



**Meeting Minutes**  
**Joint Meeting of the**  
**Oak Point Economic Development Corporation &**  
**Municipal Development District**

**Oak Point City Hall**  
**100 Naylor Road**  
**Oak Point, Texas 75068**

**Tuesday, July 12, 2022 -- 6:00 P.M**

**1. Call to order, roll call, and announce a quorum is present.**

Vice President Hankins called the meeting to order at 6:01 p.m. with the following roll call:

Deborah Armstrong	President	Absent
James Hankins	Vice President	Present
Scott Dufford	Council Liaison	Present
Debbie Peterman	Director	Absent
Don Lindemann	Director	Present
Kevin Tam	Director	Present

City staff present:

Stephen Ashley	City Manager (late, 6:50 p.m.)
Emma Crotty	Support Services Coordinator

City Council Present:

Mayor Dena Meek

And with a quorum present the following items were addressed:

**2. Pledge of Allegiance and Pledge to the Texas Flag.**

Vice President Hankins led the Pledge of Allegiance and the Pledge to the Texas Flag.

**3. Public Input.**

No Public Input.

**4. Consider and act upon the minutes from the June 14, 2022, Regular Meeting of the Oak Point Economic Development Corporation.**

Council Liaison Dufford made a motion to approve the minutes of the June 14, 2022 Meeting of the Oak Point Economic Development Corporation; motion seconded by Director Lindemann.

**Motion Passed 4-0**

**5. Consider and act upon the minutes from the August 10, 2021 Joint Meeting of the Oak Point Economic Development Corporation and the Municipal Development District.**

Director Tam made a motion to approve the minutes of the August 10, 2021 Joint Meeting of the Oak Point Economic Development Corporation and the Municipal Development District; motion seconded by Vice President Hankins.

**Motion Passed 4-0**

**6. Discuss and approve the EDC budget for FY 2022-2023.**

The Board reviewed the budget and considered adjusting it to reflect economic development incentives. Director Tam suggested the budget be amended later on to incorporate incentives once more information on incentives is acquired. Vice President Hankins made a motion to approve the EDC budget for FY 2022-2023; motion seconded by Director Lindemann.

**Motion Passed 4-0**

**7. Discuss and approve the MDD budget for FY 2022-2023.**

The Board reviewed the budget and discussed the proposed items. No changes were suggested. Council Liaison Dufford made a motion to approve the MDD budget for FY 2022-2023; motion seconded by Director Lindemann.

**8. Adjourn the Municipal Development District meeting.**

Vice President Hankins adjourned the Municipal Development District meeting at 6:24 p.m.

**9. Review and discuss the monthly report from the Support Services Coordinator.**

City Staff Crotty presented updates on projects she had worked on since the last EDC meeting including acquiring traffic counts, discussing Corbin Sign project with TXDOT, drafting marketing materials, and compiling commercial leads. City Staff Crotty also presented the monthly financial report from the EDC and shared project updates from developments in the City and answered questions from the board.

**10. Discuss, consider, and act on Corbin Design sign project.**

The Board reviewed and discussed the proposed sign renderings and locations from Corbin Design. Further discussion included what locations to include on the wayfinding signs and verifying the proposed locations from Corbin. Vice President Hankins asked that City Staff Crotty finalize the two proposed wayfinding signs on FM 720 and the three proposed welcome signs with Corbin Design.

**11. Discuss, consider, and act on updated traffic counts for FM 720.**

City Staff Crotty presented visualizations of the data collected by Gram North Texas, Inc. on Thursday, June 23<sup>rd</sup> and Friday, June 24<sup>th</sup>, 2022, and discussed the results with the Board. Council Liaison Dufford made a motion to approve spending no more than \$1,300 on purchasing traffic counts; motion seconded by Director Tam.

**Motion Passed 4-0**

**12. Discussion on a dedicated EDC staff position/certified EDC consultant.**

No updates from City Staff or Board; item tabled.

**13. Discuss options for City incentives and possible ordinance changes to encourage cohesive architectural design in non-residential development.**

Vice President Hankins shared images from other commercial developments in the metroplex to demonstrate potential designs the City could encourage their developments to pursue. The Board raised questions regarding the legislative restrictions on enforcing design standards and what the City can implement to encourage more of an "old town" and "timeless" feel. The Board noted this will likely need to be a discussion with other boards and council involved. Vice President Hankins asked City Staff Crotty to speak with Catalyst Commercial on what they can do to assist the City with putting together architectural design standards.

**14. Discuss, consider, and act on purchasing a booth at the North Texas Commercial Association of Realtors (NTCAR) Expo on November 3<sup>rd</sup>, 2022.**

City Staff Crotty shared booth pricing options with the Board. The Board discussed which type of booth they would like to purchase as well as what marketing materials for the event need to look like. Vice President Hankins made a motion to approve the EDC attend the NTCAR Expo and spend up to \$1,250; motion seconded by Director Lindemann.

**Motion Passed 4-0**

**15. Discussion on board applications.**

City Staff Crotty shared EDC applicants with the board.

**16. Discuss future agenda items and the date of the next EDC meeting.**


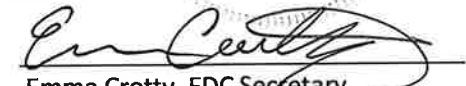
- Update and discussion on Corbin Design sign project.
- Presentation from Ashlar on proposed development along F.M. 720.
- Discuss having marketing materials made for the EDC.
- Discussion and update on implementing architectural design standards.

**17. Adjourn.**

Council Liaison Dufford made a motion to adjourn the meeting at 8:10 p.m.; Director Tam seconded the motion.

**Motion Passed 4-0**

  
James Hankins, Vice President

  
**ATTEST:**  
  
Emma Crotty, EDC Secretary