



**NOTICE OF REGULAR TOWN COUNCIL MEETING  
FOR THE TOWN OF CROSS ROADS  
MONDAY, JULY 10, 2023 AT 6:00 P.M.**

**LOCATION:**

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

**VIRTUALLY** by Zoom Meeting

<https://us02web.zoom.us/j/81485519566>

**Meeting ID: 814 8551 9566**

**One tap mobile**

**+13462487799,,81485519566# US (Houston)**

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

**AMENDED**

1. Call to Order
2. Roll Call
3. Invocation – Lesly Louis, Charisma City
4. Pledge of Allegiance – Steve Zuczek, 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 the 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 June 19, 2023 Council Meeting Minutes.
10. Consider a resolution declaring two (2) 2016 Chevrolet Tahoe's as surplus property and authorizing the disposal through an auction.
11. Discuss and consider an application for a technical site plan for the Caliber Carwash Addition, Block A, Lot 1 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. (2023-0508-03TSP)

## **REGULAR SESSION**

12. CONDUCT A PUBLIC HEARING, discuss and consider a proposed amendment to the Town of Cross Roads Comprehensive Zoning Regulations to provide for a definition of “Restaurant, with drive-through” and allow said use by special use permit in the C-2 Commercial zoning district.
13. Discuss and consider a recommendation on a final plat application for property located just east of 10 Mesquite Ridge, within the Town of Cross Roads. (2023-0410-03FPLAT)
14. Discuss and consider approval of an ordinance amending the Fiscal Year 2022-2023 adopted budget.
15. Discuss the proposed Fiscal Year 2023-2024 budget.
16. Discuss and consider approval of an ordinance amending Chapter 10 of the Town of Cross Roads Code of Ordinances related to Subdivision Regulations for the Town of Cross Roads and its extraterritorial jurisdiction, including the adopting of a submission checklist.

## **EXECUTIVE SESSION**

17. The Town Council may convene into Executive Session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
  - a. Section 551.087 Deliberation Regarding Economic Development Negotiations – Project Alpha, Project Bravo and Project Charlie
  - b. Section 551.074 Personnel – Town Administrator Performance Evaluation
18. 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.

- *Municipal Development District Meeting – Thursday, July 13, 2023 at 6:00 p.m.*
- *Planning and Zoning Commission Meeting – Tuesday, August 1, 2023 at 7:00 p.m.*
- *Parks and Recreation Board Meeting – Wednesday, August 2, 2023 at 6:00 p.m.*
- *Town Council Meeting – Monday, August 7, 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, July 7<sup>th</sup>, 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.

\_\_\_\_\_  
Donna Butler, Town Secretary

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: Town Secretary



**MINUTES 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**

1. Call to Order – **6:01 P.M.**
2. Roll Call: **Mayor Tompkins; Council Members Housewright, Meek, Paus, and Zuczek. King was absent.**
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).  
**None.**
6. Council Members' announcements and updates.  
**Paus reminded residents to use 10-digit zip code for online purchases.**
7. Mayor's announcements and updates.  
**Housewright's appointment to Council; Citizen's Advisory Committee for Denton ISD 5; work on Millcreek to begin; Dutch Bros. Coffee opening; Town newsletter; need for volunteers for Founder's Day**
8. 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 – **Mayor Tompkins reviewed Paul Rust's Report**
  - f. Committee Reports – **Paula Paus for MDD and Parks**

**CONSENT AGENDA**

9. Consider approval of the May and June 2023 Council Meeting Minutes.
  - a. May 17<sup>th</sup> Regular Meeting
  - b. May 31<sup>st</sup> Called Meeting
  - c. June 1<sup>st</sup> Council Orientation
  - d. June 2<sup>nd</sup> – 3<sup>rd</sup> 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.

**Motion to approve the Consent Agenda made by Meek;  
Second by Paus;**

**Passed unanimously.**

**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)

**Mayor opened public Hearing at 6:32 P.M.**

**Applicant spoke on behalf of request.**

**Mayor closed public hearing at 6:39 P.M.**

**Motion to approve contingent upon meeting Town's construction requirements, including but not limited to the septic system made by Meek;**

**Second by Paus;**

**Passed unanimously.**

**REGULAR SESSION**

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

**Presentation by MWH Group.**

**Motion to accept the Fiscal Year 2022 Audited Financial Statements made by Paus;**

**Second by Zuczek;**

**Passed unanimously.**

**Mayor Tompkins moved to Items 17 through 19.**

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)

**Motion to approve 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 made by Zuczek;**

**Second by Housewright;**

**Passed unanimously.**

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)

**Motion to approve made by Housewright;**

**Second by Meek;**

**Passed unanimously.**

**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.

**Town Council convened into Executive Session at 7:02 P.M.**

**Town Council reconvened into Regular Session at 9:16 P.M.**

**Mayor opened Public Hearing for both Items 15 and 16 at 9:18 P.M.**

**Sam Burke spoke on behalf of the applicant's request.**

**Mayor closed Public Hearing at 9:27 P.M.**

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-Commercial 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-Commercial 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-Commercial 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-Commercial 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-Commercial 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-Commercial 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)

**Motion to deny Items 15 and 16 as written made by Meek;**

**Second by Zuczek;**

**Denial passed unanimously.**

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

**Motion to approve the compensation adjustments for the Town Administrator consistent with our discussion in Executive Session made by Paus;**

**Second by Meek;**

**Passed unanimously.**

~~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)~~

**Items 17 through 20 followed Item 14.**

- ~~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)~~

**Items 17 through 20 followed Item 14.**

#### **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 Brave~~
- ~~d. Section 551.074 Personnel — Town Administrator Performance Evaluation, Planning and Zoning Commissioners and Municipal Development District Members.~~

**Items 17 through 20 followed Item 14.**

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

**Items 17 through 20 followed Item 14.**

**ADJOURN – 9:29 P.M.**

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T. Lynn Tompkins, Jr., Mayor

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Donna Butler, Town Secretary



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:  
July 10, 2023

Agenda Item:  
Consider a resolution declaring two (2) 2016 Chevrolet Tahoe's as surplus property and authorizing the disposal through an auction.

Prepared by:  
Shaun Short, Police Chief

Description:  
The department has two vehicles and associated emergency equipment ready to be auctioned. The vehicles were received as part of the dissolution of the NEPD and have been in service as front-line units. Both vehicles can no longer be used as front-line units and would be expected to have significant maintenance costs if they were retained.

The vehicles are being replaced by two 2022 models. The radios, radar and mobile video systems will be repurposed in these new vehicles.

VIN #	Description
1GNLCDEC3GR294702	2016 Marked Tahoe #8116
1GNSK2E03ER295125	2016 Marked Tahoe #8216

Recommended Action:  
Staff recommends approval of a resolution authorizing the sale of surplus property.

Attachments:  
Resolution

**TOWN OF CROSS ROADS  
RESOLUTION NO. 2023-**

**A RESOLUTION OF THE TOWN OF CROSS ROADS, TEXAS,  
DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING  
THE MAYOR, OR DESIGNEE TO EXECUTE SALE OR DISPOSAL OF  
SAID PROPERTY.**

**WHEREAS**, the Town of Cross Roads, Texas (“Town”) is the owner of certain items of personal property more particularly described herein; and,

**WHEREAS**, it has been determined that the aforesaid personal property is not needed or required for the Town’s foreseeable needs, but still has some usefulness for the purpose it was originally intended and may or may not have value and therefore is determined to be surplus property; and,

**WHEREAS**, the Town of Cross Roads desires to dispose of the surplus property identified herein and authorize the mayor or designee to sell or dispose of said property.

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

**Section 1.** The above and foregoing premises are true and correct legislative findings, and they are incorporated herein and made a part hereof for all purposes.

**Section 2.** The Town declares the personal property described in Exhibit A is not needed or required for the Town’s foreseeable future but still has some usefulness for the purpose it was originally intended and may or may not have value and therefore declared as surplus property of the Town.

**Section 3.** The mayor, or designee, is hereby authorized to auction said personal property described in Section 2.

**Section 4.** If any section, paragraph, sentence, clause, phrase or word of this Resolution or the application thereof to any person or circumstance is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this Resolution, and the Town Council hereby declares that it would have passed such portions remaining despite invalidity or unconstitutionality.

**Section 5.** That this resolution, and the removal and appointment herein, shall take effective immediately from and after the date of its passage.

**DULY PASSED** by the Town Council of the Town of Cross Roads, Texas, on **the 10th day of July 2023.**

**TOWN OF CROSS ROADS, TEXAS**

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T. Lynn Tompkins, Jr., Mayor

**ATTEST**

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Donna Butler, Town Secretary

**APPROVED AS TO FORM**

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Matthew C.G. Boyle, Town Attorney



EXHIBIT “A”

VIN #	Description
1GNLCDEC3GR294702	2016 Marked Tahoe #8116
1GNSK2E03ER295125	2016 Marked Tahoe #8216



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

July 10, 2023

Agenda Item:

Discuss and consider an application for a technical site plan for the Caliber Carwash Addition, Block A, Lot 1 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. (2023-0508-03TSP)

Prepared by:

Rodney Patterson, Building Official

Description:

Applicant Dan Brown submitted a Technical Site Plan application on behalf of property owner Sage Cross Roads LLC. for the Caliber Carwash Addition on May 8, 2023. The purpose of the submittal is to construct site improvements and infrastructure for a carwash on Lot 1 Block 1 of the Caliber Car Wash Addition (previously Lot 7R6 of the Cross Roads Retail Addition). The application has gone through several comments and resubmittals. On June 27, the Town Engineer indicated the applicant had addressed all outstanding comments.

Recommended Action:

Staff is recommending approval of the Technical Site Plan.

Attachments:

Engineering Review – June 27, 2023 & June 23, 2023

Application and supporting documents

TOWN OF CROSS ROADS  
DEVELOPMENT APPLICATION



DATE: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

PROJECT: \_\_\_\_\_

**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    X \_\_\_\_\_ Technical Site Plan    X \_\_\_\_\_ Grading    \_\_\_\_\_ Miscellaneous

Land Owner Name DAVID FOOR    Signature David Foor  
Owner Mailing Address 2410 POLK ST. SUITE 200 HOUSTON TX  
Owner Contact Phone 713-293-6901    Email DAVIDFO@LOVETTCOMMERCIAL.COM

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 - Crossroads, TX    Location Hwy 380

Abstract, Lot, Block Lot 7R6, Block A    DCAD ID 983625

Current Zoning C-2 (COMMERCIAL 2)    Requested Zoning \_\_\_\_\_

Number of Lots 1    Acres 1.122

**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**

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## 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

Email: dbrown@calibercarwash.com

Phone: 404-353-7387

Address: 3625 Cumberland Blvd., Suite 1150, Atlanta, GA

Project: Caliber Car Wash - Crossroads, TX

I have read and acknowledge the Professional Services Deposit Process.

Applicant's Signature

04/26/23

Date

#### Town of Cross Roads' Use Only

Date completed application received: \_\_\_\_\_

Amount Deposited: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Professional Services Deposit Number: \_\_\_\_\_

**From:** [Hollis, Leigh](#)  
**To:** [Donna Butler](#)  
**Cc:** [Kristi Gilbert](#); [Rodney Patterson](#)  
**Subject:** RE: Caliber Car Wash  
**Date:** Tuesday, June 27, 2023 2:08:43 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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**Notice:** External Email

Donna,

I have no additional comments on this. Thanks!



**Leigh A. Hollis, PE**  
*Vice President*  
*Operations Manager, Frisco*

 (817) 764-7467  
 [lhollis@halff.com](mailto:lhollis@halff.com)



We improve lives and communities  
by turning ideas into reality.

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**From:** Donna Butler <d.butler@crossroadstx.gov>  
**Sent:** Tuesday, June 27, 2023 12:05 PM  
**To:** Hollis, Leigh <lhollis@halff.com>  
**Cc:** Kristi Gilbert <k.gilbert@crossroadstx.gov>; Rodney Patterson <r.patterson@crossroadstx.gov>  
**Subject:** FW: Caliber Car Wash

Leigh, here are the latest comments from the applicant for the Caliber technical site plan.

Donna Butler  
Town Secretary  
Town of Cross Roads  
[d.butler@crossroadstx.gov](mailto:d.butler@crossroadstx.gov)  
940-365-9693

**Town Hall and Municipal Court Business Hours:**  
**Monday – Thursday; 8:30 a.m. to 5:00 p.m.**



**Saturday, September 16<sup>th</sup>**

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.](#)

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**From:** Pranavi Koka <[pkoka@bowman.com](mailto:pkoka@bowman.com)>  
**Sent:** Tuesday, June 27, 2023 11:26 AM  
**To:** Donna Butler <[d.butler@crossroadstx.gov](mailto:d.butler@crossroadstx.gov)>  
**Cc:** Rodney Patterson <[r.patterson@crossroadstx.gov](mailto:r.patterson@crossroadstx.gov)>; Jenny Ryan <[jryan@bowman.com](mailto:jryan@bowman.com)>; Dan Brown <[dbrown@calibercarwash.com](mailto:dbrown@calibercarwash.com)>; Kristi Gilbert <[k.gilbert@crossroadstx.gov](mailto:k.gilbert@crossroadstx.gov)>  
**Subject:** RE: Caliber Car Wash

**Notice:** External Email

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I'm using Mimecast to share large files with you. Please see the attached instructions.

Donna,

Attached is the updated set with the comment responses. Can you please confirm that we are still on the July agenda?

Thank you.

**PRANAVI KOKA**

Project Engineer | **BOWMAN**

2805 Dallas Parkway, Ste 310, Plano, TX 75093

D: (972) 497-2991

C: (321) 307-6015

[pkoka@bowman.com](mailto:pkoka@bowman.com) | [bowman.com](http://bowman.com)



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**From:** Donna Butler <[d.butler@crossroadstx.gov](mailto:d.butler@crossroadstx.gov)>  
**Sent:** Monday, June 26, 2023 9:46 AM  
**To:** Pranavi Koka <[pkoka@bowman.com](mailto:pkoka@bowman.com)>; Dan Brown <[dbrown@calibercarwash.com](mailto:dbrown@calibercarwash.com)>  
**Cc:** Kristi Gilbert <[k.gilbert@crossroadstx.gov](mailto:k.gilbert@crossroadstx.gov)>; Rodney Patterson <[r.patterson@crossroadstx.gov](mailto:r.patterson@crossroadstx.gov)>  
**Subject:** [EXTERNAL] Caliber Car Wash

Dan and Pranavi,

Here is the link to a couple of comments on Caliber Car Wash: <https://files.halff.com/wl/?id=iUqm2WNX5di4pTXyXBHwoDEua3dXQLHJ>

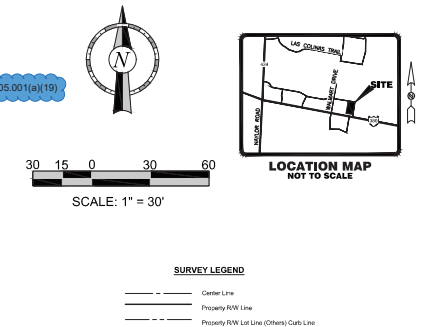
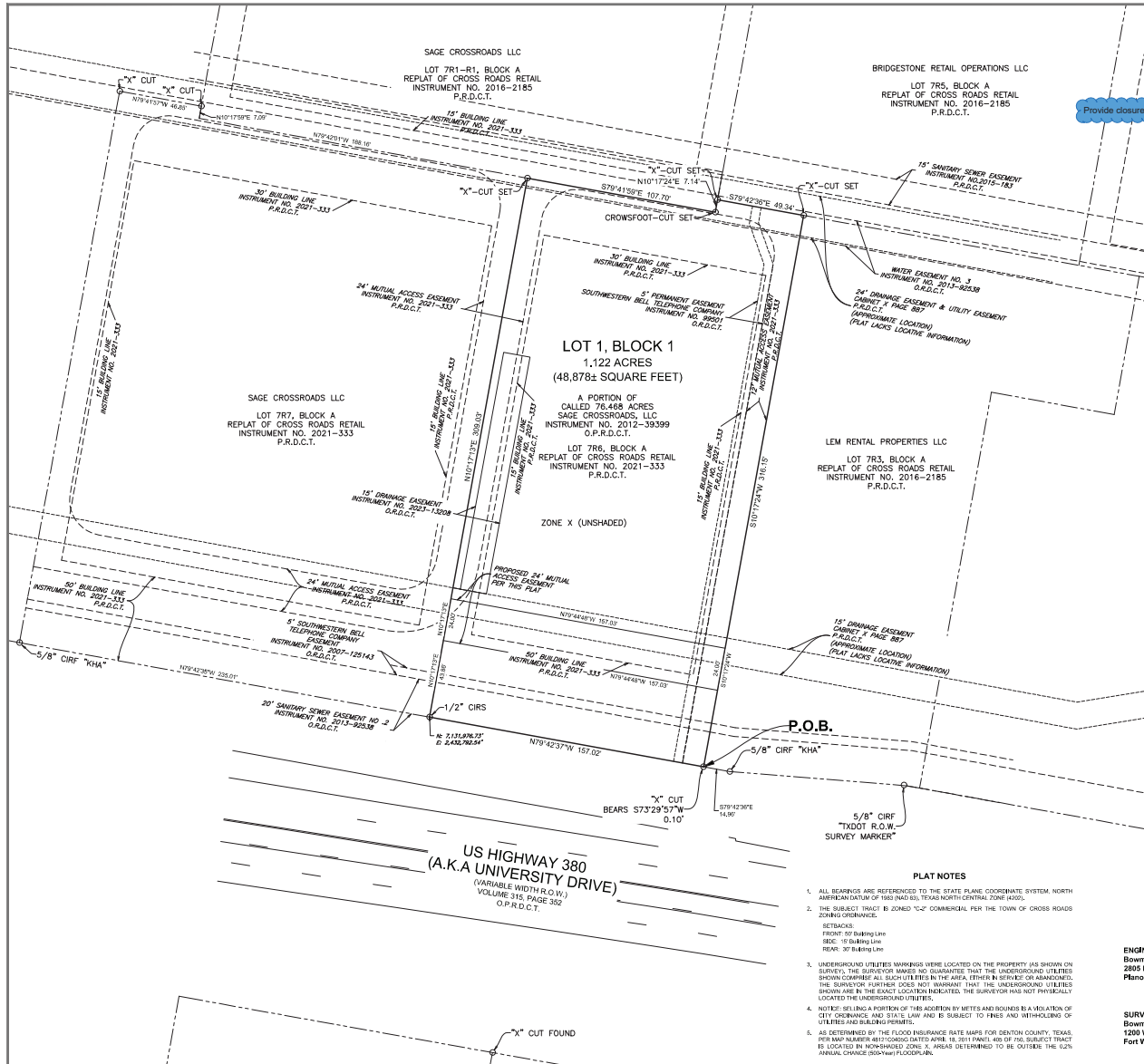
While close to being completed, the main issue right now is illustrating no increase in runoff to the property to the east. Our engineers have state it's not a lot of water either way, but we want to make sure the plans address it.

Donna Butler  
Town Secretary  
Town of Cross Roads  
[d.butler@crossroadstx.gov](mailto:d.butler@crossroadstx.gov)  
940-365-9693

**Town Hall and Municipal Court Business Hours:**  
**Monday – Thursday; 8:30 a.m. to 5:00 p.m.**







SURVEY LEGEND	
—	Center Line
- - -	Property R/W Line
- - -	Property R/W Lot Line (Others) Curb Line

ABBREVIATION LEGEND	
PCB	Point Of Beginning
N	North
S	South
E	East
W	West
CIRB	120° Capable Iron Rod Set Marked "BOWMAN PROP CO" (Unless Otherwise Noted)
O.P.R.D.C.T.	Official Public Records, Denton County, Texas
D.R.D.C.T.	Denton Records, Denton County, Texas
F.R.D.C.T.	Flood 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 (NAD83), TEXAS NORTH-CENTRAL ZONE ADZD.
  - THE SUBJECT TRACT IS ZONED "C-2" COMMERCIAL PER THE TOWN OF CROSS ROADS ZONING ORDINANCE.
  - 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: SETTING A PORTION OF THIS ACQUISITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCES AND STATE LAW AND IS SUBJECT TO FINES AND FORTHOLDING OF UTILITIES AND BUILDING PERMITS.
  - AS DETERMINED BY THE FLOOD INSURANCE RATE MAPS FOR DENTON COUNTY, TEXAS, FOR MAP NUMBER 1302-CORRELATED WITH 16, 2011 PANEL 40 OF THIS SUBJECT TRACT IS LOCATED IN NON-SHADED ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE (50-YEAR FLOODPLAIN).

**ENGINEER:**  
Bowman Consulting Group, Ltd.  
2895 Dallas Parkway, Suite 310  
Plano, TX 75093

**SURVEYOR:**  
Bowman Consulting Group, Ltd.  
1200 West Magnolia Blvd., Suite 300  
Fort Worth, TX 76104

**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

<b>OWNER:</b> SAGE CROSSROADS, LLC	<b>Bowman</b> © 2021 Bowman Consulting Group, Ltd. 1200 West Magnolia Blvd., Suite 300 Fort Worth, TX 76104 TSPELS #10120600 Phone: (214) 484-4086 www.bowman.com
Bowman Job No.: 070613	Drawn By: JDU Sheet: 1 of 2



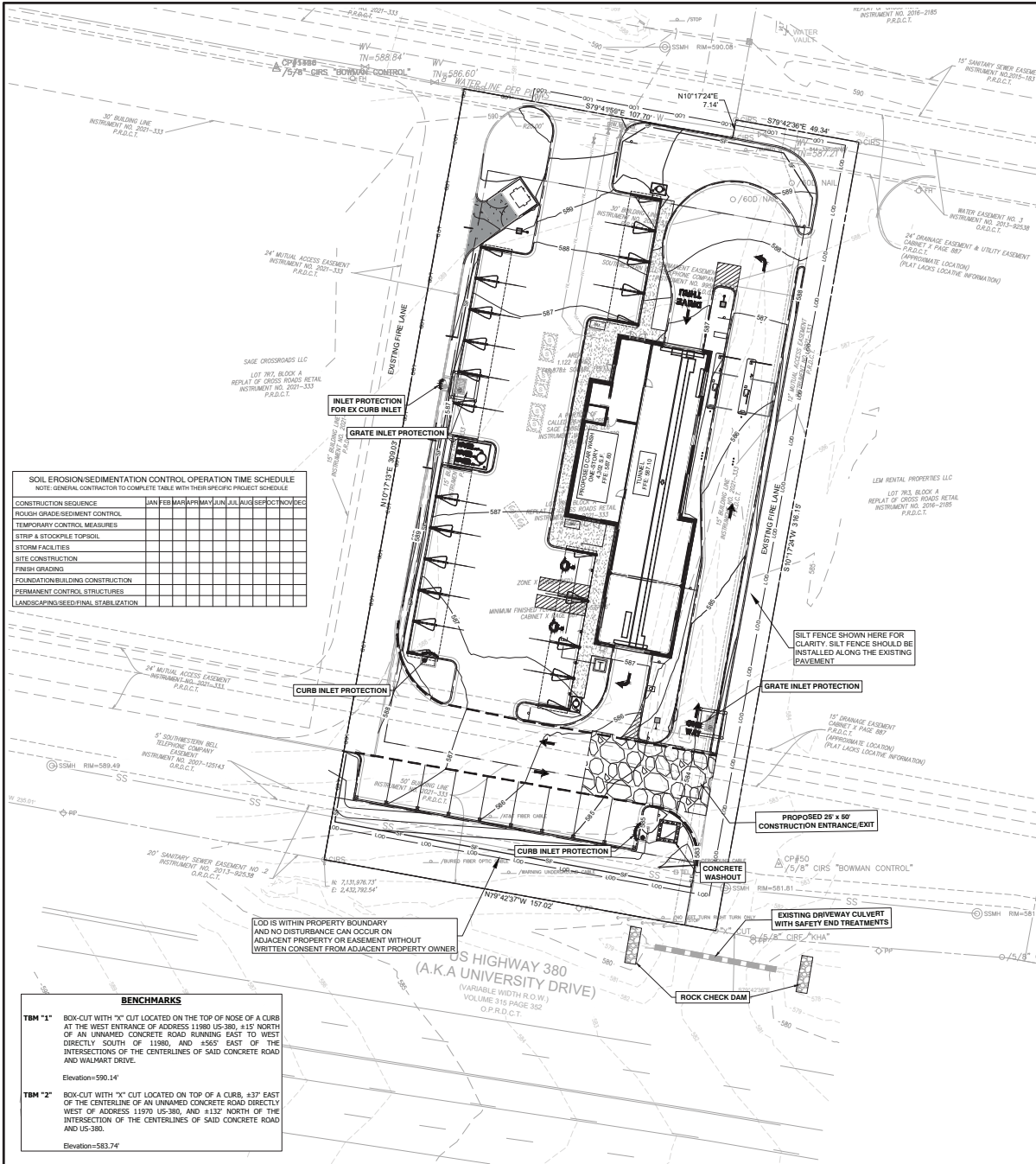
CV 070633 - Calbar Car Wash US 380 (ENR)070633-01-401 (ENG) - Calbar Car Wash - Crossroads, TX/Engineer-Engineering Plans/Sheet Set/0.0 - COVER SHEET.dwg, June 16, 2023, 2:59 PM, Ivan

- 
- Know what's below.  
Call before you dig.

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EROSION CONTROL NOTES

1. CONTRACTOR SHALL IMPLEMENT BEST MANAGEMENT PRACTICES AS REQUIRED BY THE SWPPP AND THAT CONFORM TO FEDERAL, STATE, OR LOCAL REQUIREMENTS. ADDITIONAL BEST MANAGEMENT PRACTICES SHALL BE IMPLEMENTED AS DIRECTED BY PERMITTING AGENCY AND OWNER OR AS DICTATED BY CONDITIONS AT NO ADDITIONAL COST TO OWNER THROUGHOUT ALL PHASES OF CONSTRUCTION.
2. PERMIT FOR ANY CONSTRUCTION ACTIVITY MUST BE MAINTAINED ON SITE AT ALL TIMES.
3. CONTRACTOR SHALL MINIMIZE CLEARING TO THE MAXIMUM EXTENT PRACTICAL OR AS REQUIRED BY THE GENERAL PERMIT.
4. GENERAL CONTRACTOR SHALL DEDICATE ON PLAN THE TEMPORARY PARKING AND STORAGE AREA WHICH SHALL ALSO BE USED AS THE EQUIPMENT MAINTENANCE AND CLEANING AREA, EMPLOYEE PARKING AREA, AND AREA FOR LOCATING PORTABLE FACILITIES, OFFICE TRAILERS, AND TOILET FACILITIES.
5. ALL WASH WATER SHALL BE DETAINED AND PROPERLY TREATED OR DISPOSED. SUFFICIENT OIL AND GREASE ABSORBING MATERIALS AND FLotation BOOMS SHALL BE MAINTAINED ON SITE OR READILY AVAILABLE TO CONTAIN AND CLEAN-UP FUEL OR CHEMICAL SPILLS AND LEAKS.
6. DUST ON THE SITE SHALL BE CONTROLLED. THE USE OF MOTOR OILS AND OTHER PETROLEUM BASED OR TOXIC LIQUIDS FOR DUST SUPPRESSION OPERATIONS IS PROHIBITED.
7. RUBBISH, TRASH, GARBAGE, LITTER, OR OTHER SUCH MATERIALS SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE PREVENTED FROM LEAVING THE PREMISES THROUGH THE ACTION OF WIND OR STORM WATER DISCHARGE INTO DRAINAGE DITCHES OR WATERS OF THE STATE.
8. ALL STORM WATER POLLUTION PREVENTION MEASURES PRESENTED ON THIS PLAN, AND IN THE STORM WATER POLLUTION PREVENTION PLAN, SHALL BE INITIATED AS SOON AS PRACTICABLE.
9. DISTURBED PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITY HAS STOPPED FOR AT LEAST 7 DAYS, SHALL BE TEMPORARILY SEEDED. THESE AREAS SHALL BE SEEDED NO LATER THAN 14 DAYS FROM THE LAST CONSTRUCTION ACTIVITY OCCURRING IN THESE AREAS.
10. DISTURBED PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITY HAS PERMANENTLY STOPPED SHALL BE SOOD-LANDSCAPED PER PLANS. THESE AREAS SHALL BE SEEDED NO LATER THAN 7 DAYS AFTER THE LAST CONSTRUCTION ACTIVITY OCCURRING IN THESE AREAS. REFER TO THE GRADING PLAN AND/OR LANDSCAPE PLAN.
11. IF THE ACTION OF VEHICLES TRAVELING OVER THE GRAVEL CONSTRUCTION ENTRANCES IS NOT SUFFICIENT TO REMOVE THE MAJORITY OF DIRT OR MUD, THEN THE TIRES MUST BE WASHED BEFORE THE VEHICLES ENTER A PUBLIC ROAD. IF WASHING IS USED, PROVISIONS MUST BE MADE TO INTERCEPT THE WASH WATER AND TRAP THE SEDIMENT BEFORE IT IS CARRIED OFF THE SITE.
12. ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLES ONTO ROADWAYS OR INTO STORM DRAINS MUST BE REMOVED IMMEDIATELY.
13. CONTRACTORS OR SUBCONTRACTORS WILL BE RESPONSIBLE FOR REMOVING ANY SEDIMENT THAT MAY HAVE COLLECTED IN THE STORM SEWER DRAINAGE SYSTEMS IN CONJUNCTION WITH THE STABILIZATION OF THE SITE.
14. ON-SITE AND OFF-SITE SOIL, STOCKPILE, AND BORROW AREAS SHALL BE PROTECTED FROM EROSION AND SEDIMENTATION THROUGH IMPLEMENTATION OF BEST MANAGEMENT PRACTICES. STOCKPILE AND BORROW AREA LOCATIONS SHALL BE NOTED ON THE SITE MAP AND PERMITTED IN ACCORDANCE WITH GENERAL PERMIT REQUIREMENTS.
15. SLOPES SHALL BE LEFT IN A ROUGHENED CONDITION DURING THE GRADING PHASE TO REDUCE RUNOFF VELOCITIES AND EROSION.
16. DUE TO THE GRADE CHANGES DURING THE DEVELOPMENT OF THE PROJECT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING THE EROSION AND SEDIMENT CONTROL MEASURES TO PREVENT EROSION AND SEDIMENTATION.
17. CONTRACTOR SHALL DESIGNATE/IDENTIFY AREAS INSIDE THE LIMITS OF DISTURBANCE FOR WASTE DISPOSAL AND DELIVERY AND MATERIAL STORAGE.
18. CONTRACTOR TO LIMIT DISTURBANCE OF SITE IN STRICT ACCORDANCE WITH THE EROSION CONTROL SEQUENCING SHOWN ON THIS PLAN. NO UNNECESSARY OR IMPROPERLY SEQUENCED CLEARING AND/OR GRADING SHALL BE PERMITTED.

ALL MEASURES STATED ON THESE PLANS SHALL BE MAINTAINED IN FULLY FUNCTIONAL CONDITION UNTIL NO LONGER REQUIRED FOR COMPLETED PHASE OF WORK OF FINAL STABILIZATION OF THE SITE. SEDIMENTATION CONTROL MEASURES SHALL BE CHECKED BY A QUALIFIED PERSON IN ACCORDANCE WITH THE CONSTRUCTION GENERAL PERMIT, AND REPAIRED IN ACCORDANCE WITH THE FOLLOWING:

1. INLET PROTECTION DEVICES AND BARRIERS SHALL BE REPAIRED OR REPLACED IF THEY SHOW SIGNS OF DETEIORATION.
2. ALL SEEDING/DOCKED AREAS SHALL BE CHECKED REGULARLY TO SEE THAT A GOOD STAND IS MAINTAINED. AREAS SHALL BE FERTILIZED, WATERED AND REPAIRED AS NEEDED.
3. SILT FENCES SHALL BE REPAIRED TO THEIR ORIGINAL CONDITIONS IF DAMAGED. SEDIMENT SHALL BE REMOVED FROM THE SILT FENCE WHEN IT REACHES ONE-HALF THE HEIGHT OF THE FENCE.
4. THE CONSTRUCTION ENTRANCE/EXIT SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF SEDIMENT FROM THE SITE. THIS MAY REQUIRE PERIODIC TOP DRESSING OF THE EXIT AS CONDITIONS DEMAND.
5. THE TEMPORARY PARKING AND STORAGE AREA SHALL BE KEPT IN A GOOD CONDITION. THIS MAY REQUIRE PERIODIC TOP DRESSING OF THE AREA AS CONDITIONS DEMAND.
6. PRIOR TO LEAVING THE SITE, ALL VEHICLES SHALL BE CLEARED OF DEBRIS. ANY DEBRIS AND/OR SEDIMENT LEAVING THE SITE SHALL BE CLEARED IMMEDIATELY.
7. ALL INLETS AND STORM DRAINS SHALL BE KEPT CLEAN OF DEBRIS AND SEDIMENT. ANY DEBRIS AND/OR SEDIMENT THAT ENTERS ANY INLET OR STORM DRAIN SHALL BE CLEARED IMMEDIATELY. FLUSHING SHALL NOT BE USED TO CLEAN DEBRIS AND/OR SEDIMENT FROM STORM DRAINS.

CONSTRUCTION SEQUENCE

1. CONDUCT PRE-CONSTRUCTION MEETING WITH THE TOWN TO DISCUSS EROSION AND SEDIMENT CONTROLS AND CONSTRUCTION PHASING.
2. INSTALL STABILIZED CONSTRUCTION ENTRANCE.
3. INSTALL CONSTRUCTION FENCES.
4. PREPARE TEMPORARY PARKING AND STORAGE AREAS.
5. INSTALL INLET PROTECTION, SILT DICES, AND SILT FENCE ON THE SITE AS SHOWN ON PLANS WITHIN THE CONSTRUCTION LIMITS.
6. DEMO EXISTING STRUCTURES, PAVEMENT, AND SPECIFIED UTILITIES.
7. BEGIN GRADING THE SITE.
8. BEGIN CONSTRUCTION OF UTILITIES.
9. BEGIN SUBGRADE PREPARATION AND CONSTRUCTION OF STRUCTURES.
10. BEGIN INSTALLATION OF CURB, GUTTER, AND PAVING.
11. COMPLETE PERMANENT STABILIZATION ON AREAS WHERE CONSTRUCTION HAS COMPLETED.
12. COMPLETE FINAL GRADING AND INSTALLATION OF PERMANENT STABILIZATION OVER ALL AREAS.
13. OBTAIN CONCURRENCE FROM THE OWNER AND THE CITY THAT THE SITE HAS BEEN FULLY STABILIZED.
14. REMOVE ALL REMAINING TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES.
15. STABILIZE ALL AREAS DISTURBED BY BMP REMOVAL.

CONTRACTOR MAY COMPLETE CONSTRUCTION RELATED ACTIVITIES CONCURRENTLY ONLY IF ALL PRECEDING BMPs HAVE BEEN COMPLETELY INSTALLED.

THE ACTUAL SCHEDULE FOR IMPLEMENTING POLLUTANT CONTROL MEASURES WILL BE DETERMINED BY THE PROJECT CONSTRUCTION PROGRESS AND RECORDED BY THE GENERAL CONTRACTOR ON THESE PLANS.

DISTURBED AREA

48,787 SQUARE FEET  
1.12 ACRES

EROSION CONTROL LEGEND

- PROPOSED R.O.W. EASEMENT LINE
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- LIMITS OF DISTURBANCE
- PROPOSED SILT FENCE
- PROPOSED SILT DICE
- AREA INLET PROTECTION
- CURB INLET PROTECTION
- STABILIZED CONSTRUCTION ENTRANCE
- STAGING / SPILLS AREA
- CONCRETE WASHOUT
- PROPOSED ROCK BERM

EXISTING LEGEND

- Storm Sewer Manhole
- Clear Out
- Power Pole
- Guy Anchor
- Fire Hydrant
- Water Valve
- Water Meter
- Sign (As Noted)
- As Noted
- Property Corner (As Noted)
- Tree (Size & Type As Noted)
- Property Line
- Lot Line
- Property Line (Adjacents)
- 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

SOIL EROSION/SEDIMENTATION CONTROL OPERATION TIME SCHEDULE

NOTE: GENERAL CONTRACTOR TO COMPLETE TABLE WITH THEIR SPECIFIC PROJECT SCHEDULE

CONSTRUCTION SEQUENCE	DATE
ROUGH GRADE/SEDIMENT CONTROL	
TEMPORARY CONTROL MEASURES	
STOP & STOCKPILE TOPSOIL	
STORM FACILITIES	
SITE CONSTRUCTION	
FINISH GRADING	
FOUNDATION/BUILDING CONSTRUCTION	
PERMANENT CONTROL STRUCTURES	
LANDSCAPING/SEEDING/STABILIZATION	

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, 415' NORTH OF AN UNPAVED 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, 437' EAST OF THE CENTERLINE OF AN UNPAVED CONCRETE ROAD DIRECTLY WEST OF ADDRESS 11970 US-380, AND 432' NORTH OF THE INTERSECTION OF THE CENTERLINES OF SAID CONCRETE ROAD AND US-380. Elevation=593.74'

1816 E. From Registration No. 7-1-19  
2805 Valley Parkway  
P.O. Box 111  
Philo, Texas 75993  
Phone (972) 497-2090  
Fax (972) 497-2091  
www.bowman.com

DATE	DESCRIPTION
5/1/23	5/1/23

REVISION	CLIENT COMMENTS	AND CITY COMMENTS
1		
2		

EROSION CONTROL PLAN

CALIBER CAR WASH  
US HWY 380 & WALMART DRIVE  
CROSS ROADS, TX 76227

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JR	JR	CHD

JOB No. 070613-00-001

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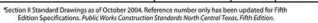


1. POSTS WHICH SUPPORT THE SILT FENCE SHALL BE INSTALLED ON A SLIGHT ANGLE TOWARD THE ANTICIPATED EROSION SOURCE. POST MUST BE EMBEDDED A MINIMUM OF ONE FOOT.
2. THE TOE OF THE SILT FENCE SHALL BE TRENCHED IN WITH A MINIMUM OF 12 INCHES. THE TRENCH SHALL BE DOWN SLOPE FACE OF THE TRENCH IS FLAT AND THE TRENCH SHALL BE 12 INCHES DEEP. THE TRENCH CANNOT BE TRENCHED IN (E.G. PAVEMENT), WEAVE FABRIC FLAP WITH ROCK ON UPHILL SIDE TO PREVENT FLOW FROM SEEPING UNDER.
3. THE TRENCH MUST BE A MINIMUM OF 6 INCHES DEEP AND 6 INCHES WIDE TO ALLOW FOR THE SILT FENCE FABRIC TO BE TIGHT TO THE GROUND AND BACKFILLED WITH COMPACTED MATERIAL.
4. SILT FENCE SHOULD BE SECURELY FASTENED TO EACH SUPPORT POST OR TO WIRE BACKING, WHICH IN TURN IS SECURELY FASTENED TO THE POST. THERE SHALL BE NO FOOT OVERLAP, SECURELY FASTENED WHERE ENDS OF FABRIC MEET.
5. INSPECTION SHALL BE AS SPECIFIED IN THE SWPPP. REPAIRS OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN FINAL STABILIZATION IS ACHIEVED OR ANOTHER EROSION OR SEDIMENT CONTROL MEASURE IS INSTALLED.
7. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF HALF THE HEIGHT OF THE FENCE. THE SILT SHALL BE REMOVED IN SUCH A MANNER AS NOT TO CONTRIBUTE TO ADDITIONAL SILTATION.

been updated for Fifth  
Texas, Fifth Edition.



1. STONE SHALL BE WELL GRADED WITH SIZE RANGE FROM 1/4 TO 3/4 INCHES IN DIAMETER DEPENDING ON EXPECTED FLOWS.
2. THE CHECK DAM SHALL BE INSPECTED AS SPECIFIED IN THE SWPPP AND SHALL BE REPLACED WHEN THE STRUCTURE CEASES TO FUNCTION AS INTENDED DUE TO SILT ACCUMULATION AMONG THE ROCKS, ETC., WITHOUT CONSTRUCTION TRAFFIC DAMAGE, ETC.
3. WHEN SILT REACHES A DEPTH EQUAL TO ONE-THIRD OF THE HEIGHT OF THE CHECK DAM OR ONE FOOT, WHICHEVER IS LESS, THE SILT SHALL BE REMOVED AND DISPOSED OF PROPERLY.
4. WHEN THE SITE HAS ACHIEVED FINAL STABILIZATION OR AFTER EROSION OR SEDIMENT CONTROL DEVICE IS EMPLOYED, THE CHECK DAM AND ACCUMULATED SILT SHALL BE REMOVED AND DISPOSED OF IN AN APPROVED MANNER.

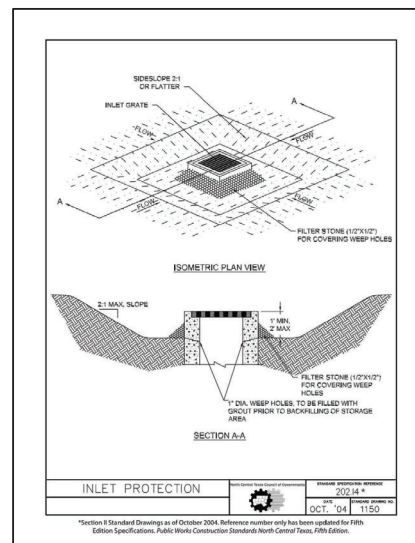
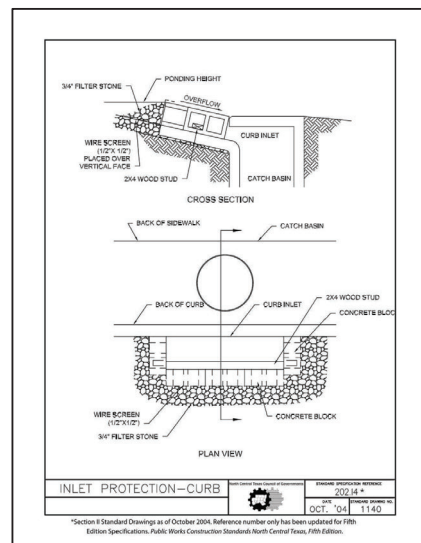
Updated for Fifth  
Edition.

3. STONE SHALL BE 3 TO 5 INCH DIAMETER COARSE AGGREGATE.
4. LENGTH SHALL BE AS SPECIFIED IN THE SWPPP.
5. THE THICKNESS SHALL NOT BE LESS THAN 12 INCHES.
6. THE WIDTH SHALL BE NO LESS THAN THE FULL WIDTH OF THE WIDTH OF INGRESS OR EGRESS.
7. WHEN NECESSARY, VEHICLES SHALL BE CLEANED TO REMOVE SEDIMENT FROM THE ENDS OF A PUBLIC ROADWAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE WITH DRAINAGE FLOWING FROM THE STREET TO THE STABILIZED INFILTRANCE. ALL SEDIMENT SHALL BE PREVENTED FROM ENTERING ANY STORM DRAIN OR OTHER CATCHMENTS, USING APPROPRIATE METHODS.
8. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ON PAVED SURFACES. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH CRUSHED STONE AS WELL AS PERMANENTLY MAINTAINING SPILLED, DROPPED, WASHED, OR TRACKED ON PAVED SURFACES SHALL BE REMOVED IMMEDIATELY.
9. THE ENTRANCE MUST BE PROPERLY GRADED OR INCORPORATE A DRAINAGE SWALE TO PREVENT RUNOFF FROM LEAVING THE CONSTRUCTION SITE.
10. PREVENT SHORTCUTTING OF THE FULL LENGTH OF THE CONSTRUCTION ENTRANCE BY INSTALLING BARRIERS AS NECESSARY.
11. INSPECTION SHALL BE AS SPECIFIED IN THE SWPPP.

been updated for Fifth  
 Year, Fifth Edition.



2009 Canaris Parkway  
Suite 310  
Plano, Texas 75093  
Phone: (972) 467-2900  
Fax: (972) 327-4062  
www.bowman.com



<p><b>EROSION CONTROL DETAILS</b></p> <p><b>CALIBER CAR WASH</b></p> <p><b>US HWY 380 &amp; WALMART DRIVE</b></p> <p><b>CROSS ROADS, TX 76227</b></p>		<p>THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW, MAKE-UP, AND/OR DRAFTING UNDER THE AUTHORITY OF RYAN SARGENT, P.E. #8641</p> <p>ON JUNE 16 2023 IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.</p>			
DESIGN	DRAWN	CHKD	RVS	DATE	REVISIONS DESCRIPTION
JOB NO. 0706113-00-001				5/12/23	
					1 CLIENT COMMENTS
					2 2ND CITY COMMENTS



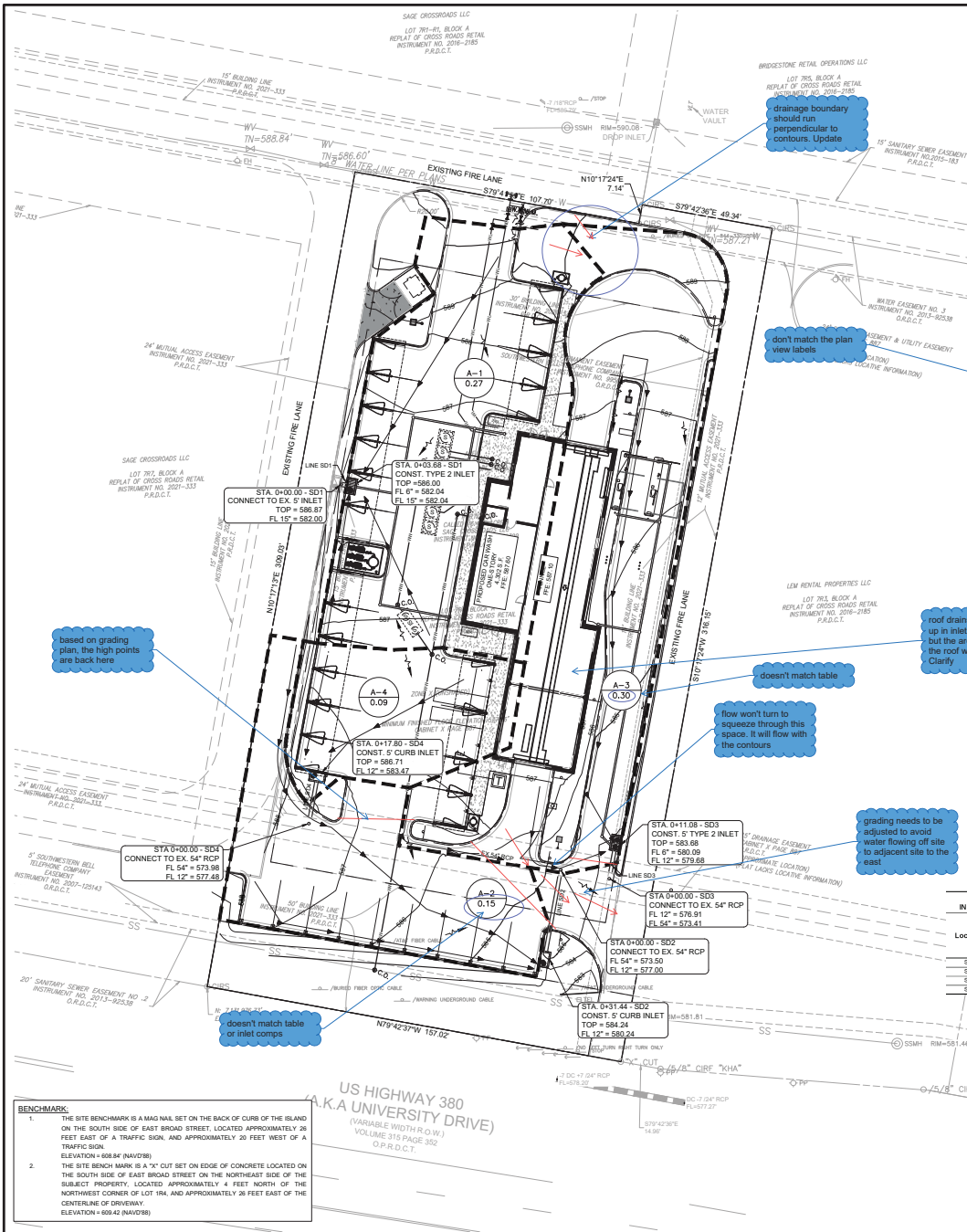








US HIGHWAY 380 (A.K.A. UNIVERSITY DRIVE) (VARIABLE WIDTH R.O.W.) VOLUME 315 PAGE 352 C.P.R.D.C.T.

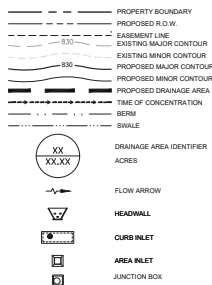


Post-Development Conditions					
Drainage Area	Area (ac.)	Time of Concentration (Min)	100 Year Runoff Coefficient	100 Year Intensity (IN/HR)	100 Year Runoff (cfs)
A-1	0.27	10.00	0.85	9.24	2.12
A-2	0.21	10.00	0.85	9.24	1.65
A-3	0.34	10.00	0.85	9.24	2.67
A-4	0.09	10.00	0.85	9.24	0.71
Total Flow					7.15

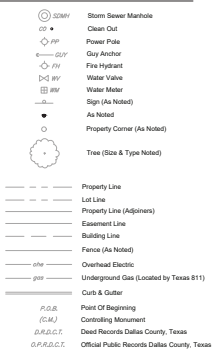
PERVIOUS/IMPERVIOUS DATA TABLE		
Drainage Area	Impervious (AC)	Pervious (AC)
A-1	0.03	0.24
A-2	0.00	0.21
A-3	0.06	0.28
A-4	0.01	0.08

NOTE: AREA A-1 IS CONNECTING TO AN EXISTING SYSTEM IN DUTCH BROTHERS DEVELOPMENT. THEIR EXISTING FLOW IS 4.1 CFS AND AN ADDITIONAL 2.12 CFS IS ADDED TO THE SYSTEM. TOTALING 6.22 CFS. THE EXISTING 18" RCP IS FLOWING AT 5.48% G CAPACITY FOR THE 18" RCP IS 24.34 CFS.

### DRAINAGE LEGEND



### EXISTING LEGEND



CURB INLET SUMMARY									
INLET Location	Drainage Area ID	Design Storm Freq. (yr.)	AREA RUNOFF Q-CIA				100-Yr		
			Time of Conc. (min)	Intensity (in/hr)	Runoff Coeff. C	Area (Ac.)	Sub-Area	Q <sub>100</sub> (c.f.s.)	Carry Over from upstream (c.f.s.)
S501	A-1	100	10	9.24	0.85	0.27	0.27	2.1	0.00
S502	A-2	100	10	9.24	0.85	0.21	0.21	1.6	0.00
S503	A-3	100	10	9.24	0.85	0.34	0.34	2.7	0.00
S504	A-4	100	10	9.24	0.85	0.09	0.09	0.7	0.00

- BENCHMARK**
- THE SITE BENCHMARK IS A MAG NAIL SET ON THE BACK OF CURB OF THE ISLAND ON THE SOUTH SIDE OF EAST BROAD STREET, LOCATED APPROXIMATELY 26 FEET EAST OF A TRAFFIC SIGN, AND APPROXIMATELY 20 FEET WEST OF A TRAFFIC SIGN. ELEVATION = 608.84' (NAVD83)
  - THE SITE BENCHMARK IS A "X" CUT SET ON EDGE OF CONCRETE LOCATED ON THE SOUTH SIDE OF EAST BROAD STREET ON THE NORTHEAST SIDE OF THE SUBJECT PROPERTY, LOCATED APPROXIMATELY 4 FEET NORTH OF THE NORTHEAST CORNER OF LOT 184, AND APPROXIMATELY 20 FEET EAST OF THE CENTERLINE OF DRIVEWAY. ELEVATION = 609.42' (NAVD83)



THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN ON AN APPROXIMATE BASIS 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 MAY BE OCCURRED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PROTECT ANY AND ALL UNDERGROUND UTILITIES.

# Bowman

1816 E. Elm Registration No. 7-1-1919  
2805 Dallas Parkway  
Ft. Worth, TX 76104  
Phone (817) 497-2090  
Fax (817) 497-2091  
www.bowman.com

REVISION	DATE	DESCRIPTION
1	5/1/23	CLIENT COMMENTS
2	5/1/23	2ND CITY COMMENTS

POST-DEVELOPMENT DRAINAGE AREA MAP

CALIBER CAR WASH

US HWY 380 & WALMART DRIVE

CROSS ROADS, TX 76227

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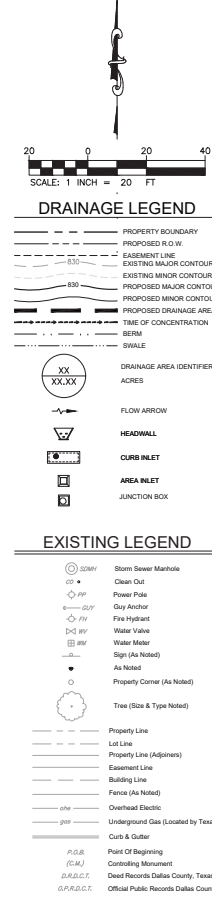
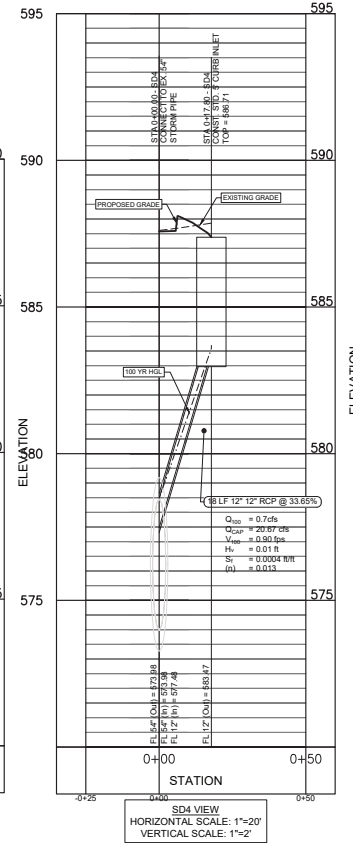
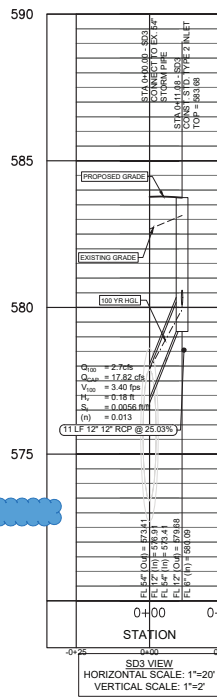
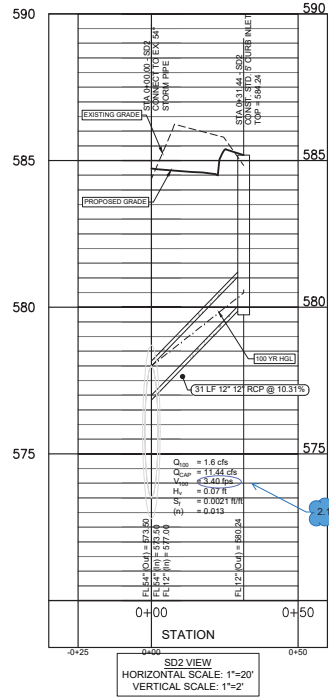
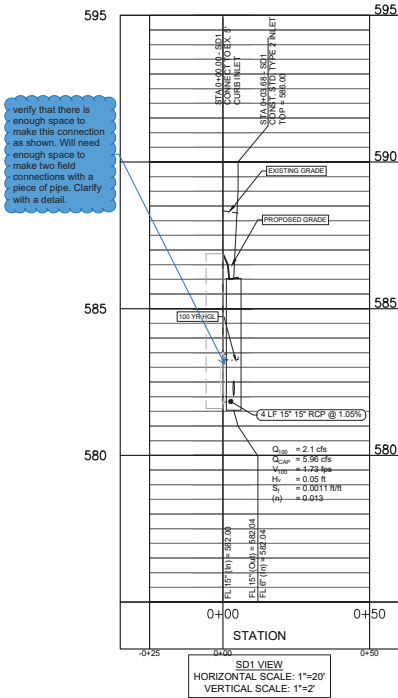
DESIGN	DRAWN	CHKD
JR	JR	RS

JOB No. 070613-00-001

SHEET

C6.0

VERIFY: Caliber Car Wash is located on the east side of the property. Verify that there is enough space to make this connection as shown. Will need enough space to make two field connections with a piece of pipe. Clarify with a detail.



RUNOFF COLLECTION POINT		US STATION	DS STATION	US ELEMENT DESCRIPTION	STORM SEWER LENGTH (FT)	STORM SEWER COUNT	STORM SEWER WIDTH (BOX) (FT)	STORM SEWER HEIGHT (BOX) DIA. (CIRC) (FT)	US FLOWLINE ELEV. (FT)	DS FLOWLINE ELEV. (FT)	STORM SEWER SLOPE (FT/FT)	DRAINAGE AREA ID	AREA "A" (ACRES)	RUNOFF COEF. "C"	INCREM. "CA"	ACCUM. "CA"	TREAT US STATION (MIN)	FLOW TIME (DIV*60) (MIN)	TREAT DS STATION (MIN)	STORM FREQUENCY (YEARS)	INTENSITY (IN/HR)	RUNOFF "Q" (CFS)	STORM SEWER CAPACITY "Q <sub>SW</sub> " (CFS)	PARTIAL FLOW DEPTH "d" (FT)	PARTIAL FLOW VELOCITY "V" (FPS)	SLOPE HYDRAULIC GRADIENT "S" (FT/FT)	FULL FLOW VELOCITY "V" (FPS)	VELOCITY HEAD "V <sup>2</sup> /2G" (FT)	MINOR HEAD LOSS COEF. "K"	MINOR HEAD LOSS (FT)	US HYDRAULIC GRADE ELEV. (FT)	DS HYDRAULIC GRADE ELEV. (FT)
STORM LINE 1																																
0+00.00		0+00.00		INLET	6.68	1	NA	1	582.35	582.25	0.05%	A-1	0.27	0.85	0.23	0.23	10.00	0.09	10.09	100	9.24	2.1	5.96	0.51	4.51	0.11%	1.73	0.08	1.25	0.10	582.25	582.25
0+00.00		0+00.00		INLET	118.50	1	NA	1.5	582.00	575.54	5.46%	EXISTING	0.40	0.85	0.42	0.85	10.00	0.69	10.69	100	9.22	8.0	24.55	0.49	11.91	0.32%	3.37	0.18	1.25	0.22	582.49	582.50
0+18.30		0+18.30		45% BEND	4.81	1	NA	1.5	575.54	575.28	5.46%	BEND	0.00	0.85	0.00	0.85	10.00	0.07	10.07	100	9.01	5.8	24.55	0.49	11.84	0.31%	3.30	0.17	0.35	0.10	580.51	580.50
STORM LINE 2																																
0+31.44		0+31.44		INLET	31.44	1	NA	1	580.24	577.00	10.31%	A-2	0.21	0.85	0.16	0.16	10.00	0.25	10.25	100	9.24	1.6	11.44	0.25	10.52	0.21%	2.10	0.07	1.25	0.10	580.49	578.00
STORM LINE 3																																
0+11.08		0+11.08		INLET	11.08	1	NA	1	578.68	578.91	25.03%	A-3	0.34	0.85	0.29	0.29	10.00	0.05	10.05	100	9.24	2.7	17.82	0.26	16.37	0.56%	3.40	0.18	1.25	0.22	578.94	577.91
STORM LINE 4																																
0+17.50		0+17.50		INLET	17.50	1	NA	1	580.47	577.48	33.65%	A-4	0.09	0.85	0.08	0.08	10.00	0.33	10.33	100	9.24	0.7	20.67	0.12	13.57	0.04%	0.50	0.01	1.25	0.10	580.59	579.48

BENCHMARK

1. THE SITE BENCHMARK IS A MAG NAIL SET ON THE BACK OF CURB OF THE ISLAND ON THE SOUTH SIDE OF EAST BROAD STREET, LOCATED APPROXIMATELY 26 FEET EAST OF A TRAFFIC SIGN, AND APPROXIMATELY 20 FEET WEST OF A TRAFFIC SIGN. ELEVATION = 608.84 (NAV88)

2. THE SITE BENCHMARK IS A "X" CUT SET ON EDGE OF CONCRETE LOCATED ON THE SOUTH SIDE OF EAST BROAD STREET AND THE NORTHWEST CORNER OF THE SUBJECT PROPERTY, LOCATED APPROXIMATELY 4 FEET NORTH OF THE NORTHWEST CORNER OF LOT 18A, AND APPROXIMATELY 26 FEET EAST OF THE CENTERLINE OF DRIVEWAY. ELEVATION = 609.42 (NAV88)



THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN ON AN APPROXIMATE BUT 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 MAY BE OCCURRED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PROTECT ANY AND ALL UNDERGROUND UTILITIES.

**Bowman**  
© 2021 Bowman Consulting Group, Inc.  
1816 E. Farm Registration No. 7-1-1919  
2805 Dallas Parkway  
Dallas, TX 75228  
Phone (972) 497-2090  
Fax (972) 497-2091  
www.bowmaninc.com

REVISION	DATE	CLIENT COMMENTS	2ND CITY COMMENTS
1	5/1/23		
2	5/1/23		

STORM DRAIN PROFILES

CALIBER CAR WASH

US HWY 380 & WALMART DRIVE

CROSS ROADS, TX 76227

DESIGN	DRAWN	CHKD
JR	JR	RS

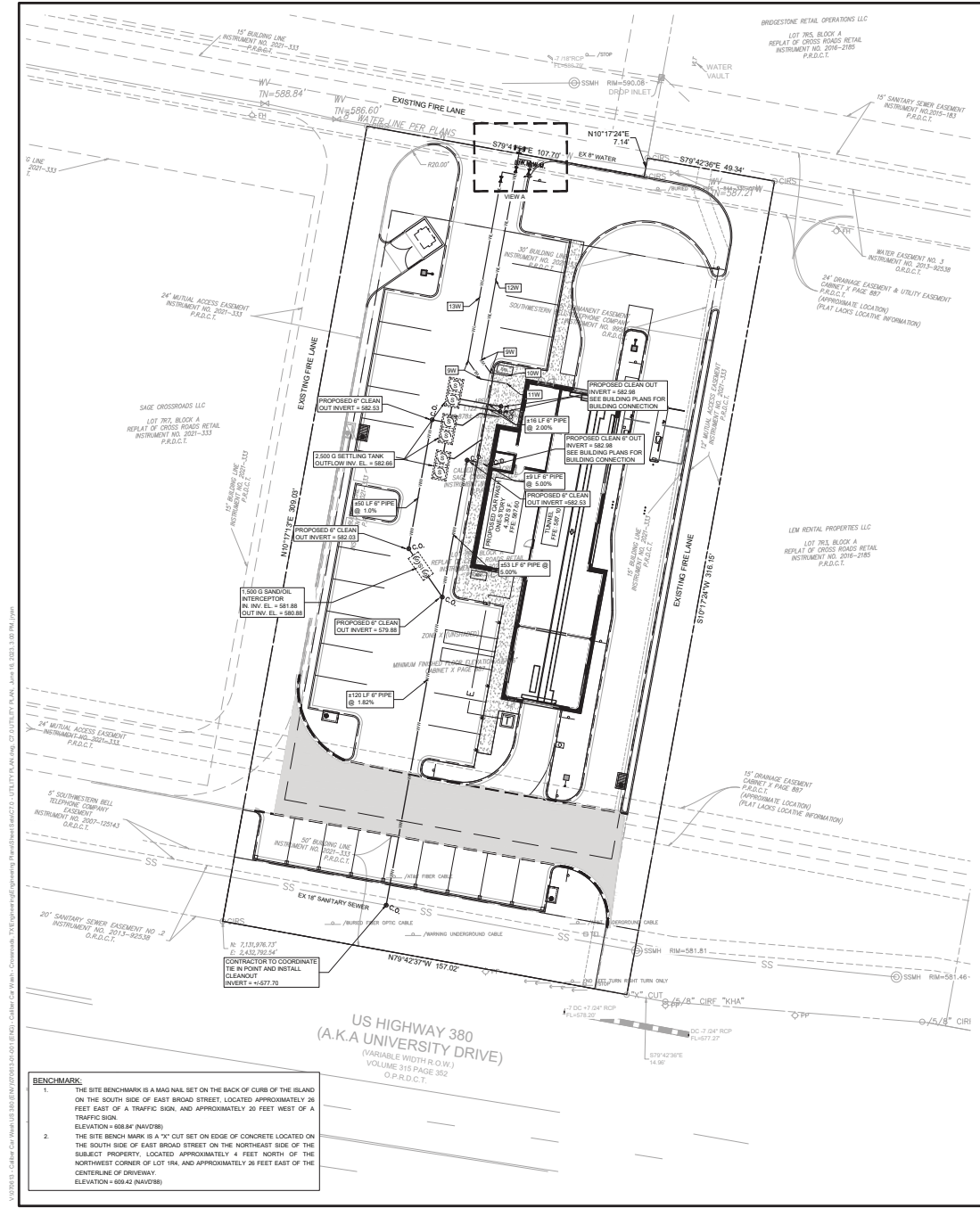
JOB No. 070613-00-001

SHEET

C6.1

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ON JUNE 16, 2023, IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.

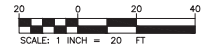


UTILITY NOTES

1. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND IS RESPONSIBLE TO REPAIR ANY DAMAGE TO EXISTING UTILITIES DURING CONSTRUCTION AT NO COST TO THE OWNER.
2. ALL UTILITIES ARE SHOWN FROM INFORMATION GATHERED AND SHOULD NOT BE USED AS EXACT. CONTRACTOR SHALL VERIFY EXACT DEPTHS AND LOCATIONS PRIOR TO UTILITY INSTALLATION AND NOTIFY THE ENGINEER OF RECORD IF THERE ARE ANY DEVIATIONS FROM WHAT IS SHOWN ON PLANS.
3. CONTRACTOR SHALL CONTACT THE APPROPRIATE UTILITY COMPANY FOR INSTALLATION AND SPECIFICATION REQUIREMENTS.
4. ALL PIPE MATERIALS SHALL COMPLY WITH LOCAL REGULATIONS.
5. ALL TRENCHING AND BEDDING SHALL BE PER THE UTILITY TRENCH AND BEDDING DETAIL.
6. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR ALL BUILDING UTILITY TIE INS.
7. THE CONTRACTOR IS TO FIELD VERIFY THE EXACT LOCATIONS AND DEPTHS OF UTILITY LINES.
8. ALL CERTIFICATES AND SHOP DRAWINGS MUST BE SUBMITTED, REVIEWED, AND APPROVED PRIOR TO STARTING CONSTRUCTION.
9. CONTRACTOR TO PROVIDE AS-BUILTS OF ALL IMPROVEMENTS TO THE SITE AS-BUILTS TO INCLUDE HORIZONTAL AND VERTICAL LOCATIONS OF ALL UNDERGROUND UTILITIES INCLUDING, BUT NOT LIMITED TO, PIPES, FITTINGS, STRUCTURES, AND OTHER APPURTENANCES. ELEVATIONS OF PIPES AT CROSSING POINTS MUST BE SUFFICIENT TO IDENTIFY MINIMUM SEPARATION OF UTILITIES AS DEFINED BY ENGINEER. IN ADDITION TO THE AFORESAID CRITERIA, AS-BUILTS MUST MEET ALL LOCAL AND JURISDICTIONAL REQUIREMENTS FOR CERTIFICATION OF CONSTRUCT.
10. UNDERGROUND UTILITIES TO BE FIELD VERIFIED IN RIGHT-OF-WAY WORK WITH EXISTING UTILITIES.
11. UTILITY CONNECTIONS ARE SHOWN TO WITHIN 5 FEET OF THE BUILDING. CONTRACTOR TO REFER TO BUILDING PLANS FOR EXACT CONNECTION POINTS ON BUILDING AND VERIFY THAT THERE ARE NO CONFLICTS PRIOR TO START OF CONSTRUCTION.
12. ALL EXISTING AND PROPOSED WATER VALVES TYPES AND LOCATIONS ARE TO BE APPROVED BY MUSTANG UTILITY DISTRICT.
13. ALL WATER LINES SHALL BE C900 DR-18 PVC.
14. WATER INJECTION OF PADS MUST OCCUR BEFORE UTILITY WORK BEGINS.
15. ALL GATE VALVE LOCATED OUTSIDE OF PAVED STREETS SHALL HAVE A CONCRETE PAD AROUND THE VALVE RISER. THE PAD SHALL BE 24"x24" AND REINFORCED WITH NO. 3 STEEL REINFORCEMENT.
16. ALL IRRIGATION METERS SHALL HAVE A TESTABLE DOUBLE CHECK BACKFLOW PREVENTER.

WATER NOTES

- 1W HOT TAP EXISTING WATER LINE WITH 8" X 2" TEE
- 2W INSTALL 2" X 1" TEE
- 3W INSTALL ±2 LF 2" WATERLINE AND A 2" DOMESTIC WATER METER (REFER TO CONSTRUCTION DETAIL FOR MORE INFORMATION)
- 4W INSTALL 90° BEND
- 5W INSTALL 1" IRRIGATION WATER METER (REFER TO CONSTRUCTION DETAIL FOR MORE INFORMATION)
- 6W INSTALL 1" RPZ BACKFLOW PREVENTER
- 7W REFER TO IRRIGATION PLAN FOR CONNECTION
- 8W INSTALL 2" RPZ BACKFLOW PREVENTER
- 9W 45° BEND
- 10W SEE BUILDING PLANS FOR EQUIPMENT CONNECTION
- 11W SEE BUILDING PLANS FOR DOMESTIC CONNECTION
- 12W INSTALL ± 84 LF WATERLINE
- 13W INSTALL ± 96 LF WATERLINE

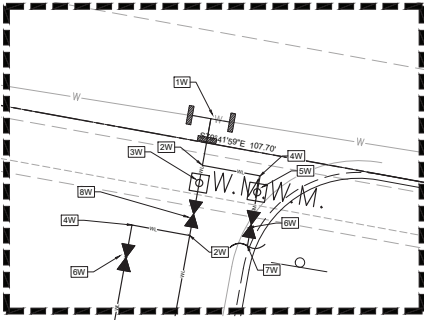


UTILITY LEGEND

- R.O.W.
- EASEMENT LINE
- LOT LINE
- PROPOSED CURB & GUTTER
- WATER/SEWER LINE
- WATER LINE
- UNDERGROUND COMMUNICATIONS LINE
- UNDERGROUND ELECTRIC LINE
- STORM DRAIN LINE
- PROPOSED BERM
- PROPOSED SWALE
- PROPOSED ROCK RFP RAP
- TRANSFORMER
- LIGHT POLE
- HEADWALL
- CURB INLET
- GRATE INLET
- STORMSEWER MANHOLE
- SANITARY MANHOLE
- FIRE HYDRANT
- GATE VALVE

EXISTING LEGEND

- SANITARY SEWER
- WOOD FENCE
- OVERHEAD POWER
- CONCRETE
- WATER VALVE
- WATERMETER
- FLUSH VALVE
- SIGN
- POWER POLE
- LIGHT POLE
- GUY ANCHOR
- CLEANOUT
- TELEPHONE PEDESTAL
- GRATE INLET
- STORM MANHOLE
- SANITARY SEWER MANHOLE



VIEW A



THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MANNER 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 MAY BE OCCURRED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PROTECT ANY AND ALL UNDERGROUND UTILITIES.

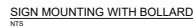
**Bowman**  
1816 E. Farm Registration No. 7-1-119  
2805 Dallas Parkway  
Frisco, TX 75034  
Phone (972) 497-2040  
Fax (972) 497-2040  
www.bowmaninc.com

DATE	REVISIONS
5/1/23	1
5/1/23	2

REVISION	DESCRIPTION
1	CLIENT COMMENTS
2	2ND CITY COMMENTS

UTILITY PLAN  
CALIBER CAR WASH  
US HWY 380 & WALMART DRIVE  
CROSS ROADS, TX 76227

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DESIGN	DRAWN	CHKD
JR	JR	JR
JOB No. 070613-00-001		
SHEET		
C7.0		



REVISIONS			DATE
REVISION	DESCRIPTION		
1	CLIENT COMMENTS		5/12/23
2	2ND CITY COMMENTS		6/14/23

CALIBER CAR WASH  
US HWY 380 & WALMART DRIVE  
CROSS ROADS, TX 76227

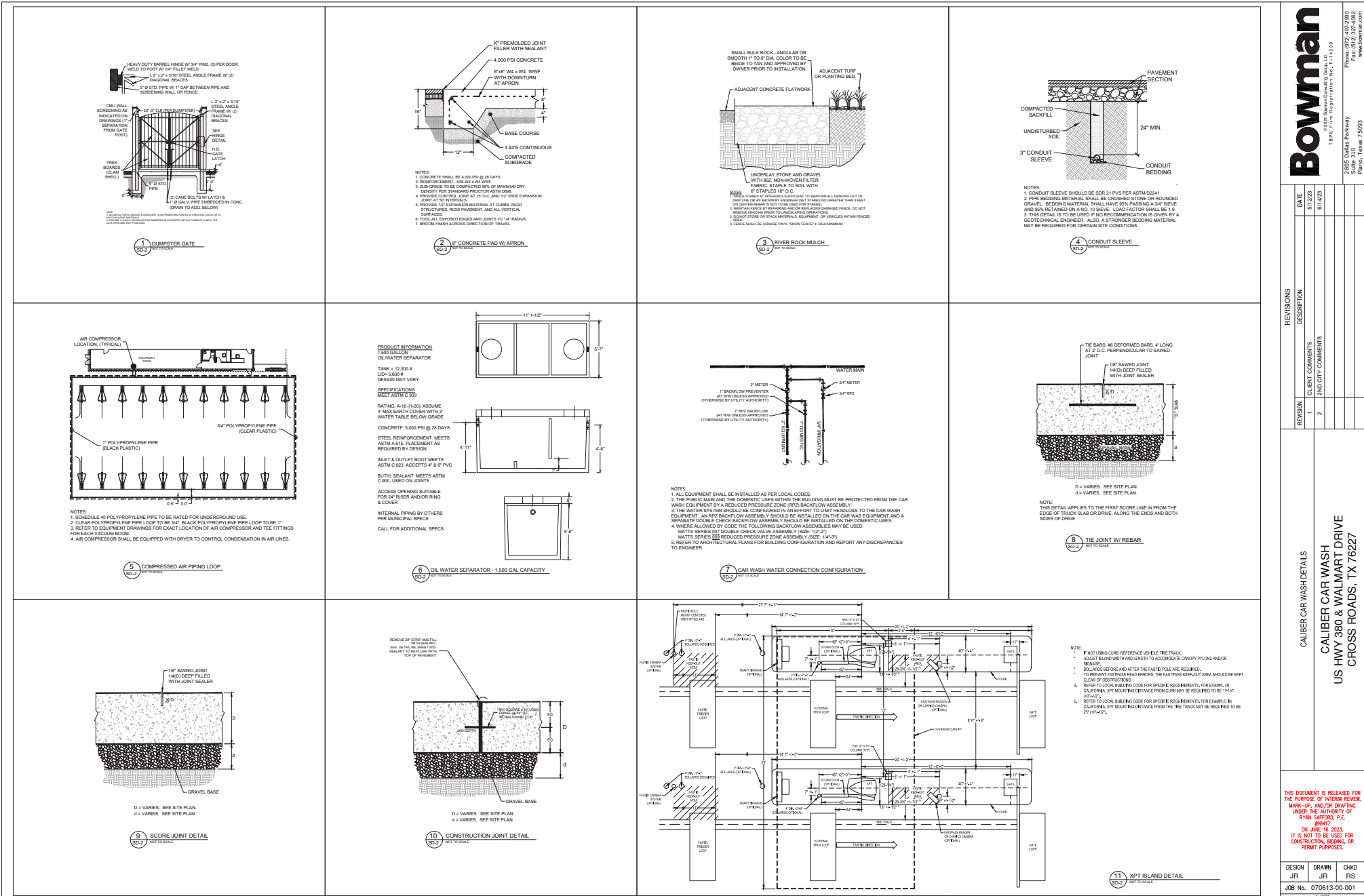
DESIGN JR	DRAWN JR	CHKD RS
JOB No. 070613-00-001		

## CONSTRUCTION

PRELIMINARY NOT FOR CONSTRUCTION



\\070613 - Caliber Car Wash US 380 (ENV)\\070613-01-001 (ENG) - Caliber Car Wash - Crossroads, TX\\Engineering\\Engineering Plans\\Sheet Set\\C8.0 - CALIBER CAR WASH DETAILS.dwg 6/16/2023 3:50 PM, 17 mm



**Bowman**  
2020 Bowman Consulting Group, LLC  
TYPE Firm Registration No. 7-1539  
2005 Dallas Parkway  
Suite 100  
Frisco, Texas 75035  
Phone: (972) 497-5900  
Fax: (972) 497-5901  
www.bowman.com

REVISION	DATE	DESCRIPTION
1	5/17/23	CLIENT COMMENTS
2	6/14/23	2ND CITY COMMENTS

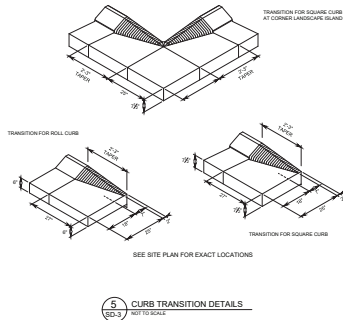
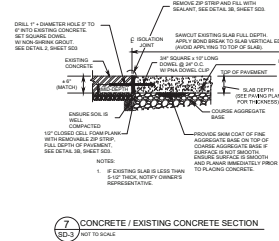
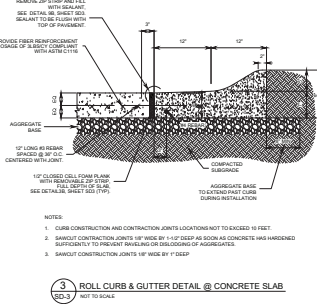
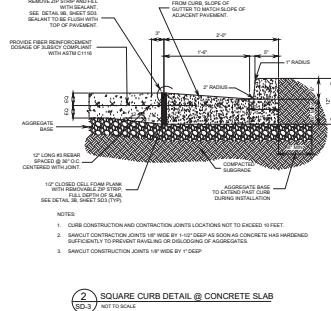
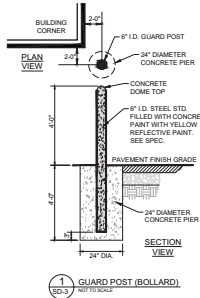
CALIBER CAR WASH DETAILS  
**CALIBER CAR WASH**  
US HWY 380 & WALMART DRIVE  
CROSS ROADS, TX 76227

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DESIGN	DRAWN	CHKD
JR	JR	RS
JOB No. 070613-00-001		
SHEET C8.1		

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\\070613 - Caliber Car Wash US 380 (ENV)\070613-01-001 (ENG) - Caliber Car Wash - Crossroads, TX\Engineering\Engineering Plans\Sheet Sets\C8.0 - CALIBER CAR WASH DETAILS.dwg 6/16/2023 3:50 PM



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2805 Dallas Parkway  
Ft. Worth, Texas 76103  
Phone: (817) 497-2900  
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REVISION	DATE	DESCRIPTION
1	5/17/23	CLIENT COMMENTS
2	6/14/23	2ND CITY COMMENTS

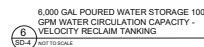
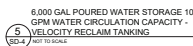
CALIBER CAR WASH DETAILS  
CALIBER CAR WASH  
US HWY 380 & WALMART DRIVE  
CROSS ROADS, TX 76227

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DESIGN	DRAWN	CHECKED
JR	JR	RS

SHEET  
C8.2

PRELIMINARY NOT FOR CONSTRUCTION



DESIGN JR	DRAWN JR	CHKD RS
JOB No. 070613-00-001		
SHEET C8.3		



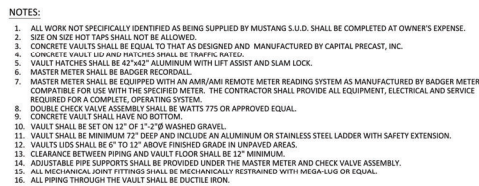













**NOTES:**

- 1. ALL WORK NOT SPECIFICALLY DEFINED IS BEING SUPPLIED BY MUSTANG S.U.S. SHALL BE COMPLETED AT OWNER'S EXPENSE.
- 2. CONCRETE VAULTS SHALL BE EQUAL TO THAT AS DESIGNED AND MANUFACTURED BY CAPITAL PRECAST, INC. ALL VOLT VARY DEPENDING ON THE SIZE OF THE CONCRETE SIZE.
- 3. MUSTANG S.U.S. SHALL SUPPLY METERS TO FIT 12" V.
- 4. MUSTANG S.U.S. SHALL SUPPLY METERS TO FIT 12" V. FOR RESIDENTIAL METERS, ONLY.
- 5. MUSTANG S.U.S. DOES NOT SUPPLY ANY TYPE OF DOUBBLE CHECK DETECTOR ASSEMBLY (DCDA).
- 6. ALL ELECTRICAL, DRY FITTINGS, BRACKETS, AND EQUIPMENT RESTRAINED WITH MEGA-LUGS OR EQUIVALENT.
- 7. CONCRETE SIZE HOT TAPS SHALL NOT BE ALLOWED.
- 8. VAULT HATCHES SHALL BE 42"x42" ALUMINUM WITH LIFT ASSIST AND SLAM LOCK.
- 9. VAULT LIDS SHALL BE 6" TO 12" ABOVE FINISHED GRADE IN UNFINISHED AREAS.
- 10. CLEARANCE BETWEEN VAULT AND FLOOR SHALL BE 12" MINIMUM.
- 11. VAULT SHALL BE SET ON 12" TO 18" OF 4" GRADED GRAVEL.
- 12. CONCRETE VAULTS SHALL HAVE NO BOTTOM.
- 13. VAULT SHALL BE SET ON 12" TO 18" OF 4" GRADED GRAVEL.
- 14. ALL PIPING THROUGH DCDA VAULT SHALL BE DUCTILE IRON.

NO.	REVISION	BY	DATE



# MUSTANG SPECIAL UTILITY DISTRICT

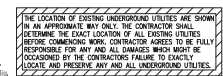
APPROVED BY MSUD  
GENERAL MANAGER: C. BOVD

DATE: 2020.06.14

## COMMERCIAL AND DCDA DETAILS

**CERTIFICATION**

THIS MUSTANG SPECIAL UTILITY DISTRICT STANDARD DETAIL SHEET IS AUTHORIZED FOR USE IN THIS PROJECT BY THE ENGINEER WHOSE SEAL APPEARS ON THIS SHEET. THIS ENGINEER IS ALSO CERTIFIED THAT THE CONTENT OF THE DETAILS AND NOTES ON THIS SHEET HAVE NOT BEEN ALTERED FROM THAT RECEIVED FROM MUSTANG SPECIAL UTILITY DISTRICT.

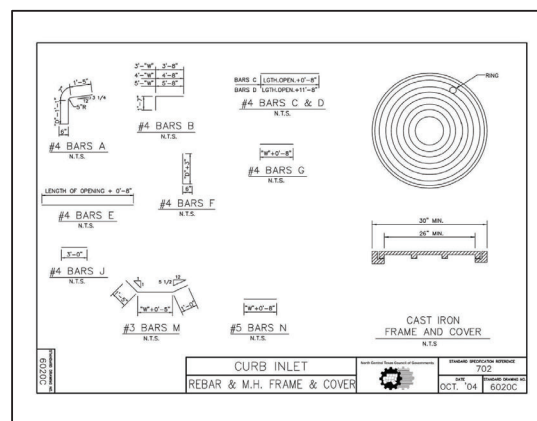
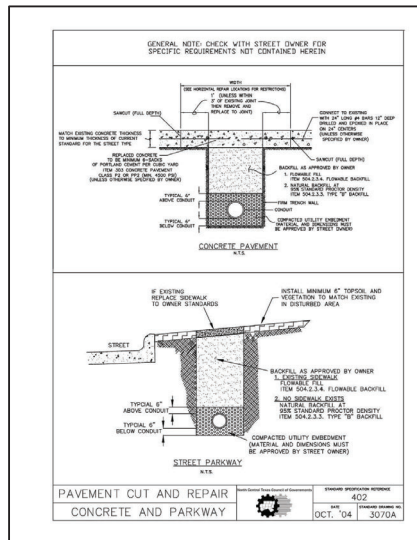










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CURB INLET	North Carolina State Council of Governments	STANDARD SPECIFICATION REFERENCE
SUMMARY OF QUANTITIES		702
		DATE: OCT. '04
		STANDARD DRAWING NO: 6020E

CLASS "A" CONCRETE COLLAR

12" MIN.

Ø3 BAR

6" MIN.

NEW PIPE

END OF PIPE TO MATCH INSIDE OF EXISTING RCP (SEE NOTE 1)

EXISTING RCP

12" MIN.

Ø4 WIRE MESH TO BE WRAPPED AROUND JOINT

CLASS "A" CONCRETE

CONNECTION TO EXISTING RCP STORM DRAIN

1. MATERIAL AND WORKSMANSHIP SHALL CONFORM WITH THE REQUIREMENTS OF NCTCOG STANDARD SPECIFICATIONS FOR STANDARD CONCRETE MANHOLES MINIMUM CLASS "A" CONCRETE.

2. LAYERS OF REINFORCING BARS SHALL BE THE INTERIOR AND EXTERIOR SURFACES SHALL HAVE A COVER OF 2" TO THE CENTER OF BARS, UNLESS OTHERWISE NOTED.

3. FOR DETAILS OF REINFORCING OF LOWER PORTIONS OF INLET SEE APPROPRIATE SQUARE MANHOLE DETAILS.

4. THE INLET INLET SHALL BE LOCATED ON THE LINE OF INLET IS VARIATION APPROXIMATE 24" FROM INLET. IT WILL BE SHOWN ON PLANS AT LOCATION OF INLET.


5. ALL STANDARD DROP INLET SHALL HAVE THE OPENING ON EACH SIDE UNLESS OTHERWISE SHOWN ON PLANS.

6. DECK MAY BE REINFORCED SAE CLASS "A" SQUARE MANHOLE.

**DROP INLET**

2', 4', 5' OR 6' SQUARE

Small Section Pipe Section of Manhole



STANDARD SECTION MANHOLE

702

DATE: OCT. 04, 2004

TIME: 6:04

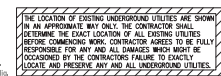


DATE JAN. 2021	SCALE
SHEET No. 11 OF 20	HOR 1" = N.T.S. VER 1" = N/A

**CERTIFICATION:**  
THIS CITY OF DENTON STANDARD  
DETAIL SHEET IS AUTHORIZED FOR  
USE IN THIS PROJECT BY THE  
ENGINEER WHOSE SEAL APPLIES  
HEREON, AND WHO CERTIFIES THE  
CONTENT OF THE DETAILS AND NOTES  
HEREIN HAVE NOT BEEN ALTERED  
AND ASSUMES RESPONSIBILITY FOR  
APPROPRIATE USE OF THE  
STANDARDS WITHIN THIS SHEET.

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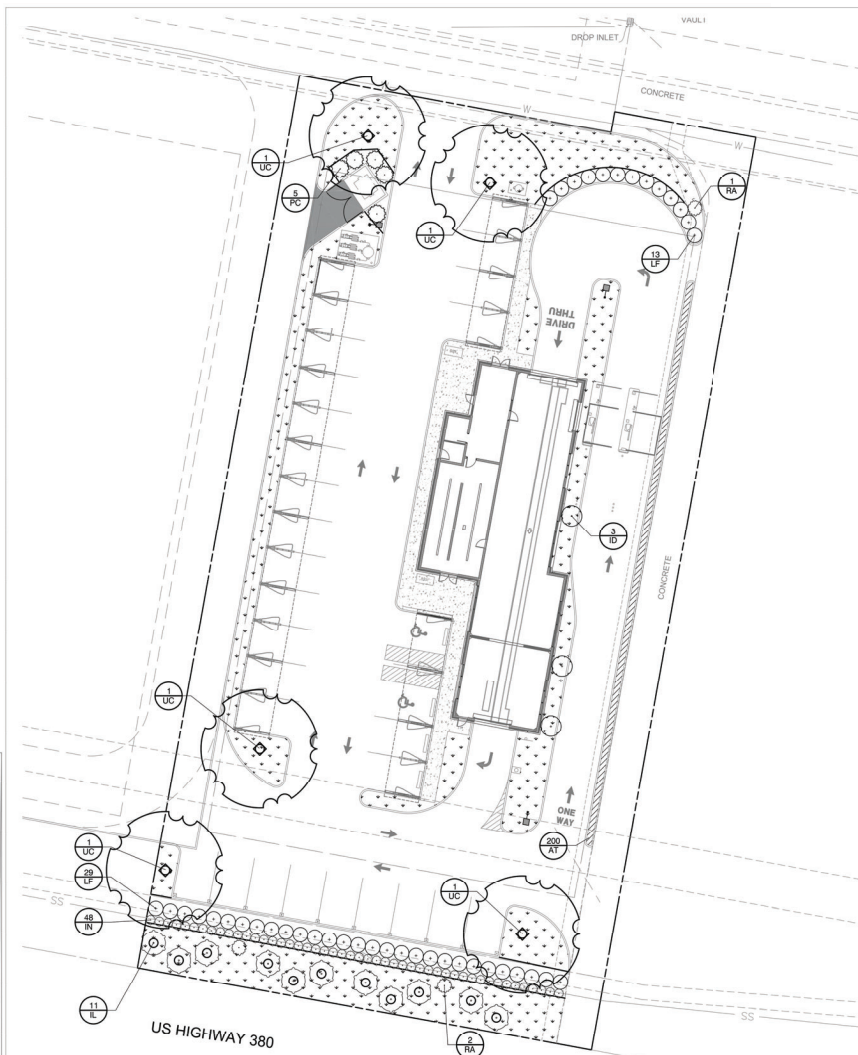


DESIGN JR	DRAWN JR	CHKD RS
JOB No. 070613-00-001		
SHEET C8.12		

NCTCOG CONSTRUCTION DETAILS

**Bowman**  
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TOPE Firm Registration No. F-14309

2005 Dallas Parkway  
Suite 310  
Ft. Worth, Texas 75093  
Phone: (877) 407-2020  
Fax: (817) 327-4062  
www.bowman.com



# LANDSCAPE CALCULATIONS

TOTAL SITE AREA: 48,878 SF  
LANDSCAPE AREA REQUIRED: 7,332 SF (15% OF SITE AREA)  
LANDSCAPE AREA PROVIDED: 9,788 SF

**BUILDING FACADE**  
TREES REQUIRED: 15 GALLON TREES TO BREAK UP BUILDING FACADE  
TREES PROVIDED: 1 ORNAMENTAL TREES

**PERIMETER LANDSCAPING AT RIGHT OF WAY, 25' WIDE**  
FRONTAGE LENGTH: 158 LF  
ORNAMENTAL TREES REQUIRED: 11 ORNAMENTAL TREES (1 PER 15 LF)  
ORNAMENTAL TREES PROVIDED: 79 SHRUBS (15 PER 30 LF OF FRONTAGE)  
SHRUBS REQUIRED: 79 SHRUBS  
SHRUBS PROVIDED: 79 SHRUBS

**PARKING LOT INTERIOR LANDSCAPING**  
PARKING SPACES PROVIDED: 30 PARKING SPACES  
INTERIOR LANDSCAPE AREA REQUIRED: 450 SF (15 SF PER PARKING SPACE)  
INTERIOR LANDSCAPE AREA PROVIDED: 280 SF  
TREES REQUIRED: 5 TREES (1 PER PARKING ISLAND & WITHIN 150 LF OF ALL PARKING SPACES)  
TREES PROVIDED: 5 TREES

## PLANT SCHEDULE

SYMBOL	KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	NATIVE	NOTES
<b>TREES</b>								
○	ID	3	ILEX DECIDUA	POSUMHAW	15 GAL.	PER PLAN	YES	MULTI-STEM
○	IL	11	ILEX VOMITORIA	YALPON HOLLY	MIN. 10' HT.	PER PLAN	YES	MULTI-STEM
○	UC	5	ULMUS CRASSIFOLIA	CEDAR ELM	MIN. 3" CAL. & 10' HT.	PER PLAN	YES	B&B
<b>SHRUBS</b>								
○	IN	48	ILEX VOMITORIA 'NANA'	DWARF YALPON HOLLY	5 GAL.	3' O.C.	YES	
○	LF	42	LUCCOPHYLLUM FRUTESCENS 'COMPACTA'	COMPACTA TEXAS SAGE	5 GAL.	5' O.C.	YES	
○	PC	5	PRUNUS CAROLINIANA 'BRIGHT & TIGHT'	DWARF CAROLINA CHERRY LAUREL	5 GAL.	6' O.C.	YES	
○	RA	3	ROSA ARKANSANA VAR. SUFFULTA	PRAIRIE ROSE	5 GAL.	5' O.C.	YES	
<b>GROUND COVER</b>								
■	AT	200	ANDROPOGON TERNARIUS 'BLACK MOUNTAIN'	SPLITBEARD BLUESTEM	1 GAL.	18" O.C.	YES	
■		6,955 SF	SOD: TIFWAY 419	BERMUDA GRASS	SOD		NO	

## GENERAL GRADING AND PLANTING NOTES

- BY SUBMITTING A PROPOSAL FOR THE LANDSCAPE PLANTING SCOPE OF WORK, THE CONTRACTOR CONFIRMS THAT HE HAS READ, AND WILL COMPLY WITH, THE ASSOCIATED NOTES, SPECIFICATIONS, AND DETAILS WITH THIS PROJECT.
- THE GENERAL CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL EXISTING VEGETATION (EXCEPT WHERE NOTED TO REMAIN).
- IN THE CONTEXT OF THESE PLANS, NOTES, AND SPECIFICATIONS, "FINISH GRADE" REFERS TO THE FINAL ELEVATION OF THE SOIL SURFACE (NOT TOP OF MULCH) AS INDICATED ON THE GRADING PLANS.
  - BEFORE STARTING WORK, THE LANDSCAPE CONTRACTOR SHALL VERIFY THAT THE ROUGH GRADES OF ALL LANDSCAPE AREAS ARE WITHIN +/- 1" OF FINISH GRADE. SEE SPECIFICATIONS FOR MORE DETAILED INSTRUCTIONS ON TURF AREA AND PLANTING BED PREPARATION.
  - CONSTRUCT AND MAINTAIN FINISH GRADES AS SHOWN ON GRADING PLANS, AND CONSTRUCT AND MAINTAIN SLOPES AS RECOMMENDED BY THE GEOTECHNICAL REPORT. ALL LANDSCAPE AREAS SHALL HAVE POSITIVE DRAINAGE AWAY FROM STRUCTURES AT THE MINIMUM SLOPE SPECIFIED IN THE REPORT AND ON THE GRADING PLANS, AND AREAS OF POTENTIAL PONDING SHALL BE REGRADED TO BLEND IN WITH THE SURROUNDING GRADES AND ELIMINATE PONDING POTENTIAL.
  - THE LANDSCAPE CONTRACTOR SHALL DETERMINE WHETHER OR NOT THE EXPORT OF ANY SOIL WILL BE NEEDED, TAKING INTO ACCOUNT THE ROUGH GRADE PROVIDED, THE AMOUNT OF SOIL AMENDMENTS TO BE ADDED (BASED ON A SOIL TEST, PER SPECIFICATIONS), AND THE FINISH GRADES TO BE ESTABLISHED.
  - ENSURE THAT THE FINISH GRADE IN SHRUB AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 3" BELOW THE ADJACENT FINISH SURFACE, IN ORDER TO ALLOW FOR PROPER MULCH DEPTH. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 18" AWAY FROM THE WALKS.
  - ENSURE THAT THE FINISH GRADE IN TURF AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 1" BELOW THE FINISH SURFACE OF THE WALKS. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 18" AWAY FROM THE WALKS.
  - SHOULD ANY CONFLICTS AND/OR DISCREPANCIES ARISE BETWEEN THE GRADING PLANS, GEOTECHNICAL REPORT, THESE NOTES AND PLANS, AND ACTUAL CONDITIONS, THE CONTRACTOR SHALL IMMEDIATELY BRING SUCH ITEMS TO THE ATTENTION OF THE LANDSCAPE ARCHITECT, GENERAL CONTRACTOR, AND OWNER.
- ALL PLANT LOCATIONS ARE DIAGRAMMATIC. ACTUAL LOCATIONS SHALL BE VERIFIED WITH THE LANDSCAPE ARCHITECT OR DESIGNER PRIOR TO PLANTING. THE LANDSCAPE CONTRACTOR SHALL ENSURE THAT ALL REQUIREMENTS OF THE PERMITTING AUTHORITY ARE MET (I.E., MINIMUM PLANT QUANTITIES, PLANTING METHODS, TREE PROTECTION METHODS, ETC.).
  - THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR DETERMINING PLANT QUANTITIES; PLANT QUANTITIES SHOWN ON LEGENDS AND CALLOUTS ARE FOR GENERAL INFORMATION ONLY. IN THE EVENT OF A DISCREPANCY BETWEEN THE PLAN AND THE PLANT LEGEND, THE PLANT QUANTITY AS SHOWN ON THE PLAN (FOR INDIVIDUAL SYMBOLS) OR CALLOUT (FOR GROUND COVER PATTERNS) SHALL TAKE PRECEDENCE.
  - NO SUBSTITUTIONS OF PLANT MATERIALS SHALL BE ALLOWED WITHOUT THE WRITTEN PERMISSION OF THE LANDSCAPE ARCHITECT. IF SOME OF THE PLANTS ARE NOT AVAILABLE, THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT IN WRITING (VIA PROPER CHANNELS).
  - THE CONTRACTOR SHALL, AT A MINIMUM, PROVIDE REPRESENTATIVE PHOTOS OF ALL PLANTS PROPOSED FOR THE PROJECT. THE CONTRACTOR SHALL ALLOW THE LANDSCAPE ARCHITECT AND THE OWNER/OWNER'S REPRESENTATIVE TO INSPECT, AND APPROVE OR REJECT, ALL PLANTS DELIVERED TO THE JOBSITE. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS FOR SUBMITTALS.
- THE CONTRACTOR SHALL MAINTAIN THE LANDSCAPE IN A HEALTHY CONDITION FOR 60 DAYS AFTER ACCEPTANCE BY THE OWNER. REFER TO SPECIFICATIONS FOR CONDITIONS OF ACCEPTANCE FOR THE START OF THE MAINTENANCE PERIOD, AND FOR FINAL ACCEPTANCE AT THE END OF THE MAINTENANCE PERIOD.
- SEE SPECIFICATIONS AND DETAILS FOR FURTHER REQUIREMENTS.

## ROOT BARRIERS

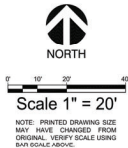
THE CONTRACTOR SHALL INSTALL ROOT BARRIERS NEAR ALL NEWLY PLANTED TREES THAT ARE LOCATED WITHIN FIVE (5) FEET OF PAVING OR CURBS. ROOT BARRIERS SHALL BE "CENTURY" OR "DEEP-ROOT" 24" DEEP PANELS (OF EQUAL). BARRIERS SHALL BE LOCATED IMMEDIATELY ADJACENT TO Hardscape. INSTALL PANELS PER MANUFACTURER'S RECOMMENDATIONS. UNDER NO CIRCUMSTANCES SHALL THE CONTRACTOR USE ROOT BARRIERS OF A TYPE THAT COMPLETELY ENCIRCLE THE ROOTBALL.

## MULCHES

AFTER ALL PLANTING IS COMPLETE, CONTRACTOR SHALL INSTALL 3" THICK LAYER OF 1-1/2" SHREDDED WOOD MULCH, NATURAL UNDYED, OVER LANDSCAPE FABRIC IN ALL PLANTING AREAS (EXCEPT FOR TURF AND SEEDED AREAS). CONTRACTOR SHALL SUBMIT SAMPLES OF ALL MULCHES (1 LANDSCAPE AND 1 TURF) AND UNDERLYING APPROVAL PRIOR TO CONSTRUCTION. ABSOLUTELY NO EXPOSED GROUND SHALL BE LEFT SHOWING ANYWHERE ON THE PROJECT AFTER MULCH HAS BEEN INSTALLED (SUBJECT TO THE CONDITIONS AND REQUIREMENTS OF THE "GENERAL GRADING AND PLANTING NOTES" AND SPECIFICATIONS).

## IRRIGATION CONCEPT

- AN AUTOMATIC IRRIGATION SYSTEM SHALL BE INSTALLED AND OPERATIONAL BY THE TIME OF FINAL INSPECTION. THE ENTIRE IRRIGATION SYSTEM SHALL BE INSTALLED BY A LICENSED AND QUALIFIED IRRIGATION CONTRACTOR.
- THE IRRIGATION SYSTEM WILL OPERATE ON POTABLE WATER, AND THE SYSTEM WILL HAVE APPROPRIATE BACKFLOW PREVENTION DEVICES INSTALLED TO PREVENT CONTAMINATION OF THE POTABLE SOURCE.
- ALL NON-TURF PLANTED AREAS SHALL BE DRIP IRRIGATED. SOODED AND SEEDED AREAS SHALL BE IRRIGATED WITH SPRAY OR ROTOR HEADS AT 100% HEAD-TO-HEAD COVERAGE.
- ALL PLANTS SHARING SIMILAR HYDROZONE CHARACTERISTICS SHALL BE PLACED ON A VALVE DEDICATED TO PROVIDE THE NECESSARY WATER REQUIREMENTS SPECIFIC TO THAT HYDROZONE.
- THE IRRIGATION SYSTEM SHALL BE DESIGNED AND INSTALLED, TO THE MAXIMUM EXTENT POSSIBLE, TO CONSERVE WATER BY USING THE FOLLOWING DEVICES AND SYSTEMS: MAXIMUM PRESSURE IN A LINE (150 PSI MAX), LOW FLOW AND SPRAY HEADS (WHENEVER POSSIBLE), RAIN SENSORS, AND MULTI-PROGRAM COMPUTERIZED IRRIGATION CONTROLLERS FEATURING SENSORY INPUT CAPABILITIES.



**Bowman**  
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1816 E. Firm, Registra Estate No. 1-1419  
2805 Dallas Parkway  
P.O. Box 1000  
Plano, Texas 75093

REVISIONS	DATE	DESCRIPTION
1		
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8		
9		
10		

LANDSCAPE PLANTING PLAN  
CALIBER CAR WASH  
US HWY 380 & WALMART DRIVE  
US CROSS ROADS, TX 76227



THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN ON AN APPROXIMATE MAP 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 OCCURRED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

05-04-2023  
DESIGN: LC  
DRAWN: LC  
CHECKED: RM  
JOB No. 070615-00-001  
SHEET LP-1

PRELIMINARY NOT FOR CONSTRUCTION







# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

July 10, 2023

Agenda Item:

CONDUCT A PUBLIC HEARING, discuss and consider a proposed amendment to the Town of Cross Roads Comprehensive Zoning Regulations to provide for a definition of "Restaurant, with drive-through" and allow said use by special use permit in the C-2 Commercial zoning district.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

The referenced change is a Town initiated change to the Comprehensive Zoning Regulations to provide for regulations for drive through restaurants. The Town's ordinances currently do not regulate drive-through restaurants. The proposed ordinance would provide for a definition of drive-through restaurants as indicated below, and allow them through a special use permit (SUP) in the C-2 Commercial 2 zoning district only.

The proposed definition is:

*"Restaurant, with drive-through. An establishment designed and constructed to serve food for consumption on the premises, in a motor vehicle or for carry-out for off-premises consumption and which establishment may or may not have on-premises dining room or counter."*

Drive-through restaurants provide unique challenges related to traffic concerns and necessary space for the stacking of vehicles. This would make it a perfect use to regulate through an SUP which would allow the Planning and Zoning Commission and the Town Council to review the application based on site specifics and establish appropriate regulations on an individualized basis.

In accordance with Section 14.03.042 of the Town's Code of Ordinances, notice has been published in the Town's newspaper.

Recommended Action:

Staff recommends approval of an amendment to the zoning regulations to provide for a definition of Restaurant, with drive-through and allow said use by a Special Use Permit in the C-2 Commercial zoning district.

Planning and Zoning

The Planning and Zoning Commission will consider the item at their July 5, 2023 meeting. Staff will report on their recommendations at the Council meeting.



# COUNCIL AGENDA BRIEFING SHEET

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Attachments:

Draft Ordinance

**TOWN OF CROSS ROADS  
ORDINANCE NO. 2023-\_\_**

**AN ORDINANCE OF THE TOWN OF CROSS ROADS, TEXAS, AMENDING DIVISION 1 (“IN GENERAL”) OF ARTICLE 14.03 (“COMPREHENSIVE ZONING ORDINANCE”) OF CHAPTER 14 (“ZONING”) OF THE CODE OF ORDINANCES OF THE TOWN OF CROSS ROADS, TEXAS, AS HERETOFORE AMENDED, TO AMEND SECTION 14.03.003 (DEFINITIONS) TO ADD A DEFINITION FOR RESTAURANT, WITH DRIVE-THROUGH AND BY AMENDING SECTION 14.03.116 (USES PERMITTED BY SPECIAL USE PERMIT) TO ADD RESTAURANT, WITH DRIVE-THROUGH AS A USE PERMITTED BY SPECIAL USE PERMIT; 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 Council has appointed a Planning and Zoning Commission to consider and recommend modifications to the text and boundaries of the various zoning districts and appropriate use regulations being enforced therein; and

**WHEREAS**, the Planning and Zoning Commission has given reasonable consideration to, among other things, the character of the districts and their suitability for particular uses and standards, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the Town; and

**WHEREAS**, the Town Council of the Town of Cross Roads deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the Town, to enact said zoning regulations; and

**WHEREAS**, the Cross Roads Town Council, in compliance with State Law with reference to changes to zoning regulations under the Town’s Comprehensive Zoning Regulations, having given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally, and to the persons interested and situated in the affected area and in the vicinity thereof; the governing body of the Town of Cross Roads deems it to be in the best interest and welfare of the Town said zoning regulations should be amended as provided herein

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:**

**SECTION 1:** That all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

**SECTION 2.** That Section 14.03.003 (“Definitions”) of Division 1 (“In General”) of Article 14.03 (“Comprehensive Zoning Ordinance”) of Chapter 14 (“Zoning”) of the Code of Ordinances of the Town of Cross Roads, Texas, as heretofore amended, be and is hereby amended to add a definition for *Restaurant, with drive-through*, without amendment, repeal or change to any other subpart, section or provision of Section 14.03.003, to read as follows:

**“CHAPTER 14  
ZONING**

...

**ARTICLE 14.03 COMPREHENSIVE ZONING ORDINANCE**

**Division 1. Generally**

...

**Sec. 14.03.003 Definitions**

...

*Restaurant, with drive-through. An establishment designed and constructed to serve food for consumption on the premises, in a motor vehicle or for carry-out for off-premises consumption and which establishment may or may not have on-premises dining room or counter.*

...”

**SECTION 3.** That Section 14.03.116 (“Uses Permitted by Special Use Permit”) of Division 4 (“Supplementary Regulations”) of Article 14.03 (“Comprehensive Zoning Ordinance”) of Chapter 14 (“Zoning”) of the Code of Ordinances of the Town of Cross Roads, Texas, as heretofore amended, be and is hereby amended to add subsection 14.03116(26)Restaurant, with drive-through in the C-2 Commercial district only, without amendment, repeal or change to any other subpart, section or provision of Section 14.03.116, to read as follows:

**“CHAPTER 14  
ZONING**

...

**ARTICLE 14.03 COMPREHENSIVE ZONING ORDINANCE**

**Division 4. Supplementary Regulations**

...

**Sec. 14.03.116                      Uses permitted by special use permit**

...  
**(25)     Restaurant with drive-through in the C-2 Commercial district only.”**

**SECTION 4.** That any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Town of Cross Roads Comprehensive Zoning Regulations, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

**SECTION 5.** If any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part or portion thereof, other than that portion so decided to be invalid or unconstitutional.

**SECTION 6.** Injunctive Relief. In addition to and accumulative of all other penalties, the Town of Cross Roads shall have the right to seek injunctive relief for any and all violations of this ordinance.

**SECTION 7.** Whereas, it has been found that there has been a change in conditions in the above described property, it is now necessary that it be given the above zoning classification in order to permit its proper development, and in order to protect the public interest, comfort and general welfare, this ordinance shall take effect immediately from and after its passage and publication of the caption of said ordinance, as the law in such case provides.

**DULY PASSED** by the Town Council of the Town of Cross Roads, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
T. Lynn Tompkins, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Donna Butler, Town Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Matthew C. G. Boyle, Town Attorney





## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

July 10, 2023

Agenda Item:

Discuss and consider approval of a final plat application for property located just east of 10 Mesquite Ridge, within the Town of Cross Roads. (2023-0410-03FPLAT)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Applicants Edi and Manuela Bran submitted a final plat application for the Bran Subdivision, Lots 1 and 2, Block A on April 10, 2023, to plat an un-platted tract of land totaling 2.997 acres generally located east of 10 Mesquite Ridge to create two residential lots. The Town Engineer performed a technical review of the final plat application and construction drawings on April 25, 2023. The applicant has been through several resubmissions related to drainage requirements. The most recent plans were resubmitted on June 16, 2023 and the Town Engineer has reported that they have met all the outstanding requirements of the ordinance.

Recommended Action:

Staff is recommending approval.

Planning and Zoning

The Planning and Zoning Commission will consider the item at their July 5, 2023 meeting. Staff will report on their recommendations at the Council meeting.

Attachments:

Applicant Response – 6/16/23

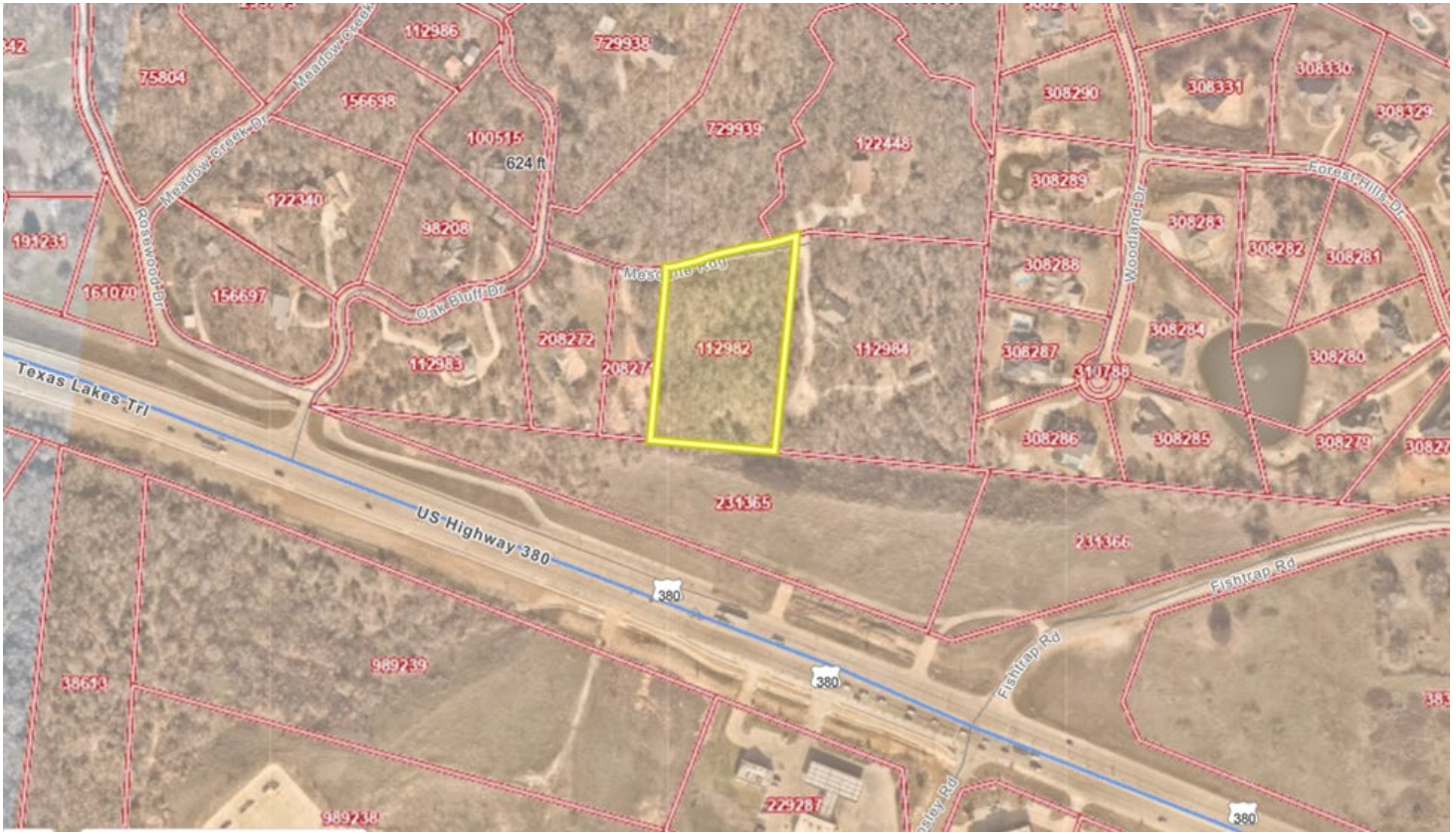
Engineering 5<sup>th</sup> Review – 4/25/23

Application

# Project Aerial

## Cross Roads Retail Addition- (2023-0410-03FPLAT)

## Mesquite Ridge



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June 16, 2023

Town of Cross Roads Drainage Review Consultant  
Halff Associates, Inc  
Attn: Emilia Yanagi, P.E, CFM  
4000 Fossil Creek Blvd  
Fort Worth  
TX 76137

Dear Emilia

**BRAN SUBDIVISION (10 MESQUITE RIDGE)- RESPONSE TO 2<sup>nd</sup> REVIEW DRAINAGE COMMENTS.**

We refer to your letter to Ms. Kristi Gilbert of the Town of Cross Roads dated April 25, 2023 (Ref AVO 43608.001) in which you detailed the comments you made on the drainage study/design we completed in support of the final plat for the Bran Subdivision (10 Mesquite Ridge).

C&M Engineering (C&M) greatly appreciates the time and effort you took to provide these comments. We have reprinted your comments and have provided our response to each comment in blue color.

**General**

1. *Please address comments for preliminary plat and plans provided separately. Please note, an accepted drainage study is required prior to plat acceptance*  
*1st Review Response: Noted.*  
*4th Review comment: The submittal is acceptable for preliminary platting. Address remaining comments with drainage study in support of the final plat.*  
*C&M 3<sup>rd</sup> Response: Noted*
2. *Please provide a drainage easement through the property to convey the offsite flow. Show the easement in the Plat.*  
*1st Review Response: Drainage easement provided as requested and is now shown on revised Preliminary Plat Drawing C-02.*  
*2nd Review Comment: Addressed.*  
*2nd Review Response:*  
*Easement width revised to 50 foot in order to satisfy the requirement to have a 10 foot buffer either side of the 100-year flood inundation boundary per Town comments. Please note that the area just upstream of the culvert entrance is inside an access and utility*

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*easement which covers drainage and in addition, it is inside the 50foot building setback so no further increase of the easement near the culvert entrance was deemed necessary.*

2nd Review Comment: Noted

C&M 3<sup>rd</sup> Response: Noted

3. **1<sup>st</sup>-4<sup>th</sup> Review Comment:** *Please address comments on attached markups and provide annotated responses.*

**C&M 4<sup>th</sup> Response:** *Annotated responses provided against each comment on the attached annotated drawing markups.*

## **Hydrology and Hydraulics:**

4. *For all drainage area maps, please show onsite and offsite directional flow arrows and show and label existing infrastructure (ie. existing culverts, inlet, ditches etc). Show both existing and proposed contours on proposed drainage area map.*

*1st Review Response: Offsite directional flow arrows now included on the drainage maps and existing storm water infrastructure now labelled with their sizes. Existing and proposed contours now shown on the proposed drainage map C-04. Please note that the existing contours on the pre-development drainage map C-03 were obtained from the USGS GIS Data obtained from Lidar Surveys. These were used to outline the drainage catchment and are not as accurate as the detailed topographical survey contours which are shown on the post-development drainage map C-04. All proposed changes on the subject property were based on the more accurate detailed topographical survey data*

*2nd Review Comment:*

- a. Please make existing topography consistent between existing and proposed drainage area maps. Use the topographic survey data in the existing drainage area map.*
- b. Provide offsite contours in the proposed drainage area map. If needed, you may splice contours if different sources.*
- c. Since additional flow is diverted toward the Mesquite Ridge ditch due to culvert 1, please delineate the existing drainage area for the Mesquite Ridge ditch per topographic data in the existing drainage area map. Please provide a RAS model for the ditch and compare pre and post WSEL and velocity in the ditch or size roadside ditch to convey the post development flow.*
- d. Account for additional offsite area at the south. See existing DA map markup.*
- e. Update existing drainage area EX-2. Refer to DA map markup.*

*2nd Review Response:*

*We obtained more detailed topographical data which covers the entire area under analysis and this is now the data we have used for the drainage analysis for the pre-*

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*developed and developed conditions. We have created a sub-catchment for the Mesquite Ridge roadside ditch and created a RAS model for the existing roadside ditch. The existing conditions RAS model shows that the existing Mesquite Ridge Roadside ditch is undersized with the 100-year storm flows currently overtopping the road. We have therefore proposed regrading the roadside ditch to increase its capacity to handle the 100-year storm. The proposed conditions RAS model now shows the regraded Mesquite Ridge roadside ditch to have capacity to convey the 100-year storm flows. Additional flows from the southern boundary of the project area have been accounted for in OSF-4 and OSF-E in the pre and post developed condition respectively. All drainage area delineations have been updated based on new contour data.*

*3rd Review Comment: Addressed.*

*C&M 4<sup>th</sup> Response: Noted*

5. *Please provide hydrologic calculations for the 2-yr, 5-yr, 10-yr 25-yr 50-yr and 100-yr flood events. Refer to Denton Co Criteria Manual Section IV.1.2.*

*C&M Response: Hydrologic calculations for the 2-yr, 5-yr, 10-yr 25-yr 50-yr and 100-yr flood events are now included on the tables on drawings C-03 and C-04.*

*2nd /3rd Review Comment: Addressed. Update calculations after addressing comments.*

*C&M 3<sup>rd</sup> Response: Calculations updated as shown on revised drawings.*

*4<sup>th</sup> Review comment: Addressed.*

*C&M 4<sup>th</sup> Response: Noted*

6. *Please verify time of concentration calculations and update as needed. When calculating time of concentration, show calculations for overland (sheet), shallow concentrated, pipe and channel flow. Reference Section IV.1.3 Travel Time Estimation from the Denton Co Criteria Manual, page 54 thru 57. For proposed conditions residential, you may use 15 min time of concentration. Show flow paths for each drainage area and corresponding time of concentration calculations. Account for channel flow. Please use  $n=0.15$  for grass cover when calculating the sheet flow component of time of concentration for developed areas. A higher roughness coefficient may be used in areas that are heavily wooded in existing and proposed conditions.*

*C&M Response: Time of concentration calculations now updated per Section IV.1.3 Travel Time Estimation from the Denton County Criteria Manual. Flow paths now shown on drawings C-03 and C-04. The site is heavily wooded and has no defined channels, artificial or otherwise. The time of concentration calculations therefore did not include channel flow. Additional overland flow for EX-1 and PR-1 where a 'channel' can be inferred just upstream of the existing 24" CMP culvert under Mesquite Ridge. This is a natural flow path which has not been identified as a channel on the current FEMA*



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Floodplain Maps. There is no such channel, natural or otherwise, defined within the outlined drainage catchment.

2nd Review Comment: Channels defined in the HEC-RAS model should also be defined as channels in the time of concentration calculations. Please adjust time of concentration calculations to include channel flow as appropriate.

C&M 2nd Response: Time of concentration calculations revised as shown on the attached revised drawings. Channels are now included in the time of concentration calculations. Flow velocity in the channels were averaged from the RAS model and back checked with the Tc calculations.

3rd Review Comment: Addressed.

C&M 3<sup>rd</sup> Response: Noted

7. *Verify C values used for existing site. They appear over-estimated. Show all impervious surfaces and calculate weighted runoff coefficients Use C=0.30 for pervious surfaces and 0.95 for impervious surfaces. Please provide existing and proposed land use information to support C values.*

C&M Response: C values revised to align with the Denton County Criteria Manual.

Weighted C values together with their calculation now shown on drawings C-03 and C-04. The project site is undeveloped and heavily wooded as can be seen on the aerial image below. The surrounding properties are single family homes built on large lots, each with a minimum 1-acre in size. The governing document for the gated community



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subdivision sets the minimum lot size for the subdivision as 1-acre.



**2nd Review Comment:** Please use  $C=0.15$  for forested areas-as defined in the manual. Please provide separate landuse exhibits that display all categories of landuse in existing and proposed conditions.

C&M 2nd Response:  $C=0.15$  now used in all forested areas as shown on the composite C-Factor calculations on the attached revised drawings.

We have included an exhibit which shows the Google Satellite imagery that was used for existing land use/land cover information which went into the composite C-Factor calculation. Please note that the current Town of Cross Roads land use maps show the entire project area as single family residential. This is why we used the latest Google satellite imagery since the catchment does not include areas with vastly different land uses.

3rd Review Comment: Please address comments on Drainage Area and Landuse Maps

C&M 3rd Response: Calculations updated as shown on revised drawings. Land use map not revised, nothing changed in the development proposal.

**4th /1st Final Review Comment:** Please label all drainage areas and show landuse categories on sheet C-04D. Address with the drainage study in support of the final plat.

C&M 4<sup>th</sup> Response: We have incorporated the Town's Future Land Use Map as a background on revised Drawing C-04D and all drainage areas are now labeled as requested.

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8. *Identify all site outfalls in the existing and proposed drainage area maps and provide a pre-development and post-development flow comparison table. If increasing flow at a site outfall in proposed conditions, provide a downstream assessment from the site outfall through the zone of influence according to the 10 percent rule. For example, an outfall draining 3-acres will translate to a location where the watershed area is at least 30 acres. If an increase in peak discharge occurs at an outfall, demonstrate no adverse impacts downstream. Use HEC-RAS to evaluate water surface elevations and velocities. Increases in water surface elevation may be no greater than 0.1ft. at existing creeks and velocities no greater than 5%. If insurable structures, the increase may be no greater than 0.00'.*

C&M Response: Site outfalls IDs in the existing and proposed drainage area maps now included. We have provided a pre-development and post-development flow comparison table on drawing C-04 as requested. As the comparison table shows, there is a 2.16 cfs increase in flow at outflow point 3 with point 2 being the same and point 1 having a reduced flow. We note the Development code under 7.5.3 H 2(b) states that 'Alteration to the flood plain that would increase velocities of flood waters to the extent that the significant erosion of flood plain soils will occur either on the subject property or on other properties up or downstream is prohibited'. We submit that a 2.16 cfs increase on outfall 3 is partially countered by the 1.49cfs flow reduction on outfall 1. Both outfall 1 and outfall 3 ultimately drain into Lake Lewisville following drainage paths which ultimately combine prior to discharging into the lake. We submit that a 2.16cfs increase in flow within this catchment will not give rise to significant erosion of floodplain soils in this heavily wooded and grassed catchment. We therefore request that the Town accept the design as presented.

**2nd Review Comment:**

- a. *It appears the drainage area summary does not reflect the flows in the Outfall Comparison Table. For example, the runoff for PR-3 is 1.13 cfs while the discharge at design point 2 is 0.41 cfs. Please adjust drainage areas and design point summaries so that the sum of the runoff from the drainage area/s matches the discharge at the design point (see markups on proposed drainage area map).*
- b. *It appears that swales running north to south on the east boundary of drainage area PR-3 will convey flow from PR-3 to design point 3 instead of design point 2. Please subdivide drainage area PR-3 to represent any area discharging to design point 2 and another area discharging to design point 3.*
- c. *It appears flow to outfall 3 is increased. If flow is conveyed via an existing creek, please extend the analysis to the zone of influence based on the 10% rule (if site's contributing DA to this point is about 1 acre provide offsite DA's to a point where the total acres is about 10 acres). Provide a pre- and post- development RAS analysis and verify no*

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*significant increases in water surface elevation. Please note, no increase is allowed if it affects insurable structures (Refer to existing DA Map, it appears this creek passes near a building).*

C&M 2nd Response: Drainage area summaries now corrected as depicted on revised drawings.

Please note that the introduction of the swales that run north-south is to stop lot-to-lot drainage. Design point 2 in the developed condition is therefore eliminated as a result. Please also note that flow from design point 2 in the predeveloped condition will join flow from design point 3 less than 150 ft downstream. Combining these two flows in the developed condition does not give rise to significant changes in the flow regime for the drainage catchment.

The structure identified downstream of design point 3 is not a habitable structure but a storage shed built by the adjacent property owner. This structure is outside of the inundation boundaries of both the pre-developed and the post developed 100-year flows. The proposed development therefore does not adversely impact the flood risk of insurable structures downstream of the development.

We have extended the RAS beyond the 10% point and the analysis results show that water surface elevations at both design points 1 and 3 do not rise by more than the 0.1 ft threshold. The velocities downstream of design point 1 also remain within the 5% threshold. Velocities just downstream of design point 3 increase marginally (average 27% increase). Even though this increase is higher than the 5% threshold, they remain within the non-erosive category (<2.5 fps). It is also worth noting that the magnitude of the flow increase giving rise to these flow velocity changes is small (1.55 cfs increase from a 1.089 acre sub-catchment)

The tailwater elevation is below the crown of the existing culvert and even though there is a slight backwater effect, the existing culvert is not undersized for the design flow.

We have included an exhibit which shows the hydraulic workmap which shows the extent of the RAS analysis carried out and included with this response.

We have also included updated RAS models for both the pre and post developed conditions as requested.

3rd Review Comment: Please address comments on RAS workmap

C&M 3rd Response: Calculations updated as shown on revised drawings. RAS Models and Hydraulic Workmaps not revised at this stage since downstream assessment is no longer required as we are providing detention. If downstream assessment is deemed necessary at Final Plat, these will be updated accordingly.

**3rd / 1st Final Review Comment: Please address comments on RAS workmap. This comment can be addressed with the drainage study in support of the Final plat**

**C&M 4<sup>th</sup> Response: We have addressed all the comments made on the RAS workmap and provided annotated responses to all comments. We have revised the RAS models as**

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requested and updated the summary tables and with results from the updated RAS models

9. *It appears the flow patterns are altered at proposed building within drainage area PR-2. Verify drainage area delineation and verify flow is contained within site. Provide hydraulic calculations to demonstrate no overflow to adjacent property.*

C&M Response: Attached HECRAS model shows no overflow to adjacent property.

Proposed swale to the south of the proposed building now clearly defined on the clarify draft grading plan drawing C-05. Adjacent property is higher than the subject property and is sending water to subject property and not the other way round.

2nd Review Comment:

a. HEC-RAS cross sections for this reach are trapezoidal. The contours are showing mostly triangular cross sections. Please verify all channel cross sections in the RAS model.

b. Please include proposed culverts in the RAS model.

c. Include existing downstream culvert in the RAS model to determine backwater.

d. Please use normal depth for the boundary condition rather than critical depth.

e. Please provide a hydraulic workmap showing cross sections overlayed with contours.

f. Show extent of floodplain on hydraulic maps and propose DE. Verify size of DE.

C&M 2nd Response: The cross sections in the RAS model have now been cut from the Terrain and are now accurately depicted in the RAS model.

Proposed culverts now included in the Post-Developed RAS model.

Downstream culvert now included in the existing conditions RAS model

Boundary conditions changed to normal depth from critical depth as requested.

We have included with this response, an exhibit which shows the hydraulic workmap which shows the extent of the RAS analysis carried out.

3rd Review Comment: Please address comments on RAS workmap

C&M 3rd Response: Calculations updated as shown on revised drawings. RAS Models and Hydraulic Workmaps not revised at this stage since downstream assessment is no longer required as we are providing detention. If downstream assessment is deemed necessary at Final Plat, these will be updated accordingly.

**3rd / 1st Final Review Comment: This comment refers to on site hydraulic analysis. Please address comments on RAS workmap and demonstrate for this swale along the south property line contains the flow within the site; use  $n=0.04$  per Criteria for all proposed channels and swales. This comment can be addressed with the drainage study in support of the Final plat**

**C&M 4th Response: We have addressed all the comments made on the RAS workmap and provided annotated responses to all comments. We have regraded the swale along the south property line to ensure all the flow is contained within the site. We have used  $n=0.04$  in the model per Criteria for all proposed swales and channels.**



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We have added drawing C-04E with some river cross sections from the RAS model superimposing the property line to demonstrate that all the flow in this swale is contained within the subject property boundary. There is no lot-to-lot drainage.

10. Please determine and provide the 100-year fully developed water surface elevation for the streams running through the site and upstream and downstream of the proposed and existing culverts and provide an easement extending to the 100-yr floodplain plus 10' buffer each side. A RAS model will be required.

C&M Response: Attached HECRAS model shows the requested data which has been summarized on the drawings. All flow is contained in the proposed swales and proposed culverts. Proposed and existing culverts have more than enough capacity to handle the 100-year design flows as the calculations show.

The existing 24" CMP culvert has capacity to carry the design flow without overtopping the road as shown on the calculation below. The road level is at 584ft, confirming that there is no overtopping of the road in the 100-year storm.

2nd Review Comment: Provide a RAS workmaps and show ultimate conditions 100-yr floodplain and verify it's contained within the easement with 10' buffer from both sides of floodplain. Please note, calculate ultimate 100-yr flows (use a C=0.45 for residential 1 ac or more) to be used with this RAS model.

C&M 2nd Response: We have included an exhibit which shows the hydraulic workmap which shows the extent of the RAS analysis carried out. We have used the composite C-Factors calculated for each sub-catchment to accurately estimate the hydrologic impact of the proposed development. We have used C=0.45 to calculate the storm flows for delineating the 100-year floodplain as requested. The calculations for the ultimate floodplain are shown on revised drawing C-04B.

3rd Review Comment: Please address comments on RAS workmap

C&M 3rd Response: Calculations updated as shown on revised drawings. RAS Models and Hydraulic Workmaps not revised at this stage since downstream assessment in no longer required as we are providing detention. If downstream assessment is deemed necessary at Final Plat, these will be updated accordingly.

**4th / 1st Final Review Comment: This comment refers to on site hydraulic analysis. Please address comments on RAS workmap and update floodplain easement as needed for the final plat. This comment can be addressed with the drainage study in support of the Final plat**

**C&M 4<sup>th</sup> Response: We have addressed all the comments made on the RAS workmap and provided annotated responses to all comments. We have updated the floodplain and private drainage easement as requested.**



**11. Is a channel proposed at the 20' drainage easements? Please provide typical cross section with hydraulic parameters and verify size is appropriate.**

C&M Response: No channel is proposed in this area. This is an existing drainage flow path which will not be altered in any way.

2nd Review Comment: (a) Provide typical cross sections showing proposed geometry with dimension and elevations; include hydraulic parameters and DE lines. Verify channel contains fully developed flow and DE is sized appropriately.

(b) The channel geometry in HEC-RAS does not seem to match the contours. Please provide a hydraulic workmap showing all RAS cross sections overlayed with contours

C&M 2nd Response: Typical cross sections taken from the RAS model and include hydraulic parameters, now show that each of the proposed drains on site has all flow contained within the proposed drains.

We have included an exhibit which shows the hydraulic workmap which shows the extent of the RAS analysis carried out. Channel geometry has now been corrected with all cross sections being cut from the terrain or the design grading as appropriate.

**3<sup>rd</sup>/4<sup>th</sup> / 1<sup>st</sup> Final Review Comment: Noted. Verify size of DE after addressing RAS comments.**

**C&M 4<sup>th</sup> Response: checked the size of the DE, the 50-ft is still adequate.**

**12. Show and label proposed driveway culvert on drainage area map. Please use a min of 15" and provide calculations. Design driveway culvert to pass the 100-yr flood event. Use RAS to evaluate backwater and tailwater at proposed culvert. Demonstrate driveway culvert does not cause increase water surface elevations or velocities to adjacent property or existing roadside ditch.**

C&M Response: Proposed driveway culverts now shown on drainage map C-04. As the attached RAS model shows, all water surface elevations upstream of each culvert are below the top of culvert, hence all proposed culverts do not have backwater effect and are all freely discharging on the tail end. All proposed culverts are under inlet control.

**2nd Review Comment:**

a. Please provide a RAS model for the Mesquite Ridge ditch.

b. Please apply the tailwater to the culvert calculation that was determined in the RAS model.

c. How are the flows calculated in the culvert calculations? Please delineate the drainage

area for each culvert and use the calculated runoff.

C&M 2nd Response: RAS model for the Mesquite Ridge now included as requested.

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Culvert hydraulic design parameters on revised drawings now read from the RAS model, the RAS model is the source of all the culvert data.

Flow to culverts is summed from the catchments already delineated in the design.

**3<sup>rd</sup> /4<sup>th</sup> Review Comment:** Please address comments on attached markups.

**C&M 4<sup>th</sup> Response:** Calculations updated as shown on revised drawings. RAS Models and Hydraulic Workmaps have been updated and annotated responses have been provided to the markups.

***Address the following comments with future drainage study to support final plat/construction plans:***

13. **1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> Review Comment:** *For proposed culverts (a) Provide a contributing drainage area for each culvert and quantify the flow. (b) Provide HGL through culverts. The HGL should account backwater effects in the profile. (c) Provide hydraulic parameters (velocity, free-board, flow line in, flow line out). See markup. Include tailwater and headwater elevations. (d) Provide profile of driveway culverts with dimensions and hydraulic information.*

C&M Response: Final Plat submission will include the requested calculations.

C&M 2<sup>nd</sup> Response: Noted

**C&M 3<sup>rd</sup> Response:** Final Plat will include requested calculations as agreed. RAS models developed to date have already shown that there is no overtopping of the roadway at existing and proposed culvert and that there is no backwater effect causing flooding on neighboring properties.

**C&M 4<sup>th</sup> Response:** As I communicated during our zoom call, this information had already been provided and is shown on drawings C-05 and C-06. Please refer to drawings C-05 and C-06 for culvert hydraulic summaries. The summaries provided are based on data derived from the RAS Models.

14. **1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> Review Comment:** *The modeled proposed swales, driveway culverts, etc. included in the drainage study to support the preliminary plat will be reviewed again once the construction plans are available. Update calculations as necessary to correspond to plans.*

C&M Response: Noted.

C&M 2<sup>nd</sup> Response: Noted

**C&M 3<sup>rd</sup> Response:** Noted

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Outlet Point 3 (aka DP-S2) has a 2.03 cfs increase in flow between the pre-developed and post developed scenarios for the 100-yr flow as shown in the calculations and as modeled on the RAS models. This flow increase will increase water surface elevations beyond the 0.04ft threshold up to River Cross Section 1459. The biggest rise is only 2.28 inches (0.19ft) which is fully contained within the existing drainage channels. The water surface elevation difference at the zone of influence for Outlet Point 3 (at or near River Cross Section 1338) is below the 0.04ft threshold. We therefore conclude that this development, as proposed, will not have a detrimental effect on downstream properties.

Lastly, I would like to point out that I have gone through an extensive and careful exercise to provide you with all the information you require to verify my design. I believe that I have exercised good engineering judgement in this process. I, however, am very much aware of the fact that I am fallible, so having said that, I humbly request that should you notice an error in the data I have provided, please give me a call so we can hash it out offline. My client and I no longer have any appetite for any more back-and-forth comments which have dragged on for months.

Yours Truly



**Ticha Mhlanga**

Director of Engineering



(469) 481-6139



PO Box 757, McKinney TX 75070



[contact@cmengineering-us.com](mailto:contact@cmengineering-us.com)

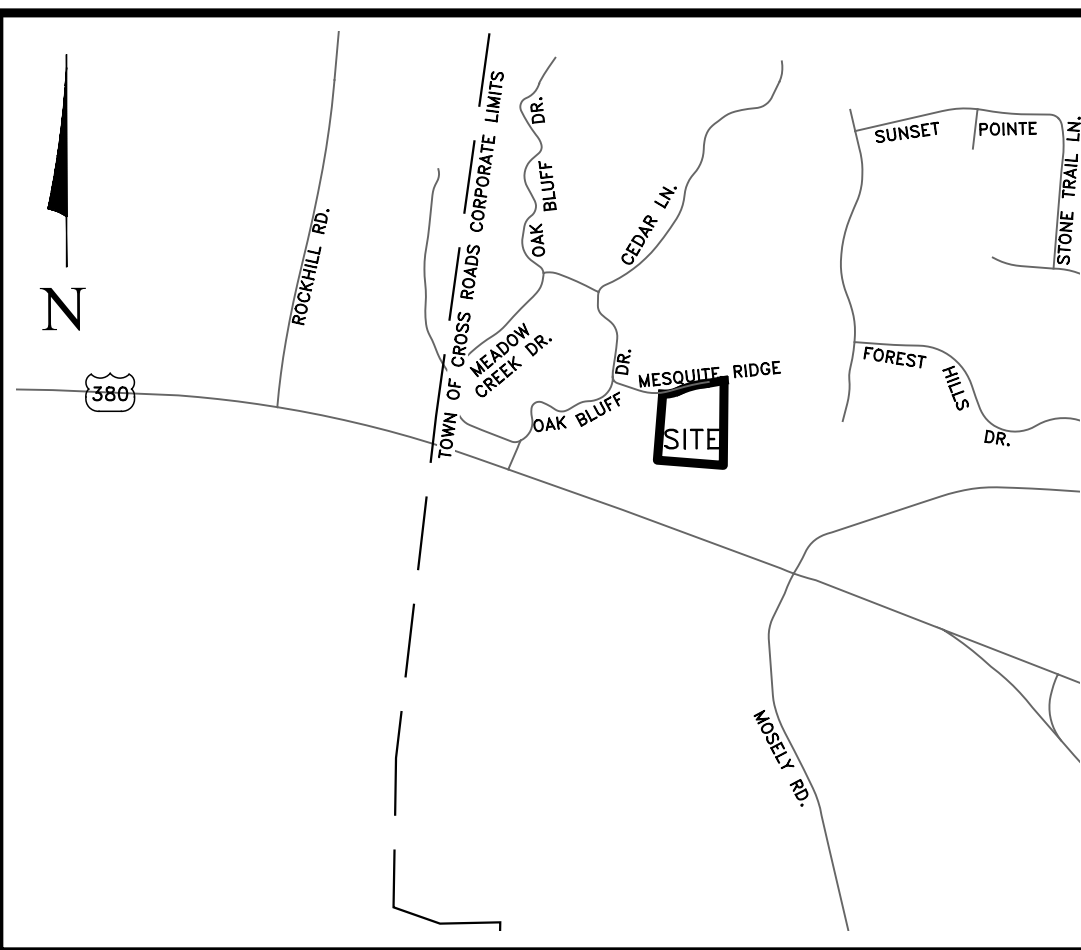


[www.cmengineering-us.com](http://www.cmengineering-us.com)

Texas Registered Engineering Firm F-23204

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**Coleman & Assoc.**  
**Land Surveying**

P.O. BOX 698 • DENTON, TEXAS 76202  
 PH (940) 386-4215, FAX (940) 386-4800,  
 WWW.COLEMANLANDSURVEYING.COM  
 REGISTRATION # 10085100

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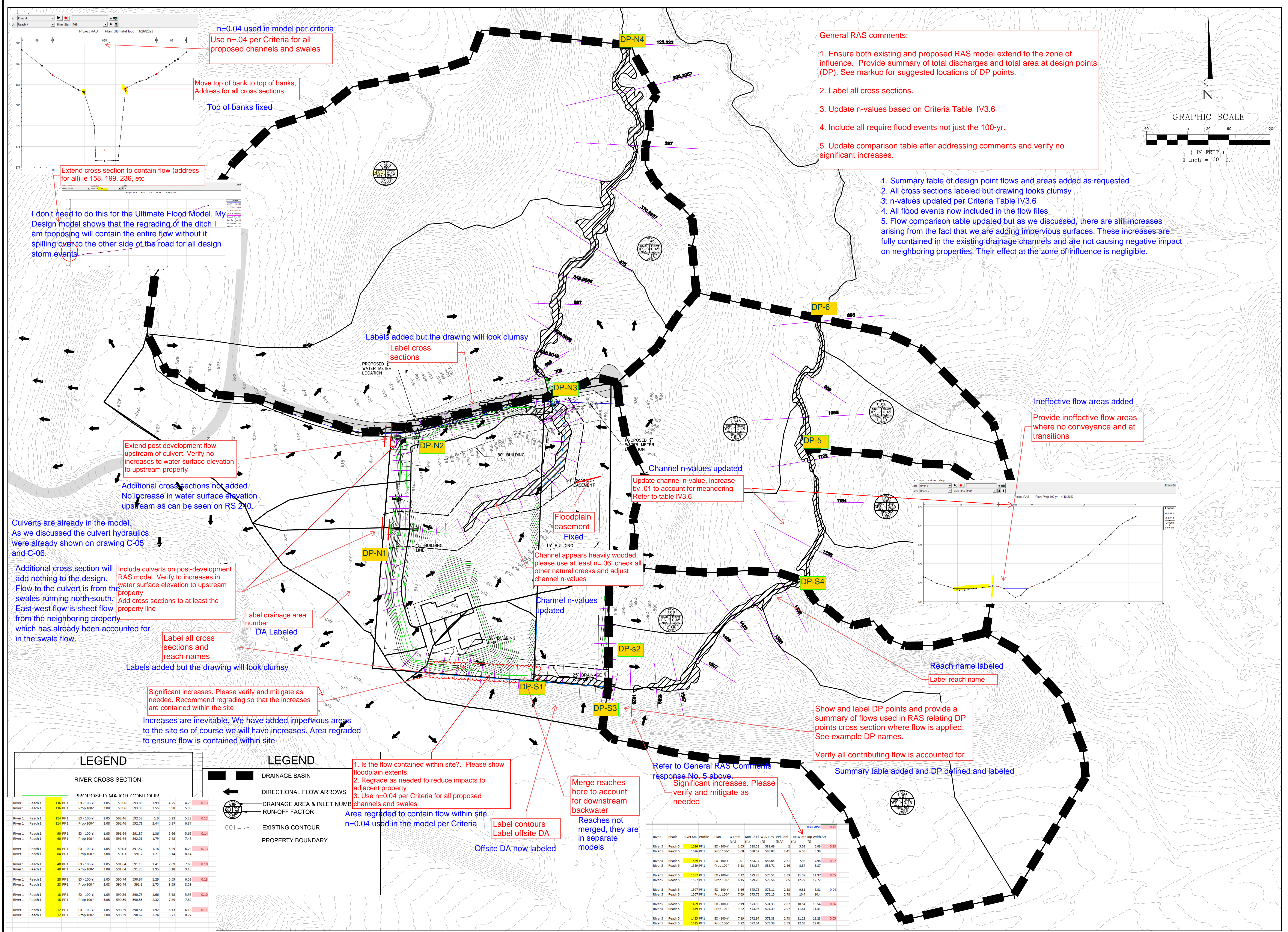
**BRAN ADDITION**  
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CITY OF CROSS ROADS  
DENTON COUNTY, TEXAS

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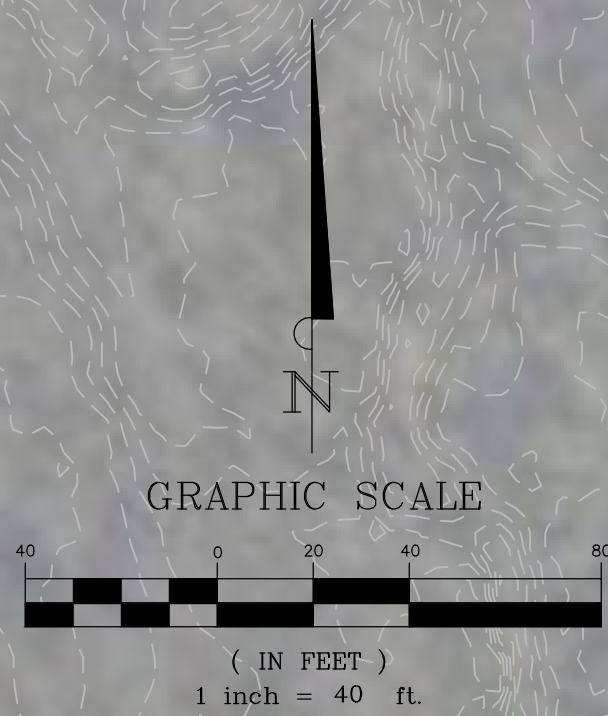
Wm. M. Coleman, R.P.L.S. 4001

July 10, 2023 Town Council Agenda Packet 65 of 223









REV:	DATE: 09-01-22
REV: A	DATE: 11-01-22
REV: B	DATE: 12-08-22
REV: C	DATE: 01-24-23
DRAWN BY: CF	DATE: 09-01-22
REVIEWED BY: TM	DATE: 09-06-22





April 25, 2023  
AVO 43608.001

Ms. Kristi Gilbert  
Town Administrator  
Town of CrossRoads

Re: **Bran Subdivision (10 Mesquite Ridge) – Drainage Study/downstream assessment 1<sup>st</sup> Final Review**

Dear Ms. Gilbert,

Halff Associates, Inc. was requested by the Town of Cross Roads to provide a review of the drainage study and downstream assessment in support of the final plat for the Bran Subdivision (10 Mesquite Ridge) development. The drainage study prepared by C&M Engineering was submitted on April 11, 2023. The drainage study in support of the preliminary plat was accepted on March 1, 2023.

We have completed our review and offer the following comments. Please refer to the Denton County Subdivision Rules and Regulations dated July 2009 for drainage criteria; hereafter referred to as Criteria Manual.

1. Please address comments for final plat and plans provided separately. Please note, an accepted drainage study is required prior to plat acceptance
2. Address outstanding comments from the drainage study in support of the preliminary plat. See below. Please provide annotated responses; it appears most comments from the markup were not addressed.
3. Please address comments on attached markups and provide annotated responses.

Address comments below transferred from Preliminary Drainage Study:

**General**

1. Please address comments for preliminary plat and plans provided separately. Please note, an accepted drainage study is required prior to plat acceptance

1<sup>st</sup> Review Response: Noted.

4<sup>th</sup> Review comment: The submittal is acceptable for preliminary platting. Address remaining comments with drainage study in support of the final plat.

2. Please provide a drainage easement through the property to convey the offsite flow. Show the easement in the Plat.

1<sup>st</sup> Review Response: Drainage easement provided as requested and is now shown on revised Preliminary Plat Drawing C-02.

2<sup>nd</sup> Review Comment: Addressed.

2<sup>nd</sup> Review Response:

Easement width revised to 50 foot in order to satisfy the requirement to have a 10 foot buffer either side of the 100-year flood inundation boundary per Town comments. Please note that the area just upstream of the culvert entrance is inside an access and utility easement which covers drainage and in addition, it is inside the 50foot building setback so no further increase of the easement near the culvert entrance was deemed necessary.

HALFF ASSOCIATES, INC.

4000 FOSSIL CREEK BOULEVARD  
FORT WORTH, TX 76137-2720

TEL (817) 847-1422  
FAX (817) 232-9784

WWW.HALFF.COM

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2<sup>nd</sup> Review Comment: Noted

3. 1<sup>st</sup>-4<sup>th</sup> Review Comment: Please address comments on attached markups and provide annotated responses.  
1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> Review Response: Annotated responses provided against each comment on the attached annotated drawing markups.

**Hydrology and Hydraulics:**

4. For all drainage area maps, please show onsite and offsite directional flow arrows and show and label existing infrastructure (ie. existing culverts, inlet, ditches etc). Show both existing and proposed contours on proposed drainage area map.

1<sup>st</sup> Review Response: Offsite directional flow arrows now included on the drainage maps and existing storm water infrastructure now labelled with their sizes. Existing and proposed contours now shown on the proposed drainage map C-04. Please note that the existing contours on the pre-development drainage map C-03 were obtained from the USGS GIS Data obtained from Lidar Surveys. These were used to outline the drainage catchment and are not as accurate as the detailed topographical survey contours which are shown on the post-development drainage map C-04. All proposed changes on the subject property were based on the more accurate detailed topographical survey data

2<sup>nd</sup> Review Comment:

- a. Please make existing topography consistent between existing and proposed drainage area maps. Use the topographic survey data in the existing drainage area map.
- b. Provide offsite contours in the proposed drainage area map. If needed, you may splice contours if different sources.
- c. Since additional flow is diverted toward the Mesquite Ridge ditch due to culvert 1, please delineate the existing drainage area for the Mesquite Ridge ditch per topographic data in the existing drainage area map. Please provide a RAS model for the ditch and compare pre and post WSEL and velocity in the ditch or size roadside ditch to convey the post-development flow.
- d. Account for additional offsite area at the south. See existing DA map markup.
- e. Update existing drainage area EX-2. Refer to DA map markup.

2<sup>nd</sup> Review Response:

We obtained more detailed topographical data which covers the entire area under analysis and this is now the data we have used for the drainage analysis for the pre-developed and developed conditions. We have created a sub-catchment for the Mesquite Ridge roadside ditch and created a RAS model for the existing roadside ditch. The existing conditions RAS model shows that the existing Mesquite Ridge Roadside ditch is undersized with the 100-year storm flows currently overtopping the road. We have therefore proposed regrading the roadside ditch to increase its capacity to handle the 100-year storm. The proposed conditions RAS model now shows the regraded Mesquite Ridge roadside ditch to have capacity to convey the 100-year storm flows.

Additional flows from the southern boundary of the project area have been accounted for in OSF-4 and OSF-E in the pre and post developed condition respectively. All drainage area delineations have been updated based on new contour data.

3<sup>rd</sup> Review Comment: Addressed.

5. Please provide hydrologic calculations for the 2-yr, 5-yr, 10-yr 25-yr 50-yr and 100-yr flood events. Refer to Denton Co Criteria Manual Section IV.1.2.

1<sup>st</sup> Review Response: Hydrologic calculations for the 2-yr, 5-yr, 10-yr 25-yr 50-yr and 100-yr flood events are now included on the tables on drawings C-03 and C-04.

2<sup>nd</sup> /3<sup>rd</sup> Review Comment: Addressed. Update calculations after addressing comments.

2<sup>nd</sup> /3<sup>rd</sup> Review Response: Calculations updated as shown on the revised drawings.

4<sup>th</sup> Review comment: Addressed.

6. Please verify time of concentration calculations and update as needed. When calculating time of concentration, show calculations for overland (sheet), shallow concentrated, pipe and channel flow. Reference Section IV.1.3 Travel Time Estimation from the Denton Co Criteria Manual, page 54 thru 57. For proposed conditions residential, you may use 15 min time of concentration. Show flow paths for each drainage area and corresponding time of concentration calculations. Account for channel flow. Please use  $n=0.15$  for grass cover when calculating the sheet flow component of time of concentration for developed areas. A higher roughness coefficient may be used in areas that are heavily wooded in existing and proposed conditions.

1<sup>st</sup> Review Response: Time of concentration calculations now updated per Section IV.1.3 Travel Time Estimation from the Denton County Criteria Manual. Flow paths now shown on drawings C-03 and C-04. The site is heavily wooded and has no defined channels, artificial or otherwise. The time of concentration calculations therefore did not include channel flow. Additional overland flow for EX-1 and PR-1 where a 'channel' can be inferred just upstream of the existing 24" CMP culvert under Mesquite Ridge. This is a natural flow path which has not been identified as a channel on the current FEMA Floodplain Maps. There is no such channel, natural or otherwise, defined within the outlined drainage catchment.

2<sup>nd</sup> Review Comment: Channels defined in the HEC-RAS model should also be defined as channels in the time of concentration calculations. Please adjust time of concentration calculations to include channel flow as appropriate.

2<sup>nd</sup> Review Response: Time of concentration calculations revised as shown on the attached revised drawings. Channels are now included in the time of concentration calculations. Flow velocity in the channels were averaged from the RAS model and back checked with the Tc calculations.

3<sup>rd</sup> Review Comment: Addressed.

7. Verify C values used for existing site. They appear overestimated. Show all impervious surfaces and calculate weighted runoff coefficients Use  $C=0.30$  for pervious surfaces and 0.95 for impervious surfaces. Please provide existing and proposed landuse information to support C values.

1<sup>st</sup> Review Response: C values revised to align with the Denton County Criteria Manual. Weighted C values together with their calculation now shown on drawings C-03 and C-04. The project site is undeveloped and heavily wooded as can be seen on the aerial image below. The surrounding properties are single family homes built on large lots, each with a minimum 1-acre in size. The governing document for the gated community subdivision sets the minimum lot size for the subdivision as 1-acre.



2<sup>nd</sup> Review Comment: Please use  $C=0.15$  for forested areas-as defined in the manual. Please provide separate landuse exhibits that display all categories of landuse in existing and proposed conditions.

2<sup>nd</sup> Review Response:

$C=0.15$  now used in all forested areas as shown on the composite C-Factor calculations on the attached revised drawings. We have included an exhibit which shows the Google Satellite imagery that was used for existing land use/land cover information which went into the composite C-Factor calculation. Please note that the current Town of Cross Roads land use maps show the entire project area as single family residential. This is why we used the latest Google satellite imagery since the catchment does not include areas with vastly different land uses.

3<sup>rd</sup> Review Comment: Please address comments on Drainage Area and Landuse Maps

3<sup>rd</sup> Review Response: Calculations updated as shown on revised drawings. Land use map not revised, nothing changed in the development proposal.

4<sup>th</sup> /1<sup>st</sup> Final Review Comment: Please label all drainage areas and show landuse categories on sheet C-04D. Address with the drainage study in support of the final plat.

8. Identify all site outfalls in the existing and proposed drainage area maps and provide a pre-development and post-development flow comparison table. If increasing flow at a site outfall in proposed conditions, provide a downstream assessment from the site outfall through the zone of influence according to the 10 percent rule. For example, an outfall draining 3-acres will translate to a location where the watershed area is at least 30 acres. If an increase in peak discharge occurs at an outfall, demonstrate no adverse impacts downstream. Use HEC-RAS to evaluate water surface elevations and velocities.

1<sup>st</sup> Review Response: Site outfalls IDs in the existing and proposed drainage area maps now included. We have provided a pre-development and post-development flow comparison table on drawing C-04 as requested. As the comparison table shows, there is a 2.16 cfs increase in flow at outflow point 3 with point 2 being the same and point 1 having a reduced flow. We note the Development code under 7.5.3 H 2(b) states that 'Alteration to the flood plain that would increase velocities of flood waters to the extent that the significant erosion of flood plain soils will occur either on the subject property or on other properties up or downstream is prohibited'. We submit that a 2.16 cfs increase on outfall 3 is partially countered by the 1.49cfs flow reduction on outfall 1. Both outfall 1 and outfall 3 ultimately drain into Lake Lewisville following drainage paths which ultimately combine prior to discharging into the lake. We submit that a 2.16cfs increase in flow within this catchment will not give rise to significant erosion of floodplain soils in this



heavily wooded and grassed catchment. We therefore request that the Town accept the design as presented.

2<sup>nd</sup> Review Comment:

- a. It appears the drainage area summary does not reflect the flows in the Outfall Comparison Table. For example, the runoff for PR-3 is 1.13 cfs while the discharge at design point 2 is 0.41 cfs. Please adjust drainage areas and design point summaries so that the sum of the runoff from the drainage area/s matches the discharge at the design point (see markups on proposed drainage area map).
- b. It appears that swales running north to south on the east boundary of drainage area PR-3 will convey flow from PR-3 to design point 3 instead of design point 2. Please subdivide drainage area PR-3 to represent any area discharging to design point 2 and another area discharging to design point 3.
- c. It appears flow to outfall 3 is increased. If flow is conveyed via an existing creek, please extend the analysis to the zone of influence based on the 10% rule (if site's contributing DA to this point is about 1 acre provide offsite DA's to a point where the total acres is about 10 acres). Provide a pre- and post- development RAS analysis and verify no significant increases in water surface elevation. Please note, no increase is allowed if it affects insurable structures (Refer to existing DA Map, it appears this creek passes near a building).

2<sup>nd</sup> Review Response:

Drainage area summaries now corrected as depicted on revised drawings.

Please note that the introduction of the swales that run north-south is to stop lot-to-lot drainage. Design point 2 in the developed condition is therefore eliminated as a result. Please also note that flow from design point 2 in the predeveloped condition will join flow from design point 3 less than 150 ft downstream. Combining these two flows in the developed condition does not give rise to significant changes in the flow regime for the drainage catchment.

The structure identified downstream of design point 3 is not a habitable structure but a storage shed built by the adjacent property owner. This structure is outside of the inundation boundaries of both the pre-developed and the post developed 100-year flows. The proposed development therefore does not adversely impact the flood risk of insurable structures downstream of the development.

We have extended the RAS beyond the 10% point and the analysis results show that water surface elevations at both design points 1 and 3 do not rise by more than the 0.1 ft threshold. The velocities downstream of design point 1 also remain within the 5% threshold. Velocities just downstream of design point 3 increase marginally (average 27% increase). Even though this increase is higher than the 5% threshold, they remain within the non-erosive category (<2.5 fps). It is also worth noting that the magnitude of the flow increase giving rise to these flow velocity changes is small (1.55 cfs increase from a 1.089 acre sub-catchment)

The tailwater elevation is below the crown of the existing culvert and even though there is a slight backwater effect, the existing culvert is not undersized for the design flow.

We have included an exhibit which shows the hydraulic workmap which shows the extent of the RAS analysis carried out and included with this response.

We have also included updated RAS models for both the pre and post developed conditions as requested.

3<sup>rd</sup> Review Comment: Please address comments on RAS workmap

3<sup>rd</sup> Review Response: Calculations updated as shown on revised drawings. RAS Models and Hydraulic Workmaps not revised at this stage since downstream assessment is no longer required as we are providing detention. If downstream assessment is deemed necessary at Final Plat, these will be updated accordingly.

**3<sup>rd</sup> / 1<sup>st</sup> Final Review Comment:** Please address comments on RAS workmap. This comment can be addressed with the drainage study in support of the Final plat

9. Comment#9 It appears the flow patterns are altered at proposed building within drainage area PR-2. Verify drainage area delineation and verify flow is contained within site. Provide hydraulic calculations to demonstrate no overflow to adjacent property.

1<sup>st</sup> Review Response: Attached HECRAS model shows no overflow to adjacent property. Proposed swale to the south of the proposed building now clearly defined on the clarify draft grading plan drawing C-05. Adjacent property is higher than the subject property and is sending water to subject property and not the other way round.

2<sup>nd</sup> Review Comment:

- a. HEC-RAS cross sections for this reach are trapezoidal. The contours are showing mostly triangular cross sections. Please verify all channel cross sections in the RAS model.
- b. Please include proposed culverts in the RAS model.
- c. Include existing downstream culvert in the RAS model to determine backwater.
- d. Please use normal depth for the boundary condition rather than critical depth.
- e. Please provide a hydraulic workmap showing cross sections overlayed with contours.
- f. Show extent of floodplain on hydraulic maps and propose DE. Verify size of DE.

2<sup>nd</sup> Review Response: The cross sections in the RAS model have now been cut from the Terrain and are now accurately depicted in the RAS model.

Proposed culverts now included in the Post-Developed RAS model.

Downstream culvert now included in the existing conditions RAS model

Boundary conditions changed to normal depth from critical depth as requested.

We have included with this response, an exhibit which shows the hydraulic workmap which shows the extent of the RAS analysis carried out.

3<sup>rd</sup> Review Comment: Please address comments on RAS workmap

3<sup>rd</sup> Review Response: Calculations updated as shown on revised drawings. RAS Models and Hydraulic Workmaps not revised at this stage since downstream assessment is no longer required as we are providing detention. If downstream assessment is deemed necessary at Final Plat, these will be updated accordingly.

**3<sup>rd</sup> / 1<sup>st</sup> Final Review Comment:** This comment refers to on site hydraulic analysis. Please address comments on RAS workmap and demonstrate for this swale along the south property line contains the flow within the site; use  $n=.04$  per Criteria for all proposed channels and swales. This comment can be addressed with the drainage study in support of the Final plat

10. Comment#10 Please determine and provide the 100-year fully developed water surface elevation for the streams running through the site and upstream and downstream of the proposed and existing culverts and provide an easement extending to the 100-yr floodplain plus 10' buffer each side. A RAS model will be required.

1<sup>st</sup> Review Response: Attached HECRAS model shows the requested data which has been summarized on the drawings. All flow is contained in the proposed swales and proposed culverts. Proposed and existing culverts have more than enough capacity to handle the 100-year design flows as the calculations show. The existing 24" CMP culvert has capacity to carry the design flow without overtopping the road as shown on the calculation below. The road level is at 584ft, confirming that there is no overtopping of the road in the 100-year storm.

2<sup>nd</sup> Review Comment: Provide a RAS workmaps and show ultimate conditions 100-yr floodplain and verify it's contained within the easement with 10' buffer from both sides of floodplain. Please

note, calculate ultimate 100-yr flows (use a  $C=0.45$  for residential 1 ac or more) to be used with this RAS model.

2<sup>nd</sup> Review Response: We have included an exhibit which shows the hydraulic workmap which shows the extent of the RAS analysis carried out. We have used the composite C-Factors calculated for each sub-catchment to accurately estimate the hydrologic impact of the proposed development. We have used  $C=0.45$  to calculate the storm flows for delineating the 100-year floodplain as requested. The calculations for the ultimate floodplain are shown on revised drawing C-04B.

3<sup>rd</sup> Review Comment: Please address comments on RAS workmap

3<sup>rd</sup> Review Response: Calculations updated as shown on revised drawings. RAS Models and Hydraulic Workmaps not revised at this stage since downstream assessment is no longer required as we are providing detention. If downstream assessment is deemed necessary at Final Plat, these will be updated accordingly.

4<sup>th</sup> / 1<sup>st</sup> Final Review Comment: This comment refers to on site hydraulic analysis. Please address comments on RAS workmap and update floodplain easement as needed for the final plat. This comment can be addressed with the drainage study in support of the Final plat

11. Comment#11 Is a channel proposed at the 20' drainage easements? Please provide typical cross section with hydraulic parameters and verify size is appropriate.

1<sup>st</sup> Review Response: No channel is proposed in this area. This is an existing drainage flow path which will not be altered in any way.

2<sup>nd</sup> Review Comment: (a) Provide typical cross sections showing proposed geometry with dimension and elevations; include hydraulic parameters and DE lines. Verify channel contains fully developed flow and DE is sized appropriately.

(b) The channel geometry in HEC-RAS does not seem to match the contours. Please provide a hydraulic workmap showing all RAS cross sections overlayed with contours

2<sup>nd</sup> Review Response: Typical cross sections taken from the RAS model and include hydraulic parameters, now show that each of the proposed drains on site has all flow contained within the proposed drains.

We have included an exhibit which shows the hydraulic workmap which shows the extent of the RAS analysis carried out. Channel geometry has now been corrected with all cross sections being cut from the terrain or the design grading as appropriate.

3<sup>rd</sup> / 4<sup>th</sup> / 1<sup>st</sup> Final Review Comment: Noted. Verify size of DE after addressing RAS comments.

12. Show and label proposed driveway culvert on drainage area map. Please use a min of 15" and provide calculations. Design driveway culvert to pass the 100-yr flood event. Use RAS to evaluate backwater and tailwater at proposed culvert. Demonstrate driveway culvert does not cause increase water surface elevations or velocities to adjacent property or existing roadside ditch.

1<sup>st</sup> Review Response: Proposed driveway culverts now shown on drainage map C-04. As the attached RAS model shows, all water surface elevations upstream of each culvert are below the top of culvert, hence all proposed culverts do not have backwater effect and are all freely discharging on the tail end. All proposed culverts are under inlet control.

2<sup>nd</sup> Review Comment:

- a. Please provide a RAS model for the Mesquite Ridge ditch.
- b. Please apply the tailwater to the culvert calculation that was determined in the RAS model.

- c. How are the flows calculated in the culvert calculations? Please delineate the drainage area for each culvert and use the calculated runoff.

2<sup>nd</sup> Review Response: RAS model for the Mesquite Ridge now included as requested.

Culvert hydraulic design parameters on revised drawings now read from the RAS model, the RAS model is the source of all the culvert data.

Flow to culverts is summed from the catchments already delineated in the design.

3<sup>rd</sup> /4<sup>th</sup> Review Comment: Please address comments on attached markups.

13. 1<sup>st</sup> thru 4<sup>th</sup> Review Comment: For proposed culverts (a) Provide a contributing drainage area for each culvert and quantify the flow. (b) Provide HGL through culverts. The HGL should account backwater effects in the profile. (c) Provide hydraulic parameters (velocity, free-board, flow line in, flow line out). See markup. Include tailwater and headwater elevations. (d) Provide profile of driveway culverts with dimensions and hydraulic information.

1<sup>st</sup> Review Response: Final Plat submission will include the requested calculations.

1<sup>st</sup> Final Review Comment: Please provide culvert hydraulic calculations and profiles.

14. 1<sup>st</sup> thru 4<sup>th</sup> / 1<sup>st</sup> Final Review Comment: The modeled proposed swales, driveway culverts, etc. included in the drainage study to support the preliminary plat will be reviewed again once the construction plans are available. Update calculations as necessary to correspond to plans.

1<sup>st</sup> /2<sup>nd</sup> Review Response: Noted.

15. If providing detention ponds please include pond sheets with dimensions, cross sections, rating curves and results. Provide the following information on all pond cross sections: Label side slopes, longitudinal slope, 100-yr water surface elevation, freeboard, right of way, DE and property lines, top of pond elevations, etc. Include an elevation vs flow rating curve and mark all required events (2yr, 5yr, 10yr, 25yr and 100yr).

16. For ponds, (a) provide and label an emergency spillway with 6" of freeboard to top of pond under clogged conditions. Label all dimensions and provide calculations. (b) Provide details and profile of pond outflow pipe and account for tailwater. Provide cross section(s) with hydraulic parameters downstream of pond to calculate backwater at proposed pond outfall.

The Engineer shall revise the hydrologic study and/or plans in accordance with the above comments and/or provide a written response that addresses each comment. If you have any questions or need additional information, please do not hesitate to call me at (817) 764-7466.

Sincerely,

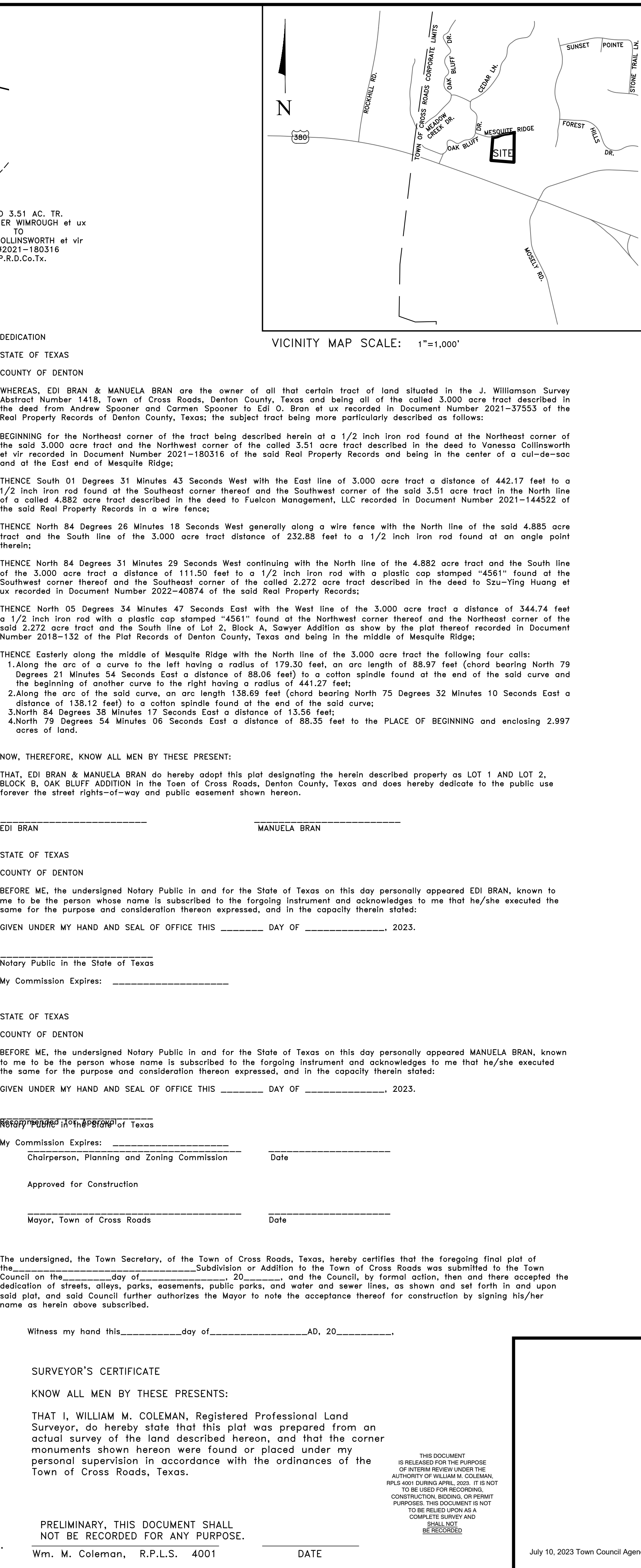
**HALFF ASSOCIATES, INC.**

Firm No. 0312

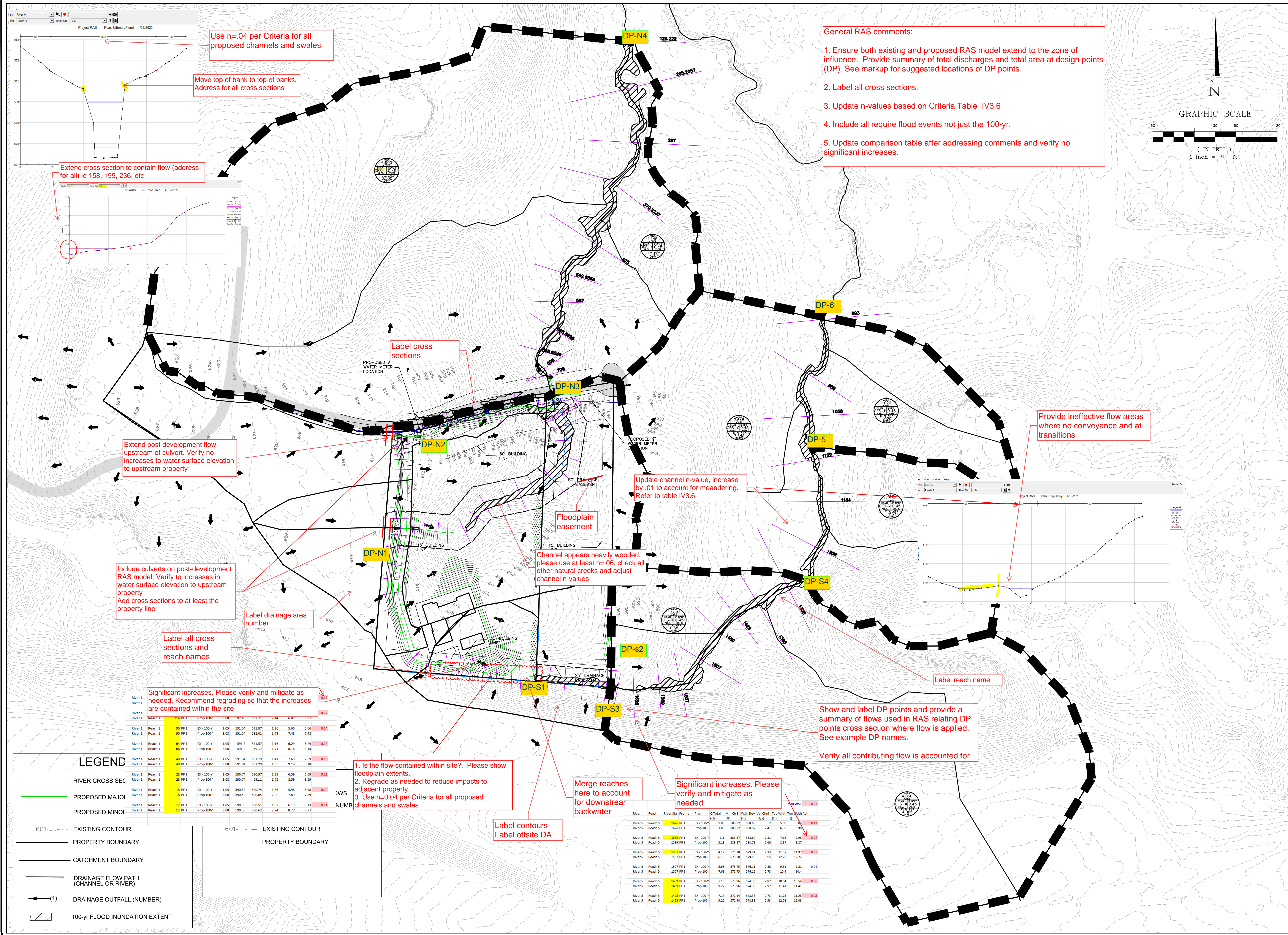


Emilia Yanagi, P.E., CFM  
Drainage Review Consultant for the Town of Cross Roads



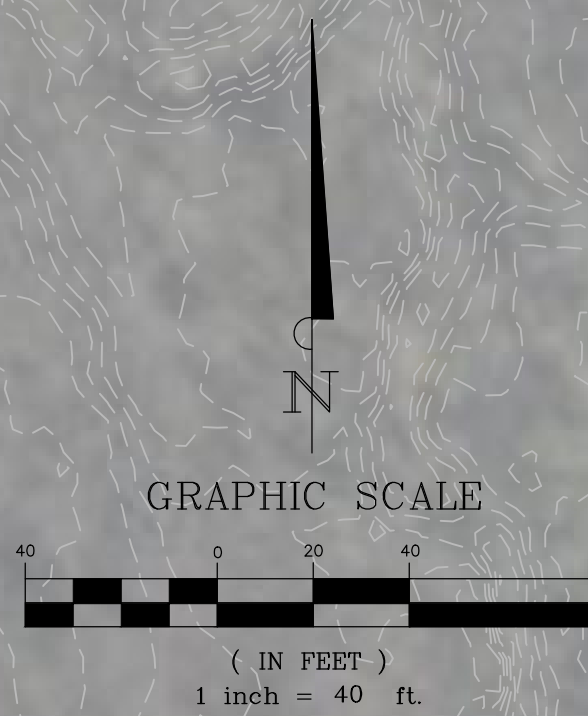
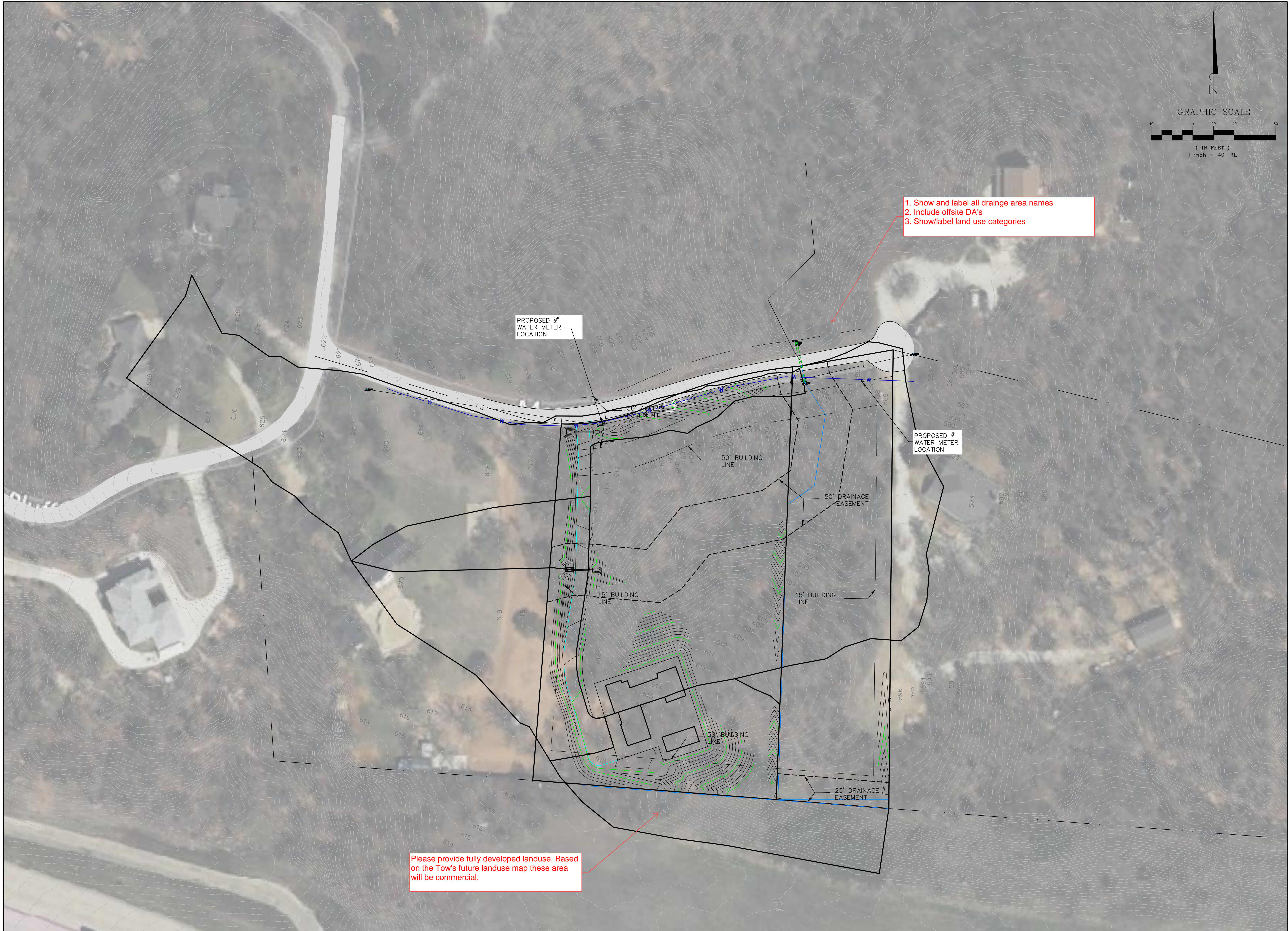






REV: A	DATE: 09-01-22
REV: B	DATE: 11-01-22
REV: C	DATE: 12-08-22
DRAWN BY: CF	DATE: 01-24-23
REVIEWED BY: TM	DATE: 09-06-22



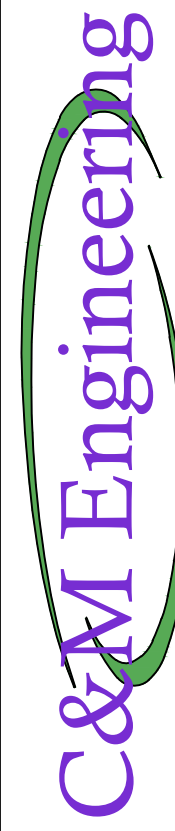


1. Show and label all drainge area names
2. Include offsite DA's
3. Show/label land use categories

PROPOSED 3/4" WATER METER LOCATION

PROPOSED 3/4" WATER METER LOCATION

Please provide fully developed landuse. Based on the Tow's future landuse map these area will be commercial.



CIVIL ENGINEERS  
16520 TULLECH BEND COURT  
FACSTER, TX 75078  
T: 469-481-6159 M: 682-222-0639  
TEXAS REGISTERED ENGINEERING FIRM F-23204

## BRAN RESIDENCE

MESQUITE RIDGE, CROSS ROADS  
DENTON COUNTY, TEXAS

## FINAL PLAT PROJECT AREA LAND USE MAP

TOWN OF CROSS ROADS  
DENTON COUNTY TEXAS



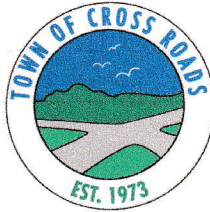
REV:	DATE: 09-01-22
REV: A	DATE: 11-01-22
REV: B	DATE: 12-08-22
REV: C	DATE: 01-24-23
DRAWN BY: CF	DATE: 09-01-22
REVIEWED BY: TM	DATE: 09-06-22

SHEET NO:

C-04D



TOWN OF CROSS ROADS  
PLATTING APPLICATION



DATE: 04/04/2022

APPLICATION # \_\_\_\_\_

PROJECT: Bran Subdivision

Completed applications will be considered received on  
the due date specified on the yearly Submission Schedule.  
PLEASE VERIFY MEETING DATES.

TYPE OF PLAT

Preliminary ☐

Final ☒

Replat ☐

Administrative/Amending ☐

PLEASE SPECIFY THE PRIMARY CONTACT

Land Owner Name Edi & Manuela Bran

Signature \_\_\_\_\_

Applicant Name Edi & Manuela Bran

Signature \_\_\_\_\_

Project Contact Mailing Address 127 Lakefront Drive, Little Elm Tx 75068

Project Contact Phone 972 832 1213

Email mbran.realtor@gmail.com

Proposed Project Name Bran Subdivision

Location 10 Mesquite Ridge

Lot/Block Lot 1 & Lot 2, Block A

Abstract J. Williamson

DCAD ID 112982

Number of Lots Created 2

REQUIRED SUBMISSION DOCUMENTS

Fee \$1,520.00

Legal Description ☒

Location Map ☒

Drawings (1 full, 2 half) \_\_\_\_\_

Site Plan (Commercial) \_\_\_\_\_

Electronic copy of application ☒

Electronic copy of drawings ☒

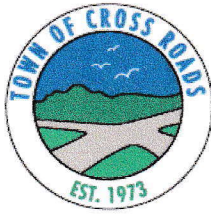
OTHER (Specify) \_\_\_\_\_

APPLICATION EXPLANATION

Explanation and Description of Request or Project

Final Plat to create 2 lots from existing 1 lot.

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: C&M Engineering (Ticha Mhlanga)  
Email: contact@cmengineering-us.com  
Phone: 469-481-6139  
Address: 16520 Toledo Bend Ct, Prosper TX 75078  
Project: Bran Subdivision

I have read and acknowledge the Professional Services Deposit Process.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Town of Cross Roads' Use Only**

Date completed application received: \_\_\_\_\_

Amount Deposited: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Professional Services Deposit Number: \_\_\_\_\_



# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:  
July 10, 2023

Agenda Item:  
Discuss and consider approval of an ordinance amending the Fiscal Year 2022-2023 adopted budget.

Prepared by:  
Kristi Gilbert, Town Administrator

Description:  
At the June Council Retreat, Staff presented information related to a high-level review of the Fiscal Year 2023 Budget versus Actuals to date. With the US 380 construction project, there has been a decline in sales tax revenue. Additionally, the FY 23 budget and the five-year forecasts included residential permit revenue associated with Oak Hill Ranch, Phase 2 and Phase 3. With Denton ISD's purchase of the Oak Hill Ranch property there will be no residential permit revenue that will come in over a period of time, rather, there will be payment only for permits associated with the high school that will not be received until the Fall of 2024. In anticipation of the revenue shortfall for FY 23, Staff has identified areas where savings can occur. The proposed FY 23 budget amendment is reflective of those items including:

Revenue Adjustments in General Fund due to YTD Activity and Other:

- Decrease in sales tax revenue based on YTD collections
- Increase in franchise fees for electric, gas and water/wastewater based on YTD collections
- Decrease in Development/Platting Fees based on YTD activity
- Increase in Infrastructure Inspections
- Decrease in Residential, Commercial and Septic Permit Fees
- Increase in Health Inspections, Alcohol Permits and Sign Fees
- Decrease in Municipal Court Fines
- Increase in Administrative Fees, MDD Contributions, Interest Revenue, Donations and Insurance Proceeds

Expense Adjustments in General Fund due to YTD Activity and Other:

- Slight decrease in Administrative Personnel and Benefit items
- Increase in Administrative Supplies
- Decrease in Administrative Contractual Services, primarily related to a refund of Engineering Services fees from FY 2022
- Increase in Administrative Maintenance due to repairs needed due to damage in the Council Chambers. An insurance claim was filed for the increased expenditures and reimbursed to the Town.
- Increase in Municipal Court expenses primarily due to increased Judge and Prosecutor expenses associated with code enforcement and the need to transfer





## COUNCIL AGENDA BRIEFING SHEET

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the cost of the court software to the General Fund due to limited funds in the Court Technology Fund.

- Decrease in Police Personnel and Benefits due to vacancies early in FY 2023
- Decrease in Police Supplies and Contractual Services as a result of cutting expenditures.
- Increase in Police Maintenance due both an aging building and vehicle repairs associated with an older fleet.
- Increase in Inspections due to adding new line items for Engineering Inspection Services and Fire Inspection Services to insure appropriate revenue is being receipted in to cover the associated costs. Residential and Commercial Inspections increased to cover third-party inspection costs.
- Increase in Public Works Contractual Services to cover increased contracted expenses for mowing of right-of-way, installation of street signs, minor pothole repair and general maintenance.
- Decrease in Transfers Out for Vehicle and Equipment Replacement Fund and Road Improvement Fund

### Municipal Development District Fund – Fund 210:

- Decrease in sales tax revenue based on YTD collections
- Increase in Interest Revenue based on YTD data
- Increase in Contractual Services to reflect an increase in Software, Administrative Expenses (reimbursement to General Fund of certain Staff costs) and adding \$20,000 for MDD Business Grant Expenditures

### Court Technology Fund – Fund 240:

- Decrease in Court Technology Revenue based on YTD collections
- Increase in Court Technology Expense due to increase software costs

### Capital Improvement Fund – Fund 310

- Remove Interest Revenue as the interest for this fund is allocated to the General Fund.

### Park Improvement Fund - Fund 320

- Allocation of funds to Capital Improvement to complete work budgeted for in FY 2022, but unable to complete until FY 2023.

### Vehicle Replacement Fund – Fund 330

- Increase transfer in from COVID Fund to cover Vehicle and Equipment Replacement expenses
- Reduce transfer from General Fund
- Increase expenses related to Capital Equipment for items approved by the Council in FY 2022 that were carried over into FY 2023 due to timing in delivery.

### Road Improvement Fund – Fund 370

- Increase in Interest Revenue



## COUNCIL AGENDA BRIEFING SHEET

---

- Decrease in Transfers In from COVID and Sales Tax Revenue
- Decrease in Capital Improvements due to change in scope of road project

### COVID Fund – Fund 510

- Decrease in Grant Revenue received due to receipt of final funds at the end of FY 22 after the FY 23 budget was approved.
- Increase in Transfer Out of funds to the Vehicle and Equipment Replacement Fund and a decrease in Transfer Out of funds to the Road Improvement Fund.

The following funds have no changes proposed:

- Legal Contingency Fund – Fund 150
- Court Security Fund – Fund 241
- Truancy Fund – Fund 242
- Jury Fund – Fund 243
- Police Donations – Fund 265
- PID #1 Villages – Fund 400

### Recommended Action:

Staff recommends approval.

### Attachments:

Ordinance

Proposed Amendments

**TOWN OF CROSS ROADS**

**ORDINANCE NO. 2023-\_\_**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS, AMENDING THE BUDGET FOR THE TOWN OF CROSS ROADS, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; PROVIDING THAT THE BUDGET TO BE KEPT IN TOWN SECRETARY'S OFFICE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council approved the Fiscal Year 2022-2023 budget at a meeting conducted on September 18, 2022 where all interested persons were given an opportunity to be heard for or against any item therein; and,

**WHEREAS**, as required by Texas Local Government Code 102.002, the budget officer has prepared a municipal budget to cover the proposed expenditures of the municipal government for the succeeding year; and,

**WHEREAS**, the Town Council finds that the passage of this Ordinance is in the best interest of the citizens of Cross Roads.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:**

**SECTION 1:** That, all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

**SECTION 2:** That the Council hereby adopts the amended budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023 as shown in ***Exhibit "A."***

**SECTION 4.** That a copy of the official adopted 2022-2023 budget documents shall be kept on file in the office of the Town Secretary

**SECTION 5:** If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Ordinance without the invalid provision.

**SECTION 6:** That this Ordinance shall become effective from and after its date of passage.

**PASSED AND APPROVED ON THIS 10<sup>TH</sup> DAY OF JULY 2023.**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney



**EXHIBIT A**  
**AMENDED FY 2022-2023 BUDGET**

## 100 - GENERAL FUND SUMMARY

Category	FY 23 Approved	FY 23 Proposed Amend 1	diff from adopt vs amend
<b>REVENUES - GENERAL FUND - 100</b>			
Sales Tax	\$ 3,419,000.00	\$ 3,073,000.00	-10.1%
Franchise Taxes	\$ 166,750.00	\$ 227,500.00	36.4%
Licenses & Permits	\$ 335,000.00	\$ 233,095.00	-30.4%
Court Revenue	\$ 190,000.00	\$ 178,000.00	-6.3%
Fines & Fees	\$ 20,000.00	\$ 27,000.00	35.0%
Contributions	\$ 22,250.00	\$ 27,605.00	24.1%
Investment Income	\$ 5,000.00	\$ 40,000.00	700.0%
Miscellaneous	\$ -	\$ 1,200.00	
Intergovernmental	\$ -	\$ -	
Donations	\$ -	\$ 18,000.00	
Other Income	\$ -	\$ 13,500.00	
Transfers	\$ -	\$ -	
<b>TOTAL REVENUES - GENERAL FUND</b>	<b>\$ 4,158,000.00</b>	<b>\$ 3,838,900.00</b>	<b>-7.7%</b>

### EXPENSES - GENERAL FUND - 100

#### ADMINISTRATION - 110

Personnel and Benefits	\$ 617,780.00	\$ 612,600.00	-0.8%
Supplies	\$ 10,950.00	\$ 13,250.00	21.0%
Contractual Services	\$ 867,904.00	\$ 855,629.00	-1.4%
Maintenance	\$ 8,300.00	\$ 19,000.00	128.9%
Capital Outlay	\$ 6,500.00	\$ 4,500.00	-30.8%

<b>Subtotal</b>	<b>\$ 1,511,434.00</b>	<b>\$ 1,504,979.00</b>	<b>-0.4%</b>
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#### MUNICIPAL COURT - 210

Personnel and Benefits	\$ 10,255.25	\$ 11,267.50	9.9%
Supplies	\$ 7,350.00	\$ 5,850.00	-20.4%
Contractual Services	\$ 24,000.00	\$ 31,600.00	31.7%
Capital Outlay	\$ -	\$ -	

<b>Subtotal</b>	<b>\$ 41,605.25</b>	<b>\$ 48,717.50</b>	<b>17.1%</b>
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#### POLICE -310

Personnel and Benefits	\$ 1,272,168.00	\$ 1,183,500.00	-7.0%
Supplies	\$ 63,300.00	\$ 56,000.00	-11.5%
Contractual Services	\$ 154,100.00	\$ 136,000.00	-11.7%
Maintenance	\$ 41,000.00	\$ 53,000.00	29.3%

<b>Subtotal</b>	<b>\$ 1,530,568.00</b>	<b>\$ 1,428,500.00</b>	<b>-6.7%</b>
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#### PARKS & RECREATION - 410

Contractual Services	\$ 13,990.00	\$ 14,000.00	0.1%
Maintenance	\$ 18,000.00	\$ 18,000.00	0.0%

<b>Subtotal</b>	<b>\$ 31,990.00</b>	<b>\$ 32,000.00</b>	<b>0.03%</b>
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# 100 - GENERAL FUND SUMMARY

Category	FY 23 Approved	FY 23 Proposed Amend 1	diff from adopt vs amend
<b>COMMUNITY DEVELOPMENT - 510</b>			
Contractual Services	\$ 2,000.00	\$ 2,000.00	0.0%
<b>Subtotal</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	0.0%
<b>INSPECTIONS - 520</b>			
Contractual Services	\$ 21,500.00	\$ 57,500.00	167.4%
<b>Subtotal</b>	<b>\$ 21,500.00</b>	<b>\$ 57,500.00</b>	167.4%
<b>PUBLIC WORKS - 610</b>			
Contractual Services	\$ 99,100.00	\$ 116,000.00	17.1%
<b>Subtotal</b>	<b>\$ 99,100.00</b>	<b>\$ 116,000.00</b>	17.1%
<b>TRANSFERS OUT - 710</b>			
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>DECISION PACKAGE - OPERATING EXPENSE</b>			
Placeholder	\$ -	\$ -	
<b>TOTAL OPERATING EXP - GEN. FUND</b>	<b>\$ 3,238,197.25</b>	<b>\$ 3,189,696.50</b>	-1.5%
Net Operating Income	\$ 919,802.75	\$ 649,203.50	-29.4%
<b>TRANSFERS OUT - 710 - FUND BALANCE - CAPITAL</b>			
	\$ 660,860.00	\$ 473,345.00	-28.4%



# SUMMARY ALL OTHER FUNDS

Category	FY 23 Approved	FY 23 Proposed Amend 1	diff from adopt vs amend
<b>LEGAL CONTINGENCY</b>			
<b>REVENUES - LEGAL CONTINGENCY - 150</b>			
Investment Income	\$ 1,012.30	\$ 7,000.00	
Transfers	\$ -	\$ -	
TOTAL REVENUES - LEGAL CONTINGENCY	\$ 1,012.30	\$ 7,000.00	591.5%
<b>EXPENSES - LEGAL CONTINGENCY - 150</b>			
Contractual Services	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - LEGAL CONTINGENCY	\$ -	\$ -	
Net Income	\$ 1,012.30	\$ 7,000.00	591.5%
FUND BALANCE	\$ 506,977.00	\$ 512,964.70	1.2%

## MUNICIPAL DEVELOPMENT DISTRICT

<b>REVENUES - MDD - 210</b>			
Sales Tax	\$ 500,000.00	\$ 445,000.00	
Investment Income	\$ 1,750.00	\$ 13,000.00	
Miscellaneous	\$ 15,000.00	\$ 15,000.00	
Other Income	\$ -	\$ -	
Transfers	\$ -	\$ -	
TOTAL REVENUES - MUNICIPAL DEV. DISTRICT	\$ 516,750.00	\$ 473,000.00	-8.5%
<b>EXPENSES - MDD - 210</b>			
Contractual Services	\$ 132,100.00	\$ 157,655.00	
Maintenance	\$ 40,000.00	\$ 40,000.00	
Debt Service	\$ 50,019.28	\$ 50,019.28	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - MUNICIPAL DEV. DISTRICT	\$ 222,119.28	\$ 247,674.28	11.5%
Net Income	\$ 294,630.72	\$ 225,325.72	-23.5%
FUND BALANCE	\$ 1,030,787.85	\$ 961,482.85	-6.7%

## COURT TECHNOLOGY

<b>REVENUES - COURT TECHNOLOGY - 240</b>			
Court Revenue	\$ 7,500.00	\$ 4,800.00	
Investment Income	\$ -	\$ -	
TOTAL REVENUES - COURT TECHNOLOGY	\$ 7,500.00	\$ 4,800.00	-36.0%
<b>EXPENSES - COURT TECHNOLOGY - 240</b>			
Contractual Services	\$ 9,500.00	\$ 13,500.00	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - COURT TECHNOLOGY	\$ 9,500.00	\$ 13,500.00	42.1%
Net Income	\$ (2,000.00)	\$ (8,700.00)	335.0%
FUND BALANCE	\$ 8,498.00	\$ 1,798.00	-78.8%

# SUMMARY ALL OTHER FUNDS

Category	FY 23 Approved	FY 23 Proposed Amend 1	diff from adopt vs amend
<b>COURT SECURITY</b>			
<b>REVENUES - COURT SECURITY - 241</b>			
Court Revenue	\$ 5,625.00	\$ 5,625.00	
Investment Income	\$ -	\$ 25.00	
TOTAL REVENUES - COURT SECURITY	\$ 5,625.00	\$ 5,650.00	0.4%
		\$ -	
<b>EXPENSES - COURT SECURITY - 241</b>			
Contractual Services	\$ 5,000.00	\$ 5,000.00	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - COURT SECURITY	\$ 5,000.00	\$ 5,000.00	0.0%
Net Income	\$ 625.00	\$ 650.00	4.0%
FUND BALANCE	\$ 33,618.57	\$ 33,643.57	0.1%
<b>TRUANCY</b>			
<b>REVENUES - TRUANCY - 242</b>			
Court Revenue	\$ 5,625.00	\$ 5,625.00	
Transfers	\$ -	\$ -	
TOTAL REVENUES - TRUANCY	\$ 5,625.00	\$ 5,625.00	0.0%
<b>EXPENSES - TRUANCY - 242</b>			
Contractual Services	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - TRUANCY	\$ -	\$ -	
Net Income	\$ 5,625.00	\$ 5,625.00	0.0%
FUND BALANCE	\$ 24,073.93	\$ 24,073.93	0.0%
<b>JURY</b>			
<b>REVENUES - JURY - 243</b>			
Court Revenue	\$ 100.00	\$ 100.00	
Transfers	\$ -	\$ -	
TOTAL REVENUES - JURY	\$ 100.00	\$ 100.00	0.0%
<b>EXPENSES - JURY - 243</b>			
Contractual Services	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - JURY	\$ -	\$ -	
Net Income	\$ 100.00	\$ 100.00	0.0%
FUND BALANCE	\$ 468.80	\$ 468.80	0.0%
<b>LEOSE</b>			
<b>REVENUES - LEOSE - 260</b>			
Investment Income	\$ -	\$ -	
Intergovernmental	\$ 1,100.00	\$ 750.00	
TOTAL REVENUES - LEOSE	\$ 1,100.00	\$ 750.00	-31.8%

# SUMMARY ALL OTHER FUNDS

Category	FY 23 Approved	FY 23 Proposed Amend 1	diff from adopt vs amend
<b>EXPENSES - LEOSE -260</b>			
Contractual Services	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - LEOSE	\$ -	\$ -	
Net Income	\$ 1,100.00	\$ 750.00	-31.8%
FUND BALANCE	\$ 1,577.67	\$ 1,227.67	-22.2%

## POLICE DONATIONS

<b>REVENUES - POLICE DONATIONS - 265</b>			
Contributions	\$ -	\$ 1,700.00	
Donations	\$ 1,700.00	\$ -	
Intergovernmental	\$ -	\$ -	
TOTAL REVENUES - POLICE DONATIONS	\$ 1,700.00	\$ 1,700.00	0.0%

<b>EXPENSES - POLICE DONATIONS - 265</b>			
Supplies	\$ 11,000.00	\$ 11,000.00	
Grants	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - POLICE DONATIONS	\$ 11,000.00	\$ 11,000.00	0.0%
Net Income	\$ (9,300.00)	\$ (9,300.00)	0.0%
FUND BALANCE	\$ 4,355.70	\$ 4,355.70	0.0%

## CAPITAL IMPROVEMENT

<b>REVENUES - CAPITAL IMPROVEMENT - 310</b>			
Investment Income	\$ 3,140.00	\$ -	
Contributions	\$ -	\$ -	
Transfers	\$ -	\$ -	
TOTAL REVENUES - CAPITAL IMPROVEMENT	\$ 3,140.00	\$ -	-100.0%

<b>EXPENSES - CAPITAL IMPROVEMENT - 310</b>			
Contractual Services	\$ -	\$ -	
Capital Outlay	\$ 25,000.00	\$ 25,000.00	
TOTAL EXPENSES - CAPITAL IMPROVEMENT	\$ 25,000.00	\$ 25,000.00	0.0%
Net Income	\$ (21,860.00)	\$ (25,000.00)	14.4%
FUND BALANCE	\$ 92,140.00	\$ 89,000.00	-3.4%

## PARK IMPROVEMENT

<b>REVENUES - PARK IMPROVEMENT - 320</b>			
Fines and Fees	\$ -	\$ -	
Intergovernmental	\$ -	\$ -	
Donations	\$ -	\$ -	
Transfers	\$ -	\$ -	
TOTAL REVENUES - PARK IMPROVEMENT	\$ -	\$ -	

<b>EXPENSES - PARK IMPROVEMENT - 320</b>			
Contractual Services	\$ 30,000.00	\$ 30,000.00	



## SUMMARY ALL OTHER FUNDS

Category	FY 23 Approved	FY 23 Proposed Amend 1	diff from adopt vs amend
Capital Outlay	\$ -	\$ 9,700.00	
TOTAL EXPENSES - PARK IMPROVEMENT	\$ 30,000.00	\$ 39,700.00	32.3%
Net Income	\$ (30,000.00)	\$ (39,700.00)	32.3%
FUND BALANCE	\$ 69,696.79	\$ 59,996.79	-13.9%

### VEHICLE/EQUIPMENT REPLACEMENT

#### REVENUES - VEHICLE/EQUIPMENT REPLACEMENT - 330

Intergovernmental	\$ -	\$ 5,000.00	
Miscellaneous	\$ 20,000.00	\$ 20,000.00	
Other Income	\$ -	\$ -	
Transfers	\$ 75,000.00	\$ 257,500.00	
TOTAL REVENUES -VEHICLE/EQUIP REPLACE	\$ 95,000.00	\$ 282,500.00	197.4%

#### EXPENSES - VEHICLE/EQUIPMENT REPLACEMENT - 330

Contractual Services	\$ -	\$ -	
Capital Outlay	\$ 190,000.00	\$ 222,650.00	
TOTAL EXPENSES -VEHICLE/EQUIP REPLACE	\$ 190,000.00	\$ 222,650.00	17.2%
Net Income	\$ (95,000.00)	\$ 59,850.00	-163.0%
FUND BALANCE	\$ (81,408.27)	\$ 73,441.73	-190.2%

### PUBLIC SAFETY BUILDING

#### REVENUES - PUBLIC SAFETY BUILDING - 350

Investment Income	\$ 1,375.52	\$ 11,000.00	
Contributions	\$ -	\$ -	
Transfers	\$ -	\$ -	
TOTAL REVENUES - PUBLIC SAFETY BLDG	\$ 1,375.52	\$ 11,000.00	699.7%

#### EXPENSES - PUBLIC SAFETY BUILDING - 350

Contractual Services	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - PUBLIC SAFETY BLDG	\$ -	\$ -	
Net Income	\$ 1,375.52	\$ 11,000.00	699.7%
FUND BALANCE	\$ 688,354.81	\$ 697,979.29	1.4%

### ROAD IMPROVEMENT

#### REVENUES - ROAD IMPROVEMENT - 370

Investment Income	\$ 2,972.79	\$ 28,000.00	
Intergovernmental	\$ 194,036.00	\$ 85,000.00	
Contributions	\$ -	\$ -	
Transfers	\$ 585,860.00	\$ 435,845.00	
TOTAL REVENUES - ROAD IMPROVEMENT	\$ 782,868.79	\$ 548,845.00	-29.9%

#### EXPENSES - ROAD IMPROVEMENT -370

Contractual Services	\$ 90,000.00	\$ 90,000.00	
Capital Outlay	\$ -	\$ -	
TOTAL EXPENSES - ROAD IMPROVEMENT	\$ 90,000.00	\$ 90,000.00	0.0%

# SUMMARY ALL OTHER FUNDS

Category	FY 23 Approved	FY 23 Proposed Amend 1	diff from adopt vs amend
Net Income	\$ 692,868.79	\$ 458,845.00	-33.8%
FUND BALANCE	\$ 1,030,213.58	\$ 986,189.79	-4.3%
COVID GRANT			
REVENUES - COVID GRANT - 510			
Investment Income	\$ 1,500.00	\$ 750.00	
Intergovernmental	\$ 187,821.00	\$ -	
Transfers	\$ -	\$ -	
TOTAL REVENUES -COVID GRANT	\$ 189,321.00	\$ 750.00	-99.6%
EXPENSES - COVID GRANT - 510			
Contractual Services	\$ -	\$ -	
Grants	\$ -	\$ -	
Capital Outlay	\$ 194,036.41	\$ 305,000.00	
TOTAL EXPENSES -VEHICLE/EQUIP REPLACE	\$ 194,036.41	\$ 305,000.00	57.2%
Net Income	\$ (4,715.41)	\$ (304,250.00)	6352.2%
FUND BALANCE	\$ 373,387.60	\$ 73,853.01	-80.2%

# 100 - GENERAL FUND

			FY 23 Proposed	
Account #	Account Description	Category	FY 23 Approved	Amend 1
REVENUES - GENERAL FUND - 100				
100-40100	Sales Tax Revenue	Sales Tax	\$ 3,400,000.00	\$ 3,050,000.00
100-40110	Mixed Beverage Tax Revenue	Sales Tax	\$ 19,000.00	\$ 23,000.00
	Subtotal	Sales Tax	\$ 3,419,000.00	\$ 3,073,000.00
100-40120	Franchise Tax Telecom	Franchise Taxes	\$ 3,500.00	\$ 3,500.00
100-40121	Franchise Tax Waste	Franchise Taxes	\$ 24,750.00	\$ 26,000.00
100-40122	Franchise Tax Electric	Franchise Taxes	\$ 99,500.00	\$ 141,000.00
100-40123	Franchise Tax Gas	Franchise Taxes	\$ 20,000.00	\$ 28,500.00
100-40124	Franchise Tax Mustang SUD	Franchise Taxes	\$ 19,000.00	\$ 28,500.00
	Subtotal	Franchise Taxes	\$ 166,750.00	\$ 227,500.00
100-40200	Development/Platting/Permit Fees	Licenses & Permits	\$ 47,500.00	\$ 20,000.00
100-40201	Infrastructure Inspection Fees	Licenses & Permits	\$ 68,000.00	\$ 72,000.00
100-40202	Residential Bldg Permits and Inspec	Licenses & Permits	\$ 90,000.00	\$ 55,000.00
100-40203	Commercial Bldg Permits and Inspe	Licenses & Permits	\$ 100,000.00	\$ 50,000.00
100-40204	Septic Permits and Fees	Licenses & Permits	\$ 8,500.00	\$ 3,000.00
100-40206	Health Inspection and Fees	Licenses & Permits	\$ 17,000.00	\$ 22,000.00
100-40207	Alcohol Permit/License	Licenses & Permits	\$ 1,200.00	\$ 5,095.00
100-40208	Signs Permit and Fees	Licenses & Permits	\$ 2,800.00	\$ 6,000.00
	Subtotal	Licenses & Permits	\$ 335,000.00	\$ 233,095.00
100-40210	Municipal Court Fines	Court Revenue	\$ 190,000.00	\$ 178,000.00
	Subtotal	Court Revenue	\$ 190,000.00	\$ 178,000.00
100-40300	Administrative Fees	Fines & Fees	\$ 17,500.00	\$ 24,000.00
100-40314	Credit Card Processing Fee	Fines & Fees	\$ 2,500.00	\$ 3,000.00
	Subtotal	Fines & Fees	\$ 20,000.00	\$ 27,000.00
100-40304	MDD Contribution	Contributions	\$ 22,250.00	\$ 27,605.00
100-40500	Developer Contributions	Contributions	\$ -	\$ -
	Subtotal	Contributions	\$ 22,250.00	\$ 27,605.00
100-40306	Interest Revenue	Investment Income	\$ 5,000.00	\$ 40,000.00
	Subtotal	Investment Income	\$ 5,000.00	\$ 40,000.00
100-40315	Miscellaneous Income	Miscellaneous	\$ -	\$ 1,200.00
	Subtotal	Miscellaneous	\$ -	\$ 1,200.00
100-40410	Intergovernmental Revenue	Intergovernmental	\$ -	\$ -
	Subtotal	Intergovernmental	\$ -	\$ -
100-40455	Donations	Donations	\$ -	\$ 18,000.00
	Subtotal	Donations	\$ -	\$ 18,000.00
100-40610	Insurance Proceeds	Other Income	\$ -	\$ 13,500.00
	Subtotal	Other Income	\$ -	\$ 13,500.00
100-40910	Transfers In	Transfers	\$ -	
	Subtotal	Transfers	\$ -	\$ -
TOTAL REVENUES - GENERAL FUND			\$ 4,158,000.00	\$ 3,838,900.00



**100 - GENERAL FUND**

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1
<b>EXPENSES - GENERAL FUND - 100</b>				
<b>ADMINISTRATION - 110</b>				
100-110-51101	Payroll Expenses: Wages	Personnel and Benefi	\$ 481,000.00	\$ 475,000.00
100-110-51102	Overtime	Personnel and Benefi	\$ 500.00	\$ 800.00
100-110-51105	Longevity Pay	Personnel and Benefi	\$ 5,950.00	\$ 950.00
100-110-51109	Auto Allowance	Personnel and Benefi	\$ 1,800.00	\$ 1,800.00
100-110-51210	Payroll Expenses: Company Contrib	Personnel and Benefi	\$ 38,480.00	\$ 47,500.00
100-110-51215	Payroll Expenses: Taxes	Personnel and Benefi	\$ 37,750.00	\$ 37,250.00
100-110-51216	Employee Health Benefits	Personnel and Benefi	\$ 48,450.00	\$ 47,000.00
100-110-51220	Workers Compensation	Personnel and Benefi	\$ 2,000.00	\$ 500.00
100-110-51230	Unemployment	Personnel and Benefi	\$ 1,600.00	\$ 1,600.00
100-110-51250	Mileage Reimbursements-Non Tax	Personnel and Benefi	\$ 150.00	\$ 100.00
100-110-51255	Miscellaneous Reimbursements	Personnel and Benefi	\$ 100.00	\$ 100.00
	<b>Subtotal</b>	<b>Personnel and Benefi</b>	<b>\$ 617,780.00</b>	<b>\$ 612,600.00</b>
100-110-52014	Office Supplies	Supplies	\$ 7,500.00	\$ 6,500.00
100-110-52030	Postage	Supplies	\$ 1,250.00	\$ 1,250.00
100-110-52100	Minor Tools and Equipment	Supplies	\$ 2,200.00	\$ 5,500.00
	<b>Subtotal</b>		<b>\$ 10,950.00</b>	<b>\$ 13,250.00</b>
100-110-53001	Accounting and Auditing Fees	Contractual Services	\$ 15,000.00	\$ 15,000.00
100-110-53002	Advertising and Promotion	Contractual Services	\$ 12,000.00	\$ 12,000.00
100-110-53004	Software	Contractual Services	\$ 28,000.00	\$ 28,000.00
100-110-53006	Codification Services	Contractual Services	\$ 3,250.00	\$ 3,250.00
100-110-53010	Property and Liability Insurance	Contractual Services	\$ 3,000.00	\$ 3,425.00
100-110-53012	Legal Fees	Contractual Services	\$ 75,000.00	\$ 75,000.00
100-110-53015	Dues and Subscriptions	Contractual Services	\$ 1,000.00	\$ 1,000.00
100-110-53016	Public Notices/Dues	Contractual Services	\$ 1,000.00	\$ 2,500.00
100-110-53022	Training and Travel	Contractual Services	\$ 14,000.00	\$ 14,000.00
100-110-53028	Lovetts 380 Agreement	Contractual Services		\$ -
100-110-53030	Credit Card Charge	Contractual Services	\$ 2,500.00	\$ 3,000.00
100-110-53033	Community Events	Contractual Services	\$ -	\$ 20,000.00
100-110-53045	Lease and CAM Pmts - Town Hall	Contractual Services	\$ 68,900.00	\$ 68,900.00
100-110-53050	Careflite Services	Contractual Services	\$ 2,400.00	\$ 2,000.00
100-110-53055	City of Aubrey Library Fund	Contractual Services	\$ 10,000.00	\$ 10,000.00
100-110-53080	Engineering Services	Contractual Services	\$ 62,500.00	\$ 30,000.00
100-110-53081	Information Technology Services	Contractual Services	\$ -	\$ -
100-110-53083	Professional Services	Contractual Services	\$ 83,500.00	\$ 83,500.00
100-110-53110	Utilities	Contractual Services	\$ 6,750.00	\$ 7,250.00
100-110-53225	Interlocal Fire	Contractual Services	\$ 452,300.00	\$ 452,300.00
100-110-53610	Election Expense	Contractual Services	\$ 6,500.00	\$ 4,200.00
100-110-53800	Sales Tax Overpmt 12/21 to 5/25 P	Contractual Services	\$ 20,304.00	\$ 20,304.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 867,904.00</b>	<b>\$ 855,629.00</b>
100-110-54010	Building Maintenance/Cleaning	Maintenance	\$ 6,000.00	\$ 17,500.00
100-110-54020	Vehicles Maintenance	Maintenance	\$ 2,300.00	\$ 1,500.00
	<b>Subtotal</b>	<b>Maintenance</b>	<b>\$ 8,300.00</b>	<b>\$ 19,000.00</b>

# 100 - GENERAL FUND

Account #	Account Description	Category	FY 23 Proposed	
			FY 23 Approved	Amend 1
100-110-58007	Capital Improvements	Capital Outlay	\$ 6,500.00	\$ 4,500.00
	<b>Subtotal</b>	<b>Capital Outlay</b>	<b>\$ 6,500.00</b>	<b>\$ 4,500.00</b>
<b>ADMINISTRATION - 110</b>			<b>\$ 1,511,434.00</b>	<b>\$ 1,504,979.00</b>
<b>MUNICIPAL COURT - 210</b>				
100-210-51101	Payroll Expenses: Wages	Personnel and Benefi	\$ 9,500.00	\$ 10,500.00
100-210-51215	Payroll Expenses: Taxes	Personnel and Benefi	\$ 741.00	\$ 750.00
100-210-51230	Unemployment	Personnel and Benefi	\$ 14.25	\$ 17.50
	<b>Subtotal</b>	<b>Personnel and Benefi</b>	<b>\$ 10,255.25</b>	<b>\$ 11,267.50</b>
100-210-52014	Office Supplies	Supplies	\$ 2,750.00	\$ 2,400.00
100-210-52020	Court Supplies	Supplies	\$ 1,250.00	\$ 750.00
100-210-52030	Postage	Supplies	\$ 2,000.00	\$ 1,700.00
100-210-52100	Minor Tools and Equipment	Supplies	\$ 1,350.00	\$ 1,000.00
	<b>Subtotal</b>	<b>Supplies</b>	<b>\$ 7,350.00</b>	<b>\$ 5,850.00</b>
100-210-53004	Software	Contractual Services	\$ -	\$ 7,500.00
100-210-53015	Dues and Subscriptions	Contractual Services	\$ 250.00	\$ 250.00
100-210-53022	Training and Travel	Contractual Services	\$ 500.00	\$ 300.00
100-210-53075	Prosecutor	Contractual Services	\$ 21,500.00	\$ 22,500.00
100-210-53076	Jury	Contractual Services	\$ 500.00	\$ 350.00
100-210-53077	Interpreter	Contractual Services	\$ 750.00	\$ 400.00
100-210-53078	Arrest/Jail Fees	Contractual Services	\$ 500.00	\$ 300.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 24,000.00</b>	<b>\$ 31,600.00</b>
100-210-58010	Capital Equipment	Capital Outlay	\$ -	\$ -
	<b>Subtotal</b>	<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MUNICIPAL COURT - 210</b>			<b>\$ 41,605.25</b>	<b>\$ 48,717.50</b>
<b>POLICE -310</b>				
100-310-51101	Payroll Expenses: Wages	Personnel and Benefi	\$ 932,100.00	\$ 845,000.00
100-310-51102	Overtime	Personnel and Benefi	\$ 36,000.00	\$ 40,000.00
100-310-51105	Longevity Pay	Personnel and Benefi	\$ 1,750.00	\$ 1,750.00
100-310-51108	Incentive Pay	Personnel and Benefi	\$ 7,000.00	\$ 3,750.00
100-310-51210	Payroll Expenses: Company Contrib	Personnel and Benefi	\$ 74,568.00	\$ 83,500.00
100-310-51215	Payroll Expenses: Taxes	Personnel and Benefi	\$ 72,300.00	\$ 71,500.00
100-310-51216	Employee Health Benefits	Personnel and Benefi	\$ 105,300.00	\$ 102,500.00
100-310-51220	Workers Compensation	Personnel and Benefi	\$ 39,000.00	\$ 35,000.00
100-310-51230	Unemployment	Personnel and Benefi	\$ 4,150.00	\$ 500.00
	<b>Subtotal</b>	<b>Personnel and Benefi</b>	<b>\$ 1,272,168.00</b>	<b>\$ 1,183,500.00</b>
100-310-52005	Uniforms	Supplies	\$ 10,000.00	\$ 7,500.00
100-310-52010	Law Enforcement Supplies	Supplies	\$ 5,000.00	\$ 4,000.00
100-310-52014	Office Supplies	Supplies	\$ 5,000.00	\$ 5,000.00
100-310-52015	Evidence Supplies	Supplies	\$ 2,000.00	\$ 2,000.00

# 100 - GENERAL FUND

Account #	Account Description	Category	FY 23 Proposed	
			FY 23 Approved	Amend 1
100-310-52030	Postage	Supplies	\$ 1,300.00	\$ 1,500.00
100-310-52050	Fuel	Supplies	\$ 35,000.00	\$ 31,000.00
100-310-52100	Minor Tools and Equipment	Supplies	\$ 5,000.00	\$ 5,000.00
	<b>Subtotal</b>	<b>Supplies</b>	<b>\$ 63,300.00</b>	<b>\$ 56,000.00</b>
100-310-53004	Software	Contractual Services	\$ 19,400.00	\$ 15,500.00
100-310-53010	Property and Liability Insurance	Contractual Services	\$ 10,000.00	\$ 9,500.00
100-310-53012	Legal Fees	Contractual Services	\$ 2,500.00	\$ 2,500.00
100-310-53015	Dues and Subscriptions	Contractual Services	\$ 1,500.00	\$ 1,500.00
100-310-53022	Training and Travel	Contractual Services	\$ 12,200.00	\$ 9,500.00
100-310-53033	Community Events	Contractual Services	\$ 5,000.00	\$ 3,500.00
100-310-53081	Information Technology Services	Contractual Services	\$ 20,500.00	\$ 20,500.00
100-310-53083	Professional Services	Contractual Services	\$ 13,500.00	\$ 8,500.00
100-310-53091	Landscaping	Contractual Services	\$ 5,000.00	\$ 1,000.00
100-310-53110	Utilities	Contractual Services	\$ 8,000.00	\$ 10,000.00
100-310-53130	Telephone Mobile	Contractual Services	\$ 10,000.00	\$ 8,000.00
100-310-53210	Animal Control	Contractual Services	\$ 14,700.00	\$ 16,000.00
100-310-53230	County Public Safety Contracts	Contractual Services	\$ 31,800.00	\$ 30,000.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 154,100.00</b>	<b>\$ 136,000.00</b>
100-310-54010	Building Maintenance/Cleaning	Maintenance	\$ 21,000.00	\$ 25,000.00
100-310-54020	Vehicles Maintenance	Maintenance	\$ 20,000.00	\$ 28,000.00
	<b>Subtotal</b>	<b>Maintenance</b>	<b>\$ 41,000.00</b>	<b>\$ 53,000.00</b>
<b>POLICE - 310</b>		<b>TOTAL</b>	<b>\$ 1,530,568.00</b>	<b>\$ 1,428,500.00</b>
<b>PARKS &amp; RECREATION - 410</b>				
100-410-53002	Advertising and Promotion	Contractual Services	\$ 2,740.00	\$ 2,000.00
100-410-53035	Park Events	Contractual Services	\$ 10,500.00	\$ 10,500.00
100-410-53110	Utilities	Contractual Services	\$ 750.00	\$ 1,500.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 13,990.00</b>	<b>\$ 14,000.00</b>
100-410-54030	Park Maintenance	Maintenance	\$ 18,000.00	\$ 18,000.00
	<b>Subtotal</b>	<b>Maintenance</b>	<b>\$ 18,000.00</b>	<b>\$ 18,000.00</b>
<b>PARKS &amp; RECREATION - 410</b>		<b>TOTAL</b>	<b>\$ 31,990.00</b>	<b>\$ 32,000.00</b>
<b>COMMUNITY DEVELOPMENT - 510</b>				
100-510-53084	Code Enforcement	Contractual Services	\$ 2,000.00	\$ 2,000.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>
<b>COMMUNITY DEVELOPMENT - 510</b>		<b>TOTAL</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>
<b>INSPECTIONS - 520</b>				
100-520-53080	Engineering Inspection Services	Contractual Services	\$ -	\$ 20,000.00
100-520-53085	Res & Com Building Review & Insp	Contractual Services	\$ 6,500.00	\$ 20,000.00
100-520-53090	Sanitation Services	Contractual Services	\$ 15,000.00	\$ 13,000.00
100-520-53095	Fire Inspection Services	Contractual Services	\$ -	\$ 4,500.00



100 - GENERAL FUND

Account #	Account Description	Category	FY 23 Proposed	
			FY 23 Approved	Amend 1
	Subtotal	Contractual Services	\$ 21,500.00	\$ 57,500.00
INSPECTIONS - 520				
		TOTAL	\$ 21,500.00	\$ 57,500.00
PUBLIC WORKS - 610				
100-610-53060	Street Materials and Signs	Contractual Services	\$ 8,000.00	\$ 8,000.00
100-610-53065	Mowing and ROW Cleanup	Contractual Services	\$ 38,500.00	\$ 55,000.00
100-610-53070	Street Repairs - Maintenance *	Contractual Services	\$ 50,000.00	\$ 50,000.00
100-610-53110	Utilities	Contractual Services	\$ 2,600.00	\$ 3,000.00
	Subtotal	Contractual Services	\$ 99,100.00	\$ 116,000.00
PUBLIC WORKS - 610				
		TOTAL	\$ 99,100.00	\$ 116,000.00

**100 - GENERAL FUND**

			FY 23 Proposed	
Account #	Account Description	Category	FY 23 Approved	Amend 1
<b>TRANSFERS OUT - 710</b>				
100-710-59100	Transfers Out	Transfers	\$ -	
<b>TRANSFERS OUT - 710</b>			<b>\$ -</b>	<b>\$ -</b>
<b>DECISION PACKAGE - OPERATING EXPENSE</b>				
	Operating Expense Decision Packag n/a		\$ -	
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES - GENERAL FUND</b>			<b>\$ 3,238,197.25</b>	<b>\$ 3,189,696.50</b>
Net Operating Income			\$ 919,802.75	\$ 649,203.50
<b>TRANSFERS OUT - 710 - FUND BALANCE - CAPITAL</b>				
100-710-59100	Transfers Out - Vehicle/Equip Repl.	Transfers	\$ 75,000.00	\$ 37,500.00
100-710-59100	Transfers Out - Pub. Saf. Bldg	Transfers	\$ -	
100-710-59100	Transfers Out - Park Imp	Transfers	\$ -	\$ -
100-710-59100	Transfers Out - Road Imp. (.1429)*	Transfers	\$ 485,860.00	\$ 435,845.00
100-710-59100	Transfers Out - Road Imp.	Transfers	\$ 100,000.00	\$ -
100-710-59100	Transfers Out - Cap Imp.	Transfers		
100-710-59100	Transfers Out - Legal Contingency	Transfers	\$ -	
100-710-59100	Transfers Out - Court Tech	Transfers	\$ -	
100-710-59100	Transfers Out - Court Security	Transfers	\$ -	
100-710-59100	Transfers Out - Other Rest. Court	Transfers	\$ -	
100-710-59100	Transfers Out - Police Donations	Transfers	\$ -	
*For actuals, included in Transfers Out				
<b>TOTAL TRANSFERS OUT</b>			<b>\$ 660,860.00</b>	<b>\$ 473,345.00</b>
Income			\$ 258,942.75	\$ 175,858.50
Beginning Balance			\$ 1,571,336.00	\$ 1,720,265.76
Ending Balance			\$ 1,720,265.76	\$ 1,896,124.26
% Reserve			61%	59%
Days of Reserve			223.09	216.98

**150 - LEGAL CONTINGENCY**

Account #	Account Description	Category	FY 23 Approved	5/31/2023	FY 23 Proposed Amend 1
<b>REVENUES - LEGAL CONTINGENCY FUND - 150</b>					
150-40306	Interest Revenue	Investment Income	\$ 1,012.30	\$ 3,412.64	\$ 7,000.00
150-40910	Transfers In	Transfer	\$ -		
<b>TOTAL REVENUES - LEGAL CONTINGENCY FUND</b>			<b>\$ 1,012.30</b>	<b>\$ 3,412.64</b>	<b>\$ 7,000.00</b>
<b>EXPENSES - LEGAL CONTINGENCY FUND - 150</b>					
150-110-53083	Professional Services	Contractual Services			
150-110-59100	Transfers Out	Capital Outlay	\$ -		
<b>TOTAL EXPENSES - LEGAL CONTINGENCY FUND</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Net Income			\$ 1,012.30	\$ 3,412.64	\$ 7,000.00
Beginning Balance FY 22			\$ 256,147.75	\$ 505,964.70	\$ 505,964.70
Ending Balance FY 22			\$ 505,964.70	\$ 506,977.00	\$ 509,377.34
				\$ 509,377.34	\$ 512,964.70



## 210 - MUNICIPAL DEVELOPMENT DISTRICT

Account #	Account Description	Category	FY 23 Proposed	
			FY 23 Approved	Amend 1
<b>REVENUES - MUNICIPAL DEVELOPMENT FUND - 210</b>				
210-40100	Sales Tax Revenue	Sales Tax	\$ 500,000.00	\$ 445,000.00
210-40306	Interest Revenue	Investment Income	\$ 1,750.00	\$ 13,000.00
210-40350	Rental Income	Miscellaneous	\$ 15,000.00	\$ 15,000.00
210-40620	Debt Proceeds	Other Income	\$ -	\$ -
210-40910	Transfers In	Transfers	\$ -	\$ -
<b>TOTAL REVENUES - MUNICIPAL DEVELOPMENT FUND</b>			<b>\$ 516,750.00</b>	<b>\$ 473,000.00</b>
<b>EXPENSES - MUNICIPAL DEVELOPMENT FUND - 210</b>				
210-110-53002	Advertising and Promotion	Contractual Services	\$ 15,000.00	\$ 15,000.00
210-110-53004	Software	Contractual Services	\$ 1,500.00	\$ 1,700.00
210-110-53007	Administrative Expenses	Contractual Services	\$ 24,000.00	\$ 29,355.00
210-110-53015	Dues and Subscriptions	Contractual Services	\$ 4,000.00	\$ 4,000.00
210-110-53022	Training and Travel	Contractual Services	\$ 7,500.00	\$ 7,500.00
210-110-53025	MDD Business Grant	Contractual Services	\$ -	\$ 20,000.00
210-110-53100	Planning/Consulting	Contractual Services	\$ 65,000.00	\$ 65,000.00
210-110-53110	Utilities	Contractual Services	\$ 1,500.00	\$ 1,500.00
210-110-53805	Property Taxes	Contractual Services	\$ 13,600.00	\$ 13,600.00
210-110-54018	Rental Property Repair	Maintenance	\$ 40,000.00	\$ 40,000.00
210-110-56010	Debt Principal	Debt Service	\$ 33,591.46	\$ 33,591.46
210-110-56020	Debt Interest	Debt Service	\$ 16,427.82	\$ 16,427.82
210-110-56030	Debt Issuance Costs	Contractual Services	\$ -	\$ -
210-110-58007	Capital Improvements	Capital Outlay	\$ -	\$ -
210-710-59100	Transfers Out	Capital Outlay	\$ -	\$ -
<b>TOTAL EXPENSES - MUNICIPAL DEVELOPMENT FUND</b>			<b>\$ 222,119.28</b>	<b>\$ 247,674.28</b>
Net Income			\$ 294,630.72	\$ 225,325.72
Beginning Balance FY 21			\$ 530,343.00	\$ 736,157.13
Ending Balance FY 22			\$ 736,157.13	\$ 961,482.85

## 240 - Court Technology

Account #	Account Description	Category	FY 23 Approved	As of 5/31/23	FY 23 Proposed Amend 1
REVENUES - COURT TECH -240					
240-40215	Court Technology Revenue	Court Revenue	\$ 7,500.00	\$ 3,174.38	\$ 4,800.00
240-40306	Interest Revenue	Investment Income	\$ -		\$ -
	Transfer In - NEMC Funds		\$ -		
TOTAL REVENUES - COURT TECH FUND			\$ 7,500.00	\$ 3,174.38	\$ 4,800.00
EXPENSES - COURT TECH FUND - 240					
240-210-52510	Court Technology	Municipal Court	\$ 9,500.00	\$ 12,336.50	\$ 13,500.00
240-210-59100	Transfers Out	Capital Outlay	\$ -	\$ 300.00	\$ -
TOTAL EXPENSES - COURT TECH FUND			\$ 9,500.00	\$ 12,636.50	\$ 13,500.00
Net Income			\$ (2,000.00)	\$ (9,462.12)	\$ (8,700.00)
Beginning Balance FY 22			\$ 10,498.00	\$ 10,498.00	\$ 10,498.00
Ending Balance FY 22			\$ 10,498.00	\$ 1,035.88	\$ 1,798.00

**241 - COURT SECURITY**

			FY 23 Proposed	
Account #	Account Description	Category	FY 23 Approved	Amend 1
REVENUES - COURT SECURITY -241				
241-40220	Court Security Revenue	Court Revenue	\$ 5,625.00	\$ 5,625.00
241-40306	Interest Revenue	Investment Income	\$ -	\$ 25.00
	Transfer In		\$ -	
TOTAL REVENUES - COURT TECH FUND			\$ 5,625.00	\$ 5,650.00
EXPENSES - COURT SECURITY FUND - 241				
241-210-52520	Court Security	Municipal Court	\$ 4,500.00	\$ 4,500.00
241-210-53022	Training and Travel	Contractual Services	\$ 500.00	\$ 500.00
241-210-53072	Bailiff Fees	Contractual Services	\$ -	\$ -
241-210-59100	Transfers Out	Capital Outlay	\$ -	\$ -
TOTAL EXPENSES - COURT TECH FUND			\$ 5,000.00	\$ 5,000.00
Net Income			\$ 625.00	\$ 650.00
Beginning Balance FY 22		\$ -	\$ 32,993.57	\$ 32,993.57
Ending Balance FY 22		\$ 32,993.57	\$ 33,618.57	\$ 33,643.57



## 242 - TRUANCY

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1
<b>REVENUES - TRUANCY - 242</b>				
242-40242	Truancy Prevention Revenue	Court Revenue	\$ 5,625.00	\$ 5,625.00
242-40910	Transfers In	Transfers	\$ -	\$ -
<b>TOTAL REVENUES - TRUANCY FUND</b>			<b>\$ 5,625.00</b>	<b>\$ 5,625.00</b>
<b>EXPENSES - TRUANCY -242</b>				
	Placeholder	Contractual Services	\$ -	
	Placeholder	Capital Outlay	\$ -	
<b>TOTAL EXPENSES - JURY FUND</b>			<b>\$ -</b>	<b>\$ -</b>
Net Income			\$ 5,625.00	\$ 5,625.00
Beginning Balance FY 21		\$ -	\$ 18,448.93	\$ 18,448.93
Ending Balance FY 22		\$ 18,448.93	\$ 24,073.93	\$ 24,073.93

## 243 - JURY

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1
<b>REVENUES - JURY - 243</b>				
243-40245	Jury Fees	Court Revenue	\$ 100.00	\$ 100.00
243-40910	Transfers In	Transfers	\$ -	\$ -
<b>TOTAL REVENUES - JURY FUND</b>			<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>EXPENSES - JURY - 243</b>				
	<i>Placeholder</i>	Contractual Services	\$ -	\$ -
	<i>Placeholder</i>	Capital Outlay	\$ -	\$ -
<b>TOTAL EXPENSES - JURY FUND</b>			<b>\$ -</b>	<b>\$ -</b>
Net Income			\$ 100.00	\$ 100.00
Beginning Balance		\$ -	\$ 368.80	\$ 368.80
Ending Balance FY 22		\$ 368.80	\$ 468.80	\$ 468.80

## 265 - POLICE DONATIONS

			FY 23 Proposed	
Account #	Account Description	Category	FY 23 Approved	Amend 1
REVENUES - POLICE DONATIONS FUND - 265				
265-40250	Child Safety Revenue	Contributions	\$ -	\$ 1,700.00
265-40420	Police Donations	Donations	\$ 1,700.00	\$ -
265-40910	Grant Revenue	Intergovernmental	\$ -	\$ -
TOTAL REVENUES - LEOSE FUND			\$ 1,700.00	\$ 1,700.00
EXPENSES - POLICE DONATIONS FUND - 265				
265-310-52014	Office Supplies	Supplies	\$ -	\$ -
265-310-52530	Donated Police Expenditures	Supplies	\$ 11,000.00	\$ 11,000.00
265-310-55050	Grant Expenses	Grants		\$ -
265-310-58010	Capital Equipment	Capital Outlay	\$ -	\$ -
TOTAL EXPENSES - POLICE DONATIONS FUND			\$ 11,000.00	\$ 11,000.00
Net Income			\$ (9,300.00)	\$ (9,300.00)
Beginning Balance FY 21		\$ -	\$ 13,655.70	\$ 13,655.70
Ending Balance FY 22		\$ 13,655.70	\$ 4,355.70	\$ 4,355.70



### 310 - CAPITAL IMPROVEMENTS

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1
<b>REVENUES - CAPITAL IMPROVEMENT FUND - 310</b>				
310-40306	Interest Revenue	Investment Income	\$ 3,140.00	\$ -
310-40500	Developer Contributions	Contributions	\$ -	\$ -
310-40910	Transfers In	Transfers	\$ -	\$ -
<b>TOTAL REVENUES - CAPITAL IMPROVEMENT FUND</b>			<b>\$ 3,140.00</b>	<b>\$ -</b>
<b>EXPENSES - CAPITAL IMPROVEMENT FUND - 310</b>				
310-610-53083	Professional Services	Contractual Services		
310-610-58007	Capital Improvements	Capital Outlay	\$ 25,000.00	\$ 25,000.00
310-110-59100	Transfers Out	Capital Outlay	\$ -	
<b>TOTAL EXPENSES - CAPITAL IMPROVEMENT FUND</b>			<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>
Net Income			\$ (21,860.00)	\$ (25,000.00)
Beginning Balance FY 22		\$ 39,000.00	\$ 114,000.00	\$ 114,000.00
Ending Balance FY 22		\$ 114,000.00	\$ 92,140.00	\$ 89,000.00

### 320 - PARK IMPROVEMENT

			FY 23 Proposed		
Account #	Account Description	Category	FY 23 Approved		Amend 1
REVENUES - PARK IMPROVEMENT FUND - 320					
	Administrative Fees-				
320-40301	Unpermitted Tree Kill Fine	Fines and Fees	\$	-	\$ -
320-40450	Grant Revenue	Intergovernmental	\$	-	\$ -
320-40455	Donations	Donations	\$	-	\$ -
320-40910	Transfers In - GF	Transfers	\$	-	\$ -
320-40910	Transfers In -COVID	Transfers	\$	-	\$ -
TOTAL REVENUES - CAPITAL IMPROVEMENT FUND			\$	-	\$ -
EXPENSES - PARK IMPROVEMENT FUND - 310					
320-410-53083	Professional Services	Contractual Services	\$	30,000.00	\$ 30,000.00
320-410-58007	Capital Improvements	Capital Outlay	\$	-	\$ 9,700.00
320-410-59100	Transfers Out	Capital Outlay	\$	-	\$ -
320-110-59100	Transfers Out	Capital Outlay	\$	-	\$ -
TOTAL EXPENSES - PARK IMPROVEMENT FUND			\$	30,000.00	\$ 39,700.00
Net Income			\$	(30,000.00)	\$ (39,700.00)
Beginning Balance FY 22		\$ 85,025.00	\$	99,696.79	\$ 99,696.79
Ending Balance FY 22		\$ 99,696.79	\$	69,696.79	\$ 59,996.79

### 330 - VEHICLE/EQUIPMENT REPLACEMENT

Account #	Account Description	Category	FY 23 Proposed	
			FY 23 Approved	Amend 1
<b>REVENUES - VEHICLE/EQUIPMENT REPLACEMENT FUND - 330</b>				
330-40450	Grant Revenue	Intergovernmental		\$ 5,000.00
330-40452	Grant Revenue - CARES Act	Intergovernmental		
330-40650	Miscellaneous Income	Miscellaneous	\$ 20,000.00	\$ 20,000.00
330-40610	Insurance Proceeds	Other Income	\$ -	\$ -
330-40910	Transfers In - COVID	Transfers	\$ -	\$ 220,000.00
330-40910	Transfers In - GF	Transfers	\$ 75,000.00	\$ 37,500.00
<b>TOTAL REVENUES - VEHICLE REPLACEMENT FUND</b>			<b>\$ 95,000.00</b>	<b>\$ 282,500.00</b>
<b>EXPENSES - VEHICLE/EQUIPMENT REPLACEMENT FUND - 310</b>				
330-110-59100	<i>Transfer Out</i>	Capital Outlay		
330-110-58010	Capital Equipment	Capital Outlay	\$ 70,000.00	\$ 1,400.00
330-110-58011	Capital Equipment - COVID Funds	Capital Outlay		\$ 101,250.00
330-110-58010	Capital - Vehicles	Capital Outlay	\$ 120,000.00	\$ 120,000.00
<b>TOTAL EXPENSES - VEHICLE/EQUIPMENT REPLACEMENT FUND</b>			<b>\$ 190,000.00</b>	<b>\$ 222,650.00</b>
Net Income			\$ (95,000.00)	\$ 59,850.00
Beginning Balance			\$ -	\$ 13,591.73
Ending Balance FY 22			\$ 13,591.73	\$ 73,441.73



### 350 - PUBLIC SAFETY BUILDING

Account #	Account Description	Category	FY 23 Proposed	
			FY 23 Approved	Amend 1
REVENUES - PUBLIC SAFETY BUILDING FUND - 350				
350-40306	Interest Revenue	Investment Income	\$ 1,375.52	\$ 11,000.00
350-40500	Developer Contributions	Contributions	\$ -	\$ -
350-40910	Transfers In	Transfers	\$ -	\$ -
TOTAL REVENUES - PUBLIC SAFETY BUILDING FUND			\$ 1,375.52	\$ 11,000.00
EXPENSES - PUBLIC SAFETY BUILDING FUND - 350				
350-110-53083	Professional Services	Contractual Services		\$ -
350-110-58007	Capital Improvements	Capital Outlay		\$ -
350-110-59100	Transfers Out	Capital Outlay	\$ -	\$ -
TOTAL EXPENSES - PUBLIC SAFETY BUILDING FUND			\$ -	\$ -
Net Income			\$ 1,375.52	\$ 11,000.00
Beginning Balance		\$ 684,761.30	\$ 686,979.29	\$ 686,979.29
Ending Balance FY 22		\$ 686,979.29	\$ 688,354.81	\$ 697,979.29

### 370 - ROAD IMPROVEMENT

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1
<b>REVENUES - ROAD IMPROVEMENT FUND - 370</b>				
370-40306	Interest Revenue	Investment Income	\$ 2,972.79	\$ 28,000.00
370-40410	Intergovernmental Rev - County	Intergovernmental		
370-40910	Transfer In - COVID	Intergovernmental	\$ 194,036.00	\$ 85,000.00
370-40500	Developer Contributions	Contributions		\$ -
370-40910	Transfers In	Transfers	\$ 100,000.00	\$ -
370-40910	Transfers In - .1429 of sales tax *	Transfers	\$ 485,860.00	\$ 435,845.00
<b>TOTAL REVENUES - ROAD IMPROVEMENT FUND</b>			<b>\$ 782,868.79</b>	<b>\$ 548,845.00</b>
<b>EXPENSES - ROAD IMPROVEMENT FUND - 370</b>				
370-610-53083	Professional Services	Contractual Services	\$ 90,000.00	\$ 90,000.00
370-610-53083	Prof. Serv. - Co. Road Bond	Contractual Services	\$ -	\$ -
370-610-58007	Capital Improvements	Capital Outlay	\$ 1,140,000.00	\$ 950,000.00
370-610-58007	Cap. Imp. - Co Road Bond	Capital Outlay	\$ -	\$ -
370-110-59100	Transfers Out	Capital Outlay	\$ -	\$ -
<b>TOTAL EXPENSES - ROAD IMPROVEMENT FUND</b>			<b>\$ 1,230,000.00</b>	<b>\$ 1,040,000.00</b>
Net Income			\$ (447,131.21)	\$ (491,155.00)
Beginning Balance			\$ 368,266.96	\$ 1,477,344.79
Ending Balance			\$ 1,477,344.79	\$ 986,189.79

## 400 - PID #1 VILLAGES

Account #	Account Description	Category	FY 23 Proposed	
			FY 23 Approved	Amend 1
<b>REVENUES - PID #1 VILLAGES</b>				
400-40190	PID Assessment Income	Assessment Income	\$ 100,405.10	\$ 100,405.10
400-40191	PID Delinquent Income	Assessment Income		
400-40192	PID Penalty and Interest Income	Assessment Income	\$ -	
400-40306	Interest Revenue	Investment Income	\$ 200.00	\$ 200.00
<b>TOTAL REVENUES - PID #1 VILLAGES FUND</b>			<b>\$ 100,605.10</b>	<b>\$ 100,605.10</b>
<b>EXPENSES - PID #1 VILLAGES FUND - 370</b>				
400-110-53007	Administrative Expenses	Contractual Services	\$ 5,500.00	\$ 5,500.00
400-110-53012	Legal Fees	Contractual Services	\$ 500.00	\$ 500.00
400-110-53915	Developer Distribution	Contractual Services	\$ 94,000.00	\$ 94,000.00
400-110-59100	Transfers Out	Capital Outlay	\$ -	\$ -
<b>TOTAL EXPENSES - PID #1 VILLAGES</b>			<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>
Net Income			\$ 605.10	\$ 605.10
Beginning Balance FY 22			\$ 99,516.47	\$ 7,473.89
Ending Balance FY 22			\$ 7,473.89	\$ 8,078.99



510 - COVID

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1
REVENUES - COVID FUND - 510				
510-40306	Interest Revenue	Investment Income	\$ 1,500.00	\$ 750.00
510-40410	Intergovernmental Revenue	Intergovernmental		\$ -
510-40450	Grant Revenue	Intergovernmental	\$ 187,821.00	\$ -
510-40910	Transfers In	Transfers	\$ -	\$ -
TOTAL REVENUES - COVID FUND			\$ 189,321.00	\$ 750.00
EXPENSES - COVID FUND - 510				
510-110-53030	PayPal Charge (Bank Charge)	Contractual Services	\$ -	
510-110-53083	Professional Services	Contractual Services		\$ -
510-110-55050	Grant Expenses	Grants		\$ -
510-110-58007	Capital Improvements	Capital Outlay	\$ 194,036.41	\$ -
510-110-59100	Transfers Out - To Vehicle Replacement	Capital Outlay	\$ -	\$ 220,000.00
510-110-59100	Transfers Out - Roads	Capital Outlay	\$ -	\$ 85,000.00
TOTAL EXPENSES - COVID FUND			\$ 194,036.41	\$ 305,000.00
Net Income			\$ (4,715.41)	\$ (304,250.00)
Beginning Balance FY 22		\$ 1,322.46	\$ 378,103.01	\$ 378,103.01
Ending Balance FY 22		\$ 378,103.01	\$ 373,387.60	\$ 73,853.01



# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:  
July 10, 2023

Agenda Item:  
Discuss the proposed Fiscal Year 2023-2024 budget.

Prepared by:  
Kristi Gilbert, Town Administrator

Description:  
At the June Council retreat, Council Members provided direction on key items of the Fiscal Year 2024 Proposed Budget. Staff expects overall revenues to be fairly flat from current revenue receipts. A slight decrease in sales tax revenue is anticipated due to the US 380 construction, however, we do anticipate an increase in franchise fees, court revenue and contributions from the Municipal Development District. The primary increase in expenditures is related to an increase in Personnel and Benefits as directed by Council related to cost of living and merit increases. Generally, contractual services are up in the areas of Municipal Court, Community Development and Public Works primarily tied to the Council's direction to focus on code enforcement activities and maintenance of streets and rights-of-way.

While the proposed budget indicates a negative net income of approximately \$24,000, the General Fund reserves remains strong at 54.6% (199 days) which is over the goal of 180 days during the US 380 construction project and 150 days during non-construction times.

Attachments:  
Draft Proposed Budget – All Funds

**100 - GENERAL FUND**

Category	FY 23 Proposed		
	FY 23 Approved	Amend 1	FY24 Proposed
<b>REVENUES - GENERAL FUND - 100</b>			
Sales Tax	\$ 3,419,000.00	\$ 3,073,000.00	\$ 3,025,000.00
Franchise Taxes	\$ 166,750.00	\$ 227,500.00	\$ 239,355.00
Licenses & Permits	\$ 335,000.00	\$ 233,095.00	\$ 231,250.00
Court Revenue	\$ 190,000.00	\$ 178,000.00	\$ 190,000.00
Fines & Fees	\$ 20,000.00	\$ 27,000.00	\$ 28,500.00
Contributions	\$ 22,250.00	\$ 27,605.00	\$ 53,933.15
Investment Income	\$ 5,000.00	\$ 40,000.00	\$ 47,500.00
Miscellaneous	\$ -	\$ 1,200.00	\$ 1,000.00
Intergovernmental	\$ -	\$ -	\$ -
Donations	\$ -	\$ 18,000.00	\$ 20,000.00
Other Income	\$ -	\$ 13,500.00	\$ -
Transfers	\$ -	\$ -	\$ -
<b>TOTAL REVENUES - GENERAL FUND</b>	<b>\$ 4,158,000.00</b>	<b>\$ 3,838,900.00</b>	<b>\$ 3,836,538.15</b>

**EXPENSES - GENERAL FUND - 100****ADMINISTRATION - 110**

Personnel and Benefits	\$ 617,780.00	\$ 612,600.00	\$ 665,200.00
Supplies	\$ 10,950.00	\$ 13,250.00	\$ 13,000.00
Contractual Services	\$ 867,904.00	\$ 855,629.00	\$ 837,411.50
Maintenance	\$ 8,300.00	\$ 19,000.00	\$ 15,000.00
Capital Outlay	\$ 6,500.00	\$ 4,500.00	\$ -

<b>Subtotal</b>	<b>\$ 1,511,434.00</b>	<b>\$ 1,504,979.00</b>	<b>\$ 1,530,611.50</b>
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**MUNICIPAL COURT - 210**

Personnel and Benefits	\$ 10,255.25	\$ 11,267.50	\$ 12,954.00
Supplies	\$ 7,350.00	\$ 5,850.00	\$ 6,450.00
Contractual Services	\$ 24,000.00	\$ 31,600.00	\$ 36,350.00
Capital Outlay	\$ -	\$ -	\$ -

<b>Subtotal</b>	<b>\$ 41,605.25</b>	<b>\$ 48,717.50</b>	<b>\$ 55,754.00</b>
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**POLICE -310**

Personnel and Benefits	\$ 1,272,168.00	\$ 1,183,500.00	\$ 1,369,340.00
Supplies	\$ 63,300.00	\$ 56,000.00	\$ 63,300.00
Contractual Services	\$ 154,100.00	\$ 136,000.00	\$ 153,645.00
Maintenance	\$ 41,000.00	\$ 53,000.00	\$ 40,600.00

<b>Subtotal</b>	<b>\$ 1,530,568.00</b>	<b>\$ 1,428,500.00</b>	<b>\$ 1,626,885.00</b>
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**PARKS & RECREATION - 410**

Contractual Services	\$ 13,990.00	\$ 14,000.00	\$ 14,300.00
Maintenance	\$ 18,000.00	\$ 18,000.00	\$ 7,000.00

<b>Subtotal</b>	<b>\$ 31,990.00</b>	<b>\$ 32,000.00</b>	<b>\$ 21,300.00</b>
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# 100 - GENERAL FUND SUMMARY

Category	FY 23 Proposed		
	FY 23 Approved	Amend 1	FY24 Proposed
<b>COMMUNITY DEVELOPMENT - 510</b>			
Contractual Services	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00
<b>Subtotal</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>
<b>INSPECTIONS - 520</b>			
Contractual Services	\$ 21,500.00	\$ 57,500.00	\$ 58,000.00
<b>Subtotal</b>	<b>\$ 21,500.00</b>	<b>\$ 57,500.00</b>	<b>\$ 58,000.00</b>
<b>PUBLIC WORKS - 610</b>			
Contractual Services	\$ 99,100.00	\$ 116,000.00	\$ 136,000.00
<b>Subtotal</b>	<b>\$ 99,100.00</b>	<b>\$ 116,000.00</b>	<b>\$ 136,000.00</b>
<b>TRANSFERS OUT - 710</b>			
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DECISION PACKAGE - OPERATING EXPENSE</b>			
Placeholder	\$ -	\$ -	\$ -
<b>TOTAL OPERATING EXP - GEN. FUND</b>	<b>\$ 3,238,197.25</b>	<b>\$ 3,189,696.50</b>	<b>\$ 3,431,550.50</b>
Net Operating Income	\$ 919,802.75	\$ 649,203.50	\$ 404,987.65
<b>TRANSFERS OUT - 710 - FUND BALANCE - CAPITAL</b>			
	\$ 660,860.00	\$ 473,345.00	\$ 428,700.00
Income	\$ 258,942.75	\$ 175,858.50	\$ (23,712.35)
Beginning Balance	\$ 1,720,265.76	\$ 1,720,265.76	\$ 1,896,124.26
Ending Balance	\$ 1,979,208.51	\$ 1,896,124.26	\$ 1,872,411.91
% Reserve	61.1%	59.4%	54.6%
Days of Reserve	223.09	216.98	199.16



# SUMMARY ALL OTHER FUNDS

Category	FY 23 Approved	FY 23 Proposed Amend 1	FY24 Proposed
<b>LEGAL CONTINGENCY</b>			
<b>REVENUES - LEGAL CONTINGENCY - 150</b>			
Investment Income	\$ 1,012.30	\$ 7,000.00	\$ 15,000.00
Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - LEGAL CONTINGENCY	\$ 1,012.30	\$ 7,000.00	\$ 15,000.00
<b>EXPENSES - LEGAL CONTINGENCY - 150</b>			
Contractual Services	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - LEGAL CONTINGENCY	\$ -	\$ -	\$ -
Net Income	\$ 1,012.30	\$ 7,000.00	\$ 15,000.00
FUND BALANCE	\$ 506,977.00	\$ 512,964.70	\$ 527,964.70

## MUNICIPAL DEVELOPMENT DISTRICT

<b>REVENUES - MDD - 210</b>			
Sales Tax	\$ 500,000.00	\$ 445,000.00	\$ 438,000.00
Investment Income	\$ 1,750.00	\$ 13,000.00	\$ 22,100.00
Miscellaneous	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Other Income	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - MUNICIPAL DEV. DISTRICT	\$ 516,750.00	\$ 473,000.00	\$ 475,100.00
<b>EXPENSES - MDD - 210</b>			
Contractual Services	\$ 132,100.00	\$ 157,655.00	\$ 200,633.15
Maintenance	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Debt Service	\$ 50,019.28	\$ 50,019.28	\$ 50,019.28
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - MUNICIPAL DEV. DISTRICT	\$ 222,119.28	\$ 247,674.28	\$ 290,652.43
Net Income	\$ 294,630.72	\$ 225,325.72	\$ 184,447.57
FUND BALANCE	\$ 1,030,787.85	\$ 961,482.85	\$ 1,145,930.42

## COURT TECHNOLOGY

<b>REVENUES - COURT TECHNOLOGY - 240</b>			
Court Revenue	\$ 7,500.00	\$ 4,800.00	\$ 4,800.00
Investment Income	\$ -	\$ -	\$ -
TOTAL REVENUES - COURT TECHNOLOGY	\$ 7,500.00	\$ 4,800.00	\$ 4,800.00
<b>EXPENSES - COURT TECHNOLOGY - 240</b>			
Contractual Services	\$ 9,500.00	\$ 13,500.00	\$ 3,950.00
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - COURT TECHNOLOGY	\$ 9,500.00	\$ 13,500.00	\$ 3,950.00
Net Income	\$ (2,000.00)	\$ (8,700.00)	\$ 850.00
FUND BALANCE	\$ 8,498.00	\$ 1,798.00	\$ 2,648.00

# SUMMARY ALL OTHER FUNDS

Category	FY 23 Approved	FY 23 Proposed Amend 1	FY24 Proposed
<b>COURT SECURITY</b>			
<b>REVENUES - COURT SECURITY - 241</b>			
Court Revenue	\$ 5,625.00	\$ 5,625.00	\$ 6,125.00
Investment Income	\$ -	\$ 25.00	\$ -
TOTAL REVENUES - COURT SECURITY	\$ 5,625.00	\$ 5,650.00	\$ 6,125.00
		\$ -	\$ -
<b>EXPENSES - COURT SECURITY - 241</b>			
Contractual Services	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Capital Outlay	\$ -	\$ -	\$ 30,000.00
TOTAL EXPENSES - COURT SECURITY	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00
Net Income	\$ 625.00	\$ 650.00	\$ (28,875.00)
FUND BALANCE	\$ 33,618.57	\$ 33,643.57	\$ 4,768.57

## TRUANCY

<b>REVENUES - TRUANCY - 242</b>			
Court Revenue	\$ 5,625.00	\$ 5,625.00	\$ 5,625.00
Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - TRUANCY	\$ 5,625.00	\$ 5,625.00	\$ 5,625.00
<b>EXPENSES - TRUANCY - 242</b>			
Contractual Services	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - TRUANCY	\$ -	\$ -	\$ -
Net Income	\$ 5,625.00	\$ 5,625.00	\$ 5,625.00
FUND BALANCE	\$ 24,073.93	\$ 24,073.93	\$ 29,698.93

## JURY

<b>REVENUES - JURY - 243</b>			
Court Revenue	\$ 100.00	\$ 100.00	\$ 100.00
Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - JURY	\$ 100.00	\$ 100.00	\$ 100.00
<b>EXPENSES - JURY - 243</b>			
Contractual Services	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - JURY	\$ -	\$ -	\$ -
Net Income	\$ 100.00	\$ 100.00	\$ 100.00
FUND BALANCE	\$ 468.80	\$ 468.80	\$ 568.80

## LEOSE

<b>REVENUES - LEOSE - 260</b>			
Investment Income	\$ -	\$ -	\$ -
Intergovernmental	\$ 1,100.00	\$ 750.00	\$ 1,100.00
TOTAL REVENUES - LEOSE	\$ 1,100.00	\$ 750.00	\$ 1,100.00

# SUMMARY ALL OTHER FUNDS

Category	FY 23 Approved	FY 23 Proposed Amend 1	FY24 Proposed
<b>EXPENSES - LEOSE -260</b>			
Contractual Services	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - LEOSE	\$ -	\$ -	\$ -
Net Income	\$ 1,100.00	\$ 750.00	\$ 1,100.00
FUND BALANCE	\$ 1,577.67	\$ 1,227.67	\$ 1,227.67

## POLICE DONATIONS

<b>REVENUES - POLICE DONATIONS - 265</b>			
Contributions	\$ -	\$ 1,700.00	\$ 1,700.00
Donations	\$ 1,700.00	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
TOTAL REVENUES - POLICE DONATIONS	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00

<b>EXPENSES - POLICE DONATIONS - 265</b>			
Supplies	\$ 11,000.00	\$ 11,000.00	\$ 2,500.00
Grants	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - POLICE DONATIONS	\$ 11,000.00	\$ 11,000.00	\$ 2,500.00
Net Income	\$ (9,300.00)	\$ (9,300.00)	\$ (800.00)
FUND BALANCE	\$ 4,355.70	\$ 4,355.70	\$ 3,555.70

## CAPITAL IMPROVEMENT

<b>REVENUES - CAPITAL IMPROVEMENT - 310</b>			
Investment Income	\$ 3,140.00	\$ -	\$ -
Contributions	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - CAPITAL IMPROVEMENT	\$ 3,140.00	\$ -	\$ -

<b>EXPENSES - CAPITAL IMPROVEMENT - 310</b>			
Contractual Services	\$ -	\$ -	\$ -
Capital Outlay	\$ 25,000.00	\$ 25,000.00	\$ 45,000.00
TOTAL EXPENSES - CAPITAL IMPROVEMENT	\$ 25,000.00	\$ 25,000.00	\$ 45,000.00
Net Income	\$ (21,860.00)	\$ (25,000.00)	\$ (45,000.00)
FUND BALANCE	\$ 92,140.00	\$ 89,000.00	\$ 69,000.00

## PARK IMPROVEMENT

<b>REVENUES - PARK IMPROVEMENT - 320</b>			
Fines and Fees	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Donations	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - PARK IMPROVEMENT	\$ -	\$ -	\$ -

<b>EXPENSES - PARK IMPROVEMENT - 320</b>			
Contractual Services	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00

# SUMMARY ALL OTHER FUNDS

Category	FY 23 Proposed		
	FY 23 Approved	Amend 1	FY24 Proposed
Capital Outlay	\$ -	\$ 9,700.00	\$ -
TOTAL EXPENSES - PARK IMPROVEMENT	\$ 30,000.00	\$ 39,700.00	\$ 30,000.00
Net Income	\$ (30,000.00)	\$ (39,700.00)	\$ (30,000.00)
FUND BALANCE	\$ 69,696.79	\$ 59,996.79	\$ 29,996.79

## VEHICLE/EQUIPMENT REPLACEMENT

REVENUES - VEHICLE/EQUIPMENT REPLACEMENT - 330			
Intergovernmental	\$ -	\$ 5,000.00	\$ -
Miscellaneous	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00
Other Income	\$ -	\$ -	\$ -
Transfers	\$ 75,000.00	\$ 257,500.00	\$ 74,103.00
TOTAL REVENUES -VEHICLE/EQUIP REPLACE	\$ 95,000.00	\$ 282,500.00	\$ 84,103.00

EXPENSES - VEHICLE/EQUIPMENT REPLACEMENT - 330			
Contractual Services	\$ -	\$ -	\$ -
Capital Outlay	\$ 190,000.00	\$ 222,650.00	\$ 76,000.00
TOTAL EXPENSES -VEHICLE/EQUIP REPLACE	\$ 190,000.00	\$ 222,650.00	\$ 76,000.00
Net Income	\$ (95,000.00)	\$ 59,850.00	\$ 8,103.00
FUND BALANCE	\$ (81,408.27)	\$ 73,441.73	\$ 81,544.73

## PUBLIC SAFETY BUILDING

REVENUES - PUBLIC SAFETY BUILDING - 350			
Investment Income	\$ 1,375.52	\$ 11,000.00	\$ 24,429.28
Contributions	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - PUBLIC SAFETY BLDG	\$ 1,375.52	\$ 11,000.00	\$ 24,429.28

EXPENSES - PUBLIC SAFETY BUILDING - 350			
Contractual Services	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - PUBLIC SAFETY BLDG	\$ -	\$ -	\$ -
Net Income	\$ 1,375.52	\$ 11,000.00	\$ 24,429.28
FUND BALANCE	\$ 688,354.81	\$ 697,979.29	\$ 722,408.57

## ROAD IMPROVEMENT

REVENUES - ROAD IMPROVEMENT - 370			
Investment Income	\$ 2,972.79	\$ 28,000.00	\$ 34,516.64
Intergovernmental	\$ 194,036.00	\$ 85,000.00	\$ -
Contributions	\$ -	\$ -	\$ -
Transfers	\$ 585,860.00	\$ 435,845.00	\$ 428,700.00
TOTAL REVENUES - ROAD IMPROVEMENT	\$ 782,868.79	\$ 548,845.00	\$ 463,216.64

EXPENSES - ROAD IMPROVEMENT -370			
Contractual Services	\$ 90,000.00	\$ 90,000.00	\$ 115,000.00
Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - ROAD IMPROVEMENT	\$ 90,000.00	\$ 90,000.00	\$ 115,000.00



# SUMMARY ALL OTHER FUNDS

Category	FY 23 Proposed		
	FY 23 Approved	Amend 1	FY24 Proposed
Net Income	\$ 692,868.79	\$ 458,845.00	\$ 348,216.64
FUND BALANCE	\$ 1,030,213.58	\$ 986,189.79	\$ 834,406.43
COVID GRANT			
REVENUES - COVID GRANT - 510			
Investment Income	\$ 1,500.00	\$ 750.00	\$ -
Intergovernmental	\$ 187,821.00	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES -COVID GRANT	\$ 189,321.00	\$ 750.00	\$ -
EXPENSES - COVID GRANT - 510			
Contractual Services	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -
Capital Outlay	\$ 194,036.41	\$ 305,000.00	\$ 74,103.00
TOTAL EXPENSES -VEHICLE/EQUIP REPLACE	\$ 194,036.41	\$ 305,000.00	\$ 74,103.00
Net Income	\$ (4,715.41)	\$ (304,250.00)	\$ (74,103.00)
FUND BALANCE	\$ 373,387.60	\$ 73,853.01	\$ (249.99)

**100 - GENERAL FUND**

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - GENERAL FUND - 100					
100-40100	Sales Tax Revenue	Sales Tax	\$ 3,400,000.00	\$ 3,050,000.00	\$ 3,000,000.00
100-40110	Mixed Beverage Tax Revenue	Sales Tax	\$ 19,000.00	\$ 23,000.00	\$ 25,000.00
	Subtotal	Sales Tax	\$ 3,419,000.00	\$ 3,073,000.00	\$ 3,025,000.00
100-40120	Franchise Tax Telecom	Franchise Taxes	\$ 3,500.00	\$ 3,500.00	\$ 3,300.00
100-40121	Franchise Tax Waste	Franchise Taxes	\$ 24,750.00	\$ 26,000.00	\$ 27,300.00
100-40122	Franchise Tax Electric	Franchise Taxes	\$ 99,500.00	\$ 141,000.00	\$ 148,050.00
100-40123	Franchise Tax Gas	Franchise Taxes	\$ 20,000.00	\$ 28,500.00	\$ 30,780.00
100-40124	Franchise Tax Mustang SUD	Franchise Taxes	\$ 19,000.00	\$ 28,500.00	\$ 29,925.00
	Subtotal	Franchise Taxes	\$ 166,750.00	\$ 227,500.00	\$ 239,355.00
100-40200	Development/Platting/Permit Fees	Licenses & Permits	\$ 47,500.00	\$ 20,000.00	\$ 30,000.00
100-40201	Infrastructure Inspection Fees	Licenses & Permits	\$ 68,000.00	\$ 72,000.00	\$ 75,000.00
100-40202	Residential Bldg Permits and Inspec	Licenses & Permits	\$ 90,000.00	\$ 55,000.00	\$ 40,000.00
100-40203	Commercial Bldg Permits and Inspe	Licenses & Permits	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00
100-40204	Septic Permits and Fees	Licenses & Permits	\$ 8,500.00	\$ 3,000.00	\$ 3,250.00
100-40206	Health Inspection and Fees	Licenses & Permits	\$ 17,000.00	\$ 22,000.00	\$ 22,000.00
100-40207	Alcohol Permit/License	Licenses & Permits	\$ 1,200.00	\$ 5,095.00	\$ 5,000.00
100-40208	Signs Permit and Fees	Licenses & Permits	\$ 2,800.00	\$ 6,000.00	\$ 6,000.00
	Subtotal	Licenses & Permits	\$ 335,000.00	\$ 233,095.00	\$ 231,250.00
100-40210	Municipal Court Fines	Court Revenue	\$ 190,000.00	\$ 178,000.00	\$ 190,000.00
	Subtotal	Court Revenue	\$ 190,000.00	\$ 178,000.00	\$ 190,000.00
100-40300	Administrative Fees	Fines & Fees	\$ 17,500.00	\$ 24,000.00	\$ 25,000.00
100-40314	Credit Card Processing Fee	Fines & Fees	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00
	Subtotal	Fines & Fees	\$ 20,000.00	\$ 27,000.00	\$ 28,500.00
100-40304	MDD Contribution	Contributions	\$ 22,250.00	\$ 27,605.00	\$ 53,933.15
100-40500	Developer Contributions	Contributions	\$ -	\$ -	\$ -
	Subtotal	Contributions	\$ 22,250.00	\$ 27,605.00	\$ 53,933.15
100-40306	Interest Revenue	Investment Income	\$ 5,000.00	\$ 40,000.00	\$ 47,500.00
	Subtotal	Investment Income	\$ 5,000.00	\$ 40,000.00	\$ 47,500.00
100-40315	Miscellaneous Income	Miscellaneous	\$ -	\$ 1,200.00	\$ 1,000.00
	Subtotal	Miscellaneous	\$ -	\$ 1,200.00	\$ 1,000.00
100-40410	Intergovernmental Revenue	Intergovernmental	\$ -	\$ -	\$ -
	Subtotal	Intergovernmental	\$ -	\$ -	\$ -
100-40455	Donations	Donations	\$ -	\$ 18,000.00	\$ 20,000.00
	Subtotal	Donations	\$ -	\$ 18,000.00	\$ 20,000.00
100-40610	Insurance Proceeds	Other Income	\$ -	\$ 13,500.00	\$ -
	Subtotal	Other Income	\$ -	\$ 13,500.00	\$ -
100-40910	Transfers In	Transfers	\$ -		\$ -
	Subtotal	Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - GENERAL FUND			\$ 4,158,000.00	\$ 3,838,900.00	\$ 3,836,538.15

**100 - GENERAL FUND**

			FY 23 Proposed		
Account #	Account Description	Category	FY 23 Approved	Amend 1	FY 24 Proposed
EXPENSES - GENERAL FUND - 100					
ADMINISTRATION - 110					
100-110-51101	Payroll Expenses: Wages	Personnel and Benefi	\$ 481,000.00	\$ 475,000.00	\$ 510,000.00
100-110-51102	Overtime	Personnel and Benefi	\$ 500.00	\$ 800.00	\$ 800.00
100-110-51105	Longevity Pay	Personnel and Benefi	\$ 5,950.00	\$ 950.00	\$ 1,200.00
100-110-51109	Auto Allowance	Personnel and Benefi	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
100-110-51210	Payroll Expenses: Company Contrib	Personnel and Benefi	\$ 38,480.00	\$ 47,500.00	\$ 52,500.00
100-110-51215	Payroll Expenses: Taxes	Personnel and Benefi	\$ 37,750.00	\$ 37,250.00	\$ 41,500.00
100-110-51216	Employee Health Benefits	Personnel and Benefi	\$ 48,450.00	\$ 47,000.00	\$ 55,000.00
100-110-51220	Workers Compensation	Personnel and Benefi	\$ 2,000.00	\$ 500.00	\$ 500.00
100-110-51230	Unemployment	Personnel and Benefi	\$ 1,600.00	\$ 1,600.00	\$ 1,700.00
100-110-51250	Mileage Reimbursements-Non Tax	Personnel and Benefi	\$ 150.00	\$ 100.00	\$ 100.00
100-110-51255	Miscellaneous Reimbursements	Personnel and Benefi	\$ 100.00	\$ 100.00	\$ 100.00
	Subtotal	Personnel and Benefi	\$ 617,780.00	\$ 612,600.00	\$ 665,200.00
100-110-52014	Office Supplies	Supplies	\$ 7,500.00	\$ 6,500.00	\$ 6,500.00
100-110-52030	Postage	Supplies	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
100-110-52100	Minor Tools and Equipment	Supplies	\$ 2,200.00	\$ 5,500.00	\$ 5,250.00
	Subtotal		\$ 10,950.00	\$ 13,250.00	\$ 13,000.00
100-110-53001	Accounting and Auditing Fees	Contractual Services	\$ 15,000.00	\$ 15,000.00	\$ 18,000.00
100-110-53002	Advertising and Promotion	Contractual Services	\$ 12,000.00	\$ 12,000.00	\$ 3,000.00
100-110-53004	Software	Contractual Services	\$ 28,000.00	\$ 28,000.00	\$ 30,000.00
100-110-53006	Codification Services	Contractual Services	\$ 3,250.00	\$ 3,250.00	\$ 4,250.00
100-110-53010	Property and Liability Insurance	Contractual Services	\$ 3,000.00	\$ 3,425.00	\$ 4,000.00
100-110-53012	Legal Fees	Contractual Services	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
100-110-53015	Dues and Subscriptions	Contractual Services	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
100-110-53016	Public Notices/Dues	Contractual Services	\$ 1,000.00	\$ 2,500.00	\$ 2,000.00
100-110-53022	Training and Travel	Contractual Services	\$ 14,000.00	\$ 14,000.00	\$ 15,500.00
100-110-53028	Lovetts 380 Agreement	Contractual Services		\$ -	\$ -
100-110-53030	Credit Card Charge	Contractual Services	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00
100-110-53033	Community Events	Contractual Services	\$ -	\$ 20,000.00	\$ 20,000.00
100-110-53045	Lease and CAM Pmts - Town Hall	Contractual Services	\$ 68,900.00	\$ 68,900.00	\$ 71,000.00
100-110-53050	Careflite Services	Contractual Services	\$ 2,400.00	\$ 2,000.00	\$ 2,000.00
100-110-53055	City of Aubrey Library Fund	Contractual Services	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00
100-110-53080	Engineering Services	Contractual Services	\$ 62,500.00	\$ 30,000.00	\$ 40,000.00
100-110-53081	Information Technology Services	Contractual Services	\$ -	\$ -	\$ -
100-110-53083	Professional Services	Contractual Services	\$ 83,500.00	\$ 83,500.00	\$ 45,000.00
100-110-53110	Utilities	Contractual Services	\$ 6,750.00	\$ 7,250.00	\$ 7,750.00
100-110-53225	Interlocal Fire	Contractual Services	\$ 452,300.00	\$ 452,300.00	\$ 463,607.50
100-110-53610	Election Expense	Contractual Services	\$ 6,500.00	\$ 4,200.00	\$ 6,500.00
100-110-53800	Sales Tax Overpmt 12/21 to 5/25 P	Contractual Services	\$ 20,304.00	\$ 20,304.00	\$ 20,304.00
	Subtotal	Contractual Services	\$ 867,904.00	\$ 855,629.00	\$ 837,411.50
100-110-54010	Building Maintenance/Cleaning	Maintenance	\$ 6,000.00	\$ 17,500.00	\$ 15,000.00
100-110-54020	Vehicles Maintenance	Maintenance	\$ 2,300.00	\$ 1,500.00	\$ -
	Subtotal	Maintenance	\$ 8,300.00	\$ 19,000.00	\$ 15,000.00
100-110-58007	Capital Improvements	Capital Outlay	\$ 6,500.00	\$ 4,500.00	\$ -
	Subtotal	Capital Outlay	\$ 6,500.00	\$ 4,500.00	\$ -
ADMINISTRATION - 110			TOTAL	\$ 1,504,979.00	\$ 1,530,611.50
			\$ 1,511,434.00		

**100 - GENERAL FUND**

Account #	Account Description	Category	FY 23 Proposed			
			FY 23 Approved	Amend 1	FY 24 Proposed	
MUNICIPAL COURT - 210						
100-210-51101	Payroll Expenses: Wages	Personnel and Benefi	\$ 9,500.00	\$ 10,500.00	\$ 12,000.00	
100-210-51215	Payroll Expenses: Taxes	Personnel and Benefi	\$ 741.00	\$ 750.00	\$ 936.00	
100-210-51230	Unemployment	Personnel and Benefi	\$ 14.25	\$ 17.50	\$ 18.00	
	Subtotal	Personnel and Benefi	\$ 10,255.25	\$ 11,267.50	\$ 12,954.00	
100-210-52014	Office Supplies	Supplies	\$ 2,750.00	\$ 2,400.00	\$ 2,400.00	
100-210-52020	Court Supplies	Supplies	\$ 1,250.00	\$ 750.00	\$ 1,000.00	
100-210-52030	Postage	Supplies	\$ 2,000.00	\$ 1,700.00	\$ 1,700.00	
100-210-52100	Minor Tools and Epuipment	Supplies	\$ 1,350.00	\$ 1,000.00	\$ 1,350.00	
	Subtotal	Supplies	\$ 7,350.00	\$ 5,850.00	\$ 6,450.00	
100-210-53004	Software	Contractual Services	\$ -	\$ 7,500.00	\$ 10,750.00	
100-210-53015	Dues and Subscriptions	Contractual Services	\$ 250.00	\$ 250.00	\$ 250.00	
100-210-53022	Training and Travel	Contractual Services	\$ 500.00	\$ 300.00	\$ 300.00	
100-210-53075	Prosecutor	Contractual Services	\$ 21,500.00	\$ 22,500.00	\$ 24,000.00	
100-210-53076	Jury	Contractual Services	\$ 500.00	\$ 350.00	\$ 350.00	
100-210-53077	Interpreter	Contractual Services	\$ 750.00	\$ 400.00	\$ 400.00	
100-210-53078	Arrest/Jail Fees	Contractual Services	\$ 500.00	\$ 300.00	\$ 300.00	
	Subtotal	Contractual Services	\$ 24,000.00	\$ 31,600.00	\$ 36,350.00	
100-210-58010	Capital Equipment	Capital Outlay	\$ -	\$ -	\$ -	
	Subtotal	Capital Outlay	\$ -	\$ -	\$ -	
MUNICIPAL COURT - 210			TOTAL	\$ 41,605.25	\$ 48,717.50	\$ 55,754.00
POLICE -310						
100-310-51101	Payroll Expenses: Wages	Personnel and Benefi	\$ 932,100.00	\$ 845,000.00	\$ 988,000.00	
100-310-51102	Overtime	Personnel and Benefi	\$ 36,000.00	\$ 40,000.00	\$ 43,000.00	
100-310-51105	Longevity Pay	Personnel and Benefi	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	
100-310-51108	Incentive Pay	Personnel and Benefi	\$ 7,000.00	\$ 3,750.00	\$ 8,340.00	
100-310-51210	Payroll Expenses: Company Contrib	Personnel and Benefi	\$ 74,568.00	\$ 83,500.00	\$ 95,000.00	
100-310-51215	Payroll Expenses: Taxes	Personnel and Benefi	\$ 72,300.00	\$ 71,500.00	\$ 84,000.00	
100-310-51216	Employee Health Benefits	Personnel and Benefi	\$ 105,300.00	\$ 102,500.00	\$ 110,000.00	
100-310-51220	Workers Compensation	Personnel and Benefi	\$ 39,000.00	\$ 35,000.00	\$ 38,500.00	
100-310-51230	Unemployment	Personnel and Benefi	\$ 4,150.00	\$ 500.00	\$ 500.00	
	Subtotal	Personnel and Benefi	\$ 1,272,168.00	\$ 1,183,500.00	\$ 1,369,340.00	
100-310-52005	Uniforms	Supplies	\$ 10,000.00	\$ 7,500.00	\$ 8,000.00	
100-310-52010	Law Enforcement Supplies	Supplies	\$ 5,000.00	\$ 4,000.00	\$ 2,000.00	
100-310-52014	Office Supplies	Supplies	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
100-310-52015	Evidence Supplies	Supplies	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	
100-310-52030	Postage	Supplies	\$ 1,300.00	\$ 1,500.00	\$ 1,300.00	
100-310-52050	Fuel	Supplies	\$ 35,000.00	\$ 31,000.00	\$ 40,000.00	
100-310-52100	Minor Tools and Equipment	Supplies	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	
	Subtotal	Supplies	\$ 63,300.00	\$ 56,000.00	\$ 63,300.00	
100-310-53004	Software	Contractual Services	\$ 19,400.00	\$ 15,500.00	\$ 15,500.00	
100-310-53010	Property and Liability Insurance	Contractual Services	\$ 10,000.00	\$ 9,500.00	\$ 12,500.00	
100-310-53012	Legal Fees	Contractual Services	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
100-310-53015	Dues and Subscriptions	Contractual Services	\$ 1,500.00	\$ 1,500.00	\$ 1,645.00	
100-310-53022	Training and Travel	Contractual Services	\$ 12,200.00	\$ 9,500.00	\$ 12,300.00	



**100 - GENERAL FUND**

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
100-310-53033	Community Events	Contractual Services	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00
100-310-53081	Information Technology Services	Contractual Services	\$ 20,500.00	\$ 20,500.00	\$ 19,500.00
100-310-53083	Professional Services	Contractual Services	\$ 13,500.00	\$ 8,500.00	\$ 9,700.00
100-310-53091	Landscaping	Contractual Services	\$ 5,000.00	\$ 1,000.00	\$ 3,000.00
100-310-53110	Utilities	Contractual Services	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00
100-310-53130	Telephone Mobile	Contractual Services	\$ 10,000.00	\$ 8,000.00	\$ 10,000.00
100-310-53210	Animal Control	Contractual Services	\$ 14,700.00	\$ 16,000.00	\$ 16,500.00
100-310-53230	County Public Safety Contracts	Contractual Services	\$ 31,800.00	\$ 30,000.00	\$ 37,000.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 154,100.00</b>	<b>\$ 136,000.00</b>	<b>\$ 153,645.00</b>
100-310-54010	Building Maintenance/Cleaning	Maintenance	\$ 21,000.00	\$ 25,000.00	\$ 10,600.00
100-310-54020	Vehicles Maintenance	Maintenance	\$ 20,000.00	\$ 28,000.00	\$ 30,000.00
	<b>Subtotal</b>	<b>Maintenance</b>	<b>\$ 41,000.00</b>	<b>\$ 53,000.00</b>	<b>\$ 40,600.00</b>
<b>POLICE - 310</b>		<b>TOTAL</b>	<b>\$ 1,530,568.00</b>	<b>\$ 1,428,500.00</b>	<b>\$ 1,626,885.00</b>
<b>PARKS &amp; RECREATION - 410</b>					
100-410-53002	Advertising and Promotion	Contractual Services	\$ 2,740.00	\$ 2,000.00	\$ 2,000.00
100-410-53035	Park Events	Contractual Services	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
100-410-53110	Utilities	Contractual Services	\$ 750.00	\$ 1,500.00	\$ 1,800.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 13,990.00</b>	<b>\$ 14,000.00</b>	<b>\$ 14,300.00</b>
100-410-54030	Park Maintenance	Maintenance	\$ 18,000.00	\$ 18,000.00	\$ 7,000.00
	<b>Subtotal</b>	<b>Maintenance</b>	<b>\$ 18,000.00</b>	<b>\$ 18,000.00</b>	<b>\$ 7,000.00</b>
<b>PARKS &amp; RECREATION - 410</b>		<b>TOTAL</b>	<b>\$ 31,990.00</b>	<b>\$ 32,000.00</b>	<b>\$ 21,300.00</b>
<b>COMMUNITY DEVELOPMENT - 510</b>					
100-510-53084	Code Enforcement	Contractual Services	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>
<b>COMMUNITY DEVELOPMENT - 510</b>		<b>TOTAL</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>
<b>INSPECTIONS - 520</b>					
100-520-53080	Engineering Inspection Services	Contractual Services	\$ -	\$ 20,000.00	\$ 20,000.00
100-520-53085	Res & Com Building Review & Insp	Contractual Services	\$ 6,500.00	\$ 20,000.00	\$ 20,000.00
100-520-53090	Sanitation Services	Contractual Services	\$ 15,000.00	\$ 13,000.00	\$ 13,000.00
100-520-53095	Fire Inspection Services	Contractual Services	\$ -	\$ 4,500.00	\$ 5,000.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 21,500.00</b>	<b>\$ 57,500.00</b>	<b>\$ 58,000.00</b>
<b>INSPECTIONS - 520</b>		<b>TOTAL</b>	<b>\$ 21,500.00</b>	<b>\$ 57,500.00</b>	<b>\$ 58,000.00</b>
<b>PUBLIC WORKS - 610</b>					
100-610-53060	Street Materials and Signs	Contractual Services	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
100-610-53065	Mowing and ROW Cleanup	Contractual Services	\$ 38,500.00	\$ 55,000.00	\$ 75,000.00
100-610-53070	Street Repairs - Maintenance *	Contractual Services	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
100-610-53110	Utilities	Contractual Services	\$ 2,600.00	\$ 3,000.00	\$ 3,000.00
	<b>Subtotal</b>	<b>Contractual Services</b>	<b>\$ 99,100.00</b>	<b>\$ 116,000.00</b>	<b>\$ 136,000.00</b>
<b>PUBLIC WORKS - 610</b>		<b>TOTAL</b>	<b>\$ 99,100.00</b>	<b>\$ 116,000.00</b>	<b>\$ 136,000.00</b>

**100 - GENERAL FUND**

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
TRANSFERS OUT - 710					
100-710-59100	Transfers Out	Transfers	\$ -		\$ -
TRANSFERS OUT - 710			\$ -	\$ -	\$ -
DECISION PACKAGE - OPERATING EXPENSE					
	Operating Expense Decision Packag	n/a		\$ -	
TOTAL			\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES - GENERAL FUND			\$ 3,238,197.25	\$ 3,189,696.50	\$ 3,431,550.50
Net Operating Income			\$ 919,802.75	\$ 649,203.50	\$ 404,987.65
TRANSFERS OUT - 710 - FUND BALANCE - CAPITAL					
100-710-59100	Transfers Out - Vehicle/Equip Repl.	Transfers	\$ 75,000.00	\$ 37,500.00	\$ -
100-710-59100	Transfers Out - Pub. Saf. Bldg	Transfers	\$ -		\$ -
100-710-59100	Transfers Out - Park Imp	Transfers	\$ -	\$ -	\$ -
100-710-59100	Transfers Out - Road Imp. (.1429)*	Transfers	\$ 485,860.00	\$ 435,845.00	\$ 428,700.00
100-710-59100	Transfers Out - Road Imp.	Transfers	\$ 100,000.00	\$ -	\$ -
100-710-59100	Transfers Out - Cap Imp.	Transfers			\$ -
100-710-59100	Transfers Out - Legal Contingency	Transfers	\$ -		\$ -
100-710-59100	Transfers Out - Court Tech	Transfers	\$ -		\$ -
100-710-59100	Transfers Out - Court Security	Transfers	\$ -		\$ -
100-710-59100	Transfers Out - Other Rest. Court	Transfers	\$ -		\$ -
100-710-59100	Transfers Out - Police Donations	Transfers	\$ -		\$ -
*For actuals, included in Transfers Out					
TOTAL TRANSFERS OUT			\$ 660,860.00	\$ 473,345.00	\$ 428,700.00
Income			\$ 258,942.75	\$ 175,858.50	\$ (23,712.35)
Beginning Balance		\$ 1,571,336.00	\$ 1,720,265.76	\$ 1,720,265.76	\$ 1,896,124.26
Ending Balance		\$ 1,720,265.76	\$ 1,979,208.51	\$ 1,896,124.26	\$ 1,872,411.91
% Reserve			61%	59%	55%
Days of Reserve			223.09	216.98	199.16

**150 - LEGAL CONTINGENCY**

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - LEGAL CONTINGENCY FUND - 150					
150-40306	Interest Revenue	Investment Income	\$ 1,012.30	\$ 7,000.00	\$ 15,000.00
150-40910	Transfers In	Transfer	\$ -		\$ -
TOTAL REVENUES - LEGAL CONTINGENCY FUND			\$ 1,012.30	\$ 7,000.00	\$ 15,000.00
EXPENSES - LEGAL CONTINGENCY FUND - 150					
150-110-53083	Professional Services	Contractual Services			
150-110-59100	Transfers Out	Capital Outlay	\$ -		\$ -
				0	
TOTAL EXPENSES - LEGAL CONTINGENCY FUND			\$ -	\$ -	\$ -
Net Income			\$ 1,012.30	\$ 7,000.00	\$ 15,000.00
Beginning Balance FY 22		\$ 256,147.75	\$ 505,964.70	\$ 505,964.70	\$ 512,964.70
Ending Balance FY 22		\$ 505,964.70	\$ 506,977.00	\$ 512,964.70	\$ 527,964.70

			FY 23 Proposed		
Account #	Account Description	Category	FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - MUNICIPAL DEVELOPMENT FUND - 210					
210-40100	Sales Tax Revenue	Sales Tax	\$ 500,000.00	\$ 445,000.00	\$ 438,000.00
210-40306	Interest Revenue	Investment Income	\$ 1,750.00	\$ 13,000.00	\$ 22,100.00
210-40350	Rental Income	Miscellaneous	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
210-40620	Debt Proceeds	Other Income	\$ -	\$ -	\$ -
210-40910	Transfers In	Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - MUNICIPAL DEVELOPMENT FUND			\$ 516,750.00	\$ 473,000.00	\$ 475,100.00
EXPENSES - MUNICIPAL DEVELOPMENT FUND - 210					
210-110-53002	Advertising and Promotion	Contractual Services	\$ 15,000.00	\$ 15,000.00	\$ 35,000.00
210-110-53004	Software	Contractual Services	\$ 1,500.00	\$ 1,700.00	\$ 3,500.00
210-110-53007	Administrative Expenses	Contractual Services	\$ 24,000.00	\$ 29,355.00	\$ 60,633.15
210-110-53015	Dues and Subscriptions	Contractual Services	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
210-110-53022	Training and Travel	Contractual Services	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00
210-110-53025	MDD Business Grant	Contractual Services	\$ -	\$ 20,000.00	\$ 20,000.00
210-110-53100	Planning/Consulting	Contractual Services	\$ 65,000.00	\$ 65,000.00	\$ 50,000.00
210-110-53110	Utilities	Contractual Services	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
210-110-53805	Property Taxes	Contractual Services	\$ 13,600.00	\$ 13,600.00	\$ 14,000.00
210-110-54018	Rental Property Repair	Maintenance	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
210-110-56010	Debt Principal	Debt Service	\$ 33,591.46	\$ 33,591.46	\$ 33,591.46
210-110-56020	Debt Interest	Debt Service	\$ 16,427.82	\$ 16,427.82	\$ 16,427.82
210-110-56030	Debt Issuance Costs	Contractual Services	\$ -	\$ -	\$ -
210-110-58007	Capital Improvements	Capital Outlay	\$ -	\$ -	\$ -
210-710-59100	Transfers Out	Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - MUNICIPAL DEVELOPMENT FUND			\$ 222,119.28	\$ 247,674.28	\$ 290,652.43
Net Income			\$ 294,630.72	\$ 225,325.72	\$ 184,447.57
Beginning Balance FY 21		\$ 530,343.00	\$ 736,157.13	\$ 736,157.13	\$ 961,482.85
Ending Balance FY 22		\$ 736,157.13	\$ 1,030,787.85	\$ 961,482.85	\$ 1,145,930.42



## 240 - Court Technology

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - COURT TECH -240					
240-40215	Court Technology Revenue	Court Revenue	\$ 7,500.00	\$ 4,800.00	\$ 4,800.00
240-40306	Interest Revenue	Investment Income	\$ -	\$ -	\$ -
	Transfer In - NEMC Funds		\$ -		\$ -
TOTAL REVENUES - COURT TECH FUND			\$ 7,500.00	\$ 4,800.00	\$ 4,800.00
EXPENSES - COURT TECH FUND - 240					
240-210-52510	Court Technology	Municipal Court	\$ 9,500.00	\$ 13,500.00	\$ 3,950.00
240-210-59100	Transfers Out	Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - COURT TECH FUND			\$ 9,500.00	\$ 13,500.00	\$ 3,950.00
Net Income			\$ (2,000.00)	\$ (8,700.00)	\$ 850.00
Beginning Balance FY 22			\$ 10,498.00	\$ 10,498.00	\$ 1,798.00
Ending Balance FY 22		\$ 10,498.00	\$ 8,498.00	\$ 1,798.00	\$ 2,648.00

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1	FY 24 Proposed
<b>REVENUES - COURT SECURITY -241</b>					
241-40220	Court Security Revenue	Court Revenue	\$ 5,625.00	\$ 5,625.00	\$ 6,125.00
241-40306	Interest Revenue	Investment Income	\$ -	\$ 25.00	\$ -
	Transfer In		\$ -		\$ -
<b>TOTAL REVENUES - COURT TECH FUND</b>			<b>\$ 5,625.00</b>	<b>\$ 5,650.00</b>	<b>\$ 6,125.00</b>
<b>EXPENSES - COURT SECURITY FUND - 241</b>					
241-210-52520	Court Security	Municipal Court	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
241-210-53022	Training and Travel	Contractual Services	\$ 500.00	\$ 500.00	\$ 500.00
241-210-53072	Bailiff Fees	Contractual Services	\$ -	\$ -	\$ -
241-210-59100	Transfers Out	Capital Outlay	\$ -	\$ -	\$ 30,000.00
<b>TOTAL EXPENSES - COURT TECH FUND</b>			<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 35,000.00</b>
Net Income			\$ 625.00	\$ 650.00	\$ (28,875.00)
Beginning Balance FY 22			\$ -	\$ 32,993.57	\$ 33,643.57
Ending Balance FY 22			\$ 32,993.57	\$ 33,618.57	\$ 4,768.57

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1	FY 24 Proposed
<b>REVENUES - TRUANCY - 242</b>					
242-40242	Truancy Prevention Revenue	Court Revenue	\$ 5,625.00	\$ 5,625.00	\$ 5,625.00
242-40910	Transfers In	Transfers	\$ -	\$ -	\$ -
<b>TOTAL REVENUES - TRUANCY FUND</b>			<b>\$ 5,625.00</b>	<b>\$ 5,625.00</b>	<b>\$ 5,625.00</b>
<b>EXPENSES - TRUANCY -242</b>					
	<i>Placeholder</i>	Contractual Services	\$ -		\$ -
	<i>Placeholder</i>	Capital Outlay	\$ -		\$ -
<b>TOTAL EXPENSES - JURY FUND</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Net Income			\$ 5,625.00	\$ 5,625.00	\$ 5,625.00
Beginning Balance FY 21			\$ -	\$ 18,448.93	\$ 24,073.93
Ending Balance FY 22			\$ 18,448.93	\$ 24,073.93	\$ 29,698.93

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1	FY 24 Proposed
<b>REVENUES - JURY - 243</b>					
243-40245	Jury Fees	Court Revenue	\$ 100.00	\$ 100.00	\$ 100.00
243-40910	Transfers In	Transfers	\$ -	\$ -	\$ -
<b>TOTAL REVENUES - JURY FUND</b>			<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>EXPENSES - JURY - 243</b>					
	Placeholder	Contractual Services	\$ -	\$ -	\$ -
	Placeholder	Capital Outlay	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES - JURY FUND</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Net Income			\$ 100.00	\$ 100.00	\$ 100.00
Beginning Balance			\$ -	\$ 368.80	\$ 468.80
Ending Balance FY 22			\$ 368.80	\$ 468.80	\$ 568.80



## 265 - POLICE DONATIONS

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1	FY 24 Proposed
<b>REVENUES - POLICE DONATIONS FUND - 265</b>					
265-40250	Child Safety Revenue	Contributions	\$ -	\$ 1,700.00	\$ 1,700.00
265-40420	Police Donations	Donations	\$ 1,700.00	\$ -	
265-40910	Grant Revenue	Intergovernmental	\$ -	\$ -	\$ -
<b>TOTAL REVENUES - LEOSE FUND</b>			<b>\$ 1,700.00</b>	<b>\$ 1,700.00</b>	<b>\$ 1,700.00</b>
<b>EXPENSES - POLICE DONATIONS FUND - 265</b>					
265-310-52014	Office Supplies	Supplies	\$ -	\$ -	\$ -
265-310-52530	Donated Police Expenditures	Supplies	\$ 11,000.00	\$ 11,000.00	\$ 2,500.00
265-310-55050	Grant Expenses	Grants		\$ -	
265-310-58010	Capital Equipment	Capital Outlay	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES - POLICE DONATIONS FUND</b>			<b>\$ 11,000.00</b>	<b>\$ 11,000.00</b>	<b>\$ 2,500.00</b>
Net Income			\$ (9,300.00)	\$ (9,300.00)	\$ (800.00)
Beginning Balance FY 21			\$ -	\$ 13,655.70	\$ 4,355.70
Ending Balance FY 22			\$ 13,655.70	\$ 4,355.70	\$ 3,555.70

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - CAPITAL IMPROVEMENT FUND - 310					
310-40306	Interest Revenue	Investment Income	\$ 3,140.00	\$ -	
310-40500	Developer Contributions	Contributions	\$ -	\$ -	\$ -
310-40910	Transfers In	Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - CAPITAL IMPROVEMENT FUND			\$ 3,140.00	\$ -	\$ -
EXPENSES - CAPITAL IMPROVEMENT FUND - 310					
310-610-53083	Professional Services	Contractual Services			
310-610-58007	Capital Improvements	Capital Outlay	\$ 25,000.00	\$ 25,000.00	\$ 45,000.00
310-110-59100	Transfers Out	Capital Outlay	\$ -		\$ -
TOTAL EXPENSES - CAPITAL IMPROVEMENT FUND			\$ 25,000.00	\$ 25,000.00	\$ 45,000.00
Net Income			\$ (21,860.00)	\$ (25,000.00)	\$ (45,000.00)
Beginning Balance FY 22		\$ 39,000.00	\$ 114,000.00	\$ 114,000.00	\$ 114,000.00
Ending Balance FY 22		\$ 114,000.00	\$ 92,140.00	\$ 89,000.00	\$ 69,000

### 320 - PARK IMPROVEMENT

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed		FY 24 Proposed	
				Amend 1			
REVENUES - PARK IMPROVEMENT FUND - 320							
	Administrative Fees-						
320-40301	Unpermitted Tree Kill Fine	Fines and Fees	\$	-	\$	-	
320-40450	Grant Revenue	Intergovernmental	\$	-	\$	-	
320-40455	Donations	Donations	\$	-	\$	-	
320-40910	Transfers In - GF	Transfers	\$	-	\$	-	
320-40910	Transfers In -COVID	Transfers	\$	-	\$	-	
TOTAL REVENUES - CAPITAL IMPROVEMENT FUND			\$	-	\$	-	
EXPENSES - PARK IMPROVEMENT FUND - 310							
320-410-53083	Professional Services	Contractual Services	\$	30,000.00	\$	30,000.00	
320-410-58007	Capital Improvements	Capital Outlay	\$	-	\$	9,700.00	
320-410-59100	Transfers Out	Capital Outlay	\$	-	\$	-	
320-110-59100	Transfers Out	Capital Outlay	\$	-	\$	-	
TOTAL EXPENSES - PARK IMPROVEMENT FUND			\$	30,000.00	\$	39,700.00	
Net Income			\$	(30,000.00)	\$	(39,700.00)	
Beginning Balance FY 22		\$	85,025.00	\$	99,696.79	\$	59,996.79
Ending Balance FY 22		\$	99,696.79	\$	69,696.79	\$	59,996.79

Account #	Account Description	Category	FY 23 Approved	FY 23 Proposed Amend 1	FY 24 Proposed
<b>REVENUES - VEHICLE/EQUIPMENT REPLACEMENT FUND - 330</b>					
330-40450	Grant Revenue	Intergovernmental		\$ 5,000.00	
330-40452	Grant Revenue - CARES Act	Intergovernmental			
330-40650	Miscellaneous Income	Miscellaneous	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00
330-40610	Insurance Proceeds	Other Income	\$ -	\$ -	\$ -
330-40910	Transfers In - COVID	Transfers	\$ -	\$ 220,000.00	\$ 74,103.00
330-40910	Transfers In - GF	Transfers	\$ 75,000.00	\$ 37,500.00	\$ -
<b>TOTAL REVENUES - VEHICLE REPLACEMENT FUND</b>			<b>\$ 95,000.00</b>	<b>\$ 282,500.00</b>	<b>\$ 84,103.00</b>
<b>EXPENSES - VEHICLE/EQUIPMENT REPLACEMENT FUND - 310</b>					
330-110-59100	<i>Transfer Out</i>	Capital Outlay			
330-110-58010	Capital Equipment	Capital Outlay	\$ 70,000.00	\$ 1,400.00	\$ 12,000.00
330-110-58011	Capital Equipment - COVID Funds	Capital Outlay		\$ 101,250.00	
330-110-58010	Capital - Vehicles	Capital Outlay	\$ 120,000.00	\$ 120,000.00	\$ 64,000.00
<b>TOTAL EXPENSES - VEHICLE/EQUIPMENT REPLACEMENT FUND</b>			<b>\$ 190,000.00</b>	<b>\$ 222,650.00</b>	<b>\$ 76,000.00</b>
Net Income			\$ (95,000.00)	\$ 59,850.00	\$ 8,103.00
Beginning Balance			\$ -	\$ 13,591.73	\$ 73,441.73
Ending Balance FY 22			\$ 13,591.73	\$ (81,408.27)	\$ 81,544.73



Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - PUBLIC SAFETY BUILDING FUND - 350					
350-40306	Interest Revenue	Investment Income	\$ 1,375.52	\$ 11,000.00	\$ 24,429.28
350-40500	Developer Contributions	Contributions	\$ -	\$ -	\$ -
350-40910	Transfers In	Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - PUBLIC SAFETY BUILDING FUND			\$ 1,375.52	\$ 11,000.00	\$ 24,429.28
EXPENSES - PUBLIC SAFETY BUILDING FUND - 350					
350-110-53083	Professional Services	Contractual Services		\$ -	
350-110-58007	Capital Improvements	Capital Outlay		\$ -	
350-110-59100	Transfers Out	Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - PUBLIC SAFETY BUILDING FUND			\$ -	\$ -	\$ -
Net Income			\$ 1,375.52	\$ 11,000.00	\$ 24,429.28
Beginning Balance		\$ 684,761.30	\$ 686,979.29	\$ 686,979.29	\$ 697,979.29
Ending Balance FY 22		\$ 686,979.29	\$ 688,354.81	\$ 697,979.29	\$ 722,408.57

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - ROAD IMPROVEMENT FUND - 370					
370-40306	Interest Revenue	Investment Income	\$ 2,972.79	\$ 28,000.00	\$ 34,516.64
370-40410	Intergovernmental Rev - County	Intergovernmental			\$ 1,825,000.00
370-40910	Transfer In - COVID	Intergovernmental	\$ 194,036.00	\$ 85,000.00	\$ -
370-40500	Developer Contributions	Contributions		\$ -	
370-40910	Transfers In	Transfers	\$ 100,000.00	\$ -	\$ -
370-40910	Transfers In - .1429 of sales tax *	Transfers	\$ 485,860.00	\$ 435,845.00	\$ 428,700.00
TOTAL REVENUES - ROAD IMPROVEMENT FUND			\$ 782,868.79	\$ 548,845.00	\$ 2,288,216.64
EXPENSES - ROAD IMPROVEMENT FUND - 370					
370-610-53083	Professional Services	Contractual Services	\$ 90,000.00	\$ 90,000.00	\$ 115,000.00
370-610-53083	Prof. Serv. - Co. Road Bond	Contractual Services	\$ -	\$ -	\$ 1,825,000.00
370-610-58007	Capital Improvements	Capital Outlay	\$ 1,140,000.00	\$ 950,000.00	\$ 500,000.00
370-610-58007	Cap. Imp. - Co Road Bond	Capital Outlay	\$ -	\$ -	\$ -
370-110-59100	Transfers Out	Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - ROAD IMPROVEMENT FUND			\$ 1,230,000.00	\$ 1,040,000.00	\$ 2,440,000.00
Net Income			\$ (447,131.21)	\$ (491,155.00)	\$ (151,783.36)
Beginning Balance		\$ 368,266.96	\$ 1,477,344.79	\$ 1,477,344.79	\$ 986,189.79
Ending Balance		\$ 1,477,344.79	\$ 1,030,213.58	\$ 986,189.79	\$ 834,406.43

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - PID #1 VILLAGES					
400-40190	PID Assessment Income	Assessment Income	\$ 100,405.10	\$ 100,405.10	\$ 100,405.10
400-40191	PID Delinquent Income	Assessment Income			
400-40192	PID Penalty and Interest Income	Assessment Income	\$ -		\$ -
400-40306	Interest Revenue	Investment Income	\$ 200.00	\$ 200.00	\$ 200.00
TOTAL REVENUES - PID #1 VILLAGES FUND			\$ 100,605.10	\$ 100,605.10	\$ 100,605.10
EXPENSES - PID #1 VILLAGES FUND - 370					
400-110-53007	Administrative Expenses	Contractual Services	\$ 5,500.00	\$ 5,500.00	\$ 6,000.00
400-110-53012	Legal Fees	Contractual Services	\$ 500.00	\$ 500.00	\$ 550.00
400-110-53915	Developer Distribution	Contractual Services	\$ 94,000.00	\$ 94,000.00	\$ 94,000.00
400-110-59100	Transfers Out	Capital Outlay	\$ -	\$ -	\$ -
TOTAL EXPENSES - PID #1 VILLAGES			\$ 100,000.00	\$ 100,000.00	\$ 100,550.00
Net Income			\$ 605.10	\$ 605.10	\$ 55.10
Beginning Balance FY 22		\$ 99,516.47	\$ 7,473.89	\$ 7,473.89	\$ 8,078.99
Ending Balance FY 22		\$ 7,473.89	\$ 8,078.99	\$ 8,078.99	\$ 8,134

Account #	Account Description	Category	FY 23 Proposed		
			FY 23 Approved	Amend 1	FY 24 Proposed
REVENUES - COVID FUND - 510					
510-40306	Interest Revenue	Investment Income	\$ 1,500.00	\$ 750.00	\$ -
510-40410	Intergovernmental Revenue	Intergovernmental		\$ -	
510-40450	Grant Revenue	Intergovernmental	\$ 187,821.00	\$ -	\$ -
510-40910	Transfers In	Transfers	\$ -	\$ -	\$ -
TOTAL REVENUES - COVID FUND			\$ 189,321.00	\$ 750.00	\$ -
EXPENSES - COVID FUND - 510					
510-110-53030	PayPal Charge (Bank Charge)	Contractual Services	\$ -		\$ -
510-110-53083	Professional Services	Contractual Services		\$ -	
510-110-55050	Grant Expenses	Grants		\$ -	
510-110-58007	Capital Improvements	Capital Outlay	\$ 194,036.41	\$ -	\$ -
510-110-59100	Transfers Out - To Vehicle Replacement	Capital Outlay	\$ -	\$ 220,000.00	\$ 74,103.00
510-110-59100	Transfers Out - Roads	Capital Outlay	\$ -	\$ 85,000.00	
TOTAL EXPENSES - COVID FUND			\$ 194,036.41	\$ 305,000.00	\$ 74,103.00
Net Income			\$ (4,715.41)	\$ (304,250.00)	\$ (74,103.00)
Beginning Balance FY 22		\$ 1,322.46	\$ 378,103.01	\$ 378,103.01	\$ 73,853.01
Ending Balance FY 22		\$ 378,103.01	\$ 373,387.60	\$ 73,853.01	\$ (249.99)





# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:  
July 10, 2023

Agenda Item:

Discuss and consider approval of an ordinance amending Chapter 10 of the Town of Cross Roads Code of Ordinances related to Subdivision Regulations for the Town of Cross Roads.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Staff began working on amendments to the Town's Subdivision Regulations in January of this year. An update was provided to the Council at both the January and June Council retreats. Additionally, the Town Engineer provided a presentation to Council at the April 17, 2023 meeting to explain what the Town requires from applicants when a development application is submitted. The Town's drainage requirements are the same as Denton County's.

The amendments include clarification of procedures, processes and requirements for platting. Additionally, the amendment addresses provisions of HB 3699 which takes effect September 1, 2023, that require the adoption of a written list of all documentation required to be submitted with a plat application.

Recommended Action:

Staff recommends approval of an ordinance amending the Subdivision Regulations in their entirety and adopting the checklist for application submissions.

Attachments:

Ordinance

Proposed Amendments

Redline of Proposed Regulations versus Current Regulations

Submission Checklist

**ORDINANCE NO. 2023-\_\_\_\_\_**

**AN ORDINANCE OF THE TOWN OF CROSS ROADS, TEXAS, AMENDING CHAPTER 10, "SUBDIVISION REGULATIONS," OF THE TOWN OF CROSS ROADS CODE OF ORDINANCES, AS AMENDED, IN ITS ENTIRETY, BY PROVIDING FOR UPDATED REGULATIONS FOR THE SUBDIVISION OF LAND; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00); AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Town of Cross Roads deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the Town to enact new subdivision regulations; and

WHEREAS, all prerequisites for the adoption of this Ordinance have been met, including but not limited to the Open Meetings Act and Chapter 211 of the Local Government Code.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:**

**SECTION 1.** That all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.

**SECTION 2.** That Chapter 10, "Subdivision Regulations," of the Town of Cross Roads Code of Ordinances be amended by replacing it in its entirety with updated regulations attached hereto as "Exhibit A."

**SECTION 3.** That any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the Town of Cross Roads, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

**SECTION 4.** If any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

**SECTION 5.** In addition to and accumulative of all other penalties, the Town shall have the right to seek injunctive relief for any and all violations of this ordinance.

**SECTION 6.** This Ordinance shall take effect September 1, 2023 and after its passage and the publication of the caption as required by law.

**DULY PASSED BY THE Town COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS,**  
on this the \_\_\_\_\_ of \_\_\_\_\_, 2023.

**APPROVED:**

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**Mayor T. Lynn Tompkins**

**APPROVED AS TO FORM:**

**ATTEST:**

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**Town Attorney**

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**Donna Butler, Town Secretary**

## **EXHIBIT “A”**



**Chapter 10 Subdivision Regulations**  
**ARTICLE 10.01 GENERAL PROVISIONS**

**Sec. 10.01.001 Purpose**

The purposes of this Chapter are:

- (a) To protect and provide for the public health, safety and general welfare of the Town.
- (b) To promote and provide for the safe, orderly and healthy development of the Town.
- (c) To guide the future growth and development of the Town in accordance with the Comprehensive Plan and Thoroughfare Plan.
- (d) To ensure safety from fire, flood, and other danger, and to prevent overcrowding of the land and undue congestion of population.
- (e) To guide public and private development in order to provide adequate and efficient transportation, water, wastewater, drainage and other public requirements and facilities.
- (f) To provide for the circulation of traffic and pedestrians required for the beneficial use of land and buildings and to avoid congestion throughout the Town.
- (g) To establish reasonable standards of design and procedures for platting to further the orderly layout and use of land to ensure proper legal descriptions and monumenting of platted land.
- (h) To prevent the pollution of streams, ponds and lakes; to ensure the adequacy of drainage facilities; to safeguard the water table, and to encourage the wise use and management of natural resources and enhance the stability and beauty of the community and the value of the land.
- (i) To provide for open spaces through the most effective design and layout of the land.
- (j) To remedy the problems associated with inappropriately platted lands, include premature subdivision, incomplete subdivision and scattered subdivision.

**Sec. 10.01.002 Jurisdiction**

- (a) Except as provided in Article 10.03 of this Chapter, any owner of land inside the corporate limits or the extraterritorial jurisdiction ("E.T.J.") of the Town wishing to subdivide such land shall submit to the Planning and Zoning Commission a plan of subdivision which conforms to the minimum requirements set forth in these regulations.
- (b) No subdivision plat shall be filed or recorded and no lot in a subdivision inside corporate limits or the E.T.J. of the Town shall be improved or sold until a final plat has been considered by the Planning and Zoning Commission and approved by the Town Council.
- (c) No building permit shall be issued for the erection of any building in the Town or within the Town's E.T.J. on any piece of property other than the original building site or resubdivided lot in a duly approved and recorded subdivision or on an approved building site in accordance with the zoning regulations, without the written approval of a plat by the Town Council in compliance with the provisions of this ordinance.

**Sec. 10.01.003 Violations**

- (a) It shall be unlawful for any owner, or agent of any owner, to lay out, subdivide, or plat

any land into lots and blocks with or without any easement or rights-of-way within the Town or its E.T.J., or to sell or improve such property, which has not been first platted according to these regulations and rules of the Planning and Zoning Commission.

- (b) Any violation of any provision of this Chapter outside the corporate limits of the Town shall not constitute a misdemeanor under this Chapter nor shall any fine provided for in this Chapter be applicable to a violation within such extraterritorial jurisdiction, however, the Town may petition any court of competent jurisdiction for injunctive relief and damages as allowed by law.
- (c) No officer or employee of the Town shall perform, or cause to be performed, any work upon any streets of any addition or subdivision within the Town unless all requirements of these regulations have been complied with by the owner of the addition or subdivision.
- (d) The Town declares its policy to be that it will withhold improvements of any nature whatsoever, including issuance of building permits, until a final plat of the subdivision has been approved by the Town Council and filed with the County Clerk. No improvements shall be initiated nor any contracts executed until written approval has been obtained by the subdivider.

## **ARTICLE 10.02 DEFINITIONS**

### **Sec. 10.02.001 Definitions generally**

Administrative officers. Every officer referred to by title, i.e., Town Attorney, Town Secretary, Town Engineer, building official, etc., and shall be the person so retained in this position by the Town's duly authorized representative.

Alley. A minor right-of-way used primarily for vehicular service to the rear or side of properties otherwise abutting on a street.

Building line. A line beyond which buildings must be set back from the street or road right-of-way line or property line.

Checklist. A written list of all documentation and other information required to be submitted with a plat application and related to requirements in this Chapter in accordance with Section 212.0081 of the Texas Local Government Code.

Commission or Planning and Zoning Commission. The official Planning and Zoning Commission of the Town as appointed by the Town Council. The Commission is charged with the responsibility of reviewing for approval all subdivisions, preliminary plats, and final plats in the Town. The Commission shall also perform such other duties or functions as the Town Council may delegate to it from time to time.

Collector street. A street which is continuous through several residential or other districts and is intended as a connecting street between such districts and thoroughfares, highways, or business districts.

Commercial street. Denote any street situated so that fifty (50) percent or more of the property abutting it is zoned for other than low-density residential development.

Commercial tract. Any tract containing any type of land use except for single family detached residential. (Requirements and standards for religious and educational land uses shall be the same as the character of the predominant surrounding land uses.) Nothing contained in the definitions set forth shall be considered as limitations to or repeal of the definitions set forth in the building and fire codes adopted by the Town.

Comprehensive plan. The general plan for the growth and development of the Town and its environs; and including any elements of such plan, such as a land use plan, thoroughfare plan, utilities plan, schools and parks plan, and others.

Construction drawings. Those drawings, schematics, plans and other documents that graphically illustrate or depict a proposed building or structure that includes a graphic depiction to scale of the elevation, exterior features, interior lay-out, and other architectural elements.

Cul-de-sac. A short residential street having but one vehicular access to another street, and terminated by a vehicular turn around.

Dead end street. A street, other than a cul-de-sac with only one outlet.

Easement. An area for restricted use on private property upon which any public utility or public entity shall have the right of access and use, as determined by the nature of the easement and the documents which create the easement and shall include the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growth which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems within said area or its proper use of the easement. Any public utility shall at all times have the right of ingress and egress to and from and upon the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity, at any time, of procuring the permission of anyone. All utilities must notify the Town and the property owners one-week prior to the initiation of any construction or reconstruction project which will exceed \$5,000.00 in projected cost.

Emergency access easement. A private street, alley or paved place dedicated to the public for the purpose of providing access to adjacent structures by emergency vehicles such as fire equipment, police or ambulances, the boundaries of which are continuously and permanently marked.

Engineer. Whenever used with a prefix, shall refer to a registered professional engineer licensed to practice in the state of Texas and retained by a subdivider.

Final plat. A map or drawing prepared according to the provisions of this Chapter and

containing all surveying and legal data, dedications and certificates necessary to the recording of same in the plat records of the county.

Fully developed conditions- For watershed hydrology, fully developed conditions include all existing developed areas which shall reflect current land use or current zoning, whichever yields the greatest runoff, and all existing undeveloped areas which shall reflect anticipated future land use designated by zoning classification, by a Comprehensive Plan, or by an accepted concept plan, or in the ETJ, NCTCOG future land use maps.

Lot. Land occupied or to be occupied by a building and/or accessory building and including such open spaces as are required by ordinances of the Town and having its principal frontage on a public street or officially approved place.

Lot of record. A lot which is part of a subdivision, the plat of which has been recorded with the County Clerk; or a parcel of land, the deed for which was recorded with the County Clerk.

Mayor. The duly elected presiding officer of the Town Council.

Minor plat. A plat or replat involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities in accordance with prerequisites defined in this document.

Natural Creek. Those drainageways that are generally unimproved, that often exhibit a meandering course, and which are not proposed to be improved to Town standards for earthen channels. Natural creeks are generally not dredged, mowed or otherwise maintained by the Town and should be contained within floodplain easements rather than drainage easements. Floodplain easements must encompass the fully developed 100-yr floodplain plus ten (10) foot buffer on both sides. Floodplain easements are not routinely maintained by the Town or County.

Open space. That part of any lot or tract that is used for recreational purposes, both passive and active, but not including areas used for parking or maneuvering of vehicles, or drives or approaches to and from parking areas.

Owner. One holding fee simple title to real property or one who, by virtue of a power of attorney or other recordable instrument has the authority to sell, convey or encumber the real estate on behalf of those who hold fee simple title.

Preliminary plat. A map or drawing on which is shown the subdivider's proposed arrangement of streets, lots, easements, and other public spaces and facilities in the subdivision, and which is intended for review and study by the Town and not for recording.

Private driveway. Any area, parcel or strip of land which provides vehicular access to adjacent property or land whether designated as a street, highway, freeway, thoroughfare, avenue, lane,



boulevard, road, place, drive or however otherwise designated, which is not designated as a public right-of-way, is not maintained by the Town and is used by and serves not more than three residences. Property owners of private driveways are responsible for ensuring the driveway is maintained in a manner that insures emergency vehicle access.

Replatting. The re-subdivision or re-designing of any part or all of any lot(s) or block(s) of a previously platted subdivision, addition, or tract of land.

Residential street. A street which is intended primarily to serve a neighborhood or limited residential district and which is geometrically designed to discourage high speed and through traffic.

Residential tract. Any tract of land developed for the primary use by single-family detached residential structures.

Re-subdivision. Shall mean the division of any existing subdivision or lot or tract within an existing subdivision, whether platted or unplatted, or any change in lot size therein, or the relocating of any easements or rights-of-way.

Sanitary sewer. A pipe or conduit for water carried wastes from residences, business building, institutions and industrial establishments, and to which storm, surface and ground water are not normally admitted, and which is a part of the public sewage collection system.

Service line. A water or sewer pipe running from the water or sewer main to the property to which water or sewer service is provided.

Sewer or sewer main. A sanitary sewer (excluding service lines).

Site plan. A scale drawing of any site for which a building permit is sought. The plan shall include but is not limited to the following locations of all existing and proposed structures, utilities, parking area, fences, barriers, roads, driveways, and landscaping. The site plan also includes data to demonstrate compliance with all setback requirements, area coverage ratios, and site development regulations.

Storm sewer or storm drain. A pipe, conduit, or channel which carries storm and surface water and drainage, but excludes domestic sewage and industrial wastes.

Street. An area for vehicular traffic whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, lane, place, or otherwise.

Street right-of-way width. The shortest distance between the lines which delineate the right-of-way of a street.

Subdivider or developer. An individual, firm, corporation, or other legal entity that owns any interest in land and that directly or indirectly subdivides land into lots as part of a common

promotional plan in the course of business or who divides or proposes to divide land or makes improvements to land so as to affect a subdivision of land hereunder for itself or for another.

Subdivision. The division or alteration of any tract of land situated within the corporate limits in two (2) or more parts for the purpose of laying out any subdivision of any tract of land or any addition to the Town of Cross Roads, or for laying out or altering an existing building site or any building sites, streets, alleys or part or other portions intended for public use or for the use of purchasers or owners of lots fronting thereon or adjacent thereto for the purpose, whether immediate or future, of creating building sites. Subdivision includes resubdivision or the alteration of established building sites composed of all or portions of previously established lots or tracts.

Surveyor. A licensed land surveyor or a registered public surveyor, as authorized by the state to practice the profession of surveying.

Thoroughfare. A principal traffic thoroughfare more or less continuous across the Town which is intended to connect remote parts of the Town, or areas adjacent thereto, and act as a principal connecting street with state and interstate highways.

Utility easement. An interest in land granted to the public generally, in order that the Town or private utility corporation, may install or maintain utilities across, over, or under such easement together with the right to enter thereon the easement with machinery, vehicles and personnel necessary for the maintenance of said utilities.

## **ARTICLE 10.03 PLATTING**

### **Sec. 10.03.001 Procedure**

Any owner or developer of any lot, tract, or parcel of land located within the corporate limits of the Town or within its extraterritorial jurisdiction that desires to subdivide or develop any such land shall comply with and conform to the procedures set forth hereinafter.

### **Sec. 10.03.002 Subdivisions excluded from platting**

- (a) Owners of a tract of land who subdivide the tract under the following circumstances and are not required to lay out any part of the tract for streets, alleys, squares, parks, or other parts of the tract to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts of the tract are excluded from the platting requirements of this Chapter.
  - (1) Agriculture exclusion. The land is to be used primarily for agriculture use, as defined by Article VIII, Section 1-d, State Constitution, or for farm, ranch, wildlife management, or timber production use within the meaning of Article VIII, Section 1d-1, State Constitution;
  - (2) Family exclusion. The land is to be divided into four or fewer lots or tracts, each with dedicated access easement to a public street described on the survey and deed, and each of the lots or tracts are sold, conveyed, gifted or otherwise transferred to a person who is related to the owner within the third degree of

consanguinity or affinity.

- (3) Retained ownership exclusion. The owner retains title to a lot or portion of the land; the other lot or portion is transferred to another person who will further subdivide the tract subject to the plat approval requirements of this Chapter.
- (b) Any person claiming any exclusion to platting set forth above must provide the following prior to the issuance of any building or development permits by the Town:
- (1) Agriculture exclusion. The owner shall submit an affidavit, in a form provided or approved by the Commission, in which the owner and any person to whom the owner is to transfer an ownership interest, affirms the use of the tract of land as described by Section 1-d or Section 1-d-1 of Article VIII of the State Constitution. The affidavit shall state that that the property is being subdivided under the agriculture exclusion of the Subdivision Regulations of the Town and that the person or persons acquiring the property are aware that the property may not be suitable for any developmental use. In the event the property is subsequently developed or subdivided, the requirements of the ordinances in effect at the time of development will apply.
  - (2) Family exclusion. The owner shall submit an affidavit, in a form provided or approved by the Commission, in which the owner and any person to whom the owner is to transfer an ownership interest, affirms the conditions under which the property was subdivided. In addition to the affidavit, the Commission may also require certified copies of birth certificates, marriage licenses or other governmental or family records which establish the relationship between the owner and the person or persons to whom an ownership interest has transferred.
  - (3) Retained ownership exclusion. The owner shall furnish the Commission copies of the deeds and an affidavit from the person to whom the other lot or tract was transferred which affirms the intent to further subdivide the tract subject to the plat approval requirements of this Chapter.

#### **Sec. 10.03.003 Preapplication conference required**

Prior to the filing of a preliminary plat, the subdivider shall meet with the Town Engineer or his designated agent to acquaint himself with the requirements of the Town and the relationship of the proposed subdivision to the zoning ordinance. At such meeting, the density standards, building site requirements and any street, drainage or utility service requirements may be discussed, along with the general character of the building or development in order to identify development requirements. At this meeting, the Town Engineer or his designated representative shall classify the subdivision application as either major or minor and direct the applicant to the appropriate procedures.

#### **Sec. 10.03.004 Preliminary plat filing and time for action**

- (a) Any and all subdivisions of property in the Town and within the extraterritorial jurisdiction of the Town shall be reviewed by the Commission and approved by the Town Council with the exception of a Minor Plat, which may be administratively approved by the Mayor or designated agent. Minor Plats may be forwarded to the Planning and Zoning Commission and Town Council at the Mayor's discretion. The

subdivider shall first prepare and submit to the Commission a preliminary plat in accordance with the regulations set forth in this Chapter, together with the information and items required by this Chapter, for the Commission's review and recommendations. After the Planning and Zoning Commission has reviewed the preliminary plat, the Commission shall, within 30 days from the submission date, recommend to Town Council either the:

- (1) Approval of the plat as presented;
- (2) Approval of the plat with conditions that reference the specific ordinance provisions not met; or
- (3) Disapproval of the plat with reasons for denial that reference the specific ordinance provisions not met.

If no action is taken on the plat within 30 days from the submission date, the plat will be considered approved.

- (b) Prior to filing a preliminary plat and application for approval, the subdivider shall submit the preliminary plat to all relevant utility providers for review. Proof of submission to the utility providers, as well as a will serve letter shall be included with the application and preliminary plat. When a preliminary plat is filed with the Town for review and approval, if deemed necessary, it shall be forwarded to the Town's consulting engineer, who will make a preliminary review of the plat.
- (c) Prior to filing a preliminary plat and application to the Town, the developer must schedule and attend a predevelopment meeting with Town officials in accordance with Section 10.03.003. At such time, developer and/or developer's engineer shall provide a basic description and sketch of proposed subdivision and improvements. The Town will not accept a preliminary plat application prior to the predevelopment meeting.
- (d) Upon receipt of a preliminary plat, all required documents, and payment of all required fees, the Town Secretary, or designated agent, shall check the preliminary plat for completeness in accordance with Article 10.04. No preliminary plat shall be processed for review that is determined to be incomplete. The Town Secretary shall coordinate the review of the preliminary plat with applicable municipal departments and the Town Engineer as required. Upon determination that the preliminary plat does not meet the minimum requirements of these Subdivision Regulations, the Town Secretary shall give the developer written notice of the revisions required to complete the plat application.
- (e) Preliminary plat submissions which include drainage studies, downstream assessments, or detention pond construction shall require a minimum ten (10) business days for each review. All necessary subsequent reviews regardless of the number of comments shall require ten (10) business days for review. Drainage studies and downstream assessments may be submitted for review prior to official Preliminary plat submission to avoid denial of Preliminary plat application by the Planning and Zoning Commission.
- (f) Upon completion of staff review and the receipt of necessary revisions from the developer, and determination that the preliminary plat has officially been submitted in accordance with the requirements of Article 10.04, the preliminary plat shall be placed on the next available meeting agenda for consideration by the Planning and Zoning Commission.
- (g) Following Commission review, the preliminary plat shall then be submitted to the Town



Council for final action, together with the Commission's recommendations. The Town Council shall act on the preliminary plat within thirty (30) days after the plat is approved by the Commission or is considered approved by the inaction of the Commission. The Town Council shall act on the preliminary plat within thirty (30) days of submission to the Town Council.

- (h) The preliminary plat shall be filed with an application on a form provided by the Town for that purpose. The application and preliminary plat shall be filed with the Town Secretary in accordance with the Town's submissions schedule which may be amended from time to time, but will be not more than thirty (30) consecutive calendar days before the meeting of the Commission at which such preliminary plat is to be considered. No preliminary plat application will be accepted on a day outside of the submission schedule.

#### **Sec. 10.03.004 Final plat filing and time for action**

- (a) Upon approval of the preliminary plat and the application for such approval, the owner, developer or sub-divider may then proceed with the filing and submission of a final plat and application for approval thereof for all or a portion of the land or area included in the preliminary plat. No final plat application will be accepted for filing, and no final plat may be approved by the Town Council, unless a preliminary plat has first been approved. The application and plat shall be filed with the Town Secretary in accordance with the submission schedule, which may be amended from time to time, but will be not more than thirty (30) consecutive calendar days before the meeting of the Commission at which such plat is to be considered. After the Planning and Zoning Commission has reviewed the final plat, the Commission shall within 30 days from the submission date recommend to Town Council either the:
  - (1) Approval of the plat as presented;
  - (2) Approval of the plat with conditions that reference the specific ordinance provisions not met; or
  - (3) Disapproval of the plat with reasons for denial that reference the specific ordinance provisions not met.

If no action is taken on the plat within 30 days from the submission date, the plat will be considered approved.

- (b) The Town Council shall act on the final plat within thirty (30) days after the plat is approved by the Commission or is considered approved by the inaction of the Commission. The Town Council shall, within thirty (30) days following submission by the Commission, consider the final plat for acceptance of the dedications to the public therein set forth, provided the plat shall in all things fully comply with the terms and provisions of this Chapter and the ordinances of the Town.
- (c) Final plat submissions which include drainage studies, downstream assessments, or detention pond construction shall require ten (10) business days for each review, including all necessary subsequent reviews.

#### **Sec. 10.03.005 Construction after final plat is approved**

- (a) The subdivider or applicant after approval of the final plat shall:

- (1) Direct its engineer to design, stake, and supervise the construction of the facilities in accordance with approved plans and specifications and these regulations;
  - (2) Direct its contractors to construct all improvements as identified in the approved engineering plans;
  - (3) Provide to the Town, prior to final acceptance of the improvements, a two-year maintenance bond in the amount of ten percent (10%) of the contract price or \$50,000, whichever is greater, not to exceed 100% of the total contract for any public improvement, if applicable; and,
  - (4) Provide to the Town, prior to final acceptance of the improvements, one (1) 22" x 34" black line set, one (1) 11"x17" black line set, and one (1) electronic set of "as-built" plans, checked and corrected by the subdivider's engineer.
- (b) After completion of all improvements, franchise utilities, grading, and erosion control measures, the Town or its designated representatives will perform a final inspection before causing the project to be considered for acceptance by the Town. After the Town accepts the improvements, the Town will issue a "letter of final acceptance". The subdivider shall submit this letter to the building official prior to the issuance of a certificate of occupancy for non-residential subdivisions or release of building permits for residential subdivisions. The Town will then file the final plat with the County. Final plats may be filed prior to the completion of construction at the discretion of the Town. If final plat is approved to be filed prior to final acceptance of constructed improvements, a Performance Bond in the amount of 100% of the contract amount shall be provided to the Town prior to filing.
- (c) All improvements within a subdivision shall be installed or constructed at the subdivider's cost and expense.

#### **Sec. 10.03.006 Minor residential plats with four or less lots**

All applicants seeking approval of a Minor Plat shall comply with the requirements of this section. Every Minor Plat shall require approval of the Mayor or the Mayor's designated agent. The Mayor, in his discretion, may forward any Minor Plat to the Planning and Zoning Commission and Town Council for review and approval in lieu of granting approval.

- (a) Minor Plat Prerequisites:
- (1) The proposed division results in four (4) or fewer lots;
  - (2) All lots in the proposed subdivision front onto an existing public street and construction of extension of a street or alley is not required to meet requirements of this Ordinance, or any other ordinance; and,
  - (3) The plat does not require the extension of any municipal facilities to serve any lot within the subdivision, however, right-of-way widening, and easements shall be permitted as part of a Minor Plat.
  - (4) The replatting of existing platted lots much comply with all requirements for a Final plat as outlined in these documents.
- (b) Minor Plat Documents Required:
- (1) Minor Plat Application
  - (2) Minor Plat Drawings

- (3) Preliminary Drainage Analysis
- (4) Tax and Liens Paid Certificates
- (c) Minor Plat Application: The applicant shall submit a written Minor Plat Application to the Town Secretary in accordance with requirements for Preliminary plat submissions.
- (d) Minor Plat Drawings shall include all information required for a Final plat.
- (e) Preliminary Drainage Analysis – The Town Engineer will review each request for a Minor Plat and determine whether the applicant shall be required to submit a Drainage Study or Downstream Assessment. When required, the drainage study or downstream assessment shall conform to the requirements of the Checklist and specifications contained in this document. The applicant may be exempt from this requirement when the Town Engineer is satisfied that no drainage facilities are necessary.
- (f) A pre-development meeting is required prior to the submission of any Minor Plat.
- (g) Every Minor Plat shall be reviewed for conformity with the Comprehensive Plan, these regulations, and any other applicable ordinance according to the procedures established for Final plats. The Mayor or designee is authorized to approve or approve with conditions a Minor Plat provided such Plat meets all requirements of these regulations. If the Mayor declines to approve the proposed plat, the Minor Plat shall be placed on the agenda for the next regular meeting of the Planning and Zoning Commission for their consideration and forwarding to Town Council.

#### **ARTICLE 10.04 PRELIMINARY PLAT**

##### **Sec. 10.04.001 General requirements**

- (a) A written application for the approval of the preliminary plat, together with not less than two (2) prints and a digital copy of the complete submittal package shall be filed with the Town Secretary in accordance with the submission schedule, which may be amended from time to time, but will be not more than thirty (30) consecutive calendar days before the meeting of the Commission at which such plat is to be considered. For the purposes of this section, a preliminary plat will be deemed to be filed when all administrative procedures have been completed and notice is posted of the date when the Planning and Zoning Commission will consider the preliminary plat. A plat application which is not accompanied by the prescribed filing fees will not be considered as having been filed.
- (b) All information contained in the Checklist for Preliminary Plats shall be provided, including but not limited to the items identified in Sections 10.04.002, 10.04.003 and 10.04.004.

##### **Sec. 10.04.002 Existing features**

The preliminary plat shall be drawn to scale of one hundred feet to the inch (1"=100'). The information to be included and the procedures for submittals are as follows:

- (a) Subdivision boundary lines indicated by heavy lines, and the computed acreage of the subdivision shall be noted. (The subdivision boundary shall be construed to include the part of adjacent boundary streets, which were previously established by dedication or purchase from the tract being subdivided).

- (b) The widths and names of all existing or platted streets or other public rights-of-way or easements within or adjacent to the tract, shall be located together with any existing permanent buildings, railroads, and other important features, such as abstract lines, political subdivision or corporate lines, and school district boundaries.
- (c) Existing sewer mains, water mains, drainage culverts, channels, ponds, inlets, storm drains, or other underground structures within the tract and within two hundred feet (200') with pipe sizes and grades.
- (d) Contours at intervals of two feet (2') or less with reference to mean sea level datum.
- (e) The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unsubdivided land. (If there is no adjacent subdivision, a map on a small scale shall be included with the preliminary plat, and oriented to show the nearest subdivision in each direction, together with a plan of how the streets, alleys, or highways in the subdivision submitted may connect with those in any subdivision within 2,000 feet of the proposed subdivision).
- (f) Permanent structures and uses within the subdivision including location of any houses, barns, wells, tanks, and other significant features.
- (g) The exact location, dimension, description, and flow line of existing drainage structures and the location flow line and floodplain of existing watercourses within the subdivision. The 100-year flood line source information will be referenced.
- (h) Utilities on the tract with notations of line sizes, including the identification of transmission lines.
- (i) Any other conditions adjacent to the tract affecting the design of the subdivision including such information as may be available from field observation, aerial photographs and available maps.

#### **Sec. 10.04.003 New features**

The preliminary plat shall, in addition to the requirements set forth in Section 10.04.002, shall include the following information and shall be subject to the following procedures:

- (a) The proposed name of the subdivision.
- (b) North point, scale, dates, and approximate acreage of the proposed subdivision.
- (c) The names and addresses of the subdivider and of the engineer, surveyor, or planner.
- (d) The tract designation and other description according to the real estate records of the Town, County, or central appraisal district as well as the designation of the proposed uses of land within the subdivision.
- (e) All parcels of land and areas intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose of conditions or limitations of such reservations.
- (f) Right-of-way dedications in accordance with the Town's Comprehensive Plan for future roadway widenings, including streets adjacent to the subject tract.
- (g) The layout, names, and width of proposed streets, alleys, and easements.
- (h) The layout, numbers, setback lines, and dimensions of proposed lots, blocks, parks, etc.
- (i) A legal description of the property to be subdivided, and metes and bounds description of the subdivision's perimeter.
- (j) The primary control points of description and ties to such control points to which all



- dimensions, angles, bearings, block numbers and similar data shall be referred.
- (k) The locations of Town limit lines, and the extraterritorial jurisdiction and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
  - (l) Any proposed changes in topography shown by contour lines on a basis of two feet (2') vertical in terrain with a slope of two (2) percent or more, and on a basis of two (2') feet vertical interval in terrain with a slope of less than five percent (5%) (public agency source of datum shall be specific on the plan).
  - (m) A number or letter to identify each lot or site and each block.
  - (n) Data specifying the gross area of the subdivision, the proposed number of lots and area thereof, and the approximate area in any nonresidential use.
  - (o) Proposed zoning and boundaries of new zoning districts.
  - (p) Front building setback lines on all lots and tracts together with side yard building setback lines at street intersections and crosswalks.
  - (q) A copy of all existing protective covenants regulating the use of the land or the construction of improvements.
  - (r) A layout and plan indicating compliance with and understanding of the Town's tree preservation ordinance, codified in Chapter 3, Article 3.08 of this code.
  - (s) A preliminary drainage study and/or downstream assessment shall be required to be submitted when required by the Town Engineer. Requirements for the study shall be per this document and the Checklist. The preliminary drainage study and/or downstream assessment must be approved by the Town Engineer prior to approval of the Preliminary plat.

**Sec. 10.04.004 Additional Items Required**

- (a) Road and drainage maintenance plan. A plan for the perpetual maintenance of roads and all drainage facilities, including but not limited to conduit, culverts, headwalls, rip rap, detention ponds, outlet structures, swales, earthen channels, and any and all other drainage facilities necessary to maintain proper drainage for the improvements associated with the proposed subdivision shall be included on the preliminary plat.
- (b) Utilities. A plan of the proposed water and sanitary sewer mains and proposed drainage facilities, including drainage areas, location of lines, inlets, culverts, bridges, and calculated run-off and points of concentration shall be submitted with the preliminary plat.
- (c) Location map. A location map of the proposed subdivision drawn on a scale of one inch to one thousand feet (1"=1000') showing existing and proposed streets and thoroughfares covering an area at least one (1) mile outside the proposed location shall be submitted with the preliminary plat.
- (d) Cross sections. Typical cross-sections of proposed streets showing the width of pavement, type of pavement, and location and width of sidewalks shall be submitted with the preliminary plat.

- (e) Approval block. The following notice shall be placed on the face of each preliminary plat by the subdivider:

“Preliminary Plat for Review Purposes Only”

The following certificates shall be placed on the preliminary plat by the subdivider:

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

#### **Sec. 10.04.005 Approval**

- (a) The approval of the preliminary plat by the Town Council shall be effective for a period of one hundred eighty (180) days after the approval date, unless reviewed by the Town Council in light of new information which would necessitate the revision of the preliminary plat, such revision being subject to the same procedures as the original preliminary plat. If a final plat for the subdivision, or portion thereof, has not been submitted prior to the expiration of one hundred eighty (180) days after approval, then the preliminary plat is null and void unless the subdivider has, in writing, requested and received an extension of time to prepare and file a final plat. Any extensions of approval granted to a preliminary plat shall be in increments of one hundred eighty (180) days.
- (b) If the final plat is to be submitted or completed in phases, a schedule of submissions may be filed for acceptance by the Town Council with the preliminary plat. If the Town Council accepts the schedule, then the preliminary plat will remain in effect as long as each phase of final plat submission is filed by the scheduled date. In the event any phase is not submitted by the scheduled date, then the preliminary plat shall be null and void in its entirety unless the subdivider has, in writing, requested and received an extension of time to prepare and submit a final plat. An extension of one phase of submissions shall not automatically extend the schedule for the remaining phases. The Town Council is not obligated to accept the phased submission of final plats or grant extensions and the extension of one phase shall not obligate the Town Council to grant an extension for any other phase. Any extension granted will extend the scheduled submission date of that phase by an increment of one hundred eighty (180) days.

#### **Sec. 10.04.06 Disapproval**

If the proposed plan of subdivision as shown by said preliminary plat is disapproved by the Commission, the application shall be returned to the owner within fifteen (15) days after disapproval. Such disapproval shall be final. The owner or developer may appeal directly to the Town Council within thirty (30) days from the date of the disapproval and the Town

Council shall then consider the preliminary plat and the Commission's reasons for disapproval. However, in no event shall the failure of the Council to consider and act on the preliminary plat within thirty (30) days of the Commission's disapproval be construed to constitute an approval of the preliminary plat. If the Council determines that the preliminary plat should be approved, then it shall approve same in accordance with the provisions of this Chapter.

## **ARTICLE 10.05 FINAL PLAT**

### **Sec. 10.05.001 General requirements**

- (a) After approval of the preliminary plat by the Commission and Town Council, a final plat prepared by a registered public surveyor bearing his seal shall be submitted to the Commission.
- (b) The Final plat and accompanying data shall substantially conform to the Preliminary plat as approved by the Planning and Zoning Commission and Town Council, incorporating any and all conditions, changes, modifications, alterations, corrections and stipulations imposed by the Planning and Zoning Commission and Town Council. Any submittals of a Final plat which contains only part or portions of the area as shown on the Preliminary plat are considered phases and must be consistent with the Preliminary plat, as approved, in design and layout. Additional review time may be required where a Final plat does not constitute a full phase as shown on the Preliminary plat.
- (c) A written application for the approval of the final plat, together with not less than two (2) prints and a digital copy of the complete submittal package with all accompanying documents, including the drainage models, if required, shall be filed with the Town Secretary in accordance with the submission schedule, which may be amended from time to time, but will be not more than thirty (30) consecutive calendar days before the meeting of the Commission at which such plat is to be considered. A plat application which is not accompanied by the prescribed filing fees will not be considered as having been filed. The final plat may constitute all or only a portion of the approved preliminary plat, but any portion thereof shall conform to all of the requirements of this Chapter. If final plats are submitted for approval for a portion or section of the proposed subdivision, each portion or section shall carry the name of the entire subdivision but shall bear a distinguishing letter, number, or subtitle. Block letters shall run consecutively throughout the entire subdivision, even though such subdivision might be finally approved in sections.
- (d) For the purposes of this section, a final plat will be deemed to be filed when all administrative procedures have been completed and notice is posted of the date when the Planning and Zoning Commission will consider the final plat.
- (e) The final plat shall be drawn on sheets measuring twenty-four inches (24") by thirty-six inches (36") and shall be drawn to a scale of one hundred feet to the inch (1"-100"). A summary sheet/key is required when the project exceeds the required sheet size.
- (f) Two (2) direct prints, and one (1) set of plans and specifications for water, sanitary sewer, paving, and drainage improvements, for use by the building official, prepared

by a registered professional civil engineer, shall be approved and retained by the Town prior to any construction in the subdivision.

- (g) All information contained in the Checklist for Final plats shall be provided, including but not limited to the following:

**Sec. 10.05.002 Final plat contents**

The final plat shall contain or have attached the following information and exact layout:

- (a) The boundary lines with accurate distances and bearings, a metes and bounds description of the boundary (error of closure shall not exceed one (1) in ten (10) thousand for adjusted boundary and one (1) in fifty (50) thousand for the plat boundary), exact acreage to hundredths, and exact location and width of all existing or recorded streets intersecting the boundary of the tract. One (1) copy of the traverse closure shall be enclosed;
- (b) True bearings and distance to the nearest established street lines, official monuments, or subdivision corner, which shall be accurately described on the plat. Municipal, town, county, or abstract lines shall be accurately tied to the lines of the subdivision by distance and bearings;
- (c) An accurate location of the subdivision in reference to the deed records of the County which shall include the volume and page of the deed of the property to be subdivided.
- (d) Street and/or alley names;
- (e) Access points for each lot to a dedicated street or public right-of-way. Where lots abut a state highway or roadway, prior to final plat approval, the plat shall be submitted for review to the Texas Department of Transportation for conformance with its Access Management Plan;
- (f) The length of all arcs, radii, internal angles, and points of curvature, length and bearings of the tangents. All horizontal alignments shall be in accordance with the Checklist and AASHTO guidelines whichever is more stringent shall apply;
- (g) All easements for public services and utilities and any limitation of the easements;
- (h) All lot and block numbers and lines, with accurate dimensions in feet and hundredths and with bearing and angles to street and alley lines to the nearest second;
- (i) The accurate location, material and approximate size of all monuments and the accurate location, material and size of all sight barrier fences where required to separate commercial and industrial from residential areas;
- (j) The accurate outline description of all property which is offered for dedication for public use such as parks, etc., with the purpose indicated thereon, and all property that may be reserved by deed covenant for the common use of the property owners in the subdivision;
- (k) Building setback lines;
- (l) Private restrictions;
- (m) The name of the proposed subdivision;
- (n) The name and address of the subdivider;
- (o) North point, scales, and dates;

- (p) A location map of the proposed subdivision on a scale of one inch to one thousand feet (1"-1000') showing existing and proposed streets and thoroughfares covering an area at least one (1) mile outside the proposed subdivision;
- (q) Construction plans and profiles shall be drawn on sheets measuring twenty-two inches (22") by thirty-four inches (34") for full-size prints, shall be the same size as the final plat, and shall include all applicable information provided on the Checklist, including but not limited to, the following information:
  - (1) A plan and profile of each street with top of curb grades shown. Each sheet shall include north point, scale, date, and benchmark description to sea level datum. Unless otherwise approved by the Town, scales shall be one-inch equals forty feet (1"= 40') horizontally and one inch equals four feet (1"=4') vertically when printed at half-size (11"x17"). Each plan shall show the seal and signature of the registered professional civil engineer that prepared the plans.
  - (2) The cross section of proposed streets showing the width of roadways, location of the proposed grade line, utility typical locations, type of pavement and location and width of sidewalks.
  - (3) A plan and profile of proposed sanitary sewers, if required, with grades and pipe sizes indicated and showing locations of manholes, clean out, etc., and plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, fittings, etc., in conformance with the applicable criteria presented in "improvements." Unless otherwise approved by the Town, scales shall be one-inch equals forty feet (1"= 40') horizontally and one inch equals four feet (1"=4') vertically when printed at half-size (11"x17"). Each plan shall show the seal and signature of the registered professional civil engineer that prepared the plans. Each sheet shall include north point, scale, date, and benchmark description on the mean sea level datum.
  - (4) A plan and profile of proposed storm sewers, if required, showing hydraulic data and gradients, pipe grades and sizes, manholes, inlets, pipe connections, outlet structures, etc., in conformance with the applicable criteria as shown in "improvements."
  - (5) Unless otherwise approved by the Town, scales shall be one-inch equals forty feet (1"=40') horizontally and one inch equals four feet (1"=4') vertically when printed at half-size (11"x17"). Each shall show the seal and signature of the registered professional civil engineer that prepared the plans. Each street shall include north point, scale, date, and benchmark description on the mean sea level datum;
- (r) Identification of each lot or site and block by number and letter;
- (s) Exact acreage of each lot or site;
- (t) Exact location of each fire hydrant, showing the required distance, for that zone, between the hydrants;
- (u) All final plat applications shall include an approved final drainage plan and study in accordance to Section 10.07.006;
- (v) FEMA floodplain and floodway with panel number, zone and effective date;
- (w) Fully developed 100-yr floodplain delineated and floodplain easement provided;



- (x) Minimum finished floor elevations 2' above fully developed 100-yr water surface elevation for lots affected by or adjacent to floodplain, open channels, ponds or overflow structures or flumes;
- (y) Reference to recorded subdivision plats of adjoining platted land by record name, county recorder's book and page numbers, and the names of owners of adjoining unsubdivided land together with deed references;
- (z) Restriction to occupancy.
  - (1) If the subdivision is not to be immediately served by a sewage collection system and a treatment plant installed by the developer (where required by zone) or an approved septic system, then a restriction prohibiting occupancy of any lot until such systems have been installed, inspected and approved by the health officer having jurisdiction shall be required.
  - (2) Unless and until a final plat is approved in accordance herewith, it shall be unlawful for any official of the Town to serve or connect the owners with any public utilities.
  - (3) Any special restrictions required by the Commission for the protection of public health or safety or to insure substantial enjoyment of property rights of present and prospective owners of property within or adjoining the subdivision;
- (aa) The final plat shall be accompanied by one set of surveyor's closure notes for the boundary of the subdivision and each block thereof. The notes shall be referenced in the same manner as the plat. They shall be submitted in the form prescribed by and for the approval of the Commission and when approved, the notes shall be recorded as public documents in the records of the Town and the County;
- (bb) Certification of title and certificate of dedication or, in lieu thereof, a dedication deed, signed and acknowledged in the same manner prescribed by law for conveyances of real property by the owner and all others having an interest in the property being subdivided and platted, certifying the identity of all owners and persons having any interest in the property, including lienholders, and dedicating the streets, alleys, easements, parks and other spaces to public use, or when the subdivider has made provision acceptable to the Town Council for perpetual maintenance thereof, to the inhabitants of the subdivision;
- (cc) Certification by a licensed land surveyor, registered in the State of Texas, to the effect that the plan represents a survey made by him or under his direct supervision and that all monuments shown thereon actually exist, and that their location, size, and materials are correctly shown;
- (dd) The following certificate on the plat, in a manner that will allow the filling in of the certificate by the proper parties.

Recommended for Approval

\_\_\_\_\_  
Chairperson, Planning and Zoning Commission      Date

Approved for Construction

\_\_\_\_\_

Mayor, Town of Cross Roads

Date

The undersigned, 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 Secretary

### **Sec. 10.05.003 Approval**

The approval of construction drawings and the final plat by the Town Council shall expire after a period of one (1) year from the approval date, unless substantial construction has been completed, or the subdivider has requested in writing and received an extension of time. Any extensions of approval granted to a final plat shall be in increments of one hundred eighty (180) days. Construction drawings which have expired shall be resubmitted to the Town for approval before any construction is begun. The design of the proposed improvements shall be based on the construction requirements, which are in effect at the time of re-submittal.

### **Sec. 10.05.004 Filing of Final Plat**

Once the final plat has been approved by the Town in accordance with the requirements of this Chapter, the sub-divider shall provide the Town with a sufficient number and size of documents as required by the County Clerk, along with certified tax statements and the Town shall file the final plat with the County Clerk. If the plat is filed prior to the acceptance of the constructed improvements by the Town, the developer shall provide to the Town a Performance Bond in the amount of 100% of the construction costs until such time that construction is complete and accepted. One (1) copy of the recorded final plat shall be retained by the Town Secretary for the Town's records.

## **ARTICLE 10.06 ADDITIONAL REQUIREMENTS FOR CERTAIN REPLATS**

### **Sec. 10.06.001 Replats without vacating previous plats**

- (a) In addition to compliance with the provisions of this Chapter, a replat without vacating the previous plat shall comply with the provisions of this article if.
  - (1) During the preceding five (5) years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two (2) residential units per lot, or
  - (2) Any lot in the preceding plat was limited by deed restrictions to residential use

for not more than two (2) residential units per lot.

- (b) Notice of a public hearing shall be given before the fifteenth (15th) day before the date of the hearing by:
- (1) Publication in an official newspaper or a newspaper of general circulation in the county;
  - (2) By written notice, with a copy of this article attached, forwarded by the Town to the owners of property in the original subdivision as indicated on the most recently approved county or municipal tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved county tax roll, within two hundred feet (200') of the property upon which the replat is requested. The written notice may be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or postal depository within the Town.
- (c) If the proposed replat is protested in accordance with this subsection, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of all members of the Town Council. For a legal protest, written instruments signed by the owners of at least twenty percent (20%) of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending two hundred feet (200') from that area, but within the original subdivision, must be filed with the Town Council prior to the close of the public hearing.
- (d) In computing the percentage of land area under subsection (c), the area of streets and alleys shall be included.
- (e) Compliance with this article is not required for approval of a replat of part of a preceding plat if the area to be replatted was designated or reserved for other than single or duplex family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat.

## **ARTICLE 10.07 DEVELOPMENTAL REQUIREMENTS**

### **Sec. 10.07.001 Streets to conform to thoroughfare plan**

The arrangement, character, extent, width, grade, and location of all proposed streets shall conform to the comprehensive plan and thoroughfare plan of the Town, to the relationship of the existing and planned streets to the topographical conditions, to the public convenience and safety, and to the appropriate relation to the proposed uses of the land to be served by such streets. Right-of-way for adjacent streets shall be dedicated to account for future widening in accordance with the comprehensive plan and thoroughfare plan of the Town except as otherwise provided for in State law.

### **Sec. 10.07.002 Abutting streets and drainage**

When a proposed subdivision of land abuts both sides of an existing road, street, or highway, or drainage easement that is substandard according to the current specifications of this Chapter, the developer shall be required to improve the existing road and drainage to current standards or to replace it with a standard road at the developer's expense. The developer shall also be required to dedicate the necessary rights-of-way for the particular roadway, which shall be not

less than sixty (60) feet.

**Sec. 10.07.003 Adjacent streets**

- (a) When the proposed subdivision is located adjacent to a substandard road or street, the developer shall:
  - (1) Be required to construct the developer's one half (1/2) share of said improvements as a condition for the approval of the final plat; and,
  - (2) Be required to dedicate the necessary right-of-way for one half of that particular roadway, but not less than thirty (30) feet.
- (b) The developer may submit a request to the Town Council to pay the Town the developer's portion of said improvements in lieu of construction of said improvements and submit a full set of engineering plans and specifications for the improvement to the rights-of-way, and shall dedicate the appropriate rights-of-way. When considering this request, the Council may take into consideration timing of construction, constructions costs, and timing of surrounding developments in making their determination.

**Sec. 10.07.004 Street requirements**

Where it is not shown in the comprehensive plan or thoroughfare plan of the Town, the arrangements of streets in a subdivision shall:

- (a) Provide for the continuation or appropriate projection of existing streets in surrounding areas;
- (b) Conform to a plan for the neighborhood approved or adopted by the Town to meet a particular situation where topographical or other conditions make continuation of or conformance to an existing street impracticable;
- (c) Be aligned so that they will intersect, as nearly as possible, at right angles.
- (d) Residential streets shall be laid out so that their use by through traffic is discouraged.
- (e) Street jogs with centerline offsets of less than one hundred twenty-five feet (125) shall be avoided.
- (f) Street right-of-way widths shall conform to the following:

TYPE OF STREET	MINIMUM RIGHT- OF- WAY WIDTHS
Major Thoroughfare	125'
Collector	90'
Residential	60'

- (g) Utility easements shall be at least ten (10) feet wide on each side of the road, shall not lie within the street right-of-way, and no primary utilities will be located within the street right-of-way.
- (h) Half streets shall be prohibited.
- (i) Cul-de-sacs shall not exceed eight hundred feet (800') from the nearest intersecting street, and there shall be provided at the closed end a turnaround having an outside

roadway diameter of at least eighty feet (80') and a street right of way diameter of at least one hundred feet (100').

- (j) All streets shall be paved, and the paving shall conform to “improvements” of these regulations.
- (k) Street grades shall be established regarding topography, proposed land-use and the facilities in the area surrounding the land to be subdivided. An absolute minimum grade of five tenths (0.50%) will be allowed on concrete streets; however, where it is possible, a grade of eight-tenths percent (0.80%) shall be used.
- (l) Pavement markings shall be installed in accordance with TxDOT specifications, TxDOT standard details, and manufacturer’s recommendations unless otherwise directed by the Town. Pavement markings and the erection thereof will be at the expense of the subdivider.
- (m) Residential lots shall not face major thoroughfares. Driveways or alley pavement cuts shall not be permitted on major thoroughfares. Alleys may be provided alongside and/or rear lot lines on major thoroughfares for rear entrance.
- (n) All testing in accordance with NCTCOG and Town requirements shall be conducted by a State approved testing lab approved by the Town at the developer’s expense. The State approved lab tests shall include, but will not be limited to, inspection, testing compaction, moisture content, and lime application rate of the subgrade, inspection and testing plasticity index (pi) and lime application rate of the foundation course, and testing application rates, thickness, density, and inspection of the installation of the roadway surface course. The Town shall employ a registered professional engineer and/or qualified inspectors to independently act as quality control agents for each project. The Town and developer will receive reports of all items and those not in compliance with the specifications shall have recommendations for corrective action. The Town will have full authority to ensure that the corrective action required will be made. The developer will bear the cost of the quality control agent(s), and the required testing, and any required retesting. To ensure prompt payment for these services, the Town shall establish an account for this purpose at the time of final plat approval, and the developer shall maintain a minimum account balance as determined by the Town Council. Samples and testing results shall be furnished simultaneously directly to the quality control agent, Town and the developer.
- (o) When the developer completes the construction of improvements in the development and has satisfactorily completed all necessary quality control tests and reports, and the final cleanup is performed, the developer will notify the Town for a “final inspection”. Such final inspection will be made within ten (10) business days after notification. After the final inspection, if the work is found to be satisfactory, the developer will be notified in writing of acceptance. If not satisfactory, the developer will be notified in writing of the corrective action required for approval.
- (p) No concrete or asphalt pavement shall be placed without the Town’s quality control agent present to inspect material, thickness, rebar, and adherence to required testing and placement methods. Any concrete or asphalt pavement placed outside the presence of the Town’s quality control agent may be subject to removal or additional testing requirements including but not limited to coring of the pavement section at the



discretion of the Town.

- (q) All road maintenance, repair and upkeep in subdivisions will be the absolute and sole responsibility of the developer and/or homeowners association. Subdivision covenants and deed restrictions shall contain clear and express provisions that require the formation and continuation of a homeowner's association and shall impose upon such association the obligation for such street repair, maintenance and upkeep. The subdivision covenants and deed restrictions shall be filed with the final plat as a condition of plat approval.

#### **Sec. 10.07.005 Alleys**

- (a) Alleys may be required in commercial and industrial districts and shall be paved with reinforced concrete. The Town may waive this requirement where other definite and assured provisions are made for service access, such as off-street loading, unloading, and parking consistent with and adequate for the uses provided.
- (b) Alleys may be required in residential districts and shall be paved in concrete and shall be constructed in accordance with the requirements of this Chapter.
- (c) The minimum right-of-way width of an alley shall be twenty (20) feet in industrial and commercial areas and fifteen (15) feet in residential areas. The alley turnouts shall be paved to the property line and shall be at least two (2) feet wider than the alley paving. The radii of the turnouts for the alleys intersecting thoroughfares shall be sixteen (16) feet and shall be ten (10) feet at intersections with all other streets. Concrete for all alleys shall be 7-inch thick with minimum #4 bars at 24-inch on centers each way with a compressive strength of 4,000 psi when tested at 28 days.
- (d) Alley intersections and sudden changes in alignment shall be avoided, but, when necessary, lot corners shall be cut off at least fifteen (15) feet on each tangent to permit safe vehicular movement. Site visibility triangles shall be calculated and shown on the plan per AASHTO criteria. No fences, signage, or landscape that interferes with site visibility shall be permitted to be installed within the site visibility triangle.
- (e) Dead-end alleys shall be avoided where possible, but if unavoidable, they shall be provided with adequate turn-around facilities, as determined by the Town.
- (f) Where driveways connect to alleys in commercial, industrial, or residential areas, fences may be constructed along the rear lot line of any line of any lot to a point within five feet (5) of a point where the driveway would intersect the alley pavement at ninety degrees (90').

#### **Sec. 10.07.006 Drainage**

- (a) Every drainage improvement intended to convey water from or along a road shall be designed and constructed to required specifications as delineated in the current County Subdivision Rules and Regulations, Engineering plans, as may be amended. References to centralized road and bridge shall, for the purposes of the Town, mean either the Town Engineer or quality control agent as determined by the Town Council. Additional requirements provided in the Checklist for drainage analysis and improvement shall also apply.
- (b) In all cases, perimeter drainage engineering plans for the subdivision or total

development (project) shall be required with the preliminary plat. Where a subdivision will have interior roads or ingress/egress easements, the developer will be responsible for perimeter drainage improvements to the existing and adjacent Town roads.

- (c) Complete engineering plans for storm drainage facilities shall be prepared, signed and sealed by an Engineer.
- (d) All drainage plans shall contain adequate provisions for drainage and shall provide no greater risk, hazard, or damage potential, in speed or volume, from rainfall and stormwater runoff than existing prior to development.
- (e) An erosion and sedimentation control plan may be required by the Commission and/or the Town Council to provide for adequate protection from erosion and sedimentation nuisances that may occur as a result of the construction of the development or subdivision.
- (f) All drainage facility repair and upkeep in subdivisions will be the absolute and sole responsibility of the developer and/or homeowners association unless or until the Town adopts an ad valorem property tax and assumes the responsibility for maintenance of subdivision drainage facility by action of the Town Council. Under such condition, private drainage facilities including but not limited to, detention ponds, earthen channels, natural creeks, etc. shall remain the responsibility of the developer and/or homeowners association. Subdivision covenants and deed restrictions shall contain clear and express provisions that require the formation and continuation of a homeowner's association and shall impose upon such association the obligation for such drainage facility repair, maintenance and upkeep. The subdivision covenants and deed restrictions shall be filed with the preliminary plat as a condition of plat approval.

#### **Sec. 10.07.007    Lots**

- (a) All lots shall conform to the regulations as set forth in the Town's Comprehensive Zoning Ordinance.
- (b) All lots shall have a minimum width adjacent to the street of sixty (60) feet. Corner lots in residential areas shall be wider than inside lots so as to allow the required set-back from both streets. Each lot shall face onto a public street or a private drive, except in a planned unit development. Lots with street frontage at both front and rear shall be avoided, except when the lot backs onto a highway or thoroughfare. Sidelines of lots shall be approximately at right angles to straight streets and radial to curved street lines.
- (c) In subdivisions where buildings are to be served by septic tanks, the size of lots shall be sufficiently large to accommodate adequate drainage fields and to meet the standards set forth by all appropriate regulatory authorities including the state department of health, the Texas Commission on Environmental Quality (TCEQ), the County and the Town.
- (d) Lots which are to be served by septic systems, and which include land within the one hundred (100) year flood plain, shall have a minimum of one (1) acre (43,560 sq. ft.) of land exclusive of the flood plain. Lots which include any part of the one hundred (100) year flood shall have the required minimum floor elevation designated on the plat.

**Sec. 10.07.008 Easements**

- (a) Easements shall be provided for restricted use on private property upon which any public utility shall have the right to remove and keep removed all or part of any building, fences, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems within its said area. Any public utility shall at all times have the right for ingress and egress to and from and upon the said easement for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity, at any time, or procuring the permission of anyone. All utilities must notify the Town and the property owners one-week prior to the initiation of a construction or reconstruction project, which exceed five thousand dollars (\$5,000.00) in projected cost.
- (b) In new subdivisions, the developer shall provide all the necessary easements and right-of-way required for drainage structures, including storm sewer and open or lined channels. Easement width for storm sewer pipe shall not be less than sixteen (16) feet, and easement width for open or lined channels shall be at least twenty (20) feet wider than the top of the channel, fifteen (15) feet of which shall be on one side to serve as an access for maintenance purposes. Required easement width may be adjusted depending on geometric variables at the discretion of the Town.
- (c) Floodplain easements shall be provided on sites along natural creeks to encompass the fully developed 100-year floodplain plus a ten (10) foot buffer on both sides.

**Sec. 10.07.009 Blocks**

The lengths, widths, and shapes of blocks shall be determined with regard to the following criteria:

- (a) Zoning requirements relating to lot sizes and dimensions.
- (b) Limitation of topography.
- (c) Where no restrictive covenants exist, the blocks shall not exceed one thousand two hundred feet (1,200') in length nor be less than five hundred feet (500') in length, except in certain instances where topographical features warrant special consideration. These limits may be exceeded only upon specific approval by the Town. Blocks longer than six hundred feet (600') shall be avoided in business districts.

**Sec. 10.07.010 Survey monuments and lot markers**

Concrete monuments shall be placed in all corners of boundary lines in subdivision or at no more than fourteen hundred-foot (1,400') intervals. These monuments will be installed before recording of the final plat. Intermediate property corners, curve points, and angle points of each lot in the subdivision shall be marked by iron stakes of not less than one half inch (1/2") in diameter, not less than twenty-four inches (24") in length, driven flush with the ground or counter-sunk, if necessary, in order to avoid being disturbed. No utility construction shall be allowed until permanent lot pins are in place.

## **ARTICLE 10.08 IMPROVEMENTS**

### **Sec. 10.08.001 Design Criteria**

Construction plans shall include all applicable information and adhere to all criteria noted in the Checklist. In a case where local criteria conflicts with stated NCTCOG, TxDOT, Denton County, and AASHTO criteria, the most stringent criteria shall apply.

### **Sec. 10.08.002 Standard specifications and construction details**

- (a) All improvements proposed for any subdivision shall be constructed in accordance with the current “Standard Specification for Public Works Construction” published by the North Central Texas Council of Governments. No improvements will be constructed prior to acceptance and approval of the final plans.
- (b) From and after December 8, 1997, all streets and roads constructed in nonresidential areas of the Town shall be constructed of concrete, and new residential subdivision streets and roads shall be constructed of concrete, in accordance with the standards of the Town, the requirements and specifications imposed by the Town, the standards promulgated by the North Central Texas Council of Government’s “Standard Specifications for Public Works Construction,” current edition, and applicable standards published by the Texas Department of Transportation. All sidewalk and pedestrian facilities shall be designed and constructed in accordance with the Texas Department of Transportation’s most recent design specifications for pedestrian facilities, curb ramps, a copy of which shall be kept and maintained in the office of the Town Secretary and the Building Official.
- (c) Asphalt streets in low impact residential subdivisions (minimum lot size two (2) acres) may be considered on an individual basis.
- (d) All improvements to any existing subdivision street may be constructed of concrete or asphalt in accordance with the standards of the Town, the requirements and specifications imposed by the Town, the standards promulgated by the North Central Texas Council of Government’s “Standard Specification for Public Works Construction,” latest edition, and applicable standards published by the state department of transportation.
- (e) All improvements in previously approved but still unimproved subdivisions shall conform to the Town’s current regulations and specifications for street, drainage, and utility construction.
- (f) Before construction of any streets, drainage, or utilities in any properly platted subdivision, a contract must be executed by the Town, the developer, and the general contractor and which must contain the following provisions.
  - (1) A summary description of the improvements to be constructed and the incorporation by reference of all specifications, plans, and plats as approved by the Mayor of the Town, or the Town Council where required;
  - (2) A statement of the total consideration to be paid for the work to be performed;
  - (3) A statement of the date that works to be performed will be completed;
  - (4) A statement sufficiently identifying the subdivision involved; and
  - (5) A section providing for the approval on the face of each contract by the Town.

**Sec. 10.08.002 Record drawings (as-built plans)**

- (a) Within thirty (30) days of acceptance of the subdivision, the engineer for the developer shall submit to the Town a complete set of reproducible drawings of the paving, drainage, water, and sewer improvements, if any, showing all changes made in the plans during construction and containing on each sheet a “record drawing” stamp bearing the signature of the engineer and date. In addition, a reproducible drawing of the utility plan sheets, containing the record drawing information, shall be submitted to the Town along with a complete set of cadd files in .dwg format.
- (b) No final acceptance of the subdivision will be made by the Town until the foregoing requirement has been accomplished to the satisfaction of the Town. It shall be the responsibility of the developer to furnish copies of the record-drawing plans to the appropriate state agencies.

**ARTICLE 10.09 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 and processing costs as established in the fee schedule 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.

**ARTICLE 10.10 MAINTENANCE BOND**

**Sec. 10.10.001 Bond required**

The developer shall furnish a good and sufficient maintenance bond in the amount of ten percent (10%) of the total cost or contract price for the public improvements associated with each job or \$50,000 whichever is greater but not to exceed the total cost for the project, with reputable and solvent corporate surety licensed to write insurance in the state, in favor of the Town, to indemnify the Town against any repairs which may become necessary to any part of the construction work performed in connection with the subdivision, arising from defective



workmanship or materials used therein, for a full period of two (2) years from date of final acceptance of the entire project. Final acceptance shall be withheld until said maintenance bond is furnished to the Town.

## **ARTICLE 10.11 EXTENSION TO EXTRATERRITORIAL JURISDICTION**

### **Sec. 10.11.001 Extension of rules to extraterritorial jurisdiction**

This Chapter and all subdivision regulations and ordinances of the Town as it now exists or may hereafter be amended is hereby extended to all of the area lying within the extraterritorial jurisdiction of the Town and the rules and regulations within this Chapter governing plats and subdivision of land shall be applicable to such area within said extraterritorial jurisdiction from and after the effective date of the adoption of this Chapter regulating subdivisions.

### **Sec. 10.11.002 Requirement**

No person shall subdivide or plat any tract of land within the E.T.J. of the Town except in conformity with the provisions of this Chapter.

## **ARTICLE 10.12 OTHER REQUIREMENTS**

### **Sec. 10.12.001 Inspections**

- (a) A letter of acceptance is required from the Town before any improvement will be considered complete.
- (b) No acceptance will be given on any work covered before the official representing the Town has inspected the work.
- (c) A minimum of twenty-four hours advance notice must be given before the designated Town Official is expected at the job site. Any work or improvements covered before inspections must be uncovered.

### **Sec. 10.12.002 Variance in standards**

Where strict compliance with the standards of design or the required improvements specified in this Chapter would cause unnecessary hardship because of topographical or other conditions peculiar to the site or adjacent area, the Commission may recommend, and the Town Council may approve, a variance. All variances must be approved in writing and the reason for which the variance was granted shall be stated therein.

### **Sec. 10.12.003 Buildings within proposed major street extensions**

After April 2, 2003, no permanent building or structure shall be erected within the extended street lines of proposed extensions of major streets shown on the thoroughfare plan adopted as part of the official plan of Town.

### **Sec. 10.12.004 Enforcement of Chapter**

The Town shall appoint an enforcement officer/or Town Official to enforce the provisions hereof. The enforcing Town Officer/Official may call upon any department or official of the

Town to furnish him with such information and assistance as he may deem necessary for the observance or enforcement of this Chapter and it shall be the duty of such department or official to furnish such information and assistance whenever requested.

#### **ARTICLE 10.13 PENALTY**

##### **Sec. 10.13.001    Penalty**

Any person, firm, or corporation who shall violate any of the provisions of this Chapter or who shall fail to comply with any provision hereof shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine in accordance with the general penalty provision found in Section 1.01.009 of this code, and each day that such violation continues shall constitute a separate offense and shall be punishable accordingly. In addition, the town reserves its rights to seek declaratory and injunctive relief, together with any other legal or equitable relief to which the town may be entitled in a court of competent jurisdiction, in order to enforce the provisions of this Chapter. The remedy and penalties provided for herein shall be cumulative of any other remedy allowed by law.

## Chapter 10 Subdivision Regulations

### ARTICLE 10.01 GENERAL PROVISIONS

#### Sec. 10.01.001 Subdivision Purpose

~~As used herein, the term “subdivision” shall mean the dividing of a tract of land in two or more parts to lay out the tract in sections, including an addition to the town, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts. “Re-subdivision” shall mean the division of any existing subdivision or lot or tract within an existing subdivision, whether platted or unplatted, or any change in lot size therein, or the relocating of any easements or rights of way.~~

The purposes of this Chapter are:

- (a) To protect and provide for the public health, safety and general welfare of the Town.
- (b) To promote and provide for the safe, orderly and healthy development of the Town.
- (c) To guide the future growth and development of the Town in accordance with the Comprehensive Plan and Thoroughfare Plan.
- (d) To ensure safety from fire, flood, and other danger, and to prevent overcrowding of the land and undue congestion of population.
- (e) To guide public and private development in order to provide adequate and efficient transportation, water, wastewater, drainage and other public requirements and facilities.
- (f) To provide for the circulation of traffic and pedestrians required for the beneficial use of land and buildings and to avoid congestion throughout the Town.
- (g) To establish reasonable standards of design and procedures for platting to further the orderly layout and use of land to ensure proper legal descriptions and monumenting of platted land.
- (h) To prevent the pollution of streams, ponds and lakes; to ensure the adequacy of drainage facilities; to safeguard the water table, and to encourage the wise use and management of natural resources and enhance the stability and beauty of the community and the value of the land.
- (i) To provide for open spaces through the most effective design and layout of the land.
- (j) To remedy the problems associated with inappropriately platted lands, include premature subdivision, incomplete subdivision and scattered subdivision.

#### Sec. 10.01.002 Jurisdiction

- ~~(a)~~ (a)—Except as provided in Article 10.03 of this Chapter, any owner of land inside the corporate limits or the extraterritorial jurisdiction (“E.T.J.”) of the Town wishing to subdivide such land shall submit to the Planning and Zoning Commission a plan of subdivision which conforms to the minimum requirements set forth in these regulations.
- ~~(b)~~ (b)—No subdivision plat shall be filed or recorded and no lot in a subdivision inside corporate limits or the E.T.J. of the Town shall be improved or sold until a final plat shall have~~has~~ been considered by the Planning and Zoning Commission and approved by the Town Council.

(c) No building permit shall be issued for the erection of any building in the Town or within the Town's E.T.J. on any piece of property other than the original building site or resubdivided lot in a duly approved and recorded subdivision or on an approved building site in accordance with the zoning regulations, without the written approval of a plat by the Town Council in compliance with the provisions of this ordinance.

#### **Sec. 10.01.003 Violations**

- (a) ~~(a)~~ —It shall be unlawful for any owner, or agent of any owner, to lay out, subdivide, or plat any land into lots and blocks with or without any easement or rights-of-way within the Town or its E.T.J., or to sell or improve such property, which has not been first platted according to these regulations and rules of the Planning and Zoning Commission.
- (b) ~~(b)~~ —Any violation of any provision of this Chapter outside the corporate limits of the Town shall not constitute a misdemeanor under this Chapter nor shall any fine provided for in this Chapter be applicable to a violation within such extraterritorial jurisdiction, however, the Town may petition any court of competent jurisdiction for injunctive relief and damages as allowed by law.
- (c) ~~(c)~~ —No officer or employee of the Town shall perform, or cause to be performed, any work upon any streets of any addition or subdivision within the Town unless all requirements of these regulations have been complied with by the owner of the addition or subdivision.
- (d) ~~(d)~~ —The Town declares its policy to be that it will withhold improvements of any nature whatsoever, including ~~the maintenance of streets,~~ issuance of building permits, ~~or the furnishing of sewage facilities and water service,~~ until a final plat of the subdivision has been approved by the Town Council and filed with the County Clerk. No improvements shall be initiated nor any contracts executed until written approval has been obtained by the subdivider.

### **ARTICLE 10.02 DEFINITIONS**

#### **Sec. 10.02.001 Definitions generally**

Administrative officers. Every officer referred to by title, i.e., Town Attorney, Town Secretary, Town Engineer, building official, etc., and shall be the person so retained in this position by the Town's duly authorized representative.

Alley. A minor right-of-way used primarily for vehicular service to the rear or side of properties otherwise abutting on a street.

Building line. A line beyond which buildings must be set back from the street or road right-of-way line or property line.

Checklist. A written list of all documentation and other information required to be submitted with a plat application and related to requirements in this Chapter in accordance with Section 212.0081 of the Texas Local Government Code.

Commission or Planning and Zoning Commission. The official Planning and Zoning Commission of the Town as appointed by the Town Council. The Commission is charged with the responsibility of reviewing for approval all subdivisions, preliminary plats, ~~and~~ final plats ~~and site plans~~ in the Town. The Commission shall also perform such other duties or functions as the Town Council may delegate to it from time to time.

Collector street. A street which is continuous through several residential or other districts and is intended as a connecting street between such districts and thoroughfares, highways, or business districts.

Commercial street. Denote any street situated so that fifty (50) percent or more of the property abutting it is zoned for other than low-density residential development.

Commercial tract. Any tract containing any type of land use except for single family detached residential. (Requirements and standards for religious and educational land uses shall be the same as the character of the predominant surrounding land uses.) Nothing contained in the definitions set forth shall be considered as limitations to or repeal of the definitions set forth in the building and fire codes adopted by the Town.

Comprehensive plan. The general plan for the growth and development of the Town and its environs; and including any elements of such plan, such as a land use plan, thoroughfare plan, utilities plan, schools and parks plan, and others.

Construction drawings. Those drawings, schematics, plans and other documents that graphically illustrate or depict a proposed building or structure that includes a graphic depiction to scale of the elevation, exterior features, interior lay-out, and other architectural elements.

Cul-de-sac. A short residential street having but one vehicular access to another street, and terminated by a vehicular turn around.

Dead end street. A street, other than a cul-de-sac with only one outlet.

Easement. An area for restricted use on private property upon which any public utility or public entity shall have the right of access and use, as determined by the nature of the easement and the documents which create the easement and shall include the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growth which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems within said area or its proper use of the easement. Any public utility shall at all times have the right of ingress and egress to and from and upon the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity, at any time, ~~or of~~ procuring the permission of anyone. All utilities must notify the Town and the property owners one-week prior to the initiation of any construction or reconstruction project which will exceed \$5,000.00 in projected cost.



Emergency access easement. A private street, alley or paved place dedicated to the public for the purpose of providing access to adjacent structures by emergency vehicles such as fire equipment, police or ambulances, the boundaries of which are continuously and permanently marked.

Engineer. Whenever used with a prefix, shall refer to a registered professional engineer licensed to practice in the state of Texas and retained by a subdivider.

Final plat. A map or drawing prepared according to the provisions of this Chapter and containing all surveying and legal data, dedications and certificates necessary to the recording of same in the plat records of the county.

~~HUD-code manufactured home. A structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning, and electrical systems. The term does not include a recreational vehicle as that term is defined by 24 C.F.R. Section 3282(g).~~

Fully developed conditions- For watershed hydrology, fully developed conditions include all existing developed areas which shall reflect current land use or current zoning, whichever yields the greatest runoff, and all existing undeveloped areas which shall reflect anticipated future land use designated by zoning classification, by a Comprehensive Plan, or by an accepted concept plan, or in the ETJ, NCTCOG future land use maps.

Lot. Land occupied or to be occupied by a building and/or accessory building and including such open spaces as are required by ordinances of the Town and having its principal frontage on a public street or officially approved place.

Lot of record. A lot which is part of a subdivision, the plat of which has been recorded with the County Clerk; or a parcel of land, the deed for which was recorded with the County Clerk.

~~Manufactured housing or manufactured home. A HUD-code manufactured home or a mobile home and collectively means and refers to both.~~

Mayor. The duly elected presiding officer of the Town Council.

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

Minor plat. A plat or replat involving four or fewer lots fronting on an existing street and not

requiring the creation of any new street or the extension of municipal facilities in accordance with prerequisites defined in this document.

Natural Creek. Those drainageways that are generally unimproved, that often exhibit a meandering course, and which are not proposed to be improved to Town standards for earthen channels. Natural creeks are generally not dredged, mowed or otherwise maintained by the Town and should be contained within floodplain easements rather than drainage easements. Floodplain easements must encompass the fully developed 100-yr floodplain plus ten (10) foot buffer on both sides. Floodplain easements are not routinely maintained by the Town or County.

Open space. That part of any lot or tract that is used for recreational purposes, both passive and active, but not including areas used for parking or maneuvering of vehicles, or drives or approaches to and from parking areas.

Owner. One holding fee simple title to real property or one who, by virtue of a power of attorney or other recordable instrument has the authority to sell, convey or encumber the real estate on behalf of those who hold fee simple title.

Preliminary plat. A map or drawing on which is shown the subdivider's proposed arrangement of streets, lots, easements, and other public spaces and facilities in the subdivision, and which is intended for review and study by the Town and not for recording.

Private driveway. Any area, parcel or strip of land which provides vehicular access to adjacent property or land whether designated as a street, highway, freeway, thoroughfare, avenue, lane, boulevard, road, place, drive or however otherwise designated, which is not designated as a public right-of-way, is not maintained by the Town and is used by and serves not more than three residences. Property owners of private driveways are responsible for ensuring the driveway is maintained in a manner that insures emergency vehicle access.

Replatting. The re-subdivision or re-designing of any part or all of any lot(s) or block(s) of a previously platted subdivision, addition, or tract of land.

Residential street. A street which is intended primarily to serve a neighborhood or limited residential district and which is geometrically designed to discourage high speed and through traffic.

Residential tract. Any tract of land developed for the primary use by single-family detached residential structures.

~~Re-subdivision. The division of an existing lot(s) into additional lot(s) or tract(s) of land.~~

Re-subdivision. Shall mean the division of any existing subdivision or lot or tract within an existing subdivision, whether platted or unplatted, or any change in lot size therein, or the relocating of any easements or rights-of-way.

Sanitary sewer. A pipe or conduit for water carried wastes from residences, business building, institutions and industrial establishments, and to which storm, surface and ground water are not normally admitted, and which is a part of the public sewage collection system.

Service line. A water or sewer pipe running from the water or sewer main to the property to which water or sewer service is provided.

Sewer or sewer main. A sanitary sewer (excluding service lines).

Site plan. A scale drawing of any site for which a building permit is sought. The plan shall include but is not limited to the following locations of all existing and proposed structures, utilities, parking area, fences, barriers, roads, driveways, and landscaping. The site plan also includes data to demonstrate compliance with all setback requirements, area coverage ratios, and site development regulations.

Storm sewer or storm drain. A pipe, conduit, or channel which carries storm and surface water and drainage, but excludes domestic sewage and industrial wastes.

Street. An area for vehicular traffic whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, lane, place, or otherwise.

Street right-of-way width. The shortest distance between the lines which delineate the right-of-way of a street.

Subdivider or developer. An individual, firm, corporation, or other legal entity that owns any interest in land and that directly or indirectly subdivides land into lots as part of a common promotional plan in the course of business or who divides or proposes to divide land or makes improvements to land so as to ~~effect~~affect a subdivision of land hereunder for itself or for another.

Subdivision. ~~Shall have the definition set forth in section 10.01.001 of this chapter and includes any~~ The division or alteration of any ~~lot, tract or parcel~~ of land ~~int~~osituated within the corporate limits in two (2) or more parts for the purpose of ~~sales~~laying out any subdivision of any tract of land or of any addition to the Town of Cross Roads, or for laying out or altering an existing building developmentsite or any building sites, streets, alleys or part or other portions intended for public use or for the use of purchasers or owners of lots fronting thereon or adjacent thereto for the purpose, whether immediate or future. ~~It also, of creating building sites.~~ Subdivision includes resubdivision or ~~replatting of land, lots, the alteration of established building sites composed of all or portions of previously established lots~~ or tracts.

Surveyor. A licensed land surveyor or a registered public surveyor, as authorized by the state to practice the profession of surveying.

Thoroughfare. A principal traffic thoroughfare more or less continuous across the Town which is intended to connect remote parts of the Town, or areas adjacent thereto, and act as a principal

connecting street with state and interstate highways.

Utility easement. An interest in land granted to the public generally, in order that the Town or private utility corporation, may install or maintain utilities across, over, or under such easement together with the right to enter thereon the easement with machinery, vehicles and personnel necessary for the maintenance of said utilities.

## **ARTICLE 10.03 PLATTING**

### **Sec. 10.03.001 Procedure**

Any owner or developer of any lot, tract, or parcel of land located within the corporate limits of the Town or within its extraterritorial jurisdiction that desires to subdivide or develop any such land shall comply with and conform to the procedures set forth hereinafter.

### **Sec. 10.03.002 Subdivisions excluded from platting**

- (a) ~~(a)~~ — Owners of a tract of land who subdivide the tract under the following circumstances and ~~deare~~ not required to lay out any part of the tract for streets, alleys, squares, parks, or other parts of the tract to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts of the tract are excluded from the platting requirements of this Chapter.

- (1) ~~—— (1) ——~~ Agriculture exclusion. The land is to be used primarily for agriculture use, as defined by Article VIII, Section 1-d, State Constitution, or for farm, ranch, wildlife management, or timber production use within the meaning of Article VIII, Section 1d-1, State Constitution;
- (2) ~~—— (2) ——~~ Family exclusion. The land is to be divided into four or fewer lots or tracts, each with dedicated access easement to a public street described on the survey and deed, and each of the lots or tracts are sold, conveyed, gifted or otherwise transferred to a person who is related to the owner within the third degree of consanguinity or affinity.

~~(Ordinance 2003-0402-05 adopted 5/12/03)~~

~~—— (3) —— Large lots exclusion. The land is subdivided into lots that are greater than ten acres or more in size where each part has access and no public improvement is being dedicated. (Ordinance 2019-0819-02, sec. 1, adopted 8/19/19)~~

- (3) ~~—— (4) ——~~ Retained ownership exclusion. The owner retains title to a lot or portion of the land; the other lot or portion is transferred to another person who will further subdivide the tract subject to the plat approval requirements of this Chapter.

- (b) ~~(b)~~ — Any person claiming any exclusion to platting set forth above must provide the following prior to the issuance of any building or development permits by the Town:

- (1) ~~—— (1) ——~~ Agriculture exclusion. The owner shall submit an affidavit, in a form provided or approved by the Commission, in which the owner and any person to whom the owner is to transfer an ownership interest, affirms the use of the tract of land as described by Section 1-d or Section 1-d-1 of Article VIII of the State Constitution. The affidavit shall state that that the property is being

subdivided under the agriculture exclusion of the ~~land development and~~ Subdivision Regulations of the Town and that the person or persons acquiring the property are aware that the property may not be suitable for any developmental use. In the event the property is subsequently developed or subdivided, the requirements of the ordinances in effect at the time of development will apply.

- (2) ~~(2)~~—Family exclusion. The owner shall submit an affidavit, in a form provided or approved by the Commission, in which the owner and any person to whom the owner is to transfer an ownership interest, affirms the conditions under which the property was subdivided. In addition to the affidavit, the Commission may also require certified copies of birth certificates, marriage licenses or other governmental or family records which establish the relationship between the owner and the person or persons to whom an ownership interest has transferred.

~~(3) —Large lots exclusion. The owner shall furnish the commission a survey or deed describing the lot or tract transferred.~~

- (3) ~~(4)~~—Retained ownership exclusion. The owner shall furnish the Commission copies of the deeds and an affidavit from the person to whom the other lot or tract was transferred which affirms the intent to further subdivide the tract subject to the plat approval requirements of this Chapter.

### **Sec. 10.03.003 Preapplication conference required**

Prior to the filing of a preliminary plat, the subdivider shall meet with the Town Engineer or his designated agent to acquaint himself with the requirements of the Town and the relationship of the proposed subdivision to the zoning ordinance. At such meeting, the density standards, building site requirements and any street, drainage or utility service requirements may be discussed, along with the general character of the building or development in order to identify development requirements. At this meeting, the Town Engineer or his designated representative shall classify the subdivision application as either major or minor and direct the applicant to the appropriate procedures.

### **Sec. 10.03.004 Preliminary plat filing and time for action**

- (a) ~~(a)~~—Any and all subdivisions of property in the Town and within the extraterritorial jurisdiction of the Town shall be reviewed by the Commission and approved by the Town Council: with the exception of a Minor Plat, which may be administratively approved by the Mayor or designated agent. Minor Plats may be forwarded to the Planning and Zoning Commission and Town Council at the Mayor's discretion. The subdivider shall first prepare and submit to the Commission a preliminary plat in accordance with the regulations set forth in this Chapter, together with the information and items required by this Chapter, for the Commission's review and recommendations. The commission shall act on After the Planning and Zoning Commission has reviewed the preliminary plat, the Commission shall, within thirty (30) days from the submission date such plat is filed or the preliminary plat will be considered as approved if the commission fails, recommend to disapprove such plat within thirty (30) days after Town



Council either the date that such plat is filed.:

(1) (b)—Approval of the plat as presented;

(2) Approval of the plat with conditions that reference the specific ordinance provisions not met; or

(3) Disapproval of the plat with reasons for denial that reference the specific ordinance provisions not met.

If no action is taken on the plat within 30 days from the submission date, the plat will be considered approved.

- (b) Prior to filing a preliminary plat and application for approval, the subdivider shall submit the preliminary plat to all relevant utility providers for review. ~~The written comments~~Proof of submission to the utility providers, as well as a will serve letter shall be included with the application and preliminary plat. When a preliminary plat is filed with the Town for review and approval, if deemed necessary, it shall be forwarded to the ~~utility providers, and, if deemed necessary, the~~ Town's consulting engineer, who will make a preliminary review of the plat. ~~If the town determines that the preliminary plat and application, as submitted, is substantially incomplete and requires a significant revision by the developer's engineer, the incomplete plat will be returned to the developer's engineer, requesting that it be revised before re-submission.~~
- (c) (e)—Prior to filing a preliminary plat and application to the Town, the developer must schedule and attend a predevelopment meeting with Town officials in accordance with Section 10.03.003. At such time, developer and/or developer's engineer shall provide a basic description and sketch of proposed subdivision and improvements. The Town will not accept a preliminary plat application prior to the predevelopment meeting.
- (d) Upon receipt of a preliminary plat, all required documents, and payment of all required fees, the Town Secretary, or designated agent, shall check the preliminary plat for completeness in accordance with Article 10.04. No preliminary plat shall be processed for review that is determined to be incomplete. The Town Secretary shall coordinate the review of the preliminary plat with applicable municipal departments and the Town Engineer as required. Upon determination that the preliminary plat does not meet the minimum requirements of these Subdivision Regulations, the Town Secretary shall give the developer written notice of the revisions required to complete the plat application.
- (e) Preliminary plat submissions which include drainage studies, downstream assessments, or detention pond construction shall require a minimum ten (10) business days for each review. All necessary subsequent reviews regardless of the number of comments shall require ten (10) business days for review. Drainage studies and downstream assessments may be submitted for review prior to official Preliminary plat submission to avoid denial of Preliminary plat application by the Planning and Zoning Commission.
- (f) Upon completion of staff review and the receipt of necessary revisions from the developer, and determination that the preliminary plat has officially been submitted in accordance with the requirements of Article 10.04, the preliminary plat shall be placed on the next available meeting agenda for consideration by the Planning and Zoning Commission.
- (e)(g) Following Commission review, the preliminary plat shall then be submitted to the Town Council for final action, together with the Commission's recommendations.

The Town Council shall act on the preliminary plat within thirty (30) days after the plat is approved by the Commission or is considered approved by the inaction of the Commission. The Town Council shall act on the preliminary plat within thirty (30) days of submission to the Town Council.

~~(Ordinance 2003-0402-05 adopted 5/12/03)~~

~~(d)~~(h) ~~(d)~~—The preliminary plat shall be filed with an application on a form provided by the Town for that purpose. The application and preliminary plat shall be filed with the Town Secretary ~~at least fifteen (15)~~in accordance with the Town's submissions schedule which may be amended from time to time, but will be not more than ~~twenty-one (21)~~thirty (30) consecutive calendar days before the meeting of the Commission at which such preliminary plat is to be considered. ~~A preliminary plat application filed prior to the 21st day preceding the next succeeding regular meeting may be considered as having been filed on the 21st day preceding the meeting. A preliminary plat application filed within fifteen (15) days of the next succeeding regular meeting shall be considered as having been filed on the 21st day preceding the second succeeding regular meeting. No preliminary plat application will be accepted on a day outside of the submission schedule.~~

#### **Sec. 10.03.004 Final plat filing and time for action**

~~(a)~~ (a)—Upon approval of the preliminary plat and the application for such approval, the owner, developer or sub-divider may then proceed with the filing and submission of a final plat and application for approval thereof for all or a portion of the land or area included in the preliminary plat. No final plat application will be accepted for filing, and no final plat may be approved by the Town Council, unless a preliminary plat has first been approved. The application and plat shall be filed with the Town Secretary ~~at least fifteen (15)~~in accordance with the submission schedule, which may be amended from time to time, but will be not more than ~~twenty-one (21)~~thirty (30) consecutive calendar days before the meeting of the Commission at which such plat is to be considered. After the Planning and Zoning Commission has reviewed the final plat, the Commission shall ~~act on the plat within thirty (30) days from the submission date~~ such recommend to Town Council either the:

- (1) Approval of the plat is filed or as presented;
- (2) Approval of the plat with conditions that reference the specific ordinance provisions not met; or
- (3) Disapproval of the plat with reasons for denial that reference the specific ordinance provisions not met.

If no action is taken on the plat within 30 days from the submission date, the plat will be considered ~~as approved if the commission fails to disapprove the plat within thirty (30) days after the date that such plat is filed.~~

~~(a)~~(b)—The Town Council shall act on the final plat within thirty (30) days after the plat is approved by the Commission or is considered approved by the inaction of the Commission. The Town Council shall, within thirty (30) days following submission by the Commission, consider the final plat for acceptance of the dedications to the public

therein set forth, provided the plat shall in all things fully comply with the terms and provisions of this Chapter and the ordinances of the Town.

~~(Ordinance 2003-0402-05 adopted 5/12/03; Ordinance adopting Code)~~

~~(c) Final plat submissions which include drainage studies, downstream assessments, or detention pond construction shall require ten (10) business days for each review, including all necessary subsequent reviews.~~

#### **Sec. 10.03.005 Construction after final plat is approved**

(a) ~~(a)~~—The ~~sub-dividersubdivider~~ or applicant after approval of the final plat shall:

- (1) ~~(1)~~—Direct it's engineer to design, stake, and supervise the construction of the facilities in accordance with approved plans and specifications and these regulations;
- (2) ~~(2)~~—Direct its contractors to construct all improvements as identified in the approved engineering plans;
- (3) ~~(3)~~—Provide to the Town, prior to final acceptance of the improvements, a two-year maintenance bond in the amount of ten percent (10%) of the contract price or \$50,000, whichever is greater, not to exceed 100% of the total contract for any public improvement, if applicable; and,

~~(Ordinance 2003-0402-05 adopted 5/12/03)~~

- (4) ~~(4)~~—Provide to the Town, prior to final acceptance of the improvements ~~three 24"x36, one (1) 22" x 34"~~ black line ~~sets, threeset, one (1) 11"x17" black line setsset~~, and one (1) electronic set of “as-built” plans, checked and corrected by the subdivider’s engineer. ~~(Ordinance 2019-0819-02, sec. 2, adopted 8/19/19)~~

(b) ~~(b)~~—After completion of all improvements, franchise utilities, grading, and erosion control measures, the Town or its designated representatives will perform a final inspection before causing the project to be considered for acceptance by the Town. After the Town accepts the improvements, the Town will issue a “letter of final acceptance”. The subdivider shall submit this letter to the building official prior to the issuance of a certificate of occupancy for non-residential subdivisions or release of building permits for residential subdivisions. The ~~subdivider or applicant may~~ Town will then file the final plat with the County. ~~No final plat shall~~ Final plats may be filed ~~with prior to the county unless and until all requirements completion of construction at the subdivision regulations have been complied with and until such approval discretion of conditions have been met the Town.~~ If final plat is approved to be filed prior to final acceptance of constructed improvements, a Performance Bond in the amount of 100% of the contract amount shall be provided to the Town prior to filing.

(c) ~~(e)~~—All improvements within a subdivision shall be installed or constructed at the subdivider’s cost and expense.

#### **Sec. 10.03.006 Minor residential plats with four or less lots**

~~Minor residential plats with four or less lots will follow the same procedure as all other plats, except as provided in article 10.03 of this chapter.~~

~~(Ordinance 2003-0402-05 adopted 5/12/03)~~

All applicants seeking approval of a Minor Plat shall comply with the requirements of this section. Every Minor Plat shall require approval of the Mayor or the Mayor's designated agent. The Mayor, in his discretion, may forward any Minor Plat to the Planning and Zoning Commission and Town Council for review and approval in lieu of granting approval.

(a) Minor Plat Prerequisites:

- (1) The proposed division results in four (4) or fewer lots;
- (2) All lots in the proposed subdivision front onto an existing public street and construction of extension of a street or alley is not required to meet requirements of this Ordinance, or any other ordinance; and,
- (3) The plat does not require the extension of any municipal facilities to serve any lot within the subdivision, however, right-of-way widening, and easements shall be permitted as part of a Minor Plat.
- (4) The replatting of existing platted lots much comply with all requirements for a Final plat as outlined in these documents.

(b) Minor Plat Documents Required:

- (1) Minor Plat Application
- (2) Minor Plat Drawings
- (3) Preliminary Drainage Analysis
- (4) Tax and Liens Paid Certificates

(c) Minor Plat Application: The applicant shall submit a written Minor Plat Application to the Town Secretary in accordance with requirements for Preliminary plat submissions.

(d) Minor Plat Drawings shall include all information required for a Final plat.

(e) Preliminary Drainage Analysis – The Town Engineer will review each request for a Minor Plat and determine whether the applicant shall be required to submit a Drainage Study or Downstream Assessment. When required, the drainage study or downstream assessment shall conform to the requirements of the Checklist and specifications contained in this document. The applicant may be exempt from this requirement when the Town Engineer is satisfied that no drainage facilities are necessary.

(f) A pre-development meeting is required prior to the submission of any Minor Plat.

(g) Every Minor Plat shall be reviewed for conformity with the Comprehensive Plan, these regulations, and any other applicable ordinance according to the procedures established for Final plats. The Mayor or designee is authorized to approve or approve with conditions a Minor Plat provided such Plat meets all requirements of these regulations. If the Mayor declines to approve the proposed plat, the Minor Plat shall be placed on the agenda for the next regular meeting of the Planning and Zoning Commission for their consideration and forwarding to Town Council.

## **ARTICLE 10.04 PRELIMINARY PLAT**

### **Sec. 10.04.001 General requirements**

- (a) ~~(a)~~—A written application for the approval of the preliminary plat, together with not less than ~~six (6)~~two (2) prints ~~(additional copies will be supplied if requested by the~~

~~chairperson and a digital copy of the planning and zoning commission), complete submittal package shall be filed with the Town Secretary at least fifteen (15) in accordance with the submission schedule, which may be amended from time to time, but will be not more than twenty-one (21) thirty (30) consecutive calendar days before the next available meeting of the planning and zoning commission Commission at which such preliminary plat is to be considered. For the purposes of this section, a preliminary plat will be deemed to be filed when all administrative procedures have been completed and notice is posted of the hearing date when the Planning and Zoning Commission will consider the preliminary plat. A plat application which is not accompanied by the prescribed filing fees will not be considered as having been filed. (Ordinance 2003-0402-05 adopted 5/12/03; Ordinance adopting Code)~~

~~(b) (b) — In order to enable the town to provide notice to nearby property owners of the consideration of a subdivision plat, applicants shall identify all owners of property, or the persons rendering the same for county taxes, of property located within two hundred feet (200') of any property affected thereby, within not less than fourteen (14) days before filing the preliminary plat and application for approval thereof, and shall submit the list of property owners, with number ten envelopes stamped and addressed to each, to the town. The town shall provide notice of its review of the application. Such notice may be served by using the last known address as listed on the most recent county's ad valorem tax roll and shall be deemed complete when deposited, postage prepaid, in the United States mail. All information contained in the Checklist for Preliminary Plats shall be provided, including but not limited to the items identified in Sections 10.04.002, 10.04.003 and 10.04.004.~~

#### **Sec. 10.04.002 Existing features**

The preliminary plat shall be drawn to scale of one hundred feet to the inch (1"=100'). The information to be included and the procedures for submittals are as follows:

- (a) ~~(1)~~ — Subdivision boundary lines indicated by heavy lines, and the computed acreage of the subdivision shall be noted. (The subdivision boundary shall be construed to include the part of adjacent boundary streets, which were previously established by dedication or purchase from the tract being subdivided).
- (b) ~~(2)~~ — The widths and names of all existing or platted streets or other public rights-of-way or easements within or adjacent to the tract, shall be located together with any existing permanent buildings, railroads, and other important features, such as abstract lines, political subdivision or corporate lines, and school district boundaries.
- (c) ~~(3)~~ — Existing sewer mains, water mains, drainage culverts, channels, ponds, inlets, storm drains, or other underground structures within the tract and within two hundred feet (200') with pipe sizes and grades;.
- (d) ~~(4)~~ — Contours at intervals of ~~ten~~two feet (~~40'~~2') or less with reference to mean sea level datum;.
- (e) ~~(5)~~ — The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unsubdivided land. (If there is no adjacent subdivision, a map on a small scale shall be included with the preliminary plat, and oriented to show the nearest subdivision in each direction, together with a plan of how the streets, alleys, or



highways in the subdivision submitted may connect with those in any subdivision within 2,000 feet of the proposed subdivision).

- (f) ~~(6)~~—Permanent structures and uses within the subdivision including location of any houses, barns, wells, tanks, and other significant features~~;~~.
- (g) ~~(7)~~—The exact location, dimension, description, and flow line of existing drainage structures and the location flow line and floodplain of existing watercourses within the subdivision. The 100-year flood line source information will be referenced.
- (h) ~~(8)~~—Utilities on the tract with notations of line sizes, including the identification of transmission lines~~;~~ and.
- (i) ~~(9)~~—Any other conditions adjacent to the tract affecting the design of the subdivision including such information as may be available from field observation, aerial photographs and available maps.

#### **Sec. 10.04.003 New features**

The preliminary plat shall, in addition to the requirements set forth in Section 10.04.002, shall include the following information and shall be subject to the following procedures:

- (a) ~~(1)~~—The proposed name of the subdivision.
- (b) ~~(2)~~—North point, scale, dates, and approximate acreage of the proposed subdivision.
- (c) ~~(3)~~—The names and addresses of the subdivider and of the engineer, surveyor, or planner.
- (d) ~~(4)~~—The tract designation and other description according to the real estate records of the Town, County, or central appraisal district as well as the designation of the proposed uses of land within the subdivision.
- (e) ~~(5)~~—All parcels of land and areas intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose of conditions or limitations of such reservations.
- (f) ~~(6)~~—Right-of-way dedications in accordance with the Town's Comprehensive Plan for future roadway widenings, including streets adjacent to the subject tract.
- ~~(f)~~(g) —The layout, names, and width of proposed streets, alleys, and easements.
- ~~(g)~~(h) ~~(7)~~—The layout, numbers, setback lines, and dimensions of proposed lots, blocks, parks, etc.
- ~~(h)~~(i) ~~(8)~~—A legal description of the property to be subdivided, and metes and bounds description of the subdivision's perimeter.
- ~~(i)~~(j) ~~(9)~~—The primary control points of description and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred.
- ~~(j)~~(k) ~~(10)~~—The locations of Town limit lines, and the extraterritorial jurisdiction and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
- ~~(k)~~(l) ~~(11)~~—Any proposed changes in topography shown by contour lines on a basis of two feet (2') vertical in terrain with a slope of two (2) percent or more, and on a basis of two (2') feet vertical interval in terrain with a slope of less than five percent (5%) (public agency source of datum shall be specific on the plan).
- ~~(l)~~(m) ~~(12)~~—A number or letter to identify each lot or site and each block.

~~(m)~~(n) ~~(13)~~—Data specifying the gross area of the subdivision, the proposed number of lots and area thereof, and the approximate area in any nonresidential use.

~~(n)~~(o) ~~(14)~~—Proposed zoning and boundaries of new zoning districts.

~~(o)~~(p) ~~(15)~~—Front building setback lines on all lots and tracts together with side yard building setback lines at street intersections and crosswalks.

~~(p)~~(q) ~~(16)~~—A copy of all existing protective covenants regulating the use of the land or the construction of improvements ~~shall be submitted with the preliminary plat.~~

~~(Ordinance 2003-0402-05 adopted 5/12/03)~~

~~(q)~~(r) ~~(17)~~—A layout and plan indicating compliance with and understanding of the Town's tree preservation ordinance, codified in Chapter 3, Article 3.08 of this code.

~~(Ordinance 2006-0814-03 adopted 8/14/06)~~

(s) A preliminary drainage study and/or downstream assessment shall be required to be submitted when required by the Town Engineer. Requirements for the study shall be per this document and the Checklist. The preliminary drainage study and/or downstream assessment must be approved by the Town Engineer prior to approval of the Preliminary plat.

#### **Sec. 10.04.004 Additional Items Required**

(a) Road and drainage maintenance plan. A plan for the perpetual maintenance of roads and all drainage facilities, including but not limited to conduit, culverts, headwalls, rip rap, detention ponds, outlet structures, swales, earthen channels, and any and all other drainage facilities necessary to maintain proper drainage for the improvements associated with the proposed subdivision shall be included on the preliminary plat.

(b) ~~Sec. 10.04.005~~—Utilities. A plan of the proposed water and sanitary sewer mains and proposed drainage facilities, including drainage areas, location of lines, inlets, culverts, bridges, and calculated run-off and points of concentration shall be submitted with the preliminary plat.

(c) ~~Sec. 10.04.006~~—Location map. A location map of the proposed subdivision drawn on a scale of one inch to one thousand feet (1"=1000') showing existing and proposed streets and thoroughfares covering an area at least one (1) mile outside the proposed location shall be submitted with the preliminary plat.

(d) ~~Sec. 10.04.007~~—Cross sections. Typical cross-sections of proposed streets showing the width of pavement, type of pavement, and location and width of sidewalks shall be submitted with the preliminary plat.

(e) ~~Sec. 10.04.008~~—Approval block. The following notice shall be placed on the face of each preliminary plat by the subdivider:

“Preliminary Plat for Review Purposes Only”

The following certificates shall be placed on the preliminary plat by the subdivider:

Recommended for Approval

---

\_\_\_\_\_  
Chairperson, Planning and Zoning Commission      Date  
Town of Cross Roads, Texas

Approved For Preparation of Final Plat  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mayor, Town of Cross Roads      Date

**Sec. 10.04.~~009~~005    Approval**

- (a) ~~(a)~~—The approval of the preliminary plat by the Town Council shall be effective for a period of one hundred eighty (180) days after the approval date, unless reviewed by the Town Council in light of new information which would necessitate the revision of the preliminary plat, such revision being subject to the same procedures as the original preliminary plat. If a final plat for the subdivision, or portion thereof, has not been submitted prior to the expiration of one hundred eighty (180) days after approval, then the preliminary plat is null and void unless the subdivider has, in writing, requested and received an extension of time to prepare and file a final plat. Any extensions of approval granted to a preliminary plat shall be in increments of one hundred eighty (180) days.
- (b) ~~(b)~~—If the final plat is to be submitted or completed in phases, a schedule of submissions may be filed for acceptance by the Town Council with the preliminary plat. If the Town Council accepts the schedule, then the preliminary plat will remain in effect as long as each phase of final plat submission is filed by the scheduled date. In the event ~~that~~ any phase is not submitted by the scheduled date, then the preliminary plat shall be null and void in its entirety unless the subdivider has, in writing, requested and received an extension of time to prepare and submit a final plat. An extension of one phase of submissions shall not automatically extend the schedule for the remaining phases. The Town Council is not obligated to accept the phased submission of final plats or grant extensions and the extension of one phase shall not obligate the Town Council to grant an extension for any other phase. Any extension granted will extend the scheduled submission date of that phase by an increment of one hundred eighty (180) days.

**Sec. 10.04.~~010~~006    Disapproval**

If the proposed plan of subdivision as shown by said preliminary plat is disapproved by the Commission, the application shall be returned to the owner within fifteen (15) days after disapproval. Such disapproval shall be final. The owner or developer may appeal directly to the Town Council within thirty (30) days from the date of the disapproval and the Town Council shall then consider the preliminary plat and the Commission's reasons for disapproval. However, in no event shall the failure of the Council to consider and act on the preliminary plat within thirty (30) days of the Commission's disapproval be construed to constitute an approval of the preliminary plat. If the Council determines that the preliminary plat should be approved, then it shall approve same in accordance with the provisions of this Chapter.

## ARTICLE 10.05 FINAL PLAT

### Sec. 10.05.001 General requirements

- (a) ~~(a)~~—After approval of the preliminary plat by the Commission and Town Council, a final plat prepared by a registered public surveyor bearing his seal shall be submitted to the Commission.
- ~~(b)~~ (b)—~~Six (6) direct prints~~ The Final plat and accompanying data shall substantially conform to the Preliminary plat as approved by the Planning and Zoning Commission and Town Council, incorporating any and all conditions, changes, modifications, alterations, corrections and stipulations imposed by the Planning and Zoning Commission and Town Council. Any submittals of a Final plat which contains only part or portions of the area as shown on the Preliminary plat are considered phases and must be consistent with the Preliminary plat, as approved, in design and layout. Additional review time may be required where a Final plat does not constitute a full phase as shown on the Preliminary plat.
- ~~(b)(c)~~ (c) ~~A written application for the approval of the final plat, together with not less than two (2) prints and a digital copy of the complete submittal package with all accompanying documents, including the drainage models, if required, shall be filed with the Town Secretary at least fifteen (15) in accordance with the submission schedule, which may be amended from time to time, but will be not more than thirty (30) consecutive calendar days prior to before the meeting of the planning and zoning commission at which action is requested. The planning and zoning commission and the town council shall act on the final plat within thirty (30) days from the date Commission at which such plat was filed with each body for their approval. The town will consider no plat to be filed, and no plat or application for approval thereof will be deemed is to have been filed, until be considered. A plat application which is not accompanied by the prescribed filing and application fees have will not be considered as having been paid filed.~~ A written application for the approval of the final plat, together with not less than two (2) prints and a digital copy of the complete submittal package with all accompanying documents, including the drainage models, if required, shall be filed with the Town Secretary at least fifteen (15) in accordance with the submission schedule, which may be amended from time to time, but will be not more than thirty (30) consecutive calendar days prior to before the meeting of the planning and zoning commission at which action is requested. The planning and zoning commission and the town council shall act on the final plat within thirty (30) days from the date Commission at which such plat was filed with each body for their approval. The town will consider no plat to be filed, and no plat or application for approval thereof will be deemed is to have been filed, until be considered. A plat application which is not accompanied by the prescribed filing and application fees have will not be considered as having been paid filed. The final plat may constitute all or only a portion of the approved preliminary plat, but any portion thereof shall conform to all of the requirements of this Chapter. If final plats are submitted for approval for a portion or section of the proposed subdivision, each portion or section shall carry the name of the entire subdivision but shall bear a distinguishing letter, number, or subtitle. Block letters shall run consecutively throughout the entire subdivision, even though such subdivision might be finally approved in sections.
- ~~(e)(d)~~ (e)—For the purposes of this section, a final plat will be deemed to be filed when all administrative procedures have been completed and notice is posted of the ~~hearing~~ date when the Planning and Zoning Commission will consider the final plat.
- ~~(d)~~—~~The commission will either recommend approval or disapproval of the final plat and forward its recommendation to the town council. Any action taken by the town council shall be final, regardless of the previous action by the commission.~~
- ~~(d)(e)~~ (e)—The final plat shall be drawn on sheets measuring twenty-four inches (24") by thirty-six inches (36") and shall be drawn to a scale of one hundred feet to the inch (1"-100'). A summary sheet/key is required when the project exceeds the required sheet size.

~~(e)(f)~~ ~~(f) — Six (6) direct prints (additional copies will be supplied if requested by the chairperson of the planning and zoning commission);~~ Two (2) direct prints, and one (1) set of plans and specifications for water, sanitary sewer, paving, and drainage improvements, for use by the building official, prepared by a registered professional civil engineer, shall be approved and retained by the Town prior to any construction in the subdivision.

~~(g)~~ ~~(g) — All information contained in the Checklist for Final plats shall be provided, including but not limited to the following:~~

~~The approval of construction drawings and the final plat by the Town Council shall expire after a period of one (1) year from the approval date, unless substantial construction has been completed, or the subdivider has requested in writing and received an extension of time. Any extensions of approval granted to a final plat shall be in increments of one hundred eighty (180) days. Construction drawings which have expired shall be resubmitted to the Town for approval before any construction is begun. The design of the proposed improvements shall be based on the construction requirements, which are in effect at the time of re-submittal.~~

#### **Sec. 10.05.002 Final plat contents**

~~(a)~~ — The final plat shall contain or have attached the following information and exact layout:

- (a) ~~(1)~~ — The boundary lines with accurate distances and bearings, a metes and bounds description of the boundary (error of closure shall not exceed one (1) in ten (10) thousand for adjusted boundary and one (1) in fifty (50) thousand for the plat boundary), exact acreage to hundredths, and exact location and width of all existing or recorded streets intersecting the boundary of the tract. One (1) copy of the traverse closure shall be enclosed;
- (b) ~~(2)~~ — True bearings and distance to the nearest established street lines, official monuments, or subdivision corner, which shall be accurately described on the plat. Municipal, ~~township~~town, county, or abstract lines shall be accurately tied to the lines of the subdivision by distance and bearings;
- (c) ~~(3)~~ — An accurate location of the subdivision in reference to the deed records of the County which shall include the volume and page of the deed of the property to be subdivided.

~~(Ordinance 2003-0402-05 adopted 5/12/03)~~

~~(4) — The exact layout including:~~

- (d) ~~(A)~~ — Street and/or alley names;
- (e) ~~(B)~~ — Access points for each lot to a dedicated street or public right-of-way. Where lots abut a state highway or roadway, prior to final plat approval, the plat shall be submitted for review to the Texas Department of Transportation for conformance with its Access Management Plan;
- (f) ~~(C)~~ — The length of all arcs, radii, internal angles, and points of curvature, length and bearings of the tangents. All horizontal alignments shall be in accordance with the Checklist and AASHTO guidelines whichever is more stringent shall apply;
- (g) ~~(D)~~ — All easements for public services and utilities and any limitation of the easements; ~~and~~



- (h) ~~(E)~~—All lot and block numbers and lines, with accurate dimensions in feet and hundredths and with bearing and angles to street and alley lines to the nearest second;

~~(Ordinance 2005-1114-02 adopted 12/12/05)~~

- (i) ~~(5)~~—The accurate location, material and approximate size of all monuments and the accurate location, material and size of all sight barrier fences where required to separate commercial and industrial from residential areas;
- (j) ~~(6)~~—The accurate outline description of all property which is offered for dedication for public use such as parks, etc., with the purpose indicated thereon, and all property that may be reserved by deed covenant for the common use of the property owners in the subdivision;
- (k) ~~(7)~~—Building setback lines;
- (l) ~~(8)~~—Private restrictions;
- (m) ~~(9)~~—The name of the proposed subdivision;
- (n) ~~(10)~~—The name and address of the subdivider;
- (o) ~~(11)~~—North point, scales, and dates;
- (p) ~~(12)~~—A location map of the proposed subdivision on a scale of one inch to one thousand feet (1"-1000') showing existing and proposed streets and thoroughfares covering an area at least one (1) mile outside the proposed subdivision;
- (q) ~~(13)~~—Construction plans and profiles shall be drawn on sheets measuring twenty-two inches (22") by thirty-four inches (24") by thirty-six inches (36"), 34") for full-size prints, shall be the same size as the final plat, and shall include all applicable information provided on the Checklist, including but not limited to, the following information:
  - (1) ~~(A)~~—A plan and profile of each street with top of curb grades shown. Each sheet shall include north point, scale, date, and benchmark description to sea level datum. Unless otherwise approved by the Town, scales shall be one-inch equals forty feet (1"= 40) horizontally and one inch equals ~~five feet or sixfour~~ feet (1"=~~5' or 6'4'~~) vertically; when printed at half-size (11"x17"). Each plan shall show the seal and signature of the registered professional civil engineer that prepared the plans.
  - (2) ~~(B)~~—The cross section of proposed streets showing the width of roadways, location of the proposed grade line, utility typical locations, type of pavement and location and width of sidewalks.
  - (3) ~~(C)~~—A plan and profile of proposed sanitary sewers, if required, with grades and pipe sizes indicated and showing locations of manholes, clean out, etc., and plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, fittings, etc., in conformance with the applicable criteria presented in "improvements." Unless otherwise approved by the Town, scales shall be one-inch equals forty feet (1"= 40) horizontally and one inch equals ~~five feet or sixfour~~ feet (1"=~~5' or 6'4'~~) vertically; when printed at half-size (11"x17"). Each plan shall show the seal and signature of the registered professional civil engineer that prepared the plans. Each sheet shall include

north point, scale, date, and benchmark description on the mean sea level datum.

- (4) ~~(D)~~—A plan and profile of proposed storm sewers, if required, showing hydraulic data and gradients, pipe grades and sizes, manholes, inlets, pipe connections, outlet structures, etc., in conformance with the applicable criteria as shown in “improvements.”
- (5) ~~(E)~~—Unless otherwise approved by the Town, scales shall be one-inch equals forty feet (1"=40') horizontally and one inch equals ~~five~~four feet (1"=~~5~~4') vertically- when printed at half-size (11"x17"). Each shall show the seal and signature of the registered professional civil engineer that prepared the plans. Each street shall include north point, scale, date, and benchmark description on the mean sea level datum;
- (r) ~~(14)~~—Identification of each lot or site and block by number and letter-;
- (s) ~~(15)~~—Exact acreage of each lot or site-;
- (t) ~~(16)~~—Exact location of each fire hydrant, showing the required distance, for that zone, between the hydrants-;
- (u) (17)—All final plat applications shall include an approved final drainage plan and study in accordance to Section 10.07.006;
- (v) FEMA floodplain and floodway with panel number, zone and effective date;
- (w) Fully developed 100-yr floodplain delineated and floodplain easement provided;
- (x) Minimum finished floor elevations 2' above fully developed 100-yr water surface elevation for lots affected by or adjacent to floodplain, open channels, ponds or overflow structures or flumes;
- (u)(y) Reference to recorded subdivision plats of adjoining platted land by record name, county recorder's book and page numbers, and the names of owners of adjoining unsubdivided land together with deed references-;
- (v)(z) (18)—Restriction to occupancy.
  - (1) ~~(A)~~—If the subdivision is not to be immediately served by a sewage collection system and a treatment plant installed by the developer (where required by zone) or an approved septic system, then a restriction prohibiting occupancy of any lot until such systems have been installed, inspected and approved by the health officer having jurisdiction shall be required.
  - (2) ~~(B)~~—Unless and until a final plat is approved in accordance herewith, it shall be unlawful for any official of the Town to serve or connect the owners with any public utilities.
  - (3) ~~(C)~~—Any special restrictions required by the Commission for the protection of public health or safety or to insure substantial enjoyment of property rights of present and prospective owners of property within or adjoining the subdivision-;
- (w)(aa) (19)—The final plat shall be accompanied by one set of surveyor's closure notes for the boundary of the subdivision and each block thereof. The notes shall be referenced in the same manner as the plat. They shall be submitted in the form prescribed by and for the approval of the Commission and when approved, the notes shall be recorded as public documents in the records of the Town and the County-;
- (x)(bb) (20)—Certification of title and certificate of dedication or, in lieu thereof, a dedication deed, signed and acknowledged in the same manner prescribed by law for



extensions of approval granted to a final plat shall be in increments of one hundred eighty (180) days. Construction drawings which have expired shall be resubmitted to the Town for approval before any construction is begun. The design of the proposed improvements shall be based on the construction requirements, which are in effect at the time of re-submittal.

**Sec. ~~(b)~~—10.05.004 Filing of Final Plat**

Once the final plat has been approved by the Town in accordance with the requirements of this Chapter, the sub-divider shall provide the Town with a sufficient number and size of documents as required by the County Clerk, along with certified tax statements and the Town shall file the final plat with the County Clerk ~~after. If the plat is filed prior to the acceptance of the constructed improvements by the Town, the developer shall provide to the Town a Performance Bond in the amount of 100% of the construction has been costs until such time that construction is complete and accepted by the town.~~ One (1) copy of the recorded final plat shall be ~~returned to and filed with~~ retained by the Town Secretary ~~offor the town.~~ Town's records.

**ARTICLE 10.06 ADDITIONAL REQUIREMENTS FOR CERTAIN REPLATS**

**Sec. 10.06.001 Replats without vacating previous plats**

- (a) ~~(a)~~—In addition to compliance with the provisions of this Chapter, a replat without vacating the previous plat shall comply with the provisions of this article if.
  - (1) ~~(1)~~—During the preceding five (5) years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two (2) residential units per lot, or
  - (2) ~~(2)~~—Any lot in the preceding plat was limited by deed restrictions to residential use for not more than two (2) residential units per lot.
- (b) ~~(b)~~—Notice of a public hearing shall be given before the fifteenth (15th) day before the date of the hearing by:
  - (1) ~~(1)~~—Publication in an official newspaper or a newspaper of general circulation in the county;
  - (2) ~~(2)~~—By written notice, with a copy of this article attached, forwarded by the Town to the owners of property in the original subdivision as indicated on the most recently approved county or municipal tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved county tax roll, within two hundred feet (200') of the property upon which the replat is requested. The written notice may be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or postal depository within the Town.
- (c) ~~(c)~~—If the proposed replat is protested in accordance with this subsection, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of all members of the Town Council. For a legal protest, written instruments signed by the owners of at least twenty percent (20%) of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending two hundred feet (200') from that area, but within the original subdivision, must be filed with the Town Council prior to the close of the public hearing.

- (d) ~~(d)~~—In computing the percentage of land area under subsection (c), the area of streets and alleys shall be included.
- (e) ~~(e)~~—Compliance with this article is not required for approval of a replat of part of a preceding plat if the area to be replatted was designated or reserved for other than single or duplex family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat.

## **ARTICLE 10.07 DEVELOPMENTAL REQUIREMENTS**

### **Sec. 10.07.001 Streets to conform to thoroughfare plan**

The arrangement, character, extent, width, grade, and location of all proposed streets shall conform to the comprehensive plan and thoroughfare plan of the Town, to the relationship of the existing and planned streets to the topographical conditions, to the public convenience and safety, and to the appropriate relation to the proposed uses of the land to be served by such streets. Right-of-way for adjacent streets shall be dedicated to account for future widening in accordance with the comprehensive plan and thoroughfare plan of the Town except as otherwise provided for in State law.

### **Sec. 10.07.002 Abutting streets and drainage**

When a proposed subdivision of land abuts both sides of an existing road, street, or highway, or drainage easement that is substandard according to the current specifications of this Chapter, the developer shall be required to improve the existing road and drainage to current standards or to replace it with a standard road at the developer's expense. The developer shall also be required to dedicate the necessary rights-of-way for the particular roadway, which shall be not less than sixty (60) feet.

### **Sec. 10.07.003 Adjacent streets**

- (a) When the proposed subdivision is located adjacent to a substandard road or street, the developer shall:

- (1) ~~(1)~~—Be required to construct the developer's one half (1/2) share of said improvements as a condition for the approval of the final plat; and
- (2) ~~(2)~~—Be required to dedicate the necessary right-of-way for one half of that particular roadway, but not less than thirty (30) feet, ~~or;~~

- (b) ~~(3)~~—Be requiredThe developer may submit a request to the Town Council to pay the Town the developer's ~~one half (1/2) share~~ portion of said improvements in lieu of construction of said improvements and submit a full set of engineering plans and specifications for the improvement to the rights-of-way, and shall dedicate the appropriate rights-of-way. When considering this request, the Council may take into consideration timing of construction, constructions costs, and timing of surrounding developments in making their determination.

### **Sec. 10.07.004 Street requirements**

Where it is not shown in the comprehensive plan or thoroughfare plan of the Town, the arrangements of streets in a subdivision shall:



- (a) ~~(1)~~—Provide for the continuation or appropriate projection of existing streets in surrounding areas;
- (b) ~~(2)~~—Conform to a plan for the neighborhood approved or adopted by the Town to meet a particular situation where topographical or other conditions make continuation of or conformance to an existing street impracticable; ~~and~~
- (c) ~~(3)~~—Be aligned so that they will intersect, as nearly as possible, at right angles.
- (d) ~~(4)~~—Residential streets shall be laid out so that their use by through traffic is discouraged.
- (e) ~~(5)~~—Street jogs with centerline offsets of less than one hundred twenty-five feet (125) shall be avoided.
- (f) ~~(6)~~—Street right-of-way widths shall conform to the following:

TYPE OF STREET	MINIMUM RIGHT- OF- WAY WIDTHS
Major Thoroughfare	125'
Collector	90'
Residential	60'

- (g) ~~(7)~~—Utility easements shall be at least ten (10) feet wide on each side of the road, shall not lie within the street right-of-way, and no primary utilities will be located within the street right-of-way.
- (h) ~~(8)~~—Half streets shall be prohibited.
- (i) ~~(9)~~—Cul-de-sacs shall not exceed eight hundred feet (800') from the nearest intersecting street, and there shall be provided at the closed end a turnaround having an outside roadway diameter of at least eighty feet (80') and a street right of way diameter of at least one hundred feet (100').
- (j) ~~(10)~~—All streets shall be paved, and the paving shall conform to “improvements” of these regulations.
- (k) ~~(11)~~—Street grades shall be established regarding topography, proposed land-use and the facilities in the area surrounding the land to be subdivided. An absolute minimum grade of ~~three~~five tenths (0.~~30~~50%) will be allowed on concrete streets; however, where it is possible, a grade of ~~five~~eight-tenths percent (0.~~50~~80%) shall be used.
- (l) ~~(12)~~—~~Street markers~~Pavement markings shall be installed in accordance with ~~the prescribed type currently in use~~TxDOT specifications, TxDOT standard details, and manufacturer’s recommendations unless otherwise directed by the Town, ~~or a substitute approved by the mayor or director of public works.~~ Street markers. Pavement markings and the erection thereof will be at the expense of the subdivider.
- (m) ~~(13)~~—Residential lots shall not face major thoroughfares. Driveways or alley pavement cuts shall not be permitted on major thoroughfares. Alleys may be provided ~~along~~ sidealongside and/or rear lot lines on major thoroughfares for rear entrance.
- (n) ~~(14)~~—~~The town shall employ a registered professional engineer and/or a qualified laboratory testing agency to act as quality control agent for each project. Such engineer~~

~~or agent shall make tests necessary to insure that construction will be in accordance with the approved plans and specifications. The duties of such person will~~ All testing in accordance with NCTCOG and Town requirements shall be conducted by a State approved testing lab approved by the Town at the developer's expense. The State approved lab tests shall include, but will not be limited to, inspection, testing compaction, moisture content, and lime application rate of the subgrade, inspection and testing plasticity index (pi) and lime application rate of the foundation course, and testing application rates, thickness, density, and inspection of the installation of the roadway surface ~~coursed~~ course. The Town shall employ a registered professional engineer and/or qualified inspectors to independently act as quality control agents for each project. The Town and developer will receive reports of all items and those not in compliance with the specifications shall have recommendations for corrective action. The Town will have full authority to ~~insure~~ ensure that the corrective action required will be made. The developer will bear the cost of the quality control agent(s), and the required testing, and any required retesting. To ~~insure~~ ensure prompt payment for these services, the Town shall establish an account for this purpose at the time of final plat approval, and the developer shall maintain a minimum account balance as determined by the Town Council. Samples and testing results shall be furnished simultaneously directly to the quality control agent, Town and the developer. ~~Material testing shall meet the current county standard specifications for roads and bridges construction.~~

- (o) ~~(15)~~ — When the developer completes the construction of improvements in the development and has satisfactorily completed all necessary quality control tests and reports, and the final cleanup is performed, the developer will notify the Town for a “final ~~review~~ inspection”. Such ~~review~~ final inspection will be made within ten (10) business days after notification. After the final ~~review~~ inspection, if the work is found to be satisfactory, the developer will be notified in writing of acceptance. If not satisfactory, the developer will be notified in writing of the corrective action required for approval.
- (p) ~~(16)~~ — ~~Where~~ No concrete or asphalt pavement ~~is required, shall be placed without the final acceptance will not relieve the developer from the responsibility for the~~ Town's quality control agent present to inspect material, thickness of the, rebar, and adherence to required testing and placement methods. Any concrete or asphalt ~~which will be determined by means of taking cores from pavement. The placed outside the presence of the Town's quality control agent may be subject to removal or additional testing requirements including but not limited to~~ coring of the pavement will be done within thirty (30) days from the completion of the pavement. The developer will bear the expense of having the pavement cored and repaired section at the discretion of the Town.
- (q) ~~(17)~~ — All road maintenance, repair and upkeep in subdivisions will be the absolute and sole responsibility of the developer and/or ~~home owners association unless or until the town adopts an ad valorem property tax and assumes the responsibility for maintenance of subdivision roads by action of the town council.~~ homeowners association. Subdivision covenants and deed restrictions shall contain clear and express provisions that require the formation and continuation of a ~~home owner's~~ homeowner's association

and shall impose upon such association the obligation for such street repair, maintenance and upkeep. The subdivision covenants and deed restrictions shall be filed with the ~~preliminary~~final plat as a condition of plat approval.

#### **Sec. 10.07.005 Alleys**

- (a) ~~(a)~~—Alleys may be required in commercial and industrial districts and shall be paved with reinforced concrete, ~~except that~~. The Town may waive this requirement where other definite and assured provisions are made for service access, such as off-street loading, unloading, and parking consistent with and adequate for the uses provided.
- (b) ~~(b)~~—Alleys may be required in residential districts and shall be paved in concrete and shall be constructed in accordance with the requirements of this Chapter.
- (c) ~~(c)~~—The minimum right-of-way width of an alley shall be twenty (20) feet ~~(20)~~ in industrial and commercial areas and fifteen (15) feet ~~(15)~~ in residential areas. The alley turnouts shall be paved to the property line and shall be at least two (2) feet ~~(2)~~ wider than the alley paving. The radii of the turnouts for the alleys intersecting thoroughfares shall be sixteen (16) feet ~~(16)~~ and shall be ten (10) feet ~~(10)~~ at intersections with all other streets. Concrete for all alleys shall be 7-inch thick with minimum #4 bars at 24-inch on centers each way with a compressive strength of 4,000 psi when tested at 28 days.
- (d) ~~(d)~~—Alley intersections and sudden changes in alignment shall be avoided, but, when necessary, lot corners shall be cut off at least fifteen (15) feet ~~(15)~~ on each tangent to permit safe vehicular movement. Site visibility triangles shall be calculated and shown on the plan per AASHTO criteria. No fences, signage, or landscape that interferes with site visibility shall be permitted to be installed within the site visibility triangle.
- (e) ~~(e)~~—Dead-end alleys shall be avoided where possible, but if unavoidable, they shall be provided with adequate turn-around facilities, as determined by the Town.
- (f) ~~(f)~~—Where driveways connect to alleys in commercial, industrial, or residential areas, fences may be constructed along the rear lot line of any line of any lot to a point within five feet (5) of a point where the driveway would intersect the alley pavement at ninety degrees (90').

#### **Sec. 10.07.006 Drainage**

- (a) ~~(a)~~—Every drainage improvement intended to convey water from or along a road shall be designed and constructed to required specifications as delineated in the current County Subdivision Rules and Regulations, ~~section VIII~~, Engineering plans, as may be amended. References to centralized road and bridge shall, for the purposes of the Town, mean either the Town Engineer or quality control agent as determined by the ~~planning and zoning commission~~ Town Council. Additional requirements provided in the Checklist for drainage analysis and improvement shall also apply.
- (b) ~~(b)~~—In all cases, perimeter drainage engineering plans for the subdivision or total development (project) shall be required with the preliminary plat. Where a subdivision will have interior roads or ingress/egress easements, the developer will be responsible for perimeter drainage improvements to the existing and adjacent Town roads.
- (c) ~~(c)~~—Complete engineering plans for storm drainage facilities shall be prepared, signed

and sealed by an Engineer.

- (d) ~~(d)~~—All drainage plans shall contain adequate provisions for drainage and shall provide no greater risk, hazard, or damage potential, in speed or volume, from rainfall and stormwater runoff than existing prior to development.
- (e) ~~(e)~~—An erosion and sedimentation control plan may be required by the Commission and/or the Town Council to provide for adequate protection from erosion and sedimentation nuisances that may occur as a result of the construction of the development or subdivision.
- (f) All drainage facility repair and upkeep in subdivisions will be the absolute and sole responsibility of the developer and/or homeowners association unless or until the Town adopts an ad valorem property tax and assumes the responsibility for maintenance of subdivision drainage facility by action of the Town Council. Under such condition, private drainage facilities including but not limited to, detention ponds, earthen channels, natural creeks, etc. shall remain the responsibility of the developer and/or homeowners association. Subdivision covenants and deed restrictions shall contain clear and express provisions that require the formation and continuation of a homeowner's association and shall impose upon such association the obligation for such drainage facility repair, maintenance and upkeep. The subdivision covenants and deed restrictions shall be filed with the preliminary plat as a condition of plat approval.

#### **Sec. 10.07.007 Lots**

- (a) ~~(a)~~—All lots shall conform to the regulations as set forth in the Town's Comprehensive Zoning Ordinance.
- (b) ~~(b)~~—All lots shall have a minimum width adjacent to the street of sixty (60) feet. Corner lots in residential areas shall be wider than inside lots so as to allow the required set-back from both streets. Each lot shall face onto a public street or a private drive, except in a planned unit development. Lots with street frontage at both front and rear shall be avoided, except when the lot backs onto a highway or thoroughfare. Sidelines of lots shall be approximately at right angles to straight streets and radial to curved street lines.
- (c) ~~(c)~~—In subdivisions where buildings are to be served by septic tanks, the size of lots shall be sufficiently large to accommodate adequate drainage fields and to meet the standards set forth by all appropriate regulatory authorities including the state department of health, the ~~state~~Texas Commission on Environmental Quality (TCEQ), the County and the Town.
- (d) ~~(d)~~—Lots which are to be served by septic systems, and which include land within the one hundred (100) year flood plain, shall have a minimum of one (1) acre (43,560 sq. ft.) of land exclusive of the flood plain. Lots which include any part of the one hundred (100) year flood shall have the required minimum floor elevation designated on the plat.

#### **Sec. 10.07.008 Easements**

- (a) ~~(a)~~—Easements shall be provided for restricted use on private property upon which any public utility shall have the right to remove and keep removed all or part of any

building, fences, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems within its said area. Any public utility shall at all times have the right for ingress and egress to and from and upon the said easement for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity, at any time, or procuring the permission of anyone. All utilities must notify the Town and the property owners one-week prior to the initiation of a construction or reconstruction project, which exceed five thousand dollars (\$5,000.00) in projected cost.

- (b) ~~(b)~~—In new subdivisions, the developer shall provide all the necessary easements and right-of-way required for drainage structures, including storm sewer and open or lined channels. Easement width for storm sewer pipe shall not be less than sixteen (16) feet, and easement width for open or lined channels shall be at least twenty (20) feet wider than the top of the channel, fifteen (15) feet of which shall be on one side to serve as an access for maintenance purposes. Required easement width may be adjusted depending on geometric variables at the discretion of the Town.
- (c) Floodplain easements shall be provided on sites along natural creeks to encompass the fully developed 100-year floodplain plus a ten (10) foot buffer on both sides.

#### **Sec. 10.07.009    Blocks**

~~(a)~~—The lengths, widths, and shapes of blocks shall be determined with regard to the following criteria:

- (a) ~~(1)~~—Zoning requirements relating to lot sizes and dimensions.
- (b) ~~(2)~~—Limitation of topography.
- (c) ~~(3)~~—Where no restrictive covenants exist, the blocks shall not exceed one thousand two hundred feet (1,200') in length nor be less than five hundred feet (~~500~~500') in length, except in certain instances where topographical features warrant special consideration. These limits may be exceeded only upon specific approval by the Town. Blocks longer than six hundred feet (600') shall be avoided in business districts.

#### **Sec. 10.07.010    Survey monuments and lot markers**

Concrete monuments shall be placed in all corners of boundary lines in subdivision or at no more than fourteen hundred-foot (~~1400~~1,400') intervals. These monuments will be installed before recording of the final plat. Intermediate property corners, curve points, and angle points of each lot in the subdivision shall be marked by iron stakes of not less than one half inch (1/2") in diameter, not less than twenty-four inches (24") in length, driven flush with the ground or counter-sunk, if necessary, in order to avoid being disturbed. No utility construction shall be allowed until permanent lot pins are in place.

### **ARTICLE 10.08 IMPROVEMENTS**

#### **Sec. 10.08.001    Design Criteria**



Construction plans shall include all applicable information and adhere to all criteria noted in the Checklist. In a case where local criteria conflicts with stated NCTCOG, TxDOT, Denton County, and AASHTO criteria, the most stringent criteria shall apply.

**Sec. 10.08.002 Standard specifications and construction details**

- (a) ~~(a)~~—All improvements proposed for any subdivision shall be constructed in accordance with the current “Standard Specification for Public Works Construction” published by the North Central Texas Council of Governments. No improvements will be constructed prior to acceptance and approval of the final plans.

~~(Ordinance 2003-0402-05 adopted 5/12/03)~~

- (b) ~~(b)~~—From and after December 8, 1997, all streets and roads constructed in nonresidential areas of the Town shall be constructed of concrete, and new residential subdivision streets and roads shall be constructed of concrete, in accordance with the standards of the Town, the requirements and specifications imposed by the Town, the standards promulgated by the North Central Texas Council of Government’s “Standard Specifications for Public Works Construction,” current edition, and applicable standards published by the Texas Department of Transportation. All sidewalk and pedestrian facilities shall be designed and constructed in accordance with the Texas Department of Transportation’s most recent design specifications for pedestrian facilities, curb ramps, a copy of which shall be kept and maintained in the office of the Town Secretary and the Building Official. ~~(Ordinance 2018-0618-01 adopted 6/18/18)~~
- (c) ~~(e)~~—Asphalt streets in low impact residential subdivisions (minimum lot size two (2) acres) may be considered on an individual basis.
- (d) ~~(d)~~—All improvements to any existing subdivision street may be constructed of concrete or asphalt in accordance with the standards of the Town, the requirements and specifications imposed by the Town, the standards promulgated by the North Central Texas Council of Government’s “Standard Specification for Public Works Construction,” ~~this latest~~ third latest edition, and applicable standards published by the state department of transportation.
- (e) ~~(e)~~—All improvements in previously approved but still unimproved subdivisions shall conform to the Town’s current regulations and specifications for street, drainage, and utility construction.
- (f) ~~(f)~~—Before construction of any streets, drainage, or utilities in any properly platted subdivision, a contract ~~substantially in the form of Exhibit A as maintained on file in the office of the town secretary,~~ must be executed by the Town, the developer, and the general contractor and which must contain the following provisions.
- (1) ~~(1)~~—A summary description of the improvements to be constructed and the incorporation by reference of all specifications, plans, and plats as approved by the Mayor of the Town, or the Town Council where required;
  - (2) ~~(2)~~—A statement of the total consideration to be paid for the work to be performed;
  - (3) ~~(3)~~—A statement of the date that works to be performed will be completed;
  - (4) ~~(4)~~—A statement sufficiently identifying the subdivision involved; and

- (5) ~~(5)~~—A section providing for the approval on the face of each contract by the Town.

**Sec. 10.08.002 Record drawings (as-built plans)**

- (a) ~~(a)~~—Within thirty (30) days of acceptance of the subdivision, the engineer for the developer shall submit to the Town a complete set of reproducible drawings of the paving, drainage, water, and sewer improvements, if any, showing all changes made in the plans during construction and containing on each sheet a “record drawing” stamp bearing the signature of the engineer and date. In addition, a reproducible drawing of the utility plan sheets, containing the record drawing information, shall be submitted to the Town along with a complete set of cadd files in .dwg format.
- (b) ~~(b)~~—No final acceptance of the subdivision will be made by the Town until the foregoing requirement has been accomplished to the satisfaction of the Town. It shall be the responsibility of the developer to furnish copies of the record-drawing plans to the appropriate state agencies.

**ARTICLE 10.09 FILING FEES AND CHARGES**

**Sec. 10.09.001 Fee structure**

- (a) ~~(a)~~—The Town shall determine the base fees and charges for plat review. The Town Council shall adopt a fee schedule.
- (b) ~~(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) ~~(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 as established in the fee schedule in excess of the original fee will be charged.
- (d) ~~(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.

**ARTICLE 10.10 MAINTENANCE BOND**

**Sec. 10.10.001 Bond required**

The developer shall furnish a good and sufficient maintenance bond in the amount of ten percent (10%) of the total cost or contract price of each job for the public improvements associated with each job or \$50,000 whichever is greater but not to exceed the total cost for the

project, with reputable and solvent corporate surety licensed to write insurance in the state, in favor of the Town, to indemnify the Town against any repairs which may become necessary to any part of the construction work performed in connection with the subdivision, arising from defective workmanship or materials used therein, for a full period of two (2) years from date of final acceptance of the entire project. Final acceptance shall be withheld until said maintenance bond is furnished to the Town.

## **ARTICLE 10.11 EXTENSION TO EXTRATERRITORIAL JURISDICTION**

### **Sec. 10.11.001 Extension of rules to extraterritorial jurisdiction**

This Chapter and all subdivision regulations and ordinances of the Town as it now exists or may hereafter be amended is hereby extended to all of the area lying within the extraterritorial jurisdiction of the Town and the rules and regulations within this Chapter governing plats and subdivision of land shall be applicable to such area within said extraterritorial jurisdiction from and after the effective date of the adoption of this Chapter regulating subdivisions.

### **Sec. 10.11.002 Requirement**

No person shall subdivide or plat any tract of land within the E.T.J. of the Town except in conformity with the provisions of this Chapter.

## **ARTICLE 10.12 OTHER REQUIREMENTS**

### **Sec. 10.12.001 Inspections**

- (a) ~~(a)~~—A letter of acceptance is required from the Town before any improvement will be considered complete.
- (b) ~~(b)~~—No acceptance will be given on any work covered before the official representing the Town has inspected the work.
- (c) ~~(c)~~—A minimum of ~~eight hour~~twenty-four hours advance notice must be given before the designated Town Official is expected at the job site. Any work or improvements covered before inspections must be uncovered.

### **Sec. 10.12.002 Variance in standards**

Where strict compliance with the standards of design or the required improvements specified in this Chapter would cause unnecessary hardship because of topographical or other conditions peculiar to the site or adjacent area, the Commission may recommend, and the Town Council may approve, a variance. ~~The commission shall approve~~ All variances must be approved in writing and the reason for which the variance was granted shall be stated therein.

~~If the request for variance is disapproved by the planning and zoning commission; the owner or developer may appeal directly to the town council within thirty (30) days from the date of the disapproval and if the Council determines that the variance should be granted, then it shall approve the variance in accordance with the provisions of this chapter.~~

**Sec. 10.12.003 Buildings within proposed major street extensions**

After ~~the effective date of this chapter~~ April 2, 2003, no permanent building or structure shall be erected within the extended street lines of proposed extensions of major streets shown on the ~~Major Street Plan or~~ thoroughfare plan adopted as part of the official plan of Town.

**Sec. 10.12.004 Enforcement of Chapter**

~~(a)~~—The Town shall appoint an enforcement officer/or Town Official to enforce the provisions hereof. The enforcing Town Officer/Official may call upon any department or official of the Town to furnish him with such information and assistance as he may deem necessary for the observance or enforcement of this Chapter and it shall be the duty of such department or official to furnish such information and assistance whenever requested.

**ARTICLE 10.13 PENALTY**

**Sec. 10.13.001 Penalty**

Any person, firm, or corporation who shall violate any of the provisions of this Chapter or who shall fail to comply with any provision hereof shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine in accordance with the general penalty provision found in Section 1.01.009 of this code, and each day that such violation continues shall constitute a separate offense and shall be punishable accordingly. In addition, the town reserves its rights to seek declaratory and injunctive relief, together with any other legal or equitable relief to which the town may be entitled in a court of competent jurisdiction, in order to enforce the provisions of this Chapter. The remedy and penalties provided for herein shall be cumulative of any other remedy allowed by law.

~~(Ordinance 2003-0402-05 adopted 5/12/03)~~

## TOWN OF CROSS ROADS

### ENGINEERING DOCUMENT PLANS REVIEW CHECKLIST

Please make sure the plans you are submitting are in accordance with this checklist. The following checklist will be used during the Plan Review.

#### PRELIMINARY PLAT CHECKLIST:

- |   |                           |
|---|---------------------------|
| 1. Preliminary plats shall be placed on maximum 22" x 34" sheets and drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the Town.  | Yes ____ No ____ N/A ____ |
| 2. Title or name of the subdivision preceded by the words: "Preliminary Plat"   | Yes ____ No ____ N/A ____ |
| 3. Name, address and telephone number of the owner, applicant, survey, and/or engineer.   | Yes ____ No ____ N/A ____ |
| 4. Volume and page, or deed record number of the ownership deed from Denton County Deed Records.  | Yes ____ No ____ N/A ____ |
| 5. Vicinity map and key map, if multiple sheets are needed.   | Yes ____ No ____ N/A ____ |
| 6. Date of preparation, written and graphic scale, and north arrow.   | Yes ____ No ____ N/A ____ |
| 7. Boundary line of the proposed subdivision drawn with a heavy line.   | Yes ____ No ____ N/A ____ |
| 8. Computed gross acreage of the subdivision  | Yes ____ No ____ N/A ____ |
| 9. Metes and bounds description of the proposed subdivision.  | Yes ____ No ____ N/A ____ |
| 10. Location of the subdivision with respect to a corner of the survey or tract or an original corner of the survey of which it is a part.  | Yes ____ No ____ N/A ____ |
| 11. Names of adjoining subdivisions with lots and blocks shown with dashed lines and/or property owners of record for all contiguous unplatted properties.  | Yes ____ No ____ N/A ____ |
| 12. Town limits (if within 200 feet of the subject tract)   | Yes ____ No ____ N/A ____ |
| 13. Location, dimension, and description and recording information for all existing rights-of-way, railroad rights-of-way, easements or other public ways on or adjacent to the property being developed. | Yes ____ No ____ N/A ____ |
| 14. Show permanent structures or uses that will remain.   | Yes ____ No ____ N/A ____ |



- |  |                           |
|--|---------------------------|
| 15. Sizes and flowlines of existing drainage structures  | Yes ____ No ____ N/A ____ |
| 16. Existing drainage easements  | Yes ____ No ____ N/A ____ |
| 17. 100-year floodplain and floodway as defined by FEMA.   | Yes ____ No ____ N/A ____ |
| 18. Location, size and type of all existing utilities within or adjacent lot the site.   | Yes ____ No ____ N/A ____ |
| 19. Existing two (2) foot interval contours referenced to NAD.   | Yes ____ No ____ N/A ____ |
| 20. Proposed streets, alleys, drainageways, ponds, parks, open spaces, easements, other public areas and other rights-of-way within the subdivision. Dimensions of all easements and rights-of-way.  | Yes ____ No ____ N/A ____ |
| 21. Number each proposed lot and block. Provide the proposed number of lots.   | Yes ____ No ____ N/A ____ |
| 22. Dimensions for all lots. Gross acreage for all non-residential lots. Approximate acreage for areas in residential use. Approximate acreage of streets, parks, and other non-residential uses.  | Yes ____ No ____ N/A ____ |
| 23. Front building setback lines and side building setback lines abutting streets.   | Yes ____ No ____ N/A ____ |
| 24. Preliminary drainage study meeting the requirements of the Subdivision Regulations shall be submitted with the Preliminary Plat.   | Yes ____ No ____ N/A ____ |
| 25. Tree removal/mitigation/preservation plan showing conformance with the Town's Tree Preservation and Protection requirements.   | Yes ____ No ____ N/A ____ |
| 26. Preliminary Plat approval block as described by the Subdivision Regulations.   | Yes ____ No ____ N/A ____ |
| 27. Where the Preliminary Plat is part of a larger area owned by the Applicant that will be subsequently subdivided, provide a layout of the larger area showing the tentative layout of streets, blocks, drainage, water, sewerage, and other improvements for the larger area. | Yes ____ No ____ N/A ____ |

## FINAL PLAT CHECKLIST

1. Final plats shall be placed on maximum 24" x 36" sheets and drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the Town. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
2. Title or name of the subdivision preceded by the words "Final Plat" Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
3. Name address and telephone number of the owner, applicant, survey, and/or engineer. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
4. Vicinity map and key map if multiple sheets are needed. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
5. Date, written and graphic scale, and north arrow. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
6. Boundary line of subdivision drawn with a heavy line and with bearings, dimensions and curve data. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
7. Names of adjoining subdivisions with lots and blocks shown with dashed lines and/or property owners of record for all contiguous unplatted properties. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
8. Town limits, if within 200 feet of the subject tract. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
9. Proposed streets, alleys, drainageways, parks, open spaces, easements, other public areas and other rights-of-way within the subdivision including dimensions, bearings and curve data. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
10. Right-of-way dedication for adjacent streets in accordance with Town's Comprehensive Plan. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
11. All proposed streets, alleys, drainageways, parks, open spaces, storm drain facilities, detention ponds, easements, or other public areas and rights-of-way within the subdivision shall be privately maintained. Maintenance Agreement language shall be included on the plat. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
12. Location, dimension, description and recording information for all existing rights-of-way, railroad rights-of-way, easements or other public ways on or adjacent to the property being platted. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
13. Location and description of all permanent monuments and control points Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
14. Floodways / Floodplains:
  - a. Show the ultimate 100-year water surface elevation. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  - b. Show the ultimate 100-yr floodplain; specify the source Drainage study Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

- c. Show FEMA floodplain and floodway boundaries with panel number, zone and effective date Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
- d. Floodplain easement limits (includes 10' buffer) Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
- e. Minimum fill and floor elevations specified (Minimum floor elevation 2' above ultimate 100-yr water surface elevation) Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
15. Minimum building setback lines. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
16. Lot and block numbers. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
17. Approval block in the form prescribed by the SUBDIVISION REGULATIONS. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
18. Abutting property owner names and recording information. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
19. Gross acreage of the land being subdivided Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
20. Owner's certificate of deed or dedication in the form prescribed by the SUBDIVISION REGULATIONS with the following:
- a. Metes and bounds description. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
- b. Representation that dedicators own the property. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
- c. Dedication statement. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
- d. Reference and identification or name of final plat. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
- f. Surveyor certification in the form prescribed by the SUBDIVISION REGULATIONS. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
- g. Closure report Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
21. Certificate showing all taxes have been paid. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
22. A letter fully outlining and alterations from the approved Preliminary Plat. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
23. Accepted final drainage study Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

**SITE PLAN** – Each site plan shall include:

- |   |                           |
|---|---------------------------|
| 1. Site plans shall be placed on maximum 22" x 34" sheets and drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the Town. | Yes ____ No ____ N/A ____ |
| 2. Title block in lower right hand corner including:  |                           |
| a. Subdivision name with lot and block number.  | Yes ____ No ____ N/A ____ |
| b. Area in acres.   | Yes ____ No ____ N/A ____ |
| c. Metes and bounds description including survey name and abstract number.  | Yes ____ No ____ N/A ____ |
| d. Town and County.   | Yes ____ No ____ N/A ____ |
| e. Preparation Date.  | Yes ____ No ____ N/A ____ |
| 3. Name, address and telephone number of the owner, applicant, and surveyor/engineer.   | Yes ____ No ____ N/A ____ |
| 4. Vicinity map and key map, if multiple sheets are needed.   | Yes ____ No ____ N/A ____ |
| 5. Written scale, graphic scale and north arrow.  | Yes ____ No ____ N/A ____ |
| 6. Approximate distance to the nearest street.  | Yes ____ No ____ N/A ____ |
| 7. Site boundaries, dimensions, lot lines and lot areas.  | Yes ____ No ____ N/A ____ |
| 8. Legend for any symbols used  | Yes ____ No ____ N/A ____ |
| 9. Site data summary table including:   |                           |
| a. Zoning.  | Yes ____ No ____ N/A ____ |
| b. Proposed use.  | Yes ____ No ____ N/A ____ |
| c. Building area (gross square footage).  | Yes ____ No ____ N/A ____ |
| d. Building height (feet and inches).   | Yes ____ No ____ N/A ____ |
| e. Area of impervious surface.  | Yes ____ No ____ N/A ____ |
| f. Total Parking: Required and provided.  | Yes ____ No ____ N/A ____ |
| g. Number of handicap parking spaces.   | Yes ____ No ____ N/A ____ |
| h. Number of dwelling units and number of bedrooms (multifamily).   | Yes ____ No ____ N/A ____ |
| 10. Existing improvements within 75' of the subject property.   | Yes ____ No ____ N/A ____ |
| 11. Land use, zoning, subdivision name, recording information and adjacent owners.  | Yes ____ No ____ N/A ____ |

- |  |                           |
|--|---------------------------|
| 12. Building locations, sizes, and dimensions.   | Yes ____ No ____ N/A ____ |
| 13. Distance between buildings on the same lot.  | Yes ____ No ____ N/A ____ |
| 14. Building lines and setbacks.   | Yes ____ No ____ N/A ____ |
| 15. Dimensions of all drive lanes and traffic flow arrows.   | Yes ____ No ____ N/A ____ |
| 16. FEMA floodplains with elevations (include the floodplain note shown on the final plat). Include FEMA panel number, zone and effective date.  | Yes ____ No ____ N/A ____ |
| 17. Ultimate 100-yr floodplain and minimum finished floor elevations.  | Yes ____ No ____ N/A ____ |
| 18. Public streets, private drives, and fire lanes with pavement widths and including rights-of-way, median openings, turn lanes, existing driveways, adjacent existing driveways with dimensions, radii, and surface.                           | Yes ____ No ____ N/A ____ |
| 19. Distances between existing and proposed driveways.   | Yes ____ No ____ N/A ____ |
| 20. Loading and unloading areas.   | Yes ____ No ____ N/A ____ |
| 21. Ramps, crosswalks, sidewalks and barrier-free ramps with dimensions.   | Yes ____ No ____ N/A ____ |
| 22. Locations of dumpsters and trash compactors with height and material of screening.   | Yes ____ No ____ N/A ____ |
| 23. Size, location, dimensions and details of all signs and exterior lighting of signs, including type of standards, locations and radius of light and intensity of foot-candles. All signage installations are subject to approval by the Town. | Yes ____ No ____ N/A ____ |
| 24. Location and sizes of existing and proposed water and sewer mains.   | Yes ____ No ____ N/A ____ |
| 25. Location of fire hydrants.   | Yes ____ No ____ N/A ____ |
| 26. Location and sizes of storm drains, culverts, inlets and other drainage features on or adjacent to the site.   | Yes ____ No ____ N/A ____ |
| 27. Locations, widths, and types of existing and proposed easements.   | Yes ____ No ____ N/A ____ |
| 28. Provide an elevation of all four sides of the building including materials, colors and dimensions at an architectural scale of 1"=20'.   | Yes ____ No ____ N/A ____ |
| 29. Landscape plan provided on separate sheet to show the following:   | Yes ____ No ____ N/A ____ |
| a. Natural features including tree masses and anticipated tree loss.   | Yes ____ No ____ N/A ____ |



- |  |                           |
|--|---------------------------|
| b. Floodplains, drainageways and creeks.   | Yes ____ No ____ N/A ____ |
| c. Screening walls and fences, retaining walls, headlight screens, and service area screens including height and type of construction. | Yes ____ No ____ N/A ____ |
| d. Existing and preserved trees including location, size, and species.   | Yes ____ No ____ N/A ____ |
| e. Landscaping materials including location and size.  | Yes ____ No ____ N/A ____ |
| f. Proposed plant materials.   | Yes ____ No ____ N/A ____ |
| g. Note to indicate type and placement of irrigation system.   | Yes ____ No ____ N/A ____ |
| 30. 2" x 3" blank box in lower right corner for Town use.  | Yes ____ No ____ N/A ____ |
| 31. Additional information as requested to clarify the proposed development.   | Yes ____ No ____ N/A ____ |

#### **GENERAL**

- |  |                           |
|--|---------------------------|
| 1. North arrow clearly shown on each plan sheet.   | Yes ____ No ____ N/A ____ |
| 2. Benchmarks shown on each sheet; located on permanent structure outside of construction limits and conveniently spaced (500' +). | Yes ____ No ____ N/A ____ |
| 3. Title blocks, title, sheet number and scales shown.   | Yes ____ No ____ N/A ____ |
| 4. Each sheet must bear the seal of a Licensed Professional Engineer, signature, and date.   | Yes ____ No ____ N/A ____ |
| 5. Street names on each sheet.   | Yes ____ No ____ N/A ____ |
| 6. Property owners and property lines shown.   | Yes ____ No ____ N/A ____ |
| 7. Site boundary and adjacent property lines   |                           |
| 8. Prepare plans on 22" x 34" sheets allowing for half size reduction to 11" x 17".  | Yes ____ No ____ N/A ____ |
| 9. Text shall be legible on the half size 11" x 17" plans.   | Yes ____ No ____ N/A ____ |
| 10. Place standard general notes on plans.   | Yes ____ No ____ N/A ____ |
| 11. Existing, proposed and future facilities must clearly be defined.  | Yes ____ No ____ N/A ____ |
| 12. Project name on right end of plan sheets.  | Yes ____ No ____ N/A ____ |
| 13. Label roads and ROWs   |                           |

**COVER SHEET** \* - The cover sheet shall include:

- |  |                           |
|--|---------------------------|
| 1. Project title and type of project.                  | Yes ____ No ____ N/A ____ |
| 2. Location map.                                       | Yes ____ No ____ N/A ____ |
| 3. Disposal site for excess excavation.                | Yes ____ No ____ N/A ____ |
| 4. Index of Sheets (if not included on its own sheet). | Yes ____ No ____ N/A ____ |
| 5. Professional Engineer's seal, signature and date.   | Yes ____ No ____ N/A ____ |
| 6. "Release for Construction" note.                    | Yes ____ No ____ N/A ____ |

\* NOTE: If the Cover Sheet is not furnished, information should appear on other sheets.

**GRADING** \* – Each grading plan shall include:

- |   |                           |
|---|---------------------------|
| 1. Horizontal scale for grading plans shall be at 1" = 20' on full size drawings.   | Yes ____ No ____ N/A ____ |
| 2. Existing one-foot contours based on an on-the-ground survey or controlled aerial topographic map (dashed lines and labeled) to extend 20 feet from property line onto adjacent property. | Yes ____ No ____ N/A ____ |
| 3. Proposed one-foot contours – solid lines and labeled.  | Yes ____ No ____ N/A ____ |
| 4. Directional flow arrows- interior of lots, streets, and all corners of intersections   | Yes ____ No ____ N/A ____ |
| 5. Proposed finished pad elevations   | Yes ____ No ____ N/A ____ |
| 6. Show top of curb elevation every 50 feet on streets, alleys, existing and proposed parking lots.   | Yes ____ No ____ N/A ____ |
| 7. Provide spot elevations along front, back, side and corner of lots.  | Yes ____ No ____ N/A ____ |
| 8. Slope:   |                           |
| a. Back of street curb to property line: 1/4" per foot.   | Yes ____ No ____ N/A ____ |
| b. Parking lot top of curb to property line: Maximum 4 (horizontal) to 1 (vertical).  | Yes ____ No ____ N/A ____ |
| c. Any unpaved area to property line: Maximum slope of 4:1.   | Yes ____ No ____ N/A ____ |
| d. Show driveways with 1/4" per foot + 6" from street gutter up to property line.   | Yes ____ No ____ N/A ____ |
| 9. Letter of approval if grading is proposed on adjacent property.  | Yes ____ No ____ N/A ____ |
| 10. Utility easement from abutting property owners.   | Yes ____ No ____ N/A ____ |

- |   |                           |
|---|---------------------------|
| 11. Proposed inlets, label and size.  | Yes ____ No ____ N/A ____ |
| 12. Proposed pipes, label and size.   | Yes ____ No ____ N/A ____ |
| 13. Existing inlets and pipes.  | Yes ____ No ____ N/A ____ |
| 14. Plan shall be consistent with proposed drainage boundary delineations   | Yes ____ No ____ N/A ____ |
| 15. FEMA floodplain and floodway  | Yes ____ No ____ N/A ____ |
| 16. Fully developed 100-yr floodplain and floodplain easement   | Yes ____ No ____ N/A ____ |
| 17. Add minimum finished floor elevations for lots affected by or adjacent to floodplain, open channels, or ponds, overflow structures or flumes. | Yes ____ No ____ N/A ____ |
| 18. Show temporary or interim runoff controls needed for phasing.   | Yes ____ No ____ N/A ____ |

\* NOTE: Add statement that grading only is being submitted with these plans.

**DRAINAGE** – Design of Drainage Systems shall include:

- |   |                           |
|---|---------------------------|
| 1. Rational Method calculation for area less than 200 acres.  | Yes ____ No ____ N/A ____ |
| 2. Unit Hydrograph Method (SCS) for any size areas (required for areas greater than 200 acres).               | Yes ____ No ____ N/A ____ |
| 3. Modified Rational Method includes volume adjustment factors.   | Yes ____ No ____ N/A ____ |
| 4. Statement that drainage from the abutting property will not be impaired by the proposed grading.           | Yes ____ No ____ N/A ____ |
| 5. No diversion of drainage.  | Yes ____ No ____ N/A ____ |
| 6. Offsite drainage or discharge to downstream property will require a letter of permission and/or easements. | Yes ____ No ____ N/A ____ |
| 7. Discharge does not adversely affect downstream property.   | Yes ____ No ____ N/A ____ |
| 8. Drainage study in support of construction plans must be accepted prior to plan acceptance.                 | Yes ____ No ____ N/A ____ |
| 9. Delineate and label fully developed 100-yr floodplain and floodplain easement.                             | Yes ____ No ____ N/A ____ |

10. Drainage Area Map:

- |   |                           |
|---|---------------------------|
| a. 1" = 200' or less with match lines between any two or more maps. Pre- and post-project maps must be the same scale.  | Yes ____ No ____ N/A ____ |
| b. Show and label existing and proposed stormwater infrastructure including storm drains and inlets, culverts, channels, ponds, etc..   | Yes ____ No ____ N/A ____ |
| c. Calculate sub areas for each inlet and point of analysis.  | Yes ____ No ____ N/A ____ |
| d. Provide existing and proposed two-foot contours on map for on and offsite and include offsite and onsite flow arrows   | Yes ____ No ____ N/A ____ |
| e. Indicate zoning on drainage area.  | Yes ____ No ____ N/A ____ |
| f. Composite C value calculations if needed.  | Yes ____ No ____ N/A ____ |
| g. Show calculations for non-standard time of concentrations.   | Yes ____ No ____ N/A ____ |
| h. Runoff calculation table for the 10-yr, 50-yr and 100-yr flood events including area, time of concentration, runoff coefficient, intensities, flows, and receiving system (ie inlet number). | Yes ____ No ____ N/A ____ |
| i. If detention pond required, flood events include 2, 5, 10, 25, 50, and 100-yr  | Yes ____ No ____ N/A ____ |
| j. Calculate discharge at all inlets, dead-end streets and alleys or to adjacent additions or acreage.  | Yes ____ No ____ N/A ____ |
| k. If phased, include interim and ultimate drainage area maps.  | Yes ____ No ____ N/A ____ |

11. Hydraulic Calculations:

- |  |                           |
|--|---------------------------|
| a. Calculations of:  |                           |
| 1) Spread of water.  | Yes ____ No ____ N/A ____ |
| 2) Inlets.   | Yes ____ No ____ N/A ____ |
| 3) Street capacity.  | Yes ____ No ____ N/A ____ |
| 4) ROW capacity.   | Yes ____ No ____ N/A ____ |
| 5) Hydraulic grade line for conduits.  | Yes ____ No ____ N/A ____ |
| b. For cumulative runoff, show calculations.                                     | Yes ____ No ____ N/A ____ |
| c. Define all crests, sags and streets and alley intersections with flow arrows. | Yes ____ No ____ N/A ____ |

- |   |                           |
|---|---------------------------|
| 12. Curbs for alleys where capacity is exceeded.                                      | Yes ____ No ____ N/A ____ |
| 13. Storm water from streets does not flow into alleys or drives.                     | Yes ____ No ____ N/A ____ |
| 14. Emergency overflow for 100-year storm at low points or design for 100-year storm. | Yes ____ No ____ N/A ____ |

**PAVING PLAN** – Each Paving Plan shall include:

- |   |                           |
|---|---------------------------|
| 1. Horizontal scale for paving plans shall be at 1" = 20' on full size drawings.                                  | Yes ____ No ____ N/A ____ |
| 2. Right-of-way, street, alley, drives and sidewalks dimensioned.   | Yes ____ No ____ N/A ____ |
| 3. Centerline stations shown.   | Yes ____ No ____ N/A ____ |
| 4. Limits of work defined.  | Yes ____ No ____ N/A ____ |
| 5. Barrier free ramps at all intersections.   | Yes ____ No ____ N/A ____ |
| 6. Pavement transitions.  | Yes ____ No ____ N/A ____ |
| 7. Traffic control items; striping, traffic buttons, sign.  | Yes ____ No ____ N/A ____ |
| 8. Street lighting.   | Yes ____ No ____ N/A ____ |
| 9. Concrete/asphalt pavement thickness with supporting Geotech recommendations.                                   | Yes ____ No ____ N/A ____ |
| 10. 4,000 psi in 28 days concrete compressive strength or asphalt equivalence for streets, alleys, and driveways. | Yes ____ No ____ N/A ____ |
| 11. 6" curbs where required.  | Yes ____ No ____ N/A ____ |
| 12. Reinforcement with No. 4 bars 24" o.c. both ways.   | Yes ____ No ____ N/A ____ |
| 13. Sidewalks to be 4" thick, 3,600 psi in 28 days, reinforced with No. 3 bars 14" O.C.E.W.                       | Yes ____ No ____ N/A ____ |
| 14. Expansion joints at intersection and at minimum 600-foot intervals for concrete pavements.                    | Yes ____ No ____ N/A ____ |
| 15. Saw cut at 15-, 17.5- and 20-foot intervals for 6-inch, 7-inch and 8-inch pavements respectively.             | Yes ____ No ____ N/A ____ |
| 16. Radius for fire lanes shall be minimum 30-foot inside and 50-foot outside                                     | Yes ____ No ____ N/A ____ |
| 17. Gutter flow arrows.   | Yes ____ No ____ N/A ____ |
| 18. Roadways comply with thoroughfare plan.   | Yes ____ No ____ N/A ____ |
| 19. Geometrics meet design speed criteria as defined in AASHTO criteria, latest edition.                          | Yes ____ No ____ N/A ____ |



20. Retaining Walls:

- |   |                           |
|---|---------------------------|
| a. Type, beginning and ending locations and wall elevations.                      | Yes ____ No ____ N/A ____ |
| b. Provide design if non-standard or modified.                                    | Yes ____ No ____ N/A ____ |
| c. Drainage behind walls shown.   | Yes ____ No ____ N/A ____ |
| 21. Driveway grades shown.  | Yes ____ No ____ N/A ____ |
| 22. Prepare plans and necessary forms for TDLR plans review and field inspection. | Yes ____ No ____ N/A ____ |
| 23. Developer to pay for all review and inspection fees.                          | Yes ____ No ____ N/A ____ |

**PAVING PROFILES AND GRADES** – Plans shall include:

- |  |                           |
|--|---------------------------|
| 1. Vertical scale for paving profiles shall be at 1" = 4' on full size drawings.   | Yes ____ No ____ N/A ____ |
| 2. Profiles plotted showing ground at proposed property line.  | Yes ____ No ____ N/A ____ |
| 3. Top of curb profiles must meet minimum and maximum grade requirements. Use PGL notations where no curbs.              | Yes ____ No ____ N/A ____ |
| 4. Roadside ditch profile if no curbs  | Yes ____ No ____ N/A ____ |
| 5. Driveway profile grades.  | Yes ____ No ____ N/A ____ |
| 6. Vertical curves must be designed in accordance with AASHTO design requirements.                                       | Yes ____ No ____ N/A ____ |
| 7. Contour grading plans for major intersections.  | Yes ____ No ____ N/A ____ |
| 8. Spot top of curb or pavement elevations in plan view on proposed left turn lanes.                                     | Yes ____ No ____ N/A ____ |
| 9. Check carefully for any place water might pond. Are inlets located at sag points or vertical curves?                  | Yes ____ No ____ N/A ____ |
| 10. Are grades, crossfall, slopes, etc., consistent with information shown on typical section?                           | Yes ____ No ____ N/A ____ |
| 11. Check ends of project for drainage. If gutters drain to ditches or field type inlets, are grades and profiles shown? | Yes ____ No ____ N/A ____ |
| 12. Minimum grades maintained to assure complete drainage. Minimum grades shall be 0.60%.                                | Yes ____ No ____ N/A ____ |

**CLOSED CONDUIT STORM DRAINS** – All storm drain plans shall include:

1. Horizontal scale for storm drain profiles shall be at 1" = 20' on full size drawings. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
2. Vertical scale for storm drain profiles shall be at 1" = 4' on full size drawings. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
3. Plan and profile of all proposed storm drains. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
4. Station of laterals on trunk profile. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
5. Plan view of each area showing
  - a. Size of inlet. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  - b. Lateral size. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  - c. Flow line. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  - d. Paving station. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  - e. Top of Inlet elevation. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
6. Details of all non-standard items. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
7. Curve data for storm drains. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
8. Property lines and easements with dimensions. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
9. Class III RCP required for all storm drain in public rights of way or easements. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
10. Plot hydraulic grade line (HGL). Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
11. Storm drain discharge at flow line of creek or channel and use rip-rap. Show coincident water surface elevation at outfall. Show existing and proposed contours at outfalls. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
12. Headwalls and erosion control at outfall of storm drains. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
13. Laterals connected at 45 or 60 degree angle. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
14. Matching pipe centerline at connection. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
15. 3600 psi in 28 days for structural concrete strength. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
16. Existing and proposed utilities in plan and profile. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
17. On profile indicate:
  - a. Grade. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  - b. Flow line elevations every station and at lateral connections, pipe size changes and fittings. Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

- |  |                           |
|--|---------------------------|
| c. Existing and proposed ground line.  | Yes ____ No ____ N/A ____ |
| d. Hydraulic grade line and data.  | Yes ____ No ____ N/A ____ |
| e. 100-yr flow, 100-yr velocity, slope, pipe capacity  | Yes ____ No ____ N/A ____ |
| f. Existing and proposed grade, tie-ins and coincidental water surface elevation at outfalls.  | Yes ____ No ____ N/A ____ |
| g. Flow, velocity, frictional slope and full pipe capacity for each pipe segment.  | Yes ____ No ____ N/A ____ |
| 18. Show sizes in plan and profile.  | Yes ____ No ____ N/A ____ |
| 19. Show hydraulic computations for existing system when connecting to existing storm drain. Extend computations to an outfall with known or calculated starting HGL. Show existing line and size, length, slope, 100-yr calculated discharge, pipe capacity, 100-yr calculated velocity and hydraulic grade line for the existing line. | Yes ____ No ____ N/A ____ |
| 20. Velocities and hydraulic gradients conform to Denton County Subdivision Rules and Regulations criteria.  | Yes ____ No ____ N/A ____ |
| 21. Inlets and conduits properly sized. Provide detailed HGL and inlet computations on all inlets and conduits.  | Yes ____ No ____ N/A ____ |
| 22. Storm drain inlet and outlet velocity calculations.  | Yes ____ No ____ N/A ____ |
| 23. Proposed culvert profiles shall include: culvert size, length, grade, flowline elevations, tailwater elevations, headwater elevation, flow, velocity, type of headwalls.   | Yes ____ No ____ N/A ____ |
| 24. Include standard drainage details.   | Yes ____ No ____ N/A ____ |
| 25. Show/label and dimension drainage easements.   | Yes ____ No ____ N/A ____ |

**CREEKS AND CHANNELS** – Plans of creeks and channels shall include:

- |  |                           |
|--|---------------------------|
| 1. Horizontal scale for plan views shall be at 1" = 20' on full size drawings. | Yes ____ No ____ N/A ____ |
| 2. Vertical scale for profile views shall be at 1" = 4' on full size drawings. | Yes ____ No ____ N/A ____ |
| 3. Stationing in plan and profile.   | Yes ____ No ____ N/A ____ |
| 4. Existing and proposed contours  | Yes ____ No ____ N/A ____ |
| 5. Show/label and dimension drainage / floodplain easements                    | Yes ____ No ____ N/A ____ |

6. Profiles indicating:

- |  |                           |
|--|---------------------------|
| a. Existing and proposed ground elevations at centerline. Label proposed flowlines at stations . | Yes ____ No ____ N/A ____ |
| b. High banks. Left and right top of banks   | Yes ____ No ____ N/A ____ |
| c. Channel grade.  | Yes ____ No ____ N/A ____ |
| d. Hydraulic profile and data for design storm (fully developed 100-yr)                          | Yes ____ No ____ N/A ____ |
| e. Rock line.  | Yes ____ No ____ N/A ____ |

7. Hydraulic Computations.

- |                                       |                           |
|---------------------------------------|---------------------------|
| a. 100-year discharge                 | Yes ____ No ____ N/A ____ |
| b. Velocity                           | Yes ____ No ____ N/A ____ |
| c. Critical depth                     | Yes ____ No ____ N/A ____ |
| d. Manning's "n"                      | Yes ____ No ____ N/A ____ |
| e. Design grade for improved channels | Yes ____ No ____ N/A ____ |

8. Cross sections as relative to property line.

9. Cross sections include dimensions, elevations, hydraulic parameters, 100-yr water surface elevation and property/ROW or drainage easement lines. Show 1' freeboard.

10. Erosion control.

11. Compacted fill where fill required.

12. Design velocities not greater than original stream velocities or greater than stated in Design Manual.

13. Maximum side slope on earthen channels not greater than 4:1. Use trapezoidal.

14. Provide structural details of all outfalls, drop structures, energy dissipater.

**BRIDGES** – Plans of bridges shall include:

- |   |                           |
|---|---------------------------|
| 1. Lowest member of bridge 2 feet above design water surface elevation.   | Yes ____ No ____ N/A ____ |
| 2. Soil Borings on plans.   | Yes ____ No ____ N/A ____ |
| 3. Soils report.  | Yes ____ No ____ N/A ____ |
| 4. Channel sections upstream and downstream.                              | Yes ____ No ____ N/A ____ |
| 5. Structural details and calculations with dead load deflection diagram. | Yes ____ No ____ N/A ____ |
| 6. Vertical and horizontal alignment.                                     | Yes ____ No ____ N/A ____ |
| 7. Bridge cross section.  | Yes ____ No ____ N/A ____ |
| 8. Hydraulic calculations on all sections.                                | Yes ____ No ____ N/A ____ |

**UTILITIES** – All water and wastewater plans must be submitted to Mustang by the applicant for review and approval. In addition to Mustang requirements, all plans shall show the following:

- |   |                           |
|---|---------------------------|
| 1. Existing and proposed facilities shown in plan and profiles views.   | Yes ____ No ____ N/A ____ |
| 2. Underground facilities close to or in conflict with proposed construction located by actual ties and elevations.                       | Yes ____ No ____ N/A ____ |
| 3. Caution notes shown when construction operations come close to existing utilities. Telephone number of utility contact shall be shown. | Yes ____ No ____ N/A ____ |

**EROSION CONTROL** – All plans shall show the following:

- |  |                           |
|--|---------------------------|
| 1. The scale for Erosion Control Plans may vary however shall be prepared on sheets no smaller than 1" = 100' on full size drawings. | Yes ____ No ____ N/A ____ |
| 2. Existing and Proposed Grading. Contour interval shall be 1' or 2'.  | Yes ____ No ____ N/A ____ |
| 3. Onsite and offsite directional flow arrows  |                           |
| 3. Existing and Proposed Drainage Features.  | Yes ____ No ____ N/A ____ |
| 4. Erosion features including temporary construction entrance, silt fence, inlet protection, rock berms, seeding, etc.               | Yes ____ No ____ N/A ____ |
| 5. Include in legend all applicable erosion and sediment control measures.   | Yes ____ No ____ N/A ____ |



- |  |                           |
|--|---------------------------|
| 6. Erosion control standard details.   | Yes ____ No ____ N/A ____ |
| 7. Show and label FEMA floodplain include panel number, zone and effective date. | Yes ____ No ____ N/A ____ |

**DRY DETENTION POND** - Pond sheet (s) shall show the following:

- |   |                           |
|---|---------------------------|
| 1. Modified Rational Method calculations for the 2, 5, 10, 25, 50, and 100-yr storm events. Include volume adjustment factor  | Yes ____ No ____ N/A ____ |
| 2. Hydrologic Model if using Unit Hydrograph Method (SCS)   | Yes ____ No ____ N/A ____ |
| 3. Plan view with existing and proposed contours and pond outfall details   | Yes ____ No ____ N/A ____ |
| 4. Cross sections showing all dimensions, slopes, elevations, resulting water surface elevations, top of pond elevation, easement lines, embankments (10' crown width | Yes ____ No ____ N/A ____ |
| 5. Longitudinal cross section showing outfall; including all dimensions, elevations, slopes, water surface elevations, tailwater elevation                            | Yes ____ No ____ N/A ____ |
| 6. Maximum 4H:1V side slopes and minimum 0.50% longitudinal slope.  | Yes ____ No ____ N/A ____ |
| 7. Outflow calculations; include all hydraulic parameters and account for backwater   | Yes ____ No ____ N/A ____ |
| 8. Results table including inflow, outflow, storage, and water surface elevation for the 2, 5, 10, 25, 50, and 100-yr flood events                                    | Yes ____ No ____ N/A ____ |
| 9. Outfall details suitable for construction  | Yes ____ No ____ N/A ____ |
| 10. Elevation vs Area/Storage rating table  | Yes ____ No ____ N/A ____ |
| 11. Elevation vs outflow rating tables  | Yes ____ No ____ N/A ____ |
| 12. Emergency spillway with calculations  | Yes ____ No ____ N/A ____ |
| 13. Maintenance access provided   | Yes ____ No ____ N/A ____ |

### **PAVEMENT MARKINGS AND SIGNAGE**

- |   |                           |
|---|---------------------------|
| 1. The scale for Pavement Marking Plans may vary however shall be prepared on sheets no smaller than 1" = 100' on full size drawings. | Yes ____ No ____ N/A ____ |
| 2. Pavement Markings and Signage Plan in accordance with MUTCD.   | Yes ____ No ____ N/A ____ |
| 3. Pavement Markings Standard Details.  | Yes ____ No ____ N/A ____ |

### **TRAFFIC CONTROL PLAN**

- |  |                           |
|--|---------------------------|
| 1. The scale for Traffic Control Plans may vary however shall be prepared on sheets no smaller than 1" = 200' on full size drawings. | Yes ____ No ____ N/A ____ |
| 2. Traffic Control Plan in accordance with MUTCD.  | Yes ____ No ____ N/A ____ |
| 3. Traffic Control Standard Details.   | Yes ____ No ____ N/A ____ |
| 4. Traffic Control Phasing as necessary.   | Yes ____ No ____ N/A ____ |

### **LANDSCAPE AND IRRIGATION PLANS**

- |  |                           |
|--|---------------------------|
| 1. The scale for Landscape and Irrigation Plans may vary however shall be prepared on sheets no smaller than 1" = 100' on full size drawings.            | Yes ____ No ____ N/A ____ |
| 2. Landscape Plan showing rights-of-way and proposed back of curbs, sidewalk, existing; and proposed utilities and other features pertinent to the plan. | Yes ____ No ____ N/A ____ |
| 3. Planting details.   | Yes ____ No ____ N/A ____ |
| 4. Tree Preservation plan in accordance with Article 3   | Yes ____ No ____ N/A ____ |
| 5. Irrigation Plans including metering, back flow prevention, and provision for electrical service and controllers.                                      | Yes ____ No ____ N/A ____ |
| 6. Irrigation details.   | Yes ____ No ____ N/A ____ |

### **STREET LIGHTING**

- |  |                           |
|--|---------------------------|
| 1. The scale for Street Lighting Plans may vary however shall be prepared on sheets no smaller than 1" = 100' on full size drawings. | Yes ____ No ____ N/A ____ |
| 1. Lighting and Conduit Layout Plan.   | Yes ____ No ____ N/A ____ |
| 2. Lighting Standard Details.  | Yes ____ No ____ N/A ____ |