

John Mounce, Mayor Pro Tem
Tomas Mendoza, Councilmember
Chrissa Hartle, Councilmember



James Clark, Councilmember
Jim Tate, Councilmember

Elizabeth Woodall, Mayor

**CITY OF JUSTIN
CITY COUNCIL AGENDA
SEPTEMBER 27, 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 indivisible”*

IMPORTANT DATES

- October 3, 2022 Municipal Court
- October 4, 2022 National Night Out 6PM-9PM at Bishop Park
- October 4, 2022 Parks and Recreation Advisory Board Meeting
- October 11, 2022 City Council Meeting
- October 15, 2022 Justin Clean Up Event 8AM-12PM & Volunteer Fire Department Fish Fry 4:30PM-7:30PM
- October 18, 2022 Planning and Zoning Commission Meeting
- October 20, 2022 Justin Economic Development and Community Development Meeting
- October 25, 2022 City Council Meeting
- October 27 – 28, 2022 The Haunted Library
- October 29, 2022 Movie Night sponsored by Papas Sunshine Sno Ball Co.

For event and meeting details: www.cityofjustin.com

STAFF/BOARD UPDATES

- Flock Safety presentation

WORKSHOP SESSION

1. Discuss Fire Department Planning proposal.

Discuss regular session agenda items.

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

2. Consider and take appropriate action on approval of an amendment to the Justin Economic Development Corporation and Justin Community Development Corporation Fiscal Year 2021-2022 annual budget.
3. Consider and take appropriate action regarding Resolution 591-22 amending the City of Justin fee schedule.
4. Consider all matters incident and related to the issuance and sale of “City of Justin, Texas, Combination Tax and Surplus Revenue Certificates of Obligation, Series 2022”, including the adoption of an ordinance authorizing the issuance of such certificates of obligation

CONSENT

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

5. Consider and take appropriate action regarding City Council meeting minutes dated September 13, 2022.

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:
 - Preserve Development Agreement
 - Range Road Development Agreement
 - Timberbrook Development Agreement

Convene into executive session.

Adjourn into open meeting.

6. 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 23rd day of September, 2022 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Brittany Andrews

Brittany Andrews, City Secretary

City Council Meeting

September 27, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #1

Title: Discuss Fire Department Planning proposal

Department: Finance

Contact: City Manager, Chuck Ewings

Recommendation:

Background:

Charlie Kearns with FGM Architects will present information on the fire department planning proposals.

City Attorney Review: N/A

Attachments:

City Council Meeting

September 27, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #2

Title: Consider and take appropriate action on approval of an amendment to the Justin Economic Development Corporation and Justin Community Development Corporation Fiscal Year 2021-2022 annual budget.

Department: Administration

Contact: Director of Strategic Services, Abbey Reece, Finance Director, Josh Armstrong

Recommendation: Approve or Deny the Amended Budgets as presented.

Background: The EDC/CDC boards have reviewed a façade enhancement grant application from the property owners of Thrifted It. The owners initially asked funding for the following items:

- Concrete Slab for the dumpster
- 3-sided enclosure for the dumpster
- New entrance doors

The board approved \$12,000 in funding (in a reimbursement) contingent upon the business becoming compliant with their SUP.

The property owners were quick to find a solution for the dumpster and will now be sharing with Mom's Café, and the dumpster is removed from their site completely.

The budget amendments presented before you allows for \$12,000 to be reimbursed to the owners once the project is successfully completed and would be split evenly between the boards.

City Attorney Review: N/A

Attachments:

1. Thrifted It Application
2. EDC/CDC Budget Amendments

BUDGET AMENDMENT
FY 2021-2022
Amended Expenditures

ACCOUNT NUMBER	Description	FY 2021-2022 ORIGINAL BUDGET	FY 2021-2022 AMENDED BUDGET	\$ CHANGE
<u>EDC</u>				
235-7520-6700100	Incentives Projects	-	6,000	6,000
236-7530-xxxxxx	Transfer to Fund Balance	114,563	108,563	(6,000)

Total -

BUDGET AMENDMENT
FY 2021-2022
Amended Expenditures

ACCOUNT NUMBER	Description	FY 2021-2022 ORIGINAL BUDGET	FY 2021-2022 AMENDED BUDGET	\$ CHANGE
EDC				
235-7520-6700100	Incentives Projects	-	6,000	6,000
236-7530-xxxxxx	Transfer to Fund Balance	114,563	108,563	(6,000)

Total -

Emmanuel GC

3948 FM 3164

Gainesville, Tx 76240

July 20,2022

ESTIMATE

209 W. Fifth St.

Justin, Tx 76247

Storefront glass double doors

6'0" X 7'0" with 2 sidelights and a transom to fit in a 10 ft. X
10 ft. opening

12,000.00

12 X 15 concrete slab

3,500.00

3 Sided dumpster enclosure

2,650.00

O & P

2,722.50

Total

20,872.50

All Labor & Material Is Included

JEB Construction
415 W Lake St
Krum TX 76249

ESTIMATE

**209 W. Fifth St.
Justin, Tx 76247**

Storefront Door glass double doors 6'0" X 7'0" 2 sidelights and transom 10 ft. X 10 ft. opening	15,100.00
Concrete Slab 12 X 15	4,350.00
Dumpster Enclosure 3 sided	3,450.00
Total Labor & Material Is Included	22,900.00



FAÇADE & SIGN GRANT PROGRAM

Application Instructions

If you have any application questions, please contact the Community Development Corporation at 940-648-2541 ext 115 or areece@cityofjustin.com

The Justin Façade & Sign Grant Program is a revitalization effort designed to enhance the unique character of the city through historic preservation and community involvement, while at the same time promoting downtown. As an economic incentive, the Justin Community Development Corporation (CDC) has designed the following façade & sign grant program.

FAÇADE & SIGN GRANT DETAILS (please read carefully):

The Justin Façade & Sign Grant Program is set up as a single payment to property owners per building/business, and in some situations, tenants.

Facade grants are available and focus on exterior work on storefronts that are visible to the traveling public.

Sign grants are available and focus on signs which may include signboards, projecting signs and pedestrian signage (includes signage attached to the building such as window/door sign, hanging sign and awning/canopy sign) for commercial buildings.

- All submitted work will be reviewed and approved by the Community Development Board before any eligible work may begin. **If awarded a façade or sign grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.**
- All grants are available throughout the year, on a first come, first serve basis until total funds are depleted. Each property is eligible for only one grant per fiscal year.



Application Process

1. ***Determine eligibility:*** Discuss project plans with Community Development Corporation Board Members and City Staff and set up an appointment for free assistance in selecting paint, fabrics, color schemes and sign materials for building façade and signs. Adherence to the City of Justin's Architectural Standards is required when making any design improvements to properties. These standards can be discussed in further with the City's Development Department at City Hall.
2. ***Fill out facade & sign grant application form and sign the agreement form.*** All grant applications must include a drawing/graphic of the proposed grant work to be done. **Color samples of all final paint selections and/or final fabric or sign material selections must be included with the application to be reviewed by the Justin Community Development Corporation Board.** Obtain itemized written work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. ***Return the completed application form*** with all original itemized work estimates, color samples, drawings and example sign material of the proposed work to Abbey Reece at areece@cityofjustin.com
4. ***The approval process will include without limitation the following:***
 - (a) All façade & sign grant projects must meet current building standards and codes, building permit requirements, as well as Architectural Standards requirements.
 - (b) The **Justin Community Development Corporation Board meets monthly**. Applicants must attend and present their grant project at the Justin CDC Board meeting which considers the Application. **Failure to attend a Justin CDC Board meeting when required shall be cause for rejection of the Application.**
 - (c) Notwithstanding anything stated in this Application to the contrary, final approval for any grant shall be vested in the Justin CDC Board.
 - (d) The Justin CDC Board shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by any committee or the Justin CDC Board.
 - (e) All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, telephone number and shall itemize the bid in a manner that allows the Justin CDC Board to determine the bid components and authenticity of the bid.
 - (f) An Applicant who submits an Application that was denied a grant by the Justin CDC Board shall not be eligible to re-submit a grant application for six (6) months from the date the prior Application was declined by the Justin CDC Board.



- (g) Applicants receiving approval by the Justin CDC Board shall **commence construction described within the Application within ninety (90) days from the date the grant is awarded** by the Justin CDC Board. All Applicants must complete the construction described in the Application within one (1) year from the date the grant is approved by the Justin CDC Board. **If the Applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the Applicant may submit a written request and verbal presentation for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit.** The Justin CDC Board shall not be obligated to allow extensions but may do so for good cause determined solely by the CDC Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Justin CDC Board. An extension denial can not be appealed and shall be final with the Justin CDC Board.
- (h) As a condition of this grant Application and in consideration of the opportunity to apply for a grant, the applicant shall obtain a structural inspection of work completed, as part of the grant program performed, by a city inspector. The grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application. The applicant shall be responsible for any costs incurred for inspections.
- (i) The Applicant, by submission of this Application, represents the construction described within the Application shall be used in a building which is in compliance with all codes and ordinances.
- (j) The Justin CDC Board shall have sole discretion in awarding grants, except in cases appealed to and reviewed by the Justin City Council. The Justin CDC Board shall award grants considering the grant amount requested, grant funds available, the grant program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
- (k) No Applicant has a proprietary right to receive grant funds. The Justin CDC Board shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the grant program. The review criteria may include, but shall not be limited to, compatible architectural design, streetscape objectives, overall redevelopment of the downtown area, and historical property.
- (l) The Applicant shall be required to furnish 'before' photographs of the building's exterior facade, roof, and signage, if relevant part of the Application request, and also 'after' the construction is completed, as a condition of the final grant.
- (m) **The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.**
- (n) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive a façade grant approval on the same property address if requested within **One (1) year** from the date a previous grant was awarded by the Justin CDC Board.



5. ***Payment:*** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Justin CDC Staff with copies of all paid invoices, including copies of canceled checks and/or credit card receipts, as well as an after photo of the grant project for a single payment of the approved funding.
6. ***Appeal Process:*** Any Application rejected by the Justin CDC Board shall be entitled to review by the Justin City Council. The Applicant shall submit a written request for review to the Justin City Secretary no later than ten (10) days from the date the Application is denied by the Justin CDC Board. The request for review by the Justin City Council shall state reasons why the Applicant believes the Application was improperly refused by the Justin CDC Board and the reasons why the Applicant believes the Application should be approved. Review by the Justin City Council will be scheduled within the time restraints and business issues of the Justin City Council, but in no event later than ninety (90) days from the date the written request for review is received by the Justin City Secretary from the Applicant. The City Council shall review the Application and consider the action taken by the Justin CDC Board regarding the Application. The Justin City Council shall not be required to reverse the Justin CDC Board unless the Justin City Council determines the Justin CDC Board did not act in substantial compliance with the Application request and applicable policies relating to the Justin Façade & Sign Grant Program. The Justin City Council determination shall be deemed final action regarding the Application.



ELIGIBLE & INELIGIBLE IMPROVEMENTS TO FAÇADE & SIGN GRANT PROGRAM

Eligible Improvements: (MUST BE ON EXTERIOR AND VISIBLE TO PUBLIC)

- Façade Facelift: painting, trim work, cladding
- Front Porch additions and enhancements
- New or enhanced signage and/or awnings
- Exterior lighting
- Repair of existing architectural details, including old wood doors, windows, ceilings, and trim work
- Hardscape improvements: sidewalk pavers, concrete off-street parking, fencing visible to the public, and lamp posts
- Murals
- Permanent Statues
- Plantings or Landscaping (Must have Maintenance Agreement)

Ineligible Improvements:

- Interior Improvements
- New buildings or new building additions other than exterior additions such as porches and entry features
- Outdoor furnishings, unless permanently affixed to the building



FAÇADE & SIGN GRANT PROGRAM PROCESS CHECKLIST

Use this form as a cover sheet and checklist to follow all steps needed to complete the Façade & Sign Grant Program application to receive approval. If you have any application questions, please contact the Abbey Reece at 940-648-2541 ext 115.

- ☐ Meet with Justin CDC Staff (940-648-2541 ext 115) to determine eligibility and to walk through Façade & Sign Grant and instructions.
- ☐ Completely fill out Façade & Sign Grant application form and sign agreement form. (Also include required attachments: color samples of all paint, signage, and fabric awnings, as well as the “before” photographs of the building’s façade.)
- ☐ Return completed application and agreement form with required attachments to the Justin CDC Staff to be added to the next Justin CDC Board meeting agenda.
- ☐ Attend and present grant project to the Justin CDC Board for their design approval. Receive design approval of proposed work listed on grant application. **Get approval signature of the Justin CDC Board on last page of application form.**
- ☐ Façade & Sign Grant project construction may commence immediately after CDC Board approval. Work on the building must commence within **90 days of approval** from Justin CDC Board and be completed within **one year**.
- ☐ Upon completion of Façade & Sign Grant project, furnish “after” photographs of the building’s facade, or other improvements as applicable; copies of all paid invoices, including copies of canceled checks and/or credit card receipts, to receive a single payment of the approved funding.



JUSTIN
1887

Justin CDC Board Review

Approved _____

Rejected _____

Date _____

FAÇADE & SIGN GRANT PROGRAM APPLICATION

Please return completed with necessary attachments and signatures to Abbey Reece at areece@cityofjustin.com. You can also drop off in person at city hall.

- ◆ Applicant Name Steven & Janis Thompson Date 8/24/2022
- ◆ Business Name Steven & Janis INC. (Leased to Thrifted it Resale)
- ◆ Mailing Address 365 County Rd 260 Gainesville TX 76240
- ◆ Contact Phone 940-284-0840 Email Address sthompsonjr@msn.com
- ◆ Building Owner (if different from applicant) _____
- ◆ Historical/Current Building Name _____
- ◆ Physical Building Address 209 Suite A & B W. 5th Street Justin
- ◆ Type of Work: (check all that apply)
Sign ☐ Paint ☐ Masonry cleaning/paint removal ☐ Awning/Canopy ☐
Uncovering/replacing windows ☐
Other: Store Front Doors Cement PAD For Dumpster, And 3 wall Enclosure For Dumpster
- ◆ Details of Planned Improvements for Façade & Sign Grant: (attach additional paper if necessary)
Storefront Doors on North Side of Building Cement Pad
North West end Front of Building
- ◆ List Contractor/Project architect Proposals and Total Amounts (attach original proposals):
 1. Emmanuel G.C TOTAL 20,872.50
 2. JEB Construction TOTAL 22,900.00
 3. _____
- ◆ TOTAL COST OF PROPOSED GRANT PROJECT: _____
- ◆ AMOUNT OF FAÇADE AND/OR SIGN GRANT REQUESTED: 20,872.50

Attach with all required color samples of paint, materials, and sign design, etc., as well as photographs of building's exterior façade.

Steven Thompson
Applicant's Signature

Steven Thompson Jr

8/24/2022
Date



FAÇADE & SIGN GRANT AGREEMENT FORM

Please return completed with necessary attachments and signatures to Abbey Reece at areece@cityofjustin.com. You can also drop off in person at city hall.

I have met with the Justin Community Development Staff, and I fully understand the Façade & Sign Grant Procedures and Details established by the Justin Community Development Board. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of revitalizing the City of Justin. I have not received, nor will I receive insurance monies for this revitalization project.

I have read the Façade & Sign Grant Application Instructions & Process including the Façade & Sign Grant Details.

☒ JT (Initial)

I understand that approval of this grant request in no way constitutes approval for a building permit and I must contact the City of Justin to obtain all necessary permits, and approvals from the City of Justin BEFORE commencing work on my building. Further, I understand that if I am awarded a Façade & Sign Grant by the Justin Community Development Board, any deviation from the approved project may result in the partial or total withdrawal, of the Façade and Sign Grant.

Stu & Genie's Inc
Business/Organization Name

Stu Chapman & Genie Chapman
Applicant's Signature

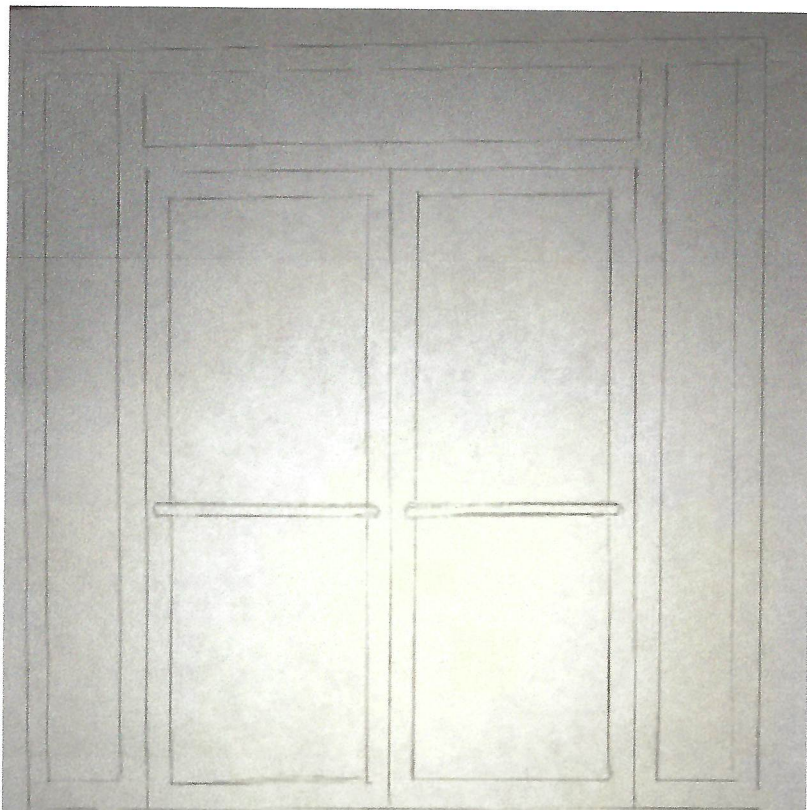
8/24/22
7/22/22
Date

Building Owner's Signature (if different from applicant)

Date

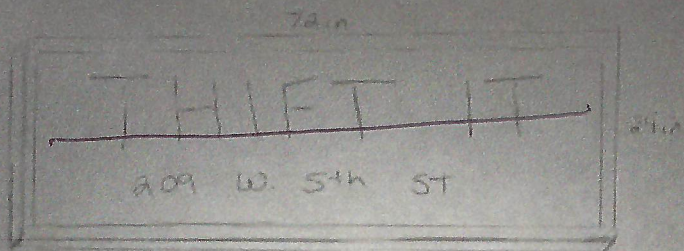
Justin CDC Representative's Signature

Date

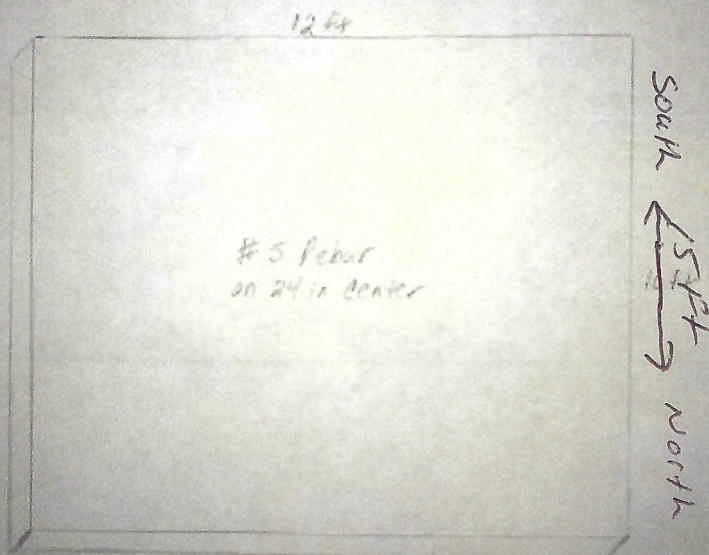


Storefront (not to scale)

Double glass doors 4'0" x 7'0"
w/ 2 Sidelites and a transom



Lite Box Sign
(NOT TO SCALE)



Concrete Slab
(NOT TO SCALE)





← DONATIONS

209

JUSTIN









City Council Meeting

September 27, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #3

Title: Consider and take appropriate action regarding Resolution 591-22 amending the City of Justin fee schedule.

Department: Finance

Contact: City Manager, Chuck Ewings and Finance Director, Josh Armstrong

Recommendation: Move to approve Resolution 591-22, amending the City of Justin fee schedule.

Background:

The changes to the fee schedule consist of the following updates:

- Add credit card fees of 3%
- Update water and sewer rates
- Update to wastewater impact fees

Updates have been discussed with council in previous meetings and staff will be available to answer any questions. The wastewater impact fee is proposed to be reduced since the maximum fee decreased based on the reduction in future capital improvements under the contract with TRA for wastewater treatment.

City Attorney Review: N/A

Attachments:

1. Draft Resolution 591-22
2. Proposed Fee Schedule

**EXHIBIT “A”
MASTER FEE SCHEDULE**

I. ADMINISTRATIVE SERVICES

Public Fax (Local)	\$1.00/first page + \$0.10/additional page
Public Fax (Long Distance)	\$2.00/first page + \$0.10/additional page
Insufficient Funds	\$25.00/check
Police Department Accident Report (Uncertified)	\$6.00
Police Department Accident Report (Certified)	\$8.00
Copies (B&W)	\$0.10/page
Copies (Color)	\$0.20/page
Notary Signature	\$3.00/document
Small Directional Map	N/C
Large Base Map	\$10.00
Credit Card Convenience Fee	3% of Transaction
Open Records Request	
Personnel Labor Cost	\$15.00/hour
Cost per Page (8.5”x11”)	\$0.10/page
Cost per Page (Oversized)	\$0.50/page
Shipping	Actual Cost
Personnel Overhead	20% of Total Cost

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

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II. BUILDING & PERMITTING

New Construction

New Single Family Residential	
Building Permit	\$700 + \$0.50/sq. foot
Plan Review	\$575
Fire Code Review (If Applicable)	\$100
New Multi-Family Residential	
Building Permit	\$75 + \$0.006/job value
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit
New Commercial	
Building Permit	\$75 + \$0.006/job value
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit

Other New Construction Fees

Final Certificate of Occupancy	\$100
Energy Code (Recheck)	\$300
Driveway with Curb Cut	\$100
Driveway with Culvert	\$200
Sign Permit	\$50
Wastewater Plumbing Permit	\$100
Customer Service Inspection	\$100
Irrigation	\$80
Fence	\$80
Accessory Building	\$150
Re-Inspection Fees	
Re-Inspection after first red-tag	\$50.00
Re-Inspection after second red-tag	\$100.00
Re-Inspection after third red-tag	\$150.00
All re-inspections after fourth red-tag	\$300.00

Work Without Permit

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

Alterations, Repairs, Remodels, and Add-Ons

Residential (One Trade)	
Building Permit	\$75 + \$0.006/Sq. Foot
Plan Review (Not Required)	N/C
Minimum Fee	\$80
Residential (Two or more Trades)	
Building Permit	\$75 + \$0.006/Sq. Foot
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit
Commercial (One Trade)	
Building Permit	\$75 + \$0.006/job value
Plan Review	N/C
Fire Code Review (If Applicable)	\$80
Commercial (Two or more Trades)	
Building Permit	\$75 + \$0.006/job value
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit

Licenses, Registrations, and Trades

Registration for Un-Licensed Contractors	\$50
Registration for State Licensed Contractors	N/C
Electrical, Gas, Mechanical, Plumbing Permit	\$80

Rental Certificate of Occupancy Fees

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

Other Charges

Additional Plan Review	\$80/review
Inspections Not Specifically Indicated	\$80
Demolition Permit	\$50

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

III. BUSINESS RELATED

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

(Ord. No. 549, § 1, 1-28-13)

IV. FOOD ESTABLISHMENT

Regular Permit for Food Service Establishment	\$200.00 annually
Retail Open Market Permit	\$150.00 annually
Retail Food Store (Grocery) Permit	\$200.00 annually
Mobile Food Permit (Open Food)	\$200.00 annually
Mobile Food Permit (Packaged Food)	\$150.00 annually
Mobile Food Permit (Seasonal - 6 months or less)	\$100.00/season
Temporary Permits	\$35.00/space
Change of Ownership Inspection	\$75.00
Re-Inspection	\$75.00

(Ord. No. 462-08, §§ 1, 2, 12-8-08)

V. INSPECTION

Fire Prevention Permit Fees

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

	\$300.00 maximum
Storage Group S	\$0.012/ft ² \$50.00 minimum \$300.00 maximum
Miscellaneous	
Tents and Air-supported Structures	\$50.00/structure
Fire Hydrant Flow Test	\$75.00
Explosives/Blasting Agents	\$200.00
Fireworks	\$100.00
Fumigation/Thermal Insect Fog	\$50.00
Places of Assembly	\$50.00
Access Control	\$50.00
Miscellaneous	\$50.00
Flammable/Combustible Liquids/Tanks	\$50.00
Liquefied Petroleum Gases	\$25.00
Christmas Tree Lots	\$50.00
New Installation/Acceptance Test	
Fire Sprinkler System	\$125.00/riser + \$0.012/ft ²
Fire Sprinkler Remodel (First 40 Heads)	\$50.00
Fire Sprinkler Remodel (41+ Heads up to 50% of System)	\$100.00
Fire Sprinkler Remodel (More than 50% of System)	\$125.00 + \$0.012/ft ²
Automatic Extinguishing System	\$75.00/system
Fire Alarm System	\$100.00/system + \$2.00/device
Fire Alarm Remodel/Alteration (First 10 Devices)	\$50.00
Fire Alarm Remodel/Alteration (11+ Devices up to 50% of System)	\$100.00
Fire Alarm Remodel/Alteration (Over 50% of System)	\$100.00/system + \$2.00/device
Standpipe System	\$100.00/system
Re-Inspection	
1 st Re-Inspection	50% of Original Fee
Subsequent Re-Inspections	150% of Original Fee

(Ord. No. 461-08, § 1, 12-8-08)

Pool Permit Fees

Commercial or Public Pool Permit or Inspection	\$75/Inspection
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Construction Inspection Fees

A fee of four percent of the costs of street, drainage, water, and sewerage improvements as approved by the City Engineer shall be paid to the City by the subdivider prior to formal authorization to proceed with construction.

Code Enforcement

Code Enforcement Admin Fee	\$70
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VI. NOISE

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

(Ord. No. 557, § 1, 9-9-13)

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

Development Request	City Application Fee	Minimum Planning Review Fee	Minimum Engineering Review Fee	Total Minimum Fees
Specific Use Permit (*Note: does not include SUP for gas well drilling; see Ord. No. 496-10)	*\$400	*\$435	*\$250	*\$1,085
Amendment to existing application (SUP, Site Plan, Zoning, or Plat)	\$400	NA	NA	*\$400
Site Plan	\$400	\$435	\$250	\$1,085
Civil Plan	\$400	\$435	\$250	\$1,085
Replat Fee	\$150	\$435	\$300	\$885
Zoning Change	\$400	\$580	\$250	\$1,230
Planned Development	\$400	\$750	\$500	\$1,650
Minor Subdivision Additional Review	\$50	\$150 + \$5/acre	\$150 + \$50/acre	\$350 + (Varies with size)
Minor Subdivision Final Plat	\$350	\$435+ \$20/acre	\$500 + \$100/acre	\$1,285 + (Varies with size)
Preliminary Plat	\$300 + \$3/acre	\$725 + either \$10/res. lot or \$20/ com. acre	\$900 + either \$100/res. lot or \$250/ com. acre	\$1,925 + (Varies with size)

Major Subdivision Additional Review	\$150 + \$1/acre	\$350 + either \$5/res. lot or \$10/com. acre	\$450 + either \$50/res. lot or \$125/com. acre	\$950 + (Varies with size)
Major Subdivision Final Plat	\$400 + \$3/lot or \$5/acre	\$725 + either \$10/res. lot or \$20/ com. acre	\$900 + either \$25/res. lot or \$50/ com. acre	\$2,025 + (Varies with size)
Multi-Family Preliminary Plat & Supporting Plans	\$300 + \$3/acre	\$750 + \$50/acre	\$900 + \$300/acre	\$1,950 + (Varies with size)
Multi-Family Additional Review	\$150 + \$1/acre	\$350 + \$25/acre	\$450 + \$150/acre	\$950 + (Varies with size)
Multi-Family Final Plat	\$400 + \$5/acre	\$750 + \$50/acre	\$900 + \$150/acre	\$2,050 + (Varies with size)
Plat Vacating	\$400	\$290	\$300	\$990
Board of Adjustment (Commercial, MF, Non-Owner-Occupied)	\$250	\$500	N/A	\$750
Board of Adjustment (Residence)	\$150	\$150	N/A	\$300
Flood Plain Development Permit Exemption Certificate	\$50	-	\$200	\$250
Flood Plain Development Permit (w/o FEMA FIRM amendment)	\$75	-	\$450	\$525
Flood Plain Development Permit (w/FEMA FIRM amendment)	\$150	-	\$900	\$1,050
Pre-Application conference with city engineer and/or planner	\$300	\$0	\$0	\$300

Approved by City Council Resolution # ~~582592~~-22 on ~~5/24/2022~~09/27/2022

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

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

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

(Ord. No. 558, § 1, 9-9-13)

IX. UTILITY RELATED

Water

Deposit	
¾" (65 and older)	\$50.00
¾"	\$150.00
1"	\$200.00
1 ½"	\$250.00
2"	\$450.00
Bulk Water Meter Deposit	\$2000.00
Meter Cost*	
RG3 Meters:	
¾"	\$179.98
1"	\$279.96
1 ½" Turbine	\$601.09
2" Turbine	\$765.63
4"+	Owner must purchase
Meters: Set Fees Included	
¾"	\$528.20
1"	\$586.10

1 ½"	\$942.20
2"	\$1,185.60
3"+	Owner must purchase
<i>*Billed based on which meter is used. RG3 meters will be phased out and replaced with AMR meters in 2022.</i>	
Tap Fees	
Residential	\$1,500 + Estimated Street Repair
Commercial	\$1,500 + Estimated Street Repair
Impact Fees	
¾"	\$4,761.00
1"	\$7,951.00
1 ½"	\$15,855.00
2"	\$25,378.00
3"	\$55,566.00
4"	\$99,991.00
6"	\$222,219.00
8"	\$380,920.00
10"	\$603,139.00
Consumption Rates	
¾"	\$28.62/first 1,000 gallons + \$0. 00603 <u>00606</u> /additional gallon
1"	\$47.69/first 1,000 gallons + \$0. 00603 <u>00606</u> /additional gallon
1 ½"	\$95.40/first 1,000 gallons + \$0. 00603 <u>00606</u> /additional gallon
2"	\$152.63/first 1,000 gallons + \$0. 00603 <u>00606</u> /additional gallon
Sprinkler Meter	Reference above depending on meter size; first 49 gallons are no charge
Bulk Consumption Rates	
0-10,000 gallons	\$135.00 flat fee
10,001-25,000 gallons	Flat fee + \$0.005/additional gallon
25,001-40,000 gallons	Flat fee + \$0.00525/additional gallon
40,001+ gallons	Flat fee + \$0.0055/additional gallon
Water Main Extensions	

Approved by City Council Resolution # ~~582592~~22 on ~~5/24/2022~~09/27/2022

Extension	Actual Cost
Fire Hydrant	Actual Cost
Other Fees (Only one charge per bill between water/sewer)	
Late Fee	10% of total past-due balance
Insufficient Funds Fee (NSF)	\$25 per occurrence
Reconnection Fee	\$35 during business hours; \$75 after hours
Meter Tampering Fee	\$100

Sewer

Tap Fees	
Residential	\$2,000 + Estimated Street Repair
Commercial	\$2,000 + Estimated Street Repair
Impact Fees	
3/4"	\$4,761.00 \$7,600.00
1"	\$7,951.00 \$13,000.00
1 1/2"	\$15,855.00 \$25,000.00
2"	\$25,378.00 \$40,000.00
3"	\$55,566.00 \$90,000.00
4"	\$99,991.00 \$160,000.00
6"	\$222,219.00 \$346,341.00
8"	\$380,920.00 \$600,000.00
10"	\$603,139.00 \$940,000.00
Consumption Rates	
0-2000 gallons	\$21.73 22.67 flat fee
2,001- 68 ,000 gallons	\$21.73 22.67 + \$0.00 \$90.00 641 /additional gallon
86 ,001+ gallons	No Charge
Sewer Main Extension	
Extension	Actual Cost
Other Fees (Only one charge per bill between water/sewer)	
Late Fee	10% of total past-due balance
Insufficient Funds Fee (NSF)	\$25 per occurrence
Reconnection Fee	\$35 during business hours; \$75 after hours

Sanitation Services

Residential Rates							
Residential					\$11.73		

Commercial Rates							
Lifts Per Week							
Container Size	1	2	3	4	5	6	Extra Lifts
95 Gal	\$24.17	\$35.36					\$49.63
2 CY	\$59.79	\$105.89	\$150.49	\$210.61			\$49.63
3 CY	\$80.92	\$152.48	\$207.00	\$285.67			\$49.63
4 CY	\$100.76	\$182.90	\$284.06	\$375.45			\$49.63
6 CY	\$107.44	\$192.55	\$289.71	\$428.15	\$518.78	\$630.43	\$49.63
8 CY	\$121.77	\$207.27	\$328.58	\$473.15	\$570.97	\$692.24	\$49.63

Front Load Recycle Rates							
6 CY	\$97.06	\$165.57	\$234.06				\$34.26
8 CY	\$102.77	\$176.99	\$245.50				\$34.26

Other Commercial Front Load Fees							
Container w/casters		\$5.25 per lift		Delivery/removal fee		\$37.10	
Container w/locks		\$1.65 per lift		Exchange fee		\$37.10	

Temporary Front Load Fees							
		Per Lift		Delivery		Daily Rent	
6 CY		\$142.72		\$62.79		\$1.18	

Roll Off Rate Schedule							
Container Size		Haul		Delivery		Daily Rent	
20 CY		\$505.28		\$126.31		\$1.06	
30 CY		\$543.67		\$126.31		\$1.06	
40 CY		\$604.80		\$126.31		\$1.06	
20 CY Sludge		\$659.25		\$126.31		\$1.06	

Franchise/Billing Fees – 10% for Residential and Commercial							
All rates subject to sales tax							

X. MUNICIPAL FACILITIES

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

Approved by City Council Resolution # ~~582592~~ 592-22 on ~~5/24/2022~~ 09/27/2022

Roadway Impact Fees

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

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

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

City Council Meeting

September 27, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #4

Title: Consider all matters incident and related to the issuance and sale of “City of Justin, Texas, Combination Tax and Surplus Revenue Certificates of Obligation, Series 2022”, including the adoption of an ordinance authorizing the issuance of such certificates of obligation

Department: Finance

Contact: Financial Analyst, Miles Walker; Finance Director, Josh Armstrong; City Manager, Chuck Ewings

Recommendation: Make a motion to “table the consideration of the ordinance authorizing the issuance of the City of Justin, Texas, Combination Tax and Surplus Revenue Certificates of Obligation, Series 2022 to the October 25, 2022 City Council meeting which will begin at 06:00 pm”

Background:

The sale of Certificates of Obligation for the ground storage tank were originally going to be sold on September 27th, 2022. Consideration of these bonds has been pushed back to the October 25th, 2022 meeting in order to ensure S&P has access to FY21 audited financials. Staff doesn’t anticipate that this delay will impact the timetable for completing the ground storage tank and related projects.

Since the public was notified (via the City’s website and the Fort Worth Star Telegram) that the bonds would be considered during tonight’s meeting, action needs to be taken to inform the public that the consideration of this ordinance will be on the October 25th, 2022 meeting instead. This can happen either through an announcement or a motion to table. Staff recommends the motion option. Motion language is below; announcement language is available upon request.

Motion language: “I move to table the consideration of the ordinance authorizing the issuance of the City of Justin, Texas, Combination Tax and Surplus Revenue Certificates of Obligation, Series 2022 to the October 25, 2022 City Council meeting which will begin at 06:00 pm”

City Attorney Review: N/A

Attachments:

City Council Meeting

September 27, 2022

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #5 (Consent)

Title: Consider and take appropriate action approving City Council meeting minutes dated September 13, 2022.

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation: Motion to approve consent items as presented.

Background:

City Attorney Review: N/A

Attachments:

1. September 13, 2022 draft minutes



Mayor, Elizabeth Woodall

MINUTES

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

Justin City Council Regular Session Meeting- September 13, 2022

The Justin City Council Meeting convened into a Regular Session being open to the public the 13th day of September, 2022 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, John Mounce, Councilmembers, Tomas Mendoza, Jim Tate, James Clark, and Chrissa Hartle. City Staff: City Manager, Chuck Ewings, Public Works Director, Josh Little, Planning and Development Director, Matt Cyr, City Secretary, Brittany Andrews, and City Attorney, Matthew Butler.

Convene into Session: Mayor Woodall called the meeting to order at 6:00PM
Invocation led by: Mayor Woodall

WORKSHOP SESSION

1. Discuss FY 22-23 Proposed Budget.

City Manager, Chuck Ewings presented the proposed budget to Council.

Discuss regular session agenda items.

No Citizen comments

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.

Asst. Chief, Mitchell, address on file – Comments are on record.

Greg Scott, address on file – Mayor Woodall read the following comments into the record.
“Council, Two points, (1) In regard to the permanent fencing and/or sound abatement fence of 6-

8 ft surrounding said wells, it is proposed to be cedar fencing. This cedar fencing as we all know will only last 10-15 years.

I recommend that masonry fencing(walls) be put up to ensure the longevity of the fencing for many more years to come and protect the new neighborhoods from the deterioration that comes with wood fencing. Masonry (block walls) such as what Ft. Worth requires as can be seen along I-35 at the Alliance and Tangers developments. This will assure our city will be aesthetically pleasing for many years to come vs cedar wood fencing the rots and looses its beauty in short order. As we know getting the drilling company to come back later to repair or replace will be a useless endeavor. Let's do it right the first time for the citizens benefit vs the cheap way for the drilling company.

(2) Who determines the mineral rights to these respective wells? The five wells at the wastewater plant have almost the whole city as rights holders. I would be, as I am sure others would be as well, to know how rights will or have been determined for these wells? How will it affect the wells on city property?"

PUBLIC HEARING

2. **PUBLIC HEARING:** Conduct a public hearing on the proposed FY 2022-2023 budget.

- a. Open public hearing at 6:31PM
- b. Close public hearing at 6:31PM

3. **PUBLIC HEARING: (6:00P.M.)** Conduct a public hearing on a proposed tax rate of .650000 per \$100 of taxable value.

"A tax rate of \$.630693 per \$100 valuation has been proposed for adoption by the governing body of the City of Justin. This rate exceeds the no new revenue tax rate and the voter approval tax rate for the city of Justin, Texas for the fiscal year beginning October 1, 2022, and ending September 30, 2023."

- a. Open public hearing at 6:32PM
- b. Close public hearing at 6:32PM

4. **PUBLIC HEARING:** Conduct a Public Hearing to consider five new gas wells on the property legally described as A0419A W.A. FERRIS, TR 1, 27.25 ACRES, OLD DCAD TR 4 generally located west from the intersection of Boss Range Road and FM 407.

- a. Open public hearing at 6:47PM
- b. Close public hearing at 6:47PM
- c. Consider and take appropriate action

Councilman Clark moved to approve item 4 as presented.

Seconded by: Mayor Pro Tem, Mounce

Aye votes: Councilmembers Mounce, Hartle, Clark and Mendoza

Not Present: Councilman Tate

Motion carries

5. **PUBLIC HEARING:):** Conduct a Public Hearing to rezone approximately 31.38 acres from General Business and from SF-2 to General Business- Planned Development. The rezone is proposed for the properties legally described as LOTS 1 – 7, BLOCK 1, LOTS 1-3, BLOCK 2, LOT 3A, BLOCK 3, and LOT A, BLOCK 4 JUSTIN TOWN SQUARE, HARDEMAN CENTRE ADDN PH 1 BLK 2 LOT 1, JWR 711 ADDITION BLK A LOTS 1- 3.
 - a. Open public hearing at 7:20PM
 - b. Close public hearing at 7:20PM
 - c. Consider and take appropriate action

Councilman Clark made the motion to approve with changing gasonline service stations and hotel/motels to require an SUP as discussed.

Seconded by: Councilman Mendoza

Aye votes: Councilmembers Mounce, Hartle, Clark and Mendoza

Not Present: Councilman Tate

Motion carries

POSSIBLE ACTION ITEMS

6. Consider and take appropriate action to approve Ordinance 736-22 to adopt the FY 2022-2023 City of Justin budget.

Councilwoman Hartle made the motion to approve Ordinance 736-22 adopting the FY 2022-2023 City of Justin budget with including the Voluntary Fire Department payment.

Seconded by: Councilman Clark

Aye votes: Councilmembers Mounce, Hartle, Clark and Mendoza

Not Present: Councilman Tate

Motion carries

7. Consider and take appropriate action to approve Ordinance 737-22 to adopt a tax rate of \$.630693 per \$100.00 valuation, which is effectively a 12.84 percent increase to the tax rate.

Councilman Clark moved to approve Ordinance 737-22 to adopt a tax rate of \$.630693 per \$100.00 valuation, which is effectively a 12.84 percent increase to the tax rate.

Seconded by: Councilman Mendoza

**Mayor Woodall polled Council for their vote. Councilman Clark: Aye. Councilman Mounce: Aye. Councilwoman Hartle: Aye. Councilman Mendoza: Aye.
Not present: Councilman Tate
Motion carries**

8. Consider and take appropriate action approving Resolution 589-22 the City of Justin personnel policy amendments.

Councilman Clark moved to approve as presented.

**Seconded by: Councilwoman Hartle
Aye votes: Councilmembers Clark, Hartle, and Mounce
Nay votes: Councilman Mendoza
Not Present: Councilman Tate
Motion carries 3-1**

9. Consider and take appropriate action to consider a Final Plat legally described as Buddy Hardeman Business Addition Lot 1, Block 4 generally located west from the intersection of FM 156 and Hardeman Blvd.

Councilman Mendoza moved to approve as presented.

**Seconded by: Councilman Clark
Aye votes: Councilmembers Mounce, Hartle, Clark and Mendoza
Not Present: Councilman Tate
Motion carries**

10. Consider and take appropriate action to approve Ordinance 738-22 amending the Code of Ordinances to require Justin Community Library Board members to reside within the city or within the City's extraterritorial jurisdiction.

Councilwoman Harlte mvoed to approve Ordinance 738-22 with the exception that only 1 Place will allow a member to reside within the ETJ.

**Seconded by: Councilman Mendoza
Aye votes: Councilmembers Mendoza, Hartle, and Mounce
Nay votes: Councilman Clark
Not Present: Councilman Tate
Motion carries 3-1**

11. Consider and take appropriate action regarding appointments to and membership of the Justin Community Library Board.

Councilman Clark moved to appoint the applicants as presented.

**Seconded by: Councilman Mounce
Aye votes: Councilmembers Mounce, Hartle, Clark and Mendoza
Not Present: Councilman Tate
Motion carries**

12. Consider and take appropriate action regarding appointments to and membership of the Justin Parks and Recreation Advisory Committee.

Councilman Clark moved to appoint the applicants as presented.

Seconded by: Councilman Mendoza

Aye votes: Councilmembers Mounce, Hartle, Clark and Mendoza

Not Present: Councilman Tate

Motion carries

CONSENT

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

13. Consider and take appropriate action regarding City Council meeting minutes dated August 22, 2022, August 23, 2022, and August 24, 2022.

Councilman Mounce moved to approve the consent item as presented.

Seconded by: Councilman Clark

Aye votes: Councilmembers Mounce, Hartle, Clark and Mendoza

Not Present: Councilman Tate

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:
 - Preserve Development Agreement
 - Range Road Development Agreement
 - Proposed Water Service Agreement with Town of Northlake

Convene into executive session at 7:53PM

Adjourn into open meeting at 8:15PM

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

No Action

FUTURE AGENDA ITEMS

ADJOURN

With there being no further business, the meeting was adjourned at 8:19PM

Brittany Andrews

Brittany Andrews, City Secretary

Seal: