

Tomas Mendoza, Councilmember
John Mounce, Councilmember
Chrissa Hartle, Councilmember



James Clark, Mayor Pro Tem
Jim Tate, Councilmember

Elizabeth Woodall, Mayor

**CITY OF JUSTIN
CITY COUNCIL AGENDA
WEDNESDAY, JANUARY 19, 2022
415 N. COLLEGE AVE.
6:00 P.M.**

CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: *“Honor the Texas Flag;
I pledge allegiance to thee, Texas, one state, under God, one and indi
visible”*

STAFF/BOARD UPDATES

- Project/development update

WORKSHOP SESSION

1. Discuss approval of Ordinance No.714-22 amending the FY21-22 General Fund budget providing funding for construction of a disc golf course.
2. Discuss approval of a contract with CF Electric, Inc., in the amount of \$21,797 for improvements to baseball field lighting.
3. Discussion regarding a Mayor and Council Vision Statement.

CONVENE INTO REGULAR SESSION- Immediately Following Workshop Session

PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens the opportunity to speak, the Mayor may impose a three-minute limitation on any person addressing the Council. The Texas Open Meetings Act prohibits the City Council from discussing

issues, which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

POSSIBLE ACTION ITEMS

4. Consider and take appropriate action regarding abandonment of City of Justin Well No. 4.
5. Consider and take appropriate action approving a contract with Pacheco Koch in the amount of \$150,000 for the development of a comprehensive plan.
6. Consider approval of Ordinance No.714-22 amending the FY21-22 General Fund budget providing funding for construction of a disc golf course.
7. Consider approval of a contract with CF Electric, Inc., in the amount of \$21,797 for improvements to baseball field lighting.
8. Consider and take appropriate action on an amendment to Chapter 52 of the Code of Ordinances to add a “Kiosk” use and definition.
9. Consider and take appropriate action on an amendment to Chapter 52 of the Code of Ordinances to amend SF-2 lot standards.
10. Consider and take appropriate action on an amendment to Chapter 52 of the Code of Ordinances to add lighting standards.
11. Consider approval of Resolution No.576-22 providing notice for a public hearing for adoption of water, waste water and roadway impact fees.

CONSENT

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

12. Consider and take appropriate action approving City Council minutes dated December 14, 2021.

EXECUTIVE SESSION

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

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
 - Chapter 380 Agreement with OES
 - West Side Wastewater Improvement Agreement

Convene into executive session

Adjourn into open meeting.

13. Discuss, consider, and act on items discussed in Executive Session.

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 12th day of January 2022 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Brittany Andrews

Brittany Andrews, City Secretary

City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #1 (Workshop) #6 (Possible Action)

Title: Consider approval of Ordinance No.714-22 amending the FY21-22 General Fund budget providing funding for construction of a disc golf course in the amount of \$15,000.

Department: Administration

Contact: City Manager, Chuck Ewings

Recommendation: Approve the budget amendment

Background: The Parks Board has recommended the existing disc golf course in Community Park be removed and reconstructed elsewhere. The existing course has nine baskets and the board recommends the new course also have nine utilizing the baskets removed from the existing course. The proposed funding covers the cost of concrete to place baskets and construct the tee boxes. It will also be used to reface the existing directional signs that are placed and each tee box.

The Parks Board has requested that the existing course be removed by the end of January so there will be a period that no course will be available while we design and construct a new course.

City Attorney Review: N/A

Attachments:

CITY OF JUSTIN, TEXAS

ORDINANCE NUMBER 714-22

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF JUSTIN, TEXAS AMENDING ORDINANCE
NUMBER 710-21, AUTHORIZING CERTAIN
BUDGET AMENDMENTS PERTAINING TO THE FY
2021-2022 BUDGET; AS SET OUT IN EXHIBIT "A";
AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City Council approved Ordinance number 710-21 Fiscal Year 2021-2022 Budget beginning October 1, 2021 and ending September 30, 2022; and,

WHEREAS, City Departments regularly review their budget appropriations to ensure they are within budget parameters and determine if any changes are necessary; and,

WHEREAS, based on reviews by City Departments, the City Manager and Finance Director have prepared amendments to certain appropriations and expenditures in the Fiscal Year 2021-2022 Budget and submitted to the City Council for approval and a true and correct copy is attached as Exhibit "A"; and,

WHEREAS, the City Council has the authority to approve amendments to Ordinance 710-21; City Budget; and,

WHEREAS, the City Council has determined that the proposed amendments to the Fiscal Year 2021-2022 Budget are in the best interest of the City.

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

SECTION 1. That Ordinance No. 710-21, the Fiscal Year 2021-2022 Budget Ordinance, is hereby amended to incorporate the changes set out in Exhibit "A" and are hereby authorized and approved.

SECTION 2. The City Council further finds the amended budget line items will not cause the total expenditures in the budget to exceed the total original budgeted amount.

SECTION 3. All portions of the existing FY 2021-2022 Budget, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of this ordinance.

SECTION 4. In the event any clause, phrase, provision, sentence, or part of this ordinance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair or invalidate this ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Justin, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 5. That this Ordinance shall become effective from and after its adoption and is so ordained.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN ON
THE 11th DAY OF January, 2022.**

CITY OF JUSTIN, TEXAS

Elizabeth Woodall, Mayor

ATTEST:

Brittany Andrews, City Secretary

APPROVED AS TO FORM:

Matthew Boyle, City Attorney

BUDGET AMENDMENT**FISCAL YEAR**

FY 2021-2022

General Fund Amended Expenditures

ACCOUNT NUMBER		EXPENDITURE	FY 2021-2022	BUDGET	FY 2021-2022	BUDGET	AMENDMENT	CHANGE
100-4200-647111		PARK IMPROVEMENTS	\$	30,000.00	\$	45,000.00	\$	15,000.00

15,000.00

City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #2 (Workshop) #7 (Possible Action)

Title: Consider approval of a contract with CF Electric, Inc., in the amount of \$21,797 for improvements to baseball field lighting.

Department: Administration

Contact: Public Works Director, Josh Little, City Manager, Chuck Ewings

Recommendation: Approved the proposed contract

Background: The current budget allocated \$30,000 for improvements to the ballfield lights at Community Park. Public Works received quotes and recommends contracting with CF Electric for the improvements. This will replace the existing lights and ballasts, as needed.

The base cost for the lights is \$12,029 for replacement of the lamps and other improvements. Ballasts are \$296.00 per light if they need to be replaced. If they all need to be replaced the cost increases to \$21,797. We do not anticipate all ballasts needing to be replaced, but put the total amount for approval to ensure adequate contingency.

City Attorney Review: N/A

Attachments:



ELECTRIC, INC.

4901 TIM DONALD RD. JUSTIN, TEXAS 76247

PHONE: (817) 267-6002

December 20, 2021

Mr. Josh Little
City of Justin
217 E. 4th St.
Justin, Texas 76247

Reference: BALLFIELD LIGHTING MAINTENANCE rev 1

CF Electric, Inc., respectfully submits the following amount for the requested electrical installation as outlined below. Due to rising costs of material, CF Electric has needed to revise the quote, please see pricing below.

Scope: Provide Labor, Materials and Supervision for the following:

BALL FIELD #1

- Furnish and install Unistruct crossarm bracing on (4) poles
- Furnish and install a NEMA 3R junction box and rewire fixtures on (4) poles
- Furnish and install (3) 1500 watt Metal Halide lamps
- Furnish required lift equipment.

BALL FIELD #2

- Furnish and install Unistruct crossarm bracing on (7) poles
- Furnish and install a NEMA 3R junction box and rewire fixtures on (7) poles
- Furnish and install (5) 1500 watt Metal Halide lamps
- Furnish required lift equipment.

BALL FIELD #3

- Furnish and install (16) 1500 watt Metal Halide lamps
- Furnish required lift equipment.

SOFTBALL FIELD #1

- Furnish and install (9) 1500 watt Metal Halide lamps
- Furnish required lift equipment.

Quote Amount:

\$12,029.00

*****note*** Ballast can be furnished and install at \$296.00 each**

Exclusions:

1. Sales Tax
2. Light fixture ballasts
3. Repairs or upgrades to the electrical service & systems not listed above.

Please feel free to contact me if you need additional information or if you have any questions.

Regulated by the Texas Department of Licensing & Regulations
PO Box 12157
Austin, TX 78711
1.800.803.9202
www.license.state.tx.us

Leo Wise
817-944-5468 mobile
CF ELECTRIC, INC.



P.O. Box 738
Keller, TX 76248
817-431-9794

Proposal

DATE: October 5, 2021
Quote valid until: November 4, 2021
Prepared by: Derek Law

Customer Information:

Ramiro Ramirez
City Of Justin
415 N College Ave
Justin, TX 76247
940-648-2541

Project Information:

Ball Fields
Lamp and Ballast replacements
415 N College Ave
Justin, TX 76247

We are pleased to offer our proposal at the above listed location. See detailed description of proposed work below. Thank you for the opportunity to quote this project.

Scope of Work		AMOUNT
Replace lamp and or Ballasts		
Lamps Each		\$85.00
Ballasts Each		\$325.00
Lift per week (86' lift)		\$2,850.00
As of 3/17/2021, of the report that was received from Mr. Ramirez, there are 29 lights out Unknown quantity of failed ballasts		
Exclusions		
Any work not listed above, Premium Time, Dumpster,		
Payment Terms:	Upon Completion	TOTAL \$ 5,315.00

Acceptance of Proposal: The above price, description of work and payment terms are satisfactory and are hereby accepted based on the signature below. Morgan Electric, Inc. is authorized to perform the work as described above.

Owner or Representative Signature: _____ Date: _____



P.O. Box 738
Keller, TX 76248
817-431-9794

Proposal

DATE: October 5, 2021
Quote valid until: November 4, 2021
Prepared by: Derek Law

Customer Information:

Ramiro Ramirez
City Of Justin
415 N College Ave
Justin, TX 76247
940-648-2541

Project Information:

Ball Fields
Repair V-Brace and Wiring
420 Ovaletta Dr
Justin, TX 76247

We are pleased to offer our proposal at the above listed location. See detailed description of proposed work below. Thank you for the opportunity to quote this project.

Scope of Work			AMOUNT
Replace V-Bracing Rewire compromised exposed wiring Approximately 12 Poles			
Exclusions			
Any work not listed above, Premium Time, Dumpster,			
Payment Terms:	Upon Completion	TOTAL	\$ 8,332.00

Acceptance of Proposal: The above price, description of work and payment terms are satisfactory and are hereby accepted based on the signature below. Morgan Electric, Inc. is authorized to perform the work as described above.

Owner or Representative Signature: _____ Date: _____



Public Works
City of Justin
415 N. College Ave
Justin, TX 76247

Quotes:

Ballfields Lighting Repairs	
CF Electric Inc.	
\$21,797	All Electrical Repairs & V-Bracing : \$12,029.00 33 Ballast @ \$296.00 each : \$ 9,768.00

Morgan Electric Inc.	
\$24,712	33 Bulbs @ \$85 per Bulb : \$2,805.00 33 Ballast @ \$325 per Ballast : \$10,725.00 Lift Rental : \$2,850.00 Wiring & V-Bracing : \$8,332.00

Non Response from two contractors.	
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City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #3 (Workshop)

Title: Discussion regarding a vision statement.

Department: Administration

Contact: Mayor Woodall

Recommendation:

Background:

Mayor Woodall requested this item for discussion.

City Attorney Review: N/A

Attachments:

City Council, Justin, Texas
Vision 2022

To promote a unified effort in the progress of our City, provide the basis for our strategic plan, and succinctly communicate to our citizens, employees, and neighbors our guiding values and goals, we the City Council of Justin, Texas, present our vision.

The City of Justin Texas is a growing community striving to retain its hometown atmosphere while adapting to the extensive growth within the Alliance corridor. We aim to 1) manage our growth in a conscientious manner, 2) provide on-going services to our community, and 3) retain the history and charm that makes Justin unique.

We desire to attract and retain a variety of businesses and services in our retail/commercial districts which include:

- Light industrial zone (FM 156 & 407 corridor)
- Old Town (West of FM 156)
- Western expansion (Boss Range/407 west)
- New City Hall Area (South FM 156)
- Northern expansion (North FM 156)

Additionally, we will continue to add value to our community and citizens by providing professional and efficient city administration, utilities, library, and emergency services. As we continue to expand our recreational activities with parks, walking trails, and city events, we strive to create a safe community that builds upon its heritage.

City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: # 4 (Possible Action)

Title: Consider and take appropriate action regarding abandonment of City of Justin Well No. 4.

Department: Administration

Contact: Public Works Director, Josh Little, City Manager, Chuck Ewings

Recommendation: Approved authorization to contract with Millican Well Service in the amount of \$7,500

Background:

The well has been out of service for the past four years. It would take at least a week & a half to bring the well into operational condition. Once in service the well is only capable of servicing less than 200 connections. We do not consider the well a viable option for emergency or backup water supply.

City Attorney Review: N/A

Attachments:

- 1) Combined backup documents with quotes included



Public Works
City of Justin
415 N. College Ave
Justin, TX 76247

Quotes:

Well #4 Plugging

Millican Well Services.

\$7,500

Jurgensen Pump, LLC

\$25,000

Texan Water

\$45,942.70

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MILlicAN WELL SERVICE LLC
1929 JOSH ROAD
FORT WORTH, TEXAS 76177
817-232-0077

Estimate

Name / Address

City of Justin
P.O. Box 129
Justin, Texas 76247

Date

10/7/2021

Well Name

Qty	Description	Cost	Total
1	Labor and equipment to pull the pump and motor and haul the materials from the jobsite.	1,500.00	1,500.00
1,000	Labor and equipment to plug the well according to state regulations and file a report with the City and the TDLR. (1000' x 6")	6.00	6,000.00
<i>Thank you!</i>		Subtotal	\$7,500.00
Jerry Browning 2176 Jaythan Browning 59998		Sales Tax (0.0%)	\$0.00
Texas Department of Licensing and Regulation P.O. Box 12157 Austin, Texas 78711 512-462-7880		Total	\$7,500.00



JURGENSEN PUMP, LLC
PO Box 710
Valley Mills, TX 76689

Phone # 254-932-6251 Fax # 254-932-6770

Estimate

Date	Estimate #
11/15/2021	4264

REGULATED BY THE TEXAS
DEPARTMENT OF LICENSING &
REGULATIONS PO BOX 12157
AUSTIN, TX 78711
LICENSE #54576

WARRANTY: New well equipment is covered by
Manufacturer's Warranties and these warranties are
the responsibility of the Manufacturers.
LABOR WARRANTY: Is 30-days from
installation of new well equipment

Name / Address

City of Justin
217 E. 4th Street
Justin, TX 73247

Project

Description	Qty	Cost	Total
Well #4 10" Casing: 0 - 890 FT 6" Casing: 890 - 945 FT 6" Screen: 945 - 1,013 FT Total Well Depth = 1,023 FT			
Plug Water Well - Pull existing well pump - Run camera survey to check well condition - Plug entire well with Quick Grout bentonite (Run tubing to bottom of well and pump quick grout into well) - Plug top 3' with cement - Remove concrete pad at surface - Cut casing 3' below surface and backfill with topsoil - File Plugging Report with the State of Texas	1	25,000.00	25,000.00

Quote valid for 30 days!

Subtotal \$25,000.00

Sales Tax (0.00) \$0.00

Total \$25,000.00



TEXAN WATER

Tanner Smith, Project Manager
161 Industrial Loop
Fredericksburg, TX 78624
(512) 823-0000
Email: tsmith@texanwater.com
Expires on: 12/19/2021

City of Justin Estimate - (Q-03782)

Grouting, Plugging

Equipment Rental - Backhoe/Trencher/Skidsteer	1	\$5,000.00	\$5,000.00
Type H cement	3	\$52.00	\$156.00
Benseal 50 lb	90	\$49.00	\$4,410.00
Grouting Labor	32.0	\$500.00	\$16,000.00
Grouting/Plugging Mobilization	1.0	\$20,000.00	\$20,000.00
Grouting, Plugging TOTAL:			\$45,566.00
Subtotal:			\$45,566.00
Tax:			\$376.70
Total:			\$45,942.70

City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #5 (Possible Action)

Title: Consider and take appropriate action approving a contract with Pacheco Koch in the amount of \$150,000 for the development of a comprehensive plan.

Department: Administration

Contact: City Manager, Chuck Ewings

Recommendation: Authorize a contract with Pacheco Koch in the amount of \$150,000 for development of a comprehensive plan

Background:

The City Council approved funds in the amount of \$100,000 in the FY22 budget to begin the comprehensive planning process. The attached proposal is in the amount of \$150,000, with the remaining to be funded through the EDC/CDC and any shortfall can be accounted for in the FY23 budget since the planning process will occur over two fiscal years.

If approved, Pacheco Koch will partner with Catalyst Commercial, Inc., to development plan working with an appointed advisory committee that can be appointed at the council's next meeting in January. Pacheco Koch was the only firm to submit a proposal.

The goal of the planning process is to develop land use goals for the city's western ETJ, a parks plan, and a plan for Old Town. This will set important priorities for the City of Justin to address growth and municipal services based on community involvement.

Attached is the proposal for your review.

