



**NOTICE OF TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
MONDAY, JUNE 19, 2023 at 6:00 P.M.**

LOCATION:

IN PERSON at 1401 FM 424, CROSS ROADS, TEXAS 76227

Or

**View via Zoom Meeting <https://us02web.zoom.us/j/84753841476>
Meeting ID: 847 5384 1476**

**One tap mobile US: +13462487799,,84753841476# or
+17193594580,,84753841476#**

***Note: All applicants should attend in person.**

1. Call to Order.
2. Roll Call.
3. Invocation – Frank Lott, Green Valley Baptist Church
4. Pledge of Allegiance – Chris Paus, Council Member
5. Citizens Input (Items on the agenda and not on the agenda).
If commenting via Zoom, please use the Raise Your Hand feature. Please state your full name before speaking. Please limit your comments to three minutes in duration. You are restricted from passing your time or any portion of unused minutes to another citizen for comment.
6. Council Members' announcements and updates.
7. Mayor's announcements and updates.
8. Updates; Discussion of Same.
 - a. Town Administrator Announcements and Updates – Kristi Gilbert
 - b. Financial Reports – Kristi Gilbert
 - c. Building Permits and Development – Rodney Patterson & Kristi Gilbert
 - d. Law Enforcement – Shaun Short
 - e. Fire Department – Paul Rust
 - f. Committee Reports – MDD, Parks, Connectivity Committee, Historical Committee, Roads Committee

CONSENT AGENDA

9. Consider approval of the May and June 2023 Council Meeting Minutes.
 - a. May 17th Regular Meeting
 - b. May 31st Called Meeting
 - c. June 1st Council Orientation
 - d. June 2nd – 3rd Council Retreat
10. Consider approval of the May 2023 Financials.
11. Consider approval of an ordinance adopting the 2023 Service and Assessment Plan and updated assessment roll for the Cross Roads Public Improvement District #1.
12. Consider approval of an ordinance amending the sign regulations to allow for temporary signs during periods of road construction.

BOARD OF ADJUSTMENTS

13. CONDUCT A PUBLIC HEARING, discuss and consider action on a request from applicant, Dalia Sanchez, on behalf of property owner Luis Garcia, requesting a variance from the minimum one-acre lot size requirements to allow for two existing tracts of land comprised of 0.194 acres and 0.251 acres, respectively, to be platted into a single tract of land totaling approximately .435 acres for the construction of a single-family home. (2023-0417-02VARIANCE)

REGULAR SESSION

14. Presentation and consideration of the Town of Cross Roads Annual Financial Report for the year ended September 30, 2022.
15. 8000 US 380:
 - a. CONDUCT A PUBLIC HEARING, discuss and consider an application by William Snyder for a change in Future Land Use Map per the submitted application from C2-Commercial 2 to C1-Commerical 1 for Tract 39 of the R.J. Moseley Abstract No. 803A, generally located at 8000 US 380, Cross Roads, Denton County, Texas. Per the Town's Comprehensive Land Use Plan adopted on March 20, 2023, the C2-Commercial 2 to C1-Commerical 1 categories no longer exist. The applicant will need to modify the request to change the future land use to Business Services or Commerce. (2023-0508-07FLUP)
 - b. CONDUCT A PUBLIC HEARING, discuss and consider an application by William Snyder for a change in zoning from C2-Commercial 2 to C1-Commerical and C2-Commercial for Tract 39 of the R.J. Moseley Abstract No. 803A, generally located at 8000 US 380, Cross Roads, Denton County, Texas. (2023-0508-08ZC)
16. 8300 US 380:
 - a. CONDUCT A PUBLIC HEARING, discuss and consider an application by William Snyder for a change in Future Land Use Map per the submitted application from C2-Commercial 2 to C1-Commerical 1 for Tract 38 of the R.J. Moseley Abstract No. 803A, generally located at 8300 US 380, Cross Roads, Denton County, Texas. Per the Town's Comprehensive Land Use Plan adopted on March 20, 2023, the C2-Commercial 2 to C1-Commerical 1 categories no longer exist. The applicant will need to modify the request to change the future land use to Business Services or Commerce. (2023-0508-05FLUP)
 - b. CONDUCT A PUBLIC HEARING, discuss and consider an application by William Snyder for a change in zoning from C2-Commercial 2 to C1-Commerical and C2-Commercial for Tract 38 of the R.J. Moseley Abstract No. 803A, generally located at 8300 US 380, Cross Roads, Denton County, Texas. (2023-0508-06ZC)
17. Discuss and consider a request for a waiver from Section 3.13.001 of the Town's Code of Ordinances by New Hope Baptist Church to allow for a temporary parking lot to be constructed of material other than concrete or asphalt for property located at 5800 US 377 until May 2024. (2023-0505-01WAIVER)
18. Discuss and consider approval of a replat application for the Cross Roads Retail Addition, Block A, Lot 7R6 generally described as property located north of US Hwy 380 and east of Walmart Dr. in the Villages of Cross Roads Commercial development within the Town of Cross Roads for Caliber Carwash. (2023-0508-02FPLAT)

EXECUTIVE SESSION

19. The Town Council may convene into Executive Session pursuant to Texas Government

Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.071 Consultation with Attorney – Council Members Roles, Responsibilities and Duties; and, Nonconforming Uses
- b. Section 551.072 Deliberation Regarding Real Property – Project Alpha
- c. Section 551.087 Deliberation Regarding Economic Development Negotiations – Project Bravo
- d. Section 551.074 Personnel – Town Administrator Performance Evaluation, Planning and Zoning Commissioners and Municipal Development District Members.

20. Take action as may be necessary or appropriate on matters discussed in Executive Session.

ADJOURN

Future Meetings and Events:

All citizens are invited to participate; schedule may change.

- *Planning and Zoning Commission Meeting – Wednesday, July 5, 2023 at 7:00 p.m., moved due to holiday*
- *Parks and Recreation Board Meeting – Wednesday, July 5, 2023 at 6:00 p.m.*
- *Town Council Meeting – Monday, July 10, 2023 at 6:00 p.m.*
- *Municipal Development District Meeting – Thursday, July 13, 2023 at 6:00 p.m.*

CERTIFICATION

I, the undersigned authority, do hereby certify that this Public Meeting Notice was posted on the official bulletin board at the Town Hall of the Town of Cross Roads, Texas on or before Friday, June 16th, 2023, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

A quorum of the Municipal Development District, Parks and Recreation Board and/or Planning and Zoning Commission may be present at the meeting and may participate in discussion on any of the items listed on the agenda at the discretion of the Mayor.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for seeking confidential legal advice from the Town Attorney on any agenda item listed herein.

This facility is wheelchair accessible and accessible parking spaces are available. For requests, please contact Town Hall at 940-365-9693. Reasonable accommodations will be made to assist your needs.



Kristi Gilbert, Town Administrator

I certify that the attached notice and agenda of items to be considered by the Town Council of the Town of Cross Roads was removed by me from the front window of the Town of Cross Roads Town Hall, 1401 FM 424, Cross Roads, Texas, on the ____ day of _____, 2023.

_____, Title: _____

CROSS ROADS POLICE DEPARTMENT



Police Department Council Report

Chief Shaun Short

June 19, 2023

Police Operations

➤ May Police Reports

- **12 Crash Investigations**
 - 9 - US380
 - 3 - Other
- **2 Persons Crimes**
 - 1 Known Actor Non-Family
 - 2 Family Violence
 - 0 Unknown Actor
- **13 Property Crime**
 - 2 Forgery
 - 7 Retail Theft
- **15 - Society**
 - 3 - Intoxicated Driving
 - 12 – Drugs/Paraphernalia / MIP / PI

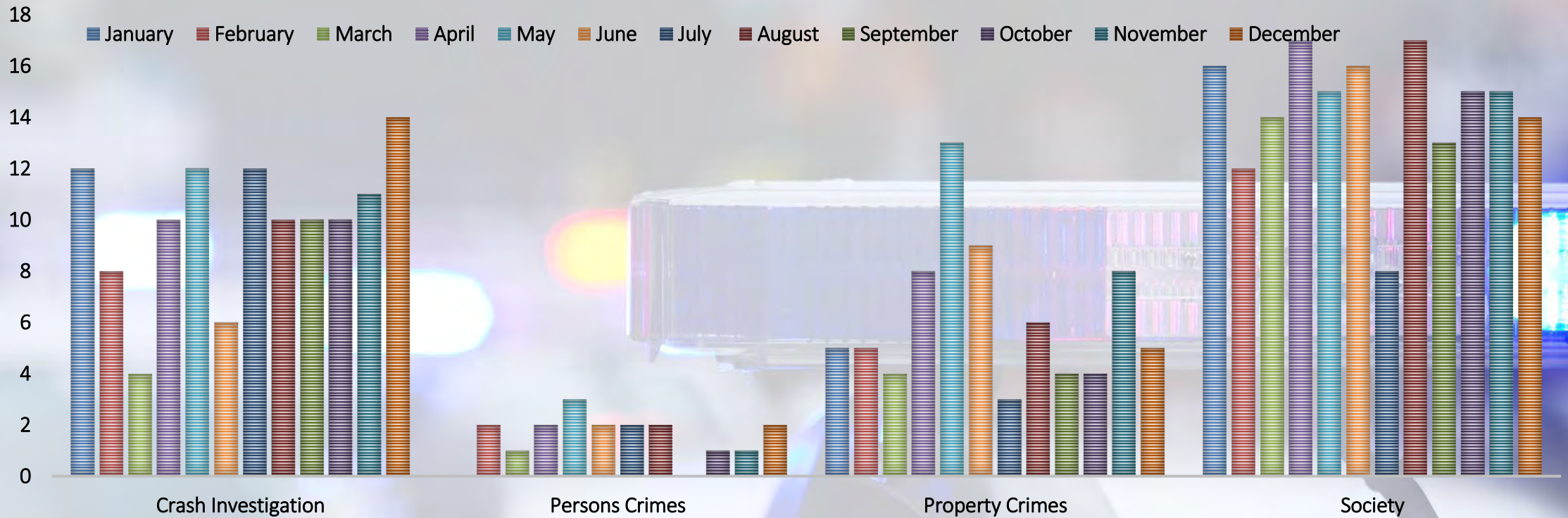
➤ May Incident Type Summary

- **42 Agency Assist**
- **21 Alarm**
- **3 Animal Complaint**
- **12 Disturbance**
- **12 Motorist Assist**
- **5 Open Door**
- **9 Road Blockage**
- **20 Suspicious Person**
- **367 Traffic Stop**
- **7 Welfare Concern**
- **254 Unclassified**

745 Total Events

Police Operations Monthly Comparison

MONTHLY COMPARISON



Police – Administrative

- **Projects Update**
 - **Awning Installed**
 - **Two Tahoe PPV delivered**
- **Training**
 - **DEA SAC Chavez presented on Fentanyl**
 - **Officer Ladusau rehired and completed refresher field training**
 - **Officer Holbert completed field training**
 - **Continued training for new CAD/RMS System**
- **Community**
 - **Police Week**
 - **Denton County Peace Officer Memorial**



INTEGRITY

CUSTOMER
SERVICE

EFFICIENCY

INNOVATION

Town of Cross Roads Monthly Report

May 2023



CROSS ROADS MONTHLY REPORT

Date

Multiple selections

Last Updated: 6/9/2023 10:55



Total Calls
40



Avg Daily Calls
2



Avg Monthly Calls
40



Avg Response Time
424

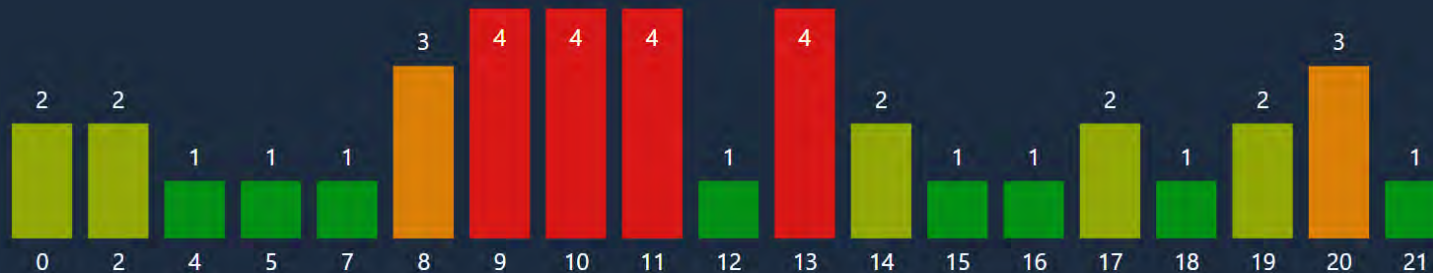


Busiest Hour
10



Busiest Day
Wed

Total Calls by Hour



Total Calls

40

May 2023

Emergency Calls



Emergency Non-emergency

Incident Total Calls

EMS/Rescue	27
False Alarm	6
Good Intent	3
Hazardous Condition	1
Service Call	3

Year MonthName Incident Address 1 Total Calls Avg Resp Time NFIRS Shift

2023

Emergency Calls



Incident Date	NFIRS Number	Incident Address 1	Incident Type	Apparatus	PSAP Received	Dispatched	Arrival
5/1/2023	0004846	11350 -100 E UNIVERSITY DR	EMS call	Medic 3	10:07:35 AM	10:08:33 AM	10:14:54 AM
5/1/2023	0004851	11350 -100 E UNIVERSITY DR	EMS call	Medic 3	7:20:16 PM	7:21:00 PM	7:27:18 PM
5/2/2023	0004859	3201 -101 E UNIVERSITY DR	EMS call	Medic 3	11:49:48 AM	11:50:52 AM	12:00:00 PM
5/4/2023	0004887	E UNIVERSITY DR / FM 424	EMS call	Medic 3	9:00:57 AM	9:01:36 AM	9:07:29 AM
5/5/2023	0004895	3700 HICKORY CHASE DR	EMS call	Medic 3	12:07:32 AM	12:09:52 AM	12:17:53 AM
5/5/2023	0004898	11150 NORCROSS DR	EMS call	Medic 3	9:50:03 AM	9:51:06 AM	9:59:49 AM
5/5/2023	0004907	11700 E UNIVERSITY DR	EMS call	Medic 3	8:00:24 PM	8:01:02 PM	8:07:41 PM
5/5/2023	0004908	301 AVALON CIR	EMS call	Squad 3	8:26:00 PM	8:26:21 PM	8:36:05 PM
5/6/2023	0004911	2885 WOODLAND DR	EMS call	Medic 3	12:19:44 AM	12:20:59 AM	12:34:12 AM
5/10/2023	0004968	HWY 377 / FM 424	Motor vehicle accident	Medic 3	1:51:15 PM	1:52:04 PM	2:01:09 PM
5/10/2023	0004969	11700 -BLK E UNIVERSITY DR	Motor vehicle accident	Quint 3	2:45:51 PM	2:46:58 PM	2:53:56 PM
5/10/2023	0004971	114 LAS COLINAS TRL	EMS call	Medic 3	4:17:27 PM	4:17:37 PM	4:26:00 PM
5/11/2023	0005004	1310 ALAMANDINE AVE	Hazardous condition	Quint 3	6:02:04 PM	6:03:14 PM	6:13:48 PM
5/14/2023	0005036	E UNIVERSITY DR / WALMART DR	Motor vehicle accident	Quint 3	2:28:21 PM	2:29:29 PM	2:33:26 PM
5/15/2023	0005040	3000 -700 MOSELEY RD	EMS call	Medic 3	5:31:34 AM	5:32:33 AM	5:43:22 AM
5/16/2023	0005053	9184 LIBERTY RD	EMS call	Medic 3	7:04:04 AM	7:06:52 AM	7:18:31 AM
5/17/2023	0005075	FM 424 / FISHTRAP RD	EMS call	Squad 3	11:43:48 AM	11:44:50 AM	11:54:47 AM
5/17/2023	0005086	10001 E UNIVERSITY DR	EMS call	Squad 3	8:06:03 PM	8:06:47 PM	8:13:02 PM
5/19/2023	0005107	1521 KEYES LN	EMS call	Medic 3	1:53:20 PM	1:53:49 PM	2:03:45 PM
5/20/2023	0005117	11350 TANAGER LN	EMS call	Medic 3	9:26:19 AM	9:27:08 AM	9:35:35 AM
5/22/2023	0005147	HWY 377 / FM 424	EMS call	Medic 3	9:03:31 PM	9:04:55 PM	9:14:25 PM
5/24/2023	0005170	11700 E UNIVERSITY DR	EMS call	Medic 3	5:18:05 PM	5:18:46 PM	5:25:07 PM
5/25/2023	0005178	11350 E UNIVERSITY DR	EMS call	Medic 3	8:07:30 AM	8:09:16 AM	8:17:17 AM
5/25/2023	0005181	4100 DOCTOR GRIFFIN RD	EMS call	Medic 3	10:06:31 AM	10:10:48 AM	10:20:16 AM
5/25/2023	0005182	11700 E UNIVERSITY DR	EMS call	Squad 3	10:42:18 AM	10:43:38 AM	10:45:29 AM
5/27/2023	0005208	11401 WINDSONG LN	EMS call	Medic 3	2:18:58 AM	2:21:07 AM	2:30:39 AM
5/28/2023	0005236	E UNIVERSITY DR / FISHTRAP RD	Motor vehicle accident	Quint 3	7:17:40 PM	7:18:37 PM	7:26:05 PM
5/31/2023	0005282	3000 MOSELEY RD	EMS call	Medic 3	2:06:24 AM	2:06:52 AM	2:16:41 AM



Non-Emergency Calls

Incident Date	NFIRS Number	Incident Address 1	Incident Type	Apparatus	PSAP Received	Dispatched	Arrival
5/2/2023	0004861	3000 -500 MOSELEY RD	Smoke detector activation	Engine 1	12:56:30 PM	12:57:02 PM	1:10:30 PM
5/7/2023	0004923	11352 E UNIVERSITY DR	Canceled en route	Quint 3	11:35:01 AM	11:39:05 AM	11:44:01 AM
5/12/2023	0005014	E UNIVERSITY DR / NAYLOR RD	Canceled en route	Battalion 1	3:14:25 PM	3:16:57 PM	
5/14/2023	0005030	9057 LIBERTY RD	Assist police	Medic 3	10:19:23 AM	10:20:18 AM	10:30:24 AM
5/14/2023	0005032	11620 E UNIVERSITY DR	False alarm	Quint 3	1:53:48 PM	1:55:23 PM	1:59:26 PM
5/17/2023	0005071	114 LAS COLINAS TRL	Service call	Medic 3	8:13:36 AM	8:14:20 AM	8:22:53 AM
5/17/2023	0005076	4711 KEYES LN	Good intent call	Engine 2	11:48:50 AM	11:48:51 AM	12:08:50 PM
5/22/2023	0005140	182 LAS COLINAS TRL	CO detector malfunction	Quint 3	1:30:07 PM	1:30:53 PM	1:39:53 PM
5/25/2023	0005177	11151 NORCROSS DR	Smoke detector malfunction	Quint 3	4:10:17 AM	4:11:01 AM	4:21:29 AM
5/25/2023	0005189	E UNIVERSITY DR / WALMART DR	Assist police	Medic 3	5:31:17 PM	5:32:37 PM	5:39:56 PM
5/28/2023	0005231	3000 MOSELEY RD	Alarm system activation	Quint 3	9:04:09 AM	9:05:07 AM	9:21:05 AM
5/31/2023	0005285	3000 MOSELEY RD	Detector activation, no fire	Quint 3	8:34:30 AM	8:35:37 AM	8:47:03 AM



CROSS ROADS ANNUAL REPORT

Last Updated: 6/9/2023 10:55

Date

All

Date

Last 1 Years



Total Calls
445



Avg Daily Calls
2



Avg Monthly Calls
34



Avg Response Time
416



Busiest Hour
13

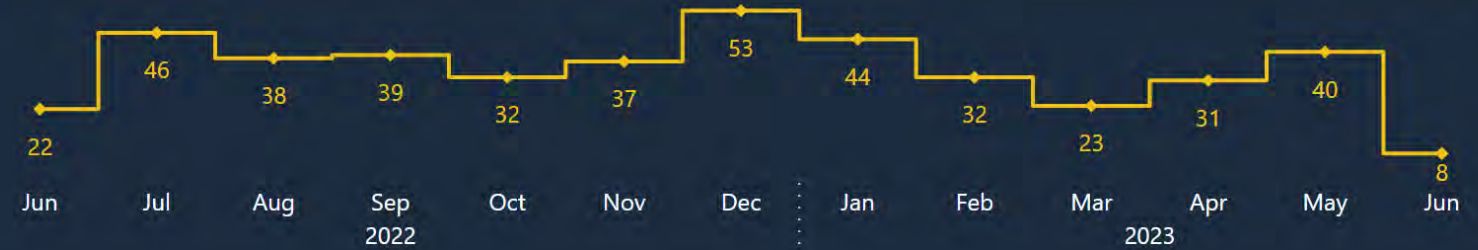


Busiest Day
Sat

Total Calls by Hour



Total Calls



Emergency Calls



Emergency Non-emergency

Incident Total Calls

EMS/Rescue	292
False Alarm	40
Fire	13
Good Intent	57
Hazardous Condition	12
Service Call	30
Severe Weather	1

Calls By Day





**NOTICE OF TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
WEDNESDAY, MAY 17, 2023 at 6:00 P.M.**

LOCATION:

**IN PERSON at 1401 FM 424, CROSS ROADS, TEXAS 76227
Or via Zoom Meeting**

1. Call to Order – **6:00 P.M.**
2. Roll Call – **Mayor Tompkins, Council Members Neubauer, Meek, and King. White-Stevens was not present.**
3. Invocation – **Ron King, Council Member**
4. Pledge of Allegiance – **Dave Meek, Mayor Pro Tem**
5. Citizens Input (Items on the agenda and not on the agenda).
 - **Bill Snyder – Zoning**
 - **Jacob Schick – CO denial at 8300 US 380**
 - **Mayor Tompkins – Statement of fact regarding zoning**
 - **Randy Wallace – Appreciation for Council Member Dave Meek, Mayor Tompkins, Cross Roads Police Department and Chief Short**
6. Council Members' announcements and updates, Dave Meek and Wendy White-Stevens
Council Member Meek thanked the Town for the years he served.
7. Mayor's announcements and updates.
Mayor Tompkins expressed his appreciation for Meek's years of service, including roads and various duties for the Town.
8. Presentation to Outgoing Council Members
Mayor Tompkins presented Meek with a gift.
9. Discuss and consider an ordinance canvassing the results of the May 6, 2023, General Municipal Election.
**Motion to approve the ordinance canvassing the 2023 Election made by Neubauer;
Second by Meek;
Passed unanimously.**
10. Administer Oath of Office and Issue Certificate of Election to Newly Elected Officials.
Mayor Tompkins administered the Oath of Office to Newly Elected Officials Ron King, Steve Zuczek, and Chris Paus. He issued a Certificate of Election to King, Zuczek, and Paus.
11. New Council Members seated at the dais.
Council Members King, Zuczek, and Paus took their seats at the dais.

EXECUTIVE SESSION – Mayor convened into Executive Session at 6:20 P.M.

Pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D, Section 551.074 Personnel – Council Member Vacancy; Planning and Zoning Commissioners, Municipal Development District Board Members.

REGULAR SESSION – Reconvened into Regular Session at 6:25 P.M. No action was taken as a result of executive session.

12. Discuss and consider appointing an individual to fill the unexpired term of Council Member Greg Gaalema.
**Motion to appoint Dave Meek to fill the unexpired term of Council Member made by King;
Second by Neubauer;
Passe unanimously.**
13. Administer Oath of Office and Issue Certificate to Appointed Council Member.
Mayor Tompkins administered the Oath of Office to Council Member Meek.
14. Appointed Council Member seated at the dais.
Council Member Meek was seated at the dais.
15. Discuss and consider a resolution appointing the Mayor Pro Tem.
**Motion to appoint Dave Meek as Mayor Pro Tem made by Neubauer;
Second by Paus;
Passed unanimously.**
16. Proclamation for Law Enforcement Memorial Week
Mayor Tompkins read the Proclamation for Law Enforcement Memorial Week.
17. Presentation to the members of Little Elm Fire Station 3/C-Shift with a Life Saving Award for outstanding performance of their duties, which resulted in the saving of the life of a resident of the Town of Cross Roads.
Chief Rust recognized members of the Little Elm Fire Station for duties which resulted in saving the life of Cross Roads resident, Bill Burris.
18. Council Members' announcements and updates – Kay Neubauer, Ron King, Chris Paus and Steve Zuczek
 - **Neubauer thanked Meek for his service.**
 - **King thanked Meek for his service.**
 - **Paus thanked Meek for his service, thanked voters, and stated interest in hearing from residents.**
 - **Zuczek thanked Meek for his service, thanked voters, and stated interest in community's concerns.**
19. Mayor's announcements and updates.
Fifth Gear Ribbon Cutting and thanked MDD Members Bill Berry, Ruben Coronado, and Paula Paus for attending; Brass Tap looking at former Fuzzy's location; Dutch Bros nearing opening; ATT expanding fiber; the upcoming Founders Day event; Spring Market at the Park; Town Hall will be closed on Memorial Day.

20. Updates; Discussion of Same.
 - a. Town Administrator Announcements and Updates – **Kristi Gilbert**
 - b. Financial Reports – **Kristi Gilbert**
 - c. Building Permits and Development – **Kristi Gilbert**
 - d. Law Enforcement – **Shaun Short**
 - e. Fire Department – **Paul Rust**
 - f. Committee Reports – **MDD update by John Knox and Paula Paus, Parks update by Paula Paus, Roads update by Kristi Gilbert.**

CONSENT AGENDA

21. Consider approval of the April 17, 2023 Council Meeting Minutes.

22. Consider approval of the April 2023 Financials.

**Motion to approve the Consent Agenda made by King;
Second by Neubauer;
Passed unanimously.**

REGULAR SESSION

23. Discuss and consider a replat application for the Greenway Cross Roads Addition, Block A, Lots 6R, 9, 10, 11 and 12 generally described as property located at the southwest corner of US 380 and 720, within the Town of Cross Roads ETJ. (2023-0306-04FPLAT)

Motion to approve the replat application for the Greenway Cross Roads Addition made by Neubauer;

No second.

No action was taken.

24. Discuss and consider items related to the Cross Roads Retail Addition, Block A, Lots 7R1-R2 and 7R8 generally described as property located north of US Hwy 380 and east of Walmart Dr. in the Villages of Cross Roads Commercial development within the Town of Cross Roads:

a. Replat application (2023-0306-01FPLAT)

b. Technical Site Plan Application (2023-0306-02TSP)

Motion to approve the replat application and technical site plan for the Cross Roads Retail Addition made by Paus;

Second by Neubauer;

Passed unanimously.

25. Discuss and consider appointments to the Planning and Zoning Commission.

Motion to appoint Sylvia Phillips as a Commissioner made by Neubauer;

Second by Zuczek;

Motion to appoint Brian Lagano as a Commissioner made by Meek;

Second by Paus;

Motion to appoint Christian Cook as a Commissioner made by King;

Second by Neubauer;

**Motion to appoint Rodney Hampton as an Alternate Commissioner made by Paus;
Second by Zuczek;**

Motions passed simultaneously and unanimously.

26. Discuss and consider filling a vacancy on the Municipal Development District.
**Motion to appoint Steve Zuczek to the Municipal Development District made by
Meek;
Second by King;
Passed Unanimously.**

ADJOURN – 7:41 P.M.

T. Lynn Tompkins, Jr., Mayor

Donna Butler, Town Secretary



**MINUTES OF SPECIAL CALLED TOWN COUNCIL MEETING FOR
THE TOWN OF CROSS ROADS WEDNESDAY, May 31, 2023 at
6:00 P.M. LOCATION:
IN PERSON at 1401 FM 424, CROSSROADS, TEXAS 76227
Or via Zoom Meeting**

Called to Order at 6:00 P.M.

1. Roll Call: **Mayor Tompkins; Council Members Meek, King, Zuczek, and Paus.**
2. Citizens Input (Items on the agenda and not on the agenda).
None.
3. Discuss and consider acceptance of the resignation of Council Member Kay Neubauer.
**Motion to accept the resignation of Council Member Kay Neubauer made by Meek;
Second by Zuczek;
Passed unanimously.**

EXECUTIVE SESSION – 6:03 P.M. to 6:19 P.M.

4. The Town Council will convene into Executive Session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
Section 551.074 Personnel – Council Member Vacancy
5. Take action as may be necessary or appropriate on matters discussed in Executive Session.
No action was taken in Executive Session.

OPEN SESSION

6. Discuss and consider appointing an individual to fill the unexpired term of Council Member Kay Neubauer.
**Motion to appoint Stephanie Housewright to fill the vacancy created by the resignation of Kay Neubauer made by King;
Second by Paus;
Passed unanimously.**
7. Administer Oath of Office to Newly Appointed Official.
Mayor Tompkins administered the Oath of Office to Housewright.

ADJOURNED at 6:23 P.M.

T. Lynn Tompkins, Jr., Mayor

Donna Butler, Town Secretary



**MINUTES OF TOWN COUNCIL ORIENTATION
THURSDAY, JUNE 1, 2023
COURTYARD AUSTIN PFLUGERVILLE - BOARD ROOM
16100 IMPACT WAY, PFLUGERVILLE, TEXAS 78660**

A QUORUM OF COUNCIL MEMBERS MAY BE IN ATTENDANCE AT THE ORIENTATION.

1. Call to Order – 2:45 pm

Council Members Housewright, Paus and Zuczek were in attendance.

2. Orientation for New Council Members

Discussion was held with regard to general resources for municipal officials, general municipal operations including administration and police, financial and budget information and general procedures.

3. Orientation Adjourned – 4:45 pm

T. Lynn Tompkins, Jr., Mayor

Donna Butler, Town Secretary



**MINUTES OF TOWN COUNCIL RETREAT
FOR THE TOWN OF CROSS ROADS**

**FRIDAY, June 2, 2023 at 8:00 A.M. TO 4:30 P.M.
SATURDAY, June 3, 2023 at 8:00 A.M. TO 8:00 P.M.**

**LOCATION:
Courtyard Austin Pflugerville – Board Room
16100 Impact Way, Pflugerville, Texas 78660**

Friday, June 2, 2023

Call to Order – 8:00 a.m.

Mayor Tompkins called the retreat to order with Mayor Pro Tem Meek and Council Members King, Paus, Zuczek, and Housewright present.

Mayor Tompkins gave a brief welcome and introduction on the goals of the retreat.

The Council held discussions on Liaison Reports, Future Projects and Facility Needs, FY 2023 and FY 2024 Budget Items, Updates on Current Activities, Ordinance Amendment Projects, Police and Administration Updates and Future Development.

Retreat adjourned for the day at 4:30 p.m.

Saturday, June 3, 2023

Call to Order – 8:00 a.m.

Mayor Tompkins called the retreat to order with Mayor Pro Tem Meek and Council Member King, Paus, Zuczek, and Housewright present.

The Council held open discussions Liaison Reports, Future Projects and Facility Needs, FY 2023 and FY 2024 Budget Items, Updates on Current Activities, Ordinance Amendment Projects, Police and Administration Updates and Future Development.

The Council adjourned at 4:15 p.m.

T. Lynn Tompkins, Jr., Mayor

Donna Butler, Town Secretary



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
June 19, 2023

Agenda Item:
Consider action on the Town's monthly financial reports – May 2023.

Prepared by:
Kristi Gilbert, Town Administrator

Budget versus Actuals Report:

The attached financials are the unaudited financials as of May 31, 2023. The report is reflective of five months (75%) of the fiscal year. Most revenues should be tracking at 25% or lower, indicative of revenues at or exceeding budget projections. Most expenses should be tracking at 25% or higher, indicative of expenses at or lower than budget projections. Overall, general fund revenues are tracking at 33.21% and expenses are tracking at 38.18% with revenues exceeding expenses by \$103,999.81 for the month of May and \$775,097.81 for the fiscal year to date.

The following are exceptions of note:

- Sales tax revenue is not coming in as anticipated, primarily due to the US 380 construction. MDD has been visiting businesses to determine steps that can be taken to support businesses. The Town continues to communicate with TxDOT on challenges.
- Interest revenue is significantly higher than budgeted due to transfers to the TexPool accounts.
- Regarding Legal Fees, the \$16,691.25 is for two months' worth of legal fees.
- The Parks Events line item includes charges related to Founder's Day. Per Council direction, a new line item will be created and the expenses will be separated from Park Events.
- Street Contract/Repairs is overbudget by approximately \$34,000, however, Council directed Staff to transfer the approximately \$49,000 spent on emergency repairs to N. Potter Shop Road from the General Fund to the Road Improvement Fund which will be indicated on the June financials.

Recommended Action:
Staff recommends approval.

Attachments:
FY 23 Revenues and Expenditures as of May 31, 2023
Transaction Detail
Quarterly Sales Tax Report

Town of Cross Roads
 Revenue And Expense Report
 As of May 31, 2023

6/12/2023 2:49 PM

100 - General	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	350,204.94	2,776,993.96	4,158,000.00	1,381,006.04	33.21%	2,617,370.26	4,203,448.35
Revenue Totals	<u>350,204.94</u>	<u>2,776,993.96</u>	<u>4,158,000.00</u>	<u>1,381,006.04</u>	<u>33.21%</u>	<u>2,617,370.26</u>	<u>4,203,448.35</u>
Expense Summary							
110-Administration	80,119.49	948,314.97	1,511,434.00	563,119.03	37.26%	916,998.04	1,355,045.69
210-Municipal Court	5,102.72	22,521.43	41,605.25	19,083.82	45.87%	16,744.54	30,952.17
310-Police	101,794.91	875,398.59	1,530,568.00	655,169.41	42.81%	818,559.14	1,284,896.43
410-Parks & Recreation	8,548.63	16,294.12	31,990.00	15,695.88	49.06%	5,790.09	16,764.74
510-Community Development	50.00	400.00	2,000.00	1,600.00	80.00%	50.00	600.00
520-Inspection	5,581.76	20,462.71	21,500.00	1,037.29	4.82%	8,460.00	34,709.29
610-Public Works	45,007.62	118,504.33	99,100.00	(19,404.33)	(19.58%)	22,580.82	90,853.75
Expense Totals	<u>246,205.13</u>	<u>2,001,896.15</u>	<u>3,238,197.25</u>	<u>1,236,301.10</u>	<u>38.18%</u>	<u>1,789,182.63</u>	<u>2,813,822.07</u>
Revenues Over(Under) Expenditures	<u>103,999.81</u>	<u>775,097.81</u>	<u>919,802.75</u>	<u>144,704.94</u>	<u>0.00%</u>	<u>828,187.63</u>	<u>1,389,626.28</u>
710-Transfers Out	(9,710.41)	235,270.55	0.00	(235,270.55)	0.00%	(12,691.97)	1,742,979.53

Town of Cross Roads
 Revenue and Expense Report
 As of May 31, 2023

6/12/2023 2:49 PM

100 - General	Department Reven	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Sales Taxes								
-40100	Sales Tax Revenue	293,221.07	2,182,745.36	3,400,000.00	1,217,254.64	35.80%	2,132,402.86	3,343,369.48
-40110	Mixed Beverage Tax Revenue	2,384.52	15,800.84	19,000.00	3,199.16	16.84%	13,554.73	24,075.62
	Total Sales Taxes	295,605.59	2,198,546.20	3,419,000.00	1,220,453.80	35.70%	2,145,957.59	3,367,445.10
Franchise Taxes								
-40120	Franchise Tax Telecom	811.85	2,678.53	3,500.00	821.47	23.47%	2,792.09	4,543.39
-40121	Franchise Tax Waste	1,713.91	18,750.31	24,750.00	5,999.69	24.24%	11,613.95	29,158.63
-40122	Franchise Tax Electric	0.00	141,389.17	99,500.00	(41,889.17)	(42.10%)	96,378.93	99,623.08
-40123	Franchise Tax Gas	0.00	28,533.85	20,000.00	(8,533.85)	(42.67%)	19,620.64	19,620.64
-40124	Franchise Tax Mustang SUD	5,949.15	21,742.46	19,000.00	(2,742.46)	(14.43%)	14,163.41	26,837.37
	Total Franchise Taxes	8,474.91	213,094.32	166,750.00	(46,344.32)	(27.79%)	144,569.02	179,783.11
Licenses & Permits								
-40200	Development/Plattng/Permit Fees	2,922.44	13,698.70	47,500.00	33,801.30	71.16%	28,368.53	32,878.32
-40201	Infrastructure Inspection Fees	4,022.44	69,072.84	68,000.00	(1,072.84)	(1.58%)	24,184.44	27,690.44
-40202	Residential Bldg Permits and Inspections	10,354.26	43,061.02	90,000.00	46,938.98	52.15%	90,001.36	120,209.72
-40203	Commercial Bldg Permits and Inspections	10,014.12	33,085.54	100,000.00	66,914.46	66.91%	36,913.46	54,204.30
-40204	Septic Permits and Fees	0.00	1,300.00	8,500.00	7,200.00	84.71%	5,790.00	7,090.00
-40206	Health Inspection and Fees	0.00	20,671.00	17,000.00	(3,671.00)	(21.59%)	15,450.00	16,058.00
-40207	Alcohol Permit/License	0.00	5,095.00	1,200.00	(3,895.00)	(324.58%)	1,320.00	1,455.00
-40208	Signs Permit and Fees	250.00	4,700.00	2,800.00	(1,900.00)	(67.86%)	2,750.00	4,250.00
	Total Licenses & Permits	27,563.26	190,684.10	335,000.00	144,315.90	43.08%	204,777.79	263,835.78
Court Revenue								
-40210	Municipal Court Fines	13,895.39	115,457.82	190,000.00	74,542.18	39.23%	120,737.03	190,009.27
	Total Court Revenue	13,895.39	115,457.82	190,000.00	74,542.18	39.23%	120,737.03	190,009.27
Fines and Fees								
-40300	Administrative Fees	5,776.54	17,463.36	17,500.00	36.64	0.21%	10,668.89	22,269.00

-40314 Credit Card Processing Fee	418.02	2,160.34	2,500.00	339.66	13.59%	2,124.13	3,136.16
Total Fines and Fees	<u>6,194.56</u>	<u>19,623.70</u>	<u>20,000.00</u>	<u>376.30</u>	<u>1.88%</u>	<u>12,793.02</u>	<u>25,405.16</u>
<u>Contributions</u>							
-40304 MDD Contribution	(5,562.50)	16,687.50	22,250.00	5,562.50	25.00%	12,181.50	18,272.25
Total Contributions	<u>(5,562.50)</u>	<u>16,687.50</u>	<u>22,250.00</u>	<u>5,562.50</u>	<u>25.00%</u>	<u>12,181.50</u>	<u>18,272.25</u>
<u>Investment Income</u>							
-40306 Interest Revenue	7,858.00	21,031.38	5,000.00	(16,031.38)	(320.63%)	5,216.67	7,334.30
Total Investment Income	<u>7,858.00</u>	<u>21,031.38</u>	<u>5,000.00</u>	<u>(16,031.38)</u>	<u>(320.63%)</u>	<u>5,216.67</u>	<u>7,334.30</u>
<u>Miscellaneous</u>							
-40315 Miscellaneous Income	141.10	1,298.06	0.00	(1,298.06)	0.00%	4,852.60	7,465.68
Total Miscellaneous	<u>141.10</u>	<u>1,298.06</u>	<u>0.00</u>	<u>(1,298.06)</u>	<u>0.00%</u>	<u>4,852.60</u>	<u>7,465.68</u>
<u>Donations</u>							
-40455 Donations	1,000.00	8,500.00	0.00	(8,500.00)	0.00%	0.00	0.00
Total Donations	<u>1,000.00</u>	<u>8,500.00</u>	<u>0.00</u>	<u>(8,500.00)</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Income</u>							
-40610 Insurance Proceeds	0.00	13,842.51	0.00	(13,842.51)	0.00%	0.00	0.00
Total Other Income	<u>0.00</u>	<u>13,842.51</u>	<u>0.00</u>	<u>(13,842.51)</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00</u>
<u>Transfers</u>							
-40910 Transfers In	(4,965.37)	(21,771.63)	0.00	21,771.63	0.00%	(33,714.96)	143,897.70
Total Transfers	<u>(4,965.37)</u>	<u>(21,771.63)</u>	<u>0.00</u>	<u>21,771.63</u>	<u>0.00%</u>	<u>(33,714.96)</u>	<u>143,897.70</u>
Total	<u>350,204.94</u>	<u>2,776,993.96</u>	<u>4,158,000.00</u>	<u>1,381,006.04</u>	<u>33.21%</u>	<u>2,617,370.26</u>	<u>4,203,448.35</u>
Total Revenue	<u>350,204.94</u>	<u>2,776,993.96</u>	<u>4,158,000.00</u>	<u>1,381,006.04</u>	<u>33.21%</u>	<u>2,617,370.26</u>	<u>4,203,448.35</u>

100 - General	Department Expen	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<u>110-Administration</u>								
<u>Personnel and Benefits</u>								
110-51101	Payroll Expenses: Wages	32,008.78	311,308.81	481,000.00	169,691.19	35.28%	276,063.12	408,986.22
110-51102	Overtime	0.00	360.18	500.00	139.82	27.96%	0.00	0.00
110-51105	Longevity Pay	0.00	908.00	5,950.00	5,042.00	84.74%	795.00	795.00
110-51109	Auto Allowance	150.00	1,200.00	1,800.00	600.00	33.33%	1,200.00	1,842.70
110-51210	Payroll Expenses: Company Contributions: Retirement	2,586.08	24,577.46	38,480.00	13,902.54	36.13%	20,761.56	30,888.62
110-51215	Payroll Expenses: Taxes	2,460.17	24,065.32	37,750.00	13,684.68	36.25%	21,271.39	32,004.82
110-51216	Employee Health Benefits	2,978.23	31,923.82	48,450.00	16,526.18	34.11%	27,923.95	39,869.20
110-51220	Workers Compensation	0.00	2,986.83	2,000.00	(986.83)	(49.34%)	4,460.96	4,460.96
110-51230	Unemployment	0.88	69.56	1,600.00	1,530.44	95.65%	345.59	351.78
110-51250	Mileage Reimbursements-Non Tax	0.00	0.00	150.00	150.00	100.00%	0.00	0.00
110-51255	Miscellaneous Reimbursements	0.00	0.00	100.00	100.00	100.00%	0.00	0.00
	Total Personnel and Benefits	40,184.14	397,399.98	617,780.00	220,380.02	35.67%	352,821.57	519,199.30
<u>Supplies</u>								
110-52014	Office Supplies	277.83	2,180.76	7,500.00	5,319.24	70.92%	4,550.18	7,722.83
110-52030	Postage	196.24	611.23	1,250.00	638.77	51.10%	613.73	624.74
110-52100	Minor Tools and Equipment	303.44	3,214.23	2,200.00	(1,014.23)	(46.10%)	1,379.86	3,156.30
	Total Supplies	777.51	6,006.22	10,950.00	4,943.78	45.15%	6,543.77	11,503.87
<u>Contractual Services</u>								
110-53001	Accounting and Auditing Fees	312.50	3,343.75	15,000.00	11,656.25	77.71%	3,673.45	3,673.45
110-53002	Advertising and Promotion	590.69	5,819.57	12,000.00	6,180.43	51.50%	3,782.48	4,848.58
110-53004	Software	359.93	16,912.76	28,000.00	11,087.24	39.60%	24,578.32	34,175.22
110-53006	Codification Services	0.00	299.87	3,250.00	2,950.13	90.77%	0.00	1,680.00
110-53010	Property and Liability Insurance	0.00	3,424.64	3,000.00	(424.64)	(14.15%)	6,895.28	6,919.43
110-53012	Legal Fees	16,691.25	51,239.49	75,000.00	23,760.51	31.68%	33,944.54	84,951.31
110-53015	Dues and Subscriptions	17.98	168.96	1,000.00	831.04	83.10%	146.00	3,596.00
110-53016	Public Notices/Dues	390.80	852.16	1,000.00	147.84	14.78%	578.75	980.45
110-53022	Training and Travel	2,393.29	10,276.31	14,000.00	3,723.69	26.60%	3,088.30	12,161.90
110-53030	Credit Card Charge	398.58	1,969.30	2,500.00	530.70	21.23%	2,166.02	3,122.91

110-53045 Lease and CAM Pmts - Town Hall	4,479.44	36,510.18	68,900.00	32,389.82	47.01%	40,084.41	58,186.49
110-53050 Careflite Services	0.00	1,536.00	2,400.00	864.00	36.00%	1,944.00	2,004.00
110-53055 City of Aubrey Library Fund	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	10,000.00
110-53080 Engineering Services	5,312.73	(393.56)	62,500.00	62,893.56	100.63%	34,729.74	17,476.15
110-53083 Professional Services	4,910.45	43,185.24	83,500.00	40,314.76	48.28%	21,621.57	64,825.01
110-53110 Utilities	455.92	3,305.76	6,750.00	3,444.24	51.03%	3,375.84	5,574.19
110-53225 Interlocal Fire	0.00	339,225.00	452,300.00	113,075.00	25.00%	339,225.00	452,300.00
110-53610 Election Expense	0.00	0.00	6,500.00	6,500.00	100.00%	282.25	4,604.13
110-53800 Sales Tax Overpmt 12/21 to 5/25 Payback	1,692.00	13,536.00	20,304.00	6,768.00	33.33%	10,152.00	20,304.00
Total Contractual Services	<u>38,005.56</u>	<u>531,211.43</u>	<u>867,904.00</u>	<u>336,692.57</u>	<u>38.79%</u>	<u>530,267.95</u>	<u>791,383.22</u>
<u>Maintenance</u>							
110-54010 Building Maintenance/Cleaning	1,152.28	13,217.80	6,000.00	(7,217.80)	(120.30%)	3,128.01	6,523.56
110-54020 Vehicles Maintenance	0.00	479.54	2,300.00	1,820.46	79.15%	1,597.98	4,543.53
Total Maintenance	<u>1,152.28</u>	<u>13,697.34</u>	<u>8,300.00</u>	<u>(5,397.34)</u>	<u>(65.03%)</u>	<u>4,725.99</u>	<u>11,067.09</u>
<u>Capital Outlay</u>							
110-58007 Capital Improvements	0.00	0.00	6,500.00	6,500.00	100.00%	22,638.76	21,892.21
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>6,500.00</u>	<u>6,500.00</u>	<u>100.00%</u>	<u>22,638.76</u>	<u>21,892.21</u>
Total Administration	<u>80,119.49</u>	<u>948,314.97</u>	<u>1,511,434.00</u>	<u>563,119.03</u>	<u>37.26%</u>	<u>916,998.04</u>	<u>1,355,045.69</u>
<u>210-Municipal Court</u>							
<u>Personnel and Benefits</u>							
210-51101 Payroll Expenses: Wages	900.00	6,200.00	9,500.00	3,300.00	34.74%	3,500.00	6,098.50
210-51215 Payroll Expenses: Taxes	68.85	474.30	741.00	266.70	35.99%	260.10	481.95
210-51230 Unemployment	0.90	6.20	14.25	8.05	56.49%	4.20	7.10
Total Personnel and Benefits	<u>969.75</u>	<u>6,680.50</u>	<u>10,255.25</u>	<u>3,574.75</u>	<u>34.86%</u>	<u>3,764.30</u>	<u>6,587.55</u>
<u>Supplies</u>							
210-52014 Office Supplies	250.00	1,362.24	2,750.00	1,387.76	50.46%	1,130.73	1,789.40
210-52020 Court Supplies	100.47	100.47	1,250.00	1,149.53	91.96%	220.00	970.00
210-52030 Postage	0.00	515.00	2,000.00	1,485.00	74.25%	1,169.14	1,169.14
210-52100 Minor Tools and Equipment	0.00	178.47	1,350.00	1,171.53	86.78%	761.92	1,052.84
Total Supplies	<u>350.47</u>	<u>2,156.18</u>	<u>7,350.00</u>	<u>5,193.82</u>	<u>70.66%</u>	<u>3,281.79</u>	<u>4,981.38</u>

Contractual Services

210-53004 Software	0.00	336.00	0.00	(336.00)	0.00%	562.95	562.95
210-53015 Dues and Subscriptions	0.00	0.00	250.00	250.00	100.00%	13.00	88.00
210-53022 Training and Travel	0.00	0.00	500.00	500.00	100.00%	250.00	525.00
210-53075 Prosecutor	3,782.50	13,348.75	21,500.00	8,151.25	37.91%	8,672.50	18,007.29
210-53076 Jury	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
210-53077 Interpreter	0.00	0.00	750.00	750.00	100.00%	200.00	200.00
210-53078 Arrest/Jail Fees	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
Total Contractual Services	<u>3,782.50</u>	<u>13,684.75</u>	<u>24,000.00</u>	<u>10,315.25</u>	<u>42.98%</u>	<u>9,698.45</u>	<u>19,383.24</u>
Total Municipal Court	<u>5,102.72</u>	<u>22,521.43</u>	<u>41,605.25</u>	<u>19,083.82</u>	<u>45.87%</u>	<u>16,744.54</u>	<u>30,952.17</u>

310-Police

Personnel and Benefits

310-51101 Payroll Expenses: Wages	63,879.59	517,854.05	932,100.00	414,245.95	44.44%	514,326.10	775,073.14
310-51102 Overtime	3,768.98	28,862.48	36,000.00	7,137.52	19.83%	16,477.00	30,964.48
310-51105 Longevity Pay	0.00	488.00	1,750.00	1,262.00	72.11%	400.00	400.00
310-51108 Incentive Pay	0.00	3,750.00	7,000.00	3,250.00	46.43%	0.00	(1,615.15)
310-51210 Payroll Expenses: Company Contributions: Retirement	5,594.54	44,132.23	74,568.00	30,435.77	40.82%	39,837.19	62,049.81
310-51215 Payroll Expenses: Taxes	5,175.10	42,147.95	72,300.00	30,152.05	41.70%	40,640.99	62,708.59
310-51216 Employee Health Benefits	8,345.48	61,321.09	105,300.00	43,978.91	41.77%	55,853.28	87,242.77
310-51220 Workers Compensation	0.00	34,060.53	39,000.00	4,939.47	12.67%	3,238.90	27,825.14
310-51230 Unemployment	2.08	97.78	4,150.00	4,052.22	97.64%	2,160.23	2,174.35
Total Personnel and Benefits	<u>86,765.77</u>	<u>732,714.11</u>	<u>1,272,168.00</u>	<u>539,453.89</u>	<u>42.40%</u>	<u>672,933.69</u>	<u>1,046,823.13</u>

Supplies

310-52005 Uniforms	2,109.96	3,515.59	10,000.00	6,484.41	64.84%	16,126.92	19,555.68
310-52010 Law Enforcement Supplies	952.99	1,715.92	5,000.00	3,284.08	65.68%	1,993.45	7,405.01
310-52014 Office Supplies	675.17	2,837.63	5,000.00	2,162.37	43.25%	3,721.89	5,595.16
310-52015 Evidence Supplies	1,755.41	2,215.02	2,000.00	(215.02)	(10.75%)	1,753.09	3,601.04
310-52030 Postage	230.57	1,038.03	1,300.00	261.97	20.15%	811.27	1,249.73
310-52050 Fuel	2,347.01	15,840.22	35,000.00	19,159.78	54.74%	17,410.74	36,118.06
310-52100 Minor Tools and Equipment	338.84	3,373.89	5,000.00	1,626.11	32.52%	4,945.64	7,873.72
Total Supplies	<u>8,409.95</u>	<u>30,536.30</u>	<u>63,300.00</u>	<u>32,763.70</u>	<u>51.76%</u>	<u>46,763.00</u>	<u>81,398.40</u>

Contractual Services

310-53004 Software	0.00	4,193.38	19,400.00	15,206.62	78.38%	1,371.92	1,371.92
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310-53010 Property and Liability Insurance	0.00	9,462.74	10,000.00	537.26	5.37%	5,634.02	5,829.39
310-53012 Legal Fees	0.00	0.00	2,500.00	2,500.00	100.00%	618.75	1,718.75
310-53015 Dues and Subscriptions	0.00	750.00	1,500.00	750.00	50.00%	285.00	365.00
310-53022 Training and Travel	336.00	4,409.71	12,200.00	7,790.29	63.85%	2,777.99	7,761.18
310-53033 Community Events	68.00	519.68	5,000.00	4,480.32	89.61%	4,448.83	5,145.24
310-53081 Information Technology Services	690.00	6,408.96	20,500.00	14,091.04	68.74%	18,873.99	14,698.00
310-53083 Professional Services	1,075.00	7,217.20	13,500.00	6,282.80	46.54%	11,420.80	18,891.80
310-53091 Landscaping	72.10	221.08	5,000.00	4,778.92	95.58%	0.00	631.97
310-53110 Utilities	995.03	5,601.67	8,000.00	2,398.33	29.98%	4,411.95	9,568.52
310-53130 Telephone Mobile	654.20	5,242.63	10,000.00	4,757.37	47.57%	5,004.06	7,622.01
310-53210 Animal Control	1,295.00	10,215.00	14,700.00	4,485.00	30.51%	9,200.00	14,950.00
310-53230 County Public Safety Contracts	0.00	24,342.08	31,800.00	7,457.92	23.45%	18,471.75	32,053.99
Total Contractual Services	<u>5,185.33</u>	<u>78,584.13</u>	<u>154,100.00</u>	<u>75,515.87</u>	<u>49.00%</u>	<u>82,519.06</u>	<u>120,607.77</u>
<u>Maintenance</u>							
310-54010 Building Maintenance/Cleaning	1,235.00	15,753.07	21,000.00	5,246.93	24.99%	7,108.11	14,298.73
310-54020 Vehicles Maintenance	198.86	17,810.98	20,000.00	2,189.02	10.95%	9,235.28	21,768.40
Total Maintenance	<u>1,433.86</u>	<u>33,564.05</u>	<u>41,000.00</u>	<u>7,435.95</u>	<u>18.14%</u>	<u>16,343.39</u>	<u>36,067.13</u>
Total Police	<u>101,794.91</u>	<u>875,398.59</u>	<u>1,530,568.00</u>	<u>655,169.41</u>	<u>42.81%</u>	<u>818,559.14</u>	<u>1,284,896.43</u>
<u>410-Parks & Recreation</u>							
<u>Contractual Services</u>							
410-53002 Advertising and Promotion	0.00	0.00	2,740.00	2,740.00	100.00%	0.00	0.00
410-53035 Park Events	7,441.73	10,297.18	10,500.00	202.82	1.93%	3,948.75	8,892.17
410-53110 Utilities	85.02	861.75	750.00	(111.75)	(14.90%)	418.84	847.57
Total Contractual Services	<u>7,526.75</u>	<u>11,158.93</u>	<u>13,990.00</u>	<u>2,831.07</u>	<u>20.24%</u>	<u>4,367.59</u>	<u>9,739.74</u>
<u>Maintenance</u>							
410-54030 Park Maintenance	1,021.88	5,135.19	18,000.00	12,864.81	71.47%	1,422.50	7,025.00
Total Maintenance	<u>1,021.88</u>	<u>5,135.19</u>	<u>18,000.00</u>	<u>12,864.81</u>	<u>71.47%</u>	<u>1,422.50</u>	<u>7,025.00</u>
Total Parks & Recreation	<u>8,548.63</u>	<u>16,294.12</u>	<u>31,990.00</u>	<u>15,695.88</u>	<u>49.06%</u>	<u>5,790.09</u>	<u>16,764.74</u>
<u>510-Community Development</u>							
<u>Contractual Services</u>							
510-53084 Code Enforcement Services	50.00	400.00	2,000.00	1,600.00	80.00%	50.00	600.00
Total Contractual Services	<u>50.00</u>	<u>400.00</u>	<u>2,000.00</u>	<u>1,600.00</u>	<u>80.00%</u>	<u>50.00</u>	<u>600.00</u>

Total Community Development	50.00	400.00	2,000.00	1,600.00	80.00%	50.00	600.00
520-Inspection							
Contractual Services							
520-53080 Engineering Inspection Services	671.76	6,962.71	0.00	(6,962.71)	0.00%	0.00	10,449.29
520-53085 Res & Com Building Review & Insp	4,910.00	5,400.00	6,500.00	1,100.00	16.92%	350.00	8,800.00
520-53090 Sanitation Services	0.00	4,650.00	15,000.00	10,350.00	69.00%	8,110.00	15,460.00
520-53095 Fire Inspection Services	0.00	3,450.00	0.00	(3,450.00)	0.00%	0.00	0.00
Total Contractual Services	5,581.76	20,462.71	21,500.00	1,037.29	4.82%	8,460.00	34,709.29
Total Inspection	5,581.76	20,462.71	21,500.00	1,037.29	4.82%	8,460.00	34,709.29
610-Public Works							
Contractual Services							
610-53060 Street Materials and Signs	1,984.55	3,277.02	8,000.00	4,722.98	59.04%	4,257.32	11,642.88
610-53065 Mowing and ROW Cleanup	3,817.01	29,739.03	38,500.00	8,760.97	22.76%	16,712.82	29,468.80
610-53070 Street Contract/Repairs	39,023.85	83,991.45	50,000.00	(33,991.45)	(67.98%)	181.66	47,381.66
610-53110 Utilities	182.21	1,496.83	2,600.00	1,103.17	42.43%	1,429.02	2,360.41
Total Contractual Services	45,007.62	118,504.33	99,100.00	(19,404.33)	(19.58%)	22,580.82	90,853.75
Total Public Works	45,007.62	118,504.33	99,100.00	(19,404.33)	(19.58%)	22,580.82	90,853.75
710-Transfers Out							
Capital Outlay							
710-59100 Transfers Out	(9,710.41)	235,270.55	0.00	(235,270.55)	0.00%	(12,691.97)	1,742,979.53
Total Capital Outlay	(9,710.41)	235,270.55	0.00	(235,270.55)	0.00%	(12,691.97)	1,742,979.53
Total Transfers Out	(9,710.41)	235,270.55	0.00	(235,270.55)	0.00%	(12,691.97)	1,742,979.53
Total Expense	236,494.72	2,237,166.70	3,238,197.25	1,001,030.55	30.91%	1,776,490.66	4,556,801.60

Town of Cross Roads
 Transaction Detail Report
 5/1/2023 - 5/31/2023

6/12/2023 3:52 PM

100 - General

Account 100-110-51216

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/25/2023	5/25/2023	Health-Employer - BCBS reimb for May 2023 coverage chg Tara Hall - Termed Employee and -.04 Rounding	Blue Cross Blue Shield	PY5122023	11574	0.00	531.92	(531.92)
5/25/2023	5/25/2023	LTD portion of June 2023 Metlife billing - Admin 5 empl's	Metlife	LTD portion of June	11575	119.18	0.00	(412.74)
Total						<u>119.18</u>	<u>531.92</u>	

100 - General

Account 100-110-52014

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Wal Mart	Point Bank	CC stmt to 4/21/2023	11528	21.60	0.00	21.60
5/3/2023	5/3/2023	AMZ April dated invoices - color ink cartridges / door stops/ copy paper	Amazon Capital Services	1XKYHM7KLGJH	11536	144.91	0.00	166.51
5/3/2023	5/3/2023	AMZ April dated invoices - soap/paper towels/T paper/dish soap	Amazon Capital Services	1XKYHM7KLGJH	11536	85.12	0.00	251.63
Total						<u>251.63</u>	<u>0.00</u>	

100 - General

Account 100-110-52030

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - USPS	Point Bank	CC stmt to 4/21/2023	11528	11.24	0.00	11.24
5/17/2023	5/17/2023	Postage refill: Admin 37% Court 50% CRPD 13% - Admin	U.S. Postal Service	Meter acct 527041	11558	185.00	0.00	196.24
Total						<u>196.24</u>	<u>0.00</u>	

100 - General

Account 100-110-52100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/9/2023	5/9/2023	CRPD cust 101342699 and Town Hall cust 726102197 service to 04/21/2023 - Town Hall	Xerox Corporation	018761434 and 0111551		303.44	0.00	303.44
Total						<u>303.44</u>	<u>0.00</u>	

100 - General

Account 100-110-53001

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/17/2023	5/17/2023	Year End FY 2022 audit work and consulting services-performed in April / May 2023	Eddie Peacock PLLC	EPPLLC-1838	11560	312.50	0.00	312.50
Total						<u>312.50</u>	<u>0.00</u>	

100 - General

Account 100-110-53002

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Vista print / Doc U copies	Point Bank	CC stmt to 4/21/2023	11528	514.91	0.00	514.91
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Vistaprint	Point Bank	Point Bank credit c	11588	75.78	0.00	590.69
Total						<u>590.69</u>	<u>0.00</u>	

100 - General

Account 100-110-53004

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Go Daddy / Mailchimp / Doc U sign	Point Bank	CC stmt to 4/21/2023	11528	218.76	0.00	218.76
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Mailchimp DocuSign Godaddy	Point Bank	Point Bank credit c	11588	141.17	0.00	359.93
Total						<u>359.93</u>	<u>0.00</u>	

100 - General

Account 100-110-53012

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Legal fees to 04/27/2023 - Short Term Rentals	Boyle & Lowry, L.L.P.	stmt to 4/27/2023	11522	1,031.25	0.00	1,031.25
5/3/2023	5/3/2023	Legal fees to 04/27/2023 - Edland lawsuit	Boyle & Lowry, L.L.P.	stmt to 4/27/2023	11522	7,390.22	0.00	8,421.47
5/3/2023	5/3/2023	Legal fees to 04/27/2023	Boyle & Lowry, L.L.P.	stmt to 4/27/2023	11522	1,539.35	0.00	9,960.82
5/3/2023	5/3/2023	Legal fees to 04/27/2023 - General	Boyle & Lowry, L.L.P.	stmt to 4/27/2023	11522	550.00	0.00	10,510.82
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Intl Code Council Inc	Point Bank	CC stmt to 4/21/2023	11528	785.03	0.00	11,295.85
5/31/2023	5/31/2023	Legal fees to 5/25/2023 - General	Boyle & Lowry, L.L.P.	Stmt to 05/25/2023	11584	2,887.50	0.00	14,183.35
5/31/2023	5/31/2023	Legal fees to 5/25/2023	Boyle & Lowry, L.L.P.	Stmt to 05/25/2023	11584	451.65	0.00	14,635.00
5/31/2023	5/31/2023	Legal fees to 5/25/2023 - Edland	Boyle & Lowry, L.L.P.	Stmt to 05/25/2023	11584	1,437.50	0.00	16,072.50
5/31/2023	5/31/2023	Legal fees to 5/25/2023 - Short Term Rentals	Boyle & Lowry, L.L.P.	Stmt to 05/25/2023	11584	618.75	0.00	16,691.25
Total						<u>16,691.25</u>	<u>0.00</u>	

100 - General

Account 100-110-53015

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Denton Record Chronicle	Point Bank	CC stmt to 4/21/2023	11528	8.99	0.00	8.99
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Denton Rcd Chronicle	Point Bank	Point Bank credit c	11588	8.99	0.00	17.98
Total						<u>17.98</u>	<u>0.00</u>	

100 - General

Account 100-110-53016

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Intl Code Council Inc	Point Bank	CC stmt to 4/21/2023	11528	247.00	0.00	247.00
5/9/2023	5/9/2023	Public notice of General Election - Qty 2	Denton Record-Chronicle	0423635	11541	143.80	0.00	390.80
Total						<u>390.80</u>	<u>0.00</u>	

100 - General

Account 100-110-53022

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - AT&T Hotel/Saltgrass/TML/Hilton/Amer Airlines	Point Bank	CC stmt to 4/21/2023	11528	2,398.29	0.00	2,398.29
5/15/2023	5/15/2023	Rec'd ck from TMCA to offset Donna travel expense-Cr exp 100-110-53022 \$300				0.00	300.00	2,098.29
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - TX municipal clerks	Point Bank	Point Bank credit c	11588	295.00	0.00	2,393.29
Total						<u>2,693.29</u>	<u>300.00</u>	

100 - General

Account 100-110-53030

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/2/2023	5/4/2023	Evolv fee for CC pmnts processed in month of April \$67.11				67.11	0.00	67.11
5/31/2023	6/6/2023	check printing fee - requested Maria reverse this charge				331.47	0.00	398.58
Total						<u>398.58</u>	<u>0.00</u>	

100 - General

Account 100-110-53045

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/17/2023	5/17/2023	June 2023 Rent - Lease and Cam Town Hall less credit for cleaning fee - Rent	West Crossroads LTD	2126	11559	3,447.50	0.00	3,447.50
5/17/2023	5/17/2023	June 2023 Rent - Lease and Cam Town Hall less credit for cleaning fee - Op'g Ex[West Crossroads LTD	2126	11559	1,831.94	0.00	5,279.44

5/17/2023	5/17/2023	June 2023 Rent - Lease and Cam Town Hall less credit for cleaning fee - Credit taken for cleaning fee	West Crossroads LTD	2126	11559	0.00	800.00	4,479.44
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Total	5,279.44	800.00
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100 - General

Account 100-110-53080

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/9/2023	5/9/2023	Engineering Serv and Developer fees April 2023	Halff Associates, Inc.	10095422	11547	5,312.73	0.00	5,312.73

Total	5,312.73	0.00
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100 - General

Account 100-110-53083

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Courtyard Austin	Point Bank	CC stmt to 4/21/2023	11528	194.80	0.00	194.80
5/9/2023	5/9/2023	Engineering Serv and Developer fees April 2023 - Subdivision Regs update	Halff Associates, Inc.	10095422	11547	1,044.98	0.00	1,239.78
5/23/2023	5/23/2023	Services May 2023: CRPD/Admin/Court/IT Services - Admin PC and Cloud Backup	Local Circuit	4208	11570	164.00	0.00	1,403.78
5/23/2023	5/23/2023	Services May 2023: CRPD/Admin/Court/IT Services - Admin IT Services	Local Circuit	4208	11570	266.00	0.00	1,669.78
5/31/2023	5/31/2023	Event held 04/22/2023 - Hazardous Waste Collection (29 households X \$101)	Upper Trinity Regional Water District	HHW352305	11587	2,929.00	0.00	4,598.78
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Escapology	Point Bank	Point Bank credit c	11588	311.67	0.00	4,910.45

Total	4,910.45	0.00
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100 - General

Account 100-110-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Town and CRPD phones - April 2023 - Town 60%	Intermedia Inc.	2305118640	11537	252.82	0.00	252.82
5/17/2023	5/17/2023	Service to 06/05/2023 - Internet for Town Hall - acct 314371029	AT&T	service to 06-05-2	11563	161.29	0.00	414.11
5/23/2023	5/23/2023	Phone & Hot spots service to 05/07/2023:CRPD and Admin - Admin	AT&T Mobility	287310473254x05	11569	41.81	0.00	455.92

Total	455.92	0.00
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100 - General

Account 100-110-53800

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/12/2023	6/7/2023	Record 100-40100 Rev with Sales Tax Overpmt Payback - 05/2023 Rev and Payback				1,692.00	0.00	1,692.00
Total						<u>1,692.00</u>	<u>0.00</u>	

100 - General

Account 100-110-54010

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Cleaning service to 05/04/2023 for CRPD, Court Chambers, Town Hall - Town Hall	Maid Up Cleaners LLC	Cleaning to 5/04/211538		175.50	0.00	175.50
5/3/2023	5/3/2023	Cleaning service to 05/04/2023 for CRPD, Court Chambers, Town Hall - Court Chambers	Maid Up Cleaners LLC	Cleaning to 5/04/211538		50.00	0.00	225.50
5/9/2023	5/9/2023	Cleaning service to 05/10/2023: CRPD Qty 1 / Town Hall Qty 1 - Town Hall	Maid Up Cleaners LLC	service to 5/10/2011549		175.50	0.00	401.00
5/17/2023	5/17/2023	Clean wk ending 05-18-23 - CRPD / Court / Town Hall - Court Chambers	Maid Up Cleaners LLC	Cleaning week end11562		50.00	0.00	451.00
5/17/2023	5/17/2023	Clean wk ending 05-18-23 - CRPD / Court / Town Hall - Town Hall	Maid Up Cleaners LLC	Cleaning week end11562		175.50	0.00	626.50
5/23/2023	5/23/2023	Cleanings thru 05/25/2023: CRPD/Court Chambers/Town Hall - Court Chambers cleaning on 05-16-23	Maid Up Cleaners LLC	Cleaning thru 5-2511566		50.00	0.00	676.50
5/23/2023	5/23/2023	Cleanings thru 05/25/2023: CRPD/Court Chambers/Town Hall - Town Hall	Maid Up Cleaners LLC	Cleaning thru 5-2511566		175.50	0.00	852.00
5/31/2023	5/31/2023	Cleaning service to week ending : 06/01/2023 - CRPD / Court / Town Hall - - Court	Maid Up Cleaners LLC	Cleaning to 6/01/211585		50.00	0.00	902.00
5/31/2023	5/31/2023	Cleaning service to week ending : 06/01/2023 - CRPD / Court / Town Hall - - Town Hall	Maid Up Cleaners LLC	Cleaning to 6/01/211585		175.50	0.00	1,077.50
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Locke Supply	Point Bank	Point Bank credit c11588		74.78	0.00	1,152.28
Total						<u>1,152.28</u>	<u>0.00</u>	

100 - General

Account 100-210-52014

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/17/2023	5/17/2023	Postage refill: Admin 37% Court 50% CRPD 13% - Court	U.S. Postal Service	Meter acct 52704(11558		250.00	0.00	250.00
Total						<u>250.00</u>	<u>0.00</u>	

100 - General

Account 100-210-52020

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Vistaprint	Point Bank	CC stmt to 4/21/2023	11528	100.47	0.00	100.47
Total						<u>100.47</u>	<u>0.00</u>	

100 - General

Account 100-210-53075

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Legal fees to 04/27/2023 - Court	Boyle & Lowry, L.L.P.	stmt to 4/27/2023	11522	1,402.50	0.00	1,402.50
5/31/2023	5/31/2023	Legal fees to 5/25/2023 - Court	Boyle & Lowry, L.L.P.	Stmt to 05/25/2023	11584	2,380.00	0.00	3,782.50
Total						<u>3,782.50</u>	<u>0.00</u>	

100 - General

Account 100-310-51216

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/25/2023	5/25/2023	Health-Employer - BCBS for Ladusau month of June 2023 - ER cost	Blue Cross Blue Shield	PY5122023	11574	707.40	0.00	707.40
5/25/2023	5/25/2023	LTD portion of June 2023 Metlife billing - CRPD 10 empl's	Metlife	LTD portion of June 2023	11575	238.40	0.00	945.80
Total						<u>945.80</u>	<u>0.00</u>	

100 - General

Account 100-310-52005

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Lone Star Laser	Point Bank	CC stmt to 4/21/2023	11528	132.80	0.00	132.80
5/17/2023	5/17/2023	Pants (2)/Armorskin/Supershirt - Armorskin(2) - Vision 2 carrier(1) - Inv 24435744	Galls LLC	24435744-244358	11561	449.61	0.00	582.41
5/17/2023	5/17/2023	Pants (2)/Armorskin/Supershirt - Armorskin(2) - Vision 2 carrier(1) - Inv 24435845	Galls LLC	24435744-244358	11561	268.49	0.00	850.90
5/17/2023	5/17/2023	Pants (2)/Armorskin/Supershirt - Armorskin(2) - Vision 2 carrier(1) - Inv 24485153	Galls LLC	24435744-244358	11561	1,220.84	0.00	2,071.74
5/31/2023	5/31/2023	Chevron patches (Qty 4 pairs)	Galls LLC	024576876	11579	20.62	0.00	2,092.36
5/31/2023	5/31/2023	ID cards for Mark Ladusau	The Police and Sheriffs Press	178092	11582	17.60	0.00	2,109.96
Total						<u>2,109.96</u>	<u>0.00</u>	

100 - General

Account 100-310-52010

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Vistaprint / Defense Solutions	Point Bank	CC stmt to 4/21/2023	11528	840.09	0.00	840.09

5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - RDR Gear Schuyler Signs	Point Bank	Point Bank credit c 11588		112.90	0.00	952.99
Total						<u>952.99</u>	<u>0.00</u>	

100 - General

Account 100-310-52014

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Wal Mart	Point Bank	CC stmt to 4/21/2023	11528	130.65	0.00	130.65
5/3/2023	5/3/2023	2 invoices from AMZ April invoices- this one by itself from AMZ-Paper towels	Amazon Capital Services	1RQ1DPTTLCGK	11529	35.30	0.00	165.95
5/3/2023	5/3/2023	AMZ April dated invoices - wipes/copy paper/batteries/chair	Amazon Capital Services	1XKYHM7KLGJH	11536	444.70	0.00	610.65
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Vistaprint Atwood	Point Bank	Point Bank credit c 11588		64.52	0.00	675.17
Total						<u>675.17</u>	<u>0.00</u>	

100 - General

Account 100-310-52015

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Dash Medical gloves	Point Bank	CC stmt to 4/21/2023	11528	115.90	0.00	115.90
5/3/2023	5/3/2023	Drug screening (1) \$130 and Drug screen for Purity (1) \$130	Armstrong Forensic Laboratory Inc.	233585	11530	260.00	0.00	375.90
5/3/2023	5/3/2023	AMZ April dated invoices - Desktop printer-Evidence Lables	Amazon Capital Services	1XKYHM7KLGJH	11536	714.16	0.00	1,090.06
5/9/2023	5/9/2023	Invoice dated 05/08/23-Toxicology & Blood Alcohol test kits (Qty 50)	WorkQuest	Pinv0225067	11546	362.50	0.00	1,452.56
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Sirchie CMI Law Enfcmt System CMI	Point Bank	Point Bank credit c 11588		302.85	0.00	1,755.41
Total						<u>1,755.41</u>	<u>0.00</u>	

100 - General

Account 100-310-52030

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - USPS	Point Bank	CC stmt to 4/21/2023	11528	90.17	0.00	90.17
5/17/2023	5/17/2023	Postage refill: Admin 37% Court 50% CRPD 13% - CRPD	U.S. Postal Service	Meter acct 52704	11558	65.00	0.00	155.17
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - USPS	Point Bank	Point Bank credit c 11588		75.40	0.00	230.57
Total						<u>230.57</u>	<u>0.00</u>	

100 - General

Account 100-310-52050

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Fuel charged in April 2023 for CRPD vehicles	WEX Bank	Charges in April 2023	11534	2,347.01	0.00	2,347.01
Total						<u>2,347.01</u>	<u>0.00</u>	

100 - General

Account 100-310-52100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Lowe's	Point Bank	CC stmt to 4/21/2023	11528	104.91	0.00	104.91
5/9/2023	5/9/2023	CRPD cust 101342699 and Town Hall cust 726102197 service to 04/21/2023 - CRPD	Xerox Corporation	018761434 and 0111551		233.93	0.00	338.84
Total						<u>338.84</u>	<u>0.00</u>	

100 - General

Account 100-310-53022

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Commerce Street Garage / Paypal	Point Bank	CC stmt to 4/21/2023	11528	336.00	0.00	336.00
Total						<u>336.00</u>	<u>0.00</u>	

100 - General

Account 100-310-53033

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Nothing Bundt Cake / Baker's Dozen	Point Bank	CC stmt to 4/21/2023	11528	68.00	0.00	68.00
Total						<u>68.00</u>	<u>0.00</u>	

100 - General

Account 100-310-53081

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/23/2023	5/23/2023	Services May 2023: CRPD/Admin/Court/IT Services - CRPD	Local Circuit	4208	11570	690.00	0.00	690.00
Total						<u>690.00</u>	<u>0.00</u>	

100 - General

Account 100-310-53083

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/9/2023	5/9/2023	Background investigation	Wayne Eichel	005-CRPD-2023	11545	500.00	0.00	500.00
5/9/2023	5/9/2023	Computer search service month of April 2023	Transunion Risk and Alternative Data Solutions Inc	6265812-202304-	11544	75.00	0.00	575.00
5/23/2023	5/23/2023	Background Investigation	Wayne Eichel	002-CRPD-2023	11572	500.00	0.00	1,075.00
Total						<u>1,075.00</u>	<u>0.00</u>	

100 - General

Account 100-310-53091

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Home Depot	Point Bank	CC stmt to 4/21/2023	11528	92.81	0.00	92.81
5/3/2023	5/3/2023	AMZ April dated invoices - credit for returned sprinkler controller	Amazon Capital Services	1XKYHM7KLGJH	11536	0.00	136.99	(44.18)
5/3/2023	5/3/2023	AMZ April dated invoices - Sprinkler timer & controller	Amazon Capital Services	1XKYHM7KLGJH	11536	116.28	0.00	72.10
Total						<u>209.09</u>	<u>136.99</u>	

100 - General

Account 100-310-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Mustang Utility	Point Bank	CC stmt to 4/21/2023	11528	193.75	0.00	193.75
5/3/2023	5/3/2023	Parks inv and CRPD invoice water to 4-15-23 - - CRPD	Mustang Special Utility District	Parks inv and CRPD	11532	80.32	0.00	274.07
5/3/2023	5/3/2023	Town and CRPD phones - April 2023 - CRPD 40%	Intermedia Inc.	2305118640	11537	168.55	0.00	442.62
5/9/2023	5/9/2023	Acct 50000003609 CRPD Internet to 4/30/2023	ACC Business	231200465	11540	176.95	0.00	619.57
5/9/2023	5/9/2023	Various - to 4-27-23 CRPD, Lights, Parks acct xx 2762	CoServ	Various 3-28 to 4-27-23	11548	100.28	0.00	719.85
5/31/2023	5/31/2023	Parks 002-0077400-001 / CRPD 002-0081400-002 - CRPD	Mustang Special Utility District	Parks 002-0077400	11580	275.18	0.00	995.03
Total						<u>995.03</u>	<u>0.00</u>	

100 - General

Account 100-310-53130

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/23/2023	5/23/2023	Phone & Hot spots service to 05/07/2023: CRPD and Admin - CRPD	AT&T Mobility	287310473254x05	11569	654.20	0.00	654.20
Total						<u>654.20</u>	<u>0.00</u>	

100 - General

Account 100-310-53210

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/9/2023	5/9/2023	Animal Control - service for month of April 2023	All American Dogs	5116	11543	1,295.00	0.00	1,295.00
Total						<u>1,295.00</u>	<u>0.00</u>	

100 - General

Account 100-310-54010

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Sprinkler Head Repair - CRPD	NTW Service Co	11039	11533	105.00	0.00	105.00

5/3/2023	5/3/2023	Cleaning service to 05/04/2023 for CRPD, Court Chambers, Town Hall - CRPD	Maid Up Cleaners LLC	Cleaning to 5/04/211538		150.00	0.00	255.00
5/9/2023	5/9/2023	Cleaning service to 05/10/2023: CRPD Qty 1 / Town Hall Qty 1 - CRPD	Maid Up Cleaners LLC	service to 5/10/2011549		150.00	0.00	405.00
5/9/2023	5/9/2023	Service call - Feb 2023 - install new HDMi receiver	Parker Security Services Inc	70718	11553	210.00	0.00	615.00
5/17/2023	5/17/2023	Clean wk ending 05-18-23 - CRPD / Court / Town Hall - CRPD	Maid Up Cleaners LLC	Cleaning week end	11562	150.00	0.00	765.00
5/23/2023	5/23/2023	Cleanings thru 05/25/2023: CRPD/Court Chambers/Town Hall - CRPD	Maid Up Cleaners LLC	Cleaning thru 5-25	11566	150.00	0.00	915.00
5/23/2023	5/23/2023	Service calls: 72162-Cable connector/ 72164-Set up recorders, update firmware - Inv 72162	Parker Security Services Inc	72162 / 72164	11571	85.00	0.00	1,000.00
5/23/2023	5/23/2023	Service calls: 72162-Cable connector/ 72164-Set up recorders, update firmware - Inv 72164	Parker Security Services Inc	72162 / 72164	11571	85.00	0.00	1,085.00
5/31/2023	5/31/2023	Cleaning service to week ending : 06/01/2023 - CRPD / Court / Town Hall - - CRPD	Maid Up Cleaners LLC	Cleaning to 6/01/211585		150.00	0.00	1,235.00
Total						<u>1,235.00</u>	<u>0.00</u>	

100 - General

Account 100-310-54020

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - USA Car Wash	Point Bank	CC stmt to 4/21/2023	11528	80.00	0.00	80.00
5/3/2023	5/3/2023	AMZ April dated invoices - cap for radiator/wheel lock	Amazon Capital Services	1XKYHM7KLGJH	11536	38.86	0.00	118.86
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - car wash	Point Bank	Point Bank credit c	11588	80.00	0.00	198.86
Total						<u>198.86</u>	<u>0.00</u>	

100 - General

Account 100-410-53035

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	04/22/2023 Shred event - Inv 23-0422-1J	Sierra Shred LLC	23-04221J	11524	975.00	0.00	975.00
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - GoDaddy	Point Bank	CC stmt to 4/21/2023	11528	20.36	0.00	995.36
5/10/2023	5/10/2023	4 week Rental - 5/10/2023 to 6/6/2023 - Parks	Texas Johns	162953	11556	89.25	0.00	1,084.61
5/31/2023	5/31/2023	Half Deposit paid for Sept 16 event- Emerald City Band performing Founder's Day \$4750 is half - remaining half due 09-05-2023	Emerald City Management LLC	Half Deposit paid fr	01000	4,750.00	0.00	5,834.61

5/31/2023	5/31/2023	Total bill \$2608 require 1/2 now as deposit so \$1304 due now - Staging/electric Sept 16 Founder's Day	Taylor's Rental Equipment Company	01-975960-03-A	11586	1,304.00	0.00	7,138.61
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Allsup Arentco Circle K Discount Tire Arentco	Point Bank	Point Bank credit c	11588	303.12	0.00	7,441.73
Total						<u>7,441.73</u>	<u>0.00</u>	

100 - General Account 100-410-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Parks inv and CRPD invoice water to 4-15-23 - - Parks	Mustang Special Utility District	Parks inv and CRPI	11532	30.00	0.00	30.00
5/9/2023	5/9/2023	Various - to 4-27-23 CRPD, Lights, Parks acct xx 2764	CoServ	Various 3-28 to 4-	11548	25.06	0.00	55.06
5/31/2023	5/31/2023	Parks 002-0077400-001 / CRPD 002-0081400-002 - Parks	Mustang Special Utility District	Parks 002-007740	11580	29.96	0.00	85.02
Total						<u>85.02</u>	<u>0.00</u>	

100 - General Account 100-410-54030

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Parks Dept - Bi weekly mow - Wk Beg 05/01/2023	North Texas Mow & Weed Control	2023	11525	300.00	0.00	300.00
5/3/2023	5/3/2023	Acct 652612 Inv 138387938-0001 Rented Auger	Sunbelt Rentals Inc.	138387938-0001	11531	121.88	0.00	421.88
5/23/2023	5/23/2023	Parks Dept-Bi Weekly Mow - - Week Beg. 05/15/2023	North Texas Mow & Weed Control	2297	11567	300.00	0.00	721.88
5/31/2023	5/31/2023	Inv 2571 mowing wk beg 05/30/2023 - Parks	North Texas Mow & Weed Control	2571	11577	300.00	0.00	1,021.88
Total						<u>1,021.88</u>	<u>0.00</u>	

100 - General Account 100-510-53084

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	High Grass - case no. 23-00978	Town of Providence Village	23-00978	11527	50.00	0.00	50.00
Total						<u>50.00</u>	<u>0.00</u>	

100 - General Account 100-520-53080

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/9/2023	5/9/2023	Engineering Serv and Developer fees April 2023	Halff Associates, Inc.	10095422	11547	671.76	0.00	671.76
Total						<u>671.76</u>	<u>0.00</u>	

100 - General

Account 100-520-53085

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/9/2023	5/9/2023	March 2023 - - Residential Insp's (Qty 33 at \$70) / Comml Insp's (Qty 7 at \$85) - - Residential	SAFEbuilt LLC	97474	11542	2,310.00	0.00	2,310.00
5/9/2023	5/9/2023	March 2023 - - Residential Insp's (Qty 33 at \$70) / Comml Insp's (Qty 7 at \$85) - - Comml	SAFEbuilt LLC	97474	11542	595.00	0.00	2,905.00
5/17/2023	5/17/2023	Inspections Feb 2023: Residential Insp's Qty 25 \$70 each / Comml Insp's Qty 3 \$85 each - Residential	SAFEbuilt LLC	97817	11557	1,750.00	0.00	4,655.00
5/17/2023	5/17/2023	Inspections Feb 2023: Residential Insp's Qty 25 \$70 each / Comml Insp's Qty 3 \$85 each - Commercial	SAFEbuilt LLC	97817	11557	255.00	0.00	4,910.00
Total						<u>4,910.00</u>	<u>0.00</u>	

100 - General

Account 100-610-53060

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Smartsign	Point Bank	CC stmt to 4/21/2023	11528	1,564.53	0.00	1,564.53
5/31/2023	5/31/2023	Point Bank credit card - Charges to 5/22/2023 - Lowes	Point Bank	Point Bank credit c	11588	420.02	0.00	1,984.55
Total						<u>1,984.55</u>	<u>0.00</u>	

100 - General

Account 100-610-53065

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	CC chgs to 4-21-2023 - Lowe's	Point Bank	CC stmt to 4/21/2023	11528	196.80	0.00	196.80
5/3/2023	5/3/2023	AMZ April dated invoices - heavy duty trash bags	Amazon Capital Services	1XKYHM7KLGJH	11536	20.21	0.00	217.01
5/9/2023	5/9/2023	2 week period - contract labor payment 04/24/23 to 05/05/23	Billy Joe Lerma	2 week period - co	11555	1,800.00	0.00	2,017.01
5/24/2023	5/24/2023	2 week period - contract labor payment 05/08/23 to 05/19/23	Billy Joe Lerma	2 week period - co	11573	1,800.00	0.00	3,817.01
Total						<u>3,817.01</u>	<u>0.00</u>	

100 - General

Account 100-610-53070

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/3/2023	5/3/2023	Street Maintenance repairs : Pottershop Rd / Spring Mountain Rd - Spring Mountain Rd	Pavecon Ltd	23180058	11526	13,432.85	0.00	13,432.85
5/3/2023	5/3/2023	Street Maintenance repairs : Pottershop Rd / Spring Mountain Rd - Pottershop	Pavecon Ltd	23180058	11526	20,594.60	0.00	34,027.45

5/23/2023	5/23/2023	Pottershop Rd Emerg Repair thru 4/13/23 - Grand total \$49964.00 but pd to date \$44967.60	Quality Excavation LLC	Repairs thru 04-1211568	4,996.40	0.00	39,023.85
Total					<u>39,023.85</u>	<u>0.00</u>	

100 - General

Account 100-610-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/9/2023	5/9/2023	Various - to 4-27-23 CRPD, Lights, Parks acct xx 2769	CoServ	Various 3-28 to 4-	11548	11.60	0.00	11.60
5/9/2023	5/9/2023	Various - to 4-27-23 CRPD, Lights, Parks acct xx 2765	CoServ	Various 3-28 to 4-	11548	15.51	0.00	27.11
5/9/2023	5/9/2023	Various - to 4-27-23 CRPD, Lights, Parks acct xx 2766	CoServ	Various 3-28 to 4-	11548	15.51	0.00	42.62
5/9/2023	5/9/2023	Various - to 4-27-23 CRPD, Lights, Parks acct xx 2767	CoServ	Various 3-28 to 4-	11548	31.02	0.00	73.64
5/17/2023	5/17/2023	Naylor Rd lights - service 04/06 to 05/08	CoServ	Naylor lights to 05	11564	108.57	0.00	182.21
Total						<u>182.21</u>	<u>0.00</u>	

100 - General

Account 100-710-59100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
5/24/2023	5/25/2023	Trsf Out debit - 14.29% of \$\$ credited to 100-40100 May/2023 to 100-40100 Revenue moved to 370-10054 Bk acct xxx8122				41,901.29	0.00	41,901.29
5/30/2023	5/30/2023	Check#1600 from Ingram as refund for i-pro Covid acct 330-110-58011 pd for back in Oct 2022				0.00	340.00	41,561.29
5/31/2023	6/8/2023	Transfer \$\$ amt paid to Quality Excavation/Pottershop repair from Road Improv Fund-Reimbs Gen'l Op'g				0.00	49,964.00	(8,402.71)
5/31/2023	6/8/2023	Reimbs Gen'l Op'g for exp's on CC pmt that MDD is responsible for				0.00	1,307.70	(9,710.41)
Total						<u>41,901.29</u>	<u>51,611.70</u>	

1st QUARTER 2023 SALES TAX REVENUE

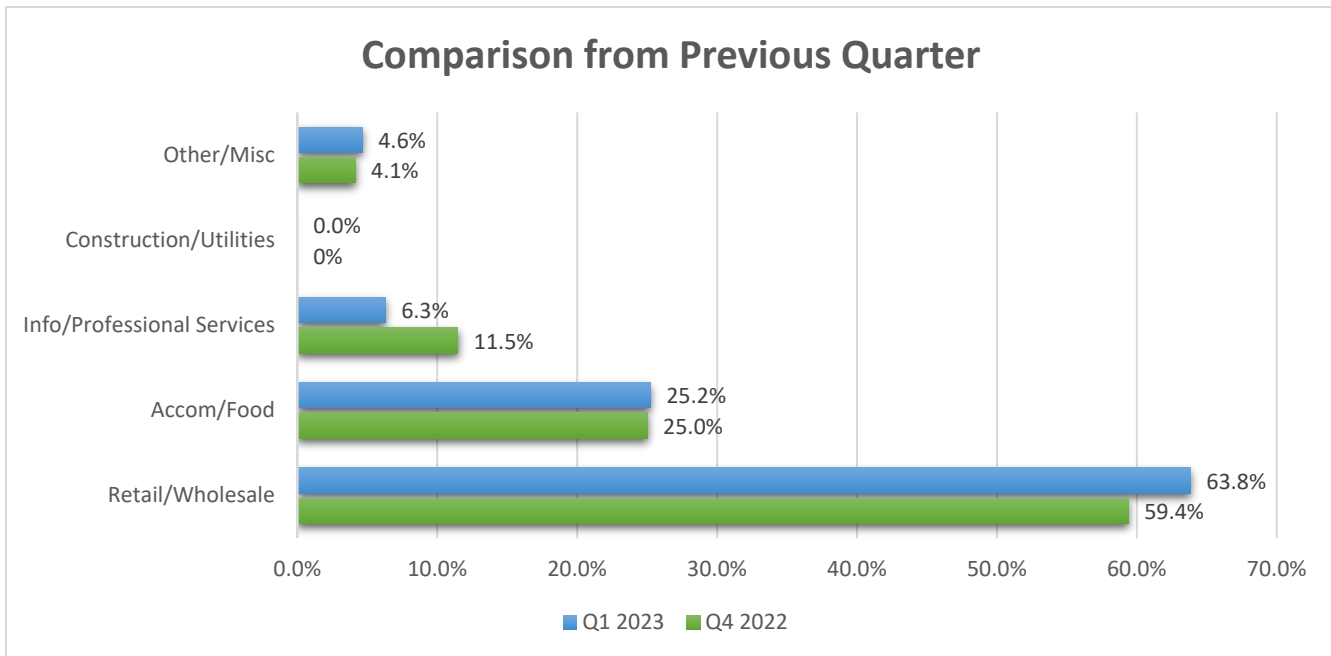
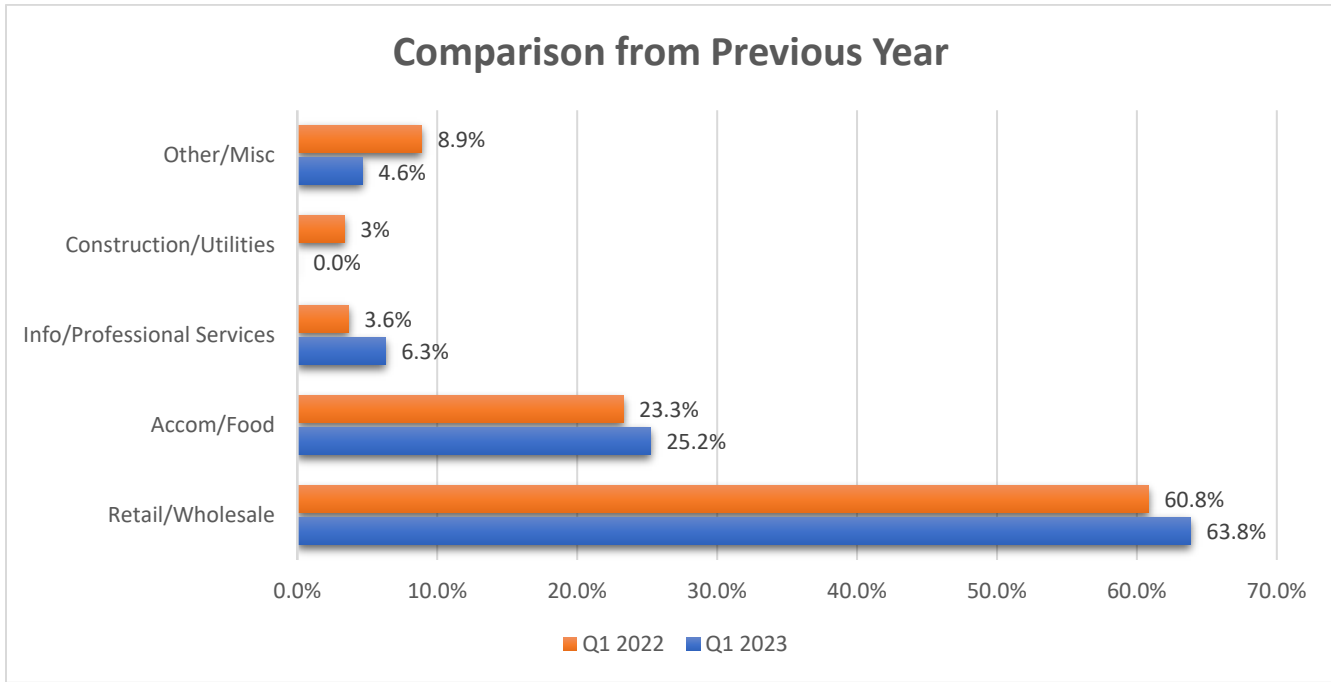
Dates of Transaction: November 2022 – January 2023

Dates of Collection: January 2023 – March 2023

Revenue to Town 1st Quarter 2022: \$840,125

Revenue to Town 1st Quarter 2023: \$812,264 decrease of 3.31%

The above dollars indicates actual revenue received less the 2% State Comptroller service fee and amounts retained by the Comptrollers office to insure payment. Note that, due to a change in reporting software, Construction/Utilities has been moved to Info/Professional Services effective 4th Quarter 2022.





COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
June 19, 2023

Agenda Item:
Consider approval of an ordinance adopting the 2023 Service and Assessment Plan and updated assessment roll for the Cross Roads Public Improvement District #1.

Prepared by:
Kristi Gilbert, Town Administrator

Description:
State law requires the adoption of a Service and Assessment Plan (SAP) annually in accordance with the PID Act. The Cross Roads Public Improvement District No. 1 was created on April 24, 2007 for the purpose of financing costs of approximately \$2,933,504 of improvements for the Villages of Cross Roads Subdivision. In a review of Town records, Staff determined that the initial SAP was approved on June 11, 2007 and a subsequent plan was approved on July 16, 2012. On August 16, 2021, the Town Council approved and Amended and Restated SAP to cover the time frame from 2012 through 2021. This plan has to be adopted annually and is prepared by P3Works, the Town's PID Administrator.

Staff Recommended Action:
Staff recommends approval of the 2023 Service and Assessment Plan for the Cross Roads PID No. 1.

Attachments:
Ordinance
2023 Service and Assessment Plan for Cross Roads PID No. 1

**TOWN OF CROSS ROADS, TEXAS
ORDINANCE NO. ____**

AN ORDINANCE OF THE TOWN OF CROSS ROADS APPROVING THE 2023 ANNUAL SERVICE PLAN UPDATE AND 2023 ASSESSMENT ROLL FOR PUBLIC IMPROVEMENTS FOR THE CROSS ROADS PUBLIC IMPROVEMENT DISTRICT NO. 1 IN ACCORDANCE WITH CHAPTER 372, TEXAS LOCAL GOVERNMENT CODE, AS AMENDED; MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Cross Roads, Texas (the "Town") is authorized under Chapter 372 of the Texas Local Government Code, as amended (the "Act"), to create a public improvement district within its corporate limits;

WHEREAS, on March 22, 2007, the Applicant submitted and filed with the Town Secretary of the Town (the "Town Secretary") a petition (the "Petition"): (i) requesting the dissolution of a previously created public improvement district (the "Original District") that included the Property (and only the Property), and (ii) concurrently requesting the establishment and creation of a new public improvement district that includes the Property (and no other property), which new district was referred to in the Petition as the Allegiance Public Improvement District No. 1 (the "District");

WHEREAS, on July 16, 2012, the Town Council approved Ordinance No. 2012- 0716-04 amending Ordinance No. 2007-0611-01, Resolution Nos. 2007-0424-01 and 2007-0514-01 , and the Service and Assessment Plan for the District, adopting an Assessment Roll, delaying the commencement of the imposition and collection of Assessments, and reinstating the terms and conditions of the payment of Assessments; and

WHEREAS, pursuant to Section 371.013 of the Act, the Service and Assessment Plan must cover a period of at least five years and must also define the annual indebtedness and projected costs for improvements and such Service and Assessment Plan must be reviewed and updated annually for the purpose of determining the annual budget for improvements; and

WHEREAS, the Town Council has received the "Town of Cross Roads, Texas, Cross Roads Public Improvement District No. I 2023 Annual Service Plan Update" (the "2023 Annual Service Plan Update") which includes the updated Assessment Roll, and acts as the Annual Service Plan Update to the Service and Assessment Plan for 2023, and now desires to proceed with the adoption of this Ordinance which approves and adopts the 2023 Annual Service Plan Update and updated Assessment Roll for the District as required by the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS, THAT:

Section 1, Findings. The findings and determinations set forth in the preambles hereto are hereby incorporated by reference for all purposes.

Section 2, Terms. Terms not otherwise defined herein are defined in 2023 Annual Service

Plan Update attached hereto as **Exhibit A**.

Section 3, Approval of Update, The 2023 Annual Service Plan Update is hereby approved and accepted by the Town Council.

Section 4, Severability, If any provision, section, subsection, sentence, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this Ordinance or the application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Town Council that no portion hereof, or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness or invalidity of any other portion here, and all provisions of this Ordinance are declared to be severable for that purpose.

Section 5. Filing in Land Records, The Town Secretary is directed to cause a copy of this Ordinance, including the 2023 Annual Service Plan Update, to be recorded in the real property records of Denton County, Texas, on or before June 26, 2023. The Town Secretary is further directed to similarly file each Annual Service Plan Update approved by the Town Council, with each such filing to occur within seven days of the date each respective Annual Service Plan Update is approved.

Section 6, Effective Date, This Ordinance shall take effect from and after its final date of passage, and it is accordingly so ordered.

PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS, THIS 19th day of JUNE, 2023.

APPROVED:

T. Lynn Tompkins Jr., Mayor

ATTEST:

Donna Butler, Town Secretary

EXHIBIT A

2023 Annual Service Plan Update

[Remainder of page intentionally left blank.]



TOWN OF CROSS ROADS PUBLIC IMPROVEMENT
DISTRICT NO. 1
2023 ANNUAL SERVICE PLAN UPDATE

JUNE 19, 2023

INTRODUCTION

Capitalized terms used in this Annual Service Plan Update shall have the meanings set forth in the 2021 Amended and Restated Service and Assessment Plan (“2021 A&R SAP”) unless the context in which a term is used clearly requires a different meaning.

On April 24, 2007, the Town Council passed and approved Resolution No. 2007-0424-01 authorizing the establishment of the District in accordance with the PID Act, which authorization was effective upon publication as required by the PID Act. The purpose of the District is to finance the Actual Costs of Authorized Improvements that confer a special benefit on approximately 133.6579 acres located within the corporate limits of the Town.

On June 11, 2007, the Town Council approved the 2007 Service and Assessment Plan for the District by adopting Ordinance No. 2007-0611-01, which approved the levy of Assessments on Assessed Property within the District and approved the Assessment Roll.

On July 16, 2012, the Town Council passed and approved Ordinance No. 2012-0716-04, which amended Resolution No. 2007-0611-01, Resolution No. 2007-0424-01, Resolution No. 2007-0514-01 (to the extent of any conflict), and the 2007 Service and Assessment Plan, for the purposes of adopting a new Assessment Roll, delaying the commencement of the imposition and collection of Assessments, and restating the terms and conditions of the payment of Assessments.

On August 16, 2021, the Town Council approved the 2021 A&R SAP for the District by adopting Ordinance No. 2021-0816-01, which served to amend and restate the 2007 Service and Assessment Plan, including all previously approved Annual Service Plan Updates, in its entirety for the purposes of (1) amending and restating the 2007 Service and Assessment Plan , including any amendments by Ordinance No. 2012-0716-04, and (2) updating the Assessment Roll.

On June 20, 2022, the Town Council approved the 2022 Annual Service Plan Update for the District by Ordinance No. 2022-04, which updated the Assessment Roll for 2022.

The 2021 A&R SAP identified the Authorized Improvements to be constructed for the benefit of the Assessed Parcels within the District, the costs of the Authorized Improvements, the indebtedness to be incurred for the Authorized Improvements, and the manner of assessing the property in the District for the costs of the Authorized Improvements. Pursuant to the PID Act, the 2021 A&R SAP must be reviewed and updated annually. This document is the Annual Service Plan Update for 2023.

The Town Council also adopted an Assessment Roll identifying the Assessments on each Lot within the District, based on the method of assessment identified in the 2021 A&R SAP. This 2023 Annual Service Plan Update also updates the Assessment Roll for 2023.

[Remainder of page intentionally left blank.]

PARCEL SUBDIVISION

The final plat of the Villages at Cross Roads was filed and recorded within the official records of the County on August 3, 2007, and consists of 97 residential Lots.

See **Exhibit D** for the buyer disclosure for the District.

LOT AND HOME SALES

All residential Lots have completed homes, and all residential Lots have been sold to end-users.

AUTHORIZED IMPROVEMENTS

The Developer has completed the Authorized Improvements listed in the 2021 Amended and Restated Service and Assessment Plan and they were dedicated to the Town.

OUTSTANDING ASSESSMENT

The District has an outstanding Assessment of \$1,405,655.63.

[Remainder of page intentionally left blank.]

ANNUAL INSTALLMENT DUE 1/31/2024

- **Principal and Interest¹** - The total principal and interest required for the Annual Installment is \$100,405.10.
- **Annual Collection Costs** – The cost of administering the District and collecting the Annual Installments shall be collected as part of the principal and interest portion of the Annual Installment and withheld before reimbursement per the Reimbursement Agreement.

Due January 31, 2024		
Principal ^[a]	\$	100,405.10
Interest ^[a]		-
Annual Collection Costs ^[a]		-
Total	\$	100,405.10

Notes:

[a] Annual Collection Costs shall be collected as part of the principal and interest portion of the Annual Installment.

See **Exhibit B** for the debt service schedule for the District.

PREPAYMENT OF ASSESSMENTS IN FULL

The following is a list of all Lots that made a Prepayment in full within the District.

Property ID	Address	Lot Type	Prepayment Date	Recorded Lien Release Number
527345	113 LAS COLINAS TRL	1	N/A	Pending
527347	117 LAS COLINAS TRL	1	N/A	Pending
527348	119 LAS COLINAS TRL	1	N/A	Pending
527353	129 LAS COLINAS TRL	1	N/A	Pending
527355	133 LAS COLINAS TRL	1	N/A	Pending
527356	135 LAS COLINAS TRL	1	N/A	Pending
527381	183 LAS COLINAS TRL	1	N/A	Pending
527402	132 LAS COLINAS TRL	1	N/A	Pending
527420	192 LAS COLINAS TRL	1	N/A	Pending
527421	104 LAS COLINAS TRL	1	N/A	Pending
527423	212 LAKE WAY	1	N/A	Pending
527431	118 LAS COLINAS TRL	1	N/A	Pending
527432	120 LAS COLINAS TRL	1	N/A	Pending
527438	209 LAKE WAY	1	N/A	Pending

¹ The Annual Installment covers the period September 15, 2023 to September 14, 2024 and is due by January 31, 2024.

PARTIAL PREPAYMENT OF ASSESSMENTS

No partial prepayments of Assessments have occurred within the District.

SERVICE PLAN - FIVE YEAR BUDGET FORECAST

The PID Act requires the annual indebtedness and projected costs for the Authorized Improvements to be reviewed and updated in the Annual Service Plan Update, and the projection shall cover a period of not less than five years.

Annual Installment Due		1/31/2024	1/31/2025	1/31/2026	1/31/2027	1/31/2028
Principal		\$ 100,405.10	\$ 100,405.10	\$ 100,405.10	\$ 100,405.10	\$ 100,405.10
Interest		\$ -	\$ -	\$ -	\$ -	\$ -
	(1)	<u>\$ 100,405.10</u>	<u>\$ 100,405.10</u>	<u>\$ 100,405.10</u>	<u>\$ 100,405.10</u>	<u>\$ 100,405.10</u>
Annual Collection Costs	(2)	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Installment	(3) = (1) + (2)	<u>\$ 100,405.10</u>	<u>\$ 100,405.10</u>	<u>\$ 100,405.10</u>	<u>\$ 100,405.10</u>	<u>\$ 100,405.10</u>

ASSESSMENT ROLL

The list of current Parcels within the District, the corresponding total Assessments, and current Annual Installment are shown on the Assessment Roll attached hereto as **Exhibit A**. The Parcels shown on the Assessment Roll will receive the bill for the 2023 Annual Installment which will be delinquent if not paid by January 31, 2024.

EXHIBIT A – ASSESSMENT ROLL

Property ID	Lot Type	Notes	Outstanding Assessment ^[a]	Annual Installment Due 1/31/2024 ^[a]
527337	1		\$ 16,935.61	\$ 1,209.70
527338	1		\$ 16,935.61	\$ 1,209.70
527339	1		\$ 16,935.61	\$ 1,209.70
527340	1		\$ 16,935.61	\$ 1,209.70
527341	1		\$ 16,935.61	\$ 1,209.70
527345	1	[b]	\$ -	\$ -
527346	1		\$ 16,935.61	\$ 1,209.70
527347	1	[b]	\$ -	\$ -
527348	1	[b]	\$ -	\$ -
527349	1		\$ 16,935.61	\$ 1,209.70
527350	1		\$ 16,935.61	\$ 1,209.70
527351	1		\$ 16,935.61	\$ 1,209.70
527352	1		\$ 16,935.61	\$ 1,209.70
527353	1	[b]	\$ -	\$ -
527354	1		\$ 16,935.61	\$ 1,209.70
527355	1	[b]	\$ -	\$ -
527356	1	[b]	\$ -	\$ -
527357	1		\$ 16,935.61	\$ 1,209.70
527358	1		\$ 16,935.61	\$ 1,209.70
527359	1		\$ 16,935.61	\$ 1,209.70
527360	1		\$ 16,935.61	\$ 1,209.70
527361	1		\$ 16,935.61	\$ 1,209.70
527362	1		\$ 16,935.61	\$ 1,209.70
527363	1		\$ 16,935.61	\$ 1,209.70
527364	1		\$ 16,935.61	\$ 1,209.70
527365	Non Benefitted Property		\$ -	\$ -
527366	1		\$ 16,935.61	\$ 1,209.70
527367	1		\$ 16,935.61	\$ 1,209.70
527368	1		\$ 16,935.61	\$ 1,209.70
527369	1		\$ 16,935.61	\$ 1,209.70
527370	1		\$ 16,935.61	\$ 1,209.70
527371	1		\$ 16,935.61	\$ 1,209.70
527372	1		\$ 16,935.61	\$ 1,209.70
527373	1		\$ 16,935.61	\$ 1,209.70
527374	1		\$ 16,935.61	\$ 1,209.70
527375	1		\$ 16,935.61	\$ 1,209.70
527376	1		\$ 16,935.61	\$ 1,209.70
527378	1	[c]	\$ 8,467.81	\$ 604.85

Property ID	Lot Type	Notes	Outstanding Assessment ^[a]	Annual Installment Due 1/31/2024 ^[a]
527379	1		\$ 16,935.61	\$ 1,209.70
527380	1		\$ 16,935.61	\$ 1,209.70
527381	1	[b]	\$ -	\$ -
527382	1		\$ 16,935.61	\$ 1,209.70
527383	1		\$ 16,935.61	\$ 1,209.70
527384	1		\$ 16,935.61	\$ 1,209.70
527385	1		\$ 16,935.61	\$ 1,209.70
527386	1		\$ 16,935.61	\$ 1,209.70
527387	1		\$ 16,935.61	\$ 1,209.70
527388	1		\$ 16,935.61	\$ 1,209.70
527389	Non Benefitted Property		\$ -	\$ -
527390	Non Benefitted Property		\$ -	\$ -
527392	1		\$ 16,935.61	\$ 1,209.70
527393	1		\$ 16,935.61	\$ 1,209.70
527394	1		\$ 16,935.61	\$ 1,209.70
527395	1		\$ 16,935.61	\$ 1,209.70
527396	1		\$ 16,935.61	\$ 1,209.70
527397	1		\$ 16,935.61	\$ 1,209.70
527398	1		\$ 16,935.61	\$ 1,209.70
527399	1		\$ 16,935.61	\$ 1,209.70
527400	1		\$ 16,935.61	\$ 1,209.70
527401	1		\$ 16,935.61	\$ 1,209.70
527402	1	[b]	\$ -	\$ -
527403	1		\$ 16,935.61	\$ 1,209.70
527404	1		\$ 16,935.61	\$ 1,209.70
527405	1		\$ 16,935.61	\$ 1,209.70
527406	1		\$ 16,935.61	\$ 1,209.70
527407	1		\$ 16,935.61	\$ 1,209.70
527408	1		\$ 16,935.61	\$ 1,209.70
527409	1		\$ 16,935.61	\$ 1,209.70
527410	1		\$ 16,935.61	\$ 1,209.70
527411	1		\$ 16,935.61	\$ 1,209.70
527412	1		\$ 16,935.61	\$ 1,209.70
527413	1		\$ 16,935.61	\$ 1,209.70
527414	1		\$ 16,935.61	\$ 1,209.70
527415	1		\$ 16,935.61	\$ 1,209.70
527416	1		\$ 16,935.61	\$ 1,209.70
527417	1		\$ 16,935.61	\$ 1,209.70
527418	1		\$ 16,935.61	\$ 1,209.70
527419	1		\$ 16,935.61	\$ 1,209.70

Property ID	Lot Type	Notes	Outstanding Assessment ^[a]	Annual Installment Due 1/31/2024 ^[a]
527420	1	[b]	\$ -	\$ -
527421	1	[b]	\$ -	\$ -
527422	1		\$ 16,935.61	\$ 1,209.70
527423	1	[b]	\$ -	\$ -
527424	Non Benefitted Property		\$ -	\$ -
527425	1		\$ 16,935.61	\$ 1,209.70
527426	1		\$ 16,935.61	\$ 1,209.70
527427	1		\$ 16,935.61	\$ 1,209.70
527428	1		\$ 16,935.61	\$ 1,209.70
527429	1		\$ 16,935.61	\$ 1,209.70
527430	1		\$ 16,935.61	\$ 1,209.70
527431	1	[b]	\$ -	\$ -
527432	1	[b]	\$ -	\$ -
527433	1	[f]	\$ 8,467.81	\$ 604.85
527434	1		\$ 16,935.61	\$ 1,209.70
527435	1		\$ 16,935.61	\$ 1,209.70
527436	1		\$ 16,935.61	\$ 1,209.70
527438	1	[b]	\$ -	\$ -
527439	1		\$ 16,935.61	\$ 1,209.70
527440	1		\$ 16,935.61	\$ 1,209.70
527441	1		\$ 16,935.61	\$ 1,209.70
527442	Non Benefitted Property		\$ -	\$ -
680728	1	[c]	\$ 8,467.81	\$ 604.85
1014629	1	[f]	\$ 8,467.81	\$ 604.85
1019046	Non Benefitted Property		\$ -	\$ -
3492410	1	[d]	\$ 8,467.81	\$ 604.85
3492469	1	[e]	\$ 8,467.81	\$ 604.85
8437767	1	[d]	\$ 8,467.81	\$ 604.85
8448881	1	[e]	\$ 8,467.81	\$ 604.85
Total			\$ 1,405,655.67	\$ 100,405.10

Notes:

- [a] Totals may not match the outstanding Assessment or Annual Installment due to rounding.
- [b] Property ID prepaid their Assessment in full.
- [c] Undivided interest of parent Property ID 680727 located at 177 Las Colinas Trl, billed 50% to Property ID 527378 and 50% to Property ID 680728.
- [d] Undivided interest of parent Property ID 527377 located at 175 Las Colinas Trl, billed 50% to Property ID 3492410 and 50% to Property ID 8437767.
- [e] Undivided interest of parent Property ID 527437 located at 207 Lake Way, billed 50% to Property ID 3492469 and 50% to Property ID 8448881.
- [f] Undivided interest of parent Property ID 1014628 located at 122 Las Colinas Trl, billed 50% to Property ID 527433 and 50% to Property ID 1014629.

EXHIBIT B – DISTRICT DEBT SERVICE SCHEDULE

Annual Installments Due 1/31	Principal	Interest ^[a]	Administrative Expenses	Total Annual Installment ^[b]
2024	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2025	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2026	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2027	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2028	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2029	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2030	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2031	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2032	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2033	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2034	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2035	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2036	\$ 100,405.10	\$ -	\$ -	\$ 100,405.10
2037	\$ 100,389.33	\$ -	\$ -	\$ 100,389.33
Total	\$ 1,405,655.63	\$ -	\$ -	\$ 1,405,655.63

Notes:

[a] Interest is calculated at 0%.

[b] The figures shown above are estimates only and subject to change in Annual Service Plan Updates due to changes in Administrative Expenses, or other available offsets that could increase or decrease the amounts shown.

EXHIBIT D – TOWN OF CROSS ROADS PID NO. 1 – LOT TYPE 1 – BUYER DISCLOSURE

NOTICE OF OBLIGATIONS RELATED TO PUBLIC IMPROVEMENT DISTRICT

A person who proposes to sell or otherwise convey real property that is located in a public improvement district established under Subchapter A, Chapter 372, Local Government Code (except for public improvement districts described under Section 372.0035), or Chapter 382, Local Government Code, shall first give to the purchaser of the property this written notice, signed by the seller.

For the purposes of this notice, a contract for the purchase and sale of real property having a performance period of less than six months is considered a sale requiring the notice set forth below.

This notice requirement does not apply to a transfer:

- 1) under a court order or foreclosure sale;
- 2) by a trustee in bankruptcy;
- 3) to a mortgagee by a mortgagor or successor in interest or to a beneficiary of a deed of trust by a trustor or successor in interest;
- 4) by a mortgagee or a beneficiary under a deed of trust who has acquired the land at a sale conducted under a power of sale under a deed of trust or a sale under a court-ordered foreclosure or has acquired the land by a deed in lieu of foreclosure;
- 5) by a fiduciary in the course of the administration of a decedent's estate, guardianship, conservatorship, or trust;
- 6) from one co-owner to another co-owner of an undivided interest in the real property;
- 7) to a spouse or a person in the lineal line of consanguinity of the seller;
- 8) to or from a governmental entity; or
- 9) of only a mineral interest, leasehold interest, or security interest

The following notice shall be given to a prospective purchaser before the execution of a binding contract of purchase and sale, either separately or as an addendum or paragraph of a purchase contract. In the event a contract of purchase and sale is entered into without the seller having provided the required notice, the purchaser, subject to certain exceptions, is entitled to terminate the contract.

A separate copy of this notice shall be executed by the seller and the purchaser and must be filed in the real property records of the county in which the property is located at the closing of the purchase and sale of the property.

AFTER RECORDING¹ RETURN TO:

NOTICE OF OBLIGATION TO PAY IMPROVEMENT DISTRICT ASSESSMENT TO
TOWN OF CROSS ROADS, TEXAS
CONCERNING THE FOLLOWING PROPERTY

PROPERTY ADDRESS

LOT TYPE 1 PRINCIPAL ASSESSMENT: \$16,935.61

As the purchaser of the real property described above, you are obligated to pay assessments to the Town of Cross Roads, Texas, for the costs of a portion of a public improvement or services project (the "Authorized Improvements") undertaken for the benefit of the property within *Cross Roads Public Improvement District No. 1* (the "District") created under Subchapter A, Chapter 372, Local Government Code.

AN ASSESSMENT HAS BEEN LEVIED AGAINST YOUR PROPERTY FOR THE AUTHORIZED IMPROVEMENTS, WHICH MAY BE PAID IN FULL AT ANY TIME. IF THE ASSESSMENT IS NOT PAID IN FULL, IT WILL BE DUE AND PAYABLE IN ANNUAL INSTALLMENTS THAT WILL VARY FROM YEAR TO YEAR DEPENDING ON THE AMOUNT OF INTEREST PAID, COLLECTION COSTS, ADMINISTRATIVE COSTS, AND DELINQUENCY COSTS.

The exact amount of the assessment may be obtained from the Town of Cross Roads. The exact amount of each annual installment will be approved each year by the Town of Cross Roads Town Council in the annual service plan update for the district. More information about the assessments, including the amounts and due dates, may be obtained from Town of Cross Roads.

Your failure to pay any assessment or any annual installment may result in penalties and interest being added to what you owe or in a lien on and the foreclosure of your property.

¹ To be included in separate copy of the notice required by Section 5.0143, Tex. Prop. Code, to be executed at the closing of the purchase and sale and to be recorded in the deed records of Denton County when updating for the Current Information of Obligation to Pay Improvement District Assessment.

[The undersigned purchaser acknowledges receipt of this notice before the effective date of a binding contract for the purchase of the real property at the address described above.

DATE:

DATE:

SIGNATURE OF PURCHASER

SIGNATURE OF PURCHASER

The undersigned seller acknowledges providing this notice to the potential purchaser before the effective date of a binding contract for the purchase of the real property at the address described above.

DATE:

DATE:

SIGNATURE OF SELLER

SIGNATURE OF SELLER]²

² To be included in copy of the notice required by Section 5.014, Tex. Prop. Code, to be executed by seller in accordance with Section 5.014(a-1), Tex. Prop. Code.

[The undersigned purchaser acknowledges receipt of this notice before the effective date of a binding contract for the purchase of the real property at the address described above. The undersigned purchaser acknowledged the receipt of this notice including the current information required by Section 5.0143, Texas Property Code, as amended.

DATE:

DATE:

SIGNATURE OF PURCHASER

SIGNATURE OF PURCHASER

STATE OF TEXAS

§

§

COUNTY OF _____

§

The foregoing instrument was acknowledged before me by _____ and _____, known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument, and acknowledged to me that he or she executed the same for the purposes therein expressed.

Given under my hand and seal of office on this _____, 20__.

Notary Public, State of Texas]³

³ To be included in separate copy of the notice required by Section 5.0143, Tex. Prop. Code, to be executed at the closing of the purchase and sale and to be recorded in the deed records of Denton County.

[The undersigned seller acknowledges providing a separate copy of the notice required by Section 5.014 of the Texas Property Code including the current information required by Section 5.0143, Texas Property Code, as amended, at the closing of the purchase of the real property at the address above.

DATE:

DATE:

SIGNATURE OF SELLER

SIGNATURE OF SELLER

STATE OF TEXAS

§

§

COUNTY OF _____

§

The foregoing instrument was acknowledged before me by _____ and _____, known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument, and acknowledged to me that he or she executed the same for the purposes therein expressed.

Given under my hand and seal of office on this _____, 20__.

Notary Public, State of Texas]⁴

⁴ To be included in separate copy of the notice required by Section 5.0143, Tex. Prop. Code, to be executed at the closing of the purchase and sale and to be recorded in the deed records of Denton County.

ANNUAL INSTALLMENTS - LOT TYPE 1

Annual Installments Due 1/31	Principal	Interest ^[a]	Administrative Expenses	Total Annual Installment ^[a]
2024	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2025	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2026	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2027	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2028	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2029	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2030	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2031	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2032	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2033	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2034	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2035	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2036	\$ 1,209.70	\$ -	\$ -	\$ 1,209.70
2037	\$ 1,209.51	\$ -	\$ -	\$ 1,209.51
Total	\$ 16,935.61	\$ -	\$ -	\$ 16,935.61

Notes:

[a] Interest is calculated at 0%.

[b] The figures shown above are estimates only and subject to change in Annual Service Plan Updates due to changes in Administrative Expenses, or other available offsets that could increase or decrease the amounts shown.



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
June 19, 2023

Agenda Item:
Consider approval of an ordinance amending the sign regulations to allow for temporary signs during periods of road construction.

Prepared by:
Kristi Gilbert, Town Administrator

Description:
The Municipal Development District (MDD) has been conducting interviews with Cross Roads businesses. A consistent theme has been the need for temporary signage to assist in identifying business locations. Attached is a proposed ordinance providing for temporary signage for businesses impacted by roadway construction, defined as TxDOT construction lasting more than 30 days. The process provides for administrative approval of temporary directional signs or business signs that contain the business name and/or logo only. The temporary signs would not be permitted to have advertisement of sales or business activities. Those would still be subject to the regular sign regulations.

Also attached, for reference, is a redline of the sign regulations including the proposed changes.

Recommended Action:
Staff recommends approval of the ordinance amendment.

Attachments:
Ordinance
Redline of Sign Regulations

**TOWN OF CROSS ROADS
ORDINANCE NO. 2023-____**

AN ORDINANCE OF THE TOWN OF CROSS ROADS, TEXAS, AMENDING CHAPTER 4, ARTICLE 4.05 SIGNS OF THE CODE OF ORDINANCES FOR THE TOWN OF CROSS ROADS, TEXAS, AS HERETOFORE AMENDED, BY AMENDING SECTION 4.05.003 DEFINITIONS TO ADD A DEFINITION FOR ROAD CONSTRUCTION AND BY AMENDING SECTION 4.05.008 RULES FOR SPECIFIC SIGN TYPES TO ADD TEMPORARY SIGNS DURING PERIODS OF ROAD CONSTRUCTION; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000.00) DOLLARS FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Cross Roads, Texas (the “Town”), is a is a general law municipality and is authorized to enact regulations as necessary to protect the health, safety and welfare of the public and, may enact ordinances relative to its citizens’ health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, the Town desires to implement those rules and regulations that protect health, life, and property and that preserve good government, order, and security of the Town and its inhabitants; and

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town of Cross Roads.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Cross Roads, Texas:

SECTION 1. That, the statements contained in the preamble to this ordinance are hereby adopted as findings of fact and as a part of the operative provisions hereof.

SECTION 2. That, the Code of Ordinances of the Town of Cross Roads, Texas, Chapter 4 Business Regulations, is hereby amended to read as follows:

**“CHAPTER 4
BUSINESS REGULATIONS**

...

ARTICLE 4.05 SIGNS

...

Sec. 4.05.003 Definitions

...

Road Construction. Road Construction shall be defined as construction performed by the Texas Department of Transportation that is expected to last a minimum of thirty (30) days.

...

Sec. 4.05.008 Rules for specific sign types.

...

- (i) Temporary Signs during Periods of Road Construction. The Town Administrator, or designee, may approve the placement of banners, ground signs or minor signs on public or private property that may otherwise not be allowed under this Code in order to mitigate the effects of road construction on adjacent businesses. Under the following conditions:
 - (1) Signs are limited to businesses that are adjacent to, or taking access from, the roadway(s) under construction.
 - (2) Signs shall be limited to directional and business name and/or logo signage only and may not be used to advertise sales or other business-related activities. These signs shall be in addition to any other banners, temporary signs or minor signs allowed per the current code.
 - (3) Signage shall be limited to 40 square feet in area and shall not be located within the visibility triangle as defined herein.
 - (4) The time frames listed in the ordinance for banners and temporary signs may be extended to the lesser of 365 days or the end of the road construction project.
 - (5) Such approval shall not constitute any type of permanent right, easement or license for the use of the property.

(6) A permit is required for a temporary sign under this subsection; however, no permit fees will be assessed.”

SECTION 3. That, should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid, and the same shall not affect the validity of the Code of Ordinances of the Town of Cross Roads as a whole.

SECTION 4. That, this ordinance shall take effect immediately following its passage, approval, and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED by the Town Council of the Town of Cross Roads, Texas, on this the 19th day of June, 2023.

APPROVED:

T. Lynn Tompkins, Jr.
Mayor

ATTEST:

Donna Butler
Town Secretary

APPROVED AS TO FORM:

Matthew C.G. Boyle
Town Attorney

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

ARTICLE 4.05 SIGNS

§ 4.05.001 Purpose and intent; application.

- (a) The purpose and intent of this article is to regulate, control and administrate the use of signs within the boundaries of the town and within the town's extraterritorial jurisdiction, and to provide for the safety and well-being of town's citizens by providing safe and aesthetically pleasing signage without causing undue hardship or burden on businesses.
- (b) All ordinances heretofore adopted by the town regulating the erection, structure, size location, and placement of all signs and advertisements shall be and are hereby made applicable to all properties and land within the extraterritorial jurisdiction of the town in addition to the corporate and territorial limits of the town to the extent that such regulations are applicable to outdoor signs, and the town does hereby extend the provisions of said outdoor sign regulatory ordinances to the town's area of extraterritorial jurisdiction.

(Ordinance 2014-0421-03 adopted 4/21/14)

§ 4.05.002 Responsibility for compliance.

Any permittee, owner, manager, agent, occupant, person or persons in charge of a premises; person or persons having the beneficial use of the property on which a sign is erected, maintained or displayed; the owner of the land or structure on which a sign is located; a contractor or person or persons in charge of erecting, maintaining or displaying a sign; or, anyone who causes a sign to be erected, displayed or maintained, are all subject to the provisions of this article.

(Ordinance 2014-0421-03 adopted 4/21/14)

§ 4.05.003 Definitions.

For the purpose of this article the following definitions shall apply unless the context clearly indicates or requires a different meaning.

A-frame sign.

A temporary sign with two faces designed to stand independently of other structures or fixtures. The top edges of both sign faces may be connected or placed together.

Alter.

To change the size, shape, outline, configuration, intent, location or type of sign.

Area of a sign.

The area of a sign shall be measured as the area within a series of straight lines around the outermost extremities of all text, symbols, graphics, advertising surfaces, framing, background and ornamentation, but not including sign poles or other supporting structures. If dimensions and a means of calculating the area of circular, oval-shaped or triangular signs are readily available, they may be used for such signs.

Awning.

An architectural projection designed to provide weather protection, identification or decoration, and supported by the structure to which it is attached. An awning is composed of a frame over which is placed a cover of fabric or other material.

Banner.

A temporary sign, other than a decorative civic flag or banner, constructed of fabric or other nonrigid material and erected so as to be visible from the outside of a structure.

Building official.

The building official of the town or the building official's authorized representative.

Building space.

The gross useable interior square footage of a building, excluding porches, breezeways, exterior un-walled storage, and vehicle ports.

Bulletin board.

A sign containing information where a portion of such information may be periodically changed, providing that such change shall be effected by the replacement or interchange of letters, numbers or other graphic symbols by insertion, attachment, or similar means.

Canopy.

A roof-like structure of permanent construction, either freestanding or supported by an adjacent structure and open on two or more sides. Examples of canopies include those structures erected above the fuel pumps at a service station or the lanes of a drive-thru facility.

Changeable advertisement.

A permanent sign comprised of a fixed frame of a type approved by the building official holding a removable promotional placard or insert, including digital pricing inserts for gas station pricing or digital menu boards.

Coming soon sign.

A sign which announces the beginning or opening of a business, activity, event or institution in the near future.

Contractor sign.

A minor sign advertising any contractor, builder or other firm performing work on a property.

Decorative civic flag or banner.

Any sign made of lightweight plastic, fabric or other nonrigid material suspended from structural members when used to promote any local community project or event sponsored or co-sponsored by the town, the Aubrey Independent School District, or the Aubrey Area Chamber of Commerce.

Development directional sign.

A temporary off-premises sign which provides traffic direction to new residential development.

Digital price changer.

A mechanical or electronic module that is part of a gas station sign (pole, freestanding or monument) that updates pricing of fuel.

Dilapidated or deteriorated condition.

- (1) That condition as determined by the building official in which any part of a sign is chipped, flaked, faded, corroded, rusted, broken, damaged, defective, missing, torn, bent, dented, cracked, splintered, twisted, inoperable;
- (2) Where the message or wording is faded or can no longer be clearly read;
- (3) Where any part of the sign is not in compliance with the requirements of the building, electrical or other

model codes currently adopted by the town; or

- (4) Where a sign is more than ten degrees out of vertical alignment.

Directory sign.

A sign used for listing the occupants within shopping centers, industrial sites, retail districts, office districts and commercial sites.

Directional sign.

A sign designed specifically for the purpose of directing or providing guidance to vehicular and pedestrian traffic on private property.

Display frontage.

The length of that side of a structure through which the majority of customers, patrons or visitors enter the structure. Also, any wall of a structure adjacent to a public way or public access area.

Distribute.

To deposit, place, throw, scatter, hand out, give or leave any handbill at any location within the town.

Erect.

To build, construct, attach, hang, place, suspend or affix a sign, including the painting of signs on the exterior surface of a building or structure or on the exterior or interior surface of a window.

Face.

The surface or surfaces of a sign upon which the text or copy is displayed or illustrated.

Flag.

A permanent sign made of fabric or flexible material containing distinctive colors, patterns, logos, wording or symbols used to signify or identify civic organizations, corporate logos, or the governments of the United States, the state, Denton County or the town, and generally designed to be mounted on one end so as to move in the wind.

Freestanding business sign.

A sign not exceeding 18 feet in height and 160 square feet in total sign structure area including the base, placed on property adjacent to Hwy. 380, Hwy. 377 or Hwy. 424. Bases for freestanding business signs may be solid or may consist of one or more supporting elements wrapped in stone or brick that matches the materials used in the construction of the main structure on the lot. For solid bases, the minimum width must be 4 feet and the base must extend from grade to the underside of the sign. For bases consisting of multiple supports, the minimum width of each support shall be 18 inches and must extend from grade to the underside of the sign.

Front.

One side of a structure through which the majority of customers, patrons or visitors enter the structure.

Garage sale sign.

Any temporary promotional sign for the sale of personal household goods in a residentially zoned district or on the property of a nonprofit organization.

General business sign.

A sign which is used to identify a business, profession, service, product or activity.

Ground sign.

A temporary sign other than a minor sign, banner, pennant, portable sign, or searchlight, which is

designed to be placed on or in the ground.

Handbill.

Any printed, reproduced or written matter, any sample or device, dodger, circular, leaflet, pamphlet, card, advertising matter or any other matter or literature which directs attention to any person, business, organization, entity, product, service or event.

Help wanted sign.

A temporary sign that advertises opportunities for employment.

Highway sign.

A pole sign exceeding 18 feet in height in an area placed on property adjacent to Hwy. 380, Hwy. 377, or F.M. 424.

Identification sign.

A sign used to identify the name of shopping, industrial, commercial, retail and office centers.

Illegal sign.

Any sign which, when erected or displayed, was in violation of any applicable town rule, regulation, requirement or ordinance.

Illuminated sign.

A sign which has characters, letters, figures, or designs internally illuminated by electric lights, luminous tubes or other means that are specifically placed to draw attention to, or to provide nighttime viewing of, the subject matter on the sign face.

Incidental sign.

A sign, less than two square feet in surface area, of a noncommercial nature, intended primarily for the convenience of the public. Included are nameplates, signs designating restrooms, address numbers, hours of operation, entrances to buildings, directions, help wanted, public telephone and so forth.

Inflatable sign.

A balloon or other device expanded or enlarged by the use of air or gas used as a sign or to support or display any sign.

Legal nonconforming sign.

Any legal sign that no longer conforms to current town rules, requirements, regulations and ordinances.

Legal sign.

Any sign which, when erected or displayed, complied with all applicable town rules, requirements, regulations and ordinances.

Logo.

A formalized design or insignia of a company, entity or product which is commonly used in advertising to identify that company, entity or product.

Lot.

An individual parcel or tract of land recorded by a plat or deed in the office of the appropriate county clerk.

Menu board.

A sign that is used to list items, dishes, meals or specialties to be served.

Minor sign.

Any small temporary sign generally, but not limited to being, supported in or on the ground by one or more stakes or other lightweight members. Signs must be professionally made and cannot be hand lettered or spray-painted.

Monument sign.

A permanent sign having a low profile, with its width greater than its height. It can be made of stone, metal, wood, brick or other materials approved by the building official. A monument sign shall be solid from the ground up, and all poles or supports shall be concealed.

Multiuse sign.

An identification sign combined with a directory sign.

Municipally owned sign.

A sign which identifies a park, an entrance to the town, a place of interest within the town, a town-sponsored event, or any municipally owned facility.

Noncombustible material.

Any material which will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature, or shall have a flame spread of 25 or less.

Obsolete sign.

A sign or sign appurtenances which no longer serves a bona-fide use or purpose, or a sign which advertises a business no longer in operation or a product or service no longer offered at that location.

Off-premises sign.

A sign pertaining to a business, person, organization, activity, event, place, service or product not located or offered on the premises on which the sign is located. Off-premises signs include, but are not limited to, those signs commonly referred to as billboards.

On-premises sign.

A sign erected at or upon the location referred to on the sign.

Pennant.

A temporary sign made of lightweight plastic, fabric or other material, which may or may not contain a message of any kind, suspended from a rope, wires or string, usually in a series and designed to move in the wind.

Permanent sign.

A sign constructed of any rigid material, with or without frames, permanently attached to the ground or to a wall, building or other structure, and displayed for an indefinite period of time. The following signs, as defined in this article, are considered permanent signs: changeable signs, freestanding business signs, monument signs, murals, pole signs and wall signs. All other signs are considered temporary signs.

Person.

A person, firm, partnership, association, corporation, company, organization or entity of any kind.

Pole sign.

A permanent sign attached or anchored to the ground, and supported by one or more poles.

Political sign.

A temporary sign that refers or relates to issues, candidates or political measures that constitute the

subject of an election.

Portable sign.

Any sign mounted on a base, chassis, pallet, frame, trailer, or on wheels or similar mobile structures, so as to be quickly and easily moved from one location to another.

Private real property.

All privately owned real property except that which is subject to an easement or other encumbrance that allows a municipality or public utility to use the property for a public purpose.

Prohibited sign.

Any sign not expressly permitted within this article or any sign specifically prohibited by this article.

Promotional sale sign.

A sign used to designate special sales, offers, or hours of operation.

Property line.

The line denoting the limits of legal ownership of property.

Public property.

All real property other than private real property.

Readerboard.

A sign having moveable or changeable alternating electronic advertisements.

Real estate sign.

A temporary on-premises sign pertaining to:

- (1) The sale, rent, lease, financing or availability of any property; or
- (2) The direction of traffic within such real property.

Rear wall.

The side or sides of a structure opposite that side which constitutes the front of the structure as defined above, or as determined by the building official.

Reface.

To replace, renew, repaint or refurbish the face of a sign without altering the sign in any way.

Reflective display.

A device attached to a single pole, post or stanchion and composed of streamers, tinsel or like material designed to attract attention by means of the reflection of light in an intermittent or variable manner.

Road Construction.

Road Construction shall be defined as construction performed by the Texas Department of Transportation that is expected to last a minimum of thirty (30) days.

Roof.

Those parts of a structure other than vertical walls that provide protection from the elements.

Scoreboard.

A permanent sign that displays scores, results, identification of donors, or other information pertinent to athletic activities.

Searchlight.

An apparatus containing a light source and a reflector for projecting a high-intensity beam of approximately parallel rays of light.

Setback.

The horizontal distance between any part of a sign and the property line adjacent to streets, highways or thoroughfares, or other public property.

Sign/signage.

That which attracts or directs attention by visual means to any object, product, service, place, activity, person, institution or business. A sign includes any fasteners, fixtures, methods, or structures by or upon which a sign is erected, attached, displayed, placed or mounted.

Temporary sign.

A sign constructed of any material, with or without frames, not permanently attached to the ground or to a wall, building or other structure, and intended to be displayed for a limited time only. All signs not specifically named under the definition of permanent signs are considered temporary signs.

Town.

The Town of Cross Roads, Texas.

Ultimate right-of-way.

The right-of-way required by the property from the town and the right-of-way required by TX-DOT.

Vehicle.

For the purpose of this article only, every device, whether motorized or nonmotorized, in, upon or by which any persons or property is or may be transported or drawn upon a street, highway, or a driving or parking surface.

Visibility triangle.

- (1) Where two streets intersect, the visibility triangle is the area that shall be formed by measuring along both curblines or pavement edge a distance of 30 feet from their point of intersection. The two points thus located are connected by an imaginary line to form a triangle.
- (2) Where a street intersects an alley or driveway, the visibility triangle shall be formed by measuring along both property lines a distance of eight feet from their point of intersection. The two points thus located are connected by an imaginary line to form a triangle.

Wall sign.

- (1) A permanent sign other than a mural erected, displayed or maintained on the wall of a building.
- (2) A sign attached to or painted upon an awning and visible to the exterior shall be considered a wall sign.
- (3) Internally illuminated wall signs shall be constructed of noncombustible materials, except that sign faces may be made of plastic or other slow-burning materials.
- (4) Signs suspended from canopies, soffits, eaves, overhangs or similar structures shall be considered wall signs.

Window sign.

A sign painted on or attached to a window or erected, displayed or maintained inside a structure within five feet of a window and visible through such window.

(Ordinance 2014-0421-03 adopted 4/21/14; Ordinance 2016-0320-01, sec. 1, adopted 3/20/16; Ordinance 2017-1218-02 adopted 12/18/17)

§ 4.05.004 Permits, fees and inspections.

- (a) Sign permit required. It shall be unlawful for any person to maintain, display, erect, replace, repair, alter or reface any sign or to cause same to be maintained, displayed, erected, replaced, repaired, altered or refaced within the territorial and corporate limits of the town or within the extraterritorial jurisdiction of the town without first obtaining a permit to do so from the building official, except as may be hereinafter provided.
- (b) Signs exempt from permit. A permit shall not be required for the following signs; provided, however, such signs shall otherwise comply with all other applicable sections of this article.
 - (1) One temporary rigid wall sign not exceeding six square feet in area, which advertises the sale, rental or lease of the premises on which such sign is located.
 - (2) Memorial plaques, building identification signs, and building cornerstones when cut or carved into the masonry surface or when made of noncombustible material and made an integral part of the building or structure. These signs not to exceed four square feet in area.
 - (3) On-site directional signs not exceeding eight square feet in area and four feet in height, provided such signs do not contain advertising and are not used as such. Directional signs are only permitted behind the property line.
 - (4) Political signs. Political signs cannot exceed 60 days prior to election and must be removed within 7 days after the election.
 - (5) Traffic or other municipally owned signs, legal notices, danger and such emergency, temporary or nonadvertising signs as may be approved by the town council or the town manager or authorized representative.
 - (6) Temporary special occasion announcement signs on residential lots for a maximum time limit of five days and no more than 3 times in one calendar year.
 - (7) Religious emblems when installed in compliance with the zoning and construction codes.
 - (8) Seasonal decorations other than banners or other signs, for a maximum of 60 days, provided traffic visibility is not affected.
 - (9) Incidental signs.
 - (10) The changing of messages, panels, faces or copy of signs designed and intended to be changed on a regular basis, provided the sign is not altered. Examples of such signs are theater marquees, bulletin boards, menu boards, fuel prices, and changeable advertisements.
 - (11) Minor signs, except as required elsewhere in this article.
 - (12) Temporary signs for public, educational and religious activities which do not exceed 16 square feet. Maximum of one per property. Maximum use period of 30 days and maximum total use of 180 days in a calendar year.
 - (13) Bulletin boards not exceeding 32 square feet in area for governmental, charitable, educational, or religious institutions when such are located on the premises of said institutions and do not exceed 10 feet in height measured from ground level and do not exceed one per institution, except for

sites abutting more than one public street in which case a maximum of one bulletin boards per site will be allowed.

(14) Window signs.

(15) Flags: limit 3 flagpoles per business location.

- (c) Application for sign permit. Application for a sign permit shall be made in writing upon forms furnished by the building official. Such application shall contain the location by street and number of the proposed sign structure, as well as the name and address of the owner and the sign contractor or erector. The building official may require the filing of plans or other pertinent information where in the building official's opinion such information is necessary to insure compliance with this article. Four (4) copies of colored plans at 1/4" scale must be submitted along with application.
- (d) Permit fees. Nonrefundable permit fees for each sign shall be as provided for in the town master fee schedule.
- (e) Permit valid for only sixty days. If the work authorized by a permit issued under this article has not been commenced within 60 days after the date of issuance, nor completed within one hundred twenty (120) days, the permit shall become null and void. If a permit expires by lapse of time, a new permit shall be required before beginning, recommencing or completing the work.
- (f) Permit revocable.
- (1) The building official may suspend or revoke any permit issued under the provisions of this article whenever:
 - (A) It is determined by the building official that the permit is issued in error or on the basis of incorrect or false information supplied; or
 - (B) A sign for which such permit is issued violates any of the provisions of this or any other ordinance of this town or laws of this state or the federal government.
 - (2) Such suspension or revocation shall be effective when communicated in writing to the person to whom the permit is issued, the owner of the sign or the owner of the premises upon which the sign is located.
- (g) Persons ineligible to receive permits. The building official is hereby authorized to withhold issuance of a sign permit to any person who has previously failed or refused to pay any fees or costs assessed under the provisions of this article, or who is currently in violation of any provision of a town ordinance, until such fees are paid or ordinance violations are abated.
- (h) Work done without a permit.
- (1) Investigation. Whenever any work for which a permit is required by this article has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.
 - (2) Fee. An investigation fee, in addition to the permit fee, may be collected, whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee and will be additional to any permit fee filed.
- (i) Inspections.
- (1) All signs for which a permit is required shall be subject to inspection by the building official.

- (2) Footing or pier hole inspections may be required by the building official for all signs having same.
- (3) All signs containing electrical wiring shall be subject to the provisions of the governing electrical code, and the electrical components used shall bear the label of an approved testing agency.
- (4) All signs may be reinspected at the discretion of the building official.

(Ordinance 2014-0421-03 adopted 4/21/14)

§ 4.05.005 Maintenance and removal of signs.

(a) Maintenance of signs.

- (1) All signs shall be kept in a proper state of repair and preservation. It is a violation of this article to keep or allow to be kept any sign in a dilapidated or deteriorated condition.
- (2) The building official may cause the repair or removal of any sign that is not maintained in accordance with the provisions of this article. All expenses incurred by the town incidental to such repair or removal may be placed as a lien against the property from which the sign is removed.
- (3) All signs and sign structures shall comply with minimum standards established by the building codes of the town, as amended, unless standards described in this article are more restrictive, then in such event the provisions of this article shall apply.

(b) Removal or repair of unsafe signs. If the building official shall determine that any sign is unsafe, unsecure or a public nuisance, the building official shall give written notice to the person or persons responsible for such sign. If the permittee, owner, manager, occupant, agent or person having beneficial use of the property or structure(s) upon which such sign is mounted or located fails to remove or repair the sign within ten days after such notice, such sign may be removed by order of the building official at the expense of the permittee, owner, manager, occupant, agent or person having beneficial use of the property upon which it is located. The building official may cause any sign which is an immediate hazard to persons to be removed summarily and without notice. All expenses incurred by the town incidental to such removal may be placed as a lien against the property from which the sign is removed.

(c) Removal of obsolete signs.

- (1) Any sign declared by the building official to be an obsolete sign shall be removed by the owner, manager, occupant, agent or person having beneficial use of the property or structure(s) upon which such sign is erected. Removal shall be effected within ten days of the date of written notification to do so from the building official.
- (2) Upon failure to comply with such notice, the building official is hereby authorized to cause the removal of such sign, and any expense incidental thereto shall be paid by the owner, manager, occupant, agent or person having beneficial use of the property or structure(s) upon which such sign is mounted or located. All expenses incurred by the town incidental to such removal may be placed as a lien against the property from which the sign is removed.

(Ordinance 2014-0421-03 adopted 4/21/14)

§ 4.05.006 Sign placement.

- (a) Sign use on public property. Notwithstanding other requirements of this article, the building official

may approve the placement of decorative civic flags or banners or minor signs on public property on a temporary basis, for the following purposes: (1) seasonal events, (2) special occasions, or (3) civic or community projects, celebrations or events sponsored or co-sponsored by the town, the Aubrey/Denton Independent School District, or the Aubrey Area Chamber of Commerce.

- (1) Such approval shall not constitute any type of permanent right, easement or license for the use of public property.
 - (2) The town may install decorative civic flags or banners on a year-round basis on public property or right-of-way when attached to permanent or other structural members or supports, including, but not limited to, electric light poles.
- (b) Legal nonconforming signs. Legal nonconforming signs may be maintained as erected, however such signs must be brought into compliance with current rules, requirements, regulations and ordinances whenever:
- (1) The sign is altered;
 - (2) The sign is destroyed or damaged such that the cost to repair the sign is equal to or greater than 50 percent of its replacement cost; or
 - (3) The property remains vacant or without a current certificate of occupancy issued by the town for a period of six months or longer. If the only alteration to a legal nonconforming sign consists of refacing, the sign may be otherwise maintained as erected.

(Ordinance 2014-0421-03 adopted 4/21/14; Ordinance 2016-0320-01, sec. 2, adopted 3/20/16)

§ 4.05.007 **Prohibited signs and activities.**

- (a) Any sign, placement or use of a sign not specifically described or allowed by this article is prohibited.
 - (1) Safety and traffic.
 - (A) Any sign erected in a manner that would confuse or obstruct the view or interpretation of any official traffic sign, signal or device is prohibited.
 - (B) No sign shall be erected or material distributed in such a manner as to constitute a public hazard, menace or danger.
 - (C) No sign may be erected within the visibility triangle.
 - (2) Certain illuminated signs prohibited.
 - (A) No sign shall be illuminated to such an intensity or in such a manner as to constitute a traffic hazard or public nuisance.
 - (B) Moving, flashing, animated, intermittently lighted, changing color, revolving or similarly constructed signs, beacons, jump clocks or digital display devices showing messages, pricing information, and similar data are prohibited, with the exception of scoreboards, time and temperature displays, fuel price displays that do not flash, and menu boards that do not flash and are less than 18 square feet with a maximum height of six feet, limit one per drive-through.
 - (C) No portion of an illuminated sign shall have luminescence greater than 200 foot-lamberts.

- (D) No illuminated sign shall be erected within 150 feet of a residential district unless the lighting is shielded from view of the residential district.
- (3) Off-premises signs. All off-premises signs are prohibited. This includes all signs commonly referred to as billboards.
- (4) Usage or content of signs.
 - (A) Signs that display any obscene, indecent, suggestive or immoral matter as determined by the building official are prohibited. Decisions of the building official regarding that which constitutes such matter may be appealed to board of adjustments.
 - (B) The use of any actual goods, wares, merchandise, vehicles or articles for sale or display as a sign or part of a sign is prohibited.
 - (C) No minor sign, banner or any other sign defined in this article or designated by the building official as a temporary sign shall be used or permitted for use as a permanent sign. No such sign may be displayed longer than 60 days unless a special permit has been granted. A temporary sign may be displayed for 60 days and must be removed for a minimum time period of 30 days.
- (5) Miscellaneous prohibitions.
 - (A) Except as specified in this article, no sign, name, number or advertising material other than building addresses may be applied to, placed or scattered upon streets, curbs, gutters, sidewalks, trees, rocks, natural features, fences, railings, public telephones, utility poles or any public property. Any sign found on public property or within a right-of-way may be seized. Removal and disposal of same are hereby authorized.
 - (B) No signage other than the main permitted signs shall be painted on or attached to the poles or support members of any sign.
 - (C) No business may erect, maintain or display a sign unless a certificate of occupancy has been issued by the town, or application for same has been received by the town, or a building permit has been issued for construction of the business requesting the sign, or an agreement to rent, lease or buy a structure has been finalized by the business requesting the sign.
 - (D) No sign may be painted, mounted, erected, maintained or displayed on the roof of a structure, or in such a manner as to extend above the walls of a structure. However, as an exception, wall signs may be attached to a mansard roof, provided that such signs do not extend above the top of the roof.
 - (E) No portable sign shall be permitted or allowed.
 - (F) Only incidental and directional signs are permitted on the rear wall of any structure.
 - (G) No sign may have more than two faces. The faces of a double-faced sign may not be separated by an angle greater than 45 degrees. The total square footage of both faces counts toward the allowable square footage.
 - (H) No inflatable sign shall be permitted.
 - (I) Distribution of handbills.

- (J) Pole signs.
- (K) Highway signs.
- (L) No handheld signs, worn signs or costumes shall be permitted. Persons or groups exercising First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech, and the right of assembly and organized charity functions are exempt.

(Ordinance 2014-0421-03 adopted 4/21/14)

§ 4.05.008 Rules for specific sign types.

(a) Banners.

- (1) Allowed uses: Unrestricted.
- (2) Permit: Required for each banner visible from the outside of a structure.
- (3) Maximum height: Maximum 18 feet above ground or building height.
- (4) Maximum area: Forty square feet.
- (5) Placement:
 - (A) May be attached to buildings, stakes, poles.
 - (B) All corners must be secured to building or supporting member(s), or banner must be mounted in a framework approved by the building official.
- (6) Maximum number: One per business address.
- (7) No more than one banner may be displayed on any single wall of a business.
- (8) Duration:
 - (A) Grand opening: Maximum use period of 60 days within 90 days of certificate of occupancy issuance.
 - (B) Change of business: Maximum use period of 60 days, one time only.
 - (C) Retail promotional: Maximum use period of 30 days, not to exceed four permits per calendar year.

(b) Ground signs.

- (1) Allowed uses:
 - (A) Real estate.
 - (B) Coming soon signs.
 - (C) Commercial or residential development.
 - (D) New business sign.
- (2) Permit: Not required.

- (3) Maximum height: Ten feet.
- (4) Maximum area: Thirty-two square feet.
- (5) Placement:
 - (A) Two feet back from ROW.
 - (B) Ground signs may not be attached to the ground for the purpose of use as a permanent sign.
- (6) Maximum number: One per property.
- (7) Duration: Sign shall be removed when the property is sold, rented, leased, fully developed or within 12 months of occupation.

Exception: Coming soon, duration of active building permit or until business opens.

(c) Minor signs.

- (1) Allowed uses:
 - (A) Garage sale signs.
 - (B) Real estate signs.
 - (C) Civic pride.
 - (D) Contractor signs.
 - (E) Help wanted signs.
 - (F) Development directional.
 - (G) Promotional sales, at restaurants only.
- (2) Permit: Not required.
- (3) Maximum height: Three feet.
- (4) Maximum area: Eight square feet.
- (5) Placement: Private property only. Not allowed on public property.
- (6) Maximum number:
 - (A) Contractor and help wanted signs: One sign.
 - (B) Real estate signs: Three signs.
 - (C) Promotional sales signs: Four signs.
 - (D) Garage sale, development directional and civic pride signs: Not applicable.
- (7) Duration: As noted below:

- (A) Garage sale signs must be removed no later than the day after the sale.
 - (B) Contractor signs may not be erected before work begins and must be removed when the work is completed or stopped.
 - (C) Real estate signs must be removed no later than a week after the closing date, or completion of the project or sale.
 - (D) Help wanted signs may be only temporary in nature.
- (d) Monument signs. Signs greater in length than in height.

(1) Allowed uses:

- (A) Bulletin board.
- (B) Directional.
- (C) Directory.
- (D) General business.
- (E) Menu board.
- (F) Multiuse.
- (G) Residential development.
- (H) Entrance to a farm or ranch.

(2) Permit: Required.

(3) Maximum height: Ten (10) feet, including monument base, measured from ground level.

(4) Maximum area: Each commercial building shall be allowed either a monument sign or a freestanding business sign, but not both, based on the formula below:

A single-tenant business shall be entitled to one square foot of signage per 50 square feet of total building space, with each business allowed a minimum of 40 square feet and a maximum of 160 square feet, regardless of size.

A multitenant building shall be allowed 1 square foot of signage per 40 square feet of total building space, with each business allowed a minimum of 50 square feet of signage, and a maximum of 160 square feet.

The maximum sign area on either type of sign is 160 square feet, including the base. The maximum size is based on the building footprint. A minimum requirement of 20% of the entire sign area is required for the base. The remaining area is allowed for the sign face. Main sign supporting structure may not be visible. Base must be made of natural stone, brick, poured-in-place decorative concrete, or stucco-covered concrete.

Exception: Menu boards, maximum of 56 square feet total, with a maximum of 8 feet in height.

(5) Placement:

- (A) Two feet back from ROW.
- (B) Not less than 50 feet from any existing pole sign or other monument sign.
- (C) Not less than 25 feet from adjacent property.

(6)

- (A) Maximum number: One per street frontage.
- (B) Exceptions:
 - (i) Directory: One per major entrance.
 - (ii) Menu board: Two per drive-thru window. These may contain electronic displays showing price for customers.
 - (iii) Directional: Maximum 4.

(7) Duration: Permanent.

(e) Freestanding business signs.

(1) Allowed uses:

- (A) Directory.
- (B) General business.
- (C) Multiuse.
- (D) Directional.

(2) Permit: Required.

(3) Maximum height: Eighteen (18) feet, including monument base, measured from ground level.

(4) Maximum area: Each commercial building shall be allowed either a monument sign or a freestanding business sign, but not both, based on the formula below:

A single-tenant business shall be entitled to one square foot of signage per 50 square feet of total building space, with each business allowed a minimum of 40 square feet and a maximum of 160 square feet of total sign (not sign area), regardless of the size of the building. Minimum sign width is 4 feet.

A multitenant building shall be allowed 1 square foot of signage per 40 square feet of total building space, with each business allowed a minimum of 50 square feet of signage, and a maximum of 160 square feet of total sign (not sign area). Minimum sign width is 4 feet.

The maximum total signage is 160 square feet, including the base. A minimum requirement of 20% of entire sign area is required for the base. The remaining area is allowed for the sign face. Main sign supporting structure may not be visible. Base will be made of stone, brick, poured-in-place decorative concrete, or stucco-covered concrete.

- (5) Placement:
 - (A) Two feet back from ROW.
 - (B) Not less than 50 feet from any pole sign or other monument sign.
 - (C) Not less than 25 feet from adjacent property.
 - (6) Maximum number: One per street frontage.
 - Exception: Directory, one per major entrance; directional, maximum 4.
 - (7) Duration: Permanent.
- (f) Wall signs.
- (1) Allowed uses:
 - (A) General business.
 - (B) Real estate signs.
 - (C) Menu board.
 - (D) Identification signs.
 - (E) Multiuse signs.
 - (F) Bulletin board.
 - (G) Directional signs.
 - (H) Directories.
 - (I) Scoreboards.
 - (2) Permit: Required.
 - Exception: Directional signs and scoreboards, not required.
 - (3) Maximum height: Signs may not extend above the top of the wall.
 - Exception: Directional signs, four feet.
 - (4)
 - (A) Maximum area: The total square footage of all wall signs on a structure may not exceed the linear measurement of the display frontage of that structure. When the display frontage includes more than one wall, the total square footage of all wall signs on any one wall of the structure may not exceed the linear measurement of the wall upon which erected. The width of a sign may not exceed 75% of the linear feet of the frontage.
 - (B) Exception:
 - (i) Directional signs: eight square feet area.

- (ii) Menu boards: 64 square feet. The area of one wall sign used as a menu board shall count against the total square footage of wall signs allowed on a structure.
 - (C) Canopies, such as those found at service stations and other accessory structures, are considered separate structures from the main structure for the purpose of determining area allowance.
- (5) Placement:
- (A) Walls of structures or mansard roofs: Signs placed on a mansard roof may not extend above the top of the roof.
 - (B) Wall signs may not extend more than 12 inches away from the wall on which they are erected or attached.
 - (C) Wall signs used as menu boards may only be displayed on the side and/or rear walls of a structure.
- (6) Maximum number: Single-tenant structure five per structure, but the total of combined signs count toward the maximum allowed square feet. A multi-tenant building shall be allowed one (1) square foot of signage per width of tenant's display frontage, with each business allowed up to a minimum of 36 square feet of signage, up to a maximum of 160 square feet, with a maximum letter height of 28 inches. A tenant of a multi-tenant building, occupying a suite that has more than one display frontage may have up to 2 signs. If there are multiple rear entrances into a building, each tenant may place a 2 square foot sign above or on the door to identify the tenant.

Exceptions:

- (A) Scoreboards: One per property.
 - (B) Canopies and accessory buildings: One per side, if canopies are separated, they count as one per frontage side.
 - (C) Accessory buildings: One per structure. Signs containing digital price changer, "display numbers" shall not exceed 18" per module nor more than two display faces per side.
- (7) Duration: Permanent.

(g) Window signs.

- (1) Allowed uses: Unrestricted.
- (2) Permit: Not required.
- (3) Maximum height: Not applicable.
- (4) Maximum area: Signs may not cover over 40 percent of the total glass area of the display frontage.
- (5) Placement: Interior or exterior surfaces of windows and/or glass doors or inside a structure within five feet of windows or doors.

(6) Maximum number: Not applicable.

(7) Duration: Not applicable.

(h) Murals.

(1) For the purposes of this subsection, in addition to the definitions provided in this article, the following definitions shall apply:

Alter.

To change in any way or to any extent the appearance, size, shape, colors, subject, designs, figures, elements or pictures of a mural.

Dilapidated or deteriorated condition.

(A) Where any part of a mural is chipped, flaked, faded, broken, damaged, defective, missing, torn, bent, dented, cracked, splintered, twisted, inoperable, leaning or at angles other than those at which erected;

(B) Where the message or wording is faded or can no longer be clearly read; or

(C) Where any part of the mural is not in compliance with the requirements of the building, electrical, property maintenance or other codes or ordinances adopted by the town.

Mural.

A painting, design or artistic work applied to an exterior wall for aesthetic purposes.

Restore.

To return a mural to its exact original appearance and quality from a dilapidated or deteriorated condition.

(2) No person shall apply, install, erect, or restore a mural, as defined hereinabove, without first having a valid sign permit issued in accordance with this article. The building official shall, prior to issuing a permit, obtain a recommendation from the architectural control committee.

(3) The maximum height, area, number, and duration requirements applicable to other types of signs shall not apply to murals. The design, location and placement of a mural must be approved by the building official after a recommendation by the architectural control committee, prior to the issuance of a permit. The permit will not be issued until 30 days after final approval by the architectural control committee, so the town council may have an opportunity to review and intervene in the issuance of any permit.

(4) Standards of construction and content.

(A) Murals shall be composed of permanent materials and applied only to permanent surfaces. Murals shall not be applied to temporary surface, and all materials used must be resistant to the short-term effects of exposure to the elements.

(B) Removal of a mural must be accomplished by physical removal from wall of the paint or other material of which the mural is composed, and/or by covering the mural with paint or other material. In both cases, either by physical removal or covering, it must be rendered completely invisible and must maintain the structural and architectural integrity of the structure upon which the mural was applied.

- (5) Murals may contain subject matter consistent with the theme of a business but may not contain branded products, brand names, business names, or logos.
- (6) Other regulations and requirements:
 - (A) Maintenance responsibility and standards: At all times during and after application, murals shall be considered the property of the owner and/or occupant of the structure to which applied, and said owner and/or occupant shall be responsible for maintenance and upkeep of the mural.
 - (B) All murals shall be kept in a proper state of repair and preservation. It is a violation of this section to own, keep or maintain any mural in a dilapidated or deteriorated condition or to permit or allow a mural to be kept in such condition.
 - (C) If the building official determines a mural to be in dilapidated or deteriorated condition, the mural shall be restored or removed by the owner and/or occupant of the structure to which it is applied within 30 days of notification, unless granted an extension by the town.
 - (D) The building official may cause the removal of any mural that is not maintained in accordance with the provisions of this section. A mural which is kept, maintained or allowed to remain in a dilapidated or deteriorated condition is hereby declared to be a nuisance. Upon the failure of the owner and/or occupant of the premises on which the mural is located to repair or remove the mural following 30 days notice thereof, the town may cause the removal of the mural. The owner and/or occupant shall pay all expenses incurred by the town incident to such removal. In the event of the failure of the owner and/or occupant to remit to the town the expenses incurred in the abatement of the nuisance, a lien may be placed on and against the property on which the mural is removed. Such lien shall bear interest at the rate of ten percent per annum and shall be a first and prior lien, second only to liens for taxes and paving assessments.

(i) Temporary Signs during Periods of Road Construction. The Town Administrator, or designee, may approve the placement of banners, ground signs or minor signs on public or private property that may otherwise not be allowed under this Code in order to mitigate the effects of road construction on adjacent businesses. Under the following conditions:

- (1) Signs are limited to businesses that are adjacent to, or taking access from, the roadway(s) under construction.
- (2) Signs shall be limited to directional and business name and/or logo signage only and may not be used to advertise sales or other business-related activities. These signs shall be in addition to any other banners, temporary signs or minor signs allowed per the current code.
- (3) Signage shall be limited to 40 square feet in area and shall not be located within the visibility triangle as defined herein.
- (4) The time frames listed in the ordinance for banners and temporary signs may be extended to the lesser of 365 days or the end of the road construction project.
- (5) Such approval shall not constitute any type of permanent right, easement or license for the use of the property.
- ~~(1)~~(6) A permit is required for a temporary sign under this subsection; however, no permit fees will be assessed.

(Ordinance 2014-0421-03 adopted 4/21/14; Ordinance 2014-1117-04 adopted 11/17/14; Ordinance 2015-0518-05, sec. 2, adopted 5/18/15; Ordinance 2015-0518-05, sec. 3, adopted 5/18/15; Ordinance 2016-0320-01, sec. 3, adopted 3/20/16; Ordinance 2017-1218-02, sec. 2, adopted 12/18/17)

§ 4.05.009 **General standards for freestanding business signs and monument signs.**

- (a) Construction materials for freestanding business signs and monument signs may include wood, masonry, architectural concrete, metal, or any combination thereof, and any other materials approved by the town council. Sign elements may be carved into, routed, embossed, mounted, or painted or may otherwise be displayed in any manner approved by the town council.
- (b) All freestanding business signs and monument signs must have a minimum landscaped area of six square feet for each horizontal linear foot of sign face.
- (c) All commercial signs should consider the “Texas Country” architectural standards.
- (d) Illumination. No sign may be illuminated except as follows:
 - (1) Signs may be internally or externally illuminated; however, all light sources must be shielded or directed so as not to create a hazard for motorists or pedestrians or a nuisance to adjacent residential areas or properties.
 - (2) Signs may be internally illuminated provided they are illuminated:
 - (A) Uniformly and evenly.
 - (B) Individually and internally.
 - (C) Without visible raceways, electrical conduits, circuit breakers, or other electrical appurtenances.
 - (3) No illuminated sign or any element thereof may turn on or off, change brightness, or otherwise:
 - (A) Produce apparent continuous motion; or
 - (B) Cause any other message or picture to change.
 - (C) Signs containing digital price changer, “display numbers” shall not exceed 18" per module nor more than three display faces per side.

(Ordinance 2014-0421-03 adopted 4/21/14; Ordinance 2016-0320-01, sec. 4, adopted 3/20/16)

§ 4.05.010 **Illegal nonconforming signs.**

Nonconforming existing signs erected prior to the effective date of this article, which were not lawful when erected, shall be removed in accordance with the following:

- (1) Signs that cost less than two thousand dollars (\$2,000.00) to move must be removed within one hundred and eighty (180) days of the date of written notice from the building official.
- (2) Signs which cost more than two thousand dollars (\$2,000.00) to move must be removed within one (1) years of the date of written notice from the building official.
- (3) All illegal nonconforming signs must be completely removed prior to obtaining any new sign permits.

(Ordinance 2014-0421-03 adopted 4/21/14)

§ 4.05.011 **Variances.**

Any person aggrieved by any order, determination or decision of the building official regarding the application, enforcement or interpretation of any term or provision of this article may appeal such order,

determination or decision to the town council by submitting a written notice of appeal within twenty (20) days of such order, determination or decision. The council shall have the power to authorize upon appeal in specific cases such variances from the terms of this article as will not be contrary to the public interest, where owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship, and so that the spirit of this article shall be observed and substantial justice done.

(Ordinance 2014-0421-03 adopted 4/21/14)

§ 4.05.012 Penalties.

Any person, firm, corporation or association violating any of the provisions of this article shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by a fine not to exceed the sum of five hundred dollars (\$500.00), and each and every day such violation shall continue shall be deemed a separate offense. The town may also pursue violations of the terms of any of this article by seeking injunctive relief in a court of proper jurisdiction. The remedies provided for herein shall be cumulative of any and all other remedies provided for by law.

(Ordinance 2014-0421-03 adopted 4/21/14)



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
June 19, 2022

Agenda Item:

Conduct a Public Hearing, discuss and consider action on a request from applicant, Dalia Sanchez, on behalf of property owner Luis Garcia, requesting a variance from the minimum one-acre lot size requirements to allow for two existing tracts of land comprised of 0.194 acres and 0.251 acres, respectively, to be platted into a single tract of land totaling approximately .435 acres for the construction of a single-family home. (2023-0417-02VARIANCE)

Prepared by:

Rodney Patterson, Building Official

Description:

The applicant, Dalia Sanchez, on behalf of property owner Luis Garcia is requesting a variance from the minimum lot size requirements of Section 14.03.074(d)(6) of the Town of Cross Roads Code of Ordinances to allow for two existing tracts of land, comprised of 0.194 acres and 0.251 acres, respectively, under a single ownership, to be platted into a single lot totaling approximately .435 acres for the construction of a single-family home located at 2901 Naylor Rd. The lot to be created will meet all minimum dimension requirements of the Town of Cross Roads ordinances other than minimum lot size.

Recommended Action:

When judging whether to approve a variance the key elements include the fact that it was not self-created, that it is unique to the property, that a strict enforcement of the ordinance would result in undue hardship and it is not contrary to the public interest. Members should use this as a guide in determining whether granting the variance is appropriate.

The property currently has a manufactured home on site. The applicant has stated they would like to remove the structure and construct a single-family home of approximately 3,500 square feet. According to Denton Central Appraisal District records, these tracts have been in the same configuration under common ownership since at least 1989. The current owner purchased the property in 2008. As previously stated, the lot to be created will meet all minimum dimension requirements other than minimum lot size.

Staff is recommending approval, with the caveat that the owner must be able to provide a septic system design which will be appropriate for both the lot size and the design of the home to be constructed. Approval of this variance does not constitute approval of any future septic design.

Attachments:

Location Map
Variance Application
Sample Plot Plan
Sample House Plan



Universal Variance Application

2023-0417-02VARIANCE

Date of Application: 4/17/2023 Property Address: 2901 Naylor Road

Duration of Request: [] TEMPORARY (Dates:) [x] PERMANENT

Land Owner: Luis Garcia Phone No: 214 460 0381

Email: Mailing Address: 5177 FM 2931 Aubrey, TX 76227

If you are not the Land Owner, Status of Applicant (Owner/Agent):

Applicant's Name: Dalia Sanchez Phone No: 214 407 0141

Applicant's Email: rossio.dalia@gmail.com Applicant's Address: 2901 Naylor Rd. Crossroads, TX 76227

Description and reason for request: Remove mobile home currently there and build a home about 3500 sq. ft

Signature of Owner: Luis Garcia Date: 4/17/2023

Signature of Applicant: Sanchez Date: 4/17/2023

The following must be submitted before processing and scheduling for Board of Adjustment.

- 1. Application and fee with any drawings, maps, etc. to support the request
2. Site plan or graphic depiction of what the variance is for

For Office Use Only
Section of Code Section 14.03.074 (d) (6)
Description of Variance Sought
Applicant is requesting to build a home on .435 acres and remove the existing mobile home.
Completed Application (Date) 04-17-2023 Check # 1486 Receipt # 865
Approval Date Signature

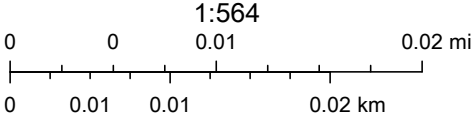
3201 US HWY 380, STE 105, Cross Roads, TX 76227
TEL 940/365-9693 FAX 469/375-5905
CrossRoadsTX.gov

Denton CAD Web Map



5/9/2023, 12:33:34 PM

-  Parcels
-  Roads



Denton Central Appraisal District, dentoncad.com

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 19, 2023

Agenda Item:

Presentation and consideration of the Town of Cross Roads Annual Financial Report for the year ended September 30, 2022.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Texas Local Government Code Sections 103.001 through 103.002 require a municipality to have their records audited annually by a certified public accountant who is licensed in the state or a public accountant who holds a permit to practice from the Texas State Board of Public Accountancy. Previously, the Town's audits were prepared by Bill Spore. In Fiscal Year 2021, Mr. Spore provided bookkeeping services related to the audit and coordinated with MWH Group, P.C. to prepare the audit. The Town continued with MWH Group, P.C. for Fiscal Year 2022. Valerie Halverson with MWH Group will be at the meeting to present the audit findings. Attached is a draft copy of the audited financials.

Note that the audit includes one significant deficiency, which is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The deficiency is related to the fact the Villages of Cross Roads PID #1 was not presented in previous financial statements but was presented for the FY 2022 audit which resulted in the need for a restatement of beginning fund balances. The Villages of Cross Roads PID #1 was created in 2012 and did not have annual service and assessment plans adopted in accordance with the state law until it was discovered in 2021. The previous auditor never included the account in the Town's financial statements. It took several months for a Town consultant to review the documents and provide an updated service and assessment plan. The 2022 Fiscal Year was the first year that the funds were correctly collected and disbursed.

Recommended Action:

Staff recommends acceptance of the Fiscal Year 2022 Audited Financial Statements

Attachments:

Draft Audited Financial Statements for acceptance



MWH GROUP
CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS

June 6, 2023

To the Honorable Mayor and
Members of the Town Council
Town of Cross Roads, Texas

We have audited the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Cross Roads, Texas for the year ended September 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 14, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Cross Roads, Texas are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Town of Cross Roads, Texas during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Town's financial statements was (were):

Management's estimate of the allowance for doubtful accounts is based on historical experience in collections. We evaluated the key factors and assumptions used to develop the accounts receivable and allowance for doubtful accounts balances in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the depreciable lives and residual value of capital assets is based on historical experience in collections. We evaluated the key factors and assumptions used to develop the depreciable lives and residual value of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimates of its net pension liability and total OPEB liability are based on reports received from the Texas Municipal Retirement System (TMRS). The net pension liability and total OPEB liability reported by TMRS is based on actuarial valuations that utilize various assumptions including the remaining amortization period, discount rate, expected rates of investment return, salary increases, payroll growth rates and mortality rates. The financial statements of the TMRS plan were audited by CliftonLarsonAllen, LLP. These financial statements received unmodified opinions. We evaluated the audited financial statements, census data submitted by the Town to TMRS and the Town's controls over the census submission process that were used to develop the estimate of its net pension liability and total OPEB liability to determine that the estimate is reasonable in relation to the financial statements taken as a whole.

Honorable Mayor and
Members of the Town Council
Town of Cross Roads, Texas
June 6, 2023

Page 2

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was (were):

The disclosures of the defined benefit pension plan and postemployment benefits other than pensions (OPEB) in Notes 8 and 9 to the financial statements are based on various reports provided by TMRS. The reports are based on the audited financial statements of the pension plan and actuarial reports provided by a third party.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 6, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Honorable Mayor and
Members of the Town Council
Town of Cross Roads, Texas
June 6, 2023

Page 3

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis, Budgetary Comparison Schedule – General Fund, Texas Municipal Retirement System Schedule of Changes in Net Pension Liability and Related Ratios, Texas Municipal Retirement System Schedule of Contributions, and Texas Municipal Retirement System Schedule of Changes in Total OPEB Liability and Related Ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report a Comparative Schedule of Revenues and Expenses, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Town Council and management of the Town of Cross Roads, Texas and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

MWH Group, P.C.

MWH GROUP, P.C.

Client: **607100 - Town of Cross Roads**
 Engagement: **09.22 - Town of Cross Roads**
 Period Ending: **9/30/2022**
 Trial Balance: **D-00 - GASB Fund Trial Balance**
 Workpaper: **D-01-01 - AJE - Cross Roads**
 Fund Level: **Multiple**
 Index: **GOV, PRO, FID|PPT, FID|INV, FID|PEN, FID|AGY, FID|NMF, OTH**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 2				
To record professional services expense in the proper fund.				
100-710-59100	Transfers Out		9,450.00	
370-610-53083	Professional Services		9,450.00	
100-40315	Miscellaneous Income			9,450.00
370-40910	Transfers In			9,450.00
Total			18,900.00	18,900.00
Adjusting Journal Entries JE # 3				
To record the disposal of fixed assets.				
810-16600	Accumulated Depreciation		16,250.00	
810-29100	Investment in Fixed Assets		33,633.00	
810-16200	Furniture & Fixtures			3,765.00
810-16300	Equipment			46,118.00
Total			49,883.00	49,883.00
Adjusting Journal Entries JE # 5				
To adjust accumulated depreciation to actual at 9.30.22.				
810-16600	Accumulated Depreciation		17,177.00	
810-29100	Investment in Fixed Assets			17,177.00
Total			17,177.00	17,177.00
Adjusting Journal Entries JE # 9				
To accrue accounts payable at year end.				
100-110-53080	Engineering Services		1,655.36	
100-27000	Developer Deposits		4,356.98	
100-520-53080	Engineering Inspection Services		725.49	
330-110-58011	Capital Equipment - COVID Funds		5,756.51	
370-610-53083	Professional Services		1,750.04	
100-20100	Accounts Payable Consolidated			6,737.83
330-20100	Accounts Payable Consolidated			5,756.51
370-20100	Accounts Payable Consolidated			1,750.04
Total			14,244.38	14,244.38
Adjusting Journal Entries JE # 10				
To record fixed asset addition identified in AP accruals.				
810-16500	Infrastructure		1,750.00	
810-29100	Investment in Fixed Assets		49.00	
810-16600	Accumulated Depreciation			49.00
810-29100	Investment in Fixed Assets			1,750.00
Total			1,799.00	1,799.00
Adjusting Journal Entries JE # 11				
To defer CLFRF grant funds received but not spent as of September 30, 2022.				
510-40450	Grant Revenue		285,574.20	
510-24016MWH	Deferred Revenue - CLFRF			285,574.20
Total			285,574.20	285,574.20
Adjusting Journal Entries JE # 12				
To establish beginning balances for leases under GASB 87.				
810-20000MWH	Right-to-use assets (GASB 87)		193,557.15	
820-19100	Amount to be Provided Long Term Debt		193,557.15	
810-29100	Investment in Fixed Assets			193,557.15
820-28200MWH	Lease Liability (GASB 87)			193,557.15
Total			387,114.30	387,114.30
Adjusting Journal Entries JE # 13				
To reduce the GASB 87 lease liability for principal payments made during the year.				
820-28200MWH	Lease Liability (GASB 87)		39,236.23	
820-19100	Amount to be Provided Long Term Debt			39,236.23
Total			39,236.23	39,236.23
Adjusting Journal Entries JE # 14				
To amortize the right to use assets held under GASB 87 leases.				
810-29100	Investment in Fixed Assets		40,748.88	
810-16700MWH	Accumulated Amortization - RTU Asset			40,748.88
Total			40,748.88	40,748.88
Adjusting Journal Entries JE # 17				
To record 4Q reimbursement for FY2022 for Salary & Office Equipment from MDD.				
100-22012	Due to MDD		6,090.75	

100-40304	MDD Contribution		<u>6,090.75</u>	<u>6,090.75</u>
Total			<u>6,090.75</u>	<u>6,090.75</u>
Adjusting Journal Entries JE # 18		D-08-02a		
To record 4Q expense for FY2022 for Salary & Office Equipment to the General Fund.				
210-40910	Transfers In		6,090.75	
210-20105	Due to General Fund			<u>6,090.75</u>
Total			<u>6,090.75</u>	<u>6,090.75</u>
Adjusting Journal Entries JE # 21				
To balance transfers and remove inaccurate balances				
100-110-53007	Administrative Expenses		5,515.00	
100-12010	Changes after Audit			3,143.70
100-25020	MDD Payable			<u>2,371.30</u>
Total			<u>5,515.00</u>	<u>5,515.00</u>
	Total Adjusting Journal Entries		<u>872,373.49</u>	<u>872,373.49</u>
	Total All Journal Entries		<u>872,373.49</u>	<u>872,373.49</u>

Client: **607100 - Town of Cross Roads**
 Engagement: **09.22 - Town of Cross Roads**
 Period Ending: **9/30/2022**
 Trial Balance: **D-00 - GASB Fund Trial Balance**
 Workpaper: **D-12-03 - RJE Report**
 Fund Level: **All**
 Index: **All**

Account	Description	W/P Ref	Debit	Credit
Reclassifying Journal Entries				
Reclassifying Journal Entries JE # 20				
To remove the credit balance in 'transfers out' and reduce administrative expenses for the payments to the Town of Cross Roads that are considered transfers for reporting purposes.				
210-710-59100	Transfers Out		18,272.25	
210-110-53007	Administrative Expenses			18,272.25
Total			18,272.25	18,272.25
Total Reclassifying Journal Entries			18,272.25	18,272.25
Total All Journal Entries			18,272.25	18,272.25



Town of Cross Roads
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Cross Roads, Texas 76227
940-365-9693 office | 469-375-5905 fax
crossroadstx.gov

June 6, 2023

MWH Group, P.C.
P.O. Box 97000
Wichita Falls, Texas 76307-7000

This representation letter is provided in connection with your audit(s) of the financial statements of the Town of Cross Roads, Texas, which comprise the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of September 30, 2022, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of June 6, 2023, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 18, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

- 9) Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 10) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the City and involves:
- a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the names of the City's related parties and all the related party relationships and transactions, including any side agreements.

Government - specific

- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have a process to track the status of audit findings and recommendations.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 21) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 22) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 23) The City has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.

- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 25) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we believe have a material effect on the financial statements.
- 26) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 27) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 28) As part of your audit, you assisted with preparation of the financial statements and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures and schedule of expenditures of federal awards has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 29) The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 30) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 31) The financial statements include all fiduciary activities required by GASBS No. 84 , as amended.
- 32) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34, as amended.
- 33) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 34) Components of net position (net investment in capital assets; restricted; and unrestricted), and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 35) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- 36) Provisions for uncollectible receivables have been properly identified and recorded.
- 37) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 38) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 39) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 40) Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.

- 41) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 42) We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 43) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 44) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 45) With respect to the Combining Balance Sheet – Nonmajor funds and the Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor funds:
 - a) We acknowledge our responsibility for presenting the Combining Balance Sheet – Nonmajor funds and the Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor funds in accordance with accounting principles generally accepted in the United States of America, and we believe the Comparison Schedule of Revenues and Expenses, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the Combining Balance Sheet – Nonmajor funds and the Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor funds have changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the Combining Balance Sheet – Nonmajor funds and the Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor funds is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signature: _____ Signature: _____

Title: _____ Title: _____

TOWN OF CROSS ROADS, TEXAS

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED SEPTEMBER 30, 2022



**TOWN OF CROSS ROADS, TEXAS
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

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Financial Section



Independent Auditor’s Report on Financial Statements

Town Council
Town of Cross Roads, Texas

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Cross Roads, Texas, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Town of Cross Roads, Texas’s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Cross Roads, Texas, as of September 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Cross Roads, Texas, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As described in Note 6 to the financial statements, in 2022, the Town adopted new accounting guidance, GASB Statement No. 87, Leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Cross Roads, Texas's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Cross Roads, Texas's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Cross Roads, Texas's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, Budgetary Comparison Schedule – General Fund, Texas Municipal Retirement System Schedule of Changes in Net Pension Liability and Related Ratios, Texas Municipal Retirement System Schedule of Contributions, and Texas Municipal Retirement System Schedule of Changes in Total OPEB Liability and Related Ratios on pages 5 through 13 and

42 through 47, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 6, 2023, on our consideration of the Town of Cross Roads, Texas's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Cross Roads, Texas's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Cross Roads, Texas's internal control over financial reporting and compliance.

Respectfully submitted,



MWH GROUP, P.C.

Wichita Falls, Texas
June 6, 2023

TOWN OF CROSS ROADS, TEXAS

TOWN OFFICIALS

SEPTEMBER 30, 2022

MAYOR	T. Lynn Tompkins Jr.
MAYOR PRO TEM	David Meek
COUNCIL MEMBERS	Ron King
	Kay Neubauer
	Wendy White-Stevens
ADMINISTRATOR	Kristi Gilbert
SECRETARY	Karen Padilla
ATTORNEY	Matthew C. G. Boyle



Town of Cross Roads
3201 US 380, Suite 105
Cross Roads, Texas 76227
940-365-9693 office | 469-375-5905 fax
crossroadstx.gov

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Cross Roads, we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2022. The information provided here should be used in conjunction with the basic financial statements.

Management's discussion and analysis ("MD&A") has been designed to [1] assist readers and interested parties in focusing on significant financial issues [2] provide an overview of the Town's financial activity, [3] identify changes in the Town's financial position, including its ability to address the next and subsequent years challenges, [4] identify material deviations from the approved budgets adopted by the Town Council (those charged with governance), and [5] identify individual fund issues or concerns.

The MD&A focuses on the current year's activity, resulting changes and currently known facts, you are encouraged to read it in conjunction with the basic financial statements including notes thereto, required supplemental information, and other supplementary data provided below.

FINANCIAL HIGHLIGHTS

- The Town's government-wide assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at September 30, 2022, by \$11,467,168, an increase of \$1,678,481 from September 30, 2021.
- The Town's governmental fund balance increased \$1,973,258 during the 2022 fiscal year to a balance of \$5,710,947.
- The Town's capital assets, reported at cost less accumulated depreciation, total \$6,564,521 at September 30, 2022.

USING THIS ANNUAL REPORT

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

Reporting the Town as a Whole - Government-wide Financial Statements

The Statement of Net Position and the Statement of Activities

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private-sector business.

The Statement of Net Position (page 14) presents information on all of the Town's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities (page 15) presents information showing how the Town's net position changed during the fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused compensated absences). Capital grant funds are reported as revenues in the Statement of Activities.

The Town currently only provides Governmental type activities. Governmental activities include basic services such as fire, ambulance, inspection, parks, streets, and general administration. Permit revenues, sales taxes, and franchise fees finance most of these activities. The Town does not assess or collect a property tax. The Town does not provide any Business-type activities such as water or sewer systems and related fees.

Reporting the Town's Most Significant Funds

Fund Financial Statements

All of the Town's activities are accounted for in a governmental fund, the General Fund. Governmental funds focus on how money flows into and out of the funds and the balances left at the end of the year that is available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements, the Balance Sheet (page 16) and the Statement of Revenues, Expenditures and Changes in Fund Balance (page 18) provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliation at the bottom of the fund financial statements.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 20.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

A portion of the Town’s net position is its investment in capital assets, (land, building, equipment and infrastructure.) The Town uses these capital assets to provide services to the Town’s citizens; consequently, these assets are not available for future spending. It is also significant that the Town does not have any long-term debt and it does not levy property taxes.

The Town’s net position as of September 30, 2022, and 2021 are as follows:

	2022	**Restated 2021
Current and other assets	\$ 6,306,227	\$ 4,026,858
Capital assets, net	6,564,521	6,165,948
Total assets	12,870,748	10,192,806
Total deferred outflows of resources	71,924	45,819
Current liabilities	708,728	340,670
Long-term liabilities	642,686	54,165
Net pension and OPEB liability	11,420	36,445
Total liabilities	1,362,834	431,280
Total deferred inflows of resources	112,670	18,658
Net position		
Net investment in capital assets	5,827,269	6,165,948
Restricted	963,143	542,906
Unrestricted	4,676,756	3,079,833
Total net position	\$ 11,467,168	\$ 9,788,687

*The Town adopted the provisions of GASB Statement No. 87 Leases. This statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The beginning balances for leased capital assets and lease liabilities were increased by \$193,557 for Governmental Activities as a result of this implementation. Beginning net asset balances were not required to be restated.

**In 2022, it was discovered that the Villages of Cross Roads PID #1 restricted fund was excluded from presentation in the financial statements. The cash and fund balance were increased by \$99,516 to correct the beginning balances.

The Town’s net position totals \$11,467,168, including liquid assets (cash and receivables less accounts payable) of \$5,978,961. The Town also has significant investment in capital assets, (land, building, equipment, and infrastructure.) The Town uses these capital assets to provide services to the Town’s citizens; consequently, these assets are not available for future spending. These capital assets represent 51% of the Towns total assets.

Analysis of Town's Operations

The results of the Town's operations for the years ended September 30, 2022 and September 30, 2021, were as follows:

	<u>2022</u>	<u>2021</u>
Revenues		
Program revenues:		
Charges for services	\$ 697,593	\$ 516,436
Grants and donations	104,531	165,218
General revenues:		
Sales and beverage taxes	3,853,870	3,250,114
Franchise fees	179,783	134,420
Interest income	15,599	13,614
Transfers from dissolution	467,036	148,554
Reclassification of liability	-	491,248
Gain on sale of assets	24,867	-
Total revenues	<u>5,343,279</u>	<u>4,719,604</u>
Expenses		
Administration	1,644,783	1,440,367
Municipal court	58,814	-
Police	1,301,253	1,108,131
Parks and recreation	36,981	58,168
Community development	600	950
Inspection	35,435	16,122
Public works	586,932	528,559
Total expenses	<u>3,664,798</u>	<u>3,152,297</u>
Increase in net position	<u>\$ 1,678,481</u>	<u>\$ 1,567,307</u>

Charges for services include municipal court fines, developer/subdivision fees, building permit, inspection fees, and miscellaneous revenues. These fees increased 13% in 2022 due to an increase in municipal court fees.

Grant and donation revenues in 2022 include \$91,004 in Covid-19 related grant revenues and police contributions of \$13,527.

The Town's sales and beverage tax revenues increased \$603,756 an 19% increase over 2021 sales and beverage tax revenues. The continued openings of new commercial developments along Highway 380 has significantly added to the sales tax base in the Town.

The interlocal agreement between the Town and the City of Krugerville, which created the Northeast Police Department (NEPD) and the Northeast Municipal Court (NEMC) in 2013, was set to expire on September 30, 2022. On March 26, 2021, the City of Krugerville served the Town of Cross Roads with a Notice of Termination effective on September 30, 2021. The NEPD and NEMC began liquidating and transferring their assets to the two Municipalities during September 2021. Assets, at historic cost, of \$148,554 were transferred to the Town in 2021. The final transfers were made during fiscal year 2022 at a historic cost of \$467,036.

In previous fiscal years, the Town recorded a developer grant liability related to an economic development incentive agreement entered into in 2012 (see note 12). The agreement only requires the Town make payments that are appropriated for in its annual budget. During fiscal year 2021, the Town Council, as allowed for in the economic development incentive agreement, chose to not budget appropriations for any economic grant payments related to this agreement. It is also the intention of the current Town Council to not budget appropriations in future years. As there were no budget appropriations, the Town’s liability for the grant payments as of September 30, 2021, was reduced from the previously recorded balance. The reduction of the grant was recorded as income in fiscal year 2021. This adjustment of \$491,248 is recorded in these financial statements as a “Reclassification of Developer Payable.” As of September 30, 2022, there were no adjustments to the liability balance as the Town continues to monitor the situation and engage in discussions with the Developer to determine the appropriate course of action.

Fiscal year 2022 administration expenses increased \$204,416 during fiscal year. This increase is primarily due to the developer incentive grant expenses of \$193,470 that were paid out in 2022.

GOVERNMENTAL FUND ANALYSIS

The focus of the Town’s governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town’s financing requirements; in particular, unreserved fund balance may serve a measure of a government’s net resources available for spending at the end of the fiscal year.

General Fund revenues totaled \$4,163,498 in 2022 compared to \$3,686,547 in 2021. This increase is primarily due to an increase in sales tax and permit fee revenues in 2022.

General Fund expenses totaled \$2,983,404 in 2022 compared to \$3,041,096 in 2021 (after removing developer incentive grants).

An analysis of the Town’s significant general government and public safety expenditures in 2022 and 2021 is as follows:

	<u>2022</u>	<u>2021</u>	<u>Increase (Decrease)</u>
Administration:			
Personnel and benefits	\$ 519,199	\$ 508,662	\$ 10,537
Supplies	11,504	49,483	(37,979)
Contractual services	808,915	764,214	44,701
Maintenance	7,750	19,866	(12,116)
Municipal court:			
Personnel and benefits	6,588	-	6,588
Supplies	4,981	-	4,981
Contractual services	20,783	-	20,783
Minor equipment	1,250	-	1,250
Police:			
Personnel and benefits	1,046,823	50,217	996,606
Supplies	81,398	10,447	70,951
Contractual services	120,608	5,345	115,263
Maintenance	29,729	47,558	(17,829)
Inter-local police services	-	982,644	(982,644)

General Fund administration expenses increased \$5,143, and municipal court expenses increased \$33,602 during fiscal year 2022.

With the NEPD liquidating as of September 30, 2021, the Town incurred expenses related to the creation of the Cross Roads Police Department during the second half of 2021. The police expenses increased \$182,347 during fiscal year 2022.

Total general fund-fund basis revenues exceeded fund basis expenditures in 2022 by \$1,728,758 in 2022 and the Town's general fund balance increased to \$4,825,347.

The Town has the following restricted and committed governmental fund balances at September 30, 2022:

Restricted/Committed to:	
Municipal Development District	\$ 815,816
Capital improvements	114,000
Legal contingency fund	505,965
Municipal court	62,310
Parks	99,697
Public safety	702,212
Roads	1,477,345
Vehicles	13,592
Villages of Cross Roads PID #1	<u>7,474</u>
Total restricted/committed	<u>\$ 3,798,411</u>

General Fund Budgetary Highlights

The Town's 2022 final budget anticipated a deficit of \$900,697 and the actual surplus was \$1,728,758.

A comparison of actual revenues and expenditures to final budgeted revenues and expenditures is as follows:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Total revenues	\$ 4,228,591	\$ 4,163,498	\$ (65,093)
Expenditures:			
Administration	1,387,095	1,347,368	39,727
Municipal court	39,385	33,602	5,783
Police	1,395,600	1,278,558	117,042
Parks and recreation	27,500	20,093	7,407
Community development	2,000	600	1,400
Inspections	29,000	35,435	(6,435)
Public works	99,000	91,003	7,997
Capital outlay	27,000	113,691	(86,691)
Debt service	-	63,054	(63,054)
Total expenditures	<u>3,006,580</u>	<u>2,983,404</u>	<u>23,176</u>
Transfers and other sources:			
Transfers	2,122,708	23,128	(2,099,580)
Transfer on dissolution of NEPD & NEMC	-	467,036	467,036
Proceeds from sale of asset	-	58,500	58,500
Total transfers and other sources	<u>2,122,708</u>	<u>548,664</u>	<u>(1,574,044)</u>
Excess of revenues over expenditures	<u>\$ (900,697)</u>	<u>\$ 1,728,758</u>	<u>\$ (1,615,961)</u>

CAPITAL ASSETS

The Town's investment in capital assets as of September 30, 2022, amounts to \$6,564,521 (net of depreciation). The investment in capital assets includes land, buildings, parks, equipment, and infrastructure. Capital additions for 2022 included land of \$761,202, office equipment and building improvements of \$62,219, police equipment and building improvements of \$6,338, and road improvements of \$49,876.

A schedule of capital assets is as follows:

Capital Assets at Year End Net of Accumulated Depreciation		2022	2021
Land	\$	869,292	\$ 108,090
Buildings		357,806	357,176
Parks - buildings and equipment		529,273	546,161
Furniture and equipment		170,232	223,357
Infrastructure		4,485,111	4,931,164
Leased buildings		152,807	193,557
Totals		\$ 6,564,521	\$ 6,359,505

Additional information on the Town's capital assets can be found in Note 4 to the Financial Statements.

DEBT ADMINISTRATION

At year end, the Town had \$839,457 in notes outstanding, sales tax refund payments, finance contracts, and compensated absences as shown in the long-term liabilities outstanding table below. More detailed information regarding the Town's debt, including the adoption of GASB Statement No. 87 Leases, is presented in Note 6 in the notes to the financial statements.

	2022	2021
Notes Payable	\$ 582,931	\$ -
Sales tax refund payable	50,781	71,085
Building lease	154,321	193,557
Compensated absences	51,424	34,580
Totals	\$ 839,457	\$ 299,222

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

Budgeted general fund revenues for fiscal year 2023 total \$4,158,000, including \$3,419,000 of sales tax revenues, \$521,750 of permit and fee revenues, \$190,000 of municipal court fines and a \$22,250 in contributions. Budgeted general fund expenditures for 2022 total \$3,238,197, including \$1,511,434 for administration costs, \$41,605 for municipal court, \$1,530,568 for police and \$99,100 for public works.

REQUEST FOR INFORMATION

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the Town of Cross Roads. If you have questions about this report or need any additional information, contact the Town Secretary at 3201 US Hwy 380, Suite 105, Cross Roads, TX 76227 or at (940) 365-9693.

TOWN OF CROSS ROADS, TEXAS
STATEMENT OF NET POSITION
SEPTEMBER 30, 2022

EXHIBIT A-1

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents	\$ 4,309,780
Receivables	695,013
Prepaid expenses	18,143
Restricted cash & cash equivalents	1,199,278
Net pension asset	84,013
Capital assets:	
Land	869,292
Buildings	565,768
Building leases	193,557
Parks building and equipment	624,027
Equipment	669,349
Infrastructure	8,072,468
Less: accumulated depreciation	(4,429,940)
Capital assets, net	<u>6,564,521</u>
Total assets	<u>12,870,748</u>
Deferred Outflows of Resources	
Deferred outflows of resources related to pension	69,160
Deferred outflows of resources related to OPEB	2,764
Total deferred outflows of resources	<u>71,924</u>
Liabilities	
Accounts payable	35,263
Accrued liabilities	189,847
Unearned revenue	286,157
Accrued interest	690
Compensated absences	51,424
Long-term liabilities - due within one year	145,347
Long-term liabilities - due in more than one year	642,686
Total OPEB liability	11,420
Total liabilities	<u>1,362,834</u>
Deferred Inflows of Resources	
Deferred inflows of resources related to pension	109,519
Deferred inflows of resources related to OPEB	3,151
Total deferred inflows of resources	<u>112,670</u>
Net Position	
Net investment in capital assets	5,827,269
Restricted for:	
Police	15,233
Municipal development	815,816
Municipal Court	62,310
Village of Cross Roads PID #1	69,784
Unrestricted	4,676,756
Total net position	<u>\$ 11,467,168</u>

The accompanying notes are an integral part of this statement.

TOWN OF CROSS ROADS, TEXAS
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2022

EXHIBIT A-2

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Administration	(1,644,783)	60,113	91,004	-	\$ (1,493,666)
Municipal Court	(58,814)	-	-	-	(58,814)
Police	(1,301,253)	274,468	13,527	-	(1,013,258)
Parks and recreation	(36,981)	-	-	-	(36,981)
Community development	(600)	-	-	-	(600)
Inspection	(35,435)	-	-	-	(35,435)
Public works	(586,932)	363,012	-	-	(223,920)
Total governmental activities	<u>(3,664,798)</u>	<u>697,593</u>	<u>104,531</u>	<u>-</u>	<u>(2,862,674)</u>

General revenues and transfers:

Sales tax	3,853,870
Franchise fees	179,783
Interest income	15,599
Transfers from dissolution of NEPD and NEMC	467,036
Gain on sale of assets	24,867
Total general revenues and transfers	<u>4,541,155</u>
Change in net position	1,678,481
Net position, beginning	9,788,687
Net position, ending	<u>\$ 11,467,168</u>

The accompanying notes are an integral part of this statement.

TOWN OF CROSS ROADS, TEXAS
BALANCE SHEET - GOVERNMENTAL FUNDS
SEPTEMBER 30, 2022

EXHIBIT A-3

	General Fund	Municipal Development District	Nonmajor Funds	Total
Assets:				
Cash	\$ 4,703,117	\$ 736,157	\$ 69,784	\$ 5,509,058
Receivables:				
Sales and beverage taxes	592,223	85,750	-	677,973
Franchise fees	17,040	-	-	17,040
Due from other funds	6,091	-	-	6,091
Prepaid expenses	18,143	-	-	18,143
Total assets	\$ 5,336,614	\$ 821,907	\$ 69,784	\$ 6,228,305
Liabilities:				
Accounts Payable	\$ 21,157	\$ -	\$ -	\$ 21,157
Accrued Liabilities	189,847	-	-	189,847
Unearned revenue	286,157	-	-	286,157
Due to other funds	-	6,091	-	6,091
Developer escrow deposits	14,106	-	-	14,106
Total liabilities	511,267	6,091	-	517,358
Fund balances:				
Non-Spendable:				
Prepaid expenses	18,143	-	-	18,143
Restricted to:				
Police	15,233	-	-	15,233
Municipal development	-	815,816	-	815,816
Municipal Court	-	-	62,310	62,310
Villages of Cross Roads PID #1	-	-	7,474	7,474
Committed to:				
Public safety	686,979	-	-	686,979
Legal contingency	505,965	-	-	505,965
Roads	1,477,345	-	-	1,477,345
Parks	99,697	-	-	99,697
Vehicles	13,592	-	-	13,592
Capital improvements	114,000	-	-	114,000
Unassigned	1,894,393	-	-	1,894,393
Total fund balances	4,825,347	815,816	69,784	5,710,947
Total liabilities and fund balances	\$ 5,336,614	\$ 821,907	\$ 69,784	\$ 6,228,305

The accompanying notes are an integral part of this statement.

TOWN OF CROSS ROADS, TEXAS
*RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
 TO THE STATEMENT OF NET POSITION
 SEPTEMBER 30, 2022*

EXHIBIT A-4

Total fund balances - governmental funds balance sheet (Exhibit A-3) \$ 5,710,947

Amounts reported for governmental activities in the statement of net position (Exhibit A-1) are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the Fund Balance Sheet. 6,564,521

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the Fund Balance Sheet.

Accrued compensated absences	(51,424)
Sales tax refund payable	(50,781)
Note payable	(582,931)
Leases payable	(154,321)
Accrued interest	(690)

Net Pension Asset, Net OPEB Liability and related Deferred Inflows/Outflows of Resources are not financial resources and, therefore, are not reported in the Fund Balance Sheet 31,847

Net position of governmental activities - statement of net position \$ 11,467,168

The accompanying notes are an integral part of this statement.

TOWN OF CROSS ROADS, TEXAS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2022

EXHIBIT A-5

	General Fund	Municipal Development District	Nonmajor Funds	Total
Revenues:				
Sales and beverage taxes	\$ 3,367,445	\$ 486,425	\$ -	\$ 3,853,870
Franchise fees	179,783	-	-	179,783
Permits and development fees	263,836	-	-	263,836
Fines and fees	217,631	-	82,242	299,873
Other revenues	28,865	16,338	100,632	145,835
Intergovernmental revenues	92,582	-	-	92,582
Interest income	13,356	1,910	333	15,599
Total revenues	<u>4,163,498</u>	<u>504,673</u>	<u>183,207</u>	<u>4,851,378</u>
Expenditures:				
Admininstration	1,347,368	7,361	193,470	1,548,199
Municipal Court	33,602	-	15,962	49,564
Police	1,278,558	-	-	1,278,558
Parks and recreation	20,093	-	-	20,093
Community development	600	-	-	600
Inspection	35,435	-	-	35,435
Public works	91,003	-	-	91,003
Debt service: principal	59,540	24,569	-	84,109
Debt service: interest	3,514	20,446	-	23,960
Capital outlay	113,691	761,202	4,742	879,635
Total expenditures	<u>2,983,404</u>	<u>813,578</u>	<u>214,174</u>	<u>4,011,156</u>
Excess (deficiency) of revenues over (under) expenditures	<u>1,180,094</u>	<u>(308,905)</u>	<u>(30,967)</u>	<u>840,222</u>
Other financing sources (uses):				
Transfers from dissolution of NEPD and NEM	467,036	-	-	467,036
Transfers	23,128	(24,363)	1,235	-
Proceeds from the sale of assets	58,500	-	-	58,500
Proceeds from the issuance of debt	-	607,500	-	607,500
Total other financing sources	<u>548,664</u>	<u>583,137</u>	<u>1,235</u>	<u>1,133,036</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures	1,728,758	274,232	(29,732)	1,973,258
Fund balance, beginning, as restated	<u>3,096,589</u>	<u>541,584</u>	<u>99,516</u>	<u>3,737,689</u>
Fund balance, ending	<u>\$ 4,825,347</u>	<u>\$ 815,816</u>	<u>\$ 69,784</u>	<u>\$ 5,710,947</u>

The accompanying notes are an integral part of this statement.

TOWN OF CROSS ROADS, TEXAS

EXHIBIT A-6

*RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2022*

Net change in fund balances - total governmental funds (Exhibit A-5) \$ 1,973,258

Amounts reported for governmental activities in the statement of activities (Exhibit A-2) are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the costs of those assets are allocated over their useful lives as depreciation expense. The net difference between the two is as follows:

Capital outlay during the year	879,635
Depreciation expense during the year	(640,986)

Proceeds from sale of assets are recorded in the fund financial statements but are reduced by the net book value of those assets in the government-wide financial	(33,633)
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The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. The net effect of these transactions are as follows:

Issuance of long-term debt	(607,500)
Repayments of debt	84,109

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated absences	(16,844)
Accrued interest payable	(690)

Changes in the proportionate share of net pension asset and total OPEB liability and related deferred inflows and outflows reported in the Statement of Activities do not provide for or require use of current financial resources and therefore are not reported as revenues or expenditures in the governmental funds. The net effect of these transactions are as follows:	41,132
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Change in net position of governmental activities - statement of activities \$ 1,678,481

The accompanying notes are an integral part of this statement.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Note 1: Summary of Significant Accounting Policies

The Town of Cross Roads operates under a Council-Mayor form of government, following the laws of a General Law Town as defined by the State of Texas. The Town provides the following services: police, fire, ambulance, inspection, parks, streets, and general administrative services.

The Town's financial statements are prepared in accordance with generally accepted accounting principles accepted in the United States of America (GAAP) applicable to local governments. GAAP for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled *Audits of State and Local Governmental Units* and by the Financial Accounting Standards Board (when applicable). As allowed in P80 of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, the Town has elected to not apply Financial Accounting Standards Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee of Accounting Procedure issued after November 30, 1989. The more significant accounting policies of the Town are discussed below:

A. Reporting Entity

As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the Town of Cross Roads (the primary government) and its component units. The following component units are included in the Town's reporting entity because of their operational and financial relationship with the Town.

Blended component unit:

The Cross Roads Municipal Development District (the MDD) is governed by a board of five directors, all of whom are appointed by the Town Council of the Town of Cross Roads and any of whom can be removed from office by the Town's Council at its' will. The MDD was formed in the state of Texas as a non-profit municipal development district under the laws passed by the Texas Legislature in 2005 which authorized the establishment of municipal development districts. The purpose of the MDD is to promote development within the Town of Cross Roads. Separate financial statements of the MDD can be obtained from the Town's administrative offices. The MDD began collecting sales tax in October 2014.

B. Basic Financial Statements – Government-Wide Statements

The Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Town's fire, ambulance, inspection, parks, police, streets, and general administrative services are classified as governmental activities. The Town does not provide any business-type activities.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

In the government-wide Statement of Net Position governmental activities are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Town's net position is reported in three parts- invested in capital assets, net of related debt; restricted net position; and unrestricted net position. The Town first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net costs of each of the Town's Functions (general government, municipal court, police, parks and recreation, community development, inspection and public works). The functions are also supported by general government revenues (sales, beverage and franchise taxes). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function (public health, inspection). Operating grants include operating-specific and discretionary grants while capital grants reflect capital specific grants.

The net costs (by function) are normally covered by general revenue (sales and franchise taxes).

The Town does not allocate indirect costs.

This government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Town are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The Town only provides Governmental Fund type activities, and these activities are accounted for the General Fund. The General Fund is the general operating fund of the Town. It is used to account for all financial resources of the Town, except those required to be accounted for in another fund.

During the current fiscal year, the Town created new funds to support specific programs or activities. These new funds have been established to account for specific revenue sources, expenditures, and related assets and liabilities.

The government reports the following new nonmajor governmental fund types:

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments or major capital projects) that are legally restricted or assigned to expenditures for specified purposes.

TOWN OF CROSS ROADS, TEXAS
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SEPTEMBER 30, 2022

Debt Service Funds – Debt Service Funds are used to account for the accumulation of and use of property and sales tax revenue to meet the debt service requirements of the City’s general and revenue bonded debt.

The Town does not provide any Business-type activities.

The Town does not have any fiduciary funds.

D. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. Basis of accounting related to the timing of the measurements made, regardless of the measurement focus applied.

1. Government-wide and proprietary fund financial statements: These financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of Net Position and the operating statements present increases (revenues) and decreases (expenses) in Net Position. Under the accrual basis of accounting revenues are recognized when earned and expensed are recognized at the time the liability is incurred.
2. Governmental fund financial statements: These financial statements are presented using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. “Measurable” means the amount of the transaction can be determined and “Available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (typical within 60 days after year end). Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized only when payment is due.
3. Revenue Recognition: The Town considers sales taxes and franchise fees as available if collected within 60 days after year end. All other governmental revenues are recognized when received.
4. Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles to local governments in the United States of America requires management and those charged with governance to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

TOWN OF CROSS ROADS, TEXAS
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5. **New Accounting Pronouncements:** The Town adopted the provisions of GASB Statement No. 87 Leases. This statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The beginning balances for leased capital assets and lease liabilities were increased by \$193,557 for Governmental Activities as a result of this implementation. Beginning net asset balances were not required to be restated.

E. Financial Statement Amounts

1. Cash and Cash Equivalents

The Town has defined cash and cash equivalents to include cash on hand and demand deposits.

2. Capital Assets

Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, or improvements and other capital outlays that significantly extend the useful lives of an assets are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation is provided on the straight-line basis over the following estimated useful lives:

Buildings	7 - 50 years
Office Equipment	3 - 10 years
Infrastructure	10 years

3. Prepaid Expenses

Prepaid expenses represent payments made by the Town in the current year to provide services occurring in the subsequent year.

4. Compensated Absences

The Town accrues accumulated unpaid vacation time when earned by the employee. The noncurrent portion (the amount estimated to be used in subsequent years) is maintained separately and represents a reconciling item between the fund and government-wide presentations.

5. Deferred Outflows of Resources

The Town reports decreases in net assets that relate to future periods as deferred outflows of resources in a separate section of its government-wide statement of net position. Deferred outflows of resources reported in this year's financial statement include (1) for contributions made to the Town's retirement plan between the measurement date of the net pension liabilities from the plan and the end of the Town's fiscal year end and (2) differences between actuarial assumptions for demographic factors.

The deferred outflows for pension contributions will be recognized in the subsequent fiscal year. The deferred outflows related to the difference between expected and actual pension experience will be amortized to pension expense over a closed period equal to the average of the expected remaining service lives of all employees participating in the plan. The deferred outflows related to differences between actuarial assumptions for demographic factors will be amortized over a closed period equal to the average of the expected remaining service lives of all employees participating in the plan.

6. Deferred Inflows of Resources

The Town reports increases in net assets that relate to future periods as deferred inflows of revenues. This separate financial statement element reflects an increase in net assets that applies to a future period(s). Deferred inflows of resources reported in this year's financial statements include (1) a deferred inflow of resources for revenues that are not considered available (2) the difference between expected and actual pension experience, (3) the differences between the plans' projected and actual earnings on pension assets and (3) the difference between expected and actual OPEB experience.

For revenues that are not considered available the Town will not recognize the related revenues until they are available (collected no later than 60 days after the end of the Town's fiscal year) under the modified accrual basis of accounting. Accordingly, unavailable revenues from property taxes are reported in the governmental funds balance sheet as deferred inflows of resources. Deferred inflows for the differences between expected and actual earnings on pension assets will be amortized over the expected remaining service lives of all employees participating in the plan.

Deferred inflows related differences between the plans' projected and actual earnings on pension assets will be amortized over a total of five years, including the current fiscal year. The deferred inflows related to differences between expected and actual OPEB experience will be amortized over the expected remaining service lives of all employees participating in the plan.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

7. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

8. Restricted Resources

When an expense is incurred for purposes for which both restricted and unrestricted resources are available the Town first applies restricted resources.

9. Equity Classifications

Government-wide Statements

Equity is classified as net position and displayed in three components:

- a. Invested in capital assets, net of related debt - Consists of capital assets net of accumulated depreciation and reduced by outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Any outstanding debt is reduced by any unspent debt proceeds at the end of the fiscal year before the reduction discussed above.
- b. Restricted net position - Consists of net position with constraints placed on the use either (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that do not meet the criteria of "restricted" or "invested in capital assets, net of related debt."

Fund Statements

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable (prepaid expenses), restricted (by parties outside of the government or by enabling legislation), committed (by Town Council ordinance or resolution) and unassigned.

TOWN OF CROSS ROADS, TEXAS
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F. Budgets and Budgetary Accounting

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to September 1, the Town Administrator submits to the Town Council a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain public comments.
3. Prior to October 1, the budget is legally enacted through the passage of an ordinance.
4. Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles (GAAP).
5. Unused appropriations for all of the above annually budgeted funds lapse at the end of the fiscal year.

For the fiscal year ending September 30, 2022, the following departments had had expenditures that exceeded appropriations: \$6,435 inspections, \$86,691 capital outlay, and \$63,054 debt service.

Note 2: Deposits

At September 30, 2022, the carrying amount of the Town's cash accounts was \$5,509,058, made up of checking and money market accounts at a local financial institution. The Town did not own any investments at September 30, 2022.

Deposit and Investment risk Disclosures:

(1) Credit risk:

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of an investment. The Town does not currently own any investments and, therefore, is not exposed to credit risk

(2) Concentration of credit risk:

This is the risk of loss attributable to the magnitude of the Town's investment in a single issuer. The Town does not currently own any investments and, therefore, is not exposed to concentration of credit risk.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

(3) Interest rate risk:

This is the risk that changes in interest rates will adversely affect the fair value of an investment. The Town does not currently own any investments and, therefore, is not exposed to interest rate risk.

(4) Custodial credit risk:

Custodial credit risk for deposits is the risk that, in the event of the failure of depository financial institution, the Town will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of outside parties.

At September 30, 2022, the Town's bank balances (per bank) totaled \$5,782,203. Of the bank balances, \$250,000 was covered by federal depository insurance and the remaining \$5,532,203 was secured by collateral held by the pledging Bank's agent in the name of the Town. The Town was not exposed to custodial credit risk at September 30, 2022.

Securities pledged by the Town's depository institution at September 30, 2022, are as follows:

Security	Par	Market Value
Balch Springs, TX Bond	\$ 260,000	\$ 221,637
Bastrop County, TX Bond	405,000	424,516
Paris, TX Bond	355,000	355,479
Converse, TX Bonds	375,000	376,747
Marple Falls, TX Bond	385,000	385,585
Bailey County, TX Bond	300,000	300,006
Roanoke, TX Bonds	500,000	511,950
Royse City, TX Bonds	195,000	201,056
Mercedes, TX ISD Bond	420,000	398,693
Harris County MUD, TX Bonds	765,000	724,617
Big Oaks MUD, TX Bonds	525,000	398,947
Deer Park, TX Bond	445,000	426,937
Sanger, TX Bond	300,000	308,433
Aledo, TX Bond	235,000	242,924
Navasota, TX Bond	715,000	680,908
Benbrook Water Authority	355,000	335,045
Federal National Mortgage Association	1,015,515	617,625
	\$ 7,550,515	\$ 6,911,105

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Note 3: Restricted Cash

The Town's restricted cash as presented in the governmental fund balance sheet consists of the following cash accounts:

Municipal Development District	\$ 736,157
Covid-19 Relief funds	378,103
Court technology funds	10,498
Court security funds	32,994
Truancy prevention funds	18,449
Jury funds	369
Police funds	15,234
Villages of Cross Roads PID #1 funds	7,474
	<u>\$ 1,199,278</u>

Note 4: Capital Assets

Capital assets activity for the fiscal year ended September 30, 2022, is as follows:

Governmental activities:	Restated Beginning	Increases	Deletions	Ending
Capital assets not being depreciated				
Land	\$ 108,090	\$ 761,202	\$ -	\$ 869,292
Assets being depreciated				
Building	548,033	17,735	-	565,768
Building lease	193,557	-	-	193,557
Park Building & Equipment	624,027	-	-	624,027
Furniture & Equipment	668,410	50,822	49,883	669,349
Infrastructure	8,022,593	49,876	-	8,072,469
Total assets being depreciated	<u>10,056,620</u>	<u>118,433</u>	<u>49,883</u>	<u>10,125,170</u>
Total assets at historic cost	<u>10,164,710</u>	<u>879,635</u>	<u>49,883</u>	<u>10,994,462</u>
Less: accumulated depreciation				
Building	190,857	17,105	-	207,962
Building lease	-	40,750	-	40,750
Furniture & Equipment	445,053	70,314	16,250	499,117
Park Building & Equipment	77,866	16,888	-	94,754
Infrastructure	3,091,429	495,929	-	3,587,358
Total accumulated depreciation	<u>3,805,205</u>	<u>640,986</u>	<u>16,250</u>	<u>4,429,941</u>
Total capital assets, net	<u>\$ 6,359,505</u>	<u>\$ 238,649</u>	<u>\$ 33,633</u>	<u>\$ 6,564,521</u>

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
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Depreciation expense was charged to governmental activities as follows:

General Government	\$ 78,012
Parks	16,888
Police	50,157
Public Works	495,929
Total depreciation expense	<u>\$ 640,986</u>

Note 5: Property Taxes

The Town does not levy or collect property taxes

Note 6: Long-term Debt

The following is a summary of changes in long-term obligations for the year ended September 30, 2022:

Governmental activities:	Beginning Balance	New Debt	Repayments	Ending Balance	Current Portion
Notes payable	\$ -	\$ 607,500	\$ (24,569)	\$ 582,931	\$ 33,591
Sales tax refund payable	71,085	-	(20,304)	50,781	20,304
Building lease	193,557	-	(39,236)	154,321	40,028
Compensated absences	34,580	16,844	-	51,424	51,424
Total	<u>\$ 299,222</u>	<u>\$ 624,344</u>	<u>\$ (84,109)</u>	<u>\$ 839,457</u>	<u>\$ 145,347</u>

Notes payable:

In December 2021, the Town's Municipal Development District entered into a \$607,500 note payable to Government Capital Corporation for the purchase of land. The note carries an interest rate of 2.88% and is payable in quarterly installments of \$12,505. The note matures on December 15, 2036 and is secured by proceeds of sales and use taxes. As of September 30, 2022, the note has an outstanding balance of \$582,931.

TOWN OF CROSS ROADS, TEXAS
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Annual debt service requirements for the governmental activities are as follows:

Year	Notes payable		Total
	Principal	Interest	
2023	\$ 33,591	\$ 16,428	\$ 50,019
2024	34,569	15,450	50,019
2025	35,576	14,443	50,019
2026	36,612	13,408	50,020
2027	37,677	12,342	50,019
2028-2032	205,493	44,604	250,097
2033-2037	199,413	13,168	212,581
Total	\$ 582,931	\$ 129,843	\$ 712,774

Sales tax refund payable:

In August 2021, the Town was notified by the State of Texas that it had been overpaid \$71,085 in local sales taxes due to a taxpayer reporting all local sales taxes to the Town in error. The State refunded the sales tax to the taxpayer and now the Town must repay the State. The Town entered into a 42-month payback agreement with the State where a monthly deduction of \$1,692 will be deducted for 41 months and a final deduction of \$1,713. The deductions started in December 2021. No interest is being assessed by the State.

Future debt payments are as follows:

Sales tax refund payable	
Year	Payment
2023	\$ 20,304
2024	20,304
2025	10,173
Total	\$ 50,781

Building Lease:

In accordance with the Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, the Town has adopted the new lease accounting standard for its financial statements as of September 30, 2022. GASB Statement No. 87 establishes a single model for lease accounting and aims to improve the comparability and usefulness of financial statements by enhancing the transparency of lease-related obligations and the costs associated with them.

TOWN OF CROSS ROADS, TEXAS
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Under GASB Statement No. 87, lessees are required to recognize a lease liability and a corresponding right-of-use (ROU) asset for all leases with a term greater than 12 months, regardless of whether they are classified as operating or finance leases. The lease liability represents the present value of the lease payments, discounted using the lessee's incremental borrowing rate or the interest rate implicit in the lease. The ROU asset represents the lessee's right to use the leased asset over the lease term and is initially measured at the amount of the lease liability, adjusted for any lease incentives, initial direct costs, and prepayments.

In June 2021, The Town (lessee) entered into a lease agreement with West Crossroads, LTD. (lessor), for the rental of building office space. The term of the lease is 60 months, and the first payment was made in July 2021. This agreement qualifies as a lease for accounting purposes and, therefore, has been recorded at the present value of their future minimum lease payments as of the inception date in accordance with GASB Statement No. 87.

The future minimum lease obligation as of September 30, 2022 were as follows:

Year	Principal	Interest	Total
2023	\$ 40,028	\$ 2,721	\$ 42,749
2024	40,836	1,913	42,749
2025	41,660	1,089	42,749
2026	31,797	266	32,063
Total	\$ 154,321	\$ 5,989	\$ 160,310

Note 7: Compensated Absences

At September 30, 2022, the Town had a liability for unpaid compensated absence in the amount of \$51,424.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Note 8: Retirement Plan

A. Plan Description

The Town participates as one of 901 plans in the non-traditional, joint contributory, hybrid defined benefit plan administered by the Texas Municipal Retirement System (TMRS). TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the TMRS Act) as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of the System with a six-member Board of Trustees. Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS’s defined benefit pension plan is a tax-qualified plan under Section 401(a) of the Internal Revenue Code. TMRS issues a publicly available annual comprehensive financial report (ACFR) can be obtained at www.TMRS.com.

All eligible employees of the Town are required to participate in TMRS.

B. Benefits provided

TMRS provides retirement, disability and death benefits. Benefits are adopted by the governing body of the Town, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee’s contributions, with interest, and the Town-financed monetary credits with interest were used to purchase an annuity. Members choose to receive their retirement benefit in one of seven payment options. Members may also choose to receive a portion of their benefit as a partial Lump Sum Distribution in an amount equal to 12, 24 or 36 monthly payments, which cannot exceed 75% of the member’s deposits and interest.

The Town has adopted the following plan provisions:

	Plan Year 2021	Plan Year 2022
	<hr/>	<hr/>
Employee deposit rate	7.00%	7.00%
Matching ratio (City to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age/years of service)	60/5 or 0/20	60/5 or 0/20

At the December 31, 2021, valuation and measurement date, the following number of employees covered by the benefit terms was:

TOWN OF CROSS ROADS, TEXAS
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Inactive employees or beneficiaries currently receiving benefits	1
Inactive employees entitled to but not yet receiving benefits	11
Active employees	<u>16</u>
	<u>28</u>

C. Contributions

The contribution rates for employees in TMRS are either 5%, 6% or 7% of employee gross earnings, and the Town matching percentages are either 100%, 150% or 200%, both as adopted by the governing body of the Town. Under the state law governing TMRS, the contribution rate for each Town is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees of the Town were required to contribute 7% of their annual gross earnings during the fiscal year. The contribution rates for the Town were 7.55% and 7.53% for the calendar years 2022 and 2021 respectively. The Town’s contributions to TMRS for the fiscal year ended September 30, 2022, were \$92,058 and were equal to the required contributions.

D. Net Pension Liability or Assets

The Town’s Net Pension Liability (NPL) was measured as of December 31, 2021, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability was determined by actuarial valuation as of that date.

Actuarial Assumptions:

The Total Pension Liability in the December 31, 2021, actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall payroll growth	2.75% per year
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members are based on the PUB (10) mortality tables with the Public Safety table used for males and the general Employee table used for females. Mortality tables for healthy retirees and beneficiaries are based on the gender-distinct 2019 Municipal Retirees of Texas mortality tables. The rates for actives, healthy retirees and beneficiaries are projected on a fully generational basis by Scale UMP to account for future mortality improvements. For disabled annuitants, the same mortality tables for healthy retirees is used with a 4-year set-forward for males and a 3-year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate is applied, for males and females respectively, to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

TOWN OF CROSS ROADS, TEXAS
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Actuarial assumptions were developed from the actuarial investigation of the experience of TMRS over the four-year period December 31, 2014, through December 31, 2018. They were adopted in 2019 and first used in the December 31, 2019, actuarial valuation. The post-retirement mortality assumption for Annuity Purchase Rates (APRs) is based on the Mortality Experience Investigation Study covering 2009 through 2011 and dated December 31, 2013. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, GRS focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive).

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return (Arithmetic)
Global Equity	35.0%	7.55%
Core Fixed Income	6.0%	2.00%
Non-Core Fixed Income	20.0%	5.68%
Real Return	12.0%	7.22%
Real Estate	12.0%	6.85%
Absolute Return	5.0%	5.35%
Private Equity	10.0%	10.00%
Total	100.0%	

Discount Rate:

The discount rate used to measure the Total Pension Liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Proportionate Share Percentages:

Until their dissolution on September 30, 2021, the Northeast Police Department and the Northeast Municipal Court participate as nonemployer contributing entities in the Town of Cross Roads' pension plan. Proportionate share percentages are based on each entity's actual contributions during the plan year compared to total contributions by all three entities during the plan year. Actual contributions to the retirement plan by these two entities totaled \$0 and \$39,992 during 2022 and 2021, respectively. This amount is reported as operating grant revenues in the government-wide statement of activities.

Changes in Net pension Liability:

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at December 31, 2020	\$ 586,816	\$ 559,898	\$ 26,918
Service Cost	128,144	-	128,144
Interest	43,838	-	43,838
Change in benefit terms	-	-	-
Differences between expected and actual results	(77,290)	-	(77,290)
Change in assumptions	-	-	-
Contributions - employer	-	68,283	(68,283)
Contributions - employee	-	64,072	(64,072)
Net investment income	-	73,604	(73,604)
Benefit Payments, including refunds of employee contributions	(2,858)	(2,858)	-
Administrative expense	-	(338)	338
Other	-	2	(2)
Net Changes	<u>91,834</u>	<u>202,765</u>	<u>(110,931)</u>
Balance at December 31, 2021	<u>\$ 678,650</u>	<u>\$ 762,663</u>	<u>\$ (84,013)</u>

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the net pension liability of the Town, calculated using the discount rate of 6.75%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

TOWN OF CROSS ROADS, TEXAS
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	1% Decrease in Discount Rate (5.75%)	Discount Rate (6.75%)	1% Increase in Discount Rate (7.75%)
Town's Net Pension Liability (Asset)	\$ 59,451	\$ (84,013)	\$ (193,440)

Pension Plan Fiduciary Net Position:

Detailed information about the pension plan's Fiduciary Net Position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at www.tmr.com.

E. Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:

For the year ended September 30, 2022, the Town recognized pension expense of \$50,686.

At September 30, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pension from the following Sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net
Differences between expected and actual economic experience	\$ -	\$ 73,048	\$ (73,048)
Differences in assumption changes	193	-	193
Differences between projected and actual investment earnings		36,471	(36,471)
To be recognized in the future	193	109,519	\$ (109,326)
Contributions subsequent to the measurement date	68,967	-	
Total	\$ 69,160	\$ 109,519	

\$68,967 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability for the year ending September 30, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Year Ending December 31,	
2022	\$ (18,745)
2023	(22,383)
2024	(16,476)
2025	(14,989)
2026	(8,968)
Thereafter	(27,765)
	<u>\$ (109,326)</u>

Note 9: Post Employment Benefits Other than Pensions (OPEB):

A. Benefit Plan Description

The Town participates in the Texas Municipal Retirement System (TMRS) administered defined benefit group-term life insurance plan known as the Supplemental Death benefits Fund (SBDF). This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage for their active members, including or not including retirees. The death benefit for active employees provides a lump-sum payment approximately equal to the employee’s annual salary (calculated based on the employer’s actual earnings, for the 12-month period preceding the month of death). The death benefit for retirees is considered an other postemployment benefit (OPEB) and is a fixed amount of \$7,500. As the SBDF covers both active and retiree participants, with no segregation of assets, the SBDF is considered to be an unfunded OPEB plan (i.e., no assets are accumulated).

The member city contributes to the SBDF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SBDF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. The intent is not to pre-fund retiree term life insurance during employee’s entire careers.

There are no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB No. 75.

At the December 31, 2021, valuation and measurement date, the following number of employees were covered by the SBDF benefit plan:

Inactive employees or beneficiaries currently receiving benefits	1
Inactive employees entitled to but not yet receiving benefits	1
Active employees	<u>16</u>
	<u>18</u>

B. Total OPEB Liability

The Town’s Total OPEB Liability was measured as of December 31, 2021, and the Total OPEB Liability was determined by actuarial valuation as of that date.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Actuarial Assumptions:

The Total OPEB Liability in the December 31, 2021, actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50%
Salary Increases	3.50% to 11.50% including inflation
Discount Rate	1.84%
Retiree's share of benefit costs	\$0
Administrative expenses	All administrative expenses are paid through the Pension Trust and are accounted for under reporting requirements under GASB Statement NO. 68.
Mortality Rates-service retirees	2019 Municipal Retirees of Texas Morality Tables, The rates are projected on a fully generational basis with scale UMP.
Mortality Rates-disabled retirees	2019 Municipal Retirees of Texas Morality Tables with a 4 year set-forward for males and a 3 year set-forward for females. In addition, a 3,5% and 3% minimum mortality rate will be applied to reflect the impairment for young members who become disabled for males and females, respectively. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

The discount rate was based on the Fidelity Index’s “20-year Municipal GO AA index” rate as of December 31, 2021.

The actuarial assumptions used in the December 31, 2021, valuation were based on the results of an actuarial experience study for the period December 31, 2014, to December 31, 2018.

Changes in Total OPEB Liability:

Balance at December 31, 2020	\$	9,526
Changes for the year		
Service Cost		2,746
Interest on Total OPEB Liability		217
Changes in benefit terms		-
Differences between expected and actual results		(1,392)
Changes in assumptions or other inputs		415
Benefit Payments *		(92)
Net Changes		<u>1,894</u>
Balance at December 31, 2021	\$	<u>11,420</u>

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Sensitivity of the OPEB liability to changes in the discount rate:

The following presents the Total OPEB liability of the Town, calculated using the discount rate of 1.84%, as well as what the Town’s Total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (0.84%) or 1-percentage-point higher (2.84%) than the current rate:

	1% Decrease in Discount Rate (0.84%)	Discount Rate (1.84%)	1% Increase in Discount Rate (2.84%)
Total OPEB Liability	\$ 14,515	\$ 11,420	\$ 9,174

C. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended September 30, 2022, the Town recognized OPEB expense of \$3,018.

At September 30, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following Sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net
Differences between expected and actual economic experience	\$ -	\$ 3,151	\$ (3,151)
Differences in assumptions	2,119	-	2,119
To be recognized in the future	2,119	3,151	<u>\$ (1,032)</u>
Contributions subsequent to the measurement date	<u>645</u>	<u>-</u>	
Total	<u>\$ 2,764</u>	<u>\$ 3,151</u>	

The \$645 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability for the year ending September 30, 2022.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending December 31,		
2022	\$	(111)
2023		(111)
2024		(111)
2025		(111)
2026		(111)
Thereafter		(477)
	\$	<u>(1,032)</u>

Note 11: Risk Management

The Town is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town is a member of the Texas Municipal League Intergovernmental Risk Pool (“TMLIRP”) which is a public entity insurance risk pool. Annual contributions to TML are reported in the general fund. Management believes coverage presently purchased from TMLIRP is sufficient to preclude significant uninsured losses to the Town.

Note 12: Contingent Liabilities

In April 2012 the Town entered into an economic development incentive agreement with a local developer. The agreement called for the Town to make annual economic development grants to the developer representing 60% of the local sales tax generated by the development. Since the inception of the agreement, the Town has paid the annual grant payments for calendar years 2015 through 2018 and has accrued a liability for the grant payments thru September 30, 2020. During fiscal year 2021, the Town Council chose to not budget appropriations for any economic grant payments related to this agreement, as allowed for in the economic development incentive agreement. It is also the intention of the current Town Council to not budget appropriations in future years. The previously recorded grant liability totaled \$653,381 but was reduced to \$162,133 as of September 30, 2021. The reduction of the development incentive liability was recorded as income in fiscal year 2021. This adjustment of \$491,248 was recorded in the financial statements as a “Reclassification of Developer Payable.” As of September 30, 2022, there were no adjustments to the liability balance as the Town continues to monitor the situation and engage in discussions with the Developer to determine the appropriate course of action.

Future Town Councils could elect to start budgeting an annual appropriation for a payment of the economic development grant.

TOWN OF CROSS ROADS, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Note 13: Related Organizations and Joint Ventures

In 2013, the Town entered into an interlocal agreement with the City of Krugerville to create the Northeast Police Department (NEPD) which became effective October 1, 2013. The term of this agreement was set to run through September 30, 2022. On March 26, 2021, the City of Krugerville served the Town of Cross Roads with a Notice of Termination effective on September 30, 2021. In 2022, NEPD liquidated its assets and made the final disbursement payments to both entities.

In 2013, the Town entered into an interlocal agreement with the City of Krugerville to create the Northeast Municipal Court (NEMC) which became effective October 1, 2013. The term of this agreement was set to run through September 30, 2022. On March 26, 2021, the City of Krugerville served the Town of Cross Roads with a Notice of Termination effective on September 30, 2021. In 2022, NEMC liquidated its assets and made the final disbursement payments to both entities.

Note 14: Prior Period Adjustment

New Accounting Pronouncement

The Town adopted the provisions of GASB Statement No. 87 Leases. This statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The beginning balances for leased capital assets and lease liabilities were increased by \$193,557 for Governmental Activities as a result of this implementation. Beginning net asset balances were not required to be restated.

Correction of an Error

In 2022, it was discovered that the Villages of Cross Roads PID #1 restricted fund was excluded from presentation in the financial statements. The cash and fund balance were increased by \$99,516 to correct the beginning balances.

	<u>Villages of Cross Roads PID #1</u>	<u>Governmental Activities</u>
Beginning balance, as previously stated	\$ -	\$ 9,689,171
Restatement adjustments:		
Cash	<u>99,516</u>	<u>99,516</u>
Total restatement adjustments	<u>99,516</u>	<u>99,516</u>
Beginning fund balance, as restated	<u><u>\$ 99,516</u></u>	<u><u>\$ 9,788,687</u></u>

Note 15: Subsequent Events

The Town has evaluated all events and transactions that occurred after September 30, 2022, through the date the financial statement were available to be issued. During this period there were no subsequent events requiring disclosure.

Required Supplementary Information

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.

TOWN OF CROSS ROADS, TEXAS
GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED SEPTEMBER 30, 2022

EXHIBIT B-1

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Sales and beverage tax	\$ 2,771,507	\$ 2,993,375	\$ 3,367,445	\$ 374,070
Franchise fees	149,695	164,000	179,783	15,783
Permits and development fees	463,750	324,600	263,836	(60,764)
Fines and fees	193,000	192,500	217,631	25,131
Other revenues	24,363	29,163	28,865	(298)
Intergovernmental revenues	-	517,953	92,582	(425,371)
Interest income	7,000	7,000	13,356	6,356
Total revenues	3,609,315	4,228,591	4,163,498	(65,093)
Expenditures				
Administration				
Personnel and benefits	552,050	548,045	519,199	28,846
Supplies	5,000	10,900	11,504	(604)
Contractual services	780,505	820,350	808,915	11,435
Maintenance	6,300	7,800	7,750	50
Total administration	1,343,855	1,387,095	1,347,368	39,727
Municipal Court				
Personnel and benefits	-	8,085	6,588	1,497
Supplies	6,000	6,750	4,981	1,769
Contractual services	19,000	23,300	20,783	2,517
Minor equipment	-	1,250	1,250	-
Total municipal court	25,000	39,385	33,602	5,783
Police				
Personnel and benefits	1,150,153	1,113,400	1,046,823	66,577
Supplies	44,750	76,750	81,398	(4,648)
Contractual services	161,150	164,450	120,608	43,842
Maintenance	35,000	41,000	29,729	11,271
Total police	1,391,053	1,395,600	1,278,558	117,042
Parks and recreation				
Contractual services	16,000	16,000	9,740	6,260
Maintenance	11,500	11,500	10,353	1,147
Total parks and recreation	27,500	27,500	20,093	7,407
Community development				
Contractual services	2,000	2,000	600	1,400
Total community development	2,000	2,000	600	1,400

TOWN OF CROSS ROADS, TEXAS
GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED SEPTEMBER 30, 2022

EXHIBIT B-1

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Inspections				
Contractual services	71,000	29,000	35,435	(6,435)
Total inspections	71,000	29,000	35,435	(6,435)
Public works				
Contractual services	441,423	99,000	91,003	7,997
Total public works	441,423	99,000	91,003	7,997
Capital outlay				
Operations	15,000	27,000	24,073	2,927
Covid	-	-	39,742	(39,742)
Streets	-	-	49,876	(49,876)
Total parks and recreation	15,000	27,000	113,691	(86,691)
Debt service				
Principal	-	-	59,540	(59,540)
Interest	-	-	3,514	(3,514)
Total debt service	-	-	63,054	(63,054)
Total expenditures	3,316,831	3,006,580	2,983,404	23,176
Transfers and other sources				
Transfer on dissolution of NEPD and NEMC	-	-	467,036	467,036
Transfers	-	2,122,708	23,128	(2,099,580)
Proceeds from sale of asset	-	-	58,500	58,500
Total transfers and other sources	-	2,122,708	548,664	(1,574,044)
Excess of expenditures over revenues	<u>\$ 292,484</u>	<u>\$ (900,697)</u>	1,728,758	<u>\$ (1,615,961)</u>
Fund balance, beginning			<u>3,096,589</u>	
Fund balance, ending			<u>\$ 4,825,347</u>	

TOWN OF CROS ROADS, TEXAS

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION (RSI) FOR THE YEAR ENDED SEPTEMBER 30, 2022

Budget and Budgetary Accounting

The Town Council adopts an annual budget for the general fund. The general fund budget is legally adopted on a modified accrual basis.

The following procedures are followed in establishing the budgetary data reflected in the Basic Financial Statements:

Prior to the beginning of the fiscal year, the Town prepares a budget for the next succeeding fiscal year. The operating budget includes proposed expenditures and the means of financing them. A meeting of the Town Council is then called for the purpose of adopting the proposed budget. At least ten days public notice of the meeting must have been given. Prior to the start of the fiscal year, the budget is legally enacted through passage of a resolution by the Town Council.

Once a budget is approved, it can only be amended by approval of a majority of the members of Town Council. As required by law, such amendments are made before the fact, are reflected in the official minutes of Town Council and are not made after fiscal year end. All budget appropriations lapse at year end.

Budget Amendments

The budget was amended twice during the year ended September 30, 2022.

TOWN OF CROSS ROADS, TEXAS
TEXAS MUNICIPAL RETIREMENT SYSTEM
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
DECEMBER 31, 2021

EXHIBIT B-2

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Total Pension Liability						
Service cost	\$ 31,030	\$ 54,801	\$ 91,923	\$ 107,631	\$ 119,196	\$ 128,144
Interest (on the Total Pension Liability)	8,216	11,748	16,514	24,516	34,201	43,838
Changes of benefit terms	-	-	-	-	-	-
Difference between expected and actual experience	4,059	(6,382)	10,378	9,938	(12,240)	(77,290)
Change of assumptions	-	-	-	(1,521)	-	-
Benefit payments, including refunds of employee contributions	(2,858)	(2,858)	(13,391)	(2,858)	(2,858)	(2,858)
Net Change in Total Pension Liability	40,447	57,309	105,424	137,706	138,299	91,834
Total Pension Liability - Beginning	107,631	148,078	205,387	310,811	448,517	586,816
Total Pension Liability - Ending (a)	<u>\$ 148,078</u>	<u>\$ 205,387</u>	<u>\$ 310,811</u>	<u>\$ 448,517</u>	<u>\$ 586,816</u>	<u>\$ 678,650</u>
Plan Fiduciary Net Position						
Contributions - Employer	\$ 17,315	\$ 28,631	\$ 49,420	\$ 56,258	\$ 64,836	\$ 68,283
Contributions - Employee	16,825	28,606	46,560	53,434	60,113	64,072
Net investment income	5,191	15,710	(5,513)	40,500	31,140	73,604
Benefit payments, including refunds of employee contributions	(2,858)	(2,858)	(13,391)	(2,858)	(2,858)	(2,858)
Administrative expenses	(58)	(81)	(106)	(227)	(200)	(338)
Other	(3)	(4)	(5)	(7)	(8)	2
Net Change in Plan Fiduciary Net Position	36,412	70,004	76,965	147,100	153,023	202,765
Plan Fiduciary Net Position - Beginning	76,394	112,806	182,810	259,775	406,875	559,898
Plan Fiduciary Net Position - Ending (b)	<u>\$ 112,806</u>	<u>\$ 182,810</u>	<u>\$ 259,775</u>	<u>\$ 406,875</u>	<u>\$ 559,898</u>	<u>\$ 762,663</u>
Net Pension (Asset) Liability - Ending (a) - (b)	\$ 35,272	\$ 22,577	\$ 51,036	\$ 41,642	\$ 26,918	\$ (84,013)
Town of Cross Roads proportionate share of net pension liability						
Proportionate Percentage *	96.58%	120.78%	53.43%	77.54%	100.00%	100.00%
Proportionate Share **	<u>\$ 34,066</u>	<u>\$ 27,269</u>	<u>\$ 27,269</u>	<u>\$ 32,289</u>	<u>\$ 26,918</u>	<u>\$ (84,013)</u>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	76.18%	89.01%	83.58%	90.72%	95.41%	112.38%
Covered Employee Payroll	\$ 236,692	\$ 408,655	\$ 655,146	\$ 763,340	\$ 858,759	\$ 858,759
Net Pension Liability as a Percentage of Covered Employee Payroll	14.90%	5.52%	7.79%	5.46%	3.13%	-9.78%

* Based upon actual contributions made by each contributing entity

** Other contributing entities dissolved September 30, 2022 and their share of the net pension liability was transferred to the Town of Cross Roads

TOWN OF CROSS ROADS, TEXAS
TEXAS MUNICIPAL RETIREMENT SYSTEM
SCHEDULE OF CONTRIBUTIONS
SEPTEMBER 30, 2022

EXHIBIT B-3

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Actuarially Determined Contribution	\$ 15,996	\$ 20,798	\$ 22,748	\$ 23,672	\$ 21,332	\$ 92,058
Contribution in relation to the actuarially determined contribution	<u>15,996</u>	<u>20,798</u>	<u>22,748</u>	<u>23,672</u>	<u>21,332</u>	<u>92,058</u>
Contribution excess (deficiency)	-	-	-	-	-	-
Covered employee payroll	\$225,535	\$282,190	\$305,404	\$316,243	\$348,242	\$915,317
Contributions as a percentage of covered employee payroll	7.09%	7.37%	7.45%	7.49%	6.13%	10.06%

NOTES TO SCHEDULE OF CONTRIBUTIONS

Valuation Date:

Notes Actuarially determined contribution rates are calculated as of December 31 and become effective in January 13 months later.

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	N/A
Asset Valuation Method	10 Year smoothed market; 12% soft corridor
Inflation	2.50%
Salary Increases	3.50% to 11.50% including inflation
Investment Rate of Return	6.75%
Retirement Age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014
Mortality	Post-retirement: 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP. Pre-retirement: PUB(10) mortality tables, with the Public Safety table used for males and the General Employee table used for females. The rates are projected on

Other Information:

Notes There were no benefit changes during the year

TOWN OF CROSS ROADS, TEXAS
TEXAS MUNICIPAL RETIREMENT SYSTEM
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
DECEMBER 31, 2021

EXHIBIT B-4

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Total OPEB Liability					
Service cost	\$ 899	\$ 1,729	\$ 1,450	\$ 2,061	\$ 2,746
Interest	134	174	225	230	217
Changes of benefit terms	-	-	-	-	-
Difference between expected & actual experience	-	(542)	(692)	(1,300)	(1,392)
Changes of assumptions	317	(362)	1,101	1,243	415
Benefit payments	<u>(41)</u>	<u>(67)</u>	<u>(76)</u>	<u>(86)</u>	<u>(92)</u>
Net Change in Total OPEB Liability	1,309	932	2,008	2,148	1,894
Total OPEB Liability - Beginning	<u>3,129</u>	<u>4,438</u>	<u>5,370</u>	<u>7,378</u>	<u>9,526</u>
Total OPEB Liability - Ending (a)	<u>\$ 4,438</u>	<u>\$ 5,370</u>	<u>\$ 7,378</u>	<u>\$ 9,526</u>	<u>\$ 11,420</u>
Town of Cross Roads proportionate share of net pension liability					
Proportionate Percentage *	69.90%	66.13%	60.53%	100.00%	100.00%
Proportionate Share **	<u>\$ 3,102</u>	<u>\$ 3,551</u>	<u>\$ 4,466</u>	<u>\$ 9,526</u>	<u>\$ 11,420</u>
Covered Employee Payroll	408,655	655,145	763,340	858,759	915,317
Total OPEB Liability as a Percentage of Covered Employee Payroll	1.09%	0.82%	0.97%	1.11%	1.25%

* Based upon actual contributions made by each contributing entity

** Other contributing entities dissolved September 30, 2022 and their share of the OPEB liability was transferred to the Town of Cross Roads

NOTES TO SCHEDULE:

Changes of assumptions:

Changes of assumptions and other inputs reflect the change in the municipal bond rate index, which is used as a basis for the discount rate.

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB statement No. 75 to pay related benefits.

Other Supplementary Information

This section includes financial information and disclosures not required by the Governmental Accounting Standards Board and not considered a part of the basic financial statements. It may, however, include information which is required by other entities.

TOWN OF CROSS ROADS, TEXAS
COMBINING BALANCE SHEET -NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2022

EXHIBIT C-1

	<u>Court Technology</u>	<u>Court Security</u>	<u>Truancy Prevention</u>	<u>Jury Fund</u>	<u>Villages of Cross Roads PID #1</u>	<u>Total</u>
Assets:						
Cash	\$ 10,498	\$ 32,994	\$ 18,449	\$ 369	\$ 7,474	\$ 69,784
Total assets	<u>\$ 10,498</u>	<u>\$ 32,994</u>	<u>\$ 18,449</u>	<u>\$ 369</u>	<u>\$ 7,474</u>	<u>\$ 69,784</u>
Liabilities:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund balances:						
Restricted to:						
Municipal Court	10,498	32,994	18,449	369	-	62,310
Villages of Cross Roads PID #1	-	-	-	-	7,474	7,474
Unassigned	-	-	-	-	-	-
Total fund balances	<u>10,498</u>	<u>32,994</u>	<u>18,449</u>	<u>369</u>	<u>7,474</u>	<u>69,784</u>
Total liabilities and fund balances	<u>\$ 10,498</u>	<u>\$ 32,994</u>	<u>\$ 18,449</u>	<u>\$ 369</u>	<u>\$ 7,474</u>	<u>\$ 69,784</u>

TOWN OF CROSS ROADS, TEXAS

EXHIBIT C-2

*COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2022*

	Court Technology	Court Security	Truancy Prevention	Jury Fund	Villages of Cross Roads PID #1	Total
Revenues:						
Fees and fines	\$ 24,862	\$ 38,562	\$ 18,449	\$ 369	\$ -	\$ 82,242
Other revenues	-	-	-	-	100,632	100,632
Interest income	-	-	-	-	333	333
Total revenues	<u>24,862</u>	<u>38,562</u>	<u>18,449</u>	<u>369</u>	<u>100,965</u>	<u>183,207</u>
Expenditures:						
Admininstration	-	-	-	-	193,470	193,470
Municipal Court	13,798	2,164	-	-	-	15,962
Capital outlay	1,249	3,493	-	-	-	4,742
Total expenditures	<u>15,047</u>	<u>5,657</u>	<u>-</u>	<u>-</u>	<u>193,470</u>	<u>214,174</u>
Excess (deficiency) of revenues over (under) expenditures	<u>9,815</u>	<u>32,905</u>	<u>18,449</u>	<u>369</u>	<u>(92,505)</u>	<u>(30,967)</u>
Other financing sources (uses):						
Transfers	683	89	-	-	463	1,235
Total other financing sources	<u>683</u>	<u>89</u>	<u>-</u>	<u>-</u>	<u>463</u>	<u>1,235</u>
Excess of revenues and other financing sources over expenditures	10,498	32,994	18,449	369	(92,042)	(29,732)
Fund balance, beginning, as restated	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>99,516</u>	<u>99,516</u>
Fund balance, ending	<u>\$ 10,498</u>	<u>\$ 32,994</u>	<u>\$ 18,449</u>	<u>\$ 369</u>	<u>\$ 7,474</u>	<u>\$ 69,784</u>

Internal Control and Compliance



MWH GROUP
CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS

Independent Auditors' Report

Report on Internal Control over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements Performed in
Accordance with Government Auditing Standards

Town Council
Town of Cross Roads, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Town of Cross Roads, Texas, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise Town of Cross Roads, Texas's basic financial statements, and have issued our report thereon dated June 6, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Cross Roads, Texas's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Cross Roads, Texas's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Cross Roads, Texas's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompany schedule of findings and responses as finding 2022-01 to be a significant deficiency.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Cross Roads, Texas's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

MWH Group, P.C.

MWH GROUP, P.C.

June 6, 2023

TOWN OF CROSS ROADS, TEXAS
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED SEPTEMBER 30, 2022

A. Summary of Auditor’s Results - Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weakness identified?	_____ Yes <u> X </u> No
Significant deficiency identified that is not considered to be material weaknesses?	<u> X </u> Yes _____ No
Noncompliance material to financial statements noted?	_____ Yes <u> X </u> No

B. Financial Statement Findings

None reported.

Finding 2022-01: Accounting for Villages of Cross Roads PID #1 Restricted Fund

Type of Finding: Significant Deficiency

Condition and Criteria: The Town of Cross Roads excluded the Villages of Cross Roads PID #1 restricted fund in its presentation of financial statements during the period of 2012 to 2021, which resulted in the need for a restatement of beginning fund balances for 2022. Town Staff brought this reporting error to the attention of the auditor after Staff identified inconsistencies in 2021, resulting in the hiring of outside consultants to evaluate the financial standing of the restricted fund since 2012. Previous audits had not identified this reporting error.

Cause: The cause of the deficiency was a lack of adequate procedures and controls in place to ensure that all PID’s were properly accounted for in the financial statements prior to 2021. This resulted in an incomplete representation of the Town's financial balance for this restricted account back to 2012.

Effect: The effect of this deficiency was that the Town's financial statements regarding the restricted account were not accurately portrayed from 2012 to 2021. This could potentially lead to misinformed decision-making by Town Officials, and other users of the financial statements.

Recommendation: It appears that Town Staff initiated appropriate procedures upon discovering the reporting error in 2021. The Town is encouraged to continue its policies on identifying all PID’s and any other Town supported functions ensuring they are properly accounted for in its financial statements. This should include continued reviews of processes for identifying, tracking, and reporting PID’s and other Town supported functions to ensure that they are accurately reflected in its financial statements.



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 19, 2023

Agenda Item:

8000 US 380:

- a. CONDUCT A PUBLIC HEARING, discuss and consider an application by William Snyder for a change in Future Land Use Map per the submitted application from C2-Commercial 2 to C1-Commerical 1 for Tract 39 of the R.J. Moseley Abstract No. 803A, generally located at 8000 US 380, Cross Roads, Denton County, Texas. Per the Town's Comprehensive Land Use Plan adopted on March 20, 2023, the C2-Commercial 2 to C1-Commerical 1 categories no longer exist. The applicant will need to modify the request to change the future land use to Business Services or Commerce. (2023-0508-07FLUP)
- b. CONDUCT A PUBLIC HEARING, discuss and consider an application by William Snyder for a change in zoning from C2-Commercial 2 to C1-Commerical and C2-Commercial for Tract 39 of the R.J. Moseley Abstract No. 803A, generally located at 8000 US 380, Cross Roads, Denton County, Texas. (2023-0508-08ZC)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Applicant William Snyder submitted a series of applications for property he owns at both 8000 and 8300 US 380. The applications include a request for a change in both the Future Land Use Map designation and a change in the zoning on both subject properties. State law requires a public hearing on all of the applications; however, the public hearings can be conducted simultaneously due to the similarities in the applications.

Staff reviewed the applications on May 22, 2023, and provided the review to the applicant which indicated the need for the applicant to clarify the zoning classification that is being sought for both properties as a parcel is only permitted to have a single zoning classification and the applicant has requested two. At the June 6, 2023 Planning and Zoning meeting, the applicant clarified that the request was to rezone the property to C1-Commercial 1, which would necessitate a future land use plan amendment from Commerce to Business Services.

The applicant requested the attached documents be included in the packet.

Recommended Action:

Future Land Use Map Amendment: Staff's recommendation is to deny the applicant's request to amend the Future Land Use Map and that it remain designated as Commerce.



COUNCIL AGENDA BRIEFING SHEET

Zoning Map Amendment: If the future land use designation remains Commerce, the only appropriate zoning designation is C2 – Commercial 2. The property is currently zoned C2 Commercial 2. As such, Staff recommends denial of the applicant's request for a zoning designation of C1 – Commercial 1.

Planning and Zoning

The Planning and Zoning Commission considered the future land use plan amendment and zoning change at their June 6, 2023 meeting. The Commission voted three to two to deny the applicants request for a future land use designation of Business Services and a zoning designation of C1-Commercial 1. Commissioners Lagano, Bryant and Cook voted to deny the application, with Commissioners Phillips and Lawson voting against the denial.

Note: Since the Planning and Zoning Commission recommended denial, the request will not be approved unless three-fourths (3/4) of the governing body votes to approve it in accordance with Section 14.03.042(b)(5) of the Town's Code of Ordinances.

Attachments:

Staff Review – May 22, 2023

Application and supporting documents

Project Aerial

Land Use Amendment - (2023-0508-07FLUP and 2023-0508-08ZC)

8000 US 380





Town of Cross Roads
3201 US Hwy 380, Suite 105
Cross Roads, Texas 76227
940-365-9693 office | 469-375-5905 fax

Staff Review Comments

Project: 8000 US 380 – Request for a future land use map amendment from C-2 Commercial 2 to C2 Commercial and C-1 Commercial 1 (2023-0508-07FLUP)

8000 US 380 – Request for a zoning change from C-2 Commercial 2 to C2 Commercial and C-1 Commercial 1 (2023-0508-08ZC)

Location: 8000 US 380 (Parcel ID 38382)

Date of Review: May 22, 2023

Reviewer: Kristi Gilbert, Town Administrator

Recommendation: Two separate land use designations are not permitted on a single tract of land. Additionally, two separate zoning designations are not permitted on a single tract of land. The applicant needs to identify which land use designation (Commerce or Business Services) he would like and which zoning designation (C-1 – Commercial 1 or C-2 – Commercial 2).

The Town of Cross Roads has actively elected to maintain no ad valorem property taxes, with sales tax comprising approximately 80% of the Town’s revenue. The only land use designation and zoning classification that is appropriate that maintains this policy is a land use designation of Commerce and a zoning classification of C-2 Commercial 2. This application is different from previous applications considered in the past year in that it is a converted house that could be utilized for sales tax generating activities and has done so in the past.

Deadline to Submit Revisions or comments: May 26, 2023 by 2:00 p.m.

Comments:

The Town is in receipt of application Nos. 2023-0508-07FLUP and 2023-0508-08ZC by property owner/applicant William Snyder on May 8, 2023. The application for the future land use map amendment indicates the current designation of the property is C1 and C2 with a request designation as both C1 and C2. It should be noted that the Town of Cross Roads adopted a new Comprehensive Land Use Plan on March 20, 2023. The new plan does not contain the C-1 Commercial 1 and C-2 Commercial 2 designations. The most appropriate similar designations in the new plan is Business Services and Commerce. Revisions to the comprehensive zoning ordinance are beginning so that there is a clear delineation as to which land use plan designation is associated with each zoning classification. Staff’s comments are based on the interpretation that the Business Services land use plan designation is associated with the C-1 Commercial 1 zoning district and the Commerce land use plan designation is



Town of Cross Roads
 3201 US Hwy 380, Suite 105
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 940-365-9693 office | 469-375-5905 fax

associated with the C-2 Commercial 2 zoning district.

The subject property is comprised of 0.586 acres of land currently zoned as C-2 Commercial 2, although the applicant has indicated a combination of C-1 Commercial 1 and C-2 Commercial 2. Staff does not recognize that combined zoning districts are permitted.

The property is surrounded by the following current zoning designations:

North:	A Agricultural
East:	C-2 Commercial 2
South:	A Agricultural and US 380
West:	A Agricultural

The subject property is currently designated as Commerce on the Future Land Use Map. The surrounding property has the following designations on the Future Land Use Map per the updated Comprehensive Land Use Plan adopted on March 20, 2023:

North:	Commerce
East:	Commerce
South:	Commerce
West:	Commerce

The existing structure on the property was originally constructed as a house in 1980 and was remodeled to a commercial building with suites in 2007. Bill Snyder and Jim Bruner applied for a zoning change on January 22, 2007 to change the zoning from residential to commercial. The zoning was changed to C-2 Commercial on March 12, 2007 via ordinance 2007-0312-01.

In a review of previous ordinance amendments, it appears that the uses for the C-2 Commercial district were amended on June 19, 2017, to remove “Any use in C-1 (office)” from allowed uses in the C-2 Commercial District. This action put the building and property at 8000 US 380 into a legal, non-conforming status. *See reference to Section 14.03.007 of the Town’s Code of Ordinance’s below.*

The Town has records of a permit application to convert the house into a commercial building dated November 30 2006, stamped received on December 8, 2006 and approved January 22, 2007. The following Certificates of Occupancy were issued for the subject property with the current property owner:

Suite #	Date Issued	Name	Zoning District Permitted	Previous Use
No Suite Indicated	2/13/2020	The V-Spot Luxury Spa	C1 & C2	“Various lease spaces”



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Ste 100	2/13/2020	The Drafter Guy	C1	Realty Office
Ste 600	1/17/2019	Little Dragon CBD Shop	C2	Not Indicated
Change in text of ordinance				
Main Building & Ste 700	9/21/2009	Bill Snyder	C1	Offices
Main Building	05/29/2007	Bill Snyder (offices)	C1	Offices
Main Building	10/04/2006	JP Realtors/Keller Williams	C1	Offices
Main Building	06/10/2007	Bill Snyder – Offices	Not Indicated	Home

Two separate land use designations are not permitted on a single tract of land. Additionally, two separate zoning designations are not permitted on a single tract of land. The applicant needs to identify which land use designation (Commerce or Business Services) he would like and which zoning designation (C-1 – Commercial 1 or C-2 – Commercial 2).

The Town of Cross Roads has actively elected to maintain no ad valorem property taxes, with sales tax comprising approximately 80% of the Town’s revenue. The only land use designation and zoning classification that is appropriate that maintains this policy is a land use designation of Commerce and a zoning classification of C-2 Commercial 2. This application is different from previous applications considered in the past year in that it is a converted house that could be utilized for sales tax generating activities and has done so in the past.

“Sec. 14.03.007 Non-conforming uses and structures

- (a) A non-conforming status shall exist under the following provisions of this article:
 - (1) When a use or structure which does not conform to the regulations prescribed in the district in which such use or structure is located was in existence or authorized and/or lawfully operating prior to the adoption of this article and has been operating since without discontinuance.
 - (2) When a use or structure which does not conform to the regulations prescribed in the district in which such use or structure is located was in existence at the time of annexation to the town, and has since been in regular and continuous use.
- (b) Any non-conforming use of land (b) structure may be continued for definite periods of time, subject to such regulations as the board of adjustment may require for immediate preservation of the adjoining property prior to the ultimate removal of the non-conforming use.
- (c) Destruction, extension of non-conforming use or structure.
 - (1) A non-conforming use or structure shall not be extended or rebuilt in case of obsolescence or total destruction. Any non-conforming building or structure which is partially damaged or destroyed to the extent that the cost of repair or replacement will equal or exceed sixty percent (60%) of the fair market value of the structure, exclusive of foundations, utility connections, furniture and equipment, shall not thereafter be restored, reconstructed, used or occupied,



Town of Cross Roads

3201 US Hwy 380, Suite 105

Cross Roads, Texas 76227

940-365-9693 office | 469-375-5905 fax

unless thereafter in conformance with this code and the ordinance of the town. If the cost of repair or restoration is less than sixty percent (60%) of the fair market value of the building or structure, the restoration or repair shall commence within six (6) months from the date of the partial destruction. Failure to so commence the repair or restoration shall be conclusive as to the owner's abandonment of an intent to abandon the nonconforming structure. Any and all repairs or reconstruction authorized hereunder shall be in accordance with all existing codes applicable at that time and not at the time of original construction.

- (2) A non-conforming building or structure shall not be extended or enlarged but may be repaired or maintained; provided, however, that the cost of such repair or maintenance shall not exceed fifty percent (50%) of the fair market value of the structure, exclusive of foundations, utility connections, furniture and equipment.”

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: 05-08-2023

APPLICATION #: 2023-0508-07FLU

PROJECT: 8000 US 380 Land Use Amendment

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

Zone Change Technical Site Plan Grading Land Use Amendment Miscellaneous

Land Owner Name William Snyder Signature _____

Owner Mailing Address PO Box 293 Aubrey TX 76227

Owner Contact Phone 214.837.2345 Email billsnyder@snydercustomhomes.com

Applicant Name William Snyder Signature _____

Project Contact Mailing Address 8000 US HWY 380 Cross Roads, TX 76227

Project Contact Phone 214.837.2345 Email billsnyder@snydercustomhomes.com

Proposed Project Name 8000 Ventures Location see attachment

Abstract, Lot, Block _____ DCAD ID see attachment

Current Zoning C1 and C2 Requested Zoning C1 and C2

Number of Lots 1 Acres .586

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
2. Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
3. Map - A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
4. Site Plan (Commercial)
5. Drawings: one full, two 11x17
6. Electronic copy of all the above; this may be sent by email on submission day.

ADDITIONAL INFORMATION

See attachment labeled "Additional Information"

See Attachment

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: 05-08-2023
APPLICATION #: 2023-0508-08ZC
PROJECT: 8000 US 380 Zone Change

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

X Zone Change Technical Site Plan Grading Miscellaneous

Land Owner Name William Snyder Signature _____

Owner Mailing Address PO Box 293 Aubrey TX 76227

Owner Contact Phone 214.837.2345 Email billsnyder@snydercustomhomes.com

Applicant Name William Snyder Signature _____

Project Contact Mailing Address 8000 US HWY 380 Cross Roads, TX 76227

Project Contact Phone 214.837.2345 Email billsnyder@snydercustomhomes.com

Proposed Project Name 8000 Ventures Location see attachment

Abstract, Lot, Block _____ DCAD ID see attachment

Current Zoning C1 and C2 Requested Zoning C1 and C2

Number of Lots 1 Acres .586

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
2. Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
3. Map - A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
4. Site Plan (Commercial)
5. Drawings: one full, two 11x17
6. Electronic copy of all the above; this may be sent by email on submission day.

See Attachment

ADDITIONAL INFORMATION

See attachment labeled "Additional Information"

TOWN OF CROSS ROADS
CERTIFICATE OF OCCUPANCY

ZONING: C-2 DATE: June 14, 2007 BUILDING PERMIT NO: 2006-1208-01

LOCATION: 800 Hwy. 380 Cross Roads, Texas

OWNER OF LAND OR BUILDING: Bill Snyder & Jim Bowen

Said premises have been inspected by the Building Permit Inspector and have been certified as being constructed in substantial compliance with the building plans as approved by the Town of Cross Roads.
This CERTIFICATE OF OCCUPANCY is issued for the building at the above described location for use as

Office Building

Special Conditions are: N/A

J. Moudy
Building Permit Clerk

This certificate is required to be posted in the above referenced building.

8000 US HWY 380

CROSS ROADS, TX 76227

PROPERTY INFORMATION:

Denton CAD

Property Search > 38382 8000 VENTURES INC for Year 2023

Tax Year: 2023 - Values NC

Details | Map

Click on a title bar to expand or collapse the information.

Property

Account

Property ID: 38382
Geographic ID: A0803A-000-0039-0000
Type: Real
Property Use Code: OF002
Property Use Description: CONVERTED HOUSE

Legal Description: A0803A R.J. MOSELEY TR 39, .586 ACRES, OLD DCAD TR 7C(11)
Zoning: Office
Agent Code:

Location

Address: 8000 E US 380
CROSSROADS, TX 76227-2628
Neighborhood: Denton Converted Houses Other Areas
Neighborhood CD: OF02505B3

Map/co: CR01
Map ID:

Owner

Name: 8000 VENTURES INC
Mailing Address: PO BOX 293
AUBREY, TX 76227-0293

Owner ID: 1001596
% Ownership: 100.000000000000%

Exempt/prot:

Values

Taxing Jurisdiction

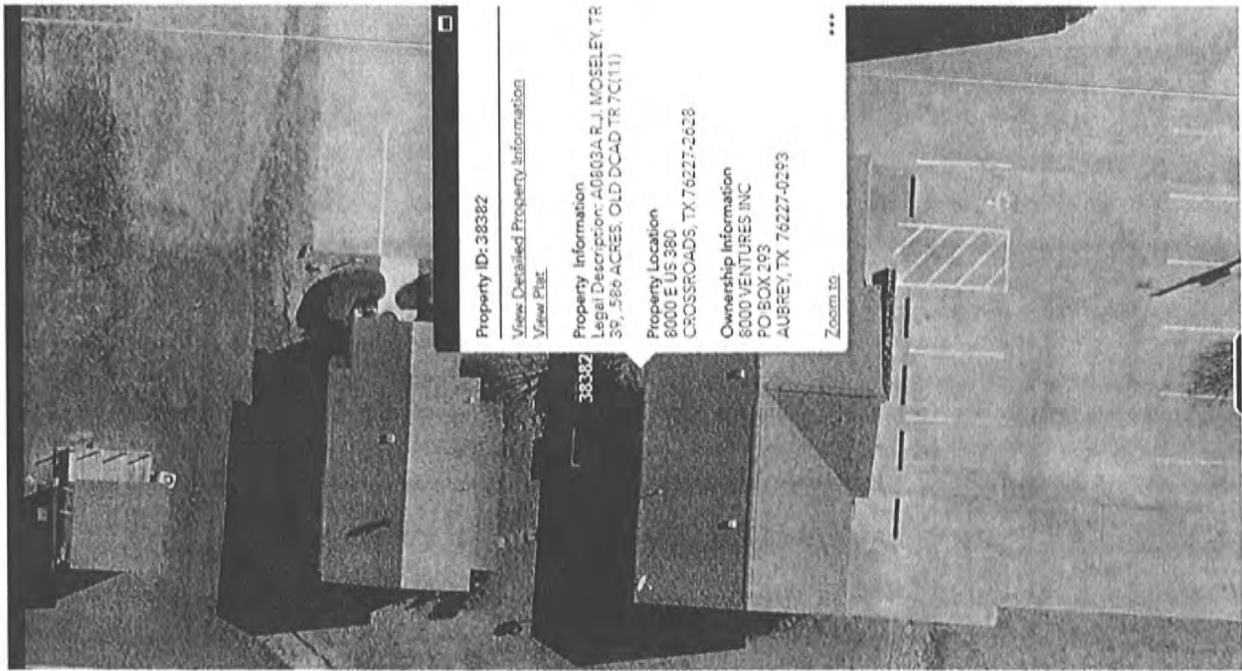
Improvement / Building

Land

Roll Value History

Deed History - (Last 3 Deed Transactions)

Questions? Please Call (817) 240-3800



8000 Ventures, 8000 US HWY 380 Cross Roads, TX

Additional Information for Development Application:

My property was zoned to allow all uses of C1 and C2.

In 2017, the city changed a definition but did not comply with Federal and State laws to change zoning. The property owners did not receive any notice of the actions. In 2020, the City issued a CO to one of my tenants for office. Now City staff unilaterally decided to stop allowing office uses on my property. The decision is not supported by state laws or the City ordinances.

City staff relies on their statements that my properties are legal nonconforming uses. However, the City staff is misapplying that term and the procedures. City staff stated my only option is to request a zoning change to C1, my property was zoned for C1 and C2. The City staff applied that determination on a CO in 2020. Now, the illegal actions of the City are forcing me to request a zoning change.

My request is as follows: in order to change zoning, the City must identify the current zoning and the requested zoning. My position is to request the City staff to identify the current zoning and produce all documents for the P&Z to see when the zoning was established and changed to disallow C1 uses. If the P&Z determines that C1 uses were legally removed from my property, under duress, I am requesting a zoning change to C1. If the P&Z and staff cannot state and support the position that my zoning does not allow C1 uses, I do not have a zoning change request.

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: [Bill Snyder](#)
To: [Kristi Gilbert](#)
Cc: [Donna Butler](#); [Rodney Patterson](#); [Bill Snyder](#)
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380
Date: Friday, May 26, 2023 9:52:59 AM
Attachments: [Scanner_20230526_101531.pdf](#)

Notice: External Email

Please add these 2 things to package for P&Z

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Thursday, May 25, 2023 8:42 AM
To: Bill Snyder <BillSnyder@snydercustomhomes.com>
Cc: Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Bill,

Please let me know which CO's we denied that you are referring to? According to the adopted records retention schedule that is in compliance with the Texas State Library, we only keep records of denied permit applications for one year. The only one we have on file is for One Tribe Foundation which indicates on the attached form the reason for denial. It should be noted that the application indicates the previous use of the space was for mental wellness, however, there does not appear to be a CO on file that the Town granted for a mental wellness facility. The most recent CO the Town granted for the space was for Berry Braids which is an allowed use in C2.

Kristi

From: Bill Snyder <BillSnyder@snydercustomhomes.com>
Sent: Tuesday, May 23, 2023 1:12 PM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

Notice: External Email

Please explain why COs for office uses at my property have been denied. Please include the ordinances, codes and laws that were used to deny the COs.

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Monday, May 22, 2023 4:07 PM

To: Bill Snyder <BillSnyder@snydercustomhomes.com>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>

Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Mr. Snyder,

Both of your properties are currently zoned C2. Per [Section 14.03.076\(b\)\(2\)](#) of the code of Ordinances, the following uses are allowed by right on your property:

C - 2 (Retail and General Commercial).

(A) Antique shop;

(B) Automobile repair garage;

(C) Bakery, where items are available for sale to the general public;

(D) Bank or other financial institution (also C-1);

(E) Barber, beauty shop, or spa (also C-1);

(F) Batting practice facility - 500 ft. min. from residential, must have shielded lights;

(G) Bird or pet shop;

(H) Book, card, stationary store;

(I) Bowling alley, if air-conditioned and soundproofed;

(J) Camera shop;

(K) Candy, cigar, tobacco shop;

(L) Carwash;

(M) Dry Cleaning or pressing shop, less than 2,000 sq. ft.;

(N) Clothing or shoe store;

(O) Department or specialty store;

(P) Drug store, retail only;

(Q) Electrical goods;

(R) Farm implement display or sales room;

(S) Florist (also C-1);

(T) Fuel Station (also C-1);

(U) Furniture store, where all display and storage is within the building;

(V) Golf driving range - 1,000 ft. min. from residential, must have shielded lights;

(W) Grocery or convenience store;

(X) Hardware store;

(Y) Hotel or motel (also C-1);

(Z) Jewelry store;

(AA) Laundry (automatic), equipped with machines customarily found in the home, where custom

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

laundering, if finishing may be done, not to exceed 6,000 sq. ft.;

(BB) Meat market;

(CC) Miniature golf course - 500 ft. min. from residential district;

(DD) Movie theater - housed in acoustically treated building;

(EE) Piano or musical instrument sales;

(FF) Print shop that is open to the general public;

(GG) Restaurant or cafeteria with or without on-premises alcohol beverage sales;

(HH) Retail store for custom work or making of articles to be sold for retail on the premises, min. 50% retail sales;

(II) Retail store - no on-site manufacturing;

(JJ) Shoe repair shop;

(KK) Sports club - except pistol and rifle range;

(LL) One accessory building, customarily associated with any of the above establishments to which they refer, except they shall not be placed within any required setbacks;

(MM) Any use or public building to be used or erected by the town;

(NN) No mobile home or HUD-manufactured homes shall be permitted.

Kristi Gilbert

Town Administrator

Town of Cross Roads

k.gilbert@crossroadstx.gov

Ofc: 940.365.9693

Cell: 940.218.4241

Town of Cross Roads

3201 US Hwy 380, Ste 105

Cross Roads, TX 76227

ATTENTION: Please note any correspondence, such as e-mail or letters, sent to Town Staff or Town Officials may become a public record and made available for Public/Media review.

PUBLIC OFFICIALS: A "Reply to All" of this e-mail may lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

From: Bill Snyder <BillSnyder@snydercustomhomes.com>

Sent: Monday, May 22, 2023 3:56 PM

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>; Bill Snyder <BillSnyder@snydercustomhomes.com>

Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Notice: External Email

What are the allowed uses on my two properties?

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Monday, May 22, 2023 11:55 AM

To: Bill Snyder <BillSnyder@snydercustomhomes.com>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>

Subject: Staff Review of Applications for 8300 US 380 and 8000 US 380

Notice: This is an external email from outside your organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Mr. Snyder,

Please find attached the Staff review of your subject applications. These items are scheduled before the Planning and Zoning Commission on June 6th and the Town Council on June 19th. Any response you desire to have included in the meeting packets must be received no later than 2:00 p.m. on Friday, May 26, 2023.

Thanks,

Kristi Gilbert

Town Administrator

Town of Cross Roads

k.gilbert@crossroadstx.gov

Ofc: 940.365.9693

Cell: 940.218.4241

Town of Cross Roads

3201 US Hwy 380, Ste 105

Cross Roads, TX 76227

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APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: [Bill Snyder](#)
To: [Kristi Gilbert](#)
Cc: [Donna Butler](#); [Rodney Patterson](#); [Bill Snyder](#)
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380
Date: Friday, May 26, 2023 9:41:54 AM

Notice: External Email

Also, I need this to be part of the package for P&Z review

An excerpt from Cross Roads Planning and Zoning Commission mtg of 7 March 2023:

In response to a discussion concerning rezoning of property along the Hwy 380 corridor and a lack of notification of property owners.

"Um, so the challenge is that it wasn't, there wasn't a Zoning change on the property. The uses were changed in the text of the ordinance and so uh C2 previously had specified all of these retail activities and then there was a catchall that any uses that were allowed in C1. And so that phrase, any uses allowed in C1, which includes medical and professional offices and stuff was taken out, um of the C2 Zoning district as allowed uses in 2017. Um, now, there definitely is an argument to be made that when there is a change that was made like that, the property owners should have been notified. Um, we did not find any indications that they were. "

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Thursday, May 25, 2023 8:42 AM
To: Bill Snyder <BillSnyder@snydercustomhomes.com>
Cc: Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Bill,

Please let me know which CO's we denied that you are referring to? According to the adopted records retention schedule that is in compliance with the Texas State Library, we only keep records of denied permit applications for one year. The only one we have on file is for One Tribe Foundation which indicates on the attached form the reason for denial. It should be noted that the application indicates the previous use of the space was for mental wellness, however, there does not appear to be a CO on file that the Town granted for a mental wellness facility. The most recent CO the Town granted for the space was for Berry Braids which is an allowed use in C2.

Kristi

From: Bill Snyder <BillSnyder@snydercustomhomes.com>

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Sent: Tuesday, May 23, 2023 1:12 PM

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>

Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

Notice: External Email

Please explain why COs for office uses at my property have been denied. Please include the ordinances, codes and laws that were used to deny the COs.

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Monday, May 22, 2023 4:07 PM

To: Bill Snyder <BillSnyder@snydercustomhomes.com>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>

Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Mr. Snyder,

Both of your properties are currently zoned C2. Per [Section 14.03.076\(b\)\(2\)](#) of the code of Ordinances, the following uses are allowed by right on your property:

C - 2 (Retail and General Commercial).

(A) Antique shop;

(B) Automobile repair garage;

(C) Bakery, where items are available for sale to the general public;

(D) Bank or other financial institution (also C-1);

(E) Barber, beauty shop, or spa (also C-1);

(F) Batting practice facility - 500 ft. min. from residential, must have shielded lights;

(G) Bird or pet shop;

(H) Book, card, stationary store;

(I) Bowling alley, if air-conditioned and soundproofed;

(J) Camera shop;

(K) Candy, cigar, tobacco shop;

(L) Carwash;

(M) Dry Cleaning or pressing shop, less than 2,000 sq. ft.;

(N) Clothing or shoe store;

(O) Department or specialty store;

(P) Drug store, retail only;

(Q) Electrical goods;

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

- (R)** Farm implement display or sales room;
- (S)** Florist (also C-1);
- (T)** Fuel Station (also C-1);
- (U)** Furniture store, where all display and storage is within the building;
- (V)** Golf driving range - 1,000 ft. min. from residential, must have shielded lights;
- (W)** Grocery or convenience store;
- (X)** Hardware store;
- (Y)** Hotel or motel (also C-1);
- (Z)** Jewelry store;
- (AA)** Laundry (automatic), equipped with machines customarily found in the home, where custom laundering, if finishing may be done, not to exceed 6,000 sq. ft.;
- (BB)** Meat market;
- (CC)** Miniature golf course - 500 ft. min. from residential district;
- (DD)** Movie theater - housed in acoustically treated building;
- (EE)** Piano or musical instrument sales;
- (FF)** Print shop that is open to the general public;
- (GG)** Restaurant or cafeteria with or without on-premises alcohol beverage sales;
- (HH)** Retail store for custom work or making of articles to be sold for retail on the premises, min. 50% retail sales;
- (II)** Retail store - no on-site manufacturing;
- (JJ)** Shoe repair shop;
- (KK)** Sports club - except pistol and rifle range;
- (LL)** One accessory building, customarily associated with any of the above establishments to which they refer, except they shall not be placed within any required setbacks;
- (MM)** Any use or public building to be used or erected by the town;
- (NN)** No mobile home or HUD-manufactured homes shall be permitted.

Kristi Gilbert
Town Administrator
Town of Cross Roads
k.gilbert@crossroadstx.gov
Ofc: 940.365.9693
Cell: 940.218.4241

Town of Cross Roads
3201 US Hwy 380, Ste 105
Cross Roads, TX 76227

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PUBLIC OFFICIALS: A "Reply to All" of this e-mail may lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: Bill Snyder <BillSnyder@snydercustomhomes.com>
Sent: Monday, May 22, 2023 3:56 PM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>; Bill Snyder <BillSnyder@snydercustomhomes.com>
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

Notice: External Email

What are the allowed uses on my two properties?

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Monday, May 22, 2023 11:55 AM
To: Bill Snyder <BillSnyder@snydercustomhomes.com>
Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>
Subject: Staff Review of Applications for 8300 US 380 and 8000 US 380

Notice: This is an external email from outside your organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Mr. Snyder,

Please find attached the Staff review of your subject applications. These items are scheduled before the Planning and Zoning Commission on June 6th and the Town Council on June 19th. Any response you desire to have included in the meeting packets must be received no later than 2:00 p.m. on Friday, May 26, 2023.

Thanks,

Kristi Gilbert
Town Administrator
Town of Cross Roads
k.gilbert@crossroadstx.gov
Ofc: 940.365.9693
Cell: 940.218.4241

Town of Cross Roads
3201 US Hwy 380, Ste 105

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Cross Roads, TX 76227

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See pg 5

Snyder Custom Homes Admin

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Thursday, July 7, 2022 3:17 PM
To: Snyder Custom Homes Admin
Cc: Bill Snyder; Donna Butler; Rodney Patterson
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

As I stated in the previous emails, it is not an approved use. It would not qualify to be grandfathered. If the current counselor ever moved out, another counselor can move into the same space as long as there is no gap in the lease. However, no new counselors office can be leased in other spaces.

Kristi

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Sent: Thursday, July 7, 2022 3:15 PM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Did they say why?

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Thursday, July 7, 2022 2:01 PM
To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

No, Staff will not approve a Certificate of Occupancy.

Kristi

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Sent: Thursday, July 7, 2022 1:26 PM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Hi,

Can Glenn proceed with moving in here?

Thanks
Denise

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Tuesday, July 5, 2022 12:33 PM

To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

Below is a list of uses allowed in the C-2 zoning district which can also be found here:

https://z2.franklinlegal.net/franklin/Z2Browser2.html?showset=crossroadsset&collection=crossroads&doccode=z2Code_z20000069

C - 2 (Retail and General Commercial).

- (A) Antique shop;
- (B) Automobile repair garage;
- (C) Bakery, where items are available for sale to the general public;
- (D) Bank or other financial institution (also C-1);
- (E) Barber, beauty shop, or spa (also C-1);
- (F) Batting practice facility - 500 ft. min. from residential, must have shielded lights;
- (G) Bird or pet shop;
- (H) Book, card, stationary store;

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

- (I) Bowling alley, if air-conditioned and soundproofed;
- (J) Camera shop;
- (K) Candy, cigar, tobacco shop;
- (L) Carwash;
- (M) Dry Cleaning or pressing shop, less than 2,000 sq. ft.;
- (N) Clothing or shoe store;
- (O) Department or specialty store;
- (P) Drug store, retail only;
- (Q) Electrical goods;
- (R) Farm implement display or sales room;
- (S) Florist (also C-1);
- (T) Fuel Station (also C-1);
- (U) Furniture store, where all display and storage is within the building;
- (V) Golf driving range - 1,000 ft. min. from residential, must have shielded lights;
- (W) Grocery or convenience store;
- (X) Hardware store;
- (Y) Hotel or motel (also C-1);
- (Z) Jewelry store;
- (AA) Laundry (automatic), equipped with machines customarily found in the home, where custom laundering, if finishing may be done, not to exceed 6,000 sq. ft.;
- (BB) Meat market;
- (CC) Miniature golf course - 500 ft. min. from residential district;
- (DD) Movie theater - housed in acoustically treated building;
- (EE) Piano or musical instrument sales;

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

- (FF) Print shop that is open to the general public;
- (GG) Restaurant or cafeteria with or without on-premises alcohol beverage sales;
- (HH) Retail store for custom work or making of articles to be sold for retail on the premises, min. 50% retail sales;
- (II) Retail store - no on-site manufacturing;
- (JJ) Shoe repair shop;
- (KK) Sports club - except pistol and rifle range;
- (LL) One accessory building, customarily associated with any of the above establishments to which they refer, except they shall not be placed within any required setbacks;
- (MM) Any use or public building to be used or erected by the town;
- (NN) No mobile home or HUD-manufactured homes shall be permitted.

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

Sent: Tuesday, July 5, 2022 11:13 AM

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Okay – got it.

That’s kind of hard to predict so lets say they both leave – who can we lease to?

Do you have a list of TENANTS we are allowed to lease to in our space?

Or is just something that pertains to counselors only?

Denise

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Tuesday, July 5, 2022 11:08 AM

To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

That is correct...as long as there is not a gap in tenants.

Kristi

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Sent: Tuesday, July 5, 2022 11:06 AM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

So if our counselors MOVE out in the future -- we can't lease MORE than 385 square feet -- correct? Has to be under 385 -- correct?

Denise

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Tuesday, July 5, 2022 11:04 AM
To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

When the Town changed it's ordinances in 2017, the counselor's office become a legal, non-conforming use (grandfathered). This means that the use of a counseling facility in that zoning district can no longer be expanded. Based on the lease you provided me, the counselor in the office takes up 385 square feet. This means that you can no longer have counseling services take up more space than the 385 square feet. The current counseling services can stay there and tenants can move in and out of that space as long as there is no lapse, but you can not use any additional square feet for counseling services.

Please let me know if you have any additional questions.

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Kristi Gilbert
Town Administrator
Town of Cross Roads
k.gilbert@crossroadstx.gov
Ofc: 940.365.9693
Cell: 940.218.4241

Note our new physical and mailing address:

Town of Cross Roads
3201 US Hwy 380, Ste 105
Cross Roads, TX 76227

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From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Sent: Tuesday, July 5, 2022 10:58 AM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Yes – she is still with us

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Tuesday, July 5, 2022 10:48 AM
To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

Thank you for the information. So, is Sharon Beam still a current tenant using Suite 4 and the conference room?

Kristi

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

Sent: Tuesday, July 5, 2022 10:40 AM

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>

Subject: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

We have had counselors in our building for a while with no lapse as our leases automatically renew for same term until notice is given and they move out – see attached

Thanks
Denise
For Bill Snyder

one of our existing tenants

Certificate of Occupancy

Issued To: TDG Services LLC, ABN The Drafter Guy
Location: 8000 US Hwy 380, Suite 100, Cross Roads, Texas 76227
Date Issued: February 13, 2020

This **CERTIFICATE OF OCCUPANCY** is issued for the building at the above described location for use as:
COMMERCIAL - OFFICE

(NOTE: THIS DOCUMENT MUST BE DISPLAYED ON SITE)

NO. 2020-0213-01CO

ISSUED BY


Becky Ross, SIGNATURE

Town Admin/Planning Director
TITLE

February 13, 2020

EST. 1973

1401 FM 424 Cross Roads, TX 76227
TEL 940/365-9693 FAX 469/375-5905
CrossRoadsTX.gov



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 19, 2023

Agenda Item:

8300 US 380:

- a. CONDUCT A PUBLIC HEARING, discuss and consider an application by William Snyder for a change in Future Land Use Map per the submitted application from C2-Commercial 2 to C1-Commerical 1 for Tract 38 of the R.J. Moseley Abstract No. 803A, generally located at 8300 US 380, Cross Roads, Denton County, Texas. Per the Town's Comprehensive Land Use Plan adopted on March 20, 2023, the C2-Commercial 2 to C1-Commerical 1 categories no longer exist. The applicant will need to modify the request to change the future land use to Business Services or Commerce. (2023-0508-05FLUP)
- b. CONDUCT A PUBLIC HEARING, discuss and consider an application by William Snyder for a change in zoning from C2-Commercial 2 to C1-Commerical and C2-Commercial for Tract 38 of the R.J. Moseley Abstract No. 803A, generally located at 8300 US 380, Cross Roads, Denton County, Texas. (2023-0508-06ZC)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Applicant William Snyder submitted a series of applications for property he owns at both 8000 and 8300 US 380. The applications include a request for a change in both the Future Land Use Map designation and a change in the zoning on both subject properties. State law requires a public hearing on all of the applications; however, the public hearings can be conducted simultaneously due to the similarities in the applications.

Staff reviewed the applications on May 22, 2023, and provided the review to the applicant which indicated the need for the applicant to clarify the zoning classification that is being sought for both properties as a parcel is only permitted to have a single zoning classification and the applicant has requested two. At the June 6, 2023 Planning and Zoning meeting, the applicant clarified that the request was to rezone the property to C1-Commercial 1, which would necessitate a future land use plan amendment from Commerce to Business Services.

The applicant requested the attached documents be included in the packet.

Recommended Action:

Future Land Use Map Amendment: Staff's recommendation is to deny the applicant's request to amend the Future Land Use Map and that it remain designated as Commerce.



COUNCIL AGENDA BRIEFING SHEET

Zoning Map Amendment: If the future land use designation remains Commerce, the only appropriate zoning designation is C2 – Commercial 2. The property is currently zoned C2 Commercial 2. As such, Staff recommends denial of the applicant’s request for a zoning designation of C1 – Commercial 1.

Planning and Zoning

The Planning and Zoning Commission considered the future land use plan amendment and zoning change at their June 6, 2023 meeting. The Commission voted three to two to deny the applicants request for a future land use designation of Business Services and a zoning designation of C1-Commercial 1. Commissioners Lagano, Bryant and Cook voted to deny the application, with Commissioners Phillips and Lawson voting against the denial.

Note: Since the Planning and Zoning Commission recommended denial, the request will not be approved unless three-fourths (3/4) of the governing body votes to approve it in accordance with Section 14.03.042(b)(5) of the Town’s Code of Ordinances.

Attachments:

Staff Review – May 22, 2023

Application and supporting documents

Project Aerial

- (2023-0508-05FLUP and 2023-0508-06ZC)

8300 US 380





Town of Cross Roads
3201 US Hwy 380, Suite 105
Cross Roads, Texas 76227
940-365-9693 office | 469-375-5905 fax

Staff Review Comments

Project: 8300 US 380 – Request for a future land use map amendment from C-2 Commercial 2 to C2 Commercial and C-1 Commercial 1 (2023-0508-05FLUP)

8300 US 380 – Request for a zoning change from C-2 Commercial 2 to C2 Commercial and C-1 Commercial 1 (2023-0508-06ZC)

Location: 8300 US 380 (Parcel ID 38371)

Date of Review: May 22, 2023

Reviewer: Kristi Gilbert, Town Administrator

Recommendation: Two separate land use designations are not permitted on a single tract of land. Additionally, two separate zoning designations are not permitted on a single tract of land. The applicant needs to identify which land use designation (Commerce or Business Services) he would like and which zoning designation (C-1 – Commercial 1 or C-2 – Commercial 2).

The Town of Cross Roads has actively elected to maintain no ad valorem property taxes, with sales tax comprising approximately 80% of the Town’s revenue. The only land use designation and zoning classification that is appropriate that maintains this policy is a land use designation of Commerce and a zoning classification of C-2 Commercial 2. This application is different from previous applications considered in the past year in that it is a converted house that could be utilized for sales tax generating activities and has done so in the past.

Deadline to Submit Revisions or comments: May 26, 2023 by 2:00 p.m.

Comments:

The Town is in receipt of application Nos. 2023-0508-05FLUP and 2023-0508-06ZC by property owner/applicant William Snyder on May 8, 2023. The application for the future land use map amendment indicates the current designation of the property is C1 and C2 with a request designation as both C1 and C2. It should be noted that the Town of Cross Roads adopted a new Comprehensive Land Use Plan on March 20, 2023. The new plan does not contain the C-1 Commercial 1 and C-2 Commercial 2 designations. The most appropriate similar designations in the new plan are Business Services and Commerce. Revisions to the comprehensive zoning ordinance are beginning so that there is a clear delineation as to which land use plan designation is associated with each zoning classification. Staff’s comments are based on the interpretation that the Business Services land use plan designation is associated with the C-1 Commercial 1 zoning district and the Commerce land use plan designation is



Town of Cross Roads
3201 US Hwy 380, Suite 105
Cross Roads, Texas 76227
940-365-9693 office | 469-375-5905 fax

associated with the C-2 Commercial 2 zoning district.

The subject property is comprised of 0.6979 acres of land currently zoned as C-2 Commercial 2, although the applicant has indicated a combination of C-1 Commercial 1 and C-2 Commercial 2. Staff does not recognize that combined zoning districts are permitted.

The property is surrounded by the following current zoning designations:

North:	A Agricultural
East:	A Agricultural
South:	A Agricultural and US 380
West:	C-2 Commercial 2

The subject property is currently designated as Commerce on the Future Land Use Map. The surrounding property has the following designations on the Future Land Use Map per the updated Comprehensive Land Use Plan adopted on March 20, 2023:

Subject Property:	Commerce
North:	Commerce
East:	Commerce
South:	Commerce
West:	Commerce

The existing structure on the property was originally constructed as a house in 1970 and was remodeled to a commercial building in 2007. On September 7, 2004, then property owner Michael Doyle applied for a zoning change zoning from agricultural/residential to C-2 Commercial. The zoning was changed to C-2 Commercial on December 13, 2004, via ordinance 2004-1213-02. On April 15, 2008, owner William Snyder sought a special use permit to allow for the installation of a wind turbine which was approved on March 25, 2008.

In a review of previous ordinance amendments, it appears that the uses for the C-2 Commercial district were amended on June 19, 2017, to remove "Any use in C-1 (office)" from allowed uses in the C-2 Commercial District. This action put the building and property at 8000 US 380 into a legal, non-conforming status. *See reference to Section 14.03.007 of the Town's Code of Ordinance's below.*

The Town has records of a permit application to convert the house into a commercial building dated November 30, 2006, received on September 13, 2007, and approved October 4, 2007. The following Certificates of Occupancy were issued for the subject property with the current property owner:



Town of Cross Roads
 3201 US Hwy 380, Suite 105
 Cross Roads, Texas 76227
 940-365-9693 office | 469-375-5905 fax

Suite #	Date Issued	Name	Zoning District Permitted	Previous Use
Suite 200	11/4/2021	Berrybraid Hairbraiding	C2	Barbershop
Not Specified	3/5/2020	Attitudes Salon	C2	Boutique
Suite 200	3/5/2020	The Line Up Barbershop	C2	Office
Suite 500	3/13/2019	Unique Boutique – Resale Shop	C2	Office
Change in text of ordinance				
Suite 2	10/15/2010	Gold Express – Retail	Commercial	Office
Main Building	3/13/2008	Snyder Custom Homes	Commercial	Home

Two separate land use designations are not permitted on a single tract of land. Additionally, two separate zoning designations are not permitted on a single tract of land. The applicant needs to identify which land use designation (Commerce or Business Services) he would like and which zoning designation (C-1 – Commercial 1 or C-2 – Commercial 2).

The Town of Cross Roads has actively elected to maintain no ad valorem property taxes, with sales tax comprising approximately 80% of the Town’s revenue. The only land use designation and zoning classification that is appropriate that maintains this policy is a land use designation of Commerce and a zoning classification of C-2 Commercial 2. This application is different from previous applications considered in the past year in that it is a converted house that could be utilized for sales tax generating activities and has done so in the past.

“Sec. 14.03.007 Non-conforming uses and structures

- (a) A non-conforming status shall exist under the following provisions of this article:
 - (1) When a use or structure which does not conform to the regulations prescribed in the district in which such use or structure is located was in existence or authorized and/or lawfully operating prior to the adoption of this article and has been operating since without discontinuance.
 - (2) When a use or structure which does not conform to the regulations prescribed in the district in which such use or structure is located was in existence at the time of annexation to the town, and has since been in regular and continuous use.
- (b) Any non-conforming use of land or structure may be continued for definite periods of time, subject to such regulations as the board of adjustment may require for immediate preservation of the adjoining property prior to the ultimate removal of the non-conforming use.
- (c) Destruction, extension of non-conforming use or structure.
 - (1) A non-conforming use or structure shall not be extended or rebuilt in case of obsolescence or total destruction. Any non-conforming building or structure which is partially damaged or destroyed to the extent that the cost of repair or replacement will equal or exceed sixty percent



Town of Cross Roads

3201 US Hwy 380, Suite 105

Cross Roads, Texas 76227

940-365-9693 office | 469-375-5905 fax

(60%) of the fair market value of the structure, exclusive of foundations, utility connections, furniture and equipment, shall not thereafter be restored, reconstructed, used or occupied, unless thereafter in conformance with this code and the ordinance of the town. If the cost of repair or restoration is less than sixty percent (60%) of the fair market value of the building or structure, the restoration or repair shall commence within six (6) months from the date of the partial destruction. Failure to so commence the repair or restoration shall be conclusive as to the owner's abandonment of an intent to abandon the nonconforming structure. Any and all repairs or reconstruction authorized hereunder shall be in accordance with all existing codes applicable at that time and not at the time of original construction.

- (2) A non-conforming building or structure shall not be extended or enlarged but may be repaired or maintained; provided, however, that the cost of such repair or maintenance shall not exceed fifty percent (50%) of the fair market value of the structure, exclusive of foundations, utility connections, furniture and equipment.”

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: 05-08-2023

APPLICATION #: 2023-0508-05 FLU

PROJECT: 8300 US 380 Land Use
Amendment

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

Zone Change Technical Site Plan Grading Land Use
Amendment Miscellaneous

Land Owner Name William Snyder Signature _____

Owner Mailing Address PO Box 293 Aubrey TX 76227

Owner Contact Phone 214.837.2345 Email billsnyder@snydercustomhomes.com

Applicant Name William Snyder Signature _____

Project Contact Mailing Address 8300 US HWY 380 Cross Roads, TX 76227

Project Contact Phone 214.837.2345 Email billsnyder@snydercustomhomes.com

Proposed Project Name _____ Location see attachment

Abstract, Lot, Block _____ DCAD ID see attachment

Current Zoning C1 and C2 Requested Zoning C1 and C2

Number of Lots 1 Acres .6979

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
2. Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
3. Map - A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
4. Site Plan (Commercial)
5. Drawings: one full, two 11x17
6. Electronic copy of all the above; this may be sent by email on submission day.

ADDITIONAL INFORMATION

See attachment labeled "Additional Information"

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: 05-08-2023
APPLICATION #: 2023-0508-06ZC
PROJECT: 8300 US 380 Zone Change

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

X Zone Change _____ Technical Site Plan _____ Grading _____ Miscellaneous

Land Owner Name William Snyder Signature _____

Owner Mailing Address PO Box 293 Aubrey TX 76227

Owner Contact Phone 214.837.2345 Email billsnyder@snydercustomhomes.com

Applicant Name William Snyder Signature _____

Project Contact Mailing Address 8300 US HWY 380 Cross Roads, TX 76227

Project Contact Phone 214.837.2345 Email billsnyder@snydercustomhomes.com

Proposed Project Name _____ Location see attachment

Abstract, Lot, Block _____ DCAD ID see attachment

Current Zoning C1 and C2 Requested Zoning C1 and C2

Number of Lots 1 Acres .6979

REQUIRED SUBMISSION DOCUMENTS

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4. Site Plan (Commercial)
5. Drawings: one full, two 11x17
6. Electronic copy of all the above; this may be sent by email on submission day.

ADDITIONAL INFORMATION

See attachment labeled "Additional Information"

TOWN OF CROSS ROADS
CERTIFICATE OF OCCUPANCY

ZONING: C-2 DATE: June 14, 2007 BUILDING PERMIT NO: 2006-1208-01

LOCATION: 800 Hwy. 380 Cross Roads, Texas

OWNER OF LAND OR BUILDING: Bill Snyder & Jim Bowen

Said premises have been inspected by the Building Permit Inspector and have been certified as being constructed in substantial compliance with the building plans as approved by the Town of Cross Roads.
This CERTIFICATE OF OCCUPANCY is issued for the building at the above described location for use as

Office Building

Special Conditions are: N/A

J. Moudy
Building Permit Clerk

This certificate is required to be posted in the above referenced building.

8000 US HWY 380

CROSS ROADS, TX 76227

PROPERTY INFORMATION:

Denton CAD

Property Search > 38382 8000 VENTURES INC for Year 2023

Tax Year: 2023 - Values NC

Details | Map

Click on a title bar to expand or collapse the information.

Property

Account

Property ID: 38382
Geographic ID: A0803A-000-0039-0000
Type: Real
Property Use Code: OF002
Property Use Description: CONVERTED HOUSE

Legal Description: A0803A R.J. MOSELEY TR 39, .586 ACRES, OLD DCAD TR 7C(11)
Zoning: Office
Agent Code:

Location

Address: 8000 E US 380
CROSSROADS, TX 76227-2628
Neighborhood: Denton Converted Houses Other Areas
Neighborhood CD: OF02505B3

Map/Geo: CR01
Map ID:

Owner

Name: 8000 VENTURES INC
Mailing Address: PO BOX 293
AUBREY, TX 76227-0293

Owner ID: 1001596
% Ownership: 100.000000000000%

Exemption:

Values

Taxing Jurisdiction

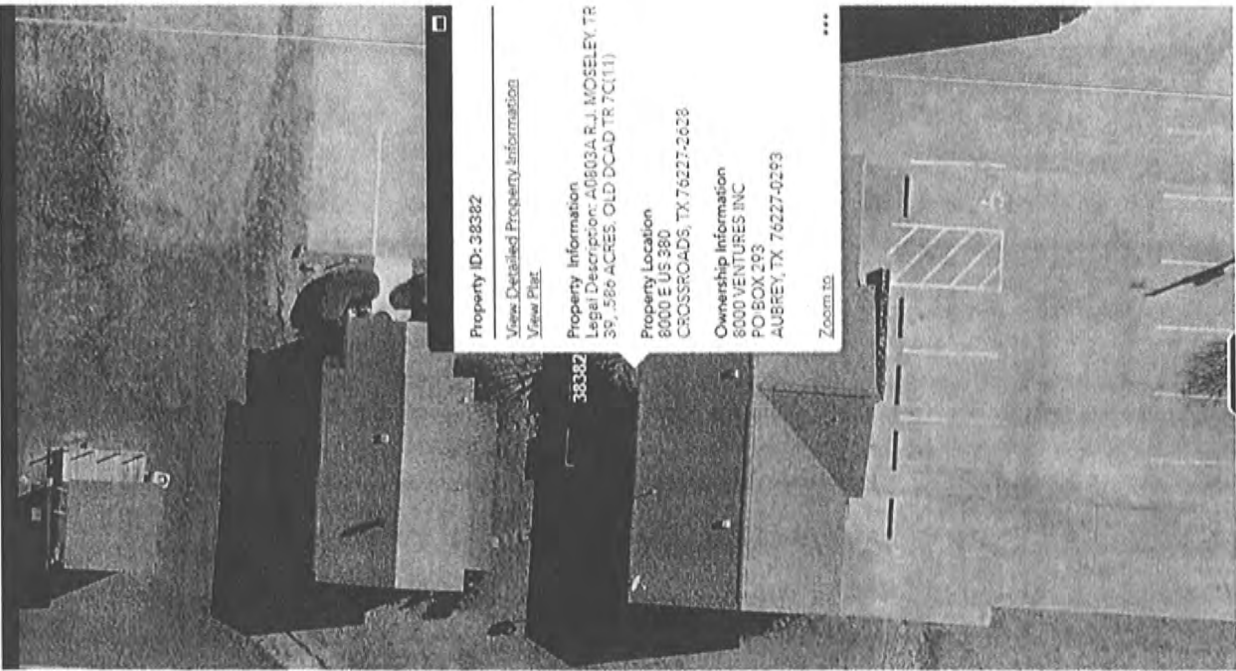
Improvement / Building

Land

Roll Value History

Deed History - (Last 3 Deed Transactions)

Questions? Please Call (817) 240-3800



8000 Ventures, 8000 US HWY 380 Cross Roads, TX

Additional Information for Development Application:

My property was zoned to allow all uses of C1 and C2.

In 2017, the city changed a definition but did not comply with Federal and State laws to change zoning. The property owners did not receive any notice of the actions. In 2020, the City issued a CO to one of my tenants for office. Now City staff unilaterally decided to stop allowing office uses on my property. The decision is not supported by state laws or the City ordinances.

City staff relies on their statements that my properties are legal nonconforming uses. However, the City staff is misapplying that term and the procedures. City staff stated my only option is to request a zoning change to C1, my property was zoned for C1 and C2. The City staff applied that determination on a CO in 2020. Now, the illegal actions of the City are forcing me to request a zoning change.

My request is as follows: in order to change zoning, the City must identify the current zoning and the requested zoning. My position is to request the City staff to identify the current zoning and produce all documents for the P&Z to see when the zoning was established and changed to disallow C1 uses. If the P&Z determines that C1 uses were legally removed from my property, under duress, I am requesting a zoning change to C1. If the P&Z and staff cannot state and support the position that my zoning does not allow C1 uses, I do not have a zoning change request.

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: [Bill Snyder](#)
To: [Kristi Gilbert](#)
Cc: [Donna Butler](#); [Rodney Patterson](#); [Bill Snyder](#)
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380
Date: Friday, May 26, 2023 9:52:59 AM
Attachments: [Scanner_20230526_101531.pdf](#)

Notice: External Email

Please add these 2 things to package for P&Z

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Thursday, May 25, 2023 8:42 AM
To: Bill Snyder <BillSnyder@snydercustomhomes.com>
Cc: Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Bill,

Please let me know which CO's we denied that you are referring to? According to the adopted records retention schedule that is in compliance with the Texas State Library, we only keep records of denied permit applications for one year. The only one we have on file is for One Tribe Foundation which indicates on the attached form the reason for denial. It should be noted that the application indicates the previous use of the space was for mental wellness, however, there does not appear to be a CO on file that the Town granted for a mental wellness facility. The most recent CO the Town granted for the space was for Berry Braids which is an allowed use in C2.

Kristi

From: Bill Snyder <BillSnyder@snydercustomhomes.com>
Sent: Tuesday, May 23, 2023 1:12 PM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

Notice: External Email

Please explain why COs for office uses at my property have been denied. Please include the ordinances, codes and laws that were used to deny the COs.

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Monday, May 22, 2023 4:07 PM

To: Bill Snyder <BillSnyder@snydercustomhomes.com>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>

Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Mr. Snyder,

Both of your properties are currently zoned C2. Per [Section 14.03.076\(b\)\(2\)](#) of the code of Ordinances, the following uses are allowed by right on your property:

C - 2 (Retail and General Commercial).

(A) Antique shop;

(B) Automobile repair garage;

(C) Bakery, where items are available for sale to the general public;

(D) Bank or other financial institution (also C-1);

(E) Barber, beauty shop, or spa (also C-1);

(F) Batting practice facility - 500 ft. min. from residential, must have shielded lights;

(G) Bird or pet shop;

(H) Book, card, stationary store;

(I) Bowling alley, if air-conditioned and soundproofed;

(J) Camera shop;

(K) Candy, cigar, tobacco shop;

(L) Carwash;

(M) Dry Cleaning or pressing shop, less than 2,000 sq. ft.;

(N) Clothing or shoe store;

(O) Department or specialty store;

(P) Drug store, retail only;

(Q) Electrical goods;

(R) Farm implement display or sales room;

(S) Florist (also C-1);

(T) Fuel Station (also C-1);

(U) Furniture store, where all display and storage is within the building;

(V) Golf driving range - 1,000 ft. min. from residential, must have shielded lights;

(W) Grocery or convenience store;

(X) Hardware store;

(Y) Hotel or motel (also C-1);

(Z) Jewelry store;

(AA) Laundry (automatic), equipped with machines customarily found in the home, where custom

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

laundering, if finishing may be done, not to exceed 6,000 sq. ft.;

(BB) Meat market;

(CC) Miniature golf course - 500 ft. min. from residential district;

(DD) Movie theater - housed in acoustically treated building;

(EE) Piano or musical instrument sales;

(FF) Print shop that is open to the general public;

(GG) Restaurant or cafeteria with or without on-premises alcohol beverage sales;

(HH) Retail store for custom work or making of articles to be sold for retail on the premises, min. 50% retail sales;

(II) Retail store - no on-site manufacturing;

(JJ) Shoe repair shop;

(KK) Sports club - except pistol and rifle range;

(LL) One accessory building, customarily associated with any of the above establishments to which they refer, except they shall not be placed within any required setbacks;

(MM) Any use or public building to be used or erected by the town;

(NN) No mobile home or HUD-manufactured homes shall be permitted.

Kristi Gilbert

Town Administrator

Town of Cross Roads

k.gilbert@crossroadstx.gov

Ofc: 940.365.9693

Cell: 940.218.4241

Town of Cross Roads

3201 US Hwy 380, Ste 105

Cross Roads, TX 76227

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From: Bill Snyder <BillSnyder@snydercustomhomes.com>

Sent: Monday, May 22, 2023 3:56 PM

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>; Bill Snyder <BillSnyder@snydercustomhomes.com>

Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Notice: External Email

What are the allowed uses on my two properties?

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Monday, May 22, 2023 11:55 AM

To: Bill Snyder <BillSnyder@snydercustomhomes.com>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>

Subject: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Mr. Snyder,

Please find attached the Staff review of your subject applications. These items are scheduled before the Planning and Zoning Commission on June 6th and the Town Council on June 19th. Any response you desire to have included in the meeting packets must be received no later than 2:00 p.m. on Friday, May 26, 2023.

Thanks,

Kristi Gilbert

Town Administrator

Town of Cross Roads

k.gilbert@crossroadstx.gov

Ofc: 940.365.9693

Cell: 940.218.4241

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APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: [Bill Snyder](#)
To: [Kristi Gilbert](#)
Cc: [Donna Butler](#); [Rodney Patterson](#); [Bill Snyder](#)
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380
Date: Friday, May 26, 2023 9:41:54 AM

Notice: External Email

Also, I need this to be part of the package for P&Z review

An excerpt from Cross Roads Planning and Zoning Commission mtg of 7 March 2023:

In response to a discussion concerning rezoning of property along the Hwy 380 corridor and a lack of notification of property owners.

"Um, so the challenge is that it wasn't, there wasn't a Zoning change on the property. The uses were changed in the text of the ordinance and so uh C2 previously had specified all of these retail activities and then there was a catchall that any uses that were allowed in C1. And so that phrase, any uses allowed in C1, which includes medical and professional offices and stuff was taken out, um of the C2 Zoning district as allowed uses in 2017. Um, now, there definitely is an argument to be made that when there is a change that was made like that, the property owners should have been notified. Um, we did not find any indications that they were. "

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Thursday, May 25, 2023 8:42 AM
To: Bill Snyder <BillSnyder@snydercustomhomes.com>
Cc: Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Kristi

From: Bill Snyder <BillSnyder@snydercustomhomes.com>

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Sent: Tuesday, May 23, 2023 1:12 PM

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(F) Batting practice facility - 500 ft. min. from residential, must have shielded lights;

(G) Bird or pet shop;

(H) Book, card, stationary store;

(I) Bowling alley, if air-conditioned and soundproofed;

(J) Camera shop;

(K) Candy, cigar, tobacco shop;

(L) Carwash;

(M) Dry Cleaning or pressing shop, less than 2,000 sq. ft.;

(N) Clothing or shoe store;

(O) Department or specialty store;

(P) Drug store, retail only;

(Q) Electrical goods;

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

- (R)** Farm implement display or sales room;
- (S)** Florist (also C-1);
- (T)** Fuel Station (also C-1);
- (U)** Furniture store, where all display and storage is within the building;
- (V)** Golf driving range - 1,000 ft. min. from residential, must have shielded lights;
- (W)** Grocery or convenience store;
- (X)** Hardware store;
- (Y)** Hotel or motel (also C-1);
- (Z)** Jewelry store;
- (AA)** Laundry (automatic), equipped with machines customarily found in the home, where custom laundering, if finishing may be done, not to exceed 6,000 sq. ft.;
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- (KK)** Sports club - except pistol and rifle range;
- (LL)** One accessory building, customarily associated with any of the above establishments to which they refer, except they shall not be placed within any required setbacks;
- (MM)** Any use or public building to be used or erected by the town;
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Kristi Gilbert
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Cell: 940.218.4241

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From: Bill Snyder <BillSnyder@snydercustomhomes.com>
Sent: Monday, May 22, 2023 3:56 PM
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Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>; Bill Snyder <BillSnyder@snydercustomhomes.com>
Subject: RE: Staff Review of Applications for 8300 US 380 and 8000 US 380

Notice: External Email

What are the allowed uses on my two properties?

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Monday, May 22, 2023 11:55 AM
To: Bill Snyder <BillSnyder@snydercustomhomes.com>
Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>
Subject: Staff Review of Applications for 8300 US 380 and 8000 US 380

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Mr. Snyder,

Please find attached the Staff review of your subject applications. These items are scheduled before the Planning and Zoning Commission on June 6th and the Town Council on June 19th. Any response you desire to have included in the meeting packets must be received no later than 2:00 p.m. on Friday, May 26, 2023.

Thanks,

Kristi Gilbert
Town Administrator
Town of Cross Roads
k.gilbert@crossroadstx.gov
Ofc: 940.365.9693
Cell: 940.218.4241

Town of Cross Roads
3201 US Hwy 380, Ste 105

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Cross Roads, TX 76227

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See pg 5

Snyder Custom Homes Admin

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Thursday, July 7, 2022 3:17 PM
To: Snyder Custom Homes Admin
Cc: Bill Snyder; Donna Butler; Rodney Patterson
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

As I stated in the previous emails, it is not an approved use. It would not qualify to be grandfathered. If the current counselor ever moved out, another counselor can move into the same space as long as there is no gap in the lease. However, no new counselors office can be leased in other spaces.

Kristi

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Sent: Thursday, July 7, 2022 3:15 PM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Did they say why?

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Thursday, July 7, 2022 2:01 PM
To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

No, Staff will not approve a Certificate of Occupancy.

Kristi

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Sent: Thursday, July 7, 2022 1:26 PM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Hi,

Can Glenn proceed with moving in here?

Thanks
Denise

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Tuesday, July 5, 2022 12:33 PM

To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

Below is a list of uses allowed in the C-2 zoning district which can also be found here:

https://z2.franklinlegal.net/franklin/Z2Browser2.html?showset=crossroadsset&collection=crossroads&doccode=z2Code_z20000069

C - 2 (Retail and General Commercial).

- (A) Antique shop;
- (B) Automobile repair garage;
- (C) Bakery, where items are available for sale to the general public;
- (D) Bank or other financial institution (also C-1);
- (E) Barber, beauty shop, or spa (also C-1);
- (F) Batting practice facility - 500 ft. min. from residential, must have shielded lights;
- (G) Bird or pet shop;
- (H) Book, card, stationary store;

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

- (I) Bowling alley, if air-conditioned and soundproofed;
- (J) Camera shop;
- (K) Candy, cigar, tobacco shop;
- (L) Carwash;
- (M) Dry Cleaning or pressing shop, less than 2,000 sq. ft.;
- (N) Clothing or shoe store;
- (O) Department or specialty store;
- (P) Drug store, retail only;
- (Q) Electrical goods;
- (R) Farm implement display or sales room;
- (S) Florist (also C-1);
- (T) Fuel Station (also C-1);
- (U) Furniture store, where all display and storage is within the building;
- (V) Golf driving range - 1,000 ft. min. from residential, must have shielded lights;
- (W) Grocery or convenience store;
- (X) Hardware store;
- (Y) Hotel or motel (also C-1);
- (Z) Jewelry store;
- (AA) Laundry (automatic), equipped with machines customarily found in the home, where custom laundering, if finishing may be done, not to exceed 6,000 sq. ft.;
- (BB) Meat market;
- (CC) Miniature golf course - 500 ft. min. from residential district;
- (DD) Movie theater - housed in acoustically treated building;
- (EE) Piano or musical instrument sales;

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

- (FF) Print shop that is open to the general public;
- (GG) Restaurant or cafeteria with or without on-premises alcohol beverage sales;
- (HH) Retail store for custom work or making of articles to be sold for retail on the premises, min. 50% retail sales;
- (II) Retail store - no on-site manufacturing;
- (JJ) Shoe repair shop;
- (KK) Sports club - except pistol and rifle range;
- (LL) One accessory building, customarily associated with any of the above establishments to which they refer, except they shall not be placed within any required setbacks;
- (MM) Any use or public building to be used or erected by the town;
- (NN) No mobile home or HUD-manufactured homes shall be permitted.

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

Sent: Tuesday, July 5, 2022 11:13 AM

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Okay – got it.

That’s kind of hard to predict so lets say they both leave – who can we lease to?

Do you have a list of TENANTS we are allowed to lease to in our space?

Or is just something that pertains to counselors only?

Denise

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Tuesday, July 5, 2022 11:08 AM

To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

That is correct...as long as there is not a gap in tenants.

Kristi

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

Sent: Tuesday, July 5, 2022 11:06 AM

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

So if our counselors MOVE out in the future -- we can't lease MORE than 385 square feet -- correct? Has to be under 385 -- correct?

Denise

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Tuesday, July 5, 2022 11:04 AM

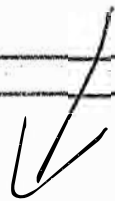
To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>

Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,



When the Town changed it's ordinances in 2017, the counselor's office become a legal, non-conforming use (grandfathered). This means that the use of a counseling facility in that zoning district can no longer be expanded. Based on the lease you provided me, the counselor in the office takes up 385 square feet. This means that you can no longer have counseling services take up more space than the 385 square feet. The current counseling services can stay there and tenants can move in and out of that space as long as there is no lapse, but you can not use any additional square feet for counseling services.

Please let me know if you have any additional questions.

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

Kristi Gilbert
Town Administrator
Town of Cross Roads
k.gilbert@crossroadstx.gov
Ofc: 940.365.9693
Cell: 940.218.4241

Note our new physical and mailing address:

Town of Cross Roads
3201 US Hwy 380, Ste 105
Cross Roads, TX 76227

ATTENTION: Please note any correspondence, such as e-mail or letters, sent to Town Staff or Town Officials may become a public record and made available for Public/Media review.

PUBLIC OFFICIALS: A "Reply to All" of this e-mail may lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Sent: Tuesday, July 5, 2022 10:58 AM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Yes – she is still with us

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>
Sent: Tuesday, July 5, 2022 10:48 AM
To: Snyder Custom Homes Admin <admin@snydercustomhomes.com>
Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>; Donna Butler <d.butler@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: RE: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

Denise,

Thank you for the information. So, is Sharon Beam still a current tenant using Suite 4 and the conference room?

Kristi

APPLICANT RESPONSE TO MAY 22, 2023 STAFF REVIEW

From: Snyder Custom Homes Admin <admin@snydercustomhomes.com>

Sent: Tuesday, July 5, 2022 10:40 AM

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: Glenn T Howard <welcome_counseling@outlook.com>; Bill Snyder <BillSnyder@snydercustomhomes.com>

Subject: Office Space for Glenn Howard at 8300 US HWY 380 Crossroads, TX

[EXTERNAL]

We have had counselors in our building for a while with no lapse as our leases automatically renew for same term until notice is given and they move out – see attached

Thanks
Denise
For Bill Snyder

one of our existing tenants

Certificate of Occupancy

Issued To: TDG Services LLC, ABN The Drafter Guy
Location: 8000 US Hwy 380, Suite 100, Cross Roads, Texas 76227
Date Issued: February 13, 2020

This **CERTIFICATE OF OCCUPANCY** is issued for the building at the above described location for use as:

COMMERCIAL - OFFICE

(NOTE: THIS DOCUMENT MUST BE DISPLAYED ON SITE)

NO. 2020-0213-01CO

ISSUED BY


Becky Ross, SIGNATURE

Town Admin/Planning Director

TITLE

February 13, 2020

EST. 1973

1401 FM 424 Cross Roads, TX 76227
TEL 940/365-9693 FAX 469/375-5905
CrossRoadsTX.gov



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
June 19, 2023

Agenda Item:

Discuss and consider a request for a waiver from Section 3.13.001 of the Town's Code of Ordinances by New Hope Baptist Church to allow for a temporary parking lot to be constructed of material other than concrete or asphalt for property located at 5800 US 377 until May 2024. (2023-0505-01WAIVER)

Prepared by:
Rodney Patterson, Building Official

Description:

The applicant, Melissa Clayton on behalf of New Hope Baptist Church, is requesting a waiver from the requirements of Section 3.13.001(a) of the Code of Ordinances which requires "all parking spaces, driveways, and access drives and areas on nonresidential property must be paved with a concrete surface or other approved surface in accordance with town standards..."

The Town has been working with representatives of New Hope Baptist Church as they seek to add a temporary parking lot for overflow parking. The Town Code currently requires concrete or asphalt as an improved parking surface. The Church is requesting that milled asphalt or gravel be allowed for ease of demolition required by any future expansion of the building.

Once the Council determines what surface is appropriate, the Church will need to submit a technical site plan for Council review to address parking, landscape and drainage requirements.

Recommended Action:

Staff is recommending approval of a temporary parking lot until May 31, 2024 contingent on the applicant submitting an acceptable final design to be reviewed and approved by the Town Engineer.

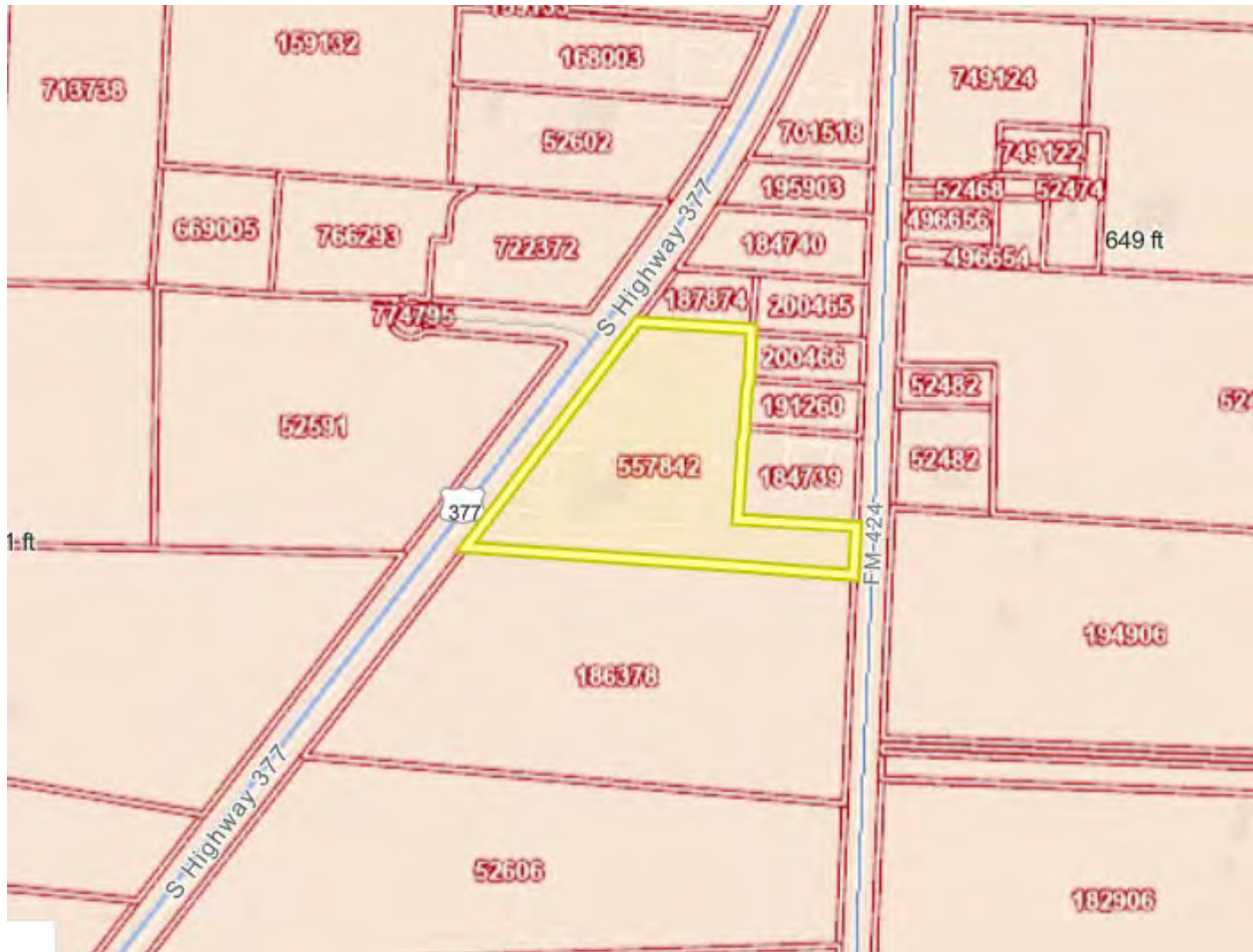
Attachments:

Location Map
Waiver Request
Site Plan

Project Aerial

Waiver - (2023-0505-01WAIVER)

5800 US 377





Universal Variance Application
2023-0505-01WAIVER

Date of Application: 5-3-23 Property Address: 5800 HWY 377 S.
Duration of Request: [X] TEMPORARY (Dates: ASAP - May 2024) [] PERMANENT
Land Owner: New Hope Baptist Church Phone No: 940-365-2542
Email: melissa@newhopeaubrey.com Mailing Address: PO Box 465, Aubrey, TX 76227
If you are not the Land Owner, Status of Applicant (Owner/Agent): New Hope Baptist Church
Applicant's Name: New Hope Baptist Church Phone No: 940-365-2542
Applicant's Email: melissa@newhopeaubrey.com Applicant's Address: 5800 Hwy 377 S.

Description and reason for request: Temporary parking lot for overflow parking. It will be composed of a permeable surface such as milled asphalt or gravel since there is potential for demolition in any future building expansion.

Signature of Owner: New Hope Baptist Church Date: 5-3-23
Signature of Applicant: [Signature] Date: 5-3-23

The following must be submitted before processing and scheduling for Board of Adjustment.

- 1. Application and fee with any drawings, maps, etc. to support the request
2. Site plan or graphic depiction of what the variance is for

For Office Use Only
Section of Code Section 3.13.001
Description of Variance Sought Requesting waiver from the general parking regulations listed in Section 3.
Completed Application (Date) 05-05-2023 Check # 32897 Receipt # 895
Approval Date Signature

3201 US HWY 380, STE 105, Cross Roads, TX 76227
TEL 940/365-9693 FAX 469/375-5905
CrossRoadsTX.gov

NEW HOPE BAPTIST TEMPORARY OVERFLOW PARKING

INSTALL APPROX 30FT X 185FT OF MILLED ASPHALT FOR A TEMPORARY OVERFLOW PARKING LOT

INSTALL APPROX 20FT X 45FT OF MILLED ASPHALT FOR A TEMPORARY OVERFLOW PARKING LOT

CURRENT DRAINAGE



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 19, 2023

Agenda Item:

Discuss and consider approval of a replat application and technical site plan for the Cross Roads Retail Addition, Block A, Lot 7R6 generally described as property located north of US Hwy 380 and east of Walmart Dr. in the Villages of Cross Roads Commercial development within the Town of Cross Roads for Caliber Carwash. (2023-0508-02FPLAT and 2023-0508-03TSP)

Prepared by:

Rodney Patterson, Building Official

Description:

Applicant Dan Brown submitted a re-plat application and technical site plan on behalf of property owner Sage Cross Roads LLC. for the Caliber Carwash Addition on May 8, 2023. The purpose of the replat submittal is to add an access easement to a previously replatted 1.122 acre lot (7R6) in the Cross Roads Retail Addition. The purpose of the technical site plan application is to construct site improvements and infrastructure for a carwash. The Town Engineer performed a technical review of the re-plat application, technical site plan and construction drawings on May 23, 2023. Comments were provided back to the applicant on that date and a resubmittal was made on May 25, 2023. The Town Engineer provided additional markups on May 30, 2023. The comments included minor items relating to removing the existing features as those are only included on the preliminary plat. Additionally, the engineer specified that a closure report is required, along with a note for perpetual maintenance of the infrastructure.

Recommended Action:

Staff recommends approval of the technical site plan and replat contingent on the application meeting the items in the following sections:

Section 10.05.001(a)(20) – Note regarding perpetual maintenance

Section 10.05.001(1)(1) and 10.05.001(a)(19) – Providing a closure report

Section 10.05.001 – Remove items not required for a final plat

Planning and Zoning Recommendation:

The Planning and Zoning Commission only reviews the replat in accordance with the Town's regulations. At their June 6, 2023, meeting, the Planning and Zoning Commission unanimously recommended approval contingent upon meeting the outstanding items identified by Staff.

Attachments:

Engineering Mark Up Plans – May 30, 2023

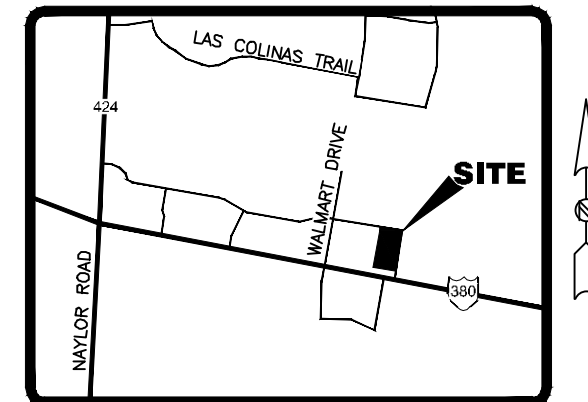
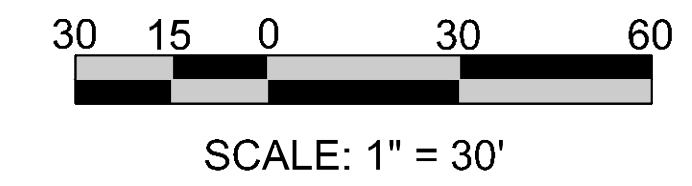
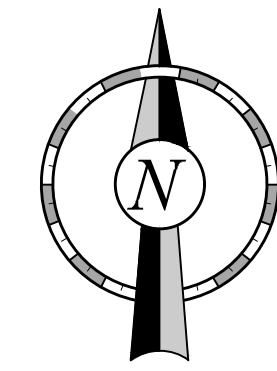
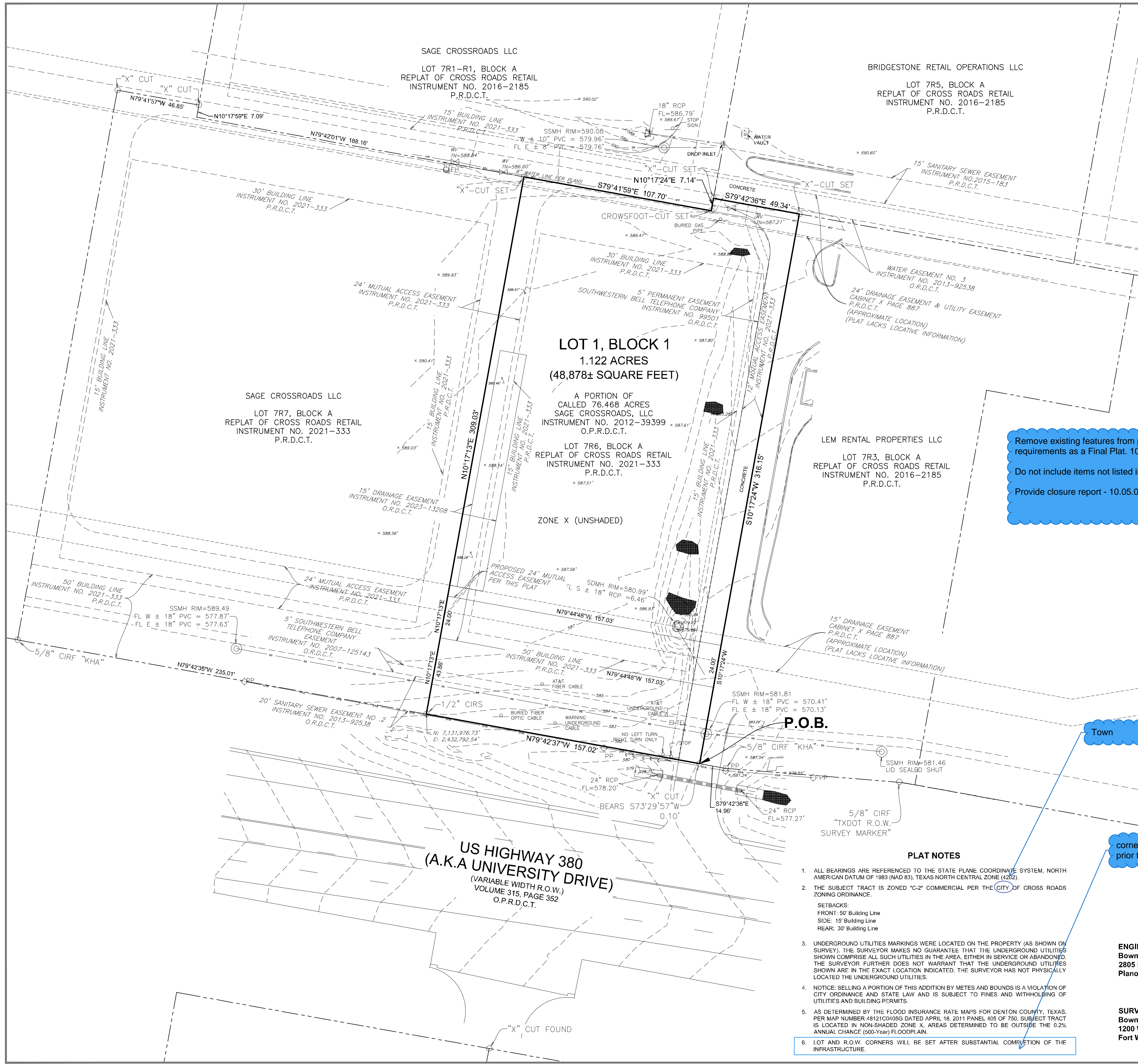
Application and supporting documents

Project Aerial

Cross Roads Retail Addition- (2023-0508-02FPLAT)

US 380





do not include on Replat

Remove existing features from plat. Replat has the same requirements as a Final Plat. 10.05.001
 Do not include items not listed in 10.05.001
 Provide closure report - 10.05.001(a)(1), 10.05.001(a)(19)

do not include

Town

corners must be set prior to filing

do not include on replat

SURVEY LEGEND

EXISTING UTILITIES		EXISTING FEATURES	
—	Overhead Electric	—	Center Line
○	Utility Pole	—	Property R/W Line
—	Guy Wire	—	Property R/W Lot Line (Others) Curb Line
□ TEL	Telephone Pedestal	—	Edge Of Asphalt
○	Utility Manhole	—	Edge Of Concrete
—	Water Valve	× 664.32	Spot Elevation
○	Vault (As Noted)	—	Major Contour
○	Fire Hydrant	—	Minor Contour
—	Single Post Sign	—	
○	Property Corner (As Noted)		

ABBREVIATION LEGEND

POB	Point Of Beginning
FH	Fire Hydrant
SDMH	Storm Sewer Manhole
SSMH	Sanitary Sewer Manhole
WV	Water Valve
MH	Manhole
RCP	Reinforced Concrete Pipe
PVC	Polyvinylchloride Pipe
TC	Top Curb
G	Gutter
FL	Flowline
N	North
S	South
E	East
W	West
CIRS	1/2" Capped Iron Rod Set Stamped "BOWMAN PROP COR" (Unless Otherwise Noted)
O.P.R.D.C.T.	Official Public Records, Denton County, Texas
D.R.D.C.T.	Deed Records, Denton County, Texas
P.R.D.C.T.	Plat Records, Denton County, Texas
O.R.D.C.T.	Official Records, Denton County, Texas

- PLAT NOTES**
- ALL BEARINGS ARE REFERENCED TO THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD 83), TEXAS NORTH CENTRAL ZONE (4202).
 - THE SUBJECT TRACT IS ZONED "C-2" COMMERCIAL PER THE CITY OF CROSS ROADS ZONING ORDINANCE.
 SETBACKS:
 FRONT: 50' Building Line
 SIDE: 15' Building Line
 REAR: 30' Building Line
 - UNDERGROUND UTILITIES MARKINGS WERE LOCATED ON THE PROPERTY (AS SHOWN ON SURVEY). THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.
 - NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
 - AS DETERMINED BY THE FLOOD INSURANCE RATE MAPS FOR DENTON COUNTY, TEXAS, PER MAP NUMBER 4812104048 DATED APRIL 18, 2011 PANEL 105 OF 750, SUBJECT TRACT IS LOCATED IN NON-SHADED ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE (500-Year) FLOODPLAIN.
 - LOT AND R.O.W. CORNERS WILL BE SET AFTER SUBSTANTIAL COMPLETION OF THE INFRASTRUCTURE.

ENGINEER:
 Bowman Consulting Group, Ltd.
 2805 Dallas Parkway, Suite 310
 Plano, TX 75093

SURVEYOR:
 Bowman Consulting Group, Ltd.
 1200 West Magnolia Blvd., Suite 300
 Fort Worth, TX 76104
 TBPELS #10120600

REPLAT CALIBER CAR WASH ADDITION

1 LOT CONTAINING 1.122 ACRES
 BEING A REPLAT OF LOT 7R6, BLOCK A
 CROSS ROADS RETAIL
 MARSELLA JONES SURVEY
 ABSTRACT NO. 662
 TOWN OF CROSS ROADS
 DENTON COUNTY, TEXAS

OWNER:
 SAGE CROSSROADS, LLC

Bowman

© 2021 Bowman Consulting Group, Ltd.
 1200 West Magnolia Blvd., Suite 300
 Fort Worth, TX 76104
 TBPELS #10120600
 Phone: (214) 484-8586
 www.bowman.com

Bowman Job No.: 070613

Drawn By: JDU

Sheet: 1 of 2

OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF DENTON §

WHEREAS, **SAGE CROSSROADS, LLC**, is the sole owner of a 1.122 acre tract of land situated within the Marsella Jones Survey, Abstract No. 662, Town of Cross Roads, Denton County, Texas, being a portion of a called 76.468 acre tract of land as described in the Special Warranty Deed recorded under Document No. 2012-39399 of the Official Public Records of Denton County, Texas, being all of Lot 7R6, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at southeast corner of said Lot 7R6, being on the north right of way line of U.S. Highway No. 380, a variable width public right of way, as described in the Right-of-Way Deed recorded under Volume 315, Page 352, of the Deed Records of Denton County, Texas, from which an "X" cut in concrete found bears South 73°29'57" West, 0.10 feet, and from which a 5/8" capped iron rod stamped "KHA" found on the south line of Lot 7R3, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas, bears South 79°42'36" East, 14.96 feet;

THENCE NORTH 79 degrees 42 minutes 37 seconds WEST, 157.02 feet with the north right of way line of said U.S. Highway No. 380 to a 1/2-inch capped iron rod stamped "BOWMAN PROP COR" set at the southwest corner of said Lot 7R6, from which a 5/8" capped iron rod stamped "KHA" found at the southwest corner of Lot 7R7, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas, bears North 79°42'35" East, 235.01 feet;

THENCE NORTH 10 degrees 17 minutes 13 seconds EAST, 309.03 feet with the west line of said Lot 7R6 to an "X" cut in concrete set at the northwest corner of said Lot 7R6, from which an "X" cut in concrete found on the west line of Lot 7R1-R1, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas, bears North 79°42'01" West, 188.16 feet, and North 10°17'59" East, 7.09 feet;

THENCE SOUTH 79 degrees 41 minutes 59 seconds EAST, 107.70 feet with the north line of said Lot 7R6 to a crowfoot-cut in concrete set at a southerly corner of said Lot 7R1-R1;

THENCE NORTH 10 degrees 17 minutes 24 seconds EAST, 7.14 feet with the northerly line of said Lot 7R6 to an "X" cut in concrete set at the southwest corner of Lot 7R5, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas;

THENCE SOUTH 79 degrees 42 minutes 36 seconds EAST, 49.34 feet with the northerly line of said Lot 7R6 to an "X" cut in concrete set at the northeast corner of said Lot 7R6;

THENCE SOUTH 10 degrees 17 minutes 24 seconds WEST, 316.15 feet with the east line of said Lot 7R6 to the POINT OF BEGINNING, containing 1.122 acres.

RECOMMENDED FOR APPROVAL:

CHAIRPERSON, PLANNING AND ZONING COMMISSION
TOWN OF CROSS ROADS, TEXAS
DATE _____
APPROVED FOR PREPARATION OF FINAL PLAT

MAYOR, TOWN OF CROSS ROADS
DATE _____

The undersigned, the Town Secretary, of the Town of Cross Roads, Texas, hereby certifies that the foregoing replat of Caliber Car Wash Addition, an Addition to the Town of Cross Roads was submitted to the Town Council of the _____ day of _____, 2023, and the Council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public parks, and water and sewer lines, as shown set forth in and upon said plat, and said Council further authorizes the Mayor to note the acceptance thereof for construction by signing his/her name as herein above described.

Witness my hand this _____ day of _____, 2023.

Town Secretary, Town of Cross Roads
Date _____

PLAT NOTES

- 1. ALL BEARINGS ARE REFERENCED TO THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD 83), TEXAS NORTH CENTRAL ZONE (4202).
- 2. THE SUBJECT TRACT IS ZONED "C-2" COMMERCIAL PER THE CITY OF CROSS ROADS ZONING ORDINANCE.
SETBACKS:
FRONT: 50' Building Line
SIDE: 15' Building Line
REAR: 30' Building Line
- 3. UNDERGROUND UTILITIES MARKINGS WERE LOCATED ON THE PROPERTY (AS SHOWN ON SURVEY). THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.
- 4. NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
- 5. AS DETERMINED BY THE FLOOD INSURANCE RATE MAPS FOR DENTON COUNTY, TEXAS, PER MAP NUMBER 4812104055 DATED APRIL 10, 2011 PANEL 405 OF 750, SUBJECT TRACT IS LOCATED IN NON-SHADED ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE (500-Year) FLOODPLAIN.
- 6. LOT, BLOCK, AND R.O.W. CORNERS WILL BE SET AFTER SUBSTANTIAL COMPLETION OF THE INFRASTRUCTURE.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, **SAGE CROSSROADS, LLC**, acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as **CALIBER CAR WASH ADDITION**, an addition to the Town of Cross Roads, Denton County, and does hereby dedicate to the Town:

- 1. The easements for the purposes shown on this plat and for the mutual benefit, use, and accommodation of all public utility entities including the Town providing services to the addition created hereby and desiring to use or using the same.
- 2. No buildings or structures shall be constructed or placed upon, or across the easements dedicated herein. The Town and public utility entities shall have the right to remove and keep removed all or parts of any buildings or structures which may in any way endanger or interfere with their respective easements.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Cross Roads, Texas.

WITNESS, my hand, this _____ day of _____, 20____.

By: **SAGE CROSSROADS, LLC**

Print Name Title

STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.
GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2023.

Notary Public, State of Texas

CERTIFICATE OF SURVEYOR

STATE OF TEXAS §
COUNTY OF DENTON §

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document. Released to the Town of Cross Roads for review. 2023-04-03

ROBERT A. HANSEN
REGISTERED PROFESSIONAL
LAND SURVEYOR, NO. 6439
RHANSEN@BOWMAN.COM
DATE: _____

STATE OF TEXAS §
COUNTY OF TARRANT §

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared Robert A. Hansen, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.
GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2023.

Notary Public, State of Texas

update to Town's signature block for Final Plat

Recommended for Approval

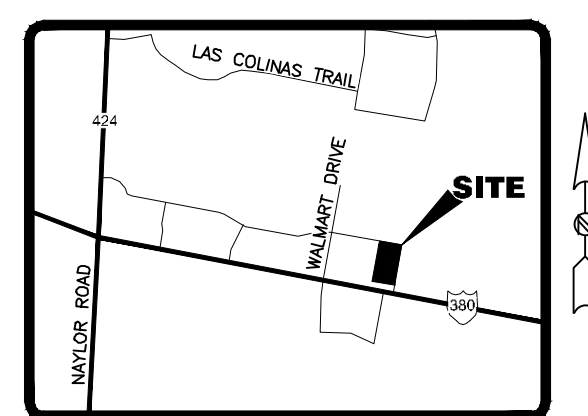
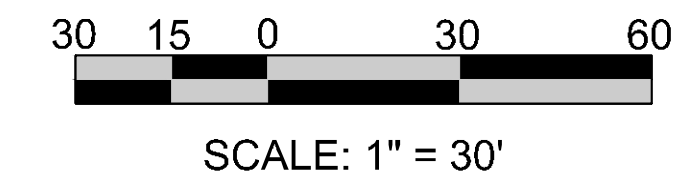
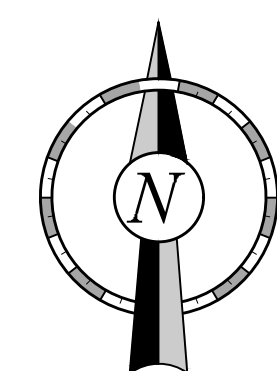
Chairperson, Planning and Zoning Commission
Approved for Construction
Date _____

Mayor, Town of Cross Roads
Date _____

The undersigned, the Town Secretary, of the Town of Cross Roads, Texas, hereby certifies that the foregoing final plat of the _____ Subdivision or Addition to the Town of Cross Roads was submitted to the Town Council on the _____ day of _____, 20____, and the Council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public parks, and water and sewer lines, as shown and set forth in and upon said plat, and said Council further authorizes the Mayor to note the acceptance thereof for construction by signing his/her name as herein above subscribed.
Witness my hand this _____ day of _____ AD, 20____.

Town

need to note that perpetual maintenance of infrastructure including paving and drainage is the responsibility of the property owner. 10.05.001(a)(20)



LEGEND

D.R.D.C.T.	DEED RECORDS, DENTON COUNTY, TEXAS
O.P.R.D.C.T.	OFFICIAL PUBLIC RECORDS, DENTON COUNTY, TEXAS
P.R.D.C.T.	PLAT RECORDS DENTON COUNTY, TEXAS
IRF	IRON ROD FOUND
CIRF	CAPPED IRON ROD FOUND AS NOTED
CIRS	1/2" CAPPED IRON ROD STAMPED "BOWMAN PROP COR"
MNF	MAG NAIL FOUND
P.O.B.	POINT OF BEGINNING
A.E.	ACCESS EASEMENT
B.L.	BUILDING LINE
D.E.	DRAINAGE EASEMENT
N.G.E.	NATURAL GAS EASEMENT
U.E.	UTILITY EASEMENT
S.S.E.	SANITARY SEWER EASEMENT
W.E.	WATER LINE EASEMENT
D.U.E.	DRAINAGE AND UTILITY EASEMENT
DIM	DIMENSION

**REPLAT
CALIBER CAR WASH
ADDITION**

U.S. HIGHWAY 380
MARSELLA JONES SURVEY
ABSTRACT NO. 662
TOWN OF CROSS ROADS
DENTON COUNTY, TEXAS

ENGINEER:
Bowman Consulting Group, Ltd.
2805 Dallas Parkway, Suite 310
Plano, TX 75093

SURVEYOR:
Bowman Consulting Group, Ltd.
1200 West Magnolia Blvd., Suite 300
Fort Worth, TX 76104

OWNER:
SAGE CROSSROADS, LLC

Bowman

© 2021 Bowman Consulting Group, Ltd.
1200 West Magnolia Blvd., Suite 300 Phone: (214) 484-8586
Fort Worth, TX 76104 www.bowman.com
TBPELS #10120600

V:\070613 - Caliber Car Wash US 380 (ENV)\070613-01-001 (ENG) - Caliber Car Wash - Crossroads, TX\Engineering\Engineering Plans\Sheet Set\CD-0 - COVER SHEET.dwg, CD-2 BOWMAN GENERAL NOTES, May 25, 2023, 1:02 PM, jpm

- ALL ELEVATIONS SHOWN ARE BASED ON A TOPOGRAPHIC SURVEY PERFORMED BY MCADAMS ENGINEERING.
- CONTRACTOR SHALL VERIFY ACCURACY OF ANY TEMPORARY BENCHMARKS SHOWN PRIOR TO UTILIZING THEM FOR CONSTRUCTION.
- THE EXISTING UNDERGROUND UTILITIES SHOWN HEREON ARE BASED UPON AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL UTILITIES PRIOR TO BEGINNING DIGGING OPERATIONS. IF UTILITIES OTHER THAN THOSE SHOWN ARE ENCOUNTERED DURING CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY AND TAKE STEPS TO PROTECT THE LINE(S) AND ENSURE CONTINUED SERVICE. DAMAGE CAUSED TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE REPAIRED BY THE CONTRACTOR. ADDITIONALLY, THE CONTRACTOR SHALL CONFIRM THE CONNECTION POINTS OF NEW UTILITIES TO EXISTING UTILITIES PRIOR TO BEGINNING NEW CONSTRUCTION.
- THE CONTRACTOR SHALL INSTALL ALL EROSION CONTROL AND PREVENTION STRUCTURES SHOWN ON THE PLANS. ALL EROSION AND SEDIMENT CONTROL DEVICES SHALL BE CONSTRUCTED SIMULTANEOUSLY WITH THE DISTURBANCE OF THE LAND AND SHALL REMAIN FUNCTIONAL UNTIL THE CONTRIBUTING DISTURBED AREAS ARE STABILIZED. SILT BARRIERS WILL BE INSTALLED AS NECESSARY TO PREVENT EXCESSIVE SEDIMENTATION OF DOWNSTREAM AREAS. DEVICES SHALL BE IN ACCORDANCE WITH DENTON COUNTY FOR CONSTRUCTION ACTIVITIES.
- IF WORK IS SUSPENDED OR DELAYED FOR FOURTEEN (14) DAYS, THE CONTRACTOR SHALL TEMPORARILY STABILIZE THE DISTURBED AREA AT CONTRACTORS EXPENSE.
- THE TREE PROTECTION IN THE AREAS OF WORK SHALL BE INSTALLED BY THE CONTRACTOR PRIOR TO THE START OF LAND DISTURBANCE ACTIVITIES. UNLESS SPECIFICALLY SHOWN ON THE DRAWINGS, THE DESTRUCTION OF ANY REGULATED TREES IS PROHIBITED. PROTECTIVE BARRICADES SHALL BE INSTALLED AROUND ALL TREES DURING ALL PHASES OF CONSTRUCTION.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF UNSUITABLE MATERIAL IS DISCOVERED PRIOR TO BEGINNING ANY REMOVAL OPERATION.
- CONTRACTOR WILL BE REQUIRED TO ADJUST MANHOLE FRAMES TO MATCH FINAL GRADE AT NO ADDITIONAL COST.
- ANY DAMAGE TO EXISTING PAVEMENT MUST BE REPAIRED AT CONTRACTOR'S EXPENSE.
- ALL RIGHT-OF-WAY AND DRAINAGE EASEMENT CONSTRUCTION SHALL MEET APPLICABLE TOWN OF CROSSROADS STANDARD SPECIFICATIONS UNLESS SPECIFIED ELSEWHERE AND APPROVED IN WRITING BY THE ENGINEER.
- WHERE FIELD INSPECTIONS ARE REQUIRED BY THE COUNTY, THE CONTRACTOR SHALL NOTIFY THE ENGINEERING DIVISION A MINIMUM OF 48 HOURS IN ADVANCE TO SCHEDULE SUCH INSPECTIONS.
- A COMPLETE SET OF APPROVED DRAWINGS AND SPECIFICATIONS MUST BE MAINTAINED ON SITE AT ALL TIMES THAT THE CONTRACTOR IS PERFORMING WORK. THESE DRAWINGS SHALL BE MADE AVAILABLE TO THE COUNTY PERSONNEL AT THEIR REQUEST.
- ANY REVISIONS DURING CONSTRUCTION WHICH ALTER THE ROAD LAYOUT, CONSTRUCTION METHODS, RIGHT-OF-WAY LOCATIONS OR STORM DRAINAGE AS INDICATED AND APPROVED BY THE CITY MUST BE SUBMITTED AND APPROVED IN WRITING BY THE CITY ENGINEER.
- THE CONTRACTOR AND ALL SUB-CONTRACTORS HIRED BY THE CONTRACTOR SHALL BE LICENSED TO WORK IN THE STATE OF TEXAS.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL CONSTRUCTION PERMITS NECESSARY FROM OTHER RESPONSIBLE AGENCIES.
- ALL TRAFFIC CONTROL SIGNS AND PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS" CURRENT EDITION. ALL DRAINAGE WILL BE MADE FUNCTIONAL DAILY AS WORK PROGRESSES.
- EACH EXISTING ROAD WILL BE CLEANED OF DEBRIS AND RESTORED DAILY, OR MORE OFTEN IF NECESSARY.
- NEW PAVEMENT TO BE FLUSH WITH EDGE OF EXISTING PAVEMENT.
- ALL SANITARY SEWER SHALL BE IN ACCORDANCE WITH MUSTANG UTILITY DISTRICT STANDARDS AT THE TIME OF CONSTRUCTION.
- ALL WATER INFRASTRUCTURE SHALL BE IN ACCORDANCE WITH MUSTANG UTILITY DISTRICT STANDARDS AT THE TIME OF CONSTRUCTION.
- THE SEDIMENT AND EROSION CONTROL PLAN MUST BE KEPT ON SITE AT ALL TIMES, AND IN A DESIGNATED AREA THAT IS ACCESSIBLE TO THE INSPECTORS.
- SEDIMENT AND EROSION CONTROL INSPECTIONS MUST BE COMPLETED BY A CERTIFIED INSPECTOR.
- SEDIMENT AND EROSION CONTROL SHOULD INCLUDE A CONCRETE WASHOUT/STAGING AREA FOR SITE AND BUILDING CONSTRUCTION AND ALL OTHER PURPOSES OF THE DEVELOPMENT.
- CONSTRUCTION DEBRIS MUST BE PLACED INSIDE CONTAINERS AND NOT LEFT EXPOSED TO THE ELEMENTS.
- SITE MUST BE BUILT ACCORDING TO APPROVED TOWN PLANS UNLESS SEDIMENT AND EROSION CONTROL PLAN DOCUMENTS ARE UPDATED BY THE ORIGINAL PREPARER, REVIEWED AND APPROVED. OTHERWISE PERMITS WILL BE INVALIDATED.
- NO OBSTRUCTIONS, TO INCLUDE BUT NOT LIMITED TO FENCES, STRUCTURES, OR LANDSCAPING MAY BE PERMITTED OR BUILT WITHIN ANY SWALES OR DRAINAGE EASEMENT.
- CONTRACTOR IS RESPONSIBLE FOR COORDINATING INSTALLATION OF UNDERGROUND UTILITIES WITH THE APPROPRIATE UTILITY COMPANY.
- PIPE LENGTHS THAT ARE SHOWN ON THE PLANS ARE 2D LENGTH FROM CENTER TO CENTER. FIELD ADJUSTMENT OF THE ACTUAL PIPE LENGTHS MAY BE NECESSARY.
- THE CONTRACTOR SHALL STAGE CLEARING AND GRUBBING WORK TO MINIMIZE THE AMOUNT OF EROSION AND SEDIMENTATION.
- THE CONTRACTOR SHALL PROVIDE APPROPRIATE BARRICADES, WARNING LIGHTS, AND WARNING SIGNS TO ENSURE THE SAFETY OF THE PUBLIC AT ALL TIMES.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL CONSTRUCTION SIGNAGE AND MAINTENANCE OF EXISTING PERMANENT SIGNS DURING CONSTRUCTION.
- THE CONTRACTOR SHALL VERIFY PROPERTY LINES, BUILDING DIMENSIONS, AND ALL OTHER SITE CONDITIONS PRIOR TO CONSTRUCTION. ANY SIGNIFICANT VARIATIONS SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY.
- WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS ON THE JOB. BOWMAN CONSULTING GROUP SHALL BE NOTIFIED IN WRITING OF ANY VARIATION FROM THE DIMENSIONS, CONDITIONS, AND SPECIFICATIONS SHOWN BY THESE DRAWINGS.

- ALL CURVE RADII ARE SHOWN TO THE FACE OF CURB UNLESS NOTED OTHERWISE.
- ALL DRAINAGE WILL BE MADE FUNCTIONAL DAILY AS WORK PROGRESSES.
- AT THE CONCLUSION OF THE CONSTRUCTION PROJECT, ALL COMPONENTS OF THIS DESIGN PACKAGE SHALL BE IN OPERABLE CONDITION, MEETING ITS REQUIREMENTS.
- THE CONTRACTOR SHALL CONTACT TEXAS 811, UTILITY COMPANY REPRESENTATIVES, PERFORM TEST PITS, REVIEW CURRENT TEST PIT DATA, AND WHATEVER OTHER OPERATIONS AVAILABLE TO ENSURE THE EXACT HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES IN THE AREA OF CONSTRUCTION TO INSURE THE EXACT HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES IN THE AREA OF CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY BOWMAN CONSULTING GROUP, LTD. OF ANY POTENTIAL CONFLICTS PRIOR TO COMMENCING CONSTRUCTION.
- THE CONTRACTOR SHALL CAREFULLY EXAMINE THE SITE AND MAKE ALL INSPECTIONS NECESSARY IN ORDER TO DETERMINE THE FULL EXTENT OF THE WORK REQUIRED TO MAKE THE PROPOSED WORK CONFORM TO THE DRAWINGS AND SPECIFICATIONS.
- UTILITY COMPANIES SHALL BE NOTIFIED 72 HOURS IN ADVANCE OF ANY EXCAVATION.
- ALL UNDERGROUND UTILITIES WITHIN THE STREET RIGHT-OF-WAY SHALL BE INSTALLED TO THE REQUIRED DISTANCE BEYOND THE RIGHT-OF-WAY LINE PRIOR TO THE INSTALLATION OF ANY SUBBASE MATERIAL, CURB AND GUTTER OR SIDEWALK.
- ADDITIONAL SILTATION AND EROSION CONTROL MEASURES SHALL BE INSTALLED AS DIRECTED BY THE INSPECTOR DURING FIELD REVIEW.
- ALL SURFACED STREETS SHALL BE MAINTAINED IN A CLEAR CONDITION; FREE OF DUST, MUD OR SNOW AT ALL TIMES. THE DEVELOPER SHALL PROVIDE ADEQUATE MEANS TO CLEAN TRUCKS AND OTHER EQUIPMENT USING SURFACED STREETS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTMENTS AND/OR RECONSTRUCTIONS OF ALL UTILITY COVER (MANHOLE FRAMES AND COVERS, VALVE BOX COVERS, ETC.) TO MATCH THE FINISHED GRADES OF THE AREAS EFFECTED BY THE CONSTRUCTION.
- THE CONTRACTOR MUST HAVE THE APPROVED SET OF CONSTRUCTION PLANS AND ALL APPLICABLE PERMITS IN POSSESSION PRIOR TO THE START OF CONSTRUCTION. AT LEAST ONE (1) COPY OF THE APPROVED PLANS, WITH REVISIONS, MUST BE KEPT ON-SITE AT ALL TIMES.
- THESE PLANS MAKE NO REPRESENTATION AS TO THE SUBSURFACE CONDITIONS AND THE PRESENCE OF SUBSURFACE WATER OR THE NEED FOR SUBSURFACE DRAINAGE FACILITIES.
- STORM SEWER AND CULVERT PIPE SHALL BE REINFORCED CONCRETE PIPE TO CONFORM TO THE CURRENT A.A.S.H.T.O. DESIGNATION M170, UNLESS OTHERWISE DESIGNATED ON THESE PLANS. CLASS III PIPE AS A MINIMUM, WILL BE REQUIRED WITHIN THE LIMITS OF RIGHT-OF-WAY.
- THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING A SAFE CONSTRUCTION SITE AND COMPLYING WITH ALL OSHA REGULATIONS.
- EMERGENCY VEHICLE ACCESS SHALL BE PROVIDED DURING ALL PHASES OF CONSTRUCTION.
- WHERE IMPROVEMENTS ARE PROPOSED WITHIN EXISTING EASEMENTS OF RECORD, THE DEVELOPER SHALL OBTAIN WRITTEN PERMISSION FROM THE AUTHORITIES THAT ARE DOMINANT TENEMENTS OF THESE EASEMENTS FOR PERMIT FOR ANY DISTURBANCES WITHIN THESE AREAS PRIOR TO CONSTRUCTIONS.
- ALL FINISHED GRADING, SEEDING, SODDING OR PAVING SHALL BE DONE IN SUCH MANNER TO PRECLUDE THE PONDING OF WATER.
- TYPICAL SECTIONS ARE INTENDED TO SHOW GENERAL FEATURES OF THE PROPOSED CONSTRUCTION. FOR EXACT DETAILS AT ANY GIVEN LOCATION, SEE THE SITE PLAN SHEETS.
- ALL SIDEWALKS TO BE 4" THICK CONCRETE UNLESS OTHERWISE SHOWN ON THE PLAN.
- THE ENGINEER SHALL NOT HAVE CONTROL OVER OR CHARGE OF AND SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK SHOWN ON THESE PLANS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S SCHEDULES OF FAILURE TO CARRY OUT THE WORK. THE ENGINEER IS NOT RESPONSIBLE FOR ACTS OR OMISSIONS OF THE CONTRACTOR, SUBCONTRACTORS, OR THEIR AGENTS OR EMPLOYEES, OR OF ANY OTHER PERSONS PERFORMING PORTIONS OF THE WORK.
- ALL GAS LINES REQUIRE A MINIMUM OF 1 FOOT VERTICAL AND 5 FEET HORIZONTAL SEPARATION. CONSTRUCTION WITHIN 10 FEET OF THE GAS LINE REQUIRES A GAS LINE REPRESENTATIVE TO BE PRESENT DURING CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO COORDINATE WITH THE GAS COMPANY PRIOR TO CONSTRUCTION.
- NO TREES SHALL BE PLANTED IN THE WATER AND SEWER EASEMENTS.
- UNLESS OTHERWISE NOTED HEREIN, CONSTRUCTION OF PAVEMENT AND DRAINAGE STRUCTURES SHALL BE IN ACCORDANCE WITH THE TOWN OF CROSSROADS STANDARDS.
- UPON AWARD OF CONTRACT, THE CONTRACTOR SHALL OBTAIN THE NECESSARY LOCAL TRADE PERMITS (INCLUDING APPLICATIONS AND FEES) ASSOCIATED WITH THE WORK INDICATED ON THE DRAWINGS, IN THE SPECIFICATIONS AND IN THE CONTRACT DOCUMENTS.
- ALL ROAD IMPROVEMENTS AT THE DRIVE CONNECTIONS ARE TO BE COORDINATED WITH THE TOWN OF CROSSROADS ENGINEERING DEPARTMENT PRIOR TO CONSTRUCTION.
- IN ROLLING AND HILLY TERRAINS, SWEEPING OF THE STONE BASE AND/OR APPLICATION OF A TACK COAT MAY BE REQUIRED NEAR INTERSECTIONS. THESE REQUIREMENTS WILL BE ESTABLISHED BY THE INSPECTOR AND BASED ON FIELD CONDITIONS.
- APPROVAL OF THIS PLAN IS NOT AN AUTHORIZATION TO GRADE ADJACENT PROPERTIES. WHEN FIELD CONDITIONS WARRANT OFF-SITE GRADING, PERMISSION MUST BE OBTAINED FROM THE AFFECTED PROPERTY OWNERS.
- IN ORDER TO ENSURE PROPER DRAINAGE, KEEP A MINIMUM OF 0.5% SLOPE ON THE CURB.
- CURB AND GUTTER SHOWN ON PLANS MAY REQUIRE ADJUSTMENT BASED UPON FIELD CONDITIONS. ASSOCIATED STORM DRAINAGE MAY ALSO REQUIRE MODIFICATION BASED UPON FIELD CONDITIONS.
- THE PURPOSE OF THE STORM DRAINAGE EASEMENT (SDE) IS TO PROVIDE STORM WATER CONVEYANCE. BUILDINGS ARE NOT PERMITTED IN THE EASEMENT AREA. ANY OTHER OBJECTS WHICH IMPEDE STORM WATER FLOW OR SYSTEM MAINTENANCE ARE ALSO PROHIBITED.
- BACKFILL BEING PLACED. BACKFILL MATERIAL MUST BE APPROVED BY THE CITY INSPECTOR PRIOR TO PLACEMENT OF THE MATERIAL WITHIN THE PUBLIC STREET RIGHT-OF-WAY.
- TOWN OF CROSSROADS GENERAL NOTES SHALL TAKE PRECEDENCE.

update

Town

Town



© 2021 Bowman Consulting Group, Ltd. P-4-319
 2805 Dallas Parkway
 Suite 310
 Plano, Texas 75093
 Phone: (972) 407-2800
 Fax: (972) 927-4662
 www.bowman.com

REVISION	DATE	DESCRIPTION	CLIENT COMMENTS
1	5/12/23		

BOWMAN GENERAL NOTES

CALIBER CAR WASH
US HWY 380 & WALMART DRIVE
CROSSROADS, TX 76227

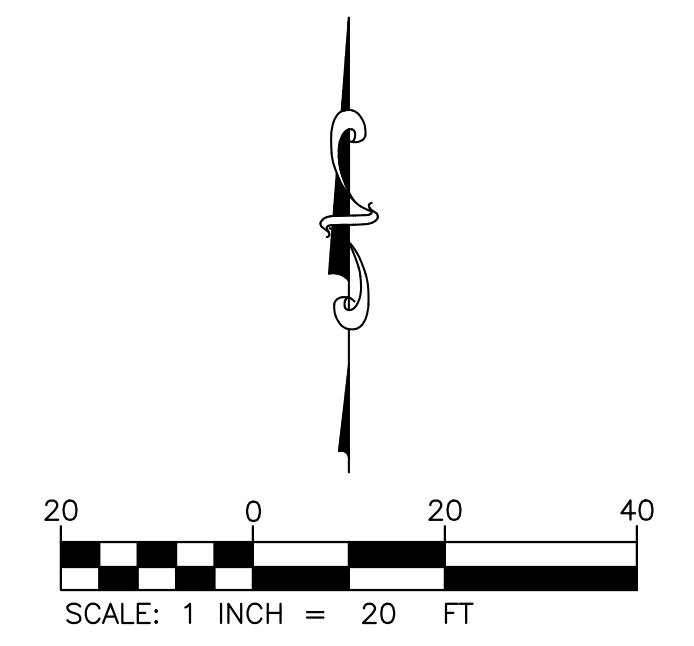
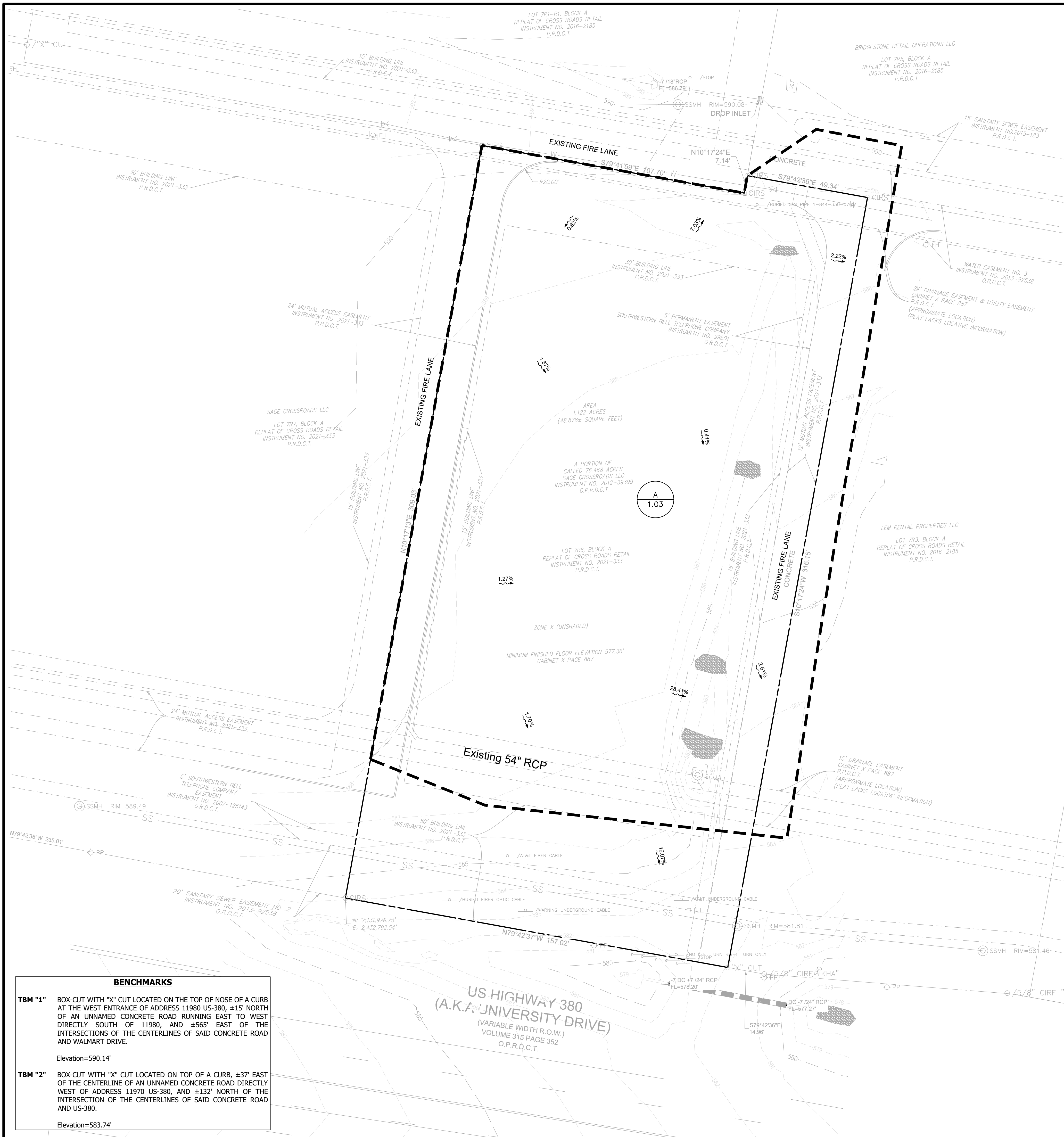
THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW, MARK-UP, AND/OR DRAFTING UNDER THE AUTHORITY OF RYAN SAFFORD, P.E. #98417 ON MAY 25 2023. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.

DESIGN	DRAWN	CHKD
JR	JRW	RS
JOB No. 070613-00-001		
SHEET		
C0.2		



THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. CONTRACTOR AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTORS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

V:\070613 - Caliber Car Wash US 380 (ENV)\070613-01-001 (ENG) - Caliber Car Wash - Crossroads - TX\Engineering\Engineering Plans\Sheet\DWG - PRE-DEVELOPMENT DRAINAGE AREA MAP PLAN.dwg, May 25, 2023, 10:46 AM .ipgn



DRAINAGE LEGEND

- PROPERTY BOUNDARY
- PROPOSED R.O.W.
- EASEMENT LINE
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- PROPOSED DRAINAGE AREA
- TIME OF CONCENTRATION
- BERM
- SWALE
- DRAINAGE AREA IDENTIFIER
- ACRES
- FLOW ARROW
- HEADWALL
- CURB INLET
- AREA INLET
- JUNCTION BOX

EXISTING LEGEND

- Storm Sewer Manhole
- Clean Out
- Power Pole
- Guy Anchor
- Fire Hydrant
- Water Valve
- Water Meter
- Sign (As Noted)
- As Noted
- Property Corner (As Noted)
- Tree (Size & Type Noted)
- Property Line
- Lot Line
- Property Line (Adjoiners)
- Easement Line
- Building Line
- Fence (As Noted)
- Overhead Electric
- Underground Gas (Located by Texas 811)
- Curb & Gutter
- Point Of Beginning
- Controlling Monument
- Deed Records Dallas County, Texas
- Official Public Records Dallas County, Texas

Bowman
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1800 E. Firm Registration No. 1-14-19-9
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Plano, Texas 75093
Phone: (972) 407-2800
Fax: (972) 407-4882
www.bowman.com

REVISIONS	DATE	DESCRIPTION
1	5/12/23	

REVISION	CLIENT COMMENTS
1	

PRE-DEVELOPMENT DRAINAGE AREA MAP
CALIBER CAR WASH
US HWY 380 & WALMART DRIVE
CROSS ROADS, TX 76227

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW, MARK-UP, AND/OR DRAFTING UNDER THE AUTHORITY OF RYAN SAFFORD, P.E. #98417 ON MAY 25 2023. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.

DESIGN	DRAWN	CHKD
JR	JRW	RS

JOB No. 070613-00-001

SHEET
C5.0

BENCHMARKS

TBM "1" BOX-CUT WITH "X" CUT LOCATED ON THE TOP OF NOSE OF A CURB AT THE WEST ENTRANCE OF ADDRESS 11980 US-380, ±15' NORTH OF AN UNNAMED CONCRETE ROAD RUNNING EAST TO WEST DIRECTLY SOUTH OF 11980, AND ±565' EAST OF THE INTERSECTIONS OF THE CENTERLINES OF SAID CONCRETE ROAD AND WALMART DRIVE.
Elevation=590.14'

TBM "2" BOX-CUT WITH "X" CUT LOCATED ON TOP OF A CURB, ±37' EAST OF THE CENTERLINE OF AN UNNAMED CONCRETE ROAD DIRECTLY WEST OF ADDRESS 11970 US-380, AND ±132' NORTH OF THE INTERSECTION OF THE CENTERLINES OF SAID CONCRETE ROAD AND US-380.
Elevation=583.74'



THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. CONTRACTOR AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTORS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

TOWN OF CROSS ROADS
PLATTING APPLICATION



DATE: _____

APPLICATION # _____

PROJECT: _____

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.
PLEASE VERIFY MEETING DATES.

TYPE OF PLAT

Preliminary _____ Replat _____
 Final _____ Administrative/Amending _____

PLEASE SPECIFY THE PRIMARY CONTACT

Land Owner Name

DAVID FOOR

Signature

David Foore

Applicant Name

Dan Brown

Signature

DB

Project Contact Mailing Address

3625 Cumberland Blvd, Suite 1150, Atlanta, GA 30339

Project Contact Phone

404-353-7387

Email

dbrown@calibercarwash.com

Proposed Project Name

Caliber Car Wash

Location

US HWY 80

Lot/Block

7R6

Abstract

662

DCAD ID

983625

Number of Lots Created

-

REQUIRED SUBMISSION DOCUMENTS

Fee Yes

Legal Description Yes

Location Map Yes

Drawings (1 full, 2 half) Yes

Site Plan (Commercial) Yes

Electronic copy of application Yes

Electronic copy of drawings _____

OTHER (Specify) _____

APPLICATION EXPLANATION

Explanation and Description of Request or Project

The applicant upon's City request is applying for replat to add a mutual access easement between the subject property and the adjacent (west) property.

Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



Town of Cross Roads
3201 US 380, STE 105 • Cross Roads, Texas 76227 • 940.365.9693

PROFESSIONAL SERVICES DEPOSIT INFORMATION

All submissions requiring the services of the Town Civil Engineer and/or the Town Attorney, including, but not limited to platting, construction plans and planned development applications, will be required to place a Professional Services Deposit at the time of project submission per Town of Cross Roads Code of Ordinances, Chapter 10, Article 9 FILING FEES AND CHARGES:

Sec. 10.09.001 Fee structure

- (a) The town shall determine the base fees and charges for plat review. The town council shall adopt a fee schedule.
- (b) Fees shall be charged on all plats, regardless of action taken by the planning and zoning commission and whether the plat is approved or denied by the town council.
- (c) If the amount deposited is less than the actual cost of reviewing and processing the plat, the balance shall be collected before final consideration of the plat. An administrative fee equal to fifteen percent (15%) of the total of the application fee and processing costs in excess of the original fee will be charged.
- (d) The town may also assess against the applicant, developer or subdivider additional costs incurred by the town for engineering fees and legal fees associated with the review and consideration of a plat in the amount incurred by the town. The payment of these additional fees shall be a condition of plat approval or a prerequisite to the acceptance of any improvements or the issuance of any building permits.

Sec. 10.09.002 Procedure

All fees or charges shall be paid in advance and no action of the planning and zoning commission or any other board or agency shall be valid until the fee or charge has been paid to the town.

Applicants will be billed monthly for any professional services incurred in the previous month. The professional services deposit made at time of submission will be in an amount as indicated on the Town’s fee schedule and will be used towards the last invoice incurred for the project. Applicant will be billed if last invoice exceeds the Professional Services Deposit. Any remaining balance upon project and invoice completion will be refunded to the applicant.

PROFESSIONAL SERVICES CONTACT INFORMATION

Name: Dan Brown - Caliber Car Wash


Email: dbrown@calibrincarwash.com

Phone: 404-353-7387

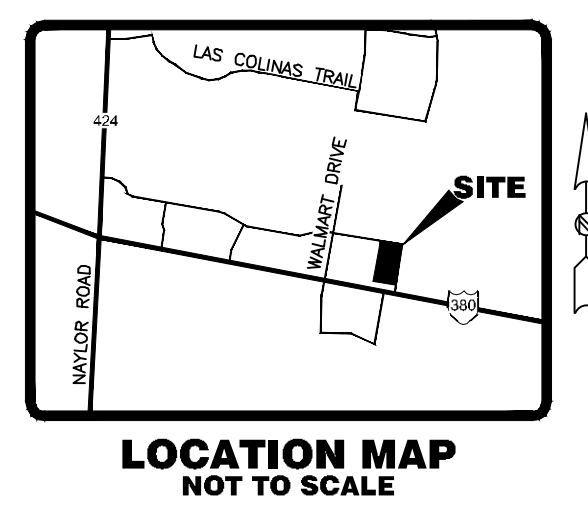
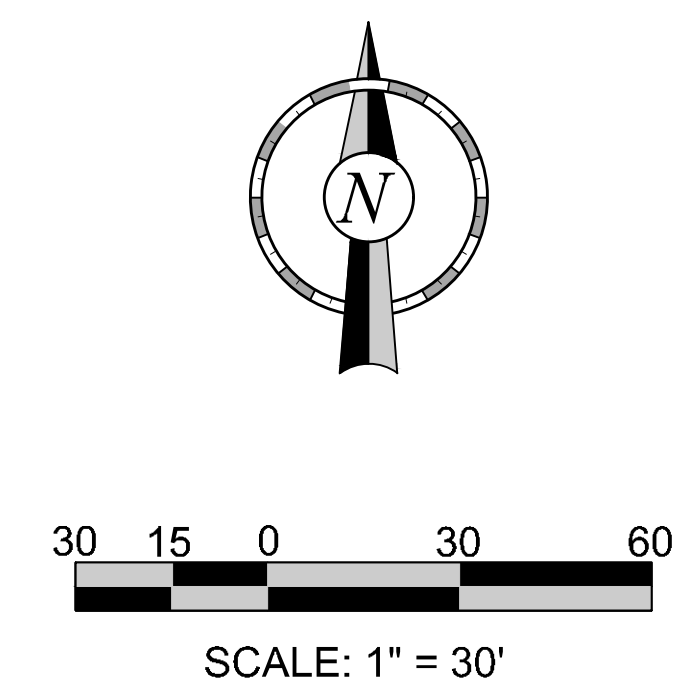
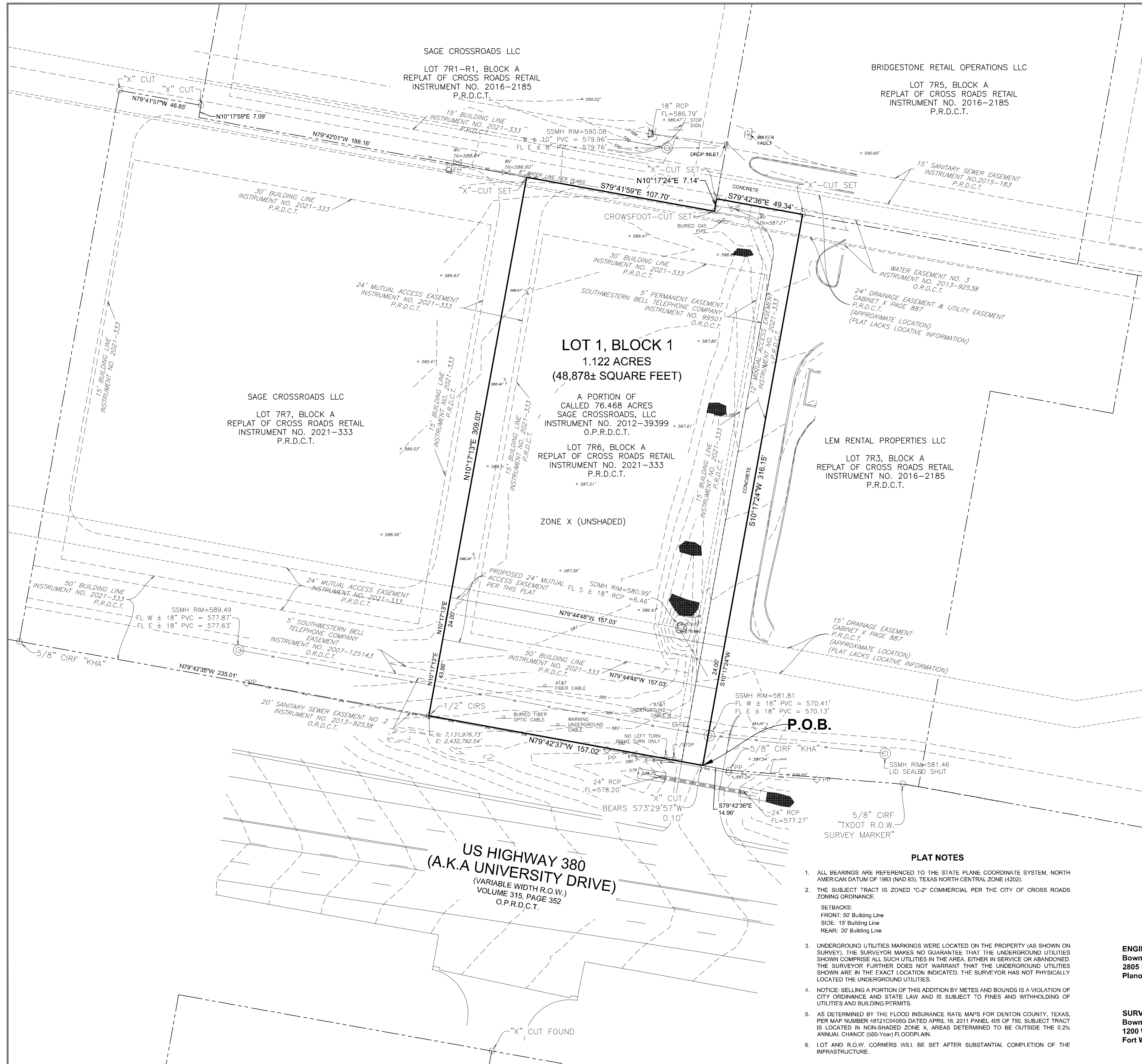
Address: 3625 Cumberland Blvd., Suite 1150, Atlanta, GA

Project: _____

I have read and acknowledge the Professional Services Deposit Process.

 03/23/23
Applicant’s Signature Date

Town of Cross Roads’ Use Only Date completed application received: _____
Amount Deposited: _____
Receipt Number: _____
Professional Services Deposit Number: _____



SURVEY LEGEND

EXISTING UTILITIES		EXISTING FEATURES	
	Overhead Electric		Center Line
	Utility Pole		Property R/W Line
	Guy Wire		Property R/W Lot Line (Others) Curb Line
	Telephone Pedestal		Edge Of Asphalt
	Utility Manhole		Edge Of Concrete
	Water Valve		Spot Elevation
	Vaulk (As Noted)		Major Contour
	Fire Hydrant		Minor Contour
	Single Post Sign		
	Property Corner (As Noted)		

ABBREVIATION LEGEND

POB	Point Of Beginning
FH	Fire Hydrant
SDMH	Storm Sewer Manhole
SSMH	Sanitary Sewer Manhole
WV	Water Valve
MH	Manhole
RCP	Reinforced Concrete Pipe
PVC	Polyvinylchloride Pipe
TC	Top Curb
G	Gutter
FL	Flowline
N	North
S	South
E	East
W	West
CIRS	1/2" Capped Iron Rod Set Stamped "BOWMAN PROP COR" (Unless Otherwise Noted)
O.P.R.D.C.T.	Official Public Records, Denton County, Texas
D.R.D.C.T.	Deed Records, Denton County, Texas
P.R.D.C.T.	Plat Records, Denton County, Texas
O.R.D.C.T.	Official Records, Denton County, Texas

- PLAT NOTES**
- ALL BEARINGS ARE REFERENCED TO THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD 83), TEXAS NORTH CENTRAL ZONE (4202).
 - THE SUBJECT TRACT IS ZONED "C-2" COMMERCIAL PER THE CITY OF CROSS ROADS ZONING ORDINANCE.
SETBACKS:
FRONT: 50' Building Line
SIDE: 15' Building Line
REAR: 30' Building Line
 - UNDERGROUND UTILITIES MARKINGS WERE LOCATED ON THE PROPERTY (AS SHOWN ON SURVEY). THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.
 - NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
 - AS DETERMINED BY THE FLOOD INSURANCE RATE MAPS FOR DENTON COUNTY, TEXAS, PER MAP NUMBER 1812104048 DATED APRIL 18, 2011 PANEL 105 OF 750, SUBJECT TRACT IS LOCATED IN NON-SHADED ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE (500-Year) FLOODPLAIN.
 - LOT AND R.O.W. CORNERS WILL BE SET AFTER SUBSTANTIAL COMPLETION OF THE INFRASTRUCTURE.

ENGINEER:
Bowman Consulting Group, Ltd.
2805 Dallas Parkway, Suite 310
Plano, TX 75093

SURVEYOR:
Bowman Consulting Group, Ltd.
1200 West Magnolia Blvd., Suite 300
Fort Worth, TX 76104
TBPELS #10120600

**PRELIMINARY PLAT
CALIBER CAR WASH
ADDITION**

1 LOT CONTAINING 1.122 ACRES
BEING A REPLAT OF LOT 7R6, BLOCK A
CROSS ROADS RETAIL
MARSELLA JONES SURVEY
ABSTRACT NO. 662
TOWN OF CROSS ROADS
DENTON COUNTY, TEXAS

OWNER:
SAGE CROSSROADS, LLC

Bowman

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1200 West Magnolia Blvd., Suite 300
Fort Worth, TX 76104
TBPELS #10120600
Phone: (214) 484-8586
www.bowman.com

Bowman Job No.: 070613 Drawn By: JDU Sheet: 1 of 2

OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF DENTON §

WHEREAS, **SAGE CROSSROADS, LLC**, is the sole owner of a 1.122 acre tract of land situated within the Marsella Jones Survey, Abstract No. 662, Town of Cross Roads, Denton County, Texas, being a portion of a called 76.468 acre tract of land as described in the Special Warranty Deed recorded under Document No. 2012-39399 of the Official Public Records of Denton County, Texas, being all of Lot 7R6, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at southeast corner of said Lot 7R6, being on the north right of way line of U.S. Highway No. 380, a variable width public right of way, as described in the Right-of-Way Deed recorded under Volume 315, Page 352, of the Deed Records of Denton County, Texas, from which an "X" cut in concrete found bears South 73°29'57" West, 0.10 feet, and from which a 5/8" capped iron rod stamped "KHA" found on the south line of Lot 7R3, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas, bears South 79°42'36" East, 14.96 feet;

THENCE NORTH 79 degrees 42 minutes 37 seconds WEST, 157.02 feet with the north right of way line of said U.S. Highway No. 380 to a 1/2-inch capped iron rod stamped "BOWMAN PROP COR" set at the southwest corner of said Lot 7R6, from which a 5/8" capped iron rod stamped "KHA" found at the southwest corner of Lot 7R7, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas, bears North 79°42'35" East, 235.01 feet;

THENCE NORTH 10 degrees 17 minutes 13 seconds EAST, 309.03 feet with the west line of said Lot 7R6 to an "X" cut in concrete set at the northwest corner of said Lot 7R6, from which an "X" cut in concrete found on the west line of Lot 7R1-R1, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas, bears North 79°42'01" West, 188.16 feet, and North 10°17'59" East, 7.09 feet;

THENCE SOUTH 79 degrees 41 minutes 59 seconds EAST, 107.70 feet with the north line of said Lot 7R6 to a crowfoot-cut in concrete set at a southerly corner of said Lot 7R1-R1;

THENCE NORTH 10 degrees 17 minutes 24 seconds EAST, 7.14 feet with the northerly line of said Lot 7R6 to an "X" cut in concrete set at the southwest corner of Lot 7R5, Block A, Cross Roads Retail, recorded under Document No. 2021-333, Plat Records, Denton County, Texas;

THENCE SOUTH 79 degrees 42 minutes 36 seconds EAST, 49.34 feet with the northerly line of said Lot 7R6 to an "X" cut in concrete set at the northeast corner of said Lot 7R6;

THENCE SOUTH 10 degrees 17 minutes 24 seconds WEST, 316.15 feet with the east line of said Lot 7R6 to the POINT OF BEGINNING, containing 1.122 acres.

RECOMMENDED FOR APPROVAL:

CHAIRPERSON, PLANNING AND ZONING COMMISSION
TOWN OF CROSS ROADS, TEXAS
APPROVED FOR PREPARATION OF FINAL PLAT

DATE

MAYOR, TOWN OF CROSS ROADS

DATE

The undersigned, the Town Secretary, of the Town of Cross Roads, Texas, hereby certifies that the foregoing replat of Caliber Car Wash Addition, an Addition to the Town of Cross Roads was submitted to the Town Council of the _____ day of _____, 2023, and the Council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public parks, and water and sewer lines, as shown set forth in and upon said plat, and said Council further authorizes the Mayor to note the acceptance thereof for construction by signing his/her name as herein above described.

Witness my hand this _____ day of _____, 2023.

Town Secretary, Town of Cross Roads

Date

PLAT NOTES

- ALL BEARINGS ARE REFERENCED TO THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD 83), TEXAS NORTH CENTRAL ZONE (4202).
- THE SUBJECT TRACT IS ZONED "C-2" COMMERCIAL PER THE CITY OF CROSS ROADS ZONING ORDINANCE.
SETBACKS:
FRONT: 50' Building Line
SIDE: 15' Building Line
REAR: 30' Building Line
- UNDERGROUND UTILITIES MARKINGS WERE LOCATED ON THE PROPERTY (AS SHOWN ON SURVEY). THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.
- NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
- AS DETERMINED BY THE FLOOD INSURANCE RATE MAPS FOR DENTON COUNTY, TEXAS, PER MAP NUMBER 4812104055 DATED APRIL 10, 2011 PANEL 405 OF 750, SUBJECT TRACT IS LOCATED IN NON-SHADED ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE (500-Year) FLOODPLAIN.
- LOT, BLOCK, AND R.O.W. CORNERS WILL BE SET AFTER SUBSTANTIAL COMPLETION OF THE INFRASTRUCTURE.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, **SAGE CROSSROADS, LLC**, acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as **CALIBER CAR WASH ADDITION**, an addition to the Town of Cross Roads, Denton County, and does hereby dedicate to the Town:

- The easements for the purposes shown on this plat and for the mutual benefit, use, and accommodation of all public utility entities including the Town providing services to the addition created hereby and desiring to use or using the same.
- No buildings or structures shall be constructed or placed upon, or across the easements dedicated herein. The Town and public utility entities shall have the right to remove and keep removed all or parts of any buildings or structures which may in any way endanger or interfere with their respective easements.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Cross Roads, Texas.

WITNESS, my hand, this _____ day of _____, 20_____.

By: **SAGE CROSSROADS, LLC**

By: _____
Print Name Title

STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.
GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2023.

Notary Public, State of Texas

CERTIFICATE OF SURVEYOR

STATE OF TEXAS §
COUNTY OF DENTON §

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

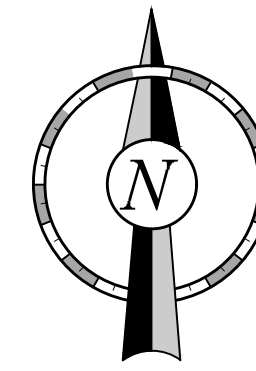
Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document. Released to the Town of Cross Roads for review. 2023-04-03

ROBERT A. HANSEN
REGISTERED PROFESSIONAL
LAND SURVEYOR, NO. 6439
RHANSEN@BOWMAN.COM
DATE:

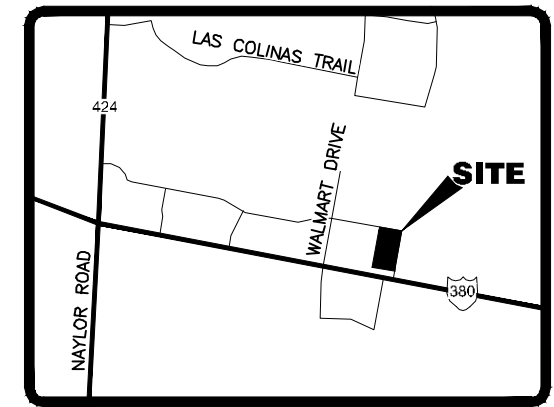
STATE OF TEXAS §
COUNTY OF TARRANT §

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared Robert A. Hansen, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.
GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2023.

Notary Public, State of Texas



SCALE: 1" = 30'



LOCATION MAP
NOT TO SCALE

LEGEND

D.R.D.C.T.	DEED RECORDS, DENTON COUNTY, TEXAS
O.P.R.D.C.T.	OFFICIAL PUBLIC RECORDS, DENTON COUNTY, TEXAS
P.R.D.C.T.	PLAT RECORDS DENTON COUNTY, TEXAS
IRF	IRON ROD FOUND
CIRF	CAPPED IRON ROD FOUND AS NOTED
CIRS	1/2" CAPPED IRON ROD STAMPED "BOWMAN PROP COR"
MNF	MAG NAIL FOUND
P.O.B.	POINT OF BEGINNING
A.E.	ACCESS EASEMENT
B.L.	BUILDING LINE
D.E.	DRAINAGE EASEMENT
N.G.E.	NATURAL GAS EASEMENT
U.E.	UTILITY EASEMENT
S.S.E.	SANITARY SEWER EASEMENT
W.E.	WATER LINE EASEMENT
D.U.E.	DRAINAGE AND UTILITY EASEMENT
DIM	DIMENSION

**PRELIMINARY PLAT
CALIBER CAR WASH
ADDITION**

U.S. HIGHWAY 380
MARSELLA JONES SURVEY
ABSTRACT NO. 662
TOWN OF CROSS ROADS
DENTON COUNTY, TEXAS

ENGINEER:
Bowman Consulting Group, Ltd.
2805 Dallas Parkway, Suite 310
Plano, TX 75093

SURVEYOR:
Bowman Consulting Group, Ltd.
1200 West Magnolia Blvd., Suite 300
Fort Worth, TX 76104

OWNER:
SAGE CROSSROADS, LLC

Bowman

© 2021 Bowman Consulting Group, Ltd.
1200 West Magnolia Blvd., Suite 300 Phone: (214) 484-8586
Fort Worth, TX 76104 www.bowman.com
TBPELS #10120600

Bowman Job No.: 070613

Drawn By: JDU

Sheet: 2 of 2

Caliber Car Wash

Location Map



Walmart Dr

Jack in the Box

Proposed Site

E University Dr

Google Earth

