



CITY COUNCIL MEETING

April 15, 2024 at 6:00 PM

WolfForth City Hall - 302 Main Street WolfForth, TX

AGENDA

CALL MEETING TO ORDER

INVOCATION - Council member Cooper

PLEDGE OF ALLEGIANCE - Council member Stout

ROLL CALL AND ESTABLISH A QUORUM

SAFETY REVIEW

CITIZEN ENGAGEMENT

This is an opportunity for the public to address the City Council regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign-in sheet and state his/her name and city of residence before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers can address only the City Council and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

RECOGNITION AND PROCLAMATIONS

CONSENT AGENDA

Items considered to be routine are enacted by one motion without separate discussion. If the City Council desires to discuss an item, the item is removed from the Consent Agenda and considered separately.

1. Consider and take appropriate action on Resolution 2024-012

A RESOLUTION OF THE CITY OF WOLFFORTH, TEXAS, APPROVING THE INVESTMENT PORTFOLIO SUMMARY FOR THE QUARTER ENDED MARCH 31, 2024 AND PROVIDING AN EFFECTIVE DATE.

2. Consider and take appropriate action on March 2024 departmental reports
3. Consider and take appropriate action on minutes from April 1, 2024 City Council meeting
4. Consider and take appropriate action on certification of unopposed candidate for Mayoral election on May 4, 2024
5. Consider and take appropriate action on Pay Requests No. 6 and Pay Request No. 7 (final payment) from UCA for 12-inch Loop Line Project

REGULAR SESSION

6. Consider and take appropriate action on proposal from OJD for engineering services for Lubbock Water Connection North
7. Consider and take appropriate action on proposal from OJD for engineering services for water distribution system improvements related to EDR Plant #2
8. Consider and take appropriate action on Final Plat for Cityside Business Park.
9. Consider and take appropriate action on Final Plat for The Overlook, Lot 212-A.
10. Consider and take appropriate action on Ordinance 2024-009
Ordinance Amending Article 15.08 Utility Construction in Public Right-of-Way
11. Consider and take appropriate action on discussion of amendment to the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.
12. PUBLIC HEARING: Consider and take appropriate action on ordinance that will amend the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.
13. Consider and take appropriate action on Ordinance 2024-010.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH
AMENDING CITY OF WOLFFORTH CODE OF ORDINANCES BY AMENDING
CHAPTER 10 SUBDIVISION REGULATION; PROVIDING A SEVERABILITY CLAUSE;
PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND
PROVIDING AN EFFECTIVE DATE.

14. Consider and take appropriate action on discussion of update to the City of Wolfforth Comprehensive Plan: Future Land Use Map.
15. PUBLIC HEARING: Consider and take appropriate action on an update to the City of Wolfforth Comprehensive Plan: Future Land Use Map.

16. Consider and take appropriate action on Ordinance 2024-011.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH ADOPTING AN UPDATED FUTURE LAND USE PLAN; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

17. Consider and take appropriate action on discussion on a zoning change from C-3 to M-1 at 2.94 Acres out of that certain called 4.69 acre Tract BLK AK SEC 25 AB 246 TR NE 14, a 2.60 acre tract located in BLK AK SEC 25 AB 246 TR NE 13, and a 12.35 acre tract located in BLK AK SEC 25 AB 246.

18. PUBLIC HEARING: Consider and take appropriate action on a zoning change from C-3 to M-1 at 2.94 Acres out of that certain called 4.69 acre Tract BLK AK SEC 25 AB 246 TR NE 14, a 2.60 acre tract located in BLK AK SEC 25 AB 246 TR NE 13, and a 12.35 acre tract located in BLK AK SEC 25 AB 246.

19. Consider and take appropriate action on Ordinance 2024-012

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING THE ZONING MAP AS IT RELATES TO PROPERTY KNOWN AS 2.94 ACRES OUT OF THAT CERTAIN CALLED 4.69 ACRE TRACT BLK AK SEC 25 AB 246 TR NE 14, A 2.60 ACRE TRACT LOCATED IN BLK AK SEC 25 AB 246 TR NE 13, AND A 12.35 ACRE TRACT LOCATED IN BLK AK SEC 25 AB 246, WOLFFORTH, TEXAS, BY AMENDING THE ZONING DESIGNATION FROM C-3 TO M-1; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES AND PORTIONS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

20. Consider and take appropriate action on discussion of amending the Wolfforth Code of Ordinances, Article 14.05.009: Fences.

21. PUBLIC HEARING: Consider and take appropriate action on ordinance that will amend the Wolfforth Code of Ordinances, Article 14.05.009: Fences.

22. Consider and take appropriate action on Ordinance 2024-013.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING CITY OF WOLFFORTH ZONING ORDINANCE BY AMENDING CHAPTER 14 ZONING; AMENDING §14.05.009 FENCES; ALLOWING FOR APPROVED AND

PROHIBITED MATERIALS IN RESIDENTIAL DISTRICTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

23. Consider and take appropriate action on May 2024 Council meeting dates

24. Consider and take appropriate action on update from staff regarding Fire/EMS full-time implementation

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURN

In accordance with the Americans with Disability Act any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Secretary at 806-855-4120 or send written request to P.O. Box 36 Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on April 12, 2024 at 5:00 p.m.

/s/ Terri Robinette, City Secretary



AGENDA ITEM COMMENTARY

MEETING NAME: Wolfforth City Council
MEETING DATE: April 15, 2024
ITEM TITLE: Consider and take appropriate action on Resolution for Quarter 1 2024 Investment Report
STAFF INITIATOR: Terri Robinette, City Secretary

BACKGROUND:

In accordance with Chapter 2256 of the Texas Public Funds Investment Act, the investment officer shall prepare and submit to the City Council a written report of the investment transactions of the City. The attached report covers all cash accounts under the City’s control and breaks down balances and interest earned over the month of January, February and March 2024. Highlighted in yellow is the total interest earned by the City across all accounts.

EXHIBITS:

Resolution

Qtr 1 2024 Investment Report

COUNCIL ACTION/STAFF RECOMMENDATION:

Approve Resolution

Resolution 2024-012

A RESOLUTION OF THE CITY OF WOLFFORTH, TEXAS, APPROVING THE INVESTMENT PORTFOLIO SUMMARY FOR THE QUARTER ENDED MARCH 31, 2024 AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented the City of Wolfforth's Investment Portfolio Summary for the quarter ended March 31, 2024, a substantial copy of which is attached hereto as Exhibit "A" and incorporated herein by reference (hereinafter called "Investment Portfolio Summary"); and

WHEREAS, the Public Funds Investment Act at Texas Government Code, Section 2256.005, requires the governing body of an investing entity to review its investment policy and investment strategies not less than annually; and

WHEREAS, upon full review and consideration of the Investment Portfolio Summary, and all matters attendant and related thereto, the City Council is of the opinion that the same should be approved.

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

Section I. The City of Wolfforth's Investment Portfolio Summary for the quarter ended March 31, 2024, having been reviewed by the City Council of the City of Wolfforth and found to be acceptable and in the best interests of the City of Wolfforth and its citizens, is hereby in all things approved.

Section II. This Resolution shall become effective immediately upon its passage.

PASSED AND APPROVED on the 15th day of April, 2024.

Charles Addington, II, Mayor

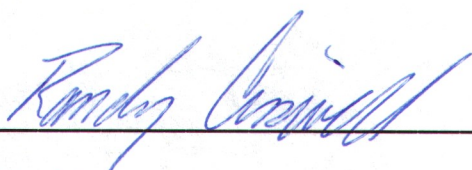
ATTEST

Terri Robinette, City Secretary



CITY OF WOLFFORTH
INVESTMENT PORTFOLIO SUMMARY
For the Quarter Ended
March 31, 2024

The undersigned investment officers acknowledge that the City's investment portfolio has been and is currently in compliance with the policies and strategies contained in the City's investment policy as adopted by Resolution 2023-022 and is in compliance with the requirements of the Public Funds Investment Act of the State of Texas



City Manager



City Secretary

**City of Wolfforth, TX
FY 23/24 Bank and Investment Balances**

Deposit Balances

City Bank Deposit Balances	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	June-24	July-24	August-24	September-24
6088	16,649.61	16,235.57	16,259.01	11,478.30	10,051.85	10,066.33						
6150	2,761,042.80	1,141,491.69	1,549,207.90	619,568.03	732,077.20	406,528.43						
EDC 8509	175,553.19	203,858.32	225,199.17	241,870.22	90,138.76	122,759.74						
Total City Bank Deposit Balances	2,953,245.60	1,361,585.58	1,790,666.08	872,916.55	832,267.81	539,354.50	-	-	-	-	-	-
103% Policy Requirement	3,041,842.97	1,402,433.15	1,844,386.06	899,104.05	857,235.84	555,535.14	-	-	-	-	-	-
City Bank Collateral Report of Fair Value	4,272,430.56	4,584,465.15	2,003,060.00	4,457,134.82	4,460,725.57	4,319,526.00						
Excess (Deficiency) of Collateral	1,230,587.59	3,182,032.00	158,673.94	3,558,030.77	3,603,489.73	3,763,990.87	-	-	-	-	-	-
TexPool Investment Accounts												
City	4,658,904.96	5,681,834.68	5,457,377.89	8,792,828.71	7,608,503.42	7,376,890.48						
CLRFR	1,385,552.64	1,392,377.73	1,398,727.45	1,405,077.65	1,411,022.37	1,417,393.16						
EDC	1,610,105.41	1,617,215.09	1,624,590.15	1,631,965.80	1,839,278.77	1,847,583.12						
Total TexPool Investments	7,654,563.01	8,691,427.50	8,480,695.49	11,829,872.16	10,858,804.56	10,641,866.76	-	-	-	-	-	-
Total City Bank Deposits and TexPool Investments	10,607,808.61	10,053,013.08	10,271,361.57	12,702,788.71	11,691,072.37	11,181,221.26	-	-	-	-	-	-

Interest Earned

City Bank Statement Acct #	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	June-24	July-24	August-24	September-24
City Bank Interest Rate	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%						
TexPool Interest Rate	5.36%	5.37%	5.37%	5.35%	5.32%	5.33%						
6088	23.23	22.96	23.44	20.29	13.85	14.48						
6150	4,409.40	2,496.20	1,686.66	2,101.89	1,482.35	826.24						
EDC 8509	243.49	253.21	349.90	362.31	252.18	182.86						
TexPool City	21,912.67	22,929.72	25,543.21	35,450.82	31,574.71	33,387.06						
TexPool CLRFR	5,473.11	6,119.79	6,349.72	6,350.20	5,944.72	6,370.79						
Tex Pool EDC	7,294.96	7,109.68	7,375.06	7,375.65	7,312.97	8,304.35						
Total Interest Earned	39,356.86	38,931.56	41,327.99	51,661.16	46,580.78	49,085.78	-	-	-	-	-	-

Total Interest for FY 23/24 **266,944.13**

March 2024 Departmental Reports

Monthly Report March 2024

New Construction: 39-Residential, 3-Commercial

Estimated Value: \$ 9,639,770

Subdivision: Harvest-23, Overlook West-12, Overlook- 3, Preston Manor- 1

38-Single Family

1-Multi-Family

3-Commercial Addition (2 FISD Projects, 1 Commercial Strip off Hwy 62/82)

Ongoing Construction: 1-Commercial, 139-Residential

Subdivision: Harvest-100, Overlook-10, Iron Horse-2, Preston Manor-8, Windsor Estates-2, Frenship Mesa-5, Overlook West-12

138-Single Family

1- Multi-Family

1-Commerical (Methodist Church)

Completed Construction: 25-Residential

Subdivision: Harvest- 17, Overlook-8

25-Single Family

Plat and Commercial Update March 2024

Platting:

Harvest 8A- TCEQ Approval Granted, went to council 12-18-23

Overlook West Phase 2- TCEQ Approval granted, revised plat to council 4-1-24

Iron Horse Phase 2- TCEQ Approval granted, Council approval 1-22-24

Harvest 9- Awaiting TCEQ approval

Commercial Patel Drive- Preliminary to council 4-15-24

Replats- Betenbough combined lots for Parade, Harvest 7

Commercial:

Wingstop- Complete

Frenship ISD Soccer Complex- permitted

Frenship ISD Expansion of 9th Grade Center- permitted

Methodist Church- Accessory Building

Commercial Strip- Patel Dr. and Hwy 62/82- Review process

Permit Title	Permit Description	Project Address	Applicant	Date Started	Project Square Feet	Estimated Valuation
Building Permit New (R)	Single Family	611 E 31st Street	Betenbough Homes	03/27/2024	2412	248436
Building Permit New (R)	SFR	415 14th Street	Brock Baker, D.R. Horton	03/14/2024	2355	242565
Building Permit New (R)	SFR	417 14th Street	Brock Baker, D.R. Horton	03/14/2024	2316	238548
Building Permit New (R)	SFR	419 14th Street	Brock Baker, D.R. Horton	03/14/2024	2237	230411
Building Permit New (R)	SFR	420 14th Street	Brock Baker, D.R. Horton	03/14/2024	2074	213622
Building Permit New (R)	SFR	418 14th Street	Brock Baker, D.R. Horton	03/14/2024	2237	230411
Building Permit New (R)	SFR	416 14th Street	Brock Baker, D.R. Horton	03/14/2024	2334	240402
Building Permit New (R)	SFR	414 14th Street	Brock Baker, D.R. Horton	03/14/2024	2358	242874
Building Permit New (R)	SFR	412 14th Street	Brock Baker, D.R. Horton	03/14/2024	2680	276040
Building Permit New (R)	Single-Family Residential	619 E 15th Street	Dustin Kreger, Dream Built Homes	03/15/2024	2865	295095
Building Permit New (R)	SRF	206 15th Street	Brock Baker, D.R. Horton	03/19/2024	2957	304571
Building Permit New (R)	Single Family	2012 Settler Avenue	Betenbough Homes	03/27/2024	1612	166036
Building Permit New (R)	Single Family	1210 E 30th Street	Betenbough Homes	03/19/2024	3522	362766
Building Permit New (R)	Single Family Residential	204 15th Street	Brock Baker, D.R. Horton	03/14/2024	2392	246376
Building Permit New (R)	New single family	1410 Durham Avenue	Gilbert Arredondo, M&M Homes	03/21/2024	3329	342887
Building Permit New (R)	Single Family	613 E 31st Street	Betenbough Homes	03/27/2024	1996	205588
Building Permit New (R)	Single Family	1207 E 32nd Street	Betenbough Homes	03/26/2024	3522	362766
Building Permit New (R)	Single Family	603 E 31st Street	Betenbough Homes	03/26/2024	2755	283765
Building Permit New (R)	Single Family	609 E 31st Street	Betenbough Homes	03/26/2024	2006	206618
Building Permit New (R)	Single Family	2010 Settler Avenue	Betenbough Homes	03/26/2024	1419	146157
Building Permit New (R)	Single Family	601 E 31st Street	Betenbough Homes	03/26/2024	2212	227836
Building Permit New (R)	Single Family	411 14th Street	Brock Baker, D.R. Horton	03/14/2024	2074	213622
Building Permit New (R)	SFR	413 14th Street	Brock Baker, D.R. Horton	03/14/2024	2680	276040
Building Permit New (R)	Single Family Residence	1311 Chaucer Ln	Erbey Molinar, Desire Homes LLC	03/08/2024	3216	331248
Building Permit New (R)	Single Family	606 E 31st Street	Betenbough Homes	03/11/2024	2730	281190
Building Permit New (R)	Single Family	2001 Settler Avenue	Betenbough Homes	03/07/2024	1426	146878
Building Permit New (R)	Single Family Residence	604 E 31st Street	Betenbough Homes	03/08/2024	2424	249672
Building Permit New (R)	New Single Family	607 E 31st Street	Betenbough Homes	03/08/2024	2113	217639
Building Permit New (R)	New Garden Home	2002 Settler Avenue	Betenbough Homes	03/08/2024	1614	166242
Building Permit New (R)	New Garden Home	2014 Settler Avenue	Betenbough Homes	03/08/2024	1426	146878
Building Permit New (R)	Single Family	602 E 31st Street	Betenbough Homes	03/11/2024	2805	288915
Building Permit New (R)	Single Family	608 E 31st Street	Betenbough Homes	03/11/2024	2164	222892
Building Permit New (R)	Single Family	610 E 31st Street	Betenbough Homes	03/11/2024	2268	233604
Building Permit New (R)	Single Family	612 E 31st Street	Betenbough Homes	03/11/2024	2250	231750
Building Permit New (R)	Single Family	614 E 31st Street	Betenbough Homes	03/11/2024	2284	235252
Building Permit New (R)	Single Family	616 E 31st Street	Betenbough Homes	03/11/2024	2117	218051
Building Permit New (R)	Single Family	902 E 32nd Street	Betenbough Homes	03/06/2024	2407	247921
Building Permit New (R)	Single Family	618 E 31st Street	Betenbough Homes	03/11/2024	2572	264916
Building Permit New Multi-Family (R)	Duplex on lot # 407 Overlook	1205 Bryan Avenue	David mosser, Mosser Construction	03/22/2024	3430	353290
					93590	9639770



Monthly Case Activity Summary

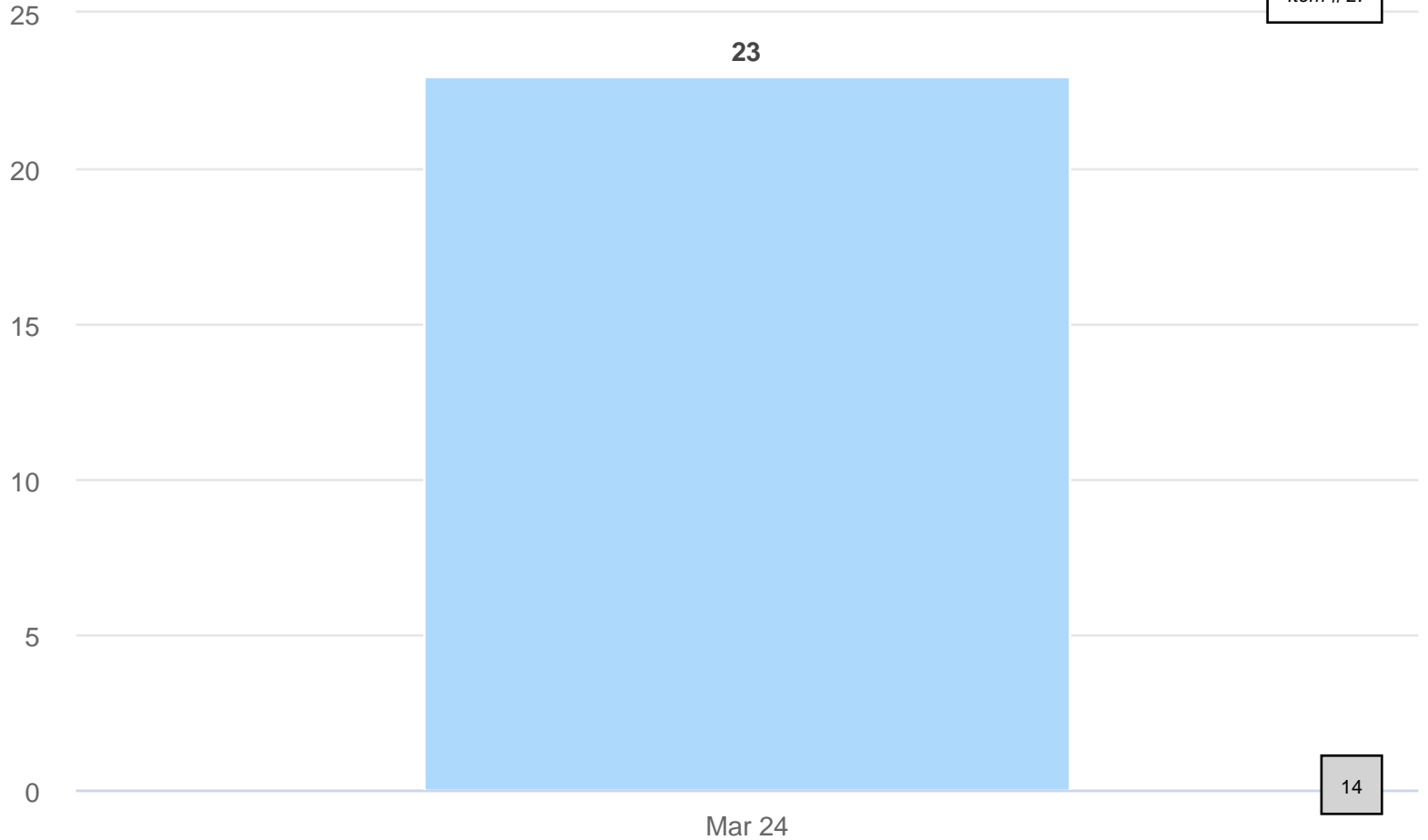
from feed: 03/01/2024 - 03/31/2024

TEMPLATE	REPORTED VIOLATIONS	WORKING VIOLATIONS	CORRECTED VIOLATIONS	TOTAL VIOLATIONS	ACTIVE CASES	ARCHIVED CASES	TOTAL CASES	ISSUED CITATIONS
Illegal Dumping	0	1	0	1	1	0	1	0
Nuisance: General	0	1	0	1	2	0	2	0
Parking on Unimproved Surface	0	2	0	2	2	0	2	0
Property Maintenance: Fence	0	2	0	2	2	0	2	0
Stagnant Water, Weeds, and Rubbish	0	88	0	88	86	8	86	0
Tree / Limb Obstructions	0	0	0	0	0	2	0	0
AVERAGE	0.00	15.67	0.00	15.67	15.50	1.67	15.50	0.00
TOTAL	0.00	94.00	0.00	94.00	93.00	10.00	93.00	0.00

March 2024 SWPPP Inspections

Passed Partial Passed Failed Canceled

Item #2.



Library Report

Dates included: March 1, 2024 – March 31, 2024

Circulation Statistics: 3,111 Checkouts

Cards issued: 90 new cards (24 digitally through the website)

Materials Added: 335 Items Value: \$5,208.56

Materials Weeded: 20 Items Value: \$166.80

Overdrive (WT Digital Consortium) – 4,493 eBooks, 3,801 eAudiobooks, and 445 eMagazines

Overdrive New User Registrations – 45 new users

Total number of visitors: 2,465

Total number of computer users: 133

Total number of reference questions: 822

Community Room reservations: 20 Regular ****note that we are using the room almost daily for library/ community events, GED/ESL, and for Fire/EMT classes****

Program totals: 15 Total Programs: Family – 2 | Preschool – 9 | School Age – 2 | Teen – 1 | Adult – 176 |

Total Activity Participation: 401 Total: 195 Children | 18 School Age | 12 Teens | 176 adults

February Beanstack overview: 1 New Registrations | 1,195 books | 5,975 minutes read | 39 Active Readers

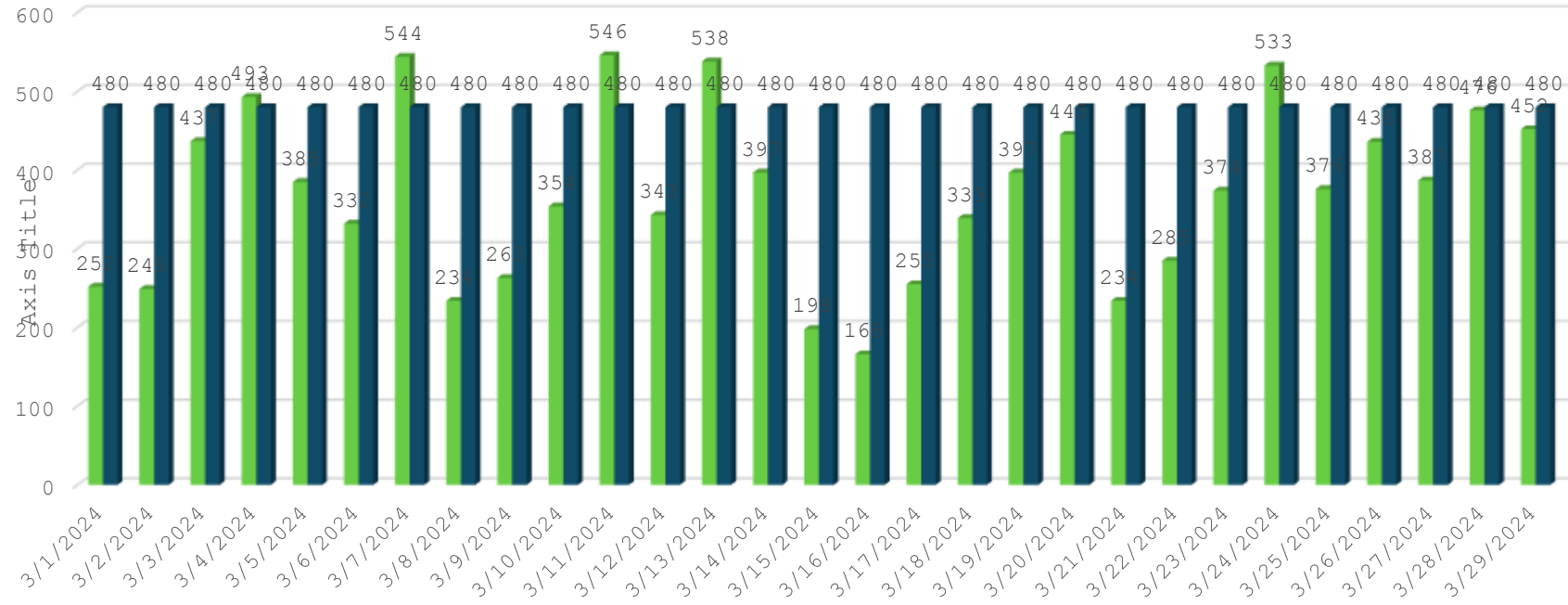
Volunteer Hours: 27:44 hours

Effective March 1st the Library adjusted our operating hours to accommodate more open hours on Saturdays for our working families that are unable to come much during the work week. We reduced our hours on Fridays, now closing at 6 pm instead of 8 pm, and added hours on Saturday, opening at 10 am instead of 1 pm. This has been a welcome change for our users, and we are already seeing increased traffic on Saturday mornings. We will be adding additional programs to our Saturday calendar beginning in June. This will allow many of our working families, many of whom regularly tell us they wish they could come to storytime, to attend programs that better fit their busy schedules.

We recently distributed our annual summer reading donation letters to local businesses and Library supporters. To be more physically present in the community, both Taylor and I went around to many of our local businesses and hand-delivered donation letters along with 4 pairs of solar eclipse glasses. We allocated 2 hours one morning and were able to meet many of our community business owners and visit about ways we can work together in the future. We unfortunately did not make it to everyone, but we were able to mail out the rest and we are already seeing donations come in. These funds will be used to support our summer outreach programs and any remaining funds will be placed into our building fund for future development plans. Currently, our Library Advisory Board is working on additional fundraising projects to work towards developing the land adjacent to the Library. The board has set a three-year goal to have the funds and begin developing that space for the community, followed by plans to expand the building to allow the Library to continue to meet the needs of our growing community.

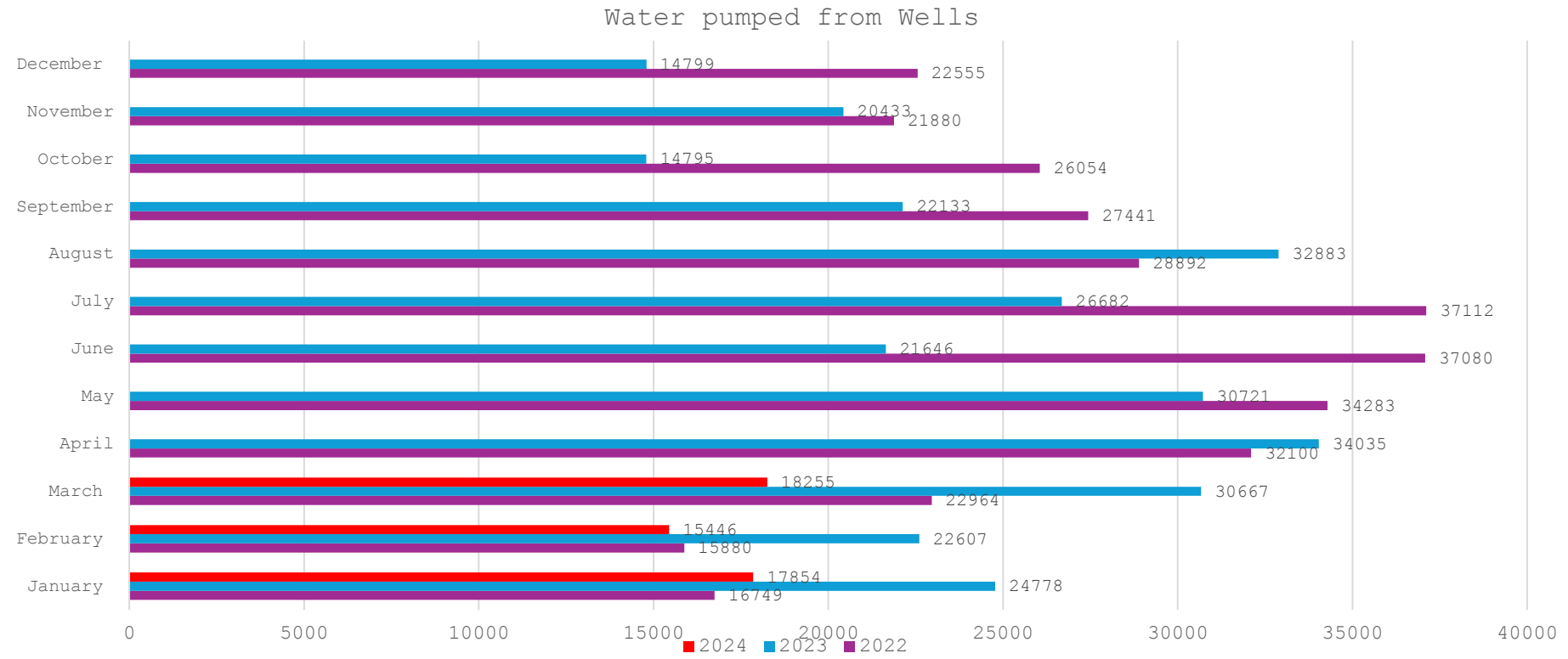
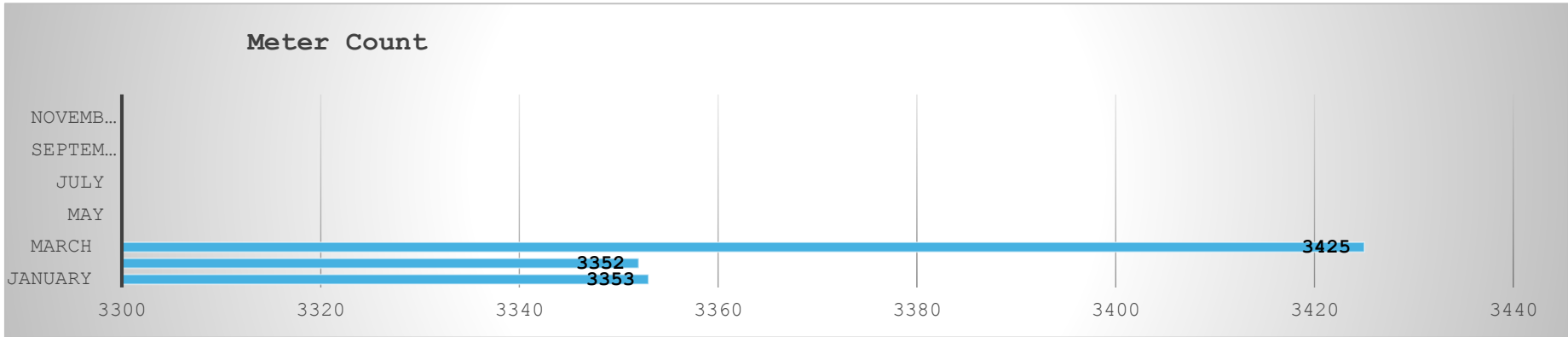
March 2024 Reports

Daily Pumpage from Wells and Lubbock

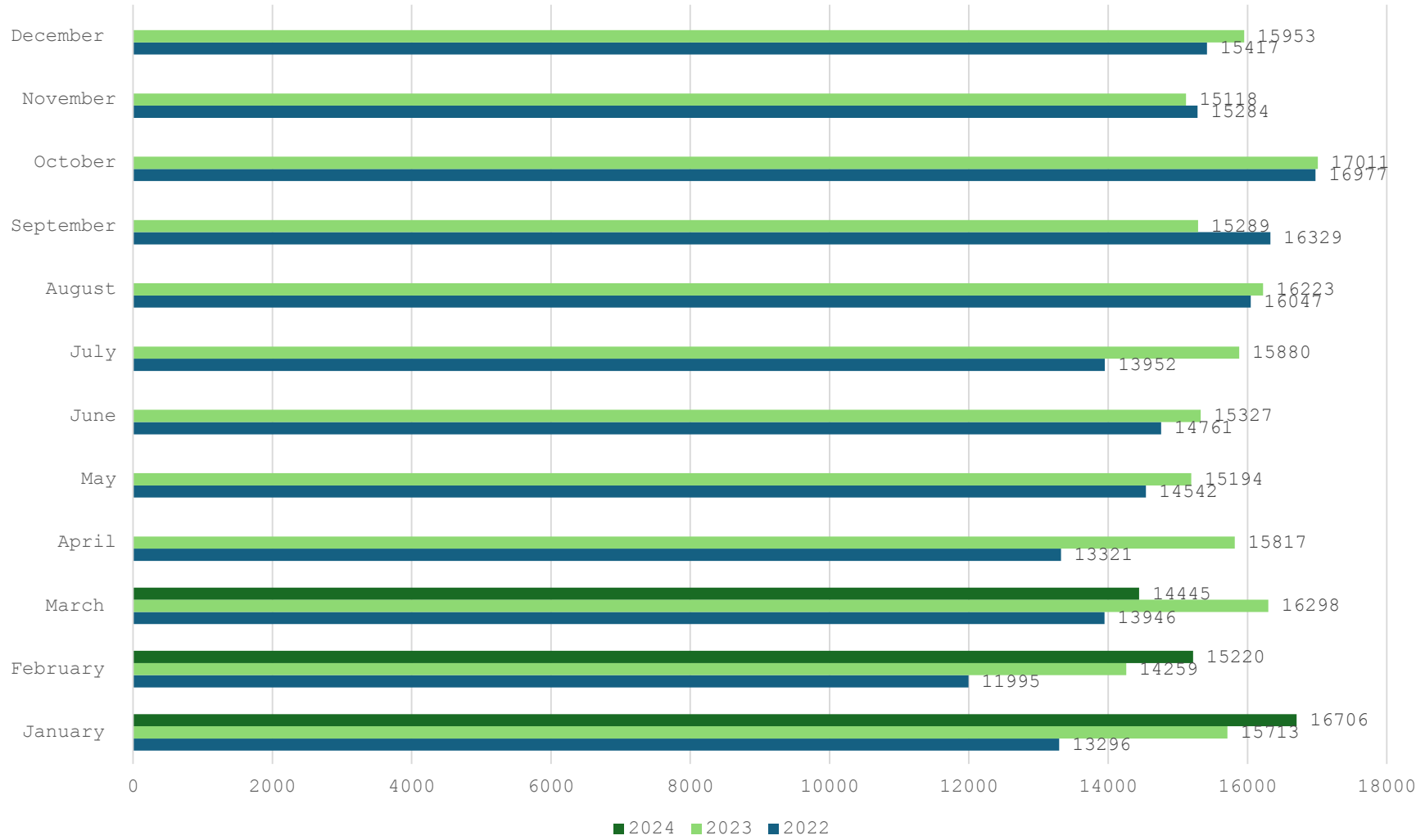


Monthly total of Water Pumped by wells





Sewer Flow



811							
locates	58						
		176 Work					
Iworq summary	orders						
Building maintenance	4 Locks	0 Sewer	0 CSI				0
Container check	Low Pressure	0 Signs	0 Debris Removal				0
Data Log	Meter can repair	0 Streets	0 Other-Water				1
Detect leak	Meter 6 Issues	3 Water	0				
Door tag	Meter 8 read	Pothole 1 repair	0				
Furniture	0 Re read	5 Repairs	0				
Grade Alley	0 Disonnect	20 Verify occupancy	1				
Install Meter	16 Reconnect	58 Connect	42				

OffenseStopCount

This report does not include voided, test, or deleted records, but does include warnings (if *ALL* or WARNINGS is selected in the Stop Result field).

	282 Stops	410 Violations
	282 Stops	410 Violations
Defective Head Lamps		5
Defective Stop Lamps		17
Defective Tail Lamps		17
Driving While License Invalid		12
Drove Without Lights When Required		5
Expired Driver License		3
Expired Registration		41
Fail to Display Driver License		6
Fail to Stop-Designated Point - Stop Sign		10
Failed to Dim Headlights - Meeting		4
Failed To Drive In Single Lane		14
Failed To Signal Lane Change		9
Failed To Signal Turn		9
Failure to Maintain Financial Responsibility		18
No Driver License		18
No License Plate Light		34
No Motorcycle License		1
Operate Motor Vehicle Without Plates		10
Possession of Drug Paraphernalia		5
Ran Red Light		5
Ran Stop Sign		13
Speeding		92
Turned Left From Wrong Lane		1
Turned Right Too Wide		6
Display Unclean License Plates		2
Disregarded Traffic Control Device		2
No Tail Lamps		2
Operate Unregistered Motor Vehicle		1
Display Fictitious License Plate		4



OffenseStopCount

Failed To Signal Distance Before Turn	4
Failed To Yield Right Of Way	4
Failure to Maintain Financial Responsibility - 2nd Offense	1
Improper Turn	2
Operate Motor Vehicle with Fictitious Plate	1
Public Intoxication	2
Unauthorized Glass Coating Material	1
Fail to Stop Proper Place - Traffic Light	2
No Stop Lamps	1
Use of Wireless Device in School Zone	2
Violate Driver License Restriction	1
Fictitious License Plate/Registration/Safety Inspection	2
Open Container in Motor Vehicle - Driver	6
Fail to move over or reduce speed passing Authorized Emergency Vehicle	1
Leaving Scene Of Accident	1
Minor in Possession of Tobacco	1
Wrong Color License Plate Light	1
Driving While License Suspended	1
Improper Loading	1
No Warning Signal For Brakes	1
Fail To Control Speed	2
Speeding in School Zone	6

WOLFFORTH POLICE DEPARTMENT

Item # 2.

Calls - By Type

03\01\2024
thru 03\31\2024

Type	Description	# Of Calls
8	911 HANGUP	2
5	ACCIDENT (BLUE FORM)	2
7	ACCIDENT (REPORTABLE)	10
9	ALARM (FALSE BUSINESS)	12
1	ALARM (FALSE RESIDENTIAL)	7
10	ANIMAL COMPLAINT	7
13	ASSAULT (PHYSICAL)	1
14	ASSAULT (SEXUAL)	1
16	ASSIST OTHER AGENCY (FIRE EMS)	7
17	ASSIST OTHER AGENCY (MENTAL HEALTH)	1
18	ASSIST OTHER AGENCY (OTHER)	10
24	CHECK BUSINESS	36
26	CHECK WELFARE (PERSON)	11
28	CIVIL DISPUTE	2
29	CIVIL MATTER	6
37	CRIMINAL MISCHIEF (ALL OTHERS)	2
39	CRIMINAL TRESPASS	5
42	DEATH	2
43	DISORDERLY CONDUCT	12
45	DOMESTIC (NON ARREST)	4
48	DRUGS FELONY	4
51	DWI	3
52	EMERGENCY DETENTION	2
59	HARASSMENT	3
60	INFORMATION	38
66	MOTORIST ASSIST	5
67	OTHER	2
70	PROWLER	1
71	PUBLIC INTOXICATION	2
101	RADAR CHECK	102
73	RUNAWAY	1
100	S.T.E.P	20
74	SCHOOL PATROL	24
78	SUSPICIOUS ACTIVITY (PERSON)	10
79	SUSPICIOUS ACTIVITY (VEHICLE)	5
80	THEFT	2
81	TRAFFIC	1
82	TRAFFIC COMPLAINT	12
85	TRAFFIC CONTACT (WARNING)	1
83	TRAFFIC CONTACT (ARREST)	2
84	TRAFFIC CONTACT (CITATION)	4
86	TRAFFIC HAZARD (LIGHTS OUT, WIRES DOWN, DEBRIS IN ROADWAY, ETC)	5
89	UUMV	2
96	WARRANT SERVICE (CRIMINAL)	2
97	WARRANT SERVICE (TRAFFIC)	1
98	ZONE PATROL	1,318
	Total	1,712

Wolfforth Fire EMS									
2024 Run Totals									
January	City of Wolfforth	Lubbock County	City of Lubbock	City of Ropesville	Hockley County	Terry County	Lynn County	Yoakum Co	
Fire	28	22		4				1	55
EMS	38	41		8	6				93
February									
Fire	15	14							29
EMS	34	40	3	3	2				82
March									
Fire	12	19			1				32
EMS	64	49	3	2	10				128
April									
Fire									0
EMS									0
May									
Fire									0
EMS									0
June									
Fire									0
EMS									0
July									
Fire									0
EMS									0
August									
Fire									0
EMS									0


Item # 2.

September									
Fire									0
EMS									0

October									
Fire									0
EMS									0

	City of Wolfforth	Lubbock County	City of Lubbock	City of Ropesville	Hockley County	Terry County	Lynn County	Lamb Co	
November									
Fire									0
EMS									0

December									
Fire									0
EMS									0

DocuSigned by:

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - General Fund							
Revenue							
Department: 000 - Non-departmental							
01-000-31100-000	Property Taxes	4,029,212.00	4,029,212.00	86,173.99	4,289,651.96	260,439.96	106.46 %
01-000-31300-000	Sales Tax	1,300,000.00	1,300,000.00	99,438.97	431,998.31	-868,001.69	66.77 %
01-000-31600-000	Franchise Fees	350,000.00	350,000.00	8,416.16	109,309.86	-240,690.14	68.77 %
01-000-32200-000	Building Permits	340,000.00	340,000.00	14,274.93	105,981.55	-234,018.45	68.83 %
01-000-32310-000	Electrical Permits	105,000.00	105,000.00	11,929.60	70,052.49	-34,947.51	33.28 %
01-000-32320-000	Mechanical Permits	115,000.00	115,000.00	15,298.80	70,465.42	-44,534.58	38.73 %
01-000-32330-000	Plumbing Permits	98,000.00	98,000.00	12,381.20	66,359.27	-31,640.73	32.29 %
01-000-32340-000	Sprinkler Permits	7,500.00	7,500.00	560.00	5,040.00	-2,460.00	32.80 %
01-000-32400-000	Re-Inspection Fees	2,100.00	2,100.00	350.00	3,080.00	980.00	146.67 %
01-000-32450-000	Engineer Review Fee	300,000.00	300,000.00	0.00	2,050.00	-297,950.00	99.32 %
01-000-32500-000	Alarm Permits and Fees	600.00	600.00	0.00	250.00	-350.00	58.33 %
01-000-32600-000	Fire Inspections	1,000.00	1,000.00	1,781.30	7,977.22	6,977.22	797.72 %
01-000-32700-000	Solar Panel Permit	4,000.00	4,000.00	175.00	1,225.00	-2,775.00	69.38 %
01-000-32800-000	Plat Fee	22,500.00	22,500.00	125.00	4,250.00	-18,250.00	81.11 %
01-000-32900-000	Miscellaneous Permits	4,400.00	4,400.00	152.80	593.81	-3,806.19	86.50 %
01-000-33800-000	County Library Funds	14,754.00	14,754.00	0.00	14,754.00	0.00	0.00 %
01-000-33801-000	Library Revenue	3,200.00	3,200.00	425.41	2,531.79	-668.21	20.88 %
01-000-33860-000	Billboard Revenue	3,000.00	3,000.00	250.00	1,500.00	-1,500.00	50.00 %
01-000-33900-000	Training Center Rental Fee	4,800.00	4,800.00	0.00	0.00	-4,800.00	100.00 %
01-000-33950-000	City Buildings Rent	58,000.00	58,000.00	4,699.00	28,194.00	-29,806.00	51.39 %
01-000-33955-000	Lease Income	24,000.00	24,000.00	30.00	12,180.00	-11,820.00	49.25 %
01-000-34200-000	County Fire Funds	210,000.00	210,000.00	0.00	185,380.00	-24,620.00	11.72 %
01-000-34205-000	Fire Suppression Revenue	0.00	0.00	0.00	212.50	212.50	0.00 %
01-000-34500-000	EMS Billing Revenue	326,000.00	326,000.00	23,740.94	151,857.05	-174,142.95	53.42 %
01-000-34520-000	EMS Standby Revenue	20,000.00	20,000.00	0.00	7,400.00	-12,600.00	63.00 %
01-000-34700-000	Kennel Care	500.00	500.00	147.00	175.00	-325.00	65.00 %
01-000-35100-000	Municipal Court Revenue	165,000.00	165,000.00	19,327.33	73,191.63	-91,808.37	55.64 %
01-000-35150-000	Police Donations	500.00	500.00	0.00	0.00	-500.00	100.00 %
01-000-36110-000	Interest income	40,000.00	40,000.00	23,235.50	80,237.80	40,237.80	200.59 %
01-000-36600-000	Abatement Reimbursement	0.00	0.00	499.07	3,206.13	3,206.13	0.00 %
01-000-36610-000	Abatement Administration	600.00	600.00	1,000.00	5,439.00	4,839.00	906.50 %
01-000-36800-000	Long/Short	0.00	0.00	0.00	135.42	135.42	0.00 %
01-000-36910-000	Miscellaneous Income	10,000.00	10,000.00	223.00	833.37	-9,166.63	91.67 %
01-000-36920-001	Salary Expense Recovery-EDC	74,742.00	74,742.00	8,298.07	37,074.13	-37,667.87	50.40 %
01-000-36930-000	COBRA Administration Fee	0.00	0.00	8.59	17.18	17.18	0.00 %
01-000-36980-000	Gain on Sale of Assets	0.00	0.00	0.00	3,550.00	3,550.00	0.00 %
01-000-37100-000	Municipal Park Income	10,000.00	10,000.00	25.00	7,025.00	-2,975.00	29.75 %
01-000-37201-000	Events receipts	1,650.00	1,650.00	-2,000.00	0.00	-1,650.00	100.00 %
01-000-38200-000	Mastercard Rebate	4,000.00	4,000.00	0.00	2,314.69	-1,685.31	42.13 %
01-000-39950-000	Transfers in	464,405.00	464,405.00	0.00	0.00	-464,405.00	100.00 %
Department: 000 - Non-departmental Total:		8,114,463.00	8,114,463.00	330,966.66	5,785,493.58	-2,328,969.42	28.70%
Revenue Total:		8,114,463.00	8,114,463.00	330,966.66	5,785,493.58	-2,328,969.42	28.70%

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Expense							
Department: 100 - Admin							
01-100-41000-000	Wages	324,875.00	324,875.00	38,168.10	158,571.01	166,303.99	51.19 %
01-100-41005-000	Longevity	300.00	300.00	27.72	115.50	184.50	61.50 %
01-100-41006-000	Certification Pay	3,600.00	3,600.00	- 415.38	1,730.75	1,869.25	51.92 %
01-100-41007-000	Vehicle Allowance	6,000.00	6,000.00	1,384.62	4,038.46	1,961.54	32.69 %
01-100-41010-000	Vacation Buy Back	10,000.00	10,000.00	3,940.15	11,449.44	-1,449.44	-14.49 %
01-100-41200-000	Retirement	36,725.00	36,725.00	4,593.84	19,153.37	17,571.63	47.85 %
01-100-41200-001	Retirement-CM	0.00	0.00	1,130.76	1,884.60	-1,884.60	0.00 %
01-100-41300-000	FICA	25,152.00	25,152.00	3,127.04	10,717.22	14,434.78	57.39 %
01-100-41300-001	IRS Adjustments	0.00	0.00	0.00	651.35	-651.35	0.00 %
01-100-41400-000	Hospitalization	27,911.00	27,911.00	2,493.63	13,269.80	14,641.20	52.46 %
01-100-41500-000	Workers' Comp	669.00	669.00	0.00	0.00	669.00	100.00 %
01-100-41700-000	Unemployment	27.00	27.00	2.84	27.00	0.00	0.00 %
01-100-41905-000	Medova Insurance Claim Settlement	0.00	0.00	0.00	1,884.57	-1,884.57	0.00 %
01-100-42010-000	Office Supplies	6,000.00	6,000.00	572.31	2,844.74	3,155.26	52.59 %
01-100-42021-000	Cleaning Supplies	1,500.00	1,500.00	41.93	769.77	730.23	48.68 %
01-100-42025-000	Food/Drinks	1,000.00	1,000.00	181.77	1,540.01	-540.01	-54.00 %
01-100-42030-000	Office Equipment	5,000.00	5,000.00	0.00	6,055.00	-1,055.00	-21.10 %
01-100-42035-000	Computer Equipment	3,000.00	3,000.00	0.00	2,080.57	919.43	30.65 %
01-100-42150-000	Training Supplies	1,000.00	1,000.00	0.00	131.61	868.39	86.84 %
01-100-42195-000	Special Events and Awards	13,680.00	13,680.00	86.38	24,960.58	-11,280.58	-82.46 %
01-100-43101-000	Legal Services	28,000.00	28,000.00	1,632.00	9,175.00	18,825.00	67.23 %
01-100-43105-000	Onboarding Employee Services	1,000.00	1,000.00	300.00	556.06	443.94	44.39 %
01-100-43110-000	Other Professional Services	25,000.00	25,000.00	320.63	12,203.73	12,796.27	51.19 %
01-100-43125-000	IT Services	132,000.00	132,000.00	0.00	33,694.20	98,305.80	74.47 %
01-100-43130-000	Software Licensing	12,000.00	12,000.00	41.25	16,546.63	-4,546.63	-37.89 %
01-100-43140-000	Legal Publications	6,000.00	6,000.00	0.00	90.00	5,910.00	98.50 %
01-100-43145-000	Election Services	24,000.00	24,000.00	0.00	17,185.69	6,814.31	28.39 %
01-100-43147-000	GIS Mapping Services	17,200.00	17,200.00	900.00	5,400.00	11,800.00	68.60 %
01-100-43195-000	Electricity/Gas/Phone	100,000.00	100,000.00	5,938.02	30,694.32	69,305.68	69.31 %
01-100-43201-000	Janitorial	43,200.00	43,200.00	2,500.00	18,150.00	25,050.00	57.99 %
01-100-43210-000	Lawn Care	0.00	0.00	0.00	560.00	-560.00	0.00 %
01-100-43225-000	R & M Building	11,000.00	11,000.00	1,431.18	17,488.17	-6,488.17	-58.98 %
01-100-43256-000	R & M Damages	0.00	0.00	5,576.54	26,525.98	-26,525.98	0.00 %
01-100-43265-000	Annual Services Fees	700.00	700.00	0.00	0.00	700.00	100.00 %
01-100-43301-000	Insurance	248,000.00	248,000.00	-412.80	259,836.22	-11,836.22	-4.77 %
01-100-43310-000	Records Management Systems	23,000.00	23,000.00	0.00	13,823.00	9,177.00	39.90 %
01-100-43320-000	Postage/Freight	1,000.00	1,000.00	177.84	1,136.37	-136.37	-13.64 %
01-100-43401-000	Travel/Training	6,000.00	6,000.00	0.00	6,638.82	-638.82	-10.65 %
01-100-43501-000	Dues/Memberships	2,500.00	2,500.00	0.00	2,351.75	148.25	5.93 %
01-100-43505-000	Fees	0.00	0.00	634.82	3,129.73	-3,129.73	0.00 %
01-100-43510-000	Tax Appraisal/Collection	45,000.00	45,000.00	0.00	33,973.73	11,026.27	24.50 %
01-100-43900-000	Other Contractual	80,000.00	80,000.00	508.66	46,450.08	33,549.92	41.94 %
01-100-46130-000	Building Improvements	0.00	0.00	0.00	8,690.15	-8,690.15	0.00 %
Department: 100 - Admin Total:		1,272,039.00	1,272,039.00	75,714.61	826,174.98	445,864.02	35.05%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 150 - Financial Administration							
01-150-41000-000	Wages	44,067.00	44,067.00	5,085.60	22,133.59	21,933.41	49.77 %
01-150-41002-000	Overtime	1,500.00	1,500.00	0.00	87.76	1,412.24	94.15 %
01-150-41005-000	Longevity	180.00	180.00	20.76	86.50	93.50	51.94 %
01-150-41200-000	Retirement	5,000.00	5,000.00	570.39	2,486.62	2,513.38	50.27 %
01-150-41300-000	FICA	3,400.00	3,400.00	383.13	1,629.93	1,770.07	52.06 %
01-150-41400-000	Hospitalization	10,242.00	10,242.00	503.58	3,415.96	6,826.04	66.65 %
01-150-41500-000	Workers' Comp	92.00	92.00	0.00	0.00	92.00	100.00 %
01-150-41700-000	Unemployment	9.00	9.00	2.15	9.00	0.00	0.00 %
01-150-42010-000	Office Supplies	2,000.00	2,000.00	0.00	1,434.91	565.09	28.25 %
01-150-42030-000	Office Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-150-42035-000	Computer Equipment	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
01-150-43105-000	Audit Services	40,000.00	40,000.00	0.00	34,000.00	6,000.00	15.00 %
01-150-43130-000	Software Licensing	30,500.00	30,500.00	0.00	25,991.30	4,508.70	14.78 %
01-150-43320-000	Postage/Freight	2,300.00	2,300.00	0.00	0.00	2,300.00	100.00 %
01-150-43401-000	Travel/Training	1,000.00	1,000.00	93.80	582.64	417.36	41.74 %
01-150-43900-000	Other Contractual	250,000.00	250,000.00	7,027.50	70,140.75	179,859.25	71.94 %
Department: 150 - Financial Administration Total:		392,790.00	392,790.00	13,686.91	161,998.96	230,791.04	58.76%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 160 - Building and Grounds							
01-160-41000-000	Wages	70,994.00	70,994.00	7,960.80	33,298.40	37,695.60	53.10 %
01-160-41002-000	Overtime	2,000.00	2,000.00	250.38	1,430.06	569.94	28.50 %
01-160-41005-000	Longevity	120.00	120.00	0.00	0.00	120.00	100.00 %
01-160-41200-000	Retirement	7,944.00	7,944.00	917.17	3,871.39	4,072.61	51.27 %
01-160-41300-000	FICA	5,441.00	5,441.00	628.18	2,656.83	2,784.17	51.17 %
01-160-41400-000	Hospitalization	12,547.00	12,547.00	992.90	5,709.16	6,837.84	54.50 %
01-160-41500-000	Workers' Comp	1,665.00	1,665.00	0.00	0.00	1,665.00	100.00 %
01-160-41700-000	Unemployment	18.00	18.00	6.97	17.98	0.02	0.11 %
01-160-42021-000	Cleaning Supplies	200.00	200.00	0.00	0.00	200.00	100.00 %
01-160-42115-000	Apparel	1,100.00	1,100.00	83.36	551.38	548.62	49.87 %
01-160-42125-000	Fuel/Oil	5,500.00	5,500.00	3,836.67	6,925.02	-1,425.02	-25.91 %
01-160-42155-000	Vehicle Supplies	2,500.00	2,500.00	0.00	1,096.66	1,403.34	56.13 %
01-160-42160-000	Safety Equipment	250.00	250.00	0.00	0.00	250.00	100.00 %
01-160-42215-000	Chemical Supplies	250.00	250.00	0.00	-126.35	376.35	150.54 %
01-160-42225-000	Mowing Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-160-42230-000	Plumbing Supplies	250.00	250.00	0.00	0.00	250.00	100.00 %
01-160-42280-000	Senior Citizen Maint Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
01-160-42900-000	Non-Capital Tools & Equipment	600.00	600.00	0.00	207.27	392.73	65.46 %
01-160-42905-000	Other Operating Supplies	1,000.00	1,000.00	39.95	585.49	414.51	41.45 %
01-160-43210-000	Lawn Care	7,500.00	7,500.00	2,700.00	12,609.82	-5,109.82	-68.13 %
01-160-43225-000	R & M Building	10,690.00	10,690.00	0.00	701.44	9,988.56	93.44 %
01-160-43230-000	R & M Grounds	1,500.00	1,500.00	560.00	3,739.83	-2,239.83	-149.32 %
01-160-43245-000	R & M Equipment	2,500.00	2,500.00	0.00	569.11	1,930.89	77.24 %
01-160-43250-000	R & M Vandalism	500.00	500.00	0.00	0.00	500.00	100.00 %
01-160-43255-000	R & M Other	500.00	500.00	0.00	0.00	500.00	100.00 %
01-160-43265-000	Annual Services Fees	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
01-160-43900-000	Other Contractual	6,250.00	6,250.00	0.00	0.00	6,250.00	100.00 %
Department: 160 - Building and Grounds Total:		155,319.00	155,319.00	17,976.38	73,843.49	81,475.51	52.46%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 210 - Police							
01-210-41000-000	Wages	1,137,000.00	1,137,000.00	120,301.91	568,433.21	568,566.79	50.01 %
01-210-41002-000	Overtime	30,000.00	30,000.00	1,486.88	7,794.61	22,205.39	74.02 %
01-210-41004-000	Stipend Pay	0.00	0.00	0.00	164.92	-164.92	0.00 %
01-210-41005-000	Longevity	6,120.00	6,120.00	678.51	2,885.94	3,234.06	52.84 %
01-210-41006-000	Certification Pay	30,000.00	30,000.00	3,426.27	15,712.53	14,287.47	47.62 %
01-210-41007-000	Vechile Allowance	6,000.00	6,000.00	692.31	2,769.24	3,230.76	53.85 %
01-210-41200-000	Retirement	134,163.00	134,163.00	14,653.39	67,373.71	66,789.29	49.78 %
01-210-41300-000	FICA	91,885.00	91,885.00	9,901.12	45,323.42	46,561.58	50.67 %
01-210-41400-000	Hospitalization	125,751.00	125,751.00	8,811.53	56,051.31	69,699.69	55.43 %
01-210-41500-000	Workers' Comp	31,853.00	31,853.00	0.00	0.00	31,853.00	100.00 %
01-210-41700-000	Unemployment	144.00	144.00	1.42	144.32	-0.32	-0.22 %
01-210-41900-000	Other Benefits-	14,700.00	14,700.00	1,799.18	7,343.32	7,356.68	50.05 %
01-210-42010-000	Office Supplies	5,000.00	5,000.00	210.43	1,498.71	3,501.29	70.03 %
01-210-42035-000	Computer Equipment	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
01-210-42125-000	Fuel/Oil	71,000.00	71,000.00	3,647.44	22,561.06	48,438.94	68.22 %
01-210-42135-000	CID	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-210-42140-000	Firearms and Supplies	6,000.00	6,000.00	0.00	5,791.51	208.49	3.47 %
01-210-42145-000	K-9 Program	2,500.00	2,500.00	0.00	130.85	2,369.15	94.77 %
01-210-42165-000	Vehicle Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
01-210-42195-000	Special Events and Awards	3,500.00	3,500.00	0.00	2,030.44	1,469.56	41.99 %
01-210-42900-000	Non-Capital Tools & Equipment	16,000.00	16,000.00	284.93	2,271.98	13,728.02	85.80 %
01-210-43101-000	Legal Services	3,000.00	3,000.00	624.00	3,286.50	-286.50	-9.55 %
01-210-43110-000	Other Professional Services	75,000.00	75,000.00	308.70	26,562.26	48,437.74	64.58 %
01-210-43125-000	IT Services	2,000.00	2,000.00	245.32	533.20	1,466.80	73.34 %
01-210-43195-000	Electricity/Gas/Phone	7,000.00	7,000.00	30.73	1,929.80	5,070.20	72.43 %
01-210-43201-000	Janitorial	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-210-43235-000	R & M Radio	15,800.00	15,800.00	0.00	0.00	15,800.00	100.00 %
01-210-43240-000	R & M Vehicle	34,000.00	34,000.00	3,076.64	8,557.17	25,442.83	74.83 %
01-210-43255-000	R & M Other	5,000.00	5,000.00	0.00	1,279.26	3,720.74	74.41 %
01-210-43260-000	Equipment Lease	4,700.00	4,700.00	137.75	880.29	3,819.71	81.27 %
01-210-43310-000	Records Management Systems	36,500.00	36,500.00	0.00	13,514.58	22,985.42	62.97 %
01-210-43401-000	Travel/Training	15,000.00	15,000.00	1,090.94	3,749.50	11,250.50	75.00 %
01-210-43501-000	Dues/Memberships	700.00	700.00	6.99	6.99	693.01	99.00 %
01-210-46300-000	Other Equipment	29,500.00	29,500.00	0.00	0.00	29,500.00	100.00 %
	Department: 210 - Police Total:	1,945,816.00	1,945,816.00	171,416.39	868,580.63	1,077,235.37	55.36%

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
Department: 220 - Fire							
01-220-41000-000	Wages	935,186.00	935,186.00	56,222.84	233,937.27	701,248.73	74.98 %
01-220-41001-000	Part Time Wages	75,000.00	75,000.00	28,851.95	129,206.53	-54,206.53	-72.28 %
01-220-41002-000	Overtime	52,500.00	52,500.00	4,348.40	21,312.12	31,187.88	59.41 %
01-220-41003-000	Standby Pay	6,000.00	6,000.00	0.00	4,650.00	1,350.00	22.50 %
01-220-41004-000	Deputy Chief Pay	12,000.00	12,000.00	2,999.88	11,538.00	462.00	3.85 %
01-220-41005-000	Longevity	1,320.00	1,320.00	124.62	519.25	800.75	60.66 %
01-220-41006-000	Certification Pay	43,200.00	43,200.00	4,153.89	17,067.29	26,132.71	60.49 %
01-220-41200-000	Retirement	129,540.00	129,540.00	8,678.28	36,333.43	93,206.57	71.95 %
01-220-41240-000	Firefighters Retirement	12,000.00	12,000.00	4,392.00	4,392.00	7,608.00	63.40 %
01-220-41300-000	FICA	88,718.00	88,718.00	7,317.46	31,554.94	57,163.06	64.43 %
01-220-41400-000	Hospitalization	105,789.00	105,789.00	4,521.38	25,997.90	79,791.10	75.42 %
01-220-41500-000	Workers' Comp	35,083.00	35,083.00	0.00	0.00	35,083.00	100.00 %
01-220-41700-000	Unemployment	207.00	207.00	28.95	172.54	34.46	16.65 %
01-220-42010-000	Office Supplies	4,250.00	4,250.00	0.00	949.76	3,300.24	77.65 %
01-220-42021-000	Cleaning Supplies	5,830.00	5,830.00	0.00	1,287.71	4,542.29	77.91 %
01-220-42025-000	Food/Drinks	7,500.00	7,500.00	86.42	849.18	6,650.82	88.68 %
01-220-42030-000	Office Equipment	5,000.00	5,000.00	204.93	3,927.36	1,072.64	21.45 %
01-220-42035-000	Computer Equipment	6,600.00	6,600.00	0.00	0.00	6,600.00	100.00 %
01-220-42110-000	Turnout Gear	89,595.00	89,595.00	0.00	350.31	89,244.69	99.61 %
01-220-42115-000	Apparel	8,000.00	8,000.00	0.00	412.19	7,587.81	94.85 %
01-220-42120-000	Medical Supplies	38,750.00	38,750.00	1,442.45	17,027.89	21,722.11	56.06 %
01-220-42125-000	Fuel/Oil	27,000.00	27,000.00	0.00	10,612.60	16,387.40	60.69 %
01-220-42130-000	Pager/Radio Supplies	7,700.00	7,700.00	0.00	0.00	7,700.00	100.00 %
01-220-42150-000	Training Supplies	6,000.00	6,000.00	2,883.78	3,013.35	2,986.65	49.78 %
01-220-42155-000	Vehicle Supplies	25,500.00	25,500.00	69.96	10,432.00	15,068.00	59.09 %
01-220-42195-000	Special Events and Awards	7,000.00	7,000.00	0.00	8,126.78	-1,126.78	-16.10 %
01-220-42900-000	Non-Capital Tools & Equipment	50,000.00	50,000.00	0.00	11,931.15	38,068.85	76.14 %
01-220-42905-000	Other Operating Supplies	10,000.00	10,000.00	27.96	1,926.92	8,073.08	80.73 %
01-220-43101-000	Legal Services	500.00	500.00	0.00	0.00	500.00	100.00 %
01-220-43107-000	Volunteer Firefighters	6,000.00	6,000.00	0.00	6,000.00	0.00	0.00 %
01-220-43110-000	Other Professional Services	7,500.00	7,500.00	549.00	4,118.41	3,381.59	45.09 %
01-220-43125-000	IT Services	550.00	550.00	0.00	0.00	550.00	100.00 %
01-220-43130-000	Software and Licensing	10,000.00	10,000.00	0.00	11,478.68	-1,478.68	-14.79 %
01-220-43195-000	Electricity, Gas, Phone	0.00	0.00	2,138.89	11,682.78	-11,682.78	0.00 %
01-220-43201-000	Janitorial	0.00	0.00	1,400.00	7,250.00	-7,250.00	0.00 %
01-220-43225-000	R & M Building	11,000.00	11,000.00	194.85	2,367.10	8,632.90	78.48 %
01-220-43230-000	R & M Grounds	8,800.00	8,800.00	0.00	2,437.50	6,362.50	72.30 %
01-220-43235-000	R & M Radio	550.00	550.00	0.00	15.00	535.00	97.27 %
01-220-43240-000	R & M Vehicle	20,000.00	20,000.00	0.00	11,631.39	8,368.61	41.84 %
01-220-43245-000	R & M Equipment	60,000.00	60,000.00	334.30	9,864.04	50,135.96	83.56 %
01-220-43265-000	Annual Services Fees	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
01-220-43320-000	Postage/Freight	110.00	110.00	0.00	0.00	110.00	100.00 %
01-220-43401-000	Travel/Training	30,000.00	30,000.00	285.00	5,734.96	24,265.04	80.88 %
01-220-43501-000	Dues/Memberships	5,000.00	5,000.00	175.00	2,805.00	2,195.00	43.90 %
01-220-43600-000	Licenses and Certifications	4,510.00	4,510.00	248.00	865.32	3,644.68	80.81 %
01-220-43900-000	Other Contractual	5,000.00	5,000.00	106.17	212.34	4,787.66	95.75 %
01-220-46130-000	Building Improvements	100,000.00	100,000.00	0.00	20,327.14	79,672.86	79.67 %
01-220-46240-000	Furniture/Fixtures	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
01-220-46250-000	Office Equipment	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
Department: 220 - Fire Total:		2,089,788.00	2,089,788.00	131,786.36	684,318.13	1,405,469.87	67.25%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 230 - Emergency Management							
01-230-42010-000	Office Supplies	550.00	550.00	0.00	0.00	550.00	100.00 %
01-230-42115-000	Apparel	500.00	500.00	0.00	0.00	500.00	100.00 %
01-230-42125-000	Fuel/Oil	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-230-42155-000	Vehicle Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-230-43195-000	Electricity/Gas/Phone	1,000.00	1,000.00	115.61	484.71	515.29	51.53 %
01-230-43240-000	R & M Vehicle	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
01-230-43265-000	Annual Services Fees	7,800.00	7,800.00	0.00	0.00	7,800.00	100.00 %
01-230-46290-000	Radio Equipment	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
Department: 230 - Emergency Management Total:		38,850.00	38,850.00	115.61	484.71	38,365.29	98.75%

My Budget Report

For Fiscal: 2023-2024 Period Ending Item # 2. 4

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 250 - Miscellaneous Public Service							
01-250-42021-000	Cleaning Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
01-250-42115-000	Apparel	750.00	750.00	0.00	0.00	750.00	100.00 %
01-250-42155-000	Vehicle Supplies	100.00	100.00	0.00	0.00	100.00	100.00 %
01-250-42160-000	Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-250-42215-000	Vector Chemicals	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
01-250-42240-000	Kennel Supplies	2,000.00	2,000.00	184.42	2,610.65	-610.65	-30.53 %
01-250-42900-000	Non-Capital Tools & Equipment	500.00	500.00	0.00	0.00	500.00	100.00 %
01-250-42905-000	Other Operating Supplies	250.00	250.00	0.00	0.00	250.00	100.00 %
01-250-43110-000	Other Professional Services	3,000.00	3,000.00	139.20	488.10	2,511.90	83.73 %
01-250-43201-000	Janitorial	350.00	350.00	0.00	0.00	350.00	100.00 %
01-250-43230-000	R & M Grounds	250.00	250.00	0.00	0.00	250.00	100.00 %
01-250-43255-000	R & M Other	150.00	150.00	0.00	0.00	150.00	100.00 %
01-250-43265-000	Annual Services Fees	600.00	600.00	0.00	0.00	600.00	100.00 %
01-250-43600-000	Licenses and Certifications	1,500.00	1,500.00	250.00	630.00	870.00	58.00 %
01-250-46130-000	Building Improvements	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
Department: 250 - Miscellaneous Public Service Total:		25,950.00	25,950.00	573.62	3,728.75	22,221.25	85.63%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 260 - Library							
01-260-41000-000	Wages	201,882.00	201,882.00	20,844.39	85,863.26	116,018.74	57.47 %
01-260-41005-000	Longevity	1,320.00	1,320.00	152.34	634.75	685.25	51.91 %
01-260-41006-000	Certification Pay	12,000.00	12,000.00	830.79	3,461.62	8,538.38	71.15 %
01-260-41200-000	Retirement	18,078.00	18,078.00	2,009.98	8,478.49	9,599.51	53.10 %
01-260-41300-000	FICA	16,463.00	16,463.00	1,623.46	6,615.45	9,847.55	59.82 %
01-260-41400-000	Hospitalization	26,871.00	26,871.00	2,117.62	12,176.30	14,694.70	54.69 %
01-260-41500-000	Workers' Comp	616.00	616.00	0.00	0.00	616.00	100.00 %
01-260-41700-000	Unemployment	63.00	63.00	8.25	39.36	23.64	37.52 %
01-260-42010-000	Office Supplies	6,000.00	6,000.00	484.02	2,166.93	3,833.07	63.88 %
01-260-42011-000	Processing Supplies	6,500.00	6,500.00	299.79	5,124.10	1,375.90	21.17 %
01-260-42012-000	Marketing Supplies	2,000.00	2,000.00	0.00	1,519.60	480.40	24.02 %
01-260-42013-000	Periodicals	500.00	500.00	0.00	0.00	500.00	100.00 %
01-260-42020-000	Building Supplies	1,250.00	1,250.00	52.55	52.55	1,197.45	95.80 %
01-260-42021-000	Cleaning Supplies	1,800.00	1,800.00	204.08	1,026.67	773.33	42.96 %
01-260-42025-000	Food/Drinks	1,750.00	1,750.00	0.00	299.56	1,450.44	82.88 %
01-260-42030-000	Office Equipment	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00 %
01-260-42035-000	Computer Equipment	4,000.00	4,000.00	359.98	3,166.86	833.14	20.83 %
01-260-42190-000	Program Supplies	15,000.00	15,000.00	1,805.48	7,960.87	7,039.13	46.93 %
01-260-42200-000	Book Purchases	25,000.00	25,000.00	2,655.58	17,160.76	7,839.24	31.36 %
01-260-42905-000	Other Operating Supplies	1,000.00	1,000.00	1,709.87	1,709.87	-709.87	-70.99 %
01-260-43101-000	Legal Services	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
01-260-43110-000	Other Professional Services	22,000.00	22,000.00	163.00	14,826.00	7,174.00	32.61 %
01-260-43125-000	IT Services	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
01-260-43130-000	Software Licensing	7,500.00	7,500.00	116.91	4,698.48	2,801.52	37.35 %
01-260-43195-000	Electricity/Gas/Phone	12,000.00	12,000.00	908.57	5,142.00	6,858.00	57.15 %
01-260-43201-000	Janitorial	18,000.00	18,000.00	950.00	11,700.00	6,300.00	35.00 %
01-260-43210-000	Lawn Care	0.00	0.00	0.00	300.00	-300.00	0.00 %
01-260-43220-000	Repairs and Maintenance	1,500.00	1,500.00	6,000.00	6,321.63	-4,821.63	-321.44 %
01-260-43225-000	R & M Building	15,000.00	15,000.00	-3,369.06	3,830.74	11,169.26	74.46 %
01-260-43230-000	R & M Grounds	15,000.00	15,000.00	3,860.00	4,870.00	10,130.00	67.53 %
01-260-43260-000	Equipment Lease	4,250.00	4,250.00	265.79	1,716.86	2,533.14	59.60 %
01-260-43320-000	Postage/Freight	750.00	750.00	0.00	0.00	750.00	100.00 %
01-260-43401-000	Travel/Training	7,500.00	7,500.00	0.00	393.00	7,107.00	94.76 %
01-260-43501-000	Dues/Memberships	2,000.00	2,000.00	0.00	734.20	1,265.80	63.29 %
01-260-43505-000	Fees	0.00	0.00	21.06	142.78	-142.78	0.00 %
01-260-43700-000	Safety/Security	9,000.00	2,255.40	0.00	0.00	2,255.40	100.00 %
01-260-43900-000	Other Contractual	1,500.00	1,500.00	0.00	659.00	841.00	56.07 %
01-260-46001-000	Capital Books-Library	0.00	-25,000.00	0.00	0.00	-25,000.00	100.00 %
01-260-46110-000	Site Improvements	22,000.00	22,000.00	0.00	23,299.20	-1,299.20	-5.91 %
01-260-46130-000	Building Improvements	0.00	6,744.60	6,744.60	6,744.60	0.00	0.00 %
Department: 260 - Library Total:		485,093.00	460,093.00	50,819.05	244,835.49	215,257.51	46.79%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 310 - Streets							
01-310-41000-000	Wages	34,052.00	34,052.00	3,928.81	16,370.02	17,681.98	51.93 %
01-310-41002-000	Overtime	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-310-41005-000	Longevity	120.00	120.00	6.93	28.87	91.13	75.94 %
01-310-41200-000	Retirement	3,817.00	3,817.00	439.62	1,828.13	1,988.87	52.11 %
01-310-41300-000	FICA	2,615.00	2,615.00	300.60	1,251.74	1,363.26	52.13 %
01-310-41400-000	Hospitalization	6,272.00	6,272.00	496.12	2,852.69	3,419.31	54.52 %
01-310-41500-000	Workers' Comp	800.00	800.00	0.00	0.00	800.00	100.00 %
01-310-41700-000	Unemployment	9.00	9.00	3.75	8.99	0.01	0.11 %
01-310-42115-000	Apparel	757.00	757.00	67.16	410.14	346.86	45.82 %
01-310-42125-000	Fuel/Oil	1,300.00	1,300.00	0.00	204.20	1,095.80	84.29 %
01-310-42155-000	Vehicle Supplies	3,000.00	3,000.00	0.00	63.96	2,936.04	97.87 %
01-310-42160-000	Safety Equipment	750.00	750.00	0.00	309.00	441.00	58.80 %
01-310-42210-000	Asphalt Products	17,500.00	17,500.00	7,440.00	14,384.00	3,116.00	17.81 %
01-310-42220-000	Signage	2,000.00	2,000.00	0.00	1,951.70	48.30	2.42 %
01-310-42255-000	Street Lighting	48,000.00	48,000.00	7,994.06	21,251.24	26,748.76	55.73 %
01-310-42900-000	Non-Capital Tools & Equipment	500.00	500.00	0.00	0.00	500.00	100.00 %
01-310-42905-000	Other Operating Supplies	1,000.00	1,000.00	79.90	211.81	788.19	78.82 %
01-310-43115-000	Engineering Services	12,000.00	12,000.00	0.00	6,225.10	5,774.90	48.12 %
01-310-43221-000	Sealcoating/Street Maintenance	250,000.00	250,000.00	0.00	3,000.00	247,000.00	98.80 %
01-310-43222-000	Signal Control	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
01-310-43245-000	R & M Equipment	300.00	300.00	0.00	3,138.99	-2,838.99	-946.33 %
01-310-43247-000	R & M Streets	5,000.00	5,000.00	4,500.00	4,500.00	500.00	10.00 %
01-310-43255-000	R & M Other	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
01-310-43900-000	Other Contractual	136,000.00	136,000.00	0.00	39,815.00	96,185.00	70.72 %
01-310-46300-000	Other Equipment	22,150.00	22,150.00	0.00	0.00	22,150.00	100.00 %
	Department: 310 - Streets Total:	553,942.00	553,942.00	25,256.95	117,805.58	436,136.42	78.73%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 350 - Parks							
01-350-41000-000	Wages	33,496.00	33,496.00	3,864.00	16,357.60	17,138.40	51.17 %
01-350-41002-000	Overtime	2,000.00	2,000.00	193.55	1,195.16	804.84	40.24 %
01-350-41005-000	Longevity	60.00	60.00	6.93	28.87	31.13	51.88 %
01-350-41200-000	Retirement	3,750.00	3,750.00	454.01	1,959.90	1,790.10	47.74 %
01-350-41300-000	FICA	2,567.00	2,567.00	308.27	1,329.67	1,237.33	48.20 %
01-350-41400-000	Hospitalization	6,269.00	6,269.00	495.68	2,850.16	3,418.84	54.54 %
01-350-41500-000	Workers' Comp	786.00	786.00	0.00	0.00	786.00	100.00 %
01-350-41700-000	Unemployment	9.00	9.00	3.45	8.99	0.01	0.11 %
01-350-42115-000	Apparel	1,500.00	1,500.00	86.96	293.29	1,206.71	80.45 %
01-350-42155-000	Vehicle Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
01-350-42160-000	Safety Equipment	250.00	250.00	0.00	0.00	250.00	100.00 %
01-350-42220-000	Signage	3,000.00	3,000.00	0.00	6,695.93	-3,695.93	-123.20 %
01-350-42250-000	Electricity Baseball Field	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00 %
01-350-42905-000	Other Operating Supplies	2,500.00	2,500.00	0.00	596.06	1,903.94	76.16 %
01-350-43195-000	Electricity/Gas/Phone	7,500.00	7,500.00	1,032.84	8,976.40	-1,476.40	-19.69 %
01-350-43210-000	Lawn Care	45,000.00	45,000.00	300.00	7,799.84	37,200.16	82.67 %
01-350-43230-000	R & M Grounds	19,901.00	19,901.00	8,574.63	8,574.63	11,326.37	56.91 %
01-350-43250-000	R & M Vandalism	250.00	250.00	0.00	0.00	250.00	100.00 %
01-350-43255-000	R & M Other	500.00	500.00	0.00	0.00	500.00	100.00 %
01-350-43900-000	Other Contractual	5,000.00	5,000.00	650.00	2,666.66	2,333.34	46.67 %
	Department: 350 - Parks Total:	157,838.00	157,838.00	15,970.32	59,333.16	98,504.84	62.41%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 400 - Development							
01-400-41000-000	Wages	214,514.00	214,514.00	24,703.00	101,837.93	112,676.07	52.53 %
01-400-41002-000	Overtime	350.00	350.00	0.00	430.67	-80.67	-23.05 %
01-400-41005-000	Longevity	180.00	180.00	20.79	86.63	93.37	51.87 %
01-400-41006-000	Certification Pay	7,200.00	7,200.00	1,661.55	6,507.73	692.27	9.61 %
01-400-41200-000	Retirement	24,825.00	24,825.00	2,947.26	12,166.00	12,659.00	50.99 %
01-400-41300-000	FICA	17,002.00	17,002.00	1,949.54	7,952.14	9,049.86	53.23 %
01-400-41400-000	Hospitalization	33,300.00	33,300.00	2,932.64	16,862.66	16,437.34	49.36 %
01-400-41500-000	Workers' Comp	3,099.00	3,099.00	0.00	0.00	3,099.00	100.00 %
01-400-41700-000	Unemployment	36.00	36.00	4.99	36.00	0.00	0.00 %
01-400-42010-000	Office Supplies	1,500.00	1,500.00	219.80	701.88	798.12	53.21 %
01-400-42030-000	Office Equipment	1,500.00	1,500.00	0.00	308.10	1,191.90	79.46 %
01-400-42035-000	Computer Equipment	2,000.00	2,000.00	0.00	1,500.00	500.00	25.00 %
01-400-42115-000	Apparel	650.00	650.00	0.00	333.69	316.31	48.66 %
01-400-42125-000	Fuel/Oil	2,500.00	2,500.00	356.77	1,706.20	793.80	31.75 %
01-400-42155-000	Vehicle Supplies	1,000.00	1,000.00	0.00	367.96	632.04	63.20 %
01-400-42195-000	Special Events and Awards	800.00	800.00	0.00	383.23	416.77	52.10 %
01-400-43000-000	Services-Planning and Zoning	0.00	0.00	0.00	267.97	-267.97	0.00 %
01-400-43101-000	Legal Services	10,000.00	10,000.00	48.00	2,512.32	7,487.68	74.88 %
01-400-43115-000	Engineering Services	100,000.00	100,000.00	0.00	32,221.18	67,778.82	67.78 %
01-400-43116-000	Inspection Services	315,000.00	315,000.00	1,871.30	130,612.29	184,387.71	58.54 %
01-400-43130-000	Software Licensing	20,000.00	20,000.00	0.00	8.93	19,991.07	99.96 %
01-400-43140-000	Legal Publications	3,000.00	3,000.00	645.20	3,396.20	-396.20	-13.21 %
01-400-43155-000	Abatement/demolition	10,000.00	10,000.00	0.00	3,554.07	6,445.93	64.46 %
01-400-43195-000	Electricity/Gas/Phone	3,000.00	3,000.00	0.00	654.65	2,345.35	78.18 %
01-400-43240-000	R & M Vehicle	1,000.00	1,000.00	20.00	80.00	920.00	92.00 %
01-400-43320-000	Postage/Freight	1,000.00	1,000.00	19.66	367.04	632.96	63.30 %
01-400-43401-000	Travel/Training	7,000.00	7,000.00	53.60	1,413.30	5,586.70	79.81 %
01-400-43501-000	Dues/Memberships	500.00	500.00	0.00	69.00	431.00	86.20 %
Department: 400 - Development Total:		780,956.00	780,956.00	37,454.10	326,337.77	454,618.23	58.21%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 752 - Economic Development							
01-752-41000-000	Wages	72,000.00	72,000.00	8,271.93	35,431.43	36,568.57	50.79 %
01-752-41005-000	Longevity	60.00	60.00	0.00	0.00	60.00	100.00 %
01-752-41006-000	Certification Pay	2,400.00	2,400.00	276.93	1,186.18	1,213.82	50.58 %
01-752-41007-000	Vehicle Allowance	4,800.00	4,800.00	553.86	2,372.37	2,427.63	50.58 %
01-752-41200-000	Retirement	8,283.00	8,283.00	1,016.76	4,346.29	3,936.71	47.53 %
01-752-41300-000	FICA	5,673.00	5,673.00	646.78	2,688.98	2,984.02	52.60 %
01-752-41400-000	Hospitalization	13,899.00	13,899.00	1,088.12	6,447.11	7,451.89	53.61 %
01-752-41500-000	Workers' Comp	159.00	159.00	0.00	0.00	159.00	100.00 %
01-752-41700-000	Unemployment	9.00	9.00	0.00	8.99	0.01	0.11 %
01-752-43195-000	Electricity/Gas/Phone	0.00	0.00	0.00	99.70	-99.70	0.00 %
01-752-43401-000	Travel/Training	0.00	0.00	0.00	500.00	-500.00	0.00 %
Department: 752 - Economic Development Total:		107,283.00	107,283.00	11,854.38	53,081.05	54,201.95	50.52%
Expense Total:		8,112,463.00	8,087,463.00	562,129.36	3,466,617.47	4,620,845.53	57.14%
Fund: 01 - General Fund Surplus (Deficit):		2,000.00	27,000.00	-231,162.70	2,318,876.11	2,291,876.11	-8,488.43%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 02 - Enterprise Fund							
Revenue							
Department: 000 - Non-departmental							
02-000-32450-000	Engineer Review Fee	45,000.00	45,000.00	0.00	0.00	-45,000.00	100.00 %
02-000-36110-000	Interest income	50,000.00	50,000.00	7,246.16	75,223.56	25,223.56	150.45 %
02-000-36200-000	MS4 Permits	8,000.00	8,000.00	60.00	870.00	-7,130.00	89.13 %
02-000-36300-000	Well Permit Fees	250.00	250.00	0.00	0.00	-250.00	100.00 %
02-000-36500-000	Meter Set and Sewer Access	325,000.00	325,000.00	19,025.00	132,596.56	-192,403.44	59.20 %
02-000-36800-000	Long/Short	0.00	0.00	0.00	-18.01	-18.01	0.00 %
02-000-36900-000	Miscellaneous Income	63,000.00	63,000.00	0.00	871.77	-62,128.23	98.62 %
02-000-38100-000	Water Revenue	4,531,979.00	4,531,979.00	338,546.43	1,998,678.87	-2,533,300.13	55.90 %
02-000-38200-000	Sewer Revenue	1,047,000.00	1,047,000.00	98,310.29	576,245.04	-470,754.96	44.96 %
02-000-38250-000	Mastercard Rebate	5,500.00	5,500.00	0.00	2,314.69	-3,185.31	57.91 %
02-000-38300-000	Water Treatment	310,000.00	310,000.00	24,953.67	145,800.00	-164,200.00	52.97 %
02-000-38600-000	Late Charges	80,000.00	80,000.00	7,255.75	47,173.10	-32,826.90	41.03 %
02-000-38700-000	Disconnect/Cut Off Fees	0.00	0.00	1,920.00	15,500.00	15,500.00	0.00 %
02-000-38750-000	Reconnect Fees	0.00	0.00	2,700.00	17,100.00	17,100.00	0.00 %
02-000-38800-000	NSF Fees	0.00	0.00	550.00	3,850.00	3,850.00	0.00 %
02-000-38900-000	Contract Utility Revenue	0.00	0.00	436.54	2,310.35	2,310.35	0.00 %
Department: 000 - Non-departmental Total:		6,465,729.00	6,465,729.00	501,003.84	3,018,515.93	-3,447,213.07	53.32%
Revenue Total:		6,465,729.00	6,465,729.00	501,003.84	3,018,515.93	-3,447,213.07	53.32%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
Department: 000 - Non-departmental							
02-000-44005-000	Operating Transfers Out	264,405.00	264,405.00	0.00	0.00	264,405.00	100.00 %
02-000-48100-000	2013 CO Principal	325,000.00	325,000.00	0.00	325,000.00	0.00	0.00 %
02-000-48101-000	2013 CO Interest	98,350.00	98,350.00	0.00	50,800.00	47,550.00	48.35 %
02-000-48102-000	2015 Refunding CO Principal	140,855.00	140,855.00	0.00	140,855.00	0.00	0.00 %
02-000-48103-000	2015 Refunding CO Interest	30,290.23	30,290.23	0.00	15,849.39	14,440.84	47.67 %
02-000-48104-000	2017A CO Principal	65,000.00	65,000.00	0.00	65,000.00	0.00	0.00 %
02-000-48105-000	2017A CO Interest	30,900.00	30,900.00	0.00	15,775.00	15,125.00	48.95 %
02-000-48106-000	2017B Tax Note Principal	54,600.00	54,600.00	0.00	54,600.00	0.00	0.00 %
02-000-48107-000	2017B Tax Note Interest	819.00	819.00	0.00	819.00	0.00	0.00 %
02-000-48108-000	2020 Tax Note Principal	138,600.00	138,600.00	0.00	138,600.00	0.00	0.00 %
02-000-48109-000	2020 Tax Note Interest	26,235.00	26,235.00	0.00	14,850.00	11,385.00	43.40 %
02-000-48110-000	2020 CO Sewer Principal	190,000.00	190,000.00	0.00	190,000.00	0.00	0.00 %
02-000-48111-000	2020 CO Sewer Interest	105,637.50	105,637.50	0.00	54,718.75	50,918.75	48.20 %
02-000-48112-000	2021 CO Water Principal	260,000.00	260,000.00	0.00	260,000.00	0.00	0.00 %
02-000-48113-000	2021 CO Water Interest	168,968.76	168,968.76	0.00	87,084.38	81,884.38	48.46 %
02-000-48114-000	2021 Tax Note Principal	54,600.00	54,600.00	0.00	54,600.00	0.00	0.00 %
02-000-48115-000	2021 Tax Note Interest	7,839.00	7,839.00	0.00	4,329.00	3,510.00	44.78 %
02-000-48150-000	Debt Service Paying Agent Fees	1,624.28	1,624.28	0.00	734.14	890.14	54.80 %
02-000-48480-030	2023 Tax Note COI	0.00	0.00	0.00	-375.88	375.88	0.00 %
02-000-48481-000	2023A Tax Note COI	0.00	0.00	0.00	-1,652.61	1,652.61	0.00 %
Department: 000 - Non-departmental Total:		1,963,723.77	1,963,723.77	0.00	1,471,586.17	492,137.60	25.06%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 100 - Admin							
02-100-41000-000	Wages	141,080.00	141,080.00	16,298.48	71,464.00	69,616.00	49.35 %
02-100-41005-000	Longevity	2,040.00	2,040.00	235.38	980.75	1,059.25	51.92 %
02-100-41006-000	Certification Pay	12,000.00	12,000.00	1,384.62	5,769.25	6,230.75	51.92 %
02-100-41010-000	Vacation Buy back	10,000.00	10,000.00	542.07	542.07	9,457.93	94.58 %
02-100-41200-000	Retirement	17,327.00	17,327.00	2,062.05	8,778.90	8,548.10	49.33 %
02-100-41300-000	FICA	11,867.00	11,867.00	1,412.23	6,024.82	5,842.18	49.23 %
02-100-41400-000	Hospitalization	12,868.00	12,868.00	1,046.60	6,017.94	6,850.06	53.23 %
02-100-41500-000	Workers' Comp	3,630.00	3,630.00	0.00	0.00	3,630.00	100.00 %
02-100-41700-000	Unemployment	18.00	18.00	0.00	17.98	0.02	0.11 %
02-100-42010-000	Office Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
02-100-42012-000	Marketing Supplies	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
02-100-42025-000	Food/Drinks	2,000.00	2,000.00	238.93	768.68	1,231.32	61.57 %
02-100-42030-000	Office Equipment	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
02-100-42035-000	Computer Equipment	3,500.00	3,500.00	0.00	344.00	3,156.00	90.17 %
02-100-42115-000	Apparel	5,000.00	5,000.00	128.64	863.60	4,136.40	82.73 %
02-100-42125-000	Fuel/Oil	13,000.00	13,000.00	382.34	2,798.09	10,201.91	78.48 %
02-100-42141-000	Employee Supplies	0.00	0.00	0.00	189.23	-189.23	0.00 %
02-100-42155-000	Vehicle Supplies	3,500.00	3,500.00	0.00	2,721.35	778.65	22.25 %
02-100-42160-000	Safety Equipment	350.00	350.00	0.00	0.00	350.00	100.00 %
02-100-42195-000	Special Events and Awards	500.00	500.00	0.00	0.00	500.00	100.00 %
02-100-42900-000	Non-Capital Tools & Equipment	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
02-100-42905-000	Other Operating Supplies	250.00	250.00	0.00	0.00	250.00	100.00 %
02-100-43101-000	Legal Services	7,500.00	7,500.00	2,064.00	3,384.00	4,116.00	54.88 %
02-100-43105-000	Onboarding Employee Services	500.00	500.00	0.00	0.00	500.00	100.00 %
02-100-43110-000	Other Professional Services	5,000.00	5,000.00	285.62	895.82	4,104.18	82.08 %
02-100-43130-000	Software Licensing	45,900.00	45,900.00	0.00	2,618.88	43,281.12	94.29 %
02-100-43150-000	Marketing	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-100-43195-000	Electricity/Gas/Phone	250,000.00	250,000.00	16,874.14	90,550.37	159,449.63	63.78 %
02-100-43201-000	Janitorial	3,500.00	3,500.00	700.00	1,550.00	1,950.00	55.71 %
02-100-43240-000	R & M Vehicle	1,500.00	1,500.00	20.00	357.72	1,142.28	76.15 %
02-100-43256-000	R&M Damages	0.00	0.00	0.00	246.00	-246.00	0.00 %
02-100-43265-000	Annual Services Fees	84,343.00	84,343.00	0.00	3,217.88	81,125.12	96.18 %
02-100-43270-000	Railroad Permit Fees	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
02-100-43301-000	Insurance	30,000.00	30,000.00	0.00	49,858.50	-19,858.50	-66.20 %
02-100-43401-000	Travel/Training	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
02-100-43501-000	Dues/Memberships	1,000.00	1,000.00	0.00	226.00	774.00	77.40 %
02-100-43505-000	Fees	0.00	0.00	5,713.27	28,167.35	-28,167.35	0.00 %
02-100-43600-000	Licenses and Certifications	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
02-100-43900-000	Other Contractual	5,000.00	5,000.00	92.52	-138.36	5,138.36	102.77 %
02-100-46400-000	Capital Reserves	379,964.85	379,964.85	0.00	0.00	379,964.85	100.00 %
Department: 100 - Admin Total:		1,069,837.85	1,069,837.85	49,480.89	288,214.82	781,623.03	73.06%

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
Department: 130 - Engineering							
02-130-41000-000	Wages-Engineering	120,000.00	120,000.00	0.00	0.00	120,000.00	100.00 %
02-130-41006-000	Certification Pay	3,600.00	3,600.00	0.00	0.00	3,600.00	100.00 %
02-130-41200-000	Retirement -Engineering	13,807.00	13,807.00	0.00	0.00	13,807.00	100.00 %
02-130-41300-000	FICA-Engineering	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00 %
02-130-41400-000	Hospitalization-Engineering	6,657.00	6,657.00	0.00	0.00	6,657.00	100.00 %
02-130-41500-000	Worker's Comp-Engineering	252.00	252.00	0.00	0.00	252.00	100.00 %
02-130-41700-000	Unemployment-Engineering	9.00	9.00	0.00	0.00	9.00	100.00 %
02-130-43115-000	Engineering Services	156,000.00	156,000.00	0.00	107,565.00	48,435.00	31.05 %
02-130-43116-000	Inspection Services	125,000.00	125,000.00	36,779.00	217,889.00	-92,889.00	-74.31 %
Department: 130 - Engineering Total:		434,825.00	434,825.00	36,779.00	325,454.00	109,371.00	25.15%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 315 - Utility Billing							
02-315-41000-000	Wages	112,697.00	112,697.00	11,954.25	48,771.56	63,925.44	56.72 %
02-315-41002-000	Overtime	1,000.00	1,000.00	156.72	282.72	717.28	71.73 %
02-315-41005-000	Longevity	120.00	120.00	13.86	57.75	62.25	51.88 %
02-315-41200-000	Retirement	12,734.00	12,734.00	1,354.34	5,475.82	7,258.18	57.00 %
02-315-41300-000	FICA	8,721.00	8,721.00	900.93	3,637.28	5,083.72	58.29 %
02-315-41400-000	Hospitalization	18,860.00	18,860.00	1,790.46	8,949.93	9,910.07	52.55 %
02-315-41500-000	Workers' Comp	244.00	244.00	0.00	0.00	244.00	100.00 %
02-315-41700-000	Unemployment	27.00	27.00	8.48	35.66	-8.66	-32.07 %
02-315-42010-000	Office Supplies	1,000.00	1,000.00	0.00	327.75	672.25	67.23 %
02-315-42035-000	Computer Equipment	3,200.00	3,200.00	0.00	353.87	2,846.13	88.94 %
02-315-43130-000	Software Licensing	42,225.00	42,225.00	0.00	20,436.49	21,788.51	51.60 %
02-315-43195-000	Electricity/Gas/Phone	1,500.00	1,500.00	0.00	212.90	1,287.10	85.81 %
02-315-43320-000	Postage/Freight	18,000.00	18,000.00	280.16	9,863.22	8,136.78	45.20 %
02-315-43401-000	Travel/Training	800.00	800.00	26.80	176.00	624.00	78.00 %
02-315-43505-000	Fees	12,000.00	12,000.00	0.00	6,004.05	5,995.95	49.97 %
02-315-43900-000	Other Contractual	12,000.00	12,000.00	253.59	6,131.31	5,868.69	48.91 %
Department: 315 - Utility Billing Total:		245,128.00	245,128.00	16,739.59	110,716.31	134,411.69	54.83%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 330 - Compliance							
02-330-41000-000	Wages	78,105.00	78,105.00	6,318.72	34,947.09	43,157.91	55.26 %
02-330-41005-000	Longevity	1,680.00	1,680.00	129.24	743.13	936.87	55.77 %
02-330-41006-000	Certification Pay	2,400.00	2,400.00	184.62	1,061.57	1,338.43	55.77 %
02-330-41200-000	Retirement	9,181.00	9,181.00	740.85	4,096.43	5,084.57	55.38 %
02-330-41300-000	FICA	6,288.00	6,288.00	507.39	2,811.47	3,476.53	55.29 %
02-330-41400-000	Hospitalization	6,469.00	6,469.00	528.94	3,041.40	3,427.60	52.99 %
02-330-41500-000	Workers' Comp	176.00	176.00	0.00	0.00	176.00	100.00 %
02-330-41700-000	Unemployment	9.00	9.00	0.00	9.00	0.00	0.00 %
02-330-42010-000	Office Supplies	1,500.00	1,500.00	539.78	556.90	943.10	62.87 %
02-330-42030-000	Office Equipment	750.00	750.00	0.00	0.00	750.00	100.00 %
02-330-42035-000	Computer Equipment	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00 %
02-330-42905-000	Other Operating Supplies	500.00	500.00	21.64	87.55	412.45	82.49 %
02-330-43101-000	Legal Services	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-330-43110-000	Other Professional Services	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
02-330-43150-000	Marketing	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-330-43265-000	Annual Services Fees	500.00	500.00	0.00	0.00	500.00	100.00 %
02-330-43270-000	Regulatory Licensing/Permittin	3,000.00	3,000.00	0.00	8,582.85	-5,582.85	-186.10 %
02-330-43900-000	Other Contractual	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Department: 330 - Compliance Total:		117,558.00	117,558.00	8,971.18	57,937.39	59,620.61	50.72%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 341 - Water Production							
02-341-41000-000	Wages	106,604.00	106,604.00	12,280.80	51,510.29	55,093.71	51.68 %
02-341-41002-000	Overtime	2,500.00	2,500.00	289.96	2,201.11	298.89	11.96 %
02-341-41005-000	Longevity	180.00	180.00	13.86	57.75	122.25	67.92 %
02-341-41006-000	Certification Pay	7,200.00	7,200.00	553.83	1,869.20	5,330.80	74.04 %
02-341-41200-000	Retirement	12,732.00	12,732.00	1,467.57	6,202.90	6,529.10	51.28 %
02-341-41300-000	FICA	8,720.00	8,720.00	1,005.10	4,256.33	4,463.67	51.19 %
02-341-41400-000	Hospitalization	18,825.00	18,825.00	1,490.18	8,568.52	10,256.48	54.48 %
02-341-41500-000	Workers' Comp	2,668.00	2,668.00	0.00	0.00	2,668.00	100.00 %
02-341-41700-000	Unemployment	27.00	27.00	8.30	31.79	-4.79	-17.74 %
02-341-42115-000	Apparel	950.00	950.00	61.76	401.44	548.56	57.74 %
02-341-42125-000	Fuel/Oil	2,500.00	2,500.00	405.17	2,214.45	285.55	11.42 %
02-341-42155-000	Vehicle Supplies	500.00	500.00	137.96	1,246.97	-746.97	-149.39 %
02-341-42160-000	Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-341-42215-000	Chemical Supplies	0.00	0.00	0.00	116.66	-116.66	0.00 %
02-341-42220-000	Signage	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-341-42400-000	Purchased Water	1,300,000.00	1,300,000.00	99,774.46	518,743.03	781,256.97	60.10 %
02-341-42900-000	Non-Capital Tools & Equipment	500.00	500.00	2,310.00	2,895.00	-2,395.00	-479.00 %
02-341-42905-000	Other Operating Supplies	5,000.00	5,000.00	39.96	183.86	4,816.14	96.32 %
02-341-43120-000	Laboratory Services	17,000.00	17,000.00	0.00	3,227.00	13,773.00	81.02 %
02-341-43232-000	R & M Wells	20,000.00	20,000.00	0.00	22,930.54	-2,930.54	-14.65 %
02-341-43240-000	R & M Vehicle	1,500.00	1,500.00	1,021.03	1,221.90	278.10	18.54 %
02-341-43245-000	R & M Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-341-43255-000	R & M Other	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
02-341-43401-000	Travel/Training	500.00	500.00	60.00	60.00	440.00	88.00 %
02-341-43501-000	Dues/Memberships	500.00	500.00	74.01	144.01	355.99	71.20 %
02-341-43600-000	Licenses and Certifications	500.00	500.00	0.00	900.00	-400.00	-80.00 %
02-341-43900-000	Other Contractual	500.00	500.00	0.00	744.73	-244.73	-48.95 %
02-341-46140-000	SCADA	0.00	0.00	39,973.54	39,973.54	-39,973.54	0.00 %
02-341-46150-000	Other Improvements	0.00	0.00	0.00	1,205.86	-1,205.86	0.00 %
02-341-46230-000	Vehicles	65,000.00	65,000.00	0.00	49,918.75	15,081.25	23.20 %
Department: 341 - Water Production Total:		1,579,406.00	1,579,406.00	160,967.49	720,825.63	858,580.37	54.36%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 342 - Water Distribution							
02-342-41000-000	Wages	75,890.00	75,890.00	4,672.81	20,157.64	55,732.36	73.44 %
02-342-41002-000	Overtime	2,000.00	2,000.00	0.00	241.94	1,758.06	87.90 %
02-342-41005-000	Longevity	480.00	480.00	27.69	115.37	364.63	75.96 %
02-342-41006-000	Certification Pay	2,400.00	2,400.00	276.93	715.45	1,684.55	70.19 %
02-342-41200-000	Retirement	8,799.00	8,799.00	555.99	2,366.64	6,432.36	73.10 %
02-342-41300-000	FICA	6,026.00	6,026.00	380.79	1,624.18	4,401.82	73.05 %
02-342-41400-000	Hospitalization	12,431.00	12,431.00	500.92	3,109.46	9,321.54	74.99 %
02-342-41500-000	Workers' Comp	1,844.00	1,844.00	0.00	0.00	1,844.00	100.00 %
02-342-41700-000	Unemployment	18.00	18.00	2.33	9.59	8.41	46.72 %
02-342-42115-000	Apparel	1,000.00	1,000.00	47.20	375.99	624.01	62.40 %
02-342-42125-000	Fuel/Oil	5,000.00	5,000.00	464.25	2,432.38	2,567.62	51.35 %
02-342-42155-000	Vehicle Supplies	2,000.00	2,000.00	-3,726.97	844.97	1,155.03	57.75 %
02-342-42160-000	Safety Equipment	500.00	500.00	0.00	0.00	500.00	100.00 %
02-342-42215-000	Chemical Supplies	2,000.00	2,000.00	0.00	7,985.81	-5,985.81	-299.29 %
02-342-42270-000	Meters	260,000.00	260,000.00	0.00	369,969.38	-109,969.38	-42.30 %
02-342-42410-000	Water mains and valves	30,000.00	30,000.00	0.00	8,930.00	21,070.00	70.23 %
02-342-42900-000	Non-Capital Tools & Equipment	1,500.00	1,500.00	0.00	67.98	1,432.02	95.47 %
02-342-42905-000	Other Operating Supplies	7,000.00	7,000.00	3,300.78	16,780.51	-9,780.51	-139.72 %
02-342-43125-000	IT Services	500.00	500.00	0.00	0.00	500.00	100.00 %
02-342-43240-000	R & M Vehicle	4,000.00	4,000.00	20.00	755.01	3,244.99	81.12 %
02-342-43255-000	R & M Other	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
02-342-43401-000	Travel/Training	500.00	500.00	240.00	240.00	260.00	52.00 %
02-342-43600-000	Licenses and Certifications	1,000.00	1,000.00	0.00	485.48	514.52	51.45 %
02-342-43900-000	Other Contractual	20,000.00	20,000.00	4,766.70	67,937.11	-47,937.11	-239.69 %
Department: 342 - Water Distribution Total:		447,388.00	447,388.00	11,529.42	505,144.89	-57,756.89	-12.91%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 343 - Water Treatment							
02-343-41000-000	Wages	86,685.00	86,685.00	9,899.20	40,887.10	45,797.90	52.83 %
02-343-41002-000	Overtime	2,500.00	2,500.00	278.22	1,436.63	1,063.37	42.53 %
02-343-41005-000	Longevity	720.00	720.00	83.07	346.12	373.88	51.93 %
02-343-41006-000	Certification Pay	6,000.00	6,000.00	692.31	2,884.63	3,115.37	51.92 %
02-343-41200-000	Retirement	10,434.00	10,434.00	1,223.44	5,078.29	5,355.71	51.33 %
02-343-41300-000	FICA	7,146.00	7,146.00	796.97	3,249.65	3,896.35	54.52 %
02-343-41400-000	Hospitalization	20,718.00	20,718.00	1,618.48	9,306.25	11,411.75	55.08 %
02-343-41500-000	Workers' Comp	2,186.00	2,186.00	0.00	0.00	2,186.00	100.00 %
02-343-41700-000	Unemployment	18.00	18.00	3.77	17.99	0.01	0.06 %
02-343-42021-000	Cleaning Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-343-42115-000	Apparel	750.00	750.00	1,322.32	1,803.06	-1,053.06	-140.41 %
02-343-42125-000	Fuel/Oil	4,000.00	4,000.00	389.06	1,972.37	2,027.63	50.69 %
02-343-42160-000	Safety Equipment	500.00	500.00	0.00	0.00	500.00	100.00 %
02-343-42215-000	Chemical Supplies	100,000.00	100,000.00	2,120.00	7,583.35	92,416.65	92.42 %
02-343-42275-000	Testing Supplies	3,500.00	3,500.00	0.00	541.34	2,958.66	84.53 %
02-343-42285-000	Filters	61,250.00	61,250.00	0.00	13,800.00	47,450.00	77.47 %
02-343-42900-000	Non-Capital Tools & Equipment	3,000.00	3,000.00	0.00	926.36	2,073.64	69.12 %
02-343-42905-000	Other Operating Supplies	25,000.00	25,000.00	72.95	2,337.20	22,662.80	90.65 %
02-343-43120-000	Laboratory Services	17,000.00	17,000.00	810.00	4,440.50	12,559.50	73.88 %
02-343-43245-000	R & M Equipment	5,000.00	5,000.00	5,616.73	9,946.36	-4,946.36	-98.93 %
02-343-43255-000	R & M Other	1,000.00	1,000.00	30.00	140.00	860.00	86.00 %
02-343-43401-000	Travel/Training	0.00	0.00	60.00	140.00	-140.00	0.00 %
02-343-43900-000	Other Contractual	1,500.00	1,500.00	0.00	390.52	1,109.48	73.97 %
02-343-46120-000	Plant Expansion	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
02-343-46150-000	Other Improvements	32,000.00	32,000.00	0.00	10,961.10	21,038.90	65.75 %
Department: 343 - Water Treatment Total:		431,907.00	431,907.00	25,016.52	118,188.82	313,718.18	72.64%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 361 - Waste Water Collection							
02-361-41000-000	Wages	37,440.00	37,440.00	4,320.00	17,676.00	19,764.00	52.79 %
02-361-41002-000	Overtime	1,000.00	1,000.00	0.00	189.00	811.00	81.10 %
02-361-41006-000	Certification Pay	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
02-361-41200-000	Retirement	4,343.00	4,343.00	482.55	1,991.72	2,351.28	54.14 %
02-361-41300-000	FICA	2,975.00	2,975.00	307.30	1,250.81	1,724.19	57.96 %
02-361-41400-000	Hospitalization	6,287.00	6,287.00	796.00	4,005.14	2,281.86	36.29 %
02-361-41500-000	Workers' Comp	910.00	910.00	0.00	0.00	910.00	100.00 %
02-361-41700-000	Unemployment	9.00	9.00	3.10	9.01	-0.01	-0.11 %
02-361-42115-000	Apparel	750.00	750.00	33.60	222.71	527.29	70.31 %
02-361-42125-000	Fuel/Oil	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-361-42155-000	Vehicle Supplies	500.00	500.00	125.20	1,775.41	-1,275.41	-255.08 %
02-361-42160-000	Safety Equipment	750.00	750.00	0.00	0.00	750.00	100.00 %
02-361-42215-000	Chemical Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
02-361-42900-000	Non-Capital Tools & Equipment	2,500.00	2,500.00	52.40	52.40	2,447.60	97.90 %
02-361-42905-000	Other Operating Supplies	2,500.00	2,500.00	0.00	1,506.20	993.80	39.75 %
02-361-43245-000	R & M Equipment	5,000.00	5,000.00	10.00	1,367.58	3,632.42	72.65 %
02-361-43900-000	Other Contractual	2,000.00	2,000.00	0.00	3,920.22	-1,920.22	-96.01 %
02-361-46210-000	Lift Station	0.00	0.00	0.00	8,750.00	-8,750.00	0.00 %
02-361-46230-000	Vehicles	65,000.00	65,000.00	0.00	49,918.75	15,081.25	23.20 %
02-361-46300-000	Other Equipment	15,241.38	15,241.38	0.00	0.00	15,241.38	100.00 %
Department: 361 - Waste Water Collection Total:		149,905.38	149,905.38	6,130.15	92,634.95	57,270.43	38.20%

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 362 - Waste Water Treatment						
02-362-42115-000 Apparel	500.00	500.00	0.00	0.00	500.00	100.00 %
02-362-42215-000 Chemical Supplies	12,500.00	12,500.00	0.00	5,316.56	7,183.44	57.47 %
02-362-42900-000 Non-Capital Tools & Equipment	500.00	500.00	0.00	0.00	500.00	100.00 %
02-362-42905-000 Other Operating Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
02-362-43120-000 Laboratory Services	3,550.00	3,550.00	0.00	1,654.00	1,896.00	53.41 %
02-362-43245-000 R & M Equipment	5,000.00	5,000.00	0.00	25,526.98	-20,526.98	-410.54 %
02-362-43255-000 R & M Other	500.00	500.00	0.00	0.00	500.00	100.00 %
02-362-43600-000 Licenses and Certifications	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
02-362-43900-000 Other Contractual	500.00	500.00	456.12	456.12	43.88	8.78 %
Department: 362 - Waste Water Treatment Total:	26,050.00	26,050.00	456.12	32,953.66	-6,903.66	-26.50%
Expense Total:	6,465,729.00	6,465,729.00	316,070.36	3,723,656.64	2,742,072.36	42.41%
Fund: 02 - Enterprise Fund Surplus (Deficit):	0.00	0.00	184,933.48	-705,140.71	-705,140.71	0.00%

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 12 - Sanitation Fund						
Revenue						
Department: 000 - Non-departmental						
12-000-36110-000	Interest income	0.00	0.00	182.27	342.95	342.95 0.00 %
12-000-38400-000	Sanitation Revenue	920,000.00	920,000.00	87,045.92	502,466.33	-417,533.67 45.38 %
12-000-38500-000	Sales Tax Discount	0.00	0.00	0.00	153.66	153.66 0.00 %
Department: 000 - Non-departmental Total:		920,000.00	920,000.00	87,228.19	502,962.94	-417,037.06 45.33%
Revenue Total:		920,000.00	920,000.00	87,228.19	502,962.94	-417,037.06 45.33%

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense						
Department: 320 - Sanitation Dept.						
12-320-43205-000 Solid Waste Collection	701,500.00	701,500.00	0.00	401,731.97	299,768.03	42.73 %
12-320-49995-000 Transfers out	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
Department: 320 - Sanitation Dept. Total:	901,500.00	901,500.00	0.00	401,731.97	499,768.03	55.44%
Expense Total:	901,500.00	901,500.00	0.00	401,731.97	499,768.03	55.44%
Fund: 12 - Sanitation Fund Surplus (Deficit):	18,500.00	18,500.00	87,228.19	101,230.97	82,730.97	-447.19%
Report Surplus (Deficit):	20,500.00	45,500.00	40,998.97	1,714,966.37	1,669,466.37	-3,669.16%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - General Fund	2,000.00	27,000.00	-231,162.70	2,318,876.11	2,291,876.11
02 - Enterprise Fund	0.00	0.00	184,933.48	-705,140.71	-705,140.71
12 - Sanitation Fund	18,500.00	18,500.00	87,228.19	101,230.97	82,730.97
Report Surplus (Deficit):	20,500.00	45,500.00	40,998.97	1,714,966.37	1,669,466.37



CITY COUNCIL MEETING

April 01, 2024 at 6:00 PM

WolfForth City Hall - 302 Main Street WolfForth, TX

MINUTES

CALL MEETING TO ORDER

Mayor Addington called the meeting to order at 6:00pm

INVOCATION - Council member Brashier

PLEDGE OF ALLEGIANCE - Council member Cooper

ROLL CALL AND ESTABLISH A QUORUM

PRESENT

Mayor Charles Addington

Council member Place 1 David Cooper

Council member Place 2 Gregory Stout

Mayor Pro Tem Doug Hutcheson

Council member Place 4 Charlotte McDonald

Council member Place 5 Austin Brashier

SAFETY REVIEW

CITIZEN ENGAGEMENT

This is an opportunity for the public to address the City Council regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign-in sheet and state his/her name and city of residence before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers can address only the City Council and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

No public comments

RECOGNITION AND PROCLAMATIONS

1. April 2024 National Child Abuse Awareness Month

Mayor Addington presented a Proclamation naming April 2024 as National Child Abuse Awareness Month in Wolfforth, Texas.

CONSENT AGENDA

Items considered to be routine are enacted by one motion without separate discussion. If the City Council desires to discuss an item, the item is removed from the Consent Agenda and considered separately.

Motion to approve the Consent Agenda.

Motion made by Mayor Pro Tem Hutcheson, Seconded by Council member McDonald.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

2. Consider and take appropriate action on minutes from March 18, 2024 City Council meeting
3. Consider and take appropriate action on acceptance of dedication of easement from Frenship ISD for water main installation

REGULAR SESSION

4. Consider and take appropriate action on approval for Lubbock County Critical Needs Funding usage for Wolfforth Fire EMS.

Motion to approve the budget for Lubbock County Critical Needs Funding for Wolfforth Fire Department.

Motion made by Mayor Pro Tem Hutcheson, Seconded by Council member Cooper.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

5. **PUBLIC HEARING:** Consider and take appropriate action on a zoning change from C-3 to M-1 at BLK AK SEC 25 AB 246 TR NE 12 (1.83 Acres) and SE ¼ of BLK AK SEC 25 AB 246 TR NE9 for a total of 2.35 acres.

Director of Development Services Tara Tomlinson gave details to the Council regarding this zoning request from MMR Reality. This location will be used for low-hazard storage with minimal outside . This is a spec build with no currently planned tenant.

open public hearing at 6:08pm

close at 6:10pm

- 6. Consider and take appropriate action on Ordinance 2024-007

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING THE ZONING MAP AS IT RELATES TO PROPERTY KNOWN AS BLK AK SEC 25 AB 246 TR NE 12 (1.83 ACRES) AND SE ¼ OF BLK AK SEC 25 AB 246 TR NE9 FOR A TOTAL OF 2.35 ACRES, WOLFFORTH, TEXAS, BY AMENDING THE ZONING DESIGNATION FROM C-3 TO M-1; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES AND PORTIONS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance 2024-007

Motion made by Council member Brashier, Seconded by Council member McDonald.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

- 7. PUBLIC HEARING: Consider and take appropriate action on amendment to the Wolfforth Zoning Ordinance 14.04.001- Accessory uses and structures.

Director of Development Services Tara Tomlinson gave the Council a report regarding updating the Accessory Structure ordinance. Staff is recommending a 5ft setback from main to accessory and will also exclude prohibited structures from all districts not just residential.

Opened public hearing at 6:11pm

Close public hearing at 6:13pm

- 8. Consider and take appropriate action on Ordinance 2024-008

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING CITY OF WOLFFORTH ZONING ORDINANCE BY AMENDING CHAPTER 14 ZONING; AMENDING §14.01.001 ACCESSORY USES AND STRUCTURES; ALLOWING FOR A PRINCIPAL BUILDING SETBACK AND PROHIBITED

STRUCTURES IN ALL DISTRICTS; PROVIDING A SEVERABILITY CLAUSE;
 PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND
 PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance 2024-008

Motion made by Council member McDonald, Seconded by Mayor Pro Tem Hutcheson.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson,
 Council member McDonald, Council member Brashier

9. Consider and take appropriate action on an amended final plat for Overlook West Phase 2 Lots 207-310.

Motion to approve Overlook West Phase 2 amended final plat.

Motion made by Council member McDonald, Seconded by Council member Cooper.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson,
 Council member McDonald, Council member Brashier

10. Consider and take appropriate action on proposed construction of Frenship Road for future Circle K.

Circle K is unable to get an entrance from TxDOT from FM 179 for their proposed site on the northeast corner of FM 179 and Donald Preston Drive. The owner of the property to the north is interested in building "Frenship Road" on the north side of the Circle K property which would allow Circle K another access from the north. Circle K has presented 2 options to the Council for construction of their portion of "Frenship Road"

Motion to approve option 2 as presented by Circle K, full-width paving past Circle K point of north driveway, then half width (south half) to their east property line, at the full expense of Circle K.

Motion made by Mayor Pro Tem Hutcheson, Seconded by Council member Cooper.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson,
 Council member McDonald, Council member Brashier

11. Consider and take appropriate action on update from City Manager regarding Water Impact Fee implementation

City Manager Randy Criswell presented an update to the Mayor and Council regarding Water Impact Fees. Since January, there have been multiple meetings with the development community. Mr. Criswell stated he had informed the developers that there is no option for the City but to implement Impact Fees. The developers have come back with some questions about developer credits and the possibility of a phased in/incremental approach to implementation. Mr. Criswell stated that staff is working on some timeframe modifications to the CIP, and then will provide Mr. Chris Ekrut of Newgen Strategies some updated information so Mr. Ekrut and staff can then work through some of the questions and options under consideration. Mr. Criswell stated he would like to see the fees adopted by June 2024.

Councilman Cooper asked for clarification on when the fee is due. Mr. Criswell stated the fee becomes due upon the final approval of a plat but isn't collected until the issuance of a building permit, and it is a one-time fee.

No action was taken.

ADJOURN

Motion to adjourn at 6:44pm.

Motion made by Mayor Pro Tem Hutcheson, Seconded by Council member Cooper.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

PASSED AND APPROVED THIS THE 15TH DAY OF APRIL, 2024.

Charles Addington, II, Mayor
City of Wolforth, Texas

ATTEST:

Terri Robinette, City Secretary



AGENDA ITEM COMMENTARY

MEETING NAME:	WolfForth City Council
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on certification of unopposed candidate for Mayoral election on May 4, 2024
STAFF INITIATOR:	Terri Robinette, City Secretary

BACKGROUND:

Mayor Addington is running unopposed in the Mayoral election to be held on May 4, 2024. The attached form is required to be posted at polling locations to notify voters of the unopposed candidate on the ballot.

EXHIBITS:

Certification of Unopposed Candidates

Example ballot

COUNCIL ACTION/STAFF RECOMMENDATION:

Accept the Certification of Unopposed Candidate for the Mayoral election to be held on May 4, 2024

13-1
Prescribed by Secretary of State
Section 2.051 – 2.053, Texas Election Code
9/2023

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: *Presidente de la entidad gobernante*

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held May 4, 2024

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 4 de Mayo de 2024

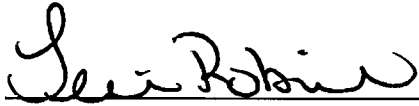
List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) *Cargo(s)*


Candidate(s) *Candidato(s)*

Mayor (Alcalde)

Charles Addington II



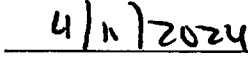
Signature *(Firma)*



Printed name *(Nombre en letra de molde)*



Title *(Puesto)*



Date of signing *(Fecha de firma)*



Sample Ballot

Item # 4.

City and School District General and Special Elections

May 4, 2024

Lubbock County

Elecciones General y Especial de Ciudades y Distritos Escolares

4 de mayo, 2024

Condado de Lubbock

Precinct 120-FISD-WOLF

Distrito Electoral 120-FISD-WOLF

Page 1 of 2

Página 1 de 2

Please use a black or blue ink pen to mark your ballot. Vote for the candidate of your choice in each race by placing an "X" or filling in the shape beside the name of that candidate.

Por favor utilice una pluma de tinta negra o azul para marcar su boleta. Vote por el candidato, candidata o declaración de su preferencia en cada contienda marcando una "X" o rellenando el cuadro en seguida del nombre del candidato, candidata o declaración.

Lubbock County Condado de Lubbock

Lubbock Central Appraisal District Director At-Large, Place 1 Director General del Distrito de Evaluacion Central de Lubbock, Lugar 1

Vote for none or one. Vote por ninguno o uno.

- Micah O'Hair
Jon Bruegel

Lubbock Central Appraisal District Director At-Large, Place 2 Director General del Distrito de Evaluacion Central de Lubbock, Lugar 2

Vote for none or one. Vote por ninguno o uno.

- Jim Baxa

Lubbock Central Appraisal District Director At-Large, Place 3 Director General del Distrito de Evaluacion Central de Lubbock, Lugar 3

Vote for none or one. Vote por ninguno o uno.

- Brant O'Hair
Tom Keisling
Rusty Smith

City of Wolfforth Ciudad de Wolfforth

Wolfforth City Councilmember, Place 1 Miembro del Consejo de la Ciudad de Wolfforth, Lugar Núm 1

Vote for none or one. Vote por ninguno o uno.

- David E. Cooper
Pete Wilkinson

Wolfforth City Councilmember, Place 2 Miembro del Consejo de la Ciudad de Wolfforth, Lugar Núm 2

Vote for none or one. Vote por ninguno o uno.

- Gregory Stout
Wesley Houck

"Unopposed Candidates Declared Elected"

City of Wolfforth, Mayor Charles Addington II

"Candidatos Sin Oposición Declarados Elegido" Alcalde de Wolfforth Charles Addington II

1456 95168

City and School District General and Special Elections

May 4, 2024

Lubbock County

Elecciones General y Especial de Ciudades y Distritos Escolares

4 de mayo, 2024

Condado de Lubbock

Precinct 120-FISD-WOLF

Distrito Electoral 120-FISD-WOLF

Page 2 of 2

Página 2 de 2

1456

95168

Frenship Independent School District
Distrito Escolar Independiente de Frenship

Frenship ISD Trustee, Place 6
Fideicomisario del Distrito Escolar Independiente de Frenship, Lugar Núm 6

Vote for none or one.
Vote por ninguno o uno.

L. Witherspoon Sr.

Jamey Phillips

"Unopposed Candidates Declared Elected"
Frenship ISD Trustee, Place 5
David R. Miller

"Candidatos Sin Oposición Declarados Elegido"
Fideicomisario del Distrito Escolar Independiente de Frenship, Lugar Núm 5
David R. Miller

"Unopposed Candidates Declared Elected"
Frenship ISD Trustee, Place 7
Shawn Michael Vinson

"Candidatos Sin Oposición Declarados Elegido"
Fideicomisario del Distrito Escolar Independiente de Frenship, Lugar Núm 7
Shawn Michael Vinson



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on Pay Requests No. 6 and Pay Request No. 7 (final payment) from UCA for 12-inch Loop Line Project
STAFF INITIATOR:	Randy Criswell

BACKGROUND:

I am pleased to inform you that the 12-inch loop line project is complete. There are two remaining Pay Requests, Number 6 and then the final payment. Pay Request Number 6 has been received and is attached as an exhibit to this item. The work has been approved by the City Engineer and is recommended for payment. The breakdown is as follows:

a. Original Contract Amount:	\$1,367,505.00
b. Work Performed this Pay Request	\$ 320,880.00
c. Materials stored	\$ (150,317.05)
d. Total Work Performed + Materials Stored	\$1,439,514.50
e. Retainage	\$ 143,951.45
f. Paid Previous Applications	\$1,142,056.40
Amount Due: (d-e-f)	\$ 153,506.65

Pay Request Number 7 is the final payment and is what we typically refer to as the “retainage payment”. A copy is attached as an exhibit to this item. Payment due is the retainage figure from Pay Estimate Number 6 above.

g. Original Contract Amount:	\$1,367,505.00
h. Work Performed this Pay Request	\$ 0.00
i. Materials stored	\$ 0.00
j. Total Work Performed + Materials Stored	\$1,439,514.50
k. Retainage	\$ 143,951.45
l. Paid Previous Applications	\$1,295,563.06
Amount Due: (d-e-f)	\$ 143,951.44

EXHIBITS:

UCA Pay Request No. 6
UCA Pay Request No. 7

COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommends payment as requested.



Contractor's Application and Certificate for Payment

To: OJD Engineering 328 E. Hwy 62, Unit # 1 Wolfforth, TX 79382	From: Utility Contractors of America, Inc. 5805 CR 7700 Lubbock, TX 79424	Application Number: 6 Application Period: 02/01/24 - 02/29/24 Application Date: 2/29/2024
---	---	--

23-229 - Wolfforth Distribution Line				Total This Period	Total to Date
Change Order Summary				ORIGINAL CONTRACT SUM	\$1,367,505.00
Change Orders Approved by Owner				NET CHANGE BY CHANGE ORDERS	\$0.00
Number	Date Approved	Additions	Deductions	CONTRACT SUM TO DATE (Line 1 + 2)	\$1,367,505.00
				WORK COMPLETED	\$320,880.00
				MATERIALS STORED	-\$150,317.05
				TOTAL COMPLETED & STORED	\$170,562.95
				RETAINAGE:	
				10% of Completed Work and Stored Material	\$17,056.30
TOTALS				AMOUNT ELIGIBLE TO DATE	\$1,295,563.05
NET CHANGE BY CHANGE ORDERS				LESS PREVIOUS APPLICATIONS	\$1,142,056.40
				AMOUNT DUE THIS APPLICATION	\$153,506.66
				BALANCE TO FINISH, PLUS RETAINAGE	\$143,951.45

Contractor's Certification

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Your check may be converted to ACH

By: Chris Barber v/s Date: 3/4/24
 Utility Contractors of America, Inc.

Approved For Payment:

By: [Signature] Date: 4-4-24
 OJD Engineering



Progress Estimate

Job Name:		23-229 - Wolforth Distribution Line				Application Number:		6					
Application Period:		02/01/24 - 02/29/24				Application Date:		2/29/2024					
A		B				C		D		E		F	
Item						Work Completed						% (G/B)	Balance to Finish (B-G)
						This Period		Previous Period		To Date			
Item	Description	Units	Quantity	Unit Price	Scheduled Value	Quantity	Amount	Quantity	Amount	Quantity	Amount		
1	12" C-900 DR-18 PVC Water Line	LF	11240	\$85.00	\$955,400.00	2,250.00	\$ 191,250.00	8990.00	\$ 764,150.00	11240.00	\$ 955,400.00	100.00%	
2	18" Steel casing by method other than open	LF	538	\$395.00	\$212,510.00	176.00	\$ 69,520.00	452.00	\$ 178,540.00	628.00	\$ 248,060.00	116.73%	
3	12" Gate Valve with Box	EA	25	\$5,420.00	\$135,500.00	8.00	\$ 43,360.00	17.00	\$ 92,140.00	25.00	\$ 135,500.00	100.00%	
5	12" Waterline Plug	EA	1	\$1,125.00	\$1,125.00		\$ -	1.00	\$ 1,125.00	1.00	\$ 1,125.00	100.00%	
6	Ductile Iron Fittings	LBS	3500	\$9.50	\$33,250.00	1,000.00	\$ 9,500.00	2500.00	\$ 23,750.00	3500.00	\$ 33,250.00	100.00%	
7	Tie to Existing Water	EA	2	\$2,575.00	\$5,150.00	1.00	\$ 2,575.00	1.00	\$ 2,575.00	2.00	\$ 5,150.00	100.00%	
8	Remove and Replace Asphalt Paving	SY	7	\$385.00	\$2,695.00		\$ -	101.70	\$ 39,154.50	101.70	\$ 39,154.50	1452.86%	
9	Remove and Replace Concrete Paving	SY	11	\$425.00	\$4,675.00	11.00	\$ 4,675.00	0.00	\$ -	11.00	\$ 4,675.00	100.00%	
	Bonds	LS	1	\$17,200.00	\$17,200.00		\$ -	1.00	\$ 17,200.00	1.00	\$ 17,200.00	100.00%	
	Totals				\$1,367,505.00		\$ 320,880.00		\$ 1,118,634.50		\$ 1,439,514.50	105.27%	\$ -

Item #8 74 SY is figured by these bores:

- Total Bores 224'
- 24' @ 92nd St
- 28' @ 96th St
- 25' @ 1st Driveway
- 34' @ 98th St
- 39' @ 1st Asphalt Entrance
- 39' @ 2nd Asphalt Entrance
- 35' @ 3rd Asphalt Entrance



Stored Materials

Job Name:		23-229 - Wolfforth Distribution Line					Application Number: 6			
Application Period:		02/01/24 - 02/29/24					Application Date: 2/29/2024			
A	B	C	D	E	F	G	H	I	J	K
Item Number	Description	Unit Price	Previous Quantity On Hand	Received This Period	Installed This Period	Balance On Hand	Total Installed To Date	Plan Qty	Materials Owed This Period (\$)	Materials Remaining in Storage (\$)
1	12" C-900 DR-18 PVC Water Line	47.65	2230.00		2230.00	0.00	11240.00	11240.00	(106,259.50)	0.00
1	12" DR18 CL 150 LOK Pipe	60.06	0.00			0.00			0.00	0.00
2	18" Steel casing by method other than open	101.18	168.00		168.00	0.00	628.00	538.00	(16,998.24)	0.00
3	12" Gate Valve with Box	3,006.59	9.00		9.00	0.00	25.00	25.00	(27,059.31)	0.00
									(150,317.05)	0.00



Contractor's Application and Certificate for Payment

To: OJD Engineering 328 E. Hwy 62, Unit # 1 Wolfforth, TX 79382		From: Utility Contractors of America, Inc. 5805 CR 7700 Lubbock, TX 79424		Application Number: 7-Retainage Application Period: 03/01/24 - 03/31/24 Application Date: 3/31/2024	
---	--	---	--	--	--

23-229 - Wolfforth Distribution Line				Total This Period	Total to Date
Change Order Summary				ORIGINAL CONTRACT SUM	\$1,367,505.00
Change Orders Approved by Owner				NET CHANGE BY CHANGE ORDERS	\$0.00
Number	Date Approved	Additions	Deductions	CONTRACT SUM TO DATE (Line 1 + 2)	\$1,367,505.00
				WORK COMPLETED	\$0.00
				MATERIALS STORED	\$0.00
				TOTAL COMPLETED & STORED	\$0.00
				RETAINAGE:	
				10% of Completed Work and Stored Material	\$0.00
				AMOUNT ELIGIBLE TO DATE	\$1,439,514.50
				LESS PREVIOUS APPLICATIONS	\$1,295,563.06
TOTALS		\$0.00	\$0.00	AMOUNT DUE THIS APPLICATION	\$0.00
NET CHANGE BY CHANGE ORDERS		\$0.00		BALANCE TO FINISH, PLUS RETAINAGE	\$143,951.44
					\$0.00

Contractor's Certification

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Your check may be converted to ACH

By: Chris Rahos VP Date: 4/8/24
 Utility Contractors of America, Inc.

Approved For Payment:

By: [Signature] Date: 4-8-24
 OJD Engineering



Progress Estimate

Job Name:		23-229 - Wolfforth Distribution Line				Application Number:		7-Retainage					
Application Period:		03/01/24 - 03/31/24				Application Date:		3/31/2024					
A		B				C		D		E		F	
Item		Units	Quantity	Unit Price	Scheduled Value	Work Completed						% (G/B)	Balance to Finish (B-G)
Item	Description					This Period		Previous Period		To Date			
						Quantity	Amount	Quantity	Amount	Quantity	Amount		
1	12" C-900 DR-18 PVC Water Line	LF	11240	\$85.00	\$955,400.00		\$ -	11240.00	\$ 955,400.00	11240.00	\$ 955,400.00	100.00%	
2	18" Steel casing by method other than open	LF	538	\$395.00	\$212,510.00		\$ -	628.00	\$ 248,060.00	628.00	\$ 248,060.00	116.73%	
3	12" Gate Valve with Box	EA	25	\$5,420.00	\$135,500.00		\$ -	25.00	\$ 135,500.00	25.00	\$ 135,500.00	100.00%	
5	12" Waterline Plug	EA	1	\$1,125.00	\$1,125.00		\$ -	1.00	\$ 1,125.00	1.00	\$ 1,125.00	100.00%	
6	Ductile Iron Fittings	LBS	3500	\$9.50	\$33,250.00		\$ -	3500.00	\$ 33,250.00	3500.00	\$ 33,250.00	100.00%	
7	Tie to Existing Water	EA	2	\$2,575.00	\$5,150.00		\$ -	2.00	\$ 5,150.00	2.00	\$ 5,150.00	100.00%	
8	Remove and Replace Asphalt Paving	SY	7	\$385.00	\$2,695.00		\$ -	101.70	\$ 39,154.50	101.70	\$ 39,154.50	1452.86%	
9	Remove and Replace Concrete Paving	SY	11	\$425.00	\$4,675.00		\$ -	11.00	\$ 4,675.00	11.00	\$ 4,675.00	100.00%	
	Bonds	LS	1	\$17,200.00	\$17,200.00		\$ -	1.00	\$ 17,200.00	1.00	\$ 17,200.00	100.00%	
Totals					\$1,367,505.00		\$ -		\$ 1,439,514.50		\$ 1,439,514.50	105.27%	\$ -



Stored Materials

Job Name:		23-229 - Wolfforth Distribution Line					Application Number: 7-Retainage			
Application Period:		03/01/24 - 03/31/24					Application Date: 3/31/2024			
A	B	C	D	E	F	G	H	I	J	K
Item Number	Description	Unit Price	Previous Quantity On Hand	Received This Period	Installed This Period	Balance On Hand	Total Installed To Date	Plan Qty	Materials Owed This Period (\$)	Materials Remaining in Storage (\$)
1	12" C-900 DR-18 PVC Water Line	47.65	0.00			0.00	11240.00	11240.00	0.00	0.00
1	12" DR18 CL 150 LOK Pipe	60.06	0.00			0.00			0.00	0.00
2	18" Steel casing by method other than open	101.18	0.00			0.00	628.00	538.00	0.00	0.00
3	12" Gate Valve with Box	3,006.59	0.00			0.00	25.00	25.00	0.00	0.00
									0.00	0.00



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on proposal from OJD for engineering services for Lubbock Water Connection North
STAFF INITIATOR:	Randy Criswell, City Manager

BACKGROUND:

Several months ago I asked OJD for a proposal for engineering services for the Lubbock North Water Connection. The proposal was provided, but I didn't bring it to Council for approval due to funding availability. As you will recall, we were in what I thought were the early stages of Impact Fee implementation, and I believed it would only be two or three more months until we completed implementation of Impact Fees and the subsequent debt issuances to move forward with our CIP. Because the Lubbock North interconnect is time sensitive and needs to be complete by June 2026, it is my recommendation we proceed with this design and designate the cost be paid from fund balance with the intent to reimburse this cost back to fund balance when we finally issue the appropriate debt.

I've discussed this with Michael Adams of OJD, and he tells me he believes they can have the design work done within 6 months of receiving approval, with the intent of moving straight into construction phase after that.

The proposal is for a total amount of \$150,000 and is attached.

EXHIBITS:

OJD Proposal for Engineering and Surveying Services

COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommends approval of the proposal and authorization for OJD to proceed immediately.



June 28, 2023

Randy Criswell, City Manager
City of Wolfforth
P.O. Box 36
Wolfforth, TX 79382

Re: Engineering & Surveying Services Proposal for Lubbock Water Connection North
Wolfforth, Texas

Dear Mr. Criswell:

This engineering and surveying proposal is for the Lubbock water connection north. The proposed total cost is as follows:

1. Engineering Surveying Services:

Scope of Work:

This project consists of the design and surveying required to install Lubbock water connection. Services include evaluation of the existing distribution system to determine the most cost effective practical location for the connection. Provide land surveying services for land acquisition and topographic surveying services for design. Prepare design and construction package, project estimating and the preparation of bid packages.

The proposed total cost for the referenced project is as follows:

- | | |
|---|------------------|
| • Surveying Services: | \$25,000 |
| Includes topographic survey for design purposes and construction staking. | |
| • Engineering Design Services: | \$75,000 |
| Includes engineering design along with TCEQ submittal and approval. | |
| • Construction Engineering Services: | \$50,000 |
| Includes construction management, inspection, testing management and review and approval of pay applications. | |
| Total: | \$150,000 |



Any work beyond the scope of work shall be negotiated under a separate agreement or under the attached fee schedule.

If you have any questions concerning this proposal, please don't hesitate to contact me.

Sincerely,

Michael J. Adams, P.E.

Exec. Vice President - OJD Engineering, LLC

Engineering Firm #4393

Surveying Firm # 10090900

Accepted: _____

Date: _____

Wellington | Amarillo | Wolfforth



**STANDARD FEE SCHEDULE
2023**

Senior Principal	\$230/hr
Principal	\$200/hr
Senior Professional Engineer	\$160/hr
Professional Engineer	\$140/hr
Senior Registered Professional Land Surveyor	\$180/hr
Registered Professional Land Surveyor	\$130/hr
Engineer-in-Training	\$100/hr
Senior Engineering Technician/Designer	\$110/hr
Engineering Technician/Designer	\$80/hr
Surveyor-in-Training	\$95/hr
Survey party chief	\$100/hr
Senior CAD Technician	\$90/hr
CAD Technician	\$85/hr
Survey Technician	\$55/hr
3-Man field crew (Total Station/Level)	\$175/hr
2-Man field crew (Total Station/Level)	\$155/hr
Senior Admin. Staff	\$70/hr
Admin. Staff	\$55/hr
GPS receivers (min 2 units)	\$35/hr/unit
Meals	\$40/man/day
Lodging	\$125/man/day
Mileage	\$.65/mile
Copies(letter/legal size)	\$.35/sheet
11"X17" copies	\$.50/sheet

Billing rates may be adjusted by up to 5 percent annually (at the beginning of each calendar year) during the term of any agreements.

A multiplier of 1.15 will be applied to all direct reimbursable expenses.



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on proposal from OJD for engineering services for water distribution system improvements related to EDR Plant #2
STAFF INITIATOR:	Randy Criswell, City Manager

BACKGROUND:

OJD Engineering has provided a proposal for the design of water distribution improvements that will be necessary for adequate service to EDR Plant #2, which is currently in the design phase. A copy of the proposal is included as an exhibit, and the total cost is \$225,000. It is my recommendation we proceed with this design, designate the cost be paid from fund balance with the intent to reimburse fund balance when we finally issue the appropriate debt.

I've discussed this with Michael Adams of OJD, and he advises me that this work will dovetail into the construction of the EDR Plant, following a similar timeline for completion.

EXHIBITS:

OJD Proposal for Engineering and Surveying Services

COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommends approval of the proposal and authorization for OJD to proceed immediately.



April 9, 2024

Randy Criswell, City Manager
City of Wolfforth
P.O. Box 36
Wolfforth, TX 79382

Re: Engineering & Surveying Services Proposal for Water Distribution System Loop Lines
Wolfforth, Texas

Dear Mr. Criswell:

This engineering and surveying proposal is for the water distribution system loop lines. The proposed total cost is as follows:

1. Engineering Surveying Services:

Scope of Work:

This project consists of the design and surveying required to install water distribution lines in preparation for the new EDR Treatment Plant. Services include evaluation of the existing distribution system to determine the most cost effective practical locations for the distribution lines. Provide land surveying services for land acquisition and topographic surveying services for design. Prepare design and construction package, project estimating and the preparation of bid packages.

The proposed total cost for the referenced project is as follows:

- **Surveying Services:** \$25,000
Includes boundary survey for land acquisition, topographic survey for design purposes and construction staking.
 - **Engineering Design Services:** \$175,000
Includes engineering design along with TCEQ submittal and approval.
 - **Construction Engineering Services:** \$25,000
Includes construction management, inspection, testing management and review and approval of pay applications.
- Total: \$225,000**



Any work beyond the scope of work shall be negotiated under a separate agreement or under the attached fee schedule.

If you have any questions concerning this proposal, please don't hesitate to contact me.

Sincerely,

Michael J. Adams, P.E.

Exec. Vice President - OJD Engineering, LLC

Engineering Firm #4393

Surveying Firm # 10090900

Accepted: _____

Date: _____



**STANDARD FEE SCHEDULE
2024**

Senior Principal	\$230/hr
Principal	\$200/hr
Senior Professional Engineer	\$160/hr
Professional Engineer	\$140/hr
Senior Registered Professional Land Surveyor	\$180/hr
Registered Professional Land Surveyor	\$130/hr
Engineer-in-Training	\$100/hr
Senior Engineering Technician/Designer	\$110/hr
Engineering Technician/Designer	\$80/hr
Surveyor-in-Training	\$95/hr
Survey party chief	\$100/hr
Senior CAD Technician	\$90/hr
CAD Technician	\$85/hr
Survey Technician	\$55/hr
3-Man field crew (Total Station/Level)	\$175/hr
2-Man field crew (Total Station/Level)	\$155/hr
Senior Admin. Staff	\$70/hr
Admin. Staff	\$55/hr
GPS receivers (min 2 units)	\$35/hr/unit
Meals	\$40/man/day
Lodging	\$125/man/day
Mileage	\$.65/mile
Copies(letter/legal size)	\$.35/sheet
11"X17" copies	\$.50/sheet

Billing rates may be adjusted by up to 5 percent annually (at the beginning of each calendar year) during the term of any agreements.

A multiplier of 1.15 will be applied to all direct reimbursable expenses.



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council Meeting
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on Final Plat for Cityside Business Park.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

MMR Industrial LLC has contacted the City of WolfForth with plans to build a Commercial center along Hwy 62/82 near Patel Drive. Along with the commercial strip, MMR Industrial LLC plans to build an office/warehouse with loading dock height access for a little over 40,000 square feet building. (The speculative build will include about 2,100 SF of office space and 38,610 SF of warehouse space)

On March 19, 2024, the P&Z Commission recommended a zoning change from C3 to M1 based on their principal use and designed expectations of future businesses for the southeastern portion of the plat. On April 1, 2024, the City Council unanimously approved the zoning change.

As part of the process for obtaining building permits, MMR Industrial LLC needs to plat the land for both the commercial strip and office/warehousing. The attached plat has been reviewed by staff and third parties and meets the City's ordinances for approval.

EXHIBITS:

1. Final Plat
2. Addressing

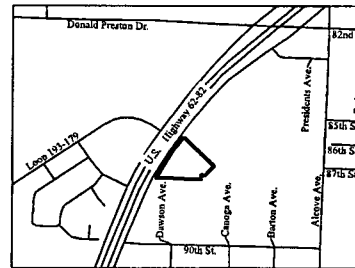
COUNCIL ACTION/STAFF RECOMMENDATION:

City staff recommends approval of final plat for Cityside Business Park.

Lot 1 & 2

Cityside Business Park Addition, an addition to the City of Wolfforth, Lubbock County, Texas

VICINITY MAP



GENERAL SURVEYOR NOTES:

- Heavy Lines indicate plat limits.
- All streets, alleys and easements within plat limits otherwise.
- No building permit shall be issued on any survey certificate that is not in accordance with an approved final plat unless an exception is provided by the City Council or by the Wolfforth Code of Ordinances.
- All utility service shall be in accordance with the Underground Utilities Policy Statement by the City Council of the City of Wolfforth, Texas and the provisions of Section 36.09.095 of the Wolfforth Code of Ordinances.
- Any relocation or revision of existing facilities shall be at the subdividers expense. Compensation shall be made prior to the recording of this final plat.
- All calling or proposed utility services to and on tracts indicated by this plat shall be contained in the public right-of-way and public or private utility easements. Utility service installation requested at a future date and not within an easement indicated by this plat, shall be within a proper utility easement granted by the owner of said property by separate recorded instrument prior to the provision of such service. Such easements shall be at the expense of the entity requesting such installation.
- All easements herein granted shall entitle the city or the utility company using such easements to the right to remove, repair or replace any lines, pipes, conduits, or poles within such easements as may be determined by the city or utility company without the city or utility company being responsible or liable for the replacement of improvements necessitated by such repair, removal, or replacement. Easements designed or intended for vehicular passage (utility and emergency) or pedestrian access shall not be fenced or otherwise obstructed.
- Any easements or rights-of-way shown as "to be dedicated by separate instrument" are shown on the plat for information purposes only. This plat does not dedicate said easements.
- Minimum floor elevations shall conform to the requirements of the Wolfforth Drainage Criteria Manual, and Section 3.09.020 of the Wolfforth Code of Ordinances.
- The survey information shown herein was prepared from the result of an as on the ground survey of the property shown hereon, and has been completed substantially in compliance with the Professional and Technical Standards promulgated by the Texas Board of Professional Land Surveying Practice Act, Section 653.13.
- Blanket underground utility, transformer pad, and switching enclosure easement as required for service within the plat limits is hereby granted to Lubbock Power and Light Company.
- Blanket underground utility easement as required for service within the plat limits is hereby granted to SPECS, AT&T, Atmos Energy, NTS, West Texas Gas, and Suddenlink Communications.
- Blanket solid waste collection easement as required for service within the plat limits is hereby granted.
- Bearings and Coordinate values shown herein are based upon the Texas Coordinate System, North Central Zone, NAD83 Datum.
- Distances and areas shown hereon are based on horizontal grid measurements in U.S. feet.

Item # 8.

LINE	BEARING	DISTANCE
L1	N 47°14'32" E	6.81'
L2	N 88°51'11" E	21.53'
L3	S 47°04'44" W	148.83'
L4	N 87°40'29" W	48.33'
L5	S 1°43'31" W	80.37'

CURVE TABLE						
CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD BEAR.	CHORD BELT.
C1	48°59'20"	9.267	7.74'	4.10'	S 80°48'48" E	7.52'
C2	80°30'01"	25.59'	38.56'	22.63'	S 39°36'30" E	33.81'
C3	30°31'40"	50.50'	31.52'	18.18'	N 1°08'38" E	30.82'
C4	1°23'18"	58.82'	18.38'	7.86'	N 37°53'53" E	18.21'
C5	43°54'40"	28.00'	18.23'	10.48'	S 82°52'27" E	10.44'
C6	53°41'23"	14.50'	13.58'	7.24'	N 48°18'27" E	13.10'
C7	30°05'40"	14.50'	12.88'	6.78'	S 40°23'04" W	12.38'
C8	61°11'45"	28.00'	27.77'	15.26'	S 19°12'30" E	26.47'
C9	52°27'33"	26.80'	25.81'	12.81'	S 82°18'08" E	22.98'
C10	48°37'48"	14.50'	12.31'	8.56'	N 47°08'13" E	11.84'
C11	22°11'50"	60.60'	18.37'	8.81'	S 69°21'48" W	19.24'
C12	38°54'17"	80.80'	22.83'	11.62'	S 79°01'41" W	22.64'
C13	71°04'36"	27.00'	33.50'	18.29'	N 82°31'50" W	31.26'
C14	47°42'04"	27.00'	22.46'	11.84'	N 18°38'58" E	21.84'
C15	77°37'23"	26.00'	38.23'	20.82'	N 1°42'18" E	32.88'
C16	87°58'06"	28.00'	28.23'	14.26'	N 78°07'38" W	25.18'
C17	8°38'24"	45.20'	8.82'	3.41'	N 33°08'33" E	8.81'
C18	54°59'18"	28.00'	24.99'	13.52'	N 89°53'37" E	24.01'
C19	88°42'27"	28.00'	28.46'	15.84'	S 4°30'10" E	27.08'
C20	72°48'10"	28.00'	33.47'	19.51'	S 88°30'40" W	31.21'
C21	84°41'01"	27.84'	28.99'	14.08'	N 0°06'13" E	25.02'
C22	37°37'27"	80.50'	33.18'	17.20'	N 1°48'24" E	32.67'
C23	47°50'47"	28.00'	21.78'	11.55'	N 69°04" E	21.13'
C24	87°06'00"	2.54'	4.31'	2.86'	N 49°28'28" W	3.81'
C25	82°12'28"	18.80'	21.28'	11.81'	S 77°38'01" E	26.22'
C26	80°07'33"	28.00'	40.80'	28.08'	S 0°47'45" E	36.81'
C27	22°11'30"	28.00'	10.07'	6.10'	S 89°21'44" W	10.01'
C28	38°33'30"	88.00'	12.08'	6.14'	S 76°42'00" W	11.85'

Approved this _____ day of _____, 20____

by the City Council of the City of Wolfforth, Texas.

Mayor

ATTEST:

Secretary

SURVEYOR'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS:

That I, Justin Cantwell, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments and/or other control shown thereon were properly placed under my personal supervision, in accordance with the Subdivision Regulations of the City of Wolfforth, Texas.

For inspection purposes only
and in no way official or
approved for recording purposes

Justin Cantwell RPLS 6331
Date: 2021

LEGEND

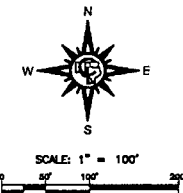
- - Set 1/2" Iron Rod with Cap - "CEC 10194378"
- - Found 1/2" Iron Rod
- - Plat Limits
- - Lot Line
- - Adjoiner Lot Line
- - Easement Line - As Described
- - Access Easement Line
- CCFN - County Clerk File No.
- Vol./Pg. - Volume/Page
- ROW - Right-of-Way
- WLE - Water Line Easement

Note: Detail A and Detail B are not to scale

FINAL PLAT

Lot 1 & 2
Cityside Business Park Addition
Section 25, Block AK,
Abstract 246, G R R Co. Survey,
Wolfforth, Lubbock County, Texas

Total ± 4.2 Acres April 11, 2024

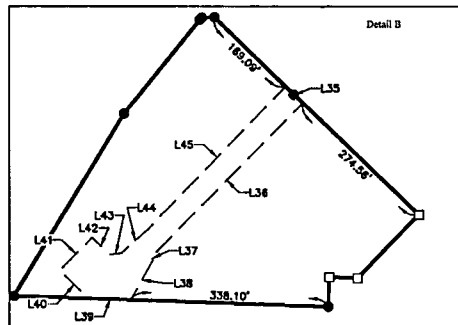
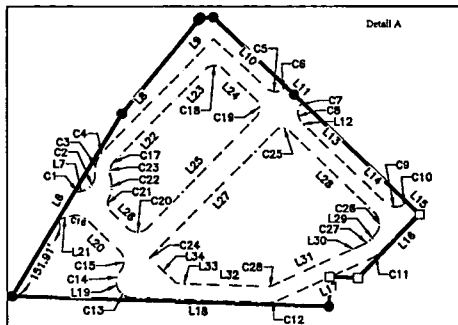
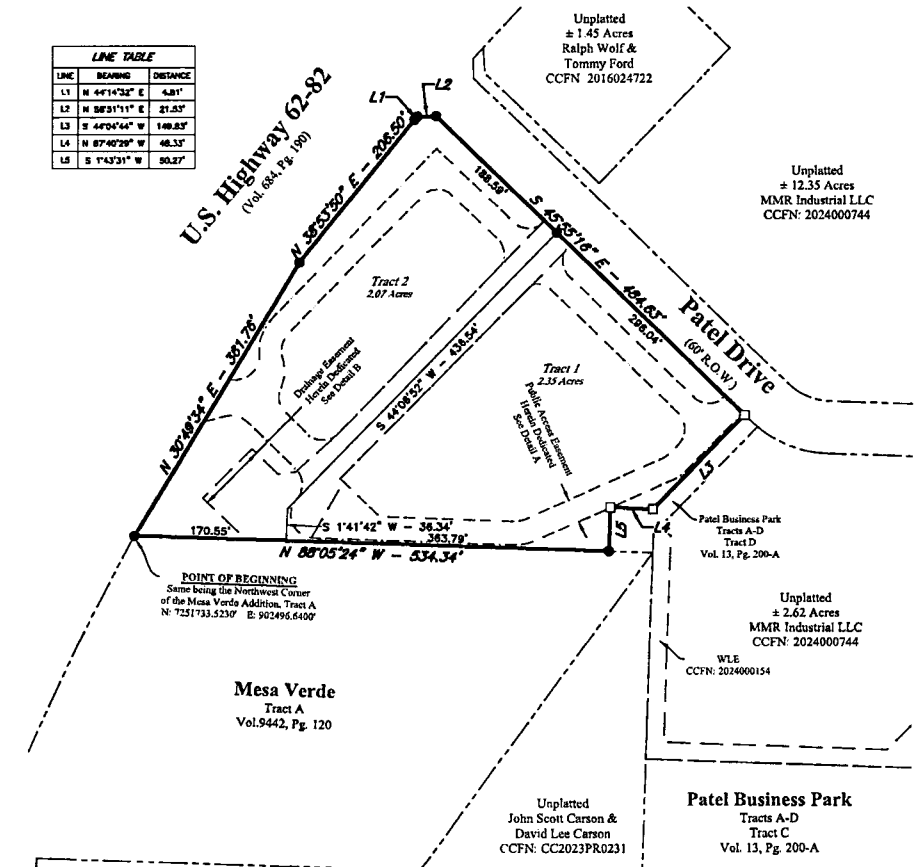


OWNER

Tyler Gentry
1500 Broadway, Suite 203, Lubbock, TX 79401
(806) 771-7489



77 L.L.C.





LUBBOCK EMERGENCY COMMUNICATION DISTRICT

6032 43rd Street * Lubbock, Texas 79407-3711
806.747.6911 * www.lubbock911.org

February 14, 2024

City of Wolfforth
Attn: Tara Tomlinson
302 Main St
Wolfforth, TX 79382
(for MMR Industrial, LLC)

RE: 9-1-1 Address Assignment

Based on our correspondence and the property information provided, the GPS coordinates for your assigned address are:

33.515130, -101.996010

The physical 9-1-1 address for the structure in question is assigned as follows:

8111 PATEL DR

As the recipient of this address assignment letter, please recognize the following:

- USPS is responsible for identifying the mailing community and ZIP code of your structure based on their established mail delivery jurisdictions.
- This address should be displayed prominently on the structure, at the frontage, or along the driveway so that it is clearly visible to emergency responders from the road.
- This address should be given when requesting postal delivery, phone, internet, utilities, or other services.
- This letter does not affirm land ownership.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Patrick".

Brad Patrick
GIS/Addressing Coordinator
addressing@lubbock911.org
806.761.4982



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6032 43rd Street * Lubbock, Texas 79407-3711
806.747.6911 * www.lubbock911.org

February 14, 2024

City of Wolfforth
Attn: Tara Tomlinson
302 Main St
Wolfforth, TX 79382
(for MMR Industrial, LLC)

RE: 9-1-1 Address Assignment

Based on our correspondence and the property information provided, the GPS coordinates for your assigned address are:

33.515650, -101.996700

The physical 9-1-1 address for the structure in question is assigned as follows:

8121 PATEL DR

As the recipient of this address assignment letter, please recognize the following:

- USPS is responsible for identifying the mailing community and ZIP code of your structure based on their established mail delivery jurisdictions.
- This address should be displayed prominently on the structure, at the frontage, or along the driveway so that it is clearly visible to emergency responders from the road.
- This address should be given when requesting postal delivery, phone, internet, utilities, or other services.
- This letter does not affirm land ownership.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Patrick".

Brad Patrick
GIS/Addressing Coordinator
addressing@lubbock911.org
806.761.4982



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council Meeting
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on Final Plat for The Overlook, Lot 212-A.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

In late February, Betenbough purchased two lots for the Parade of Homes. They planned on combining Lots 212 and 213 of The Overlook to create one larger lot. The attached plat has been reviewed by staff and third parties and meets the City's ordinances for approval. All city utilities and infrastructure were previous installed and approved.

EXHIBITS:

1. Final Plat
2. Original Plat with Lots 212 and 213

COUNCIL ACTION/STAFF RECOMMENDATION:

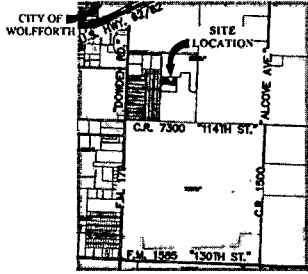
City staff recommends approval of Final Plat for The Overlook, Lot 212-A with no conditions.

THE OVERLOOK, LOT 212-A,

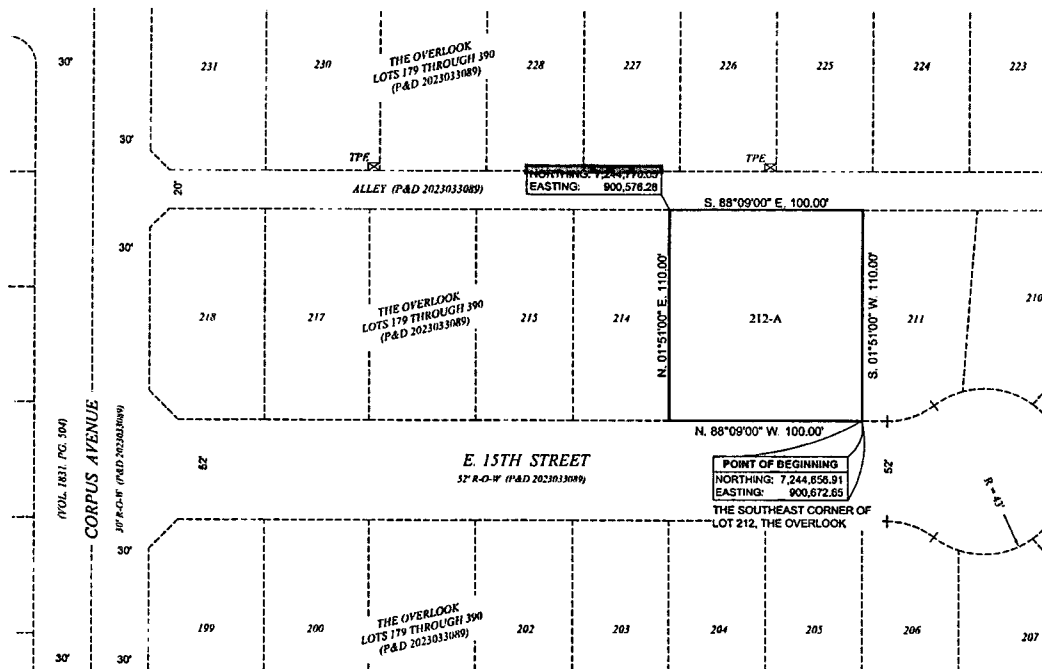
A REPLAT OF LOTS 212 AND 213 OF
THE OVERLOOK, LOTS 179 THROUGH 390,

AN ADDITION TO THE CITY OF WOLFFORTH, LUBBOCK COUNTY, TEXAS

(PLAT PREVIOUSLY RECORDED IN COUNTY CLERK'S
PLAT AND DEDICATION NUMBER 2023033089 OF
THE OFFICIAL PUBLIC RECORDS OF
LUBBOCK COUNTY, TEXAS)



VICINITY MAP
NOT TO SCALE



NOTES:

- HEAVY LINES INDICATE PLAT LIMITS.
- ALL STREETS, ALLEYS, AND EASEMENTS WITHIN PLAT LIMITS ARE HEREIN DEDICATED, UNLESS NOTED OTHERWISE.
- NO BUILDING PERMIT SHALL BE ISSUED ON ANY SURVEY CERTIFICATE THAT IS NOT IN ACCORDANCE WITH AN APPROVED FINAL PLAT UNLESS AN EXCEPTION IS PROVIDED BY THE CITY COUNCIL POLICY OR BY THE CITY OF WOLFFORTH CODE OF ORDINANCES.
- ALL UTILITY SERVICE SHALL BE IN ACCORDANCE WITH THE "UNDERGROUND UTILITIES POLICY" STATEMENT BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS AND THE PROVISIONS OF SECTION 15.08.095 OF THE CITY OF WOLFFORTH CODE OF ORDINANCES.
- ANY RELOCATION OR REVISION OF EXISTING FACILITIES SHALL BE THE SUBDIVIDER'S EXPENSE. COMPENSATION SHALL BE MADE PRIOR TO RECORDING OF THIS FINAL PLAT.
- ALL EXISTING OR PROPOSED UTILITY SERVICES TO AND ON TRACTS INDICATED BY THIS PLAT SHALL BE CONTAINED IN THE PUBLIC RIGHT-OF-WAY AND PUBLIC OR PRIVATE UTILITY EASEMENTS. UTILITY SERVICE INSTALLATION REQUESTED AT A FUTURE DATE AND NOT WITHIN AN EASEMENT INDICATED BY THIS PLAT, SHALL BE WITHIN A PROPER UTILITY EASEMENT GRANTED BY THE OWNER OF SAID PROPERTY BY SEPARATE RECORDED INSTRUMENT PRIOR TO THE PROVISION OF SUCH SERVICE. SUCH EASEMENTS SHALL BE AT THE EXPENSE OF THE ENTITY REQUESTING SUCH INSTALLATION.
- ALL EASEMENTS HEREIN GRANTED SHALL ENTITLE THE CITY OR THE UTILITY COMPANY USING SUCH EASEMENTS TO THE RIGHT TO REMOVE, REPAIR OR REPLACE ANY LINES, PIPES, CONDUITS, OR POLES WITHIN SUCH EASEMENTS AS MAY BE DETERMINED BY THE CITY OR UTILITY COMPANY WITHOUT THE CITY OR UTILITY COMPANY BEING RESPONSIBLE OR LIABLE FOR THE REPLACEMENT OF IMPROVEMENTS, PAVING OR SURFACING OF THE EASEMENT NECESSITATED BY SUCH REPAIR, REMOVAL, OR REPLACEMENT. EASEMENTS DESIGNATED OR INTENDED FOR VEHICULAR PASSAGE (UTILITY AND EMERGENCY) OR PEDESTRIAN ACCESS SHALL NOT BE FENCED OR OTHERWISE OBSTRUCTED.
- ANY EASEMENTS OR RIGHTS-OF-WAY SHOWN AS "BY SEPARATE INSTRUMENT" ARE SHOWN ON THE PLAT FOR INFORMATION PURPOSES ONLY. THIS PLAT DOES NOT DEDICATE SAID EASEMENTS.
- MINIMUM FLOOR ELEVATIONS SHALL CONFORM TO THE REQUIREMENTS OF THE CITY DRAINAGE DESIGN MANUAL AND SECTION 3.09.020 OF THE CITY OF WOLFFORTH CODE OF ORDINANCES.
- UNDERGROUND UTILITY EASEMENTS, ALONG RIGHT-OF-WAY LINES, SHALL ALLOW FOR NECESSARY SURFACE APPURTENANCES. ALL SURFACE APPURTENANCES SHALL BE LOCATED AT THE SIDE LOT LINE SO AS NOT TO INHIBIT PEDESTRIAN AND/OR VEHICULAR ACCESS.

P&D = COUNTY CLERK'S PLAT AND DEDICATION NUMBER
R-O-W = RIGHT-OF-WAY
TPE = 4' X 6' (MINIMUM) TRANSFORMER PAD EASEMENT (SPEC), INDICATED BY SYMBOL

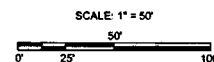
ALL CORNERS MONUMENTED WITH 1/2" IRON ROD WITH CAP MARKED "AMD ENGINEERING", UNLESS OTHERWISE SPECIFIED. BEARINGS AND COORDINATES SHOWN HEREON ARE RELATIVE TO THE TEXAS COORDINATE SYSTEM OF 1983 (2011), TEXAS NORTH CENTRAL ZONE, AS DETERMINED BY A POINT OF ORIGIN LOCATED AT NORTHING: 7,245,217.57 AND EASTING: 899,519.77. THE CONVERGENCE ANGLE TO TRUE NORTH IS (-)01° 54' 48.24" AND THE COMBINED SCALE FACTOR IS 0.99974921. DISTANCES SHOWN HEREON ARE AT SURFACE, IN U.S. SURVEY FEET. THESE PLAT LIMITS CONTAIN A TOTAL OF 0.2525 ACRES OF LAND. DESCRIPTION OF THESE PLAT LIMITS ARE ON SEPARATE DOCUMENT, OF SAME DATE HEREWITH.

APPROVED THIS _____ DAY OF _____, 20____,
BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS.

MAYOR _____

ATTEST _____

CITY SECRETARY _____



KNOW ALL MEN BY THESE PRESENTS THAT I, LONDON MERRITT, REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ACCURATE SURVEY OF THE LAND AND THAT THE CORNER MONUMENTS AND/OR OTHER CONTROL SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF THE CITY OF LUBBOCK, TEXAS.

PLAT FOR REVIEW
DO NOT RECORD
2/24 @ 4:00 P.M.

REGISTERED PROFESSIONAL LAND SURVEYOR # 6466
LUBBOCK, TEXAS
SURVEYED: MARCH 12, 2024

SECTION 24, BLOCK AK, H.E. & W.T. RFL CO. SURVEY, ABST. NO. 865



CIVIL ENGINEERING
LAND SURVEYING

AMD Engineering, LLC
8515 68th Street, Suite 300
Lubbock, TX 79424

Phone: 806-771-5976
Fax: _____
TBPELS Reg. _____

Accuracy - Efficiency - Integrity

81

PROPERTY OWNER: BETENBOUGH HOMES, L.L.C.
ADDRESS: 8305 82ND STREET
PHONE: 806-797-9494
JOB NUMBER: 240158

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AGENDA ITEM COMMENTARY

MEETING NAME:	City Council Meeting
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on amending Article 15.08: Utility Construction in Public Right-of-Way.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

Over the past several months, Randy Hall, Randy Criswell and I have worked on updating our utility public right-of-way permitting process to ensure the best outcome for citizens and the City. In years prior, the City of WolfForth has had several utility companies come in and cause complications with city infrastructure. Our current right-of-way ordinance had many of the necessary regulations in place, but was not being applied to its full potential. Our group refined the ordinance to ensure the best results for all involved.

Signification changes that are proposed include:

- Addition of definitions for City-dedicated easement, City Engineer, and flow fill
- Removal of allowing an annual permit for companies
- Specifying what hours a company cannot bore
- Limitation to amount of area to request for locates
- Multiple title replacements acknowledging who to contact or who is responsible for certain aspects during a project
- Penalties that can occur for doing work without a permit
- Specifying timeframe to notify Public Works Department of different parts of a project
- Acceptable ways to fill in void under pavement

The final Ordinance was not yet available at the time this packet was created. A final copy of that Ordinance will be provided to Council on Monday night.

EXHIBITS:

1. Original Chapter 15
2. Proposed Chapter 15

COUNCIL ACTION/STAFF RECOMMENDATION:

City staff recommends approving an amendment ordinance to Article 15.08- Utility Construction in a Public Right-of-Way.

ARTICLE 15.08
UTILITY CONSTRUCTION IN PUBLIC RIGHTS-OF-WAY

DIVISION 1
Generally

§ 15.08.001. Definitions.

For purposes of this article, the following definitions shall apply:

Business day. A day when the municipal building of the city is open to the public for business.

Emergency. Operations and repairs necessary to respond to a situation that endangers life, health and safety, or property, or a situation in which the public need for uninterrupted service and reestablishment of service, if the service is interrupted compels immediate action. Upgrading of facilities, new service installation and neighborhood improvement projects are not emergency operations.

Excavation. An activity that removes or otherwise disturbs soil in the right-of-way at a depth of sixteen inches (16") or more, or disturbs any street or alley pavement of any depth.

Major project. A utility project requiring installation or replacement of utility facilities in the right-of-way for a distance greater than one (1) mile.

New street. The paved portion of the street right-of-way that has been constructed or reconstructed in the last five (5) years.

Pavement condition index (PCI). A measure of the condition of the street, on a scale of 1 to 100. The PCI is available from the city engineer.

Permit holder. Any person, partnership, corporation, utility, ROW user or any other legal entity that has been granted a permit for construction work in the city's right-of-way or other public property.

ROW user. A franchised utility, a certificated telecommunications company, or any other privately or publicly owned utility authorized to conduct business using city right-of-way in order to install, construct, maintain or repair their facilities in the city right-of-way. The term "ROW user" shall also include any contractor or other agent or person engaged by a ROW user to work on facilities located in city right-of-way. The granting of a permit to a contractor or agent of a ROW user shall be deemed to be the granting of a permit to the ROW user for purposes of this article.

Sanitary sewer service line. A service line that is a privately owned (typically) 4" diameter underground gravity pipe that extends from the city's municipal sewer main to the residential/commercial/industrial structure receiving service. The service line conveys the wastewater generated by customers to the municipal wastewater collection system.

Sewer main line. A municipally owned and maintained 6" or greater underground gravity pipeline located within public ROW or easement that collects wastewater from sewer service lines via sewer taps and conveys wastewater toward sewer trunk lines and

§ 15.08.001

§ 15.08.003

interceptors.

Street in good condition. The paved portion of the street right-of-way that has a PCI of 92 or above.

TMUTCD. The Texas Manual on Uniform Traffic-Control Devices, latest edition.

Traffic control. The planning and installation of all signs, signals, markings, and other devices used to regulate, warn, or guide traffic placed on, over, or adjacent to a street, highway, pedestrian facility, bikeway, or private road open to public travel, the purpose of which is to promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways, and private roads open to public travel throughout the state and the nation.

Trenchless technology. A type of subsurface construction work that requires few trenches or no continuous trenches, utilizing various methods, materials, and equipment for the installation of new, replacement, or rehabilitation of existing underground infrastructure with minimal disruption to surface traffic, business, and other activities.

Utility. Any privately or publicly owned entity which uses public rights-of-way to furnish to the public any general public service, including, without limitation, sanitary sewer, storm sewer, gas, electricity, water, telephone, telecommunications, petroleum products, telegraph, heat, steam or chilled water, together with the equipment, structures, and appurtenances belonging to such entity and located within and near the right-of-way.

White lining. Marking an excavation site with washable marking paint or flags prior to requesting a utility locate in order to further identify the site.

(Ordinance 565 adopted 4/5/21)

§ 15.08.002. Penalties and correction of deficiencies.

- (a) Any person who violates any provisions of this article shall be guilty of a misdemeanor in accordance with chapter 6 of the code of ordinances and upon conviction shall be subject to a fine not to exceed the amount specified by state law for such offenses. Each day of such violation shall constitute a separate offense. Said penalty is cumulative, and not exclusive, of any other rights or remedies said city may have.
- (b) Any person who shall perform work on or about a public right-of-way and who shall violate any provision of this article or fail to comply with the barricade plan made a part of such permit shall cause said work to be subject to a cease work order and/or revocation of permit or civil legal remedies as provided by this article.
- (c) Utility owner and the permittee are responsible to ensure that all utility construction work performed on its behalf is done in accordance with all requirements of this article and in conformance with all city code, and correction is made to any deficiencies identified by the city. All utility owners and/or their agent(s) are required to document all phases of work, including pre- and post-construction, with photographs from a construction inspector hired on behalf of the utility owner to oversee all excavation(s) within the public right-of-way and dedicated city easements.

(Ordinance 565 adopted 4/5/21)

§ 15.08.003

§ 15.08.003

Item # 10.

§ 15.08.003. through § 15.08.030. (Reserved)

DIVISION 2
Permits; Registration

§ 15.08.031. Permit required.

- (a) It shall be unlawful for any person, partnership, corporation, utility, ROW user or other business entity to engage in utility construction activities of any nature that will encroach upon or be located in, on or within a street, alley or other public right-of-way or other public property within the city without having first obtained a “construction permit” from the city engineer to perform the work unless said work is commenced in an emergency situation as authorized by this article.
- (b) A permit shall be required for utility installations in the streets and alleys of new subdivisions that have been accepted by the city or that are in the process of being accepted by the city through the platting procedures for new subdivisions as described by chapter 10 of this code. This permit does not grant access rights to private property. Any access needed by the permit holder to private property will require permission and/or coordination of any construction activities with the developer or property owner. In the event of a joint trench for multiple utilities, the contractor excavating the trench will be responsible for securing the permit.
- (c) However, no permit shall be required for the installation and connections necessary to initiate service to a customer’s property or routine repair and maintenance of existing facilities that will interfere with traffic for less than one hour or excavate less than sixteen (16) inches in depth, unless such activity requires the breaking of pavement, boring, or excavating with equipment greater than hand tools or a vibrating plow designed to install lines up to a three-inch diameter.
- (d) Failure to provide any of the required information listed on the permit application will result in denial of the permit.
- (e) The city engineer also may issue an annual “general permit” for routine maintenance or repair of existing and new facilities or service line utility work in the right-of-way for excavations that exceed sixteen (16) inches in depth or work that interferes with traffic for more than one (1) hour or an activity that requires breaking the pavement or boring. Notification of routine work shall be given to the city on a daily, weekly or such other schedule as may be prescribed by the city engineer.
- (f) A permit issued under this section grants access to the city’s public right-of-way only on business days between the hours of 7:00 a.m. to 5:00 p.m. The utility owner and/or their contractor shall notify the city emergency on call number as directed at 806-855-4120 to report any emergency situations that will require work to be performed beyond 5:00 p.m. or any time on the weekend or holidays.

(Ordinance 565 adopted 4/5/21)

§ 15.08.032. Backfilling, compaction, etc.

All backfilling, compaction, pavement restoration, barricading and other traffic-control measures for work within the public right-of-way, and other city-owned properties, shall

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strictly comply with the requirements of this article.
(Ordinance 565 adopted 4/5/21)

§ 15.08.033. Notice.

Notice for purposes of this article shall be made to city and emergency service providers via electronic message (e-mail), overnight courier (generally used carrier with tracing available), or hand delivery with signed receipt or facsimile to the city department or emergency service provider.

(Ordinance 565 adopted 4/5/21)

§ 15.08.034. Registration required.

- (a) All ROW users and other persons obtaining a permit under section 15.08.031 must first register with the city and supply contact information and other requested information before they will be issued an initial permit.
- (b) Registration information must be renewed annually thereafter. All ROW users or other registered persons shall report any changes in its registration information within thirty (30) days of such change. No ROW user or other person shall be authorized to engage in any utility construction activities without first registering and obtaining the applicable permit for the work from the city.

(Ordinance 565 adopted 4/5/21)

§ 15.08.035. Registration information.

The information required for registration includes the following:

- (1) Identity and legal status of ROW user and names of all operators of any facilities on or in the right-of-way;
- (2) Name, address, telephone number, fax number and email address of officer, agent or employee responsible for the accuracy of the registration information;
- (3) Name, address, telephone number, fax number and email address of the local representative of the right-of-way user who shall be available at all times to act on behalf of the ROW user in the event of an emergency;
- (4) If applicable, certification number issued by the public utility commission;
- (5) General description of services to be provided; and
- (6) Liability insurance information.

(Ordinance 565 adopted 4/5/21)

§ 15.08.036. Permit application.

- (a) Applications for a construction permit that will affect public right-of-way shall be made on forms provided by the city and such applications shall be accompanied by drawings, plans and specifications in sufficient detail to demonstrate:

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- (1) That construction will be in accordance with all applicable codes, rules and regulations.
 - (2) The location of all aboveground facilities to be installed, including poles.
 - (3) The location, depth and other characteristics of all facilities to be installed under the surface of the ground, including lines which are within the public right-of-way.
 - (4) The location of all existing underground utilities, conduits, ducts, pipes, mains and installations which are known by the applicant at the time of application to be within the right-of-way along the underground route proposed by the applicant.
- (b) The city engineer or his or her designee may, in his or her discretion, require additional information to determine whether:
- (1) The construction methods to be employed will adequately protect existing structures, fixtures, facilities within or adjacent to the public rights-of-way.
 - (2) A landscape plan for protecting or restoring any areas to be disturbed during construction is necessary.
- (c) All permit applications shall be accompanied by a certification that the drawings, plans and specifications submitted with the application comply with applicable technical codes, rules and regulations.
- (d) Should a contractor be engaged by a franchised utility, utility or certificated telecommunications company authorized to perform work in the city's public right-of-way, the contractor's registration information shall include information applicable to both the franchised utility, utility or telecommunications company and the contractor if the employer is not already registered with the city. The permit will be issued to the person, contractor or legal entity actually performing the work in the right-of-way.
- (Ordinance 565 adopted 4/5/21)

§ 15.08.037. Insurance.

- (a) The applicant for permit shall furnish a certificate of insurance evidencing general liability provided by an insurance company that carries an AM Best Rating A or better. The company, or companies, must be authorized to do business in this state, or evidence of self-insurance satisfactory to the city evidencing that the city is adequately protected from any liability or damages resulting by virtue of applicant's construction. The certificate of insurance shall be filed with each application for a permit. The general liability required herein shall have a minimum limit of one million dollars (\$1,000,000.00) per occurrence limit with a two million (\$2,000,000.00) general aggregate limit. The general liability will also extend additional insured status to the city.
- (b) By acceptance of a permit, the applicant agrees to indemnify and hold harmless the

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city, its officers, agents, servants, and employees from any and all claims, damages, suits, attorneys' fees, causes of action, and judgments which may result in any manner from the construction or laying of any improvements upon any public street, alley, or right-of-way in the city.

- (c) By acceptance of a permit, the applicant agrees to, during the period of construction and prior to the acceptance of such improvements by the city, maintain such public street, alley, or right-of-way in a safe condition and issue all necessary instructions and take all precautions as may be reasonably required to maintain such public streets or alleys in a safe condition for all public use.
- (d) Permits for utility work performed by city crews within the public right-of-way or on public property shall not require insurance.
(Ordinance 565 adopted 4/5/21)

§ 15.08.038. Issuance.

- (a) The city engineer shall issue a permit under this section within five (5) business days of the submittal of the application when the following conditions are met:
 - (1) The plans for the proposed construction are in conformity with the standards and specifications of the city for such work, and the applicant has paid such fees required by section 15.08.036.
 - (2) The applicant has submitted a duly executed application, containing all of the information and data called for by section 15.08.036, including the proposal by the applicant, as part of such application, to indemnify the city against all loss, damages and liability as provided in subsection (b) of section 15.08.037, and to maintain the streets or alleys in safe condition and to issue instructions and take the precautions for public safety as provided in subsection (c) of section 15.08.037.
 - (3) That the certificates of public liability and property damage insurance have been furnished to the city engineer for permits issued under section 15.08.031 all in accordance with the provisions of section 15.08.037.
 - (4) The operation will not unreasonably interfere with vehicular and pedestrian traffic, the demand and necessity for parking spaces, and the means and access to and from the property affected and adjacent properties.
 - (5) That the health, welfare, and safety of the public will not be unreasonably impaired.
- (b) The city engineer may require more time than five (5) days to issue the permit for major utility projects in the ROW. A major project is installation or replacement of a utility facility greater than one (1) mile in length. Meetings to review the project may be required between the permit applicant and the city engineer or his or her designee for major projects.
(Ordinance 565 adopted 4/5/21)

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§ 15.08.039. Construction schedule.

The permit holder shall submit a written construction schedule if required by the permit to the city engineer or his or her designee five (5) business days before commencing any work in or about the public rights-of-way.

(Ordinance 565 adopted 4/5/21)

§ 15.08.040. Notice to affected property owners and emergency responders.

- (a) The permit holder shall notify property owners of intended work if the work may impact the owner's ability to access their property, or impact their normal daily activities, such as accessing their solid waste dumpster to dispose of household trash.
- (b) The permit holder shall place door hangers on the front door of businesses and residences adjacent to the affected route that shall include: the name of the franchise utility for which the work is being performed, the type of work, expected work schedule, and a name and contact information, including daytime and emergency contact names and numbers, for both the permit holder and the franchise utility. Such notification shall be done at least five (5) business days prior to commencing the permitted work and record of such notifications shall be retained by the permit holder.
- (c) Should damage occur to abutting private property, or damage occur to utility service to the private property, the permit holder will contact the property owner immediately and coordinate the repairs to the property or service with the owner.
- (d) The permit holder shall contact emergency response agencies, such as police, fire and ambulance service prior to commencement of any work that may impact access to a street or alley. Emergency response agencies shall be notified by the permit holder if a residential or commercial street is to be closed for any length of time, or one lane or more of a collector or thoroughfare street is to be closed for any length of time, or if an alley is to be blocked for more than 48 hours. Service agencies that may be impacted, such as solid waste collection, shall be contacted, and alternate service coordinated, prior to the beginning of work that may impact these services.
- (e) Damaged main lines will be repaired by the city. The city will issue a claim to the utility owner, contractor, or their insurance company for cost reimbursement.
- (f) If solid waste dumpsters have to be relocated in the alleys due to construction activates the utility owner and/or contractor shall notify the affected customers and the city sanitation department at 806-855-4120. The notice shall specify the address, number of the dumpster being relocated, and the duration of service interruption.

(Ordinance 565 adopted 4/5/21)

§ 15.08.041. Compliance with permit.