City Attorney Review: N/A

Attachments:

- 1) Pacheco Koch proposal



CITY OF JUSTIN

COMPREHENSIVE PLAN UPDATE STATEMENT OF QUALIFICATIONS

DECEMBER 7, 2021

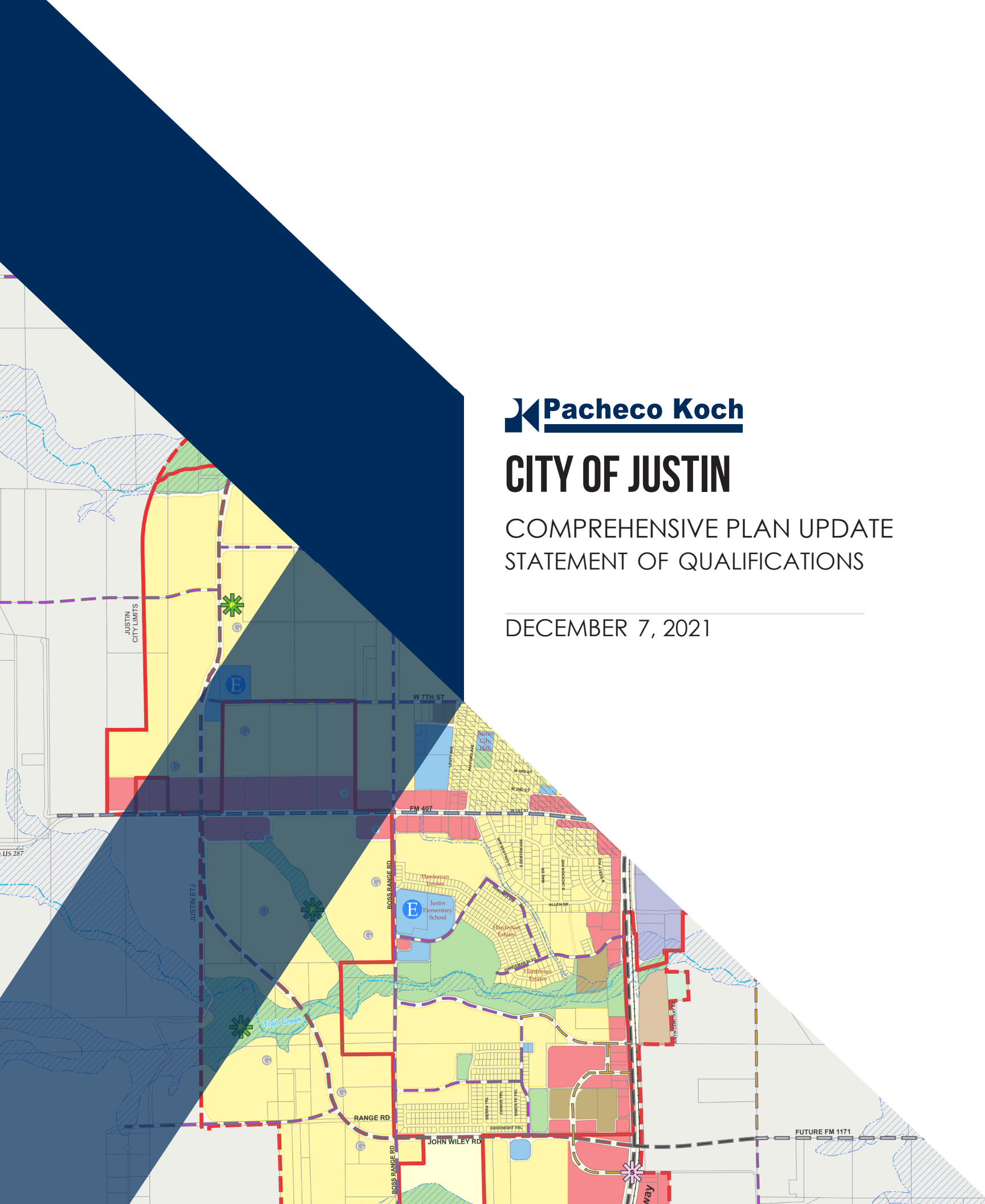




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QUALIFICATIONS

Firm Background
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REFERENCES

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December 7, 2021

City Secretary
CITY OF JUSTIN
415 North College Street
Justin, Texas 76247

RE: RFQ FOR COMPREHENSIVE PLAN UPDATE

Dear Selection Committee:

Pacheco Koch Consulting Engineers, Inc. is pleased to provide our qualifications for the City of Justin Comprehensive Plan project. We understand the significance of this project and the importance of selecting the right team. We will partner with the City to create a comprehensive plan that is implementable and aligns with the City's vision. With our team's project experience, we have the expertise to not only meet, but exceed your expectations for this project. We understand the scope of the project and are excited about the opportunity to work with the City of Justin in bringing this comprehensive plan to fruition.

Unlike smaller, single discipline "boutique" shops that lack resources, or larger, multi-disciplinary firms where details can slip through the cracks, Pacheco Koch operates with a dedicated level of effective responsiveness, adaptability, and comprehensive experience. Our experience spans across the entire range of planning, landscape architecture and community engagement and enables us to produce a successful comprehensive plan, along with performing other planning document objectives. Our team works collaboratively in an open, "cross-pollinating" studio environment. We utilize information-sharing and production technologies to avoid delays and gaps in coordination and project consistency.

I will serve as the Project Manager and primary point of contact for this contract. I will be heavily involved in project budgeting and scheduling, as well as public outreach. I will also manage and provide oversight of the team, ensuring the project objectives are completely understood and milestones are achieved on time or ahead of schedule. I will be responsible for providing status updates, documenting key decisions, developing plan documents, updating the project schedule and overseeing day-to-day design efforts of the team.

My contact information is as follows:

Eric P. Wilhite, AICP
PACHECO KOCH CONSULTING ENGINEERS, INC.
4060 Bryant Irvin Road, Fort Worth, TX 76109
T: 817.412.7155 | F: 817.412.7156 | E: ewilhite@pkce.com

Pacheco Koch is committed to providing high quality, professional services with an emphasis on **timeliness, responsiveness and communication**. We greatly appreciate this opportunity and look forward to continuing our successful professional relationship with the City of Justin.

Sincerely,



Eric P. Wilhite, AICP
Director of Land Planning

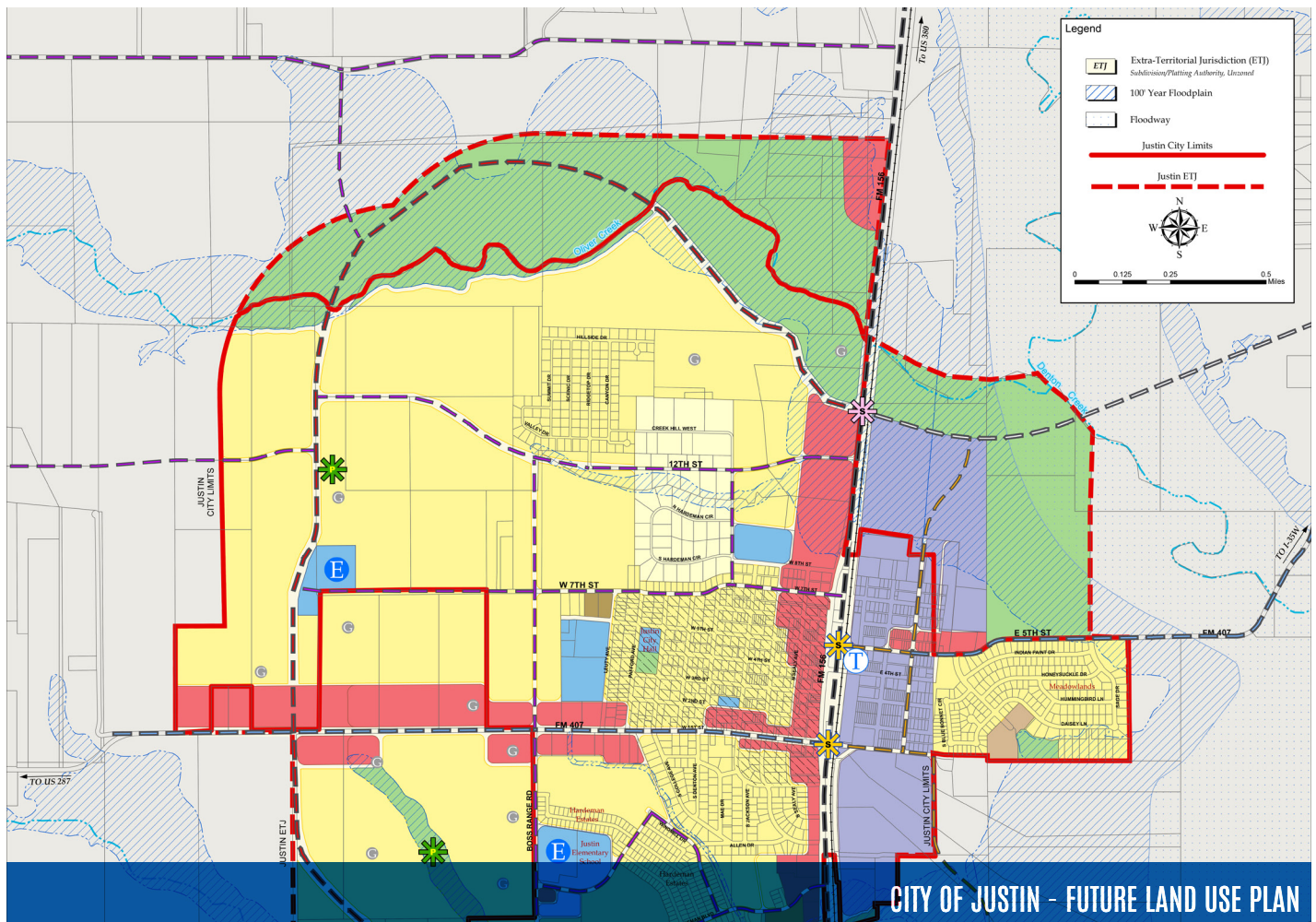
EXECUTIVE SUMMARY

On behalf of our team, I am pleased to submit our proposal for comprehensive planning to the City of Justin. We are excited about the possibility of being a part of this important effort to develop an innovative Comprehensive Land Use Plan.

Justin has experienced significant growth over the past few years and looks to continue that growth into the next decade. Pacheco Koch and our partners have helped communities across Texas add economic, environmental and social value for the community's residents. Our interdisciplinary team for the City of Justin Comprehensive Land Use Plan has experience evaluating and implementing plans, CIP and economic development plans and strategies both as city staff and consultants to cities. We also bring an awareness of the political sensitivity of the time as well as resource constraints. We believe this firsthand experience in other capacities with the City of Justin over the past several years means we can better guide you through a planning process that will meet the citizens' and city council's approval, help management establish difficult priorities, and assist staff achieve identified goals.

Our team's comprehensive planning approach utilizes a scalable method. We are able to streamline and simplify the planning process to more concise, implementable sections that result in a comprehensive plan focused on the specifics of the City of Justin. Our team believes a well-crafted Comprehensive Land Use Plan should have a feasible and implementable vision that also focuses on market realities. Our community planning ties the vision with real estate market opportunities, making the comprehensive plan not only innovative, but fiscally resilient.

Our team combines two firms with region-wide planning experience and the specialized attention of a smaller local firm. The team is lead by Eric Wilhite and Jason Claunch. Eric and Jason have both led planning efforts for multiple cities and towns throughout Texas, including the City of Justin. Eric carefully chose this team to best serve the City of Justin. The project team's resumes follow the organizational chart and indicates the estimated project percentages by team member.



PROJECT APPROACH

People are the common thread of a community. By planning conscious environments for people, local economies are enhanced, quality of life is improved, and a sense of place is established.

MASTER PLANNING PROCESS

Our stakeholder involvement process can be broken down into three basic phases – **understanding**, **exploring**, and **decision making**. We understand that Justin is a unique gem in the metroplex. By building upon the character and ideals of Justin as the foundation of the master plan, we ensure future solutions stay true to the reasons people chose to make Justin their home. Bringing people together establishes the critical mass that is required for action to take place. Incorporating solutions that come from the community is essential to creating a vested interest in those solutions and providing the necessary traction to move forward.



ROWLETT CREEK PUBLIC MEETING

UNDERSTANDING (RESEARCH, DATA AND ANALYSIS)

Our team of planners, landscape architects, and traffic engineers will look in-depth at the existing master plans and initiatives. We will evaluate current land uses and identify new opportunities. These include: new commercial and residential options, existing trails, future connections and economic engines/drivers as they apply to the comprehensive plan.

We will also spend time in your community. You will find us visiting on both weekdays and weekends, along with attending various local events and gatherings. This gives us real, qualitative information as we interact with residents and visitors in the community.

With the information we gather from our inventory and analysis, we will meet with City staff, citizens and stakeholders to learn what we don't know from the community, and share our findings to ensure they accurately reflect the community's vision. This allows the citizens to have the final say and provide any additional input before moving on to the next phase. We will determine the functionality of current land uses and patterns, opportunities for economic growth, and quality of life enhancements that are not being captured. Examples of data collected in this phase include:

- Identifying opportunities and constraints from both City staff and community stakeholders, including visioning, goals, concerns and issues as they relate to the Comprehensive Plan and overall City standards
- A thorough analysis and review of existing City and County master plans and how they apply to the comprehensive plan
- Analyzing and incorporating existing GIS information, highlighting the community profile. Layers to include: natural features, land use, zoning, transportation networks (primarily streets and existing trails), topography, trees and other elements as they apply
- Utilizing Strava data analysis to identify additional opportunities and constraints as they apply to the comprehensive plan

EXPLORING (PUBLIC INVOLVEMENT)

With past projects of varying type and complexity, Pacheco Koch has utilized public meetings as a tool to involve members and businesses of the community and get a true sense of vision for the future of the City. Engaging stakeholders from the beginning is essential to establishing a relationship of trust with the community.

CHARRETTES

Based on the common ground we establish through the understanding phase, we can look at the community through your eyes. This foundation sets the stage for an effective land use design charrette. With the citizens, we will brainstorm and prioritize the ideas and solutions to the opportunities and constraints that were established in the understanding phase of the process.

SOCIAL MEDIA AND ONLINE TOOLS

Pacheco Koch will work with the City to utilize existing social media outlets, such as Facebook, Twitter, Strava and Instagram accounts owned by the City. This will allow us to not only receive public input from another medium, but broadcast information about the project. Information can include: status updates, public meeting invites, graphics and questionnaires. We also have access to commenting software that will allow for substantial online input.

ADVISORY COMMITTEE

Pacheco Koch anticipates the implementation of an advisory committee for the comprehensive plan as it has for previous master planning efforts. Typically, advisory committees are formed from City Council, boards and commission and citizens at large. We have adopted a collaborative approach when committees are utilized and involve them early in the planning process to achieve buy-in and consensus of the vision. Those same committee members can then return to their neighborhoods and build support for the plan, ahead of any public meetings. Pacheco Koch has utilized this process in the past and is skilled in working with the public in the collaborative setting of boards or committees, as well as conducting public meetings to facilitate community outreach for the project.

DECISION MAKING (MASTER PLAN DEVELOPMENT)

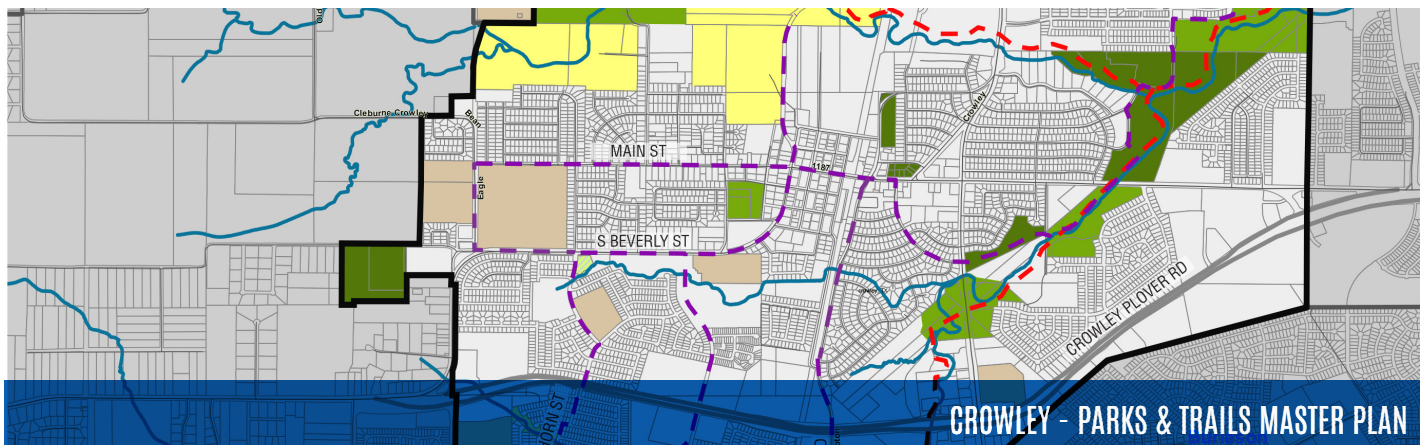
Pacheco Koch will take the data, input and ideas gathered from the previous phases and refine them as needed. We will provide City staff with required exhibits, final drawings, phasing, implementation recommendations and associated costs. Finally, Pacheco Koch will provide a report document that demonstrates the entire planning process, decision points, meetings and deliverables for future reference and use. The Pacheco Koch team will determine the best documentation solution to accomplish the goals for all aspects of the project and facets of the comprehensive plan, downtown and parks system.

IMPLEMENTATION

An important part of this portion of the process is breaking down our suggestions into three sequential types of action. These categories are best described as immediate actions, short term actions, and long-term actions. This allows local municipalities and economic development committees to harness the momentum of the design and planning process with the community and use it as a springboard for steps towards implementation.



CEDAR HILL - OLD TOWN COMPLETE STREETS MASTER PLAN



INNOVATIVE TECHNIQUES & METHODOLOGIES

COMMUNITY INVOLVEMENT

Pacheco Koch's talented professionals support public agencies with land planning services that include comprehensive planning, community and regional planning, development master planning, downtown urban design, streetscape master plans, form-based code, transit-oriented development, infrastructure planning, and residential and mixed-use master planning. Whether working with a public sector client, developer or property owner, Pacheco Koch's land planning professionals have extensive experience customizing a plan that meets the City's individual needs and concerns. We have provided professional planning services for both small and large communities who can't support an in-house position to assist with all facets of community planning and development.

After establishing an understanding of the City's unique development requirements, Pacheco Koch works with City staff to better understand the issues that affect the community. Once the vision has been realized, we develop planning solutions and implementation, focusing on providing alternatives to create sustainability for the City.

Our plan will take into account the City's goals and strategies, addressing transportation, economic development, downtown, neighborhoods, community identity and quality of life. We will become an extension of your staff in educating the public and offering alternatives that allow local businesses, developers and residents to move forward with the project, while also complying with City codes. Pacheco Koch provides the following services as a part of our land planning process:

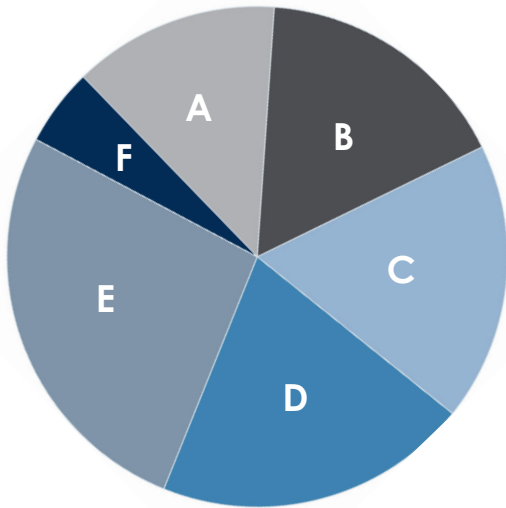
- Assisting with communities, administrative personnel, and their elected/appointed officials in planning and development reviews, related procedures and decision-making, and establishing an organized, efficient development review process
- Reviewing and zoning development plans and working with City staff and developers to ensure their projects are in conformance with the City's development regulations
- "Gap planning" - filling in when a City's development review team suddenly has a vacancy, or when staff simply needs additional support due to heavier-than-normal workloads or special projects
- Updating and "tweaking" development regulations to address local issues and providing complete re-writes when deemed necessary due to outdated or inadequate ordinances.
- Acting as the liaison between City staff, City council, the Planning and Zoning Commission and other boards

Pacheco Koch land planning also serves the State of Texas with litigation support, with an emphasis on eminent domain and regulatory approvals. Our team successfully integrates the land planning process with a variety of team member specialties, such as appraisers, attorneys, property owners or right-of-way acquisition teams



ROWLETT CREEK PUBLIC MEETING

COST ESTIMATE & PROPOSAL



A. Project Management & QA/QC	\$20,000
B. Phase 1 - Community Profile & Analysis	\$25,000
C. Phase 2 - Visioning	\$27,000
D. Phase 3 - Plan Development (Land Use, Housing, Transportation, Parks & Open Space)	\$30,500
E. Phase 4 - Meetings & Public Outreach	\$40,000
F. Final Phase - Implementation	\$7,500
Total	\$150,000

SCHEDULE OF STANDARD HOURLY BILLING RATES

ENGINEERING

Principal	\$245.00
Associate Principal	\$210.00
Director	\$210.00
Senior Project Manager	\$170.00
Senior Project Coordinator	\$170.00
Project Manager	\$125.00
Project Coordinator	\$125.00
Project Engineer	\$100.00
Senior Technician	\$115.00
Technician	\$85.00
Drafter	\$80.00
Research Manager	\$100.00
Research Coordinator	\$65.00
Research Assistant	\$55.00
Executive Assistant	\$100.00
Senior Admin Assistant	\$90.00
Admin Assistant	\$75.00
Expert Witness Testimony	\$350.00

LANDSCAPE ARCHITECTURE

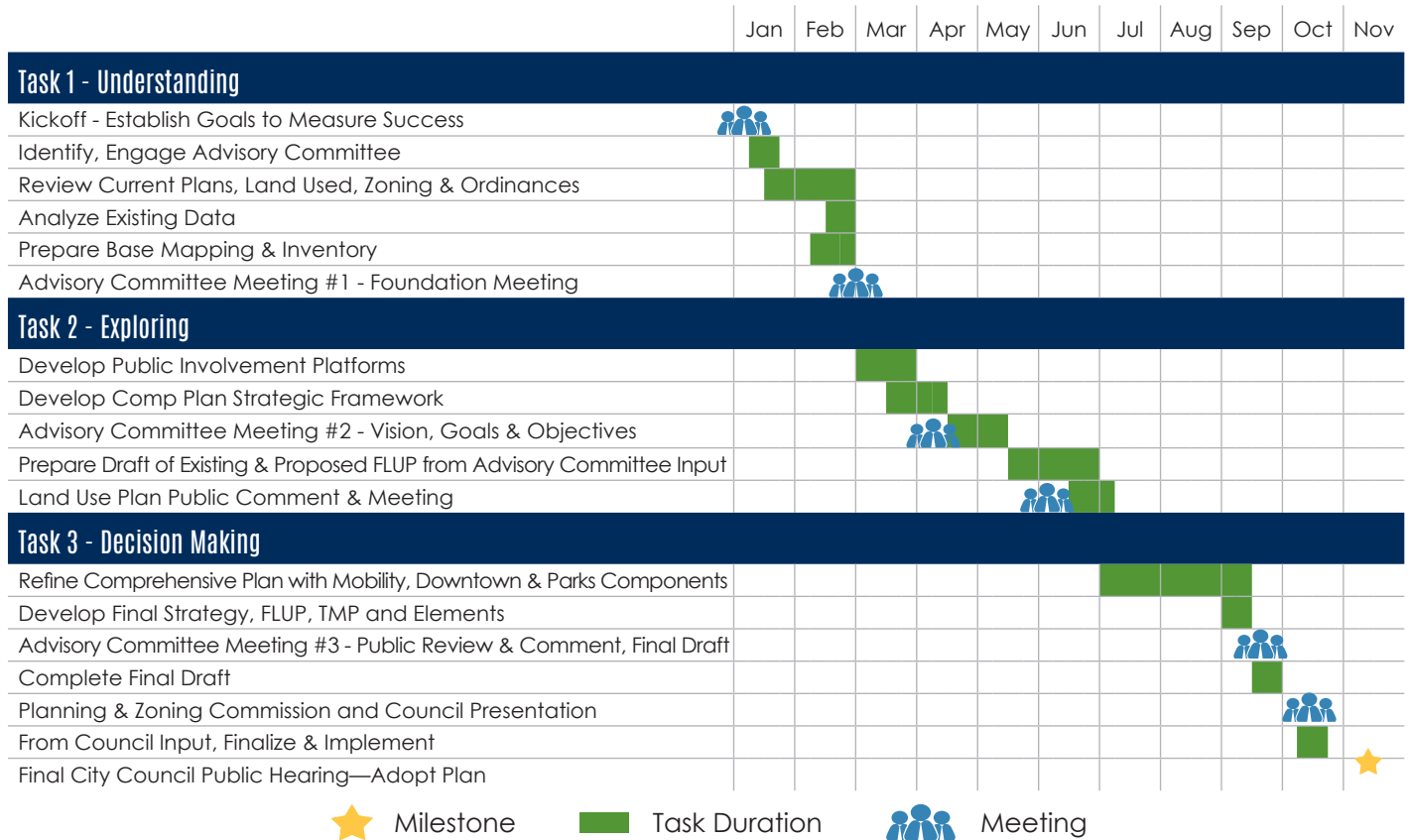
Principal	\$245.00
Associate Principal	\$210.00
Director	\$210.00
Senior Project Manager	\$160.00
Project Manager	\$120.00
Project Landscape Architect	\$100.00
Landscape Task Lead	\$95.00
Technician	\$85.00
Landscape Designer	\$80.00
Drafter	\$80.00
Executive Assistant	\$100.00
Senior Admin Assistant	\$90.00
Admin Assistant	\$75.00
Expert Witness Testimony	\$350.00

SURVEYING

Principal	\$245.00
Associate Principal	\$210.00
Director	\$210.00
Senior Project Manager	\$165.00
Senior Project Coordinator	\$165.00
Project Manager	\$120.00
Project Coordinator	\$120.00
Project Surveyor	\$100.00
Survey Intern	\$95.00
Senior Technician	\$95.00
Technician	\$85.00
Drafter	\$80.00
Research Manager	\$100.00
Research Coordinator	\$65.00
Research Assistant	\$55.00
Executive Assistant	\$100.00
Senior Admin Assistant	\$90.00
Admin Assistant	\$75.00
Expert Witness Testimony	\$350.00
Survey Field Crew (1-person)	\$100.00
Survey Field Crew (2-person)	\$150.00
Survey Field Crew (3-person)	\$210.00
Survey Field Crew (4-person)	\$270.00
Survey Scanner Crew (1-person)	\$180.00
Survey Scanner Crew (2-person)	\$225.00
Survey Scanner Crew (3-person)	\$310.00

SCHEDULE

We pride ourselves on providing quality, responsive service to our clients and understand the importance of delivering projects on time, even when under “fast track” schedules. Our approach to meeting deadlines is focused around the team assembled and the scheduling of manpower to address issues lying on the critical path. By maintaining detailed schedules, we can address critical path issues early in the design to avoid delays as the project progresses.



CAMPION TRAIL, IRVING, TX

QUALIFICATIONS

Pacheco Koch provides quality professional planning, landscape architecture, civil engineering, and land surveying services to a broad range of municipal clients. Established in Dallas in 1990, the goal of the company over the past 31 years has been, and still is, to combine the latest technology with a responsive, client-oriented staff to produce the best professional service possible.

FIRM BACKGROUND

Clients hire Pacheco Koch for everything from a simple title survey to comprehensive land planning services for a multitude of project types. Pacheco Koch delivers the right people, the right technology and the right relationships to provide creative solutions tailored to meet the needs of each project. This commitment to a positive client experience and an excellent product has fueled referrals resulting in the growth of our business each year.

Pacheco Koch is proud that more than 90% of our business comes from repeat clients. We attribute this success to our unique approach that stresses continuous direct contact between our project management team and the client, which is coupled with our extensive experience in master planning, park and trail design, site development, roadway and parking lot design, utility infrastructure and stormwater analysis. We are committed to long-term client satisfaction and delivering work in a cost-effective and timely manner, no matter how large or small the project.

FIRM PHILOSOPHY

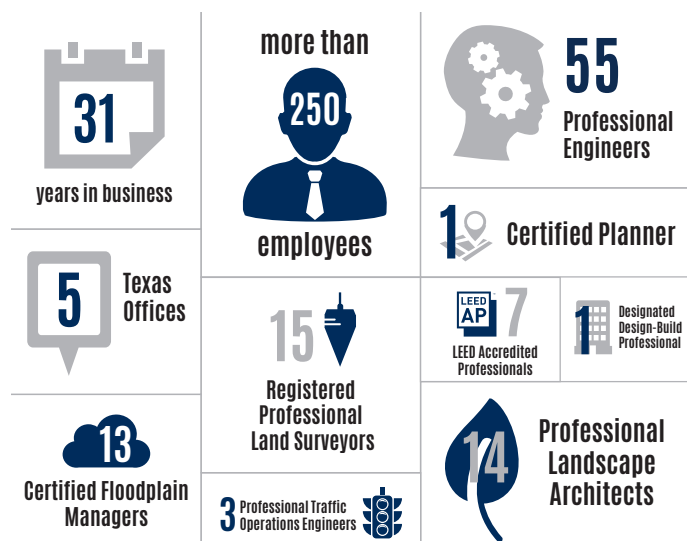
Pacheco Koch's philosophy is to treat each client and project uniquely to meet their individual needs - from project scoping, through design, to project acceptance. Our team provides the full spectrum of skills to take projects from concept to reality. We understand the impact our work has on the community and take pride in providing excellence in each completed segment and task order.

Pacheco Koch believes the livelihood and safety of the community come first. Community is not only considered throughout the design and construction process, but also informed as to how the completed project will affect their everyday life. Our goal for every project is to keep it within budget and on schedule, minimizing any inconvenience to the community.

SIZE AND STAFFING

Pacheco Koch employs a staff of more than 250 professional, technical and administrative personnel, including a Certified Planner, Professional Landscape Architects, licensed Professional Engineers, Professional Traffic Operations Engineers, Registered Professional Land Surveyors, Certified Floodplain

Managers and LEED Accredited Professionals. Our diverse range of experience and personnel allows us to perform numerous projects simultaneously while still delivering the product on schedule. With offices in Fort Worth, Dallas, Houston, Austin and Celina, Pacheco Koch remains focused on responsiveness, timeliness and communication.



LICENSES & CERTIFICATIONS

Pacheco Koch is licensed to practice civil engineering, land surveying and landscape architecture services in Texas. Additionally, members of our firm are LEED Accredited Professionals, TxDOT pre-certified in 41 landscape architecture, engineering and surveying categories, SITEOPS certified, and certified by the Design-Build Institute of America. The firm's licenses and registrations include:

- TBAE No. BR 2430
- TBPE No. F-469
- TBPLS No. 10008000
- TxDOT No. SN 473

ALL SERVICES UNDER ONE ROOF

At Pacheco Koch, we recognize the complex needs of a thriving and growing community. Under the umbrella of economic revitalization, regional water or wastewater systems and interstate highways, to local trails and neighborhood streets, utilities and parks, our commitment to design excellence remains constant. Our experience encompasses all aspects of civil design, land surveying, landscape architecture and planning projects, from overall design through construction administration and quality control initiatives. Having all of these services under one roof streamlines coordination and design efficiency.



PLANNING & LANDSCAPE ARCHITECTURE

Planning is more than big ideas. As planners and landscape architects working with civil engineers, our big idea master plans are supported by an understanding of the infrastructure necessary to make those ideas reality. Our landscape architects pride themselves in their ability to breakdown difficult projects into simplified pieces and to find creative solutions within very difficult parameters, thereby meeting the client's needs within a given criteria.



GRANT ADMINISTRATION

Our team of experts have a proven track record of writing successful grant applications, including competitive, formula-based, and monies designated through the congressional appropriation process (i.e., federal earmarks). Members of our team have been effective in obtaining **more than \$180 million** for clients through grant research, writing and management, with a success rate greater than 60% on proposals.



CIVIL ENGINEERING AND INFRASTRUCTURE DESIGN

Our extensive knowledge base of industry best practices allows our engineers to work hand in hand with our surveyors, landscape architects, water resource professionals and traffic engineers to provide the best possible service to our clients. Frequent collaboration and teamwork allow our engineers to manage firm and client resources more effectively and efficiently from the outset of each project.



TRAFFIC ENGINEERING

Our traffic engineering team provides the design and operational support that government agencies need to serve our rapidly-growing and technologically-advancing communities. We partner with municipal staff to solve small and complex problems using state-of-the-art processes. From traffic signal design and timing to roadway lighting and roundabout design, we understand how to interpret the difference between model and real-world operation.



WATER RESOURCES

Our water resources professionals are experts in working with waters of the US, along with urban drainage and stormwater management. We understand the importance of providing tailored solutions that embrace the original vision of the communities in which we live. Our team uses the latest modeling software and analytical tools available so our clients can make informed decisions, helping them get the most out of every dollar during design, construction, and maintenance.



UTILITY INFRASTRUCTURE

Our water and wastewater systems experience in Texas includes civil engineering design and land surveying services for urban and rural lines ranging from 6 to 96 inches. Additionally, we are experienced in trenchless designs such as boring/tunneling, pipe bursting, cured-in-place pipe, pipe lining, swagelining, and horizontal directional drilling.



LAND SURVEYING

Having an in-house surveying team is invaluable to our success. Our surveyors work on a daily basis with engineers, giving them a greater understanding of what is required for an adequate engineering survey. Having in-house survey affords us, as engineers, greater control over how efficiently survey data is collected and integrated into our designs.

SUB-CONSULTANTS



CATALYST COMMERCIAL, INC.

Delivering the expertise to implement award-winning projects.

Catalyst Commercial has years of experience, not only developing plans, but executing them. Each plan is strategically crafted to produce measurable, actionable and valuable results. The professionals at Catalyst are experts in compiling, analyzing, and translating meaning into a fiscally viable strategy. Each project is built on tailored market research that creates a plan of action that will generate targeted outcomes and an effective final product.

Real world experience yields actionable results.

Catalyst's private sector experience in brokerage and development enables them to see the "comprehensive perspective" on how the market, city vision, and ownership interrelate. They understand both the "art" and "science" of place. They have industry perspective from a retailer, developer/landowner, banker, and broker's point of view. The team consists of former real estate executives, planners, researchers, developers, brokers, and analysts. This holistic experience allows Catalyst to test various scenarios to ensure each project has both economic and market feasibility.

Research at the asset level to refine market opportunities.

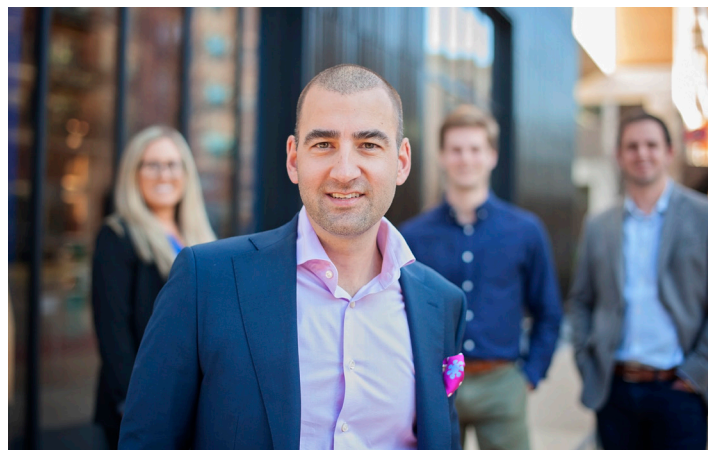
Catalyst uses their unique experience to understand the micro-level issues, such as individual properties, which influence the greater objectives. We believe that individual properties hold the "DNA" of a community and can provide a collective perspective on development or redevelopment strategies.

Integrating a wide range of data and technology.

Catalyst maintains access to major retail databases in order to have multiple perspectives on a marketplace. They also have the right technology to meaningfully visualize statistical findings. In addition to demographic and psychographic information, their database includes extensive retailer requirements, residential demand, corporate needs, hospitality drivers, as well as historical trends. Catalyst currently serves communities, brokers, developers and retailers with analysis and activation strategies.

Implementation focus produces greater value.

Catalyst believes that projects should not only be informative, but also provide a formal action plan integrated into each one. Additionally, every plan must have specific objectives that deliver economic value and advance the project goals. Catalyst's core understanding of "value creation" and integrated goals across multiple stakeholders enables them to conceive effective and realistic outcomes.



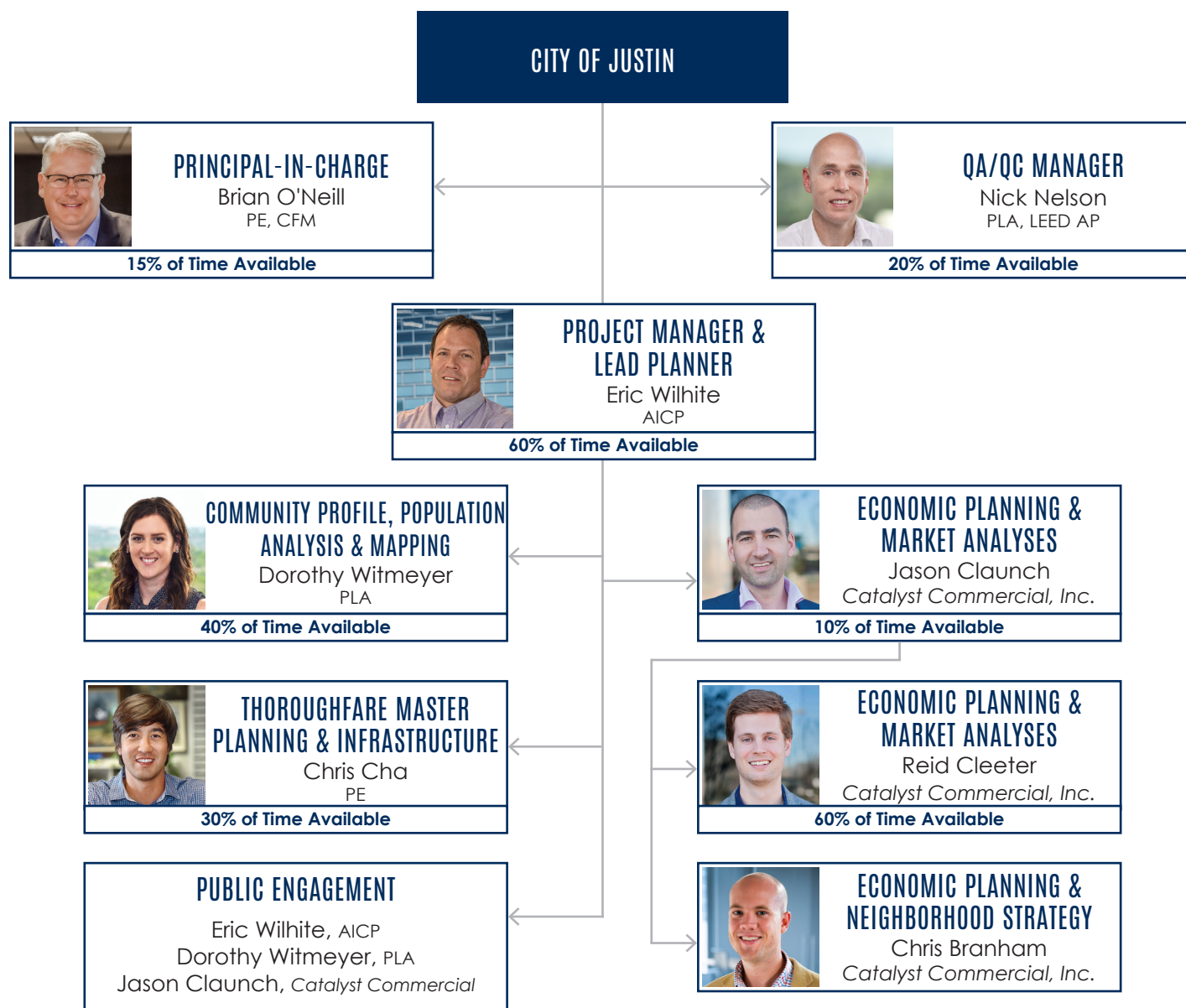
ORGANIZATIONAL CHART

Eric Wilhite, AICP, will serve as your Project Manager for the City's comprehensive plan. Eric is a Certified Planner with more than 27 years of experience in a wide range of project types and sizes which have included comprehensive and future land use plans, parks and recreation master plans, streetscapes, transit-oriented development, form-based codes, residential, commercial and mixed-use master plans, among many other municipal land planning type projects focusing on sustainability and placemaking.

