



# Town of Poetry, Texas

## Agenda

### Workshop & Regular Town Council Meeting

Thursday, January 15, 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. Executive Session (approx. 30 minutes – public and staff must leave the building)

The Town Council will convene in Executive Session pursuant to Section 551.074, Texas Government Code (Personnel) to discuss and deliberate on the employment, evaluation, duties, and pay of town secretaries. (Hibbs)

#### C. 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. Thank you to our Hunt and Kaufman County Commissioners and their teams.
2. Poetry Bingo Night at Poetry Community Christian School, Feb. 6, 2026. More info. and tickets available at [poetrychristian.org](http://poetrychristian.org).
3. Important election coming up March 3, 2025. Hunt County Judge and Commissioner positions are on the ballot and are important to the Town of Poetry.
4. Court of Appeals will hear oral arguments in the lawsuit against the Town of Poetry, Feb. 3, 2026 at 10AM, 2nd floor George Allen Courts Bldg., 600 Commerce St., Dallas, TX. Open to public but only attorneys are allowed to talk.

#### D. Reports

##### 1. Financial

- a. P&L Budget vs Actual Dec 2025
- b. Account Quick Reports 6010 & 6100 - Dec 2025
- c. Bank Reconciliation Summary & Detail - Dec 2025

- d. Bank Reconciliation Petty Cash – Dec 2025
- e. Sales & Use Tax Report - Dec 2025
- f. Hunt & Kaufman County Roads Escrow Reports - Dec 2025
- 2. Roads & Traffic update
- 3. Mayor and Councilmember Activity Updates

#### **E. 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 – December 18, 2025 Workshop & Regular Meeting
- 2. Approve Nichols Jackson 12/31/25 legal bill - \$54.49
- 3. Ratify Payment of auditor's invoice dated 11/21/25 - \$5,450 (budgeted \$6,000)

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

- 1. Discuss current status of effort to create a draft of an updated Zoning Ordinance. (Bryant/Anderson)  
*We are continuing to work on developing proposed updates to our Zoning Ordinance. This will be a check-in to see where we're at with that effort. No vote will be taken.*
- 2. Discuss and take action on creation of a Citizen Zoning Advisory Committee. (Bryant)  
*Last month we discussed involving a small number of Poetry citizens in the effort to develop a draft of proposed changes/updates to our Zoning Ordinance. This is a follow up to that conversation.*
- 3. Discuss and take action on possible creation of a second Town bank account to hold all Sales Tax revenue funds. (Mayor)  
*One of our auditors suggested we open a second bank account to hold all funds derived from Sales Tax revenue which are restricted use (road maintenance). We currently hold those funds in our single account and track them in our accounting system. To do this we would need minutes authorizing creation, authorized signatories, purpose of the account and opening balance.*
- 4. Discuss and take action on TX DOT bridge inspection update. (Mayor)  
*At the moment there are at least 2 bridges in the Town of Poetry that are regularly safety inspected by TX DOT. They are CR2326 & Dry Creek and CR2434 & Simmons Branch. Recently we were sent the 12/2/25 preliminary report for CR2326 & Dry Creek bridge which according to the report requires maintenance. Hunt County has offered to assist with that maintenance under our interlocal agreement (ILA).*
- 5. Discuss and take action on Kaufman County 911 map updates. (Fowler)  
*Recently we were asked by Kaufman County 911 to verify our Kaufman County town and ETJ boundaries. The last updated map was provided to them 4/16/25. It is slightly different to the currently approved map dated 5/9/25. They need an updated map with geofiles (shapefiles or .gdb) along with any annex or de-annex or ETJ removal documentation.*
- 6. Discuss and take action on renewal of our Federal System for Award Management (SAM) subscription which expires 2/3/26. (Kendrick)

We originally subscribed back in 2024. For us to be eligible for any Federal grants, including the Dept. of Agriculture grant we applied for a while back, we must be subscribed to SAM.

7. Discuss and take action on road/traffic safety concerns for the intersection of FM986 and FM3486/CR249. (Mayor/Hibbs/Fowler)

*This intersection has drawn the attention of a number of citizens and councilmembers lately as there have been multiple motor vehicle accidents there recently. Most of the intersection is under the jurisdiction of TX DOT for signage and pavement maintenance. We will discuss possible options for improving the safety of the intersection working in partnership with TX DOT and law enforcement.*

**G. 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.

**H. 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, January 8th, 2025 by 5:30 pm and online at [poetrytexas.org](http://poetrytexas.org).***



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**Mike Jaffe, Mayor**

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	ACTUAL	BUDGET	OVER BUDGET	TOTAL	% OF BUDGET
<b>Income</b>					
3000 Use of Prior Year Excess		50,366.81		-50,366.81	
4000 Franchise Fees Electric					
4010 Oncor Franchise Fees	3,420.07	14,480.00		-11,059.93	23.62 %
4020 FEC Franchise Fees		36,000.00		-36,000.00	
<b>Total 4000 Franchise Fees Electric</b>	<b>3,420.07</b>	<b>50,480.00</b>		<b>-47,059.93</b>	<b>6.78 %</b>
4100 Franchise Fees Solid Waste					
4160 Blackjack Disposal Franchi	12,127.50	46,000.00		-33,872.50	26.36 %
<b>Total 4100 Franchise Fees Solid Waste</b>	<b>12,127.50</b>	<b>46,000.00</b>		<b>-33,872.50</b>	<b>26.36 %</b>
4200 Franchise Fees Communicati					
4210 Charter Communications	69.61	300.00		-230.39	23.20 %
<b>Total 4200 Franchise Fees Communicati</b>	<b>69.61</b>	<b>300.00</b>		<b>-230.39</b>	<b>23.20 %</b>
4400 Sales Tax Revenue	29,839.96	108,000.00		-78,160.04	27.63 %
4450 Encumbered Road Fund Prior		103,209.63		-103,209.63	
4500 Donations					
4580 Donations Scholarship		2,000.00		-2,000.00	
<b>Total 4500 Donations</b>		<b>2,000.00</b>		<b>-2,000.00</b>	
4600 PID Permit Application	100.00			100.00	
TDA GO! Grant		0.00		0.00	
<b>Total Income</b>	<b>\$45,557.14</b>	<b>\$360,356.44</b>		<b>\$ -314,799.30</b>	<b>12.64 %</b>
<b>GROSS PROFIT</b>	<b>\$45,557.14</b>	<b>\$360,356.44</b>		<b>\$ -314,799.30</b>	<b>12.64 %</b>
<b>Expenses</b>					
5000 Salary Secretaries					
5005 Wage Exp Secretary	2,395.80	31,668.00		-29,272.20	7.57 %
Wages	6,716.40			6,716.40	
<b>Total 5005 Wage Exp Secretary</b>	<b>9,112.20</b>	<b>31,668.00</b>		<b>-22,555.80</b>	<b>28.77 %</b>
5040 Quickbooks Software	425.33	0.00		425.33	
5056 Payroll taxes -Employer	212.31	3,533.00		-3,320.69	6.01 %
Taxes	586.99			586.99	
<b>Total 5056 Payroll taxes -Employer</b>	<b>799.30</b>	<b>3,533.00</b>		<b>-2,733.70</b>	<b>22.62 %</b>
<b>Total 5000 Salary Secretaries</b>	<b>10,336.83</b>	<b>35,201.00</b>		<b>-24,864.17</b>	<b>29.37 %</b>
5100 Office Supplies	298.17	1,000.00		-701.83	29.82 %
5110 Office Equipment, Printers	179.98	1,500.00		-1,320.02	12.00 %
5130 Dues/Membership Admin					
5135 Steering Committee Members		500.00		-500.00	
5140 TML Lobbying (Membership)		812.00		-812.00	
5150 General Dues/Mbrship Admin	125.00	900.00		-775.00	13.89 %
<b>Total 5130 Dues/Membership Admin</b>	<b>125.00</b>	<b>2,212.00</b>		<b>-2,087.00</b>	<b>5.65 %</b>
5200 Shipping and Postage	35.20	500.00		-464.80	7.04 %
5300 Newspaper Publications	133.00	3,000.00		-2,867.00	4.43 %
5450 Poetry Scholarship Donated		2,000.00		-2,000.00	

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5500 Education & Mtg Exp		1,000.00	-1,000.00	
5600 Professional Services				
5640 Engineering Survey		17,966.88	-17,966.88	
5650 ETJ Removal		10,000.00	-10,000.00	
5660 Zoning Map Update Prof Services		5,000.00	-5,000.00	
5670 Dis Annexation Map Update		5,000.00	-5,000.00	
<b>Total 5600 Professional Services</b>		<b>37,966.88</b>	<b>-37,966.88</b>	
5700 Tech Support & Serv				
5705 Town Public Forum	224.95	180.00	44.95	124.97 %
5710 Website	77.94	312.00	-234.06	24.98 %
5715 Tech Services - Other	373.62	1,200.00	-826.38	31.14 %
5740 Internet Phone Services	300.71	2,100.00	-1,799.29	14.32 %
5780 Software Subscriptions	845.50	3,036.00	-2,190.50	27.85 %
5790 Domain Renewal		23.17	-23.17	
<b>Total 5700 Tech Support &amp; Serv</b>	<b>1,822.72</b>	<b>6,851.17</b>	<b>-5,028.45</b>	<b>26.60 %</b>
5800 Legal Services				
5810 Legal Services Meetings		1,500.00	-1,500.00	
5820 Legal Lawsuit Fees	53.75	15,000.00	-14,946.25	0.36 %
5830 Legal Documents	268.75	3,000.00	-2,731.25	8.96 %
5840 Legal - Other	107.50	500.00	-392.50	21.50 %
5860 Legal Zoning Ordinance		1,500.00	-1,500.00	
<b>Total 5800 Legal Services</b>	<b>430.00</b>	<b>21,500.00</b>	<b>-21,070.00</b>	<b>2.00 %</b>
5900 Town Insurance				
5910 Cyber Ins Policy	1,850.00	1,850.00	0.00	100.00 %
5920 Bldg Ins. *Ervin Ins. Concepts, Inc." TOP		700.00	-700.00	
5930 TML Town Ins	5,500.69	6,526.00	-1,025.31	84.29 %
<b>Total 5900 Town Insurance</b>	<b>7,350.69</b>	<b>9,076.00</b>	<b>-1,725.31</b>	<b>80.99 %</b>
6000 Capital Expenditure				
6010 Cap Exp Road Refurbishment	31,303.16		31,303.16	
6011 Cap Exp HC Road Refurbishm	7,850.00	65,000.00	-57,150.00	12.08 %
6012 Cap Exp KC Road Refurbishm	9,250.00	35,000.00	-25,750.00	26.43 %
<b>Total 6010 Cap Exp Road Refurbishment</b>	<b>48,403.16</b>	<b>100,000.00</b>	<b>-51,596.84</b>	<b>48.40 %</b>
6020 Cap Exp Signage		5,000.00	-5,000.00	
<b>Total 6000 Capital Expenditure</b>	<b>48,403.16</b>	<b>105,000.00</b>	<b>-56,596.84</b>	<b>46.10 %</b>
6100 Pothole Signage & Road Rel		-31,303.16	-31,303.16	
6111 HC Project Sheets	1,590.00	50,000.00	-48,410.00	3.18 %
6112 KC Project Sheets		23,500.00	-23,500.00	
6125 Volunteer Pothole Repair		7,000.00	-7,000.00	
6150 Volunteer Road Supplies		500.00	-500.00	
6175 Volunteer Road Equip. Rent		1,000.00	-1,000.00	
<b>Total 6100 Pothole Signage &amp; Road Rel</b>	<b>-29,713.16</b>	<b>82,000.00</b>	<b>-111,713.16</b>	<b>-36.24 %</b>
6200 TownHall Grounds Maint Services	240.00	3,500.00	-3,260.00	6.86 %

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	ACTUAL	BUDGET	OVER BUDGET	TOTAL	% OF BUDGET
6350 Town Hall Building Repairs		1,300.00		-1,300.00	
6400 Bldg Utilities Exp					
6410 Reimburse Church/Utilities		600.00		-600.00	
6420 Town Hall Electricity	599.48	1,500.00		-900.52	39.97 %
6430 Water Utilities	206.64	600.00		-393.36	34.44 %
<b>Total 6400 Bldg Utilities Exp</b>	<b>806.12</b>	<b>2,700.00</b>		<b>-1,893.88</b>	<b>29.86 %</b>
6500 Audit Expense		5,450.00	6,000.00	-550.00	90.83 %
6575 TDA GO! Grant		0.00		0.00	
6600 Emergency Management		5,000.00		-5,000.00	
6650 Rainy Day Fund 25-26		30,549.39		-30,549.39	
6655 Rainy Day Severe Weather C		2,500.00		-2,500.00	
<b>Total Expenses</b>	<b>\$45,897.71</b>	<b>\$360,356.44</b>		<b>\$ -314,458.73</b>	<b>12.74 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -340.57</b>	<b>\$0.00</b>		<b>\$ -340.57</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$ -340.57</b>	<b>\$0.00</b>		<b>\$ -340.57</b>	<b>0.00%</b>

## Account QuickReport

## Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
<b>6000 Capital Expenditure</b>									
6010 Cap Exp Road Refurbishment									
6010 Cap Exp Road Refurbishment	12/23/2024	Bill		U Rent It	Per Mayor	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		500.00	500.00
6010 Cap Exp Road Refurbishment	12/23/2024	Bill		U Rent It	per Mayor	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		7.68	507.68
6010 Cap Exp Road Refurbishment	01/02/2025	Bill	201434765	Texas Materials Group, Inc.	201434765	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		8,879.00	9,386.68
6010 Cap Exp Road Refurbishment	01/02/2025	Bill	TOPT-12-24-7L	LBJ Diversified, LLC	TOPT-12-24-7L	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		893.00	10,279.68
6010 Cap Exp Road Refurbishment	01/20/2025	Bill	H-19	Hunt County	H-19 Patch Refurbishment of 6 roads 2326, 2426, 2400, 2432, 2434, 2458	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		54,580.00	64,859.68
6010 Cap Exp Road Refurbishment	10/01/2025	Journal Entry	1		Move Capital Expense 09302022 to GL 6010	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		7,477.00	72,336.68
6010 Cap Exp Road Refurbishment	10/01/2025	Journal Entry	1		Move Capital Expense 09302023 to GL 6010	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		23,826.16	96,162.84
<b>Total for 6010 Cap Exp Road Refurbishment</b>									<b>\$96,162.84</b>
<b>6011 Cap Exp HC Road Refurbishm</b>									
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishm:6011 Cap Exp HC Road Refurbishm		530.00	530.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishm:6011 Cap Exp HC Road Refurbishm		1,590.00	2,120.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishm:6011 Cap Exp HC Road Refurbishm		400.00	2,520.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Rock	6000 Capital Expenditure:6010 Cap Exp Road Refurbishm:6011 Cap Exp HC Road Refurbishm		400.00	2,920.00
6011 Cap Exp HC Road Refurbishm	12/09/2025	Journal Entry	3		Project Sheet H-29 Complete 11102025	6000 Capital Expenditure:6010 Cap Exp Road Refurbishm:6011 Cap Exp HC Road Refurbishm		4,930.00	7,850.00
<b>Total for 6011 Cap Exp HC Road Refurbishm</b>									<b>\$7,850.00</b>
<b>6012 Cap Exp KC Road Refurbishm</b>									
6012 Cap Exp KC Road Refurbishm	10/01/2025	Journal Entry	2		Completed K-11 per Krystal Cruz KC Road	6000 Capital Expenditure:6010 Cap Exp Road Refurbishm:6012 Cap Exp KC Road Refurbishm		3,000.00	3,000.00
6012 Cap Exp KC Road Refurbishm	11/17/2025	Journal Entry	4		Project K-12 Completed 11172025	6000 Capital Expenditure:6010 Cap Exp Road Refurbishm:6012 Cap Exp KC Road Refurbishm		6,250.00	9,250.00
<b>Total for 6012 Cap Exp KC Road Refurbishm</b>									<b>\$9,250.00</b>
<b>Total for 6010 Cap Exp Road Refurbishment with sub-accounts</b>									
<b>Total for 6000 Capital Expenditure with sub-accounts</b>									
<b>TOTAL</b>									<b>\$113,262.84</b>
									<b>\$113,262.84</b>

## Account QuickReport

Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6100 Pothole Signage & Road Rel	07/03/2025	Bill	271379	Texas Materials Group, Inc.	Volunteer Roads Inv 271379 061925 Appr 484069853 484069825	6100 Pothole Signage & Road Rel		1,475.60	90,350.89
6100 Pothole Signage & Road Rel	08/18/2025	Journal Entry	5		CR 249 Project Sheet Pot Holes/Side of Road ASPPM Cold Mix	6100 Pothole Signage & Road Rel		2,100.00	92,450.89
6100 Pothole Signage & Road Rel	09/30/2025	Journal Entry	09302048		Correcting Closing Entry 09302023 GL 6010 YE 09302023 23826.16 vs entry 24845.94	6100 Pothole Signage & Road Rel		-1,019.78	91,431.11
6100 Pothole Signage & Road Rel	10/01/2025	Journal Entry	1		Move Capital Expense 09302022 to GL 6010	6100 Pothole Signage & Road Rel		-7,477.00	83,954.11
6100 Pothole Signage & Road Rel	10/01/2025	Journal Entry	1		Move Capital Expense 09302023 to GL 6010	6100 Pothole Signage & Road Rel		-23,826.16	60,127.95
<b>Total for 6100 Pothole Signage &amp; Road Rel</b>									<b>\$60,127.95</b>
6111 HC Project Sheets									
6111 HC Project Sheets	08/04/2025	Journal Entry	3		Refund Reimbursement HC Missed Work CR 2400	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		-4,300.00	-4,300.00
6111 HC Project Sheets	08/04/2025	Journal Entry	4		Pothole Repairs HC	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		2,471.80	-1,828.20
6111 HC Project Sheets	10/30/2025	Journal Entry	11		10/13/2025 Pothole and Road Edge Repair CR 2454,2526,2426,2432,2458,2460,2440,2450	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-1,298.20
6111 HC Project Sheets	10/30/2025	Journal Entry	11		10/14/2025 Pothole and Road Edge Repair CR 2454,2326,2426,2432,2458,2460,2440,2450,2420	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-768.20
6111 HC Project Sheets	10/30/2025	Journal Entry	11		10/20/2025 Pothole and Road Edge Repair CR2434,2426,2526,2432,2458,2460,2440,2450,2430	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-238.20
<b>Total for 6111 HC Project Sheets</b>									<b>-\$238.20</b>
<b>Total for 6100 Pothole Signage &amp; Road Rel with sub-accounts</b>									<b>\$59,889.75</b>
<b>TOTAL</b>									<b>\$59,889.75</b>

## Account QuickReport

## Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6100 Pothole Signage & Road Rel	10/21/2024	Bill	H-17 project sheet	Hunt County	CR 2458, CR 2434, CR 2432, CR 2426, CR 2326, Cr 2400	6100 Pothole Signage & Road Rel	4,500.00	70,123.44	
6100 Pothole Signage & Road Rel	10/31/2024	Bill		Texas Materials Group, Inc.		6100 Pothole Signage & Road Rel	1,375.40	71,498.84	
6100 Pothole Signage & Road Rel	11/04/2024	Bill		Centerline	Signs Roads	6100 Pothole Signage & Road Rel	450.00	71,948.84	
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	slow down signage	6100 Pothole Signage & Road Rel	39.96	71,988.80	
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	slow down signage	6100 Pothole Signage & Road Rel	35.98	72,024.78	
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	workers ahead signage	6100 Pothole Signage & Road Rel	31.18	72,055.96	
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	SLOW TRAFFIC signage	6100 Pothole Signage & Road Rel	41.00	72,096.96	
6100 Pothole Signage & Road Rel	11/14/2024	Bill		Poetry Tack & Ag, LLC	Road Workers Bagged Ice	6100 Pothole Signage & Road Rel	3.00	72,099.96	
6100 Pothole Signage & Road Rel	11/21/2024	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel	1,476.80	73,576.78	
6100 Pothole Signage & Road Rel	12/05/2024	Bill	201421125	Texas Materials Group, Inc.	ASPPM GRADE 4 Inv 11222024	6100 Pothole Signage & Road Rel	657.80	74,234.56	
6100 Pothole Signage & Road Rel	12/05/2024	Bill		Poetry Tack & Ag, LLC	roads	6100 Pothole Signage & Road Rel	46.50	74,281.06	
6100 Pothole Signage & Road Rel	01/06/2025	Bill		Amazon Online	Rust Oleum Roads Repair	6100 Pothole Signage & Road Rel	82.44	74,363.50	
6100 Pothole Signage & Road Rel	01/16/2025	Bill	01-002493	Poetry Tack & Ag, LLC		6100 Pothole Signage & Road Rel	0.00	74,363.50	
6100 Pothole Signage & Road Rel	01/20/2025	Bill	H-18	Hunt County	H-18 10 roads pothole & soft spot repair	6100 Pothole Signage & Road Rel	5,500.00	78,883.50	
6100 Pothole Signage & Road Rel	01/30/2025	Bill		Poetry Tack & Ag, LLC		6100 Pothole Signage & Road Rel	23.95	79,887.45	
6100 Pothole Signage & Road Rel	02/13/2025	Bill	271379	Texas Materials Group, Inc.	04283 Asphalt	6100 Pothole Signage & Road Rel	1,446.20	81,333.65	
6100 Pothole Signage & Road Rel	02/20/2025	Bill	201454723	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel	681.80	82,015.45	
6100 Pothole Signage & Road Rel	02/21/2025	Bill	Hunt City Roads	Hunt County		6100 Pothole Signage & Road Rel	2,200.00	84,215.45	
6100 Pothole Signage & Road Rel	03/13/2025	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4 02282025 Inv	6100 Pothole Signage & Road Rel	701.40	84,916.85	
6100 Pothole Signage & Road Rel	03/13/2025	Bill	201467079	Texas Materials Group, Inc.	ASPPM Grade 4 031125 Inv	6100 Pothole Signage & Road Rel	754.60	85,671.45	
6100 Pothole Signage & Road Rel	03/20/2025	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel	777.00	86,448.45	
6100 Pothole Signage & Road Rel	03/21/2025	Bill	3089.000 58407	Nichols, Jackson, Dillard, Hager & Smith,	Roads Related	6100 Pothole Signage & Road Rel	215.00	86,663.45	
6100 Pothole Signage & Road Rel	03/21/2025	Bill	Tree Trim/Pot Hole	Hunt County		6100 Pothole Signage & Road Rel	100.00	86,763.45	
6100 Pothole Signage & Road Rel	04/01/2025	Bill	271379	Texas Materials Group, Inc.	Inv 201469856 271379 03172025	6100 Pothole Signage & Road Rel	693.00	87,456.45	
6100 Pothole Signage & Road Rel	04/09/2025	Bill		Texas Materials Group, Inc.	Inv 201484359 271379 04092025	6100 Pothole Signage & Road Rel	721.00	88,177.45	
6100 Pothole Signage & Road Rel	04/10/2025	Bill	201485498	Texas Materials Group, Inc.	Inv 201485498 271379 04/10/2025 Road Repair Materials	6100 Pothole Signage & Road Rel	728.00	88,805.45	
6100 Pothole Signage & Road Rel	06/26/2025	Bill	Volunteer Water Drin	Walmart	Volunteer Crew Water	6100 Pothole Signage & Road Rel	9.84	88,815.29	
6100 Pothole Signage & Road Rel	06/26/2025	Journal Entry	09302046		05252021 Cashiers Check written to KC never cashed - bank returned funding	6100 Pothole Signage & Road Rel	-40.00	88,875.29	

# Account QuickReport

## Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6100 Pothole Signage & Road Rel									
6100 Pothole Signage & Road Rel	02/22/2022	Check	1028	Kaufman County		6100 Pothole Signage & Road Rel	500.00	500.00	
6100 Pothole Signage & Road Rel	02/28/2022	Check	1027	Hunt County		6100 Pothole Signage & Road Rel	500.00	1,000.00	
6100 Pothole Signage & Road Rel	05/10/2022	Check	1046	Kaufman County		6100 Pothole Signage & Road Rel	3,557.00	4,657.00	
6100 Pothole Signage & Road Rel	05/18/2022	Check	1045	Hunt County		6100 Pothole Signage & Road Rel	1,320.00	5,877.00	
6100 Pothole Signage & Road Rel	08/21/2022	Deposit		John Beugh	donation from John Beugh roads	6100 Pothole Signage & Road Rel	-200.00	5,677.00	
6100 Pothole Signage & Road Rel	07/26/2022	Check	1060	Hunt County		6100 Pothole Signage & Road Rel	1,800.00	7,477.00	
6100 Pothole Signage & Road Rel	08/01/2022	Journal Entry			Hall Right of Way Services	6100 Pothole Signage & Road Rel	3,000.00	10,477.00	
6100 Pothole Signage & Road Rel	08/01/2022	Journal Entry			Hall Right of Way Services	6100 Pothole Signage & Road Rel	700.00	11,177.00	
6100 Pothole Signage & Road Rel	09/30/2022	Journal Entry	1		Audit ending entry [Hall Right of Way services misposted]	6100 Pothole Signage & Road Rel	3,700.00	7,477.00	
6100 Pothole Signage & Road Rel	10/01/2022	Check	1099	Hunt County	H04- Project Sheet	6100 Pothole Signage & Road Rel	3,900.00	11,377.00	
6100 Pothole Signage & Road Rel	10/26/2022	Check	1099	Hunt County		6100 Pothole Signage & Road Rel	0.00	11,377.00	
6100 Pothole Signage & Road Rel	10/26/2022	Journal Entry	6			6100 Pothole Signage & Road Rel	3,900.00	15,277.00	
6100 Pothole Signage & Road Rel	01/23/2023	Check	1305	Kaufman Co		6100 Pothole Signage & Road Rel	6,520.00	21,797.00	
6100 Pothole Signage & Road Rel	02/22/2023	Check	1317	Hunt County		6100 Pothole Signage & Road Rel	2,800.00	24,697.00	
6100 Pothole Signage & Road Rel	03/23/2023	Journal Entry	Debit 25			6100 Pothole Signage & Road Rel	3,800.00	- 20,797.00	
6100 Pothole Signage & Road Rel	04/30/2023	Bill	H-06	Hunt County	Road Project H-06	6100 Pothole Signage & Road Rel	1,000.00	21,797.00	
6100 Pothole Signage & Road Rel	05/01/2023	Bill	K-04	Kaufman Co	Road Project K-04	6100 Pothole Signage & Road Rel	3,280.00	25,077.00	
6100 Pothole Signage & Road Rel	05/15/2023	Bill	Debit 36	The Home Depot	Bldg Repair and Maint	6100 Pothole Signage & Road Rel	71.12	25,148.12	
6100 Pothole Signage & Road Rel	05/15/2023	Check	1518	Uline		6100 Pothole Signage & Road Rel	421.75	25,569.87	
6100 Pothole Signage & Road Rel	06/07/2023	Bill	Roads Project H-07	Hunt County	Roads Project H-07	6100 Pothole Signage & Road Rel	3,000.00	28,569.87	
6100 Pothole Signage & Road Rel	07/19/2023	Bill	May 06 2023 Partial Pay	Hunt County	May 06 2023 Partial Pay	6100 Pothole Signage & Road Rel	500.00	29,069.87	
6100 Pothole Signage & Road Rel	08/05/2023	Bill	Town Hall Misc	Road Traffic Signs	Reserved Parking Tow Away Zone	6100 Pothole Signage & Road Rel	22.24	29,092.11	
6100 Pothole Signage & Road Rel	08/05/2023	Bill	Town Hall Misc	Road Traffic Signs	Road Signs	6100 Pothole Signage & Road Rel	39.75	29,131.86	
6100 Pothole Signage & Road Rel	08/05/2023	Bill	Pipe Post Sign Brack	Amazon Online	Pipe Post Sign Bracket Heavy Duty	6100 Pothole Signage & Road Rel	15.99	29,147.85	
6100 Pothole Signage & Road Rel	08/11/2023	Bill	Voter Admin	Hunt County	Voting Equipment Lic and Support Fee	6100 Pothole Signage & Road Rel	500.00	29,647.85	
6100 Pothole Signage & Road Rel	08/11/2023	Bill	Final May 06 Electio	Hunt County	Final May 06 Election	6100 Pothole Signage & Road Rel	2,667.19	32,315.04	
6100 Pothole Signage & Road Rel	08/31/2023	Bill	Traffic Sign 1 of 2	Smartsign	Traffic Sign 1 of 2	6100 Pothole Signage & Road Rel	7.80	32,322.94	
6100 Pothole Signage & Road Rel	11/07/2023	Bill	59.94	Amazon Online	Safety Vests	6100 Pothole Signage & Road Rel	0.00	32,322.94	
6100 Pothole Signage & Road Rel	11/09/2023	Bill		Amazon Online	safety vest	6100 Pothole Signage & Road Rel	19.99	32,342.93	
6100 Pothole Signage & Road Rel	11/21/2023	Bill	H-08 Project	Hunt County	H-08 Project	6100 Pothole Signage & Road Rel	4,250.00	36,592.93	
6100 Pothole Signage & Road Rel	02/07/2024	Bill		The Home Depot	road repair	6100 Pothole Signage & Road Rel	8.88	36,601.91	
6100 Pothole Signage & Road Rel	02/07/2024	Bill	Roads Repair	The Home Depot		6100 Pothole Signage & Road Rel	29.92	36,631.83	
6100 Pothole Signage & Road Rel	02/19/2024	Bill	H-11	Hunt County	H-11 Project sheet	6100 Pothole Signage & Road Rel	6,000.00	42,631.83	
6100 Pothole Signage & Road Rel	02/23/2024	Bill		Texas Materials Group, Inc.	Road Refurbishment	6100 Pothole Signage & Road Rel	1,283.80	43,925.63	
6100 Pothole Signage & Road Rel	03/07/2024	Bill		Poetry Tack & Ag, LLC	marking wand	6100 Pothole Signage & Road Rel	35.63	43,861.26	
6100 Pothole Signage & Road Rel	03/07/2024	Bill		Poetry Tack & Ag, LLC	gatorade for workers	6100 Pothole Signage & Road Rel	8.08	43,869.34	
6100 Pothole Signage & Road Rel	03/14/2024	Bill		Texas Materials Group, Inc.		6100 Pothole Signage & Road Rel	1,299.00	45,268.34	
6100 Pothole Signage & Road Rel	03/15/2024	Journal Entry	09302315		CR Texas Bit	6100 Pothole Signage & Road Rel	-99.00	45,169.34	
6100 Pothole Signage & Road Rel	05/30/2024	Bill	H-12 Project	Hunt County	H-12 Project: CR2326, CR2400, CR2426, CR2432, CR2434, CR2440, CR2446, CR2450	6100 Pothole Signage & Road Rel	4,000.00	49,169.34	
6100 Pothole Signage & Road Rel	05/30/2024	Bill	H-13	Hunt County	4 trees approved for removal H-13	6100 Pothole Signage & Road Rel	3,200.00	52,369.34	
6100 Pothole Signage & Road Rel	06/13/2024	Bill	Poetry 3317	TML Intergovernmental Risk Pool	Mobile Equipment Insurance Stryker Device	6100 Pothole Signage & Road Rel	245.00	52,614.34	
6100 Pothole Signage & Road Rel	07/02/2024	Bill	271379	Texas Materials Group, Inc.	Volunteer Crew CR 247 / portion off CR 323	6100 Pothole Signage & Road Rel	1,296.10	53,910.44	
6100 Pothole Signage & Road Rel	07/08/2024	Check	1543	Poetry Tack & Ag, LLC	9 BAGS OF ASPHALT FOR HOLES ON FOUR POST LANE	6100 Pothole Signage & Road Rel	83.70	53,994.14	
6100 Pothole Signage & Road Rel	07/16/2024	Bill	Tree removal	Waldo Enriquez	Two large dead trees in prescriptive right away-Removal to 6 inch stump	6100 Pothole Signage & Road Rel	2,500.00	56,494.14	
6100 Pothole Signage & Road Rel	07/18/2024	Bill	201352112	Texas Materials Group, Inc.	ASPPM Grade 4 Road Repair Materials	6100 Pothole Signage & Road Rel	674.70	57,168.84	
6100 Pothole Signage & Road Rel	07/19/2024	Bill	H-14 Project sheet	Hunt County	Drainage ditch x 2 repair cr 2466 and cr 2326	6100 Pothole Signage & Road Rel	1,500.00	58,668.84	
6100 Pothole Signage & Road Rel	07/19/2024	Bill	H-15 Project Sheet	Hunt County	H-15 Project Sheet for roads 2430, 2434, 2440, 2446, 2448, 2432, 2426, 2400	6100 Pothole Signage & Road Rel	4,000.00	62,668.84	
6100 Pothole Signage & Road Rel	07/25/2024	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade	6100 Pothole Signage & Road Rel	591.50	63,260.34	
6100 Pothole Signage & Road Rel	08/01/2024	Bill	20135694	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel	670.60	63,931.14	
6100 Pothole Signage & Road Rel	08/15/2024	Bill	201366666	Texas Materials Group, Inc.	ASPP, Grade 4	6100 Pothole Signage & Road Rel	728.70	64,657.84	
6100 Pothole Signage & Road Rel	09/19/2024	Bill	201380600	Texas Materials Group, Inc.	ASPPMGrade R	6100 Pothole Signage & Road Rel	665.60	65,323.44	
6100 Pothole Signage & Road Rel	09/19/2024	Bill	H-16 Tree trim Fuel	Hunt County	H-16 Tree Trimming	6100 Pothole Signage & Road Rel	300.00	65,623.44	

Town of Poetry  
 American National Bank of Texas, Period Ending 12/31/2025  
**RECONCILIATION REPORT**  
 Reconciled on: 01/06/2026  
 Reconciled by: Theresa Scholander

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	128,903.48
Checks and payments cleared (15).....	-4,481.70
Deposits and other credits cleared (3).....	13,756.95
Statement ending balance.....	<u>138,178.73</u>
Uncleared transactions as of 12/31/2025.....	-6,510.61
Register balance as of 12/31/2025.....	131,668.12
Cleared transactions after 12/31/2025.....	0.00
Uncleared transactions after 12/31/2025.....	-2,109.38
Register balance as of 01/06/2026.....	129,558.74

**Details**

**Checks and payments cleared (15)**

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/20/2025	Bill Payment	27	Nichols, Jackson, Dillard, Hag...	-322.50
11/20/2025	Bill Payment	28	Computer Solutions	-802.88
12/01/2025	Bill Payment	31	Amazon Online	-193.57
12/02/2025	Tax Payment		QuickBooks Payroll	-342.48
12/02/2025	Payroll Check	DD	Anne Hamilton	-893.02
12/02/2025	Payroll Check	DD	Mrs. Theresa Rita Scholander	-998.24
12/03/2025	Bill Payment	1	VBulletin Solution	-224.95
12/12/2025	Bill Payment	ACH	Charter Communications	-100.21
12/15/2025	Bill Payment	1	The Home Depot	-57.81
12/15/2025	Bill Payment	ACH	PWSC	-34.95
12/15/2025	Bill Payment	ACH	Wix.com	-25.98
12/22/2025	Bill Payment	ACH	Intuit	-128.46
12/30/2025	Bill Payment	1	Reliant	-238.24
12/31/2025	Payroll Check	DD	Anne Hamilton	-101.59
12/31/2025	Tax Payment		QuickBooks Payroll	-16.82
<b>Total</b>				<b>-4,481.70</b>

**Deposits and other credits cleared (3)**

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/22/2025	Deposit		Oncor Pmts	3,420.07
12/22/2025	Deposit		Farmers Electri	100.00
12/22/2025	Deposit		TEXAS STATE COMPTROLL...	10,236.88
<b>Total</b>				<b>13,756.95</b>

**Additional Information**

**Uncleared checks and payments as of 12/31/2025**

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Bill Payment	1566	Haley Anderton-Dennis	-6.00
08/01/2024	Bill Payment	1564	Mrs. Shelley Smith	-3.05
06/26/2025	Bill Payment	36	Reliant	-123.62
09/04/2025	Bill Payment	ACH	Gusto	-65.03
11/21/2025	Bill Payment	30	TrackerSoft, LP	-36.81
12/11/2025	Bill Payment	37	Ervin Insurance Concepts, Inc.	-681.79
12/24/2025	Bill Payment	2	TrackerSoft, LP	-36.81

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/24/2025	Bill Payment	39	Nichols, Jackson, Dillard, Hag...	-107.50
12/24/2025	Bill Payment	38	MCPA, PC	-5,450.00
<b>Total</b>				<b>-6,510.61</b>

Uncleared checks and payments after 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/05/2026	Payroll Check	DD	Mrs. Theresa Rita Scholander	-1,204.73
01/05/2026	Payroll Check	DD	Lora Lehew	-294.04
01/05/2026	Tax Payment		QuickBooks Payroll	-333.56
01/07/2026	Payroll Check	DD	Anne Hamilton	-277.05
<b>Total</b>				<b>-2,109.38</b>

Town of Poetry

Petty Cash, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/06/2026

Reconciled by: Theresa Scholander

Any changes made to transactions after this date aren't included in this report.

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Summary	USD
Statement beginning balance.....	52.82
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>52.82</u>
Register balance as of 12/31/2025.....	52.82



Town of  
Poetry

December 2025

GL Account 6010  
Capital Road  
Refurbishment &  
6100 Pothole  
Signage, Road  
Repair

**Sales and Use Tax Revenue**

**Texas Comptroller Allocation**

May-23	\$392.28
Jun-23	\$6,432.63
July-23	\$8,529.55
August-23	\$7,633.36
September-23	\$9,172.77
October-23	\$8,169.48
November-23	\$10,285.29
December-23	\$8,982.72
January-2024	\$9,297.01
February-2024	\$11,177.13
March-2024	\$8,313.79
April-2024	\$8,767.73
May-2024	\$9,379.24
June-2024	\$8,025.35
July-2024	\$8,761.22
August-2024	\$8,616.47
September-2024	\$9,517.29
October-2024	\$8,149.76
November-2024	\$8,692.26
December-2024	\$8,333.01
January-2025	\$9,549.48
February-2025	\$12,200.67
March-2025	\$8,778.05
April-2025	\$7,790.71
May-2025	\$10,381.66
June-2025	\$9,598.68
July-2025	\$9,281.90
Aug-2025	\$10,026.77
Sept-2025	\$12,416.15
Oct-2025	\$9,339.81
Nov-2025	\$10,263.27
Dec-2025	\$10,236.88

**Total Allocation**      **\$286,492.37**

**Expenditures**

Capital Expense

GL 6010 YE 09302022	\$ 7,477.00
GL 6010 YE 09302023	\$ 23,826.16
GL 6010 YE 09302025	\$ 64,859.68
GL 6020 YE 09/30/2025 Signage	\$ 4,847.48
GL 6011 YE 09302026 HC	\$ 7,850.00
GL 6012 YE 09302026 KC	\$ 9,250.00
<b>6010 TOTAL</b>	<b>\$ 118,110.32</b>
10/01 -09/30/2026	
Pothole and Signage	
GL 6100 YE 09302024	\$ 33,300.50
GL 6100 YE 09302025	\$ 24,999.25
GL 6100 YE 09302026	\$ 1,590.00
<b>6100 TOTAL</b>	<b>\$ 59,889.75</b>
10/01 -09/30/2026	
HC Escrow Account	\$ 11,073.00
KC Escrow Account	\$ 17,507.00
<b>Escrow Accounts TOTAL</b>	<b>\$ 28,580.00</b>

Road Fund Balance	\$79,912.30
General Fund Balance	\$58,266.43
<b>Bank Bal 12/31/2025</b>	<b><u>\$138,178.73</u></b>

**Road GL 6010 & 6100**  
**Total Expenditures**      **\$206,580.07**

### Hunt County Roads Escrow Account

Deposit	Date	Date	Project Sheet	Amount	
\$ 5,000.00	7/3/25				
\$ 4,300.00	8/31 Carryover				
		8/31/25	H-25	\$ 2,500.00	
		10/3/25	H-26	\$ 530.00	
		10/13/25	H-27	\$ 530.00	
		10/20/25	H-27	\$ 530.00	
		10/21/25	H-27	\$ 530.00	
\$ 12,000.00	10/24/25				
\$ 10,000.00	11/24/25				
		11/7/25	H-28	\$ 11,171.00	
		11/7/25	H-29	\$ 4,436.00	
\$ 31,300.00				\$ 20,227.00	<b>11/30/25 Balance \$ 11,073.00</b>

**Kaufman County Roads Escrow Account**

<b>Deposit</b>	<b>Date</b>	<b>Date</b>	<b>Project Sheet</b>	<b>Amount</b>	
\$ 5,000.00	7/1/2025			\$ 2,100.00	
\$ 20,000.00	9/19/2025	8/18/2025		\$ 3,000.00	
\$ 3,857.00	Rollover Balance	10/1/2025	K-11	\$ 6,250.00	
\$ 28,857.00				\$ 11,350.00	<b>11/30/2025 Balance \$ 17,507.00</b>



# Town of Poetry, Texas

## Minutes

### Workshop & Regular Town Council Meeting

Thursday, December 18, 2025

Poetry Town Hall

5671 County Road 323, Poetry TX 75160

5:30 pm



## STATE OF TEXAS

## COUNTIES OF KAUFMAN AND HUNT

## TOWN OF POETRY, TEXAS

**BE IT REMEMBERED THAT ON THIS DAY OF THE** 18<sup>th</sup> of December 2025 at 5:30 pm, the Town Council of Poetry, Texas, held a Workshop and Regular Town Council Meeting at Poetry Town Hall, 5671 County Road 323, Poetry, Texas 75160.

### A. Call to Order

1. Mayor Mike Jaffe called the public meeting to order at 5:30 p.m. Roll call was taken by Mayor Jaffe. Present were: Mayor Pro Tem Terry Fowler, Council Members: Tom Anderson, Dale Bryant, Tracie Hibbs, and Doug Kendrick. No Council Members were absent. Mayor Jaffe announced a quorum was present.

Invocation: Councilmember Doug Kendrick

Pledge of Allegiance: Councilmember Doug Kendrick

### B. Workshop Agenda

1. Discuss possible future changes to current Zoning Ordinance.

This discussion was about possible corrections, updates, and changes to our current Zoning Ordinance which was passed March 21, 2024. The process to implement these changes is involved and will take significant time. Workshop Agenda regarding the Zoning Ordinance began at 5:32pm and concluded at 6:31pm. **No action was taken and no changes were made; this item was discussion only.**

Council recessed at 6:31pm.

Council reconvened and began the Regular Council Meeting at 6:36pm.

### C. 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. The Christmas in Poetry celebration and parade was Saturday, December 13 from 4:30-6:30p at Poetry Town Hall. Mayor Jaffe thanked all who were involved with planning and organizing the parade and celebration. He also thanked those in the community who participated as well as those at Poetry Community Christian School. Mayor Jaffe also commented on the success of the Poetry Farmers Market event.

## D. Reports

1. Financial
  - a. P&L Budget vs Actual Nov 2025
  - b. Account Quick Reports 6010, 6011, 6012 - Nov 2025
  - c. Account Quick Report 6100, 6111 – Nov 2025
  - d. Bank Reconciliation Summary & Detail - Nov 2025
  - e. Bank Reconciliation Petty Cash – Nov 2025
  - f. Sales & Use Tax Report - Nov 2025
  - g. Hunt County Roads Escrow – Nov 2025
2. Roads & Traffic update
3. Mayor and Councilmember Activity Updates
  - Mayor Jaffe reported on his meeting with State Representative Brent Money regarding MUDs.
  - Councilmember Anderson reported on current information regarding Bishop Field.
  - Councilmember Kendrick reported on current information regarding emergency management.
  - Councilmember Bryant reported on status of signage project.

## E. 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 – November 20, 2025 Executive Session, Workshop & Regular Meeting
2. Approve Nichols Jackson 11/30/25 legal bill - \$107.50
3. Ratify payment of General Liability Policy (due before 12/16/25, received after Nov. packet) \$681.79
4. Ratify acceptance of Town Secretary's resignation.

Motion made by Councilmember Anderson to approve all Consent Agenda items  
Motion seconded by: Councilmember Hibbs  
All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick  
All Opposed: none  
Abstain: none  
Result: Passed 5-0

## F. Regular Agenda

1. Discuss and take action as necessary on Fiscal Year 2024-2025 Annual Audit Report. A member of our audit firm presented their Final Audit Report of the Town's finances for fiscal year 2024-2025. The Town passed the annual audit.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to accept the Annual Audit Report  
Motion seconded by: Councilmember Kendrick  
All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick  
All Opposed: none  
Abstain: none  
Result: Passed 5-0

2. Discuss and take action as necessary on Blackjack Disposal CPI based rate increase request for residential solid waste services. On each anniversary date of their contract, Blackjack has the right to request a rate increase based on the Consumer Price Index (CPI). This year's requested increase is 1.86% and would take effect January 1, 2026. A representative from Blackjack Disposal provided detailed information on how pricing is calculated and on the current rate increase.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to accept the 1.86% CPI adjustment.

Motion seconded by: Mayor Pro Tem Fowler

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

3. Discuss and take action as necessary to move the Deputy Secretary over into the Secretary role and adjust her pay. The Town Secretary position was recently vacated by resignation. This item would fill the role of Town Secretary with the current Deputy Secretary, creating an opening for a backfill of the Deputy Secretary position. Council and Mayor discussed this title change and confirmed that there are sufficient funds currently allocated in the budget for a pay increase. After previously consulting the Town Attorney regarding employment of the Secretaries, Mayor Jaffe indicated that moving forward, decisions concerning their employment would be independently managed by the Mayor with input from Councilmembers if issues arise. This indicates a change in how employment was handled in previous years.

Citizens Speaking on this topic:

- Kenny Hibbs, Poetry

Motion made by Councilmember Anderson to retitle Secretary Theresa who is currently Deputy Secretary to Secretary.

Motion seconded by: Councilmember Hibbs

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

Motion made by Councilmember Anderson to increase Secretary Theresa's pay to \$25 per hour.

Motion seconded by: Councilmember Kendrick

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

4. Discuss and take action as necessary to hire a Deputy Secretary. This item is to fill a recently vacated Town Secretary position. Three possible candidates were discussed and considered for the position.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to extend and offer to Lora Lehew as Deputy Secretary at \$20 per hour.

Motion seconded by: Councilmember Kendrick

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

#### **G. 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 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.*

Citizens Speaking-General Public Comments:

- None

#### **H. Adjournment**

The Town Council meeting was adjourned at 7:52pm

*I certify that the minutes of December 18, 2025 were voted and approved by the Council of the*

*Town of Poetry on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.*

---

Mayor, Town of Poetry

---

Deputy Secretary, Town of Poetry

**Nichols, Jackson, Dillard, Hager & Smith L.L.P.**  
**500 N Akard St.**  
**Suite 1800**  
**Dallas, TX 75201 USA**  
**214-965-9900**      **Tax ID: 75-0861592**

**TOWN OF POETRY  
TX USA**

**Date:** **12/31/2025**  
**Ref.:** **3089.000**  
**Bill #:** **64223**

**RE: General Legal Services**

**Attention: Mayor Mike Jaffe**

Date	Init	Description of Service	Hours	Amount
12/08/2025	DMB	Email opinion to mayor re town secretary and council approval of expenses.	0.25	53.75
		Our Fee	0.25	53.75

**Time Summary**

<b>Lawyer Initials</b>	<b>Rate</b>	<b>Hrs</b>	<b>Amount</b>
DMB	215.00	0.25	53.75

**Disbursements**

Postage Expense	0.74
<b>Total Disbursements</b>	<b>0.74</b>
<b>Total Fees and Disbursements</b>	<b>54.49</b>
<b>TOTAL</b>	<b>54.49</b>
<b>Net Amount Owing on This Bill</b>	<b>54.49</b>

**Statement of Account**

Prior Balance	430.00
Payments & Adjustments	-322.50
Current Fees	53.75
Current Disbursements	\$0.74
<b>Amount Due and Owing to Date</b>	<b>\$161.99</b>

**Nichols, Jackson, Dillard, Hager & Smith L.L.P.**  
Attorneys & Counselors at Law  
500 N Akard St.  
Suite 1800  
Dallas, TX 75201 USA  
214-965-9900  
Fax (214) 965-0010  
E-mail [admin@nicholsjackson.com](mailto:admin@nicholsjackson.com)

Dec 31, 2025

Client: 3089

**TOWN OF POETRY**  
**TX USA**

**MATTER STATUS**

	Prior Balance	Payments Adjustments	Current Charges	Total
3089.000 General Legal Services	430.00	-322.50	54.49	161.99
<b>Total</b>	<b>430.00</b>	<b>-322.50</b>	<b>54.49</b>	<b>161.99</b>

# MCPA, PC

## Certified Public Accountants

PO Box 158  
Forney, TX 75126-0158

# Invoice

Date	Invoice #
11/21/2025	202093588

Bill To  
Town of Poetry  
Mike Jaffe  
19012 FM 986  
Terrell, TX 75160

**TOWN OF POETRY, TEXAS**

**ORDINANCE NO. 2024-03-01**

**AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING A  
COMPREHENSIVE ZONING ORDINANCE AND MAP; PROVIDING  
FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY  
CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED  
TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND  
PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Town Council of the Town of Poetry, Texas, after having conducted multiple open meetings and public hearings, has approved a Comprehensive Zoning Ordinance and a Zoning Map of the Town on March 21, 2024, which Ordinance and Map are hereby formally adopted by this Ordinance; and

**WHEREAS**, the Town Council of the Town of Poetry, Texas, in compliance with the laws of the State of Texas with reference to the consideration and adoption of zoning regulations and classifications, has given requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the Town and in the vicinity thereof, and the Town Council of the Town of Poetry is of the opinion and finds that the adoption of a Comprehensive Zoning Ordinance and Map is in the best interests of the public health, safety, morals and general welfare.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE  
TOWN OF POETRY, TEXAS:**

**SECTION 1:** That the Comprehensive Zoning Ordinance and Zoning Map of the Town of Poetry, Texas, attached hereto as Exhibit A and B respectively, as heretofore approved, be and the same are hereby adopted as the official Comprehensive Zoning Ordinance and Zoning Map of the Town of Poetry, Texas. Copies of the Ordinance and Map shall be maintained in the office of the Town Secretary.

**SECTION 2:** All provisions of the Ordinances of the Town of Poetry, Texas, in conflict with the provisions of this ordinance as amended, be and are hereby repealed and all other provisions not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3:** Should any sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or the Comprehensive Zoning Ordinance, as adopted hereby, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance or the Comprehensive Zoning Ordinance as a whole, or any part or provision thereof, other than the part declared to be invalid, illegal, or unconstitutional.

**SECTION 4:** Any person, firm, or corporation violating, disobeying, neglecting, refusing to comply with, or resisting the enforcement of any of the provisions or terms of the Comprehensive Zoning Ordinance shall be subject to a penalty of fine not to exceed the sum of

**Exhibit "A"**

# **Zoning Ordinance**

**Passed 3/21/24**

**AN ORDINANCE OF THE TOWN COUNCIL OF POETRY, TEXAS, ADOPTING A PLANNING AND ZONING CODE TO MAINTAIN RURAL INTEGRITY AND FURTHER THE OBJECTIVES OF THE COMPREHENSIVE PLAN.**

WHEREAS, the Town of Poetry, Texas is a Type A General Law municipality of the State of Texas and is a municipal body politic and corporate, established and existing under the laws of the State of Texas; and

WHEREAS, the Town Council of Poetry is the governing body of the Town and is authorized by the Texas Local Government Code to adopt ordinances and rules that are necessary and proper for governing and maintaining the good government of the Town, the welfare of the municipality and its trade, commerce, and sanitation; and

WHEREAS, the Council is authorized under Chapter 211 of the Texas Local Government Code to regulate the use of land within the municipal boundaries of the Town to promote the health, safety, morals, general welfare, protection and promotion of areas of historical, cultural, or architectural importance and significance; and

WHEREAS, the Town of Poetry, Texas, cherishes its unique rural spirit and agricultural lifestyle, valuing the tranquil, peaceful life it provides to its residents; and

WHEREAS, in accordance with the Poetry Comprehensive Plan, the Town seeks to protect this lifestyle from encroachment, uphold the rights of its residents, prevent overcrowding and congestion, and regulate development consistent with rural living; and

WHEREAS, the Town intends to uphold the liberties of its citizens, acknowledging the importance of having as few rules as possible and ensuring that any rules instituted are consistent with rural life; and

WHEREAS, the Town intends to preserve its natural landscape, avoiding where possible the destruction of trees and environmentally sensitive areas, promoting the preservation of open space; and

WHEREAS, the Town Council finds and determines that the comprehensive zoning ordinance and regulations adopted herein are intended to accomplish the goals and objectives of the Town Council and that these regulations are in the best interests of the public health, safety, morals, and general welfare of the citizens of the Town of Poetry.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE  
TOWN OF POETRY, TEXAS:**

**SECTION 1. PURPOSE; APPLICABILITY**

1.1. This Code shall be known as and may be cited as the Zoning Ordinance, or the comprehensive zoning ordinance, of the Town of Poetry, Texas.

1.2. The provisions of this ordinance are enacted to protect the public health, safety, morals, and general welfare, and to protect, preserve, and promote areas of historical, cultural, or architectural importance and significance. These provisions are specifically intended to:

- 1.2.1. Preserve and protect the Town's rural atmosphere by regulating and limiting the density of development;
- 1.2.2. Lessen congestion in the streets;
- 1.2.3. Secure safety from fire, panic, and other dangers;
- 1.2.4. Prevent the overcrowding of land;
- 1.2.5. Ensure the provision of adequate size of yards, courts, and open space for adequate light, air, and fire safety;
- 1.2.6. Conserve the value of buildings and land;
- 1.2.7. Avoid undue concentration of population;
- 1.2.8. Promote health, safety, morals, and the general welfare

1.3. The provisions of this ordinance shall apply to all land, buildings, structures, and uses thereof located within the Town of Poetry and its extraterritorial jurisdiction unless an exclusion is provided by the terms of this ordinance or as otherwise exempted by state law.

1.4. To the extent allowed by law, the provisions of this Code shall apply to all land, buildings, structures, and uses owned by government agencies, including all municipal, state, and federal lands, within the corporate limits of the Town and its extraterritorial jurisdiction.

1.5. No building or structure shall be erected, converted, enlarged, reconstructed, or altered for use, nor shall any land, building, or structure be used or changed, except in accordance with all of the applicable regulations established by this ordinance.

## SECTION 2. ZONING DISTRICTS ESTABLISHED

### 2.1. Zoning Districts Identified

The Town of Poetry, Texas, is hereby divided into zoning districts as listed in the section.

ABBREVIATED DESIGNATION	ZONING DISTRICT NAME
AR	AR: Agrarian. Farm/cattle land and large residential properties (= or >5 acres)
SF-E	SF-E: Single Family Estate. Mid-sized residential properties (2.5 - <5 acres)
SF	SF: Single Family. Small residential properties (1 - <2.5 acres)
B	B: Business. Light retail and neighborhood services

### 2.2. Description and Purpose of Zoning Districts

AR- Agrarian Residential District: This district provides for the farming, ranching, residential, and gardening activities on land being utilized for these purposes. Density in this district is limited to one residential dwelling unit per 2.5 acres of the mother tract.

SF-E - Single-Family Residential - Estate: The SF-E district provides for residential use and development on large lots with a minimum lot size of 108900 square feet (two and a half acres). Density in this district is limited to one residential dwelling unit per 2.5 acres of the mother tract.

SF – Single Family Residential: This SF District provides for residential use and development on lots that are less than 108900 square feet (two and a half acres). Density in this district is limited to one residential dwelling unit per lot.

B - Business District - Light Retail, and Neighborhood Services. This district is intended for neighborhood shopping facilities and retail and/or commercial facilities of a service character. Uses developed under the standards of the B District are designed to provide a compatible relationship between the nonresidential use and development and adjacent residential areas.

## SECTION 3. ZONING DISTRICT MAP

### **3.1. Zoning District Boundaries Delineated on Zoning District Map**

The proposed boundaries of the zoning districts set out herein are delineated upon the Zoning District Map of the Town of Poetry, Texas, said map being hereby adopted as part of this ordinance as fully as if the same were set forth herein in detail.

### **3.2. Regulations for Maintaining Zoning District Map**

Upon adoption, two (2) original, official, and identical copies of the Zoning District Map bearing the signature of the Mayor and attestation of the Town Secretary shall be filed and maintained as follows:

- 3.2.1.** One copy shall be filed with the Town Secretary, to be retained and labeled as the "Original Zoning Map" and shall not be changed in any manner.
- 3.2.2.** One copy shall be filed with the Town Secretary and shall be maintained up-to-date by posting thereon all changes and subsequent amendments. A written record (logbook) shall be kept by the Town Secretary of all changes made to the Zoning District Map.
- 3.2.3.** Reproductions of the original and most current Zoning District Map may be made for information purposes.

## **SECTION 4. ZONING DISTRICT BOUNDARIES**

### **4.1. Rules for Determining District Boundaries**

The district boundary lines of zoning districts shown on the zoning district map are usually along streets and property lines, or extensions thereof. Where uncertainty exists as to the boundaries of districts as shown on the official zoning map, the following rules shall apply:

- 4.1.1.** Boundaries indicated as approximately following streets shall be construed to follow the centerline of such street, highway, or alley.
- 4.1.2.** Boundaries indicated as approximately following platted lot lines shall be construed as following such lines.
- 4.1.3.** Boundaries indicated as approximately following Town limits shall be construed as following Town limits.
- 4.1.4.** Where physical features of the ground are at variance with information shown on the Official Zoning Map, or if there arises a question as to how a parcel of property is zoned and such question cannot be resolved, or the zoning of property is invalidated by a final judgment of a court of competent jurisdiction, the property shall be considered as AR - Agrarian District, temporarily.

## **SECTION 5. ZONING OF ANNEXED TERRITORY**

### **5.1. Permanent Zoning Concurrent With Zoning**

An area (or areas) being annexed to the Town of Poetry shall ordinarily be given permanent zoning concurrently with the annexation.

### **5.2. Temporary Classification**

In instances in which the zoning of a newly annexed territory concurrently with the annexation is

not accomplished, the annexed territory shall be temporarily classified as AR – Agrarian District, until permanent zoning is established by the Town Council. The procedure for establishing permanent zoning of annexed territory shall conform to the procedure established by law for changes to zoning district boundaries. The Town Council shall determine a permanent zoning for such area as soon as practicable after annexation.

## **SECTION 6. COMPLIANCE WITH ZONING REGULATIONS & SIGNAGE**

### **6.1. Exclusions/Grandfathering**

Nothing herein contained shall require any change in the plans, construction, or designated use of a building under construction or the use of land at the time of the passage of this ordinance.

### **6.2. Signage**

No off-premise or on-premise sign in excess of ten (10) feet in height, measured from the average grade of the property on which the sign is erected, shall be constructed or be allowed on any lot or tract in the Town or within the Town's extraterritorial jurisdiction unless authorized by a majority vote of the Town Council. The regulations contained within this ordinance pertaining to nonconforming structures shall apply to signs. Wall mounted signs shall not exceed the maximum height of the building. The total signs, wall mounted or freestanding, shall not exceed 160 square feet per building. There shall be no more than one freestanding sign per lot, excluding parking signs, menu signs for restaurant drive-throughs, and on-site directional signs. The square footage of wall mounted signs shall not exceed 20% of the square footage of the wall on which it is erected. The maximum size for any one sign shall be 64 square feet.

6.3 No waste water treatment facilities or plants and no wastewater transmission lines other than service lines to On-Site Septic Facilities to an individual residential dwelling are permitted within the Town.

## **SECTION 7. AR – AGRARIAN RESIDENTIAL**

### **7.1. General Purpose and Description**

This district provides for the continuance and use of land for residential, farming, ranching, raising, producing, or keeping plants or animals, or cultivation and management of other natural resources or farm products on land being utilized for these purposes. Accessory uses that are incidental to the permitted uses are also allowed, and may include dwellings for proprietors and family thereof, employees, barns, storage of grain, animal raising, feed preparation, and wholesale sales of products produced on-site. Density in this district will usually be no greater than one (1) single family dwelling unit per 2.5 acres of the mother tract and may include other buildings and structures incidental to agricultural use including barns, stables, and loafing sheds.

### **7.2. Permitted Uses**

A building or premise shall be only for the following purposes:

- 7.2.1. Single family dwelling use;
- 7.2.2. Farming and raising of crops, fruits and vegetables;
- 7.2.3. Ranching and raising of livestock (excluding commercial feed lots);

- 7.2.4. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
- 7.2.5. Churches and public and private schools; and
- 7.2.6. Such other uses as may be permitted with a Specific Use Permit.

### **7.3. Height and Area Regulations**

See Appendix 1, Area, Setback, Height, and Coverage Regulations.

7.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

## **SECTION 8. SF-E – SINGLE-FAMILY RESIDENTIAL – ESTATE**

### **8.1. General Purpose and Description**

The SF-E district provides for residential development and use on large lots with a minimum lot size of two and a half acres. Density in this district will usually be no greater than one (1) single family dwelling unit per 2.5 acres of the mother tract. Uses that are incidental to the permitted uses are also allowed.

### **8.2. Permitted Uses**

A building, land, or premises in the SF-E District shall be used only for the following purposes:

- 8.2.1. Single family dwelling use;
- 8.2.2. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
- 8.2.3. Churches and public and private schools; and
- 8.2.4. Such other uses as may be permitted with a Specific Use Permit.

### **8.3. Height and Area Regulations**

See Appendix 1, Area, Setback, Height, and Coverage Regulations.

8.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

## **SECTION 9 SF – SINGLE FAMILY RESIDENTIAL:**

9.1. General Purpose and Description: This SF District provides for residential use and development on lots that are at least one acre but less than two and a half acres. Uses that are incidental to the permitted uses are also allowed. Density in this district is limited to one single family dwelling unit per lot.

### **9.2. Permitted Uses**

A building or premise in an SF-E District shall be used only for the following purposes:

- 9.2.1. Single family dwelling use;
- 9.2.2. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
- 9.2.3. Churches and public and private schools; and
- 9.2.4. Such other uses as may be permitted with a Specific Use Permit.

#### **9.3. Height and Area Regulations**

See Appendix 1, Area, Setback, Height, and Coverage Regulations.

9.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

### **SECTION 10. B – BUSINESS – LIGHT RETAIL, AND NEIGHBORHOOD SERVICES**

#### **10.1. General Purpose and Description.**

The Business District – B - is intended for neighborhood shopping facilities, and retail and/or commercial facilities of a service character for large lots with a minimum lot size of two and a half acres. The B District is established to accommodate the daily and frequent retail needs of the community as well as those that are incidental to agricultural uses. The following regulations shall apply to all uses in the district:

#### **10.2. Permitted Uses**

- 10.2.1. Offices such as:
  - 10.2.1.1. Executive and administrative offices;
  - 10.2.1.2. Business offices of a public utility, real estate, insurance, commercial or industrial establishment;
  - 10.2.1.3. Medical, dental offices and clinics, legal, engineering, architectural, and similar professional offices, accounting, auditing, and bookkeeping service offices;
  - 10.2.1.4. Finance agency offices and banks, including drive-through facilities;
  - 10.2.1.5. Miscellaneous business services such as credit reporting agencies, stenographic services, business and management consulting services;
  - 10.2.1.6. Offices of non-profit organizations;
  - 10.2.1.7. Municipal and other governmental offices; and
  - 10.2.1.8. Any other office in which goods or merchandise are not commercially created, displayed, stored, exchanged, or sold.

#### **10.2.2. Retail sales and personal service shops and establishments as follows:**

- 10.2.2.1. Clothing/cloth shops under 2500 square feet.
- 10.2.2.2. Feed/tack store;
- 10.2.2.3. Postal stores/service;
- 10.2.2.4. Restaurants serving food and beverages;
- 10.2.2.5. Self-storage;
- 10.2.2.5. Skin care or beauty or barber shops.

#### **10.3. Height and Area Regulations**

See Appendix 1, Area, Setback, Height, and Coverage Regulations.

10.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

## SECTION 11. USE OF LAND AND BUILDINGS

No land shall hereafter be used and no building or structure shall hereafter be occupied, used, erected, altered, removed, placed, demolished, or converted which is contrary to the following table. In addition to the uses specified in each of the zoning districts, the following additional uses are allowed in the designated districts (the letter "A" indicates an allowed use, the letter "S" indicates a use allowed only by Specific Use Permit, and a blank space means that the use is prohibited):

TYPE OF USE	AR	SF-E	SF	B
Accessory building	A	A	A	A
Carport	A	A	A	A
Garage, private	A	A	A	A
Home Occupation	A	A	A	A
Manufactured Housing, HUD-Code	A	A	A	
Manufactured Homes	A	A	A	
Stable, private	A	A	A	S

## SECTION 12. CLASSIFICATION OF NEW AND UNLISTED USES

### 12.1. Procedure For Classifying New/Unlisted Uses

It is recognized that new types of land use will develop and forms of land use not anticipated may seek to locate in the Town. To provide for such changes and contingencies, a determination as to the appropriate classification of any new or unlisted form of land use shall be made as follows:

- 12.1.1. The Town Secretary shall refer the question concerning any new and unlisted use to the Town Council as to the zoning classification(s) into which such use should be placed. The referral of the use interpretation question shall be accompanied by a statement of facts listing the nature of the use and whether it involves dwelling activity, sales, processing, type of product, storage and amount and nature thereof, enclosed or open storage, anticipated employment, transportation requirements, the amount of noise, odor, fumes, dust, toxic

material, and vibration likely to be generated and the general requirements for public utilities such as water and sanitary sewer.

- 12.1.2. The Town Council shall consider the nature and described performance of the proposed use and its compatibility with the uses permitted in the various districts, in determining the zoning district or districts within which such use should be permitted.
- 12.1.3. The Town Council makes such determination concerning the classification of such use as is determined appropriate, based upon its findings. If the proposed use is substantially similar to an existing allowed use, the Town Council's determination shall be final. If the Council determines that the proposed use is not substantially similar to an allowed use, the Town Council may amend these regulations or allow the use by SUP.

## **SECTION 13. NONCONFORMING USES, STRUCTURES, AND LOTS**

### **13.1. Uses in Existence at Time of Adoption of Ordinance**

A nonconforming status shall exist when a use, structure, or lot that does not conform to the regulations prescribed in the district in which such use or structure is located was in existence prior to the adoption of this ordinance or an amendment rendering the use, structure or lot nonconforming.

### **13.2. Expansion of Nonconformity Prohibited**

No nonconforming use, structure, or lot may be expanded or increased on or beyond the lot or tract upon which such nonconforming use or structure is located as of the effective date of this ordinance.

### **13.3. Repairs/Normal Maintenance on Nonconforming Uses Permitted**

Repairs and normal maintenance may be made to a nonconforming building or structure.

### **13.4. Change of Nonconforming to Conforming Use**

Any nonconforming use, structure, or lot may be changed to a conforming use, structure, or lot, and once such change is made, the use, structure, or lot shall not thereafter be changed back to a nonconforming use.

### **13.5. Abandonment/Discontinuation of Nonconformity**

Whenever a nonconforming use or structure is abandoned, all nonconforming rights shall cease, and the use of the premises or structure shall thenceforth be in conformity with this ordinance. Abandonment shall involve the intent of the user or owner to discontinue a nonconforming operation and an act of discontinuance. Discontinuance of a nonconforming use or the vacancy of a nonconforming structure for a period of at least six (6) months shall be construed as prima facie proof of intent to abandon the nonconforming use or structure. Any nonconforming use occurring within a structure that is moved from the premises shall be considered to have been abandoned. Any nonconforming structure that is damaged or destroyed by fire, flood, or other natural causes shall terminate all nonconforming rights in and to the structure if the cost to repair the damage is at least 150% of the value of the structure.

#### **13.6. One Main Building on a Lot or Tract**

In single family residential districts, a lot shall have no more than one main building per 2.5 acres of the mother tract.

### **SECTION 14. PLANNING AND ZONING COMMISSION/BOARD OF ADJUSTMENTS**

#### **14.1. Organization and Appointment of Planning Commission**

The Town Council shall serve as the Planning and Zoning Commission until such time as a separate Commission is deemed desirable and is established by the Town Council.

#### **14.2. Organization and Appointment of Board of Adjustment**

The Town Council shall serve as the Board of Adjustment until such time as a separate Board is deemed desirable and is established by the Town Council. When presiding as a Board of Adjustment, a quorum shall be at least four (4) members of the Town Council. When presiding as a Board of Adjustment, the Town Council shall have the authority to hear and consider appeals from orders of Town officials in zoning matters, variances based on unnecessary hardship, and special exceptions where the terms of an ordinance delegate the authority to consider special exceptions.

### **SECTION 15. DEFINITIONS**

#### **15.1 General Rules of Construction:**

The following rules of construction shall apply to the interpretation of words used in this ordinance:

- 15.1.1: words used in the present tense include the future tense;
- 15.1.2: words used in the singular number include the plural number;
- 15.1.3: words in the plural number include the singular number;
- 15.1.4: the words "building" and "structure" are synonymous;
- 15.1.5: the words "lot", "plot" and "tract" are synonymous; and

15.1.6: the word "shall" is mandatory and not discretionary.

## 15.2 Definitions

The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Accessory Use or Building** - An accessory building or use is one which: (a) is subordinate to a main building or primary use; and (b) is located on the same lot as the main building or primary use. An accessory building is a structure that is not connected or attached to the main building by a common roof line.

**Acre** - An area of land consisting of 43,560 square feet. As used in these regulations, acreage is net, not gross; the area comprised by an acre of land does not include areas occupied by streets, alleys, and drainage ways.

**Agrarian Driveways** - Roads which allow for the accessing of non-residential portion of a property where activities are conducted, relating to or in support of farming, ranching, forestry and/or other agricultural endeavors. The surface of the driveway must be water permeable, i.e. No asphalt or concrete.

**Building** - Any structure built for the support, shelter, and enclosure of persons, animals, chattels, or movable property. When subdivided in a manner sufficient to prevent the spread of fire, each portion so subdivided may be deemed a separate building.

**Building, Main or Primary** - A building in which is conducted the principal use of the lot on which it is situated. Detached accessory buildings (not connected and sharing a common roof line) do not comprise the main or primary building.

**Carport** - A structure open on a minimum of two (2) sides designed or used to shelter vehicles.

**Dwelling Unit** - A building or portion thereof designed exclusively for residential occupancy, including dwelling units that may specifically be designated as one-family or single-family, and two-family. The phrase "dwelling unit" does not refer to buildings designed and used as hotels, boarding houses, rooming houses, multiple-family dwellings, and motels.

**Driveway** - A private vehicular access way interfacing with public roads, providing a connection between a public or private street, including access ways denoted as private roads, and a property. Driveways are intended for the ingress and egress of vehicles to and from the property.

**Family** - One or more persons related by blood, marriage, or adoption, or a group not to exceed four persons not all related by blood or marriage, adoption or guardianship, occupying a dwelling unit and living as a single housekeeping unit.

**Farm, Ranch, or Orchard** - An area of five (5) acres or more that is used for growing of usual farm products and/or raising of usual farm products and animals and including the necessary accessory uses for raising, treating, and storing products raised on the premises, but not including the commercial feeding of offal

or garbage to swine or other animals and not including any type of agriculture or husbandry specifically prohibited by ordinance or law. Farm, ranch, or orchard use shall not cause a hazard to health by reason of unsanitary conditions.

***Garage, Private*** - A detached accessory building or portion of the main building designed for parking or temporary storage of automobiles of the occupants of the premises; if occupied by vehicles of others, it is a storage space.

***Green Space*** - Land not included in individual building sites or parking lots.

***Home Occupation*** - A gainful occupation or profession conducted by persons residing on the premises and conducted entirely within the dwelling or its accessory buildings. The use is clearly incidental and secondary to the use of the dwelling unit for residential purposes and does not change the character of the residence or adversely affect the residential character of the neighborhood.

***HUD-Code Manufactured Home*** - means a structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, built on a permanent chassis, designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities, transportable in one or more sections, and, in the traveling mode, at least eight body feet in width or at least 40 body feet in length, or, when erected on site, at least 320 square feet, includes the plumbing, heating, air conditioning, and electrical systems of the home, and does not include a recreational vehicle as defined by 24 C.F.R. 3282.8(g).

***Lot*** - An undivided tract or parcel of land under one (1) ownership having frontage upon a public street or officially approved place, either occupied or to be occupied by a building or building group, together with accessory buildings, and used together with such yards and other open spaces as are required by this ordinance, which parcel of land is designated as a separate and distinct tract and is identified by a tract or lot number or symbol in a duly approved subdivision plat of record or in a survey.

***Manufactured Housing and Manufactured Home*** - mean a HUD-code manufactured home or mobile home and collectively means and refers to both.

***Mobile Home*** - means a structure constructed before June 15, 1976, built on a permanent chassis, designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities, transportable in one or more sections, and, in the traveling mode, at least eight body feet in width or at least 40 body feet in length or, when erected on site, at least 320 square feet, and includes the plumbing, heating, air conditioning, and electrical systems of the home.

***Mother Tract*** - A contiguous expanse of land that is owned and operated as a single, unified tract. This classification allows for a holistic management approach, disregarding traditional divisions such as tax jurisdictions, county boundaries, Town limits, and Extraterritorial Jurisdiction (ETJ) limits. It treats multiple plats or parcels of land, even if they straddle different administrative or legal boundaries, as one integrated entity for purposes of development, management, and regulation.

*Nonconforming Lot* - A parcel of land having less area, frontage, or dimensions than required in the district in which it is located, but which existed prior to the adoption of the district regulations.

*Nonconforming Structure* - A structure or building having a dimension or setback than otherwise required by the regulations applicable to the district in which it is situated, but which was constructed prior to the adoption of the district regulations.

*Nonconforming Use* - A use of land lawfully used and occupied prior to the effective date of an ordinance or regulation that does not conform to the use regulations of the district in which it is situated.

*Sign* - Any device, name, number, identification, description, announcement, declaration, demonstration, flag, banner, pennant, illustration, light, or insignia, and the supporting structure of any of the same, placed upon or affixed directly or indirectly to or upon any building or outdoor structure, or erected or maintained upon a piece of land which directs attention to any object, product, service, place, activity, person, institution, organization, or business, except that holiday lights and decorations shall not be considered signs. This definition doesn't include, fire lane government required, parking, traffic, safety signs, or similar signs.

*Single-Family Dwelling* - A detached building designed exclusively for occupancy by one (1) family, including manufactured housing or manufactured homes.

*Stable, Private* - An accessory building used for quartering horses.

## **SECTION 17. CHANGES AND AMENDMENTS TO ALL ZONING ORDINANCES AND DISTRICTS AND ADMINISTRATIVE PROCEDURES**

### **17.1. Declaration of Policy**

The Town declares the enactment of these regulations governing the use and development of land, buildings, and structures to be a measure necessary for the orderly development of the community. Therefore, no change shall be made in these regulations or within the boundaries of the zoning districts except:

- 17.1.1. To correct any error in the regulations or map.
- 17.1.2. To recognize changed or changing conditions or circumstances in a particular locality.
- 17.1.3. To recognize changes in technology, style of living, or manner of doing business.

### **17.2. Authority to Amend Ordinance**

The Town Council may from time to time, after public hearings required by law, amend, supplement, or change the regulations herein provided or the classification or boundaries of the zoning districts. Any amendment, supplement, or change to the text of this ordinance and/or the zoning map and any change

in the classification or boundaries of the zoning districts may be initiated by the Town Council or may be requested by the owner of the affected real property or the authorized representative of an owner of affected real property.

### **17.3. Changes in Zoning District Boundaries or Classifications**

- 17.3.1.** Upon filing an application for an amendment to the classification or boundaries of a zoning district with the Town secretary, the Town Council shall hold a public hearing on said application.
- 17.3.2.** For zoning changes that seek to modify zoning district classifications or boundaries, written notice of the date, time, and location of the public hearing shall be:
  - 17.3.2.1** sent to the owner of the property or his agent and to all owners of real property lying within two hundred (200) feet of the property on which the change in classification is proposed, such notice, mailed first-class postage prepaid, to be given at least thirty (30) days before the date of such hearing; and
  - 17.3.2.2.** published in the official newspaper of the Town or another newspaper of general circulation at least sixteen (16) days from the date of such publication; and
  - 17.3.2.3.** posted on the Town's website continuously for at least thirty (30) days prior to the public hearing; and
  - 17.3.2.4.** posted on the property by the applicant with a sign, plainly visible from the nearest public roadway, which shall state "Zoning Change Requested, for information call Town Hall" and the telephone number shall be listed. The sign shall be at least eighteen (18) by twenty-four (24) inches in size and shall be continuously posted for at least fifteen (15) days before the public hearing. However, failure of owners to receive notice of hearing, or the failure of signage to be posted, shall in no way affect the validity of the action taken.
- 17.3.3.** For zoning changes that seek to amend regulations contained within this ordinance, written notice of the date, time, and location of the public hearing shall be published and posted in the manner and within the times set forth in subsections 17.3.2.2 (published in the Town's official newspaper) and 17.3.2.3 (posted on the Town's website).

## **Section 18. DRIVEWAYS AND ACCESS**

### **18.1. Purpose**

The purpose of this section is to regulate the location, design, and construction of driveways within the Town of Poetry, ensuring safe and efficient access to properties while preserving the character of different zoning districts.

## **18.2. Applicability**

This section applies to all properties within the jurisdiction of the Town of Poetry, categorized under the following zoning districts:

### **18.2.1. Agrarian (AR):**

18.2.1.1. One driveway or private road per dwelling unit.

18.2.1.2. Additional driveways for agrarian use are permitted, provided they are no closer than 500 linear feet of road frontage to any existing agrarian (non-residential) driveways. (The surface of the driveway must be water permeable, i.e. No asphalt or concrete.)

18.2.1.3. Driveways for agrarian use are defined as those connections to roads which allow for accessing the non-residential portion of a property where activities are conducted, relating to or in support of farming, ranching, forestry and/or other agricultural endeavors.

### **18.2.2. Single Family Estate Zone (SF-E):**

18.2.2.1 One driveway or private road per dwelling unit.

18.2.2.2 One driveway for agrarian use.

### **18.2.3. Single Family Zone (SF):**

18.2.3.1 One driveway or private road per dwelling unit of street frontage.

### **18.2.4. Business Zone (B):**

18.2.4.1 Business driveways shall be at least thirty (30) foot wide by thirty (30) foot radius on the approach. Businesses shall have a no more than one driveway.

### **18.2.5. Residential Driveways**

#### **18.2.5.1. Maximum Width:**

18.2.5.1.1. Residential driveways shall not exceed a maximum of twenty (20) feet in width.

#### **18.2.6. Shared Access:**

18.2.6.1 Driveways shared between two or more adjoining lots or parcels must conform to the same standards as driveways that are not shared.

#### **18.2.7. Circular Driveways:**

18.2.7.1. Circular driveways, defined as driveways serving one dwelling unit and entering and exiting the same roadway, are allowed and considered as one driveway.

18.2.7.2. Circular driveways must conform to all other specifications in this ordinance.

#### 18.2.8 Driveway Apron

##### 18.2.8.1 Maximum Width:

18.2.8.1.1. The apron, the flared portion of the driveway interfacing with the roadway, may be up to fifty feet wide as measured at the point of interface.

18.2.8.1.2. The flare must decrease so that the maximum allowable width of the driveway is achieved at a distance of no greater than sixty (60) feet from the interface of the driveway and road.

### SECTION 19. SPECIFIC USE PERMITS

#### 19.1. Purpose

Specific Use Permits (SUP's) are zoning classifications that may include regulations as a part of the zoning ordinance granting the SUP. The uses that normally fall into the specific use category are uses that have unique characteristics that may, depending on the location of the property, require different conditions and regulations not otherwise listed under the basic zoning districts, or uses that are not considered by this ordinance as an allowed use by right. The Town's consideration of SUP applications is discretionary, not ministerial, and may be granted or denied by the Town Council based on the best interests of the public health, safety, morals, and general welfare.

#### 19.2. Process

An application for an SUP may only be filed by the owner of the affected property or his/her duly authorized agent. The Town may charge a fee to the applicant in an amount intended to compensate the Town for the costs of publication and administrative expenses. The Town Council shall conduct a public hearing on the application after notice of the date, time, and location is delivered, published, and posted in accordance with the notice requirements for zoning classification or district boundary changes.

#### 19.3. Provision

If granted, the Town Council may impose reasonable conditions on the use allowed by the SUP, including but not limited to hours of operation, parking requirements, on-site signage, and limitations on the emission of noise, dust, and fumes. The specific conditions set forth in the ordinance granted by the SUP will supersede the provisions of this ordinance only when in direct conflict; otherwise, all zoning regulations under this ordinance will apply. The zoning map shall identify the properties on which a SUP has been granted.

### SECTION 20. PENALTY FOR VIOLATIONS

Any person, association, or corporation violating any of the provisions of this ordinance shall upon conviction be fined a sum not to exceed two thousand dollars (\$2000.00) per day, and each day that the provisions of this ordinance are violated shall constitute a separate and distinct offense. The foregoing sanction is not exclusive and the Town may pursue any, and all other remedies associated with violations of its zoning regulations as may be allowed by law. Failure to comply with the provisions of this ordinance may result in fines, issuance of stop-work orders, or other enforcement actions as specified in Section.

#### **SECTION 21. VALIDITY, SEVERANCE AND CONFLICT**

If any section, paragraph, subdivision, clause, phrase, or provision of this ordinance shall be adjudged invalid or held unconstitutional, the same shall be severed from and shall not affect the validity of this ordinance as a whole or any part or provision hereof other than the part so determined to be invalid or unconstitutional. To the extent any provision of this ordinance conflicts with other ordinances of the Town of Poetry, the terms of this ordinance shall control.

#### **SECTION 22. EFFECTIVE DATE**

This ordinance shall be effective upon its adoption by the Town Council and the publication of its caption as the law may so require.

#### **APPENDIX 1:**

#### **DISTRICT REGULATIONS**

	AG	SF-E	SF	B-1
MAXIMUM HEIGHT (feet)	40	40	40	20
SIDE YARD WIDTH (feet)	5	5	5	5
MINIMUM REAR YARD (feet)	5	5	5	5
MINIMUM FRONT YARD (feet) {from centerline of the road}	75	75	75	55
MINIMUM LOT AREA (square feet)	217,800	108,900	43,560	108,900
MINIMUM LOT WIDTH (feet)	200	200	150	200
MINIMUM LOT DEPTH (feet)	311	311	200	311
MAXIMUM LOT COVERAGE	15%	10%	10%	10%
MINIMUM GREEN SPACE	50%	50%	50%	50%

#### NOTES TO APPENDIX 1

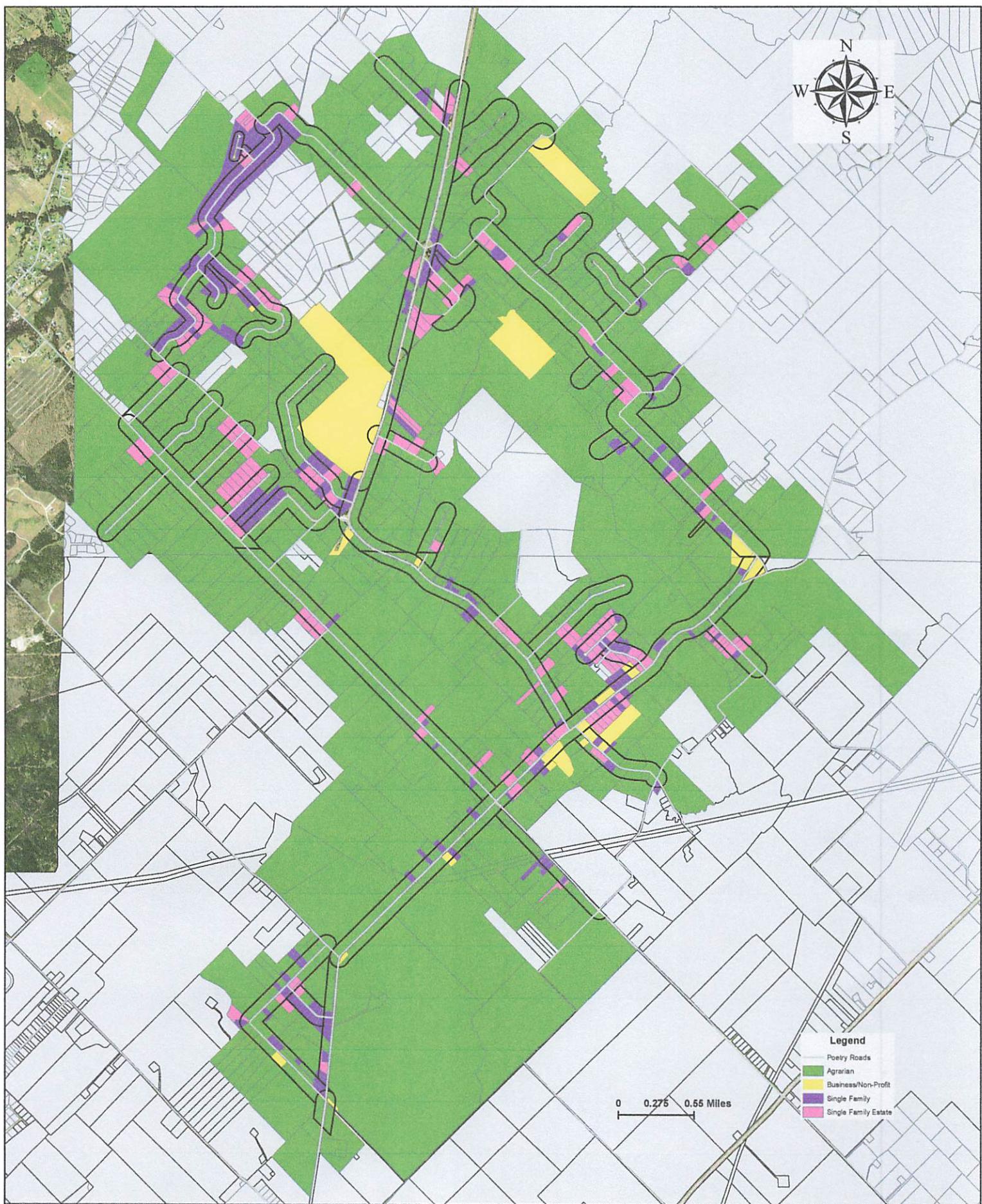
- a) The minimum residential lot area for the various districts shall be in accordance with the regulations for each district, except that a lot having less area than required which was an official "lot of record" at the time of the adoption of this ordinance (a nonconforming lot) may be used for a one-family dwelling.
- b) No lot existing at the time of passage of this ordinance shall be reduced in area below the minimum requirements outlined in the respective district.
- c) The front yard setback shall be measured from the center line of the road at an existing street to the front face of the building, covered porch, covered terrace, or attached accessory buildings. Eaves and roof extensions or a porch without posts or columns may project into the required front yard for a distance not to exceed eight (8) feet and subsurface structures, platforms, or slabs may not project into the front yard to a height greater than thirty (30) inches above the average grade of the yard. On corner lots, the front yard setback shall be observed along the frontage of both intersecting streets (unless shown specifically otherwise on a final plat).
- d) The rear yard setback or depth is defined as the distance from the boundary of a lot that is most distant from or is most nearly parallel to the front lot line, and the front, rear, or side of any structure. The side yard setback or depth is the distance between the front, rear, or side of any structure and any lot line that is not the front or rear lot line. Eaves

and roof extensions or a porch without posts or columns may project into the required rear or side yard for a distance not to exceed eight (8) feet and subsurface structures, platforms, or slabs may not project into the yard to a height greater than thirty (30) inches above the average grade of the yard

- e) The height of a building is measured from the average established grade at the street line or from the average natural front yard ground level, whichever is higher, to (1) the highest point of the roof's surface, if a flat surface, (2) to the deck line of mansard roofs, or (3) to the mean height level between eaves and edge for hip and gable roofs and, in any event, excluding chimneys, cooling towers, elevator bulkheads, tanks, water towers, radio towers, ornamental cupolas, domes or spires, and parapet walls not exceeding ten (10) feet. If the street grade is not officially established, the average front yard grade shall be used for a base level.
- f) Where the frontage on one side of a street between two (2) intersecting streets is divided by two (2) or more zoning districts, the front yard shall comply with the requirements of the most restrictive district for the entire frontage.
- g) Single-family dwellings require building lots of two and a half (2.5) acres or more, except in the SF-Single Family Residential District.
- h) All measurements for minimum front yard and other related measures are from the center line of the road and include both the road and the right of way.

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Town of Poetry  
Original Zoning Map  
03/21/24  
Exhibit B



Two Thousand and no/100 Dollars (\$2,000.00) for each offense. Each and every day such violation continues shall constitute a separate offense.

**SECTION 5:** This ordinance shall take effect immediately from and after its passage and the publication of its caption, as the law in such cases provides.

**DULY PASSED** by the Town Council of the Town of Poetry, Texas this 21<sup>st</sup> day of March, 2024.

APPROVED:

Sara Lentzsch  
Mayor

ATTEST:

Theresa Schlander  
Town Secretary, Deputy

APPROVED AS TO FORM:

Daniel H.  
Town  
Attorney



TOWN OF POETRY, TEXAS

ORDINANCE NO. 2024-03-01

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING A COMPREHENSIVE ZONING ORDINANCE AND MAP; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE

DULY PASSED by the Town Council of the Town of Poetry, Texas this 21<sup>st</sup> day of March, 2024.

APPROVED:

Jara Linkewich  
Mayor

ATTEST:

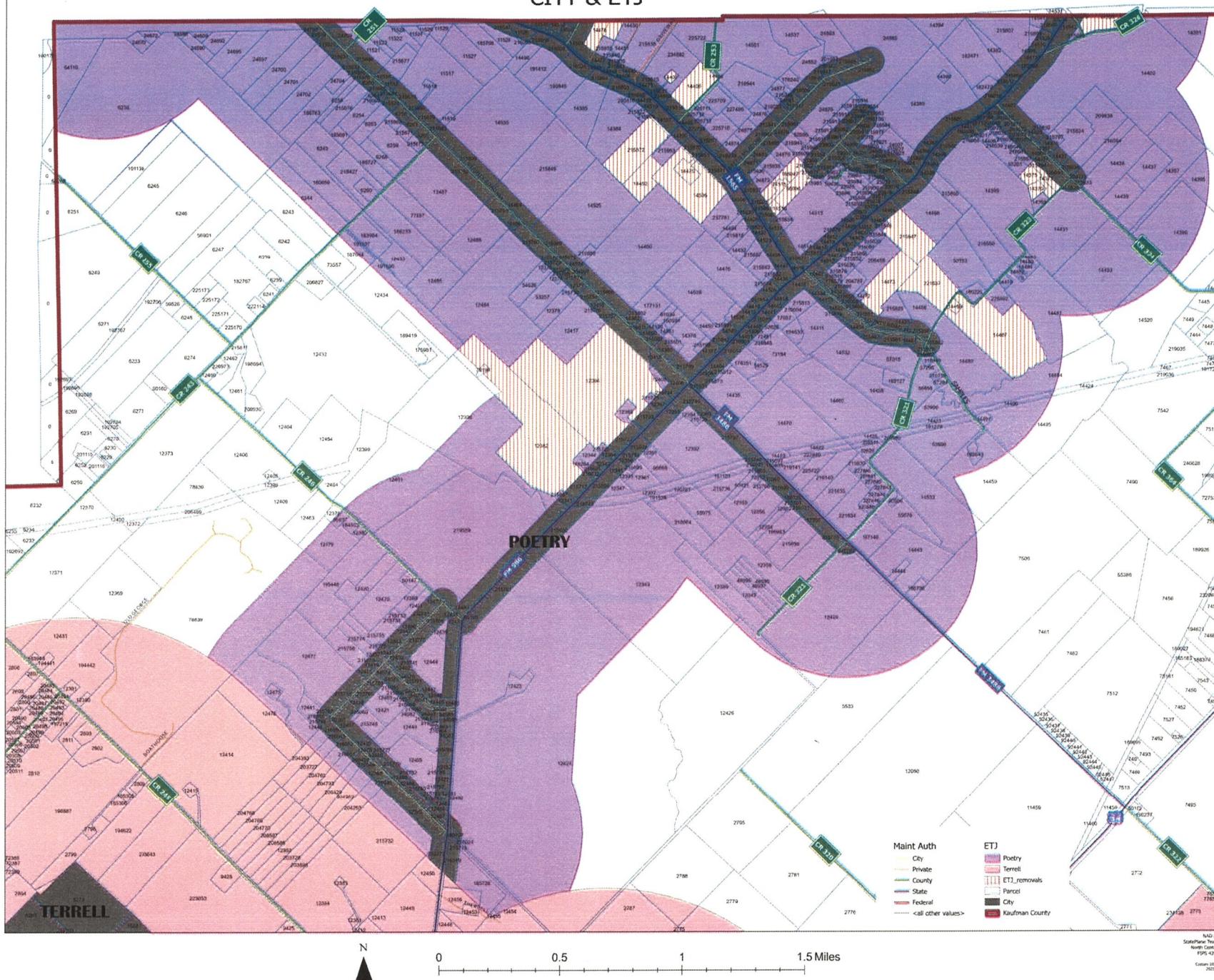
Theresa Schleicher  
Town Secretary, Deputy

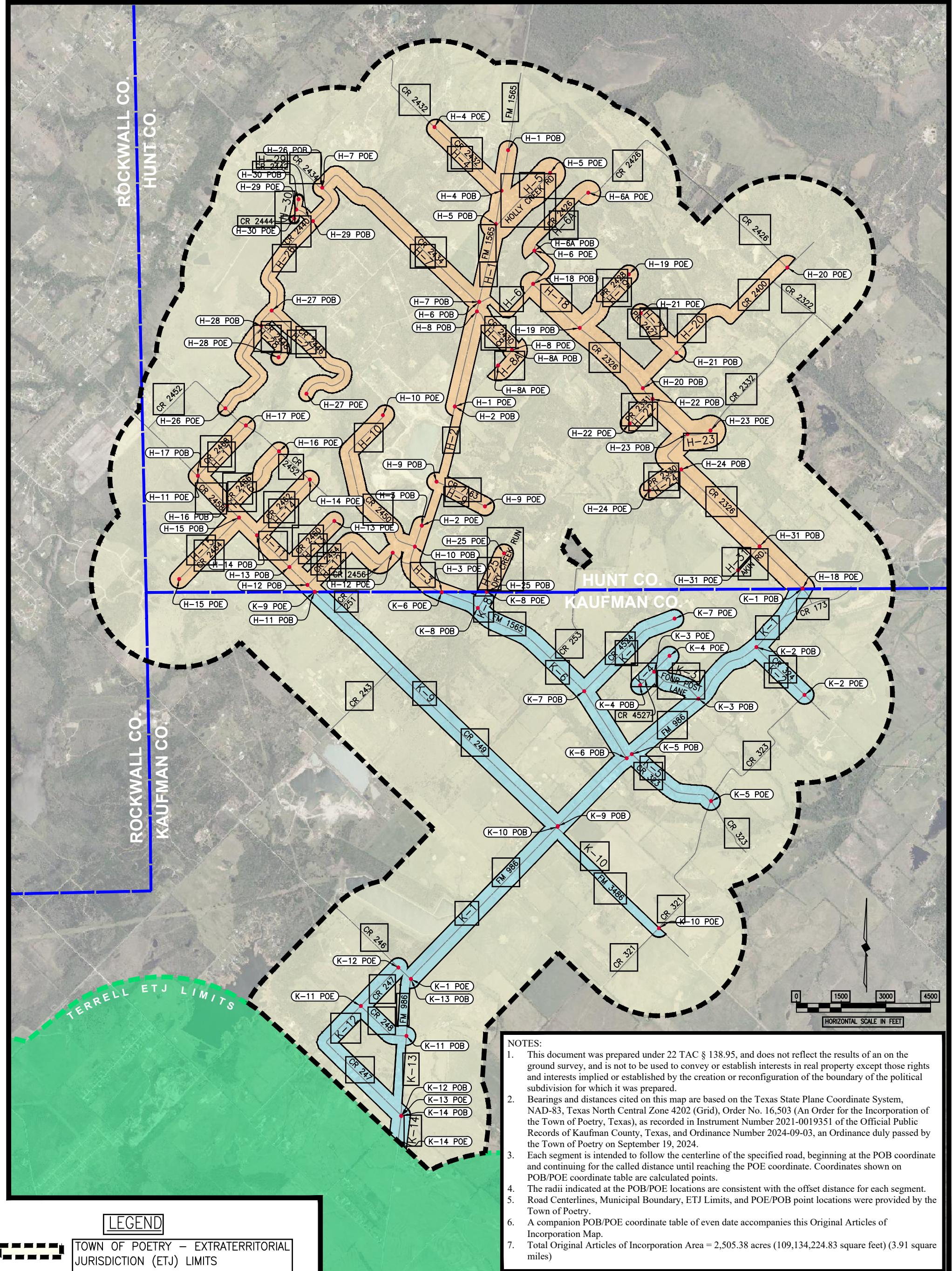


This document accurately depicts the boundaries for the City of Poetry:

signature *Jara Venkera* date *Corrected  
of 4/16/25*

## POETRY CITY & ETJ





## TOWN OF POETRY, TEXAS

### ORIGINAL ARTICLES OF INCORPORATION MAP

UPDATED: May 2025

BIRKHOFF, HENDRICKS & CARTER, L.L.P.  
PROFESSIONAL ENGINEERS  
TBPE Firm No. 526; TBPLS Firm No. 10031800  
11910 Greenville Ave., Suite 600  
Dallas, Texas 75243 (214) 361-7900



**Town of Poetry Original Articles of Incorporation**

**Hunt County POB and POE Coordinate Table**

Tract	Road	Offset from Centerline		Point of Beginning (POB) Coordinate		Direction	Called Distance (Ft.)	Point of Ending (POE) Coordinate	
		Distance (Ft.)	Side	Called Northing	Called Easting			Called Northing	Called Easting
H-1	FM 1565	311	Both	7011085.4	2657062.93	Southwesterly	8,788	7002484.38	2655275.63
H-2	FM 1565	311	Left	7002484.38	2655275.63	Southwesterly	4,153	6998486.59	2654163.2
H-3	FM 1565	311	Both	6998486.59	2654163.2	Southeasterly	2,774	6996252.53	2654833.69
H-4	CR 2432	311	Both	7009724.47	2656841.3	Northwesterly	3,107	7011860.28	2654588.89
H-5	Holly Creek Rd	511	Both	7008604.38	2656650.29	Northeasterly	2,532	7010317.91	2658468.92
H-6	CR 2426	222	Right	7005992.46	2656089.55	Northeasterly	3,936	7007711.08	2657945.31
H-6A	CR 2426	411	Left	7007711.08	2657945.31	Northeasterly	2,691	7009659.03	2659750.12
H-7	CR 2434	311	Both	7005992.46	2656089.55	Northwesterly	7,122	7009830.21	2650825.55
H-8	CR 2430	311	Both	7005675.46	2656016.19	Southeasterly	1,783	7004377.9	2657193.95
H-8A	CR 2430	511	Left	7004377.9	2657193.95	Southwesterly	702	7003860.1	2656724.14
H-9	CR 7163 (Woodland Estates Rd)	311	Both	6999963	2654658.65	Southeasterly	1,833	6999135.17	2656285.79
H-10	CR 2450	311	Both	6997785.38	2653934.31	Northwesterly	5,874	7002177.08	2652897.33
H-11	CR 2458	311	Both	6996265.46	2650571.12	Northwesterly	5,605	7000159.98	2646653.63
H-12	CR 2454	311	Both	6996500.78	2650332.7	Northeasterly	3,907	6997577.59	2653190.54
H-13	CR 2460	311	Both	6997100.91	2649724	Northeasterly	2,157	6998644.57	2651230.32
H-14	CR 2462	311	Both	6998165.25	2648632.8	Northeasterly	2,574	7000034.55	2650407.85
H-15	CR 2464	311	Both	6998758.83	2648037.74	Southwesterly	2,878	6996693.88	2646027.04
H-16	CR 2466	311	Both	6999160.33	2647634.3	Northeasterly	2,597	7000982.26	2649375.77
H-17	CR 2468	311	Both	7000159.98	2646653.63	Northeasterly	2,334	7001847.21	2648263.96
H-18	CR 2326	411	Both	7006599.04	2657901.19	Southeasterly	14,586	6996379.19	2666941.16
H-19	PR 2428	311	Both	7005118.99	2659465.77	Northeasterly	2,472	7006916.46	2661109.99
H-20	CR 2400	411	Left	7003099.87	2661581.98	Northeasterly	6,732	7007145.46	2666429.9
H-21	PR 2427	311	Both	7004290.82	2662712.28	Northwesterly	1,805	7005615.37	2661510.12
H-22	PR 2331	311	Both	7002735.11	2661908.47	Southwesterly	1,128	7001911.75	2661140.79
H-23	CR 2332	511	Both	7001559.99	2663079.03	Northeasterly	814	7001677.02	2663850.1
H-24	PR 2330	311	Both	7000372.41	2662868.98	Southwesterly	1,283	6999664.78	2661789.97
H-25	CR 2011 (Dry Creek Run)	311	Both	6996268.36	2656346.95	Northeasterly	1,418	6997556.69	2656926.65
H-26	CR 2440	250	Both	7009830.21	2650825.55	Southwesterly	9,608	7002421.49	2647576.09
H-27	CR 2446	250	Both	7005704.63	2649129.64	Southeasterly	4,985	7002912.09	2650295.9
H-28	CR 2448	250	Both	7005191.35	2648782.17	Southeasterly	1,371	7004132.39	2649359.26
H-29	CR 2442	162	Both	7008702.85	2650516.78	Northwesterly	697	7009095.26	2649957.15
H-30	CR 2444	162	Both	7009437.96	2650031.01	Southwesterly	660	7008794.73	2649885.17
H-31	Akin Rd	50	Both	6997794.49	2665497.79	Southwesterly	1,084	6996987.96	2664773.56

**NOTES:**

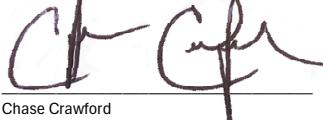
1. This document was prepared under 22 TAC § 138.95, and does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.
2. Bearings and distances cited on this map are based on the Texas State Plane Coordinate System, NAD-83, Texas North Central Zone 4202 (Grid), Order No. 16,503 (An Order for the Incorporation of the Town of Poetry, Texas), as recorded in Instrument Number 2021-0019351 of the Official Public Records of Kaufman County, Texas, and Ordinance Number 2024-09-03, an Ordinance duly passed by the Town of Poetry on September 19, 2024.
3. Each segment is intended to follow the centerline of the specified road, beginning at the POB coordinate and continuing for the called distance until reaching the POE coordinate. Coordinates shown on POB/POE coordinate table are calculated points.
4. The radii indicated at the POB/POE locations are consistent with the offset distance for each segment.
5. Road Centerlines, Municipal Boundary, ETJ Limits, and POE/POB point locations were provided by the Town of Poetry.
6. A companion Original Articles of Incorporation Map of even date accompanies this POB/POE coordinate table.
7. Total Original Articles of Incorporation Area = 2,505.38 acres (109,134,224.83 square feet) (3.91 square miles)

**Town of Poetry Original Articles of Incorporation  
 Kaufman County POB and POE Coordinate Table**

Tract	Road	Offset from Centerline		Point of Beginning (POB)		Direction	Called Distance (Ft.)	Point of Ending (POE)	
		Distance (Ft.)	Side	Called Northing	Called Easting			Called Northing	Called Easting
K-1	FM 986	311	Both	6996379.19	2666941.16	Southwesterly	18,677	6983276.66	2653799.77
K-2	CR 324	311	Both	6994412.2	2665389.82	Southeasterly	2,277	6992808.02	2667004
K-3	Four Post Lane	311	Both	6992681.26	2663445.22	Northwesterly	1,796	6993588.75	2661960.63
K-4	CR 4527 (Gate Ln)	311	Both	6993132.28	2661491.56	Northeasterly	1,396	6994121.13	2662476.66
K-5	CR 323	311	Both	6990822.1	2661211.70	Southeasterly	3,214	6989246.61	2663869.8
K-6	FM 1565	311	Both	6990685.2	2661040.19	Northwesterly	8,588	6996252.53	2654833.69
K-7	CR 4524 (Green Meadow Ln)	311	Both	6992933.6	2659613.02	Northeasterly	3,952	6995369.17	2662643.4
K-8	CR 2011 (Dry Creek Run)	311	Both	6995722.14	2656047.44	Northeasterly	620	6996268.36	2656346.95
K-9	CR 249	311	Both	6988408.3	2658731.46	Northwesterly	11,247	6996265.46	2650571.12
K-10	CR 322/FM 3486	311	Right	6988382.94	2658718.45	Southeasterly	4,810	6984985.96	2662121.05
K-11	CR 248	311	Both	6981369.08	2653650.72	Northwesterly	1,914	6982373.98	2652120.46
K-12	CR 247	311	Both	6978685.12	2653477.6	Northwesterly	6,993	6983662.25	2653379.82
K-13	FM 986	311	Right	6983276.66	2653799.77	Southwesterly	4,582	6978685.12	2653477.6
K-14	FM 986	311	Both	6978685.12	2653477.6	Southwesterly	876	6977846.67	2653369.18

NOTES:

1. This document was prepared under 22 TAC § 138.95, and does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.
2. Bearings and distances cited on this map are based on the Texas State Plane Coordinate System, NAD-83, Texas North Central Zone 4202 (Grid), Order No. 16,503 (An Order for the Incorporation of the Town of Poetry, Texas), as recorded in Instrument Number 2021-0019351 of the Official Public Records of Kaufman County, Texas, and Ordinance Number 2024-09-03, an Ordinance duly passed by the Town of Poetry on September 19, 2024.
3. Each segment is intended to follow the centerline of the specified road, beginning at the POB coordinate and continuing for the called distance until reaching the POE coordinate. Coordinates shown on POB/POE coordinate table are calculated points.
4. The radii indicated at the POB/POE locations are consistent with the offset distance for each segment.
5. Road Centerlines, Municipal Boundary, ETJ Limits, and POE/POB point locations were provided by the Town of Poetry.
6. A companion Original Articles of Incorporation Map of even date accompanies this POB/POE coordinate table.
7. Total Original Articles of Incorporation Area = 2,505.38 acres (109,134,224.83 square feet) (3.91 square miles)

  
 Chase Crawford  
 Registered Professional Land Surveyor  
 Texas Registration No. 6913  
 Date: May 9, 2025



**Federal Processing Registry**

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# INVOICE

**BILL TO**

Mike Jaffe

POETRY TOWN OF

5671 Cr 323

Poetry, Texas 75160-0626

**INVOICE #** 39430

**DATE** 01/06/2026

**DUE DATE** 01/06/2026

**TERMS** Due on receipt

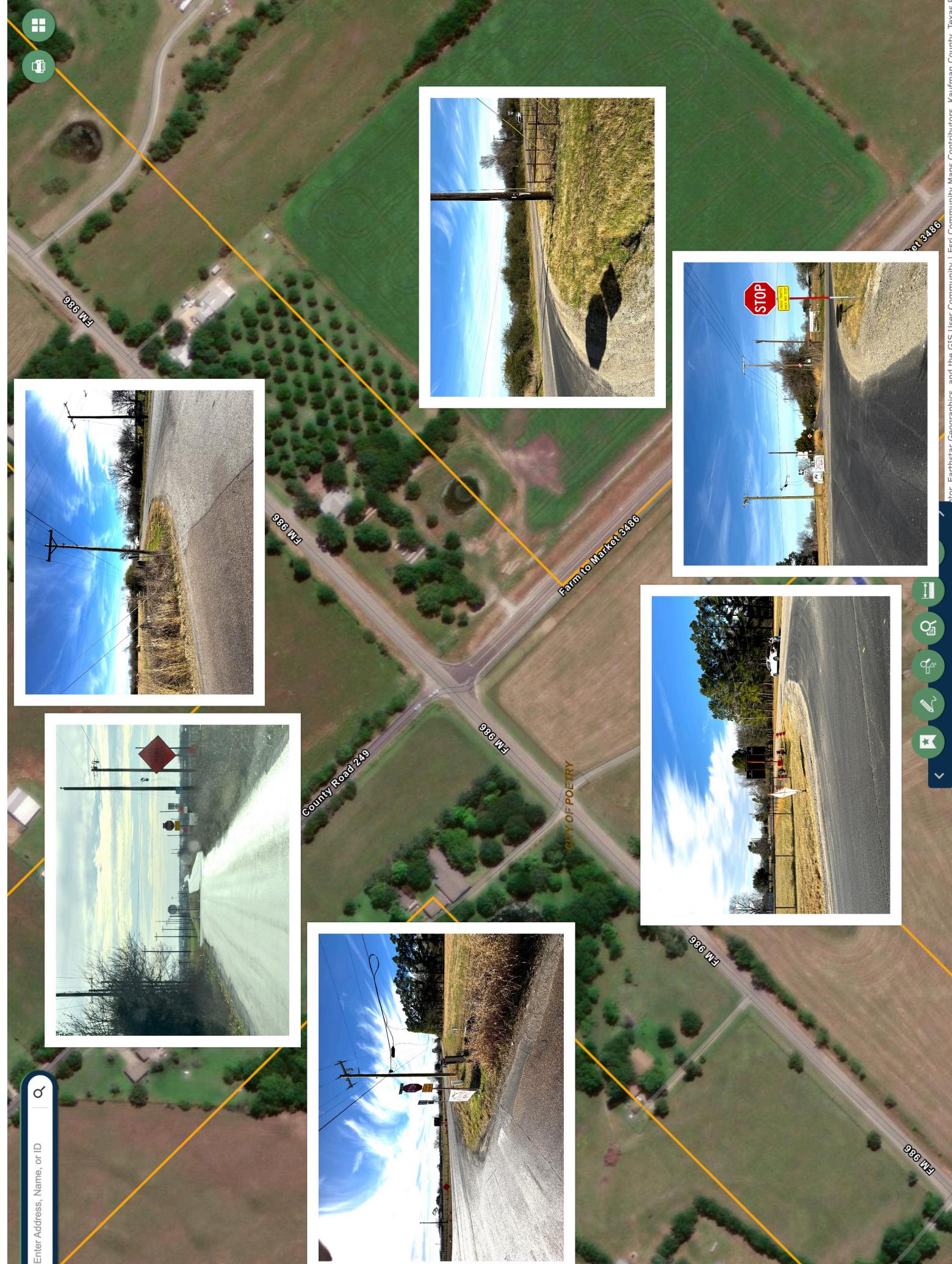
ACTIVITY	QTY	RATE	AMOUNT
<b>SAM 1-Year Registration Renewal (All awards)</b> System for Award Management (SAM) Registration, Migration, Administrator Re-assignment, Renewal, Updates within the IAE platform during the renewal periods, and DSBS updates as applicable. Assistance service valid for 1 year from date of payment.	1	599.00	599.00

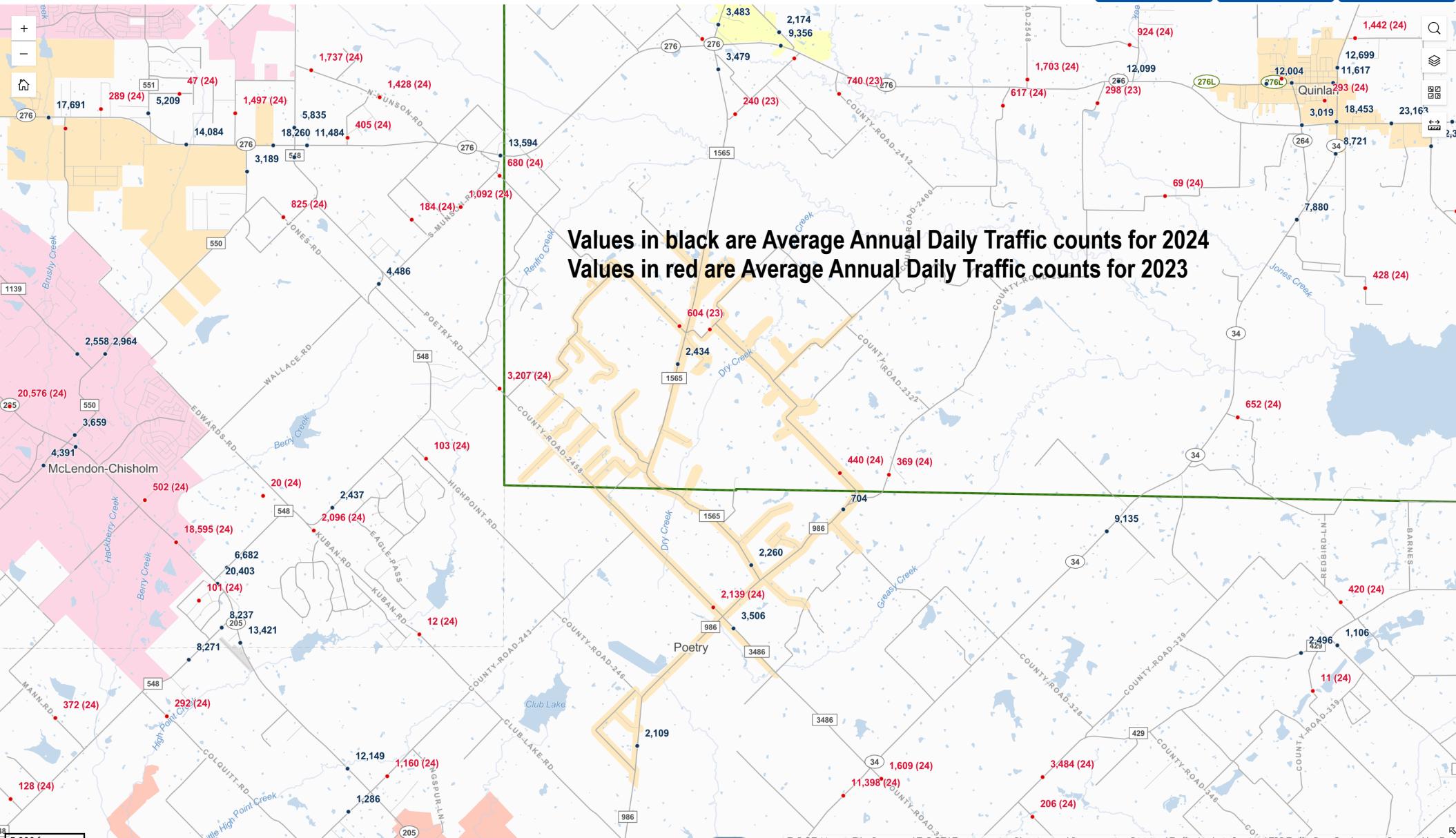
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Values in black are Average Annual Daily Traffic counts for 2024  
Values in red are Average Annual Daily Traffic counts for 2023