All construction activities shall be in accordance with the permit and approved final plans and specifications for the facilities. The city engineer and his or her representatives shall be provided access to the work and such further information as he or she may require to ensure compliance with such requirements.

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(Ordinance 565 adopted 4/5/21)

§ 15.08.042. Display of permit and signage.

- (a) The permit holder shall maintain a copy of the construction permit and approved plans at the construction site, which shall be displayed and made available for inspection by the city engineer or his or her representatives at all times when construction work is occurring.
- (b) All permitted utility owner and contractor vehicles and equipment must be clearly marked with the company name while performing construction or other work. Signage, with minimum dimensions of 4 feet by 4 feet, with the utility's name and contact phone number must be displayed at the beginning and the end of the traffic-control work zone on the thoroughfare.

(Ordinance 565 adopted 4/5/21)

§ 15.08.043. Survey of underground facilities.

If the construction permit specifies the location of new facilities by depth, line, grade, proximity to other facilities or other standard, the city engineer or his or her designee may require the permit holder to provide written verification, if reasonably necessary, of the location of such facilities by a registered surveyor. If requested by the city engineer or his or her designee, the permit holder shall relocate any facilities that are not located in compliance with permit requirements.

(Ordinance 565 adopted 4/5/21)

§ 15.08.044. Noncomplying work.

Upon order of the city engineer or his or her designee, all work that does not comply with the permit, the approved plans and specifications for the work, or the requirements of this article, shall be removed.

(Ordinance 565 adopted 4/5/21)

§ 15.08.045. Completion of construction.

The permit holder shall promptly complete all construction activities so as to minimize disruption of the public rights-of-way and other public and private property. All construction work authorized by a permit within the public rights-of-way, including restoration, must be completed within one hundred twenty (120) calendar days of issuance, or by such other date as may be agreed upon by the city engineer and his or her designee.

(Ordinance 565 adopted 4/5/21)

§ 15.08.046. Utility construction as-built drawings.

Within sixty (60) calendar days after completion of construction, the permit holder shall furnish the city engineer with a complete set of plans, certifying to the city that they accurately depict the location of all utility facilities constructed pursuant to the permit.

(Ordinance 565 adopted 4/5/21)

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§ 15.08.047. Restoration of right-of-way improvements.

- (a) Upon completion of any construction work, the permit holder shall promptly repair or restore any and all public street rights-of-way, including any and all public and private fixtures, structures and facilities lawfully located therein, to as good as or better a condition as before the start of construction. Unpaved portions of alley rights-of-way shall be leveled, filled, bladed and worked in such a manner as to leave the alley in a safe and usable condition. Complete preconstruction photographs or videos of the work site are required of all permit holders and shall be submitted to the city engineer upon request.
- (b) Persons placing physical obstructions such as landscaping objects, irrigation systems and fences within the right-of-way without legal authorization shall bear the risk of damage to such obstructions due to utility construction work. The repair or replacement of such unauthorized physical obstructions unavoidably damaged by utility construction work shall be the sole responsibility of the adjacent property owner or other person placing such unauthorized physical obstruction in the right-of-way.

(Ordinance 565 adopted 4/5/21)

§ 15.08.048. Restoration of trees, shrubs and other vegetation.

- (a) All landscaping trees, shrubs and other vegetation damaged or disturbed within the street right-of-way as a result of the construction, installation, maintenance, repair or replacement of utility facilities in the street right-of-way shall be replaced or restored as nearly as may be practicable, to at least as good a condition as prior to performance of work by the permit holder. Trees may be replaced with trees of similar size and the same or similar species up to four (4) inches in caliper. Trees larger than four (4) inches in caliper shall be replaced with trees of the same or similar species with a caliper of no less than three (3) inches and no more than four (4) inches.
- (b) All restoration work within the public rights-of-way shall be done in accordance with landscape plans approved by the city engineer or his or her designee, if such landscape plan is required by section 15.08.036(b)(2) of this article.
- (c) Pruning or trimming of trees or shrubs by the city, a ROW user or a utility deemed necessary due to any imminent threat to public safety or that may potentially damage overhead utility lines does not require a permit under this article.

(Ordinance 565 adopted 4/5/21)

§ 15.08.049. Responsibility of permit holder or ROW user.

The permit holder, ROW user or a contractor hired by the permit holder or ROW user shall be responsible for performance of and compliance with all provisions of this article.

(Ordinance 565 adopted 4/5/21)

§ 15.08.050. Conformance with master thoroughfare plan.

A permit holder or ROW user shall consult the city's master thoroughfare plan ("MTP")

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prior to the acquisition of any interest in real property in the city for the installation or relocation of utility service lines or other utility equipment or facilities along or adjacent to any street, right-of-way, thoroughfare, highway, or any proposed street, right-of-way, highway or thoroughfare to attempt to minimize any future conflict regarding the location of such facilities. All permit holders or ROW users are charged at all times with constructive notice of the MTP. The city shall have no liability for the value of or loss by a permit holder or ROW user for any improvements constructed in the area shown in the MTP subsequent to the effective date of this article. All permit holders and ROW users placing utility equipment or facilities that conflict with the MTP at the time of permit issuance shall be responsible for moving such equipment or facilities without cost to the city.

(Ordinance 565 adopted 4/5/21)

§ 15.08.051. Rights of utility in event of closure or abandonment of right-of-way.

In the event the city closes, vacates, abandons or conveys any right-of-way containing facilities of a ROW user, any such closure, vacation, abandonment or conveyance of land shall be subject to the rights of the ROW user.

(Ordinance 565 adopted 4/5/21)

§ 15.08.052. Denial of permit.

A permit may be denied for any of the following reasons:

- (1) Failure to provide proof of liability insurance acceptable to the city.
- (2) Failure to secure any required permit for work of the nature required.
- (3) Failure to perform in accordance with the requirements of these provisions and to correct any deficiencies after notice.
- (4) The excavation would be in a new street and not otherwise permitted by this article.
- (5) The proposed warning or other traffic-control procedures or equipment do not comply with the requirements of the TMUTCD or the requirements of the city engineer.
- (6) The proposed activity would violate a city ordinance or state or federal statute.
- (7) The permit application contains false or misleading information.
- (8) The activity would cause a public health or safety hazard.
- (9) The ROW user is not authorized to do business within the city.
- (10) The ROW user is in violation of this article relative to work in progress.

(Ordinance 565 adopted 4/5/21)

§ 15.08.053. Revocation or suspension of permit.

- (a) The city reserves its right, as provided herein, to revoke or suspend any permits of the

utility owner and/or contractor, without refund of the permit fee, in the event of a breach by the permit holder of the terms and/or conditions of the permit or of this chapter or any city ordinance. A breach of the terms of the permit shall include, but not be limited to, the following:

- (1) The violation of any provision of this article;
 - (2) An evasion or attempt to evade any provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the city or its citizens;
 - (3) Any material misrepresentation of any fact in the permit application;
 - (4) The failure to meet insurance or indemnification requirements;
 - (5) The failure to complete the work in a timely manner;
 - (6) The failure to correct a condition indicated on an order issued pursuant to this article;
 - (7) Repeated offenses, including but not limited to, traffic-control violations;
 - (8) Failure to repair facilities damaged in the right-of-way; or
 - (9) Violation of any provision of this article.
- (b) If the city engineer, or his or her designee, determines that the permit holder has committed a breach of any law or condition of the right-of-way construction permit, the city engineer shall first make a written demand upon the permit holder to remedy such violation. The city engineer may provide specifications to cure the breach. Continued violation may be cause for suspension or revocation of the permit, civil legal action, or both. The city engineer may suspend the permit upon failure to correct the breach. Within five (5) business days of receiving notification of the breach, the permit holder shall contact the city engineer with a plan, acceptable to the city engineer, for correction of the breach. The permit holder's failure to provide a plan or the permit holder's failure to implement the approved plan within the time stated in the written demand for remedy shall be cause for revocation of the permit.
- (c) The city engineer, or his or her designee, may immediately suspend the work and issue an immediate stop-work order for all current permits issued if there is major damage to another utility caused by the utility owner or its contractor on or about a public right-of-way and/or there is an imminent and immediate threat to the health, safety and welfare of the public in his or her opinion. In the event the stop-work order is not obeyed, the failure to immediately stop work shall be deemed a criminal violation of this article and the permit may be revoked. In addition, civil legal action for trespass, injunction and damages may result.
- (d) Utility permits may be denied or a stop-work order issued to the utility owner for failure to relocate its utilities within six months of notification from the city in order for the city to complete its capital improvement projects.
- (Ordinance 565 adopted 4/5/21)

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§ 15.08.054. Appeal of permit denial or revocation.

A ROW user or other applicant that has been denied a permit or a permit holder that has had a permit revoked may appeal the denial or revocation upon written request as follows:

- (1) Appellant shall provide, within five (5) business days of denial or revocation, a written notice of appeal filed with the city engineer. The notice must state the alternatives available and routes explored, hardship encountered, cost comparison of other alternatives and a statement of any other significant factors. The city engineer shall provide a written decision within five (5) business days of receipt of the appeal. Failure to render a decision within five (5) business days shall constitute a denial.
- (2) If a further denial is given or the revocation upheld, the appellant may thereafter file a written notice of appeal with the city council within five (5) business days. The notice must state the alternatives available and routes explored, hardship encountered, cost comparison of other alternatives and a statement of any other significant factors. The city council shall provide a written decision at the next available council meeting.
(Ordinance 565 adopted 4/5/21)

§ 15.08.055. Utility emergency excavations.

- (a) Nothing in this article shall be construed to prevent any person, utility, permit holder or ROW user from maintaining any pipe, conduit, or duct in or under any street, or right-of-way by virtue of any law, ordinance or permit, from making an emergency excavation as may be necessary for compliance with law or in response to a situation endangering life, health and safety, or property, or in a situation in which the public need to reestablish interrupted service compels immediate action. The excavator is required to notify the city engineer, with submittal of the permit application information, the next business day following an emergency excavation within the public right-of-way. Except as specifically provided otherwise in this section, excavations authorized by this section shall be subject to all requirements of this article.
- (b) If a permit holder in the course of an excavation cuts or damages another ROW user's facilities, the damaged ROW user may perform the work necessary to repair their facility without obtaining a permit. The original permit holder for the excavation is the responsible party for ensuring that the backfilling and paving repairs meet the requirements of this article.
(Ordinance 565 adopted 4/5/21)

§ 15.08.056. Reporting.

When the work under any permit hereunder is completed, the permit holder shall contact the city's city engineer at 806-855-4120 and furnish the city engineer a completion certificate.

(Ordinance 565 adopted 4/5/21)

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§ 15.08.057. Work done without permit.

No cut, excavation, grading or disturbing of the right-of-way in any way shall be made other than excavations necessary for emergency work without first securing a permit. No permit holder, utility or ROW user shall at any time open or encumber more of the right-of-way than shall be reasonably necessary to complete a project in the most expeditious manner.

(Ordinance 565 adopted 4/5/21)

§ 15.08.058. through § 15.08.090. (Reserved)

DIVISION 3
Standards for Excavation, Backfill and Paving Repairs

§ 15.08.091. Excavation under supervision of city engineer.

- (a) Any permit holder, utility or ROW user engaged in making or backfilling any excavation in any right-of-way shall at all times while such work is in progress keep at the job location the permit, or a copy thereof, and shall, on demand, exhibit the permit to the city engineer or his or her designee. At all times while the work is in progress the permit holder, utility or ROW user shall also maintain at the job location, a sign, barricade, or other device bearing the permit holder's, utility's or ROW user's name.
- (b) All excavations and other construction in the rights-of-way, streets and alleys shall be conducted so as to interfere as little as practicable with the use of rights-of-way and with the use of private property, in accordance with any lawful and reasonable direction given by or under the authority of the governing body of the city under the policy and regulatory powers of the city necessary to provide for public convenience. The permit holder, utility or ROW user shall reasonably protect and prevent any damage to utility facilities, sewer facilities, water facilities, lawns, shrubbery, trees, fences, structures, or other property encountered in his work. The permit holder, utility or ROW user shall not trespass upon private property. The permit holders, utilities or ROW users shall determine the boundary between public right-of-way and private property.
- (c) All transmission and distribution structures, lines, equipment and facilities erected by a permit holder, utility or ROW user within the city shall be so located as to cause minimum interference with the proper use of the public rights-of-way, and to cause minimum interference with the rights and reasonable convenience of property owners who join any of the said streets.
- (d) The city reserves the right to lay, and allow to be laid, electricity, sewer, gas, water and other pipelines or cables and facilities, as well as drainage pipes and channels and streets and to perform, and allow to be performed, any underground and overhead installation or improvement that may be deemed necessary or proper by the governing body of the city, in, across, along, over or under any right-of-way or public place occupied by a utility or ROW user and to change any curb or sidewalk or the grade of any street and to maintain all of the city's facilities. In allowing such work to be performed by others, the city shall not be liable to a utility or ROW user for any damage caused by those persons or entities. Nothing herein shall relieve any third party from responsibility for damages caused to a permit holder, utility or ROW user by such third party.
- (e) If the city requires a utility, permit holder or ROW user to adapt or conform its facilities, or in any way or manner to alter, relocate or change its property to enable any other corporation or person, except the city, to use, or to use with greater convenience, any right-of-way or public place, the utility or ROW user shall not be required to make any such changes until such other corporation or person shall have

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undertaken, with solvent bond or cash payment, to reimburse a utility or ROW user for any loss and expense which will be caused by or arise out of such removal, change, adaptation, alteration, conformance or relocation of a utility or ROW user's facilities; provided, however, that the city shall never be liable for such reimbursement.

- (f) Any utility owner and/or their contractor performing construction in any city right-of-way will maintain a representative at the site at all times while such work is in progress, and who shall be able to clearly communicate with the city staff and the citizens of the city.
- (g) In dedicated easements, only the dedicated utility shall be allowed into such easements, unless the land owner and city engineer grant written approval.
- (h) Utility construction in city-dedicated easements shall require a ROW utility construction permit.
- (i) All excavation work shall be performed during business hours of 7:00 a.m. to 5:00 p.m. Monday through Friday, unless written approval is granted by the city engineer, or in the case of an emergency. Installations by boring will not be allowed after 2:00 p.m. on Fridays.

(Ordinance 565 adopted 4/5/21)

§ 15.08.092. Field utility coordination.

- (a) The permit holder, utility or ROW user shall notify the engineering department at each of the following times during a project:
 - (1) Two (2) business days before the start of construction;
 - (2) Two (2) hours before beginning the initial backfill;
 - (3) Two (2) hours before beginning the paving of the street or alley;
 - (4) Twenty-four (24) hours prior to commencement of any boring activities;
 - (5) Upon completion of the project.
- (b) The permit holder, utility or ROW user shall mark the site of the proposed excavation with white lining and/or flags prior to making a request for locates and actual excavation.
- (c) The permit holder, utility or ROW user shall make a request for a utility locate not more than 14 days and not less than 48 hours prior to the commencement of the proposed excavation. Such request shall be made to the state one-call center. Such requests shall be made by telephone or facsimile and shall include the date, location, extent and reason for such proposed excavation.
- (d) The use of markers, stakes, poles, barricades or other devices shall be used in such a way to avoid damage to adjoining property. The use of "nonpermanent" or "biodegradable" markers is required.

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- (e) The permit holder, utility or ROW user shall mark the proposed excavation site with paint and/or flags in colors established by the one-call system. The markings shall be placed a distance of not less than five (5) feet in all directions from the outside boundary of the site to be excavated.
- (f) All excavations shall commence within 14 days of the date of the utility locate. In the event that the excavator fails to commence work within 14 days or the utility locate marks are not visible at the time the excavation is scheduled to commence, the permit holder, utility or ROW user is required to request a new utility locate.
- (g) Compliance with the Texas Utilities Code is required at all times.
- (h) All barricades, plates, cones, traffic directional equipment, and all other traffic-control devices owned by the permit holder, utility or ROW user and used on or near any excavation shall be clearly and visibly marked with the name of the permit holder, utility or ROW user, as applicable, at all times such equipment is used on or near the right-of-way. An exception to the marking requirement may be made in the event the traffic-control equipment is not owned by the permit holder, utility or ROW user.
- (i) If work is being performed that will block any lanes of traffic in a street or deny access to an alley or driveway and the work site will be left unattended, the permit holder, utility or ROW user shall place a sign at each end of the work site with the name and contact information of the permit holder, utility or ROW user performing the work. Such signs may be placed on barricades or freestanding.
- (j) The permit holder shall prominently display the utility owner's and contractor's names and phone numbers on a sign, having minimum dimensions of 4 ft. by 4 ft., at the beginning and ending of the traffic-control work zone.
- (k) All open pits shall be backfilled within three (3) calendar days or covered with materials of sufficient strength and construction (H 20 load rated steel plate(s)) to permit vehicular traffic to pass over such excavation(s).
- (l) All existing water and sewer mains shall be physically located prior to boring by way of potholing with a hydro excavation method.
(Ordinance 565 adopted 4/5/21)

§ 15.08.093. Excavation details; backfill; compaction; pavement restoration.

Paving shall be repaired in accordance with the "Lubbock Minimum Design Standards and Specifications" as appended by the city in appendix C of this same code.

(Ordinance 565 adopted 4/5/21)

§ 15.08.094. Standard location of utilities in alleys.

The standard location for municipally owned utilities, public utilities, and telecommunications are shown in the "Lubbock Minimum Design Standards and Specifications" as appended by the city in appendix C of this same code.

(Ordinance 565 adopted 4/5/21)

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§ 15.08.095. Supervision by city of location of poles and conduits.

- (a) All poles in the right-of-way shall be of sound material and straight, and all other utility facilities, either along the ground surface or above ground, such as manholes, valve boxes, vault covers, risers, boxes, etc., shall not interfere with the flow of water in any gutter or drain, and shall be placed so as not to unduly interfere with either vehicular or pedestrian travel.
- (b) Any aboveground utility facility shall be placed in a manner that will be compliant with the Americans with Disabilities Act (ADA) in order to maintain the required clear width for pedestrians with disabilities. Should a utility facility encroach into an existing sidewalk, additional sidewalk construction shall be required if necessary to maintain clear width for an ADA accessible route. Aboveground facilities shall also be located so they will not violate the city's right-of-way visibility requirements.
- (c) The location and route of all conduits, fiber, cables, utilities and facilities placed and constructed within the city's rights-of-way by a utility, permit holder or ROW user in the construction and maintenance of its system within the city shall be subject to the reasonable and proper control, direction and approval of the city.

(Ordinance 565 adopted 4/5/21)

§ 15.08.096. Backfill of excavated area.

- (a) Open trenches may be temporarily backfilled for the convenience of the permit holder or the public safety. At least two (2) hours prior to beginning permanent backfill operations, the permit holder shall notify the city engineer of the time the backfill will begin.
- (b) All excess water and mud shall be removed from the trench prior to backfilling. Any backfill placed during a rainy period or at any other times, where water cannot be prevented from entering the trench, will be considered temporary and shall be removed as soon as weather permits. All disturbed base material or any base that has been undermined shall be removed and discarded.

(Ordinance 565 adopted 4/5/21)

§ 15.08.097. Restoration of pavement.

- (a) Unless otherwise specified in the permit, restoration of the asphalt pavement of any street, alley, right-of-way or other public place shall be performed by the permit holder.
- (b) No trench shall be opened in any street for the purpose of laying pipes, conduits or ducts more than four hundred (400) feet in advance of the pipe, conduit or ducts being placed in the trench, other than with the prior written consent of the city engineer.
- (c) All excavations shall comply with the standards and requirements established from time-to-time by the city engineer for compaction, backfill and pavement restoration.
- (d) Any excavated pavement, debris and other rubble shall be removed, together with any surplus material, during the same business day from the time such material is placed

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upon the street. After backfilling is completed, and prior to repaving the cut, the permit holder, utility or ROW user shall remove all loose paving material and saw cut the edges of the excavation at the street surface to the satisfaction of the city engineer.

- (e) Whenever any caving occurs in the sidewalls of any excavation, the pavements above such caving shall be cut away, trench backfilled and pavement restored. In no case shall any side or lateral tamping fill any void under a pavement.
- (f) All materials and construction practices shall be in conformance with Lubbock Minimum Design Standards and Specifications as amended by the city.
- (g) Any paving failures, including surface, base, or subgrade failures that occurred due to the ROW user's work in the street shall be repaired by the ROW user, regardless of whether the damage is caused by equipment, construction methods, detour of traffic or any other reason.

(Ordinance 565 adopted 4/5/21)

§ 15.08.098. Cleanup of right-of-way.

- (a) In every case and at all times, the work of removing from the right-of-way all obstructions, surplus materials, debris and waste matter of every description caused by and accumulated from the excavation shall be the responsibility of the permit holder, utility or ROW user. Streets shall be cleaned by use of a street sweeper or other acceptable means. The permit holder, utility or ROW user shall clean the surrounding area, as outlined above, within one (1) business day upon completion and approval of all trench work and pavement restoration unless the city engineer, sufficient reason therefore having been given to his satisfaction, grants an extension of time.
- (b) Phasing of construction clean-up must be done in a manner to completely clean the alleyway prior to moving into the next alleyway. Any hand holes left open to pull cable after clean-up must be covered to protect the public.

(Ordinance 565 adopted 4/5/21)

§ 15.08.099. Substandard repair of pavement or right-of-way due to utility work.

In case the pavement or the surface of the street, alley, or right-of-way in, over or near any excavation should become depressed, cracked, or broken any time or fails in any way at any time after the excavation has been made and during the remaining life of the street, the permit holder, utility or ROW user who performed the excavation shall be required to repair such defective work commencing within fifteen (15) business days after receipt of notification from the city to bring the work into compliance with applicable obligations of this article. Failure to complete the repair within a reasonable time after notification may result in the permit holder, utility or ROW user being required to reimburse the city for the cost to restore the street, right-of-way or alley. "Life of the street" is defined as until such time as the street is reconstructed or the PCI (pavement condition index) of the street has a value of less than 50.

(Ordinance 565 adopted 4/5/21)

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§ 15.08.100. Inspection.

The permit holder, utility or ROW user shall make the work site accessible to the city, and others as authorized by law, for inspection at all reasonable times during performance of the work.

(Ordinance 565 adopted 4/5/21)

§ 15.08.101. Materials testing.

The city engineer or his or her designee may require testing of materials used in construction in or near the right-of-way to determine conformance to required specifications, including, but not limited to, compaction tests on backfill materials, subgrade, concrete, asphaltic concrete and other construction materials as may be deemed necessary.

(Ordinance 565 adopted 4/5/21)

§ 15.08.102. Utility excavation in ROW restored to good condition.

- (a) The permit holder, utility or ROW user shall complete pavement restoration of the excavated area within thirty (30) days on thoroughfare streets, collector streets, industrial streets, residential streets and alleys after final backfill is completed and accepted by the city engineer. The permit holder, utility or ROW user shall conduct the work with a minimum disturbance to existing utilities and shall coordinate all work in or near the existing utilities with the utility owners.
- (b) Excavation in new streets. There shall be no excavation in new streets (less than five years of age) without the prior approval of the city engineer. Any request for a permit to excavate a new street shall include a description of the proposed work and proposed restoration of the area, as well as a statement as to why alternate procedures cannot or should not be used in lieu of excavating a new street. However, prior approval will not be required for excavations of up to fifty (50) linear feet for utility tie-ins needed from an existing subdivision to a new subdivision during development.
- (c) Excavation of streets in good condition. A permit holder, utility or ROW user shall perform jacking and boring operations in a manner that does not weaken or impair the right-of-way upon completion of restoration of the excavation.
 - (1) Excavation in all streets in good condition regardless of age shall not occur without a permit and prior approval of the city engineer. Streets assigned to a PCI (pavement condition index) of 92 or above by the pavement management system are deemed to be in good condition and are subject to the same review procedures as excavation of new streets. The PCI can be obtained from the city engineer.
 - (2) Restoration of the excavated area of streets in good condition shall be in accordance with this article.
 - (3) If excavation of an asphalt street in good condition is approved, and 25% or more of the asphalt street surface (50% or more of a designated thoroughfare

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street) is disturbed, a complete block to block, curb to curb pavement repair, including removal and replacement of the complete pavement surface, will be required. An alternative surface treatment may be submitted for consideration by the city engineer.

- (d) Excavation in portland cement concrete (PCC) pavement surface. If the existing pavement is PCC, the concrete shall be cut first with a saw to a minimum depth of half the thickness of the concrete which shall also cut the reinforcing steel. The concrete can then be broken out with an air chisel or pavement breaker. No more than 6" of PCC shall be broken back beneath the saw cut.
- (e) Responsibility for excavated area maintenance. A permit holder, utility or ROW user shall maintain their repairs in the right-of-way for the life of the street as defined in this article.

(Ordinance 565 adopted 4/5/21)

§ 15.08.103. through § 15.08.130. (Reserved)

DIVISION 4
Barricades

§ 15.08.131. Submission of plan.

- (a) After the issuance of a right-of-way construction permit, or any other permit involving the placement of barricades, the contractor, subcontractor, corporation, firm, company, utility, permit holder, ROW user or other person who shall undertake to perform any work upon, in, under, above, or about any street, alley, curb, gutter, sidewalk, or any public right-of-way or for any other reason desires to place barricades on right-of-way within the city, shall furnish the city engineer with a scale “barricade plan” or sketch showing the work area, the space within the right-of-way required for the work, and a proposed plan, referred to in this section as a “barricade plan” for the use of barricades, signals, signs, flags, flares, and other traffic-control and safety devices about the work area.
- (b) The barricade plan shall conform to the requirements set forth in the barricade manual adopted below, and such plan shall be deemed a part of said permit.
- (c) This section shall not apply to the utility companies or the city when either are engaged in work involving overhead signals, communications, and/or electric circuits; provided that said utility companies or city shall establish and maintain adequate warning devices when engaging in work involving overhead signals, communications, and/or electric circuits.

(Ordinance 565 adopted 4/5/21)

§ 15.08.132. Adoption of manual.

The “Texas Manual on Uniform Traffic-Control Devices for Streets and Highways,” as prepared by the Texas Department of Transportation (TXDOT), and all later revisions thereto, shall be the official barricade manual for the city.

(Ordinance 565 adopted 4/5/21)

§ 15.08.133. Additional requirements.

- (a) The city may require that the work be done only at certain hours during the day or night, that materials or equipment used in such work and dirt and materials removed from any excavation be located other than adjacent to the work area where feasible, and that any excavation be covered with materials of sufficient strength and construction to permit vehicular traffic to pass over such excavation at peak traffic hours, where such requirement shall be deemed necessary in the interest of safety and to avoid traffic congestion.
- (b) Traffic control shall be placed on site no more than twenty-four (24) hours prior to construction beginning. Traffic control will be taken down, and the street reopened, if permit holder is not onsite for two business days. Traffic-control devices shall only be placed around the current construction area, and not around the entire project.

(Ordinance 565 adopted 4/5/21)

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§ 15.08.134. Continuing validity of permit.

Prior to or upon institution of or during the proceeding of or prior to completion of any work for which a permit is required hereunder, as an express condition precedent to the continuing validity of said permit, all specifications of the barricade plan and all regulations set forth in the barricade manual in connection therewith including, but not restricted to, proper maintenance of barricades, signals, signs or other traffic-control or safety devices, must be complied with, carried out and conformed to in their entirety. Failure to do so will render said permit null and void and of no further force or effect as if no permit had ever been issued or granted.

(Ordinance 565 adopted 4/5/21)

DIVISION 1
General

§ 15.08.001. Definitions.

For purposes of this article, the following definitions shall apply:

Business day. A day when the municipal building of the city is open to the public for business.

City-dedicated easement. Any type of easement that has been dedicated to the city for city infrastructure only.

City Engineer- A city employee with that position title, who may delegate certain tasks and responsibilities in this chapter to other city staff. In the event the city does not have an employee to fill the position of City Engineer, the Director of Development Services with coordinate with a third-party engineer.

Emergency. Operations and repairs necessary to respond to a situation that endangers life, health and safety, or property, or a situation in which the public need for uninterrupted service and reestablishment of service, if the service is interrupted compels immediate action. Upgrading of facilities, new service installation and neighborhood improvement projects are not emergency operations.

Excavation. An activity that removes or otherwise disturbs soil in the right-of-way at a depth of sixteen inches (16") or more, or disturbs any street or alley pavement of any depth.

Flow fill. A mix of sand and Portland cement, utilizing a ratio of 1.5 sacks of cement (94 pound sacks) per cubic yard of material.

Major project. A utility project requiring installation or replacement of utility facilities in the right-of-way for a distance greater than one (1) mile.

New street. The paved portion of the street right-of-way that has been constructed or reconstructed in the last five (5) years.

Pavement condition index (PCI). A measure of the condition of the street, on a scale of 1 to 100. The PCI is available from the city engineer.

Permit holder. Any person, partnership, corporation, utility, ROW user or any other legal entity that has been granted a permit for construction work in the city's right-of-way or other public property.

ROW user. A franchised utility, a certificated telecommunications company, or any other privately or publicly owned utility authorized to conduct business using city right-of-way in order to install, construct, maintain or repair their facilities in the city right-of-way. The term "ROW user" shall also include any contractor or other agent or person engaged by a ROW user to work on facilities located in city right-of-way. The granting of a permit to a contractor or agent of a ROW user shall be deemed to be the granting of a permit to the ROW user for purposes of this article.

Sanitary sewer service line. A service line that is a privately owned (typically) 4" diameter underground gravity pipe that extends from the city's municipal sewer main to the residential/commercial/industrial structure receiving service. The service line conveys the wastewater generated by customers to the municipal wastewater collection system.

Sewer main line. A municipally owned and maintained 6" or greater underground gravity pipeline located within public ROW or easement that collects wastewater from sewer service lines via sewer taps and conveys wastewater toward sewer trunk lines and interceptors.

Street in good condition. The paved portion of the street right-of-way that has a PCI of 92 or above.

TMUTCD. The Texas Manual on Uniform Traffic-Control Devices, latest edition.

Traffic control. The planning and installation of all signs, signals, markings, and other devices used to regulate, warn, or guide traffic placed on, over, or adjacent to a street, highway, pedestrian facility, bikeway, or private road open to public travel, the purpose of which is to promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways, and private roads open to public travel throughout the state and the nation.

Trenchless technology. A type of subsurface construction work that requires few trenches or no continuous trenches, utilizing various methods, materials, and equipment for the installation of new,

replacement, or rehabilitation of existing underground infrastructure with minimal disruption to surface traffic, business, and other activities.

Utility. Any privately or publicly owned entity which uses public rights-of-way to furnish to the public any general public service, including, without limitation, sanitary sewer, storm sewer, gas, electricity, water, telephone, telecommunications, ~~petroleum products, telegraph, heat, steam or chilled water~~, together with the equipment, structures, and appurtenances belonging to such entity and located within and near the right-of-way.

White lining. Marking an excavation site with washable marking paint or flags prior to requesting a utility locate in order to further identify the site.

§ 15.08.002. Penalties and correction of deficiencies.

(a) Any person who violates any provisions of this article shall be guilty of a misdemeanor in accordance with Chapter 6 of the code of ordinances and upon conviction shall be subject to a fine not to exceed the amount specified by state law for such offenses. Each day of such violation shall constitute a separate offense. Said penalty is cumulative, and not exclusive, of any other rights or remedies said city may have.

(b) Any person who shall perform work on or about a public right-of-way and who shall violate any provision of this article or fail to comply with the barricade plan made a part of such permit shall cause said work to be subject to a cease work order and/or revocation of permit or civil legal remedies as provided by this article.

(c) Utility owner and the permittee are responsible to ensure that all utility construction work performed on its behalf is done in accordance with all requirements of this article and in conformance with all city code, and correction is made to any deficiencies identified by the city. All utility owners and/or their agent(s) are required to document all phases of work, including pre- and post-construction, with photographs from a construction inspector hired on behalf of the utility owner to oversee all excavation(s) within the public right-of-way and dedicated city easements.

§ 15.08.003. through § 15.08.030. (Reserved)

DIVISION 2
Permits; Registration

§ 15.08.031. Permit required.

(a) It shall be unlawful for any person, partnership, corporation, utility, ROW user or other business entity to engage in utility construction activities of any nature that will encroach upon or be located in, on or within a street, alley or other public right-of-way or other public property within the city without having first obtained a “construction permit” from the **Development Department** to perform the work unless said work is commenced in an emergency situation as authorized by this article.

(b) A permit shall be required for utility installations in the streets and alleys of new subdivisions that have been accepted by the city or that are in the process of being accepted by the city through the platting procedures for new subdivisions as described by chapter 10 of this code. This permit does not grant access rights to private property. Any access needed by the permit holder to private property will require permission and/or coordination of any construction activities with the developer or property owner. In the event of a joint trench for multiple utilities, the contractor excavating the trench will be responsible for securing the permit.

(c) However, no permit shall be required for the installation and connections necessary to initiate service to a customer’s property or routine repair and maintenance of existing facilities that will interfere with traffic for less than one hour or excavate less than sixteen (16) inches in depth, unless such activity requires the breaking of pavement, boring, or excavating with equipment greater than hand tools or a vibrating plow designed to install lines up to a three-inch diameter.

(d) Failure to provide any of the required information listed on the permit application will result in denial of the permit.

~~(e) The city engineer also may issue an annual “general permit” for routine maintenance or repair of existing and new facilities or service line utility work in the right of way for excavations that exceed sixteen (16) inches in depth or work that interferes with traffic for more than one (1) hour or an activity that requires breaking the pavement or boring. Notification of routine work shall be given to the city on a daily, weekly or such other schedule as may be prescribed by the city engineer.~~

(f) A permit issued under this section grants access to the city’s public right-of-way only on business days between the hours of 8:00 a.m. to 5:00 p.m. The utility owner and/or their contractor shall notify the city emergency on call number as directed at 806-855-4120 to report any emergency situations that will require work to be performed beyond 5:00 p.m. or any time on the weekend or holidays. **No boring between 2:00 p.m. on Fridays and 8:00 a.m. Mondays.**

§ 15.08.032. Backfilling, compaction, etc.

All backfilling, compaction, pavement restoration, barricading and other traffic-control measures for work within the public right-of-way and other city-owned properties, shall strictly comply with the requirements of this article.

§ 15.08.033. Notice.

Notice for purposes of this article shall be made to city and emergency service providers via electronic message (e-mail), overnight courier (generally used carrier with tracing available), or hand delivery with signed receipt or facsimile to the city department or emergency service provider.

§ 15.08.034. Registration required.

- (a) All ROW users and other persons obtaining a permit under section 15.08.031 must first register with the city and supply contact ~~information~~ and other requested information before they will be issued an initial permit.
- (b) Registration information must be renewed annually thereafter. All ROW users or other registered persons shall report any changes in its registration information within thirty (30) days of such change. No ROW user or other person shall be authorized to engage in any utility construction activities without first registering and obtaining the applicable permit for the work from the city.

§ 15.08.035. Registration information.

The information required for registration includes the following:

- (1) Identity and legal status of ROW user and names of all operators of any facilities on or in the right-of-way;
- (2) Name, address, telephone number, ~~fax number~~ and email address of officer, agent or employee responsible for the accuracy of the registration information;
- (3) Name, address, telephone number, ~~fax number~~ and email address of the local representative of the right-of-way user who shall be available at all times to act on behalf of the ROW user in the event of an emergency;
- (4) If applicable, certification number issued by the public utility commission;
- (5) General description of services to be provided; and
- (6) Liability insurance information.

§ 15.08.036. Permit application.

(a) Applications for a construction permit that will affect public right-of-way shall be made on forms provided by the city and such applications shall be accompanied by drawings, plans and specifications in sufficient detail to demonstrate:

- (1) That construction will be in accordance with all applicable codes, rules and regulations.
- (2) The location of all aboveground facilities to be installed, including poles.
- (3) The location, depth and other characteristics of all facilities to be installed under the surface of the ground, including lines which are within the public right-of-way.
- (4) The location of all existing underground utilities, conduits, ducts, pipes, mains and installations which are ~~known by the applicant at the time of application to be~~ within the right-of-way along the underground route proposed by the applicant.
- (5) ~~Permit holder shall only submit locate requests for installations that can be completed in fifteen (15) days and shall not exceed on (1) linear mile.~~

(b) The city engineer or his or her designee may, in his or her discretion, require additional information to determine whether:

(1) The construction methods to be employed will adequately protect existing structures, fixtures, facilities within or adjacent to the public rights-of-way.

(2) A landscape plan for protecting or restoring any areas to be disturbed during construction is necessary.

(c) All permit applications shall be accompanied by a certification that the drawings, plans and specifications submitted with the application comply with applicable technical codes, rules and regulations.

(d) Should a contractor be engaged by a franchised utility, utility or certificated telecommunications company authorized to perform work in the city's public right-of-way, the contractor's registration information shall include information applicable to both the franchised utility, utility or telecommunications company and the contractor ~~if the employer is not already registered with the city.~~ The permit will be issued to the person, contractor or legal entity actually performing the work in the right-of-way.

§ 15.08.037. Insurance.

(a) The applicant for permit shall furnish a certificate of insurance evidencing general liability provided by an insurance company that carries an AM Best Rating A or better. The company, or companies, must be authorized to do business in this state, or evidence of self-insurance satisfactory to the city evidencing that the city is adequately protected from any liability or damages resulting by virtue of applicant's construction. The certificate of insurance shall be filed with each application for a permit. The general liability required herein shall have a minimum limit of one million dollars (\$1,000,000.00) per occurrence limit with a two million (\$2,000,000.00) general aggregate limit. The general liability will also extend additional insured status to the city.

(b) By acceptance of a permit, the applicant agrees to indemnify and hold harmless the city, its officers, agents, servants, and employees from any and all claims, damages, suits, attorneys' fees, causes of action, and judgments which may result in any manner from the construction or laying of any improvements upon any public street, alley, right-of-way ~~or private property~~ in the city.

(c) By acceptance of a permit, the applicant agrees to, during the period of construction and prior to the acceptance of such improvements by the city, maintain such public street, alley, or right-of-way in a safe condition and issue all necessary instructions and take all precautions as may be reasonably required to maintain such public streets or alleys in a safe condition for all public use.

~~(d) Permits for utility work performed by city crews within the public right-of-way or on public property shall not require insurance.~~

§ 15.08.038. Issuance.

(a) The ~~city engineer~~ **Development Department** shall issue a permit under this section within five (5) business days of the submittal of the application when the following conditions are met:

(1) The plans for the proposed construction are in conformity with the standards and specifications of the city for such work, and the applicant has paid such fees required by section 15.08.036.

(2) The applicant has submitted a duly executed application, containing all of the information and data called for by section 15.08.036, including the proposal by the applicant, as part of such application, to indemnify the city against all loss, damages and liability as provided in subsection (b) of section 15.08.037, and to maintain the streets or alleys in safe condition and to issue instructions and take the precautions for public safety as provided in subsection (c) of section 15.08.037.

(3) That the certificates of public liability and property damage insurance have been furnished to the **Development Department** for permits issued under section 15.08.031 and in accordance with the provisions of section 15.08.037.

(4) The operation will not unreasonably interfere with vehicular and pedestrian traffic, the demand and necessity for parking spaces, and the means and access to and from the property affected and adjacent properties.

(5) That the health, welfare, and safety of the public will not be unreasonably impaired.

(b) The **Development Department** may require more time than five (5) days to issue the permit for major utility projects in the ROW. A major project is installation or replacement of a utility facility **greater than** one (1) mile in length. Meetings to review the project may be required between the permit applicant and **the appropriate city official as deemed necessary**, for major projects.

§ 15.08.039. Construction schedule.

(a) The permit holder shall submit a written construction schedule if required by the permit to the **city engineer Public Works Director** or his or her designee five (5) business days before commencing any work in or about the public rights-of-way.

(b) **No adjacent parallel roadways or alleys shall be under construction simultaneously without approval from Public Works Director.**

§ 15.08.040. Notice to affected property owners and emergency responders.

(a) The permit holder shall notify property owners of intended work if the work may impact the owner's ability to access their property, or impact their normal daily activities, such as accessing their solid waste dumpster to dispose of household trash.

(b) The permit holder shall place door hangers on the front door of businesses and residences adjacent to the affected route that shall include: the name of the franchise utility for which the work is being performed, the type of work, expected work schedule, and a name and contact information, including daytime and emergency contact names and numbers, for both the permit holder and the franchise utility. Such notification shall be done at least five (5) business days prior to commencing the permitted work and record of such notifications shall be retained by the permit holder.

(c) Should damage occur to abutting private property, or damage occur to utility service to the private property, the permit holder will contact the property owner immediately and coordinate the repairs to the property or service with the owner.

(d) The permit holder shall contact emergency response agencies, such as police, fire and ambulance service prior to commencement of any work that may impact access to a street or alley. Emergency response agencies shall be notified by the permit holder if a residential or commercial street is to be closed for any length of time, or one lane or more of a collector or thoroughfare street is to be closed for any length of time, or if an alley is to be blocked for more than 48 hours. Service agencies that may be impacted, such as solid waste collection, shall be contacted, and alternate service coordinated, prior to the beginning of work that may impact these services.

(e) Damaged main lines will be repaired by the city. The city will issue a claim to the utility owner, contractor, or their insurance company for cost reimbursement.

(f) If solid waste dumpsters have to be relocated in the alleys due to construction activates the utility owner and/or contractor shall notify the affected customers and the city solid **waste contractor and Public Works Department** at 806-855-4120. The notice shall specify the address, number of the dumpster being relocated, and the duration of service interruption.

§ 15.08.041. Compliance with permit.

All construction activities shall be in accordance with the permit and approved final plans and specifications for the facilities. The city engineer and his or her representatives shall be provided access to the work and such further information as he or she may require to ensure compliance with such requirements.

§ 15.08.042. Display of permit and signage.

(a) The permit holder shall maintain a copy of the construction permit and approved plans at the construction site, which shall be displayed and made available for inspection by the City Engineer or his or her representatives at all times when construction work is occurring.

(b) All permitted utility owner and contractor vehicles and equipment must be clearly marked with the company name while performing construction or other work. Signage, with minimum dimensions of 4 feet by 4 feet, with the utility's name and contact phone number must be displayed at the beginning and the end of the traffic-control work zone on the thoroughfare.

§ 15.08.043. Survey of underground facilities.

If the construction permit specifies the location of new facilities by depth, line, grade, proximity to other facilities or other standard, the **Development Department** may require the permit holder to provide written verification, if reasonably necessary, of the location of such facilities by a registered surveyor. If requested by the city engineer or his or her designee, the permit holder shall relocate any facilities that are not located in compliance with permit requirements.

§ 15.08.044. Noncomplying work.

Upon order of the city engineer or his or her designee, all work that does not comply with the permit, the approved plans and specifications for the work, or the requirements of this article, shall be removed **and replaced no later than ten (10) days after notification of deficient work.**

§ 15.08.045. Completion of construction.

The permit holder shall promptly complete all construction activities so as to minimize disruption of the public rights-of-way and other public and private property. All construction work authorized by a permit within the public rights-of-way, including restoration, must be completed within one hundred twenty (120) calendar days of issuance, or by such other date as may be agreed upon by the **Development Department**.

§ 15.08.046. Utility construction as-built drawings.

Within sixty (60) calendar days after completion of construction, the permit holder shall furnish the city engineer with a complete set of plans, certifying to the city that they accurately depict the location of all utility facilities constructed pursuant to the permit.

§ 15.08.047. Restoration of right-of-way improvements.

(a) Upon completion of any construction work, the permit holder shall promptly repair or restore any and all public street rights-of-way, including any and all public and private fixtures, structures and facilities lawfully located therein, to as good as or better a condition as before the start of construction. Unpaved portions of alley rights-of-way shall be leveled, filled, bladed, **compacted**, and worked in such a manner as to leave the alley in a safe and usable condition. Complete preconstruction photographs or videos of the work site are required of all permit holders and shall be submitted to the city engineer upon request.

(b) Persons placing physical obstructions such as landscaping objects, irrigation systems and fences within the right-of-way without legal authorization shall bear the risk of damage to such obstructions due to utility construction work. The repair or replacement of such unauthorized physical obstructions unavoidably damaged by utility construction work shall be the sole responsibility of the adjacent property owner or other person placing such unauthorized physical obstruction in the right-of-way.

§ 15.08.048. Restoration of trees, shrubs and other vegetation.

(a) All landscaping trees, shrubs and other vegetation damaged or disturbed within the street right-of-way as a result of the construction, installation, maintenance, repair or replacement of utility facilities in the street right-of-way shall be replaced or restored as nearly as may be practicable, to at least as good a condition as prior to performance of work by the permit holder. Trees may be replaced with trees of similar size and the same or similar species up to four (4) inches in caliper. Trees larger than four (4) inches in caliper shall be replaced with trees of the same or similar species with a caliper of no less than three (3) inches and no more than four (4) inches.

(b) All restoration work within the public rights-of-way shall be done in accordance with landscape plans approved by the city engineer or his or her designee, if such landscape plan is required by section 15.08.036(b)(2) of this article.

(c) Pruning or trimming of trees or shrubs by the city, a ROW user, or a utility deemed necessary due to any imminent threat to public safety or that may **cause potential damage to** overhead utility lines does not require a permit under this article.

§ 15.08.049. Responsibility of permit holder or ROW user.

The permit holder, ROW user or a contractor hired by the permit holder or ROW user shall be responsible for performance of and compliance with all provisions of this article.

§ 15.08.050. Conformance with master thoroughfare plan.

A permit holder or ROW user shall consult the city's master thoroughfare plan ("MTP") prior to the acquisition of any interest in real property in the city for the installation or relocation of utility service lines or other utility equipment or facilities along or adjacent to any street, right-of-way, thoroughfare, highway, or any proposed street, right-of-way, highway or thoroughfare to attempt to minimize any future conflict regarding the location of such facilities. All permit holders or ROW users are charged at all times with constructive notice of the MTP. The city shall have no liability for the value of or loss by a permit holder or ROW user for any improvements constructed in the area shown in the MTP subsequent to the effective date of this article. All permit holders and ROW users placing utility equipment or facilities that conflict with the MTP at the time of permit issuance shall be responsible for moving such equipment or facilities without cost to the city.

§ 15.08.051. Rights of utility in event of closure or abandonment of right-of-way.

In the event the city closes, vacates, abandons or conveys any right-of-way containing facilities of a ROW user, any such closure, vacation, abandonment or conveyance of land shall be subject to the rights of the ROW user.

§ 15.08.052. Denial of permit.

A permit may be denied for any of the following reasons:

- (1) Failure to provide proof of liability insurance acceptable to the city.
- (2) Failure to secure any required permit for work of the nature required.
- (3) Failure to perform in accordance with the requirements of these provisions and to correct any deficiencies after notice.
- (4) The excavation would be in a new street and not otherwise permitted by this article.
- (5) The proposed warning or other traffic-control procedures or equipment do not comply with the requirements of the TMUTCD or the requirements of the city engineer.
- (6) The proposed activity would violate a city ordinance or state or federal statute.
- (7) The permit application contains false or misleading information.
- (8) The activity would cause a public health or safety hazard.
- (9) The ROW user is not authorized to do business within the city.
- (10) The ROW user is in violation of this article relative to work in progress

§ 15.08.053. Revocation or suspension of permit.

(a) The city reserves its right, as provided herein, to revoke or suspend any permits of the utility owner and/or contractor, without refund of the permit fee, in the event of a breach by the permit holder of the terms and/or conditions of the permit or of this chapter or any city ordinance. A breach of the terms of the permit shall include, but not be limited to, the following:

- (1) The violation of any provision of this article;
- (2) An evasion or attempt to evade any provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the city or its citizens;
- (3) Any material misrepresentation of any fact in the permit application;
- (4) The failure to meet insurance or indemnification requirements;
- (5) The failure to complete the work in a timely manner;
- (6) The failure to correct a condition indicated on an order issued pursuant to this article;
- (7) Repeated offenses, including but not limited to, traffic-control violations;
- (8) Failure to repair facilities damaged in the right-of-way; or
- (9) Violation of any provision of this article; or
- (10) Repetitive and negligent damage to city or private facilities.

(b) If the **Development Department**, or his or her designee, determines that the permit holder has committed a breach of any law or condition of the right-of-way construction permit, the city engineer shall first make a written demand upon the permit holder to remedy such violation. The **Development Department** may provide specifications to cure the breach. Continued violation may be cause for suspension or revocation of the permit, civil

legal action, or both. The city engineer may suspend the permit upon failure to correct the breach. Within five (5) business days of receiving notification of the breach, the permit holder shall contact the city engineer with a plan, acceptable to the city engineer, for correction of the breach. The permit holder's failure to provide a plan or the permit holder's failure to implement the approved plan within the time stated in the written demand for remedy shall be cause for revocation of the permit.

(c) The **Development Department**, or his or her designee, may immediately suspend the work and issue an immediate stop-work order for all current permits issued if there is major damage to another utility caused by the utility owner or its contractor on or about a public right-of-way and/or there is an imminent and immediate threat to the health, safety and welfare of the public in his or her opinion. In the event the stop-work order is not obeyed, the failure to immediately stop work shall be deemed a criminal violation of this article and the permit may be revoked. In addition, civil legal action for trespass, injunction and damages may result.

(d) Utility permits may be denied or a stop-work order issued to the utility owner for failure to relocate its utilities within six months of notification from the city in order for the city to complete its capital improvement projects.

§ 15.08.054. Appeal of permit denial or revocation.

A ROW user or other applicant that has been denied a permit or a permit holder that has had a permit revoked may appeal the denial or revocation upon written request as follows:

(1) Appellant shall provide, within five (5) business days of denial or revocation, a written notice of appeal filed with the **Development Department**. The notice must state the alternatives available and routes explored, hardship encountered, cost comparison of other alternatives and a statement of any other significant factors. The **Development Department** shall provide a written decision within five (5) business

days of receipt of the appeal. Failure to render a decision within five (5) business days shall constitute a denial.

(2) If a further denial ~~is given or the revocation~~ upheld, the appellant may thereafter file a written notice of appeal with the City Manager. The notice must state the alternatives available and routes explored, hardship encountered, cost comparison of other alternatives and a statement of any other significant factors. The City Manager shall provide a written decision that is the final decision. No further appeals can occur.

§ 15.08.055. Utility emergency excavations.

(a) Nothing in this article shall be construed to prevent any person, utility, permit holder or ROW user from maintaining any pipe, conduit, or duct in or under any street, or right-of-way by virtue of any law, ordinance or permit, from making an emergency excavation as may be necessary for compliance with law or in response to a situation endangering life, health and safety, or property, or in a situation in which the public need to reestablish interrupted service compels immediate action. The excavator is required to notify the ~~city engineer~~ Development Department, with submittal of the permit application information, the next business day following an emergency excavation within the public right-of-way. Except as specifically provided otherwise in this section, excavations authorized by this section shall be subject to all requirements of this article.

(b) If a permit holder in the course of an excavation cuts or damages another ROW user’s facilities, the damaged ROW user may perform the work necessary to repair their facility without obtaining a permit. The original permit holder for the excavation is the responsible party for ensuring that the backfilling and paving repairs meet the requirements of this article.

§ 15.08.056. Reporting.

When the work under any permit hereunder is completed, the permit holder shall contact the city’s City Engineer at 806-855-4120 and furnish the City Engineer a completion certificate.

§ 15.08.057. Work done without permit.

No cut, excavation, grading or disturbing of the right-of-way in any way shall be made other than excavations necessary for emergency work without first securing a permit. No permit holder, utility or ROW user shall at any time open or encumber more of the right-of-way than shall be reasonably necessary to complete a project in the most expeditious manner. Any individual performing construction in the right-of-way, without a valid permit who refuses to vacate the right-of-way after notification from the city could be subject to:

- (a) Civil penalty
- (b) Removal of all equipment, material, vehicles, and traffic control devices at permit holder expense.
- (c) Payment of expenses to restore the right-of-way to original condition.
- (d) Denial of future permits.

§ 15.08.058. through § 15.08.090. (Reserved)

DIVISION 3
Standards for Excavation, Backfill and Paving Repairs

§ 15.08.091. Excavation under supervision of city engineer.

(a) Any permit holder, utility or ROW user engaged in making or backfilling any excavation in any right-of-way shall at all times while such work is in progress keep at the job location the permit, or a copy thereof, and shall, on demand, exhibit the permit to the city engineer or his or her designee. At all times while the work is in progress the permit holder, utility or ROW user shall also maintain at the job location, a sign, barricade, or other device bearing the permit holder's, utility's or ROW user's name.

(b) All excavations and other construction in the rights-of-way, streets and alleys shall be conducted so as to interfere as little as practicable with the use of rights-of-way and with the use of private property, in accordance with any lawful and reasonable direction given by or under the authority of the governing body of the city under the policy and regulatory powers of the city necessary to provide for public convenience. The permit holder, utility or ROW user shall reasonably protect and prevent any damage to utility facilities, sewer facilities, water facilities, lawns, shrubbery, trees, fences, structures, or other property encountered in his work. The permit holder, utility or ROW user shall not trespass upon private property. The permit holders, utilities or ROW users shall determine the boundary between public right-of-way and private property.

(c) All transmission and distribution structures, lines, equipment and facilities erected by a permit holder, utility or ROW user within the city shall be so located as to cause minimum interference with the proper use of the public rights-of-way, and to cause minimum interference with the rights and reasonable convenience of property owners who join any of the said streets.

(d) The city reserves the right to lay, and allow to be laid, electricity, sewer, gas, water and other pipelines or cables and facilities, as well as drainage pipes and channels and streets and to perform, and allow to be performed, any underground and overhead installation or improvement that may be deemed necessary or proper by the governing body of the city, in, across, along, over or under any right-of-way or public place occupied by a utility or ROW user and to change any curb or sidewalk or the grade of any street and to maintain all of the city's facilities. In allowing such work to be performed by others, the city shall not be liable to a utility or ROW user for any damage caused by those persons or entities. Nothing herein shall relieve any third party from responsibility for damages caused to a permit holder, utility or ROW user by such third party.

(e) If the city requires a utility, permit holder or ROW user to adapt or conform its facilities, or in any way or manner to alter, relocate or change its property to enable any other corporation or person, except the city, to use, or to use with greater convenience, any right-of-way or public place, the utility or ROW user shall not be required to make any such changes until such other corporation or person shall have undertaken, with solvent bond or cash payment, to reimburse a utility or ROW user for any loss and expense which will be caused by or arise out of such removal, change, adaptation, alteration, conformance or relocation of a utility or ROW user's facilities; provided, however, that the city shall never be liable for such reimbursement.

(f) Any utility owner and/or their contractor performing construction in any city right-of-way will maintain a representative at the site at all times while such work is in progress, ~~and~~ who shall be able to clearly communicate with the city staff and the citizens of the city.

(g) In dedicated easements, only the dedicated utility shall be allowed into such easements, unless the land owner and city engineer grant written approval.

(h) Utility construction in city-dedicated easements shall require a ROW utility construction permit.

(i) All excavation work shall be performed during business hours of 7:00 a.m. to 5:00 p.m. Monday through Friday, unless written approval is granted by the city engineer, or in the case of an emergency. Installations by boring will not be allowed **between 2:00 p.m. on Fridays and 8:00 a.m. Mondays.**

§ 15.08.092. Field utility coordination.

(a) The permit holder, utility or ROW user shall notify the **Public Works Department** at each of the following times during a project:

(1) Two (2) business days before the start of construction;

~~(2) Two (2) hours before beginning the initial backfill;~~

(3) **Twenty-four (24)** hours before beginning the paving of the street or alley;

(4) Twenty-four (24) hours prior to commencement of any boring activities;

(5) Upon completion of the project.

(b) The permit holder, utility or ROW user shall mark the site of the proposed excavation with white lining and/or flags prior to making a request for locates and actual excavation.

(c) The permit holder, utility or ROW user shall make a request for a utility locate not more than 14 days and not less than 48 hours prior to the commencement of the proposed excavation. Such request shall be made to the state one-call center. Such requests shall be made by telephone or facsimile and shall include the date, location, extent and reason for such proposed excavation.

(d) The use of markers, stakes, poles, barricades or other devices shall be used in such a way to avoid damage to adjoining property. The use of “nonpermanent” or “biodegradable” markers is required.

(e) The permit holder, utility or ROW user shall mark the proposed excavation site with paint and/or flags in colors established by the one-call system. The markings shall be placed a distance of not less than five (5) feet in all directions from the outside boundary of the site to be excavated.

(f) All excavations shall commence within 14 days of the date of the utility locate. In the event that the excavator fails to commence work within 14 days or the utility locate marks are not visible at the time the excavation is scheduled to commence, the permit holder, utility or ROW user is required to request a new utility locate.

(g) Compliance with the Texas Utilities Code is required at all times.

(h) All barricades, plates, cones, traffic directional equipment, and all other traffic-control devices owned by the permit holder, utility or ROW user and used on or near any excavation shall be clearly and visibly marked with the name of the permit holder, utility or ROW user, as applicable, at all times such equipment is used on or near the right-of-way. An exception to the marking requirement may be made in the event the traffic-control equipment is not owned by the permit holder, utility or ROW user.

(i) If work is being performed that will block any lanes of traffic in a street or deny access to an alley or driveway and the work site will be left unattended, the permit holder, utility or ROW user shall place a sign

at each end of the work site with the name and contact information of the permit holder, utility or ROW user performing the work. Such signs may be placed on barricades or freestanding.

(j) The permit holder shall prominently display the utility owner's and contractor's names and phone numbers on a sign, having minimum dimensions of 4 ft. by 4 ft., at the beginning and ending of the traffic-control work zone.

(k) All open pits shall be backfilled within three (3) calendar days or covered with materials of sufficient strength and construction (H 20 load rated steel plate(s)) to permit vehicular traffic to pass over such excavation(s).

(l) All existing water and sewer facilities shall be physically located prior to boring by way of potholing with a hydro excavation method.

§ 15.08.093. Excavation details; backfill; compaction; pavement restoration.

Paving shall be repaired in accordance with the "Lubbock Minimum Design Standards and Specifications" as appended by the city in appendix C of this same code.

§ 15.08.094. Standard location of utilities in alleys.

The standard location for municipally owned utilities, public utilities, and telecommunications are shown in the "Lubbock Minimum Design Standards and Specifications" as appended by the city in appendix C of this same code.

§ 15.08.095. Supervision by city of location of poles and conduits.

(a) All poles in the right-of-way shall be of sound material and straight, and all other utility facilities, either along the ground surface or above ground, such as manholes, valve boxes, vault covers, risers, boxes, etc., shall not interfere with the flow of water in any gutter or drain, and shall be placed so as not to unduly interfere with either vehicular or pedestrian travel.

(b) Any aboveground utility facility shall be placed in a manner that will be compliant with the Americans with Disabilities Act (ADA) in order to maintain the required clear width for pedestrians with disabilities. Should a utility facility encroach into an existing sidewalk, additional sidewalk construction shall be required if necessary to maintain clear width for an ADA accessible route. Aboveground facilities shall also be located so they will not violate the city's right-of-way visibility requirements.

(c) The location and route of all conduits, fiber, cables, utilities and facilities placed and constructed within the city's rights-of-way by a utility, permit holder or ROW user in the construction and maintenance of its system within the city shall be subject to the reasonable and proper control, direction and approval of the city.

§ 15.08.096. Backfill of excavated area.

(a) Open trenches may be temporarily backfilled for the convenience of the permit holder or the public safety. At least two (2) hours prior to beginning permanent backfill operations, the permit holder shall notify the city engineer of the time the backfill will begin.

(b) All excess water and mud shall be removed from the trench prior to backfilling. Any backfill placed during a rainy period or at any other times, where water cannot be prevented from entering the trench, will

be considered temporary and shall be removed as soon as weather permits. All disturbed base material or any base that has been undermined shall be removed and discarded.

§ 15.08.097. Restoration of pavement.

(a) Unless otherwise specified in the permit, restoration of the asphalt pavement of any street, alley, right-of-way or other public place shall be performed by the permit holder.

(b) No trench shall be opened in any street for the purpose of laying pipes, conduits or ducts more than four hundred (400) feet in advance of the pipe, conduit or ducts being placed in the trench, other than with the prior written consent of the city engineer.

(c) All excavations shall comply with the standards and requirements established from time-to-time by the city engineer for compaction, backfill and pavement restoration.

(d) Any excavated pavement, debris and other rubble shall be removed, together with any surplus material, during the same business day from the time such material is placed upon the street. After backfilling is completed, and prior to repaving the cut, the permit holder, utility or ROW user shall remove all loose paving material and saw cut the edges of the excavation at the street surface to the satisfaction of the city engineer.

(e) Whenever any caving occurs in the sidewalls of any excavation, the pavements above such caving shall be cut away, trench backfilled and pavement restored. In no case shall any side or lateral tamping fill any void under a pavement. **Flow fill is an acceptable method for filling voids under pavement.**

(f) All materials and construction practices shall be in conformance with Lubbock Minimum Design Standards and Specifications as amended by the city.

(g) Any paving failures, including surface, base, or subgrade failures that occurred due to the ROW user's work in the street shall be repaired by the ROW user, regardless of whether the damage is caused by equipment, construction methods, detour of traffic or any other reason.

§ 15.08.098. Cleanup of right-of-way.

(a) In every case and at all times, the work of removing from the right-of-way all obstructions, surplus materials, debris and waste matter of every description caused by and accumulated from the excavation shall be the responsibility of the permit holder, utility or ROW user. Streets shall be cleaned by use of a street sweeper or other acceptable means. The permit holder, utility or ROW user shall clean the surrounding area, as outlined above, within one (1) business day upon completion and approval of all trench work and pavement restoration unless the city engineer, sufficient reason therefore having been given to his satisfaction, grants an extension of time.

(b) Phasing of construction clean-up must be done in a manner to completely clean the alleyway prior to moving into the next alleyway. Any hand holes left open to pull cable after clean-up must be covered to protect the public.

§ 15.08.099. Substandard repair of pavement or right-of-way due to utility work.

In case the pavement or the surface of the street, alley, or right-of-way in, over or near any excavation should become depressed, cracked, or broken any time or fails in any way at any time after the excavation has been made and during the remaining life of the street, the permit holder, utility or ROW user who

performed the excavation shall be required to repair such defective work commencing within fifteen (15) business days after receipt of notification from the city to bring the work into compliance with applicable obligations of this article. Failure to complete the repair within a reasonable time after notification may result in the permit holder, utility or ROW user being required to reimburse the city for the cost to restore the street, right-of-way or alley. "Life of the street" is defined as until such time as the street is reconstructed or the PCI (pavement condition index) of the street has a value of less than 50.

§ 15.08.100. Inspection.

The permit holder, utility or ROW user shall make the work site accessible to the city, and others as authorized by law, for inspection at all reasonable times during performance of the work.

§ 15.08.101. Materials testing.

The City Engineer or his or her designee may require testing of materials used in construction in or near the right-of-way to determine conformance to required specifications, including, but not limited to, compaction tests on backfill materials, subgrade, concrete, asphaltic concrete and other construction materials as may be deemed necessary.

§ 15.08.102. Utility excavation in ROW restored to good condition.

(a) The permit holder, utility or ROW user shall complete pavement restoration of the excavated area within **fifteen (15)** days on thoroughfare streets, collector streets, industrial streets, residential streets and alleys after final backfill is completed and accepted by the City Engineer. The permit holder, utility or ROW user shall conduct the work with a minimum disturbance to existing utilities and shall coordinate all work in or near the existing utilities with the utility owners.

(b) Excavation in new streets. There shall be no excavation in new streets (less than five years of age) without the prior approval of the city engineer. Any request for a permit to excavate a new street shall include a description of the proposed work and proposed restoration of the area, as well as a statement as to why alternate procedures cannot or should not be used in lieu of excavating a new street. However, prior approval will not be required for excavations of up to fifty (50) linear feet for utility tie-ins needed from an existing subdivision to a new subdivision during development.

(c) Excavation of streets in good condition. A permit holder, utility or ROW user shall perform jacking and boring operations in a manner that does not weaken or impair the right-of-way upon completion of restoration of the excavation.

(1) Excavation in all streets in good condition regardless of age shall not occur without a permit and prior approval of the **Development Department**. Streets assigned to a PCI (pavement condition index) of 92 or above by the pavement management system are deemed to be in good condition and are subject to the same review procedures as excavation of new streets. The PCI can be obtained from the city engineer.

(2) Restoration of the excavated area of streets in good condition shall be in accordance with this article.

(3) If excavation of an asphalt street in good condition is approved, and 25% or more of the asphalt street surface (50% or more of a designated thoroughfare street) is disturbed, a complete block to block, curb to curb pavement repair, including removal and replacement of the complete pavement surface, will be required. An alternative surface treatment may be submitted for consideration

by the City Engineer.

(d) Excavation in portland cement concrete (PCC) pavement surface. If the existing pavement is PCC, the concrete shall be cut first with a saw to a minimum depth of half the thickness of the concrete which shall also cut the reinforcing steel. The concrete can then be broken out with an air chisel or pavement breaker. No more than 6" of PCC shall be broken back beneath the saw cut.

(e) Responsibility for excavated area maintenance. A permit holder, utility or ROW user shall maintain their repairs in the right-of-way for the life of the street as defined in this article.

§ 15.08.103. through § 15.08.130. (Reserved)

DIVISION 4 Barricades

§ 15.08.131. Submission of plan.

(a) After the issuance of a right-of-way construction permit, or any other permit involving the placement of barricades, the contractor, subcontractor, corporation, firm, company, utility, permit holder, ROW user or other person who shall undertake to perform any work upon, in, under, above, or about any street, alley, curb, gutter, sidewalk, or any public right-of-way or for any other reason desires to place barricades on right-of-way within the city, shall furnish the city engineer with a scale “barricade plan” or sketch showing the work area, the space within the right-of-way required for the work, and a proposed plan, referred to in this section as a “barricade plan” for the use of barricades, signals, signs, flags, flares, and other traffic-control and safety devices about the work area.

(b) The barricade plan shall conform to the requirements set forth in the barricade manual adopted below, and such plan shall be deemed a part of said permit.

(c) This section shall not apply to the utility companies or the city when either are engaged in work involving overhead signals, communications, and/or electric circuits; provided that said utility companies or city shall establish and maintain adequate warning devices when engaging in work involving overhead signals, communications, and/or electric circuits.

§ 15.08.132. Adoption of manual.

The “Texas Manual on Uniform Traffic-Control Devices for Streets and Highways,” as prepared by the Texas Department of Transportation (TXDOT), and all later revisions thereto, shall be the official barricade manual for the city.

§ 15.08.133. Additional requirements.

(a) The city may require that the work be done only at certain hours during the day or night, that materials or equipment used in such work and dirt and materials removed from any excavation be located other than adjacent to the work area where feasible, and that any excavation be covered with materials of sufficient strength and construction to permit vehicular traffic to pass over such excavation at peak traffic hours, where such requirement shall be deemed necessary in the interest of safety and to avoid traffic congestion.

(b) Traffic control shall be placed on site no more than twenty-four (24) hours prior to construction beginning. Traffic control will be taken down, and the street reopened, if permit holder is not onsite for two business days. Traffic-control devices shall only be placed around the current construction area, and not around the entire project.

§ 15.08.134. Continuing validity of permit.

Prior to or upon institution of or during the proceeding of or prior to completion of any work for which a permit is required hereunder, as an express condition precedent to the continuing validity of said permit, all specifications of the barricade plan and all regulations set forth in the barricade manual in connection therewith including, but not restricted to, proper maintenance of barricades, signals, signs or other traffic-control or safety devices, must be complied with, carried out and conformed to in their entirety. Failure to do so will render said permit null and void and of no further force or effect as if no permit had ever been issued or granted.



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council Meeting
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on discussion of amendment to the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

Back in September, after revisiting the platting process for the City of Wolfforth, it came to our attention that the Chapter 10 Subdivision Regulations needed several revisions. On September 28th, city staff met with many representatives from the development community to discuss the articles within the Subdivision Regulations and gather suggestions and insight into the development process.

After meeting with developers, Randy Criswell, City Manager, Randy Hall, Public Works Director, and I, Director of Development Services, worked through revisions and modifications to the current Subdivision Regulations. These revisions were to streamline a process that would benefit the citizens of Wolfforth in future developments, while considering the obstacles developers have with utility groups, material available, etc.

On Tuesday April 9, 2024, the Planning and Zoning Commission met to discuss changes to the Subdivision Regulations. After holding a public hearing, the board unanimously agreed with recommended changes as presented by staff.

EXHIBITS:

1. Instructions for reading summary page
2. Summary Sheet of changes
3. Recommended amendments to Chapter 10 Subdivision Regulations

COUNCIL ACTION/STAFF RECOMMENDATION:

The Planning and Zoning Commission unanimously recommended approval. Discuss recommended amendments to Chapter 10 Subdivision Regulations. Take one of the following actions:

1. Approve changes as recommended and then hold a public hearing.
2. Approve changes with revisions and then hold a public hearing.
3. Cancel Public Hearing and advise staff of future steps.

Instructions for Reviewing Proposed Changes to Subdivision Regulations (Chapter 10)

Attached you will find 3 different documents.

1. Subdivision Regulation Summary Sheet– This sheet summarizes what changes were made to the Subdivision Ordinance and the why behind it.
2. Subdivision Regulations– Our current ordinance (completely black and white)
3. Subdivision Regulations Proposed Ordinance– Proposed changes are in red within the document.

How to read the Subdivision Regulation Summary Sheet

This explains what section of the ordinance

§ 10.04.001. Procedures for submittal and review.

Change from 3 to 2 copies- most are digital now.

Title changed from Director of Planning and Community Development

(a) Two (2) copies of the preliminary plat and an electronic portable document format (.pdf) file shall be submitted to the Director of Development Services together with an application and processing fee. A nonrefundable application fee for reviewing a preliminary plat shall be set annually in the city’s fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the Director of Development Services at the time the application is submitted.

Reworded due to change in law as of January 1, 2024

Original:

(1) Preliminary plats shall be deemed filed when the planning department completes its review process and the plat is placed on the city council agenda.

Revision:

(1) Preliminary plats shall be deemed filed when the City receives all the documents and other information required by the City in its development list.

And blue text:
This explains the change and why

And red text:
These are the changes made

If there is a large change, original text will be first and black. Then red are the revisions made.

**ARTICLE 10.01
ANNEXATION PETITION PROCEDURES**

No Changes were made to this section.

**ARTICLE 10.02
GENERAL PROVISIONS**

§ 10.02.001. Definition.

Changes were made to the following definitions:

1. Original:

Director of planning and community development. The head of the planning, zoning, and community development departments.

Revision:

Director of Development Services. The head of the planning, zoning, and community development departments, who has decision-making responsibilities for portions of this chapter.

2. Addition:

Good state of repair. A structure that has been determined to be structurally sound and in working order and is in a condition not requiring significant repair.

3. Addition:

Minor Plat. A map or drawing of all or a portion of a subdivision prepared according to the city subdivision regulations by a registered professional land surveyor, that is five (5) acres or less with 4 or less lots and does not include the dedication of a public right-of-way. An amended plat should be considered. Can be approved by the City Manager or their designee.

§ 10.02.002. Title, statement of policy and requirement to plat.-

No Changes were made to this section.

§ 10.02.003. Enforcement.

Title changed from Director of Planning and Community Development.

- (a) The **Director of Development Services** shall administer and enforce this chapter unless such duties are otherwise delegated by the City Manager.

ARTICLE 10.03 PLAT PROCEDURES

§ 10.03.001. Development coordination.

Title changed from Director of Planning and Community Development.

(b) **The Director of Development Services** shall receive plats, cut and fill plans, communicate staff comments and direct subdividers to specific departments when questions exist.

§ 10.03.002. Requirements for building permit.

Change in language:

Original: “by way of an all-weather surface.”

Revision:

(b) A building permit shall not be issued on a platted lot or tract, or any portion authorized under the procedure in subsections (b) and (c), until such time as water and sanitary sewer service has been installed and is operational as determined by the City Engineer or an exception is allowed by section 10.10.004(b) and the platted lot or tract is made accessible **by way of completed streets and alleys**.
(Ordinance 564 adopted 4/5/21)

ARTICLE 10.04 PRELIMINARY PLAT

§ 10.04.001. Procedures for submittal and review.

Change from 3 to 2 copies- most are digital now.

Title changed from Director of Planning and Community Development

(a) **Two (2)** copies of the preliminary plat and an electronic portable document format (.pdf) file shall be submitted to the **Director of Development Services** together with an application and processing fee. A nonrefundable application fee for reviewing a preliminary plat shall be set annually in the city’s fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the **Director of Development Services** at the time the application is submitted.

Reworded due to change in law as of January 1, 2024

Original:

(1) Preliminary plats shall be deemed filed when the planning department completes its review process and the plat is placed on the city council agenda.

Revision:

(1) **Preliminary plats shall be deemed filed when the City receives all the documents and other information required by the City in its development list.**

Title changed from Director of Planning and Community Development

- (b) Preliminary plats shall not be placed on the City Council agenda for consideration unless the plat and required documents are received by the **Director of Development Services** before the stated filing deadline and meet the following requirements:

Addition of including the Planning and Zoning Commission in the platting approval process

- (c) Following staff review of the preliminary plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the Planning and Zoning Commission shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall recommend approval, approval with conditions, or disapproval a plat to the City Council.
- (d) Following **Planning and Zoning Commission** review of the preliminary plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the City Council shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall approve, approve with conditions, or disapprove a plat.

§ 10.04.002. Procedures for plat renewal.

Title changed from Director of Planning and Community Development

- (a) Preliminary plats, including portions of any preliminary plat not having been filed as a final plat, require annual renewal (one year from approval date) to continue as an approved preliminary plat. Before the time for renewal, the **Director of Development Services** will review the preliminary plat and notify the subdivider of options for renewal.
- (b) Review by the **Director of Development Services** may determine that existing conditions and the preliminary plat are compatible, requiring no formal action by the City Council. With such determination, the subdivider may choose to renew the preliminary plat or allow it to expire.

If the subdivider indicates a desire to renew the plat for another year and pays the plat renewal fee, the plat shall continue under the original stated conditions until the next annual review.

- (1) If the subdivider chooses not to renew the plat, or does not respond to the notification by the **Director of Development Services**, the preliminary plat will expire.
- (c) Should the **Director of Development Services** determine that conditions have changed to the extent that the preliminary plat requires revision, automatic renewal shall be denied.
- (1) If the subdivider chooses not to renew the plat, or does not respond to the notification by the **Director of Development Services**, the preliminary plat will expire.
- (d) A nonrefundable application fee for automatic renewal of a plat or review of a plat that has been denied automatic renewal shall be set annually in the city's fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the **Director of Development Services** at the time the application is submitted. If such fee is not received, the preliminary plat will expire.

**ARTICLE 10.05
FINAL PLATS**

§ 10.05.001. Procedures for submittal and review of final plats.

Addition of including the Planning and Zoning Commission in the platting approval process

(d) Following staff review of the final plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the Planning and Zoning Commission shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall recommend approval, approval with conditions, or disapproval a plat to the City Council.

Reworded due to change in law as of January 1, 2024

Original:

(d) Final plats shall be deemed filed when the planning department completes its review process and the plat is placed on the City Council agenda. Review and council action will be the same as set forth in section 10.04.001 for preliminary plats.

Revision:

(e) Final plats shall be deemed filed when the City receives all the documents and other information required by the City in its development list.

Title changed from Director of Planning and Community Development

Change from 3 to 2 copies- most are digital now.

(a) Plats shall not be distributed for review unless the plat and other required documents are received by the **Director of Development Services** and such documents meet the requirements of this article. Required submittals are as follows:

- (1) **Two (2)** paper copies and an electronic portable document format (.pdf) file of the final plat. The following statement shall be printed on the face of each final plat submitted for review: “Final plat - for inspection purposes only and in no way official or approved for recording. Release date: (insert date of release).”

(b) A nonrefundable application fee for reviewing a final plat shall be set annually in the city’s fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the **Director of Development Services** at the time the application is submitted.

(Ordinance 564 adopted 4/5/21)

§ 10.05.002. Engineering procedures for final plats.

Based on completion of development.

(e) Fees for testing and inspection of required improvements, as established in the city’s fee schedule **until such time as all public facilities are accepted by the City Engineer.**

§ 10.05.003. Final plat survey and control.

No Changes were made to this section.

§ 10.05.004. Final plat requirements.

Change from 3 to 2 copies- most are digital now.

Title changed from Director of Planning and Community Development

- (a) To initiate the final plat approval process, **two (2)** reproducible copies on high-quality bond paper and an electronic portable document format (.pdf) file of the final plat shall be submitted to the Director of Development Services. One (1) additional copy must be submitted for plats in the extraterritorial jurisdiction. If necessary, the plat may be on several sheets, with a cover sheet containing an index showing the entire subdivision. One (1) electronic dwg or shp file drawn to scale and geolocated in NAD83 Texas State Planes, North Central Zone, US Survey Foot submitted to the **Director of Development Services**.
- (b) If changed circumstances exist, **the Director of Development Services** may require the submission of an updated final plat document prior to filing.

franchise utility or certificated service provider of telecommunications].”

- (1) “Public pedestrian access easement is herein granted for persons traversing along the public parkway and needing to enter onto private property for the purpose of crossing a driveway. The easement is limited to those portions of the as-constructed driveways and walks which may extend outside public right-of-way onto private property and are constructed for the continuance of the accessible routes across the back of the driveway. This easement applies to existing and any future drive entrances as constructed.”
- (2) Plats in the city’s extraterritorial jurisdiction shall include a certificate of approval by the County Commissioner’s court that shall be placed on every final plat and signed prior to recording of the plat documents at the courthouse.

APPROVED this _____ day of _____, 20_____, by the Commissioner’s Court of the COUNTY OF LUBBOCK, TEXAS

APPROVED

COUNTY JUDGE

ATTEST

COUNTY CLERK

(Ordinance 564 adopted 4/5/21)

§ 10.05.006. Required notices for final plats containing lake or flood risk areas.

No Changes were made to this section.

§ 10.05.007. Documents required prior to recording a final plat.

Title changed from Director of Planning and Community Development

- (a) In addition to the final plat document, certain documents shall be provided before a final plat can be recorded. While some documents are required for all plats, others are only required when the circumstances and conditions of the plat require them. The **Director of Development Services** will notify the subdivider of the required documents. Descriptions of certain documents that may be required before a final plat can be recorded are as follows:

LCAD requires a letter during certain periods of time. Began in September of 2023.

- (3) A current tax certificate from the Lubbock Central Appraisal District is required with each final plat showing that all taxes have been paid on the tract to be subdivided and that no delinquent taxes exist against

the property. In addition to a current tax certificate, a letter signed by the Lubbock Central Appraisal District may be required during specific times of the year, stating that current year taxes have not been calculated.

Currently the City is taking on the cost of filing plats. This would transition the cost to developers. They will not be able to file without a letter from the City Manager certifying all requirements have been met.

- (b) When the requirements of this chapter for a final plat have been met and all plat fees, filing fees, engineering fees, and all costs of required improvements detailed in article 10.10 of this chapter have been paid, the final plat will be recorded at the county courthouse. The developer shall be responsible for both the filing of, and the fees associated with the submission of the final plat to the county clerk's office. All original filed documents must be returned to the City of Wolfforth's development department prior to building permit issuance.

New Section- this is for specific plats that meet the following definition: A map or drawing of all or a portion of a subdivision prepared according to the city subdivision regulations by a registered professional land surveyor, that is five (5) acres or less with 4 or less lots and does not include the dedication of a public right-of-way. An amended plat should be considered. Can be approved by the City Manager or their designee.

§ 10.05.008. Short form final plats and replats (minor plat).

(a) Purpose. The provision of adequate data concerning land use, utility requirements, traffic impact, streets, easements and dedications is vital to ensure the continued health, safety and welfare of the city's residents. Recognizing that the significance of this data is reduced for the small-scale projects that are most heavily impacted by the burden of producing this data, the city allows alternate procedures for minor subdivisions or replats, lot splits, and the platting of existing development and of land proposed for site development where public improvements are not required.

(1) Applicants for minor plats creating no more than four new lots may follow the procedure set forth below provided that the proposed subdivision meets all of the following criteria:

- a. The subdivision has been determined to meet all the requirements of the short form final plat.
- b. The subdivision has existing access to a public street and no new dedications are required.
- c. Each of the lots is contiguous with at least one of the other lots in the subdivision for a distance of at least 50 feet.
- d. The City Engineer has determined that no off-site improvements to the city's infrastructure are required.
- e. The City Engineer has determined that no off-site drainage improvements are required.

(2) The Director of Development Services may require the standard final plat procedures outlined in this chapter, if city staff determines that the plat is inconsistent with any element of the master plan, any established city ordinances, codes provisions or policies, or if in the judgement of the Director it is in the best interest of the City to follow standard plat procedures.

(b) Format. The format of the short form final plat shall correspond with the format for final plats as required by this chapter.

(c) Content. The content of the short form final plat shall correspond with the content for final plats as required by this chapter except that:

(1) Construction plans shall be required if any on-site improvements are required for development of the property.

(2) The city may permit omission of any informational requirements that are determined by the city to place an excessive burden on the applicant, including, but not limited to contours, centerlines of existing watercourses, etc.

(d) Procedure. The procedure for review and approval of a short form final plat shall follow the procedure for plats, except that:

(1) The short form final plat may be submitted without approval of a preliminary plat or construction plans provided city staff determines it to be in compliance with the city's master plan and all other regulatory requirements of the city. The plat, prepared by a surveyor and engineer if required, and bearing their seals shall be submitted to the Director of Development Services for approval before recordation of the plat.

(2) Legible prints, as indicated on the application form shall be submitted at least 30 days prior to the next regularly scheduled meeting of the council along with the following:

- a. Completed application forms and the payment of all required fees.
- b. Two copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the plat
- c. A current tax certificate from the Lubbock Central Appraisal District showing that all taxes have been paid on the tract to be subdivided and that no delinquent taxes exist against the property. In addition to a current tax certificate, a letter signed by the Lubbock Central Appraisal District may be required during specific times of the year, stating that current year taxes have not been calculated.
- d. Notification materials as required herein.
- e. A petition requesting annexation, if applicable.
- f. Any attendant documents needed to supplement the information provided on the plat.

(b) Notification. Notification procedures for a short form final plat shall be the same as those identified for the preliminary plat.

(c) Approval. Director of Development Services may approve minor subdivisions without the necessity of submitting the application for consideration by the city Planning and Zoning Commission or requiring the developer to obtain approval of a preliminary plat. If the Director of Development Services determines he/she cannot or does not desire to approve a subdivision that qualifies as a minor subdivision, the application shall be forwarded to the planning and zoning commission for consideration at the next available meeting after proper notice. A subdivision may be considered a minor subdivision if:

(1) For an amended plat as described by V.T.C.A., Local Government Code § 212.016;

- a. The plat or replat consists of four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or

(d) Revision. The revision process of a short form final plat shall be the same as the revision process described for a final plat.

(e) Recordation. The recordation procedures of a short form final plat shall be the same as the procedures for a final plat.

(f) Responsibility. Notwithstanding the approval of any short form final plat by the commission, council or director, the developer and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this chapter shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

**ARTICLE 10.06
PLAT DESIGN STANDARDS**

§ 10.06.001. Street standards.

Change approval to a dedication and with City Council approval, not City Engineer

Language clarification from “may be” on (12)

(10) **The dedication of** half-streets shall be allowed only where essential to the reasonable development of the subdivision, with approval of the **City Council** as provided in section 15.06.004, and where the City Council finds it will be practical to require the dedication of the other half when the adjoining property is subdivided. Wherever a half-street is adjacent to an unsubdivided tract, the other half of the street shall be dedicated when the adjacent tract is platted.

(11) **Half-width paving shall only be allowed when approved by the City Council.** The subdivider shall obtain a working easement from the adjacent landowner for installation of the half-street paving improvements. Approval by the **City Council** shall be required for half-width paving where full width dedication exists.

(12) Dead-end streets **are discouraged, but** may be platted where the city council deems acceptable and where the land adjoins property not subdivided, in which case the streets shall be carried to the boundaries thereof. Barricades and signage will be required for dead-end streets, and such cost will be borne by the subdivider.

§ 10.06.002. Alley standards.

Change from alleys can be platted but not necessarily paved to alleys not required but must be paved.

Original:

(a) General alley provisions. Alleys shall be provided in all zoning districts, except that the city council may approve plats where other definite and assured provision, such as public access easements, is made for service access.

- (1) In residential districts, alleys shall be provided parallel or approximately parallel to the frontage of all streets
- (2) The width of any alley shall be twenty (20) feet. The subdivider shall be responsible for obtaining the full width right-of-way dedication from the adjacent owner(s) if necessary.
- (3) Where two (2) alleys intersect and where an alley intersects a public street, a cut-off of not less than ten (10) feet along each right-of-way line from the normal intersection of those right-of-way lines shall be provided.
- (4) Where an alley has a direction change of fifteen (15) degrees or greater, a cut-off of not less than ten (10) feet by ten (10) feet along the inside right-of-way line from the angle point shall be provided.
- (5) Dead-end alleys shall be avoided where possible, but if unavoidable, shall be provided with turnaround facilities at the dead end as determined by the city council.
- (6) Alleys shall be arranged to assure proper drainage.
- (7) Alleys used for drainage, except those adjacent to residential properties zoned “R-1,” shall be paved to the point of discharge at the nearest paved street, another paved alley or drainage channel.

(b) Paved access alleys. Certain development projects may use rear access. In these cases, consideration must be provided for the primary access and secondary access function being combined on the alley.

When rear access is proposed, the subdivider shall provide:

- (1) A standard twenty-foot alley shall be dedicated that meets the general requirements for alleys in subsection (a).
- (2) Paved access alleys shall be paved with concrete to specifications in the minimum engineering design standards and specification. The paving shall consist of a ten-foot concrete section in the center of the right-of-way. A wider concrete paving cross-section may be installed with approval of the city engineer.
- (3) The subdivider shall ensure the installation of all public utility services and utility service taps to each adjacent lot prior to preparation for and actual paving of the alley. Tap locations shall be properly identified for future location. Every vehicular access to the alley paving shall be paved.
- (4) The following requirements for alleys adjacent to townhouse development shall be met:
 - (A) A ten (10) foot minimum width concrete paved vehicular access easement from the paved alley to the front street shall be provided for each two hundred fifty (250) feet of development. The paved connection to the front street shall be via a standard residential drive approach that is a minimum of 10 feet wide at the property line.
 - (B) The access easements shall be included as a part of each adjacent lot and may only be platted as a separate lot or tract with documentation of perpetual maintenance by a homeowner's association or other similar entity.
 - (C) Maintenance of such access easements shall remain a private responsibility.
 - (D) Each paved vehicular access easement shall have a concrete paved cut-off of not less than ten (10) feet along the paved alley line and the access easement line from the normal intersection of the access easement and the alley paving.

Revision:

- (a) General alley provisions. Alleys will generally not be required in residential areas. In areas where alleys are not specifically required, the inclusion of alleys shall be at the discretion of the Developer, but where alleys are provided, they must comply with paved alley standards.
- (b) Paved access alleys. In cases where rear access is proposed, plans must be provided for the primary and secondary access functions being combined on the alley.
- (c) Commercial access alleys. Service alleys shall be required for non-residential zones. Within commercial areas, requirements for alleys shall be based on intended use and potential for service access.
- (d) When alleys are proposed, the developer shall comply with the following standards:
 - (1) In residential districts, alleys shall be provided parallel or approximately parallel to the frontage of all streets.
 - (2) The width of the alley shall not be less than twenty feet (20'), with a minimum paved width of ten feet (10') with a concrete paving standard.
 - (3) Where two (2) alleys intersect and where an alley intersects a public street, a cut-off of not less than ten (10) feet along each right-of-way line from the normal intersection of those right-of-way lines shall be provided.
 - (4) Where an alley has a direction change of fifteen (15) degrees or greater, a cut-off of not less than ten

(10) feet by ten (10) feet along the inside right-of-way line from the angle point shall be provided and paved.

(5) Dead-end alleys shall be avoided where possible. In cases where a dead-end alley is unavoidable, such alleys, shall be provided with turnaround facilities at the dead end as determined by the City Council.

(6) Alleys shall be arranged to assure proper drainage.

§ 10.06.003. Block standards.

No Changes were made to this section.

§ 10.06.004. Lot standards.

No Changes were made to this section.

§ 10.06.005. Standards for drainage improvements and playa lake cut and fills.

No Changes were made to this section.

**ARTICLE 10.07
PLAYA LAKES DEVELOPMENT AND OWNERSHIP**

§ 10.07.001. Ownership policy.

No Changes were made to this section.

§ 10.07.002. Dedication methods.

Addition: Creates a way to maintain stormwater detention basins or parks.

(d) In order for the city to accept ownership of dedicated or deeded stormwater detention basin or park, the following requirements must be met:

- (1) Over 90% of the subdivided land must be built-out and completed.
- (2) The City Engineer has certified that all stormwater detention basin or park standards have been met.
- (3) The City Engineer has approved all material used for cut and fill.
- (4) A system of funding maintenance and operation should be arranged prior to acceptance. This can be in the form of a PID, HOA, etc.

§ 10.07.003. Standards.

No Changes were made to this section

§ 10.07.004. Development requirements.

No Changes were made to this section

§ 10.07.005. Notifying public of intent for lake area.

No Changes were made to this section

ARTICLE 10.08
PLAYA LAKES CUT AND FILL

§ 10.08.001. Procedures.

Change from 3 to 2 copies- most are digital now.

Title changed from Director of Planning and Community Development

(B) A nonrefundable application fee for reviewing a cut and fill plan shall be set annually in the city’s fee schedule. A fee for the administrative costs of reviewing the cut and fill plan shall be required with the application and paid to the Director of Development Services at the time the application is submitted.

(C) The cut and fill plan shall be distributed to the city staff by the Director of Development Services, and staff will submit conditions for City Council consideration.

(F) The action of the City Council shall be noted and attached to two (2) copies of the cut and fill plan. One set shall be sent to the person who submitted the cut and fill plan, one set shall be provided to the City Engineer, and the other set shall be filed by the planning department.

§ 10.08.002. Requirements and verification.

No Changes were made to this section

ARTICLE 10.09
EXCAVATIONS AND FILLS OUTSIDE OF LAKE AREAS

§ 10.09.001. Procedures.

No Changes were made to this section

§ 10.09.002. Excavations outside of lake areas.

No Changes were made to this section

§ 10.09.003. Fills outside of lake areas.

Clarification on the process and expectations.

Original:

(b) If the city engineer determines that a fill plan should be prepared, such plans shall be submitted for consideration by the city council under the procedure detailed in section 10.08.001.

Revision:

(b) Cut/fill plans shall be submitted to the City Engineer. After the cut/fill plans have been reviewed, the City Engineer may make a recommendation to the City Council for final approval under the procedure detailed in section 10.08.001.

**ARTICLE 10.10
IMPROVEMENTS REQUIRED PRIOR TO ACCEPTANCE OF FINAL PLAT**

§ 10.10.001. Improvements required.

No Changes were made to this section

§ 10.10.002. Monuments.

No Changes were made to this section

§ 10.10.003. Streets.

No Changes were made to this section

§ 10.10.004. Water and sewer.

Clarify from “lines” to “mains”

- (a) Water and sewer **mains** shall be installed to serve all lots within the proposed subdivision under the provisions of chapter 13 of this code and shall be constructed in compliance with the City of Lubbock Minimum Design Standards and Specifications as appended in appendix C of this code under the supervision of the City Engineer.

Addition: Specification on where lines and meters are located.

- (d) The location of the water meter and meter can for water service shall be placed within 10 feet of the side property line and 1 foot from the rear property line. The sewer stub service line shall be placed at the centerline of the lot (+-) 5 feet.

§ 10.10.005. Street lighting.

Due to difficulty getting electrical utilities to install street lighting, evidence must be shown of purchase and no Certificates of Occupancy will be granted until complete.

Original:

(c) The subdivider shall pay the city all costs associated with the purchase and installation of street lights in the proposed subdivision prior to installation of lighting.

Revision:

(c) The subdivider **shall be responsible for** the purchase and installation of street lights in the proposed subdivision prior to installation of lighting. **Street lighting shall be installed and operational prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement with the utility provider and any delay is due to the utility provider. Evidence of agreement is subject to the acceptance of the city.**

§ 10.10.006. Street name signs.

Due to difficulty getting electrical utilities developers are having to wait on street lights first then street signs and traffic signs. Evidence must be shown of purchase and no Certificates of Occupancy will be granted until complete.

Addition:

(c) Street name signs shall be installed prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement with the ~~utility~~ sign provider and any delay is that of the provider, not the subdivider. Evidence of agreement is subject to the acceptance of the city.

§ 10.10.007. Other traffic signs and traffic-control devices.

Due to difficulty getting electrical utilities developers are having to wait on street lights first then street signs and traffic signs. Evidence must be shown of purchase and no Certificates of Occupancy will be granted until complete.

Also, was original one paragraph, and revised to make consistence with the prior two sections.

Original:

The city engineer will specify any other required signs and traffic-control devices, including but not limited to road closure signs and barricades, stop signs, no parking signs, and one-way signs, as part of plat review. Such signs and devices shall be of a style approved by the city and shall be placed in accordance with the state manual on uniform traffic-control devices (TMUTCD). Required devices will be paid for and installed by the subdivider.

Revision:

(a) The city engineer will specify any other required signs and traffic-control devices, including but not limited to road closure signs and barricades, stop signs, no parking signs, and one-way signs, as part of plat review. Such signs and devices shall be of a style approved by the city and shall be placed in accordance with the state manual on uniform traffic-control devices (TMUTCD).

- (b) Required devices will be paid for and installed by the subdivider.
- (c) Other traffic signs and traffic-control devices shall be installed and operational prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement demonstrating a commitment to provide the required devices, and further demonstration that any delay is due to the provider of the required devices and not the subdivider. Evidence of agreement is subject to the acceptance of the city.

§ 10.10.008. Drainage improvements.

No Changes were made to this section

§ 10.10.009. Performance bond in lieu of required improvements.

(a) was revised to include required amounts of completion prior to bond. This is to eliminate developers being granted a bond with minimal work completed.

(b) is an addition due to special circumstances that would require less to be completed. Events such as the Parade of Homes.

(c) “mayor” to “City”

(d) was revised to allow some flexibility in what we use to determine bond amount.

Original:

(a) In lieu of the completion of the required water, sewer, paving, or drainage improvements or completed cut and fill activity and before the final plat is approved and accepted, the subdivider may request the submission of a bond in lieu of the completion of construction of these improvements. At the sole discretion of the city council, the city may allow the submission of a performance bond in lieu of completion of the requested infrastructure.

(b) A performance bond issued by a licensed surety company in the state to the mayor for the purpose of ensuring the construction of the roads and all other infrastructure to be dedicated to the city in said subdivision is required. Said bond shall be in effect until the city has accepted the infrastructure that is subject to the bond. The bond shall be in a form acceptable to the city attorney. The bond shall be in an amount equal to or greater than the estimated cost needed to complete the construction of the required improvement.

(c) The bond shall be accompanied with a copy of the construction contract for the required water, sewer, paving, or drainage improvements and planned cut and fill activity or an estimate provided by the subdivider’s engineer that is approved by the city engineer. The city engineer shall have the authority to require a different bond amount if there is a question or disagreement about the cost necessary to complete the construction of the required improvements. The city engineer shall utilize current bid prices received on city projects or unit prices known on current improvements in other new subdivisions as the basis for requiring a different bond amount.

(d) As a condition of a performance bond or approved substitute collateral, the owner of an approved and accepted subdivision shall execute and complete construction of all infrastructure subject to the bond or substitute collateral in accordance with the specifications herein in no more than one year from the date of approval of the final plat. The performance bond shall remain in full force and effect until all

of the subject infrastructure in such approved and accepted subdivision have been completed to the satisfaction of the city engineer.

Revision:

- (a) In the event of lack of completion of the required improvements, with the intention of initiating the recording of the final plat, the subdivider may request the submission of a bond in lieu of the completion of paving, drainage, and cut and fill activity. Required paving, drainage, and cut and fill activity can be no less than 75% complete as determined by the city engineer in order for this provision to apply. At the sole discretion of the City Council, the city may allow the submission of a performance bond in lieu of completion of requested infrastructure.
- (b) In the circumstance of the Parade of Homes or any other similar event in nature, the 75% completion may be waived by City Council approval.
- (c) A performance bond issued by a licensed surety company in the state to the City for the purpose of ensuring the construction of the roads and all other infrastructure to be dedicated to the city in said subdivision is required. Said bond shall be in effect until the city has accepted the infrastructure that is subject to the bond. The bond shall be in a form acceptable to the City Attorney. The bond shall be in an amount equal to or greater than the estimated cost needed to complete the construction of the required improvement.
- (d) The bond shall be accompanied with a copy of the construction contract for the required paving, or drainage improvements and planned cut and fill activity or an estimate provided by the subdivider's engineer that is approved by the City Engineer. The City Engineer shall have the authority to require a different bond amount if there is a question or disagreement about the cost necessary to complete the construction of the required improvements. The City Engineer shall utilize any data deemed relevant as the basis for requiring a different bond amount.

§ 10.10.010. Withholding improvements and permits until approved.

Addition: Due to supplies on backorder (such as generators) this will allow developers to start on completed parcels of land that the City Engineer deems complete.

- (b) No permits shall be issued by the building official on any piece of property unless water and sewer service is operational as determined by the City Engineer. Further, no permit shall be issued on any parcel other than an original or a resubdivided lot in a duly approved and recorded subdivision, unless an exception has been made under section 10.03.002(b) and until such time as the platted lot or tract is made accessible by way of an all- weather surface. The City Engineer shall have the authority, after reviewing the progress of construction and other relevant matters, to release a portion of the subdivision for building permits.

§ 10.10.011. Maintenance bond.

Clean up of language and requirements

- (a) The owner/developer must file a maintenance bond at the time any infrastructure in the subdivision is presented for dedication to the city. The condition of the maintenance bond shall be that the owner or developer shall guarantee to maintain, to the satisfaction of the city, all of the streets, alleys, and all other infrastructure to be dedicated to the city shown on the accepted and approved subdivision plat, in a good state of repair for a period of one year following the acceptance of such infrastructure

by the city. Bonds shall be in an amount equal to 15 percent of the cost of construction for the approved infrastructure.

- (b) The maintenance bond shall commence on the date the roads or other infrastructure shown on the subdivision plat are accepted by the city and shall remain in full force and effect for a period of one year thereafter. The city will make periodic inspections of approved and accepted roads and other infrastructure, as possible, during the period of liability covered by the maintenance bond. In the event any of such roads or other infrastructure are not being maintained in a good state of repair, the owner will be so advised in writing and if, after reasonable time, the **owner/developer** fails or refuses to maintain the roads, they shall be maintained at the cost and expense of the **owner/developer**.

§ 10.10.012. Traffic impact analysis.

No Changes were made to this section

**ARTICLE 10.11
VARIANCES**

§ 10.11.001. General regulations.

No Changes were made to this section

§ 10.11.002. Conditions.

No Changes were made to this section

§ 10.11.003. Procedures.

No Changes were made to this section

**ARTICLE 10.12
REPLATS**

§ 10.12.001. General regulations.

Removal of a specific amount so that the ordinance does not have to be amended whenever a new feed schedules is approved.

- (c) Each person who wishes to replat a subdivision under this chapter must submit to the city a fee as determined by the **city's Master Fee Schedule** for each replat application.

(Ordinance 588 adopted 2/7/22)

§ 10.12.002. Additional requirements for certain replats.

No Changes were made to this section

ARTICLE 10.01
ANNEXATION PETITION PROCEDURES

§ 10.01.001. Petition in writing.

The owner or owners of any land or territory shall petition in writing to the City Council of the city requesting the annexation of such land or territory, describing the same by metes and bounds, said petition to be duly acknowledged as required for deeds by each and every person or corporation having an interest in said land.
(Ordinance 106 adopted 7/28/80)

§ 10.01.002. Certificate of ownership required.

The owner or owners of such land or territory sought to be incorporated into the city shall provide for the City Council a certificate of ownership designed by a duly licensed attorney or other acceptable written evidence of ownership, showing the ownership of the land to be in every person or corporation requesting annexation.
(Ordinance 106 adopted 7/28/80)

§ 10.01.003. Petitioner responsible for cost of ordinance.

Every person or corporation whose petition for annexation is granted shall cause to be prepared a proper ordinance at the petitioner's sole cost and expense.
(Ordinance 106 adopted 7/28/80)

§ 10.01.004. Petitioner responsible for attorney's fees.

Every person or corporation whose petition for annexation is granted shall pay the full cost of attorney's fees, if any, incurred by the city relating to the review of any annexation ordinance and attorney's fees, and other expense, if any, relating to the resolution of differences or problems, if any, connected with annexation of land into the city.
(Ordinance 106 adopted 7/28/80)

§ 10.01.005. Petitioner responsible for cost of filing.

The person, persons or corporation whose petition for annexation is approved shall pay all cost of filing a certified copy of such ordinance in the office of the county clerk and shall pay all costs incurred by the city for publications.
(Ordinance 106 adopted 7/28/80)

ARTICLE 10.02 GENERAL PROVISIONS

§ 10.02.001. Definition.

For the purpose of this chapter, the following phrases, words, and their derivatives shall be construed as defined in this section. All other words shall have their usual meaning. Whenever a public official is referred to by only the title of his office, such reference shall be construed as if followed by the words “of the city or designee,” unless the context indicates otherwise:

Alley. The word “alley” shall mean any public street or easement, having no official name, which is designed primarily for installation of and access to public utilities and services. The alley shall extend only secondary access to the abutting property unless paved for rear access.

Alley cut-off. A triangular tract of land formed at the intersection of two (2) alleys which provides for vehicle turn movements.

Block face. A tract of land having continuous common street frontage and located on one side of a street between intersecting streets.

Building setback. Building lines (front, rear, and side) are lines located horizontally a minimum distance from and parallel to the corresponding (front, rear, or side) lot line. No portion of a building shall extend over such lines unless provided in chapter 14 (zoning) of this code.

City engineer. A city employee with that position title, who may delegate certain tasks and responsibilities in this chapter to other city staff. In the event the city does not have an employee to fill the position of City Engineer, the Director of Development Services will be responsible to assign projects and tasks under this chapter to an engineer(s) then under contract with the city.

City Park. An area, which may include a playa lake, defined by the parks department as an area providing for open space and associated recreational activities. Dedication of a public park must be accepted by the City Council, and dedicated by warranty deed.

Common ownership. The collective ownership of a property by two or more persons. The property is not held in any one person’s name in particular, but in the names of all the persons.

Comprehensive land use plan. A plan for the long-range development of the city as authorized by the Texas Local Government Code, title 7, chapter 213, as amended.

Cut and fill plan. A plan, requiring approval of the City Council, that indicates excavation and embankment representing the physical changes being made with a playa lake modification, or if outside a playa lake area, excavation and embankment that will affect surface drainage.

Dedication deed or dedicatory certificate. A deed that designates property, usually within a subdivision, with a particular legal description. It also designates the boundaries of land reserved for public use, such as streets or alleys, is signed by the owner(s) and primary lienholder(s) of the property being platted, and identifies easements for particular purposes such as utilities. A plat accompanies and illustrates the legal description and right-of-way dedications from the dedication deed.

Developer. A person who causes land to be divided into a subdivision; for this chapter same as subdivider.

Director of Development Services. The head of the planning, zoning, and community development departments, who has decision-making responsibilities for portions of this chapter.

Drainage design manual. The manual adopted and approved by the city council that establishes requirements for drainage plans, drainage analyses, drainage design, and construction in newly developing or redeveloping areas.

Easement. An easement is the right of the public or an authorized entity or entities to use the land owned by another for a specific purpose.

Engineer. A professional engineer registered or licensed in the state with specialty in civil engineering qualified to perform any engineering work necessary for approval of a plat and design and construction of subdivision improvements.

Excavation plan. A plan, requiring approval of the City Council, for any cuts that resemble a mining operation or create a pit. Any cut exceeding six (6) feet in depth shall be submitted to the city engineer, who shall determine if an excavation plan is required.

Extraterritorial jurisdiction (ETJ). The unincorporated area, not part of any other city, which is contiguous to the corporate limits of any city as defined in the Texas Local Government Code, title 2, chapter 42, as amended.

Flood insurance rate map (FIRM). An official map of a community on which the federal emergency management agency has delineated both the areas of special flood hazard areas and other flood areas and the risk premium zones applicable to the community.

Good state of repair. A structure that has been determined to be structurally sound and in working order and is in a condition not requiring significant repair.

Lake area. That part of any stormwater lake area within the corporate limits or in the extraterritorial jurisdiction of the city, the perimeter of which has been established by the city engineer at substantially the predicted peak water elevation. The lake area can either reside in its natural state or be modified through a cut and fill plan.

Lot, double frontage. A lot with frontage on two parallel streets, with vehicular access normally restricted to only one of the streets.

Lot or tract. A parcel of land under single or common ownership having access to a street or public access easement that has access to a street. Such parcel of land is designated as a separate and distinct lot or tract and is identified in a duly approved subdivision plat of record.

Master drainage plan. That plan adopted and approved by the City Council that establishes an estimated peak water surface elevation for playa lakes and rates of overflow between lakes for certain areas studied within the corporate limits of the city and certain areas within the city's extraterritorial jurisdiction.

Minor Plat. A map or drawing of all or a portion of a subdivision prepared according to the city subdivision regulations by a registered professional land surveyor, that is five (5) acres or less with 4 or less lots and does not include the dedication of a public right-of-way. An amended plat should be considered. Can be approved by the City Manager or their designee.

Parkway. That part of the public street right-of-way between the private property line and the back of curb, edge of strip street pavement, or edge of any improved and maintained street surface.

Planning and zoning commission. The City Council appointed commission that advises the City Council regarding zone changes and other matters that affect the growth and development of the community.

Plat, final. A map or drawing of all or a portion of a subdivision prepared according to the city subdivision regulations by a registered professional surveyor, approved by the City Council or other authority and filed in the county clerk's office as a legal designation. Final plat includes a replat.

Plat, preliminary. The conceptual design, presented as a drawing, for a proposed subdivision which serves as a working instrument for review and approval or denial by the City Council. Required changes are noted within the acceptance or rejection of the plat by the city council. Each preliminary plat shall contain all contiguous property under single or common ownership and include topographic information.

Playa or playa lake. Any of several naturally occurring broad, shallow, roughly circular depressions of varying sizes and depths that serve as natural detention basins for stormwater flows within the city or its extraterritorial jurisdiction (ETJ). (See lake area.)

Predicted peak water elevation. The 100-year or 500-year water surface elevation of a lake as determined by procedures outlined in the drainage criteria manual.

Public works engineering design standards and specifications. The design standards and construction specifications issued by the public works engineering department for water, sewer, storm sewer, and street paving improvements.

Replat. A final plat which relocates lot boundaries of existing platted lots, meeting the same requirements as a plat.

Shall, may. The word “shall” shall be deemed as mandatory; the word “may” shall be deemed as permissive.

Stormwater detention basin. An area dedicated for the primary use of stormwater impoundment. Undeveloped open space activities may also exist. Stormwater detention basins may be under public or private ownership.

Street. A dedicated public way primarily used for vehicular or pedestrian traffic as access to abutting properties or for other public uses such as allowed utility facilities. Cross-sections of the different types of streets are found in the public works engineering design standards and specifications.

Street access. Each platted lot or tract within the city shall front on a public street or, when approved by the city council, may front onto a public access easement or private street that has access to a public street.

Street, centerline offset. Distance between the centerlines of streets intersecting a common street.

Street, collector. Collector streets are those which transfer traffic from residential streets to thoroughfare streets (C-1 on thoroughfare plan).

Street, expressway. See “street, freeway.”

Street, freeway. A major divided highway designed for high-speed travel, having few or no intersections and frontage roads with limited access to the main lanes (F on the thoroughfare plan). Also referred to as “expressway” in some portions of this code.

Street, industrial. Industrial streets are those which provide for safe and efficient travel of heavy industrial traffic from industrial areas to the major traffic system of thoroughfares and highways, including the principal entrance streets and streets for circulation in the industrial areas (I on the thoroughfare plan).

Street, private. A privately owned access easement, platted as a separate lot, that is not maintained by the city or any other public entity, that may or may not be open to the public, but provides access for emergency vehicles.

Street, residential. Residential streets are those which are used primarily for access to the abutting properties, generally within residential areas (R-1 on thoroughfare plan).

Street, thoroughfare streets or highways. Thoroughfare streets are the major streets of the city traffic system. The thoroughfare is used primarily for fast and/or heavy traffic moving in large volumes at moderate speed on long intercity or intracity trips (T-1 or T-2 on the thoroughfare plan).

Subdivider. A person who causes land to be divided into a subdivision, for this chapter same as developer.

Subdivision. The division of a tract of land within the corporate limits, or within the extraterritorial jurisdiction of the city, into two (2) or more parts for the purpose of laying out any division of any tract of land or any addition to the city, or for laying out suburban lots or building lots or any lots and streets, alleys, or parks or other portions intended for public use, or the use of purchasers or owners of lots fronting thereon or adjacent to the streets, alleys, and parks. The term “resubdivision” and “addition” shall be included within this definition.

Surveyor. A registered professional land surveyor licensed to perform land surveying in the state.

Thoroughfare plan. A general plan adopted by ordinance by the city council for the public roads, streets, and highways within the corporate limits or in the extraterritorial jurisdiction of the city that designates the type and width of major streets.

(Ordinance 564 adopted 4/5/21)

§ 10.02.002. Title, statement of policy and requirement to plat.

- (a) Title. This chapter shall be known as and may be cited as “subdivision regulations.”
- (b) Statement of policy. Texas law allows cities to coordinate the platting, replatting and conversion of raw land into subdivisions, including streets, alleys, and development parcels. This process, also known as platting, has long-range impact on the development of the city. These regulations are formulated to serve the needs of all

public and private interests within the city and surrounding areas. Citizens are entitled to live in a city healthy and safe development patterns. The development sector should be free to create that environment in a positive business atmosphere and accept the public responsibility of his or her profession. The following regulations include not only protection for the subdivider's needs, but also the wants and needs of city citizens in the future.

- (c) Requirement to plat. The owner or owners of a tract of land within the corporate limits or in the extraterritorial jurisdiction of the city who divides the land in two or more parts must have a plat of the subdivision prepared in accordance with the Texas Local Government Code, title 7, chapter 212.004, as amended. Plats within the extraterritorial jurisdiction of the city will also come under the authority, review, and approval of the Lubbock County Commissioners Court.

(Ordinance 564 adopted 4/5/21)

§ 10.02.003. Enforcement.

- (a) The **Director of Development Services** shall administer and enforce this chapter unless such duties are otherwise delegated by the City Manager.
- (b) Any person, landowner, building owner, or occupant of any land within the corporate limits or in the extraterritorial jurisdiction of the city who shall violate any of the provisions of this chapter, or shall fail to comply with any of the provisions of this chapter, or who shall violate any statement or plan approved hereunder shall be guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not to exceed five hundred dollars (\$500.00). Each day such violation is committed or is permitted to continue shall constitute a separate offense. In addition to this remedy, the director of planning and community development may institute on behalf of the city any appropriate action or proceeding to prevent any violation of this chapter.

(Ordinance 564 adopted 4/5/21)

**ARTICLE 10.03
PLAT PROCEDURES**

§ 10.03.001. Development coordination.

- (a) Subdividers are required to meet with city staff prior to submittal of subdivision plats and cut and fill plans. A meeting with the county public works director is suggested for extraterritorial jurisdiction plats, as county development standards may differ from the city standards in this chapter.
- (b) **The Director of Development Services** shall receive plats, cut and fill plans, communicate staff comments and direct subdividers to specific departments when questions exist.
- (c) City staff shall work with any subdivider to provide appropriate recommendations and advice for the preparation of subdivision plats.
- (d) The subdivider shall coordinate with the city engineer concerning drainage issues.
- (e) The subdivider shall bear responsibility for timely submission of subdivision plats or cut and fill plans which meet all requirements of this code. Submittal of required materials well in advance of deadlines will allow sufficient time for recommendations by staff to be considered by the subdivider.
- (f) Because all plats within the city and the city's extraterritorial jurisdiction become a part of total development, the subdivider should consider not only the area within the plat, but also the conditions of the abutting property and the interest of adjacent property owners.
- (g) Areas within the corporate limits or in the extraterritorial jurisdiction of the city subject to flood conditions, as established by the City Engineer pursuant to the city's drainage design manual and master drainage plan or the flood insurance study of the city prepared by the Federal Emergency Management Agency (FEMA), shall not be considered for final plat until provisions for drainage are made and/or cut and fill plans have been approved by the city council.

(Ordinance 564 adopted 4/5/21)

§ 10.03.002. Requirements for building permit.

- (a) Generally, building permits will be issued only on whole lots and tracts illustrated on recorded subdivision plats unless an exception is provided by city council policy or by this code.
- (b) A building permit shall not be issued on a platted lot or tract, or any portion authorized under the procedure in subsections (b) and (c), until such time as water and sanitary sewer service has been installed and is operational as determined by the City Engineer or an exception is allowed by section 10.10.004(b) and the platted lot or tract is made accessible **by way of completed streets and alleys.**

(Ordinance 564 adopted 4/5/21)

ARTICLE 10.04
PRELIMINARY PLAT

§ 10.04.001. Procedures for submittal and review.

- (a) The preliminary plat, including a preliminary drainage plan and map prepared in accordance with this code and the drainage design manual, shall be prepared by a surveyor or engineer and shall be presented to the planning department in compliance with stated schedules and filing deadlines issued from the City Council.
- (b) **Two (2)** copies of the preliminary plat and an electronic portable document format (.pdf) file shall be submitted to the **Director of Development Services** together with an application and processing fee. A nonrefundable application fee for reviewing a preliminary plat shall be set annually in the city's fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the **Director of Development Services** at the time the application is submitted.
 - (1) **Preliminary plats shall be deemed filed when the City receives all the documents and other information required by the City in its development list.**
- (c) Preliminary plats shall not be placed on the City Council agenda for consideration unless the plat and other required documents are received by the **Director of Development Services** before the stated filing deadline and meet the following requirements:
 - (1) The following notice shall be printed on the face of each preliminary plat submitted: "Preliminary plat - for inspection purposes only and in no way official or approved for recording purposes."
 - (2) Plat sheet sizes will be a minimum of eleven (11) by seventeen (17) inches to accommodate the following minimum map scales, however, one dimension of the plat sheet may not exceed thirty-six (36) inches:
 - (A) One acre or less - Plat shall be submitted with a scale of one (1) inch per fifty (50) feet.
 - (B) 1.01 acres to 160 acres - Plat shall be submitted with a scale of one (1) inch per one hundred (100) feet.
 - (C) More than 160 acres - Plat may be submitted with a scale of one (1) inch per one hundred (100) feet or one (1) inch per two hundred (200) feet.
 - (D) Alternate plat scales may be approved by the Director of Development Services.
 - (3) All unsubdivided contiguous land under single or common ownership shall be included in the preliminary plat.
 - (4) Scale, north arrow, date, exact acreage, and other pertinent data.
 - (5) Property owner's name, address, and telephone number.
 - (6) Accurate one-foot interval contours according to NAD83/NAVD88 datum or subsequent established United States Geodetic Survey data adopted by the city. The face of the preliminary plat must indicate the source, datum, and date of creation for the contour data.
 - (7) Boundary lines, bearings, and distances sufficient to locate the exact area proposed for subdivision.
 - (8) The name and location of all adjoining subdivisions shall be drawn to the same scale and shown in dashed lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets and alleys and other features that may influence the layout and development of the proposed subdivision. Adjacent unplatted land shall show property lines and owners of record. If the adjacent land has a current approved preliminary plat, it shall be shown on the proposed preliminary plat.
 - (9) The location and width of all streets, alleys, public and private easements, and right-of-way existing or

proposed within the subdivision limits, along with the proposed names of streets. A restriction prohibiting the fencing of any easement shall be stated on the face of the plat, unless otherwise provided by this code or approved by the affected user of the easement.

- (10) The location of proposed closures of existing streets, alleys, easements, and rights-of-way.
 - (11) The known location of all existing property lines within the area proposed for subdivision.
 - (12) Proposed arrangement of lots. All lots shall be numbered consecutively from one to the total number of lots in the subdivision. Tracts, if any, shall be lettered in alphabetical order.
 - (13) The title of the proposed subdivision, the name of the owner with sufficient data to show ownership and the name of the person platting the tract. The proposed title shall not conflict with any previous subdivision name.
 - (14) Lake areas, if any, shall conform to the requirements of articles 10.07 and 10.08 of this chapter.
 - (15) Sites proposed for stormwater drainage and impoundment easements, parks or other property owned by the city or any other governmental entity shall contain no blanket or specific utility easement until approved by the city engineer or authorized representative of other governmental entities.
 - (16) A preliminary drainage plan and map that meets the requirements of the drainage design manual of the city.
 - (17) Delay of water, sewer, or paving may be requested, subject to the requirements of this code.
 - (18) The location of all existing water wells on the property.
- (d) Following staff review of the preliminary plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the Planning and Zoning Commission shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall recommend approval, approval with conditions, or disapproval a plat to the City Council.
 - (e) Following Planning and Zoning Commission review of the preliminary plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the City Council shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall approve, approve with conditions, or disapprove a plat.
 - (f) The City Council shall express its decision in writing and include such action in the commission minutes. In granting conditional approval, the City Council shall include the conditions, if any, of such approval in its decision. If the City Council does not approve a plat, it shall express its disapproval and shall include its reasons for not approving the plat in its decision.
 - (g) The City Council has the authority to require a corrected or amended preliminary plat subsequent to the first approval. For each proposed plat or reapproval, the City Council shall receive staff recommendation as to the need for a corrected preliminary plat. When a corrected or amended plat is required by the council, review will follow the procedures set forth in this section.

(Ordinance 564 adopted 4/5/21; Ordinance 574 adopted 8/30/21)

§ 10.04.002. Procedures for plat renewal.

- (a) Preliminary plats, including portions of any preliminary plat not having been filed as a final plat, require annual renewal (one year from approval date) to continue as an approved preliminary plat. Before the time for renewal, the Director of Development Services will review the preliminary plat and notify the subdivider of options for renewal.
- (b) Review by the Director of Development Services may determine that existing conditions and the preliminary

plat are compatible, requiring no formal action by the City Council. With such determination, the subdivider may choose to renew the preliminary plat or allow it to expire.

If the subdivider indicates a desire to renew the plat for another year and pays the plat renewal fee, the plat shall continue under the original stated conditions until the next annual review.

- (1) If the subdivider chooses not to renew the plat, or does not respond to the notification by the **Director of Development Services**, the preliminary plat will expire.
- (c) Should the **Director of Development Services** determine that conditions have changed to the extent that the preliminary plat requires revision, automatic renewal shall be denied.
- (1) Notification of denial shall be sent to the subdivider specifying the following:
 - (A) Reasons why the plat renewal was denied.
 - (B) Valid previous conditions and additional recommendations for amendment or correction.
 - (C) The applicable fees, filing deadline, and meeting date of the City Council when the review shall occur should the applicant choose to renew the plat.
 - (2) If the subdivider chooses to renew the plat, review will follow the procedures set forth in section 10.04.001, including review by the City Council.
 - (3) If the subdivider chooses not to renew the plat, or does not respond to the notification by the **Director of Development Services**, the preliminary plat will expire.
- (d) A nonrefundable application fee for automatic renewal of a plat or review of a plat that has been denied automatic renewal shall be set annually in the city's fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the **Director of Development Services** at the time the application is submitted. If such fee is not received, the preliminary plat will expire.

(Ordinance 564 adopted 4/5/21)

ARTICLE 10.05
FINAL PLATS

§ 10.05.001. Procedures for submittal and review of final plats.