His diverse background and expertise, coupled with the firm's existing relationship with the City of Justin, will contribute to a quality final product. Eric will maintain close communication with the City and provide "hands on leadership" to the planning and design team to ensure successful project execution.

Our proposed team includes Principals, Associate Principals and Directors within the firm who are leaders in their field, including Wade Peterson, PLA, LEED AP, Principal; Nick Nelson, PLA, LEED AP, Associate Principal; and Chris Cha, PE, Principal.

Pacheco Koch ensures the City of Justin that we are dedicating the most knowledgeable resources within the firm to this project. Our comprehensive team will work directly under Eric and coordinate through him, providing the City with **a single point of contact** allowing for efficient and effective communication focused on providing a quality product.



KEY PROJECT PERSONNEL

ERIC P. WILHITE, AICP

PROJECT MANAGER & LEAD PLANNER

Eric is a professional land planner and urban designer with more than 25 years of experience in both the private and public sectors. His professional background has given him a unique skill set with the ability to fully understand the goals and needs of “both sides of the development table.” He has collaborated with a diverse range of professionals in the design and real estate development professions.

RELEVANT EXPERIENCE

City Planner, Justin, TX

As the Prime Consultant, Pacheco Koch is providing multiple planning services, as well as acting as the City Engineer. Planning services for this contract include staff support to the Planning and Zoning and City Councils, updating zoning codes, future land-use planning, and development plan proposal review. Pacheco Koch is also providing land planning services for land purchased by the City for future municipal facility locations and commercial mixed-use development.

Comprehensive Plan Update, River Oaks, TX

The Pacheco Koch team led City officials and the public through a comprehensive plan update. The intent of the plan was to encourage the City to consider the evolution of land use ideas and techniques to help create a more economically viable commercial corridor along River Oaks (SH 183) Boulevard. The planning process included the establishment of a TIRZ along the highway corridor. A new mixed-use land use classification was created and included in the TIRZ. The new mixed-use development standards and the TIRZ were established to: foster a built environment of aesthetic and sustainable value; to enhance economic development efforts; and provide housing and commercial retail options not currently available in the City of River Oaks.

As part of the comprehensive plan update, the thoroughfare master plan was also updated. A primary east-west arterial was re-aligned and the planning team worked with NTCOG and TxDOT to facilitate the new alignment that better serves the new mixed-use area and connectivity to River Oaks Boulevard.

Comprehensive and Future Land Use Plan Update, Watauga, TX

Watauga leaders recognized the need to re-evaluate land use assumptions made in the previous comprehensive plan and evaluate changes needed with the future land use plan due to the changing economic climate and retail market. Pacheco Koch evaluated big box retail commercial areas, as well as vacant parcels within the city.

The team helped to create a new land use classification and identify two key areas for retail economic redevelopment as mixed-use areas. New land use classification and development standards were developed through an engagement process that involved a comprehensive plan update working group, along with community engagement and input from stakeholders. The comprehensive plan now provides a vision for redevelopment of the big box retail areas to help Watauga envision a future with more economically viable land use opportunities and areas with character and a sense of place for the citizens of Watauga.



EXPERIENCE

25 Years

EDUCATION

BLA, Landscape Architecture
Kansas State University
Certificate, Community Planning
Kansas State University

CERTIFIED PLANNER

AICP, No. 022435

PROFESSIONAL AFFILIATIONS

American Planning Association
American Society of Landscape Architects
NCTCOG Sustainable Public Rights-of-Way Subcommittee
Urban Land Institute

ERIC P. WILHITE, AICP

CONTINUED

Old Town Complete Streets Master Plan, Cedar Hill, TX

The City of Cedar Hill is undertaking a comprehensive project to rejuvenate their historic downtown. The project utilizes the foundation of previous plans in the development of a complete streets master plan and a downtown parking study. These detailed plans will then be implemented via construction documents for phase one improvements. The Old Town Cedar Hill project highlights the full extent of services provided by Pacheco Koch. These services include community involvement, land surveying, planning, landscape architecture, traffic engineering, water resources, utility infrastructure, and civil engineering. Functioning as a true team under one roof, Pacheco Koch is approaching the complicated design in a holistic fashion to ensure a solution is developed that is not only creative, but efficient and effective.

Eric worked with the Cedar Hill Economic Development Board and served as co-facilitator of various community and stakeholder meetings for this project.

Parks and Trails Master Plan, Willow Park, TX

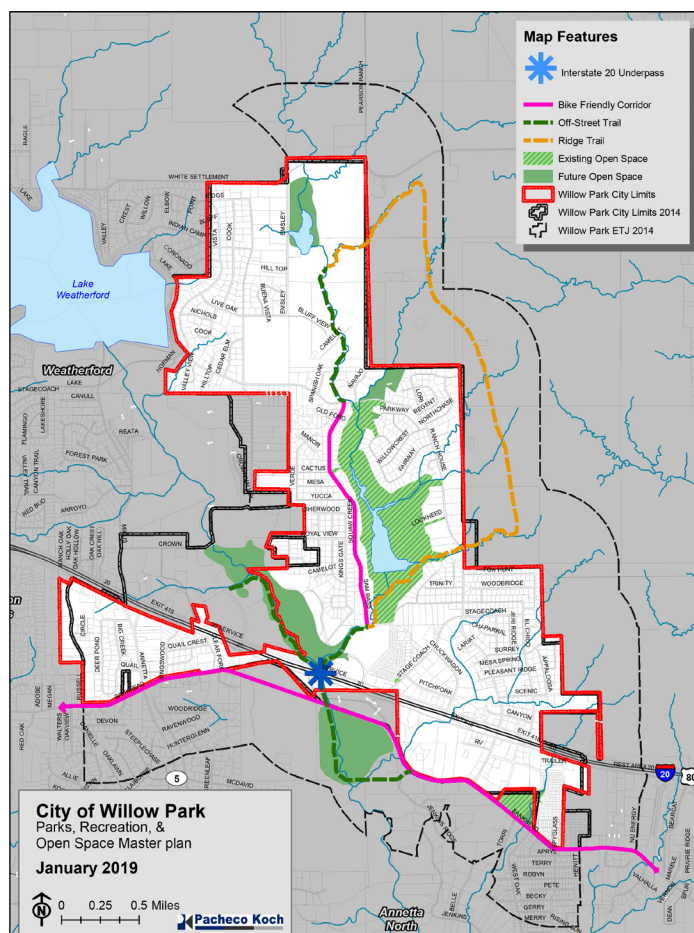
The City of Willow Park never had a Parks, Trails, Recreation and Open Space Master Plan. The Pacheco Koch team collaborated with City staff in the master planning process at three primary levels: master planning at a parks system-wide level, concept site planning for trails, parks and recreational opportunities, and general evaluation of operational/maintenance planning. The project included forming a steering committee as the foundation of engaging stakeholders and guiding the framework of the master plan. The group was comprised of diverse members which included elected and appointed members of City Council, as well as boards and commissions of the City. A city-wide survey of the citizens was performed to integrate their thoughts and opinions into the master plan. The steering committee also extensively participated in discussions and supplemented our findings with important input during the planning process.

Pacheco Koch and the committee then advised and made recommendations to the City Council as to the common goals and policies of the master plan. The final master plan was designed to serve as a decision-making tool for City of Willow Park officials to set priorities for implementation and to provide a high level of parks, trails and recreation services to citizens.

Parks and Trails Master Plan, Crowley, TX

Pacheco Koch worked with the City of Crowley to create the City's first parks and trails master plan. The master plan was developed concurrently with the City's comprehensive plan that was performed by another firm. The overall goal was to create and implement a master plan that was visionary, yet practical. The master plan will help guide annual budgeting, capital programming, City operations, park development strategies and funding for the community. The plan addresses the City's growth and demographic changes as citizens look for locations that provide parks, trails, and recreation as a quality of life component in the community in which they live.

Pacheco Koch formed a master plan steering committee to gain guidance and valuable input to establish goals and objectives. Community meetings were held to facilitate public input to develop a clear set of priorities for parks and trails. The final master plan document addresses the requirements needed to obtain funding from various state and federal sources.



BRIAN D. O'NEILL, PE, CFM

PRINCIPAL-IN-CHARGE

Brian is a Principal at Pacheco Koch and oversees the firm's branch offices. He has more than 27 years of experience in civil engineering planning and design, including the preparation of plans, specifications and estimates, construction management and administration. Brian's experience has primarily been focused in the area of municipal public works projects involving the design of utilities, roadways and linear drainage projects. He has considerable experience in complex paving, drainage design and engineering analysis, and water and sewer systems. Brian's construction administration experience has included conducting bid openings, pre-construction conferences, on-site inspections, and review of contractor estimates.

Brian keys on providing our clients with innovative and cost-effective solutions, and understands the importance of keeping a project on time through permit coordination and scheduling. His experience in project management includes client and design team coordination; leading project kick-off meetings; providing progress reports, scheduling and monthly invoicing; attending public meetings and public presentations; and leading design efforts to ensure projects proceed efficiently.

RELEVANT EXPERIENCE

Downtown Concept Design, Weatherford, TX

The City of Weatherford obtained the professional services of Pacheco Koch to assist in the conceptual planning for the Heritage Square revitalization. The project consists of three phases: a northern loop bypass intended to route heavy truck and thru traffic around the square; a southern bypass intended to route local and commercial traffic around the square; and the major thoroughfares and side street reconstruction around the square, including FM 51 and SH 180 with consideration for historic districts, parks, and spaces of economic potential. Neighborhoods, floodplains, parking, current and proposed land use, and substandard structures were also taken into account in the alignment layout of the northern and southern bypass loops.

Water & Wastewater Master Plan, Colleyville, TX

Pacheco Koch was selected to provide services required to produce the Colleyville Water and Wastewater Master Plan. Services included data collection and the interview of staff to obtain an accurate assessment of the existing water and wastewater systems, facility field investigations in order to develop an accurate understanding of the condition and service of existing facilities, development of design criteria and constraints for the master planning, review of water system model assumptions, and quality control review of the preliminary and final Master Plan reports.

As part of the analysis, the City's division between the high and low-pressure planes was modified, population and demand projections were completed, and ground and elevated storage requirements were determined. Recommendations were made for the size and location of storage facilities and transmission mains to allow the City to meet existing and future growth.



EXPERIENCE

27 Years

EDUCATION

BS, Civil Engineering
Texas A&M University

PROFESSIONAL ENGINEER

PE, TX No. 83980

CERTIFIED FLOODPLAIN MANAGER

CFM, TX No. 2072-11N

TXDOT PRE-CERTIFICATIONS

1.8.1, 3.2.1, 4.2.1, 4.5.1,
9.1.1, 10.2.1, 11.1.1, 18.3.1,
18.4.1, 18.5.1, 18.6.1

PROFESSIONAL AFFILIATIONS

Arts Council of Fort Worth
Texas Publics Works
Association
American Public Works
Association
Texas Floodplain
Management Association
American Council of
Engineering Companies
Leadership Fort Worth
Leadership North Texas
City of Fort Worth
Thoroughfare Plan Update
Task Force Member

NICHOLAS G. NELSON, PLA, LEED AP

QA/QC MANAGER

Nick is an Associate Principal who joined Pacheco Koch in 2014. Nick has practiced and taught landscape architecture for more than 20 years. Having worked on projects throughout the United States, Nick's expertise has emerged in areas of public recreation and trail design. With extensive active and passive recreation experience, he has been able to integrate this expertise into designing trail amenities for communities and providing vibrant experiences for citizens.

RELEVANT EXPERIENCE

Grapevine Creek Trail, Coppell, TX

This trail is located between two major trails and provides a link to the east and west trail systems for the City of Coppell. Beginning in Grapevine Creek Park, previously an undeveloped park, the trail meanders through large pecans before crossing Grapevine Creek. It then continues through an ATMOS gas easement containing a 16-inch regional high-pressure line before moving through a large overhead power line easement to connect with the MacArthur Boulevard Trail.

MacArthur Boulevard Trail, Coppell, TX

The MacArthur Boulevard Trail serves as a collector of trail users from the adjacent neighborhoods and provides access to local parks, shopping, schools, and adjacent communities. Eventually, it will connect to the regional Veloweb and provide an unprecedented level of pedestrian mobility to the community.

American Airlines Corporate Headquarters, Trinity Blvd. Trail, Fort Worth, TX

The proposed improvements for this project include: adding new hike/bike trail along eastbound and westbound Trinity Blvd., including accommodation for the future CentrePort Trail and the NCTCOG Regional Trail Network. Pacheco Koch is also designing for the Regional Trail Network and accommodating the CentrePort Trail for which construction is planned in the near future, thereby providing connectivity to CentrePort Station and the Arlington River Legacy Trail.

Hunterwood Park, Pocket Erosion, Coppell, TX

Pacheco Koch conducted a study for the Parks Department to evaluate the existing erosive conditions within Hunterwood Park. Based on the erosion assessment, accessible trails were designed to provide access throughout the park. The low water crossing was designed to function not only as a way to cross the creek but also provide grade control to help prevent future erosion.

Black Warrior Creek Stream Restoration & Trail, Weatherford, TX

Located in a popular high-use park, Black Warrior Creek was suffering major erosion. Pacheco Koch studied the existing conditions within Heritage Park and focused on creating the best pedestrian experience for residents while addressing and repairing erosion issues. The trail design and hydraulic design teams worked closely together as stream banks were reestablished, trail alignments determined, and a 100-foot clear span bridge was located in a way that exceeded client expectations and came in under budget.



EXPERIENCE

20 Years

EDUCATION

MLA, Landscape Architecture
University of Texas at Arlington

BLA, Landscape Architecture and Environmental Planning
Utah State University

PROFESSIONAL LANDSCAPE ARCHITECT

PLA, TX No. 2320

LEED ACCREDITED PROFESSIONAL

LEED AP, 2008

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects

CHRISTOPHER J. CHA, PE

THOROUGHFARE MASTER PLAN

Chris has 13 years of civil engineering experience and is a Principal leading design efforts for Pacheco Koch projects. His duties include performing civil engineering design and project coordination. Chris works as part of an engineering team to produce detailed construction drawings, exhibits and models to satisfy the needs of various public and private sector clients. His experience to-date has included projects involving roadway, drainage, water and sewer design as well as traffic control plan production.

RELEVANT EXPERIENCE

Spring Valley Road Improvements, Richardson, TX

Pacheco Koch is the Prime Consultant leading the design team for Spring Valley Road Improvements. The scope of this project expanded throughout the project lifecycle, the total scope was the design of two bridges with trail improvements (10 foot sidewalk) on one side of both bridges and landscape architecture amenities along and across both bridges, four intersection improvements with new traffic signals and sidewalk improvements, 5,200 linear feet of pavement improvement via panel replacement, sidewalk and barrier free ramp improvements throughout the 5,200 linear feet of sidewalk, channel improvements along two major creeks including gabion wall and retaining wall improvements and miscellaneous water, sewer and drainage improvements along Spring Valley Road. Pacheco Koch designed and coordinated with the cities of Richardson and Dallas along with Dallas County to deliver plans that satisfied the respective owners.

Blue Mound Road Improvements, Fort Worth, TX

Pacheco Koch provided civil engineering, traffic engineering, land surveying and landscape architecture services for the improvements of Blue Mound Road from Willow Springs Road to US 287 and Willow Springs Road from Eagle Boulevard to Blue Mound Road. The project scope included: traffic analysis of signalized versus roundabout for four intersections; civil engineering design of the four intersections; and approximately 4,000 linear feet of four-lane arterial roadway design. The traffic impact analysis and study combined data from private developments, Northwest School District developments, and population growth estimates to anticipate traffic flow at the four intersections. Based on future traffic counts, it was determined that roundabouts would provide a better level of service for two of the intersections, but signalized intersections at the US 287 frontage roads were a better use of right-of-way while still meeting project expectations.

MacArthur Boulevard - Metker Street at Byron Nelson Way, Irving, TX

The project included the design of a six-lane and four-lane divided thoroughfare, a signalized intersection, drainage improvements, and approximately 15,000 linear feet of water and sewer pipe ranging in size from 8 to 24 inches in diameter. The design of the drainage infrastructure was expanded to alleviate existing flooding within a residential subdivision by the utilization of both existing and new infrastructure. The project includes involvement with multiple sensitive property owners including HOA's, the Irving Arts Center, the MacArthur Medical Center and MacArthur High School. Project challenges included construction phasing and traffic control for the thoroughfare, planning for water transmission construction to minimize disruptions in service, and coordination with all stakeholders.



EXPERIENCE

13 Years

EDUCATION

BE, Civil Engineering
Vanderbilt University

PROFESSIONAL ENGINEER

PE, TX No. 112732

TxDOT PRE-CERTIFICATIONS

18.4.1, 18.6.1

PROFESSIONAL AFFILIATIONS

Institute of Transportation
Engineers

American Society of Civil
Engineers

DOROTHY J. WITMEYER, PLA

PLANNING & MAPPING

Dorothy joined Pacheco Koch in 2014 as a Project Manager with experience partnering with both public and private clients. Knowing the importance of good communication and connecting both people and places, Dorothy incorporates vetted and collaborative practices to exceed client expectations and improve the built environment. As a Professional Landscape Architect, she has worked on a wide range of project types, from public parks and plazas to downtown streetscapes and community planning, bringing a passion to the process of making vibrant landscapes.

RELEVANT EXPERIENCE

Downtown Enhancements, Forney, TX

Pacheco Koch provided professional design services for downtown business district streetscape enhancements along the 100 & 200 blocks of Main Street, and the 100 & 200 blocks of Elm Street. Our team worked closely with the local community, Economic Development Committee, City staff, and the Association of Downtown Business Owners to create an economically viable vision for downtown. When major drainage challenges arose, our multi-disciplinary team addressed the issue without compromising the design intent and was able to dramatically improve stormwater management of the downtown area. The team also helped the City coordinate taking back a portion of a TxDOT road to promote traffic calming and a reduced speed limit through downtown. This process will return the control of downtown thoroughfares to the City of Forney. When completed, downtown Forney will be a vibrant walkable and pedestrian-friendly environment. Overall enhancements included the reconstruction and addition of parking, construction of an enclosed drainage system, reconstruction of widened sidewalks with new street lighting, landscaping and landscape irrigation. Public information, bidding and construction phase services were also provided.

Old Town Complete Streets Master Plan, Cedar Hill, TX

The City of Cedar Hill is undertaking a comprehensive project to rejuvenate their historic downtown. The project utilized the foundation of previous plans in the development of a complete streets master plan and a downtown parking study. These detailed plans were then be implemented via construction documents for the phase one improvements. The Old Town Cedar Hill project highlights the full extent of services provided by Pacheco Koch. These services include community involvement, land surveying, planning, landscape architecture, traffic engineering, water resources, utility infrastructure, and civil engineering. Functioning as a true team under one roof, Pacheco Koch approached the complicated design in a holistic fashion to ensure a solution was developed that was not only creative, but efficient and effective.

Downtown Framework Plan, Joshua, TX

The project consists of the downtown framework plan for approximately 0.75 square miles of downtown area surrounding Main Street. The plan prepared by Pacheco Koch will present direction at a macro land use scale to micro street scale improvements to be delivered to the City of Joshua. Effective macro-scale implementation strategies including funding, special districts, and zoning will be recommended. Micro-scale implementation projects that can be implemented immediately will also be included.



EXPERIENCE

8 Years

EDUCATION

MLA, Landscape Architecture
University of Texas at Arlington
BA, History
University of Central Arkansas

PROFESSIONAL LANDSCAPE ARCHITECT

PLA, TX No. 3159

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects

JASON CLAUNCH

ECONOMIC & MARKET PLANNING

Catalyst has completed projects for over 1,000 municipalities, developers, and operators which has created over \$80B of net new private investment. Jason has consummated over 1,000,000 square feet of leases and closed over 190 raw land transactions.

Jason also has experience in a wide-array of planning and development projects, including industrial, residential, health care, hospitality, and commercial projects. Jason is experienced with the full lifecycle of real estate from initial market strategy, planning, entitlements, due diligence, design, vertical development, and disposition using his extensive relationships with owners, developers, vendors, end users, and the brokerage community.

Prior to Catalyst, Jason directed Billingsley's retail division, consisting of over 4,000 acres of raw land and portfolio value of over \$1B. His responsibility included the management of all facets of the retail portfolio including P&L, planning, development, acquisitions, marketing and leasing.

Today, Catalyst has become the national source for planning, entitlements, market analysis, infrastructure strategy, incentives, and expertise for complex public/private partnerships.

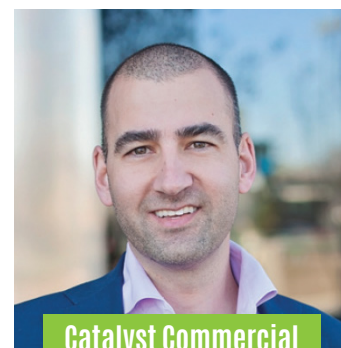
RELEVANT EXPERIENCE

Industrial Park Standards, Grand Prairie, TX

The analysis included evaluating existing conditions, identifying alternative land use opportunities, and a performance assessment of the city's industrial sector and researching development standards across North Texas for similar conditions resulting in updated Unified Development Codes.

Endeavor Park, Bridgeport, TX

Catalyst is currently working with the BEDC to develop a renewed master plan for the 243-acre industrial park, including a phasing and go-to-market strategy.



EXPERIENCE

13 Years

EDUCATION

BBA, Business
Administration
University of Texas at
Arlington

PROFESSIONAL AFFILIATIONS

North Texas Commercial
Assoc. of Realtors (NTCAR)

International Conference
of Shopping Centers

Certified Commercial
Investment Manager

Urban Land Institute
National Association
of Industrial and Office
Professionals (NAIOP)

Texas Municipal League

Oklahoma Municipal
League

Texas Economic
Development

International Downtown
Association

REID CLEETER

ECONOMIC & MARKET PLANNING

Reid is a Research Analyst for Catalyst Commercial. Reid received a BS in Geography with a focus in Business Geography from the University of North Texas. Reid's interests include understanding local economies and market potential. He is experienced in advanced applied retail geography, and his research interests include economic development initiatives, urban planning, and neighborhood impacts on the economy.

As an analyst with Catalyst Commercial, he has completed advanced analysis for many projects. Reid is experienced in research methods, statistical modeling, mapping, and all functions of the development cycle and internal operations of the public sector.

RELEVANT EXPERIENCE

Duncanville Comprehensive Plan, Duncanville, TX

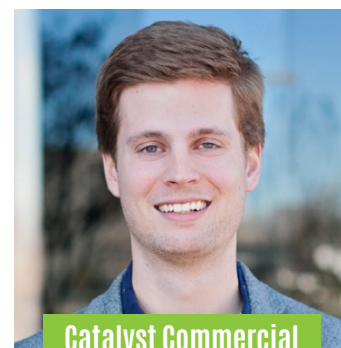
Conducted an evaluation of Duncanville's neighborhoods and commercial strategy to support future planning efforts. The analysis included advisory committee coordination, economic development strategy, housing policy review and recommendation, community redevelopment options, and implementation strategies and prioritization.

Sachse Comprehensive Plan, Sachse, TX

Sachse's goal was to develop a comprehensive plan that captures development potential but also harnesses long-term opportunity. Challenged with limited remaining available land and a desire to take advantage of short-term wins, Sachse recognized that this may be one of the last comprehensive plans that involve "green field" planning and that this is a critical moment to establish a vision for the few remaining areas than can still affectuate the most change. The project included public engagement, a market analysis, land use charrettes and development of a custom fiscal impact analysis to assess various factors and impacts to the city budget over 1, 5, and 20 years.

Sustainable Neighborhoods Plan, Hurst, TX

Conducted an analysis of neighborhoods to identify and diagnose major threats and issues related to sustainability, livability, potential growth/redevelopment, and economic development across the community.



EXPERIENCE

5 Years

EDUCATION

BS, Geography
University of North Texas

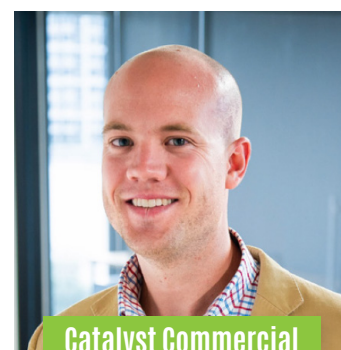
PROFESSIONAL AFFILIATIONS

UNT Alumni Association
International Council of Shopping Centers (ICSC)

CHRIS BRANHAM

ECONOMIC & MARKET PLANNING

Chris graduated from Texas A&M University in 2011 with a bachelor's degree in Urban and Regional Planning with a minor in Land Development and has worked in the industry since. Chris is experienced in commercial and residential market analysis, land planning, development scenario modeling, site selection, due diligence, entitlements, and brokerage. Chris manages the full lifecycle of Catalyst Commercial projects and has consulted on projects for numerous municipalities, developers, and operators.



EXPERIENCE

11 Years

EDUCATION

BS, Urban & Regional Planning
Texas A&M University

PROFESSIONAL AFFILIATIONS

North Texas Commercial Association of Realtors (NTCAR)

RELEVANT EXPERIENCE

Abilene Comprehensive Plan, Abilene, TX

Abilene's goal was to develop a comprehensive plan that captures development potential and harnesses this opportunity in a fiscally responsible manner. The project included public engagement, a market analysis, land use charrettes, and development of a custom fiscal impact analysis to assess various factors and impacts to the city budget over ten and twenty year timeframes.

Colleyville Comprehensive Plan, Colleyville, TX

The City of Colleyville is reaching residential build-out and desires to be more strategic in economic development. The city has few green field assets remaining and wanted to update its Comprehensive Plan and explore scenarios with specific key sites.

Weatherford Housing Analysis, Weatherford, TX

Catalyst was engaged by the City of Weatherford to conduct an analysis and inventory on the existing housing stock and current issues and factors affecting neighborhood vitality. This existing conditions analysis would inform the process of guiding future residential development.

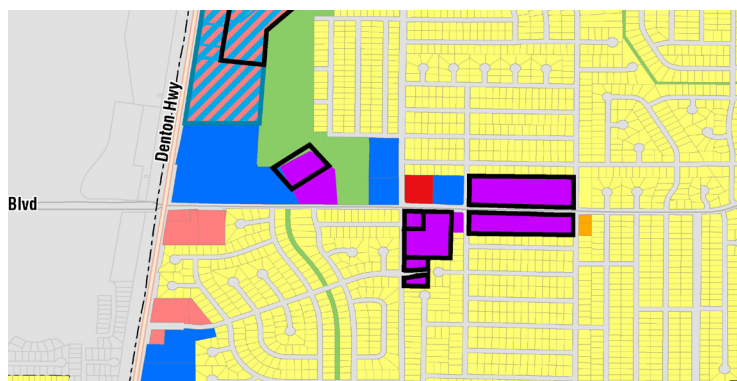
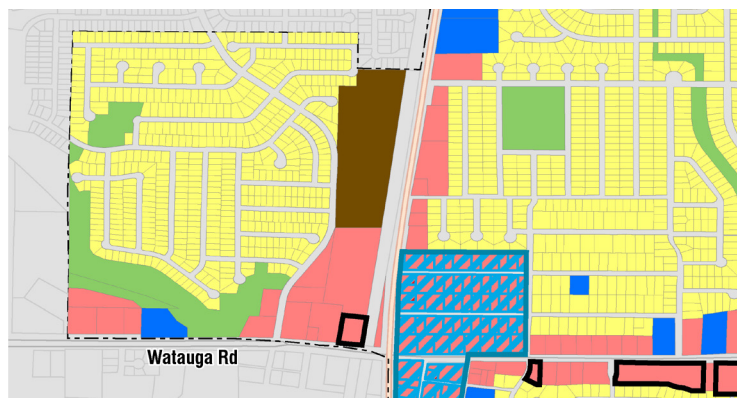
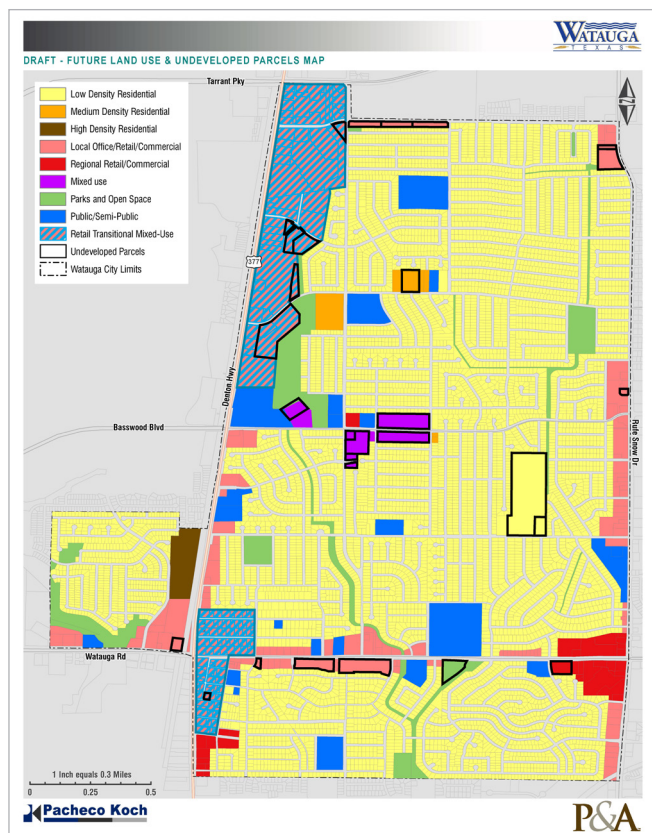
Mustang Station TOD, Farmer's Branch, TX

Catalyst was engaged by the City of Farmers Branch to review and update the form-based code and conduct a market study to determine the highest and best use for Station Area, a Transit-Oriented Development anchored by DART. Catalyst completed a market assessment and assisted the City in acquiring parcels and supported development of several phases including the Restaurant Park and 2020 developer selection of the remaining city-owned parcels.

SIMILAR PROJECTS

COMPREHENSIVE AND FUTURE LAND USE PLAN UPDATE

Watauga, TX



PROJECT SCOPE

Watauga leaders recognized the need to re-evaluate land use assumptions made in the previous comprehensive plan and evaluate changes needed with the future land use plan due to the changing economic climate and retail market. Pacheco Koch evaluated big box retail commercial areas, as well as vacant parcels within the city.

The team helped to create a new land use classification and identify two key areas for retail economic redevelopment as mixed-use areas. New land use classification and development standards were developed through an engagement process that involved a comprehensive plan update working group, along with community engagement and input from stakeholders. The comprehensive plan now provides a vision for redevelopment of the big box retail areas to help Watauga envision a future with more economically viable land use opportunities and areas with character and a sense of place for the citizens of Watauga.

KEY PERSONNEL & TASKS

Eric Wilhite, AICP
Project Manager

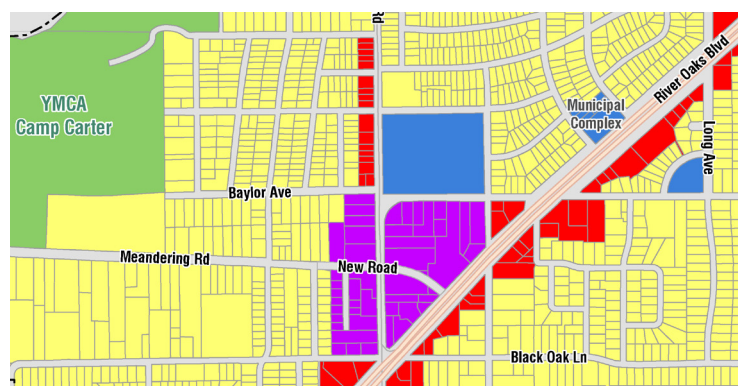
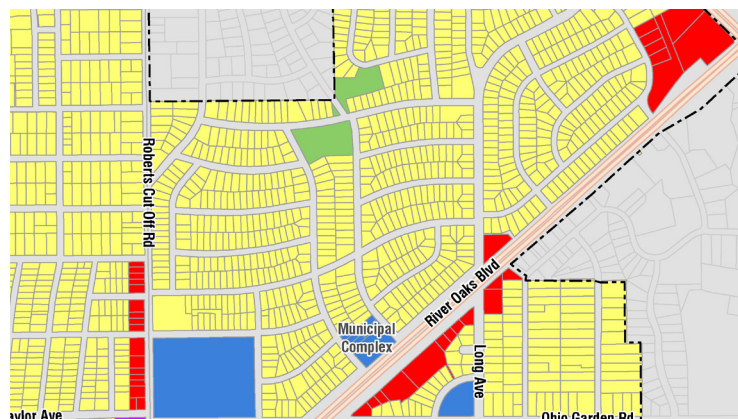
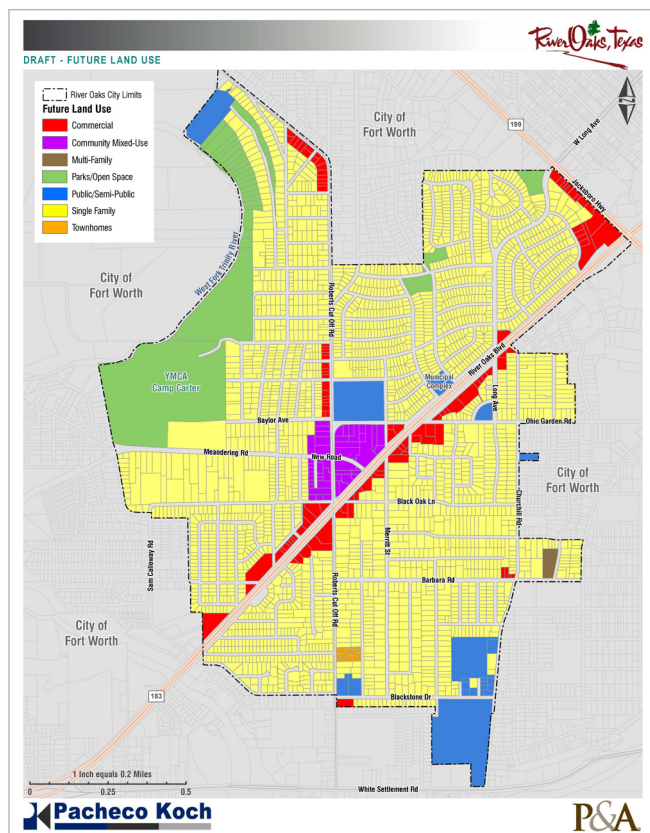
REFERENCE

ANDREA GARDNER
City of Watauga

71058 Whitely Road ▪ Watauga, TX 76148 ▪ 817.514.5821

COMPREHENSIVE PLAN UPDATE

River Oaks, TX



PROJECT SCOPE

The Pacheco Koch team led City officials and the public through a comprehensive plan update. The intent of the plan was to encourage the City to consider the evolution of land use ideas and techniques to help create a more economically viable commercial corridor along River Oaks (SH 183) Boulevard. The planning process included the establishment of a TIRZ along the highway corridor. A new mixed-use land use classification was created and included in the TIRZ. The new mixed-use development standards and the TIRZ were established to: foster a built environment of aesthetic and sustainable value; to enhance economic development efforts; and provide housing and commercial retail options not currently available in the City of River Oaks.

As part of the comprehensive plan update, the thoroughfare master plan was also updated. A primary east-west arterial was re-aligned and the planning team worked with NTCOG and TxDOT to facilitate the new alignment that better serves the new mixed-use area and connectivity to River Oaks Boulevard.

KEY PERSONNEL & TASKS

Eric Wilhite, AICP
Project Manager

Dorothy Witmeyer
Planning & Mapping

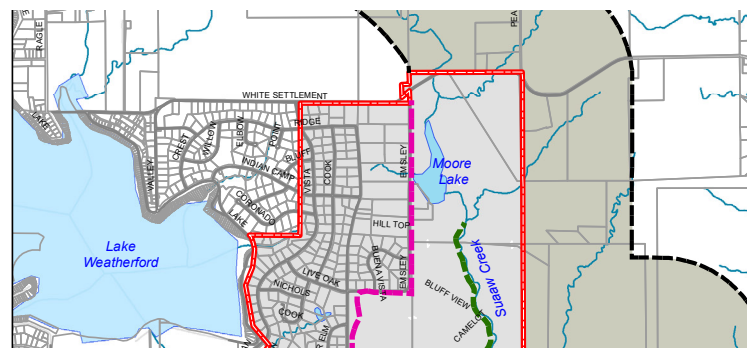
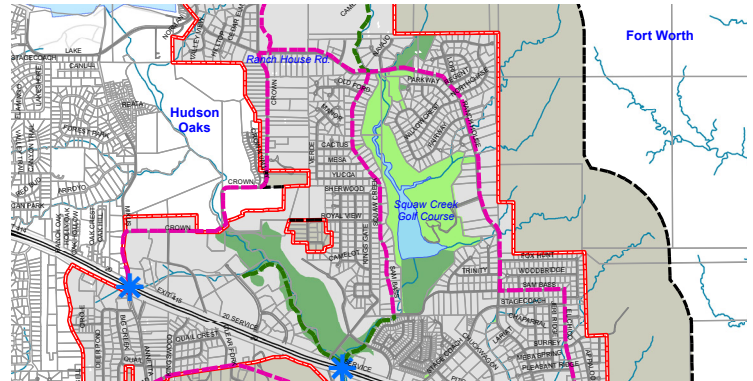
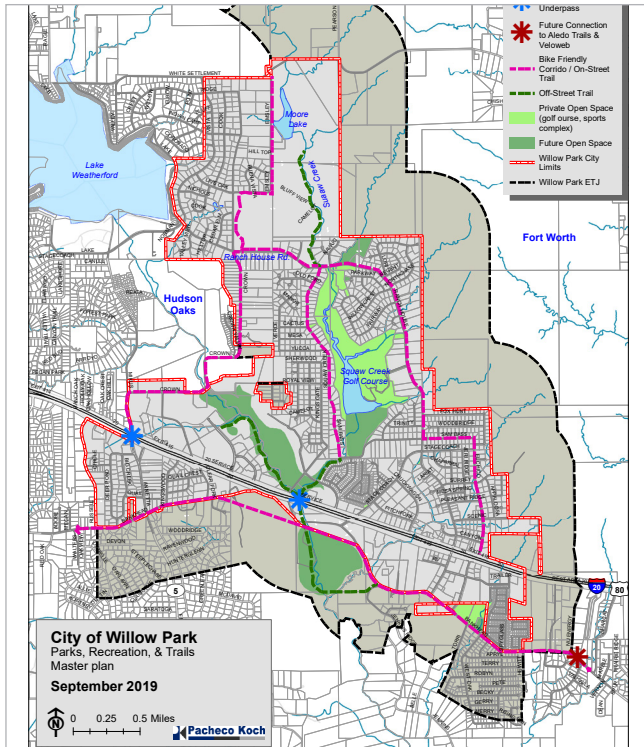
REFERENCE

MARVIN GREGORY
City of River Oaks

4900 River Oaks Blvd. ▪ River Oaks, TX 76114 ▪ 817.626.5421

PARKS, TRAILS, RECREATION AND OPEN SPACE MASTER PLAN

Willow Park, TX



PROJECT SCOPE

The City of Willow Park never had a Parks, Trails, Recreation and Open Space Master Plan. The Pacheco Koch team collaborated with City staff in the master planning process at three primary levels: master planning at a parks system-wide level, concept site planning for trails, parks and recreational opportunities, and general evaluation of operational/maintenance planning. The project included forming a steering committee as the foundation of engaging stakeholders and guiding the framework of the master plan. The group was comprised of diverse members which included elected and appointed members of City Council, as well as boards and commissions of the City. A city-wide survey of the citizens was performed to integrate their thoughts and opinions into the master plan. The steering committee also extensively participated in discussions and supplemented our findings with important input during the planning process.

Pacheco Koch and the committee then advised and made recommendations to the City Council as to the common goals and policies of the master plan. The final master plan was designed to serve as a decision-making tool for City of Willow Park officials to help set priorities for implementation and to provide a high level of parks, trails and recreation services to citizens.

KEY PERSONNEL & TASKS

Brian O'Neill, PE, CFM
Principal-in-Charge

Eric Wilhite, AICP
Park System & Trail System

Nick Nelson, PLA, LEED AP
Trail System

Dorothy Witmeyer, PLA
Park Planning & Mapping

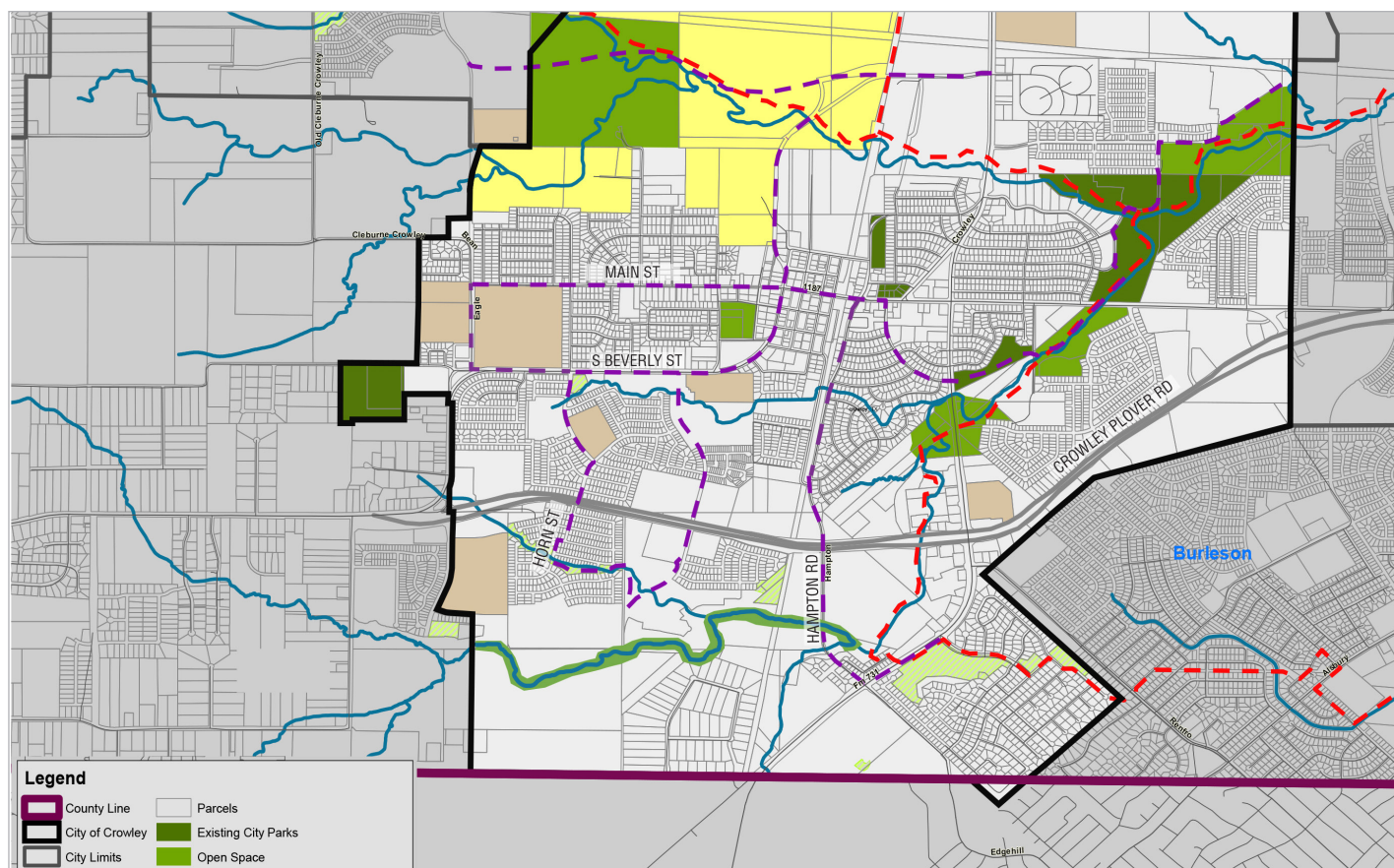
REFERENCE

BRYAN GRIMES
City of Willow Park

516 Ranch Road ▪ Willow Park, TX 76087 ▪ 817.441.7108

PARKS & TRAILS RECREATION MASTER PLAN

Crowley, TX



PROJECT SCOPE

Pacheco Koch worked with the City of Crowley to create the City's first parks and trails master plan. The master plan was developed concurrently with the City's comprehensive plan that was performed by another firm. The overall goal was to create and implement a master plan that is visionary, yet practical. The master plan will help guide annual budgeting, capital programming, City operations, park development strategies and funding for the community. The plan addresses the City's growth and demographic changes as citizens look for locations that provide parks, trails, and recreation as a quality of life component in the community in which they live.

Pacheco Koch formed a master plan steering committee to gain guidance and valuable input to establish goals and objectives. Community meetings were held to facilitate public input and develop a clear set of priorities for parks and trails. The final master plan document addresses the requirements needed to obtain funding from various state and federal sources.

KEY PERSONNEL & TASKS

Brian O'Neill, PE, CFM
Principal-in-Charge

Eric Wilhite, AICP
Project Manager

Nick Nelson, PLA, LEED AP
QA/QC Manager

Dorothy Witmeyer, PLA
Planning & Mapping

REFERENCE

SHANNON GOODMAN
City of Weatherford

119 Palo Pinto Street ▪ Weatherford, TX 76086 ▪ 817.598.4050

OLD TOWN COMPLETE STREETS MASTER PLAN

Cedar Hill, TX



PROJECT SCOPE

The City of Cedar Hill is undertaking a comprehensive project to rejuvenate their historic downtown. The project utilizes the foundation of previous plans in the development of a complete streets master plan and a downtown parking study. These detailed plans will then be implemented via construction documents for phase one improvements. The Old Town Cedar Hill project highlights the full extent of services provided by Pacheco Koch. These services include community involvement, land surveying, planning, landscape architecture, traffic engineering, water resources, utility infrastructure, and civil engineering. Functioning as a true team under one roof, Pacheco Koch is approaching the complicated design in a holistic fashion to ensure a solution is developed that is not only creative, but efficient and effective.

KEY PERSONNEL & TASKS

Nick Nelson, PLA, LEED AP
Project Manager

Eric Wilhite, AICP
Land Use Planning

Dorothy Witmeyer, PLA
Public Involvement & Streetscape Design

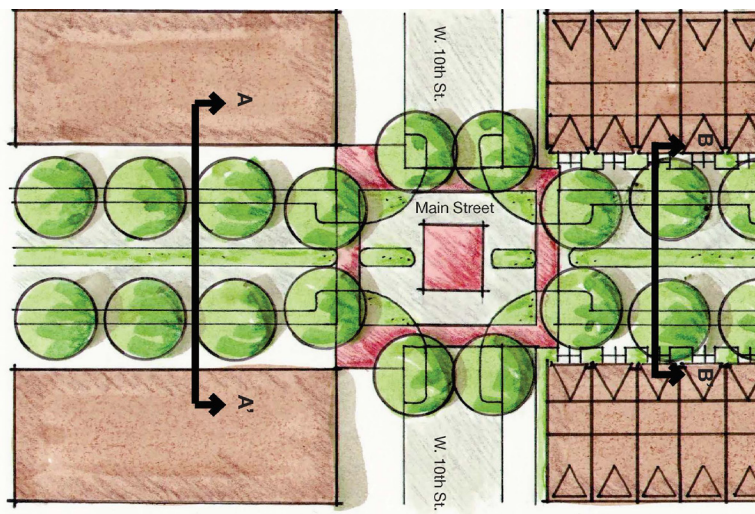
REFERENCE

LASHONDRA STRINGFELLOW
City of Cedar Hill

285 Uptown Blvd. ▪ Cedar Hill, TX 75104 ▪ 817.291.5100

DOWNTOWN FRAMEWORK MASTER PLAN

Joshua, TX



PROJECT SCOPE

As the City of Joshua continues to grow, the community is reinvesting in its downtown. A small town with Main Street as the main arterial, the City retained the services of Pacheco Koch to design a Downtown Framework Master Plan to bring new life back to downtown. As a multi-disciplinary firm, Pacheco Koch not only approached the project from a planning perspective, but also an infrastructure and physical design perspective. This accelerated the revitalization process by presenting a picture of the new design and what it will take to get there. With the appropriate infrastructure in place, economic development will easily follow as businesses recognize the City's commitment to the future.

KEY PERSONNEL & TASKS

Brian O'Neill, PE, CFM
Principal-In-Charge

Nick Nelson, PLA, LEED AP
Design

Dorothy Witmeyer, PLA
Planning

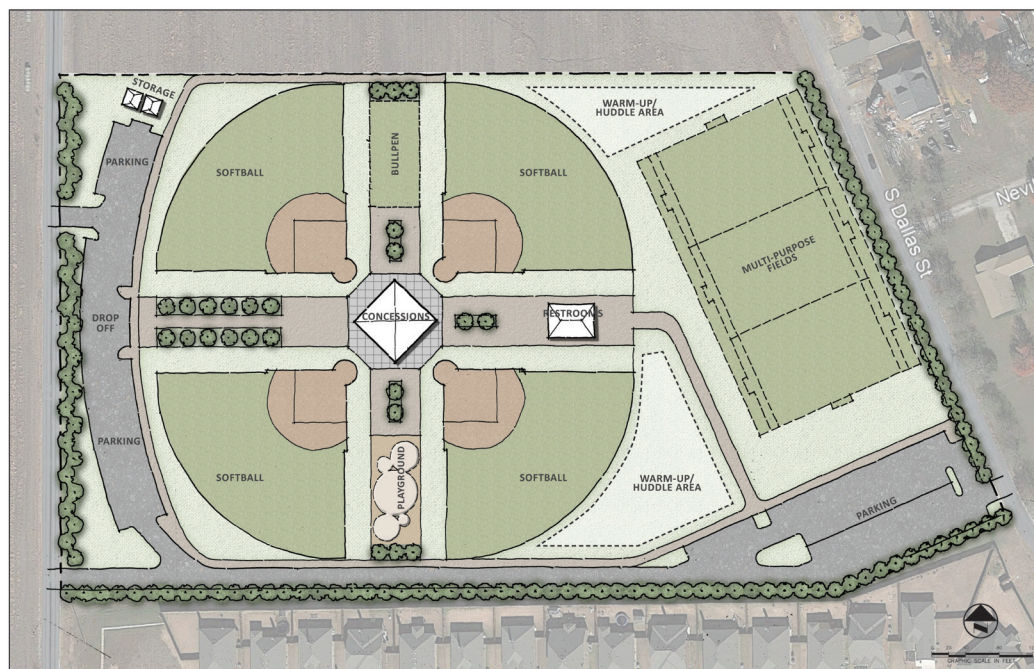
REFERENCE

JOSH JONES
City of Joshua

101 South Main Street ▪ Joshua, TX 76058 ▪ 817.558.7447

SOCIAL DISTRICT PARK

Van Alstyne, TX



PROJECT SCOPE

Pacheco Koch was hired to inventory, analyze, collect input, conduct meetings, and produce design concepts for three parks, including the Central Social District Park in the city's historic downtown. The small-town feel that makes Van Alstyne so unique is what established the vision this new project. Conceived after numerous visioning sessions with public and council input, the result of this city involvement was exceptional. With Pacheco Koch's guidance, the City decided to design a multi-use center that will come alive with its festivals, a venue for outdoor concerts, a central water feature, picnic eating areas, themed play equipment, and an area for a seasonal farmer's market. With its early 1900s historic rail charm, the Van Alstyne Central Social District Park will offer opportunities for enjoyment and activity year-round while positioning the City for future growth and economic revitalization of its downtown.

KEY PERSONNEL & TASKS

Nick Nelson, PLA, LEED AP
QA/QC Manager

Dorothy Witmeyer, PLA
Planning & Mapping

REFERENCE

LANE JONES

City of Van Alstyne

152 North Main Drive • Van Alstyne, TX 75495 • 903.482.5426

REFERENCES

The following projects are provided as recent, representative examples of our ability to provide in-house land planning services for Texas municipalities. We encourage the City of Justin to contact our client references to get a first-hand account of our project performance.

Comprehensive and Future Land Use Plan Update, Watauga, TX

Watauga leaders recognized the need to re-evaluate land use assumptions made in the previous comprehensive plan and evaluate changes needed with the future land use plan due to the changing economic climate and retail market. Pacheco Koch evaluated big box retail commercial areas, as well as vacant parcels within the city.

The team helped create a new land use classification and identify two key areas for retail economic redevelopment as mixed-use areas. New land use classification and development standards were developed through an engagement process that involved a comprehensive plan update working group, along with community engagement and input from stakeholders. The comprehensive plan now provides a vision for redevelopment of the big box retail areas to help Watauga envision a future with more economical viable land use opportunities and areas with character and a sense of place for the citizens of Watauga.

Project Relevance: Included the re-evaluation of land use from the previous comprehensive plan and evaluated needs of the future land use plan.

Reference: Andrea Gardner, *City Manager* | City of Watauga | P: 817.514.5821 | E: agardner@wataugatx.org

Project Dates: June 2019 - Jan. 2020	Scope: Re-evaluation of the Comprehensive Plan and Future Land Use Plan	Services Performed: Planning
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Downtown Framework Master Plan, Joshua, TX

As the City of Joshua continues to grow, the community is reinvesting in its downtown. A small town with Main Street as the main arterial, the City retained the services of Pacheco Koch to produce a Downtown Framework Plan and bring new life back to downtown. As a multidisciplinary firm, Pacheco Koch not only approached the project from a planning perspective, but also an infrastructure and physical design perspective. This helps accelerate the revitalization process for downtown by presenting a picture of what downtown will actually look like and what it will take to get there. With the appropriate infrastructure in place, economic development can easily follow as businesses recognize the commitment made by the City to the future.

Project Plans Summary

The project consisted of the downtown framework plan for approximately 0.75 square miles of downtown area surrounding Main Street. The plan prepared by Pacheco Koch presents direction at a macro land use scale to micro street scale improvements. Effective macro-scale implementation strategies included funding, special districts, and zoning recommendations. Micro-scale implementation projects that can be immediately implemented were also be included.

Project Relevance: Included a downtown master plan, a study of the city, market analysis, existing mobility analysis, and future land use and connectivity map.

Reference: Josh Jones, *City Manager* | City of Joshua | P: 817.558.7447 | E: jjones@cityofjoshuatx.us

Project Dates: May 2017 - Dec. 2017	Scope: Master Planning and Future Land Use Map	Services Performed: Analysis, Planning, Strategy and Master Plan Development
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City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #8 (Possible Action)

Title: Discussion regarding an amendment to Chapter 52 of the Code of Ordinances to add a “Kiosk” use and definition.

Department: Administration

Contact: Development Services, Matthew Cyr

Recommendation:

Background:

On October 26, 2021, a joint meeting was held by the City Council and Planning and Zoning Commission to discuss several items. One of the items that was discussed was the “Kiosk” use and definition. Staff was directed to bring this forward and to focus on the use in commercial zoning districts (Light Retail, General Business, General Business-Old Town, and Light Industrial.)

P&Z Recommendation:

P&Z unanimously recommended approval for the following amendments on November 16, 2021:

- 1) Add a kiosk use by SUP in the commercial zoning districts (Light Retail, General Business, General Business-Old Town, and Light Industrial) and add a definition.
-

City Attorney Review: N/A

Attachments:

(A) Ice Kiosk Definitions

- (B) Kiosk Definition Amendment
- (C) Kiosk Schedule of Uses
- (D) Kiosk Ordinance



City Council Attachment

Proposed Definition and Surrounding City Definitions

Argyle: “Means a small, freestanding, one-story accessory structure having a maximum floor area of 100 square feet and used for retail purposes, such as automatic teller machines or the posting of temporary information and/or posters, notices and announcements. If a kiosk is to be occupied, it shall have a minimum floor area of 50 square feet.”

Roanoke: “Means a small, freestanding, one-story structure having a maximum floor area of 100 square feet and used for retail purposes, such as automatic teller machines or the posting of temporary information and/or posters, notices and announcements. If a kiosk is to be occupied, it shall have a minimum floor area of 50 square feet.”

Keller: “A small, free-standing, one-story structure having a maximum floor area of three hundred fifty (350) square feet and used for commercial purposes, such as automatic teller machines or the posting of temporary information and/or posters, notices and announcements. If a kiosk is to be occupied, it shall have a minimum floor area of twenty-five (25) square feet.”

Justin Proposed Definition: A free-standing, one-story structure having a maximum floor area of three hundred fifty (350) square feet and used for commercial or retail purposes such as, but not limited to, Ice kiosks. If a kiosk is to be occupied, it shall have a minimum floor area of twenty-five (25) square feet.

Kennel means any lot or premises on which four or more dogs, cats, or other domestic animals at least four months of age, are housed or accepted for boarding, trimming, grooming or bathing for which remuneration is received.

Kindergarten means a school for little children of pre-public school age in which constructive endeavors, object lessons, and helpful games are prominent features of the curriculum.

Kiosk A small, unmanned free-standing, one-story structure having a maximum floor area of three hundred fifty (350) square feet and used for commercial or retail purposes such as, but not limited to, ice kiosks. If a kiosk is to be occupied, it shall have a minimum floor area of twenty-five (25) square feet.

Landscape architect means a person registered as a landscape architect in this state pursuant to state law.

Landscape area means an area that is covered by natural grass, ground cover, or other natural plant materials.

Lawn grasses means thin bladed surface growing plants typically planted from seed, sprigs or plugs.

Legal nonconforming use, building or yard means a use, building or yard existing legally at the time of the passage of the ordinance from which this chapter is derived which does not by reason of design, use, or dimensions conform to the regulations of the district in which it is situated. A use, building or yard established after the passage of the ordinance from which this chapter is derived that does not conform to regulations of the district in which it is situated shall be considered an illegal nonconforming use.

Licensed irrigator means a person duly licensed by the state to design and install irrigation systems.

Lot means a parcel of land occupied or to be occupied by one building, or unit group of buildings, and the accessory buildings or uses customarily incident thereto, including such open spaces as are required under this chapter, and having its principal frontage upon a public street or a place.

Lot, corner, means a lot abutting upon two or more streets at their intersection. A corner lot shall be deemed to front on that street on which it has its least dimension, unless otherwise specified by the city engineer.

Lot, interior, means a lot whose side lines do not abut upon any street.

Lot, through, means an interior lot having frontage on two streets.

Lot, lines means the lines bounding a lot as defined herein.

Lot line, front, means the boundary between a lot and the street on which it fronts.

Lot line, rear, means the boundary line which is opposite and most distant from the front street line; except that in the case of uncertainty the building inspector shall determine the rear line.

Lot line, side, means any lot boundary line not a front or rear line thereof. A sideline may be a party lot line, a line bordering on an alley or place or side street line.

Lot depth. See *Depth of lot.*

Lot width means the horizontal distance between sidelines, measured at the front building line, as established by the minimum front yard requirement of this chapter.

Lot of record means a lot which is part of a subdivision, a map of which has been recorded in the office of the county clerk.

Manufactured and mobile home park means any premises complying with city manufactured and mobile home park regulations.

Manufactured home means a structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, built on a permanent chassis, designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities, transportable in one or more sections, and at least eight body feet in width or at least 40 body feet in length in traveling mode or at least 320 square feet when erected on site, and includes the

plumbing, heating, air conditioning, and electrical systems of the home. The term "manufactured home" does not include a recreational vehicle as defined by 24 CFR 3282.8(g).

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

Motel, motor hotel or tourist court means a motel, motor hotel or tourist court is any establishment offering to the transient public the use of guest rooms or sleeping accommodations for compensation. Such an establishment consists of a group of attached or detached guest rooms or sleeping accommodations the majority of which have private and direct access from parking areas not through common entrance and lobby. The establishment furnishes customarily hotel services and may contain a restaurant, club, lounge, banquet hall, or meeting rooms. A motel is a nonresidential use.

Modular home. See *Dwelling, mobile home.*

Off-street loading space means a space located outside of a public street or alley for the discharge of passengers or a space directly accessible to the building it serves for bulk pick-up and deliveries of delivery vehicles.

Off-street parking place means a concrete or asphalt surface located outside of the right-of-way of a public street or alley adequate for parking an automobile with room for opening doors both sides, together with properly related access to a public street or alley and maneuvering room without backing into a public street.

Office warehouse means the primary function of an office warehouse facility is the storage of goods and merchandise. Although a limited amount of retail or wholesale, and cash-and-carry sales will occur in an office warehouse facility, the majority of sales will be phone or mail orders to be delivered or shipped to the purchaser. The office portion of an office warehouse use would typically consist of management, accounting, order desk personnel.

Open space means area included in any side, rear, or front yard or any unoccupied space on the lot that is open and unobstructed to the sky except for the ordinary projection of cornices, eaves, or porches.

Paved means an all-weather, dust-free surface intended for vehicular traffic or parking, which is concrete, asphalt, or other surface.

Place means an open, unoccupied space other than a street or alley permanently established or dedicated as the principal means of access to property abutting thereon.

Recreational vehicle storage facility means a commercial facility in a controlled access and screened compound that leases spaces for the long term storage of private boats, trailers, campers and recreational vehicles.

Residence means a building occupied as the abiding place of one or more persons in which the use and management of sleeping quarters, all appliances for cooking, ventilating, heating or lighting are under one control and which shall include single-family dwellings, which shall be the principal building on any lot in residential districts.

Restaurant or cafe means a building or portion of a building, not operated as a dining room in connection with a hotel or boarding house, where food is served for pay and for consumption in the building, and where provisions may be made for serving food on the premises outside the building.

Screening device means a screening device shall consist of a barrier of stone, brick, pierced brick or block, uniformly colored wood, or other permanent material of equal character, density, and acceptable design, at least six feet in height, where the solid area equals at least 65 percent of the wall surface, including an entrance gate or gates; or foliage of an acceptable combination of these materials.

Seasonal color means landscape areas used for annual and perennial flowers intended to maintain year-round color accents.

Self-storage facilities (mini-warehouse) means a building or group of buildings in a controlled access and fenced compound that contains varying sizes of individual, compartmentalized, and controlled-access stalls or lockers for the dead storage of a customer's goods or wares. The rented space shall be for private use only.

Setback means the minimum horizontal distance between the front wall of any projection of the building, excluding steps and unenclosed porch and the street line.

Sexually-oriented business or adult business means an adult arcade, adult bookstore, adult video store, adult cabaret, adult motel, adult motion picture theater, adult theater or nude model studio as regulated by chapter 4, article II of this Code.

Shopping village means an area consisting of three acres or more arranged according to a site plan to be submitted to and to be approved by the city plan commission and the city council, on which is indicated the amount of the various buildings, parking area, streets, and type of zoning desired. The city plan commission shall require installation of all utilities, drainage structures, the paving of streets, parking areas, alleys, and the installation of sidewalks in accordance with the city specifications for each type of improvement.

Shrubs means plants that grow vertically in a multi-branched growth pattern.

Story means that part of a building included between the surface of one floor and the surface of the floor next above, or if there be no floor above, that part of the building which is above the surface of the highest floor thereof. A top story attic is a half story when the main line of the eaves is not above the middle of the interior height of such story. The first story is the highest story having its interior floor surface, not more than four feet above the curb level, established or mean street grade, or average ground level, as mentioned in height of buildings in this section.

Street means a thoroughfare which affords principal means of access to property abutting thereon.

Street line means the dividing line between the street and the abutting property.

Structure means anything constructed or erected, which required location on the ground, or attached to something having a location on the ground, including, but not limited to, advertising signs, billboards, and poster panels, but exclusive of customary fences or boundary or retaining walls.

Subdivision developer sales office means and includes structures conforming to the uniform building code used for the purpose of selling residential structures within the immediate proximity of the sales office.

Terminal, motor freight, means the use of property of buildings for the temporary parking motor freight vehicles or trucks of common carriers during loading and unloading and between trips, including necessary warehouse space for storage of transitory freight.

Tourist cabin or trailer camps or recreational vehicle parks means a tract or parcel of land upon which two or more tourist cabins are located, or where temporary accommodations are provided for two or more automobile trailers, tents or house cars, open to the public either free or for a fee.

Understory/accents trees means small evergreen or deciduous perennial woody plants which would grow below the top layer of the forest and typically has unique branching, textural or seasonal color characteristics.

Used car lot means a lot or portion thereof to be used only for the display and sale of automobiles that are in condition to be driven on or off the lot. A used car lot shall not be used for the storage of wrecked automobiles, or the storage of automobile parts.

Variance means a modification or variation of the provisions of this chapter, as applied to a specific piece of property, as distinct from rezoning.

Yard means an open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, except as otherwise provided. In measuring a yard for the purpose of determining the width of a side yard, the depth of a front yard or the depth of a rear, the least horizontal distance between the lot line and the main building shall be used.

	Building material and lumber stores								P	P	P	P
	Burglar alarm sales and service								P	P	P	P
	Business college or commercial school								P	P	P	P
	Candy or cake shop								P	P	P	P
	Caterer or wedding service								P	P	P	P
Retail Sales and Service (Cont'd)	Cleaning and dying plant, commercial								P	P	P	P
	Clothing/wearing apparel sales, new								P	P	P	P
	Clothing/wearing apparel sales, used								P	P	P	P
	Convenience store								P	P	P	P
	Copy store or commercial print without off-set printing								P	P	P	P
	Dance studio								P	P	P	P
	Drapery shop								P	P	P	P
	Dressmaking, custom; millinery shop								P	P	P	P
	Duplicating services								P	P	P	P
	Exterminator/pest control services								P	P	P	P
	Feed store, no processing/milling								P	P	P	P
	Firewood sales								P	P	P	P
	Feed store, no processing/milling								P	P	P	P
	Freestanding department store								P			P
	Freestanding discount superstore								P			P
	Kiosk								S	S	S	S

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS, APPROVING AN AMENDMENT TO CHAPTER 52 OF THE CODE OF ORDINANCES TO ADD A KIOSK USE AND DEFINITION PROVIDING AN INCORPORATION OF PREMISES; PROVIDING A CUMULATIVE/ REPEALER CLAUSE, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council held a joint meeting with the Planning and Zoning Commission on October 26, 2021, to discuss a Kiosk use and definition ; and

WHEREAS, the City Council directed Staff at the joint meeting with the Planning and Zoning Commission to bring forward a formal amendment for consideration; and

WHEREAS, the Planning and Zoning Commission of the City of Justin (the "Commission"), in compliance with the laws of the State of Texas, gave the requisite notices by publication and otherwise, and held public hearings and afforded full and fair hearings to all persons interested in this regard; and

WHEREAS, having reviewed the amendment to Chapter 52 of the Code of Ordinances the Commission recommended approval of this Ordinance; and

WHEREAS, the City Council of the City of Justin, in compliance with the laws of the State of Texas, having given the requisite notices by publication and otherwise, having held public hearings and afforded full and fair hearings to all persons interested in this regard, and having considered the recommendation of the Planning and Zoning Commission, has determined that the proposed amendment as presented is approved and made a part of this ordinance

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

Section 1. Incorporation of Premises. That all of the above recitals are found to be true and correct and are incorporated into the body of this ordinance as if fully set forth herein.

Section 2. Cumulative/Repealer Clause. This ordinance shall be cumulative of all provisions of state or federal law and all ordinances of the City of Justin, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such other ordinances, in which event the conflicting provisions of such ordinances are hereby repealed to the extent of such conflict.

Section 3. Severability Clause. If any word, section, article, phrase, paragraph, sentence, clause or portion of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect for any reason, the validity of the remaining portions of this ordinance, or the Comprehensive Zoning Ordinance, Chapter 52 of the City of Justin Code of Ordinances, and the remaining portions shall remain in full force and effect.

Section 4. Effective Date. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

Elizabeth Woodall, Mayor

ATTEST:

Brittany Andrews, City Secretary

Approved as to form:

City Attorney

City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item:) #9 (Possible Action)

Title: Discussion regarding an amendment to Chapter 52 of the Code of Ordinances to amend SF-2 lot standards.

Department: Administration

Contact: Development Services, Matthew Cyr

Recommendation:

Background:

On October 26, 2021, a joint meeting was held by the City Council and Planning and Zoning Commission to discuss several items. In this meeting Staff was directed to bring forward a proposal to amend the SF-2 lot width from 60' to 70' and change the lot area from 7,500 square-feet to 8,400 square-feet.

City Attorney Review: N/A

Attachments:

- (A) SF-2 Lot Standards
- (B) Ordinance

Sec. 52-118. - Schedule of areas, widths and heights.

The schedules of heights, yards, lot areas, and lot coverages as given below, together with all notations, references and other information shown thereto, shall be as much a part of this article as any specific requirements or regulations as are fully set forth and described therein and shall be as binding and carry the full force and effect of this article.

Lot Area, Width and Height Regulations

	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	LI	MH
Minimum Building Site Area					6,000 sq. ft.						
Minimum Building Site Width					50 ft.						
Minimum Building Site Depth					100 ft.						
Minimum Lot Area (SF)	43,560	12,500	10,000	7,500 8,400		7,500	10,000	7,500	7,500		7,500
Minimum Dwelling Floor Area (square feet)	1,500	1,500	1,250	1,000	1,000	800	700, plus 200 SF for each additional bedroom	1,000	1,000		1,000
Minimum Lot Width (ft)	100	100	80	60-70		60	100	50	50		60
Minimum Front Yard Setback (ft)	35	25	25	25	20	25	25	20	20		25
Minimum Side Yard Setback (ft.)	15	10% of width	10% of width	10% of width		10% of width	5	15	15		10% of width
Minimum Side Yard Setback from Street					15 ft.						

Minimum Interior Side Yard Setback					5 ft.			5 ft.	5 ft.		
Minimum Rear Yard Setback (ft)	20	20	15	10		10	10				10
Minimum Rear Yard Setback for Main Structure					10 ft.			10 ft.	10 ft.		
Maximum Height (ft)	35	35	35	35		35	35	35	35	45	35
Maximum Building Height					35 ft.			35 ft.	35 ft.		

(Code 1994, § 12.900)

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS, APPROVING AN AMENDMENT TO CHAPTER 52 OF THE CODE OF ORDINANCES TO AMEND SF-2 LOT STANDARDS, PROVIDING AN INCORPORATION OF PREMISES; PROVIDING A CUMULATIVE/ REPEALER CLAUSE, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council held a joint meeting with the Planning and Zoning Commission on October 26, 2021, to discuss SF-2 lot standards; and

WHEREAS, the City Council directed Staff at the joint meeting with the Planning and Zoning Commission to bring forward a formal amendment for consideration; and

WHEREAS, the Planning and Zoning Commission of the City of Justin (the "Commission"), in compliance with the laws of the State of Texas, gave the requisite notices by publication and otherwise, and held public hearings and afforded full and fair hearings to all persons interested in this regard; and

WHEREAS, having reviewed the amendment to Chapter 52 of the Code of Ordinances the Commission recommended approval of this Ordinance; and

WHEREAS, the City Council of the City of Justin, in compliance with the laws of the State of Texas, having given the requisite notices by publication and otherwise, having held public hearings and afforded full and fair hearings to all persons interested in this regard, and having considered the recommendation of the Planning and Zoning Commission, has determined that the proposed amendment as presented is approved and made a part of this ordinance

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

Section 1. Incorporation of Premises. That all of the above recitals are found to be true and correct and are incorporated into the body of this ordinance as if fully set forth herein.

Section 2. Cumulative/Repealer Clause. This ordinance shall be cumulative of all provisions of state or federal law and all ordinances of the City of Justin, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such other ordinances, in which event the conflicting provisions of such ordinances are hereby repealed to the extent of such conflict.

Section 3. Severability Clause. If any word, section, article, phrase, paragraph, sentence, clause or portion of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect for any reason, the validity of the remaining portions of this ordinance, or the Comprehensive Zoning Ordinance, Chapter 52 of the City of Justin Code of Ordinances, and the remaining portions shall remain in full force and effect.

Section 4. Effective Date. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

Elizabeth Woodall, Mayor

ATTEST:

Brittany Andrews, City Secretary

Approved as to form:

City Attorney

City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #10 (Possible Action)

Title: Discussion regarding an amendment to Chapter 52 of the Code of Ordinances to add lighting standards.

Department: Administration

Contact: Development Services, Matthew Cyr

Recommendation:

Background:

On October 26, 2021, a joint meeting was held by the City Council and Planning and Zoning Commission to discuss several items. One of the items that was discussed was a “Dark Sky” ordinance. After discussion, Staff was directed to bring forward a lighting ordinance which focused on Commercial and Street lights.

City Attorney Review: N/A

Attachments:

- (A) Lighting Standards
- (B) Ordinance



City of Justin
CODE OF ORDINANCES CHAPTER 52: ZONING REGULATIONS
ARTICLE IV DESIGN AND CONSTRUCTION
DIVISION 8. – Lighting and Glare Standards

Sec. 52-275 Title

This Article shall be known as the Lighting and Glare Standards.

Sec. 52-276 Definitions

Words and phrases used in this Article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in the Code of Ordinances, shall be given the meanings set forth in the Code. Words and phrases not defined in the Code of Ordinances shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory.

Full Cut-off Fixtures: Fixtures, as installed, that are designed or shielded in such a manner that all light rays emitted by the fixture, either directly from the lamps or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted and less than ten percent of the rated lumens are projected between the 90-degrees and 80-degrees angle made from said horizontal plane with Nadir.

Fully Shielded Light Fixture: A light fixture constructed and installed in such a manner that all light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the fixture, is projected below the horizontal plane through the fixture's lowest light-emitting part. A fully shielded light may or may not be full-cutoff depending on the amount of light produced in the glare zone between 90-degrees and 80-degrees above nadir.

Glare: Light emitting from a luminaire with an intensity great enough to reduce a viewer's ability to see, and in extreme cases causing momentary blindness.

Footcandle (FC): Is the basic unit of illuminance (the amount of light falling on a surface). Footcandle measurement is taken with a hand held light meter. One footcandle is equivalent to the illuminance produced on one square foot of surface area by a source of one candle at a distance of one foot. Horizontal footcandles measure the illumination striking a horizontal plane. Footcandle values can be measured directly with certain handheld incident light meters.

Lighting: Any source of light that does not include natural light emitted from celestial objects or

fire.

Lumen: The unit of measurement used to quantify the amount of light produced by a bulb or emitted from a fixture (as distinct from "watt," a measure of power consumption). The lumen rating associated with a given lamp is generally indicated on its packaging or may be obtained from the manufacturer. (Abbreviated lm)

Luminaire: The complete lighting unit (fixture) consisting of a lamp, or lamps and ballasts, together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.

Outdoor Lighting: Temporary or permanent lighting that is installed, located or used in such a manner to cause light rays to shine outdoors.

Temporary Lighting: Lighting intended for uses which by their nature are of limited duration; for example holiday decorations, civic events, or construction projects.

Uplighting: Lighting that is directed in such a manner as to project light rays above a horizontal plane running through the lowest point on the fixture where light is emitted.

Sec. 52-277 New Lighting

All outdoor lighting installed after enactment of this Article shall conform to the standards established herein.

Sec. 52-278 Existing Lighting

All existing outdoor lighting on property annexed into the City following the enactment of this Article, or that was legally installed within the City's municipal boundaries (i.e., City Limits) before the enactment of this Article, that conflicts with the standards specified herein shall be considered nonconforming. Nonconforming outdoor lighting shall be brought into conformance with this Article as follows:

The replacement, enlargement, alteration, repair, or improvement of any existing outdoor lighting equipment which becomes damaged or inoperable with equipment that does not conform to this Ordinance, is prohibited unless brought into conformance.

Sec. 52-279 Outdoor Lighting in the Extra Territorial Jurisdiction (ETJ) of the City

The provisions of this Article are not binding in the ETJ of the City. However, compliance is strongly encouraged.

Sec. 52-280 Residential Lighting Standards

- (1) No lighting fixture shall be illuminated to an intensity or brightness to a degree that could constitute a hazard or nuisance.

Sec. 52-281 Commercial Lighting Standards

- (1) All commercial outdoor lighting, including governmental owned streetlights, shall be shielded so that the luminous elements of the fixture are not visible from any other property.
- (2) Outdoor uplighting is prohibited.
- (3) Lighting shall not directly shine on adjacent dwellings or produce more than two-tenths (0.2) foot candles of light upon an adjacent property. The measurement shall be taken at the property line.
- (4) If there is existing lighting nearby the subject property that produces a foot candle measurement, this may be deducted from the two-tenths requirement.

Sec. 52-282 Street Light Standards

- (1) Before final acceptance of streets, alleys, sewers and other utilities, street light locations and installations shall be coordinated by the developer with the power company and the City of Justin. It shall be the subdivider's responsibility to install street lights with metal poles (or approved similar material) at all intersections not to exceed a maximum distance of six hundred feet (600') apart. The design of all street lights shall conform to Technical Construction Standards and Specifications of this Code of Ordinances. The developer shall pay for the electricity for the subdivision for a period of twenty-four (24) months, after which the City shall pay for the electricity.
- (2) If a developer desires to install designer street lights, the design and installation shall be approved by the City. The total cost of designer street lights shall be furnished to the City by the subdivider for all intersections within the subdivision. Designer street lights shall be owned and maintained by that subdivision's PID or Homeowners Association.
- (3) Street Lighting in Public Right-of-Way
 - a. Street lights in all subdivisions shall be installed on approved poles.
 - i. Poles must be approved by a public electric utility holding a City franchise and the Director of Public Works.
 - ii. Poles and their installation shall be contracted and paid for by the Developer during the construction phase of a subdivision and before building permits are issued.
 - iii. Poles shall be purchased through a public electric utility holding a City franchise to serve the area the subdivision is located in.
- (4) The location of street lights shall be as follows:
 - a. At all intersections.
 - b. Where a new street intersects an existing street.

- c. Where a block is six hundred (600') feet or longer, a street light shall be installed every six hundred (600') feet or mid-block, whichever is the shortest distance.
- d. If more than one mid-block light is required, they shall be installed to create an equal balance of light throughout the entire length of the block.
- e. If a cul-de-sac block is four hundred (400') feet or longer, a street light shall be installed in the end of the cul-de-sac.
- f. Street lights shall be installed at any other location as may be directed by the Public Works Director for the welfare and safety of the community.

Sec. 52-283 Lighting for Outdoor Signs

- (1) Outdoor internally-illuminated signs (whether free standing or building mounted) shall be constructed with an opaque background and translucent letters and symbols or with a colored background and lighter letters and symbols. (See Figure E). The internally-illuminated portion of the sign cannot be white, cream, off-white, yellow or any light color unless it is part of a registered logo. White, cream, off-white, yellow or any light color are permitted in the logo only, provided that such colors in the logo shall represent not more than 33% of the total sign area permitted.







Light Background <input type="checkbox"/>	Colored Background <input checked="" type="checkbox"/>	Opaque Background <input checked="" type="checkbox"/>
		
		

FIGURE E

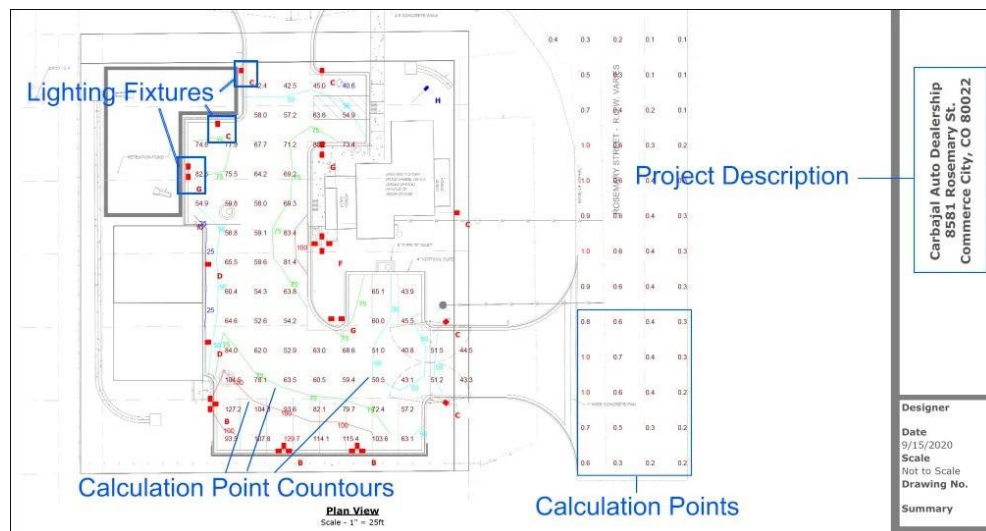
- (2) No sign shall be illuminated to an intensity or brightness to a degree that could constitute a hazard or nuisance.

Sec. 52-284 Prohibitions

- (1) The operation of searchlights for advertising purposes is prohibited.

Sec. 52-285 Submission of Plans and Evidence of Compliance

- (1) All non-residential and new residential developments must include an outdoor lighting plan (Photometric Plan) which includes the following information and shall follow the regulations below:
 - (A) The location of all existing and proposed light fixtures with a candle-foot grid describing the calculation points shall be provided as presented in Figure G at the Site Plan or Zoning application stage for new non-residential developments.
 - (B) Luminaries intended to illuminate fuel pumps or automated teller machines must be so noted.
 - (C) The developer shall provide a general lighting plan for all new residential developments.
 - (D) Specification sheets for all proposed light fixtures to show proper shielding.
- (2) Verification that a residential or commercial construction project requiring a building permit application has complied with the provisions of this Article shall occur during the final electrical inspection by the City Building Inspector.



Sec. 52-286 Exemptions

The following lighting instances are exempt from this Article:

- (1) Lighting needed during activities of law enforcement, fire and other emergency services.
- (2) Lighting employed during emergency repairs of roads and utilities may be unshielded provided the lights are positioned so they do not shine in the eyes of passing drivers.
- (3) Temporary lighting for theatrical, television, performance areas, construction areas, or special events, provided the lights are positioned so they do not shine in the eyes of passing drivers and the source of the illumination is shielded from any other property. This temporary lighting must not allow any light to be projected or reflect above the structures or trees on the property.

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS, APPROVING AN AMENDMENT TO CHAPTER 52 OF THE CODE OF ORDINANCES TO ADD A LIGHTING ORDINANCE, PROVIDING AN INCORPORATION OF PREMISES; PROVIDING A CUMULATIVE/ REPEALER CLAUSE, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council held a joint meeting with the Planning and Zoning Commission on October 26, 2021, to discuss a lighting ordinance ; and

WHEREAS, the City Council directed Staff at the joint meeting with the Planning and Zoning Commission to bring forward a formal amendment for consideration; and

WHEREAS, the Planning and Zoning Commission of the City of Justin (the "Commission"), in compliance with the laws of the State of Texas, gave the requisite notices by publication and otherwise, and held public hearings and afforded full and fair hearings to all persons interested in this regard; and

WHEREAS, having reviewed the amendment to Chapter 52 of the Code of Ordinances the Commission recommended approval of this Ordinance; and

WHEREAS, the City Council of the City of Justin, in compliance with the laws of the State of Texas, having given the requisite notices by publication and otherwise, having held public hearings and afforded full and fair hearings to all persons interested in this regard, and having considered the recommendation of the Planning and Zoning Commission, has determined that the proposed amendment as presented is approved and made a part of this ordinance

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

Section 1. Incorporation of Premises. That all of the above recitals are found to be true and correct and are incorporated into the body of this ordinance as if fully set forth herein.

Section 2. Cumulative/Repealer Clause. This ordinance shall be cumulative of all provisions of state or federal law and all ordinances of the City of Justin, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such other ordinances, in which event the conflicting provisions of such ordinances are hereby repealed to the extent of such conflict.

Section 3. Severability Clause. If any word, section, article, phrase, paragraph, sentence, clause or portion of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect for any reason, the validity of the remaining portions of this ordinance, or the Comprehensive Zoning Ordinance, Chapter 52 of the City of Justin Code of Ordinances, and the remaining portions shall remain in full force and effect.

Section 4. Effective Date. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

Elizabeth Woodall, Mayor

ATTEST:

Brittany Andrews, City Secretary

Approved as to form:

City Attorney

City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #11 (Possible Action)

Title: Consider approval of Resolution No.576-22 providing notice for a public hearing for adoption of water, wastewater, and roadway impact fees.

Department: Administration

Contact: City Manager, Chuck Ewings

Recommendation: Approved the proposed resolution

Background: City Council has requested water and wastewater impact fees be reviewed and to consider establishment of a roadway impact fee. The first steps to adopt land use assumptions and a capital improvements plan are complete. The next action required is to call a public hearing at least 30 days in advance of when the hearing will held. This resolution completes that action, if approved. In accordance with Chapter 395 of the Texas Local Government Code, the timeline for approval is as follows:

- Dec. 14 – Public Hearing on Land Use Assumptions and CIP
- Dec. 14 – Adopt Land Use Assumptions and CIP
- Jan. 11 – Call for Public Hearing on Imposition of Impact Fee
- February 22 – Public Hearing on Impact Fees
- February 22 – Adopt Impact Fees
- Impact Fee Advisory Committee Meeting before the 5th day prior to the final public hearing

The attached resolution does not include the final impact fees as our rate consultant has not completed the calculations. I will provide the updated resolution to council prior to your meeting on January 11, 2022.

The proposed land use assumptions and capital improvement plan can be found at the below link:

<https://www.dropbox.com/sh/twet4u4cxygrbx1/AAAdf9NaipYa5CEWgsrFjhCIa?dl=0>

City Attorney Review: N/A

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY OF JUSTIN, TEXAS,
ESTABLISHING A PUBLIC HEARING DATE TO CONSIDER
THE AMENDMENT OF WATER, WASTEWATER IMPACT FEES
AND IMPOSITION OF A ROADWAY IMPACT FEE; PROVIDING
AN EFFECTIVE DATE**

WHEREAS, the City of Justin wishes to review and update water and wastewater impact fees; and,

WHEREAS, the City of Justin wishes to establish roadway impact fees; and,

WHEREAS, Chapter 395 of the Texas Local Government Code requires that a political subdivision adopt an ordinance, order, or resolution setting a public hearing to amend existing water and wastewater impact fees and impose a roadway impact fees; and

WHEREAS, a public hearing was held on December 14, 2021, and City Council adopted land use assumptions and a capital improvement plan to amend water and wastewater impact fees and establish a roadway impact fee.

WHEREAS, in accordance with the Texas Local Government Code Section 395, the City of Justin, Texas is proposing to hold a public hearing to consider amending water and wastewater impact fees and impose a roadway impact fee;

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

SECTION 1. A public hearing will be held on Tuesday, February 22, 2022, at 6:00 p.m. at 415 N. College Street, Justin, Texas 76247 to consider amending water and wastewater impact fees and impose a roadway impact fee.

SECTION 2. That the City Council will consider adopting impact fees in the following amounts: (this will be provided Monday, 10 Jan 2022, under separate cover)

SECTION 3. That any member of the public has the right to appear at the hearing and present evidence for or against the plan and proposed fee.

SECTION 4. That the Impact Fee Advisory Committee shall provide recommendations before the 5th day prior to the public hearing.

SECTION 5. Land use assumptions and capital improvement plans may be viewed at least 30 days before the public hearing at the Justin City Hall located at 415 N. College Street or obtained electronically by submitting email request on the City's website: <http://www.cityofjustin.com/>.

DULY PASSED by the City Council of the City of Justin, Texas, this the 11th day of January 2022.

APPROVED:

ELIZABETH WOODALL, MAYOR

ATTEST:

BRITTANY ANDREWS, CITY SECRETARY

City Council Meeting

January 19, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #12 (Consent)

Title Consider and take appropriate action approving City Council minutes dated December 14, 2021

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation: Approve minutes as presented.

Background:

City Attorney Review:

Attachments:

1. December 14, 2021 minutes (draft)



Mayor, Elizabeth Woodall

MINUTES

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

Justin City Council Regular Session Meeting- December 14, 2021

The Justin City Council Meeting convened into a Regular Session being open to the public the 14th day of December, 2021 at 6:00 pm in the Council Chambers of Justin Municipal Complex, and notice of said meeting giving the time, place, date and subject there of having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Mayor, Elizabeth Woodall, Mayor Pro Tem, James Clark, Councilmembers, Chrissa Hartle, John Mounce, Tomas Mendoza, and Jim Tate. City Staff: City Manager, Chuck Ewings, Director of Strategic Services, Abbey Reece, City Secretary, Brittany Andrews, Public Works Director, Josh Little, City Planner, Eric Wilhite, City Engineer, Chris Cha, and City Attorney, Matt Butler.

Convene into Session: Mayor Woodall called the meeting to order at 6:00PM
Invocation led by Pastor Hinote.
Pledge of Allegiance, and American Flag

STAFF/BOARD UPDATES

- Presentation from NWISD Superintendent, Ryder Warren.
- Board/Council Liaison Updates

WORKSHOP SESSION

1. Discussion regarding the city and economic development websites.

Abbey Reece addressed the Council and spoke to the item.

CONVENE INTO REGULAR SESSION- Immediately Following Workshop Session

PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens the opportunity to speak, the Mayor may impose a three-minute limitation on any person addressing the Council. The Texas Open Meetings Act prohibits the City Council from discussing issues, which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

Tim Simmons, 322 Hardeman Justin, TX 76247 – Emailed regarding the Disc Golf Couse and the safety concerns. He respects the community and golfers, but have had several that have created problems. Ana Simmons, wife of Tim spoke that the parking space that was created at the end of Hardeman Blvd. has created a space for anyone to hang out, and at all hours of the night even if they are not there to play disc golf. The sidewalk is in the direct path of baskets and a flying disc is dangerous when kids are playing and riding their bikes in the park.

PUBLIC HEARING

2. **PUBLIC HEARING:** Conduct a public hearing to consider amending land use assumptions and a capital improvement plan to amend water and wastewater impact fees and establish a roadway impact fee.

- a. Open public hearing at **6:49PM**
- b. Close public hearing at **6:49PM**

City Engineer, Chris Cha spoke to the item. He explained the purpose of the study and that the roadway impact fee is only for what is in the City Limits.

- c. Consider and take appropriate action

Councilman Mounce moved to adopt land use assumptions and capital improvement plan to amend water and wastewater impact fees and establish a roadway impact fee.

Seconded by: Mayor Pro Tem, Clark

Aye votes: Councilmembers Clark, Tate, Hartle, and Mounce

Nay votes: Councilman Mendoza

Motion carries 4:1

3. **PUBLIC HEARING:** Conduct a public hearing to consider an amendment to Chapter 52 of the Code of Ordinances to amend SF-2 lot standards, add lighting standards, and to add a “Kiosk” use and definition.

- d. Open public hearing at **8:49PM**
- e. Close public hearing at **9:00PM**

Tom Cronberger, 806 12th St. Justin, TX 76247 – Has seen several ice kiosks, but they are attached to a gas station. If kiosk is unmanned, it should be part of the business it is attached to. If manned, it would be taken care of. Lot sizes; Council are headed in the right direction, would like to see bigger. Lighting; new developments should be addressed.

Tim Simmons, 322 Hardeman Blvd. Justin, TX 76247 – Residential – limitation on freedoms. How do you police it, and how to handle nuisance complaints?

- f. Consider and take appropriate action

Councilman Mendoza moved to table the items. Mayor Pro Tem, Clark amended the motion to bring items back, as 3 separate items, Councilman Mendoza accepted the amendment.

Seconded by: Councilman Tate

Aye votes: Councilmembers Tate, Clark and Mendoza

Nay votes: Councilmembers Hartle, and Mounce

Motion carries 3:2

4. **PUBLIC HEARING:** Conduct a public hearing to consider a replat of Lots 15R1, 15R2, and 16R2, Collingwood Estates, located approximately 1,300 feet north from the intersection of Collingwood Drive and FM 407.

g. Open public hearing at **8:22PM**

h. Close public hearing at **8:22PM**

The applicants introduced themselves, and spoke to their need for the replat.

i. Consider and take appropriate action

Mayor Pro Tem, Clark moved to approve as presented

Seconded by: Councilman Mendoza

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

5. **PUBLIC HEARING:** Conduct a public hearing to consider an amendment to a Specific Use Permit (SUP 21-000035) Thrifted It, a resale/thrift store in a General Business-Old Town Zone District located at 209 W. 5th Street, Original Town Justin Block 33, Lot 17 and 18.

j. Open public hearing at **7:47PM**

k. Close public hearing at **7:52PM**

l. Consider and take appropriate action

Councilman Mounce made a motion to table item and take back to P&Z, Mayor Pro Tem, Clark amended the motion to include it be brought back in 6 months.

Councilwoman Hartle suggested it be tabled for 2 months to the first February Meeting. No Second, Councilman Mounce withdrew his motion. Mayor Pro Tem, Clark moved to deny the request as presented.

Seconded by: Councilman Mendoza

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

POSSIBLE ACTION ITEMS

6. Consider and take appropriate action regarding Resolution 575-21 approving the dedication of parkland from Timberbrook Development.

Mayor Pro Tem, Clark moved to approve Resolution 575-21 as presented.

Seconded by: Councilman Tate

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

7. Consider and take appropriate action regarding approval of a Final Plat for Timberbrook Phase 3B-4A for a total of 300 lots, approximately 98.84 acres located generally to the west of Birch Grove Trail and Emerald Trace Drive.

Councilman Mendoza moved to approve the item as presented.

Seconded by: Councilman Mounce

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

8. Consider and take appropriate action regarding a Preliminary Plat for Justin Town Center Phase I described as Lots 1-7, Block 1; Lots 1-3, Block 2; Lots 1-3, Block 3; and Lots 1-3, Block 4 for approximately 18.80 acres located generally 1,000 feet northwest from the intersection of FM 156 and John Wiley Road.

Mayor Pro Tem, Clark moved to approve as presented.

Seconded by: Councilwoman Hartle

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

9. Consider and take appropriate action authorizing the purchase of a utility tractor and associated ground maintenance equipment through a BuyBoard cooperative purchasing agreement in the amount of \$38,632.85.

Mayor Pro Tem, Clark moved to approve as presented.

Seconded by: Councilman Tate

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

10. Consider and take appropriate action to approve amendments to the field usage agreement between the City of Justin and the Justin Youth Sports Association.

Mayor Pro Tem, Clark moved to approve and take a look at the agreement in 2 years.

Seconded by: Councilwoman Hartle

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

11. Consider and take appropriate action regarding reappointments to the Justin Economic Development Corporation and the Community Development Corporation.

Councilwoman Hartle moved to approve as presented.

Seconded by: Mayor Pro Tem, Clark

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

12. Consider and take appropriate action regarding a new appointment and reappointments to the Planning and Zoning Commission.

Councilman Mendoza moved to approve as presented.

Seconded by: Councilman Mounce

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

13. Consider and take appropriate action regarding reappointments to the Parks and Recreation Advisory Board.

Mayor Pro Tem, Clark moved to approve as presented.

Seconded by: Councilman Tate

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

14. Consider and take appropriate action regarding appointments to the Keep Justin Beautiful Committee.

Item Tabled

15. Consider and take appropriate action regarding reappointments to the Library Board.

Councilwoman Hartle moved to approve as presented.

Seconded by: Mayor Pro Tem, Clark

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce

Motion carries

16. Consider and take appropriate action regarding nominations for the Denton County Appraisal District, Board of Directors and approving Resolution 572-21.

Councilman Mounce moved to approve Resolution 572-21 and put all votes allotted to David Johnson.

Seconded by: Mayor Pro Tem, Clark

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce
Motion carries

CONSENT

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

17. Consider and take appropriate action approving City Council minutes dated October 26, 2021, and November 9, 2021.

Councilman Mounce moved to approve consent item 17 with the language amendment on the October 26th minutes item 6.

Seconded by: Councilwoman Hartle

Aye votes: Councilmembers Clark, Tate, Hartle, Mendoza and Mounce
Motion carries

EXECUTIVE SESSION

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

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
 - Chapter 380 Agreement with OES
 - Proposed wholesale water service agreement with Aqua Texas
- Under Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
 - City Manager

Convene into executive session at **10:18PM**

Adjourn into open meeting at **11:06PM**

18. Discuss, consider, and act on items discussed in Executive Session.

FUTURE AGENDA ITEMS

ADJOURN

With there being no further business the meeting was adjourned at 11:16PM

Brittany Andrews

Brittany Andrews, City Secretary

Seal: