

Ryan Stevens, Place 1
Tomas Mendoza, Place 2
Steven Teschke, Place 3



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

James Clark, Mayor
JOINT WORKSHOP WITH THE PLANNING AND ZONING COMMISSION
CITY OF JUSTIN
CITY COUNCIL AGENDA
OCTOBER 23, 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) PROCLAMATION

1. Presentation of a Proclamation declaring the month of October as Breast Cancer Awareness Month.
2. Presentation of Proclamation declaring November 3 - November 7 as Municipal Court Week.
3. Presentation of Proclamation declaring October 23 -31 as Red Ribbon Week.

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.

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

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

- Discuss Project Tricycle
- Discuss Project Parkway

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)

E) WORKSHOP ITEM(S)

1. Receive a Biannual Update from the Economic Development/Community Development Corporation.
2. Receive a report and discuss the potential establishment of a Municipal Court of Record for the City of Justin.
3. Discuss and receive presentation relating to Building Code updates.

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 proper notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

G) 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 October 9, 2025; and take appropriate action.
2. Consider and act on Resolution 795-25 setting a Public Hearing under Section 311.003 of the Texas Tax Code for November 13, 2025, for the creation of a tax increment reinvestment zone containing approximately 538.99 acres of land located within the extraterritorial jurisdiction of the City of Justin, Texas; authorizing the issuance of notice by the City Secretary of the City of Justin, Texas regarding the public hearing; and directing the City of Justin, Texas to prepare a preliminary reinvestment zone financing plan.
3. Consider approving Resolution 796-25 authorizing the City Manager to enter into an interlocal agreement with Denton County for the 407 Road Construction Project; and take appropriate action.

H) ITEMS PULLED FROM CONSENT AGENDA

I) PUBLIC HEARING(S)

1. Consider and act upon Ordinance 826-25 for a Planned Development Amendment to reduce roadway impact fees at LaDera Timberbrook legally described as A0439A M. GARNETT, TR 3, 53.182 ACRES, OLD DCAD TR 2 and A0439A M. GARNETT, TR 3D, 6.483 ACRES.

J) JOINT WORKSHOP WITH THE PLANNING AND ZONING COMMISSION

1. Old Town Plan Update and Discussion

K) FUTURE AGENDA ITEMS

L) 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 10/16/25 p.m. at 2:05 PM, in accordance with the Texas Open Meetings Act.

Amy Piukana

Amy Piukana, TRMC, City Secretary



PROCLAMATION

Breast Cancer Awareness

WHEREAS, breast cancer is the second most diagnosed form of cancer for women in the United States and remains the second leading cause of cancer death among American women; and

WHEREAS, mammography, an “x-ray of the breast,” is recognized as the single most effective method of detecting breast changes long before physical symptoms can be seen or felt. Early detection and improved treatment are believed to have significantly reduced the number of deaths caused by breast cancer; and

WHEREAS, researchers, scientists, and numerous nonprofit organizations are dedicated to discovering a cure for breast cancer. During the month of October, we acknowledge the extraordinary commitment and effort invested in this cause; and

WHEREAS, we recognize that over two and a half million Americans are breast cancer survivors, which gives us hope of a better future.

NOW, THEREFORE, with support for those who continue to cope with breast cancer, I, James Clark, Mayor of the City of Justin, Texas, on behalf of the City Council, extend our deepest respect for survivors and those advocating for prevention and a cure, and in so doing, hereby proclaim OCTOBER 2025 as Breast Cancer Awareness Month.

Proclaimed this 23rd day of October
2025.

James Clark, Mayor



PROCLAMATION

Municipal Courts Week November 3-7, 2025

WHEREAS, more people, citizens and non-citizens alike, come in personal contact with municipal courts than all other Texas courts combined; and

WHEREAS, public impression of the entire Texas judicial system is largely dependent upon the public's experience in municipal court; and

WHEREAS, Municipal Judge Thomas W. Hobbs, Court Administrator Lesa Keith, and Deputy Court Clerk Samantha Floyd have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all and conforming to the standards set by the Canons of Judicial Conduct; and

WHEREAS, Municipal Courts play a significant role in preserving the quality of life in Texas communities through the adjudication of traffic offenses, ensuring a high level of traffic safety for our citizens; and

WHEREAS, the Municipal Judge and Clerks continually strive to improve the administration of justice through participation in judicial education programs, seminars, workshops, and the annual meetings of their state and local professional organizations.

NOW, THEREFORE, BE IT PROCLAIMED THAT: I, James Clark, Mayor of Justin do hereby declare **November 3-7, 2025, as Municipal Courts Week in the City of Justin.**

Proclaimed this 23rd day of October 2025.

James Clark, Mayor



PROCLAMATION

Red Ribbon Week October 23-31, 2025

WHEREAS, the National Family Partnership proudly revealed the theme for the 2025 Red Ribbon Week as: *“Life is a Puzzle, Solve It Drug Free.”*

WHEREAS, it is a powerful reminder that ordinary Americans nationwide contribute significantly to their communities every day by embracing a drug-free lifestyle; and

WHEREAS, Red Ribbon Week inspires individuals to play their part in fostering safe, healthy, drug-free communities; and

WHEREAS, Red Ribbon Week is observed annually from October 23rd to October 31st.

NOW, THEREFORE, BE IT PROCLAIMED THAT: I, James Clark, Mayor of Justin do hereby declare **October 23rd to October 31st as Red Ribbon Week in the City of Justin** and encourage everyone to live a “drug-free” lifestyle and to remember the devastating impact of drugs in America.

Proclaimed this 23rd day of October
2025.

James Clark, Mayor



City Council Coversheet
October 23, 2025
415 N. COLLEGE AVE.

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

Title: Receive a Biannual Update from the Economic Development/Community Development Corporation.

Department: Administration

Contact: Bailey Acosta, Vice President, Abbey Reece

Recommendation:

No action required.

Background:

The City Council has requested that Boards and Commissions provide biannual updates to the City Council, in order to stay informed about community needs.

City Attorney Review: No

Attachments:

None

General Limitations of Court of Non-Record

No.	Limitation	Law
1.	Only has Criminal Jurisdiction for fine only offenses. Must prove all offenses beyond a reasonable doubt. Can only fine defendant. May order restitution as part of punishment. If no immediate threat to public health or safety is evident, no other penalties imposed. Can incentivize compliance, but not require it.	Tex. Gov't Code §29.003
2.	No civil power over dangerous structures. Must go to District Court.	Tex. Gov't Code Subchapter B of Chapter 54.
3.	No civil power over junked vehicles. Must go to District Court.	Tex. Transp. Code Chapter 683
4.	No civil power over zoning violations.	Tex. Gov't Code Ch. 211.
5.	Search warrants limited to <i>administrative</i> search warrants. Cannot be used in criminal procedures.	Tex. Crim. Proc. Code art. 18.02
6.	Judge only removed within ninety-one (91) days of mayor being sworn in for term of two (2) years or due to official misconduct	Tex. Gov't Code §29.005
7.	Appeals are <i>de novo</i> – Complete “do overs” with a new jury trial at the county court level.	Tex. Crim. Proc. Code art. 44.17

Additional Powers of Court of Record

No.	Power	Use	Law
1.	All powers of non-record court	Can hear the same criminal claims	Tex. Gov't Code §30.00005(a) & (b)
2.	Civil power over junk vehicles	Can remove junk vehicles defined under state law.	Tex. Gov't Code §30.00005 and Chapter 683 of Texas Transportation Code
3.	Civil power over dangerous structures	Substandard building control without relying on nuisance laws. Can obtain repair orders. Can obtain demolition orders.	Tex. Gov't Code §30.00005 and Chapter 214 of the Tex. Local Government Code
4.	Can enact civil penalties by ordinance for different health, safety and nuisance offenses. City Attorney must only prove it is more likely than not the violation occurred. Not required to prove "beyond a reasonable doubt."	Several codes included. civil penalties and fines create faster responses with less circumstantial evidence needed.	Tex. Gov't Code §30.00005, Subchapter B of Chapter 54 of Texas Local Government Code and §217.002 of the Texas Local Government Code.
5.	Can abate civil ordinance non-compliance by order or abatement authorization.	City must develop an ordinance for civil compliance for health and safety violations.	Tex. Gov't Code §30.00005 and Tex. Loc. Gov't Code §54.002 & §217.002.

6.	Can seize and sell property to recover expenses with liens unpaid for more than 180 days for structural standards determinations.	A power, but not one which will typically be used.	Tex. Loc. Gov't Code §214.004.
7.	Appeals are only for errors of law.	Reduces appeals.	Tex. Crim. Proc. Code art. 44.17 and Tex. Gov't Code §30.00014
8.	Court has writ powers	Writs of mandamus, attachment, and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of habeas corpus	Tex. Gov't Code §30.00006

PURPOSE

Hold discussion regarding establishing a
Municipal Court of Record for the City of Justin.



BACKGROUND

Currently, the City operates a non-record municipal court.

Both non-record and record courts handle fine-only offenses.

Municipal Court of Record has expanded jurisdiction under Texas law:

Junk vehicles

Substandard buildings

Health & safety violations

Nuisance offenses

Enhances enforcement and maintains control over appeals.