- (a) The final plat shall conform to the approved preliminary plat, and may constitute only a portion of the approved preliminary plat provided that such portions conform to all requirements of these regulations. The final plat shall contain right-of-way dedication for all internal and perimeter streets and alleys within the portion proposed for final plat as shown on the approved preliminary plat.
- (b) Any streets, alleys, or easements dedicated to the public within the proposed final plat boundaries that are proposed for closure must be closed by ordinance before the final plat can be recorded. These closures shall not be indicated on the final plat. The procedure for right-of-way closure is as follows:
 - (1) Application for closure.
 - (2) Preparation of final plat or replat and indicating closed right-of-way.
 - (3) Council approval of closure.
 - (4) File closure ordinance.
 - (5) Final plat recorded.
- (c) Within three hundred sixty-five (365) days after approval of the preliminary plat, a final plat shall be prepared as specified in this chapter and submitted to the planning department; otherwise, such preliminary plat approval shall become null and void, unless renewal has been granted according to the procedures set forth in section 10.04.002.
- (d) Following staff review of the final plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the Planning and Zoning Commission shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall recommend approval, approval with conditions, or disapproval a plat to the City Council.
- (e) Final plats shall be deemed filed when the City receives all the documents and other information required by the City in its development list.
- (f) Final plats shall be deemed filed when the City receives all the documents and other information required by the City in its development list.
- (g) Plats shall not be distributed for review unless the plat and other required documents are received by the **Director of Development Services** and such documents meet the requirements of this article. Required submittals are as follows:
 - (1) **Two (2)** paper copies and an electronic portable document format (.pdf) file of the final plat. The following statement shall be printed on the face of each final plat submitted for review: "Final plat - for inspection purposes only and in no way official or approved for recording. Release date: (insert date of release)."
 - (2) One (1) copy and an electronic portable document format (.pdf) file of the final drainage analysis and plan, if required.
 - (3) One (1) copy and an electronic portable document format (.pdf) file of the cut and fill plan, if required.
 - (4) Any supplementary materials required for approval.
- (h) A nonrefundable application fee for reviewing a final plat shall be set annually in the city's fee schedule. A

fee for the administrative costs of processing the application shall be required with the application and be paid to the **Director of Development Services** at the time the application is submitted.

(Ordinance 564 adopted 4/5/21)

§ 10.05.002. Engineering procedures for final plats.

- (a) The proponent of a final plat shall secure the services of an engineer to perform the engineering work necessary for public facilities. The engineer shall prepare plans, specifications, and estimates for water, sewer, street, and drainage improvements. The city will perform testing and inspection of the improvements during construction. An engineer shall also prepare any necessary cut and fill plans.
- (a) Engineering shall be in accordance with the provisions of this code. Upon payment of review fees established in the city's fee schedule, the City Engineer shall review plans, specifications, and estimates prepared by the proponent's engineer in a timely manner.
- (b) The City Engineer shall express written approval or disapproval of such plans, specifications, or estimates and shall state the conditions, if any, of such approval or disapproval.
- (c) No final plat shall contain a utility easement within any stormwater drainage and impoundment easements, city park, or other city property without prior written approval of the city engineer.
- (d) Fees for testing and inspection of required improvements, as established in the city's fee schedule, **until such time as all public facilities are accepted by the City Engineer.**
- (e) Prior to recording of a final plat, the subdivider shall have caused the construction of the public improvements required in article 10.10 to the satisfaction of the City Engineer, or shall obtain a performance bond in lieu of required improvements in accordance with the provisions of section 10.10.009.

(Ordinance 564 adopted 4/5/21)

§ 10.05.003. Final plat survey and control.

- (a) The survey for a final plat shall be prepared only by a surveyor.
- (b) The final plat dimensional control shall be in units of U.S. survey feet to the nearest one-hundredth of a foot. Directional control shall be shown as bearings to the nearest arc second. The description of the methodology used and the source, datum, and date of creation of the relevant points must be included on the face of the plat. Control for a final plat shall be established by one of the following methods:
 - (1) The final plat may be tied by survey to adjacent section corners and lines; or
 - (2) When the approved subdivision abuts or is adjacent to an existing recorded plat of the city, the final plat may be tied by survey to such existing plat.
- (c) The final plat shall include horizontal coordinates on at least two of the boundary corners relative to the Texas Coordinate System of 1983, North Central Zone datum as described in Texas Natural Resources Code, title 2, chapter 21, as amended, or subsequently established United States Geodetic Survey data adopted by the city.

(Ordinance 564 adopted 4/5/21)

§ 10.05.004. Final plat requirements.

- (a) To initiate the final plat approval process, **two (2)** reproducible copies on high-quality bond paper and an electronic portable document format (.pdf) file of the final plat shall be submitted to the Director of Development Services. One (1) additional copy must be submitted for plats in the extraterritorial jurisdiction. If necessary, the plat may be on several sheets, with a cover sheet containing an index showing the entire subdivision. One (1) electronic dwg or shp file drawn to scale and geolocated in NAD83 Texas State Planes, North Central Zone, US Survey Foot submitted to the **Director of Development Services.**
- (b) Plat sheet sizes will be between eleven (11) by seventeen (17) inches and twenty-four (24) inches by thirty-six

(36) inches to accommodate the following minimum map scales:

- (1) One acre or less - Plat shall be submitted with a scale of one (1) inch per fifty (50) feet.
- (2) More than one acre - Plat shall be submitted with a scale of one (1) inch per one hundred (100) feet.
- (c) If changed circumstances exist, **the Director of Development Services** may require the submission of an updated final plat document prior to filing.
- (d) The final plat shall incorporate all preliminary plat information and conditions approved by the City Council and shall clearly illustrate the following:
 - (1) The plat boundary and the exact acreage included in that boundary.
 - (2) Title or name of the plat. If a lot or tract is replatted, all land in the original lot(s) or tract(s) must be replatted in order to retain the original plat name. A replat cannot “orphan” a part of a lot.
 - (3) The map scale, horizontal datum, north arrow and date.
 - (4) Reference by name to recorded plats of adjacent and abutting properties.
 - (5) Boundary lines of all lots, tracts, and parcels with accurate dimensions, bearings, radii, chord distances, and central angles of all curve segments, for all total curves.
 - (6) Numbers and letters to identify each lot or tract.
 - (A) Lots shall be numbered consecutively from one to the total number of lots in the subdivision. Tracts shall be lettered in alphabetical order. Such designation will be continuous in the order that final plats of portions of a preliminary plat are recorded with the county clerk.
 - (B) Replatted lots will be designated alphanumerically (e.g. Lot 1-A), and further subdivision will alternate numbers and letters (e.g. Lot 1-A-1, lot 1-A-1-A). The same alternating method will be used for tracts (e.g. Tract A-1, tract A-1-A, tract A-1-A-1).
 - (7) All street and alley rights-of-way and easements will be shown on the plat and the purpose and restrictions of use of such easement indicated.
 - (A) Accurate location, dimensions, bearings, radii, chord distances, and central angles of all curve segments, for all total curves, shall be provided to readily establish location of rights-of-way and easements. Location of points of intersection and points of tangency of street intersections other than right angle intersections shall be indicated.
 - (B) A key of abbreviations for easement types shall be included on the plat.
 - (C) Legal references shall be provided for all previous dedications and easements.
 - (8) Name of each street and width of streets, alleys, and other right-of-way.
 - (9) All platted lots and tracts shall provide for collection of garbage consistent with article 6.02 of this code unless alternatives are approved by the city council.
 - (10) All plats must show locations for centralized mail receiving areas.
(Ordinance 564 adopted 4/5/21; Ordinance 574 adopted 8/30/21)

§ 10.05.005. Required notices on final plats.

- (a) The following surveyor’s certificate shall be placed on every final plat and signed by the surveyor prior to submission to the planning department:

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the _____ and that the corner monuments and/or other control shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the city.

- (b) The following certificate of approval by the city council shall be placed on every final plat and signed prior to recording of the plat documents at the courthouse:

Approved this _____ day of _____, 20 _____, by the city council of the city.

APPROVED

Mayor

ATTEST

Secretary

- (c) The following notices shall be stated on the face of every plat:

- (1) "Heavy lines indicate plat limits."
- (2) "All streets, alleys, and easements within plat limits are herein dedicated unless noted otherwise."
- (3) "No building permit shall be issued on any survey certificate that is not in accordance with an approved final plat unless exception is provided by the city council policy or by the city code of ordinances."
- (4) "All utility service shall be in accordance with the underground utilities policy statement by the city council of the city and the provisions of section 15.08.095 of the city code of ordinances."
- (5) "Any relocation or revision of existing facilities shall be at the subdivider's expense. Compensation shall be made prior to the recording of this final plat."
- (6) "All existing or proposed utility services to and on tracts indicated by this plat shall be contained in the public right-of-way and public or private utility easements. Utility service installation requested at a future date and not within an easement indicated by this plat, shall be within a proper utility easement granted by the owner of said property by separate recorded instrument prior to the provision of such service. Such easements shall be at the expense of the entity requesting such installation."
- (7) "All easements herein granted shall entitle the city or the utility company using such easements to the right to remove, repair or replace any lines, pipes, conduits, or poles within such easements as may be determined by the city or utility company without the city or utility company being responsible or liable for the replacement of improvements, paving, or surfacing of the easement necessitated by such repair, removal, or replacement. Easements designated or intended for vehicular passage (utility and emergency) or pedestrian access shall not be fenced or otherwise obstructed."
- (8) "Any easements or rights-of-way shown as 'to be dedicated by separate instrument' are shown on the plat for information purposes only. This plat does not dedicate said easements."
- (9) "Minimum floor elevations shall conform to the requirements of the city drainage design manual and section 3.09.020 of the city code of ordinances."

- (d) The following notices shall be stated on the face of the plat when they apply to that particular plat:

- (1) Any notices required in section 10.05.006 for lake or flood hazard areas.
- (2) "Blanket solid waste collection easement as required for service [within the plat limits or insert specific lot or tract designation] is herein granted."
- (3) "Blanket [insert 'underground' if applicable] utility easement as required for service [within the plat limits or insert specific lot or tract designation] is herein granted to [insert name of public, private or

franchise utility or certificated service provider of telecommunications].”

- (4) “Public pedestrian access easement is herein granted for persons traversing along the public parkway and needing to enter onto private property for the purpose of crossing a driveway. The easement is limited to those portions of the as-constructed driveways and walks which may extend outside public right-of-way onto private property and are constructed for the continuance of the accessible routes across the back of the driveway. This easement applies to existing and any future drive entrances as constructed.”
- (5) Plats in the city’s extraterritorial jurisdiction shall include a certificate of approval by the County Commissioner’s court that shall be placed on every final plat and signed prior to recording of the plat documents at the courthouse.

APPROVED this _____ day of _____, 20_____, by the Commissioner’s Court of the COUNTY OF LUBBOCK, TEXAS

APPROVED

COUNTY JUDGE

ATTEST

COUNTY CLERK

(Ordinance 564 adopted 4/5/21)

§ 10.05.006. Required notices for final plats containing lake or flood risk areas.

- (a) When any portion of a proposed plat contains a lake or other flood risk area identified on the federal emergency management agency flood hazard maps, the following notice shall be printed on the face of the final plat:

“Either all or a portion of this surveyed property lies within a ‘special flood hazard boundary.’ These boundaries are established by the federal emergency management agency, not this surveyor. Flood hazard maps are on file at city hall, Wolfforth, Texas and are open for public inspection.”

- (b) If any portion of a lake area is included in a proposed final plat, such areas shall be designated as a stormwater drainage and impoundment easement.

(Ordinance 564 adopted 4/5/21)

§ 10.05.007. Documents required prior to recording a final plat.

- (a) In addition to the final plat document, certain documents shall be provided before a final plat can be recorded. While some documents are required for all plats, others are only required when the circumstances and conditions of the plat require them. The **Director of Development Services** will notify the subdivider of the required documents. Descriptions of certain documents that may be required before a final plat can be recorded are as follows:

- (1) A dedication deed or dedicatory certificate executed by all persons, firms or corporations owning an interest in the property subdivided and platted and acknowledged in the manner prescribed by the laws of the state for conveyances of real property shall be submitted for each final plat. Two (2) true copies shall be furnished with the original. The dedication deed shall include the following information:

- (A) The spouses of any married party executing such dedication deed shall join with their spouses therein unless satisfactory proof be provided showing that the property to be subdivided is the sole

and separate property of the spouse signing such deed and that such property does not constitute any portion of such party's homestead, in which case the instrument of dedication shall state the fact that the property subdivided and platted does not constitute a part of such party's homestead and positively designates and identifies such party's actual homestead.

- (B) Lienholder shall execute a subordination agreement subordinating their liens or enter into the dedication or granting, if any, of all public streets, alleys, parks, public easements, and any other public areas shown on the plat of such subdivision as being set aside for public uses and purposes.
- (C) The dedication deed shall, in addition to the above requirements, contain the following:
 - (i) An accurate description of the tract of land subdivided.
 - (ii) A statement and express representation that the parties joining in such dedication deed are the sole owners of such tract of land.
 - (iii) An express dedication, if any, to the public for public use forever of any streets, alleys, rights-of-way, stormwater drainage and impoundment easements, parks, public easements or other public places shown on the plat.
 - (iv) A positive reference and identification of the plat of such subdivision by the name of such subdivision, date of plat, and name of surveyor preparing the plat.
- (2) A certificate of ownership statement prepared by a qualified attorney or title insurance company licensed to do business in the state shall be submitted with each final plat certifying that the title to the property has been examined and naming all owners and lienholders of said tract of land.
- (3) A current tax certificate from the Lubbock Central Appraisal District is required with each final plat showing that all taxes have been paid on the tract to be subdivided and that no delinquent taxes exist against the property. **In addition to a current tax certificate, a letter signed by the Lubbock Central Appraisal District may be required during specific times of the year, stating that current year taxes have not been calculated.**
- (4) As-built plans or drawings bearing the seal of an engineer of any required water, sewer, paving, and drainage improvements as approved by the City Engineer and constructed in conformance with chapters 13 and 15 of this code, or a bond in lieu of required improvements in accordance with the provisions of section 10.10.009.
- (5) If required, a final drainage plan and analysis that meets the requirements of the drainage criteria manual and master drainage plan and has been approved by the City Engineer.
- (6) If required, as-built cut and fill plan prepared by the subdivider's engineer or surveyor, or a bond in lieu of required improvements in accordance with the provisions of section 10.10.009.
- (7) Such other ordinances, protective covenants, certificates, affidavits, endorsements, dedications, and closures and abandonments as may be required for the enforcement of these regulations shall be provided as a separate instrument to be recorded with the plat. Other plat associated documents, such as subdivision deed restrictions, may be recorded with the plat if the subdivider chooses.
- (b) When the requirements of this chapter for a final plat have been met and all plat fees, filing fees, engineering fees, and all costs of required improvements detailed in article 10.10 of this chapter have been paid, the final plat will be recorded at the county courthouse. The developer shall be responsible for both the filing of, and the fees associated with the submission of the final plat to the county clerk's office. All original filed documents must be returned to the City of Wolforth's development department prior to building permit issuance.

(Ordinance 564 adopted 4/5/21; Ordinance 574 adopted 8/30/21)

§ 10.05.008. Short form final plats and replats (minor plat).

(a) Purpose. The provision of adequate data concerning land use, utility requirements, traffic impact, streets, easements and dedications is vital to ensure the continued health, safety and welfare of the city's residents. Recognizing that the significance of this data is reduced for the small-scale projects that are most heavily impacted by the burden of producing this data, the city allows alternate procedures for minor subdivisions or replats, lot splits, and the platting of existing development and of land proposed for site development where public improvements are not required.

(1) Applicants for minor plats creating no more than four new lots may follow the procedure set forth below provided that the proposed subdivision meets all of the following criteria:

- a. The subdivision has been determined to meet all the requirements of the short form final plat.
- b. The subdivision has existing access to a public street and no new dedications are required.
- c. Each of the lots is contiguous with at least one of the other lots in the subdivision for a distance of at least 50 feet.
- d. The City Engineer has determined that no off-site improvements to the city's infrastructure are required.
- e. The City Engineer has determined that no off-site drainage improvements are required.

(2) The Director of Development Services may require the standard final plat procedures outlined in this chapter, if city staff determines that the plat is inconsistent with any element of the master plan, any established city ordinances, codes provisions or policies, or if in the judgement of the Director it is in the best interest of the City to follow standard plat procedures.

(b) Format. The format of the short form final plat shall correspond with the format for final plats as required by this chapter.

(c) Content. The content of the short form final plat shall correspond with the content for final plats as required by this chapter except that:

- (1) Construction plans shall be required if any on-site improvements are required for development of the property.
- (2) The city may permit omission of any informational requirements that are determined by the city to place an excessive burden on the applicant, including, but not limited to contours, centerlines of existing watercourses, etc.

(d) Procedure. The procedure for review and approval of a short form final plat shall follow the procedure for final plats, except that:

- (1) The short form final plat may be submitted without approval of a preliminary plat or construction plans provided city staff determines it to be in compliance with the city's master plan and all other regulatory requirements of the city. The plat, prepared by a surveyor and engineer if required, and bearing their seals shall be submitted to the Director of Development Services for approval before recordation of the plat.
- (2) Legible prints, as indicated on the application form shall be submitted at least 30 days prior to the next regularly scheduled meeting of the council along with the following:
 - a. Completed application forms and the payment of all required fees.
 - b. Two copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the plat

c. A current tax certificate from the Lubbock Central Appraisal District showing that all taxes been paid on the tract to be subdivided and that no delinquent taxes exist against the property. In addition to a current tax certificate, a letter signed by the Lubbock Central Appraisal District may be required during specific times of the year, stating that current year taxes have not been calculated.

d. Notification materials as required herein.

e. A petition requesting annexation, if applicable.

f. Any attendant documents needed to supplement the information provided on the plat.

- (e) Notification. Notification procedures for a short form final plat shall be the same as those identified for the preliminary plat.
- (f) Approval. Director of Development Services may approve minor subdivisions without the necessity of submitting the application for consideration by the city Planning and Zoning Commission or requiring the developer to obtain approval of a preliminary plat. If the Director of Development Services determines he/she cannot or does not desire to approve a subdivision that qualifies as a minor subdivision, the application shall be forwarded to the planning and zoning commission for consideration at the next available meeting after proper notice. A subdivision may be considered a minor subdivision if:
- (1) For an amended plat as described by V.T.C.A., Local Government Code § 212.016;
 - a. The plat or replat consists of four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or
- (g) Revision. The revision process of a short form final plat shall be the same as the revision process described for a final plat.
- (h) Recordation. The recordation procedures of a short form final plat shall be the same as the procedures for a final plat.
- (i) Responsibility. Notwithstanding the approval of any short form final plat by the commission, council or director, the developer and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this chapter shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

ARTICLE 10.06
PLAT DESIGN STANDARDS

§ 10.06.001. Street standards.

- (a) Streets serve several major functions, including traffic and pedestrian movement and drainage. The subdivider shall consider the impact of any proposed development on each of these functions:
- (1) The arrangement, character, extent, width, grade, and location of all streets shall conform to the thoroughfare plan and other master plans of the city. The proposed streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets.
 - (2) Where such is not shown on the thoroughfare plan, the arrangement of streets in a subdivision shall either:
 - (A) Provide for the continuation of appropriate projection of existing principal streets in surrounding areas; or
 - (B) Conform to a plan for a neighborhood approved or adopted by the City Council to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical.
 - (3) The subdivider shall assume responsibility for providing a plan which continues all thoroughfare and collector streets in accordance with the current thoroughfare plan and provides for residential streets in accordance with this chapter. The proposal shall provide continuity of the street names in accordance with chapter 15 of this code and shall consider all existing and potential development adjacent to and abutting the proposed plat.
 - (4) Where a subdivision abuts or contains an existing or proposed thoroughfare or greater street, residential lots shall not use such thoroughfare or greater street as primary access unless approved by the City Council. When the City Council deems such situations inadvisable, the commission may require marginal access streets, reverse frontage, lots with rear service alleys or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic. When double frontage lots occur, the plat shall indicate that the lesser designated street frontage involved will provide primary access to the lots in question.
 - (5) Where a subdivision borders on or contains a railroad right-of-way or limited access highway right-of-way, the city council may require a street approximately parallel to and on each side of such right-of-way, at a distance suitable for the appropriate uses of the intervening land. Such distances shall also be determined with due regard for the requirements of approach and future grade separations.
 - (6) Street design with centerline offsets of less than one hundred twenty-five (125) feet shall be avoided and considered by the city council only when specific circumstances dictate a need for less offset.
 - (7) Street intersections shall be as near to right angles as possible and four-way intersections of residential streets shall be avoided unless recommended by the City Engineer for drainage purposes.
 - (8) At each street intersection, the right-of-way line at each block corner shall have a fifteen (15) foot by fifteen (15) foot angled cut-off at street intersections. Any collector or thoroughfare designated street intersecting another thoroughfare or freeway designated street shall have a thirty (30) foot by thirty (30) foot angled cut-off at the street intersections.
 - (9) Right-of-way widths, as well as the curb and gutter and pavement design criteria for streets, shall be in accordance with the city public works engineering design standards and specifications and the thoroughfare plan.

- (A) R-1 designated streets are allowed throughout residential subdivisions or may be utilized as collector” streets in conjunction with R-1A streets. As a “sub-collector,” R-1 streets collect traffic from lower traffic volume R-1A streets and connect with collector or thoroughfare designated streets.
- (B) Collector (C-1) or thoroughfare (T-1, T-2) designated streets shall be required at locations as shown on the thoroughfare plan. Should factors such as topographic problems or a special subdivision design dictate an alternate collector street location, exceptions to collector street locations may be possible through design submittal by the subdivider and review and approval by staff and city council during the plat approval process.
- (C) Industrial (I) designated streets shall be required in areas having industrial or manufacturing zoning classifications.
- (D) If the City Engineer determines that a proposed development contains unique circumstances that cannot be accommodated by the standard street widths in this chapter, such as boulevards and one-way streets, an alternative design may be considered by the staff and city council during the plat review process.
- (10) **The dedication of** half-streets shall be allowed only where essential to the reasonable development of the subdivision, with approval of the **City Council** as provided in section 15.06.004, and where the City Council finds it will be practical to require the dedication of the other half when the adjoining property is subdivided. Wherever a half-street is adjacent to an unsubdivided tract, the other half of the street shall be dedicated when the adjacent tract is platted.
- (11) **Half-width paving shall only be allowed when approved by the City Council.** The subdivider shall obtain a working easement from the adjacent landowner for installation of the half-street paving improvements. Approval by the **City Council** shall be required for half-width paving where full width dedication exists.
- (12) Dead-end streets **are discouraged, but** may be platted where the city council deems acceptable and where the land adjoins property not subdivided, in which case the streets shall be carried to the boundaries thereof. Barricades and signage will be required for dead-end streets, and such cost will be borne by the subdivider.
- (13) Cul-de-sac streets shall not be longer than six hundred (600) feet and shall be provided at the closed end with a turnaround having an outside right-of-way diameter of at least one hundred (100) feet (minimum diameter of eighty-six (86) feet for R-1 designated streets). Cul-de-sac streets shall be measured from the midpoint of the closest intersection to the center of the cul-de-sac radius.
- (14) In consideration of the drainage function of streets, when cul-de-sac or dead-end streets abut undeveloped property, the subdivider shall be responsible for obtaining drainage easements onto or through abutting property sufficient to ensure drainage of the proposed development. If needed for drainage, the cul-de-sac shall have a minimum twenty (20) foot drainage easement to the adjacent street, alley or property line, though greater width may be required if the drainage plan for the subdivision indicates the need. Such easements shall be included within the limits of the adjacent lots and the maintenance of these easements is the responsibility of the property owner.
- (15) Cul-de-sac streets, whether containing a drainage easement or not, shall be platted with a pedestrian access easement, a minimum of four (4) feet in width, from the cul-de-sac to the abutting street. A fence shall not block such access. A subdivider can refer to chapter 14 (zoning) of this code for fence height specifications. Pedestrian access is not required to connect a cul-de-sac to an alley. Sidewalks are required under chapter 15 of this code and shall be constructed and maintained. Installation of sidewalks is not a requirement prior to final plat, but is required with the permit for construction of improvements on an individual platted lot or tract.
- (16) Islands or medians shall be allowed in public streets only when approved by the City Council. Prior to City Council consideration, the subdivider and/or their engineer shall be required to submit special design and construction details of the pavement structure to the City Engineer for any streets adjacent to any

proposed landscaped islands or medians with irrigation systems. As a standard, concrete pavement be the minimum pavement structure considered for streets adjacent to irrigated islands or medians. Islands and medians shall be platted as separate lots or tracts and shall remain under private ownership and maintenance unless otherwise approved by the City Council.

(17) Private streets and common areas shall be platted as separate lots or tracts and shall remain under private ownership and maintenance unless otherwise approved by the City Council.

(18) Private streets and common areas shall be platted as separate lots or tracts and shall remain under private ownership and maintenance unless otherwise approved by the City Council.

(Ordinance 564 adopted 4/5/21)

§ 10.06.002. Alley standards.

- (a) General alley provisions. Alleys will generally not be required in residential areas. In areas where alleys are not specifically required, the inclusion of alleys shall be at the discretion of the Developer, but where alleys are provided, they must comply with paved alley standards.
- (b) Paved access alleys. In cases where rear access is proposed, plans must be provided for the primary and secondary access functions being combined on the alley.
- (c) Commercial access alleys. Service alleys shall be required for non-residential zones. Within commercial areas, requirements for alleys shall be based on intended use and potential for service access.
- (d) When alleys are proposed, the developer shall comply with the following standards:
 - (1) In residential districts, alleys shall be provided parallel or approximately parallel to the frontage of all streets.
 - (2) The width of the alley shall not be less than twenty feet (20'), with a minimum paved width of ten feet (10') with a concrete paving standard.
 - (3) Where two (2) alleys intersect and where an alley intersects a public street, a cut-off of not less than ten (10) feet along each right-of-way line from the normal intersection of those right-of-way lines shall be provided.
 - (4) Where an alley has a direction change of fifteen (15) degrees or greater, a cut-off of not less than ten (10) feet by ten (10) feet along the inside right-of-way line from the angle point shall be provided and paved.
 - (5) Dead-end alleys shall be avoided where possible. In cases where a dead-end alley is unavoidable, such alleys, shall be provided with turnaround facilities at the dead end as determined by the City Council.
 - (6) Alleys shall be arranged to assure proper drainage.

§ 10.06.003. Block standards.

- (a) The lengths, widths, and shapes of blocks shall be determined with due regard to:
 - (1) Provision of adequate building sites suitable to the special needs of the type of use contemplated.
 - (2) Needs for convenient access, circulation, control, and safety of street traffic. In areas where residential streets intersect, four-way intersections shall be avoided.
 - (3) Limitations and opportunities of topography. Not only shall conditions within the proposed plat be considered, but also the topography of adjacent and abutting properties, whether platted or unplatted.

- (b) Block length and depth shall relate directly to conditions, opportunities, and constraints for creating the greatest benefit to traffic circulation, safety, drainage, and zoning.

(Ordinance 564 adopted 4/5/21)

§ 10.06.004. Lot standards.

- (a) The lot size, width, shape, and orientation shall be appropriate for the location of the subdivision and for the type of development and use contemplated, and lot dimensions shall conform to the requirements of the zoning ordinance.
- (b) Each lot shall front upon a public street or, when approved by the City Council, the lots may front onto an access easement that has access to a public street.
- (c) Double frontage residential lots shall be avoided, except where essential to provide separation of residential development from thoroughfares or to overcome specific disadvantages of topography and orientation. The street frontage providing primary access to any double frontage residential lot shall be the lesser designation of the two (2) streets involved.
- (d) Side lot lines shall be substantially at right angles or radial to street lines.
- (e) Where the area is divided into larger lots than for normal urban building sites and, in the opinion of the City Council, any or all of the tracts are susceptible of being resubdivided, the original subdivision shall be such that the alignment of future street and utility dedication shall conform to the general street layout in the surrounding area.

(Ordinance 564 adopted 4/5/21)

§ 10.06.005. Standards for drainage improvements and playa lake cut and fills.

- (a) Drainage improvements shall be constructed with concrete or other materials approved by the City Engineer and in conformance with the plans and specifications prepared by the subdivider's engineer and approved by the City Engineer.
- (b) Drainage easements and improvements constructed within the easements shall be at the width, slope, and cross-section determined by the drainage plan and analysis approved with the final plat.
- (c) Playa lake cut and fill plans and the excavation and embankment operations shall comply with the drainage criteria manual unless alternatives to those requirements are approved by the City Engineer.

(Ordinance 564 adopted 4/5/21)

ARTICLE 10.07
PLAYA LAKES DEVELOPMENT AND OWNERSHIP

§ 10.07.001. Ownership policy.

Playa lakes are an essential element of drainage systems both in and adjacent to the city. When critical amounts of development have occurred within any particular watershed, the public may benefit from owning the property as part of the overall drainage system. Proposals for such ownership shall include a determination by the city council that a substantial benefit shall accrue to the public. No lake areas will be accepted in relatively undeveloped areas unless circumstances exist which merit an exception. (Ordinance 564 adopted 4/5/21)

§ 10.07.002. Dedication methods.

- (a) At a minimum, all land area below the predicted peak water elevation of a lake as determined by procedures outlined in the drainage design manual and this article shall be dedicated to facilitate stormwater drainage.
- (b) The subdivider shall dedicate or deed to the city, as applicable, the lake land in one of the following ways:
 - (1) The lake area may be dedicated as a stormwater drainage and impoundment easement, subject to approval by the City Council, and shall meet the requirements set forth by the drainage design manual and this article.
 - (2) The lake area may be deeded by general warranty deed to the city as public property for a stormwater detention basin, subject to approval by the City Council, after review and recommendation by the city engineer, and shall meet the requirements set forth by the drainage design manual and this article.
 - (3) The lake area and additional adjacent property may be deeded by general warranty deed to the city as a city park, subject to approval by the City Council, after review and recommendation by the City Engineer. The lake area shall meet the requirements set forth by the drainage design manual and this article.
- (c) In order for the city to accept ownership of dedicated or deeded stormwater detention basin or park, the following requirements must be met:
 - (1) Over 90% of the subdivided land must be built-out and completed.
 - (2) The City Engineer has certified that all stormwater detention basin or park standards have been met.
 - (3) The City Engineer has approved all material used for cut and fill.
 - (4) A system of funding maintenance and operation should be arranged prior to acceptance. This can be in the form of a PID, HOA, etc.

(Ordinance 564 adopted 4/5/21)

§ 10.07.003. Standards.

- (a) The following standards shall be met prior to the recording of a final plat that includes a stormwater drainage and impoundment easement:
- (1) Any portion of a lake area included in a proposed final plat shall be dedicated as a stormwater drainage and impoundment easement prior to or with the recording of the final plat.
 - (2) The easement area shall be in conformance with the approved cut and fill plan and the requirements of the drainage criteria manual.
 - (3) A bond in lieu of completing a required cut and fill or other improvements may be allowed prior to the recording of the final plat. A refund of any bond shall not be made until such time as all required improvements have been completed and appear to be operating effectively. A timeframe for execution of improvements shall be specified in a bond agreement with the city. If the improvements are not made within the specified timeframe, the city shall collect the bond.
- (b) The following standards shall be met prior to the final conveyance of a stormwater detention basin by general warranty deed to the city:
- (1) The requirements for minimum development standards for stormwater drainage and impoundment easements as set forth in subsection (a) of this section are in place and are operating effectively.
 - (2) The lake basin shall be graded in accordance with this code and the drainage design manual. Any playa lake requested for city acceptance which has side slopes that exceed the maximum slopes allowed by this code and the drainage design manual shall be considered on a case-by-case basis by the city engineer. The owner or developer of a lake area with excessive side slopes may be required to reshape the cut and/or fill slopes of the lake prior to acceptance.
 - (3) The owner or developer shall submit an erosion control plan and install erosion control measures as approved by the city engineer and pay all required MS4 fees as established by the city's fee schedule. Prior to submission of the erosion control plan, the owner/developer and the City Engineer shall perform an initial inspection of the subject property. The erosion control plan shall include:
 - (A) A complete description of the lake area proposed for conveyance.
 - (B) A complete description of the problem areas or areas of concern as discussed and noted with the field inspection made by the owner/developer and the City Engineer.
 - (C) A complete description of any necessary and/or proposed improvements to be made to the subject property. This includes any designs, plans, and specifications for materials and construction of the improvements.
 - (D) A complete description of the dates of all previous cut and fill operations of the lake, the predicted peak water elevation of the lake as determined by procedures outlined in the drainage criteria manual, an estimated normal pool elevation of the lake, and other information regarding any previous erosion control measures that have been constructed by the owner/developer.
 - (E) Date of expected completion of the proposed improvements.

- (4) Some requirements for the erosion control plan may not be required if the lake is in its natural state and has not been modified through a cut and fill operation. In proper locations, opportunities for preserving and maintaining the natural habitat shall be considered.
- (5) The owner/developer shall be required to sample the water in any playa lake proposed for city ownership. Composite samples shall be taken as described below, and analyzed by a certified laboratory, and the samples shall be collected and tested as follows:
 - (A) Composite samples may be collected manually. Equal volume aliquots shall be collected at the time of sampling and then composited in the laboratory or the aliquot volume may be collected and composited in the field.
 - (B) Sampling duration: Samples shall be collected within twelve (12) hours of a storm event.
 - (C) A minimum of four (4) aliquots, being at least one (1) aliquot from each quadrant of the playa lake, shall be collected for the composite sample.
 - (D) Analysis and collection of samples shall be performed in accordance with the methods specified in 40 CFR part 136. Where an approved method in part 136 does not exist, then a method approved by the city engineer shall be used.
 - (E) Tests shall be conducted on the parameters required by the Texas Commission on Environmental Quality's Texas Pollutant Discharge Elimination System permit (TPDES).
 - (F) Additional testing may be mandated by federal or state regulatory agencies or the city council.
 - (G) Once completed, a summary of the test results shall be furnished to the city engineer for review. If there appears to be a significant water quality problem, based on analysis, the city engineer may require that the problem be corrected, to the best of the owner/developer's ability, before the city assumes ownership of the lake area as public property. If the lake bottom is dry then a composite soil sample, as directed by the City Engineer, shall be analyzed under the same parameters
- (6) The owner/developer shall make the City Engineer aware of any privately constructed facilities (i.e. buildings, parking lots, pumps, aeration devices, etc.) existing within the lake area.
 - (A) The city engineer will review the existing facilities to determine if they may be allowed to remain in the lake area. Any facility determined to be of no benefit to the city shall be removed by the owner/developer prior to conveyance of the property.
 - (B) Any existing facility that remains in place in order to serve adjacent private property may require a maintenance agreement to be established whereby the private property owner shall continue to maintain the existing facility within the lake area.
- (7) The subdivider, upon the completion of the requirements and standards of this article, may request acceptance of a stormwater detention basin as city property. After review and recommendation by the City Engineer, the City Council may choose to accept the property.
- (8) A bond in lieu of completing a required cut and fill or other improvements may be allowed prior to the recording of the final plat. A refund of any bond shall not be made until such time

as all required improvements have been completed and appear to be operating effectively.

- (c) If a playa lake falls within an area where the need for park property is indicated on the parks master plan or by the park and recreation board, the owner/developer may negotiate for the acceptance of the lake property as a city park. The owner/developer shall coordinate with the City Engineer on any issue pertaining to park development. The following standards shall be met prior to the final conveyance of property as a city park:
- (1) The requirements for minimum development standards for stormwater drainage and impoundment easements and stormwater detention basins (subsections (a) and (b) of this section) are in place and operating effectively or properly secured.
 - (2) All park improvements, as agreed upon by the subdivider and the city, shall be installed or properly secured.
 - (3) Property deeded to the city as a park shall meet the minimum requirements for areas located above the high-water elevation of a playa lake as set forth by the parks master plan or negotiated with the City Council.
 - (4) Required improvements within the proposed park area shall be negotiated and approved by the City Engineer and the City Council.
 - (5) Any irrigation system, approved by the City Engineer, shall be installed by the owner/developer prior to any vegetative cover being placed around the lake area.
 - (6) Any variances to the requirements and standards required for the dedication of park property shall be approved in writing by the City Council.
 - (7) Upon completion of the requirements and standards of this article, the owner/developer may request acceptance of the proposed park area as city property. After review and recommendation by the City Engineer, the City Council may choose to accept the property.
 - (8) A bond in lieu of completing a required cut and fill or other improvements may be allowed prior to the recording of the final plat. A refund of any bond shall not be made until such time as all required improvements have been completed and appear to be operating effectively. A timeframe for execution of improvements shall be specified in a bond agreement with the city. If the improvements are not made within the specified timeframe, the city shall collect the bond.

§ 10.07.004. Development requirements.

- (a) Development of all lake areas shall conform to all requirements of the drainage design manual, including the following:
- (1) Improvements within or adjacent to such lake areas shall be in accordance with this chapter and in compliance with the drainage design manual and master drainage plan of the city.
 - (2) Lake areas shall be designated on plats as a “stormwater drainage and impoundment easement” regardless of an ownership proposal or determination. The lake area shall be designated as a separate lot or tract on the final plat.
 - (3) If the ownership of the lake area has been determined by the time of recording the final plat, the appropriate designation shall be placed on the face of the final plat if the lake area is to be dedicated as a “public stormwater detention basin” or “public park.”

- (4) No final plat for any lot or tract under single or common ownership with a lake area that is adjacent to or within a lake area or on a bordering street may be recorded until such lake area has been granted as a stormwater drainage and impoundment easement.
- (b) The conveyance of lake areas for stormwater detention basins shall not prohibit the use of such areas for public activities such as parks or open space not inconsistent with stormwater drainage and impoundment. Areas retained under private ownership are not required to be available for access or use by the public. Uses such as parking lots or golf courses, though not prohibited within the final development of the lake area, should be seriously evaluated by the subdivider, since these uses could be inundated by stormwater for long periods of time during and after rainfall events.
- (Ordinance 564 adopted 4/5/21)

§ 10.07.005. Notifying public of intent for lake area.

- (a) Any preliminary plat submitted that includes a lake area shall state the intention of the future use of such lake area.
- (b) A statement on the face of both the preliminary and final plats will clearly indicate the proposed use of the lake area as one of the following:
- (1) A privately owned property with a dedicated stormwater drainage and impoundment easement;
 - (2) A privately owned and maintained park area; or
 - (3) The conveyance of the property to the city as a stormwater detention basin or as a park. The city council must approve of either of these conveyances.
- (c) At the beginning of any construction activity on the site, such as a lake cut and fill or development improvements, signs shall be installed around the perimeter of the lake area stating the future use of the property. The size, location, and number of signs shall be determined by the city engineer on a case-by-case basis.
- (Ordinance 564 adopted 4/5/21)

ARTICLE 10.08
PLAYA LAKES CUT AND FILL

§ 10.08.001. Procedures.

- (a) In the interest of the health, safety, and welfare of the residents of the city, playa lake modifications and dedication requirements for lake areas necessary for flood control and preservation of natural drainage shall be as follows:
- (1) Subdividers wishing to modify lake areas must submit a cut and fill plan prepared by an engineer according to the procedures detailed below and obtain City Council approval for such plan before beginning any modifications.
 - (A) The subdivider shall submit three (3) copies and an electronic portable document format (.pdf) file of a cut and fill plan meeting the requirements of this article to the planning department.
 - (B) A nonrefundable application fee for reviewing a cut and fill plan shall be set annually in the city's fee schedule. A fee for the administrative costs of reviewing the cut and fill plan shall be required with the application and paid to the **Director of Development Services** at the time the application is submitted.
 - (C) The cut and fill plan shall be distributed to the city staff by **the Director of Development Services**, and staff will submit conditions for City Council consideration.
 - (D) The subdivider may contest any staff recommendations at the City Council hearing. The council shall consider both the staff recommendations and the subdivider requests in making a final determination. The City Council shall act on the cut and fill plan as submitted or amended within thirty (30) days.
 - (E) Should the City Council deem necessary, the subdivider shall resubmit a corrected cut and fill plan as required by this section that reflects all required changes before the cut and fill plan approval process is complete.
 - (F) The action of the City Council shall be noted and attached to **two (2)** copies of the cut and fill plan. One set shall be sent to the person who submitted the cut and fill plan, one set shall be provided to the City Engineer, and the other set shall be filed by the planning department.
 - (2) The cut and fill plan shall comply with the following and shall clearly illustrate any specific requirements:
 - (A) Submit plan sheets at a scale of one (1) inch to one hundred (100) feet horizontal scale. Sheet sizes shall be between eleven (11) by seventeen (17) and twenty-four (24) inches by thirty-six (36) inches unless otherwise approved by the city engineer. If necessary, the plan may be on several sheets, with a cover sheet containing an index showing the entire subdivision.
 - (B) Be titled "cut and fill plan–(subdivision name and lots or tracts)," providing the proper

name corresponding to the final plat it is accompanying.

- (C) Include the names of the subdivider and the person or firm preparing the plan.
 - (D) Include the comment “This document is released for review purposes only, under the authority of (insert preparing engineer’s name) and in no way official or approved. Release date: (insert date of release).”
 - (E) Include the statements as listed in section 10.08.002(a)(1)–(9) of this article on the face of the cut and fill plan.
 - (F) Clearly depict the existing one-foot interval contours and the proposed one-foot internal contours and cross-sections on NAVD88 datum unless otherwise approved by the city engineer.
 - (G) Indicate in the notes the benchmarks used to establish vertical control for the plan.
 - (H) Include cross-sections at a horizontal and vertical scale that clearly demonstrate the existing land and the proposed results of the cut and fill operation.
 - (I) Clearly demonstrate with the contours and cross-sections that the borrow slopes and fill slopes conform to the requirements of the drainage criteria manual.
 - (J) Clearly indicate in the notes and on the contours the predicted peak water elevation or overflow elevation of the lake.
 - (K) Indicate the acreage of the lake area prior to the cut and fill operation and the acreage and percent of total reclamation upon completion of the proposed activity. If prior cut and fill operations have been performed in the lake, the acreage of the lake area in its natural state shall also be listed as well as the percent of prior reclamation.
 - (L) Indicate the volume, in cubic yards, of the total proposed excavation, the volume of embankment material to be placed both below and above the predicted peak water elevation of the lake, and the net volume increase of holding capacity of the playa lake due to the cut and fill operation. All earthwork volumes shall be calculated as “in-place” cubic yards.
 - (M) Include adequate notes and legends to clearly depict the differences between existing and proposed conditions with this cut and fill operation.
- (3) Any approved cut and fill plan shall remain in force for three (3) years or until such time as the plan is submitted for amendment by the subdivider.
- (Ordinance 564 adopted 4/5/21)

§ 10.08.002. Requirements and verification.

- (a) All fill activity shall be subject to the following requirements that shall be stated on the face of the cut and fill plan:
 - (1) Testing shall be performed by a commercial testing laboratory in accordance with American Society for Testing Materials (ASTM) standards.
 - (2) All fill materials shall be compacted to ninety-five (95) percent standard proctor density in accordance with ASTM D-698.

- (3) Field densities shall be determined in accordance with ASTM D-2922 (nuclear density method).
 - (4) Four (4) field densities shall be taken per acre of fill material, and densities shall be taken for each six- inch compacted depth, or portion thereof, of succeeding depths of fill material. Each area of fill material less than one-half acre shall have a minimum of two (2) field densities for each six-inch depth, and areas of fill material between one-half acre and one (1) acre shall have a minimum of three (3) field densities for each six-inch depth.
 - (5) Each lift shall have a maximum compacted depth of six (6) inches.
 - (6) The field densities shall be taken in such a manner as to be a representative sampling of the six-inch depths. The location of the tests shall be proportionately spaced to represent approximate equal areas of each acre being tested. Testing shall not occur at the same location in succeeding depths, so a representative sampling of the total fill may be obtained.
 - (7) The location of the field density tests shall be indicated upon a map to become a part of the certified as-built cut and fill plan.
 - (8) Copies of all test results with location maps shall be furnished to the City Engineer with the certified as-built cut and fill plan.
 - (9) Fill material with a plasticity index (PI) of greater than twenty (20) will not be allowed in any public right-of-way. The substandard material shall be discarded at a location above the predicted peak water elevation of the playa lake, and select fill material shall be imported to the site for placement within the public right-of-way.
- (b) The top of the slope of any excavation shall be a minimum of ten (10) feet from any adjacent property line or existing or anticipated street or alley right-of-way line unless otherwise approved in the cut and fill plan.
 - (c) Upon completion of any cut and/or fill activity as approved by the City Council under this chapter, as-built certified drawings shall be provided by an engineer and shall be filed with the City Engineer for review prior to recording of the final plat. Upon approval of the City Engineer, the cut and/or fill activity and the as-built certified drawings may be allowed to be completed after the recording of the final plat if the subdivider provides a bond in lieu of completing these improvements in accordance with the provisions of section 10.10.009.

(Ordinance 564 adopted 4/5/21)

ARTICLE 10.09
EXCAVATIONS AND FILLS OUTSIDE OF LAKE AREAS

§ 10.09.001. Procedures.

- (a) The approval of the City Council shall be secured before any excavations as defined below are made, or any fills are made which will affect public drainage. Excepted from this requirement are those excavations and fills made in the course of construction, such as foundations, basements, or subfloors which are authorized by a building permit, normal site fill for lots in new subdivisions, or utility excavations and installations.
- (b) The procedure for obtaining City Council approval for an excavation plan or a fill plan is the same as section 10.08.001.
- (c) As-built excavation or fill plans shall be required in conformance with section 10.08.002(c). (Ordinance 564 adopted 4/5/21)

§ 10.09.002. Excavations outside of lake areas.

- (a) An excavation plan shall be required for consideration by the city council for any cuts that resemble a mining operation or create a pit. Any cut exceeding six (6) feet in depth shall be submitted to the city engineer for determination of the requirement for an excavation plan.
- (b) The city council, when considering such plans, shall evaluate the plan with the safety of the public and the protection of adjacent properties as paramount in their deliberation. The city council shall, among other items, consider the following issues:
 - (1) Slopes of the excavation walls.
 - (2) Necessity of perimeter security, such as fencing, around the excavation site.
 - (3) Distance from the edge of the excavation to adjacent properties or structures.
 - (4) Access points to the excavation sites and their impacts to the excavation site and adjacent property. (Ordinance 564 adopted 4/5/21)

§ 10.09.003. Fills outside of lake areas.

- (a) Proposals for any fill outside of lake areas that could affect the normal flow of public drainage, including but not limited to berms, dams or terraces, shall be submitted to the city engineer for determination of whether a fill plan must be prepared.
- (b) **Cut/fill plans shall be submitted to the City Engineer. After the cut/fill plans have been reviewed, the City Engineer may make a recommendation to the City Council for final approval under the procedure detailed in section 10.08.001.**
- (c) In reviewing fill plans, the City Council shall, among other items, consider the following issues:
 - (1) The overall drainage pattern of the area.
 - (2) The impact the fill may have on adjacent properties or structures.
- (d) Any fill operation requiring a fill plan shall conform to the requirements of section 10.08.001 and

section 10.08.002.

ARTICLE 10.10
IMPROVEMENTS REQUIRED PRIOR TO ACCEPTANCE OF FINAL PLAT

§ 10.10.001. Improvements required.

Improvements listed in this article are required for recording of final plats inside the corporate limits of the city. Subdividers should consult with the County Public Works Director concerning requirements for plats in the city's extraterritorial jurisdiction.

(Ordinance 564 adopted 4/5/21)

§ 10.10.002. Monuments.

- (a) Monuments shall consist of pipes or rods of magnetic quality of a minimum length of twelve (12) inches and shall be placed at all block corner and control points.
- (b) Control points are any property corner of any tract, parcel or lot which is not square or rectangular. (Ordinance 564 adopted 4/5/21)

§ 10.10.003. Streets.

- (a) Grading, drainage, and drainage structures necessary to the proper use and draining of streets, highways, and ways, and for public safety shall be in accordance with this code.
- (b) All streets and paved access alleys within or abutting the proposed subdivision shall be paved to the width specified on the plat and constructed in compliance with City of Lubbock minimum design standards and specifications as appended in appendix C of this code under the supervision of the city engineer.
- (c) Improvements to off-site streets will be constructed as required by the traffic impact analysis and in accordance with the provisions of this code.
- (d) Preliminary grades shall be established for all streets and alleys prior to actual utility installation to prevent damage to buried utilities.
- (e) All underground utility lines required in a street, alley, or easement shall be installed prior to the installation of sub-base, base, or surface of the street.
- (f) The subdivider is responsible for the coordination of installation of utilities within streets, alleys, and easements and the submittal of as-built drawings of the utilities installed within their subdivision at the time the as-built drawings of the paving improvements are submitted.
- (g) The City Council, upon request of the subdivider, may consider the delay of the required paving improvements.
 - (1) The subdivider shall submit the request and receive authorization of the requested delay prior to the recording of the final plat.
 - (2) The City Council shall only consider approval of a delay in unusual circumstances, such as the platting of an isolated lot or tract in an area that is currently unpaved. Financial hardship shall not be a consideration for the approval of a delay of the paving improvements.

(Ordinance 564 adopted 4/5/21; Ordinance 2023-010 adopted 5/1/2023)

§ 10.10.004. Water and sewer.

- (a) Water and sewer **mains** shall be installed to serve all lots within the proposed subdivision under the provisions of chapter 13 of this code and shall be constructed in compliance with the City of Lubbock Minimum Design Standards and Specifications as appended in appendix C of this code under the supervision of the City Engineer.
- (b) Installation of water and sewer shall not be required when the city council finds that water and sewer is not available and cannot be made available in the immediate future. In such cases, a delay of services should be requested by the subdivider when the final plat is submitted.
- (c) A building permit shall not be issued on a platted lot or tract, or any portion authorized under the procedure in section 10.03.002(b), until such time as water and sanitary sewer service has been installed and is operational as determined by the City Engineer or an exception is allowed under the provisions of this section.
- (d) **The location of the water meter and meter can for water service shall be placed within 10 feet of the side property line and 1 foot from the rear property line. The sewer stub service line shall be placed at the centerline of the lot (+-) 5 feet.**

§ 10.10.005. Street lighting.

- (a) Streetlights shall be a minimum of 2.5 ft. back from curb face and have 250W EQ LED luminaries.
- (b) The subdivider shall provide a street lighting plan to the city for review along with engineering documents.
- (c) **The subdivider shall be responsible for the purchase and installation of street lights in the proposed subdivision prior to installation of lighting. Street lighting shall be installed and operational prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement with the utility provider and any delay is due to the utility provider. Evidence of agreement is subject to the acceptance of the city.**

(Ordinance 564 adopted 4/5/21)

§ 10.10.006. Street name signs.

- (a) Street name signs for streets shall be provided at all street intersections within or abutting the proposed plat. Street name sign locations will be reviewed by the engineering department. Street name signs will be paid and installed by the subdivider.
- (b) The subdivider shall bear all costs associated with the purchase and installation of street name signs.
- (c) **Street name signs shall be installed prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement with the utility sign provider and any delay is that of the provider, not the subdivider. Evidence of agreement is subject to the acceptance of the city.**

(Ordinance 564 adopted 4/5/21)

§ 10.10.007. Other traffic signs and traffic-control devices.

- (a) The city engineer will specify any other required signs and traffic-control devices, including but not limited to road closure signs and barricades, stop signs, no parking signs, and one-way signs, as part of plat review. Such signs and devices shall be of a style approved by the city and shall be placed in accordance with the state manual on uniform traffic-control devices (TMUTCD).
- (b) Required devices will be paid for and installed by the subdivider.
- (c) Other traffic signs and traffic-control devices shall be installed and operational prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement demonstrating a commitment to provide the required devices, and further demonstration that any delay is due to the provider of the required devices and not the subdivider. Evidence of agreement is subject to the acceptance of the city.

(Ordinance 564 adopted 4/5/21)

§ 10.10.008. Drainage improvements.

All drainage improvements, including playa lake cut and fills and excavations or fills outside of lake areas, shall be completed in accordance with article 10.08 and article 10.09 of this chapter and section 10.06.005.

(Ordinance 564 adopted 4/5/21)

§ 10.10.009. Performance bond in lieu of required improvements.

- (a) In the event of lack of completion of the required improvements, with the intention of initiating the recording of the final plat, the subdivider may request the submission of a bond in lieu of the completion of paving, drainage, and cut and fill activity. Required paving, drainage, and cut and fill activity can be no less than 75% complete as determined by the city engineer in order for this provision to apply. At the sole discretion of the City Council, the city may allow the submission of a performance bond in lieu of completion of requested infrastructure.
- (b) In the circumstance of the Parade of Homes or any other similar event in nature, the 75% completion may be waived by City Council approval.
- (c) A performance bond issued by a licensed surety company in the state to the City for the purpose of ensuring the construction of the roads and all other infrastructure to be dedicated to the city in said subdivision is required. Said bond shall be in effect until the city has accepted the infrastructure that is subject to the bond. The bond shall be in a form acceptable to the City Attorney. The bond shall be in an amount equal to or greater than the estimated cost needed to complete the construction of the required improvement.
- (d) The bond shall be accompanied with a copy of the construction contract for the required paving, or drainage improvements and planned cut and fill activity or an estimate provided by the subdivider's engineer that is approved by the City Engineer. The City Engineer shall have the authority to require a different bond amount if there is a question or disagreement about the cost necessary to complete the construction of the required improvements. The City Engineer shall utilize any data deemed relevant as the basis for requiring a different bond amount.

- (e) As a condition of a performance bond, the owner of an approved and accepted subdivision shall execute and complete construction of all infrastructure subject to the bond or substitute collateral in accordance with the specifications herein in no more than one year from the date of approval of the final plat. The performance bond shall remain in full force and effect until all of the subject infrastructure in such approved and accepted subdivision have been completed to the satisfaction of the city engineer.
 - (f) If the owner fails or refuses to correct the defects called to his attention in writing by the City Engineer and the bond is unenforceable, the owner shall complete the unfinished improvements at their cost and expense as common law obligation of the bond.
- (Ordinance 564 adopted 4/5/21)

§ 10.10.010. Withholding improvements and permits until approved.

- (a) The city shall withhold all city improvements, including the furnishing of sewerage facilities and water service, from all additions which have not been recorded and improvements provided as required by this chapter.
- (b) No permits shall be issued by the building official on any piece of property unless water and sewer service is operational as determined by the City Engineer. Further, no permit shall be issued on any parcel other than an original or a resubdivided lot in a duly approved and recorded subdivision, unless an exception has been made under section 10.03.002(b) and until such time as the platted lot or tract is made accessible by way of an all- weather surface. **The City Engineer shall have the authority, after reviewing the progress of construction and other relevant matters, to release a portion of the subdivision for building permits.**
- (c) Improvements and permits shall not be withheld when the city council finds one of the following situations to exist:
 - (1) Where improvements are necessary to comply with other ordinances of the city which carry a penalty for failure to comply.
 - (2) Where leased property lies on railroad right-of-way and such property is adequately served by streets and utility easements.

(Ordinance 564 adopted 4/5/21)

§ 10.10.011. Maintenance bond.

- (a) The owner/developer must file a maintenance bond at the time any infrastructure in the subdivision is presented for dedication to the city. The condition of the maintenance bond shall be that the owner or developer shall guarantee to maintain, to the satisfaction of the city, all of the **streets, alleys**, and all other infrastructure to be dedicated **to** the city shown on the accepted and approved subdivision plat, in a good state of repair for a period of one year following the acceptance of such infrastructure by the city. Bonds shall be in an amount equal to 15 percent of the cost of construction for the approved infrastructure.
- (b) The maintenance bond shall commence on the date the roads or other infrastructure shown on the subdivision plat are accepted by the city and shall remain in full force and effect for a period of one year thereafter. The city will make periodic inspections of approved and accepted roads and other infrastructure, as possible, during the period of liability covered by the maintenance bond. In the event any of such roads or other infrastructure are not being maintained in a good state of repair, the owner will be so advised in writing and if, after reasonable time, the **owner/developer** fails or

refuses to maintain the roads, they shall be maintained at the cost and expense of the owner/developer.

- (c) If the owner fails or refuses to correct the defects called to his attention in writing by the City Engineer and the bond is unenforceable, the owner shall complete the unfinished improvements at their cost and expense as a contractual obligation of the bond.

(Ordinance 564 adopted 4/5/21)

§ 10.10.012. Traffic impact analysis.

- (a) A traffic impact analysis (TIA) shall be submitted with a preliminary plan, final plat or replat when the subdivision or addition or amendment to an existing subdivision will generate one hundred (100) or more vehicle trips, inbound or outbound, during the peak hour. The analysis shall be performed for the most intense use permitted in the existing or proposed zoning district. A scoping meeting is required.
- (b) The TIA shall be prepared in accordance with the recommended guidelines for traffic impact studies as issued by the Institute of Transportation of Engineers.
- (c) The final plat or replat shall be prepared in conformance with the TIA and the preliminary plat.
- (d) The developer must have a city-approved TIA prior to the approval of the final plat or replat.
- (e) Off-site improvements. If off-site improvements are required in the TIA, the improvements shall be installed and constructed in accordance with all applicable city codes and ordinances prior to the approval of the final plat.
- (f) Signage and striping. If off-site signage and/or striping are required in the TIA, the signage and/or striping shall conform to all applicable city codes and ordinances.
- (g) Signalization. If off-site signalization is required in the TIA, the signalization shall be installed with all applicable city codes and ordinances.
- (h) Preliminary plat, final plat and replat TIA. The TIA submitted with a preliminary plat, final plat or a replat shall include any revisions to the TIA required for changes in the proposed development of the plat since the submission of the last TIA.

(Ordinance 2023-010 adopted 5/1/2023)

ARTICLE 10.11 VARIANCES

§ 10.11.001. General regulations.

- (a) Where the City Council finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations, and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve variances to these subdivision regulations so that substantial justice may be done and the public interest secured. However, such variance shall not have the effect of nullifying the intent and purpose of these regulations.
- (b) The City Council shall not approve variances unless it shall make findings based upon the evidence presented to it in each specific case that:
 - (1) The granting of the variance will not be detrimental to the public safety, health or welfare or injurious to other property.
 - (2) The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property.
 - (3) Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience or financial loss, if the strict compliance with these regulations is carried out.
 - (4) Any variance does not violate any other city ordinance. (Ordinance 564 adopted 4/5/21)

§ 10.11.002. Conditions.

In approving variances, the City Council may require such conditions as will, in its judgment, substantially secure the objective of the standards or requirements of this chapter.
(Ordinance 564 adopted 4/5/21)

§ 10.11.003. Procedures.

- (a) A petition for any such variance shall be submitted in writing by the subdivider at the time when the preliminary plat is filed with the planning department prior to consideration by the City Council.
- (b) This procedure shall also apply to any request for variance related to an existing approved plat.
- (c) The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner and include clear reference to the portion of this chapter creating the hardship.
(Ordinance 564 adopted 4/5/21)

ARTICLE 10.12
REPLATS

§ 10.12.001. General regulations.

- (a) The owner of property who wishes to revise a subdivision plat which has been previously filed for record must make an application of the proposed revised plat to the City Council. The replat of the subdivision shall meet all approval requirements for and follow the same procedure as a final plat under article 10.05. If a lot is replatted, all lots will retain the original name of the plat.
- (b) A replat may not amend or remove any covenants or restrictions.
- (c) Each person who wishes to replat a subdivision under this chapter must submit to the city a fee as determined by the **city's Master Fee Schedule** for each replat application.
(Ordinance 588 adopted 2/7/22)

§ 10.12.002. Additional requirements for certain replats.

- (a) A replat without vacation of the preceding plat must conform to the requirements of this section if:
 - (1) During the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot; or
 - (2) Any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.
- (b) If a proposed replat described by subsection (a) requires a variance or exception, the City Council must hold a public hearing.
- (c) Notice of the hearing required under subsection (b) shall be given before the 15th day before the date of the hearing by:
 - (1) Publication in an official newspaper or a newspaper of general circulation in the county in which the municipality is located; and
 - (2) By written notice, with a copy of subsection (d) attached, forwarded by the municipal authority responsible for approving plats to the owners of lots that are in the original subdivision and that are within 200 feet of the lots to be replatted, as indicated on the most recently approved municipal tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved county tax roll of the property upon which the replat is requested. The written notice may be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or postal depository within the boundaries of the municipality.
- (d) Subject to the exception in subsection (f), if the proposed replat requires a variance and is protested in accordance with this subsection, the proposed replat must receive, to be approved, the affirmative vote of at least three-fourths of the members present of the City Council. For a legal protest, written instruments signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the City Council prior to the close of the public hearing.

- (e) In computing the percentage of land area under subsection (c), the area of streets and alleys shall be included.
- (f) Compliance with subsections (d) and (e) is not required for approval of a replat of part of a preceding plat if the area to be replatted was designated or reserved for other than single or duplex family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat.
- (g) If a proposed replat described by subsection (a) does not require a variance or exception, the municipality shall, not later than the 15th day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 200 feet of the lots to be replatted according to the most recent county tax roll. This subsection does not apply to a proposed replat if the City Council holds a public hearing and gives notice of the hearing in the manner provided by subsection (c).
- (h) The notice of a replat approval required by subsection (g) must include:
 - (1) The zoning designation of the property after the replat; and
 - (2) A telephone number and e-mail address an owner of a lot may use to contact the municipality about the replat.

(Ordinance 588 adopted 2/7/22)



AGENDA ITEM COMMENTARY

MEETING NAME: City Council Meeting
MEETING DATE: April 15, 2024
ITEM TITLE: PUBLIC HEARING: Consider and take appropriate action on ordinance that will amend the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.
STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

This commentary applies to the next two agenda items:

- 1. Conduct a Public Hearing on an amendment to the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.**
- 2. Consider and take appropriate action on an amendment to the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.**

Based on the previous agenda item, hold a public hearing to receive comments from the public.

EXHIBITS:

- 1. Public Hearing Notice

COUNCIL ACTION/STAFF RECOMMENDATION:

Hold a public hearing.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Wolfforth Planning and Zoning Commission will meet on April 9, 2024, at 5:30pm and the Wolfforth City Council April 15, 2024 at 6:00pm in the City Hall Meeting Room, 302 Main Street, Wolfforth Texas to hold public hearings and take public comments regarding an amendment to the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.

At this time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120, fax 806-855-4121 or email city.secretary@wolfforthtx.us for further information.



AGENDA ITEM COMMENTARY

MEETING NAME: City Council Meeting
MEETING DATE: April 15, 2024
ITEM TITLE: Consider and take appropriate action on recommendation from Planning and Zoning Commission to approve Ordinance 2024-010.
STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

The previous item was to hold a Public Hearing to receive comments on an amendment to the Wolfforth Code of Ordinance, Chapter 10 Subdivision Regulations.

EXHIBITS:

- 1. Ordinance 2024-010

COUNCIL ACTION/STAFF RECOMMENDATION:

City staff recommends approval of Ordinance 2024-010.

ORDINANCE NO. 2024-010

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING CITY OF WOLFFORTH CODE OF ORDINANCES BY AMENDING CHAPTER 10 SUBDIVISION REGULATION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Legislature in Chapter 212 of the Local Government Code authorizes municipalities to regulate the subdividing of property and property development within its city limits and extra territorial jurisdiction;

WHEREAS, the Wolfforth City Council adopted the current subdivision regulations on July 28, 1980;

WHEREAS, the City of Wolfforth has experienced incredible growth since 1980 and, although the subdivision regulations have been updated from time to time, it is necessary to review and update the subdivision regulations;

WHEREAS, the Planning and Zoning Commission held a public hearing on April 9, 2024, regarding the amendment to the subdivision regulations; and

WHEREAS, the City published notice on March 22, 2024, in the Lubbock-Avalanche for the April 15, 2024 public hearing; and

WHEREAS, the City Council believes it is in the best interest of the City to update the Subdivision Regulations; NOW THEREFORE

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

Part 1. Enacted.

THAT City of Wolfforth Code of Ordinances is hereby amended by Chapter 10 Subdivision Regulation, which amended sections and addition to sections shall read as follows:

**ARTICLE 10.01
ANNEXATION PETITION PROCEDURES**

§ 10.01.003. Petitioner responsible for cost of ordinance.

Every person or entity shall pay an annexation fee set by the City Council to cover the City’s cost of processing the application.

ARTICLE 10.02 GENERAL PROVISIONS

§ 10.02.001. Definition.

Director of Development Services. The head of the planning, zoning, and community development departments, who has decision-making responsibilities for portions of this chapter.

Good state of repair. A structure that has been determined to be structurally sound and in working order and is in a condition not requiring significant repair.

Minor Plat. A map or drawing of all or a portion of a subdivision prepared according to the city subdivision regulations by a registered professional land surveyor, that includes parts of five (5) acres or less with 4 or less lots and does not include the dedication of a public right-of-way. An amended plat should be considered. Can be approved by the City Manager or their designee.

§ 10.02.003. Enforcement.

- (a) The Director of Development Services shall administer and enforce this chapter unless such duties are otherwise delegated by the City Manager.
- (b) Any person, landowner, building owner, or occupant of any land within the corporate limits or in the extraterritorial jurisdiction of the city who shall violate any of the provisions of this chapter, or shall fail to comply with any of the provisions of this chapter, or who shall violate any statement or plan approved hereunder shall be guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not to exceed five hundred dollars (\$500.00). Each day such violation is committed or is permitted to continue shall constitute a separate offense. In addition to this remedy, the director of planning and community development may institute on behalf of the city any appropriate action or proceeding to prevent any violation of this chapter.

ARTICLE 10.03 PLAT PROCEDURES

§ 10.03.001. Development coordination.

- (b) The Director of Development Services shall receive plats, cut and fill plans, communicate staff comments and direct subdividers to specific departments when questions exist.

§ 10.03.002. Requirements for building permit.

- (a) Generally, building permits will be issued only on whole lots and tracts illustrated on recorded subdivision plats unless an exception is provided by city council policy or by this code.
- (b) A building permit shall not be issued on a platted lot or tract, or any portion authorized under the procedure in subsections (b) and (c), until such time as water and sanitary sewer service has been installed and is operational as determined by the City Engineer or an exception is allowed by section 10.10.004(b) and the platted lot or tract is made accessible by way of completed streets and alleys.

**ARTICLE 10.04
PRELIMINARY PLAT**

§ 10.04.001. Procedures for submittal and review.

- (a) The preliminary plat, including a preliminary drainage plan and map prepared in accordance with this code and the drainage design manual, shall be prepared by a surveyor or engineer and shall be presented to the planning department in compliance with stated schedules and filing deadlines issued from the City Council.
- (b) Two (2) copies of the preliminary plat and an electronic portable document format (.pdf) file shall be submitted to the Director of Development Services together with an application and processing fee. A nonrefundable application fee for reviewing a preliminary plat shall be set annually in the city's fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the Director of Development Services at the time the application is submitted.
 - (1) Preliminary plats shall be deemed filed when the City receives all the documents and other information required by the City in its development list.
- (c) Preliminary plats shall not be placed on the City Council agenda for consideration unless the plat and other required documents are received by the Director of Development Services before the stated filing deadline and meet the following requirements:
 - (1) The following notice shall be printed on the face of each preliminary plat submitted: "Preliminary plat - for inspection purposes only and in no way official or approved for recording purposes."
 - (2) Plat sheet sizes will be a minimum of eleven (11) by seventeen (17) inches to accommodate the following minimum map scales, however, one dimension of the plat sheet may not exceed thirty-six (36) inches:
 - (A) One acre or less - Plat shall be submitted with a scale of one (1) inch per fifty (50) feet.
 - (B) 1.01 acres to 160 acres - Plat shall be submitted with a scale of one (1) inch per one hundred (100) feet.
 - (C) More than 160 acres - Plat may be submitted with a scale of one (1) inch per one hundred (100) feet or one (1) inch per two hundred (200) feet.
 - (D) Alternate plat scales may be approved by the Director of Development Services.
 - (3) All unsubdivided contiguous land under single or common ownership shall be included in the preliminary plat.
 - (4) Scale, north arrow, date, exact acreage, and other pertinent data.
 - (5) Property owner's name, address, and telephone number.
 - (6) Accurate one-foot interval contours according to NAD83/NAVD88 datum or subsequent established United States Geodetic Survey data adopted by the city. The face of the preliminary plat must indicate the source, datum, and date of creation for the contour data.

- (7) Boundary lines, bearings, and distances sufficient to locate the exact area proposed for subdivision.
 - (8) The name and location of all adjoining subdivisions shall be drawn to the same scale and shown in dashed lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets and alleys and other features that may influence the layout and development of the proposed subdivision. Adjacent unplatted land shall show property lines and owners of record. If the adjacent land has a current approved preliminary plat, it shall be shown on the proposed preliminary plat.
 - (9) The location and width of all streets, alleys, public and private easements, and right-of-way existing or proposed within the subdivision limits, along with the proposed names of streets. A restriction prohibiting the fencing of any easement shall be stated on the face of the plat, unless otherwise provided by this code or approved by the affected user of the easement.
 - (10) The location of proposed closures of existing streets, alleys, easements, and rights-of-way.
 - (11) The known location of all existing property lines within the area proposed for subdivision.
 - (12) Proposed arrangement of lots. All lots shall be numbered consecutively from one to the total number of lots in the subdivision. Tracts, if any, shall be lettered in alphabetical order.
 - (13) The title of the proposed subdivision, the name of the owner with sufficient data to show ownership and the name of the person platting the tract. The proposed title shall not conflict with any previous subdivision name.
 - (14) Lake areas, if any, shall conform to the requirements of articles 10.07 and 10.08 of this chapter.
 - (15) Sites proposed for stormwater drainage and impoundment easements, parks or other property owned by the city or any other governmental entity shall contain no blanket or specific utility easement until approved by the city engineer or authorized representative of other governmental entities.
 - (16) A preliminary drainage plan and map that meets the requirements of the drainage design manual of the city.
 - (17) Delay of water, sewer, or paving may be requested, subject to the requirements of this code.
 - (18) The location of all existing water wells on the property.
- (d) Following staff review of the preliminary plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the Planning and Zoning Commission shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall recommend approval, approval with conditions, or disapproval a plat to the City Council.
 - (e) Following Planning and Zoning Commission review of the preliminary plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the City Council shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall approve, approve with conditions, or disapprove a plat.
 - (f) The City Council shall express its decision in writing and include such action in the commission minutes. In granting conditional approval, the City Council shall include the conditions, if any, of

such approval in its decision. If the City Council does not approve a plat, it shall express its disapproval and shall include its reasons for not approving the plat in its decision.

- (g) The City Council has the authority to require a corrected or amended preliminary plat subsequent to the first approval. For each proposed plat or reapproval, the City Council shall receive staff recommendation as to the need for a corrected preliminary plat. When a corrected or amended plat is required by the council, review will follow the procedures set forth in this section.

§ 10.04.002. Procedures for plat renewal.

- (a) Preliminary plats, including portions of any preliminary plat not having been filed as a final plat, require annual renewal (one year from approval date) to continue as an approved preliminary plat. Before the time for renewal, the Director of Development Services will review the preliminary plat and notify the subdivider of options for renewal.
- (b) Review by the Director of Development Services may determine that existing conditions and the preliminary plat are compatible, requiring no formal action by the City Council. With such determination, the subdivider may choose to renew the preliminary plat or allow it to expire.
- (1) If the subdivider indicates a desire to renew the plat for another year and pays the plat renewal fee, the plat shall continue under the original stated conditions until the next annual review.
- (2) If the subdivider chooses not to renew the plat, or does not respond to the notification by the Director of Development Services, the preliminary plat will expire.
- (c) Should the Director of Development Services determine that conditions have changed to the extent that the preliminary plat requires revision, automatic renewal shall be denied.
- (1) Notification of denial shall be sent to the subdivider specifying the following:
- (A) Reasons why the plat renewal was denied.
- (B) Valid previous conditions and additional recommendations for amendment or correction.
- (C) The applicable fees, filing deadline, and meeting date of the City Council when the review shall occur should the applicant choose to renew the plat.
- (2) If the subdivider chooses to renew the plat, review will follow the procedures set forth in section 10.04.001, including review by the City Council.
- (3) If the subdivider chooses not to renew the plat, or does not respond to the notification by the Director of Development Services, the preliminary plat will expire.
- (d) A nonrefundable application fee for automatic renewal of a plat or review of a plat that has been denied automatic renewal shall be set annually in the city's fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the Director of Development Services at the time the application is submitted. If such fee is not received, the preliminary plat will expire.

**ARTICLE 10.05
FINAL PLATS**

§ 10.05.001. Procedures for submittal and review of final plats.

- (a) The final plat shall conform to the approved preliminary plat, and may constitute only a portion of the approved preliminary plat provided that such portions conform to all requirements of these regulations. The final plat shall contain right-of-way dedication for all internal and perimeter streets and alleys within the portion proposed for final plat as shown on the approved preliminary plat.
- (b) Any streets, alleys, or easements dedicated to the public within the proposed final plat boundaries that are proposed for closure must be closed by ordinance before the final plat can be recorded. These closures shall not be indicated on the final plat. The procedure for right-of-way closure is as follows:
 - (1) Application for closure.
 - (2) Preparation of final plat or replat and indicating closed right-of-way.
 - (3) Council approval of closure.
 - (4) File closure ordinance.
 - (5) Final plat recorded.
- (c) Within three hundred sixty-five (365) days after approval of the preliminary plat, a final plat shall be prepared as specified in this chapter and submitted to the planning department; otherwise, such preliminary plat approval shall become null and void, unless renewal has been granted according to the procedures set forth in section 10.04.002.
- (d) Following staff review of the final plat and other material submitted for conformity with these regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made, the Planning and Zoning Commission shall, within thirty (30) days after a complete plat is filed in accordance with subsection (b)(1) of this section, shall recommend approval, approval with conditions, or disapproval a plat to the City Council.
- (e) Final plats shall be deemed filed when the City receives all the documents and other information required by the City in its development list.
- (f) Plats shall not be distributed for review unless the plat and other required documents are received by the Director of Development Services and such documents meet the requirements of this article. Required submittals are as follows:
 - (1) Two (2) paper copies and an electronic portable document format (.pdf) file of the final plat. The following statement shall be printed on the face of each final plat submitted for review: “Final plat - for inspection purposes only and in no way official or approved for recording. Release date: (insert date of release).”
 - (2) One (1) copy and an electronic portable document format (.pdf) file of the final drainage analysis and plan, if required.
 - (3) One (1) copy and an electronic portable document format (.pdf) file of the cut and fill plan, if required.
 - (4) Any supplementary materials required for approval.

- (g) A nonrefundable application fee for reviewing a final plat shall be set annually in the city's fee schedule. A fee for the administrative costs of processing the application shall be required with the application and shall be paid to the Director of Development Services at the time the application is submitted.

§ 10.05.002. Engineering procedures for final plats.

- (a) The proponent of a final plat shall secure the services of an engineer to perform the engineering work necessary for public facilities. The engineer shall prepare plans, specifications, and estimates for water, sewer, street, and drainage improvements. The city will perform testing and inspection of the improvements during construction. An engineer shall also prepare any necessary cut and fill plans.
- (a) Engineering shall be in accordance with the provisions of this code. Upon payment of review fees established in the city's fee schedule, the City Engineer shall review plans, specifications, and estimates prepared by the proponent's engineer in a timely manner.
- (b) The City Engineer shall express written approval or disapproval of such plans, specifications, or estimates and shall state the conditions, if any, of such approval or disapproval.
- (c) No final plat shall contain a utility easement within any stormwater drainage and impoundment easements, city park, or other city property without prior written approval of the city engineer.
- (d) Fees for testing and inspection of required improvements, as established in the city's fee schedule, until such time as all public facilities are accepted by the City Engineer.
- (e) Prior to recording of a final plat, the subdivider shall have caused the construction of the public improvements required in article 10.10 to the satisfaction of the City Engineer, or shall obtain a performance bond in lieu of required improvements in accordance with the provisions of section 10.10.009.

§ 10.05.004. Final plat requirements.

- (a) To initiate the final plat approval process, two (2) reproducible copies on high-quality bond paper and an electronic portable document format (.pdf) file of the final plat shall be submitted to the Director of Development Services. One (1) additional copy must be submitted for plats in the extraterritorial jurisdiction. If necessary, the plat may be on several sheets, with a cover sheet containing an index showing the entire subdivision. One (1) electronic dwg or shp file drawn to scale and geolocated in NAD83 Texas State Planes, North Central Zone, US Survey Foot submitted to the Director of Development Services.
- (b) Plat sheet sizes will be between eleven (11) by seventeen (17) inches and twenty-four (24) inches by thirty-six (36) inches to accommodate the following minimum map scales:
- (1) One acre or less - Plat shall be submitted with a scale of one (1) inch per fifty (50) feet.
 - (2) More than one acre - Plat shall be submitted with a scale of one (1) inch per one hundred (100) feet.
- (c) If changed circumstances exist, the Director of Development Services may require the

submission of an updated final plat document prior to filing.

- (d) The final plat shall incorporate all preliminary plat information and conditions approved by the City Council and shall clearly illustrate the following:
- (1) The plat boundary and the exact acreage included in that boundary.
 - (2) Title or name of the plat. If a lot or tract is replatted, all land in the original lot(s) or tract(s) must be replatted in order to retain the original plat name. A replat cannot “orphan” a part of a lot.
 - (3) The map scale, horizontal datum, north arrow and date.
 - (4) Reference by name to recorded plats of adjacent and abutting properties.
 - (5) Boundary lines of all lots, tracts, and parcels with accurate dimensions, bearings, radii, chord distances, and central angles of all curve segments, for all total curves.
 - (6) Numbers and letters to identify each lot or tract.
 - (A) Lots shall be numbered consecutively from one to the total number of lots in the subdivision. Tracts shall be lettered in alphabetical order. Such designation will be continuous in the order that final plats of portions of a preliminary plat are recorded with the county clerk.
 - (B) Replatted lots will be designated alphanumerically (e.g. Lot 1-A), and further subdivision will alternate numbers and letters (e.g. Lot 1-A-1, lot 1-A-1-A). The same alternating method will be used for tracts (e.g. Tract A-1, tract A-1-A, tract A-1-A-1).
 - (7) All street and alley rights-of-way and easements will be shown on the plat and the purpose and restrictions of use of such easement indicated.
 - (A) Accurate location, dimensions, bearings, radii, chord distances, and central angles of all curve segments, for all total curves, shall be provided to readily establish location of rights-of-way and easements. Location of points of intersection and points of tangency of street intersections other than right angle intersections shall be indicated.
 - (B) A key of abbreviations for easement types shall be included on the plat.
 - (C) Legal references shall be provided for all previous dedications and easements.
 - (8) Name of each street and width of streets, alleys, and other right-of-way.
 - (9) All platted lots and tracts shall provide for collection of garbage consistent with article 6.02 of this code unless alternatives are approved by the city council.
 - (10) All plats must show locations for centralized mail receiving areas.

§ 10.05.007. Documents required prior to recording a final plat.

- (a) In addition to the final plat document, certain documents shall be provided before a final plat can be recorded. While some documents are required for all plats, others are only required when the

circumstances and conditions of the plat require them. The Director of Development Services will notify the subdivider of the required documents. Descriptions of certain documents that may be required before a final plat can be recorded are as follows:

- (1) A dedication deed or dedicatory certificate executed by all persons, firms or corporations owning an interest in the property subdivided and platted and acknowledged in the manner prescribed by the laws of the state for conveyances of real property shall be submitted for each final plat. Two (2) true copies shall be furnished with the original. The dedication deed shall include the following information:
 - (A) The spouses of any married party executing such dedication deed shall join with their spouses therein unless satisfactory proof be provided showing that the property to be subdivided is the sole and separate property of the spouse signing such deed and that such property does not constitute any portion of such party's homestead, in which case the instrument of dedication shall state the fact that the property subdivided and platted does not constitute a part of such party's homestead and positively designates and identifies such party's actual homestead.
 - (B) Lienholder shall execute a subordination agreement subordinating their liens or enter into the dedication or granting, if any, of all public streets, alleys, parks, public easements, and any other public areas shown on the plat of such subdivision as being set aside for public uses and purposes.
 - (C) The dedication deed shall, in addition to the above requirements, contain the following:
 - (i) An accurate description of the tract of land subdivided.
 - (ii) A statement and express representation that the parties joining in such dedication deed are the sole owners of such tract of land.
 - (iii) An express dedication, if any, to the public for public use forever of any streets, alleys, rights- of-way, stormwater drainage and impoundment easements, parks, public easements or other public places shown on the plat.
 - (iv) A positive reference and identification of the plat of such subdivision by the name of such subdivision, date of plat, and name of surveyor preparing the plat.
- (2) A certificate of ownership statement prepared by a qualified attorney or title insurance company licensed to do business in the state shall be submitted with each final plat certifying that the title to the property has been examined and naming all owners and lienholders of said tract of land.
- (3) A current tax certificate from the Lubbock Central Appraisal District is required with each final plat showing that all taxes have been paid on the tract to be subdivided and that no delinquent taxes exist against the property. In addition to a current tax certificate, a letter signed by the Lubbock Central Appraisal District may be required during specific times of the year, stating that current year taxes have not been calculated.
- (4) As-built plans or drawings bearing the seal of an engineer of any required water, sewer, paving, and drainage improvements as approved by the City Engineer and constructed in conformance with chapters 13 and 15 of this code, or a bond in lieu of required improvements

in accordance with the provisions of section 10.10.009.

- (5) If required, a final drainage plan and analysis that meets the requirements of the drainage criteria manual and master drainage plan and has been approved by the City Engineer.
 - (6) If required, as-built cut and fill plan prepared by the subdivider's engineer or surveyor, or a bond in lieu of required improvements in accordance with the provisions of section 10.10.009.
 - (7) Such other ordinances, protective covenants, certificates, affidavits, endorsements, dedications, and closures and abandonments as may be required for the enforcement of these regulations shall be provided as a separate instrument to be recorded with the plat. Other plat associated documents, such as subdivision deed restrictions, may be recorded with the plat if the subdivider chooses.
- (b) When the requirements of this chapter for a final plat have been met and all plat fees, filing fees, engineering fees, and all costs of required improvements detailed in article 10.10 of this chapter have been paid, the final plat will be recorded at the county courthouse. The developer shall be responsible for both the filing of, and the fees associated with the submission of the final plat to the county clerk's office. All original filed documents must be returned to the City of Wolfforth's development department prior to building permit issuance.

§ 10.05.008. Short form final plats and replats (minor plat).

(a) Purpose. The provision of adequate data concerning land use, utility requirements, traffic impact, streets, easements and dedications is vital to ensure the continued health, safety and welfare of the city's residents. Recognizing that the significance of this data is reduced for the small-scale projects that are most heavily impacted by the burden of producing this data, the city allows alternate procedures for minor subdivisions or replats, lot splits, and the platting of existing development and of land proposed for site development where public improvements are not required.

(1) Applicants for minor plats creating no more than four new lots may follow the procedure set forth below provided that the proposed subdivision meets all of the following criteria:

- a. The subdivision has been determined to meet all the requirements of the short form final plat.
- b. The subdivision has existing access to a public street and no new dedications are required.
- c. Each of the lots is contiguous with at least one of the other lots in the subdivision for a distance of at least 50 feet.
- d. The City Engineer has determined that no off-site improvements to the city's infrastructure are required.
- e. The City Engineer has determined that no off-site drainage improvements are required.

(2) The Director of Development Services may require the standard final plat procedures outlined in this chapter, if city staff determines that the plat is inconsistent with any element of the master plan, any established city ordinances, codes provisions or policies, or if in the judgement of the Director it is in the best interest of the City to follow standard plat procedures.

(b) Format. The format of the short form final plat shall correspond with the format for final plats as required by this chapter.

(c) Content. The content of the short form final plat shall correspond with the content for final plats as required by this chapter except that:

(1) Construction plans shall be required if any on-site improvements are required for development of the property.

(2) The city may permit omission of any informational requirements that are determined by the city to place an excessive burden on the applicant, including, but not limited to contours, centerlines of existing watercourses, etc.

(d) Procedure. The procedure for review and approval of a short form final plat shall follow the procedure for final plats, except that:

(1) The short form final plat may be submitted without approval of a preliminary plat or construction plans provided city staff determines it to be in compliance with the city's master plan and all other regulatory requirements of the city. The plat, prepared by a surveyor and engineer if required, and bearing their seals shall be submitted to the Director of Development Services for approval before recordation of the plat.

(2) Legible prints, as indicated on the application form shall be submitted at least 30 days prior to the next regularly scheduled meeting of the council along with the following:

a. Completed application forms and the payment of all required fees.

b. Two copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the plat

c. A current tax certificate from the Lubbock Central Appraisal District showing that all taxes have been paid on the tract to be subdivided and that no delinquent taxes exist against the property. In addition to a current tax certificate, a letter signed by the Lubbock Central Appraisal District may be required during specific times of the year, stating that current year taxes have not been calculated.

d. Notification materials as required herein.

e. A petition requesting annexation, if applicable.

f. Any attendant documents needed to supplement the information provided on the plat.

(a) Notification. Notification procedures for a short form final plat shall be the same as those identified for the preliminary plat.

(b) Approval. Director of Development Services may approve minor subdivisions without the necessity of submitting the application for consideration by the city Planning and Zoning Commission or requiring the developer to obtain approval of a preliminary plat. If the Director of Development Services determines he/she cannot or does not desire to approve a subdivision that qualifies as a minor subdivision, the application shall be forwarded to the planning and zoning commission for consideration at the next available meeting after proper notice. A subdivision may be considered a minor subdivision if:

- (1) For an amended plat as described by V.T.C.A., Local Government Code § 212.016;
 - a. The plat or replat consists of four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or
 - b. For a replat under V.T.C.A., Local Government Code § 212.0145 that does not require the creation of any new street or the extension of municipal facilities. An approved minor subdivision shall constitute a final plat of said subdivision.
- (c) Revision. The revision process of a short form final plat shall be the same as the revision process described for a final plat.
- (d) Recordation. The recordation procedures of a short form final plat shall be the same as the procedures for a final plat.
- (e) Responsibility. Notwithstanding the approval of any short form final plat by the commission, council or director, the developer and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this chapter shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

ARTICLE 10.06 PLAT DESIGN STANDARDS

§ 10.06.001. Street standards.

- (a) Streets serve several major functions, including traffic and pedestrian movement and drainage. The subdivider shall consider the impact of any proposed development on each of these functions:
 - (1) The arrangement, character, extent, width, grade, and location of all streets shall conform to the thoroughfare plan and other master plans of the city. The proposed streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets.
 - (2) Where such is not shown on the thoroughfare plan, the arrangement of streets in a subdivision shall either:
 - (A) Provide for the continuation of appropriate projection of existing principal streets in surrounding areas; or
 - (B) Conform to a plan for a neighborhood approved or adopted by the City Council to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical.
 - (3) The subdivider shall assume responsibility for providing a plan which continues all thoroughfare and collector streets in accordance with the current thoroughfare plan and provides for residential streets in accordance with this chapter. The proposal shall provide continuity of the street names in accordance with chapter 15 of this code and shall consider

all existing and potential development adjacent to and abutting the proposed plat.

- (4) Where a subdivision abuts or contains an existing or proposed thoroughfare or greater street, residential lots shall not use such thoroughfare or greater street as primary access unless approved by the City Council. When the City Council deems such situations inadvisable, the commission may require marginal access streets, reverse frontage, lots with rear service alleys or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic. When double frontage lots occur, the plat shall indicate that the lesser designated street frontage involved will provide primary access to the lots in question.
- (5) Where a subdivision borders on or contains a railroad right-of-way or limited access highway right-of-way, the city council may require a street approximately parallel to and on each side of such right-of-way, at a distance suitable for the appropriate uses of the intervening land. Such distances shall also be determined with due regard for the requirements of approach and future grade separations.
- (6) Street design with centerline offsets of less than one hundred twenty-five (125) feet shall be avoided and considered by the city council only when specific circumstances dictate a need for less offset.
- (7) Street intersections shall be as near to right angles as possible and four-way intersections of residential streets shall be avoided unless recommended by the City Engineer for drainage purposes.
- (8) At each street intersection, the right-of-way line at each block corner shall have a fifteen (15) foot by fifteen (15) foot angled cut-off at street intersections. Any collector or thoroughfare designated street intersecting another thoroughfare or freeway designated street shall have a thirty (30) foot by thirty (30) foot angled cut-off at the street intersections.
- (9) Right-of-way widths, as well as the curb and gutter and pavement design criteria for streets, shall be in accordance with the city public works engineering design standards and specifications and the thoroughfare plan.
 - (A) R-1 designated streets are allowed throughout residential subdivisions or may be utilized as “sub-collector” streets in conjunction with R-1A streets. As a “sub-collector,” R-1 streets collect traffic from lower traffic volume R-1A streets and connect with collector or thoroughfare designated streets.
 - (B) Collector (C-1) or thoroughfare (T-1, T-2) designated streets shall be required at locations as shown on the thoroughfare plan. Should factors such as topographic problems or a special subdivision design dictate an alternate collector street location, exceptions to collector street locations may be possible through design submittal by the subdivider and review and approval by staff and city council during the plat approval process.
 - (C) Industrial (I) designated streets shall be required in areas having industrial or manufacturing zoning classifications.
 - (D) If the City Engineer determines that a proposed development contains unique circumstances that cannot be accommodated by the standard street widths in this chapter,

such as boulevards and one- way streets, an alternative design may be considered by the staff and city council during the plat review process.

- (10) The dedication of half-streets shall be allowed only where essential to the reasonable development of the subdivision, with approval of the City Council as provided in section 15.06.004, and where the City Council finds it will be practical to require the dedication of the other half when the adjoining property is subdivided. Wherever a half-street is adjacent to an unsubdivided tract, the other half of the street shall be dedicated when the adjacent tract is platted.
- (11) Half-width paving shall only be allowed when approved by the City Council. The subdivider shall obtain a working easement from the adjacent landowner for installation of the half-street paving improvements. Approval by the City Council shall be required for half-width paving where full width dedication exists.
- (12) Dead-end streets are discouraged, but may be platted where the city council deems acceptable and where the land adjoins property not subdivided, in which case the streets shall be carried to the boundaries thereof. Barricades and signage will be required for dead-end streets, and such cost will be borne by the subdivider.
- (13) Cul-de-sac streets shall not be longer than six hundred (600) feet and shall be provided at the closed end with a turnaround having an outside right-of-way diameter of at least one hundred (100) feet (minimum diameter of eighty-six (86) feet for R-1 designated streets). Cul-de-sac streets shall be measured from the midpoint of the closest intersection to the center of the cul-de-sac radius.
- (14) In consideration of the drainage function of streets, when cul-de-sac or dead-end streets abut undeveloped property, the subdivider shall be responsible for obtaining drainage easements onto or through abutting property sufficient to ensure drainage of the proposed development. If needed for drainage, the cul-de-sac shall have a minimum twenty (20) foot drainage easement to the adjacent street, alley or property line, though greater width may be required if the drainage plan for the subdivision indicates the need. Such easements shall be included within the limits of the adjacent lots and the maintenance of these easements is the responsibility of the property owner.
- (15) Cul-de-sac streets, whether containing a drainage easement or not, shall be platted with a pedestrian access easement, a minimum of four (4) feet in width, from the cul-de-sac to the abutting street. A fence shall not block such access. A subdivider can refer to chapter 14 (zoning) of this code for fence height specifications. Pedestrian access is not required to connect a cul-de-sac to an alley.
Sidewalks are required under chapter 15 of this code and shall be constructed and maintained. Installation of sidewalks is not a requirement prior to final plat, but is required with the permit for construction of improvements on an individual platted lot or tract.
- (16) Islands or medians shall be allowed in public streets only when approved by the City Council. Prior to City Council consideration, the subdivider and/or their engineer shall be required to submit special design and construction details of the pavement structure to the City Engineer for any streets adjacent to any proposed landscaped islands or medians with irrigation systems. As a standard, concrete pavement will be the minimum pavement structure considered for streets adjacent to irrigated islands or medians. Islands and medians shall be platted as separate lots or tracts and shall remain under private ownership and maintenance unless otherwise

approved by the City Council.

- (17) Private streets and common areas shall be platted as separate lots or tracts and shall remain under private ownership and maintenance unless otherwise approved by the City Council.
- (18) Private streets and common areas shall be platted as separate lots or tracts and shall remain under private ownership and maintenance unless otherwise approved by the City Council.

§ 10.06.002. Alley standards.

- (a) General alley provisions. Alleys will generally not be required in residential areas. In areas where alleys are not specifically required, the inclusion of alleys shall be at the discretion of the Developer, but where alleys are provided, they must comply with paved alley standards.
- (b) Paved access alleys. In cases where rear access is proposed, plans must be provided for the primary and secondary access functions being combined on the alley.
- (c) Commercial access alleys. Service alleys shall be required for non-residential zones. Within commercial areas, requirements for alleys shall be based on intended use and potential for service access.
- (d) When alleys are proposed, the developer shall comply with the following standards:
 - (1) In residential districts, alleys shall be provided parallel or approximately parallel to the frontage of all streets.
 - (2) The width of the alley shall not be less than twenty feet (20'), with a minimum paved width of ten feet (10') with a concrete paving standard.
 - (3) Where two (2) alleys intersect and where an alley intersects a public street, a cut-off of not less than ten (10) feet along each right-of-way line from the normal intersection of those right-of-way lines shall be provided.
 - (4) Where an alley has a direction change of fifteen (15) degrees or greater, a cut-off of not less than ten (10) feet by ten (10) feet along the inside right-of-way line from the angle point shall be provided and paved.
 - (5) Dead-end alleys shall be avoided where possible. In cases where a dead-end alley is unavoidable, such alleys, shall be provided with turnaround facilities at the dead end as determined by the City Council.
 - (6) Alleys shall be arranged to assure proper drainage.

**ARTICLE 10.07
PLAYA LAKES DEVELOPMENT AND OWNERSHIP**

§ 10.07.002. Dedication methods.

- (a) At a minimum, all land area below the predicted peak water elevation of a lake as determined by procedures outlined in the drainage design manual and this article shall be dedicated to facilitate stormwater drainage.
- (b) The subdivider shall dedicate or deed to the city, as applicable, the lake land in one of the following ways:
 - (1) The lake area may be dedicated as a stormwater drainage and impoundment easement, subject to approval by the City Council, and shall meet the requirements set forth by the drainage design manual and this article.
 - (2) The lake area may be deeded by general warranty deed to the city as public property for a stormwater detention basin, subject to approval by the City Council, after review and recommendation by the city engineer, and shall meet the requirements set forth by the drainage design manual and this article.
 - (3) The lake area and additional adjacent property may be deeded by general warranty deed to the city as a city park, subject to approval by the City Council, after review and recommendation by the City Engineer. The lake area shall meet the requirements set forth by the drainage design manual and this article.
- (c) In order for the city to accept ownership of dedicated or deeded stormwater detention basin or park, the following requirements must be met:
 - (1) Over 90% of the subdivided land must be built-out and completed.
 - (2) The City Engineer has certified that all stormwater detention basin or park standards have been met.
 - (3) The City Engineer has approved all material used for cut and fill.
 - (4) A system of funding maintenance and operation should be arranged prior to acceptance. This can be in the form of a PID, HOA, etc.

ARTICLE 10.08
PLAYA LAKES CUT AND FILL

§ 10.08.001. Procedures.

- (a) In the interest of the health, safety, and welfare of the residents of the city, playa lake modifications and dedication requirements for lake areas necessary for flood control and preservation of natural drainage shall be as follows:
 - (1) Subdividers wishing to modify lake areas must submit a cut and fill plan prepared by an engineer according to the procedures detailed below and obtain City Council approval for such plan before beginning any modifications.
 - (A) The subdivider shall submit three (3) copies and an electronic portable document format (.pdf) file of a cut and fill plan meeting the requirements of this article to the planning department.
 - (B) A nonrefundable application fee for reviewing a cut and fill plan shall be set annually in

the city's fee schedule. A fee for the administrative costs of reviewing the cut and fill plan shall be required with the application and paid to the Director of Development Services at the time the application is submitted.

- (C) The cut and fill plan shall be distributed to the city staff by the Director of Development Services, and staff will submit conditions for City Council consideration.
 - (D) The subdivider may contest any staff recommendations at the City Council hearing. The council shall consider both the staff recommendations and the subdivider requests in making a final determination. The City Council shall act on the cut and fill plan as submitted or amended within thirty (30) days.
 - (E) Should the City Council deem necessary, the subdivider shall resubmit a corrected cut and fill plan as required by this section that reflects all required changes before the cut and fill plan approval process is complete.
 - (F) The action of the City Council shall be noted and attached to two (2) copies of the cut and fill plan. One set shall be sent to the person who submitted the cut and fill plan, one set shall be provided to the City Engineer, and the other set shall be filed by the planning department.
- (2) The cut and fill plan shall comply with the following and shall clearly illustrate any specific requirements:
- (A) Submit plan sheets at a scale of one (1) inch to one hundred (100) feet horizontal scale. Sheet sizes shall be between eleven (11) by seventeen (17) and twenty-four (24) inches by thirty-six (36) inches unless otherwise approved by the city engineer. If necessary, the plan may be on several sheets, with a cover sheet containing an index showing the entire subdivision.
 - (B) Be titled "cut and fill plan-(subdivision name and lots or tracts)," providing the proper name corresponding to the final plat it is accompanying.
 - (C) Include the names of the subdivider and the person or firm preparing the plan.
 - (D) Include the comment "This document is released for review purposes only, under the authority of (insert preparing engineer's name) and in no way official or approved. Release date: (insert date of release)."
 - (E) Include the statements as listed in section 10.08.002(a)(1)-(9) of this article on the face of the cut and fill plan.
 - (F) Clearly depict the existing one-foot interval contours and the proposed one-foot internal contours and cross-sections on NAVD88 datum unless otherwise approved by the city engineer.
 - (G) Indicate in the notes the benchmarks used to establish vertical control for the plan.
 - (H) Include cross-sections at a horizontal and vertical scale that clearly demonstrate the existing land and the proposed results of the cut and fill operation.
 - (I) Clearly demonstrate with the contours and cross-sections that the borrow slopes and fill slopes conform to the requirements of the drainage criteria manual.

- (J) Clearly indicate in the notes and on the contours the predicted peak water elevation or overflow elevation of the lake.
 - (K) Indicate the acreage of the lake area prior to the cut and fill operation and the acreage and percent of total reclamation upon completion of the proposed activity. If prior cut and fill operations have been performed in the lake, the acreage of the lake area in its natural state shall also be listed as well as the percent of prior reclamation.
 - (L) Indicate the volume, in cubic yards, of the total proposed excavation, the volume of embankment material to be placed both below and above the predicted peak water elevation of the lake, and the net volume increase of holding capacity of the playa lake due to the cut and fill operation. All earthwork volumes shall be calculated as “in-place” cubic yards.
 - (M) Include adequate notes and legends to clearly depict the differences between existing and proposed conditions with this cut and fill operation.
- (3) Any approved cut and fill plan shall remain in force for three (3) years or until such time as the plan is submitted for amendment by the subdivider.

ARTICLE 10.09 EXCAVATIONS AND FILLS OUTSIDE OF LAKE AREAS

§ 10.09.003. Fills outside of lake areas.

- (a) Proposals for any fill outside of lake areas that could affect the normal flow of public drainage, including but not limited to berms, dams or terraces, shall be submitted to the city engineer for determination of whether a fill plan must be prepared.
- (b) Cut/fill plans shall be submitted to the City Engineer. After the cut/fill plans have been reviewed, the City Engineer may make a recommendation to the City Council for final approval under the procedure detailed in section 10.08.001.
- (c) In reviewing fill plans, the City Council shall, among other items, consider the following issues:
 - (1) The overall drainage pattern of the area.
 - (2) The impact the fill may have on adjacent properties or structures.
- (d) Any fill operation requiring a fill plan shall conform to the requirements of section 10.08.001 and section 10.08.002.

ARTICLE 10.10 IMPROVEMENTS REQUIRED PRIOR TO ACCEPTANCE OF FINAL PLAT

§ 10.10.004. Water and sewer.

- (a) Water and sewer mains shall be installed to serve all lots within the proposed subdivision under the provisions of chapter 13 of this code and shall be constructed in compliance with the City of Lubbock Minimum Design Standards and Specifications as appended in appendix C of this code

under the supervision of the City Engineer.

- (b) Installation of water and sewer shall not be required when the city council finds that water and sewer is not available and cannot be made available in the immediate future. In such cases, a delay of services should be requested by the subdivider when the final plat is submitted.
- (c) A building permit shall not be issued on a platted lot or tract, or any portion authorized under the procedure in section 10.03.002(b), until such time as water and sanitary sewer service has been installed and is operational as determined by the City Engineer or an exception is allowed under the provisions of this section.
- (d) The location of the water meter and meter can for water service shall be placed within 10 feet of the side property line and 1 foot from the rear property line. The sewer stub service line shall be placed at the centerline of the lot (+-) 5 feet.

§ 10.10.005. Street lighting.

- (a) Streetlights shall be a minimum of 2.5 ft. back from curb face and have 250W EQ LED luminaries.
- (b) The subdivider shall provide a street lighting plan to the city for review along with engineering documents.
- (c) The subdivider shall be responsible for the purchase and installation of street lights in the proposed subdivision prior to installation of lighting. Street lighting shall be installed and operational prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement with the utility provider and any delay is due to the utility provider. Evidence of agreement is subject to the acceptance of the city.

§ 10.10.006. Street name signs.

- (a) Street name signs for streets shall be provided at all street intersections within or abutting the proposed plat. Street name sign locations will be reviewed by the engineering department. Street name signs will be paid and installed by the subdivider.
- (b) The subdivider shall bear all costs associated with the purchase and installation of street name signs.
- (c) Street name signs shall be installed prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement with the utility sign provider and any delay is that of the provider, not the subdivider. Evidence of agreement is subject to the acceptance of the city.

§ 10.10.007. Other traffic signs and traffic-control devices.

- (a) The city engineer will specify any other required signs and traffic-control devices, including but not limited to road closure signs and barricades, stop signs, no parking signs, and one-way signs, as part of plat review. Such signs and devices shall be of a style approved by the city and shall be placed in accordance with the state manual on uniform traffic-control devices (TMUTCD).
- (b) Required devices will be paid for and installed by the subdivider.

- (c) Other traffic signs and traffic-control devices shall be installed and operational prior to the issuance of a Certificate of Occupancy, unless the subdivider has provided evidence of an agreement demonstrating a commitment to provide the required devices, and further demonstration that any delay is due to the provider of the required devices and not the subdivider. Evidence of agreement is subject to the acceptance of the city.

§ 10.10.009. Performance bond in lieu of required improvements.

- (a) In the event of lack of completion of the required improvements, with the intention of initiating the recording of the final plat, the subdivider may request the submission of a bond in lieu of the completion of paving, drainage, and cut and fill activity. Required paving, drainage, and cut and fill activity can be no less than 75% complete as determined by the city engineer in order for this provision to apply. At the sole discretion of the City Council, the city may allow the submission of a performance bond in lieu of completion of requested infrastructure.
- (b) In the circumstance of the Parade of Homes or any other similar event in nature, the 75% completion may be waived by City Council approval.
- (c) A performance bond issued by a licensed surety company in the state to the City for the purpose of ensuring the construction of the roads and all other infrastructure to be dedicated to the city in said subdivision is required. Said bond shall be in effect until the city has accepted the infrastructure that is subject to the bond. The bond shall be in a form acceptable to the City Attorney. The bond shall be in an amount equal to or greater than the estimated cost needed to complete the construction of the required improvement.
- (d) The bond shall be accompanied with a copy of the construction contract for the required paving, or drainage improvements and planned cut and fill activity or an estimate provided by the subdivider's engineer that is approved by the City Engineer. The City Engineer shall have the authority to require a different bond amount if there is a question or disagreement about the cost necessary to complete the construction of the required improvements. The City Engineer shall utilize any data deemed relevant as the basis for requiring a different bond amount.
- (e) As a condition of a performance bond, the owner of an approved and accepted subdivision shall execute and complete construction of all infrastructure subject to the bond or substitute collateral in accordance with the specifications herein in no more than one year from the date of approval of the final plat. The performance bond shall remain in full force and effect until all of the subject infrastructure in such approved and accepted subdivision have been completed to the satisfaction of the city engineer.
- (f) If the owner fails or refuses to correct the defects called to his attention in writing by the City Engineer and the bond is unenforceable, the owner shall complete the unfinished improvements at their cost and expense as common law obligation of the bond.

§ 10.10.010. Withholding improvements and permits until approved.

- (a) The city shall withhold all city improvements, including the furnishing of sewerage facilities and water service, from all additions which have not been recorded and improvements provided as required by this chapter.
- (b) No permits shall be issued by the building official on any piece of property unless water and sewer service is operational as determined by the City Engineer. Further, no permit shall be issued on any

parcel other than an original or a resubdivided lot in a duly approved and recorded subdivision, unless an exception has been made under section 10.03.002(b) and until such time as the platted lot or tract is made accessible by way of an all- weather surface. The City Engineer shall have the authority, after reviewing the progress of construction and other relevant matters, to release a portion of the subdivision for building permits.

- (c) Improvements and permits shall not be withheld when the city council finds one of the following situations to exist:
 - (1) Where improvements are necessary to comply with other ordinances of the city which carry a penalty for failure to comply.
 - (2) Where leased property lies on railroad right-of-way and such property is adequately served by streets and utility easements.

§ 10.10.011. Maintenance bond.

- (a) The owner/developer must file a maintenance bond at the time any infrastructure in the subdivision is presented for dedication to the city. The condition of the maintenance bond shall be that the owner or developer shall guarantee to maintain, to the satisfaction of the city, all of the streets, alleys, and all other infrastructure to be dedicated to the city shown on the accepted and approved subdivision plat, in a good state of repair for a period of one year following the acceptance of such infrastructure by the city. Bonds shall be in an amount equal to 15 percent of the cost of construction for the approved infrastructure.
- (b) The maintenance bond shall commence on the date the roads or other infrastructure shown on the subdivision plat are accepted by the city and shall remain in full force and effect for a period of one year thereafter. The city will make periodic inspections of approved and accepted roads and other infrastructure, as possible, during the period of liability covered by the maintenance bond. In the event any of such roads or other infrastructure are not being maintained in a good state of repair, the owner will be so advised in writing and if, after reasonable time, the owner/developer fails or refuses to maintain the roads, they shall be maintained at the cost and expense of the owner/developer.
- (c) If the owner fails or refuses to correct the defects called to his attention in writing by the City Engineer and the bond is unenforceable, the owner shall complete the unfinished improvements at their cost and expense as a contractual obligation of the bond.

**ARTICLE 10.12
REPLATS**

§ 10.12.001. General regulations.

- (a) The owner of property who wishes to revise a subdivision plat which has been previously filed for record must make an application of the proposed revised plat to the City Council. The replat of the subdivision shall meet all approval requirements for and follow the same procedure as a final plat under article 10.05. If a lot is replatted, all lots will retain the original name of the plat.
- (b) A replat may not amend or remove any covenants or restrictions.

- (c) Each person who wishes to replat a subdivision under this chapter must submit to the city a fee as determined by the city’s Master Fee Schedule for each replat application.

Part 2. Severability.

If any section, sub-section, clause, phrase or portion of this Ordinance shall be held unconstitutional or invalid by a court of competent jurisdiction, such section, sub-section, sentence, clause, phrase or portion shall be deemed to be separate, distinct and independent provision and such invalidity shall not affect the validity of the remaining portion.

Part 3. Repeal.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Part 4. Open Meetings.

That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

Part 5. Effective Date.

This Ordinance shall take effect immediately upon its passage and adoption by the City Council.

PASSED AND APPROVED ON THIS THE 15th day of April 2024.

Charles Addington, II, Mayor
City of Wolfforth, TX

ATTEST:

Terri Robinette, City Secretary



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council Meeting
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on discussion of update to the City of Wolfforth Comprehensive Plan: Future Land Use Map.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

On June 15, 2009, The City of Wolfforth adopted the 2009 Comprehensive Plan that included the Future Land Use Map. The purpose of a Future Land Use Map is a blueprint for growth which reflects both existing patterns of land use as well as the desired use of land. It should also represent the future demand for land based upon past trends and projections. Within the Comprehensive Plan, each land use category’s intended purpose is described and defined by allowable uses of development. The Future Land Use Map serves as a guide to decision-making when zoning changes are requested.

The City of Wolfforth’s Future Land Use Map should reflect the City’s zoning policies and other planning-related studies, which would require to be updated periodically. On April 5, 2021, the City of Wolfforth updated the Future Land Use Map from 2009 based on new projected projects and subdivisions. After continued growth over the past three years, the City’s long-term vision has transformed into other plans for the community.

Recently, the City of Wolfforth has been working on projects with the MPO for funding for construction of roadways. One of the most important guides that the MPO uses when determining the need for projects is the City’s Future Land Use Map. With the continued growth in Wolfforth, the staff feels that reviewing and updating the Future Land Use Map to reflect the changes and vision for the future is imperative.

Some of the changes included from the 2021 Future Land Use Map to the recommended 2024 Future Land Use Map are as follows:

- The Comprehensive Plan defines residential areas as:
 - o Low- Single Family Homes only
 - o Medium- can include two-family dwellings (duplexes, townhomes, etc.)
 - o High- Apartment type
 The City of Wolfforth recommends cleaning up what some of the areas within the city have developed in the last three years, along with future plans from the developers.
- In previous years, we have divided commercial between office, retail, and commercial. The staff recommends that we do not distinguish between the three and categorize it as Commercial in general. This will allow some flexibility within the zoning.
- In the original Future Land Use Map, Industrial made up 9 acres, or only .5% of the city limits. Benefits of Industrial zoning for local economies include reasons such as creating jobs, improve tax base, and business diversity. The staff recommends increasing the Industrial zoning area, primarily in the Northeast portion, near Patel Drive.

- The Planning and Zoning Commission is also recommending an increase in zoning for Commercial along Donald Preston Rd. This is largely due to high traffic through this area and a need for large-scale acreage not available elsewhere in the city.
- Currently, the projected land use around the future Loop 88 is office space, commercial at the intersections, and residential. Using Loop 289 as a guide, the staff is recommending commercial be the primary land use 300 ft out from Loop 88

On Tuesday April 9, 2024 the Planning and Zoning Commission discussed the changes to the Future Land Use Map. With the idea of thinking in the future, the P&Z added several more changes to the map:

- Continue commercial zoning around the entire Loop 88 corridor.
- Since Future Land Use Maps are used to determine what we see the future of the land be used for, the PZ suggested the following changes to the two large Manufactured Homes zones-
 - Along Hwy 179 on south end of ETJ- recommend changing zoning to commercial along Hwy 179 and Low Density Residential for the interior land.
 - Near 98th Street (Wolfforth Place)- recommend continuing the land use seen north by having a mix of commercial and industrial zoning.

EXHIBITS:

1. Current Future Land Use Map updated in 2020
2. Recommended Future Land Use Map with P&Z recommendations

COUNCIL ACTION/STAFF RECOMMENDATION:

The Planning and Zoning Commission unanimously recommended approval. Discuss recommended Future Land Use Map. Take one of the following actions:

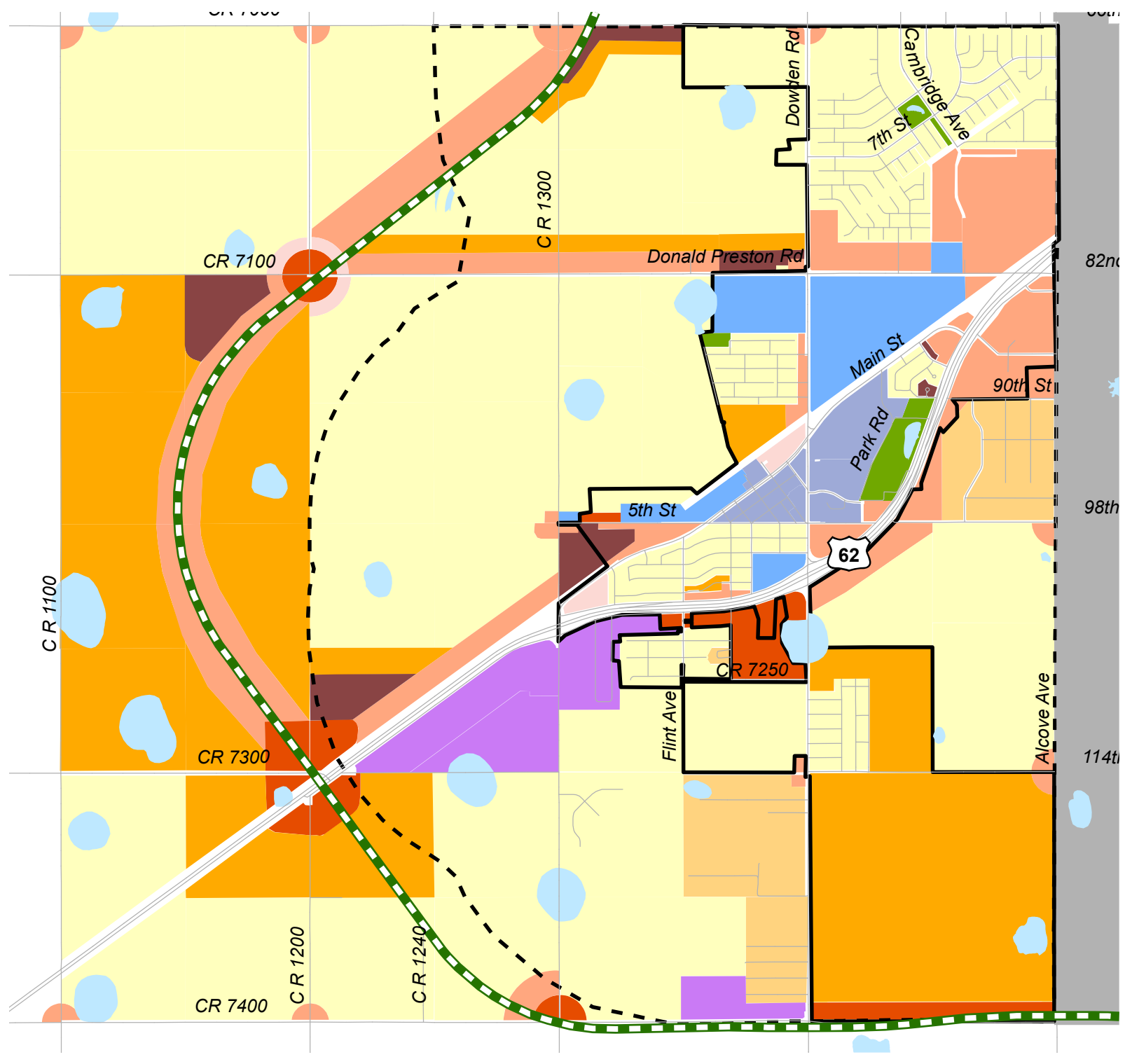
1. Approve changes as recommended and then hold a public hearing.
2. Approve changes with revisions and then hold a public hearing.
3. Cancel Public Hearing and advise staff on future steps



Wolfforth Future Land Use Plan

Legend

- Loop 88
- Low Density Residential
- Manufactured Home
- Medium Density Residential
- High Density Residential
- Office
- Retail
- Commercial
- Old Town Mixed Use
- Special Study
- Park/Open Space
- Public/Semi-Public
- Industrial
- Wolfforth City Limits
- Wolfforth ETJ
- Lubbock City Limits
- Lakes



2020 City of Wolfforth
Comprehensive Plan Update

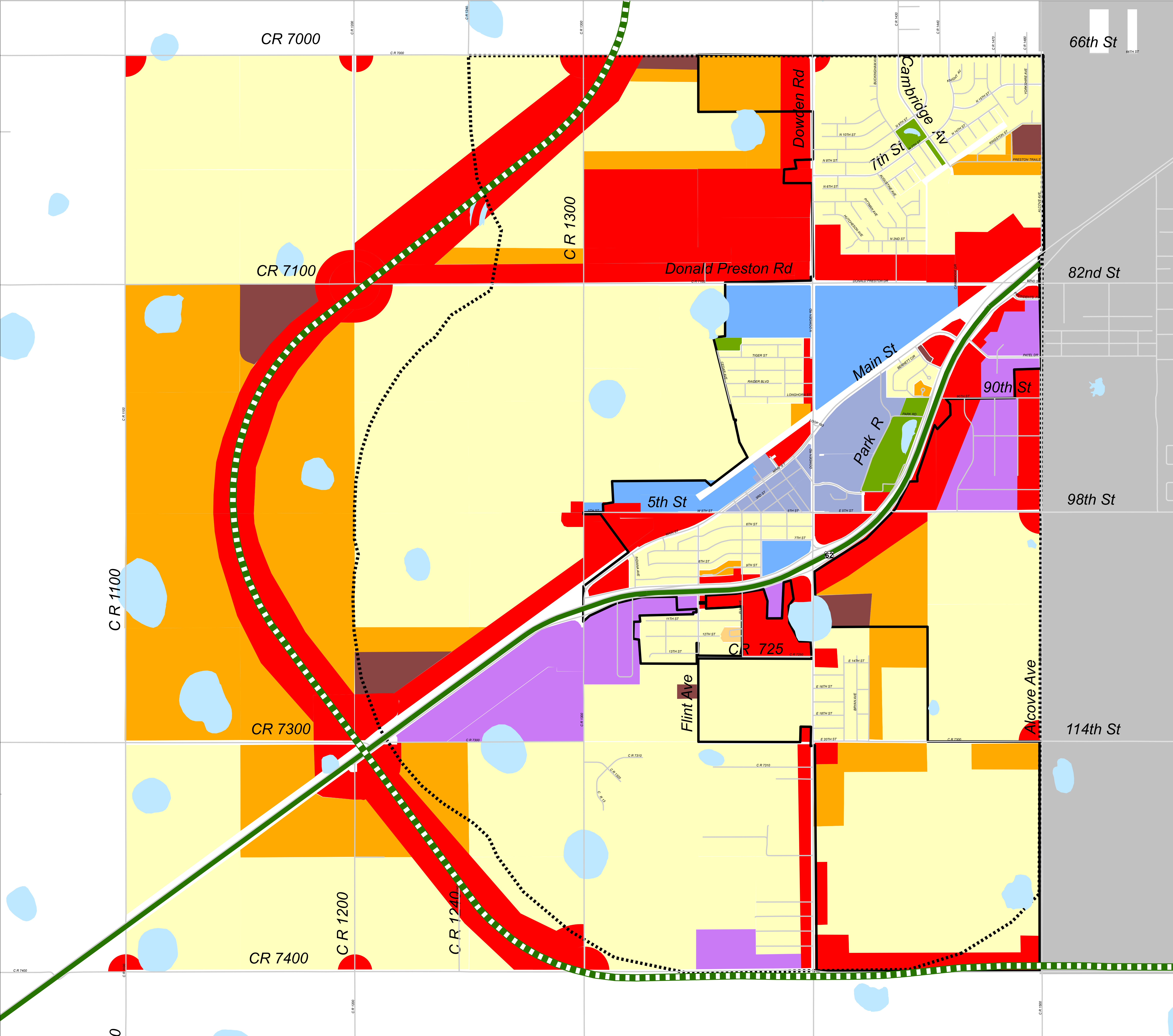
N 0 800 1,600 3,200 208



Wolfforth Future Land Use Plan

Legend

- Loop 88
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2021 City of Wolfforth
Comprehensive Plan Update

Adopted by City Council on April 5th, 2021
Revised April 10, 2024



AGENDA ITEM COMMENTARY

MEETING NAME: City Council Meeting

MEETING DATE: April 15, 2024

ITEM TITLE: PUBLIC HEARING: Consider and take appropriate action on an update to the City of WolfForth Comprehensive Plan: Future Land Use Map.

STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

This commentary applies to the next two agenda items:

- 1. Conduct a Public Hearing on an update to the City of WolfForth Comprehensive Plan: Future Land Use Map.**
- 2. Consider and take appropriate action on an update to the City of WolfForth Comprehensive Plan: Future Land Use Map.**

Based on the previous agenda item, hold a public hearing to receive comments from the public.

EXHIBITS:

1. Public Hearing Notice

COUNCIL ACTION/STAFF RECOMMENDATION:

Hold a Public Hearing.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Wolfforth Planning and Zoning Commission will meet on April 9, 2024, at 5:30pm and the Wolfforth City Council April 15, 2024 at 6:00pm in the City Hall Meeting Room, 302 Main Street, Wolfforth Texas to hold public hearings and take public comments regarding an update to the City of Wolfforth Comprehensive Plan: Future Land Use.

At this time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120, fax 806-855-4121 or email city.secretary@wolfforthtx.us for further information.



AGENDA ITEM COMMENTARY

MEETING NAME: City Council Meeting
MEETING DATE: April 15, 2024
ITEM TITLE: Consider and take appropriate action on recommendation from Planning and Zoning Commission to approve Ordinance 2024-011.
STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

The previous item was to hold a Public Hearing to receive comments on an update to the City of Wolfforth Comprehensive Plan: Future Land Use Map.

EXHIBITS:

- 1. Ordinance 2024-011

COUNCIL ACTION/STAFF RECOMMENDATION:

City staff recommends approval of Ordinance 2024-011.

ORDINANCE NO. 2024-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH ADOPTING AN UPDATED FUTURE LAND USE PLAN; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Wolfforth adopted its Comprehensive Land Use Plan on June 15, 2009, which contains the current Future Land Use Plan; and

WHEREAS, the City Council has determined that it is in the best interest of the City to update its future land use plan; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:

Part 1. Enacted.

THAT City of Wolfforth Future Land Use Plan is hereby amended by repealing the current Future Land Use Plan and adopting the Future Land Use Plan attached hereto as Exhibit A.

Part 2. Severability.

If any section, sub-section, clause, phrase, or portion of this Ordinance shall be held unconstitutional or invalid by a court of competent jurisdiction, such section, sub-section, sentence, clause, phrase, or portion shall be deemed to be a separate, distinct, and independent provision and such invalidity shall not affect the validity of the remaining portions.

Part 3. Repeal

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Part 4. Open Meetings

That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

Part 5. Effective Date.

This Ordinance shall be in force and effect upon its passage and adoption by the City Council.

PASSED and ADOPTED this 15th day of April 2024.

Dr. Charles Addington, Mayor
City of Wolfforth, Texas

ATTEST:

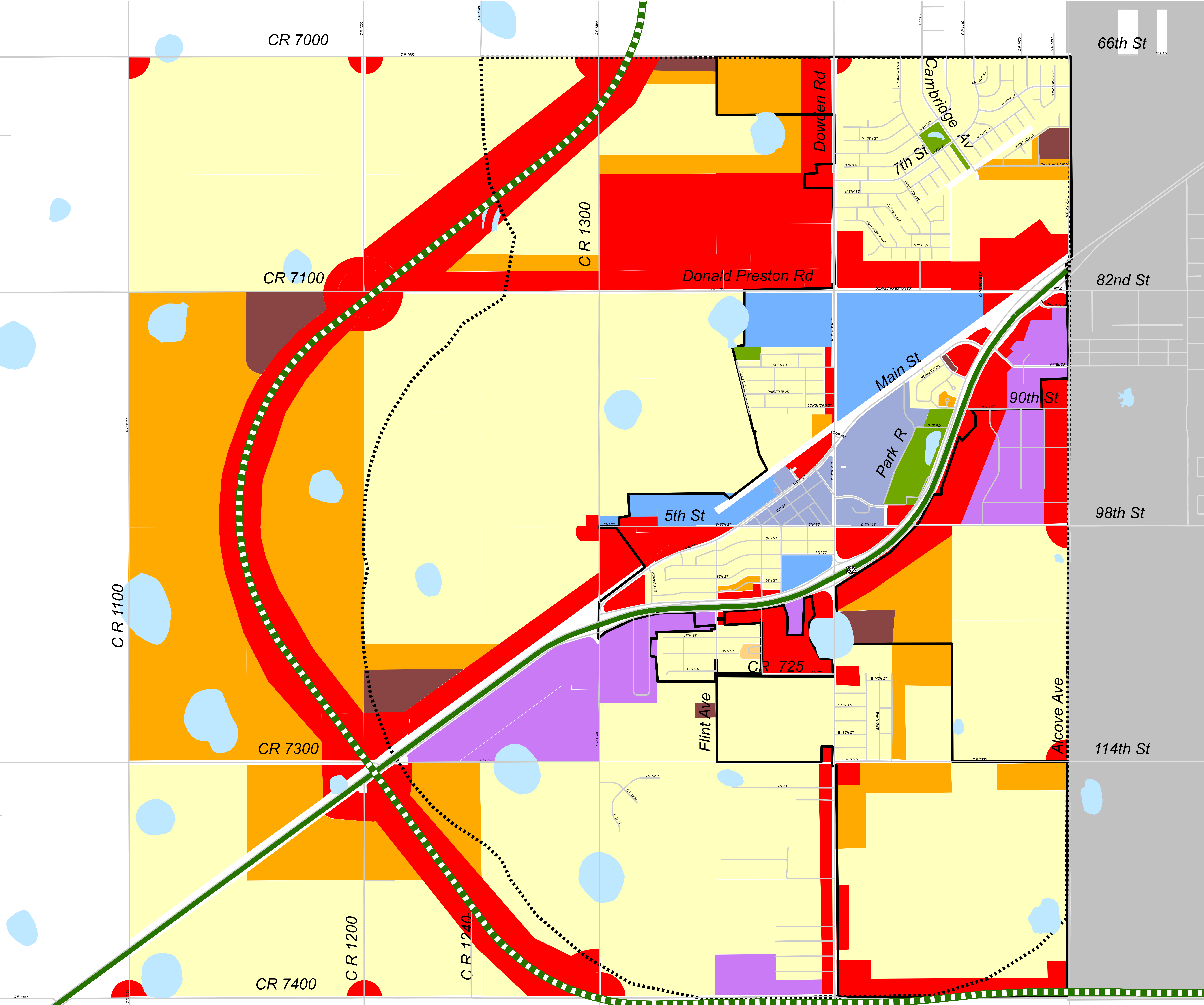
Terri Robinette, City Secretary



Wolfforth Future Land Use Plan

Legend

- Loop 88
- Low Density Residential
- Manufactured Home
- Medium Density Residential
- High Density Residential
- Commercial
- Old Town Mixed Use
- Special Study
- Park/Open Space
- Public/Semi-Public
- Industrial
- Wolfforth City Limits
- Wolfforth ETJ
- Lakes
- Lubbock City Limits



2021 City of Wolfforth
Comprehensive Plan Update

Adopted by City Council on April 5th, 2021
Revised April 10, 2024



AGENDA ITEM COMMENTARY

MEETING NAME: City Council Meeting

MEETING DATE: April 15, 2024

ITEM TITLE: Consider and take appropriate action on discussion on a zoning change from C-3 to M-1 at 2.94 Acres out of that certain called 4.69 acre Tract BLK AK SEC 25 AB 246 TR NE 14, 2.60 acre located in BLK AK SEC 25 AB 246 TR NE 13, and 12.35 acre tract located in BLK AK SEC 25 AB 246.

STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

MMR Industrial LLC has contacted the City of Wolfforth with plans to build an office/warehouse with loading dock height access for the Patel Business Park area. Prospective businesses that they are targeting include ones suitable for processing or storing materials that comply with IBC S-2, which means low-hazard storage. The ideal tenant will be able to perform light manufacturing and production, including but not limited to assembly, processing, fabrication, packaging, and movement of goods. The architectural characteristics include a blend of industrial and traditional materials, allowing this building to blend nicely into its C-3 and M-1 surroundings.

Since over 50% of the building will have a principal use of warehousing, MMR Industrial LLC is asking for a zoning change from C-3 to M-1. Under city ordinances, “Warehouse and Freight Movement” falls under the Industrial use category for light manufacturing.

MMR Industrial LLC is wanting to have a zoning change for the remainder of the property from C-3 to M-1 for a total of 17.89 acres. One tract of land is contiguous with the La-Z-Boy property that was recently rezoned from C-3 to M-1.

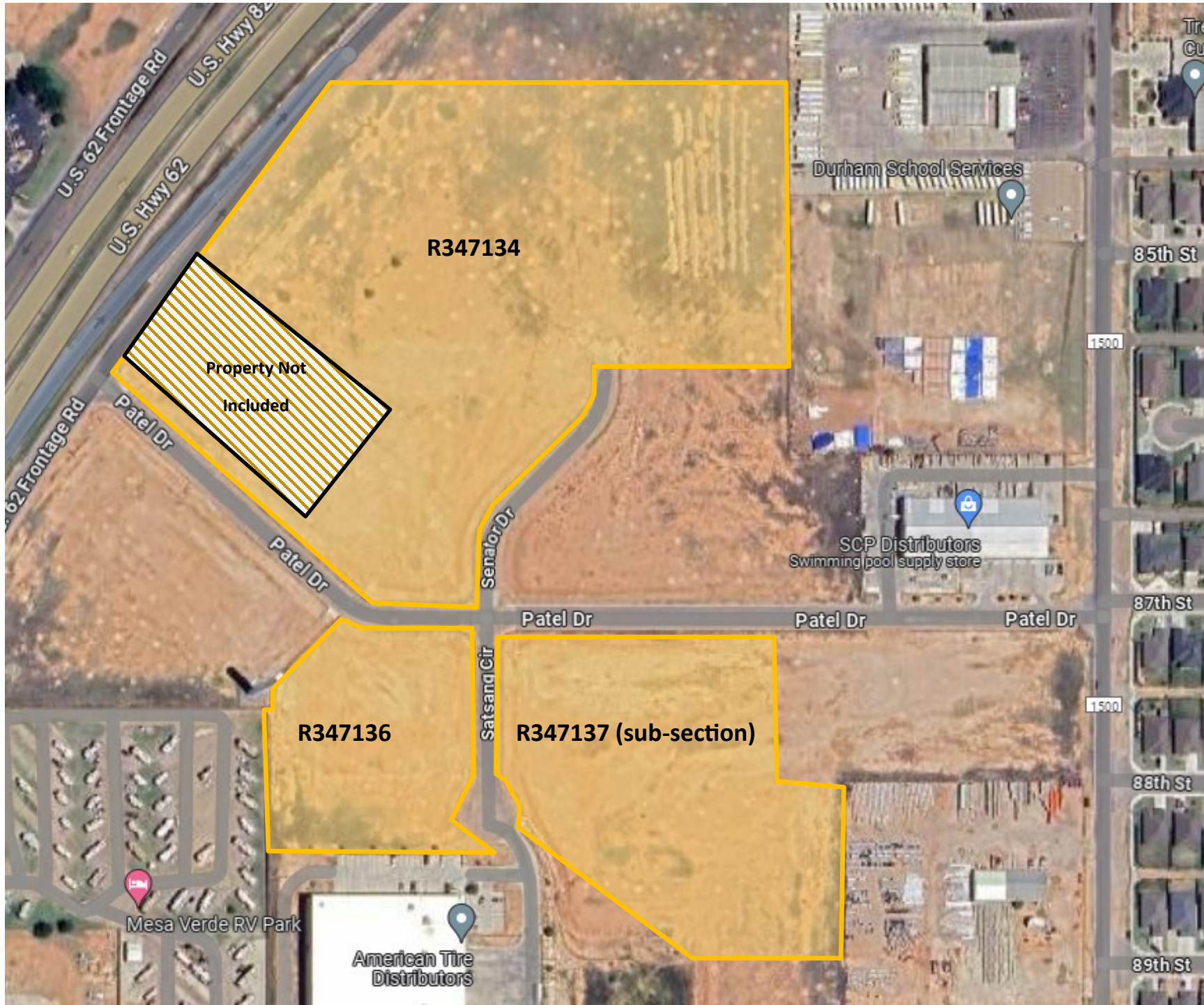
Along with posting of public notice in the Avalanche-Journal, 10 notices were mailed out. Of the 10, 1 called in favor of the zoning change. On Tuesday April 9, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of zoning change from C-3 to M-1.

EXHIBITS:

1. Map of 3 Areas
2. Current Zoning Map
3. Application, Project Description, and Tract Survey for Property 1
4. Application, Project Description, and Tract Survey for Property 2
5. Application, Project Description, and Tract Survey for Property 3

COUNCIL ACTION/STAFF RECOMMENDATION:

The Planning and Zoning Commission unanimously recommended approval. Discuss recommended zoning change.





Checklist of Required Documents: (No incomplete applications will be processed)

- Application
- Fee
- Proof of Ownership
- Survey/Legal Description
- Site Plan
- Description of Planned Use If PDD zoning is requested, please include any variance requests

Project Information

Location or Address R347134

Lots/Tracts: 12.35 Acre tract located in Section 25, Block AK, Abstract 246 Lubbock County, Texas

Existing Zoning C-3 Requested Zoning M-1

Representative/Agent Information (if different from owner)

Firm Name Seventeen Services, LLC

Name Tyler Gentry

Address 1500 Broadway St. Ste 203 City Lubbock State TX

Zip 79401 Telephone 806-787-8533 Email tyler@17services.com

Agent's Signature *K'Leigh Hernandez*

Date 03/11/2024 Printed Name K'Leigh Hernandez

Owner Information

Firm Name MMR Industrial LLC

Address 1500 Broadway St. Ste 1500 City Lubbock State TX

Zip 79401 Telephone 806-787-8533 Email Mont.mcclendon@mcdougal.com

Property's Owners Signature *[Signature]*

Printed Name Mont McClendon Date 03/11/2024

For City Use Only

Zoning Board Date: _____ City Council Date: _____

Notices Published: _____ Notices Mailed: _____

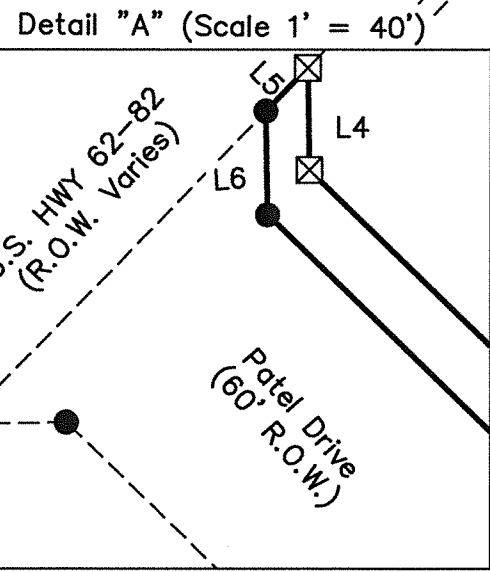
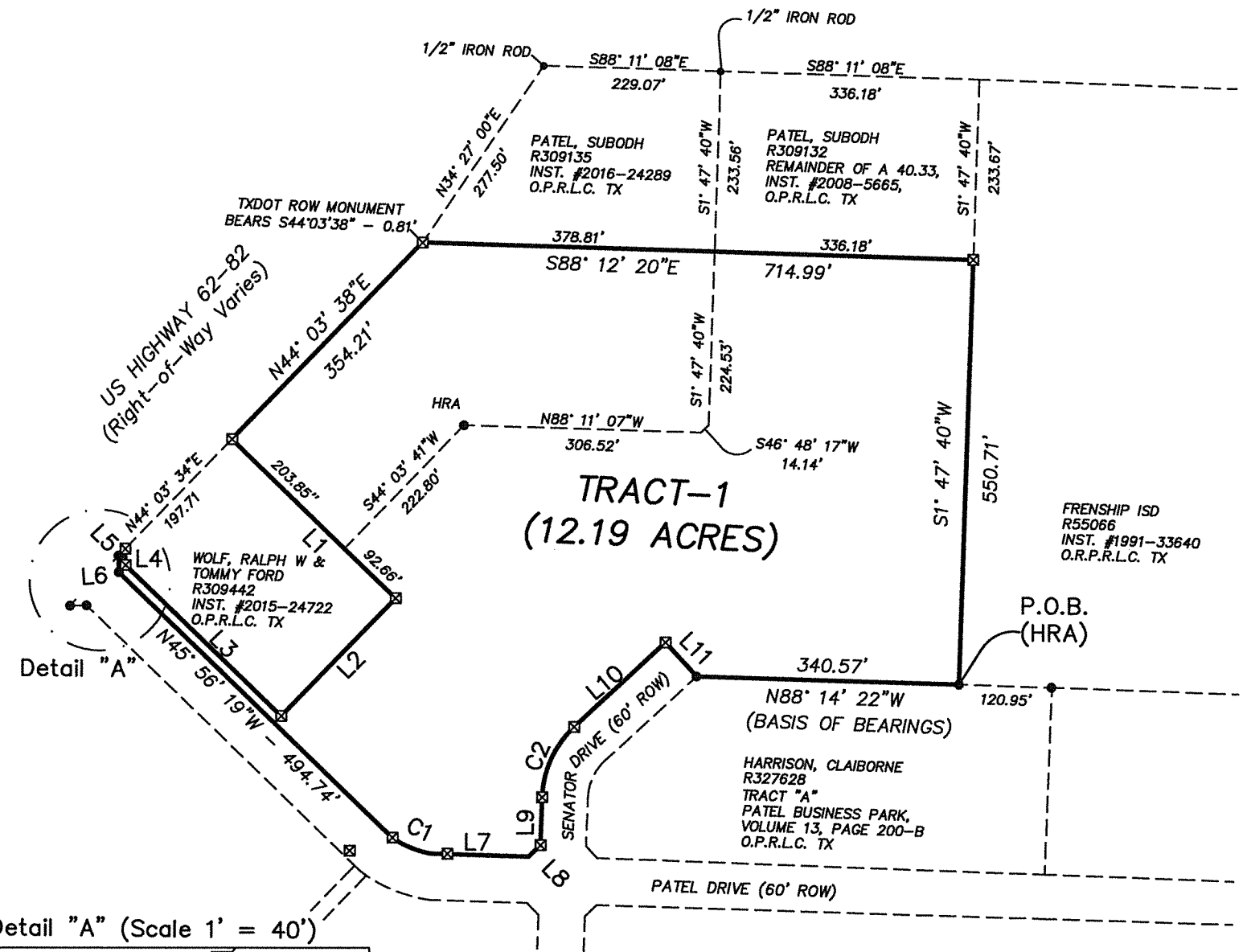
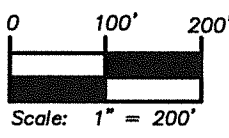
For any questions or more information on the Zoning process, please contact the City of Wolfforth Director of Planning and Community Development at (806)855-4159 or email planning@wolfforthtx.us

March 11, 2024

To whom it may concern:

Seventeen Services seeks a zone change for 12.35 Acres located at R347134. The future development of this property will be suitable for processing or storing materials that comply with IBC S-2, which means low-hazard storage. The ideal tenant will be able to perform light manufacturing and production, including but not limited to assembly, processing, fabrication, packaging, and movement of goods. Ideally, the architectural characteristics include a blend of industrial and traditional materials, allowing this future build to blend nicely into its C-3 and M-1 surroundings.

Tyler Gentry, AIA NCARB
Principal Architect | Seventeen Services LLC
1500 Broadway Suite 203 Lubbock, TX 79401 | tyler@17services.com | 17services.com



LINE TABLE		
L#	BEARING	DISTANCE
L1	N45°56'17\"W	296.51'
L2	N44°03'40\"E	212.70'
L3	S45°56'19\"E	281.51'
L4	S00°56'19\"E	21.21'
L5	N44°01'44\"E	12.48'
L6	N00°56'17\"W	21.56'
L7	N88°12'50\"W	127.14'
L8	S46°47'40\"W	21.21'
L9	S01°47'40\"W	62.26'
L10	S46°55'17\"W	160.73'
L11	N42°39'19\"W	60.00'

CURVE TABLE				
C#	CHORD BEARING	CHORD DISTANCE	RADIUS	ARC LENGTH
C1	N67°40'26\"W	53.95'	70.50'	55.34'
C2	S24°21'29\"W	99.76'	130.00'	102.39'

NOTES:
 P.O.B. = Point of Beginning
 ☒ = 1/2" iron rod set Blue Cap "OJD ENG" (PMRD/CM)
 ● = 1/2" iron rod found Blue Cap "CHT RPLS 6460" (PMRD/CM)
 PMRD = Physical Monument of Record Dignity
 CM = Controlling Monument
 HRA = Hugo Reed & Associates Cap
 ** = Unless noted otherwise

Bearings are based on Tract A with a bearing shown as N88°14'22\"W, as plat recorded in Vol. 13, Pg. 200-A and 200-B in the Official Public Records of Lubbock County, TX. (O.P.R.L.C. TX), Distances are surface, U.S. Survey Feet.

A title commitment was not given and almost all research was done by the surveyor and only a couple records from the Lubbock County Clerk was provided for this survey. Therefore this survey does not constitute or imply a complete title examination and any such examinations are not the responsibility of this surveyor. Ownership name is associated with a parcel number labeled on the survey reflecting information obtained at time of survey, this does not constitute ownership rights.

Please see accompanying Field Note Description(s) of these parcels associated with this survey. This survey is invalid unless it bears surveyor's seal and signature.

STATE OF TEXAS :
 COUNTY OF LUBBOCK :
 KNOW ALL MEN BY THESE PRESENTS,
 that I, Don Orel Seals, Registered Professional Land Surveyor, do hereby certify that I cause to be a survey on the ground of the tract of land shown on this survey, and to the best of my knowledge and belief, the said description is true and correct. IN WITNESS THEREOF, my hand and seal.

Don Orel Seals
 Registered Professional
 Land Surveyor #6446



Boundary Survey of a 12.19 Acre Tract out of the Remainder of a 40.33 Acre Tract as recorded in Instrument #2008-5665, O.P.R.L.C. TX and out of the Remainder of a 4.91 Acre Tract as recorded in Instrument #2016-24289 O.P.R.L.C. TX, both situated in Section 25, Block AK, Lubbock County, Texas.

SCALE: 1" = 200'	PROJECT #21-LS0128	CHECKED BY: DP
SURVEY DATE: 01/17/2022		APPROVED BY: DOS

OJD Engineering, LLC
 Consulting Engineers & Surveyors

806-791-2300
 328 E. HWY 62/82
 Wolfforth, Texas 79382

Engineering Firm #4393 - Surveying Firm #10090900

DRAWING NUMBER
 1 of 1



Checklist of Required Documents: (No incomplete applications will be processed)

- Application
- Fee
- Proof of Ownership
- Survey/Legal Description
- Site Plan
- Description of Planned Use If PDD zoning is requested, please include any variance requests

Project Information

Location or Address R347136

Lots/Tracts: 2.60 Acre Tract Located at BLK AK SEC 25 AB 246 TR NE 13

Existing Zoning C-3 Requested Zoning M-1

Representative/Agent Information (if different from owner)

Firm Name Seventeen Services, LLC

Name Tyler Gentry

Address 1500 Broadway St. Ste 203 City Lubbock State TX

Zip 79401 Telephone 806-787-8533 Email tyler@17services.com

Agent's Signature *K'Leigh Hernandez*

Date 03/11/2024 Printed Name K'Leigh Hernandez

Owner Information

Firm Name MMR Industrial LLC

Address 1500 Broadway St. Ste 1500 City Lubbock State TX

Zip 79401 Telephone _____ Email Mont.mcclendon@mcdougal.c

Property's Owners Signature *[Signature]*

Printed Name Mont McClendon Date 03/11/2024

For City Use Only

Zoning Board Date: _____ City Council Date: _____

Notices Published: _____ Notices Mailed: _____

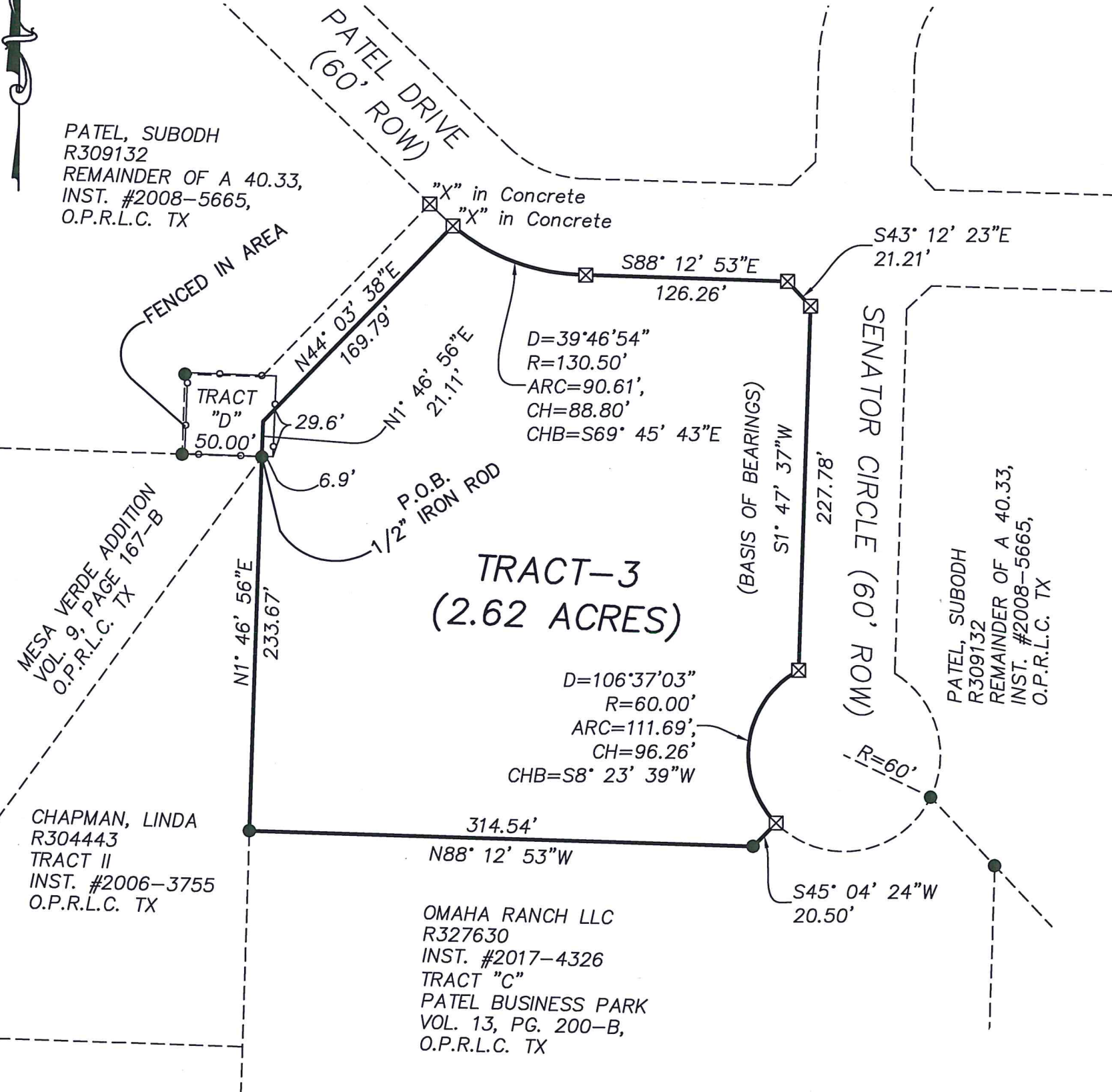
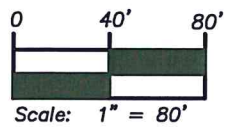
For any questions or more information on the Zoning process, please contact the City of Wolfforth Director of Planning and Community Development at (806)855-4159 or email planning@wolfforthtx.us

March 11, 2024

To whom it may concern:

Seventeen Services seeks a zone change for 2.62 Acres located at R347136. The future development of this property will be suitable for processing or storing materials that comply with IBC S-2, which means low-hazard storage. The ideal tenant will be able to perform light manufacturing and production, including but not limited to assembly, processing, fabrication, packaging, and movement of goods. Ideally, the architectural characteristics include a blend of industrial and traditional materials, allowing this future build to blend nicely into its C-3 and M-1 surroundings.

Tyler Gentry, AIA NCARB
Principal Architect | Seventeen Services LLC
1500 Broadway Suite 203 Lubbock, TX 79401 | tyler@17services.com | 17services.com



NOTES:
P.O.B. = Point of Beginning
☒ 1/2" iron rod set Blue Cap "OJD ENG" (PMRD/CM)
● 1/2" iron rod found Blue Cap "CHT RPLS 6460" (PMRD/CM)

PMRD = Physical Monument of Record Dignity
CM = Controlling Monument
HRA = Hugo Reed & Associates Cap
** = Unless noted otherwise
Bearings are based on Tract A with a bearing shown as S01°47'37"W, as plat recorded in Vol. 13, Pg. 200-A and 200-B in the Official Public Records of Lubbock County, TX. (O.P.R.L.C. TX), Distances are surface, U.S. Survey Feet.

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Please see accompanying Field Note Description(s) of these parcels associated with this survey. This survey is invalid unless it bears surveyor's seal and signature.

STATE OF TEXAS :
COUNTY OF LUBBOCK :
KNOW ALL MEN BY THESE PRESENTS,
that I, Don Orel Seals, Registered Professional Land Surveyor, do hereby certify that I cause to be a survey on the ground of the tract of land shown on this survey, and to the best of my knowledge and belief, the said description is true and correct. IN WITNESS THEREOF, my hand and seal.



Don Orel Seals
Registered Professional
Land Surveyor #6446

Boundary Survey of a 2.62 Acre Tract out of the Remainder of a 40.33 Acre Tract as recorded in Instrument #2008-5665, O.P.R.L.C. TX, situated in Section 25, Block AK, Lubbock County, Texas.

SCALE: 1" = 80'	PROJECT #21-LS0128	CHECKED BY: DP
SURVEY DATE: 01/17/2022		APPROVED BY: DOS

 **OJD Engineering, LLC**
Consulting Engineers & Surveyors

806-791-2300
328 E. HWY 62/82
Wolfforth, Texas 79382

Engineering Firm #4393 - Surveying Firm #10090900

DRAWING NUMBER
1 of 1



Checklist of Required Documents: (No incomplete applications will be processed)

- Application
- Fee
- Proof of Ownership
- Survey/Legal Description
- Site Plan
- Description of Planned Use If PDD zoning is requested, please include any variance requests

Project Information

Location or Address R347137

Lots/Tracts: 2.94 Acres out of that certain called 4.69 Acre tract; BLK AK SEC 25 AB 246 TR NE 14

Existing Zoning C-3 Requested Zoning M-1

Representative/Agent Information (if different from owner)

Firm Name Seventeen Services, LLC

Name Tyler Gentry

Address 1500 Broadway St. Ste 203 City Lubbock State TX

Zip 79401 Telephone 806-787-8533 Email tyler@17services.com

Agent's Signature *K'Leigh Hernandez*

Date 03/11/2024 Printed Name K'Leigh Hernandez

Owner Information

Firm Name MMR Industrial LLC

Address 1500 Broadway St. Ste 1500 City Lubbock State TX

Zip 79401 Telephone 806-787-8533 Email Mont.mcclendon@mcdougl.com

Property's Owners Signature *[Signature]*

Printed Name Mont McClendon Date 03/11/2024

For City Use Only

Zoning Board Date: _____ City Council Date: _____

Notices Published: _____ Notices Mailed: _____

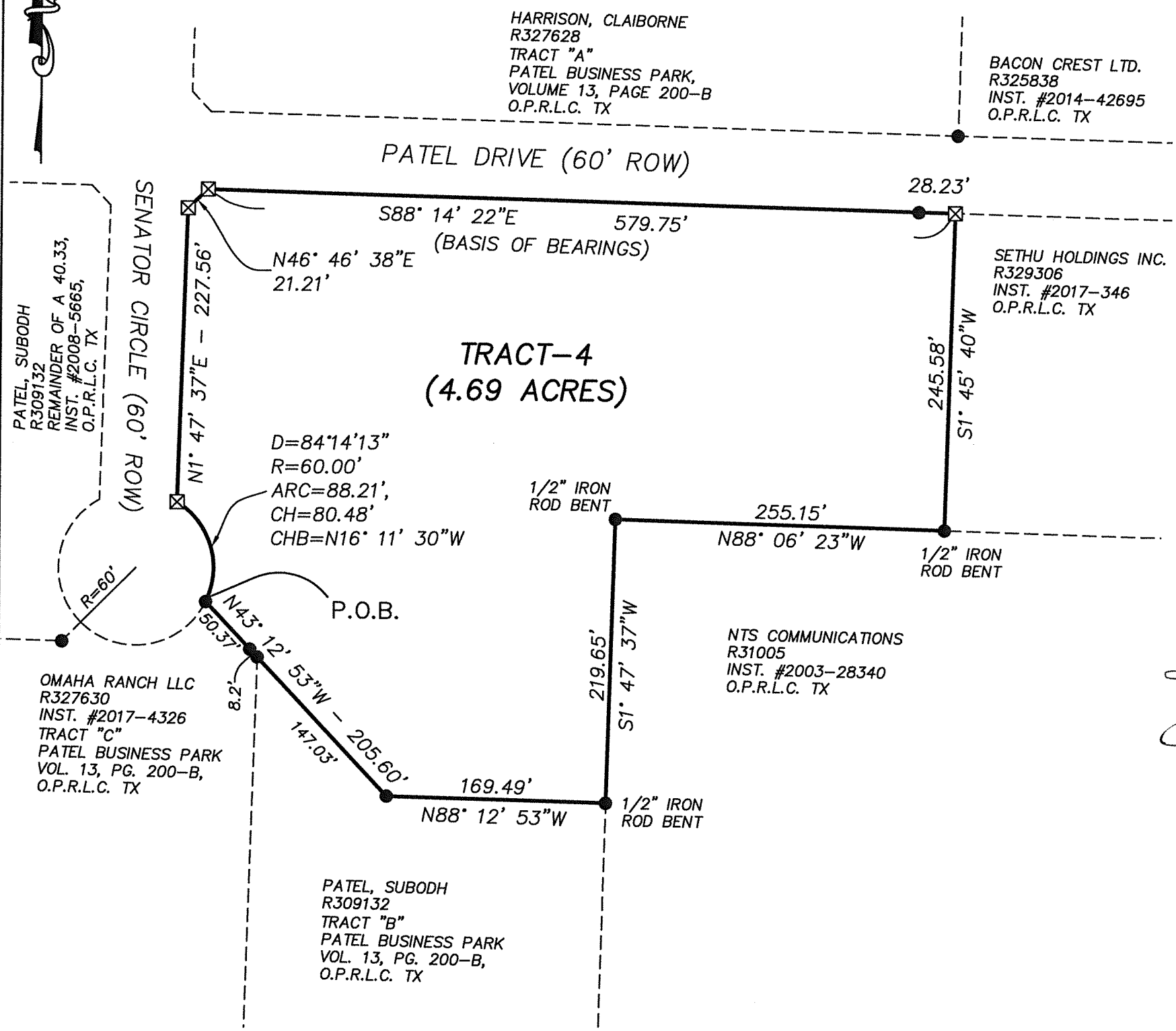
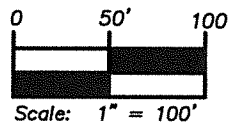
For any questions or more information on the Zoning process, please contact the City of Wolfforth Director of Planning and Community Development at (806)855-4159 or email planning@wolfforthtx.us

March 11, 2024

To whom it may concern:

Seventeen Services seeks a zone change for 2.94 Acres out of 4.69 Acres located at R347137. The future development of this property will be suitable for processing or storing materials that comply with IBC S-2, which means low-hazard storage. The ideal tenant will be able to perform light manufacturing and production, including but not limited to assembly, processing, fabrication, packaging, and movement of goods. Ideally, the architectural characteristics include a blend of industrial and traditional materials, allowing this future build to blend nicely into its C-3 and M-1 surroundings.

Tyler Gentry, AIA NCARB
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- NOTES:
- P.O.B. = Point of Beginning
 - ☒ 1/2" iron rod set Blue Cap "OJD ENG" (PMRD/CM)
 - 1/2" iron rod found Blue Cap "CHT RPLS 6460" (PMRD/CM)

PMRD = Physical Monument of Record Dignity
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 HRA = Hugo Reed & Associates Cap
 ** = Unless noted otherwise

Bearings are based on Tract A with a bearing shown as S88°14'22"E, as plat recorded in Vol. 13, Pg. 200-A and 200-B in the Official Public Records of Lubbock County, TX. (O.P.R.L.C. TX), Distances are surface, U.S. Survey Feet.

A title commitment was not given and almost all research was done by the surveyor and only a couple records from the Lubbock County Clerk was provided for this survey. Therefore this survey does not constitute or imply a complete title examination and any such examinations are not the responsibility of this surveyor. Ownership name is associated with a parcel number labeled on the survey reflecting information obtained at time of survey, this does not constitute ownership rights.

Please see accompanying Field Note Description(s) of these parcels associated with this survey. This survey is invalid unless it bears surveyor's seal and signature.

STATE OF TEXAS :
 COUNTY OF LUBBOCK :
 KNOW ALL MEN BY THESE PRESENTS,
 that I, Don Orel Seals, Registered Professional Land Surveyor, do hereby certify that I cause to be a survey on the ground of the tract of land shown on this survey, and to the best of my knowledge and belief, the said description is true and correct. IN WITNESS THEREOF, my hand and seal.

Don Orel Seals
 Registered Professional
 Land Surveyor #6446



Boundary Survey of a 4.69 Acre Tract out of the Remainder of a 40.33 Acre Tract as recorded in Instrument #2008-5665, O.P.R.L.C. TX, situated in Section 25, Block AK, Lubbock County, Texas.

SCALE: 1" = 100'	PROJECT #21-LS0128	CHECKED BY: DP
SURVEY DATE: 01/17/2022		APPROVED BY: DOS

OJD Engineering, LLC
 Consulting Engineers & Surveyors

806-791-2300
 328 E. HWY 62/82
 Wolfforth, Texas 79382

Engineering Firm #4393 - Surveying Firm #10090900

DRAWING NUMBER
 1 of 1



AGENDA ITEM COMMENTARY

MEETING NAME: City Council Meeting

MEETING DATE: April 15, 2024

ITEM TITLE: PUBLIC HEARING: Consider and take appropriate action on a zoning change from C-3 to M-1 at 2.94 Acres out of that certain called 4.69 acres Tract BLK AK SEC 25 AB 246 TR NE 14, 2.60 acre located in BLK AK SEC 25 AB 246 TR NE 13, and 12.35-acre tract located in BLK AK SEC 25 AB 246.

STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

This commentary applies to the next two agenda items:

- 1. Conduct a Public Hearing on zoning change from C-3 to M-1.**
- 2. Consider and take appropriate action on approving C-3 to M-1.**

Based on the previous agenda item, hold a public hearing to receive comments from the public.

EXHIBITS:

1. Public Hearing Notice

COUNCIL ACTION/STAFF RECOMMENDATION:

Hold a Public Hearing.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Wolfforth Planning and Zoning Commission will meet on April 9, 2024, at 5:30pm and the Wolfforth City Council April 15, 2024 at 6:00pm in the City Hall Meeting Room, 302 Main Street, Wolfforth Texas. The Public Hearings are to receive comment regarding a zoning change by the City of Wolfforth from C-3 to M-1 for the following properties:

- 2.94 Acres out of that certain called 4.69 Acre Tract BLK AK SEC 25 AB 246 TR NE 14 (R347137)
- 2.60 Acre tract located in BLK AK SEC 25 AB 246 TR NE 13 (R347136)
- 12.35 Acre tract located in BLK AK, SEC 25 Abstract 246 (R347134)

At this time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120, fax 806-855-4121 or email city.secretary@wolfforthtx.us for further information.



AGENDA ITEM COMMENTARY

MEETING NAME: Planning and Zoning Commission Meeting

MEETING DATE: April 9, 2024

ITEM TITLE: Consider and take appropriate action on zoning change from C-3 to M-1 at 2.94 acres out of that certain called 4.69 acre tract BLK AK SEC 25 AB 246 TR NE 14, a 2.60 acre located in BLK AK SEC 25 AB 246 TR NE 13, and a 12.35 acre tract located in BLK AK SEC 25 AB 246.

STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

The previous item was to hold a Public Hearing to receive comments on a zoning change from C-3 to M-1 at 2.94 acres out of that certain called 4.69 acre tract BLK AK SEC 25 AB 246 TR NE 14, a 2.60 acre located in BLK AK SEC 25 AB 246 TR NE 13, and a 12.35 acre tract located in BLK AK SEC 25 AB 246.

EXHIBITS:

COMMITTEE ACTION/STAFF RECOMMENDATION:

City staff recommends approval of zoning change from C-3 to M-1.

ORDINANCE NO. 2024-012

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING THE ZONING MAP AS IT RELATES TO PROPERTY KNOWN AS 2.94 ACRES OUT OF THAT CERTAIN CALLED 4.69 ACRE TRACT BLK AK SEC 25 AB 246 TR NE 14, A 2.60 ACRE TRACT LOCATED IN BLK AK SEC 25 AB 246 TR NE 13, AND A 12.35 ACRE TRACT LOCATED IN BLK AK SEC 25 AB 246, WOLFFORTH, TEXAS, BY AMENDING THE ZONING DESIGNATION FROM C-3 TO M-1; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES AND PORTIONS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Wolfforth established zoning regulations on August 18, 2003;

WHEREAS, MMR INDUSTRIAL LLC plans to operate a warehouse facility on property known as 2.94 Acres out of that certain called 4.69 Acre Tract BLK AK SEC 25 AB 246 TR NE 14, a 2.60 Acre tract located in BLK AK SEC 25 AB 246 TR NE 13, and a 12.35 Acre tract located in BLK AK SEC 25 Abstract 246 (the “Property”)

WHEREAS, MMR INDUSTRIAL LLC has requested a change to the zoning designation of the Property from C-3 to M-1;

WHEREAS, after a public hearing, the Planning and Zoning Commission recommended the change in zoning designation for the Property to M-1 Light Industrial Manufacturing; and

WHEREAS, the City Council has determined that it is in the best interest of the City to change the zoning designation of the Property to M-1.

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

Part 1. Enacted.

1.01 Zoning Map: THAT the City of Wolfforth Zoning Map is hereby amended as it relates to 2.94 Acres out of that certain called 4.69 Acre Tract BLK AK SEC 25 AB 246 TR NE 14, 2.60 Acre tract located in BLK AK SEC 25 AB 246 TR NE 13, 12.35 Acre tract located in BLK AK SEC 25 Abstract 246 to M-1 Light Industrial and Manufacturing which zone change shall hereafter be incorporated into the official map previously adopted by the City. The survey of the Property is attached hereto as Exhibit A.

Part 2. Severability.

If any section, sub-section, clause, phrase, or portion of this Ordinance shall be held unconstitutional or invalid by a court of competent jurisdiction, such section, sub-section, sentence, clause, phrase, or portion shall be deemed to be a separate, distinct, and independent provision and such invalidity shall not affect the validity of the remaining portions.

[Type here]

Part 3. Repeal.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Part 4. Open Meetings.

That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code and Chapter 211, Texas Local Government Code.

Part 5. Effective Date.

This Ordinance shall be in full force and effect from and after the date of its passage.

PASSED AND APPROVED ON THIS THE 15TH day of April, 2024.

Charles Addington, II, Mayor
City of Wolfforth, TX

ATTEST:

Terri Robinette, City Secretary

[Type here]

EXHIBIT A

BEING all of that certain 2.60 Acre tract, as described in County Clerk File No. 2024000744, Official Public Records of Lubbock County, Texas, located in Section 25, Block AK, Abstract 246 Lubbock County, Texas, and being further described by metes and bounds as follows:

BEGINNING at a Point for a Corner; same being the Northeast Corner of Mesa Verde Addition, as recorded in Volume 9, Page 167-B, Deed Records of Lubbock County, Texas, and the Southeast Corner of Tract D, Patel Business Park Addition, as recorded in Volume 9, Page 157-B;

THENCE North $1^{\circ}46'56''$ East – 21.11 feet to a Point for the most Westerly Northwest Corner;

THENCE North $44^{\circ}03'38''$ East – 169.79 feet along the Southwest line of said Tract D to a Point for the most Northerly Northwest Corner, in the South line of Patel Drive;

THENCE along a Curve to the Left, with a Chord Bearing of South $69^{\circ}45'43''$ East, a Chord Distance of 88.80 feet, and a Radius of 130.50 feet, to a Point for a Corner;

THENCE South $88^{\circ}12'53''$ East – 126.26 feet along the South line of said Patel Drive to a Point for the Northmost Corner of the Northeast Corner Clip;

THENCE South $43^{\circ}12'23''$ East – 21.21 feet to a Point for the Southernmost Corner of the Northeast Corner Clip;

THENCE South $1^{\circ}47'37''$ West – 227.78 feet along the West Right-of-Way line of Senator Circle to a Point for a Corner;

THENCE along a Curve to the Left, with a Chord Distance of South $8^{\circ}23'53''$ West, a Chord Distance of 96.26 feet, and a Radius of 60.00 feet, to a Point for the Northmost Corner of the Southeast Corner Clip;

THENCE South $45^{\circ}04'24''$ West – 20.50 feet to a Point for the Southernmost Corner of the Southeast Corner Clip;

THENCE North $88^{\circ}12'53''$ West – 314.54 feet along the North line of Tract C, of said Patel Business Park Addition, to a Point for the Southwest Corner, same being the Northwest Corner of said Tract C;

THENCE North $1^{\circ}46'56''$ East – 233.67 feet to the POINT OF BEGINNING and containing 2.62 Acres more or less.

[Type here]

BEING 2.94 Acres out of that certain called 4.69 Acre tract, as described in County Clerk File No. 2024000744, Official Public Records of Lubbock County, Texas, located in Section 25, Block AK, Abstract 246 Lubbock County, Texas, and being further described by metes and bounds as follows:

BEGINNING at a Point in the South Right-of-Way line of Patel Drive for the Northeast Corner of this tract, same being the Northwest Corner of a 1.75 Acre tract, as described in County Clerk File No. 2023049216, Official Public Records of Lubbock County, Texas;

THENCE South $1^{\circ}41'28''$ West – 245.48 feet along the West line of said 1.75 Acre tract to a Point for a Corner; THENCE South $88^{\circ}45'07''$ East – 55.03 feet along the South line of said 1.75 Acre tract to a Point for a Corner;

THENCE South $1^{\circ}47'37''$ West – 219.65 feet to a Point for the Southeast Corner of this tract, same being the Southeast Corner of said 4.69 Acre tract;

THENCE North $88^{\circ}12'53''$ West – 169.49 feet along the South line of said 4.69 Acre tract to a Point for the Southwest Corner of this tract;

THENCE North $43^{\circ}12'53''$ West – 205.60 feet to a Point for the most Westerly Southwest Corner in the Southeast Right-of-Way line of Senator Circle, same being the most Northerly Northeast Corner of Tract C, Patel Business Park Addition, as recorded in Volume 13, Page 200-A;

THENCE along a curve to the Left, with a Chord Bearing of North $16^{\circ}11'03''$ West, a Chord Distance of 80.48 feet, and a Radius of 60.00 feet to a Point for a Corner in the East Right-of-Way line of said Senator Circle;

THENCE North $1^{\circ}47'37''$ East – 227.56 feet along the East Right-of-Way line of said Senator Circle to a Point for the Southernmost Corner of the Northwest Corner Clip;

THENCE North $46^{\circ}46'38''$ East – 21.21 feet to a Point in the South Right-of-Way line of said Patel Drive for the Northernmost Corner of the Northwest Corner Clip;

THENCE South $88^{\circ}14'22''$ East – 269.27 feet along the South Right-of-Way line of said Patel Drive to the POINT OF BEGINNING and containing 2.94 Acres more or less.

BEING all of that certain 12.35 Acre tract, as described in County Clerk File No. 2024000744, Official Public Records of Lubbock County, Texas, located in Section 25, Block AK, Abstract 246 Lubbock County, Texas, and being further described by metes and bounds as follows:

[Type here]

BEGINNING at a Point for the most Westerly Southwest Corner in the North line of Tract A, Patel Business Park Addition, as recorded in Volume 13, Page 200-B, Deed Records of Lubbock County, Texas;

THENCE North $88^{\circ}14'22''$ West – 340.57 feet along the North line of said Tract A to a Point for a Corner, same being the Northwest Corner of said Tract A, Patel Business park;

THENCE North $42^{\circ}39'19''$ West – 60.00 feet to a Point for a Corner of this tract;

THENCE South $46^{\circ}55'17''$ West – 160.73 feet along the Northeast Right-of-Way line of Senator Drive to a Point for a Corner of this tract;

THENCE along a Curve to the Left, with a Chord Bearing of South $24^{\circ}21'29''$ West, a Chord Distance of 99.76 feet, and a Radius of 130.00 feet, to a Point for a Corner of this tract, same being in the East Right-of-Way line of said Senator Drive;

THENCE South $1^{\circ}47'40''$ West – 62.26 feet following the East Right-of-Way line of said Senator Drive to a Point the Northmost corner of the Southwest Corner Clip;

THENCE South $46^{\circ}47'40''$ West – 21.21 feet to a Point for the Southernmost Corner of the Southwest Corner Clip;

THENCE North $88^{\circ}12'50''$ West – 127.14 feet along the North Right-of-Way line of Patel Drive to a Point for a Corner;

THENCE along a Curve to the Right, with a Chord Bearing of North $67^{\circ}40'26''$ West, a Chord Distance of 53.95 feet, and a Radius of 70.50 feet to a Point for a Corner in the Northwest Right-of-Way line of said Patel Drive;

THENCE North $45^{\circ}56'19''$ West – 494.74 feet along the Northwest Right-of-Way line of said Patel Drive, to a Point for the Southernmost Corner of the Southwest Corner Clip;

THENCE North $0^{\circ}56'17''$ West – 21.56 feet along the Southwest Corner Clip to a Point for a Corner, same being the Northmost Corner of the Southwest Corner Clip;

THENCE North $44^{\circ}01'44''$ East – 12.48 feet along East Right-of-Way line of US Highway 62-82 to a Point for a Corner, same being the Northmost Corner of the Southwest Corner Clip of a 1.45 Acre tract of land, as described in County Clerk File No. 2016024722, Official Public Records of Lubbock County, Texas;

THENCE South $45^{\circ}56'19''$ East – 281.51 feet along the South line of said 1.45 Acre tract to a Point for a Corner, same being the Southeast Corner of said 1.45 Acre tract;

THENCE North $44^{\circ}03'40''$ East – 212.70 feet along the East line of said 1.45 Acre tract to a Point for a Corner, same being the Northeast Corner of said 1.45 Acre tract;

[Type here]

THENCE North 45°56'17" West – 296.51 feet along the North line of said 1.45 Acre tract to a Point for a Corner, same being the Northwest Corner of said 1.45 Acre tract, said point being in the East Right-of-Way line of said US Highway 62-82;

THENCE North 44°03'38" East – 354.21 feet along the East Right-of-Way line of said US Highway 62-82 to a Point for a Corner, same being the Southwest Corner of a 1.543 Acre tract, as described in County Clerk File No. 2016024289, Official Public Records of Lubbock County, Texas;

THENCE South 88°12'20" East – 714.99 feet along the South line of said 1.543 Acre tract and a 1.727 Acre tract, as described in County Clerk File No. 2008005665, Official Public Records of Lubbock County, Texas, to a Point for the Northeast Corner of this tract, same being the Southeast Corner of said 1.727 Acre tract;

THENCE South 1°47'40" West – 550.71 feet along the West line of an 8.46 Acre tract, as described in County Clerk File No. 1991033640, Official Public Records of Lubbock County, Texas, to the POINT OF BEGINNING and containing 12.19 Acres more or less.



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AGENDA ITEM COMMENTARY

MEETING NAME:	City Council Meeting
MEETING DATE:	April 15, 2024
ITEM TITLE:	Consider and take appropriate action on discussion of amending the Wolfforth Code of Ordinances, Article 14.05.009: Fences.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

Recently, citizens of Wolfforth have been requesting information on allowable material and of specifications about our current zoning ordinance for fencing. When researching citizen’s requests, it has come to the City’s attention, that there is little guidance on acceptable fencing and few requirements within our ordinance.

Our current fencing ordinance specifies height requirements and visual clearance requirements on corner lots only. The City of Wolfforth is wanting it incorporate within the ordinance prohibited fence material, along with approved fence material. The purpose is to promote a city that prides itself in citizens maintaining a fence that is structurally sound and in good repair and supports the privacy and security to our citizen’s homes.

On Tuesday April 9, 2024, the Planning and Zoning Commission recommended revising the changes to move chain-link fences from approved material to prohibited material. Current fences will be grandfathered in as a non-conforming use, but all new fences and replacements will need to be from the approved list.

EXHIBITS:

- 1. Recommended changes to the fencing ordinance with PZ recommendation

COUNCIL ACTION/STAFF RECOMMENDATION:

The Planning and Zoning Commission has unanimously recommended approval. Discuss recommended Fencing Ordinance. Take one of the following actions:

- 1. Approve changes as recommended and then hold a public hearing.
- 2. Approve changes with revisions and then hold a public hearing.
- 3. Cancel Public Hearing and advise staff on future steps.

§ 14.05.009. Fences.

(a) Required privacy fences.

(1) A privacy fence shall be required where the side or rear lot line of a nonresidential use is adjacent to either of the following.

(A) A residential district boundary other than the AO District.

(B) An existing residential use.

(C) School or day care facility.

(2) This requirement shall not apply when an equivalent fence already exists.

(3) Properties immediately across a body of water, transportation, drainage or utility right-of-way, street or alley shall be considered adjacent if the intervening body of water, transportation, drainage or utility right-of-way, street or alley, is less than 80 feet wide.

(b) Height standards for required privacy fences.

(1) All privacy fences shall meet the visual clearance requirements of section 14.05.010 below.

(2) Maximum fence height in residential districts.

(A) No portion of any fence or enclosure in any residential district, excluding an AO district, shall exceed a height of 8 feet.

(B) A substantially open fence with a ratio of solid portion to open portion equal to or less than 1 (solid) to 4 (open) may be constructed up to a height of 10 feet.

(3) Maximum height in required front yards.

(A) Any fence or enclosure extending into a required front yard shall not exceed a height of four feet.

(B) Fences on land located in the C3, M1 and M2 Districts shall be exempt from this requirement.

(C) In the AO District, a substantially open fence with a ratio of solid portion to open portion equal to or less than 1 (solid) to 4 (open) may be constructed up to a height of 6 feet.

(c) Approved Fence Material. Residential fences may be constructed of any of the following materials:

- (1) Masonry (brick, stone, reinforced concrete) or any other sustainable material with more than 30-year life expectancy;
- (2) Ornamental metal fencing;
- (3) Cedar, whitewood, or similar industry standard type of wood;
- (4) Composite fencing;
- (5) Vinyl fencing;
- (6) Wooden split-rail or painted pipe rail fencing may be installed on parcels of one acre or larger;
- (7) Sheet, roll, or corrugated metal, only if constructed with metal posts, metal brackets, and metal caps. No galvanized metal; and
- (8) Other wooden picket fences, only if constructed with metal posts, metal brackets, and metal caps. Wooden horizontal members must be at least 2" x 4" in size.

(d) Prohibited Fence Materials. Residential fences not associated with the permitted keeping of livestock are prohibited from being composed of the following materials:

- (1) Cast off, secondhand, or other items not originally intended to be used for constructing or maintaining a fence, such as, but not limited to:
 - (A) Plywood or particleboard;
 - (B) Rope, string, or wire products; and
 - (C) Fiberglass panels;
- (2) Barbed wire or concertina;
- (3) Razor wire;
- (4) Electrified components;
- (5) Embedded glass shards;
- (6) Damaged, deteriorated, or unsafe materials; or
- (7) Chain-link fencing.



AGENDA ITEM COMMENTARY

MEETING NAME: City Council Meeting

MEETING DATE: April 15, 2024

ITEM TITLE: PUBLIC HEARING: Consider and take appropriate action on ordinance that will amend the Wolfforth Code of Ordinances, Article 14.05.009: Fences.

STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

This commentary applies to the next two agenda items:

- 1. Conduct a Public Hearing on an amendment to the Wolfforth Code of Ordinances, Article 14.05.009: Fences.**
- 2. Consider and take appropriate action on an amendment to the Wolfforth Code of Ordinances, Article 14.05.009: Fences.**

Based on the previous agenda item, hold a public hearing to receive comments from the public.

EXHIBITS:

1. Public Hearing Notice

COUNCIL ACTION/STAFF RECOMMENDATION:

Conduct a Public Hearing.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Wolfforth Planning and Zoning Commission will meet on April 9, 2024, at 5:30pm and the Wolfforth City Council April 15, 2024 at 6:00pm in the City Hall Meeting Room, 302 Main Street, Wolfforth Texas to hold public hearings and take public comments regarding an amendment to the Wolfforth Code of Ordinances, Article 14.05.009 Fences.

At this time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120, fax 806-855-4121 or email city.secretary@wolfforthtx.us for further information.



AGENDA ITEM COMMENTARY

MEETING NAME: City Council Meeting
MEETING DATE: April 15, 2024
ITEM TITLE: Consider and take appropriate action on recommendation from Planning and Zoning Commission to approve Ordinance 2024-013.
STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

The previous item was to hold a Public Hearing to receive comments on an update to an amendment to the WolfForth Code of Ordinances, Article 14.05.009: Fences.

EXHIBITS:

- 1. Ordinance 2024-013

COUNCIL ACTION/STAFF RECOMMENDATION:

City staff recommends approval of Ordinance 2024-013.

ORDINANCE NO. 2024-013

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING CITY OF WOLFFORTH ZONING ORDINANCE BY AMENDING CHAPTER 14 ZONING; AMENDING §14.05.009 FENCES; ALLOWING FOR APPROVED AND PROHIBITED MATERIALS IN RESIDENTIAL DISTRICTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Wolfforth Zoning Ordinance regulates the uses of property within the Wolfforth city limits including fences;

WHEREAS, the Planning and Zoning Commission held a public hearing on April 9, 2024, regarding approved and prohibited fencing material; and

WHEREAS, the City published notice on March 24, 2024, in the Lubbock-Avalanche for the April 15, 2024 public hearing; and

WHEREAS, the City Council believes it is in the best interest of the City to provide approved and prohibited materials for fences in residential areas; NOW THEREFORE

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

Part 1. Enacted.

THAT City of Wolfforth Zoning Ordinance is hereby amended by Chapter 14 Zoning §14.05.009 Fences, such additional language shall read as follows:

§14.05.009 Fences.

(c) Approved Fence Material. Residential fences may be constructed of any of the following materials:

- (1) Masonry (brick, stone, reinforced concrete) or any other sustainable material with more than 30-year life expectancy;
- (2) Ornamental metal fencing;
- (3) Cedar, whitewood, or similar industry standard type of wood;
- (4) Composite fencing;
- (5) Vinyl fencing;
- (6) Wooden split-rail or painted pipe rail fencing may be installed on parcels of one acre or larger;
- (7) Sheet, roll, or corrugated metal, only if constructed with metal posts, metal brackets, and metal caps. No galvanized metal; and
- (8) Other wooden picket fences, only if constructed with metal posts, metal brackets, and metal caps. Wooden horizontal members must be at least 2” x 4” in size.

(d) Prohibited Fence Materials. Residential fences not associated with the permitted keeping of livestock are prohibited from being composed of the following materials:

- (1) Cast off, secondhand, or other items not originally intended to be used for constructing or maintaining a fence, such as, but not limited to:
 - (A) Plywood or particleboard;
 - (B) Rope, string, or wire products; and
 - (C) Fiberglass panels;
- (2) Barbed wire or concertina;
- (3) Razor wire;
- (4) Electrified components;
- (5) Embedded glass shards;
- (6) Damaged, deteriorated, or unsafe materials; or
- (7) Chain-link fencing.

Part 2. Severability.

If any section, sub-section, clause, phrase or portion of this Ordinance shall be held unconstitutional or invalid by a court of competent jurisdiction, such section, sub-section, sentence, clause, phrase or portion shall be deemed to be separate, distinct and independent provision and such invalidity shall not affect the validity of the remaining portion.

Part 3. Repeal.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Part 4. Open Meetings.

That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

Part 5. Effective Date.

This Ordinance shall take effect immediately upon its passage and adoption by the City Council.

PASSED AND APPROVED ON THIS THE 15th day of April, 2024.

Charles Addington, II, Mayor
City of Wolfforth, TX

ATTEST:

Terri Robinette, City Secretary



AGENDA ITEM COMMENTARY

MEETING NAME: WolfForth City Council
MEETING DATE: April 15, 2024
ITEM TITLE: Consider and take appropriate action on May 2024 Council meeting dates
STAFF INITIATOR: Terri Robinette, City Secretary

BACKGROUND:

Our regularly scheduled meeting dates for May 2024 are Monday, May 6 and Monday, May 20. The general election will take place on Saturday May 4 and the following timeline for the canvass of the election must be met:

Each local canvassing authority shall convene ... not later than the 11th day after election day and not earlier than the later of:

- (1) the third day after election day;
- (2) the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or
- (3) the date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

With this deadline in mind, we will need to call a special meeting of the Council to conduct the canvass. The most advantageous date would be Monday, May 13 at 12 noon due to the deadline for the counting of provisional ballots. This would be a short meeting with only the ordinance to canvass the election on the agenda. This special meeting would require a quorum of 3 members.

EXHIBITS:

COUNCIL ACTION/STAFF RECOMMENDATION:

Council decision



AGENDA ITEM COMMENTARY

MEETING NAME: City Council
MEETING DATE: April 15, 2024
ITEM TITLE: Consider and take appropriate action on update from staff regarding Fire/EMS full-time implementation
STAFF INITIATOR: Randy Criswell
Lance Barrett, Fire Chief

BACKGROUND:

Fire Chief Barrett and I would like to provide the Council with an update on the Fire/EMS conversion. As a reminder, we had budgeted for the transition to be complete by April 1. We have not been successful at meeting that deadline, but I'm pleased with our progress. We look forward to sharing our progress with you.

EXHIBITS:

COUNCIL ACTION/STAFF RECOMMENDATION: