the above notice was duly posted  
at the Argyle Town Hall, 308 Denton Street, Argyle, Texas,  
at 5:00 p.m. on the 8<sup>th</sup> day of November, 2019.



\_\_\_\_\_  
Kristi Gilbert  
Town Manager

**NOTE:** If, during the course of the meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E.

A quorum of the members of the Argyle Town Council and or Planning and Zoning Commission may be in attendance at this meeting; however, no action will be taken by either board at this time.

** Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the Argyle Town Hall 48 hours in advance, at 940-460-7273, and reasonable accommodations will be made for assistance.**

**MINUTES OF THE REGULAR MEETING  
ARGYLE ECONOMIC DEVELOPMENT CORPORATION  
Wednesday, September 11, 2019**

The regular meeting of the Argyle Economic Development Corporation was held on Wednesday, September 11, 2019, at 6:00 p.m. at Argyle Town Hall, located at 308 Denton Street, Argyle, Texas. This was an OPEN MEETING, open to the public, subject to the open meeting laws of the State of Texas and, as required by law, was hereby posted on September 6, 2019, at Argyle Town Hall, giving notice of time, date, place, and agenda thereof.

**BOARD OF DIRECTORS PRESENT:**

Pamela Minick, President  
Ritchie Deffenbaugh, Vice-President  
Sherri Myers, Secretary  
Brandon Moore, Treasurer  
Chris Rosprim  
Jose Grimaldo  
Shelton Dunn

**BOARD OF DIRECTORS ABSENT:**

None

**ADVISORY BOARD MEMBERS PRESENT:**

None

**ADVISORY BOARD MEMBERS ABSENT:**

Erinn Davis

**STAFF PRESENT:**

Kristi Gilbert, Town Manager  
Kim Collins, Director of Finance  
David Hawkins, Director of Community Development

**EX OFFICIO MEMBERS PRESENT:**

None

**REGULAR MEETING AGENDA**

**A. CALL TO ORDER**

President Pamela Minick called the regular meeting to order at 6:02 p.m., noting a quorum was present.

**B. OPEN FORUM:**

Pursuant to Section 551.007 of the Texas Government Code, any member of the public has the opportunity to address the Economic Development Corporation concerning any matter of public business or any posted agenda item; however, the Act prohibits the Economic Development Corporation from deliberating any issues not on the public agenda and such non-agenda issues may be referred to Town staff for research and any future action; all persons addressing are limited to five (5) minutes and subject to council adopted rules and limitations permitted by law.

A representative from the Census Bureau spoke before the EDC in regards to receiving assistance from the Town on spreading the word on recruitment of census takers and possible use of Town Hall Community Room to provide training opportunities. This is in preparation of the upcoming 2020 Census count.

### **C. APPROVAL OF THE MINUTES OF THE JUNE 12, 2019 REGULAR MEETING**

Mr. Deffenbaugh motioned to approve minutes of June 12, 2019 as written. Mrs. Myers seconded the motion. The motion carried unanimously 7-0.

### **D. REVIEW OF FINANCIAL REPORTS.**

1. Review of the quarterly STARS (Sales Tax Analysis Reporting Service) and financial report.

Mrs. Gilbert presented the financial report to the Board. No formal action was taken on this item.

### **E. OLD BUSINESS**

1. None

### **F. NEW BUSINESS**

1. Discuss and consider establishing an Argyle Business Association.

Mrs. Gilbert presented a new Economic Development initiative called the Argyle Business Association. It would be set up similar to the Highland Village BA and be managed by the new Marketing Specialist position. The EDC expressed support of this new program and authorized staff to move forward with establishing the Argyle Business Association.

2. Discuss and consider approval of a new Argyle Business Retention and Expansion Plan

Mrs. Gilbert presented the draft Argyle Business Retention and Expansion Plan for review and discussion. Discussion was held on the name of the document and a change to the term "Plan" to be replaced by "Guidelines". Mr. Deffenbaugh motioned to approve the Argyle Business Retention and Expansion Plan with the change to the title to be "Guidelines" in lieu of "Plan". Mr. Rosprim seconded the motion. The motion carried unanimously 7-0.

3. Discuss and consider approval of a new Argyle Economic Incentives Policy.

Mrs. Gilbert presented the draft Argyle Economic Incentives Policy for review and discussion. Discussion was held on getting the Town Attorney to review the document, not placing this document on the Town website, and a change to the name of the document with the term "Policy" to be replaced by "Guide". Mr. Rodprim motioned to table this agenda item to the next EDC meeting. Mrs. Myers seconded the motion. The motion carried unanimously 7-0.

4. Discuss and consider items related to the Strategic Plan.

Mrs. Gilbert addressed the EDC about getting a few EDC Board members to participate in the planning process with JDGray Group. Board members Mr. Dunn, Mr. Deffenbaugh, and Mr. Grimaldo offered to participate in this process.

## **G. UPDATES**

1. Project Updates
2. Current Development Updates
  - a. Marketing Specialist Position Update  
Staff reported that resumes were being received and reviewed for this position. Interviews would be next step in hiring process with expected start date in late October.
  - b. DRC Active Project List – Updated 9-6-19  
Mr. Hawkins presented the latest list of active DRC development applications currently under review, under consideration by the Planning and Zoning Commission and/or Town Council.
  - c. 2019 Traffic Counts Map Update  
Mr. Hawkins presented the latest Traffic Counts Map that has been added to the Town's website and was distributed to the public at the 2019 NTCAR Commercial Expo.
  - d. 2019 NTCAR Commercial Expo Update  
Mrs. Minick and Mr. Hawkins updated the EDC Board on the recent commercial expo trade show which was held at a new venue, Dallas Gilley's.
  - e. 2019 Northwest Metroport Chamber Video  
Mr. Hawkins announced to the EDC that the Town of Argyle is partnering with the Northwest Metroport Chamber in the production of a new Regional promotional video to be released in 2020. Argyle's portion is being funded by the EDC Promotions and Advertising Fund which was budgeted for the FY19-20.
  - f. 2018 EDC Action Plan Update  
Mr. Hawkins presented the latest update to the EDC Action Plan list of objectives. The EDC Board expressed desire to review and evaluate the objectives at next meeting.

## **G. FUTURE AGENDA ITEMS**

1. Next Regular EDC Meeting: Wednesday, October 9, 2019.

**H. ADJOURNMENT:** Mrs. Minick adjourned the meeting at 7:06 p.m.

**APPROVED, this the 13th day of November, 2019.**

**ATTEST:**

**APPROVED:**

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**Kristi Gilbert, Town Manager**

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**Ritchie Deffenbaugh, Vice-President**



# EDC BOARD DATA SHEET



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**Agenda Item:**

Discussion and take appropriate action regarding the nomination of officers for the Economic Development Corporation Board

**Prepared by:**

David Hawkins, Director of Community Development

**Background:**

In accordance with Section 2.7 of the EDC Bylaws, at each November meeting after the appointments of EDC members for the next term by Town Council, the EDC Board of Directors shall elect officers to serve for the ensuing year. There are four (4) officer positions to appoint:

- President
- Vice-President
- Secretary
- Treasurer

Per the EDC Bylaws, only Board of Director members may be elected as an officer.

Below is the list of EDC Board and Advisory members serving the next year:

**Board of Directors**

- Darrell Halk, Term Expires: 2021
- Ritchie Deffenbaugh, Term Expires: 2021
- Craig Ray, Term Expires: 2021
- Zach Scheer, Term Expires: 2021
- Brandon Moore, Term Expires: 2020
- Chris Rosprim, Term Expires: 2020
- Sherri Myers, Term Expires: 2020

**Advisory Directors**

- Robin Massey, Term Expires: 2021

**Staff Recommendation:**

N/A

**Requested Action:**

Take appropriate action on the nomination of officers.

