



**AGENDA
CITY COUNCIL REGULAR MEETING
COUNCIL CHAMBERS
DECEMBER 18, 2025
6:30 PM**

The Joshua City Council will hold a Work Session at 6:30 pm. A Regular Meeting will be held immediately following the Work Session in the Council Chambers at Joshua City Hall, located at 101 S. Main St., Joshua, Texas. This meeting is subject to the open meeting laws of the State of Texas.

Individuals may attend the meeting in person or access the meeting via videoconference or telephone conference call.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. PLEDGE OF ALLEGIANCE

1. United States of America
2. Texas Flag

C. INVOCATION

D. UPDATES FROM MAYOR AND COUNCIL MEMBERS, UPDATES FROM CITY STAFF MEMBERS:

Pursuant to Texas Government Code Section 551.0415, the Mayor and Members of the City Council may report on the following items of community interest, including (1) expressions of thanks, congratulations, or condolences; (2) information about holiday schedules, (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving any imminent threat to public health and safety. Staff Updates will address operational issues in various City departments. No deliberation is authorized under the Texas Open Meetings Act.

E. WORK SESSION

1. Review and discuss questions related to the budget report for November 2025. (Staff Resource: M. Freelen)
2. Discussion on the City of Joshua Engineering Design Standards and Specifications. (Staff Resource: A. Maldonado)
3. Discussion regarding adoption of an ordinance requiring in any planned development that a park or green space should be fully developed and amenities installed and accepted by the City prior to the issuance of any residential building permits. (Resource: T. Welch)
4. Discussion on an Ordinance amending article 3.06, "Signs" of Chapter 3, "Building Regulations", of the Code of Ordinances, by replacing said article with a new article 3.06, "Signs", extending the City's sign ordinance and regulations to the City's extraterritorial jurisdiction. (Resource: T. Welch)
5. Discussion and update regarding the General Code recodification of the City's Code of Ordinances. (Staff Resource: A. Holloway)

- [6.](#) Discussion regarding training for elected officials, appointed board and commission members, and City staff. (Staff Resource: A. Holloway)

F. PUBLIC FORUM, PRESENTATION, AND RECOGNITION:

The City Council invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. Therefore, no Council deliberation is permitted. Each person will have 3 minutes to speak.

1. Proclamation honoring Jameye Jones for her positive contributions to the community of Joshua and the surrounding areas.

G. CONSENT AGENDA

- [1.](#) Discuss, consider, and possible action on the November 20, 2025, meeting minutes. (Staff Resource: A. Holloway)

H. REGULAR AGENDA

- [1.](#) Discuss, consider, and possible action on an Ordinance canvassing the returns and declaring the results of the December 13, 2025, Special Election. (Staff Resource: A. Holloway)
2. Presentation of the Certificate of Election and the City Secretary administer the Oath of Office to the newly elected official. (Staff Resource: A. Holloway)
3. Discuss, consider, and possible action on an Ordinance calling a Runoff Election resulting from the December 13, 2025, Special Election. (Staff Resource: A. Holloway)
- [4.](#) Discuss, consider, and possible action on a resolution to nominate a candidate for a vacancy on the Board of Directors of the Central Appraisal District of Johnson County. (Staff Resource: A. Holloway)
- [5.](#) Discuss, consider, and possible action regarding the addition of a part-time Administrative Assistant II position for the Human Resources Department. (Staff Resource: M. Peacock)
- [6.](#) Discuss, consider, and possible board appointments. (Staff Resource: A. Holloway)

I. STAFF REPORT

- [1.](#) Police Department
- [2.](#) Municipal Court
- [3.](#) Public Works
- [4.](#) Development Services
- [5.](#) Code Enforcement
- [6.](#) Parks Department
- [7.](#) Animal Services
- [8.](#) Economic Development Corporation
- [9.](#) City Secretary's Office

J. EXECUTIVE SESSION

The City Council of the City of Joshua will recess into Executive Session (Closed Meeting) pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, to discuss the following:

1. Pursuant to the Texas Government Code Section 551.072 of the Texas Government Code: to discuss or deliberate the purchase, exchange, lease, or value of real property.

K. RECONVENE INTO REGULAR SESSION

In accordance with Texas Government Code, Section 551, the City Council will reconvene into regular session and consider action, if any, on matters discussed in executive session.

L. FUTURE AGENDA ITEMS/REQUESTS BY COUNCIL MEMBERS TO BE ON THE NEXT AGENDA

Councilmembers shall not comment upon, deliberate, or discuss any item that is not on the agenda. Councilmembers shall not make routine inquiries about operations or project status on an item that is not posted. However, any Councilmember may state an issue and request to place the item on a future agenda.

M. ADJOURN

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551.071 for private consultation with the attorney for the City.

Pursuant to Section 551.127, Texas Government Code, one or more Councilmembers may attend this meeting remotely using videoconferencing technology. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public at the address posted above as the location of the meeting. A quorum will be physically present at the posted meeting location of City Hall.

In compliance with the Americans with Disabilities Act, the City of Joshua will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 817/558-7447.

CERTIFICATE:

I hereby certify that the above agenda was posted on December 11, 2025, by 5:00 pm on the official bulletin board at Joshua City Hall, 101 S. Main, Joshua, Texas.

Alice Holloway
City Secretary



**City Council Agenda
December 18, 2025**

Work Session Item

Agenda Description:

Review and discuss questions related to the budget report for November 2025. (Staff Resource: M. Freelen)

Background Information:

Financial Information:

City Contact and Recommendations:

Marcie Freelen, Finance Director

Attachments:

1. Budget Report for November 2025



City of Joshua, TX

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 11/30/2025

Item 1.

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - General							
Revenue							
Dept: 80 - Property taxes							
100-80-400000	GF Property Tax	3,861,467.00	3,861,467.00	249,633.61	296,187.47	-3,565,279.53	7.67 %
100-80-400100	GF Property Tax Penalty	15,000.00	15,000.00	533.28	1,411.45	-13,588.55	9.41 %
100-80-400200	GF Property Tax Interest	10,000.00	10,000.00	1,022.65	1,913.99	-8,086.01	19.14 %
Dept: 80 - Property taxes Total:		3,886,467.00	3,886,467.00	251,189.54	299,512.91	-3,586,954.09	7.71%
Dept: 81 - Sales taxes							
100-81-401000	City Sales Taxes	1,400,000.00	1,400,000.00	161,403.76	302,338.83	-1,097,661.17	21.60 %
Dept: 81 - Sales taxes Total:		1,400,000.00	1,400,000.00	161,403.76	302,338.83	-1,097,661.17	21.60%
Dept: 83 - Franchise taxes							
100-83-403000	Franchise Taxes	395,000.00	395,000.00	0.00	0.00	-395,000.00	0.00 %
Dept: 83 - Franchise taxes Total:		395,000.00	395,000.00	0.00	0.00	-395,000.00	0.00%
Dept: 84 - Mixed beverage taxes							
100-84-404000	Mixed Beverage Tax	20,000.00	20,000.00	1,547.18	3,353.17	-16,646.83	16.77 %
Dept: 84 - Mixed beverage taxes Total:		20,000.00	20,000.00	1,547.18	3,353.17	-16,646.83	16.77%
Dept: 86 - Fines and fees							
100-86-410000	Permits & Fees	200,000.00	200,000.00	20,939.28	31,692.41	-168,307.59	15.85 %
100-86-410100	Fines & Court Fees	170,000.00	170,000.00	9,310.13	19,666.98	-150,333.02	11.57 %
100-86-410500	Gas Well Fees	28,000.00	28,000.00	0.00	0.00	-28,000.00	0.00 %
100-86-410600	Development Fees	3,000.00	3,000.00	500.00	1,310.00	-1,690.00	43.67 %
100-86-410820	Pet Adoption Fees	20,145.00	20,145.00	2,805.00	4,705.00	-15,440.00	23.36 %
100-86-410850	Local Truancy and Prevention Divers..	7,500.00	7,500.00	466.18	860.76	-6,639.24	11.48 %
100-86-410860	Municipal Jury Fund	300.00	300.00	7.35	15.23	-284.77	5.08 %
100-86-410870	Time Payment Reimbursement Fee	2,500.00	2,500.00	177.50	357.01	-2,142.99	14.28 %
Dept: 86 - Fines and fees Total:		431,445.00	431,445.00	34,205.44	58,607.39	-372,837.61	13.58%
Dept: 87 - Grants and contributions							
100-87-420400	Police Department Grants	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
100-87-420700	ARPA Funds	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
100-87-420800	LEOSE/Continuing Education	1,500.00	1,500.00	0.00	0.00	-1,500.00	0.00 %
Dept: 87 - Grants and contributions Total:		41,500.00	41,500.00	0.00	0.00	-41,500.00	0.00%
Dept: 88 - Investment earnings							
100-88-460000	Interest Income	60,000.00	60,000.00	10,042.51	21,812.95	-38,187.05	36.35 %
Dept: 88 - Investment earnings Total:		60,000.00	60,000.00	10,042.51	21,812.95	-38,187.05	36.35%
Dept: 89 - Miscellaneous							
100-89-490100	Miscellaneous Revenue	37,520.00	37,520.00	4,129.98	4,483.42	-33,036.58	11.95 %
Dept: 89 - Miscellaneous Total:		37,520.00	37,520.00	4,129.98	4,483.42	-33,036.58	11.95%
Revenue Total:		6,271,932.00	6,271,932.00	462,518.41	690,108.67	-5,581,823.33	11.00%
Fund: 100 - General Total:		6,271,932.00	6,271,932.00	462,518.41	690,108.67	-5,581,823.33	11.00%
Report Total:		6,271,932.00	6,271,932.00	462,518.41	690,108.67	-5,581,823.33	11.00%



City of Joshua, TX

Budget Report
Account Summary

Item 1.

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - General							
Expense							
Dept: 01 - Community Services							
100-01-500404	Contract Services	0.00	0.00	0.00	2,000.00	-2,000.00	0.00 %
Dept: 01 - Community Services Total:		0.00	0.00	0.00	2,000.00	-2,000.00	0.00%
Dept: 10 - Non-departmental							
100-10-500150	Training & Travel	0.00	0.00	0.00	410.30	-410.30	0.00 %
100-10-500160	Dues & Subscriptions	3,002.00	3,002.00	0.00	2,353.00	649.00	78.38 %
100-10-500401	Legal Services	45,000.00	45,000.00	2,740.50	2,740.50	42,259.50	6.09 %
100-10-500402	IT Services	71,928.00	71,928.00	6,000.00	18,000.00	53,928.00	25.03 %
100-10-500420	Central Appraisal District	60,280.00	60,280.00	0.00	0.00	60,280.00	0.00 %
100-10-500421	County Assessor - Collector	5,992.00	5,992.00	0.00	0.00	5,992.00	0.00 %
100-10-500550	Debt Service & Reports	3,450.00	3,450.00	0.00	0.00	3,450.00	0.00 %
100-10-500800	Events	19,500.00	19,500.00	0.00	0.00	19,500.00	0.00 %
100-10-500801	Christmas Tree & Decor	13,700.00	13,700.00	0.00	0.00	13,700.00	0.00 %
100-10-500840	380 Agreement Expenses	49,237.96	49,237.96	1,951.24	3,276.56	45,961.40	6.65 %
100-10-500900	Library Operating Expense	21,300.00	21,300.00	1,775.00	3,550.00	17,750.00	16.67 %
100-10-500902	Cle-Tran	7,143.00	7,143.00	0.00	0.00	7,143.00	0.00 %
100-10-500940	Liability Insurance	61,453.00	61,453.00	0.00	11,343.25	50,109.75	18.46 %
100-10-500941	Property Insurance	68,868.00	68,868.00	0.00	27,581.00	41,287.00	40.05 %
100-10-500943	Technology Replacements	31,308.17	31,308.17	10,045.23	29,651.40	1,656.77	94.71 %
100-10-560000	Capital Outlay	20,529.00	20,529.00	580.00	580.00	19,949.00	2.83 %
100-10-597150	Transfer To Donation	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
100-10-597700	Transfer To Capital Improvement	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
Dept: 10 - Non-departmental Total:		552,691.13	552,691.13	23,091.97	99,486.01	453,205.12	18.00%
Dept: 11 - City Manager							
100-11-500110	Salaries	341,781.00	341,781.00	25,200.15	45,759.22	296,021.78	13.39 %
100-11-500112	Worker's Comp	643.00	643.00	0.00	185.75	457.25	28.89 %
100-11-500117	Longevity Pay	1,984.00	1,984.00	1,944.00	1,944.00	40.00	97.98 %
100-11-500120	Payroll Taxes	5,306.00	5,306.00	434.16	762.47	4,543.53	14.37 %
100-11-500130	Benefits	32,569.00	32,569.00	1,355.90	3,308.06	29,260.94	10.16 %
100-11-500140	TMRS	36,938.00	36,938.00	1,808.85	3,186.58	33,751.42	8.63 %
100-11-500150	Training & Travel	5,950.80	5,950.80	265.00	265.00	5,685.80	4.45 %
100-11-500160	Dues & Subscriptions	1,703.00	1,703.00	754.87	754.87	948.13	44.33 %
100-11-500161	Surety Bonds	260.00	260.00	0.00	0.00	260.00	0.00 %
100-11-500213	Uniforms	300.00	300.00	147.00	147.00	153.00	49.00 %
100-11-500220	Office Supplies	3,999.92	3,999.92	106.15	309.60	3,690.32	7.74 %
100-11-500221	Printing	1,437.90	1,437.90	0.00	0.00	1,437.90	0.00 %
100-11-500222	Postage	500.00	500.00	0.00	0.00	500.00	0.00 %
100-11-500250	Office Equipment & Furniture	500.00	500.00	0.00	0.00	500.00	0.00 %
100-11-500310	Fuel, Oil & Service	1,599.96	1,599.96	0.00	114.20	1,485.76	7.14 %
100-11-500311	Vehicle R & M	842.04	842.04	70.17	140.34	701.70	16.67 %
100-11-500330	Building R & M	71,440.00	71,440.00	1,574.08	3,828.18	67,611.82	5.36 %
100-11-500350	Office Equipment R & M	3,387.88	3,387.88	221.49	420.48	2,967.40	12.41 %
100-11-500404	Contract Services	4,527.24	4,527.24	371.28	748.55	3,778.69	16.53 %
100-11-500410	Software Maintenance	9,309.32	9,309.32	198.62	507.92	8,801.40	5.46 %
100-11-500605	Lease Payments	14,658.84	14,658.84	1,221.57	2,443.14	12,215.70	16.67 %
100-11-500710	Utilities	19,199.40	19,199.40	1,276.47	1,276.47	17,922.93	6.65 %
100-11-500750	Mobile Technology	1,394.40	1,394.40	253.41	253.41	1,140.99	18.17 %
100-11-500909	Miscellaneous	160.00	160.00	99.99	99.99	60.01	62.49 %
Dept: 11 - City Manager Total:		560,391.70	560,391.70	37,303.16	66,455.23	493,936.47	11.86%

Budget Report

For Fiscal: 2025-2026 Period Ending: Item 1. 5

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Dept: 12 - City Secretary							
100-12-500110	Salaries	138,110.00	138,110.00	10,483.94	19,495.45	118,614.55	14.12 %
100-12-500111	Overtime	0.00	0.00	38.29	315.39	-315.39	0.00 %
100-12-500112	Worker's Comp	323.00	323.00	0.00	89.00	234.00	27.55 %
100-12-500117	Longevity Pay	560.00	560.00	560.00	560.00	0.00	100.00 %
100-12-500120	Payroll Taxes	2,167.00	2,167.00	156.99	292.43	1,874.57	13.49 %
100-12-500130	Benefits	10,436.00	10,436.00	792.17	1,584.34	8,851.66	15.18 %
100-12-500140	TMRS	14,900.00	14,900.00	707.32	1,300.17	13,599.83	8.73 %
100-12-500150	Training & Travel	10,800.00	10,800.00	864.59	864.59	9,935.41	8.01 %
100-12-500160	Dues & Subscriptions	586.00	586.00	51.75	51.75	534.25	8.83 %
100-12-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-12-500213	Uniforms	1,117.95	1,117.95	0.00	0.00	1,117.95	0.00 %
100-12-500218	Events & Awards	5,280.00	5,280.00	511.80	511.80	4,768.20	9.69 %
100-12-500220	Office Supplies	1,150.00	1,150.00	0.00	111.99	1,038.01	9.74 %
100-12-500222	Postage	500.00	500.00	0.00	0.00	500.00	0.00 %
100-12-500240	Election Expenses	5,600.00	5,600.00	2,333.47	2,333.47	3,266.53	41.67 %
100-12-500250	Office Equipment & Furniture	1,300.00	1,300.00	435.85	435.85	864.15	33.53 %
100-12-500403	Ordinance Codification	21,400.00	21,400.00	1,068.00	1,068.00	20,332.00	4.99 %
100-12-500404	Contract Services	2,008.96	2,008.96	67.83	135.66	1,873.30	6.75 %
100-12-500410	Software Maintenance	26,537.55	26,537.55	6,588.43	17,601.62	8,935.93	66.33 %
100-12-500750	Mobile Technology	504.00	504.00	40.22	40.22	463.78	7.98 %
100-12-500800	Events	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
100-12-500909	Miscellaneous	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-12-500931	Publishing & Filing Fees	9,200.00	9,200.00	680.00	680.00	8,520.00	7.39 %
100-12-500946	Records Retention	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
Dept: 12 - City Secretary Total:		259,110.46	259,110.46	25,380.65	47,471.73	211,638.73	18.32%
Dept: 13 - Human Resources							
100-13-500110	Salaries	113,192.00	113,192.00	8,676.32	16,113.17	97,078.83	14.24 %
100-13-500112	Worker's Comp	212.00	212.00	0.00	61.25	150.75	28.89 %
100-13-500117	Longevity Pay	288.00	288.00	288.00	288.00	0.00	100.00 %
100-13-500120	Payroll Taxes	1,762.00	1,762.00	123.18	228.60	1,533.40	12.97 %
100-13-500130	Benefits	10,571.00	10,571.00	792.86	1,585.72	8,985.28	15.00 %
100-13-500140	TMRS	12,193.00	12,193.00	572.03	1,046.60	11,146.40	8.58 %
100-13-500150	Training & Travel	2,255.50	2,255.50	0.00	0.00	2,255.50	0.00 %
100-13-500151	Tuition Reimbursement	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-13-500160	Dues & Subscriptions	639.00	639.00	0.00	0.00	639.00	0.00 %
100-13-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-13-500190	Employee Morale	1,420.00	1,420.00	0.00	0.00	1,420.00	0.00 %
100-13-500212	Reference Materials	790.52	790.52	0.00	0.00	790.52	0.00 %
100-13-500213	Uniforms	150.00	150.00	0.00	0.00	150.00	0.00 %
100-13-500220	Office Supplies	672.80	672.80	0.00	0.00	672.80	0.00 %
100-13-500222	Postage	100.00	100.00	32.31	32.31	67.69	32.31 %
100-13-500250	Office Equipment & Furniture	2,077.91	2,077.91	0.00	0.00	2,077.91	0.00 %
100-13-500403	Legal Services	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
100-13-500404	Contract Services	30,763.20	30,763.20	3,117.29	5,592.31	25,170.89	18.18 %
100-13-500410	Software Maintenance	13,088.08	13,088.08	49.32	99.98	12,988.10	0.76 %
100-13-500750	Mobile Technology	600.00	600.00	0.00	0.00	600.00	0.00 %
100-13-500909	Miscellaneous	931.00	931.00	0.00	0.00	931.00	0.00 %
100-13-500930	Advertising	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
Dept: 13 - Human Resources Total:		205,336.01	205,336.01	13,651.31	25,047.94	180,288.07	12.20%
Dept: 14 - Finance							
100-14-500110	Salaries	190,833.00	190,833.00	14,618.56	27,148.75	163,684.25	14.23 %
100-14-500111	Overtime	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-14-500112	Worker's Comp	360.00	360.00	0.00	104.00	256.00	28.89 %
100-14-500117	Longevity Pay	1,672.00	1,672.00	1,672.00	1,672.00	0.00	100.00 %
100-14-500120	Payroll Taxes	3,040.00	3,040.00	191.26	366.25	2,673.75	12.05 %
100-14-500130	Benefits	32,208.00	32,208.00	2,331.83	4,663.66	27,544.34	14.48 %
100-14-500140	TMRS	20,792.00	20,792.00	1,039.63	1,839.31	18,952.69	8.85 %

Budget Report

For Fiscal: 2025-2026 Period Ending: Item 1. 5

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-14-500150	Training & Travel	300.00	300.00	0.00	0.00	300.00	0.00 %
100-14-500160	Dues & Subscriptions	250.00	250.00	0.00	0.00	250.00	0.00 %
100-14-500161	Surety Bonds	260.00	260.00	0.00	0.00	260.00	0.00 %
100-14-500213	Uniforms	300.00	300.00	0.00	0.00	300.00	0.00 %
100-14-500220	Office Supplies	1,031.09	1,031.09	76.30	118.79	912.30	11.52 %
100-14-500221	Printing	2,586.00	2,586.00	-18.70	-18.70	2,604.70	-0.72 %
100-14-500222	Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-14-500250	Office Equipment & Furniture	1,050.00	1,050.00	0.00	0.00	1,050.00	0.00 %
100-14-500404	Contract Services	1,524.36	1,524.36	127.03	254.06	1,270.30	16.67 %
100-14-500405	Accounting & Audit	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
100-14-500410	Software Maintenance	30,019.56	30,019.56	432.27	551.59	29,467.97	1.84 %
100-14-500909	Miscellaneous	2,500.00	2,500.00	102.00	231.00	2,269.00	9.24 %
Dept: 14 - Finance Total:		330,726.01	330,726.01	20,572.18	36,930.71	293,795.30	11.17 %

Dept: 15 - Municipal Court

100-15-500110	Salaries	63,087.00	63,087.00	4,761.03	8,835.55	54,251.45	14.01 %
100-15-500111	Overtime	600.00	600.00	125.41	171.01	428.99	28.50 %
100-15-500112	Worker's Comp	121.00	121.00	0.00	34.75	86.25	28.72 %
100-15-500117	Longevity Pay	1,440.00	1,440.00	1,440.00	1,440.00	0.00	100.00 %
100-15-500120	Payroll Taxes	1,061.00	1,061.00	90.56	149.88	911.12	14.13 %
100-15-500130	Benefits	10,099.00	10,099.00	761.45	1,522.90	8,576.10	15.08 %
100-15-500140	TMRS	6,998.00	6,998.00	403.62	666.48	6,331.52	9.52 %
100-15-500150	Training & Travel	1,884.00	1,884.00	0.00	0.00	1,884.00	0.00 %
100-15-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-15-500213	Uniforms	300.00	300.00	0.00	0.00	300.00	0.00 %
100-15-500220	Office Supplies	200.00	200.00	0.00	23.99	176.01	12.00 %
100-15-500221	Printing	2,933.00	2,933.00	0.00	0.00	2,933.00	0.00 %
100-15-500222	Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-15-500350	Office Equipment R & M	350.00	350.00	0.00	0.00	350.00	0.00 %
100-15-500401	Legal Services	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
100-15-500404	Contract Services	24,917.28	24,917.28	76.44	152.88	24,764.40	0.61 %
100-15-500410	Software Maintenance	303.96	303.96	25.33	75.99	227.97	25.00 %
100-15-500411	Warrant Entry Fees	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-15-500414	Credit Card Processing	11,175.00	11,175.00	0.00	0.00	11,175.00	0.00 %
100-15-500910	Warrant Entry Fees	1,400.00	1,400.00	69.94	69.94	1,330.06	5.00 %
Dept: 15 - Municipal Court Total:		135,999.24	135,999.24	7,753.78	13,143.37	122,855.87	9.66 %

Dept: 21 - Development Services

100-21-500110	Salaries	175,166.00	175,166.00	10,023.65	22,577.39	152,588.61	12.89 %
100-21-500111	Overtime	750.00	750.00	62.26	98.58	651.42	13.14 %
100-21-500112	Worker's Comp	588.00	588.00	0.00	247.00	341.00	42.01 %
100-21-500117	Longevity Pay	792.00	792.00	792.00	792.00	0.00	100.00 %
100-21-500120	Payroll Taxes	2,913.00	2,913.00	144.76	322.84	2,590.16	11.08 %
100-21-500130	Benefits	28,872.00	28,872.00	1,623.06	3,250.78	25,621.22	11.26 %
100-21-500140	TMRS	18,987.00	18,987.00	695.41	1,499.84	17,487.16	7.90 %
100-21-500150	Training & Travel	5,710.00	5,710.00	2,651.73	2,651.73	3,058.27	46.44 %
100-21-500160	Dues & Subscriptions	712.00	712.00	0.00	61.61	650.39	8.65 %
100-21-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-21-500213	Uniforms	570.00	570.00	0.00	0.00	570.00	0.00 %
100-21-500220	Office Supplies	1,500.00	1,500.00	0.00	8.79	1,491.21	0.59 %
100-21-500221	Printing	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-21-500222	Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-21-500250	Office Equipment & Furniture	250.00	250.00	0.00	0.00	250.00	0.00 %
100-21-500310	Fuel, Oil & Service	1,000.00	1,000.00	0.00	71.87	928.13	7.19 %
100-21-500311	Vehicle R & M	2,241.90	2,241.90	145.89	291.78	1,950.12	13.01 %
100-21-500403	Permits Software	9,106.83	9,106.83	7,887.43	7,887.43	1,219.40	86.61 %
100-21-500404	Contract Services	7,861.04	7,861.04	76.44	164.86	7,696.18	2.10 %
100-21-500406	Nuisance Abatement	6,000.00	6,000.00	0.00	780.00	5,220.00	13.00 %
100-21-500410	Software Maintenance	2,543.76	2,543.76	135.95	287.93	2,255.83	11.32 %
100-21-500414	Credit Card Processing	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00 %

Budget Report

For Fiscal: 2025-2026 Period Ending:

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-21-500605	Lease Payments	16,322.70	16,322.70	1,281.84	2,563.68	13,759.02	15.71 %
100-21-500710	Utilities	761.04	761.04	63.39	63.39	697.65	8.33 %
100-21-500750	Mobile Technology	938.64	938.64	78.21	78.21	860.43	8.33 %
100-21-500932	Engineering Services	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
100-21-500934	Gas Well Inspection Services	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00 %
Dept: 21 - Development Services Total:		335,215.91	335,215.91	25,662.02	43,699.71	291,516.20	13.04%
Dept: 31 - Police							
100-31-500110	Salaries	1,451,685.00	1,451,685.00	95,512.51	182,473.56	1,269,211.44	12.57 %
100-31-500111	Overtime	34,408.14	34,408.14	1,653.78	4,746.70	29,661.44	13.80 %
100-31-500112	Worker's Comp	30,726.00	30,726.00	0.00	6,994.50	23,731.50	22.76 %
100-31-500117	Longevity Pay	8,376.00	8,376.00	8,304.00	8,304.00	72.00	99.14 %
100-31-500120	Payroll Taxes	23,793.00	23,793.00	1,472.49	2,774.52	21,018.48	11.66 %
100-31-500130	Benefits	231,078.00	231,078.00	15,751.98	30,738.62	200,339.38	13.30 %
100-31-500140	TMRS	159,838.00	159,838.00	6,730.73	12,477.64	147,360.36	7.81 %
100-31-500150	Training & Travel	6,600.06	6,600.06	600.00	600.00	6,000.06	9.09 %
100-31-500152	LEOSE Training	28,649.00	28,649.00	3,776.00	3,799.54	24,849.46	13.26 %
100-31-500160	Dues & Memberships	1,816.86	1,816.86	0.00	0.00	1,816.86	0.00 %
100-31-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-31-500179	Citizens Police Academy	999.58	999.58	10.98	10.98	988.60	1.10 %
100-31-500213	Uniforms	5,667.18	5,667.18	1,525.02	2,489.90	3,177.28	43.94 %
100-31-500215	Law Enforcement Supplies	6,667.80	6,667.80	139.82	705.87	5,961.93	10.59 %
100-31-500217	Investigations	4,296.28	4,296.28	975.00	975.00	3,321.28	22.69 %
100-31-500218	Awards	520.00	520.00	0.00	0.00	520.00	0.00 %
100-31-500219	Public Relations	1,071.11	1,071.11	84.42	84.42	986.69	7.88 %
100-31-500220	Office Supplies	3,965.41	3,965.41	308.81	535.33	3,430.08	13.50 %
100-31-500222	Postage	582.64	582.64	0.00	23.50	559.14	4.03 %
100-31-500250	Office Equipment & Furniture	492.00	492.00	62.44	62.44	429.56	12.69 %
100-31-500260	Vests & Safety Equipment	9,071.95	9,071.95	0.00	0.00	9,071.95	0.00 %
100-31-500262	Equipment	17,240.00	17,240.00	0.00	0.00	17,240.00	0.00 %
100-31-500310	Fuel, Oil & Service	29,992.91	29,992.91	0.00	2,048.62	27,944.29	6.83 %
100-31-500311	Vehicle R & M	12,519.20	12,519.20	366.50	15,546.14	-3,026.94	124.18 %
100-31-500320	Equipment R & M	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-31-500330	Building R & M	7,927.04	7,927.04	1,425.03	2,311.59	5,615.45	29.16 %
100-31-500404	Contract Services	93,931.30	93,931.30	1,021.71	66,680.09	27,251.21	70.99 %
100-31-500408	Reporting System	48,789.51	48,789.51	0.00	0.00	48,789.51	0.00 %
100-31-500410	Software Maintenance	4,280.88	4,280.88	370.24	1,020.78	3,260.10	23.85 %
100-31-500605	Lease Payments	103,925.16	103,925.16	8,671.95	17,343.90	86,581.26	16.69 %
100-31-500710	Utilities	13,000.20	13,000.20	936.34	936.34	12,063.86	7.20 %
100-31-500750	Mobile Technology	4,411.44	4,411.44	390.61	390.61	4,020.83	8.85 %
Dept: 31 - Police Total:		2,347,951.65	2,347,951.65	150,090.36	364,074.59	1,983,877.06	15.51%
Dept: 32 - Animal Services							
100-32-500110	Salaries	167,165.00	167,165.00	11,749.28	21,516.59	145,648.41	12.87 %
100-32-500111	Overtime	2,400.00	2,400.00	197.94	579.59	1,820.41	24.15 %
100-32-500112	Worker's Comp	4,884.00	4,884.00	0.00	1,103.25	3,780.75	22.59 %
100-32-500117	Longevity Pay	712.00	712.00	600.00	600.00	112.00	84.27 %
100-32-500120	Payroll Taxes	2,937.00	2,937.00	181.47	328.53	2,608.47	11.19 %
100-32-500130	Benefits	24,823.00	24,823.00	1,543.70	3,087.40	21,735.60	12.44 %
100-32-500140	TMRS	18,296.00	18,296.00	801.10	1,449.12	16,846.88	7.92 %
100-32-500150	Training & Travel	2,800.00	2,800.00	456.40	456.40	2,343.60	16.30 %
100-32-500160	Dues & Subscriptions	200.00	200.00	0.00	0.00	200.00	0.00 %
100-32-500161	Surety Bonds	520.00	520.00	0.00	0.00	520.00	0.00 %
100-32-500213	Uniforms	1,394.00	1,394.00	0.00	63.82	1,330.18	4.58 %
100-32-500220	Office Supplies	500.00	500.00	0.00	0.00	500.00	0.00 %
100-32-500222	Postage	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
100-32-500250	Office Equip & Furniture	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-32-500262	Miscellaneous Shelter Equipment	5,724.87	5,724.87	600.93	600.93	5,123.94	10.50 %
100-32-500280	Micro Chips	4,140.00	4,140.00	0.00	0.00	4,140.00	0.00 %
100-32-500282	Medical Supplies	10,093.67	10,093.67	282.82	1,331.22	8,762.45	13.19 %

Budget Report

For Fiscal: 2025-2026 Period Ending

Item 1.

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-32-500283	Staff Immunizations	2,988.00	2,988.00	0.00	0.00	2,988.00	0.00 %
100-32-500284	Rabies Vouchers	1,000.00	1,000.00	60.00	90.00	910.00	9.00 %
100-32-500298	Animal Food	6,773.65	6,773.65	209.06	536.64	6,237.01	7.92 %
100-32-500310	Fuel, Oil & Service	5,161.82	5,161.82	0.00	175.26	4,986.56	3.40 %
100-32-500311	Vehicle R & M	2,600.54	2,600.54	299.12	400.04	2,200.50	15.38 %
100-32-500330	Building R & M	5,972.10	5,972.10	99.94	99.94	5,872.16	1.67 %
100-32-500404	Contract Services	17,067.76	17,067.76	749.38	1,210.74	15,857.02	7.09 %
100-32-500408	Professional Services	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
100-32-500410	Software Maintenance	3,739.72	3,739.72	101.32	303.96	3,435.76	8.13 %
100-32-500414	Credit Card Processing	1,000.00	1,000.00	82.93	187.26	812.74	18.73 %
100-32-500605	Lease Payments	18,993.72	18,993.72	1,144.81	2,289.62	16,704.10	12.05 %
100-32-500710	Utilities	13,674.48	13,674.48	1,090.66	1,090.66	12,583.82	7.98 %
100-32-500750	Mobile Technology	2,815.56	2,815.56	231.62	231.62	2,583.94	8.23 %
100-32-500800	Events	685.00	685.00	50.56	50.56	634.44	7.38 %
Dept: 32 - Animal Services Total:		335,261.89	335,261.89	20,533.04	37,783.15	297,478.74	11.27 %
Dept: 33 - Fire							
100-33-500262	Equipment	0.00	0.00	0.00	245.00	-245.00	0.00 %
100-33-500330	Building R & M	27,825.00	27,825.00	5,516.45	5,714.45	22,110.55	20.54 %
100-33-500404	Contract Services	9,529.00	9,529.00	1,373.00	2,057.00	7,472.00	21.59 %
100-33-500410	Software Maintenance	0.00	0.00	127.63	949.95	-949.95	0.00 %
100-33-500710	Utilities	35,944.56	35,944.56	2,730.50	2,730.50	33,214.06	7.60 %
100-33-500750	Mobile Technology	0.00	0.00	40.22	40.22	-40.22	0.00 %
100-33-500908	Emergency Management	26,975.20	26,975.20	186.07	11,644.11	15,331.09	43.17 %
Dept: 33 - Fire Total:		100,273.76	100,273.76	9,973.87	23,381.23	76,892.53	23.32 %
Dept: 34 - Fire Marshal							
100-34-500110	Salaries	75,384.00	75,384.00	0.00	0.00	75,384.00	0.00 %
100-34-500112	Worker's Comp	299.00	299.00	0.00	0.00	299.00	0.00 %
100-34-500117	Longevity Pay	40.00	40.00	0.00	0.00	40.00	0.00 %
100-34-500120	Payroll Taxes	1,211.00	1,211.00	0.00	0.00	1,211.00	0.00 %
100-34-500130	Benefits	14,573.00	14,573.00	0.00	0.00	14,573.00	0.00 %
100-34-500140	TMRS	8,104.00	8,104.00	0.00	0.00	8,104.00	0.00 %
100-34-500310	Fuel, Oil & Service	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-34-500605	Lease Payments	5,538.00	5,538.00	0.00	0.00	5,538.00	0.00 %
Dept: 34 - Fire Marshal Total:		106,649.00	106,649.00	0.00	0.00	106,649.00	0.00 %
Dept: 41 - Public Works							
100-41-500110	Salaries	326,792.00	326,792.00	21,994.17	41,446.10	285,345.90	12.68 %
100-41-500111	Overtime	10,000.00	10,000.00	2,503.86	3,520.06	6,479.94	35.20 %
100-41-500112	Worker's Comp	9,800.00	9,800.00	0.00	2,333.00	7,467.00	23.81 %
100-41-500117	Longevity Pay	2,840.00	2,840.00	2,688.00	2,688.00	152.00	94.65 %
100-41-500120	Payroll Taxes	5,627.00	5,627.00	404.58	697.96	4,929.04	12.40 %
100-41-500130	Benefits	69,638.00	69,638.00	3,346.63	7,449.04	62,188.96	10.70 %
100-41-500140	TMRS	36,493.00	36,493.00	1,734.51	3,040.42	33,452.58	8.33 %
100-41-500150	Training & Travel	6,030.00	6,030.00	0.00	1,400.00	4,630.00	23.22 %
100-41-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-41-500213	Uniforms	8,234.75	8,234.75	756.00	1,406.23	6,828.52	17.08 %
100-41-500220	Office Supplies	300.00	300.00	0.00	191.34	108.66	63.78 %
100-41-500261	Equipment Rental	9,179.20	9,179.20	1,979.03	3,881.99	5,297.21	42.29 %
100-41-500270	Street Supplies & Materials	175,207.67	175,207.67	4,244.28	23,629.35	151,578.32	13.49 %
100-41-500310	Fuel, Oil & Service	30,500.00	30,500.00	1,368.70	2,508.65	27,991.35	8.23 %
100-41-500311	Vehicle R & M	9,929.77	9,929.77	1,750.78	6,704.09	3,225.68	67.52 %
100-41-500320	Equipment R & M	23,482.00	23,482.00	1,536.39	7,362.15	16,119.85	31.35 %
100-41-500330	Building R & M	6,588.76	6,588.76	461.90	541.94	6,046.82	8.23 %
100-41-500331	Sign R & M	12,577.66	12,577.66	370.75	370.75	12,206.91	2.95 %
100-41-500332	Minor Tools	1,000.00	1,000.00	0.00	479.99	520.01	48.00 %
100-41-500404	Contract Services	37,632.40	37,632.40	3,133.65	11,152.19	26,480.21	29.63 %
100-41-500410	Software Maintenance	1,559.52	1,559.52	130.63	331.93	1,227.59	21.28 %
100-41-500605	Lease Payments	24,000.00	24,000.00	4,671.75	6,917.36	17,082.64	28.82 %

Budget Report

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-41-500670	Drainage Utility	12,900.00	12,900.00	220.80	2,073.97	10,826.03	16.08 %
100-41-500710	Utilities	4,000.00	4,000.00	265.08	265.08	3,734.92	6.63 %
100-41-500711	Street Lights	62,700.00	62,700.00	5,232.11	5,232.11	57,467.89	8.34 %
100-41-500903	Clean-Up And Recycling	5,000.00	5,000.00	204.82	204.82	4,795.18	4.10 %
100-41-555602	Interest Expense	23,960.00	23,960.00	0.00	0.00	23,960.00	0.00 %
100-41-565601	Principal Payments	68,000.00	68,000.00	0.00	0.00	68,000.00	0.00 %
Dept: 41 - Public Works Total:		984,101.73	984,101.73	58,998.42	135,828.52	848,273.21	13.80%
Expense Total:		6,253,708.49	6,253,708.49	393,010.76	895,302.19	5,358,406.30	14.32%
Fund: 100 - General Total:		6,253,708.49	6,253,708.49	393,010.76	895,302.19	5,358,406.30	14.32%
Report Total:		6,253,708.49	6,253,708.49	393,010.76	895,302.19	5,358,406.30	14.32%

CITY OF JOSHUA ENGINEERING DESIGN STANDARDS AND SPECIFICATIONS



ADOPTED
APRIL 15, 2021

REVISED 06/27/2024

ENGINEERING DESIGN STANDARDS AND SPECIFICATIONS

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1.1 PURPOSE

The purpose of the Engineering Design Standards and Specifications (EDSS) manual is to provide a set of guidelines for designing water, sewer, streets, drainage facilities, and other public improvements, and for preparing construction plans and specifications for such facilities which are to be owned, operated, and/or maintained by the City of Joshua, Texas.

1.2 APPLICABILITY

The scope of the Engineering Design Standards and Specifications manual includes the various design elements, standards, and instructions required for the design of water lines, wastewater lines, streets and arterials, drainage facilities, and other public improvements. These guidelines shall be used by the City and consulting engineers for both public and private developments in the City of Joshua and its extra-territorial jurisdiction (ETJ). This manual also applies to redevelopment and additions to previously developed and subdivided areas. These guidelines shall also be used for plat approval, the issuance of building and earthwork/grading permits, construction plan approval by the City, site plan approval, and for other construction within public right-of-way and easements.

1.3 AUTHORIZATION

The guidelines provided in the manual shall be effective immediately upon adoption by the City of Joshua. The engineer of record shall bear sole responsibility for meeting the engineering standard of care for all aspects of the design, meeting the City's design and construction requirements, and providing a design that is suitable to the site-specific conditions and intended use of the facilities. The design criteria may be modified by administrative action and subsequent City ordinance at such times as may be appropriate.

1.4 CORRELATION TO SUBDIVISION ORDINANCE

The Engineering Design Standards and Specifications manual and City of Joshua Subdivision Ordinance are complementary, and what is required by one document shall be binding as if required by both. In case of conflict between the EDSS manual and the Subdivision Ordinance, the more stringent criteria shall apply.

1.5 ADOPTION OF NCTCOG SPECIFICATIONS AND STANDARDS

The specifications and standards set forth by the latest edition of the North Central Texas Council of Governments (NCTCOG) *Public Works Construction Standards* shall be used for all projects within the City except as modified by this manual. In case of conflict between the NCTCOG standards and the criteria described in this manual, the criteria described in this manual shall take precedence.

1.6.1 Definition

The term "streets", as used in this article shall include but not be restricted to new streets, reworked streets, or street repair. These specifications shall apply to any street construction of any nature installed in or on any public property or easements within the City.

1.6.2 Plans

All plans and profiles for the construction of streets shall be reviewed and approved by the City Engineer. After the approval of the City Engineer has been obtained, and so noted on the original plans and profile sheets, five copies of the approved drawings, one of which shall be a reproducible on an approved material, must be furnished to the Public Works Director prior to the commencement of any work.

Plans and profile sheets for new streets and storm sewer construction shall be 11 inches by 17 inches, drawn by and bearing the seal of a Professional Engineer licensed to practice in Texas.

1.6.3 Water for Construction

The utility provider will furnish the Contractor water for construction, at the published charges, at a fire hydrant designated by the utility provider. The Contractor, however, will have to furnish whatever hose, tank trucks, valves, wrenches, and whatever else is required for use of this water. The Contractor shall obtain a meter from the utility provider for metering the water used.

1.6.4 Signs

The removal and replacement of city street sign posts and signs is the responsibility of the Contractor. The Contractor shall be responsible for all damage to street sign posts and signs within the limits of his operations that remain in place or are removed and replaced. In event street sign posts and signs are damaged or destroyed by the Contractor's operations, they shall be replaced by the Contractor.

1.6.5 Existing Utilities and Service Lines

The Contractor shall be responsible for the protection of all existing utilities or service lines crossed or exposed by his construction operations. Where existing utilities or service lines are cut, broken or damaged, the Contractor shall replace or repair the utilities or service lines with the same type of original material and construction, or better, as required by the utility provider.

1.6.6 Barricades and Lights

Where the work is carried on in or adjacent to any street, alley or public place, the Contractor shall furnish and erect such, barricades, fences, battery type flasher-markers and danger signals; shall provide such watchmen, and other precautionary measures for the protection of persons or property and of the work as necessary and required by the City's Street Closures, Detours, and Barricades ordinance. From sunset to sunrise the Contractor shall furnish and maintain at least one battery type flasher-marker at each barricade and sufficient number of barricades shall be erected to keep vehicles from being driven on or into any work under construction.

The Contractor will be held responsible for all damage to the work and the public due to failure of barricades, signs, lights, and watchmen to protect it, and whenever evidence is found, of such damage the Engineer may order the damaged portion immediately removed and replaced by the Contractor. The Contractor's responsibility for the maintenance of barricades, signs, and lights and for providing watchmen shall not cease until the project shall have been accepted by the Owner.

1.6.7 Engineer's Authority and Duty

Unless otherwise specified, the Engineer or his representative shall inspect all work specified herein. The Engineer shall have the authority to stop the work whenever such stoppage may be necessary in his opinion for the protection of the public.

1.6.8 Final Cleanup

Upon completion of the work, the Contractor shall clean, remove rubbish, and restore in an acceptable manner all public or private property which has been damaged in any way, and leave the site of work in a neat and presentable condition throughout. Upon completion of any structures, all excess material, cofferdams, temporary structures, and debris resulting from construction shall be removed. Where work is in a stream, all debris shall be removed to the ground line of the stream bed, and channels shall be left unobstructed and in a neat and presentable condition and as directed by the Engineer.

1.6.9 Final Inspection

Whenever the work has been satisfactorily completed and the final cleaning up performed, the Contractor or Developer shall notify the City for a final inspection.

Upon final inspection of the construction, the City Engineer will issue a letter of acceptance to the Contractor with a copy to the Developer if the streets have no defects. If not, a letter detailing what steps must be taken to correct the defects will be sent. The Contractor will be allowed

fifteen (15) days to correct any defects from the date of rejection. Should the Contractor performing work under Paragraph 1.6 fail to remedy said defects, there shall be a penalty of \$500.00 per day from the 16th day until the defects are repaired and accepted.

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If the streets are not accepted by the City Engineer, no final building inspections shall be made on houses fronting upon such streets nor shall the houses be occupied.

1.7 PERMITS AND BONDS

1.7.1 Acceptance of Work

Building permits and/or certificates of occupancy for development requiring public improvements by the terms of the standards adopted in this section may be withheld pending final acceptance of such required public improvements, or of design thereof, whichever may be appropriate. Final inspection and acceptance of construction shall be in conformance with Section 1.6.9 - Final Inspection.

1.7.2 Permits

No person shall construct, reconstruct, cut, or repair any street, storm sewer, curb and gutter, or sidewalk, within the City limits or the Extra Territorial Jurisdiction of the City of Joshua without first obtaining from the Public Works Department a permit to do so. No such permit shall be granted unless the two (2) year maintenance bond provided for in Section 1.7.4 be in full force and effect at the time of request for such permit and the doing of the work.

1.7.3 Permit Fees

No person shall be granted a permit to construct, reconstruct, alter, cut, repair, remove or replace any street, storm sewer, curb, and gutter or sidewalk unless and until certain fees to the City for inspection of such work are paid. Such fees are established are established in the Joshua Code of Ordinances Article A2.004 – Street Department Fees.

1.7.4 Bond Requirement

No person shall construct, reconstruct, cut, or repair any street, driveway approach, sidewalk, or storm sewer in the City without executing and delivering to the City a bond payable to the City of Joshua, Johnson County, Texas, from an approved surety company, and in certain sums as follows:

(a) Street construction - \$5,000

(b) 1 Street cut - \$2,500

(c) Driveway approaches - \$2,500

(d) Sidewalks - \$2,500

(e) Storm sewer - \$5,000

Such bond shall be conditioned that all work done in the construction, reconstruction, cut, or repair of any street or storm sewer shall be done in a good and workmanlike manner, and that such person shall faithfully and strictly comply with the specifications and with the terms of the City Code and such ordinances, resolutions or regulations that may be passed by the City Council governing and relating to the construction, reconstruction, cut, or repair of any street or storm sewers, and that the City shall be fully indemnified and be held whole and harmless from any and all costs, expense or damage, whether real or asserted, on account of any injury done to any person or property in the prosecution of such work, or that may arise out of or be occasioned by the performance of such work. Such bond shall be conditioned further that the principal shall, without additional cost to the person for whom the work was done, maintain all streets or storm sewers so constructed, reconstructed, cut or repaired by the principal for a period of two (2) years from the date of final acceptance of such construction, reconstruction cut, or repair to the satisfaction of the engineering department of the City, and shall reconstruct or repair any street or storm sewer to the satisfaction of the engineering department of the City at any time within two (2) years after the final acceptance of the construction, reconstruction, cut, or repair of any street or storm sewer and after ten (10) days notice from the engineering department to reconstruct or repair the same, and that the opinion of the engineering department as to the necessity of such reconstruction or repair shall be binding on the parties thereto.

Such bond shall, for the purposes mentioned above, be in force for two (2) years after the final acceptance of any street or storm sewer which is constructed, reconstructed, cut, or repaired and one recovery shall not exhaust the bond, but such bond shall be a continuing obligation against the sureties thereon until the entire amount therein provided for shall have been exhausted. In case the bond shall be decreased on account of any recovery which may be obtained, arising out of the violation of any condition of the same, the City Council shall require, upon notice to it of such fact, an additional bond to be given in accordance with this section in an amount sufficient, when added to the non-exhausted amount of the original bond, to be at all times equal to the sum of the original bond required.

The City may, for itself or for the use and benefit of any person injured or damaged by reason of any defective construction, reconstruction, cut, or repair of any street or storm sewer by any person, maintain suit on such bond in any court having jurisdiction thereof, or suit may be maintained thereon by any person injured or damaged by reason of the failure of any person who shall construct, reconstruct, cut, or repair any street or storm sewer in the City to observe the conditions of such bond.

1.8 STREET CUTS

1.8.1 Cut of Improved Streets Prohibited

No underground utility installation shall be placed under a permanently improved street (concrete with curb and gutter), except by boring or jacking such crossing from curb line to curb line.

1.8.2 Exception

An open cut shall be permitted only with the approval of the Director of Public Works or designated representative in such case as it is impractical to bore or jack under a permanently improved street due to the presence of rock or other obstruction, and the repair of such cut shall be in accordance with these specifications. An open cut shall be permitted only with the approval of the Director of Public Works or designated representative in such case as it is impractical to bore or jack under a permanently improved street due to the presence of rock or other obstruction, and the repair of such cut shall be in accordance with requirements of Section 1.8.4.

1.8.3 Cut of Unimproved Streets

An open cut of an unimproved street (a street that is not concrete with curb and gutter per Article 12.03.002) shall be permitted only with the approval of the Director of Public Works or designated representative. Each unimproved street shall be considered individually on its own merits and shall only be approved if in the best judgement of the Director of Public Works there will be no undesirable consequences or cost to the City.

1.8.4 Construction Standards for Street Cuts

Street Cuts shall be in accordance with NCTCOG Spec. Item 402 - Pavement Cut, Excavation, and Repair and Item 505 – Open Cut-General Conduit Installation. Pavement repair for concrete and asphalt streets shall be in accordance with NCTCOG Standard Details 3070A, 3070B, 3070C, and 3070D or as directed by the Director of Public Works.

Embedment and backfill for utilities shall be in accordance with NCTCOG Spec. Item 504 – Open Cut – Backfill and Item 508 Open Cut-Stormwater Conduit Installation. Installation of water and sanitary sewer lines shall be in accordance with the requirements of the utility provider, however, all utility trenches under street pavement shall be backfilled with flowable fill per NCTCOG Item 504.2.3.4

Item 2.

1.8.5 Supervision and Approval of Work

All work done in construction, reconstruction, cutting, and repairing of streets, driveway approaches, sidewalks, and storm sewer shall be done under the supervision and subject to the direction and approval of the Public Works Department, whose decision shall be final.

1.9 **WORKING HOURS**

No person or construction company shall work on Saturdays, Sundays, or any official holiday observed by the City of Joshua without the expressed written permission of the Director of Public Works or designated representative. No person or construction company shall begin work before 7:00 A.M. or work after 7:00 P.M. on any workday without the expressed written permission of the Director of Public Works or designated representative.

PART 2. WATER AND SEWER

The City of Joshua does not own or operate any water distribution or wastewater collection systems. The City is served by the Johnson County Special Utility District (JCSUD) and the Bethesda Water Supply Corporation for these utilities. The area served by each provider can be determined by contacting the Texas Commission on Environmental Quality (TCEQ). The design of these systems should be coordinated with the facility owner. The requirements of the facility owner are in addition to the requirements below.

2.1 WATER

2.1.1 Capacity Standards

Water distribution systems should be designed for domestic flow demands in addition to fire flow demands in accordance with PUC/TCEQ regulations. A minimum available fire flow of 1000 gpm shall be provided in all single family areas. A minimum available fire flow of 1500 gpm shall be provided in other areas or where future extensions are expected to serve non-single family properties. The fire chief is authorized to increase or decrease the required available fire flows as authorized by and pursuant to the International Fire Code as adopted at the time of Plat approval. Evidence that the required fire flow will be available shall be presented to the City Engineer before approval of the Preliminary Plat. Where development is proposed in areas of existing service, the available fire flow capacity shall be determined by the provider and provided to the City Engineer and Fire Marshal.

2.1.2 Fire Hydrants

Fire hydrants shall be installed at each street intersection and at a minimum of five hundred foot spacing along the street in single family areas and three hundred foot spacing in other areas. This requirement applies to extensions of water lines that are 6 inches and larger along existing roads without hydrants.

For single family occupancy, no buildable portion of the lot shall be more than 600 foot hose lay from a hydrant. In other areas, no point of the perimeter of any structure shall be more than 400 foot hose lay from a hydrant. This distance is measured along a fire lane or public roadway if the distance is more than 150 feet. The Fire Marshal may waive or modify these requirements.

Fire hydrants shall be installed no more than 9 feet and no less than 2 feet from the edge of pavement. Hydrants should not be located in sidewalks or within ditches and shall have 3 feet clear on all sides.

2.1.3 Backflow Prevention

All fire lines are required to have a double gate detector check valve backflow preventer assembly. The maximum length of line from the main to the backflow preventer is 100 feet.

Irrigation systems are required to have a double check valve backflow preventer assembly installed at the meter or tap location. Item 2.

Backflow prevention assemblies may be required for other installations based on occupancy of the affected facility or as required by code.

2.2 **SEWER**

2.2.1 Capacity Standards

The sewer service provider is solely responsible to verify adequate capacity is available in their system for any proposed flows. The provider's acceptance of the plans is required to indicate capacity is available.

2.3 **POLICY ON WELL AND SEPTIC**

In all cases, connection to a public water distribution system is required to provide adequate water service to a property. The property owner and/or service provider are responsible for the extension of service to any location to be considered for development.

Connection must be made to a public wastewater collection system except where proposed lots are a half acre or more in area and approved by the City Engineer. If, under unusual circumstances, a lot is not served by a public water supply then it must be an acre or more in area. On-site sewage facilities must be permitted by the City of Joshua. A plan showing the type of facility and location within the lots must be submitted to the City for review. Rules for permitting, design, and construction of OSSF shall be in accordance with Title 30 TAC, Chapter 285, Subchapters A& D.

PART 3. STREETS

3.1 TRAFFIC IMPACT ANALYSIS (TIA) STANDARDS

The Traffic Impact Analysis Standards supplement the requirements established in the City of Joshua Subdivision Ordinance. These standards outline staff's expectations and facilitate a coordination of the scope, analysis contents, parameters and assumptions of a TIA.

3.1.1 Purpose

The purpose of a TIA is to assess the effects of specific development activity on the existing and planned roadway system.

3.1.2 When a TIA is Required

- A. A TIA is required with every application for a proposed development that generates traffic in excess of one thousand (1,000) average daily trips based on data published in the latest edition of the Institute of Transportation Engineers (ITE) *Trip Generation Manual*; or,
- B. When the City Engineer determines that the characteristics of the proposed subdivision necessitate analysis.
- C. An updated TIA is required with submittal of a final plat if, in the opinion of the City Engineer, the final plat changes significantly (i.e., adds lots, modifies or adds street connections, etc.) from an approved Preliminary Plat.
- D. All or a portion of the requirement for the TIA may be waived by the City Engineer depending upon the size and potential impact of the proposed subdivision and the traffic to be generated. Waivers will be considered on a case-by-case basis upon submittal of a waiver request and corresponding City Engineer review. Technical justification must be provided by the applicant when requesting the waiver.

3.1.3 TIA Requirements

- A. All elements of the TIA must be prepared under direct supervision of and signed, stamped and dated by a Professional Engineer licensed to practice in the State of Texas with specific expertise in transportation and traffic engineering, preferably certified as a Professional Traffic Operations Engineer.
- B. The analysis is required to contain at a minimum, the following:
 - 1. Traffic Analysis Map
 - a. Land Use, Site and Study Area Boundaries, as defined

- b. Existing and Proposed Site Uses
 - c. Proposed Land Uses on both sides of boundary streets for all parcels within the study area for TIAs where land use is the basis for estimating projected and existing traffic volumes
 - d. Existing and Proposed Roadways and Intersections of boundary streets within the study area of the subject property, including geometrics, traffic signal control, and volumes
 - e. All major driveways and intersecting streets adjacent to the property will be illustrated in sufficient detail to serve the purposes of illustrating traffic function. This may include showing lane widths, traffic islands, medians, sidewalks, curbs, traffic control devices (traffic signs, signals, and pavement markings), and a general description of the existing pavement condition.
 - f. Photographs of adjacent streets of the development and an aerial photograph showing the study area
2. Trip Generation and Design Hour Volumes
- a. A trip generation summary table listing each type of land use, the building size assumed, average trip generation rates used (total daily traffic and a.m./p.m. peaks), and total trips generated shall be provided. Trip generation information is to be based on data published in *Trip Generation*, latest edition, by the Institute of Transportation Engineers (ITE).
 - b. Vehicular trip generation may be discounted in recognition of other reasonable and applicable modes, e.g., transit, pedestrian or bicycles. Trip generation estimates may also be discounted through the recognition of pass by trips and internal site trip satisfaction. All such estimates shall be subject to the approval of the City.
- C. Proposed trip generation calculations for single-story commercial properties shall be based on a floor-to-area (building size to parcel size) ratio of 0.25 or more.
- 1. Trip Distribution (provide figure by Site Exit/Entrance). The estimates for percentage distribution of trips by turning movements to/from the proposed development.
 - 2. Trip Assignment (provide figure by site entrance and boundary street). The direction of approach of site-attracted traffic via the area's street system.
 - 3. Existing and Projected Traffic Volumes (provide figure for each item). Existing traffic volumes are the numbers of vehicles on the streets of interest during the time periods listed below, immediately prior to the beginning of construction of the land development project. Projected traffic volumes are the number of vehicles, excluding the site-generated traffic, on the streets of interest during the time periods listed below, in the build-out year.
 - a. A.M. peak hour site traffic (including turning movements) if significant impact
 - b. P.M. peak hour site traffic (including turning movements)
 - c. Weekend peak hour site traffic (including turning movements)

- d. A.M. peak hour total traffic including site-generated traffic and projected traffic (including turning movements)
 - e. P.M. peak hour total traffic including site-generated traffic and projected traffic (including turning movements)
 - f. Weekend peak hour total traffic including site-generated traffic and projected traffic (including turning movements)
 - g. For special situations where peak traffic typically occurs at non- traditional times, e.g., major sporting venues, entertainment venues, large specialty Christmas stores, etc., any other peak hour necessary for complete analysis (including turning movements)
 - h. Total daily existing traffic for street system in study area
 - i. Total daily existing traffic for street system in study area and new site traffic
 - j. Total daily existing traffic for street system in study area plus new site traffic and projected traffic from build-out of study area land uses
4. Capacity Analysis (provide Analysis Sheets in Appendices)
- a. A capacity analysis shall be conducted for all public streets, intersections and junctions of major driveways with public streets, which are significantly impacted (as designated by the City), by the proposed development within the previously defined study boundary.
 - b. Capacity analysis will follow the principles established in the latest edition of the Transportation Research Board's *Highway Capacity Manual (HCM)*, unless otherwise directed by the City. Capacity will be reported in quantitative terms as expressed in the *HCM* and in terms of traffic level of service.
 - c. Capacity analysis will include traffic queuing estimates for all critical applications where the length of queues is a design parameter, e.g., auxiliary turn lanes and at traffic gates.
5. Level of Service Determination
- a. A table indicating the level of service for near-term and long-term traffic projections for all streets within the study area shall be included.
 - b. Level of service "C" is the design objective for all movements. Under no circumstances shall the level of service be less than "D" unless deemed acceptable for site and non-site traffic by the City Engineer.
6. Conclusions and Recommendations
- a. The TIA must include a summary of the findings regarding impacts of the proposed development on the existing and proposed street system.
 - b. If the analysis indicates unsatisfactory levels of service or safety problems, a detailed description of proposed improvements to remedy deficiencies and a sketch of each

improvement showing pertinent geometric features shall be included. Assumptions regarding future capacity recommendations shall be approved by the City Engineer. Item 2.

- c. For phased construction projects, implementation of traffic improvements must be accomplished prior to the completion of the project phase for which the capacity analyses show that they are required. Plans for project phases subsequent to a phase for which a traffic improvement is required may be approved only if the traffic improvements are completed or bonded.

7. Other Items

- a. The City Engineer may require other items be included in the TIA in addition to those listed above.

3.2 FUNCTIONAL CLASSIFICATION AND STREET DIMENSIONS

This section further defines the functional classifications, street types, and design dimensions defined in the City of Joshua Comprehensive Land Use Plan, the Master Thoroughfare Plan and Subdivision Ordinance.

3.2.1 Street Classification

Street classifications and standard dimensions for each street section designation are listed in the following table.

Table 3.1 Street Classifications and Standard Dimensions

Functional Classification	Dimensional Classification	Section Designation	Lane Width (ft) ¹	Pavement Width (ft) ²	Shoulder Width (ft) ³	Median Width (ft) ¹	Parkway Width (ft) ²	Normal ROW (ft)
Principal Arterial	7-Lane Undivided	P7U	6-12	87	n/a	14 ⁴	16.5	120
	4-Lane Divided	P4D	4-12	50	n/a	15	18	100
	4-Lane Undivided	P4U	4-12	49	n/a	n/a	15.5	80
Minor Arterial	4-Lane Undivided	M4U	4-11	45	n/a	n/a	17.5	80
Collector	4-Lane Undivided	C4U	4-11	45	n/a	n/a	12.5	70
	2- Lane	C2U	2-18	37	n/a	n/a	11.5	60
	Rural	C2U-R	2-11	28	3	n/a	16	60
Local	Urban	L2U	2-15	31	n/a	n/a	9.5	50
	Rural	L2U-R	2-11	28	3	n/a	11	50

¹ Measured from face of curb

² Measured from back of curb or edge of shoulder

³ Measured from edge of pavement

3.3 ACCESS CONTROL

The following standards shall be used in the location of street intersections, median openings, and driveway approaches which affect access to streets from adjoining properties. Section 3.4.2 Street Design Elements provides the geometric design requirements for streets, medians, and driveway approaches.

3.3.1 Intersections and Median Openings

A. Intersection Requirements

1. All street intersections along one side of an existing cross-street must, wherever practical, align with existing intersections on the opposite side of the cross street.
2. There shall be a minimum of 2,000 feet between intersections of arterial streets and/or collector streets.
3. Block lengths shall be in accordance with the Subdivision Ordinance.

B. Median Opening Requirements

1. Spacing is measured between the centerlines of the median openings.
2. Spacing between median openings should be no more than 1,200 feet.
3. Mid-block median openings and median openings serving non-arterial streets and driveway approaches along a divided thoroughfare should occur no closer than 300 feet.
4. Median openings shall not occur in left turn storage lanes or left turn transition curb areas.
5. Median openings shall be located wherever feasible to serve both sides of the street.
6. Median opening noses are typically 12-15 feet beyond the projection of the curb or driveway edge.
7. Median openings may require the construction of left turn lanes. Typical storage length is 150 feet with 150 feet transition. Storage lengths may be altered based on projected traffic volumes.
8. Existing median openings may be relocated if:
 - a. The existing opening does not provide service to a public or private street.
 - b. The proposed median opening meets the spacing requirements stated herein.
 - c. The existing opening is no longer in use and the owners of the properties being served by the existing opening sign a document requesting or approving the change, and the document is approved by the City Engineer.

- d. If approved, all costs associated with the median opening shall be paid by the Owner Developer. Item 2.

3.3.2 Drive Approaches

- A. Streets shall be designed to conform to existing or proposed driveway openings.
- B. Where a residential subdivision will abut or contain an existing or proposed arterial street, driveway access to the thoroughfare is prohibited.
- C. To the greatest extent possible, no more than 20 percent of the total centerline length of a residential collector street may have residential lots fronting onto the collector on each side of the street without construction of a wider alternative section.
- D. Driveway approaches including turnout curb transitions shall be located entirely within the frontage of the property served by the approach.

3.4 GEOMETRIC DESIGN

3.4.1 Design Criteria

All engineering designs shall be based on national standards and best practices. The American Association of State Highway and Transportation Officials (AASHTO) published *A Policy on Geometric Design of Highways and Streets*, referred to as the AASHTO Green Book. This manual is updated periodically and contains design considerations and criteria applicable to roadway design. The AASHTO Green Book shall be used for guidance for designing geometrics, including intersection design, and other street features. The National Association of City Transportation Officials (NACTO) *Urban Street Design Guide* shall be considered where AASHTO does not fully address city street issues. Roadway designs should comply with the following standards.

- A. Intersections Standards
 - 1. An intersection shall not have more than four street approaches.
 - 2. No offset is permitted at intersections of two thoroughfares.
 - 3. When conditions require the centerlines of local streets to be offset, a minimum of 125 feet offset distance is required for local street intersections and 200 feet offset distance for thoroughfare street intersections. Centerline offsets less than the minimum must be approved by the City Engineer. Offsets greater than the minimum may be required by the City Engineer when necessary for traffic safety.
 - 4. No street intersecting an arterial street should vary from a 90-degree angle of intersection by more than 5 degrees. Streets intersecting collector streets should not vary from a 90-degree angle of intersection by more than 10 degrees. All other street intersections should not vary from a 90 degree angle of intersection by more than 15 degrees.

B. Design Speed

Item 2.

1. All streets shall be designed to accommodate the design speeds in the following table.

Table 3.2: Street Type Design Speed

Functional Classification	Section Designation	Design Speed (MPH)
Principal Arterial	P7U	50
	P4D	45
	P4U	45
Minor Arterial	M4U	45
Collector	C4U	40
	C2U	35
	C2U-R	35
Local	L2U	30
	L2U-R	30

C. Horizontal and Vertical Control

1. Horizontal Control - All plans submitted to the City shall be prepared using the NAD83 State Plane Grid Coordinate System.
2. Vertical Control - Vertical control shall be tied to NGVD 29.

D. Minimum Radius

1. The required radius for curb returns at intersections shall be as follows:

<u>Street Types</u>	<u>Min Radius</u>
Arterial / Arterial	30 feet
Arterial / Collector	30 feet
Arterial / Local	30 feet
Collector / Collector	30 feet
Collector / Local	30 feet
Local / Local	20 feet

2. The minimum radius from the face of curb on a cul-de-sac shall be 40 ft.

E. Sight Distance

At controlled or uncontrolled intersections of any public street, sight triangles (visibility triangles) are required. The sight triangle shall be the triangle made by extending 25 feet along each property line from the property corner at an intersection. Within this triangle there shall be no tree, shrub, plant, sign, soil, fence, retainer wall or other view obstruction having a height greater than 2 feet. This height shall be measured above a line drawn between the top of curb or edge of pavement of both streets at the point where the referenced line intersects the top of curb or edge of pavement.

An intersection sight distance analysis in accordance with the AASHTO Green Book (the chapter titled *Intersections*) should be undertaken to confirm that sufficient stopping distance is available. Item 2.

Additional sight distance may be required based on topography, roadway curvature, vegetation or other sight hindrance. The AASHTO Green Book describes the process the designer should follow to determine whether a vehicle entering or crossing an intersection from a minor road can see, and be seen by, a vehicle on the major road when there is an obstruction, such as a change in the vertical profile of the road, in time to avoid a collision (section titled *Identification of Sight Obstructions within Sight Triangles*).

Deviations from the minimum intersection sight distance requirements may be allowed provided that the owner has demonstrated that the area proposed will provide adequate sight distance based on AASHTO standards. All deviations must be approved by the City Engineer.

3.4.2 Street Design Elements

A. Horizontal Alignment

1. The curvilinear requirements in the Subdivision Ordinance must be accommodated.
2. The following minimum centerline radii shall be used in the design of all street construction.

<u>Street Type</u>	<u>Min Centerline Radius</u>
Arterial	1040 feet
4-lane Collector	765 feet
2-lane Collector	510 feet
Local	335 feet
Cul-de-sacs	50 feet radius to right-of-way line

3. Reverse curves shall be separated by a tangent section in accordance with the following table:

<u>Street Type</u>	<u>Min Tangent Length</u>
Arterial	100 feet
4-lane Collector	100 feet
2-lane Collector	50 feet
Local	As approved by City Engineer

4. Major collector or arterial roadways intersecting other major collector/arterial roadways shall have the following minimum horizontal centerline approach tangent section length as measured from the nearest right-of-way line of the intersecting street, unless such requirement is waived by the City Engineer.

<u>Street Type</u>	<u>Intersecting with</u>	<u>Min Approach Tangent</u>
Arterial	Arterial	200 feet
4-lane Collector	Arterial	150 feet
4-lane Collector	4-lane Collector	100 feet

B. Vertical Alignment

1. All streets shall be designed and constructed to a minimum grade of 0.5%; unless the required geotechnical report indicates the soil has a PI greater than or equal to 40, a minimum grade of 1% shall be required. All streets shall have a maximum grade as follows:

<u>Street Type</u>	<u>Maximum Grade</u>
Arterial	6.0%
Collector	8.0%
Local	10.0%

2. In order to maintain adequate sight distance, all streets shall be designed and constructed to comply with the following minimum vertical curve length for each algebraic percent difference in grade K, where $K = \text{curve length (L)} / \text{algebraic difference in grade (A)}$. Grade changes where the algebraic percent difference is one percent or less are not required to use vertical curves for design speeds less than or equal to 45 mph.

<u>Street Type</u>	<u>Design Speed</u>	<u>Crest Curves (K)</u>	<u>Sag Curves (K)</u>
Arterial	45	65	80
4-lane Collector	40	45	65
2-lane Collector	35	30	50
Local	30	20	40

3. The following maximum intersection grades involving arterial and collector roadways shall be used at controlled intersections.

<u>Design Street Type</u>	<u>Intersecting with</u>	<u>Design Street Maximum Grade</u>	<u>Distance</u>
Arterial	Arterial	2%	300 feet
Arterial	4-lane Collector	3%	300 feet
4-lane Collector	Arterial	3%	200 feet
4-lane Collector	4-lane Collector	3%	200 feet
2-lane Collector/Local	Arterial/Collector	4%	150 feet

4. No valleys across arterials or collectors will be allowed. To accomplish a smooth transition, cross-fall toward the median of one lane of each thoroughfare may be required. The use of storm drainage inlets in the median shall be avoided if possible.

C. Street Cross Section

For curbed streets, the right-of-way shall be graded to drain to the street at a typical slope of 1/4 inch per foot. Street back slopes and embankment slopes shall not be steeper than 3:1. Streets shall typically be rooftop crowned with 2 percent cross slope unless otherwise approved by the City Engineer.

D. Sidewalks

1. All sidewalks shall conform to state regulations for barrier free construction.
2. Sidewalks shall be at least 4 feet wide in residential subdivisions and at least 5 feet wide in non-residential subdivisions and along arterials and collectors.
3. Sidewalks shall not be located within ditches.
4. One foot of width shall be added to all sidewalks abutting retaining walls.

E. Medians

1. The standard median width is 16 feet with a 6-foot-wide median in left turn lanes as measured from face of curb to face of curb.
2. All median areas which are less than 8 feet wide shall be paved with 4-inch-thick non-reinforced concrete median pavement. Alternate paving materials and designs may be used upon approval of the City Engineer.
3. Fall or rise in curb elevations across medians shall not exceed 1/2 inch per foot at any paving station. Differentials in curb elevations on narrow median strips will vary from 0 to 3 inches.

F. Driveway and Curb Openings

Design of driveways shall comply with applicable requirements of the City of Joshua Subdivision Ordinance and this manual.

1. Driveways should intersect streets at or near 90 degrees.
2. The driveway edge should be located equal to or greater than 5 feet from each side of the property line.
3. No portion of any driveway should be located within 3 feet of any fire hydrant, electrical pole, or any other surface public utility.
4. Driveways shall be designed with a sidewalk crossing meeting accessibility requirements.
5. The minimum driveway grade within the street right-of-way is set using 1/4 inch per foot (2 percent) rise above the top of curb to the property line. The elevation of a driveway at the right-of-way line shall be no lower than the top of curb to ensure proper street drainage is maintained.
6. The grade break at the gutter line, and at any point within 10 feet of the gutter line, must not exceed 12 percent in order to avoid car bumper drag from occurring. Streets with a 1/4 inch per foot crossfall to the gutter (-2 percent) will limit the maximum approach grade to 10 percent.
7. Driveway connections to rural road sections across bar ditches shall be installed in accordance with the following: The culvert shall be sized by the owner's engineer. The minimum culvert size is 15 inches and shall be reinforced concrete. For thoroughfares, the maximum slope from the edge of driveway to the top of culvert pipe shall be 6:1 and the end of the pipe shall have sloped end treatment. Positive grading shall be provided upstream and downstream so that

drainage can flow through the culvert without ponding. Rural driveways shall have a minimum width along the pavement edge of 18 feet to facilitate turning movements.

Item 2.

8. Throat width at right-of-way shall be as follows:

Residential – 12-25 feet
Commercial – 25-35 feet
Industrial – 25-35 feet

9. Minimum curb radius shall be as follows:

Residential – 5 feet
Commercial – 10 feet
Industrial – 15 feet

10. Minimum centerline spacing of driveways shall be as follows:

<u>Type Street</u>	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>
Arterial	n/a	100 feet	100 feet
4-lane Collector	100 feet	100 feet	100 feet
2-lane Collector	15 feet	45 feet	55 feet
Local	15 feet	45 feet	55 feet

11. Minimum distance from driveway to intersection shall be as follows (measured from the nearest driveway edge to the projected curb line of the intersecting street):

<u>Type Street</u>	<u>All Driveways</u>
Arterial / Arterial or 4-lane Collector	55 feet
Arterial / 2-lane Collector	40 feet
Collector / Local	40 feet
Local / Local	30 feet

3.4.3 Accessibility Requirements

All plans and specifications for the construction or alteration of public buildings and facilities, privately owned buildings and facilities and pedestrian facilities must be in compliance with the Texas Accessibility Standards (TAS) and must conform to the standards required by regulations issued by the Texas Department of Licensing and Regulation (TDLR), under the Architectural Barriers Act, codified as Article 9102, Texas Civil Statutes.

3.5 PAVEMENT STRUCTURE DESIGN

3.5.1 Pavement Design

All new roadways within the City of Joshua shall be constructed of reinforced Portland cement concrete or hot mix asphalt concrete pavements. The use of RAP (Reclaimed Asphalt Pavement) and RAS (Recycled Asphalt Shingles) is not allowed. Work and materials shall be in accordance with the North Central Texas Council of Governments *Public Works Construction Standards*, current edition. The following is minimum required pavement thickness for pavement and subgrade

requirements for certain soil conditions for various street and thoroughfare types. Alternative pavement designs, if used, shall be performed in accordance with the Texas Department of Transportation (TXDOT) *Pavement Manual*, current edition. Item 2.

3.5.2 Temporary Turnaround Pavement

Temporary turnarounds shall be constructed with a minimum section of 2" asphalt on 8" flex base. The subgrade shall be treated with lime or cement, as appropriate, to a minimum depth of 6".

Table 3.3 Minimum Pavement and Subgrade Thickness

Facility Type	Section Designation	Concrete Pavement			Asphalt Pavement			
		Concrete Thickness ¹	Subgrade Thickness		Asphalt Thickness ⁴	Subgrade Thickness		
			if P.I. ≤ 15, Cement Treat ²	if P.I. > 15, Lime Treat ³		Flex Base ⁵	if P.I. ≤ 15, Cement Treat ²	if P.I. > 15, Lime Treat ³
Principal Arterial	P7U	9"	10"	10"	3.5"	14"	10"	10"
	P4D & P4U	8"	10"	10"	3.5"	12"	10"	10"
Minor Arterial	M4U	8"	10"	10"	3.5"	12"	10"	10"
Collector	C4U	7"	8"	8"	3"	10"	8"	8"
	C2U & C2U-R	6"	6"	6"	2"	8"	8"	8"
Local	All Sections	6"	6"	6"	n/a	n/a	n/a	n/a
Driveways	All sections	6"	6"	6"	n/a	n/a	n/a	n/a

¹NCTCOG Class C with 3,600 psi 28 day compressive strength.

²Minimum 3% by dry unit weight of Portland cement.

³Minimum 6% by dry unit weight of hydrated lime.

⁴NCTCOG Type D asphaltic concrete fine surface course.

⁵Crushed limestone compacted to 95% standard proctor density at optimum moisture.

3.5.3 Geotechnical Investigation

- A. A geotechnical investigation must be performed for all new developments containing public streets. The investigation must be based on samples obtained from drilling or from excavations on the site. The geotechnical investigation must be performed by a qualified geotechnical firm. A report with findings and recommendations must be prepared and shall bear the seal of a Professional Engineer licensed in the State of Texas. As a minimum, the study must address the following:

1. General soil and groundwater conditions

2. Earthwork recommendations
3. Recommendations for pavement subgrade treatment type, depth, and concentration
4. Guidelines for concrete and / or HMA pavement construction

B. Samples must be tested in a laboratory. Tests must include as a minimum:

1. Moisture content and soil identification
2. Liquid and plastic limit determination
3. Unit weight determination
4. Eades and Grim lime series tests
5. Soluble sulfate tests

3.5.4 Pavement Widening

Pavement widening projects may require a special pavement analysis and alternate pavement subgrade design. If the subgrade soil P.I. exceeds 20, a special pavement analysis shall be performed by the designer and, if warranted, the designer shall perform a special pavement subgrade design. When existing pavement sections are widened or when old pavement is removed and replaced with a widened section, differential upward pavement deflections can occur over short distances in a transverse direction (across the width) due to non-uniformity of subgrade moisture conditions.

- A. Sample borings shall be drilled along the proposed alignment to determine the differential in potential vertical rise (PVR) value between the existing paved and unpaved areas:
 1. Sample borings shall be drilled on 1,000 foot spacing along the existing pavement and 500 foot spacing along the proposed (unpaved) area.
 2. Moisture content tests, hand penetrometer tests and swell tests shall be performed to determine the differential soil PVR along the proposed alignment.
- B. If the differential PVR exceeds 2 inches, the designer shall propose an alternate pavement subgrade design that shall reduce the differential PVR to less than two 2 inches.

3.5.5 Pavers and Other Materials

Special paving treatments can be selected from a range of options including unit concrete pavers, bricks, textured and colored concrete, natural stone pavers, and concrete with exposed or special aggregate or other finish treatments. Design detailing must address the needs of ADA and TAS compliance in areas of crosswalks or walkways. In all locations within public rights-of-way, the materials must perform for the serviceable life of the street without significant degradation or requiring ongoing maintenance by the City.

3.6 PERMANENT PAVEMENT MARKINGS AND SIGNAGE

Item 2.

Permanent pavement markings and signage shall be installed in accordance with the *Texas Manual on Uniform Traffic Control Devices* (TMUTCD), current edition, and the direction of the City Engineer.

3.7 LANDSCAPING SYSTEMS

The following standards shall be used for landscaping public rights-of-way. These requirements do not replace those required by Zoning or other ordinances.

3.7.1 Requirements

- A. All unpaved public medians and parkways shall be landscaped with a minimum of 4 inches of topsoil, sodded or seeded and irrigated with a properly designed and installed system.
- B. Minimum landscape requirements will be established by the City.
- C. Trees or upright plantings must not be planted within 30 feet of intersections or utility poles. The City may require greater setback for safety based on line-of-sight issues.
- D. An 8-inch wide concrete mow strip shall be installed between all planting beds and grassed areas.
- E. No plantings or irrigation facilities shall be permitted within median areas 5 feet or less in width or in median noses.
- F. Seeded or sodded areas of medians shall be bermed a minimum of 6 inches.
- G. Only trees with a mature height less than 30 feet may be planted closer than 20 feet either side of an overhead line. No trees shall be directly under utility lines.
- H. Trees to be planted within the medians of divided roadways that are ultimately planned for widening by constructing additional lanes in the median shall not be planted within the path of future lanes. Trees shall not be planted within 5 feet of existing or proposed curbs. Future lane widening shall be shown on the landscape plans.
- I. Trees shall not be planted within 5 feet of existing or proposed water lines or within easements.
- J. Irrigation systems in public rights-of-way shall be designed by an individual with a valid irrigation license granted by the State of Texas.

3.7.2 Metering

All water usage shall be metered and paid for by the developer until landscaping is accepted by the City. Developers shall pay all fees required by the water provider, including impact fees/system development fees for any water meter to be installed.

Streetlights shall be designed and installed in accordance with the following criteria:

3.8.1 Street Lighting Type

- A. All lights will be 100 watt high pressure sodium mounted on a galvanized steel pole using underground wiring at a minimum 25 foot height above the roadway surface for local streets and 30 foot for collectors and arterials.
- B. Street lighting shall be designed for thoroughfares to meet the lighting criteria in the latest version of the Illuminating Engineering Society (IES) Roadway Lighting Report 8 and the latest version of the National Electric Code (NEC).
- C. Decorative lights may be approved on a case by case basis.

3.8.2 Placement and Spacing

- A. Lights will be placed at all street intersections except at thoroughfares where median lighting is existing.
- B. Lights will be spaced a maximum of 600 feet along local and collector streets. Lights will be spaced a maximum of 200 feet along arterial streets.
- C. Additional lights may be required for intersections, in cul-de-sacs, and where curves or grades require additional lighting.
- D. All cul-de-sacs longer than 200 feet from centerline of street to center point of cul-de-sac shall have a light at the street intersection and at the end of the cul-de-sac.
- E. Lights shall be placed so as to gain the maximum use of existing and proposed physical characteristics.
- F. Electric service to the streetlight shall be underground.
- G. Streetlights shall not be constructed in conflict with the sidewalk.

PART 4. DRAINAGE

4.1 ADOPTION OF *iSWM TECHNICAL MANUAL*

The City of Joshua hereby adopts the methodologies and standards included in the NCTCOG *iSWM Technical Manual* for all drainage analysis and design within the boundary of the City and within its extraterritorial jurisdiction (ETJ). Clarifications and modifications to the *iSWM Technical Manual* shall be applied as indicated in the following sections.

4.2 ANALYSIS CRITERIA

The following section describes specific requirements for drainage analysis to supplement the techniques and methods described in the Hydrology and Hydraulics sections of the *iSWM Technical Manual*.

4.2.1 Peak Runoff

The Rational Method ($Q=CIA$) shall be used for calculating peak runoff from watersheds of 200 acres or less. For watersheds of more than 200 acres, methods generating runoff hydrographs shall be used.

A. Runoff Coefficients

The runoff coefficient shall be determined for each drainage area based on a weighted average of the land uses listed below.

Table 4.1: Runoff Coefficient Values

Land Use	C value
Single Family Residential ($\geq 3/4$ acre lots)	0.45
Single Family Residential (1/2 acre lots)	0.55
Single Family Residential (1/8 acre lots)	0.65
Multi-Family Residential	0.75
Commercial	0.85
Industrial	0.85
Parks and Undeveloped Areas	0.30

Runoff coefficients other than those listed above may be used if justified by the development site plan and approved by the City Engineer. Composite runoff coefficients will be determined by direct proportion when more than one land use exists within a drainage area. C_f factors shall not be applied to the runoff coefficients.

B. Intensity

C. Time of Concentration

The time of concentration may be calculated using methods other than those described in the *iSWM Technical Manual* with the approval of the City Engineer. The minimum time of concentration shall be 15 minutes for residential and undeveloped areas and 10 minutes for commercial and industrial areas.

4.2.2 Downstream Assessment

A downstream discharge assessment shall be performed to confirm that the proposed development does not result in increased flooding or increased erosion potential in areas downstream of the development when compared to the existing condition.

The assessment shall extend from the outfall of the proposed development to a point downstream where the discharge from the proposed development no longer has a significant impact on the downstream system. For sites draining a watershed less than or equal to 100 acres at a proposed outfall, the downstream assessment may use the 10 percent rule of thumb as described in the *iSWM Technical Manual* or a detailed study in order to determine the zone of influence. For all other watersheds, the zone of influence will be defined by a detailed hydrologic and hydraulic analysis.

For site outfalls with less than or equal to 25 acres of proposed development with proposed detention, a downstream assessment is not required. The detention design must only demonstrate the increase in discharge due to the proposed development is mitigated to existing conditions at the outfall.

The downstream assessment must demonstrate that the following conditions are met with the proposed development:

- A. No new or increased flooding (0.00 feet) of existing structures
- B. No increase greater than 0.1 feet in 1-, 5-, 25- and 100-year creek flood elevations over existing roadways
- C. No increase greater than 0.1 feet in 1-, 5-, 25- and 100-year creek flood elevations, unless contained in existing channel, roadway, drainage easement, and/or right-of-way
- D. No increase greater than 5 percent in 1-, 5-, 25- and 100-year velocities in existing creeks and channels unless it can be demonstrated that this condition does not cause an adverse effect and is accepted by the City Engineer

- E. No increase in downstream discharges caused by the proposed development that, in combination with existing discharges would result in the design capacity of the downstream storm drainage system or existing ROW to become exceeded for any of the design events. Item 2.

The developer shall provide all supporting calculations to confirm that the above criteria have been satisfied for the limits of the study. If the existing drainage systems do not have capacity to convey the increased runoff from the development, additional stormwater infrastructure will be necessary to discharge runoff without causing new or increased flooding or erosion potential downstream of the proposed development.

F. Acceptable Outfall Conditions

No development may outfall concentrated discharge on adjacent property unless discharged into a public or private drainage system or existing defined swale, channel, or creek. Where drainage features are available to receive concentrated runoff, the design storm shall be collected on-site and conveyed to the feature. When offsite grading is required or the development discharges concentrated flow on an adjacent property without a receiving feature as described above, a notarized letter of permission from the affected property owner(s) shall be required. This letter shall be filed in the County records.

4.3 DESIGN CRITERIA

The following section describes specific criteria for storm drain, detention ponds, channels, culverts, and bridges.

4.3.1 Design Storm Frequencies

Capacity requirements for the storm drainage facilities in the City of Joshua are as follows:

Table 4.2: Design Frequencies

Facility Type	Design Frequency (Years)
Street Right of Way in Combination with Storm Drain	100
Sump Inlets	100
On-Grade Inlets and Street Section with Curb and Gutter	5
Permanent Bar Ditch and Associated Culverts	5
Detention Ponds	1, 5, 25, 100
Channels and Creeks	100
Culverts and Bridges	100

At least one lane shall remain dry during the 5-year storm for all collector streets, and at least one lane in each direction shall remain dry during the 5-year storm for all arterial streets. For all other streets with curb and gutter, the flow in the street during a 5-year storm shall not exceed curb

height. On all streets, the runoff from the 100-year storm shall be contained within the street right-of-way and shall not exceed 0.2 feet above the lowest top of curb.

Item 2.

For streets with bar ditches, the 100-year storm shall be contained within the right-of-way and the flow shall not exceed the street crown elevation. Culverts under driveways shall be designed to carry the 5-year storm at a minimum, but larger ditches and culvert may be required to convey the 100-year storm within the right-of-way.

4.3.2 Offsite Areas

In all cases, drainage facilities should be designed for fully developed upstream conditions. Where future runoff must be calculated for undeveloped lands with no planned development, the City of Joshua Future Land Use Plan identified in the City of Joshua Comprehensive Plan shall be used.

4.3.3 Storm Drain Requirements

The following section describes specific requirements for the design of storm drain systems.

A. HGL Requirements

The hydraulic grade line (HGL) for the pipe discharge resulting from the 100-year event pipe and the associated calculation worksheets shall be shown on the plans and shall be demonstrated to be below the road gutter elevation. For systems located outside of pavement, the HGL shall be at least 1.5 foot below ground level. The HGL shall start at the inside top of pipe or at the HGL of a connecting feature, whichever is higher. For systems that begin at an outfall the engineer should determine the appropriate starting HGL based on an investigation of downstream hydraulic features.

B. Pipe

Underground systems shall be constructed with a minimum Class III reinforced concrete pipe. A higher class of pipe may be required with shallow or deep construction. Alternative pipe materials (e.g. HDPE, PP, PVC etc.) shall not be allowed under street pavement but may be allowed in other installation conditions with approval of the City Engineer or Public Works Director.

A minimum size of 18 inches shall be used for all storm drain. A typical minimum depth of 3 feet of cover from the gutter to top of pipe shall be used to allow utility services to cross above the pipe.

All pipe bends and fittings shall be prefabricated. All connections to existing systems shall be made with a collar or prefabricated fitting. Radius pipe is allowed and shall be placed in accordance with the manufacturer's standards and requirements. Pulled joints may not be used to achieve the pipe curvature.

C. Manholes

For storm drain lines of 48 inch diameter and smaller, manhole access shall be provided every 600 feet to provide access into the closed system. For larger storm drain lines, required spacing for manhole access shall be determined by the City Engineer but generally should not exceed 1,000 feet. Additional manholes should be provided at the junctions of trunk mains.

Item 2.

D. Inlets

Curb inlets shall be a minimum of 10 feet in length. Recessed curb inlets are required on all curbed streets with more than two travel lanes. Grate inlets are not allowed on public systems. Drop/Y inlets may be utilized in rear yards to intercept multiple lot to lot drainage or intercept offsite drainage.

E. Intake and Outfall Structures

Headwalls or sloped end treatment shall be constructed at all storm drain intakes and outlets. Storm drain systems that outfall to a creek shall be extended to the flowline of the creek or shall have an engineered drop structure. All outfalls should be evaluated for erosion protection as described in the *iSWM Technical Manual*. Headwalls in areas accessible to pedestrians and/or vehicles should include an appropriate guardrail.

F. Easements

Storm drain easements shall be a minimum of 15 feet in width with at least 5 feet of distance between the outside of the pipe and the easement line.

4.3.4 Detention Pond Requirements

The following section describes specific requirements for detention ponds in the City of Joshua. These requirements apply to the design of both private and public facilities.

A. Design Criteria

Detention basins shall be analyzed for the 1-, 5-, 25-, and 100-year storm events. Ponds shall be designed to limit the peak rate of discharge from the basin for the design storm events to a rate which will not cause an increase in downstream flooding or erosion potential.

Grass-lined sloped sides for detention basins shall not be steeper than 4H:1V for ease of maintenance. All detention basins shall be stabilized against erosion. Detention basins shall be designed to be maintainable by mechanized equipment. Level access routes for equipment shall be provided to all parts of the pond.

Due to the difficulty in coordinating the effective operation of multiple ponds and changing upstream conditions, ponds may not be constructed in-line with the water course. Exceptions will

be allowed where the entire drainage area is contained within a single development or the pond is a component of a master planned drainage system approved by the City.

Item 2.

Private detention ponds must be designed in accordance with good engineering practices and reviewed and inspected by the City. Maintenance for private detention ponds shall be the responsibility of the developer/owner. Access shall be provided to all private drainage facilities where there may be a public safety concern for inspection by the City. Detention ponds may not be used to meet park dedication requirements.

Impoundment of surface waters may require a water rights permit from the TCEQ. For the approval of ponds which retain water a completed permit or written documentation stating that a permit is not required must be provided.

B. Design Calculations

The Modified Rational Formula shall only be used for detention basin design for drainage areas of 25 acres or less. Modified Rational calculations shall be performed using the method described in the *iSWM Technical Manual*. A routed hydrograph method shall be used for watersheds larger than 25 acres. Various hydrograph methods and computer programs are available. Hydrograph study requirements shall be approved by the City Engineer.

Storage volume and outlet discharge calculations shall be provided for all storm events and shown on the construction plans along with tabulated stage-storage-discharge values. Outlet discharge calculations shall take into account backwater conditions at the outlet structure. For detailed calculations of unit hydrograph studies, a separate report shall be provided. A minimum of 1 foot of freeboard shall be added to the design water surface elevation to set the minimum pond top of bank.

C. Safety Requirements

An emergency spillway shall be provided for ponds with an embankment greater than or equal to 4 feet above adjacent grade. The spillway should be located at or above the 100-year maximum storage elevation with adequate capacity to convey the fully developed 100-year storm, assuming blockage of the storm drain outlet with six inches of freeboard. Ready access to the emergency spillway system shall also be provided. Spillway requirements must also meet all appropriate state and federal criteria. Design calculations shall be provided for all spillways.

Fencing is required around all ponds with vertical walls or steep side slopes to provide fall protection. The engineer should consider additional fencing based on site conditions to protect the public from any safety hazards.

Detention basins which retain water shall have a level safety ledge extending 3 feet into the basin from the shoreline and 2 feet below the normal water depth.

4.3.5 Channel Requirements

A. Design Criteria

Large drainage channels are generally not considered acceptable for new public drainage systems. Drainage shall be conveyed in a pipe except where calculations demonstrate that a storm drain greater than 72 inch in diameter would be necessary to convey the required flow. In most cases where pipe construction is infeasible creeks should be left in a natural state. If approved by the City Engineer, grass-lined engineered channels are acceptable. A concrete pilot channel shall be provided where feasible. Channel side slopes ranging from 3:1 to 4:1 are acceptable, although it is recommended that 4:1 side slopes be implemented when possible. Where channel top widths would exceed 60 feet it will be required to leave the creek in a natural state. Concrete lined channels shall only be acceptable for minor channels where approved by the City Engineer.

All channels shall be designed to convey the design flow with a minimum of one foot of freeboard. Channels shall also be designed to resist erosion from the design discharge as described in the *iSWM Technical Manual*. Alternate materials such as concrete and gabions may be used to protect portions of the channel from erosion as necessary. Additionally, in areas where potential excessive erosion or head cutting may occur, grade control structures, drop structures, or other structures may be required to provide stability.

B. Erosion Hazard Zones

An erosion hazard zone (EHZ) shall be delineated for any development adjacent to a natural drainage feature. The erosion hazard zone shall be defined as the horizontal area encompassed by projecting the existing toe of the bank on a 4:1 slope to the natural ground elevation as shown in Figure 4.1. Detailed topographic data such as field survey must be used when developing the EHZ. Alternatively, the EHZ can be delineated based on a detailed study of the expected long-term longitudinal stream degradation and lateral slope stability based on the steps described below.

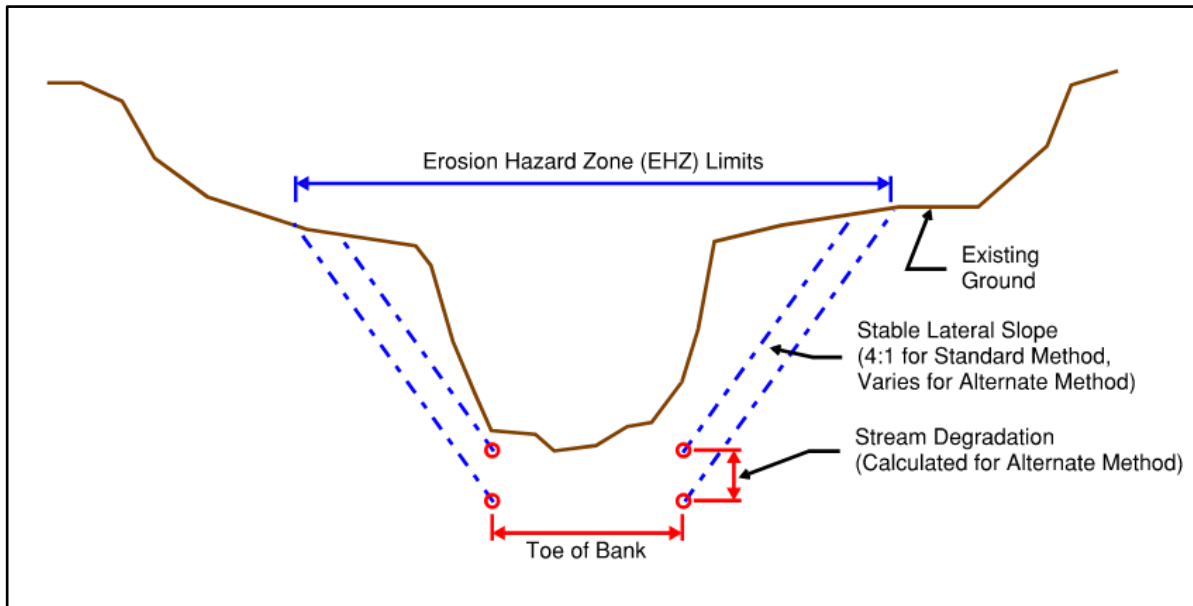
1. Long-term Longitudinal Stream Degradation: The estimated equilibrium slope shall be calculated from the nearest downstream hardpoint such as road crossing or drop structure. The equilibrium slope shall be calculated using three “degradation as limited by a stable slope” computations: Meyer-Peter Muller, Schoklitsch, and Lane’s *Tractive Force* (Pemberton and Lara, 1984). The average of these results shall be used to estimate the potential downcutting. Results differing from others by at least an order of magnitude should not be included in the average. The potential downcutting depth shall be calculated along the stream from the equilibrium slope to determine the degradation depth.
2. Lateral Slope Stability: Lateral slopes must be defined based on global stability calculations performed by a licensed engineer that specializes in geotechnical engineering. The minimum acceptable global factor of safety shall be 1.5. The EHZ is determined by locating the

intersection of the current top of each bank and the estimated downcutting depth, and then projecting the stable lateral slope from this point to natural ground.

Item 2.

3. The EHZ analysis should be based on a hydraulic model developed by a Professional Engineer and representative bedload sediment samples or pebble counts from each stream reach.
4. Deviations from the methodology to determine the EHZ or the use of slope stabilizing techniques to increase the lateral slope must be supported by engineering calculations and requires the approval of the City Engineer.

Figure 4.1: Erosion Hazard Zone Determination



C. Channel and Floodplain Easements

Channel easements shall have a minimum of 10 feet between the top of the channel bank and the easement line on both sides of the channel to provide room for maintenance. It must be demonstrated that any channel which carries public runoff is maintainable and that access to and along the channel is provided.

Natural creeks shall have a dedicated drainage easement encompassing the greater of the area of the 100-year fully developed floodplain and the EHZ. If no fully developed floodplain is currently identified for the area of development, one shall be delineated by the developer. Where appropriate models are unavailable, the City Engineer may allow the 500-year floodplain shown on the Effective FEMA Flood Insurance Rate Map to be used for this purpose. In areas of low risk, the City Engineer may accept a conservative estimate of the floodplain based on engineering judgement. No development, including fencing, shall be located within the easement. The

easement should not be included in newly subdivided residential lots, but rather fully encompassed in a homeowners association maintained common area. For non-residential areas, the area is to be fully encompassed by a private drainage easement or within a property owners association maintained common area.

4.3.6 Culvert and Bridge Requirements

The following section describes specific requirements for culverts and bridges in the City of Joshua.

A. Design Criteria

All culverts shall have headwalls at the upstream and downstream ends. Culverts should be designed to have one foot of freeboard measured from the top of the curb or edge of pavement at the road low point. Bridges should be studied for scour potential and scour mitigation measures shall be incorporated. The low chord on the bridge structure shall be at least one foot above the 100-year water surface elevation. All headwall and bridge structures should provide appropriate guardrails to protect pedestrian and vehicular traffic.

4.3.7 Lot Grading Standards

The following grading standards shall be met for residential subdivisions in the City of Joshua consisting of half acre lots or smaller.

A. Grading Plan Requirements

All residential subdivisions are required to provide a grading plan designed so as to avoid concentration of runoff onto lots. The grading plan shall show proposed spot elevations at each property corner, at grade break points, and finished pad elevations. One foot contours showing existing and proposed elevations shall also be shown unless this requirement is waived by the City Engineer.

B. Lot-to-Lot Runoff

Lots should be graded such that no lot drains across another where feasible. In no case shall more than one lot drain through another. In unusual situations where multiple lots must drain through another, an engineered swale or other conveyance improvement and drainage easement should be provided where approved by the City Engineer.

C. Lot Grading Requirements

Lot grading shall conform to the following standards:

1. Lots shall be graded away from the pad at a minimum slope of 5 percent for a distance of 10 feet in all directions (or to the lot line).

2. Front or rear swales should be provided where necessary to carry runoff around the pad.
3. Side lot line and front or rear swales shall have a minimum slope of 1 percent although higher slopes are preferred where feasible.
4. Side lot line swales must have a minimum depth of 3 inches at its shallowest point (and a typical depth exceeding 6 inches) below the lowest adjacent pad elevation. Where steep grade between lots makes this infeasible, a retaining wall shall be constructed to reduce the grade differential such that a conforming swale can be constructed on the higher lot.
5. Slopes shall not exceed 4:1 on residential lots unless approved by the City Engineer. A typical max slope of 10 percent should be used.

Item 2.

5.1 APPENDIX A – ENGINEERING FILE SUBMISSION GUIDELINES

The following are guidelines for submitting digital files of engineering plans approved through the review process. Any submittals not complete and in conformance to the specified guidelines will not be accepted and may result in the delay in the release of permits and construction.

5.1.1 Media

- A. Submittals may be made over the internet or delivered to the city saved on a device compatible with city computers, hereinafter called Submittal.
- B. The Submittal shall be labeled with ALL of the following information:
 - 1. Name of the engineering consultant company submitting the plans
 - 2. Project name
 - 3. City plat file number
 - 4. Newly assigned address or if not available;
 - 5. City Block number
 - 6. Effective Date (seal date)
 - 7. Notate if plans are Revisions to Final (RTF)

5.1.2 Submittal Content

- A. The Submittal shall contain ALL of the following data files in Portable Document Format (PDF):
 - 1. Combined full set of approved engineering plans, complete with the most current version of the preliminary plat or, if approved, final plat.
 - 2. Separated single PDF file of each approved engineering plan sheet.
 - 3. Copy of the executed transmittal letter accompanying the submittal.
 - 4. Note: A compressed and self-extracting file type (.ZIP) is acceptable IF individual files are too large in size.

5.1.3 File Naming Convention

- A. Files of engineering plans and drawings shall use the following naming convention:
 - 1. Combined full set:
- B. City assigned project number_Project Name_Final Full Set
- C. Example: 1234_City Park Apartments_Final Full Set

1. Single and separated drawings:

D. City assigned project number_Project Name_Sheet Number_Sheet Name

E. Example: 1234_City Park Apartments_C001_Paving Plan

1. Revision to Final drawings:

F. City assigned project number_Project Name_Sheet Number_Sheet Name_RTF

G. Example: 1234_City Park Apartments_C001_Paving Plan_RTF

H. If more than one RTF has occurred, please indicate which version it is, e.g., RTF2, RTF3

5.2 APPENDIX B – ENGINEERING SUBMISSION GUIDELINES & PLAN REVIEW CHECKLIST

Project Name: _____
 City Plan File # (Plat #): _____
 Zoning (or PD/SUP #, if applicable): _____
 Engineering Consulting Firm: _____
 Engineer-of-Record: _____, PE
 Date: _____

Plan Format, General Standards & Helpful Links

- ☐ General Sheet Order for Plan Submission
 - Cover Sheet **(Always Required)**
 - General Notes
 - Preliminary or Final Recorded Plat **(Always Required)**
 - Existing Conditions Plan / Topographic Survey **(Always Required)**
 - Demolition Plan
 - Site Layout or Dimension Control Plan **(Always Required)**
 - Paving Plan (& Profile, where applicable)
 - Grading Plan **(Always Required)**
 - Existing Drainage Area Map **(Always Required)**
 - Proposed Drainage Area Map **(Always Required)**
 - Drainage Calculations **(Always Required)**
 - Storm Drain Plan (& Profile, where applicable)
 - Erosion Control Plan
 - Construction Details
- ☐ All plans should be printed on 11" x 17" size paper, landscape orientation, clear, legible, and to scale. Engineer scales: 1" = 10', 20', 30', 40', or 50'. Larger scales may be used for overall/indexing sheets. No Architectural Scales.
 North orientation should generally face to the top or right-hand side of sheet.
 The following information should be included on **ALL** sheets:
 - Engineering Firm Name & Registration #, Address, and Phone Number
 - Engineer's Seal or preliminary statement as approved by the Board of Professional Engineers
 - Surveying Firm Name & Registration #, Address, and Phone Number
 - Developer's Name, Address, and Phone Number
 - Owner's Name, Address, and Phone Number
 - Plat File#: _____
- ☐ Please refer to the information below to answer questions in the following checklist.
 - City of Joshua Engineering Design Standards and Specifications (EDSS)
 - North Central Texas Council of Governments (NCTCOG) Construction Standards, latest edition
 - City of Joshua Planning & Development Website
<https://www.cityofjoshuatx.us/departments/planning-development/>

- Johnson County Special Utilities District - <https://www.jcsud.com/>
- FEMA Flood Map Service Center – <https://msc.fema.gov/portal>

Engineering Check List

1. Have plans been submitted to Johnson County Special Utilities District for review and approval?

_____ Yes

_____ No ** Please note that Engineering plan review is divided into two separate sections: Paving/Drainage Engineering (City of Joshua) and Water/Wastewater Engineering (JCSUD). Each section has its own submittal requirements, review check lists and review fees. Contact JCSUD for additional information on Water/Wastewater Engineering submittal.

2. Is the property being platted?

_____ Yes – What is the Preliminary Plat number?

_____ No – Property is already platted: _____ N/A

3. Is the property being re-zoned?

_____ Yes – Zoning classification changed from to

_____ No

4. Is there a PD or Specific Use Permit (SUP) related to this development?

_____ Yes

Submit highlighted sections of the conditions of the PD/SUP. List any conditions regarding sidewalks, paving and/or drainage:

5. Has any part of the site ever been used as a cemetery?

_____ Yes – Additional conditions may need to be met prior to plan approval.

_____ No

6. Has any part of the site ever been part of a “brown field” and/or a landfill in the past?

_____ Yes – Additional conditions may need to be met prior to plan approval.

_____ No

8. Is an itemized breakdown with quantities of all proposed public paving and drainage infrastructure within City ROW and Easements included in this submittal?

_____ Yes

_____ No – Note: This is required prior to plan approval.

_____ N/A

10. Are any retaining/screening walls proposed?

_____ Yes – Maximum vertical distance measured from the bottom of the footing to the top of the wall = _____ feet.

_____ No

11. Is any proposed excavation or filling over 5 feet?

_____ Yes – Maximum depth of excavation = _____ feet.

_____ Yes – Maximum depth of fill = _____ feet.

_____ No

12. Are sidewalks shown on all street frontages? Per the Joshua City Code, sidewalks are required on all street frontages. Plans submitted for Paving/Drainage review

must include the required sidewalks. The applicant may apply for a Sidewalk Waiver.

☐ Yes

☐ No – Sidewalk waiver has been obtained and a copy is attached.

13. Is on-street parking being proposed?

☐ Yes

☐ No

14. Will an acre or more of soil be disturbed with this development?

☐ Yes – Engineer should inform developer that a SWPPP must be submitted prior to obtaining any permits. See “Construction Plan Review Checklist For projects greater than one acre”.

☐ No

15. Is there a thoroughfare adjacent to the development, or within (passes through) the development? Please refer to the City of Joshua Thoroughfare Plan.

☐ Yes, thoroughfare is adjacent. **Please note that the developer may be responsible for the design and construction of half of the width of the thoroughfare which abuts the proposed development.

☐ Yes, thoroughfare passes within. **Please note that the developer is responsible for the entire width of the thoroughfare within the limits of the proposed development.

☐ No

16. Does this development comply with the International Fire Code?

☐ Yes – I have read the code and verified that it complies.

☐ No – Please explain: ** Please note: Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, adjacent aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet. Otherwise, adjacent access roads shall have a minimum unobstructed width of 20 feet.

17. Is there any lot-to-lot drainage? Is the site currently accepting runoff from adjacent properties, or will the site be draining onto/through adjacent properties (regardless of current drainage pattern)?

☐ Yes – Private Drainage Easements may be required.

☐ No

18. Is any work proposed within areas designated as floodplain by FEMA, or in areas near unstudied streams/creeks?

☐ Yes

☐ No

21. Do all storm water outfall locations have the capacity to convey the 100-year storm?

☐ Yes – Provide supporting drainage plans and calculations.

☐ No – Detention may be required. ** It is the responsibility of the engineer of record to verify the capacity of existing storm sewer systems, swales/channels, street gutters, or any other public or private conveyances into which the proposed development will discharge storm runoff. If design plans or as-built plans are not on record or otherwise

available, it may be necessary for the engineer of record to perform field verification of the location, size, slope, depth, etc. of these systems to determine their capacity.

22. Is any storm water runoff from the site being diverted from its existing outfall location into a new outfall?

_____ Yes – Please explain: _____

_____ No

23. Is any storm water runoff being discharged onto adjacent cities or other entities?

Yes, onto another City – Please note: Detention may be required and the adjacent City must approve the plans.

_____ Yes, onto another Entity (e.g., TxDOT) – Please note: Engineering plans must be reviewed and approved by that entity.

_____ No

24. Is there any proposed connection to the storm sewer system that would discharge anything other than rainfall runoff?

_____ Yes - Please explain: _____

_____ No

25. Is detention being proposed?

_____ Yes **Please note: Detention must be located onsite, easements must be clear of obstructions and building encroachments, and adequate access must be provided for maintenance purposes via Detention Area Access Easement.

_____ No

Required Sheet Information

☐ Cover Sheet

- Project Name, Lot & Block Number/Legal Description
- Sheet Index
- Vicinity Map
 - All information is clearly shown on the Cover Sheet.
 - Some information is missing. Here is what's missing and why:

☐ Preliminary or Final Plat

- When the Planning & Zoning Commission approves the Preliminary Plat, a conditional approval letter is issued and mailed to the owner and Surveyor.
- The Engineer should request a copy from the owner and:
 - Ensure that the surveyor has addressed all conditions on the Preliminary Plat that is being submitted with the engineering plans.
 - Ensure that all conditions are addressed on the engineering plans.

- Right-of-Way dedications are clearly shown and dimensioned
- Easement dedications are clearly shown and dimensioned
- All existing easements are clearly shown and dimensioned
 - Vicinity Map
 - All information is clearly shown on the Plat
 - Some information is missing. Here is what's missing and why:

☐ Existing Conditions Plan

- Show and label existing contour lines (with elevation labels) at one or two foot contour intervals referenced to sea-level datum.
- Show and label existing drive approaches, street frontage sidewalks & barrier-free ramps, street and onsite pavement material (e.g., concrete, asphalt, pavers, gravel, etc.), street pavement & right-of-way widths, on-street parking, street curb lines, bar-ditches, onsite buildings, vehicle circulation lanes, private drives, fire lanes, parking areas, landscape areas, fencing, retaining walls, and all public and private storm/water/wastewater/other utility infrastructure.
- Show, label, and dimension all existing easements.
- Show and label all existing signs, utilities, signal poles, parking meters, bike racks, newsracks, advertising kiosks, etc. located within the right-of-way.
- Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.
- All information is clearly shown on the Existing Conditions Plan.
- Some information is missing. Here is what's missing and why:

☐ Demolition Plan

- All items listed above under "Existing Conditions Plan" is either labeled: "Existing to Remain", "To be Removed", or "To be Relocated".
- All information is clearly shown on the Demolition Plan.
- Some information is missing. Here is what's missing and why:

☐ Site Layout or Dimension Control Plan

- Show and label proposed drive approaches, street frontage sidewalks & barrier-free ramps, onsite & offsite pavement material (e.g., concrete, asphalt, permeable pavers, etc.), street pavement & right-of-way widths, on-street parking, street curb lines, bar-ditches, onsite buildings, vehicle circulation lanes, private drives, fire lanes, parking areas, fencing, retaining walls, and landscape areas.
- Show and label all existing and proposed signs, utilities, signal poles, parking meters, bike racks, newsracks, advertising kiosks, DART bench/shelter, etc. located within the right-of-way.
- Show, label, and dimension visibility triangles at street intersections and drive approaches.
- All information is clearly shown on the Site Layout or Dimension Control Plan.
- Some information is missing. Here is what's missing and why:

☐ Paving Plan (& Profile, where applicable)

- All proposed work is clearly shown and labeled with a paving legend to distinguish between the different pavement specifications within the right-of-way and private property.
- Limits of new paving and adjustments to intersecting streets and drives are clearly defined by stations and dimensions, as necessary.
- Typical cross sections are shown and dimensioned for each proposed street/alley classification with station limits and centerline corrections.
- Station/top of curb (offset from centerline if not typical) for all PC's, PT's and midpoints of curb returns.
- A curve schedule should be provided for concentric and non-concentric curves.
- Check all drives, intersections and other locations involving cross traffic for possible hazardous situations. Watch for obstructed sight distance, hindrances to safe operation at design speed, danger to pedestrians, etc.
- Intermediate tangents have been designed between reverse curves based on the design speed along the centerline of the proposed streets.
- Complete vertical curve information is provided and meets minimum sight distance requirements for design speed.
- Existing and proposed water/wastewater lines are clearly shown and labeled when located under proposed pavement.
- Street lighting on divided thoroughfares is clearly shown and labeled.
- Type, thickness, strength, rebar size, and subgrade preparation of proposed pavement is shown and is in conformance with standards.
- Show cross-slope of street and driveway slopes into property. Slopes must comply with the EDSS.

- Sidewalks are clearly shown and labeled on all street frontages. Concrete thickness, strength, and rebar size is shown and is in conformance with standards.
- Show, label, and dimension visibility triangles at street intersections and drive approaches.
- Please note: Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, adjacent aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet. Otherwise, adjacent access roads shall have a minimum unobstructed width of 20 feet.
- All information is clearly shown on the Paving Plan.
- Some information is missing. Here is what's missing and why:

☐ Grading Plan

- Existing onsite and offsite contour lines (with elevation labels) and proposed grades are clearly shown and labeled.
- Surface drainage easements are provided for lot-to-lot drainage paths.
- Typical cross sections for all retaining walls are provided. Show footings, utility crossings, wall heights, and distances to property lines.
- All utilities are clearly shown and labeled.
- Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.
- All information is clearly shown on the Grading Plan.
- Some information is missing. Here is what's missing and why:

☐ Existing Drainage Area Map

- Existing onsite and offsite contour lines (with elevation labels), onsite and offsite subdivided drainage areas, and drainage area calculation tables are clearly shown.
- Indicate zoning for each drainage area.
- Existing inlets and storm drain lines are clearly shown and labeled.
- Existing onsite and offsite flow direction is clearly shown with directional flow arrows.
- Show the design storm that the downstream storm drain system was designed for (e.g, 25-year storm, 100-year storm, etc.) and the drainage criteria that was used for that design.
- Show and label outfall locations.

- Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.
- All information is clearly shown on the Existing Drainage Area Map.
- Some information is missing. Here is what's missing and why:

☐ Proposed Drainage Area Map

- Proposed onsite and offsite grades, onsite and offsite subdivided drainage areas, and drainage area calculation tables are clearly shown.
- Indicate zoning for each drainage area.
- Existing and proposed inlets and storm drain lines are clearly shown and labeled.
- Proposed onsite and existing offsite flow direction is clearly shown with directional flow arrows.
- Show runoff calculations and use design criteria as shown in the Drainage Design Manual.
- Show and label outfall locations.
- Demonstrate, with supporting calculations, that there is adequate capacity downstream to convey the 100-year storm.
- Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.
- All information is clearly shown on the Proposed Drainage Area Map.
- Some information is missing. Here is what's missing and why:

☐ Storm Drain Plan (& Profile, where applicable)

- Show a plan and profile for all proposed public storm drain lines. Pipe lengths are to be shown by stationing at each structure. Show pipe size, material, slope and class for each run. Show pipe inverts, discharge, velocity and friction slope. Show and label the hydraulic gradient.
- Show all hydraulics, velocity head changes, gradients, computations and profile outfalls with typical sections and computations.
- Specify at least Class III RCP. Provide inlets where street capacity is exceeded. For thoroughfares, one lane must remain dry.
- Existing and proposed inlets and storm drain lines are clearly shown and labeled.
- Discharge storm drains at the flowline of creeks and channels with the last 10 feet at a grade not to exceed one percent, unless otherwise directed.
- Show the 100-year water surface elevation at the outfall of the storm drains.

- Where connections are made to an existing storm drain, provide the design data of existing system (Q100, HGL, inverts, diameter, etc.).
- Intersect laterals at 60 degrees with the trunk line, if possible. Where laterals tie into a trunk line, channel or creek, place them at 60-degree angle with center lines. Connect them so that longitudinal centers intersect.
- Indicate flow line elevations of the storm drains on the profile. Label the line grade (in percent). Match top inside of pipe where adjacent to other size pipe.
- Do not use high velocities in storm drain design. Refer to the Drainage Design Manual for maximum allowed velocities.
- The minimum pipe slope is 0.30% unless otherwise directed.
- The downstream system must be sized to adequately convey the fully developed runoff from the site.
- Provide a written statement certifying that you have analyzed the proposed storm drainage outfall effects on the adjoining property owner(s) and that your discharge will not adversely affect or jeopardize any downstream properties.
- Proposed driveway turnouts must be a minimum of 10 feet from any existing or proposed inlet.
- Do not use bends on public storm drain lines for pipe sizes less than 30-inch diameter.
- Do not use 90-degree bends on storm drains or outfall. Provide a junction structure or manhole.
- Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.
- Drainage swales/channels should have cross sections with 100-year water surface elevation, slopes, side slopes, and velocity clearly shown and labeled.
- All information is clearly shown on the Storm Drain Plan.
- Some information is missing. Here is what's missing and why:

☐ Erosion Control Plan

- Existing contour lines (with elevation labels) and proposed grades are clearly shown and labeled.
- Design plans comply with all current rules and regulations of EPA, TCEQ, and other applicable federal and state agencies.
- All information is clearly shown on the Erosion Control Plan.
- Some information is missing. Here is what's missing and why:

☐ Construction Details

- All details are clearly labeled private or public.
- All applicable details from the City of Joshua Standard EDSS or NCTCOG Construction Standards should be clearly shown, labeled, and cross referenced on the plans.
- All details not covered by the City of Joshua EDSS or NCTCOG Construction Standards are clearly shown, labeled, and dimensioned.
- All applicable details for work within the right-of-way of another entity (e.g., TxDOT, etc.) are clearly shown, labeled, and cross referenced on the plans.
- All information is clearly shown on the Construction Details.
- Some information is missing. Here is what's missing and why:

I have reviewed this check list and certify that the design plans submitted have been reviewed by me and are in compliance with all City of Joshua design standards. I understand that the City reserves the right to provide review comments at any time throughout the plan review process until all standards have been addressed.

_____, PE
Print Name

Signature

Date

5.3 APPENDIX C – CONSTRUCTION PLAN SWPPP REVIEW PROCEDURE

Background: This checklist is used by the City of Joshua staff for Stormwater Pollution Prevention Plan (SWPPP) reviews. It is provided as an additional resource intended for designers for construction projects to assure all required elements of a SWPPP are included. Use of this checklist will determine if your SWPPP is complete, though not all checklist items are applicable to all projects.

Review Information

Applicant: _____ Project name: _____

Application Date: _____ Reviewer name: _____

Reason for Review:

Mandatory

Random Audit

Enforcement Case

SWPPP contains one or more of these:

Narrative

Plan Sheets

Standard Detail Sheets

Project Type:

Residential

Commercial/Industrial

Road Construction

Other (describe) _____

SWPPP Information (Does the project narrative contain the following)

- ☐ What is the nature of the construction activity?
- ☐ Address the potential for a discharge of sediment and/or other potential pollutants from the site?
- ☐ List the chain of responsibility for SWPPP implementation for all operators on site?
- ☐ Describe installation timing for all Erosion Sediment Control (BMP's)
- ☐ Describe procedures to amend the SWPPP and establish additional temporary BMP's as necessary for site conditions?
- ☐ Methods used to minimize soil compaction and preserve topsoil must be described.
- 7. ☐ Describe hazardous material, construction debris, and concrete slurry management.

Plan Sheets: (Do they contain the following?)

- ☐ Existing and final grades.
 - 2. ☐ Locations and types of all temporary and permanent BMP's.
 - 3. ☐ Locations of areas not to be disturbed (buffer areas)
 - 4. ☐ Location of areas where construction will be phased to minimize duration of exposed soil areas.
 - 5. ☐ Areas of steep (3:1 greater slope)
 - 6. ☐ Locations of adjacent wetlands, surface waters, and storm ponds.
 - 7. ☐ Description and location of final stabilized method.
 - 8. ☐ Are standard details or specifications included?

5.4 APPENDIX D – PUBLIC WORKS MATERIALS TESTING

Section I: Storm Sewer

Backfill and Density Testing

All trenches shall be backfilled in maximum 12" (inch) loose lifts and mechanically compacted with approved vibratory methods (NCTCOG item 504.5.3.2.1)

Densities shall conform to minimum 95% ASTM D-698 and be at or above optimum moisture unless specified otherwise (NCTCOG item 504.5.3.2.1). Proctor samples shall be taken for all classifications of soil on site. Atterberg Limits shall be determined on all Proctor samples.

Densities shall be taken on every other lift as lifts ascend. No "potholing" or "ramping" will be allowed unless approved by the inspector.

Densities shall be taken at intervals not exceeding 300' (feet) along the length of storm sewer mains.

Densities shall be taken on every lateral under pavement.

Backfill adjacent to inlets, headwalls, junction boxes, and other structures shall be compacted manually, and density tested on every lift.

Connections

Collars, junctions, wyes, and damage repairs will be inspected prior to concrete placement and again prior to final embedment and backfill.

All collars must have No. 3 rebar for reinforcement supported by blocks.

Structure construction:

A concrete mix design must be submitted and approved by City prior to any placement of concrete.

Inspector shall be notified of concrete placement 24 hours in advance for steel and form inspection.

One set of four cylinders (2 - 7 days, 2 - 28 days) shall be made for every day concrete is placed (ASTM C-31).

Air, slump, and temperature tests shall be taken for every set of cylinders made. Concrete with a temperature above 95° F will be rejected. Additional cylinders and or tests may be requested at the inspector or Engineer's discretion.

Exterior forms shall not be removed for a minimum of 24 hours unless approved by Inspector or Engineer.

Section II: Stabilization

Soil Classification and Sampling

Lime Stabilized sub-grade shall have an initial cure time of not less than 72 hours prior to remixing according to NCTCOG spec (Item 301.2.3.5.1).

Sub-grade Testing

Gradations for lime treated sub-grade shall be taken at intervals not exceeding 300' (feet) along road and must pass 100% through a 1 $\frac{3}{4}$ " (inch) sieve and 60% through a #4 sieve according to NCTCOG spec (Item 301.2.3.5.1).

Gradations for Portland Cement treated sub-grade shall be taken prior to placement of cement and at intervals not exceeding 300' (feet) along road and must pass 100% through a 1" (inch) sieve and 80% through a #4 sieve according to NCTCOG spec (Item 301.3.3.2).

Lime sub-grade shall be tested for depth at intervals not exceeding 300' (feet) along road. Tests will be performed by excavating deeper than lime treatment and administering a phenolphthalein indicator.

Densities shall be taken on sub-grade at intervals not exceeding 300' (feet) along road and conform to minimum 95% ASTM D-698 (NCTCOG Item 301.2.3.6). Moisture content shall be at or above optimum moisture.

All sub-grade shall be visually "proof rolled" after it is trimmed and prior to placement of steel or asphalt.

Densities shall be taken within 72 hours of concrete placement (NCTCOG Item 303.5.1). If more than 72 hours elapses, densities must be retaken unless an approved emulsion sealant is used (NCTCOG Item 302.3.5).

Location for densities, gradations, and depth checks shall be at the discretion of the Inspector and shall be representative of the entire cross section of sub-grade.

Sub-grade failures shall be defined by inspector or Engineer. Repair methods will be discussed with the inspector or Engineer and approved prior to beginning repair work.

At all testing location intervals, multiple tests may be required across width of right-of-way.

TX Dot Cement Treated Subgrade Spec Item 275

Curing of cement stabilized subgrade, cure for at least three days by sprinkling in accordance with item 204, "Sprinkling" or by applying asphalt material at the rate of 0.05 to 0.20 gal per square yard, as shown on the plans or directed.

Microcracking

When shown on plans, maintain moisture content of the finished cement treated base for a period of 24 to 48 hr. during this time, but not sooner than 24 hr., roll the finished course with a vibratory roller to induce microcracking. The vibratory roller must be in accordance with Item 210, "Rolling", with a static weight equal to or more than 12 tons and the vibratory drum must be not less than 20" (inch) wide. The roller must travel at a speed of 2 mph (miles per hour), vibrating at a maximum amplitude, and make 2 to 4 passes with 100% coverage exclusive of the outside 1' (foot) of the surface crown, unless otherwise directed by the Engineer. Additional passes may be required to achieve the desired crack pattern as directed. Notify the Engineer 24 hours before the microcracking begins.

Section III: Concrete Pavement

Concrete Testing

A concrete mix design must be submitted and approved by the city prior to any placement of concrete.

The Inspector shall be notified of concrete placement 24 hours in advance for steel and form inspection.

Any rebar stand-offs to be used to support the rebar street mat driven in the ground should be epoxy coated in slip form paving situations.

One set of 4 cylinders (2-7 days & 2-28 days) shall be made for every 150 cubic yards of concrete that is placed for pavement, sidewalks, ramps, and or retaining walls (ASTM C-31).

Air, slump, and temperature above 95° F will be rejected.

Additional cylinders and or tests may be requested at the Inspector or Engineer's discretion.

(ASTM C-94) no more than 90 minutes before concrete placement for ready-mix batch trucking.

All saw-cuts shall be left smooth and free of any fractures.

Cure Time, Cores & Form Removal

Forms shall not be removed from pavement, sidewalks, ramps, or retaining walls for 24 hours minimum, and shall not be backfilled less than 72 hours after concrete placement.

Pavement shall have a minimum cure time of 7 days but may be opened to traffic earlier at the discretion of the Inspector or Engineer only after review of compressive strength data. Temporary perpendicular crossings may be made after 72 hours provided field cured specimens indicate concrete has met at least 75% of design strength, by ramping soil over the new pavement at a depth of not less than 18" (inches) and a width of not less than 10' (feet).

Prior to grout wiping any concrete, the contractor shall demonstrate a method of surface preparation to ensure adhesion of grout.

The paving contractor at their cost shall core all streets to verify proper pavement thickness prior to acceptance. Cores shall be 2" (inches) diameter and taken at intervals not exceeding 300' (feet). Locations will be approved by the city. Multiple cores may be required at each interval to represent the entire cross section. Evaluation of cores will be in accordance with NCTCOG spec (Item 303.8.2). All concrete replacements shall be in full panel increments or NCTCOG Item 402 and illustrations 3070 C and D for asphalt paving.

This information is an explanation of basic testing procedures and is mean to be used in conjunction with the North Central Texas Council of Governments Standard Specifications for Public Works Construction, November 2017Edition and TX Dot Item 275.

5.5 APPENDIX E – GENERAL NOTES

1. The term Municipality refers to the City of Joshua. J.C.S.U.D. refers to Johnson County Special Utility District.
2. All work shall conform to the requirements of the Municipality/J.C.S.U.D. and shall be in accordance with the Municipal/J.C.S.U.D. standard details and specifications for construction. All work not covered in the contract documents and Municipal/J.C.S.U.D. standard details and specifications for construction shall be Governed by the North Central Texas Council of Government Standard Specifications for Public Works Construction.
3. The contractor shall protect existing property monumentation and primary control. Any such points which the contractor believes will be destroyed shall have offset points established by the contractor prior to construction. Any monumentation destroyed by the contractor shall be reestablished at contractors' expense by a registered professional land surveyor.
4. It shall be the responsibility of the contractor to: A.) Prevent any damage to private property and property owner's poles, fences, shrubs, etc. B.) Protect all underground utilities. C.) Notify all utility companies at least 48 hours prior to excavation in accordance with Texas Law. D.) Field verify horizontal and vertical location of all utilities in the vicinity of construction activities prior to start of construction. The contractor shall notify the Engineer of any unidentified potential conflicts that may exist between the existing utilities and construction plans.
5. Any damage that may occur to real property or existing improvements, including existing private and public landscape irrigation systems, shall be restored by the contractor to at least the same condition that the real property or existing improvement were in prior to the damages. The contractor will also be responsible for the adjustment of sprinkler heads to final grade and relocation if necessary.
6. The contractor shall always maintain drainage during construction. The ponding of water in streets, drives, trenches, etc. will not be allowed. The contractor shall always maintain existing driveways access.
7. The contractor shall always maintain existing sanitary sewer and water services during construction.

8. Areas of the site that will underlie fill shall be scarified to a depth of 8 inches. Fill shall be placed in loose lifts not exceeding 8 inches in uncompacted thickness. All fill material shall be compacted to 95% standard proctor density with a moisture content from -3% to +1% of optimum or per Geotech recommendation. Field density tests per municipal requirements.
9. The contractor shall abide by all applicable Federal, State, and local laws governing excavation. The contractor shall provide detailed plans and specifications for trench safety systems that comply with applicable laws governing excavation. These plans shall be sealed by an Engineer experienced in the design of trench safety systems, licensed in the State of Texas. The contractor shall submit completed trench safety plans to the municipality prior to commencing work. The contractor shall be solely responsible for all aspects of work related to excavation. All excavations, trenching and shoring operations shall comply with the requirements of the U.S. Department of Labor, OSHA, "Construction Safety and Health Regulations."
10. Work may not be backfilled or covered until it has been inspected by the Municipality/J.C.S.U.D.
11. All excavation on the project is unclassified.
12. All curb and gutter shall be integral with the concrete pavement.
13. Contractor shall coordinate the protection of existing franchise utilities and appurtenances, including existing utility poles, in the vicinity of construction operations whether utilities are shown on plans or not. Any damage incurred to existing franchise utilities, appurtenances, utility poles, light standards, etc., by construction related activities shall be the sole responsibility of the contractor.
14. The contractor shall locate and record existing irrigation systems prior to construction. The contractor shall temporarily remove and cap the irrigation system as necessary for construction and shall replace the portion removed with equivalent systems. The contractor shall coordinate any irrigation work with the municipality and property owner's representatives.
15. The contractor must cease all construction operations immediately if a suspected archeological object/artifact is uncovered during construction. The contractor must immediately contact the Texas Historical Commission and the Municipality/J.C.S.U.D. Project work will not commence until proper permits are in place and provided to the Municipality/J.C.S.U.D.

16. All paving dimensions are to the back of curb unless otherwise noted.
17. It is the contractor's responsibility to ensure compliance with all handicapped accessibility requirements including signage, textures, coloring, markings, and slopes of ADA/TAS 2012 accessible routes & ramps, and parking spaces.
18. All pipe lengths measured from station to station based on the center of structure unless otherwise noted.
19. The contractor shall notify the Engineer if any discrepancies arise.
20. All excavations, trenching and shoring operations shall comply with the requirements of the U.S. Department of Labor, OSHA, "Const. Safety and Health Regulations." Vol 29, Subpart P. PG. 128-137, and any amendments thereto. The contractor shall prepare and implement a trench safety plan for this project.
21. The contractor shall restore all areas, onsite and offsite, disturbed by construction to their original condition or better. Restored areas include, but are not limited to: trench backfill, side slopes, fences, culvert pipes, drainage swales, staging areas, driveways, private yards, and roadways. Unless otherwise directed by the landscape drawings, restoration shall include hydro mulching all disturbed areas with a slope of less than 20% (1:5) and sodding areas with a slope of 20% (1:5) or greater. Establishment of grass through proper watering is left up to the contractor's means and methods, unless otherwise directed by the landscape/irrigation drawings.
22. The contractor shall keep records for as-builts drawings and shall submit mark-ups to the municipality inspector prior to scheduling a final walk-through inspection.
23. Prior to construction, a pre-construction meeting shall be held with representatives from all contractors, the Engineer, and the municipality.
24. All construction must adhere to the tree preservation requirements of the municipality.
25. The contractor, his agents, and sub-contractor are completely responsible for the verification of the accuracy of the dimension control furnished herein. The owner, Engineer, and their agents are not responsible for the accuracy of the coordinated furnished. The contractor is required to verify all coordinates for accuracy and confirm the locations of all utilities to be constructed both

horizontally and vertically. Discrepancies found by the contractor shall be reported in writing to the owner immediately for reconciliation.

26. The contractor shall be responsible for the implementation of stormwater pollution prevention plan (SWPPP) required for this project in accordance with the contract documents. The contractor shall prepare, implement, and maintain the SWPPP in accordance with the requirements of the current TCEQ and NPDES General Permit in accordance with the register pages 36489-36519.

5.5.1 General Notes for Paving Improvements

1. The sub grade shall be proof rolled and observed by the construction inspector prior to and after sub-grade stabilization.
2. Individual water and sewer services and water valves shall be marked in accordance with Municipal/J.C.S.U.D. requirements.
3. The contractor shall proceed with paving no more than seventy-two (72) hours after density/moisture tests have been taken and passed by a registered testing firm. Copies of the test results shall be furnished to the municipality. In the event paving operations have not commenced within the seventy-two (72) hour limit, a retest shall be required at the contractor's expense.
4. Manhole rim elevations, clean-outs, valve boxes, fire hydrants, etc. shall be adjusted to finished grade by the paving contractor at the time of paving.
5. The paving contractor shall install a blue reflector in the street or fire lane centerline at the location of each fire hydrant.
6. The contractor shall prepare all traffic control plans and submit them to the municipality prior to the issuance of any construction permits for work within the municipality. The plan shall be prepared in accordance with the current edition of the Texas M.U.T.C.D and as modified by the TXDOT supplement to the M.U.T.C.D. The plan shall address the requirements for all signs, barricades, flagmen, lights, hours of construction, and other devices as necessary for safe traffic control.
7. The concrete sealant to be per the municipality's standards.
8. Any rebar stand-offs to be used to support the rebar street mat driven in the ground must be epoxy coated in slip form paving situations.

5.5.2 Work in TxDOT ROW

1. The Texas Department of Transportation (TxDOT) must approve any work to be done on the State Highway right-of-way. An application and appropriate plans must be submitted to the municipality and the municipality will submit the application to TxDOT for review and approved by the municipality where the work will be performed.

5.5.3 Utility Coordination

1. Existing utility locations shown are generally schematic in nature and may not accurately reflect the size and location of each utility. Existing utilities shown have been based on available record drawings and surface appurtenance field ties only. Some utility lines and surface locations may not be shown. The contractor shall assume responsibility for actual field locations and protection of existing utilities whether shown or not. The contractor shall also assume responsibility for repairs to existing utilities whether shown or not damaged by the contractor's activities. Differences in horizontal or vertical locations of existing utilities shall not be a basis for additional compensation to the contractor.
2. The location of underground facilities indicated on the plans is taken from public records. It is the contractor's sole responsibility to make arrangements with the owners of such underground facilities prior to working in the area to confirm their exact location and to determine whether any additional facilities other than those shown on the plans may be present. The contractor shall preserve and protect all underground facilities. If the existing underground utilities are damaged, the contractor will be responsible for the cost of repairing the utility.
3. Where existing utilities, service lines or irrigation lines are cut, broken or damaged, the contractor shall replace or repair the utilities, service lines or irrigation lines with the same type of original material and construction, or better, unless otherwise shown or noted on the plans, at his own cost and expense. The contractor shall immediately notify the Engineer at once of any conflicts in grades and alignments.
4. At a minimum, the contractor shall contact the following at least 48 hours prior to excavation:
 - TEXAS 811
 - Atmos Gas 972-881-4161
 - TXU Electric Delivery 1-800-711-9112
 - JCSUD (Water – Sanitary Sewer) 817-760-5200

5.5.4 General Notes for Water Improvements

1. All water lines shall be PVC pipe conforming to AWWA standard C-900 SDR-18 minimum with NSF seal, pressure tested, and disinfected in accordance with municipal and/or NCTCOG STD. SPECS unless otherwise noted within the construction plans.
2. All water mains, unless otherwise noted, shall have a minimum cover of 42" below finished grade.
3. All water mains, unless otherwise noted, shall have a minimum of 2 FT separations at all utility crossings.

5.5.5 General Notes for Sanitary Sewer Improvements

1. Sanitary Sewer PVC pipe shall be furnished and installed in accordance with J.C.S.U.D. requirements.
2. After completion of all sanitary sewer testing (I.E., Mandrel and Air) contractor shall perform a television inspection and provide a videotape to J.C.S.U.D. All manholes shall be vacuum tested.
3. One joint of 150-PSI pressure rated pipe shall be installed and centered under all proposed water pipe crossings.
4. Contractor to place a $\frac{3}{4}$ " plywood false bottom in all sanitary sewer manholes before paving contractor begins work.
5. Any connection tie-in to an existing manhole must be cored.
6. All clean-outs are to be provided per municipal requirements.

5.5.6 General Notes for Storm Drain Improvements

1. All storm sewer and culvert pipe and fittings shall be ASTM C76, Class III reinforced concrete pipe (RCP), installed with compressive type joints in accordance with NCTCOG Item 501.6.1.3.1 unless noted otherwise.
2. After completion of all storm sewer installation, the contractor shall ensure that all debris and siltation has been removed.
3. Concrete riprap is required for safety end treatments in public ROW.

4. Use Class H embedment/backfill for storm sewer pipe in accordance with NCTCOG Std. Drawing 3060, except that filter fabric is to be wrapped completely around the crushed stone embedment/backfill material.



City Council Agenda March 20, 2025

Ordinance

Action Item

Agenda Description:

Discuss, consider, and possible action on approving an ordinance amending article 3.06, “Signs” of Chapter 3, “Building Regulations,” of the Code of Ordinances, by replacing said article with a new article 3.06, “Signs”; extending the City’s sign ordinance and regulations to the City’s extraterritorial jurisdiction.

Background Information:

The sign ordinance was last adopted in 2008.

Analysis:

This ordinance is designed to regulate the location, size, construction, duration, use, and maintenance of signs within the City and its extraterritorial jurisdiction (ETJ) on a content-neutral basis. It aims to balance the rights of businesses and individuals to convey messages while ensuring public safety, aesthetic integrity, and environmental preservation.

Key Objectives

The key objectives of the ordinance are as follows:

1. **Safety:** To ensure signs do not pose hazards to the public, impede emergency services, or distract motorists and pedestrians.
2. **Information Transfer:** To facilitate efficient information sharing, allowing businesses to identify themselves and helping customers locate them, while protecting the right to free speech.
3. **Aesthetic and Environmental Preservation:** To maintain the City’s visual appeal and protect property values by preventing visual clutter and nuisances.

City Contact and Recommendations:

Aaron Maldonado

Director of Development Services

Staff recommends approval.

Item 4.

Attachments:

1. Joshua Ordinance
2. Joshua Sign Ordinance
3. Sign Ordinance Table

ARTICLE 3.06. SIGNS

Sec. 3.06.001. Purpose.

The purpose of this article is to regulate the location, size, construction, duration, use, and maintenance of all signs within the City and its extraterritorial jurisdiction on a content-neutral basis. The general objectives of this article are to balance the rights of individuals to convey their messages through the lawful use of signs with the rights of the public to be protected from potential harm, to promote the health, safety, and welfare of the general public, and to aid in achieving the following goals:

- (1) *Safety.* To promote the safety of persons and property by providing that signs do not:
 - (A) Create a hazard due to collapse, fire, decay, and/or abandonment;
 - (B) Obstruct firefighting or police observation; or
 - (C) Create traffic hazards by confusing or distracting pedestrians, motorists, or cyclists.
- (2) *Provide information.* To promote the efficient transfer of information through the effective use of signs, with messages that:
 - (A) Afford priority to the conveyance of public safety messages;
 - (B) Allow businesses and services to identify themselves to the public;
 - (C) Allow potential customers to locate a business or service; and
 - (D) Ensure that the right of free speech is preserved.
- (3) *Environmental preservation and aesthetics.* To protect the public welfare and to preserve and enhance the appearance and economic value of the built environment, by providing that signs:
 - (A) Do not interfere with any scenic views;
 - (B) Do not create visual clutter to persons using the public rights-of-way;
 - (C) Do not create a nuisance to occupants or customers of adjacent property by sign size, height, brightness, or materials; and
 - (D) Do not have a detrimental effect on land or property values.
- (4) Any pictures or graphics depicted in this article are not intended to portray the content or intended message of a sign but are intended only to provide a visual example of the applicable requirements.

Sec. 3.06.002. Authority and jurisdiction.

- (a) The terms and conditions of this article shall apply to all signs located within either the City or its extraterritorial jurisdiction (ETJ), pursuant to V.T.C.A. Local Government Code, ch. 216, as amended. The administrative official shall be responsible for interpreting and administering this article. Allegations of errors in orders, decisions, and/or determinations by the administrative official in the administration of this article shall be handled in accordance with section 3.06.021 of this article.
- (b) Signs located on property owned by the City, an independent school district or any other governmental agency are not required to meet the requirements of this article. However, signs located on property owned by the City shall be permitted only upon approval of the City Manager.

Sec. 3.06.003. Definitions.

For the purposes of this article, the following words shall have the following definitions ascribed to them. Words not defined in this article shall be given their common and ordinary meaning.

Abandoned sign means a sign that remains in place and continues to advertise a business, lessor, service, owner, product, or activity that has ceased operations or has closed for 30 days or more, or pertains to a time, event, or purpose which no longer applies.

Administrative Official means a City employee appointed or otherwise designated by the City Manager to interpret and/or enforce the regulations of this article.

Attached sign means any sign affixed to, applied on, or supported by any part of a building located on-premises.

Awning sign means a permanent sign that is directly applied, attached, or painted onto an awning, which is a projection, shelter, or structure of canvas, metal, wood, or other similar approved material that covers a pedestrian walkway and is intended for protection from the weather or as a decorative architectural feature.

Banner sign means a temporary attached sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other light fabric, with the only purpose of such nonrigid material being for background.

Billboard sign means a large freestanding sign, generally supported by a metal frame, and consisting of two parallel sign faces which are oriented in opposite directions, used for the display of posters, printed, or painted advertisements that generally directs attention to a location other than the premises on which the sign is located.

Blade sign means a permanent sign mounted under an awning or other roof-like structure of a building facade that extends perpendicular to the normal flow of pedestrian traffic.

Building means any structure that has a roof supported by columns or walls for shelter, support, or enclosure intended for persons, animals, or material goods for any use or occupancy. When separated by dividing walls without openings in a manner sufficient to prevent the spread of fire, each portion of such structure separated may be deemed as a separate building.

Canopy sign means a permanent sign that is applied, attached, painted, or affixed on a canopy or other roof-like cover over gasoline fuel pumps, vacuum area at car detail facilities, drive-through ATMs (when structure is not attached to the machine), or other areas where services are provided to a patron in a vehicle of which the structure is intended for protection from the weather or as a decorative embellishment.

Certificate of occupancy means an official certificate issued by the City which indicates conformance with building, zoning, and health safety regulations and authorizes legal use and occupancy of the premises for which it is issued.

Changeable electronic message/reader board component or sign (CEMS) means a permanent sign, a portion of a permanent sign or a residential real estate sign designed to allow wording or images to be changed at periodic intervals, either manually or electronically, and is operated whereby light is turned on and off intermittently. This definition includes any illuminated sign in which such illumination is not kept stationary or constant in intensity and color at all times when said sign is in use, including a light emitting diode ("LED") or digital sign. A term "changeable electronic message/reader board sign" does not include a sign located within the right-of-way that functions as a traffic-control device and that is described and identified in the Manual on Uniform Traffic Control Devices approved by the Federal Highway Administrator as the national standard.

City means the City of Joshua.

City Manager means the City Manager and/or other City employee designated by the City Manager.

Construction fence sign means a temporary sign containing graphics, symbols, text or images securely attached to, or printed directly onto the screening fabric of, a temporary fence or barrier placed around an active construction site.

Development sign means any temporary sign intended for display for a limited period of time and is designated with a timeframe as referenced in this article.

Dilapidated means any surface element, background, panels, or support of any sign that has finished materials that are missing, broken, bent, cracked, decayed, dented, harmful, hazardous, illegible, leaning, splintered, ripped, torn, twisted, or unsightly. Dilapidated is further defined as when the sign or its elements are not in compliance with the requirements of the National Electrical Code and/or the International Building Code currently adopted by the City .

Downtown means that area depicted in Figure 4 of the Downtown Framework Master Plan (Fall 2017), hereinafter referred to as the Downtown Master Plan.

Downtown sign means a freestanding permanent sign fabricated by using one or more visible posts to support the sign body.

Effective sign area means the area of the sign that is utilized for the display of information to include background, however, does not include the framework or base of the sign.

Elevations means drawings to scale of the external face of a building or structure.

Facade means any separate face of a building, including parapet walls and omitted wall lines, or any part of a building which encloses or covers usable space. Where separate faces are oriented in the same direction, or in directions within 45 degrees of one another, they are to be considered as part of a single facade.

Flag means a piece of fabric attached to a staff or cord on one end and generally used as a symbol of a nation, state, political subdivision, or organization.

Flagpole means a freestanding device permanently placed in the ground for the purpose of flying a flag of a nation, state, political subdivision, or organization.

Frame duration means the time during which the frame continues on a CEMS.

Government/regulatory sign means any sign for the control of traffic or for identification purposes, street signs, warning signs, railroad crossing signs, and signs of public utility and service companies indicating danger or construction, which are erected by or upon the order of a public officer, employee or agent thereof, in the discharge of official duties.

Graffiti means pictures, words, slogans, images, or other artwork painted, drawn, scratched, or applied in any manner to exterior walls, fences, structures, vehicles, stone, statues, buildings, or other items in public view. Graffiti includes the illegal or unauthorized defacing of a building, wall, or other edifice or object by painting, or otherwise, marking it with words, pictures, symbols, advertising, logos, relations with a group, indecent/vulgar images, or offensive language.

Human sign means any hand-carried or held sign, symbol, or display on persons visible from the public right-of-way, which may include persons dressed in costume.

Impounded sign means a sign that is legally removed by the administrative official in accordance with the provisions of this article.

Incidental sign means a sign that is normally incidental to the allowed use on the property such as, but not limited to, directional signs, entrance, exit, or overhead clearance.

Inflatable sign means a temporary sign manufactured of plastic, cloth, canvas, or other light fabric and inflated with air.

Logo means any registered or recognized design, insignia, or other mark, which is used in advertising to identify an organization, individual, company, or product.

Major thoroughfare means a four to six lane divided roadway measuring a minimum 120 feet from rights-of-way, per the City's thoroughfare design standards.

Mechanical sign means any sign, which rotates, shakes, or moves by means of a motor, battery, or the like.

Merchandise display means any goods, wares, merchandise, or other advertising object or structure suspending from any building, pole, structure, sidewalk, parkway, driveway, parking area, or fuel pump island for the purpose of advertising such items.

Message transition means the process or period of changing from one message to another on a CEMS.

Minor thoroughfare means a four lane divided roadway measuring a minimum 90 feet and a maximum 110 feet from rights-of-way, per the City's thoroughfare design standards.

Model home monument means a temporary freestanding sign located within a residential district on a lot containing either a model home that is open to the public for view by customers or a construction or sales trailer for the purpose of builder identification.

Monument sign means a permanent freestanding sign that is supported from grade to the bottom of the sign, having or appearing to have a solid and opaque base independent of the principle building or structure, and is generally used to identify the name of a business and/or development on the property.

Multi-tenant monument sign means a permanent freestanding sign that is supported from grade to the bottom of the sign, having or appearing to have a solid and opaque base independent of the principle building or structure, and is generally used to identify multiple businesses within a single lot.

Neglected sign means a sign that has rust, loose parts, or damage as in missing panels, burned out lights, missing letters or characters, faded from its original color, or supports or framework with missing parts and is generally not maintained.

Nonconforming sign means a sign and its supporting structure which do not conform to all or part of the provisions of this article.

Nonresidential use means any structure or use not included in the definition of "residential use" contained in this article including, but not limited to, a home-builder model home, a temporary sales trailer, and an apartment leasing office.

Notice means a notice required by this article shall be sufficient if it is submitted by personal delivery, registered or certified mail with return receipt requested, and/or sending the notice through the United States Postal Service.

Obscene sign means a sign in which the dominant theme of material taken as a whole appeals to a prurient interest in sex, is patently offensive because it affronts community standards relating to the description or representation of sexual matters, and is utterly without redeeming social value.

Obsolete means no longer produced or used; out of date.

Off-premises sign means a sign that advertises, promotes, or pertains to a business, person, organization, activity, event, place, service, product, etc. at a location other than where the sign is located.

On-premises sign means a sign that advertises, promotes, or pertains to a business, person, organization, activity, event, place, service, product, etc. at the location of which the sign is located.

Outdoor machine sign means a sign located on an outdoor machine, device, or equipment which may include, but is not limited to, coin-operated vending machines, fuel dispensing pumps, telephone facilities, automatic teller machines, automotive vacuum cleaners, amusement rides, and similar machines, devices, or equipment.

Person means any person, firm, partnership, corporation, company, organization, or business entity of any kind.

Pole sign means a sign that is mounted on a single freestanding column, pole, upright, or brace placed in or upon the ground and is not a part of a building.

Political sign means a temporary sign announcing or supporting political candidates or issues in connection with a national, state, or local election.

Portable sign means any sign not permanently attached to the ground or to a building, which is designed to be easily transported or conveyed to different locations. This term includes, but is not limited to, signs on wheels or affixed to trailers or skids, tent signs, sandwich board (A-frame) signs, T-shaped signs, airborne signs, and similar devices.

Premises means a lot, parcel, tract, or plot of land together with the buildings and structures thereon.

Prima facie means accepted as correct until proven otherwise.

Prohibited sign means signs that do not comply with this or other applicable ordinances. Signs that are otherwise not allowed within City boundaries.

Projecting sign means a permanent attached sign that is wholly or partially dependent upon a building for support and extends more than 12 inches from said building, generally at a right angle.

Pylon sign means a permanent freestanding sign that has two or more supports and is permanently affixed to the ground by such supports, but not having the appearance of a solid base.

Residential real estate sign means a temporary sign placed on property indicating that a home or residential property is for sale, rent or lease.

Residential use means a structure where the primary purpose is to provide a permanent place of residence to an individual or family.

Residential yard sign means an on-site temporary residential sign used to publicize or announce information at the discretion of the homeowner or tenant of the property such as, but not limited to, home improvement signs, residential real estate signs, or school affiliation signs.

Restaurant use drive-through sign means a permanent freestanding sign used in conjunction with a drive-through or drive-in for patrons who remain in a vehicle.

Revolving sign means a sign that turns, spins, partially revolves, or completely revolves 360 degrees on an axis.

Right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, waterway, or utility easement in which the City has an interest.

Roof sign means a sign mounted on and supported by the roof portion of a building, above the uppermost edge of a parapet wall and is supported by the building, or a sign that is painted directly upon the roof or top of a building.

Sandwich board (A-frame) sign means a portable sign consisting of two panels of equal size, which are hinged at the top and placed on the ground or pavement so as to be self-supporting.

Scoreboard means a sign located on or adjacent to an athletic field or stadium, which is used to display information pertaining to an event at the field or stadium.

Sculpted aluminum panel means an aluminum sign panel with text or graphic depictions cut out from the panel, typically with a translucent material covering the cut-out from the inner side of the panel.

Searchlight means any use of lighting intended to attract the general public by the waving or moving of light beams.

Sign means any form of publicity or advertising which directs attention to an individual, business, commodity, service, activity, or product, by means of words, figures, numerals, emblems, devices, trade names, or trademarks, or other pictorial matter that communicates information of any kind to the public.

Sign coordination plan means a document used to determine consistency and uniformity among signs, their overall location(s) on a given property, and the relationship of the signs to surrounding existing, proposed, and future improvements.

Special purpose sign district (SPSD) means an overlay district approved by City Council that exclusively addresses sign regulations within a unified development zone.

Strip center means a commercial building comprised of multiple, individual businesses on a single lot where the primary entrance for each tenant is generally accessed from the outside.

Subdivision means the division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale or of building development.

Subdivision entry sign means a sign mounted to a screening wall or engraved into a masonry facade used to identify a residential development.

Total sign area means the total area of a sign, including the display, framework, and base.

Unified development sign means a freestanding permanent sign that is supported from grade to the bottom of the sign, having or appearing to have a solid and opaque base, independent of the principle building or structure, and generally used to identify the name of multiple nonresidential tenants within a unified development zone.

Unified development zone (UDZ) means multiple lots depicted on the same site plan that will be united through common building architecture, building color, building materials, signage, landscaping, access, and parking on contiguous parcels.

Vehicle means a motorized machine on wheels, treads, or runners by which any person, material, commodity, or property is or may be transported.

Vehicular sign means a sign painted upon or applied directly to (including magnetic) any truck, car, bus, trailer, boat, recreational vehicle, motorcycle, or other vehicle. Vehicular signs shall exclude bumper stickers, license plates, and inspection and registration stickers.

Waiver means an official written request to the City Council used to allow exceptions to regulations or requirements of this article.

Wall sign means a sign attached or painted directly to an exterior wall of a building or dependent upon a building for support with the exposed face of the sign located in a place substantially parallel to an exterior building wall to which it is attached or by which it is supported.

Wind device means any pennant flag, streamer, spinner, balloon, feather sign, or similar device made of cloth, canvas, plastic, or any flexible material designed to float or move freely.

Window sign means a sign affixed to any surface of a window (internal or external) or is located within three feet from the interior window of any establishment.

Wood frame sign means a temporary freestanding sign that is used to advertise new or future improvement or the sale of the commercial property on which the sign is located. In no case shall a wood frame sign contain information pertaining to off-premise use. Although wood frame signs are generally constructed of wood, the definition does not exclude metal or plastic signs used for the same purpose.

Sec. 3.06.004. Permit requirements.

- (a) *Permit required.* No sign, other than those listed in section 3.06.012 of this article as exempt from the requirement of permit, shall be constructed, placed, attached, altered, displayed, and/or secured to the ground, any building, and/or any structure, until a permit for such sign has been issued by the Development Services Department of the City . In no event shall a permit be required for any government/regulatory sign, and a government/regulatory sign may be placed in the public right-of-way.
- (b) *Application.*
 - (1) An application for a sign permit may be obtained from the Development Services Department of the City . The administrative official shall complete the review of an application for a sign permit within 30 days of the receipt of said application by the City . A permit shall be approved if a proposed sign conforms to all City ordinances and any currently adopted building codes that may be applicable.
 - (2) A diagram shall be provided showing the location of the sign on the property, any applicable dimensions of the proposed sign, as well as any applicable proposed electrical connections.
 - (3) Any sign may be required to provide engineer sealed plans, at the discretion of the administrative official, upon review.
 - (4) Incorrect information shall be grounds for revocation of the proposed permit.
 - (5) Plan review comments not addressed within 90 days of comments being sent shall result in the voiding of said permit.
- (c) *Fees.*
 - (1) Fees for sign permit applications shall be assessed in accordance with the City's currently adopted fee schedule.
 - (2) Nonprofit organizations are exempt from any applicable permit fees for temporary signage. They are, however, required to obtain a permit (if applicable) and comply with ordinance regulations.
- (d) *Work without a permit.* A fee of two times the amount of the permit fee shall be assessed for any work done without or prior to the issuance of a permit.
- (e) *Permit expiration.*
 - (1) A permit for a sign shall expire if the construction of said sign is not completed and inspected within 180 days from the date the permit is issued.
 - (2) Additional time may be approved by the administrative official with just cause, upon receipt of written request prior to expiration of said permit.
 - (3) Upon expiration of a sign permit, any work conducted will therefore be considered as work without a permit and shall be removed per section 3.06.011(b) of this article or shall be re-permitted with additional fees to be assessed.

Sec. 3.06.005. Sign contractor registration.

- (a) *Requirement.* A sign contractor who is registered with the City under this section is authorized to install, construct, or maintain any sign within the City as well as contract for such service. To be registered under this section, a sign contractor shall submit a contractor registration form, along with a valid state trade license (when applicable), a valid photo identification card, and proof of general liability insurance to the Development Services Department. A registration will be processed if all requirements of City ordinances are met.

- (b) *Timeframe.* A registration is valid for the calendar year in which it is submitted.
- (c) *Fees.* Please refer to the City's currently adopted fee schedule for any applicable registration fees.
- (d) *Violations.* The registration of any sign contractor may be cancelled at the discretion of the Administrative Official, when such contractor repeatedly violates the requirements of this article. Conviction in court, whether appealed or not, on two or more violations over a period of 12 months, shall constitute evidence of repeated violation. Any registration thus cancelled shall not be renewed for such contractor, or anyone operating in collaboration with such contractor, until all such violations have been corrected. Once violations have been corrected and approval has been received by the administrative official, the contractor's registration may be renewed upon furnishing the bond required in section 3.06.006.

Sec. 3.06.006. Sign contractor certificate of insurance/bond.

- (a) *Requirement.* No registration for the installation, placement, and/or maintenance of signs shall be issued to any person nor shall any person install, place, or maintain any sign until such person has provided proof of general liability insurance in the amount of \$100,000.00 to the administrative official or filed with the City Secretary a surety bond in the sum of \$5,000.00. Such bond shall be approved by the City Manager and shall be conditioned for the installation and/or construction of signs in accordance with the ordinances of the City and the laws of the state. Said bond shall provide for the indemnification of the City for any and all damages or liability which may accrue against it by reason of faulty installation, construction, demolition, repair, removal, defects in, or collapse of any sign for a period of one year after construction or for such a period of time that said sign is maintained or serviced under the direction of the maker of such bond, whichever is longer. Such bond shall further provide for the indemnification of any person who shall, while upon public property or in any public place, incur damage for which the principal name in the bond is legally liable.
- (b) *Cancellation.* When any sign contractor's license has been cancelled as provided in section 3.06.005(d), such license shall not be renewed until the contractor furnishes an additional bond in the amount of \$5,000.00 guaranteeing compliance with the provisions of this article. Said bond will be in place for a period of two years following the renewal of the license and shall be provided on a form approved by the City Attorney.

Sec. 3.06.007. Inspections.

- (a) *Compliance inspections.* All signs that require a permit be obtained prior to construction shall require inspection by the administrative official as indicated on the City -approved permit and/or plan set.
- (b) *Periodic inspections.* The administrative official reserves the right to perform periodic inspections of all signs regulated by this article. The purpose of the inspection is to ascertain whether the same is obsolete, unsafe or insecure, dilapidated or deteriorated, and to ensure that the sign has been constructed in accordance with applicable ordinances, and any applicable permits. The method and time of such inspections shall be determined by the administrative official.
- (c) *Notice of noncompliance.* If the administrative official determines that any sign is unsafe, insecure, dilapidated, or deteriorated, he shall give written notice to remove or replace said sign to the person or persons responsible, in accordance with this article.
- (d) *Order of removal.*
 - (1) If the permit holder, owner of the sign, or owner of the property on which the sign is located fails to remove or repair the sign within ten days after said notice or fails to file an allegation of error in accordance with this article, the administrative official is hereby authorized to cause the removal of such sign.
 - (2) Any expense incident to the removal of said sign shall be paid by the permit holder, owner of the sign, or owner of the property on which the sign is located.

- (3) Nothing contained herein shall prohibit the immediate removal, without notice, of any sign or portion of a sign, which is determined by the administrative official to be an immediate threat or danger to the health, safety, and general welfare of the public.
- (4) The removal of the sign or portion of the sign shall be limited to the extent necessary to eliminate the threat to the health, safety, and general welfare of the public.
- (5) The City is authorized to file a lien against any property, which is not otherwise exempt, to recover expenses incurred by the City for the removal of a sign or portion of a sign from a property.

Sec. 3.06.008. Sign specifications and design.

- (a) *Compliance.* All sign structures shall comply with this article, the zoning ordinance for the City, the building code as currently adopted, the National Electrical Code as currently adopted, and other City ordinances. If the standards as described herein are more restrictive, the provisions of this article shall apply.
- (b) *Visibility.* All signs shall observe all visibility requirements. Signs shall not be placed within visibility triangles, corner clips, or V.A.M. (visibility, access, and maintenance) easements. No sign shall be constructed or displayed in such a manner as to interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device.
- (c) *Restrictions.* Unless otherwise permitted within this article, no person shall post or cause to be posted, attach, or maintain any sign:
 - (1) Upon any City-owned property or right-of-way except in accordance with V.T.C.A., Election Code, §§ 61.003 and 85.036, as amended; however, signs may be placed within one foot of any adjacent Texas Department of Transportation right-of-way property line.
 - (2) Upon any utility easement. Should a property owner be able to demonstrate to the administrative official and/or utility company that there is no other viable location, a sign may be located within the utility easement, subject to written approval from the administrative official and/or utility company, and a letter provided by the property owner releasing the City of any liability for repair or replacement of a sign damaged as a result of work occurring within said utility easement;
 - (3) Upon any tree, publicly owned light pole, or any utility pole or structure;
 - (4) Upon any fence, railing, or wall, except in accordance with section 3.06.012(2)(M);
 - (5) Upon any sidewalk within the right-of-way or a sidewalk easement, curb, gutter, or street, with the exception of house numbers or fire lane designations;
 - (6) Upon or to the supporting members of any fire escape, nor shall it be guyed to or supported by any portion of the fire escape;
 - (7) No sign shall be constructed closer than two feet from any telephone cable, power line, or any streetlight standard;
 - (8) No sign shall be constructed as to block, partially block, or interfere in any way with a required means of egress from any building or window;
 - (9) No sign shall block, interfere, or otherwise hinder pedestrian or vehicular traffic on a public sidewalk, a public thoroughfare, a fire lane easement, or a driveway required to access parking; and
 - (10) Signs constructed of glass or other material, which may shatter upon impact, are prohibited over public right-of-way.
- (d) *Multiple signs on a property or building.* The permitting of a sign on a property or building shall not prevent the permitting of other types of signs on a property or building unless the signs are expressly prohibited herein.

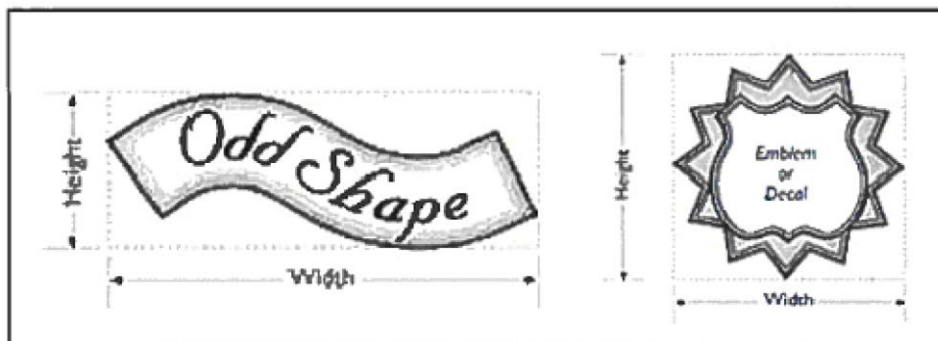
Sec. 3.06.009. Sign measurement.

(a) *Area.* The area of a sign shall be measured as follows:

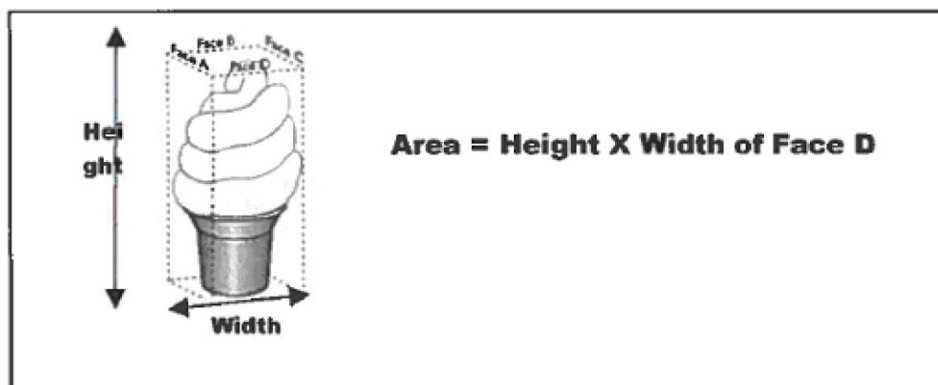
- (1) For signs in the shape of a square, rectangle, circle, or similar standard geometric shape, the area shall be calculated by using the standard mathematical formula (height multiplied by width, 3.14 multiplied by radius squared, etc.).



- (2) For signs with an irregular shape, the area shall be measured by drawing a box around the entire body of the sign, enclosing the sign elements with four intersecting lines and using the standard mathematical formula (height multiplied by width).

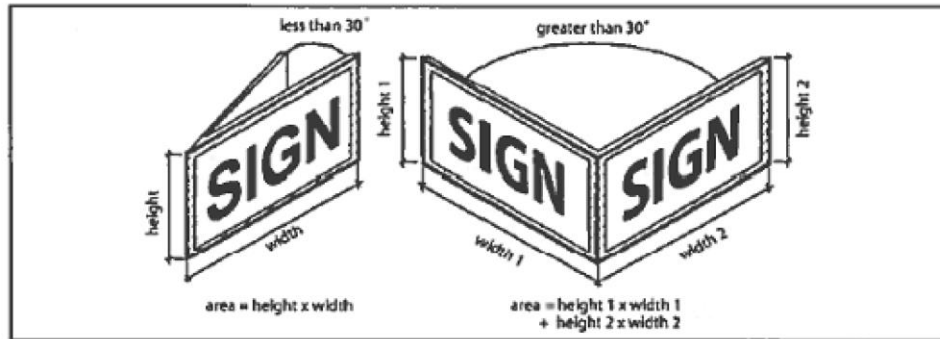


- (3) The area of a spherical, cylindrical, or other three-dimensional sign shall be measured by calculating the area of a two-dimensional drawing of the largest elevation of the sign.



- (4) Where a sign has two faces, the area of the largest sign face shall be used to determine the area of the sign provided the two faces are within 30 degrees from parallel. Where a sign has two or more faces

that are greater than 30 degrees from parallel, the sign area shall either be calculated as the sum of the area of each face, or the sign will constitute two signs (a V-shaped sign).

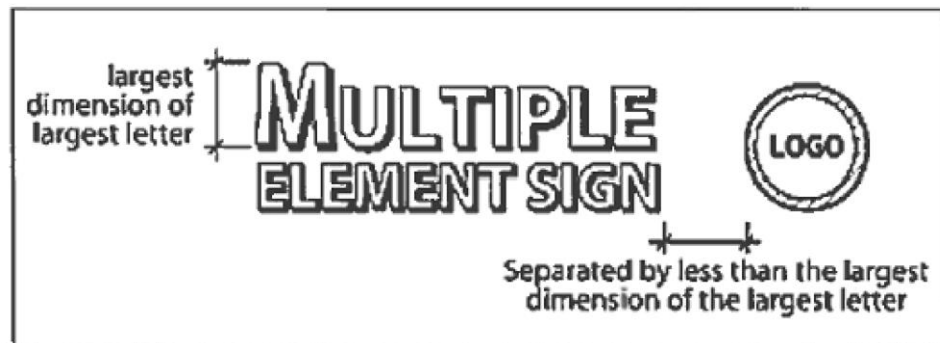


- (5) Letters forming a word or name shall be considered a single sign, regardless of the spacing between letters.

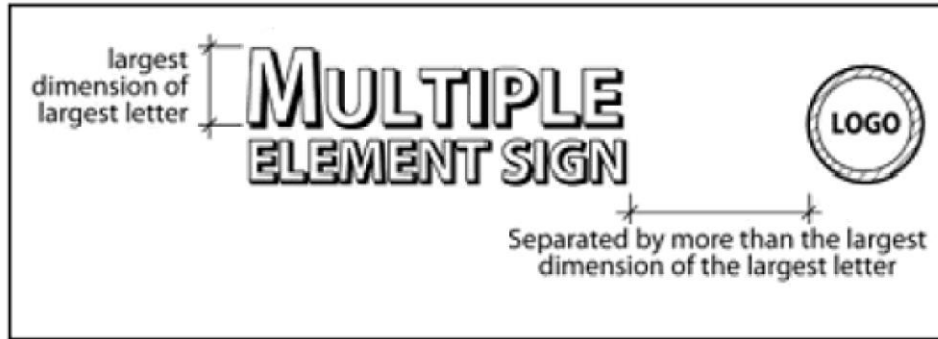


(b) *Multiple elements.*

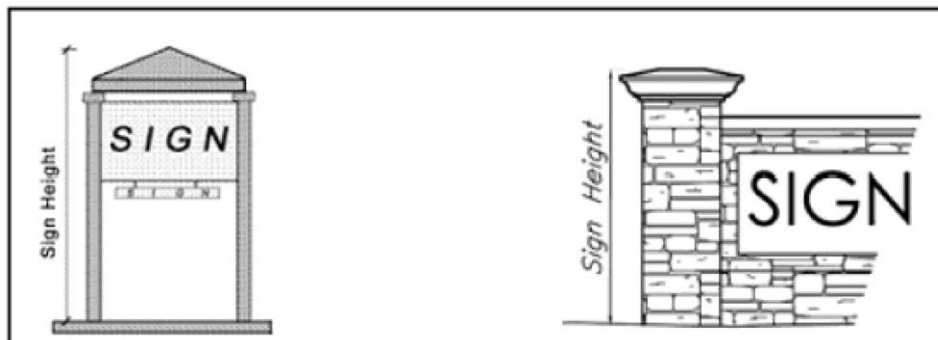
- (1) When two or more separate items in a sign are separated horizontally or vertically by less than the width or height of the largest letter, the items shall be considered a single sign and the area shall be determined by measuring the area enclosing the sign elements with straight, intersecting lines.



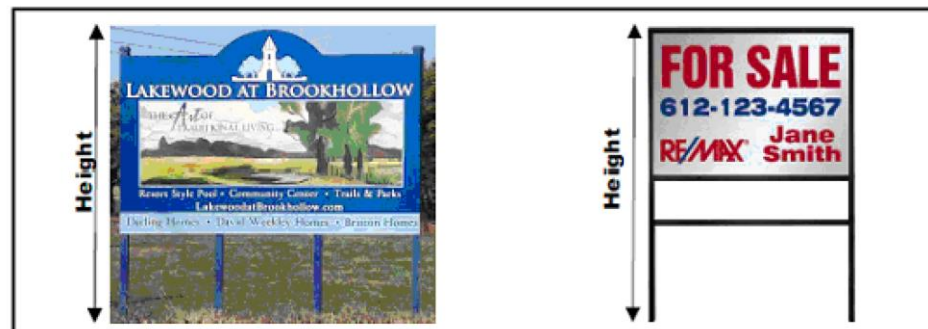
- (2) When two or more separate items in a sign are separated horizontally or vertically by more than the width or height of the largest letter, the items shall be considered separate signs and the area shall be determined individually.



- (c) *Height.* The height of all signs shall be measured from the top edge of the sign and/or support structure to the average finished grade of the ground below the sign and/or support structure. If a sign is located on a mound, berm, or other raised area for the sole purpose of increasing the height of the sign, the height of the mound, berm, or other raised area shall be included in the height of the sign.



- (d) *Supports.* The supports of a freestanding sign shall not be included in calculating the area of the sign, but shall be included in the measurement of the height of the sign.



Sec. 3.06.010. Prohibited signs.

The following signs are specifically prohibited:

- (1) Abandoned signs;
- (2) Merchandise displays, except as authorized by the zoning ordinance;
- (3) Billboard signs;
- (4) Graffiti;
- (5) Portable signs, unless specifically permitted within this article;

- (6) Revolving/mechanical signs;
- (7) Wind devices, excluding:
 - (A) Flags and banners as authorized by this article; and
 - (B) Feather signs displayed on non-residential property and in accordance with the following requirements for the feather sign: no more than 25 square feet per face, and no more than 50 square feet total surface; no more than 8 feet in height measured from the ground at base; 3 signs per premise at any one time; may not be displayed more than 60 days, and no display more than 2 times per year; and must be located more than 300 feet from any other portable sign. For purposes of this section, "feather sign" means a flexible or rigid pole to which one side of a flexible fabric, generally in the shape of a feather or similar shape, is attached and which is used for the primary purpose of advertising, way-finding or attention-getting by the public. Feather signs are also known under the names which include, but are not limited to, quill signs, banana banners, flutter banners, flutter flags, bowflags, and teardrop banners. A permit is required for any feather sign subject to this provision.
- (8) Obscene signs;
- (9) LED, string or similar lighting outlining windows, doors, or other similar building features;
- (10) Skylights/searchlights, beacons, or laser lights, unless used in conjunction with a City authorized special event; and
- (11) Other signs:
 - (A) Signs which move and/or are animated by means of flashing, traveling, or blinking lights, or other means not providing constant illumination, unless specifically allowed herein;
 - (B) Any sign which emits audible sound, odor, or smoke;
 - (C) Any lighted sign placed or displayed within 150 feet of a residentially zoned property, or designated as residential on the future land use plan, unless the lighting is shielded from view of the residential property and indirect light does not exceed 0.3 footcandles above ambient light conditions at the property line, as measured using a footcandle meter in a horizontal position at an approximate height of three feet above grade;
 - (D) Any sign placed on any traffic-control device or utility support structure or pole, or over public right-of-way or other public property, unless the sign is placed by the City, county, state, or other authorized governmental agency, or with the permission of the City, for public purposes, unless permitted within this article;
 - (E) Temporary signs remaining after expiration of permit issued by the City;
 - (F) Off-premises signs, unless specifically permitted within this article;
 - (G) Any sign placed without a permit, either prior to or after the adoption of this article, if a permit is required; and
 - (H) Any sign not referenced within, or governed by this article.

Sec. 3.06.011. Removal/impoundment of noncompliant signs.

- (a) *Notification.* All signs listed in this section and other prohibited or noncompliant signs shall be considered a public nuisance and are prohibited by this article. Upon identification of any prohibited sign, the administrative official shall provide written notification of the violation to the owner of the property on which the prohibited sign is located and/or the permittee of the sign. The notification shall state that the offending sign shall be removed by the property owner, agent, or person having beneficial use of the land,

building, or structure upon which such sign is located within the time period prescribed by the administrative official. The notification shall further state that if the prohibited sign is not removed within a specific time frame (not to exceed ten days) a citation may be issued and the City may resort to any civil remedy available. If any sign is determined to present an immediate danger to the health, safety, and general welfare of the public, the City shall remove it immediately. Within ten days of the removal of the sign, the City shall notify the owner of the property on which the sign was located of the reason(s) for removal of the sign.

- (b) *Expired signs.* Signs authorized by a sign permit with an expiration date shall be removed promptly upon the date of expiration. Signs remaining after the date of expiration shall be deemed prohibited. The sign permit listing the expiration date shall be considered adequate notice of violation.
- (c) *Failure to comply.* It shall be unlawful for any person, firm, or corporation receiving such written notice or having an expired permit to fail to comply with the direction of the notice. In the event that there is failure to comply with such notice, provided under subsection (a), the administrative official is hereby authorized to cause the removal and impoundment of said sign. Any expenses incident to the removal of said sign shall be the responsibility of the owner, agent, or person having beneficial use of the land, building, or structure upon which said sign was located.
- (d) *City-owned property.* If a sign is placed within the public right-of-way or on a City-owned property in violation of this article, the sign shall be immediately removed and impounded.

Sec. 3.06.012. Criteria for permissible signs.

The following signs are permissible, subject to the following conditions and the specifications listed in section 3.06.008 of this article. Signs that do not comply with the following conditions and specifications or are not covered within this article are considered prohibited.

(1) *Attached signage.*

(A) *Awning sign.*

(i) *Location.*

- a. Permitted in conjunction with nonresidential uses or in a residential zoning district for apartment uses for which a building permit and/or certificate of occupancy has been issued.
- b. The supporting structure may not extend into or over the street right-of-way.
- c. No building shall have both a wall sign and an awning sign on the same building face.



- (ii) *Maximum effective sign area.* Seventy-five percent of the width of the awning.
- (iii) *Maximum height.* Four feet from base of awning.
- (iv) *Minimum clearance.* Nine feet in height above sidewalk or walkway.

(v) *Design.*

- a. Canvas, metal, wood, or other material approved by the administrative official.
- b. Minimum height for text or graphic elements shall be six inches.
- c. The awning shall be secured to the building and may not move in any manner.

(vi) *Permit required.* Yes. A sign reface requires a separate permit.(vii) *Fees.* Per the City's currently adopted fee schedule.(B) *Banner sign.*(i) *Location.*

- a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued.
- b. All four corners shall be securely attached to the front, side, or rear surfaces of a building, excluding banners located on public school property and banners located within the area designated as the "Old City District" in the City's future land use plan.
- c. Shall not face a residential neighborhood unless separated by a major or minor thoroughfare.

(ii) *Maximum total sign area.* Forty-eight square feet. The width of the banner sign shall not exceed the storefront width.(iii) *Minimum clearance.* Nine feet in height above sidewalk or walkway, when installed in a location that may restrict pedestrian travel.(iv) *Maximum number of signs.* One at any given time for any given business.(v) *Maximum number of occurrences/year.* Three two-week periods per business per calendar year, can be consecutive.(vi) *Exceptions.*

- a. A business is permitted to have one banner sign prior to the receipt of a certificate of occupancy for a period not to exceed six weeks. Shall not be counted against the allowances provided above.
- b. One banner sign shall be permitted in connection with a special event permit that has been approved by the City .
- c. Religious organizations that operate in a school or other temporary facility may place a banner during times of worship. The banner cannot be placed earlier than two hours prior to worship and shall be removed no later than two hours

after worship. This banner shall not count against the businesses' annual allowance.

(vii) *Timeframe.*

- a. Each permit is valid for a two-week period.
- b. Prior to business certificate of occupancy: Permit shall be issued after issuance of a building permit and within six weeks after the issuance of the certificate of occupancy for a period not to exceed two weeks.
- c. Special event banner: Maximum 21 days.

(viii) *Removal.*

- a. Shall be removed on the day of the expiration of the permit.
- b. Special event banner: Within 24 hours after the event.

(ix) *Permit required.* Yes.

(x) *Fees.* Per the City's currently adopted fee schedule.

(C) *Blade sign.*

(i) *Location.*

- a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued.
- b. Shall be located in the visual path of pedestrians, under covered walkways within a development.



(ii) *Maximum total sign area.* Three square feet.

(iii) *Maximum height.* Eighteen inches.

(iv) *Minimum clearance.* Nine feet above sidewalk or walkway.

(v) *Maximum number of signs.* One per tenant per elevation.

(vi) *Design.* The upper edge of a blade sign shall not extend vertically above the eave line of a structure.

(vii) *Lighting.* All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.

(viii) *Support.* Shall be supported from the top edge of the sign in an approved manner.

(ix) *Permit required.* No, but shall comply with the above conditions and specifications listed in section 3.06.008.

(D) *Canopy sign.*(i) *Location.*

- a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued.
- b. Shall be attached to the face of the canopy band that is parallel to a public street.
- c. Shall not project more than 12 inches from said band, and shall not project above, below, or beyond the edge of said band.

(ii) *Maximum effective sign area.*

- a. Forty-five square feet.
- b. No greater than 50 percent of the length of any one side of the canopy band shall be used for signage.

(iii) *Maximum height.* Three feet.(iv) *Maximum number of signs.* One per public street frontage.(v) *Design.* Shall only contain the name and/or logo of the company. Pricing and/or sale specials are prohibited.(vi) *Lighting.*

- a. Canopy signs may only be internally lit.
- b. All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
- c. Illuminated signs shall not operate at brightness levels of more than 0.3 footcandles above ambient light conditions at the property line, or at a distance equal to the square root of the area of the sign $\times 100$ (see formula below); whichever is closer to the sign, as measured using a footcandle meter. Illumination levels shall be measured at an approximate height of three feet above grade.

$$\sqrt{(\text{Area of Sign in Sq. Ft.} \times 100)}$$

- d. No sign or associated luminaire shall create light spillover of more than 0.1 footcandles at any property line within or bounding a residential use or residential district.

(vii) *Canopy banding.* Refer to the City's zoning ordinance as it exists or may be amended.

(viii) *Permit required.* Yes.

(ix) *Fees.* Per the City's currently adopted fee schedule.

(E) *Construction fence sign.*

(i) *Location.* Permitted in conjunction with nonresidential uses for which a building permit has been issued.



(ii) *Maximum effective sign area.*

- a. When printed directly onto the fence or barrier's screening fabric: One hundred twenty-eight square feet.
- b. When not printed directly onto the fence or barrier's screening fabric: Ninety-six square feet.

(iii) *Maximum height.* Eight feet.

(iv) *Maximum number of signs.*

- a. One per major street thoroughfare per property.
- b. When a property has more than one major thoroughfare, one temporary construction fence sign may be placed along each major thoroughfare.

(v) *Minimum spacing between signs.* A property with more than 200 feet of major thoroughfare frontage is entitled to place one additional temporary construction fence sign with a minimum separation of 200 feet between each temporary construction fence sign.

(vi) *Design.* Temporary construction fence signs that are not printed directly onto the fence or barrier's screening fabric shall be attached to the temporary fence or barrier with an approved rigid backing material that is securely affixed to the fence or barrier.

(vii) *Permitting stipulation.* Graphics, symbols, text or images shall advertise or depict only what is permitted and planned to be conducted, sold or offered on the premises on which the temporary fence or barrier is located.

(viii) *Removal.*

- a. Shall be removed prior to the issuance of a certificate of occupancy for the building on the property or the completion of construction.
- b. Where the property has multiple buildings with outstanding building permits, the temporary construction fence sign must be removed upon the earlier of:

1. The expiration or termination of all such outstanding building permits; or
2. Prior to the issuance of a certificate of occupancy for the last such building on the property.

(ix) *Permit required.* Yes.

(x) *Fees.* Per the City's currently adopted fee schedule.

(F) *Outdoor machine sign.*

(i) *Location.*

- a. Shall be directly attached to and flat, not projecting, from a machine.
- b. May be attached to a canopy, however, said canopy shall be attached as a part of a machine.
- c. Shall not obstruct pedestrian or vehicular travel.



(ii) *Lighting.* All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.

(iii) *Permit required.* No, but shall comply with the above conditions and specifications listed in section 3.06.008.

(G) *Projecting sign.*

(i) *Location.*

- a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued.
- b. May project into right-of-way but shall be located a minimum of three feet from back of curb of any adjacent street or drive.



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- (ii) *Maximum total sign area.* Twelve square feet.
 - (iii) *Minimum clearance.* Nine feet above sidewalk or walkway.
 - (iv) *Maximum number of signs.* One per tenant per elevation.
 - (v) *Design.*
 - a. Minimum height for text or graphic elements shall be six inches.
 - b. Shall not extend above a building wall.
 - c. May extend no more than three feet from the facade of a building.
 - (vi) *Lighting.* All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
 - (vii) *Support.* Shall be supported from the side edge of the sign in an approved manner.
 - (viii) *Permit required.* Yes. A sign reface requires a separate permit.
 - (ix) *Fees.* Per the City's currently adopted fee schedule.
- (H) *Roof sign.*
- (i) *Location.* Permitted in conjunction with commercial and industrial uses for which a building permit and/or certificate of occupancy has been issued.
 - (ii) *Maximum effective sign area.* 200 square feet in commercial zoning districts; 300 square feet in industrial zoning districts.
 - (iii) *Maximum height.* Ten feet from top of roof, not to exceed a total distance of 40 feet from the ground.
 - (iv) *Lighting.* All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
 - (v) *Maximum number of signs.* One for each main structure.
 - (vi) *Permit required.* Yes.
 - (vii) *Fees.* Per the City's currently adopted fee schedule.
- (I) *Vehicular sign.*
- (i) *Location.*
 - a. In nonresidential zoning districts, shall not be used primarily as static displays, to advertise products and/or services, storage, shelter, or distribution points for commercial products and/or services for the general public.
 - b. During periods of inactivity, such vehicle with a sign may not be parked in the right-of-way or placed in a manner that the sign is readily visible from adjacent public rights-of-way.
 - c. "For sale" signs placed in or on vehicles when the vehicle is parked or placed in a manner that the sign is readily visible from adjacent public rights-of-way are prohibited with the exception that one vehicle containing a "for sale" sign parked or placed at an occupied single-family, two-family, townhome, or multifamily dwelling unit is allowed.
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- (ii) *Design.* The signs shall be painted upon or applied directly to an integral part of the vehicle.
 - (iii) *Maintenance.* The vehicle shall be in operating condition, currently registered and licensed to operate on public streets, and actively used in the daily function of the business to which such sign relates.
 - (iv) *Permit required.* No, but shall comply with the above conditions and specifications listed in section 3.06.008.
- (J) *Wall sign.*
- (i) *Location.*
 - a. Permitted in conjunction with commercial or industrial uses for which a building permit and/or certificate of occupancy has been issued.
 - b. Shall not be allowed on any facade (other than the main front of the building) that faces property zoned or designated on the future land use plan, for single-family uses, if the sign is within 150 feet of the property line of said residential property.
 - c. For a single-tenant building, only two facades of the building may contain wall signs. For a multi-tenant building, each tenant shall be limited to a wall sign on no more than two façades, with no wall sign permitted on any façade that does not front on an entrance, public thoroughfare or interior roadway within a development.



- (ii) *Maximum effective sign area.*
 - a. The total of all effective sign area on each facade, shall not exceed 40 percent of any facade. In no instance shall a wall sign exceed the maximum height limitations noted in subsection (iii) below.
 - b. Any background area shall be included as part of the sign and shall be included in the calculation of the effective sign area.
 - c. Tenant within a strip center: Shall be measured by the size of the facade of the tenant space.
 - d. Signage for a multi-tenant building with a single entry: 500 square feet.
- (iii) *Maximum height.* Height of a wall sign shall not project above the roofline of a structure.

- (iv) *Maximum number of signs.* Unlimited, however, the individual sign heights may not exceed what is allowed in subsection (ii) above and the total combined area cannot exceed what is allowed in subsection (ii) above.
- (vi) *Design.*
 - a. When projections on the wall face prevent the placement of the sign flat against the wall face, the space between the back of the sign and the wall shall be closed at the top, bottom, and ends with incombustible materials.
 - b. In no case shall an attached sign project above the roofline or parapet wall of any building. Signs shall be no closer vertically to the eave of the roofline or overhang than the predominant height of the text or graphic elements.
 - c. Per the administrative official, signs shall not overwhelm the section of the building facade on which it is placed.
- (vii) *Permit required.* Yes.
- (viii) *Fees.* Per the City's currently adopted fee schedule.
- (K) *Window sign.*
 - (i) *Location.*
 - a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued.
 - b. Shall be affixed to any surface of a window (interior or exterior) or within three feet of the interior window glazing.



- (ii) *Maximum total sign area.* Twenty-five percent of the total window area per facade/elevation per tenant.
- (iii) *Lighting.*
 - a. Illuminated window signs shall not be allowed within three feet of the interior window glazing with the exception of open/closed signs.
 - b. All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
- (iv) *Exceptions.* Addresses, open/closed signs, hours of operation, and window signs required by the City are exempt from meeting the maximum sign area criteria as required in this section of this article.
- (v) *Permit required.* No, but shall comply with the above conditions and specifications listed in section 3.06.008.

(2) *Freestanding signage.*(A) *Development sign.*(i) *Location.*

- a. Shall be located a minimum of 15 feet from any property line; however, a one foot minimum setback from the front property line shall be allowed within the area designated as the Downtown in the City's Downtown Master Plan.
- b. Shall not face a residential neighborhood, unless separated by a major thoroughfare.

(ii) *Maximum effective sign area.* Thirty-two square feet.(iii) *Maximum height.* Eight feet.(iv) *Maximum number of signs.*

- a. One per property per street frontage.
- b. A platted single-family or two-family subdivision shall be considered a single property for the purpose of this section.

(v) *Minimum spacing between signs.* Two hundred feet.(vi) *Design.*

- a. May be constructed of wood, metal, plastic, or equivalent durable material.
- b. Shall have attached, written, or painted in a weatherproof manner the date of placement and the permit number of the sign, in letters not less than one inch in height, in a conspicuous place thereon.

(vii) *Permitting stipulation.* Single-family, two-family, or future land use plan designation: Shall not be located on a lot that contains a structure.(viii) *Removal.*

- a. Single-family, two-family, or future land use plan designation: The sign shall be removed upon the completion of the building final inspection for 95 percent of the homes within the single-family or two-family subdivision being advertised.

- b. Agricultural, multifamily, or nonresidential zoning, or future land use plan designation: The sign shall be removed prior to the issuance of the certificate of occupancy for any building on the property or 90 percent of finish out spaces within a shell building on the property.
 - (ix) *Permit required.* Yes.
 - (x) *Fees.* Per the City's currently adopted fee schedule.
- (B) *Downtown sign.*
 - (i) *Location.*
 - a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued within the area designated as the Downtown in the City's Downtown Master Plan.
 - b. Shall be located a minimum of one foot from any property line.



- (ii) *Maximum effective sign area.* Twenty square feet.
 - (iii) *Maximum height.* Six feet.
 - (iv) *Design.* The supporting structure shall be constructed of wood-plastic composite, metal, or plastic and painted to match the front building facade of the principal building on the same lot.
 - (v) *Lighting.*
 - a. May only be illuminated utilizing a ground lighting source where the light itself and supporting structure are not visible from any public right-of-way.
 - b. Lighting fixtures shall not cast light or glare in any direction other than on the elements of the sign.
 - c. All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
 - (vi) *Maximum number of signs.* One per street frontage per lot.
 - (vii) *Minimum spacing between signs.* Seventy-five feet.
 - (viii) *Permitting stipulation.* Shall not be permitted on the same lot as a monument or unified development sign.
 - (ix) *Permit required.* Yes.

(x) *Fees.* Per the City's currently adopted fee schedule.

(C) *Flags.*

(i) *Location.*

- a. Permitted in conjunction with any use for which a building permit and/or certificate of occupancy has been issued.
- b. Shall be located only on private real property with the consent of the property owner.
- c. No flag shall be placed in or encroach over or onto any public right-of-way or median and shall not be attached to fences or trees.
- d. Residential: Shall be placed in ground in the front or rear yard of the lot or attached to the primary structure.



(ii) *Maximum total area.*

- a. Residential: Forty square feet.
- b. Nonresidential: Sixty square feet.

(iii) *Maximum height.*

- a. Residential: Thirty feet.
- b. Nonresidential: Forty feet.

(iv) *Maximum number of flags.*

- a. Residential: Three.
- b. Nonresidential: Three.

(v) *Lighting.* All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.

(vi) *Support.* Flagpoles over 20 feet in height require a professional contractor to install.

(vii) *Permit required.* No, but shall comply with the above conditions and specifications listed in section 3.06.008.

(D) *Human sign.*

(i) *Location.*

- a. Shall be located on private property.
- b. Shall not be located within a distance of 300 feet from an intersection of two public streets or thoroughfares for the purpose of traffic and pedestrian safety.
- c. May not hold or carry any prohibited signs.



(ii) *Maximum effective sign area.* Six square feet.

(iii) *Exceptions.* Signs may not be placed or propped on the ground or against any structure or the sign will be considered prohibited.

(iv) *Timeframe.* Between the hours of 7:00 am and 8:00 pm.

(v) *Permit required.* No, but shall comply with the above conditions and specifications listed in section 3.06.008.

(E) *Incidental sign.*

(i) *Location.*

- a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued.
- b. Minimum 20-foot setback from front property line.
- c. Side and rear setback shall be equal to the height of the sign.
- d. Shall be attached to the ground.



- (ii) *Maximum effective sign area.* Five square feet.
- (iii) *Minimum base size.* Twelve inches.
- (vi) *Maximum height.* Thirty inches.
- (v) *Maximum number of signs.* Two per acre per lot, additional may be approved through a sign coordination plan as referenced in section 3.06.013.
- (vi) *Minimum spacing between signs.* Fifty feet.
- (vii) *Design.*
 - a. The design, materials, and finish of the base shall match those of the front building facade of the primary structure on the same lot.
 - b. If part of an SPSPD, the base shall be consistent with the building elements and materials of the unified development signs and monument signs on the same lot.
- (viii) *Lighting.*
 - a. All lighting shall comply with the currently adopted National Electrical Code.
 - b. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
 - c. Illuminated signs shall not operate at brightness levels of more than 0.3 footcandles above ambient light conditions at the property line, or at a distance equal to the square root of the area of the sign $\times 100$ (see formula below); whichever is closer to the sign, as measured using a footcandle meter. Illumination levels shall be measured at an approximate height of three feet above grade.
$$\sqrt{(\text{Area of Sign in Sq. Ft.} \times 100)}$$
 - d. No sign or associated luminaire shall create light spillover of more than 0.1 footcandles at any property line within or bounding a residential use or residential district.
- (ix) *Permit required.* No, but shall comply with the above conditions and specifications listed in section 3.06.008.

(x) *Fees.* Yes, per currently adopted fee schedule.

(F) *Inflatable sign.*

(i) *Location.*

- a. Permitted in conjunction with nonresidential uses for which a certificate of occupancy has been issued.
- b. Shall not be located within required parking spaces, driveways that provide access to parking spaces, or fire lanes, nor shall the sign or its securing devices encroach into the right-of-way.
- c. Shall be secured directly to, and not suspended from the ground.
- d. Shall not be placed on a roof or suspended from a building.



(ii) *Maximum effective sign area.* Forty-eight square feet.

(iii) *Maximum height.* Thirty feet.

(iv) *Maximum number of signs.*

- a. One per lot for the life of the business.
- b. If located within a UDZ, a maximum of one is allowed within a UDZ at any given time.

(v) *Minimum spacing between signs.* Two hundred feet.

(vi) *Permitting stipulation.* May only be utilized within eight weeks of a business obtaining a certificate of occupancy.

(vii) *Timeframe.* Permit is valid for two weeks.

(viii) *Removal.* Shall be removed on the day of the expiration of the permit.

(ix) *Permit required.* Yes.

(x) *Fees.* Per the City's currently adopted fee schedule.

(G) *Monument sign.*(i) *Location.*

- a. Single tenant monument sign: Permitted in conjunction with nonresidential uses or on a lot containing a multifamily use for which a building permit and/or certificate of occupancy has been issued.
- b. Multi-tenant monument sign: Permitted in conjunction with multiple nonresidential uses established on one lot for which a building permit and/or certificate of occupancy has been issued.
- c. Single tenant/multitenant monument sign:
 1. Allowed on the same lot as a unified development sign, but the total number of unified development signs and single tenant/multitenant monument signs shall not exceed the total number of lots located within the UDZ unless additional single tenant/multitenant monuments or unified development signs are allowed in accordance with subsection (v) below and subsection (2)(N)(v) below.
 2. Shall be located a minimum of 15 feet from any property line; however, a one foot minimum setback shall be allowed within:
 - (a) The area designated as the "Old City District" in the City's future land use plan.
- d. Model home monument sign:
 1. Permitted in conjunction with a model home or sales trailer on a residentially zoned property for which a building permit and/or building final has been issued.
 2. Minimum ten foot setback from front, side and rear property lines. The front setback may be reduced to three feet for townhome lots, but the sign shall not block visibility on a corner lot.

(ii) *Maximum total sign area.*

- a. Single tenant monument sign: Sixty-four square feet.
- b. Multitenant monument sign: Eighty square feet.
- c. Model home monument signs: Twenty-four square feet.

(iii) *Minimum base size.* Twelve inches.(iv) *Maximum height.*

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- a. Single tenant monument sign: Eight feet.
 - b. Multitenant monument sign: Ten feet.
 - c. Model home monument sign: Four feet.
 - (v) *Maximum number of signs.*
 - a. Single tenant/multitenant monument sign: One per street frontage per lot.
 - b. Model home monument sign: One per lot that a model home or sales trailer is constructed upon. A maximum of two lots per builder in a platted single-family or two-family subdivision are allowed to have a model home monument sign installed.
 - (vi) *Minimum spacing between signs.* Where more than one sign is allowed on a lot, the minimum spacing required is 150 feet. The distance required between any two monument signs on adjacent properties is 75 feet.
 - (vii) *Design.*
 - a. Shall be constructed of the same primary masonry materials as the front building facade of the principal building on the same lot and shall be of similar architectural style. Except for model home monument signs, all monument signs shall contain a minimum one foot masonry with mortar border around all sides.
 - b. Monument signs shall be consistent with the building elements and materials of the unified development signs and incidental signs within a UDZ. Architectural embellishments may be considered through the review of the sign coordination plan, as defined in section 3.06.013.
 - c. Blank panels shall be installed on monument signs where tenant panels are absent.
 - (viii) *Lighting.*
 - a. Single tenant/multitenant monument sign:
 - 1. May only be illuminated utilizing internal lighting, with the exception of sculpted aluminum panels.
 - 2. For sculpted aluminum panels, a ground lighting source where the light itself and supporting structure are not visible from any public right-of-way may be used.
 - 3. A light detection device and/or photocell sensor shall be installed as part of the sign to ensure the sign's brightness is automatically dimmed according to ambient light conditions.
 - 4. No sign adjacent to a thoroughfare shall create a light nuisance or an impairment of vision creating a hazard for vehicular or pedestrian traffic.
 - b. Model home monument sign: May only be illuminated utilizing a ground lighting source where the light itself and supporting structure are not visible from any public right-of-way.
 - c. Lighting fixtures shall not cast light or glare in any direction other than on the elements of the sign.
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- d. All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
 - e. Illuminated signs shall not operate at brightness levels of more than 0.3 footcandles above ambient light conditions at the property line, or at a distance equal to the square root of the area of the sign $\times 100$ (see formula below); whichever is closer to the sign, as measured using a footcandle meter. Illumination levels shall be measured at an approximate height of three feet above grade.

$$\sqrt{(\text{Area of Sign in Sq. Ft.} \times 100)}$$
 - f. No sign or associated luminaire shall create light spillover of more than 0.1 footcandles at any property line within or bounding a residential use or residential district.
- (ix) *Changeable electronic message/reader board component.* Only allowed on single tenant monument signs located on lots adjacent to a major thoroughfare.
- a. Maximum 50 percent of the effective sign area.
 - b. Shall be permitted only on properties abutting State Highway 174.
 - c. Frame duration shall not be less than ten seconds and shall occur simultaneously on the entire electronic sign face.
 - d. Message transition shall not be greater than one second.
 - e. Frame effects such as flashing shall be prohibited.
 - f. May not be used to display commercial messages relating to products or services that are not offered on-premises.
- (x) *Permitting stipulation.* Engineer sealed plans for the foundation of the structure is required with permit submittal for a monument sign. Engineer sealed plans for the entire structure is required with permit submittal for a monument sign in excess of eight feet in height.
- (xi) *Removal.* Model home monument sign: Shall be removed prior to final inspection of home when model is transitioned to a single-family dwelling or upon removal of sales trailer from same lot.
- (xii) *Permit required.* Yes. A sign reface requires a separate permit.
- (xiii) *Fees.* Per the City's currently adopted fee schedule.
- (H) *Pole sign.*
- (i) *Location.*
 - a. Permitted in conjunction with a lot containing a commercial or industrial use or building for which a certificate of occupancy has been issued.
 - b. Setback: No portion of the sign shall be less than 10 feet from any property line.
 - (ii) *Maximum effective sign area.* 200 square feet for a commercial building; 300 square feet for an industrial building.
 - (iii) *Maximum height.* 50 feet adjacent to Highway 174, 30 feet from all other locations and a minimum of 10 feet of clearance between from ground to sign.
 - (iv) *Maximum number of signs.* One per lot.

(v) *Permit required.* Yes. Per the City's currently adopted fee schedule.

(l) *Political sign.*

(i) *Location and standards.*

- a. State law provides certain restrictions on political signage at polling places as well as on private real property. The City hereby incorporates applicable provisions of such state law into this sign article. V.C.T.A. Local Government Code, § 216.903, as amended, authorizes, among others, the placement of signs that contain primarily a political message on private real property with the consent of the property owner; subject to the following:
 1. Shall not have an area greater than 36 square feet;
 2. Shall not be more than eight feet in height;
 3. Shall not be illuminated; or
 4. Shall not have any moving elements.
- b. Signs are not permitted on City property or within any right-of-way, except as required by V.T.C.A. Election Code, §§ 61.003 or 85.036, both as amended.
- c. Polling place: The City recognizes that on occasion, City buildings may be utilized as polling places. V.T.C.A. Election Code, §§ 61.003 and 85.036, both as amended, authorize, among others, the City to enact reasonable regulations concerning the time, place, and manner of electioneering, which includes the posting, use or distribution of political signs on election days and during the early voting period. No political signs at polling places shall:
 1. Be located, affixed, or placed on any utility pole or structure, light structure, traffic signal, or sign pole;
 2. Be located in or on any public right-of-way;
 3. Be placed in a location so as to impede pedestrian or vehicular access; or
 4. Otherwise create a traffic or safety hazard.
- d. A political sign at a polling place shall not exceed four feet in height or have a total sign area in excess of six square feet, and shall not be illuminated or have any moving elements.



- (ii) *Timeframe.* Polling place: Sign shall be allowed to be placed any time during the first day of early voting or election day, whichever is applicable. The sign may remain during the entire period of early voting. Should the polling location also be the site of the election day

voting, the sign may remain on the site between the dates of early voting and election day voting.

(iii) *Removal.*

- a. Shall be removed within ten days after the election day.
- b. Polling place: Shall be removed within 24 hours of the closing of the early voting or election day polling location as provided above.

(iv) *Permit required.* No, but shall comply with the above conditions.

(J) *Residential sign.*

(i) *Location.*

- a. Permitted in conjunction with a lot containing a single-family, two-family, dwelling or multifamily dwelling for which a building final or certificate of occupancy has been issued. Also permitted on a residential zoned lot owned by a home or property owners association.
- b. Shall be located only on private real property with the consent of the property owner.
- c. Shall not be placed closer than ten feet from the edge of the street pavement.



(ii) *Maximum effective sign area.* Six square feet.

(iii) *Maximum height.* Four feet.

(iv) *Maximum number of signs.* Two per lot.

(v) *Permit required.* No, but shall comply with the above conditions and specifications listed in section 3.06.008.

(K) *Restaurant use drive-through sign.*

(i) *Location.*

- a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued that includes a drive-through or drive-in.
- b. Drive-through menu boards and drive-through pre-order sign: Shall be located at the side or rear of the principal building on the lot.
- c. Drive-through menu board: Twenty-five foot setback from front property line.



- (ii) *Maximum effective sign area.*
 - a. Drive-through menu board: Forty-eight square feet.
 - b. Drive-through pre-order sign: Eighteen square feet.
 - c. Drive-in menu board: Nine square feet.
- (iii) *Minimum base size.* Shall be supported from the grade to the bottom of the sign having or appearing to have a solid base on a minimum of 80 percent of the overall sign width, not to be less than 12 inches in height.
- (iv) *Maximum height.* Six feet.
- (v) *Maximum number of signs.*
 - a. Drive-through menu board: One per drive-through lane.
 - b. Drive-through pre-order sign: One at the entrance of a drive-through lane.
 - c. Drive-in menu board: One per ordering station.
- (vi) *Minimum spacing between signs.* Drive-through pre-order sign shall be setback 20 feet from a drive-through menu board in the same drive-through lane.
- (vii) *Design.*
 - a. The design, materials, and finish shall match those of the front building facade on the same lot.
 - b. If the drive-in stalls are covered by a canopy, the signs may be attached directly to the canopy support columns.
- (viii) *Lighting.*
 - a. Internal lighting may be utilized.
 - b. All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
 - c. Illuminated signs shall not operate at brightness levels of more than 0.3 footcandles above ambient light conditions at the property line, or at a distance equal to the square root of the area of the sign $\times 100$ (see formula below); whichever is closer to the sign, as measured using a footcandle meter.

Illumination levels shall be measured at an approximate height of three feet above grade.

$$(\sqrt{(Area\ of\ Sign\ in\ Sq.\ Ft.\ x\ 100)})$$

- d. No sign or associated luminaire shall create light spillover of more than 0.1 footcandles at any property line within or bounding a residential use or residential district.
- (ix) *Permit required.* Yes. A sign reface requires a separate permit.
- (x) *Fees.* Per the City's currently adopted fee schedule.
- (L) *Sandwich board (A-frame) sign.*
 - (i) *Location.*
 - a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued.
 - b. Shall be located a minimum of three feet from the curb or any adjacent street, drive, or parking lot.
 - c. Shall be located within ten feet of the business entrance.
 - d. Shall not be placed in public right-of-way.



- (ii) *Maximum total sign area.* Twelve square feet per side.
- (iii) *Maximum height.* Four feet.
- (iv) *Minimum clearance.* If placed on or adjacent to a sidewalk or walkway (that is not in a public right-of-way), an unobstructed pedestrian clearance of at least four feet in width shall be provided adjacent to the sign.
- (v) *Maximum number of signs.* One per business or tenant.
- (vi) *Minimum spacing between signs.* Twenty feet.
- (vii) *Timeframe.* May be placed on properties during business hours only.
- (viii) *Removal.* Shall be taken inside place of business at completion of business hours each day.
- (ix) *Permit required.* Yes.
- (x) *Fees.* Per the City's currently adopted fee schedule.

(M) *Scoreboard.*

- (i) *Location.* Shall be constructed within the limits of and face into the athletic field or stadium.



- (ii) *Lighting.* All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
- (iii) *Changeable electronic message/reader board component.* Allowed.
- (iv) *Permit required.* Yes.
- (v) *Fees.* Per the City's currently adopted fee schedule.

(N) *Subdivision entry sign.*

- (i) *Location.*
 - a. Shall be located within the platted limits of a residential subdivision.
 - b. Alternative types of subdivision entry signs, including, but not limited to, neighborhood entry signs within an overall subdivision, shall be approved as part of a sign coordination plan as outlined in section 3.06.013.



- (ii) *Maximum effective sign area.* Sixty square feet.
- (iii) *Minimum base size.* Minimum 12 inches.
- (iv) *Maximum height.* Eight feet.
- (v) *Maximum number of signs.* One monument sign or two signs attached to screening walls (not a combination of both) per street entrance.

- (vi) *Design.* May be in the form of a sign mounted to a screening wall, so long as the sign does not project above the top of the screening wall.
- (vii) *Lighting.*
 - a. Ground lighting where the light itself and supporting structure are not visible from public right-of-way.
 - b. All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
- (viii) *Permit required.* Yes.
- (ix) *Fees.* Per the City's currently adopted fee schedule.
- (O) *Unified development sign.*
 - (i) *Location.*
 - a. Permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued within an established unified development zone (UDZ), as referenced in Section 1.14.
 - b. A unified development sign is allowed on the same lot as a single tenant/multitenant monument sign, but the total number of unified development signs and single tenant/multitenant monument signs shall not exceed the total number of lots located within the UDZ, unless additional unified development signs and single tenant/multitenant monument signs are allowed in accordance with subsection (2)(G)(v) and subsection (2)(N)(v).
 - c. Fifteen foot setback from front property line.



- (ii) *Maximum total sign area.*
 - a. UDZ of ten acres or less: Eighty square feet.
 - b. UDZ of over ten acres: May be increased by ten square feet for each acre over ten acres, not to exceed a maximum 120 square feet.

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- (iii) *Minimum base size.* Twenty-four inches.
 - (iv) *Maximum height.*
 - a. UDZ of ten acres or less: Ten feet.
 - b. UDZ of over ten acres: Twelve feet.
 - (v) *Maximum number of signs.*
 - a. One per street frontage of the UDZ.
 - b. One additional is permitted for each additional 750 linear feet, or portion thereof, of street frontage.
 - (vi) *Minimum spacing between signs.*
 - a. Seventy-five feet from any single tenant/multitenant monument sign and/or another unified development sign within an adjacent UDZ.
 - b. Seven hundred fifty feet, per street frontage, from an additional unified development sign within the same UDZ.
 - (vii) *Design.*
 - a. Shall be constructed of the same primary masonry materials as the front building facade of the principal or main building in the UDZ and shall be of similar architectural style.
 - b. Shall contain a minimum one-foot masonry with mortar border around all sides.
 - c. No more than 55 percent of the area may be used for the cabinet or text area displaying the tenants of the development.
 - d. The name of the development shall not exceed 20 percent of the overall area.
 - e. Blank panels shall be installed on UDSs where tenant panels are absent.
 - (viii) *Lighting.*
 - a. May only be illuminated utilizing internal lighting, with the exception of sculpted aluminum panels.
 - b. For sculpted aluminum panels, a ground lighting source where the light itself and supporting structure are not visible from any public right-of-way may be used.
 - c. A light detection device and/or photocell sensor shall be installed as part of the sign to ensure the sign's brightness is dimmed when ambient light conditions darken.
 - d. No sign adjacent to a thoroughfare shall create a light nuisance or an impairment of vision creating a hazard for vehicular or pedestrian traffic.
 - e. All lighting shall comply with the currently adopted National Electrical Code. Any electrical work that requires an addition or extension of circuits shall require a separate permit.
 - f. Illuminated signs shall not operate at brightness levels of more than 0.3 footcandles above ambient light conditions at the property line, or at a distance equal to the square root of the area of the sign $\times 100$ (see formula below);
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whichever is closer to the sign, as measured using a footcandle meter. Illumination levels shall be measured at an approximate height of three feet above grade.

$$(\sqrt{(Area\ of\ Sign\ in\ Sq.\ Ft.\ x\ 100)})$$

- g. No sign or associated luminaire shall create light spillover of more than 0.1 footcandles at any property line within or bounding a residential use or residential district.
- (ix) *Permitting stipulation.* A sign permit shall not be issued to construct or place a unified development sign on a property until:
 - a. A sign coordination plan is approved as provided in section 3.06.013;
 - b. A unified development zone (UDZ) is approved by the City Manager as provided in section 3.06.014; and
 - c. The proposed unified development sign meets all of the applicable requirements as set forth in subsection (2)(N).
- (x) *Permit required.* Yes. A sign reface requires a separate permit.
- (xi) *Fees.* Per the City's currently adopted fee schedule.

Sec. 3.06.013. Sign coordination plan.

- (a) *General.* A sign coordination plan is required to be prepared for unified development zones, unified development signs, subdivision monuments, special purpose sign districts, and/or waiver requests.
- (b) *Purpose.* A sign coordination plan is required prior to the permitting of signs to determine overall sign locations on a property, the relationship of the sign surrounding existing, proposed, and future improvements, and to determine consistency and uniformity among buildings and signs within a UDZ or residential development.
- (c) *Application.* A sign coordination plan shall contain the following information:
 - (1) *Elevations.*
 - (A) Elevations of freestanding signs illustrating the materials of construction and maximum dimension of the signs, shown as generic sign blocks in lieu of specific signs.
 - (B) If the sign is to be attached to a building, the elevation shall be a composite of the generic sign block and the building to show the maximum dimension proposed.
 - (C) Elevations depicting the generic size of the signs in relation to the size of the buildings within the development.
 - (2) *Site plan.*
 - (A) A plan drawn to preliminary site plan or site plan specifications of the site illustrating the location of existing and proposed signs on the property and, if required by City staff, on adjacent properties.
 - (B) For nonresidential and multifamily developments, the sign coordination plan shall be submitted to the City for review with a preliminary site plan or site plan of the property. For single-family and two-family developments, the sign coordination plan shall be submitted to the City for review with a preliminary plat or final plat of the property.

- (C) Other information to illustrate the consistency and uniformity of the signs, as required by City staff.
- (d) *Procedure.*
- (1) A sign coordination plan required of specific signs shall be submitted to the Development Services Department.
 - (2) The plan shall be reviewed and considered for approval by City staff.
 - (3) Should staff deny a sign coordination plan, the plan may be forwarded to the City Manager for review and consideration upon receipt of a written appeal request. The written appeal request shall be presented to staff in the form of a standard letter, addressed to the City Manager, and including a narrative describing the sign coordination plan and explaining the intent and reasoning as to why the plan should be approved.
 - (4) Staff and the City Manager may approve or deny a sign coordination plan for any reason.
 - (5) The City Manager's decision is final.

Sec. 3.06.014. Unified development zone (UDZ).

- (a) *General.* A unified development zone is required to be prepared for any unified development signs throughout a specified development or area that contains multiple lots.
- (b) *Purpose.* A unified development zone is required prior to the permitting of specified signs to determine overall unified development sign locations on a property, the relationship of the sign surrounding existing, proposed, and future improvements, and to determine consistency and uniformity among buildings and signs within a development. Only those properties and businesses included within the UDZ shall be allowed to be included on the unified development signs placed within said unified development zone.
- (c) *Application.* A unified development zone application shall be submitted on a form provided by the City and contain the information as noted in the development manual.
- (d) *Procedure.*
 - (1) A unified development zone required for unified development signs shall be submitted to the Development Services Department.
 - (2) The plan shall be reviewed and considered for approval or denial by City staff in accordance with the sign code. Any proposed deviations shall require the submittal of an application for a special purpose sign district.

Sec. 3.06.015. Special purpose sign district (SPSD).

- (a) *General.* The SPSPD is an overlay district that exclusively addresses sign regulations. It allows an applicant, subject to approval of the City Council, the option of designating an area where the signs may deviate from the underlying sign regulations, to the extent so expressly provided in the ordinance adopting the particular SPSPD. If not so expressly provided, the underlying sign regulations shall control.
- (b) *Purpose.*
 - (1) Promote consistency among signs within a development thus creating visual harmony between signs, buildings, and other components of the property;
 - (2) Enhance the compatibility of signs with the architectural and site design features within a development;

-
- (3) Encourage signage that is in character with planned and existing uses thus creating a unique sense of place; and
 - (4) Encourage multi-tenant commercial uses to develop a unique set of sign regulations in conjunction with development standards.
- (c) *Application.* Each applicant for the creation or amendment of an SPSP shall submit a completed SPSP application to the Development Services Department, which shall contain all required supporting material as listed in the development manual. The application shall be accompanied by payment of the appropriate fee as established by the City in the adopted fee schedule, on or before a scheduled submission date. Applications shall be complete for acceptance.
- (d) *Procedure.*
- (1) Consideration for the creation or amendment to an SPSP may be initiated only with written consent of the property owners or by the City Council on its own motion when it finds that public benefit will be derived from consideration of such matter.
 - (2) The development services staff shall review the application and create a report for the City Council. Every application shall automatically be forwarded to the City Council for action. No change, however, shall become effective until after the adoption and publication of an ordinance for the proposed SPSP.
 - (3) City Council may vote to approve, approve with amendments and conditions, table, or deny in whole or in part the application for any reason. If a request has been denied with prejudice, the same or similar request may not be resubmitted to the City for six months from the original date of denial.
- (e) *Amendments.*
- (1) Amendments are classified as minor or major.
 - (2) Minor amendments to the approved SPSP may be approved by the Administrative Official when the requested changes are restricted to altering the location of approved signs on the subject property.
 - (3) Requests to amend the approved SPSP for additional or larger signs are classified as major amendments and require approval by the City Council.
 - (4) Major amendment submittals shall be allowed to be requested one time within the six-month period after the initial SPSP ordinance is adopted.
 - (5) Subsequent major amendment submittals shall be allowed one time per year, based on the date the SPSP ordinance is adopted.

Sec. 3.06.016. Sign requirements relief procedure.

- (a) *Petition for waiver.* A petition for a waiver to a particular standard or requirement of this article is to determine whether such particular standard or requirement should be applied to an application or modified. A waiver is a change to the standards, not otherwise permitted by this article.
 - (b) *Application.*
 - (1) A request for a waiver to a particular standard or requirement of this article shall be submitted on a form provided by the City and accompanied by the prescribed fee set forth in the City's adopted fee schedule.
 - (2) The petition shall state the grounds for waiver.
 - (3) The applicant bears the burden of proof to demonstrate in the application the following:
 - (A) The requirement for which the waiver is requested imposes an undue hardship on the applicant;
-

- (B) The proposed sign shall be of a unique design or configuration;
- (C) The waiver is needed due to a hardship caused by restricted area, shape, topography, or physical features that are unique to the property or structure on which the proposed sign would be placed, and such hardship is not self-imposed;
- (D) The waiver will substantially improve the convenience and welfare of the public and does not violate the intent of this article; and
- (E) The requirement or standard will not adversely impact an adjacent property owner.
- (4) Incomplete applications shall not be accepted.
- (5) An application for a waiver shall not be accepted for a sign that is prohibited by section 3.06.010 of this article.
- (c) *Procedure.*
 - (1) The development services staff shall review the application and create a report for the City Council. Every application shall automatically be forwarded to the City Council for consideration as a public hearing item.
 - (2) Prior to the tenth day before the City Council public hearing, written notice of the proposed waiver shall be sent to each owner, as indicated by the most recently approved municipal tax roll, of property within 200 feet of the property in which the waiver is proposed.
 - (3) City Council may vote to approve, approve with amendments and conditions, table, or deny in whole or in part the application for a waiver for any reason.

Sec. 3.06.017. Violations in or on public property.

- (a) Unless permitted by this article, any sign of any nature that is placed, constructed, or maintained on public property in violation of the sign ordinance, shall be subject to the following:
 - (1) The sign may be subject to confiscation by City personnel.
 - (A) Signs confiscated may be retained for a period of five calendar days from the day after confiscation;
 - (2) It shall be prima facie evidence that the property owner of record at the address specified on a confiscated sign is responsible for the offense of placing, constructing, or maintaining such sign, and upon conviction, that person shall be guilty of a misdemeanor; and
 - (3) If such a sign contains no identifying information other than a telephone number, such information shall be prima facie evidence that the property owner of record at the telephone number specified on a confiscated sign is responsible for the offense of placing, constructing, or maintaining such sign, and upon conviction, that person shall be guilty of a misdemeanor.
- (b) The following evidence relative to the name, address, or telephone number contained in the following records is prima facie evidence of the contents of the record.
 - (1) *Name.* An authenticated photograph of the sign showing the name of the person allegedly responsible, or the sign itself.
 - (2) *Address.* A certified copy of that section of the most recent tax roll or appraisal district record which shows the name and address of the record property owner and an authenticated photograph of the sign or the sign itself.
 - (3) *Telephone number.* An authenticated photograph of the sign or the sign itself showing the telephone number and a copy of the most recent telephone directory showing the listing, or a letter or other

document from the telephone company showing the listed person and address at that telephone number.

- (c) Any presumption contained in this section is rebuttable and shall have the effects and consequences set forth in V.T.C.A. Penal Code § 2.05.

Sec. 3.06.018. Recovery of impounded signs.

- (a) Impounded signs may be recovered by the owner within five days from impoundment by paying a fee as established by the City in the adopted fee schedule.
- (b) Signs not recovered within five days of impoundment may be disposed of by the City in any manner it shall elect.

Sec. 3.06.019. Neglected and abandoned signs.

- (a) Abandoned signs and neglected signs shall be considered a public nuisance and are prohibited by this article.
- (b) Upon written notification to the permit holder by the Administrative Official, such abandoned signs shall be removed from the premises and neglected signs shall be repaired or removed from the premises by the property owner, agent, or person having beneficial use of the land, building, or structure upon which said sign is located.
- (c) The notification shall state that the offending sign shall be repaired or removed by the owner, agent, or person having beneficial use of the land, building, or structure upon which such sign is located within ten days. The notification shall further state that if the sign is not removed or repaired, a citation may be issued and the City may resort to any civil remedy available to remove or repair the sign, up to and including impoundment.
- (d) If any sign is determined to present an immediate danger to the health, safety, and general welfare of the public, the City shall remove it immediately. Within ten days of the removal of the sign, the City shall notify the owner of the property on which the sign was located of the reason(s) for removal of the sign.
- (e) It shall be unlawful for any person, firm, or corporation receiving such written notice to fail to comply with the direction of the notice. In the event of failure to comply with such notice provided under section 3.06.007(c), the Administrative Official is hereby authorized to cause the removal and impoundment of such sign. Any expenses incident thereto shall be the responsibility of the owner, agent, or person having beneficial use of the land, building, or structure upon which such sign was located.

Sec. 3.06.020. Nonconforming signs.

- (a) A nonconforming sign:
 - (1) Was in existence and lawfully placed prior to the effective date of this article;
 - (2) Was in existence and lawfully located and used in accordance with the provisions of the prior ordinance applicable thereto, or which was considered legally nonconforming thereunder, and has since been in continuous or regular use; or
 - (3) Was in existence, located, and used on the premises at the time it was annexed into the City and has since been in regular and continuous use.
- (b) Any nonconforming sign and its supporting structure, which is destroyed, damaged, dilapidated, or deteriorated, shall not be replaced, repaired, or renovated, in whole or in part, if such replacement, repair, or renovation would require an expenditure of monies in excess of 60 percent of the cost of a new sign,

including its supporting structure, which is substantially the same or similar to the nonconforming sign destroyed, damaged, dilapidated, or deteriorated. Changing an internal panel of a nonconforming sign is permitted in all cases.

- (c) No sign or supporting structure, which is lawfully reproduced, repaired, or renovated as a nonconforming sign, shall be increased in area or height.
- (d) Notwithstanding any other provision of this article, any sign which is a legally existing nonconforming sign hereunder may be relocated on the same lot or tract of property upon which the sign is located in, when acquired by any governmental agency or other entity which has or could have acquired the property through the exercise of its power of eminent domain. Such relocated sign shall be placed, insofar as possible, as to comply with all the provisions of this article.
- (e) A nonconforming sign in the City or its extraterritorial jurisdiction (ETJ) may be relocated, reconstructed, or removed as provided by law including, but not limited to, V.T.C.A. Local Government Code, ch. 216 as it exists or may be amended.
- (f) If a nonconforming sign is required to be relocated, reconstructed, or removed by the City, the Mayor shall appoint a municipal board in accordance with V.T.C.A. Local Government Code, § 216.004, as it exists or may be amended, to be known as the "Municipal Board on Sign Control for Nonconforming Signs." Once appointed, board members shall serve for two year terms unless they are removed by the Mayor, they resign, they fail to qualify to serve, or are otherwise removed.

Sec. 3.06.021. Appeals.

Allegations of errors in orders, decisions, or determinations by the Administrative Official in administration of the sign regulations shall be made in writing by the applicant and heard by the City Council. An application for such appeal may be obtained from the City. The City Council shall hear, if possible, the allegation of errors within 30 days after receipt of a completed application and applicable application fees. The application will require written authorization from the property owner. The City Council's decision is final.

Sign Criteria Table

Sign Type	Permit Required	Maximum Effective Area	Max Height	Location
Awning sign	Yes	75% of awning width	4 ft from base of awning	Non-residential uses or apartment uses
Banner sign	Yes	48 sq ft	Not listed	Non-residential uses
Blade sign	No	3 sq ft	18 inches	Non-residential uses
Canopy sign	Yes	45 sq ft	3 ft	Non-residential uses
Construction fence sign	Yes	128 sq ft (printed), 96 sq ft (not printed)	8 ft	Non-residential uses
Outdoor machine sign	No	Not listed	Not listed	Attached to a machine
Projecting sign	Yes	12 sq ft	Not listed	Non-residential uses
Roof sign	Yes	200 sq ft (commercial), 300 sq ft (industrial)	40 ft	Commercial and industrial uses
Vehicular sign	No	Not listed	Not listed	Non-residential zoning districts
Wall sign	Yes	40% of facade	Not above roofline	Commercial or industrial uses
Window sign	No	25% of total window area	Not listed	Non-residential uses
Development sign	Yes	32 sq ft	8 ft	Minimum 15 ft from property line

Downtown sign	Yes	20 sq ft	6 ft	Downtown area
Flags	No	40 sq ft (residential), 60 sq ft (non-residential)	30 ft (residential), 40 ft (non-residential)	Private real property
Human sign	No	6 sq ft	Not listed	Private property
Incidental sign	No	5 sq ft	30 inches	Non-residential uses
Inflatable sign	Yes	48 sq ft	30 ft	Non-residential uses
Monument sign	Yes	64 sq ft (single-tenant), 80 sq ft (multi-tenant), 24 sq ft (model home)	8 ft (single-tenant), 10 ft (multi-tenant), 4 ft (model home)	Single or multi-tenant lots
Pole sign	Yes	200 sq ft (commercial), 300 sq ft (industrial)	50 ft (Highway 174), 30 ft (other locations)	Commercial or industrial lots
Political sign	No	36 sq ft	8 ft	Private real property
Residential sign	No	6 sq ft	4 ft	Single-family, two-family, or multi-family dwellings
Restaurant use drive-through sign	Yes	48 sq ft (menu board), 18 sq ft (pre-order sign), 9 sq ft (drive-in)	6 ft	Drive-through or drive-in uses
Sandwich board (A-frame) sign	Yes	12 sq ft per side	4 ft	Non-residential uses

Scoreboard	Yes	Not listed	Not listed	Athletic field or stadium
Subdivision entry sign	Yes	Not listed	Not listed	Within platted limits of subdivision
Unified development sign	Yes	Not listed	Not listed	Unified development zones

CITY OF JOSHUA, TEXAS

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, AMENDING ARTICLE 3.06, "SIGNS," OF CHAPTER 3, "BUILDING REGULATIONS," OF THE CODE OF ORDINANCES OF THE CITY OF JOSHUA, TEXAS, BY REPLACING SAID ARTICLE WITH A NEW ARTICLE 3.06, "SIGNS"; EXTENDING THE CITY'S SIGN ORDINANCE AND REGULATIONS TO THE CITY'S EXTRATERRITORIAL JURISDICTION; PROVIDING FOR SEVERABILITY, SAVINGS AND REPEALING CLAUSES; PROVIDING FOR PENALTIES; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the City of Joshua, Texas ("City"), is a home-rule municipality under the laws of the State of Texas and is duly incorporated; and

WHEREAS, the City possesses the full power of self-government, as authorized by the Texas Constitution and the City's duly adopted Charter; and

WHEREAS, the City Council of the City has determined that the adoption of new sign regulations, consistent with United States Supreme Court jurisprudence, is in the best interests of the citizens of the City and will promote the public health, safety and general welfare; and

WHEREAS, the City Council, on behalf of Joshua and its citizens, has further determined that the new sign regulations will promote the orderly, safe and efficient growth of the City and the City's extraterritorial jurisdiction.

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

SECTION 1

All of the above findings are hereby found to be true and correct and are hereby incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2

From and after the effective date of this Ordinance, existing Article 3.06, "Signs," of Chapter 3, "Building Regulations," of the Code of Ordinances of the City of Joshua, Texas, is hereby amended by replacing it with a new Article 3.06, "Signs," a copy of which is attached hereto as Exhibit A, and is incorporated into this Ordinance by reference. Further, a Sign Criteria Table generally summarizing the provisions of the Sign Ordinance is attached hereto as Exhibit B and incorporated by reference. Said Exhibit B shall be placed at the end of Article 3.06 in the Code of Ordinances as

an Exhibit to said Article. In the event of any conflict between the provisions of Article 3.06 and the Sign Criteria Table, the provisions of Article 3.06 shall apply.

SECTION 3

As authorized by Chapter 216 of the Texas Local Government Code, as amended, and other applicable law, the City Council of the City of Joshua hereby extends to the extraterritorial jurisdiction of the City the application of the Sign Ordinance incorporated and referenced herein, to the extent authorized by said Chapter.

SECTION 4

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 5

All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 6

Any person, firm, corporation or business entity violating this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be subject to a fine not to exceed the sum of Five Hundred Dollars (\$500.00), and each and every day such violation shall continue shall constitute a separate offense.

SECTION 7

This Ordinance shall become effective from and after its passage and publication.

DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, ON THIS 20TH DAY OF March, 2025.

Scott Kimble, Mayor

ATTEST:

Alice Holloway, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Terrence S. Welch, City Attorney

EXHIBIT A
(Sign Ordinance)

EXHIBIT B
(Sign Criteria Table)



**City Council Agenda
December 18, 2025**

Minutes Resolution

Discussion Item

Agenda Description:

Discussion and update regarding the General Code recodification of the City's Code of Ordinances.

Background Information:

The City Secretary's Office, in coordination with General Code and their attorneys, and the City Attorney, will initiate a comprehensive recodification of the City's Code of Ordinances. The purpose of this project is to ensure that all ordinances are current, internally consistent, properly organized, and in compliance with applicable state law, and that the City's Code of Ordinances is accurate, clear, and accessible to City officials, staff, and the public.

The project will take approximately nine months to a year. General Code will continue maintaining the existing code during that time, so there will be no downtime.

Financial Information:

\$14,500 - Approximately

City Contact and Recommendations:

Alice Holloway, City Secretary

Attachments:

NA



**City Council Agenda
December 18, 2025**

Minutes Resolution

Discussion Item

Agenda Description:

Discussion regarding training for elected officials, appointed board and commission members, and City staff. (Staff Resource: A. Holloway)

Background Information:

This year, staff is pleased to bring forward a discussion regarding comprehensive training for elected officials, appointed board and commission members, and City staff. I want to express my sincere appreciation to the City Council for budgeting this important initiative for the upcoming year, especially since it was not financially feasible in the previous budget cycle. Your support ensures that our leadership teams, both new and experienced, are well-equipped to serve the Joshua community effectively.

We have welcomed many new board and commission members over the past year, making this an ideal time to offer structured education on governance, legal compliance, and effective public service. I have confirmed with City Attorney Terry Welch that he will help provide training on **Saturday, January 24, 2026, from 9:00 a.m. to 3:00 p.m.** Additional speakers are currently being coordinated to round out the program.

The planned training topics include:

1. **Roles and Responsibilities**
An overview of the distinct responsibilities of board and commission members, City staff, and the City Council. This session will cover conflict-of-interest laws, ethical obligations, and fiduciary duties.
2. **Conducting Effective Meetings**
Guidance on running productive and legally compliant meetings, including how to appropriately handle public comment, understanding what constitutes a meeting or executive session, ensuring transparency, and the fundamentals of motions, amendments, and voting.
3. **Open Meetings, Public Information, and Records Management**
A detailed review of the Texas Open Meetings Act and Public Information Act, along with essential records-management practices. Topics include agenda preparation and

posting requirements, quorum rules, and identifying public records such as emails, texts, notes, and recordings.

4. **City Governance Framework**

An introduction to the City's Charter, Code of Ordinances, and Comprehensive Plan, focusing on how these documents guide policy decisions and long-term planning.

5. **Zoning and Land Use**

A review of zoning processes, land-use planning principles, and development review procedures that shape community growth and regulatory decision-making.

6. **Economic Development**

An overview of tools available through the Economic Development Corporation, including grants, abatements, and 380/381 agreements used to encourage business attraction and retention.

7. **Communication and Trust-Building**

Training on effective communication techniques, transparency, and strategies for building trust among board members, staff, the City Council, and the public.

Staff look forward to offering this valuable training opportunity and to supporting our City leadership as we work together to strengthen governance, accountability, and community engagement.

Financial Information:

Pending

City Contact and Recommendations:

Alice Holloway

Attachments:



**MINUTES
CITY COUNCIL REGULAR MEETING
COUNCIL CHAMBERS
NOVEMBER 20, 2025
6:30 PM**

The Joshua City Council will held a Work Session at 6:30 pm. A Regular Meeting was held immediately following the Work Session in the Council Chambers at Joshua City Hall, located at 101 S. Main St., Joshua, Texas. This meeting is subject to the open meeting laws of the State of Texas.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Kimble announced a quorum and called the meeting to order at 6:30pm.

B. PLEDGE OF ALLEGIANCE

1. United States of America
2. Texas Flag

City Council led the Pledge of Allegiance.

C. INVOCATION

The invocation was given by Kip Boydston, Volunteer Leader of Young Life of Johnson County.

D. WORK SESSION

1. Review and discuss questions related to the budget report for October 2025. (Staff Resource: M. Peacock)

Finance Director Marci Freelen presented the Budget Report for October 2025. She noted that property tax collections were very low for the month, which is typical, as the majority of property tax revenue is received in November and December. Sales tax revenues remain strong. She also reported that expenditures, such as Police Department contracts, are paid annually.

2. Review and discuss questions related to the budget report for Fiscal Year 2025. (Staff Resource: M. Freelen)

Finance Director Marci Freelen reported that the City originally projected a little over \$2.5 million in revenue but ended the fiscal year with approximately \$3.4 million. She stated that overall, it was a strong fiscal year, and noted that changes within the Fire Department contributed positively to the outcome.

3. Discuss and provide directions to staff regarding the potential use of MUDs and/or PIDs for future development opportunities in the City of Joshua. (Staff Resource: M. Peacock)

City Manager Mike Peacock provided an overview of how MUDs (Municipal Utility Districts) and PIDs (Public Improvement Districts) operate, including the process for issuing bonds within a designated area. He explained that these tools can help jump-start development and stated that he believes they could be beneficial for the city.

City Attorney Terry Welch noted that the key factor is reviewing the assessed rate related to the tax rate. Payoff terms are typically 15 to 20 years. He clarified that the assessment is a set amount if the developer does not issue additional bonds. Mayor Kimble asked whether the amount owed increases if the valuation goes up; Terry responded yes, the rate stays the same, but the valuation can change from year to year.

A developer for Highland Meadows and Joshua Meadows shared that both developments are fully approved, including plans and plats. Many of his clients utilize MUDs and PIDs, which led him to reach out to the city regarding these options.

Councilmember Anderson stated she has always understood these programs as tools that help “growth pay for growth,” rather than placing the financial burden on existing residents. She mentioned she previously thought MUDs were primarily used in counties rather than cities. She also emphasized that without growth, the city will struggle.

The developer provided examples of increasing costs, stating that the per-lot cost has risen from \$41,000 to \$78,000, and in Joshua Meadows from \$47,000 to \$104,000, just for lot development.

City Attorney Terry Welch explained that pursuing a MUD or PID is handled case-by-case, and would involve public hearings, ordinances, and other required steps. Councilmember Anderson asked if there would be an issue if two applications came forward but the City approved only one; City Attorney Terry Welch answered no, that would fall under the Council’s discretion.

Councilmember Anderson asked about potential downsides. Councilmember Nichols responded that selling property within the district could pose challenges, as the assessments must be disclosed to buyers.

The Council agreed they are interested in continuing to explore options.

4. Review and discuss a comprehensive update to the Employee Handbook, including revisions to the format, the addition of new policies, and updates to existing policies. (Staff Resource: B. Grounds)

Brittany Grounds, HR Director, reported that 12 policies were updated over the past year and stated that she believes a complete rewrite of the policy manual is needed. She expressed concern that the Council expects a redline version of the changes.

Councilmember Anderson clarified that there is a difference between a policy change and a reformat. She stated that she wants a redline showing any changes made to existing policies.

The direction from Council was to start with the new policies. Brittany noted that she currently has 20+ new policies she will be recommending.

Council stated that they would like to review the complete new format and approve it all at once.

E. UPDATES FROM MAYOR AND COUNCIL MEMBERS, UPDATES FROM CITY STAFF MEMBERS:

Pursuant to Texas Government Code Section 551.0415, the Mayor and Members of the City Council may report on the following items of community interest, including (1) expressions of thanks, congratulations, or condolences; (2) information about holiday schedules, (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving any imminent threat to public health and safety. Staff Updates will address operational issues in various City departments. No deliberation is authorized under the Texas Open Meetings Act.

Mayor Scott Kimble reported that he was recently interviewed by Cub Scouts Den 1, which he greatly enjoyed. He also shared that the Fall on Main event was a success.

City Manager Mike Peacock provided an update on the FM 917 project. He explained that in following letters sent by the Mayor and several related meetings, Christi notified the City that the project has now been fully funded. This progress stems from a letter Mayor Kimble sent last week in response to TxDOT's indication that they would only be placing signage rather than advancing the project. Michael Morris with the Council of Governments supported the mayor's position. A meeting is scheduled for December to continue efforts to move the project forward.

City Manager Mike Peacock also addressed concerns stemming from a recent Facebook post regarding multiple structure fires. He clarified the following incidents:

- A fire at the high school
- A fire on Thomas Street
- A fire on Cedar Crest, which started on a back porch
- A second fire on Thomas Street when the previous incident rekindled

City Manager Mike Peacock emphasized that despite speculation on social media, there is no indication of an arsonist.

He also announced that the city will host a Thanksgiving Breakfast for staff tomorrow morning at Hickory Tree Grill.

Mayor Kimble added that State Representative Kerwin has also been in communication with TxDOT and is assisting in efforts to move the FM 917 project forward.

F. PUBLIC FORUM, PRESENTATION, AND RECOGNITION:

The City Council invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. Therefore, no Council deliberation is permitted. Each person will have 3 minutes to speak.

NA

1. Proclamation honoring the life and service of Councilmember Johnny Waldrup for his dedicated service and lasting contributions to the City of Joshua and the State of Texas.

G. CONSENT AGENDA

1. Discuss, consider, and possible action on the October 16, 2025, meeting minutes. (Staff Resource: A. Holloway)
2. Discuss, consider, and possible action on a resolution adopting the Investment Policy. (Staff Resource: M. Frelen)
3. Discuss, consider, and possible action on a resolution to update the FY 25.26 Pay Plan. (Staff Resource: B. Grounds)
4. Discuss, consider, and possible action on an Ordinance amending the City of Joshua's participation in the Municipal Retirement System (TMRS) plan. (Staff Resource: M. Peacock)

Motion made by Councilmember Kidd to approve the Consent Agenda. Seconded by Councilmember Anderson.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Anderson

H. REGULAR AGENDA

1. Discuss, consider, and possible action on an Ordinance amending the FY 2026 Budget. (Staff Resource: M. Peacock)

Motion made by Councilmember Nichols to approve. Seconded by Councilmember Kidd.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Anderson

2. Discuss, consider, and possible action on a resolution to add a Telework Policy to the Employee Handbook. (Staff Resource: B. Grounds)

HR Director Grounds asked to table this item to get answers to questions from staff members prior to being approved.

The item was tabled.

3. Discuss, consider, and possible action on a resolution affirming the casting of votes in the 2025-2029 Election of the Board of Directors for the Central Appraisal District of Johnson County, Texas. (Staff Resource: A. Holloway)

Motion made by Councilmember Kidd to cast all votes for Peter Svendsen. Seconded by Councilmember Anderson.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Anderson

4. Discuss, consider, and possible action on board appointments. (Staff Resource: A. Holloway)

Motion made by Councilmember Anderson to replace Michael Frazier on the Planning & Zoning Commission with Mark Rayburn, currently an alternate and to appoint Shantell Mosely as alternate to the Type A EDC.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Anderson

5. Discuss, consider, and possible action to authorize the closure of City Hall on Friday, December 26, 2025, in observance of the Christmas holiday. (Staff Resource: M. Peacock)

Motion made by Councilmember Kidd to add a paid holiday for day after Christmas for 2025 only.

Seconded by Councilmember Nichols.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Anderson

I. STAFF REPORT

1. Municipal Court
2. Public Works
3. City Secretary's Office
4. Police Department
5. Animal Services
6. Code Compliance
7. Development Services
8. Parks Department

J. FUTURE AGENDA ITEMS/REQUESTS BY COUNCIL MEMBERS TO BE ON THE NEXT AGENDA

Councilmembers shall not comment upon, deliberate, or discuss any item that is not on the agenda. Councilmembers shall not make routine inquiries about operations or project status on an item that is not posted. However, any Councilmember may state an issue and request to place the item on a future agenda.

Item 1.

Councilmember Kidd- ordinance would require planned development dedication before start of construction.

K. ADJOURNMENT

Mayor Kimble adjourned the meeting at 8:15 pm.



City Council Agenda December 18, 2025

Ordinance

Action Item

Agenda Description:

Discuss, consider, and possible action on an Ordinance canvassing the returns and declaring the results of the December 13, 2025, Special Election. (Staff Resource: A. Holloway)

Background Information:

On December 13, 2025, the City of Joshua conducted a Special Election to fill the vacant City Council Place 1 seat. The election was ordered by the City Council in accordance with the Texas Election Code following the vacancy.

Early voting was conducted from December 1 through December 9, 2025, at Joshua City Hall. Election Day voting took place on Saturday, December 13, 2025, from 7:00 a.m. to 7:00 p.m. at Joshua City Hall. The election was administered by the City Secretary's Office, with trained election judges and clerks serving throughout the early voting period and on Election Day.

Pursuant to the Texas Election Code, the City Council is required to canvass the election returns at an open meeting. The canvass is the official review and acceptance of the election results as reported by the presiding election judge and early voting clerk.

Based on the returns from the December 13, 2025, Special Election, candidate **Dustin Dees received 57%**, thereby receiving a majority of votes.

Upon completion of the canvass, the City Council may adopt an ordinance canvassing the returns and declaring the official results of the election. As a candidate who received a majority of the votes cast, the ordinance will declare Dustin Dees elected to City Council Place 1, and he may be sworn into office at this meeting.

The election results presented are unofficial until canvassed and declared by the City Council.

Financial Information:

The approved election budget for Fiscal Year 2025–2026 is \$5,600.00. As of the morning of December 15, 2025, a total of \$2,382.45 has been expended. This amount does not yet include all election worker compensation or Election Day–related expenses. The estimate for the special election is approximately

\$4500.00. The City Secretary's office has requested a budget increase to be included in the next budget amendment.

Item 1.

City Contact and Recommendations:

Alice Holloway, City Secretary

Attachments:

1. Ordinance
2. Return Sheet

RETURN SHEET
(PAGINA DE DATOS SOBRE
EL RESULTADO DE LA ELECCION)

Pct. No. (Num. de Pct.)	Authority Conducting Election (Autoridad Administrando la Elección)
JOSHUA	CITY OF JOSHUA
Date of Election (Fecha de la Elección)	Type of Election (Tipo de Elección)
12/13/2025	SPECIAL

Name of candidate (or "For" and "Against") (Nombre del candidato) (o "A favor de" y "En contra de")	Office Sought or Proposition (Puesto oficial solicitado o Proposición)	No. of votes received (Núm. de votos recibidos)
GEORGE GRALL	PLACE 1	
EARLY VOTING		17
ELECTION DAY		1
MAIL-IN		0
		<hr/> 18
DUSTIN DEES	PLACE 1	
EARLY VOTING		36
ELECTION DAY		16
MAIL-IN		1
		<hr/> 53
MARK RAYBURN	PLACE 1	
EARLY VOTING		7
ELECTION DAY		5
MAIL-IN		0
		<hr/> 12
SHANTELL MOSLEY	PLACE 1	
EARLY VOTING		6
ELECTION DAY		3
MAIL-IN		0
		<hr/> 9

Total number of voters who voted as indicated by poll list.
(Numero total de votantes que votaron según la lista de votantes.)


92

I, the undersigned, the presiding judge for the above described election held at the above designated election precinct, do hereby certify that the above return is a true and correct return for said election.

(Yo, el abajo firmado juez presidente de la elección señalada arriba que se llevó a cabo en el precinto electoral designado arriba, por lo presente certifico que los datos de arriba son los resultados verdaderos y correctos de dicha elección.)

DATED this the 19 day of DECEMBER, 2025.

(FECHADA este día _____ de _____, 20____.


Presiding Judge
(Juez Presidente)

CITY OF JOSHUA, TEXAS

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, CANVASSING RETURNS AND DECLARING THE RESULTS OF A SPECIAL ELECTION HELD ON SATURDAY, DECEMBER 13, 2025, FOR THE PURPOSE OF ELECTING COUNCIL MEMBER PLACE 1 OF THE CITY OF JOSHUA, TEXAS; MAKING FINDINGS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Joshua, Texas, is a Texas Home Rule Municipality located in Johnson County, Texas, and created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City Council of the City of Joshua, Texas ("City Council"), issued an order on January 20, 2022, directing that a special election be held on December 13, 2025, for the purpose of filling the position of Council Member Place 1 to serve the remainder of the term; and

WHEREAS, notice of the election was properly given by the City as required by law; and

WHEREAS, said election was duly and legally held on December 13, 2025, in the City and in conformity with the election laws of the State of Texas, and the results of said election have been certified and returned by the proper judge and clerks thereof; and

WHEREAS, the City Council has considered the returns of the special election held on December 13, 2025, and the special election returns, duly and legally made, showed that the following number of votes was cast for the following named candidates:

COUNCIL MEMBER PLACE 1

Candidate	Early Voting	Election Day	BBM	Total Votes	Percentage
George Grall	17	1	1	19	20.21%
Dustin Dees	36	16	1	53	56.38%
Mark Rayburn	7	5	0	12	12.77%
Shantell N. Mosley	6	3	1	10	10.64%

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

SECTION 1

All of the above premises are hereby found to be true and correct factual and legislative determinations of the City of Joshua and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2

It is further found and determined that the results of the election as canvassed and tabulated in the preamble to this Ordinance reflect the expressed desire of the resident qualified electors of the City.

SECTION 3

Pursuant to the applicable provisions of the Texas Local Government Code and the Texas Election Code, the City Council officially finds, determines and declares the results of said special election to be that the duly elected member of the City Council of the City of Joshua, Texas, elected Dustin Dees for Council Member Place 1, subject to the taking of the oath of office as provided by the laws of the State of Texas are as follows:

SECTION 5

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

SECTION 6

This Ordinance shall take effect from and after its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, ON THE 18TH DAY OF DECEMBER 2025.

Scott Kimble, Mayor

ATTEST:

Alice Holloway, City Secretary

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY

Item 4.



109 North Main Street
Cleburne Texas 76033

www.johnsoncad.com

Metro (817) 648-3000

Scott Kimble
City of Joshua
101 S Main St
Joshua, TX 76058

December 3, 2025

Re: Vacancy on the Board of Directors for the Central Appraisal District of Johnson County

Dear Mr. Kimble:

The purpose of this letter is to provide your taxing unit with notification of a vacancy on the Board of Directors of the Central Appraisal District of Johnson County. Section 6.03 of the Texas Property Tax Code provides for the process in which a vacancy on the board of directors of an appraisal district is filled.

Each voting taxing unit may nominate by resolution a person to fill this vacancy on the Board of Directors by submitting a nominee to the Chief Appraiser within 45 days of the date of this notice.

The Board of Directors will select one of the nominees at its meeting on February 12, 2026. If your taxing unit nominates a person to fill this vacancy, please forward a copy of the resolution nominating the person to Mitch Fast, Chief Appraiser by January 19th, 2026.

If you have any questions, please do not hesitate to contact me at (817) 658-3053 or mfast@johnsoncad.net.

Sincerely,

Mitch Fast, RPA
Executive Director and Chief Appraiser
Central Appraisal District of Johnson County

**CITY OF JOSHUA
RESOLUTION NO.**

A RESOLUTION OF THE CITY OF JOSHUA, TEXAS, NOMINATING A CANDIDATE FOR THE JOHNSON COUNTY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS.

WHEREAS, the governing body of the City of Joshua is a voting taxing unit in Johnson County, Texas, and pursuant to Texas Property Tax Code 6.03, is authorized to nominate a candidate to fill a vacancy on the Board of Directors of the Central Appraisal District of Johnson County.

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

Section 1. That the City of Joshua does hereby nominate the following person to the Board of Directors for the Central Appraisal District of Johnson County, Texas:

Nomination: _____

Section 2. The City Secretary is hereby instructed to submit this Resolution to the office of Mitch Fast, Executive Director and Chief Appraiser, no later than January 19, 2026.

Section 3. That this Resolution shall take effect immediately upon its passage, and it is so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Joshua, this December 18, 2025.

Approved:

Scott Kimble, Mayor

ATTEST:

Alice Holloway, City Secretary

**MEMORANDUM**

TO: Mayor and Members of the City Council

FROM: Mike Peacock, City Manager

DATE: December 8, 2025

SUBJECT: Human Resource Assistant

Over the past few months, demands on the Human Resource department have increased significantly. From Insurance claims for both injuries and property damage, on the job injuries, FLSA adjustments for multiple employees, policy reviews and updates and software changes the backlog of projects are becoming overwhelming.

I can see the need to add an additional FTE to the position; however, Brittany has requested that we start with a part-time person working 4 hours per day to help catch up on the backlog of projects.

It could be that once some of the technology updates are completely in place that some of the re-occurring items could drop. However given the nature of the work and the timeliness of necessary deadlines, I think the need for some help is warranted.

I am asking to create a part-time position as an administrative assistant for Human Resources to work no more than 20 hours per week. I am hopeful of finding a person and have in place in mid-to end of January 2026. A formal proposal will be included in a budget amendment in January 2026, or as soon as can be completed by the Finance Department.



**City Council Agenda
December 09, 2025**

Minutes Resolution

Action Item

Agenda Description:

Discuss, consider, and possible board appointments. (Staff Resource: A. Holloway)

Background Information:

Johnny Waldrip previously served as a member of the Type A Economic Development Corporation Board. Following his passing, a vacancy exists on the Board that requires appointment. Ms. Elizabeth Webb, who currently serves as Alternate 1, has expressed her willingness to be appointed to fill this position.

Financial Information:

NA

City Contact and Recommendations:

Alice Holloway

Attachments:

NA



JOSHUA POLICE DEPARTMENT

November 2025

In November, the Joshua Police Department continued working with the SOMA software company on trying to develop its system into a workable, trustworthy product. We also held our annual firearms qualifications. Not one single failure or near failure was reported for all officers with their sidearms and rifles. We also submitted our annual report to the Texas Police Chief’s Association relating to our Best Practices Certification.

PATROL DIVISION					
Statistical Comparisons for November					
November 2025		November 2024		Year to Date 2025	
Calls for Service	393	Calls for Service	242	Calls for Service	9143
Arrests	13	Arrests	3	Arrests	45
Crash Reports	14	Crash Reports	7	Crash Reports	94
Traffic Stops	157	Traffic Stops	312	Traffic Stops	2868
Citations	99	Citations	120	Citations	1450
Outside Agency Assists	15	Outside Agency Assists	8	Outside Agency Assists	134
Reports	55	Reports	40	Reports	845
CRIMINAL INVESTIGATION DIVISION					
Statistics for November 2025					
Detective Stone			Detective Mansell		
Cases Assigned	18		Cases Assigned	22	
TRAINING & COMMUNITY OUTREACH					
<ul style="list-style-type: none">In November, members of the Joshua Police Department Citizens on Patrol Program volunteered 69 hours on patrol, 8 hours at community events, and 20 hours for training.11/4/25 and 11/6/25 – Range days for qualification11/11/25 – Detective Mansell attended the monthly meeting of the Johnson County Crimestoppers11/18/25 & 11/19/25 – All Joshua PD investigators attended interview and interrogation training11/20/25 – Captain Lee and Chief Fullagar attended the Joshua Senior Citizens Thanksgiving Luncheon					

City of Joshua
Municipal Court Council Report
From 11/1/2025 to 11/30/2025

12/1/2025 7:11

Item 2.

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
57	4	5	0	7	73

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$5,506.87	\$3,831.57	\$7,331.21	\$48.17	\$59.00	\$16,776.82

Warrants

Issued	Served	Closed	Total
0	0	1	1

FTAs/VPTAs

FTAs	VPTAs	Total
0	0	0

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
47	0	21	3	16	87

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	0	0

Omni/Scofflaw/Collection

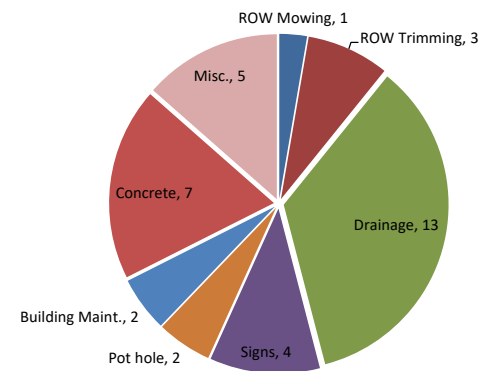
Omni	Scofflaw	Collections	Total
38	0	38	76

City of Joshua
Public Works Monthly Activity Report
For the Month of November 2025

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Row Mowing										1																						1
ROW Trimming												1													1	1						3
Drainage				1	1	2	2					1								1	1			2	1	1						13
Signs					2									2																		4
Hot Asphalt																																0
Pot hole					1	1																										2
Building Maint.				1										1																		2
Concrete						1	1						1				2	1	1													7
Emergency Services																																0
Crack Seal																																0
Safety Meeting																																0
Supporting other Dept.																																0
Vehicle+Equipment Maint.																																0
Misc.			2							2														1								5

Chart reflects one per daily occurrence

ROW Mowing	1
ROW Trimming	3
Drainage	13
Signs	4
Hot Asphalt	0
Pot hole	2
Building Maint.	2
Concrete	7
Emergency Services	0
Crack Seal	0
Safety Meeting/Classes	0
Supporting other Dept.	0
Vehicle+Equipment Maint.	0
Misc.	5



Public Works Monthly Team Status Report

For The Month Of November 2025

Completed Items

Date Received	Work Order	Finish Date	Notes
11/3/2025	Joshua Station	11/3/2025	City wide clean-up load out dumpsters
11/3/2025	Oak hill Dr	11/12/2025	install traffic counter and conduct study
11/4/2025	Oak Hill and SH 174	11/5/2025	Install pipe patches on rcp at intersection
11/5/2025	Plum Dr	11/5/2025	Remove no parking signs from ROW
11/5/2025	City Wide	11/6/2025	Repair potholes in city streets
11/6/2025	Joshua YMCA	11/18/2025	Sawcut, remove and repair concrete curb
11/6/2025	117 oak Hill Dr	11/12/2025	Install driveway culvert and create swale
11/6/2025	Cemex	11/10/2025	Haul in rock for rip rap installation
11/10/2025	Plum Dr	11/10/2025	Mow and remove litter from area.
11/12/2025	Linda Cir	11/12/2025	Clean-out drainage swale
11/13/2025	5717 Wagon Wheel	11/17/2025	Excavate, form and pour street
11/14/2025	Service Center	11/14/2025	Clean shop
11/19/2025	Joshua Park and Ride	11/19/2025	Excavate and pour curb repairs
11/20/2025	City Wide	11/20/2025	Remove debris from headwalls and culverts
11/21/2025	Oak hill and SH 174	11/24/2025	recondition drainage swales
11/25/2025	300 CR 800A	11/25/2025	Remove tree from ROW
11/25/2025	Oak Hill and SH 174	11/26/2025	Install rock rip rap

In Progress

Year Round	City Wide		Tree trimming
Year Round	City Wide		Street sign repairs
Year Round	City Wide		Asphalt street repairs
Year Round	City Wide		Set out traffic counter and gather data
Seasonal	City Wide		Mowing right of ways and drainage easements

Assigned But Not Yet Started

Building Inspection Report

NOVEMBER	2025	2024	YTD 2025	YTD 2024
Building	59	59	736	786
Electrical	28	35	392	415
Plumbing	27	28	337	422
Mechanical	14	15	145	196
Re-Inspections	2	10	70	183
Certificate of Occupancy	0	0	26	12
Certificate of Occupancy Re-Inspection	0	0	8	9
Total # of Inspections	130	147	1714	2023
Plan Review	12	26	220	199

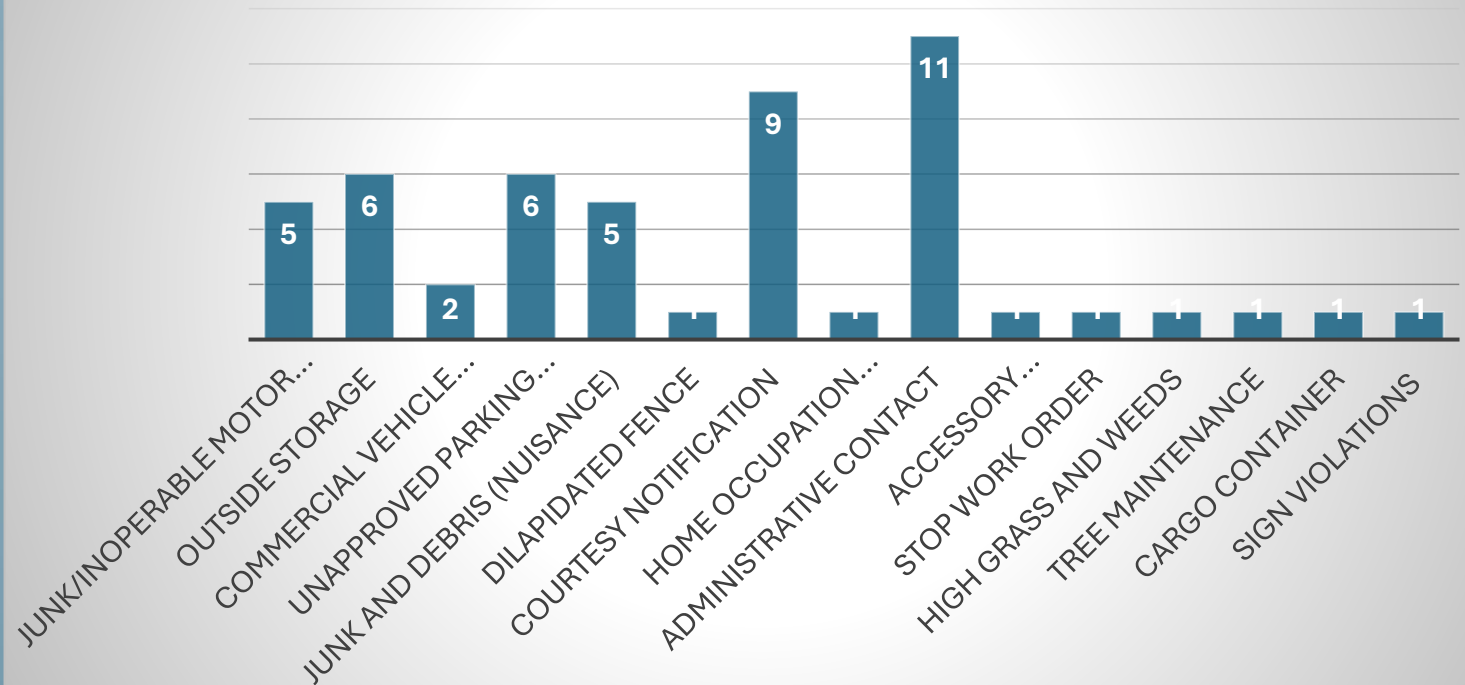
Building Permit Report

NOVEMBER	2025	2024	YTD 2025	YTD 2024
Building	20	21	299	285
Electrical	8	16	154	165
Plumbing	8	6	122	158
Mechanical	2	10	87	112
Permanent Sign	0	7	15	17
Temporary Sign	2	0	28	8
Certificate of Occupancy	0	0	22	14
Swimming Pool	1	1	15	6
Irrigation System	6	9	63	57
Solicitor	0	0	2	2
Contractor Registration	13	17	247	233
MHP Registration	0	0	3	0
Garage Sales	9		157	
Total # of Permits	69	87	1214	1057



Item 5.

Case information for November 2025



Violations	Totals
Junk/Inoperable Motor Vehicle	5
Outside Storage	6
Commercial Vehicle Parking	2
Unapproved Parking Surface	6
Junk and Debris (Nuisance)	5
Dilapidated Fence	1
Courtesy Notification	9
Home Occupation Violation	1
Administrative Contact	11
Accessory Building/Carport Violation	1
Stop Work Order	1
HIGH GRASS AND WEEDS	1
Tree Maintenance	1
Cargo Container	1
Sign Violations	1
Totals	52



Additional information:

- ☐ A total of 26 bandit signs were removed from the rights-of-way.
- ☐ Three (3) citation were issued.

PARK REPORT December

PARK: Joshua City Park and Ballfield

INSPECTED BY: Steven Gill

11/20/2025	TOTAL % SCORE
	95.8%

RATING 1-5 rating


CHECKED	N/A	***** TURF AND MOWING STANDARDS *****	(1-5)	COMMENTS
	N/A	1. Irrigation operational and inspected.	5	Irrigation systems are shut off for the season
yes		2. mowed, edged, and string trimmed all areas: City hall, police, AC, park bldg, park, and ballfields	5	
yes		3. loose trash picked up daily	5	
yes		4. weeds treated: high traffic areas, park fences, rock beds (areas are weed-free)	4	
yes		5. Fire ants and pests treated.	5	
0	0		24	POSSIBLE SCORE: 25
COMMENTS:				% AVERAGE: 96.0%

CHECKED	N/A	***** GENERAL STANDARDS *****	(1-5)	COMMENTS
yes		1. litter removed: pavilions, restrooms, pond, open spaces daily	5	trash picked up daily
yes		2. Maintenance equipment is inspected and maintained daily	5	
yes		3. Trash receptacles less than 1/2 full.	5	Trash is emptied daily
yes		4. Facility lighting is inspected monthly	3	basketball court lighting is scheduled when we have the lift rental
yes		5. Restrooms cleaned daily	5	
yes		6. All amenity/signage checked and maintained	5	
yes		7. Playground inspected and considered safe	5	Inspected 12/02
yes		8. Concrete walkways cleaned	5	
yes		9. Sporting areas cleaned and free of litter daily	5	
	N/A	10. Splash pad inspected daily	0	splash pad is off for the season
0	0	SUB-TOTALS	43	POSSIBLE SCORE: 45
COMMENTS:				% AVERAGE: 95.6%

CHECKED	N/A	***** ADDITIONAL PROJECTS AND REPAIRS *****	(1-5)	COMMENTS
	N/A	1. Built parade float trailer for Dec 6th event	5	
	N/A	2. Set up and worked the Christmas on Main and parade	5	
	N/A	3. made repairs to the Santa sleigh	5	
	N/A	4 winterized the park facilities	5	
	N/A			
	N/A			
	N/A			
	N/A			
	N/A			
0	0	SUB-TOTALS	20	POSSIBLE SCORE: 20
COMMENTS:				% AVERAGE: 100.0%

SUB-TOTALS FROM ALL CHECKLISTS		
Maintenance Standard		Rating
Turf and Mowing Standards		96.0%
General Standards		95.6%
Additional Project and Repairs		100.0%
Park Certification Total Score		95.8%

Animal Services Monthly Snapshot

 Month	Visitors	Phone calls	Volunteer Hours	Community Service	Total Animal Intake	Dog	Cat	Other	Total Animal Outcome	Adoption	Return to Owner	Transfer/Relocate	Died in Care/DOA	Euthanized	Patrol Hours	Calls for Service/Case	Trap Service	Notices/Warnings	Citations	Community Outreach	Education/Training
October	163	541	128	368	66	33	32	1	63	21	9	11	2	18	47	27	3	17	1	2	
November	128	456	105	319	56	37	15	3	75	31	5	22	3	14	35	31	4	17		1	15
December																					
January																					
February																					
March																					
April																					
May																					
June																					
July																					
August																					
September																					
YTD	291	997	233	687	122	70	47	4	138	52	14	33	2	32	82	58	7	34	1	3	15
24/25 total	2393	5517	1295	4375	765	304	435	24	774	278	69	81	22	299	441	490	145	101	11	6	56
Annual % vs 24/25	12.16%	18.07%	17.99%	15.70%	15.95%	23.03%	10.80%	16.67%	17.83%	18.71%	20.29%	40.74%	9.09%	10.70%	18.59%	11.84%	4.83%	33.66%	9.09%	50.00%	26.79%

Revenue	Total Revenue	Adoptions	City Licenses	Surrenders	Microchips	Reclaim Fees	Quarantine Fees	Rabies Vouchers	Vaccinations	Impound Fees	Donations/Other	Permit Applications	Permit Fees	Sterilization and/or Vouchers	Trap Deposit	Trap Service/DA pickup	Refunds
October	\$ 5,317	\$ 300		\$ 165	\$ 355	\$ 200			\$ 300		\$ 3,412			\$ 580			\$ 50
November	\$ 3,452	\$ 525		\$ 170	\$ 360	\$ 125			\$ 440		\$ 647			\$ 1,185			
December																	
January																	
February																	
March																	
April																	
May																	
June																	
July																	
August																	
September																	
YTD	\$ 8,769	\$ 825	\$ -	\$ 335	\$ 715	\$ 325	\$ -	\$ -	\$ 740	\$ -	\$ 4,059	\$ -	\$ -	\$ 1,765	\$ -	\$ -	\$ 50
24/25 total	\$ 53,545	\$ 3,530	\$ -	\$ 2,170	\$ 3,100	\$ 1,980	\$ 935	\$ 40	\$ 3,425	\$ -	\$ 35,150	\$ -	\$ -	\$ 2,345	\$ 250	\$ 120	\$ 70
Annual % vs 23/24	16.38%	23.37%	0.00%	15.44%	23.06%	0.00%	0.00%	0.00%	21.61%	0.00%	11.55%	0.00%	0.00%	75.27%	0.00%	0.00%	0.00%

City of Joshua

EDC Monthly Staff Report

Period: November 2025

Prepared by: Nora Fussner

Business Retention/Business Spotlights:

- Deep Roots MAC
- La Gringa
- All State Insurance
 - 15 Year Anniversary Celebration 12/03/25
- Affordable Furniture 1
 - Coordinating Grand Opening TBD
- American Steel
- Mob Studio
 - Coordinating Grand Opening 12/10/25
- Owls Nest
- Great Clips

Planning & Zoning Projects:

- Mountain Valley Replat
 - Review of plat
 - Newspaper publication
 - Property owner mailouts
 - Staff report and all supporting documentation for P&Z
 - Calls and inquiries from surrounding property owners
- 202 Trailwood Conditional Use Permit
 - Review of submittal
 - Newspaper publication
 - Property owner mailouts
 - Staff report and all supporting documentation for P&Z
 - Calls and inquiries from surrounding property owners
- Caddo Peak Addition
 - Coordinating with City Engineer and Project Engineer to resolve all comments
 - Coordinating with JCSUD

Conference:

Texas Downtown 2025 - November 2-5

Special Events:

- Christmas on Main
 - Serving on planning committee
 - Coordinating with businesses, ISD and City staff on event setup
 - Getting vendors for event and parade entries
- Fall on Main
 - Served on planning committee
 - Recap of event

City of Joshua
City Secretary's Office
Monthly Report
Reporting Period: November 2025
Prepared by: Alice Holloway, City Secretary

GENERAL OVERVIEW

The City Secretary's Office continues to play a vital role in ensuring compliance, transparency, and seamless support for the City Council, staff, and the public. This month has been especially active, with significant efforts focused on the new public information software, legislative bills, recordkeeping, and responding to citizen needs.

Task

City Council Agendas Prepared	1
Council Meeting Minutes Completed	1
Supporting Documents Processed	5
Board/Commission Agendas Prepared	0
Meetings	
Board/Commission Minutes Completed	0
Supporting Documents Processed	0
Public Information Requests Processed	48
Resolutions/Ordinance Indexed	5
U.S. Census Bureau Monthly Report	1
HB 103-10 years of Historical Data on Taxes, bonds, and bond-related information Database In Progress	
TABC License Applications Processed -TABC Applications and Invoices will go out to all vendors in the City in December	
Liens Filed with Johnson County Clerk	12 (several more waiting to be filed)

Board Appointments- Added all newly appointed and reappointed board members into Laserfiche, Municode Voting, and updated on Website.

Opioids Settlement- Working with the Texas Attorney General's Office on the City of Joshua's participation in the state settlement.

Coordinated multi-department support for agendas and records.

December 13, 2025, Election Update

The required Notice to File was posted on October 17, 2025. This office accepted applications from October 17, 2025, through November 3, 2025, at 5:00 p.m. Four candidates filed for the City Council Place 1 position. The drawing for place on the ballot was conducted on November 6, 2025, and was open to the public. All required election forms were submitted on November 10, 2025, to ESS Vote to facilitate ordering the necessary election equipment. The Vote Express machine was rented and picked up from Johnson County.

Early voting was conducted from December 1 through December 9, 2025. Voter turnout during early voting was low; however, several individuals residing outside the city limits attempted to vote. In each instance, I contacted the Johnson County Elections Office to verify the individual's voter registration status and confirm whether they were registered within the City of Joshua. Curbside voting was also provided, along with addressing a few unique situations that arose during the early voting period. Our new election clerks performed exceptionally well, and through teamwork, all issues were resolved promptly and in compliance with election requirements. Daily reports were completed and submitted on time as required. All cameras located within the polling area were turned off and covered for the duration of early voting.

Election Day is scheduled for Saturday, December 13, 2025. Four election clerks will be assigned to work at the polling location, and I will be present, as required by the Texas Election Code, at City Hall from 6:00 a.m. until approximately 8:00 p.m. The City will provide food and beverages for election workers on Election Day only. Additionally, several applications for ballot by mail were processed and mailed during this election cycle.

All possible action items have been placed on the December Agenda since the election is after the posting of the agenda. I have written an ordinance to canvass the election, prepared the statement and oath, added an item to call a runoff election, and if necessary, an ordinance will be uploaded on Monday to the runoff item with all the necessary information.

May 2, 2026, General Election

Preparations and statutory requirements for the upcoming **May 2, 2026, General Election**, which will include the election of **City Council Place 2 and Place 5**, in accordance with the Texas Election Code.

Current Status

The **Notice of Deadline to File an Application for Place on the Ballot** has been prepared and posted on the City's bulletin boards and official website as required by law.

Candidate packets will be available for pickup beginning the **first week of January 2026**.

An ordinance calling the **May 2, 2026, General Election** will be presented to the City Council for consideration in **January 2026**.

Candidate Filing Period

- **First day to file:** January 14, 2026
- **Last day to file:** February 13, 2026

Applications must be filed during regular business hours unless otherwise permitted by statute.

City Secretary Mandatory Office Hours

In accordance with the Texas Election Code, mandatory office hours for the City Secretary will be observed during the election period as follows:

- **March 13, 2026, through June 11, 2026**

Early Voting Period

Early voting for the May 2, 2026, election will be conducted:

- **April 20, 2026, through April 28, 2026**

Legislative Update – Senate Bill 2753

Senate Bill 2753 establishes updated early voting requirements, which will apply to this election cycle, including:

Early Voting Period Defaults

- **May elections and any resulting runoff:** Early voting begins on **Election Day minus 9 days (ED-9)**

Early Voting Hours

- Early voting hours may be conducted between **6:00 a.m. and 10:00 p.m.**
- **Weekend and holiday voting is mandatory**

Early Voting Locations & Hours

- **Main Early Voting / Permanent Branch:**

- Minimum of **9 hours per day**, or
 - **4 hours per day** if the political subdivision has fewer than 1,000 registered voters
- **Temporary Branch Locations:**
 - Minimum of **8 hours per day**

Election Day Requirements

- All early voting locations must be used on **Election Day**; however, additional Election Day polling locations may be added if needed.

Training/Education

- Enrolled in the Silver EPP 2-year Program with the International Institute Municipal Clerks. (Round 2)-The education requirements for the EPP are advanced and complex, like those of the MMC program. The breadth and depth of the EPP courses are academically advanced.
- TMCA-Practical Tools for Public Sector Productivity
- TMCA-Leadership without a Title
- NTMCA-Monthly Training Meeting in Trophy Club
- TMCA-The Weight of Service: Processing Compassion Fatigue in the Municipal Clerk's Office.
- TMCA: Reframing Power: Leading with Strength, Awareness, and Courage.
- Attending the 54th Annual Election Law Seminar on January 21st through January 23rd.
The registration fees are waived since I will be a speaker for three sessions.

Board Training

The date has been set: the official date is January 24, 2026, from 9 am to 3 pm. The following topics will be discussed:

1. **Roles and Responsibilities**
Understand the distinct roles of board and commission members, staff, and the City Council. Learn about conflict-of-interest laws, ethical standards, and fiduciary duties.
2. **Conducting Effective Meetings**
Gain tools for running productive meetings: how to handle public comment (dos and don'ts), what constitutes a meeting or executive session, the importance of openness in decision-making, and the basics of voting, motions, and amendments.
3. **Open Meetings, Public Information, and Records Management**
Explore the Open Meetings Act, Public Information Act, and records management requirements. Learn how agendas are set and posted, quorum requirements, and what qualifies as a public record (emails, texts, notes, and recordings).

4. **City Governance Framework**

Build familiarity with the City's Charter, Code of Ordinances, and Comprehensive Plan to better understand how they guide decision-making and long-term planning.

5. **Zoning and Land Use**

Review zoning basics, land use planning, and the development review process to understand how these elements shape community growth.

6. **Economic Development**

Learn about tools available to the City's Economic Development Corporation, including grants, abatements, and 380/381 agreements that help attract and support businesses.

7. **Communication and Trust-Building**

Discover the importance of clear, transparent communication, listening effectively, providing consistent information, and building trust with fellow members, staff, Council, and the community.

Ongoing Projects:

- Develop and Implement a Board Policy Manual
- Establish a Board Member Orientation Program
- Updating Records Management Procedures and Internal Records Policies

Final

The City Secretary's Office continues to see high levels of demand across all service areas.

Ongoing improvements in technology and processes are essential to meet this growing workload.

The City Secretary remains committed to serving the Council, staff, and citizens of Joshua with excellence.