

Alyssa Linenkugel, Place 1
Tomas Mendoza, Place 2
John Mounce, Place 3



James Castle, Place 4
Daniel Dennis, Place 5
Shelby St. Claire, Mayor Pro Tem, Place 6

James Clark, Mayor
CITY OF JUSTIN
CITY COUNCIL AGENDA
MARCH 27, 2025
415 N. COLLEGE AVE.
5:30 PM

A) CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: *"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"*

B) EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

1. Under Section 551.071, to conduct a private consultation with the City Attorney regarding:
 - Trafford Terrace Developers Agreement
 - Justin Crossing Developers Agreement
2. Under Section 551.087 the City Council may convene in an executive session to discuss or deliberate regarding commercial or financial information that the City of Justin has received from a business prospect that the City seeks to have locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described below.
 - Treeline Development
 - Dream Complex Developers Agreement
 - Cobblestone Agreement
3. Under Section 551.072, to deliberate regarding the purchase, exchange, lease, or sale of real property located north of Wilkerson Lane and Boss Range Road, south of Timberbrook Parkway and FM 156, east of Timberbrook Parkway and FM 407, and west of FM 156.
4. Under Section 551.072, to deliberate regarding the purchase, exchange, lease, or sale of real

property related to Water Infrastructure

C) TAKE ANY ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION ITEM(S)

D) UPCOMING MEETINGS AND EVENTS

1. The following is a list of upcoming meetings and events:
 - April 5, 2025, Justin Serve Day/Spring Clean Up
 - April 7, 2025, Municipal Court at 5 p.m.
 - April 8, 2025, Parks and Recreation meeting at 6 p.m.
 - April 10, 2025, City Council meeting at 5:30 p.m.
 - April 12, 2025, Open Air Market hosted by Justin Business Association
 - April 15, 2025, Library Board meeting at 4:30 p.m.
 - April 15, 2025, Planning & Zoning Commission meeting at 6:30 p.m.
 - April 17, 2025, EDC/CDC meeting at 5:30 p.m.
 - April 19, 2025, Justin Community Easter Egg Event, Baseball Fields at 10 a.m.
 - April 26, 2025, Justin Fun Day
 - April 22-26 Early Voting at City Hall 8-5 p.m.
 - April 27 Early Voting at City Hall 11-5 p.m.
 - April 28-29 Early Voting at City Hall 7-7 p.m.
 - May 3, 2025, Election Day 7-7 p.m. by Precinct

E) PRESENTATION(S)

1. Presentation of Achievement of Economic Excellence Award presented to the City of Justin EDC/CDC Board.

F) WORKSHOP ITEM(S)

1. Receive a Biannual Update from the EDC/CDC Board
2. Receive a report on the FY 22/23 City Audit
3. Discuss Old Town Phase III Preliminary Schedule
4. Discuss designating the Old Town Area as a Historic Preservation District
5. Discuss Facility Naming of the City of Justin Park
6. Discuss Future Audits
7. Discuss Legislative Updates

G) PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens with the opportunity to speak, the mayor may impose a three-minute time limitation for each citizen to speak with a seasonal limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic. The Texas Open Meetings Act prohibits the City Council from discussing issues which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

H) CONSENT AGENDA

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration.

1. Consider approving City Council minutes dated February 27, 2025; and take appropriate action.
2. Consider adopting Ordinance 780-25, second and final reading approving budget amendments to the Economic Development Corporation (Type A) and Community Development Corporation (Type B) Boards; and take appropriate action.
3. Consider adopting Ordinance 781-25, second reading to declare a Demolition Building Permit Moratorium in the Old Town Area; and take appropriate action.
4. Consider approving Resolution 740-25, amending the Fee Schedule for new residential building permits for new home construction; and take appropriate action.
5. Consider approving Resolution 742-25 authorizing the City Manager to execute a Sign Kiosk Agreement; and take appropriate action.
6. Consider approving Resolution 744-25 authorizing the City Manager to enter into a Lease Agreement for temporary relocation to Second Street for Public Works Staff; and take appropriate action.

I) ITEMS PULLED FROM CONSENT AGENDA

J) PUBLIC HEARING(S)

1. Consider adopting Ordinance 798-25, first reading, for the Cuesta Annexation legally described as M. Polk Survey, Abstract No. 993, W.A. Ferris Survey, Abstract No. 419, W.D. Redd Survey, Abstract No. 1125; and take appropriate action.

K) ACTION ITEMS

1. Review of Board Member for Park Board
2. Consider approving Resolution 743-25 authorizing the name of the City of Justin Park; and take appropriate action

L) FUTURE AGENDA ITEMS

M) ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 3/20/25 by 1:00 p.m., at least 72 hours preceding the scheduled meeting time.

Amy Piukana

Amy Piukana, TRMC, City Secretary



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 1. (WORKSHOP ITEM(S))

Title: Receive a Biannual Update from the EDC/CDC Board

Department: Administration

Contact:

Recommendation:

Update only.

Background:

EDC/CDC Board President Steven Turney will be attending to provide updates.

City Attorney Review:

Attachments:

None



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 2. (WORKSHOP ITEM(S))

Title: Receive a report on the FY 22/23 City Audit

Department: Administration

Contact: Jarrod Greenwood, City Manager, Abbey Reece

Recommendation:

Discussion only.

Background:

The 2022-2023 Audit Presentation will be provided by Scott Krchnak from CLA.

City Attorney Review: N/A

Attachments:

None



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 4. (WORKSHOP ITEM(S))

Title: Discuss designating the Old Town Area as a Historic Preservation District

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Discuss and provide direction to Staff.

Background:

Overview:

The proposed ordinance would establish the Old Town Historic Preservation District. The ordinance aims to protect the historic and architectural integrity of the district while promoting economic development and community identity.

Key Provisions of the Ordinance:

1. **District Establishment** – The ordinance formally designates the Old Town Historic Preservation District, with boundaries outlined.
 2. **Preservation Guidelines** – Any modifications, demolitions, or new developments in the district must obtain a Certificate of Appropriateness from the City Council.
 3. **Architectural and Design Standards:**
 - Preservation of historic facades and materials
 - Compatibility of new construction with historic character
 - Use of historically appropriate materials and color schemes
 - Adaptive reuse of historic buildings encouraged
 - Limitations on demolitions, requiring economic hardship justification
 - Strict height, setback, and design requirements
 - Conformance with district design guidelines for exterior alterations
 4. **Incentives for Compliance** – Property owners may receive grants and tax abatements for preservation efforts. However, these economic programs have not been established yet and are currently in progress at the moment to be developed.
 5. **Legal and Administrative Framework** – The ordinance ensures consistency with existing city laws and includes provisions for legal validity and emergency implementation.
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Next Steps:

- **Notice in accordance with all State regulations and local ordinances.**
- **The Proposed Ordinance would be presented to the Planning and Zoning Commission on April 15th (Public Hearing).**
- **First reading to be presented to City Council on May 8th (Public Hearing), with adoption (2nd reading) tentatively scheduled for May 22nd.**
- Upon approval, Staff would develop an application to allow property owners to request approval from City Council on any changes to buildings in the district.
- Develop and distribute detailed design guidelines for property owners in conjunction with the Old Town Masterplan.
- Establish a review process for Certificate of Appropriateness applications in conjunction with the Old Town Masterplan.
- Consider budget allocations for preservation incentives as part of the Old Town Masterplan.
- Discuss historical signage as part of the Old Town Masterplan.

City Attorney Review: No

Attachments:

1. Historic Preservation Ordinance - WS
2. Justin Unified Development Code (Old Town Historic Addition)

ORDINANCE NO. 799-25

AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS, ESTABLISHING THE OLD TOWN HISTORIC PRESERVATION DISTRICT; PROVIDING GUIDELINES FOR PRESERVATION AND DEVELOPMENT; PROVIDING FOR A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Justin, Texas, declares that the protection, preservation, and enhancement of architecturally significant and historic structures is necessary to promote the economic, cultural, educational, and general welfare of the City;

WHEREAS, the unique identity and history of the area described and identified herein has produced significant historic, architectural, and cultural resources; and

WHEREAS, the City Council finds that the establishment of the Old Town Historic Preservation District, will encourage preservation, economic development, and community identity; and

WHEREAS, all constitutional, statutory, and legal prerequisites for the passage of this Ordinance have been met, including but not limited to the Open Meetings Act; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. That all matters stated in the preamble are found to be true and correct and are incorporated herein as if copied in their entirety.

SECTION 2. That chapter 52 of the City of Justin Code of Ordinances is hereby amended through the revision of Article 7:

"(a) The Old Town Historic Preservation District is hereby established with the boundaries described in Exhibit A.

(b) Any modifications, demolitions, or new developments within the district shall require a Certificate of Appropriateness issued and approved by the City Council.

(c) The following guidelines shall apply to all structures and developments within the district:

1. Preservation of historic facades, materials, and architectural details;

2. Compatibility of new construction with the historic character of the district by matching architecture, site layout, materials, or functionality;

3. Use of historically appropriate materials and color schemes;

4. Encouragement of adaptive reuse of historic buildings;

5. Limitations on demolitions including a 60 day hold, requiring economic hardship justification and public hearings for approval;

6. Strict height, setback, and design requirements to maintain historic character based on the existing street building fabric;

7. All exterior alterations must conform to the district's historic design guidelines.

(d) The City may provide incentives, including grants and tax abatements, to property owners who engage in preservation efforts consistent with these guidelines."

Commented [IG1]: How is compatibility defined and how will City Council know if it is compatible? Suggest adding something to help Council make that decision.

Commented [IG2]: Not sure how you enforce this, there is no permit for painting your building.

Commented [IG3]: Not a building code official, but there are allowances within the building code based on historic preservation. Can this be drafted in a way that the building official can have that qualify?

Commented [IG4]: Similar to comment above, how can we help Council with this decision.

SECTION 3. That this Ordinance shall be cumulative of all other ordinances of the City of Justin, Texas, and this ordinance shall not operate to repeal or affect any such ordinance except so far as the provisions are inconsistent or in conflict, in which event such other ordinance is repealed.

SECTION 4. If any section, article, paragraph, sentence, clause, phrase or word in this ordinance, or application thereto any person or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance; and the City Council hereby declares it would have passed such remaining portions of the ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 5. The fact that the present ordinances and regulations of the City of Justin, Texas are inadequate to properly safeguard the health, safety, morals, peace and general welfare of the inhabitants of the City of Justin, Texas, creates an emergency for the immediate preservation of the public business, property, health, safety and general welfare of the public which requires that this ordinance shall become effective from and after the date of its passage, and it is accordingly so ordained.

DULY PASSED by the City Council of the City of Justin, Texas, on the 827th day of March-May 2025.

On first reading, the 27th day of March 2025.
On the second and final reading, the 10^h day of April 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney

Article 7 – Old Town Historic District

Section 52.701 - Establishment

The Old Town Historic Preservation District is hereby established with the boundaries described in Figure 7.1.



Figure 7.1

Section 52.702 - Modifications

Any modifications, demolitions, or new developments within the district shall require a Certificate of Appropriateness issued and approved by the City Council.

Section 52.703 - Regulations

The following guidelines shall apply to all structures and developments within the district:

1. Preservation of historic facades, materials, and architectural details;
2. Compatibility of new construction with the historic character of the district by matching architecture, site layout, materials, or functionality;
3. Use of historically appropriate materials and color schemes;
4. Encouragement of adaptive reuse of historic buildings;
5. Limitations on demolitions including a 60 day hold, requiring economic hardship justification and public hearings for approval;
6. Strict height, setback, and design requirements to maintain historic character based on the existing street building fabric;
7. All exterior alterations must conform to the district's historic design guidelines.

Section 52.704 – Incentives

The City may provide incentives, including grants and tax abatements, to property owners who engage in preservation efforts consistent with these guidelines.



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 5. (WORKSHOP ITEM(S))

Title: Discuss Facility Naming of the City of Justin Park

Department: Administration

Contact: Joshua Little, Public Works Director

Recommendation:

Workshop Item

Background:

The Facility Naming Policy was approved and adopted by the Justin City Council through Resolution 730-25 on January 23, 2025. This policy shows clear guidelines and procedures for the naming of parks, recreational facilities, and other public spaces within the City of Justin. It ensures that the naming process is transparent and aligned with the community's values and interests. The policy outlines specific criteria that should be considered when naming a park or facility, which include:

- Historical Significance: Names that recognize historical events, places, or people significant to the community.
 - Geographic Features: Names that reflect the location, natural or geographic features of the area, such as nearby landmarks, rivers, parks, or neighborhoods.
 - Community Values: Incorporating public feedback on potential names that align with the values, culture, priorities, and spirit of the community.
 - Contributions: Names that honor individuals or organizations that have made significant contributions to the community.
-

- **Alignment with Facility Purpose:** Names that reflect the intended purpose or function of the Facility, ensuring relevance to its use.
- **Service and Dedication:** Honoring individuals with outstanding records of public service, including First Responders, educators, veterans, or municipal employees. Recognizing individuals who dedicated their lives to the betterment of the community or facility purpose.

Staff conducted a resident survey to gather information from the public on the new park for a period of 30 days. A total of eighteen responses were received during the survey period. While the response rate was modest, it offered valuable insight into the preferences of the community.

On March 11, 2025, the Parks Board reviewed the proposed names and considered the feedback received from residents. The parks Board discussed the viability of each name based on the established criteria and the input gathered from the survey, ultimately deciding on two names. The Parks Board first choice was "Peterson Park" and second choice was "Oliver Creek Park." The top choice is now being presented to Council for consideration and possible action approving the name of the new park in the Timberbrook Addition to "Peterson Park".

City Attorney Review: N/A

Attachments:

1. Survey Submission
2. Resolution 730-25 Facility Naming Policy 1_23_2025

The Facility Naming Policy Survey Submission

Olaph (OA) "Pete" Peterson and his family immigrated from Sweden in the late 1800's. They made their home on the site of this park, the Garnett Survey. Olaph and his wife Therese had 3 children, Rudolph, Virginia & Walter. Walter and Rudolph bred Short Horn Cattle on this land for years. They were known for their late bred "Christmas Cattle" that were sold in Fort Worth. Walter was the President of "The Texas Shorthorn Breeders Association". In addition to the Cattle, The Peterson Farm also raised Turkeys, Sheep and grew Cotton in the early years. The land was split into three tracts for many years, Rudolph, Walter & Virginia had their own respective tracts. After Rudolph and Walter aged and passed, Virginia and her son bought the land. Virginia had two children, Leola & Marvin. The land was put into Trusts for Marvin's Children. Those trusts were sold to Timberbrook, the current owner. I think paying tribute to the Peterson family and their historic farm (The Peterson Farm) is important to the heritage in Justin, but as a 2-fold - kids would love playing at Olaph Park, even if it's not spelled like Olaf the snowman. Photos are available in the UNT Archives of the Farm. The Peterson Farm is also referenced in Justin Story. Deed Documents are available on The Denton County Public Search Database. To further verify location, I spoke to elders in the community who recall playing on Peterson Farm.

**CITY OF JUSTIN
RESOLUTION 730-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS
APPROVING A FACILITY NAMING POLICY FOR THE CITY OF JUSTIN.**

WHEREAS, the City of Justin has several new public facilities that will require naming by the policy; and

WHEREAS, the Justin City Council wishes to set a standard policy for naming facilities; and

WHEREAS, the City of Justin desires to set the policy for use of all naming of facilities by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS:

SECTION 1: The City of Justin Facility Naming Policy is hereby approved as set forth on the attached Exhibit "A". The Policy is adopted as the rules the City will follow in renting City owned facilities. All amendments to the Policy shall be reviewed by the City Council.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

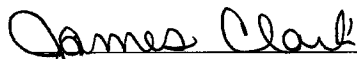
DULY PASSED and approved by the City Council of the City of Justin, Texas, by a vote on this the 23rd day of January 2025.



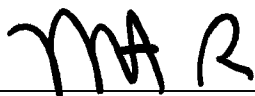
ATTEST:


Amy M. Piukana, City Secretary

APPROVED:


James Clark, Mayor

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to be 'MA R', written above a horizontal line.

Matthew Boyle, City Attorney

City of Justin Facility Naming Policy

Purpose

The purpose of this policy is to establish a clear and transparent process for naming public facilities including parks, buildings and other significant structures. The policy involves the community in the decision-making process to ensure that the names chosen will reflect the values and history of the area.

This policy will be initiated under the following circumstances: Construction of a new facility, renovation or repurposing of an existing facility, consistency across facilities, commemoration of an event or legacy or recognition of significant contributions.

1. Policy Statement

- A. **Community Involvement:** The community will have a significant role in the naming process through a citizen survey.
- B. **Transparency:** The process will be transparent, with opportunities for public input and review.
- C. **Respect and Relevance:** Names should reflect the local culture, history, or geography, and should be respectful and relevant to the community.

2. Guidelines for Naming

- A. **Historical Significance:** Names that recognize historical events, places, or persons significant to the community.
- B. **Geographic Features:** Names that reflect the location, natural or geographic features of the area, such as nearby landmarks, rivers, parks or neighborhoods.
- C. **Community Values:** Incorporating public feedback on potential names that align with the values, culture, priorities and spirit of the community.
- D. **Contributions:** Names that honor individuals or organizations that have made significant contributions to the community.
- E. **Alignment with Facility Purpose:** Names that reflect the intended purpose or function of the facility, ensuring relevance to its use.
- F. **Service and Dedication:** Honoring individuals with outstanding records of public service, including first responders, educators, veterans or municipal employees. Recognizing individuals who dedicated their lives to the betterment of the community or facility purpose.

3. Initiation of Naming Process

- A. A public announcement will be made to inform citizens about the opportunity to participate in the naming process.

4. Citizen Survey

- A. A survey will be distributed to gather name suggestions from the community. The survey will be available online.
- B. The survey period will last for a minimum of 30 days to ensure ample time for participation.

5. Collection and Review of Survey Results

- A. The collected survey responses will be compiled and reviewed by the relevant Board or Commission members and staff.
- B. The Board or Commission members and staff will create a shortlist of names based on the survey results. The criteria for shortlisting may include the number of times a name was suggested, the relevance of the name to the facility, and any potential concerns or conflicts.
- C. The shortlist will typically include 3-5 names.

6. Final Selection by Board or Commission Members

- A. The Board or Commission will make a recommendation to the City Council. City Council will review and approve all facility names.
- B. The chosen name will be announced publicly, and appropriate signage and documentation will be updated accordingly.

7. Review and Amendment

This policy will be reviewed periodically and amended as needed to ensure it continues to meet the needs of the community and the Board or Commissions.

8. Effective Date

This policy is effective as of January 23, 2025.



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 7. (WORKSHOP ITEM(S))

Title: Discuss Legislative Updates

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

Discuss accordingly.

Background:

Discuss the legislative updates in the report as attached.

City Attorney Review: No

Attachments:

1. 3-27-25 COJ Legislative Update Workshop



March 27, 2025 Legislative Update Workshop 89th Legislature City Related Bills Filed

COURT

HJR 140/SJF 27 (Holt/Huffman) - Proposing a constitutional amendment regarding the membership of the State Commission on Judicial Conduct and the authority of the commission and the Texas Supreme Court to more effectively sanction judges and justices for judicial misconduct.

SB 430 (Miles) – **Juvenile Offenses:** Relating to the age of a child at which a juvenile court may exercise jurisdiction over the child and to the minimum age of criminal responsibility.

This bill will: (1) increase the minimum age from 10 years of age to 12 years of age for which a child can be: (a) prosecuted for a misdemeanor punishable by fine only or a violation of a penal ordinance of a political subdivision; or (b) taken into custody for an offense under the jurisdiction of a justice court or municipal court; and (2) increase the minimum age for which a child is presumed incapable of committing an misdemeanor punishable by fine only or a violation of a penal ordinance of a political subdivision from 10 years of age to 12 years of age.

SB 539 (Johnson) – **Appearance by Telephone of Videoconference:** Relating to a defendant's appearance by telephone or videoconference in a justice or municipal court.

This would allow a justice or municipal court judge to allow a defendant to appear for a hearing by telephone or videoconference if the justice or judge determines that appearing in person would impose an undue hardship on the defendant.

SB 989 (Bettencourt) – **Criminal Background Checks for Judges:** Relating to criminal history record information for certain master, magistrate, referee, associate judge, or other court official applicants appointed or employed to serve in a state court.

HB 162/SB 1362 (Cain/Hughes) - Relating to prohibiting the recognition, service, and enforcement of Extreme Risk Protective Orders (ERPO); creating a criminal offense.

An ERPO is a court order, warrant, or executive order intended to reduce the risk of injury or death involving a firearm by: Prohibiting a person from owning, possessing, or receiving a firearm; and Requiring a person to surrender a firearm or otherwise removing a firearm from a person. ERPOs are only covered under this law if they are not based on conduct resulting in a criminal charge.

HB 743 (Bernal) - Municipal Court Fines: Relating to a justice or municipal court's authority to order a defendant confined in jail for failure to pay a fine or cost or for contempt and to the authority of a municipality to enforce the collection of certain fines by imprisonment of the defendant.

HB 1363 (Hernandez) - Judicial Training: Relating to implicit bias training for justices and judges of state courts, judicial officers, certain court personnel, and attorneys licensed to practice law in this state.

HB 1511 (Hickland) - Relating to the authority of a political subdivision to adopt or enforce a juvenile curfew; creating criminal offenses.

This bill repeals certain existing juvenile curfew laws and updates procedures for processing juvenile offenders.

HB 1666 (Canales) - Relating to the expunction of arrest records and files relating to certain nonviolent misdemeanor offenses.

This bill allows individuals to have arrest records and files expunged for certain nonviolent misdemeanor offenses if specific criteria are met.

HB 1748/SB 303 (Darby/Perry) - Court Interpreters: Relating to the appointment of spoken language interpreters for certain court proceedings.

This would allow a court to appoint a spoken language interpreter who is not a certified or licensed court interpreter under certain conditions.

HB 1749/SB 304 (Darby/Perry) – Code Enforcement: Relating to the jurisdiction of municipal courts over health and safety and nuisance abatement ordinances.

HB 1765 (Jones) - Relating to issuance of an arrest warrant or search warrant authorizing the use of a no-knock entry by a peace officer.

HB 1831/HB 2514 (Johnson/Fischer) – Drug Court: Relating to the eligibility to participate in certain drug court programs. This bill allows a municipality establish certain types of drug court programs.

HB 1950 (Capriglione) - Municipal Court Building Security and Technology Funds: Relating to the consolidated municipal court security and technology fund in certain municipalities.

HB 1982 (Hopper) - Relating to limitations on federal authority and federal agents in this state, including the licensure of federal agents and special procedures for executing federal warrants; creating a criminal offense.

HB 2234/SB 1306 (Dutton/Cook) - Relating to the age of criminal responsibility and to certain substantive and procedural matters related to that age.

Unless previously determined, a person may not be prosecuted for or convicted of any offense committed before reaching 18 years of age except for certain offenses.

HB 2847 (Dutton) - Relating to truancy and parental contribution to nonattendance of school; increasing a criminal penalty.

ELECTIONS

SB 891 (Johnson) – **Elections:** Relating to penalties for intimidation and harassment of election officials and election interference; creating criminal offenses.

This bill aims to protect election officials from harassment and interference while carrying out their duties. While we contract with Denton County for elections, this bill would apply to the election officials that are assigned to us.

SB 892 (Johnson) – **Elections:** Relating to voter registration.

This bill focuses on provisions related to voter registration and early voting procedures by allowing individuals to register to vote at polling places during early voting and provides a clear process for handling provisional ballots. It will also streamline the election process by requiring timely verification of ballots and setting a clear deadline for canvassing the vote.

SB 931 (Hall) – **Canvassing:** Relating to the process of canvassing elections.

This bill provide that: (1) the canvassing authority shall compare the precinct returns with the corresponding tally list; (2) the presiding officer of the canvassing authority shall verify that the precinct returns are accurately reflected in the county returns prepared by the general custodian of records; and (3) the general custodian of records shall preserve the records delivered under (2), above, for the period for preserving the precinct election records.

SB 1076 (Hall) – **Voter Identification:** Relating to permitted forms of identification for the purpose of accepting a voter.

This would provide that a driver's license, other than certain driver's license, provisional license, learner license or occupational driver's license issued to specific non-United States citizens or nationals, that has not expired or that expired no earlier than one year before the date of presentation shall be an acceptable form of photo identification for purposes of voting.

SB 1209 (Hughes) – **Uniform Election Date:** Relating to the uniform election date.

*This bill amends the Texas Election Code to establish a uniform election date, specifically designating that runoff elections shall be held on a Tuesday instead of the previously allowed Saturday. It also modifies the heading of Section 41.001 to reflect the singular "UNIFORM ELECTION DATE" and clarifies that all elections in Texas, with certain exceptions, must occur on a Tuesday. **Additionally, the bill mandates that political subdivisions holding general elections on dates other than the November uniform election date must change to the November date by December 31, 2025. Further amendments include the repeal of specific provisions related to election dates and the removal of the option for elections to be held on Saturdays.** The bill also specifies that if a special election is required by law, it must be held on an authorized uniform election date within the designated period unless it is not feasible.*

HB 1661 (Vasut) – Election Supplies: Relating to election supplies and the conduct of elections; creating criminal offenses; increasing criminal penalties.

This bill imposes criminal penalties for failures or obstructions related to the procurement, distribution, or handling of election materials.

HB 1968 (Cook) – Election Services Contracts: Relating to a duty to contract for election services furnished for an election held on the first Saturday in May in an even-numbered year.

This bill provides that if requested to do so by a political subdivision, including a city, the county elections administrator shall enter into a contract to furnish the election services requested, in accordance with a cost schedule agreed on by the contracting parties.

HB 2082 (Bucy) – Elections: Relating to ensuring access to the right to vote by all eligible voters.

This bill introduces numerous changes to voting procedures, including voter registration at polling places, extended early voting, electronic absentee ballots, and more flexible rules for early voting by mail. There will likely need to be changes to adjust election processes to comply with these changes, especially regarding voter registration at polling places and the new procedures for mail-in ballots and ballot delivery. Additionally, the bill expands access to voting and streamlines the process for both voters and election officials.

HB 2424 (Hayes) – Voter Identification: Relating to acceptable forms of photo identification for the purposes of voting.

This bill would provide that certain driver's license, provisional license, learner license or occupational driver's license issued to specific non-United States citizens or nationals shall not be an acceptable form of photo identification for purposes of voting.

HB 2442 (Bucy) – Early Voting by Mail: Relating to an application for an early voting ballot by mail.

This bill would provide that an application for a ballot to be voted by mail serves as an application both for a ballot for the main election and for any resulting runoff election unless the applicant indicates otherwise on the application.

HB 2502 (Dorazio) – Voting System Equipment: Relating to software installed in certain voting system equipment.

This would provide that, in addition to other requirements for approval of a voting system or voting system equipment to be used in an election, each unit of electronic equipment in a voting system must be equipped with software that: (1) tracks all input and activity on the electronic equipment; (2) is capable of creating a record of the information tracked; and (3) cannot be disabled.

HB 2579 (Olcott) – Polling Location: Relating to the use of a public school as a polling place. *This bill provided that a polling place may not be located on a public primary or secondary school campus.*

FINANCE

SB 1253 (Perry) – impact fee credits related to water and wastewater management in developments.

The bill is designed to incentivize developers and builders to integrate water conservation, reuse, and efficiency technologies into new developments. The primary goal of the bill is to provide financial credits against water and wastewater impact fees, which are typically assessed to developers when they construct new developments that require water and wastewater services. By offering credits for adopting water-saving practices, the bill seeks to promote environmental sustainability and reduce the strain on local infrastructure. While the bill aims to incentivize water conservation, the credits provided could reduce the revenue generated from impact fees, which are typically used to fund infrastructure projects.

HB 217 (Harrison) - Relating to the vote required in an election to approve an ad valorem tax rate that exceeds a taxing unit's voter-approval tax rate; making conforming changes.

This bill would raise the threshold to 60% for the Voter Approved Rate above 3.5%.

HB 250 (Harrison) - Relating to the calculation of certain ad valorem tax rates of a taxing unit and the manner in which a proposed ad valorem tax rate that exceeds the voter-approval tax rate is approved; making conforming changes.

This bill does not look coherent in its current state, but is an obvious attempt to limit the ability of taxing jurisdictions to during the approval process. It also removes the exemption of some taxing jurisdiction (mainly higher ed) to approve up to the 8% mark. We fully expect a committee substitute with more detail.

HB 416 (Tepper) - Relating to the deadlines for performing various functions in connection with the ad valorem tax system.

This bill extends the appraisal districts window for providing certified data. This would help fix some collection rate issues, but would significantly shorten the window to adopt our tax rate.

- ***Certification of Appraisal Rolls:*** *The deadline for chief appraisers to prepare and certify appraisal rolls to tax assessors is extended from July 25 to August 25.*
- ***Submission of Appraisal Rolls and Collection Rates:*** *Tax assessors and collectors are granted more time, moving their submission deadline from August 1 to September 1.*
- ***Calculation and Posting of Tax Rates:*** *The deadline for designated officers or employees to calculate and post tax rates is shifted from August 7 to September 7.*
- ***Adoption of Tax Rates by Governing Bodies:*** *The timeframe for governing bodies to adopt tax rates is adjusted from the 60th day to the 30th day after receiving the certified appraisal roll.*
- ***Appraisal Review Board Approvals:*** *The deadline for appraisal review boards to approve appraisal records is moved from July 20 to August 20.*
- ***Filing of Protests by Property Owners:*** *The period for property owners to file protests is extended from the 30th day to the 60th day after receiving notice.*

HB 763 (Cain) - Relating to the repeal of provisions authorizing certain taxing units in the year following the year in which a disaster occurs to adopt an ad valorem tax rate that exceeds the voter-approval tax rate without holding an election to approve the adopted tax rate; making conforming changes.

This removes the disaster provisions and would prevent tax increases above the threshold without voter approval when a disaster is declared.

HB 884/SB 178 (Hernandez/Menendez) - Relating to the municipal sales and use tax for street maintenance.

This bill amends the Texas Tax Code to modify the municipal sales and use tax for street maintenance. The bill introduces new provisions allowing municipalities to reauthorize the tax for a period of either eight or ten years, provided that a majority of voters in the last two elections favored the tax and it has not expired since those elections. The reauthorization process will follow the same procedures as the initial adoption of the tax, with specific ballot language detailing the tax's purpose and expiration terms. Additionally, the bill clarifies that the tax revenue can be used for maintaining and repairing municipal streets, sidewalks, and related water, wastewater, or stormwater systems.

The bill also updates the expiration terms for the sales and use tax, specifying that the tax will expire on the first day of the first calendar quarter after the fourth, eighth, or tenth anniversary of its last reauthorization, depending on the circumstances. The changes made by this bill will only apply to taxes adopted or reauthorized after the effective date of the bill, ensuring that previously established taxes remain governed by the prior law.

HB 924 (Schofield) - Relating to the location where certain sales are consummated for purposes of local sales and use taxes.

This bill proposes changes to the Tax Code concerning the determination of where certain sales are consummated for local sales and use tax purposes. Specifically, the bill stipulates that if certain subsections do not apply, a sale of a taxable item is considered consummated at the location in Texas where the item was stored immediately before shipment, delivery, or transfer of possession to the customer. This represents a change from the current law, which may consider the location where the item is shipped, delivered, or where the customer takes possession as the point of consummation.

HB 1433 (Hickland) - Relating to efficiency audits for certain political subdivisions.

This bill would require the following and would be "new" law. It proposes mandatory efficiency audits for certain political subdivisions in Texas that exceed the "no-new-revenue tax rate" for five consecutive years.

HB 1519/SB 533 (Schofield/Sparks) - Relating to the election date for the authorization of the issuance of bonds or a tax increase.

This bill requires elections for bonds or a tax increase to be held on the November uniform election date by eliminating the May election date for bond elections.

TML provided written testimony regarding the potential impacts to cities.

HB 2962 (Barry) - Relating to an exemption from taxes imposed on the gross receipts of electricity sold to political subdivisions.

This bill exempts all political subdivisions, including cities, from paying the miscellaneous gross receipts tax (MGRT) on their electric utility bills. Currently, only school districts are exempt from paying this tax, but if this bill passes, it will save cities money on their electric utility bills.

HUMAN RESOURCES

SB 777/HB 3171 (Hughes/Lujan) - **Collective Bargaining:** Relating to compensation and employment condition standards by municipal charter or collective bargaining agreement and to impasse resolution in collective bargaining with certain political subdivisions.

This bill establishes a framework for municipalities to resolve disputes regarding compensation, working hours, and other employment conditions for firefighters. The city's charter or collective bargaining agreement will be key in determining compliance with prevailing wage standards and how disputes are arbitrated. It also emphasizes the use of local impasse resolution mechanisms, allowing flexibility in handling disputes without defaulting to state arbitration laws. The City will need to ensure that its charter or any existing collective bargaining agreements are aligned with the provisions outlined in this bill. The changes will apply only to charters, agreements, or arbitration awards that are in effect on or after the bill's effective date, which could be immediate or set for September 1, 2025, depending on legislative approval.

SB 781/HB 2486 (King/Hefner) **Law Enforcement Personnel Files** Relating to certain files maintained by a law enforcement agency regarding certain employees of the agency.

This would establish requirements for maintaining and handling personnel files for law enforcement officers. It establishes confidentiality for certain documents related to officers' misconduct and ensures that these records are not publicly accessible or disclosed without proper authorization.

SB 1331/HB 2713 (Hancock/Darby) - **Civil Service Repeal** – Relating to the repeal of a municipal civil service system for firefighters and police officers in certain municipalities.

This would provide that the ability for voters to petition for an election to repeal civil service only applies in a city with a population of less than 70,000 that has operated under civil service for its police officers or firefighters for at least one year.

HB 1654 (Canales) - **Injuries in the Scope of Duty:** Relating to the employment of certain peace officers, detention officers, county jailers, or firefighters who are injured in the course and scope of duty.

This would outline protections for peace officers, detention officers, county jailers, and firefighters who are injured in the course of their duty.

HB 1677 (Canales) – **Firefighter Investigations:** Relating to the investigation of municipal fire fighters in certain municipalities.

This would provide that

1. *A city with a population of 10,000 or more, regardless of whether the city is covered by a meet and confer or collective bargaining agreement, shall not take punitive action (suspension, indefinite suspension, demotion, reprimand, or any combination of these actions) against a paid employee of a city fire department unless an administrative investigation has been conducted by the city in accordance with specific investigation procedures that apply to the investigation of police officers and firefighters in civil service cities or other applicable law; and*
2. *A copy of a signed complaint against a firefighter shall be given to the firefighter in accordance with certain procedures that apply to the investigation of police officers and firefighters in civil service cities.*

HB 1797 (Bucy) - Employee Drug Testing: Relating to drug testing and prescription drug policies for employees and independent contractors of state agencies and political subdivisions regarding the medical use of low-THC cannabis and hemp.

This bill provides significant protections for employees and independent contractors regarding the use of low-THC cannabis and hemp. It prohibits discrimination or testing for cannabinoids unless exceptions apply (e.g., peace officers or certain regulated employees). It also ensures privacy protections around medical cannabis use and provides legal recourse for those whose rights are violated. Cities will need to ensure compliance with this law, particularly regarding their drug testing policies.

HB 1896 (Cole) - Mental Health Leave: Relating to a mental health leave policy for certain telecommunicators.

This bill would among other things, provide that each law enforcement agency, and each agency of the state or of a political subdivision that employs a full-time telecommunicator for emergency medical services, shall develop and adopt a policy allowing the use of mental health leave by the telecommunicator employed by the agency who experiences a traumatic event in the scope of that employment.

HB 1924 (Bryant) - Employment Restriction: Relating to employment restrictions for certain former county or municipal officers and employees.

This would provide that:

1. *A former county or city officer or employee who during the period of county or city service or employment participated on behalf of the county or city in a contract negotiation or procurement involving a person may not accept employment from that person before the second anniversary of the date the contract is signed, or the procurement is terminated or withdrawn; and*
2. *The governing body of a county or city may, on an individual basis, waive the applicability of the prohibition under (1) above for a former county or city officer or employee who submits to the governing body an application for a waiver from the prohibition in the form and manner the governing body requires.*

HB 1985 (Hickland) - Firefighters ‘Age Limit; Relating to the age limit for a beginning position in a fire department under municipal civil service.

This would provide that, in a city that has adopted civil service, the maximum age limit for a person to be certified as eligible for a beginning position in a fire department shall be 45 years of age.

HB 2005 (Toth) - Salary Limitations; Relating to a limitation on the salary paid to officers and employees of this state and political subdivisions of this state.

This would among other things provide that the salary of an officer or employee of a political subdivision, including a city, may not exceed 150 percent of the amount of the salary set for the governor.

HB 2009 (Hernandez) - Occupational Medical Examinations; Relating to an annual occupational medical examination for fire fighters.

This would among other things provide that :

1. *A fire department shall offer an annual occupational medical examination to each firefighter employed by the fire department at no cost to the firefighter;*
2. *The annual occupational medical examination must be confidential and include; (a) a blood test; (b) a urine test (c) a pulmonary function test; (d) an electrocardiogram; € an infectious disease screening; (f) a cancer screening, and (g) a chest Xray every five years;*
3. *A fire department is not required to offer an annual occupational medical examination if the fire department offers an annual occupational medical examination under an annual occupational medical examination plan submitted to the Texas Commission on Fire Protection by February 1 of each year and;*
4. *The plan described in (3) above must be endorsed by a physician and be substantial compliance with standards developed by the National Fire Protection Association.*

HB 2098 (Martinez) - Civil Service System; Relating to applicability of the civil service system for municipal firefighters and police officers and sheriff's departments.

This would among other things, provide that:

1. *A city that has a population of 25,000 or more and that has a paid fire department or police department shall automatically become a civil service city; and*
2. *Each firefighter, employee of the fire department whose primary duties are to provide emergency medical services, or police officer who has been in the service of a city described in (1) above, for more than six months at the time this bill first becomes applicable to the city and who is entitled to civil service classification has the status of a civil service employee and is not required to take a competitive examination to remain in the position the person occupies at the time this bill first becomes applicable to the city.*

HB 2387 (Wilson) - Presumption: Relating to the entitlement to benefits for chaplains employed by certain fire departments, police departments, and other law enforcement agencies.

This would expand the applicability of the disease presumption benefits to an individual who is employed or formally designated as a Chaplain for an organized volunteer firefighting unit or other fire department of the state or of a political subdivision or a law enforcement agency of the state or of a political subdivision of the state.

HB 2414 (Cole) - Post-traumatic Stress Disorder: Relating to the eligibility of certain first responders for workers' compensation benefits for post-traumatic stress disorder under the workers' compensation system.

This would presume that post-traumatic stress disorder suffered by a first responder is a compensable injury under workers' compensation unless it is shown by a preponderance of the evidence that

- 1. the disorder is caused by one or more events occurring outside the course and scope of the first responder's employment and*
- 2. no event or events that occurred in the course and scope of the first responder's employment were a producing cause of the disorder.*

HB 2486 (Hefner) - Law Enforcement Files: Relating to certain files maintained by a law enforcement agency regarding certain employees of the agency.

This bill establishes requirements for law enforcement agencies regarding the maintenance and handling of department files for licensed law enforcement officers.

HB 2513 (Tepper) - Military Leave; would provide that, for the purposes of calculating the payment amount for a paid military leave of absence for a fire protection employee, a 24-hour work shift constitutes one workday.

HB 2660 (Lalani) - Public Information Officer: Relating to the requirement to obtain certification and continuing education for certain public information officers.

This bill introduces new requirements for cities regarding the employment of Public Information Officers (PIOs), including those working in the police department. It mandates that the city employ a certified Public Information Officer and ensure that they maintain ongoing education in emergency communications. The city will need to track compliance with certification and continuing education and ensure that these records are available for inspection by TDEM. Additionally, the city will need to allocate resources to support the certification and education programs for the PIO.

HB 2713/SB 1331 (Darby/Hancock) - Civil Service Repeal: Relating to the repeal of a municipal civil service system for firefighters and police officers in certain municipalities.

This would provide that the ability for voters to petition for an election to repeal civil service only applies in a city with a population of less than 70,000 that has operated under civil service for its police officers or firefighters for at least one year.

HB 2744 (Vasut) - E-Verify: Relating to requiring state contractors, political subdivisions of this state, and private employers to participate in the federal electronic verification of employment authorization program, or E-verify; creating civil penalties.

This would, establish new requirements regarding the employment of individuals by political subdivisions, including the City. The bill focuses on ensuring that political subdivisions participate in the E-Verify program to verify employment authorization.

LIBRARY

HB1138 (Gamez) - Relating to the authority of a municipality or county to regulate or prohibit the carrying of a firearm of certain individuals on the premises of certain libraries.

HB 1480/SB 422 (Longoria/Eckhardt) - Relating to the award of library construction grants by the Texas State Library and Archives Commission.

This bill would increase grant opportunities to include the construction of new libraries or the renovation of existing ones.

HB 2430 (Capriglione) - Relating to prohibiting sex offenders from residing or loitering within a certain distance of certain locations where children commonly gather and from participating in certain Halloween activities; creating a criminal offense.

HB 2572 (Harrison) - Relating to the authority of a public library to financially support the American Library Association.

This bill prohibits a public library from participating in any training, conference or other event sponsored or held by the American Library Association either directly or indirectly.

PLANNING/LAND USE

SB 15/HB 3919 (Bettencourt/Gates) – Relating to size and density requirements for residential lots in certain municipalities; authorizing a fee.

The bill prohibits these municipalities from enforcing ordinances that require residential lots to exceed 1,400 square feet in size, be wider than 20 feet, or deeper than 60 feet. Additionally, it restricts the density of dwelling units on residential lots to a minimum of 31.1 units per acre. While this bill only applies to municipalities with populations over 90,000 that are located in counties with populations exceeding 300,000, it is a further erosion of municipal sovereignty and it might just be a matter of time before it is applied as state-wide pre-emption.

SB 673 (Hughes) - Relating to regulation of accessory dwelling units by political subdivisions.

This bill prohibits political subdivisions from enacting regulations that would restrict the construction, leasing, or occupancy of ADUs, including limitations on size, design, and parking requirements, among others. It also mandates that permit applications for ADUs be processed ministerially without discretionary review, requiring a decision within 60 days. Additionally, the bill clarifies that it does not override existing historic

preservation rules or homeowners association regulations that may limit ADU construction.

TML has provided [written testimony](#) which outline the detriment this bill will have to cities.

[SB 785/HB 1835](#) (Flores/Guillen) – Manufactured Homes: Relating to the regulation of new HUD-code manufactured housing.

This bill would: (1) prohibit a city from unreasonably regulating or restricting the installation of a new HUD-code manufactured home; (2) prohibit a city from requiring a specific use permit for a new HUD-code manufactured home; (3) require a city with zoning regulations to permit the installation of a new HUD-code manufactured home under at least one residential zoning classification or type of residential zoning district; and (4) prohibit a city from adopting zoning regulations that directly or indirectly prohibit HUD-code manufactured homes in all residential areas of the city.

[SB 1160](#) (Campbell) – Zoning Notice: Relating to notice of changes to municipal zoning regulations and boundaries.

This bill requires cities to publish zoning hearing notices at least 30 days in advance in an approved newspaper and mandates written notice to nearby property owners, emergency services, and schools. It also sets criteria for valid protests, requiring signatures from owners of at least 20% of the affected or adjacent area within 1,500 feet.

[HB 23/2977/SB 2353](#) (Cook/Harris/Creighton) – Relating to the authority of certain persons to obtain third-party review of plats and property development plans, permits, and similar documents, and the inspection of an improvement related to such a document.

The bill amends the Local Government Code to establish the option for third-party review and inspection of development documents and related improvements at the sole discretion of the developer. It allows applicants and landowners to seek reviews and inspections from qualified individuals who are not affiliated with the regulatory authority or the subject of the application. Specifically, the bill outlines the qualifications for third-party reviewers and inspectors, including licensed engineers and certified building inspectors, and mandates that they conduct their reviews and inspections in accordance with applicable laws, providing results to the regulatory authority within 15 days. Additionally, the bill prohibits regulatory authorities from requiring applicants to waive their right to third-party reviews or to seek additional approvals for documents already approved by third-party reviewers.

TML has provided [written testimony](#) which outlines the detriment that this bill will have to cities.

[HB 1901](#) (Cook) – ETJ Release: Relating to the release of certain areas from a municipality's extraterritorial jurisdiction by petition or election.

This bill would exempt the following areas of a city's extraterritorial jurisdiction from release by petition or election: (1) areas located within: (a) one-quarter mile of the corporate boundaries of a city with a population of less than 5,000; (b) one-half mile of

the corporate boundaries of city with a population of 5,000 to 24,999; (c) one mile of the corporate boundaries of a city with a population of 25,000 to 49,999; (d) 1-1/2 miles of the corporate boundaries of a city with a population of 50,000 to 99,999; or (e) 2-1/2 miles of the corporate boundaries of a city with a population of 100,000 or more; and (2) an area identified in a city's long-range master plan for land use, water infrastructure, wastewater infrastructure, or roadways.

HB 2011 (C. Bell) – Right to Repurchase Following Eminent Domain: Relating to the right to repurchase from a condemning entity certain real property for which ad valorem taxes are delinquent.

This would entitle a person from whom a real property interest is acquired by an entity through eminent domain for a public use, or that person's heirs, successors, or assigns, to repurchase the property if the entity that acquired the property through eminent domain has an obligation to pay property taxes on the acquired property and has failed to pay any such taxes on the acquired property before the second anniversary on which the unpaid taxes became due.

HB 2013 (C. Bell) – Homeowners' Associations and Right to Keep Chickens: Relating to the authority of certain property owners' associations to prohibit or restrict the keeping of chickens.

This would prohibit a property owners' association from including or enforcing a provision in a dedicatory instrument that prohibits or restricts a property owner from keeping chickens on the owner's property if a city ordinance authorizes the property owner to keep chickens on the property.

HB 2024 (Turner) – Extraterritorial Jurisdiction Release: Relating to the release of certain areas from a municipality's extraterritorial jurisdiction by petition or election.

This would exempt the following areas within a city's extraterritorial jurisdiction (ETJ) from release by petition or election: (1) an area for which the release would result in the city's remaining ETJ not being contiguous; and (2) an area for which the city has spent at least \$1 million to develop.

HB 2149 (Tepper) – Nonconforming Uses: Relating to nonconforming land uses after the adoption of or change to a zoning regulation or boundary.

This law requires cities to negotiate agreements with property owners before stopping a nonconforming use, allowing either financial compensation or a set period for continued use. Property owners can determine the duration of continued use and receive notice of their rights. If a nonconforming use stops due to a zoning change, the owner may resume it within five years, unless compensation was received. Cities cannot prohibit repairs, replacements, or necessary modifications of nonconforming structures. The existing appeal process for zoning violations is repealed, and property owners may sue for declaratory relief while continuing the nonconforming use. The law also waives municipal immunity from such lawsuits.

HB 2480 (Talarico) – Accessory Dwelling Units: Relating to municipal and county regulation of accessory dwelling units; authorizing fees.

This law permits cities and counties to regulate accessory dwelling units (ADUs) through ordinances, allowing their construction, sale, or lease while maintaining zoning and safety standards. It sets guidelines for ADU design, fees, and placement but prohibits restrictions based on age or employment and allows local governments to regulate short-term rentals and prevent separate ADU sales.

HB 2494 (Craddick) – Disannexation for Failure to Provide Services: Relating to disannexation of certain areas of a municipality for failure to provide services.

This law allows residents to petition for disannexation if a city fails to provide required services, mandating the city to comply within 60 days or face legal action. If a court confirms the city's failure, it must order disannexation and award attorney's fees, ensuring residents receive essential city services or the right to exit city jurisdiction.

HB 2615/SB 1106 (Harris/Parker) – Public Improvement Districts: Relating to publication of public improvement district service plans and assessments on certain public Internet websites.

This would require a city to: (1) post a copy of a public improvement district (PID) service plan and certain other information on the city's website within seven days of approving, amending, or updating the plan; (2) submit an assessment roll for each city PID to each appraisal district in which property subject to assessment is located within seven days of levying the assessment; and (3) post on its website certain information about city PIDs.

HB 2683 (Harrison) – Mobile Food Vendor Regulation Preemption: Relating to the regulation of mobile food vendors; requiring an occupational license; imposing fees; authorizing an administrative penalty.

This law limits a city's ability to regulate mobile food vendors beyond state law while ensuring compliance with fire codes, zoning, and health regulations. It sets statewide licensing and inspection requirements, grants vendors broad operational freedoms, and restricts local authorities from imposing additional permits, fees, or operational constraints, except in public parks and for safety concerns.

HB 2687 (Guillen) – Zoning Regulation Reconsideration: Relating to municipal zoning regulations and district boundaries.

This law clarifies that zoning classifications are zoning regulations, mandates certified mail and website postings for rezoning notices, and allows property owners to petition for a public hearing on zoning changes within two years. It requires a three-fourths city council vote to uphold reconsidered zoning regulations, voids unenforceable regulations, permits legal action for procedural violations, penalizes noncompliant cities with loss of state economic funds, and waives governmental immunity for such lawsuits.

HB 2706 (Zwiener) – Eminent Domain: Relating to the possession of property to be acquired by eminent domain during pending litigation in a condemnation proceeding.

This would, among other things, provide that: (1) the state, county, a city, or an irrigation, water improvement, or water power control district may take immediate

possession of a property under eminent domain after paying or depositing the money awarded by the special commissioner in a condemnation proceeding and is not required to deposit a bond or amount equal to the amount of damages before taking possession; and (2) the bill shall not be construed to prohibit an agreement between the parties allowing the condemnor to take immediate possession of the property pending resolution of further litigation.

HB 2797/SB 1567 (Vasut/Bettencourt) – Occupancy of Dwelling Units: Relating to the authority of home-rule municipalities to regulate the occupancy of dwelling units.

This law prohibits home rule cities from enforcing occupancy limits based on age, familial status, occupation, or relationships while defining "dwelling unit" to exclude transient accommodations. It allows occupancy limits only for health and safety reasons, permits property owners to sue for violations, waives governmental immunity, and grants prevailing claimants attorney's fees.

HB 3172/SB 854 (Gates/Middleton) - Relating to municipal regulation of multifamily and mixed-use development on religious land.

This bill provides that cities must allow mixed-use and multifamily developments on religious owned land and prohibits a city's ability to regulate the development in certain ways.

This bill applies to all cities. TML provided [written testimony](#) which outlines the detriment that this bill will have to cities.

POLICE

SB 3 (Perry) – Consumable Hemp: Relating to the regulation of consumable hemp products and the hemp-derived cannabinoids contained in those products; requiring a registration; imposing fees; creating criminal offenses; providing an administrative penalty.

This would, among other things, create criminal offenses for the: (1) manufacture, delivery, or possession with intent to deliver certain consumable hemp products; (2) possession of certain consumable hemp products; (3) sale or distribution of certain consumable hemp products to persons younger than 21 years of age; (4) manufacture, distribution, or sale of consumable hemp products for smoking; (5) sale or delivery of certain consumable hemp products near a school; and (6) provision of certain consumable hemp product by courier, delivery, or mail service.

SB 241 (Flores) - Relating to prohibitions on camping in a public place.

This bill amends the Local Government Code to establish stricter regulations regarding public camping bans. It prohibits local entities from adopting policies that discourage the enforcement of public camping bans, including the investigation of violations. New sections are added to require local entities to develop a complaint process for violations of public camping bans and to report the number of complaints and their dispositions to the attorney general annually. Additionally, if a local entity fails to act on complaints within 90 days, the attorney general can declare it a "violating local entity," which may

result in financial penalties, including withholding tax revenue. It also modifies the Penal Code to ensure that personal property of individuals arrested for camping-related offenses is preserved, with specific provisions for nonhazardous personal property. It also introduces new tax code sections that prevent the distribution of tax revenues to municipalities or counties that fail to act on public camping ban complaints. The bill mandates that local entities implement the required complaint processes by December 1, 2025, and that the attorney general establish reporting rules by January 1, 2026.

SB 1362/HB 162 (Hughes/Cain) – Extreme Risk Protective Orders: Relating to prohibiting the recognition, service, and enforcement of extreme risk protective orders; creating a criminal offense.

This would, among other things: (1) preempt cities from adopting or enforcing a rule, ordinance, order, policy, or other similar measure relating to an extreme risk protective order unless state law specifically authorizes the adoption and enforcement of such a rule, ordinance, order, policy, or measure; (2) prohibit cities from accepting federal grant funds for the implementation, service, or enforcement of a federal statute, order, rule, or regulation purporting to implement or enforce an extreme risk protective order against a person in this state; and (3) provide that any person who serves or enforces or attempts to serve or enforce an extreme risk protective order against a person in this state, unless the order was issued under the laws of this state, commits a state jail felony criminal offense.

SB 1349 (Hughes) – Transnational Repression Training Program: Relating to creating the criminal offenses of transnational repression and unauthorized enforcement of foreign law and to a study and law enforcement training regarding transnational repression.

This bill aims to enhance law enforcement awareness and preparedness in addressing foreign threats to individuals and communities in Texas.

SB 1761 (West) - Relating to the collection of certain incident-based data reported to the Texas Commission on Law Enforcement.

This bill mandates the commission to conduct a study on the incident-based data collection process. This study will focus on improving data quality, reducing redundant reporting requirements, and exploring the feasibility of collecting additional data regarding interactions between peace officers and the public.

HB 33 (McLaughlin) - Relating to active shooter events and other emergencies, including certain accreditations of law enforcement agencies that respond to such emergencies.

This bill requires municipalities, counties, school districts, and institutions of higher education to adopt detailed written policies for responding to active shooter emergencies based on best practices. The bill also amends the Education Code to mandate that school districts and public junior colleges implement multihazard emergency operations plans, including training, communication measures, and mandatory drills. New provisions emphasize security reviews and prompt recovery measures following incidents, while local law enforcement and emergency medical services are required to evaluate their responses and submit reports detailing their actions.

HB 626 (Bell) - Relating to granting limited state law enforcement authority to certain federal law enforcement officers.

The bill amendment removes the previous requirement that only certain federal agents were recognized under this provision, thereby broadening the scope of federal law enforcement personnel who can operate under Texas law who will have the powers of arrest, search, and seizure specifically for felony offenses. The new additions to the list of federal investigators include police officers with the Office of Security and Law Enforcement of the United States Department of Veterans Affairs, federal air marshals of the Transportation Security Administration, and police officers or detectives from the United States Department of Defense and its component agencies.

HB 881 (Thompson) - Relating to a progressive disciplinary matrix for police officer misconduct in certain municipalities.

This bill proposes the establishment of a progressive disciplinary matrix for police officer misconduct in municipalities that have not adopted Chapter 143 of the Local Government Code. It mandates that public employers implement this matrix, which outlines a range of disciplinary actions based on the nature of the infraction and the officer's prior conduct. The matrix must include standards for disciplinary actions related to the use of force, evaluation of uncommon infractions, and presumptive actions for various types of infractions. Additionally, the bill requires that any written agreements ratified under this subchapter must implement the progressive disciplinary matrix and cannot conflict with existing statutes or rules regarding disciplinary actions.

HB 2136 (Bhojani) - Relating to design and use of a model criminal citation.

This bill would require law enforcement agencies to adopt a model criminal citation that is aimed to reduce costs associated with missed court appearances and improve court efficiency. It must be based on credible research and include essential information such as court contact details, appearance requirements, and resources for individuals who may need assistance.

HB 2217 (Wharton) - Relating to establishing a grant program to equip motor vehicles used by peace officers with certain bullet-resistant components. Ballistic door panels, and glass.

HB 2361 (Spiller) - Relating to agreements between local law enforcement agencies and United States Immigration and Customs Enforcement to enforce federal immigration law.

This bill mandates that each law enforcement agency in Texas must request and enter into a written agreement with the United States Immigration and Customs Enforcement (ICE) under Section 287(g) of the Immigration and Nationality Act. This agreement would authorize local officers to enforce federal immigration laws and requires agencies to document any attempts to enter into such agreements, maintaining this documentation indefinitely and providing it to the attorney general.

HB 2927 (Campos) – Failure to Report Offense: Relating to increasing the criminal penalty for a peace officer who fails to report the suspected abuse, neglect, or exploitation of an elderly person or a person with a disability.

This would enhance the penalty for the offense of failure to report that an elderly person or a person with a disability has been abused, neglected, or exploited to a state jail felony if it is shown on the trial of the offense that the actor is a peace officer who encountered the abused, neglected, or exploited person in the course of discharging his or her duties as a peace officer.

HB 2929 (DeAyala) – Relating to training for peace officers on interacting with persons with autism spectrum disorder.

This bill aims to improve law enforcement interactions with individuals on the autism spectrum, ensuring better communication, safety, and response protocols.

HB 2936 (Dutton) – Asset Forfeiture: Relating to asset forfeiture proceedings under the Code of Criminal Procedure.

This would, among other things, provide that: (1) in a forfeiture proceeding, the attorney representing the state may only present evidence the admissibility of which would not be prohibited in the prosecution of the underlying offense giving rise to the forfeiture; and (2) a final conviction of the underlying offense is required for forfeiture, and that the court shall dismiss a forfeiture proceeding on proof of a dismissal or acquittal of the underlying offense, regardless of whether the owner or interest holder has met any requirements for the forfeiture proceedings, including answering the state's complaint.

HB 2956 (McLaughlin) – Family Violence Central Database: Relating to a central database containing information about certain persons who have been convicted of or received a grant of deferred adjudication community supervision for certain offenses involving family violence and related notice requirements; creating a criminal offense.

This bill aims to enhance public safety by increasing transparency and tracking family violence offenders, similar to the existing sex offender registry system with the creation of a Family Violence Central Database, maintained by the Department of Public Safety (DPS), to track individuals convicted of or placed on deferred adjudication for family violence offenses.

HB 2957 (Reynolds) – Motorcycles on Roadways: Relating to the operation and movement of motorcycles on a roadway laned for traffic allowing for lane sharing and limited lane filtering under specific conditions.

This bill introduces lane-sharing flexibility for motorcyclists while identifying safety measures for passing slow-moving or stopped vehicles.

HB 2982 (Zwiener) – Crowd Control: Relating to law enforcement policies prohibiting a peace officer from using less lethal projectiles for the purpose of controlling the activity or movement of a gathering of people.

This bill would require a law enforcement agency to adopt a policy on crowd control that prohibits its peace officers from using less lethal projectiles to control the activity or movement of a gathering of people.

HB 3049 (Kerwin) – Animal Control Officers: Relating to the designation of animal control officers as first responders.

This bill would provide that, for purposes of the Governor's Interoperable Radio Communications Program, a first responder includes, among others, an animal control officer whose duties include responding rapidly to an emergency.

HB 3065 (Anchia) – Firearm Buyback Program: Relating to the disposition of a firearm surrendered through a firearm buyback program administered by certain local law enforcement agencies.

This bill establishes requirements for firearm disposal in local firearm buyback programs to ensure weapons are properly handled and do not re-enter circulation, except under strict background check conditions.

HB 3084 (Toth) – Solicitation by Pedestrians: Relating to solicitation by pedestrians.

The bill amends Section 552.007(a) of the Transportation Code to prohibit individuals from standing in a roadway or the right-of-way of a roadway to solicit rides, contributions, employment, or business from vehicle occupants. The previous allowance for individuals to solicit charitable contributions in roadways, provided they had authorization from local authorities, has been removed.

HB 3110 (M. Perez) – Asset Forfeiture: Relating to civil asset forfeiture of digital currency or other similar property.

This bill updates asset forfeiture laws to address the seizure and handling of digital assets, such as cryptocurrency, non-fungible tokens (NFTs), and stablecoins.

HB 3207 (Dean) – Assault of a Peace Officer: Relating to the prosecution and punishment of the offense of intoxication assault; increasing a criminal penalty.

This bill would provide, among other things, that the offense of intoxication assault is a felony of the second degree if it is shown on the trial of the offense that the person caused bodily injury to a peace officer while the officer was in the actual discharge of an official duty.

HB 3246 (LaHood) – Resilience Training Program: Relating to a resilience training program for first responders and active-duty military personnel.

This bill introduces a new Chapter 56 to the Health and Safety Code, which defines "active-duty military personnel" and "first responder," and mandates the joint development and implementation of a cognitive health resilience training program by the commission, the Department of Public Safety, and the Texas Military Department. This program aims to assist these individuals in transitioning from their service roles to daily life, ensuring that the training is accessible both in-person and electronically through the commission's website. Relevant agencies must develop and implement the resilience training program as soon as practicable after the bill's effective date, which is set for September 1, 2025. This initiative reflects a commitment to supporting the mental health and well-being of those who serve in high-stress roles, recognizing the unique challenges faced by first responders and military personnel.

PUBLIC INFORMATION/OPEN GOVERNMENT

SB 710 (Eckhardt) – Online Message Board: Relating to the establishment and use of a written electronic communications system accessible to the public by certain municipal entities.

This would, among other things, provide that: (1) a city may authorize its zoning commission to establish and use an online message board for the communication or exchange of information between its members; (2) a message board created for the purpose described by (1), above, must be reauthorized every two years; and (3) an employee of the city must monitor the message board for compliance with the law.

SB 919 (Zaffirini) – **Public Information:** Relating to a governmental body's response to a request for public information.

This bill increases accountability for timely responses to public information requests, especially in cases where information is withheld. It ensures compliance with the PIA by introducing penalties for failure to act promptly and mandates training for public information officers who fail to meet their obligations. This bill would strengthen the City's commitment to transparency and responsiveness in public records requests.

SB 986 (Bettencourt) – **Public Information:** Relating to procedures under the public information law, including expedited responses and charges for bad faith requests.

This bill reinforces compliance with the PIA by increasing penalties for bad faith actions, allowing trained officials to make withholding determinations, and clarifying appeal procedures.

SB 1295 (Johnson) – **Open Government Training:** Relating to open meetings and public information training for certain public officials and attorneys regarding the open meetings and public information laws.

The bill requires the timely completion of training for attorneys and public officials involved in open meetings and public information matters. This ensures compliance with the Open Meetings Act and Public Information Act, promoting transparency and accountability. The City will need to ensure that relevant personnel, including attorneys, comply with these training requirements within the specified timeframes to avoid potential legal and financial consequences.

SB 1293 (Johnson) – **Dates of Birth:** Relating to the availability of dates of birth under the public information law.

This bill amendment specifies that governmental bodies cannot withhold a date of birth unless it is permitted by Section 552.102, federal privacy requirements under the Health Insurance Portability and Accountability Act of 1996, or other constitutional or statutory law. This change clarifies the conditions under which dates of birth can be disclosed, ensuring greater transparency in public information requests.

SB 1294 (Johnson) – Public Information Act: Relating to compliance with the public information law, including establishment of an open records hotline to provide information about the requirements of the public information law.

This bill increases public access to information under the Texas Public Information Act (PIA) by enhancing guidance, complaint processes, and oversight.

SB 1299/HB 2892 (Campbell/Hernandez) – Confidentiality of Personal Affiliation

Information: Relating to the prohibited release by a public agency of personal affiliation information regarding the members, supporters, or volunteers of or donors to certain nonprofit organizations; creating a criminal offense.

This bill restricts the collection, release, and disclosure of personal affiliation information related to individuals and nonprofit organizations. It will require the City to review and adjust its policies to ensure compliance, particularly in handling information about nonprofit organizations and their supporters

HB 1678 (Canales) – Public Information: Relating to the collection and disclosure of certain public information.

This bill makes several modifications to the Texas Public Information Act (PIA) to clarify what information is public and how governmental entities must handle public records requests.

HB 2028 (Hickland) – Open Meetings Notice: Relating to the governmental bodies required to post on the Internet notices and agendas for meetings under the open meetings law.

This bill amends Section 551.056 of the Government Code to update the requirements for governmental bodies to post notices and agendas for meetings on the Internet. It specifies that the section applies to any governmental body or entity that maintains an Internet website, removing previous references to specific types of entities such as municipalities, counties, and school districts. The new language mandates that these bodies must post meeting notices and agendas on the home page or landing page of their websites, ensuring greater accessibility for the public.

Additionally, the bill clarifies that the validity of a posted notice or agenda is preserved if the governmental body or entity made a good faith effort to comply with the posting requirements, even if a technical issue beyond their control prevented full compliance.

HB 2270 (Turner) – Train Collision Information: Relating to the disclosure of certain information regarding a record of a collision or violation involving a person operating a railroad locomotive or train.

The bill amends the Transportation Code to enhance the confidentiality of records related to collisions or violations involving railroad locomotives or trains. Specifically, it updates Section 192.005 to clarify that if a person operating a train is involved in a collision with another train, a motor vehicle, or a pedestrian, their driver's license information cannot be included in any reports, nor can their involvement be recorded in their individual driving record maintained by the Department of Public Safety.

Additionally, the bill introduces a new section, 192.006, which establishes strict guidelines for the disclosure of personally identifying information related to train crew members and communications between the crew and law enforcement. This information can only be disclosed under specific circumstances, such as to law enforcement officers, the railroad company involved, regulatory agencies, or individuals authorized by court order.

HB 2330 (Hopper) – Public Information Act: Relating to creating a civil cause of action against a governmental entity for a violation of the public information law.

This bill would provide that a requestor can bring a civil action for damages against a governmental body that fails to comply with the public information law. If the requestor prevails, they are entitled to exemplary damages up to \$200,000 for each violation, as well as reasonable attorney's fees and court costs. Additionally, the bill waives sovereign immunity for the state and local entities to the extent of liability created by this section.

HB 2355 (Fairly) – Crime Victims Compensation: Relating to requests for law enforcement agency reports from the attorney general related to crime victims' compensation applications.

This bill would provide that information provided by a law enforcement agency to the attorney general to allow the attorney general to determine whether a claimant or victim qualifies for an award under the crime victims' compensation fund and the extent of the qualification shall not be releasable under the Public Information Act.

HB 2388/SB 758 (Kerwin/Middleton) – Public Information Act: Relating to the definition of a governmental body for the purposes of the public information law.

This would redefine the definition of "governmental body" to include non-profit state agencies and subjects them to the Public Information Act.

HB 2520 (Johnson) – Notice of Meetings: Relating to the open meetings law. This bill clarifies meeting notice requirements and limits the use of closed meetings for personnel discussions if the governmental body's deliberations concern operational issues that generally impact a class or group of employees, including changes in the duties or compensation of a class or group of employees.

This bill aims to increase transparency in governmental meetings while ensuring proper use of executive sessions for personnel matters.

HB 2248/SB 824 and 852 (Smithee/Middleton) – Public Information Act: Relating to the public information law.

The bill introduces stricter timelines, provisions to ensure compliance, and penalties for failure to adhere to PIA requirements. It also ensures that public bodies cannot impose unnecessary fees and requires training for officials who fail to comply with the PIA. The City will need to ensure that it is meeting these requirements to avoid potential penalties and litigation costs.

TRANSPORTATION

HB 3727/SB 1555 (Patterson/Nichols) – Railroad Grade Crossings: Relating to a grant program to fund certain railroad grade separation projects.

This bill would direct the Texas Department of Transportation to establish and administer a program to award grants to political subdivisions of this state or railroad companies to fund rail-roadway located at intersections of railroads and non-state highways or rail-pedestrian grade separation projects located at intersections of railroads and pedestrian crossings, subject to certain requirements.

HB 4207 (King) – Roadway Obstruction by Trains: Relating to obstructing a railroad crossing and the liability of a railway company for such an obstruction; providing a civil penalty.

This bill would provide that: (1) a train of a railway company may not obstruct a street, railroad crossing, or public highway for a period of 30 minutes or more; (2) a violation is subject to a civil penalty not to exceed \$10,000 for each hour that the violation continues; (3) the county in which the violation occurs shall issue a written notice of violation to the railway company; (4) the appropriate district or county attorney may bring an action on behalf of this state to collect the civil penalty; (5) it is a defense to liability if the violation is due to: (a) act of God; or (b) a breakdown of the train; and (6) a railway company in violation is liable to an individual who is harmed by a delay of emergency services caused by the violation.

UTILITIES

HB 156 (Raymond) – Water Facilities: Relating to a study by the Texas Commission on Environmental Quality regarding the protection of certain water facilities from catastrophes.

This would: (1) require the Texas Commission on Environmental Quality (TCEQ) to conduct a study of potential methods for protecting public drinking water supply systems and wastewater treatment facilities regulated by TCEQ from: (a) electrical outages; (b) catastrophic weather events; (c) conduct that constitutes an offense related to protection of critical infrastructure; (d) the projected effects of climate change; and (e) other potential disruptions to providing water service; and (2) provide a report of the study to the governor and legislature by September 1, 2026.

HB 1227 (Gates) – Solid Waste: Relating to municipal solid waste management services contracts; limiting the amount of a fee.

This bill amends the Health and Safety Code to regulate municipal solid waste management services contracts by introducing a cap on franchise fees. Specifically, it adds Section 363.120, which stipulates that municipalities cannot charge more than two percent of the gross receipts of a franchisee for solid waste management services. This aims to provide financial relief to waste management service providers and ensure fair pricing for services rendered within municipalities.

Additionally, the bill modifies Section 364.034(f) to clarify that political subdivisions, including counties and municipalities, cannot restrict entities from contracting with

licensed waste haulers for the collection of various types of waste, such as domestic septage and grease trap waste. It also ensures that municipalities cannot limit the right of entities to contract with providers other than the municipality or its exclusive franchisees for solid waste management services related to commercial, industrial, or multifamily residential waste. The provisions of this bill will take effect on September 1, 2025, and will apply only to contracts entered into after that date.

HB 1245 (Goodwin) – Drought Plans: Relating to a prohibition on the use of water on nonresidential property to irrigate nonfunctional turf during a drought.

This would: (1) require wholesale and retail public water suppliers' and irrigation districts' drought contingency plans to prohibit the use of water on nonresidential property to irrigate nonfunctional turf during periods of water shortages and drought; and (2) include methods for enforcing compliance with the prohibition.

HB 1318 (Guillen) – Water and Sewer Service in Annexed Area: Relating to a certificate of public convenience and necessity to provide water or sewer service in an area incorporated or annexed by a municipality.

This would, among other things, provide that, when a city annexes property and the municipally owned utility (MOU) seeks a certificate of convenience and necessity for water or sewer for the annexed area, the Public Utility Commission shall determine in its order granting the certificate to the MOU the adequate and just compensation to be paid for the transferred property and damages to or adverse effects on property remaining in the ownership of the retail public utility after single certification.

HB 1424 (Goodwin) – Water Conservation Fees: Relating to the structuring of water rates by retail public utilities to promote water conservation; authorizing a fee.

This would, among other things, provide that the governing body of a city may by ordinance: (1) structure the city's rates for water service in a manner that promotes water conservation by all of the city's water customers so that customers in a class who consume greater amounts of water pay a higher rate per unit volume than customers in a class who consume lesser amounts of water; and (2) establish an excessive use fee for water customers whose water usage is greater than the water usage of a percentage of the city's other customers.

HB 1991 (Guillen) – Service Charges for Municipally Owned Utilities: Relating to information regarding certain charges for services provided by municipally owned utility systems.

This would provide that a city that imposes operating, maintenance, replacement, or improvement charges shall: (1) publish the amounts of the charges on the utility system's and the city's websites; and (2) submit the amounts of the charges to the secretary of state for publication in the Texas Register.

This means that the City would have to submit its water and sewer rates and charges to be published in the [Texas Register](#), while also publishing the rates the City's website.

HB 2620 (VanDeaver) – Water Supply in Regional Water Plans: Relating to the inclusion of certain sources of water supply in regional water plans.

This would provide that, in identifying potential sources of water supply to be included in a regional water plan, including sites of unique value for the construction of reservoirs, a regional water planning group may not include in the plan a source of water supply that requires the use of eminent domain and is located in another regional water planning area unless the planning group demonstrates certain criteria.

This proposed legislation would be detrimental to any future water supplies as it would be impossible to create any new water sources for all of the people that are moving into Texas.

HB 2867 (Gates) – Late Payment Fees: Relating to late payment fees charged by a municipally owned water utility.

This bill introduces new regulations regarding late payment fees charged by municipally owned water utilities in Texas. It establishes a structured fee schedule based on the duration of the late payment. Specifically, it prohibits utilities from charging a late payment fee that exceeds \$5 or a percentage of the past due amount, which varies depending on the number of days the payment is overdue: two percent for payments overdue by 32 days, five percent for those overdue by 41 days, and ten percent for those overdue by 51 days. Additionally, the bill stipulates that the late payment penalty period cannot commence until at least 21 days after the utility has mailed or electronically transmitted the customer's bill, and it must conclude when the customer pays all past due amounts.

HB 3429 (Tinderholt) – Fluoride in Drinking Water: Relating to the duty of a public water supply system to provide certain information to consumers regarding fluoride in drinking water.

This would provide that: (1) a public water supply system that furnishes to the public for a charge drinking water to which fluoride has been added shall disclose in a conspicuous place on each customer's water bill: (a) the amount of fluoride that occurs naturally in the drinking water furnished by the system to the customer; (b) the amount of fluoride added to the drinking water before distribution to the customer; and (c) the combined amount of fluoride present in the drinking water; and (2) information disclosed under (1), above, must be accurate for drinking water distributed to a customer not more than one week before the bill is provided to the customer.



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 1. (CONSENT AGENDA)

Title: Consider approving City Council minutes dated February 27, 2025; and take appropriate action.

Department: Administration

Contact: Amy Piukana, City Secretary

Recommendation:

The City Administration recommends the City Council adopt the minutes from the February 27, 2025, City Council meeting.

Background:

The City Council shall adopt the minutes at the next regularly scheduled City Council meeting. These minutes are the official record of the meeting and shall be kept on file in the City Secretary's Office for permanent retention.

City Attorney Review: No

Attachments:

1. CCM 2.27.25

Alyssa Linenkugel, Place 1
Tomas Mendoza, Place 2
John Mounce, Place 3



James Castle, Place 4
Daniel Dennis, Place 5
Shelby St. Claire, Mayor Pro Tem, Place 6

James Clark, Mayor

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin City Council Regular Session Meeting - February 27, 2025

A) CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: ***"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"***

Present

Mayor James Clark, Mayor Pro Tem Shelby St. Claire, Council Member Alyssa Linenkugel, Council Member John Mounce, Council Member Tomas Mendoza, Council Member James Castle, Council Member Daniel Dennis (*Absent*)

City Staff: City Manager Jarrod Greenwood, Assistant City Manager Abbey Reece, City Secretary Amy Piukana, Director of Development Matthew Cyr, and City Attorney Matthew Boyle.

With a quorum of members present, Mayor Clark called the meeting to order at 5:30 p.m.

Pastor Joe Slater with Justin Church of Christ led the invocation. Mayor Clark led the Pledge of Allegiance and Pledge to the Texas Flag.

B) RECOGNITION

1. Recognition of the 2024 RISE Award Winners

Mayor Clark recognized the following city employees who received the 2024 RISE Awards (Respect, Integrity, Service and Efficiency, which are the adopted core values):

- Sasha Torres Building Official received the Efficiency Award
- Steve Hartman the Parks and Maintenance Superintendent received the Reliability Award
- Laura Wilkerson Administrative Assistant received the Service Award
- Craig Gardner Senior Construction Inspector received the Integrity Award

The City Manager Jarrod Greenwood, explained these award winners were voted on among their peers. Councilman Mounce and Mayor Clark expressed their gratitude to the staff under Mr. Greenwood's leadership.

2. Recognition of Volunteers who participated in Police Training

Mayor Clark and Police Chief Brian Frieda recognized the following City Staff members who recently volunteered at a Police Training Employee Day Event:

- Tanner Ihnfeldt – Wastewater Crew Lead
- Luis Martinez – Streets Maintenance Worker

C) EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

Mayor Clark recessed into closed session at 5:52 p.m. City Attorney Matthew Boyle read the closed session language into record.

Mayor Clark reconvened into open session at 6:29 p.m.

1. Under Section 551.071, to conduct a private consultation with the City Attorney regarding:

- Trafford Terrace Developers Agreement
- Treeline Development
- Justin Crossing Developers Agreement
- Dream Complex Developers Agreement

2. Under Section 551.072, to deliberate regarding the purchase, exchange, lease, or sale of real property located north of 1st street, south of Timberbrook Parkway, east of Linwood Drive and west of FM 156.

3. Under Section 551.072, to deliberate regarding the purchase, exchange, lease, or sale of real property related to Water Infrastructure

D) TAKE ANY ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION ITEM(S)

Mayor Clark noted there was no action taken as a result of the closed session.

E) UPCOMING MEETINGS AND EVENTS

Communications Manager Krystal Gonzalez Haynes provided a report on upcoming meetings and events. Mayor Clark announced on March 29, 2025, that there will be a car show event (*GoKarts and Minibikes*) at Justin Town Center beginning at 10 a.m. Mayor Clark also announced that the Justin Business Association will hold a Market Day on April 12th, from 10 a.m. to 2 p.m. He warned that

2nd Street would be closed to allow booths and vendors to set up.

1. The following is a list of upcoming meetings and events:
 - March 2, 2025, Texas Independence Day
 - March 3, 2025, Municipal Court at 5 p.m.
 - March 4, 2025, Library Board Meeting at 4:30 p.m.
 - March 11, 2025, Parks & Recreation Board Meeting at 6 p.m.
 - March 18, 2025, P&Z Meeting at 6:30 p.m.
 - March 20, 2025, EDC Meeting at 5:30 p.m.
 - March 27, 2025, City Council Meeting at 5:30 p.m.
 - April 5, 2025, Justin Serve Day/Spring Clean Up
 - April 7, 2025, Municipal Court at 5 p.m.
 - April 8, 2025, Parks and Recreation meeting at 6 p.m.
 - April 12, 2025, Open Air Market hosted by Justin Business Association
 - April 26, 2025, Justin Fun Day

F) PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens with the opportunity to speak, the mayor may impose a three-minute time limitation for each citizen to speak with a seasonal limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic. The Texas Open Meetings Act prohibits the City Council from discussing issues which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

There were no public comments provided.

G) WORKSHOP ITEM(S)

1. Receive a report on the FY 22/23 City Audit.

Mayor Clark noted this item would be tabled to the March 27, 2025, City Council meeting.

2. Discussion regarding a Community Center Update.

Mr. Kearns with FGMA Architects reviewed the City Hall Complex. Mr. Kearns reviewed building functions, existing layout, and key issues (structure built in 1964, not ADA accessible, no fire sprinklers, no ADA compliance, code compliance issues, no HVAC in the gymnasium area, water drainage issues in and around the building. Mr. Kearns provided an Option A and Option B renovation option for the City Council to review.

Mr. Kearns reviewed two options:

Option A - \$8.9 million includes moving staff to a temporary location, renovating the gym, ADA compliance (includes restrooms), parking, and funding; and

Option B - \$4-5.5 million, which would allow construction of a new gymnasium/multipurpose center. He noted the current gymnasium is 7,355 sq ft. at a \$500/sf construction cost based on current projects.

Mayor Clark suggested that the current space could be reconfigured and reused.

Mr. Greenwood stated he needs direction on which plan the City Council wants staff to consider, and he would obtain more details and options for Council review.

Mr. Kearns reviewed the current Public Works building, noting its missing lateral framing, the second floor framing is undersized, and it is not ADA compliant. His recommendation was to perform a full structural analysis of the building to determine if the existing framing requires structural strengthening to support building load and needs to address code and ADA compliance.

After discussion, Mayor Clark suggested an assessment of the building to identify the value of the property and suggested selling it to obtain funding to assist with a new facility at the Wastewater Treatment Plant. The consensus from the City Council was to identify options for a facility at the Wastewater Treatment Plant and bring forward a plan for the City Council to review.

In conclusion, Mayor Clark asked each council member for their feedback. The following feedback was provided:

- Councilwoman Linenkugel stated she supports keeping the gym and supports a multiuse. She further stated that she supports building a new gym when funds are available.
- Councilman Mendoza stated he supports a \$10 million option to allow for more office space.
- Councilman Mounce suggested utilizing the current gym for office space (*temporarily*) until funding is available, and he supports the relocation of public works.
- Councilman Castle stated that he supports having a gym space for children and seniors to have a usable community center.
- Mayor Pro Tem St. Claire stated he supports Option A and would like to include Public Works and solve all the issues. (*He noted this is 26% of the initial bond cost, which failed.*) He urged keeping the look of the new building in line with the Old Town feel.
- Mayor Clark stated he supports utilizing the current gym as flex space and suggested moving the dais and repurposing it to allow an open-floor plan mixed-use community center. He suggested using the current council chambers and renovating it as office space and building a gym.

City Manager Jarrod Greenwood stated we could look at a barndominium-style office building in the Sewer Plant area and will bring this forward for City Council review.

Mr. Kearns stated he would take this feedback and prepare a new plan for the City Council to review.

The City Council recessed at 8:03 p.m. for a break and reconvened at 8:13 p.m.

3. Receive a Fire Station No. 2 Update.

Mr. Charlie Kearns of FGMA Architects provided a Fire Station No. 2 update and City Hall Complex study report. Mr. Kearns reviewed the site location map and site plan, floor plan, and exterior/interior Fire Station renderings.

Resident Tom Cronberger had a question regarding the EOC Room and if emergency radio back accommodations have been included.

Mr. Kearns explained that the storage room and study room will accommodate communications during

bad weather.

Mr. Derick Clore, who resides in Avery Ranch, is responsible for construction and noted that March 11th is the target date to get started. Mr. Clore noted projects go out for bid soon, and he utilizes construct connect to seek bids and also plans to advertise through the Denton Chronicle to ensure that bid processes are followed.

4. Discussion regarding Old Town Area Historic Designation and Old Town Phase III Planning Deliverables

Director of Development and Economic Development Matthew Cyr briefed the City Council regarding this item.

The City Council discussed preservation of Old Town, legislation in regards to building material for new construction, and the need to be proactive now with a plan instead of reactive.

Mayor Pro Tem St. Claire suggested First Street to Timberbrook and 156 to Loudy Street for the Historical designation area.

Council Member Linenkugel asked that when utilizing Place Strategies for Phase III the Council be provided the information ahead of the meeting to allow time for review and feedback.

Mayor Clark asked how soon we could stop new construction. Mr. Cyr explained we have an action item on J.1, Ordinance 781-25, first reading to declare a Demolition Building Permit Moratorium in the Old Town Area.

H) CONSENT AGENDA

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration.

Mayor Pro Tem St. Claire pulled Consent Item H.4, to allow for discussion.

Council Member Mounce asked for clarification of who benefits from this change. Mr. Cyr explained that this is an abandonment of the right of way to allow the business owner to build across the alleyway and provide sewer service.

After discussion, a motion was made by Council Member Castle to approve Consent Items H.1, H.2, and H.3, as presented. Council Member Linenkugel seconded the motion. The motion was approved unanimously.

1. Consider approving the February 13, 2025, City Council minutes; and take appropriate action.
2. Consider adopting Ordinance 797-25, second reading authorizing the abandonment of a right of way located at 6th Street and Topeka Avenue; and take appropriate action.
3. Consider adopting Ordinance 780-25, first reading approving budget amendments to the Economic Development Corporation (Type A) and Community Development Corporation (Type B) Boards; and take appropriate action.

4. Consider approving Resolution 738-25 to authorize the City manager to execute a reimbursement agreement for the developer to pay for the design of the 24" Upper Trinity Regional Water District Line; and take appropriate action.

Mayor Pro Tem St. Claire explained he pulled this item to allow the City Manager to provide more details. Mr. Greenwood explained that a developer has approached the city to expedite the engineering process to extend the line into New Fairview, noting they plan to fund a portion that allows us to extend 7th Street. Mr. Greenwood explained that this item gives authority to the City Manager to negotiate and execute an agreement with multiple agencies and would expedite our timeline.

Councilman Mounce expressed concerns about giving the City Manager funding authority before the City Council reviews the dollar amount.

Mayor Pro Tem St. Claire made a motion to approve Consent Item H.4, as presented. Council Member Castle seconded the motion.

Motion prevailed by the following vote:

Ayes: Linenkugel, Mendoza, Castle, Clark, St. Claire

Opposed: Mounce

The item was approved 5-1, with Councilman Mounce voting in opposition.

I) ITEMS PULLED FROM CONSENT AGENDA

Agenda Item H.4 was pulled for discussion.

J) ACTION ITEMS

1. Consider adopting Ordinance 781-25, first reading to declare a Demolition Building Permit Moratorium in the Old Town Area; and take appropriate action

Director of Planning and Development Matthew Cyr briefed the City Council regarding this item. Mr. Cyr explained he has included a map which covers First Street through Eighth Street in an effort to preserve the Old Town Area.

After discussion, Council Member Mounce made a motion to approve Ordinance 781-25, first through 8th Street and from 156 to Loudy Street. Mayor Clark amended the motion to cover First Street through Twelfth Street. The motion was seconded by Mayor Pro Tem St. Claire. Motion approved unanimously.

K) FUTURE AGENDA ITEMS

There were no future agenda items discussed.

L) ADJOURN

Mayor Clark adjourned the meeting at 8:59 p.m.

Amy Piukana

Amy Piukana, TRMC, City Secretary

Seal:



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 2. (CONSENT AGENDA)

Title: Consider adopting Ordinance 780-25, second and final reading approving budget amendments to the Economic Development Corporation (Type A) and Community Development Corporation (Type B) Boards; and take appropriate action.

Department: Administration

Contact: Abbey Reece

Recommendation:

Approve the Ordinance amending the EDC/CDC Budgets.

Background:

The attached budget amendment is for the associated real property purchase as well as a business survey proposal.

The EDC would be contributing to the costs for the property purchase for \$345,000.

The CDC would be contributing to the costs of a business survey for \$10,000 and an available property added feature for \$7,500.

This is contingent upon the boards approving these amendments at their meeting on February 20th.

City Attorney Review: N/A

Attachments:

1. FY 24-25 EDC and CDC Budget Amendment
2. Ord 780-25 EDC Budget Amendments

ACCOUNT NUMBER	Description	FY 24-25 ORIGINAL BUDGET	\$ CHANGE	FY 24-25 AMENDED BUDGET
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EDC

235-7520-626360	REAL AND PERSONAL PROPERTY	\$ 200	\$ 344,800	\$ 345,000
Total				345,000.00

ACCOUNT NUMBER	Description	FY 24-25 Year End Estimate	\$ CHANGE	FY 24-25 Year End Amended Estimate
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235-350100	FUND BALANCE	\$ 1,080,716	\$ (344,800)	\$ 735,916
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**BUDGET AMENDMENT
FY 2022-2023
Amended Expenditures**

ACCOUNT NUMBER	Description	FY 24-25 ORIGINAL BUDGET	\$ CHANGE	FY 24-25 AMENDED BUDGET
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CDC

236-7530-626183	CONSULTING SERVICES	\$ 2,000	\$ 15,500	\$ 17,500
Total				17,500.00

ACCOUNT NUMBER	Description	FY 24-25 Year End Estimate	\$ CHANGE	FY 24-25 Year End Amended Estimate
236-9999-710745	TRANSFER TO FUND BALANCE	\$ 93,941	\$ (15,500)	\$ 78,441

CITY OF JUSTIN, TEXAS

ORDINANCE NUMBER 780-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS AMENDING THE ADOPTED EDC AND CDC BUDGETS, AUTHORIZING CERTAIN BUDGET AMENDMENTS PERTAINING TO THE FY 2024-2025 EDC BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City Council approved Ordinance number 787-24 Fiscal Year 2024-2025 Budget beginning October 1, 2024 and ending September 30, 2025; and,

WHEREAS, the EDC is adding \$345,000 for the purchase of real property for this fiscal year;

WHEREAS, the CDC is adding \$10,000 for a business survey and \$7,500 for a property listing website feature;

WHEREAS, the City Council of the City of Justin, Texas finds that expanding our commercial opportunities, getting feedback from local business, and enhancing our commercial website capabilities, and

WHEREAS, the City Council has the authority to approve amendments to the Adopted Budget; and,

WHEREAS, the City Council has determined that the proposed amendments to the Fiscal Year 2024-2025 Budget are in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS:

SECTION 1. That Ordinance No. 787-24, the Fiscal Year 2024-2025 Budget Ordinance, is hereby amended to incorporate the changes set out herein are hereby authorized and approved.

SECTION 2. All portions of the existing FY 2024-2025 Budget, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of this ordinance.

SECTION 3. In the event any clause, phrase, provision, sentence, or part of this ordinance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair or invalidate this ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Justin, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 4. That this Ordinance shall become effective from and after its adoption and is so ordained.

PASSED ON THE FIRST READING BY THE CITY COUNCIL ON THE 27 DAY OF FEBRUARY 2025.

PASSED ON SECOND READING BY THE CITY COUNCIL ON THE 13 DAY OF MARCH 2025.

**James Clark,
Mayor**

ATTESTED:

**Amy Piukana,
City Secretary**

APPROVED AS TO FORM:

**Matthew Boyle,
City Attorney**



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 3. (CONSENT AGENDA)

Title: Consider adopting Ordinance 781-25, second reading to declare a Demolition Building Permit Moratorium in the Old Town Area; and take appropriate action.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends consideration.

Background:

This item was brought forward at the request of City Council during the Future Agenda Items portion of the February 13th meeting. On February 27th, City Council approved the ordinance with an amendment to revise the boundaries to include Leuty and 12th Street.

The proposed demolition permit moratorium establishes stringent demolition permit requirements within the "Old Town" district, ensuring historic preservation considerations. The ordinance also introduces an appeals process for denied demolition permits based on economic hardship with a strict purview. These updates aim to enhance public safety, streamline regulatory processes, and preserve the city's architectural heritage in the Old Town area.

City Attorney Review: Yes

Attachments:

1. Redline Copy Demo Permit Boundary
2. Proposed Ordinance and Exhibit

Sec. 10-27. Demolition Permits and Economic Hardship

(a) "Old Town" shall mean the area within the boundaries as follows: Beginning on West 12th Street proceeding East to North FM Rd 156, proceeding South on N FM 156 to West 1st Street, proceeding West on West 1st Street to Leuty Street, proceeding north on Leuty Street to West 7th Street, proceeding East on West 7th Street to 12th Street, proceeding East on 12th Street to N FM 156.

(b) A demolition permit for a structure within Old Town shall be required. A demolition permit for a structure within Old Town shall not be issued until an application for certificate of appropriateness is reviewed and approved by City Council.

The following information must be supplied in the application before it may be considered complete:

1. Information describing the condition of the structure. The estimated costs of repair or restoration;
2. Demonstration that the adaptive use or restoration of the structure was seriously contemplated. Any historic records of the structure;
3. Architectural drawings of any proposed new structure(s);
4. Any voluntary conditions for any proposed new structure(s) mitigating the loss of the existing structure;
5. Any other information staff finds appropriate for the rendering of a decision on the application;

(c) The City Council shall hold a public meeting on the application within 60 days of receipt the completed application. A copy of the decision shall be forwarded to the City Council.

(d) An applicant whose demolition permit has been denied may apply for hardship relief. In order to prove the existence of hardship, the applicant shall have the burden to establish that:

1. The property is incapable of earning a reasonable return on the owner's investment;
2. The property cannot be adapted for another use that can result in a reasonable return;
3. No potential purchaser of the property with a reasonable offer who intends to preserve it can be identified.

(e) The City Council shall hold a public meeting on the hardship application within 60 days following the receipt of the hardship application, at which time the proponents and opponents of the application may present their views.

The City Council, may seek expert assistance in the field(s) of real estate development, appraisal, financing, and related areas.

(f) All decisions shall be in writing. Copies shall be sent to the applicant and a copy filed with the City secretary.

ORDINANCE NO. 781-25

**AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS
AMENDING CHAPTER 10 – BUILDINGS AND BUILDING
CODE THROUGH THE ADDITION OF NEW SECTION 10-27,
DEMOLITION PERMITS AND ECONOMIC HARDSHIP,
PROVIDING A REPEALER CLAUSE; PROVIDING A
SEVERABILITY CLAUSE; AND PROVIDING AN
EFFECTIVE DATE**

WHEREAS, the City Council of the City of Justin, Texas declares that as a matter of public policy, protection, preservation, and enhancement of architecturally significant and historic structures is necessary to promote the economic, cultural, educational, and general welfare of the City of Justin; and

WHEREAS, the unique identity of the City of Justin Old Town, as described and identified herein, has a unique identity and the history of that area has produced significant, historic, architectural, and cultural resources; and

WHEREAS, the unnecessary destruction of significant and historic structures within the City of Justin Old Town, as described and identified herein, threatens the economic, cultural, educational, and general welfare of the citizens of the City of Justin; and

WHEREAS, the City Council finds that it is in the best interest of the health safety, and welfare of the public to adopt this Ordinance; and

WHEREAS, all constitutional, statutory, and legal prerequisites for the passage of this Ordinance have been met, including but not limited to the Open Meetings Act; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF JUSTIN, TEXAS, THAT:**

SECTION 1. That all matters stated in the preamble are found to be true and correct and are incorporated herein as if copied in their entirety.

SECTION 2. That chapter 10 of the City of Justin Code of Ordinances is hereby amended through the addition of Section of Chapter 10 Section 27 to read as follows:

- (a) “Old Town” shall mean the area within the boundaries as follows: Beginning on West 12th Street proceeding East to North FM Rd 156, proceeding South on N FM 156 to West 1st Street, proceeding West on West 1st Street to Leuty Street, proceeding north on Leuty Street to West 7th Street, proceeding East on West 7th Street to 12th Street, proceeding East on 12th Street to N FM 156.
- (b) A demolition permit for a structure within Old Town shall be required. A demolition permit for a

structure within Old Town shall not be issued until an application for certificate of appropriateness is reviewed and approved by City Council.

The following information must be supplied in the application before it may be considered complete:

1. Information describing the condition of the structure. The estimated costs of repair or restoration;
 2. Demonstration that the adaptive use or restoration of the structure was seriously contemplated. Any historic records of the structure;
 3. Architectural drawings of any proposed new structure(s);
 4. Any voluntary conditions for any proposed new structure(s) mitigating the loss of the existing structure;
 5. Any other information staff finds appropriate for the rendering of a decision on the application;
- (c) The City Council shall hold a public meeting on the application within 60 days of receipt the completed application. A copy of the decision shall be forwarded to the City Council.
- (d) An applicant whose demolition permit has been denied may apply for hardship relief. In order to prove the existence of hardship, the applicant shall have the burden to establish that:
1. The property is incapable of earning a reasonable return on the owner's investment;
 2. The property cannot be adapted for another use that can result in a reasonable return;
 3. No potential purchaser of the property with a reasonable offer who intends to preserve it can be identified.
- (e) The City Council shall hold a public meeting on the hardship application within 60 days following the receipt of the hardship application, at which time the proponents and opponents of the application may present their views. The City Council, may seek expert assistance in the field(s) of real estate development, appraisal, financing, and related areas.
- (f) All decisions shall be in writing. Copies shall be sent to the applicant and a copy filed with the City secretary."

SECTION 3. That this Ordinance shall be cumulative of all other ordinances of the City of Justin, Texas, and this ordinance shall not operate to repeal or affect any such ordinance except so far as the provisions are inconsistent or in conflict, in which event such other ordinance is repealed.

SECTION 4. If any section, article, paragraph, sentence, clause, phrase or word in this ordinance, or application thereto any person or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance; and the City Council hereby declares it would have passed such remaining portions of the ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 5. The fact that the present ordinances and regulations of the City of Justin, Texas are inadequate to properly safeguard the health, safety, morals, peace and general welfare of the inhabitants of the City of Justin, Texas, creates an emergency for the immediate preservation of the public business, property, health, safety and general welfare of the public which requires that this ordinance shall become effective from and after the date of its passage, and it is accordingly so ordained.

DULY PASSED by the City Council of the City of Justin, Texas, on the 27th day of March 2025.

On first reading, the 27th day of February 2025.

On the second and final reading, the 27th day of March 2025.

APPROVED:

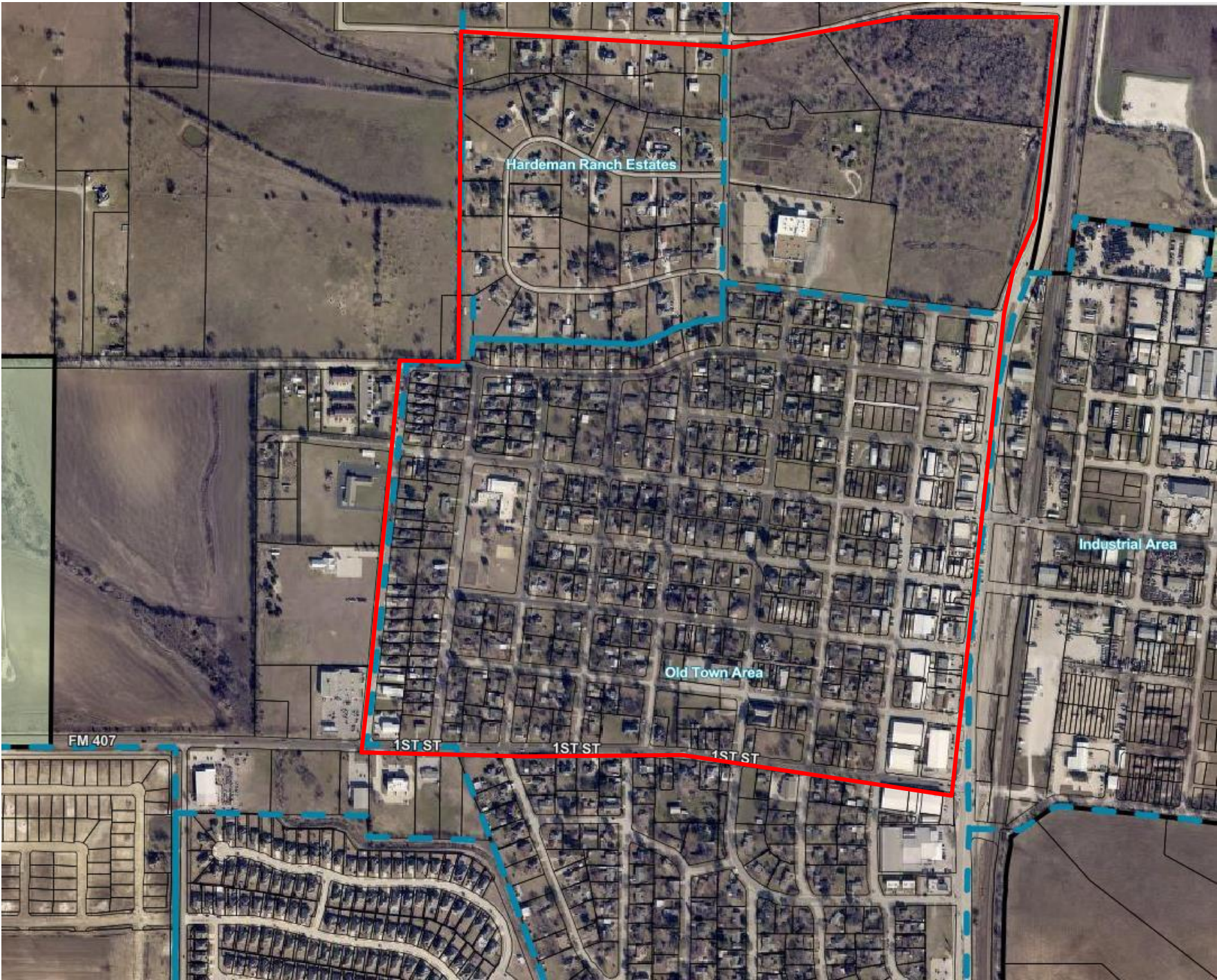
James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney





City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 4. (CONSENT AGENDA)

Title: Consider approving Resolution 740-25, amending the Fee Schedule for new residential building permits for new home construction; and take appropriate action.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends consideration based on the request.

Background:

Due to the high volume of new residential building permits, staff recommends eliminating the 3.5% credit card fee and instead increasing the building permit fee to cover these costs. Currently, many home builders are submitting checks to avoid the credit card fee, placing a significant administrative burden on the Utility Billing and Development Services departments.

The City has experienced unprecedented growth in single-family home construction, issuing approximately 322 new SFR permits in the past six months (October-March), compared to 356 permits for the entire previous year (Oct. 2023-Sept. 2024). The influx of checks has consumed staff time that could be better spent serving residents.

To address this, the proposal increases the building permit fee to \$750 for new home construction, ensuring that credit card processing costs—averaging \$600 per permit—are fully covered. This change will streamline operations and improve efficiency while maintaining the necessary revenue for permit processing. While the main impact has been new Single-Family Residential permits, turning off the credit card fee would be applicable to all building permits.

Lastly, due to the surge in building permits, Construction Inspectors are spending most of their time on driveway inspections rather than multi-million-dollar infrastructure projects. To address this, the City proposes requiring all new drive cuts to be inspected by a third-party inspector managed by Public Works. To offset this cost, the fee schedule will be adjusted to increase the price of driveway inspections for new residential construction. This will not impact existing residential homes.

Staff will monitor the credit card fee usage closely as there may be incidental impacts that we are not aware of at this time. Therefore, we may bring minor amendments further on new commercial or new

residential that impact the development community to help cover these costs.

City Attorney Review: No

Attachments:

1. Proposed Master Fee Schedule 03272025- redlined
2. Master Fee Schedule Resolution 740-24

CITY OF JUSTIN, TEXAS
MASTER FEE SCHEDULE

I. ADMINISTRATIVE SERVICES

Insufficient Funds	\$25.00/check
Police Department Accident Report (Uncertified)	\$6.00
Police Department Accident Report (Certified)	\$8.00
Copies (B&W)	\$0.10/page
Copies (Color)	\$0.20/page
Notary Signature	\$3.00/signature
Credit Card Convenience Fee	3% of Transaction
Open Records Request	
Personnel Labor Cost	\$15.00/hour
Cost per Page (8.5"x11")	\$0.10/page
Cost per Page (Oversized)	\$0.50/page
Shipping	Actual Cost
Personnel Overhead	20% of Total Cost

(Ord. No. 304, § 1, 3-12-2001; Ord. No. 542, § 1, 5-14-12)

II. LIBRARY

Library Fees

Late Return Fees	Books - \$0.25/day Media - \$1.00/day
Lost/Damage Item Fee	Total cost of item + \$3.00 processing fee
Replacement Library Card	\$1.00
Printing Fee	Black & White - \$0.10/page with ink Color - \$0.25/page with ink

III. BUILDING & PERMITTING

New Construction

New Single Family Residential	
Building Permit	\$1.00 per square-foot
Plan Review	NC \$750
Fire Code Review (If Applicable)	20% of Building Permit
New Multi-Family Residential	
Building Permit	\$1.00 per square-foot
Plan Review	Based on commercial fee valuation chart
Fire Code Review (If Applicable)	20% of Building Permit
New Commercial	
Building Permit	Based on commercial fee valuation chart
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit
<i>*ICC Valuation Table to be utilized and determine valuation of construction</i> https://www.iccsafe.org/wp-content/uploads/1676567050_BVD-BSJ-FEB23_SJH.pdf	

Other New Construction Fees

Final Certificate of Occupancy	\$150
Energy Code (Recheck)	\$300
Driveway with Curb Cut	\$100 200
Driveway with Culvert	\$200
Sign Permit	\$50
Wastewater Plumbing Permit	\$100
Customer Service Inspection	\$100
Irrigation	\$100
New Fence	\$100
Replacement Fence	\$25
Accessory Building	\$0.50 per square-foot
Residential Swimming Pool	\$400
Re-Inspection Fees	
Re-Inspection after first red-tag	\$50.00
Re-Inspection after second red-tag	\$100.00
Re-Inspection after third red-tag	\$150.00
All re-inspections after fourth red-tag	\$300.00

Work Without Permit

Double the requisite permit fee for anyone caught working without a permit.

Alterations, Remodels, and Additions

Residential Remodels	
Building Permit	\$0.50 per square foot
Plan Review (Not Required)	N/C
Minimum Fee	\$100
Residential Additions	
Building Permit	\$0.50 per square foot
Plan Review	N/C
Fire Code Review (If Applicable)	20% of Building Permit
Commercial Remodels	
Building Permit	Based on commercial fee valuation chart
Plan Review	65% of building permit
Fire Code Review (If Applicable)	20% of building permit
<i>*ICC Valuation Table to be utilized and determine valuation of construction</i> https://www.iccsafe.org/wp-content/uploads/1676567050_BVD-BSJ-FEB23_SJH.pdf	
Commercial Additions	
Building Permit	Based on commercial fee valuation chart
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit
<i>*ICC Valuation Table to be utilized and determine valuation of construction</i> https://www.iccsafe.org/wp-content/uploads/1676567050_BVD-BSJ-FEB23_SJH.pdf	

NORTHWEST ISD FEES

Northwest Independent School District shall be charged 30% of the total fee amounts for commercial building permits set herein instead of full price (i.e. Building Permit Fee, Plan Review Fee, and Fire Review Fee). This shall only include the fees associated with the building permit submittal and not any other incidental fees (i.e. reinspect fees, fire sprinkler permit applications, etc.).
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Commercial Fee Valuation Chart

Commercial Valuation	Permit Fee	Totals
\$1 to \$500	\$28.20	Min. \$100.00
\$501 to \$2,000	\$28.20 for the first \$500, plus \$3.66 for each additional \$100 or fraction thereof	Min. \$100.00
\$2,001 to \$25,000	\$83.10 for the first \$2,000, plus \$16.80 for each additional \$1,000 or fraction thereof	Min. \$100.00 to \$469.50
\$25,001 to \$50,000	\$469.50 for the first \$25,000, plus \$12.12 for each additional \$1,000 or fraction thereof	\$469.50 to \$772.50
\$50,001 to \$100,000	\$772.50 for the first \$50,000, plus \$8.40 for each additional \$1,000 or fraction thereof	\$772.50 to 1,192.50
\$100,001 to \$500,000	\$1,192.50 for the first \$100,000, plus \$6.72 for each additional \$1,000 or fraction thereof	\$1,192.50 to \$3,880.50
\$500,001 to \$1,000,000	\$3,880.50 for the first \$500,000, plus \$5.70 for each additional \$1,000 or fraction thereof	\$3,880.50 to \$6,730.50
\$1,000,001 and up	\$6,730.50 for the first \$500,000, plus \$4.38 for each additional \$1,000 or fraction thereof	\$6,730.50 and up
Plan Review Fee	a non-refundable plan review fee equal to 65% of permit fee	Plan review fee is due at time of building permit plan submittal

Licenses, Registrations, and Trades

Registration for Un-Licensed Contractors	\$50
Registration for State Licensed Contractors	N/C
Electrical, Gas, Mechanical, Plumbing Permit	\$100

Rental Certificate of Occupancy Fees

Rental Certificate of Occupancy Application (includes two inspections)	\$100.00 annually
Additional Inspections	\$100.00/inspection
Appeal (refundable upon decision overturn by Council)	\$200.00

Other Charges

Additional Plan Review	\$100/review
Inspections Not Specifically Indicated	\$100
Demolition Permit (if not associated with any other permit)	\$100
Construction Trailers	\$500

(Ord. No. 451-08, § 1, 8-11-08; Ord. No. 492, § 1, 7-12-10)

IV. BUSINESS RELATED

Alcohol Sales with Off-Premise Consumption	50% of state fee
Vendor's License	\$30 + \$20 Vest Deposit
Itinerant Business	\$25.00
Sexually Oriented Business	\$1,000.00 annually
Oil and Gas Pipeline	\$14,500.00
Mobile Home Park	
Construction/Placement Permit	\$100.00
Park License	\$100.00 \$10.00/space annually
Alarm System	
Business	\$25.00
Residence	\$15.00
Truck Route Usage	
Single Trip	\$5.00
Period (Not to exceed 30 days)	\$10.00

(Ord. No. 549, § 1, 1-28-13)

V. FOOD ESTABLISHMENT

Regular Permit for Food Service Establishment	\$200.00 annually
Retail Open Market Permit	\$150.00 annually
Retail Food Store (Grocery) Permit	\$200.00 annually
Mobile Food Permit (Open Food)	\$200.00 annually
Mobile Food Permit (Packaged Food)	\$150.00 annually

Mobile Food Permit (Seasonal - 6 months or less)	\$100.00/season
Temporary Permits	\$75.00/space
Change of Ownership Inspection	\$75.00
Re-Inspection	\$125.00
Complaint Investigative Fee	\$125

(Ord. No. 462-08, §§ 1, 2, 12-8-08)

VI. INSPECTION

Fire Prevention Permit Fees

Multi-family	
Apartment Complex Annual Fire Inspection	\$50.00/building
Multi-Family Unit Inspection	\$50.00/building + \$75.00/unit
Re-inspection Fee for Apartment Complex	150% of Original Fee
Annual Inspection	
Assembly Group A	\$0.015/ft ² \$50.00 minimum \$300.00 maximum
Business Group B	\$0.017/ft ² \$50.00 minimum \$300.00 maximum
Educational Group E	\$0.01/ft ² \$50.00 minimum \$250.00 maximum
Factory Industrial Group F	\$0.02/ft ² \$50.00 minimum \$400.00 maximum
High Hazard Group H	\$0.025/ft ² \$50.00 minimum \$500.00 maximum
Institutional Group I	\$0.01/ft ² \$50.00 minimum \$175.00 maximum
Residential Groups R1/R4	\$0.015/ft ² \$50.00 minimum \$300.00 maximum
Storage Group S	\$0.012/ft ² \$50.00 minimum \$300.00 maximum
Miscellaneous	
Tents and Air-supported Structures	\$50.00/structure

Fire Hydrant Flow Test	\$150.00
Explosives/Blasting Agents	\$200.00
Fireworks	\$100.00
Fumigation/Thermal Insect Fog	\$50.00
Places of Assembly	\$50.00
Access Control	\$50.00
Miscellaneous	\$50.00
Flammable/Combustible Liquids/Tanks	\$50.00
Liquefied Petroleum Gases	\$25.00
Christmas Tree Lots	\$50.00
New Installation/Acceptance Test	
Fire Sprinkler System	\$175.00/riser + \$0.012/ft ²
Automatic Extinguishing System	\$100/system
Fire Alarm System	\$100.00/system + \$2.00/device
Standpipe System	\$150/system
Re-Inspection	
1 st Re-Inspection	50% of Original Fee
Subsequent Re-Inspections	150% of Original Fee

(Ord. No. 461-08, § 1, 12-8-08)

Pool Permit Fees

Commercial or Public Pool Permit or Inspection	\$150/Inspection
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Construction Inspection Fees

Pursuant to H.B. 3492, the City Council approved a contract with NewGen Strategies and Solutions, LLC, to undertake a comprehensive study. This study aims to accurately identify the legitimate costs associated with development inspection fees that can be imposed. The table below is the actual cost from the study.

Position	Loaded Total Hourly Rate	Average Hourly Rate	Minimum Hourly Rate	Maximum Hourly Rate
Parks Worker	\$32.57	\$37.16	\$32.57	\$48.69
Code Enforcement	40.39	44.37	33.38	49.25
Utility Maintenance – Water	39.02	35.82	33.48	39.02
Construction Inspector	49.25	51.43	49.25	53.62
Municipal Maintenance – Streets	28.97	31.80	28.97	34.62
Utility Maintenance - Wastewater	35.18	46.54	35.18	69.29

Description	Hourly Rate (Purchased)	Hourly Rate (leased)	Minimum Hourly Rate	Maximum Hourly Rate
Chevy Silverado	\$19.44	\$21.06	\$15.56	\$21.06
Ford F350	\$31.11	\$33.69	\$31.11	\$37.90
Ford F700	\$58.33	\$63.17	\$58.33	\$63.17

Code Enforcement

Code Enforcement Admin Fee	\$70
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VII. NOISE

Application	\$25.00
Short-term Sound Permit	\$75.00
Outdoor Event Sound Permit	\$150.00
Venue Sound Permit	\$300.00

(Ord. No. 557, § 1, 9-9-13)

VIII. PLANNING, ZONING, AND DEVELOPMENT (INCLUDING CONSULTANT FEES)

Development Request	City Application Fee	Minimum Planning Review Fee	Minimum Engineering Review Fee	Total Minimum Fees
Annexation Application	\$500	N/A	N/A	\$500
Developers Agreement Application	\$500	\$250	\$250	\$1,000
Specific Use Permit (*Note: does not include SUP for gas well drilling; see Ord. No. 496-10)	*\$400	*\$435	*\$250	*\$1,085
Amendment to existing application (SUP,	\$400	NA	NA	*\$400

Site Plan, Zoning, or Plat)				
Site Plan	\$400 + \$20 per residential lot or \$20 per acre if commercial	\$435	\$250	\$1,085 (Varies with size)
Civil Plan	\$400 + \$20 per residential lot or \$20 per acre if commercial	\$435	\$250	\$1,085 (Varies with size)
Replat Fee	\$150	\$435	\$300	\$885
Zoning Change	\$400 + \$20 per residential lot or \$20 per acre if commercial	\$200	\$250	\$750 (Varies with size)
Planned Development	\$400 + \$20 per residential lot or \$20 per acre if commercial	\$200	\$500	\$1,000 (Varies with size)
Civil Plans Additional Review	\$300 + \$5 per residential lot or \$5 per commercial acre	N/A	N/A	\$300 (Varies with size)
Minor Subdivision Additional Review	\$50	\$150 + \$20 per acre	\$150 + \$50 per acre	\$350 + (Varies with size)
Minor Subdivision Final Plat	\$350	\$435+ \$20/acre	\$500 + \$100/acre	\$1,285 + (Varies with size)
Preliminary Plat	\$300 + \$20 per residential lot or \$20 per acre if commercial	\$725 + either \$20/res. lot or \$20/ com. acre	\$900 + either \$100 per residential lot or \$250 per commercial acre	\$1,925 + (Varies with size)
Major Subdivision Additional Review	\$150 + \$20 per residential lot or \$20 per acre if commercial	\$350 + \$20 per residential lot or \$20 per acre if commercial	\$450 + either \$50 per residential lot or \$125 per	\$950 + (Varies with size)

			commercial acre	
Major Subdivision Final Plat	\$450 + \$20 per residential lot or \$20 per acre if commercial	\$725 + \$20 per residential lot or \$20 per acre if commercial	\$900 + either \$25 per residential lot or \$50 per commercial acre	\$2,025 + (Varies with size)
Multi-Family Preliminary Plat & Supporting Plans	\$300 + \$50 per acre	\$750 + \$50 per acre	\$900 + \$300 per acre	\$1,950 + (Varies with size)
Multi-Family Additional Review	\$150 + \$50 per acre	\$350 + \$50 per acre	\$450 + \$150 per acre	\$950 + (Varies with size)
Multi-Family Final Plat	\$400 + \$50 per acre	\$750 + \$50 per acre	\$900 + \$150 per acre	\$2,050 + (Varies with size)
Plat Vacating	\$400	\$300	\$300	\$1,000
Board of Adjustment (Commercial, MF, Non-Owner- Occupied)	\$250	\$500	N/A	\$750
Board of Adjustment (Residence)	\$150	\$150	N/A	\$300
Flood Plain Development Permit Exemption Certificate	\$50	-	\$200	\$250
Flood Plain Development Permit (w/o FEMA FIRM amendment)	\$75	-	\$450	\$525
Flood Plain Development Permit (w/FEMA FIRM amendment)	\$150	-	\$900	\$1,050
Pre-Application conference with city engineer and/or planner	\$500	\$0	\$0	\$500

(Ord. No. 358, § 1, 8-11-03; Ord. No. 362, § 1, 12-8-03; Ord. No. 435, § 1, 12-10-07; Ord. No. 507, § 3-14-11)

Fee in lieu of Parkland Dedication	\$2,500.00/dwelling unit
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IX. SPECIAL EVENT

Application	\$25.00
Block Party Special Event	\$30.00
Business Promotion Special Event	\$50.00
Outdoor Special Event	
0-200 Attendees	\$25.00
201-400 Attendees	\$50.00
401-800 Attendees	\$75.00
801-1,000 Attendees	\$100.00
1,001-5,000 Attendees	\$200.00
5,000+ Attendees	\$300.00
Security Deposit (Resident)	\$200.00
Security Deposit (Non-Resident)	\$250.00

(Ord. No. 558, § 1, 9-9-13)

X. UTILITY RELATED

Water

Deposit	
¾" (65 and older)	\$50.00
¾"	\$150.00
1"	\$200.00
1 ½"	\$250.00
2"	\$450.00
Bulk Water Meter Deposit	\$2,000.00
Meter Cost*	
AMR Meters:	
¾"	\$528.20
1"	\$586.10
1 ½"	\$942.20
2"	\$1,185.60
3"+	Owner must purchase
Meter Set Fee	\$100
Tap Fees	
Residential	\$1,500 + Estimated Street Repair

Commercial	\$1,500 + Estimated Street Repair
Impact Fees	
¾"	\$4,761.00
1"	\$7,951.00
1 ½"	\$15,855.00
2"	\$25,378.00
3"	\$55,566.00
4"	\$99,991.00
6"	\$222,219.00
8"	\$380,920.00
10"	\$603,139.00

Water Consumption Rates	
Residential, Commercial, & Irrigation:	
Minimum Monthly Fee:	
¾"	\$36.95
1"	\$61.71
1 ½"	\$123.04
2"	\$196.94
3"	\$369.50
4"	\$615.96
6"	\$1231.54
8"	\$1970.54
10"	\$2832.96
12"	\$5296.04
Volumetric Rates (per 1,000 gallons):	
0-1,000	\$---
1,001-6,000	\$7.82
6,001-12,000	\$8.61
12,001-25,000	\$9.47
25,000+	\$10.41
Sprinkler Meter	Reference above depending on meter size; first 49 gallons are no charge
Bulk Consumption Rates	
Base Rate	\$369.50 flat fee
0-10,000 gallons	Flat fee + \$0.00818/additional gallon
10,001-25,000 gallons	Flat fee + \$0.00854/additional gallon
25,001- 40,000 gallons	Flat fee + \$0.00892/additional gallon

40,001 + gallons	Flat fee + \$0.01032/additional gallon
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Water Main Extensions	
Extension	Actual Cost
Fire Hydrant	Actual Cost
Miscellaneous Fees	
Late Fee	10% of total past-due balance
Insufficient Funds Fee (NSF)	\$25 per occurrence
Delinquent Service Fee	\$35 during business hours; \$75 after hours
Return Trip Fee	\$35
Standard Meter Tampering Fee	\$100 + Usage and Damages
Commercial/Bulk Water/Hydrant Tampering Fee	\$500 + Usage and Damages
Additional Meter Reading Fee	\$35
Meter Testing Fee	\$75
Drought Contingency Disconnect Fee	\$75

Sewer

Tap Fees	
Residential	\$2,000 + Estimated Street Repair
Commercial	\$2,000 + Estimated Street Repair
Impact Fees	
¾"	\$4,761.00
1"	\$7,951.00
1 ½"	\$15,855.00
2"	\$25,378.00
3"	\$55,566.00
4"	\$99,991.00
6"	\$222,219.00
8"	\$380,920.00
10"	\$603,139.00
Consumption Rates	
Residential:	
0-2,000 gallons	\$29.27 flat fee
2,001-18,000 gallons	Flat fee + \$0.008.28/additional gallon
18,001+ gallons	No Charge
Commercial:	
0-2,000	\$29.27 flat fee

2,000+	Flat fee + \$0.008.28/additional gallon
Sewer Main Extension	
Extension	Actual Cost
Other Fees (Only one charge per bill between water/sewer)	
Late Fee	10% of total past-due balance
Insufficient Funds Fee (NSF)	\$25 per occurrence
Delinquent Service Fee	\$35 during business hours; \$75 after hours

Sanitation Services

Residential Rates	
Residential	\$12.69

Commercial Rates							
Lifts Per Week							
Container Size	1	2	3	4	5	6	Extra Lifts
95 Gal	\$28.81	\$42.16					\$46.82
2 CY	\$71.28	\$126.02	\$179.45	\$251.00			\$107.44
3 CY	\$96.48	\$169.88	\$246.82	\$340.63			\$132.71
4 CY	\$120.14	\$218.07	\$338.71	\$447.67			\$157.99
6 CY	\$128.10	\$229.59	\$345.45	\$510.51	\$618.58	\$751.71	\$183.27
8 CY	\$145.19	\$247.13	\$391.79	\$564.18	\$680.83	\$825.42	\$208.55
Front Load Recycle Rates							
6 CY	\$105.20	\$179.47	\$253.71				\$32.32
8 CY	\$111.39	\$191.85	\$266.11				\$32.32
Other Commercial Front Load Fees							
Container w/casters		\$5.69 per lift		Deliver/removal fee		\$44.24	
Container w/locks		\$1.77 per lift		Exchange fee		\$44.24	
Temporary Front Load Fees							
		Per Lift		Delivery		Daily Rent	
6 CY		\$145.94		\$64.20		\$1.20	
Roll Off Rate Schedule							
Container Size		Haul		Delivery		Daily Rent	
20 CY		\$602.50		\$150.61		\$1.26	
30 CY		\$648.26		\$150.61		\$1.26	
40 CY		\$721.15		\$150.61		\$1.26	
20 CY Sludge		\$714.62		\$150.61		\$1.26	
Franchise/Billing Fees – 10% for Residential and Commercial							
All rates subject to sales tax							

XI. MUNICIPAL FACILITIES

Gym Rentals	\$20.00 first hour \$10.00 additional hour
Baseball/Softball field rental *Fee applies only to hourly rentals for practices or events. No pre-work by City staff to prepare fields for games	\$25.00 first hour \$7.50 per additional half hour

(Ordinance 33, Section 3, adopted 2/16/72; Ordinance 172, Sections 4, 22, adopted 2/22/89; Ordinance adopting Code; Ordinance 188, Sections 1, 6, adopted 2/11/91; Ordinance 233 adopted 6/17/96; Ord. No. 235, § 1, 12-15-97; Ord. No. 345, § 1, 11-11-02; Ord. No. 383, § 1, 11-8-04; Ord. No. 399, § 1, 3-13-06; Ord. No. 452-08, § 1, 9-8-08; Ord. No. 471, § 1, 5-11-09; Ord. No. 475, § 1, 8-10-09; Ord. No. 492, § 2, 7-12-10)

XII. ROADWAY RELATED

Roadway Impact Fees

Development Type	Assessable Fee	
Single Family	\$3,771.29	/Dwelling Unit
Multi-Family	\$2,396.92	/Dwelling Unit
Retail	\$1,889.89	/1,000 SQFT
Light Industrial	\$303.87	/1,000 SQFT
General Business	\$1,700.98	/1,000 SQFT

No. 475, § 1, 8-10-09; Ord. No. 492, § 2, 7-12-10)

XIII. DEVELOPMENT RECOVERY FEES

Ad Valorem*:

For Police Services:

Police Allocable Share of Budget × Approved M&O Tax Rate = Police Rate per \$100 Valuation

For Fire Services:

Fire Allocable Share of Budget × Approved M&O Tax Rate = Fire Rate per \$100 Valuation.

Capital Recovery Fee*:

For Police Services:

5 years' police capital needs ÷ (City Limit land area + ETJ land area) = Capital recovery per unit of land area × proposed developments' land area = 5-year capital needs allocable share for development ÷ number of development units = Total capital recovery fee per development unit.

For Fire Services:

5 years' fire capital needs ÷ (City Limit land area + ETJ land area) = Capital recovery per unit of land area × proposed developments' land area = 5-year capital needs allocable share for development ÷ number of development units = Total capital recovery fee per development unit.

*Approved via resolution 625-23.

RESOLUTION NO. 740-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, ADOPTING THE MASTER FEE SCHEDULE ATTACHED HERETO AS EXHIBIT “A”; PROVIDING A REPEALING CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council is authorized to charge certain fees for services; and,

WHEREAS, fees are established to recover certain costs for providing services to the community; and,

WHEREAS, the City Council wishes to establish fees to fund said municipal services;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. That the Master Fee Schedule attached as Exhibit “A” is adopted.

SECTION 2. That all provisions of the Resolutions of the City of Justin, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions of the Resolutions of the City not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. This Resolution shall take effect immediately upon its passage.

DULY PASSED by the City Council of the City of Justin, Texas, on the 27th day of March 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney

CITY OF JUSTIN, TEXAS
MASTER FEE SCHEDULE

I. ADMINISTRATIVE SERVICES

Insufficient Funds	\$25.00/check
Police Department Accident Report (Uncertified)	\$6.00
Police Department Accident Report (Certified)	\$8.00
Copies (B&W)	\$0.10/page
Copies (Color)	\$0.20/page
Notary Signature	\$3.00/signature
Credit Card Convenience Fee	3% of Transaction
Open Records Request	
Personnel Labor Cost	\$15.00/hour
Cost per Page (8.5"x11")	\$0.10/page
Cost per Page (Oversized)	\$0.50/page
Shipping	Actual Cost
Personnel Overhead	20% of Total Cost

(Ord. No. 304, § 1, 3-12-2001; Ord. No. 542, § 1, 5-14-12)

II. LIBRARY

Library Fees

Late Return Fees	Books - \$0.25/day Media - \$1.00/day
Lost/Damage Item Fee	Total cost of item + \$3.00 processing fee
Replacement Library Card	\$1.00
Printing Fee	Black & White - \$0.10/page with ink Color - \$0.25/page with ink

III. BUILDING & PERMITTING**New Construction**

New Single Family Residential	
Building Permit	\$1.00 per square-foot
Plan Review	\$750
Fire Code Review (If Applicable)	20% of Building Permit
New Multi-Family Residential	
Building Permit	\$1.00 per square-foot
Plan Review	Based on commercial fee valuation chart
Fire Code Review (If Applicable)	20% of Building Permit
New Commercial	
Building Permit	Based on commercial fee valuation chart
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit
<i>*ICC Valuation Table to be utilized and determine valuation of construction</i> https://www.iccsafe.org/wp-content/uploads/1676567050_BVD-BSJ-FEB23_SJH.pdf	

Other New Construction Fees

Final Certificate of Occupancy	\$150
Energy Code (Recheck)	\$300
Driveway with Curb Cut	\$200
Driveway with Culvert	\$200
Sign Permit	\$50
Wastewater Plumbing Permit	\$100
Customer Service Inspection	\$100
Irrigation	\$100
New Fence	\$100
Replacement Fence	\$25
Accessory Building	\$0.50 per square-foot
Residential Swimming Pool	\$400
Re-Inspection Fees	
Re-Inspection after first red-tag	\$50.00
Re-Inspection after second red-tag	\$100.00
Re-Inspection after third red-tag	\$150.00
All re-inspections after fourth red-tag	\$300.00

Work Without Permit

Double the requisite permit fee for anyone caught working without a permit.

Alterations, Remodels, and Additions

Residential Remodels	
Building Permit	\$0.50 per square foot
Plan Review (Not Required)	N/C
Minimum Fee	\$100
Residential Additions	
Building Permit	\$0.50 per square foot
Plan Review	N/C
Fire Code Review (If Applicable)	20% of Building Permit
Commercial Remodels	
Building Permit	Based on commercial fee valuation chart
Plan Review	65% of building permit
Fire Code Review (If Applicable)	20% of building permit
<i>*ICC Valuation Table to be utilized and determine valuation of construction</i> https://www.iccsafe.org/wp-content/uploads/1676567050_BVD-BSJ-FEB23_SJH.pdf	
Commercial Additions	
Building Permit	Based on commercial fee valuation chart
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit
<i>*ICC Valuation Table to be utilized and determine valuation of construction</i> https://www.iccsafe.org/wp-content/uploads/1676567050_BVD-BSJ-FEB23_SJH.pdf	

NORTHWEST ISD FEES

Northwest Independent School District shall be charged 30% of the total fee amounts for commercial building permits set herein instead of full price (i.e. Building Permit Fee, Plan Review Fee, and Fire Review Fee). This shall only include the fees associated with the building permit submittal and not any other incidental fees (i.e. reinspect fees, fire sprinkler permit applications, etc.).

Commercial Fee Valuation Chart

Commercial Valuation	Permit Fee	Totals
\$1 to \$500	\$28.20	Min. \$100.00
\$501 to \$2,000	\$28.20 for the first \$500, plus \$3.66 for each additional \$100 or fraction thereof	Min. \$100.00
\$2,001 to \$25,000	\$83.10 for the first \$2,000, plus \$16.80 for each additional \$1,000 or fraction thereof	Min. \$100.00 to \$469.50
\$25,001 to \$50,000	\$469.50 for the first \$25,000, plus \$12.12 for each additional \$1,000 or fraction thereof	\$469.50 to \$772.50
\$50,001 to \$100,000	\$772.50 for the first \$50,000, plus \$8.40 for each additional \$1,000 or fraction thereof	\$772.50 to 1,192.50
\$100,001 to \$500,000	\$1,192.50 for the first \$100,000, plus \$6.72 for each additional \$1,000 or fraction thereof	\$1,192.50 to \$3,880.50
\$500,001 to \$1,000,000	\$3,880.50 for the first \$500,000, plus \$5.70 for each additional \$1,000 or fraction thereof	\$3,880.50 to \$6,730.50
\$1,000,001 and up	\$6,730.50 for the first \$500,000, plus \$4.38 for each additional \$1,000 or fraction thereof	\$6,730.50 and up
Plan Review Fee	a non-refundable plan review fee equal to 65% of permit fee	Plan review fee is due at time of building permit plan submittal

Licenses, Registrations, and Trades

Registration for Un-Licensed Contractors	\$50
Registration for State Licensed Contractors	N/C
Electrical, Gas, Mechanical, Plumbing Permit	\$100

Rental Certificate of Occupancy Fees

Rental Certificate of Occupancy Application (includes two inspections)	\$100.00 annually
Additional Inspections	\$100.00/inspection
Appeal (refundable upon decision overturn by Council)	\$200.00

Other Charges

Additional Plan Review	\$100/review
Inspections Not Specifically Indicated	\$100
Demolition Permit (if not associated with any other permit)	\$100
Construction Trailers	\$500

(Ord. No. 451-08, § 1, 8-11-08; Ord. No. 492, § 1, 7-12-10)

IV. BUSINESS RELATED

Alcohol Sales with Off-Premise Consumption	50% of state fee
Vendor's License	\$30 + \$20 Vest Deposit
Itinerant Business	\$25.00
Sexually Oriented Business	\$1,000.00 annually
Oil and Gas Pipeline	\$14,500.00
Mobile Home Park	
Construction/Placement Permit	\$100.00
Park License	\$100.00 \$10.00/space annually
Alarm System	
Business	\$25.00
Residence	\$15.00
Truck Route Usage	
Single Trip	\$5.00
Period (Not to exceed 30 days)	\$10.00

(Ord. No. 549, § 1, 1-28-13)

V. FOOD ESTABLISHMENT

Regular Permit for Food Service Establishment	\$200.00 annually
Retail Open Market Permit	\$150.00 annually
Retail Food Store (Grocery) Permit	\$200.00 annually
Mobile Food Permit (Open Food)	\$200.00 annually
Mobile Food Permit (Packaged Food)	\$150.00 annually

Mobile Food Permit (Seasonal - 6 months or less)	\$100.00/season
Temporary Permits	\$75.00/space
Change of Ownership Inspection	\$75.00
Re-Inspection	\$125.00
Complaint Investigative Fee	\$125

(Ord. No. 462-08, §§ 1, 2, 12-8-08)

VI. INSPECTION

Fire Prevention Permit Fees

Multi-family	
Apartment Complex Annual Fire Inspection	\$50.00/building
Multi-Family Unit Inspection	\$50.00/building + \$75.00/unit
Re-inspection Fee for Apartment Complex	150% of Original Fee
Annual Inspection	
Assembly Group A	\$0.015/ft ² \$50.00 minimum \$300.00 maximum
Business Group B	\$0.017/ft ² \$50.00 minimum \$300.00 maximum
Educational Group E	\$0.01/ft ² \$50.00 minimum \$250.00 maximum
Factory Industrial Group F	\$0.02/ft ² \$50.00 minimum \$400.00 maximum
High Hazard Group H	\$0.025/ft ² \$50.00 minimum \$500.00 maximum
Institutional Group I	\$0.01/ft ² \$50.00 minimum \$175.00 maximum
Residential Groups R1/R4	\$0.015/ft ² \$50.00 minimum \$300.00 maximum
Storage Group S	\$0.012/ft ² \$50.00 minimum \$300.00 maximum
Miscellaneous	
Tents and Air-supported Structures	\$50.00/structure

Fire Hydrant Flow Test	\$150.00
Explosives/Blasting Agents	\$200.00
Fireworks	\$100.00
Fumigation/Thermal Insect Fog	\$50.00
Places of Assembly	\$50.00
Access Control	\$50.00
Miscellaneous	\$50.00
Flammable/Combustible Liquids/Tanks	\$50.00
Liquefied Petroleum Gases	\$25.00
Christmas Tree Lots	\$50.00
New Installation/Acceptance Test	
Fire Sprinkler System	\$175.00/riser + \$0.012/ft ²
Automatic Extinguishing System	\$100/system
Fire Alarm System	\$100.00/system + \$2.00/device
Standpipe System	\$150/system
Re-Inspection	
1 st Re-Inspection	50% of Original Fee
Subsequent Re-Inspections	150% of Original Fee

(Ord. No. 461-08, § 1, 12-8-08)

Pool Permit Fees

Commercial or Public Pool Permit or Inspection	\$150/Inspection
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Construction Inspection Fees

Pursuant to H.B. 3492, the City Council approved a contract with NewGen Strategies and Solutions, LLC, to undertake a comprehensive study. This study aims to accurately identify the legitimate costs associated with development inspection fees that can be imposed. The table below is the actual cost from the study.

Position	Loaded Total Hourly Rate	Average Hourly Rate	Minimum Hourly Rate	Maximum Hourly Rate
Parks Worker	\$32.57	\$37.16	\$32.57	\$48.69
Code Enforcement	40.39	44.37	33.38	49.25
Utility Maintenance – Water	39.02	35.82	33.48	39.02
Construction Inspector	49.25	51.43	49.25	53.62
Municipal Maintenance – Streets	28.97	31.80	28.97	34.62
Utility Maintenance - Wastewater	35.18	46.54	35.18	69.29

Description	Hourly Rate (Purchased)	Hourly Rate (leased)	Minimum Hourly Rate	Maximum Hourly Rate
Chevy Silverado	\$19.44	\$21.06	\$15.56	\$21.06
Ford F350	\$31.11	\$33.69	\$31.11	\$37.90
Ford F700	\$58.33	\$63.17	\$58.33	\$63.17

Code Enforcement

Code Enforcement Admin Fee	\$70
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VII. NOISE

Application	\$25.00
Short-term Sound Permit	\$75.00
Outdoor Event Sound Permit	\$150.00
Venue Sound Permit	\$300.00

(Ord. No. 557, § 1, 9-9-13)

VIII. PLANNING, ZONING, AND DEVELOPMENT (INCLUDING CONSULTANT FEES)

Development Request	City Application Fee	Minimum Planning Review Fee	Minimum Engineering Review Fee	Total Minimum Fees
Annexation Application	\$500	N/A	N/A	\$500
Developers Agreement Application	\$500	\$250	\$250	\$1,000
Specific Use Permit (*Note: does not include SUP for gas well drilling; see Ord. No. 496-10)	*\$400	*\$435	*\$250	*\$1,085
Amendment to existing application (SUP,	\$400	NA	NA	*\$400

Site Plan, Zoning, or Plat)				
Site Plan	\$400 + \$20 per residential lot or \$20 per acre if commercial	\$435	\$250	\$1,085 (Varies with size)
Civil Plan	\$400 + \$20 per residential lot or \$20 per acre if commercial	\$435	\$250	\$1,085 (Varies with size)
Replat Fee	\$150	\$435	\$300	\$885
Zoning Change	\$400 + \$20 per residential lot or \$20 per acre if commercial	\$200	\$250	\$750 (Varies with size)
Planned Development	\$400 + \$20 per residential lot or \$20 per acre if commercial	\$200	\$500	\$1,000 (Varies with size)
Civil Plans Additional Review	\$300 + \$5 per residential lot or \$5 per commercial acre	N/A	N/A	\$300 (Varies with size)
Minor Subdivision Additional Review	\$50	\$150 + \$20 per acre	\$150 + \$50 per acre	\$350 + (Varies with size)
Minor Subdivision Final Plat	\$350	\$435+ \$20/acre	\$500 + \$100/acre	\$1,285 + (Varies with size)
Preliminary Plat	\$300 + \$20 per residential lot or \$20 per acre if commercial	\$725 + either \$20/res. lot or \$20/ com. acre	\$900 + either \$100 per residential lot or \$250 per commercial acre	\$1,925 + (Varies with size)
Major Subdivision Additional Review	\$150 + \$20 per residential lot or \$20 per acre if commercial	\$350 + \$20 per residential lot or \$20 per acre if commercial	\$450 + either \$50 per residential lot or \$125 per	\$950 + (Varies with size)

			commercial acre	
Major Subdivision Final Plat	\$450 + \$20 per residential lot or \$20 per acre if commercial	\$725 + \$20 per residential lot or \$20 per acre if commercial	\$900 + either \$25 per residential lot or \$50 per commercial acre	\$2,025 + (Varies with size)
Multi-Family Preliminary Plat & Supporting Plans	\$300 + \$50 per acre	\$750 + \$50 per acre	\$900 + \$300 per acre	\$1,950 + (Varies with size)
Multi-Family Additional Review	\$150 + \$50 per acre	\$350 + \$50 per acre	\$450 + \$150 per acre	\$950 + (Varies with size)
Multi-Family Final Plat	\$400 + \$50 per acre	\$750 + \$50 per acre	\$900 + \$150 per acre	\$2,050 + (Varies with size)
Plat Vacating	\$400	\$300	\$300	\$1,000
Board of Adjustment (Commercial, MF, Non-Owner- Occupied)	\$250	\$500	N/A	\$750
Board of Adjustment (Residence)	\$150	\$150	N/A	\$300
Flood Plain Development Permit Exemption Certificate	\$50	-	\$200	\$250
Flood Plain Development Permit (w/o FEMA FIRM amendment)	\$75	-	\$450	\$525
Flood Plain Development Permit (w/FEMA FIRM amendment)	\$150	-	\$900	\$1,050
Pre-Application conference with city engineer and/or planner	\$500	\$0	\$0	\$500

(Ord. No. 358, § 1, 8-11-03; Ord. No. 362, § 1, 12-8-03; Ord. No. 435, § 1, 12-10-07; Ord. No. 507, § 3-14-11)

Fee in lieu of Parkland Dedication	\$2,500.00/dwelling unit
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IX. SPECIAL EVENT

Application	\$25.00
Block Party Special Event	\$30.00
Business Promotion Special Event	\$50.00
Outdoor Special Event	
0-200 Attendees	\$25.00
201-400 Attendees	\$50.00
401-800 Attendees	\$75.00
801-1,000 Attendees	\$100.00
1,001-5,000 Attendees	\$200.00
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Security Deposit (Resident)	\$200.00
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(Ord. No. 558, § 1, 9-9-13)

X. UTILITY RELATED

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Deposit	
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10"	\$2832.96
12"	\$5296.04
Volumetric Rates (per 1,000 gallons):	
0-1,000	\$---
1,001-6,000	\$7.82
6,001-12,000	\$8.61
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40,001 + gallons	Flat fee + \$0.01032/additional gallon
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Extension	Actual Cost
Fire Hydrant	Actual Cost
Miscellaneous Fees	
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Additional Meter Reading Fee	\$35
Meter Testing Fee	\$75
Drought Contingency Disconnect Fee	\$75

Sewer

Tap Fees	
Residential	\$2,000 + Estimated Street Repair
Commercial	\$2,000 + Estimated Street Repair
Impact Fees	
¾"	\$4,761.00
1"	\$7,951.00
1 ½"	\$15,855.00
2"	\$25,378.00
3"	\$55,566.00
4"	\$99,991.00
6"	\$222,219.00
8"	\$380,920.00
10"	\$603,139.00
Consumption Rates	
Residential:	
0-2,000 gallons	\$29.27 flat fee
2,001-18,000 gallons	Flat fee + \$0.008.28/additional gallon
18,001+ gallons	No Charge
Commercial:	
0-2,000	\$29.27 flat fee

2,000+	Flat fee + \$0.008.28/additional gallon
Sewer Main Extension	
Extension	Actual Cost
Other Fees (Only one charge per bill between water/sewer)	
Late Fee	10% of total past-due balance
Insufficient Funds Fee (NSF)	\$25 per occurrence
Delinquent Service Fee	\$35 during business hours; \$75 after hours

Sanitation Services

Residential Rates	
Residential	\$12.69

Commercial Rates							
Lifts Per Week							
Container Size	1	2	3	4	5	6	Extra Lifts
95 Gal	\$28.81	\$42.16					\$46.82
2 CY	\$71.28	\$126.02	\$179.45	\$251.00			\$107.44
3 CY	\$96.48	\$169.88	\$246.82	\$340.63			\$132.71
4 CY	\$120.14	\$218.07	\$338.71	\$447.67			\$157.99
6 CY	\$128.10	\$229.59	\$345.45	\$510.51	\$618.58	\$751.71	\$183.27
8 CY	\$145.19	\$247.13	\$391.79	\$564.18	\$680.83	\$825.42	\$208.55
Front Load Recycle Rates							
6 CY	\$105.20	\$179.47	\$253.71				\$32.32
8 CY	\$111.39	\$191.85	\$266.11				\$32.32
Other Commercial Front Load Fees							
Container w/casters		\$5.69 per lift		Deliver/removal fee		\$44.24	
Container w/locks		\$1.77 per lift		Exchange fee		\$44.24	
Temporary Front Load Fees							
	Per Lift		Delivery		Daily Rent		
6 CY	\$145.94		\$64.20		\$1.20		
Roll Off Rate Schedule							
Container Size		Haul		Delivery		Daily Rent	
20 CY		\$602.50		\$150.61		\$1.26	
30 CY		\$648.26		\$150.61		\$1.26	
40 CY		\$721.15		\$150.61		\$1.26	
20 CY Sludge		\$714.62		\$150.61		\$1.26	
Franchise/Billing Fees – 10% for Residential and Commercial							
All rates subject to sales tax							

XI. MUNICIPAL FACILITIES

Gym Rentals	\$20.00 first hour \$10.00 additional hour
Baseball/Softball field rental *Fee applies only to hourly rentals for practices or events. No pre-work by City staff to prepare fields for games	\$25.00 first hour \$7.50 per additional half hour

(Ordinance 33, Section 3, adopted 2/16/72; Ordinance 172, Sections 4, 22, adopted 2/22/89; Ordinance adopting Code; Ordinance 188, Sections 1, 6, adopted 2/11/91; Ordinance 233 adopted 6/17/96; Ord. No. 235, § 1, 12-15-97; Ord. No. 345, § 1, 11-11-02; Ord. No. 383, § 1, 11-8-04; Ord. No. 399, § 1, 3-13-06; Ord. No. 452-08, § 1, 9-8-08; Ord. No. 471, § 1, 5-11-09; Ord. No. 475, § 1, 8-10-09; Ord. No. 492, § 2, 7-12-10)

XII. ROADWAY RELATED

Roadway Impact Fees

Development Type	Assessable Fee	
Single Family	\$3,771.29	/Dwelling Unit
Multi-Family	\$2,396.92	/Dwelling Unit
Retail	\$1,889.89	/1,000 SQFT
Light Industrial	\$303.87	/1,000 SQFT
General Business	\$1,700.98	/1,000 SQFT

No. 475, § 1, 8-10-09; Ord. No. 492, § 2, 7-12-10)

XIII. DEVELOPMENT RECOVERY FEES

Ad Valorem*:

For Police Services:

Police Allocable Share of Budget × Approved M&O Tax Rate = Police Rate per \$100 Valuation

For Fire Services:

Fire Allocable Share of Budget × Approved M&O Tax Rate = Fire Rate per \$100 Valuation.

Capital Recovery Fee*:

For Police Services:

5 years' police capital needs ÷ (City Limit land area + ETJ land area) = Capital recovery per unit of land area × proposed developments' land area = 5-year capital needs allocable share for development ÷ number of development units = Total capital recovery fee per development unit.

For Fire Services:

5 years' fire capital needs ÷ (City Limit land area + ETJ land area) = Capital recovery per unit of land area × proposed developments' land area = 5-year capital needs allocable share for development ÷ number of development units = Total capital recovery fee per development unit.

*Approved via resolution 625-23.



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 5. (CONSENT AGENDA)

Title: Consider approving Resolution 742-25 authorizing the City Manager to execute a Sign Kiosk Agreement; and take appropriate action.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Review the contract as proposed. The City Council can approve the contract with an amendment if desired.

Background:

Overview

The City of Justin has had an agreement with Sign Central Media since approximately 2015, receiving quarterly payments. The company has now requested to renew the agreement. As the current agreement dates back to 2015, staff is presenting the latest version for Council consideration. Over the past several months, staff has worked with Sign Central Media to finalize the updated agreement.

The proposed agreement with Sign Central Media includes the installation, maintenance, and operation of a Kiosk Sign Program. This program aims to enhance directional signage for businesses, housing developments, and public facilities while reducing unauthorized signage clutter.

Scope of Work

- The contractor will construct, install, and maintain kiosk signs at no cost to the City.
 - Sign Central Media will manage advertising space and collect rental fees from businesses and developers.
 - The City will receive a portion of rental fees as a quarterly administrative payment.
-

Sign Specifications & Placement

- Kiosks will feature the City of Justin's logo and uniform design.
- Sign panels will include directional information but cannot display pricing.
- Signs will not be illuminated or obstruct visibility in public spaces.
- The City retains the right to approve kiosk locations and request sign modifications.
- The City will approve a sign permit for the locations and ensure all regulations are followed.

Financial Terms

- The City will receive **\$22 per leased panel per month.**
- Payments are due quarterly, with late fees for noncompliance.
- The City is not liable for any kiosk-related costs.

Agreement Term & Renewal

- **Initial term: 3 years, with two automatic 5-year renewal options unless terminated.**
- Either party may terminate due to breach, with specific transfer conditions in place.

Maintenance & Compliance

- The contractor must ensure regular upkeep and respond to City requests for repairs or modifications.
- Sign Central Media will assist in removing non-compliant signage in public rights-of-way.
- The City may audit financial records related to sign panel leasing.

Liability & Insurance

- The contractor assumes full liability for kiosk construction and maintenance.
- Comprehensive general liability insurance of \$500,000 is required by the contractor.

Other Cities:

- **Justin:** \$22.00 per panel per month
 - **Lake Dallas:** \$20.00 per panel per month
 - **Northlake:** \$10.00 per panel per month.
-

- **Fort Worth:** \$10.00 per panel per month
- **Mansfield:** \$10.00 per panel per month
- **Godley:** \$10.00 per panel per month

City Attorney Review: Yes

Attachments:

1. Justin kiosk agreement 2025
2. Sign Kiosk Resolution

Sign Central Media

a subsidiary of Sign Placement Services LLC.
Agreement of Services / Kiosk Sign Program

This Agreement (“Agreement”) is entered into by and between the City of Justin, Texas (“City”) and SIGN CENTRAL MEDIA (“Contractor”) (collectively, the “Parties”).

WHEREAS, the City desires to initiate a Kiosk Sign Program to give direction to business’ & home buyers looking for subdivisions, developments, homebuilders and business’ and to contract for the construction, installation and maintenance of the Kiosk Signs and sign panels;

WHEREAS, Contractor desires to install Kiosk Signs as described more fully in this Agreement: and

WHEREAS, Contractor desires to maintain the Kiosk Signs after their installation and to license space on the Kiosk Signs to business’ and homebuilders and to bill and collect fees from the business’ and homebuilders for itself and for the City; and,

WHEREAS, Contractor submitted a proposal which best meets the City’s needs.

NOW, THEREFORE in consideration of these recitals and other good valuable consideration, the value and receipt of which is acknowledged, City and Contractor agree as follows:

1. Recitals. The Recitals above are hereby incorporated into this Agreement by reference,
2. Contract Document. The Contract Document, which set forth the entire Agreement of the Parties are named below. In the event of a conflict between the terms of two or more documents, they shall take priority in the order set forth below:
 - a) All applicable laws and regulations of the City of Justin and the State of Texas.
 - b) This Agreement.

Each party shall comply with all of the terms, conditions and specifications contained in the Contract Documents.

3. Scope of Work. Contractor shall perform the work set forth in the Contract Documents. In general, this work shall consist of the following:
 - a) Construct, install, maintain and repair approved Kiosk Signs and sign panels at no cost to the City.
 - b) Contract with business’, developers, homebuilders for the placement of sign panels in a fair and equitable manner under the guidelines of the City;
 - c) Assist City in determining appropriate locations for Kiosk Signs;
 - d) Attend meetings as necessary with the City staff and developers to coordinate the implementation of the Kiosk Signs program.

- e) Collect all sign panel rental fees and remit a portion thereof to the City in the form of a quarterly administrative fee.
- f) Assist city with removal or abatement of non-conforming signs (primarily bandit signs located within the town right-of-way.

4. Definition, Purpose of Kiosk Sign Program and Specifications of Kiosk Signs.

- a) Definition. For the purposes of this Agreement, a Kiosk Sign is a free-standing structure located in City right-of-way that features the City of Justin identification panel at the top of each structure and displays directional information to business', new homes, Justin Independent School District facilities, and municipal or community events or facilities. (REF.C-7)
- b) Purpose of Kiosk Signs. The purpose of Kiosk Signs is to provide directions for citizens and homebuyers to the location of business', subdivisions, housing developments, homebuilders, public facilities, and community events while discouraging the placement of unsightly and hazardous off-site directional signs.
- c) Specifications of Kiosk Signs and Sign Panels. Contractor agrees to manufacture and install Kiosk Sign structures and sign panels in accordance with the specifications set forth in Appendix "A" attached hereto and the following:
 - 1) Primary Kiosk Sign Structures shall not exceed twelve (12) feet above average grade.
 - 2) Kiosk Sign installation shall include break-away design features as depicted in Texas Department of Transportation's Sign Mounting Details for Roadside if applicable.
 - 3) The name and official logo of the City shall be prominently displayed on both sides of the Identification Panel at the top of the Kiosk Sign.
 - 4) The color of all Kiosk Sign structures and sign panels shall be determined by the City. Both structures and sign panels shall be of a uniform design. Sign panels shall contain only the names of a public facility, the name of a business, subdivision, neighborhood, builder or developer, and an appropriate directional arrow. Directional arrows will be of uniform size; a line of text at the bottom of the sign panel with directional information is permissible if circumstances warrant it. Price information is prohibited. Sign panels may contain phone numbers & websites as well as logo for customer.
 - 5) No additions, signs, pennants, flags, streamers, attention-getting devices or other appurtenances shall be attached to any Kiosk Sign or sign panel.

- 6) At the City's request and direction, the Contractor shall remove and relocate any Kiosk Signs within fourteen (14) days at no cost to the City.
 - 7) Contractor shall provide, at no cost to the City, one (1) kiosk sign panel per side of each Kiosk sign for direction to City offices, Northwest Independent School District facilities, and municipal or community events or facilities As well as an attached rider to a kiosk sign for special events. Note: event sign panels need to be requested at least 20 days before said event.
 - 8) Individual sign panels on the Primary and Community Kiosk Sign Structures shall be single side and not exceed forty-two and one-half (42.5) inches in horizontal length by fourteen (14) inches in height.
 - 9) Kiosk Signs shall not be illuminated.
 - 10) Kiosk Signs shall not interfere with the use of sidewalks, walkways, bike and hiking trails; shall not obstruct the visibility of motorists, pedestrians or traffic control signs; shall not be installed in the immediate vicinity of street intersections; and shall comply with the requirements of the twenty-five (25) foot visibility triangle or other visibility easements.
 - 11) All Kiosk Sign structures shall be installed in a manner such that the structure and sign panels are level.
 - 12) Sign panel installation and modification shall be subject to City's approval.
 - 13) Contractor shall not install or maintain any Kiosk Signs or sign panels within the City that are not in compliance with the terms of this Agreement.
 - 14) Number of Kiosk Signs. Kiosk Sign locations shall be approved and designated by the city. The City has sole discretion to determine the number and location of the Kiosk Signs in the right-of-way. Signs shall serve to direct citizens, visitors and homebuyers to business, new housing communities as well as City and Public locations.
5. Price and Payment Schedule of the Kiosk Sign Administrative fee. Subject to the Provisions in paragraph 7 below, the price and payment schedule for the Kiosk Signs Administrative Fee shall be as follows:
- a) Contractor will install the Kiosk Signs and rotate City sponsored/mandated panels at no cost to City.
 - b) Contractor may charge business, builders and developers a monthly rental fee per sign panel.

- c) Contractor will collect and remit to City \$22.00, per leased sign panel, per month, as an administration fee for the entire term of this Agreement. Said fees shall be remitted by the first day of each quarter of the fiscal year, October 1, January 2, April 1, and July 1. There shall be a 10% late fee added if payment is not rendered to the City of Justin as described here in. There will be an allowed 5 day grace period from each due date.

6. Term of Agreement and Termination of Agreement with Breach

- a) Term. The term of this Agreement is three (3) years.
- b) Automatic Option To Extend. This agreement shall renew automatically without the necessity of further action by the City or Contractor for up to two additional terms of five years each (“**Extended Term**”) effective immediately upon the termination date of the previous term, unless Contractor provides written notice at least 60 days prior to the then applicable Termination Date, of its intent not to renew. Each effective Automatic Option to Extend. This Agreement shall renew automatically without the necessity **Extended Term** will be upon the same terms and conditions as provided in this Agreement.

Notwithstanding the foregoing, however, this Agreement shall not renew if there exists a default in the performance of any condition of this Agreement by Contractor for which a notice of such default has been given. In order to suspend the right of automatic renewal of this Agreement, any notice of Default given to Contractor shall specify that this Agreement shall not automatically renew until the default identified therein is substantially cured and City has acknowledged such cure in writing.

- c) Termination. This Agreement may not be terminated by either party except for breach as provided for in this Agreement.
 - 1) Termination by the City. If the Contractor shall breach and fail to remedy said breach as provided for in this Agreement, the City may terminate this contract.
 - 2) Termination by Contractor. If the Contractor terminates this Agreement before the end of the primary term as set forth in Subsection A above, Contractor agrees that the Kiosk Signs shall remain in place, the sign panels and all receivables from the placement of the sign panels shall become the property of the City. Further, Contractor agrees to transfer promptly all information related to the numbers and placement of the sign panels to the City, including, but not limited to , the original contract documents, an accounting of all open accounts and all other relevant documents. After the transfer of all information, this Agreement shall be of no further effect.
- d) Failure by the City to remove or abate any illegal signs in the right-of-way shall not be deemed a breach of this agreement

7. Placement of Sign Panels. Prior to erecting any Kiosk Signs, the contractor shall submit a sign location map and a separate permit for each kiosk sign to the Director of Planning and the Director of Public Works for approval. Upon approval of the proposed sign location map, and permit of each kiosk sign the City agrees to extend to the Contractor an exclusive right to manage the sign panels and maintain the Kiosk Signs and sign panels on City right-of-way subject to the terms of this Agreement.

- a) Contractor agrees to lease sign panels to business and developers. Contractor further agrees to use Contractor's best efforts to contract all available sign panels.
- b) Contractor agrees to maintain all aspects of the sign panels, including entering into lease agreement, billing, collecting fees and payment of all applicable taxes and fees.
- c) Contractor must furnish to the City a quarterly statement of Gross receipts on or before October 1, January 2, April 1, and July 1. Included in such statement Contractor shall include the number of sign panels leased and the amount billed to the business, developers, and builders for the City's Administrative fees if requested.

The contractor must keep accurate books of account of all gross receipts collected. The books of account will be open for inspection, copying, or audit by the city at all times.

- d) Contractor agrees that in no event will City be liable for any payment or other fees related to the placement of the sign panels.
- e) Contractor agrees to include in all lease agreements for sign panels an assignment clause which will assign Contractor's rights to payment to City in the event Contractor elects to terminate this Agreement pursuant to paragraph 6, c,(2) above.
- f) City and Contractor agree that no sign panels other than those manufactured and Installed by the Contractor shall be allowed on the Kiosk Sign Structures.

8. Maintenance of Kiosk Signs:

- a) Contractor agrees to maintain the Kiosk Signs and sign panels for the term of this Agreement.
- b) Contractor agrees to provide to the City a telephone number and a contact person allowing the City to call requesting maintenance on the Kiosk Signs or sign panel 24 hours a day, seven days a week.
- c) Contractor agrees to maintain ground within three (3) feet of a Kiosk as well as to maintain the ground for the removal of trash and debris.
- d) Contractor agrees to replace damaged Kiosk Signs and sign panels as is necessary or as requested by the City. Contractor shall at its own cost, maintain, repair, replace, and repaint Kiosk Sign structures within seventy-two (72) hours of the City's request for

repair. Contractor further agrees to remove or repair any sign panels within 24 hours notification of the need of repair from the City. All sign panels removed for repair shall be replaced within 72 hours of notification.

- e) Contractor agrees to maintain a regular maintenance schedule to check each Kiosk Sign and sign panels for all necessary repairs and will complete those repairs promptly.
- f) At the City's request, Contractor agrees to place new or rotate existing City sponsored/mandated panels on the last day of each month at no charge to the City.

9. Indemnity. To the extent allowed by Texas Law, Contractor, its officers, members, partners, employees, agents, and licensees ("Indemnitors") hereby fully indemnify, save and hold harmless the City of Justin, its officers, employees, licensees, and invitees ("Indemnitees") against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever on account of personal or property loss or damage of any kind whatsoever, which arise out of or are in any manner connected with, or caused by, either proximately or remotely, wholly or in part, an act or omission, negligence or misconduct by Indemnitors or any of Indemnitor's agents, servants, employees, contractors, patrons, guests, licensees, or invitees related to this Agreement, including but not limited to, the construction or installation of Kiosk Sign structures or the lease advertising space under this Agreement; or when said injury or damage is the result, proximate or remote, of the violation by Contractor, or agents, servants, employees, contractors, patrons, guests, licensees, or invitees of any law, ordinance, or governmental order of any kind, or when said injury or damage may in any other way arise from or out of this Agreement.

10. Insurance. Contractor shall maintain in full force and effect throughout the entire term of this Agreement insurance with an insurance company authorized to conduct business in Texas, with the following policy limits,

A. Comprehensive General Liability - \$500,000 combined aggregate

11. Independent Contractor. It is expressly understood that Contractor is an independent contractor and not a City employee, and therefore is not entitled to any of the benefits normally accorded to City employees. Contractor shall not hold itself out as a City employee.

Contractor shall employ a sufficient number of employees to operate its business; all such employees are under the sole control and employment of Contractor. Nothing contained in this Agreement shall be deemed or construed to create a relationship of principal and agent or of a partnership or of joint venture, it being expressly understood that the payment of funds by Contractor to City nor any other provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create the relationship of principal and agent or of partnership or of joint venture.

12. Notice. All notices, demands, requests or replies provided for or permitted by Either party must be in writing and may be delivered by any one of the Following methods: (1) by personal delivery; (2) by deposit with the United States Postal Service; (3) by prepaid telegram; (4) by deposit with an overnight express delivery service. Notice deposited with the United States

Postal Service in the manner described above will be deemed Effective two (2) business days after deposit with the United States Postal Service. Notice by telegram or overnight express delivery service will be deemed effective one (1) business day after transmission to the Telegraph Company or overnight express carrier.

All such communications must only be made to the following:

City **Contractor: Sign Central Media**

City of Justin

Attn: _____

Address _____

City, _____ State, _____ Zip _____

Change of address must be made by sending notice as set out above.

13. Assignment and Subcontracting. Contractor may delegate, assign or subcontract all or any part of the work except production of the sign panels which require equipment, materials and expertise which the Contractor cannot be reasonably expected to possess, without the City's prior written consent.
14. Miscellaneous. The Contract Documents represent the entire and integrated Agreements, whether written or oral, except as where noted. The Contract Documents may be modified only by written document signed by both parties and approved by the City Council. This Agreement shall be governed by Texas law, and any action relating to the Agreement shall be brought only in Denton County, Texas.
15. Mutual Drafting. The City and Contractor each has had the opportunity to consult legal advice regarding the drafting this Agreement and the provisions of this Agreement shall not be construed against or in favor of either party.
16. Default and Remedies. If any Party fails to perform any of its obligations under the Contract Documents, such failure shall constitute a default. The non-defaulting Party shall give the defaulting Party written notice of the default and providing written proof of delivery. The defaulting Party shall have ten days after the receipt of such notice in which to cure the default. Failure to cure the default in a timely manner shall constitute a breach of this Agreement. In the event of a breach, the non-breaching party may terminate this Agreement and may obtain any remedy provided by law.
17. Waivers. The failure of either party to complain of any act or omission on the part of the other party, no matter how long the same may continue, will not be deemed a waiver by said party of any of its rights hereunder. No waiver by either party at any time, express or implied, of any breach of any provision of this Agreement will be deemed a waiver of breach of any other

provision of this Agreement or consent to any subsequent breach of the same provision. If any action by the Contractor requires the consent or approval of the City on one occasion, any consent or approval given on said occasion will not be deemed a consent or approval of the same or any other action at any other occasion.

18. Severability. If any term or provision of this Agreement or the application hereof to any person or circumstance is, to any extent, unenforceable, invalid or illegal under present or future law, then the remainder of this Agreement, or the application of said term or provision to persons or circumstances other than those which it is held invalid, unenforceable or illegal, will not be affected thereby, and to the extent that any term or provision is held unenforceable, invalid or illegal in its application to persons or circumstances a term or provision as similar in nature to said invalid, unenforceable or illegal term or provision as may be possible and be legal, valid and enforceable will be added to this Agreement automatically.
19. Captions. The captions in this Agreement are for convenience only and are not part of this Agreement and do not in any way limit or amplify the terms and provisions of this Agreement.
20. No Debts. Contractor will incur no debts or obligations on the credit of the City of Justin, Texas.
21. Nondiscrimination. Contractor will not discriminate or permit discrimination against any person or groups on the grounds of disability, sex, race, national origin, or in any manner prohibited by laws of the United States or the State of Texas. City hereby reserves the right to take whatever action as the United States Government may direct to enforce this covenant.

In Witness Whereof, the parties have signed this Agreement on the dates written below.

City of Justin, Texas

Sign Central Media

By _____
Mayor or City Manager

By _____
Eddie Wynne, CEO

Date _____

Date _____

RESOLUTION NO. 742-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH SIGN CENTRAL MEDIA FOR THE INSTALLATION, MAINTENANCE, AND OPERATION OF A KIOSK SIGN PROGRAM; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Justin recognizes the need for an organized and effective wayfinding system to direct residents, visitors, and businesses to key locations within the city; and

WHEREAS, the City has maintained an agreement with Sign Central Media since approximately 2015 for the placement and management of kiosk signage within the City's rights-of-way; and

WHEREAS, the proposed agreement outlines terms under which Sign Central Media will install, maintain, and manage kiosk signs at no cost to the City, while also providing the City with a portion of advertising revenues collected; and

WHEREAS, the City Council finds that executing this agreement will benefit the public by improving directional signage while ensuring proper regulation and maintenance of signage within city limits;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. That the City Council hereby approves the agreement between the City of Justin and Sign Central Media for the Kiosk Sign Program.

SECTION 2. That the City Manager is authorized to execute the agreement with Sign Central Media, including any necessary documents related thereto, on behalf of the City of Justin.

SECTION 3. The City Manager is further authorized to take all necessary actions and execute any documents required to implement the intent of this Resolution.

SECTION 4. This Resolution shall take effect immediately upon its passage.

DULY PASSED by the City Council of the City of Justin, Texas, on the 27th day of March 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 6. (CONSENT AGENDA)

Title: Consider approving Resolution 744-25 authorizing the City Manager to enter into a Lease Agreement for temporary relocation to Second Street for Public Works Staff; and take appropriate action.

Department: Administration

Contact: Abbey Reece

Recommendation:

Background:

City Attorney Review: No

Attachments:

1. Resolution 744-25 Pub Wks Relocation

RESOLUTION NO. 744-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A LEASE AGREEMENT WITH MARK WALLACE FOR TEMPORARY RELOCATION OF PUBLIC WORKS STAFF TO SECOND STREET; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Justin recognizes the need for the relocation of Public Works staff within the city; and

WHEREAS, the City is interested in the building located at 201 W. 2nd Street and has come to an agreement with property owner, Mark Wallace, for the temporary use of the building for placement of Public Works staff; and

WHEREAS, the proposed lease agreement outlines terms that allows the City not to pay any monthly lease fees up to 12 months in lieu of a mural that will be funded through the Justin Economic Development and Community Development Corporation Boards; and

WHEREAS, the City Council finds that executing this agreement will benefit the public by ensuring the Public Works staff will be temporarily relocated to ensure proper working conditions and will provide maintenance within city limits while a permanent location is being determined;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. That the City Council hereby approves the agreement between the City of Mark Wallace for a temporary rental agreement.

SECTION 2. That the City Manager is authorized to execute the agreement with Mark Wallace, including any necessary documents related thereto, on behalf of the City of Justin.

SECTION 3. The City Manager is further authorized to take all necessary actions and execute any documents required to implement the intent of this Resolution.

SECTION 4. This Resolution shall take effect immediately upon its passage.

DULY PASSED by the City Council of the City of Justin, Texas, on the 27th day of March 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 1. (PUBLIC HEARING(S))

Title: Consider adopting Ordinance 798-25, first reading, for the Cuesta Annexation legally described as M. Polk Survey, Abstract No. 993, W.A. Ferris Survey, Abstract No. 419, W.D. Redd Survey, Abstract No. 1125; and take appropriate action.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends consideration based on the request.

Background:

Background:

The City of Justin has received an annexation request for a 537.18-acre property known as Cuesta, situated in Denton County, Texas. The annexation request aligns with the City's long-term growth strategy and complies with the Developer's Agreement previously established for this area. The applicant seeks to incorporate the property into the City's corporate limits under the zoning designation of SF-RE (Residential Estate Single Family), the lowest density residential zoning classification. If approved, there will be a request to rezone the property.

Public Hearings and Compliance:

Pursuant to state law, required notices have been published, and public hearings have been scheduled to allow community input regarding this annexation.

Municipal Services Commitment:

Upon annexation, the City will provide the following municipal services as outlined in the Annexation Services Agreement:

- **Fire Protection:** Fire suppression services will be immediately available from Fire Station No. 1, located at 310 N Sealy Ave, Justin, TX 76247. Fire prevention activities will also be provided as needed.
 - **Police Protection:** The City of Justin Police Department will extend routine patrols to the area upon annexation, which can be accommodated within the current budget and staff allocation.
 - **Development Services:** Code enforcement, permitting, zoning, and subdivision regulations will be enforced by the Development Services Department immediately upon annexation.
-

- **Library Services:** The development will have full library privileges upon annexation.
- **Street Maintenance:** The City will assume responsibility for street maintenance upon annexation and acceptance of the roads.
- **Storm Water Management:** Developers will be responsible for initial storm water drainage at their own expense, with city maintenance beginning upon approval.
- **Street Lighting:** The Developer will coordinate with the local electric provider to address street lighting needs. The maintenance of street lighting is to follow all local ordinances.
- **Traffic Engineering:** The City will install any necessary traffic control devices as determined by the City after annexation and construction.
- **Water and Sewer Services:** The City of Justin will provide water and sanitary sewer services, with upgrades or obligations required as outlined in the Developer's Agreement.
- **Trash Collection:** Solid waste services will be provided by the City or a third-party contractor selected by the City Council.

The request is to annex raw land into the City at this time. However, the Developer's Agreement designates this development for residential use, consisting of approximately 1,547 lots.

City Attorney Review: Yes

Attachments:

1. Cuesta Annexation Form-signed
2. Cuesta Annexation Request Letter
3. Cuesta Metes and Bounds Description
4. Cuesta Location Map
5. Cuesta Annexation Ordinance and Municipal Services Plan

DEVELOPMENT INFORMATION

Project Location North of Sam Reynolds Road, West of FM 156, and South of FM 407
Addition Name Cuesta
Legal Description See Property ID and Legal Description Below
Proposed Use Single-Family Residential
Current Zoning N/A Acreage ~539 acres Lots 1,545 (Per the DA)
No. New Street Intersections 2 Connections to Proposed Arterial & 5 Connections to Existing Roads

OWNER INFORMATION

Name TCCI Range-Mead 2021 LLC
Address 14675 Dallas Parkway Suite 575
City Dallas State Texas Zip 75254
Richard Alberque
Phone 214-734-0360 Email rich@tccitx.com

For additional owners, please include additional copies of pages 1 and 2 of this application. The property owner must sign the application or submit a notarized letter of authorization.

REPRESENTATIVE/AGENT INFORMATION

Name Brent Murphree P.E. and Lori Lusk P.E.
Address 400 N Oklahoma Drive, Suite 105
City Celina State Texas Zip 75009
Brent Murphree
Phone 972-731-2189 Email Lori Lusk
Brent.Murphree@kimley-horn.com Lori.Lusk@kimley-horn.com

Property ID: #68903
Legal Description: A1125A W.D. Reed, TR 7, 53.76 Acres, OLD DCAD TR 3

Property ID: #68225
Legal Description: A0419A W.D. Ferris, TR 7, 39.044 Acres, OLD DCAD TR 5

Property ID: #68275
Legal Description: A0993A Mary Polk, TR 42, 219.812 Acres, OLD DCAD SHT 1, TR 6

Property ID: #68232
Legal Description: A0419A W.A. Ferris, TR 8, 42.1960 Acres

Property ID: #1013013
Legal Description: A0993A Mary Polk, TR 39A & 41A, 158.80 Acres

Property ID: #112432
Legal Description: A0419A W.A. Ferris, TR 9, 11.0541 Acres, OLD DCAD TR 7A(1)

Property ID: #1059586
Legal Description: A0419A W.A. Ferris, TR 8A, 10.0120 Acres

CERTIFICATION AND ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and/or City Council hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Planning & Zoning Department. I understand that the filing fee is not refundable upon withdrawal of the proposal or upon denial of the case.



Owner Signature



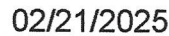
Date



Owner Name (print)



Agent Signature



Date



Agent Name (print)

APPLICATION SUBMITTAL REQUIREMENTS

ANNEXATION APPLICATION

The following items are REQUIRED:

- ☐ Annexation Application Form
- ☐ Application fee as required by the [Justin Fee Schedule](#). This fee is non-refundable.
- ☐ Narrative Letter detailing why the applicant is requesting annexation and if services will be provided by the City.
- ☐ Metes and Bounds of the subject property requested for annexation.
- ☐ Map or exhibit showing the property to annexed
- ☐ Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Planning and Zoning Commission and/or City Council.

February 21, 2025

Mr. Matthew Cyr
Director of Development and Economic Development
City of Justin
415 N College Avenue, Justin, TX 76247

RE: Cuesta Annexation Request
KH Celina No. 061179360

Dear Mr. Cyr,

Kimley-Horn on behalf of TCCI Range-Mead 2021 LLC, requests to annex the ~539-acre tract to be known as Cuesta into the City of Justin. Cuesta is an ~539-acre tract of land generally located north of Sam Reynolds Road, west of FM 156, and south of FM 407, within the ETJ of Justin, Denton County, Texas. Once annexed into the City of Justin, the property is planned to be developed in accordance with the approved Development Agreement for the property into a single-family residential development receiving water and sanitary sewer services from the City of Justin.

Sincerely,



Lori Lusk, P.E.

METES AND BOUNDS DESCRIPTION (TRACT 1)

BEING 537.18 acres of land situated in the M. Polk Survey, Abstract No. 993, W.A. Ferris Survey, Abstract No. 419, W. D. Redd Survey, Abstract No. 1125, Denton County, Texas, being a part and out of that certain called 35.622 acre tract of land described in deed to Olen N. Range and wife Myrtie Helen Range, recorded in Volume 1436, Page 311, Deed Records, Denton County, Texas, (D.R.D.C.T.), a certain called 217.008 acre tract of land described in deed to Olen Range recorded in Volume 670, Page 29, Deed Records, Denton County, Texas, (D.R.D.C.T.), a certain called 2.50 acre tract of land described in deed to Olen N. Range and wife Myrtie Helen Range, recorded in Volume 1122, Page 256, Deed Records, Denton County, Texas, (D.R.D.C.T.), and being a part and out of that certain called 317.616 acre tract of land described in deed to Patricia Ann Range Molloy, recorded in Volume 769, Page 965, Deed Records, Denton County, Texas, (D.R.D.C.T.), said 537.18 acres of land being more particularly described as follows:

BEGINNING at a 1/2-inch iron rod found for the most Northeast corner of said called Range tract (Volume 1436, Page 311), the Northeast corner of this 537.18 acre tract, and being the Northwest corner of a 17.66 acre tract of land recorded in Instrument No. 2009-118973, Official Public Records, Denton County, Texas (O.P.R.D.C.T.);

THENCE South 01°16'33" East with the West line of said 17.66 acre tract, a distance of 682.72 feet to a calculated corner from which a wooden fence corner, bears: North 10°01'46" West, a distance of 9.27 feet, said corner being the Northeast corner of a 12.44 acre tract of land recorded in Volume 4651, Page 469 (D.R.D.C.T.);

THENCE South 54°28'21" West with the North line of said 12.44 acre tract, a distance of 691.22 feet to a 1/2-inch iron rod found, being the Northwest corner of said 12.44 acre tract;

THENCE South 02°47'34" West with the West line of said 12.44 acre tract, a distance of 158.01 feet to a 1/2-inch iron rod found for an angle point on the East line of said 12.44 acre tract and an interior corner of the east line of this 537.18 acre tract;

THENCE South 01°13'12" East, with the west line of said 12.44 acre tract, a distance of 585.75 feet to a calculated corner from which a wooden fence corner found, bears: North 85°54'39" East, a distance of 4.10 feet, said point being the Southwest corner of said 12.44 acre tract;

THENCE South 01°31'49" East, a distance of 500.12 feet to a 1/2-inch iron rod stamped "TOPOGRAPHIC" set;

THENCE South 88°10'36" West, a distance of 619.58 feet to a 1/2-inch iron rod stamped "TOPOGRAPHIC" set;

THENCE South 04°11'52" West, a distance of 412.69 feet to a 1/2-inch iron rod stamped "TOPOGRAPHIC" set;

THENCE South 86°49'18" East, a distance of 39.33 feet to a 1/2-inch iron rod stamped "TOPOGRAPHIC" set;

THENCE North 87°36'39" East, a distance of 443.81 feet to a 1/2-inch iron rod stamped "TOPOGRAPHIC" set;

THENCE North 01°35'10" West, a distance of 10.83 feet to a 1/2-inch iron rod stamped "TOPOGRAPHIC" set from which a fence corner, bears: North 73°30'23" East, a distance of 1.01 feet, also being the Southwest corner of a 43,553 square foot tract of land recorded in Instrument No. 2004-86634 (O.P.R.D.C.T.);

THENCE North 88°28'12" East, a distance of 178.15 feet to a 1/2-inch iron rod stamped "TOPOGRAPHIC" set from which a fence corner, bears: South 06°17'38" West, a distance of 41.34 feet, also being the Southeast corner of said 43,553 square foot tract;

THENCE South 01°28'26" East, a distance of 1,883.68 feet to a fence corner post found for the Southeast corner of this 537.18 acre tract, from which a 1/2-inch iron rod found, bears: North 55°19'58" West, a distance of 0.39 feet, being the Northeast corner of Lot 34 of the FoxBane Estates, recorded in Cabinet H, Page 24 of the Plat Records, Denton County, Texas (P.R.D.C.T.);

THENCE South 89°35'15" West with the North line of said FoxBane Estates, at a distance of 2,036.57 feet pass a 1/2 inch iron rod found, a total distance of 2,268.70 feet to a calculated corner for an exterior corner of this 537.18 acre tract, from which a fence corner post found, bears: North 39°49'12" East, a distance of 1.13 feet, also being the interior corner of said FoxBane Estates;

THENCE North 00°18'04" West, a distance of 1,683.93 feet to a 1/2-inch iron rod found for an interior corner corner of this 537.18 acre tract and the most Northern Northeast corner of said FoxBane Estates;

THENCE South 89°41'56" West, with the north line of said Foxbane Estates, a distance of 749.62 feet to a calculated corner being an interior corner of this 537.18 acre tract from which a fence corner post found, bears: South 61°33'11" West, a distance of 0.51 feet, being the most Northern Northwest corner of said FoxBane Estates;

THENCE South 00°38'43" East, at a distance of 1,366.79 pass a 1/2" iron rod found, a total distance of 1,788.01 feet to a calculated corner for an exterior corner of this 537.18 acre tract, from which a fence corner post found, bears: North 59°57'51" West, a distance of

2.29 feet, said calculated corner also being Northeast corner of a 11.840 acre tract recorded in Instrument No. 2012-12445 (O.P.R.D.C.T.);

THENCE North 89°57'51" West, a distance of 518.52 feet to a 1/2-inch iron rod found for an angle corner on the South line of this 537.18 acre tract, being the Northwest corner of said 11.840 acre tract and the Northeast corner the Sage Meadows Subdivision, Phase Two, recorded in Cabinet N, Page 166 (P.R.D.C.T.);

THENCE South 89°52'37" West, a distance of 538.16 feet to a 1/2-inch iron rod found for an angle corner for this 537.18 acre tract, being the Northwest corner of said Sage Meadows and Northeast corner of Sunflower Meadows recorded in Cabinet O, Page 122 (P.R.D.C.T.);

THENCE South 89°51'55" West, a distance of 1,144.64 feet to a 1/2-inch iron rod found for an angle corner on the South line of this 537.18 acre tract, being the Northwest corner of said Sunflower Meadows and the Northeast corner of Riggs Place, recorded in Cabinet E, Page 359 (P.R.D.C.T.);

THENCE South 89°46'31" West, a distance of 1,107.35 feet to a fence corner post found on the East line of a 462.08 acre tract recorded in Instrument No. 2009-1220 (O.P.R.D.C.T.), for the Southwest corner of this 537.18 acre tract and the Northwest corner of said Riggs Place;

THENCE North 00°13'42" West with said 462.08 acre tract, a distance of 3,307.06 feet to a 1/2-inch iron rod found for the most westerly Northwest corner of this 537.18 acre tract, being the Southwest corner of a 5.00 acre tract recorded in Clerk's No. 2010-21470 (O.P.R.D.C.T.);

THENCE North 89°56'14" East, a distance of 321.70 feet to a 1/2-inch iron rod found for and interior corner on the North line of this 537.18 acre tract and the most Southern Southeast corner of said 5.00 acre tract;

THENCE North 00°06'50" West, a distance of 61.86 feet to a 1/2-inch iron rod found for an exterior corner on the North line of this 537.18 acre tract and an interior corner of said 5.00 acre tract;

THENCE North 88°48'32" East, a distance of 195.07 feet to a 60D nail found for an interior corner on the North line of this 537.18 acre tract and the most Eastern Southeast corner of said 5.00 acre tract;

THENCE North 00°03'55" West, a distance of 385.16 feet to a 1/2-inch iron rod found on the South line of a 161.17 acre tract recorded in Instrument No. 2009-23477 (O.P.R.D.C.T.), being the most northerly Northwest corner of this 537.18 acre tract and the Northeast corner of said 5.00 acre tract;

THENCE North 89°07'54" East, a distance of 3,525.47 feet to a fence corner post found for the Northeast corner of said called 317.616 acre tract and the most Western Northwest corner of said 217.008 acre tract;

THENCE North 89°00'10" East, a distance of 898.27 feet to a fence corner post found for an interior corner of this 537.18 acre tract, an interior corner of said called 217.008 acre tract and being the Southeast corner of a 103.2656 acre tract recorded in Instrument No. 2009-136383 (O.P.R.D.C.T.);

THENCE North 00°25'50" West, a distance of 897.86 feet to a 5/8-inch iron rod found for the most Northern Northwest corner of this 537.18 acre tract and being the Southwest corner of a 43.31 acre tract recorded in Instrument No. 2019-16134 (O.P.R.D.C.T.);

THENCE North 89°24'32" East, a distance of 1,300.13 feet to a 1/2-inch iron rod found for the Northwest corner of said called 35.622 acre tract;

THENCE North 89°39'17" East, a distance of 565.88 feet to the POINT OF BEGINNING and containing a total of 537.18 acres of land.

METES AND BOUNDS DESCRIPTION (TRACT 2)

BEING 1.81 acres of land situated in the M. Polk Survey, Abstract No. 993, Denton County, Texas, being a part and out of Block 1, Range Hill Addition, referenced as Lot 3 Range Hill Road, according to the map thereof recorded in Cabinet L, Page 237, Plat Records, Denton County, Texas, (P.R.D.C.T.), said 1.81 acres of land being more particularly described as follows:

BEGINNING at a 1/2-inch iron rod found in the centerline of Range Road, being the most southern Southeast corner of said Range Hill Addition, and the Southwest corner of a 3.000 acre tract of land, in deed to Gary W. Huges, ET UX, recorded in Volume 1824, Page 859, Real Property Records, Denton County, Texas (R.P.R.D.C.T.);

THENCE South 88°45'45" West, a distance of 319.81 feet to a point in the centerline of Range Road, a point on the East line of a 217.008 acre tract of land in deed to Olen Range, recorded in Volume 670, Page 29, Deed Records, Denton County, Texas (D.R.D.C.T.);

THENCE North 01°28'26" West, at a distance of 17.25 feet pass a 1/2-inch iron rod stamped "TOPOGRAPHIC" set; a total distance of 30.00 feet to a point on the North right-of-way line of Range Road;

THENCE North 88°45'45" East with the North right-of-way line of Range Road, a distance of 259.98 feet to a point being the Southeast corner of Lot 1, Block 1, of said Range Hill

Addition;

THENCE North 01°08'43" West, a distance of 825.86 feet to a 1/2-inch iron rod found for the Northeast corner of said Lot 1;

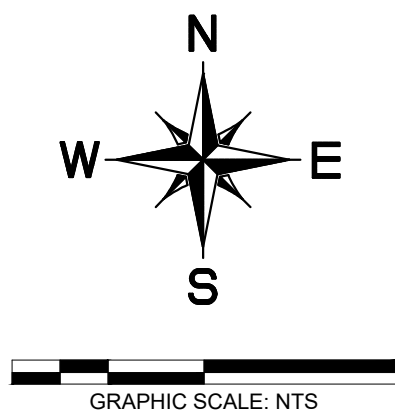
THENCE South 88°49'07" West, a distance of 265.87 feet to a point on the East line of said 217.008 acre tract, from which a 1/2-inch iron rod stamped "TOPOGRAPHIC" set, bears: South 01°31'49" East, a distance of 498.34 feet;

THENCE North 01°31'49" West with said 217.008 acre tract, a distance of 60.00 feet to a point being the Southwest corner of a 12.44 acre tract of land, in deed to Jerry S. Evans, recorded in Volume 4651, Page 469, (D.R.D.C.T.), from which a 3-way fence corner, bears: North 86°10'29" East, a distance of 4.47 feet;

THENCE North 88°49'51" East with said 12.44 acre tract, a distance of 326.15 feet to a 1/2-inch iron rod found for the Northwest corner of Lot 2, Block 1, of said Range Hill Addition;

THENCE South 01°09'44" East, a distance of 399.92 feet to a 1/2-inch iron rod found for the Southwest corner of said Lot 2, the Northwest corner of said 3.000 acre tract;

THENCE South 01°08'45" East, a distance of 515.81 feet the POINT OF BEGINNING and containing a total of 1.81 acres of land.



Cuesta Location Map

City of Justin ETJ, Denton County, Texas
February 2025

DWG NAME: K:\CIEL_CIVIL\081179360 - MERITAGE - CUESTA\CAD\X\H\B\T\PLANS\SHEETS\20250220\LOCATION MAP.DWG
LAST SAVED: 2/20/2025 1:11 PM

Kimley»Horn

400 North Oklahoma Drive, Suite 105
Celina, TX 75009
469-501-2200
State of Texas Registration No. F-928

NOTES:
1. THIS PLAN IS CONCEPTUAL IN NATURE AND HAS BEEN PRODUCED WITHOUT THE
BENEFIT OF A SURVEY OR CONTACT WITH THE CITY, COUNTY, ETC.
2. AERIAL IMAGE BY HERE MAP. COPYRIGHT 2025.

ORDINANCE NO. 798-25

AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS, ANNEXING CERTAIN TERRITORY DESIGNATED AS CUESTA, BEING APPROXIMATELY 537.18 ACRES OF LAND SITUATED IN THE M. POLK SURVEY, ABSTRACT NO. 993, W.A. FERRIS SURVEY, ABSTRACT NO. 419, W.D. REDD SURVEY, ABSTRACT NO. 1125, DENTON COUNTY, TEXAS, IN ACCORDANCE WITH THE DEVELOPER'S AGREEMENT; DESIGNATING INITIAL ZONING OF THE PROPERTY AS SF-RE (RESIDENTIAL ESTATE SINGLE FAMILY); APPROVING AN ANNEXATION SERVICES AGREEMENT; PROVIDING FOR MUNICIPAL SERVICES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Justin, Texas (the "City"), in accordance with the laws of the State of Texas, has determined that the annexation of the territory described herein serves the best interests of the City and its citizens; and

WHEREAS, the proposed annexation will not increase the Extra-Territorial Jurisdiction of the City of Justin; and

WHEREAS, the landowners of the territory legally described herein have consented to annexation in accordance with the terms of the Developer's Agreement; and

WHEREAS, public hearings were properly noticed and held in accordance with state law to allow for public input on the proposed annexation; and

WHEREAS, upon annexation, the property shall be zoned as SF-RE (Residential Estate Single Family), the lowest density zoning classification available under the City's zoning regulations; and

WHEREAS, the City Council finds that this annexation is in the best interest of the City and that municipal services shall be provided in accordance with the Developers Agreement, which shall serve as the Annexation Services Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. The City of Justin hereby annexes into the City's corporate limits the territory described in Exhibit A, comprising approximately 537.18 acres, and said

territory shall hereafter be included within the City’s boundaries and subject to all applicable laws and ordinances.

SECTION 2. The annexed property shall be zoned SF-RE (Residential Estate Single Family), which is the lowest density zoning classification under the City’s zoning ordinance and shall be developed in accordance with all applicable regulations and governing documents.

SECTION 3. Pursuant to state law, an Municipal Services Agreement is hereby approved and adopted, attached hereto as Exhibit A, which details the provision of municipal services to the annexed area.

SECTION 4. (a) Fire and Police Protection: The City of Justin shall provide fire and police services to the annexed area immediately upon annexation. (b) Water and Sewer Services: Water and sewer services shall be provided by the City of Justin upon compliance with all requisite regulations and governing documents. (c) Trash Collection: Trash services shall be provided by the City of Justin or a third-party contractor as selected by the City Council. The rest of the municipal services are outlined herein attached as “Exhibit A”.

SECTION 5. If any provision of this Ordinance or its application to any person or circumstance is held invalid, such invalidity shall not affect the validity of the remaining portions of this Ordinance, which shall continue in full force and effect.

DULY PASSED by the City Council of the City of Justin, Texas, on the 10th day of April 2025.

On first reading, the 27th day of March 2025.

On the second and final reading, the 10^h day of April 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT A



MUNICIPAL SERVICES PLAN

DEVELOPMENT NAME: Cuesta Development

LEGAL DESCRIPTION:

BEING 537.18 acres of land situated in the M. Polk Survey, Abstract No. 993, W.A. Ferris Survey, Abstract No. 419, W. D. Redd Survey, Abstract No. 1125, Denton County, Texas, being a part and out of that certain called 35.622 acre tract of land described in deed to Olen N. Range and wife Myrtie Helen Range, recorded in Volume 1436, Page 311, Deed Records, Denton County, Texas, (D.R.D.C.T.), a certain called 217.008 acre tract of land described in deed to Olen Range recorded in Volume 670, Page 29, Deed Records, Denton County, Texas, (D.R.D.C.T.), a certain called 2.50 acre tract of land described in deed to Olen N. Range and wife Myrtie Helen Range, recorded in Volume 1122, Page 256, Deed Records, Denton County, Texas, (D.R.D.C.T.), and being a part and out of that certain called 317.616 acre tract of land described in deed to Patricia Ann Range Molloy, recorded in Volume 769, Page 965, Deed Records, Denton County, Texas, (D.R.D.C.T.), said 537.18 acres of land.

FIRE

Existing Services: Denton County

Services to be Provided: Fire suppression will be available to the area upon annexation. Primary fire response will be provided by Fire Station No. 1, located at 310 N Sealy Ave, Justin, TX 76247. Adequate fire suppression activities can be afforded to the annexed area within current budget appropriation. Fire prevention activities will be provided by the City of Justin as needed.

POLICE

Existing Services: Denton County's Sheriff's Office

Services to be Provided: Upon annexation, the City of Justin Police Department will extend regular and routine patrols to the area. It is anticipated that the implementation of police patrol activities can be effectively accommodated within the current budget and staff appropriation.

DEVELOPMENT SERVICES

Existing Services: Denton County

Services to be Provided: The Development Services Department will provide Code Enforcement Services upon annexation. This includes issuing building, electrical and plumbing permits for any new construction and remodeling and enforcing all other applicable codes which regulated building construction within the City of Justin.

Development Services responsibility for regulating development and land use through the administration of the City of Justin's Zoning Ordinance will extend to this area on the effective date of the annexation. The property will also continue to be regulated under the requirements of the City of Justin Subdivision Ordinance. These services can be provided within the department's current budget.

The City of Justin will implement the enforcement of the City of Justin's health ordinances and regulations on the effective date of the annexation. Such services can be provided with current Health Department Personnel and within the current budget appropriation. In addition, animal control services will be provided to the area as needed.

LIBRARY

Existing Services: None

Services to be Provided: Upon the effective date of annexation, library use privileges will be available to anyone residing in this area. These privileges can be provided within the current budget appropriation.

STREET

Existing Services: Denton County

Services to be Provided: Maintenance to the street facilities will be provided by the City upon the effective date of the annexation. This service can be provided within the current budget appropriation.

STORM WATER MANAGEMENT

Existing Services: None

Services to be Provided: Developers will provide storm water drainage at their own expense and will be inspected by the City Engineers at time of completions. The City will then maintain the drainage upon approval.

STREET LIGHTING

Existing Services: None

Services to be Provided: The City of Justin will coordinate any request for improved street lighting with the local electric provider in accordance with standard policy.

TRAFFIC ENGINEERING

Existing Services: None

Services to be Provided: The City of Justin will be able to provide, after the effective date of annexation, any additional traffic control devices.

WATER SERVICE

Existing Services: None

Services to be Provided: The City of Justin shall serve water to the subject property and its future residents. Water upgrades are required and are outlined in the executed Developers Agreement.

SANITARY SEWER SERVICE

Existing Services: None

Services to be Provided: The City of Justin shall provide sanitary sewer service to the subject property and its future residents. Sewer upgrades are required and are outlined in the Developers Agreement.

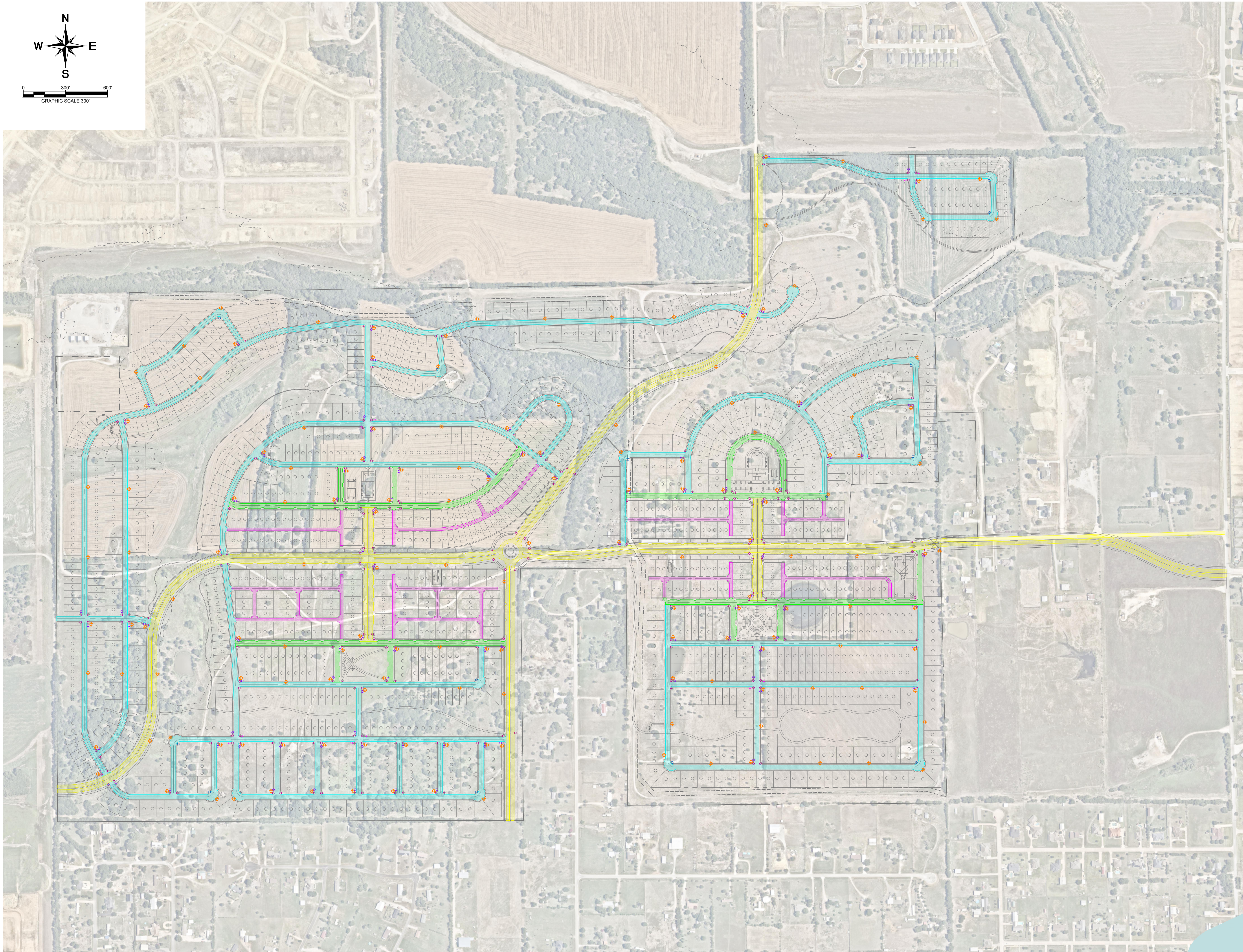
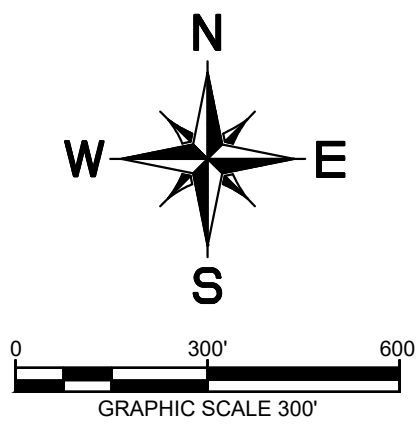
SOLID WASTE SERVICES

Existing Services: None

Services to be Provided: Solid Waste Collection shall be provided to the area of annexation in accordance with the present ordinance. Service shall comply with existing City of Justin policies, beginning with occupancy of structures.

MISCELLANEOUS

All other applicable municipal services will be provided to the area in accordance with the City of Justin's established policies governing extension of municipal services to newly annexed areas. In addition to this service plan a Capital Improvement Plan is also included per §43.056(e) of the Texas Local Government Code.



LEGEND

	ALLEY PAVEMENT
	50' ROW PAVEMENT
	60' ROW PAVEMENT
	100' ROW PAVEMENT
	BARRIER FREE RAMP
	STREET SIGN
	COMBINATION STREET SIGN/STOP SIGN
	STOP SIGN
	STREET LIGHT

- NOTES:
1. ROADWAY IMPROVEMENTS SHOWN ARE CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE DURING THE DETAILED DESIGN PROCESS.
 2. SIDEWALKS WITHIN THE RIGHTS-OF-WAY INTENDED TO BE DEDICATED TO THE CITY.
 3. SEE LANDSCAPE EXHIBITS FOR TRAILS TO BE DEDICATED TO THE CITY.

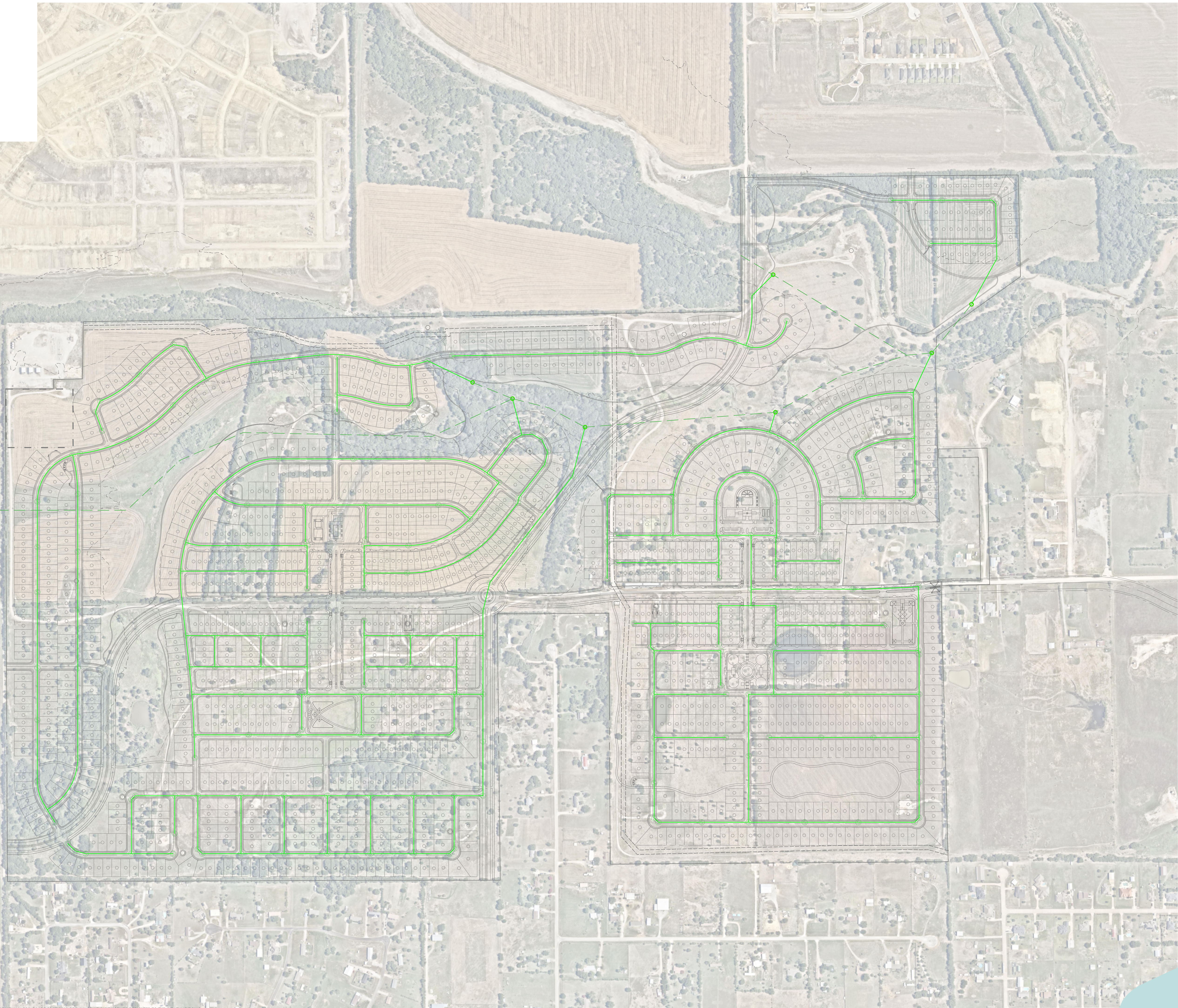
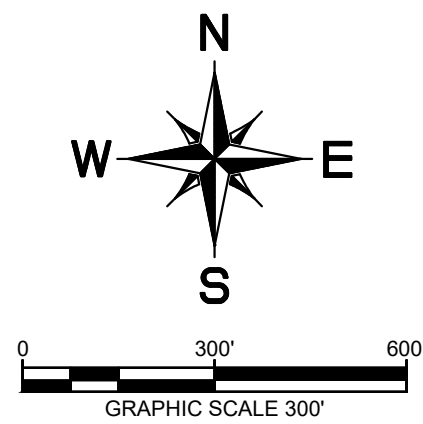
Exhibit C-1
Roadway Improvements
Range Creek
(Cuesta)

Justin, Texas
October 2024

Kimley»Horn

400 North Oklahoma Drive, Suite 105
Celina, TX 75009
469-501-2200
State of Texas Registration No. F-928

NOTES:
1. THIS PLAN IS CONCEPTUAL IN NATURE AND HAS BEEN PRODUCED WITHOUT THE BENEFIT OF A SURVEY OR CONTACT WITH THE CITY, COUNTY, ETC.
2. AERIAL IMAGE BY NEARMAP. COPYRIGHT 2021



LEGEND

- SANITARY SEWER LINE
- WEST SIDE SSA SANITARY SEWER TRUNK LINE **
- SANITARY SEWER MANHOLE
- CONNECT TO EXISTING

** EXACT ALIGNMENT TO BE DETERMINED DURING DETAILED DESIGN — LAYOUT SHOWN IS APPROXIMATED BASED ON THE WEST SIDE REGIONAL SANITARY SEWER AGREEMENT.

NOTE:
SANITARY SEWER LAYOUTS SHOWN ARE CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE DURING THE DETAILED DESIGN PROCESS.

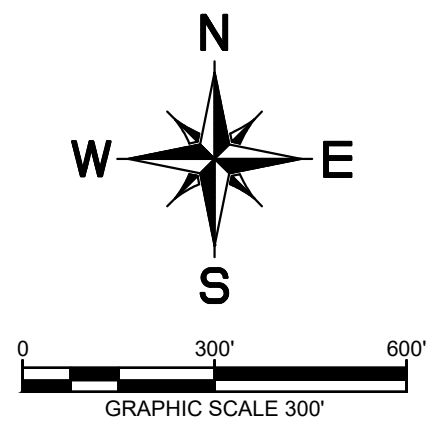
Exhibit C-1
Sanitary Sewer Improvements
Range Creek
(Cuesta)

Justin, Texas
October 2024

Kimley»Horn

400 North Oklahoma Drive, Suite 105
Celina, TX 75009
469-501-2200
State of Texas Registration No. F-928

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2650 LF OF WATERLINE
TO BE CONSTRUCTED TO
FM 407

LEGEND

- 8" WATER LINE
- 12" WATER LINE
- FIRE HYDRANT
- GATE VALVE
- TAPPING SLEEVE & VALVE
- AUTO FLUSH VALVE

NOTE:
WATER LINE LAYOUTS SHOWN ARE
CONCEPTUAL IN NATURE AND
SUBJECT TO CHANGE DURING THE
DETAILED DESIGN PROCESS.

Exhibit C-1
Water Improvements

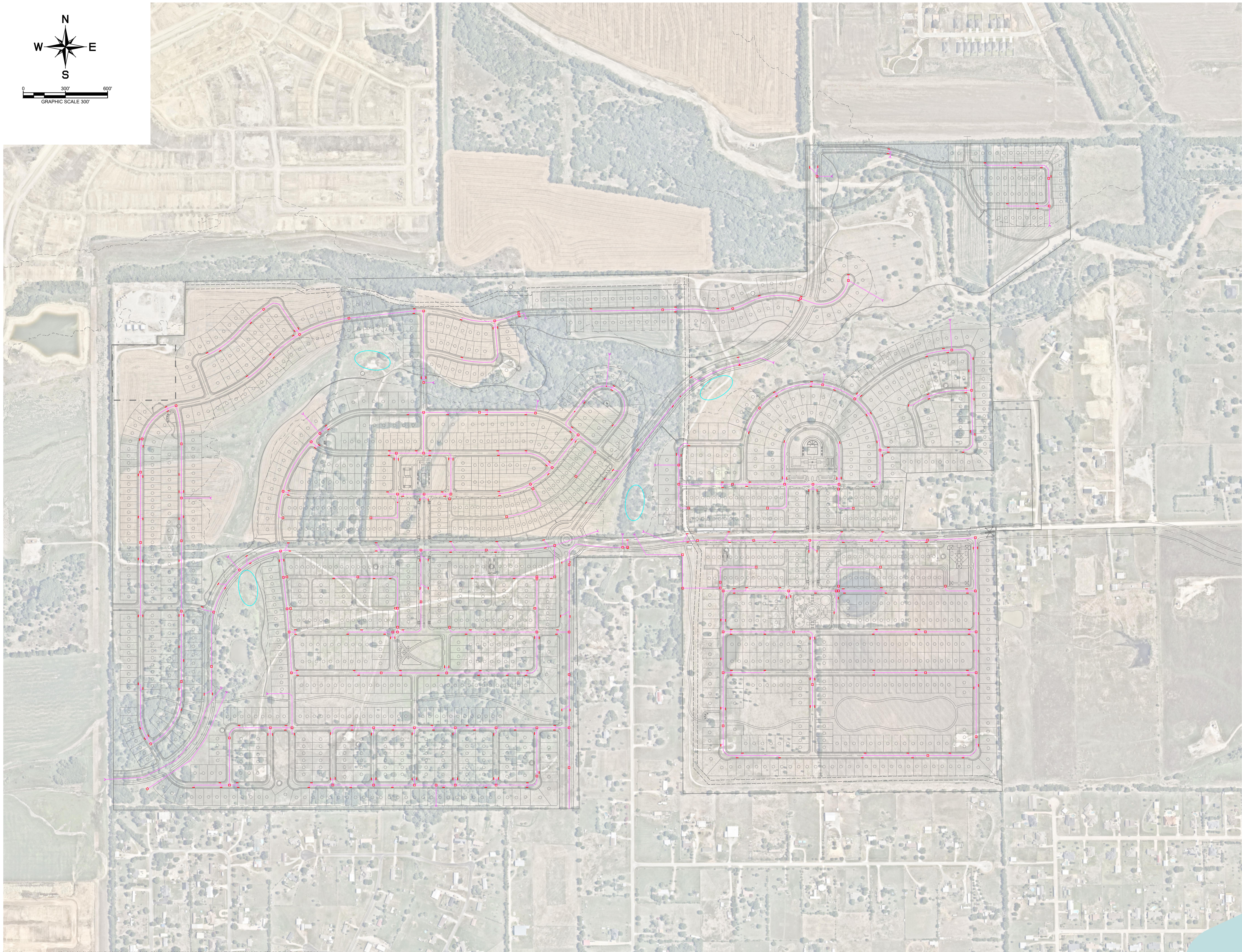
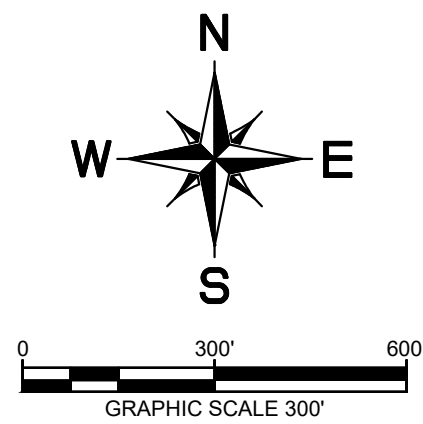
Range Creek
(Cuesta)

Justin, Texas
October 2024

Kimley»Horn

400 North Oklahoma Drive, Suite 105
Celina, TX 75009
469-501-2200
State of Texas Registration No. F-928

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LEGEND

	STORM LINE
	STORM INLET
	STORM MANHOLE
	STORM HEADWALL
	VELOCITY CONTROL STRUCTURE **

** LOCATION AND NUMBER OF VELOCITY CONTROL STRUCTURES IS APPROXIMATE AND SUBJECT TO CHANGE PENDING DETAILED ENGINEERING STUDIES.

NOTE:
STORM SEWER LAYOUTS SHOWN ARE CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE DURING THE DETAILED DESIGN PROCESS.

Exhibit C-1
Storm Sewer Improvements

Range Creek (Cuesta)

Justin, Texas
October 2024

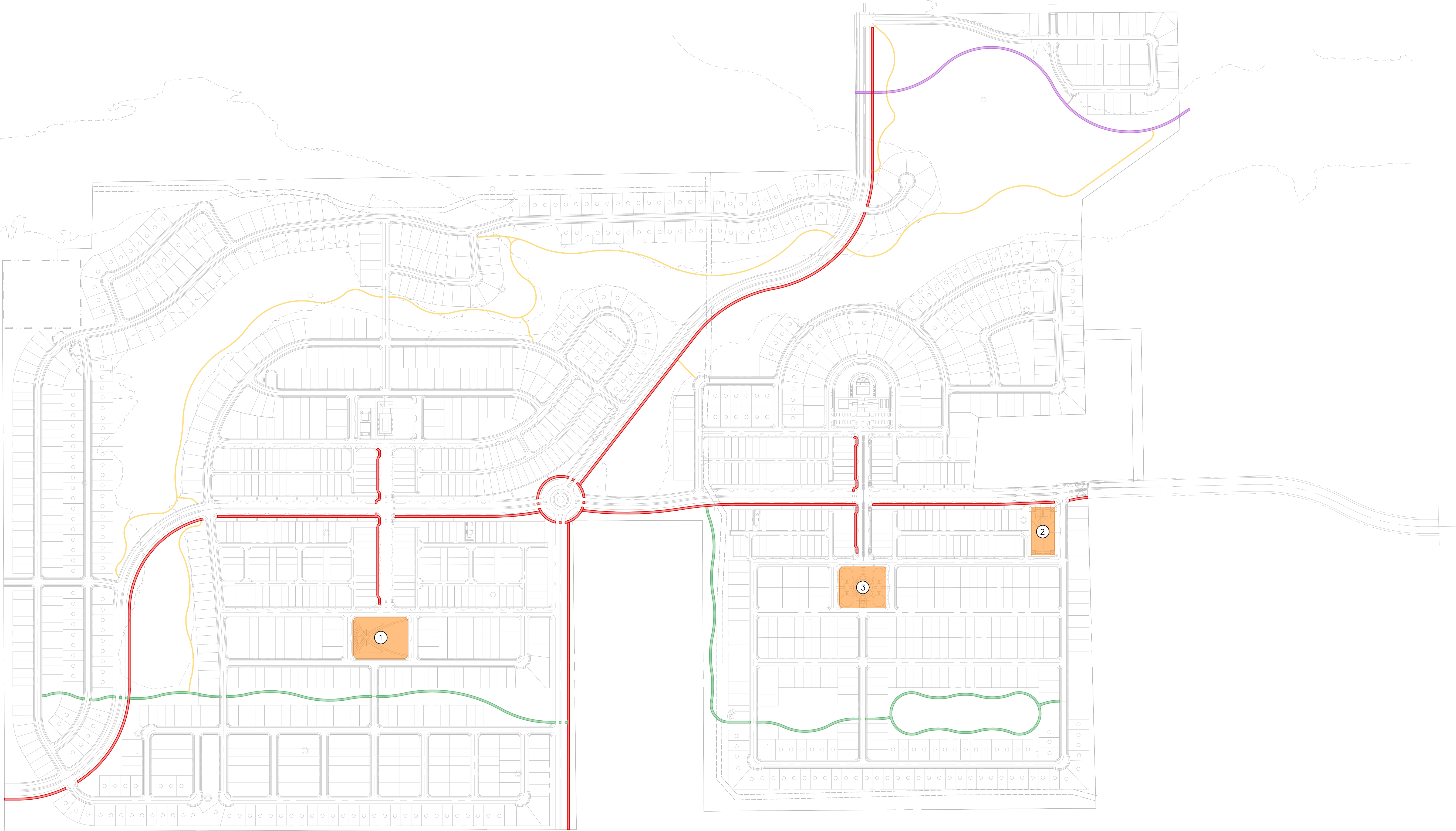
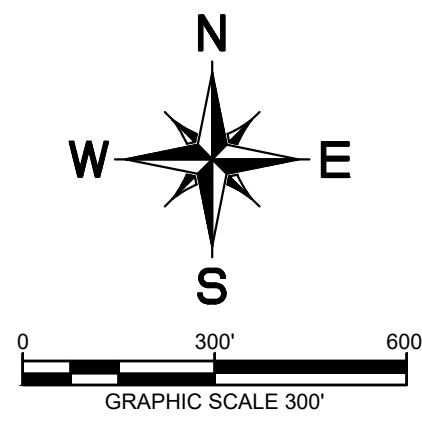
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PROJECT NAME: RANGE CREEK		CREATED BY: JMP		PHASE 1		PHASE 2		PHASE 3		PHASE 4		TOTAL	
LOCATION: Justin, Texas		CREATED: 10/15/2024											
JOB NUMBER: 061179360		CHECKED BY: LEL/CMM		NO. OF LOTS: 280		NO. OF LOTS: 322		NO. OF LOTS: 400		NO. OF LOTS: 540		NO. OF LOTS: 1,542	
FILE NAME: Range Creek Detailed OPC_20241125.xlsx		PRINTED: 11/25/2024		ACRES: 128.98		ACRES: 92.45		ACRES: 116.14		ACRES: 200.10		ACRES: 537.7	
TOTALS				PHASE 1		PHASE 2		PHASE 3		PHASE 4		TOTAL	
A1. CLEARING & GRADING				\$1,793,575.00		\$1,815,375.00		\$2,156,236.67		\$3,686,753.33		\$9,451,940.00	
A2. EROSION CONTROL				\$205,030.00		\$192,796.00		\$258,854.00		\$356,364.00		\$1,013,044.00	
A3. RETAINING WALLS				\$412,020.00		\$83,550.00		\$1,800,730.00		\$1,772,090.00		\$4,068,390.00	
B1. WATER - ONSITE				\$1,554,485.95		\$1,573,247.21		\$2,202,805.96		\$2,877,154.18		\$8,207,693.29	
B2. WATER - MAJORS				\$1,280,057.84		\$0.00		\$759,154.89		\$0.00		\$2,039,212.73	
B3. WATER - OFFSITE MAJORS				\$568,743.63		\$0.00		\$0.00		\$0.00		\$568,743.63	
C1. SEWER - ONSITE				\$1,803,094.42		\$1,833,242.92		\$2,580,443.95		\$2,904,503.46		\$9,121,284.75	
C2. SEWER - MAJORS				\$611,395.37		\$420,543.09		\$826,920.69		\$705,258.59		\$2,564,117.74	
C3. SEWER - OFFPHASE				\$0.00		\$0.00		\$347,242.04		\$0.00		\$347,242.04	
D1. STORM SEWER - ONSITE				\$2,022,961.57		\$2,722,964.04		\$3,713,570.78		\$5,374,895.79		\$13,834,392.18	
D2. STORM SEWER - MAJORS				\$5,930,033.71		\$0.00		\$3,296,508.20		\$114,929.42		\$9,341,471.32	
D3. STORM SEWER - OFFPHASE				\$17,818.42		\$90,759.61		\$78,536.09		\$0.00		\$187,114.12	
D4. STORM SEWER - OFFSITE				\$44,807.64		\$0.00		\$0.00		\$0.00		\$44,807.64	
D5. STORM SEWER - CULVERTS UNDER TRAILS				\$668,514.96		\$0.00		\$126,250.00		\$570,779.28		\$1,365,544.24	
E1. STREET PAVEMENT - ONSITE				\$3,756,596.10		\$3,477,189.52		\$4,961,398.76		\$6,486,808.26		\$18,681,992.64	
E2. STREET PAVEMENT - MAJORS				\$3,131,557.96		\$0.00		\$2,490,196.73		\$2,637,000.33		\$8,258,755.02	
E3. STREET PAVEMENT - OFFSITE				\$922,294.19		\$0.00		\$1,107,733.22		\$0.00		\$2,030,027.40	
E4. PAVEMENT - TRAILS				\$947,602.20		\$423,412.20		\$866,883.00		\$231,492.00		\$2,469,389.40	
F1. AMENITIES/OPEN SPACE IMPROVEMENTS				\$6,380,835.00		\$3,492,288.00		\$7,857,533.00		\$6,367,207.00		\$24,097,863.00	
G1. MISCELLANEOUS/OTHER				\$560,000.00		\$644,000.00		\$1,068,056.00		\$1,080,000.00		\$3,352,056.00	
H1. SOFT COSTS				\$3,593,882.45		\$1,768,631.14		\$3,860,285.09		\$3,880,524.01		\$13,103,322.70	
I1. REGIONAL UTRWD WATERLINE				TEMPORARY PLACEHOLDER COSTS ARE TO BE DETERMINED									
J1. WATER TOWER FOR ENTRY FEATURE				TEMPORARY PLACEHOLDER COSTS ARE TO BE DETERMINED									
SUB-TOTAL				\$36,205,306.40		\$18,537,998.72		\$40,359,339.05		\$39,045,759.64		\$134,148,403.82	
CONTINGENCY (10%)				\$3,620,530.64		\$1,853,799.87		\$4,035,933.90		\$3,904,575.96		\$13,414,840.38	
GRAND TOTAL				\$39,825,837.04		\$20,391,798.59		\$44,395,272.95		\$42,950,335.61		\$147,563,244.20	

	TIRZ Water, Sewer, and Drainage Improvements in Public Roadway/Easements (Note: While the totals include phase 4 costs, those are not intended to be included in the TIRZ.)
	TIRZ Drainage and Paving Improvements in Open Spaces



LEGEND

①

PUBLIC EVENT PARK

②

PUBLIC PAVILION PARK

③

PUBLIC PLAY PARK

4' NATURE TRAIL

12' REGIONAL TRAIL

12' MULTI-TRAIL

100 CL - 12' MULTI-TRAIL

Exhibit C-3
TIRZ Exhibit – Open Space,
Public Parks, Trails

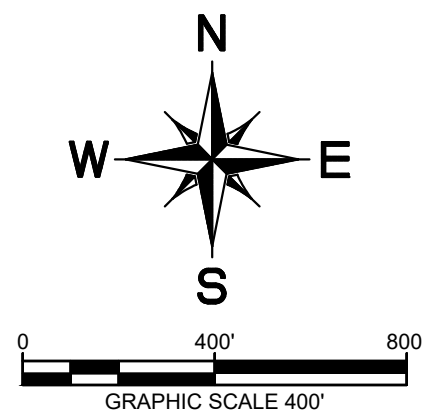
Range Creek (Cuesta)

Justin, Texas
November 2024

Kimley»Horn

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LEGEND

WATER IMPROVEMENTS

SANITARY SEWER IMPROVEMENTS

DRAINAGE IMPROVEMENTS

OPEN SPACE DRAINAGE IMPROVEMENTS

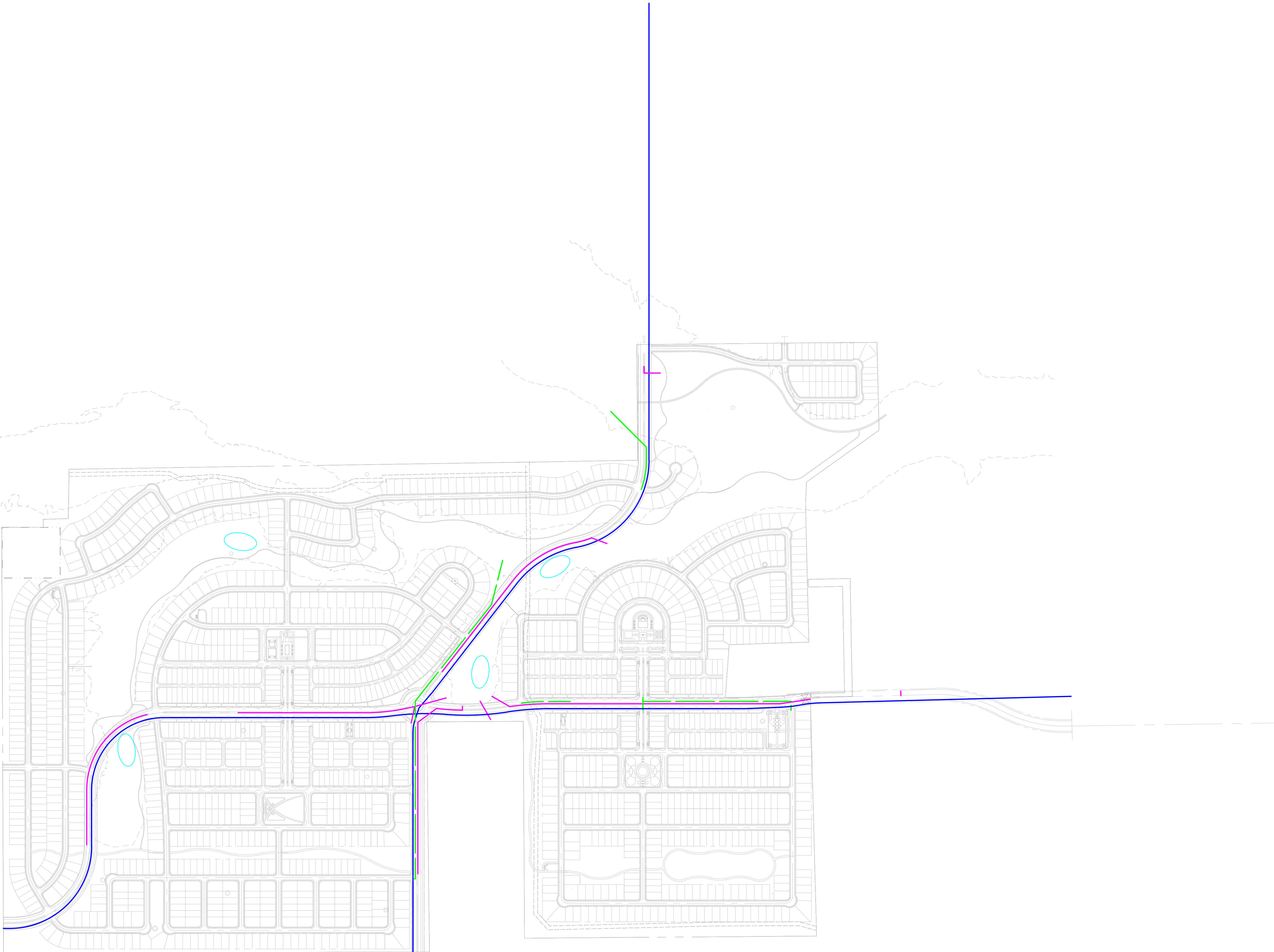


Exhibit C-3
TIRZ Exhibit – Utilities
**Range Creek
(Cuesta)**
Justin, Texas
November 2024

Kimley»Horn
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EXHIBIT C-4 TIRZ PROJECT COSTS
KIMLEY-HORN AND ASSOCIATES
NOVEMBER 25, 2024

PROJECT NAME:	RANGE CREEK (CUESTA)	PHASE 1	PHASE 2	PHASE 3	PHASE 4	TOTAL
LOCATION:	Justin, Texas					
OPEN SPACE, PUBLIC PARKS, TRAILS						
Public Event Park	\$ -	\$ -	\$ 2,610,000.00	\$ -	\$ 2,610,000.00	
Public Pavillion Park	\$ -	\$ 3,834,000.00	\$ -	\$ -	\$ 3,834,000.00	
Public Play Park	\$ -	\$ 3,684,000.00	\$ -	\$ -	\$ 3,684,000.00	
Open Space Improvements						
Drainage Improvements (Trails)	\$668,514.96	\$0.00	\$126,250.00	\$570,779.28	\$ 1,365,544.24	
Paving Improvements (Trails)	\$947,602.20	\$423,412.20	\$866,883.00	\$231,492.00	\$ 2,469,389.40	
SUBTOTAL OPEN SPACE, PUBLIC PARKS, TRAILS	\$ 1,616,117.16	\$ 7,941,412.20	\$ 3,603,133.00	\$ 802,271.28	\$ 13,962,933.64	
MAJOR INFRASTRUCTURE IMPROVEMENTS						
Water Improvements	\$1,848,801.47	\$0.00	\$759,154.89	\$0.00	\$ 2,607,956.35	
Sanitary Sewer Improvements (includes West Side Regional SSA)	\$611,395.37	\$420,543.09	\$826,920.69	\$0.00	\$ 1,858,859.15	
Drainage Improvements	\$5,974,841.35	\$0.00	\$3,296,508.20	\$0.00	\$ 9,271,349.54	
SUBTOTAL MAJOR ROADWAY IMPROVEMENTS	\$ 8,435,038.18	\$ 420,543.09	\$ 4,882,583.77	\$ -	\$ 13,738,165.04	
ADDITIONAL TIRZ COSTS						
MTH/TCCI Proportional Share of Elevated Storage Tank	TEMPORARY PLACEHOLDER COSTS ARE TO BE DETERMINED					
TOTAL POTENTIAL TIRZ PROJECT REIMBURSEMENT	\$ 10,051,155.34	\$ 8,361,955.29	\$ 8,485,716.77	\$ 802,271.28	\$ 27,701,098.68	

	<i>TIRZ Water, Sewer, and Drainage Improvements in Public Roadway/Easements</i>
	<i>TIRZ Drainage and Paving Improvements in Open Spaces</i>



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 1. (ACTION ITEMS)

Title: Review of Board Member for Park Board

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommend that Amy Shadowens remain on the Parks Board.

Background:

This item was requested by the City Council.

Amy Shadowens has completed all the required training and orientations required for all Board Members.

There have not been any issues over the past 6 months with this Board Member.

Amy Shadowens has proven to be a valuable Parks Board Member. Amy is very involved & engaging at all Parks Board meetings.

City Attorney Review: No

Attachments:

None



City Council Coversheet
March 27, 2025
415 N. COLLEGE AVE.

Agenda Item: 2. (ACTION ITEMS)

Title: Consider approving Resolution 743-25 authorizing the name of the City of Justin Park; and take appropriate action

Department: Administration

Contact: Joshua Little, Public Works Director

Recommendation:

Staff recommends the City Council adopt Resolution 743-25 as presented.

Background:

The Facility Naming Policy was approved and adopted by the Justin City Council through Resolution 730-25 on January 23, 2025. This policy shows clear guidelines and procedures for the naming of parks, recreational facilities, and other public spaces within the City of Justin. It ensures that the naming process is transparent and aligned with the community's values and interests. The policy outlines specific criteria that should be considered when naming a park or facility, which include:

- Historical Significance: Names that recognize historical events, places, or people significant to the community.
 - Geographic Features: Names that reflect the location, natural or geographic features of the area, such as nearby landmarks, rivers, parks, or neighborhoods.
 - Community Values: Incorporating public feedback on potential names that align with the values, culture, priorities, and spirit of the community.
 - Contributions: Names that honor individuals or organizations that have made significant contributions to the community.
-

- **Alignment with Facility Purpose:** Names that reflect the intended purpose or function of the Facility, ensuring relevance to its use.
- **Service and Dedication:** Honoring individuals with outstanding records of public service, including First Responders, educators, veterans, or municipal employees. Recognizing individuals who dedicated their lives to the betterment of the community or facility purpose.

Staff conducted a resident survey to gather information from the public on the new park for a period of 30 days. A total of eighteen responses were received during the survey period. While the response rate was modest, it offered valuable insight into the preferences of the community.

On March 11, 2025, the Parks Board reviewed the proposed names and considered the feedback received from residents. The Parks Board discussed the viability of each name based on the established criteria and the input gathered from the survey, ultimately deciding on two names. The Parks Board first choice was "Peterson Park" and second choice was "Oliver Creek Park." The top choice is now being presented to Council for consideration and possible action approving the name of the new park in the Timberbrook Addition to "Peterson Park".

City Attorney Review: N/A

Attachments:

1. Resolution 743-25 Peterson Park

RESOLUTION 743-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, APPROVING AND ADOPTING THE NAMING OF THE NEW PARK IN THE TIMBERBOOK ADDITION TO PETERSON PARK AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on January 23, 2025 City Council adopted Resoultion 730-25 approving the Faclitiy Naming Policy;

WHEREAS, on March 11, 2025 the Parks Board selected Peterson Park as the name to recommend to City Council ; and

WHEREAS, The Peterson Family has been a cornerstone in the City of Justin and their family history is included in the book "The Justin Story"; and

WHEREAS, Council finds that naming the new park in the Timberbrook Addition "Peterson Park" is consistent with the City of Justin's Facility Naming Policy; and

WHEREAS, the City Council finds that the passage of this Resolution is in the best interest of the citizens of Justin.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT;

SECTION 1. All matters stated in the Resolution above are found to be true and correct and are incorporated herein by reference as copied in their entirety.

SECTION 2. That the City Council of the City of Justin hereby approves the naming of the new park in the Timberbrook Addition "Peterson Park", and further authorizes the City Manager to update all signage, letterhead, social media, and any other materials necessary to carry out the naming.

SECTION 3. This Resolution shall take effect immediately from and after its passage and publication of the caption, as the law and Charter in such case provide.

DULY PASSED by the City Council of the City of Justin, Texas, on the 27th day of March 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:
