

**NOTICE OF MEETING  
THE CITY COMMISSION OF BROCK, TEXAS**

MAYOR JAY HAMILTON  
COMMISSIONER BEN DAVIS  
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT  
TOWN CLERK ALYSSA VANESLER

**MEETING DATE AND TIME:**

Monday, November 20, 2023, 6:30 PM

**MEETING LOCATION:**

Brock Community Center  
2115 FM 1189 Brock TX 76087

**REGULAR AGENDA**

Begins at 6:30pm

*Unless specifically noted otherwise, action may be taken on any item listed below*

**1. CALL TO ORDER AND ANNOUNCE QUORUM**

Mayor Jay Hamilton called the regular meeting to order at 6:32 P.M. and announced that a quorum was present. Commissioners present at meeting: Debbie Scrimshire. Also present at the meeting: Town Clerk Alyssa Vanesler and Attorney Whitt Wyatt (attended the meeting via phone).

**2. INVOCATION AND PLEDGE**

Mayor Hamilton led the Commission and attendees in the invocation and the pledge.

**3. REGULAR AGENDA: Discussion and Possible action on the following**

**3.1 Sign Applications:**

- (a) Brock Liquor
- (b) Chef's Pantry
- (c) Eagle Eye Center

Tawnie Vanderlans, owner of Chef's Pantry, proposed hanging a temporary sign (3X6 banner) for approximately 90 days. Ultimately, they will put up a monument sign once they determine the exact location. Commissioner Scrimshire made a motion to approve the Vanderlans' sign proposal. Mayor Hamilton seconded. The motion passed 2-0.

Mayor Hamilton posed a question to Town Attorney Whitt Wyatt regarding whether Brock Liquor is required to have a signed petition to sell alcohol. Mr. Wyatt confirmed that per the zoning requirements, the location of Brock Liquor is eligible to sell alcohol; it is within the original boundaries of the Town. If the location was newly annexed, an election would have been required. Commission expressed concern over the name of the business associating the Town of Brock with liquor. Per Mr. Wyatt, we don't have an ordinance currently in place, so we cannot enforce a rule regulating the business name. Commissioner Scrimshire made a motion to approve the Brock Liquor store front and monument signs. Mayor Hamilton seconded. The motion passed 2-0.

Eagle Eye Center owner and Optometrist Bailey Kennedy anticipates an opening date after Thanksgiving. Commissioner Scrimshire made a motion to approve the Eagle Eye Center store front and monument signs. The motion passed 2-0.

### **3.2 New Commercial Site Plan – Josh Harendt**

Josh Harendt presented information about a preliminary plan for a business/retail center at Brock Spur and Quannah Hill. The plat is Brock Crossing, and the plan is to build approximately 3 offices. Josh said that currently the office space is slated for a Bratton medical office, Construction company office, Clearfork Pharmacy, and possibly a Physical Therapy office. They are currently working on a drainage study and verified that parking will be concrete/asphalt, not gravel. Building will occur in one phase. Mayor Hamilton said he would like the look of the building to be in line with other new buildings in Brock, similar to the State Farm Office. The next step will be for Bureau Veritas to review site plans. Commissioner Scrimshire made a motion to approve item 3.2. Mayor Hamilton seconded. The motion passed 2-0.

### **3.3 Issue Certificates of Election, Administer Oaths of Office and Receive Statements of Officers for elected officers in relation to General Election for Mayor and two (2) Commissioners for the Town of Brock.**

Mayor Hamilton and Commissioner Scrimshire were present and were sworn in by Town Clerk Alyssa Vanesler. Ms. Vanesler confirmed that she will swear in Commissioner Davis to office as soon as possible.

### **3.4 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING: Discuss amending the comprehensive zoning ordinance by amending the off-street parking regulations and providing for variances to off-street parking regulations in certain districts.**

Commissioner Scrimshire opened the Public Hearing at 8:14 PM. Commissioner Scrimshire made a motion to approve item 3.4. Mayor Hamilton seconded. The motion passed 2-0. Commissioner Scrimshire made a motion to close the Public Hearing at 8:16 PM. Mayor Hamilton seconded.

### **3.5 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING: Discuss an Ordinance establishing a permitting requirement for mobile food vendors**

Commissioner Scrimshire made a motion to conditionally approve Item 3.5 as long as the Ordinance is updated to reflect that the responsible party for issuing permits is the Town Clerk. Mayor Hamilton seconded. The motion passed 2-0.

### **3.6 Brock Hometown Christmas**

Hannah Conniff from the Brock Business Co-Op spoke about event sponsors, which are currently Brock business sponsors. Agreement among meeting attendees to support Town of Brock sponsorship for this event. Mayor Hamilton said that we will not pursue mobile food vendor fees this year since Ordinance discussion just now occurring at this meeting. Town Clerk Alyssa Vanesler will coordinate with Hannah next year, springtime, for mobile food vendors to get permitted through the Town of Brock as part of the Brock Hometown Christmas application process. For the next fiscal year budget, Town Clerk Alyssa Vanesler will include a donation of \$10,000. Mayor Hamilton made a motion to approve a \$10,000 sponsorship toward any outstanding expenses for the 2023 Brock Hometown Christmas event. Commissioner Scrimshire seconded. The motion passed 2-0.

### **3.7 Review RFQ for audit services received**

Commissioner Scrimshire made a motion to approve the BMY proposal. Mayor Hamilton seconded. The motion passed 2-0.

### **3.8 Master Fee Schedule.**

Mayor Hamilton made a motion to table until the next Commission meeting in December. Commissioner Scrimshire seconded.

### **3.9 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING: Discuss fire certification of occupancy inspection.**

Mayor Hamilton suggested that Town Clerk Alyssa Vanesler discuss further with Fire Chief Travis Scrimshire.

**3.10 Approve Meeting Minutes from October 16, 2023 Commission Meetings.**  
**Mayor Hamilton made a motion to table item 3.10 to the December Commission meeting, since he was not present at the October 16, 2023 Commission meeting. Commissioner Debbie Scrimshire seconded.**

**3.11 Approval of Invoices for Payment:**

- (a) Legal Services – WHF Invoice #209 (\$3,803.75)
- (b) Nextlink monthly phone service – 11/6/23 Invoice (\$42.39)
- (c) Filing Fee w/ County Clerk office for Annual Budget and Semler Annexation (\$108)
- (d) Bureau Veritas Invoice (\$76.92)

**Commissioner Scrimshire made a motion to approve item 3.11. Mayor Hamilton seconded. The motion passed 2-0.**

**3.12 Review Town checking account deposits/disbursements**

**3.13TABLED FROM THE JUNE 26, 2023 TOWN COMMISSION MEETING:** Public hearing to consider approval of AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE BY REZONING APPROXIMATELY 11.51± ACRES OF LAND GENERALLY LOCATED AT 1700 FM 1189, FROM LOCAL RETAIL (LR), TO A NEW PLANNED DEVELOPMENT (PD) ZONING DISTRICT TO ALLOW A MIXED USE DEVELOPMENT COMPRISED OF OFFICE, RESTAURANT AND RETAIL, USES, AND ASSOCIATED PUBLIC AND PRIVATE OPEN SPACE AND COMMON AREAS; FURTHER PROVIDING FOR THE APPROVAL OF A CONCEPT PLAN AND BUILDING ELEVATIONS; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00); PROVIDING FOR SAVINGS, NO SEVERABILITY AND AN EFFECTIVE DATE.

**4. REPORTS:**

**4.1** City Attorney Update re the Town’s Comprehensive Plan, Zoning Ordinance and Development Codes.

5. **CITIZEN COMMENTS:** The public may address the Commission regarding any item. Persons desiring to address the Commission must register on the sign-in sheet prior to the start of the meeting. Comments are limited to three (3) minutes.

*Limited reply by the Commission is allowed under The Texas Open Meetings Act as follows: (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response; or (2) A recitation of existing policy in response; (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting*

6. **EXECUTIVE SESSION:** The Commission reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed on the agenda, as authorized by Texas Government Code Section 551.071, CONSULTATION WITH ATTORNEY.

**6.1** Texas Government Code 551.071(2) - Discuss zoning on 933 FM 1189

**6.2** Texas Government Code 551.071(2) - Discuss sign ordinance and building codes

Discuss and consider action following executive session.

**Executive session opened by Mayor Hamilton at 8:35 pm and closed at 9:03 pm. No action taken.**

**7. ADJOURN**

**Commissioner Scrimshire made a motion to adjourn the meeting at 9:04 P.M.**

**CERTIFICATION**

I hereby certify that the above notice of meeting was posted on or before Friday, November 17, 2023, prior to 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock Texas 76087 and at Brock Town Hall, 2451 FM 1189, Brock, Texas 76087.

*Alyssa Vanesler*

---

Alyssa Vanesler  
Town Clerk

**ACCESSIBILITY STATEMENT**

*In compliance with the Americans with Disabilities Act, reasonable accommodations for persons attending meetings will be provided. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Alyssa Vanesler at [townclerk@brocktx.net](mailto:townclerk@brocktx.net) or via phone 817-396-5333.*