KEY DIFFERENCES BETWEEN COURT TYPES

Feature	Non-Record Court	Court of Record
Jurisdiction over fine-only offenses	Yes	Yes
Jurisdiction over civil matters	No	Yes
Appeals result in new trial at county level	Yes	No
Proceedings must be recorded	No	Yes (if requested)
Judge must be licensed attorney	No	Yes
Can issue administrative/search warrants	No	Yes



BENEFITS OF A COURT OF RECORD

Eliminates “leapfrog appeals”
to county courts

Appeals based on municipal
court record, not a new trial

Reduces appeal volume and
preserves local control

Strengthens enforcement of city
ordinances

Allows Council to expand court
powers by ordinance (per Texas
Government Code §30.00005)



IMPLEMENTATION REQUIREMENTS

Adoption of an ordinance
by City Council

Recording equipment (existing
equipment may be used)

Appointment of presiding judge
(licensed attorney, 2+ years
experience)

Appointment of licensed
prosecutor dedicated to court
services

Note: Current presiding judge is
not a licensed attorney. Staff
will present resumes of
qualified candidates.



FINANCIAL CONSIDERATIONS

NONE AT
THIS TIME

ITEM IS FOR
DISCUSSION
ONLY



NEXT STEPS / DIRECTION REQUESTED

Striving to be a High-Performance Organization (HPO), the staff is seeking guidance on how to proceed:

Staff can draft and bring back an ordinance to establish a Municipal Court of Record.

Council direction is requested on:

Whether to pursue establishment of the Court of Record.

Any specific requirements or considerations before ordinance drafting.

Goal: Maintain efficiency, strengthen enforcement, and preserve local control while following Council guidance.





City Council Coversheet
October 23, 2025
415 N. COLLEGE AVE.

Agenda Item: 3. (WORKSHOP ITEM(S))

Title: Discuss and receive presentation relating to Building Code updates.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Discuss and provide direction on whether to proceed with updating the Building Codes.

Background:

Staff is seeking direction on whether to update Building Codes. The best practice is for Cities to update codes every 3-6 years. Failure to do so could result in a loss on ISO ratings. The City of Justin currently operates under the following building codes:

- **2018 International Building Code (IBC)**
- **2018 International Residential Code (IRC)**
- **2018 International Fire Code (IFC)**
- **2018 International Plumbing Code (IPC)**
- **2018 International Mechanical Code (IMC)**
- **2018 International Energy Conservation Code (IECC)**
- **2017 National Electrical Code (NEC)**

These codes establish the foundation for safe, resilient, and efficient construction. They ensure consistency in how homes and businesses are designed, inspected, and maintained—ultimately protecting life, property, and investment within the City.

Why Building Codes Matter

Building codes represent a community's commitment to public safety, structural integrity, and disaster mitigation. They are the baseline for how every home, business, and public facility is built and maintained.

Key Benefits of Building Codes:

- **Life Safety:** Reduce risk from structural failures, fires, and hazardous materials.
-

- **Economic Protection:** Lower repair and insurance costs during disasters.
- **Community Confidence:** Encourage investment by ensuring predictable standards.
- **Regional Competitiveness:** Align with neighboring cities and regional development norms.

Understanding the Two Ratings: Building vs. Fire

1. Building ISO Rating – BCEGS (Building Code Effectiveness Grading Schedule)

- Administered by the **Insurance Services Office (ISO)**.
- Measures **how well a community adopts and enforces building codes**.
- Ranges from **1 (excellent)** to **10 (poor)**.
- Affects how insurers price premiums for **new construction** and major remodels.

Justin's Current Building Rating:

- **2019 Rating:** 9
- **2023 Rating:** 5 (*Significant improvement*)

This improvement reflects enhanced enforcement, inspector certifications, and adoption of modern codes. The rating demonstrates Justin's proactive efforts to ensure construction quality and disaster resilience.

Purpose:

The BCEGS rating rewards communities that enforce modern codes and train staff effectively. It measures risk mitigation **before** an emergency occurs, complementing the Fire Department's reactive protection.

2. Fire ISO Rating – PPC (Public Protection Classification)

- Also administered by the **Insurance Services Office (ISO)** but evaluates different criteria.
- Measures the **Fire Department's operational readiness, water supply, dispatch capabilities, and training**.
- Ranges from **1 (best)** to **10 (unprotected)**.
- Affects insurance premiums for **all structures**, including existing homes.

Justin's Current Fire Rating:

- **ISO Fire Rating:** 4

Key PPC Components:

- **50% – Fire Department:** staffing, apparatus, training, and response times.
- **40% – Water Supply:** hydrant distribution, flow rates, and reliability.
- **10% – Emergency Communications:** 911 dispatch systems and coordination.

Why It Matters:

The **Fire ISO rating (4)** and **Building ISO rating (5)** work together to define Justin’s overall insurance profile.

- **Fire ISO (PPC)** reflects *response and suppression capacity*.
- **Building ISO (BCEGS)** reflects *prevention and construction resilience*.

Communities that maintain strong ratings in both areas see lower property losses, improved public safety outcomes, and lower insurance costs for residents.

Insurance-Impact Comparison: BCEGS Ratings and Homeowner Premiums

The BCEGS rating directly influences how insurers calculate risk for new structures. Insurers typically offer **premium credits** for communities with better (lower-numbered) ratings.

ISO Rating	Example Home Value	Estimated Annual Premium (Baseline)	Estimated Credit / Savings	Premium After Credit
9 (Poor enforcement)	\$300,000	\$1,800	—	\$1,800
5 (Justin’s current rating)	\$300,000	\$1,800	≈ 7.5 % reduction	\$1,665 (≈ \$135 saved)
1 (Exemplary enforcement)	\$300,000	\$1,800	≈ 15 % reduction	\$1,530 (≈ \$270 saved)

Implications:

- A homeowner could save approximately **\$135 per year** compared to the 2019 rating.
- Over 20 years, this represents roughly **\$2,700 in cumulative savings** per household.
- Continued improvements could yield even greater savings and further increase affordability.

Neighbor Comparisons:

- **Sanger:** Building 4 / Fire 3
- **Northlake:** Building 5 / Fire 2
- **Krum:** Building 6 / Fire 4

These comparisons show that Justin’s current **Building 5 / Fire 4** combination is competitive and improving regionally, reflecting meaningful progress in code enforcement and emergency readiness.

Why Updating Codes Matters

Adopting the **2021 or 2024 ICC codes** would:

- Keep Justin aligned with national best practices and regional trends.
- Improve eligibility for higher BCEGS ratings.
- Enhance construction safety, energy efficiency, and long-term durability.
- Strengthen insurance savings potential and reduce community-wide risk.
- Reinforce Justin’s leadership in responsible growth and public safety.

Next Steps – Policy Question for Council

Staff seeks Council direction on the following:

Does the City Council wish for staff to pursue adoption of updated building codes?

If approved, staff will:

1. Prepare a redline comparison between the 2018 and 2021 codes.
2. Engage regional builders, developers, and inspectors for input.

Schedule:

Staff would target end of March for adoption.

References and Sources

1. **Insurance Services Office (ISO) / Verisk Analytics.**
“Building Code Effectiveness Grading Schedule (BCEGS).”
<https://www.isomitigation.com/bcegs/>
2. **Municipal Technical Advisory Service (MTAS) – University of Tennessee.**
“How Does BCEGS Work?”
<https://www.mtas.tennessee.edu/reference/how-does-bcegs-work>
3. **Building Enclosure Online.**
“Risk Ratings and Resilience: The Role of BCEGS in Insurance and Disaster Preparedness.”
<https://www.buildingenclosureonline.com/blogs/14-the-be-blog-building-enclosure/post/92208-risk-ratings-and-resilience-the-role-of-bcegs-in-insurance-and-disaster-preparedness>
4. **Mississippi Rating Bureau.**
“BCEGS Classification Information.”
https://msratingbureau.com/BCEGS_Classification_Information
5. **Mississippi Fire Education Service.**
“ISO Insurance Impacts.”
<https://msfes.net/unionvfd/wp-content/uploads/2022/05/ISO-Insurance-Impacts.pdf>
6. **International Code Council (ICC).**
“Building Code Enforcement and Disaster Loss Reduction.”
<https://media.iccsafe.org/Annual/2015/Building-Code-Enforcement.pdf>
7. **Property Insurance Association of Louisiana (PIAL).**
“Requirements of the BCEGS Program.”
<https://www.pial.org/wp-content/uploads/2018/07/Requirements-BCEGS-Program.pdf>

City Attorney Review: No

Attachments:

None

Ryan Stevens, Place 1
Tomas Mendoza, Place 2
Steven Teschke, 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 - October 9, 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 Ryan Stevens, Council Member Steven Teschke (Absent), Council Member Tomas Mendoza, Council Member James Castle, Council Member Daniel Dennis

City Staff: City Manager Jarrod Greenwood, City Secretary Amy Piukana, Assistant City Manager Abbey Reece, and Director of Development and Economic Development Services Matthew Cyr

With a quorum of members present, Mayor Clark called the meeting to order at 5:02 p.m. at Justin City Hall, located at 415 N. College Avenue, Justin, Texas 76247.

Councilman Stevens led the Pledge of Allegiance, and Councilman Mendoza provided the Pledge to the Texas Flag. Mayor Clark provided the invocation.

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.

The City Attorney announced the City Council would recess into closed executive session at 5:03 p.m. The City Council reconvened at 5:45 p.m. into regular session.

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

- Discuss Project Tricycle
- Discuss Project Parkway

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

Water Infrastructure

BKV Gas Lease

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

Mayor Pro Tem St. Claire made a motion to approve Resolution 793-25 as stipulated in executive session. Motion seconded by Council Member Stevens. The motion was approved unanimously.

Mayor Pro Tem St. Claire made a motion to approve Resolution 794-25 as stipulated in executive session. Motion seconded by Council Member Stevens. The motion was approved unanimously.

D) UPCOMING MEETINGS AND EVENT(S)

Director of Communications Amy Borders provided an update on upcoming meetings and events. Mayor Clark announced that Cruisin' for a Cause (Go Kart Toy Run) is set for October 25th, noting that this year's theme is a "Super Mario" theme, and requested anyone who attends to bring Legos for the toy donations.

1. The following is a list of upcoming meetings and events:
 - October 12, 2025, City Staff Softball Tournament
 - October 14, 2025, Park Board meeting @ 6:00 p.m.
 - October 16, 2025, Joint EDC/CDC and Park Board meeting @ 5:30 p.m.
 - October 18, 2025, Clean Up Event 8 am-Noon; Volunteer Fire Department Fish Fry 4:30-6:30
 - October 21, 2025, Library Board meeting @ 4:30 p.m.
 - October 21, 2025, Planning & Zoning Meeting @ 6:30 p.m. and Justin Day
 - October 23, 2025, Joint Planning & Zoning/City Council meeting @ 5:00 p.m.

E) CEREMONIAL ITEM(S)

1. Recognition of Justin Resident Cooper Lutkenhaus.

Mayor Clark provided a proclamation declaring October 9, 2025 as Cooper Lutkenhaus and provided him a challenge coin and Key to The City.

2. Presentation of a Proclamation declaring October 5–11, 2025, as Fire Prevention Week.

Mayor Clark provided a proclamation declaring October 5-11, 2025, as Fire Prevention Week.

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 are not listed on the posted agenda. 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 Municipal Building roof replacement.

Director of Human Resources Janet Holden provided an update regarding the City Hall Municipal Building roof replacement. The City Council discussed roof types, cost, impact to insurance coverage, ADA compliance, permit requirements, and bond timeline if passed.

The consensus from City Council was to move forward with repairs to the City Hall Municipal Complex.

H) PUBLIC HEARING

1. Conduct a public hearing to hear testimony and make a consideration accepting and approving an Amended and Restated Service and Assessment Plan and an Assessment Roll for Improvement Area #2 for the Timberbrook Public Improvement District No. 2; making a finding of special benefit to property within Improvement Area #2 of the District; levying special assessments against property within Improvement Area #2 and establishing a lien on such property; providing for the method of assessment and the payment of the assessments in accordance with Chapter 372 of the Texas Local Government Code, as amended; and providing penalties and interest on delinquent assessments.

Mayor Clark opened the public hearing. There being no one present to speak, Mayor Clark closed the public hearing.

I) 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 No. 7 for further discussion.

A motion was made by Mayor Pro Tem St. Claire to approve Consent Items 1-6, as presented. Motion seconded by Council Member Castle. Motion approved unanimously.

1. Consider approving the September 25, 2025, City Council meeting minutes; and take appropriate action.

2. Consider and act upon Ordinance 824-25, second and final reading, accepting and approving an Amended and Restated Service and Assessment Plan and an Assessment Roll for Improvement Area #2 for the Timberbrook Public Improvement District No. 2; making a finding of special benefit to property within Improvement Area #2 of the District; levying special assessments against property within Improvement Area #2 and establishing a lien on such property; providing for the method of assessment and the payment of the assessments in accordance with Chapter 372 of the Texas Local Government Code, as amended; and providing penalties and interest on delinquent assessments.
3. Consider approving Resolution 789-25, authorizing an interlocal agreement with Denton County for Library Services, and take appropriate action.
4. Consider all matters incident and related to the November 4, 2025, Bond Election, including the adoption of Resolution 790-25 approving the voter information document; and take appropriate action.
5. Consider and act upon Ordinance 825-25 of the City of Justin, Texas, approving and authorizing the issuance and sale of the City of Justin, Texas, Special Assessment Revenue Bonds, Series 2025 (Timberbrook Public Improvement District No. 2 Improvement Area #2 Project); and approving and authorizing related agreements.
6. Consider approving Resolution 791-25 approving the FY 25-26 Capital Improvement Projects (CIP) projects; and take appropriate action.
7. Consider approving Resolution 792-25 Authorizing an Exception Under the 2018 International Existing Building Code for the Gaston House (Historical Restoration and Preservation); and take appropriate action.

Mayor Pro Tem St. Claire pulled this item for further discussion. Mr. Cyr explained that this applies to Historical Properties that might not meet the existing code.

After discussion, Mayor Pro Tem St. Claire made a motion to approve Resolution 792-25, as presented. Motion seconded by Council Member Mendoza. The motion was approved unanimously.

J) ITEMS PULLED FROM CONSENT AGENDA

Consent Item No. 7 was pulled for discussion.

K) FUTURE AGENDA ITEMS

There were no future agenda items discussed.

L) ADJOURN

Mayor Clark adjourned the meeting at 6:12 p.m.

Amy Piukana

Amy Piukana, TRMC, City Secretary

Seal:



City Council Coversheet
October 23, 2025
415 N. COLLEGE AVE.

Agenda Item: 2. (CONSENT AGENDA)

Title: Consider and act on Resolution 795-25 setting a Public Hearing under Section 311.003 of the Texas Tax Code for November 13, 2025, for the creation of a tax increment reinvestment zone containing approximately 538.99 acres of land located within the extraterritorial jurisdiction of the City of Justin, Texas; authorizing the issuance of notice by the City Secretary of the City of Justin, Texas regarding the public hearing; and directing the City of Justin, Texas to prepare a preliminary reinvestment zone financing plan.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

City Administration recommends the City Council approve Resolution 794-25, as presented.

Background:

In accordance with the Cuesta Developers Agreement, a TIRZ is to be created in conjunction with the formation of a Municipal Management District.

This resolution formally calls for a public hearing to consider establishing Tax Increment Reinvestment Zone (TIRZ) No. 2, located west of Boss Range Road, north of Sam Reynolds Road, and south of FM 407—covering approximately 538.99 acres within Justin's ETJ.

Summary:

- The hearing will occur November 13, 2025 at 5:30 p.m. at City Hall.
- The purpose is to allow property owners and the public to speak for or against the proposed zone, its boundaries, or the concept of tax-increment financing (TIF).
- The City will prepare a Preliminary Project and Finance Plan before the hearing.
- Notice will be published in accordance with Section 311.003 of the Texas Tax Code.

Next Steps:

1. Publish required notice at least 7 days before the hearing.
2. Conduct the public hearing on November 13, 2025.
3. Bring forward the ordinance creating TIRZ No. 2 for Council consideration following the hearing.

City Attorney Review: Yes

Attachments:

1. 2025-10-23_JUS_Cuesta (Range Creek) TIRZ #2_ Resolution Calling PH_Exhibit A
2. TIRZ Exhibit B
3. Proposed Resolution

EXHIBIT A

Depiction of the Proposed Zone

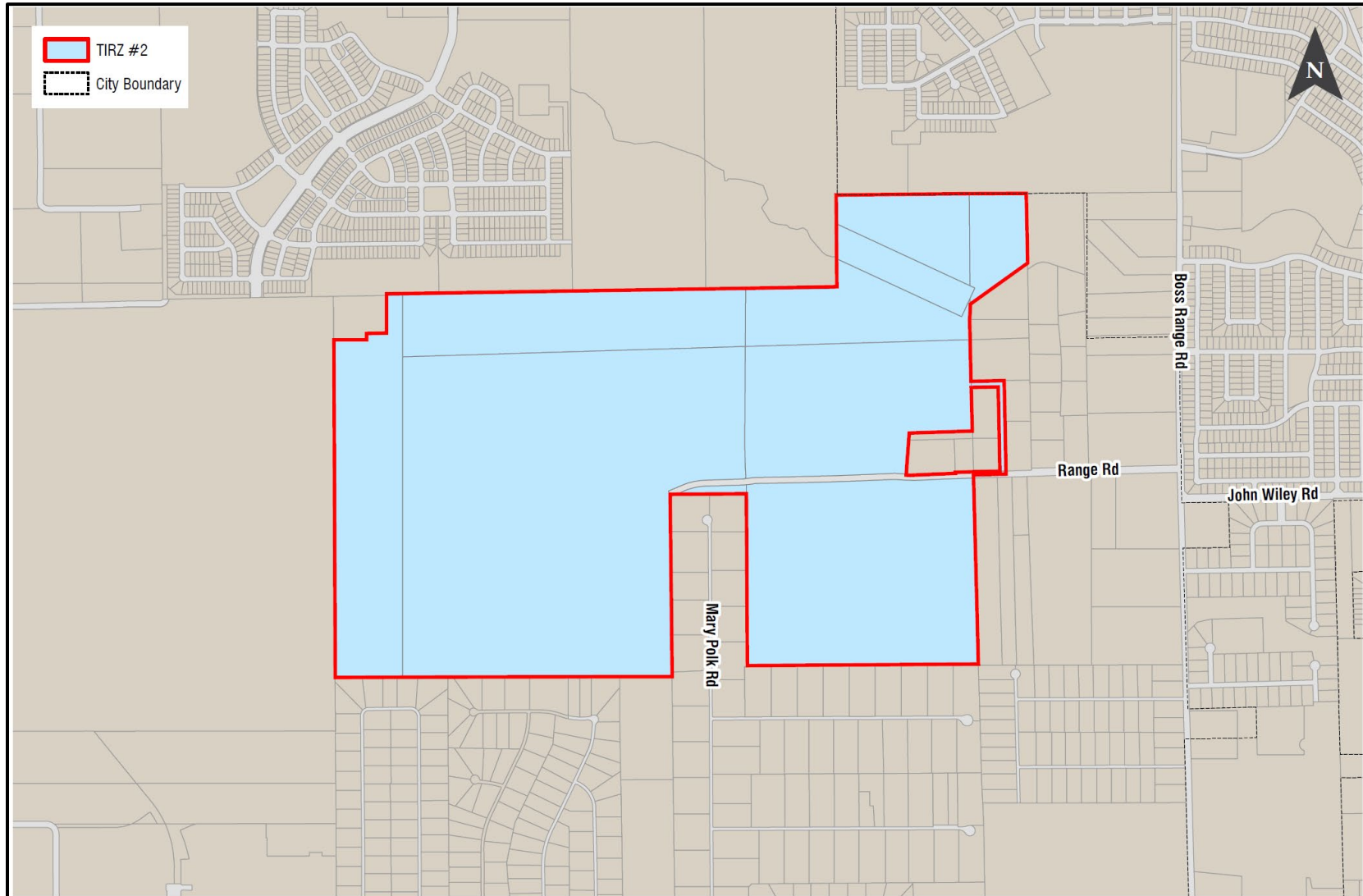


Exhibit B

**CITY OF JUSTIN CITY COUNCIL
NOTICE OF PUBLIC HEARING
ON CREATION OF A REINVESTMENT ZONE**

THE CITY OF JUSTIN CITY COUNCIL WILL HOLD A PUBLIC HEARING ON NOVEMBER 13, 2025 AT 5:30 P.M. AT THE JUSTIN CITY HALL LOCATED AT 415 N COLLEGE AVE, JUSTIN, TEXAS 76247, ON THE CREATION OF A REINVESTMENT ZONE AND ITS BENEFITS TO THE CITY OF JUSTIN AND TO PROVIDE A REASONABLE OPPORTUNITY FOR ANY OWNER OF PROPERTY WITHIN THE PROPOSED ZONE TO PROTEST THE INCLUSION OF THEIR PROPERTY WITHIN THE PROPOSED ZONE, WHICH PROPOSED REINVESTMENT ZONE CONTAINS APPROXIMATELY 538.99 ACRES OF LAND GENERALLY LOCATED WEST OF BOSS RANGE ROAD, NORTH OF SAM REYNOLDS ROAD, AND SOUTH OF FM 407 AND BEING WHOLLY LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF JUSTIN, TEXAS. A MAP DEPICTING THE BOUNDARIES OF THE PROPOSED REINVESTMENT ZONE IS AVAILABLE IN THE OFFICE OF THE CITY SECRETARY AT 415 N COLLEGE AVE, JUSTIN, TEXAS 76247 AND IS AVAILABLE FOR PUBLIC INSPECTION. AT THE PUBLIC HEARING, ANY INTERESTED PERSON MAY SPEAK FOR OR AGAINST THE INCLUSION OF PROPERTY WITHIN THE PROPOSED REINVESTMENT ZONE, THE CREATION OF THE PROPOSED REINVESTMENT ZONE, ITS BOUNDARIES AND/OR THE CONCEPT OF TAX INCREMENT FINANCING. FOLLOWING THE PUBLIC HEARING, THE CITY COUNCIL WILL CONSIDER ADOPTION OF AN ORDINANCE CREATING THE REINVESTMENT ZONE AND OTHER RELATED MATTERS.

CITY OF JUSTIN, TEXAS

RESOLUTION NO. 795-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, SETTING A PUBLIC HEARING UNDER SECTION 311.003 OF THE TEXAS TAX CODE FOR THE CREATION OF A TAX INCREMENT REINVESTMENT ZONE CONTAINING APPROXIMATELY 538.99 ACRES OF LAND GENERALLY LOCATED WEST OF BOSS RANGE ROAD, NORTH OF SAM REYNOLDS ROAD, AND SOUTH OF FM 407 AND BEING WHOLLY LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF JUSTIN, TEXAS; AUTHORIZING THE ISSUANCE OF NOTICE BY THE CITY SECRETARY OF THE CITY OF JUSTIN, TEXAS, REGARDING THE PUBLIC HEARING; AND DIRECTING THE CITY OF JUSTIN, TEXAS TO PREPARE A PRELIMINARY REINVESTMENT ZONE PROJECT AND FINANCE PLAN.

WHEREAS, the City of Justin, Texas (the "City"), is authorized under Chapter 311 of the Texas Tax Code, as amended (the "Act"), to create a tax increment reinvestment zone within its corporate limits and/or extraterritorial jurisdiction; and

WHEREAS, the City Council of the City (the "City Council") wishes to hold a public hearing in accordance with Section 311.003 of the Act regarding the establishment of a tax increment reinvestment zone containing approximately 538.99 acres of land generally located west of Boss Range Rd, north of Sam Reynolds Rd, and south of FM 407 and being wholly located within the extraterritorial jurisdiction of the City (the "Zone"), with the boundaries of the Zone being generally depicted in **Exhibit A** attached hereto and made a part hereof for all purposes; and

WHEREAS, in order to hold a public hearing for the creation of the Zone, notice must be given in a newspaper of general circulation in the City no later than the 7th day before the date of the hearing in accordance with Section 311.003 of the Act; and

WHEREAS, the City Council has determined to hold a public hearing on November 13, 2025, on the creation of the Zone.

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

SECTION 1. The recitals set forth above in this Resolution are true and correct and are hereby adopted as findings of the City Council and are incorporated into the body of this Resolution as if fully set forth herein.

SECTION 2. The City Council hereby authorizes and calls a public hearing to be held on November 13, 2025, at 5:30 p.m., at the Justin City Hall, 415 N College Ave, Justin, Texas 76247, for the purpose of hearing any interested person speak for or against: (i) the inclusion of property within the Zone; (ii) the creation of the Zone; (iii) the boundaries of the Zone; and/or (iv) the concept of tax increment financing.

SECTION 3. That at such time and place the City Council will hear testimony regarding (i) the inclusion of property within the Zone; (ii) the creation of the Zone; (iii) the boundaries of the Zone; and/or (iv) the concept of tax increment financing and will provide a reasonable opportunity for

the owner of any property within the proposed Zone to protest the inclusion of their property within the Zone. Upon closing the public hearing, the City Council will consider the adoption of an ordinance creating the Zone and other related matters.

SECTION 4. That attached hereto as **Exhibit B** is a form of the Notice of Public Hearing, the form and substance of which is hereby adopted and approved.

SECTION 5. That the City Secretary is hereby authorized and directed to publish or cause to be published notice of the public hearing, in substantially the form attached hereto as **Exhibit B** in a newspaper of general circulation in the City no later than the 7th day before the date of the hearing on **November 13, 2025**.

SECTION 6. City staff is authorized and directed to take such other actions as are required (including, but not limited to, providing notice of the public hearing as required by the Texas Open Meetings Act) to place the public hearing on the agenda for the **November 13, 2025**, meeting of the City Council.

SECTION 7. That before the **November 13, 2025**, hearing concerning the Zone, the City shall prepare a preliminary reinvestment zone project and finance plan.

SECTION 8. That this resolution shall be in full force and effect from and after its passage and it is accordingly so resolved.

(Signate page follows.)

ADOPTED, PASSED, AND APPROVED on this the 23rd day of October, 2025.

Mayor

ATTEST:

City Secretary

(City Seal)

EXHIBIT A

Depiction of the Proposed Zone

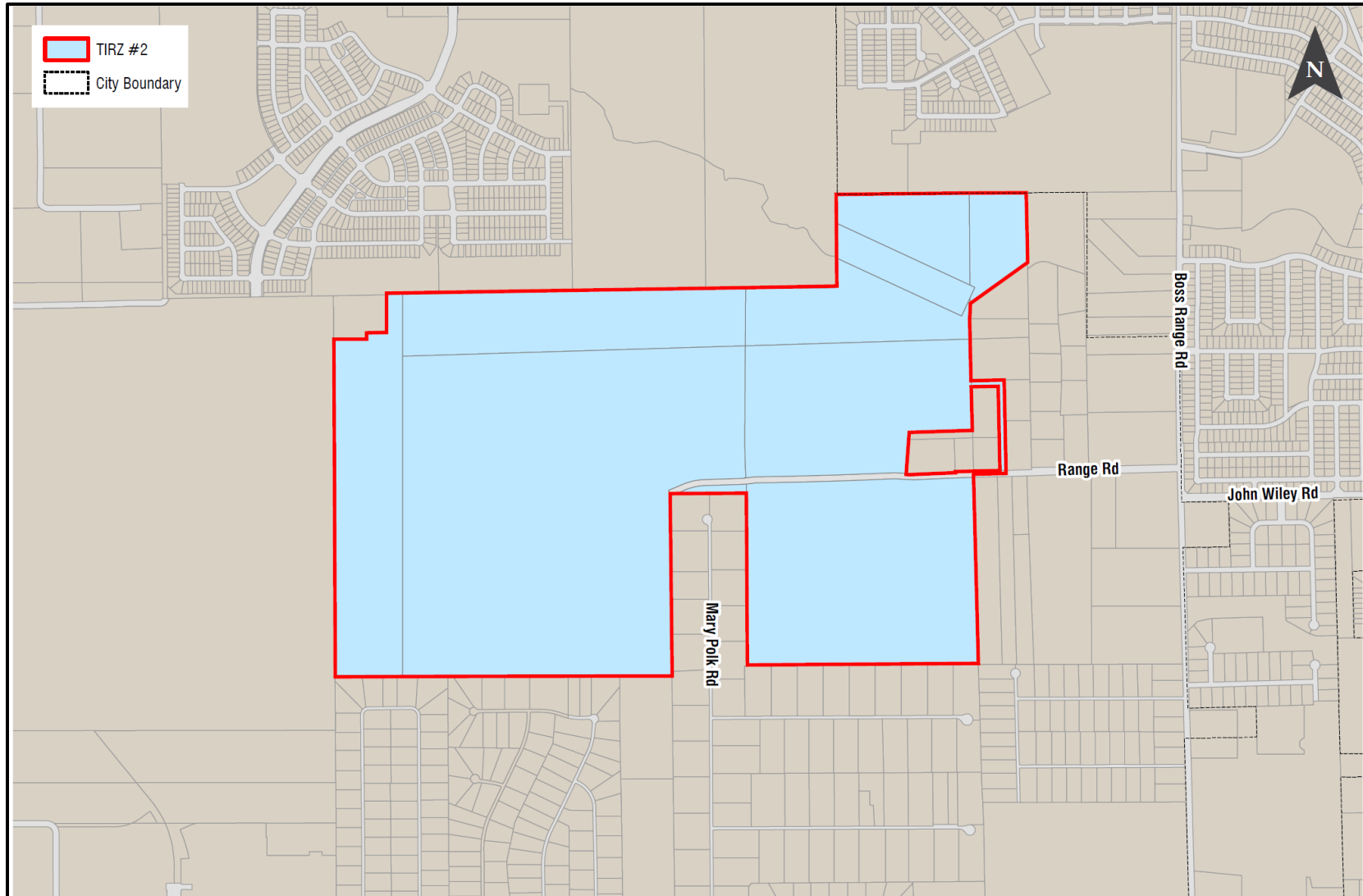


Exhibit B

**CITY OF JUSTIN CITY COUNCIL
NOTICE OF PUBLIC HEARING
ON CREATION OF A REINVESTMENT ZONE**

THE CITY OF JUSTIN CITY COUNCIL WILL HOLD A PUBLIC HEARING ON NOVEMBER 15, 2025 AT 5:30 P.M. AT THE JUSTIN CITY HALL LOCATED AT 415 N COLLEGE AVE, JUSTIN, TEXAS 76247, ON THE CREATION OF A REINVESTMENT ZONE AND ITS BENEFITS TO THE CITY OF JUSTIN AND TO PROVIDE A REASONABLE OPPORTUNITY FOR ANY OWNER OF PROPERTY WITHIN THE PROPOSED ZONE TO PROTEST THE INCLUSION OF THEIR PROPERTY WITHIN THE PROPOSED ZONE, WHICH PROPOSED REINVESTMENT ZONE CONTAINS APPROXIMATELY 538.99 ACRES OF LAND GENERALLY LOCATED WEST OF BOSS RANGE ROAD, NORTH OF SAM REYNOLDS ROAD, AND SOUTH OF FM 407 AND BEING WHOLLY LOCATED WITHIN THE EXTRATERRITORIAL JURISDICITON OF THE CITY OF JUSTIN, TEXAS. A MAP DEPICTING THE BOUNDARIES OF THE PROPOSED REINVESTMENT ZONE IS AVAILABLE IN THE OFFICE OF THE CITY SECRETARY AT 415 N COLLEGE AVE, JUSTIN, TEXAS 76247 AND IS AVAILABLE FOR PUBLIC INSPECTION. AT THE PUBLIC HEARING, ANY INTERESTED PERSON MAY SPEAK FOR OR AGAINST THE INCLUSION OF PROPERTY WITHIN THE PROPOSED REINVESTMENT ZONE, THE CREATION OF THE PROPOSED REINVESTMENT ZONE, ITS BOUNDARIES AND/OR THE CONCEPT OF TAX INCREMENT FINANCING. FOLLOWING THE PUBLIC HEARING, THE CITY COUNCIL WILL CONSIDER ADOPTION OF AN ORDINANCE CREATING THE REINVESTMENT ZONE AND OTHER RELATED MATTERS.



City Council Coversheet
October 23, 2025
415 N. COLLEGE AVE.

Agenda Item: 3. (CONSENT AGENDA)

Title: Consider approving Resolution 796-25 authorizing the City Manager to enter into an interlocal agreement with Denton County for the 407 Road Construction Project; and take appropriate action.

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

City Administration recommends the City Council approve 796-25, as presented.

Background:

Summary:

The City of Justin and Denton County desire to partner on the FM 407 Road Construction Project to advance regional transportation improvements that support growth and connectivity within the City and surrounding areas. The City intends to participate in this project through an Interlocal Agreement with Denton County.

This partnership will allow for joint coordination in design, planning, and project delivery to ensure improvements align with the City's long-term transportation goals and infrastructure needs.

Fiscal Impact:

The City will be utilizing **Denton County Bond Funds** as part of the project funding structure. No additional local funds are anticipated at this stage.

City Attorney Review: No

Attachments:

1. ILA Resolution FM 407

RESOLUTION NO. 796-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH DENTON COUNTY FOR THE FM 407 ROAD CONSTRUCTION PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Justin (“City”) recognizes FM 407 as a vital transportation corridor that supports regional mobility, safety, and economic development; and

WHEREAS, Denton County (“County”) has identified the FM 407 Road Construction Project as a priority for design and infrastructure improvements within the City of Justin; and

WHEREAS, Chapter 791 of the Texas Government Code, known as the Interlocal Cooperation Act, authorizes local governments to enter into interlocal agreements to jointly exercise powers and responsibilities for public benefit; and

WHEREAS, the City Council of the City of Justin finds that entering into an Interlocal Agreement with Denton County for the FM 407 Road Construction Project is in the best interest of the City and its residents; and

WHEREAS, The City Council of Justin will permit the City Manager to authorize the design of the roadway by utilizing Denton County Bond Funds towards the project.

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

SECTION 1. The City Manager is hereby authorized to negotiate and execute an Interlocal Agreement with Denton County for the FM 407 Road Construction Project, in a form acceptable to the City Attorney.

SECTION 2. The purpose of this agreement is to coordinate the planning, design, and construction responsibilities between the City of Justin and Denton County for the FM 407 improvements.

SECTION 3. The City Council finds that this cooperative effort promotes efficient use of public resources and enhances infrastructure development for the benefit of Justin residents and businesses.

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

DULY PASSED by the City Council of the City of Justin, Texas, on the 23rd day of October 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney



City Council Coversheet
October 23, 2025
415 N. COLLEGE AVE.

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

Title: Consider and act upon Ordinance 826-25 for a Planned Development Amendment to reduce roadway impact fees at LaDera Timberbrook legally described as A0439A M. GARNETT, TR 3, 53.182 ACRES, OLD DCAD TR 2 and A0439A M. GARNETT, TR 3D, 6.483 ACRES.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends consideration based upon the request.

Background:

The LaDera Timberbrook development was approved in 2022 by the Commission and City Council. The subdivision is an *Active Adult (age-restricted)* development that will have approximately 157 units. There have been 2 building permits issued and under construction with more to come over the next few months. These permits have been paid in full and have paid the current roadway impact fees. Currently, the roadway impact fees are charged at a rate of \$3,771.29 per a dwelling unit. The purpose of roadway impact fees are to help fund new street projects which is created by the new growth. The City adopted a new impact fee schedule in 2023, which projected out the new roads demanded and broke down the capital expenditures into a projected per unit or dwelling cost.

The applicant is requesting consideration of a reduced roadway impact fee for an *Active Adult (age-restricted)* residential development compared to traditional single-family housing.

Key Points:

- Data from multiple traffic engineers and the City of Fort Worth's 2022 Land Use Study has been provided.
 - Vehicle-miles per development unit for Active Adult housing is substantially lower than standard single-family housing:
 - **Standard Single-Family Detached:** 4.61 vehicle-miles/unit
-

- **Senior Adult Housing (Detached):** 1.47 vehicle-miles/unit
- This represents approximately **32%** of the traffic impact compared to traditional single-family units.
- Peak hour trip generation rates follow the same trend:
 - 0.94 for Single-Family Detached vs. 0.30 for Senior Adult housing (31.9% ratio).

Request:

The applicant is asking the City to apply a significantly reduced roadway impact fee to the proposed Active Adult development based on the lower trip generation and traffic impact data.

Recommendation: The Planning and Zoning Commission unanimously recommended denial of the request but also recommended that the development be subject to the new impact fees anticipated for adoption in February 2026, with those fees applied retroactively to June 17, 2025.

City Attorney Review: No

Attachments:

1. Fort Worth Impact Fee Worksheet_box
2. 2022 Study -LandUseRates of 02.28.25
3. 2022 Study -LandUseDescription 02.28.25
4. Roadway Impact Active Adult
5. Impact Fee Scheudle



THIS WORKSHEET IS FOR ESTIMATION PURPOSES ONLY
ACTUAL FEES WILL BE DETERMINED AT THE TIME OF BUILDING PERMIT

Transportation Impact Fee Estimator Worksheet City of Fort Worth, Texas

<https://www.fortworthtexas.gov/impact-fees/transportation/fee-information>

Development Name:
Applicant:
Legal Description (Lot, Block):
Case Number: Date: Publish Date: 2-28-2025 Version 12
Date of Final Plat Approval: 3/10/2025 Study Year: 2022
Date of Building Permit Application Acceptance: 3/10/2025
Service Area (select from list): Z

- Notes: (1) Enter dates in XX/XX/XXXX format
(2) Impact fees are not collected within the nine (9) "no fee" service areas (H, I, J, K, L, P, Q, R and W) and for qualified Neighborhood Empowerment Zone (NEZ) projects

Land Use Selection Note: The land use categories are based on the descriptions contained within the ITE Trip Generation Manual. Questions regarding the appropriate category for a particular use may be directed to Development Services Department staff.

NON-RESIDENTIAL ONLY					Schedule 1: Maximum Assessable Impact Fee			Schedule 2: Collection Amount		
Land Use	Dev. Unit	Intensity (# of Dev. Units) [1]	Vehicle-Miles per Dev. Unit [2]	Total Vehicle-Miles [3] = [1] * [2]	Rate Per Vehicle-Mile [4]	Rate Per Dev. Unit [5] = [2] * [4]	Total [6] = [1]* [5]	Percentage of Maximum [7]	Rate per Dev. Unit [8] = [7] * [5]	Collected Impact Fee [9] = [8] * [1]
Note: Final Plat Approval and Building Permit Application Acceptance must be entered prior to selecting land use. Once a land use is selected, user must delete cell to select another land use.					Sub-Total			\$0.00		

RESIDENTIAL ONLY					Schedule 1: Maximum Assessable Impact Fee			Schedule 2: Collection Amount		
Land Use	Dev. Unit	Intensity (# of Dev. Units) [1]	Vehicle-Miles per Dev. Unit [2]	Total Vehicle-Miles [3] = [1] * [2]	Rate Per Vehicle-Mile [4]	Rate Per Dev. Unit [5] = [2] * [4]	Total [6] = [5]* [1]	Percentage of Maximum [7]	Rate per Dev. Unit [8] = [7] * [5]	Collected Impact Fee [9] = [8] * [1]
Single-Family Detached Housing	Dwelling Unit	157.00	4.61	723.77						
Senior Adult Housing-Single-Family	Dwelling Unit	157.00	1.47	230.79						
Note: Final Plat Approval and Building Permit Application Acceptance must be entered prior to selecting land use. Once a land use is selected, user must delete cell to select another land use.					Sub-Total					

MAXIMUM ASSESSABLE TRANSPORTATION IMPACT FEE:

TOTAL POTENTIAL TRANSPORTATION IMPACT FEE COLLECTION AMOUNT:

If a transportation impact fee is still due following the calculation of credits, a development may qualify for any of the four (4) available transportation impact fee discounts (as defined by Section 1-14D of the ordinance). Discounts are cumulative, so that a development that qualifies for the maximum discount under each provision may reduce impact fees otherwise due up to 100%.

Adequate Public Facilities Discount:
Mixed-use/ Multi-Modal Development Discount:
Extraordinary Investment Discount:
Small Business Discount:
Total Transportation Impact Fee Discounts (Max 100%): 0%

TOTAL POTENTIAL TRANSPORTATION IMPACT FEE AFTER DISCOUNTS: \$ -

Credit Agreement Number: Transportation Impact Fee Credits (for construction, contribution, or dedication towards the Master Thoroughfare Plan):

TOTAL TRANSPORTATION IMPACT FEE COLLECTION AMOUNT AFTER CREDITS AND DISCOUNTS:

Land Use Category	ITE Land Use Code	Development Unit	Trip Gen Rate (Peak Hour)	Pass- by Rate	Pass-by Source	Trip Rate	Trip Length (mi)	Adj. For O-D	Adj. Trip Length (mi)	Max Trip Length (mi)	Veh-Mi Per Dev-Unit
PORT AND TERMINAL											
Intermodal Truck Terminal	030	1,000 SF GFA	1.97			1.97	10.02	50%	5.01	5.01	9.87
INDUSTRIAL											
General Light Industrial	110	1,000 SF GFA	0.74			0.74	10.02	50%	5.01	5.01	3.71
Manufacturing (Sq. Ft.)	140	1,000 SF GFA	0.74			0.74	10.02	50%	5.01	5.01	3.71
Manufacturing (Acres)	140	Acres	4.99			4.99	10.02	50%	5.01	5.01	25.00
Warehousing	150	1,000 SF GFA	0.18			0.18	10.02	50%	5.01	5.01	0.90
High-Cube Fulfillment Center Warehouse (Non-Sort)	155	1,000 SF GFA	0.16			0.16	10.02	50%	5.01	5.01	0.80
High-Cube Fulfillment Center Warehouse (Sort)	155	1,000 SF GFA	1.20			1.20	10.02	50%	5.01	5.01	6.01
High-Cube Transload and Short-Term Storage Warehouse	154	1,000 SF GFA	0.17			0.17	10.02	50%	5.01	5.01	0.85
Data Center	160	1,000 SF GFA	0.13			0.13	10.02	50%	5.01	5.01	0.65
Mini-Warehouse	151	1,000 SF GFA	0.15			0.15	10.02	50%	5.01	5.01	0.75
RESIDENTIAL											
Single-Family Detached Housing	210	Dwelling Unit	0.94			0.94	9.79	50%	4.90	4.90	4.61
Single-Family Attached Housing (Incl. Multifamily Detached Housing)	215	Dwelling Unit	0.57			0.57	9.79	50%	4.90	4.90	2.79
Multifamily Housing (Low-Rise)	220	Dwelling Unit	0.51			0.51	9.79	50%	4.90	4.90	2.50
Multifamily Housing (Mid-Rise)	221	Dwelling Unit	0.39			0.39	9.79	50%	4.90	4.90	1.91
Multifamily Housing (High-Rise)	222	Dwelling Unit	0.32			0.32	9.79	50%	4.90	4.90	1.57
Affordable Housing	223	Dwelling Unit	0.50			0.50	9.79	50%	4.90	4.90	2.45
Mobile Home Park	240	Dwelling Unit	0.58			0.58	9.79	50%	4.90	4.90	2.84
Senior Adult Housing-Single-Family	251	Dwelling Unit	0.30			0.30	9.79	50%	4.90	4.90	1.47
Senior Adult Housing-Multifamily	252	Dwelling Unit	0.25			0.25	9.79	50%	4.90	4.90	1.23
Assisted Living	254	1,000 SF GFA	0.48			0.48	9.79	50%	4.90	4.90	2.35
LODGING											
Hotel	310	Rooms	0.59			0.59	6.43	50%	3.22	3.22	1.90
All Suites Hotel	311	Rooms	0.36			0.36	6.43	50%	3.22	3.22	1.16
Motel / Other Lodging Facilities	320	Rooms	0.36			0.36	6.43	50%	3.22	3.22	1.16
RECREATIONAL											
Recreational Community Center	495	1,000 SF GFA	2.50			2.50	7.86	50%	3.93	3.93	9.83
Health/Fitness Club	492	1,000 SF GFA	3.45			3.45	7.86	50%	3.93	3.93	13.56
Miniature Golf Course	431	Hole	0.33			0.33	7.86	50%	3.93	3.93	1.30
Campground/Recreational Vehicle Park	416	Acres	0.98			0.98	9.79	50%	4.90	4.90	4.80
Movie Theater	445	Movie Screens	13.96			13.96	15.77	50%	7.89	6.00	83.76
Soccer Complex	488	Fields	16.43			16.43	7.86	50%	3.93	3.93	64.57
Racquet / Tennis Club	491	Courts	3.82			3.82	7.86	50%	3.93	3.93	15.01
INSTITUTIONAL											
Church	560	1,000 SF GFA	0.49			0.49	8.31	50%	4.16	4.16	2.04
Fire and Rescue Station	575	1,000 SF GFA	0.48			0.48	3.00	50%	1.50	1.50	0.72
Day Care Center	565	1,000 SF GFA	11.12	44%	B	6.23	3.49	50%	1.75	1.75	10.90
Private School (K-12)*	532	1,000 SF GFA	0.00			0.00	3.49	50%	1.75	1.75	0.00
Charter School (K-12)*	538	1,000 SF GFA	0.00			0.00	3.49	50%	1.75	1.75	0.00
Elementary School	520	Students	0.00			0.00	3.49	50%	1.75	1.75	0.00
Middle School/Junior High School	522	Students	0.00			0.00	3.49	50%	1.75	1.75	0.00
High School	525	Students	0.00			0.00	3.49	50%	1.75	1.75	0.00
Junior / Community College	540	Students	0.11			0.11	10.44	50%	5.22	5.22	0.57
University / College	550	Students	0.15			0.15	10.44	50%	5.22	5.22	0.78
MEDICAL											
Clinic	630	1,000 SF GFA	3.69			3.69	9.85	50%	4.93	4.93	18.19
Hospital	610	1,000 SF GFA	0.86			0.86	9.85	50%	4.93	4.93	4.24
Nursing Home	620	Beds	0.14			0.14	9.85	50%	4.93	4.93	0.69
Free-Standing Emergency Room	650	1,000 SF GFA	1.52			1.52	9.85	150%	14.78	6.00	9.12
Animal Hospital/Veterinary Clinic	640	1,000 SF GFA	3.64	30%	B	2.55	9.85	50%	4.93	4.93	12.57
OFFICE											
Corporate Headquarters Building	714	1,000 SF GFA	1.45			1.45	14.65	50%	7.33	6.00	8.70
General Office Building	710	1,000 SF GFA	1.52			1.52	14.65	50%	7.33	6.00	9.12
Medical-Dental Office Building	720	1,000 SF GFA	3.93			3.93	9.85	50%	4.93	4.93	19.37
Single Tenant Office Building	715	1,000 SF GFA	1.85			1.85	14.65	50%	7.33	6.00	11.10
Office Park	750	1,000 SF GFA	1.33			1.33	14.65	50%	7.33	6.00	7.98
COMMERCIAL											
Automobile Related											
Automobile Care Center	942	1,000 SF GFA	3.11	40%	B	1.87	4.45	50%	2.23	2.23	4.17
Automobile Parts Sales	843	1,000 SF GFA	4.90	43%	A	2.79	4.45	50%	2.23	2.23	6.22
Gasoline/Service Station	944	Vehicle Fueling Position	13.91	42%	A	8.07	1.20	50%	0.60	0.60	4.84
Convenience Store/Gas Station (2-8 fueling positions)	945	1,000 SF GFA	48.48	56%	B	21.33	1.20	50%	0.60	0.60	12.80
Convenience Store/Gas Station (9-15 fueling positions)	945	1,000 SF GFA	56.52	75%	B	14.13	1.20	50%	0.60	0.60	8.48
Convenience Store/Gas Station (> 15 fueling positions)	945	1,000 SF GFA	91.35	75%	B	22.84	1.20	50%	0.60	0.60	13.70
Automobile Sales (New)	840	1,000 SF GFA	2.42	20%	B	1.94	4.45	50%	2.23	2.23	4.33
Automobile Sales (Used)	841	1,000 SF GFA	3.75	20%	B	3.00	4.45	50%	2.23	2.23	6.69
Quick Lubrication Vehicle Shop	941	Servicing Positions	4.85	40%	B	2.91	4.45	50%	2.23	2.23	6.49
Automated Car Wash	948	1,000 SF GFA	14.20	40%	B	8.52	1.20	50%	0.60	0.60	5.11
Tire Store	848	1,000 SF GFA	3.75	28%	A	2.70	4.45	50%	2.23	2.23	6.02
Dining											
Fast Casual Restaurant	930	1,000 SF GFA	12.55	43%	A	7.15	6.07	50%	3.04	3.04	21.74
Fast Food Restaurant with Drive-Thru Window	934	1,000 SF GFA	44.61	50%	A	22.31	5.64	50%	2.82	2.82	62.91
Fast Food Restaurant without Drive-Thru Window	933	1,000 SF GFA	43.18	50%	B	21.59	5.64	50%	2.82	2.82	60.88
High Turnover (Sit-Down) Restaurant	932	1,000 SF GFA	9.57	43%	A	5.45	6.07	50%	3.04	3.04	16.57
Fine Dining Restaurant	931	1,000 SF GFA	7.80	44%	A	4.37	6.07	50%	3.04	3.04	13.28
Drinking Place	975	1,000 SF GFA	11.36	44%	A	6.36	6.07	50%	3.04	3.04	19.33
Coffee/Donut Shop with Drive-Thru Window	937	1,000 SF GFA	85.88	70%	A	25.76	4.53	50%	2.27	2.27	58.48
Other Retail											
Free-Standing Discount Store	815	1,000 SF GFA	4.86	30%	C	3.40	5.60	50%	2.80	2.80	9.52
Nursery (Garden Center)	817	1,000 SF GFA	6.94	30%	B	4.86	5.60	50%	2.80	2.80	13.61
Home Improvement Superstore	862	1,000 SF GFA	2.29	48%	A	1.19	5.60	50%	2.80	2.80	3.33
Pharmacy/Drugstore w/o Drive-Thru Window	880	1,000 SF GFA	8.51	53%	A	4.00	5.60	50%	2.80	2.80	11.20
Pharmacy/Drugstore w/ Drive-Thru Window	881	1,000 SF GFA	10.25	49%	A	5.23	5.60	50%	2.80	2.80	14.64
Shopping Center (greater than 150,000 square feet)	820	1,000 SF GLA	3.40	34%	A	2.24	5.60	50%	2.80	2.80	6.27
Shopping Plaza (between 40,000 -150,000 square feet)	821	1,000 SF GLA	5.19	34%	A	3.43	5.60	50%	2.80	2.80	9.60
Strip Retail Plaza (less than 40,000 square feet)	822	1,000 SF GLA	6.59	34%	A	4.35	5.60	50%	2.80	2.80	12.18
Supermarket	850	1,000 SF GFA	8.95	36%	A	5.73	5.60	50%	2.80	2.80	16.04
Toy/Children's Superstore	864	1,000 SF GFA	5.00	30%	B	3.50	5.60	50%	2.80	2.80	9.80
Liquor Store	899	1,000 SF GFA	16.62	30%	B	11.63	5.60	50%	2.80	2.80	32.56
Department Store	875	1,000 SF GFA	1.95	30%	B	1.37	5.60	50%	2.80	2.80	3.84
SERVICES											
Walk-In Bank	911	1,000 SF GFA	12.13	40%	B	7.28	4.45	50%	2.23	2.23	16.23
Drive-In Bank	912	Drive-in Lanes	21.01	47%	A	11.14	4.45	50%	2.23	2.23	24.84
Hair Salon	918	1,000 SF GLA	1.45	30%	B	1.02	6.41	50%	3.21	3.21	3.27

*Custom trip rate (trips per 1,000 SF GFA) estimated by Kimley-Horn using ITE trip rate (trips per student) and recent Fort Worth School Data.

Key to Sources of Pass-by Rates:

A: ITE Trip Generation Handbook 3rd Edition (August 2014)

B: Estimated by Kimley-Horn based on ITE rates for similar categories

C: ITE rate adjusted upward by KHA based on logical relationship to other categories

Land Use Category	ITE Land Use Code	Land Use Description
PORT AND TERMINAL		
Intermodal Truck Terminal	030	Point of good transfer between trucks or between trucks and rail
INDUSTRIAL		
General Light Industrial	110	Emphasis on activities other than manufacturing; typically employing fewer than 500 workers
Manufacturing	140	Primary activity is conversion of raw materials or parts into finished products. Can be calculated based on Square Feet of Building or Acreage of Site.
Warehousing	150	Devoted to storage of materials but may include office and maintenance areas
High-Cube Fulfillment Center Warehouse (Non-Sort)	155	Storage and consolidation of automatically-sorted manufactured goods prior to their distribution. Typically 200k+ sq. ft.
High-Cube Fulfillment Center Warehouse (Sort)	155	Storage and consolidation of manually-sorted manufactured goods prior to their distribution. Typically 200k+ sq. ft.
High-Cube Transload and Short-Term Storage Warehouse	154	Short term storage and high throughput of large volumes of manufactured goods. Typically 200k+ sq. ft.
Data Center	160	A free-standing warehouse type of facility that is primarily used for off-site storage of computer systems and associated components including applications and secure data. Data centers typically have a small number of employees and visitors.
Mini-Warehouse	151	Facilities with a number of units rented to others for the storage of goods
RESIDENTIAL		
Single-Family Detached Housing	210	Single-family detached homes on individual lots
Single-Family Attached Housing (Incl. Multifamily Detached Housing)	215	1-4 rental dwelling units and one or two levels (floors) per building. Includes duplexes, condos, and townhomes
Multifamily Housing (Low-Rise)	220	At least 4 rental dwelling units (Apartments) and two or three levels (floors) living space per building
Multifamily Housing (Mid-Rise)	221	At least 4 rental dwelling units (Apartments) and between four and ten levels (floors) living space per building
Multifamily Housing (High-Rise)	222	At least 4 rental dwelling units (Apartments) and more than ten levels (floors) living space per building
Affordable Housing	223	Multifamily housing that is rented at below market rate to households that include at least one employed member
Mobile Home Park	240	Manufactured homes that are installed on permanent foundations
Senior Adult Housing-Single-Family	251	Consists of detached independent living developments that include amenities such as golf courses and swimming pools
Senior Adult Housing-Multifamily	252	Consists of attached independent living developments that include limited social or recreation services
Assisted Living	254	Residential settings that provide either routine general protective oversight or assistance with activities.
LODGING		
Hotel	310	Lodging facilities that typically have on-site restaurants, lounges, meeting and/or banquet rooms, or other retail shops and services
All Suites Hotel	311	Lodging facilities that may have small on-site restaurant and lounge, and small amounts of meeting space. Each suite includes a sitting room and separate bedroom.
Motel / Other Lodging Facilities	320	Lodging facilities that may have small on-site restaurant or buffet area but little or no meeting space
RECREATIONAL		
Recreational Community Center	495	Category includes racquet clubs, health/fitness clubs, can include facilities such as YMCA's
Health/Fitness Club	492	A privately-owned facility that primarily focuses on individual fitness or training. These membership clubs that may allow access to the general public for a fee.
Miniature Golf Course	431	One or more individual putting courses; category should not be used when part of a larger entertainment center(with batting cages, video game centers, etc)
Bowling Alley	437	A recreational facility that includes bowling lanes. A small lounge, restaurant and/or snack bar, video games, and pool tables may also be available.
Movie Theater	445	Movie theater with audience seating, minimum of ten screens, lobby, and refreshment area.
Soccer Complex	488	An outdoor facility that is used for non-professional soccer games. May include a fitness trail, aquatic center, or other sport courts/fields.
Racquet / Tennis Club	491	Indoor or outdoor facilities specifically designed for playing tennis
INSTITUTIONAL		
Church	560	Churches and houses of worship
Fire and Rescue Station	575	Station for conducting Fire and Rescue operations and the storage of emergency response vehicles
Day Care Center	565	Generally includes facilities for care of pre-school aged children, generally includes classrooms, offices, eating areas, and playgrounds
Private School (K-12)*	532	Private education institution serving K-12 students
Charter School (K-12)*	538	Publicly funded and privately managed school serving K-12 students
Elementary School	520	Serves students who have not yet entered middle/junior high school
Middle School/Junior High School	522	Service students who have completed elementary school
High School	525	Serves students who have completed middle or junior high school
Junior / Community College	540	Two-year junior, community, or technical colleges
University / College	550	Four-year universities or colleges that may or may not offer graduate programs
MEDICAL		
Clinic	630	Facilities with limited diagnostic and outpatient care
Hospital	610	Medical and surgical facilities with overnight accommodations
Nursing Home	620	Rest and convalescent homes with residents who do little or no driving
Free-Standing Emergency Room	650	Facility that specializes in personal medical care and treatment of people
Animal Hospital/Veterinary Clinic	640	Animal hospital or veterinary clinic that specializes in the treatment of animals
OFFICE		
Corporate Headquarters Building	714	Office building housing corporate headquarters of a single company or organization
General Office Building	710	Office buildings which house multiple tenants
Medical-Dental Office Building	720	Multi-tenant building with offices for physicians and/or dentists
Single Tenant Office Building	715	Single tenant office buildings other than corporate headquarters
Office Park	750	Office buildings (typically low-rise) in a campus setting and served by a common roadway system
COMMERCIAL		
Automobile Related		
Automobile Care Center	942	Automobile repair and servicing including stereo installations and upholstery
Automobile Parts Sales	843	Retail sale of auto parts but no on-site vehicle repair
Gasoline/Service Station	944	Gasoline sales without convenience store or car wash; may include repair
Convenience Store/Gas Station (2-8 fueling positions)	945	Gasoline sales with convenience store and car washes where the primary business is gasoline sales (<4.5k)
Convenience Store/Gas Station (9-15 fueling positions)	945	Gasoline sales with convenience store and car washes where the primary business is gasoline sales (>4.5k)
Convenience Store/Gas Station (>15 fueling positions)	945	Gasoline sales with convenience store and car washes where the primary business is gasoline sales (>4.5k)
Automobile Sales (New)	840	New car dealerships, typically with automobile servicing, part sales, and used car sales
Automobile Sales (Used)	841	Car dealership specializing in the sale of used cars
Quick Lubrication Vehicle Shop	941	Primary business is to perform oil changes and fluid/filter changes with other repair services not provided
Automated Car Wash	948	Has stalls for driver to park and wash the vehicle
Tire Store	848	Primary business is sales and installation of tires; usually do not have large storage or warehouse area
Dining		
Fast Casual Restaurant	930	Sit-down restaurant with no (or very limited) wait staff or table service. Orders off a menu board, pays for food before the food is prepared, and seats themselves
Fast Food Restaurant with Drive-Thru Window	934	High-turnover fast food restaurant for carry-out and eat-in customers with a drive-thru window
Fast Food Restaurant without Drive-Thru Window	933	High-turnover fast food restaurant for carry-out and eat-in customers, but without a drive-thru window
High Turnover (Sit-Down) Restaurant	932	Restaurants with turnover rates less than one hour; typically includes moderately-priced chain restaurants
Fine Dining Restaurant	931	Restaurants with turnover rates of one hour or longer; typically require reservations
Drinking Place	975	Contains a bar where alcoholic beverages and food are sold, and possibly some type of entertainment
Coffee/Donut Shop without Drive-Thru Window	936	Coffee and Donut restaurants without drive-through windows, hold long store hours and have limited indoor seating
Coffee/Donut Shop with Drive-Thru Window	937	Coffee and Donut restaurants with drive-through windows, hold long store hours and have limited indoor seating
Other Retail		
Free-Standing Discount Store	815	Category includes free-standing stores with off-street parking; typically offer a variety of products and services with long store hours
Nursery (Garden Center)	817	Building with a yard of planting or landscape stock; may have office, storage, shipping or greenhouse facilities
Home Improvement Superstore	862	Warehouse-type facilities offering a large variety of products and services including lumber, tool, paint, lighting, and fixtures, among other items.
Pharmacy/Drugstore w/o Drive-Thru Window	880	Facilities that primarily sell prescription and non-prescription drugs without a drive-through window
Pharmacy/Drugstore w/ Drive-Thru Window	881	Facilities that primarily sell prescription and non-prescription drugs with a drive-through window
Shopping Center (greater than 150,000 square feet)	820	Integrated group of commercial establishments; planning, owned, and managed as a unit (>150k)
Shopping Plaza (between 40,000 -150,000 square feet)	821	Integrated group of commercial establishments; planning, owned, and managed as a unit (40-150k)
Strip Retail Plaza (less than 40,000 square feet)	822	Integrated group of commercial establishments; planning, owned, and managed as a unit (<40k)
Supermarket	850	Primary business is sale of groceries, food, and household cleaning items; may include photo, pharmacy, video rental, and/or ATM
Toy/Children's Superstore	864	Businesses specializing in child-oriented merchandise
Department Store	875	Free-standing stores that specialize in the sale of apparel, footwear, bedding, home products, jewelry, etc.
Liquor Store	899	A liquor store specializes in the sale of prepackaged alcoholic beverages intended to be consumed off the store's premises.
SERVICES		
Walk-In Bank	911	Banks with their own parking lots, no drive-in lanes but contain non-drive-through ATMs
Drive-In Bank	912	Banking facilities to conduct financial transactions from the vehicle; also usually apart of walk-in bank
Hair Salon	918	Facilities that specialize in cosmetic and beauty services including hair cutting and styling

From: [John Delin](#)
To: [Matthew Cyr](#)
Subject: Roadway Impact Active Adult
Date: Tuesday, April 22, 2025 4:32:52 PM
Attachments: [image002.png](#)
[Fort Worth Impact Fee Worksheet_box.pdf](#)
[2022 Study -LandUseRates of 02.28.25.pdf](#)
[2022 Study -LandUseDescription 02.28.25.pdf](#)

Matt,

Attached is the information condensed from the findings from 2 different traffic engineers. We used Westwood and primarily for this request GM Civil, Matt Baacke & Eddie Eckart. Additionally, we also used the City of Ft. Worth Worksheet to “estimate” traffic counts for traditional single family vs Active Adult. All were relatively close to each other with the City of Ft. Worth’s data being the most comprehensive and assembled into actual use.

As you will see on the Ft. Worth Impact Fee Worksheet, the “Vehicle-Miles per Dev. Unit” comes from a 2022 Study Land Use Rate guide, which shows in a typical Single Family Detached Housing Unit, they allow for 4.61miles/unit and they allow for 1.47miles/unit for SF Active Adult, basically 1/3 of the miles/unit. They have a peak our trip generation rate of 0.94 for SF Detached and 0.30 for Senior Adult Single-Family. $0.3/0.94 = 31.9\%$ same ratio. If you look at the line for each of those land uses, you can see how they come up with 4.61 vehicle-miles per unit for SFD and 1.47 for Active Adult. This data ties in with Matt Baacke’s information.

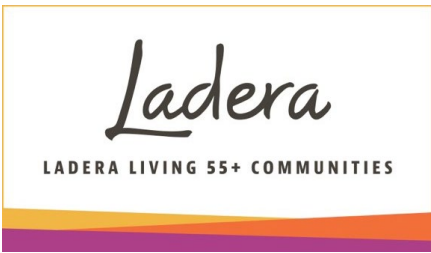
Additionally, these also coincide with other cities information such as below from Mansfield,

RESIDENTIAL		
Single Family Detached Housing	Dwelling Unit	4,900
Single Family Attached Housing	Dwelling Unit	2,971
Multifamily Housing (Low Rise)	Dwelling Unit	2,659
Multifamily Housing (Mid-Rise)	Dwelling Unit	2,033
Multifamily Housing (High-Rise)	Dwelling Unit	1,668
Mobile Home Park/Manufactured Housing	Dwelling Unit	3,023
Senior Adult Housing - Detached	Dwelling Unit	1,564
Senior Adult Housing - Attached	Dwelling Unit	1,303
Assisted Living	Dwelling Unit	1,251
LODGING		

Thank you sir and let me know any questions.

Best,

John Delin
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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)