



# Town of Poetry, Texas

## Agenda

### Zoning Board of Adjustment Hearing, Workshop & Regular Town Council Meeting

Thursday, May 21, 2026

Poetry Town Hall

5671 County Road 323, Poetry TX 75160

5:30 pm



#### A. Call to Order

Roll Call for Quorum

Pledge of Allegiance

Invocation

*Persons wishing to speak on any posted Workshop or Regular Agenda item may do so when the individual item is opened for consideration by the Council. Speakers will be limited to (3) minutes. If a translator is needed, the speaker may be given up to (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your request/comments to [speak@poetrytexas.org](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting.*

#### B. Zoning Board of Adjustment Hearing Agenda (approx. 1 hr. – citizen comments welcome)

1. Consideration of Zoning Variance for Hidden Oaks Estates III Property located at 10440 CR 2440, Poetry, TX (Mayor)

*A zoning variance has been requested by the owner of the property who would like to split the property into two 1.0 acre lots. A variance would be required due to the road frontage width on both resulting lots being less than the 150 feet required by our zoning ordinance*

#### C. Workshop Agenda (citizen comments welcome)

1. FY 2026-2027 Budget Discussion (Kendrick & Hibbs)

*We are working to put together our budget for next year (Oct. 1, 2026 – Sept. 30, 2027). This will be a discussion only, of our progress to date.*

2. Long Range Planning Discussion (Mayor)

*This will be a discussion only on our ongoing effort to develop a long-range plan for the Town of Poetry.*

#### D. Items of Community Interest

*Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report on the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.*

1. Primary Run-off Election Day – May 26, 2026 – Early voting May 18-22. - Various polling locations in Hunt and Kaufman Counties dependent on where you live. Check with your county elections office for polling locations.
2. We are accepting donations for the Town of Poetry 4<sup>th</sup> Annual Agricultural Student Scholarship – applications due by 5pm, June 4, 2026. See website.
3. Poetry Community Picnic – Saturday, June 27<sup>th</sup>, 2026 at Campground Cemetery Pavillion located at FM 986 and CR2326.
4. Thanks to Hunt and Kaufman Counties for their continued help with our road maintenance through our interlocal agreements.

## **E. Reports**

1. Financial
  - a. P&L Budget vs Actual - Apr 2026
  - b. Account Quick Reports 6011, 6012, 6111, 6112 – Apr 2026
  - c. Bank Reconciliation Summary & Detail – Apr 2026
  - d. Bank Reconciliation Petty Cash – Apr 2026
  - e. Sales & Use Tax Report – Apr 2026
  - f. Hunt & Kaufman County Roads Escrow Reports – Apr 2026
2. TDA CDBG Grant Update
3. Mystic Springs Solar Farm Update
4. Roads & Traffic Update
5. Mayor & Councilmember Activity Updates

## **F. Consent Agenda**

*Items on the Consent Agenda are considered routine, not likely to require discussion or deliberation and may be approved in a single motion. If discussion is desired, items may be removed from the Consent Agenda for individual discussion by any Councilmember prior to the motion and vote.*

1. Approve Minutes – April 16, 2026 Executive Session & Regular Meeting
2. Approve Minutes – April 21, 2026 Public Hearing
3. Approve Nichols Jackson legal invoice - \$161.25
4. Approve ETJ Removal Petition - Fowler

## **G. Regular Agenda (item sponsor)**

1. Discuss and take action as needed on Master Fee Schedule ordinance. (Mayor)  
*All fees that we charge our citizens should be adopted in either an ordinance or resolution. We are deficient in this area and this ordinance will create a centralized Master Fee Schedule that will be maintained over time and that will document all of our fees. This fee schedule will be posted on the Town's website.*
2. Discuss and take action as needed on adding \$10,000 to Hunt County roads escrow. (Mayor)  
*Our current Hunt County escrow balance is \$18,483. We have three approved project agreements to replace under road culverts on CR 2430 and CR 2464 and to do pavement level up work on CR 2326 from CR 2426 to CR 2400 totaling \$19,989. This money will cover the deficit and create a balance for other upcoming work.*

3. Discuss and take action as needed on draft citizen survey. (Bryant)

*As part of our long-range planning effort, we discussed conducting a citizen survey to get their input on topics related to planning. Here we will consider a draft of that survey.*

**H. General Public Comments**

*Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your comments to [speak@poetrytexas.org](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.*

**I. Adjournment**

*Note: The Town Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including Sec. 551.071 (private consultation with the attorney for the Town); Sec. 551.072 (purchase, exchange, lease, or value of real property); Sec. 551.074 (personnel or to hear complaints against personnel); Sec. 551.076 (deployment, or specific occasions for implementation of security personnel or devices); and Sec. 551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.*

***Note: Disabled persons requiring special assistance are requested to notify the Town of Poetry 24 hours in advance of the meeting by calling the Mayor at 214-704-1593.***

***I certify that the above Notice of the Meeting and Agenda was posted at 5671 CR 323 Poetry, Texas on Thursday, May 14, 2026 by 5:30 pm and online at [poetrytexas.org](http://poetrytexas.org).***



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**Mike Jaffe, Mayor**