



DOUBLE OAK

Town of Double Oak
Town Council – Public Meeting

Double Oak Town Hall
320 Waketon Road, Double Oak
TX 75077

Monday, November 16, 2020
7:00 p.m.

In response to the coronavirus pandemic, effective March 16, 2020, Texas Governor Abbott suspended certain Open Meeting rules to allow meetings of government bodies that are accessible to the public to decrease large groups of people from assembling. The suspension temporarily removes the requirement that government officials and members of the public be physically present at a meeting location. The town's online public meetings can be viewed online during the meeting.

There will be limited seating in the Mayor Bill Wilkinson Community-Government Room to allow for social distancing. Meeting participants may be asked to wait in the lobby until their name is called.

- **Facebook Live** on the facebook.com/doubleoaktx/ (*Anonymous viewing*)
- **Email Town Secretary Eileen Kennedy** (eileen.kennedy@doubleoak.texas.gov)
 - Residents can participate by emailing their questions/comments for the meeting.
 - Emails must be received by 5:00 p.m. the day of the meeting.

Please state whether your emailed comment is regarding a specific agenda item or a non-agenda item. Your comment will be read into the record during the meeting. (must be within the 3-minute time limit)

- I. Opening:
- Call to Order
 - Roll Call
 - Invocation
 - Pledge of Allegiance – American Flag
 - Pledge of Allegiance – Texas Flag

“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

*Double Oak Police Chief Derrick Watson
Appreciation Day*

- II. Citizens comments
- III. Consent Agenda - All consent agenda items listed are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

1. Consideration on minutes from the November 2, 2020 meeting.

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council
3. Public Works - Code Enforcement – Animal Control
4. Administration
5. Public Safety
6. Roads and Drainage Committee

V. New business agenda (consideration and action):

7. The Town Council shall convene in closed executive session under Texas Government Code, Section 551.074 (personnel matters) and Section 551.071 (consultation with attorney) to discuss and deliberate the appointment, employment, evaluation, reassignment, and duties of the police chief and to receive legal advice from the town attorney on personnel matters.

Reconvene into open session and consider action, if any, on items discussed in executive session.

Presentation: Mayor Donnelly

8. **Public Hearing** on a request to amend Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirement's at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.
 - a. Opening of public hearing
 - b. Closing of public hearing

9. Discussion, consideration and action on a request to amend Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirements at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.

Presentation: Assistant Town Secretary Lynn Jones

10. Discussion, consideration, and action on a request from Tyler and Lauren Furlow, 125 North Forest Lane, to extend the November 1st deadline to live in their RV while their house is under construction until March 1, 2021.

Presentation: Assistant Town Secretary Lynn Jones

11. Discussion, consideration, and action on appointments to the Board of Adjustment and Planning & Zoning Commission

Presentation: Staff
12. Discussion, consideration, and action on accepting the report from the Investment Committee.

Presentation: Town Treasurer Billie Garrett
13. Citizens comments
14. Council – staff announcements and comments:
 - Town Hall will be closed Thursday, November 26 and Friday, November 27 for Thanksgiving
 - Christmas Tree lighting is Monday December 7 at 6:00 pm
15. Adjournment

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney, or on any other item covered under the code, on any agenda item listed herein.

The Town of Double Oak reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

I certify that the above notice of meeting was posted by Friday, November 13, 2020 by 4:00 p.m. on:

- 1) Bulletin boards located in the Town Hall Parking Lot at 320 Waketon Road, Double Oak, Texas
- 2) On the Town's website (<https://doubleoak.texas.gov>)



Town Secretary

PUBLIC PARTICIPATION If you wish to address the Council, please sign the “CITIZENS WHO WISH TO SPEAK TO THE TOWN COUNCIL” sheet before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Citizen Comments portion of the meeting or when the item is considered by the Town Council.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Town Secretary's office at 972.539.9464, fax 972.539.9613 or email to eileen.kennedy@doubleoak.texas.gov for additional information.

UNAPPROVED-NOT FOR
PUBLICATION

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in regular session at 7:00 p.m. November 2, 2020 at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Mike Donnelly	Mayor
Joe Dent	Mayor Pro-Tem
Billie Garrett	Deputy Mayor Pro-Tem
Anita Nelson	Council Member
Scott Whisenhunt	Council Member
Von Beougher	Council Member

Also, in attendance were Assistant Town Secretary Lynn Jones, Police Chief Derrick Watson and Police Captain Ruben Rivas.

The Mayor called the meeting to order at 7:00 p.m.

Mayor Pro-Tem Dent gave the invocation and Council Member Beougher lead the Pledge of Allegiance to the American and Texas flags.

II. CITIZENS COMMENTS

None

Mayor Donnelly went to item #7

III. Consent Agenda - All consent agenda items listed are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

1. Consideration on minutes from the October 19, 2020 meeting.

Motion Beougher, second Dent to approve the Consent Agenda as presented.

AYE: Garrett, Dent, Beougher
NAY: None
ABSTAIN: Whisenhunt and Nelson

Motion carried

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council

Council Member Beougher reported that he attended a meeting with Commissioner Edmundson on the Waketon Road Project they are working on some value engineering to work around the Town of Flower Mounds water line which is in Waketon to lower the cost and shorten the time frame. Denton County engineer and the consulting engineer are working with Flower Mound on how to do that process.

3. Public Works - Code Enforcement – Animal Control

None

4. Administration

None

5. Public Safety

None

6. Roads and Drainage Committee

None

V. New business agenda (consideration and action):

7. Discussion, consideration, and action on quote from 1-2 Tree for tree trimming at town hall

Motion Beougher, second Nelson to approve item number 7 the quote from 1-2 Tree.

AYE: Garrett, Dent, Beougher, Whisenhunt and Nelson

NAY: None

ABSTAIN: None

8. Discussion, consideration and action on a request from Jacqueline Howard, 5807 Pepperport Lane to allow an exception under the Sign Regulations, Article 3.1300 of the Code of Ordinances for a 12 ft by 6 ft sign on her property with the farm name and address.

Mark Howard 5807 Pepperport Lane spoke
Jacqui Howard 5807 Pepperport Lane spoke

Mr. Howard stated that there are two roads once on the property, one to the house and one to the barn and they wanted to distinguish the roads for deliveries. Ms. Howard stated that they breed horses.

Motion Beougher, second Nelson to grant a variance to the sign regulations to allow for the existing sign at 5807 Pepperport Lane conditioned on payment of the appropriate sign permit within ten days of today.

AYE: Garrett, Nelson, Beougher and Whisenhunt

NAY: Dent

ABSTAIN: None

Motion carried

9. The Town Council shall convene in closed executive session under Texas Government Code, Section 551.074 (personnel matters) and Section 551.071 (consultation with attorney) to discuss and deliberate the appointment, employment, evaluation, reassignment, and duties of the police chief and to receive legal advice from the town attorney on personnel matters.

Mayor Donnelly convened into Executive Session at 7:20 p.m.

Mayor Donnelly reconvened into the Town Council meeting at 8:33 p.m.

No action taken

Mayor Donnelly went back to the Consent Agenda

10. Citizen Comments

None

11. Council – staff announcements and comments:

Town Hall will be closed for Veterans Day

The Christmas Tree Lighting will be on Monday December 7, 2020 at 7 p.m.

The Turkey Trot is Thanksgiving morning

The Investment Committee is meeting on Thursday

12. Adjournment

With no further business to come before the Council, motion Beougher, Whisenhunt second, the meeting was adjourned at 8:43 p.m.

Lynn Jones, Assistant Town Secretary

Mike Donnelly, Mayor



**TOWN COUNCIL MEETING
AGENDA ITEM #
November 16, 2020**

****** This item will need to have a public hearing******

AGENDA ITEM: Consideration, discussion and action on a request to amend Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirements at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.

STAFF CONTACT: Lynn

DESCRIPTION: The retail center wants to amend their SUP to allow a building height of 46 feet, the zoning ordinance allows for a 40 foot building height. The tower that the clock is on is not tall enough to allow the clock to be visible from all directions, raising the tower would have better visibility.

ATTACHMENTS: Application for rezone
Authorized agent affidavit
Current photo of clock tower
Mock up photo of clock tower
Business District regulations on height
Letters to property owners within 200 feet of replat property
Public hearing notice

RECOMMENDED ACTION: Planning and Zoning Commission recommends approval of amending the SUP to exceed zoning maximum height requirements.



TOWN OF DOUBLE OAK
 320 Waketon Road
 Double Oak, Texas 75077
 P: 972-539-9464 F: 972-539-9613
 permits@doubleoak.texas.gov

Zoning Application

Type of Application (check the appropriate box)
 Rezoning / Initial Zoning Specific Use Permit

Property Owner and Authorization (sign and notarize)

Greenlight Studio LLC (Company Name) tyler@gldevco.com (Email)

100 N. Cottonwood Dr. Suite 104 (Physical Address) Richardson (City) TX (State) 75080 (Zip Code)

100 N. Cottonwood Dr. Suite 104 (Mailing Address) Richardson (City) TX (State) 75080 (Zip Code)

RJA Marine (Property Owner Name) 972.820.8900 (Phone) _____ (Fax)

General Description of Request (complete the following)

Adjust the current SUP to allow a building height of 46'

(Existing Z)

Subject Property Information: (complete the following)

Lot 4 Block A of Crossroads Bible Church Addition, 8401 Justin Road

(General location, street address if known; if not known, provide name of street fronting property and name and distance to nearest cross street)

Crossroads Bible Church (Subdivision Name) 4 (Lot #) A (Block #)

B - SUP (Existing Zoning) B - SUP (Proposed Zoning)

Items Required with Submittal (please check the boxes to indicate items submitted with the application)

- 1) Attach a site plan, maps, designs or any other documents deemed necessary.
 (Please include 10 copies of any information that is submitted, any digital versions can be sent to permits@doubleoak.texas.gov)
- 2) Submit Application Fee (\$150)

*Engineering fees will be billed separate from the application fee.
 Applicant or their designated representative will be responsible for all engineering fees.*

I certify that I am the legal owner or record of the property or that I have secured the property owner's permission as shown on the attached affidavit and that the information concerning this request for variance is true and correct.

[Signature] (Applicant's Signature) 10/06/2020 (Date)

[Signature] (Received By) 10/7/2020 (Date Received)

***** For Office Use Only *****

Paid: \$ 150⁰⁰ Receipt #: _____ Date: 10/7/2020

Application Complete: Y/N

Date to appear before: _____ P&Z: 11/10/2020 TC: 11/16/2020 BOA: 10/13/2020



Town of Double Oak
 320 Waketon Road
 Double Oak, Texas 75077
 Phone 972-539-9464
 Fax 972-539-9613

PROPERTY OWNER AFFIDAVIT

I, Rober Suarez, RJS Marino, owner of 8401 Justin Road
(Property Owner) (Property Address)
 give Greenlight Studio, LLC permission to apply for a zoning change to
(Company Name or Agent) (Power to be used)
 my property.

State of Texas
 County of Rockwall

On this, the 6th day of October, 2020 before me a notary public, the
(day) (month) (year)
 undersigned officer, personally appeared ROBERT J. SUAREZ, known to me to
(Property Owner)

be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.



Existing Clock Tower





Mock up

SECTION 13
BUSINESS DISTRICT

13-6 Height and Area Regulations

The following maximum height and area regulations shall be observed:

(1) All building elevations and exterior surfaces shall be 100% masonry exclusive of doors and windows. Acceptable materials are brick, stone, split faced concrete block and stucco. Stucco elements are limited to a maximum of 20% of the area of any elevation. The height of any structure including the parapet front elevation shall be limited to 40 feet in height. The structure shall also be limited to two (2) stories or less.

(Ordinance 05-30, sec. 4, adopted 12/19/05)



NOTICE OF PUBLIC HEARING

The Planning and Zoning Commission of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Tuesday the 10th day of November, 2020, to hear comment on amending Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirements at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.

The Town Council of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Monday the 16th day of November, 2020 to hear comment on amending Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirements at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.

Both public hearings will be held at the Double Oak Town Hall at 320 Waketon Road, Double Oak, Texas. All interested persons are invited to attend and participate.

Lynn Jones
Assistant Town Secretary

**MEMC LLC DBA
Preferred Self Storage
316 Lakeland Drive
Highland Village, TX 75077**

**Auburn Eagle LTD
140 Lake Trail Drive
Double Oak, TX 75077**

**RJS Marine Inc
2221 Justin Road STE 119
PMB 185
Flower Mound, TX 75028**

**Retail Buildings Inc
3600 NE 63rd St
Oklahoma City, OK 73121**

**Pelayo Enterprises LLC
2940 Britt Drive
Argyle, TX 76226**

**Knowles S&S Investment
Properties LLC
3801 Ocala Lane
McKinney, TX 75070**

**Lonros Properties I LLC
2624 Long Prairie Road
Flower Mound, TX 75022**

**Crossroads Bible Church
8101 Justin Road
Lewisville, TX 75077**



TOWN OF DOUBLE OAK

320 Waketon Road
Double Oak, Texas 75077
972.539.9464

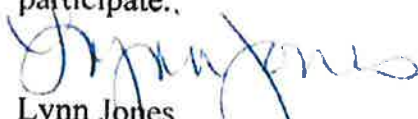
October 19, 2020

SUBJECT: Planning and Zoning Commission and Town Council Public Hearing

The Planning and Zoning Commission of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Tuesday the 10th day of November, 2020, to hear comment on amending Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirements at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.

The Town Council of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Monday the 16th day of November, 2020 to hear comment on amending Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirements at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.

Both public hearings will be held at the Double Oak Town Hall at 320 Waketon Road, Double Oak, Texas. All interested persons are invited to attend and participate.


Lynn Jones
Assistant Town Secretary

DENTON RECORD-CHRONICLE
P.O. BOX 369
DENTON TX 76202
(940) 566-6800

ORDER CONFIRMATION (CONTINUED)

Salesperson: Legals Denton

Printed at 10/15/20 16:13 by plaga-dm

Acct #: 18211

Ad #: 30856

Status: New WHOLD WHOI

**NOTICE OF PUBLIC
HEARING**

The Planning and Zoning Commission of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Tuesday the 10th day of November, 2020, to hear comment on amending Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirements at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.

The Town Council of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Monday the 16th day of November, 2020 to hear comment on amending Ordinance 16-06 to include authorization for the construction of a limited structure to exceed zoning maximum height requirements at 8401 FM 407, Lot 4, Blk A of the Crossroads Bible Church Addition Double Oak Texas.

Both public hearings will be held at the Double Oak Town Hall at 320 Waketon Road, Double Oak, Texas. All interested persons are invited to attend and participate.

Lynn Jones
Assistant Town Secretary

drc 10/20/2020

The Mayor resumed the normal agenda order.

7. Discussion, consideration and action on a request from Tyler and Lauren Furlow to park and live in a RV on their lot while building their house.

Tyler and Lauren Furlow, 150 Trailing Oaks, came before the council again asking for permission to live in a travel trailer on their new property at 125 North Forest. The Furlow's contacted all the neighbors around them and presented a document* with signatures from the neighbors. By signing the document, the neighbors were giving their approval to allow the Furlow's to live in their RV while their home is under construction.

Greg Klingman, 180 Twin Lakes Drive, spoke about the Furlow's and voiced his approval of their request.

Mr. and Mrs. Furlow stated they would be closing on the lot on November 15, 2019 and would be ready to move the RV on the property.

Jim Franklin, 130 North Forest, who lives directly across the street from the lot in questioned, voiced no opposition with the Furlow's living in their RV.

Motion Whisenhunt, Beougher second, the allow the Furlow's to live in their RV while the house was under construction from now until November 1, 2020 providing all electrical and septic inspections passed.

AYE: Whisenhunt, Nelson, Beougher
ABSTAIN: None
NAY: Dent

Motion passed 3 to 1

Mayor Donnelly recessed the meeting at 7:30 p.m. and reconvened at 7:42 p.m.

8. Discussion, consideration and action on three quotes to purchase laptop computer, docking station and warranty

Motion Nelson, Dent second to approve the purchase of a Panasonic laptop computer, docking station and warranty in the amount of \$3,602.38

AYE: Whisenhunt, Nelson, Beougher, Dent
ABSTAIN: None
NAY: None

MOTION PASSED

*copy attached and made a part of these minutes

Dear Double Oak City Council,

We are writing this in request to extend our time in the RV while we complete our home build at 125 North Forest Lane.

First of all, we are forever grateful for the opportunity that you have allowed us in being able to stay in our RV on the property while building. There have been many advantages to being on site. We have been able to remedy many problems quickly, have good conversations with all the workers, and put in some good manual labor ourselves. By far the greatest advantage has been being able to watch our daughter Elle grow up and run around the property and get dirty and all the good things kids should do.

I will give you a quick run-down of what all has happened and how we got to where we are today. We moved the RV on the property in December of 2019. Concrete for our foundation was poured in June. Framing started shortly thereafter and finished up in July. Plumbing and electrical were topped out and we were in the dry in September. Currently our house has sheetrock, is textured, has flooring and a driveway. We are in the process of waiting on cabinets to be installed so that electrical and plumbing can finish. We are pushing hard to get into the house by the new year.

As you might have guessed, Covid-19 has had an impact on our construction. Unfortunately, our framing boss died of Covid just 3 weeks into framing in July, creating a logistical nightmare to get framing and cornice work finished. Also, our big glass back door was manufactured in Mexico, which was delayed by 6 weeks due to the plant shutting down for Covid, not to mention the trouble of getting the door through the border during this time. That delay really hurt our timeline. We could not get inspected until the back door was installed, which held off everything else.

It has been quite the journey thus far, and we cannot wait to finish it up! I am telling you all these details not for sympathy or pity, but because Double Oak is a different kind of community, we are family. We have been shown amazing hospitality from our neighbors and Lynn Jones has been such a huge help to us in more ways than we can keep count of.

All this to say, we need an extension to stay in our RV on site to finish up the house. As I said before, we are pushing to get in before the new year, but just to be safe I would like to request until March 1st, 2021. With all of the fine details in finishing up, I believe it would be a great advantage to remain on site to help expedite the process.

Thank you City Council for considering our extension request. I will attach some photos of the house on the next page, in case anyone was curious to see our progress, and where we're at currently.

God Bless,

Tyler, Lauren & Elle Furlow



2020 - 2021 BOARD OF ADJUSTMENT

	<u>NAME</u>	<u>TERM EXPIRES</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
1.	Phyllis Meyerson-Chair 133 East View Court Double Oak, TX 75077 H (972) 539-0370 phyllismeyerson@gmail.com	9-22	<u>ALTERNATES</u>	
			6. Jeff Hardgrave 335 Thornhill Circle Double Oak, TX 75077 (469) 261-1662 jhardgrave@verizon.net	9-21
2.	Candy Lamel 210 Cedarcrest Lane Double Oak, TX 75077 H (817) 567-1381 C (214) 686-1822 candylamel@aol.com	9-22	7. Jeff Graves 250 Simmons Road Double Oak, TX 75077 (817) 845-5383 jgraves13@aol.com	9-21
3.	Marty Robbins 801 Cross Timbers Dr Double Oak, TX 75077 (972) 948-9159 martin.g.robbins@gmail.com	9-21	8. Curtis Glover 170 Double Oaks Dr Double Oak, TX 75077 (972) 743-6743 curtis.glover@verizon.net	9-22
4.	Art Fleming 190 Highview Drive Double Oak, TX 75077 H (972) 539-0168 art.t.fleming@gmail.com	9-21	9. Dirk Meilinger 315 Lake Trail Ct. Double Oak, TX 75077 (214) 926-8537 dirk@meilinger.com	9-21
5.	Karen Smith 168 Meadowknoll Double Oak, TX 75077 (214) 763-1892 Kdsmith516@gmail.com	9-22	10. Richard (Dick) Ulrich 420 Simmons Road Double Oak, TX 75077 rvulrich@verizon.net	9-22
			11. VACANT	9-22

2020 - 2021 PLANNING AND ZONING COMMISSION

<u>NAME</u>	<u>TERM EXPIRES</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
1. Georgette Cook 170 Oak Trail Double Oak, Texas 75077 (H) (817) 430-1427 (C) (214) 801-5587 georgettecook@tx.rr.com	9-21	7. Andrew Weaver, Vice Chair 203 N. Hill Court Double Oak, Texas 75077 (214) 532-6832 do.197328@yahoo.com	9-21
2. Gary Goodman 131 Trailing Oaks Drive Double Oak, Texas 75077 H (817) 491-3940 garyindoubleoak@verizon.net	9-21	<u>ALTERNATES</u>	
		8. Mike Fickling 5301 Chinn Chapel Rd Double Oak, Texas 75077 C (972) 948-0660 mikefickling@verizon.net	9-21
3. Mark Rose, Chairman 308 East Carruth Lane Double Oak, Texas 75077 H (214) 649-6501 mrose@letcogroup.com	9-22	9. Bonnie Morrow 105 N. Forest Double Oak, Texas 75077 H (817) 430-3536 C (469) 471-4261 bonnie4asl@outlook.com	9-22
4. Donna Gilliam 221 Waketon Extension Double Oak TX 75077 H (972) 355-1630 C (972) 822-7149 donna7m7G@gmail.com	9-22	10. VACANT	
		11. VACANT	
5. Martha Holman 235 North Forest Lane Double Oak, Texas 75077 H (817) 430-3768 C (214) 215-3585 marthaholman1@yahoo.com	9-21		
6. Wayne Atkins 120 Hawk Crest Lane Double Oak, Texas 75077 C (214) 636-5064 wayne@sterlingbrookhomes.com	9-22		



Town of Double Oak
 320 Waketon Road
 Double Oak, Texas 75077
 Phone 972-539-9464
 Fax 972-539-9613

APPLICATION FOR BOARDS/COMMISSIONS

As an applicant for a Board, Commission or Committee, your name, address and telephone number will be available to the press and the public if you elect to disclose this information. All other information will remain confidential.

NAME: Kristin Harris
 ADDRESS: 310 Oak Trail Dr, Double Oak TX 75077
 CONTACT PHONE: 919-630-4625
 EMAIL: kristin@missiontoclose.com

OCCUPATION: *(If retired, please indicate former occupation or profession)*
Real Estate Broker & Founder/owner of Mission to Close Realty

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:
Commercial & Residential Brokerage Owner w/ 4 Full-Time Agents
81 transactions in 2020 (residential) internally & nearly 400 transactions
w/ partner referral brokerages in OFW

LIST QUALIFICATIONS YOU FEEL MAKE YOU A GOOD CANDIDATE FOR THIS POSITION AND INCLUDE PREVIOUS VOLUNTEER POSITIONS:
Self-starter, organized, philanthropic, event planning, local transplant, new
resident that knows & understands uniqueness of area compared to surrounding
areas

REFERENCES:
Jason Kaufman (Realtor) 214-663-3022
Todd Nunis (Lender) 817-291-1350
Tim Runte (Client) 817-291-3438

BOARDS/COMMISSIONS/COMMITTEES OF INTEREST: (Check Interest)

- Board of Adjustments** **Planning and Zoning**

SEND COMPLETED FORM TO:

BY MAIL: ATTN: TOWN SECRETARY
 TOWN OF DOUBLE OAK
 320 WAKETON ROAD
 DOUBLE OAK, TEXAS 75077
 BY FAX: (972) 539-9613
 BY E-MAIL: eileen.kennedy@doubleoak.texas.gov
lynn.jones@doubleoak.texas.gov

RECEIVED

OCT 20 2020

Kristin Fowler Harris

3408 Brookshire Run, Corinth, TX 76210
(919) 630-4625 | kharris2426@gmail.com

Marketing, Communications & Sales Professional

Dynamic, team spirited and performance driven marketing, communications and sales professional with an extraordinary blend of leadership, project management and strong industry knowledge of effectively reinforcing and building brand images. Ascertains needs and goals, streamlines existing operations, turns around unprofitable functions, envisions new concepts and future trends and follows through with development, direction and accomplishment. Maintains a high level of personal drive, confident nature and aggressive attitude in achieving results.

- ~ **Generated \$8.4 million in revenue & oversaw \$100k community outreach** as Marketing & Communications Director
- ~ **Improved member downgrades by 40% and member retention by 34%** as Marketing & Communications Director
- ~ **Oversaw creative design of 400 projects annually for top global brands** as Marketing & Communications Manager

SKILL AREAS: Strategic Planning ♦ Search Engine Optimization ♦ Website, Account, Event, Project, Content, Marketing & Sales Management ♦ Business Development ♦ Growth Opportunity Identification ♦ Editorial Content Creation ♦ E-mail Marketing ♦ Photography ♦ Reporting ♦ Graphic Design ♦ Customer Service, Retention & Relationship Management ♦ Client Presentations ♦ Profit/Loss ♦ Cross-Functional Business Acumen ♦ Multitasking in Fast-paced Environments ♦ Highly Organized & Strong Analytical Abilities ♦ Articulate Oral & Written Communication ♦ Quick Problem Resolution & Decision Making ♦ Team Building, Training & Development ♦ Collaborative Leadership Skills ♦ Residential Real Estate ♦ Lead Generation & Prospecting ♦ Negotiate, Implement & Amend Sales Contracts ♦ Database Administration

PROFESSIONAL EXPERIENCE

UNIVERSITY OF NORTH TEXAS – DENTON, TX (Aug 2015 - Present)

Higher Education & Research Public Institution with Student Population of 35,000

Adjunct Professor, Management & Executive Development Class in College of Education

Dedicated educator who is passionate about providing students the opportunity to become emotionally engaged with curriculum through practical application. Known for developing an educator-student mentor relationship that proves mutually beneficial for the students' career progression and the building of the institution's alumni network.

KELLER WILLIAMS REALTY – DENTON, TX (June 2015 - Present)

Largest, Privately-Held Global Residential Real Estate Brokerage

Residential REALTOR® & Buyer Specialist

Passionate about helping families realize their dreams of home ownership and aligning their desires for location, functionality and design with ensuring their purchase becomes a fruitful, long-term investment strategy. Experienced in relocation, home purchase and resale, investment rental property, and golf club communities.

- Confer with title and escrow companies, lenders, home inspectors to ensure purchase agreement conditions are met
- Perform Comparative Market Analysis (CMA) to define appropriate listing and offer prices of residential property
- Advise clients on market conditions, inventory, lending, legal requirements and related matters
- Solicit new client business through grassroots initiatives and coordinate home showing with prospective buyers
- Completed KW Ignite Productivity Training

FREE LANCE MARKETING & COPYWRITING EXPERT (Jan 2015 - Present)

Bent Tree Country Club, Dallas, TX

E-mail Marketing Template Redesign

2014

Octagon Creative, Qatar Commercial Bank

Corporate Golf Hospitality Copywriting

2015

PRESTONWOOD COUNTRY CLUB - CARY, NC (Oct 2011 - Dec 2014)

North Carolina's Largest All-Inclusive Private Country Club

Marketing & Communications Director

Oversaw planning, organizing and execution of all Marketing, Sales & Membership functions in addition to constructing long-term strategies for revenue growth, member experience, and internal and external communications

- Oversaw strategic business development with industry innovative corporate hospitality offering
- Redesigned E-mail Template resulting in **200% growth in opening and click rates**
- **Generated \$8.4 million in annual membership revenue and oversaw \$100,000 community outreach initiative**
- Significantly **improved member communication satisfaction from 'poor' to 'extremely satisfied'**
- Produced content for website, promotional materials, email, and social media marketing platforms
- Launched member surveys **decreasing member downgrades by 40% and improving member retention by 34%**
- Administered media pitching and securing stories across relevant industry publications and local media
- Instrumental in **saving nearly \$100,000 a year** by bringing all marketing activities in-house
- Prepared and presented quarterly proof of performance reports for ownership and membership advisory boards

OCTAGON GLOBAL EVENTS - CARY, NC (Jan 2008 - Oct 2011)

Octagon is a global sports and entertainment content marketing arm of the Interpublic Group of Companies

Marketing & Communications Manager

Oversaw creative design of 400 projects annually in partnership with top global brands (Walmart, P&G, Toyota, SAS)

- Formulated numerous advance and onsite promotional strategies to **maximize sponsor awareness**
- **Augmented charity presence** through creative PR resulting in special Tour recognition
- Initiated new exit survey program providing spectator demographic, satisfaction, and sponsor awareness feedback
- **Composed over 100 press releases** distributed to various media outlets, including Annika Sorenstam's retirement
- Designed and managed content annually for five websites **receiving "best LPGA website" recognition**
- Efficiently managed first Dick's Sporting Goods opening in Pacific NW **generating \$26,000 in revenue**
- Administered Inside-the-Ropes Program for six events **increasing onsite sponsor experiences**
- Spearheaded attendance campaigns for two national LPGA events (Sybase & Walmart)
- Assisted on department re-branding initiative with successful launch of Octagon Insight Series
- Coordinated annual advertisement buys and placement (print, television, online & radio) for six TOUR golf events

PREVIOUS EMPLOYMENT HISTORY

Appalachian State University Athletic Department, <i>Fundraising & Development Assistant</i>	2007
North Carolina State University Athletic Department, <i>External Operations & Ticket Office Assistant</i>	2004 - 2007

PROFESSIONAL DEVELOPMENT & CREDENTIALS

Licensed Real Estate Sales Agent, <i>Texas</i>	2015
Master of Science in Sport Management, <i>North Carolina State University</i>	2011
Bachelor of Science in Sport Management & Business Administration, <i>North Carolina State University</i>	2007

Thesis: Published in Advanced Women in Leadership Journal: Female Sports Management Students' Perceptions toward a Future Career in Sport; Published in Global Sports Business Journal: Concern for Future of Sport Management: Female Sport Management Students

Professional Memberships: Professional Club Marketing Association: 2013 – 2015. Greater Denton Wise County Association (GDWCA) of REALTORS®: 2015 – Present.

Technical Skills: Microsoft Office Suite; Adobe Creative Suite 5+ including Photoshop, Illustrator, InDesign; Jonas Management System (point-of-sale), Paciolan (ticket-selling), Sage ACT! Pro (sales tracker), HTML Coding, Top Producer, Centralized Showing Service, CincAgent, NTREISGo, Multiple Listing Services (MLS), Cocoran Agent Ramp-Up.



Town of Double Oak
 320 Waketon Road
 Double Oak, Texas 75077
 Phone 972-539-9464
 Fax 972-539-9613

APPLICATION FOR BOARDS/COMMISSIONS

As an applicant for a Board, Commission or Committee, your name, address and telephone number will be available to the press and the public if you elect to disclose this information. All other information will remain confidential.

NAME: Edward Chavez

ADDRESS: 410 Simmons Rd

CONTACT PHONE: ~~813-364-880~~ 813-364-880

EMAIL: edwardchavez@yahoo.com

OCCUPATION: *(If retired, please indicate former occupation or profession)*
Vice President at Goldman Sachs

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:

I am one of the co-heads of the Hispanic/LatinX network for our Dallas office. I have been involved in various serving roles at my church, Valley Creek, over the past 11 years including helping to launch the cafe at our Lewisville location.

LIST QUALIFICATIONS YOU FEEL MAKE YOU A GOOD CANDIDATE FOR THIS POSITION AND INCLUDE PREVIOUS VOLUNTEER POSITIONS:

While I am a fairly new resident to Double Oak, approx 18 months, it is clear this is my community and I want to get involved. I've never previously been part of any government board, I did previously run the HOA board in Florida, but I am willing to learn and give my 100%.

REFERENCES:

John Schwink - (214) 738-3442
Gerald Boerger - (806) 292-0139 *Double Oak resident
Jason Powell - (214) 435-9128 *Double Oak resident

BOARDS/COMMISSIONS/COMMITTEES OF INTEREST: (Check Interest)

Board of Adjustments

Planning and Zoning

SEND COMPLETED FORM TO:

BY MAIL: ATTN: TOWN SECRETARY
 TOWN OF DOUBLE OAK
 320 WAKETON ROAD
 DOUBLE OAK, TEXAS 75077

BY FAX: (972) 539-9613

BY E-MAIL: eileen.kennedy@doubleoak.texas.gov
lynn.jones@doubleoak.texas.gov

RECEIVED

OCT 21 2020



Town of Double Oak
 320 Waketon Road
 Double Oak, Texas 75077
 Phone 972-539-9464
 Fax 972-539-9613

APPLICATION FOR BOARDS/COMMISSIONS

As an applicant for a Board, Commission or Committee, your name, address and telephone number will be available to the press and the public if you elect to disclose this information. All other information will remain confidential.

NAME: Patrick Johnson

ADDRESS: 160 Forest Park Drive

CONTACT PHONE: 469-586-9644

EMAIL: patrick.johnson.12@verizon.net

OCCUPATION: *(If retired, please indicate former occupation or profession)*
President - ComCo Systems, Lake Dallas TX. ComCo Systems manufactures custom Pnuematic Tube Systems for Financial Institutions, Pharmacy's, Cement facilities and other retail and warehousing.

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:
Independent Bankers Association Texas, Texas Bankers Association, WBE, Flower Mound Youth Sports - Coaching

LIST QUALIFICATIONS YOU FEEL MAKE YOU A GOOD CANDIDATE FOR THIS POSITION AND INCLUDE PREVIOUS VOLUNTEER POSITIONS:
Career working with Financial Institutions, Pharmacy's other business - provided equipment for new branch and retail outlet builds and construction. Worked with architects, contractors, sub contractors and other trades in these builds.

REFERENCES:
Terry & Becky Wallace - 120 Meadowknoll, Double Oak TX - 214-205-7700

BOARDS/COMMISSIONS/COMMITTEES OF INTEREST: (Check Interest)

Board of Adjustments

Planning and Zoning

SEND COMPLETED FORM TO:

BY MAIL: ATTN: TOWN SECRETARY
 TOWN OF DOUBLE OAK
 320 WAKETON ROAD
 DOUBLE OAK, TEXAS 75077
 BY FAX: (972) 539-9613
 BY E-MAIL: eileen.kennedy@doubleoak.texas.gov
lynn.jones@doubleoak.texas.gov

RECEIVED

OCT 29 2020



DATE: 10-30-2020

TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464

APPLICATION FOR BOARDS/COMMISSIONS

As an applicant for a Board, Commission or Committee, your name, address and telephone number will be available to the press and the public if you elect to disclose this information. All other information will remain confidential.

NAME: Devin Gorman

ADDRESS: 501 Cross Timbers Dr.

CONTACT PHONE: 909-754-5434 EMAIL: Dmgd1013@DSLExtreme.com

OCCUPATION: (If retired, please indicate former occupation or profession)

Insurance Claims Adjuster

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: Assist Double

Oak Women's Club with events.

LIST QUALIFICATIONS YOU FEEL MAKE YOU A GOOD CANDIDATE FOR THIS POSITION AND INCLUDE PREVIOUS VOLUNTEER POSITIONS:

Proficient understanding of construction and

Double Oak building codes & regulations.

REFERENCES: Bonnie Morrow, Stephanie Gorman

BOARDS/COMMISSIONS/COMMITTEES OF INTEREST:

(1) Planning & Zoning (2) Board of Adjustments

MAIL COMPLETED FORM TO:

TOWN OF DOUBLE OAK
TOWN SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO:

FAX (972) 539-9613
EMAIL: town_secretary@double-oak.com

RECEIVED

NOV 13 2020

**Investment Inventory Report
@ September 30, 2020**

PURCHASE DATE MATURITY DATE

CERTIFICATE OF DEPOSIT

04/16/13 12/04/20 DATCU
 04/12/13 04/12/21 INDEPENDENT BANK
 02/18/13 02/18/21 INDEPENDENT BANK

CD TOTAL

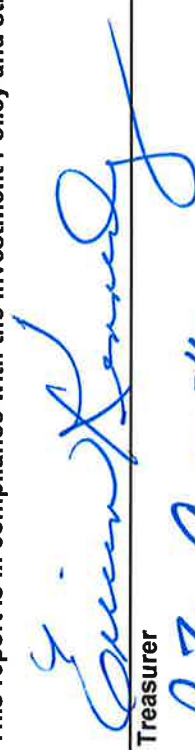
YIELD	BEGINNING BOOK @ 09/30/19	BALANCE @ 09/30/19	EARNINGS @ END 09/30/20	BALANCE @ 09/30/20	% of TOTAL PORTFOLIO
2.000%	200,133	209,436	4239	213,675	
0.500%	25,000	25,710	187	25,897	
1.650%	201,855	205,313	1978	207,291	
	426,988	440,459	6,404	446,862	27%


YIELD	BALANCE @ 09/30/19	Change	BALANCE @ 09/30/20	% of TOTAL PORTFOLIO
0.750%	930,737	97,903	1,028,640	
0.750%	-102,942	111,888	8,946	
0.710%	1,272	-1,078	194	
0.740%	350	204	554	
0.000%	8	0	8	
0.000%	500	-1	499	
0.100%	0	118,087	118,087	
0.250%	2,839	429	3,268	
	832,764	327,433	1,160,197	72%
	1,273,223	333,837	1,607,060	100%

Demand Accounts

Independent Bank - Money Market
 Independent Bank - Checking
 Independent Bank - Police LEOSE
 Independent Bank - John B. Wright Park Fund
 Independent Bank - Police Chapter 59
 Independent Bank - Petty Cash
 Independent Bank - CARES
 DATCU

This report is in compliance with the Investment Policy and strategies as approved and the Public Funds Investment Act.


 Treasurer


 Town Secretary