**Attachments:**

N/A

**Active DRC Project List - 11-5-19**

Project #	Project Name	Location	Status	Comments	
1	MDP-19-002	Project Alpha	30 acres on north side of FM 407 east of I-35W	Sch. for TC 11.19.19	Joint TC/PZ workshop held 10.22.19; Tabled by TC on 9.24.19. Rec. denial by PZ on 9.3.19; Master Development Plan (Form-Based Code) Zoning Change for proposed medical uses, hospital, offices on 30 acres.
2	SP-19-009	Pilot Knob Estates Entry Sign	South East Corner of C Taylor and Crawford Road; 818 Knob Hill	Sch. for PZ 11.5.19	Sent back to PZ by TC 10.22.19; Sign exception request to allow for a new monument entry sign. Seeking exception to allow for a residential entry way sign exceeding 24 sq. ft.
3	TDS-19-004	Refuse Enclosure Requirements	N/A	11.5.19 PZ (Rescheduled from Oct. 1)	TDS Amendment to extend refuse enclosure requirements to recycling containers for commercial areas.
4	RP-19-003	1700 E. Hickory Hill Replat	1700 East Hickory Hill Road	Sch. for PZ 11.5.19	Replating one approx. 12-acre tract of land zoned SF-2.5 into two lots
5	SP-19-011	Dry Clean Super Center Site Plan Amendment	820 N US 377	Sch. for PZ 11.5.19	Reconfigure site plan layout to accommodate for US 377 widening project
6	FP-19-013	Castle Development Argyle, Lot 1, Block A	3.67 acres on southeast corner of FM 407 and Blue Horizon Way (Waterbrook Commercial property)	Waiting on 3rd sub. 10.22.19	1-lot final plat for future commercial development fronting on FM 407 (Waterbrook Commercial).
7	PP-19-003	The Well Prelim	20.876 acres of land located in the Patrick Rock survey abstract no. 1063. Fronting on FM407, west of US 377 and East of I35	1st sub. Under review 11.4.19	2-lot preliminary plat on 20.876 acres of land for the future development of The Well Church fronting on FM 407
8	PP-19-004	Integrity Performance Prelim.	13.422 Acres of land located in the Patrick Rock Survey 1063 and being located south of Sam Davis Road and east of I35	1st sub. Under review 11.4.19	1-lot preliminary plat on 13.422 Acres of land located in the Patrick Rock Survey 1063 and being located south of Sam Davis Road and east of I35
9	SP-19-013	The Well Site Plan	20.876 acres of land located in the Patrick Rock survey abstract no. 1063. Fronting on FM407, west of US 377 and East of I35	1st sub. Under review 11.4.19	Site plan applicaiton for the future development of The Well Church, an approx. 20,500 sq. ft. Church fronting on FM 407
10	SP-19-014	Integrity Performance Site Plan	13.422 Acres of land located in the Patrick Rock Survey 1063 and being located south of Sam Davis Road and east of I35	1st sub. Under review 11.4.19	Site plan application for Integrity Performance Sports, an approx. 180,000 3-story athletic training facility
11	ORD-17-012	Signs-vehicle & offsite dev.	TDS Amendment	Placed on Hold; Staff to evaluate overall Sign Ord.	Staff to review overall Sign Ord. pertaining to billboards, vehicular signs, political signs, etc.; improve on Scenic City Certification Program Signage Criteria.
12	SP-19-008	407 BBQ and 407 Gun Club	831 W FM 407	Approved by TC 10.22.19	Tabled by TC on 9.24.19. Rec. denial by PZ on 9.3.19; Site Plan Amendment for 407 BBQ and 407 Gun Club to consider a special exception to the sign regulations to allow for digital signage.
13	SP-19-007	Castle Development Argyle	3.67 acres on southeast corner of FM 407 and Blue Horizon Way (Waterbrook Commercial property)	Approved by TC 10.22.19	Rec. approval by PZ 10.16.19; Proposed 7,500 sq. ft. retail building located on southeast corner of FM 407 and Blue Horizon Way (Waterbrook Commercial property)
14	SP-19-010	Old Town Blvd. Monument Sign	130 Old Town Blvd.	Approved by TC 10.22.19	Rec. approval by PZ 10.16.19; Sign exception request to allow for a monument sign at 130 Old Town Blvd. Seeking exception to required landscaping elements, design and sq. ft.
15	FP-19-010	Argyle Crossing, Phase I Final Plat	Argyle ETJ	Approved by PZ 10.16.19	Final Plat for Argyle Crossing on 19.879 acres of land containing 58 residential lots, 1 non-residential lot, 2 open space lots, and 3 private street lots.
16	FP-19-015	Evans Tract Final Plat	3.966 Acre tract of land situated East of CVS and north of FM 407	Approved 10.13.19 (in accordance with Ch. 212 of TLGC)	2-lot plat for future commercial developments (BPS Jet building and future retail building on FM 407).
17	FP-19-007	Canyon Falls Village 10AR Final Plat	16.056 Acres situated west of US 377 in the Argyle ETJ	Approved - PZ 8.6.19	Need executed plat to file from applicant
18	FP-19-009	Avalon at Argyle, Phase I	SE Corner I-35W & FM 407	Approved - PZ 6.4.19	Need executed plat to file from applicant
19	PP-19-001	Heath Tract Preliminary Plat	98.668 Acres of land situated north of FM 407, south of Sam Davis Road and east of I35 W	Approved - TC 5.28.19	Preliminary Plat dividing a 98.668 acre tract of land into 8 lots, zoned A (Agricultural). Need tree survey from applicant.
20	FP-19-004	Harvest Townhomes, Phase 1	Argyle ETJ, West of IH35W	Approved - PZ 5.7.19	Need executed plat to file from applicant
21	FP-18-004	Canyon Falls-Prairie Road Final Plat	Canyon Falls	Approved - 5.22.18	Need executed plat to file from applicant
22	FP-17-012	Lot 9-A, Block 14 OT Argyle	Lot 9-A, Block 14 OT argyle	Approved - 11.8.17	Homes need to be removed before plat may be filed.