

CITY OF HUNTSVILLE, TEXAS

Andy Brauninger, Mayor

Bert Lyle, Position 1 At-Large
Karen Denman, Position 2 At-Large
Vicki McKenzie, Position 3 At-Large
Pat Graham, Position 4 At-Large



Mayor Pro Tem Russell Humphrey, Ward 2
Vacant, Ward 1
Deloris Massey, Ward 3
Jon Strong, Ward 4

CITY COUNCIL AGENDA

TUESDAY, SEPTEMBER 5, 2023, 6:00 PM

Huntsville Public Library, 1219 13th Street, Huntsville, Texas, 77340

Persons with disabilities who plan to attend this meeting and may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5413) two working days prior to the meeting for appropriate arrangements.

MAIN SESSION (6:00 p.m.)

CALL TO ORDER

INVOCATION AND PLEDGES - U.S. Flag and Texas Flag: *Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.*

PROCLAMATION

PRESENTATIONS

PUBLIC HEARING

- a. Public Hearing on the FY 2023-2024 proposed Budget
Steve Ritter, Finance Director

1. CONSENT AGENDA

The presiding officer will call for public comments before action is taken on these items. *(Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.)*

- a. Consider approving the Minutes from the August 15, 2023 Regular City Council meeting.
Kristy Doll, City Secretary
- b. Consider authorizing the City Manager to apply for the U.S. Department of Justice – FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, enter into an Interlocal Agreement with Walker County, and adopt Resolution 2023-10 in support of the same.
Steve Ritter, Finance Director
- c. Consider authorizing the City Manager to enter into a two-year agreement with Precision L&L, LLC. for mowing and trimming services at Oakwood Cemetery.
Penny Joiner, Director of Parks and Leisure
- d. Consider authorizing the City Manager to sell surplus city-owned tracts of real property.
Sam Masiel, Assistant City Manager
- e. Consider Resolution 2023-11 authorizing the City Manager to apply for and accept, if awarded, funding under the Community Development Block Grant Disaster Recovery-Mitigation (CDBG-MIT), Resilient Communities Program (RCP).

Kathlie Jeng-Bulloch, City Engineer

- f. Consider authorizing the City Manager to enter into an agreement with Langford Community Management Services, for professional administration services.

Kathlie Jeng-Bulloch, City Engineer

2. STATUTORY AGENDA

- a. **Second Reading** - Consider adoption of Ordinance 2023-18, amending Chapter 24, Land Development, of the Code of Ordinances of the City of Huntsville, Texas to adopt the updated Development Code and Zoning Map of the City of Huntsville, Texas.
Kevin Byal, Director of Development Services
- b. Consider authorizing the City Manager to award the construction contract for AJ-08 & AJ-10 Trunk Sanitary Sewer main Replacement Project Number 21-03-01.
Kathlie Jeng-Bulloch, City Engineer
- c. Consider postponing approval of the FY 2023-2024 proposed Budget to the September 19, 2023 Council meeting.
Steve Ritter, Finance Director
- d. Consider Decision Packages for the 2023-24 Budget
Steve Ritter, Finance Director

3. CITY COUNCIL/MAYOR/CITY MANAGER

- a. Consider the appointments to the City of Huntsville Boards and Commissions for vacant board positions.
Andy Brauninger, Mayor

4. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

5. ITEMS OF COMMUNITY INTEREST

6. EXECUTIVE SESSION

- a. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 to receive legal advice for City of Huntsville vs. Walker County SUD.
Leonard Schneider, City Attorney

7. RECONVENE

Take action on item discussed in executive session, if needed.

ADJOURNMENT

*If during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 – consultation with counsel on legal matters; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; Sec. 551.089 - deliberation regarding security devices or security audits; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session to take action, if necessary, on the items addressed during Executive Session.

CERTIFICATE

I, Kristy Doll, City Secretary, do hereby certify that the above notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.HuntsvilleTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: September 1, 2023

Kristy Doll

TIME OF POSTING: 9:00 a.m.

Kristy Doll, City Secretary

TAKEN DOWN:



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: a.

Agenda Item: Public Hearing on the FY 2023-2024 proposed Budget

Initiating Department/Presenter: Finance

Presenter:

Steve Ritter, Finance Director

Recommended Motion: Council action related to this public hearing is included in Statutory items

Strategic Initiative: Goal #6 - Finance - Provide a sustainable, efficient, and fiscally sound government through conservative fiscal practices and resource management.

Discussion: The City Manager's recommended budget for FY 2023-2024 was provided to Council members and the City Secretary on August 16, 2023.

State statutes, Sec. 102.006 of the Texas Local Government Code requires cities to “hold a public hearing on the proposed budget.” The City Charter, in Sec. 11.05, also requires a public hearing on the budget stating “...public hearings shall be held thereon in the manner prescribed by the laws of the State of Texas relating to budgets in cities and towns.” This Public Hearing will meet all requirements of the Texas Local Government Code. The staff has complied with all Budget Hearing notice postings and publishings for this evening’s Public Hearing.

Sec. 102.007 (a) of the Texas Local Government Code states “At the conclusion of the public hearing, the governing body of the municipality shall take action on the proposed budget.” The action item required by the Texas Local Government Code is provided for in the Statutory agenda for tonight's meeting.

Previous Council Action: None

Financial Implications: There is no financial impact related to this Public Hearing.

Approvals:

Steve Ritter

Aron Kulhavy

Kristy Doll

Associated Information:



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 1.a.

Agenda Item: Consider approving the Minutes from the August 15, 2023 Regular City Council meeting.

Initiating Department/Presenter: City Secretary

Presenter:

Kristy Doll, City Secretary

Recommended Motion: Motion to approve the Minutes from the August 15, 2023 Regular City Council Meeting.

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Kristy Doll

Associated Information:

1. August 15, 2023 City Council Minutes

MINUTES FROM THE HUNTSVILLE CITY COUNCIL REGULAR MEETING HELD ON THE 15th DAY OF AUGUST 2023, AT THE HUNTSVILLE PUBLIC LIBRARY, LOCATED AT 1219 13th STREET, IN THE CITY OF HUNTSVILLE, COUNTY OF WALKER, TEXAS, AT 5:30 P.M.

The Council met in regular session with the following:

COUNCILMEMBERS PRESENT: Mayor Brauninger, Mayor Pro Tem Humphrey, Councilmember At-Large Position 2 Denman, Councilmember Ward 3 Massey, Councilmember At-Large Position 3 McKenzie, Councilmember Ward 4 Strong, Councilmember At-Large Position 4 Graham

COUNCILMEMBERS ABSENT: Councilmember At-Large Position 1 Lyle

OFFICERS PRESENT: Aron Kulhavy, City Manager; Kristy Doll, City Secretary; Leonard Schneider, City Attorney

MAIN SESSION (6:00 p.m.)

CALL TO ORDER (6:00 p.m.)

Mayor Brauninger called the meeting to order at 6:00 p.m.

INVOCATION AND PLEDGES - *U.S. Flag and Texas Flag:* *Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.*

Councilmember Massey gave the invocation and Mayor Brauninger led the pledges.

1. CONSENT AGENDA

The presiding officer will call for public comments before action is taken on these items. (*Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.*).

- a. Consider approving the Minutes from the August 1, 2023, Regular City Council Meeting.**
Kristy Doll, City Secretary

Councilmember Vicki McKenzie made a motion to approve the Consent Agenda. The motion was seconded by Councilmember Pat Graham. The motion passed 7-0. Yes - Andy Brauninger, Russell Humphrey, Karen Denman, Jon Strong, Vicki McKenzie, Deloris Massey, Pat Graham; No - None

2. STATUTORY AGENDA

- a. Second Reading - Consider adoption of Ordinance 2023-18, amending Chapter 24, Land Development, of the Code of Ordinances of the City of Huntsville, Texas to adopt the updated Development Code and Zoning Map of the City of**

Huntsville, Texas.

Kevin Byal, Director of Development Services

Kevin Byal gave a briefing summary of information regarding the history and process of updating the Development Code and Zoning Map. He identified each of the overlays and the process and purpose regarding the development of the overlays.

Public comments were heard from the following citizens:

Tore Fossum, Eric Fugate, Mary Neville, William Green, Don Martinez, William Piper, Danny Pierce, Dalene Zender, Charles Wagamon, Marion Wagamon, and Ben Bius

Councilmember Vicki McKenzie made a motion to postpone until the September 5th City Council meeting, considering the adoption of Ordinance 2023-18, amending Chapter 24, Land Development, of the Code of Ordinances of the City of Huntsville, Texas to adopt the updated Development Code and Zoning Map of the City of Huntsville, Texas. The motion was seconded by Councilmember Pat Graham.

Roll call vote.

Yes: Russell Humphrey, Karen Denman, Pat Graham, Vicki McKenzie, Deloris Massey, Jon Strong

No: Andy Brauningner

3. CITY COUNCIL/MAYOR/CITY MANAGER

- a. Consider adoption of Resolution 2023-9 to support legislation that extends authority to all municipalities to manage Emergency Service Districts within their defined corporate limits and Extra Territorial Jurisdiction (ETJ).**

Andy Brauningner, Mayor

Councilmember Russell Humphrey made a motion to approve resolution 2023-9 to support legislation that extends authority to all municipalities to manage Emergency Service Districts within their defined corporate limits and Extra Territorial Jurisdiction (ETJ). The motion was seconded by Councilmember Pat Graham. The motion passed 7-0. Yes - Andy Brauningner, Russell Humphrey, Karen Denman, Jon Strong, Vicki McKenzie, Deloris Massey, Pat Graham; No – None

- b. Discuss and consider possible action to address the existing storm drainage infrastructure in the Elkin's Lake Subdivision in the vicinity of the proposed The Woods at Elkin's Lake subdivision.**

Jon Strong, Councilmember Ward 4

Russell Humphrey, Mayor Pro Tem

Vicki McKenzie, Councilmember At-Large Position 3

Councilmember Jon Strong made a motion to authorize the City Manager to initiate a capital improvement project for public storm sewer rehabilitation in the Elkin's Lake Subdivision in the vicinity of the proposed The Woods at Elkin's Lake Subdivision. The motion was seconded by Councilmember Vicki McKenzie. The motion passed 7-0. Yes - Andy Brauningner, Russell Humphrey, Karen Denman, Jon Strong, Vicki McKenzie,

Deloris Massey, Pat Graham; No – None

4. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

None

5. ITEMS OF COMMUNITY INTEREST

Mayor and Council announced Items of Community Interest.

ADJOURNMENT

Mayor Brauninger adjourned the meeting without objection at 7:06 p.m.

ATTEST:

CITY OF HUNTSVILLE

Kristy Doll, City Secretary

Andy Brauninger, Mayor



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 1.b.

Agenda Item: Consider authorizing the City Manager to apply for the U.S. Department of Justice – FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, enter into an Interlocal Agreement with Walker County, and adopt Resolution 2023-10 in support of the same.

Initiating Department/Presenter: Finance

Presenter:

Steve Ritter, Finance Director

Recommended Motion: Move to authorize the City Manager to apply for the U.S. Department of Justice – FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, enter into an Interlocal Agreement with Walker County, and adopt Resolution 2023-10 in support of the same.

Strategic Initiative: Goal #7 - Public Safety - Provide safety and security for all citizens.

Discussion: The JAG Program has been available to law enforcement agencies for a number of years. Both, the City of Huntsville and Walker County have received and benefited from the JAG Program awards for several years with different annual allocation amounts.

For FY 2023, the City of Huntsville was directly allocated \$16,204.00. Under the U.S. Department of Justice (DOJ), Walker County was identified as a disparate jurisdiction. JAG legislation requires that disparate jurisdictions identified in a geographical grouping to remain partners with the local jurisdictions receiving funds and to be a signatory on a required Memorandum of Understanding or Interlocal Agreement.

On August 28, 2023, the Walker County Commissioner's Court approved entering into an Interlocal Agreement with the City of Huntsville for a portion of the 2023 JAG Program funds. The allocated funds will be used jointly by City of Huntsville and Walker County for the purchase of equipment for use by law enforcement, with the allocated amount to be divided equally between the entities. There are no matching funds required for this grant.

The Huntsville Police Department plans to use their portion of the funds to purchase 2 handheld thermal imaging monoculars. Walker County has expressed plans to use their portion of the funds to purchase a forensic cellphone data extraction device and peripherals for the Sheriff's Department.

Previous Council Action: No previous Council action has been taken on this particular item.

Financial Implications: If the grant is awarded, a budget amendment will be brought to Council.

Approvals:

Steve Ritter
Leonard Schneider
Aron Kulhavy
Kristy Doll

Associated Information:

1. JAG resolution 9.5.23
2. JAG 2023-2024 MOU. Interlocal with County

RESOLUTION NO. 2023-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING THE SUBMISSION OF THE APPLICATION FOR THE FY 2023 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM TO THE U. S. DEPARTMENT OF JUSTICE FOR EQUIPMENT; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE FY 2023 JAG PROGRAM.

WHEREAS the City desires to ensure the safety of all its citizens and the City of Huntsville requires the Huntsville Police Department to be charged with this task; and

WHEREAS it is necessary and in the best interest of the City to apply for funding under the FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

SECTION 1: A FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) application is hereby authorized to be filed on behalf of the City and be placed in competition for funding to the U.S. Department of Justice.

SECTION 2: The application will be for \$16,204.00 to furnish equipment for the Huntsville Police Department and share \$8,102.00 with the Walker County Sheriff's Office.

SECTION 3: The funds will be redistributed with the City receiving \$8,102.00 and Walker County receiving \$8,102.00.

SECTION 4: The Mayor and City Council strongly support this application to address the safety needs of the community.

SECTION 5: The City Council directs and designates the City Manager as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City's participation in the FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

PASSED AND APPROVED this 5th day of September, 2023.

THE CITY OF HUNTSVILLE

Andy Brauning, Mayor

ATTEST:

APPROVED AS TO FORM:

THE STATE OF TEXAS

KNOW ALL BY THESE PRESENTS

COUNTY OF WALKER

**INTERLOCAL AGREEMENT
BETWEEN WALKER COUNTY AND THE CITY OF HUNTSVILLE**

2023 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this ____ day of _____, 2023, by and between WALKER COUNTY, TEXAS, acting by and through its governing body, the Commissioners Court, hereinafter referred to as COUNTY, and the CITY of HUNTSVILLE, TEXAS, acting by and through its governing body, the City Council, hereinafter referred to as CITY:

WHEREAS, this Agreement is made under the authority of Chapter 791, Texas Interlocal Cooperation Act (Texas Government Code): and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program has, in a disparate allocation, awarded \$16,204 to the City and the County: and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1.

CITY agrees to act as applicant / fiscal agent of the grant and pay COUNTY a total of \$8,102.00 of JAG funds.

Section 2.

COUNTY agrees to use \$8,102.00 for the 2023 JAG Program until September 30, 2025.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the TEXAS Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the TEXAS Tort Claims Act.

Section 5.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF HUNTSVILLE

COUNTY OF WALKER

Aron Kulhavy, City Manager

Colt Christian, County Judge

ATTEST:

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Assistant District Attorney

APPROVED AS TO FORM:

Leonard Schneider, City Attorney

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contracts or legal document on behalf of other parties. Our view of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 1.c.

Agenda Item: Consider authorizing the City Manager to enter into a two-year agreement with Precision L&L, LLC. for mowing and trimming services at Oakwood Cemetery.

Initiating Department/Presenter: Parks and Leisure

Presenter:

Penny Joiner, Director of Parks and Leisure

Recommended Motion: Move to authorize the City Manager to enter into a two-year agreement with Precision L&L, LLC. for mowing and trimming services at Oakwood Cemetery.

Strategic Initiative: Goal #1, City Appearance - Provide policies, amenities, and events that enhance the City's already beautiful and historic natural environment.

Discussion: There is currently one Parks and Leisure staff member in charge of selling cemetery plots and maintaining Oakwood Cemetery. This contract will assist that staff member with mowing and trimming that location. Oakwood Cemetery has three sections: "old" Oakwood, Adickes Addition, and Mayes Addition, totaling approximately 20 acres.

The City of Huntsville obtained Oakwood Cemetery from the Oakwood Cemetery Association in 2002. Parks and Leisure staff have since maintained the property with assistance from TDCJ until 2020, when the COVID pandemic struck. The city has not been able to use offender crews consistently since that period.

With Oakwood Cemetery being designated as a historic landmark by the Texas Historical Commission, the city and staff strive to keep Oakwood Cemetery a beautiful site.

Previous Council Action: None.

Financial Implications: \$32,640 Annually
\$65,280 for the term of the contract

Approvals:

Penny Joiner

Leonard Schneider

Aron Kulhavy

Kristy Doll

Associated Information:

1. Bid Tab - Bid NO. 23-51 Oakwood Cemetery Mowing and Trimming Services

Bid Tabulation
Project Name: Bid NO. 23-51 Oakwood Cemetery Mowing and Trimming Services
Location: 1220 11th Street Huntsville, TX 77340
Date: July 6, 2023 Time: 2:00 PM



	Oakwood Cemetery Description – Location for Mow and Trimming	Precision L&L		HJM Construction		Chacon Landscaping	
		Unit Price per mowing and trimming	Estimated # of hours to complete the area	Unit Price per mowing and trimming	Estimated # of hours to complete the area	Unit Price per mowing and trimming	Estimated # of hours to complete the area
1	Original Section 700 9th Street Huntsville, TX	\$ 680.00	4.00	\$ 700.00	20.00	\$ 800.00	4.00
2	Adickes Addition 801 Martin Luther King Jr. Dr. Huntsville, TX	\$ 425.00	2.50	\$ 575.00	14.00	\$ 800.00	4.00
3	Mayes Addition 901 Martin Luther Kink Jr. Dr. Huntsville, TX	\$ 255.00	1.50	\$ 250.00	6.00	\$ 800.00	4.00
Total	30 acers is the total amount of acers for the 3 locations listed as: Original Section, Adickes Addition and Mayes Addition to include road frontage	\$ 1,360.00	8.00	\$ 1,525.00	40.00	\$ 2,400.00	12.00
4	Additional Mowing per Acre	\$ 50.00 (price per acer)	.5 (hours per acer)	\$ 51.00 (price per acer)	1 (hours per acer)	\$ 80.00 (price per acer)	1.5 (hours per acer)
5	Additional Services Offered	Irrigation install and repair, landscape services, brush hog		Full Irrigation Service, Landscape Construction Chemical App, Hardscape, Tree Trimming and Fencing		Mulch, Herbicide, Fertilizer, Irrigation	

	Oakwood Cemetery Description – Location for Mow and Trimming	WCD Enterprises, LLC		Bear West Pacific LLC			
		Unit Price per mowing and trimming	Estimated # of hours to complete the area	Unit Price per mowing and trimming	Estimated # of hours to complete the area	Unit Price per mowing and trimming	Estimated # of hours to complete the area
1	Original Section 700 9th Street Huntsville, TX	\$ 1,725.00	8.00	\$ 2,653.00	68.00		
2	Adickes Addition 801 Martin Luther King Jr. Dr. Huntsville, TX	\$ 1,035.00	5.00	\$ 1,592.00	41.00		
3	Mayes Addition 901 Martin Luther Kink Jr. Dr. Huntsville, TX	\$ 690.00	3.00	\$ 1,062.00	27.00		
Total	30 acers is the total amount of acers for the 3 locations listed as: Original Section, Adickes Addition and Mayes Addition to include road frontage	\$ 3,450.00	16.00	\$ 5,307.00	136.00		
4	Additional Mowing per Acre	\$ 115.00 (price per acer)	1.8 (hours per acer)	\$ 125.00 (price per acer)	1.25 (hours per acer)		
5	Additional Services Offered	Landscape, Installation, Mulching, Tree trimming, Irrigation, Pesticide applications		n/a			

Bid Tabulation
Project Name: Bid NO. 23-17 Oakwood Cemetery Mowing and Trimming Services
Location: 1220 11th Street Huntsville, TX 77340
Date: May 4, 2023 Time: 3:00 PM



	Oakwood Cemetery Description – Location for Mow and Trimming	Unit Price per mowing and trimming	Estimated # of hours to complete the area	Unit Price per mowing and trimming	Estimated # of hours to complete the area	Unit Price per mowing and trimming	Estimated # of hours to complete the area
1	Original Section 700 9th Street Huntsville, TX	\$	hours	\$	hours	\$	hours
2	Adickes Addition 801 Martin Luther King Jr. Dr. Huntsville, TX	\$	hours	\$	hours	\$	hours
3	Mayes Addition 901 Martin Luther Kink Jr. Dr. Huntsville, TX	\$	hours	\$	hours	\$	hours
Total	30 acers is the total amount of acers for the 3 locations listed as: Original Section, Adickes Addition and Mayes Addition to include road frontage	\$	hours	\$	hours	\$	hours
4	Additional Mowing per Acre	\$ (price per acer)	(hours per acer)	\$ (price per acer)	(hours per acer)	\$ (price per acer)	(hours per acer)
5	Additional Services Offered						



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 1.d.

Agenda Item: Consider authorizing the City Manager to sell surplus city-owned tracts of real property.

Initiating Department/Presenter: City Manager

Presenter:

Sam Masiel, Assistant City Manager

Recommended Motion: Authorize the City Manager to hire a real estate broker to sell surplus city-owned tracts of real property.

Strategic Initiative: Goal #3, Economic Development - Promote and enhance a strong and diverse economy.

Discussion: The strategic plan initiates projects to address issues within the city. One of the Economic Development initiatives is to complete an updated inventory and review City properties available for sale/development/incentive offering. Staff compiled property data from the Walker County Appraisal District to develop a full listing of city-owned properties. Multiple departments assisted in reviewing the properties to determine the usefulness of each location. Upon review, only a small number of properties were identified to sell that cannot be utilized by the city.

The Local Government Code allows the city to sell real property by public auction (LGC 253), notice and bidding (LGC 272) or use of a broker (home-ruled cities). The City of Huntsville is a home-ruled city and is allowed to sell property through a real estate broker under Section 253.014 of the Local Government Code.

The attached lists show the properties deemed surplus, city owned properties to be retained. The included map shows only those properties that would be offered for sale.

If approved by Council, staff will solicit proposals for broker services and proceed with selling the properties in accordance with the state law requirements. The attached information sheet also provides some additional guidance on the sale of City-owned property.

Previous Council Action: No previous action

Financial Implications: The City will receive unknown proceeds from the sale of the surplus property.

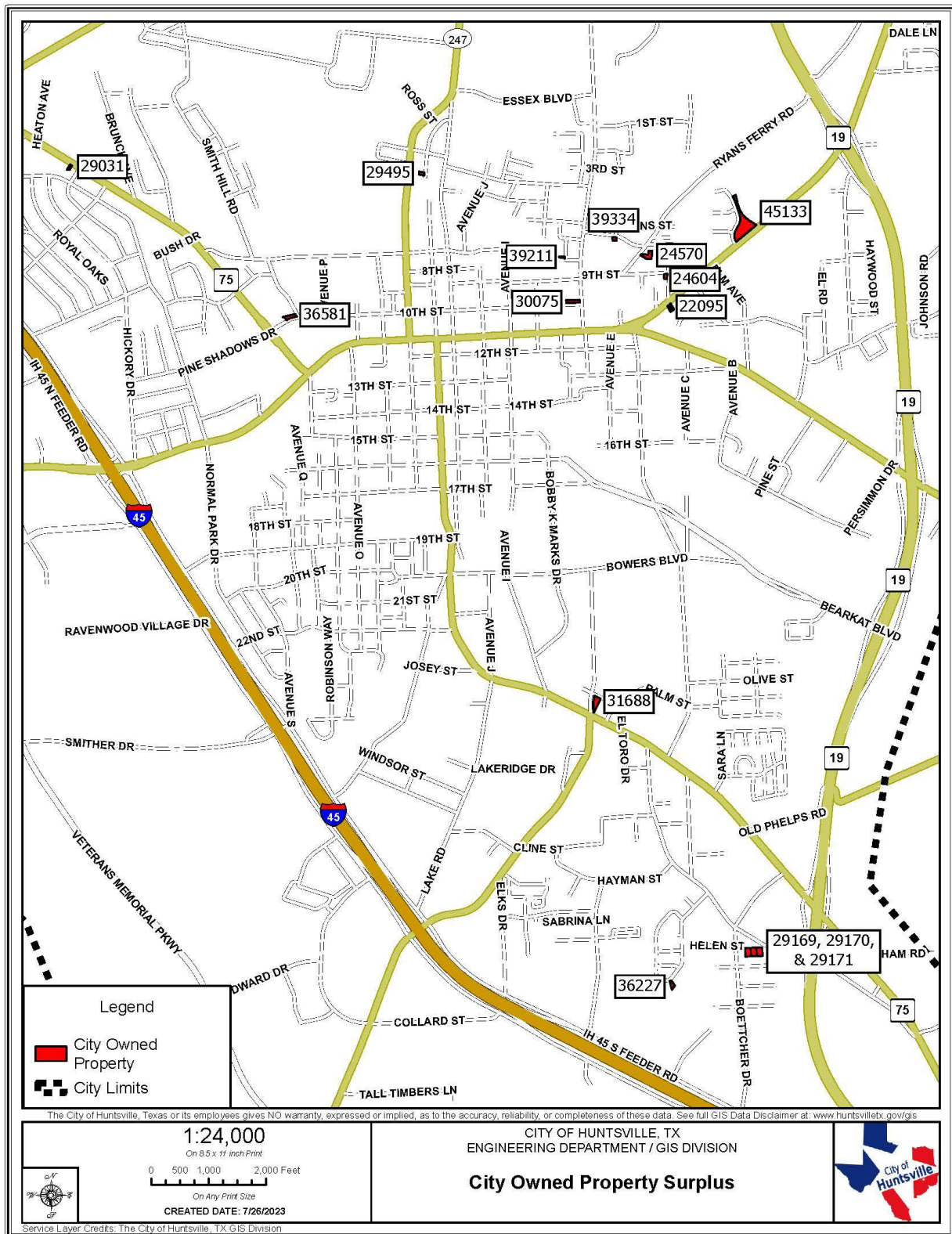
Approvals:

Aron Kulhavy

Kristy Doll

Associated Information:

1. City Owned Property List - Map
2. Properties for Sale
3. Properties Not for Sale
4. May 2001 Legal Q&A



Properties for Sale

PHYSICAL ADDRESS	PROPERTY ID	GEOID
906 AVE C	24604	3200-021-0-02700
3138 WINDING WAY	36227	7733-003-0-02700
920 OLD MADISONVILLE RD	36581	7800-009-0-02000
2533A SAM HOUSTON AVE	31688	4900-024-0-03310
313 HELEN ST	29169	4300-002-0-00200
309 HELEN ST	29170	4300-002-0-00300
305 HELEN ST	29171	4300-002-0-00400
312 SH 30 E	22094	2401-021-0-00500
314 SH 30 E	22095	2401-021-0-00600
930 MARTIN LUTHER KING JR DR	30075	4700-052-0-01300
721 AVE G	39211	9000-034-0-05110
820 RYANS FERRY RD	24570	3200-021-0-00400
421 7TH ST	39334	9100-020-0-02900
436 SAM HOUSTON AVE	29495	4500-001-0-00500
301 SH 75 N	29031	2100-001-0-01010
930A MARTIN LUTHER KING JR DR	30075	4700-052-0-01300

Properties Not for Sale

PHYSICAL ADDRESS	PROPERTY ID	GEOID
253 BROADMOOR DR	53128	3324-037-0-11100
648 SH 19	31506	4801-082-0-02761
1213 AVE O	30203	4700-104-0-00200
1430 13TH ST	30203	4700-104-0-00200
1207 AVE O	30203	4700-104-0-00200
1203 AVE O	30203	4700-104-0-00200
1941 VETERANS MEMORIAL PKWY	53627	0264-125-0-00902
251 AIRPORT	57660	0006-109-0-02270
391 AIRPORT DR	57660	0006-109-0-02270
443 AIRPORT DR	57660	0006-109-0-02270
533 AIRPORT DR	57660	0006-109-0-02270
652 AIRPORT DR	57660	0006-109-0-02270
653 AIRPORT DR	57660	0006-109-0-02270
733 AIRPORT DR	57660	0006-109-0-02270
831 AIRPORT DR	57660	0006-109-0-02270
PHYSICAL ADDRESS	PROPERTY ID	GEOID
991 AIRPORT DR	57660	0006-109-0-02270
993 AIRPORT DR	57660	0006-109-0-02270
999 AIRPORT RD	57660	0006-109-0-02270
1000 AIRPORT DR	57660	0006-109-0-02270

Properties Not for Sale

1000A AIRPORT DR	57660	0006-109-0-02270
1000B AIRPORT DR	57660	0006-109-0-02270
1000C AIRPORT DR	57660	0006-109-0-02270
2533 SAM HOUSTON AVE	31687	4900-024-0-03300
3001 PAUL KNOX RD	39045	8900-001-0-03900
139 COL ETHEREDGE BLVD	63341	8711-900-0-00200
600 BEARKAT BLVD	65847	8300-075-0-00150
35 SMITH HILL RD	21950	2200-006-0-00800
232 BLALOCK ST	22105	2401-021-0-01500
1987 VETERANS MEMORIAL PKWY	46614	0264-125-0-00931
PHYSICAL ADDRESS	PROPERTY ID	GEOID
2109B SAM HOUSTON AVE	52163	4700-154-0-01500
2109A SAM HOUSTON AVE	52163	4700-154-0-01500
2109 SAM HOUSTON AVE	52163	4700-154-0-01500
2109C SAM HOUSTON AVE	52163	4700-154-0-01500
1619 SH 30 E	19020	0388-089-0-02400
805 RYANS FERRY RD	24569	3200-021-0-00300
536 IH 45 N	57660	0006-109-0-02270
1219 13TH ST	29841	4700-014-0-00500
528 IH 45 N	57660	0006-109-0-02270
1221 11TH ST	29739	4700-003-0-01100

Properties Not for Sale

3336 KNOB OAKS DR	34248	7051-006-0-01000
3760 RAVEN HILL DR	34164	7051-001-0-00500
242 AUTUMN RD	56390	0092-125-0-10104
2420 AVE S	51123	4403-029-0-02700
PHYSICAL ADDRESS	PROPERTY ID	GEOID
1330 13TH ST	29837	4700-012-0-00100
912 AVE N	30200	4700-067-0-00300
912A AVE N	30200	4700-067-0-00300
910 AVE N	52127	8400-004-0-00300
820 9TH ST	52079	9200-900-0-00300
615 9TH ST	52079	9200-900-0-00300
890 AVE I	30105	4700-059-0-00300
902 AVE C	24604	3200-021-0-02700
1550 7TH ST	70989	8400-004-0-00500
1500 7TH ST	70989	8400-004-0-00500
1400 7TH ST	37451	8400-004-0-00400
300 MARTIN LUTHER KING JR DR	39300	9100-020-0-01700
320 MARTIN LUTHER KING JR DR	39300	9100-020-0-01700
310 MARTIN LUTHER KING JR DR	39300	9100-020-0-01700
PHYSICAL ADDRESS	PROPERTY ID	GEOID

Properties Not for Sale

510 3RD ST	39300	9100-020-0-01700
486 SH 75 N	57660	0006-109-0-02270
106 KEVIN WILLIAMS RD	57660	0006-109-0-02270
486B SH 75 N	57660	0006-109-0-02270
125 KEVIN WILLIAMS RD	57660	0006-109-0-02270
125A KEVIN WILLIAMS RD	57660	0006-109-0-02270
486A SH 75 N	57660	0006-109-0-02270
161 KEVIN WILLIAMS RD	57660	0006-109-0-02270
163 KEVIN WILLIAMS RD	57660	0006-109-0-02270
167 KEVIN WILLIAMS RD	57660	0006-109-0-02270
164 KEVIN WILLIAMS RD	57660	0006-109-0-02270
180 KEVIN WILLIAMS RD	57660	0006-109-0-02270
174 KEVIN WILLIAMS RD	57660	0006-109-0-02270
176 KEVIN WILLIAMS RD	57660	0006-109-0-02270
PHYSICAL ADDRESS	PROPERTY ID	GEOID
182 KEVIN WILLIAMS RD	57660	0006-109-0-02270
145 AUTUMN RD	15772	0092-125-0-10110
1412 AVE I	73264	4700-035-0-00400
560 FM 2821 W	69379	0037-109-0-16610
590E IH45 N	57660	0006-109-0-02270
186 Kevin Williams Rd		

Properties Not for Sale

1314 AVE E	30374	4700-137-0-00900
4420 FM 1374	13210	0030-126-0-01520
3634 DAISY LN	46614	0264-125-0-00931
596 PALM ST	52139	6000-046-0-00302
805 SH 30 E	65338	8130-089-0-00100
448 SH 75 N	57660	0006-109-0-02270
448A SH 75 N	57660	0006-109-0-02270
112 KEVIN WILLIAMS RD	57660	0006-109-0-02270
PHYSICAL ADDRESS	PROPERTY ID	GEOID
120 KEVIN WILLIAMS RD	57660	0006-109-0-02270
450 SH 75 N	57660	0006-109-0-02270
140 KEVIN WILLIAMS RD	57660	0006-109-0-02270
144 KEVIN WILLIAMS RD	57660	0006-109-0-02270
590C IH 45 N	57660	0006-109-0-02270
590 IH 45 N	57660	0006-109-0-02270
590A IH 45 N	57660	0006-109-0-02270
590B IH 45 N	57660	0006-109-0-02270
590D IH 45 N	57660	0006-109-0-02270
94 PARKER CREEK RD	60347	0036-112-0-00545
808 OVERBROOK DR	26529	3324-046-0-00500

Properties Not for Sale

118 SAMANTHA LN	46009	8426-058-0-90000
1007 CROOKS DR	24645	3200-021-0-06000
505 AVE M	30148	4700-063-0-00210
PHYSICAL ADDRESS	PROPERTY ID	GEOID
2100 SYCAMORE AVE	46014	6000-046-0-00200
619 HICKORY DR	36504	7773-006-0-00100
1116 SLEEPY HOLLOW CIR	36505	7773-006-0-00200
1119 SLEEPY HOLLOW CIR	36523	7773-007-0-00100
1515 10TH ST	57378	7800-009-0-03200
314A 16TH ST	44377	2600-001-0-01401
1015A 10TH ST	53514	4700-008-0-00410
1220 11TH ST	52123	4700-002-0-00300
1213E SAM HOUSTON AVE	73144	4700-005-0-00400
810 15TH ST	54415	4700-041-0-00600
7624A SH 75 S	56808	0489-128-0-00204
7600A SH 75 S	56808	0489-128-0-00204
7600 SH 75 S	56808	0489-128-0-00204
1110A SAM HOUSTON AVE	29738	4700-003-0-00900
1428 11TH ST	30171	4700-064-0-00200
671 SH 30 E	45133	7266-005-0-00400
154 KEVIN WILLIAMS RD	57660	0006-109-0-02270

Legal Q&A

By Scott Houston, TML Deputy Executive Director and General Counsel

What are the allowable means of selling real property held by a city?

Real property (i.e., any property that is attached directly to land, as well as any right or ownership interest in the land itself) owned by a city must generally be sold by: (1) public auction under Local Government Code chapter 253; (2) notice and bidding procedures under Local Government Code chapter 272; or (3) in the case of a home rule city, the use of a broker under new legislation passed in 2013.

Section 253.008 of the Local Government Code provides that:

- (a) The governing body of a municipality may sell real property owned by the municipality by public auction or by sealed bid under Section 272.001.
- (b) To sell real property by public auction, the governing body of a municipality shall publish notice of the auction before the 20th day before the date the auction is held. The notice for sale of the real property must be published once a week for three consecutive weeks before the date the auction is held in a newspaper of general circulation in the county in which the municipality is located and, if the real property is located in another county, in a newspaper of general circulation in the county in which the real property is located. The notice must include a description of the real property, including its location, and the date, time, and location at which the auction is to be held.

Section 272.001(a) of the Local Government Code provides, in relevant part, that

before land owned by a political subdivision of the state may be sold or exchanged for other land, notice to the general public of the offer of the land for sale or exchange must be published in a newspaper of general circulation in either the county in which the land is located or, if there is no such newspaper, in an adjoining county. The notice must include a description of the land, including its location, and the procedure by which sealed bids to purchase the land or offers to exchange the land may be submitted. The notice must be published on two separate dates and the sale or exchange may not be made until after the 14th day after the date of the second publication.

A new method is now available to home rule cities. Senate Bill 985, passed in 2013 and effective immediately, allows a home rule city to sell property in almost the same way as a private owner, with no competitive procedures required. Specifically, the bill adds Section 253.014 of the Local Government Code, which reads as follows:

- (a) In this section, “broker” means a person licensed as a broker under Chapter 1101, Occupations Code [i.e., a state-licensed real estate broker].
- (b) The governing body of a home-rule municipality may contract with a broker to sell a tract of real property that is owned by the municipality.

- (c) The governing body may pay a fee if a broker produces a ready, willing, and able buyer to purchase a tract of real property.
- (d) If a contract is made under Subsection (b) with a broker to list the tract of real property for sale for at least 30 days with a multiple-listing service, the governing body on or after the 30th day after the date the property is listed may sell the tract of real property to a ready, willing, and able buyer who is produced by any broker using the multiple-listing service and who submits the highest cash offer.
- (e) The governing body may sell a tract of real property under this section without complying with the public auction requirements prescribed by Section 253.008 or other law or the notice and bidding requirements prescribed by Section 272.001 or other law.

What are the exceptions that allow a city to sell real property without complying with notice and bidding or public auction?

In addition to the new authority for a home rule city to use a broker, Chapters 253 and 272 both contain a number of exceptions to the competitive process. Many of them are “bracketed” (i.e., limited to use by one or a few cities). Some of the more frequently used examples from Chapter 253 include:

- **Section 253.010 – Housing Nonprofits:** Sale to a nonprofit organization that develops housing for low-income individuals and families as a primary activity to promote community-based revitalization of the city or a religious organization that owns other tax-exempt property in the city and has entered into a written agreement with the city regarding the revitalization of the land.
- **Section 253.011 – Nonprofits:** Sale to certain nonprofit organizations so long as the city receives consideration in the form of an agreement between the parties that requires the nonprofit organization to use the property in a manner that primarily promotes a public purpose of the city. The instrument of transfer must provide that, if the nonprofit organization at any time fails to use the property in that manner, ownership of the property automatically reverts to the city.
- **Section 253.012 – Economic Development Corporations in Smaller Cities:** Sale by a city with a population of 20,000 or less to an economic development corporation so long as the city receives consideration in the form of an agreement between the parties that requires the economic development corporation to use the property in a manner that primarily promotes a public purpose of the city. The instrument of transfer must provide that, if the economic development corporation at any time fails to use the property in that manner, ownership of the property automatically reverts to the city.

Chapter 272 contains over a dozen exceptions. Some commonly used exceptions in Section 272.001(b) include:

- narrow strips of land, or land that because of its shape, lack of access to public roads, or small area cannot be used independently under its current zoning or under applicable subdivision or other development control ordinance;
- streets or alleys, owned in fee or used by easement;
- land or a real property interest originally acquired for streets, rights-of-way, or easements that the city chooses to exchange for other land to be used for streets, rights-of-way, easements, or other public purposes, including transactions partly for cash; and
- a real property interest conveyed to a governmental entity that has the power of eminent domain.

While the notice and bidding requirements do not apply to the exceptions above, the real property may not be conveyed, sold, or exchanged for less than the fair market value of the land or interest unless the conveyance, sale, or exchange is with one or more abutting property owners who own the underlying fee simple. (That usually applies when a city has abandoned and conveyed a street or utility easement to the underlying owner.)

The fair market value is determined by an appraisal obtained by the city. (Note: in the case of a home rule city, the fair market value may be determined by the price obtained by the city at a public auction for which notice to the general public is published in the manner described by Section 272.001(a)[shown in the first question of this Q&A]. The notice of the auction must include, instead of the content required by Subsection (a), a description of the land, including its location, the date, time, and location of the auction, and the procedures to be followed at the auction.) The appraisal or public auction price is conclusive of the fair market value of the land or interest, regardless of any contrary provision of a home rule charter.

Must a city obtain an appraisal prior to selling real property by public auction or notice and sealed bid?

Maybe. The concepts of fair market value and appraised value are somewhat intertwined.

The premise underlying an appraisal requirement is founded in the Texas Constitution. Article III, Section 52, and Article XI, Section 3, prohibit the legislature from authorizing any county, city, or other political subdivision of the state to lend its credit or grant public money or anything of value in aid of an individual, association, or corporation. This means that a city may not sell property it owns for less than the “fair market value.”

By definition, the sale of property at its fair market value does not violate the constitution. “It has been uniformly held that the resale of property at its fair [market] value is not a gratuity or an extension of public credit.” Tex. Atty. Gen. Op. No. GA-0634 (2008) (citing *Davis v. City of Lubbock*, 326 S.W.2d 699, 709 (Tex. 1959) (rejecting the contention that property purchased by a city for urban renewal “may not be resold at its ‘fair value’ which might be less than the [city’s] cost of acquisition and clearance of such land”)); see also Tex. Att’y Gen. Op. No. GA-0371 (2005) at 3 n.4 (“Certainly a land sale for fair market value could not be challenged as a

gratuitous transaction.” (citing *Walker v. City of Georgetown*, 86 S.W.3d 249, 260 (Tex. App.—Austin 2002, pet. denied)).

How does this relate to whether an appraisal is required? Under Section 272.001(b), a city must obtain an appraisal if it is selling real property *without* an auction or notice and bidding, pursuant to an exception. That makes sense: no competitive process equals the need for appraisal. Without a competitive process to determine fair market value, an appraisal is the only means to do so.

On the other hand, consider property sold pursuant to a competitive process. In that case, the highest bid should actually—and as a practical matter—determine the real property’s fair market value and negate the need for an appraisal. In other words, if the highest bidder is only willing to pay a certain price, the argument is that the city isn’t giving away anything in violation of the constitution, because that is the highest price it can get.

That position is in line with Texas case law defining “fair market value” broadly as the “price the property will bring when offered for sale by one who desires to sell, but is not obligated to sell, and is bought by one who desires to buy, but is under no necessity of buying.” Tex. Atty. Gen. Op. No. GA-0634 at 3 (2008)(citations omitted). In fact, the attorney general concluded that “fair market value is generally understood to mean a fixed, ascertainable sum.” Tex. Atty. Gen. Op. No. DM-441 (1997) at 4-5.

The position above appears to have been a common one. However, cases dealing with county procedures have called it into question. For instance, in *Killam Ranch Props., Ltd. v. Webb Cnty.*, the court concluded that a county selling land under the authority of Section 272.001(a) *must obtain an appraisal prior to doing so*. *Killam Ranch Props., Ltd. v. Webb Cnty.*, 376 S.W.3d 146, 154 (Tex. App.—San Antonio 2012, pet. denied).

The court’s reading of the statute is nonsensical:

Although section 272.001 is silent as to the appraisal requirement, the court in *Collins* determined there was an implied appraisal requirement in 272.001 because subsections (b), (f), and (h) all refer to the determination of fair market value by appraisal, and all the subsections refer to the sale of land for fair market value determined either by appraisal or by public auction. *Collins*, 954 S.W.2d at 147-148; *see also* Op. Tex. Att’y Gen. No. DM-232 (1993).

Moreover, we find that a reading of Section 272.001(a) in the context of Section 272.001 as a whole makes it clear that Section 272.001(a) intends units of state government to obtain an appraisal in order to ascertain fair market value. *Collins*, 954 S.W.2d at 149.

Id. (discussing *Collins v. County of El Paso*, 954 S.W.2d 137 (Tex. App.—El Paso 1997, pet. denied)).

Essentially, both the San Antonio and El Paso Courts of Appeal have erroneously inserted an appraisal requirement in a statute that has none. Nevertheless, cities in those appellate districts

should arguably follow their holdings. Cities in other parts of the state may wish to do so, as well.

Must a city accept the highest bid when selling real property by notice and sealed bid?

Chapter 272 of the Local Government Code doesn't expressly require it. Section 272.001(a) governs the sale of real property by notice and sealed bid. Under that section, a city must publish notice in a newspaper of general circulation in the county in which the land is located, or if there is no such newspaper, in an adjoining county. The notice must describe the land and the procedure by which sealed bids to purchase the land may be submitted.

Cities are required to follow the procedures set forth in Section 272.001(a), described above. However, Section 272.001(d) provides that "[t]his section does not require the governing body of a political subdivision to accept any bid or offer to complete a sale or exchange."

So long as the city determines that a bid provides the best benefit for the taxpayers of the city *and the bid conforms to the bid procedures and specifications set forth in the published notice*, the governing body may be able to accept a bid that is lower than the highest bid received. *See, e.g., West Orange-Cove Consol. Indep. Sch. Dist. v. Smith*, 928 S.W.2d 773 (Tex. App.—Beaumont 1996, no pet.) (Discussing a similar school district provision in the Education Code and observing "that the purpose of bidding is to stimulate competition, prevent favoritism and secure the best [results] for the best interests and benefits of the taxpayers.")

Of course, some attorneys disagree. In addition, the position above is complicated by the fair market value issue in the previous question.

Must a city accept the highest bid when selling real property by public auction?

Yes. Section 253.008 provides an alternative to selling land by the notice and sealed bid procedure of Section 272.001.

Section 253.008(a) provides that "[t]he governing body of a municipality may sell real property owned by the municipality by public auction or by sealed bid under Section 272.001." An "auction" is defined as a "sale of property to the highest bidder." BLACK'S LAW DICTIONARY (8th ed. 2004). Thus, if a city chooses this method to sell land it owns, the property must go to the highest bidder.

Is a lease of a city's real property subject to notice and bidding?

Probably not. Section 272.001(a) of the Local Government Code provides that the notice and bidding process applies to the "sale or exchange" of land owned by a political subdivision. There is no language indicating the provision is applicable to the lease of city land.

Moreover, in *Walker v. City of Georgetown*, the Austin Court of Appeals held that a city's temporary lease of parkland (10 years with an option for 10-year renewal) is not subject to the

notice and bidding requirements in Chapter 272. *Walker v. City of Georgetown*, 86 S.W.3d 249, 259 (Tex. App.—Austin 2002, pet. denied).

In deciding that the city was not subject to notice and bidding requirements, the court reviewed the language of Chapter 272. Because the statute only referenced the “sale or exchange” of land as necessitating the requisite formalities, and not the lease of land, the court held that the drafters of the statute did not intend for a city to be subject to these requirements when leasing parkland: “[T]he plain language of the statute indicates that the Legislature intended for the notice and bidding requirements to apply to the ‘sale or exchange’ of land, not the lease of land.” *Id.*

While the *Walker* decision restricts the applicability of Chapter 272, the case is arguably applicable only to temporary lease arrangements similar to the potential twenty-year lease involved in the case.

Under what circumstances would a city’s lease of real property not be considered temporary, and therefore subject to the notice and bidding procedures in Chapter 272?

Several factors must be considered in determining whether or not a lease is essentially the same as a sale or exchange of land subject to Chapter 272. A recent attorney general opinion suggests that the following all have a bearing upon the status of the lease agreement: (1) the duration of the lease; (2) the city’s right to control the land during the lease term; and (3) the city’s right to make improvements upon termination of the agreement. Tex. Att’y Gen. Op. No. GA-0321 (2005) at 9. An older opinion suggests that the lessee’s option to purchase the leased property upon expiration of the lease may also be indicative of a sale. Tex. Att’y Gen. LO-96-053, at 3.

The attorney general has suggested that a lease of city land in excess of fifty years may equate the lease to a sale or exchange, putting it within the ambit of Chapter 272. One court has indicated that a lease agreement exceeding forty years may be considered “extremely lengthy,” which indicates that forty years may be the outer limits of being characterized as a lease for purposes of Section 272.001 of the Local Government Code. *See Flagship Hotel, Ltd. v. City of Galveston*, 117 S.W.3d 552, 559 (Tex. App.—Texarkana 2003, pet. denied).

There is no clear test to determine when a lease goes from being “temporary,” and thus not subject to notice and bidding requirements, to “long-term,” which might make the lease the equivalent of a “sale or exchange,” and thus subject to the notice and bidding requirements. Opinions from the attorney general, as well as a limited amount of case law, indicate that leases with a duration in excess of forty to fifty years could rise to the level of a “sale or exchange.”

Each city should consult with local legal counsel to review the facts and law associated with a lease of real property.

Are there additional procedures that may apply to the sale of specific types of real property?

Yes. For example, Texas Government Code Section 1502.055 provides that, before a city may sell a utility system, the governing body must order an election on the question. The election

must be held, regardless of whether the utility system is encumbered with debt. Section 1502.055 also requires an election on the question of the sale of a city park or pool. These examples aren't exhaustive, and a city must also comply with competitive procedures discussed above.

Essentially, any time a city is planning on disposing of real property, local legal counsel should be consulted to ensure that the appropriate procedures are followed.



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 1.e.

Agenda Item: Consider Resolution 2023-11 authorizing the City Manager to apply for and accept, if awarded, funding under the Community Development Block Grant Disaster Recovery-Mitigation (CDBG-MIT), Resilient Communities Program (RCP).

Initiating Department/Presenter: Engineering

Presenter:

Kathlie Jeng-Bullock, City Engineer

Recommended Motion: Move to approve Resolution 2023-11, authorizing the City Manager to apply for, and accept and sponsor, if awarded, funding under the 2023 Community Development Block Grant Disaster Recovery-Mitigation (CDBG-MIT), Resilient Communities Program (RCP), and to designate the City Manager as the City's Authorized Representative; and adopt Resolution 2023-11.

Strategic Initiative: Goal #4, Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner. Goal #4, Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

Discussion: Resolution 2023-11 is to authorize the City Manager to apply for the CDBG-MIT grant.

There are more grant funds and new grant programs available in the recent federal infrastructure bills. The new grant programs are heavily weighing planning activities and data analysis. In many cases, projects not in a local plan are not eligible for grant funding.

The RCP is an excellent opportunity to access \$300,000 with no fund matching requirements for planning activities.

Previous Council Action: None

Financial Implications: No fiscal impact to the City. If funds are awarded, a budget amendment will be brought forward for the associated revenue and expenses.

Approvals:

Kathlie Jeng-Bullock

Leonard Schneider

Aron Kulhavy

Kristy Doll

Associated Information:

1. RCP_Resolution 9 5 2023

RESOLUTION NO. 2023 - 11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION-RESILIENT COMMUNITIES PROGRAM PROJECT APPLICATION TO THE GENERAL LAND OFFICE; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY’S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY’S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM.

WHEREAS, The City Council of the City of Huntsville desires to develop a thriving, viable community, strengthen infrastructure, provide a suitable living environment, and expand economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, Certain conditions exist which represent a threat to public health and safety; and

WHEREAS, It is necessary and in the best interest of the City to apply for funding under the Community Development Block Grant Mitigation Program, Resilient Communities.

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

SECTION 1. That a Community Development Block Grant Program application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the Community Development Block Grant – Mitigation-Resilient Communities.

SECTION 2. That the application be for the CDBG-MIT Resilient Communities Application program to carry out Planning Activities.

SECTION 3. That the grant amount be up to the maximum allowed by the CDBG-MIT-RCP.

SECTION 4. That the City Council directs and designates the City Manager as the City’s Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and participation in the Community Development & Revitalization Grant Program.

Passed and approved this 5th day of September, 2023.

THE CITY OF HUNTSVILLE

Andy Brauning, Mayor

ATTEST

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 1.f.

Agenda Item: Consider authorizing the City Manager to enter into an agreement with Langford Community Management Services, for professional administration services.

Initiating Department/Presenter: Engineering

Presenter:

Kathlie Jeng-Bulloch, City Engineer

Recommended Motion: Move to authorize the City Manager to enter into an agreement with Langford Community Management Service for professional administration services with a \$0 cost to the City of Huntsville.

Strategic Initiative: Goal #4, Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner. Goal #4, Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

Discussion: This item is to request authorization for the City Manager to enter into the agreement with Langford Community Management Service performing the professional administration service in helping us to apply for the Grants considered in Resolution 2023-11.

On July 28, 2023, a RFP was issued for Administration Professional Services with a due date of August 15, 2023. Two proposals were received at 2:00 PM by the City Secretary's Office.

The Evaluation Committee consisted of six (6) Staff members from four (4) Departments. Based on the evaluation and interview, the Langford Community Management Services (Langford) was recommended for this project.

Services are being requested to assist the City in its application(s) for and implementation of one or more contracts, from GLO's CDBG-MIT Resilient Communities Program (RCP). The City is considering applying for such funding for planning activities.

This administration services will provide application and contract-related management services, at no cost to the City, including but not limited to the following areas:

Pre-Funding Services: Assist in developing project scopes and complete CDBG-MIT application(s), provide the concise information needed for submission of one or more complete CDBG-MIT funding applications and related documents.

Post-Funding Services: Administer and provide activity delivery of infrastructure, utilities, planning, housing and eligible projects approved for CDBG-MIT funding. Administrative Duties may include

assisting in public hearings; will provide all Labor Standards Officer Services; providing and submitting all required reports; providing monthly project status updates; and will work with GLO's system of record.

Previous Council Action: None

Financial Implications: None

Approvals:

Kathlie Jeng-Bulloch

Leonard Schneider

Aron Kulhavy

Kristy Doll

Associated Information:

1. HUNTSVILLE - CDBG-MIT RCP Langford Administration Contract (005) 9 3 2023

**GRANT ADMINISTRATION SERVICES FOR MITIGATION SERVICES
UNDER THE U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM - RESILIENT COMMUNITIES PROGRAM (RCP)**

The City of Huntsville (the “Subrecipient”) and Langford Community Management Services, Tax Identification Number 74-2804904 (“Provider”), each a “Party” and collectively, “the Parties,” enter into the following contract for grant administration services (the “Contract”) pursuant to Local Govt. Code 252 and 2 C.F.R. Part 200.

WHEREAS, the Subrecipient has applied for U.S. Department of Housing and Urban Development Community Development Block Grant – Mitigation (“CDBG-MIT”) funds, administered by the Texas General Land Office (“GLO”) for a Resilient Communities Program (RCP) Plan; and

WHEREAS, the CDBG-MIT program is funded under the Housing and Urban Development, Further Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2018, Division B, Subdivision 1 of the Bipartisan Budget Act of 2018, Pub. L. No. 115-123.

NOW, THEREFORE, the Parties agree to the following terms and conditions:

I. DEFINITIONS / INTERPRETIVE PROVISIONS / PROJECT DESCRIPTION

1.01 DEFINITIONS

“[Activity](#)” means a defined class of works or services authorized to be accomplished using CDBG-MIT grant funds. Activities are specified in Subrecipient Budgets as ‘Category,’ and the terms are interchangeable under this Contract.

“[Administrative and Audit Regulations](#)” means the regulations included in Title 2, CFR, Part 200. Chapter 321 of the Texas Government Code; Subchapter F of Chapter 2155 of the Texas Government Code; and the requirements of Article VII herein. With regard to any federal funding, agencies with the necessary legal authority include: the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of Inspector General, and any of their authorized representatives. In addition, state agencies and/or designee’s with the authority to audit and inspect include, the Subrecipient, the GLO, the GLO’s contracted examiners, the State Auditor’s Office, the Texas Attorney General’s Office and the Texas Comptroller of Public Accounts.

“[Attachment](#)” means documents, terms, conditions, or additional information physically added to this Contract following the execution page, or incorporated by reference, as if physically.

“[Amendment](#)” means a written agreement, signed by the parties hereto, which documents alterations to the Contract.

“Benchmark” or “Billing Milestone” means a clearly defined set of incremental services that must be performed; or an interim level of accomplishment that must be met by Provider in order to receive periodic incremental and final reimbursement for services under this Contract.

“CDBG—MIT” means the Community Development Block Grant—Mitigation Program administered by the U.S. Department of Housing and Urban Development, in cooperation with the GLO.

“Certificate of Construction Completion” means a document submitted by an engineer or, if none, a construction contractor, to a Grantee which, when executed by the Grantee, indicates acceptance of the non-housing project, as built.

“Contract” means this entire document, along with any Attachments, both physical and incorporated by reference; and any Amendments.

“Contract Period” means the period of time between the effective date of a contract and its expiration or termination date.

“Deliverable” means a unit or increment of work to include, any item, report, data, document, photograph, or other submission required to be delivered under the terms of this Contract, in whatever form.

“Federal Assurances” means Standard Form 424B (Rev. 7-97) (non-construction projects); or Standard Form 424D (Rev. 7-97) (construction projects), in **Attachment A**, attached hereto and incorporated herein for all purposes.

“Federal Certifications” means U.S. Department of Commerce Form CD-512 (12-04), “Certifications Regarding Lobbying – Lower Tier Covered Transactions,” also in **Attachment A**, attached hereto and incorporated herein for all purposes.

“Fiscal Year” means the period beginning October 1 and ending September 30 each year.

“GAAP” means “Generally Accepted Accounting Principles.”

“GASB” means the Governmental Accounting Standards Board.

“General Affirmations” means the statements in **Attachment B**, attached hereto and incorporated herein for all purposes, which Provider affirms by executing this Contract.

“GLO” means the Texas General Land Office, its officers, employees, and designees.

“GLO-Vendor Contract” means the contract or contracts between the GLO and Provider procured through the Solicitation; such GLO-Vendor Contract is hereby incorporated herein by reference, for all purposes.

“Grant Administration Fee” means the amount to be paid to Provider for all services performed for a Subrecipient.

“Grantee” means a person or entity to whom a grant is made.

“HSP” means HUB Subcontracting Plan, as outlined by Chapter 2161 of the Texas Government Code.

“HUB” means Historically Underutilized Business, as defined by Chapter 2161 of the Texas Government Code.

“HUD” means the United States Department of Housing and Urban Development.

“Non-housing” refers to a project involving the restoration and/or repair of infrastructure facilities and the economic revitalization activities approved under a CDBG-MIT program grant.

“Project” means the grant administration services described in **SECTION 1.03** of this Contract and in any applicable Attachments.

“Project Completion Report” means a report containing an “as built” accounting of all projects completed under a CDBG-MIT non-housing or housing grant, and containing all information required to completely close out a grant file.

“Project Implementation Manual” means a set of guidelines for the CDBG-MIT RCP Program, incorporated herein by reference for all purposes in its entirety.

“Project Period” means the stated time for completion of a Project assigned by Work Order, if any.

“Prompt Pay Act” means Chapter 2251, Subtitle F of Title 10 of the Texas Government Code.

“Provider” means Langford Community Management Services selected to provide the services under this Contract, if any.

“Public Information Act” means Chapter 552 of the Texas Government Code.

“Monthly Report” means a document submitted by Provider to a Subrecipient for approval and submission to the GLO as a condition of reimbursement, as discussed in **SECTION 1.05** and **ARTICLE III**, below.

“Scope of Work” means Provider’s detailed scope of work hereby incorporated for all purposes as **Attachment C**.

“Setup” means documentation, submitted by a Subrecipient, necessary for the GLO to determine that housing sites meet minimum eligibility criteria, resulting in approval for the Subrecipient to move forward with the projects.

“Solicitation” means Subrecipient’s Request for Proposals, including any Addenda.

“Solicitation Response” means Provider’s full and complete response to the Solicitation, including any Addenda.

“Subcontractor” means an individual or business that signs a contract to perform part or all of the obligations of Provider under this Contract.

“Subrecipient Agreement” means the contractual agreement for a CDBG-MIT housing or non-housing grant between the GLO and the Subrecipient for which Provider performs services assigned by the Subrecipient, if any.

“Technical Guidance Letter or ‘TGL’” means an instruction, clarification, or interpretation of the requirements of the CDBG-MIT Program, issued by the GLO to specified recipients, applicable to specific subject matter, to which the addressed Program participants shall be subject.

1.02 INTERPRETIVE PROVISIONS

- (a) The meanings of defined terms are equally applicable to the singular and plural forms of the defined terms;
- (b) The words “hereof,” “herein,” “hereunder,” and similar words refer to this Contract as a whole and not to any particular provision, section, attachment, work order, or schedule of this Contract unless otherwise specified;
- (c) The term “including” is not limiting and means “including without limitation” and, unless otherwise expressly provided in this Contract, (i) references to contracts (including this Contract) and other contractual instruments shall be deemed to include all subsequent amendments and other modifications thereto, but only to the extent that such amendments and other modifications are not prohibited by the terms of this Contract, and (ii) references to any statute or regulation are to be construed as including all statutory and regulatory provisions consolidating, amending, replacing, supplementing, or interpreting the statute or regulation;
- (d) The captions and headings of this Contract are for convenience of reference only and shall not affect the interpretation of this Contract;
- (e) All attachments within this Contract, including those incorporated by reference, and any amendments are considered part of the terms of this Contract;

- (f) This Contract may use several different limitations, regulations, or policies to regulate the same or similar matters. All such limitations, regulations, and policies are cumulative and each shall be performed in accordance with its terms;
- (g) Unless otherwise expressly provided, reference to any action of the Subrecipient or by the Subrecipient by way of consent, approval, or waiver shall be deemed modified by the phrase “in its/their sole discretion.” Notwithstanding the preceding sentence, any approval, consent, or waiver required by, or requested by contractor, the Subrecipient shall not be unreasonably withheld or delayed;
- (h) Time is of the essence in this Contract.
- (i) In the event of conflicts or inconsistencies between this contract and its attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: Signed Contract; Attachments to the Contract: Attachment A, Attachment B, Attachment C, Attachment D, Attachment E, Attachment F, and Attachment G; Solicitation Documents; and Provider’s Response to Solicitation.

1.03 PROJECT

Provider shall perform, or cause to be performed at the direction of the Subrecipient, in assistance to Subrecipient, comprehensive administration services necessary to facilitate activities or the mitigation program in areas affected under the CDBG—MIT RCP Program. Provider will assist the Subrecipient in fulfilling State and Federal CDBG-MIT statutory responsibilities related to recovery from the 2015, 2016 & Hurricane Harvey (2017) flooding by performing grant administration services for non-housing projects. Grant administrative services must be performed in compliance with (i) HUD requirements, (ii) the Non-Exclusive List of Laws, Rules, and Regulations in **Attachment D**; (iii) this Contract and all Attachments, including Provider’s Scope of Work **Attachment C**; (iv) any Amendments to this Contract; (v) any Technical Guidance Letter, program requirements, or program guidance that may be issued by the GLO; and (vi) Provider’s full and complete response to the RFP (“the Project”).

Provider shall be responsible at all times for maintaining close oversight of approved projects and record-keeping including, but not limited to, obtaining and maintaining, through Provider’s own efforts, the Subrecipient’s current Performance Statement / Implementation Schedule, and Budget, including Revisions approved and Technical Guidance Letters issued by the GLO; and any other information that may be required for the satisfactory performance by Provider of the services herein described or assigned under a Work Order, as discussed below.

Grant writing and application development to include preparation of notices for paper, attendance/presentation for required public hearing, preparation of resolution authorizing submission, Regional Review Committee Scoring Criteria responses, completion of applications forms except for Table 2 and maps (to be provided by engineer) and general assistance in the development of the proposed project for the application.

1.04 REPORTING REQUIREMENTS

Provider shall assist the Subrecipient to timely submit all reports and documentation that are required under this Contract and any Subrecipient Agreement.

MONTHLY REPORTS – APPLICABLE TO NON-HOUSING:

MONTHLY REPORTS ARE REQUIRED AS A CONDITION OF REIMBURSEMENT TO ALL SUBRECIPIENTS. It is incumbent upon Provider to facilitate the submission of each Monthly Report in a timely manner. Each Monthly Report shall include progress made since the prior reporting period, current Benchmarks achieved, projected quantities, problems encountered and detailed plans to correct them, goals to be accomplished in the subsequent reporting period, and any other information as may be required by the GLO.

The GLO may review the Monthly Report(s) and may request revisions to be made. Provider shall make itself aware of such revision requests and shall assist the Subrecipient in making appropriate revisions. Upon acceptance of the Monthly Report and submission of a properly prepared invoice, appropriate payment may be made to Subrecipient and to Provider.

In the sole discretion of the GLO, reports may be requested more often than monthly, and Provider shall facilitate the timely submission to the GLO of such additional information by the Grant Recipient.

Reimbursement may be withheld if a Monthly Report is delinquent or deficient, in the sole discretion of the GLO.

PROJECT COMPLETION REPORTS:

NON-HOUSING SERVICES: Provider shall prepare and submit to the Subrecipient a draft Project Completion Report (PCR) by the close of business no later than thirty (30) days from Provider's receipt of the fully executed final Certificate of Construction Completion ("COCC"). Provider shall then cooperate with the Subrecipient to submit the final, signed, PCR to the GLO by the close of business no later than sixty (60) days from Provider's receipt of the fully executed final COCC. The PCR must be submitted in accordance with the specifications in the Project Implementation Manual, and must include a full description of all Subrecipient projects, both as originally assigned and as ultimately completed, accounting for all Amendments, Revisions, and Technical Guidance Letters, if any.

II. TERM

2.01 DURATION

This Contract shall be effective as of _____, the date of hiring by the City and shall terminate after closing the sub-recipients Resilient Communities Program project with GLO. Any extension will be subject to terms and conditions mutually agreeable to both parties.

2.02 EARLY TERMINATION

The Subrecipient may terminate this Contract by giving written notice specifying a termination date at least thirty (30) days subsequent to the date of the notice. Upon receipt of any such notice, Provider shall cease work, undertake to terminate any relevant subcontracts, and incur no further expense related to this Contract. Such early termination shall be in accordance with the accepted deliverables by the GLO.

2.03 ABANDONMENT OR DEFAULT

If the Provider defaults on the Contract, the Subrecipient reserves the right to cancel the Contract without notice and either re-solicit or re-award the Contract to the next best responsive and responsible vendor qualified under the request for proposal. The defaulting provider will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work, unless the specification or scope of work significantly changed. The period of suspension will be determined by the Subrecipient based on the seriousness of the default.

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III. CONSIDERATION

3.01 CONTRACT LIMIT, FEES, AND EXPENSES

The application will be completed at \$0.00 amount.

The Grant Administration Fee shall not exceed \$300,000.00 for the planning and administration of the plan prescribed by the Subrecipient Agreement, the GLO, HUD or any governing law, for the term of this Contract. The Subrecipient agrees to pay Provider in accordance with The Prompt Pay Act Tex. Govt. Code Ch. 2251.

The form of invoice will be prescribed by the Subrecipient and made available to Provider in a separate submission from the Subrecipient.

Grant funds must not be commingled between or among HUD funding rounds; nor between or among Non-Housing and Housing assignments.

Reimbursement for services may be requested based on the Benchmarks, according to the type of services authorized, contingent upon Provider's facilitation of the timely submission of each Monthly Report required, as discussed in **SECTION 1.04**, above.

At a minimum, invoices must clearly reflect:

- (a) Provider's Contract Number;
- (b) Service Period
- (c) the name and GLO Contract Number (12 digits) of the Subrecipient Agreement to which services have been provided;
- (d) the current amount being billed;
- (e) the cumulative amount billed previously;
- (f) the balance remaining to be billed; and
- (g) an itemized statement of services performed, including documentation as required under the Contract, such as invoices, receipts, statements, stubs, tickets, time sheets, and any other which, in the judgment of the Subrecipient, provides full substantiation of reimbursable costs incurred.

Subject to the maximum Contract amount authorized herein, upon specific, prior, written approval by the Subrecipient, lodging, travel, and other incidental direct expenses may be reimbursed under this Contract for professional or technical personnel who are (a) away from the cities in which they are permanently assigned; (b) conducting business specifically authorized by the Subrecipient; and (c) performing services not originally contemplated in the Scope of Services.

NOTICE TO PROVIDER:

Failure to include all of the information required in **SECTION 3.01** with each invoice may result in a significant delay in processing payment for the invoice.

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IV. PROVIDER'S WARRANTY, AFFIRMATIONS, AND ASSURANCES

4.01 PERFORMANCE WARRANTY

Provider represents that all services performed under this Contract will be performed in a manner consistent with a degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Provider represents that all work product, including Deliverables if any, under this Contract shall be completed in a manner consistent with standards in the applicable trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated Attachments (if any); and shall be fit for ordinary use, of good quality, and with no material defects. If Provider fails to submit Deliverables timely or to perform satisfactorily under conditions required by this Contract, the Subrecipient may require Provider, at its sole expense, to the extent such defect or damage is caused by the negligence of Provider, to (a) repair or replace all defective or damaged Deliverables; (b) refund any payment received for all defective or damaged Deliverables and, in conjunction therewith, require Provider to accept the return of such Deliverables; and/or (c) take necessary action so that future performance and Deliverables conform to the Contract requirements.

4.02 GENERAL AFFIRMATIONS

To the extent that they are applicable, Provider further certifies that the General Affirmations in **Attachment B** have been reviewed, and that Provider is in compliance with each of the requirements reflected therein.

4.03 FEDERAL ASSURANCES

To the extent that they are applicable, Provider further certifies that the Federal Assurances in **Attachment A** have been reviewed and that Provider is in compliance with each of the requirements reflected therein. The Federal Assurance form must be executed by Provider's authorized signatory.

4.04 FEDERAL CERTIFICATIONS

To the extent that they are applicable, Provider further certifies that the Federal Certifications also in **Attachment A** have been reviewed, and that Provider is in compliance with each of the requirements reflected therein. The Federal Certifications form must be executed by Provider's authorized signatory.

In addition, Provider certifies that it is in compliance with any other applicable federal laws, rules, or regulations, as they may pertain to this Contract including, but not limited to, those listed in Attachment D.

V. FEDERAL AND STATE FUNDING, RECAPTURE OF FUNDS, AND OVERPAYMENT

5.01 FEDERAL FUNDING

- (a) Funding for this Contract is appropriated under the Housing and Urban Development, and the Further Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2018 (Division B, Subdivision 1 of the Bipartisan Budget Act of 2018, Pub. L. 115-123) enacted on February 9, 2018. It is to mitigate disaster risk and reduce future losses, and allow grantees the opportunity to transform state & local planning, and to affirmatively further fair housing in accordance with Executive Order 12892, in areas affected by the 2015, 2016 & Hurricane Harvey (2017) Floods, which are Presidentially-declared major disaster areas under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). The Fulfillment of the Contract is based on those funds being made available to the GLO as the lead administrative state agency. All expenditures under this Contract must be made in accordance with this Contract, the rules and regulations promulgated under the CDBG-MIT Program, and any other applicable laws. Further, Provider acknowledges that all funds are subject to recapture and repayment for non-compliance.
- (b) **All participants in the CDBG-MIT grant program must have a data universal numbering system (DUNS) number, as well as a Commercial And Government Entity (CAGE) Code.**
- (c) **The DUNS number and CAGE Code must be reported to the GLO for use in various grant reporting documents, and may be obtained by visiting the Central Contractor Registration web site at:**

<https://www.bpn.gov/ccr/>

Assistance with this web site may be obtained by calling **866-606-8220**.

5.02 STATE FUNDING

- (a) This Contract shall not be construed as creating any debt on behalf of the State of Texas and/or the GLO in violation of Article III, Section 49, of the Texas Constitution. In compliance with Article VIII, Section 6 of the Texas Constitution, it is understood that all obligations of the GLO hereunder are subject to the availability of state funds. If such funds are not appropriated or become unavailable, the Subrecipient, in its sole discretion, may terminate this Contract. In that event, the parties shall be discharged from further obligations, subject to the equitable settlement of their respective interests, accrued up to the date of termination. The contractor will be compensated for all deliverables that were approved prior to contract termination.
- (b) Furthermore, any claim by Provider for damages under this Contract may not exceed the amount of funds appropriated for payment, but not yet paid to Provider, under the annual budget in effect at the time of the breach. Nothing in this provision shall be construed as a waiver of sovereign immunity.

5.03 RECAPTURE OF FUNDS

Provider shall conduct, in a satisfactory manner as determined by the Subrecipient, the Project as set forth in the Contract. The discretionary right of the Subrecipient to terminate for convenience under **SECTION 2.02** notwithstanding, it is expressly understood and agreed by Provider that the Subrecipient shall have the right to terminate the Contract and to recapture, and be reimbursed for any payments made by the Subrecipient (i) that exceed the maximum allowable HUD rate; (ii) that are not allowed under applicable laws, rules, and regulations; or (iii) that are otherwise inconsistent with this Contract, including any unapproved expenditures.

5.04 OVERPAYMENT

Provider understands and agrees that it shall be liable to the Subrecipient or the GLO for any costs disallowed pursuant to financial and/or compliance audit(s) of funds received under this Contract. Provider further understands and agrees that reimbursement of such disallowed costs shall be paid by Provider from funds which were not provided or otherwise made available to Provider under this Contract.

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VI. OWNERSHIP

6.01 OWNERSHIP AND THIRD PARTY RELIANCE

- (a) The Subrecipient shall own, and Provider hereby assigns to the GLO, all right, title, and interest in all services to be performed; all goods to be delivered; and/or all other related work product prepared, or in the course of preparation, by Provider (or its subcontractors) pursuant to this Contract, together with all related worldwide intellectual property rights of any kind or character (collectively, the “Work Product”). Under no circumstance will any license fee, royalty, or other consideration not specified in this Contract be due to Provider for the assignment of the Work Product to the GLO or for the GLO’s use and quiet enjoyment of the Work Product in perpetuity. Provider shall promptly submit all Work Product to the GLO upon request or upon completion, termination, or cancellation of this Contract for any reason, including all copies in any form or medium.
- (b) Provider and the Subrecipient shall not use, willingly allow, or cause such Work Product to be used for any purpose other than performance of Provider’s obligations under this Contract without the prior written consent of either party and the GLO. Work Product is for the exclusive use and benefit of, and may be relied upon only by the parties. Prior to distributing any Work Product to any third party, other than the GLO, the parties shall advise such third parties that if it relies upon or uses such Work Product, it does so entirely at its own risk without liability to the GLO, Provider, or the Subrecipient.

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VII. RECORDS, AUDIT, RETENTION, CONFIDENTIALITY, PUBLIC RECORDS

7.01 BOOKS AND RECORDS

Provider shall keep and maintain under GAAP or GASB, as applicable, full, true, and complete records necessary to fully disclose to the Subrecipient, the GLO, the State of Texas Auditor's Office, the United States Government, and/or their authorized representatives sufficient information to determine compliance with the terms and conditions of this Contract and all state and federal rules, regulations, and statutes.

7.02 INSPECTION AND AUDIT

- (a) Provider agrees that all relevant records related to this Contract and any Work Product produced in relation to this Contract, including the records and Work Product of its Subcontractors, shall be subject to the Administrative and Audit Regulations. Accordingly, such records and Work Product shall be subject, at any time, to inspection, examination, audit, and copying at any location where such records and Work Product may be found, with or without notice from the Subrecipient, the GLO, HUD, or other government entity with necessary legal authority. Provider agrees to cooperate fully with any federal or state entity in the conduct of inspection, examination, audit, and copying, including providing all information requested. Provider will ensure that this clause concerning federal and state entities' authority to inspect, examine, audit, and copy records and Work Product, and the requirement to fully cooperate with the federal and state entities, is included in any subcontract it awards.
- (b) Provider understands that acceptance of state funds under this Contract acts as acceptance of the authority of the State Auditor's Office to conduct an audit or investigation in connection with those funds. Provider further agrees to cooperate fully with the State Auditor's Office in the conduct of the audit or investigation, including providing all records requested. Provider will ensure that this clause concerning the State Auditor's Office's authority to audit state funds and the requirement to fully cooperate with the State Auditor's Office is included in any subcontracts it awards. Additionally, the State Auditor's Office shall at any time have access to and the rights to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of Provider relating to the Contract for any purpose. HUD, the Comptroller General, the General Accounting Office, the Office of Inspector General, or any authorized representative of the U.S. Government shall also have this right of inspection. **PROVIDER SHALL ENSURE THAT ALL SUBCONTRACTS AWARDED REFLECT THE REQUIREMENTS OF THIS SECTION 7.02, AND THE REQUIREMENT TO COOPERATE.**
- (c) Provider will be deemed to have read and have knowledge of all applicable federal, state, and local laws, regulations, and rules including, but not limited to those identified in **Attachment D**, governing audit requirements pertaining to the Project.

7.03 PERIOD OF RETENTION

All records relevant to this Contract shall be retained for a period subsequent to the final closeout of the State of Texas CDBG-MIT grant program, in accordance with federal regulations. **The GLO will notify all Program participants of the date upon which local records may be destroyed.**

7.04 CONFIDENTIALITY

To the extent permitted by law, Provider and the Subrecipient agree to keep all information confidential, in whatever form produced, prepared, observed, or received by Provider or the Subrecipient to the extent that such information is: (a) confidential by law; (b) marked or designated “confidential” (or words to that effect) by Provider or the Subrecipient; or (c) information that Provider or the Subrecipient is otherwise required to keep confidential by this Contract. Furthermore, Provider will not advertise that it is doing business with the Subrecipient, use this Contract as a marketing or sales tool, or make any press releases concerning work under this Contract without the prior written consent of the Subrecipient.

7.05 PUBLIC RECORDS

Information related to the performance of this Contract may be subject to the Public Information Act (“PIA”) and will be withheld from public disclosure or released only in accordance therewith. Provider shall make any information required under the PIA available to the Subrecipient in portable document file (“.pdf”) format or any other format agreed between the Parties. Failure of Provider to mark as “confidential” or a “trade secret” any information that it believes to be excepted from disclosure waives any and all claims Provider may make against the Subrecipient for releasing such information without prior notice to Provider. Provider shall notify the Subrecipient within twenty-four (24) hours of receipt of any third party written requests for information, and forward a copy of said written requests to the Subrecipient. If the request was not written, Provider shall forward the third party's contact information to the Subrecipient.

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VIII. MISCELLANEOUS PROVISIONS

8.01 INSURANCE

Provider shall acquire for the duration of this Contract insurance with financially sound and reputable insurers licensed by the Texas Department of Insurance, in the type and amount and in the form required by **Attachment E** of this Contract, **REQUIRED INSURANCE AND FORM**. Furthermore, Provider shall submit a certificate of liability insurance as required under this Contract, including (if requested) a schedule of coverage (or “underwriter’s schedules”) establishing to the satisfaction of the Subrecipient the nature and extent of coverage granted by each policy.

Provider shall submit certificates of insurance and endorsements electronically, in the manner requested by the Subrecipient. In the event that any policy is determined to be deficient to comply with the terms of this Contract, Provider shall secure such additional policies or coverage as the Subrecipient may reasonably request or that are required by law or regulation.

Provider will be responsible for submitting renewed certificates of insurance and endorsements, as evidence of insurance coverage throughout the term of this Contract. Provider may not be actively working on behalf of the Subrecipient if the insurance coverage does not adhere to insurance requirements. Failure to submit required insurance documents may result in the cancellation of this Contract.

8.02 TAXES/WORKERS’ COMPENSATION/UNEMPLOYMENT INSURANCE

PROVIDER AGREES AND ACKNOWLEDGES THAT DURING THE EXISTENCE OF THIS CONTRACT, PROVIDER SHALL BE ENTIRELY RESPONSIBLE FOR THE LIABILITY AND PAYMENT OF PROVIDER’S AND PROVIDER’S EMPLOYEES’ TAXES OF WHATEVER KIND, ARISING OUT OF THE PERFORMANCES IN THIS CONTRACT. PROVIDER AGREES TO COMPLY WITH ALL STATE AND FEDERAL LAWS APPLICABLE TO ANY SUCH PERSONS, INCLUDING LAWS REGARDING WAGES, TAXES, INSURANCE, AND WORKERS’ COMPENSATION. THE SUBRECIPIENT SHALL NOT BE LIABLE TO THE PROVIDER, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/ OR WORKERS’ COMPENSATION OR ANY BENEFIT AVAILABLE TO A STATE EMPLOYEE OR EMPLOYEE OF ANOTHER GOVERNMENTAL ENTITY CUSTOMER. 2) PROVIDER AGREES TO INDEMNIFY AND HOLD HARMLESS THE SUBRECIPIENT, THE GLO, THE STATE OF TEXAS AND/OR THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, AND/OR ASSIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS’ FEES, AND EXPENSES, RELATING TO TAX LIABILITY, UNEMPLOYMENT INSURANCE AND/OR WORKERS’ COMPENSATION IN ITS PERFORMANCE UNDER THIS CONTRACT. PROVIDER SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS’ FEES. THE DEFENSE SHALL BE COORDINATED BY PROVIDER WITH THE SUBRECIPIENT NAMED AS A DEFENDANT IN ANY LAWSUIT AND PROVIDER

MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE SUBRECIPIENT. PROVIDER AND THE SUBRECIPIENT AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

8.03 LEGAL OBLIGATIONS

Provider shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, insurance, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Provider to provide the goods or services required by this Contract. Provider will be responsible for payment of all taxes, assessments, fees, premiums, permits, and licenses required by law. Provider agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.

8.04 INDEMNITY

EXCEPT FOR DAMAGES DIRECTLY OR PROXIMATELY CAUSED BY THE GROSS NEGLIGENCE OF THE SUBRECIPIENT OR THE GLO, PROVIDER SHALL INDEMNIFY AND HOLD HARMLESS THE SUBRECIPIENT, THE STATE OF TEXAS, THE GLO, AND THE OFFICERS, REPRESENTATIVES, AGENTS, AND EMPLOYEES OF THE SUBRECIPIENT, THE STATE OF TEXAS, AND THE GLO FROM ANY LOSSES, CLAIMS, SUITS, ACTIONS, DAMAGES, OR LIABILITY (INCLUDING ALL COSTS AND EXPENSES OF DEFENDING AGAINST ALL OF THE AFOREMENTIONED) ARISING IN CONNECTION WITH:

- THIS CONTRACT;
- ANY NEGLIGENCE, ACT, OMISSION, OR MISCONDUCT IN THE PERFORMANCE OF THE SERVICES REFERENCED HEREIN; OR
- ANY CLAIMS OR AMOUNTS ARISING OR RECOVERABLE UNDER FEDERAL OR STATE WORKERS' COMPENSATION LAWS, THE TEXAS TORT CLAIMS ACT, OR ANY OTHER SUCH LAWS.

PROVIDER SHALL BE RESPONSIBLE FOR THE SAFETY AND WELL BEING OF ITS EMPLOYEES, CUSTOMERS, AND INVITEES. THESE REQUIREMENTS SHALL SURVIVE THE TERM OF THIS AGREEMENT UNTIL ALL CLAIMS HAVE BEEN SETTLED OR RESOLVED AND SUITABLE EVIDENCE TO THAT EFFECT HAS BEEN FURNISHED TO THE SUBRECIPIENT. THE PROVISIONS OF THIS SECTION 8.03 SHALL SURVIVE TERMINATION OF THIS CONTRACT.

8.05 ASSIGNMENT AND SUBCONTRACTS

Provider shall not assign, transfer, or delegate any rights, obligations, or duties under this Contract without the prior written consent of the Subrecipient. Notwithstanding this provision, it is mutually understood and agreed that Provider may subcontract with others for some or all of the services to be performed. In any approved subcontracts, Provider shall legally bind such subcontractor to perform and make such subcontractor subject to all the duties, requirements, and obligations of Provider as specified in this Contract. Nothing in this Contract shall be construed to relieve Provider of the responsibility for ensuring that the goods

delivered and/or the services rendered by Provider and/or any of its subcontractors comply with all the terms and provisions of this Contract. Provider will provide written notification to the Subrecipient of any such subcontractor performing fifteen percent (15%) or more of the work under this Contract, including the name and taxpayer identification number of subcontractor, the task(s) being performed, and the number of subcontractor employees expected to work on the task.

8.06 RELATIONSHIP OF THE PARTIES

Provider is associated with the Subrecipient only for the purposes and to the extent specified in this Contract, and, with respect to Provider's performance pursuant to this Contract, Provider is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create for the Subrecipient or the GLO any liability whatsoever with respect to the indebtedness, liabilities, and obligations of Provider or any other party. Provider shall be solely responsible for, and the Subrecipient shall have no obligation with respect to:

- (a) withholding of income taxes, FICA, or any other taxes or fees;
- (b) industrial or workers' compensation insurance coverage;
- (c) participation in any group insurance plans available to employees of the State of Texas;
- (d) participation or contributions by the State to the State Employees Retirement System;
- (e) accumulation of vacation leave or sick leave; or
- (f) unemployment compensation coverage provided by the State.

8.07 COMPLIANCE WITH OTHER LAWS

In the performance of this Contract, Provider shall comply with all applicable federal, state, and local laws, ordinances, and regulations. Provider shall make itself familiar with and at all times shall observe and comply with all federal, state, and local laws, ordinances, and regulations that in any manner affect performance under this Contract including, but not limited to, those attached hereto and incorporated herein for all purposes as **Attachment D**. Provider will be deemed to have knowledge of all applicable laws and regulations and be deemed to understand them.

8.08 NOTICES

Any notices required under this Contract shall be deemed delivered when deposited either in the United States mail, postage paid, certified, return receipt requested; or with a common carrier, overnight, signature required, to the appropriate address below:

Subrecipient
The City of Huntsville
1220 11th Street,
Huntsville, TX 77340

Provider

Langford Community Management Services, Inc.

9017 W. State HWY 29, Ste. 206

Liberty Hill, TX 78642

Attention: Judy Langford, President

Notice given in any other manner shall be deemed effective only if and when received by the party to be notified. Either party may change its address for notice by written notice to the other party as herein provided.

8.10 GOVERNING LAW AND VENUE

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Texas, exclusive of conflicts of law provisions. Venue of any suit between Subrecipient and Provider under this Contract shall be in a court of competent jurisdiction in Walker County, Texas. Provider irrevocably waives any objection, including any objection to personal jurisdiction or the laying of venue or based on the grounds of forum non conveniens, which it may now or hereafter have to the bringing of any action or proceeding in such jurisdiction in respect of this Contract or any document related hereto.

8.11 SEVERABILITY

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

8.12 FORCE MAJEURE

Except with respect to the obligation of payments under this Contract, if either of the parties, after a good faith effort, is prevented from complying with any express or implied covenant of this Contract by reason of war; terrorism; rebellion; riots; strikes; acts of God; any valid order, rule, or regulation of governmental authority; or similar events that are beyond the control of the affected party (collectively referred to as a "Force Majeure"), then, while so prevented, the affected party's obligation to comply with such covenant shall be suspended, and the affected party shall not be liable for damages for failure to comply with such covenant. In any such event, the party claiming Force Majeure shall promptly notify the other party of the Force Majeure event in writing and, if possible, such notice shall set forth the extent and duration thereof. The party claiming Force Majeure shall exercise due diligence to prevent, eliminate, or overcome such Force Majeure event where it is possible to do so and shall resume performance at the earliest possible date. However, if non-performance continues for more than thirty (30) days, the GLO may terminate this Contract immediately upon written notification to Provider.

8.13 DISPUTE RESOLUTION

If the CDBG-MIT program imposes a reduction in administrative grant funds due to non-compliance and/or disallowed costs as stipulated by the agency, the contracting parties will negotiate an agreement of payment. If the non-compliance and/or disallowed costs is (are) not the fault or in control of the consulting firm, the grantee will be responsible for the difference in grant funds.

If the negotiation phase between the contracting entities does not reach an agreement, executives of the contracting entities, with decision-making authority, will enter into mediation to facilitate a settlement by employing a skilled neutral, not to impose a solution, but to assist the parties in reaching agreement.

8.14 ENTIRE CONTRACT AND MODIFICATION

This Contract, its integrated Attachment(s), and any Technical Guidance issued in conjunction with this Contract, if any, constitute the entire agreement of the parties and are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Any additional or conflicting terms in such Attachment(s), Technical Guidance Letter shall be harmonized with this Contract to the extent possible. Unless such integrated Attachment, Technical Guidance Letter, or Revision specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language shall be construed consistently with the terms of this Contract.

8.15 COUNTERPARTS

This Contract may be executed in any number of counterparts, each of which shall be an original, and all such counterparts shall together constitute but one and the same Contract. If the Contract is not executed by the GLO within thirty (30) days of execution by the other party, this Contract shall be null and void. In the sole discretion of the GLO, Work Orders issued, if any, may be executed by the parties in counterparts exchanged by electronic mail.

8.16 THIRD-PARTY BENEFICIARY

The Parties agree that the GLO, as the administrator of the CDBG-MIT program, is a third-party beneficiary to this Contract and that the GLO shall have the right to enforce any provision of this Contract. Provided, however, that GLO shall only enforce a provision Contract after notifying the Parties, in writing, of a potential breach or default of the Contract and allowing the Provider sixty (60) days to cure the breach or default. Venue of any suit under this Section 8.17 shall be in a court of competent jurisdiction in Travis County, Texas. Provider irrevocably waives any objection, including any objection to personal jurisdiction or the laying of venue or based on the grounds of forum non conveniens, which it may now or hereafter have to the bringing of any action or proceeding in such jurisdiction in respect of this Contract or any document related hereto. **NOTHING IN THIS SECTION SHALL BE CONSTRUED AS A WAIVER OF SOVEREIGN IMMUNITY BY THE GLO.**

8.17 PROPER AUTHORITY

Each party hereto represents and warrants that the person executing this Contract on its behalf has full power and authority to enter into this Contract. Provider acknowledges that this Contract is effective for the period of time specified in the Contract. Any services performed by Provider before this Contract is effective or after it ceases to be effective are performed at the sole risk of Provider.

SIGNATURE PAGE FOLLOWS

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on this ____ day of _____.

The City of Huntsville
Attn: Aron Kulhavy, City Manager
1220 11th Street
Huntsville, TX 77340

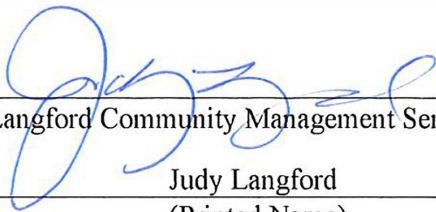
BY: _____
(Subrecipient's Authorized Representative)

Aron Kulhavy

(Printed Name)

City Manager

(Title)

BY: 

(Langford Community Management Services)

Judy Langford

(Printed Name)

President

(Title)

View Burden Statement

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	President
	08/21/23
APPLICANT ORGANIZATION	DATE SUBMITTED
Langford Community Management Services	

SF-424D (Rev. 7-97) Back

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial filing ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

PRINT

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**CERTIFICATION REGARDING LOBBYING
COMPLIANT WITH APPENDIX A TO 24 C.F.R. PART 871**

Certification for Contracts, Grants, Loans, and Cooperative Agreements:

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance:

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

NAME OF CONTRACTOR

AWARD NUMBER AND/OR PROJECT NAME

Langford Community Management Services

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Judy Langford, President

SIGNATURE

DATE

08/21/23

1 24 C.F.R. 87 App. A, available at <https://www.gpo.gov/fdsys/granule/CFR-2011-title24-vol1/CFR-2011-title24-vol1-part87-appA>. Published Apr. 1, 2011. Accessed Aug. 1, 2018.

GENERAL AFFIRMATIONS

Provider agrees without exception to the following affirmations:

1. Provider certifies that he/she/it has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the Contract.
2. Provider certifies that neither Provider nor any firm, corporation, partnership, or institution represented by Provider or anyone acting for such firm, corporation, partnership, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or federal antitrust laws; or (2) communicated the contents of the Contract or proposal either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for the Contract or proposal.
3. Provider certifies that if its business address shown on the Contract is a Texas address, that address is the legal business address of Provider and Provider qualifies as a Texas Resident Bidder under Texas Administrative Code, Title 34, Part 1, Chapter 20.
4. Section 2155.004 of the Texas Government Code prohibits the award of a contract that includes proposed financial participation by a person who received compensation from the Subrecipient to participate in preparing the specifications or request for proposals on which the Contract is based. Under Section 2155.004, Government Code, the vendor [Provider] certifies that the individual or business entity named in this bid or Contract is not ineligible to receive the specified Contract and acknowledges that the Contract may be terminated and payment withheld if this certification is inaccurate.
5. Under Texas Family Code section 231.006, a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to receive payments from state funds under a contract to provide property, materials, or services. Under Section 231.006, Texas Family Code, the vendor or applicant [Provider] certifies that the individual or business entity named in this Contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.
6. Provider agrees that any payments due under the Contract will be applied towards any debt, including but not limited to delinquent taxes and child support, Provider owes to the State of Texas.
7. The Subrecipient is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, blocking property and prohibiting transactions with persons who commit, threaten to commit, or support terrorism and any subsequent changes made to it. The Subrecipient will cross-reference Providers/vendors with the federal System for Award Management (<https://www.sam.gov/>), which includes the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.
8. Provider certifies: 1) that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity; 2) that Provider is in compliance with the State of Texas statutes and rules relating to procurement; and 3) that Provider is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov/>.

9. Under Section 2155.006(b) of the Texas Government Code, the Subrecipient may not enter into a contract that includes proposed financial participation by a person who, during the five year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, Provider certifies that the individual or business entity named in the Contract is not ineligible to receive the specified Contract and acknowledges that the Contract may be terminated and payment withheld if this certification is inaccurate.
10. The state auditor may conduct an audit or investigation of any entity receiving state funds directly under the Contract or indirectly through a subcontract under the Contract. Acceptance of funds directly under the Contract or indirectly through a subcontract under the Contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Provider shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Provider and the requirement to cooperate is included in any subcontract it awards.
11. Provider understands that the neither the Subrecipient nor the GLO tolerate any type of fraud. The Subrecipient's policy is to promote consistent, legal, and ethical organizational behavior by assigning responsibilities and providing guidelines to enforce controls. Any violations of law, agency policies, or standards of ethical conduct will be investigated, and appropriate actions will be taken. Providers are expected to report any possible fraudulent or dishonest acts, waste, or abuse affecting any transaction with the GLO to the GLO's Internal Audit Director at 512.463.5338 or to tracey.hall@glo.texas.gov.

NOTE: Information, documentation, and other material related to this Contract may be subject to public disclosure pursuant to the "Public Information Act," Chapter 552 of the Texas Government Code.

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TEXAS GENERAL LAND OFFICE
GRANT ADMINISTRATION
SERVICES
SCOPE OF WORK

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SCOPE OF SERVICES REQUESTED

Providers will help the GLO fulfill State and Federal Community Development Block Grant Disaster Recovery (“CDBG-DR”) statutory responsibilities related to recovery in connection with any federally declared disaster. Providers will assist the GLO and/or grant recipients in completion of CDBG-DR qualified housing or non-housing projects. Respondents may be qualified to provide Grant Administration services for housing projects, non-housing projects, or both. Grant administrative services must be performed in compliance with the U.S. Department of Housing and Urban Development (“HUD”) and guidelines issued by the GLO.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the subrecipient utilizing GLO guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete the disaster recovery projects, including, but not limited to the following:

Pre-Funding Services

Grant Administrator will develop project scope and complete CDBG-DR application. The provider will work with the subrecipient and Engineering, if applicable, to provide the concise information needed for submission of complete disaster recovery funding application and related documents. The required information shall be submitted in a format to be described by the GLO.

Post-Funding Services

Grant Administrator will administer and complete infrastructure, utilities, housing and eligible projects approved for disaster recovery funding. The selected administrative firm must follow all requirements of the Texas CDBG Disaster Recovery program.

Grant Administration Services – General

(a) Administrative Duties:

- i. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
- ii. May assist in public hearings.
- iii. Will work with GLO's system of record.
- iv. Provide monthly project status updates.
- v. Funding release will be based on deliverables identified in the contract.

vi. Labor and procurement duties:

- a. Provide all Labor Standards Officer (LSO) Services.
- b. Ensure compliance with all relevant labor standards regulations.
- c. Ensure compliance with procurement regulations and policies.
- d. Maintain document files to support compliance.

vii. Financial duties:

- a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
- b. Assist subrecipient with the procurement of audit services.
- c. Assist subrecipient in establishing and maintaining a bank account for disaster recovery funds.
- d. Implementation and coordination of Affirmatively Furthering Fair Housing ("AFFH") requirements as directed by HUD and the GLO.
- e. Implementation and coordination of Section 504 requirements.
- f. Program compliance.

- g. Ensure that fraud prevention and abuse practices are in place and being implemented.
- h. Prepare and submit all closeout documents.
- i. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
- j. Assist in preparation of contract revisions and supporting documents including but not limited to:
 - Amendments/modifications,
 - Change orders.

(b) Construction Management

- i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO's system of record.
- ii. The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO's program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
- iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
- v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the GLO's system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- vi. The provider may assist the subrecipient in developing

Architectural and Engineering plans with guidance from the GLO.

vii. Reassignment scope alignment (if necessary).

Grant Administration Services – Infrastructure

a) Administrative Duties:

- i. Ensure program compliance including all CDBG-DR requirements and all part's therein, current Federal Register, etc.
- ii. Assist subrecipient in establishing and maintaining financial processes.
- iii. Obtain and maintain copies of the subrecipient's most current contract including all related change requests, revisions and attachments.
- iv. Establish and maintain record keeping systems.
- v. Assist subrecipient with resolving monitoring and audit findings.
- vi. Serve as monitoring liaison.
- vii. Assist subrecipient with resolving third party claims.
- viii. Report suspected fraud to the GLO.
- ix. Submit timely responses to the GLO requests for additional information.
- x. Complete draw request forms and supporting documents.
- xi. Facilitate outreach efforts, application intake, and eligibility review.
- xii. Perform any other administrative duty required to deliver the project.
- xiii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
- xiv. Submit change requests and all required documentation related to any change requests.

(b) Acquisition Duties:

- i. Submit acquisition reports and related documents.

- ii. Establish acquisition files (if necessary).
- iii. Complete acquisition activities (if necessary).

(c) Environmental Services

- i. Assist detailed scope of services
 - a. Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
 - b. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
 - c. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
 - d. Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
 - e. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
 - f. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
 - g. Complete and submit the environmental review into GLO's system of record;
 - h. At least one site visit to project location and completion of a field observation report
 - i. Prepare and submit for publication all public

notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;

- j. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- k. Process environmental review and clearance in accordance with NEPA;
- l. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- m. Prepare and submit Monthly Status Report; and
- n. Participate in regularly scheduled progress meetings.

Grant Administration Services – Rental Housing

a) Administrative Duties:

- i. Develop and submit for approval rental guidelines.
- ii. Assist the grant recipient in developing a Notice of Funding Availability (NOFA).
- iii. Develop and submit for approval an Affirmative Marketing Plan on behalf of the subrecipient utilizing GLO guidance.
- iv. Develop a tenant selection policy on behalf of the subrecipient based on GLO guidance.
- v. Develop and submit for approval a needs assessment on behalf of the subrecipient based on GLO guidance.
- vi. Develop and submit to site-specific environmental reviews as required by 24 CFR Part 58.
- vii. Develop and submit a monitoring plan for approved projects on behalf of the subrecipient based on GLO guidance.
- viii. The provider will assist the subrecipient in conducting assessments of all incomplete projects and align the GLO Form

11.17, to the constructed project. The provider will determine the percent complete and the dollar value of the partially completed project and the dollar value necessary to assign to the new Contractor to complete the project. This is accomplished through a joint Provider and Contractor site visit utilizing the initial Contractor's GLO Form 11.17, as the basis for construction and payment due to the contractor.

b) Project Case Management:

- i. Assist the subrecipient with any project, transaction, service or response that is "opened" and "closed" over a period of time to achieve resolution of a problem, claim, request, proposal, development or other complex activity.
- ii. Assist the subrecipient in developing project application eligibility procedures, processing, and approvals.

c) Site Inspections:

- i. Assist the subrecipient with Disaster Damage Assessments (Damage Inspections) - Assist in performing a visual field review of projects to determine the presence of damage to the project that may be attributable to the disaster event. The damage assessment will follow the GLO issued Damage Assessment Guidelines and includes:
 - a. Assist the subrecipient with observations and documentation (written and photographic) of findings of disaster-related damage to the following:
 - i. Foundation;
 - ii. Exterior walls;
 - iii. Exterior wall finishes;
 - iv. Windows and doors;
 - v. Roof system (roof coverings, deck, joists, tie downs, diaphragms, penetrations, flashing, and closures);
 - vi. Floor system and structure;
 - vii. Electrical system components;
 - viii. Plumbing system components;

- ix. Heating, ventilation and air conditioning system;
 - x. Interior wall finishes;
 - xi. Interior fixtures and components;
 - xii. Porches;
 - xiii. Exterior stairs and ramps;
 - xiv. Miscellaneous items not covered by the above such as septic systems, chimneys/fireplaces, etc.
- b. The results of the Disaster Damage Assessment will be provided according to the GLO sample provided in the GLO issued Damage Assessment Guidelines. The damage inspector's report will include:
- i. The reviewer's name;
 - ii. The property address;
 - iii. The homeowner's name;
 - iv. A checklist of housing components that may have received disaster damage, if any;
 - v. A narrative that specifically and clearly documents disaster-related property damage via photographic evidence and detailed narratives of the damage;
 - vi. The reviewer's certification, signature, and date of review.
- c. The results of the disaster damage assessment may be provided in a format similar to *Forms 11.01 or 11.01A*. The 11.01A, Initial Inspection Checklist, Short will be completed for homes that have received disaster damage that obviously cannot be rehabilitated. Form 11.01 will be completed in accordance with the guidance contained in HQS 52580.
- ii. Estimated Cost of Repair Inspection (Work Write-Up):
- a. Assist in providing an estimated cost of repair inspections with the damage assessments. Upon notification that a project has been determined eligible for Program

assistance, the respondent will prepare an Estimated Cost of Repair (ECR) for the program-eligible repairs.

- b. ECR's will be developed to include repair of damage that could reasonably be attributed to the disaster event and repairs to bring the project into compliance with HUD Housing Quality Standards, local, state and federal building codes. The scopes of repair will be developed to include work items necessary for the identified repairs to be performed in accordance with the International Residential Code, 2009 Edition (where required) and to meet the GLO's Minimum Housing Design Standards.
- c. Assistance to the subrecipient may include:
 - i. Contact the project owner to schedule a date and time to perform the field review.
 - ii. Travel to the project site.
 - iii. Perform the visual review of the project to determine the approximate amount and extent of damage to the project. The review will include the observations and documentation (written and photographic) of findings of disaster-related damage if not already documented.
 - iv. Develop a Scope of Repair to address the observed damage and initially determine the applicability of the proposed repairs to the criteria of the Program. The draft Scope of Repair will include:
 - a. a summary list of items to be addressed;
 - b. a basic description of the repair approach for each item;
 - c. estimated item quantities; and
 - d. site photographs.
 - v. Consider the following in preparation of the ECR:
 - a. the specific materials needed;
 - b. the quantity of those materials;
 - c. trades involved;

- d. the level of effort and duration for each trade;
 - e. estimated rates and manpower; and
 - f. equipment required to accomplish each of the identified repairs.
- vi. Utilize the following to develop the ECR:
 - a. current industry cost standards as identified by Xactimate or RSMeans price lists for the project location;
 - b. experience with projects of similar size and scope; and
 - c. Knowledge of the local market rates and conditions.
- vii. Summarize the data and findings into the final ECR and will furnish a copy of the ECR to the subrecipient. The final ECR will include the following:
 - a. a completed *Form 11.17, Work Write-up and Cost Estimate* containing a general scope of repair and summary of construction costs.
- viii. Assist the subrecipient with project inspections at:
 - a. 50% complete
 - b. A final inspection at 100% complete
- ix. In the case of a single family rental, assist the subrecipient with reconstruction inspections:
 - a. Foundation
 - b. 33% complete progress inspection
 - c. 66% complete progress inspection
 - d. Final inspection at 100% completion
 - e. Arrange for and TREC inspection to be conducted prior to closing.

- x. Upon notification of a project being ready for a Construction Review, the provider may:
 - a. Contact the project owner and or subrecipient to schedule a date and time to perform the Review.
 - b. Travel to the project site.
 - c. Conduct on-site observations (field review) of the work completed.

The purpose of the field review is to observe and document: the progress of the work; the estimated quantity and value of work accomplished to date; the materials and workmanship utilized; the general conformance to the agreed upon Scope of Repairs (Scope); and identify items necessary for completion.

During the field review, the provider may observe work which, in its opinion, does not conform generally to the agreed upon Scope or may compromise the integrity of the repair. The provider may recommend rejection of this work.

Upon completion of the field review, the provider may summarize and present the findings of the field review to include:

- i. Estimated amounts owed to the Contractor.
- ii. Items of work that are incomplete (Punch List items).
- iii. Other items of work that may be required by the apparent intent of the Scope that is not included in the Scope.

d) Environmental Service

- i. The provider may assist the subrecipient in performing environmental reviews and documentation for HUD compliance in connection with the program. The provider may provide services for the preparation of Environmental Review Records (ERR) in accordance with the standards set forth by HUD and the statutes, executive orders, and regulations listed at 24 CFR Part 58.
- ii. The provider may submit a request for Special Services to

subrecipient if environmental document review and site inspections indicate that additional investigation is warranted.

- iii. Special services may include, but are not limited to the following tasks:
 - a. Archeological study required by SHPO;
 - b. Lead-based paint and/or asbestos inspection; and
 - c. Wetlands assessment.

Grant Administration Services – Non-Rental Housing

- a) Administrative Duties:
 - i. Develop and implement Outreach Plans detailing specific outreach for the project. Plans will be required to be submitted and approved by GLO on a project by project basis.
 - ii. Perform extensive community outreach to affected areas on behalf of the subrecipient utilizing GLO guidance.
 - iii. Develop and submit for approval Housing Guidelines on behalf of the subrecipient utilizing GLO guidance.
 - iv. Develop and submit for approval a Needs Assessment on behalf of the subrecipient based on GLO guidance.
 - v. Provide case management support to subrecipient to manage the grant applications process, including but not limited to:
 - a. creating eligibility procedures to lessen the fallout of applicants;
 - b. advising applicants on eligibility and program requirements, and assist in application preparation and submission;
 - c. facilitating intake of applications from grant applicants;
 - d. performing eligibility reviews;
 - e. processing applications, including necessary communications;
 - f. capture applicant fallout reasons; and
 - g. the follow-up to grant applicants.

- vi. Participate in the appeals process and handling of disputes for disallowed/ineligible applications.
- vii. Act as an advocate for applicants through appeals process when required.
- viii. Assist applicants through housing construction process.
- ix. Perform other application management and homeowner support duties as required to ensure the success of the program.
- x. Develop and submit to site-specific environmental reviews as required by 24 CFR Part 58.
- xi. Provide construction and builder management services as required to comply with applicable construction codes and program requirements.
- xii. The provider will assist the subrecipient in conducting assessments of all incomplete projects and align the GLO *Form 11.17*, to the constructed project. The provider will determine the percent complete and the dollar value of the partially completed project and the dollar value necessary to assign to the new Contractor to complete the project. This is accomplished through a joint Provider and Contractor site visit utilizing the initial Contractor's GLO *Form 11.17*, as the basis for construction and payment due to the contractor.

b) Site Inspections

- i. Establish Disaster Damage Assessments (Damage Inspections).
 - a. Assist in performing a visual field review of single-family housing units to determine the presence of damage to the home that may be attributable to the disaster event. The damage assessment will follow the GLO issued Damage Assessment Guidelines and includes:
 - b. The respondent may assist the subrecipient with:
 - i. Contacting the Homeowner to schedule a date and time to perform the field review.
 - ii. Traveling to the project site.
 - iii. Interviewing the Homeowner on site to gain a perspective of the pre-disaster condition of the

structure; damage resulting directly from the disaster; and damage resulting from subsequent deterioration. The provider may utilize this information to assist in its review of the housing unit.

- c. Performing the visual review of the housing unit to determine the presence of damage to the home that may be attributed to a national disaster declaration. The review will include the observations and documentation (written and photographic) of findings of disaster-related damage to the following:
 - i. Foundation;
 - ii. Exterior walls;
 - iii. Exterior wall finishes;
 - iv. Windows and doors;
 - v. Roof system (roof coverings, deck, joists, tie downs, diaphragms, penetrations, flashing, and closures);
 - vi. Floor system and structure;
 - vii. Electrical system components;
 - viii. Plumbing system components;
 - ix. Heating, ventilation and air conditioning system;
 - x. Interior wall finishes;
 - xi. Interior fixtures and components;
 - xii. Porches;
 - xiii. Exterior stairs and ramps;
 - xiv. Miscellaneous items not covered by the above such as septic systems, chimneys/fireplaces, etc.
- d. The results of the Disaster Damage Assessment will be provided according to the GLO sample provided in the GLO issued Damage Assessment Guidelines. The damage inspectors report will include:

- i. The reviewer's name;
- ii. The property address;
- iii. The homeowner's name;
- iv. A checklist of housing components that may have received disaster damage, if any;
- v. A narrative that specifically and clearly documents disaster-related property damage via photographic evidence and detailed narratives of the damage; and
- vi. The reviewer's certification, signature, and date of review.

The results of the disaster damage assessment may be provided in a format similar to the *11.01* or *11.01A* forms. The *11.01A, Initial Inspection Checklist, Short* will be completed for homes that have received disaster-damage that obviously cannot be rehabilitated. *Form 11.01*, will be completed in accordance with the guidance contained in HQS 52580.

- ii. Estimated Cost of Repair Inspection (Work Write-Up).
 - a. Assist in providing an estimated cost of repair inspections with the damage assessments. Upon notification that a property has been determined eligible for Program assistance, the respondent will prepare an Estimated Cost of Repair ("ECR") for the program-eligible repairs.
 - b. ECRs will be developed to include repair of damage that could reasonably be attributed to the disaster event and repairs to bring the home into compliance with HUD Housing Quality Standards, local, state and federal building codes. The scopes of repair will be developed to include work items necessary for the identified repairs to be performed in accordance with the International Residential Code, 2009 Edition (where required) and to meet the GLO's Minimum Housing Design Standards.
 - c. Assistance to the subrecipient may include:
 - i. Contact the Homeowner to schedule a date and time to perform the field review.

- ii. Travel to the project site.
- iii. Perform the visual review of the housing unit to determine the approximate amount and extent of damage to the home. The review will include the observations and documentation (written and photographic) of findings of disaster-related damage if not already documented.
- iv. Develop a Scope of Repair to address the observed damage and initially determine the applicability of the proposed repairs to the criteria of the Program. The draft Scope of Repair will include:
 - a. a summary list of items to be addressed;
 - b. a basic description of the repair approach for each item;
 - c. estimated item quantities; and
 - d. site photographs.
- iii. Consider the following in preparation of the ECR:
 - a. the specific materials needed;
 - b. the quantity of those materials;
 - c. trades involved;
 - d. the level of effort and duration for each trade;
 - e. estimated rates and manpower; and
 - f. equipment required to accomplish each of the identified repairs.
- iv. Utilize the following to develop the ECR:
 - a. current industry cost standards as identified by Xactimate or RSMeans price lists for the project location;
 - b. experience with projects of similar size and scope; and
 - c. knowledge of the local market rates and conditions.

- v. Summarize the data and findings into the final ECR and will furnish a copy of the ECR to the applicable subrecipient. The final ECR will include the following:
 - a. A completed *Form 11.17, Work Write-up and Cost Estimate* containing a general scope of repair and summary of construction costs.
- vi. Assist the subrecipient with Rehabilitation Inspections at:
 - a. 50% complete progress inspection
 - b. A final inspection at 100% complete
- vii. Assist the subrecipient with reconstruction inspections at:
 - a. Foundation
 - b. 33% complete progress inspection
 - c. 66% complete progress inspection
 - d. A final inspection at 100% complete
- viii. Upon notification of a home being ready for a Construction Review, the provider may contact the homeowner and contractor to schedule a date and time to perform the Review.
 - a. Travel to the project site.
 - b. Conduct on-site observations (field review) of the work completed. The purpose of the field review is to observe and document: the progress of the work; the estimated quantity and value of work accomplished to date; the materials and workmanship utilized; the general conformance to the agreed upon Scope of Repairs (Scope); and identify items necessary for completion. During the field review, the provider may observe work which, in its opinion, does not conform generally to the agreed upon Scope or may compromise the integrity of the repair. The provider may recommend rejection of this work.

Upon completion of the field review, the provider may summarize and present the findings of the field review to include:

- a. Estimated amounts owed to the Contractor.

- b. Items of work that are incomplete (Punch List items).
- c. Other items of work that may be required by the apparent intent of the Scope that is not included in the Scope.

c) Environmental Services

- i. The provider may assist the subrecipient in performing environmental reviews and documentation for HUD compliance in connection with the Program. The provider will provide services for the preparation of Environmental Review Records (ERR) in accordance with the standards set forth by HUD and the statutes, executive orders, and regulations listed at 24 CFR Part 58.
- ii. The provider may submit a request for Special Services to subrecipient if environmental document review and site inspections indicate that additional investigation is warranted.
- iii. Special services may include, but are not limited to the following tasks:
 - a. Archeological study required by SHPO;
 - b. Lead-based paint and/or asbestos inspection; and
 - c. Wetlands assessment.

NONEXCLUSIVE LIST OF APPLICABLE LAWS, RULES, AND REGULATIONS

If applicable to the Project, Provider must be in compliance with the following laws, rules, and regulations; and any other state, federal, or local laws, rules, and regulations as may become applicable throughout the term of the Contract, and Provider acknowledges that this list may not include all such applicable laws, rules, and regulations.

Provider and is deemed to have read and understands the requirements of each of the following, if applicable to the Project under this Contract:

GENERALLY

The Acts and Regulations specified in this Contract;

Consolidated Security, Disaster Assistance, and Continuing Appropriation Act (Public Law 110-329)

The Housing and Community Development Act of 1974 (12 U.S.C. § 5301 *et seq.*); Cash Management Improvement Act regulations (31 C.F.R. Part 205);

Community Development Block Grants (24 C.F.R. Part 570);

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200);

Disaster Recovery Manual:

Plan for implementation;

CIVIL RIGHTS

Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d *et seq.*); 24 C.F.R. Part 1, "Nondiscrimination in Federally Assisted Programs of the Department of Housing and Urban Development - Effectuation of Title VI of the Civil Rights Act of 1964";

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (42 U.S.C. § 2000e *et seq.*);

Title VIII of the Civil Rights Act of 1968, "The Fair Housing Act of 1968" (42 U.S.C. 3601 *et seq.*), as amended;

Executive Order 11063, as amended by Executive Order 12259, and 24 C. F.R. Part 107, "Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063"; The

failure or refusal of Provider to comply with the requirements of Executive Order 11063 or 24 C.F.R. Part 107 shall be a proper basis for the imposition of sanctions specified in 24 C.F.R. 107.60;

The Age Discrimination Act of 1975 (42 U.S.C. 6101 *et seq.*); and

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794.) and "Nondiscrimination Based on Handicap in Federally-Assisted Programs and Activities of the Department of Housing and Urban Development", 24 C.F.R. Part 8. By signing this Contract, Provider understands and agrees that the activities funded shall be performed in accordance with 24 C.F.R. Part 8; and the Architectural Barriers Act of 1968 (42 U.S.C. 4151 *et seq.*), including the use of a telecommunications device for deaf persons (TDDs) or equally effective communication system.

LABOR STANDARDS

The Davis-Bacon Act, as amended (originally, 40 U.S.C. 276a-276a-5 and re-codified at 40 U.S.C. 3141-3148); 29 C.F.R. Part 5;

The Copeland "Anti-Kickback" Act (originally, 18 U.S.C. 874 and re-codified at 40 U.S.C. 3145); 29 C.F.R. Part 3;

Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (originally, 40 U.S.C. § 327A and 330 and re-codified at 40 U.S.C. 3701-3708);

Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act) (29 C.F.R. Part 5); and

Federal Executive Order 11246, as amended;

EMPLOYMENT OPPORTUNITIES

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C.1701u); 24 C.F.R. §§ 135.3(a)(2) and (a)(3);

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. § 4212); and

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1688); and

Federal Executive Order 11246, as amended;

GRANT AND AUDIT STANDARDS

Single Audit Act Amendments of 1996, 31 U.S.C. § 7501;

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for

Federal Awards (2 C.F.R. Part 200);

Uniform Grant and Contract Management Act (Texas Government Code Chapter 783) and the Uniform Grant Management Standards issued by Governor's Office of Budget and Planning; and

Title 1 Texas Administrative Code § 5.167(c);

LEAD-BASED PAINT

Section 302 of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831(b)) and the procedures established by TDRA thereunder.

HISTORIC PROPERTIES

The National Historic Preservation Act of 1966 as amended (16 U.S.C. 470 *et seq.*), particularly sections 106 and 110 (16 U.S.C. 470 and 470h-2), except as provided in §58.17 for Section 17 projects;

Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971 (36 FR 8921), 3 C.F.R. 1971-1975 Comp., p. 559, particularly section 2(c);

Federal historic preservation regulations as follows: 36 C.F.R. part 800 with respect to HUD programs; and

The Reservoir Salvage Act of 1960 as amended by the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469 *et seq.*), particularly section 3 (16 U.S.C. 469a-1).

ENVIRONMENTAL LAW AND AUTHORITIES

Environmental Review Procedures for Recipients assuming HUD Environmental Responsibilities (24 C.F.R. Part 58, as amended);

National Environmental Policy Act of 1969, as amended (42 U.S.C. §§ 4321-4347); and

Council for Environmental Quality Regulations for Implementing NEPA (40 C.F.R. Parts 1500-1508).

FLOODPLAIN MANAGEMENT AND WETLAND PROTECTION

Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951), 3 CFR, 1977 Comp., p. 117, as interpreted in HUD regulations at 24 C.F.R. part 55, particularly Section 2(a) of the Order (For an explanation of the relationship between the decision-making process in 24 C.F.R. part 55 and this part, see § 55.10.); and

Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961), 3 C.F.R., 1977 Comp., p. 121 particularly Sections 2 and 5.

COASTAL ZONE MANAGEMENT

The Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*), as amended, particularly sections 307(c) and (d) (16 U.S.C. 1456(c) and (d)).

SOLE SOURCE AQUIFERS

The Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300(f) *et seq.*, and 21 U.S.C. 349) as amended; particularly section 1424(e)(42 U.S.C. 300h-3(e); and

Sole Source Aquifers (Environmental Protection Agency-40 C.F.R. part 149.).

ENDANGERED SPECIES

The Endangered Species Act of 1973 (16 U.S.C. 1531 *et seq.*) as amended, particularly section 7 (16 U.S.C. 1536).

WILD AND SCENIC RIVERS

The Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 *et seq.*) as amended, particularly sections 7(b) and (c) (16 U.S.C. 1278(b) and (c)).

AIR QUALITY

The Clean Air Act (42 U.S.C. 7401 *et seq.*) as amended, particularly sections 176(c) and (d) (42 U.S.C. 7506(c) and (d)).

Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency-40 C.F.R. parts 6, 51, and 93).

FARMLAND PROTECTION

Farmland Protection Policy Act of 1981 (7 U.S.C. 4201 *et seq.*) particularly sections 1540(b) and 1541 (7 U.S.C. 4201(b) and 4202); and

Farmland Protection Policy (Department of Agriculture-7 C.F.R. part 658).

HUD ENVIRONMENTAL STANDARDS

Applicable criteria and standards specified in HUD environmental regulations (24 C.F.R. part 51) (other than the runway clear zone and clear zone notification requirement in 24 C.F.R. 51.303(a)(3); and

HUD Notice 79-33, Policy Guidance to Address the Problems Posed by Toxic Chemicals and Radioactive Materials, September 10, 1979).

ENVIRONMENTAL JUSTICE

Executive Order 12898 of February 11, 1994 --- Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, (59 FR 7629), 3 CFR, 1994 Comp. p. 859.

SUSPENSION AND DEBARMENT

Use of debarred, suspended, or ineligible contractors or subrecipients (24 C.F.R. Section 570.609);

General HUD Program Requirements; Waivers (24 C.F.R. Part 5); and

Nonprocurement Suspension and Debarment (2 C.F.R. Part 2424).

OTHER REQUIREMENTS

Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities (24 C.F.R. Part 58).

ACQUISITION / RELOCATION

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601 *et seq.*), 24 C.F.R. Part 42, and 24 C.F.R. Section 570.606.

FAITH-BASED ACTIVITIES

Executive Order 13279 of December 12, 2002 - Equal Protection of the Laws for Faith-Based and Community Organizations, (67 FR 77141).

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/03/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Central Insurance Agency 6000 N. Lamar Blvd Austin TX 78752	CONTACT NAME: Jesus Sanchez PHONE (A/C, No, Ext): (512) 451-6551 E-MAIL ADDRESS: jsanchez@centralins.com FAX (A/C, No): (512) 454-0183
INSURED Langford Community Management Services, Inc. 9017 W. Hwy 29, Suite 206 Liberty Hill TX 78642	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Lloyds INSURER B: Sentinel Ins Co, LTD INSURER C: Travelers Casualty & Surety Co of America INSURER D: INSURER E: INSURER F:
	NAIC # 38253 11000

COVERAGES**CERTIFICATE NUMBER:** 2023/24 GL w/HNO WC**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			65SBANN6521	01/09/2023	01/09/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EPLI \$ 5,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			65SBANN6521	01/09/2023	01/09/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	65WBCAT2987	01/09/2023	01/09/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability			106982718	09/18/2022	09/18/2023	Each Occurrence \$2,000,000 General Aggregate \$2,000,000 Deductible \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**INSURED'S COPY FOR
INFORMATIONAL
PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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REQUIRED CONTRACT PROVISIONS (CONTRACTS USING FEDERAL FUNDS)

Italics – Explanatory; NOT CONTRACT LANGUAGE

THRESHOLD	PROVISION	CITATION
None	H) Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMS guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Camp., p. 189) and 12689 (3 CFR Part 1989 Camp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	Grantees or subgrantees must retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.	2 CFR 200.333 (former 24 CFR (85.36(i) {11}))
>\$10,000	<i>B) All contracts in excess of \$10, 000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.</i> <u>Termination for Cause:</u> If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor violates any of the covenants, conditions, agreements, or stipulations of this Agreement. The City/County shall have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor pursuant to this Agreement shall, at the option of the City/County, be turned over to the City/County and become the property of the City/County. In the event of termination for cause, the Contractor shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination. Notwithstanding the above. The Contractor shall not be relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of contract by the Contractor, and the City/County may set-off the damages it incurred as a result of the Contractor's breach of contract from any amounts it might otherwise owe the Contractor. <u>Termination for Convenience of the City/County:</u> City/County may at any time and for any reason terminate Contractor 's services and work at City/County's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement. Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as are permitted by the prime contract and approved by City/County; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph (1) above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against City/County for any additional compensation or damages in the event of such termination and payment.	2 CFR 2:00 APPENDIX II (B)

>\$50,000	<i>(A) Contracts for more than \$50,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.</i> Use the following language for contracts > \$50,000: <u>Resolution of Program Non-compliance and Disallowed Costs:</u> In the event of any dispute, claim, question, or disagreement - arising from or relating to this agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate and attempt to reach a just and equitable solution satisfactory to both parties. If the matter IS not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally.	2 CFR 200 APPENDIX II (A)
<i>Equal Opportunity Clause for Construction Contracts > \$10K, including administration & engineering contracts associated with construction contracts.</i>		
≥\$10,000	2 CFR 200 Appendix II (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60 all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the Equal Opportunity. Clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part. 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity, "and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." <u>§60-1.4(b) Equal opportunity clause:</u> <i>(b) Federally assisted construction contracts. Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:</i> <i>The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract loan, insurance, or guarantee, the following equal opportunity clause:</i> During the performance of this contract, the contractor agrees as follows: (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places. Available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.	41 CFR §60-1.4 (b) and 2 CFR 200 APPENDIX II (C)

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This Provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence Immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant

	orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24 , 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order . In addition, the applicant agrees that if it fails or refuses to comply with these undertakings. the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan. insurance. guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings. (c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts. (d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate. (e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written (f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11. 2015]	
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CONSTRUCTION CONTRACTS

>\$2,000 for Davis Bacon and Copeland "Anti-Kickback" Act; >\$100,000 for Contract Work Hours and Safety Standards Act	<i>Federal labor standards provisions include:</i> 1. <i>Davis Bacon Act (40 U.S.C. 3141 et seq) as supplemented by DOL regulations (29 CFR part 5);</i> 2. <i>Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3); and</i> 3. <i>Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq)</i>	
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>\$2,000	<i>Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland Anti-Kickback" Act (18 U.S.C. 874: 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3)</i> (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation. All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act 40 U.S.C. 3141-3144 and 3146-3148 as supplemented by Department of Labor regulations {29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback " Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations {29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency	2 CFR 200 APPENDIX II (D)
≥\$100,000	(E) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303
>\$100,000	(F) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
>\$150,000	(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended-Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Certificate Number:

Date Filed:

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 2.a.

Agenda Item: Second Reading - Consider adoption of Ordinance 2023-18, amending Chapter 24, Land Development, of the Code of Ordinances of the City of Huntsville, Texas to adopt the updated Development Code and Zoning Map of the City of Huntsville, Texas.

Initiating Department/Presenter: Development Services

Presenter:

Kevin Byal, Director of Development Services

Recommended Motion: Move to approve Ordinance 2023-18, amending Chapter 24, Land Development, of the Code of Ordinances of the City of Huntsville, Texas to adopt the updated Development Code and Zoning Map of the City of Huntsville, Texas.

Strategic Initiative: Goal #3, Economic Development – Promote and enhance a strong and diverse economy.

Discussion: On June 5, 1990, the City Council adopted a development code establishing 3 zoning districts. Despite 33 years passing, these 3 districts remain largely unchanged. While they have served the city well, Huntsville is now facing increased development pressure, posing challenges in preventing incompatible uses and guiding sustainable growth to protect existing neighborhoods.

In September 2020, the City Council authorized an update to the Comprehensive Plan, initiating a process that involved 2 townhall meetings, listening sessions with various groups, and meetings with an advisory committee comprising local stakeholders. Among other important issues discussed during months of community input, the need for additional zoning districts emerged. In September 2021, the final updated Comprehensive Plan was presented to the Council, highlighting the necessity for additional zoning districts.

To address this, the FY 21/22 budget included funding to hire a consultant to assist in revising the development code and map followed by the Council identifying the need to update the city's zoning districts and regulations in their annual Strategic Initiative. Subsequently, the Council appointed an 8-member steering committee, citizens that were tasked with providing input and feedback to staff and our consultant on revisions to the zoning districts and development code over the course of several meetings.

Progress updates on the updated zoning districts were discussed in two joint meetings of the City Council and Planning Commission. Additional Planning Commission meetings included review of the draft maps. Staff hosted an open house on Thursday June 8, 2023, at the Huntsville Public Library. It was an informal meet and greet for the purpose of giving the public the opportunity to view the revised map and development code, ask questions and provide input.

Public hearing notification cards were mailed to all property owners in Huntsville to announce the public hearing at the Planning Commission on June 15, 2023. During the hearing, the Planning Commission received comments from the public, and staff followed up with those who had questions.

The new zoning districts, by and large, reflect the land use that exists today on a particular property or in the vicinity. There are some exceptions to this and any nonconforming use that may be created will be able to continue in perpetuity. The 5 commercial zoning districts will guide commercial development primarily to the main corridors throughout the city and in areas that are not conducive to residential development due to the high volume of traffic.

With the current Development District map there exists a very large inventory of residential properties in the Management (M) district. This condition will allow most any commercial development to be developed in these residential areas and could eventually lead to gentrification of older neighborhoods. One of the primary benefits of the update is the protection that will be provided to residential areas.

In addition to the new residential and commercial districts, 2 overlay districts, the Veterans Memorial Overlay and the Airport Overlay, that exist now have been maintained with the revisions. 2 additional Overlay districts, the I-45 Overlay and the Residential Protection Overlay, have been included to address the uniqueness of the area where they exist.

On July 16, the Planning and Zoning Commission voted unanimously to recommend approval of the update to the City of Huntsville Development Code and Zoning Map. At the August 1, 2023 Council meeting, the Council held a public hearing and first reading of the ordinance to amend the Development Code and Zoning Map. Since the date of the public hearing, minor revisions have been made to the proposed zoning map to address items brought to the attention of staff during or after the meeting.

On August 15, 2023, the second reading was considered and public comments were given. The City Council voted to postpone consideration of this ordinance until the September 5, 2023 City Council meeting so as to give the public additional time to have their questions answered concerning their individual property.

Staff members were contacted by approximately twenty property owners inquiring about the proposed updates. Several requested changes to the proposed zoning district on their property that were consistent with existing land uses and development patterns were made.

The final draft version included with this item and posted on the City's website reflects those changes. The effective date of the ordinance is ten days after passage of the ordinance by City Council.

Should the ordinance be adopted by Council, any future changes to the Development Code and Zoning Map would require review and approval from the beginning of the process as outlined in the Development Code to include public hearings and review by both the Planning Commission and City Council.

After months of review and input, the final draft of the Development Code and Zoning Map are now ready for the final consideration by the City Council and second reading of the ordinance.

Previous Council Action: Joint workshops with the Planning Commission were held on August 2, 2022 and April 18, 2023.

August 1, 2023 - City Council held a public hearing to hear citizen comments and had the first reading of Ordinance 2023-18.

August 15, 2023 - City Council considered the second reading of Ordinance 2023-18 and voted to postpone action until the September 5, 2023 City Council meeting.

Financial Implications:

Approvals:

Aron Kulhavy

Kristy Doll

Associated Information:

1. Ordinance 2023-18 amending Dev Code
2. Exhibit 1 COH Development Code
3. Huntsville_Zoning_NoOverlays_20230829_8.5x11
4. PC Minutes 06-15-23 unapproved
5. PC Minutes 07-6-23-approved

ORDINANCE 2023-18

AN ORDINANCE OF THE CITY OF HUNTSVILLE AMENDING CHAPTER 24 LAND DEVELOPMENT OF THE HUNTSVILLE, TEXAS CODE OF ORDINANCES BY ADOPTING REVISIONS TO THE DEVELOPMENT CODE OF THE CITY OF HUNTSVILLE, TEXAS; REQUIRING THE PUBLICATION OF THIS ORDINANCE; PROVIDING FOR A SEVERABILITY CLAUSE; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR A PENALTY; MAKING OTHER PROVISIONS AND FINDINGS THERETO; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Huntsville, Texas, on August 18, 2015, adopted an Official Development District Map and Development Code for the City, which, in accordance with the Comprehensive Plan, was designed to manage the density of population to the end that congestion may be lessened in public streets and that the public health, safety, convenience, and general welfare is promoted in accordance with Chapter 211, Municipal Zoning Authority of the Texas Local Government Code; and

WHEREAS, the Planning and Zoning Commission of the City of Huntsville held public hearings prior to consideration of amending the ordinance;

WHEREAS, the Planning and Zoning Commission recommended adopting the updates to the City of Huntsville Development Code; and

WHEREAS, the Planning and Zoning Commission recommended adopting the updates to the City of Huntsville official Zoning map; and

WHEREAS, the City Council held a public hearing at their meeting on August 1, 2023 prior to consideration of amending the Ordinance and Map.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, COUNTY OF WALKER, STATE OF TEXAS:

I. FINDINGS OF FACT

All of the above premises are hereby found to be true and correct legislative and factual findings of the City of Huntsville, Texas, and are hereby approved and incorporated into the body of this ordinance as if copied in their entirety.

II. AMENDMENT

The Development Code of the City of Huntsville, Texas, Chapter 24, Land Development, of the Huntsville, Texas Municipal Code and Zoning Map shall be amended as shown in Exhibit 1 attached hereto and incorporated herein.

III. REPEALER

All ordinances or parts of ordinances in force when the provisions of this Ordinance becomes effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed only to the extent of any such conflict.

IV. SEVERABILITY

Should any paragraph, sentence, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof, other than the part so declared to be invalid, illegal or unconstitutional.

V. EFFECTIVE DATE

This Ordinance, being a penal ordinance, becomes effective ten (10) days after its date of passage by the City Council, as provided by Article 4.13 of the Charter of the City of Huntsville, Texas. The City Secretary shall publish the caption of this Ordinance in the official City newspaper at least twice within ten (10) days of its passage.

VI. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 1 of the Development Code of the City of Huntsville, Texas.

PASSED AND APPROVED on this the ____ day of _____ 2023

THE CITY OF HUNTSVILLE, TEXAS

Andy Brauninger, Mayor

ATTEST:

Kristy Doll, City Secretary

APPROVED AS TO FORM:

Leonard Schneider, City Attorney



UNIFIED DEVELOPMENT ORDINANCE

Contents:

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- Article 2 Zoning Districts
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ARTICLE 1 INTRODUCTORY PROVISIONS

Contents:

- 1.100 Official Name (Title)
- 1.200 Authority
- 1.300 Effective Date
- 1.400 Applicability and Jurisdiction
- 1.500 Purposes
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- 1.700 Minimum Requirements
- 1.800 Interpretation
- 1.900 Compliance Required
- 1.1000 Conflicting Provisions
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1.100 OFFICIAL NAME (TITLE)

The official title of this document is the *Development Code of the City of Huntsville, Texas*. For convenience it is referred to throughout this document simply as the “Development Code.”

1.200 AUTHORITY

The Huntsville City Council adopts this Development Code pursuant to the powers granted in the City Charter and the Texas Local Government Code, including Chapters 211 and 212.

1.300 EFFECTIVE DATE

The provisions of this Development Code become effective on September 1, 2023, except as otherwise expressly stated.

1.400 APPLICABILITY AND JURISDICTION

The provisions of this Development Code apply to all public and private development within the corporate limits of the City of Huntsville, except as provided by state or federal law or as otherwise expressly stated in this Development Code.

1.500 PURPOSES

This Development Code is adopted for the purposes of:

- 1.501 Protecting and promoting the public health, safety and general welfare; and
- 1.502 Implementing the policies and goals contained in the City of Huntsville’s Comprehensive Plan and other adopted plans of the City.

1.600 COMMENTARIES

Commentaries are sometimes included in this Development Code as a means of clarifying provisions or providing supplemental information for code users. Text marked as “commentary” has no regulatory effect. It is intended solely as a guide for administrative officials and the public.

Commentary: Commentaries will have this appearance.

1.700 MINIMUM REQUIREMENTS

- 1.701 The provisions of this Development Code are the minimum requirements deemed necessary to carry out the Development Code’s stated purpose and intent.
- 1.702 In addition to the requirements of this Development Code, all uses and development and construction activities must comply with all other applicable ordinances, laws, regulations and standards, including but not limited to:
 - 1.702.A Municipal code [Chapter 12](#) (Buildings and Building Regulations);
 - 1.702.B Construction Specifications for Public Improvements; and
 - 1.702.C Standard Drawings for Public Improvements.
- 1.703 Compliance with this Development Code is a precondition for the issuance of any permits or approval of plats, public improvements or private improvements within the City or its extraterritorial jurisdiction.
- 1.704 All references in the Development Code to other governmental regulations are for informational purposes only and do not constitute a complete list of such regulations. These references do not imply any responsibility for the City to enforce regulations imposed by other government authorities.

1.800 INTERPRETATION

In the interpretation and application of this Development Code, all provisions must be:

- 1.801 Liberally construed in favor of the City; and
- 1.802 Deemed neither to limit nor repeal any other powers granted to the City under state statutes.

1.900 COMPLIANCE REQUIRED

Except as otherwise expressly stated in this Development Code:

- 1.901 Land may not be used for any purpose other than one that is allowed in the subject zoning district.
- 1.902 A building or structure may not be erected, moved, reconstructed, extended, or structurally altered for any purpose other than one that is allowed in the subject zoning district.
- 1.903 Buildings, structures, and land may be used and occupied only in compliance with the requirements specified in this Development Code.
- 1.904 All lots created or modified must comply with all applicable regulations of the subject zoning district.

1.1000 CONFLICTING PROVISIONS

1.1001 Conflict with State or Federal Regulations

If the provisions of this Development Code are inconsistent with those of the state or federal government, the more restrictive provision governs, to the extent allowed by law. The more restrictive provision is the one that imposes more stringent controls.

1.1002 **Conflict with Other City Regulations**

If the provisions of this Development Code are inconsistent with one another or if they conflict with provisions found in other adopted ordinances or regulations of the City, the more restrictive provision governs unless otherwise expressly stated. The more restrictive provision is the one that imposes more stringent controls.

1.1003 **Conflict with Private Agreements and Covenants**

This Development Code is not intended to interfere with, abrogate, or annul any easement, covenant, deed restriction, or other agreement between private parties. If the provisions of this Development Code impose a greater restriction than imposed by an agreement or covenant among private parties, the provisions of this Development Code govern. The City is not responsible for monitoring or enforcing agreements or covenants among private parties.

1.1100 TRANSITIONAL PROVISIONS

The provisions of this section address the transition from the previous Development Code (the one in effect before the effective date specified in Sec. 1.300) to this Development Code.

1.1101 **Applications, Permits and Approvals**

1.1101.A Any building, development, or structure for which a building permit was issued or a complete permit application had been accepted for processing before the effective date specified in Sec. 1.300 may be completed in conformance with the issued building permit and other applicable permits and conditions, even if such building, development or structure does not comply with provisions of this Development Code.

1.1101.B Applications for development approvals that were submitted in complete form and are pending approval on the effective date specified in Sec. 1.300 must be reviewed wholly under the terms of the Development Code in effect immediately before the effective date specified in Sec. 1.300. Building permits may be issued for construction or development approved under this paragraph (§1.1101.B), even if such building, development or structure does not fully comply with provisions of this Development Code.

1.1102 **Violations Continue**

1.1102.A Any violation of the previous Development Code will continue to be a violation under this Development Code and be subject to penalties and enforcement under Article 14.

1.1102.B If the use, development, construction or other activity that was a violation under the previous Development Code complies with the express terms of this Development Code, enforcement action will cease, except to the extent of collecting penalties for violations that occurred before the effective date specified in Sec. 1.300.

1.1102.C The adoption of this Development Code does not affect any pending or future prosecution of, or action to abate, violations of the previous Development Code that occurred before the effective date specified in Sec. 1.300.

1.1200 SEVERABILITY

If any portion of this Development Code is held to be invalid or unconstitutional by a court of competent jurisdiction, that portion is to be deemed severed from the Development Code and in no way affects or diminishes the validity of the remainder of the Development Code.

ARTICLE 2 ZONING DISTRICTS

Contents:

2.100 The Districts

2.200 Zoning District Map

2.300 Lot and Setback Regulations

2.400 Supplemental District Regulations

2.100 THE DISTRICTS

The City's zoning districts are listed in Table 2-1 and Table 2-2.

Table 2-1, Zoning Districts			
Zoning District	Future Land Use Category	Purpose	Former Zoning District
Residential			
Rural (RU)	Rural	This designation consists of lands that are sparsely developed, with mainly natural areas and very low-density residential as the primary uses. It is unusual to find extensive undeveloped areas within the city limits, except in areas that have been annexed for eventual development or that are not suitable for future development. Floodplain areas may also retain their rural character over the long term given their unsuitability for any intensive land development.	M, Management
Low Density Residential (LR)	Estate Residential	This designation is for areas that, due to public service limitations and/or prevailing rural character, should have limited development activity other than large-lot residential. Such areas provide a transition between a city's rural fringe and more urbanized in-city development patterns and intensities. Lots in this category typically range from one to three or more acres, which provides substantial openness and separation between individual dwellings.	NC, Neighborhood Conservation
Medium Density Residential (MR)	General Residential	This designation covers areas with predominantly single-family residential uses at typical in-city densities.	NC, Neighborhood Conservation and M, Management

Table 2-1, Zoning Districts			
Zoning District	Future Land Use Category	Purpose	Former Zoning District
High Density Residential (HR)	Multi-Family Residential	This designation involves areas devoted primarily to structures with multiple residential units, at a greater intensity (i.e., units per building or acre) than found in single-family residential. Higher intensities may be appropriate in certain locations. Site design and open space standards may be applied to offset the relative density of this residential type, to ensure adequate recreational space on the site for residents, and to provide buffering and screening between this and less intensive residential uses. This use category can also provide a transition from primarily residential to mainly non-residential areas.	M, Management
Nonresidential and Mixed Use			
General Retail (GR)	Commercial	This designation is for properties in commercial retail, office and service uses, primarily along portions of major roadway corridors within the community for high visibility and accessibility, but also in other locations to accommodate neighborhood-focused businesses. Commercial uses include typical “big-box” developments that will draw patrons from a wide area, while neighborhood-focused businesses include smaller footprint sites that cater to serving a smaller area.	M, Management

Table 2-1, Zoning Districts			
Zoning District	Future Land Use Category	Purpose	Former Zoning District
Industrial (IN)	Industrial	This designation accommodate uses that are intensive in terms of how “light” industrial and especially “heavy” industrial activities can affect other nearby properties. This can include factors such as noise, vibration, light/glare, odor, truck traffic, and hours of operation, as well as the sheer scale and intensity of some heavy industrial uses. Depending on the standards applied through development regulations, an industrial area can allow for a wide range of uses, from office/warehouse to wholesale, product assembly, and manufacturing. Some communities aim for a more aesthetic business or industrial “park” environment, with specific standards for building arrangement and orientation, extensive landscaping, and especially full screening of loading and outdoor activity/storage areas, if such external activity is even permitted. A campus feel may be further reinforced by private or public streetscape and design enhancements, including special signage at industrial area entries and key intersections, unified lighting design, etc.	M, Management
Mixed Use (MU)	Corridor Mixed Use	This designation is for properties in commercial retail, office and service uses along and near a high-profile roadway corridor where mixed-use development outcomes are desired and encouraged. The mix of uses may include residential, especially to provide additional housing options and forms within the community. Major public and/or institutional facilities may also serve as development anchors within the area. Where non-residential and mixed-use developments in Corridor Mixed Use areas are adjacent to residential neighborhoods, site standards involving building scale and placement should be triggered to ensure compatibility.	M, Management

Table 2-1, Zoning Districts			
Zoning District	Future Land Use Category	Purpose	Former Zoning District
Public and Institutional (PI)	Public/Institutional	This designation is for public facility land uses and their vicinities that warrant special consideration. Such consideration is necessary either to: (1) protect a major community asset or other highly-valued use; or (2) buffer and protect nearby properties from potential adverse effects depending on the nature and operational aspects of the public use. This is for all public and institutional facilities except SHSU.	M, Management
Downtown (D)	Downtown Area Mixed Use	This designation, in many cities, involves the most intensively developed area of the community in terms of the greatest coverage of sites with building footprints and the least amount of private development area devoted to off-street parking and landscaping. Instead, most parking is accommodated on-street and/or within public parking areas. This enables most streets and other public spaces to be framed by buildings with zero or minimal front setbacks, creating “architectural enclosure” versus the progressively more open feel in other character areas (auto-oriented, suburban, etc.). All of these elements, along with a mixed-use orientation, makes these areas of a city the most conducive for pedestrian activity and interaction. Public plazas and pocket parks can provide green space amid the urban environment and a place to gather and host community events.	D, Downtown

Table 2-2, Overlay and Special Purpose Districts			
Zoning District	Future Land Use Category	Purpose	Former Zoning District
I-45 Overlay (I-45-O)	N/A	This designation is established to recognize the corridor as a unique area that promotes a mix of uses include commercial, retail, office, and special areas, along the corridor.	New

Table 2-2, Overlay and Special Purpose Districts			
Zoning District	Future Land Use Category	Purpose	Former Zoning District
Simple Living Residential (SLR)	All Residential Categories	This designation is for small lot living in a variety of structure types and arrangements including manufactured home parks, recreation vehicles, tiny homes, and cottage courts.	New
Veterans Memorial Parkway Overlay (VMPO)	N/A	This designation is for an area bounded by the right-of-way of Veteran's Memorial Parkway beginning at its most southern end at the intersection of the west feeder road of IH-45 and ending at its intersection with Col. Etheredge Blvd.	VMPO, Veterans Memorial Parkway Overlay
Planned Development (PD)	N/A	This designation is intended to allow a diverse mixture of residential and/or nonresidential uses and structures that function as cohesive and unified projects. The districts encourage innovation by allowing flexibility in permitted use, design, and layout requirements in accordance with a Unified Development Ordinance. This should provide benefits by providing opportunities for employment and services closer to residences.	PD, Planned Development
Airport Hazard Overlay (AHO)	N/A	This designation is intended to protect the municipal airport and the surrounding area from the encroachment of incompatible land uses that may present hazards to users of the airport as well as persons living or working in the airport vicinity.	Airport Hazard Overlay (AHO)
Residential Protection Overlay (RP-O)	N/A	This designation is intended to protect property values by conserving the overall character and function of previously existing single-family detached house residential areas of the City.	NC, Neighborhood Conservation

2.200 ZONING DISTRICT MAP

2.201 Establishment

The location and boundaries of the zoning districts are shown on a geographic coverage layer that is maintained as part of the City's geographic information system (GIS). This geographic coverage layer constitutes the City's Official Zoning Map. The Official Zoning Map, including all notations, references, data and other information shown on it, is adopted and incorporated into this UDO and has the same legal force and effect as the UDO.

2.202 Available for Inspection

The map that is officially on file at City Hall is available for public inspection. This map shall control in the event of a conflict between the official map and any other reproduction of the map.

2.203 Maintenance, Updates, and Publishing

The City Planner is responsible for directing revisions to the Official Zoning Map to reflect its amendment as soon as possible after the effective date of any zoning map amendment. No unauthorized person may alter or modify the official map.

2.204 Map Interpretations

Where any uncertainty exists about a zoning district boundary, the City Planner is authorized to refer the matter to the Board of Adjustment for a determination or make an administrative interpretation using the following rules of interpretation:

- 2.204.A A boundary shown on the Official Zoning Map as approximately following lot lines will be construed as following those lot lines.
- 2.204.B A boundary shown on the Official Zoning Map as approximately following a street, alley, or railroad line will be construed as following the centerline of the street, alley or railroad right-of-way.
- 2.204.C A boundary shown on the Official Zoning Map as approximately following the shoreline or centerline of a river, stream, lake or other water body will be construed as following the actual shoreline or centerline of that water body.
- 2.204.D A boundary shown on the Official Zoning Map as approximately parallel to, or as an apparent extension of, a feature described above will be construed as being actually parallel to, or an extension of, the feature.
- 2.204.E If a boundary shown on the Official Zoning Map is inconsistent with a description included within an amending ordinance, the amending ordinance governs.

2.205 Classification of Annexed Land

Territory annexed to the City will be classified in the RU zoning district unless otherwise provided by the annexation plan adopted by City Council.

2.300 Lot and Setback Regulations

Principal uses and structures in all zoning districts are subject to the lot and setback regulations of [Article 5](#).

2.400 Supplemental District Regulations

2.401 PD District Minimum Area

Each PD district established must have a minimum contiguous area of at least 5 acres.

2.402 MU District

- 2.402.A *Generally.* In addition to the applicable standards in this UDO, buildings in the Mixed Use (MU) District shall comply with the following standards.
- 2.402.B *Master Development Plan.* Approval in accordance with Section [12.1100](#), *Master Development Plan*, shall be required prior to developing in the MU District that is four acres or more in land area or where more than two lots or parcels are proposed for development.
- 2.402.C *Percentage of Residential.*
 - 1. *Horizontal Mixed Use.* For a horizontal mixed use development, a maximum of 60 percent of the land area of the development shall consist of permitted residential uses. A Building Permit for residential construction shall not be approved for the development until Building Permits have been approved

for a minimum of 20 percent of the planned nonresidential development on the approved Master Development Plan.

2. *Vertical Mixed Use.* For a vertical mixed use building, residential uses are prohibited on the first floor; however, there shall be no minimum or maximum percentage of mixing of permitted residential or nonresidential uses based on floor area.

2.402.D *Enhanced Building Form and Design.*

1. *360-Degree Architecture.* No particular architectural style is mandated. However, the architectural style of the front facade shall be expressed on all four sides of the building.
2. *Detailing.* All buildings shall contain architectural details that promote good design, which shall include a minimum of three of the following:
 - a. Entry portico;
 - b. Chimneys or cupolas;
 - c. Transom windows;
 - d. Dormers;
 - e. Window canopies;
 - f. Eaves in excess of 18 inches;
 - g. Covered porches (extending along 50 percent of the building facade and projecting a minimum of four feet from the face of the building);
 - h. A minimum of 80 percent of each facade visible from a public right-of-way, public park or open space, or residential use is composed of masonry, natural stone, or other material approved by the City Planner;
 - i. Decorative window shutters; or
 - j. Other features approved by the City Planner.
3. *Awnings and Canopies.* Awnings and canopies, if installed, shall meet the following standards:
 - a. Awnings and canopies shall be attached and integral to the principal structure;
 - b. Awnings and canopies shall not obstruct any portion of any window except that transom windows may be located under awnings and canopies;
 - c. Canopies shall have columns, beams, and/or brackets of adequate size to give both structural and visible means for support;
 - d. Backlit or internally illuminated awnings or canopies are prohibited; and
 - e. A minimum clearance of eight feet from finished grade to the bottom of the awning or canopy is required and it shall not exceed 16 feet in height.
4. *Blank Walls.* Except where necessary to accommodate the future expansion of a building intended for construction within two years, blank walls are not allowed. No building wall may include an area that is larger than 15 feet tall by 25 feet wide that does not include one or more of the following:
 - a. Windows;
 - b. Doors;

- c. Building wall offset that complies with the building wall offset requirements in Section 3.400;
- d. Sign(s), in accordance with Article 8;
- e. Architectural details that relieve the appearance of the blank wall;
- f. A canopy or an arcade;
- g. Vines or other plantings on wall trellises that cover at least 60 percent of the facade elevation; or
- h. Other methods approved by the City Planner.

ARTICLE 3 OVERLAY AND SPECIAL PURPOSE DISTRICTS

Contents:

3.100 General

3.200 Veteran's Memorial Parkway Overlay District

3.300 Airport Hazard Overlay District

3.400 I-45 Overlay

3.500 Simple Living Residential District

3.600 Residential Protection Overlay District

3.100 GENERAL

3.101 Purpose and Application

Overlay districts are tools for dealing with special situations or accomplishing area-specific planning goals. As the name implies, overlay districts are “over-laid” on zoning district classifications to alter some or all of the regulations that apply in the underlying zoning district.

3.102 Interpretation

3.102.A Overlay district regulations apply in combination with underlying (base) zoning district regulations and all other applicable regulations of this Development Code. Overlay districts impose additional regulations or modify regulations of the underlying zoning district.

3.102.B Unless otherwise expressly stated, all applicable regulations of the underlying zoning district apply to property in an overlay district.

3.102.C When overlay district regulations conflict with regulations that apply in the underlying zoning district, the regulations of the overlay district govern.

3.200 VETERAN'S MEMORIAL PARKWAY OVERLAY DISTRICT

3.201 Description

The Veteran's Memorial Parkway Overlay (VMPO) district is an area bounded by the right-of-way of Veteran's Memorial Parkway beginning at its most southern end at the intersection of the west feeder road of IH-45 and ending at its intersection with Col. Etheredge Blvd.

3.202 Overlay District Regulations

The following development standards apply within the VMPO district:

3.202.A Overhead and Underground Utilities

1. All utility crossings, whether service drops or primary, must be placed underground within the Veteran's Memorial Parkway right-of-way, except at state highways.
2. When allowed, any overhead utilities must be located within the right-of-way, as far as possible from the travel lanes of the road.
3. Any overhead facilities proposed along the section of Veteran's Memorial Parkway at the Raven's Nest Golf Course must be presented to City Council for review and approval, with options and cost estimates for overhead or underground facilities or re-routing around the perimeter of the golf course.

3.300 AIRPORT HAZARD OVERLAY DISTRICT

3.301 Purpose

The Airport Hazard Overlay (AHO) district is intended to protect the municipal airport and the surrounding area from the encroachment of incompatible land uses that may present hazards to users of the airport as well as persons living or working in the airport vicinity. The overlay district regulations are further intended to:

- 3.301.A Prevent or control influences that are adverse to the airport property and to the safe conduct of aircraft in the vicinity of the municipal airport;
- 3.301.B Prevent creation of conditions hazardous to aircraft operation;
- 3.301.C Prevent conflict with land development that may result in loss of life and property; and
- 3.301.D Encourage development that is compatible with airport use characteristics within the intent and purpose of this Development Code.

3.302 Zones Established

The Airport Hazard Overlay district is divided sub-districts (zones). These zones are shown on the City's official Airport Hazard Zoning Map, which is adopted as part of this Development Code. The zones are as follows:

3.302.A Nonprecision Instrument Runway Approach Zone (AHO/AN)

The inner edge of nonprecision instrument runway approach zone (also referred to simply as the "approach zone") coincides with the width of the primary surface and is 500 feet in width. The nonprecision instrument runway approach zone expands outward uniformly to a width of 3,500 feet at a horizontal distance of 10,000 feet from the primary surface. Its centerline is the continuation of the centerline of the runway.

3.302.B Transitional Zones (AHO/T)

The transitional zones are the areas beneath the transitional surfaces. These surfaces extend outward and upward at 90-degree angles to the runway centerline, and the runway centerline extends at a slope of 7 feet horizontally for each one foot vertically from the sides of the primary approach surfaces to the point that they intersect the horizontal surface.

3.302.C Horizontal Zone (AHO/H)

The horizontal zone is established by swinging arcs of 10,000 feet radii from the center of each end of the primary surface of each runway and connecting the adjacent arcs by drawing lines tangent to those arcs. The horizontal zone does not include the approach and transitional zones.

3.302.D **Conical Zone (AHO/C)**

The conical zone is established as the area that commences at the periphery of the horizontal zone and extends outward from the periphery for a horizontal distance of 4,000 feet.

3.303 **Height Limitations**

Except as otherwise provided, no person may erect, alter, allow to grow or maintain any structure or tree in any zone within the airport hazard overlay created to a height more than the applicable height limit established for such zone. If more than one height limitation covers an area, the more restrictive height limit governs.

3.303.A **Nonprecision Instrument Runway Approach Zone (AHO/AN)**

The nonprecision instrument runway approach zone slopes upward one foot vertically for each 34 feet of horizontal distance beginning at the end of and at the same elevation as the primary surface and extending to a horizontal distance of 10,000 feet along the extended runway centerline.

3.303.B **Transitional Zones (AHO/T)**

The transitional zone slopes upward and outward one foot vertically for each 7 feet of horizontal distance beginning at the sides of and at the same elevation as the primary surface and the approach zones, and extending to a height of 150 feet above the airport elevation, which is 363 feet above mean sea level. Additionally, there are established height limits sloping upward and outward one foot vertically for each 7 feet of horizontal distance beginning at the side of and at the same elevation as the approach zones, and extending to where they intersect the horizontal or conical surface.

3.303.C **Horizontal Zone (AHO/H)**

The horizontal zone extends 150 feet above the airport elevation or a height of 513 feet above mean sea level.

3.303.D **Conical Zone (AHO/C)**

The conical zone slopes upward and outward 20 feet horizontally for each foot vertically beginning at the periphery of the horizontal zone and at 150 feet above the airport elevation and extending to a height of 350 feet above the airport elevation.

3.304 **Use Restrictions**

Notwithstanding any other provisions of this section, no one may use land or water within any airport hazard zone in a way that creates electrical interference with navigational signals or radio communications between the airport and aircraft, make it difficult for pilots to distinguish between airport lights and other lights, result in glare in the eyes of pilots using the airport, impair visibility near the airport, or otherwise in any way create a hazard or endanger the landing, takeoff or maneuvering of aircraft intending to use the airport.

3.305 **Nonconforming Uses**

3.305.A **Regulations not Retroactive**

The airport hazard overlay regulations do not require the removal, lowering or other changes or alterations of any nonconforming structure or tree in existence on October 15, 1976.

3.305.B **Marking and Lighting**

The owner of any existing nonconforming structure or tree must install, operate and maintain any markers and lights that the City Council deems necessary to indicate to the operators of aircraft near the airport the presence of such airport hazards.

3.306 **AHO Permits**

3.306.A **Future Uses**

No person is allowed to make any material change in the use of the land, and no person can erect, alter, plant or otherwise establish a structure or tree in any airport hazard district zone unless the person applies for and receives an AHO permit from the City Planner.

1. No AHO permit is required for a tree or structure of less than 75 feet of vertical height above the ground in the horizontal and conical zones or in any approach and transitional zones beyond a horizontal distance of 4,200 feet from each end of the runway unless such tree or structure, because of the terrain, land contour or topographic feature, would extend above the height limit prescribed for the respective zone.
2. An applicant for an AHO permit must indicate the purpose of the permit with sufficient information to determine whether the resulting use, structure or tree would conform to the airport hazard overlay regulations. If such determination is in the affirmative, the permit will be granted. No AHO permit may be granted for activities that are inconsistent with the AHO district regulations unless a variance has been approved by the Board of Adjustment.

3.307 **Existing Uses**

No AHO permit may be granted that would allow the establishment or creation of an airport hazard or permit a nonconforming use, structure or tree to become a greater hazard to air navigation than it was on October 15, 1976.

3.308 **Hazard Marking and Lighting**

Any AHO permit granted must, if such action is deemed advisable in light of the purposes of the airport hazard overlay zone and reasonable in the circumstances, be so conditioned as to require the owner of the structure or tree in question to install, operate and maintain a signal to indicate to pilots the presence of an airport hazard.

3.400 I-45 Overlay

3.401 **Purpose**

The I-45 Overlay (I-45-O) is established to recognize the corridor as a unique area that promotes a mix of uses include commercial, retail, office, and special areas, along the corridor.

3.402 **Applicability**

The I-45-O District applies to properties with frontage along Interstate 45. This Overlay is illustrated on the Official Zoning Map.

3.403 **Uses, Generally**

The uses listed in Table 4.1, as permitted or conditional uses for each base zoning district upon which the I-45-O District is applied, shall be permitted or conditional uses allowed in the overlay.

3.404 **Permitted Uses**

The following uses shall be permitted by right regardless of the base zoning district:

- 3.404.A Apartment/condominium;
- 3.404.B Personal improvement service;
- 3.404.C Research service;
- 3.404.D Assembly and Entertainment;
- 3.404.E Financial service;
- 3.404.F Lodging;
- 3.404.G Office; and
- 3.404.H Retail sales.

3.405 **Conditional Uses**

The following uses shall require a conditional use permit regardless of the base zoning district:

- 3.405.A Hospital;
- 3.405.B Wireless communications;
- 3.405.C Animal service;
- 3.405.D Commercial service;
- 3.405.E Funeral or mortuary service; and
- 3.405.F Vehicle Sales and Service.

3.406 **Lot and Setback Regulations**

- 3.406.A Residential Development. Dimensional requirements for new residential development in the I-45-O District shall comply with the standards for the HR zoning district in Sec. [5.200](#).
- 3.406.B Nonresidential Development. Proposed new mixed use and nonresidential development in the I-45-O District shall comply with the underlying base zoning district standards, as outlined in Section [5.300](#), except that:
 - 1. The minimum lot width shall be 125 feet; and
 - 2. The maximum front setback shall be 115 feet.

3.407 **Parking and Driveway Access**

Parking in the I-45-O District shall comply with the requirements of [Article 6](#), except that a maximum of 25 percent of the required parking may be located within the street building setback for interior lots and a maximum of 50 percent of the required parking may be located within the street building setback for corner lots.

3.408 **Landscaping and Buffers**

Landscaping and buffers in the I-45-O District shall comply with the requirements of [Article 7](#), Landscaping and Buffers, except that:

- 3.408.A Minimum Landscaping. At least 20 percent of the total lot area must be devoted to landscape development.
- 3.408.B Plantings Adjacent to Building. Plantings adjacent to the building, as depicted in Figure 3-1, shall be installed according to the following:
 - 1. Minimum Area. Principal buildings shall have plantings adjacent to the base of the building, according to the following formula:

$$\frac{\text{Building area (sq. ft.)}}{\text{Lot area (sq. ft.)}} \times 20\% \text{ of lot area} = \text{Minimum planting area adjacent to building}$$

2. **Width and Access.** The planting area adjacent to the building shall be a minimum of six feet wide and may be crossed with walkways to provide access to the building.
3. **Planting and Decorative Materials.** A minimum of one ornamental or evergreen tree and five shrubs shall be planted within the planting area at the base of the building per every 50 linear feet, measured parallel to the building. The remaining portions of the planting area shall be planted with groundcover or consist of xeriscape groundcover, rocks, or decorative pavers.
4. **Landscape Area Credit.** Plantings adjacent to the building shall count toward the 20 percent minimum landscaping requirement established in Sec 7.200.

Figure 3-1: Plantings Adjacent to Building



3.408.C **Parking Lot Plantings.** Plantings adjacent to the building, as depicted in Figure 3-1, shall be installed according to the following:

1. The minimum amount of landscape development that must be provided within (interior) and around (perimeter) off-street parking lot is calculated as follows:

$$\frac{\text{Parking lot area (sq. ft.)}}{\text{Lot area (sq. ft.)}} \times 30\% \text{ of lot area} = \text{Minimum required landscape development interior to parking area}$$

3.408.D **Tree Preservation Credit.** Landscaping credits established in Sec. 7.400, apply, except that the City Planner may reduce the minimum landscaping

requirements of this Section from 20 percent to 15 percent, rather than to 7.5 percent, if the applicant fulfills the obligations of Sec. 7.400.

3.409 **Signs**

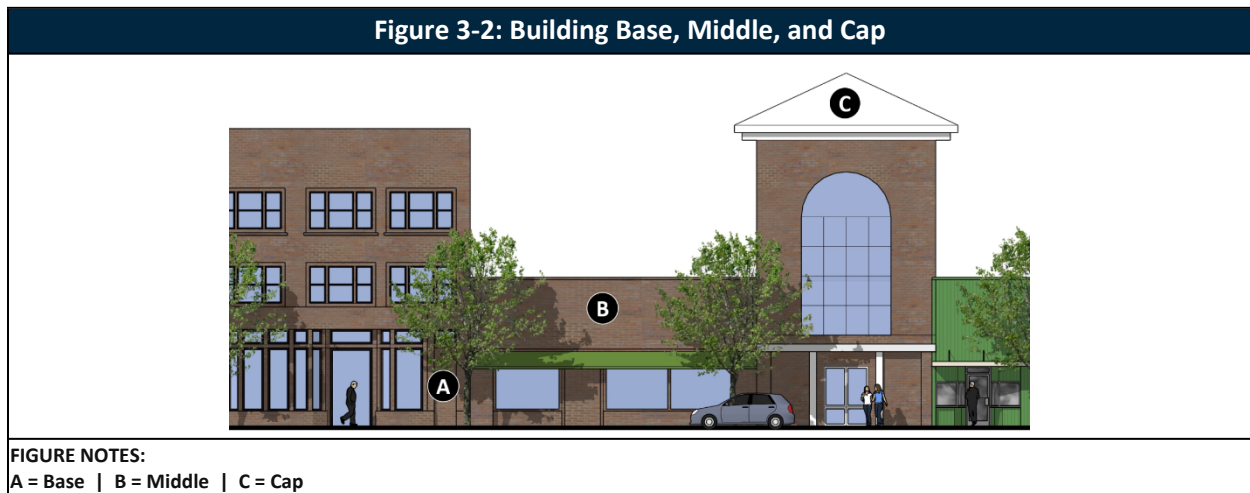
Signs in the I-45-O District shall comply with the requirements of [Article 8, Signs](#).

3.4010 **Building Design**

3.4010.A **Building Design of Multi-Story Buildings.**

Buildings with more than two stories shall be designed with a clearly differentiated base, middle, and cap, as depicted in Figure 3-2.

1. Building Cap. A recognizable cap shall include one or more of the following features:
 - a. Three-dimensional cornice treatments, other than just colored stripes or bands;
 - b. Sloping roofs with overhanging eaves and brackets; or
 - c. Stepped parapets with varying elevations.
2. Building Base. A recognizable base shall include a minimum of one of the following:
 - a. Taller ground floor height than the upper stories (by at least 2 feet);
 - b. Thicker walls, ledges, or sills;
 - c. Raised planters, that are integral to the building façade; or
 - d. Change in building materials or facade treatments.



3.4010.B **Building Design of Multi-Story and Single-Story Buildings**

The following standards shall apply to single- or multi-story buildings with facades that are visible from Interstate 45.

1. Building Windows/Transparency. Façade shall be occupied by windows or doorways that comprise a minimum of 35 percent but not more than 75 percent of the facade surface.
2. Building Entrances. Facades shall have clearly-defined customer entrances that include a minimum of three of the following features:
 - a. Canopies, awnings, porticos, arcades, or overhangs;
 - b. Over the door or peaked roof forms;

- c. Arches;
 - d. Decorative lighting;
 - e. Outdoor patios or plazas;
 - f. Display windows;
 - g. Obviously differentiating architectural details such as moldings that are integrated into the building structure and design; or
 - h. Integral planters or wing walls that incorporate landscaped areas and/or places for sitting.
3. Building Articulation. Facades visible from Interstate 45 shall be articulated to provide visual interest and break up a large building as depicted in Figure 3-3 and Figure 3-4. A building shall:
- a. Incorporate a wall offset for a minimum of each 80 feet of building facade, where a portion of the facade (no less than 20 feet wide) is pushed back or pulled forward by a minimum of six feet; and
 - b. Include a change in roof height of not less than 24 inches in height for a parapet roof or, for a pitched roof, modulation in which the highest ridge line and the lowest ridge line have a height difference of a minimum of six feet.

Figure 3-3: Horizontal Building Articulation

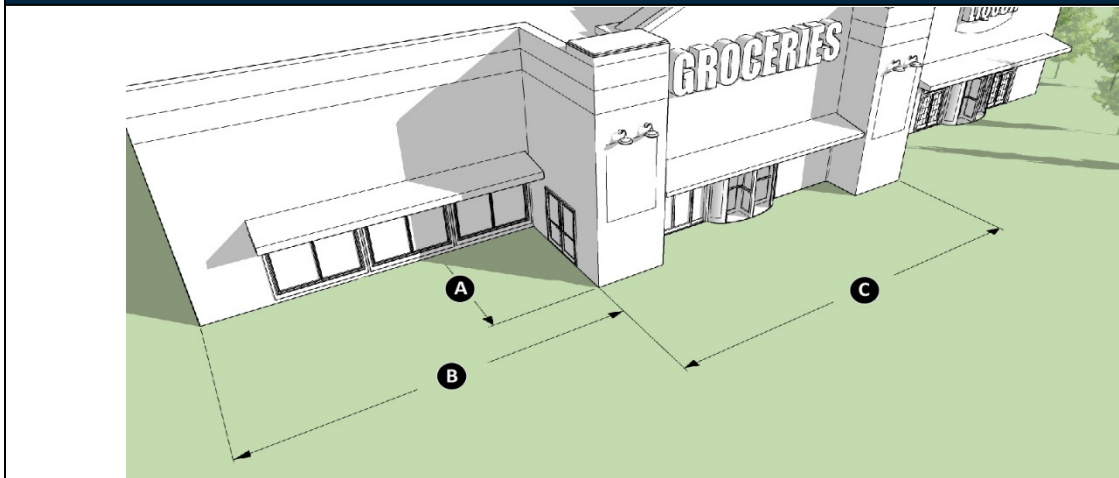


FIGURE NOTES:

A = Minimum of 6 feet | B = Minimum of 80 feet | C = Minimum of 20 feet

Figure 3-4: Vertical Building Articulation

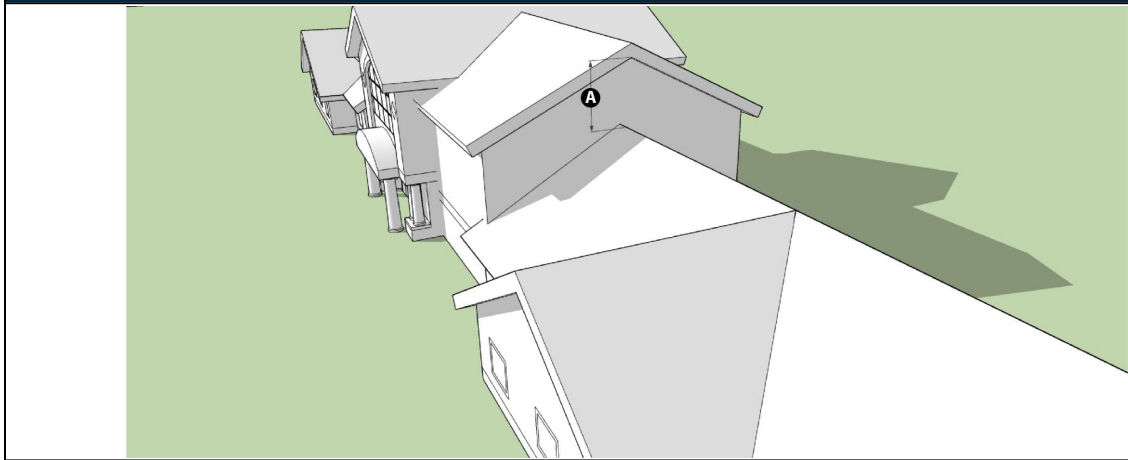


FIGURE NOTES:
A = Minimum of 6 feet

3.500 Simple Living Residential District

3.501 Purpose

The Simple Living Residential (SLR) District provides for a variety of different types and arrangements of housing that may be constructed or manufactured on- or off-site and which may be placed on individual lots or a common lot. This district may accommodate manufactured home parks, recreational vehicle parks, tiny homes on individual lots, or cottage court formats. Neighborhoods may serve as permanent or temporary residences.

3.502 Applicability

The SLR District may be applied within any residential land use category on the Future Land Use Map. These residential use types provide options that contribute to the overall availability of housing choice in the City. They may be appropriate on smaller infill properties suitable for this scale of development, when the adjacent uses and natural environment provide for compatibility, and in locations proximate to employment areas.

3.503 Land Uses

The following land uses, as depicted in Figure 3-5, *SLR District Residential Uses*, are permitted as of right in the SLR District, subject to the standards of this Section:

- 3.503.A Manufactured home park or subdivision;
- 3.503.B Recreational vehicle park;
- 3.503.C Tiny house community; and
- 3.503.D Residential and nonresidential land uses permitted as of right or by Conditional Use Permit in the MR District according to Table 4-1, *Use Table*.

Figure 3-5: SLR District Residential Uses



3.504 Lot and Setback Regulations

3.504.A Residential Uses

Dimensional requirements for new residential development in the SLR District shall comply with the standards in Table 3-1, *SLR District Lot Size and Building Setback Requirements*, below.

3.504.B Nonresidential Development

Proposed new mixed use and nonresidential development in the SLR District shall comply with the requirements of the GR District in Section 5.300, *Nonresidential and Mixed Use Lot Size and Building Setback Requirements*.

Table 3-1: SLR District Lot and Building Standards										
Housing Type	Min. Open Space (Percent of Site)	Min. Site Area (Acres)	Min. Lot or Pad Area (Feet)	Min. Lot or Pad Width (Feet)	Min. Setbacks (Feet)				Min. Building or Vehicle Separation (Feet)	Max. Height (Feet)
					Street	Street Side	Side	Rear		
Manufactured Home Park	10	10	5,000	50	20	15	5	10	10	35
Manufactured Home/Detached House Subdivision	10	N/A	3,500	35	20	15	5	10	N/A	35
Recreational Vehicle Park	5	10	1,200	25	50 ¹	50 ¹	25	25	10	15
Tiny House Community	15	1	1,200	25	20	15	5	5	10	35
TABLE NOTES: 1. No recreational vehicle parking pad shall be closer than 50 feet from any exterior property line.										

3.505 SLR District Use Standards

3.505.A Recreational Vehicle Park

Refer to Section 4.200, *Supplemental Use Regulations*.

3.505.B Manufactured Home Park or Subdivision

Refer to Section 4.200, *Supplemental Use Regulations*.

3.505.C Tiny House Community

1. Building Standards

A tiny house that is part of a tiny house community shall be built to the City's residential building code.

2. Maximum Floor Area

A tiny house shall consist of a total maximum floor area of 600 square feet, excluding any loft space.

3. Permanent Foundations

Tiny houses that are part of a tiny house community shall be constructed on a permanent foundation. Tiny houses on wheels or other non-permanent foundations are prohibited from being part of a tiny house community but may be placed on a lot within a RV park, manufactured home park or manufactured home subdivision.

4. Prefabricated Tiny Houses

A Prefabricated tiny house is required to be skirted.

3.506 Open Space

The following shall apply to required open space in the SLR District

3.506.A Open Space

Open space shall be provided at the minimum required in Table 3-1, *SLR District Lot and Building Standards*, and shall include a central green, lawn or garden area, playground, or plaza as a central focal point of all dwellings.

3.506.B Walkways

Common improvements of the common area shall include pedestrian

walkways connecting each dwelling unit to a community-wide sidewalk network, shared parking areas or garages.

3.506.C Buffer Requirements

The site shall provide a buffer around the perimeter that preserves existing vegetation and incorporates landscape materials, berms, or a wall or fence to provide a visual buffer from adjacent development. See Section 7.500, *Buffers*.

3.507 **Garages**

The following garage structure requirements shall apply to a residential use in the SLR District.

3.507.A Access

If provided, detached garages serving more than one dwelling unit shall be accessed via a private drive or alley.

3.507.B Bays

A detached garage building shall not exceed four car bays unless it is screened by a buffer required in Section 7.500, *Buffers*.

3.507.C Design

Detached garage buildings shall be consistent in architecture and design to the principal dwellings.

3.600 Residential Protection Overlay District

3.601 **Purpose**

The Residential Protection Overlay (RP-O) District is intended to help protect property values by conserving the overall character and function of previously existing single-family detached house residential areas of the City. It is intended for application in stable single-family detached house neighborhoods.

3.602 **Applicability**

The RP-O District applies to existing development designated with such overlay on the Official Zoning Map.

3.603 **Uses, Generally**

In the RP-O District, when dwelling units are rented, tenancy shall be arranged on a month-to-month or longer basis. Uses where tenancy may be arranged for a shorter period are not considered residential; they are considered a form of lodging and are prohibited.

ARTICLE 4 USE REGULATIONS

Contents:

4.100 Allowed Uses

4.200 Supplemental Use Regulations

4.300 New and Unlisted Uses

4.100 ALLOWED USES

4.101 Use Table

4.101.A Rural, Low Density Residential, Medium Density Residential, High Density Residential, Simple Living Residential, General Retail, Industrial, Mixed Use, Public and Institutional, and Downtown Districts

Principal uses are allowed in RU, LR, MR, HR, SLR, GR, IN, MU, PI, and D zoning districts in accordance with Table 4-1.

4.101.B Planned Zoning Districts

The uses to be allowed in PD districts must be established at the time of development plan approval and identified in the ordinance establishing the subject PD district. The City Council is authorized to approve any use or combination of uses within a PD district.

4.102 Understanding the Use Table

4.102.A Uses

Uses are listed and defined in the first columns of Table 4-1.

4.102.B Permitted and Conditional Uses

1. Uses identified with a "P" are permitted as-of-right in the subject zoning district.
2. Uses identified with an "L" are permitted as-of-right, subject to limitations in Section 4.200, *Supplemental Use Regulations*, and Section 3.500, *Simple Living Residential District*.
3. Uses identified with a "C" are allowed only if approved in accordance with the conditional use approval procedures of Sec. 12.800.

4.102.C Prohibited Uses

1. Uses identified with an "X" are expressly prohibited. Uses that are not listed in Table 4-1 and that cannot reasonably be interpreted to fall within one of the use categories or subcategories described in the table are also prohibited.
2. The use of a recreational vehicle for habitation for longer than 90 days within or outside of a recreational vehicle park shall be prohibited Citywide.
3. The establishment of a mobile / manufactured dwelling unit outside of a manufactured home park / subdivision on a vacant lot or that formerly had a conventional single-family detached house on it. Except as provided for in 4.203.C.

4.102.D Supplemental Regulations and Specific Limitations

1. The "Standards" (final) column of the Table 4-1 identifies additional regulations that apply to listed uses. Compliance with supplemental

regulations is required for all limited and certain conditional uses unless otherwise expressly stated.

2. All Accessory Uses and Structures and Home Occupations are subject to the standards in Sec. 4.201 and Sec. 4.202, respectively.
3. The standards in 4.203 shall only apply to replacement mobile or manufactured homes outside of a manufactured home park. New mobile or manufactured homes outside of a manufactured home park are prohibited.
4. The standards in 4.2010 shall apply to any land use with equipment required to be screened or that has outdoor storage.

Table 4-1: Use Table

P = Permitted by right | **L** = Permitted by right subject to limitations | **C** = Conditional use approval required (Sec. 12.800) | **X** = Prohibited | **CV** = Conventional Development Type | **CL** = Cluster Development Type | **IF** = Infill Development Type

Use Categories	Specific Uses	Residential Districts									Nonresidential and Mixed Use Districts					Standards
		RU	LR		MR			HR		SLR	GR	IN	MU	PI	DT	
		CV	CV	CL	CV	CL	IF	CV	IF							
RESIDENTIAL USES																
Household Living	Detached house	P	P	P	P	P	P	P	P	C	X	X	P	X	C	--
	Townhouse (2 units)	X	X	L	L	L	L	L	L	X	X	X	L	X	C	4.2011
	Townhouse (3+ units)	X	X	X	X	L	L	L	L	X	X	X	L	X	C	4.2011
	Two-unit house	X	X	X	X	P	P	P	P	X	X	X	P	X	C	--
	Multiplex	X	X	X	X	X	L	P	P	X	X	X	L	X	L	4.2012
	Apartment/condo	X	X	X	X	X	X	P	P	X	P	X	P	X	L	4.2013
	Purpose-Built Shared Housing, Attached	X	X	X	X	X	X	P/C	P/C	X	X	X	X	X	X	4.207
	Purpose-Built Shared Housing, Detached	X	X	X	X	X	X	L	L	X	X	X	X	X	X	4.207
	Mobile/Manufactured dwelling unit (outside of MH park)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	4.203
	Manufactured Home Park / Subdivision	X	X	X	X	X	X	X	X	C	X	X	X	X	X	4.204
	Recreational Vehicle Park	X	X	X	X	X	X	X	X	C	X	X	X	X	X	4.205
	Tiny House Community	X	X	X	X	X	X	X	X	L	X	X	X	X	X	3.500
Group Living	Community Home	P	P	P	P	P	P	P	P	X	X	X	X	X	P	--
	Nursing Home	X	X	X	X	X	X	P	P	X	X	X	X	P	P	--
	All Other Group Living Uses	X	X	X	X	X	X	C	C	X	X	X	X	P	C	--
PUBLIC, CIVIC AND INSTITUTIONAL																
Public, Civic and Institutional	Aircraft Landing Area	X	X	X	X	X	X	X	X	X	X	C	X	C	X	--
	College or University	X	X	X	X	X	X	X	X	X	X	X	P	P	P	--
	Community Center	C	C	C	C	C	C	C	C	C	P	P	P	P	P	--
	Correctional Facility (Private)	X	X	X	X	X	X	X	X	X	X	C	X	X	X	--
	Governmental Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	--
	Fraternal Organization	C	C	C	C	C	C	C	C	C	P/C	P	P/C	P	P/C	4.2014
	Hospital	X	X	X	X	X	X	X	X	X	P	P	P	P	P	--

Table 4-1: Use Table

P = Permitted by right | **L** = Permitted by right subject to limitations | **C** = Conditional use approval required (Sec. 12.800) | **X** = Prohibited | **CV** = Conventional Development Type | **CL** = Cluster Development Type | **IF** = Infill Development Type

Use Categories	Specific Uses	Residential Districts									Nonresidential and Mixed Use Districts					Standards
		RU	LR		MR			HR		SLR	GR	IN	MU	PI	DT	
		CV	CV	CL	CV	CL	IF	CV	IF							
	Library	C	C	C	C	C	C	C	C	C	P	P	P	P	P	--
	Museum or Cultural Facility	X	X	X	X	X	X	X	X	X	P	P	P	P	P	--
	Natural Resource Preservation	P	P	P	P	P	P	P	P	P	P	P	P	P	P	--
	Parks and Recreation	P	P	P	P	P	P	P	P	P	P	P	P	P	P	--
	Religious Assembly	C	C	C	C	C	C	C	C	C	P	P	P	P	P	--
	Safety Service	C	C	C	C	C	C	C	C	C	P	P	P	P	P	--
	School	C	C	C	C	C	C	C	C	C	P	P	P	P	P	--
	Trade School	X	X	X	X	X	X	X	X	X	P	P	P	P	X	--
	Utilities and Public Service Facility, Minor	P	P	P	P	P	P	P	P	P	P	P	P	P	P	--
	Utilities and Public Service Facility, Major	C	C	C	C	C	C	C	C	C	P	P	P	P	C	--
	Wireless Communications, Freestanding tower	X	X	X	X	X	X	X	X	X	C	C	C	C	X	--
	Wireless Communications, Building or tower-mounted antenna	C	C	C	C	C	C	C	C	C	C	C	C	C	C	4.206
COMMERCIAL																
Animal Service	All Animal Service	X	X	X	X	X	X	X	X	X	P/C	X	P/C	X	P/C	4.2015
Assembly and Entertainment	All Assembly and Entertainment	X	X	X	X	X	X	X	X	X	P/C	X	P	X	P	4.2016
Commercial Service	Research Service	X	X	X	X	X	X	X	X	X	X	P	P	X	X	--
	All Other Commercial Service Uses	X	X	X	X	X	X	X	X	X	P	P	X	X	X	--
Day Care	All Day Care	X	X	X	X	X	X	C	C	X	P	X	P	P	P	--
Eating Establishment	All Eating Establishments	X	X	X	X	X	X	C	C	X	P	P	P	X	P	--
Funeral or Mortuary Service	All Funeral or Mortuary Service	X	X	X	X	X	X	X	X	X	P	X	P	X	P	--
Lodging	Recreational Vehicle Park	X	X	X	X	X	X	X	X	C	X	X	X	X	X	--
	All other Lodging Uses	L	L	L	L	L	L	L	X	X	P	X	P	X	P	4.2020
Mobile Food Vendor	All Mobile Food Vendors	X	X	X	X	X	X	X	X	X	P/C	P	P	X	P	4.208 4.209
Office	Financial Service	X	X	X	X	X	X	X	X	X	P	P	P	X	P	--
	All other Office	X	X	X	X	X	X	L	L	X	P	P	P	X	P	4.2017
Retail Sales, Service and Repair	All Retail Sales	X	X	X	X	X	X	L	L	X	P	P	P	X	P	4.2018
	All Personal Improvement Service	X	X	X	X	X	X	L	L	X	P	P	P	X	P	4.2018

Table 4-1: Use Table

P = Permitted by right | **L** = Permitted by right subject to limitations | **C** = Conditional use approval required (Sec. 12.800) | **X** = Prohibited | **CV** = Conventional Development Type | **CL** = Cluster Development Type | **IF** = Infill Development Type

Use Categories	Specific Uses	Residential Districts									Nonresidential and Mixed Use Districts						Standards
		RU	LR		MR			HR		SLR	GR	IN	MU	PI	DT		
		CV	CV	CL	CV	CL	IF	CV	IF								
	All Repair Service	X	X	X	X	X	X	L	L	X	P	P	P	X	P	4.2018	
Vehicle Sales and Service	Car Wash	X	X	X	X	X	X	X	X	P	P	P	X	X	X	--	
	Fuel Station	X	X	X	X	X	X	X	X	P	P	P	P/C	X	X	4.2019	
	Vehicle Maintenance	X	X	X	X	X	X	X	X	P	P	X	P	X	X	--	
	Vehicle Repair	X	X	X	X	X	X	X	X	L	P	X	P/C	X	X	4.2019	
	Vehicle Sales, Rental, and Leasing	X	X	X	X	X	X	X	X	P	P	P	P	X	X	--	
INDUSTRIAL																	
Industrial, Heavy	All Heavy Industrial	X	X	X	X	X	X	X	X	X	X	C	X	X	X	--	
Industrial, Light	All Light Industrial	X	X	X	X	X	X	X	X	X	X	P	X	X	X	--	
Mining/Extraction	Underground	X	X	X	X	X	X	X	X	X	C	C	C	C	X	--	
	Surface or Above-Ground	X	X	X	X	X	X	X	X	X	X	C	X	X	X	--	
Recycling Facility	Recyclable Material Drop-off Facility	X	X	X	X	X	X	X	X	X	X	P	X	X	X	--	
	Recyclable Material Processing Facility	X	X	X	X	X	X	X	X	X	X	C	X	X	X	--	
Wholesale, Distribution & Storage	Self-Service Storage Facility	X	X	X	X	X	X	X	X	X	P	P	X	X	X	--	
	All Other Wholesale, Distribution and Storage	X	X	X	X	X	X	X	X	X	P	P	X	X	X	--	
AGRICULTURE																	
Agriculture	Farming/General Agricultural	P	X	X	X	X	X	X	X	X	P	P	P	P	P	--	
	Community Garden	P	P	P	P	P	P	P	P	P	P	P	P	P	P	--	

4.200 SUPPLEMENTAL USE REGULATIONS

4.201 Accessory Uses and Structures

Accessory uses and structures are permitted in connection with lawfully established principal uses in accordance with the regulations of this subsection.

4.201.A Allowed Uses and Structures

- The following accessory uses and structures are allowed in all zoning districts:
 - Attached and detached private garages;
 - Storage sheds;
 - Children's play equipment and playhouses;
 - Vegetable or flower gardens;
 - Private greenhouses;

- f. Private tennis courts;
 - g. Private swimming pools;
 - h. Gazebos, decks, fountains and other landscape features;
 - i. Solar collectors, geothermal heat pumps and electric vehicle charging equipment;
 - j. Television (receiving) antennas;
 - k. Amateur ("Ham") radio service antennas; and
 - l. Guest houses or rooms for non-paying guests within an accessory building, provided that such facilities:
 - (1) are used only for the occasional and gratuitous housing of guests of the occupant of the principal building;
 - (2) do not contain separate utility meter equipment;
 - (3) do not include a stove or oven; and
 - (4) are not used for permanent occupancy as a dwelling unit.
2. The City Planner is authorized to permit other accessory uses and structures based on a determination that the proposed use or structure:
- a. Is customarily found in conjunction with the subject principal use or principal structure;
 - b. Is subordinate and clearly incidental to the principal use; and
 - c. Provides a necessary function for or contributes to the comfort, safety or convenience of occupants of the principal use.

4.201.B Time of Construction and Establishment

Accessory buildings must be established in conjunction with or after the principal building. They may not be established before the principal building is in place.

4.201.C Location

Accessory uses and structures must be located on the same lot as the principal use to which they are accessory, except as otherwise expressly stated in this Development Code.

4.201.D Setbacks

- 1. Accessory buildings and structures are prohibited in street setbacks except as expressly allowed by the setback encroachment provisions of §5.705.B.
- 2. Accessory building and structures over 5 feet in height must be set back at least 5 feet from all interior side and rear property lines except as expressly allowed by the setback encroachment provisions of §5.705.B. Such buildings and structures may not be located in utility easements.

4.202 Home Occupations

4.202.A Intent

The home occupation regulations of this section are intended to allow Huntsville residents to engage in customary home-based work activities while also helping to ensure that such "home occupations" will not adversely affect the character and livability of surrounding residential neighborhoods. The regulations are also intended to ensure that home occupations remain subordinate to the principal residential use of the property, and to ensure the residential viability of the dwelling is maintained. The regulations recognize that many types of work can be done in a home with little or no noticeable effect or adverse impact.

4.202.B Where Allowed

Home occupations are allowed as an accessory use to an allowed residential use, subject to all applicable regulations of this section.

4.202.C Regulations

1. The home occupation must be clearly incidental to the use of the dwelling as a residence.
2. There may be no visible evidence of the conduct of a home occupation when viewed from the street or right-of-way or from an adjacent lot. There may be no change in the exterior appearance of the dwelling unit that houses a home occupation or site upon which it is conducted that will make the dwelling appear less residential in nature or function. Examples of such prohibited alterations include parking lots, or adding commercial-like exterior lighting.
3. No equipment or process may be used in a home occupation that creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process may be used that creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.
4. Only passenger automobiles, passenger vans and passenger trucks may be used in the conduct of a home occupation. No other types of motor vehicles may be parked or stored on the premises.
5. The provisions of paragraph 4 (above) are not intended to prohibit deliveries and pickups by common carrier delivery vehicles (e.g., postal service, united parcel service, FedEx, et al.) of the type typically used in residential neighborhoods.
6. No persons other than immediate family members who reside in the dwelling unit may be employed or involved in the home occupation.
7. If there is more than one home occupation within the dwelling, the regulations of this section apply to the sum total of the activity related to such home occupations.

4.202.D Prohibited Home Occupations

Any use that does not comply with the regulations of §4.202.C is prohibited as a home occupation.

4.203 Mobile Homes and Manufactured Housing Unit

- 4.203.A The installation of any mobile home or manufactured housing unit for use as a dwelling unit is prohibited except as expressly stated in this section.
- 4.203.B A lawfully existing mobile home may be replaced with a (HUD-code) manufactured housing unit.
- 4.203.C A lawfully existing mobile home may not be relocated within the city limits. The owner of a mobile home or manufactured housing unit may remove the home or housing unit from its location and install a replacement manufactured housing unit on the same property if the replacement is a newer model manufactured housing unit and it contains at least as much living space (floor area) as the mobile home or manufactured housing unit that was removed.
- 4.203.D It is unlawful for a person to place a manufactured housing unit within the City unless the manufactured housing unit is equipped with permanently affixed skirting that effectively hides the underside of the manufactured housing unit or mobile home from view. The owner and occupant will have 30 days from the date of the electrical inspection to install the required skirting. All skirting must be constructed of rock, brick, plastic, metal, treated wood, concrete masonry materials or other materials approved by the Building Official, and must be installed so there is no visible gap between the finished floor of the

- manufactured housing unit and the ground. Cloth of any type, or shrubbery, is not acceptable material for skirting. Existing manufactured housing units or mobile homes with existing skirting that is in good condition may be allowed until replacement is needed.
- 4.203.E The skirting used on a particular manufactured housing unit or mobile home must be consistent in material, orientation and color, must be of such design as to not permit the passage of a sphere 4 inches or greater in diameter and must present a continuous and complete surface.
- 4.203.F The skirting requirements of §4.203.D and §4.203.E also apply to all other building types utilizing pier and beam or post and beam construction.
- 4.203.G No more than 3 manufactured housing units may be placed on or occupy a single lot except within a mobile home/manufactured housing park. Mobile home/manufactured housing parks are allowed only in those zoning districts indicated in Table 4-1 and are subject to the supplemental use regulations of §4.204.
- 4.203.H Any new manufactured housing units placed inside the city limits shall be less than 20 years old on the date of application and, if it is replacing a previous manufactured housing unit, then it shall be newer than the unit that it is replacing.

4.204 Mobile Home/Manufactured Housing Parks/Subdivisions

Mobile home/Manufactured Housing Parks/Subdivisions are subject to all applicable city regulations including subdivision plat standards of §12.700 the infrastructure and public improvement standards of [Article 10](#), and the standards in §3.500, *Simple Living Residential District*.

4.205 Recreational Vehicle Parks

Recreational vehicle parks are subject to all of the following regulations, in addition to those in Section 3.500, *Simple Living Residential District*.

- 4.205.A The maximum number of RV or camping spaces may not exceed 25 units per acre.
- 4.205.B Each RV or camping space must have a minimum area of 1,200 square feet.
- 4.205.C At least 5% of the overall RV park area must be set aside and improved as a common recreation area for RV park guests.
- 4.205.D Infrastructure and public improvements must be provided in accordance with [Article 10](#).
- 4.205.E The maximum rental and occupancy period per unit per space may not exceed 90 days in a calendar year.
- 4.205.F All recreational vehicles must be separated from other RVs and other buildings by a distance of at least 10 feet.

4.206 Wireless Communications Towers

Wireless communications towers are subject to all of the following regulations.

4.206.A **Prohibited Locations**

Freestanding towers are prohibited in the following areas:

1. Within 7,000 feet of the Sam Houston Statue-Huntsville Visitor Center; and
2. Within the zoning district.

4.206.B **Setbacks**

1. Guy wire anchors must be set back at least 10 feet from abutting lots and at least 25 feet from public property or streets.

2. The base of all freestanding towers must be set back from abutting lots and public property and streets by a distance equal to at least 40% of the tower's overall height or the distance between the tower's base and any guy wire anchors, whichever results in the greater setback distance.

4.206.C **Landscape Buffers**

A landscape buffer must be provided around the perimeter of all sites occupied by freestanding towers in accordance with the buffer regulations of Sec. 7.500.

4.207 Purpose-Built Shared Housing

- 4.207.A The City's Purpose-Built Shared Housing Design Criteria is hereby incorporated by reference as if fully set forth in this Development Code. All Purpose-Built Shared Housing, Attached and Detached, constructed or modified, must comply with applicable Purpose-Built Shared Housing Design Criteria.
- 4.207.B A Purpose-Built Shared Housing development shall require a Conditional Use Permit within 200 feet of a RU, LR, and MR district, otherwise the development shall be permitted by right.

4.208 Mobile Food Vendors

4.208.A **Inspections, Permits and Fees**

1. A Mobile Food Vendor shall submit a completed application for an annual Mobile Food Vending Permit to the City of Huntsville Department of Development Services and shall complete all required inspections through the City of Huntsville Central Inspections, Health Division and the City of Huntsville Fire Department. An annual Mobile Food Vending Permit shall be required for each individual mobile unit utilized. The required annual Mobile Food Vending Permit fee shall be as established by ordinance from time to time and the required fee shall accompany the application for each annual Mobile Food Vending Permit.
2. A Mobile Food Vendor shall obtain:
 - a. An Annual Mobile Food Vending Permit issued by the Department of Development Services;
 - b. An annual Health Permit from the City of Huntsville Health Division prior to conducting business in the City.
3. The annual Mobile Food Vending Permit and annual Health Permit are not transferable and shall be valid for one (1) year from the date of permit issuance;
4. Subsequent renewal shall be subject to all requirements listed above.

4.208.B **Mobile Food Vendor Requirements**

1. A Mobile Food Vendor shall comply with all regulations established by the City of Huntsville Code of Ordinances, the Texas Food Establishment Rules, the City of Huntsville Development Code, and the City of Huntsville Fire Marshal's office and maintain compliance with all requirements of this Article.
2. Residing and/or dwelling within a mobile food unit is strictly prohibited.
3. A mobile food vendor/unit is prohibited from operating on the same lot as a residential dwelling.
4. Failure to comply with these standards may result in revocation of a vendor permit. If vendor permit is revoked, the vendor must wait six (6) months before they can reapply.
5. No Mobile Food Vendor shall conduct business in the public right-of-way and shall not block any fire lane or drive aisle. The Mobile Food Vendor shall not locate a mobile unit in such a manner or location that obstructs the passage or visibility of any sidewalk,

street, alley or street intersection by causing people to congregate at or near the mobile unit.

6. A Mobile Food Vendor shall not locate on any private property without the written permission of the property owner. The written permission shall include the authorization to place a mobile food unit on the property and authorize employees of the mobile food unit, as well as patrons, access to restroom facilities within three hundred (300) feet of the mobile food unit. If at any time the property owner instructs the Mobile Food Vendor to leave, they must comply and leave the property immediately. A copy of the owner's written and signed permission to operate in a stationary location shall be kept within the mobile unit for documented verification.
7. All Mobile Food Vendors situated on the property shall be located on an all-weather surface as approved by the City Building Official.
8. Hours of operation. Mobile Food Vendors shall not operate between 12:00 a.m. and 6:00 a.m. During these prohibited hours of operation, the mobile unit shall be properly stored or screened. Vendors wishing to operate outside of these hours may apply for a Conditional Use Permit.
9. Mobility requirement. Mobile Food Vendors must remain capable of being moved and not permanently fixed or placed.
10. All structures (vehicles) shall be kept in good repair. Tires must be left on the mobile food unit and fully inflated at all times.
11. Each mobile unit may have permanently attached signage on the mobile unit and one (1) each sandwich board no larger than thirty-six (36) inches tall by twenty-four (24) inches wide. Signage must be removed when mobile unit is not on location.
12. Waste disposal.
 - a. **On-site.** Each mobile unit shall be equipped with a portable trash receptacle and the Mobile Food Vendor shall be responsible for proper disposal of solid waste and waste water in compliance with this code.
 - b. **Off-site.** All waste must be disposed on at a commissary location unless located with a Mobile Food Vendor court that provides central waste disposal.

4.208.C Storage When Not In Use

Any mobile unit stored on a lot within the City Limits shall be entirely enclosed within a building, or hidden from view behind the primary structure, or approved opaque screening. All City residential parking requirements apply.

4.208.D Special Events

1. Any mobile unit/food vendor participating in an event sponsored by the City, the Huntsville-Walker County Chamber of Commerce, Sam Houston State University, Huntsville I.S.D., or Texas Department of Criminal Justice shall be considered exempt from the Mobile Food Vendor Permit and shall comply with all other regulations established by the City of Huntsville Code of Ordinances and Development Code. A Mobile Food Vendor must be in possession of an annual Health Permit or apply for a Temporary Food Permit from the City of Huntsville. Additionally, Food Handlers License from the State must be submitted to the City of Huntsville Health Division. Event applications are to be submitted to the organizer of the City sponsored event.
2. The mobile food unit fee will be waived, however, all applicable event fees will remain in effect.
3. On-site inspections may be waived by the Building Inspector, Fire Marshal's office and/or Health Inspector at the discretion of each department or division.

4.208.E **Separation**

A Mobile Food Vendor shall require a Conditional Use Permit within 200 feet of a RU, LR, and MR district, otherwise the development shall be permitted by right.

4.209 Mobile Food Vendor Courts

Though similar to restaurants, Mobile Food Vendor Courts must meet additional requirements to address potential hazards specific to mobile establishments.

4.209.A Though similar to restaurants, Mobile Food Vendor Courts must meet additional requirements to address potential hazards specific to mobile establishments.

1. A Mobile Food Vendor Court must meet all of the applicable requirements of the zoning district in which it is located and as required by the Development Code and Code of Ordinances.
2. Each Mobile Food Vendor in a Court shall have a current Mobile Food Vending Permit and Health Permit issued by the City of Huntsville.
3. Mobile Food Vendor establishment spaces within a court shall be set back at least twenty-five (25) feet from the front and fifteen (15) feet from the rear lot lines and set back from the side lot lines as specified for the zoning district where located.
4. Mobile Food Vendor establishment spaces within a court shall be set back at least twenty-five (25) feet from the front and fifteen (15) feet from the rear lot lines and set back from the side lot lines as specified for the zoning district where located.
5. Mobile food units shall be located a minimum of ten (10) feet from other mobile food units and from any other structures.
6. A Conditional Use Permit is required for Mobile Food Vendor Courts when located within two hundred (200) feet of the Neighborhood Conservation District.

4.209.B **Development Standards**

1. The Texas Food Establishment Rules (TFER) Section 229.167 (d)(10) states a private home used as a living or sleeping quarters may not be used for conducting food establishment operations.
2. Restroom requirement for a mobile food court may be met through one (1) of the following methods:
 - a. Permanent bathrooms as required by the International Plumbing Code and the Texas Architectural Barriers Act and have obtained a City Building Permit. Restrooms must be permanent facilities - manufactured units/trailers are prohibited.
 - b. Bathroom facilities within a building(s) located not more than three hundred (300) feet from the premises authorized by written consent of the property owner.
3. Each mobile food establishment shall obtain electricity from, and be within thirty (30) feet of a permanent power source designed and constructed in accordance with the National Electrical Code and , as approved by the City.
4. Each mobile food establishment shall obtain water from, and be within fifty (50) feet of, a back-flow protected hose bib connected directly to the City water supply.
5. A City Building Inspector shall make the appropriate inspections of the location, equipment, vehicle/units and other reasonable inspections concerned with the mobile food court operation to assure compliance with the applicable adopted codes, ordinances, requirement of all City, State and Federal statutes.
6. Mobile Food Vendor Courts must provide current and complete contact information including but not limited to: address, phone number, and any other information

reasonable required by the City Manager or his/her designee for designated on-call personnel to be a principal point of contact for City staff and the individual vendors.

7. Residing and/or dwelling within a Mobile Food Vendor Court overnight is strictly prohibited.
8. Failure to comply with these standards may result in termination or suspension of Certificate of Occupancy/Mobile Food Vendor License/CUP.
9. Hours of operation. Mobile food courts shall be allowed to engage in business only between the hours of 6:00 a.m. and 12:00 a.m. Vendors wishing to operate outside of these hours may apply for a Conditional Use Permit.
10. No Mobile Food Vendor, structure associated with the Mobile Food Court use, nor any seating areas shall be located in a required setback, buffer yard, access easement, drainage easement, floodplain, driveway, utility easement and/or fire lane unless written authorization is provided by the City Manager or his/her designee.
11. Mobile Food Vendors/vehicles shall demonstrate that the vehicle or unit is readily moveable if required by the City. Any alteration, removal, attachment, placement or change in, under or upon the mobile food vehicle or unit that would prevent or otherwise reduce ready mobility is prohibited. Permitted Mobile Food Vendors/vehicles located within a court shall be exempt from having to remove the vehicle from the site during non-operating hours so long as such operation is in compliance with its use permit.
12. All structures (vehicles) shall be kept in good repair. Tires must be fully inflated at all times.
13. Waste Disposal
 - a. On-site. All vendors/vehicles selling food or beverages must provide at least one (1) appropriately sized trash receptacle adjacent to or as a part of their stand/operation.
 - b. Off-site. Mobile food courts shall have access to a common dumpster and to a common grease disposal container or grease trap, approved by the City. Common trash and grease disposal containers shall be enclosed within an area screened from view in accordance with City Ordinances. Trash enclosure shall not be located in the street setback. Mobile food establishments shall not be connected directly to, or indirectly discharge their waste water into, the City wastewater system unless a grease trap is installed.
14. Lighting
 - a. A photometric lighting plan shall be submitted to the City Building Official during the development review process. This plan shall show illumination levels and points of intersection between fixtures, as well as use of energy-efficient exterior lighting.
 - b. Any lights used in conjunction with a permitted use shall be shielded or directed away from adjacent uses and roads.
 - c. Use of the lowest wattage and highest energy efficiency available is required.

4.209.C **Parking Requirements**

1. Mobile food courts must provide paved parking and access per the requirements of [Article 6 PARKING AND DRIVEWAY ACCESS](#). See [6.402.F](#) for additional requirements for shared parking.
2. No Mobile Food Vendors shall be located in any required setback.

4.209.D **Application Requirements**

The following items must be submitted concurrently to the City of Huntsville Development Services Department:

1. Development Permit Application
2. Site Plan, drawn to a conventional scale showing:
 - a. location and surface type of the proposed Mobile Food Vendor locations.
 - b. location of customer table-seating and any associated shelter structures.
 - c. location of water hose bibs and electrical service connections.
 - d. location and surface type of parking spaces and driveways.
 - e. location and surface type of pedestrian access.
 - f. location and description of outdoor lighting.
 - g. location of restroom(s).
 - h. location of individual trash receptacles and common trash/grease disposal facilities, and type/height of common trash/grease disposal screening, (see [Section 7.200 GARBAGE AND RECYCLING DUMPSTERS.](#))
3. Civil Site Plans
 - a. Engineered civil site plans must be provided in accordance with the City's *Engineering Standards, Specifications and Design Criteria*.
4. Construction Plans
 - a. Construction plans must be submitted showing, in detail, all improvements proposed to be constructed.
5. Off-site Restroom Agreement (if applicable) including:
 - a. signature and contact information of property owner for subject restroom.
 - b. site plan showing location of restroom.
6. Shared Parking Agreement (if applicable) including:
 - a. signature and contact information of property owner for shared parking location.
 - b. site plan showing:
 - i. location of shared parking.
 - ii. total number of parking spaces available at shared parking location.
 - iii. land uses occurring on site at proposed shared parking location, including square footages.

4.2010 Equipment Screening and Outdoor Storage Requirements

4.2010.A Equipment Screening

All accessory equipment associated with the operation of a commercial facility, including but not limited to air conditioning units, generators, and utility boxes, must be screened from view of public rights-of-way and public access easements to the maximum extent possible. Design of the equipment enclosure must be architecturally compatible with the surrounding environment and structures.

4.2010.B Outdoor storage shall be limited to the following design and operational standards:

1. Storage. Outdoor storage shall be limited to materials, products, or equipment used, produced, or manufactured by a permitted use.
2. Location. Outdoor storage areas shall be located to the rear or side of the main building, away from the street frontage and public ROW.
 - a. Outdoor storage areas shall not be located within, or occupy any required parking areas, setback areas, or landscape areas, or be on sidewalks or walkways.

3. Screening. All materials stored outside shall not be stacked to exceed the height of the screening wall or fence. All storage, equipment, and activities related to outdoor storage shall be completely surrounded on all sides by shielding fencing and/or walls.
4. Additional Screening Elements. Equipment and supplies related to building material storage yards, contractor's storage yards, lumberyards, manufacturing yards, and auto service and repair shall be entirely inside an enclosed building or buildings, unless the premises where such yards are located are entirely enclosed by fences or walls, as described below:
 - a. In addition to fencing/wall standards above, all screening fences/walls along a street frontage or adjacent to the Neighborhood Conservation District shall employ a minimum of one (1) of the following screening techniques to be used to further shield outdoor storage areas:
 - i. Planting with sufficient vines or climbing ivy of an acceptable density to ensure complete view-obstructing screening within two (2) years of planting.
 - ii. Combination of landscaped berm and solid masonry block wall meeting height requirements. Trees of the evergreen variety or other year-round, leaf-bearing type shall be planted and shall exceed the minimum height.
 - iii. Combination of trees and shrubs of the evergreen variety, or other similar year-round, leaf-bearing type, with proper planting spacing to encroach over the fence.

Such plants shall be of such variety and shall be clustered so as to allow only minimal gaps between foliage of mature trees and shrubs within one (1) year after planting.
 - iv. Evergreen shrubs or other similar year-round, leaf-bearing shrub, appropriately planted to form a solid hedge with a minimum of eight (8) feet in height within one (1) year after planting.

4.2011 Townhouse

4.2011.A Consecutive Attached Units

Townhouses shall be arranged in a maximum span of 150 linear feet.

4.2011.B Zero-Foot Setback

Townhouses shall have a zero-foot setback from interior side lot lines shared by the same contiguous structure of the townhouses.

4.2012 Multiplex

4.2012.A Unit Entries

There shall be a maximum of two individual unit entries on any facade.

4.2012.B Unit Arrangement

Units may have either private or shared access and may be arranged in a variety of configurations, including back-to-back, side-to-side, or over-under.

4.2012.C Building Design

The building shall be designed in a manner so as to appear as a large single-family dwelling.

4.2013 Apartment / Condominium

Units shall be located on the second floor of a vertical mixed use building.

4.2014 Fraternal Organization

A Fraternal Organization shall require a Conditional Use Permit within 200 feet of a RU, LR, and MR district, otherwise the development shall be permitted by right

4.2015 Animal Service

An Animal Service establishment shall require a Conditional Use Permit within 200 feet of a RU, LR, and MR district, otherwise the development shall be permitted by right.

4.2016 Assembly and Entertainment

An Assembly and Entertainment establishment shall require a Conditional Use Permit within 200 feet of a RU, LR, and MR district, otherwise the development shall be permitted by right.

4.2017 Office

An Office shall have a maximum gross floor area of 3,000 square feet.

4.2018 Retail Sales and Service

A Retail Sales and Service establishment shall have a maximum gross floor area of 3,000 square feet.

4.2019 Fuel Station or Vehicle Repair

A Fuel Station or Vehicle Repair establishment shall require a Conditional Use Permit within 200 feet of a RU, LR, and MR district, otherwise the development shall be permitted by right.

4.2020 Short-Term Lodging

Short-term lodging service where property owners rent out their dwelling units on a month-to-month or less arrangement is permitted. All other lodging is prohibited. All forms of lodging are prohibited in the RP-O District.

Commentary: This short-term lodging provision is specifically for Air B&B's in single family structures.

4.300 New and Unlisted Uses

4.300.A Use Categories

Each of the use categories and specific uses listed in Table 4-1, *Use Table*, are defined in Section 15.200, *Definitions*. The City Planner may authorize a use that is not listed if the proposed use fits within a defined use category or is functionally the same as a permitted, limited, or conditional use.

4.300.B If Not Authorized Then Prohibited

If the City Planner determines that a proposed use does not fit within a given use category and is not functionally the same as a permitted, limited, or conditional use, then the use is a prohibited use.

4.300.C Decision Criteria

In making such determinations, the City Planner may consider but not be limited to the following criteria:

1. The actual or projected characteristics of the activity in relation to those of the use type;
2. The amount of site area or floor space and equipment devoted to the activity;
3. Vehicle parking demand;

4. Average daily and peak hour trip generation (people, personal vehicles, and delivery vehicles);
5. Types of vehicles used and their parking requirements;
6. Building impervious surface coverage;
7. Regulated air or water emissions;
8. Noise, lighting, dust, and odors;
9. Solid waste generation;
10. The number of employees on a typical shift;
11. Use and storage of hazardous materials;
12. Character of associated buildings and structures;
13. How the use is advertised;
14. Nature and impacts of operation; and/or
15. Hours of operation.

ARTICLE 5 LOT AND SETBACK REGULATIONS

Contents:

5.100 Lot Design, Arrangement and Layout Generally

5.200 Residential Lot Size and Building Setback Regulations

5.300 Nonresidential and Mixed Use Lot Size and Building Setback Regulations

5.400 Agriculture Tracts

5.500 Residential Lots

5.600 Nonresidential Lots

5.700 Flag Lots

5.800 Measurements

5.900 Access to Lots

5.100 LOT DESIGN, ARRANGEMENT AND LAYOUT GENERALLY

All lots to be created must comply with the following regulations:

- 5.101 Each lot must have sufficient size and shape to allow the construction of a residential or nonresidential building (as designated by the plat or zoning district map) that complies with all applicable lot and setback regulations and with all applicable development, building, housing, and health codes.
- 5.102 Each lot must have sufficient size and shape to accommodate easements for all public and private utilities.
- 5.103 Lots must be designed with side lot lines at right angles or radial to any adjacent street right-of-way line.
- 5.104 Minimum lot dimensions, building setback lines, and lot areas must conform to applicable zoning district requirements.
- 5.105 Depth and width of lots reserved or laid out for nonresidential use must be adequate to provide for the off-street service and parking facilities required by the type of use and development proposed.

5.200 Residential Lot Size and Building Setback Regulations

5.201 Generally

Table 5-1 establishes the dimensional standards for the residential zoning districts, which are depicted in Figure 5-1. Except as provided in Sec. 5.800, no lot shall be reduced in size so that its area, width, setback requirements, gross density, or other requirements of Table 5-1 are not maintained.

5.202 Setbacks Related to Driveways and Garages

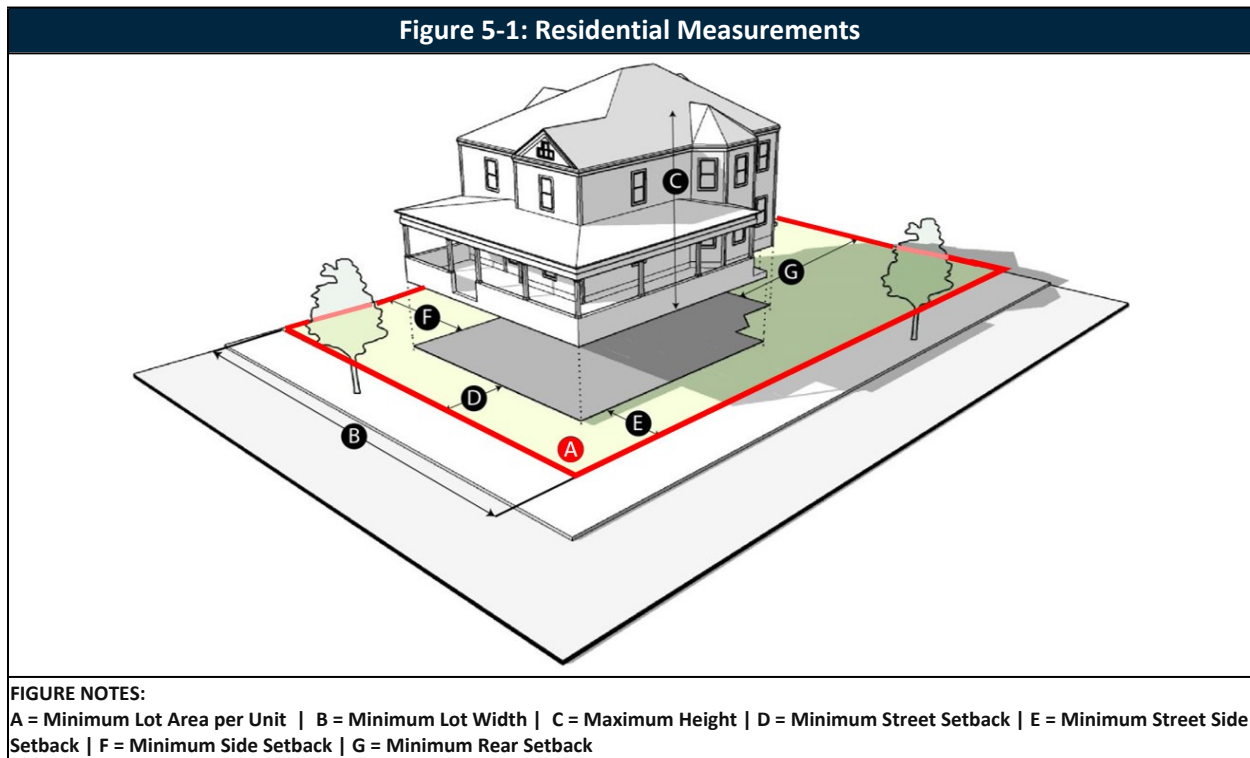
A minimum setback of 20 feet shall apply where a driveway provides access on a residential property from a street, other than an alley. This maintains an adequately sized parking space on the driveway between the structure and the street and helps to avoid encroachment into public sidewalks, despite lower minimum setback standards in Table 5-1 for the remainder of the building.

5.203 Measurements Reference

Refer to Sec. 5.800 for explanations of, and special provisions related to, the measurements and standards in Table 5-1.

Table 5-1: Residential Lot and Building Setback Regulations ¹									
Zoning District	Development Type ²	Common Open Space (% of subdivision)	Minimum Lot Area per Unit (SF) (A)	Minimum Lot Width (Feet) (B)	Maximum Height (Feet) (C)	Minimum Setbacks (Feet)			
						Street (D)	Street Side (E)	Side (F)	Rear (G)
RU	Conventional	0%	5 acres	100	35	50	40	20	20
LR	Conventional	10%	26,136	100	35	25	20	10	10
	Cluster	25%	10,000	60	35	20	15	5	10
MR	Conventional	10%	10,000	75	35	25	15	10	10
	Cluster	20%	6,000	50	35	20	15	5	10
	Infill	0%	4,000	40	45	20	15	5	10
HR	Conventional	10%	1,500	75	65	25	20	10	10
	Infill	0%	1,500	75	65	25	20	10	10
SLR	Conventional	10%	Refer to Section 3.500, Simple Living Residential District						

TABLE NOTES:
1. Refer to Section 4.200, *Supplemental Use Regulations*, for standards related to specific housing types.



Commentary: For Two-Unit and Apartment/Condo Residential Developments with more than three bedrooms per dwelling unit, required Lot Area per Unit shall increase by 33% for each additional bedroom in each dwelling unit.

5.204 **Development Types**
5.204.A. **Conventional**

1. Description. The conventional development type, as depicted in Figure 5-1, is a pattern that allows primarily residential uses and that provides the majority of residential property owners with private open space on their own property. A conventional development type consists of varying housing types depending on the zoning district and minimum lot size is a primary factor in the character built environment of the development.
2. Standards. All the requirements of this Article shall apply to conventional development types unless otherwise specified.

Figure 5-1: Conventional Development Type

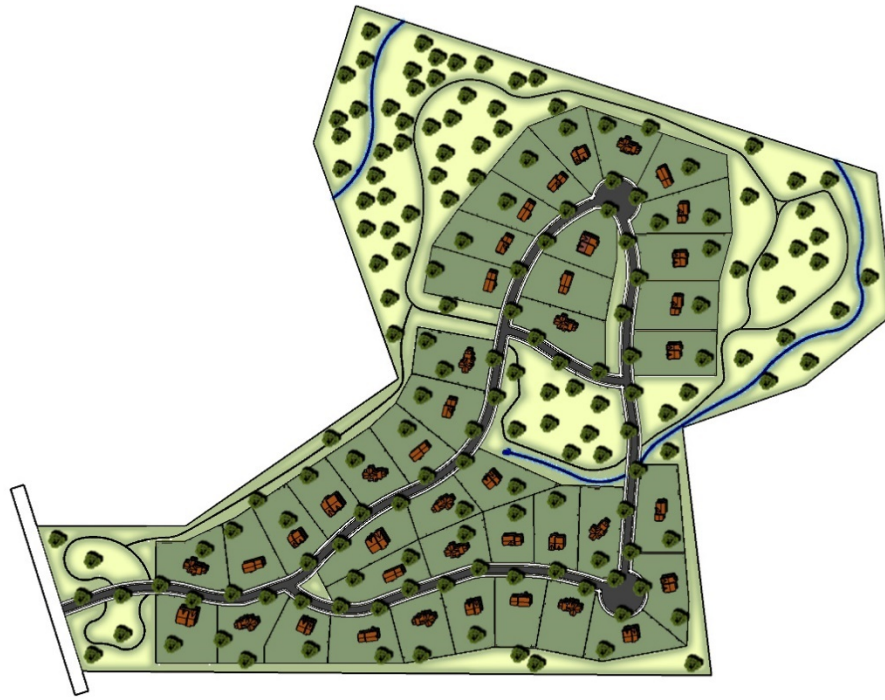


5.204.B. Cluster

1. Description. A cluster development type, as depicted in Figure 5-2 consists of smaller lots than conventional development that are clustered together in order to provide for common open space. The common open space may be set-aside for resource features such as private parks, recreation areas, woodlands, creeks, streams, and their riparian areas, floodplains, and similar features. Cluster development may be used to preserve environmental resources by clustering lots on the buildable portions of the property.
2. Minimum Site Area. The minimum site area required for cluster development is five acres.
3. Common Open Space Requirements.
 - a. Regardless of whether common open space is on privately or publicly owned property, the space shall be open to the public at the same hours as a comparable City park.

- b. Common open space shall be integrated into the development design so as to bring access to significant open space to the maximum number of properties; provided, however, that physical access may be limited if such limitation would materially enhance natural resource management.
 - c. The common open space shall be owned by the City, a homeowners' association, a public improvement district, or a nonprofit organization dedicated to environmental preservation such as a land trust or a conservancy.
- 4. Minimum Lot Area Adjacent to Other Development. Where adjacent to existing conventional single-family development, cluster development lots on the perimeter shall be:
 - a. Equal to or greater than the lot area and width of the adjacent lots;
 - b. Separated from adjacent lots by a landscape buffer as established in Section 7.500, Buffers; or
 - c. The dwelling units on the perimeter cluster lots shall be set back from the boundary of the cluster development a minimum of the following distances based on the number of cluster lots being developed:
 - (1) One to 10 lots: 30 feet;
 - (2) 1 to 30 lots: 40 feet; and
 - (3) 31 or more lots: 50 feet.
- 5. Buffering Requirements. A buffer along the perimeter of the cluster development may count toward the required common open space. However, no more than 25 percent of the total required open space may be within the perimeter buffer yard.
- 6. Shoulders and Drainage Swales. Improved shoulders and drainage swales, designed in accordance with approval by the City Engineer, may be utilized rather than curbs and gutters.

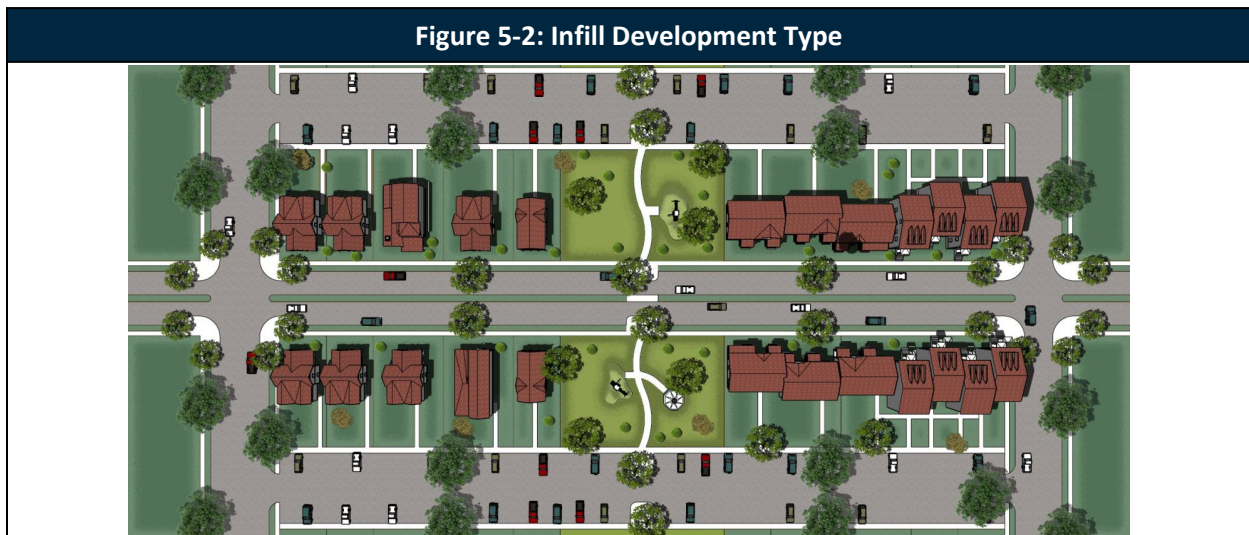
Figure 5-2: Cluster Development Type



5.204.C. **Infill**

1. Eligibility for Infill. An infill development type may be located on any parcel:
 - a. Vacant or Unoccupied. That is surrounded by existing developed properties and has been vacant or unoccupied for more than one year;
 - b. Utility Easements. Where adjacent properties abutting at least 50 percent of the non-street perimeter of the subject property are utility easements that create a substantial break in development or redevelopment potential;
 - c. Environmental Constraints. Where adjacent properties abutting at least 50 percent of the non-street perimeter of the subject property are encumbered by environmentally sensitive or constrained areas such as floodplains; or
 - d. Existing Development. Where adjacent properties abutting at least 50 percent of the non-street perimeter of the subject property are developed with single-family dwellings of higher density or intensity uses.
2. Site Area. The minimum site area for an infill development is 20,000 square feet.
3. Appearance. Infill development shall be constructed to be generally compatible in appearance with other existing structures on adjacent properties. This provision shall be satisfied by constructing the proposed building(s) so that at least three of the following features are substantially similar to the majority of other buildings in the context:
 - a. Roof pitch and overhang;

- b. Shape, size, and alignment of windows and doors;
 - c. Front porches or porticos;
 - d. Exterior building color; or
 - e. Location and style of garage or carport.
4. **Alternative Standards.** In place of the standards in this Section and other standards of this UDO, the applicant may utilize the following alternative standards.
- a. **Lot Area and Width.** The minimum lot area and width may be that of the smallest and narrowest lot on the block face on which the property is located.
 - b. **Maximum Building Height.** The maximum building height may be that of the tallest building on the block face on which the property is located, plus 15 percent of the height.
 - c. **Buffering.** Where a buffer is required between zoning districts, the buffer width and planting materials may be reduced by 50 percent.
 - d. **Front Setback.** The street setback of the building may be that of the average of the entire block face, if such average results in a smaller street setback than required in Table 5-1.



5.300 Nonresidential and Mixed Use Lot Size and Building Setback Regulations

5.301 Generally

Table 5-2 establishes the dimensional standards for the nonresidential and mixed use zoning districts, which are depicted in Figure 5-2 and Figure 5-3.

5.302 Setbacks Related to Driveways and Garages

A minimum setback of 20 feet shall apply where a driveway provides access on a residential property from a street, other than an alley. This maintains an adequately sized parking space on the driveway between the structure and the street and helps to avoid encroachment into public sidewalks, despite lower minimum setback standards in Table 5-2 for the remainder of the building. In the MU zoning district, no garage entry shall extend toward the street beyond the front facade of the habitable space of the structure.

5.303 Measurements Reference

Refer to Section 5.800 for explanations of, and special provisions related to, the measurements and standards in Table 5-2.

Table 5-2: Nonresidential and Mixed Use District Lot and Building Standards										
Zoning District	Landscaping Percentage	Minimum Lot Area (SF) (A)	Minimum Lot Width (Feet) (B)	Minimum Setbacks (Feet)				Minimum Frontage Build-Out (%) (G)	Maximum	
				Street (C)	Street Side (D)	Side ¹ (E)	Rear ¹ (F)		Street Setback (Feet) ² (H)	Height (Feet) (I)
GR	15%	7,500	75	25	20	0 / 20	0 / 20	--	--	35
IN	5%	7,500	75	25	20	0 / 50	0 / 20	--	--	35
MU ³	10%	--	--	5	5	0 / 10	0 / 10	75	10	45
PI	10%	7,500	75	25	20	0 / 20	0 / 20	--	--	35

¹ First number applies if adjacent to apartments, nonresidential, or mixed use / second number applies if adjacent to residential (excluding apartments)
² Applies to street setback and Street Side setback
³ Refer to Section 2.400, *Supplemental District Regulations*, for additional standards specific to the MU district
 NA = No maximum density because residential is not permitted
 -- = No minimum or maximum

Figure 5-2: Nonresidential Measurements (Other Than MU)

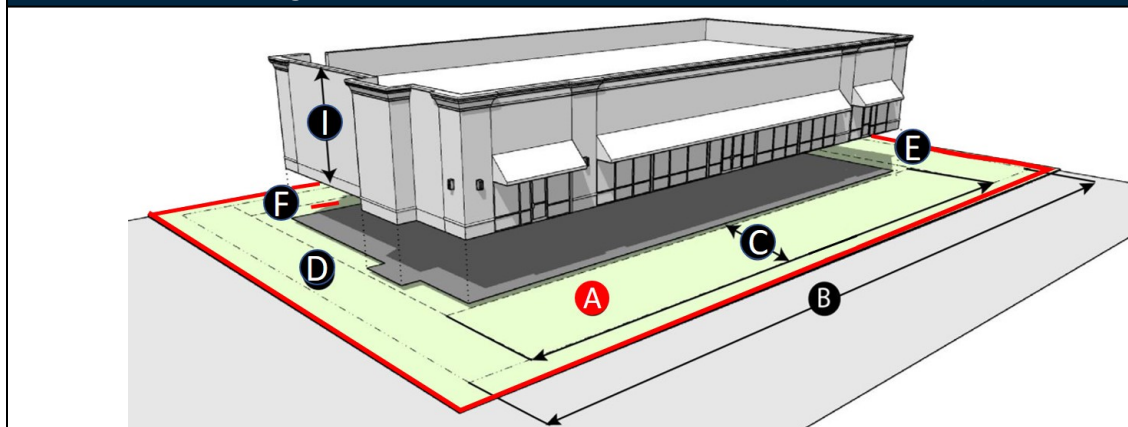


FIGURE NOTES:

A = Minimum Lot Area | B = Minimum Lot Width | C = Minimum Street Setback | D = Minimum Street Side Setback | E = Minimum Side Setback | F = Minimum Rear Setback | I = Maximum Height

Figure 5-3: Nonresidential Measurements (MU)

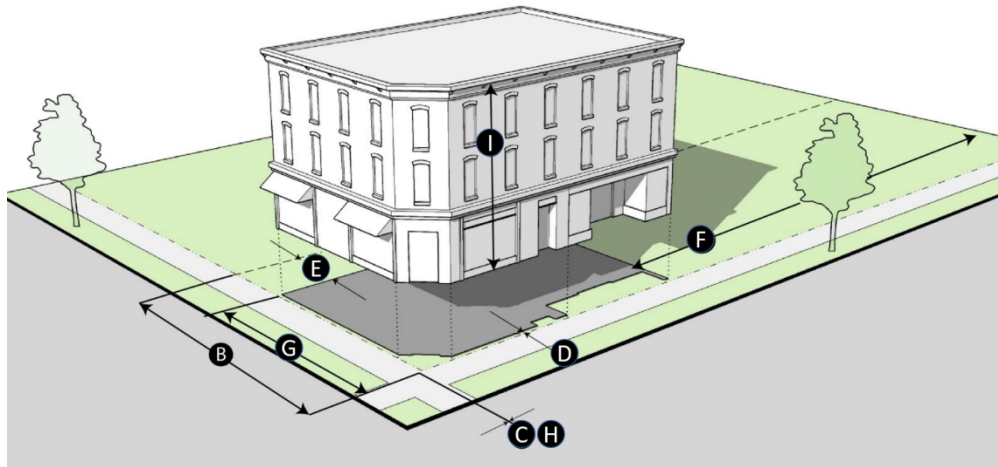


FIGURE NOTES:

B = Minimum Lot Width | C = Minimum Street Setback | D = Minimum Street Side Setback | E = Minimum Side Setback | F = Minimum Rear Setback | G = Minimum Frontage Build-Out | H = Maximum Street Setback

5.400 Agriculture Tracts

Agricultural tracts created by land division within the ETJ of the City must be laid out and arranged in a way that allows the opening of future streets and resubdivisions.

5.500 Residential Lots

5.501 Rural and Low Density Residential Districts

Residential lots in the RU and LR districts are subject to compliance with the lot and building setback regulations of Table 5-1. In addition, each plat in the RU and LR districts must include a statement prohibiting more than one principal dwelling unit per lot and prohibiting the division of low density residential lots into lots smaller than 26,136 square feet, except in a permitted cluster development. Residential subdivisions in the RU and LR districts may be constructed to alternative standards as defined in [Article 10](#).

5.502 Apartment / Condo

Apartment or condo lots in the HR district are subject to compliance with the lot and building setback regulations of Table 5-1. Except as otherwise expressly stated in this Development Code, apartment /condo lots that comply with the minimum lot area per unit requirements of Table 5-1 may be occupied by more than one principal residential building. Multiple principal residential buildings on a single lot are prohibited in the RU, LR, and MR district. See also the mobile home and manufactured housing regulations of § [4.203](#).

5.503 Patio Home

A patio home is a detached house that is placed against one of the interior side lot lines rather than centered on the lot, with setbacks on each side. Patio home lots are subject to compliance with the patio home lot and building setback regulations of [Table 5-1](#). In addition, patio home lots are subject to the following regulations:

5.503.A. A patio home development must consist of at least 3 contiguous lots with frontage on the same street.

- 5.503.B. The interior side setback on one side of the lot containing a patio home may be reduced to as little as zero. The zero- or reduced setback side of a patio home may not abut a street and may not abut a lot that is not part of the patio home development. On the “non-zero” side, a setback must be provided in accordance with the minimum side setback requirement of [Table 5-1](#).
- 5.503.C. Eaves on the side of a patio home with a reduced setback may not project over the property line.
- 5.503.D. When the patio home’s exterior wall or eaves are set back less than 2 feet from the abutting property line, a perpetual maintenance easement at least 5 feet in width must be provided on the lot abutting the zero lot line property line, which, with the exception of walls and/or fences, must be kept clear of structures. The easement must be shown on the plat and incorporated into each deed transferring title to the property. This provision is intended to ensure the ability to conduct maintenance on the patio home.
- 5.503.E. Windows, doors, or other openings that allow for visibility into the side yard of the lot abutting the reduced or zero setback side of the patio home are prohibited. Windows that do not allow visibility into the side yard of the parcel abutting the zero or reduced setback side, such as clerestory windows or translucent windows, are allowed, subject to compliance with the building code.
- 5.503.F. Individual utility connections must be provided to each patio house dwelling unit.
- 5.503.G. All utilities must be placed underground.
- 5.504 **Townhouse**
Townhouses are subject to compliance with the townhouse lot and building setback regulations of [Table 5-1](#). In addition, townhouse lots are subject to all of the following regulations.
 - 5.504.A. Individual utility connections must be provided to each townhouse dwelling unit.
 - 5.504.B. All utilities must be placed underground.
 - 5.504.C. A single building may not contain more than 12 townhouse units.
 - 5.504.D. Each townhouse building or series of townhouses must be separated by a minimum distance of 20 feet.
- 5.505 **Two-Unit House**
Two-unit houses are subject to compliance with the two-unit house lot and building setback regulations of [Table 5-1](#).
- 5.506 **[Reserved]**
- 5.507 **Manufactured Homes**
Manufactures home lots may only be located within a manufactured Home Park/Subdivision and are subject to compliance with the manufactured home lot building setback regulations of [Table 5-1](#). Only manufactured homes can be placed on lots developed to manufactured home lot standards.

5.600 Nonresidential Lots

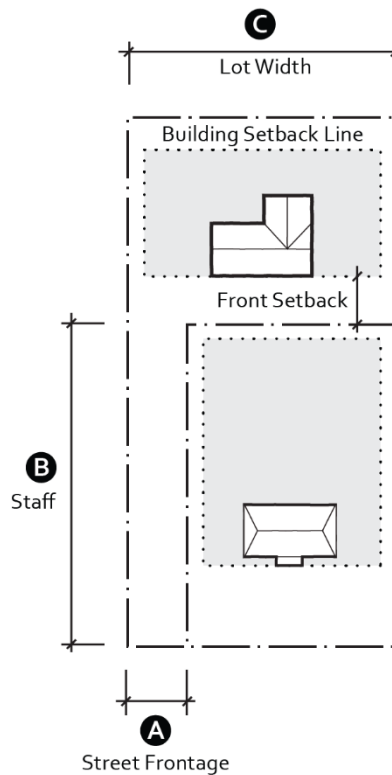
Commercial, office, industrial, public, civic and institutional and other nonresidential uses are subject to compliance with the nonresidential lot and building setback regulations of [Table 5-1](#).

5.700 Flag Lots

Flag lot configurations are allowed for lots in the RU, LR, MR, HR, GR, IN, and PI districts. Flag lots must comply with the minimum lot area, lot area per unit, lot width, and building setback regulations of [Table 5-1](#) and the additional flag lot regulations of Table 5-2.

Table 5-2: Flag Lots			
	See Figure 5-1	RU LR, MR, HR District	GR, IN, and PI Districts
A	Minimum Street Frontage (feet)	25	50
B	Maximum Length of Staff (feet)[1]	200	100
C	Minimum Lot Width (feet)	As required by Table 5-1	
[1] The staff or “panhandle” portion of a flag lot must be restricted solely for access to the developable portion of the lot (the flag). Such restrictions must be shown on the face of the plat.			

Figure 5-1: Flag Lot Measurements



5.800 Measurements

5.801 Lot Area

Lot area is measured as the total ground-level surface area contained within the property boundaries of a lot.

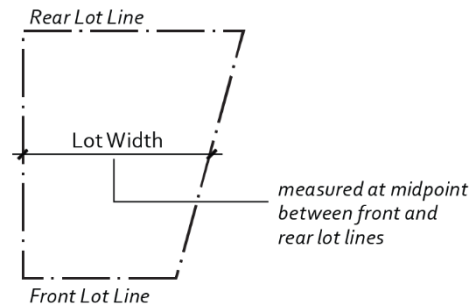
5.802 Lot Area per Dwelling Unit

Lot area per dwelling unit is a measure of residential density. It governs the amount of lot area required for each dwelling unit on the subject lot. To determine the number of dwelling units allowed on a lot, divide the lot area of the subject lot by the minimum lot-area-per-unit requirement of [Table 5-1](#), and round any fractional result down to a whole number. If, for example, a minimum lot-area-per-unit requirement of 1,750 feet is applied to a 10,000 square foot lot, a maximum of 5 units would be allowed on that lot (5.71 rounded down to 5).

5.803 Lot Width

Lot width is measured as the horizontal distance between the side lot lines of a lot measured at the midpoint between the front and rear lot lines.

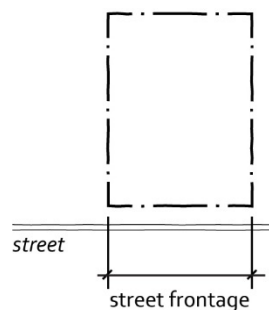
Figure 5-2: Lot Width Measurement



5.804 Street Frontage

Street frontage is measured between side lot lines of a lot along the lot line that abuts the street. See Figure 5-3. On lots that abut the bulb of a cul-de-sac or similarly curved street, frontage may be measured along the actual building setback line.

Figure 5-3: Street Frontage Measurement



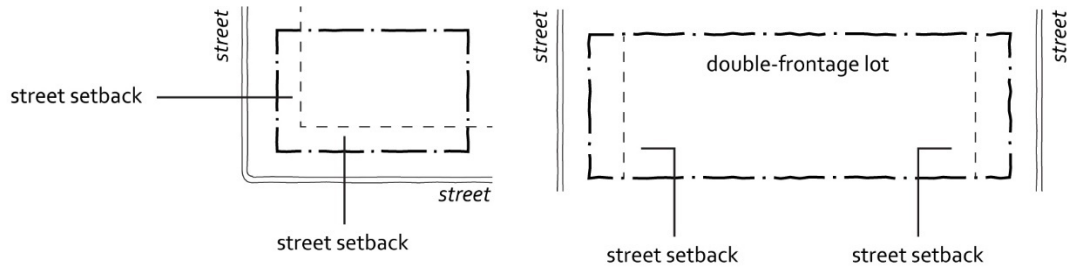
5.805 Setbacks

5.805.A. Measurement

Setbacks are measured from the referenced lot line to the closest point of the building or structure.

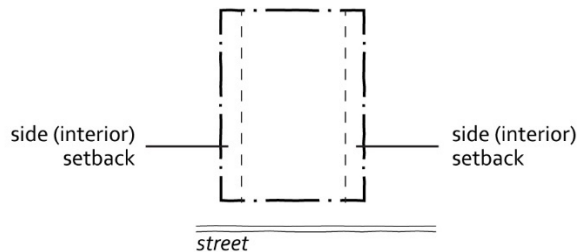
1. Street setbacks are measured from all lot lines that abut a street. See Figure 5-4. On corner lots, street setbacks apply along both streets.

Figure 5-4: Street Setback Measurement



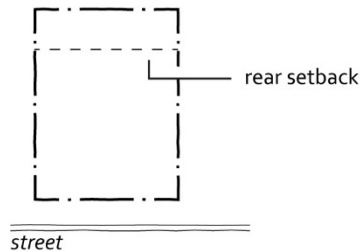
2. Side (interior) setbacks are measured from all side lot lines that do not abut a street. See Figure 5-5. Interior side setbacks do not apply to attached or abutting walls in a townhouse project.

Figure 5-5: Side (interior) Setback Measurement



3. Rear setbacks are measured from the rear lot line. See Figure 5-6.

Figure 5-6: Rear Setback Measurement



5.805.B. Allowed Setback Encroachments

Required setbacks must be unobstructed and unoccupied from the ground to the sky except that the following are exempt from setback requirements, as indicated:

1. Eave and roof extensions may encroach into any required setback for a distance of up to 24 inches.
2. Ordinary projections of windowsills, belt courses, cornices, and other architectural features may encroach into any required setback for a distance not to exceed 12 inches.
3. Driveways, walks, steps for negotiating ground slopes, retaining walls, hedges and natural growth, fences, paved patios and other paved structures

used ornamentally, for gardening, or for private recreation purposes may encroach into any required setback. Such features are, however, subject to the intersection sight distance requirements of §10.407.D.

4. Open porches, exterior steps to building entrances, and open fire escapes may encroach into required setbacks, provided that such structures or features are open on at least 3 sides and set back at least 10 feet from street property lines and 5 feet from all interior property lines.

5.806 Minimum Frontage Build-Out

In Table 5.2, a minimum frontage build-out applies to the MU districts. The minimum frontage build-out is measured as the percentage of the building wall adjacent to the street that is required to be located between the minimum and maximum street setback. See Figure 5-7, below. For example, in Figure 5-7, the percentage of the building width (B) that lies within the area between the minimum and maximum street setbacks (A) is approximately 50 percent, compared to the overall width of the building (C).

Figure 5-7: Minimum Frontage Build-Out

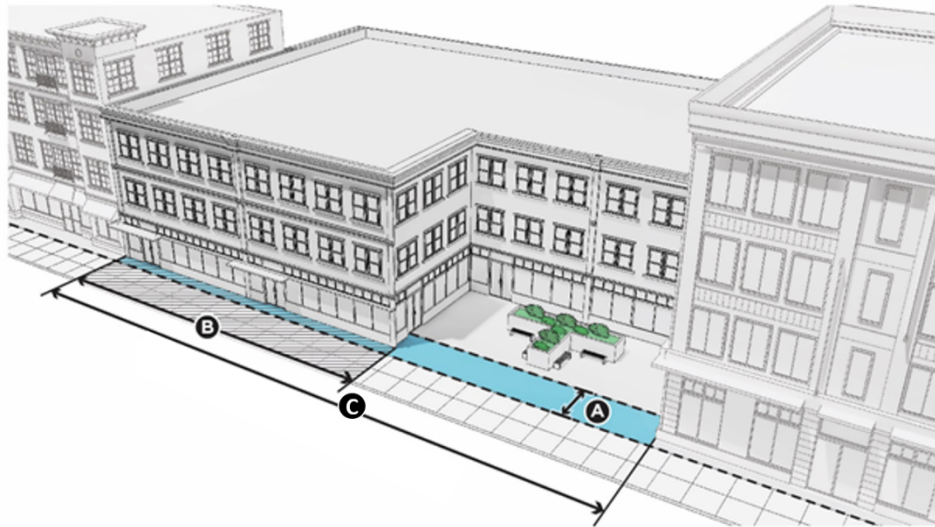


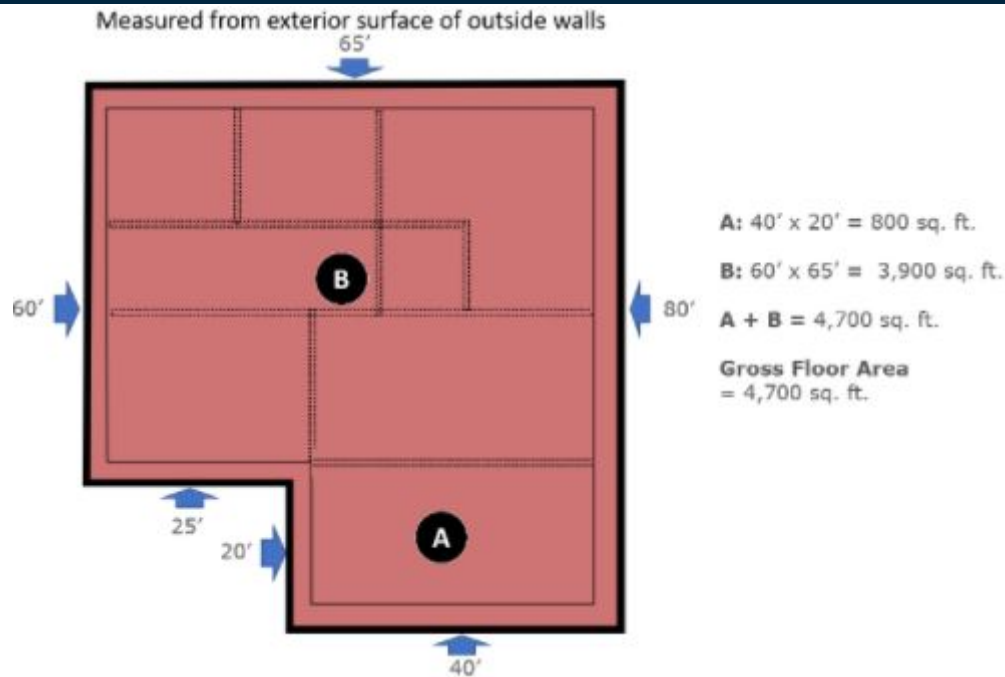
FIGURE NOTES:

A = Area between the minimum and maximum street setbacks | B = Width of building wall that lies between the minimum and maximum setbacks | C = Entire width of the building

5.807 Gross Floor Area

The total area of all the floors of a building, including intermediately floored tiers, mezzanines, etc., as measured from the exterior surfaces of the outside walls of the building. See Figure 5-8 below.

Figure 5-8: Gross Floor Area



5.900 Access to Lots

Perpetual legal access to lots must come from an established public street or by a perpetual access easement or right-of-way adequate to serve the subject lot. Lots designated for uses allowed/defined in Table 4-1 under the Residential Subcategory, Household Living are permitted to have access from an established public street only, with the exception that a lot with no more than two (2) household dwelling units may have access from a perpetual access easement. When permitted, each perpetual access easement or right-of-way must allow construction and perpetual maintenance of a driveway across the property and allow vehicular travel on the driveway. Perpetual access easements must be of record and filed in the office of the Walker County clerk.

Commentary: Whenever developments with more than one lot have access from a perpetual access easement, pedestrian access is required to be provided adjacent to the access easement.

ARTICLE 6 PARKING AND DRIVEWAY ACCESS

Contents:

- 6.100 General
- 6.200 Minimum Parking Ratios
- 6.300 Calculation of Required Parking
- 6.400 Parking Exemptions and Reductions
- 6.500 Use of Parking Areas
- 6.600 Location
- 6.700 Design
- 6.800 Pedestrian Circulation
- 6.900 Accessible Parking for People with Disabilities
- 6.1000 Drive-through Facilities
- 6.1100 Driveways
- 6.1200 Loading

6.100 GENERAL

6.101 Purpose

The regulations of this article are intended to help ensure off-street motor vehicle parking facilities are provided in rough proportion to the generalized demands of different land uses. By requiring parking, it is the intent of this article to help avoid the negative impacts associated with spillover parking into adjacent areas, while at the same time avoiding the negative environmental and visual impacts that can result from unnecessarily large parking and vehicular use areas.

6.102 Applicability

6.102.A General

Unless otherwise expressly stated, the regulations of this article apply in all zoning districts.

6.102.B New Uses and Development

Unless otherwise expressly stated, the parking regulations of this article apply to all new buildings constructed and all new uses established.

6.102.C Enlargements and Expansions

1. Unless otherwise expressly stated, the parking regulations of this article apply whenever an existing building or use is enlarged or expanded to include additional dwelling units, floor area, seating capacity, employees, or other units of measurement used for establishing off-street parking requirements.
2. In the case of enlargements or expansions that trigger requirements for additional parking, additional spaces are required only to serve the enlarged or expanded area, not the entire building or use. There is no requirement to address a lawful, existing parking deficit.

6.102.D Change of Use

When the use or occupancy of property changes, additional off-street parking and loading facilities must be provided to serve the new use or occupancy only when the number of parking or loading spaces required for the new use or occupancy exceeds the number of spaces required for the use that most recently occupied the building, based on the standards of this Development Code. Credit is given to the most recent lawful use of the property for the number of parking spaces that would be required under this Development Code, regardless of whether such spaces are actually provided. A new use is not required to address a lawful, existing parking deficit.

6.102.E **Existing**

Existing off-street parking and loading areas may not be eliminated, reduced or modified below the minimum requirements established in this article.

6.200 MINIMUM PARKING RATIOS

Except as otherwise expressly stated, off-street motor vehicle parking spaces must be provided in accordance with Table 6-1.

Table 6-1: Minimum Motor Vehicle Parking Ratios	
USE CATEGORY	Minimum Motor Vehicle Parking Requirement
Subcategory Specific Use	
RESIDENTIAL	
Household Living	
Apartment/condo	1.0 spaces per bedroom
Purpose-Built Shared Housing	Refer to Purpose-Built Shared Housing Design Criteria
All other household living	2 spaces per dwelling unit, with 3 bedrooms or less, plus 1 space for each additional bedroom for dwelling units with more than 3 bedrooms.
Group Living	1 space per 2 beds
PUBLIC, CIVIC AND INSTITUTIONAL	
Aircraft Landing Area	Established in accordance with Sec. 6.307
College or University	Established in accordance with Sec. 6.307
Community Center	1 space per 300 square feet
Governmental Facility	Established in accordance with Sec. 6.307
Fraternal Organization	1 space per 200 square feet
Hospital	1 space per 2 beds
Library	1 space per 300 square feet
Museum or Cultural Facility	1 space per 300 square feet
Natural Resource Preservation	Established in accordance with Sec. 6.307
Parks and Recreation	Established in accordance with Sec. 6.307
Religious Assembly	0.25 spaces per seat in main assembly area
Safety Service	Established in accordance with Sec. 6.307
School	
Elementary and Junior High	2 spaces per classroom

Table 6-1: Minimum Motor Vehicle Parking Ratios	
USE CATEGORY	Minimum Motor Vehicle Parking Requirement
Subcategory Specific Use	
Senior High	10 spaces per classroom
Utilities and Public Service Facility	
Minor	None
Major	Established in accordance with Sec. 6.307
Wireless Communications	
Freestanding tower	None
Building or tower-mounted antenna	None
COMMERCIAL	
Animal Service	1 space per 250 square feet
Assembly and Entertainment	1 space per 4 seats
Commercial Service	
Personal Service	1 space per 250 square feet
All other commercial service uses	1 space per 300 square feet
Day Care	1 space per employee + 1 drop-off/pick-up space per 1,000 square feet, with no more than 10 spaces required
Eating Establishment	1 space per 150 square feet
Financial Service	1 space per 250 square feet
Funeral or Mortuary Service	1 space per 4 seats
Lodging	
Recreational Vehicle Park	1 space per camping or RV space
All other Lodging Uses	1 space per room
Mobile Food Vendor	3 spaces per vendor plus required parking for all uses occurring on site plus one space per each employee on site
Mobile Food Vendor Court	2.5 spaces per vendor plus required parking for all uses/activities occurring on site (including entertainment) plus one space per each employee on site
Office	
Medical	1 space per 250 square feet
All other office uses	1 space per 300 square feet
Retail Sales	1 space per 250 square feet
Self-service Storage Facility	1 space per 10 storage spaces
Trade School	1 space per 300 square feet
Vehicle Sales and Service	2 spaces per fuel pump + 4 spaces per service bay
INDUSTRIAL	
Mining/Extraction	1 space per employee
Recycling Facility	
Recyclable Material Drop-off Facility	3 spaces

Table 6-1: Minimum Motor Vehicle Parking Ratios	
USE CATEGORY	Minimum Motor Vehicle Parking Requirement
Subcategory Specific Use	
Recyclable Material Processing Facility	1 space per 1,000 square feet
Wholesale, Distribution & Storage	
Wholesale, Distribution and Storage (Indoor)	1 space per 1,000 square feet
All Other Wholesale, Distribution and Storage	1 space per 1,000 square feet
All Other Industrial Uses	1 space per 1,000 square feet
AGRICULTURE	
Farming/General Agriculture	None
Community Garden	None

6.300 CALCULATION OF REQUIRED PARKING

The following rules apply when calculating the required number of off-street parking spaces:

6.301 Multiple Uses

Unless otherwise expressly allowed in accordance with the shared parking regulations of Sec. 6.402, lots containing more than one principal use must provide parking in an amount equal to the total of the requirements for all principal uses on the lot.

6.302 Fractions

When measurements of the number of required spaces result in a fractional number, any fraction of less than one-half (0.5) is rounded down to the next lower whole number, and any fraction of one-half (0.5) or more is rounded up to the next higher whole number.

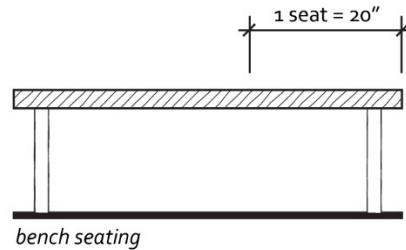
6.303 Area Measurements

Unless otherwise expressly stated, all area-based (square footage) parking standards must be computed based on the sum of the gross horizontal areas of a building devoted to a use requiring off-street parking. The following areas are not counted as floor area for the purpose of calculating off-street parking and loading requirements: floor space devoted primarily to the housing of mechanical or electrical equipment, elevator shafts, stairwells, storage (except as otherwise noted), commercial kitchen areas, ramps, aisles, and maneuvering space devoted to off-street parking or loading facilities, or basement floor space unless the basement area is devoted to merchandising activities, the production or processing of goods, business or professional offices or residential dwelling units.

6.304 Bench Seating

Each 20 inches of seating area in bleachers, pews or similar bench-seating arrangement counts as one seat for the purpose of calculating seating-based parking requirements. See Figure 6-1.

Figure 6-1: Bench Seating Measurement



6.305 Occupancy- or Capacity-based Standards

For the purpose of computing parking requirements based on employees, students, members, residents or occupants, calculations must be based on occupancy standards established by the building code.

6.306 Unlisted Uses

Upon receiving a development application for a use not specifically listed in an off-street parking schedule, the Building Official is authorized to apply the off-street parking ratio specified for the listed use that is deemed most similar to the proposed use or establish a minimum off-street parking requirement for the proposed use in accordance with § 6.307.

6.307 Establishment of Other Parking Ratios

The Building Official is authorized to establish required minimum off-street parking ratios for unlisted uses and in those instances where authority to establish a requirement is expressly granted. Such ratios may be established on the basis of a similar use/parking determination (as described in Sec. 6.306), on parking data provided by the applicant or information otherwise available to the Building Official. Parking data and studies must include estimates of parking demand based on reliable data collected from comparable uses or on external data from credible research organizations (e.g., Institute of Transportation Engineers (ITE) or American Planning Association [APA]). Comparability will be determined by density, scale, bulk, area, type of activity and location. Parking studies must document the source of all data used to develop recommended requirements.

6.400 PARKING EXEMPTIONS AND REDUCTIONS

6.401 Downtown District

Off-street parking is not required for buildings that were in existence in the D zoning district on or before January 1, 1978. After January 1, 1978, new buildings and building expansions in the D district must provide off-street parking as required by Sec. 6.200 unless the minimum number of off-street parking spaces required to serve the new building or building expansion is 10 or fewer spaces, in which case no off-street parking is required.

6.402 Shared Parking

6.402.A Purpose

Sharing parking among different users can result in overall reductions in the amount of motor vehicle parking required. Shared parking is encouraged as a means of conserving scarce land resources, reducing stormwater runoff, reducing the heat island effect caused by large paved areas and improving community appearance.

6.402.B **Applicability**

Shared parking facilities are allowed for mixed-use projects and for multiple uses with different periods of peak parking demand, subject to approval by the Building Official. Required residential parking and accessible parking spaces (for persons with disabilities) may not be shared and must be located on site.

6.402.C **Methodology**

The number of parking spaces required under a shared parking arrangement must be determined in accordance with the following:

1. Multiply the minimum parking required for each individual use, as set forth in [Table 6-1](#) by the percentage identified for each of the 6 designated time periods in Table 6-2.
2. Add the resulting sums for each of the 6 columns.
3. The minimum shared parking requirement is the highest sum among the 6 columns resulting from the above calculations.
4. Select the time period with the highest total parking requirement and use that total as the shared parking requirement.

Table 6-2: Shared Parking Calculations						
Land Use	Weekday			Weekend		
	Midnight–7:00 a.m.	7:00 a.m. – 6:00 p.m.	6 p.m. – Midnight	Midnight–7:00 a.m.	7:00 a.m.– 6:00 p.m.	6 p.m. – Midnight
Office and Industrial	5%	100%	10%	0%	60%	5%
Lodging	100%	60%	90%	100%	65%	80%
Eating and Drinking	50%	70%	100%	45%	70%	100%
Religious Assembly	0%	10%	30%	0%	100%	30%
Assembly & Entertain.	10%	50%	100%	5%	80%	100%
Retail & Comm. Service	5%	70%	90%	0%	100%	60%

6.402.D **Other uses**

If one or more of the land uses proposing to make use of shared parking arrangement do not conform to the land use classifications in Table 6-2, as determined by the Building Official, then the applicant must submit sufficient data to indicate the principal operating hours of the uses. Based upon this information, the Building Official is authorized to determine the appropriate shared parking requirement, if any, for such uses.

6.402.E **Alternative Methodology**

As an alternative to the shared parking methodology established in §6.402.C, the Building Official is authorized to approve shared parking calculations based on the latest edition of the Urban Land Institute's or the Institute of Transportation Engineer's shared parking model or based on studies prepared by professional transportation Planner or traffic engineer. The shared parking analysis must demonstrate that the peak parking demands of the subject uses occur at different times and that the parking area will be large enough for the anticipated demands of both uses.

6.402.F **Location**

Shared parking may be located on-site or off-site. Off-site parking is subject to the regulations of Sec. 6.602.

6.402.G **Shared Parking Agreement**

The owners of uses proposing to make use of shared parking areas to satisfy minimum parking requirements must submit a shared parking agreement, in a form approved by the City Attorney, guaranteeing the long-term availability of the shared parking, commensurate with the use served by the parking. Shared parking privileges will continue in effect only as long as the agreement, binding on all parties, remains in force. If an off-site parking agreement lapses or is no longer valid, then parking must be provided as otherwise required by this article. Shared parking agreements must be recorded in the Walker County's clerk's office.

6.403 **Motorcycle Parking**

In parking lots containing over 20 motor vehicle parking spaces, motorcycle or scooter parking may be substituted for up to 5 automobile parking spaces or 5% of required motor vehicle parking, whichever is less. For every 4 motorcycle or scooter parking spaces provided, the motor vehicle parking requirement is reduced by one space. Each motorcycle and scooter space must have minimum dimensions of 4 feet by 8 feet.

6.500 USE OF PARKING AREAS

6.501 Required off-street parking facilities may be used only for the temporary parking of licensed passenger motor vehicles by residents, tenants, patrons, employees, or guests of the principal use. Off-street parking spaces required by this Development Code must be maintained for the life of the principal use.

6.502 Off-street parking facilities may not be used for the parking of vehicles for the purpose of displaying the same for sale unless the principal use of the property on which the parking facility is located is the business of selling or leasing used or new vehicles. This provision is not intended to prohibit an owner or occupant of residential dwelling unit from selling a personal vehicle.

6.503 No vehicle repair or service of any kind shall be permitted in conjunction with off-street parking facilities in a residential district, except for minor repairs or service on vehicles owned by an occupant or resident of the premises.

6.600 LOCATION

6.601 **General**

Except as otherwise expressly stated in this Development Code, required off-street parking spaces must be located on the same lot and under the same control as the building or use they are required to serve.

6.602 Off-Site Parking

6.602.A When Allowed

All or a portion of required off-street parking for nonresidential use may be provided off-site, in accordance with the regulations of this section.

1. Required accessible parking spaces and parking required for residential uses may not be located off site.
2. No more than 50% percent of the off-street parking spaces required for theaters, bowling alleys, dance halls, nightclubs, restaurants, or similar uses may be located off site.
3. No more than 80% of the off-street parking spaces required for a church, school auditorium or similar use may be located off-site.

6.602.B Location

Off-site parking areas must be located within a 500-foot radius of the use served by such parking, measured between the main entrance of the use to be served and the outer perimeter of the furthest parking space within the off-site parking lot. Off-site parking lots are allowed only in districts that permit the principal use to be served by the off-site parking spaces.

6.602.C Design

Off-site parking areas must comply with all applicable parking area design and landscape regulations of this Development Code.

6.602.D Control of Off-Site Parking Area

The off-site parking area may be under separate ownership from the use to be served by the parking only if an agreement is provided, in a form approved by the City Attorney, guaranteeing the long-term availability of the parking, commensurate with the use served by the parking. Off-site parking privileges will continue in effect only as long as the agreement, binding on all parties, remains in force. If an off-site parking agreement lapses or is no longer valid, then parking must be provided as otherwise required by this article. Off-site parking agreements must be recorded in the Walker County's clerk's office.

6.700 DESIGN

6.701 Surfacing

All required outdoor parking spaces must be properly designed and improved with a compacted stone base and surfaced with asphalt, concrete, or other comparable all-weather, dust-free material approved by the City Planner.

6.702 Wheel Stops

In all parking lots containing 5 or more parking spaces, wheel stops must be installed where necessary to prohibit vehicle overhang onto adjacent pedestrian ways or landscape areas.

6.703 Driveway Access

See Sec. [6.1100](#).

6.704 **Landscaping**

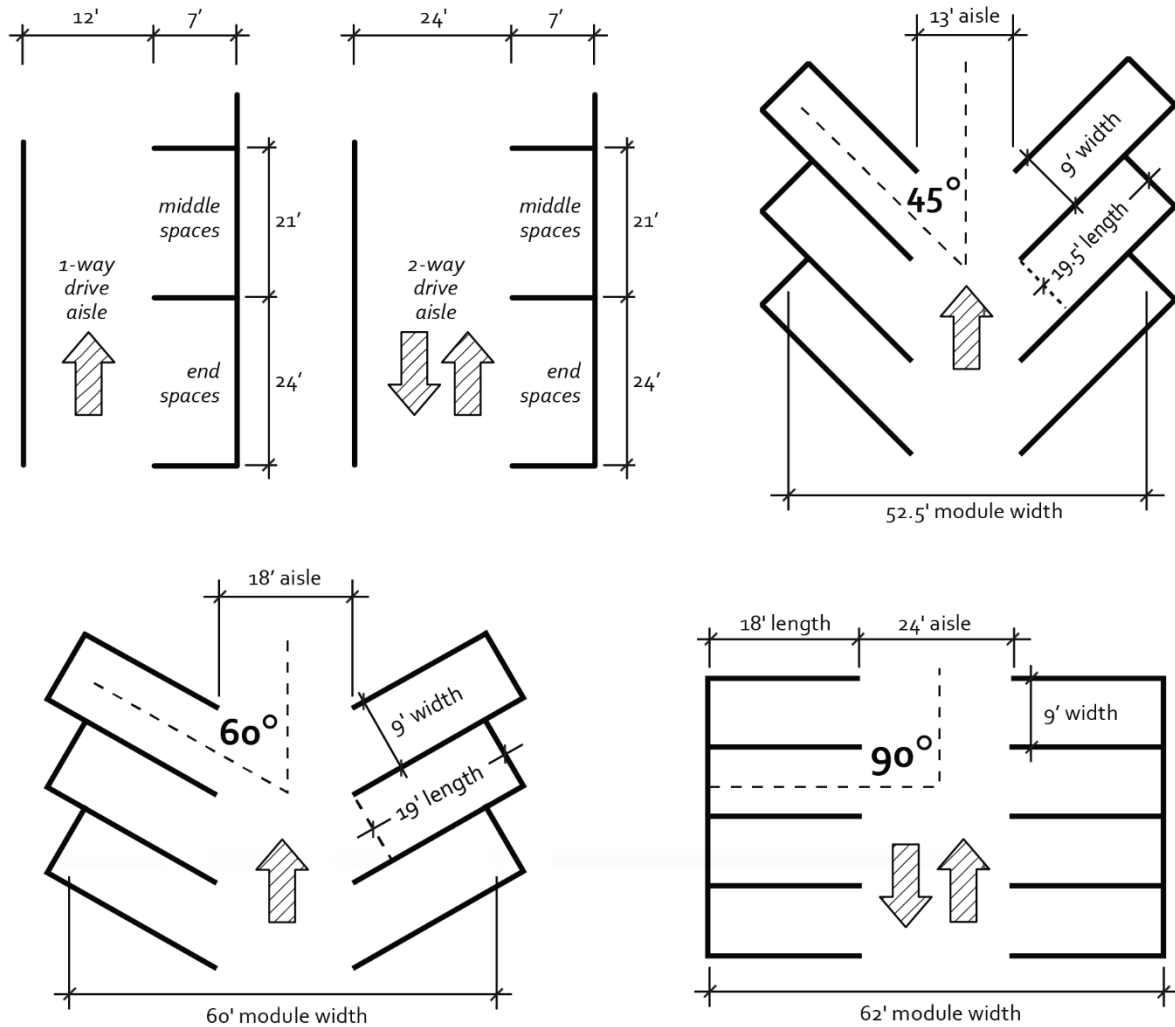
See [Article 7](#).

6.705 **Stall Sizes and Parking Lot Geometrics**

Off-street parking areas must be designed to allow all vehicle maneuvers such as backing, parking and vehicle turning to take place on the lot. The dimensions of parking stalls and drive aisles must comply with the regulations of Table 6-3. Accessible parking spaces (for people with disabilities) are subject to the regulations of Sec. [6.900](#).

Table 6-3: Parking Area Dimensions				
	Angle of Paring			
	0° (Parallel)	45°	60°	90°
Stall Width (feet)	7	9	9	9
Stall Length (feet)	21 (middle), 24 (ends)	19.5	19	18
Aisle Width (feet)	12 (one-way), 24 (two-way)	13	18	24
Module Width (feet)	NA	52.5	60	62
Note: Dimensions are measured from the centerline of the stripe delineating the space.				

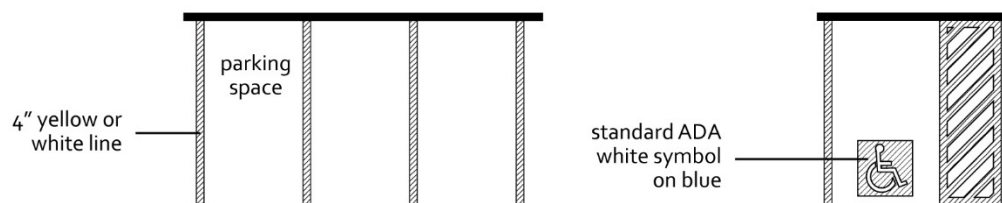
Figure 6-2: Parking Area Layout/Dimensions



6.706 **Striping**

In all parking lots containing 5 or more parking spaces, striping consisting of parallel lines, 4 inches in width must be provided for each parking space. Striping must be yellow or white. Accessible parking spaces must be painted in accordance with the [Texas Accessibility Standards](#). See Figure 6-3.

Figure 6-3: Parking Lot Markings



6.707 **Fire Lane Markings**

Fire lanes must be marked in accordance with the fire code.

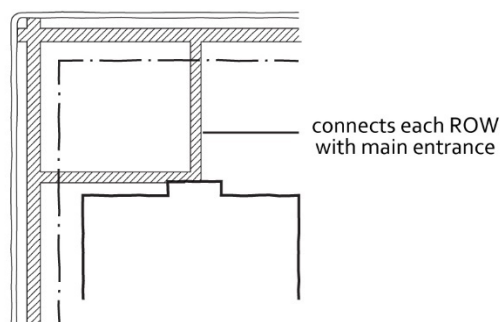
6.800 PEDESTRIAN CIRCULATION

An on-site circulation system for pedestrian and non-motorized travel must be provided in accordance with the requirements of this section. These pedestrian circulation requirements do not apply to lots occupied by detached houses, two-unit houses or attached houses.

6.801 Connection to the Street

The on-site pedestrian circulation system must connect all adjacent public rights-of-way to the main building entrance. The connection must follow a direct route and not involve significant out-of-direction travel for system users. See Figure 6-4.

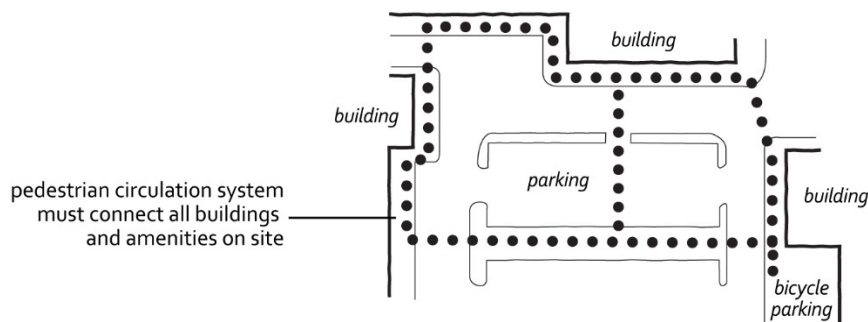
Figure 6-4: Connecting Building Entrances to Street



6.802 Internal Connections

The on-site pedestrian circulation system must connect all buildings on the site and provide connections to other areas of the site likely to be used by pedestrians and non-motorized travel, such as parking areas, bicycle parking, recreation areas, plazas and similar amenity features. See Figure 6-5.

Figure 6-5: Internal Site Connections



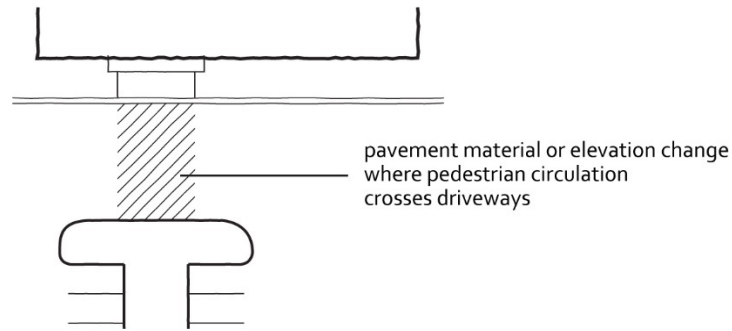
6.803 Design

Required on-site pedestrian circulation facilities must be designed and constructed in accordance with the following requirements:

- 6.803.A The on-site pedestrian circulation system must be hard-surfaced, with a dust-free material and be at least 5 feet in width.
- 6.803.B When the on-site pedestrian circulation system crosses driveways, parking areas or loading areas, it must be clearly differentiated through the use of

elevation changes, a different paving material or other equally effective methods. Striping does not meet this requirement. See Figure 6-6.

Figure 6-6: Driveway Crossing



- 6.803.C When the on-site pedestrian circulation system is parallel and adjacent to a motor vehicle travel lane, it must be a raised path at least 6 inches above the vehicle travel lane surface or be separated from the vehicle travel lane by a raised curb, bollards, landscaping or another physical barrier. If a raised path is used, the ends of the raised portions must be equipped with accessible curb ramps.
- 6.803.D The on-site pedestrian circulation system must be illuminated to ensure that it can be used safely at night by employees, residents, and customers. Lighting must be at a height appropriate for a pedestrian pathway system.

6.900 ACCESSIBLE PARKING FOR PEOPLE WITH DISABILITIES

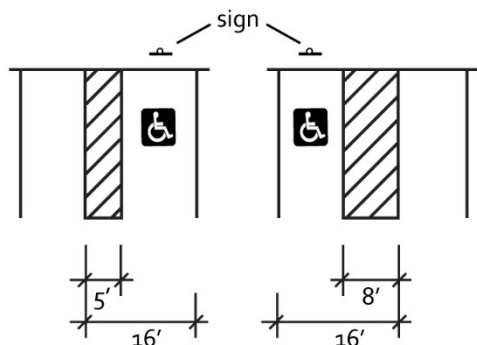
- 6.901 The number, location and design of accessible parking spaces for people with disabilities must be provided in accordance with this section and the [Texas Accessibility Standards](#).
- 6.902 Accessible spaces must be provided in accordance with Table 6-4.

Table 6-4: Minimum Accessible Parking Space Ratios	
Total Off-Street Parking Spaces Provided	Accessible Parking Spaces Required
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
over 1,000	20 plus 1 for each 100 over 1,000

- 6.903 Accessible parking spaces count towards the total number of parking spaces required.
- 6.904 Each accessible parking space, except on-street spaces, must be at least 16 feet in width, with either an 8-foot or 5-foot wide diagonally striped access aisle. The access aisle may be

located on either side of the vehicle portion of the accessible space. Abutting accessible parking spaces may not share a common access aisle. See Figure 6-7.

Figure 6-7: Accessible Parking Spaces



- 6.905 Accessible parking spaces and accessible passenger loading zones that serve a particular building must be the spaces or zones located closest to the nearest accessible entrance on an accessible route. In separate parking structures or lots that do not serve a particular building, parking spaces for disabled persons must be located on the shortest possible circulation route to an accessible pedestrian entrance of the parking facility.
- 6.906 The regulations of this section apply to required spaces and to spaces that are voluntarily designated for accessible parking.

6.1000 DRIVE-THROUGH FACILITIES

6.1001 Purpose

These regulations of this section are intended to help ensure that

- 6.1001.A There is adequate on-site maneuvering and circulation area for vehicles and pedestrians;
- 6.1001.B Vehicles awaiting service do not impede traffic on abutting streets; and
- 6.1001.C Impacts on surrounding uses are minimized.

6.1002 Applicability

The regulations apply to new developments, the addition of drive-through facilities to existing developments and the relocation of existing drive-through facilities.

6.1003 Stacking Spaces Required

Stacking lanes must be provided in accordance with the minimum requirements of Table 6-5.

Table 6-5: Stacking Space Requirements	
Use	Minimum Number of Stacking Spaces Required
Bank/financial institution	4 spaces per drive-through lane
Car wash	2 spaces per approach lane, plus 2 drying spaces at end of bay
Vehicle repair/maintenance	2 per service bay
Gasoline pump	2 spaces per pump per side
Restaurant	6 total spaces, with at least 3 spaces between order and pick-up station
Other	3 spaces per lane, ordering station or machine

6.1004 **Stacking Lane Dimensions, Design and Layout**

6.1001.A Stacking lanes must be designed so that they do not interfere with parking movements or safe pedestrian circulation. Stacking lanes must have a minimum width of 9 feet.

6.1001.B All stacking lanes must be clearly identified, through such means as striping, landscaping, pavement design, curbing and/or signs.

6.1005 **Setbacks**

Stacking lanes must be set back at least 50 feet from any abutting RU, LR, and MR districts.

6.1006 **Noise**

Sound attenuation walls, landscaping or other mitigation measures must be provided to ensure that drive-through facilities will not have adverse noise-related impacts on nearby residential uses.

6.1100 DRIVEWAYS

6.1101 **Applicability**

All new, expanded, upgraded and reconstructed driveways are subject to the regulations of this section

6.1102 **Street Access**

Driveways are allowed to take access only to streets where full street improvements exist and are maintained as public streets by the City, provided that low-volume (residential) driveways may take access to public lanes, alleys or other accepted public access facilities in existence before June 10, 1986.

6.1103 **Permits Required**

No driveway may be constructed, expanded, upgraded and reconstructed until a driveway permit is obtained from the Building Official.

6.1104 **Driveway Location**

The location of driveways is based on many factors, including the location of individual property lines and available street frontage, requirements of internal site design, the number of vehicles expected to use the driveways, and traffic safety. Generally, the farther from an intersection that a driveway can be located, the less it will affect traffic safety, through traffic and the less delay it will cause to vehicles using the driveway.

6.1104.A All driveways must be located so as not to interfere with pedestrian crosswalks and to safely accommodate non-motorized traffic.

6.1104.B Low-volume (residential) driveway approaches must be located entirely within the frontage of the lot and set back at least 5 feet from any side property line, except as allowed by §6.1105.B.

6.1104.C High-volume driveway approaches must be located entirely within the frontage of the lot and set back at least 10 feet from any side property line. This location restriction does not apply to joint-access driveways governed by a permanent joint-access agreement among the respective property owners either through platting or a mutual access easement.

6.1104.D The location of other driveways on the opposite side of the street must be taken into consideration when locating a proposed driveway. Whenever possible, driveways on opposite sides of the street must be aligned to reduce adverse effects on through traffic and to optimize efficiencies of the driveway.

Driveways directly opposite each other are preferable to staggered driveways. Where it is not possible to place driveways directly opposite each other, a driveway must be placed so that adequate left-turn storage capacity is provided ahead of each driveway to avoid the overlap of left-turn movements.

- 6.1104.E Driveways must be set back at least 3 feet from any obstruction, such as a street light or utility pole, fire hydrant, traffic signal controller, telephone junction box, etc

6.1105 **Number of Driveways per Lot**

- 6.1105.A The maximum number of driveways per lot may not exceed the limits established in Table 6-6, except as stated in §6.1105.B.

Table 6-6: Maximum Number of Driveways per Lot		
Street Type	Street Frontage (feet)	Permitted Driveways
Local	< 100	1
	101–200	2
	Over 200	1 per additional 100 feet
Collector	< 100	1
	100–250	2
	Over 250	1 per additional 200 feet
Arterial	< 100	1
	100–300	2
	Over 300	1 per additional 300 feet

- 6.1105.B When the owners of abutting lots agree to permanently combine driveway access points, the total street frontage required will be reduced by 15% for each lot. In addition, if the agreement also includes a shared parking agreement, the required number of parking spaces may be reduced by 15% for each development.

6.1106 **Driveway Design and Construction**

6.1106.A **Width**

Driveway entrance widths must be designed and constructed to accommodate all vehicle types that will be entering the lot, including delivery vehicles. Minimum and maximum driveways widths are established in Table 6-7.

Table 6-7: Driveway Widths				
	Low-Volume Driveways	High-Volume Driveways		
		1-way Entrance	1-way Exit	2-way entrance/exit
Minimum Width (feet)	12	20	20	25
Maximum Width (feet)	24	24	24	32

Figure 6-8: Low-volume Driveway Width

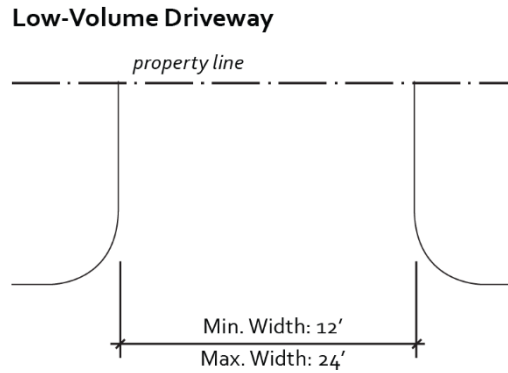
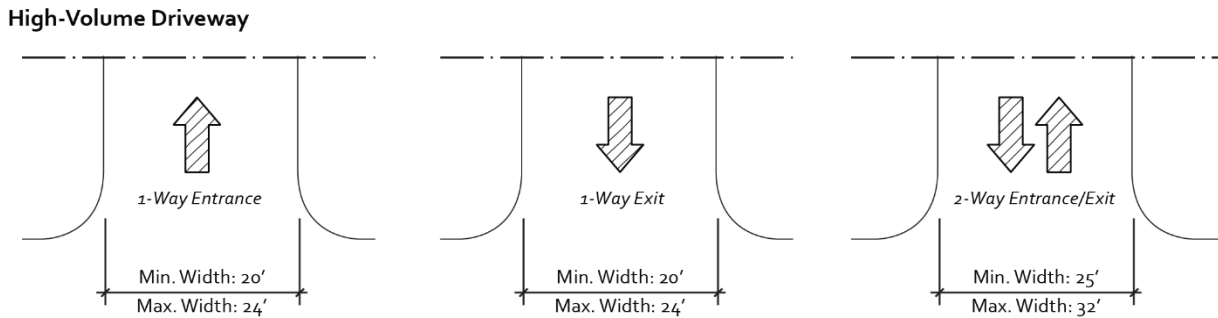


Figure 6-9: High-volume Driveway Width

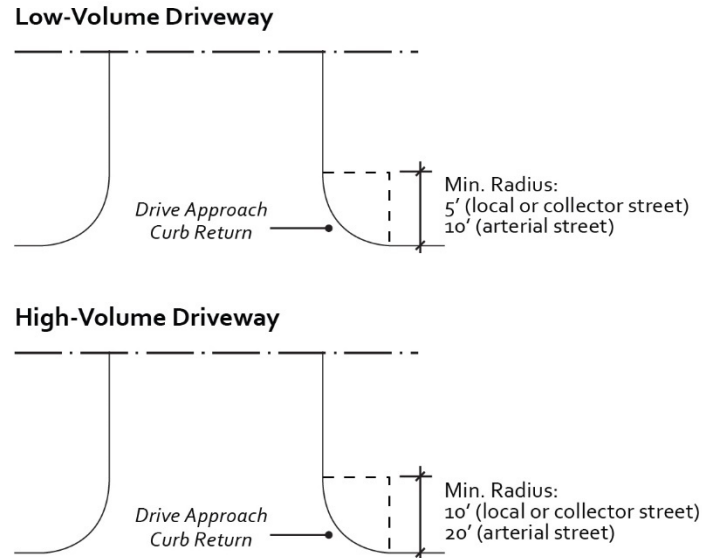


6.1106.B Curb Return Radii

Driveway curb return radii must be designed and constructed according to the type of driveway and the classification of street, as established in Table 6-8.

Table 6-8: Driveway Curb Return Radii		
Street Classification	Low-Volume Driveway (feet)	High-Volume Driveway (feet)
Local	5	10
Collector	5	10
Arterial	10	20

Figure 6-10: Driveway Curb Returns



6.1106.C Deceleration Lanes

Tapered or channelized deceleration lanes for vehicles turning right into high-volume or intersection type driveways may be required on arterial streets. Where such lanes are deemed necessary by the City Engineer, additional right-of-way may also be required.

6.1106.D One-Way Driveways Encouraged

The use of one-way driveways, supported by an appropriate internal circulation system, is encouraged so that entrances and exits can be separate driveways. This will promote smoother traffic flow into and out of the driveways and reduce traffic congestion in through lanes on the street.

6.1106.E Special Designs

When deemed necessary for the safe and efficient movement of traffic, the City Engineer is authorized to require that special design techniques be employed to restrict or limit turning movements into or out of a driveway.

Figure 6-11: Right-in, Right-out Driveway Design

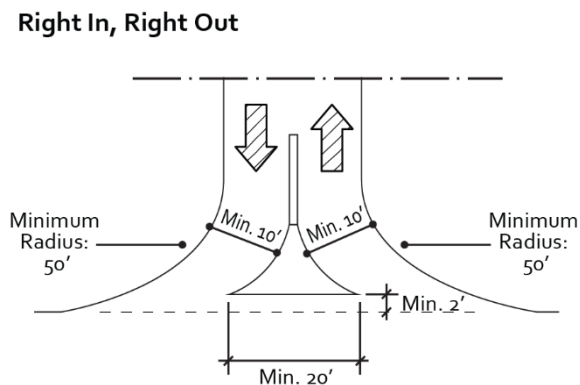


Figure 6-12: Right-in, Right-out, Left-in Driveway Design

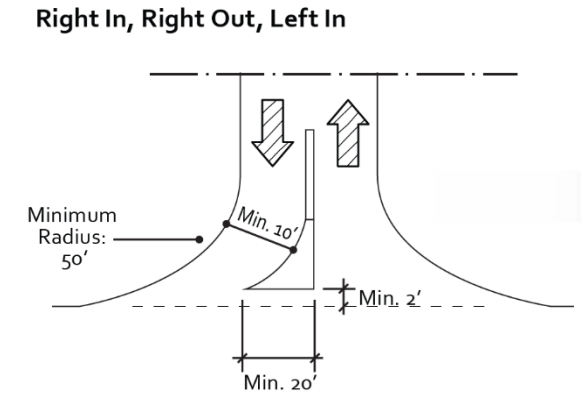
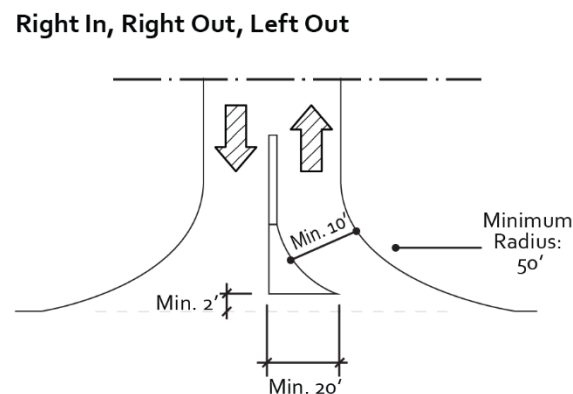


Figure 6-13: Right-in, Right-out, Left-out Driveway Design



6.1106.F Fueling Stations

Sites that include fuel pumps parallel to the street are subject to the following additional regulations:

1. A minimum corner clearance of 35 feet is required, as measured from the point of intersecting right-of-way lines to the point of tangency of the curb return radii leading to the driveway approach. The point of tangency of the curblane corner radius and that of the curb return radius of the driveway approach is not compounded.
2. The spacing between driveway approaches within the same property lines must be at least 25 feet of tangent curb length.
3. A distance between the fuel pump, island and the right-of-way or property line must be at least 25 feet.

6.1107 Spacing of High-Volume Driveways

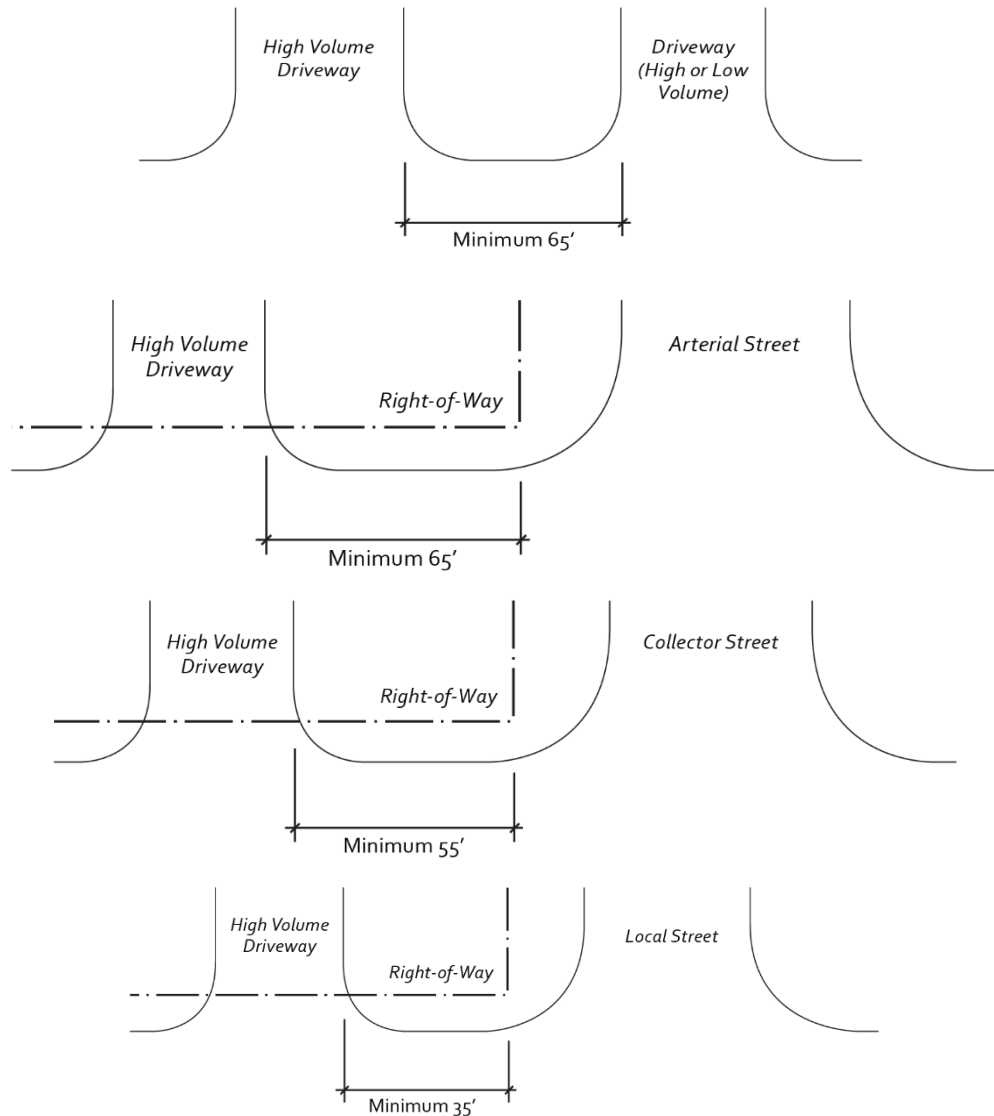
6.1107.A High-volume driveways must be separated from other (high-volume and low-volume) driveways by a minimum distance of 20 feet.

6.1107.B High-volume driveways must be separated from intersecting street rights-of-way in accordance with the following minimum requirements:

1. Driveway spacing from intersecting arterial street ROW: 65 feet
2. Driveway spacing from intersecting collector street ROW: 55 feet

3. Driveway spacing from intersecting local street ROW: 35 feet

Figure 6-14: Required Spacing of High-volume Driveways



6.1108 Sight Distance Requirements

Driveways must comply with the intersection sight distance requirements of §10.407.D.

6.1109 Additional Safety-related Access Restrictions

The City Engineer is authorized to restrict or prohibit access to public streets when any of the conditions described below compromise the safety or mobility of motorized or nonmotorized travelers.

6.1109.A Backing Maneuvers

Access may be denied for parking or loading areas that require backing maneuvers in a public street right-of-way except for detached houses or two-unit houses on local streets.

6.1109.B Signalized Intersections

Access drives within the area of intersection of public streets where traffic signals are installed, or are anticipated to be installed in the future are prohibited.

6.1109.C **Provision of Access**

If a lot has frontage on more than one street, access will be allowed only on those street frontages where driveway regulations can be met. If a lot cannot be served by any access point meeting these regulations, the City Engineer is authorized to designate an allowed access based on traffic safety, operational needs and conformance to as many of the applicable driveway requirements as possible.

6.1109.D **State Highway Access**

Driveway openings on to state highways require approval of the Texas Department of Transportation.

6.1110 **Driveway Construction**

The portion of the driveway approach within the street right-of-way must be paved with concrete or asphalt, as follows:

6.1110.A **Apartment/Condo, Commercial, or Industrial**

All pavement must be concrete.

6.1110.B **Residential (other than Apartment/Condo)**

All driveway pavement abutting curb and gutter streets must be concrete. Driveway pavement abutting on non-curb and guttered streets may be concrete or asphalt or may be addressed as follows:

6.1110.C Property owners developing apartment/condo, commercial or industrial driveways located on non-curbed and guttered streets are responsible for all culvert installations.

6.1110.D Residential driveways taking access to non-curbed and guttered streets within the City limits will be provided culverts by the City. The City will charge the property owner its actual material and installation costs.

6.1111 **Maintenance of Driveway Approaches**

For driveway approaches and associated appurtenances used for ingress and/or egress to the property abutting, it is the duty of the subject property owner to maintain the driveway approach and associated appurtenances in accordance with City standards and specifications.

6.1200 LOADING

Any use that regularly receives or distributes materials or merchandise by truck must provide off-street loading spaces in accordance with the regulations of this section.

6.1201 **Minimum Ratios**

Off-street loading spaces must be provided in accordance with Table 6-9.

Table 6-9: Off-street Loading Requirements	
Use Type	Minimum Loading Spaces Required
Public, Civic, Institutional, Commercial and Industrial	
Under 25,000 square feet	None
25,000–49,999 square feet	1 space
50,000+	1 space per 50,000 square

6.1202 Design and Location

- 6.1202.A Off-street loading spaces must be at least 12 feet in width and 35 feet in length unless off-street loading will involve the use of vehicles in excess of 35 feet in length, in which case the minimum size of a loading space is 12 feet by 55 feet. All loading spaces must have a minimum vertical clearance of 14 feet.
- 6.1202.B All loading spaces must include sufficient maneuvering space to prevent interference with pedestrian or vehicular circulation on the subject site and on public streets and sidewalks, as determined by the City Engineer.
- 6.1202.C All loading spaces must be located on the subject lot, provided that the City Planner is authorized to approve central off-street loading spaces for a group of contiguous lots as a substitute for loading berths on individual lots if the following conditions are met:
1. Each lot served must have direct access to the central loading area without at-grade crossings streets or alleys; and
 2. No lot served may be more than 500 feet from the central loading area.
- 6.1202.D All loading spaces for semi-tractor trailer combinations must be set back at least 50 feet from all residential districts. Loading spaces may be located within 50 feet of a residential district if completely enclosed by a solid wall at least 6 feet in height.
- 6.1202.E All off-street loading areas must be properly designed and improved with a compacted stone base and an all-weather, dust-free surface, generally asphalt or concrete.
- 6.1202.F Plans for the location, design and construction of all loading areas are subject to approval by the City Planner.
- 6.1202.G Loading spaces may not be used to satisfy off-street parking requirements or for the conduct of vehicle repair or service work of any kind.

ARTICLE 7 LANDSCAPING AND BUFFERS

Contents:

7.100 General

7.200 Minimum Landscaping

7.300 Distribution of Required Landscaping

7.400 Credits and Incentives

7.500 Buffers

7.600 Garbage and Recycling Dumpsters

7.700 Landscape Planting Areas and Maintenance Requirements

7.800 Trees in Public Rights-of-way

7.900 Tree Preservation

7.1000 Inspections, Permits, and Fees

7.1100 Regulations and Restrictions

7.1200 Development Standards

7.1300 Enforcement for Violations

7.100 GENERAL

7.101 Purpose

The landscaping and buffer regulations of this article establish minimum requirements for landscaping and screening. The regulations are intended to advance the general purposes of this Development Code and to help:

- 7.101.A Maintain and enhance the City's appearance;
- 7.101.B Mitigate possible adverse impacts of higher intensity land uses that are established near lower intensity land uses;
- 7.101.C Reduce the impacts of noise and glare.
- 7.101.D Maintain and improve air quality;
- 7.101.E Protect water quality and reduce the negative impacts of stormwater runoff by reducing impervious surface area and providing vegetated areas that filter and retain greater amounts of stormwater on site;
- 7.101.F Moderate heat by providing shade;
- 7.101.G Ensure wise use of water resources; and
- 7.101.H Encourage preservation of existing trees and landscaping.

7.102 General Exemption

The following are exempt from the landscaping and screening regulations of this article:

- 7.102.A Agricultural uses;
- 7.102.B Public parks and open spaces;
- 7.102.C Detached houses and duplexes, except that the Residential Planting Requirements of Article 7.305 shall be provided for; and
- 7.102.D Lots within the Downtown (D) zoning district.

7.200 MINIMUM LANDSCAPING

7.201 New Buildings and Developments

Minimum landscaping requirements for new buildings and developments are as follows:

- 7.201.A In the GR zoning district, at least 10% percent of the total lot area must be devoted to landscape development.
- 7.201.B In the MU and PI zoning districts, at least 15% of the total lot area must be devoted to landscape development.
- 7.201.C In the IN zoning district, at least 5% of the total lot area must be devoted to landscape development.
- 7.201.D In all other zoning districts, no landscape development must be provided.
- 7.201.E At least 18 diameter inches of canopy trees must be provided per acre of total lot area.

Commentary: The size of existing (planted) trees is measured as "diameter at breast height (DBH)". "Caliper" size is used to measure trees to be planted.

- 7.201.F Non-canopy trees and shrubs must be provided in at least 10% of the required landscape development.

7.202 Additions to Existing Buildings and Developments

- 7.202.A When an existing building or development is expanded to include additional floor area, landscaping must be provided in proportion to the amount of expansion, as follows:

$$\frac{\text{(gross floor area new)}}{\text{(gross floor area new + existing)}} \times \text{landscaping required for new buildings and developments per Sec. 7.201} = \text{landscaping required for expansion of existing building/development}$$

- 7.202.B Nothing in this article is to be construed as requiring an owner that expands an existing building to landscape more than 10% percent of the site.

7.300 DISTRIBUTION OF REQUIRED LANDSCAPING

Landscaping required under Sec. 7.200 must be distributed in accordance with the requirements of this section.

7.301 Adjacent to Building

- 7.301.A The minimum amount of landscape development that must be provided adjacent to buildings is calculated as follows:

$$\frac{\text{Building area (sq. ft.)}}{\text{Lot area (sq. ft.)}} \times 10\% \text{ of lot area} = \text{Minimum landscape development adjacent to building}$$

- 7.301.B Landscaping required adjacent to buildings must be located between the street-facing building façade and the abutting street right-of-way and within 50 feet of the street-facing building façade.

7.302 Parking Lots (Perimeter and Interior)

The minimum amount of landscape development that must be provided within (interior) and around (perimeter) off-street parking lot is calculated as follows:

$$\frac{\text{Parking lot area (sq. ft.)}}{\text{Lot area (sq. ft.)}} \times 20\% \text{ of lot area} = \text{Minimum required landscape development interior to parking area}$$

7.303 **Other Areas**

After satisfying the minimum requirements for areas adjacent to buildings and within and around parking lots, the remaining landscaping requirements must be dispersed in remaining areas of development.

7.304 **Waivers for Tree Preservation**

In order to preserve existing trees, the City Planner is authorized to waive the landscape development distribution requirements for up to 50% of the canopy trees required by §7.201.B, provided that the planting and tree protection areas comply with Sec. 7.402.

7.305 **Residential Planting Requirements**

The minimum planting requirement for new single-family dwellings, Duplexes and Townhouses is two (2) Protected Trees per residential unit, one of which must be located in the front setback of the lot.

7.400 CREDITS AND INCENTIVES

7.401 **Landscape Development within Setbacks**

Landscape development provided within street setback areas are given double credit towards meeting the minimum landscaping requirements of Sec. 7.200.

7.402 **Preservation of Existing Trees**

The City Planner is authorized to reduce the minimum landscaping requirements of Sec. 7.200 to 7.5% in accordance with the following tree preservation and credit provisions:

7.402.A Existing trees are given credit against minimum landscaping requirements, as follows:

1. For preservation of existing trees with a diameter at breast height of 12 inches or more, each diameter inch of preserved tree may be credited as 20 square feet of landscaped development.
2. For preservation of existing trees with a diameter at breast height of more than 3 inches but less than 12 inches, each diameter inch of preserved tree may be credited as 10 square feet of landscaped development.
3. Trees with a diameter at breast height of 3 inches or less may be counted towards satisfying tree planting requirements but are not given additional credit towards satisfying landscaped development requirements.

7.402.B The tree preservation credits of this section are in addition to the planting area in which the tree is contained, provided that:

1. No tree may be given credit unless it is in a planting area whose least dimension is the radius of the crown spread of the tree measured from the trunk center, unless a landscape architect or arborist certifies in writing that the proposed planting area is sufficient to ensure the tree's long-term health.

2. Any tree credits given must be revoked and disallowed if, during development and construction, the owner, contractor or any of their agents or employees, place solvent, materials, construction machinery, or temporary soil deposits within 6 feet, or the radius of the subject tree's crown spread, whichever is greater.

7.403 **Landscaping in Lieu of Off-Street Parking**

- 7.402.A The City Planner is authorized to reduce minimum off-street parking requirements by up to 10% or 1 space, whichever is greater, in order to accommodate minimum parking lot landscaping requirements.
- 7.402.B The City Planner is also authorized to reduce minimum off-street parking requirements by up to 10% or 1 space, whichever is greater, for developments that exceed minimum landscaping requirements, provided that at least one additional 3-inch caliper tree is provided for every parking space eliminated.

7.500 BUFFERS

7.501 **Purpose**

Buffers are intended to mitigate the possible adverse effects (e.g., noise, lighting, and other site-related and operational impacts) that can occur when higher intensity development occurs abutting low-density, detached house residential areas.

7.502 **Applicability**

- 7.502.A Buffers are required when any nonresidential development occurs on parcels that abut RU, LR, and MR zoning districts or lots occupied by detached houses.
- 7.502.B Buffers are required when any apartment/condo or group living use is developed on lots that abut a RU, LR, and MR district or a lot occupied by detached houses.
- 7.502.C The buffer requirements of this section are triggered when new development occurs or when existing uses or buildings are expanded by more than 10% of their existing gross floor area.

7.503 **Standards**

- 7.503.A **Location** Removal of existing vegetative buffers adjacent to lots occupied by detached homes is prohibited. A minimum of ten feet (10') of existing vegetative buffer must be retained.

Buffers must be provided along the entire property line that abuts the RU, LR, and MR district or lot occupied by a detached house. Buffers may not be located on any existing, dedicated, or reserved public or private street or right-of-way.

7.503.B **Options**

Either of the following options may be used to satisfy the buffer requirements of this section:

1. **Landscape Buffer**

Provide a landscape development area at least 8 feet in width with at least 3 evergreen shrubs per 10 linear feet of buffer area, plus at least one tree per 30 linear feet of buffer area. Required shrubs must be at least 18 inches in height upon planting and at least 4 feet in height at maturity. Required trees must be at least 10 feet in height at maturity.

2. **Fence or Wall**

Provide a 6-foot solid wall or fence along the property line and at least one tree per 30 linear feet of fence or wall. Required trees and landscaping must be placed inside the fence or wall.

7.504 Use of Buffers

- 7.504.A Required buffers may be used for nonmotorized trails and passive recreation uses, provided that:
1. No plant material is eliminated.
 2. The total width of the buffer is maintained.
 3. All other regulations of the Code are met.
- 7.504.B With written permission of the City, a required buffer may include a stormwater detention area.
- 7.504.C Buffers may not be used for any of the following: playfields, stables, swimming pools, tennis courts, or similar active recreation uses.

7.600 GARBAGE AND RECYCLING DUMPSTERS

Garbage and recycling dumpsters must be placed on concrete pads and be screened from view of streets and all abutting parcels with a solid fence or wall at least 6 feet in height. Dumpster locations and designs must comply with all applicable Solid Waste Services Division requirements and be indicated on required site plans.

7.700 LANDSCAPE PLANTING AREAS AND MAINTENANCE REQUIREMENTS

The planting area and maintenance requirements of this section apply to all required buffers and landscape areas.

- 7.701 Required trees must be located in a planting area sufficient for growth, maintenance and irrigation.
- 7.702 All trees within or near parking areas and driveways must be protected from damage by vehicles by a curb, wheel stop or other City-approved barrier.
- 7.703 Required landscaping must be irrigated by an irrigation or sprinkler system or be located within 150 feet of a hose connection.
- 7.704 The developer must maintain and protect landscaped areas and must replace any diseased, dying or dead landscaping within 45 days after receiving notification from the City. Extensions of this replacement period may be allowed based upon seasonal considerations. Replacement plantings must equal or exceed the size and quality of plantings being replaced.

7.800 TREES IN PUBLIC RIGHTS-OF-WAY

A person commits an offense if he removes or destroys a tree in the street right-of-way or in any public place without first obtaining a permit from the City Manager.

7.900 TREE PRESERVATION

7.901 Purpose

The purpose of this section is to establish rules and regulations governing the protection of trees within the City of Huntsville, to encourage the protection of native, healthy and desirable trees and to provide for the replacement and replanting of trees that are removed from developed or undeveloped property, or are necessarily removed during construction, development, or redevelopment. This Tree Preservation Criteria may be used as credit to comply with the Landscaping and Buffer requirements of Article 7.100

7.902 **Applicability**

The terms and provisions of this section shall apply to real property as follows:

- 7.902.A All real property upon which any designated protected tree is located.
- 7.902.B All vacant and undeveloped property.
- 7.902.C All property to be redeveloped, including additions and alterations.
- 7.902.D The yard areas of all developed property, excluding owner-occupied single-family residential property; rental properties are not excluded and are specifically subject to the provisions of this section.
- 7.902.E All easements and rights-of-way except those included in a plat approved by the City Planning Commission shall meet the terms and provisions of this section. Protected trees located within platted rights-of-way, easements and buildable areas need not be included in calculated replacement plans.
- 7.902.F City of Huntsville Officials may require the removal of nuisance trees that can have an adverse effect on other trees or structures, either on public or private properties, by requiring their removal.

7.1000 INSPECTIONS, PERMITS, AND FEES

7.1001 **Tree Removal Permit Required**

A tree removal permit shall be required when protected trees are to be removed from a site. No person, directly or indirectly, shall cut down, destroy, remove or move, or effectively destroy through damaging, any protected tree situated on property described above without first obtaining a tree removal permit from the city.

7.1002 **Protected Tree Removal Permit**

Permits for removal or replacement of protected trees covered herein shall be obtained by making application on a form prescribed by the city and submitted to the Development Services Department. The application shall be accompanied by a Tree Survey/Inventory showing the exact location, caliper size, height, and common name of all protected trees to be removed. The application shall also be accompanied by a written document indicating the reasons for removal or replacement of protected trees and two copies of a Tree Survey/Inventory plan drawn to the largest practicable scale indicating the following:

1. Location of all existing or proposed structures, improvements such as streets, alleyways, etc. and site uses, properly dimensioned and referenced to property lines, setback and yard requirements and special relationships.
2. Date, scale, north point, and vicinity map.
3. Location of existing and proposed public utility easements, public access easements and drainage easements on the lot.
4. Location and dimensions of visibility triangles on the lot.
5. Location of all protected trees on the site to remain that are three-inch caliper or greater when measured at a point 4½ feet above the ground level. Protected trees to remain shall be designated by a circle.

6. Location of all protected trees on the site to be removed that are three-inch caliper or greater when measured at point 4½ feet above the ground level. Protected trees to be removed shall be designated by a triangle.
 7. Tree information required above shall be summarized in legend form on the plan and shall include the reason for the proposed removal.
 8. Protected tree replacement plan: The plan shall exhibit the location of protected trees proposed to be replaced and include a legend indicating the species, caliper size and height of proposed tree replacement. Replacement trees shall be designated by a square
- 7.1003 **Tree protection plan:** The plan shall describe how existing healthy protected trees proposed to be retained will be protected from damage during construction.
- 7.1004 **Application review:** Upon receipt of a complete application, Development Services staff shall review the applications for compliance with this section; said review may include a field inspection of the site, and the application may be referred to such departments as deemed appropriate for review and recommendations. Following the review and inspection, the permit applications will be approved, disapproved, or approved with conditions by Development Services staff as appropriate.

7.1100 REGULATIONS AND RESTRICTIONS

7.1101 **Protected Tree Removal**

No protected tree or trees shall be removed prior to issuance of a tree removal permit unless one of the following conditions exist:

1. The protected tree is located in a public utility easement, public access easement or public street right-of-way as recorded on a plat initially approved by the Planning Commission.

In the event that certain protected trees outside the above areas or protected trees located partially outside the easement are requested to be removed to allow the operation of equipment, the applicant shall submit a site plan which indicates the exact operation area needed.

2. The protected tree is diseased, injured, in danger of falling, interferes with utility service, creates unsafe vision clearance, or conflicts with other ordinances or regulations, the protected tree may be removed with the approval of the director of development services.
3. Except for the above, under no circumstances shall there be clear cutting of protected trees on a property prior to the issuance of a tree removal permit.
4. The Director of Development Services may approve the removal of protected trees that interfere with the construction of a building and/or the drainage of a lot.
5. The Director of Development Services may approve of the removal of a protected tree or trees located within a drainage easement if the removal is determined to be necessary to ensure the proper construction or maintenance of said drainage easement.
6. The following species of trees are exempt from the protection and preservation requirements stated within this ordinance and are considered invasive species. Invasive trees shall not be planted nor counted towards any tree caliper credit.
 - Tree of Heaven

- Mimosa, Silk Tree
- Paper Mulberry
- Chinese Parasol Tree
- Large Leaf Privets
- Chinaberry 1
- Chinese Pistache 1
- Chinese Tallow

This list may not be all inclusive and is subject to change and will be periodically reviewed and updated if necessary, by the Planning Commission.

7. If under brushing is essential in order to conduct survey work necessary to produce a Survey/Inventory plan, the applicant shall request approval from the Director of Development Services prior to any under brushing activities taking place.

- 7.1102 Upon issuance of a tree removal permit: a developer shall be allowed to remove protected trees located on the buildable area of the property as identified on the approved tree survey/inventory.
- 7.1103 Protected tree replacement requirements. In the event that it is necessary to remove protected tree(s) outside the buildable area, the developer, as a condition of issuance of a protected tree removal permit, may be required to replace the protected tree(s) being removed with comparable trees somewhere within the development. Trees removed from the Buildable Area are not required to be replaced
- 7.1104 Replacement tree specifications: A sufficient number of trees shall be planted to equal, in caliper, the ratio of diameter of the trees removed. Said replacement trees shall be a minimum of two inches caliper and six (6) feet in height when planted and shall be selected from the list of approved replacement trees maintained by the Development Services Department.
- 7.1105 In order to maximize the preservation of existing trees, surveyed trees in good health that have a caliper of at least six (6) inches measured four feet – six inches (4'-6") from the ground may provide credit towards the replacement requirements. Each existing tree preserved between six inches (6") and twelve inches (12") in diameter measured four feet – six inches (4'-6") from the ground may receive replacement credits for two (2) replacement trees. Each existing tree preserved greater than twelve (12") inches in diameter measured four feet – six inches (4'-6") from the ground may receive credit for three (3) replacement trees.
- 7.1106 Protected trees that are removed without a permit shall be replaced at an equivalent caliper inch equaling 100 percent of those protected trees removed from the site as estimated by the Director of Development Services.
- 7.1107 No replacement tree may be planted within a visibility triangle, a watercourse, utility easement or an existing or proposed street or alley.
- 7.1108 A replacement tree must have a minimum caliper of at least two inches when measured at 4 to 6 inches above ground level.
- 7.1109 A replacement tree that dies must be replaced by another replacement tree that complies with the tree removal permit.
- 7.1110 Tree reforestation fund: In situations in which it is not feasible to place the replacement trees on either the subject site or an alternate site, the applicant, upon approval of the

Director of Development Services, may make a payment into the tree reforestation fund. The fund amount shall be equivalent to 100 percent of the tree ratio replacement cost. For those protected trees removed without a permit, the fund amount shall be the equivalent of 100 percent of the cost to replace the same caliper of trees removed without a permit. The funds shall be used only for purchasing and planting trees on public property. The amount of payment that is required for each replacement tree should be calculated based on the average cost of a quality tree added to the average cost of planting a tree. No certificates of occupancy shall be issued for the site until the required payment has been made to the tree reforestation fund.

7.1200 DEVELOPMENT STANDARDS

7.1201 Tree Protection.

- 7.1201.A During any construction or land development, the developer shall clearly mark all protected trees to be maintained and may be required to erect and maintain protective barriers around all such trees or groups of trees. The developer shall not allow the movement of equipment or the storage of equipment, materials, and debris or fill to be placed within the drip line of any protected tree.
- 7.1201.B During the construction stage of development, the developer shall not allow the cleaning of equipment or material under the canopy of any protected tree or trees to remain. Neither shall the developer allow the disposal of any waste material such as, but not limited to, paint, oil, solvents, asphalt, concrete, mortar, etc., under the canopy of any protected tree or trees.
- 7.1201.C No attachment or wires of any kind, other than those of a protective nature, shall be attached to any protected tree.
- 7.1201.D Exceptions.
 - 1. In the event that any tree shall be determined to be in a hazardous or dangerous condition so as to endanger the public health, welfare or safety, and require immediate removal without delay, authorization may be given by the Director of Development Services and the tree may then be removed without obtaining a written permit as herein required.
 - 2. During the period of an emergency such as a tornado, storm, flood, the requirements of this section may be waived as may be deemed necessary by Director of Development Services.
 - 3. Utility companies franchised by the City may remove trees which endanger public safety and welfare by interfering with utility service.
 - 4. Properties that retain Walker County Appraisal District agricultural, timber or wildlife exemptions are excluded from the provisions of this section.
 - 5. The provisions of this section shall not apply to any development that has received a building permit approval prior to the effective date of this ordinance.

7.1300 ENFORCEMENT FOR VIOLATIONS

- 7.1301 The City Arborist, Building Official or an authorized representative of the City shall have the authority to place a Stop Work Order on any activity involving the removal of Protected Tree(s) or that may otherwise endanger trees contrary to the provisions of this Subsection. The Director of Development Services may deny all Permits and Certificates of Occupancy for any site which is not in compliance with this Subsection.

7.1302 It shall be a violation of this article for any person to intentionally or knowingly remove or destroy or allow the removal or destruction of a protected or Historic tree(s) located on any property to which this article applies, or for any person to knowingly or intentionally perform any regulated activity in manner that does not conform to the requirements of this article. Any act or omission contrary to the requirements or directives of this article, or any breach of any duty imposed by this article shall constitute a violation hereof.

7.1303 Any person, firm, company or corporation violating any provision of this article shall, upon conviction be subject to a minimum fine of \$200.00 per violation. Each and every tree removed in violation of this article will be considered a separate violation. Additionally, each and every day until the illegally removed tree has been replaced or otherwise mitigated may be considered a separate violation.

7.1304 Protected Tree Species

- Live Oak
- Pecan Tree
- Smooth Hackberry
- American Elm
- Water Oak
- Redbud
- Loblolly Pine
- Crepe Myrtle
- Catalpa
- Post Oak
- Bois d’Arc
- Southern Red Oak
- Black Hickory
- Cherry Laurel
- Winged Elm
- Sycamore Tree
- Box Elder
- Southern Magnolia
- Cottonwood
- Mimosa
- Chinaberry

This list may not be all inclusive and is subject to change and will be periodically reviewed and updated if necessary, by the Planning Commission.

ARTICLE 8 SIGNS

Contents:

- 8.100 General
- 8.200 Prohibited Signs
- 8.300 Exempt Signs
- 8.400 Signs in the Right-of-Way
- 8.500 On-Premise Signs
- 8.600 Dynamic Displays
- 8.700 Off-Premise Signs
- 8.800 Administration and Enforcement
- 8.900 Nonconforming Signs
- 8.1000 Sign Maintenance, Abandonment and Removal
- 8.1100 Measurements

8.100 GENERAL

8.101 Purpose

The sign regulations of this article seek to balance the public interest in promoting a safe, well-maintained, and attractive City with the interests of businesses, organizations, and individuals who rely on signs as a means to identify and advertise products, services, and ideas. The regulations have the following specific objectives:

- 8.101.A To encourage the effective use of signs as a means of identification and communication for businesses, organizations and individuals in the City;
- 8.101.B To provide a means of way-finding in the community, thus reducing traffic confusion and congestion;
- 8.101.C To ensure maintenance of signs;
- 8.101.D To prohibit signs of such excessive size and number that they obscure one another to the detriment of the economic and social well-being of the City;
- 8.101.E To protect the safety and welfare of the public by minimizing sign-related hazards to pedestrian and vehicular traffic;
- 8.101.F To promote the reasonable, orderly and effective display of signs by minimizing visual clutter; and
- 8.101.G To minimize the possible adverse effects of signs on nearby public and private property, in particular on residential uses and districts.

8.102 Scope and Applicability

All signs are subject to the regulations of this article and all other provisions of this Development Code unless otherwise expressly stated. It is unlawful for any person to construct, maintain, display or alter or cause to be constructed, maintained, displayed or altered, any sign within the City, except in conformance with this Development Code.

8.103 Substitution of Messages

The sign regulations of this article are not intended to favor commercial speech over constitutionally protected political or noncommercial speech. Any sign allowed under this article may contain, in lieu of any other message or copy, any lawful noncommercial message as long as the sign complies with all regulations governing sign size, height and location and with all other applicable requirements of this Development Code.

8.104 Compliance with Other Codes and Regulations

In addition to the sign regulations of this article, all signs must comply with the building code and all other applicable regulations.

8.200 PROHIBITED SIGNS

The following signs and sign characteristics are prohibited except as otherwise expressly stated:

- 8.201 Signs for which no required permit has been issued;
- 8.202 Signs that obstruct any fire escape, required exit, window or door opening used as a means of egress;
- 8.203 Signs that interfere with an opening required for ventilation;
- 8.204 Signs that obstruct, impair, obscure, interfere with the view of, or that may be confused with, any authorized traffic control sign, signal, or device;
- 8.205 Signs that violate the intersection sight visibility regulations of §10.407.D;
- 8.206 Signs located in, or that project into, the right-of-way or planned right-of-way of a public street, except as expressly allowed by Sec. 8.400 (this prohibition does not apply to public safety (e.g., “stop,” “yield,” “school zone”) signs placed by or by order of an authorized governmental agency);
- 8.207 Strobe lights; beacons; flashing, moving, blinking, or chasing lights; or other effects that create the appearance of movement or shape changes;
- 8.208 Signs affixed by any means to a tree, utility pole or traffic control device;
- 8.209 Sign displays with a brightness of such intensity or brilliance that they impair the vision or endanger the safety and welfare of any pedestrian, cyclist, or person operating a motor vehicle;
- 8.210 Signs attached to or painted on an inoperable or unlicensed vehicle (motorized or non-motorized) visible from the right-of-way;
- 8.211 Signs attached to or painted on a licensed motor vehicle if the sign: (1) directs attention to a business, service, commodity, or activity offered or sold on the premises and (2) if the vehicle is parked closer to the street than the nearest building wall (does not apply to vehicles parked for the purpose of immediate loading and unloading);
- 8.212 Roof signs; and
- 8.213 Portable signs, whether existing or new.

8.300 EXEMPT SIGNS

The following signs are exempt signs, which means that they are not counted as signs for purposes of determining the number of signs or amount of signage on a lot. These exempt signs do not require a sign permit unless they are illuminated, in which case they do require a sign permit and review for compliance with applicable codes.

8.301 Directional Signs

- 8.301.A One directional sign may be installed at each vehicle entrance and exit. Such signs may be illuminated, but they may not exceed 4 square feet in area or 5

feet in height. Commercial messages may not comprise more than 50% of the area of a directional sign.

- 8.301.B Off-street parking areas with a capacity of more than 4 vehicles may display signs that do not exceed 12 square feet in area or 10 feet in height. Such signs are allowed for the purposes of informing patrons and visitors about parking rates and rules, the location of stairways and elevators, pedestrian routes, restrooms, and other on-site facilities. Such signs may not be illuminated and may not contain any commercial message.

8.302 Menu Board Signs

Menu board signs that are accessory to allowed drive-through uses are permitted in addition to other allowed signs, as follows:

8.302.A Number and Dimensions

One primary menu board not to exceed 36 square feet in area or 8 feet in height is allowed per order station up to a maximum of 2 primary menu boards. One secondary menu board not to exceed 15 square feet in area or 6 feet in height is allowed.

8.302.B Residential Separation

Menu board signs must be set back at least 50 feet from RU, LR, and MR districts.

8.302.C Visibility

Menu board signs are intended to convey information to motorists within the boundaries of the development and therefore may not be located or oriented to be visible from off site.

8.303 Newspaper Vending Boxes

Vending boxes offering newspapers, brochures or other printed material (whether for sale or free) are not regulated as signs. Such boxes may be placed on sidewalks, provided they do not impede motorized or nonmotorized traffic.

8.304 Temporary Signs

8.304.A Real Estate Signs

One "For Sale," "For Rent" or similar real estate sign is allowed per street frontage. Such signs are limited to a maximum of 32 square feet in area and 16 feet in height except in RU, LR, and MR districts, where they are limited to 8 square feet in area and 8 feet in height.

8.304.B Construction Signs

Up to 3 construction signs are allowed per street frontage during the time that construction or development activity is occurring on the subject lot. Such signs may not exceed 32 square feet in area or 16 feet in height. Construction signs must be removed within 2 weeks of completion of the construction or development.

8.304.C Campaign Signs

Temporary campaign signs are allowed only on private property and only with the consent of the subject property owner. In RU, LR, and MR districts campaign signs may not exceed 8 square feet in area.

8.304.D Nameplates

Nameplates attached to the wall of a building are exempt signs, provided they do not exceed 4 square feet in area.

8.304.E **Window Signs**

Window signs are exempt signs, provided they do not cover more than 50% of the area of the window to which they are affixed.

8.305 **Other Exempt Signs**

The following additional signs are exempt signs:

8.305.A Signs established by, or by order or authorization of, any governmental agency;

8.305.B Flags, emblems or insignia of any nation or political subdivision;

8.305.C Commemorative wall plaques and memorial wall signs;

8.305.D Signs that are not legible from any public right-of-way or from beyond the boundaries of the lot or parcel;

8.305.E Signs within completely enclosed buildings and that are located more than 12 inches from any window;

8.305.F Holiday displays containing no commercial message;

8.305.G Labels and notices on accessory equipment or structures, provided the label or notice does not exceeding 15 square inches in area;

8.305.H Address and street number signs;

8.305.I Signs within a stadium or ball field designed to be viewed solely by spectators within facility;

8.305.J “No trespassing,” “no dumping” and similar warning/security signs that do not to exceed 8 square feet in area; and

8.305.K Non-illuminated awnings with no more than 6 square feet of sign (copy) area on the border of the awning.

8.400 SIGNS IN THE RIGHT-OF-WAY

8.401 **General Prohibition**

With the exception of signs lawfully permitted or erected before June 16, 1981 or as otherwise expressly stated in this article, signs are prohibited on a public street, public sidewalk, public right-of-way, public curb or other public property without the express consent of the City Council.

8.402 **Temporary Signs in the Public Right-of-Way**

The City Planner is authorized to allow the placement of temporary signs in public rights-of-way when all of the conditions of this subsection are met.

8.402.A **Permit Required**

Any person or entity desiring to place a temporary sign in the public right-of-way must obtain a permit to do so from the City Planner.

8.402.B **Size, Type and Number**

1. A temporary sign placed in the public right-of-way must be freestanding and may not exceed 6 square feet in area.
2. No more than 2 signs may be permitted per intersection, and no more than one sign is allowed per block.
3. A maximum of 50 signs may be located within the right-of-way within the City limits at any one time.

8.402.C **Duration and Location**

1. A temporary sign may be placed in the right-of-way for a period of up to 21 days with a limit of 2 permits per year (per individual or organization) with a minimum of 45 days between permit periods. Removal of the temporary signs must be accomplished by the responsible person, as noted on the permit, before the 22nd day from the date the permit was issued.
2. Temporary signs are not allowed on IH-45 or State Highway 19 rights of way.

8.403 **Removal of Signs in the Public Right-of-Way**

The City Council authorizes the seizure and removal of any unlawful sign found within a public right-of-way. The Building Official, street department employees, and police department employees are authorized to impound any unlawful signs found on a public right-of-way and to store them for up to 30 days, except that any developer, political, real estate, garage sale or other similar stake-type signs constructed of cloth, wood, paper or similar lightweight materials may be disposed of immediately.

8.500 ON-PREMISE SIGNS

8.501 **Applicability**

The regulations of this section govern non-exempt on-premise signs directing attention to a business, commodity service, or entertainment conducted, sold, or offered upon the premises where such sign is located or to which it is affixed.

8.502 **Residential Districts and Residential Uses in All Districts**

8.502.A **Applicability**

The regulations of this subsection apply to on-premise signs accessory to residential uses in all zoning districts and to all nonresidential uses in residential districts. These are in addition to any exempt signs allowed pursuant to Sec. 8.300.

8.502.B **Development, Neighborhood and Subdivision Identification Signs**

1. Residential developments, neighborhoods and subdivisions, including manufactured housing parks, are allowed a single freestanding sign at each street entrance to the development, neighborhood or subdivision.
2. Residential development, neighborhood and subdivision identification signs must be monument signs. They may not exceed 32 square feet in area or 0.20 square feet of sign area per linear foot of street frontage, whichever is greater, but in no case may the sign exceed 150 square feet in area. The maximum sign area calculation must be based on the street frontage to which the sign is oriented.

8.502.C **Nonresidential Uses**

The following regulations apply to all principal nonresidential uses in residential districts.

1. **Wall Signs**

Nonresidential uses in residential districts are allowed a maximum of one wall sign per public building entrance. Such signs may not exceed 32 square feet in area.

2. **Freestanding Signs**

Nonresidential uses in residential districts are allowed a maximum of one freestanding sign per street frontage. Allowed freestanding signs are subject to a maximum height limit of 20 feet and may not exceed 32 square feet in area or 0.20 square feet of sign area per linear foot of street frontage, whichever is greater, but in no case may the sign exceed 150 square feet in area. The maximum sign area calculation must be based on the street frontage to which the sign is oriented.

8.503 **Signs in Nonresidential and Mixed Use Districts**

8.503.A **Applicability**

The regulations of this subsection apply to on-premise signs accessory to nonresidential uses in all nonresidential and mixed use districts. These are in addition to any exempt signs allowed pursuant to Sec. 8.300.

8.503.B **Historic Preservation Compatibility Review in Downtown District**

All signs constructed in the Downtown (D) district shall be administratively reviewed for compatibility with the goals of the Historic Preservation Commission, namely to protect and enhance Huntsville's attractiveness to visitors and the support and stimulus to the economy thereby provided.

8.503.C **Signs Allowed**

1. **Wall Signs**

Wall signs are allowed in all D, nonresidential, mixed use, and PD districts. Wall signs may not exceed an aggregate area of more than 3 square feet per linear foot of building wall to which they are attached. Wall signs are not counted against a lot's allowed sign budget, pursuant to §8.503.D.

2. **Projecting Signs**

a. Projecting signs are allowed in all D, nonresidential, mixed use, and PD districts. Projecting signs are counted against a lot's allowed sign budget, pursuant to §8.503.D.

b. Projecting signs may not exceed 20 feet in height or the height of the principal building on the lot, whichever is less.

3. **Freestanding Signs**

a. Freestanding signs are allowed in all D, nonresidential, mixed use, and PD districts. Freestanding signs are counted against a lot's allowed sign budget, pursuant to §8.503.D.

b. Freestanding signs may not exceed 20 feet in height and the maximum height of a freestanding sign within 100 feet of Highway 19 is 30 feet.

c. Freestanding signs on lots with frontage on Veterans Memorial Parkway, the Residential Conversion Overlay, and within the I-45 Overlay must be monument-style signs that have their sign base directly on the ground or no more than 12 inches above the ground directly beneath the sign.

(1) Required monument signs must be constructed of brick, wood, stone, or metal and have a base that is at least 80% of the width of the top of the sign structure.

(2) In the Veterans Memorial Parkway Overlay and the Residential Conversion Overlay, required monument signs may not exceed 6 feet in overall height above grade, as measured from the base of the sign.

- (3) In the I-45 Overlay, required monument signs may not exceed 35 feet in overall height above grade, as measured from the base of the sign.
- (4) The ground area surrounding the base of all required monument signs must be landscaped. The landscape area must be at least as large as the sign area and include shrubs, perennial and/or annual flowers, ornamental grasses, and/or vegetative ground cover.

8.503.D **Sign Budget**

1. **Applicability**

The sign budget provisions of this subsection govern the maximum aggregate number and combined area of all projecting and freestanding signs allowed on a lot in D, the nonresidential, and PD districts, except as otherwise expressly stated.

2. **Maximum Number**

The maximum aggregate number of all projecting and freestanding signs on a lot may not exceed 1 per 100 feet of street frontage or fraction thereof.

3. **Maximum Area**

- a. The maximum aggregate sign area of all projecting and freestanding signs allowed on a lot may not exceed 2 square feet per linear feet of street frontage. A freestanding sign on a lot occupied by a shopping center or office building with 3 or more tenants is allowed a maximum sign area of 3 square feet per linear feet of street frontage if there is only one freestanding sign on the subject lot.
- b. In addition to the maximum aggregate sign area limits, no individual projecting or freestanding sign may exceed 300 square feet in area outside of the I-45 Overlay and 200 square feet in the I-45 Overlay.
- c. In the Residential Conversion Overlay, a maximum of one wall sign is permitted. The wall sign shall exceed 32 square feet in area.

8.600 DYNAMIC DISPLAYS

The regulations of this section apply to dynamic displays on all signs.

8.601 **Where Allowed**

Dynamic displays are prohibited in D and residential districts. They are allowed in other zoning districts, subject to the dynamic display regulations of this section.

8.602 **Maximum Dynamic Display Area**

The dynamic display portion of any sign may not exceed 75 square feet or the total allowed area of the subject sign, whichever is less, except that the maximum dynamic display area for signs located within 150' of Interstate 45 is 150 square feet. Only one contiguous dynamic display is allowed on a sign face.

8.603 **Orientation**

Dynamic displays must be oriented away from residential districts and residential uses.

8.604 **General Regulations**

The general regulations of this subsection (§ 8.604) apply to all dynamic displays.

- 8.604.A Dynamic displays must be equipped with a default mechanism that freezes the display in one position or presents a static or blank display if a malfunction occurs.
- 8.604.B Dynamic displays may not have a brightness of such intensity or brilliance that they impair the vision or endanger the safety and welfare of any pedestrian, cyclist, or person operating a motor vehicle.
- 8.604.C Dynamic displays must be equipped with a light detector/photocell that automatically adjusts the display's brightness according to natural ambient light conditions or that can be adjusted to comply with the requirements of § 8.604.D.
- 8.604.D The maximum brightness level of a dynamic display shall be measured with an illuminance meter set to measure footcandles accurate to at least two decimals. Illuminance shall be measured with the dynamic display off, and again with the sign displaying a white image for a full color-capable sign, or a solid message for a single-color sign. All measurements shall be taken perpendicular to the face of the sign at the distance as calculated using the following formula:

Measurement Distance = ***square root of the Area of Sign Sq. Ft. x 100***

The difference between the off and solid-message measurements using the calculated measuring criteria shall not exceed 0.3 footcandles.

- 1. If the measurement is more than the maximum allowed, the brightness level is in violation of this Development Code and must be adjusted downward. Failure to make such adjustments may result in other available enforcement actions to be taken by the City.

- 8.605 Regulations governing dynamic displays are subject to ongoing monitoring and future modification in the exercise of the City's police powers. No vested right is ever created in an existing dynamic display. If regulations governing operational aspects of dynamic displays (e.g., dwell time, transitions, illumination/brightness, etc.,) are modified by the City, sign owners and operators are required to bring dynamic display advertising signs into compliance with all applicable dynamic display regulations.
- 8.606 Flight trespass or spillover from any dynamic display may not cause the light level along any residential district property line, as measured at a height of 60 inches above grade in a plane at any angle of inclination, to exceed 0.1 footcandles above ambient light levels at the subject property line.

8.700 OFF-PREMISE SIGNS

Off-premise signs may not be installed or enlarged after the effective date specified in Sec. 1.300 at any location in the City of Huntsville and Extraterritorial Jurisdiction (ETJ) of the City. Off-premise signs lawfully established before the effective date specified in Sec. 1.300 are deemed nonconforming signs and may continue to exist in their current location in accordance with the regulations of §8.900.

8.800 ADMINISTRATION AND ENFORCEMENT

- 8.801 Sign **Permits**
 - 8.801.A All freestanding signs and illuminated signs require review, approval and issuance of a sign permit, unless otherwise expressly stated.

- 8.801.B Any person proposing to erect any sign requiring a sign permit must submit a sign permit application to the City Planner. Application for such permit must be accompanied by detailed plans, including scaled drawings of the proposed sign, a site plan and other information deemed necessary by the City Planner to determine compliance with applicable regulations.
- 8.801.C Sign permit fees must be paid prior to the issuance of a sign permit.
- 8.801.D If the work associated with a sign permit has not been completed within one year of the date of the issuance of the permit, such permit will lapse and become null and void.

8.802 **Enforcement**

The enforcement provisions of [Article 14](#) apply to signs.

8.900 NONCONFORMING SIGNS

- 8.901 A nonconforming sign is a sign that was lawfully established but no longer complies with the sign regulations of this Development Code. Any nonconforming sign in lawful existence on the effective date specified in Sec. 1.300 or any sign that becomes nonconforming upon adoption of any amendment to this Development Code may be continued in accordance with the regulations of this article unless otherwise expressly stated. Such nonconforming signs must be maintained in good repair and visual appearance.
- 8.902 A nonconforming sign and any sign structure must be removed or otherwise modified to comply with the sign regulations of this article if it is damaged or destroyed and the extent of damage or destruction is more than 60% of the cost of erecting a new equivalent sign in the same location, as evidenced by a certified cost estimate from a bona fide sign company.

8.1000 SIGN MAINTENANCE, ABANDONMENT AND REMOVAL

8.1001 **Sign Maintenance**

All signs (including nonconforming signs) must be maintained in safe, presentable, and good structural material condition at all times, including the replacement of defective parts, painting, repainting, cleaning, and other acts required for sound maintenance and appearance of the sign. Any sign that is deemed by the City to be in violation of these maintenance provisions or other applicable regulations of this ordinance may be ordered to be removed by the property/sign owner after notice has been given.

8.1002 **Obsolete or Abandoned Signs**

In conformance with Section 216.003(e) of the *Texas Local Government Code*, signs and sign structures must be removed within one year of the date the business, person, or activity that the sign or sign structure identifies or advertises ceases to operate on the premises on which the sign or sign structure is located. If the premises containing the sign or sign structure is leased, removal is required within 2 years of the date the most recent tenant ceases to operate on the premises.

8.1003 **Responsibility for Removal**

When removal of a sign is required, both the owner of the property on which the sign is located and the owner of the sign, if different, are jointly and severally responsible for removal.

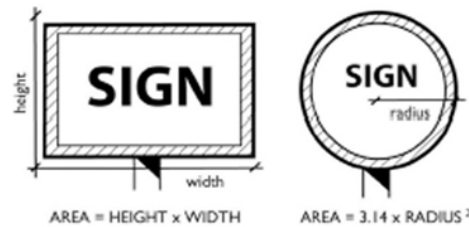
8.1100 MEASUREMENTS

8.1101 Sign Area

8.1101.A Signs Enclosed in Frames or Cabinets

The area of a sign enclosed in a frame or cabinet is determined based on the outer dimensions of the frame or cabinet surrounding the sign face (see Figure 8-1).

Figure 8-1: Sign Area Measurement (Signs in Cabinets or Frames)



8.1101.B Channel (individual) Letter Signs

1. The area of a sign comprised of individual letters or elements attached to a building wall is determined by calculating the area of the smallest geometric figure (e.g. square, rectangle, circle, polygon, etc.) that can be drawn around the letters and/or elements (see Figure 8-2).
2. Signs consisting of individual letters and/or elements will be measured as one sign when the distance between the letters and/or elements is less than the largest dimension of the largest sign letter (see Figure 8-3).

Figure 8-2: Sign Area Measurement (Individual Letter Signs)

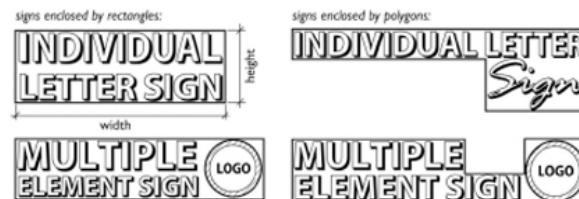
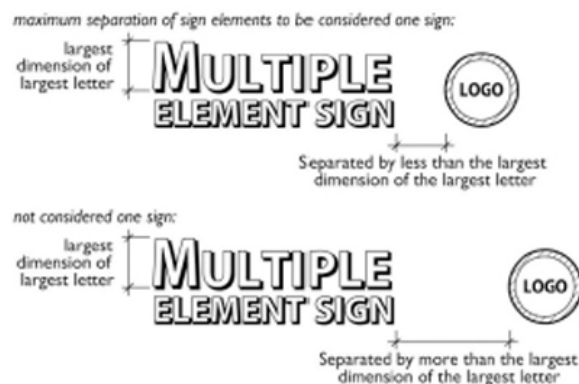


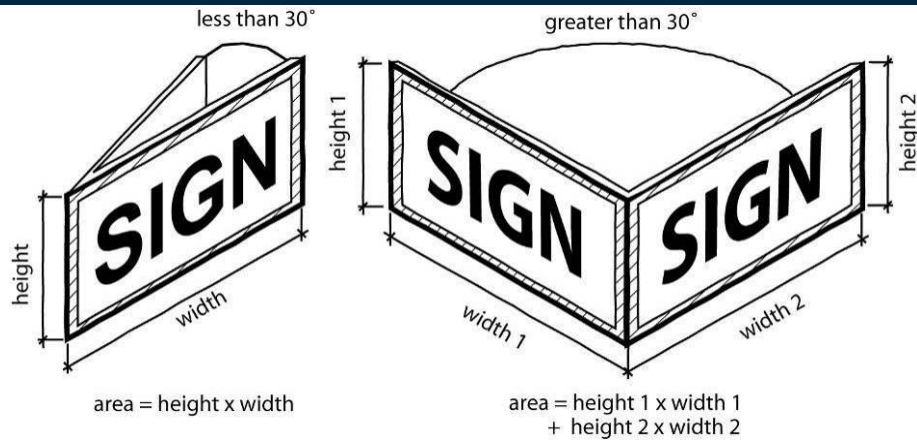
Figure 8-3: Sign Area Measurement (Single vs. Multiple Signs)



8.1101.C Multi-Sided Signs

Unless otherwise expressly stated, when the sign faces of a multi-sided sign are parallel or within 30 degrees of parallel, only one side is counted for those purpose of determining the area and number of signs. If the sign faces are not parallel or within 30 degrees of parallel, all sign faces are counted (see Figure 8-4).

Figure 8-4: Multi-Sided Signs



8.1102 Sign Height

Sign height is measured from the average ground elevation beneath the sign to the highest point of the sign face.

8.1103 Setback, **Spacing and Separation Distances**

8.1103.A Required setback, spacing and separation distances between signs must be measured in a straight line from the nearest points on the respective sign structures.

8.1103.B Required separation distances between signs and zoning districts, areas or lots must be measured in a straight line from the nearest point on the sign structure to the nearest point of the subject district, area or lot.

ARTICLE 9 FLOOD PROTECTION

Contents:

9.100 General

9.200 Special Flood Hazard Areas

9.300 General Standards for Flood Hazard Reduction

9.400 Specific Standards

9.500 Recreational Vehicles

9.600 Subdivision Standards in Flood Hazard Areas

9.700 Areas of Shallow Flooding (AO/AH Zones)

9.800 Floodways

9.900 Appeals

9.1000 Variances

9.100 GENERAL

9.101 Statutory Authority

The Legislature of the State of Texas has, in the Flood Control Insurance Act, Texas Water Code, Section 16.315, delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses.

9.102 Purpose

The flood protection regulations of this article are adopted to protect the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

9.102.A Protect human life and health;

9.102.B Minimize expenditure of public money for costly flood control projects;

9.102.C Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

9.102.D Minimize prolonged business interruptions;

9.102.E Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;

9.102.F Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and

9.102.G Ensure that potential buyers are notified that property is in a flood area.

9.103 Warning and Disclaimer of Liability

The degree of flood protection required by the flood protection regulations of this article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. This Development Code does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This Development Code does not create liability on the part of the City or any official or employee of the City for any flood damages that result from reliance on these regulations of any administrative decision lawfully made pursuant to these regulations.

9.104 Floodplain Administrator

9.104.A Designation

The City Council appoints the City Engineer as the floodplain administrator to administer and implement the provisions of this article and other appropriate sections of 44 CFR (National Flood Insurance Program Regulations) on floodplain management.

9.104.B Duties and Responsibilities of the Floodplain Administrator

The duties and responsibilities of the floodplain administrator include, but are not limited to, the following:

1. Maintaining and holding open for public inspection all records concerning the provisions of this section;
2. Reviewing permit applications to determine whether proposed building sites, including the placement of manufactured homes, will be reasonably safe from flooding;
3. Reviewing, approving or denying all applications for development permits required by adoption of this section;
4. Reviewing permits for proposed development to assure that all necessary permits have been obtained from those Federal, State or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required;
5. Determining the flood hazard boundary line where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears a conflict between a mapped boundary and actual field conditions). In such cases the floodplain administrator will make the necessary interpretation;
6. Notifying, in riverine situations, adjacent communities and the State Coordinating Agency which is the Texas Water Development Board (TWDB), before any alteration or relocation of a watercourse, and submit evidence of such notification to FEMA;
7. Assuring that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained;
8. Obtaining, reviewing and using any base flood elevation data and floodway data available from a federal, state or other source, to administer the provisions of the section when base flood elevation data has not been provided according to Sec. 9.200 and
9. Prohibiting new construction, substantial improvements, or other development (including fill) within Zones A1-30 and AE on the City's FIRM, when a regulatory floodway has not been designated, unless the developer shows that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than 1 foot at any point within the community.

9.200 SPECIAL FLOOD HAZARD AREAS

Special flood hazard areas are subject to inundation by the base flood (1-percent-annual-chance, previously known as 100-year flood) in the City as identified in a scientific and engineering report entitled, "The Flood Insurance Study for the Walker County and Incorporated Areas" date effective August 16, 2011 and any revisions thereto issued with accompanying Flood Insurance Rate Maps by the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

- 9.201 The Base Flood Elevation (BFE) is the elevation shown on the Flood Insurance Rate Map (FIRM) and found in the accompanying Flood Insurance Study (FIS) for Zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a 1% chance of equaling or exceeding that level in any given year, also referred to as the "base flood."
- 9.202 The City Council adopts the Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) dated August 16, 2011 issued for the City by FEMA effective August 16, 2011 and any revisions thereto. The City Engineer is responsible for maintaining copies of the FIS and FIRM.
- 9.203 A person commits an offense if the person makes any change to improved or unimproved real estate (including but not limited to buildings, structures, dredging, filling, grading, paving or excavation) within the floodplain without a development permit from the City.
- 9.204 If a developer proposes to develop land located in an area not surveyed for Flood Hazard according to the FIRM, then the developer must employ an engineer to determine the flood hazard for the proposed development.

9.300 GENERAL STANDARDS FOR FLOOD HAZARD REDUCTION

The following provisions apply to all new construction and substantial improvements in special flood hazard areas:

- 9.301 All new construction or substantial improvements must be designed (or modified) to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- 9.302 All new construction and substantial improvements must be constructed using methods and practices that minimize flood damage.
- 9.303 All new construction and substantial improvements must be constructed with materials and equipment resistant to flood damage.
- 9.304 Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities must be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- 9.305 All new and replacement water supply systems must be designed to minimize or eliminate infiltration of floodwaters into the system.
- 9.306 New and replacement sanitary sewage systems must be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.
- 9.307 New or replacement on-site waste disposal systems must be located and designed to avoid impairment to them or contamination from them during flooding.

9.400 SPECIFIC STANDARDS

The following provisions apply in all areas of special flood hazard where base flood elevation data has been provided as set forth in Sec. 9.201; §9.104.B9; and Sec. 9.604.

- 9.401 Residential **Construction**

A registered professional engineer, architect or land surveyor must submit to the City Engineer a signed certification, using the latest edition of the elevation certificate form published by FEMA, that new construction and substantial improvement of any residential structure will have the lowest floor (including basement) elevated to at least 2 feet above the base flood elevation before the City Engineer or Building Official issues a permit for construction or improvement.

9.402 **Nonresidential Construction**

9.402.A **Minimum Building Elevation**

New construction and substantial improvements of any commercial, industrial or other nonresidential structure must either have the lowest floor (including basement) elevated to at least 2 feet above the base flood level or, with attendant utility and sanitary facilities, be designed so that all portions of the structure below a point 2 feet above the base flood elevation are watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

9.402.B **Certification Required**

1. An architect or registered professional engineer must develop and/or review structural design, specifications, and plans for the construction, and must certify that the design and methods of construction are in accordance with accepted standards of practice, as outlined in these regulations. A record of such certification, which includes the specific elevation (in relation to vertical datum used in the Flood Insurance Rate Maps) to which such structures are floodproofed, must be maintained by the City as part of the permanent development permit file.
2. Submittal of the latest edition of the elevation certificate form published by FEMA is also required. This certificate must be duly certified by a registered professional engineer, architect or registered land surveyor.

9.403 **Enclosures**

New construction and substantial improvements, with fully enclosed areas below the lowest floor that are subject to flooding, must be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by an architect or registered professional engineer or meet or exceed the following minimum criteria:

- 9.403.A A minimum of 2 openings having a total net area of not less than one square inch for every one square foot of enclosed area subject to flooding must be provided;
- 9.403.B The bottom of all openings must be no higher than one foot above grade; and
- 9.403.C Openings may be equipped with screens, louvers, valves, or other coverings or devices if they allow the automatic entry and exit of floodwaters.

9.404 **Manufactured Homes**

- 9.404.A All manufactured homes to be placed within Zone A on the Flood Hazard Boundary Map (FHBM) or FIRM, must be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. The floor elevation of the manufactured home must be at least 2 feet above the base flood elevation. Submittal of the latest edition of the elevation certificate form published by FEMA is also required.

This certificate must be duly certified by a registered professional engineer, architect or registered land surveyor.

- 9.404.B Methods of anchoring may include use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.
- 9.404.C All manufactured homes to be placed or substantially improved within Zones A1-30, AH, and AE on the City's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, must be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to at least 2 feet above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- 9.404.D Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A1-30, AH and AE on the City's FIRM that are not subject to the provisions of Sec. 9.600 must be elevated so that either:
1. The lowest floor of the manufactured home is at least 2 feet above base flood elevation; or
 2. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

9.500 RECREATIONAL VEHICLES

Recreational vehicles placed on sites within Zones A1-30, AH, and AE must either:

- 9.501.A Be on the site for less than 180 consecutive days and be fully licensed and ready for highway use, as evidenced being on its wheels or jacking system, being attached to the site only by quick disconnect type utilities and security devices, and having no permanently attached additions; or
- 9.501.B Comply with the elevation and anchoring requirements for manufactured homes as set forth Sec. 9.404 and obtain a permit from the floodplain administrator.

9.600 SUBDIVISION STANDARDS IN FLOOD HAZARD AREAS

- 9.601 All subdivision proposals including mobile home/manufactured housing parks and subdivisions are subject to the flood protection regulations of this article.
- 9.602 The developer of subdivisions including manufactured home parks and subdivisions must obtain a floodplain development permit before final platting.
- 9.603 A developer must generate flood elevation data for subdivision proposals and other proposed development, including the placement of mobile home/manufactured housing parks and subdivisions greater than 50 lots or 5 acres.
- 9.604 All subdivision proposals including mobile home/manufactured housing parks and subdivisions must have adequate drainage provided to reduce exposure to flood hazards.

- 9.605 All subdivision proposals including mobile home/manufactured housing parks and subdivisions must have public utilities and facilities (sewer, gas, electrical and water systems) located and constructed to minimize or eliminate flood damage.

9.700 AREAS OF SHALLOW FLOODING (AO/AH ZONES)

Located within the areas of special flood hazard are areas designated as areas of shallow flooding. These areas have special flood hazards associated with base flood depths of 1 to 3 feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flow may or may not be evident. Such flooding is characterized by ponding or sheet flow. The following regulations apply in such areas.

- 9.701 All new construction and substantial improvements of residential structures must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the City's FIRM (at least 2 feet if no depth number is specified).
- 9.702 All new construction and substantial improvements of nonresidential structures:
- 9.702.A Must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the City's FIRM (at least 2 feet if no depth number is specified), or;
- 9.702.B Together with attendant utility and sanitary facilities be designed so that all portions of such facilities below a point 2 feet above the base flood elevation are watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- 9.703 A registered professional engineer or architect must submit to the City Engineer a certification that will become part of the permanent development permit file stating that the standards of this article are satisfied.
- 9.704 Within Zones AH or AO, the developer must provide adequate drainage paths around structures on slopes to guide flood waters around and away from proposed structures.

9.800 FLOODWAYS

Floodways are located within areas of special flood hazard established in Sec. 9.200. The floodway is an extremely hazardous area due to the velocity of flood waters that carry debris, potential projectiles and high erosion potential. The following regulations apply in such areas:

- 9.801 Encroachments are prohibited, including fill, new construction, substantial improvements and other development unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachments will not result in any increase in flood levels within the City during the occurrence of the base flood discharge.
- 9.802 Where Sec. 9.801 is satisfied, all new construction and substantial improvements must comply with all applicable flood hazard reduction provisions of Sec. 9.300 and Sec. 9.400.

9.900 APPEALS

Decisions of the City Engineer may be appealed in accordance with Sec. 12.1000. The City Engineer must maintain a record of all actions involving an appeal and report to FEMA upon request.

9.1000 VARIANCES

9.1001 Authorized

The Board of Adjustment is authorized to grant variances to the flood protection regulations of this article, subject to compliance with all applicable regulations of this section.

9.1002 Applicability

Variances may be issued for:

9.1002.A The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum relief necessary to preserve the historic character and design of the structure;

9.1002.B New construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below a point 2 feet above the base flood level. As the lot size increases beyond one-half acre, the justification required for issuing a variance to the flood protection regulations increases.

9.1003 Prohibited Variances

The Board of Adjustment may not issue a variance within any designated floodway if any increase in flood levels during the base flood discharge would result.

9.1004 Procedures

The variance procedures of Sec. 12.900 must be followed for flood protection variances.

9.1005 Variance Prerequisites

Prerequisites for granting variances are:

9.1005.A The Board of Adjustment may approve a variance only upon a determination that the variance is the minimum relief necessary, considering the flood hazard, to afford relief.

9.1005.B The Board of Adjustment may approve a variance only upon:

1. The applicant showing a good and sufficient cause;
2. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, creating nuisances, causing fraud on or victimization of the public, or conflict with existing local laws or ordinances.

9.1005.C The Board of Adjustment must give any applicant to whom it grants a variance written notice that the structure will be permitted to be built with the lowest floor elevation below a point at least 2 feet above the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation. This notice must be filed in the deed records affecting the property.

9.1005.D The Board of Adjustment may approve a variance for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use if the structure or other development

is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

ARTICLE 10 INFRASTRUCTURE AND PUBLIC IMPROVEMENTS

Contents:

- 10.100 General
- 10.200 Infrastructure and Improvements Required
- 10.300 Financial Guarantees
- 10.400 Streets
- 10.500 Sidewalks
- 10.600 Water
- 10.700 Wastewater
- 10.800 Drainage and Stormwater Management
- 10.900 Parks and Open Space
- 10.1000 Street Lights
- 10.1100 Traffic Control Signs and Street Signs
- 10.1200 Street Names
- 10.1300 Utilities
- 10.1400 Easements
- 10.1500 Surveying and Monumentation
- 10.1600 Maintenance of Infrastructure and Improvements

10.100 GENERAL

10.101 Purpose and Intent

The regulations of this article establish standards governing the development of property within the jurisdiction of the City of Huntsville. These standards are intended to:

- 10.101.A Provide for the protection of the public health, safety and welfare;
- 10.101.B Promote the orderly growth and development of the City and its extraterritorial jurisdiction; and
- 10.101.C Ensure the timely and coordinated provision of required transportation improvements, utilities and other facilities and services to new subdivisions and developments.

10.102 Standards, Specifications and Design Criteria

The City's *Standards, Specifications and Design Criteria* are hereby incorporated by reference as if fully set forth in this Development Code. All infrastructure and improvements constructed or modified must comply with applicable *Standards, Specifications and Design Criteria*.

10.200 INFRASTRUCTURE AND IMPROVEMENTS REQUIRED

- 10.201 Developers are responsible for the construction and installation of the following infrastructure and public improvements, in accordance with the standards of this Development Code.

- 10.201.A Survey monuments;

- 10.201.B Streets within the development and improvements to existing streets that border the development and that are required for safe and adequate access to the development;
 - 10.201.C Sidewalks;
 - 10.201.D Water supply and wastewater systems;
 - 10.201.E Surface drainage and storm sewers;
 - 10.201.F Stormwater management facilities;
 - 10.201.G Utilities;
 - 10.201.H Traffic control signs and street signs;
 - 10.201.I Street lights; and
 - 10.201.J Any other on- or off-site infrastructure or public improvements required by this Development Code.
- 10.202 If a developer files a final plat for only a portion of the subdivision for which a preliminary plan was approved, the improvements required to be constructed, installed, and maintained in accordance with that final plat are those improvements that the Planning Commission deems necessary to serve the lots shown on the proposed final plat.
- 10.203 All improvements must be designed and installed to provide for a logical inter-connected system of infrastructure and to create continuity of improvements for the development of adjacent properties.
- 10.204 During the course of installation and construction of required infrastructure and improvements, the City Engineer must make periodic inspections of the work to ensure that all improvements comply with all City requirements.
- 10.205 Upon completion of installation and construction of all required improvements, the development may seek acceptance of public improvements by the City by submitting the required number of record plans. In addition, the developer must provide a statement signed by a registered professional engineer that all required improvements have been installed and constructed in accordance with the submitted as-built plans.

10.300 FINANCIAL GUARANTEES

The City is authorized to require financial guarantees to ensure that developers install any improvements allowed to be temporarily deferred and to ensure that improvements are installed in a workmanlike manner, free from defects. Guarantees must be provided in a form approved by the City Attorney. The value of such financial guarantees must be based on an estimate of the actual cost to construct all required infrastructure and public improvements, as determined by the developer's engineer and approved by the City Engineer. Assurances may take the form of performance and payment bonds, cash deposits, certificates of deposit in the name of the City, irrevocable letters of credit or other forms approved by the City Attorney.

10.400 STREETS

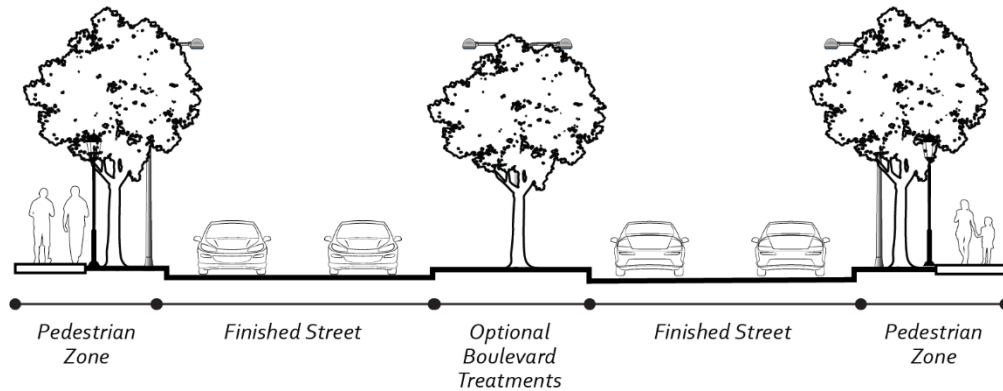
10.401 General Principles

Streets within developments must conform to the arrangement, width and location indicated on the transportation plan and the Comprehensive Plan. In addition, the street system must be laid out and designed with due regard for topography and drainage and to:

- 10.401.A Create an integrated system of lots, streets, and infrastructure that provides for efficient movement by all lawful modes of transportation, both within the development and to and from adjacent development;

- 10.401.B Provide for the efficient movement of through traffic by providing an interconnected network of streets in order to avoid isolation of development areas and over-reliance on major roads; and
- 10.401.C Be uncomplicated, so that emergency services, public services, and visitors can find their way to their intended destinations.
- 10.401.D The developer shall provide a street system within the development with at least one point of access to a public street adjacent to the development; provided, however, that developments that are designed to contain one hundred and fifty (150) dwelling units or more shall provide at least two points of access to adjacent public streets.
- 10.402 **Rights-of-Way & Street Construction**
- 10.402.A Streets must have a right-of-way width that will safely accommodate the transportation (vehicular, pedestrian and bicycle) improvements and street cross-sections needed to provide appropriate, safe and adequate access to the subject development, in accordance with the City's *Standards, Specifications and Design Criteria*.
- 10.402.B When a proposed development has frontage on an existing constructed public street, right-of-way must be dedicated and improved to meet the requirements of this Development Code. For existing constructed streets on which a proposed development has frontage, the applicant must:
1. Dedicate a minimum of 50% of the required right-of-way width as measured from the centerline of the existing street right-of-way;
 2. Install all required sidewalks; and
 3. Provide a minimum of 50% of the street cross-section required in Sec. [10.403](#), full depth to the current construction standards, and install it to the right-of-way centerline.
- 10.402.C Right-of-way dedication and street required widening of existing constructed streets, to the current construction standards, must extend for the full length of road frontage of the property under development and must conform to the standards of this Development Code.
- Commentary:** *City Planner may exempt minor plats from the requirement of Section 10.402.B(3).*
- 10.403 **Street Cross-sections**
- 10.403.A **General**
- Street cross-sections are comprised of the following 3 major components: (1) finished street; (2) pedestrian zone; and (3) optional boulevard treatment. Varying the design of these components allows for implementation of a context-sensitive street network and enables transportation designs that better relate to differences in environmental conditions and land use/development patterns.

Figure 10-1: Street Cross-Section Example



1. Finished Street

The finished street component of a street cross-section is the portion of the right-of-way made up of the paved street from curb to curb, or edge to edge where curb and gutter is not provided. The finished street includes the following elements:

- a. Vehicle travel lanes;
- b. On-street parking, where applicable;
- c. Turn lanes, where necessary;
- d. On-street bicycle facilities, where applicable; and
- e. Finished street edge (e.g., curb/gutter, swale/ditch, shoulder)

2. Pedestrian Zone

The pedestrian zone component of a street cross-section is the portion of the right-of-way that primarily accommodates pedestrian movement and buffers pedestrians and adjacent land uses from moving vehicles on the finished street. The pedestrian zone includes the following elements:

- a. Pedestrian or multi-use facility (e.g., sidewalk, trail or multi-use path), providing dedicated areas for pedestrian and nonmotorized travel along streets;
- b. Amenity/buffer area (e.g., tree lawn, vegetated natural buffer, expanded sidewalk), providing separation of non-motorized users from moving vehicle lanes and providing a landscape or streetscape amenity; and
- c. Off-street bicycle facilities (optional), providing dedicated or shared off-street bicycle facilities along bike routes in areas where on-street facilities would be inappropriate or impractical.

3. Boulevard Treatment

The boulevard treatment is an optional component of a street cross-section that includes a landscaped median as the focal point of the street, and may include additional design elements such as frontage access lanes, buffer strips and parking.

Streets must be designed and constructed in accordance with the regulations of Table 10-1 and the City's *Standards, Specifications and Design Criteria*.

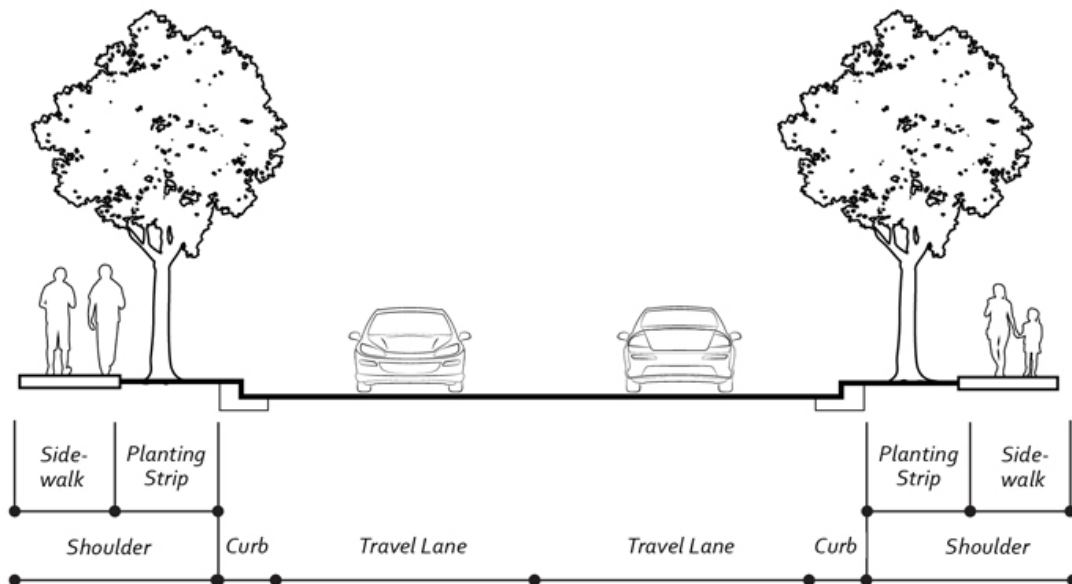
Table 10-1: Street Cross-Sections				
Street Classification	Travel Lanes	Volume per Day	Minimum Right-of-Way Width (feet)	Minimum Pavement Width[1] (feet)
Arterial				
Primary, A-1	5	10,000+	120	90
Secondary, A-2	5	5,000+	90	61
Collector				
Standard, C-1	2	5,000 - 10,000	70	41
Local				
Local, L-1	2	>1,000	50	32
Low-Volume, L2	2	<1,000	50	28
Low-Volume, L3 [2]	2	<1,000	60	28 [3]

[1] Back of curb to back of curb or edge to edge. Reduced pavement widths may be approved by the City. IN such cases, increased driveway and intersection radii may be required by the City to accommodate large vehicle turning movements.

[2] Local, Low-Volume, L₃ Street Cross-Section is allowed only in low-density residential subdivisions. (See Table 5-1: Lot and Building Setback Regulations for Low Density Residential lot size.)

[3] Minimum Pavement Width may be reduced to 24', (2-12' travel lanes) for low density subdivisions with lots sizes of 2 acres or greater.

Figure 10-2: Typical Local Street Cross-Section



10.404 **Connections to Abutting Property**

10.404.A A network of interconnected streets is intended to:

1. Provide safe, convenient, and efficient means of access to lots;
2. Promote orderly development patterns;

- 3. Facilitate the effective and efficient provision of emergency and public services; and
 - 4. Avoid degradation of traffic carrying capacity on the major street network.
- 10.404.B Streets in new developments must connect with public streets in adjacent subdivisions and provide for future extension of streets into adjacent areas that are likely to be developed in the future. Waivers to street connection requirements may be approved in accordance with Sec. 12.711 if topography, sensitive natural resources or other physical constraints make such connections undesirable or impractical.
- 10.404.C Streets proposed for future extension (“stub streets”) must be terminated with temporary turnarounds when the stub street extends 150 feet or more from the nearest intersecting street right-of-way or when more than one lot will have access solely from the stub street. Stub streets are subject to the maximum cul-de-sac length standard of Sec. 10.406. The Planning Commission is authorized to waive requirements for temporary turnarounds for nonresidential developments if they determine that adequate alternatives are available for vehicles to turn around.
- 10.404.D Temporary turnarounds must be constructed in accordance with the City’s *Standards, Specifications and Design Criteria*.
- 10.404.E The developer must post a sign at the terminus of all stub streets indicating that the stub street is intended to be opened to through traffic when the adjacent property is developed. The sign must state “FUTURE THROUGH STREET. TO BE CONNECTED WHEN ABUTTING PROPERTY DEVELOPS.” The City will provide specifications for required signs.
- 10.405 Blocks
 - 10.405.A The length, width and shape of blocks must be suited for the planned use of the land, and need for convenient access, control and safety of street traffic and the limitations and opportunities relating to the terrain and natural environment.
 - 10.405.B Blocks may not exceed 600 feet in length in residential subdivisions with a gross density of 4 or more dwelling units per acre. In nonresidential subdivisions and lower density residential subdivisions, blocks may not exceed 1,200 feet in length. The Planning Commission is authorized to allow longer block lengths if topography, sensitive natural resources or other physical constraints make shorter block lengths undesirable or impractical. In such cases, the Planning Commission is authorized to require the provision of emergency vehicle access routes, pedestrian connections (easements), crosswalks and other pedestrian access features that provide safe and adequate vehicle access and pedestrian connections to schools, playgrounds, shopping areas, transportation and other community facilities in the area.
- 10.406 Cul-de-Sacs
 - 10.406.A Cul-de-sacs streets may not exceed 600 feet in length unless otherwise expressly approved by the Planning Commission. In no event may a cul-de-sac street be approved that exceeds 1,000 feet in length or that serves more than 15 dwelling units. The length of a cul-de-sac street is measured from the center point of its turnaround, along the centerline of its right-of-way to the nearest edge of the right-of-way of the nearest intersecting street.
 - 10.406.B Turnarounds at the end of cul-de-sac streets must be constructed in accordance with the City’s *Standards, Specifications and Design Criteria*.

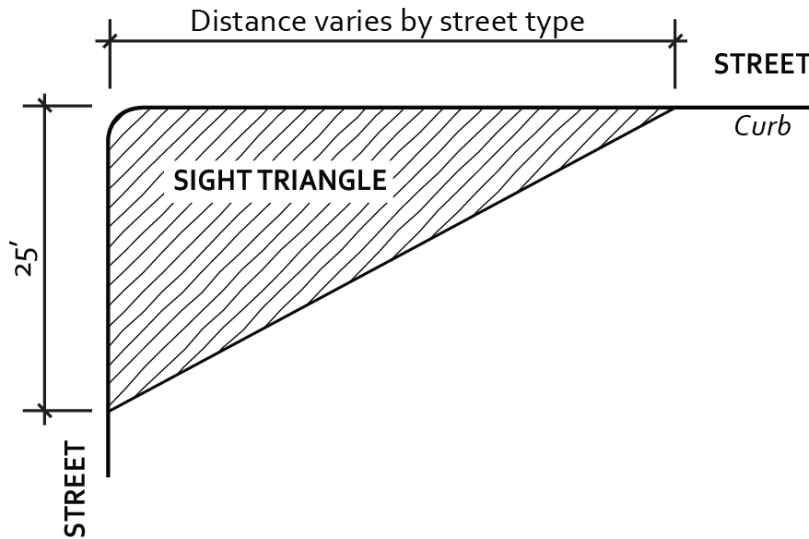
- 10.406.C If a cul-de-sac is longer than 600 feet, the Planning Commission is authorized to require the provision of a pedestrian access easement to provide safe and convenient pedestrian access between the terminus of the cul-de-sac and any adjacent areas. Such pedestrian access easements must have a minimum width of 12 feet.
- 10.407 **Intersections**
- 10.407.A **General**
- Streets must intersect each other at right angles unless otherwise dictated by pedestrian and vehicle safety, topography or other factors of environmentally sensitive site design.
- 10.407.B **Radii**
- Intersection radii must comply with the City's *Standards, Specifications and Design Criteria*, provided that the City Engineer is authorized to require a greater or reduced radius when anticipated traffic or roadway and intersection improvements warrant.
- 10.407.C **Off-sets**
- Where it is necessary to stagger or offset street intersections, the streets must offset by at least 200 feet (centerline to centerline).
- 10.407.D **Intersection Sight Triangles**
1. Sight triangles are required in order to help ensure an adequate area of clear vision for motorists at street intersections. If a sight triangle area as described in this section is required for adequate safety and public protection, it may be obtained by the City. If the sight triangle area cannot be established when justified, traffic control or warning devices may be installed.
 2. The triangular area shall be formed by a point on each street right-of-way line located the minimum required distance from the intersection of the street right-of-way lines and connected to the intersection point of the 25-foot setback lines (see Figure 10-3). The minimum required distance is based on street classification, as shown in Table 10-2.

Table 10-2: Required Sight Triangle Distances	
Street Type	Minimum Distance from Intersection of Curb Lines (feet)
Local	50
Collector	75
Arterial	100

3. On any portion of a lot that lies within the required sight triangle area, nothing shall be erected, parked, placed, planted, or allowed to grow in such a manner as to materially impede vision between a height of 3 feet and 8 feet above grade at the 2 street right-of-way lines.
4. Sight triangle requirements shall not apply to permanent structures, public utility poles, trees trimmed to the trunk at least 8' above the level of the intersection, supporting members of appurtenances to existing structures,

or official warning signs or signals, or places where the contour of the ground is such that there can be no cross-visibility at the intersection.

Figure 10-3: Intersection Sight Triangle



10.408 Grades

Street grades must provide safe and convenient traffic conditions while avoiding excessive grading and unnecessary removal of ground cover and tree growth. Street grades must comply with the City's *Standards, Specifications and Design Criteria*.

10.409 Vertical Curvature

All changes in street grade must be connected by vertical curves and be designed for safe stopping sight distances and safe sight distance at the entrance to subdivisions, in accordance with the City's *Standards, Specifications and Design Criteria*. The City Engineer is authorized to require that applicants submit a sight distance analysis at the time of preliminary subdivision plat review.

10.410 Horizontal Curvature

The required centerline radius of horizontal curves must be based on engineering considerations of topography, length of street, number of curves and other factors, as determined by the City Engineer. Horizontal curves on arterial streets must be designed in accordance with the City's *Standards, Specifications and Design Criteria*.

10.411 Alleys

Alleys and service lanes are permitted within new developments. Alleys, whether public or private, must comply with the City's *Standards, Specifications and Design Criteria*. Dead-end alleys are prohibited.

10.412 Reserve Strips

Reserve strips that separate developed or undeveloped land from necessary access to streets are prohibited except when such access is controlled by the City.

10.413 Private Streets

10.413.A When Allowed

Private streets are allowed only when approved by the City in planned developments or recreational vehicle parks.

10.413.B **Layout**

Private streets must be designed to:

1. Provide adequate vehicular access to all buildings and facilities within the boundaries of the development;
2. Provide safe and adequate traffic circulation and access to all lots and buildings by emergency personnel and equipment; and
3. Provide direct access to the existing public street system outside the subject tract's boundaries.

10.413.C **Access**

1. Private street systems within a development must have at least one point of access to a public street adjacent to the development, provided that developments containing more than 150 dwelling units must have at least 2 points of access to adjacent public streets.
2. Private streets may provide access only to land within the subject development. Private streets may not be extended into adjacent tracts under a different ownership or a different property owners association.

10.413.D **Intersections of Private and Public Streets**

1. Private streets may not be direct (straight line) projections of any public street. Private streets must offset a minimum distance of 200 feet center-line to center-line from any public street intersection.
2. Intersections of all private streets with public streets must be at right angles or with acute angle variations not to exceed 15 degrees.
3. Right angle intersections of private streets must have a 20-foot radii for the pavement edge at all corners. Acute angle intersections must have 25-foot radii for the pavement edge at the acute corner on both public and private streets.
4. Developers are responsible for designing and constructing that portion of a private street within a public street right-of-way in accordance with the driveway standards of Sec. [6.1100](#).

10.413.E **Design and Construction Standards**

1. **Design and Construction**

Private streets are subject to the same geometric design and construction standards as public streets.

2. **Pavement Width**

The minimum unobstructed pavement width of any private street must be at least 28 feet.

3. **Easement Width**

Private streets must be located within access easements of sufficient width to accommodate the private streets and related construction and maintenance activities.

10.413.F **Maintenance**

Maintenance of private streets and private street signs is the sole responsibility of property owners within the development, in accordance with Sec. [10.1600](#).

10.500 SIDEWALKS

10.501 When Required

10.501.A Arterial and Collector Streets

Sidewalks are required to be installed by the owner of the subject property whenever development occurs on a lot with frontage on an arterial street or on a collector street. Unless the subject property is within 100' of an existing sidewalk, sidewalks are not required to be constructed along existing non-curbed streets except as adjacent to the following roadways:

- Bearkat Boulevard, from Highway 19 to Bobby K Marks Drive;
- Martin Luther King Jr. Drive, from Essex Boulevard to FM 2821;
- Avenue M, from 8th Street to FM 247;
- University Avenue, from 7th Street to FM 247;
- FM 247, from Avenue M/University Avenue to FM 2821; and
- Montgomery Road, from IH 45 S to Veterans Memorial Parkway.

10.501.B Local Streets

Sidewalks are required to be installed by the owner of the subject property whenever development occurs on a lot with frontage on a local street, provided that sidewalks are not required for construction of a detached house or two-unit house unless one or more of the adjacent properties have an existing sidewalk. Sidewalks are not required to be constructed along existing non-curbed streets except as adjacent to the following roadways:

- Avenue M, from Josey Street to IH 45 S.

10.501.C Other Areas

The Planning Commission is authorized to require installation of sidewalks in other locations recommended by the City's adopted sidewalk master plan

10.501.D Low Density Residential Subdivisions

Alternate trail/sidewalk construction is allowed for subdivisions in the RU and LR districts. Developer is required to provide length of trails/sidewalks equivalent to twice the centerline length of roads within the boundary of the subdivision.

Commentary: Sidewalks are not required whenever development occurs on a lot with frontage on the main travel lanes of an Expressway/Freeway. The construction of a sidewalk for a development with frontage along a curbed roadway owned and maintained by TxDOT, (Texas Department of Transportation), is not required if not approved for a permit by TxDOT.

10.502 Location

10.502.A Required sidewalks must extend across the entire frontage of the subject lot, and along all frontages of corner or multi-frontage lots.

10.502.B Required sidewalks must be constructed within the street right-of-way or in an approved easement.

10.502.C Existing sidewalks may not be removed except for purposes of reconstruction or replacement.

10.503 Timing of Construction

Sidewalks must be constructed at the time of building permit and completed before a certificate of occupancy is issued. Developers must construct sidewalks in common areas and throughout the subdivision as part of the required subdivision improvements.

10.504 **Design**

10.504.A **Width**

Sidewalks must have a minimum width of 5 feet. The City Engineer is authorized to allow exceptions to this minimum width requirement in cases where inadequate space or other factors prevent installation of a full-width sidewalk. The City Engineer is also authorized to establish the minimum width of shared use paths and trails depending on expected use and traffic volumes.

10.504.B **Materials and Construction**

Sidewalks and trails must be designed and constructed in compliance with the City's *Standards, Specifications and Design Criteria*, the Americans with Disabilities Act (ADA) and other applicable standards and specifications.

Commentary: *Forest Service Trail Accessibility Guidelines (FSTAG) shall serve as the design and construction guideline for new trail construction for low density residential subdivisions. Trails should be maintained privately by a property owners association.*

10.600 WATER

10.601 **City Water Service**

10.601.A Except as otherwise expressly allowed under this section, developers are responsible for providing domestic water service from a public water system to properly serve each lot within a development and for ensuring that existing or new water system facilities meet required demand for domestic water use and fire protection at the required pressure.

10.601.B The water distribution system required under this section includes all pumping station facilities, elevated storage tanks, fire hydrants and other appurtenances required to adequately serve the area being developed.

10.601.C The required system improvements include the extension of (off-site) water mains to the development, the installation of water mains (including fire hydrants) to serve all lots within the development and the extension of water mains to the perimeter of the development (to allow for future system extensions into adjacent areas).

10.602 **Alternative Water Supply**

10.602.A The Planning Commission is authorized to allow the use of individual private wells or community water systems meeting the design requirements of the Texas Commission on Environmental Quality when the Planning Commission determines that connection to the City water system is not feasible.

10.602.B In approving alternative water supply systems, the Planning Commission is authorized to require the provision of permanent utility easements and temporary construction easements for the future extension City water system improvements.

10.603 **Design and Construction**

All water systems must be designed and constructed in accordance with the City's *Standards, Specifications and Design Criteria* and applicable design criteria of the Texas Commission on Environmental Quality (See [Title 30](#) of the *Texas Administrative Code*).

10.604 Irrigation Wells

Irrigation water supply wells are prohibited in the city limits.

10.700 WASTEWATER

10.701 City Wastewater Service

10.701.A Except as otherwise expressly allowed under this section, developers are responsible for providing City wastewater (sanitary sewer) service to properly serve each lot within a development and for ensuring that existing or new wastewater system facilities meet required demand for wastewater service.

10.701.B The wastewater collection system required under this section includes all lift stations, force mains and appurtenances required to adequately serve the area being developed.

10.701.C The required system improvements include the extension of (off-site) sewer mains to the development, the installation of sewer mains to serve all lots within the development and the extension of sewer mains to the perimeter of the development (to allow for future system extensions into adjacent areas).

10.702 Individual Service Connections

10.702.A The developer must install individual service connections ("taps") for each principal building in a development at the time of construction of required wastewater improvements. Buildings containing 2 or more dwelling units must have individual service connections for each dwelling unit, provided that buildings containing 3 or more dwelling units may provide a common connection system from the building.

10.702.B Each wastewater service connection may serve only one building; no sharing or common use of service connections is allowed by multiple buildings.

10.703 Alternative Facilities

10.703.A If the City wastewater system is not within a distance of 1,000 feet of the development, temporary alternative sewage treatment systems may be approved. Such systems must meet the design requirements of the Texas Commission on Environmental Quality.

Commentary: *Conventional septic systems as well as aerobic septic systems are allowed as alternative sewage treatment systems. All alternative systems must meet the design requirements of the Texas Commission on Environmental Quality.*

10.703.B When temporary alternative sewage treatment systems are to be used, permanent utility easements and temporary construction easements for the future extension of City wastewater system improvements must be provided. In addition, as determined to be applicable by the City Engineer, those parts of the future City wastewater system that will lie in streets must be designed and installed (and capped) before the street is paved.

10.704 Design and Construction

All wastewater systems must be designed and constructed in accordance with the City's *Standards, Specifications and Design Criteria* and applicable design criteria of the Texas Commission on Environmental Quality (See [Title 30](#) of the *Texas Administrative Code*).

10.800 DRAINAGE AND STORMWATER MANAGEMENT

Developers are responsible for designing and installing drainage and stormwater management facilities in accordance with the *Standards, Specifications and Design Criteria*.

10.900 PARKS AND OPEN SPACE

10.901 Land Dedication

The developer of residential lots must dedicate land for neighborhood parks, open spaces or recreation areas at locations designated in the Comprehensive Plan or other City-approved locations at a rate of one acre per 100 dwelling units or 10% of the development's land area (as shown on the preliminary plan), whichever is less. The developer may dedicate the area in stages if the development contains 2 or more phases. The developer shall identify the area marked on the final subdivision plat as "DEDICATED FOR NEIGHBORHOOD PARK, OPEN SPACE OR RECREATION AREA PURPOSES."

Commentary: *Park and open space areas identified on the Parks Master Plan are generally appropriate for dedication. Private park, recreation and open space areas should be shown on the plat and maintained privately by a property owners association.*

10.902 Quality of Park Site

Any land proposed to be dedicated must be a size, character and location suitable for a neighborhood park, open space or recreation area, as approved by the City.

10.903 Open Space

A maximum of 50% of the land dedication required in Sec. 10.901 may be open space. Such open space must conserve land or other natural resources or be used for historic or scenic preservation purposes and be privately owned and maintained by a property owners association. Areas dedicated for open space uses may include, but not be limited to, sites that:

- 10.903.A Present existing or potential hazards such as earth slippage or subsidence or other geological hazards;
- 10.903.B Are used for drainage purposes or that may be in danger of flooding from stormwater runoff;
- 10.903.C Preserve or protect scenic sites;
- 10.903.D Provide a buffer between incompatible land uses (only land areas provided in excess of the minimum land use buffer requirements of Sec. 7.500 may be credited); or
- 10.903.E Contain woodlands, wetlands or other natural resources.

10.904 Credit for Private Parks and Recreation Areas

The planning commission may allow private parks, open spaces and recreation areas to satisfy the land dedication requirements of Sec. 10.901, provided that:

- 10.904.A Setbacks and open spaces required by this Development Code are not credited toward meeting land dedication requirements;
- 10.904.B Private ownership and maintenance is adequately provided for by a property owners association or by other means approved by the City;
- 10.904.C The area is of a character and location suitable for safe and convenient use as a playground, playfield or other recreation amenity; and
- 10.904.D The area has direct access to a street to allow for maintenance by motorized equipment.

10.1000 STREET LIGHTS

The City Engineer is authorized to require the installation of street lights at the time of development. The location and type will be determined during the development review process based on City's *Standards, Specifications and Design Criteria* and guidelines established in the *American National Standard Practice for Roadway Lighting* (ANSI/IESNA RP-8-00).

Commentary: *For low-density residential subdivisions street lights are only required at street intersections and at the end of cul-de-sacs or dead-end streets only. Refer to Table 5-1: Lot and Building Setback Regulations in Article 5 Lot and Setback Regulations for Low Density Residential Lot requirements.*

10.1100 TRAFFIC CONTROL SIGNS AND STREET SIGNS

- 10.1101 All traffic control and street signs must be provided and installed by the developer.
- 10.1102 Traffic control signs must comply with the *Texas Manual on Uniform Traffic Control Devices*.
- 10.1103 Street signs must comply with the City's adopted *Standards, Specifications and Design Criteria*.

10.1200 STREET NAMES

10.1201 Public Streets

Public streets must comply with the following street name regulations:

- 10.1201.A If a new street is a direct or logical extension of an existing street, the existing street name must be used.
- 10.1201.B Names of new streets that are not extensions of existing streets may not duplicate any existing street name in the City or county.
- 10.1201.C Street name suffixes such as place, court, circle and loop must be used on streets that are cul-de-sac or loop streets.
- 10.1201.D Suffixes such as highway, freeway or expressway may be used only on designated highways or freeways falling under the jurisdiction of the Texas Department of Transportation.
- 10.1201.E Street name prefixes such as North, South, East and West may be used to clarify the general location of the street, provided that such prefixes must be consistent with the existing and established street naming and address numbering system of the general area in which the street is located.
- 10.1201.F Alphabetical and numerical street names may not be used for new streets unless the street is a direct extension of an existing street with that name.

10.1202 Private Streets

Private street names are subject to the same regulations that apply to public streets and the following additional regulations:

- 10.1202.A The developer must provide signs for all private streets; the signs must comply with the size, height and material standards of the City.
- 10.1202.B Private streets must be designated as "lanes" and the suffix "PRIVATE" must be an integral part of any private street sign (Example: SCENIC LANE (PRIVATE)).
- 10.1202.C Private street signs must be brown.
- 10.1202.D No private street name may be changed without approval of the City.
- 10.1202.E No private street sign may be installed without the approval of the City.

- 10.1202.F The City is authorized to remove, without notice, any private street sign that does not comply with the provisions of this section or that is installed within the right-of-way of a public street.

10.1300 UTILITIES

All new electric, telephone, gas distribution, cable television and similar utilities must be placed underground in accordance with the policies and specifications of the respective utility providers, except that the requirements for underground utilities do not apply in infill situations when property adjacent to the subject lot is served by above-ground utilities. The underground requirements also do not apply to the following:

- 10.1301 Temporary overhead utility lines used in connection with construction, but only during periods of construction;
- 10.1302 Service connections, meters, and similar equipment that are customarily attached to the outside wall of the premises they serve;
- 10.1303 Poles used exclusively for street lighting; and
- 10.1304 Electric distribution transformers, switch gear, meter pedestals, and telephone pedestals that are customarily installed above-ground.

10.1400 EASEMENTS

10.1401 General

- 10.1401.A Easements must be provided as necessary to accommodate utilities, drainage facilities (surface or subsurface), best management practices, pedestrian access, emergency vehicle access or other required improvements.
- 10.1401.B No structure, foundation, slab sign or other permanent improvement may be placed within any easement required under this Development Code without written permission from the City Engineer.

10.1402 Utility Easements

- 10.1402.A Utility easements must be provided in sufficient width and at such locations as required by the City or approved franchised utility provider.
- 10.1402.B The developer must place or construct all new utilities within required utility easements or street rights-of-way, as approved by the City franchised utility provider.
- 10.1402.C Utility easements are required adjacent to all streets and must be at least 10 feet in width along both sides of the street. Placement, arrangement and depth of utilities within such easements must be in accordance with the *Standards, Specifications and Design Criteria*.
- 10.1402.D Utility easements that are not adjacent to streets must be at least 20 feet in width for utility construction, service and maintenance.
- 10.1402.E With the approval of the City Engineer and the applicable public utility, utility easements may vary from these requirements.

10.1403 Drainage Easements

- 10.1403.A Easements for storm drainage facilities must be provided at locations containing existing or proposed open drainage channels and enclosed drainage systems. The required width of drainage easements must be based on a drainage study and drainage calculations or other criteria submitted by the developer and approved by the City Engineer.

- 10.1403.B Storm drainage easements with a minimum width of 20 feet must be provided for existing and proposed enclosed drainage systems. The City Engineer is authorized to require additional easement width if such additional width is necessary to accommodate the drainage system and provide ingress and egress for maintenance operations.
- 10.1403.C Storm drainage easements along existing or proposed open drainage channels must have a width that encompasses the required channel plus at least 20 feet on each side of the channel to provide ingress and egress of maintenance equipment; to provide clearance from fences and space for utility poles; to allow maintenance of the channel bank; and to provide adequate slopes necessary along the bank.

10.1500 SURVEYING AND MONUMENTATION

10.1501 General

Developers are responsible for having surveys conducted and survey monuments installed in accordance with all requirements and procedures established by the City Engineer and the [Professional and Technical Standards](#) of the Texas Board of Professional Land Surveying (Title 22, Part 29, Chapter 663B of the Texas Administrative Code).

10.1502 Metes and Bounds Description

All easements, rights-of-way and lands to be dedicated to the City, by deed or express grant, must be depicted on a survey plat and described by a metes and bounds description. Such descriptions must be tied to physical monuments of record related to the boundary of the affected area and referenced to the coordinate system described in Sec. 10.1503 unless otherwise approved by the City Engineer.

10.1503 Coordinate System

All surveys and plats must be referenced to the City of Huntsville Mapping Control Network. This network is referenced to the Texas Plane Coordinate System of 1983, Central Zone, as defined in V.T.C.A. Natural Resources Code § 21.076 unless otherwise approved by the City Engineer.

10.1504 Required Monuments

10.1504.A All property or boundary corners, angle points and points of curvature or tangency must be monumented or referenced by corner accessory monumentation carried out by a registered professional land surveyor.

10.1504.B All monuments must:

1. Be set at sufficient depth to retain a stable and distinctive location;
2. Be of a size and material, that in the surveyor's judgment, will best ensure that the monuments will withstand the deteriorating forces of nature;
3. Include a cap or marker identifying the responsible registrant, firm or associated employer;
4. Include a notation on the applicable plan or plat that the corner was either found or set and a description of its physical characteristics; and
5. Be left exposed for field inspection by the City.

10.1504.C The City Engineer may not accept new street construction or other public improvements until all required monuments and ties are provided.

10.1504.D Except as allowed by [§12.708.E](#), all required monuments must be in place before filing a final plat.

10.1600 MAINTENANCE OF INFRASTRUCTURE AND IMPROVEMENTS

10.1601 General

The developer is responsible for maintaining all required infrastructure and public improvements until final acceptance of such improvements by the City or until responsibility for maintenance is transferred by legal agreement to a property owner's association.

10.1602 Property Owners Association

10.1602.A Establishment

If a property owners association is assigned responsibility for the maintenance and control of streets, open space, recreational facilities, or any other common areas and facilities within a subdivision, that property owners association must have legal authority to maintain and exercise control over the common areas and facilities, including the power to compel contributions from residents or property owners to cover their proportionate share of the costs associated with the maintenance of the common areas and facilities.

10.1602.B Scope and Documentation

[Based on Development Code section: 505]

- 1 Instruments establishing a property owners association must be submitted before approval of a final plat.
- 2 The association instrument must address at least the following:
 - a. Specific identification of what is owned and by whom;
 - b. Establish a system of interlocking relationships binding each owner to all other owners for maintaining and preserving what is owned and used in common;
 - c. Create an administrative vehicle to manage those elements shared in common and to enforce standards;
 - d. Provide for the operation and financing of the association.
- 3 The City must review the proposed instruments to ensure that the property owners association has clear legal authority to maintain and exercise control over the common areas and facilities, including the power to compel contributions from residents and property owners to cover their proportionate share of the costs associated with the maintenance of the common areas and facilities.

ARTICLE 11 NONCONFORMITIES

Contents:

11.100 General

11.200 Nonconforming Lots

11.300 Nonconforming Uses

11.400 Nonconforming Structures

11.500 Nonconforming Signs

11.600 Nonconforming Development Features

11.700 Nonconforming Mobile Food Units and Mobile Food Vendor Parks

11.100 GENERAL

11.101 Description

Nonconformities, which are sometimes referred to as “legal nonconformities,” are lots, uses and structures that were lawfully established but—because of the adoption of new or amended regulations—no longer comply with one or more zoning district requirements. This article contains the regulations governing such situations.

11.102 Intent

Occasionally, lots, uses and structures that were lawfully established (i.e., in compliance with any and all regulations in effect at the time of their establishment) have been made nonconforming because of changes in Development Code requirements that apply to the subject property (e.g., through zoning district map amendments, amendments to the text of this Development Code or annexation) or because of other governmental action (e.g., through right-of-way acquisition). The regulations of this article are intended to clarify the effect of such nonconforming status and avoid confusion with “illegal” buildings and uses (those established in violation of applicable zoning district regulations). The regulations of this article are also intended to:

- 11.102.A Recognize the interests of landowners in continuing to use their property for uses and activities that were lawfully established;
- 11.102.B Promote maintenance, reuse and rehabilitation of existing buildings; and
- 11.102.C Place reasonable limits on nonconformities that have the potential to adversely affect surrounding properties.

11.103 Authority to Continue

Any nonconformity that existed on the effective date specified in Sec. 1.300, or any situation that becomes nonconforming upon adoption of any amendment to this Development Code, may be continued in accordance with the regulations of this article unless otherwise expressly stated.

11.104 Determination of Nonconformity Status

- 11.104.A The burden of proving that a nonconformity exists (as opposed to a violation of this Development Code) rests entirely with the subject owner.
- 11.104.B The City Planner is authorized to determine whether adequate proof of nonconforming status has been provided by the subject owner.
- 11.104.C Building permits, lawfully recorded plats, aerial photography and other official government records that indicate lawful establishment of the use, lot or

structure constitute conclusive evidence of nonconforming status. If such forms of conclusive evidence are not available, the applicant may submit and the City Planner may consider other forms of evidence to document nonconforming status. Examples of commonly available evidence include:

1. Professional registrations or business licenses;
2. Utility billing records;
3. Rent records;
4. Advertisements in dated publications;
5. Listings in telephone or business directories; and
6. Notarized affidavits affirming the date of lawful establishment of the use, lot or structure.

11.104.D The City Planner's decision on nonconforming status determinations may be appealed in accordance with Sec. 12.1000.

11.105 Repairs and Maintenance

11.105.A Nonconformities must be maintained to be safe and in good repair.

11.105.B Repairs and normal maintenance necessary to keep a nonconformity in sound condition are permitted unless the work increases the extent of the nonconformity or is otherwise expressly prohibited by this Development Code.

11.105.C Nothing in this article is intended to prevent nonconformities from being structurally strengthened or restored to a safe condition in accordance with an order from a duly authorized public official.

11.106 Change of Tenancy or Ownership

Nonconforming status runs with the land and is not affected by changes of tenancy, ownership, or management.

11.200 NONCONFORMING LOTS

11.201 Description

A nonconforming lot is a lawfully platted and recorded lot that does not comply with all applicable minimum lot area, lot width, lot frontage or lot depth regulations of the zoning district in which the lot is located.

11.202 Use of Nonconforming Lots

A nonconforming lot may be used as a building site and developed with a use allowed in the subject zoning district.

11.203 Lot and Building Regulations

11.203.A Development on nonconforming lots must comply with the lot and building regulations of the subject zoning district unless otherwise expressly stated.

11.203.B Nonconforming lots may not be adjusted in size or shape to create additional nonconformity or increase the degree of nonconformity for lot area, lot width, setbacks or other applicable lot and building regulations. Lot area, lot width, lot frontage, lot depth or other lot shape adjustments that do not increase the extent of nonconformity are allowed.

11.300 NONCONFORMING USES

11.301 Description

A nonconforming use is a land use that was lawfully established in accordance with any and all zoning district regulations in effect at the time of its establishment but that is no longer allowed by the use regulations of the zoning district in which the use is now located.

11.302 Change of Use

A nonconforming use may be changed to any other use that is allowed in the subject zoning district. Once changed to a conforming use, a nonconforming use may not be re-established.

11.303 Expansion of Use

11.303.A Except as otherwise expressly stated, a nonconforming use may be expanded into another part of the same building as that building existed on the date that the use became nonconforming, provided that the City Planner determines that such expansion:

1. Will not result in a violation of off-street parking or loading requirements; and
2. Will not result in the addition of floor area to the building to accommodate the use expansion that does not comply with setbacks.

11.303.B Nonconforming open-air uses may not be expanded beyond the area occupied when the open-air use became nonconforming.

11.304 Remodeling and Improvements

A building in which a nonconforming use is located may be remodeled or otherwise improved as long as the remodeling or improvements do not violate the other regulations of this article.

11.305 Moving

A nonconforming use may not be moved in whole or in part to another location unless allowed under this code at the new location.

11.306 Loss of Nonconforming Status

11.306.A Abandonment

1. Once a nonconforming use is abandoned, its nonconforming status is lost and any new, replacement use must comply with the regulations of the zoning district in which it is located.
2. A nonconforming use is presumed abandoned when the use is discontinued or ceases for a continuous period of 2 years or more.
3. The presumption of abandonment may be rebutted upon showing, to the satisfaction of the City Planner, that during such period the owner of the land or structure has been:
 - a. Maintaining the land and structure in accordance with all applicable City requirements and did not intend to discontinue the use;
 - b. Actively and continuously marketing the land or structure for sale or lease for that particular nonconforming use; or
 - c. Engaged in other activities that affirmatively prove there was no intent to abandon.
4. Periods of discontinued use caused by government action, accidental fire or natural disaster are not counted in calculating the length of discontinuance.

11.306.B Change to Conforming Use

If a nonconforming use is changed to a conforming use, no matter how short the period of time, all nonconforming use rights are lost and re-establishment of the nonconforming use is prohibited.

11.306.C **Damage or Destruction**

1. **Accidental Damage or Destruction**

When a building containing a nonconforming use is destroyed or damaged by acts of God or accidental fire, the building and the use may be restored or repaired, provided that no new nonconformities are created and that the existing extent of nonconformity is not increased. A building permit to reconstruct the destroyed or damaged structure must be obtained within 18 months of the date of occurrence of such damage.

2. **Intentional Destruction**

When a building containing a nonconforming use is demolished, damaged or destroyed by causes within the control of the owner and the extent of demolition, damage or destruction is more than 50% of the fair market value of the structure, as determined by the property owner's certified appraiser, the use may not be reestablished except in compliance with all regulations applicable to the zoning district in which it is located.

11.306.D **Accessory Uses**

No accessory use to a principal nonconforming use may continue after the principal nonconforming use has ceased.

11.400 NONCONFORMING STRUCTURES

11.401 **Description**

A nonconforming structure is any building or structure, other than a sign, that was lawfully established but no longer complies with the lot and building standards of the zoning district in which it is located. Signs are governed by the nonconforming sign provisions of Sec. 8.800.

11.401.A **Use**

A nonconforming structure may be used for any use allowed in the district in which the structure is located.

11.401.B **Alterations and Expansions**

Alterations, including enlargements and expansions, are permitted if the proposed alteration or expansion complies with all applicable lot and setback standards and does not increase the extent of the nonconformity. A building with a nonconforming front setback, for example, may be expanded to the rear as long as the rear expansion complies with applicable rear setback standards and all other applicable lot and building standards. On the other hand, a multi-unit residential building that is nonconforming with regard to density (i.e., contains more dwelling units than allowed by the underlying zoning district regulations) may not be expanded to add additional dwelling units.

11.402 **Moving**

A nonconforming structure may not be moved in whole or in part to another location unless the structure meets all the requirements of this Code.

11.403 Loss of Nonconforming Status

11.403.A Damage or Destruction

1. Accidental Damage or Destruction

When a nonconforming structure is destroyed or damaged by acts of God or accidental fire, the building and the use may be restored or repaired, provided that no new nonconformities are created and that the existing extent of nonconformity is not increased. A building permit to reconstruct the destroyed or damaged structure must be obtained within 18 months of the date of occurrence of such damage.

2. Intentional Damage or Destruction

When a nonconforming structure is demolished, damaged or destroyed by causes within the control of the owner and the extent of demolition, damage or destruction is more than 50% of the fair market value of the structure, as determined by the property owner's certified appraiser, the use may not be reestablished except in compliance with all regulations applicable to the zoning district in which it is located.

11.500 NONCONFORMING SIGNS

See the nonconforming sign provisions of Sec. 8.800.

11.600 NONCONFORMING DEVELOPMENT FEATURES

11.601 Description

A nonconforming development feature is any aspect of a development—other than a nonconforming lot, nonconforming use or nonconforming structure—that was lawfully established in accordance with zoning district regulations in effect at the time of its establishment but that no longer complies with one or more standards of this Development Code. Common examples are off-street parking or loading areas that contain fewer spaces than required by current standards or otherwise do not comply with applicable regulations and sites that do not comply with current landscaping and screening requirements.

11.602 General

Nonconforming development features may remain except as otherwise expressly stated in this Development Code, but the nature and extent of nonconforming site features may not be increased except as otherwise expressly stated in this Development Code.

11.700 Nonconforming Mobile Food Units and Mobile Food Vendor Parks

Nonconforming **Mobile Food Units and Mobile Food Vendor Parks** are subject to the provisions of [Article 11](#) as well as the following:

11.701 Abandonment

1. Once a nonconforming **Mobile Food Unit or Mobile Food Vendor Park** is abandoned, its nonconforming status is lost and any new, replacement use must comply with the regulations of the zoning district in which it is located.
2. A nonconforming **Mobile Food Unit or Mobile Food Vendor** is presumed abandoned when the use is discontinued or ceases for a continuous period of three (3) months or more.

3. The presumption of abandonment may be rebutted upon showing, to the satisfaction of the City Planner, that during such period the owner of the land or structure has made application for a Mobile Food Vendor Permit and/or Conditional Use Permit as required by this Development Code.
4. Periods of discontinued use caused by government action, accidental fire or natural disaster are not counted in calculating the length of discontinuance.

ARTICLE 12 DEVELOPMENT REVIEW AND APPROVAL PROCEDURES

Contents:

- 12.100 Common Provisions
- 12.200 Development Code Text Amendments
- 12.300 Zoning District Map Amendments
- 12.400 Planned Developments
- 12.500 Historic Preservation Overlay District Map Amendments
- 12.600 Certificates of Appropriateness
- 12.700 Subdivision Plats
- 12.800 Conditional Uses
- 12.900 Variances
- 12.1000 Appeals of Administrative Decisions
- 12.1100 Master Development Plan

12.100 COMMON PROVISIONS

12.101 Applicability

The “common provisions” of this section (Sec. 12.100) apply to all procedures in this article unless otherwise expressly stated.

12.102 Review and Decision-making Authority (Summary Table)

The following table summarizes the review and approval procedures of this article. In the event of conflict between this summary table and the detailed procedures contained elsewhere in this article, the detailed procedures govern.

Table 12-1: Review and Decision-making Authority Summary Table					
Procedure	City Planner	Historic Preservation Commission	Planning Commission	Board of Adjustment	City Council
Development Code Text Amendment	R	–	<R>	–	<DM>
Zoning District Map Amendment	R	–	<R>	–	<DM>
Planned Developments					
Concept plan	R	–	<R>	–	<DM>
Development plan	R	–	<R>	–	<DM>
PD Site Plan	DM	–	–	–	–
Historic Preservation Overlay Map Amendment	R	R	<R>	–	<DM>
Certificate of Appropriateness	R	DM	–	–	–
Minor plat	DM	–	–	–	–
Major Subdivision					
Preliminary Plan	R	–	DM	–	–
Final Plat	R	–	DM	–	–

Table 12-1: Review and Decision-making Authority Summary Table					
Conditional Use	R	–	<R>	–	<DM>
Variance	R	–	–	<DM>	–
Appeals of Administrative Decisions	R	–	–	<DM>	–
Master Development Plan	R	–	DM	–	–
R = Review/Recommendation DM = Decision-Maker < > = Public Hearing Required					

12.103 Preapplication Meetings

12.103.A Purpose

Preapplication meetings provide an early opportunity for City staff and applicants to discuss the procedures, standards and regulations required for development approval under this Development Code.

12.103.B Applicability

Preapplication meetings are required whenever the provisions of this Development Code expressly state that they are required. They are encouraged in all cases.

12.103.C Scheduling

Preapplication meetings must be scheduled with planning division staff.

12.103.D Guidelines

The City Planner may establish guidelines for preapplication meetings, including information that should be provided and any available alternatives to face-to-face meetings, such as telephone conversations and email correspondence.

12.104 Applications and Fees

12.104.A Form of Application

Applications required under this Development Code must be submitted in a form and in such numbers as required by the City Planner. Applications must include materials and information as may be required by the City Planner to establish that the proposed activity complies with all applicable requirements of this Development Code.

12.104.B Application Filing Fees

All applications must be accompanied by the fee amount that has been established by City Council.

12.104.C Application Completeness, Accuracy and Sufficiency

1. An application will be considered complete and ready for processing only if it is submitted in the required number and form, includes all required information and is accompanied by the required filing fee.
2. The City Planner must make a determination of application completeness within 10 business days of application filing.
3. If an application is determined to be incomplete, the City Planner must provide written notice to the applicant along with an explanation of the application's deficiencies. No further processing of the application will occur until the deficiencies are corrected. If the deficiencies are not

corrected by the applicant within 60 days, the application will be considered withdrawn.

4. No further processing of incomplete applications will occur, and incomplete applications will be pulled from the processing cycle. When the deficiencies are corrected, the application will be placed in the next available processing cycle.
5. Applications deemed complete will be considered to be in the processing cycle and will be reviewed by staff and other review and decision-making bodies in accordance with applicable review and approval procedures of this Development Code.
6. The City Planner may require that applications or plans be revised before being placed on an agenda for possible action if the City Planner determines that:
 - a. The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code requirements or other regulations;
 - b. The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code requirements or other regulations; or
 - c. The decision-making body does not have legal authority to approve the application or plan.

12.104.D **Application Filing Date**

For the purposes of calculating any time frames required, pursuant to this Development Code or state law, for processing applications, the date of application filing is deemed to be the date on which an application is deemed complete by the City Planner. An application will be considered vested on the date it is deemed complete by the City Planner.

12.105 **Application Processing Cycles**

The City Planner, after consulting with review and decision-making bodies, is authorized to promulgate reasonable cycles and timelines for processing applications, including filing deadlines for receipt of complete applications.

12.106 **Public Hearing Notices**

The public hearing notice requirements described in this article are in addition to the general requirements of the *Texas Open Meetings Act*.

12.106.A **Mailed Notice**

Except as otherwise expressly stated, when the procedures of this Development Code require that mailed notice be provided, the notice must be mailed to all owners of land within 300 feet of the lot lines of the land that is the subject of the application. Ownership information must be taken from the most recent City property tax records, except that when land is owned by a condominium association, notice must be given to the condominium association. Notice will be deemed to have been mailed on the date that it is deposited in United States Postal Service mail, properly addressed with postage prepaid. The failure of a property owner to receive notice is not cause for renotification or hearing postponement and does not invalidate any action taken on the application if a good faith attempt was made to comply with the notice requirements of this section.

Commentary: As a matter of practice, the City may provide additional forms of public hearing notice or otherwise exceed the minimum notice requirements prescribed by law.

12.106.B Published Notice

When the procedures of this Development Code require that published notice be provided, the notice must be published in the City's official newspaper, as designated by the City Council.

12.106.C Posted Notice

When the procedures of this Development Code require that posted (sign) notice be provided, at least one official public notice sign must be posted on the subject property for each 500 feet of street frontage or fraction thereof. Required notice signs must be posted in locations that are plainly visible from abutting streets.

12.106.D Content of Required Notices

Public hearing notices required by this Development Code must include at least the following information:

1. The subject property's street address, legal description or other description reasonably calculated to identify the location of the subject property;
2. A description of the proposal or action requested;
3. The time, date and location of the public hearing;
4. The time, date and place where the application may be inspected by the public or where additional information may be obtained; and
5. A statement that interested parties may submit written comments and/or appear at the public hearing and be heard with respect to the application.

12.106.E Public Hearing Notice Summary Table

The following table provides a summary of the notice requirements for public hearings required under the procedures of this article. In the event of conflict between this summary table and the detailed procedures contained elsewhere in this article, the detailed procedures govern.

Table 12-2: Public Hearing Notice Summary Table			
Procedure	Planning Commission Hearing	Board of Adjustment Hearing	City Council Hearing
Development Code Text Amendment	None	NA	Published 16 days before
Zoning District Map Amendment (including Overlay)	Mailed & Posted 11 days before	NA	Published 16 days before
Planned Developments			
Concept plan	Mailed & Posted 11 days before	NA	Published 16 days before
Development plan	Mailed & Posted 11 days before	NA	Published 16 days before
PD Site Plan	None	NA	NA
Major Subdivision			
Preliminary Plan	None	NA	NA
Final Plan	None[1]	NA	NA
Conditional Use	Mailed & Posted 11 days before	NA	Published 16 days before
Variance	NA	Mailed & Posted 11 days before	NA
Appeals of Administrative Decisions	NA	Mailed 11 days before[2]	NA
[1] Some residential replats require hearing and public notice. See § 12.710.C.			
[2] Mailed notice required only to the subject property owner, individuals who request such notice in writing and other parties in interest.			

12.107 Action by Review Bodies and Decision-Making Bodies

Review and decision-making bodies may take any action that is consistent with:

12.107.A The regulations of this Development Code;

12.107.B Any rules or by-laws that apply to the review or decision-making body; and

12.107.C The notice that was given.

12.108 Conditions of Approval

When a decision-making body approves an application with conditions, the conditions must relate to a situation created or aggravated by the proposed use or development and must be roughly proportional to the impacts of the use or development.

12.200 DEVELOPMENT CODE TEXT AMENDMENTS

12.201 Applicability

The procedures of this section apply to all text amendments to the regulations of this Development Code.

12.202 Initiation of Text Amendments

An amendment to the text of this Development Code may be initiated by the City Council, the Planning Commission or the City Planner.

12.203 Review and Report—City Planner

The City Planner must prepare a report and recommendation on the proposed Development Code text amendment. The report must be transmitted to the Planning Commission before their public hearing on the proposed amendment.

12.204 Notice of Hearing

Notice of the City Council's required public hearing on a Development Code text amendment must be published in the newspaper in accordance with §12.106.B. The notice must be published at least 16 days before the date of the public hearing.

12.205 Hearing and Recommendation—Planning Commission

The Planning Commission must hold a public hearing on the proposed text amendment. Following the close of the hearing, the Planning Commission must act by simple majority vote to recommend that the proposed text amendment be approved, approved with modifications, or denied and transmit its recommendations to the City Council.

12.206 Final Action—City Council

12.206.A Following receipt of the Planning Commission's recommendation, the City Council must hold a public hearing on the proposed amendment. Following the close of their public hearing, the City Council must act to approve the proposed Development Code text amendment, approve the proposed text amendment with modifications or deny the proposed text amendment. The City Council may also remand the proposed text amendment back to the Planning Commission for further consideration.

12.206.B Development code text amendments may be approved by a simple majority vote.

12.207 Joint Hearings

In lieu of separate hearings, the City Council and Planning Commission are authorized to conduct a single, joint public hearing to consider Development Code text amendments. In such cases, applicable notice requirements for Planning Commission and City Council public hearings must be met.

12.300 Zoning District Map Amendments

12.301 Applicability

The procedures of this section apply to all amendments to the zoning district map.

12.302 Initiation of Map Amendments

Amendments to the zoning district map may be initiated only by the City Council, the Planning Commission, or the owner of the property that is the subject of the proposed zoning district map amendment or by the subject property owner's authorized agent.

12.303 Review and Report—City Planner

Upon receipt of a complete zoning district map amendment application, the City Planner must prepare a report and recommendation on the proposed zoning district map amendment. The report must be transmitted to the Planning Commission before their public hearing on the proposed map amendment.

12.304 Notice of Hearings

12.304.A Planning Commission

Notice of the Planning Commission's required public hearing on a zoning district map amendment must be mailed to all affected property owner and posted, in accordance with § 12.106.A and § 12.106.C. Required notices must be mailed and posted at least 11 days before the Planning Commission public hearing.

Commentary: As a matter of practice, the City will also publish newspaper notice of the Planning Commission hearing on proposed zoning district map amendments.

12.304.B City Council

Notice of the City Council's required public hearing on a zoning district map amendment must be mailed to all affected property owner and published in accordance with § 12.106.B. The notice must be published at least 16 days before the City Council public hearing.

12.305 Hearing and Recommendation—Planning Commission

The Planning Commission must hold a public hearing on the proposed map amendment. Following the close of the hearing, the Planning Commission must act by simple majority vote to recommend that the proposed amendment be approved, approved with modifications, or denied and transmit its recommendations to the City Council.

12.306 Final Action—City Council

12.306.A Following receipt of the Planning Commission's recommendation, the City Council must hold a public hearing on the proposed map amendment. Following the close of their public hearing, the City Council must act to approve the proposed zoning district map amendment, approve the proposed amendment with modifications or deny the proposed amendment. The City Council may also remand the proposed amendment back to the Planning Commission for further consideration.

12.306.B Zoning district map amendments may be approved by a simple majority vote, except as stated in Sec. 12.307.

12.307 Protest Petitions

12.307.A If a valid protest petition is filed against any proposed zoning district map amendment, passage of the amendment requires a favorable vote of at least 75% of the City Council members who are qualified to vote on the matter.

12.307.B A protest petition will be deemed valid only if it is signed and acknowledged by at least 20% of the owners of the property that is the subject of the proposed amendment, or by at least 20% of the owners of property located within 200 feet of the subject property.

12.307.C The deadline for submittal of a protest petition is 72 hours prior to action by City Council.

12.308 Review and Approval Criteria

The decision to amend the zoning district map is a matter of legislative discretion that is not controlled by any single standard. In making recommendations and decisions about zoning district map amendments, review and decision-making bodies must consider at least the following factors:

- 12.308.A Consistency with the Comprehensive Plan;
- 12.308.B Compatibility with existing zoning district classifications, uses of nearby property and the character of the surrounding neighborhood; and
- 12.308.C Availability of water, wastewater, stormwater, and transportation facilities generally suitable and adequate for use allowed under the proposed zoning district.

12.309 Joint Hearings

In lieu of separate hearings, the City Council and Planning Commission are authorized to conduct a single, joint public hearing to consider zoning district map amendments. In such cases, applicable notice requirements for Planning Commission and City Council public hearings must be met.

12.3010 Successive Applications

To help ensure the stability of land use and to promote and protect the quality of life for its citizens with respect to the use and enjoyment of their property, neither the City Council nor the Planning Commission may accept a reapplication for a zoning district map amendment for a period of 12 months following the date of the City Council's denial of the previous application. The City Council is authorized to waive this required 12-month waiting period requirement and accept a reapplication if the City Council determines that conditions have substantially and materially changed since the initial submission of the application and upon further evidence that such changes justify a rehearing and new amendment application.

12.400 PLANNED DEVELOPMENTS

12.401 Overview

Planned development (PD) districts are established through the approval of a zoning district map amendment in accordance with Sec. 12.300. The PD approval process also requires either a two-step or three-step plan approval procedure. The three-step plan approval process entails (1) approval of an initial generalized "concept plan," (2) approval of a more detailed "development plan," and (3) staff approval of PD site plans. At the property owner's option, the PD plan approval process may be consolidated into two steps, involving (1) review and approval of a "development plan" that includes all of the information otherwise required in the concept plan and development plan and (2) staff review and approval of PD site plans. This section sets forth the required review and approval procedures for approval of planned developments.

12.402 Step One: Map Amendment and Concept (or Development) Plan Approval

The first step of the PD approval process is approval of the zoning district map amendment establishing the PD district. A PD concept plan must be processed concurrently with a PD map amendment unless the applicant elects instead to forgo the concept plan stage and process a development plan concurrently with the PD map amendment.

12.402.A Authority to File

PD concept plan (or development plan) applications may be filed only by the subject landowner or the subject landowner's authorized agent.

12.402.B Application Filing

Complete applications for concept plan (or development plan) approval must be filed with the City Planner at the same time that the PD zoning district map amendment application is filed.

12.402.C Review and Recommendation—City Planner

Following receipt of a complete application for concept plan (or development plan) approval, the City Planner must prepare a report and recommendation that evaluates the proposed planned zoning district and concept plan (or development plan) in light of applicable PD district provisions of [Article 2](#) and the criteria of §12.402.G. The report must be transmitted to the Planning Commission before their public hearing on the proposed PD map amendment and concept plan (or development plan).

12.402.D Notice of Hearing

Public hearing notice must be provided in accordance with the zoning district amendment notice procedures (see Sec. [12.304](#)).

12.402.E Hearing and Recommendation—Planning Commission

The Planning Commission must hold a public hearing on the proposed PD map amendment and concept plan (or development plan). Following the close of the hearing, the Planning Commission must act by simple majority vote to recommend that the proposed map amendment and concept plan (or development plan) be approved, approved with modifications, or denied and transmit its recommendations to the City Council.

12.402.F Hearing and Final Action—City Council

1. Following receipt of the Planning Commission's recommendation, the City Council must hold a public hearing on the proposed PD map amendment and concept plan (or development plan). Following the close of their public hearing, the City Council must act to approve the proposed map amendment and concept plan (or development plan), approve the map amendment and concept plan (or development plan) with modifications or deny the proposed map amendment and concept plan (or development plan). The City Council may also remand the proposed map amendment and concept plan (or development plan) to the Planning Commission for further consideration.
2. PD district map amendments are subject to the protest provisions of Sec. [12.307](#).

12.402.G Approval Criteria

1. In order to approve a PD concept plan and map amendment, the City Council must make all of the following determinations:
 - a. The proposed PD district is at least 5 acres in area;
 - b. The proposal is consistent with the Comprehensive Plan;
 - c. Proposed uses and the development features are compatible with uses of nearby property and the existing and proposed character of the surrounding neighborhood;
 - d. The concept plan (or development plan) complies with applicable PD district provisions of [Article 2](#); and

- e. Appropriate terms and conditions have been imposed on the approval to protect the interests of the public and any residents of the planned development.
2. In order to approve a PD development plan and map amendment, the City Council must make all determinations required for concept plans (see §12.402.G) and PD development plans (See §12.403.I).

12.402.H **Adopting Ordinance**

1. The ordinance establishing a PD district must incorporate the approved concept plan or development plan and include at least the following:
 - a. A statement as to the purpose and intent of the district.
 - b. The uses authorized for each tract or subarea in the district, by use category, the location of such uses, and the residential densities and/or nonresidential intensities associated with phases of the project, in conformance with the approved concept plan or development plan.
 - c. The conditions applicable to development within the district, as established by the City Council.
2. The graphic depiction of features on the incorporated concept plan or development plan must be enforced as regulatory standards applicable within the approved PD district. Change or modification to such features requires processing of a PD district map amendment, including a revised concept plan or development plan.

12.403 **Optional Step Two: Development Plan Approval**

12.403.A **Options**

1. **Substitution for Concept Plan**

The developer may submit a development plan in lieu of a concept plan in accordance with Sec. 12.402.

2. **Following Approval of Concept Plan and PD District**

If a PD district is established based upon a concept plan, review and approval of a development in accordance with this subsection (12.403) is required before any PD site plans are approved and before any development or construction is allowed within the PD district.

12.403.B **Timing; Lapse of Approval**

If the landowner fails to file an application for development plan approval within 2 years of the date of the PD district amendment and concept plan approval, the plan approval will be deemed to have lapsed and no development plan may be accepted for processing. In the event of lapse of approval, the City Council may institute proceedings to determine whether the land should be classified in another zoning district. In such case, the Planning Commission must deliver its recommendation, with a copy to the owner of the affected land, to the City Council, who must conduct a public hearing on the matter and determine what action is to be taken with respect to the PD district and whether to revoke or reinstate the developer's authorization to submit a development plan.

12.403.C **Authority to File**

PD development plan applications may be filed only by the subject landowner or the subject landowner's authorized agent.

12.403.D Application Filing

Complete applications for development plan approval must be filed with the City Planner.

12.403.E Review and Recommendation—City Planner

Following receipt of a complete application for development plan approval, the City Planner must prepare a report and recommendation that evaluates the PD development plan in light of the approved concept plan and the approval criteria of §12.403.I. The report must be transmitted to the Planning Commission before their public hearing on the proposed PD development plan.

12.403.F Notice of Hearing

1. Planning Commission

Notice of the Planning Commission's required public hearing on a PD development plan must be mailed and posted, in accordance with § 12.106.A and §12.106.C. Required notices must be mailed and posted at least 11 days before the Planning Commission public hearing.

2. City Council

Notice of the City Council's required public hearing on a PD development plan must be published in accordance with §12.106.B. The notice must be published at least 16 days before the City Council public hearing.

12.403.G Hearing and Recommendation—Planning Commission

The Planning Commission must hold a public hearing on the proposed PD development plan. Following the close of the hearing, the Planning Commission must act by simple majority vote to recommend that the proposed development plan be approved, approved with conditions, or denied and transmit its recommendations to the City Council.

12.403.H Hearing and Final Action—City Council

1. Following receipt of the Planning Commission's recommendation, the City Council must hold a public hearing on the proposed PD development plan. Following the close of their public hearing, the City Council must act to approve the proposed development plan, approve the development plan with conditions or deny the development plan. The City Council may also remand the development plan to the Planning Commission for further consideration.
2. PD zoning development plans are subject to the protest provisions of Sec. 12.307.

12.403.I Approval Criteria

In order to approve a PD development plan, the City Council must make all of the following determinations:

1. The development plan generally is consistent with the approved concept plan and the standards and conditions set forth in the PD district adopting ordinance;
2. The plan provides for a compatible arrangement of buildings and land uses within the project;

3. The general plan for traffic circulation and pedestrians provides for adequate and safe circulation inside and external to the development, consistent with the adopted thoroughfare plan;
4. The general plan for accommodation of floodwaters and drainage is adequate;
5. The plan does not adversely affect adjoining neighborhoods or properties outside the plan, taking into consideration proposed buffers;
6. The amenities proposed in the development plan application, if any, are sufficient to justify increased densities or intensities on the site; and
7. The sequence of development and timing of the phases are consistent with the overall phasing of capital facilities intended to serve the site and with the City's overall growth.

12.403.J **Approving Ordinance**

The ordinance approving the development plan, whether approved as part of the PD map amendment or after the PD map amendment and concept is approved, must include at a minimum the following information. The development plan must be incorporated as an exhibit to the ordinance:

1. A table of the specific land uses permitted in the area subject to the development plan, together with a description of the tracts or subareas to which such uses are restricted;
2. The residential densities and nonresidential intensities of each permitted land use;
3. A table showing the dimensions of each permitted land use, including the following information:
 - a. Minimum lot area;
 - b. Minimum lot width and depth;
 - c. Minimum front, side, and rear yard areas;
 - d. Maximum height of buildings;
 - e. Minimum parking standards for each multi-unit residential and nonresidential land use;
4. A description of the elements of the general circulation plan to serve the development;
5. Provisions governing amenities, if any, to serve the area subject to the development plan; and
6. Such additional conditions as are applicable to development within the area subject to the development plan, as established by the City Council.

12.404 **Final Step: PD Site Plans**

Approval of PD site plans for development on individual building lots, parcels or tracts within the project is the final step of the PD approval process. Such reviews are intended to help ensure that all construction and development are consistent with the approved development plan and standards for the PD district.

12.404.A **Timing; Lapse of Approval**

A PD site plan must be submitted for approval within 2 years of the date that the development plan was approved. If a PD site plan is not submitted within such period, the development plan approval will be deemed to have lapsed and no PD site plan may be accepted for processing. In the event of lapse of approval, the City Council may institute proceedings to determine whether the development plan for the property should be modified or the property subject to the development plan should be reclassified in another zoning district, and whether to revoke or reinstate the developer's authorization to submit a site plan.

12.404.B Review and Action by City Planner

1. The City Planner is authorized to review and take action on PD site plans. The City Planner must approve a PD site plan if it complies with the approved development plan, all conditions of development plan approval and all of the following criteria:
 - a. The plan complies with the approved development plan;
 - b. The plan complies with all standards and conditions set forth in the ordinance approving the development plan;
 - c. Unless modified by the ordinance approving the development plan, the plan complies with the following additional standards generally applicable to development within the City, as set forth in this Development Code:
 - (1) Performance standards; and
 - (2) Setback, landscaping and off-street parking and loading standards;
 - d. The plan provides for appropriate ingress and egress points for access, parking and loading, including existing and proposed ingress/egress/access easements, queuing and internal circulation;
 - e. The plan provides for fire safety and adequate measures for fire control and dealing with fire or explosive hazard; and
 - f. The plan provides for adequate utilities, roads, drainage, and other infrastructure, as required by the City's Development Codes.
2. The City Planner may establish conditions and require modifications to ensure that the PD site plan is consistent with the approved development plan and the approval criteria in this section.
3. If the City Planner disapproves a PD site plan or imposes conditions, the applicant may appeal the decision to the City Council by filing a written request with the City Planner within 10 days of the decision.

12.404.C Effect of Approval

Approval of PD site plans must occur before a building permit may be issued for the subject property.

12.404.D Lapse of Approval

1. An approved PD site plan will lapse and have no further effect 24 months after it is approved, unless:
 - a. A building permit has been issued (if required); or
 - b. A certificate of occupancy has been issued.

12.404.E The Planning Commission is authorized to extend the expiration period for good cause on up to 2 separate occasions, by up to one year each. Requests for

extensions must be submitted to the City Planner and forwarded to the Planning Commission for a final decision.

- 12.404.F A conditional use also lapses upon revocation of a building permit or a certificate of occupancy, for violations of conditions of approval or upon expiration of a building permit to carry out the work authorized by the approved PD site plan.

12.405 **PD Project Review**

If the City Council finds that conditions imposed on development of the planned development project have not been timely fulfilled, or for any other reasons related to reasonable exercise of the powers conferred by Texas *Local Government Code* Chapter 211, that the zoning district classification of the PD district should be reexamined, the City Council may initiate review of the PD district in order to determine whether the authorized uses, standards and conditions applicable to development within the district should be changed for part or all of the undeveloped land within the district. If the City Council makes such determination, it must refer the matter to the Planning Commission for its recommendation and thereafter take appropriate action to modify the uses, standards or conditions applicable to development within the district in accordance with procedures applicable to zoning district amendments.

12.500 HISTORIC PRESERVATION OVERLAY DISTRICT MAP AMENDMENTS

12.501 **Intent**

The Historic Preservation (HPO) Overlay district map amendment procedures of this section govern the establishment, amendment or repeal of any HP Overlay district (see Sec. 3.400).

12.502 **Authority to File**

HP Overlay map amendments may be initiated by the City Council, Historic Preservation Commission or the owner of the real property that is the subject of the proposed map amendment or by the subject property owner's authorized agent. Any request initiated by the City Council or Historic Preservation Commission is subject to the approval of the property owner before its consideration.

12.503 **Compliance with Zoning District Map Amendment Procedures**

At a minimum, the zoning district map amendment procedures of Sec. 12.300 apply and must be followed for all HP Overlay map amendments, including all requirements for public notice and hearings and the rights of property owners to protest the amendment.

12.504 **Review and Recommendation—Historic Preservation Commission**

12.504.A After notification of all owners of property within the proposed HP Overlay, the Historic Preservation Commission must hold a public hearing to consider the map amendment.

12.504.B At the Historic Preservation Commission's public hearing, property owners, interested parties and technical experts must be given an opportunity to present testimony or documentary evidence that will become part of the record regarding the historic, architectural or cultural importance of the proposed historic landmark or district to be included within the HP Overlay.

12.504.C Following the close of the public hearing, the Historic Preservation Commission must act by simple majority vote to recommend that the proposed overlay district map amendment be approved, approved with modifications, or denied and transmit its recommendations to the Planning Commission. The

report and recommendation must include specific findings regarding the proposed map amendment's consistency with the HP Overlay criteria of Sec. 12.506. The report must include a map showing the boundaries of the proposed HP Overlay boundaries.

12.505 Review by Planning Commission; Final Decision by City Council

- 12.505.A Following review and recommendation by the Historic Preservation Commission, the proposed HP Overlay amendment must be forwarded to the Planning Commission for review and recommendation, and then, following review and recommendation by the Planning Commission, the matter must be forwarded to the City Council for final decision.
- 12.505.B The Planning Commission must make its recommendation to the City Council within 45 days of the date that the Planning Commission's hearing is closed.
- 12.505.C The City Council must conduct its hearing within 45 days of receipt of the Planning Commission recommendation.
- 12.505.D Upon designation of an HP Overlay, the designated boundaries must be recorded in the official public records of real property of Walker County, the tax records of the City of Huntsville and the Walker County Appraisal District as well as the official zoning district map of the City of Huntsville.

12.506 HP Overlay Approval Criteria

- 12.506.A An individual (landmark) property may be designated as an HP Overlay if it substantially complies with 2 or more of the following:
 - 1. Possesses significance in history, architecture, archeology, or culture;
 - 2. Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history;
 - 3. Is associated with events that have made a significant impact in the past;
 - 4. Represents the work of a master designer, builder, or craftsman;
 - 5. Embodies the distinctive characteristics of a type, period, or method of construction; or
 - 6. Represents an established and familiar visual feature of the City.
- 12.506.B Multiple properties may be designated as an HP Overlay district area if the area substantially complies with both of the following:
 - 1. Contains properties and an environmental setting which meet 2 or more of the criteria for designation of an individual landmark property (see §12.506.A); and
 - 2. Constitutes a distinct section of the City.
- 12.506.C Properties that are listed as a Recorded Texas Historic Landmark (RTHL), State Archeological Landmark (SAL) or listed on the National Register of Historic Places (NR) may be considered for HP Overlay designation as recognized local historic landmarks.

12.600 CERTIFICATES OF APPROPRIATENESS

12.601 Applicability

- 12.601.A Within any HP Overlay district, a Certificate of Appropriateness must be obtained in accordance with this section before performing any construction, reconstruction, alteration, restoration, rehabilitation, or relocation of any historic landmark or any property within a historic district. A Certificate of Appropriateness is also required before making any material change in light

fixtures, signs, fences, steps, or other exterior elements that are visible from a public right-of-way and that affect the appearance and cohesiveness of any historic landmark or any property within a historic district.

- 12.601.B A Certificate of Appropriateness must be obtained in accordance with the procedures of this section before demolishing any building or structure within an HP Overlay.
- 12.601.C Certificates of Appropriateness are not required for ordinary maintenance and repair of any exterior architectural feature that does not involve a change in design, material, or outward appearance. In-kind replacement or repair is included in this definition of ordinary maintenance.
- 12.601.D No building or demolition permits may be issued for properties within an HP Overlay until a Certificate of Appropriateness is obtained. The Certificate of Appropriateness required by this section is in addition to and not in lieu of any other building or demolition permit that may be required by any other ordinance of the City of Huntsville.

12.602 Authority to File

Applications for Certificates of Appropriateness may be filed only by the subject property owner or by the subject property owner's authorized agent.

12.603 Application Filing

Complete applications must be filed with the Historic Preservation Officer in a form established by the City. The application must include at least the following information:

- 12.603.A Name, address, telephone number of applicant;
- 12.603.B Name, address, and telephone number of the property owner;
- 12.603.C A detailed description of the proposed work;
- 12.603.D Location and photographs of the property and adjacent properties;
- 12.603.E Elevation drawings of the proposed changes, if available;
- 12.603.F Samples of materials to be used;
- 12.603.G If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property; and
- 12.603.H Any other information that the Historic Preservation Commission deems necessary in order to visualize the proposed work.

12.604 Meeting and Final Decision—Historic Preservation Commission

- 12.604.A The Historic Preservation Commission must review the application at a regularly scheduled meeting within 60 days of the date that a complete application is received, at which time an opportunity must be provided for the applicant to be heard. The Historic Preservation Commission must approve, deny, or approve with modifications the application within 45 days after the review meeting. If the Historic Preservation Commission does not act within 90 days of the receipt of a complete application, a permit may be granted.
- 12.604.B All decisions of the Historic Preservation Commission must be in writing and must state its findings pertaining to the approval, denial, or modification of the application. A copy must be sent to the applicant. Additional copies must be filed as part of the City of Huntsville's records on that property and dispersed to appropriate departments.

- 12.604.C An applicant for a Certificate of Appropriateness dissatisfied with the action of the Historic Preservation Commission relating to the issuance or denial of a Certificate of Appropriateness has the right to appeal to the City Council within 30 days after receipt of notification of such action. The City Council must hold a public hearing and make its decision on the matter within 45 days of receiving the appeal notice.

12.605 **Standards and Review Criteria**

In considering an application for a Certificate of Appropriateness, the Historic Preservation Commission must be guided by any adopted design guidelines, and where applicable, by the Secretary of the Interior's *Standards for Rehabilitation of Historic Buildings*. Any adopted design guidelines and Secretary of the Interior's standards must be made available to the property owners of historic landmarks or property located within historic districts. The following items, as appropriate, must be considered in the application for a Certificate of Appropriateness:

- 12.604.A Every reasonable effort must be made to adapt the property in a manner that requires minimal alteration of the building, structure, object, or site and its environment.
- 12.604.B The distinguishing original qualities or character of a building, structure, object, or site and its environment may not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- 12.604.C All buildings, structures, objects, and sites must be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance are discouraged.
- 12.604.D Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance must be recognized and respected.
- 12.604.E Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, object, or site must be kept where possible.
- 12.604.F Deteriorated architectural features must be repaired rather than replaced wherever possible. In the event replacement is necessary, the new material must reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features must be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- 12.604.G The surface cleaning of structures must be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials may not be undertaken.
- 12.604.H Every reasonable effort must be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- 12.604.I Contemporary design for alterations and additions to existing properties are not discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

- 12.604.J Whenever possible, new additions or alterations to buildings, structures, objects, or sites must be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object or site would be unimpaired.
- 12.606 **Economic Hardship Process**
- 12.604.A After receiving written notification from the Historic Preservation Commission of the denial of a Certificate of Appropriateness, an applicant may commence the hardship process of this subsection. No building permit or demolition permit may be issued unless the Historic Preservation Commission makes a finding that an economic hardship exists.
- 12.604.B When a claim of economic hardship is made due to the effect of the historic preservation requirements of this Development Code, the applicant or property owner must prove that:
1. The property is incapable of earning a reasonable return, regardless of whether that return represents the most profitable return possible;
 2. The property cannot be adapted for any other use, whether by the current owner or by a purchaser, that would result in a reasonable return; and
 3. Efforts to find a purchaser interested in acquiring the property and preserving it have failed.
- 12.604.C The applicant must consult in good faith with the Historic Preservation Commission, local preservation groups and interested parties in a diligent effort to seek an alternative that will result in preservation of the property. Such efforts must be shown to the Historic Preservation Commission.
- 12.604.D The Historic Preservation Commission must hold a public hearing on the application within 60 days of the date that a complete application is received by the Historic Preservation Commission. Following the hearing, the Historic Preservation Commission has 30 days in which to prepare a written decision on the application. If the Historic Preservation Commission does not act within 90 days of the receipt of the application, a permit may be granted.
- 12.604.E All decisions of the Historic Preservation Commission must be in writing and must state its reasons for granting or denying the hardship application. A copy must be sent to the applicant and filed with the Historic Preservation Officer for public inspection.
- 12.604.F An applicant for economic hardship relief who is dissatisfied with the action of the Historic Preservation Commission relating to the issuance or denial of a Certificate of Appropriateness, has the right to appeal to the City Council within 30 days after receipt of notification of such action. The City Council must hold a public hearing and makes its decision on the matter within 45 days of receiving the appeal notice.

12.700 SUBDIVISION PLATS

12.701 *Purposes*

The subdivision review and approval procedures of this section are intended to help:

- 12.701.A Facilitate the creation of accurate and permanent public records of the separate interests created and conveyed by the subdivision of land, thereby helping to protect private property rights; and
- 12.701.B Ensure that proposed lots are capable of being built upon in accordance with applicable City regulations.

12.702 **Applicability**

Except as otherwise expressly exempted, subdivisions of property within the City limits or the City's extraterritorial jurisdiction are required to be approved in accordance with state law and the applicable plat approval procedures of this article before any of the following occurs:

- 12.702.A The division of land (for any purpose) into 2 or more parcels, to lay out a subdivision of the tract, including an addition to the City, 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 to or adjacent to the streets, alleys, squares, parks or other parts;
- 12.702.B Development on a parcel not previously legally subdivided;
- 12.702.C Resubdivision of land that has previously been platted; or
- 12.702.D Amendment of any approved plat.

12.703 **Exemptions**

All of the following are expressly exempt from the subdivision plat approval procedures of this section (Sec. 12.700):

- 12.703.A A division of land into parcels greater than 5 acres in area when each parcel has street access and no public improvements are dedicated;
- 12.703.B Division of property that results from a governmental entity's land acquisition for public facilities such as street right-of-way;
- 12.703.C Any lot or lots forming a part of a subdivision created and recorded before July 26, 1983 or before the date on which the City's subdivision regulations applied to the property through extension of the City's extraterritorial jurisdiction;
- 12.703.D A division of land performed by a political subdivision of the state, as defined in Chapter 245 of the Texas *Local Government Code*. Entities who choose to plat voluntarily must comply with all of the applicable requirements;
- 12.703.E A division of land created by order of a court with competent jurisdiction;
- 12.703.F Leases that do not involve the actual division of land, such as:
 - 1. Agricultural leases, fishing leases, grazing leases, and hunting leases;
 - 2. Leases that pertain to existing identified commercial or residential units; and
 - 3. Sign leases;
- 12.703.G Easements that do not involve the division of land;
- 12.703.H The laying out of cemetery plots in a cemetery or addition to a cemetery if no public street is constructed or dedicated.

12.704 **Determination of Applicability**

- 12.704.A Upon receipt of a complete application, and in compliance with Section 212.0115 of the Texas *Local Government Code*, the City Planner is authorized to make the following determinations:
 - 1. Whether a plat is required for the subject tract; and
 - 2. If a plat is required, whether it has been prepared and whether it has been reviewed and approved.
- 12.704.B The City Planner may require additional information and documents be provided by the applicant in order to make the requested determination.

- 12.704.C If the City Planner determines that a plat is not required, the City Planner must issue to the requesting party a written certification of that determination. If it is determined that a plat is required and that the plat has been prepared and has been reviewed and approved, the City Planner must issue to the requesting party a written certification of that determination.
- 12.704.D The City Planner must make the determination of applicability within 20 days of the date of receipt of a complete application and must issue the certificate, if applicable, no later than 10 days after the date the determination is made.
- 12.704.E The decision of the City Planner is appealable to the Planning Commission.
- 12.705 **Subdivision (Plat) Approval Procedure Generally**
- Except as otherwise expressly stated in this section (Sec. 12.700), the subdivision plat approval process requires preliminary plan approval and final plat approval. Prior to the submission of a preliminary plan application required by this Development Code, applicants are encouraged to schedule and attend an optional preapplication meeting (see Sec. 12.103).
- 12.706 **Minor Plats**
- 12.706.A **Applicability**
- The City Planner is authorized to approve the following in accordance with the minor plat approval procedures of this section:
1. Amending plats, as described in Section 212.016 of the *Texas Local Government Code*;
 2. Plats or replats involving 4 or fewer lots fronting on an existing street and not requiring the creation of any new street or extension of municipal facilities, as described in Section 212.0065 of the *Texas Local Government Code*; and
 3. A replat, as described in Section 212.0145 of the *Texas Local Government Code*, that does not require the creation of any new street or the extension of municipal facilities.
- 12.706.B **Procedure**
1. Minor plat approval requires submission of a final plat, as described in Sec 12.708. No preliminary plan is required. The minor (final) plat must be reviewed by the City Planner for compliance with all applicable requirements of this Development Code.
 2. Within 30 days of receipt of a complete minor plat application and final plat, the City Planner must approve the plat, approve the plat with conditions or recommend denial of the plat. If the plat is recommended for denial, it must be forwarded to the Planning Commission for final action at their next available meeting. The City Planner may also elect, for any reason, to forward a proposed minor plat to the Planning Commission for final action.

Commentary: The 30-day requirement for plat approval is imposed by state law. The City's typical practice is to act on minor plats within 10 days.

3. If forwarded to the Planning Commission, the Planning Commission must approve, disapprove, or conditionally approve the plat within 30 days of the date that it is forwarded as set forth in Section 212.009(a) of the *Texas Local Government Code*. Upon applicant request in writing, and upon

approval by the Planning Commission, the approval period may be extended for a period not to exceed 30 days as set forth in Section 212.009(b-2) of the *Texas Local Government Code*. Planning Commission conditional approval or disapproval of a plat shall follow the procedures set forth in Section 212.0091, 212.0093, 212.0095, 212.0096, 212.0097, and 212.0099 of the *Texas Local Government Code*.

12.706.C Recordation

After approval by the City Planner or Planning Commission, and when all requirements and conditions have been met, the approved plat must be recorded in the office of the Walker County clerk.

12.707 Preliminary Plans

12.707.A Applicability

Major subdivisions are those that do not meet the minor plat applicability provisions of §12.706.A. Review and approval of a preliminary plan is required for all major subdivisions, except as otherwise expressly stated or unless the Planning Commission approves a consolidated preliminary and final plat.

12.707.B Purpose

The purpose of preliminary plan review and approval is to allow the Planning Commission to evaluate the proposed subdivision for compliance with applicable regulations of this Development Code and to evaluate construction plans for public improvements or to provide adequate security for construction of public improvements.

12.707.C Application Filing

Complete applications for preliminary plan approval must be filed with the City Planner.

12.707.D Review and Recommendation by City Planner

The City Planner must review the preliminary plan and recommend approval, approval with conditions or disapproval based on the plan's compliance with the following:

1. The Comprehensive Plan;
2. The infrastructure and public improvement standards of [Article 10](#); and
3. Other applicable provisions of this Development Code.

12.707.E Review and Final Action by Planning Commission

1. The City Planner must forward the preliminary plan to the Planning Commission for review when it meets all of the technical terms and conditions of this Development Code, or the applicant has filed an application for a waiver or modification of the infrastructure and public improvement standards of [Article 10](#). (See §12.711 for waiver and modification procedures)
2. The Planning Commission must act to approve conditionally approve or disapprove the preliminary plan within 30 days of receipt of a complete application as set forth in Section 212.009(a) of the *Texas Local Government Code*. If action is not taken within the required 30-day period, the plat will be deemed approved. Planning Commission conditional approval or disapproval of a plan shall follow the procedures set forth in Sections

212.0091, 212.0093, 212.0095, 212.0096, 212.0097, and 212.0099 of the *Texas Local Government Code*.

3. Upon applicant request in writing, and upon approval by the Planning Commission, the approval period may be extended for a period not to exceed 30 days as set forth in Section 212.009(b-2) of the *Texas Local Government Code*.

12.707.F **Effect of Preliminary Plan Approval**

Approval of a preliminary plan shall mean the following:

1. Once a preliminary plan application is approved by the Planning Commission, the applicant may continue the major subdivision approval process by submitting construction plans and a final plat application.
2. Approval of a preliminary plan does not constitute approval of a final plat. Application for approval of a final plat will be considered only after the requirements for preliminary plan approval have been fulfilled and after all other specified conditions have been met.

12.707.G **Lapse of Approval**

1. If a final plat is not filed with the City Planner within 24 months of the date of approval of the preliminary plan, the preliminary plan will be deemed to have lapsed and be of no further effect. The Planning Commission may, upon written application of the applicant, extend the preliminary plan approval one time for up to 12 additional months. The extension request must be filed with the City Planner at least 30 days before the preliminary plan's expiration date.
2. Each final plat that is a phase of an approved preliminary plan extends the expiration date of the preliminary plan an additional 24 months from the date the previous final plat was approved by the Planning Commission.

12.707.H **Preliminary Plan Amendments**

1. **Minor Amendments.**

Minor amendments of an approved preliminary plan may be incorporated in an application for approval of a final plat without the necessity of filing a new application for approval of a preliminary plan. Authorized minor amendments include adjustment in street or alley alignments and lengths, adjustment in lot lines that do not result in creation of additional developable lots, or adjustments to utility or access easements. Minor amendments must comply with all applicable regulations of this Development Code and may not increase the extent of any previously approved waiver.

2. **Major Amendments**

All proposed amendments to an approved preliminary plan that do not constitute a minor amendment are considered a major amendments and require approval of a new preliminary plan application. Examples of major amendments include any increase in the number of developable lots, additions or rerouting of streets and modification of parkland.

3. **Amendment Determination**

The applicant must provide a written description of proposed amendments to an approved preliminary plan. The City Planner is authorized to determine whether the proposed amendments are deemed minor or major amendments. At the discretion of the City Planner, a new preliminary plan application that proposes major amendments may be processed simultaneously with a final plat application.

4. **Retaining Previous Approval**

If the proposed major amendments are not approved or if the applicant is unwilling to accept the terms and conditions required by the Planning Commission, the applicant may withdraw the proposed preliminary plan amendments by written request and retain the previously approved preliminary plan.

12.708 **Final Plats**

12.708.A **Applicability**

Final plat review is required for all major subdivisions and is the procedure used for approval of minor plats (See Sec. 12.706).

12.708.B **Purpose**

The purpose of a final plat is to record the subdivision of property including an accurate description of blocks, rights-of-way, easements, building lines and street names.

12.708.C **Application Filing**

Complete applications for final plat approval must be filed with the City Planner.

12.708.D **Review and Action**

1. The City Planner is authorized to approve minor plats (final plats).
2. A final plat for a major subdivision requires review and recommendation by the City Planner and review and approval by the Planning Commission.
3. The Planning Commission must act to approve, conditionally approve or disapprove the final plat within 30 days receipt of a complete application as set forth in Section 212.009(a) of the *Texas Local Government Code*. If action is not taken within the required 30-day period, the plat will be deemed approved. Planning Commission conditional approval or disapproval of a plat shall follow the procedures set forth in Sections 212.0091, 212.0093, 212.0095, 212.0096, 212.0097, and 2112.0099 of the *Texas Local Government Code*.
4. Upon applicant request in writing, and upon approval by the Planning Commission, the approval period may be extended for a period not to exceed 30 days as set forth in Section 212.009(b-2) of the *Texas Local Government Code*.
5. No final plat may be approved unless the plat is determined to (a) be in substantial conformance with the approved preliminary plan (if applicable) and the Comprehensive Plan and (b) comply with the infrastructure and public improvement standards of [Article 10](#) and all other applicable provisions of this Development Code.

12.708.E **Recordation**

1. After approval by the City Planner or Planning Commission, as applicable, and when all requirements and conditions have been met, the approved final plat must be recorded in the office of the Walker County clerk.
2. If infrastructure and public improvements are required for the proposed subdivision, the following are required before the approved final plat may be recorded.
 - a. Engineering and construction documents must be approved by the City Engineer;
 - b. Any required dedications and easements must be reviewed and determined acceptable by the City in recordable form; and
 - c. All required infrastructure and public improvements must either (a) be in place and accepted by the City or (b) a financial guarantee must be provided in accordance with Sec. 10.300.
3. If the approved final plat is not recorded within 18 months of the date of approval by the Planning Commission, the previous approval will lapse and be of no further effect.

12.709 Vacating Plat

Vacating plats, as described in Section 212.013 of the *Texas Local Government Code* require review and approval in accordance with the same procedures used for approval of final plats (see Sec. 12.708). Once recorded, a vacating plat has the effect of returning the property to its previous (platted or unplatted) condition.

12.710 Replats

12.710.A When Required

Except as otherwise expressly stated in this article, replats of any portion of an already approved final plat, other than to amend or vacate the plat, require review and approval in accordance with the same procedures used for approval of final plats (see Sec. 12.708).

12.710.B Replatting Without Vacating Preceding Plat

A replat of a final plat or portion of a final plat may be recorded and is controlling over the preceding plat without vacating that plat if the replat:

1. Is signed and acknowledged by only the owners of the property being replatted; and
2. Does not attempt to amend or remove any covenants or restrictions previously incorporated in the final plat.

12.710.C Additional Requirements for Residential Replats

1. Applicability

Pursuant to Section 212.015 of the *Texas Local Government Act*, the additional residential replat requirements of this subsection apply whenever:

- a. During the preceding 5 years, any of the area to be replatted was limited by an interim or permanent zoning districts classification to residential use for not more than 2 residential units per lot; or
 - b. Any lot in the preceding plat was limited by deed restrictions to residential use for not more than 2 residential units per lot.
- ###### 2. Public Hearing Notice

Residential replats require public notice hearing before the Planning Commission. Notice of the Planning Commission's public hearing must be published in accordance with §12.106.B. The notice must be published at least 16 days before the public hearing.

Notice of the hearing must also be mailed, in accordance with §12.106.A, to the owners of lots that are in the original subdivision and that are within 300 feet of the lots to be replatted. Required notices must be mailed at least 16 days before the Planning Commission's public hearing.

3. Written Protest

a. Residential replats may be approved by a simple majority vote, except that if the proposed residential replat requires a modification or waiver of subdivision standards and a valid protest petition is filed against the replat, approval of the replat requires a favorable vote of at least 75% of the Planning Commission members who are present and qualified to vote on the matter.

b. A written protest of a residential replat will be deemed valid only if it is signed and acknowledged by the owners of at least 20% of the area of the lots to whom mailed notice is required to be given under § 12.710.C2.

12.711 Modifications and Waivers of Subdivision Standards

The Planning Commission is authorized to approve, approve with conditions, or disapprove modifications and waivers of the infrastructure and public improvement standards of Article 10. Such waivers and modifications must be reviewed as approved in conjunction with review and approval of the preliminary subdivision plan. In order to approve a waiver or modification, the Planning Commission must find that:

12.711.A There are special circumstances or conditions affecting the property;

12.711.B The waiver or modification is necessary for reasonable and appropriate development of the property in question and is not a greater modification or waiver than is required to allow reasonable and appropriate development of the subject property; and

12.711.C Granting the waiver or modification will not be detrimental to the public welfare or injurious to other property in the vicinity in which the subject property is situated.

12.800 CONDITIONAL USES

12.801 Intent

The conditional use approval procedure of this section is intended to provide a transparent, public review process for land uses that, because of their widely varying design and operational characteristics, require case-by-case review in order to determine whether they will be compatible with surrounding uses and development patterns.

12.802 Applicability

All uses listed as conditional uses in Sec. 4.100 require review and approval in accordance with the procedures of this section.

12.803 Initiation of Application

Conditional use applications may be initiated only by the owner of the subject property or by the subject property owner's authorized agent.

12.804 Review and Report—City Planner

Upon receipt of a complete conditional use application, the City Planner must prepare a report and recommendation on the proposed conditional use. The report must be transmitted to the Planning Commission before their public hearing on the conditional use matter.

12.805 Notice of Hearings

12.805.A Planning Commission

Notice of the Planning Commission's required public hearing on a conditional use application must be mailed and posted, in accordance with §12.106.A and §12.106.C. Required notices must be mailed and posted at least 11 days before the Planning Commission public hearing.

12.805.B City Council

Notice of the City Council's required public hearing on a conditional use application must be published in accordance with §12.106.B. The notice must be published at least 16 days before the City Council public hearing.

12.806 Hearing and Recommendation—Planning Commission

The Planning Commission must hold a public hearing on the proposed conditional use. Following the close of the hearing, the Planning Commission must act by simple majority vote to recommend that the proposed conditional use be approved, approved with conditions, or denied and transmit its recommendations to the City Council.

12.807 Final Action—City Council

12.807.A Following receipt of the Planning Commission's recommendation, the City Council must hold a public hearing on the proposed conditional use. Following the close of their public hearing, the City Council must act to approve the proposed conditional use, approve the proposed amendment with conditions or deny the proposed conditional use. The City Council may also remand the proposed conditional use application to the Planning Commission for further consideration.

12.807.B Conditional use applications may be approved by a simple majority vote.

12.808 Review and Approval Criteria

No conditional use may be recommended for approval or approved unless the respective review or decision-making body determines that evidence has been submitted to support each of the following conclusions:

12.808.A That the proposed use is consistent with the Comprehensive Plan;

12.808.B That adequate utilities, roads, drainage and other necessary infrastructure facilities and public services are or will be available to serve proposed use; and

12.808.C That the proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or be injurious to property values or improvements in the vicinity.

12.808.D The proposed use meets all supplemental regulations for the subject use.

12.809 Lapse of Approval

12.809.A An approved conditional use application will lapse and have no further effect 18 months after it is approved by the City Council, unless:

1. A building permit has been issued (if required);
2. A certificate of occupancy has been issued; or
3. The conditional use has been lawfully established.

12.809.B The City Council is authorized to extend the expiration period for good cause on up to 2 separate occasions, by up to one year each. Requests for extensions must be submitted to the City Planner and forwarded to the City Council for a final decision.

12.809.C A conditional use also lapses upon revocation of a building permit or a certificate of occupancy for violations of conditions of approval or upon expiration of a building permit to carry out the work authorized by the conditional use approval.

12.810 **Transferability**

Conditional use approval runs with the land and is not affected by changes of tenancy, ownership, or management.

12.811 **Amendments**

Amendments to approved conditional uses may be approved in accordance with the following requirements. The conditional use amendment procedures may not be used to vary or modify Development Code requirements.

12.811.A **Minor Amendments**

1. The City Planner is authorized to approve the following minor amendments to approved conditional uses:
 - a. Any amendments expressly authorized as minor amendments at the time of conditional use approval;
 - b. The addition of customary accessory uses and structures; and
 - c. Changes to the development site or to structures necessitated by engineering, architectural or physical limitations of the site that could not have been foreseen at the time the conditional use was approved and that are not otherwise classified as major amendments pursuant to §12.811.B.
2. Applications for minor amendments to approved conditional uses must be filed in a form established by the City Planner. If no action is taken on the minor amendment application within 15 days of filing of a complete application, the minor amendment is deemed denied.

12.811.B **Major Amendments**

1. All of the following constitute major amendments to approved conditional uses:
 - a. An increase in overall building coverage by more than 5%;
 - b. An increase in building height by more than 10% or 5 feet, whichever is less;
 - c. An overall reduction in the amount of usable open space, common open space or landscaping;
 - d. A reduction in off-street parking by more than 10% or one space, whichever results in a greater reduction;
 - e. A change in the vehicle circulation pattern that would increase points of access, change access to another street or increase projected traffic volumes; and
 - f. Any combination of 3 or more minor changes that were not expressly authorized by the approved conditional use permit.

2. Major amendments to an approved conditional use must be processed as a new conditional use application, including all requirements for fees, notices and public hearings.

12.900 VARIANCES

12.901 Intent

A variance is a grant of relief to a property owner from strict compliance with the regulations of this Development Code. The intent of a variance is not to simply remove an inconvenience or financial burden that may result from compliance with applicable Development Code requirements. Variances are intended to help alleviate an undue hardship that would be caused by the literal enforcement of the subject ordinance requirements. They are intended to provide relief when the requirements of this Development Code render construction or placement of improvements impractical or impossible because of some unique or special characteristic of the subject property itself.

12.902 Authorized Variances

The Board of Adjustment is authorized to grant a variance to any regulation in this Development Code in accordance with the variance procedures of this section, except that the variance procedures may not be used to do any of the following:

- 12.902.A Allow a principal use in a zoning district that is not otherwise allowed in that zoning district (i.e., “use variances” are prohibited);
- 12.902.B Waive, modify or amend any definition or use classification;
- 12.902.C Waive, modify or otherwise vary any of the review and approval procedures of this article;
- 12.902.D Waive, vary, modify or otherwise override a condition of approval or requirement imposed by an authorized decision-making body or the state or federal government; or
- 12.902.E Waive, vary or modify subdivision-related standards (i.e., those administered and enforced as part of the subdivision review procedures, including, for example, the infrastructure and public improvement standards of [Article 10](#).)
Note: waivers and modifications of subdivision-related requirements may be considered concurrently with review of a major subdivision (See Sec. [12.705](#)).

12.903 Authority to File

Variance applications may be filed by the subject property owner or by the property owner’s authorized agent.

12.904 Application Filing

- 12.904.A A Pre-Application Meeting is required before an application may be filed.
- 12.904.B Complete applications for variances must be filed with the City Planner.

12.905 Notice of Hearing

Notice of the Board of Adjustment’s required public hearing on a variance request must be mailed and posted, in accordance with [§12.106.A](#) and [§12.106.C](#). Notice must also be mailed to any individuals who have, in writing, requested such notification. Required notices must be mailed and posted at least 11 days before the public hearing.

12.906 Hearing and Final Decision—Board of Adjustment

- 12.906.A Following receipt of a complete application, the Board of Adjustment must hold a public hearing within 60 days to consider the requested variance.

- 12.906.B Following the close of the public hearing, the Board of Adjustment must make its findings of fact and act to approve the requested variance, approve the variance with modifications and/or conditions, or deny the variance request based on the standards and review criteria of Sec. 12.907.
- 12.906.C Approval of a variance requires an affirmative vote of at least 4 members of the Board of Adjustment.
- 12.907 **Standards and Review Criteria**
- 12.907.A No variance may be approved unless the Board of Adjustment finds that the variance to be approved is consistent with the spirit and intent of this Development Code and that strict compliance with the subject provisions would result in an unnecessary hardships for the subject property owner.
- 12.907.B In its consideration of whether a variance request has met the standard of unnecessary hardship, the Board of Adjustment must make all of the following findings from the evidence presented:
1. The variance is necessary to overcome a condition of the property itself;
 2. The condition necessitating the variance is unique to the subject property;
 3. The condition necessitating the variance was not created by the subject property owner;
 4. Literal enforcement of the subject regulation will deprive the property owner of any economically beneficial use of the subject property;
 5. Approval of the variance will not be contrary to the public interest; and
 6. Approval of the variance is in keeping with the overall spirit of this Development Code and furthers substantial justice.
- 12.908 **Transferability**
- Approved variances run with the land and are not affected by changes of tenancy, ownership, or management.
- 12.909 **Amendments**
- A request for changes in the specific nature of the approved variance or changes to any conditions attached to an approved variance must be processed as a new variance application, including all requirements for fees, notices and public hearings.
- 12.910 **Lapse of Approval**
- 12.910.A An approved variance will lapse and have no further effect one year after it is approved by the Board of Adjustment, unless:
1. A building permit has been issued (if required); or
 2. The use or structure has been lawfully established.
- 12.910.B The Board of Adjustment is authorized to extend the expiration period for good cause on up to 2 separate occasions, by up to 6 months each. Requests for extensions must be submitted to the City Planner before the variance expires. No hearings, notices or fees are required for extensions.
- 12.910.C A variance also lapses upon revocation of a building permit or a certificate of occupancy for violations of conditions of approval or upon expiration of a building permit to carry out the work authorized by the variance.
- 12.911 Appeals of Final Decisions of the Board of Adjustment

Any person aggrieved by a variance decision of the Board of Adjustment may appeal the decision to district court. Appeals must be filed with district court of Walker County within 10 days of the date that the Board of Adjustment's decision is filed in the office of the City Planner.

12.1000 APPEALS OF ADMINISTRATIVE DECISIONS

12.1001 Authority

The Board of Adjustment is authorized to hear and decide appeals where it is alleged there has been an error in any order, requirement, decision or determination made by the City Planner or any other administrative official in the administration, interpretation or enforcement of this Development Code.

12.1002 Right to Appeal

Appeals of administrative decisions may be filed by any person aggrieved by the City Planner's or other administrative official's decision or action. The Board of Adjustment is authorized to make determinations about whether individuals filing appeals are "aggrieved" by the decision or action.

12.1003 Application Filing

12.1007.A Complete applications for appeals of administrative decisions must be filed with the City Planner.

12.1007.B Appeals of administrative decisions must be filed within 30 days of the date of the decision being appealed.

12.1004 Effect of Filing

The filing of a complete notice of appeal stays all proceedings in furtherance of the action appealed, unless the City Planner certifies to the Board of Adjustment, after the appeal is filed, that, because of facts stated in the certification, a stay would cause immediate peril to life or property, in which case the proceedings will not be stayed unless by a restraining order, may be granted by the Board of Appeals or by a court of record based on due cause shown.

12.1005 Record of Decision

Upon receipt of a complete application of appeal, the City Planner or other administrative official whose decision is being appealed must transmit to the Board of Adjustment all papers constituting the record upon which the action appealed is taken.

12.1006 Notice of Hearing

Notice of the Board of Adjustment's required public hearing on an appeal of an administrative opinion must be mailed to the applicant, any individuals who have, in writing, requested such notification and any other parties in interest. Required notices must be mailed at least 11 days before the public hearing.

12.1007 Hearing and Final Decision

12.1007.A The Board of Adjustment must hold a public hearing on the appeal.

12.1007.B Following the close of the public hearing, the Board of Adjustment must take action on the appeal. The board's decision must be in writing and be supported by written findings of fact.

12.1007.C In exercising the appeal power, the Board of Adjustment has all the powers of the administrative official from whom the appeal is taken. The Board of

Adjustment may affirm or may, upon the concurring vote of at least 4 members, reverse, wholly or in part, or modify the decision being appealed.

12.1007.D In acting on the appeal, the Board of Adjustment must grant to the official's decision a presumption of correctness, placing the burden of persuasion of error on the appellant.

12.1008 Review Criteria

An appeal may be sustained only if the Board of Adjustment finds that the City Planner or other administrative official erred.

12.1009 Appeals of Final Decisions of the Board of Adjustment

Any person aggrieved by the decision of the Board of Adjustment may appeal the decision to District Court. Appeals must be filed with District Court of Walker County within 10 days of the date that the Board of Adjustment's decision is filed in the office of the City Planner.

12.1100 Master Development Plan

12.1101 Intent

The purpose of a Master Development Plan is to provide a site layout for property developed in the MU zoning districts. Review of the Master Development Plan shall occur concurrently with the Zoning District Map Amendment to an applicable zoning district if such an amendment is necessary. If such an Amendment is not necessary, then review shall occur prior to any other development activity for the project taking place.

12.1102 Applicability

A Master Development Plan is required in the MU district where a development is proposed that is four acres or more in land area or where more than two lots or parcels are proposed for development.

12.1103 Initiation of Master Development Plan

Master Development Plans may be initiated only by the City Council, the Planning Commission, or the owner of the property that is the subject of the proposed development or by the subject property owner's authorized agent.

12.1104 Review and Report - City Planner

Upon receipt of a complete Master Development Plan application, the City Planner must prepare a report and recommendation on the proposed Master Development Plan. The report must be transmitted to the Planning Commission before their public hearing on the proposed Master Development Plan.

12.1105 Public Meeting and Final Action - Planning Commission

The Planning Commission must hold a public meeting on the proposed Master Development Plan. The Master Development Plan may be a consent agenda item or it may be on the regular agenda for discussion. Following the presentation of the City Planner's recommendation, the Planning Commission must act by simple majority vote that the proposed Master Development Plan be approved, approved with conditions, or denied.

12.1106 Binding Characteristics

12.1106.A Context, Transitioning, and Buffering

The context of the proposed development relative to adjoining and adjacent development and the proposal for transitioning and buffering such uses;

12.1106.B Uses, Scale, and Compatibility

The locations and types of residential, nonresidential, and public or institutional land uses; their scale and design relationships; and methods to ensure compatibility between the various uses and adjacent properties;

- 12.1106.C **Density**
Minimum and maximum gross densities, block sizes, lot patterns, and heights of residential uses;
- 12.1106.D **Bulk**
Planned gross square footages, lot coverage, and heights of nonresidential uses;
- 12.1106.E **Parking and Circulation**
The proposed parking and circulation plans;
- 12.1106.F **Transportation**
The patterns, functional classifications, and cross-sections of streets within and adjacent to the development, along with the network of pedestrian, bicycle, and public transit improvements;
- 12.1106.G **Amenity Space**
General locations, means of continuity and connectivity, and the extent of amenity space, including but not limited to plazas, parks, squares, courtyards, and recreation areas to be provided for public or private purposes;
- 12.1106.H **Environmental Features**
Areas of environmental sensitivity to be protected and preserved, including floodplains and riparian areas, wetlands and water bodies, steep slopes, forested areas, and other such areas; and
- 12.1106.I **Phases**
Phases of development.
- 12.1107 **Review and Approval Criteria**
No Master Development Plan may be approved unless the respective review or decision-making body determines that evidence has been submitted to support each of the following conclusions:
 - 12.1107.A **Phasing**
The development is phased in a manner that assures an adequate mixture of residential and nonresidential land uses and allows for transition from the early phases to completion, relating to the intensity of uses and parking.
 - 12.1107.B **Amenity Space**
Together with the developed areas, amenity space is provided and if appropriate may double as stormwater best management practices.
 - 12.1107.C **Walkability**
The connections within and between buildings, amenity spaces, parking areas, and to the surrounding development; the presence of amenities and other pedestrian improvements; and the proximity of origins and destinations both internal and external to the development are such that walking and bicycling are safe and viable modes of transportation, in addition to traveling by vehicle.
 - 12.1107.D **Quality Design**
The design of buildings and hardscape and landscape areas help to establish visual interest, aesthetic appeal, and a unique identity for the development, including as key considerations human-scale amenities, integration of civic spaces for public interaction, and protection from the environmental elements.
 - 12.1107.E **Building Form and Massing**
The placement, arrangement, size, and relationships of buildings relative to streets, pedestrian and civic spaces, and one another create an urban environment.

12.1107.F **Site Layout**

The subject property is laid out in an efficient manner relative to the natural and built environments and designed to achieve the aims of a compact, highly walkable environment.

12.1108 **Amendments**

Amendments to approved Master Development Plans may be approved in accordance with the following requirements.

12.1108.A **Minor Amendments**

The City Planner is authorized to approve the following minor amendments to approved conditional uses:

1. Any amendments expressly authorized as minor amendments at the time of Master Development Plan approval;
2. The addition of customary accessory uses and structures; and
3. Changes to the development site or to structures necessitated by engineering, architectural or physical limitations of the site that could not have been foreseen at the time the Master Development Plan was approved and that are not otherwise classified as major amendments pursuant to §12.1101.B, *Major Amendments*.
4. Applications for minor amendments to approved Master Development Plans must be filed in a form established by the City Planner. If no action is taken on the minor amendment application within 15 days of filing of a complete application, the minor amendment is deemed denied.

12.1108.B **Major Amendments**

All of the following constitute major amendments to a Master Development Plan:

1. An increase in overall building coverage by more than 5%;
2. An increase in building height by more than 10% or 5 feet, whichever is less;
3. An overall reduction in the amount of usable open space, common open space or landscaping;
4. A reduction in off-street parking by more than 10% or one space, whichever results in a greater reduction;
5. A change in the vehicle circulation pattern that would increase points of access, change access to another street or increase projected traffic volumes; and
6. Any combination of 3 or more minor changes that were not expressly authorized by the approved Master Development Plan.
7. Major amendments to an approved Master Development Plan must be processed as a new Master Development Plan application.

ARTICLE 13 ADMINISTRATION

Contents:

13.100 City Council

13.200 Planning Commission

13.300 Board of Adjustment

13.400 Historic Preservation Commission

13.500 Historic Preservation Officer

13.600 City Planner

13.100 CITY COUNCIL

The City Council is responsible for adopting the regulations and procedures of this Development Code, for confirming appointments to Planning Commission and Board of Adjustment and for carrying out those decision-making responsibilities expressly assigned by this Development Code, including final decision making on:

- 13.101 Development code text amendments (see Sec. 12.200);
- 13.102 Zoning district map amendments (see Sec. 12.300);
- 13.103 Planned development (PD) district concept plans and/or development plans (see Sec. 12.400); and
- 13.104 Conditional uses (see Sec. 12.800)

13.200 PLANNING COMMISSION

13.201 Creation and Membership

- 13.201.A The Planning Commission must consist of 7 voting members appointed by the Mayor with approval of the City Council. Each member must reside in the City or in the City's extraterritorial jurisdiction.
- 13.201.B The members of the Planning Commission are identified by place numbers 1 through 7. Members are appointed for a term of 3 years, and serve until the end of their terms or until a successor is appointed and confirmed. Planning commission members may be reappointed.
- 13.201.C When a vacancy occurs, the Mayor, with approval of the City Council, must appoint a person to complete the unexpired term.

13.202 Operation

- 13.202.A The Planning Commission must conduct meetings, take action and operate in accordance with its adopted by-laws, this Development Code and state law.
- 13.202.B The Planning Commission must hold at least one regular meeting each month unless there is no business to conduct, in which case no meeting is required. The Planning Commission may hold special meetings at the call of the chairperson or by the call of a majority of the Planning Commission.
- 13.202.C The Planning Commission must elect a chairperson and vice-chairperson annually.
- 13.202.D The City Planner serves as ex officio (non-voting) secretary of the Planning Commission, with responsibility for keeping minutes, books, files and other records of the Planning Commission and performing other duties as are incidental to the position.

- 13.202.E A quorum, consisting of at least 4 voting members of the Planning Commission, must be present in order to conduct official business.

13.203 Responsibilities

The Planning Commission is responsible for assisting with preparation of a Comprehensive Plan and other planning studies and advising the City Council on planning and development-related matters. The Planning Commission is also responsible for carrying out those specific review and decision-making duties assigned by this Development Code, including:

- 13.203.A Reviewing, holding public hearings and making recommendations to the City Council on:
1. Development code text amendments (see Sec. 12.200);
 2. Zoning district map amendments (see Sec. 12.300);
 3. Planned development (PD) district concept plans and/or development plans (see Sec. 12.400); and
 4. Conditional uses (see Sec. 12.800); and
- 13.203.B Reviewing and making final decisions on (subdivision) preliminary plans and final plats, except for those minor plat matters delegated to the City Planner (see Sec. 12.707 [preliminary plans], Sec. 12.708 [final plats] and Sec. 12.706 [minor plats]); and
- 13.203.C Reviewing and making final decisions on Master Development Plans;
- 13.203.D Reviewing and making final decisions on modifications and waivers of subdivision standards (see Sec. 12.711).

13.204 Conflict of Interest

Planning commission members must recuse themselves and not participate in any discussion or vote on any matter concerning a business entity or real property in which they have a substantial interest if:

- 13.204.A The vote or decision involving the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
- 13.204.B It is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the real property that is distinguishable from the effect on the public.

13.300 BOARD OF ADJUSTMENT

13.301 Creation and Membership

- 13.301.A The Board of Adjustment consists of 5 voting members and 2 alternate members who may vote in the absence of regular voting members. Members are appointed by the Mayor with approval of the City Council. Each member must reside in the City.
- 13.301.B The members of the Board of Adjustment are identified by place numbers 1 through 5. The terms for places 1, 2 and 3 have terms that end in even-numbered years. The terms for places 4 and 5 end in odd-numbered years. Members are appointed for a term of 2 years. Members serve until the end of their terms or until a successor is appointed and confirmed. Members of the Board of Adjustment may be reappointed.
- 13.301.C The 2 alternate members of the Board of Adjustment may participate in all discussions, but are eligible to vote only when one or more regular voting

members are unable to do so. The alternate members are designated as alternate "A" and alternate "B." Alternate members serve the same terms as place 4 and place 5 regular members and are subject to appointment and removal in the same manner as regular voting members.

13.301.D When a vacancy occurs, the Mayor, with approval of the City Council, must appoint a person to complete the unexpired term.

13.302 **Operation**

13.302.A The Board of Adjustment must conduct meetings, take action and operate in accordance with its adopted by-laws, this Development Code and state law.

13.302.B The Board of Adjustment must elect a chairperson and vice-chairperson annually, at the first regularly scheduled meeting after appointments are made.

13.302.C The City Planner serves as ex officio (non-voting) secretary of the Board of Adjustment, with responsibility for keeping minutes, books, files and other records of the Board of Adjustment and performing other duties as are incidental to the position.

13.302.D A quorum, consisting of at least 4 members of the Board of Adjustment, must be present in order to conduct official business.

13.303 **Responsibilities**

The Board of Adjustment is responsible for carrying out those specific review and decision-making duties assigned by this Development Code, including conducting public hearings and making final decisions on:

13.303.A Variances (see Sec. 12.900); and

13.303.B Appeals of administrative decisions (see Sec. 12.1000).

13.304 **Conflict of Interest**

Board of Adjustment members must recuse themselves and not participate in any discussion or vote on any matter concerning a business entity or real property in which they have a substantial interest if:

13.304.A The vote or decision involving the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

13.304.B It is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the real property that is distinguishable from the effect on the public.

13.400 HISTORIC PRESERVATION COMMISSION

13.401 **Creation and Membership**

13.401.A The Historic Preservation Commission must consist of 7 voting members appointed by the Mayor with approval of the City Council, with consideration given to the following recommended professions:

1. An architect, Planner, or representative of a design profession;
2. A historian;
3. A licensed realtor;
4. An owner of a landmark or of a property in a historic district; and,
5. A member of Walker County Historical Commission; or
6. Any other resident of Huntsville as deemed appropriate by the City Council.

- 13.401.B All Historic Preservation Commission members, regardless of background, must have a known and demonstrated interest, competence, or knowledge in historic preservation within the City of Huntsville.
- 13.401.C Historic preservation commission members are appointed for a term of 2 years, with the exception that the initial term of 3 of the members will be one year, and the initial term of the other 4 members will be 2 years.
- 13.401.D In addition to the 7 regular members of the Historic Preservation Commission, the Historic Preservation Officer and any other person of experience and knowledge designated by the City Council as special advisor may sit on the Historic Preservation Commission as ex officio members. None of the ex officio members have voting power, but they are authorized to assist the Historic Preservation Commission in its various functions.
- 13.402 **Operation**
 - 13.402.A A chair and vice chair must be elected annually, by and from the members of the Historic Preservation Commission.
 - 13.402.B The Historic Preservation Commission must meet at least monthly, if business is at hand. Special meetings may be called at any time by the chair or upon written request of any 2 Historic Preservation Commission members. All meetings must be conducted in conformance with the *Texas Open Meetings Act*.
 - 13.402.C A quorum, consisting of no less than a majority of the regular voting membership, must be present in order to conduct official business of the Historic Preservation Commission.
- 13.403 **Responsibilities**

The Historic Preservation Commission is responsible for carrying out those review and decision-making duties expressly assigned by this Development Code, including:

 - 13.403.A Making recommendations for staff and professional consultants as necessary to carry out the duties of the Historic Preservation Commission;
 - 13.403.B Preparing rules and procedures as necessary to carry out the business of the Historic Preservation Commission;
 - 13.403.C Conducting public hearings and providing comments on buildings, objects, sites, structures, and districts for nomination to the National Register of Historic Places and/or to the Texas Historic Commission based on the criteria established in the National Historic Preservation Act of 1966, as amended;
 - 13.403.D Conducting surveys and maintaining an inventory of significant historic, architectural, and cultural landmarks and all properties located in historic districts within the City;
 - 13.403.E Recommending the designation of resources as landmarks or historic districts;
 - 13.403.F Maintaining written minutes that record all actions taken by the Historic Preservation Commission and the reasons for taking such actions;
 - 13.403.G Recommending conferral of recognition upon the owners of landmarks or properties within districts by means of certificates, plaques, or markers;
 - 13.403.H Increasing public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs;
 - 13.403.I Making recommendations to the City Council concerning the utilization of state, federal, or private funds to promote the preservation of landmarks and historic districts within the City;
 - 13.403.J Approving or disapproving applications for Certificates of Appropriateness;

- 13.403.K Preparing and submitting reports to the City Council summarizing the work completed, as appropriate;
- 13.403.L Preparing specific design guidelines for the review of landmarks and districts;
- 13.403.M Recommending the acquisition of a landmark structure by the City where its preservation is essential to the purposes identified in Sec. 3.401 and where private preservation is not feasible;
- 13.403.N Proposing and recommending to the City Council incentive programs for the preservation of designated landmarks or districts;
- 13.403.O Accepting on behalf of the City the donation of preservation easements and development rights as well as any other gift of value for the purpose of historic preservation, subject to the approval of the City Council; and
- 13.403.P Providing comments to the Texas Historical Commission on any federal undertakings within a historic district pursuant to Section 106 of the *National Historic Preservation Act of 1966*.

13.500 HISTORIC PRESERVATION OFFICER

The City manager is authorized to appoint a qualified City official or staff person to serve as Historic Preservation Officer. The Historic Preservation Officer is responsible for carrying out those duties and responsibilities expressly identified in this Development Code and for advising the Historic Preservation Commission on matters submitted to it. In addition to serving as representative of the Historic Preservation Commission, the Historic Preservation Officer is responsible for coordinating the City of Huntsville's preservation activities with those of state and federal agencies and with local, state and national nonprofit preservation organizations.

13.600 CITY PLANNER

13.601 Appointment

The City manager has the authority to appoint a City Planner.

13.602 Responsibilities

The City Planner is responsible for assisting with preparation of a Comprehensive Plan and other planning studies and advising the Planning Commission, Board of Adjustment and City Council on planning and development-related matters. The City Planner is also responsible for carrying out those specific review and decision-making duties assigned by this Development Code, including:

- 13.602.A Interpreting, administering and enforcing the regulations of this Development Code;
- 13.602.B Reviewing and making recommendations to the Planning Commission and City Council on:
 1. Development code text amendments (see Sec. 12.200);
 1. Zoning district map amendments (see Sec. 12.300);
 2. Planned development (PD) district concept plans and/or development plans (see Sec. 12.400);
 3. Preliminary subdivision plans (see Sec. 12.707);
 4. Conditional uses (see Sec. 12.800); and
 5. Master Development Plans (see Sec. 12.1100)

- 13.602.C Reviewing and making recommendations to the Planning Commission on final subdivision plats (see Sec. [12.708](#));
- 13.602.D Reviewing and making recommendations to the Board of Adjustment on variances (see Sec. [12.900](#));
- 13.602.E Providing assistance to the City Council, Planning Commission and Board of Adjustment concerning the exercise of their responsibilities under this Development Code; and
- 13.602.F Delegating to staff responsibility for carrying out specific day-to-day functions in the administration and enforcement of this Development Code.

ARTICLE 14 ENFORCEMENT

Contents:

14.100 Responsibility for Enforcement

14.200 Violations

14.300 Continuing Violations

14.400 Remedies and Enforcement Powers

14.100 RESPONSIBILITY FOR ENFORCEMENT

The City Planner has primary responsibility for enforcing this Development Code.

14.200 VIOLATIONS

Unless otherwise expressly allowed by this Development Code or state law, any violation of a provision of this Development Code—including but not limited to all of the following— may be subject to the remedies and penalties provided for in this Development Code.

- 14.201 To use land or buildings in any way not consistent with the requirements of this Development Code;
- 14.202 To erect a building or other structure in any way not consistent with the requirements of this Development Code;
- 14.203 To sell or divide property that has not been platted as required by this Development Code;
- 14.204 To adjust a lot or tract boundary or consolidate 2 or more lots or tracts of land that has not been platted as required by this Development Code;
- 14.205 To file a plat or map with the Walker County clerk for a land division that has not been approved in accordance with the subdivision plat procedures of this Development Code;
- 14.206 To fail to construct or install a public improvement described on an approved plat or on a document attached to an approved plat;
- 14.207 To install or use a sign in any way not consistent with the requirements of this Development Code;
- 14.208 To engage in the use of a building, structure or land, the use or installation of a sign, or any other activity requiring one or more permits or approvals under this Development Code without obtaining such required permits or approvals;
- 14.209 To engage in the use of a building or land, the use or installation of a sign, or any other activity requiring one or more permits or approvals under this Development Code in any way inconsistent with any such permit or approval or any conditions imposed on the permit or approval;
- 14.210 To violate the terms of any permit or approval granted under this Development Code or any condition imposed on the permit or approval;
- 14.211 To obscure, obstruct or destroy any notice required to be posted or otherwise given under this Development Code;
- 14.212 To violate any lawful order issued by any person or entity under this Development Code; or
- 14.213 To continue any violation after receipt of notice of a violation.

14.300 CONTINUING VIOLATIONS

Each day that a violation remains uncorrected after receiving notice of the violation from the City constitutes a separate violation of this Development Code.

14.400 REMEDIES AND ENFORCEMENT POWERS

14.401 Fines

Upon conviction, any person violating or failing to comply with any of the provisions of this Ordinance may be fined not less than \$500 nor more than \$2,000, with each day any violation or noncompliance continues constituting a separate and distinct offense.

14.402 Injunctions

The power of injunction, as provided in Texas Revised Civil Statutes, may be exercised in enforcing this Development Code regardless of whether there has been a criminal complaint filed.

14.403 Property Owner Rights

In addition to all other remedies and penalties authorized under this Development Code, the right is hereby conferred and extended to any property owner whose property may be affected by a violation of the terms of this Development Code, to bring suit in a court having jurisdiction and obtaining such remedies as may be available at law or in equity for the protection of the rights of such property owner.

14.404 Forfeiture and Confiscation of Signs on Public Property

Any sign installed or placed on public property, except in compliance with the regulations of this Development Code, will be forfeited to the public and subject to confiscation. See also Sec. 8.403.

14.405 Withholding Services and Denying Permits

The City may refuse to maintain streets, furnish water or sewer service, assign street numbers, or issue building permits for construction of any building for any property in any subdivision, development or in any lot or tract of land in the City that is in violation of this Development Code.

14.406 Other Penalties, Remedies and Powers

The City may seek such other penalties as are provided by Texas law, including filing court action to:

14.406.A Enjoin the violation or threatened violation of a requirement of this Development Code;

14.406.B Recover damages in an amount adequate for the City to undertake construction or other activity necessary to cause compliance with this Development Code; and

14.406.C Recover civil penalties, plus court costs and attorneys fees, as allowed by law.

14.407 Appeals

Enforcement actions taken by the City Planner or other administrative officials may be appealed by the affected party in accordance with Sec. 12.1000.

ARTICLE 15 TERMINOLOGY AND DEFINITIONS

Contents:

15.100 Rules of Language and Interpretation

15.200 Definitions

15.100 RULES OF LANGUAGE AND INTERPRETATION

15.101 Meanings and Intent

Words and terms expressly defined in this Development Code, including those defined in Sec. 15.200, have the specific meanings assigned unless the context indicates another meaning. Words that are not expressly defined in this Development Code have the meaning given in the latest edition of Merriam-Webster's Unabridged Dictionary.

15.102 Computation of Time

15.102.A References to "days" are to calendar days unless otherwise expressly stated. References to "business days" are references to regular city government working days, excluding Saturdays, Sundays and holidays observed by city government.

15.102.B The time in which an act is to be completed is computed by excluding the first day and including the last day. If the last day is a Saturday, Sunday or holiday observed by city government, that day is excluded.

15.102.C A day concludes at the close of business and any materials received after that time will be considered to have been received the following day.

15.103 Tenses and Usage

15.103.A Words used in the singular include the plural. The reverse is also true.

15.103.B Words used in the present tense include the future tense. The reverse is also true.

15.103.C The words "must," "will," "shall" and "may not" are mandatory.

15.103.D The word "may" is permissive, not mandatory or required.

15.103.E When used with numbers, "up to x," "not more than x" and "a maximum of x," all include "x."

15.103.F The word "person" includes a firm, association, organization, partnership, limited liability company, trust company or corporation, as well as an individual.

15.103.G The words "used" and "occupied" include "intended, designed or arranged to be used or occupied."

15.104 Conjunctions

Unless the context otherwise expressly indicates, conjunctions have the following meanings:

15.104.A "And" indicates that all connected items or provisions apply; and

15.104.B "Or" indicates that the connected items or provisions may apply singularly or in combination.

15.105 Headings and Illustrations

Headings and illustrations are provided for convenience and reference only and do not define or limit the scope of any provision of this Development Code. In case of any difference of meaning or implication between the text of this Development Code and any heading, drawing, table, figure or illustration, the text governs.

15.106 **Versions and Citations**

All references in this Development Code to other city, state or federal regulations are to be construed as referring to the most up-to-date version and citation for those regulations, unless otherwise expressly indicated. When the referenced regulations have been repealed and not replaced by other regulations, Development Code requirements for compliance are no longer in effect.

15.107 **Lists and Examples**

Unless otherwise expressly indicated, lists of items or examples that use “including,” “such as,” or similar terms are intended to provide examples only. They are not to be construed as exhaustive lists of all possibilities.

15.108 **Delegation of Authority**

Whenever a provision appears requiring the head of a department or another officer or employee of the city to perform an act or duty, that provision will be construed as authorizing the department head or officer to delegate that responsibility to others over whom they have authority. Delegation of authority is not allowed when the provisions of this Development Code expressly prohibit such delegation.

15.109 **Public Officials and Agencies**

1. Unless otherwise expressly stated, all employees, public officials, bodies and agencies to which references are made are those of the City of Huntsville or individuals or agencies legally authorized to act on behalf of the City of Huntsville.
2. References in this Development Code to the “city” are references to the City of Huntsville.
3. References in this Development Code to the “city council” are references to the Huntsville City Council.

15.200 DEFINITIONS

Abut or Abutting

To touch or have a common boundary.

Accessory Building

A building or structure customarily incidental and subordinate to the principal structure and located on the same lot as the principal building. See also §4.201.

Adjacent

Lying near or in the immediate vicinity.

Agriculture

Any land or building used for pasturage, floriculture, dairying, horticulture, forestry, and livestock or poultry husbandry.

Agriculture

Uses such as gardens, farms and orchards that involve the raising and harvesting of food and non-food crops and the raising of farm animals

Aircraft Landing Area

Facilities where fixed-wing aircraft or helicopters take off and land, including customary accessory uses and structures.

Airport

The Huntsville Municipal Airport.

Airport Elevation

The highest point of an airport's usable landing area measured in feet from mean sea level.

Airport Hazard

Any structure or object of natural growth located on or in the vicinity of a public airport, or any use of land near such airport, which obstructs the airspace required for the flight of aircraft in landing or takeoff at such airport or is otherwise hazardous to such landing or takeoff of aircraft.

Alley

A legally established private access easement affording a secondary means of vehicular access to abutting property and not intended for general traffic circulation.

Alluvial Fan Flooding

Flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

All-Weather Surface (or Material)

Asphalt, concrete or other equivalent city-approved, hard-surface material that is capable of providing protection against potholes, erosion, dust and substantial deterioration. Gravel or crushed stone alone does not qualify as an all-weather surface.

Alterations

Any change, addition or modification in construction or type of occupancy; any change in the structural members of a building, such as walls or partitions, columns, beams or girders; or any change which may be referred to herein as "altered" or "reconstructed".

Animal Service

Uses that provide goods and services for the care of animals, including grooming shops, boarding kennels, shelters, training facilities and veterinary clinics.

Apartment/Condo

See description in [Table 4-1](#).

Apex

A point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

Apartment/Condo

One or more residential buildings occupied by 3 or more dwelling units that share common walls and/or common floors/ceilings.

Applicant

A person seeking an action or approval under provisions of this ordinance.

Approach

Transitional, horizontal and conical zones. These zones apply to the area under the approach, transitional, horizontal, and conical surfaces defined in FAR Part 77.

Area of Shallow Flooding

A designated AO, AH, or VO zone on a community's Flood Insurance Rate Map (FIRM) with a one percent chance or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of Special Flood Hazard

The land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Boundary Map (FHBM). After detailed rate making has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AE, AH, AO, A1-99, VO, V1-30, VE or V.

As-Built Drawings (or Plans)

Plans prepared by a registered professional engineer and certifying that the public improvements are constructed as shown.

Assembly and Entertainment

Uses that provide gathering places for participant or spectator recreation, entertainment or other assembly activities. Assembly and entertainment uses may provide incidental food or beverage service. Typical uses include gun clubs, shooting ranges, riding stables and academies, bowling centers, cinemas, go-cart tracks, miniature golf courses, stadiums, arenas, video arcades, race tracks, fairgrounds, rodeo grounds, water parks, amusement parks and live theater.

Base Flood

The flood having a one percent chance of being equaled or exceeded in any given year.

Basement

Any area of the building having its floor sub-grade (below ground level) on all sides.

Bedroom, Purpose-Built Shared Housing

A room intended for occupancy by a single occupant and meeting the requirements of the International Residential Code and International Building Code.

Berm

A man-made, formed, earth mound of definite height and width used for obscuring purposes; the intent of which is to provide a transition between uses of differing intensity.

Block

A tract or parcel of land designated as such on a subdivision plat surrounded by streets or other physical obstructions.

Boundary Sewer Line

A sewer line installed in a street bounding a development or faced on only one side by a development, which can also serve property not included in the development on the opposite side of the street.

Boundary Water Line

A water line, installed in a street bounding a development or faced on only one side by a development, which can also serve property not included in the development on the opposite side of the street.

Buffer

A strip of land, including any specified type and amount of landscape plantings or structures that may be required to protect one type of land use from another, or minimize or eliminate conflicts between them.

Buildable Area

That portion of a building site on which a structure or building improvements may be erected, and including the actual structure, driveway, parking lot, pool, and other construction as shown on the site plan.

Building

See definition in Building Code.

Building Height

See "height."

Building Line

Same as minimum required front setback.

Building or Tower-mounted Antenna

The physical device that is attached to a freestanding tower, building or other structure, through which electromagnetic, wireless telecommunications signals authorized by the Federal Communications Commission are transmitted or received.

Building Service

Uses that provide maintenance and repair services for all structural and mechanical elements of structures and their surroundings. Typical uses include janitorial, landscape maintenance, extermination, plumbing, electrical, HVAC, window cleaning and similar services.

Business Support Service

Uses that provide personnel services, printing, copying, photographic services or communication services to businesses or consumers. Typical uses include employment agencies, day labor hiring services, armored car services, copy and print shops, caterers, telephone answering services and photo developing labs.

Building, Principal

A building in which is conducted the main or principal use of the lot on which said building is located.

Caliper

The diameter measurement of the stem or trunk of nursery stock. The location of the measurement depends on the plant type. For fruit trees, small fruits, understock, and seedling trees and shrubs, caliper measurement shall be taken at the root collar or at other points expressly described in ANSI Z60.1. For all other nursery stock, caliper measurement is taken six inches above the ground level for field grown stock and from the soil line for container grown stock, which should be at or near the top of the root flare, and six inches above the root flare for bare root plants, up to and including the four-inch caliper size interval (i.e., from four inches up to, but not including, 4Yi inches). If the caliper measured at six inches is four and one-half inches or more, the caliper shall be measured at 12 inches above the ground level, soil line, or root flare, as appropriate. (See also "Diameter at Breast Height.")

Caliper-Existing Tree(s)

Existing tree caliper shall be determined by measuring the tree width at a point 4½ feet above ground level.

Caliper-Replacement Tree(s)

Replacement tree caliper shall be determined by measuring the tree width at a point 4 to 6 inches above ground level. This measurement is used for measuring nursery stock and is only used for trees that are to be planted or relocated. The minimum caliper of a replacement tree is 2 inches.

Car Wash

A facility for the washing or cleaning of vehicles. A car wash may be:

- A bay or a group of bays with each bay to accommodate one vehicle only where a person uses a high-pressure hose to wash the vehicle by hand;
- An automated conveyor or drive-through bay that allows washing a vehicle while moving through the structure.

Certificate of Compliance

A certificate issued by the City to a party or parties intending to initiate any work or change any use of property in the City.

City

The City of Huntsville, Texas.

College or University

Institutions of higher learning (beyond senior high school) that offer courses of general or specialized study and are authorized to grant academic degrees.

Commercial

Uses that provide a business service or involve the selling, leasing or renting of merchandise to the general public. The commercial use subcategories are as follows.

Commercial Message

Any sign, wording, logo, or other representation that directly or indirectly, names, advertises, or calls attention to a business, product, service or other commercial activity.

Commercial Service

Uses that provide for consumer or business services and for the repair and maintenance of a wide variety of products.

Commercial Service Uses, All Other

Commercial service uses other than those more specifically identified above

Community Center

A building and its surrounding premises owned, leased or otherwise controlled by a unit of local government or a school district and that contains rooms or other facilities limited to use for purposes of meetings, gatherings or other functions or activities carried on or performed by or under the supervision of a unit of local government, a school district or a civic, educational, religious or charitable organization.

Community Garden

An area managed and maintained by a group of individuals to grow and harvest food crops or non-food crops (e.g., flowers) for personal or group consumption, for donation or for sale that is incidental in nature.

Community Home

A community-based residential home occupied by no more than 8 disabled persons and 2 nonresident supervisory personnel and that otherwise complies with the Community Homes for Disabled Persons Location Act, Chapter 123.001, Texas Human Resources Code.

Construction, Existing

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, "existing construction" means structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures."

Construction, New

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, this term means structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

Consumer Maintenance and Repair Service

Uses that provide maintenance, cleaning and repair services for consumer goods on a site other than that of the customer (i.e., customers bring goods to the site of the repair/maintenance business). Typical uses include laundry and dry cleaning pick-up shops, tailors, taxidermists, dressmakers, shoe repair, picture framing shops, gunsmiths, locksmiths, vacuum repair shops, electronics repair shops and similar establishments. Business that offer repair and maintenance service technicians who visit customers' homes or places of business are classified as a "building service."

Correctional Facility (Private)

A facility not owned or operated by a governmental entity that provides housing and care for individuals legally confined for violations of law.

Critical Feature

An integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

Day Care

Uses providing care, protection and supervision for children or adults on a regular basis away from their primary residence for less than 24 hours per day.

Detached House

A single dwelling unit on a single lot, with private yards on all sides.

Development

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, “development means any man-made change in improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials.

For purposes of administering and interpreting all other provisions of this Development Code, “development” means any of the following (1) Construction of any new building or structure with a total gross floor area of more than 500 square feet; (2) expansion by more than 25% of any existing building or structure with a total gross floor area of more than 500 square feet; or (3) Creation of more than 4 parking spaces.

Developer

Any person who improves or subdivides a tract of land or improves or takes any action preparatory to the erection, improvement or movement of any building or structure on a tract of land.

Density

The average number of dwelling units per acre for the entire development, including streets. For density regulations for Purpose-Built Shared Housing, refer to *Purpose-Built Shared Housing Design Criteria*.

Diameter at Breast Height

The outside bark diameter at breast height. Breast height is defined as 4.5 feet (1.37m) above the forest floor on the uphill side of the tree. For the purposes of determining breast height, the forest floor includes the duff layer that may be present, but does not include unincorporated woody debris that may rise above the ground line.

Display Surface (of a Sign)

The entire surface of a sign, on one side, devoted to exhibiting or contrasting exhibits of advertising. The display surface shall generally include the entire sign surface except for the sign frame and incidental supports.

District (Development)

An area of land for which there are uniform regulations governing the use of buildings and premises, density of development, yard requirements and height regulations.

Driveway

That portion of a vehicular use area that consists of a travel lane bounded on either side by an area that is not part of the vehicular use area.

Dwell Time

The time that a single message on a dynamic display is held static or constant, without any change in the message or image displayed.

Dwelling Unit, Apartment/Condo & Purpose-built Shared Housing

A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Dwelling Unit, Single Family

One or more rooms with bathroom and principal kitchen facilities designed as a self-contained unit for occupancy by one family for living, cooking and sleeping purposes. See also description of residential building types in [Table 4-1](#).

Dynamic Display

Any element of a sign or sign structure capable of displaying words, symbols, figures, images or messages that can be electronically or mechanically changed by remote or automatic means. This also includes any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows a sign to present a series of images, messages or displays.

Eating Establishment

Uses that prepare and serve food and beverages for on- or off-premise consumption as their principal business. Typical uses include cafés, restaurants, cafeterias, ice cream/yogurt shops, coffee shops and similar establishments.

Erected

The word "erected" includes built, constructed, reconstructed, moved upon, or any physical operations on the premises required for the building. Excavations, fill, drainage, and the like, shall be considered a part of erection.

Elevated Building

A non-basement building (i) built, in the case of a building in Zones A1-30, AE, A, A99, AO, AH, B, C, X, and D, to have the top of the elevated floor, or in the case of a building in Zones V1-30, VE, or V, to have the bottom of the lowest horizontal structure member of the elevated floor elevated above the ground level by means of pilings, columns (posts and piers), or shear walls parallel to the floor of the water and (ii) adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood. In the case of Zones A1-30, AE, A, A99, AO, AH, B, C, X, D, "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters. In the case of Zones V1-30, VE, or V, "elevated building" also includes a building otherwise meeting the definition of "elevated building", even though the lower area is enclosed by means of breakaway walls if the breakaway walls met the standards of Section 60.3(e)(5) of the National Flood Insurance Program regulations.

Excavation

Any breaking of ground, except common household gardening, general farming and ground care.

Family

One or more persons related by blood, marriage, or adoption, or parents along with their direct lineal descendants, and adopted or foster children (including domestic employees) or a group not to exceed two persons not related by blood or marriage, occupying a premises and living as a single housekeeping unit with single cooking facilities. Every additional group of two or less persons living in such housekeeping unit shall be considered a separate family. This definition does not apply in instances of group care centers, or licensed residential facilities.

Farming/General Agriculture

An area managed and maintained by an individual or group of individuals to grow and harvest crops or animals for sale or distribution,

FEMA

Federal Emergency Management Agency

FHBM

Flood Hazard Boundary Map

Filling

The depositing or dumping of any matter into or onto the ground except common household gardening and general maintenance.

Financial Service

Uses engaged in the exchange, lending, borrowing and safe-keeping of money. Typical examples are banks, credit unions, and consumer lending establishments.

FIRM

See Flood Insurance Rate Map

Flag Lot

A lot that has minimum frontage on a public street, but on which the buildable portion of such lot is reached via a private drive or lane whose width is some distance back from the street right-of-way. Sometime referred to as “panhandle lots.”

Flood or Flooding

A general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland or tidal waters or (2) the unusual and rapid accumulation or run-off of surface waters from any source.

Flood Insurance Rate Map (FIRM)

An official map of a community, on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study

The official report provided by the Federal Emergency Management Agency. The report contains flood profiles, water surface elevation of the base flood, as well as the Flood Boundary-Floodway Map.

Floodplain Management

The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

Floodplain or Flood-Prone Area

Any land area susceptible to being inundated by water from any source (see definition of flooding).

Floodproofing

Any combination of structural and nonstructural additions, changes or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Flood Protection System

Those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the areas within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such as system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

Floodway (Regulatory Floodway)

The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Foot-candle

A measure of illumination, the amount of light falling onto a surface. One lumen of light, shining evenly across one square foot of surface, illuminates that surface to one foot-candle.

Fraternal Organization

The use of a building or lot by a not-for-profit organization that restricts access to its facility to bona fide, annual dues-paying members and their occasional guests and where the primary activity is a service not carried on as a business enterprise.

Freestanding Tower

A structure intended to support equipment that is used to transmit and/or receive telecommunications signals including monopoles and guyed and lattice construction steel structures.

Frontage

The dimension of a property line or portion of a property line that abuts a street; side yards of corner lots are excluded. If the subject property does not abut a street, frontage is measured along the property line that is closest to and most nearly parallel to a street.

Fuel Sales

A place where vehicular fuel, stored only in underground tanks, is offered for sale to the public or where charging stations are made available for the charging of vehicles.

Functionally Dependent Use

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, this term means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Funeral or Mortuary Service

Uses that provide services related to the death of a human, including funeral homes, mortuaries, crematoriums and similar uses. Also includes crematoriums for pets and domestic animals.

Governmental Facility

Uses (not otherwise classified) that are related to the administration of local, state or federal government services or functions.

Grade

Grade shall be determined by the level of the ground adjacent to the walls of any structure if the finished grade is level on all sides of the building or structure. If the ground is not level, the grade shall be determined by averaging the elevation of the ground for each face of the structure.

Groundcover

A spreading plant, including sods and grasses less than 18 inches in height, used for landscape design and erosion control.

Group Living

Residential occupancy of a building or any portion of a building by a group other than a household. Group living uses typically provide communal kitchen/dining facilities.

Habitable Floor

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, this term means any floor usable for the following purposes; which includes working, sleeping, eating, cooking or recreation, or a combination thereof. A floor used for storage purposes only is not a "habitable floor."

Half-Street

A vehicular access-way created if only a portion of the required right-of-way width or pavement width is dedicated and/or constructed.

Height, Building

The vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for gable, hip, and gambrel roofs. Where a building is located on a sloping terrain, the height may be measured from the average ground level of the grade at the building wall.

Height, Sign

See §8.1102.

Highest Adjacent Grade

The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure (See also Sec. 3.400)

For the purpose of interpreting and administering the flood protection regulations of 8.1103.B, this term means any structure that is:

- 1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- 2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- 3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
- 4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. by an approved state program as determined by the Secretary of the Interior or;
 - b. directly by the Secretary of the Interior in states without approved programs.

Home Occupation

Accessory use of a dwelling unit for limited commercial (home-based work) purposes. Home occupations are subject to the regulations of Sec. 4.202.

Hospital

Uses providing medical or surgical care to patients and offering inpatient (overnight) care.

Household Living

Residential occupancy of a dwelling unit by a household. When dwelling units are rented, tenancy is arranged on a month-to-month or longer basis. Uses where tenancy may be arranged for a shorter period are not considered residential; they are considered a form of lodging.

Improvement

Any physical structure or system, including building, drainage work, water system, sewer system, sidewalks, streets, or utility system.

Industrial

Uses that produce goods from extracted and raw materials or from recyclable or previously prepared materials, including the design, storage and handling of these products and the materials from which they are produced.

Industrial, Heavy

Uses engaged in the manufacturing, assembly or processing of chemicals, animal products and metals; the activities of which are likely to have characteristics that discourage adjacency to residential uses. Factory production and industrial yards are located here. Sales to the general public are rare.

Uses in this use category include the manufacture, assembly or processing of: acid, acetylene gas, aircraft, alcoholic beverages (wholesale), ammonia, asbestos and asbestos products, asphalt, automobiles or trucks, batteries, bones, boxes or crates or pallets, brick or tile or terra cotta, building materials, celluloid, cement, chalk, charcoal, chemicals, chlorine, coffins, corrugated metal, cotton oil, creosote, disinfectant, dyes or inks, fat, fertilizer, fireworks, gas, gelatin, glass, glue, graphite, grease, gunpowder, gypsum, hemp, insecticide, lacquer, lard, lime, linoleum, machinery, manufactured or mobile homes, metal, motors or engines, paint, paraffin, petroleum, plaster of Paris, plastic, poison, porcelain, recreational vehicles, railroad vehicles and equipment, rubber, salt, shellac, tallow, tar, tires, trailers, turpentine, varnish, vinegar, wax, or yeast.

Additional uses include: Arsenal; Boiler works; Bulk storage of explosive or hazardous materials; Concrete batching and asphalt processing and manufacture; Fertilizer storage; Grain elevator; Grain and feed manufacturing building; Incinerator for reduction of garbage, dead animals, offal, refuse or automobile bodies (non-governmental); Railroad yard or repair shop; Sawmill; Smelter; Slaughtering, packaging or processing of animals; Wrecking, junk or salvage yard.

Industrial, Light

Uses engaged in the manufacturing, assembly or processing of industrial, business or consumer goods; usually from basic finished inputs such as metal, stone, glass, plastic, or rubber. Contractors and building maintenance services and similar uses perform services off-site. Few customers, especially the general public, come to the site.

Uses in this use category include manufacture or assembly of: appliances, artificial limbs, awnings, beds, blinds, boats, books, brooms, buses, carpet, clothing or textiles or canvas, cosmetics, equipment, electrical items, felt, hardware, ice, jewelry, medical, optical or dental instruments or supplies, mirrors, medical instruments, musical instruments, perfume, pharmaceuticals, shoes, shutters or shades, signs, and toys.

Additional uses include: Bakery, wholesale; Bottling or canning; Brewery; Building and development contractors; Bulk mailing service; Clothing or textile manufacturing; Creamery; Crematorium; Engraver; Exterminator service; Food processing; Janitorial and building maintenance service; Maintenance and repair shop; Laundry, dry-cleaning, and carpet cleaning plants; Metal plating; Metal shop; Printing, publishing, and lithography; Repair of scientific or professional instruments or electric motors; Research and development laboratory; Smoking or processing of meat products (wholesale); Stone cutting; Welding, tool repair or machine shop; Woodworking, including cabinet makers and furniture manufacturing.

Landscape Development

Trees, shrubs, ground cover, vines or grass installed in planting areas, having a minimum of 10 square feet of actual plantable area and a minimum inside dimension on any side of at least 18 inches.

Lawfully Established

A use, structure, lot or sign (as the context indicates) that was established in conformance with all applicable development regulations in effect at the time of its establishment.

Lease

A contract by which one owning such property grants to another the right to possess, use and enjoy it for a specified period of time in exchange for the periodic payment of a stipulated price.

Levee

A man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

Levee System

A flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

Library

Collections of books, manuscripts and similar materials for free public lending, study and reading.

Lodging

Uses that provide temporary overnight guest accommodations.

Lot

An undivided tract or parcel of land having frontage on a public street and which is, or in the future may be offered for sale, conveyance, transfer or improvement.

Lot Depth

The distance on a horizontal plane between the midpoint of the front lot line and the midpoint of the rear lot line.

Lot Lines

The lines bounding a lot.

Lot Line, Front:

In the case of an interior lot, a line separating the lot from the street; as in the case of a corner lot, a line separating the narrowest street frontage of the lot from the street, except in those cases where the deed restrictions specifies another line as the front lot line; provided, however, that the front lot line of a non-residential lot shall be that side adjacent to the highest volume street.

Lot Line, Rear

A lot line opposite and most distant from the front lot line.

Lot Line, Side

Any lot line not a front line or rear lot line.

Lot of Record

A lot that is either:

- 1) part of a platted subdivision, the plat of which is recorded in the office of the Walker County clerk,
- 2) a parcel or lot described by metes and bounds, the deed of which has been recorded in the office of the Walker County clerk prior to March 1, 1982; or
- 3) a lot that is part of an approved Boundary Line Adjustment, the plat of which is filed with the City.

Lot Width

See §5.703.

Lowest Floor

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, this term means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood Insurance Program regulations.

Manufactured Home or Housing Unit (HUD-code)

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 (8) 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 Code of Federal Regulations, Section 3282.8(g).

Manufactured Home Park or Subdivision

A parcel (or contiguous parcels) of land divided into 4 or more manufactured home lots for rent or sale.

Manufactured Home Park or Subdivision, Existing

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, “existing manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Manufactured Home Park or Subdivision, Expansion of an Existing

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, “expansion of an existing manufactured home park or subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Manufactured Home Park or Subdivision, New

A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

Marquee

A roof-like structure of a permanent nature projecting from the wall of a building.

Mean Sea Level

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, this term means the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

Mining/Extraction

The extraction of oil, gas, minerals, top soil or aggregate resources from the ground, whether conducted below grade or at ground-level. Examples include oil and gas extraction; quarrying or dredging for sand, gravel or other aggregate materials; mining and top soil extraction. Also includes crushing, washing and grading minerals, top soil or aggregate resources; manufacture of Portland cement, concrete or asphaltic concrete, at the source of supply of crushed rock, sand, or gravel.

Mining/Extraction, Surface or Above-ground

Mining or extraction that occurs above ground, whether in whole or in part

Mining/Extraction, Underground

Mining or extraction that occurs completely underground

Mixed Use, Horizontal

A development that contains both commercial and residential uses that share common features, that may include, but is not limited to, parking, access, building design features, or common open space or amenity areas.

Mixed Use, Vertical

A building that contains both commercial and residential uses with permitted nonresidential uses on the first floor and permitted residential uses on the upper floors.

Mobile Food Vendor

Any person that sells edible goods from a mobile unit at a stationary location approved for such activity within the city. "Mobile" shall mean the state of being in active, but not necessarily continuous, movement. Edible goods shall include but are not limited to: a) Prepackaged food including, but not limited to, candy, beverages, and ice cream. b) Prepared food including, but not limited to, hot dogs, desserts, and pizza. c) On-site prepared food including, but not limited to shaved ice, sandwiches, and tacos.

Mobile Food Vendor Court

A land approved and developed in conformity with an approved site plan, where two or more mobile food vendors congregate to offer edible goods, including beverages, for sale to the public and amenities are provided for all vendors' customers.

Mobile Home

A structure that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight (8) 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.

Mobile Home Park

A mobile home park is a parcel of land under single ownership on which two (2) or more mobile homes are occupied as residences. Any mobile home facility where two or more units are intended for long-term residential use (beyond ninety (90) days) is considered a mobile home park for purposes of applying development standards.

Mobile/Manufactured Dwelling Unit (Outside of MH Park)

Three or fewer mobile homes or manufactured dwelling units located on a single lot outside of a mobile/manufactured home park. See also the definition in Sec. 15.200.

Multiplex

A multi-family building type divided into three or four dwelling units and designed to resemble a large single-family home. Units may have either private or shared access and may be arranged in a variety of configurations, including back-to-back, side-to-side, or over-under.

Museum or Cultural Facility

Museum-like preservation and exhibition of objects in one or more of the arts and sciences, gallery exhibitions of works of art and similar institutions.

Natural Resource Preservation

Undeveloped land left in a natural state for specific use as visual open space or environmental purposes. Typical uses include wildlife or nature preserves, arboretums, flood management projects and reservoirs.

Noncommercial Message

Any sign, wording, logo, or other representation that does not directly or indirectly, name, advertise, or call attention to a business, product, service for sale or lease, or to any other commercial interest or activity.

Nonconforming Building (Nonconforming Structure)

See §11.401.

Nonconforming Use

See §11.301.

Nonprecision Instrument Runway

A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance, or area type navigation equipment, for which a straight-in nonprecision instrument approach procedure has been approved or planned, and for which no precision approach facilities are planned or indicated on an FAA planning document or military service's military airport planning document.

Nursing Home

An institution providing meals and resident care and services for persons who are generally admitted for periods of time exceeding 30 days. Such service includes custodial or attendant care, and may or may not provide for routine and regular medical and skilled nursing services. Nursing homes include homes for the aged, and convalescent and rest homes.

Office

Uses in an enclosed building, customarily performed in an office, that focus on providing executive, management, administrative, professional or medical services.

Open-Air Use

Storage yards, construction debris sites, used vehicle sales lots, vehicle impound yards, auto wrecking, junkyards, and similar uses conducted outside of enclosed buildings and when the only buildings on the lot are incidental and accessory to principal use of the lot.

Owner

Any owner, authorized agent or contractor who constructs, enlarges, alters, repairs, moves or changes the occupancy of a building or structure.

Owner's Front Footage

The pro rata amount of the cost of a water or sewer line extension that is not reimbursable to the person requesting the extension.

Parks and Recreation

Recreational, social or multi-purpose uses associated with public parks and open spaces, including playgrounds, playfields, play courts, community centers and other facilities typically associated with public park and open space areas. Also includes public and private golf courses.

Pavement Width

The portion of the surface of the street available for vehicular traffic; if curbed, it is that portion of street between back of curb and back of curb.

Perpetual Access Easement

An easement to allow access to properties that do not have frontage on an established public street. The easement is required to be of permanent extent and without any limitation of time.

Person

An individual, firm, partnership, corporation, company, association, joint stock association or governmental entity. It includes a trustee, receiver, assignee or similar representative of any of them.

Personal Improvement Service

Uses that provide a variety of services associated with personal grooming, instruction and maintenance of fitness, health and well-being.

Typical uses include: Animal grooming; Barbershop or beauty, nail, skin care, or tanning salon; Day spa; Dry cleaning and pressing establishment; Funeral home or mortuary; Kennel; Laundromat; Massage establishment; Music, art, or photographic studio or classroom; Optician or optometrist; Photocopy, blueprint, and quick-sign service; Postal services (non-governmental); Psychic or medium; Tailor; Taxidermist; and Veterinarian (small animal); and other uses meeting the definition of Service-Oriented Uses according to the City Planner.

Primary Surface

A surface longitudinally centered on a runway. When the runway has a specially prepared hard surface, the primary surface extends two hundred (200) feet beyond each end of that runway; but when the runway has no specially prepared hard surface, or planned hard surface, the primary surface ends at each end of that runway. The width of the primary surface of a runway will be that width prescribed in Part 77 of the Federal Aviation Regulation (FAR) for the most precise approach existing or planned for either end of that runway. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

Principal Use

The main use to which the premises are devoted and the principal use for which the premises exist.

Private Street

A vehicular access way under private ownership and maintenance providing access to building units in the interior of a lot.

Pro Rata

The charge per front foot of abutting land to be paid by the lot owner or owner of a development to aid in defraying the cost of supplying sewer service or water service to his lot or site.

- 1) Single pro rata: The charge based on the front footage of abutting land on only one side of the street or easement.
- 2) Double pro rata: The charge based on the front footage of abutting land on both sides of the street or easement.

Protected Tree Replacement Plan

Is a plan that include all information necessary to demonstrate tree replacement along with tree preservation meet the forestation requirements of this section.

Public Street

A public right-of-way, however designated, dedicated or acquired, that provides vehicular access to adjacent private or public properties.

Public Utility

Any person, firm or corporation, municipal department, board or commission duly authorized to furnish and furnishing under federal, state or municipal regulations to the public; gas, steam, electricity, sewage disposal, communication, telephone, telegraph, transportation or water.

Public, Civic and Institutional

Public, quasi-public and private uses that provide unique services that are of benefit to the public at-large.

Purpose-Built Shared Housing, Attached

Two or more attached dwelling units on an individual lot, rented by the bedroom through individual leases, for which an approved building permit was issued after 04/16/2019, which is occupied or intended to be occupied by more than two (2) unrelated persons.

Purpose-Built Shared Housing, Detached

One or more detached dwelling units on an individual lot, rented by the bedroom, for which an approved building permit was issued after 04/16/2019, each detached dwelling unit having three (3) or more bedrooms and which is occupied or intended to be occupied by more than two (2) unrelated persons.

Ratio of Replacement

Refers to protected trees to be replaced at a ratio of one inch for every three inches removed and historic trees are to be replaced at a ratio of two inches for every one inch removed.

Recreational Vehicle (Outside of RV park)

One or more recreational vehicles located on a single lot outside of a recreational vehicle park. See also the definition in Sec. 15.200.

Recreational Vehicle (RV)

A vehicle that is:

- a) built on a single chassis;
- b) 400 square feet or less when measured at the largest horizontal projections;
- c) designed to be self-propelled or permanently towable by a light duty truck; and
- d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use

Recreational Vehicle Park

An establishment that provides temporary, short-term overnight accommodations for camping in two or more campers, trailers, or similar recreational vehicles.

Recyclable Material Drop-off Facility

An establishment that accepts consumer recyclable commodities directly from the consuming party and stores them temporarily before transferring them to recyclable material processing facilities.

Recyclable Material Processing Facility

Establishments that receive and process consumer recyclable commodities for subsequent use in the secondary market.

Recycling Facility

Uses that collect, store or process recyclable material for the purpose of marketing or reusing the material in the manufacturing of new, reused or reconstituted products.

Religious Assembly

Religious services involving public assembly that customarily occur in churches, synagogues, temples and other places of worship.

Repair Service

Uses that are primarily engaged in the provision of repair services to individuals and households rather than other businesses, but excluding vehicle and commercial repair services.

Uses in this use category include store offering repair of retail consumer goods excluding those repair services listed in the Vehicle Sales and Service use type, and including, but not limited to: appliances, bicycles, clocks, electronics, furniture, jewelry, locks and keys, musical instruments, office equipment, shoes, and watches.

Research Service

Uses engaged in scientific research and testing services leading to the development of new products and processes. Such uses resemble office buildings or campuses and do not involve the mass production, distribution or sale of products.

Reserve

A tract of land created within a subdivision plat that is not divided into lots or proposed for development at the time of platting.

Residential

A tract of land designed for or used exclusively to contain a dwelling unit or units. A "primary residential area" shall mean a street or streets in which a majority of the total front footage is used for residential purposes.

Retail Sales

Uses (other than those more specifically defined herein) involving the sale, lease or rental of new or used goods to the ultimate consumer.

Typical uses include selling, leasing or renting consumer, home, and business goods including, but not limited to: alcoholic beverages; animal feed; antiques; appliances; art; art supplies; automobile and motorcycle parts and accessories; baked goods (retail); bicycles; books; building supplies; cameras; carpet and floor coverings; clothing; collectibles; computers; convenience goods; crafts; electronic equipment; electronic and mixed media; fabric; flowers; furniture; garden supplies; gifts or novelties; groceries; hardware; home improvement supplies; household products; jewelry; luggage; medical supplies; musical instruments; office supplies; pawned items; pets or pet supplies; pharmaceuticals; photographic supplies; picture frames; plants; postal supplies (non-governmental); printed materials; produce; school or teacher supplies; second-hand goods indoors; seeds; souvenirs; shoes; sporting goods; stationery; tobacco, electronic cigarettes, and related products; and toys.

Right-of-way

A street, alley, or other thoroughfare or easement permanently established for passage of persons, vehicles, or the location of utilities. The right-of-way is delineated by legally established lines or boundaries.

Runway

A defined area on an airport prepared for landing and takeoff of aircraft along its length.

Safety Service

Establishments that provide fire, police or life protection, together with the incidental storage and maintenance of necessary vehicles. Typical uses include fire stations, police stations, ambulance services and storm or civil defense shelters.

School

Public and private schools at the primary, elementary, junior high or high school level that provide basic, state-compulsory education.

Self-Service Storage Facility

Uses that provide separate, small-scale, self-service storage facilities leased or rented to individuals or small businesses.

Setback

See Sec. 5.705.

Setback, Rear

See §5.705.A3.

Setback, Side

See §5.705.A2.

Setback, Street

See §5.705.A1.

Setback, Street Side

See §5.705.A1.

Shared Driveway Easement

An easement which allows abutting properties, with access on an established public street, to permanently combine and share driveway access points.

Shrub

A woody perennial plant differing from a perennial herb by its more woody stem and from a tree by its low stature and habit of branching from the base.

Sign

Any identification, description, illustration, or device illuminated or non-illuminated that is visible to the public from adjoining streets or adjoining properties and that directs attention to a product, service, place, activity, person, institution, business, or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, banner, pennant, placard, temporary sign, light, decoration, balloon or other device designed to attract attention, advertise, identify or convey information. Building details that are an integral part of the overall architectural design of a building or works of art accessory to a building are not considered signs.

Sign, Off-Premise

A sign that directs attention to a business, commodity service, or entertainment conducted, sold, or offered elsewhere than upon the premises where such sign is located or to which it is affixed.

Sign, On-Premise

A sign that directs attention to a business, commodity service, or entertainment conducted, sold, or offered upon the premises where such sign is located or to which it is affixed.

Sign Area (or Sign Face Area)

The surface measurement of a sign. See also Sec. 8.1100.

Sign, Construction

A sign on the site of permitted development/construction activities.

Sign, Directional

A sign used to convey directions and other information for the convenience of the public. Included are signs designating restrooms, address numbers, hours of operation, entrances to buildings, help wanted, public telephone, etc. Also included are signs on private property designed to direct pedestrians or vehicular traffic, such as “entrance” or “exit.”

Sign, Dynamic Display

See “dynamic display.”

Sign, Freestanding

Any sign on a frame, pole or other support structure that is not attached to any building. Sometimes referred to as “ground signs.”

Sign, Identification

A sign indicating the name and address of a building, or the name of an occupant thereof, and the practice of a permitted occupation therein.

Sign, Menu Board

A sign displaying goods or services available through a drive-up window or available through a drive-in or drive-through establishment.

Sign, Monument

A freestanding sign where the base of the sign structure is on the ground or no more than 12 inches above the ground adjacent to the sign. Typically constructed of brick, wood, stone, or metal, monument signs have a base that is at least 80% of the width of the sign face.

Sign, Moving

Any sign that revolves, rotates, swings, undulates, or otherwise attracts attention by moving parts, whether operated by mechanical equipment or by natural sources, not including flags or banners.

Sign, Portable

Any sign not permanently attached to the ground, a building or other structure that is not readily movable. Any sign attached to a sign structure that has wheels will be considered a portable sign, as well as any sign attached to a frame or other sign structure that is not permanently attached to the ground or a building.

Sign, Projecting

Any sign that is attached to a building and that projects outward from the exterior wall of the building by more than 18 inches. The face of a projecting sign is typically perpendicular to the adjacent building wall.

Sign, Roof

Any sign erected, constructed, maintained or visible above the parapet on a building with a flat roof or above the peak on a pitched roof.

Sign Structure

Any structure that supports a sign, including decorative cover.

Sign, Temporary

Any sign, banner, pennant, valance, or advertising display that by intent is not permanent, constructed of cloth, canvas, lightweight fabric, cardboard, wallboard, or other lightweight materials with or without frames, intended to be displayed for a short period of time only.

Sign, Wall

A single-faced sign attached generally flush or parallel to the wall of a building.

Site Area

The total land and water surface area contained within the boundaries of a parcel proposed for infill development, including all platted lots or unplatted properties.

Site Plan

A plan showing all salient features of a proposed development, so that it may be evaluated in order to determine whether it meets the provisions of this Code.

Start of Construction

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, this term means substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Street, Expressway

Roads intended to serve interstate or high speed, high-volume urban traffic. Access to expressways is limited to other expressways and major streets.

Street, Arterial

Roads of regional importance or the main roads of a community. Direct access is primarily limited to significant land uses.

Street, Collector

Provides access to nonresidential land uses and connects residential streets to the system's arterial streets.

Street, Local

Provides access to adjacent land. Characterized by a small service and low speeds.

Street, Stub

A street that is temporarily terminated, but that is planned for future continuation.

Structure

As defined in International Building Code.

Structure (Floodplain)

For floodplain management purposes, means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

Subdivision

See Sec. 12.702.

Subdivision Plat

A map or drawing of a proposed subdivision prepared in a manner suitable for recording in the County records and containing accurate and detailed engineering and survey data, dimensions, dedicatory statements and certificates. See also Sec. 12.700.

Substantial Damage

For floodplain management purposes, means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, this term means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

- a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions or
- b) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Tiny House

A dwelling unit that is factory or site-built on a permanent foundation in accordance with applicable codes, laws and standards.

Tiny Home Community

A group of tiny homes, constructed either on a chassis or on a foundation, that are arranged in common relationship to one another, usually surrounding a shared common open space area.

Townhouse

A single dwelling unit on a single lot that shares at least one common or abutting wall with another attached house located on a separate lot.

Trade School

Uses that focus on teaching the skills needed to perform a particular job. Examples include schools of cosmetology, modeling academies, computer training facilities, vocational schools, administrative business training facilities and similar uses.

Tree

Any self-supporting woody plant species, which normally grows to an overall minimum height of 20 feet.

Tree, Canopy

Any self-supporting woody plant with one well-defined trunk and a distinct and definite formed crown that attains a height of at least 30 feet at maturity.

Tree Diameter

See “Diameter at Breast Height” (for measuring existing trees) and “Caliper” (for measuring new trees to be planted)

Tree(s) Historic

A tree(s) which has been found by the city to be of a notable historic interest because of its age, type, size or historic association and has been so designated as part of the official records of the city.

Tree, Non-canopy

Any self-supporting woody plant with one or more trunks that attains a height of at least 15 feet at maturity.

Tree(s) Nuisance

A tree(s) that is non-native invasive, diseased, infested with harmful insects, dying or dead.

Tree(s) Protected

Any self-supporting woody perennial plant which has a caliper of three inches (3”) or more when measured at a point of 4½ feet above ground level and which normally attains an overall height of at least 20 feet at maturity, usually with one main stem or trunk and many branches. It may appear to have several stems or trunks as in several varieties of oaks and is not diseased, dying, dead, or a nuisance tree as determined by an urban forester or International Society of Arboriculture (ISA) certified arborist.

Tree Survey/Inventory

A survey that depicts the location, size and number of trees within the survey area. The survey shall summarize the total number of trees and the diameter inches of trees that will be removed and/or will be preserved. A Tree Survey/Inventory for treed areas that exceed one acre shall be prepared by a registered landscape architect, registered architect, registered engineer or registered surveyor.

Two-unit house

Two dwelling units within the same principal building, located on a single lot. The 2 dwelling units are attached and may be located on separate floors or side-by-side. Also known as “duplexes.”

Unified Development

The separate ownership of single units or apartments in a multiple unit structure or structures with common elements. (See Tex. Rev. Civ. Stat. art. 1301a)

Utilities and Public Service Facility, Minor

Infrastructure services that need to be located in or close to the area where the service is provided. Minor utilities and public service facilities generally do not have regular employees at the site and typically have few if any impacts on surrounding areas. Typical uses include water and sewer pump stations; gas regulating stations; underground electric distribution substations; electric transformers; water conveyance systems; stormwater facilities and conveyance systems; telephone switching equipment and emergency communication warning/broadcast facilities

Utilities and Public Service Facility, Major

Infrastructure services that typically have substantial visual or operational impacts on nearby areas. Typical uses include but are not limited to water and wastewater treatment facilities, high-voltage electric substations, utility-scale power generation facilities (including wind, solar and other renewable and nonrenewable energy sources), sanitary landfills and utility-scale water storage facilities, such as water towers and reservoirs.

Utility Runway

A runway that is constructed for and intended to be used by propeller driven aircraft of twelve thousand five hundred (12,500) pounds maximum gross weight and less.

Variance

A grant of relief to a person from the requirements of this code when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited by this code.

Vehicle Sales and Service

Uses that provide for the sale, rental, maintenance or repair of new or used vehicles and vehicular equipment. Typical uses included within the vehicle sales and service subcategory include vehicle sales and rental businesses, vehicle repair and maintenance shops, fueling stations and car washes.

Vehicle Maintenance

An establishment that specializes in the replacement or repair of any vehicle part that does not require removal of the engine, transmission, or differential. Examples include dent repair, minor painting, upholstery, brake work, and oil changes.

Vehicle Repair

An establishment that specializes in mechanical work, bodywork, major painting, or other similar work on vehicles.

Vehicles Sales, Rental, and Leasing

Premises where the primary occupation is the sale or rental of any vehicle and can include ancillary service or repair of any vehicle. Such use may include the storage of inoperable vehicles for a period not to exceed 90 days.

Violation

For the purpose of interpreting and administering the flood protection regulations of §8.1103.B, this term means the failure of a structure or other development to be fully compliant with the Flood Protection regulations of §8.1103.B. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §8.1103.B is presumed to be in violation until such time as required documentation is provided to the City.

Watercourse

A definite channel of a stream in which water flows within a defined bed and banks, originating from a definite source or sources. (The water may flow continuously or intermittently, and if the latter, with some degree of regularity, depending on the characteristics of the sources.)

Water Surface Elevation

The height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum, where specified, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

Wholesale, Distribution & Storage

Uses that provide and distribute goods in large quantities, principally to retail sales, commercial services or industrial establishments. Long-term and short-term storage of supplies, equipment, commercial goods and personal items is included.

Wholesale, Distribution and Storage, All Other

Wholesale, distribution and storage uses other than those more specifically identified above.

Wholesale, Distribution and Storage, Indoor

Wholesale, distribution and storage uses conducted within a completely enclosed building.

Wireless Communications

Towers, antennas, equipment, equipment buildings and other facilities used in the provision of wireless communication services. The following are wireless communication facility specific use types:

APPENDIX 1: PRELIMINARY PLAN SUBMITTAL REQUIREMENTS

The following information is required with all preliminary plans, unless the City Planner determines that specific items of information are not required in a particular case:

1. The preliminary plan must demonstrate compliance with the general requirements of the Development Code, specifically including the infrastructure and public improvement standards of Article 10;
2. Provide the preliminary plan on sheets 24 inches by 36 inches to a scale of 100 feet per inch or larger. Smaller scales may be allowed at the discretion of the City Planner. If more than one sheet, provide an index sheet at a scale of 500 feet per inch or larger;
3. The words "PRELIMINARY PLAN - NOT FOR RECORD" shall appear on the plan;
4. The date the preliminary plan was submitted and the dates of any revisions shall legibly appear on the plan;
5. The proposed name of the subdivision or development, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within Walker County;
6. The name and address of all property owners, developers and subdividers, engineers, and surveyors;
7. An accurate location of the subdivision or development shall be provided by reference to an established survey or league corner, City of Huntsville horizontal control monument, subdivision corner, or other known point. Primary control points or descriptions and ties to such control point, to which, later, all dimensions, angles, bearings, block numbers, and similar data shall be referred. The preliminary plan shall be located with respect to a corner of the survey or tract, or an original corner of the original survey of which it is a part;
8. Subdivision boundary lines shall be indicated by heavy lines and the computed acreage of the subdivision or development shown;
9. The name of contiguous subdivisions and names of owners of contiguous parcels, and an indication whether or not contiguous properties are platted;
10. The following existing features shall be shown:
 - (a) The location, dimension, name and description of all recorded streets, alleys, reservations, easements, or other public or private rights-of-way within the subdivision or development, intersecting or contiguous with its boundaries or forming such boundaries. In the case of pipelines carrying flammable gas or fuel, the approximate location, size of line, design pressure and product transported through the line shall be shown;
 - (b) The location, dimension, description, and name of all existing or recorded lots, parks, public areas, and other sites within or contiguous with the subdivision or development;
 - (c) The location and size of all existing water, sanitary sewer, and drainage facilities;
 - (d) The location of existing water courses, storm drainage, and the one hundred-year floodplain according to the most recent best available data;
11. Scale in feet and north arrow;
12. Topographic information, including contours at two-foot intervals, flow line elevation of streams, indication of drainage directional flow, and location of any wooded areas;
13. The location, approximate dimensions, description and name of all proposed streets, alleys, drainage structures, parks, or other public areas, easements, or other rights-of-way,

blocks, lots, and other sites within the subdivision or development. Proposed channel cross sections, if any. Existing and/or proposed well site locations;

14. A number or letter to identify each lot and each block. Lots and blocks shown on a preliminary plan should be numbered sequentially;
15. Location of current City limits line, ETJ boundary line, and CCN boundaries as applicable;
16. Vicinity map which shows general location of subject property to existing streets in Huntsville and to its City limits. No scale is required but a north arrow is to be included;
17. Show number of residential lots and proposed density; designate all proposed land uses;
18. Proposed layout and capacities of public utilities and provide any oversize participation requests that will be sought;
19. Estimated traffic impact of the development;
20. Sequence of phased development (if applicable) and a tentative timetable for development;
21. When requested by City Planner, provide title report for property that is current within ninety (90) days and includes applicable information such as ownership, liens, encumbrances, etc;
22. Written requests for waivers of subdivision standards, if any, shall be submitted in accordance with the applicable Sections of this Development Code; and
23. 11-inch by 17-inch copies of the preliminary plan (not necessarily to scale) will be requested by the City Planner when the preliminary plan has been reviewed and is scheduled for a Planning Commission meeting for consideration.

APPENDIX 2: FINAL PLAT SUBMITTAL REQUIREMENTS

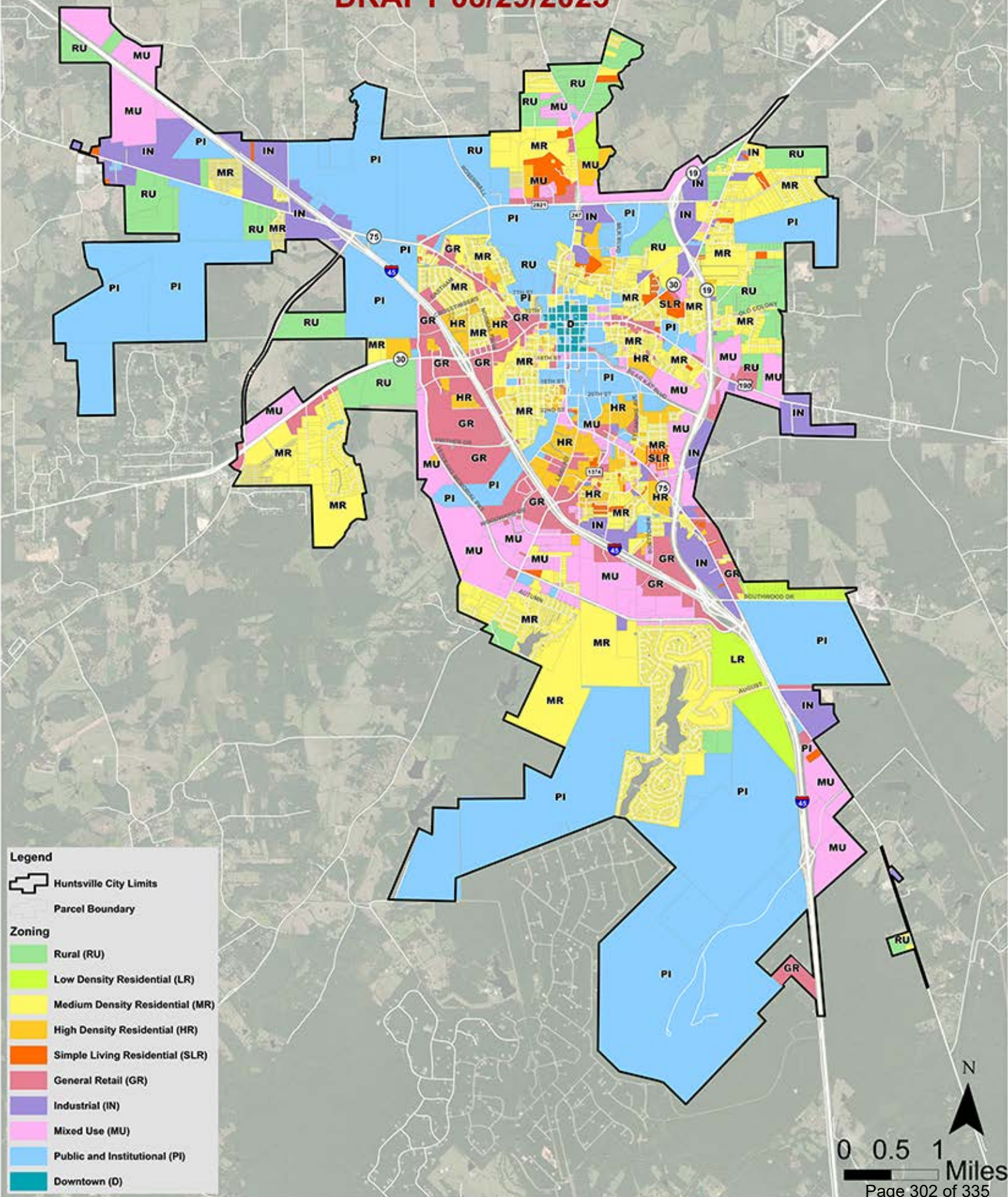
The following information is required with all final plats, replats, minor plats, amending plats, vacating plats, and development plats, unless the City Planner determines that specific items of information are not required in a particular case:

1. The plat shall conform to the general requirements of this Development Code and minimum standards of design and improvements as set forth in Article 10 unless expressly provided for otherwise;
2. Provide current certified tax certificates from all taxing agencies showing payment of all ad valorem taxes on the land within the subdivision;
3. Provide title report for property that is current within ninety (90) days and includes applicable information such as ownership, liens, encumbrances, etc;
4. Provide the plat on sheets 18 inches by 24 inches to a scale of 100 feet per inch or larger. Smaller scales may be allowed at the discretion of the City Planner. If more than one sheet, provide an index sheet at a scale of 500 feet per inch or larger;
5. Vicinity map which shows general location of subject property to existing streets in Huntsville and to its City limits. No scale is required but a north arrow is to be included;
6. The proposed name of the subdivision or development, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within the county it is located;
7. Date of preparation, scale in feet, and north arrow;
8. The name and address of all property owners, developers, subdividers, engineers, and surveyors responsible for the plat;
9. Subdivision boundary lines shall be indicated by heavy lines and the computed acreage of the subdivision or development shown;
10. For a replat where there are existing improvements, provide a survey of the subject property showing the improvements to ensure that no setback encroachments are created;
11. The name of contiguous subdivisions and names of owners of contiguous parcels, and an indication whether or not contiguous properties are platted;
12. The location of the 100-year floodplain and floodway according to the most recent best available data;
13. A number or letter to identify each lot and each block. Lots and blocks shown on a plat should be numbered sequentially;
14. Provide the number of lots;
15. Written requests for waivers of subdivision standards, if any, shall be submitted in accordance with the applicable Sections of this Development Code;
16. The Plat shall also include the following, based on field survey and marked by monuments and markers:
 - a. The exact location, dimensions, name, and legal description of all existing or recorded streets, alleys, easements, or other rights-of-way within the subdivision or development, intersecting or contiguous with the boundary or forming such a boundary with accurate dimensions, bearings or deflection angles and radii, area, center angle, degree of curvature, tangent distance, chord data, and length of all curves, where applicable;
 - b. The exact location, dimensions, description, and name of all proposed streets, alleys, drainage structures, parks, and other public areas, easements, or other

- rights-of-way, blocks, lots, and other sites within the subdivision or development, with accurate dimensions, bearings, or deflection angles and radii, areas, center angle, degree of curvature, tangent distance, chord data, and length of curves, where applicable;
- c. Lot corner markers and survey monuments shall be shown clearly by symbol, and clearly tied to City of Huntsville horizontal control monuments;
 - d. The following, when applicable, shall appear on the face of the plat:
 - 1) Certificate of Ownership and Dedication;
 - 2) Certificate of Surveyor and/or Engineer;
 - 3) Certificate of City Engineer;
 - 4) Certificate of Planning Commission;
 - 5) Certificate of the Walker County clerk;
 - 6) Certificate of City Planner; and
 - 7) Certificate of Approval.
17. The plat shall be accompanied by the construction documents and reports as prescribed below and bearing the seal and signature of a registered professional engineer, including the following:
- a. Construction plans shall be provided on 24-inch by 36-inch sheets;
 - b. Street, alley, and sidewalk plans, profiles, and sections, with specifications and detail cost estimates;
 - c. Sanitary sewer plan with contours, plan and profile lines, showing depth and grades, with sewer report and detailed cost estimates;
 - d. Water line plan showing fire hydrants, valves, etc., with specifications and water report and a detailed cost estimate. This may be combined with related information supplied for preliminary plan submissions;
 - e. Storm drainage system plan with contours, street lines, inlets, storm sewer and drainage channels with profiles and sections. Detail drainage structure design and channel lining design if used, with specifications, drainage report, and detailed cost estimate; Street lighting plan showing location of lights, design, and with specifications and detailed cost estimates; and
 - f. Any associated necessary items, including but not limited to off-site public utility easements, permits or approval of governmental agencies.
18. 11-inch by 17-inch copies of the plat (not necessarily to scale) will be requested by the City Planner when the plat has been reviewed and has the potential to be scheduled for a Planning Commission meeting for consideration.

Huntsville Zoning Districts

DRAFT 08/29/2023



Legend

- Huntsville City Limits
- Parcel Boundary
- Zoning**
- Rural (RU)
- Low Density Residential (LR)
- Medium Density Residential (MR)
- High Density Residential (HR)
- Simple Living Residential (SLR)
- General Retail (GR)
- Industrial (IN)
- Mixed Use (MU)
- Public and Institutional (PI)
- Downtown (D)

0 0.5 1 Miles

Page 302 of 335

MINUTES OF THE MEETING OF THE PLANNING COMMISSION HELD IN THE COMMUNITY ROOM, AT THE HUNTSVILLE PUBLIC LIBRARY, 1219 13th STREET, HUNTSVILLE, TEXAS ON THE 15th DAY OF JUNE 2023 AT 5:30 PM.

Members present: Woods; Hooten; Gumm; Carpenter; Sessions; Lynch; Thompson.

City staff present: Irones; Byal; Kulhavy; Yeager; Gibson.

Number of Audience present: 61

1. CALL TO ORDER

The meeting was called to order by Chairman Woods. [5:30 PM]

2. PLEDGE OF ALLEGIANCE

a. U.S. Flag

b. Texas Flag

3. INVOCATION

Vice-Chairman Hooten led the invocation.

4. PUBLIC HEARING

Brian Mabry, consultant from Kendig Keast Collaborative, gave a presentation on the proposed Zoning Districts and the steps taken to get to this point.

After the presentation, several citizens had questions about the proposed changes. There was a lot of concern from residents regarding the National Forest area being zoned Rural and Low Density Residential. Staff ensured the public this was a typo and has been corrected. Other citizens had concerns if the current use of their property would be grandfathered. Staff informed the citizens their current land use would be grandfathered. There were some citizens that were opposed to the proposed Residential Conversion Overlay District. Staff let the citizens know they would discuss removing it from the map. Several citizens filled out comment cards and were informed that staff would be contacting them regarding their issue. Chairman Woods closed the Public Hearing at 6:55 p.m.

5. ADJOURNMENT

Vice-Chairman Hooten moved to adjourn the meeting. Second was by Commissioner Thompson. The vote was unanimous. [6:55 PM]

MINUTES OF THE MEETING OF THE PLANNING COMMISSION HELD IN THE COMMUNITY ROOM, AT THE HUNTSVILLE PUBLIC LIBRARY, 1219 13TH STREET, HUNTSVILLE, TEXAS ON THE 6TH DAY OF JULY 2023 AT 5:30 PM.

Members present: Woods; Hooten; Gumm; Carpenter; Sessions; Lynch; Thompson

City staff present: Irones; Byal; Kulhavy; Yeager; Gibson

Audience present: Ed Davis

1. CALL TO ORDER

The meeting was called to order by Chairman Woods. [5:30 PM]

2. PLEDGE OF ALLEGIANCE

- a. U.S. Flag
- b. Texas Flag

3. INVOCATION

Vice-Chairman Hooten led the invocation.

4. CONSIDER

- a. To consider recommending approval to the City Council for the proposed revisions to the current Development Districts map and the Development Code for the entirety of the City of Huntsville.

Development Services Director, Kevin Byal gave a presentation on the proposed changes to the development districts and the steps taken to get to this point. Staff recommends the approval of the proposed revisions with the following modifications:

- University (UN) zone to be removed. These properties will fall under the Public & Institutional (PI) district
- Residential Conversion Overlay removal
- Removal of private correctional institutions from the Public & Institutional (PI) district and moved to the Industrial district (I)

Byal answered questions from the Planning Commission.

Vice-Chairman Hooten moved to recommend approval to the City Council for the proposed revisions to the current Development Districts map and the Development Code for the entirety of the City of Huntsville with the suggested modifications. Second was by Commissioner Gumm. The vote was unanimous.

- b. **CONSIDER** the minutes of the June 1, 2023, meeting.

Commissioner Carpenter moved to approve the minutes from the June 1st meeting. Second was by Vice-Chairman Hooten. The vote was unanimous.

5. PUBLIC COMMENTS

Resident Mr. Davis, wanted to inquire about the Residential Conversion Overlay District. He was informed that the Commission and staff have decided to remove the overlay from the proposed development district map. This was his only concern. He also wanted to commend the staff and Commission for all the work put into this project.

6. ITEMS OF COMMUNITY INTEREST

Announcements concerning items of community interest from the Commission and City Staff for which no action was discussed.

- Staff will be sending postcards to every Resident of Huntsville regarding the public hearings and readings with the City Council.
- Main Street music series – Saturday July 8 from 7:30-9pm @ Rather Park
- Kickball tournament – Saturday July 22 @9am

10. ADJOURNMENT

Commissioner Thompson moved to adjourn the meeting. Second was by Commissioner Carpenter. The vote was unanimous. [6:09 PM]



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 2.b.

Agenda Item: Consider authorizing the City Manager to award the construction contract for AJ-08 & AJ-10 Trunk Sanitary Sewer main Replacement Project Number 21-03-01.

Initiating Department/Presenter: Engineering

Presenter:

Kathlie Jeng-Bulloch, City Engineer

Recommended Motion: Move to authorize the City Manager to enter into a construction contract with R Construction Civil, LLC of Buffalo, Texas for the amount of \$ 16,993,500.00 for the construction of the AJ-08, AJ-10 Trunk Sanitary Sewer Line Replacement Project.

Strategic Initiative: Goal #4, Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

Discussion: This project includes 5 Segments of trunk sanitary sewer main along Parker Creek, between AJ Brown Waste Treatment Plant (WWTP) and TDCJ Byrd Unit at the southwest corner of FM 2821 and FM 247 (see attached map). The 5 Segments to be replaced which were identified in the 2016 Water and Wastewater Condition and Capacity Assessment S are:

1. Replace 30" with 48" trunk sanitary sewer main to AJ Brown WWTP (approx. 5,850 linear feet).
2. Replace 30" with 42" trunk sanitary sewer main in the AJ-08 Basin (Segment A, approx. 4,450 linear feet).
3. Replace 30" with 42" trunk sanitary sewer main in the AJ-08 Basin (Segment B, approx. 3,750 linear feet).
4. Replace 30" with 42" trunk sanitary sewer main in the AJ-08 Basin (Segment C, approx. 4,300 linear feet).
5. Replace 24" with 42" trunk sanitary sewer main in the AJ-10 Basin (approx. 6,300 linear feet).

Four Construction Companies (R Construction Civil, Main Lane Industries, E.P. Brady, and SJ Louis Construction) submitted with Base Bid (Hobas Pipe including Precast MHs), Alt 1 (Bridge #1), Alt 2 (Bridge #2), Alt 3 (Use T-Base MHs instead of Precast MHs), with variation of Hobas Pipe, PVC Pipe (Alt 4 including Precast MHs), ADS Pipe (Alt 5 including Precast MHs), and HDPE Pipe (Alt 6 including Precast MHs). See results below:

	R Construction Civil	Main Lane Industries	E.P. Brady	SJ Louis Constructi
Base Bid	\$15,693,500.00	\$16,393,725.00	\$17,086,761.25	\$19,178,2
(Hobas Pipe & Precast Manholes)				
Base Bid Plus Alt 1 & 2	\$16,493,500.00	\$17,313,725.00	\$17,883,761.25	\$19,923,2
(Hobas Pipe & Precast Manholes/Both Bridges)				
Base Bid Plus Alt 1, 2 & 3	** \$16,993,500.00	\$17,428,725.00	\$19,258,761.25	\$21,123,2
(Hobas Pipe & T-Base Manholes/Both Bridges)				
Base Bid Plus Alt 4	\$16,168,500.00	\$20,658,725.00	\$20,746,761.25	\$24,428,2
(PVC Pipe & Precast Manholes)				
Base Bid Plus Alt 1, 2 & 4	\$16,968,500.00	\$21,578,725.00	\$21,543,761.25	\$25,173,2
(PVC Pipe & Precast Manholes/Both Bridges)				
Base Bid Plus Alt 5	\$16,193,500.00	\$18,377,119.00	\$17,736,761.25	NO
(ADS Pipe & Precast Manholes)				
Base Bid Plus Alt 1, 2 & 5	\$16,993,500.00	\$19,297,119.00	\$18,533,761.25	NO
(ADS Pipe & Precast Manholes/Both Bridges)				
Base Bid Plus Alt 6	\$17,693,500.00	\$16,893,725.00	\$21,186,761.25	NO
(HDPE Pipe & Precast Manholes)				
Base Bid Plus Alt 1, 2 & 6	\$18,493,500.00	\$17,813,725.00	\$21,983,761.25	NO
(HDPE Pipe & Precast Manholes/Both Bridges)				

Based on received bids, R Construction Civil, LLC, as the lowest qualified bidder, is recommended to be awarded for the A and AJ-10 Trunk Sanitary Sewer Line Replacement Project with the Base Bid price of \$15,693,500 Plus Alternates 1 & 2 (for bridges), and Alternates 3 (T-Base MHs) for a total contract value of \$16,993,500.

A 15% of construction contingency (\$2,549,025) will be added to the Base Bid Plus Alternates 1, 2 & 3 (for a total of \$19,542,525) for the budget purpose due to the length of this project.

The Bond amount approved in 2022 was \$20,370,000.00, which included Engineering and Construction.

Previous Council Action: The City Council approved the design package to Enprotec/ Hibbs & Todd, Inc, (eHT) on March 16th, 2021.

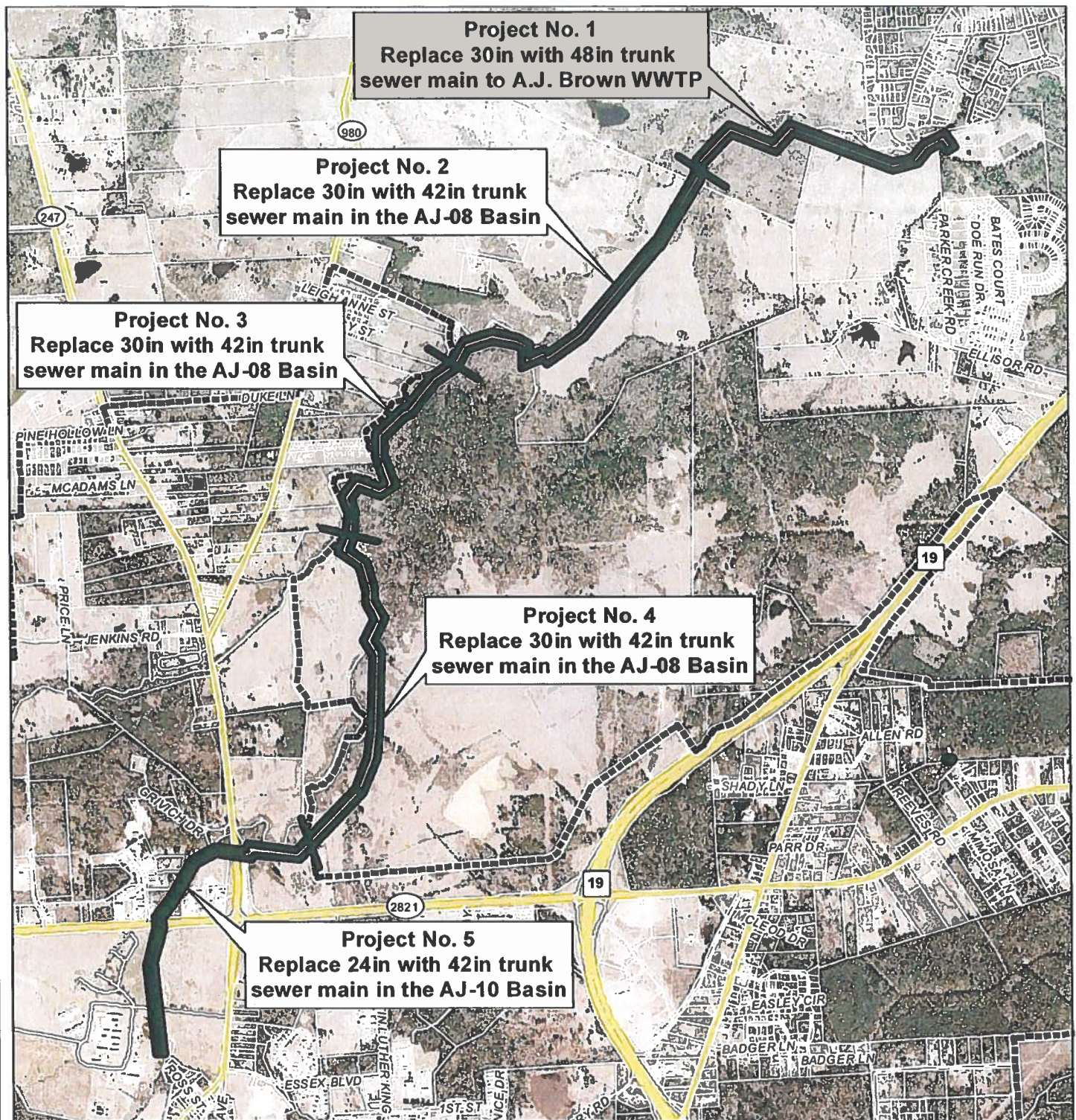
Financial Implications: ☒Item is budgeted: In the amount of \$20,370,000.00

Approvals:

Kathlie Jeng-Bulloch
Leonard Schneider
Aron Kulhavy
Kristy Doll

Associated Information:

1. Project Map
2. Bids Summary
3. eHT Recommendation



LEGEND



FY 20-21 Replace AJ-08 24" & 30" Trunk Sewer Main to 42" & 48"

City Limits

The City of Huntsville, Texas or its employees gives NO warranty, expressed or implied, as to the accuracy, reliability, or completeness of these data. See full GIS Data Disclaimer at www.huntsville.tx.gov/gis

1 in = 2,000 ft

On 8.5 x 11 inch Print

0 950 1,900 3,800 Feet

On Any Print Size

CREATED DATE: 3/10/2021

Service Layer Credits: The City of Huntsville, TX GIS Division

CITY OF HUNTSVILLE, TX
ENGINEERING DEPARTMENT / GIS DIVISION
FY 20-21 Capital Improvement Project
Replace AJ-08 24in & 30in Trunk Sewer
Main to 42in & 48in



HUNTSVILLE, TEXAS
AJ-08 & AJ-10 TRUNK SANITARY SEWER LINE REPLACEMENTS

	R Construction Civil	Main Lane Industries	E.P. Brady	SJ Louis Construction	Low Bidder
Base Bid	\$15,693,500.00	\$16,393,725.00	\$17,086,761.25	\$19,178,229.50	R Construction Civil, LLC
(Hobas Pipe & Precast Manholes)					
Base Bid Plus Alt 1 & 2	\$16,493,500.00	\$17,313,725.00	\$17,883,761.25	\$19,923,229.50	R Construction Civil, LLC
(Hobas Pipe & Precast Manholes/Both Bridges)					
Base Bid Plus Alt 1, 2 & 3	** \$16,993,500.00	\$17,428,725.00	\$19,258,761.25	\$21,123,229.50	R Construction Civil, LLC
(Hobas Pipe & T-Base Manholes/Both Bridges)					
Base Bid Plus Alt 4	\$16,168,500.00	\$20,658,725.00	\$20,746,761.25	\$24,428,229.50	R Construction Civil, LLC
(PVC Pipe & Precast Manholes)					
Base Bid Plus Alt 1, 2 & 4	\$16,968,500.00	\$21,578,725.00	\$21,543,761.25	\$25,173,229.50	R Construction Civil, LLC
(PVC Pipe & Precast Manholes/Both Bridges)					
Base Bid Plus Alt 5	\$16,193,500.00	\$18,377,119.00	\$17,736,761.25	NO BID	R Construction Civil, LLC
(ADS Pipe & Precast Manholes)					
Base Bid Plus Alt 1, 2 & 5	\$16,993,500.00	\$19,297,119.00	\$18,533,761.25	NO BID	R Construction Civil, LLC
(ADS Pipe & Precast Manholes/Both Bridges)					
Base Bid Plus Alt 6	\$17,693,500.00	\$16,893,725.00	\$21,186,761.25	NO BID	Main Lane Industries, Ltd.
(HDPE Pipe & Precast Manholes)					
Base Bid Plus Alt 1, 2 & 6	\$18,493,500.00	\$17,813,725.00	\$21,983,761.25	NO BID	Main Lane Industries, Ltd.
(HDPE Pipe & Precast Manholes/Both Bridges)					

**** Engineer's Recommended Selection**

Attachment 2



August 17, 2023

Via Email

City of Huntsville
448 TX-75
Huntsville, TX 77320
Attn: Ms. Kathlie S. Jeng-Bulloch, P.E. – City Engineer

**Re: Recommendation of Award
AJ-08 & AJ-10 Trunk Sanitary Sewer Line Replacements Project
Huntsville, Texas**

Dear Ms. Jeng-Bulloch:

Bids for the referenced project were opened on August 10, 2023. Four (4) bids were received. The apparent low bidder is R Construction Civil, LLC of Buffalo, Texas. See attached Bid Tabulation.

The responsiveness and responsibility of the bidder has been evaluated for conformity with all material conditions of the Notice to Bidders and Special Instructions to Bidders. Additionally, the contractor's ability to perform the project successfully and the qualifications submitted by the bidder have been evaluated in accordance with the Contract Documents.

Based on the criteria set forth in the City of Huntsville's Notice to Bidders, eHT recommends award of the contract to R Construction Civil, LLC, for the AJ-08 & AJ-10 Trunk Sanitary Sewer Line Replacement Project, as the lowest qualified bidder. R Construction's total base bid price was \$15,693,500. We recommend awarding the base bid plus alternates 1, 2, and 3 for a total contract value of \$16,993,500.00.

We look forward to working with the City of Huntsville as this project moves into the construction phase.

Sincerely,

Enprotec / Hibbs & Todd, Inc.

Jonathan Baum, P.E.
Project Engineer

JB/jd

Attachment: Bid Tabulation
Comparison of Alternate Bids

C: Project File: 6831

P:\Projects\Huntsville, City of\7905 Trunk Sanitary Sewer Main Replacement\5 Bidding Phase\Bidder Evaluation\20230817 Recommendation of Award.docx

Enprotec / Hibbs & Todd, Inc., 402 Cedar Street, Abilene, Texas 79601
 TABULATION OF BIDS FOR: AJ-08 & AJ-10 Trunk Sanitary Sewer Line Replacements, City of Huntsville, Texas
 BIDS RECEIVED: 8/10/2023

PE Firm Registration No. 1151			BASE BID				R Construction Civil, LLC				Main Lane Industries, Ltd.				E.P. Brady, Ltd.				SJ Louis Construction of Texas, Ltd.			
Item No.	Quantity	Unit	Item	Unit Cost	Amount		Unit Cost	Amount		Unit Cost	Amount		Unit Cost	Amount		Unit Cost	Amount		Unit Cost	Amount		
1	1	LS	Mobilization, Bonds & Insurance		\$ 400,000.00		\$ 400,000.00		\$ 487,500.00		\$ 487,500.00		\$ 580,000.00		\$ 580,000.00		\$ 580,000.00		\$ 500,000.00		\$ 500,000.00	
2	1	LS	Storm Water Pollution Prevention Plan		\$ 150,000.00		\$ 150,000.00		\$ 100,000.00		\$ 100,000.00		\$ 70,000.00		\$ 70,000.00		\$ 70,000.00		\$ 185,000.00		\$ 185,000.00	
3	23,950	LF	Trench Safety System		\$ 2.00		\$ 47,900.00		\$ 1.00		\$ 23,950.00		\$ 1.00		\$ 23,950.00		\$ 16,500.00		\$ 25,000.00		\$ 239.50	
4	1	LS	Post Construction Sewer Line Testing		\$ 100,000.00		\$ 100,000.00		\$ 70,000.00		\$ 70,000.00		\$ 16,500.00		\$ 16,500.00		\$ 16,500.00		\$ 25,000.00		\$ 239.50	
5	1	LS	Bypass Pumping		\$ 500,000.00		\$ 500,000.00		\$ 700,000.00		\$ 700,000.00		\$ 660,000.00		\$ 660,000.00		\$ 660,000.00		\$ 400,000.00		\$ 400,000.00	
6	1	LS	Maintenance Road Improvements		\$ 350,000.00		\$ 350,000.00		\$ 1,200,000.00		\$ 1,200,000.00		\$ 165,000.00		\$ 165,000.00		\$ 165,000.00		\$ 25,000.00		\$ 25,000.00	
7	1,800	SY	Articulated Concrete Block Mat (Class 40 Open Cell)		\$ 95.00		\$ 171,000.00		\$ 120.00		\$ 216,000.00		\$ 107.00		\$ 192,600.00		\$ 107.00		\$ 75.00		\$ 135,000.00	
8	1,150	SY	Articulated Concrete Block Mat (Class 45 Closed Cell)		\$ 105.00		\$ 120,750.00		\$ 130.00		\$ 149,500.00		\$ 117.00		\$ 134,550.00		\$ 117.00		\$ 88.00		\$ 101,200.00	
9	1,750	SY	Rip Rap (at Maintenance Road Culverts)		\$ 120.00		\$ 210,000.00		\$ 65.00		\$ 113,750.00		\$ 165.00		\$ 288,750.00		\$ 165.00		\$ 32.00		\$ 56,000.00	
10	7	EA	Fence Modifications and New Tube Gates		\$ 7,500.00		\$ 52,500.00		\$ 6,000.00		\$ 42,000.00		\$ 4,400.00		\$ 30,800.00		\$ 4,400.00		\$ 5,000.00		\$ 35,000.00	
11	1	EA	Chain Link Fence Modification and New Gate at WWTP		\$ 40,000.00		\$ 40,000.00		\$ 6,000.00		\$ 6,000.00		\$ 9,600.00		\$ 9,600.00		\$ 9,600.00		\$ 10,000.00		\$ 10,000.00	
12	1	EA	Fence Modifications and Heavy Duty Gate at FM 247 ROW		\$ 20,000.00		\$ 20,000.00		\$ 6,000.00		\$ 6,000.00		\$ 4,700.00		\$ 4,700.00		\$ 4,700.00		\$ 10,000.00		\$ 10,000.00	
13	16.5	AC	Clearing and Row Preparation		\$ 13,000.00		\$ 214,500.00		\$ 8,000.00		\$ 132,000.00		\$ 10,000.00		\$ 165,000.00		\$ 10,000.00		\$ 9,500.00		\$ 156,750.00	
14	76	EA	Demolition of Existing Manholes per Abandonment Details		\$ 3,000.00		\$ 228,000.00		\$ 1,350.00		\$ 102,600.00		\$ 935.00		\$ 71,060.00		\$ 935.00		\$ 1,360.00		\$ 103,360.00	
15	675	LF	Removal of Aerial/Exposed Sewer Pipe		\$ 80.00		\$ 54,000.00		\$ 80.00		\$ 54,000.00		\$ 66.00		\$ 44,550.00		\$ 66.00		\$ 72.00		\$ 48,600.00	
16	465	LF	Grout fill Abandoned TxDOT Crossings		\$ 90.00		\$ 41,850.00		\$ 40.00		\$ 18,600.00		\$ 80.00		\$ 37,200.00		\$ 80.00		\$ 47.00		\$ 21,855.00	
17	235	LF	Remove Existing Sewer Pipe within TxDOT ROW		\$ 40.00		\$ 9,400.00		\$ 60.00		\$ 14,100.00		\$ 86.00		\$ 20,210.00		\$ 86.00		\$ 60.00		\$ 14,100.00	
18	2	EA	Remove Existing Manholes within TxDOT ROW		\$ 3,000.00		\$ 6,000.00		\$ 2,500.00		\$ 5,000.00		\$ 1,500.00		\$ 3,000.00		\$ 1,500.00		\$ 1,000.00		\$ 2,000.00	
19	15	LF	4" SDR-26 PVC Sewer Pipe		\$ 120.00		\$ 1,800.00		\$ 400.00		\$ 6,000.00		\$ 355.00		\$ 5,325.00		\$ 355.00		\$ 50.00		\$ 750.00	
20	35	LF	6" SDR-26 PVC Sewer Pipe		\$ 140.00		\$ 4,900.00		\$ 200.00		\$ 7,000.00		\$ 365.00		\$ 12,775.00		\$ 365.00		\$ 55.00		\$ 1,925.00	
21	45	LF	8" SDR-26 PVC Sewer Pipe		\$ 160.00		\$ 7,200.00		\$ 260.00		\$ 9,000.00		\$ 390.00		\$ 17,550.00		\$ 390.00		\$ 75.00		\$ 3,375.00	
22	40	LF	10" SDR-26 PVC Sewer Pipe		\$ 220.00		\$ 8,800.00		\$ 280.00		\$ 10,400.00		\$ 462.00		\$ 18,480.00		\$ 462.00		\$ 300.00		\$ 12,000.00	
23	20	LF	12" SDR-26 PVC Sewer Pipe		\$ 220.00		\$ 4,400.00		\$ 370.00		\$ 7,400.00		\$ 442.00		\$ 8,840.00		\$ 442.00		\$ 325.00		\$ 6,500.00	
24	20	LF	18" SDR-26 PVC Sewer Pipe		\$ 475.00		\$ 9,500.00		\$ 590.00		\$ 11,800.00		\$ 582.00		\$ 11,640.00		\$ 582.00		\$ 350.00		\$ 7,000.00	
25	18,075	LF	42" Centrifugally Cast Fiberglass PVC Sewer Pipe		\$ 315.00		\$ 5,693,825.00		\$ 325.00		\$ 5,874,375.00		\$ 416.70		\$ 7,531,852.50		\$ 416.70		\$ 458.00		\$ 8,278,350.00	
26	5,555	LF	48" Centrifugally Cast Fiberglass PVC Sewer Pipe		\$ 325.00		\$ 1,805,375.00		\$ 350.00		\$ 1,944,250.00		\$ 468.25		\$ 2,601,128.75		\$ 468.25		\$ 535.00		\$ 2,971,925.00	
27	5	EA	6" Diameter Concrete Manhole (10' Depth and Under)		\$ 20,000.00		\$ 100,000.00		\$ 24,000.00		\$ 120,000.00		\$ 20,000.00		\$ 100,000.00		\$ 20,000.00		\$ 24,550.00		\$ 122,750.00	
28	36	EA	6" Diameter Concrete Manhole (Over 10' Depth)		\$ 30,000.00		\$ 1,080,000.00		\$ 29,000.00		\$ 1,044,000.00		\$ 25,000.00		\$ 900,000.00		\$ 25,000.00		\$ 24,550.00		\$ 883,800.00	
29	5	EA	8" Diameter Concrete Manhole (10' Depth and Under)		\$ 30,000.00		\$ 150,000.00		\$ 30,000.00		\$ 150,000.00		\$ 26,500.00		\$ 132,500.00		\$ 26,500.00		\$ 42,250.00		\$ 211,250.00	
30	27	EA	8" Diameter Concrete Manhole (Over 10' Depth)		\$ 42,000.00		\$ 1,134,000.00		\$ 38,000.00		\$ 1,026,000.00		\$ 32,600.00		\$ 880,200.00		\$ 32,600.00		\$ 42,250.00		\$ 1,140,750.00	
31	10	EA	Additional 6" Diameter Concrete Manhole (By Engineer Approval)		\$ 8,000.00		\$ 80,000.00		\$ 2,500.00		\$ 25,000.00		\$ 7,500.00		\$ 75,000.00		\$ 7,500.00		\$ 5,500.00		\$ 55,000.00	
32	625	LF	60" Steel Casing by Bore and Jack with 42" Sewer Pipe		\$ 3,000.00		\$ 1,875,000.00		\$ 2,500.00		\$ 1,562,500.00		\$ 2,000.00		\$ 1,250,000.00		\$ 2,000.00		\$ 4,350.00		\$ 2,718,750.00	
33	150	LF	60" Steel Casing by Open Cut with 42" Sewer Pipe		\$ 920.00		\$ 138,000.00		\$ 1,000.00		\$ 150,000.00		\$ 980.00		\$ 147,000.00		\$ 980.00		\$ 1,350.00		\$ 202,500.00	
34	150	LF	64" Steel Casing by Open Cut with 48" Sewer Pipe		\$ 1,100.00		\$ 165,000.00		\$ 1,000.00		\$ 165,000.00		\$ 1,100.00		\$ 165,000.00		\$ 1,100.00		\$ 1,550.00		\$ 232,500.00	
35	1	LS	64" Aerial Sewer Line Crossing with 42" Sewer Pipe (From STA. 84+95 to STA. 85+20)		\$ 135,000.00		\$ 135,000.00		\$ 175,000.00		\$ 175,000.00		\$ 150,000.00		\$ 150,000.00		\$ 150,000.00		\$ 77,000.00		\$ 77,000.00	
36	1	LS	64" Aerial Sewer Line Crossing with 48" Sewer Pipe (From STA. 34+85 to STA. 35+15)		\$ 145,000.00		\$ 145,000.00		\$ 200,000.00		\$ 200,000.00		\$ 146,000.00		\$ 146,000.00		\$ 146,000.00		\$ 80,000.00		\$ 80,000.00	
37	1	LS	64" Aerial Sewer Line Crossing with 48" Sewer Pipe (From STA. 1+60 to STA. 2+00)		\$ 190,000.00		\$ 190,000.00		\$ 215,000.00		\$ 215,000.00		\$ 166,000.00		\$ 166,000.00		\$ 166,000.00		\$ 93,000.00		\$ 93,000.00	
38	1	LS	Owner's Allowance		\$ 250,000.00		\$ 250,000.00		\$ 250,000.00		\$ 250,000.00		\$ 250,000.00		\$ 250,000.00		\$ 250,000.00		\$ 250,000.00		\$ 250,000.00	
TOTAL BASE BID PRICE (Items 1 thru 38)					\$ 15,693,500.00			\$ 16,393,725.00						\$ 17,086,761.25					\$ 19,178,229.50			

ALTERNATE BID #1			R Construction Civil, LLC				Main Lane Industries, Ltd.				E.P. Brady, Ltd.				SJ Louis Construction of Texas, Ltd.						
Item No.	Quantity	Unit	Item	Unit Cost	Amount		Unit Cost	Amount		Unit Cost	Amount		Unit Cost	Amount		Unit Cost	Amount		Unit Cost	Amount	
1	1	LS	Bridge at WWTP Crossing		\$ 375,000.00		\$ 375,000.00		\$ 425,500.00		\$ 425,500.00		\$ 397,000.00		\$ 397,000.00		\$ 397,000.00		\$ 350,000.00		\$ 350,000.00
TOTAL ALTERNATE BID #1 PRICE (Item 1)					\$ 375,000.00			\$ 425,500.00						\$ 397,000.00					\$ 350,000.00		

Enprotec / Hibbs & Todd, Inc., 402 Cedar Street, Abilene, Texas 79601
 TABULATION OF BIDS FOR: AJ-08 & AJ-10 Trunk Sanitary Sewer Line Replacements, City of Huntsville, Texas
 BIDS RECEIVED: 8/10/2023

BASE BID				R Construction Civil, LLC				Main Lane Industries, Ltd.				E.P. Brady, Ltd.				SJ Louis Construction of Texas, Ltd.			
Item No.	Quantity	Unit	Item	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	1	LS	Mobilization, Bonds & Insurance	\$ 400,000.00	\$ 400,000.00	\$ 487,500.00	\$ 487,500.00	\$ 580,000.00	\$ 580,000.00	\$ 500,000.00	\$ 500,000.00	\$ 580,000.00	\$ 580,000.00	\$ 500,000.00	\$ 500,000.00	\$ 580,000.00	\$ 580,000.00	\$ 500,000.00	\$ 500,000.00
2	1	LS	Storm Water Pollution Prevention Plan	\$ 150,000.00	\$ 150,000.00	\$ 100,000.00	\$ 100,000.00	\$ 70,000.00	\$ 70,000.00	\$ 185,000.00	\$ 185,000.00	\$ 70,000.00	\$ 70,000.00	\$ 185,000.00	\$ 185,000.00	\$ 70,000.00	\$ 70,000.00	\$ 185,000.00	\$ 185,000.00
3	23,950	LF	Trench Safety System	\$ 2.00	\$ 47,900.00	\$ 1.00	\$ 23,950.00	\$ 1.00	\$ 23,950.00	\$ 1.00	\$ 23,950.00	\$ 1.00	\$ 23,950.00	\$ 1.00	\$ 23,950.00	\$ 1.00	\$ 23,950.00	\$ 1.00	\$ 23,950.00
4	1	LS	Post Construction Sewer Line Testing	\$ 100,000.00	\$ 100,000.00	\$ 70,000.00	\$ 70,000.00	\$ 16,500.00	\$ 16,500.00	\$ 25,000.00	\$ 25,000.00	\$ 16,500.00	\$ 16,500.00	\$ 25,000.00	\$ 25,000.00	\$ 16,500.00	\$ 16,500.00	\$ 25,000.00	\$ 25,000.00
5	1	LS	Bypass Pumping	\$ 500,000.00	\$ 500,000.00	\$ 700,000.00	\$ 700,000.00	\$ 660,000.00	\$ 660,000.00	\$ 400,000.00	\$ 400,000.00	\$ 660,000.00	\$ 660,000.00	\$ 400,000.00	\$ 400,000.00	\$ 660,000.00	\$ 660,000.00	\$ 400,000.00	\$ 400,000.00
6	1	LS	Maintenance Road Improvements	\$ 350,000.00	\$ 350,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 165,000.00	\$ 165,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 165,000.00	\$ 165,000.00	\$ 1,200,000.00	\$ 1,200,000.00	\$ 165,000.00	\$ 165,000.00
7	1,800	SY	Articulated Concrete Block Mat (Class 40 Open Cell)	\$ 95.00	\$ 171,000.00	\$ 120.00	\$ 216,000.00	\$ 107.00	\$ 192,600.00	\$ 75.00	\$ 135,000.00	\$ 107.00	\$ 192,600.00	\$ 75.00	\$ 135,000.00	\$ 107.00	\$ 192,600.00	\$ 75.00	\$ 135,000.00
8	1,150	SY	Articulated Concrete Block Mat (Class 45 Closed Cell)	\$ 105.00	\$ 120,750.00	\$ 130.00	\$ 149,500.00	\$ 117.00	\$ 134,950.00	\$ 88.00	\$ 101,200.00	\$ 117.00	\$ 134,950.00	\$ 88.00	\$ 101,200.00	\$ 117.00	\$ 134,950.00	\$ 88.00	\$ 101,200.00
9	1,750	SY	Rip Rap (at Maintenance Road Culverts)	\$ 120.00	\$ 210,000.00	\$ 65.00	\$ 113,750.00	\$ 165.00	\$ 288,750.00	\$ 32.00	\$ 56,000.00	\$ 165.00	\$ 288,750.00	\$ 32.00	\$ 56,000.00	\$ 165.00	\$ 288,750.00	\$ 32.00	\$ 56,000.00
10	7	EA	Fence Modifications and New Tube Gates	\$ 7,500.00	\$ 52,500.00	\$ 6,000.00	\$ 42,000.00	\$ 4,400.00	\$ 30,800.00	\$ 5,000.00	\$ 35,000.00	\$ 4,400.00	\$ 30,800.00	\$ 5,000.00	\$ 35,000.00	\$ 4,400.00	\$ 30,800.00	\$ 5,000.00	\$ 35,000.00
11	1	EA	Chain Link Fence Modification and New Gate at WWTP	\$ 40,000.00	\$ 40,000.00	\$ 6,000.00	\$ 6,000.00	\$ 9,600.00	\$ 9,600.00	\$ 10,000.00	\$ 10,000.00	\$ 9,600.00	\$ 9,600.00	\$ 10,000.00	\$ 10,000.00	\$ 9,600.00	\$ 9,600.00	\$ 10,000.00	\$ 10,000.00
12	1	EA	Fence Modifications and Heavy Duty Gate at FM 247 ROW	\$ 20,000.00	\$ 20,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,700.00	\$ 4,700.00	\$ 10,000.00	\$ 10,000.00	\$ 4,700.00	\$ 4,700.00	\$ 10,000.00	\$ 10,000.00	\$ 4,700.00	\$ 4,700.00	\$ 10,000.00	\$ 10,000.00
13	16.5	AC	Clearing and Row Preparation	\$ 13,000.00	\$ 214,500.00	\$ 8,000.00	\$ 132,000.00	\$ 935.00	\$ 15,517.50	\$ 1,360.00	\$ 22,360.00	\$ 935.00	\$ 15,517.50	\$ 1,360.00	\$ 22,360.00	\$ 935.00	\$ 15,517.50	\$ 1,360.00	\$ 22,360.00
14	76	EA	Demolition of Existing Manholes per Abandonment Details	\$ 3,000.00	\$ 228,000.00	\$ 1,350.00	\$ 102,600.00	\$ 355.00	\$ 27,060.00	\$ 72.00	\$ 5,472.00	\$ 355.00	\$ 27,060.00	\$ 72.00	\$ 5,472.00	\$ 355.00	\$ 27,060.00	\$ 72.00	\$ 5,472.00
15	675	LF	Removal of Aerial/Exposed Sewer Pipe	\$ 80.00	\$ 54,000.00	\$ 40.00	\$ 27,000.00	\$ 66.00	\$ 44,955.00	\$ 47.00	\$ 31,845.00	\$ 66.00	\$ 44,955.00	\$ 47.00	\$ 31,845.00	\$ 66.00	\$ 44,955.00	\$ 47.00	\$ 31,845.00
16	465	LF	Grout fill Abandoned TxDOT Crossings	\$ 90.00	\$ 41,850.00	\$ 40.00	\$ 18,600.00	\$ 86.00	\$ 40,050.00	\$ 60.00	\$ 27,900.00	\$ 86.00	\$ 40,050.00	\$ 60.00	\$ 27,900.00	\$ 86.00	\$ 40,050.00	\$ 60.00	\$ 27,900.00
17	235	LF	Remove Existing Sewer Pipe within TxDOT ROW	\$ 40.00	\$ 9,400.00	\$ 2,500.00	\$ 590,000.00	\$ 370.00	\$ 87,550.00	\$ 442.00	\$ 103,970.00	\$ 370.00	\$ 87,550.00	\$ 442.00	\$ 103,970.00	\$ 370.00	\$ 87,550.00	\$ 442.00	\$ 103,970.00
18	2	EA	Remove Existing Manholes within TxDOT ROW	\$ 3,000.00	\$ 6,000.00	\$ 400.00	\$ 800.00	\$ 355.00	\$ 710.00	\$ 50.00	\$ 100.00	\$ 355.00	\$ 710.00	\$ 50.00	\$ 100.00	\$ 355.00	\$ 710.00	\$ 50.00	\$ 100.00
19	15	LF	4" SDR-26 PVC Sewer Pipe	\$ 120.00	\$ 1,800.00	\$ 200.00	\$ 3,000.00	\$ 365.00	\$ 5,475.00	\$ 75.00	\$ 1,125.00	\$ 365.00	\$ 5,475.00	\$ 75.00	\$ 1,125.00	\$ 365.00	\$ 5,475.00	\$ 75.00	\$ 1,125.00
20	35	LF	6" SDR-26 PVC Sewer Pipe	\$ 140.00	\$ 4,900.00	\$ 200.00	\$ 7,000.00	\$ 390.00	\$ 13,650.00	\$ 75.00	\$ 2,625.00	\$ 390.00	\$ 13,650.00	\$ 75.00	\$ 2,625.00	\$ 390.00	\$ 13,650.00	\$ 75.00	\$ 2,625.00
21	45	LF	8" SDR-26 PVC Sewer Pipe	\$ 220.00	\$ 9,900.00	\$ 260.00	\$ 11,700.00	\$ 462.00	\$ 20,700.00	\$ 300.00	\$ 13,500.00	\$ 462.00	\$ 20,700.00	\$ 300.00	\$ 13,500.00	\$ 462.00	\$ 20,700.00	\$ 300.00	\$ 13,500.00
22	40	LF	10" SDR-26 PVC Sewer Pipe	\$ 220.00	\$ 8,800.00	\$ 370.00	\$ 14,800.00	\$ 442.00	\$ 17,680.00	\$ 325.00	\$ 13,000.00	\$ 442.00	\$ 17,680.00	\$ 325.00	\$ 13,000.00	\$ 442.00	\$ 17,680.00	\$ 325.00	\$ 13,000.00
23	20	LF	12" SDR-26 PVC Sewer Pipe	\$ 475.00	\$ 9,500.00	\$ 590.00	\$ 11,800.00	\$ 582.00	\$ 11,640.00	\$ 350.00	\$ 7,000.00	\$ 582.00	\$ 11,640.00	\$ 350.00	\$ 7,000.00	\$ 582.00	\$ 11,640.00	\$ 350.00	\$ 7,000.00
24	20	LF	18" SDR-26 PVC Sewer Pipe	\$ 315.00	\$ 6,300.00	\$ 325.00	\$ 6,500.00	\$ 416.70	\$ 8,334.00	\$ 458.00	\$ 9,160.00	\$ 416.70	\$ 8,334.00	\$ 458.00	\$ 9,160.00	\$ 416.70	\$ 8,334.00	\$ 458.00	\$ 9,160.00
25	18,075	LF	42" Centrifugally Cast Fiberglass PVC Sewer Pipe	\$ 325.00	\$ 5,893,625.00	\$ 350.00	\$ 6,326,250.00	\$ 468.25	\$ 8,482,500.00	\$ 535.00	\$ 9,678,750.00	\$ 468.25	\$ 8,482,500.00	\$ 535.00	\$ 9,678,750.00	\$ 468.25	\$ 8,482,500.00	\$ 535.00	\$ 9,678,750.00
26	5,555	LF	48" Centrifugally Cast Fiberglass PVC Sewer Pipe	\$ 20,000.00	\$ 111,000.00	\$ 24,000.00	\$ 132,000.00	\$ 20,000.00	\$ 111,000.00	\$ 24,550.00	\$ 135,925.00	\$ 20,000.00	\$ 111,000.00	\$ 24,550.00	\$ 135,925.00	\$ 20,000.00	\$ 111,000.00	\$ 24,550.00	\$ 135,925.00
27	5	EA	6" Diameter Concrete Manhole (10' Depth and Under)	\$ 30,000.00	\$ 150,000.00	\$ 29,000.00	\$ 145,000.00	\$ 25,000.00	\$ 125,000.00	\$ 24,550.00	\$ 122,750.00	\$ 25,000.00	\$ 125,000.00	\$ 24,550.00	\$ 122,750.00	\$ 25,000.00	\$ 125,000.00	\$ 24,550.00	\$ 122,750.00
28	36	EA	6" Diameter Concrete Manhole (Over 10' Depth)	\$ 42,000.00	\$ 1,512,000.00	\$ 30,000.00	\$ 1,080,000.00	\$ 150,000.00	\$ 5,400,000.00	\$ 42,250.00	\$ 1,521,000.00	\$ 150,000.00	\$ 5,400,000.00	\$ 42,250.00	\$ 1,521,000.00	\$ 150,000.00	\$ 5,400,000.00	\$ 42,250.00	\$ 1,521,000.00
29	5	EA	8" Diameter Concrete Manhole (10' Depth and Under)	\$ 42,000.00	\$ 210,000.00	\$ 38,000.00	\$ 190,000.00	\$ 32,600.00	\$ 163,000.00	\$ 42,250.00	\$ 211,250.00	\$ 32,600.00	\$ 163,000.00	\$ 42,250.00	\$ 211,250.00	\$ 32,600.00	\$ 163,000.00	\$ 42,250.00	\$ 211,250.00
30	27	EA	8" Diameter Concrete Manhole (Over 10' Depth)	\$ 8,000.00	\$ 216,000.00	\$ 2,500.00	\$ 67,500.00	\$ 7,500.00	\$ 202,500.00	\$ 5,500.00	\$ 148,500.00	\$ 7,500.00	\$ 202,500.00	\$ 5,500.00	\$ 148,500.00	\$ 7,500.00	\$ 202,500.00	\$ 5,500.00	\$ 148,500.00
31	10	EA	Additional 6" Diameter Concrete Manhole (By Engineer Approval)	\$ 3,000.00	\$ 30,000.00	\$ 2,500.00	\$ 25,000.00	\$ 2,000.00	\$ 20,000.00	\$ 4,350.00	\$ 43,500.00	\$ 2,000.00	\$ 20,000.00	\$ 4,350.00	\$ 43,500.00	\$ 2,000.00	\$ 20,000.00	\$ 4,350.00	\$ 43,500.00
32	625	LF	60" Steel Casing by Bore and Jack with 42" Sewer Pipe	\$ 920.00	\$ 576,000.00	\$ 1,000.00	\$ 625,000.00	\$ 980.00	\$ 615,000.00	\$ 1,350.00	\$ 843,750.00	\$ 980.00	\$ 615,000.00	\$ 1,350.00	\$ 843,750.00	\$ 980.00	\$ 615,000.00	\$ 1,350.00	\$ 843,750.00
33	150	LF	60" Steel Casing by Open Cut with 42" Sewer Pipe	\$ 1,100.00	\$ 165,000.00	\$ 1,100.00	\$ 165,000.00	\$ 1,100.00	\$ 165,000.00	\$ 1,550.00	\$ 232,500.00	\$ 1,100.00	\$ 165,000.00	\$ 1,550.00	\$ 232,500.00	\$ 1,100.00	\$ 165,000.00	\$ 1,550.00	\$ 232,500.00
34	150	LF	64" Aerial Sewer Line Crossing with 42" Sewer Pipe (From STA. 84+95 to STA. 85+20)	\$ 135,000.00	\$ 20,250,000.00	\$ 175,000.00	\$ 26,250,000.00	\$ 150,000.00	\$ 22,500,000.00	\$ 77,000.00	\$ 11,550,000.00	\$ 150,000.00	\$ 22,500,000.00	\$ 77,000.00	\$ 11,550,000.00	\$ 150,000.00	\$ 22,500,000.00	\$ 77,000.00	\$ 11,550,000.00
35	1	LS	64" Aerial Sewer Line Crossing with 48" Sewer Pipe (From STA. 84+95 to STA. 85+20)	\$ 145,000.00	\$ 145,000.00	\$ 200,000.00	\$ 200,000.00	\$ 146,000.00	\$ 146,000.00	\$ 80,000.00	\$ 80,000.00	\$ 146,000.00	\$ 146,000.00	\$ 80,000.00	\$ 80,000.00	\$ 146,000.00	\$ 146,000.00	\$ 80,000.00	\$ 80,000.00
36	1	LS	64" Aerial Sewer Line Crossing with 48" Sewer Pipe (From STA. 84+95 to STA. 35+15)	\$ 190,000.00	\$ 190,000.00	\$ 215,000.00	\$ 215,000.00	\$ 166,000.00	\$ 166,000.00	\$ 93,000.00	\$ 93,000.00	\$ 166,000.00	\$ 166,000.00	\$ 93,000.00	\$ 93,000.00	\$ 166,000.00	\$ 166,000.00	\$ 93,000.00	\$ 93,000.00
37	1	LS	64" Aerial Sewer Line Crossing with 48" Sewer Pipe (From STA. 1+60 to STA. 2+00)	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
38	1	LS	Owner's Allowance																
TOTAL BASE BID PRICE (Items 1 thru 38)					\$ 15,693,500.00		\$ 16,393,725.00		\$ 17,086,761.25		\$ 17,086,761.25		\$ 17,086,761.25		\$ 17,086,761.25		\$ 17,086,761.25		\$ 17,086,761.25

ALTERNATE BID #1				R Construction Civil, LLC				Main Lane Industries, Ltd.				E.P. Brady, Ltd.				SJ Louis Construction of Texas, Ltd.			
Item No.	Quantity	Unit	Item	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	1	LS	Bridge at WWTP Crossing	\$ 375,000.00	\$ 375,000.00	\$ 425,500.00	\$ 425,500.00	\$ 397,000.00	\$ 397,000.00	\$ 350,000.00	\$ 350,000.00	\$ 397,000.00	\$ 397,000.00	\$ 350,000.00	\$ 350,000.00	\$ 397,000.00	\$ 397,000.00	\$ 350,000.00	\$ 350,000.00
TOTAL ALTERNATE BID #1 PRICE (Item 1)					\$ 375,000.00		\$ 425,500.00		\$ 397,000.00		\$ 350,000.00		\$ 397,000.00		\$ 350,000.00		\$ 397,000.00		\$ 350,000.00

ALTERNATE BID #2											
Item No.	Quantity	Unit	Item	R Construction Civil, LLC		Main Lane Industries, Ltd.		E.P. Brady, Ltd.		SJ Louis Construction of Texas, Ltd.	
				Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	1	LS	Bridge at Mid-Point Crossing	\$ 425,000.00	\$ 425,000.00	\$ 494,500.00	\$ 494,500.00	\$ 400,000.00	\$ 400,000.00	\$ 395,000.00	\$ 395,000.00
			TOTAL ALTERNATE BID #2 PRICE (Item 1)	\$ 425,000.00		\$ 494,500.00		\$ 400,000.00		\$ 395,000.00	

ALTERNATE BID #3											
Item No.	Quantity	Unit	Item	R Construction Civil, LLC		Main Lane Industries, Ltd.		E.P. Brady, Ltd.		SJ Louis Construction of Texas, Ltd.	
				Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	1	LS	INCREASE / DEDUCT for Centrally Cast Fiberglass Pipe and Tee Base Complete Manhole System	\$ 500,000.00	\$ 500,000.00	\$ 115,000.00	\$ 115,000.00	\$ 1,375,000.00	\$ 1,375,000.00	\$ 1,200,000.00	\$ 1,200,000.00
			TOTAL ALTERNATE BID #3 PRICE (Item 1)	ADDITIVE	\$ 500,000.00	ADDITIVE	\$ 115,000.00	ADDITIVE	\$ 1,375,000.00	ADDITIVE	\$ 1,200,000.00

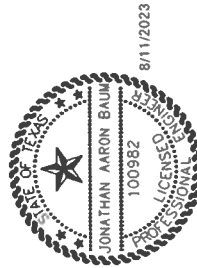
ALTERNATE BID #4											
Item No.	Quantity	Unit	Item	R Construction Civil, LLC		Main Lane Industries, Ltd.		E.P. Brady, Ltd.		SJ Louis Construction of Texas, Ltd.	
				Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	1	LS	INCREASE / DEDUCT for PVC Sewer Pipe	\$ 475,000.00	\$ 475,000.00	\$ 4,265,000.00	\$ 4,265,000.00	\$ 3,660,000.00	\$ 3,660,000.00	\$ 5,250,000.00	\$ 5,250,000.00
			TOTAL ALTERNATE BID #4 PRICE (Item 1)	ADDITIVE	\$ 475,000.00	ADDITIVE	\$ 4,265,000.00	ADDITIVE	\$ 3,660,000.00	ADDITIVE	\$ 5,250,000.00

ALTERNATE BID #5											
Item No.	Quantity	Unit	Item	R Construction Civil, LLC		Main Lane Industries, Ltd.		E.P. Brady, Ltd.		SJ Louis Construction of Texas, Ltd.	
				Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	1	LS	INCREASE / DEDUCT for Polypropylene Corrugated Wall Pipe	\$ 500,000.00	\$ 500,000.00	\$ 1,983,394.00	\$ 1,983,394.00	\$ 650,000.00	\$ 650,000.00		
			TOTAL ALTERNATE BID #5 PRICE (Item 1)	ADDITIVE	\$ 500,000.00	ADDITIVE	\$ 1,983,394.00	ADDITIVE	\$ 650,000.00		NO BID

ALTERNATE BID #6											
Item No.	Quantity	Unit	Item	R Construction Civil, LLC		Main Lane Industries, Ltd.		E.P. Brady, Ltd.		SJ Louis Construction of Texas, Ltd.	
				Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	1	LS	INCREASE / DEDUCT for HDPE Solid Wall Pipe	\$ 2,000,000.00	\$ 2,000,000.00	\$ 500,000.00	\$ 500,000.00	\$ 4,100,000.00	\$ 4,100,000.00		
			TOTAL ALTERNATE BID #6 PRICE (Item 1)	ADDITIVE	\$ 2,000,000.00	ADDITIVE	\$ 500,000.00	ADDITIVE	\$ 4,100,000.00		NO BID

I, JONATHAN AARON BAUM, PE. #100982, DO HEREBY CERTIFY THAT THE ABOVE REFERENCED BIDS WERE RECEIVED, IN ACCORDANCE WITH THE ADVERTISED PROCEDURES, OPENED, AND READ ALOUD. THE BID TABULATION HEREIN IS A TRUE AND ACCURATE REPRESENTATION OF THE BIDS READ ALOUD.

Jonathan Aaron Baum
 JONATHAN AARON BAUM, PE. #100982





CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 2.c.

Agenda Item: Consider postponing approval of the FY 2023-2024 proposed Budget to the September 19, 2023 Council meeting.

Initiating Department/Presenter: Finance

Presenter:

Steve Ritter, Finance Director

Recommended Motion: Move to postpone approval of the FY 2023-2024 proposed Budget to the September 19, 2023 Council meeting.

Strategic Initiative: Goal #6 - Finance - Provide a sustainable, efficient, and fiscally sound government through conservative fiscal practices and resource management.

Discussion: The City Manager's recommended budget for FY 2023-2024 was provided to Councilmembers and the City Secretary on August 16, 2023 and has been available to the public through the City Secretary's office and on the City website.

A public hearing was held earlier in this evening's meeting in compliance with state statute, Sec. 102.006 of the Texas Local Government Code requiring cities to "hold a public hearing on the proposed budget." and in compliance with the City Charter, in Sec. 11.05, requiring a public hearing on the budget stating "...public hearings shall be held thereon in the manner prescribed by the laws of the State of Texas relating to budgets in cities and towns."

This agenda item (an action item) provides for compliance with Sec. 102.007 (a) of the Texas Local Government Code states "At the conclusion of the public hearing, the governing body of the municipality shall take action on the proposed budget." Action to postpone approval of the budget to the September 19, 2023 Council meeting meets the requirement of Sec. 102.007(s) of the state statutes. At the September 19, 2023 meeting Council will address action items to Approve the FY 2023-2024 Budget, Approve/Adopt a Tax Rate, and Ratify increased property tax revenues reflected in the FY 2023-2024 Budget.

Previous Council Action: None

Financial Implications: There is no financial impact associated with this item. Financial impact will come with the adoption/approval of the FY 2023-2024 Budget at the Council's September 19, 2023 meeting.

Approvals:

Aron Kulhavy

Kristy Doll

Associated Information:



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 2.d.

Agenda Item: Consider Decision Packages for the 2023-24 Budget

Initiating Department/Presenter: Finance

Presenter:

Steve Ritter, Finance Director

Recommended Motion: Move to approve the Decision Packages, Package 1 through Package 5, included in this item 2-b on the City Council Agenda

Strategic Initiative: Goal # 7 -Finance -Provide a sustainable, efficient and fiscally sound government through conservative fiscal practices and resource management.

Discussion: Attached are five decision packages provided for Council's consideration as part of the budget adoption process. These decision packages are provided as specified by the City's Fiscal and Budgetary Policies, and are provided for Council consideration for one (or more) of the following reasons:

1. They include individual items whose cost exceeds \$50,000. As such, to procure these items or services, the City Council will have to award contracts or bids to execute the expenditure of these funds.
2. They are to be funded using Unallocated Reserve appropriations.
3. They are of sufficient cost and scope that they qualify as policy issues and represent a significant amount of discretionary spending in the budget.

These items are prepared for Council to adopt with the motion above. Should a Councilmember(s) wish, these items may be excluded from the motion or adopted individually (as is the case with a consent agenda).

Previous Council Action: No previous Council action. However, during the July 18th Council workshop for the 2023 - 2024 Budget Council was provided information on Decision Packages being considered at the time. Decision Packages are also included as tab 5 in the City Manager's Recommended Budget that was provided to the City Council on August 16th

Financial Implications: Each of these items is included in the City Manager's Recommended Budget. Each decision package includes its own Financial Implications section illustrating the amounts and proposed uses of funds for each project.

Approvals:

Aron Kulhavy
Kristy Doll

Associated Information:

1. 23-24 Budget Decision Packages

FISCAL YEAR 2023-2024 DECISION PACKAGE 1

Item: Proposed funding sources and levels of various employee benefits

Initiating Department/Presenter: Finance Department, Steve Ritter, Director of Finance
Human Resources Department, Brian Beasley, Interim Director of Human Resources

Executive Summary: The City Manager's recommended 2023-2024 Budget proposes funding the vacation buy-back program as well as the Merit/Step Plan increase with Unallocated Reserves. The City is traditionally spending less than 100% of budgeted salary and benefit accounts, resulting in contributions to Unallocated Reserves in each fund sufficient to fund these employee benefits.

Financial Implications:

Funding Source				
Fund	Operational Budget	Proposed Use of Fund Unallocated Reserves	Proposed Use of CIP Fund Unallocated Reserves	Total
General		306,020		306,020
Utility		57,299		57,299
Solid Waste		22,305		22,305
PD School Resource Officer		10,774		10,774
Arts & Visitor Center		1,084		1,084
H/M Tourism		3,524		3,524

Detailed Discussion and Explanation:

Merit/Step Plan – The City returned to Grade & Step pay scale in Fiscal Year 12-13. Upon receiving a satisfactory evaluation from their supervisor at their annual anniversary date, the employee is awarded a 2.5% merit increase until the employee reaches the top step of their respective grade. Once employees are at the top step, and if they meet performance standards, they will be eligible for a lump sum payment coinciding with the date of their annual evaluation. This lump sum payment will not exceed the percentage merit increase approved in the budget.

Vacation Buyback Policy –Under current policy, if an employee has taken at least 80 hours of vacation time off during the previous fiscal year and so elects, he/she may buy back up to 40 hours of unused vacation time. The employee benefit review committee recommended reducing the amount of vacation time taken to be eligible for this program to be reduced to 60 hours or less. Funds are allocated in the proposed budget to pursue this option. The buyback option may be used to make a one-time contribution to the employee's deferred compensation plan for that year, or it may be distributed in a one-time payment through payroll. Employee requests for approval must be completed by the first Monday in November, with payment occurring on the second payroll date in November. This option is subject to available funding and Council approval through the budget process each year.

FISCAL YEAR 2023-2024 DECISION PACKAGE 2

Item: General Fund / Airport Fund Capital Improvement Projects

Initiating Department/Presenter: Engineering, Kathlie Jeng-Bulloch, City Engineer

Executive Summary: Every year, the City budgets as part of its operational budget an amount of money within each individual fund for Capital Improvement needs. This year, four capital projects are recommended for funding. Each is explained in greater detail below.

Financial Implications:

Funding Source				
Fund	Operational Budget	Proposed Use of Fund Unallocated Reserves	Proposed Use of CIP Fund Unallocated Reserves	Total
General	360,000			360,000

Detailed Discussion and Explanation:

General Fund:

Aerial Mapping-Imagery, LiDAR, Planimetric & Topo (\$150,000) - Aerial imagery and topographic mapping is an essential component in planning, engineering, public works, survey, and assists in the management of the City's infrastructure and economic development. Citizen, Engineers, and Developers also use this information in planning their activities. Updating aerial imagery and topographic mapping will support its users by providing improved realistic data and save time and costs by decreasing field data operations. The City generally updates aerial imagery and topographic mapping every 2 to 3 years to capture the developments and other changes that have occurred over that timeframe. The City of Huntsville last updated the aerial imagery and topographic mapping in 2018. The cost for the 2024 aerial imagery and topographic mapping updates project is estimated to be \$150,000.

Street Projects Detailed Discussion and Explanation:

Contract for Bond Package or Street Funding – (\$100,000) – This project is to hire a firm which will prepare a Bond Package and assist with locating additional outside sources of new street construction funding for the City of Huntsville.

Airport Projects:

Apron Expansion Engineering & Construction – (\$90,000) – On April 21, 2020, the City Council adopted the Huntsville Municipal Airport Master Plan. Within the plan, capital improvement programs were identified and deemed necessary to accommodate projected aircraft and passenger demands. The plan also plays a key role in formulating the CIP submitted to the TxDOT Aviation Division and utilized by the FAA, which indicates development priorities for the airport and costs to be incurred by the city. Aside from assisting with the development of the CIP, the plan allows for additional capital improvement items that contribute to the overall operational safety and efficiency of the facility such as the apron expansion to allow for additional areas for aircraft maneuverability and parking.

Current apron conditions are limiting the accessibility of larger aircraft along with congestion during peak operations. This project is identified as part of the Airport Master Plan of 2020 and included within the Airport Layout Plan.

For FY 23-24, staff is recommending funding this Apron Expansion Engineering & Construction.

Airport Runway 18-36 Mill and Overlay Design – (\$20,000) – On April 21, 2020, the City Council adopted the Huntsville Municipal Airport Master Plan. Within the plan, capital improvement programs were identified and deemed necessary to accommodate projected aircraft and passenger demands. The plan also plays a key role in formulating the CIP submitted to the TxDOT Aviation Division and utilized by the FAA, which indicates development priorities for the airport and costs to be incurred by the city. Aside from assisting with the development of the CIP, the plan allows for additional capital improvement items that contribute to the overall operational safety and efficiency of the facility such as the mill and overlay design for routine maintenance and increase weight capacity to the existing runway.

Current apron conditions are showing signs of age and indications of needed repairs to ensure proper pavement conditions for operations. This project will also incorporate the increase weight capacity classifications that will aid in the accessibility of larger aircraft utilizing the airport and assisting in further development of the overall airport facilities. This project is identified as part of the Airport Master Plan of 2020 and included within the airport CIP projects submitted to TxDOT Aviation.

FISCAL YEAR 2023-2024 DECISION PACKAGE 3

Item: Utility Fund Capital Improvement Projects

Initiating Department/Presenter: Engineering, Kathlie Jeng-Bulloch, City Engineer

Executive Summary: Every year, the City budgets as part of its operational budget an amount of money within each individual fund for Capital Improvement needs. This year, City staff is recommending the following Capital Improvement Projects in the Utility Fund. Each of these projects is described in detail below.

Financial Implications:

	Operational Budget	Proposed Use of Fund Unallocated Reserves	Total
Utility Fund	5,000,000		5,000,000
Grand Total Utility Fund	5,000,000		5,000,000

Water Projects Detailed Discussion and Explanation:

Miscellaneous Waterline Replacements – Construction – (\$37,000) Additional funding for construction due to budget cuts made in the FY 2022/2023 Budget.

- Elm Avenue (SH 30 E to Louis Davis Drive) - Construction - Replacement of approximately 1,300 LF with 6"
- Louis Davis Drive (Elm Ave. to Hazel Ave.) – Construction – Replacement of approximately 370 LF with 6".

Avenue I / Bobby K. Marks Dive Waterline Rehab. 2 Construction - (\$71,000) Additional funding for construction due to budget cuts made in the FY 2022 / 2023 Budget. Replacement of approximately 3,000 LF with 8".

Sam Houston Avenue 16" Waterline (Ave. I to Old Houston Road) Construction – (\$44,000) Additional funding for construction due to budget cuts made in the FY 2022 / 2023 Budget. Replacement of approximately 2,000 LF.

Fish Hatchery (first half) (1478A to 1588) Replace 2" with 6" Waterline Construction – (\$37,000) - Additional funding for construction due to budget cuts made in the FY 2022 / 2023 Budget. Replacement of approximately 1,500 LF.

7 Various Waterline Replacements – (\$365,000) - Additional Funding for construction due to budget cuts made in the FY 2022 / 2023 Budget.

- Goodrich (Louis Davis to El Road) – 650 LF
- El Road (Goodrich to Trinity Cut-off – 1,400 LF
- Trinity Cut-Off (El Rd. to SH 19) – 1,500 LF
- Patrick Street – 450 LF
- Jessca Street – 350 LF
- Adams Drive – 600 LF
- Sprott Street – 480 LF

FY 2023 / 2024 Miscellaneous Waterlines Design – (\$90,000) - The City has been replacing existing undersized and deteriorated waterlines in various parts of the City each year, to the extent funding is made available for this purpose. Several such aged, undersized, and deteriorated segments have been replaced in the last several years. Replacing and upsizing will help reduce waterline breaks and associated maintenance costs, avoid costly waterline and pavement repairs and improve water circulation and pressure in the water distribution system to serve domestic and fire protection needs. Moreover, replacing these deteriorated waterlines will reduce water loss.

- Old Colony Road Design – (Goodrich to SH 19) – 8” replacement waterlines along Goodrich & Old Colony Road. Approx. 1,800 LF.
- Utility Road - Replace approx. 350 LF of 6”
- Jeffro Street - Relace approx. 380 LF of 6”
- Rhodes Drive – Replace approx. 350 LF of 6”

Eastham (Elmwood to Royal Oaks) Design - (\$31,000) – Replace approx. 870 LF of 6”.

The City has been replacing existing undersized and deteriorated waterlines in various parts of the City each year, to the extent funding is made available for this purpose. Several such aged, undersized, and deteriorated segments have been replaced in the last several years. Replacing will help reduce waterline breaks and associated maintenance costs, avoid costly waterline and pavement repairs and improve water circulation and pressure in the water distribution system to serve domestic and fire protection needs. Moreover, replacing these deteriorated waterlines will reduce water loss.

Fish Hatchery II Design – (\$53,000) – Replace approx. 1,500 LF 2” with 6”.

The City has been replacing existing undersized and deteriorated waterlines in various parts of the City each year, to the extent funding is made available for this purpose. Several such aged, undersized, and deteriorated segments have been replaced in the last several years. Replacing will help reduce waterline breaks and associated maintenance costs, avoid costly waterline and pavement repairs and improve water circulation and pressure in the water distribution system to serve domestic and fire protection needs. Moreover, replacing these deteriorated waterlines will reduce water loss.

Boettcher Drive Waterline Rehabilitation Design – (\$312,000) – Replacement of existing 2" & 6" waterlines in the area bounded by Old Sam Houston Road to the North, Highway 19 to East, North Freeway Service Road to the South, and Estella Stewart Elementary School to the West. This project is recommended according to the Renewal FNI 2016 Study, Project #4 – Table ES-4.

Mance Park Middle School Waterline Rehabilitation Design – (\$198,000) – Replacement of existing 2", 4", 6", 8" & 12" waterlines in the area bounded by 6th Street to the north, Martin Luther King Drive to the East, 10th Street to the South, and Avenue M to the West.

This project is recommended according to the Renewal FNI 2016 Study, Project #3 – Table ES-4.

11th Street / Hickory Drive Waterline Rehabilitation Design – (\$330,000) - Replacement of existing 2", 6" & 12" waterlines in the area bounded by Pine Shadows Drive to the North, Normal Park Drive to the East, 11th Street to the South, and Hickory Drive to the west.

This project is recommended according to the Renewal FNI 2016 Study, Project #5 – Table ES-4.

Water Modeling Masterplan – (\$250,000) – The City of Huntsville (City) constructed their water distribution collection system hydraulic models in 2015 / 2016 as part of the Water and Wastewater Condition and Capacity Assessment Study. The City wants to update their water hydraulic models with the latest infrastructure, meter billing, and operational information and perform a calibration of the models.

Project includes Water Model Update and Calibration, updating the City's Bentley WaterGEMS hydraulic models to utilize the latest information provided by the City and additional field data collected during pressure testing and flow monitoring. The Project does not include system analyses/assessment or the development of water CIP project recommendations. Those tasks are anticipated to be done as part of a future project.

Wastewater Projects Detailed Discussion and Explanation:

Miscellaneous Wastewater Line Replacements (\$543,000)– Additional funding for construction due to budget cuts made in the FY 2022/2023 Budget. Based on the findings during condition and capacity assessment studies carried out during 2015 & 2016, several sanitary sewer basins were determined to have excessive infiltration and inflow (I&I) of groundwater and storm water into the sanitary sewer system. The city replaced aged and deteriorated sanitary sewer line segments during the previous fiscal years based on the study recommendations and funding availability. Replacing these deteriorated sewer line segments (and upsizing if needed) will help avoid / reduce sewage seepage into the ground, help prevent potential groundwater contamination and lower costly maintenance to repair associated damaged areas such as pavement, sink holes, etc. This Miscellaneous Wastewater Lines item will supplement the shortage and the Budgeted amount transferred to the McGary Creek Lift Station Construction (for the shortage) during FY 22/23 CIP construction in the following segments:

- 1502 to 1412 Sam Houston – Replacement of approx. 350 LF of 6" & 2 MHs - (\$95,000).
- 608 Sam Houston Ave. to 505 Ave. M – Replacement of approx. 345 LF of 8" & 2 MHs – (\$73,000).
- 16th St. (Sam Houston to Ave. M) – Replacement of approx. 420 LF of 10" and 3 MHs – (\$95,000).
- 1726 Ave. Q to 1711 Ave. (MH 1936 to MH 1939) – Replacement of approx. 300 LF of 6" & 3 MHs – (\$73,000).
- 14th St. & Ave. I – Realign and Upsize (10" to 15") Wall Unit Sewer. – Replacement of Approx. 200 LF & 4 MHs – (\$114,000).
- 500 to 546 Normal Park Dr. Back Lots Easement – Replacement of approx. 450 LF of 6" & 3 MHs – (\$95,000.)

Tanyard Creek Lift Station Force Main Design – (\$138,000 City Cost--Total project--\$500,000) - This project includes the design of the replacement of the existing 8,500 LF of 10" to 14" force main. The total estimated cost is \$1,570,205. The existing Force Main was in service during 2009-2010. Due to the operational issues, there were six upstream lift stations (Mallory Lake, Sims, Highway 190, Bearkat, Old Colony, and Badger Lane) rerouted to Tanyard Creek Lift Station. Tanyard Creek Lift Station will have to be expanded and the existing 10" Force Main will have to be enlarged to accommodate the increased wastewater flows.

City is in the process of applying GLO Grants to fund this project. If the Grant Application approved, the City fund for design is \$138,000.

AJ-08 & AJ-10 Trunk Sewer Line Replacement – (\$1,200,000) Funding for Additional Services, Construction Phase Services, Materials Testing and design for the change of easement. This project consists of the construction of trunk sanitary sewer lines along Parker Creek, between A.J. Bown Wastewater Treatment Plans and FM 2821. The construction primarily involved replacing existing trunk sewer mains with upsized lines, as identified in the 2016 Water and Wastewater Condition and Capacity Assessment Studies. Design was funded in 2018 / 2019.

RC-04 Basin Rehabilitation & Renewal Design - (\$240,000) - This project includes focused flow monitoring throughout the RC-04 Basin to identify areas contributing large amounts of I/I. Smoke Testing and MH Inspection will be included in this project. Once identified, it is recommended that the City address them with rehabilitation, renewal and/or upsize projects to reduce excess water entering the system.

N.B Davidson WWTP Rehabilitation Phase 2 Design – (\$558,000) - N.B. Davidson Wastewater Treatment Plant (WWTP) was originally constructed in 1971 with expansion in 1982 and 1994. Its main treatment process consists of a four-channel oxidation ditch and two circular clarifiers followed by two chlorine contact basins. The aeration basin shows signs of structural deterioration and is too shallow to allow more modern and energy efficient treatment designs. The existing surface aerators are a high maintenance and high operating cost item that causes operational challenges at the plant. Many other pieces of equipment in this plant are deteriorated, outdated and aging which need frequent maintenance, repairs, and replacement.

This major rehabilitation and expansion of the 2-hr peak flow treatment capacity to 6.5 MGD will prevent the collection system from surcharging during wet weather events and will eliminate the increasing annual operation and maintenance costs and also eliminate the risks of catastrophic failure and possible TCEQ violation penalties.

Phase 1 preliminary design was funded in the FY22-23 budget, staff is recommending additional funding to complete the final design.

Drainage Projects Detailed Discussion and Explanation:

Open Ditch Lining Improvements - (\$50,000) – Rehabilitation of problem drainage areas.

18” and 24” Storm Sewer Replacement (River Oaks / W Greenbriar) - \$50,000 – This is an ARP funded project and is under construction at this time. The additional funding is for Materials Testing and Additional Services which includes change orders due to the unforeseen utility locations for this active project.

Dawson Creek Dam Phase 1, GLO 25% and Additional Service – (\$62,000 City Cost --Total Project-\$100,000) - This is a Flood and Drainage Facilities/ Planning project, which will prepare the document “Plan of Action” for addressing Texas Commission on Environmental Quality (TCEQ) Dam Safety Inspection Report.

TCEQ Dam Safety Program members performed a safety inspection of the Dawson Lake Dam as part of the regular inspection schedule. The Dam was found in poor condition which includes: the lack of erosion protection on the embankment and spillways; erosion gullies beneath the siphon and on the upstream and downstream slopes; the downstream slope was too overgrown and too steep; surface erosion was removing the soil that was supposed to support the siphon.

An accepted Emergency Action Plan (EAP) and updated Hydrologic and Hydraulic Analysis are required to be submitted to TCEQ per Title 30 of the Texas Administrative Code (TAC)299.61 & (TAC)299.15.

In order to prepare the EAP and updated Hydrologic and Hydraulic Analysis (\$35K) based on a design storm on the peak water level in the reservoir, a Bathymetric Survey (\$15K) of the lake will have to be performed and the bathymetric data will have to be reviewed and merged with the LiDAR dataset (\$14K) . To submit required documents to TCEQ and to bring the Dawson Lake Dam to pass the Safety Inspection and avoid potential downstream flooding in this area is highly recommended.

City applied for the Grant in the estimated amount of \$ 50,000 and will have to fund \$62,000 for this project.

Autum Road Drainage Project, 25% of GLO Possible – (\$250,000 City Cost –Total Project \$812,000) – This project is proposed to replace the existing 75-inch diameter railroad tank car (the ends removed) .

The culvert under Autumn Road near the intersection with Summer Lane needs to be replaced. This culvert is an old 75-inch diameter railroad tank car with the ends removed. The railcar culvert is undersized causing flooding issues at the Spring Lake Water Plant. This culvert is also mis-aligned with the creek channel causing erosion issues for the downstream property owners.

This existing railroad tank culvert should be replaced with the concrete box culverts and be sized to match the upstream discharge point (at Veterans Memorial) . The proposed culvert should be aligned with the existing downstream channel which is heavily silted.

The existing channel is about 1,550 feet in length from Autumn Road to Winter Way which should be de-silted. Mapping contours show approximately 10 feet of elevation changes from Autumn Road to the Lake Level at Winter Way.

To replace the existing 75-inch diameter railroad tank car with the properly sized concrete culvert and de-silting the existing channel is highly recommended to avoid flooding in this area.

City applied for the Grant in the estimated amount of \$ 750,000, and City will have to fund 25% plus the extra which was not included in the Grant Application (\$250,000) .

Drainage Utility Fee Study – (\$91,000) – Additional funding for the Drainage Utility Fee study. Drainage issues and flooding have been an ongoing problem in certain areas of the City of Huntsville. The funding needed to address these multiple issues / areas has not been available. The City and surrounding areas are growing rapidly. The proposed study will make recommendations on the implementation of a drainage utility fee to help offset the cost of future stormwater improvements.

FISCAL YEAR 2023-24 DECISION PACKAGE 4

Item: Proposed funding sources and levels of various position and benefit additions.

Initiating Department/Presenter: Finance Department, Steve Ritter, Director of Finance
Human Resources Department, Brian Beasley, Interim Director of Human Resources

Executive Summary: The City Manager's Recommended 2023-24 Budget proposes the addition of two (2) full-time positions, in the General Fund, a new Grade and Step scale for the Fire Department to reflect the change from four shifts to three, three (3) re-class positions, and vehicle allowance increases for directors and one building maintenance staff member. The Utility Fund has one (1) new position, and the Hotel/Motel fund includes a vehicle allowance. In addition to the new positions, to stay competitive in recruiting and retention, funding is allocated for a 2% market adjustment effective October 1, 2023 and an additional mid-year adjustment of 2% April 1 of 2024.

New Positions:

General Fund positions:

- one (1) new Assistant Finance Director,
- one (1) new PD/Help Desk Analyst,

Other funds new positions:

- one (1) lead meter reader assistant – (Utility Fund)

Financial Implications:

Funding Source			
Fund	Operational Budget	Proposed Use of Unallocated Reserves	Total
General	1,428,702		1,428,702
Utility	164,924		164,924
Solid Waste	107,932		107,932
PD School Resource Officer SRF	18,063		18,063
Art	2,168		2,168
Hotel/Motel	9,484		9,484

Detailed Discussion and Explanation: General Fund:
New Positions:

- One Assistant Finance Director -\$117,000 -Salary & Benefits & \$3,100 Training/Computer set up/Office Supplies
- One PD/Help Desk Analyst -\$73,429

Additional Salary & Benefit Considerations:

- Reclass Positions:
 - Risk Specialist - \$2,659
 - Help Desk Analyst - \$6,428
 - CID Adm. Asst - \$5,263
 - Fire Department -New Grade and Step Scale - \$500,000
- Vehicle Allowance Adjustments-\$15,240
- 2% Market Adjustment (12 Months) 10.1.2023 and 2% Market Adjustment 4.1.2024 - \$492,069

Additional Considerations:

- New Software (MFA-Silverfort) - \$32,000
- New Software (Patch Management-Automax) - \$14,750
- Contractual Janitorial Services - \$50,000
- Contractual City Attorney Services - \$40,000

Utility Fund:

New Positions:

- One Meter reader lead assistant (Water Dept.) -\$64,090 Salary & Benefits

Additional Salary & Benefit Considerations:

- 2% Market Adjustment (12 Months) 10.01.2023 and 2% Market Adjustment 4.1.2024 - \$100,834

Solid Waste Fund:

Additional Salary & Benefit Considerations:

- 2% Market Adjustment (12 Months) 10.01.2023 and 2% Market Adjustment 4.1.2024 - \$32,932

School Resource Officer SRF:

Additional Salary & Benefit Considerations:

- 2% Market Adjustment (12 Months) 10.01.2023 and 2% Market Adjustment 4.1.2024 - \$15,8063

Art SRF:

Additional Salary & Benefit Considerations:

- 2% Market Adjustment (12 Months) 10.01.2023 and 2% Market Adjustment 4.1.2024 - \$2,168

Hotel/Motel SRF:

Additional Salary & Benefit Considerations:

- Vehicle Allowance - Tourism Manager - \$3,600
- 2% Market Adjustment (12 Months) 10.01.2023 and 2% Market Adjustment 4.1.2024) - \$5,884

FISCAL YEAR 2023-24 DECISION PACKAGE 5

Item: Proposed Uses of Unallocated Reserves from each fund

Initiating Department/Presenter: Finance Department, Steve Ritter, Director of Finance

Executive Summary: Each fund within the City accumulates Unallocated Reserves. Unallocated Reserves result from when revenues exceed expenditures. Because Unallocated Reserves result from one-time, unanticipated circumstances, it is recommended that Unallocated Reserves be spent on one-time expenditures with minimal and identified associated operating expenses.

In the City Manager's Recommended 2023-2024 Budget, various one-time expenditures are proposed for Council's consideration. Below is a detailed listing of the projects proposed for the use of Unallocated Reserves by fund.

Financial Implications:

Fund	Audited Beginning Unallocated Reserves as of September 30, 2022	Estimated Amount of Unallocated Reserves in excess of stated policy level at September 30, 2023	Proposed Use of Fund Unallocated Reserves FY 23-24
General	12,081,000	4,700,000	2,032,461
Utility	10,414,500	4,093,000	2,232,319
Solid Waste	3,747,000	2,103,000	48,752
Airport -SRF	96,547	No policy stated	20,000
PD SRO -SRF	250,221	No policy stated	10,774
Art SRF	173,000	No policy stated	17,084
Hotel/Motel	1,002,000	No policy stated	53,524

Detailed Discussion and Explanation:

General Fund:

- Contract Management - \$ 4,800
- Reach Mower replacement w/ Max mower - \$181,366
- New Snap-On Diagnostic Scanner - \$9,800
- Large Bleachers - \$25,000
- Level restroom facility – (Kate Barr Ross Park) - \$32,200
- New Equipment -Fire Reporting -\$10,810
- New Engine Truck -Fire Department -\$1,070,000
- Three (3) Panasonic Tablets / Mounts and Rings - \$13,035
- Fire Hydrant & Pad (Station #1) - \$10,000
- Capital Projects – General Fund - \$350,000
- Step & Merit Increase - \$246,020

Utility Fund:

- 30" Value and line stops for 3-million-gallon ground storage tank - \$400,000
- Lightning Protection - \$90,000
- Spare 250hp well motor - \$40,000
- Spring Lake Filter Media - \$150,000
- New Excavator - \$213,352
- Retrofit the TV Truck w/ a new camera - \$329,688
- Robinson Creek Repairs (combined) - \$350,000
- Electrician Van - \$57,000
- Lead Meter Reader Assistant Truck - \$45,000
- Step & Merit Increase - \$50,404
- Capital Projects – Utility Fund - \$500,000

Solid Waste Fund:

- 6030 HDB Vertical Baler - \$14,447
- Recycle Stickers - \$12,000
- Step & Merit Increase - \$16,459

PD School Resource Officers:

- Step & Merit Increase - \$9,032

Art Fund:

- Foundation Repairs/Paint/Tree Removal for Wynne Home - \$16,000
- Step & Merit Increase - \$1,084

Hotel/Motel Fund:

- Statue & Visitor's Ctr repairs -Parking lot/Statue - \$50,000
- Step & Merit Increase - \$3,524



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 3.a.

Agenda Item: Consider the appointments to the City of Huntsville Boards and Commissions for vacant board positions.

Initiating Department/Presenter: City Council

Presenter:

Andy Brauninger, Mayor

Recommended Motion: Move to appoint Board and Commission members as presented.

Strategic Initiative: Goal #5, Resource Development - Enhance the quality of life for citizens, businesses and visitors by leveraging the human and fiscal resources available to the community.

Discussion: Please see the attached list for appointments to the City of Huntsville Boards and Commissions. Positions on these Boards and Commissions are vacant or expired and need to be filled or reappointed.

Previous Council Action: None

Financial Implications: None

Approvals:

Aron Kulhavy

Kristy Doll

Associated Information:

1. Board Appointments



CITY OF HUNTSVILLE

BOARD AND COMMISSION APPOINTMENTS/REAPPOINTMENTS

BOARD NAME	SEAT #	APPOINT/ REAPPOINT	BOARD MEMBER	TERM EXPIRE
AIRPORT ADVISORY BOARD				
	2	Reappoint	Phillip Bruns	8-31-2026
	3	Reappoint	Russell Cooper	8-31-2026
	5	Reappoint	Greg Smith	8-31-2026
ARTS COMMISSION				
	1	Appoint	Derrick Birdsall	8-31-2026
	4	Reappoint	John Escobedo	8-31-2026
	8	Appoint	Amanda Berset	8-31-2025
	9	Appoint	Martha White	8-31-2026
BOARD OF ADJUSTMENTS				
	4	Reappoint	Ken Holland	8-31-2025
	5	Reappoint	Elliott Herlich	8-31-2025
	6 Alt.	Reappoint	Jason Warren	8-31-2025
HOUSING AUTHORITY				
	3	Appoint	Leticia Requejo	8-31-2025
	5	Appoint	Katie Johnson	8-31-2025
LIBRARY BOARD				
	1	Appoint	James Hornung	8-31-2024
	4	Appoint	Emily Figueroa	8-31-2025
	5	Reappoint	Douglas Wright	8-31-2026
MAIN STREET PROGRAM				
	1	Reappoint	Caroline Crimm	8-31-2025
	4	Reappoint	Helen Belcher	8-31-2025
	5	Reappoint	Michelle Lyons	8-31-2025
	8	Reappoint	Laura Bruns	8-31-2025
	9	Reappoint	Sean Chaney	8-31-2025
TOURISM ADVISORY BOARD				
	1	Appoint	LeDenna Holcomb	8-31-2026
	8	Appoint	Leighanne Anderson	8-31-2026
	9	Appoint	Caroline Crimm	8-31-2024
WALKER COUNTY PUBLIC SAFETY COMMUNICATIONS CENTER EXECUTIVE BOARD				
	4	Appoint	Wade Roberts	8-31-2025
	5	Reappoint	Craig Schlicher	8-31-2026
PLANNING COMMISSION				
	7	Appoint	Weldon Wallace	8-31-2026



CITY COUNCIL AGENDA

9/5/2023

Agenda Item Number: 6.a.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 to receive legal advice for City of Huntsville vs. Walker County SUD.

Initiating Department/Presenter: City Attorney

Presenter:

Leonard Schneider, City Attorney

Recommended Motion: Not applicable

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Leonard Schneider

Aron Kulhavy

Kristy Doll

Associated Information: