



**CITY OF HUTTO, TEXAS
REGULAR CITY COUNCIL MEETING
THURSDAY, AUGUST 2, 2018 AT 5:30 PM
CITY HALL - CITY COUNCIL CHAMBERS
401 WEST FRONT STREET**

CITY COUNCIL

Doug Gaul, Mayor
Tom Hines, Place 2, Mayor Pro-tem
Scott Rose, Place 1
Nathan Killough, Place 3
Tim Jordan, Place 4
Patti Turner, Place 5
Terri Grimm, Place 6

AGENDA

1. **CALL SESSION TO ORDER**

2. **ROLL CALL**

3. **INVOCATION**

4. **PLEDGE OF ALLEGIANCE**

5. **CITY COUNCIL COMMENTS**

5A. General Comments from City Council

6. **PUBLIC COMMENT**

Any citizen wishing to speak during public comment regarding an item on or off the agenda may do so after completing the required registration card. In accordance with the Texas Attorney General's Opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the City Council. No formal action, discussion, deliberation, or comment will be made by the City Council. Each person providing public comment will be limited to 3 minutes.

6A. Remarks from visitors. *(Three-minute time limit)*

7. **WORK SESSION:**

A work session is conducted for information or educational purposes. No action is taken by the Council on items listed.

7A. Discussion and review of Outside Agency Funding Applications.

8. **CONSENT AGENDA ITEMS:**

All items listed on the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Council member in which event, the item will be removed from the consent agenda and considered as a regular agenda item.

- 8A. Consideration and possible action approving the minutes of the July 19, 2018 Regular City Council Meeting. (Lisa Brown)
- 8B. Consideration and possible action on a resolution approving the proposed Star Ranch Commercial Revised Preliminary Plat, 40.27 acres, more or less, of land, located within Hutto's extraterritorial jurisdiction west of SH-130 and north of Gattis School Road. (Ashley Lumpkin)
- 8C. Consideration and possible action on a resolution approving the subdivision approval extension request for the Brooklands Section One Final Plat, 17.6704 acres, more or less, of land, 82 residential lots, located on CR 137 south of FM 1660 South. (Ashley Lumpkin)
- 8D. Consideration and possible action on a resolution approving the subdivision approval extension request for the Brooklands Section Two Final Plat, 15.006 acres, more or less, of land, 88 residential lots, located on CR 137 south of FM 1660 South. (Ashley Lumpkin)

REGULAR AGENDA ITEMS

9. **ORDINANCES:**

- 9A. Consideration and possible action on the second reading of an ordinance approving the Planned Unit Development (PUD) zoning ordinance amendment for the Hutto Crossings PUD, 465.00 acres, more or less, of land, located at the southwest corner of Chris Kelley Boulevard and US 79 West. (Ashley Lumpkin)
- 9B. Consideration and possible action on the first reading of an ordinance calling a bond election for November 6, 2018, making provisions for conducting the election and resolving other matters related to such election. (Helen Ramirez)

10. **RESOLUTIONS:**

- 10A. Consideration and possible action on a resolution authorizing the City Manager to execute a contract with Tank Builders, Inc. for the construction of the Shiloh Ground Storage Tank. (Matt Rector)
- 10B. Consideration and possible action on a resolution authorizing the City Manager to renew the contract with the Brazos River Authority (BRA) for the operation of the Wastewater Treatment Plants. (Matt Rector)

- 10C. Consideration and possible action on a resolution authorizing the City Manager to approve the design changes and subsequent change orders for the design and construction of the Innovation Business Park infrastructure. (Matt Rector)
- 10D. Resolution authorizing the City Manager to execute an engagement letter with the audit firm Whitley Penn, LLP for fiscal year 2018 audit. (James Bryson)
- 10E. Consideration and possible action on a resolution concerning Outside Agency Funding allocations and authorizing the City Manager to execute all Interlocal Agreements established with Outside Agencies for the 2018-2019 Fiscal Year. (James Bryson)
- 10F. Presentation and discussion of the Proposed 2019-19 Annual Operating Budget. (James Bryson)
- 10G. Consideration and possible action on the proposed Ad Valorem tax rate, including taking a record vote on the proposed tax rate, and setting dates, times, and places for a public hearing and adoption of the tax rate. (James Bryson)

11. **OTHER BUSINESS:**

- 11A. Consideration and possible action regarding appointments of new members to the Boards and Commissions. (Lisa Brown)

12. **CITY MANAGER COMMENTS:**

- 12A. Presentation on City of Hutto Business Plans for 2018-2019. (Eliska S. Padilla)
- 12B. Updates and discussion related to the drainage issues near the 1300 block of Creekbend Cove. (Matt Rector)
- 12C. Presentation of City-Wide Customer Service Program. (Allison Hosgood)

13. **ADJOURNMENT**

CERTIFICATION

I certify that this notice of the August 2, 2018 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on July 27, 2018 at _____.

Original Agenda Signed

Lisa L. Brown, City Secretary

The City of Hutto is committed to comply with the American with Disabilities Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special communications or accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at (512) 759-4033 or lisa.brown@huttotx.gov for assistance.



**CITY COUNCIL
MEETING MINUTES
JULY 19, 2018**

The Hutto City Council met in a regular session on Thursday, July 1, 2018, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

Mayor Gaul called the session to order at 7:00 p.m.

ROLL CALL

Members of the City Council present were Mayor Doug Gaul, Mayor Pro-tem Tom Hines, Councilmember Scott Rose, Councilmember Nathan Killough, Councilmember Tim Jordan, Councilmember Patti Turner and Councilmember Terri Grimm.

Members of staff that were present were Odis Jones, City Manager; Helen Ramirez, Assistant City Manager; Byron Frankland, Chief of Police; Paul Hall, Assistant Chief of Police; Matt Rector, Executive Director of Public Works and Engineering; Eliska Padilla, Executive Director of Communications; Anthony Emadi, Chief Financial Officer; James Bryson, Director of Finance; Ashley Lumpkin, Executive Director Business Development, Ashby Grundman, Director of City Planning; Jessica Bullock, Director of Economic Development; Reena O'Brien, Director of Communications; Sharon Parker, Assistant Events Manager; Kristi Robich, Downtown Tourism & Events Manager; Suzanne Glass, Community Resource Officer; and Lisa Brown, City Secretary.

INVOCATION

The invocation was given by Rev. Johnny Brower, Hutto Discovery United Methodist.

PLEDGE OF ALLEGIANCE

Mayor Gaul led the Pledge of Allegiance and the Texas Pledge.

CITY COUNCIL COMMENTS

There were no comments from Council.

PUBLIC COMMENT

There was no public comment.

CITY MANAGER COMMENTS

7A. Presentation of Training Awards to the Hutto Police Department Explorers.

Chief Byron Frankland remarked on how the Hutto Police Department partnered with the Hutto ISD to form Explorer Post 7610 and how successful the first class has been. Many of the explorers want to be police officers and some attorneys. Chief Frankland praised the explorers for their hard work and for completing the Austin Regional Explorer Academy. Chief Edward of the Hutto ISD praised the class for their hard work.

Class President Makai (sic) Proctor remarked how the program was mentally and physically challenging while being fun. It also taught them discipline and integrity.

The explorers were presented with a certificate of completion and a pin.

7E. Presentation announcing the company for Project Ollie.

Dan Thornton, Vice Chair of the Economic Development Corporation introduced Neal Piper and Tony Gabriele of AEND, a California company that is moving their headquarters to Hutto.

Aend Industries, Inc. is a 15 year old company that manufactures wheels for skateboards, inline skates, wheelchairs and derby wheels to name a few. They are excited to be moving to Texas and plan to be up and running by January.

7B. Presentation of the City Financials for the Month of June and third quarter as well as the third quarter investment report as required by the fiscal and budgetary policy.

James Bryson, Director of Finance presented the monthly financials. Her confirmed with Council that the outside funding agencies will be presenting their requests before the August 2, 2018 Council Meeting.

Councilmember Grimm requested that every meeting the Council be advised of the over-under for the utility.

7C. Presentation of the Texas Economic Development Council Award for Economic Excellence to the City of Hutto.

Odis Jones acknowledge Jessica Bullock, Helen Ramirez, the Economic Development Department and the EDC Board for their accomplishments for having the No. 1 program, staff and policy in the state. He remarked there is national focus on Hutto because of the department's ability to implement the economic policy.

7D. Report on Mayors Conference on Entrepreneurship.

Mayor Gaul gave a report on the recent mayors conference he attended on how to help local entrepreneurs succeed.

CONSENT AGENDA

Motion: Councilmember Grimm made a motion to pull Item 8C from the Consent Agenda. Councilmember Killough seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

- 8A. Consideration and possible action approving the minutes of the July 5, 2018 Regular City Council Meeting and July 12, 2018 Special Called Council Meeting.
- 8B. Consideration and possible action on a resolution approving the proposed Mager Meadows Phase 2 Final Plat, 22.441 acres, more or less, of land, 95 residential lots, located Groves Avenue at Marimoor Drive.
- 8D. Consideration and possible action on an Economic Development Agreement authorizing the City Manager to execute a First Amended Chapter 380 Economic Development Agreement between the City of Hutto and Hutto Mezz Holdings, L.L.C.
- 8E. Consideration and possible action on a resolution approving the subdivision approval extension request for the Hutto Crossing Phase 4 Section 4 Final Plat, 3.219 acres, more or less, of land, public right-of-way, to become the west extension of Knowles Drive from Chris Kelley Boulevard.

Motion: Mayor Pro-tem Hines made a motion to Items 8A, 8B, 8D and 8E from the Consent Agenda. Councilmember Killough seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

- 8C. Consideration and possible action on a resolution approving the proposed Star Ranch Concept Plan (Revised), 112.125 acres, more or less, of land, located within Hutto's extraterritorial jurisdiction west of SH-130 and north of Gattis School Road.

Ashley Lumpkin, Executive Director of Business Development, reviewed the revised Star Ranch concept plan that changes Parcel 9 from office/retail to multi-family, designates parcels 15, 30 and 31, a four acre tract adjacent to the driving range has been changed to retail, and an addition of an office complex near Parcel 13.

Mike Shaunessy, City Attorney, remarked that under the new MOU the developer agreed that the City would have to approve any future changes.

Councilmember Jordan added that the City is walking a fine line by telling the developer what he can and can't do on his own land.

Councilmember Grimm stated that the biggest concern of the residents is the traffic and the park land.

Motion: Councilmember Grimm made a motion to approve the revised concept plan with the condition that the amenity center will be built as shown in the 2005 master plan at 3 acres. Councilmember Turner seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

REGULAR AGENDA ITEMS

ORDINANCES

- 9A. Consideration of and possible action on the second and final reading of an ordinance approving the Traffic Impact Fee (TIF) Ordinance.

Motion: Councilmember Killough made a motion to approve the Traffic Impact Fee. Councilmember Rose seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose

Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

- 9B. Consideration and possible action on the first reading of an ordinance approving the Planned Unit Development (PUD) zoning ordinance amendment for the Hutto Crossings PUD, 465.00 acres, more or less, of land, located at the southwest corner of Chris Kelley Boulevard and US 79 West.

City Manager Odis Jones advised the Council that the new agreement puts the City in a better position financially. It provides incentive for commercial development on the property, the \$4M payment that was due May 2019 at a 10% interest rate was eliminated and the interest rate was reduced to 5%. Two tenants are lined up on the property. The City Manager recommended the Council approve this ordinance.

Motion: Councilmember Jordan made a motion to approve the Planned Unit Development (PUD) zoning ordinance amendment for the Hutto Crossings PUD, 465.00 acres, more or less, of land, located at the southwest corner of Chris Kelley Boulevard and US 79 West. Councilmember Killough seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

- 9C. Consideration of a public hearing and possible action on the first reading of an ordinance approving the zoning change for the property known as 212 FM 1660 South, 0.665 acres, more or less, of land, Lot 4 (N/PT), Block P of the City of Hutto, from OT-4R (Urban Residential) to SD-A (Special District) zoning district.

Ashley Lumpkin presented this request for zoning change from an urban residential zone to a special use district. The purpose of the re-zoning is to broaden the uses.

Public Hearing opened at 8:03 p.m.

Dee Williams (104 Cotton Cove) – Is in favor of the re-zoning. Wants something done to get rid of the bar.

Ted Williams (104 Cotton Cove) – The current bar is a nuisance due to the noise. The property is surrounded by residences and there is no sound barrier as was promised. Believes the site should not be an outside music venue. Wants the space to be zoned so there are no outside events.

Cathy Struble (529 Meadowside Drive) – Remarked that the noise has diminished can still be heard, and even though they have moved the music inside the patrons still play washers until midnight. Any future tenant with outside accommodations would not be desirable.

Catherine Bailey (102 Cotton Cove) – Wanted to know how the warrant when originally passed had no end date and no notice was given to the neighbors.

Malcolm Scott (206 Grisham Dr.) – States there is no privacy in your own yard when the club is open. He lives three blocks away and can still hear the music. Wants the Council to do something to alleviate the problem.

Mike Shaunessy addressed the Council and remarked that at the time this warrant was issued the Historic Preservation Commission was making zoning decisions. It is because of just such an incident that the Council took that authority away from the commission. Also at the time the warrant was issued certain representations were made by the business that have not been adhered to. The warrant is tied to the property and not the business.

Councilmember Jordan wanted to know if the warrant expires – there is no expiration.

Helen Ramirez advised the Council that once the warrant has been abandoned for a year it expires. In other words, if another bar occupied the space the warrant would still be in effect, but if a doctor's office moved in and occupied the space for a year then the warrant would expire.

Mike Shaunessy stated the owner has indicated he is selling the property and that is why he has asked for the zoning change.

Mayor Gaul stated that by changing the use the property is opened up to a bigger realm of business.

Councilmember Jordan stated he doesn't have a problem with a bar at this location – the location is the outside music.

Mayor Pro-tem Hines wanted to know if the property could be opened up to B2 zoning.

Councilmember Grimm stated to the residents that the Council was doing what was within their power.

The Public Hearing was closed at 8:16 p.m.

Motion: Councilmember Jordan made a motion to approve the zoning change of the property known as 212 FM 1660 South, 0.665 acres, more or less, of land, Lot 4 (N/PT), Block P of the City of Hutto, from OT-4R (Urban Residential) to SD-A (Special District) zoning district. Councilmember Killough seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

Motion: Councilmember Killough made a motion to dispense with the second reading. Mayor Pro-tem Hines seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

9D. Consideration of a public hearing and possible action on a Specific Use Permit request for 6081 FM 1660 North to allow a car wash in the B-2 (General Commercial) zoning district.

Ashby Grundman, Director of City Planning presented the request for a zoning change for 6081 FM 1660 North for specific use permit.

Mayor Gaul opened the Public Hearing at 8:30 p.m. and with there being no public comments the hearing was closed at 8:30 p.m.

Mayor Pro-tem Hines wanted to know what impact this would have on this parcel of land when that intersection of FM 1660 and Limmer Loop needs to be or will be “fixed” by TxDot.

Matt Rector advised Council that this project is just in the preliminary permit process. He has been in touch with TxDot about the progress of this road project but they appear to be dragging their feet.

Odis Jones remarked that TxDot needs to stop dragging its feet and he would like to be in on the next meeting with them.

Councilmember Rose stated that the project owner needs to be made aware of the problems with the intersection and how much right of way will be needed before building the carwash.

Motion: Mayor Pro-tem Hines made a motion to table this item until the issues with TxDot are resolved. Councilmember Rose seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

9E. Consideration and possible action on an ordinance for a cooperative program to serve the youth in the City of Hutto, Texas, and making available space within city facilities for the program.

The Mayor recused himself from this issue due to a personal business relationship with the Sandbox at Madeline’s Place.

Helen Ramirez, Assistant City Manager, introduced this issue whereby the City will agree to provide the Saul House, free of charge, as an appropriate place for the Sandbox at Madeline’s Place to provide programs for the City’s teens for after-school programs, suicide awareness training, community service opportunities, etc.

Councilmember Jordan is in favor of this item. He stated this is a great program for our City’s youth who would otherwise have nowhere else to go.

Mayor Pro-tem Hines wanted to know what impact this would have on the City’s rental of the Sail House – none, rentals are very minimal.

Councilmember Killough – stated that a tragic incident created this program and it's a beautiful thing.

Councilmember Rose remarked that since Saul House sits empty, having this program there will benefit the City.

Motion: Councilmember Rose made a motion to approve the ordinance as presented.
Councilmember Killough seconded the motion.

Vote: Ayes Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm
Recused Mayor Doug Gaul

Action: The motion passed 6 ayes, and 0 nays

Motion: Councilmember Killough made a motion to dispense with the second reading.
Councilmember Jordan Hines seconded the motion.

Vote: Ayes Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm
Recused Mayor Doug Gaul

Action: The motion passed 6 ayes, and 0 nays

Mayor Gaul adjourned the meeting at 8:50 p.m. for a five minute break. The meeting was reconvened at 8:55 p.m.

WORK SESSION

11A. Work session with Burditt Consultants LLC regarding the Parks Master Plan.

Charles Burditt and Shane Howard of Burditt Consultants, LLC presented an overview of several concept plans for a sports complex to the east of Fritz Park that would include baseball fields, multi-use sports fields, water features, etc.

Mayor Pro-tem Hines stated that a Parks Master Plan needs to encompass all of the City's parks and requested the Parks Advisory Board have involvement in the planning.

Councilmember Jordan stated Burditt needs to use all the information provided this evening to plan Pollard Park, Hutto Lake Park and Fritz Park.

Councilmember Grimm likes all the amenities and splash pads and that it makes it possible for parents to watch their child(ren) participating in a game yet watch another child(ren) play in a common space.

Councilmember Rose stated he would like to see space for RVs to park.

The entire Council was in favor of bring the sports complex across the creek and encompassing Fritz Park.

Burditt was charged with expanding the concept of the plan to include all of the parks, not just the sports complex.

11B. Work session regarding the Texas Main Street Program Boundary.

Jessica Bullock reviewed the revised boundary of Old Town for the application. It now includes Old Town south of US 79.

RESOLUTIONS

10A. Consideration and possible action on the proposed City of Hutto Five Year FY 2019 – 2023 Capital Improvements Plan (CIP).

Matt Rector presented the CIP for approval.

Mayor Pro-tem Hines would like to see the Communications Center pushed out a year to give the City time to talk with all the other local agencies and see if we can get them to “buy” in.

Councilmember Jordan wanted to know what the \$2M was for – only covers the hardware.

Chief Frankland stated he has reached out to Chief Kirkland at ESD #3 – he confirmed again that the \$2M is just for acquisition of the hardware for the center, not anything else.

Motion: Councilmember Jordan made a motion to accept the proposed City of Hutto Five Year FY 2019 – 2023 Capital Improvements Plan (CIP). Councilmember Killough seconded the amendment.

Vote: Ayes Mayor Doug Gaul
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner

Nays Councilmember Terri Grimm
Mayor Pro-tem Tom Hines
Councilmember Scott Rose

Action: The motion passed 5 ayes, and 2 nays.

10B. Resolution authorizing the City Manager to execute an engagement letter with the audit firm Eide Bailly, LLP for fiscal year 2018 audit.

Odis Jones requested the Council table this issue until the next meeting.

Motion: Councilmember Killough made a motion to table the issue until the next meeting.
Councilmember Grimm seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

10C. Consideration and possible recommendation on the 2018 - 2028 Master Drainage Plan.

Dan Hejl provided an overview of the City's first consolidated drainage plan

Councilmember Grimm wanted to know if the \$110,000 for CR 137 and Farley were a shared cost with Hutto ISD.

Odis Jones stated that the City has been asked by HISD to take on the cost of the project and since we have the manpower and equipment. He has agreed but HISD has to provide the materials, but it will not happen this year.

Mayor Pro-tem Hines wanted to know how this will be funded – through the public/private partnership –multi-phase, multi-year, some bonds, and staff.

Motion: Councilmember Killough made a motion to accept the Master Drainage Plan.
Mayor Pro-tem Hines seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose

Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

10D. Consideration and possible action on the 2018 - 2028 Mobility Master Plan.

Carl Springer of DKS provided an overview of the proposed mobility plan.

Motion: Mayor Pro-tem Hines made a motion to accept the Mobility Master Plan as presented. Councilmember Jordan seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

10E. Consideration and possible action on the 2018 - 2028 Wastewater Master Plan.

Jessica Romigh, Chair of the Planning and Zoning Commission addressed the Council and advised them that the P&Z Board recommended both the wastewater and mobility plans.

An overview of the proposed Wastewater Master Plan was presented.

Mayor Pro-tem Hines wanted assurance that the two plants we currently have will be able to sustain the total capacity of the final build-out – we just need to increase the capacity.

Motion: Councilmember Rose made a motion to accept the Wastewater Master Plan as presented. Mayor Pro-tem Hines seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

Mike Shaunessy, City Attorney, recommended that Executive Session Item 13B not be discussed during closed session.

The Council adjourned to executive session at 11:07 p.m. and reconvened at 12:14 a.m.

EXECUTIVE SESSION

12A. Executive Session, as authorized by Texas Government Code Section 551.074, deliberations regarding contract negotiations pertaining to the City Manager

No action was taken in Executive Session.

ACTION RELATIVE TO EXECUTIVE SESSION:

13B. Consideration and possible action relating to City Council and Boards and Commissions

Motion: Mayor Gaul made a motion to appoint Jonathan Wagner to the Historic Preservation Commission with a term ending June 30, 2019. Councilmember Killough seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

Motion: Councilmember Grimm made a motion to appoint Travis Allen to the Historic Preservation Commission with a term ending June 30, 2019. Councilmember Tim Jordan seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

Motion: Mayor Gaul made a motion to appoint Steven R. Harris to the Economic Development Corporation with a term ending June 30, 2019. Councilmember Grimm seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

13A. Consideration and possible action relating to contract negotiations regarding the City Manager.

Motion: Councilmember Killough made a motion to accept the new City Manager contract as negotiated. Councilmember Jordan seconded the motion.

Vote: Ayes Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays

ADJOURNMENT

There being no further business to be heard, the meeting was adjourned at 12:19 a.m.

CITY OF HUTTO

Doug Gaul, Mayor

APPROVED:

Lisa L. Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.:

8B.

AGENDA DATE: August 02, 2018

PRESENTED BY:

Ashley Lumpkin, AICP, Executive
Director, Business & Development
Services

ITEM:

Consideration and possible action on a resolution approving the proposed Star Ranch Commercial Revised Preliminary Plat, 40.27 acres, more or less, of land, located within Hutto's extraterritorial jurisdiction west of SH-130 and north of Gattis School Road. (Ashley Lumpkin)

STRATEGIC GUIDE POLICY: Well Balanced & Diversified Economy

ITEM BACKGROUND:

The Star Ranch development area is located outside of the City limits in the Extraterritorial Jurisdiction (ETJ). This area is subject to a Strategic Partnership Agreement and Limited Purpose Annexation (SPA/LPA) which included a Concept Plan, that has since been revised. Over the course of development, some land uses had been modified and the non-residential area had been reduced. This prompted the City to execute a Memorandum of Understanding (MOU) with Tack Development in February 2018, which was subsequently amended in June 2018.

The Concept Plan was updated as the first step to ensuring the overall mix of land uses is similar to the original intent of the mix of land uses throughout the development and compliant with the MOU. The application was recommended for approval by the Planning and Zoning Commission in June 2018.

The Revised Commercial Preliminary Plat is the second step in allowing the development in Star Ranch to continue according to the prior approvals. At this time, the applicant requests approval of the Revised Commercial Preliminary Plat.

Summary of Request

The Revised Commercial Preliminary Plat includes the area bound by SH 130 on the east, Gattis School Road to the South, Winterfield Drive on the West, and the property north of the future extension of Star Ranch Blvd. The areas seeking revision are indicated in the hatched area on the proposed first page of the Preliminary Plat (attached).

The revision seeks to redistribute lots within Parcel 9 to accommodate for the townhome development that is currently under construction. Other revisions include an update to acreage on

Parcel 14, 15D, 30 and 31. It should also be pointed out the correction of Parcel 40, which was shown as one acre lot, but now reflects the acreage from the 2006 deed and dedicated to the HOA.

Sidewalks will be constructed on both sides of all streets within the subdivision. Water and wastewater is provided by Williamson County Water, Sewer, Irrigation, and Drainage District (WCWSIDD) No. 3 and MUD No. 22. In addition, an updated traffic impact analysis is currently under review with the proposed land uses to reflect future traffic impacts of the development as proposed.

Public Comments

All property owners within 200-feet have been notified by mail of the revised Preliminary Plat. Staff has received three calls about the application. The leading concern is that it does not encompass the entirety of the changes shown on the last application (the recently Revised Concept Plan). As this is a revision to a previously approved Preliminary Plat, it will not include the entirety of the concept plan area.

Staff Comments

The Commercial Preliminary Plat was approved by Hutto in 2007 and then subsequently by Williamson County in 2009 (additional commercial acreage was added). Both of those plats substantially match the other. Essentially, this application is a combination of both of those submittals with the necessary updates for Parcel 9. This application has also been reviewed for compliance with the Revised Concept Plan, which is on the July 19, 2018 City Council agenda. The Revised Concept Plan was recommended for approval by Planning and Zoning Commission with the caveat of relocating the northern amenity center parcel to Star Ranch Blvd. This application does not include that area within the development, thus it is not reflected on this schematic. This proposal meets the requirements of the MOU and substantially conforms to the Revised Concept Plan.

BUDGETARY AND FINANCIAL SUMMARY:

Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Planning and Zoning Commission recommended approval to City Council on July 17, 2018.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

All Preliminary Plat and Final Plat applications will be reviewed by both the city and county entities. Staff is still waiting on Williamson County approval for this application. Staff recommends that the Council approve the resolution.

SUPPORTING MATERIAL:

1. [Resolution - Star Ranch Commercial Revised Preliminary Plat](#)
2. [Star Ranch Revised Concept Plan - Supporting Document](#)

RESOLUTION NO.

**A RESOLUTION APPROVING THE PRELIMINARY PLAT KNOWN AS
"STAR RANCH COMMERCIAL REVISED PRELIMINARY PLAT";
LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE
CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.**

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the Planning and Zoning Commission to take action to recommend to the City Council whether or not to approve or disapprove a subdivision plat within thirty (30) days of the date an application is accepted, and;

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the City Council take action to approve or disapprove a subdivision plat within thirty (30) days of the date of presentation at Planning and Zoning Commission, and;

WHEREAS, the Development Services Department and the City Engineer have reviewed the above referenced plat for compliance with statute and engineering standards, and;

WHEREAS, if City Council fails to take action on this plat within the prescribed thirty (30) day period, the plat is granted statutory approval, Now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

that the Hutto City Council hereby approves the resolution for concept plan known as "Star Ranch Commercial Revised Preliminary Plat", a copy of same being attached hereto as "Exhibit A" and incorporated herein for all purposes.

CONSIDERED and RESOLVED on this the **2nd** day of the month **August, 2018**.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa L. Brown, City Secretary

REVISED PRELIMINARY PLAT OF
STAR RANCH COMMERCIAL

PARCEL 14 AND 15D, BLOCK E
PARCEL 43B & PARCEL 9, BLOCK A
PARCEL 30 & PARCEL 31, BLOCK G

SCALE: 1" = 300'

STATE HIGHWAY 130

STATE HIGHWAY 130

SEE SHEET 5

SEE SHEET 4

SEE SHEET 3

SEE SHEET 2

- LEGEND:
- = 1/2" IRON ROD FOUND
 - = 1/2" IRON ROD SET WITH RJ SURVEYING CAP
 - ROW = RIGHT OF WAY
 - DE = DRAINAGE EASEMENT
 - PUE = PUBLIC UTILITY EASEMENT
 - BL = BUILDING LINE
 - PRWC = PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS
 - DRWC = DEED RECORDS OF WILLIAMSON COUNTY, TEXAS
 - OPRWC = OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
 - LS = LANDSCAPE LOT
 - HOA = HOMEOWNER ASSN. MAINTENANCE RESPONSIBILITY

TRACTS/LOTS IMPACTED WITH THIS REVISION

- = PRELIMINARY PLAT BOUNDARY
- - - = PHASE LINE
- 8,589 = LOT AREA IN SQUARE FEET
- (61) = ADJACENT OWNER NAME FOR PLATTED LOTS WITHIN 200'

- NO BUILDING, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUTTO.
- A P.U.E. TEN FOOT WIDE ALONG AND ADJACENT TO ALL STREET SIDE PROPERTY LINES IS HEREBY DEDICATED.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER UTILITIES.
- UTILITY PROVIDERS: WATER: WILLIAMSON COUNTY WATER, SEWER, IRRIGATION AND DRAINAGE DISTRICT #3 AND WILCO MUD NO. 22 GAS: ATMOS; AND ELECTRIC: TXU.
- DRAINAGE AREA TRACTS WILL BE MAINTAINED BY THE MUD. LANDSCAPE AREA TRACTS WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION (HOA). THE AMENITY AREA TRACT WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
- SIDEWALKS SHALL BE CONSTRUCTED ON BOTH SIDES OF ALL STREETS WITHIN AND BOUNDING THIS SUBDIVISION.
- IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATION SHALL BE BUILT AT LEAST ONE FOOT (1') ABOVE THE SURROUNDING GROUND AND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF ONE HALF INCH INCH (1/2") PER FOOT FOR A DISTANCE OF TEN FEET (10').
- ALL SUBDIVISION CONSTRUCTION SHALL CONFORM TO THE CITY OF HUTTO UNIFIED DEVELOPMENT CODE, CONSTRUCTION STANDARDS AND GENERAL ACCEPTED ENGINEERING STANDARDS.
- NO FENCES, STRUCTURES, STORAGE, OR FILL SHALL BE PLACED WITHIN THE LIMITS OF THE ULTIMATE 1% ANNUAL CHANCE FLOODPLAIN; UNLESS APPROVED BY THE CITY ENGINEER. FILL MAY ONLY BE PERMITTED BY THE CITY ENGINEER AFTER APPROVAL OF THE PROPER ANALYSIS.
- A PORTION OF THIS TRACT IS ENCRACED BY SPECIAL FLOOD HAZARD AREAS INUNDATED BY THE 1% ANNUAL CHANCE FLOODPLAIN AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP (FLOOD INSURANCE RATE MAP) COMMUNITY PANEL NUMBER 48491C0515E, EFFECTIVE DATE SEPTEMBER, 26, 2008, FOR WILLIAMSON COUNTY, TEXAS.
- A 5' P.U.E. IS HEREBY DEDICATED ON EACH SIDE OF ALL REAR AND INTERIOR SIDE LOT LINES.

PROPERTY OWNER:
TACK DEVELOPMENT, LTD.
TM TIMMERMAN, PRESIDENT
2490 FM 685
HUTTO, TEXAS 78634

PHONE NO. 512-306-0500
FAX NO. 512-306-0502

SITE DATA

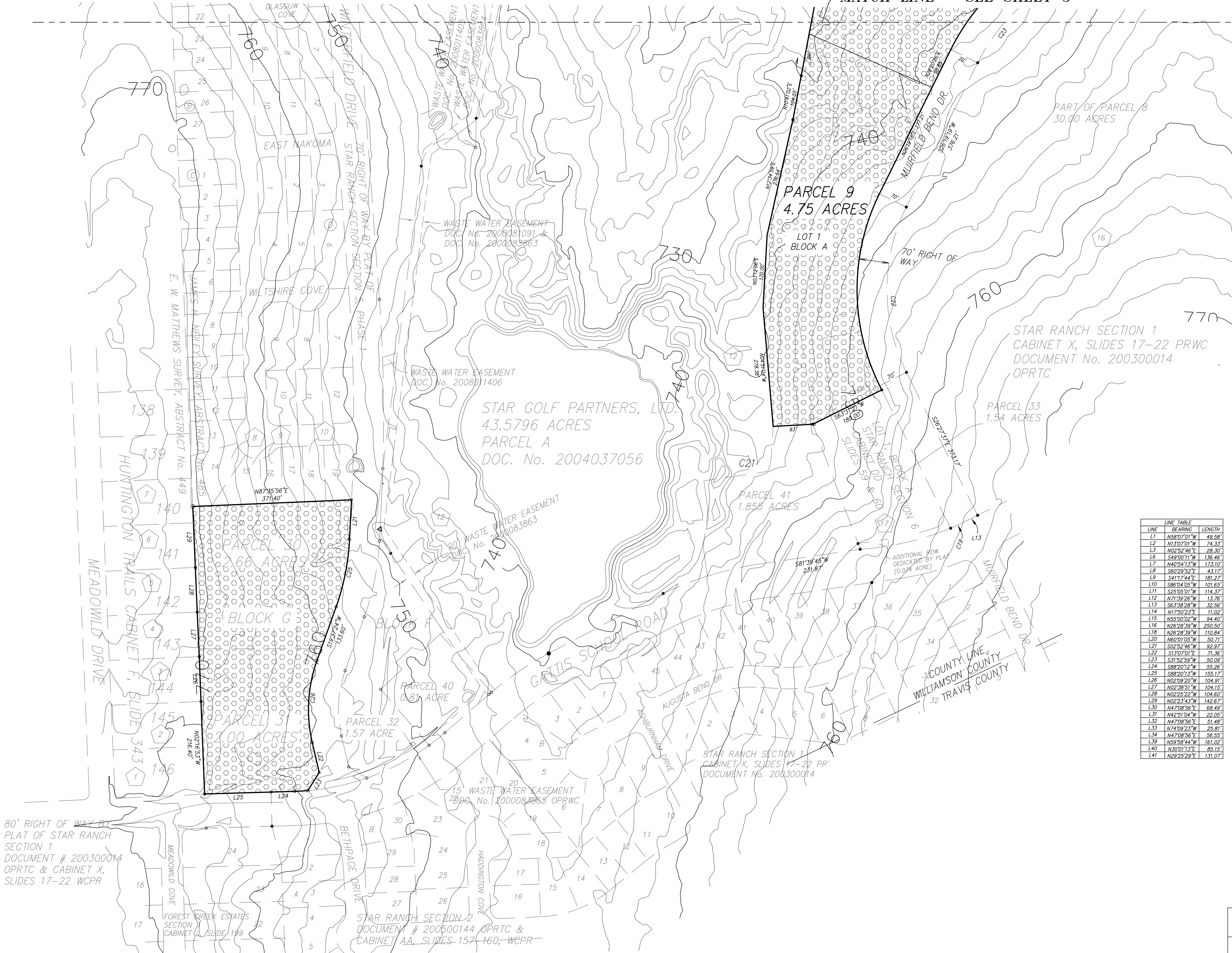
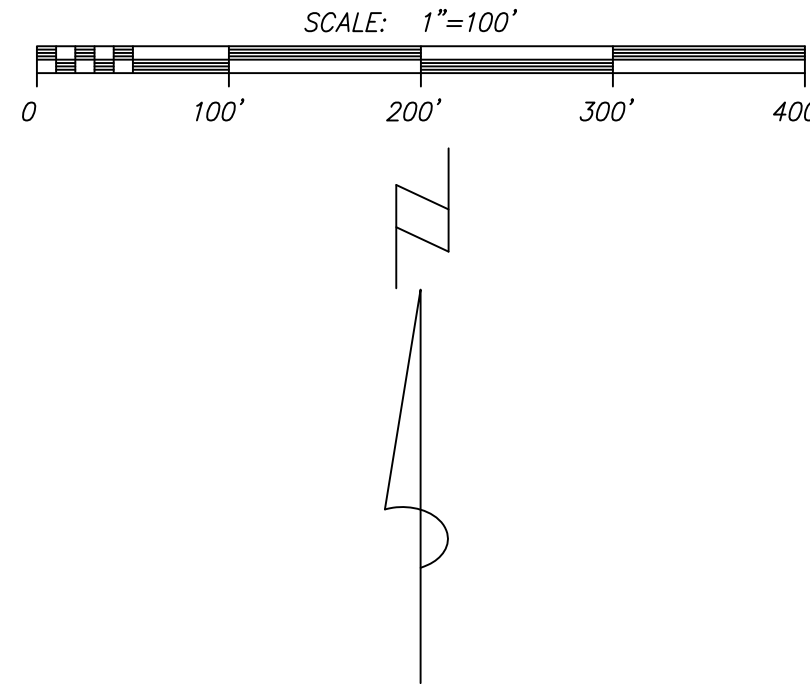
PARCEL 15D RETAIL 13.53 AC
PARCEL 14 HOTEL/RETAIL/OFFICE 12.83 AC
PARCEL 43B RETAIL 4.50 AC
PARCEL 9 TOWN HOMES 4.75 AC
PARCEL 30 RETAIL 2.66 AC
PARCEL 31 RETAIL 2.00 AC

TOTAL 40.27 AC

Received 7/11/18



MATCH LINE - SEE SHEET 3



LINE TABLE		
LINE	BEARING	LENGTH
L1	N58°07'01"W	49.58'
L2	N13°07'01"W	74.33'
L3	N02°52'46"E	28.30'
L6	S49°00'11"W	136.46'
L7	N40°54'13"W	173.10'
L8	S60°29'52"E	43.12'
L9	S41°17'44"E	181.22'
L10	S86°04'05"W	101.65'
L11	S25°05'01"W	114.32'
L12	N71°39'26"W	13.28'
L13	S63°38'28"W	32.96'
L14	N17°50'23"E	11.02'
L15	N55°00'02"W	94.40'
L16	N26°28'39"W	250.50'
L18	N26°28'39"W	110.84'
L20	N60°01'05"W	50.71'
L21	S02°52'46"W	92.97'
L22	S13°07'01"E	71.36'
L23	S31°52'59"W	50.09'
L24	S88°20'12"W	55.26'
L25	S88°20'13"W	155.12'
L26	N02°09'20"W	104.91'
L27	N02°38'51"W	104.15'
L28	N02°25'22"W	104.60'
L29	N02°23'43"E	142.67'
L30	N47°08'56"E	68.49'
L31	N42°51'04"W	22.05'
L32	N47°08'56"E	51.48'
L33	N74°09'23"W	25.81'
L34	N47°08'56"E	56.55'
L39	N59°58'44"W	161.02'
L40	N30°01'13"E	85.15'
L41	N29°25'29"E	131.02'

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BRNG.	CHORD
C3	167.06	75.00	127°37'18"	S71°02'53"W	134.60
C11	155.00	271.25	32°44'26"	N03°15'12"E	152.90
C12	181.19	820.00	16°44'39"	N11°15'05"E	180.54
C13	62.73	175.00	20°32'19"	S23°42'36"E	62.40
C15	162.33	740.00	12°34'08"	S55°52'21"W	162.01
C16	7.55	740.00	0°35'06"	S49°17'44"W	7.55
C17	47.09	560.00	4°49'06"	S51°24'44"W	47.08
C18	165.40	560.00	16°55'23"	S62°16'59"W	164.80
C19	37.47	560.00	3°50'00"	S65°11'31"W	37.46
C20	242.53	820.00	16°56'46"	S73°11'22"W	241.64
C22	400.63	435.00	52°46'08"	N00°04'28"W	386.62
C23	180.74	435.00	23°48'24"	N38°11'40"E	179.45
C24	395.68	3795.00	5°58'26"	N01°09'23"W	395.50
C25	160.73	550.00	16°44'39"	S11°15'05"W	160.16
C26	195.00	341.25	32°44'26"	S03°15'12"W	192.36
C27	31.07	560.00	31°0'44"	S86°44'49"W	31.07
C34	268.20	465.00	33°02'46"	N19°16'37"E	264.49
C35	36.56	25.00	83°48'00"	N77°41'59"E	33.39
C36	450.44	540.00	47°47'34"	S84°17'48"E	437.49
C37	1064.97	460.00	132°38'57"	N41°52'07"W	842.57
C38	134.74	455.00	16°58'03"	N15°58'20"E	134.25
C40	504.65	3341.42	8°39'12"	S05°17'57"W	504.17
C41	17.31	635.00	1°33'41"	S89°26'53"E	17.30
C46	27.74	535.00	2°58'16"	N01°11'06"E	27.74

80' RIGHT OF WAY BY
PLAT OF STAR RANCH
SECTION 1
DOCUMENT # 200300014
OPRTC & CABINET X,
SLIDES 17-22 WCPR

STAR RANCH SECTION 2
DOCUMENT # 200500144 OPRTC &
CABINET AA, SLIDES 157-160, WCPR

Received 7/11/18

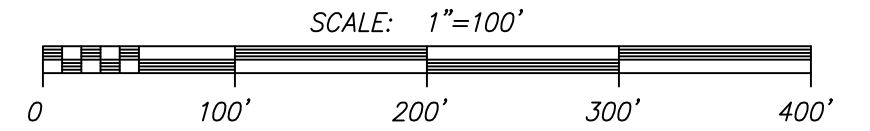
HUTTO CITY OF
WWW.HUTTOTOX.GOV

DATE: JULY 9, 2018 SCALE: 1" = 100'

RANDALL JONES & ASSOCIATES ENGINEERING, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817 F-9784

RJ SURVEYING & ASSOCIATES, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817

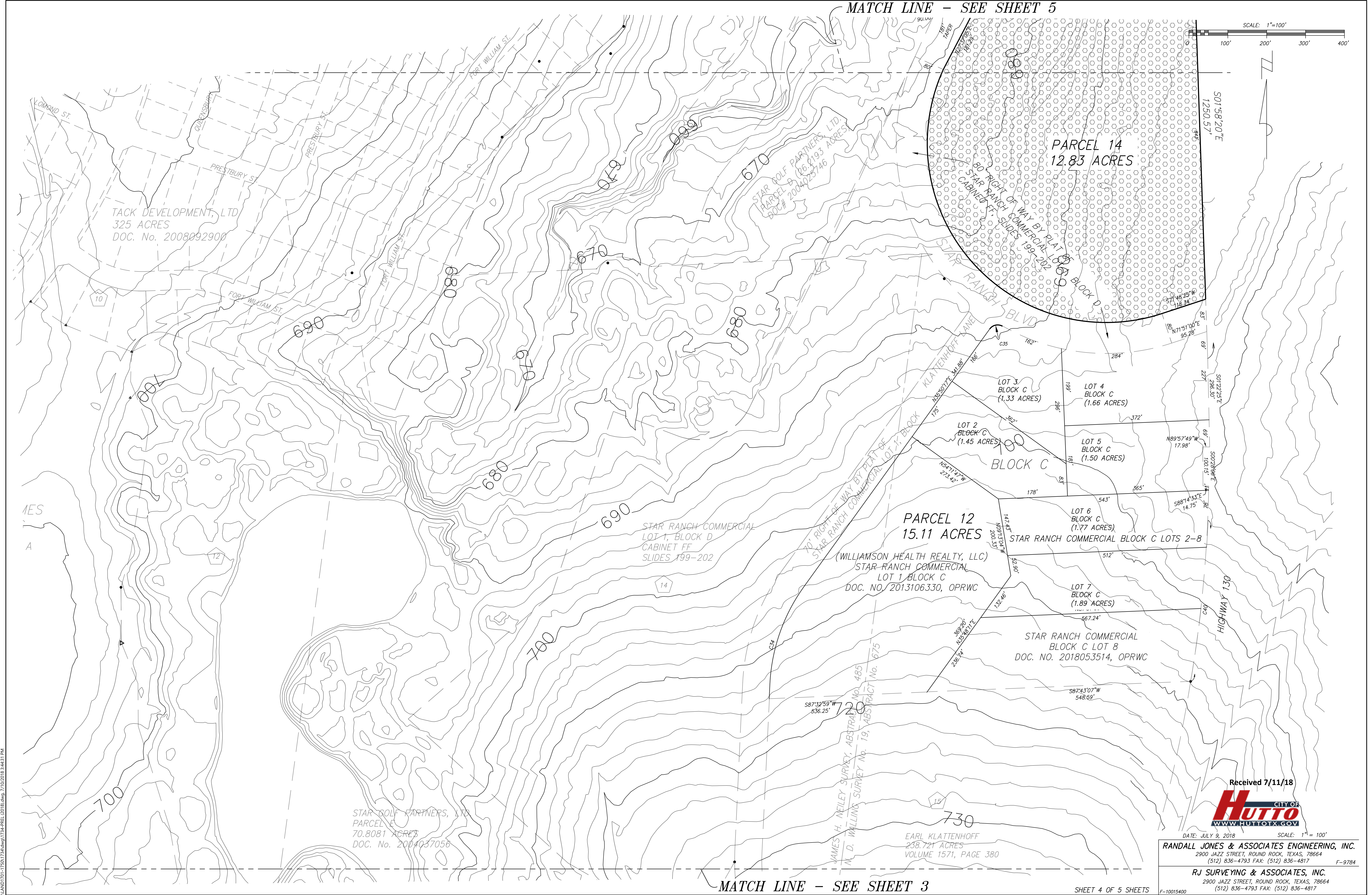
Received 7/11/18



MATCH LINE - SEE SHEET 5

SCALE: 1"=100'

S:\LAND\101-1750\1750.dwg(1754-PRE) 2018.dwg 7/10/2018 3:44:31 PM



Received 7/11/18



DATE: JULY 9, 2018 SCALE: 1"= 100'

RANDALL JONES & ASSOCIATES ENGINEERING, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817 F-9784

RJ SURVEYING & ASSOCIATES, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817

F-10015400

MATCH LINE - SEE SHEET 3

SHEET 4 OF 5 SHEETS

EARL KLATTENHOFF
238.721 ACRES
VOLUME 1571, PAGE 380

(WILLIAMSON HEALTH REALTY, LLC)
STAR RANCH COMMERCIAL
LOT 1 BLOCK C
DOC. NO. 2013106330, OPRWC

PARCEL 12
15.11 ACRES

STAR RANCH COMMERCIAL BLOCK C LOTS 2-8

LOT 7
BLOCK C
(1.89 ACRES)

STAR RANCH COMMERCIAL
BLOCK C LOT 8
DOC. NO. 2018053514, OPRWC

LOT 5
BLOCK C
(1.50 ACRES)

LOT 4
BLOCK C
(1.66 ACRES)

LOT 3
BLOCK C
(1.33 ACRES)

LOT 2
BLOCK C
(1.45 ACRES)

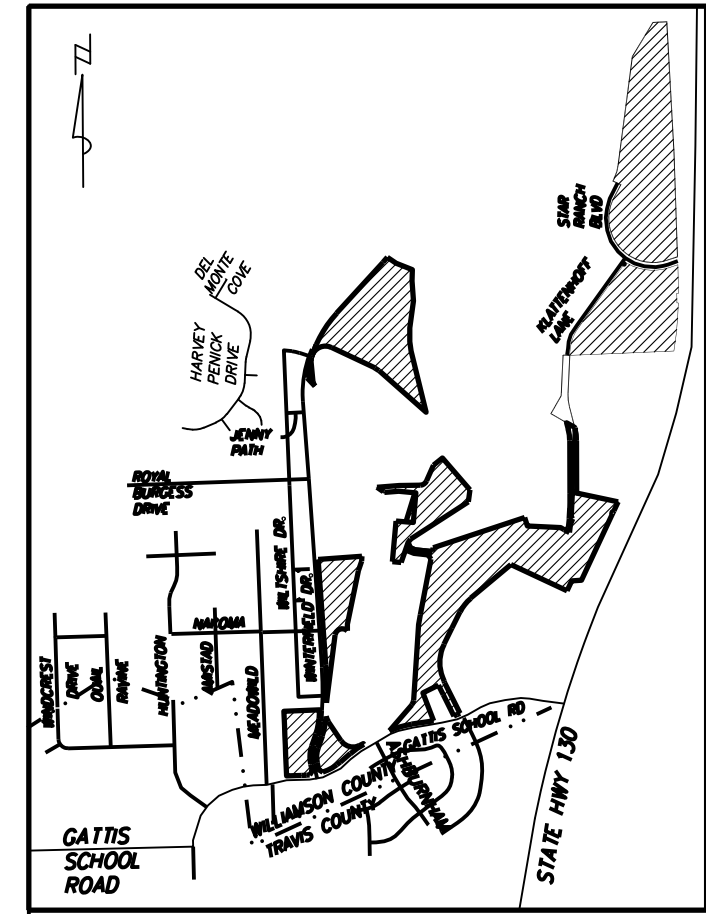
BLOCK C

STAR RANCH COMMERCIAL
LOT 1, BLOCK D
CABINET FF
SLIDES 199-202

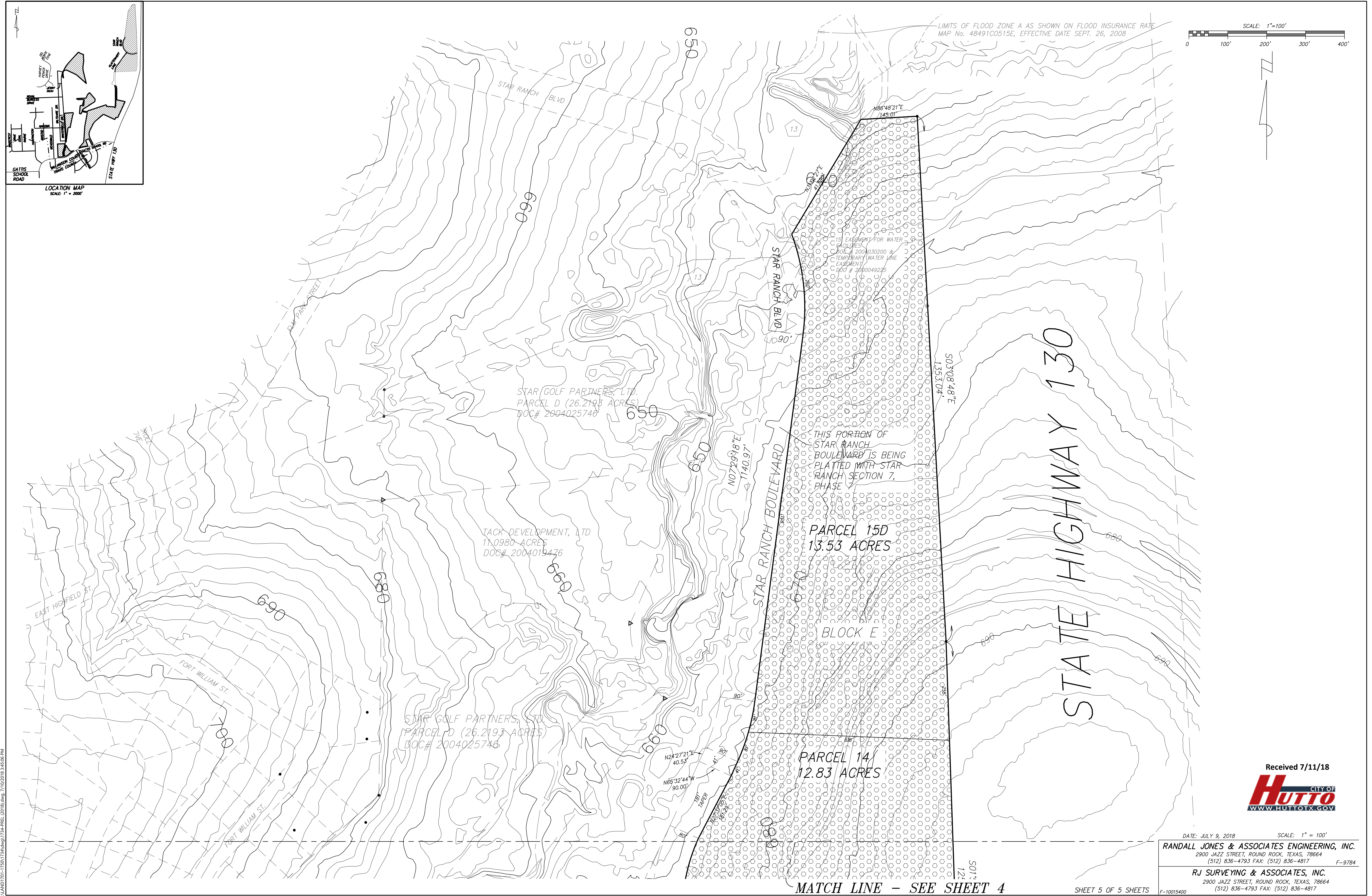
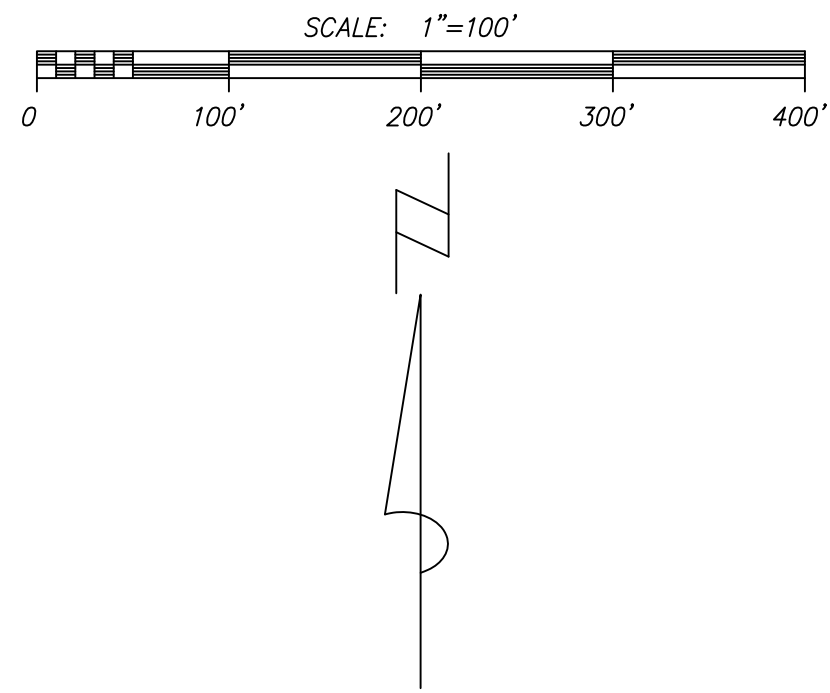
STAR GOLF PARTNERS, LTD.
PARCEL D (26.8193 ACRES)
DOC# 2004025746

TACK DEVELOPMENT, LTD
325 ACRES
DOC. No. 2008092900

STAR GOLF PARTNERS, LTD.
PARCEL E
70.8081 ACRES
DOC. No. 2004037058



LOCATION MAP
SCALE: 1" = 200'



Received 7/11/18



DATE: JULY 9, 2018 SCALE: 1" = 100'

RANDALL JONES & ASSOCIATES ENGINEERING, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817 F-9784

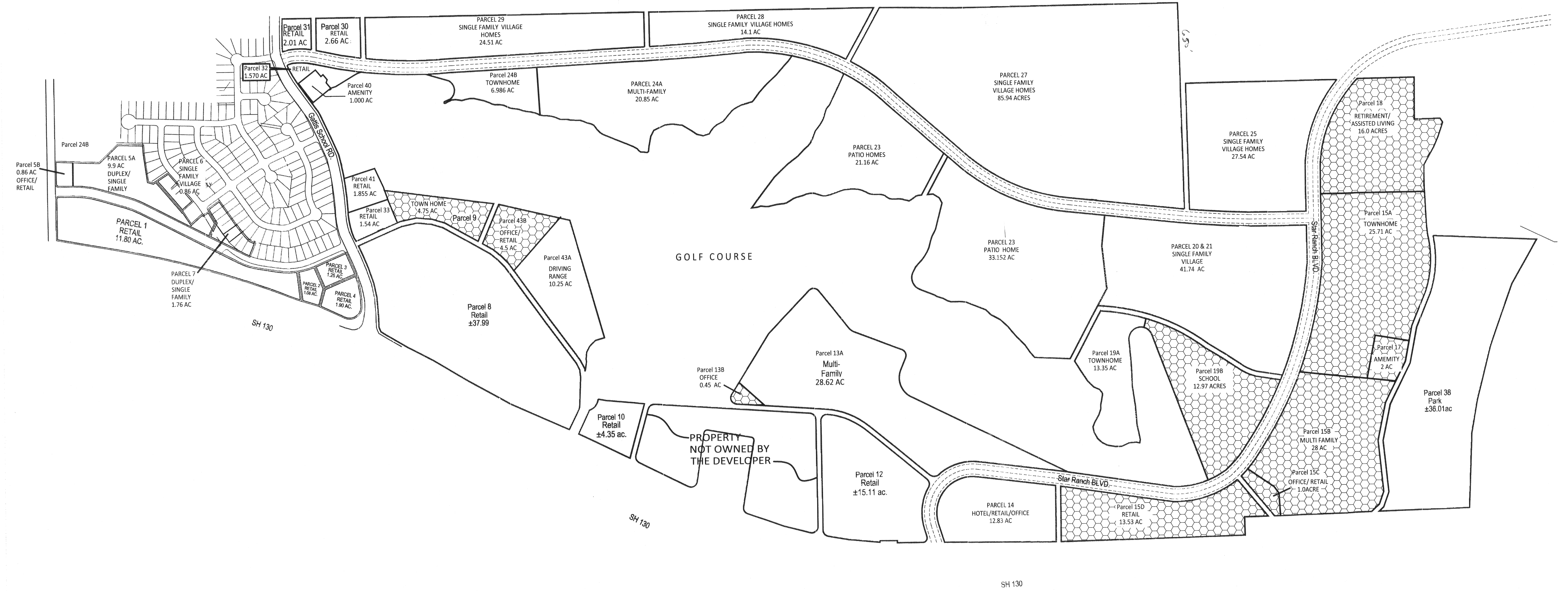
RJ SURVEYING & ASSOCIATES, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817

F-10015400

SHEET 5 OF 5 SHEETS

MATCH LINE - SEE SHEET 4

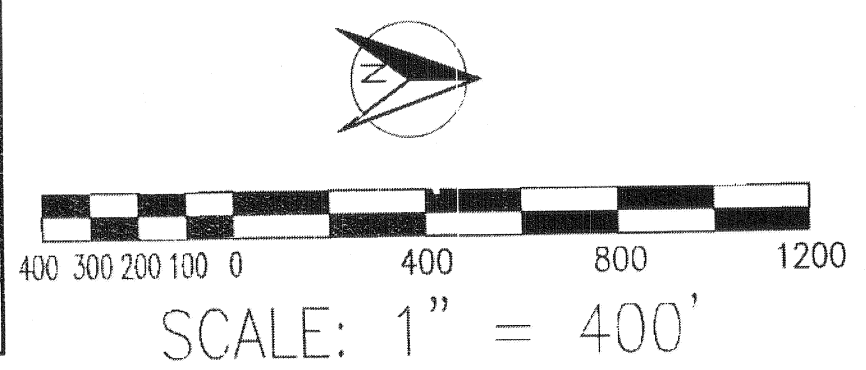
STAR RANCH
REVISED CONCEPT MASTER PLAN



STAR RANCH CONCEPTUAL MASTER PLAN FEBRUARY 2018

LAND USE	CURRENT ACRES	ORIG. ACRES	DIFFERENCE FROM ORIGINAL CONCEPT ACRES
OFFICE/ RETAIL	33.30	12.12	+21.18
HOTEL/RETAIL/OFFICE	12.83	12.83	0
RETAIL	76.61	163.04	-86.43
TOWNHOMES	42.98	58.76	-15.78
PATIO HOME	54.31	44.88	+9.43
SINGLE FAMILY VILLAGE	194.69	172.78	+21.91
SF - ESTATE	0	80.15	-80.15
MULTI-FAMILY	77.47	89.65	-12.18
AMENITY	3.00	4.7	-1.7
SCHOOL	12.97	10.10	+2.87
PARK	36.01	36.01	0
GOLF	179.02	183.56	-4.54
DRIVING RANGE	10.25	14.75	-4.5
ROW	2.86	2.86	0
DUPLEX/SINGLE FAMILY	11.66	0	+11.66
OFFICE	0.45	0	+0.45
ASSISTED LIVING	16.00	0	+16.00
TOTAL	765.42	886.19	-120.77

AREA REMOVED DUE TO DIFFERENT OWNERSHIP = 120.73



DEVELOPER INFORMATION
TACK DEVELOPMENT LTD & STAR GOLF PARTNERS, LTD
TIM TIMMERMAN
2490 FM 685
HUTTO, TX

Received 7/12/18



DATE: 07/12/2018
RANDALL JONES & ASSOCIATES ENGINEERING, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817 F-9784
RJ SURVEYING & ASSOCIATES, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817
F-10015400

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 8C. **AGENDA DATE:** August 02, 2018

PRESENTED BY: Ashley Lumpkin, AICP, Executive
Director, Business & Development
Services

ITEM:

Consideration and possible action on a resolution approving the subdivision approval extension request for the Brooklands Section One Final Plat, 17.6704 acres, more or less, of land, 82 residential lots, located on CR 137 south of FM 1660 South. (Ashley Lumpkin)

STRATEGIC GUIDE POLICY: Infrastructure & Growth

ITEM BACKGROUND:

To avoid expiration, the applicant requests a one year extension request for this final plat. Construction is expected to be completed within the next few months. The current expiration date is August 3, 2018.

BUDGETARY AND FINANCIAL SUMMARY:

Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends that the Council approve the resolution.

SUPPORTING MATERIAL:

1. [Resolution - Brooklands Section One Final Plat-Extension Request](#)

RESOLUTION NO.

A RESOLUTION APPROVING THE SUBDIVISION APPROVAL EXTENSION FOR THE FINAL PLAT KNOWN AS "BROOKLANDS SECTION ONE FINAL PLAT"; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the City of Hutto Unified Development Code Section 10.204.2 states that unless recorded, fiscal surety has been posted, and/or an extension has been granted, final plat approval expires one (1) year from the date of City Council approval, and;

WHEREAS, an applicant may request, in writing, an extension of final plat approval prior to the end of the one (1) year period, and the City Council may grant an extension not to exceed one (1) year, and;

WHEREAS, the City Council granted final plat approval of said plat on July 20, 2017, with Resolution No. R-17-07-20-8A, and;

WHEREAS, the Development Services Department has reviewed the subdivision approval extension request for compliance with City regulations, and;

WHEREAS, if the subdivision approval extension request is approved by City Council, the expiration date of said extension will be effective on the date of adoption and will expire twelve (12) months from that date, Now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

that the Hutto City Council hereby approves the resolution for the subdivision extension request for the final plat known as "Brooklands Section One Final Plat", a copy of same being attached hereto as "Exhibit A" and incorporated herein for all purposes.

CONSIDERED and RESOLVED on this the **2nd** day of the month **August, 2018**.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

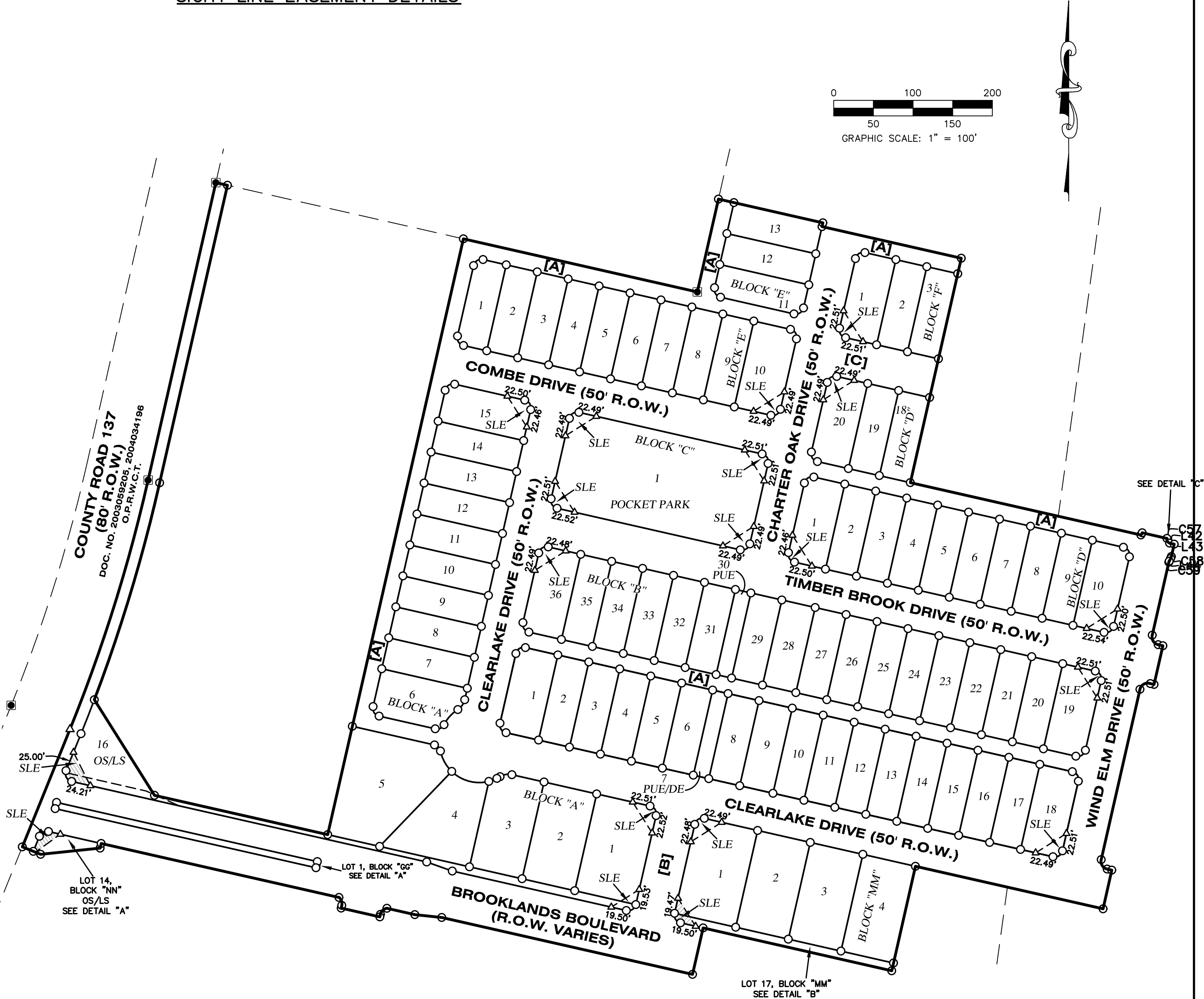
ATTEST:

Lisa L. Brown, City Secretary

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	S77°12'38"E	15.00'
L2	S12°49'28"W	4.84'
L3	S12°49'29"W	94.41'
L4	S77°13'15"E	6.03'
L5	S12°54'36"W	50.00'
L6	N77°13'15"W	5.97'
L7	S77°13'15"E	6.00'
L8	S12°46'45"W	50.00'
L9	S12°49'28"W	60.00'
L10	N83°56'52"W	34.15'
L11	N77°13'15"W	36.05'
L12	S12°46'45"W	3.22'
L13	N77°13'15"W	50.00'
L14	N12°46'45"E	3.50'
L15	S12°49'28"W	6.00'
L16	S84°01'45"W	75.35'
L17	N67°54'56"W	25.00'
L18	N22°05'04"E	159.96'
L19	S77°13'15"E	106.16'
L20	N60°59'58"E	4.52'
L21	N70°29'39"W	34.15'
L22	N22°05'04"E	50.31'
L23	N77°13'15"W	29.21'
L24	N22°05'04"E	20.49'
L25	S77°13'15"E	68.04'
L26	S16°15'44"W	30.06'
L27	N35°32'59"E	32.54'
L28	N12°46'45"E	68.00'
L29	N12°46'45"E	60.00'
L30	S12°49'28"W	105.10'
L31	N12°49'28"E	109.99'
L32	S77°13'15"E	120.00'
L33	N67°54'56"W	80.00'
L34	N67°54'56"W	80.00'
L35	S77°10'32"E	50.00'
L36	S12°50'34"W	50.00'
L37	N12°50'34"E	50.00'
L38	N12°50'34"E	50.00'
L39	S77°14'20"E	50.00'
L40	S77°13'15"E	50.00'
L41	S77°14'06"E	32.00'

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
C1	285.69'	2,055.00'	7°57'55"	S16°45'53"W	285.46'
C2	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C3	15.71'	10.00'	90°02'07"	N32°11'35"W	14.15'
C4	11.40'	10.00'	65°20'06"	S44°33'12"E	10.80'
C5	91.21'	50.00'	104°31'28"	S64°08'53"E	79.08'
C6	15.50'	20.00'	44°24'55"	N80°37'01"E	15.12'
C7	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C8	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C9	17.33'	10.00'	99°18'19"	N27°34'06"W	15.24'
C10	45.97'	2,055.00'	1°16'54"	N21°23'19"E	45.97'
C11	29.78'	50.00'	34°07'29"	S28°56'54"E	29.34'
C12	50.58'	50.00'	57°57'24"	S74°59'20"E	48.45'
C13	10.86'	50.00'	12°26'35"	N69°48'40"E	10.84'
C14	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C15	15.50'	20.00'	44°24'55"	S35°01'56"W	15.12'
C16	26.08'	50.00'	29°52'51"	S42°17'57"W	25.78'
C17	13.23'	10.00'	75°48'06"	S64°55'25"W	12.29'
C18	15.72'	10.00'	90°03'27"	N32°11'32"W	14.15'
C19	15.70'	10.00'	89°56'33"	N57°48'28"E	14.14'
C20	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C21	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C22	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C23	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C24	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C25	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C26	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C27	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C28	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C29	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C30	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C31	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C32	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C33	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C34	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C35	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C36	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C37	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C38	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C39	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C40	15.72'	10.00'	90°03'27"	N32°11'32"W	14.15'
C41	15.70'	10.00'	89°57'10"	N57°48'47"E	14.14'
C42	15.71'	10.00'	90°02'07"	S32°11'35"E	14.15'
C43	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C44	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C45	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C46	12.67'	4.00'	181°25'25"	S12°46'45"W	8.00'
C47	12.67'	4.00'	181°25'25"	N12°46'45"E	8.00'
C48	14.08'	10.00'	80°41'41"	N62°25'54"E	12.95'
C49	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C50	15.70'	10.00'	89°57'53"	S57°48'25"W	14.14'
C51	15.72'	10.00'	90°02'19"	S32°11'58"E	14.15'
C52	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C53	15.72'	10.00'	90°02'33"	S32°11'55"E	14.15'
C54	11.90'	10.00'	68°10'22"	S46°51'56"W	11.21'
C55	11.20'	10.00'	64°09'29"	N19°18'00"W	10.62'
C56	3.21'	5.03'	36°35'02"	N31°06'59"E	3.16'
C57	7.37'	5.03'	84°01'29"	S29°11'16"E	6.73'
C58	2.62'	10.00'	15°00'00"	S20°19'28"W	2.61'
C59	1.31'	5.00'	15°00'00"	S20°19'28"W	1.31'

SIGHT LINE EASEMENT DETAILS



BROOKLANDS SECTION ONE
City of Hutto,
Williamson County, Texas



4WARD
Land Surveying
A Limited Liability Company
PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	6/19/2018
Project:	00569
Scale:	1" = 100'
Reviewer:	SMD
Tech:	JLP
Field Crew:	TF/SR
Survey Date:	FEB. 2017
Sheet:	2 OF 3

STATE OF TEXAS {
COUNTY OF WILLIAMSON {

KNOW ALL MEN BY THESE PRESENTS

THAT MARIANNE PLANCKE, MANAGER OF INTERMANDECO GP, LLC, GENERAL PARTNER OF BROOKLANDS PARTNERS, LTD, BEING THE OWNER OF 88.40 ACRES OF LAND OUT OF THE WILLIAM GATLIN SURVEY NO. 23, ABSTRACT NO. 271, SITUATED IN WILLIAMSON COUNTY, TEXAS, BEING ALL OF A CALLED 52.7 ACRE AND A CALLED 35.7 ACRE TRACT, BOTH CONVEYED TO BROOKLANDS PARTNERS, LTD., IN DOCUMENT NOS. 2017023768 AND 2017023803 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS (O.P.R.W.C.T.), DO HEREBY STATE THAT THERE ARE NO LIEN HOLDERS OF THE CERTAIN TRACT LAND, AND DO HEREBY SUBDIVIDE 17.6704 ACRES OUT OF THE SAID 88.40 AS SHOWN HEREON, TO BE KNOWN AS

"BROOKLANDS SECTION ONE"

AND DO CONSENT TO ALL PLAT REQUIREMENTS SHOWN HEREON, AND HEREBY DEDICATE TO THE PUBLIC THE STREETS, RIGHT-OF-WAY, EASEMENTS, AND PUBLIC PLACES SHOWN HEREON. IT IS THE RESPONSIBILITY OF THE OWNERS, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE ENVIRONMENT, INCLUDING (BUT NOT LIMITED TO) THE ENDANGERED SPECIES ACT, STATE AQUIFER REGULATIONS AND MUNICIPAL WATERSHED ORDINANCES

WITNESS MY HAND THIS ____ DAY OF _____, 20__.

BY: _____
BROOKLANDS PARTNERS, LTD
BY: INTERMANDECO GP, LLC, IT'S GENERAL PARTNER
BY: MARIANNE PLANCKE, MANAGER
P.O. BOX 670649
DALLAS, TEXAS 75367

STATE OF TEXAS {
COUNTY OF DALLAS {

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON

THE ____ DAY OF _____, 20__.

BY, MARIANNE PLANCKE, MANAGER OF INTERMANDECO GP, LLC, GENERAL PARTNER OF BROOKLANDS PARTNERS, LTD., WITNESS MY

HAND AND SEALED IN MY OFFICE, THIS THE ____ DAY OF _____, 20__.

NOTARY PUBLIC, THE STATE OF TEXAS

PRINTED NAME _____ MY COMMISSION EXPIRES _____

STATE OF TEXAS {
COUNTY OF WILLIAMSON {

I, STEVEN M. DUARTE, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING, AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEYING RELATED PORTIONS OF THE CITY OF HUTTO, TEXAS SUBDIVISION ORDINANCE, IS TRUE AND CORRECT TO THE BEST OF MY ABILITY, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND. LOT CORNERS WILL BE SET AFTER THE PLAT IS RECORDED AND SITE GRADING IS COMPLETE.

STEVEN M. DUARTE R.P.L.S. NO. 5940
4WARD LAND SURVEYING
2201 WOODWARD STREET, SUITE 2201
AUSTIN, TEXAS 78744
512-537-2384

STATE OF TEXAS {
COUNTY OF WILLIAMSON {

THAT I HENRY S. HARWOOD, A REGISTERED PROFESSIONAL ENGINEER, DO HEREBY CERTIFY THAT THIS SUBDIVISION IS NOT LOCATED IN THE EDWARDS AQUIFER RECHARGE ZONE. THIS SUBDIVISION IS LOCATED WITHIN ZONE 'X', AREAS DETERMINED TO BE INSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON F.I.R.M. PANEL NO.48491C 0520E, WILLIAMSON COUNTY, TEXAS DATED SEPTEMBER 26, 2008.

I HENRY S. HARWOOD, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAT COMPLIES WITH THE SUBDIVISION ORDINANCES AND THE STORMWATER DRAINAGE POLICY ADOPTED BY THE CITY OF HUTTO, TEXAS.

HENRY S. HARWOOD, P.E. _____ DATE _____
REGISTERED PROFESSIONAL ENGINEER NO. 93504
2021 EAST 5TH STREET, SUITE 200
AUSTIN, TEXAS 78702

STREET NAMES APPROVED

WILLIAMSON COUNTY ADDRESSING COORDINATOR _____ DATE _____

PLAT NOTES:

1. NO BUILDING, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUTTO.
2. BUILDING SETBACK LINES SHALL CONFORM TO THE REQUIREMENTS SET FORTH IN ARTICLE 6, TABLE 14 OF THE SMARTCODE.
3. A FIVE (5) FOOT PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ON EACH SIDE OF ALL REAR LOT LINES.
4. A THREE (3) FOOT PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ON EACH SIDE OF ALL INTERIOR SIDE LOT LINES
5. A FIVE (5) FOOT PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ALONG ALL STREET SIDE PROPERTY LINES.
6. A ONE (1) FOOT SIDEWALK EASEMENT IS HEREBY DEDICATED ON EACH SIDE OF ALL FRONT LOT LINES AND SIDE STREET YARD LOT LINES.
7. ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
8. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER UTILITIES.
9. STREET LIGHTING SHALL BE PROVIDED BY THE DEVELOPER IN CONFORMANCE WITH UDC SEC. 10.505.9.
10. SIDEWALKS AND STREET TREES SHALL BE PROVIDED ON BOTH SIDES OF ALL STREETS WITHIN AND BOUNDING THIS SUBDIVISION IN ACCORDANCE WITH THE APPROVED SMARTCODE REGULATING PLAN (0-16-10-20-6A).
11. WATER AND WASTEWATER SERVICE FOR THIS SUBDIVISION WILL BE AVAILABLE THROUGH THE CITY OF HUTTO AFTER THE APPROPRIATE WATER AND WASTEWATER SYSTEM IMPROVEMENTS ARE INSTALLED TO THIS SITE. THE CITY OF HUTTO ASSUMES NO OBLIGATIONS FOR INSTALLING ANY WATER AND WASTEWATER IMPROVEMENTS REQUIRED TO SERVE THIS SITE.
12. IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATION SHOULD BE BUILT AT LEAST ONE-FOOT ABOVE THE SURROUNDING GROUND, AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE 1/2" PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.
13. UTILITY PROVIDERS FOR THIS DEVELOPMENT ARE:
WATER: CITY OF HUTTO
WASTEWATER: CITY OF HUTTO
ELECTRIC: ONCOR
GAS (NATURAL OR PROPANE): ATMOS ENERGY/TEXAS COMMUNITY PROPANE
PHONE/CABLE: TIME WARNER CABLE/CENTURY LINK
14. THERE ARE NO AREAS OF THIS SUBDIVISION IN THE 100-YEAR FLOODPLAIN AS DEFINED BY FIRM MAP NUMBER NO.48491C 0520E, DATED SEPTEMBER 26, 2008.
15. THE FOLLOWING LOTS ARE HEREBY DEDICATED TO AND SHALL BE MAINTAINED BY THE BROOKLANDS ASSOCIATION OF HOMEOWNERS INC.:

LOT 1, BLOCK C
LOTS 8 & 29, BLOCK B
LOT 17, BLOCK MM
LOT 16, BLOCK A
LOT 1, BLOCK GG
LOT 14, BLOCK NN
16. SHARED USE PATH LOTS SHALL BE DEVELOPED IN ACCORDANCE WITH THE APPROVED SMARTCODE REGULATING PLAN (0-16-10-20-6A)
17. THIS SUBDIVISION WILL BE ZONED: SMARTCODE
18. ALL LOTS IN THIS SUBDIVISION ARE RESTRICTED TO SINGLE-FAMILY USE, UNLESS OTHERWISE SPECIFIED.
19. ALL STREET TREES NOT FRONTING OR SIDING A RESIDENTIAL OR COMMERCIAL LOT WILL BE MAINTAINED BY THE HOMEOWNERS' ASSOCIATION.
20. A SIDEWALK AND LANDSCAPE EASEMENT WILL BE PROVIDED ON LOT 16 BLOCK "A" TO ACCOMMODATE FOR A RIGHT HAND TURN LANE OUT OF THE PROJECT AT THE INTERSECTION OF BROOKLANDS BOULEVARD AND COUNTY ROAD 137.
21. ALL POCKET PARKS SHALL BE DEVELOPED IN ACCORDANCE WITH THE SMART CODE ARTICLE 6, TABLE 13.E, AND SHALL INCLUDE A VARIETY OF AMENITIES SUCH AS FOUNTAINS, DOG PARKS, PLAYGROUND EQUIPMENT, OUTDOOR SEATING AREAS, COMMUNITY GARDENS, SKATE PARKS AND/OR OTHER AMENITY EXPRESSLY PERMITTED BY THE CITY OF HUTTO SMATRCODE/UDC.

THIS PLAT WAS APPROVED FOR RECORDING BY THE HUTTO CITY COUNCIL ON THE

____ DAY OF _____, 20__.

DOUG GAUL, MAYOR _____ DATE _____ SETH GIPSON, CITY SECRETARY _____ DATE _____

STATE OF TEXAS {
COUNTY OF WILLIAMSON {

I, NANCY RISTER, CLERK OF THE COUNTY COURT OF WILLIAMSON COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF

AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF

_____, 20__ A.D., AT ____ O'CLOCK, ____M., IN THE OFFICIAL PUBLIC

RECORDS OF

SAID COUNTY IN INSTRUMENT NO. _____

WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF WILLIAMSON COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____, DEPUTY

DATE _____

LEGAL DESCRIPTION

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 17.6704 ACRES (769,722 SQUARE FEET) OUT OF THE WILLIAM GATLIN SURVEY NO. 23, ABSTRACT NO. 271 IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF A CALLED 52.7 ACRE AND A CALLED 35.7 ACRE TRACT, BOTH CONVEYED TO BROOKLANDS PARTNERS, LTD., IN DOCUMENT NOS. 2017023768 AND 2017023803 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS (O.P.R.W.C.T.), SAID 17.6704 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, AT A 1/2-INCH IRON ROD WITH "FOREST RPLS 1847" CAP FOUND FOR THE EAST RIGHT-OF-WAY LINE OF COUNTY ROAD 137 (80' RIGHT-OF-WAY, PARTIALLY DEDICATED IN DOCUMENT NOS. 2003059205 AND 2004034196 (O.P.R.W.C.T.)), AND BEING THE SOUTHWEST CORNER OF A CALLED 10.00 ACRE TRACT CONVEYED TO DAIRE O'CEALLAG AND PAMELA SAMUELS IN DOCUMENT NO. 2013118835 (O.P.R.W.C.T.), AND BEING AN EXTERIOR ELL-CORNER OF SAID BROOKLANDS 52.7 ACRE TRACT, FOR THE NORTHWEST CORNER AND POINT OF BEGINNING HEREOF;

THENCE, WITH THE COMMON LINE OF SAID BROOKLANDS 52.7 ACRE TRACT AND SAID O'CEALLAG TRACT, S77°12'38"E, A DISTANCE OF 15.00 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN EXTERIOR ELL-CORNER HEREOF;

THENCE, LEAVING THE COMMON LINE OF SAID BROOKLANDS 52.7 ACRE TRACT AND SAID O'CEALLAG TRACT, OVER AND ACROSS SAID BROOKLANDS 52.7 ACRE TRACT, THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

- 1)S12°50'12"W, A DISTANCE OF 384.56 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR A POINT OF CURVATURE HEREOF,
- 2)285.69 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 2,055.00 FEET, AND A CHORD WHICH BEARS S16°45'53"W, A DISTANCE OF 285.46 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR POINT OF NON-TANGENCY HEREOF,
- 3)S32°10'32"E, A DISTANCE OF 142.33 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN ANGLE POINT HEREOF,
- 4)S77°13'15"E, A DISTANCE OF 223.89 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN INTERIOR ELL-CORNER HEREOF, AND
- 5)N12°50'12"E, A DISTANCE OF 769.99 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN EXTERIOR ELL-CORNER HEREOF, SAID POINT BEING IN THE SOUTH LINE OF SAID O'CEALLAG TRACT, AND BEING IN THE NORTH LINE OF SAID BROOKLANDS 52.7 ACRE TRACT, FROM WHICH A 1/2-INCH IRON ROD WITH "FOREST RPLS 1847" CAP FOUND FOR THE EAST RIGHT-OF-WAY LINE OF SAID COUNTY ROAD 137, AND BEING THE SOUTHWEST CORNER OF SAID O'CEALLAG TRACT, AND BEING AN EXTERIOR ELL-CORNER OF SAID BROOKLANDS 52.7 ACRE TRACT BEARS, N77°12'38"W, A DISTANCE OF 320.00 FEET;

THENCE, WITH THE COMMON LINE OF SAID BROOKLANDS 52.7 ACRE TRACT AND SAID O'CEALLAG TRACT, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

- 1)S77°12'38"E, A DISTANCE OF 302.38 FEET TO A 1/2-INCH IRON ROD WITH "FOREST RPLS 1847" CAP FOUND FOR AN INTERIOR ELL-CORNER HEREOF, AND
- 2)N12°49'28"E, A DISTANCE OF 120.01 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR A NORTHWESTERN CORNER HEREOF, FROM WHICH A 1/2-INCH IRON ROD WITH "FOREST RPLS 1847" CAP FOUND IN THE SOUTH LINE OF A CALLED 35.67 ACRE TRACT CONVEYED TO HUTTO INDEPENDENT SCHOOL DISTRICT IN DOCUMENT NO. 2003108293 (O.P.R.W.C.T.), AND BEING THE NORTHEAST CORNER OF SAID O'CEALLAG TRACT, AND BEING A NORTHWEST CORNER OF SAID BROOKLANDS 52.7 ACRE TRACT BEARS, N12°49'28"E, A DISTANCE OF 580.05 FEET;

THENCE, LEAVING THE COMMON LINE OF SAID BROOKLANDS 52.7 ACRE TRACT AND SAID O'CEALLAG TRACT, OVER AND ACROSS SAID BROOKLANDS 52.7 ACRE AND SAID BROOKLANDS 35.7 ACRE TRACTS, THE FOLLOWING SIXTEEN (16) COURSES AND DISTANCES:

- 1)S77°10'32"E, A DISTANCE OF 135.00 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN EXTERIOR ELL-CORNER HEREOF,
- 2)S12°49'28"W, A DISTANCE OF 4.84 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN INTERIOR ELL-CORNER HEREOF,
- 3)S77°13'15"E, A DISTANCE OF 179.97 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR THE NORTHEAST CORNER HEREOF,
- 4)S12°46'45"W, A DISTANCE OF 290.00 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN INTERIOR ELL-CORNER HEREOF,
- 5)S77°13'15"E, A DISTANCE OF 339.95 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN EXTERIOR ELL-CORNER HEREOF,
- 6)S12°49'28"W, A DISTANCE OF 470.00 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR THE SOUTHEAST CORNER HEREOF,
- 7)N77°13'15"W, A DISTANCE OF 226.38 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN INTERIOR ELL-CORNER HEREOF,
- 8)S12°46'45"W, A DISTANCE OF 135.00 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN EXTERIOR ELL-CORNER HEREOF,
- 9)N77°13'15"W, A DISTANCE OF 243.88 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN INTERIOR ELL-CORNER HEREOF,
- 10)S12°49'28"W, A DISTANCE OF 60.00 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN EXTERIOR ELL-CORNER HEREOF,
- 11)N77°13'15"W, A DISTANCE OF 324.19 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN ANGLE POINT HEREOF,
- 12)N83°56'52"W, A DISTANCE OF 34.15 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN ANGLE POINT HEREOF,
- 13)N77°13'15"W, A DISTANCE OF 405.37 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN INTERIOR ELL-CORNER HEREOF,
- 14)S12°49'28"W, A DISTANCE OF 6.00 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN ANGLE POINT HEREOF,
- 15)S84°01'45"W, A DISTANCE OF 75.35 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR AN ANGLE POINT HEREOF, AND
- 16)N67°54'56"W, A DISTANCE OF 25.00 FEET TO A 1/2-INCH IRON ROD WITH "WARD-5811" CAP SET FOR THE SOUTHWEST CORNER HEREOF, SAID POINT BEING IN THE EAST RIGHT-OF-WAY LINE OF SAID COUNTY ROAD 137 AND THE WEST LINE OF SAID BROOKLANDS 52.7 ACRE TRACT, FROM WHICH A CALCULATED POINT IN THE EAST RIGHT-OF-WAY LINE OF SAID COUNTY ROAD 137, AND BEING THE SOUTHWEST CORNER OF SAID BROOKLANDS 52.7 ACRE TRACT, AND BEING THE NORTHWEST CORNER OF A CALLED 17.26 ACRE TRACT CONVEYED TO ELIZABETH POLLARD IN DOCUMENT NO. 2013118833 (O.P.R.W.C.T.), AND BEING THE MOST NORTHERLY CORNER OF A CALLED 8.749 ACRE TRACT CONVEYED TO ELIZABETH POLLARD IN DOCUMENT NO. 1999061968 (O.P.R.W.C.T.) BEARS, S22°05'04"W, A DISTANCE OF 435.65 FEET, AND FROM WHICH A CALCULATED CORNER A 1/2-INCH IRON ROD WITH "LENZ & ASSOCIATES" CAP FOUND BEARS, S54°06'11"E, A DISTANCE OF 0.43 FEET;

THENCE, WITH THE EAST RIGHT-OF-WAY LINE OF SAID COUNTY ROAD 137 AND THE WEST LINE OF SAID BROOKLANDS 52.7 ACRE TRACT, THE FOLLOWING THREE (3) COURSES AND DISTANCES:

- 1)N22°05'04"E, A DISTANCE OF 159.96 FEET TO A CALCULATED POINT FOR A POINT OF CURVATURE HEREOF, FROM WHICH A DISTURBED 1/2-INCH IRON ROD FOUND BEARS, S41°16'09"W, A DISTANCE OF 0.63 FEET,
- 2)ALONG THE ARC OF A CURVE TO THE LEFT, WHOSE RADIUS IS 2040.00 FEET, WHOSE ARC LENGTH IS 329.25 FEET AND WHOSE CHORD BEARS N17°24'20"E, A DISTANCE OF 328.89 FEET TO A 1/2-INCH IRON ROD WITH ILLEGIBLE CAP FOUND AT A POINT OF TANGENCY HEREOF, AND
- 3)N12°50'12"E, A DISTANCE OF 384.54 FEET TO THE POINT OF BEGINNING AND CONTAINING 17.6704 ACRES (769,722 SQUARE FEET) OF LAND, MORE OR LESS.

OWNER:
BROOKLANDS PARTNERS, LTD.
P.O. BOX 670649
DALLAS, TEXAS 75367

ENGINEER:
BIG RED DOG ENGINEERING
2021 EAST 5TH STREET,
SUITE 200
AUSTIN, TEXAS 78702

SURVEYOR:
4WARD LAND SURVEYING
2201 WOODWARD STREET
AUSTIN, TEXAS 78745

BEARING BASIS:
ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83, ALL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.000111448862.

SURVEY CONTROL:
STATE PLANE GRID CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "4WARD CONTROL" CAP SET, GRID COORDINATES AND ELEVATIONS (NAVD88) SHOWN HEREON WERE DERIVED FROM GPS STATIC OBSERVATIONS (PROCESSED BY O.P.U.S.) ON DATE FEBRUARY 16, 2017, 4WARD CONTROL POINT WAS CHECKED TO LCRA MON A845, HAVING A PUBLISHED GRID COORDINATE & NAVD 88, ELEVATION OF N 10,161,482.63, E 3,179,254.828, ELEV. 598.3088'.

BROOKLANDS SECTION ONE
City of Hutto,
Williamson County, Texas



PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	6/19/2018
Project:	00569
Scale:	1" = 100'
Reviewer:	SMD
Tech:	JLP
Field Crew:	TF/SR
Survey Date:	2017
Sheet:	3 OF 3

Received 7/9/18



STREET TABLE		
STREET NAME	DESIGN SPEED	LENGTH OF STREET
BROOKLANDS BOULEVARD	35	849.66'
WHITEROCK CREEK DRIVE	30	190.00'
CLEARLAKE DRIVE	30	1,281.94'
TIMBER BROOK DRIVE	30	818.00'
CHARTER OAK DRIVE	30	445.00'
WIND ELM DRIVE	30	473.00'
TOKULAUN DRIVE	30	155.10'
COMBE DRIVE	30	452.42'
ALLEYS (COMBINED)	15	2,621.01'

BENCHMARK NOTE:

TBM #1- SQUARE CUT ON TOP OF CONCRETE CURB ON THE EAST SIDE OF SWINDOLL LANE, BEING ±21' FROM THE APPROXIMATE CENTER SWINDOLL LANE, ALSO BEING ±118' FROM THE TERMINUS OF SWINDOLL LANE AND ±23' SOUTH OF THE SOUTH END OF A CONCRETE HEADWALL.
ELEVATION = 611.39'.

ACREAGE: 17.6704

PATENT SURVEY: WILLIAM GATLIN SURVEY 23, ABSTRACT 271

NUMBER OF BLOCKS: 9

NUMBER OF LOTS: 87

SINGLE FAMILY/RESIDENTIAL LOTS: 82

SINGLE FAMILY/RESIDENTIAL LOTS (TOTAL ACREAGE): 9.7036

OPEN SPACE/LANDSCAPE LOTS: 4
LOT 16, BLOCK "A" = 0.2580 ACRES
LOT 14, BLOCK "NN" = 0.3450 ACRES
LOT 1, BLOCK "GG" = 0.0631 ACRES
LOT 17, BLOCK "MM" = 0.0645 ACRES

POCKET PARK LOTS: 1
LOT 1, BLOCK "C" = 0.7286 ACRES
PUBLIC UTILITY EASEMENT LOTS: 2
LOT 30, BLOCK "B" = 0.0505
LOT 7 BLOCQ "B" = 0.0505

LINEAR FEET OF NEW STREET: 6,848.10'



Intermandeco

P.O. Box 670649
Dallas, TX 75367-0649

972-964-9050

Fax 972-964-0131

July 23, 2018

Ashby Grundman, Director of Planning
City of Hutto
401 W. Front Street
Hutto, TX 78634

RE: Brooklands Section 1 & Section 2 – Final Plat Extension Request

Dear Mr. Grundman

The final plats for Brooklands Section 1 and Section 2 are set to reach their one (1) year expiration date on 8/3/18.

Construction delays caused by engineering related issues have pushed the completion/acceptance of infrastructure and final plat recording beyond the allotted one-year time frame. Construction on the project has since been put back on track and we fully expect construction of infrastructure to be completed within the next few months. Once construction is completed and accepted by the City we will have both final plats recorded.

Per Section 10.204.2 of the City of Hutto UDC, we are requesting a one (1) year extension to both the Brooklands Section 1 and Brooklands Section 2 final plats to allow time for our construction to be completed. We appreciate your consideration.

Sincerely,

Brett Corwin

Received 7/23/18



CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 8D. **AGENDA DATE:** August 02, 2018

PRESENTED BY: Ashley Lumpkin, AICP, Executive
Director of Business & Development
Services

ITEM: Consideration and possible action on a resolution approving the subdivision approval extension request for the Brooklands Section Two Final Plat, 15.006 acres, more or less, of land, 88 residential lots, located on CR 137 south of FM 1660 South. (Ashley Lumpkin)

STRATEGIC GUIDE POLICY: Well Balanced & Diversified Economy

ITEM BACKGROUND:

To avoid expiration, the applicant requests a one year extension request for this final plat. Construction is expected to be completed within a few months. The current expiration date is August 3, 2018.

BUDGETARY AND FINANCIAL SUMMARY:

Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends that the Council approve the resolution.

SUPPORTING MATERIAL:

1. [Resolution - Brooklands Section Two Final Plat-Extension Request](#)

RESOLUTION NO.

A RESOLUTION APPROVING THE SUBDIVISION APPROVAL EXTENSION FOR THE FINAL PLAT KNOWN AS "BROOKLANDS SECTION TWO FINAL PLAT"; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the City of Hutto Unified Development Code Section 10.204.2 states that unless recorded, fiscal surety has been posted, and/or an extension has been granted, final plat approval expires one (1) year from the date of City Council approval, and;

WHEREAS, an applicant may request, in writing, an extension of final plat approval prior to the end of the one (1) year period, and the City Council may grant an extension not to exceed one (1) year, and;

WHEREAS, the City Council granted final plat approval of said plat on July 20, 2017, with Resolution No. R-17-07-20-8A, and;

WHEREAS, the Development Services Department has reviewed the subdivision approval extension request for compliance with City regulations, and;

WHEREAS, if the subdivision approval extension request is approved by City Council, the expiration date of said extension will be effective on the date of adoption and will expire twelve (12) months from that date, Now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

that the Hutto City Council hereby approves the resolution for the subdivision extension request for the final plat known as "Brooklands Section Two Final Plat", a copy of same being attached hereto as "Exhibit A" and incorporated herein for all purposes.

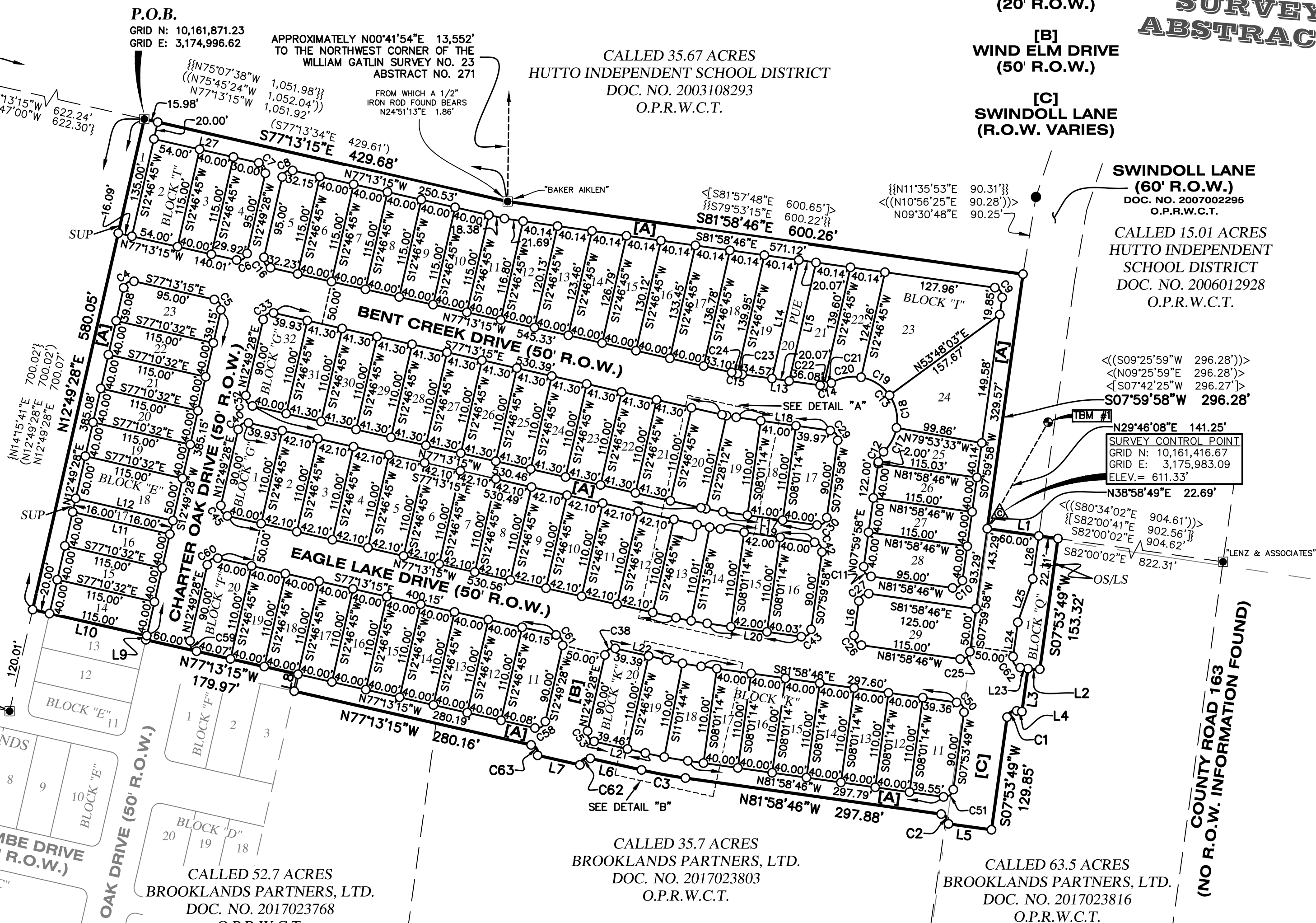
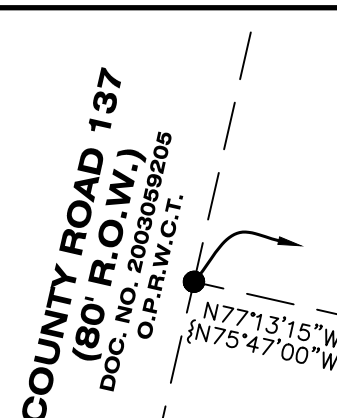
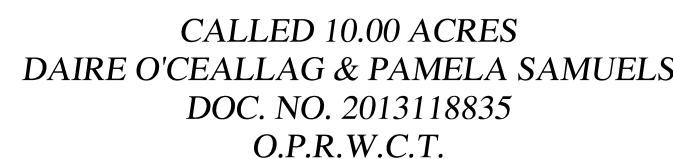
CONSIDERED and RESOLVED on this the **2nd** day of the month **August, 2018**.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa L. Brown, City Secretary



LEGEND	
	PROPERTY LINE
	EXISTING PROPERTY LINES
	IRON ROD WITH "FOREST RPLS 1847"
	CAP FOUND (UNLESS NOTED)
	1/2" IRON ROD FOUND (UNLESS NOTED)
	1/2" IRON ROD WITH "WARD-5811" CAP SET
	BENCHMARK
	CALCULATED POINT
	SURVEY CONTROL POINT
DOC. NO.	DOCUMENT NUMBER
R.O.W.	RIGHT-OF-WAY
SUP	SHARED USE PATH
PUE	PUBLIC UTILITY EASEMENT
SLE	SIGHT LINE EASEMENT
OS/LS	OPEN SPACE/LANDSCAPE
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS
(.....)	RECORD INFORMATION PER DOC. NO. 2017023768
{.....}	RECORD INFORMATION PER DOC. NO. 2013118835
{{.....}}	RECORD INFORMATION PER DOC. NO. 2003108293
<{(.....)}>	RECORD INFORMATION PER DOC. NO. 2006012928
<{.....}>	RECORD INFORMATION PER DOC. NO. 2007002295
<[.....]>	RECORD INFORMATION PER DOC. NO. 2017023803
{[.....]}	RECORD INFORMATION PER DOC. NO. 2017023816

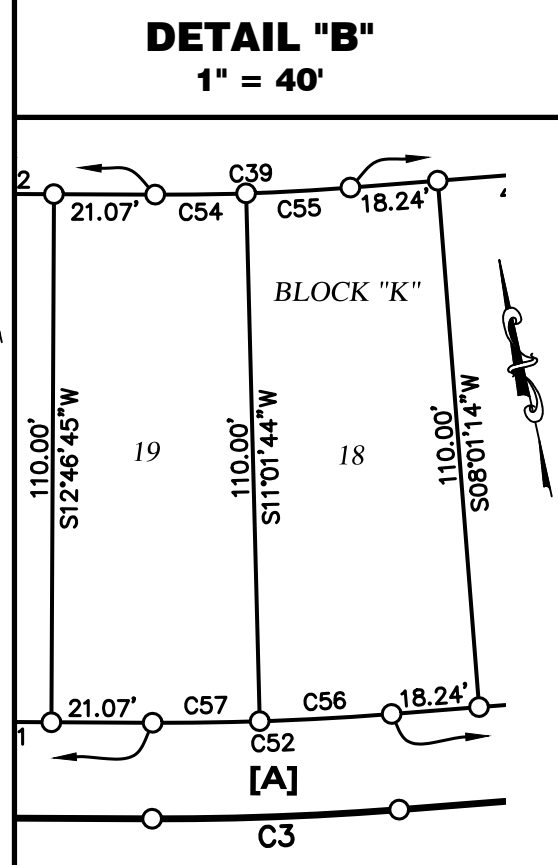
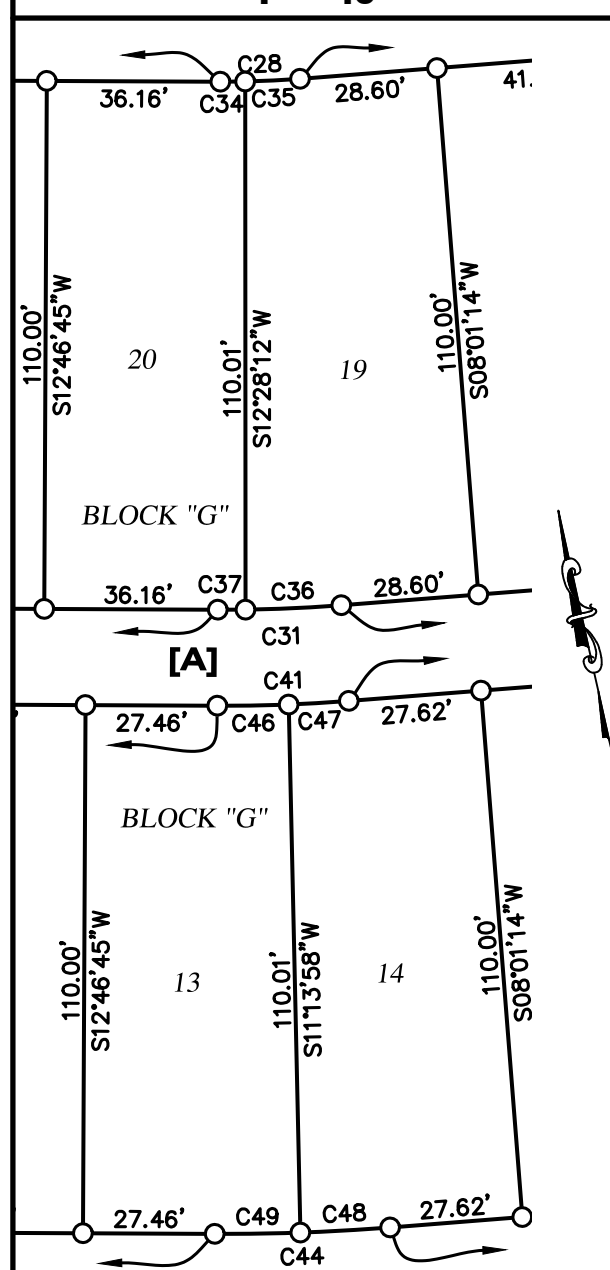
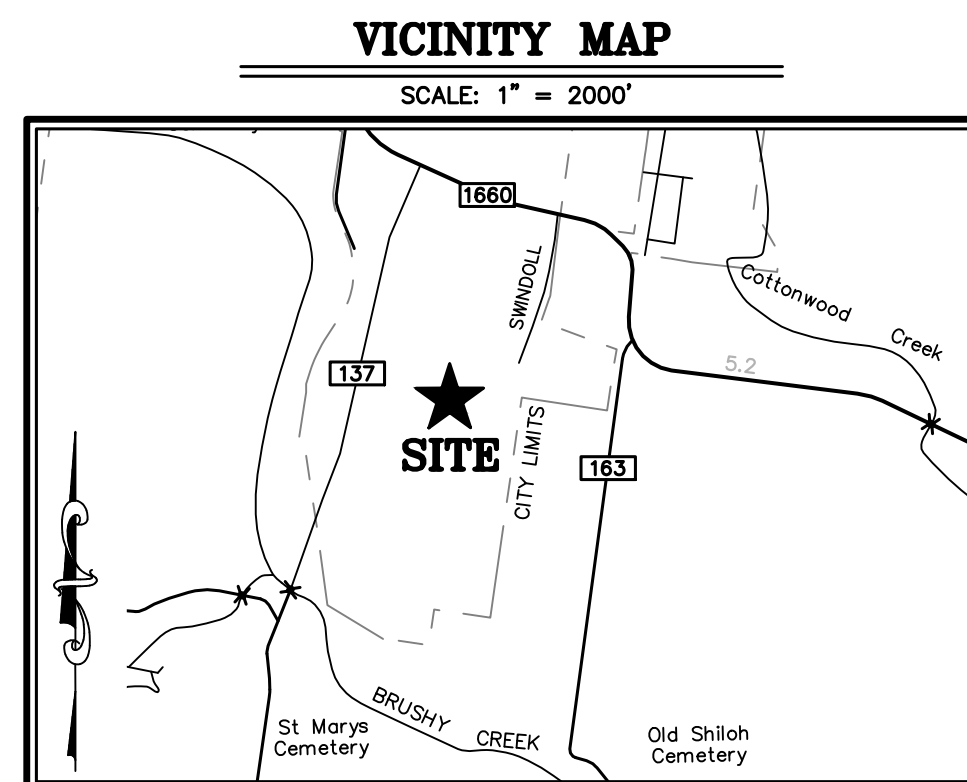
Received 7/9/18



<u>STREET TABLE</u>		
<u>STREET NAME</u>	<u>DESIGN SPEED</u>	<u>LENGTH OF STREET</u>
SWINDOLL LANE	30	344.17'
BENT CREEK DRIVE	30	1,149.45'
CHARTER OAK DRIVE	30	400.00'
WIND ELM DRIVE	30	130.00'
EAGLE LAKE DRIVE	30	885.33'
ALLEYS (COMBINED)	15	3415.33'

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	S82°00'02"E	82.31
L2	N81°58'46"W	13.63
L3	S08°01'14"W	50.00
L4	N81°58'46"W	6.01
L5	N82°06'11"W	50.00
L6	N77°13'15"W	60.56
L7	N77°14'20"W	50.00
L8	N12°46'45"E	20.00
L9	N12°49'28"E	4.84
L10	N77°10'32"W	135.00
L11	S77°10'32"E	115.00
L12	S77°10'32"E	115.00
L13	N81°58'46"W	90.72
L14	S12°46'45"W	140.05

LINE TABLE		
LINE #	DIRECTION	LENGTH
L15	S12°46'45"W	140.05
L16	N07°59'58"E	40.00
L17	N81°58'46"W	109.60
L18	S81°58'46"E	109.57
L19	S81°58'46"E	109.62
L20	N81°58'46"W	109.65
L21	N77°13'15"W	60.53
L22	S77°13'15"E	60.46
L23	N81°58'46"W	8.96
L24	N07°59'39"E	41.58
L25	N18°53'06"E	52.95
L26	N07°59'58"E	50.00
L27	S77°13'15"E	124.00



BROOKLANDS SECTION TWO
City of Hutto,
Williamson County, Texas



PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	6/19/2018
Project:	00569
Scale:	1" = 100'
Reviewer:	SMD
Tech:	JLP
Field Crew:	TF/SR
Survey Date:	FEB. 2017
Sheet:	1 OF 3



**[A]
ALLEY
(20' R.O.W.)**

**[B]
WIND ELM DRIVE
(50' R.O.W.)**

[C]
SWINDOLL LANE
(R.O.W. VARIES)

SWINDOLL LANE
(60' R.O.W.)
DOC. NO. 2007002295
O.P.R.W.C.T.

COUNTY ROAD 163

(NO R.O.W. INFORMATION FOUND)

BROOKLANDS SECTION TWO
City of Hutto,
Williamson County, Texas

Received 7/9/18



PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	6/19/2018
Project:	00569
Scale:	1" = 100'
Reviewer:	SMD
Tech:	JLP
Field Crew:	TF/SR
Survey Date:	FEB. 2017
Sheet:	2 OF 3

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
C1	15.73'	10.00'	90°07'34"	S52°57'32"W	14.16'
C2	15.69'	10.00'	89°52'35"	N37°02'28"W	14.13'
C3	51.49'	620.00'	4°45'31"	N79°36'01"W	51.48'
C4	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C5	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C6	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C7	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C8	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C9	15.70'	10.00'	89°58'44"	S36°59'24"E	14.14'
C10	15.71'	10.00'	90°01'16"	S53°00'36"W	14.14'
C11	15.70'	10.00'	89°58'44"	N36°59'24"W	14.14'
C12	13.31'	20.00'	38°08'22"	N26°46'36"E	13.07'
C13	146.88'	50.00'	168°18'59"	N37°15'45"W	99.48'
C14	13.37'	20.00'	38°17'22"	S78°33'44"W	13.12'
C15	12.46'	150.00'	4°45'31"	N79°36'01"W	12.45'
C16	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C17	31.95'	50.00'	36°36'23"	N28°35'33"E	31.40'
C18	39.37'	50.00'	45°07'12"	N12°16'15"W	38.37'
C19	39.77'	50.00'	45°34'07"	N57°36'54"W	38.73'
C20	35.80'	50.00'	41°01'17"	S79°05'24"W	35.04'
C21	9.23'	20.00'	26°27'02"	S72°38'34"W	9.15'
C22	4.13'	20.00'	11°50'21"	N88°12'45"W	4.13'
C23	5.56'	150.00'	2°07'23"	N80°55'05"W	5.56'
C24	6.90'	150.00'	2°38'08"	N78°32'19"W	6.90'
C25	15.71'	10.00'	90°01'16"	S53°00'36"W	14.14'
C26	15.70'	10.00'	89°58'44"	N36°59'24"W	14.14'
C27	15.71'	10.00'	90°01'16"	N53°00'36"E	14.14'
C28	16.61'	200.00'	4°45'31"	S79°36'01"E	16.61'
C29	15.70'	10.00'	89°58'44"	S36°59'24"E	14.14'
C30	15.71'	10.00'	90°01'16"	S53°00'36"W	14.14'
C31	25.75'	310.00'	4°45'31"	N79°36'01"W	25.74'
C32	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C33	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C34	5.17'	200.00'	1°28'52"	S77°57'41"E	5.17'
C35	11.44'	200.00'	3°16'39"	S80°20'26"E	11.44'
C36	19.98'	310.00'	3°41'37"	N80°07'58"W	19.98'
C37	5.76'	310.00'	1°03'54"	N77°45'12"W	5.76'
C38	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C39	40.70'	490.00'	4°45'31"	S79°36'01"E	40.68'
C40	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C41	27.41'	330.00'	4°45'31"	S79°36'01"E	27.40'
C42	15.70'	10.00'	89°58'44"	S36°59'24"E	14.14'
C43	15.71'	10.00'	90°01'16"	S53°00'36"W	14.14'
C44	36.54'	440.00'	4°45'31"	N79°36'01"W	36.53'
C45	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C46	14.85'	330.00'	2°34'42"	S78°30'36"E	14.85'
C47	12.56'	330.00'	2°10'49"	S80°53'22"E	12.56'
C48	18.72'	440.00'	2°26'18"	N80°45'37"W	18.72'
C49	17.82'	440.00'	2°19'14"	N78°22'52"W	17.82'
C50	15.69'	10.00'	89°52'35"	S37°02'28"E	14.13'
C51	15.73'	10.00'	90°07'25"	S52°57'32"W	14.16'
C52	49.83'	600.00'	4°45'31"	N79°36'01"W	49.82'
C53	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C54	18.93'	490.00'	2°12'49"	S78°19'39"E	18.93'
C55	21.77'	490.00'	2°32'42"	S80°42'25"E	21.76'
C56	27.54'	600.00'	2°37'48"	N80°39'52"W	27.54'
C57	22.29'	600.00'	2°07'43"	N78°17'07"W	22.29'
C58	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C59	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'
C60	15.70'	10.00'	89°57'17"	N57°48'07"E	14.14'
C61	15.72'	10.00'	90°02'43"	S32°11'53"E	14.15'
C62	15.70'	10.00'	89°57'17"	S57°48'07"W	14.14'
C62	15.43'	10.00'	88°25'22"	N37°46'06"W	13.95'
C63	15.72'	10.00'	90°02'43"	N32°11'53"W	14.15'

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

KNOW ALL MEN BY THESE PRESENTS

THAT MARIANNE PLANCKE, MANAGER OF INTERMANDECO GP, LLC, GENERAL PARTNER OF BROOKLANDS PARTNERS, LTD, BEING THE OWNER OF 151.9 ACRES OF LAND OUT OF THE WILLIAM GATLIN SURVEY NO. 23, ABSTRACT NO. 271, SITUATED IN WILLIAMSON COUNTY, TEXAS, BEING ALL OF A CALLED 52.7 ACRE, A CALLED 35.7 ACRE AND A CALLED 63.5 ACRE TRACT, ALL CONVEYED TO BROOKLANDS PARTNERS, LTD., IN DOCUMENT NOS. 2017023768, 2017023803 AND 2017023816 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS (O.P.R.W.C.T.), DO HEREBY STATE THAT THERE ARE NO LIEN HOLDERS OF THE CERTAIN TRACT LAND, AND DO HEREBY SUBDIVIDE 15.3006 ACRES OUT OF THE SAID 151.9 AS SHOWN HEREON, TO BE KNOWN AS **"BROOKLANDS SECTION TWO"** AND DO CONSENT TO ALL PLAT REQUIREMENTS SHOWN HEREON, AND HEREBY DEDICATE TO THE PUBLIC THE STREETS, RIGHT-OF-WAY, EASEMENTS, AND PUBLIC PLACES SHOWN HEREON. IT IS THE RESPONSIBILITY OF THE OWNERS, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE ENVIRONMENT, INCLUDING (BUT NOT LIMITED TO) THE ENDANGERED SPECIES ACT, STATE AQUIFER REGULATIONS AND MUNICIPAL WATERSHED ORDINANCES

WITNESS MY HAND THIS ____ DAY OF _____, 20____

BY: _____
BROOKLANDS PARTNERS, LTD
BY: INTERMANDECO GP, LLC, IT'S GENERAL PARTNER
BY: MARIANNE PLANCKE, MANAGER
BOX 670649
DALLAS, TEXAS 75367

STATE OF TEXAS }
COUNTY OF DALLAS }

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON

THE ____ DAY OF _____, 20____.

BY, MARIANNE PLANCKE, MANAGER OF INTERMANDECO GP, LLC, GENERAL PARTNER OF BROOKLANDS PARTNERS, LTD., WITNESS MY

HAND AND SEALED IN MY OFFICE, THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC, THE STATE OF TEXAS

PRINTED NAME MY COMMISSION EXPIRES

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

I, STEVEN M. DUARTE, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING, AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEYING RELATED PORTIONS OF THE CITY OF HUTTO, TEXAS SUBDIVISION ORDINANCE, IS TRUE AND CORRECT TO THE BEST OF MY ABILITY, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND. LOT CORNERS WILL BE SET AFTER THE PLAT IS RECORDED AND SITE GRADING IS COMPLETE.

STEVEN M. DUARTE R.P.L.S. NO. 5940
4WARD LAND SURVEYING
2201 WOODWARD STREET, SUITE 2201
AUSTIN, TEXAS 78744
512-537-2384

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

THAT I, HENRY S. HARWOOD, A REGISTERED PROFESSIONAL ENGINEER, DO HEREBY CERTIFY THAT THIS SUBDIVISION IS NOT LOCATED IN THE EDWARDS AQUIFER RECHARGE ZONE. THIS SUBDIVISION IS LOCATED WITHIN ZONE 'X', AREAS DETERMINED TO BE INSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON F.I.R.M. PANEL NO.48491C 0520E, WILLIAMSON COUNTY, TEXAS DATED SEPTEMBER 26, 2008.

I HENRY S. HARWOOD, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAT COMPLIES WITH THE SUBDIVISION ORDINANCES AND THE STORMWATER DRAINAGE POLICY ADOPTED BY THE CITY OF HUTTO, TEXAS.

HENRY S. HARWOOD, P.E. DATE
REGISTERED PROFESSIONAL ENGINEER NO. 93504
2021 EAST 5TH STREET, SUITE 200
AUSTIN, TEXAS 78702

STREET NAMES APPROVED

WILLIAMSON COUNTY ADDRESSING COORDINATOR DATE

OWNER: BROOKLANDS PARTNERS, LTD. P.O. BOX 670649 DALLAS, TEXAS 75367	ACREAGE: 15.3006
ENGINEER: BIG RED DOG ENGINEERING 2021 EAST 5TH STREET, SUITE 200 AUSTIN, TEXAS 78702	PATENT SURVEY: WILLIAM GATLIN SURVEY 23, ABSTRACT 271
SURVEYOR: 4WARD LAND SURVEYING 2201 WOODWARD STREET, SUITE 2201 AUSTIN, TEXAS 78745	NUMBER OF BLOCKS: 6
	NUMBER OF LOTS: 92
	LINEAR FEET OF NEW STREET: 6,324.28'
	SINGLE FAMILY/RESIDENTIAL LOTS: 88
	SINGLE FAMILY/RESIDENTIAL LOTS (TOTAL ACREAGE): 10.1034
	SHARED USE PATH LOTS: 2
	LOT 1, BLOCK "I" = 0.0497 ACRES
	LOT 17, BLOCK "E" = 0.422 ACRES
	PUBLIC UTILITY EASEMENT LOTS: 1
	LOT 20, BLOCK "I" = 0.0643 ACRES
	OPEN SPACE/LANDSCAPE LOTS: 1
	LOT 1, BLOCK "Q" = 0.0953 ACRES

PLAT NOTES:

- NO BUILDING, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUTTO.
- BUILDING SETBACK LINES SHALL CONFORM TO THE REQUIREMENTS SET FORTH IN ARTICLE 6, TABLE 14 OF THE SMARTCODE.
- A FIVE (5) FOOT PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ON EACH SIDE OF ALL REAR LOT LINES.
- A THREE (3) FOOT PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ON EACH SIDE OF ALL INTERIOR SIDE LOT LINES
- A FIVE (5) FOOT PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ALONG ALL STREET SIDE PROPERTY LINES.
- A ONE (1) FOOT SIDEWALK EASEMENT IS HEREBY DEDICATED ON EACH SIDE OF ALL FRONT LOT LINES AND SIDE STREET YARD LOT LINES.
- ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER UTILITIES.
- STREET LIGHTING SHALL BE PROVIDED BY THE DEVELOPER IN CONFORMANCE WITH UDC SEC. 10.505.9.
- SIDEWALKS AND STREET TREES SHALL BE PROVIDED ON BOTH SIDES OF ALL STREETS WITHIN AND BOUNDING THIS SUBDIVISION IN ACCORDANCE WITH THE APPROVED SMARTCODE REGULATING PLAN (0-16-10-20-6A).
- WATER AND WASTEWATER SERVICE FOR THIS SUBDIVISION WILL BE AVAILABLE THROUGH THE CITY OF HUTTO AFTER THE APPROPRIATE WATER AND WASTEWATER SYSTEM IMPROVEMENTS ARE INSTALLED TO THIS SITE. THE CITY OF HUTTO ASSUMES NO OBLIGATIONS FOR INSTALLING ANY WATER AND WASTEWATER IMPROVEMENTS REQUIRED TO SERVE THIS SITE.
- IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATION SHOULD BE BUILT AT LEAST ONE-FOOT ABOVE THE SURROUNDING GROUND, AND THE GROUD SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE 1/2" PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.
- UTILITY PROVIDERS FOR THIS DEVELOPMENT ARE:
WATER: CITY OF HUTTO
WASTEWATER: CITY OF HUTTO
ELECTRIC: ONCOR
GAS (NATURAL OR PROPANE): ATMOS ENERGY/TEXAS COMMUNITY PROPANE
PHONE/CABLE: TIME WARNER CABLE/CENTURY LINK
- THERE ARE NO AREAS OF THIS SUBDIVISION IN THE 100-YEAR FLOODPLAIN AS DEFINED BY FIRM MAP NUMBER NO.48491C 0520E, DATED SEPTEMBER 26, 2008.
- THE FOLLOWING LOTS ARE HEREBY DEDICATED TO AND SHALL BE MAINTAINED BY THE BROOKLANDS ASSOCIATION OF HOMEOWNERS INC.:

LOT 1 & 20, BLOCK I
LOT 17, BLOCK E
LOT 1, BLOCK Q
- SHARED USE PATH LOTS SHALL BE DEVELOPED IN ACCORDANCE WITH THE APPROVED SMARTCODE REGULATING PLAN (0-16-10-20-6A)
- THIS SUBDIVISION WILL BE ZONED: SMARTCODE
- ALL LOTS IN THIS SUBDIVISION ARE RESTRICTED TO SINGLE-FAMILY USE, UNLESS OTHERWISE SPECIFIED.
- ALL STREET TREES NOT FRONTING OR SIDING A RESIDENTIAL OR COMMERCIAL LOT WILL BE MAINTAINED BY THE HOMEOWNERS' ASSOCIATION.

THIS PLAT WAS APPROVED FOR RECORDING BY THE HUTTO CITY COUNCIL ON THE

______ DAY OF _____, 20____.

DOUG GAUL, MAYOR DATE

SETH GIPSON, CITY SECRETARY DATE

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

I, NANCY RISTER, CLERK OF THE COUNTY COURT OF WILLIAMSON COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF

AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF

_____, 20__ A.D., AT ____O'CLOCK, __M., IN THE OFFICIAL PUBLIC

RECORDS OF

SAID COUNTY IN INSTRUMENT NO. _____.

WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF WILLIAMSON COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____, DEPUTY

DATE

LEGAL DESCRIPTION

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 15.3006 ACRES (666,492 SQUARE FEET) OUT OF THE WILLIAM GATLIN SURVEY NO. 23, ABSTRACT NO. 271 IN WILLIAMSON COUNTY, TEXAS; BEING A PORTION OF A CALLED 52.7 ACRE AND A CALLED 35.7 ACRE TRACT, BOTH CONVEYED TO BROOKLANDS PARTNERS, LTD., IN DOCUMENT NOS. 2017023768 AND 2017023803 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS (O.P.R.W.C.T.), AND BEING A PORTION OF A CALLED 63.5 ACRE TRACT, CONVEYED TO BROOKLANDS PARTNERS, LTD., RECORDED IN DOCUMENT NO. 2017023816 (O.P.R.W.C.T.), SAID 15.3006 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, AT A 1/2-INCH IRON ROD WITH "FOREST RPLS 1847" CAP FOUND AT A NORTHWEST CORNER OF SAID 52.7 ACRE BROOKLANDS TRACT, AND BEING THE NORTHEAST CORNER OF A CALLED 10.00 ACRE TRACT CONVEYED TO DAIRE O'CEALLAG AND PAMELA SAMUELS IN DOCUMENT NO. 2013118835 (O.P.R.W.C.T.), AND BEING IN THE SOUTH LINE OF A CALLED 35.67 ACRE TRACT CONVEYED TO HUTTO INDEPENDENT SCHOOL DISTRICT IN DOCUMENT NO. 2003108293 (O.P.R.W.C.T.), FOR THE NORTHWEST CORNER AND POINT OF BEGINNING HEREOF, FROM WHICH A 1/2-INCH IRON ROD FOUND AT THE SOUTHWEST CORNER OF SAID HUTTO ISD TRACT, AND BEING THE NORTHWEST CORNER OF SAID O'CEALLAG AND SAMUELS TRACT, AND BEING IN THE EAST RIGHT-OF-WAY LINE OF COUNTY ROAD 137 (80' RIGHT-OF-WAY, PARTIALLY DEDICATED IN DOCUMENT NOS. 2003059205 AND 2004034196 (O.P.R.W.C.T.)) BEARS, N77°13'15"W, A DISTANCE OF 622.24 FEET;

THENCE, WITH THE NORTH LINE OF SAID BROOKLANDS 52.7 ACRE TRACT, AND THE SOUTH LINE OF SAID HUTTO ISD TRACT, S77°13'15"E, A DISTANCE OF 429.68 FEET TO A 1/2-INCH IRON ROD WITH "BAKER-AIKLEN" CAP FOUND FOR AN ANGLE POINT HEREOF, SAID POINT BEING THE NORTHEAST CORNER OF SAID 52.7 ACRE BROOKLANDS TRACT, AND BEING THE NORTHWEST CORNER OF SAID 35.7 ACRE BROOKLANDS TRACT, AND BEING AN ANGLE POINT IN THE SOUTH LINE OF SAID HUTTO ISD TRACT, FROM WHICH A 1/2-INCH IRON ROD FOUND BEARS N24°51'13"E, A DISTANCE OF 1.86 FEET;

THENCE, WITH THE NORTH LINE OF SAID BROOKLANDS 35.7 ACRE TRACT, AND WITH THE SOUTH LINE OF SAID HUTTO ISD TRACT, S81°58'46"E, A DISTANCE OF 600.26 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR THE NORTHEAST CORNER HEREOF, SAID POINT BEING THE NORTHEAST CORNER OF SAID BROOKLANDS 35.7 ACRE TRACT, AND BEING THE SOUTHEAST CORNER OF SAID HUTTO ISD TRACT, AND BEING IN THE WEST RIGHT-OF-WAY LINE OF SWINDOLL LANE (60' RIGHT-OF-WAY), RECORDED IN DOCUMENT NO. 200702295 (O.P.R.W.C.T.), FROM WHICH A 1/2-INCH IRON ROD FOUND AT A POINT OF CURVATURE IN THE WEST RIGHT-OF-WAY LINE OF SAID SWINDOLL LANE, AND BEING A POINT OF CURVATURE IN THE EAST LINE OF SAID HUTTO ISD TRACT BEARS, N09°30'48"E, A DISTANCE OF 90.25 FEET;

THENCE, WITH THE EAST LINE OF SAID BROOKLANDS 35.7 ACRE TRACT, AND THE WEST RIGHT-OF-WAY LINE OF SAID SWINDOLL LANE, S07°59'58"W, A DISTANCE OF 296.28 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN INTERIOR ELL CORNER HEREOF, SAID POINT BEING AN ANGLE POINT IN THE EAST LINE OF SAID BROOKLANDS 35.7 ACRE TRACT, AND BEING THE SOUTHWEST CORNER OF THE SOUTHERN TERMINUS OF SAID SWINDOLL LANE, AND BEING THE NORTHWEST CORNER OF SAID BROOKLANDS 63.5 ACRE TRACT;

THENCE, WITH THE NORTH LINE OF SAID BROOKLANDS 63.5 ACRE TRACT, IN PART WITH THE SOUTHERN TERMINUS OF SAID SWINDOLL LANE, AND IN PART WITH THE SOUTH LINE OF A CALLED 15.01 ACRE TRACT, CONVEYED TO HUTTO INDEPENDENT SCHOOL DISTRICT, RECORDED IN DOCUMENT NO. 2006012928 (O.P.R.W.C.T.), S82°00'02"E, A DISTANCE OF 82.31 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN EXTERIOR ELL CORNER HEREOF, SAID POINT BEING IN THE NORTH LINE OF SAID BROOKLANDS 63.5 ACRE TRACT, AND BEING IN THE SOUTH LINE OF SAID HUTTO ISD 15.01 ACRE TRACT, FROM WHICH A 1/2-INCH IRON ROD WITH "FOREST RPLS 1847" CAP FOUND AT AN ANGLE POINT IN THE NORTH LINE OF SAID BROOKLANDS 63.5 ACRE TRACT, AND BEING AN ANGLE POINT IN THE NORTH LINE OF SAID HUTTO ISD 15.01 ACRE TRACT BEARS, S82°00'02"E, A DISTANCE OF 822.31 FEET;

THENCE, LEAVING THE NORTH LINE OF SAID BROOKLANDS 63.5 ACRE TRACT, IN PART OVER AND ACROSS SAID BROOKLANDS 63.5 ACRE TRACT, IN PART OVER AND ACROSS SAID BROOKLANDS 35.7 ACRE TRACT, AND IN PART OVER AND ACROSS SAID BROOKLANDS 52.7 ACRE TRACT, THE FOLLOWING FOURTEEN (14) COURSES AND DISTANCES:

- S07°53'49"W, A DISTANCE OF 152.00 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN EXTERIOR ELL CORNER HEREOF,
- N82°00'02"W, A DISTANCE OF 19.66 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN INTERIOR ELL CORNER HEREOF,
- S07°59'58"W, A DISTANCE OF 50.00 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR A POINT OF NON-TANGENT CURVATURE HEREOF,
- ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT, WHOSE RADIUS IS 10.00 FEET, WHOSE ARC LENGTH IS 15.73 FEET AND WHOSE CHORD BEARS S52°56'54"W, A DISTANCE OF 14.15 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR A POINT OF TANGENCY HEREOF,
- S07°53'49"W, A DISTANCE OF 131.16 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN EXTERIOR ELL CORNER HEREOF,
- N82°06'11"W, A DISTANCE OF 50.00 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR A POINT OF NON-TANGENT CURVATURE HEREOF,
- ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT, WHOSE RADIUS IS 10.00 FEET, WHOSE ARC LENGTH IS 15.69 FEET AND WHOSE CHORD BEARS N37°02'28"W, A DISTANCE OF 14.13 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR A POINT OF TANGENCY HEREOF,
- N81°58'46"W, A DISTANCE OF 297.88 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR A POINT OF CURVATURE HEREOF,
- ALONG THE ARC OF A CURVE TO THE RIGHT, WHOSE RADIUS IS 620.00 FEET, WHOSE ARC LENGTH IS 54.19 FEET AND WHOSE CHORD BEARS N79°36'01"W, A DISTANCE OF 51.48 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR A POINT OF TANGENCY HEREOF,
- N77°13'15"W, A DISTANCE OF 410.72 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN EXTERIOR ELL CORNER HEREOF,
- N12°46'45"E, A DISTANCE OF 20.00 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN INTERIOR ELL CORNER HEREOF,
- N77°13'15"W, A DISTANCE OF 179.97 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN EXTERIOR ELL CORNER HEREOF,
- N12°46'28"E, A DISTANCE OF 4.84 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR AN INTERIOR ELL CORNER HEREOF, AND
- N77°10'32"W, A DISTANCE OF 135.00 FEET TO A 1/2-INCH IRON ROD WITH "4WARD BOUNDARY" CAP SET FOR THE SOUTHWEST CORNER HEREOF, SAID POINT BEING IN A WEST LINE OF SAID BROOKLANDS 52.7 ACRE TRACT, AND BEING IN THE EAST LINE OF SAID O'CEALLAG & SAMUELS TRACT, FROM WHICH A 1/2-INCH IRON ROD WITH "FOREST RPLS 1827" CAP FOUND AT THE SOUTHEAST CORNER OF SAID O'CEALLAG & SAMUELS TRACT, AND BEING AN INTERIOR ELL CORNER OF SAID BROOKLANDS 52.7 ACRE TRACT BEARS, S12°49'28"W, A DISTANCE OF 120.01 FEET;

THENCE, WITH THE WEST LINE OF SAID BROOKLANDS 52.7 ACRE TRACT, AND THE EAST LINE OF SAID O'CEALLAG & SAMUELS TRACT, N12°49'28"E, A DISTANCE OF 580.05 FEET TO THE POINT OF BEGINNING AND CONTAINING 15.3006 ACRES (666,492 SQUARE FEET) OF LAND, MORE OR LESS.

Received 7/9/18



BROOKLANDS SECTION TWO

City of Hutto, Williamson County, Texas



PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	6/19/2018
Project:	00569
Scale:	1" = 100'
Reviewer:	SMD
Tech:	JLP
Field Crew:	TF/SR
Survey Date:	Feb. 2017
Sheet:	3 OF 3



Intermandeco

P.O. Box 670649
Dallas, TX 75367-0649

972-964-9050

Fax 972-964-0131

July 23, 2018

Ashby Grundman, Director of Planning
City of Hutto
401 W. Front Street
Hutto, TX 78634

RE: Brooklands Section 1 & Section 2 – Final Plat Extension Request

Dear Mr. Grundman

The final plats for Brooklands Section 1 and Section 2 are set to reach their one (1) year expiration date on 8/3/18.

Construction delays caused by engineering related issues have pushed the completion/acceptance of infrastructure and final plat recording beyond the allotted one-year time frame. Construction on the project has since been put back on track and we fully expect construction of infrastructure to be completed within the next few months. Once construction is completed and accepted by the City we will have both final plats recorded.

Per Section 10.204.2 of the City of Hutto UDC, we are requesting a one (1) year extension to both the Brooklands Section 1 and Brooklands Section 2 final plats to allow time for our construction to be completed. We appreciate your consideration.

Sincerely,

Brett Corwin

Received 7/23/18



CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 9A. **AGENDA DATE:** August 02, 2018

PRESENTED BY: Ashley Lumpkin, AICP, Executive
Director, Business & Development
Services

ITEM:

Consideration and possible action on the second reading of an ordinance approving the Planned Unit Development (PUD) zoning ordinance amendment for the Hutto Crossings PUD, 465.00 acres, more or less, of land, located at the southwest corner of Chris Kelley Boulevard and US 79 West. (Ashley Lumpkin)

STRATEGIC GUIDE POLICY: Well Balanced & Diversified Economy

ITEM BACKGROUND:

Hutto Crossing is an approximately 466.23 acre site located south of US 79, between Chris Kelley Boulevard and State Highway 130 Toll. The site contains single family residences, apartments, retail, office, and mixed use areas, with parkland and trails.

Owner: Hutto Option Mezz Holdings, LLC

Applicant: Sean Compton, TBG Partners

Current Zoning: Hutto Crossing Planned Unit Development

Proposed Zoning: Planned Unit Development

Surrounding Zoning and Land Use:

North: B-2, ETJ (Church, Commercial, Vacant)

East: B-2, SF-1 (School, Commercial, Single-Family)

South: SF-1, ETJ (Industrial, Vacant)

West: ETJ (residential)

Summary of Request:

These proposed amendments do not change the permitted uses within the district. The existing Hutto Crossing Development PUD includes the flexibility to address market trends and changing

demographics, but does not include some signage types, access to parking along the UP rail line, new fence and wall opportunities, and clarification on the trail system.

The purpose of the proposed amendments are as follows:

- a. Create new signage types, including wayfinding, and remove unused sign types from the PUD;
- b. Address site design standards that either conflict with the City's UDC, or add definitions for items that are not included in the UDC;
- c. Create parking standards for parking areas and access along the UP rail line;
- d. Add residential design standards to the PUD, clarifying previous language and intentions;
- e. Add non-residential building design standards to address façade treatments and materials;
- f. Provide additional landscaping standards;
- g. Provide some flexibility in fence and wall requirements;
- h. Add specific lighting to the prohibited lighting type list;
- i. Clarify the Parkland Dedication and trail system installation and maintenance.

The attached spreadsheet details the changes listed above.

Staff Review:

The Planned Unit Development (PUD) process and zoning designation allows creativity, innovation and flexibility in land use, density, site planning and design for a parcel that would result in a project more appropriate and desirable than what would result from strict application of the UDC. Development standards are required for a parcel that would be developed as a PUD. Staff has reviewed the proposed PUD amendments against the required criteria.

1. *The PUD is consistent with the spirit of the community, neighborhood and other applicable land use and development plans, compatible with the character of adjacent development or recommended land uses, it would not adversely affect property near the site, and it achieves the benefits of improved design.*

The proposed PUD amendments are consistent with the desired flexibility guidelines of the existing Hutto Crossing district, yet provide additional guidelines and regulations to continue the patterns and growth within the District. The proposed amendments give the commercial areas of the development more flexibility in design, and the new wayfinding signage will enhance the overall sense of community within the district.

2. *The PUD will not adversely affect land with significant historical, cultural, recreational or aesthetic value.*

The uses within the existing PUD will not change. The entire Hutto Crossing Development does not adversely affect the land or City of Hutto.

3. *The PUD will give benefits through providing open space, parks, conservation of environmental features, aesthetic features and harmonious design, and/or energy efficient site design.*

The existing Hutto Crossing PUD contains open spaces and a trail system. These areas are part of the aesthetics of the developing community, and will not be changed. All parkland dedications were calculated with the original PUD adoption and platting processes.

4. *The benefits of preserving land for open space, parks or other public amenities outweigh the potential impact from more intense or dense development of the site.*

These PUD amendments provide clear and concise standards for an intense, dense development, with active open space and design guidelines to provide a cohesive, pedestrian-oriented commercial district. The new wayfinding signage will enhance the cohesiveness of the community, and the updated design standards ensure a quality commercial development.

5. *The PUD controls external effects on nearby land uses such as movement and congestion of traffic; lighting; trash accumulation and litter; noise, air and water pollution; and other factors affecting public health, welfare, safety and convenience.*

The proposed development amendments include guidelines for increased street connectivity and overall site guidelines that are designed to minimize hazards while promoting a sense of community. The new standards will not negatively affect the health, safety, and general welfare of the community.

6. *The PUD will be served by adequate facilities including streets, fire protection, water and sanitation.*

The proposed amendments do not affect the existing plats for the development. The development will continue to meet Code standards.

7. *The PUD does not have a significantly greater burden on the city's existing infrastructure, public improvements and services than development at a density permitted under the current zoning or suggested under community, neighborhood and other applicable land use and development plans, or that arrangements are made to mitigate impacts.*

The proposed amendments do not affect the existing infrastructure plans for the development. The development will continue to meet Code standards.

8. *PUD architectural design, landscaping, hardscaping and signage parameters must give evidence of compatibility with adjacent development, internal consistency of design, and conformance to city design standards.*

The proposed amendments do not allow for non-compatible development within the community. New construction must conform to the design guidelines already approved with the existing PUD Development Plan.

All property owners within 200 feet of the boundary of the development have been notified by mail of the proposed zoning change.

Notice was published in the Taylor Daily Press. Notice has also been posted on the City of Hutto website.

BUDGETARY AND FINANCIAL SUMMARY:

Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Planning and Zoning Commission recommended approval to City Council on March 6, 2018.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff finds that the proposed PUD amendments for the Hutto Crossing Planned Unit Development meet the intent of all provisions for PUD Review Criteria as listed in Section 10.203.10.3 of the UDC. Therefore, staff recommends that the City Council approve the first reading of the ordinance. The Council may dispense with the second reading of the ordinance.

SUPPORTING MATERIAL:

1. [Ordinance - Hutto Crossing Planned Unit Development \(PUD\) Ordinance Amendment](#)
2. [Hutto Crossing PUD Amendment - PUD Plan \(Red-Lined Version\)](#)
3. [Hutto Crossing PUD Amendment - Comparison Chart \(Supporting Information\)](#)

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE HUTTO CROSSING PLANNED UNIT DEVELOPMENT (PUD) ZONING ORDINANCE ADOPTED IN ORDINANCE NO. O-13-05-09-11A1, BY REPLACING THE DEVELOPMENT PLAN WITH THE REVISED PLAN ATTACHED AS EXHIBIT "B" AND ATTACHED HERETO, FOR 465.0 ACRES, MORE OR LESS, OF LAND, IN HUTTO, WILLIAMSON COUNTY, TEXAS AND MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, REPEALING CLAUSE, OPEN MEETING CLAUSE, PENALTY CLAUSE AND EFFECTIVE DATE.

WHEREAS, a request has been made to the City Council of the City of Hutto, Texas to amend the Narrows Planned Unit Development (PUD) by replacing the Development Plan with the revised plan attached as **Exhibit "B"** being attached hereto and incorporated herein, and;

WHEREAS, the Planning and Zoning Commission recommended approval of the proposed amendment on the 6th day of March, 2018, and;

WHEREAS, on the 5th day of April, 2018, after proper notification, the City Council held a public hearing on the requested amendment, and;

WHEREAS, on the 19th day of April, 2018, after proper notification, the City Council held a public hearing on the requested amendment, and;

WHEREAS, the City Council determines that the zoning ordinance amendment provided for herein promotes the health, safety, morals and protects and preserves the general welfare of the community, and;

WHEREAS, each and every requirement set forth in Chapter 211, Sub-Chapter A., Texas Local Government Code, and Article 14.02.002, Code of Ordinances (2007 Edition), City of Hutto, Texas concerning public notices, hearings, and other procedural matters has been fully complied with, Now therefore

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

SECTION I.

That the City Council has considered and made findings on the following matters regarding the proposed amendment:

- 1) The PUD is consistent with the spirit of the community, neighborhood and other applicable land use and development plans, compatible with the character of adjacent development or recommended land uses, it would not adversely affect property near the site, and it achieves the benefits of improved design; and
- 2) The PUD will not adversely affect land with significant historical, cultural, recreational or aesthetic value; and
- 3) The PUD will give benefits through providing open space, parks, conservation of environmental features, aesthetic features and harmonious design, and/or energy efficient site design; and
- 4) The benefits of preserving land for open space, parks or other public amenities outweigh the potential impact from more intense or dense development on the site; and

- 5) The PUD controls external effects on nearby land uses such as movement and congestion of traffic; lighting; trash accumulation and litter; noise, air and water pollution; and other factors affecting public health, welfare, safety and convenience; and
- 6) The PUD will be served by adequate facilities including streets, fire protection, water and sanitation; and
- 7) The PUD does not have a significantly greater burden on the city's existing infrastructure, public improvements and services than development at a density permitted under the current zoning or suggested under community, neighborhood and other applicable land use and development plans, or arrangements are made to mitigate impacts; and
- 8) PUD architectural design, landscaping, hardscaping and signage parameters must give evidence of compatibility with adjacent development, internal consistency of design, and conformance to city design standards.

That the Hutto Crossing Planned Unit Development (PUD) is hereby amended for the property described in the **Exhibit "A"**, attached hereto and incorporated herein, and the Development Plan attached hereto as **Exhibit "B"** and incorporated herein.

SECTION II. Publication Clause

The City Secretary of the City of Hutto is hereby authorized and directed to publish the caption of this ordinance in the manner and for the length of time prescribed by law.

SECTION III. Severability Clause

The provisions of this ordinance are severable, and if any sentence, section, or other parts of this ordinance should be found to be invalid, such invalidity shall not affect the remaining provisions, and the remaining provisions shall continue in full force and effect.

SECTION IV. Repealing Clause

All ordinances and resolutions and parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict.

SECTION V. Open Meeting Clause

The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject hereof were discussed, considered, and formerly acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

SECTION VI. Effective Date

This ordinance shall take effect and be in force from and after its passage.

READ and **APPROVED** on first reading on this the **19th** day of **July, 2018** at a meeting of the Hutto, Texas City Council; there being a quorum present.

By motion duly made, seconded and passed with an affirmative vote of all the Councilmembers present, the requirement for reading this ordinance on two separate days was dispensed with.

READ, PASSED and **ADOPTED** on first reading of ordinance this **19th** day of **July, 2018** at a meeting of the Hutto, Texas City Council; there being a quorum present.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

Attest:

Lisa L. Brown, City Secretary

EXHIBIT A
LEGAL DESCRIPTION

Tract 1: Surface Estate only in and to APPROXIMATELY 150.96 ACRES of land being out of and a portion of the MARTIN STROUSE SURVEY, ABSTRACT NO. 587, in Williamson County, Texas, and being the same tract called Tract 1 and particularly described by metes and bounds in the deed recorded in Document No. 2005083815, Official Public Records of Williamson County, Texas, and Exhibit "A-1" attached hereto.

Tract 2: Surface Estate only in and to APPROXIMATELY 125.95 ACRES of land being out of and a portion of the ROBERT McNUTT SURVEY, ABSTRACT NO. 422, in Williamson County, Texas, and being the same tract called Tract 2 and more particularly described by metes and bounds in the deed recorded in Document No. 2005083815, Official Public Records of Williamson County, Texas, and Exhibit "A-2" attached hereto.

Tract 3: Surface Estate only in and to APPROXIMATELY 19.95 ACRES of land being out of and a portion of the MARTIN STROUSE SURVEY, ABSTRACT NO. 587, in Williamson County, Texas, and being the same tract called Tract 3 and more particularly described by metes and bounds in the deed recorded in Document No. 2005083815, Official Public Records of Williamson County, Texas, and Exhibit "A-3" attached hereto.

Tract 4: APPROXIMATELY 33.12 ACRES of land being out of and a portion of the MARTIN STROUSE SURVEY, ABSTRACT NO. 587, in Williamson County, Texas, and being the same tract called 33.14 acres in Deed recorded in Volume 1120, Page 651, Official Records of Williamson County, Texas, and said 33.12 acre tract being more particularly described by metes and bounds in Exhibit "A-4" attached hereto.

Tract 5: APPROXIMATELY 55.302 ACRES of land being out of and a portion of the NATHANIEL EDWARDS SURVEY, ABSTRACT NO. 225, in Williamson County, Texas, and being the same tract of land more particularly described by metes and bounds in the Deed recorded in Document No. 2004094951, Official Public Records of Williamson County, Texas, and Exhibit "A-5" attached hereto.

Tract 6: APPROXIMATELY 10.00 ACRES of land being out of and a portion of the NATHANIEL EDWARDS SURVEY, ABSTRACT NO. 225, in Williamson County, Texas, and being the same tract conveyed in Deed recorded in Document No. 199931543 and Document No. 2006024663, Official Public Records of Williamson County, Texas, and said 10.00 acre tract being more particularly described by metes and bounds in Exhibit "A-6" attached hereto.

Tract 7: APPROXIMATELY 64.428 ACRES of land being out of and a portion of the NATHANIEL EDWARDS SURVEY, ABSTRACT NO. 225, in Williamson County, Texas and being that same tract conveyed in Deed recorded in Document No. 2006024665, Official Public Records of Williamson County, Texas, and said 64.428 acre tract being more particularly described by metes and bounds in Exhibit "A-7" attached hereto.

Tract 8: APPROXIMATELY 6.00 ACRES of land being out of and a portion of the NATHANIEL EDWARDS SURVEY, ABSTRACT NO. 225, in Williamson County, Texas and being all of that 5.34 acre tract described in Final Judgment recorded in Document No. 2003119703, Official Public Records of Williamson County, Texas and all of that 0.65 acre tract conveyed in Deed recorded in Volume 2655, Page 128, Official Records of Williamson County, Texas, and said 6.00 acre tract being more particularly described by metes and bounds in Exhibit "A-8" attached hereto.

Tract 9: APPROXIMATELY 0.52 ACRES of land being out of and a portion of the NATHANIEL EDWARDS SURVEY, ABSTRACT NO. 225, in Williamson County, Texas and being that same tract conveyed in Volume 2027, Page 857, Official Records of Williamson County, Texas and said 0.52 acre tract being more particularly described by metes and bounds in Exhibit "A-9" attached hereto.

150.96 acres

A PARCEL OF LAND IN WILLIAMSON COUNTY, TEXAS, BEING A PART OF THE MARTIN STROUSE SURVEY, ABSTRACT No. 587 AND BEING A PART OF THAT 355.85 ACRE TRACT OF LAND CONVEYED TO BOBBY JOE SHEPHERD AND WIFE, LINDA K. SHEPHERD BY DEED RECORDED IN VOLUME 1399, PAGE 172 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE at a ½" iron rod found in the South Line of the Missouri Pacific Railroad, the same being the Northwest Corner of that 33.14 Acre Tract of land conveyed to Alpha 79 Investments Associates by deed recorded in Volume 1120, Page 851 of the Official Records of Williamson County, Texas and the Northeast Corner of the said 355.85 Acre Tract;

THENCE S.09°24'32"E., along the East Line of the said 355.85 Acre Tract and the West Line of the said 33.14 Acre Tract, a distance of 735.72 feet to a ½" iron rod found and the Point of Beginning;

THENCE along the East Line of the said 355.85 Acre Tract the following nine courses:

1. S.09°30'10"E. a distance of 110.60 feet to a ½" iron rod found;
2. S.45°31'52"E. a distance of 224.93 feet to a ½" iron rod found;
3. S.03°41'00"W. a distance of 407.01 feet to a ½" iron rod found;
4. S.82°05'31"E. a distance of 684.80 feet to a ½" iron rod found;
5. S.07°25'05"W. a distance of 1372.18 feet to a ½" iron rod found;
6. S.08°51'58"W. a distance of 1032.59 feet to a ½" iron rod found;
7. S.05°06'48"W. a distance of 445.54 feet to a ½" iron rod found;
8. S.18°35'39"W. a distance of 89.56 feet;
9. S.17°07'39"W. a distance of 15.68 feet to the North Bank of Brushy Creek and the South Line of the said 355.85 Acre Tract;

THENCE along the South Line of the said 355.85 Acre Tract and the North Bank of Brushy Creek the following seven courses:

1. N.83°46'38"W. a distance of 89.97 feet;
2. N.89°55'54"W. a distance of 84.73 feet;
3. S.78°31'39"W. a distance of 962.61 feet;
4. S.69°58'13"W. a distance of 117.00 feet;
5. S.71°39'21"W. a distance of 70.85 feet;
6. S.66°48'31"W. a distance of 91.78 feet;
7. S.64°42'54"W. a distance of 289.65 feet to the Southeast Corner of that 28.449 Acre Tract of land conveyed to the State of Texas by deed recorded in Document No. 2004029675 of the Official Public Records of Williamson County, Texas;

THENCE along the East Line of the said 28.449 Acre Tract and crossing the said 355.85 Acre Tract the following five courses:

RECORDERS MEMORANDUM
All or parts of the text on this page was not
clearly legible for satisfactory recordation.

EXHIBIT A-1

150.96 acres

1. N.02°37'45"W. a distance of 1032.39 feet to a 1/2" iron rod found;
2. N.02°41'25"E. a distance of 1030.00 feet to a 1/2" iron rod found;
3. N.03°09'22"W. a distance of 974.79 feet to a 1/2" iron rod found;
4. N.04°28'17"E. a distance of 263.34 feet to a 1/2" iron rod found;
5. N.03°08'24"W. a distance of 523.15 feet to a 1/2" iron rod found in the South Line of that 20.00 Acre Tract of land conveyed to James W. Hargrove and wife, Joyce V. Hargrove, by deed recorded in Document No. 9729037 of the Official Records of Williamson County, Texas;

THENCE N.77°13'49"E., crossing the said 355.85 Acre Tract and along the South Line of the said 20.00 Acre Tract, a distance of 1275.92 feet to the said Point of Beginning.

Containing 150.96 acres, more or less.

John K. Weigand 1-8-2007
J. Kenneth Weigand
Registered Professional Land Surveyor No. 5741
State of Texas



RJ Surveying, Inc.
1212 East Braker Leno
Austin, Texas 78753

RECORDERS MEMORANDUM

All or parts of the text on this page was not clearly legible for satisfactory recordation.

EXHIBIT A-1

125.95 Acres

A PARCEL OF LAND IN WILLIAMSON COUNTY, TEXAS, BEING A PART OF THE ROBERT McNUTT SURVEY, ABSTRACT No. 422, BEING ALL OF TRACT II, CONTAINING 6.10 ACRES, AS DESCRIBED IN THE SPECIAL WARRANTY DEED RECORDED IN DOCUMENT No. 2004085125 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 6.10 ACRES BEING A PART OF THAT 40.00 ACRE TRACT OF LAND CONVEYED TO BOBBY JOE SHEPHERD AND LOUWAINE SHEPHERD BY DEED RECORDED IN DOCUMENT No. 2000044999 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND A PORTION OF THAT 0.550 ACRE TRACT OF LAND AND A PORTION OF THAT 4.450 ACRE TRACT OF LAND CONVEYED TO BOBBY JOE SHEPHERD BY DEED RECORDED IN DOCUMENT No. 2000045211 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; AND A PORTION OF THAT 155.00 ACRE TRACT OF LAND CONVEYED TO BOBBY J. SHEPHERD BY DEED RECORDED IN DOCUMENT No. 2000045213 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; AND ALL OF TRACT III, CONTAINING 1.93 ACRES, CONVEYED TO HUTTO MT. ZION CHURCH, INC., BY DEED RECORDED IN DOCUMENT No. 2004085125 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; AND ALL OF THAT "PARTNERSHIP PROPERTY", CONTAINING 117.51 ACRES CONVEYED TO THE SHEPHERD FAMILY LIMITED PARTNERSHIP BY SPECIAL WARRANTY DEED RECORDED IN DOCUMENT No. 2004085125 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; AND A PART OF THAT 1.00 ACRE TRACT OF LAND CONVEYED TO SHIRD GENE CANTWELL, JR., AND LINDA DIANNE CANTWELL BY DEED RECORDED IN VOLUME 1760, PAGE 393 OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE at a ½" iron rod found in the South Line of the Missouri Pacific Railroad, for the Northeast Corner of the plat of The Heights at Deerfield, according to the plat thereof recorded in Cabinet O, Slides 42, 43, 44 and 45 of the Plat Records of Williamson County, Texas, the same being the Northwest Corner of Tract I, containing 8.45 Acres, conveyed to Shepherd Mini Storage, Inc. by the said deed recorded in Document No. 2004085125;

THENCE N.77°25'02"E., along the North Line of the said 8.45 Acre Tract and the South Line of the Missouri Pacific Railroad, a distance of 773.99 feet to a ½" iron rod found for the Northeast Corner of the 8.45 Acre Tract and the Point of Beginning;

EXHIBIT A-2

Page 1 of 3 SALAND1250-1299\1251\1251 SHEP-DESC.rtf

125.95 Acres

THENCE N.77°20'41"E., along the South Line of Missouri Pacific Railroad and the North Line of the said 117.51 Acre Partnership Tract, a distance of 952.69 feet to ½" iron rod found for the Northwest Corner of that 65.009 Acre Tract of land conveyed to Lone Star Infrastructure, JV, by deed recorded in Document No. 2003094491 of the Official Public Records of Williamson County, Texas;

THENCE along the West Line of the 65.009 Acre Tract and the East Line of the 117.51 Acre Tract the following four courses:

1. S.50°16'36"E. a distance of 78.57 feet to a ½" iron rod set;
2. S.06°34'47"W. a distance of 736.81 feet to a ½" iron rod set;
3. S.10°12'22"E. a distance of 907.95 feet to a ½" iron rod set;
4. S.03°31'10"E. a distance of 1476.66 feet to a ½" iron rod found with a TXDOT cap in the North Line of the said 1.00 Acre Tract conveyed to Cantwell, and for the Northwest Corner of that 0.771 Acre Tract of land conveyed to James Noble Johnson, Trustee, by deed recorded in Document No. 2004003072 of the Official Public Records of Williamson County, Texas;

THENCE S.03°30'46"E., crossing the said 1.00 Acre Tract and along the West Line of the said 0.771 Acre Tract, a distance of 211.59 feet to a ½" iron rod with TXDOT cap found for the Southwest Corner of the said 0.771 Acre Tract and a corner in the West Line of the said 65.009 Acre Tract;

THENCE S.03°31'25"E., along the West Line of the said 65.009 Acre Tract and the East Line of the said 117.51 Acre Tract, a distance of 1115.42 feet to a ½" iron rod found with TXDOT cap for the Southwest Corner of the 65.009 Acre Tract and the Southeast Corner of the 117.51 Acre Tract;

THENCE along the South Line of the said 117.51 Acre Tract the following four courses:

1. N.89°07'29"W. a distance of 614.27 feet to a point;
2. N.81°08'16"W. a distance of 266.96 feet to an iron post;
3. N.77°09'32"W. a distance of 436.94 feet to an iron post;
4. N.72°08'06"W. a distance of 143.53 feet to a nail found for the Southwest Corner of the said 117.51 Acre Tract and the Southeast Corner of that 43.24 Acre Tract of land conveyed to Chaz Glace by deed recorded in Document No. 9644889 of the Official Records of Williamson County, Texas, said 43.24 Acre Tract being the same tract conveyed to Leroy Brady Behrens, et al by deed recorded in Volume 1120, Page 20 of

EXHIBIT A-2

125.95 Acres

the Deed Records of Williamson County, Texas;

THENCE N.06°27'33"E., along the West Line of the 117.51 Acre Tract and the East Line of the said 43.24 Acre Tract, a distance of 1601.64 feet to a ½" iron rod found for the Northeast Corner of the said 43.24 Acre Tract and for the Southeast Corner of the said plat of Heights of Deerfield;

THENCE N.17°35'30"W., along the East Line of said plat of Heights of Deerfield and the West Line of the 117.51 Acre Tract, a distance of 1888.60 feet to a ½" iron rod found for the Southwest Corner of the said 8.45 Acre Tract conveyed to Shepherd Mini Storage, Inc.;

THENCE N.77°26'56"E., along the South Line of the said 8.45 Acre Tract, a distance of 597.56 feet to a ½" iron rod found for the Southeast Corner of the 8.45 Acre Tract;

THENCE N.00°58'09"E., along the East Line of the 8.45 Acre Tract, a distance of 552.23 feet to the said Point of Beginning.

Containing 125.95 acres, more or less.

J. Kenneth Weigand 1-8-2007
J. Kenneth Weigand
Registered Professional Land Surveyor No. 5741
State of Texas



RJ Surveying, Inc.
1212 East Braker Lane
Austin, Texas 78753

EXHIBIT A-2

Page 3 of 3 S:\LAND\1250-1299\1251\1251 SHEP-DESC.rtf

19.95 Acres

DESCRIPTION:

A PARCEL OF LAND IN WILLIAMSON COUNTY, TEXAS, BEING A PART OF THE MARTIN STROUSE SURVEY, ABSTRACT No. 587, AND BEING A PART OF THAT 20.00 ACRE TRACT OF LAND CONVEYED TO JAMES W. HARGROVE, AND WIFE, JOYCE V. HARGROVE, BY DEED RECORDED IN DOCUMENT NO. 9729037 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN at a 1/2" iron rod found in the South Line of the Missouri Pacific Railroad for the Northwest Corner of that 33.14 acre tract of land conveyed to Alpha 79 Investment Associates, by deed recorded in Volume 1120, Page 851 of the Official Records of Williamson County, Texas, the same being the Northeast Corner of the said 20.00 Acre Tract;

THENCE S.09°24'32"E., along the East Line of the 20.00 Acre Tract and the West Line of the 33.14 Acre Tract, a distance of 735.72 feet to a 1/2" Iron rod found for the Southeast Corner of the 20.00 Acre Tract;

THENCE S.77°13'49"W., along the South Line of the 20.00 Acre Tract, a distance of 1275.92 feet to a 1/2" Iron rod found with a TXDOT (Texas Department of Transportation) cap, the same being the Southeast Corner of that 0.033 acre tract of land conveyed to the State of Texas by deed recorded in Document No. 2004079381 of the Official Public Records of Williamson County, Texas;

THENCE N.03°09'30"W., crossing the said 20.00 Acre Tract and along the East Line of the said 0.033 Acre Tract, a distance of 121.58 feet to a 1/2" Iron rod set in the West Line of the said 20.00 Acre Tract for the North Corner of the said 0.033 Acre Tract;

THENCE N.07°32'45"E., along the West Line of the said 20.00 Acre Tract, the same being the West Line of the Martin Strouse Survey and also the East Line of the right of way for State Highway 130, as described in the deed to Lone Star Infrastructure, JV, by deed recorded in Document No. 2003094491 of the Official Public Records of Williamson County, Texas, a distance of 655.21 feet to a 1/2" iron rod found in the South Line of the Missouri Pacific Railroad for the Northwest Corner of the said 20.00 Acre Tract;

THENCE N.77°13'25"E., along the South Line of the Missouri Pacific Railroad and the North Line of the 20.00 Acre Tract, a distance of 1071127 feet to the said Point of Beginning.

Containing 19.95 acres, more or less.

John K. Weigand 1-9-2007
J. Kenneth Weigand
Registered Professional Land Surveyor No. 5741
State of Texas

RJ Surveying, Inc.
1212 East Braker Lane
Austin, Texas 78753



RECORDERS MEMORANDUM
All or parts of the text on this page was not
clearly legible for satisfactory recordation.

EXHIBIT A-3

S:\LA\101250-1289\1251\1251-108.rtf

33.12 Acres

DESCRIPTION:

A PARCEL OF LAND IN WILLIAMSON COUNTY, TEXAS, BEING A PART OF THE MARTIN STROUSE SURVEY, ABSTRACT No. 587, AND BEING ALL OF THAT 33.14 ACRE TRACT OF LAND CONVEYED TO ALPHA 79 INVESTMENT ASSOCIATES BY DEED RECORDED IN VOLUME 1120, PAGE 651 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN at a 1" iron pipe found in the South Line of the Missouri Pacific Railroad, the same being the Northwest Corner of that 10.00 acre tract of land conveyed to Adeline J. Geistman by deed recorded in Document No. 199931543 of the Official Public Records of Williamson County, Texas and also being the Northeast Corner of the said 33.14 Acre Tract;

THENCE S.07°20'37"W., along the East Line of the said 33.14 Acre Tract, the West Line of the said 10.00 Acre Tract and or near the East Line of the Martin Strouse Survey, a distance of 337.18 feet to a 1" iron pipe found for the Southwest Corner of the said 10.00 Acre Tract and the Northwest Corner of that 55.302 acre tract of land conveyed to Hutto Market, L.P., by deed recorded in Document No. 2004094951 of the Official Public Records of Williamson County, Texas;

THENCE S.07°09'28"W., along the East Line of the said 33.14 Acre Tract, the West Line of the said 55.302 Acre Tract and on or near the East Line of the Martin Strouse Survey, a distance of 1430.80 feet to a 1/2" iron rod found for the Southeast Corner of the said 33.14 Acre Tract and the Easterly Northeast Corner of that 355.85 acre tract of land conveyed to Bobby Joe Shepherd and wife, Linda K. Shepherd, by deed recorded in Volume 1399, Page 172 of the Official Public Records of Williamson County, Texas;

THENCE along the Common Line of the 33.14 Acre Tract and the 355.85 Acre Tract the following four courses:

1. N.82°05'31"W. a distance of 684.80 feet to a 1/2" iron rod set;
2. N.03°41'00"E. a distance of 407.01 feet to a 1/2" iron rod found;
3. N.45°31'52"W. a distance of 224.93 feet to a 1/2" iron rod found;
4. N.09°30'10"W. a distance of 110.00 feet to a 1/2" iron rod found for the Southeast Corner of that 20.00 acre tract of land conveyed to James W. Hargrove and wife, Joyce V. Hargrove, by deed recorded in Document No. 9729037 of the Official Public Records of Williamson County, Texas;

THENCE N.09°24'32"W., along the West Line of the 33.14 Acre Tract, the same being the East Line of the said 20.00 Acre Tract, a distance of 735.72 feet to a 1/2" iron rod found in the South Line of the Missouri Pacific Railroad for the Northwest Corner of the 33.14 Acre Tract and the Northeast Corner of the 20.00 Acre Tract;

THENCE N.77°26'15"E., along the South Line of the Missouri Pacific Railroad and the North Line of the 33.14 Acre Tract, a distance of 1201.34 feet to the said Point of Beginning

Containing 33.12 acres, more or less.

John H. Weigard 1.8.2007
J. Kenneth Weigard
Registered Professional Land Surveyor No. 5741
State of Texas

RJ Surveying, Inc.
1212 East Braker Lane
Austin, Texas 78753



RECORDERS MEMORANDUM
All or parts of the text on this page was not
clearly legible for satisfactory recordation.

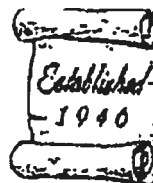
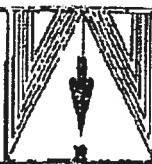
SLAND\253-1299\125\11251-102.rtf

EXHIBIT A-4



WATSON SURVEYING

9501 CAPITAL OF TEXAS HWY.
SUITE 303 AUSTIN, TX 78759
346-8566 FAX 346-8568



FIELD NOTES FOR 55.302 ACRES OUT OF THE NATHANIEL EDWARDS SURVEY, ABSTRACT NO. 225, WILLIAMSON COUNTY, TEXAS, AS RECORDED IN DOCUMENT NO. 2004094951, WILLIAMSON COUNTY OFFICIAL PUBLIC RECORDS, BEING PART OF A 175.58 ACRE TRACT RECORDED IN DOCUMENT 9758800, WILLIAMSON COUNTY OFFICIAL RECORDS, SAID 55.302 ACRES BEING DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a $\frac{1}{2}$ " steel pin found at the southeast corner of a 10.00 acre tract conveyed to Adeline J. Geistman in Document Number 199931543, Williamson County Official Records, being a point in the west line of F.M. Highway 685, for the northeast corner hereof;

THENCE $81^{\circ}00'00''$ W 2097.03 feet along said west line, also the east line of said 175.58 acre parent tract, to a $\frac{1}{2}$ " steel pin set, for the southeast corner hereof;

THENCE $N80^{\circ}00'19''$ W 1292.31 feet crossing said 175.58 acres, with the north line of a 84.428 acre tract recorded in Document No. 2006024663, to a $\frac{1}{2}$ " steel pin set in the fenced west line of said 175.58 acres and the east line of a 355.85 acre tract recorded in Volume 1398, Page 172, Williamson County Official Records, for the southwest corner hereof;

THENCE $N09^{\circ}52'58''$ E 183.62 feet generally following a fence with said line, to a $\frac{1}{2}$ " steel pin found at the northeast corner of said 355.85 acre tract, also the southeast corner of a 32.14 acre tract recorded in Volume 1120, Page 651, Williamson County Official Records, for an angle point hereof;

THENCE $N08^{\circ}35'27''$ E 1431.38 feet generally following a fence along the east line of said 32.14 acres, also the west line of said 175.58 acres, to a $\frac{1}{2}$ " steel pin found at the southwest corner of said 10.00 acres, for the northwest corner hereof;

THENCE $N78^{\circ}41'25''$ E 1389.28 feet with the south line of said 10.00 acres to the POINT OF BEGINNING, containing 55.302 acres of land.

Bearing basis is the east line of said 175.58 acre parent tract

Surveyed 8 January 2007 by:

Stuart Watson
Stuart Watson, RPLS 4550



RECORDERS MEMORANDUM
All or parts of the text on this page was not
clearly legible for satisfactory recordation.

EXHIBIT A-5

10.00 Acres

A PARCEL OF LAND IN WILLIAMSON COUNTY, TEXAS, BEING A PART OF THE NATHANIEL EDWARDS SURVEY, ABSTRACT No. 225 AND BEING ALL OF THAT 10.00 ACRE TRACT OF LAND CONVEYED TO ADELINE J. GEISTMAN BY DEED RECORDED IN DOCUMENT No. 199931543 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN at a 1" iron pipe found in the South Line of the Missouri Pacific Railroad, the same being the Northeast Corner of that 33.14 Acre Tract of land conveyed to Alpha 79 Investment Associates by deed recorded in Volume 1120, Page 851, of the Official Records of Williamson County, Texas, and the Northwest Corner of the said 10.00 Acre Tract

THENCE N.77°17'04"E., along the South Line of the Missouri Pacific Railroad and the North Line of the 10.00 Acre Tract, a distance of 1290.97 feet to a Concrete Monument found for the Northerly Northeast Corner of the 10.00 Acre Tract;

THENCE S.47°26'10"E., along the Northeasterly Line of the said 10.00 Acre Tract, a distance of 114.72 feet to a Concrete Monument found in the West Line of F. M. Highway 685 for the Southerly Northeast Corner of the 10.00 Acre Tract ;

THENCE S.07°31'34"W., along the East Line of the 10.00 Acre Tract and the West Line of F. M. Highway 685, a distance of 237.25 feet to a 1/2" iron rod found for the Southeast Corner of the 10.00 Acre Tract

THENCE S.77°17'29"W., along the South Line of the said 10.00 Acre Tract, a distance of 1389.88 feet to a 1/2" iron rod found for the Southwest Corner of the 10.00 Acre Tract;

THENCE N.07°20'37"E., along the West Line of the said 10.00 Acre Tract, a distance of 337.18 feet to the said Point of Beginning.

Containing 10.00 Acres, more or less.

John K. Weigand 1.8.2007
J. Kenneth Weigand
Registered Professional Land Surveyor No. 5741
State of Texas

RJ Surveying, Inc.
1212 East Braker Lane
Austin, Texas 78753

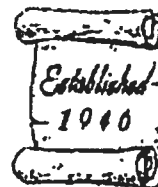
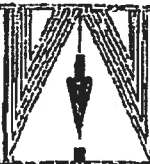


S:\LAND\1250-1299\1251\1251-103.rtf

EXHIBIT A-6



WATSON SURVEYING
9501 CAPITAL OF TEXAS HWY.
SUITE 303 AUSTIN, TX 78759
346-8568 FAX 346-8568



FIELD NOTES FOR 64.428 ACRES OUT OF THE NATHANIEL EDWARDS SURVEY, ABSTRACT NO. 225, WILLIAMSON COUNTY, TEXAS, AS RECORDED IN DOCUMENT NO. 2006024663, WILLIAMSON COUNTY OFFICIAL PUBLIC RECORDS, BEING PART OF A 175.58 ACRE TRACT RECORDED IN DOCUMENT 9758800, WILLIAMSON COUNTY OFFICIAL RECORDS, SAID 64.428 ACRES BEING DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a $\frac{1}{2}$ " steel pin found at the southeast corner of a 55.302 acre tract conveyed to Steven L. Adams by deed recorded in Document No. 2003119704, Williamson County Deed Records, being a point in the west right-of-way (ROW) line of F.M. Highway 685, for the northeast corner hereof;

THENCE along said west ROW line, as conveyed to State of Texas by deed in Volume 289, Page 541, Williamson County Official Records (WCOR), the following 2 courses:

- 1) S09°56'58"W 577.92 feet to a $\frac{1}{2}$ " steel pin with orange cap set at the start of a curve to the right,
- 2) along said curve with chord of S11°46'47"W 240.87 feet and radius of 3769.83 feet to a $\frac{1}{2}$ " pinched pipe found at the end of a chain link fence, for corner hereof;

THENCE along the north and west lines of a 0.52 acre tract conveyed to Moss Stromberg as recorded in Vol. 2027, Pg. 857, WCOR, these 2 courses:

- 1) N81°47'12"W 200.40 feet to a $\frac{1}{2}$ " steel pin with orange cap set near a chain link fence corner at the northwest corner of said 0.52 acres, for inside corner hereof,
- 2) S08°44'02"W 109.35 feet to a $\frac{1}{2}$ " steel pin found at the southwest corner of said 0.52 acres and the northeast corner of a 5.34 acre tract conveyed to Carol Stromberg (deed not yet recorded);

THENCE along the north, west and south lines of said 5.34 acres for the following 5 courses:

- 1) N80°00'19"W 365.32 feet to a $\frac{1}{2}$ " steel pin with orange cap found in a fence on the east side of an old lane, for inside corner hereof,
- 2) S09°26'01"W 337.92 feet generally following said fence on the east side of an old lane to a $\frac{1}{2}$ " steel pin with orange cap found, for inside corner,
- 3) S80°00'19"E 173.70 feet to a $\frac{1}{2}$ " steel pin with orange cap found for corner hereof,
- 4) S09°59'41"W 271.29 feet to a $\frac{1}{2}$ " steel pin with orange found for inside corner hereof,
- 5) S80°00'19"E 262.94 feet to a $\frac{1}{2}$ " steel pin with orange cap found near a fence at the west ROW line of F.M. Highway 685, at the southeast corner of said 5.34 acres and a easterly corner hereof;

THENCE along the west ROW of F.M. Highway 685 the following 5 courses:

- 1) Along a curve to the right with chord of S26°58'05"W 274.39 feet and

EXHIBIT A-7

radius of 3769.83 feet, to the base of a leaning concrete monument for end of curve,

- 2) S29°04'45"W 461.63 feet generally following a fence to the top center of a concrete monument, for angle point,
- 3) S42°00'54"W 189.42 feet generally following a fence to the top center of a concrete monument, for inside corner hereof,
- 4) S83°25'15"E 45.87 feet departing fence to a 1/2" steel pin with orange cap set at an inside corner of said ROW line, for corner hereof,
- 5) S28°50'17"W 219.51 feet to a point (underwater) in the center of Brushy Creek, for the southeast corner hereof;

THENCE along the center of Brushy Creek and the north line of a 23.75 acre tract conveyed to Dingo Partners, Ltd. as recorded in Doc. 9742126, Williamson County Deed Records the following 2 courses:

- 1) S75°54'31"W 420.00 feet to a submerged point near the east side of an unused concrete bridge, for angle point hereof,
- 2) N77°58'08"W 105.74 feet to the submerged northwest corner of said 23.75 acres, also the northeast corner of a 189.92 acre tract conveyed to Kay Ranch Limited Partnership, et al, as recorded in Doc. 2000036583, Williamson County Deed Records, for angle point hereof;

THENCE N86°20'54"W 313.03 feet continuing along the center of Brushy Creek and the north line of said 189.92 acre tract, to a submerged point for the southwest corner hereof;

THENCE along the east line of a 355.85 acre tract conveyed to Linda Shepherd by deed recorded in Volume 1399, Page 172, Williamson County Deed Records, the following 6 courses:

- 1) N19°28'52"E 58.60 feet to a calculated point for angle point hereof,
- 2) N20°55'55"E 89.68 feet to a 1/2" steel pin found at a fence corner,
- 3) N07°27'59"E 445.17 feet to a 1/2" steel pin found near fence,
- 4) N08°15'03"E 1032.96 feet to a 1/2" steel pin found near fence,
- 5) N08°49'31"E 1188.48 feet to a 1/2" steel pin found near fence at the southwest corner of above-said 55.302 acres, for northwest corner hereof;

THENCE S80°00'19"E 1282.31 feet along the south line of said 55.302 acres to the POINT OF BEGINNING, containing 64.428 acres of land.

Bearing basis is the south line of said 55.302 acre tract, also the north line of this 64.428 acre tract.

Surveyed 8 January 2007 by:


Stuart Watson, RPLS 4550



EXHIBIT A-1

6.00 Acres

A PARCEL OF LAND IN WILLIAMSON COUNTY, TEXAS, BEING A PART OF THE, N. EDWARDS SURVEY, ABSTRACT No. 225, BEING ALL OF THAT 0.65 ACRE TRACT OF LAND CONVEYED TO CAROL STROMBERG BY DEED RECORDED IN VOLUME 2655, PAGE 128 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS AND ALL OF THAT 5.34 ACRE TRACT OF LAND CONVEYED TO CAROLE STROMBERG BY DEED RECORDED IN DOCUMENT NO. 2003119703 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Commence at a pinched pipe found in the West Right of way Line of F. M. 685 at the Northeast Corner of that 0.52 acre tract of land conveyed to Ross E. Stromberg by deed recorded in Volume 2027, Page 857 of the Official Records of Williamson County, Texas, said point being on the arc of a curve to the right having a radius of 3769.83 feet, a central angle of $01^{\circ}54'05''$, and a chord bearing $S.12^{\circ}11'31''W.$, 125.10 feet;

THENCE southerly, along the arc of said curve, the same being the East Line of the said 0.52 Acre Tract and the West Right of way Line of F. M. 685, a distance of 125.10 feet to a nail set at the Southeast Corner of the 0.52 Acre Tract, the Northeast Corner of the said 0.65 Acre Tract, and the Point of Beginning at a point of compound curvature of a curve to the right;

THENCE continue southerly, along the arc of said curve to the right, at a distance of 138.9 feet pass a $1/2''$ iron rod found at the Southeast Corner of the said 0.65 Acre Tract and the Northeast Corner of the said 5.34 Acre Tract, in all a total distance of 810.18 feet, said curve having a radius of 3769.83 feet, a central angle of $09^{\circ}16'25''$, and a chord bearing $S.17^{\circ}46'46''W.$, 609.50 feet to a $1/2''$ iron rod found;

THENCE departing the said West Right of way Line of F. M. 685 and along the South, West and North Line of the said 5.34 Acre Tract the following five courses:

1. $N.82^{\circ}22'21''W.$ a distance of 270.20 feet to a $1/2''$ iron rod with Watson Surveying cap found;
2. $N.07^{\circ}34'50''E.$ a distance of 271.10 feet to a $1/2''$ iron rod with Watson Surveying cap found;
3. $N.82^{\circ}21'56''W.$ a distance of 173.58 feet to a $1/2''$ iron rod with Watson Surveying cap found;
4. $N.07^{\circ}01'48''E.$ a distance of 337.82 feet to a $1/2''$ iron rod with Watson Surveying cap found;
5. $S.82^{\circ}24'41''E.$ a distance of 365.44 feet to a $1/2''$ iron rod found at the Northwest Corner of the said 0.65 Acre Tract;

THENCE $S.79^{\circ}35'18''E.$, along the North Line of the said 0.65 Acre Tract, a distance of 189.74 feet to the said Point of Beginning.

Containing 6.00 acres, more or less.

John K. Weigand 1-B-2007
J. Kenneth Weigand
Registered Professional Land Surveyor No. 5741
State of Texas



RJ Surveying, Inc.
1212 East Braker Lane
Austin, Texas 78753

RECORDERS MEMORANDUM
All or parts of the text on this page was not
clearly legible for satisfactory recordation.

S:\LAND\1250-1299\1251\1251-111-B.mf

13-317 A-8

0.52 Acre

A PARCEL OF LAND IN WILLIAMSON COUNTY, TEXAS, BEING A PART OF THE N. EDWARDS SURVEY, ABSTRACT No. 225, AND BEING ALL OF THAT 0.52 ACRE TRACT OF LAND CONVEYED TO ROSS E. STROMBERG BY DEED RECORDED IN VOLUME 2027, PAGE 857 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN at a pinched pipe found in the West Right of way Line of F. M. 685 at the Northeast Corner of the said 0.52 Acre Tract, said point being S.09°24'39"W., 240.84 feet from the North End of a curve having a radius of 3769.83 feet, the North End of said curve being S.07°34'49"W., 3065.89 from the center of the Missouri Pacific Railroad Track where it crosses the West Right of way Line of F. M. 685;

THENCE southerly, along the arc of said curve to the right, the same being the West Right of Way Line of F. M 685 and the East Line of the said 0.52 Acre Tract, a distance of 125.10 feet, said curve having a radius of 3769.83 feet, a central angle of 01°54'06", and a chord bearing S.12°11'31"W., 125.10 feet to a nail set at the Southeast Corner of the said 0.52 Acre Tract;

THENCE N.79°35'18"W., along the South Line of the said 0.52 Acre Tract and the North Line of that 0.65 Acre Tract conveyed to Carol Stromberg by deed recorded in Volume 2655, Page 128 of the Official Records of Williamson County, Texas, a distance of 189.74 feet to a 1/2" Iron rod found at the Southwest Corner of the said 0.52 Acre Tract;

THENCE N.07°15'08"E., along the West Line of the said 0.52 Acre Tract, a distance of 109.28 feet to a 1/2" Iron rod with Watson Surveying cap found at the Northwest Corner of the said 0.52 Acre Tract;

THENCE S.84°08'53"E., along the North Line of the said 0.52 Acre Tract, a distance of 200.28 feet to the said Point of Beginning.

Containing 0.52 acre, more or less.

John K. Weigand 1-8-2007
J. Kenneth Weigand
Registered Professional Land Surveyor No. 5741
State of Texas

RJ Surveying, Inc.
1212 East Braker Lane
Austin, Texas 78753



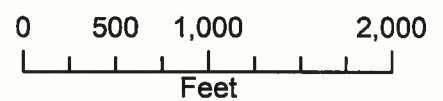
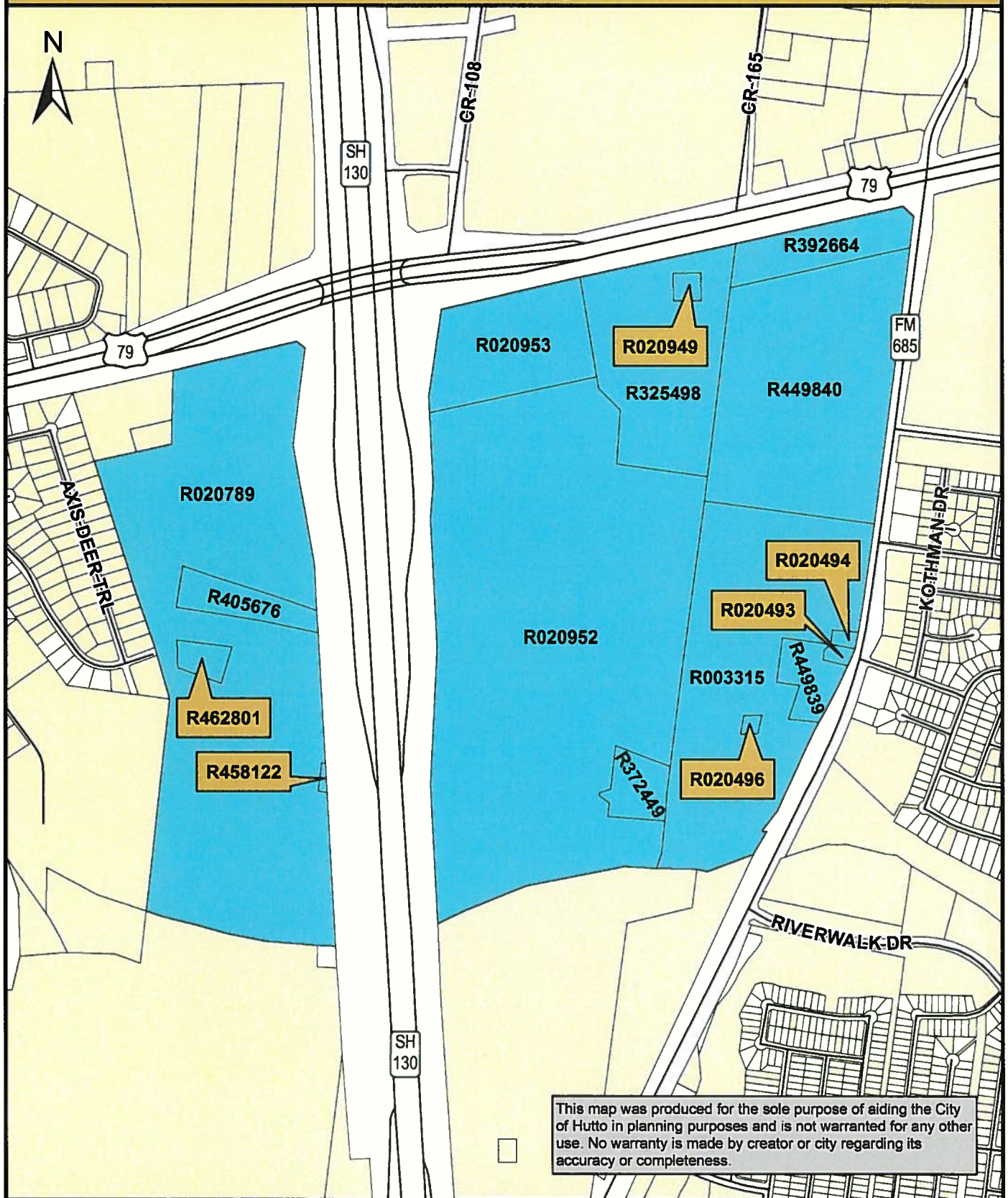
RECORDERS MEMORANDUM

All or parts of the text on this page was not clearly legible for satisfactory recordation.

13-01-11 A-9

SV 4WD1250.1250125111251-111-A-11

Hutto Crossings PUD



Hutto Crossing Planned Unit Development

April 16, 2013

Applicant's PUD Amendment: January 25, 2018

TABLE OF CONTENTS

1. GENERAL PROVISIONS

1.1. Title	1
1.2. Purpose and Intent	1
1.3. PUD Criteria	1
1.4. Compatibility with Gateway Overlay	1
1.5. Severability	2
1.6. Amendments to Ordinance	2
1.7. Definitions	3
1.8. Development Review Process	4
1.9. Vested Development Rights	4
1.10. Reviewing and Administration Parties	4
1.11. Interpretation	4

2. DEVELOPMENT PLAN

2.1. Permitted Uses in the PUD	5
2.2. Use Descriptions and Standards	6
2.3. Use Specific Design Standards	10
Exhibit A- PUD Development Plan	12

3. SITE DESIGN STANDARDS

3.1. General Standards	13
3.2. Site Design	17
3.3. Parking and Access	24
3.4. Architectural Design	37
3.5. Landscaping	69
3.6. Common Open Space	81
3.7. Fences and Walls	83
3.8. Outdoor Lighting	87
3.9. Signs	92

4. SUBDIVISION STANDARDS

4.1. Lot Division and Adjustment Processes	106
4.2. Plat Types	107
4.3. General Provisions	108
4.4. Assurances for Improvement Completion	113
4.5. Construction Standards	115
4.6. Lot Configuration	115
4.7. Parkland Dedication	116
4.8. Pedestrian and Bicycle Facilities	117
4.9. Street Classifications	119
4.10. Street Design	124
4.11. Street Grid, Circulation, and Connectivity	127
4.12. Driveways and Easements	131
4.13. Road Adequacy Standards	132

1. GENERAL PROVISION

1.1. Title

This ordinance is known as “Hutto 465 Ac Tract Planned Unit Development Ordinance”, and may be cited as “Hutto 465 Ac Tract PUD” , “this PUD” or “the District”.

1.2. Purpose and Intent

Hutto 465 Ac Tract PUD Ordinance is intended to encourage innovative planning and flexibility in land use, density, site planning and design for development of the 465-acre property. This PUD accommodates development with a mixed of uses, and allows a degree of flexibility in the application of standards and rules based the Unified Development Code of the City of Hutto.

Designation of a single use zoning district and application of standard development provisions would be too rigid for practical application on the unique and bifurcated property, challenged with difficult access constraints, including the abutting Union Pacific Railroad ROW, Brushy Creek and SH130.

This ordinance is enacted to promote the following:

- Promote good planning practice, design, architecture and urban design; and orderly land use
- Preserve open space and prevent overcrowding.
- Provide the physical infrastructure needed to serve city residents and visitors
- Secure safety from fire and other dangers, and provide for adequate sun, light and air.
- Merge rules governing land use and development into one accessible and comprehensible document for the property.

1.3. PUD Criteria

The PUD plan and development standards set forth in this Ordinance are consistent with the following criteria:

- The PUD would not adversely affect property near the site, and it achieves the benefits of an improved design
- The PUD will not adversely affect land with significant historical, cultural, recreational or aesthetic value
- The PUD will give benefits through providing City parkland, open space, harmonious design, and energy efficient site design
- The PUD will be served by adequate facilities including streets, fire protection, water and sanitation
- Architectural design, landscaping, hardscaping and signage parameters set forth in this PUD give evidence of compatibility with adjacent development and internal consistency of design.

1.4. Compatibility with Gateway Overlay

Hutto 465 Ac Tract PUD Ordinance acknowledges the design principles and intent of the Gateway Overlay District as stated in the Gateway Overlay intent statement. The PUD recognizes that the Gateway Overlay District goals set forth below are to be reflected in the PUD standards:

- Coordinate with ongoing planning efforts for the Hutto Gateway and to further goals, policies and objectives outlined in the Comprehensive plan.

- Ensure the integrity of the ongoing planning process so public discourse can take place involving affected property owners and city residents while still ensuring individual development proposals are consistent with Comprehensive plan goals, policies and objectives.
- Ensure new development incorporates the following:
 - Pedestrian-friendly environment with wide sidewalks, tree-lined streets, active shopfronts, short blocks and variety of uses
 - Variety of public gathering places such as squares and civic greens
 - Naturally calmed streets, shaded by rows of trees that allow for on-street parking
 - Streets and sidewalks that form a connected network, providing a variety of pedestrian and vehicular routes to any single destination in and out of the development
 - Variety of compatible uses, allowing people the opportunity to live, work and play near one another, including, specifically, residential uses above ground floor commercial uses, as appropriate
 - Opportunities for housing choice and variety, including attached and detached homes available for both rental and ownership
 - Buildings placed close to the local or internal collector streets, oriented to the sidewalk and street front, providing easy access for pedestrian activity
 - Building facades that create visual interest through horizontal and vertical articulation with windows, multiple entrances facing streets and sidewalks, and no blank walls
 - Parking located to the rear or side of buildings (to the extent practical)
 - Central Texas native landscaping and trees in parking areas and along bordering walkways
 - Protection and enhancement of the natural features of the site, using them as the framework in creation of any site plans
 - Internal principal (“main”) street as part of the organization of development on the site
 - Development that does not turn its back on arterial streets (to the extent practical), but instead focuses on taming the street edge with element such as slip roads, landscaping and pedestrian-oriented features

1.4.1. General applicability and interpretation

Hutto 465 Ac Tract Planned Unit Development Ordinance applies to all regulations and other matters regarding land use and development of land within the PUD boundary, including zoning, subdivision, platting and urban design.

This ordinance is referenced to the “**Unified Development Code of the City of Hutto, Texas**” (amended 03-09-2012) in effect on the date of adoption of this ordinance, which may also be cited as the “UDC”. In those cases where in conflict, this PUD shall take precedence over the UDC.

1.5. Severability

If a regulation, article, section, phrase, clause, term, word, or part of this PUD is considered invalid, it will not affect the applicability and enforceability of the remaining portions.

1.6. Amendments to Ordinance

Technical, site planning or engineering considerations that meet the intent of this PUD may call for minor deviations from the approved PUD. The Development Services Department may approve minor deviations if they promote flexibility in design and are consistent with the intent of the original PUD approval.

- An administrative approval is a ruling that would permit a practice that is not consistent with a specific provision of this Ordinance but is justified by the provisions of the Section 1.2 Intent and Purpose and Section 1.3 PUD Criteria above. The Development Services Department shall have the authority to approve or disapprove administratively a request for an administrative approval pursuant to regulations established by the Development Services Department and approved by the City Council. Where no specific criteria for granting of the modification are specified, an administrative approval may be granted only for a dimensional deviation of less than 10% of the specified standard.
- The request for an amendment to the PUD Ordinance shall not subject the entire application to public hearing, but only that portion necessary to rule on the specific issue requiring the relief.

1.7. Definitions

Definitions set forth in **Section 10.202 of the UDC**, including general abbreviations, terms, definitions and conditions for use indicated throughout this ordinance shall apply to this PUD.

Sign height: distance from the bottom of the sign face to the top of the sign.

Sign, PUD identification: sign identifying the name and/or logo of the Hutto PUD district without advertising individual developments within the PUD. A PUD identification sign is characterized by expressing a coherent character or features of the District and is distinct from a development sign internal to the PUD that identifies a neighborhood, apartment, residential subdivision or other development within the PUD.

Sign, wayfinding: sign which provides orientation, information, directions or wayfinding within or about the District. Wayfinding signs may be free standing (pole), kiosk, monument wall or other permitted sign type for the District.

Sign face area: area of the smallest rectangle enclosing the extreme limits of the sign lettering. The sign area calculated shall be measured on a single side. Sign face area does not include a supporting structure, monument, monument base, pole cover, or landscape feature unless used to convey a message.

Clear vision area: unobstructed view area at corner lots and curb cuts. The clear vision area is a triangle formed between points on flow lines following property lines 30 ft. from the point of intersection at a corner lot, and 20 ft. along a property line and a driveway edge of pavement at a curb cut.

Fence height: distance from the top of the fence or wall to the finish grade of the lot directly under it. Berms, walls or similar features constructed for increasing the height of a fence or wall are considered part of the fence or wall.

1.8. Development Review Process

The development review process for property within the boundary of this PUD shall comply with the **Section 10.203 the UDC**, except that applications under this PUD shall be eligible to utilize the following by right:

- Applications shall be processed with priority over those under the existing conventional zoning code or the UDC, including those with earlier filing dates.

1.9. Vested Development Rights

The effective date and expiration of vested development rights for property within the boundary of this PUD shall comply with **Section 10.204 the UDC**.

1.10. Reviewing and Administration Parties

The reviewing and administrative parties, their responsibilities and processes established in **Section 10.208 of the UDC** shall apply for development of this PUD.

Development Services staff as identified in this PUD shall include City of Hutto Planning, Engineering, Parks and Recreation and other City departments as appropriate.

1.11. Interpretation

Interpretation of this PUD shall follow the procedures established in **Section 10.209 of the UDC**.

Photos are not considered official, adopted parts of the PUD.

Photos and drawings used in this PUD are examples intended to explain certain design concepts. Some features shown in photos and drawings may not conform to other sections of this PUD. If there is a conflict of meaning or implication between the text of this PUD and any heading, drawing, table, figure or illustration, the text will control.

Images depicting a business are not considered an official endorsement.

2. DEVELOPMENT PLAN

2.1. Permitted Uses in the PUD

Permitted uses within the boundaries of the PUD are as follows:

2.1.1. Residential Uses

2.1.1.1. Single household detached, village, and zero lot line

The single household use is a setting for single household residential development of a medium density detached, village or zero lot line character, with support facilities and services that are compatible with single household residences. Density may range from four to eight dwelling units per acre, depending on the context of the development.

2.1.1.2. Two to four household

The two to four household use is a setting for two household, three household and four household residential structures of a medium density, suburban and village character, along with support facilities and services that are compatible with residential areas. Density may range from eight to 14 dwelling units per acre, depending on the context of the development.

2.1.1.3. Single Household attached (Townhouse and condominium)

The single household attached use is a setting for townhouse and condominium attached residential structures of a medium density character, along with support facilities and services that are compatible with a range of residential areas. Density may range from six to 20 dwelling units per acre, depending on the context of the development.

2.1.1.4. Multiple unit household

The multiple unit household use is a setting for development of multi-unit residential structures and developments, such as apartment and condominium complexes, garden and courtyard multifamily residential buildings, and residential loft buildings. Density may range from 14 to 25 dwelling units per acre, depending on the context of the development.

2.1.2. Commercial and retail use

2.1.2.1. Commercial and retail use

The commercial and retail use is a setting for low to mid intensity retail uses, offices and personal services intended to serve residents of a neighborhood and surrounding community. Additionally, commercial and retail use is a setting for development of a wide range of retail uses, offices and personal and business services. Commercial and retail use should be clustered at locations accessible to the community. Site and building design standards are intended to encourage high quality development, promote internal and external pedestrian connectivity, and prevent potential harm to adjacent residential uses.

2.1.3. Industrial Uses

2.1.3.1. Light industry

Light industry use is composed of land and structures used primarily to provide space for commercial enterprises involved in research and development, light manufacturing, packaging, warehousing, distribution, and skilled mechanical trades. Light industry uses should be grouped together in large, contiguous areas, close to transportation facilities, well separated or buffered from low density residential areas.

2.1.4. Recreational Uses

2.1.4.1. Recreation use

The recreation use accommodates recreation and resort uses that take advantage of the land, encourages large outdoor recreation uses that could not easily be provided in the already urbanized portions of the area, and permits commercial and service uses connected with recreational activities. Recreation use should be generally separated or buffered from low density residential areas.

2.2. Use Descriptions and Standards

Refer to **Sections 10.306 – 10.311 of the UDC** for definitions of uses and standards for residential uses, commercial and retail uses, industrial uses, institutional and civic uses, temporary uses and accessory uses permitted in the PUD.

2.2.1. General performance standards

The general performance standards for property within the boundary of this PUD shall comply with **Section 10.312 of the UDC**.

2.2.2. PUD uses

Permitted uses set forth in this section 2.2.2 in the PUD must conform to **Exhibit A, PUD Development Plan**.

2.2.2.1. Permitted Use table abbreviations

	Context
X	Permitted use permitted by right, subject to conditions and performance standards for the use. All permitted uses are subject to conditions set forth in Section 10.202 of the UDC .
-	Not a permitted use

Permitted Uses

2.2.2.2 Residential Uses

Residential Uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Assisted living facility	X	X	X	X
Boarding and rooming house	-	-	-	-
Dwelling: live-work	X	X	X	X
Dwelling: accessory unit	X	X	X	X
Dwelling: manufactured	-	-	-	-
Dwelling: multiple unit	X	X	X	X
Dwelling: single household attached	X	X	X	X
Dwelling: single household detached	-	X	X	X
Dwelling: single household village	-	X	X	X
Dwelling: single household zero lot line	-	X	X	X
Dwelling: two to four household	-	X	X	X
Group home	-	-	-	-
Halfway House	-	-	-	-
Independent living facility	X	X	X	X
Manufactured home park	-	-	-	-
Nursing home	X	X	X	X

2.2.2.3 Commercial and Retail Uses

Commercial and retail uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Adult oriented use	-	-	-	-
Bakery: retail	X	X	X	X
Bank	X	X	X	X
Campground, recreational vehicle park	-	-	-	-
Car wash	-	-	-	-
Club/lodge facility	X	X	X	X
Convenience store	X	X	X	X
Convenience store: with gasoline sales	X	X	X	X
Day care: child (1-6 children)	X	X	X	X
Day care: child (greater than 6 children)	X	X	X	X
Day care: adult (1-4 persons)	X	X	X	X
Day care: adult (greater than 4 persons)	X	X	X	X
Day care: pet	X	X	X	X
Day labor agency	-	-	-	-
Entertainment facility, theater	X	-	X	X
Farm product sales	X	X	X	X
Food catering	X	X	X	X
Funeral home	X	-	X	X
Gas station	X	-	X	X
Grocery store	X	X	X	X
Indoor recreation facility	X	-	X	X
Instructional facility	X	X	X	X
Kennel	-	-	-	-
Large item sales and rental: class 1	X	-	X	X
Large item sales and rental: class 2	X	-	X	X
Lodging establishment	X	X	X	X
Lodging establishment: bed and breakfast	X	X	X	X
Manufactured home sales	-	-	-	-

Commercial and retail uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Nightclub	X	-	X	X
Office: medical	X	X	X	X
Office: professional	X	X	X	X
Outdoor recreation facility	X	X	X	X
Personal and business service shop	X	X	X	X
Print shop	X	X	X	X
Restaurant, bar	X	X	X	X
Retail store (no more than 10,000 sq. ft.)	X	X	X	X
Retail store (greater than 10,000 sq. ft.)	X	-	X	X
Special services	-	-	-	-
Travel plaza, truck stop	-	-	-	-
Vehicle auction	-	-	-	-
Veterinary clinic	X	X	X	X

2.2.2.4 Industrial Uses

Industrial uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
General industrial use	-	-	-	-
Heavy industrial use	-	-	-	-
Junkyard	-	-	-	-
Light industrial use	-	-	X	X
Research laboratory	-	-	X	X
Self-storage facility	-	-	-	-
Trade use	X	-	X	X
Vehicle minor repair facility	X	-	X	X
Vehicle major repair facility	-	-	-	-
Vehicle storage facility	-	-	-	-
Warehouse and distribution facility	-	-	X	X

2.2.2.5 Institutional Uses

Institutional and civic uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Amenity center	X	X	X	X
Aquatic facility	X	X	X	X
Athletic facility	X	X	X	X
Cemetery	-	-	-	-
Community facility	X	X	X	X
Golf course	-	-	-	-
Hospital	X	-	X	X
Park	X	X	X	X
Park and ride lot (as principal use)	X	-	X	X
Place of worship or assembly	X	X	X	X
Public utility substation	X	X	X	X
School: no more than 5 students	X	X	X	X
School: at least 6 students	X	X	X	X
Transit station	X	-	X	-

2.2.2.6 Temporary Uses

Temporary uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Construction equipment storage lot	-	-	X	X
Construction field office	X	X	X	X
Garage sale	X	X	X	X
Model home / lot sales	X	X	X	X

Temporary uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Portable storage container	X	X	X	X
Temporary building	-	-	X	X

2.2.2.7. Accessory uses

Accessory uses and structures are intended to allow property owners the full use of their property while maintaining the character of the surrounding area. Accessory uses and structures must be built and used only for purposes that are secondary and normal to the principal use of the property and must be placed on the same lot with the principal use.

Accessory uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Antenna, radio hobbyist $\leq$ max ht in district	X	X	X	X
Antenna, radio hobbyist $\geq$ max ht in district	-	-	-	-
Antenna, non-residential: $\leq$ 15 ft. above roofline	X	X	X	X
Antenna, non-residential use: other	X	X	X	X
Wireless facility: attached	X	X	X	X
Wireless facility: concealed	X	X	X	X
Wireless facility: freestanding	-	-	-	-
Donation drop-off box	X	X	X	X
Drive through facility	X	X	X	X
Home occupation	X	X	X	X
Residential accessory structure	X	X	X	X
Satellite dish	X	X	X	X
Swimming pool	X	X	X	X
Vending machine (outdoor)	X	X	X	X
Free-standing cisterns	X	X	X	X
Wind energy system	X	X	X	X

2.2.3. Applicability and enforcement

2.2.3.1. New and undefined uses

As commerce and technology evolve, new types of land uses will develop and forms of land use not anticipated may seek locations in the city. To provide for contingencies, Development Services staff will consider the appropriateness of an undefined use in this PUD and may administratively approve such uses. Approval criteria include:

- Impacts of the use, including externalities and use of public services and infrastructure
- The use is similar in nature and impact to a use listed and defined as a permitted use in the PUD
- The use is not similar in nature and impact to a use defined and listed as a prohibited use in the PUD, or prohibited in the PUD but permitted in a different district
- The use conforms to the intent of this PUD
- The interpretation does not lower the protection given to the public by this PUD
- The use does not have the potential to create a dynamic that would harm the vitality or future development potential of surrounding commercial, industrial and residential areas
- Performance standards and conditions for uses similar in nature and impact are also considered

If Development Services staff finds the proposed land use is not appropriate for the district, the applicant may appeal the decision to the City Council within 60 days of determination.

2.3. Use Specific Design Standards

2.3.1. Large item sales and rental (Class 1, 2, and 3)

2.3.1.1. Architecture

Separate structures (service building, car wash, used car sales building, etc.) on a site must share architectural detail and design elements similar or compatible to the host building to provide a cohesive project site.

Vehicle service areas and bays must be screened or sited so they are not visible from the street.

Garage doors cannot face the street.

Garage doors must be integrated into the overall design theme of the site with color, texture, and windows.

2.3.1.2. Parking, circulation, and stacking

Vehicle display parking and inventory areas are not exempt from site planning standards.

Large expanses of concrete or asphalt must be avoided. Unrelieved pavement in vehicle display areas and other areas often visited by customers must be limited by using landscaping, contrasting colors and banding or pathways of alternate paver material.

Vehicle/pedestrian conflict points must be clearly defined with textured and colored pavement or pavers.

Service areas must provide adequate stacking space that does not impede vehicle circulation through the site or result in vehicles stacking into the street.

2.3.1.3. Landscaping

Vehicle display parking and inventory areas are not exempt from landscaping standards.

Inventory cannot be stored, parked or displayed in landscape areas.

2.3.2. Vertical mixed use

2.3.2.1. Definition

A single building containing more than one type of land use; or a single development of more than one building and use, where the different types of land uses are in close proximity, planned as a unified complementary, cohesive whole. Vertical mixed use buildings are building where two or more different uses occupy the same building usually on different floors, for instance, retail on the ground floor and office and/or residential uses on the second and/or third floors.

2.3.2.2. Applicability

Vertical mixed use buildings and development containing residential uses permitted in table 2.2.2.2 and commercial and retail uses permitted in table 2.2.2.3 are permitted in designated areas conforming to **Exhibit A, PUD Development Plan.**

Exhibit A- PUD Development Plan



3. Site Design Standards

3.1. General Standards

3.1.1. Utilities

3.1.1.1. Utility lines

All new utility service lines must be placed underground. Transmission lines are exempted.

3.1.1.2. Utility boxes

- Utility boxes must be as small as practical.
- Utility boxes greater than 2 ft. tall cannot be placed in the clear vision area, or interfere with use of streets, alleys, sidewalks, and bicycle paths.
Utility boxes in the front yard on a block must be painted a uniform earth tone color.

3.1.2. Lot dimensions and area

Required lot dimensions and area are as follows:

	Single Family				Two-to-Four Unit	Single Family Attached	Multifamily	Vertical Mixed Use; Institutional	Commercial and Retail	Industrial
	Detached	Detached alley load, cul-de-sac or detached garage	Zero Lot Line	Village						
Lot area (min)	5,175 sq. ft.	5,500 sq. ft.	4,950 sq. ft.	4,500 sq. ft.	4,500 sq. ft.	1,500 sq. ft. per unit	20,000 sq. ft.	10,000sq. ft.	10,000sq. ft.	43,560 sq. ft. (1 ac)
Lot width at front setback line (min)	45 ft.	45 ft.	45 ft.	45 ft.	45 ft.	20 ft.	100 ft.	75 ft.	75 ft.	100 ft.

- Flag lots must have at least 30 ft. frontage along a public right-of-way.

3.1.3. Building envelope

3.1.3.1. General

If there is a conflict among the setback and landscape/buffer yard standards in this PUD when applied to a certain site, the setbacks set forth in this section will apply.

3.1.3.2. Primary and accessory structures

Default bulk standards for primary and accessory structures are as follows:

	Single Family			Two-to-Four Unit	Single Family Attached	Multifamily	Vertical Mixed Use; Institutional	Commercial and Retail	Industrial
	Detached	Zero Lot Line	Village						
Front yard (min)	15 ft.	15 ft.	15 ft.	15 ft.	15 FT	15 ft.	5 ft.	10 ft.	25 ft.
Front yard on loop lane (min)	15 ft.	10 ft.	10 ft.	n/a	n/a	n/a	n/a	n/a	n/a
Front yard: garage door (min)	20 ft.; 20 ft. side load yard	20 ft.; 20 ft. side load yard	20 ft.; 20 ft. side load yard	20 ft.	20 ft.; 20 ft. side load yard	25 ft.	20 ft.	25 ft.	25 ft.
Side yard (min)	5 ft.	0 ft. one side, 12 ft. other	5 ft.	5 ft.; 0 ft. for common walls	5 ft.; 0 ft. for common walls	15 ft.	0 ft. for common walls or 10 ft.; 50 ft. from existing residential uses	0 ft. for common walls or 10 ft.; 50 ft. from existing residential uses	0 ft. for common walls or 10 ft.; 50 ft. from existing residential uses
Rear yard (min)	15 ft.	10 ft.	15 ft. (house and garage)	15 ft.	15 ft.	25 ft.	25 ft.; 50 ft. from existing residential uses or building height	25 ft.; 50 ft. from existing residential uses or building height	25 ft.; 50 ft. from existing residential uses
Side and rear yard for accessory building (min)	5 ft.	5 ft.	5 ft.	5 ft.; 0 ft. for common walls	5 ft.	15 ft.	Same as main building	Same as main building	Same as main building
Spacing between buildings (min)	10 ft.	10 ft.	10 ft.	10 ft.; 0 ft. for common walls	10 ft.; 0 ft. for common walls	20 ft.	0 ft. for common walls or 20 ft.	0 ft. for common walls or 50% height of taller building, at least 20 ft.	0 ft. for common walls or 50% height of taller building, at least 20 ft.
Building height (max)	35 ft. / 2.5 stories	35 ft. / 2.5 stories	35 ft. / 2.5 stories	35 ft. / 3 stories	3 stories	3 stories	3 stories; 5 stories along US 79, FM 685 and SH 130	3 stories; 5 stories along US 79, FM 685 and SH 130	3 stories
Building height, accessory (max)	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.

Accessory structures are prohibited between the front building line of the primary building and the public right-of-way.

The cumulative gross floor area of all accessory structures on the site may be no more than 25% of the yard where they are located.

Accessory structures must be placed at least 10 ft. or a distance equivalent to their height from primary structures on a site, whatever is lesser.

Building permitting and setback standards do not apply to accessory structures no more than 20 sq. ft. in area

Required buffer yards may result in larger required setbacks.

3.1.4. Riparian setbacks

Minimum structural setbacks from riparian areas (edge of 100-year floodplain or delineated wetlands), wherein structures are defined as substantial impervious cover improvements, are:

- Watercourses draining an area at least 0.5 square mile and having a defined bed and bank, designated 100-year flood plains, and Category 3 wetlands: 0 ft.
- Watercourses draining an area of 0.5-20 square miles, and Category 2 wetlands: 5 ft.
- Watercourses draining an area of greater than 20 square miles, and Category 1 wetlands: 10 ft.

3.1.5. Setback encroachment and exceptions

These uses and structures may encroach into a yard or required setback as follows:

Type of structure or use	Residential uses	Non-residential uses
Air conditioning equipment	Any part of the side and rear yard	n/a
Arbors and trellises	Any yard, at least 5 ft. from neighboring PL	
Awnings	no more than 3 ft. into front, side or rear setback; may hang over easements	no more than 6 ft. into front, side or rear setback; may hang over easements; may hang over public ROW with approval of City Council
Backflow prevention devices	Any part of the side and rear yard	Any yard on the site
Bay windows, chimneys, entry vestibules less than 8 ft. wide and less than 33% of the wall length, overhanging eaves	no more than 3 ft. into any setback	
Newspaper vending boxes, pay telephones	n/a	Any yard on the site; property must be occupied by a principal building
Open deck and covered patio in which the finish grade is greater than 5 ft. above grade	at least 5 ft. into rear setback, if area underneath is left unscreened/unenclosed	n/a
Open deck and covered patios in which the finish grade is no more than 5 ft. above grade	No more than 10 ft. into rear setback	n/a
Ramps and other access devices required by the ADA.	Any yard on the site	
Retaining walls	Any yard on the site	
Satellite dishes at least 1m in diameter	Side and rear yard, at least 10 ft. from PL	

Encroachments across property lines, into the public right-of-way, or into utility, drainage, access, conservation or riparian easements are prohibited.

3.1.6. Buffer yard

3.1.6.1. Buffer yards between lots

Buffer yards planted and/or screened in conformance to landscape and fencing standards in this PUD, are required between adjacent lots as follows. A buffer yard shall be measured from property line of the adjacent development use. Sidewalks and internal walkways are a permitted use within a buffer yard.

Proposed development	Adjacent development				
	Residential 1-4 Units	Residential 4+ Units	Vertical Mixed Use, Institutional	Commercial and Retail	Industrial
Residential: 1-4 Units	n/a	5 ft.	5 ft.	25 ft.	50 ft.
Residential: 4+ Units	5 ft.	n/a	n/a	n/a	50 ft.
Vertical Mixed Use, Institutional	10 ft.	10 ft.	n/a	n/a	25 ft.
Commercial and Retail	25 ft	10 ft.	n/a	n/a	25 ft.
Industrial	50 ft. + 6 ft. min tall masonry wall or 6 ft. min tall earthen berm (both wall/berm and footage required)	50 ft. + 6 ft. min tall masonry wall or 6 min ft. tall earthen berm (both wall/berm and footage required)	25 ft.	25 ft.	n/a
A 6ft ht. min. tall masonry (brick, stone, decorative CMU, similar materials) wall or 6 ft. ht. min. tall earth berm may substitute for buffer yard up to 100 ft. in depth.					
Buffer yards must be landscaped per Section 3.5.					

3.1.6.2. Landscape buffer yards between parking lots and streets

Landscape buffer yards, planted per landscaping standards in Section 3.5, are required between a parking lot and a street as follows:

- SH 130 and FM 685: 10 ft. from right-of-way.
- Other streets: 5 ft. from right-of-way.

3.1.6.3. Landscape buffer yards elsewhere

- Landscape buffer yards, planted per landscaping standards in Section 3.5, are required between a development perimeter wall along a street between wall and sidewalk or right-of-way edge: 5 ft. from sidewalk or right-of-way.

3.1.7. Residential adjacency

3.1.7.1. Loading area screening

Off-street loading areas must be screened from view, to the greatest extent practical, using one or more of the following: Wing walls, landscape screens, changes in building orientation, and/or other architectural elements to buffer loading docks located less than 150 ft. from a residential use, lodging establishment, nursing home or assisted living facility.

3.1.7.2. Vehicle intensive use screening

One or more of the following: wing walls, landscape screens, changes in building orientation, and/or other architectural elements must be used to the greatest extent practical to buffer drive-through aisles and mechanical commercial uses when they are located less than 150 ft. from a residential use, lodging establishment, nursing home or assisted living facility.

3.1.7.3. Vehicle service bays

Vehicle service bays and loading area garage doors located less than 150 ft. from a residential use must face away from residential uses, unless separated by a building or permanent architectural feature. Walls 6 ft. ht. min. (or vegetative screening) separating service bays from a residential use must be masonry (stone, brick, decorative CMU, similar materials) with no openings.

3.1.7.4. Dumpster enclosures

Dumpster enclosures in nonresidential areas of the PUD must be located at least 50 ft. from a residential use.

3.2. Site Design

3.2.1. Siting and Orientation

3.2.1.1. One to Four Household, Attached Single Family Dwellings and Developments

3.2.1.1.1. Applicability

These standards apply to all development with residential uses other than multiple unit dwellings.

3.2.1.1.2. Building orientation

One and two household dwellings must be oriented where the front façade is parallel to and facing the street as much as possible, and not another dwelling on an adjacent lot. On corner lots, houses may face the corner of either fronting street.

3.2.1.2. Multiple Unit Household Development and Structures

3.2.1.2.1. Applicability

These standards apply to all residential development with multiple unit dwelling uses.

3.2.1.2.2. Building orientation

Buildings must be oriented towards the perimeter streets, or an internal drive or road network, rather than orientation only to internal parking lots.

3.2.1.2.3. Common open space

3.2.1.2.3.1. Common open space required

The minimum amount of common open space (as a percentage of net land area) for a multiple household development is 10%.

3.2.1.2.3.2. Common open space siting

Common open space must be amassed into meaningful, quality open spaces. Clustering of buildings is encouraged to minimize small, narrow, unassigned strips in front of and between buildings. Designated common open space may be in a natural, undisturbed state, landscaped for more formal courtyards or plazas, or developed for active or passive recreation.

Common open space land must be compact and contiguous to the maximum extent practicable, unless the land is used as a continuation of an existing greenway, trail, or other linear park, or unless specific topographic features require a different configuration.

Common open space must be reasonably accessible to all residents of the development.

3.2.1.2.3.3. Areas not considered as common open space

The following do not count towards required common open space:

- Private lots, yards, balconies and patios dedicated for use by a specific unit.
- Public right-of-way or private streets and drives.
- Parking areas and driveways for dwellings.
- Land covered by structures except ancillary structures associated with use of open space such as gazebos and picnic shelters.
- Designated outdoor storage areas.
- Land areas between buildings less than 30 ft., and land area between a building and parking lots or driveways less than 30 ft.
- Required rear and side yard setbacks. Detention/retention facilities, including drainage swales, unless for use as accessible and useable year-round community amenities for residents of the development (e.g., picnic areas, passive recreation areas, playgrounds, ponds for fishing and/or boating, walking trails, etc.).
- Wetlands that are saturated for greater than 50% of the year.

3.2.1.3. Non-Residential Sites of Structures

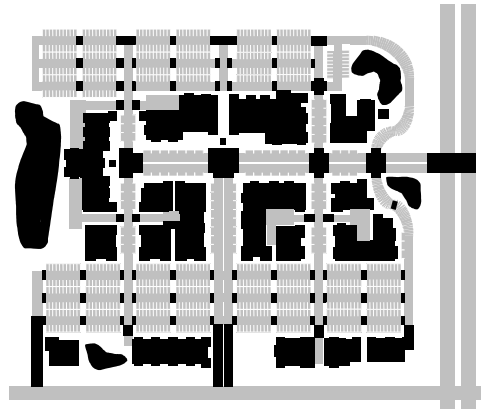
3.2.1.3.1. Applicability

These standards apply to all development with commercial and retail uses.

3.2.1.3.2. Orientation to streets

The primary façade and pedestrian entrance of a building must be oriented towards the public right-of-way when not facing an internal street or drive.

In shopping, commercial centers and developments with multiple buildings, buildings must be oriented towards either the perimeter streets or an internal drive or road network that orients buildings towards an internal street, rather than orientation only to internal parking lots.



Retail Village

3.2.1.3.3. Orientation to walkways

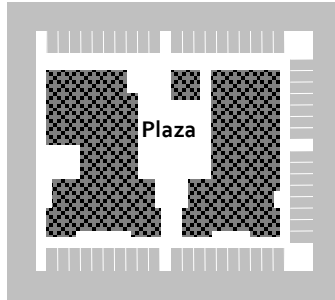
One building entrance must open directly onto a connecting walkway with pedestrian frontage. Sides of a principal building facing a public street must have one or more customer entrances.

3.2.1.3.4. Plazas

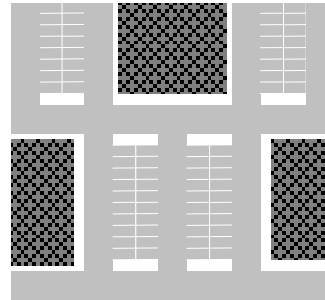
Commercial buildings 25,000 SF and larger must be placed in a way that creates plazas and/or pedestrian gathering areas that are large enough to encourage active pedestrian use and buffer pedestrians from street traffic .

3.2.1.3.5. Clustering

Clustering of buildings in larger master planned and multiple building developments is required, to the greatest extent practical.



Do this: cluster buildings to create plazas and pedestrian gathering areas



Don't do this : separate buildings with parking lots

3.2.1.3.6. Building perimeter wall spacing from driving surfaces

Building walls must be placed at least 5 ft. from drive aisles and parking areas. This buffer area may be breached for loading areas, drive-through windows, garage access and similar uses.

3.2.1.3.7. Solar orientation

When building orientation to the east and west is unavoidable, landscaping, canopies, arcades, roof overhangs, or similar features must be used to shade facades and building walls that face into the summer afternoon sun to the greatest extent practical.

3.2.2. Sidewalks

3.2.2.1. Sidewalks required

Sidewalks in conformance to Section 4.8 and Section 4.9 must be provided along both sides of public or private street frontages to promote an active pedestrian environment and reduce potential conflicts.

3.2.2.2. Sidewalks required for use change

Sidewalks in conformance to Section 4.8 and Section 4.9 must be constructed along the public right-of-way adjacent to any lot that changes use. A Certificate of Occupancy for new construction will not be issued until the sidewalk is constructed and accepted by the city.

3.2.3. Internal Pedestrian Circulation

3.2.3.1. Applicability

The following standards apply to all development with residential uses with multiple unit dwellings, and commercial, retail and industrial uses.

3.2.3.2. Internal walkways

Internal walkways must be provided along all façades featuring a customer entrance and along all façades abutting public parking areas. Internal walkways must be placed at least 4 ft. or more from the façade or wall along at least 30% of its length, to provide opportunities for beds for foundation landscaping, outdoor seating and patios, and building articulation (except for storefronts with a zero setback). Sidewalks are not required within service areas, loading docks and other non-customer areas.

3.2.3.3. Pedestrian connectivity

Connecting walkways, at least 5 ft. wide for a commercial development and at least 5 ft. for MF development, must link perimeter public sidewalks to primary building entries, including through parking areas, and to buildings on adjacent parcels, to the greatest extent practical. Circulation patterns must be as obvious and simple as possible. All likely pedestrian routes must be considered to minimize shortcuts to the extent practical through parking and landscape areas.

3.2.3.4. Conflict points

Internal pedestrian walkways must be distinguished from driving surfaces by textured and colored pavement or similar contrasting technique, to emphasize conflict points and enhance pedestrian safety.



Well-defined conflict point

3.2.3.5. Aggregation of plazas

Pedestrian areas and plazas shall be aggregated in high activity areas to the greatest extent practical, and not distributed in low impact areas such as building peripheries, areas behind blank walls.

3.2.3.6. Orientation of plazas

Pedestrian areas and plazas shall be oriented to views of activities, architectural landmarks or useable open space wherever possible.

3.2.4. Public transit facilities

Commercial and residential developments that could generate high volumes of transit use must accommodate the potential for public transit facilities. If the development is in an existing transit service area, it must provide for an appropriately scaled transit facility; otherwise, the development must make accommodations for a potential future public transit facility.

Transit routes, access points and shelter locations should be addressed along city adopted transit streets in and on the perimeter of nonresidential projects. Bus stop areas and bus shelters within a city adopted transit service area must be placed close to significant clusters of buildings.

There must be an uninterrupted durable pedestrian path connecting transit stops and/or shelters with the nearest sidewalk or pedestrian path.

3.2.5. Service Areas

3.2.5.1. Applicability

These standards apply to all development with multiple unit residential dwellings, commercial, retail and industrial uses.

3.2.5.2. Orientation

Service entrances, loading docks, waste disposal areas and similar uses must be oriented toward service roads and drives to the greatest extent practical and away from the public right-of-way and residential areas, unless adequately screened.

Service areas may not be located where they will be readily visible from primary facades of adjacent buildings without appropriate screening to screen service area views from the primary facades of adjacent or where they will harm important or identified view corridors.

3.2.5.3. Screening

Service entrances, loading docks, waste disposal areas and similar uses must be screened from public streets, pedestrian gathering areas and primary building entrances with fencing, walls and/or landscaping, with design elements compatible with the architectural theme of the host building.



Effective use of wing wall used to screen loading dock

3.2.5.4. Coordination of service area locations

Service area location must be coordinated with adjacent developments wherever possible to promote use of shared service drives.

3.2.5.5. Access routes

Service circulation in a development must be designed to provide safe movement for anticipated vehicles.

Fire lanes and routes for service, emergency and utility access must be clearly marked.

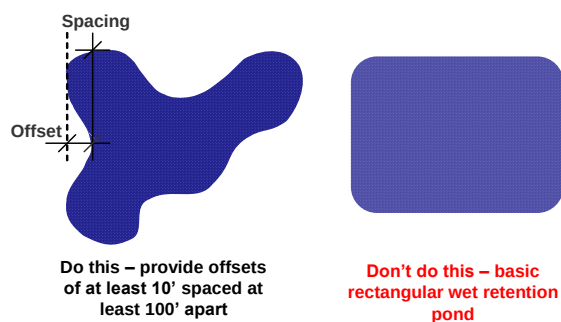
3.2.5.6. Gas tank bed pipes

Tank vent pipes must be screened, placed in an inconspicuous location and painted a dark color, or integrated into or adjacent to the building.

3.2.6. Water Bodies and Retention Areas

3.2.6.1. Shape

Permanent wet retention ponds visible from a street or other public area must be designed to appear natural by having edge alignment offsets to the greatest extent practical.



3.2.6.2. Project incorporation

Natural and manmade water bodies at least 20,000 sq. ft. that are located next to a public right-of-way must be integrated into the overall design of a development in one of the following ways:

- Provide a walkway at least 5 ft. wide, with native tall trees on average 30 ft. centers and a bench and/or picnic table next to the water body every 150 ft.
- Provide a plaza or pedestrian gathering area at least 200 sq. ft. with a bench and/or picnic table close to the water body.

3.2.6.3. Slope

Retention basins must be designed with at least 5:1 side slopes to 2 ft. below the normal water line.

Fenced retention basins will be approved administratively by City Engineer staff, only in extreme situations, and may be placed to the side and/or rear of the parcel as far from a public street as possible.

3.2.6.4. Fencing

Metal decorative fences may be used to fence manmade water bodies and retention basins.

3.2.7. Land Disturbance

New development should respect and maintain the natural topography on a site through sensitive site organization and minimizing land disturbance. Layout of new development should follow and respect the natural topography of the site to the maximum extent possible. Over lot grading to create a large level lot or site shall be limited to disturbed sites and in all cases minimized to the extent practical.

Extensive grading or unusual site improvements (e.g. large retaining walls) to force a preconceived design onto a particular piece of property is strongly discouraged. Berms, channels, swales, and similar man-made changes to the landscape must be designed and graded to be an integral part of the natural landscape and to provide a smooth transition in changes of slope.

3.3. Parking and Access

3.3.1. General standards

3.3.1.1. Applicability

Parking, access and design standards apply to all uses, unless otherwise stated. Vehicle display and storage areas at vehicle dealers, vehicle repair businesses and vehicle storage facilities, and areas intended for the storage or movement of vehicles on industrial sites are not exempt.

3.3.1.2. Large vehicles and equipment

Outdoor storage or overnight parking of semi-trucks, semi-trailers, and other vehicles having a gross vehicle weight rating of at least 17,000 pounds is prohibited in residential and commercial use areas, except within commercial service or storage yards and loading areas. Exceptions are pickup trucks, personal recreational vehicles not being used for habitation, and vehicles associated with a business on a commercial site. Construction equipment may only be stored on lots in residential and commercial use areas while construction is permitted.

3.3.2. Access

3.3.2.1. Shared access

- Shared and master planned access, rearage roads and/or access easements across parcels are permitted and encouraged and will be required where considered necessary by Development Services staff and/or city engineer, with administrative approval, to minimize potential congestion, decrease accident potential and reduce the number of curb cuts and conflict points along a street.
- Commercial and individual development must be designed to provide for shared access with adjacent commercial and industrial parcels to the greatest extent practical. Provisions must be made for connection of pedestrian and vehicle circulation systems with adjacent parcels.
- Property owners cannot block access to parking lot connections on adjacent parcels.
- Vehicular access easements from one lot to adjacent lots and for private driveways within a lot may be provided on the subdivision plat or by separate recorded instrument. Such access easements may be specifically defined or blanket access easements.

3.3.2.2. Curb cuts

- Curb cuts and ramps must be placed at convenient and safe locations. Curb cuts must be limited to the fewest necessary to provide adequate circulation and workable access to a parking area.
- Commercial and industrial driveway connections to public streets shall be designed to align with opposing driveways or be offset a minimum of 80 feet, measured from face of curb or edge of pavement to face of curb or edge of pavement on undivided streets.
- Curb cuts must be spaced at intervals of at least 250 ft., or at least 500 ft. along major arterials, unless this would prevent access to a separate property (not an outparcel) and a rearage road is not possible.
- When a parcel fronts on two different streets, or a street and a rearage road, the curb cut must be from the street with the lower functional classification unless otherwise administratively approved by Development Services staff.
- Curb cuts and ramps must avoid crossing or funneling traffic through loading areas, drive-through aisles and outdoor trash storage and collection areas.

3.3.2.3. Driveway throats

- Driveway throats to parking areas serving <50,000 sq. ft. of commercial, industrial or civic GFA accessing non-arterial streets must be at least 20 ft. long.

- Driveway throats to parking areas serving at least 50,000 sq. ft. of commercial, industrial or civic GFA, and those accessing arterial streets, must be at least 30 ft. long.
- Driveway throat length is measured from the right-of-way line.

3.3.2.4. Entry orientation

Entrance drives should align with focal points in a development such as landmark towers or landscape features, whenever practical.

3.3.2.5. Emergency access

Site design elements must reasonably accommodate access standards of emergency vehicles and services.

3.3.2.6. Service functions

Service functions must be integrated into the circulation pattern in a way that minimizes interaction with customer vehicles and pedestrians.

3.3.2.7. Connectivity for multi-family residential development

Multifamily residential development must not be planned as “pods”, isolated from surrounding development, but instead must be integrated into the larger grid of public streets and internal access driveways. Residential development with multiple unit dwellings must have pedestrian and vehicular connections to adjacent residential and commercial development.

3.3.3. Circulation

3.3.3.1. Circulation routes

- Circulation and parking areas in a development must be designed to be safe, efficient and attractive, considering use by all modes of available transportation.
- Parking lots must provide well-defined circulation routes for vehicles, bicycles and pedestrians that minimize conflicts to the greatest extent practical.
- Circulation routes must focus on main entries and exits, and provide for secondary access points to the greatest extent practical.
- Redundant circulation cannot reduce land available for landscaping or walkways.
- Vehicle circulation paths must be designed and sited to calm traffic where practical without the required need for vertical deflection devices such as speed bumps and humps. Horizontal deflection and psychological traffic calming (traffic circles, corner neckdowns, chicanes, tapers, landscape medians, small turn radii, decorative paving) is encouraged.

3.3.3.2. Safety and conflict points

Circulation areas must be designed so vehicles can proceed safely without posing a danger to pedestrians or other vehicles, and without interfering with parking areas. Standard traffic control devices and signs must be used to direct traffic where necessary.

To the maximum extent practicable, pedestrians and vehicles must be separated through walkways or sidewalks. Where complete separation of pedestrians and vehicles is not possible, landscaping, bollards, decorative paving, lighting and other permanent methods must be used to delineate pedestrian areas and other conflict points.

3.3.4. Parking Aisles

3.3.4.1. Aisle and curb cut dimensions

Access drive lanes and aisles must have the following widths (excluding added width from curb return areas) at the gutter line:

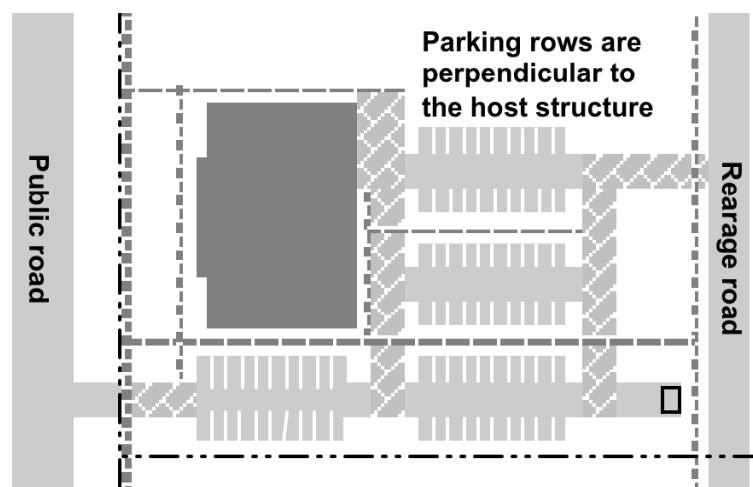
- Residential driveway: 8 ft. - 24 ft.
- Residential parking lot: 10 ft. - 14 ft. one way, 20 ft. - 24 ft. two-way
- Nonresidential parking lot to 99 spaces: 10 ft. - 14 ft. one way, 20 ft. - 24 ft. two-way
- Nonresidential parking lot 100 spaces or more: 10 ft. - 24 ft. one way, 24 ft. - 36 ft. two-way
- Service access driveways: drive width sized for adequate vehicular access and turning movement

Parking area aisles must have these minimum widths:

- Angle 0° / parallel to aisle: at least 12 ft. one way, at least 20 ft. two-way.
- Angle 30°: at least 11 ft. one way, at least 20 ft. two-way.
- Angle 45°: at least 13 ft. one way, at least 21 ft. two-way.
- Angle 60°: at least 18 ft. one way, at least 23 ft. two-way.
- Angle 90°: at least 24 ft.

3.3.4.2. Aisle orientation

In large parking lots, parking aisles must be oriented perpendicular to buildings where practical in order to minimize the need for pedestrians to walk parallel to moving cars and across landscaped areas.



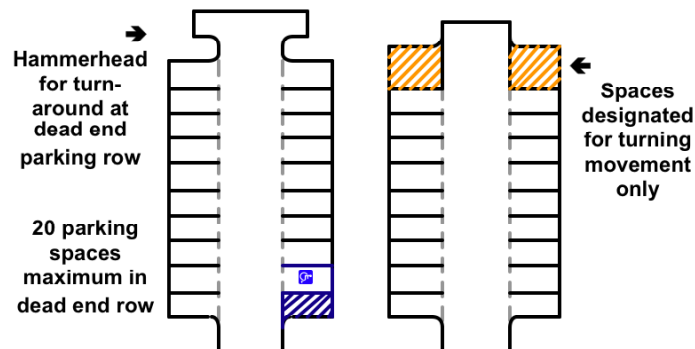
3.3.4.3. Mixture of angles and one-way and two-way aisles

Mixture of one-way and two-way parking aisles, or different degrees of angled parking in a parking area is prohibited, except when individual parking areas are separated by a landscape buffer at least 5 ft. wide.

3.3.4.4. Dead end aisles

Dead end aisles must be avoided wherever possible. Where a dead end aisle is unavoidable, adequate space for unimpeded turn-around must be provided.

Dead end aisles may contain no more than 20 parking spaces.



3.3.4.5. Head-in/head-out and parallel parking from the public right-of-way

Parking areas larger than 12 spaces fronting on residential local street or lower must be designed so vehicles can leave without backing or fronting out onto a public street, or having to reenter a public street to access another aisle on the same lot. Driveways for single household dwelling units are exempted.

3.3.5. Stacking/Queuing Areas

3.3.5.1. Drive-through aisles

Minimum length of off-street stacking lanes for drive-through aisles must be provided as follows:

Bank teller window, ATM: at least 50 ft. measured from teller, window or ATM.

Restaurant drive-through: at least 50 ft. measured from order box, at least 30ft. between order box and first payment or pick-up window.

Other uses with drive-through windows (pharmacy, dry cleaners, etc.): at least 50 ft. measured from window.

Drive-through aisles must be physically separated from parking and circulation areas, and:

- Cannot interfere with the on-site parking and circulation for other vehicles on the site.
- Cannot interfere with on-site parking.
- Cannot result in traffic queuing into a drive aisle, adjacent property or street.

Drive-through aisles must be 10 ft. - 12 ft. wide.

Drive-through aisles and pickup windows cannot be on a street-facing side of the building.

Reduction of minimum length of queuing length may be approved by Development Services staff if it can be demonstrated that it is necessary and feasible.

3.3.5.2. Gas pumps

There must be at least 20 ft. space for one vehicle stacked behind the vehicle at the far end of a row of gas pumps, and room for other vehicles to bypass stacked vehicles at fueling areas.

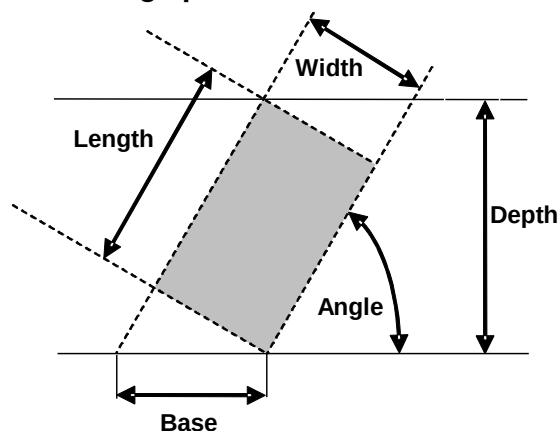
3.3.6. Parking and Loading Space Bulk Standards

3.3.6.1. Parking space dimensions

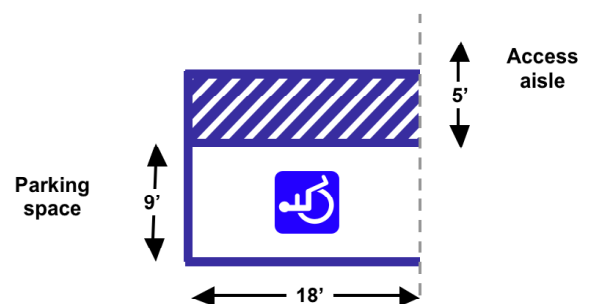
Parking spaces must have the following dimensions:

- Standard parking space (perpendicular or angled to the aisle): 9 ft. x 18 ft.
- Standard parking space (parallel to the aisle): 8 ft. x 23 ft.
- Handicapped parking space: 9 ft. x 18 ft., plus a clear 5 ft. x 18 ft. loading area to the side. Two handicapped spaces may share one loading area.
- Motorcycle space: 4.5 ft. x 9 ft.
- Off-street loading space: 12 ft. x 25 ft.
- Bicycle space: a stationary object where a user can secure both wheels and the frame of the bicycle with a 6 ft. cable and lock. The stationary object may be a freestanding bicycle rack, a wall-mounted bracket; an enclosed bicycle locker; a three point bicycle rack; or a fenced, covered, locked or guarded bicycle storage area.

Parking space measurements



Handicapped parking space



3.3.6.2. Parking space location

3.3.6.2.1. Lots and Parcels Fronting along FM 685, Carl Stern Boulevard and SH 130

Parking for non-residential buildings on non-corner lots must have at least 50% of the parking spaces placed behind the front building line.

Parking for non-residential buildings on corner lots must have at least 30% of the parking spaces placed behind the front building line.

Parking for non-residential buildings larger than 50,000 sf. is exempt from this parking space location requirement.

3.3.6.2.2. Lots and Parcels Fronting along internal streets

Parking for non-residential buildings on non-corner lots must have at least 70% of the parking spaces placed behind the front building line.

Parking for non-residential buildings on corner lots must have at least 50% of the parking spaces placed behind the front building line.

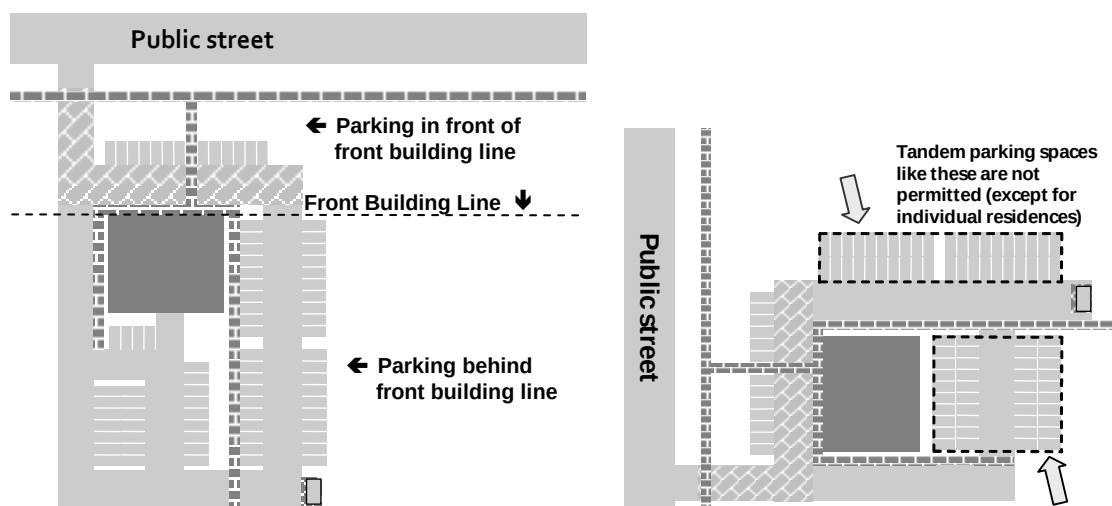
Parking for retail, commercial and industrial uses in buildings larger than 50,000 sf. is exempt from this parking space location requirement.

3.3.6.2.3 Lots and Parcels Fronting along UP Railroad Right-Of-Way

Parking for non-residential uses may be located without limitation, provided that landscape screening is provided along the UP Railroad right-of-way that comply with requirements set forth with Section 3.5.3.4 Parking lot and vehicular use screening.

3.3.6.3. Tandem parking

Tandem parking spaces, where the only access to a parking space is from another parking space, are permitted only for individual residential units.



Parking for non-residential buildings

3.3.7. Parking and Loading Space Number Standards

3.3.7.1. Required parking spaces

Uses should offer only the minimum amount of parking that is necessary to meet anticipated normal demand. The number of required off-street parking and truck loading spaces for a use is as follows.

Residential use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Dwelling unit: single household	2 per dwelling	n/a	n/a
Dwelling unit: single household + accessory unit, at least 2 units	1.5 per dwelling	n/a	n/a

Commercial use classification	Required spaces (minimum)		Required loading spaces (minimum)
Multi-tenant retail buildings (shopping centers); indoor recreation facility	1 per 400 sq. ft. GFA	n/a	1 per tenant; may be waived by Development Services staff
Restaurant, bar/tavern, adult oriented use (live entertainment), nightclub, club/lodge	1 per 150 sq. ft. GFA	n/a	1
Retail uses, including: art studio, performing; art studio, visual; bank; bakery, retail; convenience store; funeral home; gas station; grocery store; instructional facility; large item sales and rental; personal and business service shop; print shop; retail store; vehicle minor repair.	1 per 400 sq. ft. GFA	n/a	1 per tenant; may be waived by Development Services staff
Office uses, including medical office, professional office, veterinary clinic	1 per 400 sq. ft. GFA	n/a	1 per building
Child day care facility, pet day care and boarding, elderly day care facility	1 per employee + 3 (n/a for child day care in a home)	n/a	n/a
Lodging establishment (all) (restaurants, bars, nightclubs and other accessory uses computed separately)	1.2 per guest room + 1 per 100 sq. ft. GFA meeting/banquet room	n/a	1 + 1 per 5000 sq. ft. GFA meeting room area
Entertainment facility: theater	1 per 4 seats	n/a	1
Farm product sales, flea market, kennel, plant nursery, greenhouse	No requirements	n/a	n/a

Industrial use classification	Required spaces (minimum)		Required loading spaces (minimum)
Light industrial use, trade use, vehicle major repair	1 per 1000 sq. ft. GFA	n/a	1 per 2500 sq. ft. GFA or 2 per user/tenant, whatever is more
Research laboratory	1 per 400 sq. ft. GFA	n/a	1 per building
Warehouse and distribution facility	1 per 2000 sq. ft. GFA	n/a	1 per 5000 sq. ft. GFA
Vehicle storage facility	1 per 400 sq. ft. GFA office space + 1 per stored vehicle	n/a	n/a

Institutional use classification	Required spaces (minimum)		Required loading spaces (minimum)
Community facility, amenity center	1 per 500 sq. ft. GFA	n/a	n/a
Hospital (excluding general medical office space)	0.5 per bed + 1 per 500 sq. ft. GFA inpatient treatment area + 1 per 400 sq. ft. GFA outpatient treatment area	n/a	1 per 20,000 sq. ft. GFA
Place of worship or assembly	1 per 5 seats in primary sanctuary or assembly area	n/a	Required for accessory uses (school, etc.)
School: elementary, middle and high	1 per 10 seats in auditorium/cafatorium	n/a	1 per cafeteria + 1 per gymnasium + 1 per assembly hall + 1 bus per 2 classrooms

Temporary use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Christmas tree lot, carnival, construction equipment field storage lot, vehicle sales-off site	No set minimum; parking plan requires approval by CD staff	No set maximum n/a	No set minimum; parking plan requires approval by CD staff
Construction field office	3 per facility	n/a	n/a
Garage sale, lot sales office, model home	No requirements	No requirements	No requirements

Accessory use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Agricultural activity, antenna-radio hobbyist, antenna-non-residential use, boat house, CMRS facility (attached), dock, home occupation, satellite dish, swimming pool	No requirements	No requirements	No requirements
CMRS facility (freestanding), public utility substation	No requirements	No requirements	1 per site
Drive-through facility	Refer to queuing area standards	n/a	n/a

3.3.7.2. Variance to minimum parking requirements and parking space location

Reducing minimum parking requirements may be approved by the Board of Adjustment if it can be demonstrated that the parking space location or required minimum number of spaces are not necessary to meet the normal day-to-day needs of a proposed use.

3.3.7.3. Handicap designated parking spaces

Handicapped designated parking spaces must be placed on the shortest possible accessible route of travel to an accessible building entrance. The number of handicapped designated parking spaces required for nonresidential uses is:

Total spaces	<25	36-50	51-75	76-100	101-150	151-200	201-300	301-400	401-500	501-1000	greater than 1000
Handicapped spaces	1	2	3	4	5	6	7	8	9	2%	20 + 1 per additional 100 total spaces

3.3.7.4. Motorcycle parking spaces

One or more motorcycle parking spaces must be provided for every 100 standard vehicle parking spaces provided for non-residential uses, when the parking lot has greater than 50 spaces.

3.3.7.5. Bicycle parking

One or more bicycle parking spaces must be provided for every 20 vehicle parking spaces required as a minimum for non-residential uses. Bicycle parking design must follow standards recommended by the Association of Professional and Bicycle Professionals.

3.3.7.6. Shared parking facilities

Agreements which share parking between uses with non-conflicting parking demands (eg. a church and a bank) are encouraged as a means to reduce the amount of land area devoted to parking if the applicant can demonstrate that shared parking is feasible. Where different uses create staggered parking demand periods, shared parking calculations among adjacent parcels is permitted to justify reducing the amount of required parking.

3.3.7.7. On-street parking

Designated on-street parking spaces no more than 200 ft. from the main entrance of a building with a commercial use may be counted towards the required amount of parking spaces for commercial and retail use. These spaces do not count towards the permitted parking space location requirements. Designated on-street parking spaces no more than 100 ft. from the entrance of a building may be counted towards the required amount of parking spaces for residential use with multi-unit dwellings. On-street parking being counted towards the required amount of parking spaces for any use or business, other than a residential amenity center, recreation use, common open space use, or parkland must not encroach into single family detached residential areas.

3.3.7.8. Building or use enlargement

When a building or use is enlarged 25% or more, additional parking and loading spaces, in compliance with Section 3.3.7, minimum required parking, must be provided based on the building area associated with the enlargement.

3.3.7.9. Space computation and fractions

Fractional results will be rounded up when computing the number of required parking and loading spaces.

3.3.8. Landscaping Areas

3.3.8.1. Applicability

These standards do not apply to single household dwellings, two to four household dwellings, single family attached dwellings, or parks and common open space.

Specific plant material standards are detailed in the landscaping standards in this chapter. Parking setback and buffer yard standards are detailed in the bulk standards section in this PUD.

3.3.8.2. Parking lot interior landscaping

Landscape areas must consist of at least 10% of the interior area of a parking lot. Landscaped islands may be clustered or evenly distributed.

3.3.8.3. Parking lot entrances

Landscape islands at least 10 ft. wide must be used to define primary parking lot entrances.

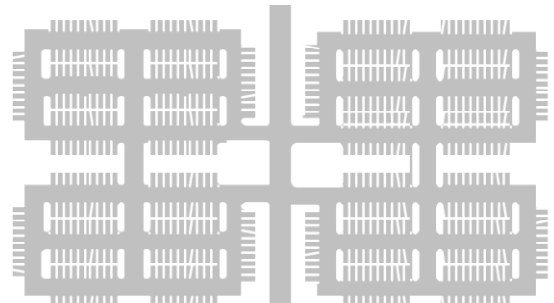
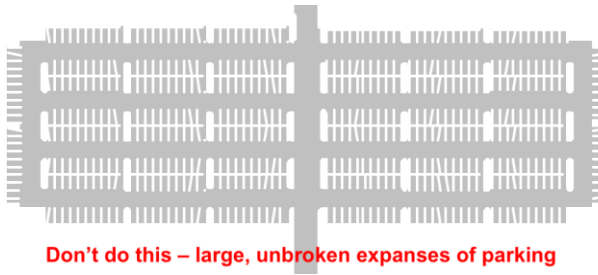
3.3.8.4. Parking rows

Landscape islands of at least 180 sq. ft. must be placed at both ends of a parking row.

Parking rows cannot extend for greater than 10 spaces without an interrupting landscape island of at least 180 sq. ft.

3.3.8.5. Division of large parking lots

Large parking lots must be visually and functionally segmented into smaller lots with no more than 150 parking spaces, by landscape islands at least 10 ft. wide, to the greatest extent practical.



Do this – divide large parking areas into a series of connected lots.

3.3.8.6. Connecting walkways

The landscape area following a connecting walkway within a commercial center must be at least 5 ft. wide.

3.3.8.7. Parking overflow to landscape areas

Parking cannot overflow onto areas outside of the designated parking area that does not meet the minimum pavement standards for the use. Parking and vehicle display on pedestrian and landscaped areas is prohibited.

3.3.8.8. Street corners

A corner landscape area must be provided if parking or a drive aisle is between a building and the street corner. Parking spaces and drive aisles must be at least 30 ft. from the intersection point of property lines at the corner.

3.3.9. Development Standards

3.3.9.1. Surface standards and paving materials

3.3.9.1.1. Permanent surfacing

- Parking and loading areas must have a permanent surface of asphalt, concrete, brick, paver blocks or a solid surface of similar or better durability and performance characteristics.
- Porous pavement and concrete may be used for individual parking spaces and lightly used drive aisles. Porous pavement and concrete is discouraged for busy drive aisles, service drives and truck/freight loading areas. Porous pavement cannot be used for handicapped parking spaces.

3.3.9.1.2. Permanent surfacing exception: single and two-household dwellings

- Porous pavement may be used as a parking surface for single and two household dwellings.

- Driveways may have a “Hollywood driveway” design, where the driving surface is broken up into paved tracks at least 2.5 ft. wide for the wheels, separated by a planted strip.
- Driveway width shall be no wider than a 2-door garage at property line; driveways for 3rd garage door must flare out.
- Parking on an unpaved surface is prohibited.



Separated Hollywood driveway strips

3.3.9.1.3. Permanent surfacing exception: temporary uses

Permanent parking surfaces are not required for temporary uses. A parking plan must be approved for temporary uses, subject to Development Services staff review.

3.3.9.2. Grading and drainage

Parking and loading areas must be graded and drained to dispose of all surface water, in conformance to the approved drainage plan for the site.

3.3.9.3. Markings

Parking spaces, aisles, entryways, loading spaces and queue spaces surfaced in permanent materials must be marked to show their location.

Handicapped parking spaces must be marked with the international symbol of accessibility on the space and on a sign at the head of the parking space.

Motorcycle parking spaces must be marked with a sign at the head of the space, from 3 ft. and 5 ft. above the parking surface.

Parking space markings for one, two and three household dwellings are not required.

3.3.10. Shopping cart return areas

Shopping cart return areas must be defined by curbs and landscaping.

3.4. Architectural design

3.4.1. Single Household and Two- to Four-Household Residence Design

3.4.1.1. Mandatory homeowner association

A mandatory homeowner association shall be created and maintained for all single household and two-to-four-household residential development.

3.4.1.2. Required elements

Single household and two to four household dwellings must include at least one of the following elements:

- Side, detached, rear or alley-loaded garage
- Masonry (brick, stone) wainscot at least 4 ft. on front and side exterior walls, if the side walls are not those materials
- One story scaled entries recessed or covered with a porch, canopy, or other shading device
- Functional front porch at least 72 sq. ft.
- One of the following green building certifications:
National Association of Home Builders National Green Building Program: ANSI ICC 700-2008 National Green Building Standard, Bronze, Silver, or Gold.

U.S. Green Building Council Leadership in Energy and Environmental Design (LEED): Certified, Silver, Gold or Platinum.

3.4.1.3. Exterior Wall Standards:

- Exterior surface area (all stories) of primary buildings shall consist of un-painted clay brick, ledge stone, fieldstone, cast stone, granite, tile, painted or tinted stucco, glass façade, glass block (or alternative glazing e.g. Kalwall) and factory tinted (not painted) split faced concrete masonry unit, cementitious-fiber planking (not panels) or similar material approved by the Development Services staff.
- Solid wood planking, decorative cementitious-fiber panels and other materials approved by the Development Services staff may be used for accent features.
- A minimum of fifteen percent (15%) of the front primary building façade for buildings shall consist of window or door openings.
- All building fronts shall have at least four different design features to break the wall plane. The following are examples of the types of design features that meet this requirement: horizontal off-sets, recesses or projections, porches, breezeways, porte-cocheres, courtyards, awnings, canopies, alcoves, recessed entries, ornamental cornices, display or other ornamental windows, vertical "elevation" off-sets, peaked roof forms, arches, outdoor patios, architectural details such as tile work or moldings integrated into the façade, integrated planters or wing walls, accent materials, varied roof heights, premium roofing materials such as tile or standing seam metal, or similar design features approved by the Development Services staff. Windows shall have a maximum exterior reflectivity of twenty percent (20%).

- Design elements and detailing, including the presence of windows and window treatments, trim detailing, and exterior wall materials, must be continued around the structure. The percentage of design elements and detailing are not required to be consistent on all facades.



Façade with elevation design features, first floor articulation and detached rear garage



Example of façade with elevation design features, individual garage doors (projecting), and articulation of first story



Example of façade treatment through first and second floor articulation, elevation design features, color selection of garage doors (projecting)



Example of elevation design features



Example of elevation design features, first floor articulation, and individual garage doors (flush)



Avoid - flat and boxy 2-story facade with low-pitched roof and lacking elevation design features



Avoid – façade with flat pitch roof, lack of pedestrian-scaled entry and elevation design features

3.4.1.4. Facades - corner

Houses on corner lots shall be articulated on both street facades; continue siding material palette on both street-facing facades and incorporate architectural elements such as side porches, bay windows, gable roofs and similar design elements and detailing on side street facing façade. The percentage of design elements and detailing are not required to be consistent on both facades.



Corner lot/street facing facades - example of elevation detailing continued on both façades



Corner lot/ street facing facades – continuation of elevation design features



Avoid: Side street facing façade that lacks elevation design features



Avoid: Side street-facing facade that lacks elevation design features

3.4.1.5. Garages

3.4.1.5.1. Front-loaded garages

A front-loaded garage may occupy no more than 70% of the house frontage.

3.4.1.5.2. Garage doors - articulation

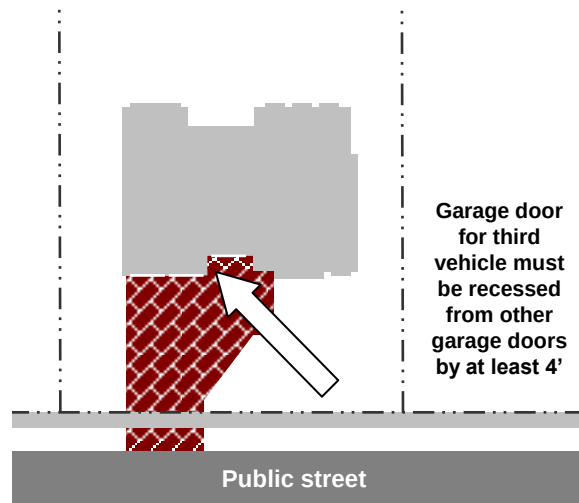
- Garage doors articulation shall include detailing and/or relief in the surface using wood or wood-like finished materials, windows are a preferred element
- Paint colors and/or stain for garage doors shall be compatible with the color palette of the building elevation on which the garage door is located
- Individual garage doors are preferred on street facing facades; garage doors are limited to 2-car garage size.
- The use of 3 garage doors on a street facing facade is discouraged; At least one of the 3 garage doors must be side facing or recessed a minimum of 4 ft. from the other garage doors.



Detailing of the wooden garage door provides required garage door articulation on street facing facades



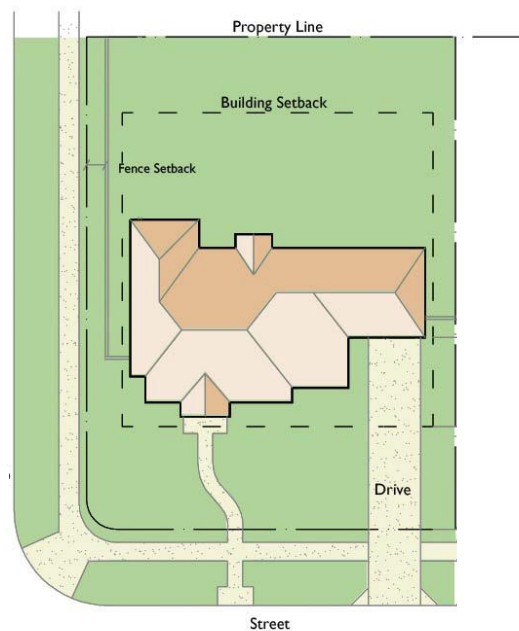
Three-car garage with detailed, individual garage doors; note required recess of two doors on right



Driveway flares out are required from the property line to accommodate the 3 garages

3.4.1.5.3. Orientation: corner lots and open space lots

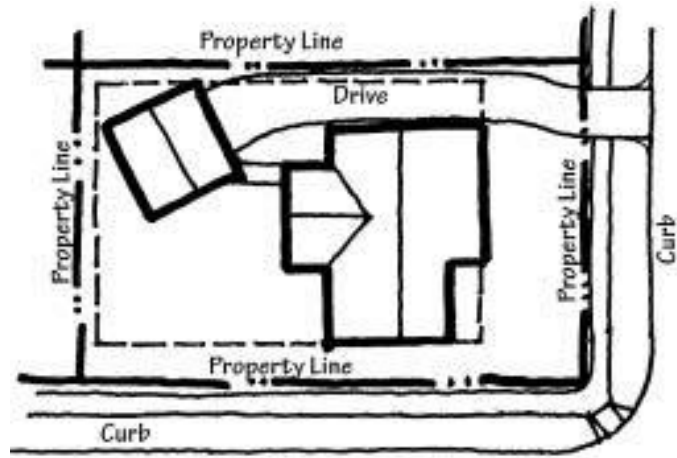
Garages for one and two household dwellings accessed from the fronting street must be located on the interior lot line side of the lot, opposite from the corner or open space lot.



Corner lot: locate garage/driveway away from the corner

3.4.1.5.4. Types of garages

3.4.1.5.4.1. Garage – detached rear



A detached rear garage is a permitted garage type.



Example of detached rear garage



Example of detached rear garage



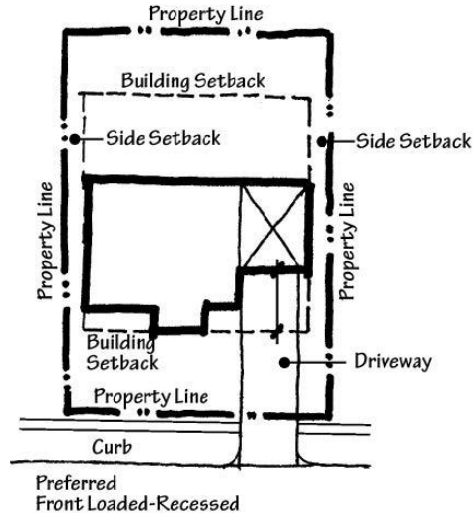
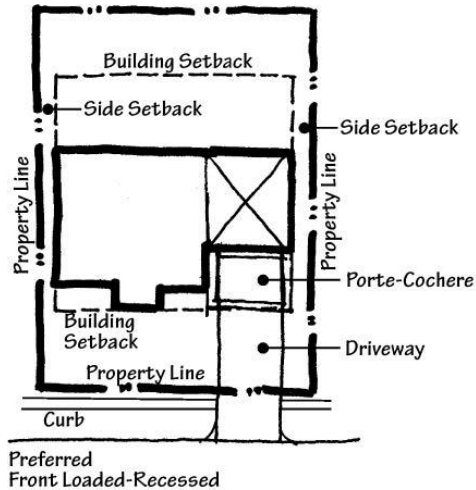
Example of detached rear garage



Example of detached rear garage

3.4.1.5.4.2. Garage - recessed

A garage door recessed from the face of the front façade is a permitted garage type. An overhead eave is a preferred detail element above the garage



Street facing garage with a large eave and individual garage doors



Recessed, tandem garage with individual garage door and detailing above



Recessed front garage creates a shadow line and emphasis on the rest of the facade

3.4.1.5.4.3. Garage - flush with façade

Garage doors flush with the street facing façade require detailing on the façade to de-emphasize the visual impact of the garage, including the following:

Trim or banding around the garage door

Garage door relief detailing and windows are a preferred element

Coordinated color selection to de-emphasize the garage door

Individual garage doors are preferred



Avoid - flush garage with completely flat 2- car garage door, no detailing or relief, highlight paint color on door inadvertently attracts attention, lack of trim around door, lack of first floor façade articulation above garage

3.4.1.5.4.4. Garage – projecting

Garages projecting in front of the street facing façade may protrude in front of the façade provided that detailing is provided on all exposed garage facades to de-emphasize the visual impact of the garage.

Windows and individual garage doors are preferred element.

The following are required on projecting garage:

- Integrated trim or banding around the garage door that matches the residential building
- Detailing and articulation of the door facade
- Color selection that does not emphasize the garage door
- An architectural top to the garage, such as a gabled roof



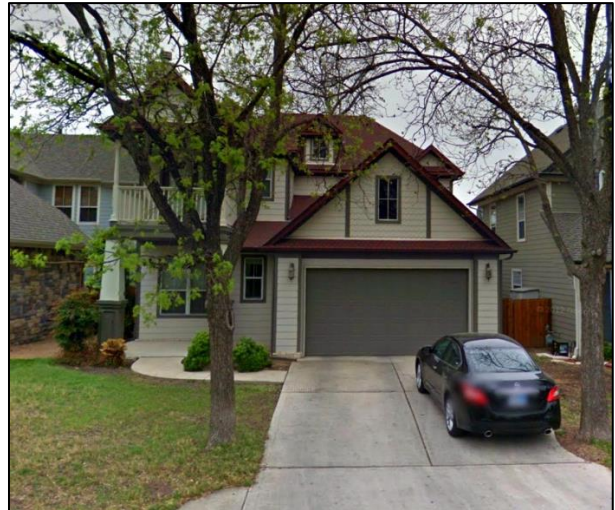
Projecting garage- example of integration of matched house/garage siding, trim detailing above, garage door detailing, accent colors, articulation of first floor level above garage, and use of gable above



Projecting garage – example showing windows on door, detailing and trim and good color selection



Projecting garage – example integration of masonry siding matching façade, good detailing, trim and color selection (note: garage door lacks adequate detail)



Projecting garage- example of integration of siding on garage trim, accent lights, accent colors, articulation of first story level, detailing on garage door, gable and centered window above

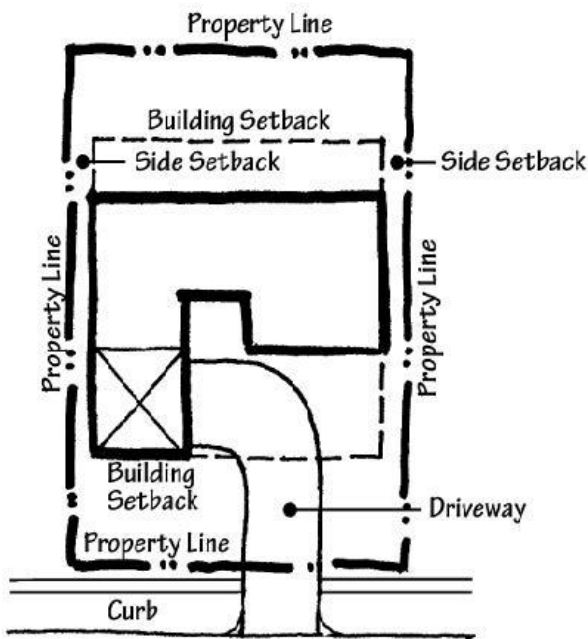


Avoid - projecting garage with completely flat 2-car garage door, no detail, paint color not complimentary to house façade. Light color masonry poor selection choice as it highlights the garage

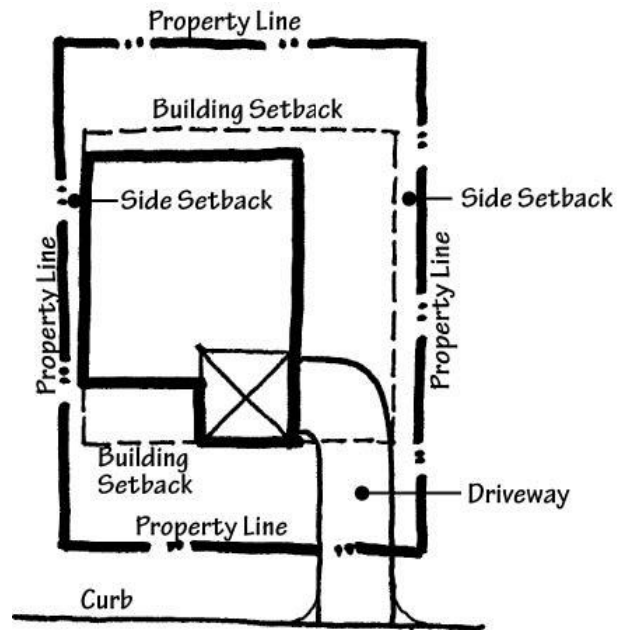
3.4.1.5.5. Garage - side-loaded

Garages that are side-loaded (in relation to the street) are a preferred and permitted garage type provided the following requirements are incorporated:

- Garage door articulation requirements are incorporated
- Placement of driveway pavement meets setback restrictions
- Driveway pavement is limited to the minimum necessary for safe vehicular movement



Inside Swing Side Loaded



Outside Swing
Side Loaded



Side-loaded garage with individual doors and windows

3.4.1.5.6. Garage – Rear alley loaded

Alley loaded garages is a permitted garage type. Alley loaded garages may be attached or detached from the home.

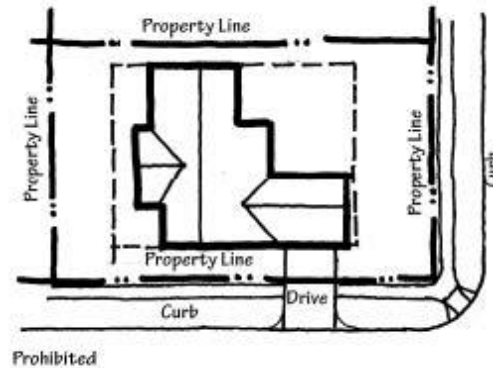
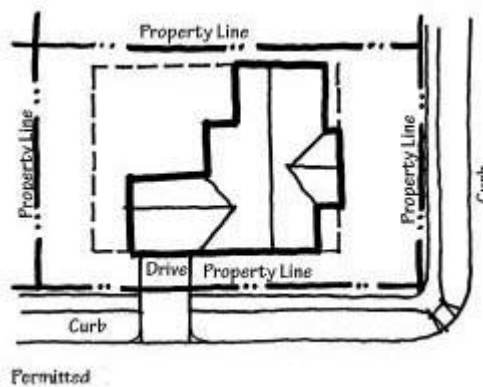


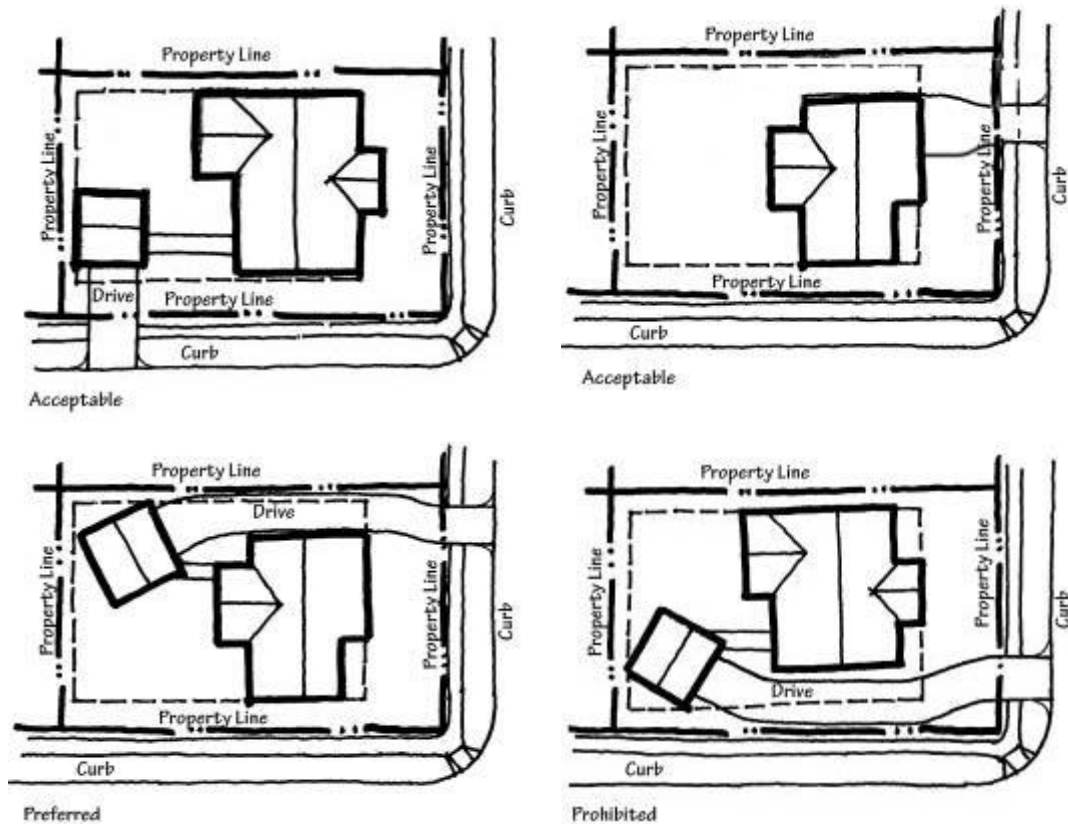
Garages access from rear alley

3.4.1.5.7. Corner lot garage placement

Minimize the visual prominence of garage and driveway placement on corner lots by incorporating the following:

- Avoid garage placement/driveway access from a side street that is:
 - Centered on an approaching street. It is visually prominent
 - Placed close to the street corner
- Avoid garage placement/driveway access from the fronting street that is:
 - Placed close to the street corner



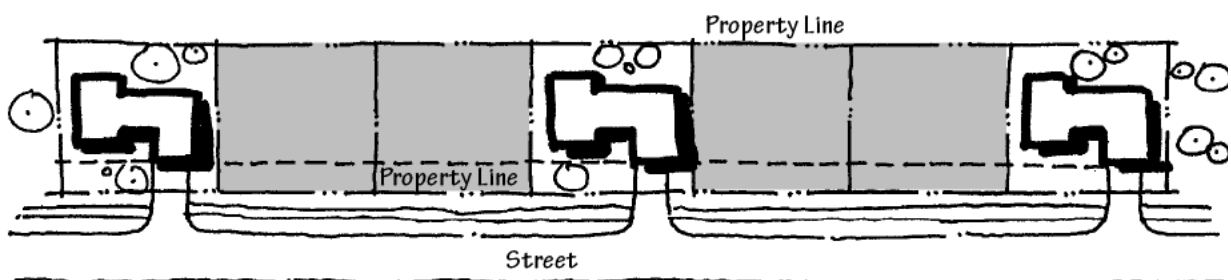


3.4.1.6. Plan spacing and repetition

No two elevations of the same style and plan type are permitted side-by-side within a given block face. Developments with single household and two household dwellings must adhere to the following minimum standards:

3.4.1.6.1. Same plan, different elevation, same side of the street

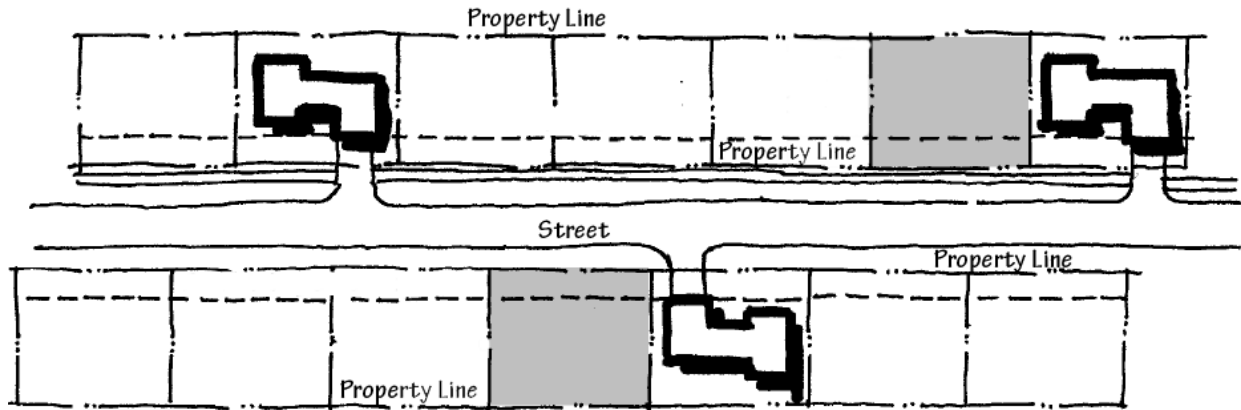
When building different elevations of the same plan on the same side of the street, two lots must be skipped and the home (same plan, different elevation) shall be placed on the third lot.



Same Plan, Different Elevation, Same Side of the Street

3.4.1.6.2. Same plan, different elevation, opposite side of the street

When the same plan, different elevation is on the opposite side of the street, the lot fronting the property, and the one beside it shall be skipped, for a total of two skipped lots, and the home (same plan, different elevation) shall be placed on the third lot. The lot fronting the subject lot is defined as a lot that has one or more side property lines directly across the street from the subject lot.

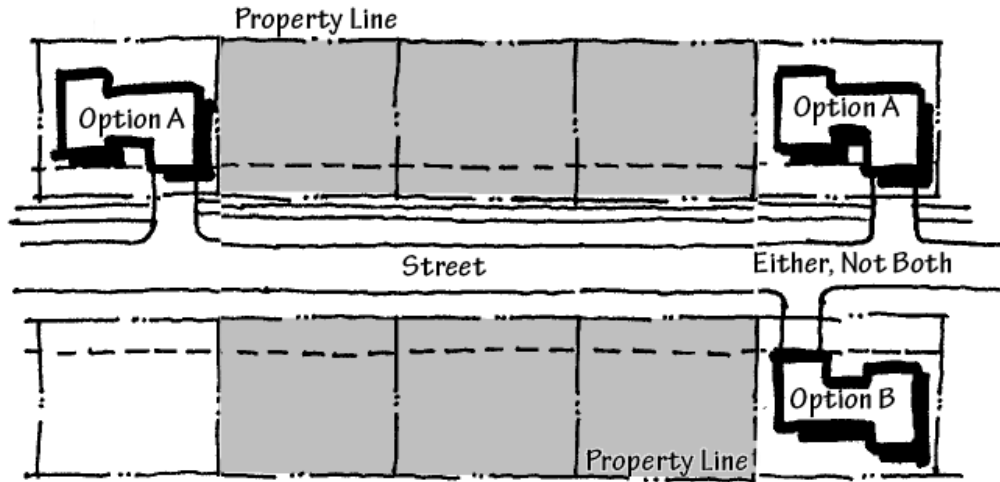


Same Plan, Different Elevation, Opposite Side of Street

3.4.1.6.3. Same plan, same elevation, same or opposite side of the street

When the same plan, same elevation is on the same side of the street, three lots shall be skipped and the home (same plan, same elevation) shall be placed on the fourth lot.

When the same plan, same elevation is on the opposite side of the street, the lot fronting the property shall be counted as the first lot, then count an additional two lots and place the home (same plan, same elevation) on the fourth lot. The lot fronting the subject lot is defined as a lot that has one or more side property lines directly across the street from the subject lot.



Same Plan, Same Elevation, Same or Opposite Side of Street



Same elevation on non-adjacent lots (2 lots must be skipped)



Diversity in elevations (even within the same architectural style), no duplicate elevations adjacent

3.4.1.7. Roofs

On buildings with pitched roofs, the minimum roof pitch is 6:12. Pitched roofs shall be clad in 25-year minimum composition shingles or low reflectivity galvanized metal roofing materials.

3.4.1.8. Mechanical equipment screening

Rooftop mechanical equipment is prohibited unless placed where they are not visible from the public ROW.

Ground mounted mechanical equipment (air conditioning units, utility boxes, etc.) must be hidden or screened with architecturally integral wing walls or landscape screening material that will grow to the same height as the equipment being screened, or placed where they are not readily visible from a public street, to the greatest extent practical.

Solar panels and rain collection tanks are exempt from mechanical equipment screening standards.

3.4.2. Single Household Attached and Multiple Unit Household Residence Design

3.4.2.1. Architectural style

Distinct groups of buildings on a site must share common, identifiable, complementary design elements and/or detailing in a multiple household residential development. This includes non-residential structures in the development such as amenity centers, laundry and maintenance buildings, garages, carports, and dumpster enclosures.

3.4.2.2. Form and mass

A single, large, dominant building mass should be avoided.

Multiple household residential building designs should incorporate visually heavier and more massive elements, details or colors at the building base, and visually lighter elements, details or colors above the base.

Changes in mass or form should be related to entrances, the integral structure and/or the interior space organization, and not just for cosmetic effect.

3.4.2.3. Exterior walls

3.4.2.3.1. Pattern

Facades must be articulated with bays, insets, balconies, porches, stoops or other similar design elements related to entrances and windows.

3.4.2.3.2. Four-sided design

All walls viewed must include materials and design characteristics consistent with those on the front. Lesser quality materials for side or rear walls are prohibited.

3.4.2.3.3. Long walls and facades

- The maximum length of a multiple household residential building is 200 ft.
- Wall and roof planes must have offsets or setbacks with a differential in horizontal plane of at least 2 ft. every no more than 50 ft.
- Up to six townhouse units may be attached in a single row.

3.4.2.3.4. Building entries

- Common balconies on perimeter walls providing access to two or more units are prohibited.
- Building entries next to a public street, private drive or parking area must be articulated to provide an expression of human activity or use in relation to building size through the use of doors, windows, entranceways, and other design features such as corners, setbacks, and offsets can be used to create articulation.

3.4.2.3.5. Garage doors

Front loading garage doors on multiple household residential building must include the following elements:

- Front-loaded garage doors may comprise no more than 50% of the total length of the front façade of a multiple residential building's front façade. Every two single-bay garage doors or every double garage door must be offset by at least 4 ft. from the plane of an adjacent garage door,
- Garage doors must integrate into the overall building design with color, texture or other similar design elements.

3.4.2.3.6. Windows and transparency

- All walls and elevations on all floors of multiple household buildings must include windows, except when necessary to assure privacy for adjacent property owners.
- Exterior windows should be located to promote occupant surveillance of entryways and common areas.

3.4.2.3.7. Building roofs

- On buildings with pitched roofs, the minimum roof pitch is 6:12.
- Roof forms must be designed to correspond and denote building elements and functions such as entrances and arcades
- On buildings where flat roofs are the predominant roof type, parapet walls must vary in height and/or shape at least once every no more than 50 ft. along a wall façade. Exceptions to the parapet standards may be administratively approved by Development Services staff if it can be demonstrated that the building design character meets the intent of this Section.
- On buildings where sloping roofs are the predominant roof type, each building must have a variety of roof forms

3.4.2.4. Materials and color

3.4.2.4.1. Building materials

- Building exterior materials must be high quality and durable. Masonry, stone and/or brick must be used as exterior materials for at least 40% of exterior facades, excluding doors, windows and trim. Wood, fiber-cement siding, corrugated metal, and stucco are suitable examples of appropriate secondary exterior materials.
- Deviations up to 10% to building material standards may be administratively approved by Development Services staff if it can be demonstrated that the building material meets the design intent of this Section.
- T-1-11 and other plywood-based siding materials are prohibited.
- Prefabricated and pre-engineered buildings are prohibited.

3.4.2.4.2. Roof materials

- Roof materials must be high quality and durable. Acceptable roof materials include concrete tile, architectural asphalt shingles, metal shingles and split seam metal.
- Flat roofs may utilize any roofing material but must include a parapet.

3.4.2.4.3. Material or color changes

- Material or color changes must only occur at a change of plane or reveal line.
- Exceptions to location of material or color change standards may be administratively approved by Development Services staff if it can be demonstrated that the location meets the design intent of this Section.
- Piecemeal embellishment and frequent material changes are prohibited.

3.4.2.4.4. Mechanical equipment screening

Rooftop mechanical equipment must be hidden or screened with architecturally integral elements at least as high as the equipment to be screened. Makeshift equipment screens, such as wooden or plastic fences, are prohibited.

Ground mounted mechanical equipment must be hidden or screened with architecturally integral wing walls and/or landscaping.

Mechanical equipment must be located where their acoustics will not be disruptive to abutting residential dwelling units.

Solar panels and rain collection devices are exempt from mechanical equipment screening standards.

3.4.3. Commercial, Office, Public, Institutional and Mixed-Use Building Design

3.4.3.1. Architectural style

Attached or distinct group of buildings on a site must share common identifiable, complementary design elements and/or detailing. This includes accessory structures such as freestanding canopies, accessory and maintenance buildings, and dumpster enclosures.

A building must have a single definitive, consistent style; mixing of various architectural styles on the same building is discouraged.

3.4.3.2. Form and mass

A single, large, dominant building mass must be avoided in new building additions involving changes to the mass of existing buildings. Changes in mass should be related to entrances, tenant spaces, the integral structure and/or the interior space organization and activities.

3.4.3.3. Exterior walls

3.4.3.3.1. Base and top

Façades and walls must have a recognizable base, with design examples achieving this criteria including (but not limited to):

- thicker walls, ledges or sills;
- integrally textured materials such as stone or other masonry;
- integrally colored and patterned materials such as smooth-finished stone;
- lighter or darker colored materials, mullions or panels; or
- planters;
- wainscoting or plinth course

Façades and walls must have a recognizable top, with design examples achieving this criteria including (but not limited to):

- cornice treatments, other than colored stripes or bands alone, with integrally textured materials such as stone or other masonry or differently colored materials;
- sloping roof with overhangs extending a minimum of 18 inches;
- stepped parapets.



Example of sloping roofed building with recognizable base and top.



Example of flat roofed building with recognizable base and top.

3.4.3.3.2. Four-sided design

All walls must include use materials and general design characteristics consistent those on the front.



Example of four sided design

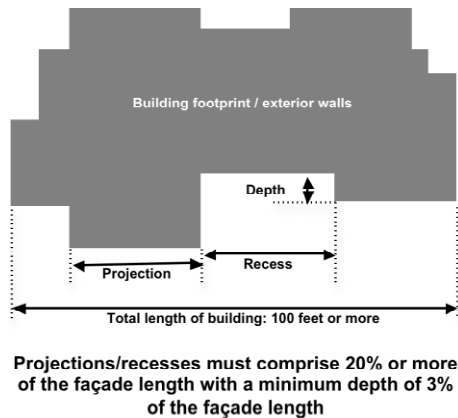


Example of four-sided design



3.4.3.3.3. Long walls and façade; projections and recesses

- Walls at least 100 ft. long must include wall plane projections or recesses having at least 3% depth of the façade length, and extending at least 20% of the façade length.
- Deviations up to 10% to wall plane projections or recesses may be administratively approved by Development Services staff if it can be demonstrated that the building wall design meets the design intent of this Section.



Large retail store with projections and recesses

3.4.3.3.4. Exterior walls

- Exterior walls cannot have a blank, uninterrupted length greater than 50 ft. without including one or more of these the following design features: change in plane, change in texture or masonry pattern, windows, or other equivalent element(s) that subdivide the wall into human scale proportions. Side or rear walls may include false windows and door openings defined by frames, sills and lintels, or similarly proportioned modulations, only when actual doors and windows are not possible because of the building use. Deviations up to 10% to side or rear wall articulation may be administratively approved by Development Services staff if it can be demonstrated that the building wall design meets the design intent of this Section.

3.4.3.3.5. Primary building entrances

Primary building entrances must be clearly defined and shall be recessed or framed by a sheltering element such as an awning, arcade or portico to provide shelter from the sun and inclement weather.



Well-defined building entrance

3.4.3.3.6. Retail building entrances

Anchor stores (defined as a retail building containing greater than 25,000 sf), and freestanding, single-use buildings, must have a clearly defined, highly visible customer entrance with four or more of the following elements (but not limited to):

- Arcades
- Arches
- Canopies or porticos
- Details such as tile work and moldings integrated into the building structure and design
- Display windows
- Integral planters or wing walls that include landscaped areas and/or places for sitting
- Outdoor patios
- Overhangs
- Peaked roof forms
- Raised corniced parapets over the door
- Recesses and/or projections
- Clinging vines
- Bas-relief artwork or mosaics
- Trellis

At least 25% of the additional stores in a shopping center must have two or more of the elements listed above.



Projections, arches, raised cornice parapet, integrated tile work and molding



Outdoor patio, display windows



Peaked roof form, canopy, display windows, projections



Peaked roof form, projections, arcade, display window, arches

3.4.3.3.7. Awnings

Awnings may only be used in detached increments above individual windows, doors and entries.



Separate awnings above individual windows

3.4.3.3.8. Transparency in commercial buildings

At ground level floors, buildings must have a high level of transparency: façades and walls that face a public street, plaza, or primary customer parking areas (excluding the building rear and side facades and service areas) must be transparent between 2 ft. and 7 ft. above the grade or walkway along at least 50% of its length along the front facade, except where the internal arrangement of a building makes it impractical to provide transparency along a portion of a wall. In these conditions, a combination of sculptural, mosaic, or bas-relief artwork and transparent window areas or displays may substitute for 25% of required transparent areas, except when fronting on plaza areas.



Good door and window coverage on prominent elevations

3.4.3.3.9. Garage doors

- Garage bay doors fronting on a public street: design elements shall include the following: doors must be segmented, with windows covering at least 25% of the garage surface. Roll-up garage doors are prohibited. Garage doors must be recessed at least 2 ft. behind the building façade. Garage bay doors must be integrated into the overall design of the host building with color, texture, windows and similar or compatible design elements. Bay doors may not be visible from a residential use.
- Vehicle service areas and bays must be screened or sited so visibility from a public street is as low as possible: landscape screening shall comply with requirements set forth with Section 3.5.3.4 Parking lot and vehicular use screening.
- Roll-up garage doors are permitted in vehicle service areas and bays.



Garage doors integrated into building architecture

3.4.3.4. Building roofs

3.4.3.4.1. Roof form design

Roof forms must correspond to and denote building elements and functions such as entrances, arcades and porches. Roof forms should relate to adjacent buildings to the greatest extent practical.

3.4.3.4.2. Required features

Sloping roofs must have one of the following features:

- Overhanging eaves, extending at least 1.5 ft. past the supporting wall or facade.

- Sloping roofs that do not have an overhanging eave, or with an eave less than 1.5ft past the supporting wall or facade must have an average slope of at least 1 ft. of vertical rise for every 3 ft. of horizontal run and no more than 1 ft. of vertical rise for every 1 ft. of horizontal run.

3.4.3.4.3. Roof lines

The continuous plane of a roof line must be no more than 100 ft. unless it can be demonstrated it meets the intent of this Section. Exceptions may be administratively approved by Development Services staff.



Example of varied roof line plane

3.4.3.4.4. Drive through facilities

Drive through facilities must be architecturally integrated into the host structure.

Drive through facilities must be located to minimize or avoid conflict with internal pedestrian routes. Pedestrian paths must be distinguished from vehicular driving surfaces by textured and colored pavement or other contrasting design element to emphasize conflict points and enhance pedestrian safety.



Drive-through architecturally integrated into host structure

3.4.3.5. Canopies

3.4.3.5.1. Architectural integration

Canopies must include design elements found on the main building, such as color, exterior materials and/or roof pitch.

3.4.3.5.2. Canopy support poles

Canopy support poles must include design elements consistent with the overall architectural theme of the primary building, or pole covers at least 18 in. in diameter or width, with a similar surface material and architectural treatments as the dominant material on the host building.

3.4.3.5.3. Canopy fascia

Canopy fascia must be the same color as the dominant color of the host building. Striping and banding on canopies is prohibited.



Canopy design integrated into site

3.4.3.6. Materials and color

3.4.3.6.1. Building materials

- Predominant building exterior materials must be high quality and durable. Masonry (stone, brick, decorative CMU and similar materials) must be used as exterior materials for at least 40% of exterior facades, excluding doors, windows and trim. Wood, fiber-cement siding and textured concrete/EIFS are examples of appropriate secondary exterior materials.
- Corrugated metal is an acceptable material. Corrugated metal and ACM panels are examples of acceptable accent materials, and may have a cumulative surface area of no more than 30% of the area of all exterior walls on a building.
- Building-integrated photovoltaics (BIPV) may substitute for any amount of predominant and secondary exterior materials.
- Smooth-faced concrete block, painted masonry, and tilt-up and precast concrete panels are prohibited.
- T-1-11 and other plywood-based siding materials are prohibited.
- Prefabricated metal buildings and panels are prohibited.

3.4.3.6.2. Roof materials

- Roof materials must be high quality and durable. Acceptable roof materials include concrete tile, architectural asphalt shingles, metal shingles, split seam metal, photovoltaic roof tiles and shingles, and solar panels.
- Planted green roofs are permitted and strongly encouraged.
- Flat roofs may utilize any roofing material but must have a continuous parapet.

3.4.3.6.3. Building colors

- Building colors must be low reflecting, muted and neutral or earth toned. Roof colors should be muted and compatible with the dominant building color.
- High intensity colors, metallic colors, black, fluorescent colors, single color schemes and groups of stripes are prohibited as the predominant building color or color scheme.
- High intensity colors, and black or grey, may be used on building trim and accents.

3.4.3.6.4. Material or color changes

- Material or color changes must occur only at a change of plane or reveal line, unless when administratively approved by Development Services staff.



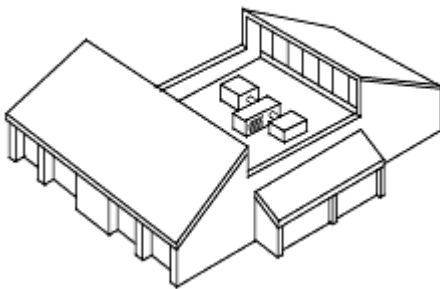
Change in materials at a change in plane.

3.4.3.7. Mechanical equipment screening

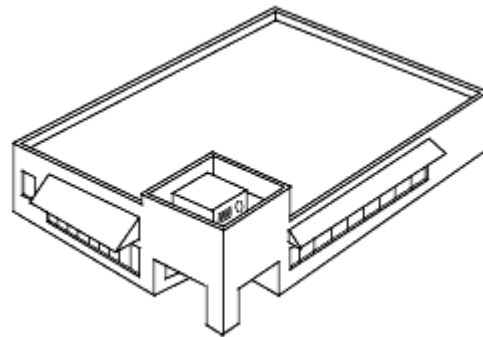
Rooftop mechanical equipment must be hidden or screened with architecturally integral elements at a height least as high as the equipment to be screened. Makeshift equipment screens, such as wood or plastic fences, are prohibited.

Ground mounted mechanical equipment must be hidden or screened with architecturally integral wing walls and/or landscaping to the greatest extent practical.

Solar panels and rain collection tanks are exempt from mechanical equipment screening standards.



Example of appropriate screening for rooftop mechanical equipment



Example of appropriate screening for rooftop mechanical equipment

3.4.3.8. Utility equipment screening

Electrical meters, switch boxes, panels, conduit, and related utility equipment must be placed in the most inconspicuous location practical.

Utility equipment must be painted or coated to match the color of the mounting surface, to the greatest extent practical.

Utility equipment located in an area that may be frequently seen by the general public must be screened to the extent practical with landscape screening or a wing wall architecturally integrated into the host building structure.



Utility equipment at back of building painted to match wall



Utility equipment in more visible location screened by wing wall

3.4.3.8.1. Cobranded uses

Cobranded uses such as restaurants and convenience stores must be well integrated into the host structure. Using disharmonious architectural elements, such as a non-compatible façade materials or disharmonious roof pitch from the host building structure is prohibited, unless it can be demonstrated that it meets the intent of this Section.



Cobranded uses with harmonious architectural elements

3.4.4. Industrial building design

3.4.4.1. Intent

This section shall not apply to industrial structures over 200,000 sq. ft. in area.

3.4.4.2. Character and image

In industrial developments located on a single site, each building must include compatible building design characteristics shared by all buildings in the development, such as façade materials and colors, so the development forms a cohesive place.

Distinct groups of buildings on a site must share a common, identifiable, complementary design or style. This includes accessory structures such as freestanding canopies, accessory and maintenance buildings, and dumpster enclosures.

3.4.4.3. Form and mass

A single, large, dominant building mass should be avoided in new buildings and, as much as possible, in projects involving changes to the mass of existing buildings. Changes in mass must be related to entrances, the integral structure and/or the organization of interior spaces and activities and not merely for cosmetic effect.

3.4.4.4. Exterior walls and facades

3.4.4.4.1. Pattern

Façades and walls must include a repeating pattern with an expression of architectural or structural bays through a change in plane, such as an offset, reveal, pilaster, projecting ribs, fenestration patterns, or piers; and any of the following elements:

- color change
- texture change
- material module change

Design elements must repeat at intervals of no more than 60 ft. Deviations up to 10% to the interval repetition may be administratively approved by Development Services staff.

3.4.4.4.2. Four-sided design

All façades and walls must include materials and design characteristics consistent with those on the front façade. Inferior or lesser quality materials for side or rear walls are prohibited.

3.4.4.4.3. Garage doors

Bay doors must be screened using wing walls, carefully placed berms on the site, or other effective screening and site planning techniques, or otherwise sited so visibility from the public streets is minimized. Bay doors must be integrated into the overall design of the host building with color, texture, windows and similar or compatible design elements. Segmented garage bay doors with windows are preferred to roll-up garage doors.

3.4.4.4.4. Primary building entrances

Primary building entrances must be clearly defined and recessed or framed by a sheltering element such as an awning, arcade or portico to provide shelter from the sun and inclement weather.

3.4.4.5. Building roofs

3.4.4.5.1. Planted green roofs

Planted green roofs, solar panels and rain collection tanks are strongly encouraged

3.4.4.6. Materials and color

3.4.4.6.1. Building colors

- Building colors must be low reflecting, muted and neutral or earth toned. Roof colors must be muted and compatible with the dominant building color.
- High intensity colors, metallic colors, fluorescent colors, single color schemes and groups of stripes are prohibited as the predominant building color or color scheme.
- Brighter colors, and black or grey, may be used on building trim and accents.
- An exception to the color standards may be administratively approved by Development Services staff if it can be demonstrated that the color selection meets the design intent of this Section.

3.4.4.6.2. Building materials

Durable, high quality building materials must be used. Brick, stone, split-face CMU, EIFS, detailed tilt-up concrete panels, and building-integrated photovoltaics (BIPV) are examples of appropriate building materials.

- T-1-11 and other plywood-based siding materials are prohibited.
- Prefabricated and pre-engineered metal buildings and panels are prohibited.

3.4.4.6.3. Material or color changes

- Material or color changes must occur only at a change of plane or reveal line.
- An exception to the location of material or color change standards may be administratively approved by Development Services staff if it can be demonstrated that the location meets the design intent of this Section.
- Piecemeal embellishment and frequent material changes are prohibited.



Industrial building design: appropriate



Industrial building design: appropriate



Industrial building design: appropriate



Industrial building design: appropriate

3.4.4.7. Mechanical equipment screening

Rooftop mechanical equipment must be hidden or screened with architecturally integral elements at a height at least as high as the equipment to be screened. Makeshift equipment screens, such as wooden or plastic fences, are prohibited.

Ground mounted mechanical equipment must be hidden or screened with architecturally integral wing walls and/or landscaping to the greatest extent practical.

Solar panels and rain collection tanks are exempt from mechanical equipment screening standards.

3.4.4.8. Utility equipment screening

Electrical meters, switch boxes, panels, conduit, and related utility equipment must be placed in the most inconspicuous location practical.

Utility equipment must be painted or coated to match the color of the mounting surface to the greatest extent practical.

Utility equipment located in an area that may be frequently seen by the general public must be screened to the extent practical with landscape screening or with a wing wall architecturally integrated into the host building structure.

3.5. Landscaping

3.5.1. General standards

3.5.1.1. Visibility

Shrubs growing over 3 ft. tall at maturity must be placed at least 10 ft. from curb cuts. This is to maintain clear driver sight distance at driveway-street intersections.

3.5.1.2. Utilities

Tree trunks must be placed at least 10 ft. from streetlights and 5 ft. from wet utilities. Tree trunks must be placed at least 4 ft. from gas lines.

3.5.1.3. Clear zone at intersections

Trees in tree lawns must be at least 15 ft. from the curb return corner at street intersections.

3.5.2. Required landscaping: single and two-household dwellings

3.5.2.1. Tree number

Lots with single household and two household dwellings must have at least the following number of trees:

- Street tree - one native tall tree shall be installed per 25 ft. - 30 ft. of linear street frontage within the tree lawn area provided trees are set back from utilities. Required street trees may be installed in the front yard only if inadequate tree lawn area is available to meet the street tree frontage requirements. It is the responsibility of the installer to insure there are no conflict with utilities and complies with clear vision area

requirements. Intersection clear zones and curb cut visibility areas are not included in the street frontage calculations.

- One native tall tree or two native short trees for every 3,000 sq. ft. of lot area.

Existing native tall and short trees conforming to Section 3.18.3.3 may be used to meet minimum tree planting requirements.

3.5.2.2. Shrub number

Lots with single household and two household dwellings must have one or more native shrubs for every 1,000 sq. ft. of lot area. All of the required shrubs must be placed in the front half of the lot. Lots at least 50,000 sq. ft. do not need more than 100 shrubs.

3.5.2.3. Tree and shrub size

Native tall trees must have a trunk of at least 2 in. caliper and 10-12 ft. ht. Native short trees must have a caliper of at least 1.5 in. and 8-10' ht. Planted shrubs must have at least 1-gallon container or be at least 2 ft. tall, and grow to a height of at least 2 ft.

3.5.2.4. Groundcover

Groundcover must be planted on areas of developed parcels that are not part of an impervious surface, covered with porous paving, occupied by shrubbery or gardens, or under a tree drip line.

3.5.3. Required landscaping: non-residential and 3+ household residential development

3.5.3.1. Landscaping areas

Parcels with a non-residential use or 3+ household residential structures must be landscaped as follows. Additional plants may be required per buffer yard standards in Section 3.1.6, and mechanical equipment screening requirements.

Planting requirements set forth in this Section shall comply with standards set forth in Section 3.5.1. Minor deviations to the standards set forth in this Section may be administratively approved by Development Services staff if it meets the intent of this Section.

3.5.3.2. Minimum percentage

A minimum percentage of the total area being developed shall be landscaped in accordance with the following percentages:

- Commercial uses: 15%
- Commercial pad sites: 5%
- Multifamily dwellings: 20%
- Office and professional uses: 15%
- Institutional and civic uses: 15%
- Industrial or manufacturing uses: 10%

3.5.3.3. Tree and shrub requirement

For every 500 square feet of landscaping required, or portion thereof, at least two (2) large trees and four (4) shrubs are required. Two (2) small ornamental trees may be substituted for one (1) required large tree, not to exceed 50% of the required large trees.

3.5.3.4. Parking lot and vehicular use screening

The perimeter of all vehicular use areas including parking areas, drive aisles, and loading areas shall be screened as follows:

- Vehicular use areas shall be screened from all abutting rights-of-way, including the UP Railroad, by a continuous landscaped area not less than 10 ft. deep.
- Vehicular use areas shall be screened from all abutting residential property by a continuous landscaped area not less than 8 ft. deep.
- Landscape screening shall contain one (1) large tree per thirty (30) linear feet, or portion thereof, and a continuous hedge not less than 3 ft. in height.
- In addition to the required vehicular use screening, all outdoor parking shall have landscaping islands within the parking area equal to not less than 7% of the gross parking lot area.
- Landscape islands shall be required on both ends of all parking aisles, if such spaces are not adjacent to another landscaped area or entry throat.
- Not more than ten (10) consecutive parking spaces shall be provided without a landscaped island.
- Landscape islands shall be a minimum of 9 ft. wide and 18 ft. deep, and shall contain at least one (1) large tree and four (4) shrubs.
- Driveways and entry throats shall contain at least one (1) large tree and five (5) shrubs on each side.
- Required parking lot landscaping may be counted toward the minimum landscaped area required in Section 3.5.3.2.

3.5.3.5. Tree and shrub standards applicable to this Section

The following standards apply to trees and shrubs:

- Planting areas for each tree provided shall have a minimum undisturbed pervious area of at least 100 square feet and shall be planted or covered with grass, mulch, or other appropriate ground cover.
- Each development shall provide at least three (3) different species. No more than 50% of all trees, per development, shall be of the same species.
- Two (2) small ornamental trees may be substituted for one (1) required large tree, not to exceed 50% of the required large trees.

3.5.3.6. Tree and shrub size

Native tall trees must have a caliper of at least 2 in. and 10-12 ft. ht. Native short trees must have a caliper of at least 1.5 in. and 8-10' ht. Planted shrubs must have minimum 1-gallon container or be at least 18 in. tall.

3.5.3.7. Tree and shrub placement

Trees and shrubs may be clustered in groups, to present a natural environment and ease maintenance. All trees must be placed on the parcel being developed, unless otherwise permitted. If Development Services staff finds that it is impractical to plant trees and/or shrubs on parcels being developed, those trees and/or shrubs may be planted elsewhere in the PUD. Minor deviations may be administratively approved by Development Services staff in cases where necessary due to site constraints.

3.5.3.8. Groundcover

Groundcover must be planted on areas on a developed parcel that are not part of an impervious surface, covered with porous paving, occupied by shrubbery or gardens, or under a tree drip line.

3.5.4. Materials, maintenance, and replacement

3.5.4.1. Plant materials

Plant choice must be based on the Central Texas ecological setting and site microclimate conditions.

3.5.4.2. Native tall trees

Native and adapted tall trees that can be planted or used to meet landscaping requirements include the following.

Anaqua	(Ehretia anacua)
Bald Cypress	(Taxodium distichum var. distichum)
Bigtooth Maple	(Acer grandidentatum)
Black Walnut	(Juglans nigra)
Blackjack Oak	(Quercus marilandica)
Bur Oak	(Quercus macrocarpa)
Cedar Elm	(Ulmus crassifolia)
Chinquapin Oak	(Quercus muhlenbergii)
Durand Oak	(Quercus sinuate)
Escarpment Live Oak	(Quercus fusiformis)
Lacebark Elm	(Ulmus parvifolia)
Monterey Oak	(Quercus polymorpha)
Montezuma Cypress	(Taxodium mucronatum)
Pecan	(Carya illinoensis)
Red Maple	(Acer rubrum)
Red Oak	(Quercus lobatae)
Sawtooth Oak	(Quercus acutissima)
Shumard Oak	(Quercus shumardii)
Southern Live Oak	(Quercus virginiana)
Texas Ash (female only)	(Fraxinus texensis)
Texas Red Oak	(Quercus texana)
Western Soapberry	(Sapindus drummondii)
Winged Elm (female only)	(Ulmus alata)
Yellow Buckeye	(Aesculus pavia var. flavescens)

Established deciduous and semi-deciduous (not coniferous or palm) canopy trees at least 30 ft. tall with a trunk of at least 4 in. caliper of other species, that are not on the nuisance tree list.

3.5.4.3. Native short trees

Native and adapted short trees that can be planted or used to meet landscaping requirements include the following.

American Smoke Tree	(Cotinus obovatus)
Anacacho Orchid Tree	(Bauhinia lunarioides)
Big Tooth Maple	(Acer grandidentatum)
Blackhaw Viburnum	(Viburnum prunifolium)
Carolina Buckthorn	(Frangula caroliniana)
Cherry Laurel	(Prunus caroliniana)
Chitalpa	(Chitalpa)
Crape Myrtle	(Lagerstroemia indica)
Desert Willow	(Chilopsis linearis)
Downy Serviceberry	(Amelanchier arborea)
Eve's Necklace	(Styphnolobium affine)
Evergreen Sumac	(Rhus virens)
Goldenball Lead Tree	(Leucaena retusa)
Kidneywood	(Eysenhardtia texana)
Lacey Oak	(Quercus laceyi)
Mexican Buckeye	(Ungnadia speciosa)
Mexican Plum	(Prunus Mexicana)
Mexican Poinciana	(Caesalpinia mexicana)
Mexican Redbud	(Cercis canadensis var. Mexicana)
Mountain Laurel	(Cala secundiflora)
Possumhaw Holly	(Aquifoliaceae Ilex decidua)
Red Buckeye	(Aesculus pavia)
Rough Leaf Dogwood	(Cornaceae Cornus drummondii)
Rusty Blackhaw Viburnum	(Viburnum rufidulum)
Saucer Magnolia	(Magnolia x soulangiana)
Smokeberry	(Cotinus coggygria)
Soapberry	(Sapindus drummondii)
Spicebush	(Lauraceae Lindera benzoin)
Texas Mountain Laurel	(Sophora secundiflora)
Texas Persimmon	(Diospyros texana)
Texas Pistachio	(Pistacia texana)
Texas Redbud	(Cercis canadensis var. texensis)
Western Soapberry	(Sapindus drummondii)
Yaupon Holly	(Ilex vomitoria)

Established deciduous and semi-deciduous trees 10 ft. to 30 ft. tall with a trunk of at least 3 in. caliper of other species, that are not on the nuisance tree list.

3.5.4.4. Native shrubs

Recommended native and adapted shrubs that can be planted or used to meet landscaping requirements include the following.

Abelia	(Abelia)
Agarita	Mahonia trifoliolata)
Agave	(Agavaceae)
American Beautyberry	(Callicarpa Americana)
Bamboo Muhly	(Muhlenbergia dumosa)
Barbados Cherry	(Malpighia glabra)
Beautybush	(Kolkwitzia amabilis)
Big Muhly	(Muhlenbergia lindheimeri)
Black Dalea	(Dalea frutescens)
Burford Holly	(Ilex cornuta 'Burfordii')
Bush Germander	(Teucrium fruticans)
Butterfly Bush	(Buddleja davidii, Buddleja marrubiifolia)
Caellia	(Camellia)
Cenizo/Texas Sage	(Eucophyllum frutescens)
Coralberry	(Symphoricarpos orbiculatus)
Cotoneaster	(Cotoneaste)
Deer Muhly	(Muhlenbergia rigens)
Dwarf Chinese Holly	(Ilex cornuta Rotunda)
Elaeagnus	(Elaeagnus pungens)
Flame Acanthus	(Anisacanthus quadrifidus)
Flowering Senna	(Senna corymbosa)
Forsythia	(Forsythia x intermedia)
Fragrant Mimosa	(Mimosa borealis)
Fragrant Sumac	(Rhus aromatica)
Germander	(Teucrium fruticans)
Gulf Muhly	(Muhlenbergia capillaris)
Inland Sea Oats	(Chasmanthium latifolium)
Japanese Barberry	(Berberis thunbergii)
Mexican Feather Grass	(Nassella tenuissima)
Mock Orange	(Philadelphus coronarius)
Mountain Sage	(Salvia regal)
Nandina	(Nandina domestica compacta)
Primrose Jasmine	(Jasminum mesnyi)
Rose of Sharon	(Hibiscus syriacus)
Sage	(Salvia)
Sideoats Grama	(Bouteloua curtipendula)
Skull Cap	(Leguminosae Scutellaris)
Sweet Mockorange	(Philadelphus coronarius)
Texas Dwarf Palmetto	(Sabal minor)
Texas Lantana	(Lantana horrida)
Texas Sage	(Leucophyllum frutescens)
Texas Sotol	(Dasylirion texanum)
Turk's Cap	(Malvaviscus arboreus)
Upright Rosemary	(Rosmarinus officinalis)
Viburnum (all)	(Viburnum)
Witch Hazel	(Hamamelidaceae Hamamelis
virginiana)	
Wooly Butterfly Bush	(Buddleia marrubiifolia)
Yellow Bells	(Tecoma stans)
Yucca	(Yucca)

3.5.4.5. Nuisance plants

Nuisance plants include the following. Nuisance plants may not be planted or used to meet the City's landscaping requirements, and are not protected by tree preservation, replacement, protection and removal standards.

Trees:

American Sweetgum	(Liquidambar styraciflua)
Arizona Ash	(Fraxinus velutin)
Bois d'arc	(Maclura pomifera)
Boxelder Maple	(Acer negundo)
Bradford Pear	(Pyrus calleryana bradfordii)
Brazilian Pepper	(Schinus terebinthifolius)
Chinaberry	(Melia azedarach)
Chinese Parasol Tree	(Firmiana simplex)
Chinese Tallow	(Sapium sebiferum)
Elephant Ear	(Alocasia spp., Colocasia spp.)
Eucalyptus (all)	(Eucalyptus)
Euonymus (all)	(Euonymus)
Hackberry	(Celtis occidentalis)
Honey Locust	(Gleditsia triacanthos)
Honeysuckle (all)	(Lonicera)
Japanese Zelkova	(Zelkova serrata)
Juniper (males)	(Juniperus)
Leland Cypress	(Cupressocyparis leylandii)
Lombardy Poplar	(Populus nigra)
Mesquite	(Prosopis glandulosa)
Mimosa, Silk Tree	(Albizzia julibrissin)
Monkey Puzzle	(Araucaria araucana)
Mulberry (all)	(Morus)
Olive	(Olea, Elenganus)
Paulownia	(Paulownia tomentosa)
Red-Tipped Photinia	(Photinia x fraseri)
Silver Maple	(Acer saccharinum)
Tree of Heaven	(Ailanthus altissima)
Vitex	(Vitex agnus-castus)

Shrubs:

Chinese Photinia	(Photinia spp.)
Common Privet	(Ligustrum sinense, L. vulgare)
Japanese Ligustrum	(Ligustrum lucidum)
Nandina (berrying varieties)	(Nandina domestica)
Photinia (all)	(Photinia)
Pyracantha, Firethorn	(Pyracantha spp.)
Russian Olive	(Elaeagnus angustifolia)
Wax Leaf Ligustrum	(Ligustrum japonicum)

Vines:

Cat's Claw Vine	(Macfadyena unguis-cati)
English Ivy	(Hedera helix)
Japanese Honeysuckle	(Lonicera japonica)
Kudzu	(Pueraria lobata)

Poison Ivy	(Toxicodendron radicans)
Vinca	(Vinca major, V. Minor)

Other:

Eurasian Watermilfoil	(Myriophyllum spicatum)
Giant Cane	(Arundo donax)
Hydrillia	(Hydrilla verticillata)
Johnson Grass	(Sorghum halepense)
Running Bamboo	(Phyllostachys aurea)
Water Hyacinth	(Eichhornia crassipes)

All plants listed in Texas Administrative Code Section 19.300 (Noxious and Invasive Plant List), and listed as Invasive and Noxious Weeds by the USDA Natural Resources Conservation Service, are also considered nuisance plants. Other plants may be prohibited at the discretion of Development Services staff on a case-by-case basis.

3.5.4.6. Low water use plants

Low water use trees, shrubs and groundcovers shall be used to the greatest extent practical.

3.5.4.7. Planting beds

Shrub and ground cover planting beds must be separated from turf grass with edging, and must have open surface areas covered with mulch or gravel.

3.5.4.8. Topsoil

Topsoil removed during construction activity must be conserved for later use on areas requiring re-vegetation and landscaping, to the maximum extent practicable.

3.5.4.9. Plant quality

Landscape plants must be free of defects, and of normal health, height, leaf density and spread appropriate to the species, as defined by American Association of Nurserymen standards.

3.5.4.10. Installation

Landscaping must be installed using sound horticultural practices, in a way that encourages quick establishment and healthy growth. Landscaping in each phase must either be installed or the installation must be secured with a letter of credit, escrow or performance bond for 150% of landscaping value before a certificate of occupancy for any building in a phase is issued.

3.5.4.11. Maintenance

Trees and vegetation, irrigation systems, fences, walls and other landscape elements are considered elements of the project in the same way as parking, building materials and other site details. The applicant, landowner or successors must be jointly and severally

responsible for regular maintenance of all landscaping elements in good condition. Landscaping must be maintained free from disease, pests, weeds and litter.

3.5.4.12. Replacement

Required landscape elements that are removed or dead must be promptly replaced.

3.5.5. Irrigation

3.5.5.1. Automatic irrigation required

All plants on newly developed parcels, except those developed for single household and two household dwellings, must be irrigated with underground or drip irrigation, with these exceptions:

- Plants that do not require irrigation for establishment.
- Mature xeriscape areas, with established plants that do not require irrigation for survival.
- Trees established for two years or more.
- Parkland or land designated for parkland in this PUD

3.5.5.2. Irrigation plan required

An irrigation plan must be included in the landscape plan for site plan review, if applicable.

3.5.6. Tree preservation and removal

3.5.6.1. Tree preservation, removal and replacement: undeveloped and redeveloped sites

3.5.6.1.1. Nuisance trees

Nuisance trees, as defined in Section 3.6.4.5, may be removed from a developed or undeveloped lot anytime. Replacement of nuisance trees is not required.

3.5.6.1.2. Diseased, dangerous and dead trees

Diseased, dangerous and dead trees of all species may be removed from an undeveloped lot anytime. Replacement of removed diseased, dangerous and dead trees is not required.

3.5.6.1.3. Healthy, protected trees (native, tall, and small trees)

Protected trees (trees with a DBH of at least 18 in. which are not nuisance trees) that are healthy and located on a vacant parcel or redevelopment site may only be removed when the parcel is developed or redeveloped. A tree

inventory and survey, showing the location, size, species and condition of existing protected trees on a lot, must be submitted and approved with a preliminary subdivision, site plan or building permit for a development, whichever comes first.

Site features must be designed to minimize disturbance to protected trees. Tree wells or cut areas may be used to preserve the original grade around an existing tree to the extent practical.

At least 50% of the total number of healthy protected trees must remain on the site or be relocated on a site within the PUD. Gross DBH loss of protected trees to be removed must be replaced at a 1:1 ratio. Replacement trees must be planted either on the development site or elsewhere in the PUD, in areas approved by Development Services staff. Replacement trees must have a DBH of at least 2 in.

A protected tree may be designated for removal if it meets one of the following criteria.

- It is in an existing or proposed easement or stormwater management system and cannot practically be saved.
- It is located where it will create a potential safety or health hazard, or a nuisance to existing or proposed structures or vehicle or pedestrian routes.
- It is located where it interferes with the installation, delivery, or maintenance of existing utility services to the site.

3.5.6.2. Tree preservation, removal, and replacement: developed lots

3.5.6.2.1. Nuisance trees

Nuisance trees may be removed from a developed lot anytime. Replacement of nuisance trees is not required.

3.5.6.2.2. Diseased, dangerous, and dead trees

Diseased, dangerous and dead trees of all non-nuisance species may be removed from a developed lot anytime.

3.5.6.2.3. Healthy, protected trees (native, tall, and small trees)

Healthy native tall and small trees with a DBH of 2.5 in. or more that cannot be considered diseased, dangerous or dead may be removed from a lot if the gross DBH loss is replaced at a 1:1 ratio (1 in. replaced for every 1 in. lost of

caliper inches DBH). At least 50% of the total number of replacement caliper inches must be planted on the lot, to the extent practical, or may be planted elsewhere within the PUD as approved by Development Services staff. Required mitigation trees planted elsewhere in the PUD shall be noted on the site plan, as well as the other site plan, and may not be counted towards future mitigation tree requirements on the other site plan.

3.5.6.3. Tree removal and replacement: signs

Healthy trees of all species and sizes, except species defined as nuisance trees, may not be removed with the intent of increasing the visibility of an existing sign, unless with administrative approval of Development Services staff.

3.5.6.4. Tree replacement conditions

3.5.6.4.1. Replacement plant types

Replacement trees may be any combination of native tall and short trees that keeps or brings the site in conformance with minimum required landscaping standards.

3.5.6.4.2. Replacement trees

Replacement trees must be placed on site, or in areas approved by Development Services staff within the PUD.

3.5.6.4.3. Landscape requirements

Existing and replacement trees may be used to meet landscape requirements. After tree removal and replacement, the number and placement of trees on a parcel must continue to conform to landscaping requirements.

3.5.6.4.4. Maintenance

Replacement trees must be maintained in good condition for one year after planting. In that year, the property owner must guarantee survival.

3.5.6.4.5. Unauthorized removal

The gross DBH loss of trees that are removed in violation of this section by the property owner, developer or any party acting on their behalf must be replaced at a 2:1 ratio (2 in. replaced for every 1 in. lost of caliper inches) with native tall trees. For illegal vegetation clearance to increase the visibility of signs per Section 3.5.6.3, replacement native tall trees must be planted in the cleared area, with 1 in. DBH for every 10 sq. ft. cleared.

3.5.6.5. Tree protection during construction

3.5.6.5.1. Tree protection zone

During construction, perimeter fencing must be erected around protected trees, at least at one-half of the drip line to the greatest extent practical , to

establish a tree protection zone, unless otherwise approved by Development Services staff. Large parcels with protected trees that are separated from construction or land clearing areas, street rights-of-way and utility easements may be "ribboned off," by placing post stakes at least 50 ft. apart and tying ribbon or rope from stake to stake along the perimeter. Storage or movement of equipment, material, debris or fill in the tree protection zone is prohibited.

3.5.6.5.2. Storage near trees

During construction, equipment cleaning or storage or disposal or waste material such as paints, oils, solvents, asphalt, concrete, motor oil or other material harmful to trees cannot be placed in the drip line of protected trees or group of trees.

3.5.6.5.3. Attachment to trees

Damaging attachments, wires, signs or permits cannot be fastened to protected trees.

3.5.6.5.4. Trenching

Trenches or footings must be outside the inner one-half of the dripline, to the greatest extent practical. Under the drip line of protected trees, no cut or fill may exceed 4 in. unless a qualified arborist or forester evaluates and approves the disturbance. When trenching for utilities, tunneling under roots greater than 8 in. diameter is required to prevent root damage. The developer is responsible for coordination with utility companies when trenching near protected trees, to the extent practical.

3.5.6.5.5. Root preservation

During grading, roots at least 1 in. in must be cut off cleanly with a handsaw about 12 in. behind the line of excavation. Exposed roots must be protected with moist backfill soil.

3.5.6.5.6. Grades

Raising the grade more than 6 in. around tree trunks is prohibited. This can cause trunk rotting, and serious damage or death to the tree. Finished grades must slope away from trunks to avoid water concentrated at tree bases.

3.5.7. Required site furniture

A parcel with a non-single family residential and a non-industrial use must have the following furniture installed, provided the condition(s) described in this Section exist on the site. Furniture must be functional. All amenities located on a site shall be owned, operated and maintained by the private property owner.

- Internal walkways: (choose 1 of the following) 1 bench, 1 trash can, 1 bike rack, or 1 masonry planter per 150 ft. linear walkway.
- Plazas: 1 bench per 50 sq. ft. and 1 trash can per 100 sq. ft. plaza area.
- Colonnades, loggias: 1 bench and 1 trash can per 50 ft.
- Bus stops: 2 benches and 1 trash can per stop (applicable to city adopted transit streets only).

3.6. Common Open Space

3.6.1. Required common open space

The PUD shall provide for a collection of privately owned, common open space lots set within a street system with access to the Brushy Creek park land. Common open space will be designed to (i) serve the recreational needs of the residents (ii) provide places and opportunities for interaction within the community and (iii) provide opportunities for interaction with the natural environment.

A minimum of 5 acres of land located within the Carmel Creek 100-year floodplain shall be established and maintained as common open space. An additional 15 acres of common open space shall be established within the PUD at locations within or adjacent to residential areas.

All private open space and structures thereon shall be conveyed to and permanently owned and maintained by a Property Owner's Association (POA) or other responsible entity approved by the Director. The POA may adopt rules and regulations regarding access, permitted uses, security (policing) and maintenance responsibilities for the open spaces.

Each lot designated as common open space shall include at least six thousand (6,000) square feet. The area of the common open space lot shall be measured and calculated to the property line of the affected lot.

Parking for common open space uses within the PUD may be provided with adjacent on-street parking. Off-street parking may also be provided within a common open space lot, at the option of the Developer. On-street parking will be credited toward the required parking spaces of the affected lot.

Except for undisturbed and reestablished native landscape areas, common open space shall be maintained by one of the following watering methods: an underground irrigation system; a drip irrigation system; or a hose attachment within two hundred (200) feet of all landscaping. Watering may be suspended in times of drought.

Common open space may include detention ponds that are primarily earthen, planted with plants, and functionally serve as an aesthetic and/or recreational amenity for residents. Such elements may include trails on the pond lot, water aeration fountains, shade trees and other plantings and seating. Such detention or wet ponds do not require screening.

3.6.2. Access

Common open space must be reasonably accessible to all residents of the PUD. Convenient pedestrian and vehicular access to open space must be provided. Green links and trails must be provided to common open space not readily accessible to a public street.

3.6.3. Common open space design

Common open space must be configured as a meaningful and functional space. Common open space land must be compact and contiguous to the maximum extent practicable, unless the land is used as a greenway or other linear park. Small, narrow, or unassigned strips behind or between buildings is unacceptable. Designated common open space may be in a natural, undisturbed state, landscaped for more formal, open play areas, or developed for active and/or passive recreation.

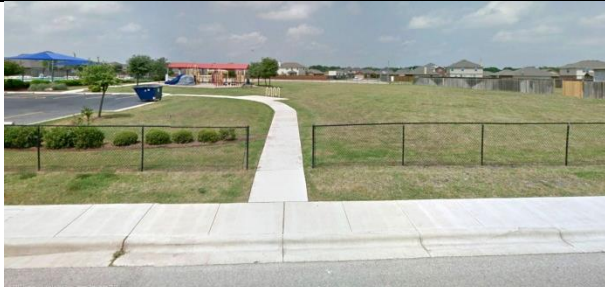
Common open space lots shall include park improvements, such as trails, lighting, seating, landscape planting, irrigation and accessory buildings and shade structures that are appropriate for the intended use and site conditions of that site. Access for police, fire or ambulance emergency providers shall be provided to private and common open spaces.

3.6.4. Areas not considered as common open space

The following do not meet the requirement for common open space:

- Private lots or yards not available for common use
- Public right-of-way or private streets and drives.
- Land covered by structures except ancillary structures associated with use of open space such as gazebos, picnic shelters or meeting rooms
- Detention/retention facilities, including drainage swales, unless designed for use as accessible and useable year-round community amenities by the residents of the development (e.g., picnic areas, passive recreation areas, playgrounds, ponds for fishing and/or boating, walking trails, etc.).

Good Open Space Examples	Open Space Examples to Avoid
 Functional common open space, including shade trees, jogging trail, sports court, and irrigated grass turf fronting on a public street	 Avoid - expansive, unmaintained area with scattered play structures, lack of shade, trees and walking paths and perimeter fence separating residents from open space
 Wide concrete trail graded for bike and pedestrian use within linear open	 Avoid - left over strip of land between street ROW and perimeter fence,

space area accessible from street, undisturbed wooded and natural area and perimeter stone wall	lack of tree cover and perimeter fence separating residents from open space
	
Concrete trail, native tall trees, natural wooded area, play area, seating, planted trees, and neighborhood pool and pool house	Avoid - expansive area with limited improvements, lack of shade trees, poorly located bike parking

3.7. Fences and Walls

3.7.1. General standards

3.7.1.1. Placement

3.7.1.1.1. Public right-of-way

Fences and walls cannot be placed in the public right-of-way.

3.7.1.1.2. Tree preservation

Fences must be placed where they will not threaten significant vegetation.

3.7.1.2. Materials

3.7.1.2.1. Finished side out

Fences with an unfinished or rough side and a finished or smooth side must be placed so the finished or smooth side faces out.

3.7.1.2.2. Prohibited materials

Materials not originally intended for use in constructing a fence are prohibited as fencing and screening materials. Examples of prohibited materials include plywood, particleboard, corrugated metal sheets (not incorporated into a frame), railroad ties, tires, door panels, and other makeshift materials.

3.7.1.2.3. Barbed wire and electric fences

Electrically charged, barbed wire and razor wire fences are prohibited. Exceptions are fences used to enclose livestock on farms, serve a public or quasi-public institution for public safety or security purposes, and temporarily securing construction vehicles and materials on a construction site.

3.7.1.2.4. Columns

Columns, pilasters, piers, finials and posts may be no more than 6 in. taller than the fence it joins.

3.7.1.3. Maintenance

3.7.1.3.1. General maintenance

Fences and adjacent landscaping must be maintained by their owners in good structural condition and repair. This includes general maintenance, painting and staining, and the replacement of broken, warped or missing portions with materials of equal or better quality that are consistent in design. Fences, walls and hedges must be vertically aligned and maintained upright; and in good structural or living condition. Angled or non-vertical fence support posts are prohibited.

3.7.1.3.2. Development perimeter walls

Individual property owners cannot alter development perimeter walls that are owned or controlled by a property owner's association without prior permission of the property owner's association.

3.7.1.4. Landscaping

Landscaping at a fence or wall may be required per landscape requirements in Section 3.5.

3.7.2. Permitted fences, walls, and hedges

The following fence, wall and hedge types are *permitted* and optional. Minor deviations to the fence standards set forth in this Section may be administratively approved by Development Services staff.

Permitted fence Area / purpose	Height	Fence transparency	Acceptable types/materials
Agricultural use	no more than 5 ft.	at least 50% along at least 50% of height, excluding columns; at least 75% along entire height in clear vision area	Wire (smooth, high-tensile, woven, mesh, hog wire, cable rail) Chain link Pipe Ornamental (metal, plastic) Picket (wood, plastic) Ranch (wood, plastic) Masonry (stone, brick, similar materials) Shrubbery hedge
Residential front yard	no more than 3 ft. (36 in.)	At least 75% along entire height in clear vision area	Wood frame wire Ornamental (metal, plastic) Picket (wood, plastic) Ranch (wood, plastic) Masonry (stone, brick, similar materials) Shrubbery hedge

Permitted fence Area / purpose	Height	Fence transparency	Acceptable types/materials
Residential side and rear yard	no more than 6.0 ft. (72") except that 8.0 ft. permitted on rear and side fences: 1) to stair step in height to finish grade at the base of the fence or slope changes and 2) where adjacent to a commercial or other non-single family use.	at least 25%, excluding columns, when next to trail or park; otherwise, may be solid	Wood frame wire Chain link (plastic coated; no slats. Ornamental (metal, plastic) Picket (wood, plastic) Ranch (wood, plastic) Privacy (wood, plastic) Masonry (stone, brick, similar materials) Shrubby hedge
Tennis / basketball court	no more than 15 ft.	at least 50%	Ornamental (metal, plastic) Chain link (plastic coated only)
Cannot substitute for other fence types when forming a boundary fence.			
Perimeter security fencing (Industrial and recreational uses only)	no more than 8 ft.	at least 75%, excluding columns in front yard; may be solid behind the building line	Ornamental (metal) Masonry (stone, brick, split face CMU, similar materials)
Outdoor storage area fencing requirements apply to equipment storage yards and similar areas visible from a street.			
Temporary perimeter security fencing (construction sites only)	no more than 8 ft.	Any	Wire (smooth, high-tensile, woven, mesh, hog wire, cable rail) Ornamental (metal, plastic) Picket, lattice (wood, plastic) Ranch (wood, plastic) Privacy (wood, plastic) Chain link
The fence must be removed when construction ends.			
Park, open space	no more than 4 ft. 5 ft. for dog park	at least 25%, excluding columns	Wood frame wire Ornamental (metal, plastic) Picket, lattice (wood, plastic) Ranch (wood, plastic) Masonry (stone, brick, decorative CMU, similar materials) Shrubby hedge Chain link (plastic coated, for dog parks and athletic fields only)
Outdoor storage area fencing requirements apply to equipment storage yards and similar areas visible from a street.			
Parking area: non-residential and 3+ household residential development	no more than 3.5 ft. (42 in.)	at least 75% along entire height in clear vision area	Wood frame wire Ornamental (metal, plastic) Picket, lattice (wood, plastic) Ranch (wood, plastic) Bollard and chain Masonry (stone, brick, decorative CMU, similar materials) Shrubby hedge
Retention and detention pond or basin	no more than 6 ft.	at least 50%, excluding columns	Ornamental (metal)
Development perimeter walls along SH 130, FM 685 and UP Rail Road	6 ft. to 12 ft.	may be solid	Masonry (stone, brick, split face CMU, similar materials) or Shrubby hedge

3.7.3. Required fences, walls, and hedges

The following fence, wall and hedge types are required. Minor deviations to the fence standards set forth in this section may be administratively approved by Development Services staff.

Required fence Area / purpose	Height	Fence transparency	Acceptable types/materials
Swimming pool	4 ft. - 6 ft.	at least 50%	Wood frame wire Ornamental (metal, plastic) Picket, lattice (wood, plastic) Chain link (but not at a public pool)
	Openings or gaps in the fence must be no more than 4 in. If the perimeter fencing on the lot meets these standards, an added fence surrounding the swimming pool is not required. Construction of fence must comply with ICC Building Code requirements, as adopted.		
Outdoor storage area	6 ft. - 8 ft.; may be taller if it screens tall objects	no more than 25%; must be solid when next to or visible from residential use	Privacy (plastic) Masonry (stone, brick, decorative CMU, similar materials)
	Should include the same, similar or compatible materials, finishes and detailing as the host structure. Masonry (stone, brick, decorative CMU, similar materials) is required when the storage area is visible from a residential use.		
Vehicle inventory area next to residential districts	6 ft. - 8 ft.	Must be solid	Masonry (stone, brick, decorative CMU, similar materials)
	Should include the same materials, finishes and detailing as the host structure.		
Residential development RV storage area	8 ft. - 10 ft.	Must be solid; gate may have transparency	Masonry (stone, brick, decorative CMU, similar materials)
	Must include the same materials, finishes and architectural detailing as the development perimeter wall; otherwise, must conform to development perimeter wall design standards.		
Dumpster and utility area	7 ft. - 8 ft.	Must be solid	Masonry (stone, brick, decorative CMU, similar materials)
	Must include the same, similar or compatible materials, finishes and detailing as the host structure. Gates must be visually and structurally solid; must be metal. Dumpsters and compactors cannot be unscreened, unless they are used for a construction or demolition project on the site.		
Loading area wing wall	Up to the building parapet; height determined in site plan review	Must be solid	Masonry (stone, brick, decorative CMU, similar or compatible materials)
	Must include the same, similar or compatible materials, finishes and detailing as the host structure.		
Utility substation or facility	6 ft. - 12 ft., or sufficient to conceal the substation or height required by the utility provider.	Must be solid	Masonry (stone, brick, decorative CMU, similar or compatible materials)

Required fence Area / purpose	Height	Fence transparency	Acceptable types/materials
Development perimeter wall	6 ft. min. 8 ft. max. 4ft. max.(or 6 ft. ht. max with 10% fence transparency) when adjacent to open space	Any	Ornamental (metal) Masonry (stone, brick, decorative CMU, similar or compatible materials) Ornamental metal or combination metal and wood must be used in areas adjacent to common open space to promote views. Precast concrete walls (h-post and single panel) may only be used to replace existing stockade fence-based perimeter walls.
	Required for residential subdivisions with more than one double frontage or corner lot, where the adjacent street at the rear or side of the lots is a minor arterial or major arterial street. Walls must include masonry columns at least 18 in. x 18 in. at no more than 50 ft. intervals, and turning and end points of the wall.		

Fencing may also be required under buffer yard requirements in Section 2.3.5.

3.7.4. Gated communities

Gated communities are prohibited.

3.8. Outdoor Lighting

3.8.1. General Standards

3.8.1.1. Display levels and light pollution

Lighting must be designed to minimize light pollution and spillage on adjacent properties.

Illumination at the property line must be no more than 5 lux for non-cut-off lights, and no more than 15 lux for cut-off lights. Streetlights are exempted.

Illumination spillover onto adjacent residential zoned properties must be no more than 5 lux. Streetlights are excepted

Streetlights in public right-of-way shall be solar-powered wherever possible.

3.8.1.2. Shielding

Outdoor lighting must be shielded, except at athletic fields. Shielding is achieved when light rays are not emitted above the horizontal plane of a fixture. The cone of illumination must be at least 30° downward from the horizontal plane.

3.8.1.3. Illumination of background and foreground spaces

Background spaces such as parking lots must be illuminated as unobtrusively as possible to meet the functional needs of circulation, security and safety.

Foreground spaces, such as building entrances and plaza seating areas, must use proximate lighting that defines the space without glare to the extent practical.

3.8.1.4. Confusion with warning devices

Lighting devices that may be confused with warning, emergency or traffic signals are prohibited.

3.8.2. Permitted on-site light sources

The following light sources are permitted:

- Incandescent. Fluorescent. Warm white and natural lamps must be used to reduce detrimental effects.
- Metal halide. Light must be filtered with a glass, acrylic or translucent enclosure of the light source.
- High-pressure sodium. Must be color corrected.
- Light-emitting diode. Warm white and natural lamps must be used to reduce detrimental effects.
- Glass tubes filled with neon, argon, or krypton. Limited decorative lighting only.

Types of light sources must be compatible throughout a commercial center lot, to the extent practical.

Street light source shall be consistent throughout each development within the PUD, to the extent practical and as permitted by the utility provider.

3.8.3. Prohibited lighting

The following light sources are prohibited:

- Laser source light.
- Strobe light.
- Flashing, blinking, or variably intense light, intentional or resulting from a defect.
- Search lights

Exceptions are:

- Traditional holiday lighting not used to draw attention to a sign.
- Flashing or blinking lights required by law.
- Beacon or searchlight, including temporary display. Beacons are permitted on structures where the Federal Aviation Administration requires them.

3.8.4. Light poles

3.8.4.1. Height

Maximum light pole heights are as follows: Streetlight light pole height shall be coordinated with the utility provider.

Parking areas: 20 ft.

Pedestrian areas and drive aisles: 16 ft.

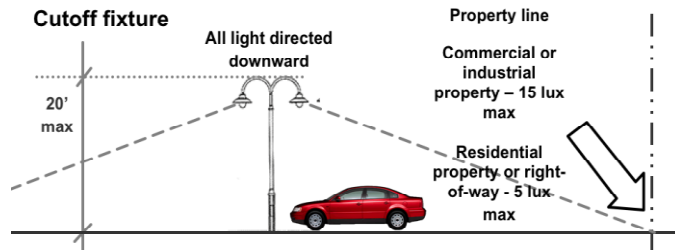
Sports fields: 50 ft.

Temporary lighting at construction sites: 50 ft.

Alley: 12 ft.

Street-local and collector: 16 ft.

Street-arterial: 24 ft.



3.8.4.2. Design

Light poles should have a base, middle and top.

Light pole design must be consistent or compatible with the style and character of the building design on the site.

Cobra head light poles are prohibited on pedestrian-oriented commercial streets, unless required by the utility provider. Decorative cobra head street light poles may be used on arterial streets, and streets in vehicle-oriented commercial and industrial areas. Where used, cobra head street light poles must incorporate a supplemental non-cobra style light mounted at a 12 ft. - 14 ft. height to illuminate the sidewalk, to the extent practical and as permitted by the utility provider.

Bare metal poles are prohibited.

Elevated form bases greater than 4 in. above grade are prohibited.

Light poles must be placed in landscape areas wherever practical. Light poles must not obstruct sidewalks or bicycle paths.

3.8.5. Attached light features

3.8.5.1. Sconces

Sconces or gooseneck lighting fixtures may be used to illuminate areas near building walls. Sconces must direct light downward against the building wall and immediately adjacent areas.

Light fixture design must be compatible with the style and character of the host structure.



An example of contemporary gooseneck lighting.

3.8.5.2. Wall packs

Wall packs may only be used at the rear of industrial buildings to light security areas. They cannot be used to draw attention to the building or provide general building or site lighting.

Wall packs must be fully shielded to direct the light downward.

Source output per wall pack must be no more than 1500 lumens.

3.8.5.3. Awnings

Awnings and canopy fascia cannot be internally illuminated.

3.8.6. Gas station canopies

3.8.6.1. Design

Lighting fixtures, including lenses, must be completely recessed into to the canopy ceiling if it is flat or no lower than 1 ft. above the lowest point of the canopy roof or fascia if it is sloped.

Source output per fixture must be no more than 3750 lumens.

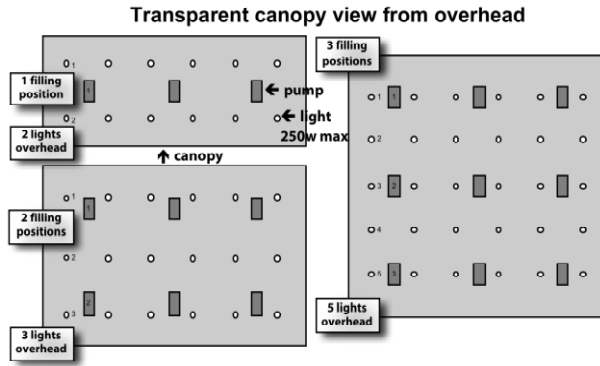
Canopy fascia cannot be illuminated, except logo signs permitted by sign requirements in Section 3.9.

3.8.6.2. Number

Canopies one pump deep may have up to two lighting fixtures per filling space.

Canopies two pumps deep may have up to three lighting fixtures per two filling spaces.

Canopies three pumps deep may have up to five lighting fixtures per three filling spaces.



3.8.7. Flood lights

Floodlights may be used only to light sports fields, outdoor recreation areas and construction sites.

Floodlights must be fully shielded or provided with sharp cut-off ability, to minimize uplight, spill-light and glare.

3.8.8. Accent lighting

Bottom-mounted lights used to illuminate landscaping and water features, or provide visual accents, are permitted.

Pole mounted accent lighting greater than 1 ft. tall is prohibited.

Roof-mounted and rooftop accent lighting is prohibited.

Banding of building plane changes (cornices, building corners, column edges, etc.) with neon or other illumination is prohibited.

3.8.9. Signs

Signs may be illuminated internally.

Ground mounted lights may illuminate a monument sign. Lighting should not spill over the edge of the sign wall face and must be shielded from oncoming traffic.

Exposed bulbs that outline a sign are prohibited.

Blinking, chasing, or other changes in illumination intensity, color, or direction, intentional or not, are prohibited. This includes electronic message centers.

Open faced neon channel letters are prohibited.

3.8.10. Alternative conformance

Development Services staff may administratively approve an alternative lighting plan. Alternative lighting plans must clearly identify and discuss modifications, proposed alternatives, and how the alternative plan will meet the intent of this section better than a plan conforming to this section.

Development Services staff will consider whether the proposed alternative lighting design protects natural areas from light intrusion, enhances neighborhood continuity and connectivity, and shows innovative and creative design.

3.9. Signs

3.9.1. Permitted signs

3.9.1.1. Undeveloped parcels

The following signs are permitted on lots with agricultural uses, and vacant or undeveloped parcels:

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Temporary: real estate	Freestanding (pole) or attached (wall)	1 per 1,000 ft. of street frontage	64 sq. ft. per sign	Freestanding: 10 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
Temporary: Wayfinding	Freestanding (pole, monument or attached (wall)	50 ft. min. separation	32 sq. ft. per sign	Freestanding: 6 ft.	n/a
Temporary: property for sale or rent	Freestanding (pole) or attached (wall)	1 per 1,000 ft. of street frontage	64 sq. ft. per sign	Freestanding: 10 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
Temporary displays	As permitted in Section 3.9				

3.9.1.2. Residential uses

The following signs are permitted on lots with residential uses:

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Permanent: PUD identification	Freestanding (pole, monument or integrated into entry feature)	2 per entrance into the PUD and 1 along each PUD property frontage	128 sq. ft. per sign	12 ft.; 40 ft. ht if integrated into entry feature, sculpture, monument wall, fountain, etc.)	n/a
Permanent: development	Freestanding (pole, monument or attached (wall))	1 per each entrance into the development	32 sq. ft.	6 ft.	n/a
Permanent: Wayfinding	Freestanding (pole, monument or attached (wall))	50 ft. min. separation	32 sq. ft.	6 ft.	n/a
Temporary: property with construction	Freestanding (pole) or attached (wall)	1 per street frontage	4 sq. ft. per sign	Freestanding: 6 ft. Attached – below roofline	Freestanding: 5 ft. from property lines
Temporary: property for sale or rent	Freestanding (pole) or attached (wall)	1 per street frontage	4 sq. ft. per sign	Freestanding: 6 ft. attached: below roofline	Freestanding: 5 ft. from property lines
Temporary: property with model home	Freestanding (pole)	1 per house	16 sq. ft. per sign	4 ft.	5 ft. from property lines
Temporary: new residential development	Freestanding (pole) or attached (wall)	1 per each entrance into the development	32 sq. ft. per sign	Freestanding: 6 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
	Freestanding (pole)	1 per 50 linear feet of frontage; up to 6 for the development	12 sq. ft. per sign	4 ft.	5 ft. from property lines
Temporary: Wayfinding	Freestanding (pole, monument or attached (wall))	50 ft. min. separation	32 sq. ft. per sign	6 ft.	n/a
Temporary displays	Only for multiple unit household dwelling developments, subject to Section 3.9				

3.9.1.3. Institutional and civic uses

The following signs are permitted on lots with institutional and civic uses.

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Permanent	Freestanding (pole, monument)	1	32 sq. ft.	6 ft.	5 ft. from property lines
	Attached (awning, canopy, projecting, wall, window)	2 per wall	Building total = 0.5 sq. ft. per façade frontage ft.	Below roofline	n/a
Temporary: property with construction	Attached (wall) or freestanding (pole)	1 per street frontage	12 sq. ft. per sign	Freestanding: 6 ft. Attached: below roofline.	Freestanding: 5 ft. from property lines
Temporary: property for sale or rent	Attached (wall) or freestanding (pole)	1 per street frontage	12 sq. ft. per sign	Freestanding: 6 ft. Attached: below roofline.	Freestanding: 5 ft. from property lines
Temporary: Wayfinding	Freestanding (pole, monument or attached (wall))	50 ft. min. separation	32 sq. ft. per sign	Freestanding: 6 ft.	n/a
Temporary displays	Subject to Section 3.9				

3.9.1.4. Commercial, retail and industrial uses.

The following signs are permitted on lots with commercial, retail and industrial uses:

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Permanent: PUD identification	Freestanding (monument, pole or integrated into project entry feature)	2 per entrance into the PUD and 1 along each PUD property frontage	128 sq. ft. per sign	12 ft.; 40 ft. if integrated into entry feature (wall, architectural or sculptural feature, fountain, etc.)	n/a
Permanent	Freestanding (monument): single use/building sites and outparcels	1, or 2 (1 per street frontage) if on corner lot	64 sq. ft. per sign	8 ft.	n/a 100 ft. from other freestanding signs on the site.
	Freestanding (monument): multi-tenant building/commercial or industrial center <100,000 sq. ft. GFA	1 per street frontage and 1 per 500 ft. of property frontage	96 sq. ft. per sign	12 ft.	n/a 100 ft. from other freestanding signs on the site.
	Freestanding (monument): multi-tenant building/retail commercial or industrial center ≥100,000 sq. ft. GFA	1 per street frontage and 1 per 1000 ft. of linear frontage	128 sq. ft. per sign	18 ft.	n/a 100 ft. from other freestanding signs on the site.
	Attached (awning, canopy, projecting, wall and window): single use/building sites	Any, up to maximum permitted area for the wall	Front/façade: 1.0 sq. ft. per linear wall frontage ft. Side and rear walls: 0.50 sq. ft. per linear wall frontage ft. 32 sq. ft. minimum signage allocation	Below roofline	n/a
	Attached (awning, canopy, projecting, wall and window): multi-tenant building/shopping center sites	Any, up to maximum permitted area for the tenant frontage of the wall where the signage will be placed	Same permitted area as single use/building sites, allocated by tenant frontage for an individual façade or wall. May be further restricted by master sign plan	Below roofline	n/a
	Attached (gas station canopy; in addition to freestanding signs)	1 on each side	no more than 32 sq. ft. per sign, (including logo)	n/a	n/a

Type		Number	Maximum sign face area	Maximum height	Minimum setback
	Attached (sculptural)	1 per building or tenant space	no more than 64 sq. ft. (height at tallest point x width at widest point)	at least 50% of sculpture height below roofline or parapet wall	n/a
Permanent: Wayfinding	Freestanding (pole, monument or attached (wall))	50 ft. min. separation	32 sq. ft.	6 ft.	n/a
Temporary: property with construction	Freestanding	2 per vehicle entrance	32 sq. ft. per sign	6 ft.	5 ft. from property lines
Temporary: Wayfinding	Freestanding (pole) or attached (wall)	50 ft. min. separation	48 sq. ft. per sign	Freestanding: 6 ft.	n/a
Temporary: property for sale or rent	Attached (wall) or freestanding (pole)	1 per street frontage	1 sq. ft. per 1,000 sq. ft per sign, 32 sq. ft. per sign minimum allocation, not to exceed 128 sq. ft. per sign.	Freestanding: 8 ft. Attached: below roofline.	Freestanding: 5 ft. from property lines
Temporary displays	Subject to provisions of Section 3.9				

3.9.1.5. Open space and recreational uses.

The following signs are permitted on common open space lots and lots with recreational uses.

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Permanent	Attached (wall) or freestanding (monument, pole), within open space lot and recreational uses	1 per street frontage	32 sq. ft.	Freestanding: 6 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
Permanent: District-oriented	Freestanding (pole) or attached (wall)	Unlimited; 50 ft. min. separation	32 sq. ft.	6ft.	n/a
Temporary: Wayfinding	Freestanding (pole) or attached (wall)	50 ft. min. separation	32 sq. ft.	6ft.	n/a
Temporary: property with construction	Freestanding (pole) or attached (wall)	1 per street frontage	32 sq. ft. per sign	Freestanding: 6 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
Temporary displays	Allowed only for open space or recreational uses Subject to Section 3.9				

3.9.2. Exempted signs, not requiring a sign permit

These signs are permitted in all development areas, unless noted. A sign permit is not required for exempt signs provided the sign complies with the standards set forth in this Section 3.9:

Wayfinding signs

A-frame signs, up to 12 SF in area

Address numbers and family name identification on residences.

City-owned/operated signs. On and Off-site directional kiosk signs authorized by the City of Hutto.

Directional sign: one freestanding sign per curb cut in commercial, retail and industrial uses. Signs may be no more than 6 ft. tall and no more than 18 sq. ft. in area.

For sale, for rent and for lease signs on vehicles, boats, trailers and other personal property.

Garage sale signs: up to three signs, each no more than 4 sq. ft., may be displayed only while the garage sale is in progress. Garage sale signs must be placed outside of the right-of-way and public property. Garage sale signs may be placed within City of Hutto right-of-way (not County or State right-of-way) if written permission from an adjacent property owner is attached to said sign. Said garage sale sign must be removed before 5:00 PM on the last day

of the sale. This amendment supersedes Chapter 8, Article 8.05 of the City of Hutto Code of Ordinances.

Hippopotamus statues no more than 3 ft. tall painted with the name, logo and/or trademark colors of the business or sponsor displaying them.



Native hippopotamus statue

Historical markers, plaques, grave markers, cornerstones and commemorative tablets.

Works of fine art that in no way identify or advertise a product or business.

National, state, local and decorative non-commercial flags, each no more than 50 sq. ft. in area, flown for their intended purpose under generally accepted flag protocol, on a flagpole or building mounted staff no taller than the maximum permitted building height in the underlying zoning district, and not acting as a form of advertising.

Open house signs: up to three signs may be used, displayed outside the public right-of-way and public property. Open house signs may be placed within City of Hutto right-of-way (not County or State right-of-way) if written permission from an adjacent property owner is attached to said sign. Said open house sign shall be displayed only while the open house is in progress or for 16 hours in a one-week period, whichever is shorter. The sign must be removed immediately after the open house. Signs may be no more than 4 sq. ft. in area, and no more than 4 ft. tall.

Public Information Signs, provided such signs are removed no more than 3 days after event.

Public utility warning and underground utility identification signs.

Religious symbols (cross, Star of David, star and crescent, etc.). Signs where the shape of a religious symbol is an integral part of the sign design are not exempted.

Signs manufactured as a standard, integral part of a mass-produced product accessory to a commercial, public or semi-public use, including telephone booths, mail and newspaper boxes, vending machines, automated teller machines, gas pumps and vacuums.

Signs, notices, placards, certificates and official papers authorized or required by statute, government agency or court.

Signs for rest rooms, accepted credit cards, business organization membership (Chamber of Commerce, Better Business Bureau, etc.), meetings of civic groups, and business hours, displayed at a business.

Signs identifying zones in parking lots, no more than 6 sq. ft. in area.

Signs on concessions and rides at special events such as fairs and festivals.

Signs painted on vehicles and trailers that are operating and registered, used in everyday business activities, parked in areas appropriate for their use as vehicles normally used during business hours, and not being used only for attracting business.

Temporary decorations and displays that are clearly associated with a national, local, or religious holiday or celebration, provided there are no fire, traffic, or pedestrian hazards.

3.9.3. Prohibited signs

The following signs are prohibited in all areas of the PUD, unless noted.

Off-premise signs, except for directional kiosk signs.

Signs with changing light, color or motion effects, intentional or resulting from a defect. This prohibition includes, but is not limited to:

- Blinking, flashing, chasing, strobe and alternating color lights, integrated into a sign or not.
- Electronic message centers.
- Signs incorporating “eye catchers” and similar shiny devices designed to reflect light and create a glimmering or flashing effect.
- Signs with animated or rotating parts.
- Signs emitting flame, smoke, steam or other visual matter.

This prohibition does not apply to:

- Electronic changeable copy/message board/variable message signs whose message portion is enclosed with glass, plastic, or other durable material and who provide an auto-dimming feature based on natural ambient light conditions. Auto-dimming feature must not allow any changeable copy/message board to exceed a brightness of 7,000 NITs in daylight or 500 NITs for night use. Such signs also cannot be animated; messages must remain static for at least sixty seconds, and display no more than four colors any one time in a static pattern.
- Signs with flashing or chasing lights on concessions and rides at special events such as fairs and festivals.
- Holiday decorations and light strings displayed during November, December and January. Light strings cannot outline or highlight a sign.
- Rotating barber poles at a legitimate barber or beauty shop.
- Rudimentary time and temperature displays that are not potentially distracting to drivers.

- Warning signs and markers placed by, or authorized by and on behalf of government agencies.

Temporary signs placed in or over the public right-of-way or public property require a sign permit. Permanent signs are not permitted in the right-of-way. The city may remove signs installed without a sign permit that are located in the public right-of-way or on public property. Temporary signs placed in or over the public right-of-way or public property are permitted with an approved R.O.W. permit and City license agreement.

This prohibition does not apply to:

- Signs placed by government authorities.
- Banners placed on a light pole, utility pole, or over a street, as part of a special event of general civic interest.
- Kiosk signs.
- Wayfinding signs.
- Temporary garage sale and open house signs in compliance with Section 3.22.4 and this PUD.
- Signs placed on vehicles and trailers that are parked and used primarily as a sign.
- Signs and posters placed on trees, fences, light poles and utility poles, except parking lot zone signs on light poles.
- Banners, pennants, balloons, streamers, and other temporary signs, except on a temporary basis as permitted in Section 3.22.4.

Attached signs placed on a roof or above a parapet wall of a building. This prohibition does not apply to sculptural signs.

Attached domed, bullnose and bubble-style awning signs.

Freestanding signs placed where they might obscure a clear view of traffic on intersecting streets, and traffic warning and control signals and signs.

Signs that closely resemble or imitate official signs and traffic control devices.

Signs blocking doors, windows, vents, stairs and ramps.

Signs built and displayed without a sign permit, if a sign permit is required.

Signs built from materials usually used for temporary signs (cloth, thin plastic, corrugated plastic, etc.) displayed as permanent signs, except for no more than 30 days or less in place of a damaged, removed or permitted but unbuilt sign

Portable signs, including signs originally built as portable signs permanently mounted on a building or the ground.

Snipe, spam, and bandit signs.

Large objects such as motor vehicles, boats, aircraft, engine blocks, home appliances, heavy equipment, industrial machinery, and similar objects used as or included in signs.

Signs not expressly permitted in this section or elsewhere in this PUD.

3.9.4. Temporary signs and displays

3.9.4.1. Temporary displays

Temporary displays may include these items:

- Banners, no more than 32 sq. ft.
- Banners placed over the street to identify special events of general civic interest. The banners cannot be used for commercial advertising. Sponsor identification may be displayed on no more than 25% of the banner face area.
- Pennants, streamers, and small (no more than 12 in. diameter) balloons.
- Balloons and other inflatable objects no more than 12 ft. in height. Balloons and inflatable objects cannot be placed on top of a building. Inflatable objects cannot have flailing or animated elements.
- New development marketing flags.
- A business may have up to six temporary displays in a calendar year, with a time of no more than 30 days for each display.

3.9.4.2. Construction sign display time

Temporary signs on property under construction must be removed in 7 days after construction is complete.

3.9.4.3. Real estate sign display time

Temporary signs on property for sale or rent must be removed in 7 days after the lease or sale of the identified property.

3.9.4.4. Temporary development sign display time

Temporary signs within the PUD may be displayed as long as the sign is maintained in good repair and has a valid sign permit for up to 2 years, at which time a new permit application must be submitted.

Temporary development signs at rental communities may be displayed as long as the sign is maintained in good repair and has a valid sign permit for up to 2 years, at which time a new permit application must be submitted.

3.9.5. Substitution of non-commercial message

Noncommercial copy may be substituted for commercial copy on any permitted sign. If noncommercial copy is substituted, the resulting sign will continue to be treated as the original commercial sign under this code and will not be treated as an outdoor advertising display. Content of noncommercial copy on a sign otherwise permitted by this code may be changed without complying with provisions required for sign copy or design approval.

3.9.6. Sign design

3.9.6.1. Color

Colors for permanent on-site sign frames and supports must match, compliment or be compatible with the primary finish and colors of buildings on the site.

3.9.6.2. Illumination

Illumination must be shielded so there is no glare in the public right-of-way and adjacent properties, and directed so it does not point towards the sky.

Illumination must be steady and even over the entire sign face, to the greatest extent practical. The full number of lighting elements must be kept in working condition.

3.9.6.3. Materials

Internally lit channel letters and halo lit letters are preferred for attached signs. Domed, bullnose and bubble-style awning signs, and internally illuminated box signs, are prohibited as attached signs.

The sign base of permanent freestanding signs must match, compliment or be compatible with the dominant surface material of the main building on the site.

3.9.6.4. Attached sign placement

Attached signs cannot overlap features such as cornices, eaves, window and door frames, columns and other decorative elements, except with administrative approval of Development Services staff.

Signs must be placed at least 3 ft. from the vertical edge of a wall and other attached signs.

3.9.6.5. Attached sign height

Attached signs must be placed entirely below the lowest point of a building's parapet wall, except signs on water towers and smokestacks.

The lowest point of a projecting or awning sign must be at least 8 ft. above the sidewalk.

3.9.6.6. Window sign area

Window signs may cover no more than 25% of a window area.

Window signs are not considered in measuring the overall sign face area on a wall.

3.9.6.7. Free-standing sign placement

Freestanding signs cannot be placed where they obscure important architectural features such as entrances, display windows or decorative elements when seen from the public right-of-way.

Freestanding signs cannot be placed in or project over the public right-of-way, or create a visual obstruction in a vertical space between 3 ft. and 10 ft. above the curb in the clear vision area of a public street.

3.9.6.8. On-site free-standing sign landscaping

Landscaping must form a cluster or massing at the base of freestanding signs, in an area at least 25% of the sign height around the footprint, except with administrative approval of Development Services staff.

3.9.6.9. A-frame signs

A-frame signs must be secured in place, to the extent practical.

3.9.6.10. Sign master plans

A Sign Master Plan is not required for the PUD, provided signs comply with provisions of this Section 3.9. If a lot contains multiple businesses and uses, the applicant may submit a Sign Master Plan. The plan shall be submitted with a site development plan permit for a parcel or site. Sign type, color, scheme, size and illumination of the signs being submitted for approval must be coordinated and compatible with the architectural character on the site.

3.9.7. Sign permits

3.9.7.1. Sign permit required

Sign permits are required for the following sign types:

- New permanent signs, excluding window signs.
- New development signs.
- New real estate, construction and temporary development signs at least 12 sq. ft.
- Temporary displays.
- Expansion to the face area or height, or change in the dimensions of an existing sign
- Change in the location of an existing sign.
- Change in the logo, name or message displayed on an existing sign, except altering the copy on changeable copy faces.

3.9.7.2. Sign permit and specific use permit approval required

Specific use permit review and approval, and a sign permit, is required for a sculptural sign.

3.9.7.3. Sign permit not required

Sign permits are not required for the following sign types:

- Wayfinding signs
- Exempted signs
- Window signs

3.9.7.4. Revocation

Sign permits will be revoked if there is any violation of this code or misrepresentation of any information in the permit application.

3.9.7.5. Pending violations

Sign permits will not be issued for businesses or locations where existing signs violate this PUD, except to replace an illegal sign with a legal sign.

3.9.7.6. Expiration

Sign permits expire six months after permit issuance, if the signs are not built.

3.9.8. Sign maintenance

3.9.8.1. Building code conformance

Signs must be built and maintained in conformance to structural, electrical and safety standards of the most current International Building Code, as adopted by the City.

3.9.8.2. Condition

Signs must be kept clean and in good repair, visually and structurally. Braces, bolts, clips, fastenings and supporting frames must be securely affixed to the support structure or wall. Signs must be kept free of rust, rot, insect infestations, bird nests and other deterioration.

3.9.8.3. Blank signs

Sign faces that are unreadable, not maintained, or removed, leaving only the shell or support structure, must be replaced in 30 days or the sign must be removed. This is not an exception to the prohibition of nonconforming sign replacement.

3.9.8.4. Unsafe signs

Signs that are unsecured, unsafe or in danger of falling; or damaged, destroyed, taken down or removed for any purpose other than copy change, must be removed or repaired to conform to this PUD.

3.9.8.5. Removal

When sign removal is required, the entire sign, supporting structure and any exposed foundation must be removed.

Signs painted directly on an exposed masonry wall must be removed by a process that strips the entire sign from the wall, not by painting over the sign. Signs declared historic by the Historic Preservation Commission are exempt.

3.9.9. Non-conforming and abandoned signs

3.9.9.1. Non-conforming signs

Provisions for nonconforming and abandoned signs are in **Section 10.206 of the UDC**.

3.9.9.2. Abandoned signs

Signs are considered abandoned if they:

Advertise or identify an object, person, institution, business, product, service, event or location that no longer exists or is no longer relevant; or

Abandoned signs must be removed by the sign owner, property owner or the city at the owner's expense. Abandoned signs cannot be reused. Signs declared historic by the Historic Preservation Commission are exempt.

3.9.10 On-premise signs

All permanent and temporary signs located within the PUD shall be considered on-premise signs.

4. SUBDIVISION STANDARDS

4.1. Lot Division and Adjustment Processes

4.1.1. Amended plat

4.1.1.1. Applicability

The amended plat process may be used for the following in the PUD:

- Adjust or relocate the boundary or lot lines between one or more adjacent lots on an approved plat, where the number of lots will not increase.
- Join two or more adjacent lots on an approved plat, where the entire plat will not be vacated.
- Correct an error or omission on an approved plat.
- Show monuments set after death, disability, or retirement from practice of the engineer or surveyor charged with responsibilities for setting monuments.
- Show the proper location or character of monuments that have been changed in location, character, or shown incorrectly on an approved plat.

4.1.1.2. Criteria and process

The amended plat process and review criteria are described in **Section 10.203.2 of the UDC**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.1.2. Major subdivision

4.1.2.1. Applicability

A major subdivision permits the division of a parcel into two or more lots and/or tracts. The major subdivision process may be used to subdivide legal lots, if the subdivision is not eligible for the short form subdivision process.

4.1.2.2. Criteria and process

The major subdivision process and review criteria are described in **Section 10.203.7 of the UDC**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.1.3. Short form subdivision (short form final plat, minor subdivision)

4.1.3.1. Applicability

A short form subdivision provides for the timely review of proposed land division that does not discernibly impact surrounding properties, environmental resources, city character or public facilities. The short form subdivision process may be used for the following land divisions:

- Division of existing legal uses with separate utilities, except nonconforming billboards. This process cannot be used to divide accessory uses from principal uses or create an opportunity for more principal uses.
- Division of an unplatted lot into four lots or less, with no new streets, with the condition that further subdivision must be approved through the major subdivision process.
- Divisions of land for public utilities, open space, schools or other public uses.

4.1.3.2. Criteria and process

The short form subdivision process and review criteria are described in **Section 10.203.14 of the UDC**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.1.4. Plat vacation

4.1.4.1. Applicability

Plat vacation provides for the vacation of an entire subdivision plat if development will not occur consistent with the approved plat.

4.1.4.2. Criteria and process

The plat vacation process and review criteria are described in **Section 10.203.11 of the UDC**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.1.5. Right-of-way vacation

4.1.5.1. Applicability

Right-of-way vacation permits the vacation of rights-of-way and easements that are no longer needed. Subject to review criteria, City Council may grant a right-of-way or easement vacation for any right-of-way or easement of record where the city has jurisdiction. Right-of-way vacation results in a new lot configuration, and also requires an amended plat.

4.1.5.2. Criteria and process

The right-of-way vacation process and review criteria are described in **Section 10.203.13**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.2. Plat Types

4.2.1. Preliminary plat

4.2.1.1. Purpose

A preliminary plat provides detailed graphic information and associated text showing property boundaries, easements, land use, streets, utilities, drainage, and other information required to evaluate proposed subdivisions of land. The preliminary plat includes the location of required by this article and other applicable city ordinances, codes and policies. Preliminary plats cannot be recorded or used as a plat of record.

4.2.1.2. Criteria and process

Information required for preliminary plat submittal is described in the **City of Hutto Development Administrative Guide Manual**.

4.2.2. Final plat

4.2.2.1. Purpose

A final plat provides detailed graphic information and associated text showing property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land. Final plats are recorded and used as a plat of record, subject to the regulations in this chapter.

4.2.2.2. Criteria and process

Information required for concept plan submittal is described in the **City of Hutto Development Administrative Guide Manual**.

4.3. General Provisions

4.3.1. Required improvements

4.3.1.1. Required features

The developer or applicant must make all of the following improvements:

- Dedicate right-of-way necessary to achieve the width required by applicable transportation-related plans for streets adjoining the property.
- Reserve, but not dedicate, right-of-way for controlled access highways.
- Pave and install curbs and gutters along streets adjoining the property.
- Install sidewalks and pedestrian pathways.
- Install street signs.
- Install street lighting.
- Install development perimeter walls, if walls are required.
- For residential development, provide open space and recreational facilities.
- Install all utilities underground, excluding transmission lines.
- Provide landscaping, drainage, fire protection required for the project.

4.3.1.2. Developer responsibilities

All improvements which the developer is required to make shall be made at the developer's expense without reimbursement by the City, except as provided otherwise in this PUD or related development agreement. The City may contract with a developer to construct public improvements relating to the development in accordance with **Chapter 212, Subchapter C of the Texas Local Government Code**, as amended.

4.3.2. Timing and inspection of improvements

Unless otherwise stated, a subdivider developer cannot begin construction activities in the PUD, including clearing and/or rough grading, before first obtaining all city approvals required by this chapter.

4.3.3. Phasing plan requirements

Projects to be developed in multiple phases must meet all the following requirements unless otherwise approved by the Development Services staff.

If requested in the original application, a major subdivision may be considered for approval for phased development.

Phasing plans must be included in the first submittal and are reviewed by Development Services staff and/or other city staff and evaluated as part of the overall development plan.

Each phase of a development needs to be “stand alone” for utilities, fire protection, streets and stormwater management. Phase lines must follow reasonable and logical boundaries, such as terminating at intersections or following topographical breaks.

Phases must be constructed in the approved manner to ensure orderly and planned development.

Phases must be planned to ensure the efficient construction of adjacent future phases (phases immediately next to the subject phase, sharing a common boundary line), and to ensure that phased development is contiguous.

Lot numbers shall not be duplicated in different phases of the same subdivision.

Each proposed phase must, at a minimum, include the transportation, utility, and other public/private infrastructure shown on the proposed phasing plans, so each phase is independent of later phases.

Right-of-way and/or easements for public infrastructure servicing the respective phase must be recorded with the first plat.

Water and sewer extension permit applications for each individual phase of the project are required after plan approval.

4.3.4. Construction plans submission

4.3.4.1. Submittal

Subdivision improvement construction plans shall be submitted for review and approval by the City Engineer for all development for which public improvements are required.

4.3.4.2. Developer must retain engineer

The developer must retain the services of an engineer registered in the state of Texas, whose seal shall be placed on the subdivision improvement construction plans in accordance with the Texas Engineering Practice Act. The engineer shall be responsible for the services described in City Standards. The services performed by the engineer shall be as designated in the latest edition of the “Manual of Professional Practice – General Engineering Services,” published by the Texas Society of Professional Engineers, and shall include both design and inspection as defined in this code.

4.3.4.3. Submittal content

Except as provided in this code, after preliminary plat approval, subdivision improvement construction plans may be submitted to the City Engineer for approval. The subdivision improvement construction plans submittal shall include all of the information specified in the Development Administrative Guide.

4.3.4.4. State review

All subdivision improvement construction plans must comply with the Texas Accessibility Standards administered by the Texas Department of Licensing and Regulation (TDLR) and the Americans with Disabilities Act of 1990, as amended. The developer shall submit applicable portions of the subdivision improvement construction plans to TDLR for review. Upon the completion of construction, the developer shall request inspection of all pedestrian facilities by the TDLR and pay all necessary fees. The City will not accept the public improvements until the developer provides evidence that the plans have been reviewed and approved by TDLR and that payment of the required inspection fees has been made.

4.3.4.5. Expiration of approval subdivision improvement construction plan

The subdivision improvement construction plans will expire 2 years from the date of approval by the City Engineer if construction has not commenced. Even after construction has commenced, the approved subdivision improvement construction plans will expire 3 years from the date of approval. If approved subdivision improvement construction plans expire, the plans shall be resubmitted for review and approval to ensure compliance with the current design and construction standards.

4.3.4.6. Pre-construction conference

After the approval of the subdivision improvement construction plans, a pre-construction conference shall be required to commence construction of the public improvements. Said conference shall be held with the City Engineer and include the following persons: developer, developer's contractor, developer's engineer, and other parties as determined by the City Engineer.

4.3.5. Construction of public improvements

4.3.5.1. Requirement

All public improvements required by these regulations shall be installed and constructed by the developer, or his successors in title, within 3 years from the approval of the subdivision improvement construction plans. All improvements shall conform to the provisions of this PUD and approved plans.

4.3.5.2. Failure to complete improvements

Where public improvements are not completely installed and constructed within 3 years, the City may do the following:

- Where an additional fiscal surety was required, obtain the funds to complete the public improvements using a third party selected by the City; and/or
- Exercise any other rights available under the law.

4.3.5.3. Sidewalk construction

- Sidewalks for single-family and two-family lots

Except as provided in this PUD, a developer shall install sidewalks on the rear of double frontage lots, on the side of a corner lot, and where shown on the subdivision improvement construction plans.

- Sidewalks for single family attached, multifamily, and non-residential lots

A developer shall install sidewalks for single family attached, multifamily, and non-residential lots that abut a public street and where shown on the subdivision improvement construction plans. A subdivision shall not be accepted until the sidewalk has been constructed in accordance with the regulations of this PUD and has been inspected and approved by the City Engineer.

- Deferment of sidewalk construction

Sidewalks shall be installed in accordance with this section except under the following circumstances, as determined by the City Engineer:

- Where the existing cross-section of street makes immediate construction of a sidewalk impractical;
- Where a non-residential subdivision abutting an existing street is isolated from any other sidewalk by a distance of twice the frontage of the subdivision; or
- Where construction or reconstruction of the road where a sidewalk is to be placed is imminent and the sidewalk would be destroyed if constructed.

The City may require a cash payment by the developer in lieu of construction of the sidewalk if the Planning and Zoning Commission determines that the sidewalk should not be built within the 3-year period of the construction plans. The cash payment shall equal the cost of constructing and installing the sidewalk at the time of acceptance of the public improvements. The developer shall pay the cash payment prior to the acceptance of the public improvements by the City.

- State review

All sidewalks must comply with the Texas Accessibility Standards administered by the Texas Department of Licensing and Regulation (TDLR) and/or with the Americans with Disabilities Act of 1990, as amended, whichever is more restrictive. The developer shall submit its sidewalk plans to TDLR for review and, upon completion of its construction, for inspection. The City will not accept public improvements until the developer provides evidence that the sidewalk plans have been reviewed and approved by TDLR. The developer is responsible for all fees associated with the State plan review and inspection, and must submit to the City evidence of payment of all required inspection fees.

4.3.5.4. Benchmarks

- *Designation*
A permanent benchmark shall be designated with each addition or subdivision. Benchmarks shall be located on public property in a location acceptable to the City Engineer. Benchmarks are considered public improvements and shall consist of a brass disk, approved by the City Engineer, set in a concrete structure of such mass and dimensions and constructed on an unyielding foundation that, in the opinion of the City Engineer, will ensure the integrity of the benchmark.
- *Installation*
Prior to the acceptance of the public improvements, benchmarks shall be installed by the developer. The elevation, horizontal datum, and description of each benchmark installed shall be certified by a surveyor and submitted to the City Engineer. In the event that public improvements are not required, benchmarks shall still be installed by the developer and the certification and description provided to the City Engineer prior to plat recordation.
- *Modification*
The City Engineer may modify the benchmark requirement if he/she determines one of the following:
 - The requirement would create needless redundancy of benchmarking because of an established public benchmark exists in the immediate vicinity, is readily accessible, and will not be removed or made inaccessible by construction associated with the addition or subdivision;
 - The requirement creates undue hardship on the developer;
 - There is no feasible opportunity to install a brass disk in a suitable structure. In this case, the City Engineer may approve a permanent benchmark established in conformance with generally accepted surveying and engineering practices; or lack of development within the subdivision or addition

4.3.6. Restrictions on certificate of occupancy

City staff cannot issue certificates of occupancy for development until staff certifies the developer or subdivider has installed all improvements in conformance to the requirements of this section and the approved final plat and construction drawings. All improvements must be functional and under the warranty period for maintenance.

4.3.7. Construction traffic and alternative routes

Construction traffic from the development of new subdivisions and/or site plans shall be required to use a reasonable alternative route until 75% of the total certificates of occupancy are issued in the new development boundary as identified with the associated subdivision/site plan. If no reasonable alternative route exists, existing public streets may be used.

4.3.8. Street signs

Street name signs conforming to city design standards must be placed at street intersections. The subdivider or developer must install the signs before city acceptance of required improvements. Street signs are included in improvements where fiscal surety may be submitted instead of completed improvements. The subdivider or developer is required to replace or repair street signs that are damaged during construction.

4.3.9. Street lights

The property owner or developer must install street lighting along proposed public and/or private streets, streets, and along existing streets adjoining the property. Development Services and Public works staffs approve street light location and design. Illumination must conform to lighting regulations in Section 3.22. The subdivider or developer is required to replace or repair lights that are damaged during construction.

4.4. Assurances for Improvement Completion

4.4.1. Improvements or surety instrument before final plat recording

On approval of a final plat by City Council, but before recording, the applicant must:

Construct all improvements as required by this chapter, and provide a surety instrument guaranteeing their maintenance as required in this code; or

Provide a surety instrument in accordance with this PUD guaranteeing construction of all improvements required by this article and in this PUD and other applicable regulations.

4.4.2. Completion of improvements

Before the final plat is recorded, the developer must:

Complete all improvements required by this article according to the approved construction plans and subject to the City Engineer's approval and the City's acceptance, except as otherwise provided.

Construct all sidewalks in common areas and at street corners as shown on the approved final plat and according to the City's regulations or the City's standard details and specifications. Sidewalks must be constructed and approved for each lot before a certificate of occupancy is issued.

4.4.3. Fiscal security

A developer must post fiscal security with the City prior to a request for recordation of the final plat if the public improvements have not been accepted by the City and provided that the subdivision improvement construction plans have been approved by the City Engineer.

4.4.3.1. Amount

The amount of fiscal security posted by the developer shall equal the estimated cost plus ten percent to complete the public improvements that have not been accepted. The developer's engineer must provide the City Engineer with a sealed opinion of the probable cost for his approval.

4.4.3.2. Types

- A developer may post as fiscal security:
- A performance bond; or
- A letter of credit, approved by the City Attorney.

4.4.3.3. Return of fiscal security

The City shall return the fiscal security to the developer when the City accepts the public improvements.

4.4.3.4. Expenditures of fiscal security

The City may draw on the fiscal security and pay the cost of completing the public improvements if it determines that the developer has breached the obligations secured by the fiscal security or the 3-year time period for the installation of the required public improvements has expired. The City shall refund the balance of the fiscal security, if any, to the developer. The developer shall be liable for the cost that exceeds the amount of fiscal security, if any.

4.4.4. Inspection and acceptance

4.4.4.1. Entry and inspection

The City Engineer and other City employees shall have the right to enter upon the construction site for the purpose of conducting inspections. The City Engineer shall conduct inspections of the public improvements during construction to ensure general conformity with plans and specifications as accepted. If the City Engineer finds, upon inspection, that any of the public improvements have not been constructed in accordance with City ordinances, then the developer shall be responsible for making the necessary changes to insure compliance.

Upon completion of the public improvements, the developer shall arrange with the City Engineer for a final inspection to determine that the public improvements have been installed in conformity with the approved subdivision improvement construction plans. The developer shall pay all necessary inspection fees prior to the acceptance of the public improvements by the City.

4.4.4.2. Acceptance of improvements

Request acceptance of improvements

Upon completion of the construction of the public improvements, the developer shall request that the City accept the improvements for maintenance. Concurrent with the request for acceptance of the public improvements for maintenance, the developer shall submit all information required for acceptance of improvements specified in the Development Administrative Guide.

4.4.5. Maintenance of improvements

The developer shall be responsible for the maintenance and repair of all public improvements for 2 years after acceptance of said public improvements by the City. Prior to acceptance of improvements by the City pursuant to Section 4.4.4.2, a 2-year maintenance guarantee, in favor of the City, shall be provided by the developer by means of a warranty bond, subject to approval of the City.

4.5. Construction Standards

4.5.1. General

Construction for streets and drainage must conform to the City of Hutto Standard Details and the City of Georgetown Construction Specifications and Standards.

Construction standards and specifications for electrical and gas utilities must be in conformance to the standards of the approved utility provider.

4.6. Lot Configuration

4.6.1. Lots

4.6.1.1. General standards

Size, shape, and location of lots must be established considering topographic conditions, contemplated uses, and the character of the surrounding area.

Lot sizes and building setback lines must conform to the minimum lot area, minimum lot width, and minimum yard standards required in the PUD.

Lots that front on more than one street other than corner lots, resulting in the need for a large development perimeter wall facility, should be minimal or avoided.

Side lot lines must be substantially at right angles or radial to street alignments.

4.6.1.2. Lot width

Lot width at the street right-of-way line at the end of a cul-de-sac or the outside of a sharp curve must be at least 20 ft., to accommodate driveways, drainage facilities and utilities.

4.6.1.3. Lot shape

Lots should be as rectangular as practicable. Sharp angles between lot lines should be avoided.

4.6.1.4. Lot numbering

Lots must be numbered consecutively in each block. Lot numbering may be cumulative throughout the subdivision if the numbering continues from block to block in a uniform manner approved on a preliminary plat.

Blocks must be numbered consecutively in the overall plat and/or sections of an overall plat as recorded.

4.6.2. Easements

Easements must be dedicated for dry and wet utilities, drainage ways, and access paths where necessary, and may be required across parts of lots (including side lines) if in the opinion of the city, they are needed.

Utility easements should be located where they will not prevent tree planting in tree lawns.

4.7. Parkland Dedication

4.7.1. Dedication procedure

4.7.1.1. Parkland Dedication

Parkland dedication requirements set forth in this Ordinance shall satisfy all parkland requirements of the City with respect to the PUD. A minimum of 26.9 acres of land within the Brushy Creek 100-year floodplain within the PUD, as generally depicted **Exhibit A, PUD Concept Plan**, shall be dedicated to the City as parkland.

With the consent of the City, parkland may be conveyed to a third party for later conveyance to the City of Hutto, provided no additional costs are incurred by the developer.

Except as provided herein, no parkland dedication, cash payment in lieu of parkland dedication or improvements in lieu of parkland dedication shall be required for the PUD. The area to be dedicated must be shown on the preliminary plat and final plat; and must be included in the dedication statement. Dedicated parkland must meet the requirements and guidelines of this section.

4.7.1.2. Parkland trail improvement

The developer shall be responsible improving the parkland with a 10 ft. wide concrete shared use trail that is consistent with the City of Hutto Parks, Recreation, Open Space and Trails Master Plan. The 10 ft. trail shall be located in the Brushy Creek 100-year floodplain and extend from the FM 685 ROW to the SH 130 ROW. The alignment of the trail shall be approved by the Parks and Recreation Director prior to construction. The trail improvements must be shown on a detailed exhibit accompanying the final plat of the parkland.

At the City's option, the trail may be constructed by the developer and conveyed to the City upon acceptance, or cash may be paid to the City in lieu of the trail construction. The cash amount will be based on a construction estimate of the trail. If constructed by the developer, the trail construction must be constructed and accepted at a date mutually agreed upon by both the developer and Parks and Recreation Director. Maintenance of the trail shall be the responsibility of the City of Hutto upon City acceptance.

4.7.1.3. Dedication required before plat recording

Land requirements must be met before the plat is recorded.

4.7.1.4. Dedication by warranty deed

Parkland must be dedicated to the city by general warranty deed, and acceptable evidence of clear title and payment of all taxes must be provided to the city.

4.7.1.5. Improvements by park site

The subdivider or developer is responsible for installation of public improvements next to the park site including, but not limited to, curb and gutters, streets, sidewalks, and storm drainage facilities made necessary by the development.

4.7.2. Nature of parkland

4.7.2.1. Access

Convenient pedestrian and vehicular access to park land must be provided. In areas of parkland not fronting a public street, access by frequent green links or public paths must be provided.

4.8. Pedestrian and Bicycle Facilities

4.8.1. Sidewalks

4.8.1.1. Location

Sidewalks must be installed on both sides of all public streets, except limited access highways and loop lanes.

Sidewalks must be placed inside the public right-of-way as close to the outer edge of the right-of-way as possible, to provide a tree lawn at least 5 ft. deep to the extent practical, except that sidewalks may be placed in an access easement on private property. Development Services staff may administratively approve exceptions to the tree lawn requirement and sidewalk location where conditions warrant, such as provision for accessible routes.

Sidewalks may meander to avoid trees, utility poles and boxes, and other obstacles; for aesthetics and to meet universal accessibility requirements.

4.8.1.2. Timing of sidewalk construction

The builder or developer of a site must build a sidewalk when the adjacent site is developed. When streets are built, the subdivider or developer must also build sidewalks along streets adjacent to amenity centers, open space, easement rights-of-way, and land dedicated for parks and other purposes.

Sidewalks located along collector and arterial streets must be built at when the thoroughfare is constructed.

All required sidewalks must be built before a certificate of occupancy is issued.

4.8.1.3. Connectivity

Sidewalks must connect to existing adjacent sidewalks, or be designed and placed to allow connection to future adjacent sidewalks. Required sidewalks serving non-residential lots must connect to parking in the lot and to primary building entrances. Required connections may include street crosswalks but may not span distances of at least 50 ft. without an improvement to protect pedestrians from vehicles.

Sidewalks must be installed to provide all residential areas with direct access to all neighborhood facilities, including schools, parks and playgrounds, places of worship and assembly, shopping centers, amenity centers, and public transit stops, wherever possible.

4.8.1.4. Pedestrian crossing

Pedestrian crossings must be made safer for pedestrians whenever possible by shortening crosswalk distance with curb extensions, reducing sidewalk curb radii, and eliminating free right-turn lanes, where practical. Signals allowing longer crossing times in shopping districts, mid-block crossings in high-pedestrians use areas, corner neckdowns, textured pavement, and medians must be provided as appropriate.

Adequate signs and street markings must be provided for all crosswalks

4.8.1.5. Easements

Easements for sidewalk connections to adjacent required sidewalks not yet built are required. Easements for all accessways are required.

Easements must be established to provide public access for sidewalks, pedestrian paths/ trails / greenbelts, or bicycle trails identified in applicable city plans.

4.8.2. Bicycle paths and lanes

4.8.2.1. Location

Bicycle lanes must be incorporated in the design of arterial streets located within residential areas of the PUD, and wide outside lanes must be incorporated in the design of major collector streets. On local streets and residential collectors low traffic speeds and volumes allow bicyclists and motorists to safely share the street and bike lanes, therefore, are not required.

4.8.2.2. Construction standards

Design and construction of all bicycle facilities must meet or exceed standards in the "Guide for Development of Bicycle Facilities" published by the American Association of State Highway and Transportation Officials (AASHTO). Signing and pavement markings for such facilities must conform to the Manual on Uniform Traffic Control Devices (MUTCD).

4.8.3. Multi-use paths

While not encouraged to substitute for a good system of on-street facilities, multi-use paths may be used to enhance pedestrian and bicycle travel where the existing circulation system does not serve these patrons well or provide corridors free of obstacles. Paths must connect to the street and sidewalk system safely and conveniently, and must meet the following requirements and those in city design standards.

Path connections must be well signed with destination and directional signing.

Paths must be located in corridors that serve origin and destination points such as residential areas, schools, shopping centers, and parks.

Paths must be built in locations that are visible and easily accessible, for the personal safety of users.

Whenever possible, paths must be designed so motor vehicle crossings are removed or significantly minimized. Where crossings exist, they must be carefully designed to ensure the safety of the users. Where multi-use paths are proposed to run parallel with streets, they must be offset at least 6 ft. from the back of the curb.

Paths must be constructed of durable, low-maintenance materials, with sufficient width and clearance to allow users to walk or bike at reasonable speeds. Paths must be at least 8 ft. wide.

Where multiple uses are intended (e.g., shared pedestrian and bicycle traffic) the path should be 8 ft. wide whenever possible.

4.9. Street Classifications

4.9.1. Alley

An alley (residential or commercial) is a public street designed to provide access to the rear or side of a lot including garage access, solid waste access, fire access and utility easements.

- Alleys are required for all residential lots fronting on a Residential Lane
- Alleys are required in Non-Residential areas where it is necessary to provide for adequate access for service vehicles, off-street loading or unloading, access for emergency vehicles or similar reasons consistent with the intent of this PUD.
- Alleys may not access arterial streets.
- All alleys shall have at least two direct access points to public streets and are subject to block length criteria included in this PUD.

Alleys shall be dedicated to the public.

4.9.2. Green lane

A green lane has no road surface, but rather takes the form of a park or pedestrian plaza fronted by single household dwellings, two to four household dwellings, and/or townhouses or rowhouses.

- Green lanes cannot access arterial streets
- Facades and front porches (if any) of dwellings on lots fronting green lane must face the lane, not the alley

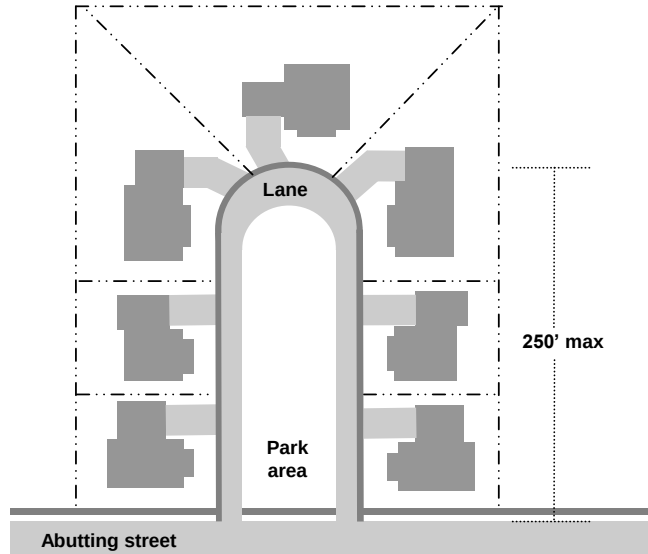
A homeowner association shall maintain the groundcover and vegetation of the green lane.

4.9.3. Loop lane

A loop lane is an alternate street design that offers a turnaround in place of a cul-de-sac. A loop lane provides open space instead of the expanse of asphalt paving found in a standard cul-de-sac.

- Loop lanes may not access arterial streets.
- The lane must be dedicated to the city.
- A homeowner association shall maintain the green space.

Utilities and water detention may be located in the green space.



4.9.4. Residential lane

A residential lane serves up to 80 dwelling units is expected to carry less than 800 vehicles per day.

- On-street parking, where provided, shall be provided in additional bays.
- Continuous sidewalks and street trees at regular intervals are required on both sides of the residential lane

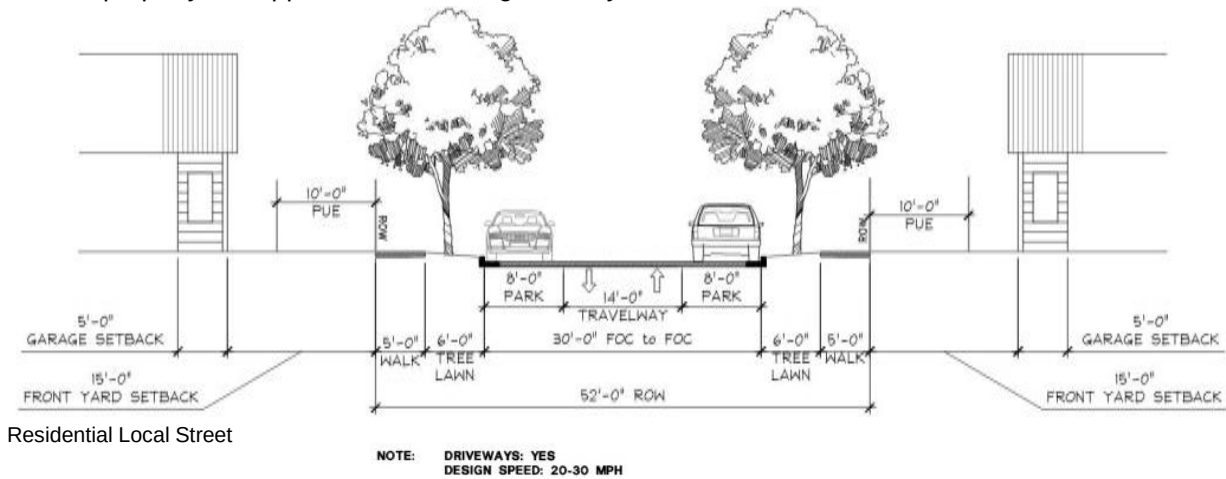


Street Trees in the tree lawns

4.9.5. Residential local street

A Residential Street generally serves up to 80 dwelling units and is expected to carry less than 800 vehicles per day.

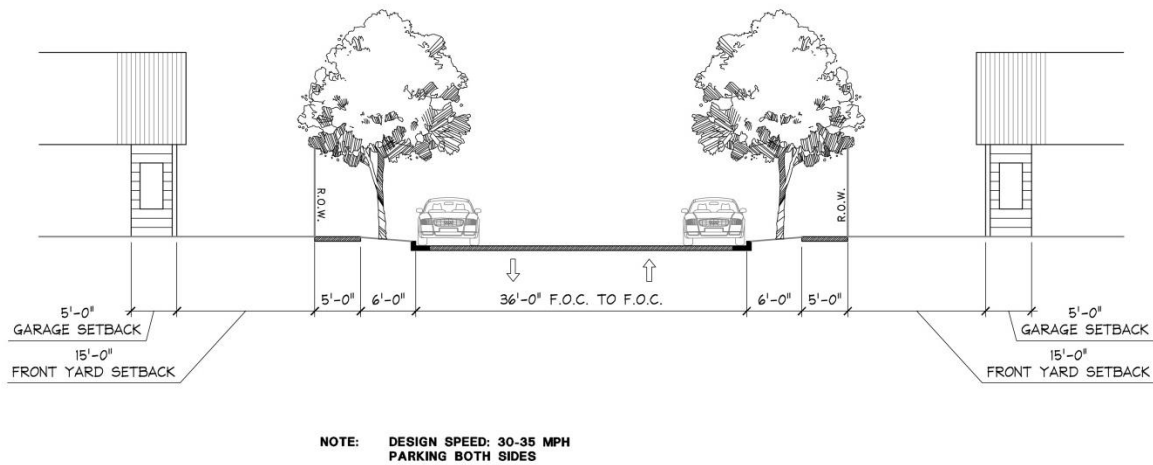
- Continuous sidewalks and street trees at regular intervals are required on both sides of a residential street
- Driveway access to residential units is permitted.
- Alleys are permitted in conjunction with Residential Streets, but are not required.
- On local streets, no driveway is permitted closer to a corner than 50 feet, except that if a lot is less than 50 ft. in width, then the driveway must be placed as close as possible to the property line opposite the street right of way line.



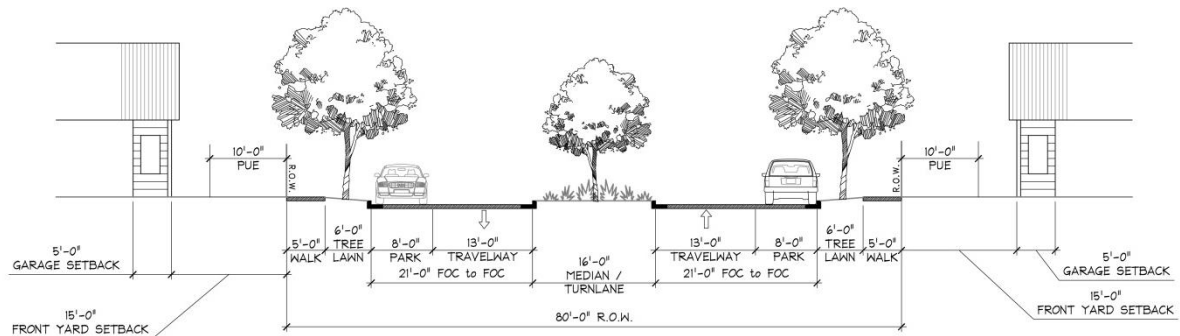
4.9.6. Residential collector

A Residential Collector and Divided Residential Collector is a street type that has an actual or anticipated traffic flow of 800 average daily trips (ADT) or greater.

- Continuous sidewalks and street trees at regular intervals are required on both sides of a residential collector.
- A Residential Collector may provide access to any type of residential unit.
- A Residential Collector shall provide two-through lanes for traffic
- A Residential Collector shall provide parking on both sides of the roadway.
- Driveway access to single-family or two-family dwelling units is permitted when spaced no less than 50 feet apart measured from center to center.
- On collector streets, no driveway is permitted closer to a corner than 100 feet.
- Planted medians are permitted on a Divided Residential Collector.



Residential Collector



Divided Residential Collector

4.9.7. Major collector street

A Major Collector is a street that has an actual or anticipated traffic flow of 2500 ADT or greater.

- A Major Collector is generally shown in the City's Comprehensive Plan, however; they may be required in other locations based on the size and density of development.
- A Major Collector shall provide access to all types of commercial and industrial uses.
- A Major Collector shall provide for two through lanes with parking on each side or four through lanes.
- No driveway access to single-family or two-family dwelling units is permitted.
- Medians may be allowed with approval of City Staff.
- Continuous sidewalks and street trees at regular intervals are required on both sides of a major collector street.

4.9.8. Minor arterial street

A Minor Arterial is a street whose main purpose is to serve as a major route through and between different areas of the City.

- A Minor Arterial is generally shown in the City's Comprehensive Plan, however; they may be required in other locations based on the size and density of development.
- Minor Arterials have two through lanes in each direction separated by a median.
- No parking is permitted.
- No driveway access to single-family or two-family dwelling units is permitted.
- Continuous sidewalks and street trees at regular intervals are required on both sides of a minor arterial street.

4.9.9. Major arterial street

A Major Arterial is a street, including Interstate Highway Service Roads, whose main purpose is to serve as a major route into, out of or across the City.

- These streets are generally shown in the City's Comprehensive Plan, however; they may be required in other locations based on size and density of development.
- Major Arterials have at least three lanes in each direction separated by a median.
- Interstate Highway Service Road standards are established by the Texas Department of Transportation and do not include a bicycle lane within the street Section.
- No parking is permitted.
- Continuous sidewalks and street trees at regular intervals are required on both sides of a major arterial street.

4.9.10. Private interior drive

Development within the PUD, including multifamily and single family uses, may be organized to include private interior drives which serve residents. Private interior drives, if any, shall be maintained by the Property Owners Association (POA) and shall comply with all City fire and emergency regulations. All private interior drives shall be a minimum pavement width of twenty (20) feet.

4.9.11. Street classification standards

Standard	Alley	Green Lane	Loop Lane	Residential Lane	Residential Local	Residential Collector	Divided Residential Collector	Major Collector	Minor Arterial	Major Arterial
ADT (Avg Daily Traffic)	---	--	<150	< 800	< 800	> 800	>800	> 2500	> 12,500	> 24000
Min. ROW (Right of Way)	20	50	90	49	52	58	80	66	110	135
FOC – FOC (Face of curb to Face of curb)	--	--	20	24	30	36	2 @21	44	82	106
Length	--	< 250	< 250	#	#	#	#	#	#	#
Lanes	1	n/a	1	2	2	2	2	2-4	4	6
Lane Width	20	36-40	11-12	10-12	8-14 (includes parking)	10	10	10-12	12	12
Median Width	---	---	---	---	---	---**	16'	---**	24	24
Design Speed	---	---	15	20-25	20-25	25-30	25-30	30-35	35-45	35-45
Driveways	Yes	Alley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Parking	No	#	Yes	Yes*	Both Sides	Both Sides	One Side, Each Way	Both Sides***	No	No
Tree Lawn	No	No	No	5', both	6', both	6', both	6', both	6', both	6', both	6', both
Sidewalks	No	4', both	4', both	4', both	5', both	5', both	5', both	5', both	5', both	5', both
Commercial Driveway Spacing for City / County Controlled Roadways and State System Highways										
Posted Speed (MPH)					Driveway Spacing (Feet)					
< 30					200					
35					250					
40					305					
45					360					
50					425					

Unless otherwise specified, all width dimensions are in feet and speeds are in mph.

Refer to standards defined elsewhere in this chapter

* On-street parking, where provided, shall be provided in additional bays

** Median allowed with approval of City Staff

*** 2 Lane Roadways Only

4.10. Street Design

4.10.1. Right-of-way width measurement

Right-of-way width is measured from front lot line to front lot line of opposite lots.

4.10.2. Geometry

4.10.2.1. Horizontal alignment

Maximum deflection in alignment permitted without the use of a curve shall be ten degrees.

4.10.2.2. Arterial street curves

Curves in arterial streets shall be designed in accordance with design speed standards found in AASHTO manual, with exceptions to this standard granted only by the Final Approval Authority.

4.10.2.3. Collector street curves

Curves in collector streets shall be designed in accordance with design speed standards found in AASHTO manual, with exceptions to this standard granted only by the Final Approval Authority.

4.10.2.4. Local street curves

Curves in local streets shall be designed in accordance with design speed standards found in AASHTO manual. The requirement for local streets exempts 90-degree or 'elbow' curves provided a radius of 50 ft is provided.

4.10.2.5. Reverse curves

Reverse curves shall be separated with a minimum tangent of 100 feet.

4.10.2.6. Vertical curves

Vertical curves shall be designed in accordance with AASHTO standards.

4.10.2.7. Cul de sacs and temporary turnarounds

- Cul-de-sac bulbs or turnarounds must have a paved radius of at least 50 ft. for single household and two-household use, and at least 60 ft. for other uses. A landscape island located in the center of the bulb is permitted.
- No more than 200 projected average daily trips (using ITE standards) shall be allowed for any cul-de-sac longer than 200 feet.
- Temporary turnarounds meeting the requirements outlined in the most recently adopted IFC shall be provided at the end of streets more than 100 feet long that will be extended in the future. The following note should be placed on the plat: "Crosshatched area is temporary easement for turn-around until street is extended (give direction) in a recorded plat." No temporary dead-end street in excess of 400 feet may be created unless no other practical alternative is available. A sign must be posted at the turnaround stating the street may be extended in the future.

4.10.2.8. Reserve strips

Reserve strips or "spite strips" at the end of streets are prohibited.

4.10.3. Intersections

4.10.3.1. Intersection angle

Streets must generally intersect at a 90° angle, except that variations of greater than 10° on collector and local streets and greater than 5° on major and minor arterials must be approved by the city engineer.

4.10.3.2. Radius at corners

Local and collector street corners must have a 10 ft. - 15 ft. radii; acute corners must have a 20 ft. - 25 ft. radii.

Arterial street corners must have a 20 ft. - 25 ft. radii.

Buildings, signs or parking is prohibited in the area between the corner curves and the chord connecting the ends of the curves except as approved by planning staff or the city engineer.

Street intersections with one or more residential collector level and higher classified streets must include 25 ft. right of way flares/cutbacks. The flare/cutback is measured along tangents from the point of intersection of the two right of way lines.

4.10.3.3. Center line tie with existing streets

New streets intersecting with or extending to meet existing streets must be tied to the existing street on centerline with dimensions and bearings to show relationship.

4.10.3.4. Partial or half streets

Partial or half streets are strongly discouraged. Partial or half streets may be provided only where the city finds a street should be located on a property line, where the proposed road has a center median.

4.10.4. Traffic calming

4.10.4.1. Horizontal deflection improvements

Traffic calming improvements that use horizontal deflection, including traffic circles, corner neckdowns, chicanes, tapers, landscape medians, are permitted. Horizontal deflection improvements may encroach into the required paved area for a street type described in this Ordinance, if reasonable access is not obstructed. The city engineer and Development Services staff must approve the design and implementation of horizontal deflection improvements.

4.10.4.2. Vertical deflection improvements

Traffic calming improvements that use vertical deflection, including speed bumps, speed humps, speed cushions, and speed tables, are strongly discouraged. The city engineer and Development Services staff must approve the design and use of vertical deflection improvements.

Speed tables, if used, should be integrated into pedestrian crossings at intersections and green links.

Speed humps and speed cushions, while strongly discouraged, are preferable to speed bumps.

4.11. Street Grid, Circulation, and Connectivity

4.11.1. General alignment

The precise alignment of thoroughfares included in the Plan may be varied to allow adjustments that increase the compatibility of the right-of-way with natural or manmade features such as steep slopes, waterways, wildlife habitats, neighborhoods, historic structures or existing roadways.

4.11.2. Street arrangement and internal connectivity

4.11.2.1. Conformity to plan

Width and location of streets must conform to the underlying concept plan and the transportation element of community, neighborhood and other applicable land use and development plans.

4.11.2.2. Topography

The street system must have a logical relationship to the natural topography of the ground.

4.11.2.3. Street Connectivity

The street network in a residential development must be strongly promoted, unless Development Services staff finds it impractical due to creek and drainageways, existing right-of-way, and/or natural features. If this requirement is waived, 5 ft. wide pedestrian trails in at least 15 ft. green links must link cul-de-sacs and provide through-block access where Development Services staff finds pedestrian connectivity is needed.

4.11.2.4. Collector street connectivity

All collector-designated streets shall connect on both ends to an existing or planned collector or higher-level street.



4.11.2.5. Blocks

4.11.2.5.1. Maximum block length

Residential local street block lengths shall be no more than 600 ft., excepting along SH 130, the Union Pacific railroad right-of-way, 100 year floodplain and streets crossing a transmission line easement. Block lengths shall be measured along the block face from intersecting curb to intersecting curb.

4.11.2.5.2. Block depth

Blocks should have sufficient width to allow two tiers of lots of appropriate depth. Alleys giving access to the rear of lots on a block is strongly encouraged.

4.11.2.5.3. Single-tier blocks and double-frontage lots

- Residential blocks with one tier of double frontage lots are strongly discouraged. Alternative block configurations not relying on single tier blocks or long stretches of double frontage lots to separate residential development from through traffic and arterials, or placement of higher density multiple household residential development along arterial streets, is encouraged.
- For residential double frontage lots, there must be an easement at least 10 ft. deep abutting a traffic arterial or other disadvantageous use, dedicated to the appropriate governmental entity, with no right of cross access. There must also be at least a 10 ft. deep tract or easement on the other side of the property line abutting a traffic arterial or other disadvantageous use, for a development perimeter wall and landscaping buffer.

4.11.2.6. Mid-block green lengths

Except for perimeter block frontages along SH130, UP railroad and FM 685, green links at least 12 ft. wide including a sidewalk that is at least 5 ft. wide must be placed near the center and entirely across blocks that are greater than 800 ft. long, to give convenient pedestrian circulation through the development. Green links must be landscaped in conformance to landscaping standards for connecting walkways in this PUD, and maintained by the underlying homeowner association.

4.11.2.7. Circulation

- Each subdivision shall provide for the continuation of all arterial streets and highways as shown on the City's Comprehensive Plan. Arterial streets should be located on the perimeter of the residential neighborhood.
- Collector and local streets should be designed to provide access to each parcel of land within the residential neighborhood and within industrial areas. They should be planned so that future urban expansion will not require the conversion of minor streets to arterial routes.
- Collector streets should be designed to provide a direct route from other minor streets to the major street and expressway system and to provide access to public facilities within the neighborhood; however, collector streets should not be aligned in a manner that will encourage their use by through traffic.

- Collector-designated streets must connect on both ends to an existing or planned collector or higher-level street.

Permitted alternatives to cul-de-sacs include loop lanes and T-streets, and any similar alternative approved by the City Engineer.

4.11.2.8. Required subdivision access points

- To the extent practical, subdivisions with <100 residential units must provide vehicular access to two or more existing or planned public streets
- To the extent practical, subdivisions with 100 to 199 residential units must provide vehicular access to three or more existing or planned public streets.
- To the extent practical, one or more additional access points must be provided for each 100 lots exceeding 199 lots.
- Development Services staff may reduce the required number of access points due to topography, natural features, or the configuration of adjacent developments, or other constraints including SH130, Brushy Creek floodplain, and Union Pacific railroad.
- Access points must be shown on the plat and construction plans for the development. Construction of the street may be postponed to a later phase of development. The Planning and Zoning Commission may require the construction of any access point when the final plat is approved.

4.11.2.9. Relation to adjoining street systems

To provide connectivity to other neighborhoods existing streets in adjacent or adjoining areas shall be continued in the new development, in alignment therewith. Whenever connections to anticipated or proposed surrounding streets are required by this Section, the right-of-way shall be extended and the street developed to the property line of the subdivided property (or to the edge of the remaining undeveloped portion of a single tract) at the point where the connection to the anticipated or proposed street is expected. The permit-issuing authority may also require temporary turnarounds to be constructed at the end of such streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or accommodate emergency or service vehicles. Notwithstanding the other provisions of this subsection, no temporary dead-end street in excess of 400 feet may be created unless no other practical alternative is available.

- *Street jogs*
Offsets in street alignment are permitted, provided the distance between center lines is not less than 125 feet.
- *Large lot subdivision*
If the lots in the proposed subdivision are large enough to suggest re-subdivision in the future, or if part of the parent tract is not platted, consideration must be given to possible future street openings and access to future lots which could result from such re-subdivision.
- *Through traffic*
Local streets shall be designed so as to meet the local street connectivity requirements of Section 4.12.2.3.

- *Half streets*
No half streets shall be platted or constructed except for arterial streets.
- *Dead-end streets*
Dead-end streets shall be prohibited except short stubs to permit extension. Temporary turnarounds shall be required where the street stub exceeds one lot or 100 feet in length, whichever is greater. The developer shall provide a sign at the stub declaring that the particular street will connect with future development.
- *Topography*
The street system shall bear a logical relationship to the natural topography of the ground.
- *Private streets*
 - Private streets are prohibited.
 - All streets shall be constructed to City standards for public streets. Common access easements may be required.
- *Unpaved street rights-of-way*
The portion of the street right-of-way between a private lot line and the curb or pavement edge shall be designed and constructed to meet the requirements of the City's Construction Standards and Specifications for Roads, Streets, Structures and Utilities.
- Access to public streets from private property
 - No person shall cut a curb or gutter Section nor pave a street right-of-way without first obtaining a permit from the City, and complying with City Codes. Where no curb and gutter street construction is permitted, no person shall construct or pave the borrow ditch street Section without first obtaining a permit from the City and complying with City Code.

No temporary utility service will be provided to the building lot or site until a curb cut, street right-of-way permit has been issued and no permanent utility service will be provided until the work authorized by permit is satisfactorily completed and approved by the City.

4.11.2.10. Intersections

- *Sight triangle*
According to the following requirements, a sight triangle shall be established at all intersections.
 - On local streets the sight triangle shall be based on the back of the curb, on all other streets it shall be based on the right-of-way.
 - The sides of the sight triangle shall extend for 25 feet along the right-of-way/curb from the projected intersection of said right-of-way/curb. Where the right of-way/curb curves as the intersection is approached, the tangents at

the points of beginning for the corner curve shall be projected to determine the origination of the sides of the sight triangle.

- No construction, planting or grading shall be permitted to interfere with the sight triangle between the heights of three and seven feet as measured from the crowns of the adjacent streets.

- Angle of intersection

Except where existing conditions will not permit, all streets, major and minor, shall intersect at a 90 degree angle. Variations of more than ten degrees on minor streets and more than five degrees on major streets must first be approved by the City Engineer.

- Radius at corners

- All local and collector street corners shall have 15 foot radii and shall meet required fire apparatus access, except acute corners which shall have a radius of 25 feet. Arterial streets shall have a minimum corner radius of 25 feet. No buildings, sign or parking shall be allowed in the area between the corner curves and the chord connecting the ends of the curves.
- All street intersections containing one or more residential collector level and above streets shall include 25 foot right of way flares/cutbacks. The 25 foot flare/cutback will be measured along the tangents from the point of intersection of the 2 right of way lines.

- Center line tie with existing streets

Each new street intersecting with or extending to meet an existing street shall be tied to the existing street on center line with dimensions and bearings to show relationship.

4.12. Driveways and Easements

4.12.1. Easements

4.12.1.1. Utility easements

All easements must be dedicated to the City and their locations shall be clearly denoted on plat documents.

- Uniform and continuous easements shall be provided along lot lines for utility service. The City may approve a location other than along a lot line.
- Easements for water, sewer, and storm sewer lines shall be at least 20 feet in total width if between lots. 10-foot public utility easements should be included along all street rights-of-way.

Other utility easements (for other than water, sewer, and storm sewer lines) shall be a minimum of five feet in width when abutting the street lot lines and at least three feet in width when abutting interior lot lines.

4.12.1.2. Emergency access easements

Emergency access easements shall be defined by the local fire code as amended.
Emergency access easements shall not be divided by lot lines.

4.12.2. Driveway spacing from intersections

4.12.2.1. No driveway is permitted closer to a corner than the driveway separation standard provided in Section 4.7.12.

4.12.2.2. Driveway spacing shall be measured from the edge of the street to the center of the driveway.

4.12.2.3. Any request to deviate from these standards may be submitted to the City Engineer.

4.12.3. Design requirements and standards

4.12.3.1. Additional access

The City Engineer may require more than one access point onto a collector or arterial street for a single parcel during Site Plan review provided that the number and location of access points onto local streets and the additional access points onto collector and arterial streets must be approved by the highway authority having jurisdiction over the roadway from which access is being taken.

4.12.3.2. Width of access

The width of access driveways shall be determined by the highway authority having jurisdiction over the roadway from which access is being taken. However, in no case shall an individual driveway width be greater than 35 feet. Where a highway authority has not established driveway width requirements and standards, the standards and requirements of the Texas Department of Transportation shall apply.

4.12.3.3. Closure or relocation of existing access points

The City Engineer, in conjunction with the highway authority having jurisdiction over the roadway from which access is being taken, shall have the authority to require the closure or relocation of existing access points where multiple access points to the site are available.

4.12.3.4. Curb cuts at intersections

A curb cut for a corner parcel at the intersection of any streets shall be located the maximum practical distance from the center of the intersecting streets, without intrusion into any required buffer. The number and location of the curb cut must be approved by the highway authority having jurisdiction over the street from which access is being taken. Where a highway authority has not established curb cut requirements and standards, the standards and requirements used by the Texas Department of Transportation shall apply.

4.13. Road Adequacy Standards

4.13.1. Street naming

Proposed street names must appear on a preliminary plat. Street names become official with the city after the following takes place:

- The plat is recorded; and Williamson County 911 Addressing accepts the street name.

4.13.2. Traffic impact analysis, when required

The TIA shall conform to the requirements set forth in **Section 10.515.4 of the Hutto UDC**. A Traffic Impact Analysis shall be required with any application for a subdivision or plat approval, Site Plan approval, or other procedure for which the proposed development generates traffic in excess of 2,000 average daily trips, based upon the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. In the event that specific land uses for the development are not specified at the time of subdivision or plat application, the daily trip generation rate for the most intensive land use from the ITE Manual for the land use classification of the application shall be used to compute the estimated average daily trips.

4.13.3. Stormwater and drainage standards

Except as set forth in this Section 4.14.3, the stormwater and drainage standards established in **Section 10.701 of the UDC** shall apply to development of this PUD.

4.13.3.1. Stormwater drainage system

- Drainage channels and detention ponds that are to be maintained by the public shall be contained within drainage lots. Adequate room for access shall be provided for drainage channels and detention ponds. Ramps no steeper than 5 feet horizontal to 1 foot vertical shall be provided at appropriate locations to allow access to drainage channels and detention ponds. The minimum bottom width for any channel with vegetative side slopes shall be 8 feet, except that drainage channels associated with streets have no minimum width. If required, a 5-inch thick reinforced concrete trickle channel shall be provided in all newly constructed channels and from detention pond inlets to outlets. The area adjacent to trickle channels shall slope at a minimum of 2 percent.
- Open drainage sections:
Minor collectors (draining less than 20 acres) shall be constructed using best practices for stormwater drainage to the greatest extent practical. Surface conveyance may be utilized if it can be established to the satisfaction of the City Engineer that it is physically feasible and preferred to storm sewers. Open ditches may be used, provided that such ditches are lined with permanent materials accepted by the City Engineer.

4.13.4. Grading

Grading of lots with existing slopes of 1 percent or greater will not be required, provided it is demonstrated to the satisfaction of the City Engineer that there are no existing or proposed features that will prevent the lots from adequately draining.

4.13.5. Water and wastewater standards

The water and wastewater standards established in **Section 10.801 of the UDC** shall apply to development of this PUD.

Hutto Crossing Planned Unit Development

April 16, 2013

Applicant's PUD Amendment: January 25, 2018

TABLE OF CONTENTS

1. GENERAL PROVISIONS

1.1. Title	1
1.2. Purpose and Intent	1
1.3. PUD Criteria	1
1.4. Compatibility with Gateway Overlay	1
1.5. Severability	2
1.6. Amendments to Ordinance	2
1.7. Definitions.....	3
1.8. Development Review Process	<u>34</u>
1.9. Vested Development Rights.....	<u>34</u>
1.10. Reviewing and Administration Parties	<u>34</u>
1.11. Interpretation	<u>34</u>

2. DEVELOPMENT PLAN

2.1. Permitted Uses in the PUD	<u>45</u>
2.2. Use Descriptions and Standards	<u>56</u>
2.3. Use Specific Design Standards	<u>910</u>
Exhibit A- PUD Development Plan.....	<u>1112</u>

3. SITE DESIGN STANDARDS

3.1. General Standards.....	<u>1213</u>
3.2. Site Design	<u>1617</u>
3.3. Parking and Access	24
3.4. Architectural Design.....	<u>3537</u>
3.5. Landscaping	<u>6669</u>
3.6. Common Open Space	<u>7781</u>
3.7. Fences and Walls	<u>7983</u>
3.8. Outdoor Lighting	<u>8387</u>
3.9. Signs	<u>8892</u>

4. SUBDIVISION STANDARDS

4.1. Lot Division and Adjustment Processes.....	<u>99106</u>
4.2. Plat Types	<u>100107</u>
4.3. General Provisions	<u>101108</u>
4.4. Assurances for Improvement Completion	<u>106113</u>
4.5. Construction Standards	<u>107115</u>
4.6. Lot Configuration	<u>108115</u>
4.7. Parkland Dedication.....	<u>108116</u>
4.8. Pedestrian and Bicycle Facilities	<u>109117</u>
4.9. Street Classifications	<u>111119</u>
4.10. Street Design	<u>117124</u>
4.11. Street Grid, Circulation, and Connectivity.....	<u>119127</u>
4.12. Driveways and Easements	<u>123131</u>
4.13. Road Adequacy Standards	<u>125132</u>

1. GENERAL PROVISION

1.1. Title

This ordinance is known as “Hutto 465 Ac Tract Planned Unit Development Ordinance”, and may be cited as “Hutto 465 Ac Tract PUD” ~~or “this PUD”~~ or “the District”.

1.2. Purpose and Intent

Hutto 465 Ac Tract PUD Ordinance is intended to encourage innovative planning and flexibility in land use, density, site planning and design for development of the 465-acre property. This PUD accommodates development with a mixed of uses, and allows a degree of flexibility in the application of standards and rules based the Unified Development Code of the City of Hutto.

Designation of a single use zoning district and application of standard development provisions would be too rigid for practical application on the unique and bifurcated property, challenged with difficult access constraints, including the abutting Union Pacific Railroad ROW, Brushy Creek and SH130.

This ordinance is enacted to promote the following:

- Promote good planning practice, design, architecture and urban design; and orderly land use
- Preserve open space and prevent overcrowding.
- Provide the physical infrastructure needed to serve city residents and visitors
- Secure safety from fire and other dangers, and provide for adequate sun, light and air.
- Merge rules governing land use and development into one accessible and comprehensible document for the property.

1.3. PUD Criteria

The PUD plan and development standards set forth in this Ordinance are consistent with the following criteria:

- The PUD would not adversely affect property near the site, and it achieves the benefits of an improved design
- The PUD will not adversely affect land with significant historical, cultural, recreational or aesthetic value
- The PUD will give benefits through providing City parkland, open space, harmonious design, and energy efficient site design
- The PUD will be served by adequate facilities including streets, fire protection, water and sanitation
- Architectural design, landscaping, hardscaping and signage parameters set forth in this PUD give evidence of compatibility with adjacent development and internal consistency of design.

1.4. Compatibility with Gateway Overlay

Hutto 465 Ac Tract PUD Ordinance acknowledges the design principles and intent of the Gateway Overlay District as stated in the Gateway Overlay intent statement. The PUD recognizes that the Gateway Overlay District goals set forth below are to be reflected in the PUD standards:

- Coordinate with ongoing planning efforts for the Hutto Gateway and to further goals, policies and objectives outlined in the Comprehensive plan.

- Ensure the integrity of the ongoing planning process so public discourse can take place involving affected property owners and city residents while still ensuring individual development proposals are consistent with Comprehensive plan goals, policies and objectives.
- Ensure new development incorporates the following:
 - Pedestrian-friendly environment with wide sidewalks, tree-lined streets, active shopfronts, short blocks and variety of uses
 - Variety of public gathering places such as squares and civic greens
 - Naturally calmed streets, shaded by rows of trees that allow for on-street parking
 - Streets and sidewalks that form a connected network, providing a variety of pedestrian and vehicular routes to any single destination in and out of the development
 - Variety of compatible uses, allowing people the opportunity to live, work and play near one another, including, specifically, residential uses above ground floor commercial uses, as appropriate
 - Opportunities for housing choice and variety, including attached and detached homes available for both rental and ownership
 - Buildings placed close to the local or internal collector streets, oriented to the sidewalk and street front, providing easy access for pedestrian activity
 - Building facades that create visual interest through horizontal and vertical articulation with windows, multiple entrances facing streets and sidewalks, and no blank walls
 - Parking located to the rear or side of buildings (to the extent practical)
 - Central Texas native landscaping and trees in parking areas and along bordering walkways
 - Protection and enhancement of the natural features of the site, using them as the framework in creation of any site plans
 - Internal principal (“main”) street as part of the organization of development on the site
 - Development that does not turn its back on arterial streets (to the extent practical), but instead focuses on taming the street edge with element such as slip roads, landscaping and pedestrian-oriented features

1.4.1. General applicability and interpretation

Hutto 465 Ac Tract Planned Unit Development Ordinance applies to all regulations and other matters regarding land use and development of land within the PUD boundary, including zoning, subdivision, platting and urban design.

This ordinance is referenced to the “**Unified Development Code of the City of Hutto, Texas**” (amended 03-09-2012) in effect on the date of adoption of this ordinance, which may also be cited as the “UDC”. In those cases where in conflict, this PUD shall take precedence over the UDC.

1.5. Severability

If a regulation, article, section, phrase, clause, term, word, or part of this PUD is considered invalid, it will not affect the applicability and enforceability of the remaining portions.

1.6. Amendments to Ordinance

Technical, site planning or engineering considerations that meet the intent of this PUD may call for minor deviations from the approved PUD. The Development Services Department may approve

minor deviations if they promote flexibility in design and are consistent with the intent of the original PUD approval.

- An administrative approval is a ruling that would permit a practice that is not consistent with a specific provision of this Ordinance but is justified by the provisions of the Section 1.2 Intent and Purpose and Section 1.3 PUD Criteria above. The Development Services Department shall have the authority to approve or disapprove administratively a request for an administrative approval pursuant to regulations established by the Development Services Department and approved by the City Council. Where no specific criteria for granting of the modification are specified, an administrative approval may be granted only for a dimensional deviation of less than 10% of the specified standard.
- The request for an amendment to the PUD Ordinance shall not subject the entire application to public hearing, but only that portion necessary to rule on the specific issue requiring the relief.

1.7. Definitions

Definitions set forth in **Section 10.202 of the UDC**, including general abbreviations, terms, definitions and conditions for use indicated throughout this ordinance shall apply to this PUD.

Sign height: distance from the bottom of the sign face to the top of the sign.

Sign, PUD identification: sign identifying the name and/or logo of the Hutto PUD district without advertising individual developments within the PUD. A PUD identification sign is characterized by expressing a coherent character or features of the District and is distinct from a development sign internal to the PUD that identifies a neighborhood, apartment, residential subdivision or other development within the PUD.

Sign, wayfinding: sign which provides orientation, information, directions or wayfinding within or about the District. Wayfinding signs may be free standing (pole), kiosk, monument wall or other permitted sign type for the District.

Sign face area: area of the smallest rectangle enclosing the extreme limits of the sign lettering. The sign area calculated shall be measured on a single side. Sign face area does not include a supporting structure, monument, monument base, pole cover, or landscape feature unless used to convey a message.

Clear vision area: unobstructed view area at corner lots and curb cuts. The clear vision area is a triangle formed between points on flow lines following property lines 30 ft. from the point of intersection at a corner lot, and 20 ft. along a property line and a driveway edge of pavement at a curb cut.

Fence height: distance from the top of the fence or wall to the finish grade of the lot directly under it. Berms, walls or similar features constructed for increasing the height of a fence or wall are considered part of the fence or wall.

1.8. Development Review Process

The development review process for property within the boundary of this PUD shall comply with the **Section 10.203 the UDC**, except that applications under this PUD shall be eligible to utilize the following by right:

- Applications shall be processed with priority over those under the existing conventional zoning code or the UDC, including those with earlier filing dates.

1.9. Vested Development Rights

The effective date and expiration of vested development rights for property within the boundary of this PUD shall comply with **Section 10.204 the UDC**.

1.10. Reviewing and Administration Parties

The reviewing and administrative parties, their responsibilities and processes established in **Section 10.208 of the UDC** shall apply for development of this PUD.

Development Services staff as identified in this PUD shall include City of Hutto Planning, Engineering, Parks and Recreation and other City departments as appropriate.

1.11. Interpretation

Interpretation of this PUD shall follow the procedures established in **Section 10.209 of the UDC**.

Photos are not considered official, adopted parts of the PUD.

Photos and drawings used in this PUD are examples intended to explain certain design concepts. Some features shown in photos and drawings may not conform to other sections of this PUD. If there is a conflict of meaning or implication between the text of this PUD and any heading, drawing, table, figure or illustration, the text will control.

Images depicting a business are not considered an official endorsement.

2. DEVELOPMENT PLAN

2.1. Permitted Uses in the PUD

Permitted uses within the boundaries of the PUD are as follows:

2.1.1. Residential Uses

2.1.1.1. Single household detached, village, and zero lot line

The single household use is a setting for single household residential development of a medium density detached, village or zero lot line character, with support facilities and services that are compatible with single household residences. Density may range from four to eight dwelling units per acre, depending on the context of the development.

2.1.1.2. Two to four household

The two to four household use is a setting for two household, three household and four household residential structures of a medium density, suburban and village character, along with support facilities and services that are compatible with residential areas. Density may range from eight to 14 dwelling units per acre, depending on the context of the development.

2.1.1.3. Single Household attached (Townhouse and condominium)

The single household attached use is a setting for townhouse and condominium attached residential structures of a medium density character, along with support facilities and services that are compatible with a range of residential areas. Density may range from six to 20 dwelling units per acre, depending on the context of the development.

2.1.1.4. Multiple unit household

The multiple unit household use is a setting for development of multi-unit residential structures and developments, such as apartment and condominium complexes, garden and courtyard multifamily residential buildings, and residential loft buildings. Density may range from 14 to 25 dwelling units per acre, depending on the context of the development.

2.1.2. Commercial and retail use

2.1.2.1. Commercial and retail use

The commercial and retail use is a setting for low to mid intensity retail uses, offices and personal services intended to serve residents of a neighborhood and surrounding community. Additionally, commercial and retail use is a setting for development of a wide range of retail uses, offices and personal and business services. Commercial and retail use should be clustered at locations accessible to the community. Site and building design standards are intended to encourage high quality development, promote internal and external pedestrian connectivity, and prevent potential harm to adjacent residential uses.

2.1.3. Industrial Uses

2.1.3.1. Light industry

Light industry use is composed of land and structures used primarily to provide space for commercial enterprises involved in research and development, light manufacturing, packaging, warehousing, distribution, and skilled mechanical trades. Light industry uses should be grouped together in large, contiguous areas, close to transportation facilities, well separated or buffered from low density residential areas.

2.1.4. Recreational Uses

2.1.4.1. Recreation use

The recreation use accommodates recreation and resort uses that take advantage of the land, encourages large outdoor recreation uses that could not easily be provided in the already urbanized portions of the area, and permits commercial and service uses connected with recreational activities. Recreation use should be generally separated or buffered from low density residential areas.

2.2. Use Descriptions and Standards

Refer to **Sections 10.306 – 10.311 of the UDC** for definitions of uses and standards for residential uses, commercial and retail uses, industrial uses, institutional and civic uses, temporary uses and accessory uses permitted in the PUD.

2.2.1. General performance standards

The general performance standards for property within the boundary of this PUD shall comply with **Section 10.312 of the UDC**.

2.2.2. PUD uses

Permitted uses set forth in this section 2.2.2 in the PUD must conform to **Exhibit A, PUD Development Plan**.

2.2.2.1. Permitted Use table abbreviations

	Context
X	Permitted use permitted by right, subject to conditions and performance standards for the use. All permitted uses are subject to conditions set forth in Section 10.202 of the UDC .
-	Not a permitted use

Permitted Uses

2.2.2.2 Residential Uses

Residential Uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Assisted living facility	X	X	X	X
Boarding and rooming house	-	-	-	-
Dwelling: live-work	X	X	X	X
Dwelling: accessory unit	X	X	X	X
Dwelling: manufactured	-	-	-	-
Dwelling: multiple unit	X	X	X	X
Dwelling: single household attached	X	X	X	X
Dwelling: single household detached	-	X	X	X
Dwelling: single household village	-	X	X	X
Dwelling: single household zero lot line	-	X	X	X
Dwelling: two to four household	-	X	X	X
Group home	-	-	-	-
Halfway House	-	-	-	-
Independent living facility	X	X	X	X
Manufactured home park	-	-	-	-
Nursing home	X	X	X	X

2.2.2.3 Commercial and Retail Uses

Commercial and retail uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Adult oriented use	-	-	-	-
Bakery: retail	X	X	X	X
Bank	X	X	X	X
Campground, recreational vehicle park	-	-	-	-
Car wash	-	-	-	-
Club/lodge facility	X	X	X	X
Convenience store	X	X	X	X
Convenience store: with gasoline sales	X	X	X	X
Day care: child (1-6 children)	X	X	X	X
Day care: child (greater than 6 children)	X	X	X	X
Day care: adult (1-4 persons)	X	X	X	X
Day care: adult (greater than 4 persons)	X	X	X	X
Day care: pet	X	X	X	X
Day labor agency	-	-	-	-
Entertainment facility, theater	X	-	X	X
Farm product sales	X	X	X	X
Food catering	X	X	X	X
Funeral home	X	-	X	X
Gas station	X	-	X	X
Grocery store	X	X	X	X
Indoor recreation facility	X	-	X	X
Instructional facility	X	X	X	X
Kennel	-	-	-	-
Large item sales and rental: class 1	X	-	X	X
Large item sales and rental: class 2	X	-	X	X
Lodging establishment	X	X	X	X

Commercial and retail uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Lodging establishment: bed and breakfast	X	X	X	X
Manufactured home sales	-	-	-	-
Nightclub	X	-	X	X
Office: medical	X	X	X	X
Office: professional	X	X	X	X
Outdoor recreation facility	X	X	X	X
Personal and business service shop	X	X	X	X
Print shop	X	X	X	X
Restaurant, bar	X	X	X	X
Retail store (no more than 10,000 sq. ft.)	X	X	X	X
Retail store (greater than 10,000 sq. ft.)	X	-	X	X
Special services	-	-	-	-
Travel plaza, truck stop	-	-	-	-
Vehicle auction	-	-	-	-
Veterinary clinic	X	X	X	X

2.2.2.4 Industrial Uses

Industrial uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
General industrial use	-	-	-	-
Heavy industrial use	-	-	-	-
Junkyard	-	-	-	-
Light industrial use	-	-	X	X
Research laboratory	-	-	X	X
Self-storage facility	-	-	-	-
Trade use	X	-	X	X
Vehicle minor repair facility	X	-	X	X
Vehicle major repair facility	-	-	-	-
Vehicle storage facility	-	-	-	-
Warehouse and distribution facility	-	-	X	X

2.2.2.5 Institutional Uses

Institutional and civic uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Amenity center	X	X	X	X
Aquatic facility	X	X	X	X
Athletic facility	X	X	X	X
Cemetery	-	-	-	-
Community facility	X	X	X	X
Golf course	-	-	-	-
Hospital	X	-	X	X
Park	X	X	X	X
Park and ride lot (as principal use)	X	-	X	X
Place of worship or assembly	X	X	X	X
Public utility substation	X	X	X	X
School: no more than 5 students	X	X	X	X
School: at least 6 students	X	X	X	X
Transit station	X	-	X	-

2.2.2.6 Temporary Uses

Temporary uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Construction equipment storage lot	-	-	X	X
Construction field office	X	X	X	X

Temporary uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Garage sale	X	X	X	X
Model home / lot sales	X	X	X	X
Portable storage container	X	X	X	X
Temporary building	-	-	X	X

2.2.2.7. Accessory uses

Accessory uses and structures are intended to allow property owners the full use of their property while maintaining the character of the surrounding area. Accessory uses and structures must be built and used only for purposes that are secondary and normal to the principal use of the property and must be placed on the same lot with the principal use.

Accessory uses	DevAreaA	DevAreaB	DevAreaC	DevAreaD
Antenna, radio hobbyist $\leq$ max ht in district	X	X	X	X
Antenna, radio hobbyist $\geq$ max ht in district	-	-	-	-
Antenna, non-residential: $\leq$ 15 ft. above roofline	X	X	X	X
Antenna, non-residential use: other	X	X	X	X
Wireless facility: attached	X	X	X	X
Wireless facility: concealed	X	X	X	X
Wireless facility: freestanding	-	-	-	-
Donation drop-off box	X	X	X	X
Drive through facility	X	X	X	X
Home occupation	X	X	X	X
Residential accessory structure	X	X	X	X
Satellite dish	X	X	X	X
Swimming pool	X	X	X	X
Vending machine (outdoor)	X	X	X	X
Free-standing cisterns	X	X	X	X
Wind energy system	X	X	X	X

2.2.3. Applicability and enforcement

2.2.3.1. New and undefined uses

As commerce and technology evolve, new types of land uses will develop and forms of land use not anticipated may seek locations in the city. To provide for contingencies, Development Services staff will consider the appropriateness of an undefined use in this PUD and may administratively approve such uses. Approval criteria include:

- Impacts of the use, including externalities and use of public services and infrastructure
- The use is similar in nature and impact to a use listed and defined as a permitted use in the PUD
- The use is not similar in nature and impact to a use defined and listed as a prohibited use in the PUD, or prohibited in the PUD but permitted in a different district
- The use conforms to the intent of this PUD
- The interpretation does not lower the protection given to the public by this PUD

- The use does not have the potential to create a dynamic that would harm the vitality or future development potential of surrounding commercial, industrial and residential areas
- Performance standards and conditions for uses similar in nature and impact are also considered

If Development Services staff finds the proposed land use is not appropriate for the district, the applicant may appeal the decision to the City Council within 60 days of determination.

2.3. Use Specific Design Standards

2.3.1. Large item sales and rental (Class 1, 2, and 3)

2.3.1.1. Architecture

Separate structures (service building, car wash, used car sales building, etc.) on a the site must share architectural detail and design elements similar or compatible to the host building to provide a cohesive project site.

Vehicle service areas and bays must be screened or sited so they are not visible from the street.

Garage doors cannot face the street.

Garage doors must be integrated into the overall design theme of the site with color, texture, and windows.

2.3.1.2. Parking, circulation, and stacking

Vehicle display parking and inventory areas are not exempt from site planning standards.

Large expanses of concrete or asphalt must be avoided. Unrelieved pavement in vehicle display areas and other areas often visited by customers must be limited by using landscaping, contrasting colors and banding or pathways of alternate paver material.

Vehicle/pedestrian conflict points must be clearly defined with textured and colored pavement or ~~brick~~ pavers.

Service areas must provide adequate stacking space that does not impede vehicle circulation through the site or result in vehicles stacking into the street.

2.3.1.3. Landscaping

Vehicle display parking and inventory areas are not exempt from landscaping standards.

Inventory cannot be stored, parked or displayed in landscape areas.

2.3.2. Vertical mixed use

2.3.2.1. Definition

A single building containing more than one type of land use; or a single development of more than one building and use, where the different types of land uses are in close proximity, planned as a unified complementary, cohesive whole. Vertical mixed use buildings are building where two or more different uses occupy the same building usually on different floors, for instance, retail on the ground floor and office and/or residential uses on the second and/or third floors.

2.3.2.2. Applicability

Vertical mixed use buildings and development containing residential uses permitted in table 2.2.2.2 and commercial and retail uses permitted in table 2.2.2.3 are permitted in designated areas conforming to **Exhibit A, PUD Development Plan.**

Exhibit A- PUD Development Plan



3. Site Design Standards

3.1. General Standards

3.1.1. Utilities

3.1.1.1. Utility lines

All new utility service lines must be placed underground. Transmission lines are exempted.

3.1.1.2. Utility boxes

- Utility boxes must be as small as practical.
- Utility boxes greater than 2 ft. tall cannot be placed in the clear vision area, or interfere with use of streets, alleys, sidewalks, and bicycle paths.
- Utility boxes in the front yard on a block must be painted a uniform earth tone color.

3.1.2. Lot dimensions and area

Required lot dimensions and area are as follows:

	Single Family				Two-to-Four Unit	Single Family Attached	Multifamily	Vertical Mixed Use; Institutional	Commercial and Retail	Industrial
	Detached	Detached alley load, cul-de-sac or detached garage	Zero Lot Line	Village						
Lot area (min)	5,175 sq. ft.	5,500 sq. ft.	4,950 sq. ft.	4,500 sq. ft.	4,500 sq. ft.	1,500 sq. ft. per unit	20,000 sq. ft.	10,000sq. ft.	10,000sq. ft.	43,560 sq. ft. (1 ac)
Lot width at building linefront setback line (min)	45 ft.	45 ft.	45 ft.	45 ft.	45 ft.	20 ft.	100 ft.	75 ft.	75 ft.	100 ft.

- Flag lots must have at least 30 ft. frontage along a public right-of-way.

3.1.3. Building envelope

3.1.3.1. General

If there is a conflict among the setback and landscape/buffer yard standards in this PUD when applied to a certain site, the setbacks set forth in this section will apply.

3.1.3.2. Primary and accessory structures

Default bulk standards for primary and accessory structures are as follows:

	Single Family			Two-to-Four Unit	Single Family Attached	Multifamily	Vertical Mixed Use; Institutional	Commercial and Retail	Industrial
	Detached	Zero Lot Line	Village						
Front yard (min)	15 ft.	15 ft.	15 ft.	15 ft.	15 FT	15 ft.	5 ft.	10 ft.	25 ft.
Front yard on loop lane (min)	15 ft.	10 ft.	10 ft.	n/a	n/a	n/a	n/a	n/a	n/a
Front yard: garage door (min)	20 ft.; 20 ft. side load <u>yard</u>	20 ft.; 20 ft. side load <u>yard</u>	20 ft.; 20 ft. side load <u>yard</u>	20 ft.	20 ft.; 20 ft. <u>side load yard</u>	25 ft.	20 ft.	25 ft.	25 ft.
Side yard (min)	5 ft.	0 ft. one side, 12 ft. other	5 ft.	5 ft.; 0 ft. for common walls	5 ft.; 0 ft. for common walls	15 ft.	0 ft. for common walls or 10 ft.; 50 ft. from existing residential uses	0 ft. for common walls or 10 ft.; 50 ft. from existing residential uses	0 ft. for common walls or 10 ft.; 50 ft. from existing residential uses
Rear yard (min)	15 ft.	10 ft.	15 ft. (house and garage)	15 ft.	15 ft.	25 ft.	25 ft.; 50 ft. from existing residential uses or building height	25 ft.; 50 ft. from existing residential uses or building height	25 ft.; 50 ft. from existing residential uses
Side and rear yard for accessory building (min)	5 ft.	5 ft.	5 ft.	5 ft.; 0 ft. for common walls	5 ft.	15 ft.	Same as main building	Same as main building	Same as main building
Spacing between buildings (min)	10 ft.	10 ft.	10 ft.	10 ft.; 0 ft. for common walls	10 ft.; 0 ft. for common walls	20 ft.	0 ft. for common walls or 20 ft.	0 ft. for common walls or 50% height of taller building, at least 20 ft.	0 ft. for common walls or 50% height of taller building, at least 20 ft.
Building height (max)	35 ft. / 2.5 stories	35 ft. / 2.5 stories	35 ft. / 2.5 stories	35 ft. / 3 stories	3 stories	3 stories	3 stories; 5 stories along US 79 <u>and</u> FM 685 <u>and</u> SH 130	3 stories; 5 stories along US 79 <u>and</u> FM 685 <u>and</u> SH 130	3 stories
Building height, accessory (max)	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.

Accessory structures are prohibited between the front building line of the primary building and the public right-of-way.

The cumulative gross floor area of all accessory structures on the site may be no more than 25% of the yard where they are located.

Accessory structures must be placed at least 10 ft. or a distance equivalent to their height from primary structures on a site, whatever is lesser.

Building permitting and setback standards do not apply to accessory structures no more than 20 sq. ft. in area

Required buffer yards may result in larger required setbacks.

3.1.4. Riparian setbacks

Minimum structural setbacks from riparian areas (edge of 100-year floodplain or delineated wetlands), wherein structures are defined as substantial impervious cover improvements, are:

- Watercourses draining an area at least 0.5 square mile and having a defined bed and bank, designated 100 -year flood plains, and Category 3 wetlands: 0 ft.
- Watercourses draining an area of 0.5-20 square miles, and Category 2 wetlands: 5 ft.
- Watercourses draining an area of greater than 20 square miles, and Category 1 wetlands: 10 ft.

3.1.5. Setback encroachment and exceptions

These uses and structures may encroach into a yard or required setback as follows:

Type of structure or use	Residential uses	Non-residential uses
Air conditioning equipment	Any part of the side and rear yard	n/a
Arbors and trellises	Any yard, at least 5 ft. from neighboring PL	
Awnings	no more than 3 ft. into front, side or rear setback; may hang over easements	no more than 6 ft. into front, side or rear setback; may hang over easements; may hang over public ROW with approval of City Council
Backflow prevention devices	Any part of the side and rear yard	Any yard on the site
Bay windows, chimneys, entry vestibules less than 8 ft. wide and less than 33% of the wall length, overhanging eaves	no more than 3 ft. into any setback	
Newspaper vending boxes, pay telephones	n/a	Any yard on the site; property must be occupied by a principal building
Open deck and covered patio in which the finish grade is greater than 5 ft. above grade	at least 5 ft. into rear setback, if area underneath is left unscreened/unenclosed	n/a
Open deck and covered patios in which the finish grade is no more than 5 ft. above grade	No more than 10 ft. into rear setback	n/a
Ramps and other access devices required by the ADA.	Any yard on the site	
Retaining walls	Any yard on the site	
Satellite dishes at least 1m in diameter	Side and rear yard, at least 10 ft. from PL	

Encroachments across property lines, into the public right-of-way, or into utility, drainage, access, conservation or riparian easements are prohibited.

3.1.6. Buffer yard

3.1.6.1. Buffer yards between lots

Buffer yards planted and/or screened in conformance to landscape and fencing standards in this PUD, are required between adjacent lots as follows. A buffer yard shall be measured from property line of the adjacent development use. Sidewalks and internal walkways are a permitted use within a buffer yard.

Proposed development	Adjacent development				
	Residential 1-4 Units	Residential 4+ Units	Vertical Mixed Use, Institutional	Commercial and Retail	Industrial
Residential: 1-4 Units	n/a	5 ft.	5 ft.	25 ft.	50 ft.
Residential: 4+ Units	5 ft.	n/a	n/a	n/a	50 ft.
Vertical Mixed Use, Institutional	10 ft.	10 ft.	n/a	n/a	25 ft.
Commercial and Retail	25 ft	10 ft.	n/a	n/a	25 ft.
Industrial	50 ft. + 6 + ft. <u>min</u> tall masonry wall or 6 + ft. <u>min</u> tall earthen berm (<u>both</u> wall/berm and footage required)	50 ft. + 6 + ft. <u>min</u> tall masonry wall or 6 + <u>min</u> ft. tall earthen berm (<u>both</u> wall/berm and footage required)	25 ft.	25 ft.	n/a
A 6ft <u>ht. min.</u> tall masonry (brick, stone, decorative CMU, similar materials) wall or 6 ft. <u>ht. min.</u> tall earth berm may substitute for buffer yard up to 100 ft. in depth. Buffer yards s depth must be landscaped per Section 3.5.					

3.1.6.2. Landscape buffer yards between parking lots and streets

Landscape buffer yards, planted per landscaping standards in Section 2-183.5, are required between a parking lot and a street as follows:

- SH 130 and FM 685: 10 ft. from right-of-way.
- Other streets: 5 ft. from right-of-way.

3.1.6.3. Landscape buffer yards elsewhere

Landscape buffer yards, planted per landscaping standards in Section 2-183.5, are required ~~as follows:~~ between a

- ~~D~~development perimeter walls ~~s~~ along a street between wall and sidewalk or right-of-way edge: 5 ft. from sidewalk or right-of-way.

3.1.7. Residential adjacency

3.1.7.1. Loading area screening

Off-street loading areas must be fully-screened from view, to the greatest extent practical of residential uses, using one or more of the following-: Wing walls, landscape screens, changes in building orientation, and/or other architectural elements ~~must be used to~~

buffer loading docks located ~~no more less~~ than 150 ft. from a residential use, lodging establishment, nursing home or assisted living facility.

3.1.7.2. Vehicle intensive use screening

One or more of the following: ~~W~~ing walls, landscape screens, changes in building orientation, and/or other architectural elements must be used to the greatest extent practical to buffer drive-through aisles and mechanical commercial uses when they are located ~~no more less~~ than 150 ft. from a residential use, lodging establishment, nursing home or assisted living facility.

3.1.7.3. Vehicle service bays

Vehicle service bays and loading area garage doors located less than 150 ft. from a residential use must face away from residential uses, unless separated by a building or permanent architectural feature ~~at least the height of the service bays~~. Walls -6 ft. ht. min. (or vegetative screening) separating service bays from a residential use must be masonry (stone, brick, decorative CMU, similar materials) with no openings.

3.1.7.4. Dumpster enclosures

Dumpster enclosures in nonresidential areas of the PUD must be located at least 50 ft. from a residential use.

3.2. Site Design

3.2.1. Siting and Orientation

3.2.1.1. One to Four Household, Attached Single Family Dwellings and Developments

3.2.1.1.1. Applicability

These standards apply to all development with residential uses other than multiple unit dwellings.

3.2.1.1.2. Building orientation

One and two household dwellings must be oriented where the front façade is parallel to and facing the street as much as possible, and not another dwelling on an adjacent lot. On corner lots, houses may face the corner of either fronting street.

3.2.1.2. Multiple Unit Household Development and Structures

3.2.1.2.1. Applicability

These standards apply to all residential development with multiple unit dwelling uses.

3.2.1.2.2. Building orientation

Buildings must be oriented towards the perimeter streets, or an internal drive or road network, rather than orientation only to internal parking lots.

3.2.1.2.3. Common open space

3.2.1.2.3.1. Common open space required

The minimum amount of common open space (as a percentage of net land area) for a multiple household development is 10%.

3.2.1.2.3.2. Common open space siting

Common open space must be amassed into meaningful, quality open spaces. Clustering of buildings is encouraged to minimize small, narrow, unassigned strips in front of and between buildings. Designated common open space may be in a natural, undisturbed state, landscaped for more formal courtyards or plazas, or developed for active or passive recreation.

Common open space land must be compact and contiguous to the maximum extent practicable, unless the land is used as a continuation of an existing greenway, trail, or other linear park, or unless specific topographic features require a different configuration.

Common open space must be reasonably accessible to all residents of the development.

3.2.1.2.3.3. Areas not considered as common open space

The following do not count towards required common open space:

- Private lots, yards, balconies and patios dedicated for use by a specific unit.
- Public right-of-way or private streets and drives.
- Parking areas and driveways for dwellings.
- Land covered by structures except ancillary structures associated with use of open space such as gazebos and picnic shelters.
- Designated outdoor storage areas.
- Land areas between buildings less than 30 ft., and land area between a building and parking lots or driveways, ~~of~~ less than 30 ft.
- ~~Required~~ rear and side yard ~~-perimeter~~ setbacks.
- Detention/retention facilities, including drainage swales, unless for use as accessible and useable year-round community amenities for residents of the development (e.g.,

picnic areas, passive recreation areas, playgrounds, ponds for fishing and/or boating, walking trails, etc.).

- Wetlands that are saturated for greater than 50% of the year.

3.2.1.3. Non-Residential Sites of Structures

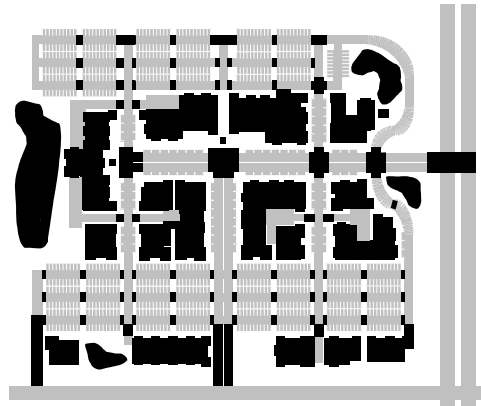
3.2.1.3.1. Applicability

These standards apply to all development with commercial and retail uses.

3.2.1.3.2. Orientation to streets

The primary façade and pedestrian entrance of a building must be oriented towards the public right-of-way when not facing an internal street or drive.

In shopping, commercial centers and developments with multiple buildings, buildings must be oriented towards either the perimeter streets or an internal drive or road network that orients buildings towards an internal street, rather than orientation only to internal parking lots.



Retail Village

3.2.1.3.3. Orientation to walkways

One ~~main~~ building entrance must open directly onto a connecting walkway with pedestrian frontage. Sides of a principal building facing a public street must have one or more customer entrances. ~~When a principal building faces more than two public streets, this requirement will apply only to two sides.~~

3.2.1.3.4. Plazas

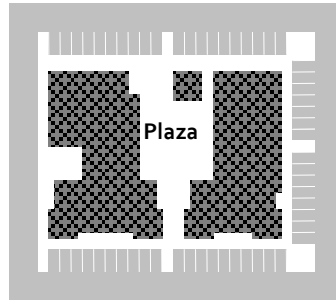
Commercial buildings 25,000 SF and larger must be placed in a way that creates plazas and/or pedestrian gathering areas that are large enough to encourage active pedestrian use and buffer pedestrians from street traffic ~~and circulation areas.~~

~~3.2.1.3.5. Views~~

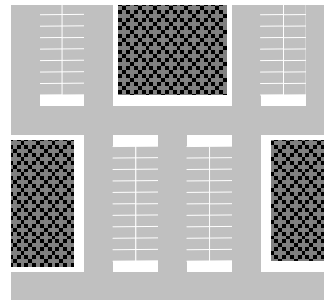
~~Commercial buildings must be oriented to promote views through and into each commercial development.~~

~~3.2.1.3.6. 3.2.1.3.5. Clustering~~

Clustering of buildings in larger master planned and multiple building developments is required, to the greatest extent practical.



Do this: cluster buildings to create plazas and pedestrian gathering areas



Don't do this : separate buildings with parking lots

~~3.2.1.3.7. 3.2.1.3.6. Building perimeter wall spacing from driving surfaces~~

Building walls must be placed at least 5 ft. from drive aisles and parking areas ~~around the entire building perimeter~~. This buffer area may be breached for loading areas, drive-through windows, ~~and~~ garage access and similar uses.

~~3.2.1.3.8. 3.2.1.3.7. Solar orientation~~

When building orientation to the east and west is unavoidable, landscaping, canopies, arcades, roof overhangs, or similar features must be used to shade facades and building walls that face into the summer afternoon sun to the greatest extent practical.

3.2.2. Sidewalks

3.2.2.1. Sidewalks required

Sidewalks in conformance to Section 4.8 and Section 4.9 must be provided along both sides of public or private street frontages to promote an active pedestrian environment and reduce potential conflicts.

3.2.2.2. Sidewalks required for use change

Sidewalks in conformance to Section 4.8 and Section 4.9 must be constructed along the public right-of-way adjacent to any lot that changes use. A Certificate of Occupancy for

new construction will not be issued until the sidewalk is constructed and accepted by the city.

3.2.3. Internal Pedestrian Circulation

3.2.3.1. Applicability

The following standards apply to all development with residential uses with multiple unit dwellings, and commercial, retail and industrial uses.

3.2.3.2. Internal walkways

Internal walkways ~~extending the full length of a building~~ must be provided along all façades featuring a customer entrance and along all façades abutting public parking areas. Internal walkways must be placed at least ~~6-4~~ ft. or more from the façade or wall along at least 30% of its length, to provide opportunities for beds for foundation landscaping, outdoor seating and patios, and building articulation (except for storefronts ~~where with a~~ zero setback, ~~i.e. no planting beds~~). Sidewalks are not required ~~within~~ service areas, loading docks and other non-customer areas.

3.2.3.3. Pedestrian connectivity

Connecting walkways, at least ~~6-5~~ ft. wide for a commercial development and at least 5 ft. for MF development, must link perimeter public sidewalks ~~with to primary~~ building entries, including through parking areas, ~~all points in the development~~, and to buildings on adjacent parcels, to the greatest extent practical. Circulation patterns must be as obvious and simple as possible. All likely pedestrian routes must be considered to minimize shortcuts to the extent practical through parking and landscape areas.

3.2.3.4. Conflict points

Internal pedestrian walkways must be distinguished from driving surfaces by textured and colored pavement or similar contrasting technique, to emphasize conflict points and enhance pedestrian safety.



Well-defined conflict point

3.2.3.5. Aggregation of plazas

Pedestrian areas and plazas shall be aggregated in high activity areas to the greatest extent practical, and not distributed in low impact areas such as building peripheries, areas behind blank walls, ~~or where they are barely visible.~~

3.2.3.6. Orientation of plazas

Pedestrian areas and plazas shall be oriented to views of activities, architectural landmarks or useable open space wherever possible.

3.2.4. Public transit facilities

Commercial and residential developments that could generate high volumes of transit use must accommodate the potential for public transit facilities. If the development is in an existing transit service area, it must provide for an appropriately scaled transit facility; otherwise, the development must make accommodations for a potential future public transit facility.

Transit routes, access points and shelter locations should be addressed along city adopted transit streets in and on the perimeter of nonresidential projects. Bus stop areas and bus shelters within a city adopted transit service area must be placed close to significant clusters of buildings.

There must be an uninterrupted durable pedestrian path connecting transit stops and/or shelters with the nearest sidewalk or pedestrian path.

3.2.5. Service Areas

3.2.5.1. Applicability

These standards apply to all development with multiple unit residential dwellings, commercial, retail and industrial uses.

3.2.5.2. Orientation

Service entrances, loading docks, waste disposal areas and similar uses must be oriented toward service roads and drives to the greatest extent practical and away from the public right-of-way and residential areas, unless adequately screened.

Service areas ~~cannot may not~~ be ~~placed-located~~ where they will be readily visible from primary facades of adjacent buildings without appropriate screening to screen service area views from the primary facades of adjacent or where they will harm important or identified view corridors.

3.2.5.3. Screening

Service entrances, loading docks, waste disposal areas and similar uses must be screened from public streets, pedestrian gathering areas and primary building entrances with fencing, walls and/or landscaping, with design elements compatible with the architectural theme of the host building.



Effective use of wing wall used to screen loading dock

3.2.5.4. Coordination of service area locations

Service area location must be coordinated with adjacent developments wherever possible to promote use of shared service drives.

3.2.5.5. Access routes

Service circulation in a development must be designed to provide safe movement for anticipated vehicles.

Fire lanes and routes for service, emergency and utility access must be clearly marked.

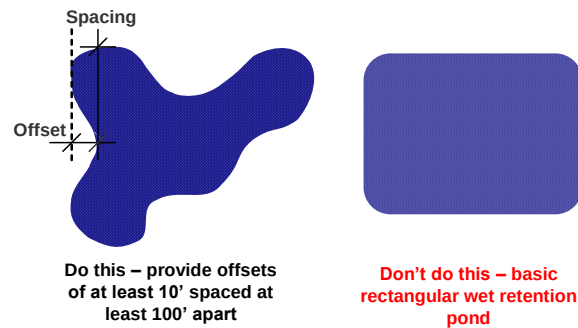
3.2.5.6. Gas tank bed pipes

Tank vent pipes must be screened, placed in an inconspicuous location and painted a dark color, or integrated into or adjacent to the building ~~architecture~~.

3.2.6. Water Bodies and Retention Areas

3.2.6.1. Shape

Permanent wet retention ponds visible from a street or other public area must be designed to appear natural by having edge alignment offsets to the greatest extent practical.



3.2.6.2. Project incorporation

Natural and manmade water bodies at least 20,000 sq. ft. that are ~~placed~~ located next to a public right-of-way must be integrated into the overall design of a development in one of the following ways:

- Provide a walkway at least 5 ft. wide, with native tall trees on average 30 ft. centers and a bench and/or picnic table next to the water body every 150 ft.
- Provide a plaza or ~~courtyard~~ pedestrian gathering area at least 200 sq. ft. with a bench and/or picnic table ~~next to~~ close to the water body.

3.2.6.3. Slope

Retention basins must be designed with at least 5:1 side slopes to 2 ft. below the normal water line.

Fenced retention basins will ~~only~~ be approved administratively by City Engineer staff, only in extreme situations, and ~~will~~ may be placed to the side and/or rear of the parcel as far from ~~the a public right-of-way~~ street as possible.

3.2.6.4. Fencing

Metal decorative fences may be used to fence manmade water bodies and retention basins.

3.2.7. Land Disturbance

New development should respect and maintain the natural topography on a site through sensitive site organization and minimizing land disturbance. Layout of new development should follow and respect the natural topography of the site to the maximum extent possible. Over lot grading to create a large level lot or site shall be limited to disturbed sites and in all cases minimized to the extent practical.

Extensive grading or unusual site improvements (e.g. large retaining walls) to force a preconceived design onto a particular piece of property is strongly discouraged. Berms, channels, swales, and similar man-made changes to the landscape must be designed and graded to be an integral part of the natural landscape and to provide a smooth transition in changes of slope.

3.3. Parking and Access

3.3.1. General standards

3.3.1.1. Applicability

Parking, access and design standards apply to all uses, unless otherwise stated. Vehicle display and storage areas at vehicle dealers, vehicle repair businesses and vehicle storage facilities, and areas intended for the storage or movement of vehicles on industrial sites are not exempt.

3.3.1.2. Large vehicles and equipment

Outdoor storage or overnight parking of semi-trucks, semi-trailers, and other vehicles having a gross vehicle weight rating of at least 17,000 pounds is prohibited in residential and commercial use areas, except within commercial service or storage yards and loading areas. Exceptions are pickup trucks, personal recreational vehicles not being used for habitation, and vehicles associated with a business on a commercial site. Construction equipment may only be stored on lots in residential and commercial use areas while construction is permitted.

3.3.2. Access

3.3.2.1. Shared access

- Shared and master planned access, rearage roads and/or access easements across parcels are permitted and encouraged and will be required where considered necessary by Development Services staff and/or city engineer, with administrative approval, to minimize potential congestion, decrease accident potential and reduce the number of curb cuts and conflict points along a street.
- Commercial and individual development must be designed to provide for shared access with adjacent commercial and industrial parcels to the greatest extent practical. Provisions must be made for connection of pedestrian and vehicle circulation systems with adjacent parcels.
- Property owners cannot block access to parking lot connections on adjacent parcels.
- Vehicular access easements from one lot to adjacent lots and for private driveways within a lot may be provided on the subdivision plat or by separate recorded instrument. Such access easements may be specifically defined or blanket access easements.

3.3.2.2. Curb cuts

- Curb cuts and ramps must be placed at convenient and safe locations. Curb cuts must be limited to the fewest necessary to provide adequate circulation and workable access to a parking area.
- Commercial and industrial ~~Driveways~~ connections to public streets shall be designed to align with opposing driveways or be offset a minimum of 80 feet, measured from face of curb or edge of pavement to face of curb or edge of pavement on undivided streets.
- Curb cuts must be spaced at intervals of at least 250 ft., or at least 500 ft. along major arterials, unless this would prevent access to a separate property (not an outparcel) and a rearage road is not possible.
- When a parcel fronts on two different streets, or a street and a rearage road, the curb cut must be from the street with the lower functional classification unless otherwise administratively approved by Development Services staff.
- Curb cuts and ramps must avoid crossing or funneling traffic through loading areas, drive-through aisles and outdoor trash storage and collection areas.

3.3.2.3. Driveway throats

- Driveway throats to parking areas serving <50,000 sq. ft. of commercial, industrial or civic GFA accessing non-arterial streets must be at least 20 ft. long.
- Driveway throats to parking areas serving at least 50,000 sq. ft. of commercial, industrial or civic GFA, and those accessing arterial streets, must be at least 30 ft. long.
- Driveway throat length is measured from the right-of-way line.

3.3.2.4. Entry orientation

Entrance drives should align with focal points in a development such as landmark towers or landscape features, whenever practical.

3.3.2.5. Emergency access

Site design elements must reasonably accommodate access standards of emergency vehicles and services.

3.3.2.6. Service functions

Service functions must be integrated into the circulation pattern in a way that minimizes interaction with customer vehicles and pedestrians.

3.3.2.7. Connectivity for multi-family residential development

Multifamily residential development must not be planned as “pods”, isolated from surrounding development, but instead must be integrated into the larger grid of public streets and internal access driveways. Residential development with multiple unit dwellings must have pedestrian and vehicular connections to adjacent residential and commercial development.

3.3.3. Circulation

3.3.3.1. Circulation routes

- Circulation and parking areas in a development must be designed to be safe, efficient and attractive, considering use by all modes of available transportation.

- Parking lots must provide well-defined circulation routes for vehicles, bicycles and pedestrians that minimize conflicts to the greatest extent practical.
- Circulation routes must focus on main entries and exits, and ~~designate~~ provide for secondary access points to the greatest extent practical.
- Redundant circulation cannot reduce land available for landscaping or walkways.
- Vehicle circulation paths must be designed and sited to calm traffic where practical without the required need for vertical deflection devices such as speed bumps and humps. Horizontal deflection and psychological traffic calming (traffic circles, corner neckdowns, chicanes, tapers, landscape medians, small turn radii, decorative paving) is encouraged.

3.3.3.2. Safety and conflict points

Circulation areas must be designed so vehicles can proceed safely without posing a danger to pedestrians or other vehicles, and without interfering with parking areas. Standard traffic control devices and signs must be used to direct traffic where necessary.

To the maximum extent practicable, pedestrians and vehicles must be separated through walkways or sidewalks. Where complete separation of pedestrians and vehicles is not possible, landscaping, bollards, decorative paving, lighting and other permanent methods must be used to delineate pedestrian areas and other conflict points.

3.3.4. Parking Aisles

3.3.4.1. Aisle and curb cut dimensions

Access drive lanes and aisles must have the following widths (excluding added width from curb return areas) at the gutter line:

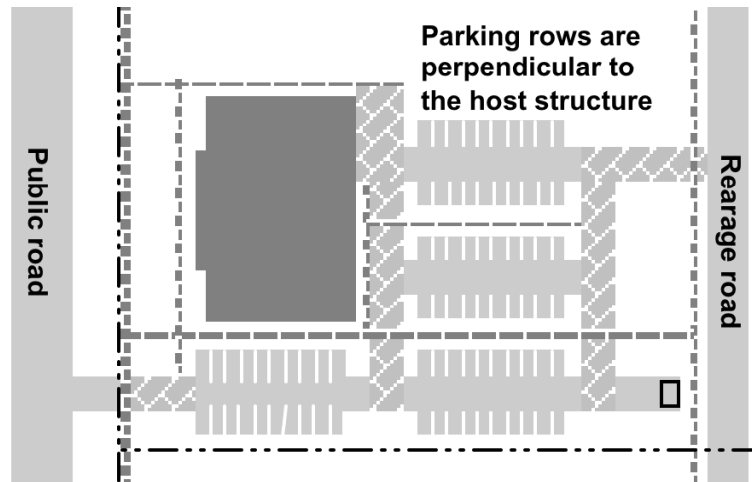
- Residential driveway: 8 ft. - 24 ft.
- Residential parking lot: 10 ft. - 14 ft. one way, 20 ft. - 24 ft. two-way
- Nonresidential parking lot to 99 spaces: 10 ft. - 14 ft. one way, 20 ft. - 24 ft. two-way
- Nonresidential parking lot 100 spaces or more: 10 ft. - 24 ft. one way, 24 ft. - 36 ft. two-way
- Service access driveways: drive width sized for adequate vehicular access and turning movement

Parking area aisles must have these minimum widths:

- Angle 0° / parallel to aisle: at least 12 ft. one way, at least 20 ft. two-way.
- Angle 30°: at least 11 ft. one way, at least 20 ft. two-way.
- Angle 45°: at least 13 ft. one way, at least 21 ft. two-way.
- Angle 60°: at least 18 ft. one way, at least 23 ft. two-way.
- Angle 90°: at least 24 ft.

3.3.4.2. Aisle orientation

In large parking lots, parking aisles must be oriented perpendicular to buildings where practical in order to minimize the need for pedestrians to walk parallel to moving cars and across landscaped areas.



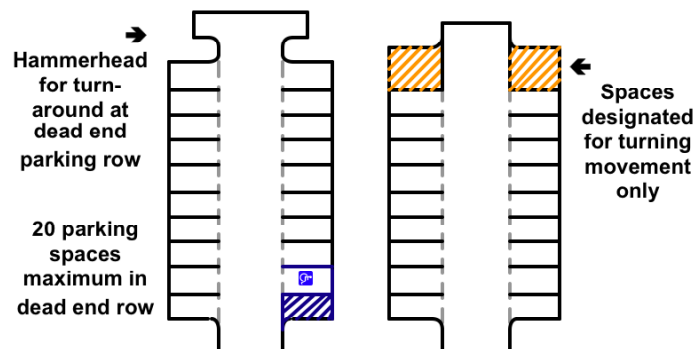
3.3.4.3. Mixture of angles and one-way and two-way aisles

Mixture of one-way and two-way parking aisles, or different degrees of angled parking in a parking area is prohibited, except when individual parking areas are separated by a landscape buffer at least 5 ft. wide, ~~with limited access.~~

3.3.4.4. Dead end aisles

Dead end aisles must be avoided wherever possible. Where a dead end aisle is unavoidable, adequate space for unimpeded turn-around must be provided.

Dead end aisles may contain no more than 20 parking spaces.



3.3.4.5. Head-in/head-out and parallel parking from the public right-of-way

Parking areas larger than 12 spaces fronting on residential local street or lower must be designed so vehicles can leave without backing or fronting out onto a public street, or having to reenter a public street to access another aisle on the same lot. Driveways for single household dwelling units are exempted.

3.3.5. Stacking/Queuing Areas

3.3.5.1. Drive-through aisles

Minimum length of Off-street stacking lanes for drive-through aisles must be provided as follows:

Bank teller window, ATM: at least ~~60~~50 ft. measured from teller, window or ATM.

Restaurant drive-through: at least ~~40~~50 ft. measured from order box, at least ~~60-30~~ ft. between order box and first payment or pick-up window.

Other uses with drive-through windows (pharmacy, dry cleaners, etc.): at least ~~60-50~~ ft. measured from window.

Drive-through aisles must be physically separated from parking and circulation areas, and:

- Cannot interfere with the on-site parking and circulation for other vehicles on the site.
- Cannot interfere with on-site parking.
- Cannot result in traffic queuing into a drive aisle, adjacent property or street.

Drive-through aisles must be 10 ft. - 12 ft. wide.

Drive-through aisles, ~~elements~~ and pickup windows cannot be on a street-facing side of the building.

Reduction of minimum length of queuing length may be approved by Development Services staff if it can be demonstrated that it is necessary and feasible.

3.3.5.2. Gas pumps

There must be at least 20 ft. space for one vehicle stacked behind the vehicle at the far end of a row of gas pumps, and room for other vehicles to bypass stacked vehicles at fueling areas.

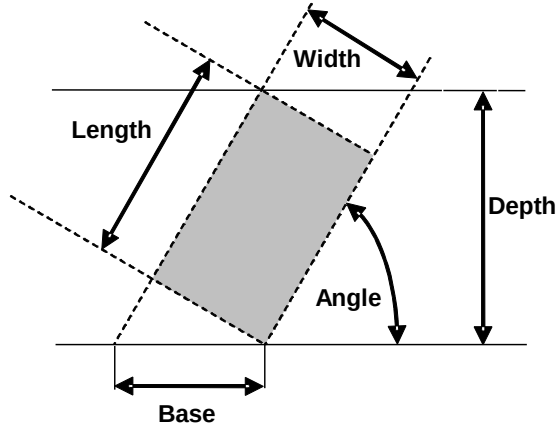
3.3.6. Parking and Loading Space Bulk Standards

3.3.6.1. Parking space dimensions

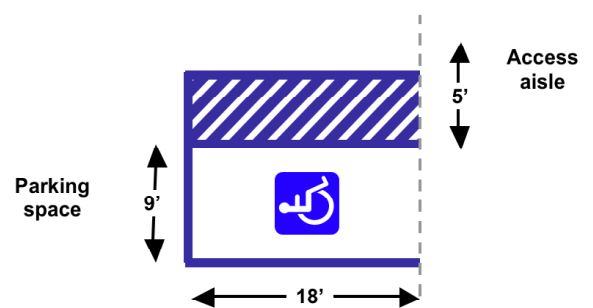
Parking spaces must have the following dimensions:

- Standard parking space (perpendicular or angled to the aisle): 9 ft. x 18 ft.
- Standard parking space (parallel to the aisle): 8 ft. x 23 ft.
- Handicapped parking space: 9 ft. x 18 ft., plus a clear 5 ft. x 18 ft. loading area to the side. Two handicapped spaces may share one loading area.
- Motorcycle space: 4.5 ft. x 9 ft.
- Off-street loading space: 12 ft. x 25 ft.
- Bicycle space: a stationary object where a user can secure both wheels and the frame of the bicycle with a 6 ft. cable and lock. The stationary object may be a freestanding bicycle rack, a wall-mounted bracket; an enclosed bicycle locker; a three point bicycle rack; or a fenced, covered, locked or guarded bicycle storage area.

Parking space measurements



Handicapped parking space



3.3.6.2. Parking space location

3.3.6.2.1. Lots and Parcels Fronting ~~Frontage~~ along FM 685, Carl Stern Boulevard UP Railroad and SH 130

Parking for non-residential buildings on non-corner lots must have at least 50% of the parking spaces placed behind the front building line.

Parking for non-residential buildings on corner lots must have at least 30% of the parking spaces placed behind the front building line.

Parking for non-residential buildings larger than 50,000 sf. is exempt from this parking space location requirement.

3.3.6.2.2. Lots and Parcels Fronting ~~Frontage~~ along internal streets

Parking for non-residential buildings on non-corner lots must have at least 70% of the parking spaces placed behind the front building line.

Parking for non-residential buildings on corner lots must have at least 50% of the parking spaces placed behind the front building line.

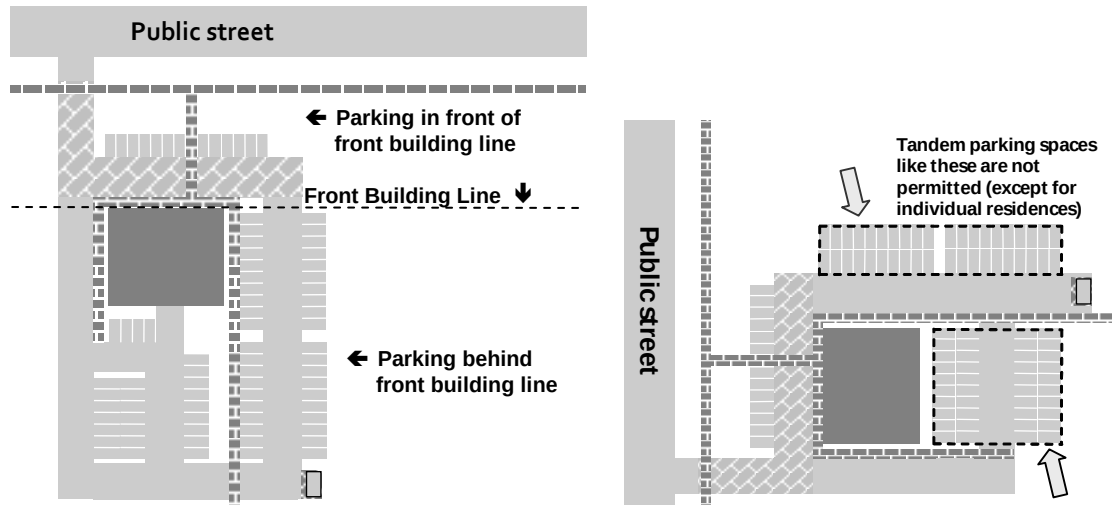
Parking for retail, commercial and industrial uses in buildings larger than 50,000 sf. is exempt from this parking space location requirement.

3.3.6.2.3 Lots and Parcels Fronting along UP Railroad Right-Of-Way

Parking for non-residential uses may be located without limitation, provided that landscape screening is provided along the UP Railroad right-of-way that comply with requirements set forth with Section 3.5.3.4 Parking lot and vehicular use screening.

3.3.6.3. Tandem parking

Tandem parking spaces, where the only access to a parking space is from another parking space, are permitted only for individual residential units.



Parking for non-residential buildings

3.3.7. Parking and Loading Space Number Standards

3.3.7.1. Required parking spaces

Uses should offer only the minimum amount of parking that is necessary to meet anticipated normal demand. The number of required off-street parking and truck loading spaces for a use is as follows.

Residential use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Dwelling unit: single household	2 per dwelling	n/a	n/a
Dwelling unit: single household + accessory unit, at least 2 units	1.5 per dwelling	n/a	n/a

Commercial use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Multi-tenant retail buildings (shopping centers); indoor recreation facility	1 per 400 sq. ft. GFA	1 per 200 sq. ft. GFA <u>n/a</u>	1 per tenant; may be waived by Development Services staff
Restaurant, bar/tavern, adult oriented use (live entertainment), nightclub, club/lodge	1 per 150 sq. ft. GFA	1 per 75 sq. ft. GFA <u>n/a</u>	1
Retail uses, including: art studio, performing; art studio, visual; bank; bakery, retail; convenience store; funeral home; gas station; grocery store; instructional facility; large item sales and rental; personal and business service shop; print shop; retail store; vehicle minor repair.	1 per 400 sq. ft. GFA	1 per 200 sq. ft. GFA <u>n/a</u>	1 per tenant; may be waived by Development Services staff
Office uses, including medical office, professional office, veterinary clinic	1 per 400 sq. ft. GFA	1 per 200 sq. ft. GFA <u>n/a</u>	1 per building
Child day care facility, pet day care and boarding, elderly day care facility	1 per employee + 3 (n/a for child day care in a home)	1 per employee + 6 (n/a for child day care in a home) <u>n/a</u>	n/a
Lodging establishment (all) (restaurants, bars, nightclubs and other accessory uses computed separately)	1.2 per guest room + 1 per 100 sq. ft. GFA meeting/banquet room	1.5 per guest room + 1 per 50 sq. ft. GFA meeting/banquet room <u>n/a</u>	1 + 1 per 5000 sq. ft. GFA meeting room area
Entertainment facility: theater	1 per 4 seats	1 per 2 seats <u>n/a</u>	1
Farm product sales, flea market, kennel, plant nursery, greenhouse	No requirements	n/a	n/a

Industrial use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Light industrial use, trade use, vehicle major repair	1 per 1000 sq. ft. GFA	1 per 333.3 sq. ft. GFA <u>n/a</u>	1 per 2500 sq. ft. GFA or 2 per user/tenant, whatever is more
Research laboratory	1 per 400 sq. ft. GFA	1 per 200 sq. ft. GFA <u>n/a</u>	1 per building
Warehouse and distribution facility	1 per 2000 sq. ft. GFA	1 per 1000 sq. ft. GFA <u>n/a</u>	1 per 5000 sq. ft. GFA
Vehicle storage facility	1 per 400 sq. ft. GFA office space + 1 per stored vehicle	1 per 200 sq. ft. GFA office space + 1 per stored vehicle <u>n/a</u>	n/a

Institutional use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Community facility, amenity center	1 per 500 sq. ft. GFA	1 per 100 sq. ft. GFA n/a	n/a
Hospital (excluding general medical office space)	0.5 per bed + 1 per 500 sq. ft. GFA inpatient treatment area + 1 per 400 sq. ft. GFA outpatient treatment area	0.75 per bed + 1 per 250 sq. ft. GFA inpatient treatment area + 1 per 200 sq. ft. GFA outpatient treatment area n/a	1 per 20,000 sq. ft. GFA
Place of worship or assembly	1 per 5 seats in primary sanctuary or assembly area	1 per 3 seats in primary sanctuary or assembly area n/a	Required for accessory uses (school, etc.)
School: elementary, middle and high	1 per 10 seats in auditorium/cafatorium	1 per 3 seats in auditorium/cafatorium n/a	1 per cafeteria + 1 per gymnasium + 1 per assembly hall + 1 bus per 2 classrooms

Temporary use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Christmas tree lot, carnival, construction equipment field storage lot, vehicle sales-off site	No set minimum; parking plan requires approval by CD staff	No set maximum; parking plan requires approval by CD staff n/a	No set minimum; parking plan requires approval by CD staff
Construction field office	3 per facility	6 per facility n/a	n/a
Garage sale, lot sales office, model home	No requirements	No requirements	No requirements

Accessory use classification	Required spaces (minimum)	Maximum spaces	Required loading spaces (minimum)
Agricultural activity, antenna-radio hobbyist, antenna-non-residential use, boat house, CMRS facility (attached), dock, home occupation, satellite dish, swimming pool	No requirements	No requirements	No requirements
CMRS facility (freestanding), public utility substation	No requirements	No requirements	1 per site
Drive-through facility	Refer to queuing area standards	n/a	n/a

3.3.7.2. Variance to ~~maximum-minimum~~ parking requirements and parking space location

~~Exceeding maximum~~Reducing minimum parking requirements may be approved by the Board of Adjustment if it can be demonstrated that the parking space location or required permitted maximum-minimum number of spaces will are not necessary to meet the normal day-to-day needs of a proposed use.

~~Exceeding parking space location requirements may be approved by the Development Services staff if it can be demonstrated that the permitted parking space location will not meet the normal day-to-day needs of a proposed use.~~

3.3.7.3. Handicap designated parking spaces

Handicapped designated parking spaces must be placed on the shortest possible accessible route of travel to an accessible building entrance. The number of handicapped designated parking spaces required for nonresidential uses is:

Total spaces	<25	36-50	51-75	76-100	101-150	151-200	201-300	301-400	401-500	501-1000	greater than 1000
Handicapped spaces	1	2	3	4	5	6	7	8	9	2%	20 + 1 per additional 100 total spaces

3.3.7.4. Motorcycle parking spaces

One or more motorcycle parking spaces must be provided for every 100 standard vehicle parking spaces provided for non-residential uses, when the parking lot has greater than 50 spaces.

3.3.7.5. Bicycle parking

One or more bicycle parking spaces must be provided for every 20 vehicle parking spaces required as a minimum for non-residential uses. Bicycle parking design must follow standards recommended by the Association of Professional and Bicycle Professionals.

3.3.7.6. Shared parking facilities

Agreements which share parking between uses with non-conflicting parking demands (eg. a church and a bank) are encouraged as a means to reduce the amount of land area devoted to parking if the applicant can demonstrate that shared parking is feasible. Where different uses create staggered parking demand periods, shared parking calculations among adjacent parcels is permitted to justify reducing the amount of required parking.

3.3.7.7. On-street parking

Designated on-street parking spaces no more than 200 ft. from the main entrance of a building with a commercial use may be counted towards the required amount of parking spaces for commercial and retail use. These spaces do not count towards the permitted parking space location requirements. Designated on-street parking spaces no more than 100 ft. from the entrance of a building may be counted towards the required amount of parking spaces for residential use with multi-unit dwellings. On-street parking being counted towards the required amount of parking spaces for any use or business, other than a residential amenity center, recreation use, common open space use, or parkland must not encroach into single family detached residential areas.

3.3.7.8. Building or use enlargement

When a building or use is enlarged 25% or more, additional parking and loading spaces, in compliance with Section 3.3.7, minimum required parking, must be provided based on the building area associated with the enlargement.

3.3.7.9. Space computation and fractions

Fractional results will be rounded up when computing the number of required parking and loading spaces.

3.3.8. Landscaping Areas

3.3.8.1. Applicability

These standards do not apply to single household dwellings, two to four household dwellings, single family attached dwellings, or parks and ~~green-common open~~ spaces ~~over 5 acres in area.~~

Specific plant material standards are detailed in the landscaping standards in this chapter. Parking setback and ~~buffer yard~~ buffer yard standards are detailed in the bulk standards section in this ~~chapter~~ PUD.

3.3.8.2. Parking lot interior landscaping

Landscape areas must consist of at least 10% of the interior ~~space-area~~ of a parking lot. Landscaped islands may be clustered or evenly distributed.

3.3.8.3. Parking lot entrances

Landscape islands at least 10 ft. wide must be used to define primary parking lot entrances.

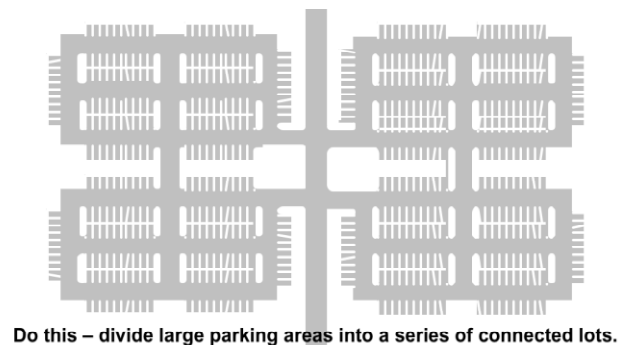
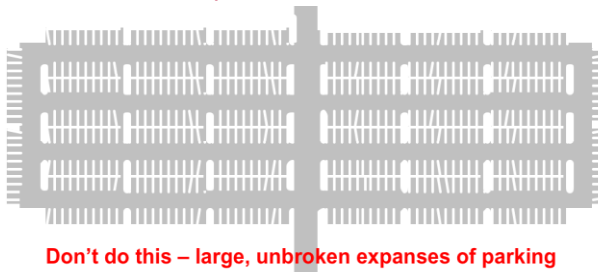
3.3.8.4. Parking rows

Landscape islands of at least 180 sq. ft. must be placed at both ends of a parking row.

Parking rows cannot extend for greater than 10 spaces without an interrupting landscape island of at least 180 sq. ft.

3.3.8.5. Division of large parking lots

Large parking lots must be visually and functionally segmented into smaller lots with no more than 150 parking spaces, by landscape islands at least 10 ft. wide, to the greatest extent practical.



3.3.8.6. Connecting walkways

The landscape area following a connecting walkway within a commercial center must be at least 5 ft. wide.

3.3.8.7. Parking overflow to landscape areas

Parking cannot overflow onto areas outside of the designated parking area that does not meet the minimum pavement standards for the use. Parking and vehicle display on pedestrian and landscaped areas is prohibited.

3.3.8.8. Street corners

A corner landscape area must be provided if parking or a drive aisle is between a building and the street corner. Parking spaces and drive aisles must be at least 30 ft. from the intersection point of property lines at the corner.

3.3.9. Development Standards

3.3.9.1. Surface standards and paving materials

3.3.9.1.1. Permanent surfacing

- Parking and loading areas must have a permanent surface of asphalt, concrete, brick, paver blocks or a solid surface of similar or better durability and performance characteristics.
- Porous pavement and concrete may be used for individual parking spaces and lightly used drive aisles. Porous pavement and concrete is discouraged for busy drive aisles, service drives and truck/freight loading areas. Porous pavement cannot be used for handicapped parking spaces.

3.3.9.1.2. Permanent surfacing exception: single and two-household dwellings

- Porous pavement may be used as a parking surface for single and two household dwellings.
- Driveways may have a "Hollywood driveway" design, where the driving surface is broken up into paved tracks at least 2.5 ft. wide for the wheels, separated by a planted strip.
- Driveway width shall be no wider than a 2-door garage at property line; driveways for 3rd garage door must flare out.
- Parking on an unpaved surface is prohibited.



Separated Hollywood driveway strips

3.3.9.1.3. Permanent surfacing exception: temporary uses

Permanent parking surfaces are not required for temporary uses. A parking plan must be approved for temporary uses, subject to Development Services staff review.

3.3.9.2. Grading and drainage

Parking and loading areas must be graded and drained to dispose of all surface water, in conformance to the approved drainage plan for the site.

3.3.9.3. Markings

Parking spaces, aisles, entryways, loading spaces and queue spaces surfaced in permanent materials must be marked to show their location.

Handicapped parking spaces must be marked with the international symbol of accessibility on the space and on a sign at the head of the parking space.

Motorcycle parking spaces must be marked with a sign at the head of the space, from 3 ft. and 5 ft. above the parking surface.

Parking space markings for one, two and three household dwellings are not required.

3.3.10. Shopping cart return areas

Shopping cart return areas must be defined by curbs and landscaping.

3.4. Architectural design

3.4.1. Single Household and Two- to Four-Household Residence Design

3.4.1.1. Mandatory homeowner association

A mandatory homeowner association shall be created and maintained for all single household and two-to-four-household residential development.

3.4.1.2. Required elements

Single household and two to four household dwellings must include at least one of the following elements:

- Side, detached, rear or alley-loaded garage
- Masonry (brick, stone) wainscot at least 4 ft. on ~~all front and side~~ exterior walls, if the side ~~and rear~~ walls are not those materials
- One story scaled entries recessed or covered with a porch, canopy, or other shading device
- Functional front porch at least 72 sq. ft.
- One of the following green building certifications:
National Association of Home Builders National Green Building Program: ANSI ICC 700-2008 National Green Building Standard, Bronze, Silver, or Gold.

U.S. Green Building Council Leadership in Energy and Environmental Design (LEED): Certified, Silver, Gold or Platinum.

3.4.1.3. Exterior Wall Standards:

- Exterior surface area (all stories) of primary buildings shall consist of un-painted clay brick, ledge stone, fieldstone, cast stone, granite, tile, painted or tinted stucco, glass façade, glass block (or alternative glazing e.g. Kalwall) and factory tinted (not painted) split faced concrete masonry unit, cementitious-fiber planking (not panels) or similar material approved by the Development Services staff.
- Solid wood planking, decorative cementitious-fiber panels and other materials approved by the Development Services staff may be used for accent features.
- A minimum of fifteen percent (15%) of the front primary building façade for buildings shall consist of window or door openings.
- ~~All building fronts shall have at least four different design features to break the wall plane. The following are examples of the types of design features that shall be utilized~~meet this requirement: horizontal off-sets, recesses or projections, porches, breezeways, porte-cocheres, courtyards, awnings, canopies, alcoves, recessed entries, ornamental cornices, display or other ornamental windows, vertical "elevation" off-sets, peaked roof forms, arches, outdoor patios, architectural details such as tile work or moldings integrated into the façade, integrated planters or wing walls, accent materials, varied roof heights, premium roofing materials such as tile or standing seam metal, or similar design features approved by the Development Services staff.-
- Windows shall have a maximum exterior reflectivity of twenty percent (20%).
- Design elements and detailing, including the presence of windows and window treatments, trim detailing, and exterior wall materials, must be continued around the structure. The percentage of design elements and detailing are not required to be consistent on all facades.



Façade with elevation design features, first floor articulation and detached rear garage



Example of façade with elevation design features, individual garage doors (projecting), and articulation of first story



Example of façade treatment through first and second floor articulation, elevation design features, color selection of garage doors (projecting)



Example of elevation design features



Example of elevation design features, first floor articulation, and individual garage doors (flush)



Avoid - flat and boxy 2-story facade with low-pitched roof and lacking elevation design features



Avoid – façade with flat pitch roof, lack of pedestrian-scaled entry and elevation design features

3.4.1.4. Facades - corner

Houses on corner lots shall be articulated on both street facades; continue siding material palette on both street-facing facades and incorporate architectural elements such as side porches, bay windows, gable roofs and similar design elements and detailing treatment on side street facing façade. The percentage of design elements and detailing are not required to be consistent on both facades.



Corner lot/street facing facades - example of elevation detailing continued on both façades



Corner lot/ street facing facades – continuation of elevation design features



Avoid: Side street facing façade that lacks elevation design features



Avoid: Side street-facing facade that lacks elevation design features

3.4.1.5. Garages

3.4.1.5.1. Front-loaded garages

A front-loaded garage may occupy no more than 70% of the house frontage.

3.4.1.5.2. Garage doors - articulation

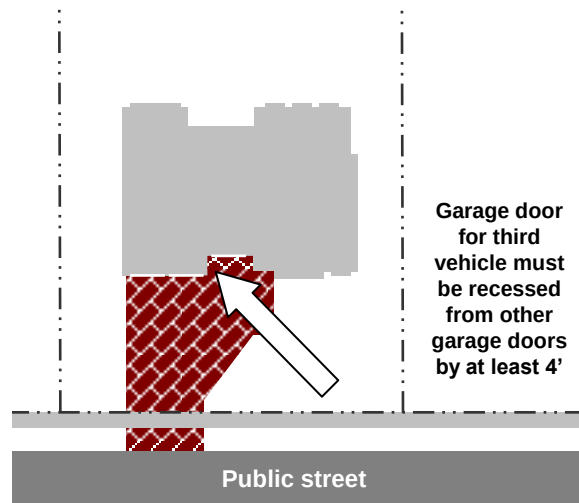
- Garage doors articulation shall include detailing and/or relief in the surface using wood or wood-like finished materials, windows are a preferred element
- Paint colors and/or stain for garage doors shall be compatible with the color palette of the building elevation on which the garage door is located
- Individual garage doors are preferred on street facing facades; garage doors are limited to 2-car garage size.
- The use of 3 garage doors ~~for 3 cars~~ on a street facing facade is discouraged; At least one of the 3 garage doors must be side facing or recessed a minimum of 4 ft. from the other garage doors.



Detailing of the wooden garage door provides required garage door articulation on street facing facades



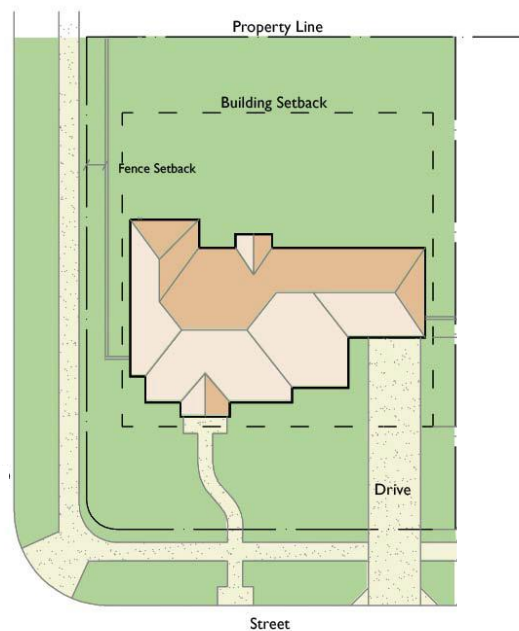
Three-car garage with detailed, individual garage doors; note required recess of two doors on right



Driveway flares out are required from the property line to accommodate the 3 garages

3.4.1.5.3. Orientation: corner lots and open space lots

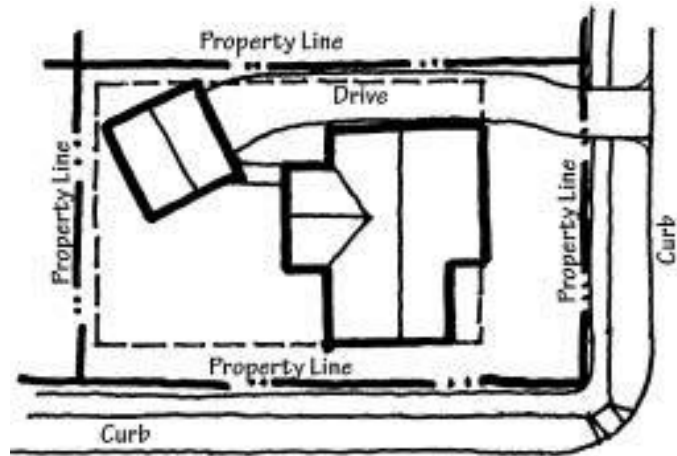
Garages for one and two household dwellings accessed from the fronting street must be located on the interior lot line side of the lot, opposite from the corner or open space lot.



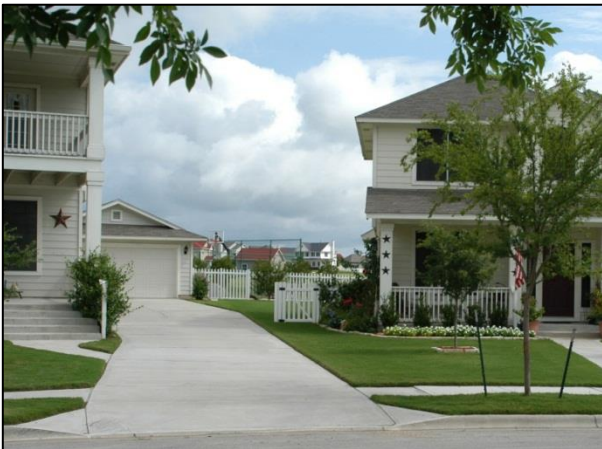
Corner lot: locate garage/driveway away from the corner

3.4.1.5.4. Types of garages

3.4.1.5.4.1. Garage – detached rear



A detached rear garage is a permitted garage type.



Example of detached rear garage



Example of detached rear garage



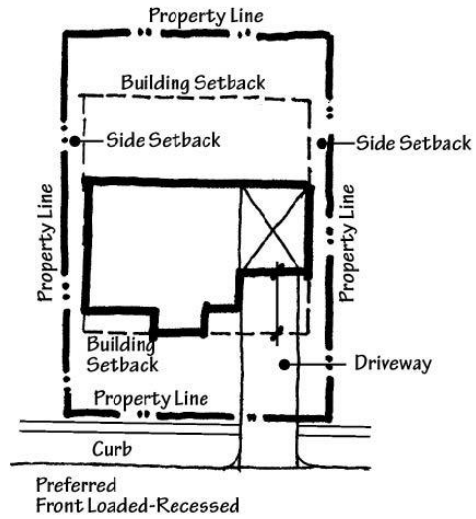
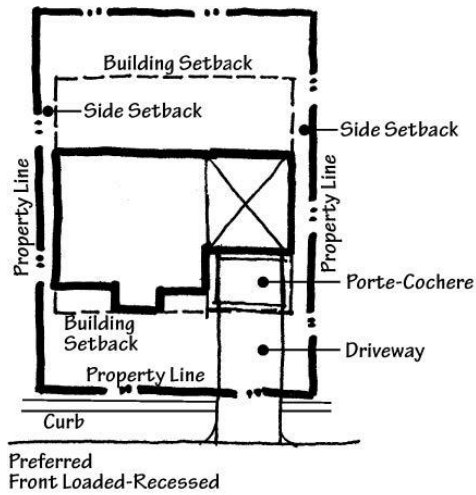
Example of detached rear garage



Example of detached rear garage

3.4.1.5.4.2. Garage - recessed

A garage door recessed from the face of the front façade is a permitted garage type. An overhead eave is a preferred detail element above the garage



Street facing garage with a large eave and individual garage doors



Recessed, tandem garage with individual garage door and detailing above



Recessed front garage creates a shadow line and emphasis on the rest of the facade

3.4.1.5.4.3. Garage - flush with façade

Garage doors flush with the street facing façade require detailing on the façade to de-emphasize the visual impact of the garage, including the following:

Trim or banding around the garage door

~~Pronounced~~ Garage door relief detailing, and windows are a preferred element

~~Careful~~ Coordinated color selection to de-emphasize the garage door

Individual garage doors are preferred



Avoid - flush garage with completely flat 2- car garage door, no detailing or relief, highlight paint color on door inadvertently attracts attention, lack of trim around door, lack of first floor façade articulation above garage

3.4.1.5.4.4. Garage – projecting

Garages projecting in front of the street facing façade may protrude in front of the façade provided that detailing is provided on all exposed garage facades to de-emphasize the visual impact of the garage. Windows and individual garage doors are preferred element.

The following are required on projecting garage:

- Integrated trim or banding around the garage door that matches the residential building
- Detailing and articulation of the door facade
- Color selection that does not emphasize the garage door
- An architectural top to the garage, such as a gabled roof



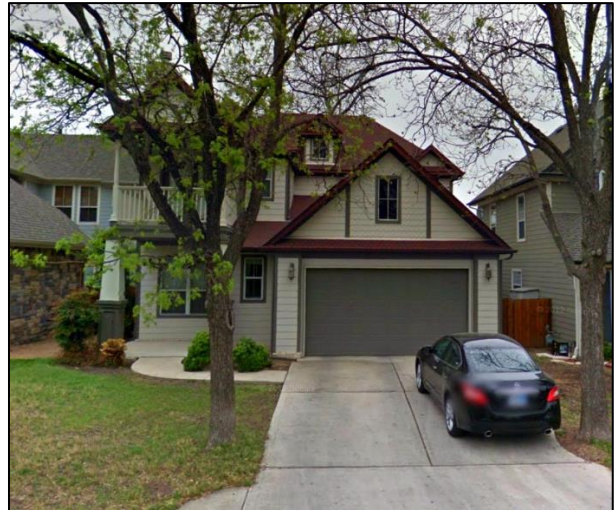
Projecting garage- example of integration of matched house/garage siding, trim detailing above, garage door detailing, accent colors, articulation of first floor level above garage, and use of gable above



Projecting garage – example showing windows on door, detailing and trim and good color selection



Projecting garage – example integration of masonry siding matching façade, good detailing, trim and color selection (note: garage door lacks adequate detail)



Projecting garage- example of integration of siding on garage trim, accent lights, accent colors, articulation of first story level, detailing on garage door, gable and centered window above

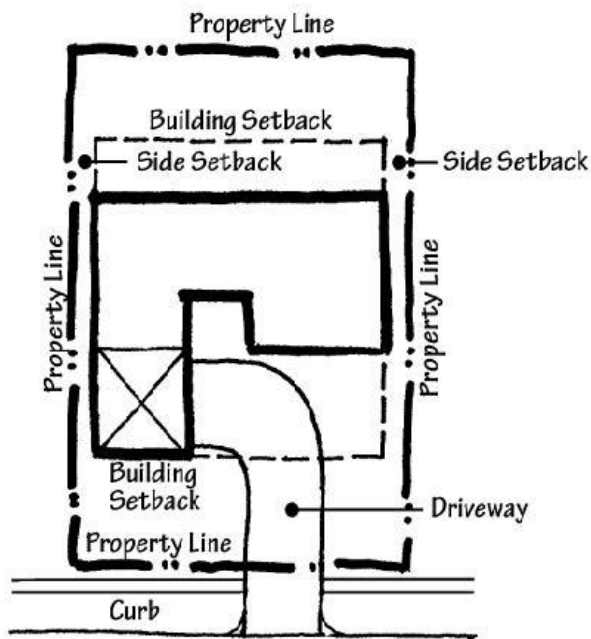


Avoid - projecting garage with completely flat 2-car garage door, no detail, paint color not complimentary to house façade. Light color masonry poor selection choice as it highlights the garage

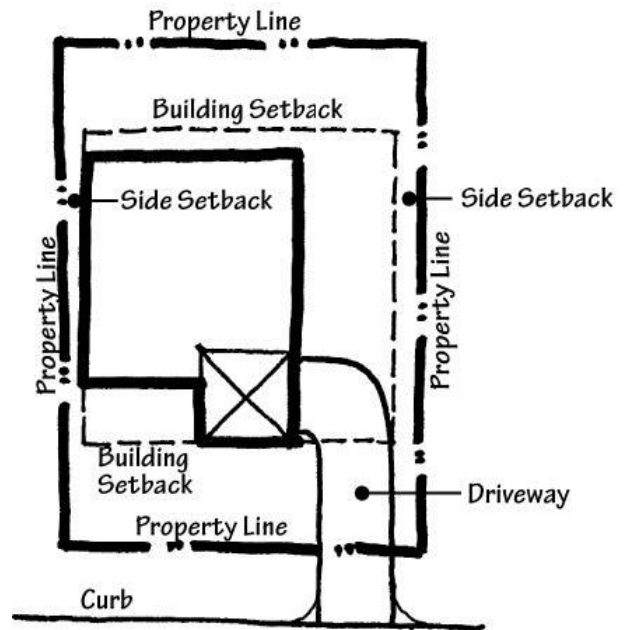
3.4.1.5.5. Garage - side-loaded

Garages that are side-loaded (in relation to the street) are a preferred and permitted garage type provided the following requirements are incorporated:

- Garage door articulation requirements are incorporated
- Placement of driveway pavement meets setback restrictions
- Driveway pavement is limited to the minimum necessary for safe vehicular movement



Inside Swing Side Loaded



Outside Swing Side Loaded



Side-loaded garage with individual doors and windows

3.4.1.5.6. Garage – Rear alley loaded

Alley loaded garages is a permitted garage type. Alley loaded garages may be attached or detached from the home.

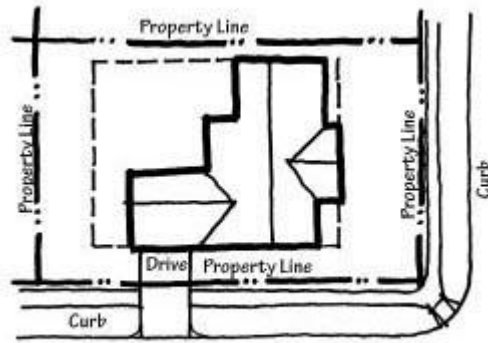


Garages access from rear alley

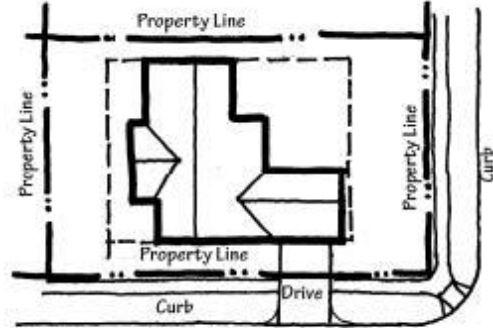
3.4.1.5.7. Corner lot garage placement

Minimize the visual prominence of garage and driveway placement on corner lots by incorporating the following:

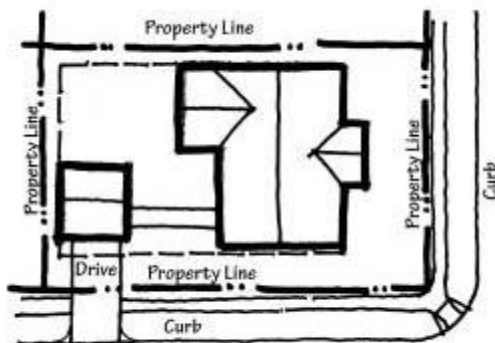
- Avoid garage placement/driveway access from a side street that is:
 - Centered on an approaching street. It is visually prominent
 - Placed close to the street corner
- Avoid garage placement/driveway access from the fronting street that is:
 - Placed close to the street corner



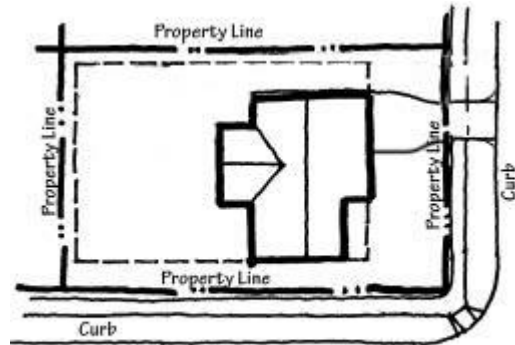
Permitted



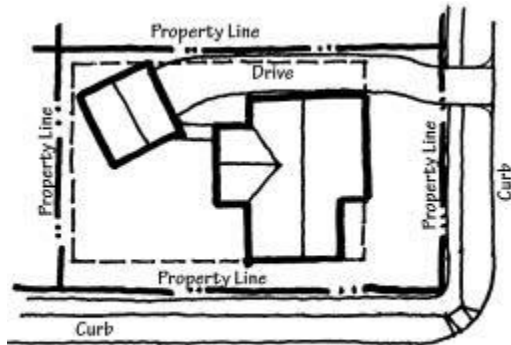
Prohibited



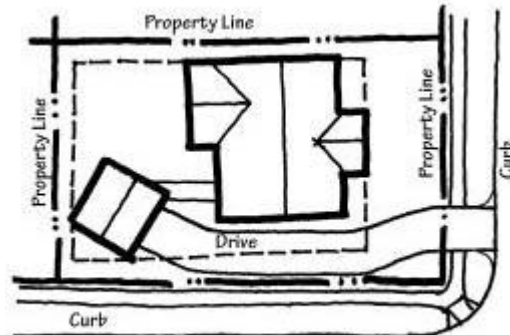
Acceptable



Acceptable



Preferred



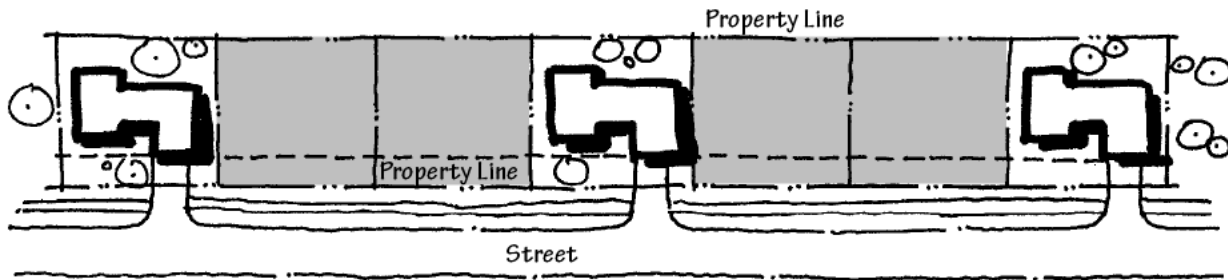
Prohibited

3.4.1.6. Plan spacing and repetition

No two elevations of the same style and plan type are permitted side-by-side within a given block face. Developments with single household and two household dwellings must adhere to the following minimum standards:

3.4.1.6.1. Same plan, different elevation, same side of the street

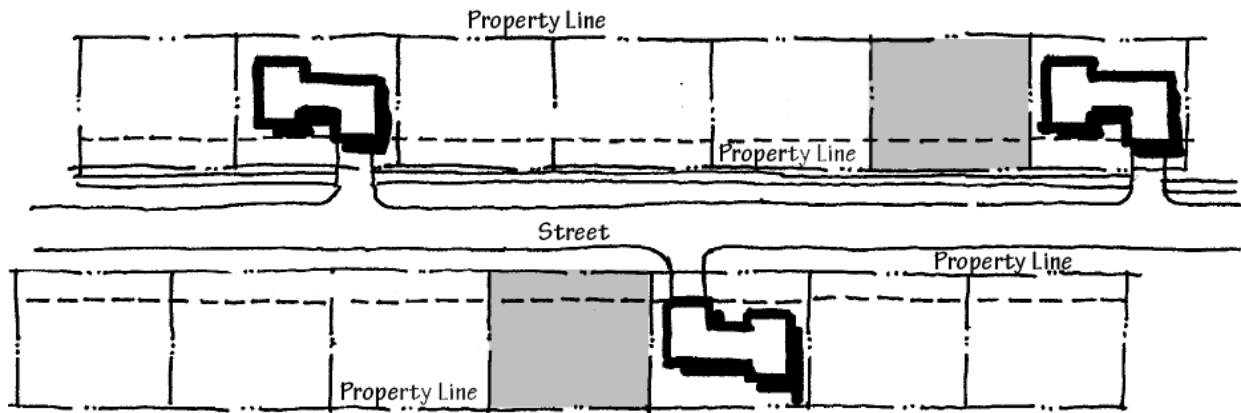
When building different elevations of the same plan on the same side of the street, two lots must be skipped ~~and the home before repeating the same elevation.~~ (same plan, different elevation) shall be placed on the third lot.



Same Plan, Different Elevation, Same Side of the Street

3.4.1.6.2. Same plan, different elevation, opposite side of the street

~~When building different elevations of the same plan on the opposite side of the street, one and a half lots must be skipped before repeating the same elevation.~~ When the same plan, different elevation is on the opposite side of the street, the lot fronting the property, and the one beside it shall be skipped, for a total of two skipped lots, and the home (same plan, different elevation) shall be placed on the third lot. The lot fronting the subject lot is defined as a lot that has one or more side property lines directly across the street from the subject lot.



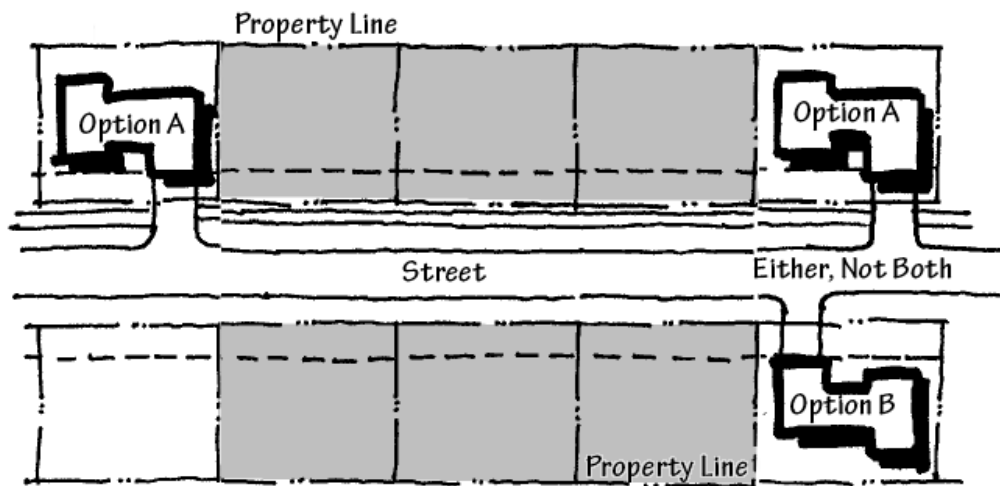
Same Plan, Different Elevation, Opposite Side of Street

3.4.1.6.3. Same plan, same elevation, same or opposite side of the street

~~When building same or similar elevations of the same plan on the same or opposite side of the street, four lots must be skipped before repeating the same elevation. Same elevations may not be facing opposite one another.~~

When the same plan, same elevation is on the same side of the street, three lots shall be skipped and the home (same plan, same elevation) shall be placed on the fourth lot.

When the same plan, same elevation is on the opposite side of the street, the lot fronting the property shall be counted as the first lot, then count an additional two lots and place the home (same plan, same elevation) on the fourth lot. The lot fronting the subject lot is defined as a lot that has one or more side property lines directly across the street from the subject lot.



Same Plan, Same Elevation, Same or Opposite Side of Street



Same elevation on non-adjacent lots (2 lots must be skipped)



Diversity in elevations (even within the same architectural style), no duplicate elevations adjacent

3.4.1.7. Roofs

On buildings with pitched roofs, the minimum roof pitch is 6:12. Pitched roofs shall be clad in 25-year minimum composition shingles or low reflectivity galvanized metal roofing materials.

3.4.1.8. Mechanical equipment screening

Rooftop mechanical equipment is prohibited unless placed where they are not visible from the public ROW.

Ground mounted mechanical equipment (air conditioning units, utility boxes, etc.) must be hidden or screened with architecturally integral wing walls or landscape living screening material that will grow to the same height as the equipment being screened, or placed where they are not readily visible from the public right-of-way street, to the greatest extent practical.

Solar panels and rain collection tanks are exempt from mechanical equipment screening standards.

3.4.2. Single Household Attached and Multiple Unit Household Residence Design

3.4.2.1. Architectural style

Distinct groups of buildings on a site must share ~~a~~ common, identifiable, complementary design elements and/or detailing or style in a multiple household residential development. This includes non-residential structures in the development such as amenity centers, laundry and maintenance buildings, garages, carports, and dumpster enclosures.

3.4.2.2. Form and mass

A single, large, dominant building mass should be avoided.

Multiple household residential building designs should incorporate visually heavier and more massive elements, details or colors at the building base, and visually lighter elements, details or colors above the base.

Changes in mass or form should be related to entrances, the integral structure and/or the interior space organization ~~and activities~~, and not just for cosmetic effect.

3.4.2.3. Exterior walls

3.4.2.3.1. Pattern

Facades must be articulated with bays, insets, balconies, porches, ~~or~~ stoops or other similar design elements related to entrances and windows.

3.4.2.3.2. Four-sided design

All walls viewed must include materials and design characteristics consistent with those on the front. Lesser quality materials for side or rear walls are prohibited.

3.4.2.3.3. Long walls and facades

- The maximum length of a multiple household residential building is 200 ft.
- Wall and roof planes must have offsets or setbacks with a differential in horizontal plane of at least 2 ft. every no more than 50 ft.
- Up to six townhouse units may be attached in a single row.

3.4.2.3.4. Building entries

- Common balconies on perimeter walls providing access to two or more units are prohibited.
- Building entries next to a public street, private drive or parking area must be articulated to provide an expression of human activity or use in relation to building size ~~through the use of - Doors~~, windows, entranceways, and other design features such as corners, setbacks, and offsets can be used to create articulation.

3.4.2.3.5. Garage doors

Front loading garage doors on multiple household residential building must include the following elements:

- Front-loaded garage doors may comprise no more than 50% of the total length of the front façade of a multiple residential building's front façade. Every two single-bay garage doors or every double garage door must be offset by at least 4 ft. from the plane of an adjacent garage door,
- Garage doors must integrate into the overall building design of the site with color, ~~and~~ texture or other similar design elements.

3.4.2.3.6. Windows and transparency

- All walls and elevations on all floors of multiple household buildings must ~~have include~~ windows, except when necessary to assure privacy for adjacent property owners.
- Exterior Windows should be located to ~~maximize the possibility of~~ promote occupant surveillance of entryways and common areas.

3.4.2.3.7. Building roofs

- On buildings with pitched roofs, the minimum roof pitch is 6:12.
- Roof forms must be designed to correspond and denote building elements and functions such as entrances and arcades
- On buildings where flat roofs are the predominant roof type, parapet walls must vary in height and/or shape at least once every no more than 50 ft. along a wall façade. Exceptions to the parapet standards may be administratively approved by Development Services staff if it can be demonstrated that the building design character meets the intent of this Section.
- On buildings where sloping roofs are the predominant roof type, each building must have a variety of roof forms

3.4.2.4. Materials and color

3.4.2.4.1. Building materials

- Building exterior materials must be high quality and durable, ~~and used in their natural context and color.~~ Masonry, stone and/or brick must be used as exterior materials for (at least 40% of exterior ~~surface area~~ facades, excluding doors, windows and trim). Wood, fiber-cement siding, corrugated metal, and stucco are suitable examples of appropriate secondary exterior materials.
- A waiver-Deviations up to 10% to building material standards may be considered administratively approved by Development Services staff if it can be demonstrated that the building material meets the design intent of this Section.
- .
- T-1-11 and other plywood-based siding materials are prohibited.
- Prefabricated and pre-engineered buildings are prohibited.

3.4.2.4.2. Roof materials

- Roof materials must be high quality, and durable, ~~and consistent with local architectural themes.~~ Acceptable roof materials include concrete tile, high-profile architectural asphalt shingles, metal shingles and split seam metal.
- Flat roofs may utilize any roofing material but must include a parapet.

3.4.2.4.3. Material or color changes

- Material or color changes must only occur at a change of plane or reveal line.
- Exceptions to location of material or color change standards may be administratively approved by Development Services staff if it can be demonstrated that the location meets the design intent of this Section.

. Piecemeal embellishment and frequent material changes are prohibited.

3.4.2.4.4. Mechanical equipment screening

Rooftop mechanical equipment must be hidden or screened with architecturally integral elements at least as high as the equipment to be screened. Makeshift equipment screens, such as wooden or plastic fences, are prohibited.

Ground mounted mechanical equipment must be hidden or screened with architecturally integral wing walls and/or landscaping.

Mechanical equipment must be located where their acoustics will not be disruptive to abutting residential dwelling units.

Solar panels and rain collection devices are exempt from mechanical equipment screening standards.

3.4.3. Commercial, Office, Public, Institutional and Mixed Use Building Design

3.4.3.1. Architectural style

~~Attached or~~ Distinct groups of buildings on a site must share a common identifiable, complementary design ~~elements and/or detailing or style~~. This includes accessory structures such as freestanding canopies, accessory and maintenance buildings, and dumpster enclosures.

A building must have a single definitive, consistent style; ~~M~~ixing of various architectural styles on the same building is discouraged.

3.4.3.2. Form and mass

A single, large, dominant building mass must be avoided in new buildings ~~and projects additions~~ involving changes to the mass of existing buildings. Changes in mass should be related to entrances, tenant spaces, the integral structure and/or the interior space organization and activities, ~~and not just for cosmetic effect. False fronts incorporating only changes in color and/or parapet treatment are prohibited.~~

3.4.3.3. Exterior walls

3.4.3.3.1. Base and top

- Façades and walls must have a recognizable base, with design examples achieving this criteria including ~~with~~ (but not limited to):
 - thicker walls, ledges or sills;
 - integrally textured materials such as stone or other masonry;
 - integrally colored and patterned materials such as smooth-finished stone;
 - lighter or darker colored materials, mullions or panels; or
 - planters;
 - wainscoting or plinth course

Façades and walls must have a recognizable top, with design examples achieving this criteria including (but not limited to):

~~And a recognizable top with (but not limited to):~~

- cornice treatments, other than colored stripes or bands alone, with integrally textured materials such as stone or other masonry or differently colored materials;
- sloping roof with overhangs extending a minimum of 18 inches ~~and brackets;~~
- stepped parapets.



Example of sloping roofed building with recognizable base and top.



Example of flat roofed building with recognizable base and top.

3.4.3.3.2. Four-sided design

All walls must include use materials and general design characteristics consistent those on the front.



Example of four sided design



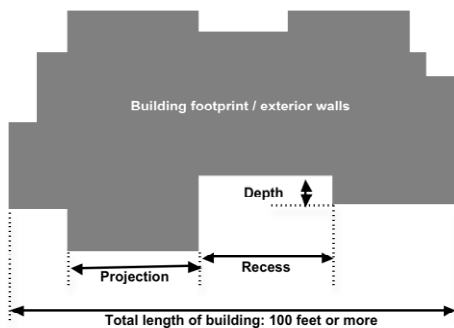


Example of four-sided design



3.4.3.3.3. Long walls and façade; projections and recesses

- Walls at least 100 ft. long must include wall plane projections or recesses having at least 3% depth of the façade length, and extending at least 20% of the façade length.
- Deviations up to 10% to wall plane projections or recesses may be administratively approved by Development Services staff if it can be demonstrated that the building wall design meets the design intent of this Section.



Projections/recesses must comprise 20% or more of the façade length with a minimum depth of 3% of the façade length



Large retail store with projections and recesses

3.4.3.3.4. Exterior walls

- Exterior walls cannot have a blank, uninterrupted length greater than 50 ft. greater than 30 ft. without including two one or more of these the following design features: change in plane, change in texture or masonry pattern, windows, or other equivalent element(s) that subdivide the wall into human scale proportions. Side or rear walls

may include false windows and door openings defined by frames, sills and lintels, or similarly proportioned modulations, only when actual doors and windows are not possible because of the building use. Deviations up to 10% to side or rear wall articulation may be administratively approved by Development Services staff if it can be demonstrated that the building wall design meets the design intent of this Section.

3.4.3.3.5. Primary building entrances

Primary building entrances must be clearly defined and shall be ~~and~~ recessed or framed by a sheltering element such as an awning, arcade or portico to provide shelter from the sun and inclement weather.



Well-defined building entrance

3.4.3.3.6. Retail building entrances

Anchor stores (defined as a retail building containing greater than 25,000 sf), at least 25% of the stores in a shopping center; and freestanding, single-use buildings, must have a clearly defined, highly visible customer entrance with four or more of the following elements (but not limited to):

- Arcades
- Arches
- Canopies or porticos
- Details such as tile work and moldings integrated into the building structure and design

- Display windows
- Integral planters or wing walls that include landscaped areas and/or places for sitting
- Outdoor patios
- Overhangs
- Peaked roof forms
- Raised corniced parapets over the door
- Recesses and/or projections
- Clinging vines
- Bas-relief artwork or mosaics
- Trellis

At least 25% of the additional stores in a shopping center must have two or more of the elements listed above.



Projections, arches, raised cornice parapet, integrated tile work and molding



Outdoor patio, display windows



Peaked roof form, canopy, display windows, projections



Peaked roof form, projections, arcade, display window, arches

3.4.3.3.7. Awnings

Awnings may only be used in detached increments above individual windows, doors and entries.



Separate awnings above individual windows

3.4.3.3.8. Transparency in commercial buildings

- At ground level floors, buildings must have a high level of transparency:-
Facades and walls that face a public street, plaza, or and primary
customer parking areas (excluding the building rear and side facades
and service areas) must be transparent between 2 ft. and 7 ft. above the
grade or walkway along at least 75~~50~~% of its length along the front
facade-, except
 - ~~Where~~ where the internal arrangement of a building makes it
impractical impossible to provide transparency along a portion of a wall.
In these conditions-, a combination of sculptural, mosaic, or bas-relief
artwork and transparent window areas or displays may substitute for
~~50~~25% of required transparent areas, except when fronting on plaza
areas.



Good door and window coverage on prominent elevations

3.4.3.3.9. Garage doors

- ~~Garage bay doors viewed from fronting on a public street: design elements shall include the following: right-of-way doors~~ must be segmented, with windows covering at least ~~50~~²⁵% of the garage surface. Roll-up garage doors are prohibited. Garage doors must be recessed at least 2 ft. behind the building façade. Garage bay doors must be integrated into the overall design of the host building with color, texture, windows and similar or compatible design elements. Bay doors may not be visible from a residential use.
- ~~Vehicle service areas and bays must be screened or sited so visibility from the a public street right-of-way is as low as possible:- landscape screening shall comply with requirements set forth with Section 3.5.3.4 Parking lot and vehicular use screening.~~
- ~~Roll-up garage doors are permitted in vehicle service areas and bays. Bay doors cannot face the street or be visible from residential zoning districts.~~
- ~~Garage bay doors must be integrated into the overall design of the site with color, texture, and windows.~~



Garage doors integrated into building architecture

3.4.3.4. Building roofs

3.4.3.4.1. Roof form design

Roof forms must correspond to and denote building elements and functions such as entrances, arcades and porches. Roof forms should relate to adjacent buildings to the greatest extent practical or developments.

3.4.3.4.2. Required features

Sloping roofs must have one of the following features:

- Overhanging eaves, extending at least 1.5 ft. past the supporting walls s_or facade.
- Sloping roofs that do not have an overhanging eave, or with an eave less than 1.5ft past the supporting wall or facade exceed the average height of the supporting walls, with must have an average slope of at least 1 ft. of vertical rise for every 3 ft. of horizontal run and no more than 1 ft. of vertical rise for every 1 ft. of horizontal run.

3.4.3.4.3. Roof lines

The continuous plane of a roof line must be no more than 100 ft. unless it can be demonstrated it meets the intent of this Section. Exceptions may be administratively approved by Development Services staff.



Example of varied roof line plane

3.4.3.4.4. Drive through facilities

Drive though facilities must be architecturally integrated into the host structure.

Drive through facilities must be located to minimize or avoid conflict with internal pedestrian routes. Pedestrian paths must be distinguished from vehicular driving surfaces by textured and colored pavement or other contrasting design element to emphasize conflict points and enhance pedestrian safety.



Drive-through architecturally integrated into host structure

3.4.3.5. Canopies

3.4.3.5.1. Architectural integration

Canopies must include design elements found on the main building, including such as color, exterior materials and /or roof pitch.

3.4.3.5.2. Canopy support poles

Canopy support poles must include decorative corbels design elements consistent with the overall architectural theme of the site primary building, or pole covers at least 18 in. in diameter or width, wide with a similar surface material and architectural treatments as the dominant material on the main host structure building.

3.4.3.5.3. Canopy fasciae

Canopy fasciae must be the same color as the dominant color of the main host building. Striping and banding on canopies is prohibited.



Canopy design integrated into site

3.4.3.6. Materials and color

3.4.3.6.1. Building materials

- Predominant building exterior materials must be high quality and durable, and used in their natural context and color. Masonry (stone, brick, decorative CMU and similar materials) must be used as exterior materials for (at least 40% of exterior facades, excluding doors, windows and trim surface area. Wood, Fiber-cement siding and textured concrete EIFS are examples of appropriate secondary exterior materials.
- Corrugated metal may be used is an acceptable material to reinforce a vernacular design theme. Corrugated metal and ACM panels are examples of acceptable accent materials, and may have a cumulative surface area of no more than 5030% of the area of all exterior walls for on a building.
- Building-integrated photovoltaics (BIPV) may substitute for any amount of predominant and secondary exterior materials.
- Smooth-faced concrete block, painted masonry, and tilt-up and precast concrete panels are prohibited.
- T-1-11 and other plywood-based siding materials are prohibited.
- Prefabricated metal buildings and panels are prohibited.

3.4.3.6.2. Roof materials

- Roof materials must be high quality and, durable-and-consistent with local architectural themes. Acceptable roof materials -include concrete tile, high-profile-architectural asphalt shingles, metal shingles, split seam metal, photovoltaic roof tiles and shingles, and solar panels.
- Planted green roofs are permitted and strongly encouraged.
- Flat roofs may utilize any roofing material but must have a continuous parapet.

3.4.3.6.3. Building colors

- Building colors must be low reflecting, muted and neutral or earth toned. Roof colors should be muted and compatible with the dominant building color.

- High intensity colors, metallic colors, black ~~or grey~~, fluorescent colors, single color schemes and groups of stripes are prohibited as the predominant building color or color scheme.
- High intensity colors, and black or grey, may be used on building trim and accents.

3.4.3.6.4. Material or color changes

- Material or color changes must occur only at a change of plane or reveal line, unless when, —administratively approved by Development Services staff.



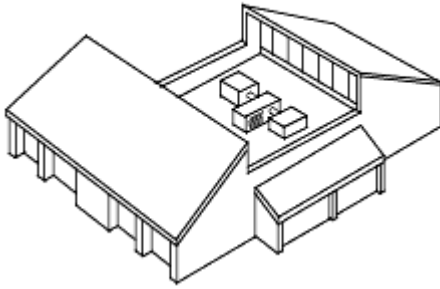
Change in materials at a change in plane.

3.4.3.7. Mechanical equipment screening

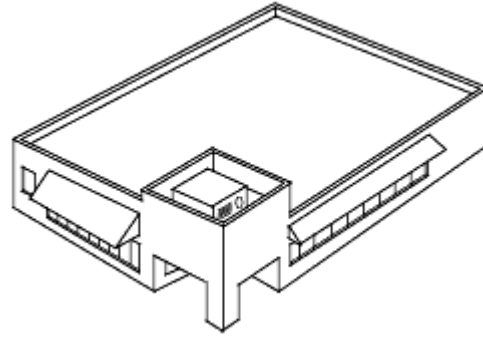
Rooftop mechanical equipment must be hidden or screened with architecturally integral elements at a height least as high as the equipment to be screened. Makeshift equipment screens, such as wood or plastic fences, are prohibited.

Ground mounted mechanical equipment must be hidden or screened with architecturally integral wing walls and/or landscaping to the greatest extent practical.

Solar panels and rain collection tanks are exempt from mechanical equipment screening standards.



Example of appropriate screening for rooftop mechanical equipment



Example of appropriate screening for rooftop mechanical equipment

3.4.3.8. Utility equipment screening

Electrical meters, switch boxes, panels, conduit, and related utility equipment must be placed in the most inconspicuous location possible practical.

Utility equipment must be painted or coated to match the color of the mounting surface, to the greatest extent practical.

Utility equipment located in an area that may be frequently seen by the general public must be screened to the extent practical with landscape screening or a wing wall architecturally integrated into the host building structure.



Utility equipment at back of building painted to match wall



Utility equipment in more visible location screened by wing wall

3.4.3.8.1. Cobranded uses

Co-branded uses such as restaurants and convenience stores must be well integrated into the host structure. Using disharmonious architectural elements, such as a different-non-compatible façade materials or disharmonious roof pitch from the rest of the host building structure, to emphasize the presence or corporate identity of a co-branded use, is

prohibited, unless it can be demonstrated that it meets the intent of this Section.



Cobranded uses with harmonious architectural elements

3.4.4. Industrial building design

3.4.4.1. Intent

This section shall not apply to industrial structures over 200,000 sq. ft. in area.

3.4.4.2. Character and image

In industrial parks/developments located on a single site, each building must include predominant-compatible building design characteristics shared by all buildings in the development, such as façade materials and colors, so the development forms a cohesive place.

Distinct groups of buildings on a site must share a common, identifiable, complementary design or style. This includes accessory structures such as freestanding canopies, accessory and maintenance buildings, and dumpster enclosures.

3.4.4.3. Form and mass

A single, large, dominant building mass should be avoided in new buildings and, as much as possible, in projects involving changes to the mass of existing buildings. Changes in mass must be related to entrances, the integral structure and/or the organization of interior spaces and activities and not merely for cosmetic effect.

3.4.4.4. Exterior walls and facades

3.4.4.4.1. Pattern

Façades and walls must include a repeating pattern with an expression of architectural or structural bays through a change in plane, such as an offset, reveal, pilaster, projecting ribs, fenestration patterns, or piers; and any of the following elements:

- color change
- texture change
- material module change

All ~~Design~~ elements must repeat at intervals of no more than ~~30-60~~ ft. Deviations up to 10% to the interval repetition may be administratively approved by Development Services staff.

3.4.4.4.2. Four-sided design

All façades and walls must include materials and design characteristics consistent with those on the front façade. Inferior or lesser quality materials for side or rear walls are prohibited.

3.4.4.4.3. Garage doors

Bay doors must be screened using wing walls, carefully placed berms on the site, or other effective screening and site planning techniques, or otherwise sited so visibility from the public ~~right-of-way~~streets is minimized. Bay doors must be integrated into the overall design ~~theme~~ of the ~~site-host building~~ with color, texture, ~~and~~ windows and similar or compatible design elements. Segmented garage bay doors with windows are preferred to roll-up garage doors.

3.4.4.4.4. Primary building entrances

Primary building entrances must be clearly defined and recessed or framed by a sheltering element such as an awning, arcade or portico to provide shelter from the sun and inclement weather.

3.4.4.5. Building roofs

3.4.4.5.1. Planted green roofs

Planted green roofs, ~~and~~ solar panels and rain collection tanks are strongly encouraged

3.4.4.6. Materials and color

3.4.4.6.1. Building colors

- Building colors must be low reflecting, muted and neutral or earth toned. Roof colors must be muted and compatible with the dominant building color.

- High intensity colors, metallic colors, fluorescent colors, single color schemes and groups of stripes are prohibited as the predominant building color or color scheme.
- Brighter colors, and black or grey, may be used on building trim and accents.
- An exception to the color standards may be administratively approved by Development Services staff if it can be demonstrated that the color selection meets the design intent of this Section.
-

3.4.4.6.2. Building materials

Durable, high quality building materials must be used. Brick, stone, split-face CMU, EIFS, detailed tilt-up concrete panels, and building-integrated photovoltaics (BIPV) are examples of appropriate building materials.

- T-1-11 and other plywood-based siding materials are prohibited.
- Prefabricated and pre-engineered metal buildings and panels are prohibited.

3.4.4.6.3. Material or color changes

- Material or color changes must occur only at a change of plane or reveal line.
- An exception to the location of material or color change standards may be administratively approved by Development Services staff if it can be demonstrated that the location meets the design intent of this Section.
- Piecemeal embellishment and frequent material changes are prohibited.



Industrial building design: appropriate



Industrial building design: appropriate



Industrial building design: appropriate



Industrial building design: appropriate

3.4.4.7. Mechanical equipment screening

Rooftop mechanical equipment must be hidden or screened with architecturally integral elements at a height at least as high as the equipment to be screened. Makeshift equipment screens, such as wooden or plastic fences, are prohibited.

Ground mounted mechanical equipment must be hidden or screened with architecturally integral wing walls and/or landscaping to the greatest extent practical.

Solar panels and rain collection tanks are exempt from mechanical equipment screening standards.

3.4.4.8. Utility equipment screening

Electrical meters, switch boxes, panels, conduit, and related utility equipment must be placed in the most inconspicuous location possiblepractical.

Utility equipment must be painted or coated to match the color of the mounting surface to the greatest extent practical.

Utility equipment located in an area that may be frequently seen by the general public must be screened to the extent practical with landscape screening or with a wing wall architecturally integrated into the host building structure.

3.5. Landscaping

3.5.1. General standards

3.5.1.1. Visibility

Shrubs growing over 3 ft. tall at maturity must be placed at least 10 ft. from curb cuts. This is to maintain clear driver sight distance at driveway-street intersections.

3.5.1.2. Utilities

Trees trunks must be placed at least 10 ft. from streetlights and 5 ft. from wet utilities. Trees trunks must be placed at least 4 ft. from gas lines.

3.5.1.3. Clear zone at intersections

Trees in tree lawns must be at least 15 ft. from the curb return corner at street intersections.

3.5.2. Required landscaping: single and two-household dwellings

3.5.2.1. Tree number

Lots with single household and two household dwellings must have at least the following number of trees:

- Street tree - one native tall tree shall be installed per 25 ft. - 30 ft. of linear street frontage within the tree lawn area ~~or in the front yard,~~ provided trees are set back from utilities. Required street trees may be installed in the front yard only if inadequate tree lawn area is available to meet the street tree frontage requirements. It is the responsibility of the installer to insure there are no conflict with utilities and complies with clear vision area requirements. Intersection clear zones and curb cut visibility areas are not included in the street frontage calculations.
- One native tall tree or two ~~more~~-native short trees for every 3,000 sq. ft. of lot area.

Existing native tall and short trees conforming to Section 3.18.3.3 may be used to meet minimum tree planting requirements.

3.5.2.2. Shrub number

Lots with single household and two household dwellings must have one or more native shrubs for every 1,000 sq. ft. of lot area. All of the required shrubs must be placed in the front half of the lot. Lots at least 50,000 sq. ft. do not need more than 100 shrubs.

3.5.2.3. Tree and shrub size

Native tall trees must have a trunk of at least 2 in. caliper and 10-12 ft. ht. Native short trees must have a caliper of at least 1.5 in. and 8-10' ht. Planted shrubs must have at least 1 gallon container or be at least 2 ft. tall, and grow to a height of at least 2 ft.

3.5.2.4. Groundcover

Ground-cover must be planted on areas of developed parcels that are not part of an impervious surface, covered with porous paving, occupied by shrubbery or gardens, or under a tree drip line.

3.5.3. Required landscaping: non-residential and 3+ household residential development

3.5.3.1. Landscaping areas

Parcels with a non-residential use or 3+ household residential structures must be landscaped as follows. Additional plants may be required per buffer yard standards in Section ~~2-3-53.1.6~~, and mechanical equipment screening requirements.

-Planting requirements set forth in this Section shall comply with standards set forth in Section 3.5.1. Minor deviations to the standards set forth in this Section may be administratively approved by Development Services staff if it meets the intent of this Section.

3.5.3.2. Minimum percentage

A minimum percentage of the total area being developed shall be landscaped in accordance with the following percentages:

- Commercial uses: 15%
- Commercial pad sites: 5%
- Multifamily dwellings: 20%
- Office and professional uses: 15%
- Institutional and civic uses: 15%
- Industrial or manufacturing uses: 10%

3.5.3.3. Tree and shrub requirement

For every 500 square feet of landscaping required, or portion thereof, at least two (2) large trees and four (4) shrubs are required. Two (2) small ornamental trees may be substituted for one (1) required large tree, not to exceed 50% of the required large trees.

3.5.3.4. Parking lot and vehicular use screening

The perimeter of all vehicular use areas including parking areas, drive aisles, and loading areas shall be screened as follows:

- Vehicular use areas shall be screened from all abutting rights-of-way, including the UP Railroad, by a continuous landscaped area not less than 10 12 ft. deep.
- Vehicular use areas shall be screened from all abutting residential property by a continuous landscaped area not less than 8 ft. deep.
- Landscape screening shall contain one (1) large tree per thirty (30) linear feet, or portion thereof, and a continuous hedge not less than 3 ft. in height.
- In addition to the required vehicular use screening, all outdoor parking shall have landscaping islands within the parking area equal to not less than 7% of the gross parking lot area.
- Landscape islands shall be required on both ends of all parking aisles, if such spaces are not adjacent to another landscaped area or entry throat.
- Not more than ten (10) consecutive parking spaces shall be provided without a landscaped island.
- Landscape islands shall be a minimum of 9 ft. wide and 18 ft. deep, and shall contain at least one (1) large tree and four (4) shrubs.
- Driveways and entry throats shall contain at least one (1) large tree and five (5) shrubs on each side.
- Required parking lot landscaping may be counted toward the minimum landscaped area required in Section 3.5.3.2.

3.5.3.5. Tree and shrub standards applicable to this Section

The following standards apply to trees and shrubs:

- Planting areas for each tree provided shall have a minimum undisturbed pervious area of at least 100 square feet and shall be planted or covered with grass, mulch, or other appropriate ground cover.
- Each development shall provide at least three (3) different species. No more than 50% of all trees, per development, shall be of the same species.
- Two (2) small ornamental trees may be substituted for one (1) required large tree, not to exceed 50% of the required large trees.

Area	Native tall trees (minimum)	Native short trees (minimum)	Native shrubs (minimum)
Yards/landscape buffers along major arterials	1 per 40 ft. of linear buffer	1 per 40 ft. of linear buffer	1 per 5 ft. of linear buffer
Yards/landscape buffers along other streets, including internal private and village roads	1 per 40 ft. of linear buffer	1 per 40 ft. of linear buffer	1 per 5 ft. of linear buffer
Yards/landscape buffers at sides and rear of parcel	1 per 40 ft. of linear buffer	1 per 40 ft. of linear buffer	1 per 5 ft. of linear buffer
Building perimeter and wing walls	1 per 50 ft. of linear building perimeter and wing wall	1 per 50 ft. of linear façade and rear perimeter; 4 per 100 ft. of linear side building perimeter and wing wall	Required to cover 50% of a at least 3 ft. deep area along 50% of linear building and wing wall perimeter
	Building perimeter landscaping must be located no more than 20 ft. from the building unless prevented by loading areas.		
Parking lots: landscape areas at entry throats	1 per 30 ft. of linear landscape area on both sides of entry	1 per 30 ft. of linear landscape area on both sides of entry	1 per 2.5 ft. of linear buffer
Parking lots: landscape islands in rows and at row ends	1 per island if terminating or interrupting one row; 2 per island if terminating or interrupting two rows	Optional	2 per island if terminating one row; 4 per island if terminating or interrupting two rows
Parking lots: landscape islands/buffers that segment lots or separate rows	1 per 30 ft. of linear landscape area	1 per 30 ft. of linear landscape area	1 per 5 ft. of linear landscape area
Connecting internal walkways	1 per 40 ft. of linear walkway	1 per 40 ft. of linear walkway	1 per 5 ft. of linear walkway
	Not applicable for sidewalks, building perimeter walkways, and walkways in landscape islands/buffers that segment lots or separate rows		
Medians	1 per 30 ft. of linear median	1 per 30 ft. of linear median	Optional
Tree lawns, or front yard	1 per 30 ft. of linear tree lawn, if utilities are not under the tree lawn.	Optional, if utilities are not under the tree lawn.	Optional
Other areas (retention and detention basins, open space, etc.)	1 per 500 sq. ft.	1 per 500 sq. ft.	Optional

3.5.3.2-3.5.3.6. Tree and shrub size

Native tall trees must have a caliper of at least 2 in. and 10-12 ft. ht. Native short trees must have a caliper of at least 1.5 in. and 8-10' ht. Planted shrubs must have minimum 1-gallon container or be at least 18 in. tall.

3.5.3.3-3.5.3.7. Tree and shrub placement

Trees and shrubs may be clustered in groups, to present a natural environment and ease maintenance. All trees must be placed on the parcel being developed, unless otherwise permitted. If Development Services staff finds that it is impractical to plant trees and/or shrubs on parcels being developed, those trees and/or shrubs may be planted elsewhere

in the PUD. Minor deviations may be administratively approved by Development Services staff in cases where necessary due to site constraints.

3.5.3.4.3.5.3.8. Groundcover

Ground-cover must be planted on areas on a developed parcel that are not part of an impervious surface, covered with porous paving, occupied by shrubbery or gardens, or under a tree drip line.

3.5.4. Materials, maintenance, and replacement

3.5.4.1. Plant materials

Plant choice must be based on the Central Texas ecological setting and site microclimate conditions.

3.5.4.2. Native tall trees

Native and adapted tall trees that can be planted or used to meet landscaping requirements include the following.

Anaqua	(Ehretia anacua)
Bald Cypress	(Taxodium distichum var. distichum)
Bigtooth Maple	(Acer grandidentatum)
Black Walnut	(Juglans nigra)
Blackjack Oak	(Quercus marilandica)
Bur Oak	(Quercus macrocarpa)
Cedar Elm	(Ulmus crassifolia)
Chinquapin Oak	(Quercus muhlenbergii)
Durand Oak	(Quercus sinuate)
Escarpment Live Oak	(Quercus fusiformis)
Lacebark Elm	(Ulmus parvifolia)
Monterey Oak	(Quercus polymorpha)
Montezuma Cypress	(Taxodium mucronatum)
Pecan	(Carya illinoensis)
Red Maple	(Acer rubrum)
Red Oak	(Quercus lobatae)
Sawtooth Oak	(Quercus acutissima)
Shumard Oak	(Quercus shumardii)
Southern Live Oak	(Quercus virginiana)
Texas Ash (female only)	(Fraxinus texensis)
Texas Red Oak	(Quercus texana)
Western Soapberry	(Sapindus drummondii)
Winged Elm (female only)	(Ulmus alata)
Yellow Buckeye	(Aesculus pavia var. flavescens)

Established deciduous and semi-deciduous (not coniferous or palm) canopy trees at least 30 ft. tall with a trunk of at least 4 in. caliper of other species, that are not on the nuisance tree list.

3.5.4.3. Native short trees

Native and adapted short trees that can be planted or used to meet landscaping requirements include the following.

American Smoke Tree	(Cotinus obovatus)
Anacacho Orchid Tree	(Bauhinia lunarioides)
Big Tooth Maple	(Acer grandidentatum)
Blackhaw Viburnum	(Viburnum prunifolium)
Carolina Buckthorn	(Frangula caroliniana)
Cherry Laurel	(Prunus caroliniana)
Chitalpa	(Chitalpa)
Crape Myrtle	(Lagerstroemia indica)
Desert Willow	(Chilopsis linearis)
Downy Serviceberry	(Amelanchier arborea)
Eve's Necklace	(Styphnolobium affine)
Evergreen Sumac	(Rhus virens)
Goldenball Lead Tree	(Leucaena retusa)
Kidneywood	(Eysenhardtia texana)
Lacey Oak	(Quercus laceyi)
Mexican Buckeye	(Ungnadia speciosa)
Mexican Plum	(Prunus Mexicana)
Mexican Poinciana	(Caesalpinia mexicana)
Mexican Redbud	(Cercis canadensis var. Mexicana)
Mountain Laurel	(Calia secundiflora)
Possumhaw Holly	(Aquifoliaceae Ilex decidua)
Red Buckeye	(Aesculus pavia)
Rough Leaf Dogwood	(Cornaceae Cornus drummondii)
Rusty Blackhaw Viburnum	(Viburnum rufidulum)
Saucer Magnolia	(Magnolia x soulangiana)
Smokeberry	(Cotinus coggygria)
Soapberry	(Sapindus drummondii)
Spicebush	(Lauraceae Lindera benzoin)
Texas Mountain Laurel	(Sophora secundiflora)
Texas Persimmon	(Diospyros texana)
Texas Pistachio	(Pistacia texana)
Texas Redbud	(Cercis canadensis var. texensis)
Western Soapberry	(Sapindus drummondii)
Yaupon Holly	(Ilex vomitoria)

Established deciduous and semi-deciduous trees 10 ft. to 30 ft. tall with a trunk of at least 3 in. caliper of other species, that are not on the nuisance tree list.

3.5.4.4. Native shrubs

Recommended native and adapted shrubs that can be planted or used to meet landscaping requirements include the following.

Abelia	(Abelia)
Agarita	(Mahonia trifoliolata)
Agave	(Agavaceae)
American Beautyberry	(Callicarpa Americana)
Bamboo Muhly	(Muhlenbergia dumosa)
Barbados Cherry	(Malpighia glabra)
Beautybush	(Kolkwitzia amabilis)
Big Muhly	(Muhlenbergia lindheimeri)
Black Dalea	(Dalea frutescens)
Burford Holly	(Ilex cornuta 'Burfordii')
Bush Germander	(Teucrium fruticans)

Butterfly Bush	(Buddleja davidii, Buddleja marrubiifolia)
Caellia	(Camellia)
Cenizo/Texas Sage	(Eucophyllum frutescens)
Coralberry	(Symhoricarpos orbiculatus)
Cotoneaster	(Cotoneaste)
Deer Muhly	(Muhlenbergia rigens)
Dwarf Chinese Holly	(Ilex cornuta Rotunda)
Elaeagnus	(Elaeagnus pungens)
Flame Acanthus	(Anisacanthus quadrifidus)
Flowering Senna	(Senna corymbosa)
Forsythia	(Forsythia x intermedia)
Fragrant Mimosa	(Mimosa borealis)
Fragrant Sumac	(Rhus aromatica)
Germander	(Teucrium fruticans)
Gulf Muhly	(Muhlenbergia capillaris)
Inland Sea Oats	(Chasmanthium latifolium)
Japanese Barberry	(Berberis thunbergii)
Mexican Feather Grass	(Nassella tenuissima)
Mock Orange	(Philadelphus coronarius)
Mountain Sage	(Salvia regal)
Nandina	(Nandina domestica compacta)
Primrose Jasmine	(Jasminum mesnyi)
Rose of Sharon	(Hibiscus syriacus)
Sage	(Salvia)
Sideoats Grama	(Bouteloua curtipendula)
Skull Cap	(Leguminosae Scutellaris)
Sweet Mockorange	(Philadelphus coronarius)
Texas Dwarf Palmetto	(Sabal minor)
Texas Lantana	(Lantana horrida)
Texas Sage	(Leucophyllum frutescens)
Texas Sotol	(Dasylirion texanum)
Turk's Cap	(Malvaviscus arboreus)
Upright Rosemary	(Rosmarinus officinalis)
Viburnum (all)	(Viburnum)
Witch Hazel	(Hamamelidaceae Hamamelis)
virginiana)	
Wooly Butterfly Bush	(Buddleia marrubiifolia)
Yellow Bells	(Tecoma stans)
Yucca	(Yucca)

3.5.4.5. Nuisance plants

Nuisance plants include the following. Nuisance plants ~~cannot~~may not be planted or used to meet the City's landscaping requirements, and are not protected by tree preservation, replacement, protection and removal standards.

Trees:

American Sweetgum	(Liquidambar styraciflua)
Arizona Ash	(Fraxinus velutin)
Bois d'arc	(Maclura pomifera)
Boxelder Maple	(Acer negundo)
Bradford Pear	(Pyrus calleryana bradfordii)

Brazilian Pepper
 Chinaberry
 Chinese Parasol Tree
 Chinese Tallow
 Elephant Ear
 Eucalyptus (all)
 Euonymus (all)
 Hackberry
 Honey Locust
 Honeysuckle (all)

Japanese Zelkova
 Juniper (males)
 Leland Cypress
 Lombardy Poplar
 Mesquite
 Mimosa, Silk Tree
 Monkey Puzzle
 Mulberry (all)
 Olive
 Paulownia
 Red-Tipped Photinia
 Silver Maple
 Tree of Heaven
 Vitex

Shrubs:

Chinese Photinia
 Common Privet
 Japanese Ligustrum
 Nandina (berrying varieties)
 Photinia (all)
 Pyracantha, Firethorn
 Russian Olive
 Wax Leaf Ligustrum

Vines:

Cat's Claw Vine
 English Ivy
 Japanese Honeysuckle
 Kudzu
 Poison Ivy
 Vinca

Other:

Eurasian Watermilfoil
 Giant Cane
 Hydrillia
 Johnson Grass

(Schinus terebinthifolius)
 (Melia azedarach)
 (Firmiana simplex)
 (Sapium sebiferum)
 (Alocasia spp., Colocasia spp.)
 (Eucalyptus)
 (Euonymus)
 (Celtis occidentalis)
 (Gleditsia triacanthos)
 (Lonicera)

(Zelkova serrata)
 (Juniperus)
 (Cupressocyparis leylandii)
 (Populus nigra)
 (Prosopis glandulosa)
 (Albizia julibrissin)
 (Araucaria araucana)
 (Morus)
 (Olea, Elenganus)
 (Paulownia tomentosa)
 (Photinia x fraseri)
 (Acer saccharinum)
 (Ailanthus altissima)
 (Vitex agnus-castus)

(Photinia spp.)
 (Ligustrum sinense, L. vulgare)
 (Ligustrum lucidum)
 (Nandina domestica)
 (Photinia)
 (Pyracantha spp.)
 (Elaeagnus angustifolia)
 (Ligustrum japonicum)

(Macfadyena unguis-cati)
 (Hedera helix)
 (Lonicera japonica)
 (Pueraria lobata)
 (Toxicodendron radicans)
 (Vinca major, V. Minor)

(Myriophyllum spicatum)
 (Arundo donax)
 (Hydrilla verticillata)
 (Sorghum halepense)

Running Bamboo
Water Hyacinth

(Phyllostachys aurea)
(Eichhornia crassipes)

All plants listed in Texas Administrative Code Section 19.300 (Noxious and Invasive Plant List), and listed as Invasive and Noxious Weeds by the USDA Natural Resources Conservation Service, are also considered nuisance plants. Other plants may be prohibited at the discretion of Development Services staff on a case-by-case basis.

3.5.4.6. Low water use plants

Low water use trees, shrubs and groundcovers shall be used to the greatest extent practical.

3.5.4.7. Planting beds

Shrub and ground cover planting beds must be separated from turf grass with edging, and must have open surface areas covered with mulch or gravel.

3.5.4.8. Topsoil

Topsoil removed during construction activity must be conserved for later use on areas requiring re-vegetation and landscaping, to the maximum extent practicable.

3.5.4.9. Plant quality

Landscape plants must be free of defects, and of normal health, height, leaf density and spread appropriate to the species, as defined by American Association of Nurserymen standards.

3.5.4.10. Installation

Landscaping must be installed using sound horticultural practices, in a way that encourages quick establishment and healthy growth. Landscaping in each phase must either be installed or the installation must be secured with a letter of credit, escrow or performance bond for 150% of landscaping value before a certificate of occupancy for any building in a phase is issued.

3.5.4.11. Maintenance

Trees and vegetation, irrigation systems, fences, walls and other landscape elements are considered elements of the project in the same way as parking, building materials and other site details. The applicant, landowner or successors must be jointly and severally responsible for regular maintenance of all landscaping elements in good condition. Landscaping must be maintained free from disease, pests, weeds and litter.

3.5.4.12. Replacement

Required Landscape elements that are removed or dead must be promptly replaced.

3.5.5. Irrigation

3.5.5.1. Automatic irrigation required

All plants on newly developed parcels, except those developed for single household and two household dwellings, must be irrigated with underground or drip irrigation, with these exceptions:

- Plants that do not require irrigation for establishment.
- Mature xeriscape areas, with established plants that do not require irrigation for survival.
- Trees established for two years or more.
- Parkland or land designated for parkland in this PUD

3.5.5.2. Irrigation plan required

An irrigation plan must be included in the landscape plan for site plan review, if applicable.

3.5.6. Tree preservation and removal

3.5.6.1. Tree preservation, removal and replacement: undeveloped and redeveloped sites

3.5.6.1.1. Nuisance trees

Nuisance trees, as defined in Section 3.6.4.5, may be removed from a developed or undeveloped lot anytime. Replacement of nuisance trees is not required.

3.5.6.1.2. Diseased, dangerous and dead trees

Diseased, dangerous and dead trees of all species may be removed from an undeveloped lot anytime. Replacement of removed diseased, dangerous and dead trees is not required.

3.5.6.1.3. Healthy, protected trees (native, tall, and small trees)

Protected trees (trees with a DBH of at least 18 in. which are not nuisance trees) that are healthy and located on a vacant parcel or redevelopment site may only be removed when the parcel is developed or redeveloped. A tree inventory and survey, showing the location, size, species and condition of existing protected trees on a lot, must be submitted and approved with a preliminary subdivision, site plan or building permit for a development, whichever comes first.

Site features must be designed to minimize disturbance to protected trees. Tree wells or cut areas may be used to preserve the original grade around ~~the~~ an existing tree to the extent practical.

At least 50% of the total number of healthy protected trees must remain on the site or be relocated on a site within the PUD. Gross DBH loss of protected trees to be removed must be replaced at a 1:1 ratio. Replacement trees must be planted either on the development site or elsewhere in the PUD, in areas approved by Development Services staff. Replacement trees must have a DBH of at least 2 in.

A protected tree may be designated for removal if it meets one of the following criteria.

- It is in an existing or proposed easement or stormwater management system and cannot practically be saved.
- It is ~~placed-located~~ where it will create a potential safety or health hazard, or a nuisance to existing or proposed structures or vehicle or pedestrian routes.
- It is ~~placed-located~~ where it interferes with the installation, delivery, or maintenance of existing utility services to the site.

3.5.6.2. Tree preservation, removal, and replacement: developed lots

3.5.6.2.1. Nuisance trees

Nuisance trees may be removed from a developed lot anytime.
Replacement of nuisance trees is not required.

3.5.6.2.2. Diseased, dangerous, and dead trees

Diseased, dangerous and dead trees of all non-nuisance species may be removed from a developed lot anytime. -

3.5.6.2.3. Healthy, protected trees (native, tall, and small trees)

Healthy native tall and small trees with a DBH of 2.5 in. or more that cannot be considered diseased, dangerous or dead may be removed from a lot if the gross DBH loss is replaced at a 1:1 ratio (1 in. replaced for every 1 in. lost of caliper inches DBH). At least 50% of the total number of replacement caliper inches must be planted on the lot, to the extent practical, or may be planted elsewhere within the PUD as approved by Development Services staff.
Required mitigation trees planted elsewhere in the PUD shall be noted on the site plan, as well as the other site plan, and may not be counted towards future mitigation tree requirements on the other site plan.

3.5.6.3. Tree removal and replacement: signs

~~Signs are considered nonconforming uses that should eventually be removed; trees are living things that are far more difficult to replace.~~ Healthy trees of all species and sizes, except species defined as nuisance trees, ~~cannot may not~~ be removed with the intent of increasing the visibility of an existing sign, unless with administrative approval of Development Services staff.

3.5.6.4. Tree replacement conditions

3.5.6.4.1. Replacement plant types

Replacement trees ~~must may~~ be any combination of native tall and short trees that keeps or brings the site in conformance with minimum required landscaping standards.

3.5.6.4.2. Replacement trees

Replacement trees must be placed on site, or in areas approved by Development Services staff within the PUD.

3.5.6.4.3. Landscape requirements

Existing and replacement trees may be used to meet landscape requirements. After tree removal and replacement, the number and placement of trees on a parcel must continue to conform to landscaping requirements.

3.5.6.4.4. Maintenance

Replacement trees must be maintained in good condition for one year after planting. In that year, the property owner must guarantee survival.

3.5.6.4.5. Unauthorized removal

The gross DBH loss of trees that are removed in violation of this section by the property owner, developer or any party acting on their behalf must be replaced at a 2:1 ratio (2 in. replaced for every 1 in. lost of caliper inches) with native tall trees. For illegal vegetation clearance to increase the visibility of signs per Section 3.5.6.3, replacement native tall trees must be planted in the cleared area, with 1 in. DBH for every 10 sq. ft. cleared.

3.5.6.5. Tree protection during construction

3.5.6.5.1. Tree protection zone

During construction, perimeter fencing must be erected around protected trees, at least 6 ft. from the trunk or at one-half of the drip line to the greatest extent practical, whichever is more, to establish a tree protection zone, unless otherwise approved by Development Services staff. Large parcels with protected trees and that are separated from construction or land clearing areas, street rights-of-way and utility easements may be “ribboned off,” by placing post stakes at least 50 ft. apart and tying ribbon or rope from stake to stake along the perimeter. Storage or movement of equipment, material, debris or fill in the tree protection zone is prohibited.

3.5.6.5.2. Storage near trees

During construction, equipment cleaning or storage or disposal or waste material such as paints, oils, solvents, asphalt, concrete, motor oil or other material harmful to trees cannot be placed in the drip line of protected trees or group of trees.

3.5.6.5.3. Attachment to trees

Damaging attachments, wires, signs or permits cannot be fastened to protected trees.

3.5.6.5.4. Trenching

Trenches or footings must be ~~at least 8 ft. from trunk bases~~outside the inner one-half of the dripline, to the greatest extent practical. ~~Under~~ the drip line of protected trees, no cut or fill may ~~be at least exceed~~ 4 in. ~~deep~~ unless a qualified arborist or forester evaluates and approves the disturbance. When trenching for utilities, tunneling under ~~large diameter~~ roots greater than 8 in. is diameter is required to prevent root damage. The developer is responsible for coordination with utility companies when trenching near protected trees, to the extent practical.

3.5.6.5.5. Root preservation

During grading, roots at least 1 in. in must be cut off cleanly with a handsaw about 12 in. behind the line of excavation. Exposed roots must be protected with moist backfill soil.

3.5.6.5.6. Grades

Raising the grade more than 6 in. around tree trunks is prohibited. This can causes trunk rotting, and serious damage or death to the tree. Finished grades must slope away from trunks to avoid water concentrated at tree bases.

3.5.7. Required site furniture

A parcel with a non-single family residential and a non-industrial use must have the following furniture installed, provided the condition(s) described in this Section exist on the site. Furniture must be functional. All amenities located on a site shall be owned, operated and maintained by the private property owner.

- ~~Sidewalks along a street: (choose 1 of the following) 1 bench, 1 trash can, 1 bike rack, or 1 masonry planter per 100 ft. linear sidewalk.~~
- Internal walkways: (choose 1 of the following) 1 bench, 1 trash can, 1 bike rack, or 1 masonry planter per 100-150 ft. linear walkway.
- Plazas: 1 bench per 50 sq. ft. and 1 trash can per 100 sq. ft. plaza area.
- Colonnades, loggias: 1 bench and 1 trash can per 50 ft.
- Bus stops: 2 benches and 1 trash can per stop (applicable to city adopted transit streets only).

3.6. Common Open Space

3.6.1. Required common open space

The PUD shall provide for a collection of privately owned, common open space lots set within a street system with access to the Brushy Creek park land. Common open space will be designed to (i) serve the recreational needs of the residents (ii) provide places and opportunities for

interaction within the community and (iii) provide opportunities for interaction with the natural environment.

A minimum of 5 acres of land located within the Carmel Creek 100-year floodplain shall be established and maintained as common open space. An additional 15 acres of common open space shall be established within the PUD at locations within or adjacent to residential areas.

All private open space and structures thereon shall be conveyed to and permanently owned and maintained by a Property Owner's Association (POA) or other responsible entity approved by the Director. The POA may adopt rules and regulations regarding access, permitted uses, security (policing) and maintenance responsibilities for the open spaces.

Each lot designated as common open space shall include at least six thousand (6,000) square feet. The area of the common open space lot shall be measured and calculated to the property line of the affected lot.

Parking for common open space uses within the PUD may be provided with adjacent on-street parking. Off-street parking may also be provided within a common open space lot, at the option of the Developer. On-street parking will be credited toward the required parking spaces of the affected lot.

Except for undisturbed and reestablished native landscape areas, common open space shall be maintained by one of the following watering methods: an underground irrigation system; a drip irrigation system; or a hose attachment within two hundred (200) feet of all landscaping. Watering may be suspended in times of drought.

Common open space may include detention ponds that are primarily earthen, planted with plants, and functionally serve as an aesthetic and/or recreational amenity for residents. Such elements may include trails on the pond lot, water aeration fountains, shade trees and other plantings and seating. Such detention or wet ponds do not require screening.

3.6.2. Access

Common open space must be reasonably accessible to all residents of the PUD. Convenient pedestrian and vehicular access to open space must be provided. Green links and trails must be provided to common open space not readily accessible to a public street.

3.6.3. Common open space design

Common open space must be configured as a meaningful and functional space. Common open space land must be compact and contiguous to the maximum extent practicable, unless the land is used as a greenway or other linear park. Small, narrow, or unassigned strips ~~in~~ behind or between buildings is unacceptable. Designated common open space may be in a natural, undisturbed state, landscaped for more formal, open play areas, or developed for active and/or passive recreation.

Common open space lots shall include park improvements, such as trails, lighting, ~~seating benches~~, landscape planting, irrigation and accessory buildings and shade structures that are appropriate for the intended use and site conditions of that site. Access for police, fire or ambulance emergency providers shall be provided to private and common open spaces.

3.6.4. Areas not considered as common open space

The following do not meet the requirement for common open space:

- Private lots or yards not available for common use
- Public right-of-way or private streets and drives.
- Land covered by structures except ancillary structures associated with use of open space such as gazebos, picnic shelters or meeting rooms
- Detention/retention facilities, including drainage swales, unless designed for use as accessible and useable year-round community amenities by the residents of the development (e.g., picnic areas, passive recreation areas, playgrounds, ponds for fishing and/or boating, walking trails, etc.).

Good Open Space Examples	Open Space Examples to Avoid
 Functional common open space, including shade trees, jogging trail, sports court, and irrigated grass turf fronting on a public street	 Avoid - expansive, unmaintained area with scattered play structures, lack of shade, trees and walking paths and perimeter fence separating residents from open space
 Wide concrete trail graded for bike and pedestrian use within linear open space area accessible from street, undisturbed wooded and natural area and perimeter stone wall	 Avoid - left over strip of land between street ROW and perimeter fence, lack of tree cover and perimeter fence separating residents from open space
 Concrete trail, native tall trees, natural wooded area, play area, seating, planted trees, and neighborhood pool and pool house	 Avoid - expansive area with limited improvements, lack of shade trees, poorly located bike parking

3.7. Fences and Walls

3.7.1. General standards

3.7.1.1. Placement

3.7.1.1.1. Public right-of-way

Fences and walls cannot be placed in the public right-of-way.

3.7.1.1.2. Tree preservation

Fences must be placed where they will not threaten significant vegetation.

3.7.1.2. Materials

3.7.1.2.1. Finished side out

Fences with an unfinished or rough side and a finished or smooth side must be placed so the finished or smooth side faces out.

3.7.1.2.2. Prohibited materials

Materials not originally intended for use in constructing a fence are prohibited as fencing and screening materials. Examples of prohibited materials include plywood, particleboard, corrugated metal sheets (not incorporated into a frame), railroad ties, tires, door panels, and other makeshift materials.

3.7.1.2.3. Barbed wire and electric fences

Electrically charged, barbed wire and razor wire fences are prohibited. Exceptions are fences used to enclose livestock on farms, serve a public or quasi-public institution for public safety or security purposes, and temporarily securing construction vehicles and materials on a construction site.

3.7.1.2.4. Columns

Columns, pilasters, piers, finials and posts may be no more than 6 in. taller than the fence it joins.

3.7.1.3. Maintenance

3.7.1.3.1. General maintenance

Fences and adjacent landscaping must be maintained by their owners in good structural condition and repair. This includes general maintenance, painting and staining, and the replacement of broken, warped or missing portions with materials of equal or better quality that are consistent in design. Fences, walls and hedges must be vertically aligned and maintained upright; and in good structural or living condition. Angled or non-vertical fence support posts are prohibited.

3.7.1.3.2. Development perimeter walls

Individual property owners cannot alter development perimeter walls that are owned or controlled by a property owner's association without prior permission of the property owner's association.

3.7.1.4. Landscaping

Landscaping at a fence or wall may be required per landscape requirements in Section ~~3.1875~~.

3.7.2. Permitted fences, walls, and hedges

The following fence, wall and hedge types are *permitted* and optional. Minor deviations to the fence standards set forth in this Section may be administratively approved by Development Services staff.

Permitted fence Area / purpose	Height	Linear Fence transparency	Acceptable types/materials
Agricultural use	no more than 5 ft.	at least 50% along at least 50% of height, excluding columns; at least 75% along entire height in clear vision area	Wire (smooth, high-tensile, woven, mesh, hog wire, cable rail) Chain link Pipe Ornamental (metal, plastic) Picket (wood, plastic) Ranch (wood, plastic) Masonry (stone, brick, similar materials) Shrubby hedge
Residential front yard	no more than 3 ft. (36 in.)	At least 75% along entire height in clear vision area	Wood frame wire Ornamental (metal, plastic) Picket (wood, plastic) Ranch (wood, plastic) Masonry (stone, brick, similar materials) Shrubby hedge
Residential side and rear yard	no more than 6.0 ft. (72") except that 8.0 ft. permitted on rear and side fences: <u>1) to stair step in height to finish grade at the base of the fence or slope changes and 2)</u> where adjacent to a commercial or other non-single family use.	at least 30 25% along <u>at least 50% of height</u> , excluding columns, when next to trail or park; otherwise, may be solid	Wood frame wire Chain link (plastic coated; no slats. Ornamental (metal, plastic) Picket (wood, plastic) Ranch (wood, plastic) Privacy (wood, plastic) Masonry (stone, brick, similar materials) Shrubby hedge
Tennis / basketball court	no more than 12-15 ft.	at least 50%	Ornamental (metal, plastic) Chain link (plastic coated only)
Cannot substitute for other fence types when forming a boundary fence.			
Perimeter security fencing (Industrial and recreational uses only)	no more than 8 ft.	at least 75%, excluding columns in front yard; may be solid behind the building line	Ornamental (metal) Masonry (stone, brick, split face CMU, similar materials)
Masonry must be used adjacent to outdoor storage areas <u>fencing requirements apply to equipment storage yards and similar areas visible from a street.</u>			

Permitted fence Area / purpose	Height	Linear Fence transparency	Acceptable types/materials
Temporary perimeter security fencing (construction sites only)	no more than 8 ft.	Any	Wire (smooth, high-tensile, woven, mesh, hog wire, cable rail) Ornamental (metal, plastic) Picket, lattice (wood, plastic) Ranch (wood, plastic) Privacy (wood, plastic) Chain link
The fence must be removed when construction ends.			
Park, open space	no more than 4 ft. 5 ft. for dog park	at least 50 25%, excluding columns	Wood frame wire Ornamental (metal, plastic) Picket, lattice (wood, plastic) Ranch (wood, plastic) Masonry (stone, brick, decorative CMU, similar materials) Shrubbery hedge Chain link (plastic coated, for dog parks and athletic fields only)
Outdoor storage area fencing requirements apply to equipment storage yards and similar areas <u>visible from a street</u> .			
Parking area: non-residential and 3+ household residential development	no more than 3.5 ft. (42 in.)	at least 75% along entire height in clear vision area	Wood frame wire Ornamental (metal, plastic) Picket, lattice (wood, plastic) Ranch (wood, plastic) Bollard and chain Masonry (stone, brick, decorative CMU, similar materials) Shrubbery hedge
Retention and detention pond or basin	no more than 6 ft.	at least 50%, excluding columns	Ornamental (metal)
Development perimeter walls along SH 130, FM 685 and UP Rail Road	6 ft. to 12 ft.	may be solid	Masonry (stone, brick, split face CMU, similar materials) <u>or</u> Shrubbery hedge

3.7.3. Required fences, walls, and hedges

The following fence, wall and hedge types are required. Minor deviations to the fence standards set forth in this section may be administratively approved by Development Services staff.

Required fence Area / purpose	Height	Linear Fence transparency	Acceptable types/materials
Swimming pool	4 ft. - 6 ft.	at least 50%	Wood frame wire Ornamental (metal, plastic) Picket, lattice (wood, plastic) Chain link (but not at a public pool)
	Openings or gaps in the fence must be no more than 4 in. If the perimeter fencing on the lot meets these standards, an added fence surrounding the swimming pool is not required. Construction of fence must comply with ICC Building Code requirements, as adopted.		

Required fence Area / purpose	Height	Linear Fence transparency	Acceptable types/materials
Outdoor storage area	6 ft. - 8 ft.; may be taller if it screens tall objects	no more than 25%; must be solid when next to or visible from residential district or area use	Privacy (plastic) Masonry (stone, brick, decorative CMU, similar materials)
	Should include the same, <u>similar or compatible</u> materials, finishes and detailing as the host structure. Masonry (stone, brick, decorative CMU, similar materials) is required when the storage area is next to or visible from a residential district or area use .		
Vehicle inventory area next to residential districts	6 ft. - 8 ft.	Must be solid	Masonry (stone, brick, decorative CMU, similar materials)
	Should include the same materials, finishes and detailing as the host structure.		
Residential development RV storage area	8 ft. - 10 ft.	Must be solid; gate may have transparency	Masonry (stone, brick, decorative CMU, similar materials)
	Must include the same materials, finishes and architectural detailing as the development perimeter wall; otherwise, must conform to development perimeter wall design standards.		
Dumpster and utility area	7 ft. - 8 ft.	Must be solid	Masonry (stone, brick, decorative CMU, similar materials)
	Must include the same, <u>similar or compatible</u> materials, finishes and detailing as the host structure. Gates must be visually and structurally solid; must be metal. Dumpsters and compactors cannot be unscreened, unless they are used for a construction or demolition project on the site.		
Loading area wing wall	Up to the building parapet; height determined in site plan review	Must be solid	Masonry (stone, brick, decorative CMU, similar <u>or compatible</u> materials)
	Must include the same, <u>similar or compatible</u> materials, finishes and detailing as the host structure.		
Utility substation or facility	6 ft. - 12 ft., or sufficient to conceal the substation <u>or height required by the utility provider</u> .	Must be solid	Masonry (stone, brick, decorative CMU, similar <u>or compatible</u> materials)
Development perimeter wall	6 ft. min. 8 ft. max. 4ft. max. <u>(or 6 ft. ht. max with 10% fence transparency)</u> when adjacent to open space	Any	Ornamental (metal) Masonry (stone, brick, decorative CMU, similar <u>or compatible</u> materials) Ornamental metal <u>or combination metal and wood</u> must be used in areas adjacent to common open space to preserve public <u>promote</u> views. Precast concrete walls (h-post and single panel) may only be used to replace existing stockade fence-based perimeter walls.
	Required for residential subdivisions with more than one double frontage or corner lot, where the adjacent street at the rear or side of the lots is a collector , minor arterial or major arterial street. Walls must include masonry columns with a cross-section of at least 18 in. x 18 in. at no more than 50 ft. intervals, and turning and end points <u>of the wall</u> .		

Fencing may also be required under buffer yard requirements in Section 2.3.5.

3.7.4. Gated communities

Gated communities are prohibited.

3.8. Outdoor Lighting

3.8.1. General Standards

3.8.1.1. Display levels and light pollution

Lighting must be designed to minimize light pollution and spillage on adjacent properties.

Illumination at the property line must be no more than 5 lux for non-cut-off lights, and no more than 15 lux for cut-off lights. Streetlights are exempted.

Illumination spillover onto adjacent residential zoned properties must be no more than 5 lux. Streetlights are excepted

Streetlights in public right-of-way shall be solar-powered wherever possible.

3.8.1.2. Shielding

Outdoor lighting must be shielded, except ~~that~~ at athletic fields. Shielding is achieved when light rays are not emitted above the horizontal plane of a fixture. The cone of illumination must be at least 30° downward from the horizontal plane.

3.8.1.3. Illumination of background and foreground spaces

Background spaces such as parking lots must be illuminated as unobtrusively as possible to meet the functional needs of circulation, security and safety.

Foreground spaces, such as building entrances and plaza seating areas, must use proximate lighting that defines the space without glare to the extent practical.

3.8.1.4. Confusion with warning devices

Lighting devices that may be confused with warning, emergency or traffic signals are prohibited.

~~3.8.1.5. —Lighting as advertising~~

~~Lighting cannot be used for advertising or attracting attention.~~

3.8.2. Permitted on-site lighting sources

The following light sources are permitted:

- Incandescent. Fluorescent. Warm white and natural lamps must be used to reduce detrimental effects.
- Metal halide. Light must be filtered with a glass, acrylic or translucent enclosure of the light source.
- High-pressure sodium. Must be color corrected.
- Light-emitting diode. Warm white and natural lamps must be used to reduce detrimental effects.

- Glass tubes filled with neon, argon, or krypton. Limited decorative lighting only.

Types of light sources must be ~~compatible consistent~~ throughout a commercial center lot, to the extent practical or master-planned development.

Street light source shall be consistent throughout each development within the PUD, to the extent practical and as permitted by the utility provider.

3.8.3. Prohibited lighting

The following light sources are prohibited:

- Laser source light.
- Strobe light.
- Flashing, blinking, or variably intense light, intentional or resulting from a defect.
- Search lights

Exceptions are:

- Traditional holiday lighting not used to draw attention to a sign.
- Flashing or blinking lights required by law.
- Beacon or searchlight, including temporary display. Beacons are permitted on structures where the Federal Aviation Administration requires them.

3.8.4. Light poles

3.8.4.1. Height

Maximum light pole heights ~~is~~ are as follows: Streetlight light pole height shall be coordinated with the utility provider.

Parking areas: 20 ft.

Pedestrian areas and drive aisles: 16 ft.

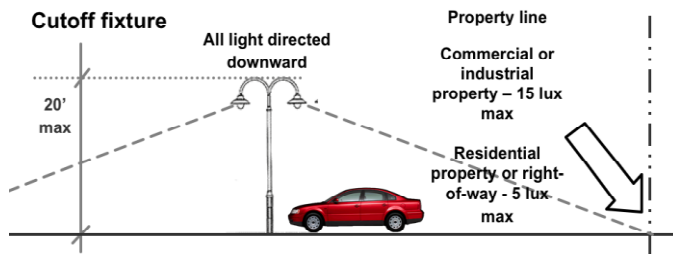
Sports fields: 50 ft.

Temporary lighting at construction sites: 50 ft.

Alley: 12 ft.

Street-local and collector: 16 ft.

Street-arterial: 24 ft.



3.8.4.2. Design

Light poles should have a base, middle and top.

Light pole design must be consistent or compatible with the style and, character and ~~period~~ of ~~architecture~~ the building design on the site.

Cobra head light poles are prohibited on pedestrian-oriented commercial streets, unless required by the utility provider. Decorative cobra head street light poles may be used on arterial streets, and streets in vehicle-oriented commercial and industrial areas. Where used, cobra head street light poles must incorporate a supplemental non-cobra style light mounted at a 12 ft. - 14 ft. height to illuminate the sidewalk, to the extent practical and as permitted by the utility provider.

Bare metal poles are prohibited.

Elevated form bases greater than 4 in. above grade are prohibited.

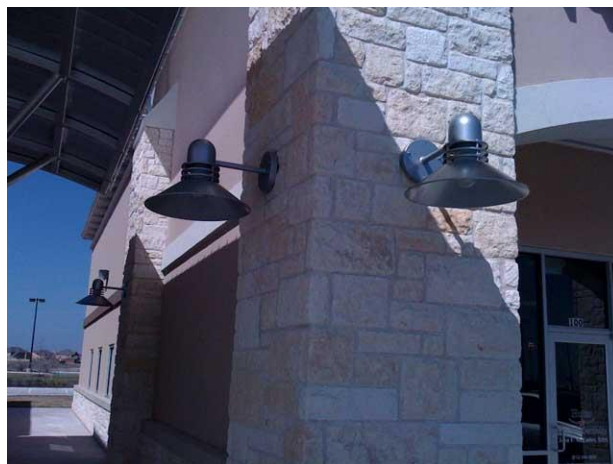
Light poles must be placed in landscape areas wherever ~~possible~~ practical. Light poles must not obstruct sidewalks or bicycle paths.

3.8.5. Attached light features

3.8.5.1. Sconces

Sconces or gooseneck lighting fixtures may be used to illuminate areas near building walls. Sconces must direct light downward against the building wall and immediately adjacent areas.

Light fixture design must be ~~consistent~~ compatible with the style and, character and ~~period~~ of the host structure.



An example of contemporary gooseneck lighting.

3.8.5.2. Wall packs

Wall packs may only be used at the rear of industrial buildings to light ~~unsafe-security~~ areas. They cannot be used to draw attention to the building or provide general building or site lighting.

Wall packs must be fully shielded to direct the light downward.

Source output per wall pack must be no more than 1500 lumens.

3.8.5.3. Awnings

Awnings and canopy fascia cannot be internally illuminated.

3.8.6. Gas station canopies

3.8.6.1. Design

Lighting fixtures, including lenses, must be completely recessed into to the canopy ceiling if it is flat or no lower than 1 ft. above the lowest point of the canopy roof or fascia if it is sloped.

Source output per fixture must be no more than 3750 lumens.

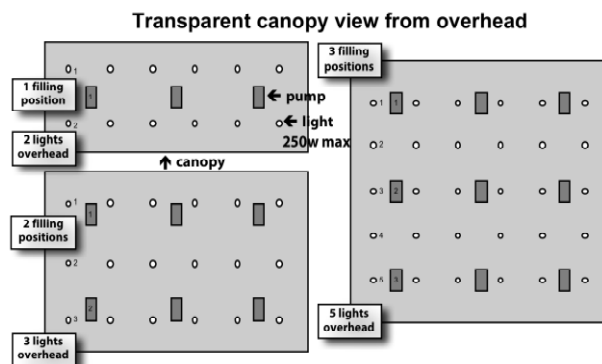
Canopy fascia cannot be illuminated, except logo signs permitted by sign requirements in Section 3.229.

3.8.6.2. Number

Canopies one pump deep may have up to two lighting fixtures per filling space.

Canopies two pumps deep may have up to three lighting fixtures per two filling spaces.

Canopies three pumps deep may have up to five lighting fixtures per three filling spaces.



3.8.7. Flood lights

Floodlights may be used only to light sports fields, outdoor recreation areas and construction sites.

Floodlights must be fully shielded or provided with sharp cut-off ability, to minimize uplight, spill-light and glare.

3.8.8. Accent lighting

Bottom-mounted lights used to illuminate landscaping and water features, or provide visual accents, are permitted.

Pole mounted accent lighting greater than 1 ft. tall is prohibited.

Roof-mounted and rooftop accent lighting is prohibited.

Banding of building plane changes (cornices, building corners, column edges, etc.) with neon or other illumination is prohibited.

3.8.9. Signs

Signs may be illuminated internally.

~~Bottom-Ground~~ mounted lights may illuminate a monument sign ~~no more than 8 ft. tall~~. Lighting should not spill over the edge of the sign wall face and must be shielded from oncoming traffic.

Exposed bulbs that outline a sign are prohibited.

Blinking, chasing, or other changes in illumination intensity, color, or direction, intentional or not, are prohibited. This includes electronic message centers.

Open faced neon channel letters are prohibited.

3.8.10. Alternative conformance

Development Services staff may ~~consider~~ administratively approve an alternative lighting plan. Alternative lighting plans must clearly identify and discuss modifications, proposed alternatives, and how the alternative plan will meet the intent of this section better than a plan conforming to this section. Development Services staff will consider whether the proposed alternative lighting design protects natural areas from light intrusion, enhances neighborhood continuity and connectivity, and shows innovative and creative design.

3.9. Signs

3.9.1. Permitted signs

3.9.1.1. ~~Agricultural uses~~ Undeveloped parcels

The following signs are permitted on lots with agricultural uses, and vacant or undeveloped parcels ~~not subdivided for residential use~~:

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Permanent	Attached (wall) or freestanding (monument, pole), at farm stands, or retail operations selling products produced on site	1	32 sq. ft.	Freestanding: 6 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
	Freestanding (monument, pole), at farms, ranches, or similar operations	1 per driveway entrance	32 sq. ft.	6 ft.; 10 ft. to bottom if arched over driveway entrance	5 ft. from property lines
	A-frame	1; display only during business hours	12 sq. ft.	4 ft.	As close to the building entrance as possible
Temporary: real estate property with construction	Freestanding (pole) or attached (wall)	1 per 1,000 ft. of street frontage	3264 sq. ft. per sign	Freestanding: 610 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
Temporary: Wayfinding	Freestanding (pole, monument or attached (wall))	50 ft. min. separation	32 sq. ft. per sign	Freestanding: 6 ft.	n/a
Temporary: property for sale or rent	Freestanding (pole) or attached (wall)	1 per 1,000 ft. of street frontage	32 sq. ft. 64 sq. ft. per sign	Freestanding: 610 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
Temporary displays	Allowed only for agricultural usesAs permitted in Section 3.9				

3.9.1.2. Residential uses

The following signs are permitted on lots with residential uses:

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Permanent: PUD development identification	Freestanding (pole, monument or integrated into entry feature)	2 per entrance into the PUD and 1 along each PUD property frontage development	32-128 sq. ft. per sign	6-12 ft.; may be taller 40 ft. ht if integrated into entry feature, sculpture, (monument wall, fountain, etc.)	5 ft. from property lines n/a
Permanent: development	Freestanding (pole, monument or attached (wall))	1 per each entrance into the development	32 sq. ft.	6 ft.	n/a
Permanent: Wayfinding	Freestanding (pole, monument or attached (wall))	50 ft. min. separation	32 sq. ft.	6 ft.	n/a
Temporary: property with construction	Freestanding (pole) or attached (wall)	1 per street frontage	4 sq. ft. per sign	Freestanding: 6 ft. Attached – below roofline	Freestanding: 5 ft. from property lines
Temporary: property for sale or rent	Freestanding (pole) or attached (wall)	1 per street frontage	4 sq. ft. per sign	Freestanding: 6 ft. attached: below roofline	Freestanding: 5 ft. from property lines
Temporary: property with model home	Freestanding (pole)	1 per house	4-16 sq. ft. per sign	4 ft.	5 ft. from property lines
Temporary: new residential development	Freestanding (pole) or attached (wall)	1 per each entrance into the development	32 sq. ft. per sign	Freestanding: 6 ft. Attached: below roofline	Freestanding: 5 ft. from property lines
	Freestanding (flag)	1 per 50 linear feet of project frontage; up to 6 for the development	15 sq. ft. per flag	20 ft.	5 ft. from property lines
	Freestanding (pole)	1 per 50 linear feet of project frontage; up to 6 for the development	12 sq. ft. per sign	4 ft.	5 ft. from property lines
Temporary: Wayfinding	Freestanding (pole, monument or attached (wall))	50 ft. min. separation	32 sq. ft. per sign	6 ft.	n/a
Temporary displays	Only for multiple unit household dwelling developments, subject to Section 3. 22-49				

3.9.1.3. Institutional and civic uses

The following signs are permitted on lots with institutional and civic uses.

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Permanent	Freestanding (pole, monument)	1	32 sq. ft.	6 ft.	5 ft. from property lines
	Attached (awning, canopy, projecting, wall, window)	2 per wall	Building total = 0.5 sq. ft. per façade frontage ft.	Below roofline	n/a
Temporary: property with construction	Attached (wall) or freestanding (pole)	1 per street frontage	12 sq. ft. per sign	Freestanding: 6 ft. Attached: below roofline.	Freestanding: 5 ft. from property lines
Temporary: property for sale or rent	Attached (wall) or freestanding (pole)	1 per street frontage	12 sq. ft. per sign	Freestanding: 6 ft. Attached: below roofline.	Freestanding: 5 ft. from property lines
Temporary: Wayfinding	Freestanding (pole, monument or attached (wall))	50 ft. min. separation	32 sq. ft. per sign	Freestanding: 6 ft.	n/a
Temporary displays	Subject to Section 3.22.49				

3.9.1.4. Commercial, retail and, industrial, ~~and recreational~~ uses.

The following signs are permitted on lots with commercial, retail and, industrial ~~and recreational~~ uses.

Type		Number	Maximum sign face area	Maximum height	Minimum setback
Permanent: PUD identification	<u>Freestanding (monument, pole or integrated into project entry feature)</u>	<u>2 per entrance into the PUD and 1 along each PUD property frontage</u>	<u>128 sq. ft. per sign</u>	<u>12 ft.; 40 ft. if integrated into entry feature (wall, architectural or sculptural feature, fountain, etc.)</u>	<u>n/a</u>
Permanent	Freestanding (monument): single use/ building sites and outparcels	1, or 2 (1 per street frontage) if on corner lot with <u>≥1,000 ft. of linear frontage</u>	64 sq. ft. per sign	8 ft.	5 ft. from property lines. n/a 100 ft. from other freestanding signs on the site.
	Freestanding (monument): multi-tenant building/ retail <u>commercial or industrial</u> center <100,000 sq. ft. GFA	1 per street frontage <u>and 1 per 500 ft. of property frontage</u>	96 sq. ft. per sign	12 ft.	5 ft. from property lines. n/a 100 ft. from other freestanding signs on the site.
	Freestanding (monument): multi-tenant building/ retail <u>commercial or industrial</u> center ≥100,000 sq. ft. GFA	1 per street frontage or <u>and 1</u> per 1000 ft. of linear frontage	128 sq. ft. per sign	18 ft.	5 ft. from property lines. n/a 100 ft. from other freestanding signs on the site.
	Attached (awning, canopy, projecting, wall and window): single use/ building sites	Any, up to maximum permitted area for the wall	Front/façade: 1.0 sq. ft. per linear wall frontage ft. Side and rear walls: 0.50 sq. ft. per linear wall frontage ft. 32 sq. ft. minimum signage allocation	Below roofline	n/a
	Attached (awning, canopy, projecting, wall and window): multi-tenant building/ shopping center sites	Any, up to maximum permitted area for the tenant frontage of the wall where the signage will be placed	Same permitted area as single use/building sites, allocated by tenant frontage for an individual façade or wall. May be further restricted by master sign plan	Below roofline	n/a
	Attached (gas station canopy; instead of in <u>addition to</u> freestanding signs)	1 on each side	no more than 32 sq. ft. per sign. <u>(including logo)</u>	n/a	n/a

Type		Number	Maximum sign face area	Maximum height	Minimum setback
	Attached (sculptural)	1 per building or tenant space	no more than 64 sq. ft. (height at tallest point x width at widest point)	at least 50% of sculpture height below roofline or parapet wall	n/a
Permanent: <u>Wayfinding</u>	<u>Freestanding (pole, monument or attached (wall))</u>	<u>50 ft. min. separation</u>	<u>32 sq. ft.</u>	<u>6 ft.</u>	<u>n/a</u>
Temporary: property with construction	Freestanding	2 per vehicle entrance	32 sq. ft. per sign	6 ft.	5 ft. from property lines
Temporary: <u>A-frame</u>	<u>A-frame</u>	<u>1; display only during business hours</u>	<u>12 sq. ft.</u>	<u>ft.4</u>	<u>As close to the building entrance as possible</u>
Temporary: <u>Wayfinding</u>	<u>Freestanding (pole) or attached (wall)</u>	<u>50 ft. min. separation</u>	<u>48 sq. ft. per sign</u>	<u>Freestanding: 6 ft.</u>	<u>n/a</u>
Temporary: property for sale or rent	Attached (wall) or freestanding (pole)	1 per street frontage	1 sq. ft. per acre <u>1,000 sq. ft.</u> per sign, 32 sq. ft. per sign minimum allocation, not to exceed 128 sq. ft. per sign.	Freestanding: 6-8 ft. Attached: below roofline.	Freestanding: 5 ft. from property lines
Temporary displays	Subject to provisions of Section 3. 22-49				

3.9.1.5. Open space and recreational uses.

The following signs are permitted on common open space lots and lots with recreational uses.

<u>Type</u>		<u>Number</u>	<u>Maximum sign face area</u>	<u>Maximum height</u>	<u>Minimum setback</u>
<u>Permanent</u>	<u>Attached (wall) or freestanding (monument, pole), within open space lot and recreational uses</u>	<u>1 per street frontage</u>	<u>32 sq. ft.</u>	<u>Freestanding: 6 ft.</u> <u>Attached: below roofline</u>	<u>Freestanding: 5 ft. from property lines</u>
<u>Permanent: District-oriented</u>	<u>Freestanding (pole) or attached (wall)</u>	<u>Unlimited; 50 ft. min. separation</u>	<u>32 sq. ft.</u>	<u>6ft.</u>	<u>n/a</u>
<u>Temporary: Wayfinding</u>	<u>Freestanding (pole) or attached (wall)</u>	<u>50 ft. min. separation</u>	<u>32 sq. ft.</u>	<u>6ft.</u>	<u>n/a</u>
<u>Temporary: property with construction</u>	<u>Freestanding (pole) or attached (wall)</u>	<u>1 per street frontage</u>	<u>32 sq. ft. per sign</u>	<u>Freestanding: 6 ft.</u> <u>Attached: below roofline</u>	<u>Freestanding: 5 ft. from property lines</u>
<u>Temporary displays</u>	<u>Allowed only for open space or recreational uses Subject to Section 3.9</u>				

3.9.2. Exempted signs, not requiring a sign permit

These signs are permitted in all development areas, unless noted. A sign permit is not required for exempt signs provided the sign complies with the standards set forth in this Section 3.9:

Wayfinding signs

A-frame signs, up to 12 SF in area

Address numbers and family name identification on residences.

City-owned/operated signs.

On and Off-site directional kiosk signs authorized by the City of Hutto.

Directional sign: one freestanding sign per curb cut in commercial, retail and industrial uses. Signs may be no more than 6 ft. tall and no more than 18 sq. ft. in area.

For sale, for rent and for lease signs on vehicles, boats, trailers and other personal property.

Garage sale signs: up to three signs, each no more than 4 sq. ft., may be displayed only while the garage sale is in progress. Garage sale signs must be placed outside of the right-of-way and public property. Garage sale signs may be placed within City of Hutto right-of-way (not County or State right-of-way) if written permission from an adjacent property owner is attached to said sign. Said garage sale sign must be removed before 5:00 PM on the last day of the sale. This amendment supersedes Chapter 8, Article 8.05 of the City of Hutto Code of Ordinances.

Hippopotamus statues no more than 3 ft. tall painted with the name, logo and/or trademark colors of the business or sponsor displaying them.



Native hippopotamus statue

Historical markers, plaques, grave markers, cornerstones and commemorative tablets.

Works of fine art that in no way identify or advertise a product or business.

National, state, local and decorative non-commercial flags, each no more than 50 sq. ft. in area, flown for their intended purpose under generally accepted flag protocol, on a flagpole or building mounted staff no taller than the maximum permitted building height in the underlying zoning district, and not acting as a form of advertising.

Open house signs: up to three signs may be used, displayed outside the public right-of-way and public property. Open house signs may be placed within City of Hutto right-of-way (not County or State right-of-way) if written permission from an adjacent property owner is attached to said sign. Said open house sign shall be displayed only while the open house is in progress or for 16 hours in a one-week period, whichever is shorter. The sign must be removed immediately after the open house. Signs may be no more than 4 sq. ft. in area, and no more than 4 ft. tall.

Public Information Signs, provided such signs are removed no more than 3 days after event.

Public utility warning and underground utility identification signs.

Religious symbols (cross, Star of David, star and crescent, etc.). Signs where the shape of a religious symbol is an integral part of the sign design are not exempted.

Signs manufactured as a standard, integral part of a mass-produced product accessory to a commercial, public or semi-public use, including telephone booths, mail and newspaper boxes, vending machines, automated teller machines, gas pumps and vacuums.

Signs, notices, placards, certificates and official papers authorized or required by statute, government agency or court.

Signs for rest rooms, accepted credit cards, business organization membership (Chamber of Commerce, Better Business Bureau, etc.), meetings of civic groups, and business hours, displayed at a business.

Signs identifying zones in parking lots, no more than 6 sq. ft. in area.

Signs on concessions and rides at special events such as fairs and festivals.

Signs painted on vehicles and trailers that are operating and registered, used in everyday business activities, parked in areas appropriate for their use as vehicles normally used during business hours, and not being used only for attracting business.

Temporary decorations and displays that are clearly associated with a national, local, or religious holiday or celebration, provided there are no fire, traffic, or pedestrian hazards.

3.9.3. Prohibited signs

The following signs are prohibited in all areas of the PUD, unless noted.

Off-premise signs, except for directional kiosk signs.

Signs with changing light, color or motion effects, intentional or resulting from a defect. This prohibition includes, but is not limited to:

- Blinking, flashing, chasing, strobe and alternating color lights, integrated into a sign or not.
- Electronic message centers.
- Signs incorporating “eye catchers” and similar shiny devices designed to reflect light and create a glimmering or flashing effect.
- Signs with animated or rotating parts.
- Signs emitting flame, smoke, steam or other visual matter.

This prohibition does not apply to:

- Electronic changeable copy/message board/variable message signs whose message portion is enclosed with glass, plastic, or other durable material and who provide an auto-dimming feature based on natural ambient light conditions. Auto-dimming feature must not allow any changeable copy/message board to exceed a brightness of 7,000 NITs in daylight or 500 NITs for night use. Such signs also cannot be animated; messages must remain static for at least sixty seconds, and display no more than four colors any one time in a static pattern.
- Signs with flashing or chasing lights on concessions and rides at special events such as fairs and festivals.
- Holiday decorations and light strings displayed during November, December and January. Light strings cannot outline or highlight a sign.
- Rotating barber poles at a legitimate barber or beauty shop.
- Rudimentary time and temperature displays that are not potentially distracting to drivers.
- Warning signs and markers placed by, or authorized by and on behalf of government agencies.

Temporary signs placed in or over the public right-of-way or public property require a sign permit. Permanent signs are not permitted in the right-of-way. The city may remove signs installed without a sign permit that are located in the public right-of-way or on public property. Temporary signs placed in or over the public right-of-way or public property are permitted with an approved R.O.W. permit and City license agreement.

This prohibition does not apply to:

- ~~Permanent development signs.~~
- Signs placed by government authorities.
- Banners placed on a light pole, utility pole, or over a street, as part of a special event of general civic interest.
- Kiosk ~~and way-finding~~ signs.
- Wayfinding signs
- Temporary garage sale and open house signs in compliance with Section 3.22.4 and this PUD.
- Signs placed on vehicles and trailers that are parked and used primarily as a sign.
- Signs and posters placed on trees, fences, light poles and utility poles, except parking lot zone signs on light poles.
- Banners, pennants, balloons, streamers, and other temporary signs, except on a temporary basis as permitted in Section 3.22.4.

Attached signs placed on a roof or above a parapet wall of a building. This prohibition does not apply to sculptural signs.

Attached domed, bullnose and bubble-style awning signs.

Freestanding signs placed where they might obscure a clear view of traffic on intersecting streets, and traffic warning and control signals and signs.

Signs that closely resemble or imitate official signs and traffic control devices.

Signs blocking doors, windows, vents, stairs and ramps.

Signs built and displayed without a sign permit, if a sign permit is required.

Signs built from materials usually used for temporary signs (cloth, thin plastic, corrugated plastic, etc.) displayed as permanent signs, except for no more than 30 days or less in place of a damaged, removed or permitted but unbuilt sign

Portable signs, including signs originally built as portable signs permanently mounted on a building or the ground.

Snipe, spam, and bandit signs.

Large objects such as motor vehicles, boats, aircraft, engine blocks, home appliances, heavy equipment, industrial machinery, and similar objects used as or included in signs.

Signs not expressly permitted in this section or elsewhere in this PUD.

3.9.4. Temporary signs and displays

3.9.4.1. Temporary displays

Temporary displays may include these items, ~~only as permitted in Section 3.22.4:~~

Banners, no more than 32 sq. ft.

Banners placed over the street to identify special events of general civic interest. The banners cannot be used for commercial advertising. Sponsor identification may be displayed on no more than 25% of the banner face area.

Pennants, streamers, and small (no more than 12 in. diameter) balloons.

Balloons and other inflatable objects no more than 12 ft. in height. Balloons and inflatable objects cannot be placed on top of a building. Inflatable objects cannot have flailing or animated elements.

New development marketing flags.

A business may have up to six temporary displays in a calendar year, with a time of no more than 30 days for each display.

3.9.4.2. Construction sign display time

Temporary signs on property under construction must be removed in ~~48 hours~~ **7 days** after construction is complete.

3.9.4.3. Real estate sign display time

Temporary signs on property for sale or rent must be removed in ~~48 hours~~ **7 days** after the lease or sale of the identified property.

3.9.4.4. Temporary development sign display time

Temporary signs ~~within the PUD may be displayed as long as the sign is maintained in good repair and has a valid sign permit~~ **for up to 2 years, at which time a new permit application must be submitted.** ~~at developments may be displayed for up to one year, or until the last house or unit in the development is sold, whichever is later.~~

Temporary development signs at rental communities may be displayed ~~for up to one year, or until 90% of units are occupied, whichever is later.~~ **as long as the sign is maintained in good repair and has a valid sign permit for up to 2 years, at which time a new permit application must be submitted.**

3.9.5. Substitution of non-commercial message

Noncommercial copy may be substituted for commercial copy on any permitted sign. If noncommercial copy is substituted, the resulting sign will continue to be treated as the original commercial sign under this code and will not be treated as an outdoor advertising display. Content of noncommercial copy on a sign otherwise permitted by this code may be changed without complying with provisions required for sign copy or design approval.

3.9.6. Sign design

3.9.6.1. Color

Colors for permanent on-site sign frames and supports must match ~~or~~ compliment or be compatible with the primary finish and colors of buildings on the site.

3.9.6.2. Illumination

Illumination must be shielded so there is no glare in the public right-of-way and adjacent properties, and directed so it does not point towards the sky.

Illumination must be steady and even over the entire sign face, to the greatest extent practical. The full number of lighting elements must be kept in working condition.

3.9.6.3. Materials

Internally lit channel letters and halo lit letters are preferred for attached signs. Domed, bullnose and bubble-style awning signs, and internally illuminated box signs, are prohibited as attached signs.

The sign base of permanent freestanding signs must match compliment or be compatible with the dominant ~~masonry~~ surface material of the main building on the site.

3.9.6.4. Attached sign placement

Attached signs cannot overlap features such as cornices, eaves, window and door frames, columns and other decorative elements, except with administrative approval of Development Services staff.

Signs must be placed at least 3 ft. from the vertical edge of a wall and other attached signs.

3.9.6.5. Attached sign height

Attached signs must be placed entirely below the lowest point of a building's parapet wall, except signs on water towers and smokestacks.

The lowest point of a projecting or awning sign must be at least 8 ft. above the sidewalk.

3.9.6.6. Window sign area

Window signs may cover no more than 25% of a window area.

Window signs are not considered in measuring the overall sign face area on a wall.

3.9.6.7. Free-standing sign placement

Freestanding signs cannot be placed where they obscure important architectural features such as entrances, display windows or decorative elements when seen from the public right-of-way.

Freestanding signs cannot be placed in or project over the public right-of-way, or create a visual obstruction in a vertical space between 3 ft. and 10 ft. above the curb in the clear vision area of a public street.

3.9.6.8. On-site ~~Free-standing~~ sign landscaping

Landscaping must form a cluster or massing at the base of freestanding signs, in an area at least 25% of the sign height around the footprint, except with administrative approval of Development Services staff.

3.9.6.9. A-frame signs

A-frame signs must be secured firmly in place, to the extent practical. ~~Securing may include anchoring to the wall of the building or weighing down with sandbags. Sandbags cannot protrude from the sides of sign.~~

3.9.6.10. Sign master plans

~~Development Services staff may require a~~ A Sign Master Plan is not required for the PUD, provided signs comply with provisions of this Section 3.9. If a lot contains multiple businesses and uses, the applicant may submit a Sign Master Plan. The plan shall to be submitted and approved with a with a concept plan or site development plan- permit for a parcel or site. for a development. Sign type, color, scheme, size and illumination in the center of the signs being submitted for approval must be coordinated and compatible with the architectural character on the site.

3.9.7. Sign permits

3.9.7.1. Sign permit required

Sign permits are required for the following sign types:

- New permanent signs, excluding window signs.
- New development signs.
- New real estate, construction and temporary development signs at least 12 sq. ft.
- Temporary displays.
- ~~A-frame signs (permit duration one year; may be renewed)~~
- Expansion to the face area or height, or change in the dimensions of an existing sign
- Change in the location of an existing sign.
- Change in the logo, name or message displayed on an existing sign, except altering the copy on changeable copy faces.

3.9.7.2. Sign permit and specific use permit approval required

Specific use permit review and approval, and a sign permit, is required for a sculptural sign.

3.9.7.3. Sign permit not required

Sign permits are not required for the following sign types:

- Wayfinding signs
- Exempted signs
- Window signs

3.9.7.4. Revocation

Sign permits will be revoked if there is any violation of this code or misrepresentation of any information in the permit application.

3.9.7.5. Pending violations

Sign permits will not be issued for businesses or locations where existing signs violate this PUD, except to replace an illegal sign with a legal sign.

3.9.7.6. Expiration

Sign permits expire six months after permit issuance, if the signs are not built.

3.9.8. Sign maintenance

3.9.8.1. Building code conformance

Signs must be built and maintained in conformance to structural, electrical and safety standards of the most current International Building Code, as adopted by the City.

3.9.8.2. Condition

Signs must be kept clean and in good repair, visually and structurally. Braces, bolts, clips, fastenings and supporting frames must be securely affixed to the support structure or wall. Signs must be kept free of rust, rot, insect infestations, bird nests and other deterioration.

3.9.8.3. Blank signs

Sign faces that are unreadable, not maintained, or removed, leaving only the shell or support structure, must be replaced in 30 days or the sign must be removed. This is not an exception to the prohibition of nonconforming sign replacement.

3.9.8.4. Unsafe signs

Signs that are unsecured, unsafe or in danger of falling; or damaged, destroyed, taken down or removed for any purpose other than copy change, must be removed or repaired to conform to this PUD.

3.9.8.5. Removal

When sign removal is required, the entire sign, supporting structure and any exposed foundation must be removed.

Signs painted directly on an exposed masonry wall must be removed by a process that strips the entire sign from the wall, not by painting over the sign. Signs declared historic by the Historic Preservation Commission are exempt.

3.9.9. Non-conforming and abandoned signs

3.9.9.1. Non-conforming signs

Provisions for nonconforming and abandoned signs are in **Section 10.206 of the UDC**.

3.9.9.2. Abandoned signs

Signs are considered abandoned if they:

Advertise or identify an object, person, institution, business, product, service, event or location that no longer exists or is no longer relevant; or

Abandoned signs must be removed by the sign owner, property owner or the city at the owner's expense. Abandoned signs cannot be reused. Signs declared historic by the Historic Preservation Commission are exempt.

3.9.10 On-premise signs

All permanent and temporary signs located within the PUD shall be considered on-premise signs.

4. SUBDIVISION STANDARDS

4.1. Lot Division and Adjustment Processes

4.1.1. Amended plat

4.1.1.1. Applicability

The amended plat process may be used for the following in the PUD:

- Adjust or relocate the boundary or lot lines between one or more adjacent lots on an approved plat, where the number of lots will not increase.
- Join two or more adjacent lots on an approved plat, where the entire plat will not be vacated.
- Correct an error or omission on an approved plat.
- Show monuments set after death, disability, or retirement from practice of the engineer or surveyor charged with responsibilities for setting monuments.
- Show the proper location or character of monuments that have been changed in location, character, or shown incorrectly on an approved plat.

4.1.1.2. Criteria and process

The amended plat process and review criteria are described in **Section 10.203.2 of the UDC**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.1.2. Major subdivision

4.1.2.1. Applicability

A major subdivision permits the division of a parcel into two or more lots and/or tracts. The major subdivision process may be used to subdivide legal lots, if the subdivision is not eligible for the short form subdivision process.

4.1.2.2. Criteria and process

The major subdivision process and review criteria are described in **Section 10.203.7 of the UDC**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.1.3. Short form subdivision (short form final plat, minor subdivision)

4.1.3.1. Applicability

A short form subdivision provides for the timely review of proposed land division that does not discernibly impact surrounding properties, environmental resources, city character or public facilities. The short form subdivision process may be used for the following land divisions:

- Division of existing legal uses with separate utilities, except nonconforming billboards. This process cannot be used to divide accessory uses from principal uses or create an opportunity for more principal uses.
- Division of an unplatted lot into four lots or less, with no new streets, with the condition that further subdivision must be approved through the major subdivision process.
- Divisions of land for public utilities, open space, schools or other public uses.

4.1.3.2. Criteria and process

The short form subdivision process and review criteria are described in **Section 10.203.14 of the UDC**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.1.4. Plat vacation

4.1.4.1. Applicability

Plat vacation provides for the vacation of an entire subdivision plat if development will not occur consistent with the approved plat.

4.1.4.2. Criteria and process

The plat vacation process and review criteria are described in **Section 10.203.11 of the UDC**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.1.5. Right-of-way vacation

4.1.5.1. Applicability

Right-of-way vacation permits the vacation of rights-of-way and easements that are no longer needed. Subject to review criteria, City Council may grant a right-of-way or easement vacation for any right-of-way or easement of record where the city has jurisdiction. Right-of-way vacation results in a new lot configuration, and also requires an amended plat.

4.1.5.2. Criteria and process

The right-of-way vacation process and review criteria are described in **Section 10.203.13**. Submittal material requirements and internal review procedure is determined by Development Services staff, and will be consistently applied for all similar projects.

4.2. Plat Types

4.2.1. Preliminary plat

4.2.1.1. Purpose

A preliminary plat provides detailed graphic information and associated text showing property boundaries, easements, land use, streets, utilities, drainage, and other information required to evaluate proposed subdivisions of land. The preliminary plat includes the location of required by this article and other applicable city ordinances, codes and policies. Preliminary plats cannot be recorded or used as a plat of record.

4.2.1.2. Criteria and process

Information required for preliminary plat submittal is described in the **City of Hutto Development Administrative Guide Manual**.

4.2.2. Final plat

4.2.2.1. Purpose

A final plat provides detailed graphic information and associated text showing property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land. Final plats are recorded and used as a plat of record, subject to the regulations in this chapter.

4.2.2.2. Criteria and process

Information required for concept plan submittal is described in the **City of Hutto Development Administrative Guide Manual**.

4.3. General Provisions

4.3.1. Required improvements

4.3.1.1. Required features

The developer or applicant must make all of the following improvements.

- Dedicate right-of-way necessary to achieve the width required by applicable transportation-related plans for streets adjoining the property.
- Reserve, but not dedicate, right-of-way for controlled access highways.
- Pave and install curbs and gutters along streets adjoining the property.
- Install sidewalks and pedestrian pathways.
- Install street signs.
- Install street lighting.
- Install development perimeter walls, if walls are required.
- For residential development, provide open space and recreational facilities.
- Install all utilities underground, excluding transmission lines.
- Provide landscaping, drainage, fire protection required for the project.

4.3.1.2. Developer responsibilities

All improvements which the developer is required to make shall be made at the developer's expense without reimbursement by the City, except as provided otherwise in this PUD or related development agreement. The City may contract with a developer to construct public improvements relating to the development in accordance with **Chapter 212, Subchapter C of the Texas Local Government Code**, as amended.

4.3.2. Timing and inspection of improvements

Unless otherwise stated, a subdivider developer cannot begin construction activities in the PUD, including clearing and/or rough grading, before first obtaining all city approvals required by this chapter.

4.3.3. Phasing plan requirements

Projects to be developed in multiple phases must meet all the following requirements unless otherwise approved by the Development Services staff.

If requested in the original application, a major subdivision may be considered for approval for phased development.

Phasing plans must be included in the first submittal and are reviewed by Development Services staff and/or other city staff and evaluated as part of the overall development plan.

Each phase of a development needs to be “stand alone” for utilities, fire protection, streets and stormwater management. Phase lines must follow reasonable and logical boundaries, such as terminating at intersections or following topographical breaks.

Phases must be constructed in the approved manner to ensure orderly and planned development.

Phases must be planned to ensure the efficient construction of adjacent future phases (phases immediately next to the subject phase, sharing a common boundary line), and to ensure that phased development is contiguous.

Lot numbers shall not be duplicated in different phases of the same subdivision.

Each proposed phase must, at a minimum, include the transportation, utility, and other public/private infrastructure shown on the proposed phasing plans, so each phase is independent of later phases.

Right-of-way and/or easements for public infrastructure servicing the respective phase must be recorded with the first plat.

Water and sewer extension permit applications for each individual phase of the project are required after plan approval.

4.3.4. Construction plans submission

4.3.4.1. Submittal

Subdivision improvement construction plans shall be submitted for review and approval by the City Engineer for all development for which public improvements are required.

4.3.4.2. Developer must retain engineer

The developer must retain the services of an engineer registered in the state of Texas, whose seal shall be placed on the subdivision improvement construction plans in accordance with the Texas Engineering Practice Act. The engineer shall be responsible for the services described in City Standards. The services performed by the engineer shall be as designated in the latest edition of the “Manual of Professional Practice – General Engineering Services,” published by the Texas Society of Professional Engineers, and shall include both design and inspection as defined in this code.

4.3.4.3. Submittal content

Except as provided in this code, after preliminary plat approval, subdivision improvement construction plans may be submitted to the City Engineer for approval. The subdivision improvement construction plans submittal shall include all of the information specified in the Development Administrative Guide.

4.3.4.4. State review

All subdivision improvement construction plans must comply with the Texas Accessibility Standards administered by the Texas Department of Licensing and Regulation (TDLR) and the Americans with Disabilities Act of 1990, as amended. The developer shall submit applicable portions of the subdivision improvement construction plans to TDLR for review. Upon the completion of construction, the developer shall request inspection of all pedestrian facilities by the TDLR and pay all necessary fees. The City will not accept the public improvements until the developer provides evidence that the plans have been reviewed and approved by TDLR and that payment of the required inspection fees has been made.

4.3.4.5. Expiration of approval subdivision improvement construction plan

The subdivision improvement construction plans will expire 2 years from the date of approval by the City Engineer if construction has not commenced. Even after construction has commenced, the approved subdivision improvement construction plans will expire 3 years from the date of approval. If approved subdivision improvement construction plans expire, the plans shall be resubmitted for review and approval to ensure compliance with the current design and construction standards.

4.3.4.6. Pre-construction conference

After the approval of the subdivision improvement construction plans, a pre-construction conference shall be required to commence construction of the public improvements. Said conference shall be held with the City Engineer and include the following persons: developer, developer's contractor, developer's engineer, and other parties as determined by the City Engineer.

4.3.5. Construction of public improvements

4.3.5.1. Requirement

All public improvements required by these regulations shall be installed and constructed by the developer, or his successors in title, within 3 years from the approval of the subdivision improvement construction plans. All improvements shall conform to the provisions of this PUD and approved plans.

4.3.5.2. Failure to complete improvements

Where public improvements are not completely installed and constructed within 3 years, the City may do the following:

- Where an additional fiscal surety was required, obtain the funds to complete the public improvements using a third party selected by the City; and/or
- Exercise any other rights available under the law.

4.3.5.3. Sidewalk construction

- Sidewalks for single-family and two-family lots

Except as provided in this PUD, a developer shall install sidewalks on the rear of double frontage lots, on the side of a corner lot, and where shown on the subdivision improvement construction plans.

- Sidewalks for single family attached, multifamily, and non-residential lots

A developer shall install sidewalks for single family attached, multifamily, and non-residential lots that abut a public street and where shown on the subdivision improvement construction plans. A subdivision shall not be accepted until the sidewalk has been constructed in accordance with the regulations of this PUD and has been inspected and approved by the City Engineer.

- Deferment of sidewalk construction

Sidewalks shall be installed in accordance with this section except under the following circumstances, as determined by the City Engineer:

- Where the existing cross-section of street makes immediate construction of a sidewalk impractical;
- Where a non-residential subdivision abutting an existing street is isolated from any other sidewalk by a distance of twice the frontage of the subdivision; or
- Where construction or reconstruction of the road where a sidewalk is to be placed is imminent and the sidewalk would be destroyed if constructed.

The City may require a cash payment by the developer in lieu of construction of the sidewalk if the Planning and Zoning Commission determines that the sidewalk should not be built within the 3-year period of the construction plans. The cash payment shall equal the cost of constructing and installing the sidewalk at the time of acceptance of the public improvements. The developer shall pay the cash payment prior to the acceptance of the public improvements by the City.

- State review

All sidewalks must comply with the Texas Accessibility Standards administered by the Texas Department of Licensing and Regulation (TDLR) and/or with the Americans with Disabilities Act of 1990, as amended, whichever is more restrictive. The developer shall submit its sidewalk plans to TDLR for review and, upon completion of its construction, for inspection. The City will not accept public improvements until the developer provides evidence that the sidewalk plans have been reviewed and approved by TDLR. The developer is responsible for all fees associated with the State plan review and inspection, and must submit to the City evidence of payment of all required inspection fees.

4.3.5.4. Benchmarks

- *Designation*

A permanent benchmark shall be designated with each addition or subdivision. Benchmarks shall be located on public property in a location acceptable to the City Engineer. Benchmarks are considered public improvements and shall consist of a brass disk, approved by the City Engineer, set in a concrete structure of such mass and dimensions and constructed on an unyielding foundation that, in the opinion of

the City Engineer, will ensure the integrity of the benchmark.

- *Installation*
Prior to the acceptance of the public improvements, benchmarks shall be installed by the developer. The elevation, horizontal datum, and description of each benchmark installed shall be certified by a surveyor and submitted to the City Engineer. In the event that public improvements are not required, benchmarks shall still be installed by the developer and the certification and description provided to the City Engineer prior to plat recordation.
- *Modification*
The City Engineer may modify the benchmark requirement if he/she determines one of the following:
 - The requirement would create needless redundancy of benchmarking because of an established public benchmark exists in the immediate vicinity, is readily accessible, and will not be removed or made inaccessible by construction associated with the addition or subdivision;
 - The requirement creates undue hardship on the developer;
 - There is no feasible opportunity to install a brass disk in a suitable structure. In this case, the City Engineer may approve a permanent benchmark established in conformance with generally accepted surveying and engineering practices; or Lack of development within the subdivision or addition

4.3.6. Restrictions on certificate of occupancy

City staff cannot issue certificates of occupancy for development until staff certifies the developer or subdivider has installed all improvements in conformance to the requirements of this section and the approved final plat and construction drawings. All improvements must be functional and under the warranty period for maintenance.

4.3.7. Construction traffic and alternative routes

Construction traffic from the development of new subdivisions and/or site plans shall be required to use a reasonable alternative route until 75% of the total certificates of occupancy are issued in the new development boundary as identified with the associated subdivision/site plan. If no reasonable alternative route exists, existing public streets may be used.

4.3.8. Street signs

Street name signs conforming to city design standards must be placed at street intersections. The subdivider or developer must install the signs before city acceptance of required improvements. Street signs are included in improvements where fiscal surety may be submitted instead of completed improvements. The subdivider or developer is required to replace or repair street signs that are damaged during construction.

4.3.9. Street lights

The property owner or developer must install street lighting along proposed public and/or private streets, streets, and along existing streets adjoining the property. Development Services and Public works staffs approve street light location and design. Illumination must conform to lighting regulations in Section 3.22. The subdivider or developer is required to replace or repair lights that are damaged during construction.

4.4. Assurances for Improvement Completion

4.4.1. Improvements or surety instrument before final plat recording

On approval of a final plat by City Council, but before recording, the applicant must:

Construct all improvements as required by this chapter, and provide a surety instrument guaranteeing their maintenance as required in this code; or

Provide a surety instrument in accordance with this PUD guaranteeing construction of all improvements required by this article and in this PUD and other applicable regulations.

4.4.2. Completion of improvements

Before the final plat is recorded, the developer must:

Complete all improvements required by this article according to the approved construction plans and subject to the City Engineer's approval and the City's acceptance, except as otherwise provided.

Construct all sidewalks in common areas and at street corners as shown on the approved final plat and according to the City's regulations or the City's standard details and specifications. Sidewalks must be constructed and approved for each lot before a certificate of occupancy is issued.

4.4.3. Fiscal security

A developer must post fiscal security with the City prior to a request for recordation of the final plat if the public improvements have not been accepted by the City and provided that the subdivision improvement construction plans have been approved by the City Engineer.

4.4.3.1. Amount

The amount of fiscal security posted by the developer shall equal the estimated cost plus ten percent to complete the public improvements that have not been accepted. The developer's engineer must provide the City Engineer with a sealed opinion of the probable cost for his approval.

4.4.3.2. Types

- A developer may post as fiscal security:
- A performance bond; or
- A letter of credit, approved by the City Attorney.

4.4.3.3. Return of fiscal security

The City shall return the fiscal security to the developer when the City accepts the public improvements.

4.4.3.4. Expenditures of fiscal security

The City may draw on the fiscal security and pay the cost of completing the public improvements if it determines that the developer has breached the obligations secured by the fiscal security or the 3-year time period for the installation of the required public

improvements has expired. The City shall refund the balance of the fiscal security, if any, to the developer. The developer shall be liable for the cost that exceeds the amount of fiscal security, if any.

4.4.4. Inspection and acceptance

4.4.4.1. Entry and inspection

The City Engineer and other City employees shall have the right to enter upon the construction site for the purpose of conducting inspections. The City Engineer shall conduct inspections of the public improvements during construction to ensure general conformity with plans and specifications as accepted. If the City Engineer finds, upon inspection, that any of the public improvements have not been constructed in accordance with City ordinances, then the developer shall be responsible for making the necessary changes to insure compliance.

Upon completion of the public improvements, the developer shall arrange with the City Engineer for a final inspection to determine that the public improvements have been installed in conformity with the approved subdivision improvement construction plans. The developer shall pay all necessary inspection fees prior to the acceptance of the public improvements by the City.

4.4.4.2. Acceptance of improvements

Request acceptance of improvements

Upon completion of the construction of the public improvements, the developer shall request that the City accept the improvements for maintenance. Concurrent with the request for acceptance of the public improvements for maintenance, the developer shall submit all information required for acceptance of improvements specified in the Development Administrative Guide.

4.4.5. Maintenance of improvements

The developer shall be responsible for the maintenance and repair of all public improvements for 2 years after acceptance of said public improvements by the City. Prior to acceptance of improvements by the City pursuant to Section 4.4.4.2, a 2-year maintenance guarantee, in favor of the City, shall be provided by the developer by means of a warranty bond, subject to approval of the City.

4.5. Construction Standards

4.5.1. General

Construction for streets and drainage must conform to the City of Hutto Standard Details and the City of Georgetown Construction Specifications and Standards.

Construction standards and specifications for electrical and gas utilities must be in conformance to the standards of the approved utility provider.

4.6. Lot Configuration

4.6.1. Lots

4.6.1.1. General standards

Size, shape, and location of lots must be established considering topographic conditions, contemplated uses, and the character of the surrounding area.

Lot sizes and building setback lines must conform to the minimum lot area, minimum lot width, and minimum yard standards required in the- ~~PUD~~underlying zoning district.

Lots that front on more than one street other than corner lots, resulting in the need for a large development perimeter wall facility, should be minimal or avoided.

Side lot lines must be substantially at right angles or radial to street alignments.

4.6.1.2. Lot width

Lot width at the street right-of-way line at the end of a cul-de-sac or the outside of a sharp curve must be at least 20 ft., to accommodate driveways, drainage facilities and utilities.

4.6.1.3. Lot shape

Lots should be as rectangular as practicable. Sharp angles between lot lines should be avoided.

4.6.1.4. Lot numbering

Lots must be numbered consecutively in each block. Lot numbering may be cumulative throughout the subdivision if the numbering continues from block to block in a uniform manner approved on a preliminary plat.

Blocks must be numbered consecutively in the overall plat and/or sections of an overall plat as recorded.

4.6.2. Easements

Easements must be dedicated for dry and wet utilities, drainage ways, and access paths where necessary, and may be required across parts of lots (including side lines) if in the opinion of the city, they are needed.

Utility easements should be located where they will not prevent tree planting in tree lawns.

4.7. Parkland Dedication

4.7.1. Dedication procedure

4.7.1.1. Parkland Dedication

Parkland dedication requirements set forth in this Ordinance shall satisfy all parkland requirements of the City with respect to the PUD. A minimum of 26.9 acres of land within the Brushy Creek 100-year floodplain within the PUD, as generally depicted **Exhibit A, PUD Concept Plan**, shall be dedicated to the City as parkland.

With the consent of the City, parkland may be conveyed to a third party for later conveyance to the City of Hutto, provided no additional costs are incurred by the developer.

Except as provided herein, no parkland dedication, cash payment in lieu of parkland dedication or improvements in lieu of parkland dedication shall be required for the PUD. The area to be dedicated must be shown on the preliminary plat and final plat; and must be included in the dedication statement. Dedicated parkland must meet the requirements and guidelines of this section.

4.7.1.2. Parkland trail improvement

The developer shall be responsible improving the parkland with a 10 ft. wide concrete shared use trail that is consistent with the City of Hutto Parks, Recreation, Open Space and Trails Master Plan. The ~~shared use~~10 ft. trail shall be located in the Brushy Creek 100-year floodplain and extend from the FM 685 ROW to the SH 130 ROW. The alignment of the trail shall be approved by the Parks and Recreation Director prior to construction. The trail ~~alignment improvements~~ must be shown on a detailed exhibit accompanying the ~~preliminary plat and~~ final plat of the parkland.

At the City's option, the trail may be constructed by the developer and conveyed to the City upon acceptance, or cash may be paid to the City in lieu of the trail construction. The cash amount will be based on a construction estimate of the trail. If constructed by the developer, the trail construction must be constructed and accepted ~~prior to the completion of the first phase of residential development, unless an alternative at a date is mutually~~ agreed upon by both the developer and Parks and Recreation Director. Maintenance of the trail shall be the responsibility of the City of Hutto upon City acceptance.

4.7.1.3. Dedication required before plat recording

Land requirements must be met before the plat is recorded.

4.7.1.4. Dedication by warranty deed

Parkland must be dedicated to the city by general warranty deed, and acceptable evidence of clear title and payment of all taxes must be provided to the city.

4.7.1.5. Improvements by park site

The subdivider or developer is responsible for installation of public improvements next to the park site including, but not limited to, curb and gutters, streets, sidewalks, and storm drainage facilities made necessary by the development.

4.7.2. Nature of parkland

4.7.2.1. Access

Convenient pedestrian and vehicular access to park land must be provided. In areas of parkland not fronting a public street, access by frequent green links or public paths must be provided.

4.8. Pedestrian and Bicycle Facilities

4.8.1. Sidewalks

4.8.1.1. Location

Sidewalks must be installed on both sides of all public streets, except limited access highways and loop lanes.

Sidewalks must be placed inside the public right-of-way as close to the outer edge of the right-of-way as possible, to provide a tree lawn at least 5 ft. deep to the extent practical, except that sidewalks may be placed in an access easement on private property. Development Services staff may administratively approve exceptions to the tree lawn requirement and sidewalk location where conditions warrant, such as provision for accessible routes.

Sidewalks may meander to avoid trees, utility poles and boxes, and other obstacles; ~~and~~ for aesthetics and to meet universal accessibility requirements.

4.8.1.2. Timing of sidewalk construction

The builder or developer of a site must build a sidewalk when the adjacent site is developed. When streets are built, the subdivider or developer must also build sidewalks along streets adjacent to amenity centers, open space, easement rights-of-way, and land dedicated for parks and other purposes.

Sidewalks located along collector and arterial streets must be built at when the thoroughfare is constructed.

All required sidewalks must be built before a certificate of occupancy is issued.

4.8.1.3. Connectivity

Sidewalks must connect to existing adjacent sidewalks, or be designed and placed to allow connection to future adjacent sidewalks. Required sidewalks serving non-residential lots must connect to parking in the lot and to primary building entrances. Required connections may include street crosswalks but may not span distances of at least 50 ft. without an improvement to protect pedestrians from vehicles.

Sidewalks must be installed to provide all residential areas with direct access to all neighborhood facilities, including schools, parks and playgrounds, places of worship and assembly, shopping centers, amenity centers, and public transit stops, wherever possible.

4.8.1.4. Pedestrian crossing

Pedestrian crossings must be made safer for pedestrians whenever possible by shortening crosswalk distance with curb extensions, reducing sidewalk curb radii, and eliminating free right-turn lanes, where practical. Signals allowing longer crossing times in shopping districts, mid-block crossings in high-pedestrians use areas, corner neckdowns, textured pavement, and medians must be provided as appropriate.

Adequate signs and street markings must be provided for all crosswalks

4.8.1.5. Easements

Easements for sidewalk connections to adjacent required sidewalks not yet built are required. Easements for all accessways are required.

Easements must be established to provide public access for sidewalks, pedestrian paths/trails / greenbelts, or bicycle trails identified in applicable city plans.

4.8.2. Bicycle paths and lanes

4.8.2.1. Location

Bicycle lanes must be incorporated in the design of arterial streets located within residential areas of the PUD, and wide outside lanes must be incorporated in the design of major collector streets. On local streets and residential collectors low traffic speeds and volumes allow bicyclists and motorists to safely share the street and bike lanes, therefore, are not required.

4.8.2.2. Construction standards

Design and construction of all bicycle facilities must meet or exceed standards in the "Guide for Development of Bicycle Facilities" published by the American Association of State Highway and Transportation Officials (AASHTO). Signing and pavement markings for such facilities must conform to the Manual on Uniform Traffic Control Devices (MUTCD).

4.8.3. Multi-use paths

While not encouraged to substitute for a good system of on-street facilities, multi-use paths may be used to enhance pedestrian and bicycle travel where the existing circulation system does not serve these patrons well or provide corridors free of obstacles. Paths must connect to the street and sidewalk system safely and conveniently, and must meet the following requirements and those in city design standards.

Path connections must be well signed with destination and directional signing.

Paths must be located in corridors that serve origin and destination points such as residential areas, schools, shopping centers, and parks.

Paths must be built in locations that are visible and easily accessible, for the personal safety of users.

Whenever possible, paths must be designed so motor vehicle crossings are removed or significantly minimized. Where crossings exist, they must be carefully designed to ensure the

safety of the users. Where multi-use paths are proposed to run parallel with streets, they must be offset at least 6 ft. from the back of the curb.

Paths must be constructed of durable, low-maintenance materials, with sufficient width and clearance to allow users to walk or bike at reasonable speeds. Paths must be at least 8 ft. wide.

Where multiple uses are intended (e.g., shared pedestrian and bicycle traffic) the path should be 8 ft. wide whenever possible.

4.9. Street Classifications

4.9.1. Alley

An alley (residential or commercial) is a public street designed to provide access to the rear or side of a lot including garage access, solid waste access, fire access and utility easements.

- Alleys are required for all residential lots fronting on a Residential Lane
- Alleys are required in Non-Residential areas where it is necessary to provide for adequate access for service vehicles, off-street loading or unloading, access for emergency vehicles or similar reasons consistent with the intent of this PUD.
- Alleys may not access arterial streets.
- All alleys shall have at least two direct access points to public streets and are subject to block length criteria included in this PUD.

Alleys shall be dedicated to the public.

4.9.2. Green lane

A green lane has no road surface, but rather takes the form of a park or pedestrian plaza fronted by single household dwellings, two to four household dwellings, and/or townhouses or rowhouses.

- Green lanes cannot access arterial streets
- Facades and front porches (if any) of dwellings on lots fronting green lane must face the lane, not the alley

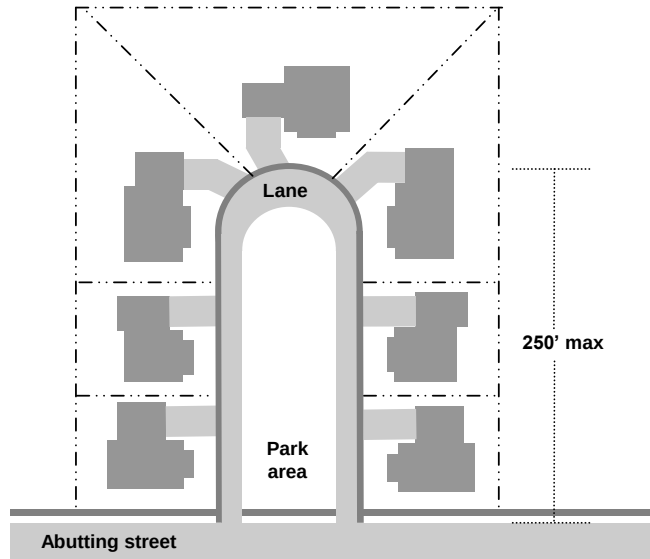
A homeowner association shall maintain the groundcover and vegetation of the green lane.

4.9.3. Loop lane

A loop lane is an alternate street design that offers a turnaround in place of a cul-de-sac. A loop lane provides open space instead of the expanse of asphalt paving found in a standard cul-de-sac.

- Loop lanes may not access arterial streets.
- The lane must be dedicated to the city.
- A homeowner association shall maintain the green space.

Utilities and water detention may be located in the green space.



4.9.4. Residential lane

A residential lane serves up to 80 dwelling units is expected to carry less than 800 vehicles per day.

- On-street parking, where provided, shall be provided in additional bays.
- Continuous sidewalks and street trees at regular intervals are required on both sides of the residential lane

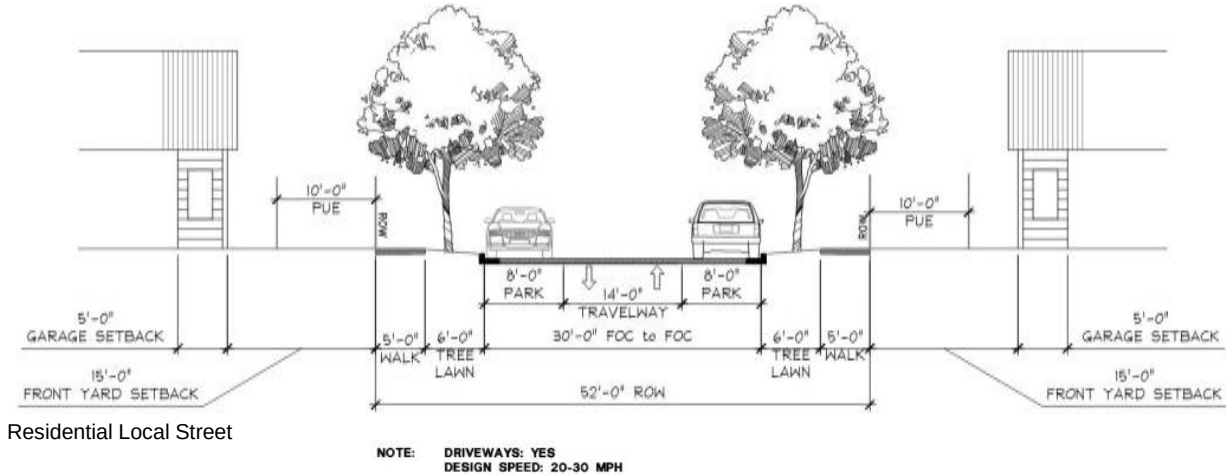


Street Trees in the tree lawns

4.9.5. Residential local street

A Residential Street generally serves up to 80 dwelling units and is expected to carry less than 800 vehicles per day.

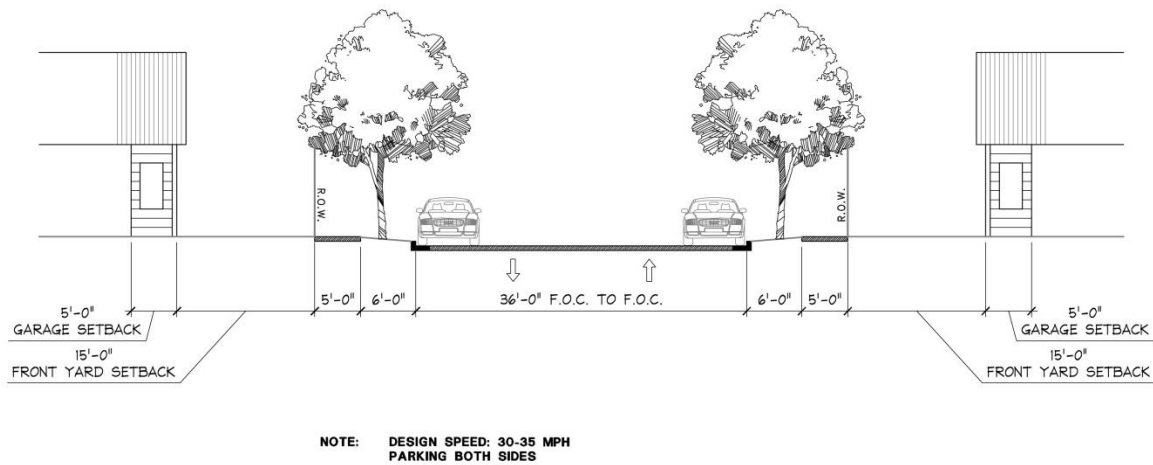
- Continuous sidewalks and street trees at regular intervals are required on both sides of a residential street
- Driveway access to residential units is permitted.
- Alleys are permitted in conjunction with Residential Streets, but are not required.
- On local streets, no driveway is permitted closer to a corner than 50 feet, except that if a lot is less than 50 ft. in width, then the driveway must be placed as close as possible to the property line opposite the street right of way line.



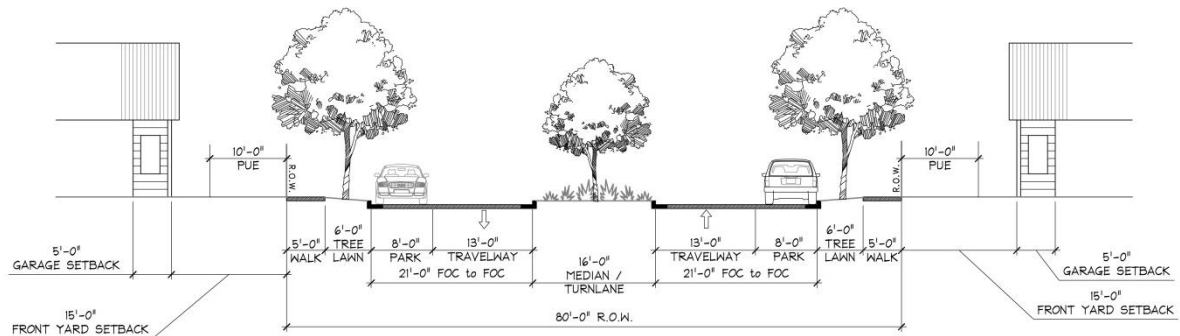
4.9.6. Residential collector

A Residential Collector and Divided Residential Collector is a street type that has an actual or anticipated traffic flow of 800 average daily trips (ADT) or greater.

- Continuous sidewalks and street trees at regular intervals are required on both sides of a residential collector.
- A Residential Collector may provide access to any type of residential unit.
- A Residential Collector shall provide two-through lanes for traffic
- A Residential Collector shall provide parking on both sides of the roadway.
- Driveway access to single-family or two-family dwelling units is permitted when spaced no less than 50 feet apart measured from center to center.
- On collector streets, no driveway is permitted closer to a corner than 100 feet.
- Planted medians are permitted on a Divided Residential Collector.



Residential Collector



Divided Residential Collector

4.9.7. Major collector street

A Major Collector is a street that has an actual or anticipated traffic flow of 2500 ADT or greater.

- A Major Collector is generally shown in the City's Comprehensive Plan, however; they may be required in other locations based on the size and density of development.
- A Major Collector shall provide access to all types of commercial and industrial uses.
- A Major Collector shall provide for two through lanes with parking on each side or four through lanes.
- No driveway access to single-family or two-family dwelling units is permitted.
- Medians may be allowed with approval of City Staff.
- Continuous sidewalks and street trees at regular intervals are required on both sides of a major collector street.

4.9.8. Minor arterial street

A Minor Arterial is a street whose main purpose is to serve as a major route through and between different areas of the City.

- A Minor Arterial is generally shown in the City's Comprehensive Plan, however; they may be required in other locations based on the size and density of development.
- Minor Arterials have two through lanes in each direction separated by a median.
- No parking is permitted.
- No driveway access to single-family or two-family dwelling units is permitted.
- Continuous sidewalks and street trees at regular intervals are required on both sides of a minor arterial street.

4.9.9. Major arterial street

A Major Arterial is a street, including Interstate Highway Service Roads, whose main purpose is to serve as a major route into, out of or across the City.

- These streets are generally shown in the City's Comprehensive Plan, however; they may be required in other locations based on size and density of development.
- Major Arterials have at least three lanes in each direction separated by a median.
- Interstate Highway Service Road standards are established by the Texas Department of Transportation and do not include a bicycle lane within the street Section.
- No parking is permitted.
- Continuous sidewalks and street trees at regular intervals are required on both sides of a major arterial street.

4.9.10. Private interior drive

Development within the PUD, including multifamily and single family uses, may be organized to include private interior drives which serve residents. Private interior drives, if any, shall be maintained by the Property Owners Association (POA) and shall comply with all City fire and emergency regulations. All private interior drives shall be a minimum pavement width of twenty (20) feet.

4.9.11. Street classification standards

Standard	Alley	Green Lane	Loop Lane	Residential Lane	Residential Local	Residential Collector	Divided Residential Collector	Major Collector	Minor Arterial	Major Arterial
ADT (Avg Daily Traffic)	---	--	<150	< 800	< 800	> 800	>800	> 2500	> 12,500	> 24000
<u>Min.</u> ROW (Right of Way)	20	50	9092	49	52	58	80	66	110	135
FOC – FOC (Face of curb to Face of curb)	--	--	20	24	30	36	2 @21	44	82	106
Length	--	< 250	< 250	#	#	#	#	#	#	#
Lanes	1	n/a	1	2	2	2	2	2-4	4	6

Lane Width	20	36-40	11-12	10-12	8-14 (includes parking)	10	10	10-12	12	12
Median Width	---	---	---	---	---	---**	16'	---**	24	24
Design Speed	---	---	15	20-25	20-25	25-30	25-30	30-35	35-45	35-45
Driveways	Yes	Alley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Parking	No	#	Yes	Yes*	Both Sides	Both Sides	One Side, Each Way	Both Sides***	No	No
Tree Lawn	No	No	No	5', both	6', both	6', both	6', both	6', both	6', both	6', both
Sidewalks	No	4', both	4', both	4', both	5', both	5', both	5', both	5', both	5', both	5', both
Commercial Driveway Spacing for City / County Controlled Roadways and State System Highways										
Posted Speed (MPH)					Driveway Spacing (Feet)					
< 30					200					
35					250					
40					305					
45					360					
50					425					

Unless otherwise specified, all width dimensions are in feet and speeds are in mph.

Refer to standards defined elsewhere in this chapter

* On-street parking, where provided, shall be provided in additional bays

** Median allowed with approval of City Staff

*** 2 Lane Roadways Only

4.10. Street Design

4.10.1. Right-of-way width measurement

Right-of-way width is measured from front lot line to front lot line of opposite lots.

4.10.2. Geometry

4.10.2.1. Horizontal alignment

Maximum deflection in alignment permitted without the use of a curve shall be ten degrees.

4.10.2.2. Arterial street curves

Curves in arterial streets shall be designed in accordance with design speed standards found in AASHTO manual, with exceptions to this standard granted only by the Final Approval Authority.

4.10.2.3. Collector street curves

Curves in collector streets shall be designed in accordance with design speed standards found in AASHTO manual, with exceptions to this standard granted only by the Final Approval Authority.

4.10.2.4. Local street curves

Curves in local streets shall be designed in accordance with design speed standards found in AASHTO manual. The requirement for local streets exempts 90-degree or 'elbow' curves provided a radius of 50 ft is provided.

4.10.2.5. Reverse curves

Reverse curves shall be separated with a minimum tangent of 100 feet.

4.10.2.6. Vertical curves

Vertical curves shall be designed in accordance with AASHTO standards.

4.10.2.7. Cul de sacs and temporary turnarounds

- Cul-de-sac bulbs or turnarounds must have a paved radius of at least 50 ft. for single household and two-household use, and at least 60 ft. for other uses. A landscape island located in the center of the bulb is permitted.
- No more than 200 projected average daily trips (using ITE standards) shall be allowed for any cul-de-sac longer than 200 feet.
- Temporary turnarounds meeting the requirements outlined in the most recently adopted IFC shall be provided at the end of streets more than 100 feet long that will be extended in the future. The following note should be placed on the plat: "Crosshatched area is temporary easement for turn-around until street is extended (give direction) in a recorded plat." No temporary dead-end street in excess of 400 feet may be created unless no other practical alternative is available. A sign must be posted at the turnaround stating the street may be extended in the future.

4.10.2.8. Reserve strips

Reserve strips or "spite strips" at the end of streets are prohibited.

4.10.3. Intersections

4.10.3.1. Intersection angle

Streets must generally intersect at a 90° angle, except that variations of greater than 10° on collector and local streets and greater than 5° on major and minor arterials must be approved by the city engineer.

4.10.3.2. Radius at corners

Local and collector street corners must have a 10 ft. - 15 ft. radii; acute corners must have a 20 ft. - 25 ft. radii.

Arterial street corners must have a 20 ft. - 25 ft. radii.

Buildings, signs or parking is prohibited in the area between the corner curves and the chord connecting the ends of the curves except as approved by planning staff or the city engineer.

Street intersections with one or more residential collector level and higher classified streets must include 25 ft. right of way flares/cutbacks. The flare/cutback is measured along tangents from the point of intersection of the two right of way lines.

4.10.3.3. Center line tie with existing streets

New streets intersecting with or extending to meet existing streets must be tied to the existing street on centerline with dimensions and bearings to show relationship.

4.10.3.4. Partial or half streets

Partial or half streets are strongly discouraged. Partial or half streets may be provided only where the city finds a street should be located on a property line, where the proposed road has a center median.

4.10.4. Traffic calming

4.10.4.1. Horizontal deflection improvements

Traffic calming improvements that use horizontal deflection, including traffic circles, corner neckdowns, chicanes, tapers, landscape medians, are permitted. Horizontal deflection improvements may encroach into the required paved area for a street type described in this Ordinance, if reasonable access is not obstructed. The city engineer and Development Services staff must approve the design and implementation of horizontal deflection improvements.

4.10.4.2. Vertical deflection improvements

Traffic calming improvements that use vertical deflection, including speed bumps, speed humps, speed cushions, and speed tables, are strongly discouraged. The city engineer and Development Services staff must approve the design and use of vertical deflection improvements.

Speed tables, if used, should be integrated into pedestrian crossings at intersections and green links.

Speed humps and speed cushions, while strongly discouraged, are preferable to speed bumps.

4.11. Street Grid, Circulation, and Connectivity

4.11.1. General alignment

The precise alignment of thoroughfares included in the Plan may be varied to allow adjustments that increase the compatibility of the right-of-way with natural or manmade features such as steep slopes, waterways, wildlife habitats, neighborhoods, historic structures or existing roadways.

4.11.2. Street arrangement and internal connectivity

4.11.2.1. Conformity to plan

Width and location of streets must conform to the underlying concept plan and the transportation element of community, neighborhood and other applicable land use and development plans.

4.11.2.2. Topography

The street system must have a logical relationship to the natural topography of the ground.

4.11.2.3. Street Connectivity

The street network in a residential development must be strongly promoted, unless Development Services staff finds it impractical due to creek and drainageways, existing right-of-way, and/or natural features. If this requirement is waived, 5 ft. wide pedestrian trails in at least 15 ft. green links must link cul-de-sacs and provide through-block access where Development Services staff finds pedestrian connectivity is needed.

4.11.2.4. Collector street connectivity

All collector-designated streets shall connect on both ends to an existing or planned collector or higher-level street.



4.11.2.5. Blocks

4.11.2.5.1. Maximum block length

Residential local street block lengths shall be no more than 600 ft., excepting along SH 130, the Union Pacific railroad right-of-way, 100 year floodplain and streets crossing a transmission line easement. Block lengths shall be measured along the block face from intersecting curb to intersecting curb.

4.11.2.5.2. Block depth

Blocks should have sufficient width to allow two tiers of lots of appropriate depth. Alleys giving access to the rear of lots on a block is strongly encouraged.

4.11.2.5.3. Single-tier blocks and double-frontage lots

- Residential blocks with one tier of double frontage lots are strongly discouraged. Alternative block configurations not relying on single tier blocks or long stretches of double frontage lots to separate residential development from through traffic and arterials, or placement of higher density multiple household residential development along arterial streets, is encouraged.
- For residential double frontage lots, there must be an easement at least 10 ft. deep abutting a traffic arterial or other disadvantageous use, dedicated to the appropriate governmental entity, with no right of cross access. There must also be at least a 10 ft. deep tract or easement on the other side of the property line abutting a traffic arterial or other disadvantageous use, for a development perimeter wall and landscaping buffer.

4.11.2.6. Mid-block green lengths

Except for perimeter block frontages along SH130, UP railroad and FM 685, green links at least 12 ft. wide including a sidewalk that is at least 5 ft. wide must be placed near the center and entirely across blocks that are greater than 800 ft. long, to give convenient pedestrian circulation through the development. Green links must be landscaped in conformance to landscaping standards for connecting walkways in this PUD, and maintained by the underlying homeowner association.

4.11.2.7. Circulation

- Each subdivision shall provide for the continuation of all arterial streets and highways as shown on the City's Comprehensive Plan. Arterial streets should be located on the perimeter of the residential neighborhood.
- Collector and local streets should be designed to provide access to each parcel of land within the residential neighborhood and within industrial areas. They should be planned so that future urban expansion will not require the conversion of minor streets to arterial routes.
- Collector streets should be designed to provide a direct route from other minor streets to the major street and expressway system and to provide access to public facilities within the neighborhood; however, collector streets should not be aligned in a manner that will encourage their use by through traffic.
- Collector-designated streets must connect on both ends to an existing or planned collector or higher-level street.

Permitted alternatives to cul-de-sacs include loop lanes and T-streets, and any similar alternative approved by the City Engineer.

4.11.2.8. Required subdivision access points

- To the extent practical, subdivisions with <100 residential units must provide vehicular access to two or more existing or planned public streets

- To the extent practical, subdivisions with 100 to 199 residential units must provide vehicular access to three or more existing or planned public streets.
- To the extent practical, one or more additional access points must be provided for each 100 lots exceeding 199 lots.
- Development Services staff may reduce the required number of access points due to topography, natural features, or the configuration of adjacent developments, or other constraints including SH130, Brushy Creek floodplain, and Union Pacific railroad.
- Access points must be shown on the plat and construction plans for the development. Construction of the street may be postponed to a later phase of development. The Planning and Zoning Commission may require the construction of any access point when the final plat is approved.

4.11.2.9. Relation to adjoining street systems

To provide connectivity to other neighborhoods existing streets in adjacent or adjoining areas shall be continued in the new development, in alignment therewith. Whenever connections to anticipated or proposed surrounding streets are required by this Section, the right-of-way shall be extended and the street developed to the property line of the subdivided property (or to the edge of the remaining undeveloped portion of a single tract) at the point where the connection to the anticipated or proposed street is expected. The permit-issuing authority may also require temporary turnarounds to be constructed at the end of such streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or accommodate emergency or service vehicles. Notwithstanding the other provisions of this subsection, no temporary dead-end street in excess of 400 feet may be created unless no other practical alternative is available.

- *Street jogs*
Offsets in street alignment are permitted, provided the distance between center lines is not less than 125 feet.
- *Large lot subdivision*
If the lots in the proposed subdivision are large enough to suggest re-subdivision in the future, or if part of the parent tract is not platted, consideration must be given to possible future street openings and access to future lots which could result from such re-subdivision.
- *Through traffic*
Local streets shall be designed so as to meet the local street connectivity requirements of Section 4.12.2.3.
- *Half streets*
No half streets shall be platted or constructed except for arterial streets.
- *Dead-end streets*
Dead-end streets shall be prohibited except short stubs to permit extension. Temporary turnarounds shall be required where the street stub exceeds one lot or 100 feet in length, whichever is greater. The developer shall provide a sign at the stub declaring that the particular street will connect with future development.

- *Topography*
The street system shall bear a logical relationship to the natural topography of the ground.
- *Private streets*
 - Private streets are prohibited.
 - All streets shall be constructed to City standards for public streets. Common access easements may be required.
- *Unpaved street rights-of-way*
The portion of the street right-of-way between a private lot line and the curb or pavement edge shall be designed and constructed to meet the requirements of the City's Construction Standards and Specifications for Roads, Streets, Structures and Utilities.
- Access to public streets from private property
 - No person shall cut a curb or gutter Section nor pave a street right-of-way without first obtaining a permit from the City, and complying with City Codes. Where no curb and gutter street construction is permitted, no person shall construct or pave the borrow ditch street Section without first obtaining a permit from the City and complying with City Code.

No temporary utility service will be provided to the building lot or site until a curb cut, street right-of-way permit has been issued and no permanent utility service will be provided until the work authorized by permit is satisfactorily completed and approved by the City.

4.11.2.10. Intersections

- Sight triangle
According to the following requirements, a sight triangle shall be established at all intersections.
 - On local streets the sight triangle shall be based on the back of the curb, on all other streets it shall be based on the right-of-way.
 - The sides of the sight triangle shall extend for 25 feet along the right-of-way/curb from the projected intersection of said right-of-way/curb. Where the right of-way/curb curves as the intersection is approached, the tangents at the points of beginning for the corner curve shall be projected to determine the origination of the sides of the sight triangle.
 - No construction, planting or grading shall be permitted to interfere with the sight triangle between the heights of three and seven feet as measured from the crowns of the adjacent streets.
- Angle of intersection

Except where existing conditions will not permit, all streets, major and minor, shall intersect at a 90 degree angle. Variations of more than ten degrees on minor streets and more than five degrees on major streets must first be approved by the City Engineer.

- Radius at corners
 - All local and collector street corners shall have 15 foot radii and shall meet required fire apparatus access, except acute corners which shall have a radius of 25 feet. Arterial streets shall have a minimum corner radius of 25 feet. No buildings, sign or parking shall be allowed in the area between the corner curves and the chord connecting the ends of the curves.
 - All street intersections containing one or more residential collector level and above streets shall include 25 foot right of way flares/cutbacks. The 25 foot flare/cutback will be measured along the tangents from the point of intersection of the 2 right of way lines.
- Center line tie with existing streets

Each new street intersecting with or extending to meet an existing street shall be tied to the existing street on center line with dimensions and bearings to show relationship.

4.12. Driveways and Easements

4.12.1. Easements

4.12.1.1. Utility easements

All easements must be dedicated to the City and their locations shall be clearly denoted on plat documents.

- Uniform and continuous easements shall be provided along lot lines for utility service. The City may approve a location other than along a lot line.
- Easements for water, sewer, and storm sewer lines shall be at least 20 feet in total width if between lots. 10-foot public utility easements should be included along all street rights-of-way.

Other utility easements (for other than water, sewer, and storm sewer lines) shall be a minimum of five feet in width when abutting the street lot lines and at least three feet in width when abutting interior lot lines.

4.12.1.2. Emergency access easements

Emergency access easements shall be defined by the local fire code as amended. Emergency access easements shall not be divided by lot lines.

4.12.2. Driveway spacing from intersections

- 4.12.2.1. No driveway is permitted closer to a corner than the driveway separation standard provided in Section 4.7.12.

4.12.2.2. Driveway spacing shall be measured from the edge of the street to the center of the driveway.

4.12.2.3. Any request to deviate from these standards may be submitted to the City Engineer.

4.12.3. Design requirements and standards

4.12.3.1. Additional access

The City Engineer may require more than one access point onto a collector or arterial street for a single parcel during Site Plan review provided that the number and location of access points onto local streets and the additional access points onto collector and arterial streets must be approved by the highway authority having jurisdiction over the roadway from which access is being taken.

4.12.3.2. Width of access

The width of access driveways shall be determined by the highway authority having jurisdiction over the roadway from which access is being taken. However, in no case shall an individual driveway width be greater than 35 feet. Where a highway authority has not established driveway width requirements and standards, the standards and requirements of the Texas Department of Transportation shall apply.

4.12.3.3. Closure or relocation of existing access points

The City Engineer, in conjunction with the highway authority having jurisdiction over the roadway from which access is being taken, shall have the authority to require the closure or relocation of existing access points where multiple access points to the site are available.

4.12.3.4. Curb cuts at intersections

A curb cut for a corner parcel at the intersection of any streets shall be located the maximum practical distance from the center of the intersecting streets, without intrusion into any required buffer. The number and location of the curb cut must be approved by the highway authority having jurisdiction over the street from which access is being taken. Where a highway authority has not established curb cut requirements and standards, the standards and requirements used by the Texas Department of Transportation shall apply.

4.13. Road Adequacy Standards

4.13.1. Street naming

Proposed street names must appear on a preliminary plat. Street names become official with the city after the following takes place:

- The plat is recorded; and Williamson County 911 Addressing accepts the street name.

4.13.2. Traffic impact analysis, when required

The TIA shall conform to the requirements set forth in **Section 10.515.4 of the Hutto UDC**. A Traffic Impact Analysis shall be required with any application for a subdivision or plat approval, Site Plan approval, or other procedure for which the proposed development generates traffic in

excess of 2,000 average daily trips, based upon the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. In the event that specific land uses for the development are not specified at the time of subdivision or plat application, the daily trip generation rate for the most intensive land use from the ITE Manual for the land use classification of the application shall be used to compute the estimated average daily trips.

4.13.3. Stormwater and drainage standards

Except as set forth in this Section 4.14.3, the stormwater and drainage standards established in **Section 10.701 of the UDC** shall apply to development of this PUD.

4.13.3.1. Stormwater drainage system

- Drainage channels and detention ponds that are to be maintained by the public shall be contained within drainage lots. Adequate room for access shall be provided for drainage channels and detention ponds. Ramps no steeper than 5 feet horizontal to 1 foot vertical shall be provided at appropriate locations to allow access to drainage channels and detention ponds. The minimum bottom width for any channel with vegetative side slopes shall be 8 feet, except that drainage channels associated with streets have no minimum width. If required, a 5-inch thick reinforced concrete trickle channel shall be provided in all newly constructed channels and from detention pond inlets to outlets. The area adjacent to trickle channels shall slope at a minimum of 2 percent.
- Open drainage sections:
Minor collectors (draining less than 20 acres) shall be constructed using best practices for stormwater drainage to the greatest extent practical. Surface conveyance may be utilized if it can be established to the satisfaction of the City Engineer that it is physically feasible and preferred to storm sewers. Open ditches may be used, provided that such ditches are lined with permanent materials accepted by the City Engineer.

4.13.4. Grading

Grading of lots with existing slopes of 1 percent or greater will not be required, provided it is demonstrated to the satisfaction of the City Engineer that there are no existing or proposed features that will prevent the lots from adequately draining.

4.13.5. Water and wastewater standards

The water and wastewater standards established in **Section 10.801 of the UDC** shall apply to development of this PUD.

Hutto Crossing Planned Unit Development**PUD Comparison Chart**

January 25, 2018

Section No.	Adopted PUD	PUD Amendment	Justification
1. General Provisions			
1.1. Title			
1.1. Title	Establishes name of PUD ordinance	Adds "the District" as name of the PUD	To clearly establish that this mixed use PUD development is within a unified district and under unified control
1.7. Definitions			
1.7. Definitions	Sign height: distance from the sidewalk grade to the top of the sign.	Sign height: distance from the bottom of the sign to the top of the sign, not including support posts, if any are part of the sign assembly.	Clarifies the height measurement of a sign to address the sign only and does not include support posts below the sign.
	(not addressed)	<i>Sign, PUD identification:</i> sign identifying the name and/or logo of the Hutto PUD district without advertising individual developments within the PUD. A PUD identification sign is characterized by expressing a coherent character or features of the District and is distinct from a development sign internal to the PUD that identifies a neighborhood, apartment, residential subdivision or other development within the PUD.	Provides for a sign type that identifies the District as a coherent whole and does not advertise individual uses within the District.
	(not addressed)	<i>Sign, wayfinding:</i> sign which provides orientation, information, directions or wayfinding within or about the District. Wayfinding signs may be free standing (pole), kiosk, monument wall or other permitted sign type within the District.	Provides for a sign type that provides informative information and orientation within and about the District that is useful for customers, users, visitors and residents.
	<i>Sign face area:</i> area of the smallest rectangle enclosing the extreme limits of the sign message, frame, box, and other areas intended to highlight or draw attention to the sign message. Back-to-back faces separated by at least a 30 degree angle are counted separately in measuring sign area (referenced to UDC)	<i>Sign face area:</i> area of the smallest rectangle enclosing the extreme limits of the sign lettering. The sign area calculated shall be measured on a single side. Sign face area does not include a supporting structure, monument, monument base, pole cover, or landscape feature unless used to convey a message.	Clarifies definition of sign measurement when the sign is part of a wall or other structure and that each sign face on a two-sided sign is measured separately.
	<i>Clear vision area:</i> unobstructed view area at corner lots and curb cuts. The clear vision area is a triangle formed between points on flow lines following property lines 30 ft. from an intersection at a corner lot, and 20 ft. along a property line and a traffic lane edge at a curb cut (referenced to UDC)	<i>Clear vision area:</i> unobstructed view area at corner lots and curb cuts. The clear vision area is a triangle formed between points on flow lines following property lines 30 ft. from the point of intersection at a corner lot, and 20 ft. along a property line and a driveway edge of pavement at a curb cut.	Clarifies definition of a "traffic lane edge" to meet intent of this standard.

	<i>Fence height:</i> distance from the top of the fence or wall to the original finished grade of the lot directly under it. Berms, walls or similar features constructed for increasing the height of a fence or wall are considered a part of the fence or wall.	<i>Fence height:</i> distance from the top of the fence or wall to the finish grade of the lot directly under it. Berms, walls or similar features constructed for increasing the height of a fence or wall are considered part of the fence or wall.	Clarifies that height is measured from finished grade of lot
--	--	---	--

1.10. Reviewing and Administration Parties			
1.10. Reviewing and Administration Parties	(not addressed)	Development Services staff as identified in this PUD shall include City of Hutto Planning, Engineering, Parks and Recreation and other City departments as appropriate.	Clarifies City departments responsible for administrating the PUD.

2. Development Plan			
2.2. Use Descriptions and Standards			
2.2.3.1. New and undefined uses	If Development Services staff finds the proposed land use is not appropriate for the district, the applicant may appeal the decision to the City Council within 30 days of determination.	If Development Services staff finds the proposed land use is not appropriate for the District, the applicant may appeal the decision to the City Council within 60 days of determination.	Extends appeal period to a reasonable period of time.

3. Site Design Standards			
3.1. General Standards			
3.1.3.2. Primary and accessory structures	Building height (max) for Vertical mixed use, Institutional, Commercial and Retail: 3 stories; 5 stories along US 79 and FM 685	Building height (max) for Vertical mixed use, Institutional, Commercial and Retail: 3 stories; 5 stories along US 79, FM 685 and SH 130	Included SH 130 to be consistent with UDC
3.1.6.1. Buffer yards between lots	Buffer yards planted and/or screened in conformance to landscape and fencing standards in this PUD, are required between lots as follows.	Buffer yards planted and/or screened in conformance to landscape and fencing standards in this PUD, are required between adjacent lots as follows. A buffer yard shall be measured from property line of the adjacent development use. Sidewalks and internal walkways are a permitted use within a buffer yard.	Clarification of measuring from a buffer yard and allowance for permitted uses to be included in buffer yard.
3.2. Site Design			
3.2.1.2.3.3. Areas not considered as common open space	Land areas between buildings, and between building and parking lots or driveways, of less than 30 ft.	Land areas between buildings less than 30 ft., and land area between a building and parking lots or driveways less than 30 ft.	Provides for an appropriate reduction of buffer yards to meet purpose and intent of this compact and connected PUD and clarifies that buffers apply to rear and side setbacks
3.2.1.2.3.3. Areas not considered as common open space	Required perimeter setbacks.	Required rear and side yard setbacks.	Provides for the reasonable use of front yards as common open space

3.2.3.3. Pedestrian connectivity	Connecting walkways, at least 6 ft. wide for commercial development and at least 5 ft. for MF development, must link perimeter public sidewalks with building entries through parking areas, all points in the development, and buildings on adjacent parcels. Circulation patterns must be as obvious and simple as possible. All likely pedestrian routes must be considered to minimize shortcuts to the extent practical through parking and landscape areas.	Connecting walkways, at least 5 ft. wide for a commercial development and at least 5 ft. for MF development, must link perimeter public sidewalks to primary building entries, including through parking areas, and to buildings on adjacent parcels, to the greatest extent practical. Circulation patterns must be as obvious and simple as possible. All likely pedestrian routes must be considered to minimize shortcuts to the extent practical through parking and landscape areas.	Clarifies intent that walkway circulation routes are directed to primary pedestrian entries, provides uniform 5 ft. sidewalks and connecting walkways within PUD, and promotes interconnect walks between adjacent parcels to the extent practical
3.2.5.2 Orientation	Service areas cannot be placed where they will be readily visible from primary facades of adjacent buildings or where they will harm important or identified view corridors.	Service areas may not be located where they will be readily visible from primary facades of adjacent buildings without appropriate screening to screen service area views from the primary facades of adjacent or where they will harm important or identified view corridors.	Clarifies language to appropriately locate service areas to meet intent of standard
3.2.6.2. Project incorporation	Provide a plaza or courtyard at least 200 sq. ft. with a bench and/or picnic table next to the water body.	Provide a plaza or pedestrian gathering area at least 200 sq. ft. with a bench and/or picnic table close to the water body.	Provides design flexibility to accomplish goal of achieving a pedestrian oriented environment
3.2.6.3. Slope	Fenced retention basins will only be approved in extreme situations, and will be placed to the side and/or rear of the parcel as far from the public right-of-way as possible.	Fenced retention basins will be approved administratively by City Engineer staff only in extreme situations, and may be placed to the side and/or rear of the parcel as far from a public street as possible.	Clarifies basin location and provides for administrative approval using stated criteria to meet intent of standard

3.3. Parking and Access			
3.3.2.2. Curb cuts	When a parcel fronts on two different streets, or a street and a rearage road, the curb cut must be from the street with the lower functional classification.	When a parcel fronts on two different streets, or a street and a rearage road, the curb cut must be from the street with the lower functional classification, unless otherwise administratively approved by Development Services staff.	To provide limited flexibility, if warranted and meets intent of this section
3.3.5. Stacking/Queing Areas			
3.3.5.1. Drive-through aisles	Drive-through aisles, elements and windows cannot be on a street-facing side of the building.	Drive-through aisles and pickup windows cannot be on a street-facing side of the building. Reduction of minimum length of queuing length may be approved by Development Services staff if it can be demonstrated that it is necessary and feasible.	Clarification of prohibition of pick-up window on street-facing facades (vs. regular windows) and provision for que length modification based on site specific use
3.3.6.2.1. Lots and Parcels Fronting along FM 685, Carl Stern Boulevard and SH 130	Frontage along FM 685, UP Railroad and SH 130	Lots and Parcels Fronting along FM 685, Carl Stern Boulevard and SH 130	This standard adds Carl Stern Boulevard to this category for parking location and provides for a new category for parking along the UP Railroad.
3.3.6.2.2. Lots and Parcels Fronting along internal streets	Parking for retail uses in buildings larger than 50,000 sf. is exempt from this parking space location requirement.	Parking for retail, commercial and industrial uses in buildings larger than 50,000 sf. is exempt from this parking space location requirement.	Adding commercial and industrial to retail is reasonable for for bldgs larger than 50K SF

3.3.6.2.3. Lots and Parcels Fronting along UP Railroad Right-Of-Way	Frontage along FM 685, UP Railroad and SH 130	Parking for non-residential uses may be located without limitation, provided that landscape screening is provided along the UP Railroad right-of-way that comply with requirements set forth with Section 3.5.3.4 Parking lot and vehicular use screening	Creation of a separate category of parking limitation along the UP Railroad ROW, given lack of vehicular access across the railroad. A provision for vegetative screening is added to meet intent of this Section.
3.3.7 Parking and Loading Space Number Standards			
3.3.7.1. Required parking spaces	Table 3.3.7.1 includes Maximum parking spaces category for all PUD uses	Maximum parking spaces category deleted from table	Land costs and construction costs within the compact PUD self-regulate parking spaces that users will build for the operation and convenience of employees and customers, given the higher standards required in this PUD. Placing a maximum parking space limitation is an overly restrictive standard. Minimum spaces requirements remain unchanged.
3.3.7.2. Variance to minimum parking requirements and parking space location	Exceeding maximum parking requirements may be approved by the Board of Adjustment if it can be demonstrated that the permitted maximum number of spaces will not meet the normal day-to-day needs of a proposed use. Exceeding parking space location requirements may be approved by the Development Services staff if it can be demonstrated that the permitted parking space location will not meet the normal day-to-day needs of a proposed use.	Reducing minimum parking requirements may be approved by the Board of Adjustment if it can be demonstrated that the permitted maximum number of spaces will not meet the normal day-to-day needs of a proposed use.	Removed "maximum parking requirements" and replaced with "reducing minimum requirements". Land and construction costs self-regulate the parking spaces that users will build, given costs associated with the higher standards in this PUD. Users need a regulatory avenue through the Board of Adjustments to request relief.

3.4. Architectural design			
3.4.1 Single Household and Two- to Four-Household Residence Design			
3.4.1.5.2. Garage doors -articulation	Paint colors and/or stain for garage doors shall be compatible with the building elevation	Paint colors and/or stain for garage doors shall be compatible with the color palette of the building elevation on which the garage door is located	Clarifies intent of color compatibility of garage door with the house elevation color palette
3.4.1.5.2. Garage doors -articulation	The use of garage doors for 3 cars on a street facing facade is discouraged; At least one of the garage doors must be recessed a minimum of 4 ft.	The use of 3 garage doors on a street facing facade is discouraged; At least one of the 3 garage doors must be side facing or recessed a minimum of 4 ft. from the other garage doors.	Clarifies intent to discourage 3 garage doors, and establishes how these doors must be arranged
3.4.1.5.4.3. Garage - flush with façade	Pronounced garage door detailing, windows are a preferred element	Garage door relief detailing and windows are a preferred element	Clarifies language and intent of standard to be met
3.4.1.6.1. Same plan, different elevation, same side of the street	When building different elevations of the same plan on the same side of the street, two lots must be skipped before repeating the same elevation.	When building different elevations of the same plan on the same side of the street, two lots must be skipped and the home (same plan, different elevation) shall be placed on the third lot.	Clarifies intent of standard to be met to match intent of pictorial diagram (note: staff clarified this language in memo format at earlier date)

3.4.1.6.2. Same plan, different elevation, opposite side of the street	When building different elevations of the same plan on the opposite side of the street, one and a half lots must be skipped before repeating the same elevation.	When the same plan, different elevation is on the opposite side of the street, the lot fronting the property, and the one beside it shall be skipped, for a total of two skipped lots, and the home (same plan, different elevation) shall be placed on the third lot. The lot fronting the subject lot is defined as a lot that has one or more side property lines directly across the street from the subject lot.	Clarifies intent of standard to be met to match intent of pictorial diagram (note: staff clarified this language in memo format at earlier date)
3.4.1.6.3. Same plan, same elevation, same or opposite side of the street	When building same or similar elevations of the same plan on the same or opposite side of the street, four lots must be skipped before repeating the same elevation. Same elevations may not be facing opposite one another.	When the same plan, same elevation is on the same side of the street, three lots shall be skipped and the home (same plan, same elevation) shall be placed on the fourth lot. When the same plan, same elevation is on the opposite side of the street, the lot fronting the property shall be counted as the first lot, then count an additional two lots and place the home (same plan, same elevation) on the fourth lot. The lot fronting the subject lot is defined as a lot that has one or more side property lines directly across the street from the subject lot.	Clarifies intent of standard to be met to match intent of pictorial diagram (note: staff clarified this language in memo format at earlier date)
3.4.2 Single Household Attached and Multiple Unit Household Residence Design			
3.4.2.4.1. Building materials	A waiver to building material standards may be considered.	Deviations up to 10% to building material standards may be administratively approved by Development Services staff if it can be demonstrated that the building material meets the design intent of this Section.	Clarifies language for intent and provides for a quantified deviation for administrative approval, provided it meets intent of PUD
3.4.3. Commercial, Office, Public, Institutional and Mixed-Use Building Design			
3.4.3.3.4. Exterior walls	Exterior walls cannot have a blank, uninterrupted length greater than 30 ft. without including two or more of these features: change in plane, change in texture or masonry pattern, windows, or other equivalent element(s) that subdivide the wall into human scale proportions. Side or rear walls may include false windows and door openings defined by frames, sills and lintels, or similarly proportioned modulations, only when actual doors and windows are not possible because of the building use.	Exterior walls cannot have a blank, uninterrupted length. greater than 50 ft. without including one or more of these the following design features: change in plane, change in texture or masonry pattern, windows, or other equivalent element(s) that subdivide the wall into human scale proportions. Side or rear walls may include false windows and door openings defined by frames, sills and lintels, or similarly proportioned modulations, only when actual doors and windows are not possible because of the building use. Deviations up to 10% to side or rear wall articulation may be administratively approved by Development Services staff if it can be demonstrated that the building wall design meets the design intent of this Section.	Clarifies language for intent and provides for a reasonable façade treatment, including pattern and rhythm, for design features in scale with commercial uses, with a quantified deviation for administrative approval, provided that it meets intent of PUD
3.4.3.3.6. Retail building entrances	Anchor stores, at least 25% of the stores in a shopping center; and freestanding, single-use buildings, must have a clearly defined, highly visible customer entrance with four or more of the following elements (but not limited to):	Anchor stores (defined as a retail building containing greater than 25,000 sf), and freestanding, single-use buildings, must have a clearly defined, highly visible customer entrance with four or more of the following elements (but not limited to):	Defines size of an anchor store and clarifies intent of standard to be met by providing language to address arrangement of a commercial center

3.4.3.3.8. Transparency in commercial buildings	At ground level, buildings must have a high level of transparency. Façades and walls that face a street, plaza and parking areas (excluding the building rear and service areas) must be transparent between 2 ft. and 7 ft. above the grade or walkway along at least 75% of its length along the front facade. Where the internal arrangement of a building makes it impossible to provide transparency along a portion of a wall, a combination of sculptural, mosaic, or bas-relief artwork and transparent window areas or displays may substitute for 50% of required transparent areas, except when fronting plaza areas.	At ground level floors, buildings must have a high level of transparency: façades and walls that face a public street, plaza, or primary customer parking areas (excluding the building rear and side facades and service areas) must be transparent between 2 ft. and 7 ft. above the grade or walkway along at least 50% of its length along the front facade, except where the internal arrangement of a building makes it impractical to provide transparency along a portion of a wall. In these conditions, a combination of sculptural, mosaic, or bas-relief artwork and transparent window areas or displays may substitute for 25% of required transparent areas, except when fronting on plaza areas.	Clarifies intent of the standard to create adequate transparency and/or building articulation for areas of commercial buildings that customers typically frequent
3.4.3.3.9. Garage doors	Vehicle service areas and bays must be screened or sited so visibility from the public right-of-way is as low as possible. Bay doors cannot face the street or be visible from residential zoning districts.	Vehicle service areas and bays must be screened or sited so visibility from a public street is as low as possible: landscape screening shall comply with requirements set forth with Section 3.5.3.4 parking lot and vehicular use screening	Clarifies that this standard applies to a unified, mixed-use PUD development and provides for compliance with screening standards established in the PUD
3.4.3.4.3. Roof lines	The continuous plane of a roof line must be no more than 100 ft.	The continuous plane of a roof line must be no more than 100 ft. unless it can be demonstrated it meets the intent of this Section. Exceptions may be administratively approved by Development Services staff.	Provides for flexible application of this Section to achieve variety and diversity of roof design
3.4.3.5.2. Canopy support poles	Canopy support poles must include decorative corbels consistent with the overall architectural theme of the site, or pole covers at least 18 in. wide with a similar surface material and architectural treatments as the dominant material on the main structure.	Canopy support poles must include design elements consistent with the overall architectural theme of the primary building, or pole covers at least 18 in. in diameter or width with a similar surface material and architectural treatments as the dominant material on the host building.	Provides for flexible application of this Section to achieve variety and diversity of canopy roof pole design
3.4.3.6.1. Building materials	Predominant building exterior materials must be high quality, and used in their natural context and color. Masonry (stone, brick, decorative CMU and similar materials) must be used as exterior materials (at least 40% of exterior surface area). Fiber-cement siding and textured concrete EIFS are examples of appropriate secondary exterior materials. Corrugated metal may be used to reinforce a vernacular design theme. Corrugated metal may have a cumulative surface area of no more than 50% of the area of all exterior walls for a building.	Predominant building exterior materials must be high quality and durable. Masonry (stone, brick, decorative CMU and similar materials) must be used as exterior materials for at least 40% of exterior facades, excluding doors, windows and trim. Wood, fiber-cement siding and textured concrete EIFS are examples of appropriate secondary exterior materials. Corrugated metal is an acceptable material. Corrugated metal and ACM panels are examples of acceptable accent materials, and may have a cumulative surface area of no more than 30% of the area of all exterior walls on a building.	Clarifies language to achieve high quality building material standards; allows for accent use of standard building materials typical in the region, and provides for use of durable accent materials of corrugated metal and ACM panels

3.4.3.6.4. Material or color changes	Material or color changes must occur only at a change of plane or reveal line.	Material or color changes must occur only at a change of plane or reveal line, unless when administratively approved by Development Services staff.	Provides for reasonable design flexibility to meet intent of this Section
3.4.4.4.1. Pattern	All elements must repeat at intervals of no more than 30 ft.	Design elements must repeat at intervals of no more than 60 ft. Deviations up to 10% to the interval repetition may be administratively approved by Development Services staff	Modifies an arbitrary standard and provides for resonable design flexibility to meet intent of this Section

3.5. Landscaping

3.5.3. Required landscaping: non-residential and 3+ household residential development

3.5.3.1. Landscaping areas	Parcels with a non-residential use or 3+ household residential structures must be landscaped as follows. Additional plants may be required per buffer yard standards in Section 2.3.5, and mechanical equipment screening requirements.	Parcels with a non-residential use or 3+ household residential structures must be landscaped as follows. Additional plants may be required per buffer yard standards in Section 3.1.6, and mechanical equipment screening requirements. Planting requirements set forth in this Section shall comply with standards set forth in Section 3.5.1. Minor deviations to the standards set forth in this Section may be administratively approved by Development Services staff if it meets the intent of this Section.	Strengthens minimum planting requirements, corrects citation (Section 3.1.6) and provides for minor deviations, provided the intent of the referenced Sections are met.
3.5.3.2. Minimum percentage	Former PUD landscape standards, in table format, based on previous version of UDC)	A minimum percentage of the total area being developed shall be landscaped in accordance with the following percentages: Commercial uses: 15% - Commercial pad sites: 5% - Multifamily dwellings: 20% - Office and professional uses: 15% - Institutional and civic uses: 15% - Industrial or manufacturing uses: 10%	(Note: this landscape standard replaces the adopted PUD landscape standard) Establishes minimum percent of landscape area associated with specific uses. Note that compliance with landscape standards cited elsewhere within the PUD must also be met, e.g., buffer yards)
3.5.3.4. Parking lot and vehicular use screening	Former PUD landscape standards, in table format, based on previous version of UDC)	The perimeter of all vehicular use areas including parking areas, drive aisles, and loading areas shall be screened as follows: - Vehicular use areas shall be screened from all abutting rights-of-way, including the UP railroad, by a continuous landscaped area not less than 10 ft. deep. - Vehicular use areas shall be screened from all abutting residential property by a continuous landscaped area not less than 5 ft. deep. - Landscape screening shall contain one (1) large tree per thirty (30) linear feet, or portion thereof, and a continuous hedge not less than 3 ft. in height. The large tree requirement may be omitted if large trees	(Note: this landscape standard replaces the adopted PUD landscape standard) Establishes minimum landscape screening requirements for parking lots and vehicular use area that adds landscape screening requirements along the UP railroad, to address views from US 79, and clarifies that residential property be screened

3.5.3.3. Tree and shrub placement	Trees and shrubs may be clustered in groups, to present a natural environment and ease maintenance. All trees must be placed on the parcel being developed, unless otherwise permitted.	Trees and shrubs may be clustered in groups, to present a natural environment and for ease maintenance. All trees must be placed on the parcel being developed, unless otherwise permitted. If Development Services staff finds that it is impractical to plant trees and/or shrubs on parcels being developed, those required trees and/or shrubs may be planted elsewhere in the PUD. Minor deviations may be administratively approved by Development Services staff in cases where necessary due to site constraints.	Provides some flexibility in meeting the landscape standards in the compact PUD development and clarifies the mechanism for planting in alternative locations if impractical on the parcel.
-----------------------------------	---	---	---

3.5.5 Irrigation			
3.5.5.1 Automatic irrigation required	n/a	Includes Parkland or land designated for parkland in this PUD as not requiring automatic irrigation	The existing, natural condition of the parkland is consistent with the intent of this standard of native, xeriscape vegetation not requiring irrigation water.
3.5.6 Tree preservation and removal			
3.5.6.2.3. Healthy, protected trees (native, tall, and small trees)	Healthy native tall and small trees with a DBH of 2.5 in. or more that cannot be considered diseased, dangerous or dead may be removed if the gross DBH loss is replaced 1:1 (1 in. replaced for every 1 in. lost).	Healthy native tall and small trees with a DBH of 2.5 in. or more that cannot be considered diseased, dangerous or dead may be removed from a lot if the gross DBH loss is replaced at a 1:1 ratio (1 in. replaced for every 1 in. lost of caliper inches DBH). At least 50% of the total number of replacement caliper inches must be planted on the lot, to the extent practical, or may be planted elsewhere within the PUD as approved by Development Services staff. Required mitigation trees planted elsewhere in the PUD shall be noted on the site plan, as well as the other site plan, and may not be counted towards future mitigation tree requirements on the other site plan.	Clarifies the standard for tree replacement on a lot and, if impractical, the requirement for tree replacement within the PUD, and provides for a tracking method to account for tracking off-site mitigation trees
3.5.6.3. Tree removal and replacement: signs	Signs are considered nonconforming uses that should eventually be removed; trees are living things that are far more difficult to replace. Healthy trees of all species and sizes, except species defined as nuisance trees, cannot be removed with the intent of increasing the visibility of an existing sign.	Healthy trees of all species and sizes, except species defined as nuisance trees, may not be removed with the intent of increasing the visibility of an existing sign, unless with administrative approval of Development Services staff	Clarifies the standard by which a tree may be removed related to a sign
3.5.6.5.1. Tree protection zone	During construction, perimeter fencing must be erected around protected trees, at least 6 ft. from the trunk or one-half of the drip line, whichever is more.	During construction, perimeter fencing must be erected around protected trees, at least at one-half of the drip line to the greatest extent practical, to establish a tree protection zone, unless otherwise approved by Development Services staff.	Clarifies the standard for tree protection during construction

3.5.6.5.4. Trenching	Trenches or footings must be at least 8 ft. from trunk bases, to the greatest extent practical. In the drip line of protected trees, no cut or fill may be at least 4 in. deep unless a qualified arborist or forester evaluates and approves the disturbance. When trenching for utilities, tunneling under large diameter roots is required to prevent root damage. The developer is responsible for coordination with utility companies when trenching near protected trees.	Trenches or footings must be outside on-half of the dripline, to the greatest extent practical. Under the drip line of protected trees, no cut or fill may exceed 4 in. unless a qualified arborist or forester evaluates and approves the disturbance. When trenching for utilities, tunneling under roots greater than 8 in. diameter is required to prevent root damage. The developer is responsible for coordination with utility companies when trenching near protected trees, to the extent practical.	This standard is modified to eliminate an arbitrary 8 ft trenching setback and replace with a offset distance based on the size of the tree, defines a 'large diameter root' as 8 inches, thereby strengthening the standard
----------------------	---	--	--

3.7. Fences and Walls

3.7.3. Required fences, walls, and hedges	The following fence, wall and hedge types are required.	The following fence, wall and hedge types are required. Minor deviations to the fence standards set forth in this section may be administratively approved by Development Services staff.	Without altering the standard, provides for minor deviations based on site specific conditions
---	---	---	--

3.8. Outdoor Lighting

3.8.3. Prohibited lighting	(not addressed)	Search lights	Adds search lights as a prohibited lighting type
----------------------------	-----------------	---------------	--

3.9. Signs

3.9.1.1. Undeveloped parcels	3.9.1.1. Agricultural uses	3.9.1.1. Undeveloped parcels	The PUD does not include any agricultural uses as permanet uses so this sign table category has been revised to delete agricultural uses and replaced to address temporary signs on undeveloped parcels within the PUD.
3.9.1.1. Undeveloped Parcels Sign Table	The following signs are permitted on lots with agricultural uses, and vacant parcels not subdivided for residential use.	The following signs are permitted on lots with agricultural uses, and vacant, and undeveloped parcels (see attached table 3.9.1.1).	Permanent signs have been deleted from this category, as this sign category addresses only vacant or undeveloped parcels. Temporary sign standards for vacant land within the PUD have been modified to address attracting future commercial uses, along with temporary wayfinding signs for user orientation to features within the development.
3.9.1.2. Residential uses	(See adopted Residential uses sign table 3.9.1.2)	(See amended Residential uses sign table 3.9.1.2)	Permanent sign types have been modified to reflect the new definitions (see Section 1.7 Definitions of this chart), including a new category for PUD identification signs that identify the name and/or logo of the PUD District without advertising individual developments within the PUD, development signs that identify individual developments within the PUD, and permanent wayfinding signs, new sign category, that provide orientation, information, direction or wayfinding within the PUD district. Temporary flags have been deleted. Temporary wayfinding sign standards have been established.

3.9.1.3. Institutional and civic uses	(See adopted Institutional and civic uses sign table 3.9.1.2)	(See amended Institutional and civic uses sign table 3.9.1.2)	Temporary wayfinding sign standards have been established.
3.9.1.4. Commercial, retail and industrial uses	(See adopted Commercial, retail, industrial and recreational uses sign table 3.9.1.4)	(See amended Commercial, retail and industrial uses sign table 3.9.1.4)	Recreational sign standards have been relocated to a new sign table category with open space uses, as a more compatible sign category (table 3.9.1.5.). Permanent sign types have been modified to include a PUD identification sign standard to identify the PUD District, permanent and temporary commercial development signs that attract and identify individual commercial, retail and industrial developments within the PUD have been modified to address the variety of potential commercial uses and orientation to adjacent roadways and permanent and temporary wayfinding sign standards have been added.
3.9.1.5. Open space and recreational uses	(not addressed, except that recreational signs were considered a commercial sign type, see Table 3.9.1.4. Commercial, retail, industrial and recreational uses)	(See new, amended category for Open space and recreational uses sign table 3.9.1.5.)	The PUD includes a substantial amount of open space. The PUD amendment recognizes sign standards not recognized in the existing PUD sign standards. Sign standards are established for this use, along with recreational use, consistent with permitted sign standards elsewhere in the PUD. Both permanent and temporary sign standards are established for these uses.
3.9.2. Exempted signs, not requiring a sign permit	Exempted signs includes address numbers and family name id on residences and City-owned/operated signs	Exempted signs, not requiring a sign permit is modified to also include wayfinding signs and A-frame signs, up to 12 SF in area	Wayfinding signs are a beneficial sign type in a 345-ac mixed use development to provide orientation, information, direction and wayfinding within the District. A-frame signs provide needed flexible advertisement for small retail and other uses
3.9.3. Prohibited signs	Signs placed in or over the public right-of-way or public property. The city may remove signs in the public right-of-way or on public property.	Temporary signs placed in or over the public right-of-way or public property require a sign permit. Permanent signs are not permitted in the right-of-way. The city may remove signs installed without a sign permit that are located in the public right-of-way or on public property. Temporary signs placed in or over the public right-of-way or public property are permitted with an approved R.O.W. permit and City license agreement.	The revised language clarifies the requirement for city approvals, requirements and permits for both temporary and permanent signs located within the R.O.W. or public property.
3.9.4.4. Temporary development sign display time	Temporary signs at developments may be displayed for up to one year, or until the last house or unit in the development is sold, whichever is later. Temporary development signs at rental communities may be displayed for up to one year, or until 90% of units are occupied, whichever is later.	Temporary signs within the PUD may be displayed as long as the sign is maintained in good repair and has a valid sign permit for up to 2 years, at which time a new permit application must be submitted.	The revised language establishes language that permitted temporary signs meet reasonable standards, be maintained adequately. and provides for a sign permit length, thereby providing the City greater control on temporary signs.

3.9.6.10. Sign master plans	Development Services staff may require a Sign Master Plan to be submitted and approved with a concept plan or site plan for a development. Sign type, color, scheme, size and illumination in the center must be coordinated and compatible with the architectural character on the site.	A Sign Master Plan is not required for the PUD, provided signs comply with provisions of this Section 3.9. If a lot contains multiple businesses and uses, the applicant may submit a Sign Master Plan. The plan shall be submitted with a site development plan permit for a parcel or site. Sign type, color, scheme, size and illumination of the signs being submitted for approval must be coordinated and compatible with the architectural character on the site.	The revised language clarifies the purpose, intent and description of a Sign Master Plan.
3.9.7.3. Sign permit not required	Sign permits are not required for the following sign types: exempted signs and window signs	Wayfinding signs added	Wayfinding signs are a beneficial sign type in a 345-ac mixed use development to provide orientation, information, direction and wayfinding within the District.

4. Subdivision Standards

4.7. Parkland Dedication

4.7.1.2. Parkland trail improvement	The developer shall be responsible improving the parkland with a 10 ft. wide concrete shared use trail that is consistent with the City of Hutto Parks, Recreation, Open Space and Trails Master Plan. The shared use trail shall be located in the Brushy Creek 100-year floodplain and extend from the FM 685 ROW to the SH 130 ROW. The alignment of the trail shall be approved by the Parks and Recreation Director prior to construction. The trail alignment must be shown on the preliminary plat and final plat of the parkland. At the City's option, the trail may be constructed by the developer and conveyed to the City upon acceptance, or cash may be paid to the City in lieu of the trail construction. The cash amount will be based on a construction estimate of the trail. If constructed by the developer, the trail construction must be constructed and accepted prior to the completion of the first phase of residential development, unless an alternative date is agreed upon by both the developer and Parks and Recreation Director. Maintenance of the trail shall be the responsibility of the City of Hutto.	The developer shall be responsible improving the parkland with a 10 ft. wide concrete shared use trail that is consistent with the City of Hutto Parks, Recreation, Open Space and Trails Master Plan. The 10 ft. trail shall be located in the Brushy Creek 100-year floodplain and extend from the FM 685 ROW to the SH 130 ROW. The trail improvements must be shown on a detailed exhibit accompanying the final plat of the parkland. At the City's option, the trail may be constructed by the developer and conveyed to the City upon acceptance, or cash may be paid to the City in lieu of the trail construction. The cash amount will be based on a construction estimate of the trail. If constructed by the developer, the trail construction must be constructed and accepted at a date mutually agreed upon by both the developer and Parks and Recreation Director. Maintenance of the trail shall be the responsibility of the City of Hutto upon City acceptance. The alignment of the trail shall be approved by the Parks and Recreation Director prior to construction.	The preliminary plat of the parkland already exists without the trail improvements and showing the trail improvements on the final plat would permanently fix the limits. It is more appropriate to show the developer installed trail improvements on a detailed exhibit accompanying the final plat, clarifies that the developer installed trail construction timing shall be at a date mutually acceptable to the City and developer, and that City maintenance of the trail shall be preceded by acceptance by the City.
-------------------------------------	---	--	---

**CITY OF HUTTO
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 9B.

AGENDA DATE: August 02, 2018

PRESENTED BY: Helen Ramirez

ITEM:

Consideration and possible action on the first reading of an ordinance calling a bond election for November 6, 2018, making provisions for conducting the election and resolving other matters related to such election. (Helen Ramirez)

STRATEGIC GUIDE POLICY: Quality of Life & Services

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

CITY ATTORNEY REVIEW:

Legal Counsel and City Attorney has reviewed the Ordinance.

STAFF RECOMMENDATION:

Recommendation is to call the bond election.

SUPPORTING MATERIAL:

1. [Ordinance](#)

ORDINANCE NO. _____ - _____

**ORDINANCE CALLING A BOND ELECTION FOR NOVEMBER 6, 2018; MAKING
PROVISIONS FOR CONDUCTING THE ELECTION; AND RESOLVING OTHER
MATTERS RELATED TO SUCH ELECTION**

THE STATE OF TEXAS
COUNTY OF WILLIAMSON
CITY OF HUTTO

'
'
'

WHEREAS, pursuant to the provisions of Chapters 1251 and 1331, Texas Government Code, as amended, the Texas Election Code, as amended, and other related statutes, the City Council of the City of Hutto, Texas (the "City" or "City Council") is authorized to call an election in order to submit to the voters of the City a proposition regarding the issuance of tax bonds; and

WHEREAS, the City hereby finds and determines that said election shall be held on a uniform election date established by Section 41.001(a) Texas Election Code, as amended, as required by Texas law; and

WHEREAS, the City Council deems it advisable to call a bond election to be held on November 6, 2018 for the proposition hereinafter stated; and

WHEREAS, the City hereby finds and declares that the meeting at which this Ordinance (this "Ordinance") is considered is open to the public as required by law, and that public notice of the time, place, and purpose of said meeting was given as required by Chapter 551, Texas Government Code, as amended.

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

Section 1. ELECTION DATE, POLLING PLACES AND ELECTION JUDGES. An election shall be held in the City as prescribed by applicable law between the hours of 7:00 A.M. and 7:00 P.M. on Tuesday, November 6, 2018, a uniform election date established by Section 41.001(a) of the Texas Election Code, as amended. The City is located in Williamson County, and the Williamson County Elections Administrator will conduct the election for the City pursuant to an election agreement (the "Election Agreement") between the City and Williamson County as authorized under Section 31.092 of the Texas Election Code. The City election precincts and polling places within the City designated for holding the election shall be determined by Williamson County and conducted at the polling places attached hereto as Exhibit "A" and such exhibit is incorporated herein by reference for all purposes. Exhibit "A" may be revised as necessary to conform to the final polling locations established by Williamson County, as applicable. Williamson County's election equipment shall be used to conduct the bond election. The election judges and clerks shall be appointed in accordance with the Election Agreement and the Texas Election Code, as amended.

Section 2. CONDUCT OF ELECTION. As authorized by Chapter 31, Subchapter D of the Texas Election Code, the City Council hereby appoints the Williamson County Elections Administrator, Christopher J. Davis, as the election officer for the purpose of conducting the Tuesday, November 6, 2018 election in Williamson County. Such appointment includes services as Early Voting Clerk for the election, Counting Station Manager, Presiding Judge of the Central Counting Station, and Tabulation Supervisor.

In addition and in accordance with Chapters 66 and 31 of the Texas Election Code, the City Council hereby appoints the Williamson County Elections Administrator, Christopher J. Davis, as the agent for the Custodian of Records for the Tuesday, November 6, 2018 election in Williamson County for the purpose of preserving voted ballots and other election records as required by the Texas Election Code.

Section 3. EARLY VOTING. Early voting in the election by personal appearance shall be conducted at the times, dates and polling places as provided for by Williamson County attached hereto as Exhibit "B" and such exhibit is incorporated herein by reference for all purposes. Exhibit "B" may be revised as necessary to conform to the final early voting polling locations established by Williamson County. The Williamson County Elections Administrator, Christopher J. Davis, is the Early Voting Clerk. Application for ballots by mail for Williamson County voters should be sent to Williamson County Early Voting Clerk, P.O. Box 209, Georgetown, Texas 78627.

Section 4. EARLY VOTING BALLOT BOARDS. Early voting ballot boards are hereby created to process early voting results, and the Presiding Judge of the board will be appointed by the Williamson County Elections Administrator. The Presiding Judge of each early voting ballot board shall appoint not less than two nor more than eighteen resident, qualified voters to serve as members of such boards.

Section 5. VOTERS. All resident, qualified voters of the City shall be entitled to vote at the election.

Section 6. NOTICE. A substantial copy of this Ordinance, with such omissions authorized by law, shall serve as a proper notice of the election. Such notice, including a Spanish translation thereof, shall be posted on the bulletin board used by the City to post notices of meetings and at City Hall not less than twenty-one (21) days prior to the date the election is to be held, and shall remain posted through election day. In addition to the foregoing, this Ordinance, including a Spanish translation thereof, shall be (i) posted on election day and during early voting by personal appearance in a prominent location at each polling place; (ii) posted in three (3) public places in the boundaries of the City no later than twenty-one (21) days before the election; and (iii) posted on the City's Internet website during the twenty-one (21) days before the election if the City maintains an Internet website.

Such notice, including a Spanish translation thereof, shall be published in the *Taylor Press*, a newspaper of general circulation in the City, on the same day in each of two successive weeks with the first publication occurring not earlier than the thirtieth (30th) day or later than the fourteenth (14th) day prior to the day of the election.

The City Secretary is hereby authorized and directed to publish and post the required notices in the manner and for the time periods required by law.

Section 7. VOTING DEVICES. Every polling place used in Williamson County for the election will have at least one disabled access voting device such as a Direct Recording Electronic voting device available for election day voting and early voting. The Williamson County Voter Registrar may also utilize a central counting station as provided by Section 127.000 *et seq.*, as amended, Texas Election Code. Any central counting station presiding judge and the alternate presiding judge shall be appointed in accordance with the Election Agreement and the Texas Election Code.

Section 8. PROPOSITIONS. At the election, the following PROPOSITIONS shall be submitted in accordance with law:

CITY OF HUTTO, TEXAS – PROPOSITION A

"Shall the City Council of the City of Hutto, Texas, be authorized to issue the bonds of the City, in one or more series or issues, in the aggregate principal amount of \$70,000,000 for the purpose of constructing, improving, extending, expanding, upgrading and/or developing streets, roads and intersections at FM 1660 North and Limmer Loop, FM 1660 at U.S. 79, FM 1660 South and Front Street and other roads in the City if unissued bonds or unspent proceeds of bonds sold remain after completing the improvements at FM 1660 North and Limmer Loop, FM 1660 at U.S. 79, FM 1660 South and Front Street including, utility relocation, drainage facility improvements, sidewalks, traffic safety and operational improvements, the purchase of any necessary rights-of-way and other related costs therefor with said bonds to mature not more than 40 years from their date of issuance, bear interest, and be issued and sold in accordance with law at the time of issuance; and shall said City Council be authorized to levy and cause to be assessed and collected annual ad valorem taxes on all taxable property in the City in an amount sufficient to pay the annual interest on said bonds and provide a sinking fund to pay the bonds at maturity?"

CITY OF HUTTO, TEXAS – PROPOSITION B

"Shall the City Council of the City of Hutto, Texas, be authorized to issue the bonds of the City, in one or more series or issues, in the aggregate principal amount of \$5,000,000 for the purpose of planning, designing, constructing, purchasing, renovating, repairing, replacing, improving, expanding and equipping public safety and communication facilities for the City police department including, audio and visual technology and related software or hardware in connection with such facilities and other related costs therefor with said bonds to mature not more than 40 years from their date of issuance, bear interest, and be issued and sold in accordance with law at the time of issuance; and shall said City Council be authorized to levy and cause to be assessed and collected annual ad valorem taxes on all taxable property in the City in an amount sufficient to pay the annual interest on said bonds and provide a sinking fund to pay the bonds at maturity?"

CITY OF HUTTO, TEXAS – PROPOSITION C

"Shall the City Council of the City of Hutto, Texas, be authorized to issue the bonds of the City, in one or more series or issues, in the aggregate principal amount of \$50,000,000 for the purpose of constructing, acquiring, improving, renovating, developing and equipping, land, buildings and supporting infrastructure for parks and recreational purposes including, renovation of existing parks and recreational facilities, extensions of roadways, trails, parking, and/or drainage facility improvements at or integrated into parks, the purchase of any necessary rights-of-way and related infrastructure and other costs therefor with said bonds to mature not more than 40 years from their date of issuance, bear interest, and be issued and sold in accordance with law at the time of issuance; and shall said City Council be authorized to levy and cause to be assessed and collected annual ad valorem taxes on all taxable property in the City in an amount sufficient to pay the annual interest on said bonds and provide a sinking fund to pay the bonds at maturity?"

Section 9. OFFICIAL BALLOTS. Voting in the election for the proposition shall be by the use of electronic or paper ballots which shall show the propositions in both English and Spanish and which shall conform to the requirements of federal law, including the Help America Vote Act, and the Texas Election Code, as amended. The official ballots for the election shall be prepared in accordance with the Texas Election Code so as to permit the voters to vote "FOR" or "AGAINST" on the PROPOSITIONS with the ballots to contain such provisions, markings and language as required by law, and with such PROPOSITIONS to be expressed substantially as follows:

CITY OF HUTTO, TEXAS – PROPOSITION A

FOR	()	THE ISSUANCE OF \$70,000,000 TAX BONDS FOR STREET
AGAINST	()	IMPROVEMENTS AT FM 1660 NORTH AND LIMMER LOOP, FM 1660 AT U.S. 79, FM 1660 SOUTH AND FRONT STREET AND OTHER STREETS

CITY OF HUTTO, TEXAS – PROPOSITION B

FOR	()	THE ISSUANCE OF \$5,000,000 TAX BONDS FOR PUBLIC SAFETY
AGAINST	()	AND COMMUNICATION FACILITIES

CITY OF HUTTO, TEXAS – PROPOSITION C

FOR	()	THE ISSUANCE OF \$50,000,000 TAX BONDS FOR PARKS AND
AGAINST	()	RECREATIONAL FACILITIES AND OTHER IMPROVEMENTS AT OR INTEGRATED INTO PARK AND RECREATIONAL FACILITIES

Section 10. CONDUCT IN ACCORDANCE WITH LAW. In all respects the election shall be conducted in accordance with State and federal law including the Texas Election Code and the Help America Vote Act.

Section 11. RESULTS. The Williamson County Voter Registrar, respectively, shall conduct an unofficial tabulation of results after the closing of the polls on Tuesday, November 6, 2018. The official canvass and tabulation of the results of the bond election shall be conducted by the City Council at a City Council meeting held in accordance with the Texas Election Code.

Section 12. MISCELLANEOUS PROVISIONS. In accordance with the provisions of Section 3.009(b), Texas Election Code, it is hereby found and determined that:

- (a) The proposition language that will appear on the ballot is set forth in Section 9 hereof.
- (b) The purposes for which the bonds are to be authorized is set forth in Section 8 hereof.
- (c) The principal amount of the bonds to be authorized is set forth in Sections 8 and 9 hereof.
- (d) As set forth in Sections 8 and 9 hereof, if the bonds are approved by the voters, the City Council will be authorized to impose and levy annual ad valorem taxes, on all taxable property in the City, sufficient, without limit as to rate or amount, to pay the principal of and interest on the bonds.
- (e) Based upon the bond market conditions at the date of adoption of this Ordinance, the maximum interest rate for any series of the bonds is estimated to be 4.50% per annum as calculated in accordance with applicable law. Such estimate is based on advice received from the City's financial advisor, which advice takes into account a number of factors, including the issuance schedule, maturity schedule and the expected bond ratings of the proposed bonds. Such estimated maximum interest rate is provided as a matter of information, but is not a limitation on the interest rate at which the bonds, or any series thereof, may be sold.
- (f) As set forth in Section 8 hereof, if the bonds are approved, they may be issued in one or more series, to mature over a period not to exceed 40 years.
- (g) The aggregate amount of the outstanding principal of the City's debt secured by ad valorem taxes as of the beginning of the City's 2017-18 fiscal year was \$164,140,000.
- (h) The aggregate amount of the outstanding interest on the City's debt secured by ad valorem taxes as of the beginning of the City's 2017-18 fiscal year was \$116,339,206.88.
- (i) The ad valorem debt service tax rate for the City for the 2017-18 fiscal year is \$0.0987 per \$100 of taxable assessed valuation.

This information is provided in this section is solely for purposes of compliance with Section 3.009(b) of the Texas Election Code and is for illustration purposes only. The information is not a part of the proposition to be voted on and does not create a contract with the voters.

13. PROVISIONS. The provisions of this Ordinance are severable; and in case any one or more of the provisions of this Ordinance or the application thereof to any person or circumstance should be held to be invalid, unconstitutional, or ineffective as to any person or circumstance, the remainder of this Ordinance nevertheless shall be valid, and the application of any such invalid provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby. The Mayor and the City Secretary are authorized and directed to take any action necessary to carry out the provisions of this Ordinance.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

READ and **APPROVED** on first reading this the _____ day of _____, 2018.

READ, APPROVED and **ADOPTED** on second reading this the _____ day of _____, 2018.

Doug Gaul, Mayor
City of Hutto, Texas

ATTEST:

Lisa Brown, City Secretary
City of Hutto, Texas

APPROVED AS TO FORM:

Michael A. Shaunessy, City Attorney
City of Hutto, Texas

EXHIBIT "A"

**ELECTION DAY VOTING
POLLING PLACE LOCATIONS, DATE AND TIMES**

**November 6, 2018
7:00 A.M. until 7:00 P.M.**

WILLIAMSON COUNTY RESIDENTS

Election Day Polling Locations

See attached schedule provided by Williamson County.

SUBJECT TO CHANGE

WILLIAMSON COUNTY RESIDENTS

Williamson County
Joint General and Special Elections Tuesday, November 6, 2018
Elecciones generales y especiales conjuntas 6 de noviembre del 2018

Registered voters may vote at any location listed below.

Los votantes registrados podrán votar en cualquiera de los lugares de votación listados abajo

Vote Center Locations

Locaciones de Centros de Votos

CITY	Location	Address	City
AUSTIN			Austin
			Austin
			Austin
			Austin
			Austin
			Austin
			Austin
			Austin
BARTLETT			Bartlett
CEDAR PARK			Cedar Park
			Cedar Park
			Cedar Park
			Cedar Park
			Cedar Park
			Cedar Park
			Cedar Park
COUPLAND			Coupland
FLORENCE			Florence
			Florence
GEORGETOWN			Georgetown
			Georgetown
			Georgetown
			Georgetown
			Georgetown
			Georgetown
			Georgetown
			Georgetown
			Georgetown
			Georgetown
			Georgetown
			Georgetown
GRANGER			Granger
HUTTO			Hutto
			Hutto
JARRELL			Jarrell

CITY	Location	Address	City
LEANDER			Leander
			Leander
			Leander
			Leander
			Leander
LIBERTY HILL			Liberty Hill
ROUND ROCK			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
			Round Rock
TAYLOR			Taylor
			Taylor
			Taylor
THRALL			Thrall
WEIR			Weir

SUBJECT TO CHANGE
SUJETO A CAMBIO

EXHIBIT "B"

**EARLY VOTING
POLLING PLACE LOCATIONS, DATES AND TIMES**

WILLIAMSON COUNTY RESIDENTS

See attached schedule provided by Williamson County.

SUBJECT TO CHANGE

**CITY OF HUTTO
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 10A. **AGENDA DATE:** August 02, 2018

PRESENTED BY: Matthew Rector, PE, CFM, Executive
Director of Engineering and Public
Works

ITEM: Consideration and possible action on a resolution authorizing the City Manager to execute a contract with Tank Builders, Inc. for the construction of the Shiloh Ground Storage Tank. (Matt Rector)

STRATEGIC GUIDE POLICY: Infrastructure & Growth

ITEM BACKGROUND:

This is for the replacement of the existing deteriorated ground storage tank.

BUDGETARY AND FINANCIAL SUMMARY:

The cost of this contract is \$535,000.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not Applicable

CITY ATTORNEY REVIEW:

Not Applicable

STAFF RECOMMENDATION:

Staff recommends approval of this resolution.

SUPPORTING MATERIAL:

1. [Engineer's Recommendation of Contractor](#)
2. [Resolution to Authorize City Manager to execute contract.](#)

July 13, 2018

Mr. Robert Sims, P.E., City Engineer
City of Hutto
201 US79 East, Suite 103,
Hutto, TX

Re: Recommendation of Contractor for New Tank Construction Project

The purpose of this letter is to recommend a contractor for the above referenced project. A complete bid tabulation from the July 3rd, 2018 public bid opening is attached. This project involves the construction and installation of a new Ground Storage Tank for the City of Hutto's Shiloh Water Plant.

1. Bid Tabulation Sheet – One (1) contractor participated in the bidding process. The bid was checked for mathematical errors and/or bid irregularities. The project was bid with a Base Bid and one (1) Alternate Bid Item. Copy of Bid Tabulation and Bidder's Proposal attached.
2. The Alternate Bid Item No. 1 was to provide pricing for alternate coating systems at the Contractor's discretion, to provide for price competition among coating manufacturers. The low bidder did not offer alternate pricing (i.e. he "No Bid" the item), and will use the TNEMEC coating system specified in the Base Bid.
3. Qualifications and References – The lowest responsive and responsible bidder, Tank Builders, Inc. of Euless, TX provided an acceptable list of qualifications and references, and has completed numerous successful water tank construction projects designed by Dunham Engineering.

The lowest, responsive and responsible bidder, M.K. Painting, Inc. is recommended for award for a total contract price not to exceed \$535,000. A copy of the Bidder's Proposal is attached. Dunham Engineering has interviewed the Contractor's Project Manager, and reviewed submitted references for similar projects, and has found all to be satisfactory.

If you should have any questions regarding the above recommendations, please feel free to call anytime.

Sincerely,



Wesley A. Oatman, P.E.



July 13, 2018

RESOLUTION NO. R-18-08-02-

A RESOLUTION AUTHORIZING THE CITY MANAGER TO execute a contract with Tank Builders, Inc. for the construction of the Shiloh Ground Storage Tank.

WHEREAS, the Shiloh (Heart of Texas) ground water facilities, and;

WHEREAS, the existing Shiloh ground storage tank is deteriorating, and;

WHEREAS, the City desires to maintain and improve the groundwater production facilities, and;

WHEREAS, the City wishes to engage Tank Builders, Inc. to provide construction for said improvements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS THAT, the Hutto City Council hereby authorizes the City Manager to enter into a construction contract not to exceed \$535,000.00 with Tank Builders, Inc. to provide construction phase services for the Shiloh Ground Storage Tank and to execute change orders up to 20% of the original amount.

The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted, was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

CONSIDERED and RESOLVED by the City Council of the City of Hutto on this the _____ day of _____, 2018.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa L. Brown, City Secretary

P:/CITYSECRETARY/blank resolution/resolution template

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 10B. **AGENDA DATE:** August 02, 2018

PRESENTED BY: Matthew Rector, PE, CFM, Executive
Director of Engineering and Public
Works

ITEM: Consideration and possible action on a resolution authorizing the City Manager to renew the contract with the Brazos River Authority (BRA) for the operation of the Wastewater Treatment Plants. (Matt Rector)

STRATEGIC GUIDE POLICY: Infrastructure & Growth

ITEM BACKGROUND:

In 2010 the City of Hutto entered into an annually renewable contract with the Brazos River Authority (BRA) for the operation of the Wastewater Treatment Plants. This item is for a one year extension of that contract.

BUDGETARY AND FINANCIAL SUMMARY:

The cost for this contract is \$126,946.73 per month or \$1,523,360.76 annually.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

None.

CITY ATTORNEY REVIEW:

None.

STAFF RECOMMENDATION:

Staff recommends approving the contract extension.

SUPPORTING MATERIAL:

1. [2018 Contract Extension](#)
2. [2010 Contract](#)

**Renewal Agreement for Operation and Maintenance
of Wastewater Services by and between the City of Hutto, Texas
and the Brazos River Authority.**

This Renewal Agreement ("**Renewal Agreement**") is made by and between the City of Hutto Texas (the "**City**") and the Brazos River Authority ("**BRA**"). This Renewal Agreement is entered into as of the date last executed below, with an effective date of July 1, 2018.

1. This Renewal Agreement renews and extends the Agreement for Operation and Maintenance of Wastewater Services, with an effective date of July 1, 2010 ("**Original Agreement**"), for an additional twelve (12) months, commencing July 1, 2018.
2. This Renewal Agreement is executed in accordance with ARTICLE 13, Section 13.1 TERM of the Original Agreement and is the third renewal of the Original Agreement.
3. All other terms, provisions, conditions and obligations of the Original Agreement between the City and BRA shall remain in full force and effect.
4. The Original Agreement, including any amendments and this Renewal Agreement shall be construed together as a single contractual agreement.

Executed this ____ day of _____, 2018.

CITY OF HUTTO, TEXAS

Signature

Print Name

Capacity of Signatory

Date

Fax Number

BRAZOS RIVER AUTHORITY

Signature of Officer

Print Name

Capacity of Signatory

Date



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

Table of Contents

Overview	1
Combined Plant Summary	2
Hutto Central Budget	3
Hutto South Budget	4
Hutto Central Direct Labor	5
Hutto South Direct Labor	6
Capital Outlay	7
FY 2017 Carry-over	9
FY 2018 Estimated Carry-Over	10
Repair & Replacement Fund	11
FY 2019 Financial Requirements	12

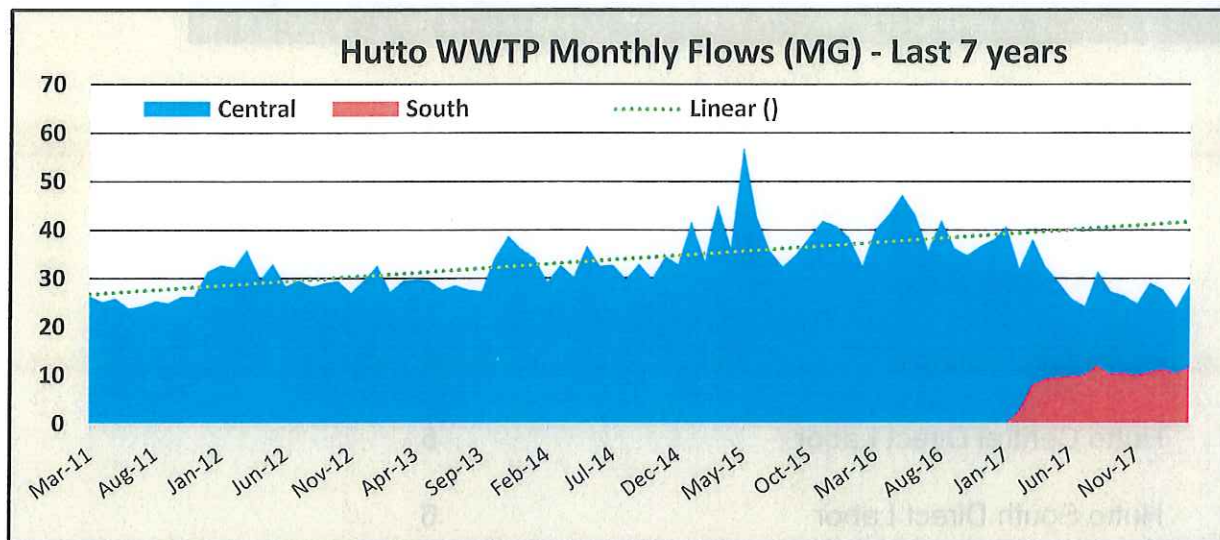


**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

Overview

- 1) FY 2018 will be the first full year of operations for the new South Plant. Long Term trending shows that total wastewater treated has increased roughly 0.5 MGD since March 2011



- 2) FY 2018 projected actual O&M expenses are expected to be \$262K under budget. FY 2018 flows are expected to be slightly over budget (455 MG actual versus 450 MG budgeted). Unit costs are projected to be 19% under budget (\$2.53 actual versus \$3.14 budgeted).
- 3) The FY 2019 budget assumes that a belt press will be purchased and installed at the Hutto Central Plant. The budget amounts for polymer and sludge disposal have been adjusted to reflect this purchase.
- 4) The FY 2019 O&M budget before capital is decreasing 3% (\$38K). Unit costs are decreasing 12%, from \$3.14/1,000 gallons to \$2.75/1,000 gallons.
- 5) As we have done in past years, the Financial Requirements for FY 2019 are utilizing the amount of carry-over necessary to keep the monthly payments level with FY 2018, with an estimated additional amount available for refund of \$324K. Once the financial statements for FY 2018 have been completed and audited, the City will be notified of the actual amount of carry-over available for refund. This usually happens in mid-November.



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

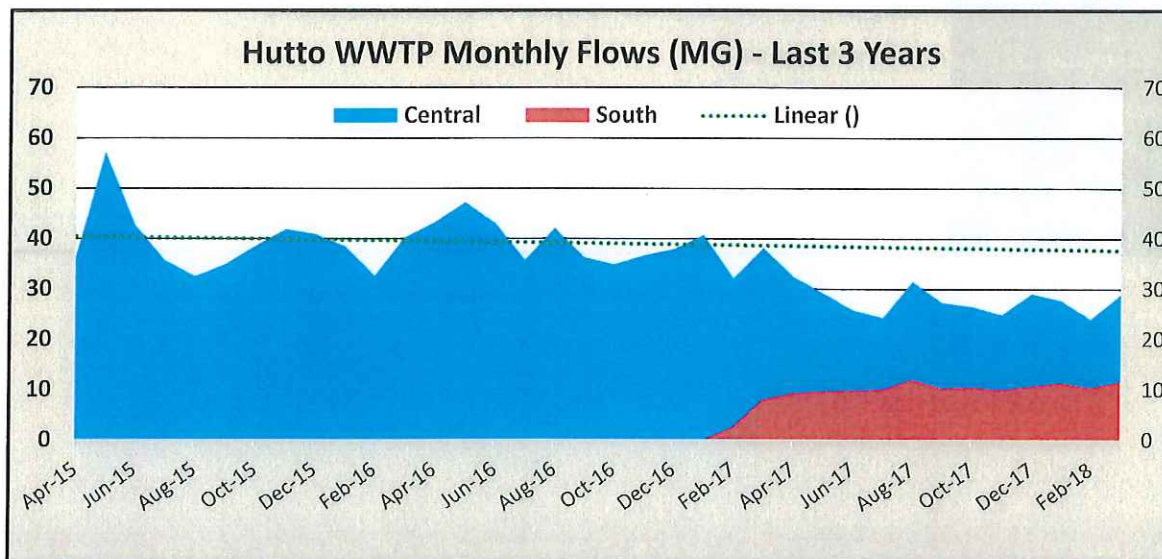
Final as of 5/19/2018

Hutto Combined Plants

Expense Category	2017 Actual	FY 2018 Est. Actual	FY 2018 Budget	FY 2019 Budget	Increase/ (Decrease)	% Increase/ (Decrease)
Salaries	\$ 48,963	\$ 82,834	\$ 87,801	\$ 89,942	\$ 2,141	2%
Benefits	22,269	36,900	42,540	37,051	(5,489)	-13%
Materials & Supplies	38,796	66,250	77,945	119,224	41,279	53%
Repairs & Maintenance	63,873	78,988	128,457	135,710	7,253	6%
Utilities	166,431	211,520	257,740	257,740	-	0%
Equipment Rental	19,211	19,780	71,785	71,785	-	0%
Travel	55	250	275	275	-	0%
Outside Services	70,783	111,322	112,590	136,682	24,092	21%
Sludge Disposal	228,974	227,500	233,516	120,750	(112,766)	-48%
Employee Development	123	725	1,850	1,500	(350)	-19%
Regulatory	16,405	22,030	25,663	25,663	-	0%
Direct Labor	157,433	184,832	252,405	258,075	5,670	2%
General & Administrative	37,302	52,046	52,046	54,086	2,040	4%
Management Fee (5%)	43,531	54,749	67,231	65,424	(1,807)	-3%
Subtotal O&M	\$ 914,149	\$ 1,149,726	\$ 1,411,844	\$ 1,373,907	\$ (37,937)	-3%
Capital Outlay	62,711	674,500	561,000	550,000	(11,000)	-2%
Management Fee (5%)	3,136	33,725	28,050	27,500	(550)	-2%
Total	\$ 979,995	\$ 1,857,951	\$ 2,000,894	\$ 1,951,407	\$ (49,487)	-2%

MG Treated	462.000	455.000	450.000	500.000	50.000	11%
\$/1,000 gallons - O&M	\$ 1.98	\$ 2.53	\$ 3.14	\$ 2.75	\$ (0.39)	-12%
\$/1,000 gallons - Total	\$ 2.12	\$ 4.08	\$ 4.45	\$ 3.90	\$ (0.54)	-12%

Budgets for the individual plants are presented on the next two pages





**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

Hutto Central Plant						
Expense Category	2017 Actual	FY 2018 Est. Actual	FY 2018 Budget	FY 2019 Budget	Increase/ (Decrease)	% Increase/ (Decrease)
Materials & Supplies	\$ 29,595	\$ 43,050	\$ 46,140	\$ 75,213	\$ 29,073	63%
Repairs & Maintenance	61,264	56,457	88,257	78,278	(9,979)	-11%
Utilities	120,997	130,520	147,520	147,520	-	0%
Equipment Rental	5,863	6,345	55,277	55,277	-	0%
Travel	-	150	175	175	-	0%
Outside Services	45,911	57,101	60,450	61,563	1,113	2%
Sludge Disposal	198,372	175,000	58,016	84,525	26,509	46%
Employee Development	-	-	350	-	(350)	-100%
Regulatory	10,680	10,580	12,523	12,523	-	0%
Direct Labor	110,172	114,561	187,824	176,102	(11,722)	-6%
General & Administrative	12,662	21,610	19,547	20,577	1,030	5%
Management Fee (5%)	29,776	30,769	33,804	35,588	1,784	5%
Subtotal O&M	\$ 625,292	\$ 646,143	\$ 709,883	\$ 747,341	\$ 37,458	5%
Capital Outlay	46,552	574,500	461,000	550,000	89,000	19%
Management Fee (5%)	2,328	28,725	23,050	27,500	4,450	19%
Total	\$ 674,171	\$ 1,249,368	\$ 1,193,933	\$ 1,324,841	\$ 130,908	11%

MG Treated	400.250	325.000	350.000	350.000	0.000	0%
\$/1,000 gallons - O&M	\$ 1.56	\$ 1.99	\$ 2.03	\$ 2.14	\$ 0.11	5%
\$/1,000 gallons - Total	\$ 1.68	\$ 3.84	\$ 3.41	\$ 3.79	\$ 0.37	11%

Expense Category	Explanation of Increases/Decreases
Materials & Supplies	Adding polymer for belt press operation, SCADA components
Repairs & Maintenance	Adjusting to actual
Sludge Disposal	Adding landfill tipping fees for sludge disposal
Direct Labor	See detail on page 5
Capital Outlay	See detail on page 7



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

Hutto South Plant							
Expense Category	2017 Actual	FY 2018 Est. Actual	FY 2018 Budget	FY 2019 Proposed	Increase/ (Decrease)	% Increase/ (Decrease)	
Salaries	\$ 48,963	\$ 82,834	\$ 87,801	\$ 89,942	\$ 2,141	2%	
Benefits	22,269	36,900	42,540	37,051	(5,489)	-13%	
Materials & Supplies	9,201	23,200	31,805	44,011	12,206	38%	
Repairs & Maintenance	2,609	22,531	40,200	57,432	17,232	43%	
Utilities	45,434	81,000	110,220	110,220	-	0%	
Equipment Rental	13,348	13,435	16,508	16,508	-	0%	
Travel	55	100	100	100	-	0%	
Outside Services	24,872	54,221	52,140	75,119	22,979	44%	
Sludge Disposal	30,602	52,500	175,500	36,225	(139,275)	-79%	
Employee Development	123	725	1,500	1,500	-	0%	
Regulatory	5,725	11,450	13,140	13,140	-	0%	
Direct Labor	47,261	70,271	64,581	81,973	17,392	27%	
General & Administrative	24,640	29,417	32,499	33,509	1,010	3%	
Management Fee (5%)	13,755	23,929	33,427	29,837	(3,590)	-11%	
Subtotal O&M	\$ 288,857	\$ 502,513	\$ 701,961	\$ 626,567	\$ (75,394)	-11%	
Capital Outlay	16,159	100,000	100,000	-	(100,000)	n/a	
Management Fee (5%)	808	5,000	5,000	-	(5,000)	n/a	
Total	\$ 305,824	\$ 607,513	\$ 806,961	\$ 626,567	\$ (180,394)	-22%	

MG Treated	61.750	130.000	100.000	150.000	50.000	50%
\$/1,000 gallons - O&M	\$ 4.68	\$ 3.87	\$ 7.02	\$ 4.18	\$ (2.84)	-40%
\$/1,000 gallons - Total	\$ 4.95	\$ 4.67	\$ 8.07	\$ 4.18	\$ (3.89)	-48%

Expense Category	Explanation of Increases/Decreases
Benefits	Decrease in health insurance premiums
Materials & Supplies	SCADA components and upgrade communication with South Plant
Repair & Maintenance	Power supplies for UV, out of warranty
Outside Services	Correcting budget for required TP and E-coli sampling
Sludge Disposal	Removing the transport of liquid sludge
Direct Labor	See detail on page 6
Capital Outlay	See detail on page 7



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

Hutto Central Plant
Direct Labor Detail

There are no staff assigned directly to the Hutto Central Plant. All labor hours at the plant are provided by BRA staff at other locations. The "Proposed Hours" represent the plan of work for the upcoming year. The City will only be charged for the hours that BRA staff actually spend working directly on the Hutto Wastewater System. In addition to operation and maintenance personnel, the Authority also provides;

- 1) Administrative support for requisition and invoice processing
- 2) Regional Superintendents to oversee operations, maintenance and special projects
- 3) Storm water inspections and training for the storm water permit
- 4) Pipeline Technicians for inspections and repairs to pipelines and meters
- 5) Safety & Security specialists for inspections and recommendations for improvements
- 6) Licensed electricians to assist with projects and repairs
- 7) SCADA technicians to maintain and update automation equipment and programming
- 8) Regulatory Compliance Coordinator to prepare TCEQ reports and coordinate permit sampling

Function	Actual hours April 2017 to March 2018	FY 2018		FY 2019	
		Budgeted Hrs.	Estimated Hrs.	Proposed Hrs.	Amount*
Direct Labor "IN"					
Hutto South					
Operations/Maintenance	1,041	1,140	1,215	1,500	\$ 45,871
BCRWS					
Chief Operator	24	286	30	-	-
Operations/Maintenance	1384	2,155	1,200	-	-
Central Basin Water Treatment					
Administrative Assistant	231	325	225	230	7,098
Reg. Superintendents	212	250	200	325	28,460
Storm Water and Reporting	251	164	250	250	10,804
Operations/Maintenance	-	208	10	1,800	78,004
Central/Lower Basin Management					
Government Customer Relations	8	-	8	8	538
T-B WWTP					
Administrative Assistant	2	-	2	-	-
EWCRWS					
Administrative Assistant	-	20	-	10	233
Operations/Maintenance	7	4	-	-	-
Central Basin					
Electricians	40	140	30	50	2,758
SCADA Applications	37	300	50	50	2,336
Total Direct Labor "IN"	3,236	4,992	3,220	4,223	\$ 176,102

* Burdened for salary and benefits



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

Hutto South Plant

Direct Labor Detail

There are two staff assigned directly to the Hutto South Plant, one operator and one maintenance. Those two employees will charge labor "OUT" to Hutto Central when they spend time working there and those hours will be credited (deducted) from Hutto South. BRA staff from other locations and with other skills will charge time "IN" to the Hutto South plant.. The "Proposed Hours" represent the plan of work for the upcoming year. The City will only be charged for the hours that BRA staff actually spend working directly on the Hutto Wastewater System.

Function	Actual hours April 2017 to March 2018	FY 2018		FY 2019	
		Budgeted Hrs.	Estimated Hrs.	Proposed Hrs.	Amount*
Direct Labor "OUT"					
Hutto Central					
Operations	(236)	(140)	(400)	(750)	\$ (21,623)
Maintenance	(805)	(1,000)	(815)	(750)	(24,248)
BCRWS					
Operations	(155)	(1,580)	-	-	-
Maintenance	(98)	(120)	(40)	-	-
Total Direct Labor "OUT"	(1,293)	(2,840)	(1,255)	(1,500)	\$ (45,871)
Direct Labor "IN"					
BCRWS					
Chief Operator	16	286	25	-	\$ -
Operations/Maintenance	1,699	2,316	1,555	-	-
EWC					
Administrative Assistant	22	20	3	10	233
Maintenance	52	4	-	-	-
Central Basin Water Treatment					
Administrative Assistant	222	-	225	230	7,098
Reg. Superintendents	244	584	245	300	25,765
Storm Water and Reporting	220	384	260	250	10,804
Operations/Maintenance	92	80	160	1,780	77,247
Technical Services					
SCADA	10	-	4	50	2,336
Electricians	7	-	50	70	3,780
Safety & Training	-	-	8	8	580
Total Direct Labor "IN"	2,583	3,674	2,535	2,698	\$ 127,843
Net Hutto South Direct Labor	1,290	834	1,280	1,198	\$ 81,972

* Burdened for salary and benefits



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

Capital Outlay - 5 year plan

FY 2018 Projected Actual			
Location	Description	FY 18 Budget	Projected Actual Amount
1) Central	Blower Replacement	\$ 280,000	\$ 223,000
2) Central	Replace Lift Station Pump #3	30,000	18,000
3) Central	Replace blower #3 (defer to FY 19 due to long lead time)	50,000	-
4) Central	Replace slide gates	25,000	20,000
5) Central	Replace clarifier drive (West)	45,000	40,000
6) Central	Rebuild bar screens	10,000	6,500
7) Central	Office modifications	10,000	10,000
8) Central	Replace decant station pump #2	11,000	7,000
9) South	Storage/Maintenance building	100,000	100,000
10) Central	Belt Press, includes press, sludge pump, pad, awning and conveyor	-	250,000
FY 2018 Totals		<u>\$ 561,000</u>	<u>\$ 674,500</u>

Proposed for FY 2019			
Description	Justification	Amount	
1) Central Repair/Replace MCC	Age/Condition	\$	100,000
2) Central Replace blower #3 (carried over from FY18)	Upgrade		100,000
3) Central Replace clarifier drive (East)	Age		45,000
4) Central Blast and paint clarifier mechanical (East)	Age		30,000
5) Both Recommendations from engineering report	Pavement, grit chamber, etc.		275,000
Total FY 2019 Capital Outlay		<u>\$</u>	<u>550,000</u>



Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System

Final as of 5/19/2018

Capital Outlay - 5 year plan (continued)

Planned for FY 2020			
	Description	Justification	Amount
1)	Central Blast and paint clarifier mechanical (West)	Age/condition	\$ 30,000
2)	Central Site electrical/control upgrade	Age/condition	25,000
3)	South Enclose headworks	Protect from exposure and weather	10,000
Total FY 2020 Capital Outlay			\$ 65,000

Planned for FY 2021			
	Description	Justification	Amount
1)	Central Upgrade/Replace two (2) auto transfer switches on generator	Age	\$ 60,000
Total FY 2021 Capital Outlay			\$ 60,000

Planned for FY 2022			
	Description	Justification	Amount
1)	Both Implementation of recommendations from engineering report		TBD
Total FY 2022 Capital Outlay			\$ -



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

**FY 2017 Summary of Operations and
Calculation of Carry-Over Balance**

	Actual	Budget	Variance
Balance at 8/31/16	\$ 239,339.35		
Revenues			
O&M payments	1,523,360.76	1,756,415.00	(233,054.24)
Interest Income	4,190.70	-	4,190.70
Total Revenues	1,527,551.46	1,756,415.00	(228,863.54)
Expenses			
<u>Hutto Central</u>			
Materials & Supplies	29,594.58	45,696.00	16,101.42
Utilities	120,997.58	145,300.00	24,302.42
Outside Services	45,910.72	57,233.00	11,322.28
G&A (Overhead)	12,662.00	19,461.00	6,799.00
Direct Labor	110,171.98	180,871.00	70,699.02
Repair & Maint	61,263.79	83,357.00	22,093.21
Rental	5,862.62	56,069.00	50,206.38
Travel	-	175.00	175.00
Employee Development	-	350.00	350.00
Regulatory	10,680.30	12,523.00	1,842.70
Landfill Disposal	198,372.13	52,654.00	(145,718.13)
Capital Outlay	46,551.51	380,000.00	333,448.49
Management Fee - 5%	32,103.36	51,684.00	19,580.64
Total Hutto Central Expenses	674,170.57	1,085,373.00	411,202.43
<u>Hutto South</u>			
Salaries	48,963.00	86,030	37,067.00
Benefits	22,268.81	33,320	11,051.19
Materials & Supplies	9,201.24	25,000	15,798.76
Utilities	45,434.49	110,000	64,565.51
Outside Services	24,872.14	66,165	41,292.86
G&A (Overhead)	24,640.00	29,667	5,027.00
Direct Labor	47,261.09	85,165	37,903.91
Repair & Maint	2,609.06	38,000	35,390.94
Rental	13,348.30	10,000	(3,348.30)
Travel	54.57	100	45.43
Employee Development	122.50	1,500	1,377.50
Regulatory	5,724.84	13,140	7,415.16
Landfill Disposal	30,602.19	141,000	110,397.81
Capital Outlay	16,159.00	-	(16,159.00)
Management Fee - 5%	14,563.06	31,954	17,390.94
Total Hutto South Expenses	305,824.29	671,041.00	365,216.71
Grand Total Expenses	979,994.86	1,756,414.00	776,419.14
Over/(Under) Recovery for FY 2017	547,556.60		
Balance at 8/31/2017	\$ 786,895.95		
Used to reduce FY 2018 monthly O&M	(477,533.04)		
Balance available for refund	\$ 309,362.91		

MG Treated		461.99		425.00	8.7%
O&M Cost per 1,000 gallons treated	\$	1.98	\$	3.19	-38.0%
Total Cost per 1,000 gallons treated	\$	2.12	\$	4.13	-48.7%



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

**FY 2018 Estimated Summary of Operations and
Calculation of Carry-Over Balance**

	Actual	Budget	Variance
Carry-over at 9/1/2017	\$ 786,896		
Estimated Revenues - FY 18			
O&M payments	\$ 1,523,361		
Interest Income	11,000		
Total Estimated Revenues	1,534,361		
Estimated Expenses - FY 18			
Salaries	\$ 82,834	\$ 87,801	\$ 4,967
Benefits	36,900	42,540	5,640
Materials & Supplies	66,250	77,945	11,695
Repairs & Maintenance	78,988	128,457	49,469
Utilities	211,520	257,740	46,220
Rent	19,780	71,785	52,005
Travel	250	275	25
Outside Services	111,322	112,590	1,268
Sludge Disposal	227,500	233,516	6,016
Employee Development	725	1,850	1,125
Regulatory	22,030	25,663	3,633
Direct Labor	184,832	252,405	67,573
General & Administrative	52,046	52,046	-
Management Fee (5%)	54,749	67,231	12,482
Subtotal O&M	1,149,726	1,411,844	262,118
Capital Outlay	674,500	561,000	(113,500)
Management Fee (5%)	33,725	28,050	(5,675)
Subtotal Capital	708,225	589,050	(119,175)
Total Estimated Expenses	\$ 1,857,951	\$ 2,000,894	\$ 142,943
Over/(Under) Recovery for FY 2018	(323,590)		
Est. Carry-over Balance at 8/31/2018	\$ 463,306		
Used to reduce monthly payments in FY19	(428,046)		
Transfer to R&R Fund	(20,000)		
Estimated amount available for refund	\$ 15,259		
MG Treated	455,000	450,000	1.1%
O&M Cost per 1,000 gallons treated	\$ 2.53	\$ 3.14	-19.5%
Total Cost per 1,000 gallons treated	\$ 4.08	\$ 4.45	-8.2%



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

Repair & Replacement Fund

The balance in the R&R Fund has been increased to \$80,000
by utilizing carry-over funds per the City's request.

There are no anticipated purchases from the R&R Fund in FY 18

R&R Fund balance at 8/31/2014	\$ 40,000
FY 2015 additional funding from FY 14 carry-over	14,515
FY 2016 additional funding from from FY 2015 carry-over	<u>25,485</u>
Current R&R Fund Balance	\$ 80,000
Additional Funding from FY 2018 over- recovery	<u>20,000</u>
R&R Fund Balance at 9/1/2018	<u>\$ 100,000</u>



**Brazos River Authority
FY 2019 Operating Budget
Hutto Wastewater System**

Final as of 5/19/2018

FY 2019 Financial Requirements

If Belt Press is purchased in FY 2018

FY 2019 Operations & Maintenance Charges	\$ 1,951,407
Prior year - FY 2018 (over)/under recovery	(428,046)
FY 2019 Net Financial Requirements	<u>\$ 1,523,361</u>

FY 2019 Monthly Payments	\$ 126,946.73
---------------------------------	----------------------

FY 2018 Monthly Payments (for comparison)	\$ 126,946.73
--	----------------------



Mayor
Doug Gaul

Mayor Pro-tem
Tom Hines, Place 2

Council Members
Scott Rose, Place 1
Nate Killough, Place 3
Tim Jordan, Place 4
Lucio Valdez, Place 5
Terri Grimm, Place 6

City Manager
Odis Jones

September 14, 2017

David Collinworth
Brazos River Authority
4600 Cobbs Drive
Waco, Texas 76714

Dear David,

The City of Hutto would like to extend the current agreement with the Brazos River Authority for one year, for the operations of both of our wastewater treatment plants.

Thank-you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'Odis Jones'.

Odis Jones
City Manager
City of Hutto



Brazos River Authority



QUALITY • CONSERVATION • SERVICE

September 25, 2015

Mr. Seth Gipson
City Secretary
City of Hutto
401 West Front Street
Hutto, Texas 78634

Dear Seth:

Enclosed please find one signed copy of the renewal agreement for the Brazos River Authority's operation and maintenance of the City of Hutto's wastewater plant. We've kept a copy for our files.

Thank you for your assistance in getting this done.

Sincerely,

CATHY DOMINGUEZ
Regional Government & Customer
Relations Manager, Lower Basin

CD:kld
Enclosure

**Renewal Agreement for Operation and Maintenance
of Wastewater Services by and between the City of Hutto, Texas
and the Brazos River Authority.**

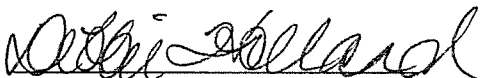
This Renewal Agreement is made by and between the **City of Hutto Texas** (the "City") and the **Brazos River Authority** ("BRA"). This renewal agreement shall be effective as of date of execution.

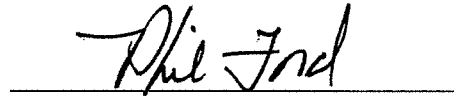
1. This Agreement renews and extends the Original Agreement for Operation and Maintenance of Wastewater Services, dated as of **July 1, 2010**, for a period of twelve (12) months.
2. This Renewal Agreement is executed in accordance with ARTICLE 13, Section 13.1 TERM of the Original Agreement and is the first renewal of the Original Agreement.
3. All other terms, provisions, conditions and obligations of the Original Agreement between the City and BRA shall remain in full force and effect.
4. The Original Agreement, including any amendments and this Renewal Agreement shall be construed together as a single contractual agreement.

Executed this **20th** day of **August, 2015**

CITY OF HUTTO, TEXAS

BRAZOS RIVER AUTHORITY


Signature


Signature of Officer

Debbie Holland
Print Name

PHIL FORD
Print Name

Mayor
Capacity of Signatory

GEN MGR/ CEO
Capacity of Signatory

401 W. Front St.

Hutto, Texas 78634

512-846-2653
Fax Number

**CITY OF HUTTO, TEXAS
WASTEWATER SERVICES AGREEMENT**

THIS AGREEMENT, dated and entered into this 15th day of July, 2010, by and between the Brazos River Authority (hereinafter called the "BRA"), and the City of Hutto, Texas (hereinafter called "CITY") is hereby executed, in contemplation of the mutual consideration, covenants, obligations and benefits provided in this Agreement, and the Parties hereby agree as follows:

**ARTICLE 1.
DEFINITIONS**

1.1 Definitions.

Terms and phrases used in this Agreement, unless the context clearly demonstrates otherwise, shall have the following meanings:

"Actual Annual Expenditures" shall mean all recorded transactions for Operation and Maintenance Expenses, Capital Outlay, Management Fee, any actual replenishments to the Repair and Replacement Fund, and any sums used to pay or restore any amounts required to be deposited in any special or reserve funds required to be established and/or maintained for the Facilities during any BRA Fiscal Year.

"Additional Service(s)" shall mean activities performed by the BRA which are not specifically defined in the Scope of Work of this Agreement and which are performed for the CITY at an additional cost agreed to by the Parties.

"Agreement" shall mean this Agreement, together with all exhibits attached hereto.

"Annual Budget" shall mean the estimate of all Operation and Maintenance Expenses, Capital Outlay, Management Fee, and any planned replenishments to the Repair and Replacement Fund, and any sums planned to pay or restore any amounts required to be deposited in any special or reserve funds required to be established and/or maintained which the BRA expects to be incurred for the Facilities during any BRA Fiscal Year following the period covered by the Initial Budget.

"BRA" shall mean the Brazos River Authority.

"BRA Fiscal Year" shall mean the fiscal year of the BRA, which currently is the annual period beginning each September 1 and ending each August 31, which may be modified by the BRA at its discretion.

"Board" shall mean the Board of Directors of the BRA.

"Capital Outlay" shall mean funds expended to acquire buildings, equipment, machinery, or vehicles costing more than \$5,000 (Five Thousand Dollars) per

item with an expected useful life of a minimum of five years, which shall become the property of the CITY, recorded as an asset of the CITY, titled to the CITY, and insured by the CITY to the extent required herein.

"CITY" shall mean the City of Hutto, Texas.

"CITY Fiscal Year" shall mean the fiscal year of the CITY, which currently is the annual period beginning each October 1 and ending each September 30.

"Collection System" shall mean the CITY's conveyance system to transport wastewater to the Facility including lift stations, pipelines, manholes, force mains and appurtenances

"Commencement Date" shall mean the date on which the BRA commences operation of the Facilities under this Agreement.

"Engineer" shall mean an engineer retained by the BRA or by the CITY or employed by the BRA or by the CITY who has the resources and experience in matters relating to the Facilities which, in the reasonable judgment of the BRA and the CITY, are sufficient to perform the tasks assigned to it hereunder in accordance with Reasonable Standards.

"Facility" or "Facilities" shall mean wholesale wastewater treatment plant(s), and appurtenances now owned or to be expanded, constructed or acquired by the CITY.

"Initial Budget" shall mean the Annual Budget, or portion thereof, for the Facilities during the period between the Commencement Date and the end of the BRA Fiscal Year in which the Commencement Date falls.

"Management Fee" shall mean an amount included in the Annual Budget and the Actual Annual Expenditures equal to Five Percent (5.0%) of annual Operations and Maintenance Expenses, Capital Outlay, and Repairs and Replacements.

"MGD" shall serve as an abbreviation for "million gallons per day" and represents a quantity of water during a period of time, expressed for convenience in terms of an average daily quantity.

"Monthly Compensation" shall mean an amount equal to one-twelfth of the Annual Budget, to be paid to the BRA by the CITY, or equivalent thereof, if the Initial Budget is for a period of time less than twelve months.

"Operation and Maintenance Expense" means all costs to be paid to BRA by the CITY for operation, maintenance, repair, rehabilitation, replacement and decommissioning of the Facilities including, but not limited to:

(1) costs of maintaining any permits or licenses necessary to own, operate and maintain the Facilities;

(2) costs such as labor, materials, utilities, supervision, engineering, accounting, auditing, legal and professional services, insurance, personnel, data processing and purchasing;

(3) costs of scheduled repairs and/or replacement of damaged, worn out or obsolete portions of the Facilities that are of a routine and/or recurring nature and are, therefore, not considered a Capital Outlay and as may be necessary to meet and maintain Regulatory Requirements and/or serve to improve operations of the Facilities for the benefit of the CITY.

(4) such other costs or expenses as may be imposed upon the CITY in connection with fulfillment of their obligations under this Agreement because of laws, regulations, or requirements of the State, the United States, or any agency or governmental subdivision of the State or any agency of the United States having jurisdiction;

(5) costs of any other tools, supplies, chemicals, inventory, services and equipment, together with other costs not otherwise included in this definition necessary for proper operation and maintenance of the Facilities;

(6) all costs and expenses of any kind or nature arising out of or allocable to any Pre-Existing Environmental Condition;

(7) costs associated with the satisfaction of judgments resulting from or settlement of claims not covered by the insurance or not paid by the CITY arising in connection with the ownership, operation or maintenance of the System, which are contractually a responsibility of the CITY, including reasonable attorney's fees and costs associated against defending against same; and

(8) costs incurred by the BRA in enforcing the provisions of this Agreement against a defaulting party, including reasonable attorneys' fees, and costs incurred by the BRA in its general and administrative (G&A) responsibilities incurred in performance of this Agreement.

Depreciation shall not be considered an item of Operation and Maintenance Expense.

"Party" or "Parties" shall mean either the BRA or the CITY, or both, as the context may require.

"Permit(s)" shall mean any and all necessary permits, licenses, orders, and other governmental approvals from any federal, state, local or regulatory agency that may now or hereafter have jurisdiction to authorize the BRA or the CITY to construct, maintain, own and operate the Facilities.

"Point of Entry" shall mean any location of the CITY's Collection System where wastewater enters.

"Pre-Existing Environmental Conditions" shall mean any condition at, on, beneath or emanating from the Facilities which existed prior to the Commencement Date (whether known or unknown prior to the Commencement Date of this Agreement) and which, pursuant to any present or future federal, state, or local government or regulatory agency law, rule, or regulation relating to pollution or protection of the environment or natural resource, is: (i) required to be investigated, monitored, removed, or remediated under such law, rule, or regulation; or (ii) which may give rise to a claim, cause of action, or liability for personal injury or damage to property, the environment, or natural resources, whether resulting from the act or omission of the CITY or a third person or entity, or any combination thereof.

"Reasonable Standards" means activities conducted in accordance with sound engineering principles, manufacturers' recommended operating and maintenance criteria, Regulatory Requirements, and applicable laws.

"Reconciliation Value" shall mean the difference between the Annual Budget and the Actual Annual Expenditures recorded in BRA's financial accounting system.

"Regulatory or Operational Improvements" shall mean the acquisition, construction, replacement, improvement, enlargement, modification, upgrade, or expansion of the Facilities incurred as Capital Outlay that are deemed necessary by the BRA and CITY to ensure compliance with Regulatory Requirements or to maintain Reasonable Standards of operation.

"Regulatory Requirements" shall mean the requirements and provisions of any federal, state or local law, and any permits, rules, orders, or regulations issued or adopted from time to time by any regulatory federal, state, local or other agency having jurisdiction concerning any of the Facilities or the operation and maintenance of the Facilities.

"Repair and Replacement Fund" shall mean those funds identified in the Annual Budget to be used at the discretion of the BRA for the purpose of making unscheduled repairs and replacements to the Facilities when prompt action is deemed necessary by the BRA and for which expenses are not contemplated in the Annual Budget.

"Repairs and Replacements" shall mean unanticipated repairs and replacements to the Facilities, equipment, and/or machinery, necessary to operate and maintain the Facility funded out of the Repair and Replacement Fund when prompt action is deemed necessary by the BRA, in accordance with Reasonable Standards.

"TCEQ" shall mean the Texas Commission on Environmental Quality or any successor or successors exercising any of its duties and functions.

"Wastewater" shall mean flows from the CITY's Collection System delivered to the Facilities.

ARTICLE 2.
SERVICES TO BE PERFORMED

2.1 Services.

The BRA will, in accordance with the terms and conditions hereof, operate and maintain the Facilities, as such operations are more particularly described in "Exhibit A", attached hereto and incorporated by reference herein as the "Scope of Work". The specific Facilities which will be maintained and operated by the BRA are set forth in "Exhibit B", attached hereto and incorporated by reference herein. In performing the services contemplated herein, the BRA shall be entitled to utilize the equipment, machinery, supplies and inventory set forth in "Exhibit C", attached hereto and incorporated by reference herein which shall remain the property of the CITY. The BRA shall repair and maintain all equipment and machinery in accordance with its condition and usable life. The BRA shall replenish all supplies and inventory necessary for the continuing operation of the Facilities. In addition, the BRA may, from time to time, acquire, in its performance of this Agreement, assets as Capital Outlay to operate and maintain the Facilities and these assets shall remain the property of the CITY upon termination of this Agreement.

2.2 Additional Services.

In contemplating performance under the terms of this Agreement, the BRA and the CITY hereby acknowledge that from time to time the BRA may provide Additional Services to the CITY which are related to the Facilities but are not contemplated by the Scope of Work established herein. In that regard, the BRA and the CITY shall, by separate written instrument, detail a description of the services to be performed, the cost of the service, and the terms and methods of compensation to the BRA.

ARTICLE 3.
OWNERSHIP AND RESPONSIBILITY

3.1 Ownership of the Facilities.

The CITY shall retain ownership of the Facilities. Additionally, all Regulatory or Operational Improvements, replacements, improvements, enlargements, modifications, upgrades, expansion, or other improvements thereto to the Facilities shall be the responsibility of the CITY, become the property of the CITY, recorded as an asset in the CITY's financial records, titled to the CITY, and insured by the CITY to the extent required herein.

3.2 Security Programs.

The BRA and the CITY recognize the need to address security concerns for the Facilities. The Parties hereto agree that the CITY shall, as owner of the Facilities, remain responsible for security programs, vulnerability assessments, mitigation of security related vulnerabilities, and comprehensive emergency compliance with any and all federal, state or local laws which require security related programs or expenditures. While the Parties hereto acknowledge that security programs are not contemplated by the Scope of Work in this Agreement,

the BRA may provide assistance to the CITY in addressing programs as an Additional Service.

3.3 Failure to Perform Owner Responsibilities.

In the event the CITY fails to allow the BRA to maintain the Facility in accordance with Regulatory Requirements, then the BRA may, in its sole discretion, terminate this Agreement upon providing ninety (90) days written notice.

**ARTICLE 4.
BUDGETS AND RECONCILIATION**

4.1 Initial Budget.

The Annual Budget for the BRA Fiscal Year 2010 as prepared by the BRA and previously approved by the CITY, or portion thereof, for the Facility during the period between the Commencement Date and the end of the BRA Fiscal Year in which the Commencement Date falls shall remain in effect to the end of the first BRA Fiscal Year of this Agreement, and all Monthly Compensation due under the Initial Budget shall be remitted directly to the BRA as provided for in Section 5.3 .

4.2 Annual Budget Preparation.

On or before June 1 of each year, the BRA shall furnish the CITY with an updated estimate of the Annual Budget (indicating amounts for each of the budgets comprising the Annual Budget), for the next BRA Fiscal Year plus an estimate of the Reconciliation Value for the current BRA Fiscal Year. The Operation and Maintenance Budget shall be calculated based upon the estimated amount of Wastewater to be delivered to the System for the next BRA Fiscal Year as determined by the BRA. Except as otherwise provided for in Section 4.7, an Annual Budget shall not be effective and final for the purposes of calculation and payment of the Monthly Compensation until approved by the CITY. Such approval shall occur no later than the CITY's second City Council meeting in July, except as otherwise provided for in Section 4.7.

4.3 Notice of Monthly Compensation Calculation.

On or before August 1 of each year, the BRA shall furnish the CITY with a schedule of the Monthly Compensation to be made by the CITY to the BRA for the next ensuing BRA Fiscal Year.

4.4 Monthly Budget Performance Reporting.

By the 25th of each month, the BRA will provide a report to the CITY documenting expenses related to the Annual Budget (indicating amounts for each of the budgets comprising the Annual Budget) through the preceding month.

4.5 Adjustments.

If any changes in the "Scope of Work" as more particularly described in "Exhibit A," attached hereto and incorporated by reference herein, should occur, including, but not limited to, changes in Regulatory Requirements that increase the cost of the Annual Budget, the BRA will be entitled to additional compensation. The additional compensation will be negotiated in good faith by

the CITY and the BRA. The Monthly Compensation Calculation will be adjusted to reflect the additional compensation and the new amount will be invoiced following approval by both parties.

4.6 Calculation of Reconciliation Value.

On or around the 90th day following the BRA Fiscal Year, the Reconciliation Value will be computed and may result in an increase or decrease of the remaining Monthly Compensations for the BRA Fiscal Year.

4.7 Budget Disagreements.

Should the Parties disagree on issues related to the proposed Annual Budget, the Parties will first attempt to resolve any dispute through direct discussions in the spirit of mutual cooperation.

If, by July 1 of each year, the CITY and the BRA have failed to reach an agreement on an Annual Budget, the Parties agree that negotiations over the Annual Budget may continue. During the period of negotiations, the CITY shall continue to pay the Monthly Compensation being made by the CITY to the BRA for the current BRA Fiscal Year. Upon final agreement of the Annual Budget for the following BRA Fiscal Year, the CITY shall adopt the proposed Annual Budget and will begin paying the new Monthly Compensation. Pursuant to Section 4.6, any differences will be incorporated into the Reconciliation Value.

Failure of the Parties to reach agreement on the Annual Budget for the following BRA Fiscal Year for a period of one hundred eighty (180) days, after the July 1 deadline, shall enable either Party to terminate this Agreement by providing thirty (30) days written notice of intent to terminate.

ARTICLE 5. FINANCIAL ISSUES AND PAYMENTS

5.1 Payments.

It is acknowledged and agreed that payments to be made under this Agreement will be the primary source available to the BRA to provide for the Actual Annual Expenditures.

5.2 Compensation.

All services, work, and activity specified to be provided by the BRA to the CITY in this Agreement will be provided as part of the Annual Budget, unless this Agreement specifically states that the service, work, or activity is included in Additional Services.

5.3 Billing and Payment.

By the 15th of each month, the BRA will send an invoice to the CITY for the Monthly Compensation for the subsequent month and any previously unbilled Additional Services. BRA must receive full payment for the invoice from the CITY on or before the 15th day of the month following the invoice date (approximately 30 days) to prevent Interest on Past Due Payment. All amounts due and owing the BRA by the CITY, if not paid when due, shall bear interest at

the lesser of the highest rate allowed by applicable law or 18 percent per year from the date when due until paid. The BRA shall have the ability to terminate this Agreement without further liability or obligation in the event that the CITY should remain delinquent in any payments due hereunder for a period of ninety (90) days.

5.4 Audit.

The CITY has the right, subject to a fifteen (15) day notice and during normal business hours, at its cost, to inspect or audit the BRA's books and records applicable to this Agreement for any BRA Fiscal Year to determine whether the BRA has complied with the terms of this Agreement.

ARTICLE 6. INSURANCE

6.1 Provision for Insurance.

Following the execution of this Agreement, the BRA will have its insurance carrier(s) issue direct to the CITY, certificates of insurance for the following insurance coverage:

- i) Workers Compensation Insurance as prescribed by law Statutory Limit
- ii) General Liability \$5,000,000

The BRA shall ensure that the insurance coverage stated herein shall be maintained in force throughout the term of this Agreement and the CITY shall be named as an Additional Insured.

Following the execution of this Agreement, the CITY will have its insurance carrier(s) issue direct to the BRA, certificates of insurance for the following insurance coverage in an amount not less than indicated:

- iii) Property Coverage.....\$1,000,000

The CITY shall ensure that the insurance coverage stated herein shall be maintained in force throughout the term of this Agreement and the BRA shall be named as an Additional Insured.

All policies evidencing the insurance required by this Section shall be maintained with insurance companies qualified under the laws of the State of Texas.

ARTICLE 7. PERMITS

7.1 Permits.

The CITY shall obtain and maintain all Permits required in order to operate the Facilities in accordance with this Agreement. Failure by the CITY to obtain and maintain its Permits in accordance with all regulations and requirements shall be deemed a default under this Agreement and the BRA shall be immediately released from its obligations under this Agreement. While the Parties hereby

acknowledge that support services to obtain and maintain Permits are not contemplated by the Scope of Work in this Agreement, BRA may provide such assistance to the CITY as an Additional Service.

ARTICLE 8. OPERATION AND REPORTING REQUIREMENTS

8.1 Operation of the Facilities.

The BRA shall operate and maintain the Facilities in accordance with the Permits and consistent with all established rules, regulations, and Reasonable Standards, which are applicable to the Facilities.

8.2 Reports.

In the event the CITY becomes aware of any significant factor or event that may affect the efficient operation or maintenance of the Facilities or may result in a violation of this Agreement or any Regulatory Requirement, Permit, or order, the CITY shall immediately notify the BRA of such factor or event. In addition, the CITY agrees to immediately tender to the BRA any and all correspondence received from any federal, state or local regulatory agency, which relates to the Facilities.

ARTICLE 9. REGULATION OF QUALITY OF TREATED WASTEWATER

9.1 Treated Wastewater Quality.

In order to permit the BRA to properly treat and dispose of wastewater in compliance with all Regulatory Requirements, to protect the public health, to permit cooperation with other entities for the protection of the physical, chemical and bacteriological quality of public water and watercourses, and to protect the properties of the wastewater treatment Facility, the CITY and the BRA agree that the quality of all wastewater discharged must be regulated. The CITY hereby agrees that the quality of the wastewater to be discharged by the CITY shall comply with the parameters established by the BRA and the Effluent Permit issued to the CITY. In that regard, the CITY agrees that the wastewater that it shall deliver to the Facility for treatment, pursuant to this Agreement, shall be in accordance with the parameters set forth in "Exhibit D", "Inadmissible Wastes", attached hereto and incorporated by reference herein. In addition, the CITY herein acknowledges that the BRA may, from time to time, amend "Exhibit D" to ensure compliance with all applicable rules and regulations. Both Parties agree to cooperate to enforce the Inadmissible Waste rules and regulations included in Exhibit D.

9.2 Testing of Wastewater.

The BRA shall analyze samples of the wastewater delivered hereunder at such frequencies and in accordance with sampling and analytical procedures as required from time to time by the BRA. The BRA shall be entitled to collect samples of wastewater at the wastewater treatment Facilities, at any Point of Entry, and at points within the CITY's Collection System and cause the same to be analyzed by various applicable quantitative and qualitative methods to

determine if such wastewater is within the established parameters. The CITY may, at its option, also take and analyze similar, but not necessarily the same, samples of its wastewater. Other samples and measurements may be analyzed as required by the Permits or other Regulatory Requirements. If analysis discloses that the CITY's wastewater is not within the allowable parameters, it shall be the CITY's obligation to cease delivering such wastewater.

ARTICLE 10. LIABILITY

10.1 CITY Responsibility; BRA Responsibility.

If the wastewater delivered into the Facilities exceeds the Facility design parameters; or fails to meet the standards established under the provisions of this Agreement; or fails to comply with any federal, state or local rule, regulation or Permit and such wastewater results in any of the following: Permit exceedances; violations of any federal, state or local rule, regulation or ordinance; environmental damages or any other damage, the CITY shall be liable and shall pay one hundred percent (100%) of all costs and expenses resulting therefrom.

In performing the services contemplated by this Agreement, the BRA will use its best efforts to maximize the Facilities performance. The CITY shall be responsible for any fines, penalties, liabilities, claims, damages, causes of action, resulting from any of the following: the Facilities loading exceeding the Facilities design parameters; influent containing abnormal, toxic, hazardous, and/or other substances which cannot be removed or treated by the existing Facilities or which contain discharges which violate applicable sewage rules, regulations, and/or Permit levels; flow or conditions exceeding the design parameters of the existing Facilities; product water containing abnormal, toxic, hazardous, and/or other substances which violate any and all federal, state and local statutes, rules, regulations, standards, levels or permits; and/or any other problems resulting from inability or inadequacy of the existing Facilities. The BRA shall be responsible for the costs and expenses of liability, damages, injury or loss (including administrative or civil fines and penalties) which may arise from the BRA's breach of any provision of this Agreement, or from the BRA's negligent operation and maintenance or willful acts, to the proportion such breach or negligence or willful act contributed to the damages, injury, or loss.

10.2 Notice of Claim.

If any action or claim is brought against a Party to this Agreement based upon an alleged act or omission in connection with the provision of the services contemplated by this Agreement, the Party receiving notice shall immediately notify the other Parties of such action, enclosing a copy of all papers served.

10.3 Continuation of Responsibility.

The responsibilities of the Parties under this Agreement shall survive termination of this Agreement to the extent that liabilities are attributable to actions or omissions before such termination.

ARTICLE 11.
PRE-EXISTING ENVIRONMENTAL CONDITIONS

11.1 Liability for Pre-Existing Environmental Conditions.

Any and all losses, damages, costs, expenses and liabilities of any and every nature arising out of or related to any Pre-Existing Environmental Condition, incurred by, assessed against, allocated to, imposed upon, charged to, or paid by the BRA, including, but not limited to, all costs and expenses of investigation, removal, remediation or correction of any Pre-Existing Environmental condition, all damages, fines, penalties, claims or liability for injury to persons, property or natural resources and reasonable attorneys' fees costs shall be paid by the CITY. It is the intent of this Agreement that the CITY shall be responsible and hold harmless the BRA for any and all losses, damages, costs expenses and liabilities of any and every nature arising out of or related to Pre-existing Environmental Condition. Any expenses, including attorneys' fees, incurred by the BRA in connection with a judicial proceeding initiated under this Section, shall constitute an Operation and Maintenance Expense to the CITY; provided, however, if the Court finds that the BRA acted in bad faith in contesting the issues presented in such judicial proceeding, then the BRA shall bear its cost of litigation and such cost shall not be considered an Operation and Maintenance Expense.

11.2 Notice of Claim.

If any action or claim is brought against a party to this Agreement based upon an alleged act or omission in connection with the provision of the services contemplated by this Agreement, the party receiving notice shall immediately notify the other party of such action, enclosing a copy of all papers served.

11.3 Continuation of Responsibility.

The responsibilities of the Parties under this Agreement shall survive termination of this Agreement to the extent that liabilities are attributable to actions or omissions before such termination or attributable to a Pre-existing Environmental Condition.

ARTICLE 12.
OPERATION OF FACILITIES

12.1 Operations Under the New Agreement.

The BRA shall assume operation and maintenance responsibility for the Facilities under the terms of this Agreement on the effective date of this Agreement, the same being the Commencement Date. Prior to the Commencement Date of this Agreement, the BRA and the CITY shall inventory all materials, supplies, equipment and tools and provide an initiation inventory, attached hereto and incorporated by reference herein as "Exhibit C", which shall be made available to the BRA for use in such operation. In addition, the BRA and the CITY shall jointly perform an Inspection of the Facilities and provide a mutually agreed report on the condition of the Facilities attached hereto and incorporated by reference herein as "Exhibit E".

12.2 Standard of Operation and Maintenance of Facilities.

The BRA shall operate or cause the Facilities to be operated in an efficient and economical manner and in accordance with sound business principles, and in accordance with Reasonable Standards. The BRA agrees to use reasonable diligence and care to continually hold itself ready, willing and able to render the services contemplated by this Agreement.

12.3 Independent Contractor; CITY Not to Manage or Operate.

The BRA shall be responsible for the operation of the Facilities and will be an independent contractor in fulfilling all of the obligations under this Agreement.

12.4 Regulator Action.

The Parties recognize that the obligations of the BRA to render services as provided in this Agreement are subject to all present and future Permits, rules and/or regulations issued or adopted from time to time by numerous regulatory authorities and the Parties agree to cooperate to make such applications and to take such action as may be necessary or desirable to obtain compliance therewith.

12.5 Third Party Agreements to Operate and Maintain.

The BRA may enter into agreements with one or more third parties to assist the BRA in the performance of its obligation to operate and maintain the Facilities.

12.6 Inspection.

The CITY will permit the BRA and its environmental consultants to enter the Facilities during normal business hours to conduct an environmental assessment to determine the environmental condition of the property and to have access to the books and records of the CITY related to the Facilities.

12.7 Repair and Replacement Fund.

The BRA shall include a Repair and Replacement Fund which shall be incorporated into the Annual Budget and shall be held in an interest bearing account.

12.8 Determination of Necessity to Repair.

The BRA shall be responsible for determining the necessity of any Repairs or Replacements. Upon making any determination that Repairs or Replacements are required, the BRA shall promptly notify the CITY's Director of Public Works. The BRA shall procure, design, construct, acquire, and/or install any such improvements related to the Repairs or Replacements. At the request of the CITY after the completion of the Repairs or Replacements and at the CITY's expense, the BRA shall provide a written report that specifies in reasonable detail the Repairs or Replacements and the cause of the emergency.

12.9 Restoration of Repair and Replacement Fund.

For each Fiscal Year, the BRA shall include, as a component of the Reconciliation Value, an amount sufficient to restore the Repair and Replacement Fund to the minimum balance as set forth in the Annual Budget.

**ARTICLE 13.
TERM AND TERMINATION**

13.1 Term.

Unless terminated pursuant to the provisions hereof or by mutual agreement of the Parties hereto, this Agreement shall continue in force and effect for a period of five (5) years from the Commencement Date. Thereafter, this Agreement may be renewed by agreement of the Parties.

13.2 Termination.

(a) This Agreement may be terminated as follows:

(i) By the BRA or the CITY upon written notice in the event of the following:

- (1) any Federal, State or local agency should fail to issue any of the Permits or if any of the Permits should be revoked modified or amended such that it becomes impossible or illegal for the BRA to perform its obligations under this Agreement;
- (2) any order or ruling should be enacted, promulgated or issued by any governmental agency having jurisdiction over the subject matter of this Agreement and the effect of such change, order or ruling makes it impossible or illegal for the BRA to perform its obligations under this Agreement; or
- (3) some other event occurs which makes the continued operation of the System impossible;

(ii) By the BRA for any reason, upon providing not less than one hundred eighty (180) days written notice to the CITY or by the CITY for any reason, upon providing not less than one hundred eighty (180) days written notice to the BRA.

(b) The Parties agree to notify each other immediately upon receipt of notice of any action proposed by a Federal, State, or local agency to revoke, modify, or amend any of the Permits or any action by any governmental agency having jurisdiction over the subject matter of this Agreement proposing a change, order, or ruling which would make impossible or illegal for the BRA to perform its obligations under this Agreement.

(c) Upon termination of this Agreement, all obligations of all of the Parties under this Agreement shall terminate and be of no further force and effect, except to the extent that it is specifically stated herein that any such obligations shall survive termination.

(d) Upon termination of this Agreement, the BRA agrees to cooperate with the CITY, where reasonably possible, to assist in the CITY's assumption of the operation and maintenance of the Facility. Additionally, the CITY agrees to pay the BRA for all outstanding amounts due under the terms of this Agreement.

ARTICLE 14. MISCELLANEOUS PROVISIONS

14.1 Research and Development.

If the BRA or the CITY reasonably determine that research or development is required to comply with the Permits as originally issued or as subsequently modified or amended, the BRA may perform such research or development as an Additional Service.

14.2 Force Majeure.

In the event any party to this Agreement is rendered unable, wholly or in part, by force majeure to carry out any of its obligations under this Agreement, excluding the obligation to make the payments required under this Agreement, then the obligations of such party to the extent affected by such force majeure and to the extent that due diligence is being used to resume performance at the earliest practicable time, shall be suspended during the continuance of any inability so caused to the extent provided but for no longer period. As soon as reasonably possible after the occurrence of the force majeure relied upon, the party whose contractual obligations are affected thereby shall give notice and full particulars of such force majeure to the other party. Such cause, as far as possible, shall be remedied with all reasonable diligence. The term "force majeure," as used herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, orders of any kind of the government of the United States or the State of Texas or any civil or military authority other than a party to this Agreement, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, civil disturbances, explosions, breakage or damage to machinery or equipment, or impossibility by operation of law, which are not within the control of the party claiming inability to perform under this Agreement and such problem could not have avoided by the exercise of due diligence and care. It is understood and agreed that any force majeure shall be remedied with all reasonable dispatch.

14.3 Remedies Upon Default.

Prior to instituting litigation, the Parties agree to first attempt to resolve any dispute related to this Agreement through direct discussions in the spirit of mutual cooperation, and may engage in mediation or other alternative dispute resolution methods as mutually agreed between the Parties. If neither a negotiated nor mediated resolution is obtained, the Parties may pursue any available legal or equitable remedy, including specific performance and mandamus. No right or remedy granted herein or reserved to the Parties is exclusive of any other right or remedy herein by law or equity provided or permitted; but each shall be cumulative of every other right or remedy given hereunder. The Parties expressly agree that this Agreement constitutes a

contract for goods and services in accordance with Chapter 271, Subchapter I of the Texas Local Government Code in that the BRA shall be providing wastewater treatment and disposal services to the CITY and that the provisions thereof apply to and govern claims regarding this Agreement, with the exception that attorneys fees are expressly excluded and shall not be awarded to any Party under any circumstances.

14.4 Waiver.

No waiver on any breach or default (or any breaches or defaults) by any party hereto of any terms, covenants, conditions or liability hereunder, or of performance by the other party of any duty or obligation hereunder, shall be deemed or construed to be a waiver of subsequent breaches or defaults of any kind under any circumstances.

14.5 Addresses and Notices.

All notices which the BRA or the CITY may be required, or may desire, to serve on the other shall be in writing and shall be served by personal delivery or by depositing the same with the U.S. Postal Service, first-class or certified mail, postage prepaid, return receipt required, and addressed to the respective party at the addresses set forth below. All notices shall be deemed received within five (5) business days. The addresses stated shall be effective for all notices to the respective Parties until written notice of a change of address is given pursuant to the provisions hereof:

BRA:
BRAZOS RIVER AUTHORITY
4600 Cobbs Drive
P.O. Box 7555 Waco, Texas 76714-7555

CITY: (for Notices)
CITY OF HUTTO
Director of Public Works
401 West Front Street
Hutto, Texas 78634

CITY: (for Invoices)
CITY OF HUTTO
Director of Finance
401 West Front Street
Hutto, Texas 78634

The Parties shall have the right from time to time and at any time to change their respective addresses and each shall have the right to specify as its address any other address by at least fifteen (15) days written notice to the other party.

14.6 Modification.

This Agreement shall be subject to change or modification only with the written mutual consent of each of the Parties hereto.

14.7 Assignability of this Agreement.

This Agreement, and all rights, duties and obligations hereunder, shall not be assignable by either Party without the prior written consent of the other Party.

14.8 Parties in Interest.

This Agreement shall be for the sole and exclusive benefit of the BRA and the CITY and shall not be construed to confer any benefit or right upon any third party.

14.9 Severability.

The provisions of this Agreement are severable and if any word, phrase, clause, sentence, paragraph, section or other part of this Agreement or the application thereof to any person or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such work, phrase, clause, sentence, paragraph, section or other part of this Agreement to other persons or circumstances shall not be affected thereby.

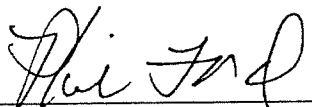
14.10 Representations and Warranties.

Each party hereto represents and warrants to the other that (1) such party is validly existing and operating under the laws of the State of its creation or incorporation, as applicable, and the laws of the State of Texas; (2) such party has full requisite power and authority to perform its obligations under this Agreement; (3) the execution, delivery and performance of this Agreement has been duly authorized by all necessary action of the governing body, or board of directors, as applicable, of such Party; (4) this Agreement is a valid and binding obligation of such Party enforceable against such Party in accordance with its terms, except as such enforceability may be limited by applicable bankruptcy, insolvency or other law affecting creditors rights generally and by general equitable principles; and (5) the execution, delivery and performance of this Agreement by such party does not, and will not: (A) violate the statute, character or other instrument pursuant to which such party was created; (B) violate the Constitution of the State of Texas, or any other law, rule or regulation by which such party is bound; (C) violate any judgment, writ, order, injunction, award or decree of any court, arbitrator, administrative agency or other governmental BRA which is binding upon such party; or (D) result in a material breach, violation or default under any indenture, covenant, mortgage, ordinance, bond resolution, contract, deed of trust, debenture, agreement or other instrument to which such Party is a party.

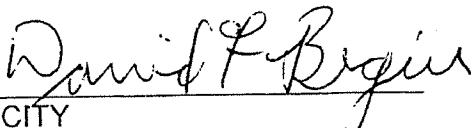
14.11 Merger.

This Agreement, together with the exhibits attached hereto, constitutes the entire Agreement between the Parties relative to the subject matter hereof.

This Agreement is executed effective as of this 15th day of July,
2010.



BRAZOS RIVER AUTHORITY
Phil Ford, GM/CEO



CITY
David Begier, Mayor

List of Exhibits

"Exhibit A"	Scope of Work	Section 2.1
"Exhibit B"	The Facilities	Section 2.1
"Exhibit C"	CITY Equipment Inventory	Section 2.1
"Exhibit D"	Inadmissible Wastes	Section 9.1
"Exhibit E"	Inspection of the Facilities	Section 12.1

Exhibit A

SCOPE OF WORK

BRA will:

Personnel Staffing

1. Provide qualified personnel to operate and maintain the Facilities pursuant to this Agreement. The BRA will staff the Facilities to meet the requirements specified in the Permits and budgeted level of service.
2. Identify BRA employees and vehicles with badges and/or appropriate decals.
3. Manage any BRA personnel issues of BRA personnel operating and maintaining the Facilities such as hiring, worker's compensation, termination, performance counseling, safety, and training.
4. Minimize overhead expenses and administrative costs.
5. Provide a semi-annual and annual report on direct labor charges in the format presented in the budget adopted by the City
6. Use generally accepted accounting and internal control standards in performing all financial transactions.

Communications

7. Respond to inquiries, complaints, and concerns in a professional, courteous, and timely manner. Use best efforts to promote good relations with the City's customers, stakeholders, regulators, and residents.
8. Monitor and track all complaints and inquiries received from the public, if any. Notify the City of all complaints and inquiries.
9. Respond to any routine inquiries or reporting requirements of any governmental authority or their consultants in a prompt and professional manner.
10. Communicate in a proactive, prompt, and professional manner to affected parties, media, stakeholders, and regulators regarding overflows, or other operations and maintenance matters that will affect the public. Promptly notify the City of such communications.

Coordination of Services and Operations

11. Coordinate operations and maintenance of the Facilities with neighboring entities or corporations as necessary or as requested by the City.

Meeting Preparations and Attendance

12. Attend City Council meetings and any special meetings at which the City requests the BRA's attendance. Provide routine operating and financial information.
13. Attend City meetings regarding the Facilities. Provide routine operating and financial information.

Permits and Document Management

14. Complete, in a timely manner, all required documentation and pay all fees for TCEQ, United States Environmental Protection Agency, the Permits related to the operation and maintenance of the Facilities, including but not limited to the monthly discharge monitoring reports, industrial stormwater monitoring and reporting, and sanitary sewer overflow reports.
15. Dispose of records in accordance with BRA and CITY records retention policies.
16. Manage and maintain in an efficient, organized, and readily available manner in the original format provided, using information technology tools as appropriate, the following to the extent possible:
 - a comprehensive and detailed asset listing of the components of the Facilities delivered to the BRA by the City,
 - a comprehensive and detailed list of easements associated with the Facilities provided by the City,
 - water quality analyses,
 - billing documents and all budgets,
 - documentation of overflows, bypasses, and Facility failures,
 - documentation of repairs to the Facilities by the BRA after the effective date of this Agreement,
 - a comprehensive list and documentation of maintenance of Facility equipment and vehicles,
 - documentation of safety issues and actions,
 - internal and vendor inspection reports,

Budget and Accounting

17. Make recommendations and prepare the Annual Budget in a timely manner. Provide the City a copy of the documents and backup documentation if requested.
18. Monitor, track, and regularly report the expenses related to the Annual Budget.
19. Submit accurate and timely billings to the City in accordance with this Agreement.

20. Promptly pay all vendors and third party contractors. All penalties and interest due on late payments shall be BRA's responsibility and shall not be charged to the City, unless such penalties and interest due were incurred based upon the direction of the City.
21. Accurately reflect all City payments prior to any Reconciliation Value calculations.
22. File and monitor any insurance claims in a timely manner.
23. Inventory and maintain a listing of Facility equipment and vehicles, and the value of all such assets that are acquired after the execution of this Agreement.

Facility Monitoring and Emergency Response

24. Maintain 24-hour-per-day telephone dispatch service, with qualified personnel available to respond in the event of an emergency. The telephone number for such service shall be displayed at all gated facilities..
25. Emergency services shall include services required as a result of a hazardous condition, or problem that would cause an unauthorized discharge or damage to personal property, a Permit violation, endanger the public's health and safety, a serious degradation of water quality at one or more customer locations or a condition which, in the opinion of the BRA or the City's representative, poses an immediate threat to develop into one of the emergencies listed above. In the event of an emergency, the BRA shall have the authority to act without special instruction or authorization from the City in order to prevent or minimize damage, injury or loss resulting from such emergency.
26. Ensure Facility lift stations and other critical equipment have reliable alarm systems to monitor equipment operations, capacities, and electrical power.
27. Monitor and respond to any automated alarm systems installed in the Facilities.
28. Assist, when requested, in inspections related to City connections to the Collection System.
29. Coordinate, manage and report overflow response and remediation for the Facilities.
30. Advise the City of recommended Capital Improvements when necessary and as part of the Annual Budget preparation.
31. Advise the City of Emergency Repairs in a timely manner.

32. Monitor flows and respond to odor complaints of the Facilities. Monitor permitted water quality characteristics in the Facilities. Advise the City of anomalies, trends, and results of improvements.
33. Provide all verbal and written notice of Permit exceedances or violations to TCEQ in accordance with the provisions of the Permits and copy the City on such notifications.
34. Provide all responses to TCEQ inspections in consultation with the City. Implement any corrective actions requested by TCEQ and notify the City.
35. Respond to all overflows and failures associated with the Facilities in a timely, organized, and efficient manner to minimize or eliminate environmental, public health and safety, and financial impacts.

Operation of Facility

36. Provide personnel, materials, vehicles, equipment, and hand tools necessary for the routine operation of the Facilities. City of Hutto Facilities' equipment as described in Exhibit B of this Agreement will be made available to BRA personnel for continued use on the Facilities. The BRA shall replenish all supplies necessary for the continuing operation of the Facilities.
37. Provide licensed operators to operate the Facilities and to perform all inspections, tests, sampling and laboratory analyses of such Facilities in compliance with Regulatory Requirements, the Permits, or by this Agreement.
38. Exercise and repair Facilities valves, equipment, and vehicles as necessary to maintain reliable performance.
39. Optimize the use of chemicals and electricity for the Facilities.
40. Manage all contracted services related to the Facilities daily operations such as chemical delivery and sludge disposal.

Maintenance and Repair of Facilities

41. Maintain a scheduled maintenance program including an updated maintenance checklist, schedule of maintenance, and replacement program based on equipment manufacturers' recommendations and staff experience.
42. Perform all preventive maintenance, including, but not limited to, routine cleaning, lubrication and adjustment of equipment, cleaning or replacement of filters and belt adjustments required pursuant to the scheduled maintenance program established in accordance with the preceding subparagraph, and record all equipment serviced and the procedures and supplies utilized in order to provide an up-to-date history of all service, maintenance and

replacements provided. As directed by the City, the BRA will be responsible for maintaining all manufacturers' warranties on Facility equipment and vehicles purchased for the Facilities after the Effective Date of this Agreement.

43. Monitor, track, and report the amount of preventive maintenance compared to reactive maintenance.
44. Inspect, clean and maintain appearance of Facility, including mowing and trimming of ground cover, in accordance with industry standards.
45. Inspect the Facility with CITY staff on a quarterly basis.
46. Use generally accepted business practices to procure materials and replacement equipment. The BRA shall not be responsible to the City for any guarantees in connection with such materials or replacement equipment. The BRA shall use its best efforts to maintain the normal guarantees applicable in the particular industry manufacturing such materials or replacement equipment.

Reporting

47. Complete and certify any documents required for routine self-monitoring and/or self-reporting purposes. Prepare and submit all routine operational and/or regulatory reports required by the Permits and in compliance with Regulatory Requirements.
48. Prepare monthly reports in a format and method acceptable to the City showing:
 - gallons treated for the month and cumulatively,
 - variance report for the budget and actual expenses,
 - percentage of preventive maintenance activities compared to preventive and reactive maintenance,
 - wastewater inflow parameters versus treated discharge parameters in relation to permit requirements, and
 - operational issues and associated corrective actions for problems with wastewater quality, major equipment, overflows, inflow and infiltration, safety, etc.

Exhibit B

THE FACILITIES

AS OF JUNE 10, 2010

Being those facilities, equipment and related improvements reasonable and necessary to receive, treat and discharge wastewater, including but not limited to the following:

- 1 - 200,000 gallon per day PEECO wastewater treatment plant (currently not in service)
- 2 - 1.5 million gallon per day wastewater treatment plant consisting of the following:
 - 1 raw wastewater influent lift station
 - 1 screening area with 1 mechanical bar screen
 - 1 grit classifier and washer
 - 2 aeration basins
 - 2 clarifiers
 - 2 chlorine contact basins
 - 2 sludge holding basins
 - 1 chlorine building
 - 1 sulfur dioxide building
 - 1 metering station
 - 2 emergency generators
 - associated pumps, motors, blowers, auto samplers and other appurtenances
- 3 – Office/Lab Building

All of the Facilities are located on a 14.463 acre tract of land owned by the CITY in the William Gatlin Survey, Abstract No. 271, situated in the City of Hutto, Williamson County, Texas.

Exhibit C

CITY INVENTORY

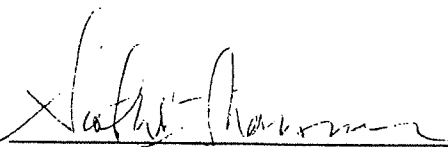
AS OF JUNE 10, 2010

On this day, representative of the CITY and BRA inspected the Facilities and have completed an inventory of City tools, supplies, chemicals and other expendable items which the BRA shall be entitled to utilize to operate and maintain the Facilities. The CITY inventory includes, but is not limited, to the following:

	Description	Quantity
1	MSA Model 410 SCBA	1
2	Hach Pocket Chlorimeter SN 5953000	1
3	Hach CL-17 Chlorine Analyzer SN 061000017048	1
4	Hach CL-17 Chlorine Analyzer SN 061000017077	1
5	Hach CL-17 Chlorine Analyzer SN 030400007097	1

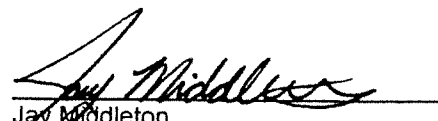
Pursuant to Article 2.1, the BRA shall replenish all supplies and inventory necessary for the continuing operation of the Facilities.

By:



Scot Stromsness
Director of Public Works
City of Hutto

By:



Jay Middleton
Regional Wastewater Superintendent
Brazos River Authority

Exhibit D

INADMISSIBLE WASTES

In accordance with the provisions of Article 9 of the Wastewater Services Agreement, the CITY agrees to comply with 40 CFR 403.5, "National pretreatment standards: Prohibited discharges". Additionally, the CITY agrees not to discharge, or allow to be discharged to the Facilities, any pollutant which causes pass-through or interference with the operation of the Facilities, or causes a violation of the Facilities' Federal or State discharge permit.

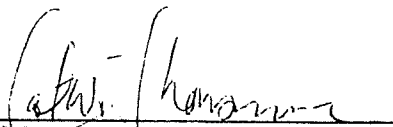
Exhibit E

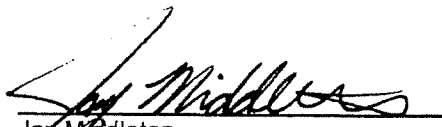
INSPECTION OF THE FACILITIES

AS OF JUNE 10, 2010

On this day, representatives of the CITY and BRA jointly made an inspection of the Facilities and found the equipment, machinery and structures are operable and in good working order in accordance with its remaining usable life with the following exceptions:

- 1 - 200,000 gallon per day PEECO wastewater treatment plant (currently not in service)
 - Aeration – replace existing drops and remove/clean all diffusers
 - Clarifiers – replace sprockets, gears and chain
 - Knife valves – replace or rehab existing valves
 - Effluent flow meters – replace both meters
 - Blowers – remove/rehab all six blowers
 - Chlorination – replace regulators, chlorinators, scales and analyzers; inspect/test and replace PVC piping as needed
 - General – inspect/overhaul motors, gearboxes, etc as needed
 - Add safety lighting as needed
 - Misc small repairs
- 2 - 1.5 million gallon per day wastewater treatment plant consisting of the following:
 - None
- 3 - Office/Lab Building
 - None

By: 
Scot Stromsness
Director of Public Works
City of Hutto

By: 
Jay Middleton
Regional Wastewater Superintendent
Brazos River Authority

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 10C.

AGENDA DATE: August 02, 2018

PRESENTED BY: Matthew Rector, PE, CFM, Executive
Director of Engineering and Public
Works

ITEM:

Consideration and possible action on a resolution authorizing the City Manager to approve the design changes and subsequent change orders for the design and construction of the Innovation Business Park infrastructure. (Matt Rector)

STRATEGIC GUIDE POLICY: Infrastructure & Growth

ITEM BACKGROUND:

On April 13, 2017, the City Council approved a resolution to execute a development agreement between the City of Hutto, Titan Innovation Business Park LLC., and Chris and Clay Schneider and Veronica Bolander. As part of the development agreement, the City has agreed to design and construct approximately 3,500 linear feet of road, storm water drainage infrastructure, utility extensions, landscaped buffer area, and a regional retention pond with a hike and bike trail.

On May 18, 2017, the City Council approved a resolution to execute an agreement engaging a design firm for the design of the infrastructure for the Industrial Park Development.

On September 21, 2017, the City Council approved a resolution to execute an agreement for the construction of the Industrial Park Development.

Part of the requirements of these improvements was the coordination with the United States Army Corps of Engineers (USACE) for permitting of the improvements along the creek that flows across the property. USACE has rejected the original submittal and as a result some alterations to the design are required. This item is to approve those changes and to authorize the approval of the subsequent change orders.

BUDGETARY AND FINANCIAL SUMMARY:

The cost implications are yet to be determined once the design changes are approved and negotiations with the contractor can begin.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

None.

CITY ATTORNEY REVIEW:

None.

STAFF RECOMMENDATION:

Staff recommends the approval of the resolution.

SUPPORTING MATERIAL:

There are no supporting documents.

**CITY OF HUTTO
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 10D.

AGENDA DATE: August 02, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Resolution authorizing the City Manager to execute an engagement letter with the audit firm Whitley Penn, LLP for fiscal year 2018 audit. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

It is a requirement of the City Charter to perform a audit each year over the financial statements of the City. The staff is presenting new audit firms for selection as we believe a new auditor would be beneficial.

BUDGETARY AND FINANCIAL SUMMARY:

Proposed auditor would either cost less or very similar to cost of the previous auditor.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends selection of the CPA firm Whitley Penn, LLP.

SUPPORTING MATERIAL:

1. [Resolution](#)
2. [W Penn Information](#)
3. [W Penn Engagement](#)

RESOLUTION NO.

A RESOLUTION APPROVING THE CITY MANAGER TO EXECUTE AN ENGAGEMENT LETTER WITH THE AUDIT FIRM WHITLEY PENN FOR THE FISCAL YEAR 2018 AUDIT.

WHEREAS, The City Charter, Section 8.14, requires at the close of each fiscal year and at other times as necessary, the City Council shall have a certified public accountant conduct an independent audit of all accounts of the City. The certified public accountant shall have no personal interest in the financial affairs of the City or of its officers. A summary of the results of the completed audit shall be on file in the City Secretary's office as a public record and shall be posted on the City's website and;

WHEREAS, The City accepted bids and the staff choice Whitley PennLP has been presented.

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

The City Manager is authorized to execute an engagement letter with the audit firm Whitley Penn for the fiscal year 2018 audit.

CONSIDERED and RESOLVED by the City Council of the City of Hutto on this the **2nd** day of **August, 2018**.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa L. Brown, City Secretary

RFQ 18-04 Score Sheet

	Proposal	Qualifications & Experience	Meets needs	Relationship with City	Total
Whitley Penn	90	90	90	90	360
Eide Bailey	80	80	80	70	310
Weaver and Tidwell	90	80	80	70	320
Patillo, Brown, and Hill	80	80	80	90	330

EXECUTIVE SUMMARY

Best In Class Service

For the past sixteen years Whitley Penn has been named in the “Best of the Best” listing in *INSIDE Public Accounting Report* of the top 25 accounting firms in the country. In 2012 was the first year that *INSIDE Public Accounting* ranked the top 25 firms in its annual listing, and **Whitley Penn was ranked #1**. *INSIDE Public Accounting* is a national monthly publication that reports on the accounting industry. The rankings are based on fiscal and management metrics, such as quality, lack of litigation, retention of clients and personnel, and growth. You will receive “best of class” service from highly competent professionals.

Significant Texas Municipality experience and Dedicated Public Sector Team

Work in the area of Texas municipalities is a significant portion of our firm’s practice. Although founded in 1983, Whitley Penn has public sector auditing roots that stretch back into the early 1970’s in Galveston, Harris and Fort Bend Counties. We currently serve as auditors for over 80 governmental entities. Our partners have been recognized for their expertise and have conducted seminars on various governmental accounting, auditing and financial reporting topics for the Texas Society of CPAs, other CPA firms, the Texas Association of School Business Officials and the Government Finance Officers Association of Texas. We have a dedicated Public Sector group. These individuals work solely on governmental entities all year round. Our partners hold the advanced **single audit certificate** issued by the AICPA.



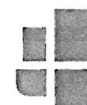
Knowledgeable Professionals in Many Fields staff

Our firm is a regional firm with more than 425 people in Austin, Dallas, Fort Worth, and Houston with diverse experience and knowledge. Whitley Penn, LLP is the 47th largest firm in the nation based on 2017 rankings. We have an extensive team of experienced audit, tax, and valuation professionals that we will be able to draw upon as needed. For the past seventeen years Whitley Penn, LLP was named in the “Best of the Best” listing in *INSIDE Public Accounting* report of the top 25 accounting firms in the country. *INSIDE Public Accounting* is a national monthly publication that reports on the accounting industry. 65% of our professionals are CPAs, which is significantly higher than other firms in our markets. You will receive “best of class” service from highly competent professionals.



Experienced Engagement Leadership

Whitley Penn offers four partners, with experience ranging from 10 to 40 years, who are dedicated to municipalities and other governmental entities. All of our management staff receives annual training in governmental auditing, accounting and financial reporting. Our firm is also in the process of planning and performing the services you have requested for our existing municipal clients. We have extensive experience in performing management and performance review services for Texas state agencies, for agencies in other states and for local governments in Texas and other states.



BIOGRAPHIES

PRACTICE

Audit Services - Public Sector

EDUCATION

B.B.A. in Finance from the
University of Houston

SIMILAR ENTITIES SERVED:

- City of Buda
- City of Fulshear
- City of Humble
- City of Jersey Village
- City of Katy
- City of Oak Ridge North
- City of Manvel
- City of Missouri City
- City of Pearland
- City of Richmond
- City of Round Rock
- City of Stafford
- City of Sugar Land
- Fort Bend County
- Lone Star College System
- Navarro College District
- Schreiner University
- Texas Southern University
- Greater Harris
County 9-1-1 Emergency
Network
- Greenspoint District
- Harris County Department
of Education
- Houston-Galveston Area
Council



Lupe Garcia, CPA

Engagement Partner/Concurring Partner

Phone: 713-386-1149

Cell: 832-573-6825

Fax: 713-386-1197

Lupe.Garcia@whitleypenn.com

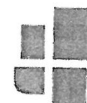
Experience

- 11 years of experience auditing and performing other attest engagements for various governmental entities, including counties, cities, school districts, other special-purpose governments, and non-profit organizations school districts, cities, counties, council of governments and other special purpose districts
- Responsible for all aspects of the assurance process including planning, internal control evaluation, risk assessment, fieldwork, and report issuance and engagement closure
- Earned the AICPA's Single Audit Certificate
- Assist in training staff in accordance with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), *Government Auditing Standards* (GAS) promulgated by the U.S. Government Accountability Office, and the Office of Management and Budget (OMB) requirements under Uniform Grant Guidance
- Perform agreed-upon procedures for school districts related to state compensatory education, leaver data, and PEIMS reporting
- Responsible for preparation and review of Comprehensive Annual Financial Reports that have been awarded the Certificate of Achievement for Excellence in Financial Reporting.



Professional & Civic Organizations

- American Institute of Certified Public Accountants
- Texas Society and Houston Chapter of Certified Public Accountants
- Texas Association of School Business Officials
- Government Finance Officers Association of Texas
- Member of GFOA Special Review Committee



July 26, 2018

To the Honorable Mayor, Members of
City Council and the City Manager
City of Hutto, Texas

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Hutto, Texas (the "City"), as of September 30, 2018, and for the year then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents. In addition, we will audit the City's compliance over major federal award programs for the period ended September 30, 2018. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the City's major federal award programs.

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Information – General Fund
- 3) Schedule of Changes in the Net Liability and Related Ratios (Pension and Other Post-Employment Benefits (OPEB))
- 4) Schedule of Contributions (Pension and OPEB)

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Combining and Individual Fund Statements and Schedules

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- 1) Introductory Section
- 2) Statistical Section

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of the City's major federal award programs compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws and regulations and the provisions of contracts

and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the City's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the City's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For safeguarding assets;
4. For identifying all federal awards expended during the period including federal awards and funding increments received prior to December 26, 2014, and those received in accordance with the Uniform Guidance generally received after December 26, 2014;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
6. For the design, implementation, and maintenance of internal control over compliance;
7. For identifying and ensuring that the City complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities and its federal award programs;
8. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
9. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;

10. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
11. For submitting the reporting package and data collection form to the appropriate parties;
12. For making the auditor aware of any significant vendor / contractor relationships where the vendor / contractor is responsible for program compliance;
13. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
14. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
15. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets; and
16. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees and Timing

The timing of our audit will be scheduled for performance and completion as follows:

Document internal control and preliminary tests September 2018

To the Honorable Mayor, Members of
City Council and the City Manager
July 23, 2018
Page 6

Inventory Observation (for material balances)	September 30, 2018 or agreed upon date
Perform year-end audit procedures	December 2018/January 2019
Issue audit reports	February 2019
Present to City Council	March 2019

Guadalupe R. Garcia is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Whitley Penn, LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for the audit services will be based on the amount of time required and the difficulty of the work involved which we estimate to be \$73,995.

Financial Statement Audit	\$60,495
Single Audit – 1st Major Program	5,500
Financial Statement Preparation (CAFR)	8,000
Total	<u>\$73,995</u>

The fee estimate for the audit is based on anticipated cooperation from the City's personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation and payment is due in Tarrant County. You agree to pay reasonable attorney fees and collection costs incurred relating to collection of fees for services performed under the terms of this engagement. In accordance with Whitley Penn, LLP policy, work may be suspended if your account becomes 30 days or more past due and will not resume until your account is paid in full. In addition, invoices not paid in full by the last day of the month will be assessed interest at a rate of one percent per month. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been complete even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Our final auditors' report will be released upon final payment of any outstanding invoices.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We would like to make the following comments regarding the fee estimates:

- 1) Our fee estimates have not considered the effects of any changes to auditing standards and accounting principles, which may be promulgated by the AICPA, Congress, or any other regulatory body in the future and are unknown to us at this time. If significant additional time is necessary

resulting in increased fees, we will endeavor to notify you of any such circumstances as they are assessed.

- 2) The City's personnel are responsible for the preparation of all items requested in the Prepared by Client ("PBC") listing and received by the date requested. Any delays caused by not preparing the items when requested may result in additional fees, as well as the possibility of postponing our fieldwork. The PBC listing will be provided to you during the planning process of the engagement.
- 3) Time incurred for audit adjustments identified during our audit and the related additional testing required has not been considered in our fee estimates. Prior to performing any additional testing, we will notify you of the exceptions and obtain approval for any additional fees which may be incurred.
- 4) Our fee estimates are based on all general ledger sub ledgers being reconciled to the general ledger balance and any adjustment necessary should be recorded to the general ledger prior to our fieldwork start date.

The ethics of our profession prohibit the rendering of professional services where the fee for such services is contingent, or has the appearance of being contingent, upon the results of such services. Accordingly, it is important that our bills be paid promptly when received. If a situation arises in which it may appear that our independence would be questioned because of significant unpaid bills, we may be prohibited from issuing our auditors' report.

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expense of both parties, the City and Whitley Penn, LLP agree not to demand a trial by jury in any action, proceeding or counterclaim arising out of or relating to our services and fees for this engagement. Any controversy, dispute, or questions arising out of or in connection with this agreement or our engagement shall be determined by arbitration conducted in accordance with the rules of the American Arbitration Association, and any decision rendered by the American Arbitration Association shall be binding on both parties to this agreement. The costs of any arbitration shall be borne equally by the parties. Any and all claims in arbitration relating to or arising out of this contract/agreement shall be governed by the laws of the State of Texas and to the extent any issue regarding the arbitration is submitted to a court, including the appointment of arbitrators or confirmation of an award, the District courts in Williamson County shall have exclusive jurisdiction. Any action arising out of this agreement or the services provided shall be initiated within two years of the service provided.

This letter replaces and supersedes any previous proposals, correspondence and understanding, whether written or oral. The agreements contained in this engagement letter shall survive the completion or termination of this engagement.

To ensure that Whitley Penn, LLP's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Whitley Penn, LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to your pass-through regulatory entity and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision Whitley Penn, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Honorable Mayor and Members of City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

To the Honorable Mayor, Members of
City Council and the City Manager
July 23, 2018
Page 9

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Whitley Penn LLP

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of City of Hutto, Texas by:

Name: _____

Title: _____

Date: _____

Name: _____

Title: _____

Date: _____



SYSTEM REVIEW REPORT

June 25, 2015

To the Partners of Whitley Penn LLP and the
National Peer Review Committee of the AICPA

We have reviewed the system of quality control for the accounting and auditing practice of Whitley Penn LLP (the Firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examinations of service organizations (Service Organization Control (SOC) 1 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of Whitley Penn LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2015, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Whitley Penn LLP has received a peer review rating of *pass*.

Olsen Thielen & Co., Ltd.

A handwritten signature in cursive script that reads "Olsen Thielen & Co., Ltd.".

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 10E.

AGENDA DATE: August 02, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Consideration and possible action on a resolution concerning Outside Agency Funding allocations and authorizing the City Manager to execute all Interlocal Agreements established with Outside Agencies for the 2018-2019 Fiscal Year. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The Outside Agency applicants gave to the City Council their presentations for funding requests. The following are the funding requests from the applicants.

BUDGETARY AND FINANCIAL SUMMARY:

City staff estimates a total of \$114,272 available for funding for outside agency funding, based on .75% of estimated General Fund revenues, including certified property tax value. The outside agency application requests total \$150,200. The allocations are based on City Council's recommendation.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Not applicable.

SUPPORTING MATERIAL:

1. [Resolution](#)

RESOLUTION NO. R-

A RESOLUTION APPROVING OUTSIDE AGENCY FUNDING RECOMMENDATIONS AND AUTHORIZING CITY MANAGER TO ENTER INTO INTERLOCAL AGREEMENTS WITH ORGANIZATIONS FOR FISCAL YEAR 2018-19 FOR THE CITY OF HUTTO, TEXAS

WHEREAS, the City of Hutto's Fiscal and Budgetary Policy sets aside .75% of the estimated General Fund Revenues to support outside agencies and organizations that provide core services to the citizens of Hutto; and

WHEREAS, all organizations submitted completed applications for funding to the City of Hutto during the 2018-19 Fiscal Year budget process; and

WHEREAS, each outside agency application was evaluated for the number of Hutto citizens served, type of service offered and whether other organizations in the community provide the same service, availability of other funding sources, and demonstration of ability to adhere to the guidelines outlined in the Outside Agency Funding Policy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS, that the Hutto City Council hereby approves the Outside Agency Funding recommendations as presented in Exhibit A; and that the City Manager is hereby authorized and directed to execute an Interlocal Agreement with the approved organizations on behalf of the City.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED on this the **2nd** day of the month **August, 2018**.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa L. Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 10F.

AGENDA DATE: August 02, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Presentation and discussion of the Proposed 2019-19 Annual Operating Budget. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The Hutto Charter requires that the City Manager present a proposed annual operating budget prior to August 15th. The proposed budget shall include a budget message and recommended budget for the ensuing year.

BUDGETARY AND FINANCIAL SUMMARY:

The Proposed 2017-18 Budget is presented to City Council by the City Manager per the City Charter.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Not applicable.

SUPPORTING MATERIAL:

1. [Proposed Budget 2018-2019](#)



PROPOSED
City of Hutto Budget
2018-2019



ANNUAL BUDGET FOR FISCAL YEAR

October 1, 2018 through September 30, 2019

MAYOR

Doug Gaul

MAYOR PRO TEM

Tom Hines

COUNCIL MEMBERS

Scott Rose, Place 1
Nathan Killough, Place 3
Tim Jordan, Place 4
Patti Turner, Place 5
Terri Grimm, Place 6

CITY MANAGER

Odis Jones

ASSISTANT CITY MANAGER

Helen Ramirez

STAFF

City Secretary	Lisa Brown
Chief of Police	Byron Frankland
Executive Director of Communication, Marketing & PIO	Eliska Padilla
Executive Director of Community Service	Scot Stromsness
Executive Director of Development Services	Ashley Lumpkin
Executive Director of Public Works & Engineering	Matt Rector
Executive Director of Human Resources	Allison Hosgood

CITY ATTORNEY

Mike Shaunessy
McGinnis Lochridge



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Hutto
Texas

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morill

Executive Director

The City of Hutto has been awarded the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) since Fiscal Year 2007.

The award is given for budgets that meet specific criteria as a policy document, financial plan, operations guide and a communications device.

The Proposed Fiscal Year 2018-2019 Budget has been created according to the guidelines set forth by the Government Finance Officers Association.

TABLE OF CONTENTS

Letter from the City Manager	5
General Fund Summary	19
General Debt Service Fund	28
General Capital Replacement Fund	29
General Capital Improvement Fund	30
Streets & Drainage Construction Fund	32
Solid Waste Fund	35
Utility Fund	37
Utility Debt Service Fund	43
Utility Capital Replacement Fund	45
Impact Fees Fund	46
Court Fees Fund	48
Hotel Tax Fund	49
PEG Fund	51
Red Light Camera Fund	52
Internal Service Fund	53
Special Events Fund	54
Park Improvement Fund	55
Organizational Chart for the City	59
Fiscal & Budgetary Policy	61
Hutto Boards & Commissions	75
Glossary	77
Acronyms & Abbreviations	85

[page intentionally left blank]



Mayor
Doug Gaul

Mayor Pro-tem
Tom Hines

Council Members
Scott Rose, Place 1
Tom Hines, Place 2
Nate Killough, Place 3
Tim Jordan, Place 4
Patti Turner, Place 5
Terri Grimm, Place 6

City Manager
Odis Jones

Mayor and City Council,

It is my honor to present the 2018-19 budget for your consideration. The 2018-19 budget is carefully crafted to enable a strategic and thoughtful response to the growing needs of the Hutto community. The 2018-19 budget continues to follow Hutto's conservative financial approach, while balancing the focus on economic development, an aging infrastructure, and the desire to grow and expand programs and services.

Hutto has turned the corner in its growth and development. The decisions we make today regarding our strategic plan – creating a well-balanced and diversified economy, public safety, fiscal responsibility, quality of life and services, and infrastructure and growth – will no doubt shape the future of Hutto for generations to come. It is no wonder the City Council identified these as top priorities. This proposed budget and work plan are formulated to enable City staff to work toward planning and driving positive results for each strategic goal, and to set the City of Hutto on a course for future prosperity.

The City is experiencing phenomenal growth. Hutto is in the midst of the largest economic boom in its 105-year history. The City has added more than 2,150 homes within the last six years, and expects to add more than 400 in 2018 alone. These 400 homes will add approximately 1,200 new residents who need services. This remarkable residential expansion is not expected to slow, as new subdivisions continue to develop. While such growth results in numerous positive results, it also brings about challenges. Hutto roadways are becoming congested. There are increased demands on infrastructure. There are more people in need of services from public safety, library, parks and recreation and the Williamson County Regional Animal Shelter. New subdivisions brought about by development are increasing the workload of Development Services and Public Works who are responsible for the upkeep of City infrastructure. Support service staff is also being stretched with increased grants, projects, heightened financial complexity and transparency to manage.

As the City continues to grow and expand its infrastructure, it is imperative that a long-term plan, including strategies and funding sources, be developed. The City Council accomplished this by adopting a new Strategic Plan in May 2017, and revised the plan in March 2018. With the exception of Farley Street and East Street, which were updated in 2018, much of the infrastructure in Hutto's historic Downtown has not been updated,

while infrastructure in subdivisions that have developed in the last 10-15 years are also now in need of maintenance. This budget addresses the above needs by adding both critical staff and funding. Staffing additions include four more patrol officers in the Hutto Police Department, while changes in funding allowed for the City to create a separate Streets, Drainage and Grounds Maintenance Fund in 2018 in order to address the long-term repairs and rehabilitation needs of streets and parks. Overall, these changes help develop economic growth by diversifying the tax base, bringing in additional property and sales tax revenue, easing the burden on residents, and continuing the implementation of the infrastructure master plans.

As the community continues to grow, the City must keep a steady pace to increase staffing levels needed to serve the expanding population. The City of Hutto had 102.50 FTEs, or “full-time equivalents,” at the beginning of the year, which resulted in Hutto holding a staffing ratio of 3.69 staff per 1,000 residents. This is the lowest staffing ratio among all of Hutto’s benchmark cities, with the average ratio being 7.14 per 1,000 residents. To keep up with the growing needs of the community, the City has been adding staff and resources to support programs and services in the community, as well as to maintain the City’s investment in its infrastructure. During 2018, the number of FTEs rose to 135.75, and with a population of approximately 27,833, the staffing ratio is now 4.85 staff per 1,000 residents. The proposed budget continues to add employees for a total addition of 14 FTEs, which includes four police officers, a warrant officer, a building code inspection officer, two recreation programmers, an administrative assistant for police, a criminal investigation sergeant, an additional janitorial staff member, a building maintenance supervisor, and two streets and drainage technicians. These, of course, will be added throughout the year to ensure appropriate timing of cash flows is met. Following next fiscal year, we should not see any immediate need for additional staff outside of continued normal growth.

City	Population Estimate as of 7/1/2017	Full Time Equivalents (FTE) Beginning of FY 2018	FTE Ratio per 1,000 Citizens
Average			7.14
Hutto	27,833	134.75	4.85
Belton	21,734	171.5	7.97
Cedar Park	75,704	484.50	6.39
Cibolo**	29,249	137.275	4.73
Georgetown	70,685	690	9.76
Kyle***	43,480	228	5.24
Leander***	49,234	252.25	5.42
Little Elm***	46,548	266.7	6.73
Pflugerville***	63,359	372.5	5.88
Round Rock	123,678	956	7.72
Seguin	28,983	373	12.87
Taylor***	16,982	149	8.77

* Population estimates below referenced from the Texas State Library and Archives Commission; the last population estimate was for 2010-2017, with one to be conducted soon.

* FTEs taken from annual FY18 budgets for each respective city, or from FY17 annual report.

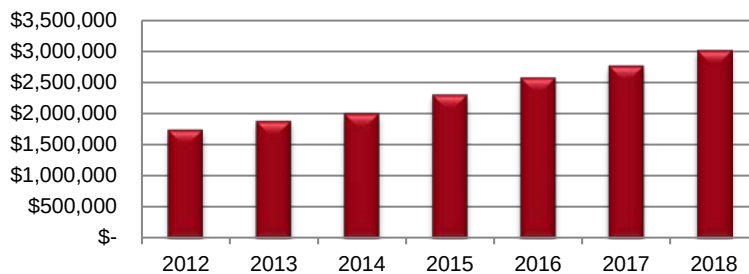
** Similar to Hutto in regard to having only water/wastewater, sewer, and drainage funds for utility funds.

*** Similar to Hutto in regard to having the same utility funds; however, they may include other employee functions such as fire, etc.

Economic Outlook

Hutto is poised for a prosperous future. Hutto's location at the intersection of US Hwy 79 and Texas State Highway 130 makes Hutto a convenient location with easy accessibility. Because of this, Hutto also benefits from growth that is occurring regionally. The Innovation Business Park, Hutto Park at Brushy Creek purchase and development, The Landing Development and the Co-Op Entertainment District in Hutto is expected to have a positive impact on Hutto businesses. Job growth in the Austin-Hutto MSA has gained strength month-over-month, and unemployment is a low 2.9% as of May 2018.

SALES TAX GROWTH



The economic indicators in Hutto point toward a vibrant local economy.

As mentioned previously, residential growth has been phenomenal, and commercial growth is occurring at its fastest rate in history. The opening of the new HEB Plus! and the surrounding retail in the

Star Ranch limited purpose annexation area, continue to provide a tremendous boost to Hutto's sales tax revenue and spur further economic growth in the area. Other development sites include Innovation Business Park, the Co-Op Entertainment District, The Landing, The Crossings at Carmel Creek and NewQuest - Townwest Commons. Each offer great opportunities for future retail and commercial growth.

Sales tax collections continue to climb and new records are reached each year. As of June 2018, collections were 19% over the prior year. Sales tax collections are conservatively projected to rise 17.5% in FY18. The development of future housing and retail will continue to drive sales tax growth, which has consistently climbed over the last two years at a 21% average growth.

Home values also experience steady increases in appraised values, which are confirmed by strong sales numbers and low inventory. Average home values in Hutto have steadily risen from \$164,745 in FY15 to \$183,267 in FY16, \$215,813 in FY17, and are currently \$244,990 (as per www.movoto.com).

Budget Overview

The proposed 2018-19 budget for the City totals \$24,662,067 in operating expenses, approximately \$10,877,801 for capital projects, and \$9,641,023 for debt services associated with past and ongoing capital projects. Operating revenues total \$33,330,153. The ongoing operating expenses, in addition to the associated debt service payments and cash funded capital projects, exceed the proposed ongoing revenues for the City in the current fiscal year, making the proposed FY19 budget a year in which our overall fund balance will decrease by \$1,300,738; however, we will continue to be in compliance with our reserve requirement. This scenario is to be expected during years of growth while the

City prepares itself by spending excess reserves hiring necessary staff, while expanding the infrastructure needed to drive economic growth.

Below is a summary of projected revenues and expenses:

Revenues

- Operational revenues: \$33,330,153 (including grant revenues to be received)
- Bond proceeds from bonds issued in prior years to be used on CIP: \$9,100,000
- Bond proceeds to be used for operational purposes: \$600,000
- TWBD bond proceeds used to pay back bonds: \$850,000

Total: \$43,880,153

Expenses

- Operational expenses: \$24,662,067
- Capital projects: \$10,877,801
- Debt service payment: \$9,641,023

Total: \$45,180,891

As the above analysis reflects, the City will decrease the fund balance by \$1,300,738 in the current proposed budget from an operational perspective.

Budget Priorities

The City Council began working on a new Strategic Plan in the first quarter of 2017. Both the City Council and City staff participated in several retreats, as well as meetings with Boards and Commissions, and informal and formal public meetings gathering insight and feedback from stakeholders for the purpose of developing the new Strategic Plan & Execution Guide, which was then updated in March 2018. The Proposed 2018-19 Budget aligns with the Strategic Plan & Execution Guide. The Vision Statement, Values, Strategic Focus Areas, and Objectives from the Strategic Plan & Execution Guide are shown below.

VALUES

RESPONSIBLE

We expect those acting on behalf of the City to consistently demonstrate responsibility. Being responsible entails possessing a trustworthiness to do what is in the best interest of the community and the City organization, and being accountable for our own individual actions.

SAFE

We expect those acting on behalf of the City to consistently have a high regard for the safety of all individuals, including our residents, visitors, volunteers, employees, and their property. The value of safety includes actions taken to promote the safety of the public

(e.g. police services, fire services, emergency medical services, etc.), as well as the design of our infrastructure, operational policies, and the working conditions provided to our employees. Recognizing that some elements of the work of the City of Hutto come with a level of inherent danger, our goal is to mitigate that danger to every possible extent.

AUTHENTIC

We expect those acting on behalf of the organization to conduct themselves with authenticity. Hutto is a unique community with a distinct history, culture, and character, and authenticity entails being genuine in both words and deeds toward every individual and to the community as a whole.

PROGRESSIVE

We expect those acting on behalf of the City to seek creative solutions to problems. Being progressive entails making use of new or different methods, opportunities, and ideas with the intention of advancing the practice or outcome further and faster than it would under the status quo.

Vision Statement

Hutto, Texas is a family-friendly community that provides superior public safety, outstanding fiscal responsibility, a diversified economy, and an exceptional quality of life.

STRATEGIC FOCUS AREAS

Strategic Focus Areas directly support the Vision and Values. These are the broad areas upon which the City is placing an intense focus. Below are the five Strategic Focus Areas of the City of Hutto.



OBJECTIVES

Objectives within this plan are defined as the primary areas in which the City is intending to noticeably make changes in the relative short term with the purpose of advancing its Vision. Objectives are more specific and direct than Strategic Focus Areas, but in most cases, are not discrete, achievable goals in and of themselves. Objectives are designed in such a way that if the organization makes significant progress toward meeting them, it will have made significant progress toward achieving the Vision as well.

Generate a strategic path forward for enhancing the public safety apparatus, including police, fire, and emergency medical services.	Create an aggressive, progressive economic development strategy for the community.	Create an "open for business" culture throughout the organization.	
Maintain a positive and inspired workforce	Enhance mobility within the City	Implement a quality city-wide customer service program.	Enhance the overall governance of the community.
Construct and maintain infrastructure at the desired levels of service.	Ensure responsible fiscal stewardship through transparency and reporting.	Maintain an environment and quality of life that encompasses a safe, friendly, and entertaining atmosphere for all ages.	

FY 2018-19 BUDGET CALENDAR

DATE	DESCRIPTION
July 12, 2018	Special City Council Work Session (Thursday) – Budget Overview, Council's Budget Goals & Objectives, Tax Rate Scenarios, FY 18 Year-End Budget and Proposed FY 19 Budget; Review of Outside Agency Funding Applications
July 25, 2018	Deadline for Williamson County Appraisal District to Certify Tax Roll
August 2, 2018	City Council Meeting – Budget Presentation with CIP (Overview), Record Vote on Tax Publication
August 23, 2018	Special City Council Meeting – 1 st Public Hearing on Setting of Tax Rate, 1 st Budget Public Hearing (pending Council approval)
Sept. 6, 2018	1 st Reading of Ordinance approving Ad Valorem Taxes; 1 st reading of Ordinance approving the budget
Sept. 13, 2018	Special Called – 2 nd Public Hearing on Setting of Tax Rate (if necessary), 2 nd Budget Public Hearing (pending Council approval)
Sept. 20, 2018	2 nd Reading of Ordinance approving Ad Valorem Taxes; 2 nd reading of Ordinance approving the budget.
Oct. 1, 2018	Budget New Year Begins

Budget Process

The City of Hutto uses a priority-based budgeting process.

The City of Hutto annually budgets operating revenues and expenditures by two types of funds: Governmental Funds and Proprietary Funds. The City uses a total of 14 separately and independently budgeted funds to carry out the day-to-day operations of the City. A fund is generally defined as a fiscal and accounting entity that has its own self-balancing set of

accounts recording cash and other financial resources, as well as any liabilities or residual equities or balances. Normally, funds are segregated for the purpose of carrying out specific activities or meeting certain objectives in accordance with special regulations, restrictions or limitations.

Governmental Funds are used for tax-supported general government activities and include the General Fund, General Debt Service Fund, Special Revenue Funds, General Capital Projects Fund, and the newly created Streets, Drainage and Grounds Maintenance Fund. Proprietary funds (funds that operate more like a business enterprise) include the Utility Fund, Impact Fee Fund, and Utility Debt Service Fund.

Each fund is budgeted separately and includes its own financial statement. The Hutto Economic Development Corporation (HEDC) is the City's 4B Economic Development Corporation. The HEDC budget is developed by HEDC staff and board members. This budget is adopted by both



the seven member board and the City Council. The HEDC budget is not included in this proposed budget. The financial information for the HEDC is included in the annual financial report for the City.

Gather Information

The City Council is consulted throughout the year, and their response and feedback are considered during budget review and analysis of budget requests. The Council annually adopts budget priorities. Following Council elections, the City Council holds a retreat to discuss the budget priorities and strategic issues important to Hutto's future. The budget priorities are incorporated where possible in the adopted budget. The budget priorities for the upcoming fiscal year are addressed in the opening pages of this document and in the Budget Transmittal Letter section, as well as in the updated Strategic Plan and Execution Guide adopted in May 2017 and updated in March 2018.

Update Strategic Plans

Each year, staff reviews and updates strategic plans used to properly plan for the City's growth. The City Council adopted a new Strategic Plan and Execution Guide in May 2017 and updated the guide in March 2018. This document connects short-term initiatives with long-term strategic priorities identified by the City Council. Adjustments are made as needed based on service demands and assessments. Future budget requests are guided by goals and priorities identified in the strategic plans. Costs for capital improvements are updated with the help of the City Engineer. Fiscal forecast projections and estimates are updated based on trend analysis, expected growth due to residential and commercial expansion, and other anticipated factors.

Revenue Projections

Revenue projections for the new fiscal year begin mid-year of the current fiscal year. Projections are based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff. Although beginning earlier, revenue projections occur concurrently with departmental budget development, and extend until the budget is adopted based upon the receipt of new information.

Budget Development

The budget is prepared to promote fiscal responsibility and to ensure superb service delivery to Hutto citizens. In preparing the budget, departments review existing programs, make cuts where appropriate, and calculate the resources needed to provide the current or base level service in the next fiscal year. These base budgets do not include any new programs, but costs may fluctuate from year-to-year due to inflation and other market conditions. After establishing base budget requests, departments factor in budget enhancements to the budget requests based on the budget priorities adopted by the City Council. Budget enhancements are costs related to new or expanded programs, including new personnel, supplies, and equipment.

During the budget development stage, the city manager and Finance Department work with department and division managers to analyze requests, provide advice, and lend assistance. Program goals, objectives, and measures are evaluated during the budget development to determine the effectiveness and efficiency of program activities to determine appropriate levels of funding. Staff work sessions are held to discuss goals and performance indicators, as are one-on-one consultations for the development of cost estimates. As the City encourages a participatory style of leadership, input is gathered from each employee, the leadership team, and appropriate employee committees during the budget development process.

The budget is drafted in accordance with the City's Charter, state law, and also the City's Fiscal and Budgetary Policy. The Fiscal and Budgetary Policy provides additional guidelines in regard to Financial Planning, the Budget Preparation Process, Revenue and Expenditure Management, Staffing, Economic Development, Intergovernmental Relations, Capital-Asset Management, Financial Reporting, and Debt Management. The Fiscal and Budgetary Policy is included in this budget document before the Glossary.

Budget Workshops and Public Hearings

Budget work sessions are held with the City Council in open meetings to review and discuss the proposed budget. Citizen input is gathered through public hearings.

Budget Adoption and Maintenance

Budget adoption occurs in September after City Council deliberations and public hearings. The City Council may take action to modify the proposed budget at its discretion. The City Council also adopts a tax rate to support the adopted funding levels.

An adopted budget is compiled and published during the first months of the new fiscal year. Budget maintenance is a year-round activity for department and division directors, the city manager, and the Finance Department. Mid-year program evaluations use performance measures to identify poorly performing programs so that adjustments may be made accordingly. Control mechanisms include the submission of monthly financials and budget-to-actual reports to City Council, monthly review of expenditures by the city manager and Finance Department, and authorization to purchase from the City's Finance Department. The city manager may move appropriations from account to account; however, budget amendments resulting in a decrease or increase of total appropriations must be approved by ordinance by the City Council.

2018-19 Budget Overview



The 2018-19 budget totals \$24,662,067 in operating expenses; \$9,641,023 in debt service requirements; and \$33,330,153 in revenues. Savings from previous fiscal years, along with strong revenue growth, has kept the City's fund balance stable. The 2018-19 general capital improvements budget totals \$4.4 million, and Capital Improvement Projects for the Utility Fund total \$6.4 million. The City will utilize existing bond proceeds or grant monies for all but \$981,851 of the capital projects budget totals and will also utilize a portion of the projected fund balance, which exceeds the reserve requirement to pay for one-time purchases in the current fiscal year. Please see below for the overall analysis reflecting the sources and uses of funds for the proposed budget:

Revenues

- Operational revenues: \$33,330,153 (including grant revenues to be received)
- Bond proceeds from bonds issued in prior years to be used on CIP: \$9,100,000
- Bond proceeds to be used for operational purposes: \$600,000
- TWBD bond proceeds used to pay back bonds: \$850,000

Total: \$43,880,153

Expenses

- Operational expenses: \$24,662,067
- Capital projects: \$10,877,801
- Debt service payment: \$9,641,023

Total: \$45,180,891

As the above analysis reflects, the City will decrease the fund balance by \$1,300,738 in the current proposed budget from an operational perspective. This is demonstrated by the operational loss illustrated in the three-year cash flow analysis.

General Fund

The General Fund is the largest fund for the City and accounts for the general service and operations. The General Fund is where services such as police, planning, public works, parks and recreation, and administration are budgeted. A majority of the City's employee salaries are funded out of the General Fund.

	FY2016-17	FY2017-18	Proposed FY2018-19	Change
O&M Rate	.429335	.416482	.3892996	-6.53%
Debt Rate	.091108	.098689	.1258715	27.54%
Total Tax Rate	.520443	.515171	.515171	0.0%

The General Fund revenue budget totals \$15.2 million, which is an increase over the prior year's amended budget of \$12.9 million. The General Fund expense budget totals \$15.5 million, which is an increase over the prior year's amended budget of \$13.0 million. The General Fund budget is based on the ad valorem rate of \$0.515171 per \$100 of valuation. The maximum ad valorem rate of \$0.533803, which is the rollback tax rate, is the highest rate that the City may propose without risk of an election petition, and could produce an approximate additional \$600,000, if so decided. However, the current tax rate level will remain the same and will continue to produce additional revenue to cover the new debt service; hence, the increase in the I & S, or debt portion, of the ad valorem tax rate, and increase in operational revenues by approximately \$200,000. Additional commercial and multi-use development, along with residential growth, is planned for the City, and this will continue to grow and diversify the tax base, eventually easing the burden on Hutto residents.

General Fund personnel enhancements for 2018-19 include: four additional patrol police officers; a warrant officer to serve as a bailiff and to track warrants; a code inspection officer to keep up with the increased activity and construction; two program recreation coordinators to help service the parks and new programs that will occur; one administrative assistant for police; one sergeant for the criminal investigation division; and a 3% merit, which aligns with the Council-adopted Strategic Plan.

General Fund equipment and other enhancements for 2018-19 include information technology and software upgrades, increases for new equipment, radio replacements, parks and recreation programs, facilities, and equipment, and vehicle and police equipment additions.

Utility Fund

The Utility Fund is the second major operating fund for the City. It accounts for the City's water and wastewater system. The Utility Fund budgeted operational revenues total \$11.2 million. A utility rate study was conducted in 2017, and wastewater rates were increased by 25% in FY18. The effective date for the rate increase in FY18 was March 1, 2018. The rate increase was essential for maintaining Utility Fund reserve requirements, investing in new infrastructure to allow expansion of the tax base, and meeting debt service obligations for recent utility projects such as the new Hutto South Wastewater

Treatment Plant. Additionally, there is a transfer in of \$1.5 million in impact fees that will be utilized to service the debt payments.

The Utility Fund budgeted operational expenses are proposed to total \$5.1 million, with an additional \$7,308,666 to be spent on debt service requirements through a transfer out to the Debt Service Fund. A majority of expenses in the Utility Fund are allocated for payroll and maintenance costs. The City contracts operation and maintenance of the wastewater treatment plants with the Brazos River Authority. The cost of wastewater treatment has increased steadily with population growth, and as the new two million gallon per day South Wastewater Treatment Plant has become operational.

Utility Fund personnel enhancements for 2018-19 include an additional utility technician for meter maintenance and reading. Currently, the City has two utility technicians dedicated to meter maintenance and reading. In order to maintain high customer service levels in conjunction with the phenomenal growth of the City, it is essential that an additional technician be added.

Utility Fund equipment and other enhancements for 2018-19 include water and wastewater facility maintenance, equipment purchases such as meter inventory, and vehicle replacements.

Streets, Drainage and Grounds Maintenance Fund

The Streets, Drainage and Grounds Maintenance Fund is a newly formed fund in fiscal year 2018, which provides major preventative maintenance and roadway improvements. The fund should elevate the quality of Hutto's streets and create long-term savings for the City through the systemic use of preventative maintenance. The fund began through the use of certificate of obligation bond monies that were issued in the beginning of fiscal year 2018. In addition, a \$4 drainage fee was implemented in fiscal year 2018 to help fund manpower and purchase the resources needed to improve the roadways in the City. The fund will also utilize the remaining bond monies from the prior year in the current budgeted year to continue operations, with eventual impact fees and other revenues covering any additional needed funding until the drainage fee is able to self sustain this fund.

The Streets, Drainage and Grounds Maintenance Fund budgeted expenses total \$1.84 million, which is a decrease from the prior year of \$492,820. Additional personnel, materials, and equipment are included in this budget, as the fund will be considered a full-scale construction fund, but large, one-time equipment purchases have been removed.

Streets, Drainage and Grounds Maintenance Fund personnel enhancements for 2018-19 budget include two additional street technicians. Streets and drainage projects require a particular skill set specific to those who possess specialized training and experience.

Streets, Drainage and Grounds Maintenance Fund equipment and other enhancements for 2018-19 include a water truck.

Capital Projects

The FY19 capital projects budget for the General Fund Capital Improvements Fund includes \$4.4 million for capital projects and the Utility Fund includes \$6.4 million for capital projects. The projects, and their respective funding sources, are included in the table below.

Fund	Project	Cost	Funding Sources
General CIP	Current City Hall reconstruction for Police	\$200,000	Bonds
	Co-Op Improvements	\$3,125,000	Bonds
	Limmer Loop Improvements Agreement	\$100,000	Cash
	CR 119 Extension Payment	\$250,000	Cash
	TAP Limmer Loop Sidewalk Project w/ TxDOT	\$295,950	Grant
	Fritz Park & Creekside Park TWP Grant	\$500,000	Grant
Utility Fund CIP	Shiloh Tank	\$675,000	Bonds
	Generators for Water Tanks	\$250,000	Bonds
	Creekside/Cottonwood Drainage Improvements	\$50,000	Bonds
	Permit Capacity Increase	\$200,000	Bonds
	Relocation of FM 1660 Utilities	\$450,000	Cash
	Tank Rehabs	\$1,100,000	Bonds
	Lakeside Lift Station Abandonment	\$500,000	Bonds
	Carmel Crossings Wastewater Interceptor	\$181,851	Cash
	Innovation Business Park Water Line	\$1,500,000	Bonds
	Innovation Business Park Wastewater	\$1,500,000	Bonds

Internal Service Fund

The Internal Service Fund is a fund to account for any activity that services other funds in the government. The Internal Service Fund being created next year is to account for the new fleet manager and for building maintenance and janitorial staff. The amounts will be

allocated to each department at year-end based on either number of vehicles or square footage.

The Internal Service Fund budget is \$285,152 for fiscal year 2019. The enhancements for the budget propose adding one janitorial staff member and one building maintenance supervisor.

Conclusion

This budget document establishes the direction and focus for the upcoming year as it connects resources to the priorities identified by the City Council and the newly adopted Strategic Plan.

Fiscal year 2018-19 will be a tight budget year as we continue to experience growth. It is the city manager's responsibility to fulfill and complete the objectives identified in this budget, which identifies resources and strategies that are in place to ensure the success of the organization, not just for the current fiscal year, but for subsequent years.

Lastly, I would like to thank the City Council and the City staff for their consideration of the proposed fiscal year 2018-19 annual budget.

Sincerely,

Odin Jones
City Manager

GENERAL FUND SUMMARY



GENERAL FUND SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCE	2018-19 BUDGET
Revenues							
Property Taxes	6,283,376	6,824,740	6,824,740	6,824,740	7,061,491	-	7,061,491
Sales Taxes	3,284,784	3,097,198	3,297,198	4,372,538	4,838,905	-	4,838,905
Franchise Fees	850,686	834,655	834,655	917,120	981,768	-	981,768
Building & Development	991,050	908,575	949,075	1,810,428	1,656,685	-	1,656,685
Fines	290,260	347,163	347,163	285,036	312,977	-	312,977
Interlocal	219,261	-	-	-	-	-	-
Charges for Services	221,206	272,850	275,850	207,758	236,223	-	236,223
Other	310,381	361,250	450,266	145,099	148,329	-	148,329
Total Revenues	12,451,004	12,646,431	12,978,946	14,562,718	15,236,378	-	15,236,378
Expenses							
City Administration	2,338,515	2,215,618	2,635,575	2,338,367	2,842,917	248,344	3,091,261
Communications	1,225,187	992,256	1,648,298	1,686,592	1,770,919	-	1,770,919
Financial Services	1,067,331	1,648,022	1,064,195	1,089,378	1,412,550	80,400	1,492,950
Business & Development Services	898,718	1,827,100	1,370,728	1,117,883	1,367,435	55,000	1,422,435
Engineering & Public Works	2,118,603	818,849	723,811	433,226	821,939	-	821,939
Community Services	508,240	-	928,629	755,486	1,739,446	141,753	1,881,199
Police	3,888,264	4,898,942	4,713,359	4,581,749	4,724,863	288,045	5,012,908
Non-Departmental	(17,660)	-	-	-	-	-	-
Total Expenditures	12,027,199	12,400,787	13,084,595	12,002,681	14,680,069	813,542	15,493,611
Other Financing Sources							
Transfers In	458,728	435,000	185,000	185,000	-	-	-
Transfers Out	(86,421)	(680,000)	(220,000)	(1,483,958)	(2,151,700)	-	(2,294,276)
Total Other Financing Sources (Uses)	372,307	(245,000)	(35,000)	(1,298,958)	(2,151,700)	-	(2,294,276)
Net Change In Fund Balance	796,113	645	(140,648)	1,261,079	(1,775,392)	(813,542)	(2,417,862)
Beginning Fund Balance	3,946,535	4,432,936	4,742,648	4,432,936	5,694,015	-	5,694,015
Ending Fund Balance	4,742,648	4,433,581	4,602,000	5,694,015	3,918,623	-	3,276,153
Contingency Reserves	3,006,800	3,126,097	3,271,149	3,000,670	2,972,014	-	3,098,722
Unreserved Ending Fund Balance	1,735,848	1,829,276	1,330,851	2,693,345	946,609	-	177,431
Reserves	25%	25%	25%	25%	20%	-	20%

Fund Description

The General Fund is the general operating fund, and is the largest fund for the City as it includes all traditional government services such as public safety, streets and drainage maintenance, parks and recreation, library services, and general administration. The General Fund uses tax revenue, fees, fines, and other revenues to fund these services. It functions as a governmental fund, which is accounted for by using a modified accrual basis of accounting.

Revenues

The General Fund revenues are budgeted to total \$15,236,378, an increase of 5.5% from prior FY18 projected year-end actuals. Property taxes make up a significant portion of the revenues, followed by sales tax. A diverse revenue base is essential for maintaining a sound financial system. Increased commercial and residential development is slated for the upcoming year and beyond. This new development will reduce the City's reliability on residential property tax revenue as more sales tax is collected and the tax base continues to diversify.

Property Tax

Property Tax is based on the ad valorem tax rate of \$0.515171 per \$100 of valuation. The split between the two portions of the tax rate is increasing, with the interest and sinking portion growing, as the City issued large amounts of debt in FY18 (Operations and Maintenance - \$0.3892996 + Interest and Sinking - \$0.1258715), but will still allow the City to continue its existing services and programs, while adding additional staff. The effective tax rate, which is the rate required to levy the same amount of taxes on the same properties as the year before, is \$0.3721371 per \$100 valuation. Home values have also experienced steady increases in appraised values, which are confirmed by strong sales numbers and low inventory. Average home values in Hutto have steadily risen from \$164,745 in FY15 to \$183,267 in FY16, \$215,813 in FY17, and are currently \$244,990 (as per www.movoto.com), an increase of 13.5% over the prior year. Property tax makes up the largest percentage of General Fund revenues at 46%. A total of \$7,061,491 is budgeted for collection, which is a 3.47% increase over the FY18 projected year-end actuals. The increase is due to an overall increase in appraised value and from approximately \$60 million in new property added to the tax rolls.

Sales Tax

Sales tax is the second largest revenue source for the General Fund, accounting for 31% of revenues. Sales tax is budgeted at 4,838,905, a 17.6% increase over the prior FY18 projected year-end actuals. Sales tax collections have remained strong as a result of continued residential growth and new commercial growth.

Franchise Fees

Franchise fees are fees collected for private utilities such as electricity, gas, and telecommunications located in the public right-of-way, totaled \$981,768. This fee is generally based on a percentage of a company's gross revenues collected within the City's limits. Due to customer growth, franchise fees are expected to increase 7% over prior FY18 projected year-end actuals.

Development Fees

Development fees are budgeted to total \$1,656,685. Development fees account for 8% of revenues. FY19 revenue decreased over the prior FY18 projected year-end actuals due to significant permits and inspections occurring in the current year for such projects as the Innovation Business Park. While there is a decrease, the revenues for this category will remain strong.

General Fines

General fines are budgeted to total \$312,977. General fines are collected through municipal court. Citations are issued by the police department and settlement of those citations is completed through the court.

Transfers In

Transfers in are transfers from different funds into the General Fund. During FY19, no transfers are being budgeted in the General Fund.

Parks Revenue

Parks revenue is budgeted to increase slightly due to more growth in winter, spring and summer camps, as well as increased participation in indoor league sports such as basketball. Parks revenue includes payments for Gin Building rentals, Saul House use, pavilion rentals, recreational programming and library fees.

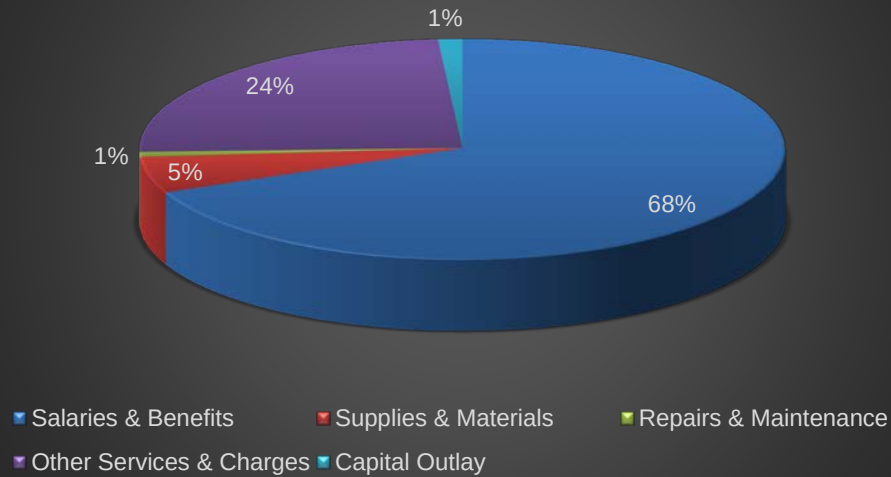
Other Revenue

Other revenue includes interest, miscellaneous fees and taxes, donations, grants and other minor revenue sources. Other revenue is budgeted to total \$148,329 in FY19.

Expenses

General Fund expenses include costs related to general government operations such as administration, police, planning and development, library services, parks and recreation and streets and drainage (which is now contained in a separate fund paid for with a bond issuance). General Fund expenses, outside of transfers, total \$15,493,611 which is an increase of 21% over the projected year-end 2017-18 actuals. Police, making up a majority of City employees, comprise the largest percentage of General Fund expenses at 32%, with a total budget of approximately \$5 million. Administration and quality of life services make up the next largest percentages at 20% and 12%, respectively.

General Fund FY 19 Budget Expenditures



Salaries and benefits make up a majority of General Fund expenses at 68% of the budget. All Hutto employees, (with the exception of utility and streets and drainage employees), are paid from the General Fund. This category includes salaries, insurance, and retirement expenses.

Enhancements include new or expanded programs or services, equipment and personnel.

Budget Variances

This section explains differences between the 2017-18 projected year-end actuals and the 2018-19 budget. Expenses are broken down into five categories:

	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCEMENT	2018-19 BUDGET	%CHANGE PROJECTED
Salaries & Benefits	7,989,952	9,941,770	603,740	10,545,510	35.6%
Supplies & Materials	693,933	865,528	-	865,528	14.0%
Repairs & Maintenance	109,696	106,200	-	106,200	-3.2%
Other Svs & Charges	2,836,586	3,376,207	55,000	3,431,207	21.0%
Capital outlay	372,515	390,364	154,802	545,166	46.3%
Total	12,002,682	14,860,069	813,542	15,493,611	30.9 %
Transfers out	1,483,958	2,151,700	-	2,294,276	45.0%

Salaries & Benefits

Salaries & Benefits will increase approximately \$2.7 million over the FY18 projected year-end actuals. The largest portion of the increase can be attributed to those who were hired in the prior year now earning a full year salary plus benefits. However, there are several newly created positions in the General Fund as detailed below.

Newly created positions for FY19 include four police officers, increased to meet minimum staffing requirements and provide more efficiency within the Hutto Police

Department. The total for new patrol positions, including salary and benefits, totals approximately \$138,000. An administrative assistant has also been added to increase efficiency. This position will be stationed at the front desk, giving citizens access to the department after hours when police are out on patrol. The position will cost \$46,743, to include payroll taxes and benefits. Total enhancements for this category are \$185,084.

A criminal investigation sergeant has also been budgeted at a salary of \$66,660, including associated TMRS and other benefits. This will help to fill out the division, and provide the resources needed for the department to function adequately.

A building inspector is also budgeted for FY19 at a cost of \$55,000, plus benefits, TMRS, and a City vehicle to facilitate a growing need in the community. With all the new growth the City is experiencing, our current building inspector is at capacity. The addition of another building inspector will also increase the City's inspection revenue. The expansion of the City into newly annexed territory brings an increased need for inspections, which in turn will fill City coffers.

There is also a warrant officer position included in the FY19 budget at \$60,000, plus TMRS and benefits. The warrant officer will also serve as the bailiff at the City Hall. Additionally, the warrant officer should generate revenue as they track down warrants (of which there is close to \$1M outstanding). This position is one that will be continually assessed with regard to revenue generation, and, should it not prove to be financially fruitful, it will be evaluated for removal, with replacement by a police officer to serve as bailiff.

An additional two recreational programmer positions are budgeted for FY19 at the cost of \$70,720, plus TMRS and benefits. These two new positions are to support the strategic focus of the City as there is a transition to quality of life services and parks. These two individuals will help to coordinate recreational programs and other such activities at the parks.

Supplies & Materials

Supplies & Materials will increase by 24.7%, or \$171,595, over the prior year FY18 projected year-end actuals. This increase is due to the growth of the City and the increasing need for certain supplies and materials such as new computers.

Repairs & Maintenance

Repairs & Maintenance costs will see a decrease of 3.2% over FY18 projected year-end actuals as a new ISF was created to handle building repair and maintenance costs. Overall building and repair maintenance costs for the City will increase due to construction of new buildings; however, the increase is small given new additions will require less in repairs than some aging buildings. As such, on a City-wide basis, the repair and maintenance expenses will stay relatively flat.

Other Services & Charges

Other Services & Charges make up the second largest expense of the General Fund. Fiscal year 19 will reflect an increase of 21% over FY18 projected year-end actuals. Increases are expected in this category due to increases in the overall needs of the City, such as more personnel, and an ever-increasing demand on infrastructure, to include more information technology. Additionally, more contracted services will be needed as the City continues to grow, and until such services can be brought in-house. Also included in this category is the City Council stipend that was added this year, which will see a full year in FY19.

Capital Outlay

Capital Outlay costs see an increase of 33.3% or approximately \$172,651 over FY18 projected year-end actuals. A majority of the capital outlay costs are a result of the lease/purchase of six new police vehicles, as well as an additional vehicle to be leased for the building inspector. The police vehicles will be for new patrol and CID. New leases are in addition to the existing ones.

Transfers Out

Transfers Out consist of transfers to the Debt Service Fund in the amount of \$12,837, to the Streets & Drainage Fund in the amount of \$638,863, to the General Fund Capital Replacement Fund in the amount of \$20,000, and to the Utility Fund in the amount of \$1,480,000 for completion of projects.

Department Enhancements – General Fund

As part of the budget process, departments submit not only a base budget, but they include enhancement requests that are in addition to their base budget. These enhancements include personnel, equipment, projects and programs. The following is a list of enhancements by department, a brief description, and departmental justification for the enhancement.

City-Wide

Description: All employee increase, with the exception of executive staff, 3% in merit/market pay.

Justification: To remain competitive with benchmark cities and to pay for performance, which is in alignment with the newly adopted Strategic Plan.

Municipal Court

Description: Warrant Officer

Justification: A warrant officer is needed to collect on outstanding warrants, as well as to serve as bailiff at the future City Hall. In order to be conservative, no revenue was budgeted; however, with expected collection on outstanding warrants, this position is anticipated to pay for itself. Additionally, this position includes increases for all associated expenses (e.g. clothing, fuel, mileage, etc.).

Description: Vehicle (leased)

Justification: The warrant officer will need a vehicle for travel associated with the collection and issuance of warrants as necessary.

Building Inspection

Description: Building Inspector

Justification: With the tremendous growth of the City, our single building inspector has reached capacity. Furthermore, the City is anticipating that additional duties related to taking on certain inspections within the extraterritorial jurisdiction enhances justification for the need of an additional building inspector. This position will generate sufficient revenue to offset the costs of the position.

Engineering

Description: Three Vehicles (leased)

Justification: As the Engineering Department has expanded there is a greater need for more vehicles. Some individuals will relinquish their vehicle stipend and received a City vehicle instead.

Parks & Recreation

Description: Two Lift Mowers

Justification: As the parks are expanding and new grounds are being acquired, it logically follows that more equipment will be needed for maintenance. As such, two lift mowers are being proposed.

Description: Two Recreation Programmers

Justification: The City is expanding, and to enhance the quality of life, we propose hiring two more recreation programmers in order to organize new programs and recreational activities for the City.

Public Safety

Description: Administrative Assistant

Justification: We propose this position to be stationed at the front desk, giving citizens access to the department after hours when police are out on patrol.

Description: Four Additional Police Officers

Justification: To address the growing needs of the City and to stay ahead of increasing criminal activity as a result of said growth. Included with this enhancement are the associated costs (e.g. fuel and mileage, uniforms, capital lease for the police vehicle, etc.).

Description: Increased Training Budget

Justification: To address the needs of the increasing number of police officers, and to ensure they are adequately trained to handle all emergency needs.

Description: Radio Replacement

Justification: This enhancement will replace 10 existing XTL5000 radios as the second part of a multi-phase replacement schedule to ensure radios remain P25 and GATRS compliant (Williamson County and FED requirements). Current life-cycle of radio support ends 2019.

Description: Seven (7) Replacement & New Vehicles

Justification: Lease a total of seven vehicles, broken down by five first line marked patrol vehicles and two CID vehicles. These vehicles will be provided to the additional new Patrol Officers, Professional Standards Officer, Criminal Investigations Lieutenant, Assistant Chief, and Chief of Police.



GENERAL DEBT SERVICE FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Property Taxes	1,336,787	1,614,814	1,614,814	1,614,814	2,329,857
Interest & Other	37,592	36,979	36,979	6,879	2,500
Total Revenues	1,374,379	1,651,793	1,651,793	1,621,693	2,332,357
Expenditures					
Debt Service					
Principal Reduction	715,536	884,250	884,250	884,250	1,136,341
Interest	539,054	1,137,143	1,137,143	1,137,143	1,193,516
Paying Agent Fees	-	1,750	1,750	1,750	2,500
Total Debt Service	1,254,590	2,023,143	2,023,143	2,023,143	2,332,357
Transfers In	-	-	-	377,155	12,837
Net Change In Fund Balance	119,789	(371,350)	(371,350)	(24,295)	12,837
Beginning Fund Balance	98,869	218,658	218,658	218,658	194,363
Ending Fund Balance	218,658	(152,693)	(152,692)	194,363	207,200

Fund Description

The General Debt Service Fund tracks revenue from the ad valorem property tax levy for payment of debt issued for general governmental functions, such as streets, parks, and facilities. The payment of principal and interest is paid through this fund.

Revenues

Revenues are comprised of property tax collections based on the interest and sinking portion of the City's tax rate. The Fiscal Year 2019 interest and sinking (I&S) portion of the tax rate will be \$.1258715 per \$100 valuation. This rate will generate \$2,329,857 in property tax revenue, and is an increase over the FY18 revenues due to an increase in taxable property and the issuance of additional debt in FY18 of \$25 million. The interest and sinking tax rate is calculated based on annual debt service requirements.

Interest and other revenue included Hutto Economic Development Corporation lease payments. The City and the HEDC entered into an agreement in 2012 for the City to purchase the office space that the HEDC was leasing. In exchange, the HEDC pays a pro rata share of the 2013 Certificates of Obligation that were issued to purchase the space; however, this lease was cancelled, resulting in an associated decrease in the other revenue.

Expenses

Expenditures include principal and interest payments for the bond obligations.

Debt service payments will increase in coming years as a result of bonds issued in prior years. This increase is due to the need for debt issuance in order to provide infrastructure for a rapidly growing community.

Budget Variances

Revenues exceed expenses for this fund as a result of the City using additional revenue to maintain one-twelfth of debt service in the fund balance per requirements. Increases in future taxable values (as well as increases to the City's I & S rate, when necessary) will offset debt service payments in subsequent years.

GENERAL CAPITAL REPLACEMENT FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Sale Of Assets	19,106	2,500	2,500	-	-
Interest & Other	-	-	-	-	-
Total Revenues	19,106	2,500	2,500	-	-
Expenditures					
YMCA Building Repair & Maintenance	1,071	70,000	70,000	2,621	20,000
Machinery & Equipment	-	-	-	-	-
Total Expenditures	1,071	70,000	70,000	2,621	20,000
Transfers					
Transfers In	64,166	70,000	70,000	20,000	20,000
Transfers Out	-	-	-	-	-
Total Transfers	64,166	70,000	70,000	20,000	20,000
Net Change In Fund Balance	82,201	2,500	2,500	17,379	-
Beginning Fund Balance	398,997	481,198	483,698	481,198	498,577
Ending Fund Balance	481,198	483,698	483,698	498,577	498,577

Fund Description

The Capital Replacement Fund was created in fiscal year 2010 to begin setting aside funds to replace aging equipment and worn capital assets, including vehicles and equipment. Proceeds from the sale of capital assets will be deposited in this fund for the replacement of future capital assets. A portion of an asset's value is set aside each year to build up the cost of replacing the asset. The amount reserved for replacement is based on the asset's cost and useful lifespan.

Revenues

Revenues represent transfers in from the General Fund. The City has been setting aside \$50,000 annually since 2010, when the fund was established; however, as this money has not been utilized, it will be transferred back to the General Fund to help service the debt payments that are approaching. The City will continue to set aside \$20,000 for YMCA Building Repair and Maintenance, as per the agreement.

Expenses

The only allocated expenses are related to the YMCA Building Repair and Maintenance. The entire amount is budgeted to give the staff the flexibility to use the funds as needed. The remaining fund balance, outside of the \$20,000 that should be set aside for this year, is being transferred back to the General Fund to help meet fund balance and debt service requirements.

Budget Variances

As revenues for the City increase, the fund balance will continue to grow over the next couple of years, and monies will begin to be set aside once again.

GENERAL CAPITAL IMPROVEMENTS FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Interest & Other	272	300	300	80,556	300
Bond Interest	44,970	3,000	3,000	-	3,000
Contributions	-	-	-	-	-
Grants	-	1,479,750	1,479,750	1,256,692	647,975
Parkland Fees	-	-	-	-	-
Bond Proceeds	3,490,871	12,515,215	15,500,000	15,500,000	-
Total Revenues	3,536,113	13,998,265	16,983,050	16,837,248	651,275
Expenditures					
<i>Administration</i>					
City Manager's Office	5,500	-	-	-	-
Current City Hall Reconstruction for Police					200,000
Co-Op Improvements	241,514	5,300,000	7,300,000	3,981,500	3,125,000
<i>Public Works</i>					
Fencing	5,000	-	700	700	-
FM 685 (Chris Kelley Blvd)	37,620	-	-	-	-
FM 1660 N Sidewalks	1,521,116	-	8,306	8,306	-
Public Works Parking	-	142,350	142,350	-	-
East St. Reconstruction	403,982	1,030,215	1,034,800	1,034,800	-
Pavement Management	-	-	709,515	709,515	-
Limmer Loop Improvements	100,000	100,000	100,000	100,000	100,000
Railroad Quiet Zones	-	-	-	-	-
Tap Limmer Loop Sidewalks	228,399	1,479,750	1,480,800	1,196,312	295,950
CR 110 (Ed Schmidt) Extension	-	500,000	500,000	500,000	250,000
Innovation Business Park	714,478	4,225,000	3,398,401	3,394,043	-
Drainage Master Plan	-	150,000	150,000	148,163	-
<i>Parks</i>					
Fritz Park Improvements	2,829,236	110,000	143,183	194,092	-
Fritz Park & Creekside Park TPW Grant	-	-	-	-	500,000
Pollard Park	174,143	1,809,325	3,902,509	5,031,962	-
<i>Other Services & Charges</i>					
Land	-	-	-	-	-
Animal Shelter Expansion	-	214,000	263,523	-	-
Bond Issuance Costs	74,174	75,000	171,696	171,696	-
Other Expenses	-	275,000	275,000	-	-
Debt Services					
Total - Capital Improvements	6,335,161	15,410,640	19,580,781	16,471,089	4,470,950
Transfers					
Transfers In	39,917	610,000	610,000	610,000	2,180,000
Transfers Out	-	-	-	-	(1,020,000)
Total Transfers	39,917	610,000	610,000	610,000	1,160,000
Net Change In Fund Balance	(2,759,131)	(802,375)	(1,987,731)	976,160	(2,659,675)
Beginning Fund Balance	6,045,046	3,285,915	3,285,915	3,285,915	4,262,075
Ending Fund Balance	3,285,915	2,483,540	1,298,183	4,262,075	1,602,400

Fund Description

The General CIP Fund is a minor governmental fund used by the City to account for the City's general capital improvement projects, including streets, facilities, and park improvement projects. Projects are funded through a combination of transfers in from the General Fund, interest and bonds.

Revenues

Revenues include grants in the amount of \$647,975 in TxDOT Grant funding for the TAP Limmer Loop project and for the Texas Parks and Wildlife Grant. An additional transfer in of \$700,000 from the Park Fund and \$1,480,000 from the General Fund will be used to cash fund projects such as public works facility improvements, the CR II9 (Ed Schmidt) extension, the Limmer Loop rehabilitation payment, and help pay for some portion of the park improvements at Pollard. Other revenues include interest, bond interest, and parkland fees.

Expenses

Ongoing expenses in the amount of \$100,000 for the Limmer Loop rehabilitation will continue to be cash funded from the General Fund until June 2023. These payments are made via interlocal agreement with the County, which is providing the construction.

Other project balances remaining at the end of the fiscal year are re-appropriated and transferred into the new budget through a budget amendment.

Budget Variances

Fund balance for this fund will fluctuate depending on the timing of projects and bond issuances.

STREETS & DRAINAGE CONSTRUCTION FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCEMENT	2018-19 BUDGET
Revenues							
Bond Proceeds	-	3,000,000	3,000,000	3,000,000	-	-	-
Late Fees	-	-	-	6,000	7,000	-	7,000
Drainage Fee	-	-	-	196,000	336,000	-	336,000
Total Revenues	-	3,000,000	3,000,000	3,202,000	343,000	-	343,000
Expenditures							
<i>Salaries & Benefits</i>							
Salaries	-	400,088	400,088	400,088	400,088	83,199	483,287
Seasonal Labor	-	9,100	9,100	9,100	-	-	-
Overtime	-	12,003	12,003	12,003	12,815	-	12,815
Phone Allowance	-	-	-	240	240	-	240
Clothing Allowance	-	2,400	2,400	2,400	1,840	-	1,840
Longevity	-	1,935	1,935	1,935	1,580	-	1,580
Certification Pay	-	900	900	900	-	-	-
Merit/Market Adjustment	-	9,872	9,872	9,872	10,132	-	10,132
FICA/Medicare	-	33,377	33,377	33,377	36,002	-	36,002
State Unemployment Tax (TWC)	-	1,980	1,980	1,980	1,800	-	1,800
TMRS	-	33,377	33,377	33,377	45,771	-	45,771
Workman's Comp Insurance	-	22,942	22,942	22,942	24,164	-	24,164
Health & Life Insurance	-	76,573	76,573	76,573	80,612	-	80,612
Total Salaries & Benefits		604,547	604,547	604,787	615,044	83,199	698,243
Supplies & Materials							
Reference Books & Materials	-	32	32	32	32	-	32
Clothing & Uniforms	-	10,000	10,000	11,199	12,000	-	12,000
Furniture & Equipment	-	300	300	-	300	-	300
Technology Equip & Supplies	-	-	-	-	-	-	-
Small Tools & Equipment	-	5,500	5,500	4,991	5,500	-	5,500
Janitorial Supplies	-	4,000	4,000	2,225	-	-	-
Landscaping Supplies	-	10,000	10,000	1,716	-	-	-
Safety Supplies	-	3,500	3,500	3,010	4,000	-	4,000
Fuel & Mileage	-	17,500	17,500	24,476	20,000	-	20,000
Chemicals	-	7,500	7,500	7,357	10,000	-	10,000
Signage	-	6,000	6,000	8,213	8,000	-	8,000
Traffic Control Supplies	-	6,000	6,000	7,879	8,000	-	8,000
Other Supplies & Materials	-	46,855	46,855	12,463	2,000	-	2,000
Total Supplies & Materials		117,187	117,187	83,561	69,832	-	69,832
Repair & Maintenance							
Building Repair & Maintenance	-	20,000	20,000	18,587	17,500	-	17,500
Equipment Repair & Maintenance	-	40,500	40,500	34,272	40,500	-	40,500
Vehicle Repair & Maintenance	-	22,500	22,500	11,013	10,000	-	10,000
Sidewalk Repair & Maint.	-	20,000	20,000	8,400	20,000	-	20,000

Proposed 2018-2019 Budget

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCEMENT	2018-19 BUDGET
Street Repair & Maintenance	-	55,000	55,000	27,830	500,000	-	500,000
Drainage Repair & Maintenance	-	15,000	15,000	5,677	15,000	-	15,000
Playground Repair & Maintenance	-	10,000	10,000	947	-	-	-
Irrigation Repair & Maintenance	-	5,000	5,000	730	-	-	-
Trail Repair & Maintenance	-	7,500	7,500	-	-	-	-
Parks Ground Maintenance	-	20,000	20,000	8,252	-	-	-
Ball Field Maintenance	-	27,000	27,000	25,130	-	-	-
Total Repair & Maintenance		242,500	242,500	140,839	603,000	-	603,000
Contracted Services							
Contract Labor	-	193,400	193,400	174,617	193,400	-	193,400
Lease/Rental Services	-	23,500	23,500	17,428	30,000	-	30,000
Property Clean-Up & Demolition	-	10,000	10,000	7,735	5,000	-	5,000
Total Contracted Services		226,900	226,900	199,780	228,400	-	228,400
Miscellaneous Expenses							
Training & Development	-	10,000	10,000	4,380	10,000	-	10,000
Membership Dues & Subscriptions	-	250	250	-	250	-	250
Utilities	-	75,000	75,000	14,250	20,000	-	20,000
Communication Services	-	-	-	-	3,000	-	3,000
Streetlights	-	158,945	158,945	149,736	150,000	-	150,000
Total Miscellaneous Expenses	-	244,195	244,195	168,366	183,250	-	183,250
Capital Outlay							
Vehicles	-	-	-	-	-	-	-
Machinery & Equipment	-	1,099,500	1,099,500	1,099,500	-	-	-
Capital Lease	-	32,832	32,832	32,832	32,832	21,288	54,120
Total Capital Outlay	-	1,132,332	1,132,332	1,132,332	32,832	21,288	54,120
Total Expenditures	-	2,567,661	2,567,661	2,329,665	1,732,358	104,487	1,836,845
Other Financing Sources	-	-	-	-	575,733	63,130	638,863
(Uses) Transfers In Total Other Financing Sources							
Net Change In Fund Balance	-	432,339	432,339	872,335	(813,625)	(41,357)	(854,982)
Beginning Fund Balance	-	-	-	-	872,335	-	872,335
Ending Fund Balance	-	432,339	432,339	872,335	58,710	(41,357)	17,353

Fund Description

The Streets, Drainage and Grounds Construction Fund was a newly created fund for FY 2017-18. The Streets, Drainage and Grounds Construction Fund is a minor governmental fund used by the City to account for the City's capital improvement of streets, drainage, and park improvements. This fund, and related projects, are funded through bonds. Each year, the City Council determines which streets will be reconditioned.

Revenues

This is a new fund created to address streets, drainage, and park issues that are considered more than simple maintenance. Revenues will come from a \$4 drainage fee charged to all sewer customers.

Expenses

Expenses include personnel and materials needed to fund the repair for streets and drainage areas. The specialized type of work required for the construction and maintenance of streets and drainage requires someone with expertise in the field and special supplies that are costly.

Budget Variances

Fund balance for this fund will fluctuate depending on the timing of projects and bond issuances.

Department Enhancements – Streets & Drainage

Description: Two Additional Street Maintenance Technicians

Justification: Additional personnel will be needed to address the needs of the growing City.

Description: Leasing of a Water Truck

Justification: The water truck will be needed (as it is currently being contracted out), as it would be a cost savings to acquire one for the City.

SOLID WASTE FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Solid Waste Franchise	34,051	25,000	25,000	30,000	32,500
Late Fees	25,984	30,000	30,000	26,964	30,000
Solid Waste User Fees	1,299,944	1,250,000	1,250,000	1,339,939	1,380,138
Recycling Cart Fee	-	-	-	-	-
Miscellaneous Income	6,950	-	-	-	-
Total Revenues	1,366,929	1,305,000	1,305,000	1,396,904	1,442,638
Expenditures					
Waste Management	1,220,140	1,270,000	1,270,000	1,287,651	1,326,281
Bad Debt	-	7,500	7,500	2,000	7,500
Other Expenses	-	-	-	-	-
Capital Leases	-	-	-	-	-
Total Expenditures	1,220,140	1,277,500	1,277,500	1,289,651	1,333,781
Transfers					
Transfers In					
Transfers Out	(82,500)	(90,000)	(90,000)	(90,000)	(445,000)
Total Transfers	(82,500)	(90,000)	(90,000)	(90,000)	(445,000)
Net Change in Fund Balance	64,289	(62,500)	(62,500)	17,252	(335,843)
Beginning Fund Balance	255,547	319,836	319,836	319,836	337,089
Ending Fund Balance	319,836	257,336	257,336	337,089	1,246

Fund Description

The Solid Waste Fund was created to account for the City's solid waste services. All expenses associated with the City's garbage and recycling services are included in the fund.

Revenues

Revenues for the fund include the new rates, per the negotiated contract for curbside and recycling services. In addition, the City charges a franchise fee to refuse collection companies that offer commercial services to businesses in Hutto. All commercial services were taken over by Al Clawson Disposal, Inc. as of July 2017.

Expenses

In December 2015 the City entered into a contract with Al Clawson Disposal, Inc. to be the sole provider for residential and commercial garbage services. By shifting services to a single provider, the City is able to reduce costs for residential and most commercial customers. The contract helps the City reach its strategic goal of 100% recycling.

Budget Variances

\$445,000 is budgeted in FY18 in transfers out to help pay for the utility debt service payment.

[page intentionally left blank]

UTILITY FUND



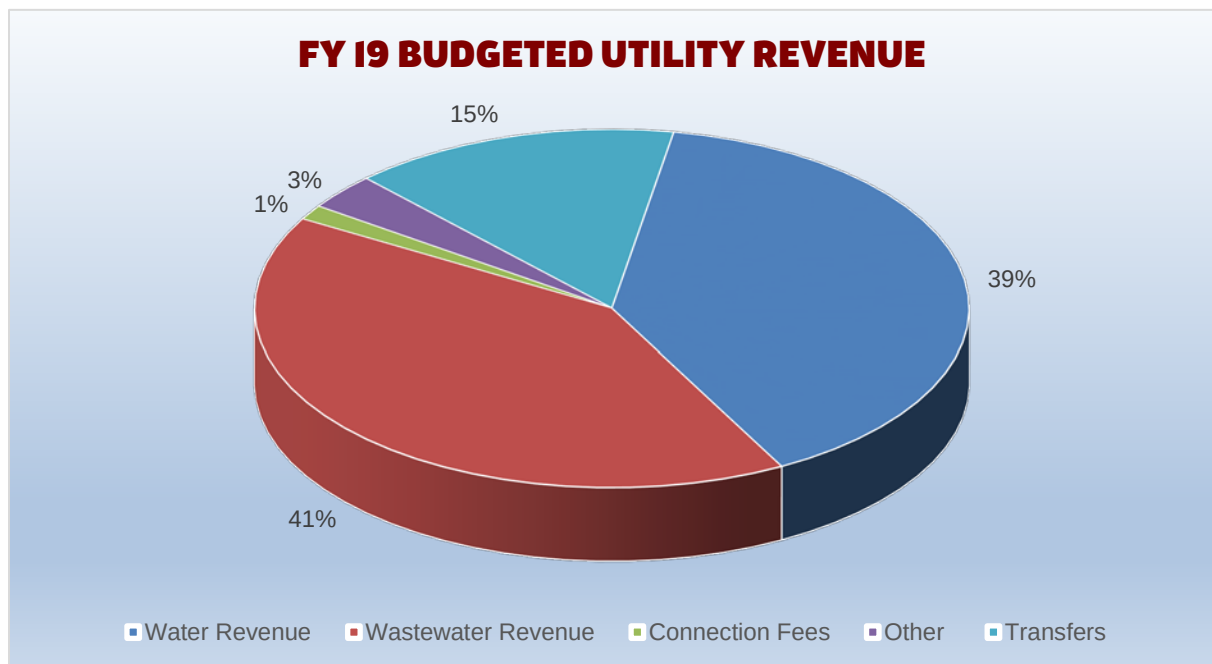
UTILITY FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCE	2018-19 BUDGET
Revenues							
Water	4,695,863	4,482,500	4,482,500	4,637,664	5,163,260	-	5,163,260
Wastewater	3,805,506	4,655,000	4,655,000	4,619,154	5,406,276	-	5,406,276
Connection Fees	114,137	175,000	175,000	125,563	175,461	-	175,461
Bond Proceeds	-	7,373,340	63,561,842	69,902,321	-	-	-
Other	250,013	454,750	354,750	488,758	428,117	-	428,117
Total Revenues	8,865,519	17,140,590	73,229,092	79,773,459	11,173,114	-	11,173,114
Expenditures							
<i>Public Works</i>							
Water Services	5,060,703	2,114,661	2,079,122	2,251,792	2,357,721	(644,113)	1,713,608
Wastewater Services	3,575,756	2,344,476	2,344,476	2,367,552	2,305,222	152,565	2,457,787
Total Public Works	8,636,459	4,459,137	4,423,597	4,619,343	4,662,943	(491,548)	4,171,395
General Services							
Utility Billing	541,789	870,447	870,447	752,665	869,190	104,800	973,990
Total General Services	541,789	870,447	870,447	752,665	869,190	104,800	973,990
Utility Fund CIP							
<i>Water Capital Outlay System</i>							
Front St. Waterline	201,976	1,186,640	1,186,640	1,206,129	-	-	-
Co-Op Water Line Improvements	-	300,000	300,000	300,000	-	-	-
Innovation Business Park Water Line	-	470,000	470,000	470,000	-	-	-
East Street Water Line	-	67,753	67,753	-	-	-	-
Tank Rehab	-	-	-	1,400,000	1,100,000	-	1,100,000
<i>Hot Purchase</i>	-	-	55,389,831	61,847,147	1,175,000	-	975,000
<i>Wastewater Capital Outlay System</i>							
Lakeside Estates Abandoned Lift Station	-	500,000	500,000	-	500,000	-	500,000
Avery Lake WW Interceptor	46,400	5,576,221	511,200	511,700	-	-	-
Hutto south WWTP – Permit Cap	3,308,147	-	-	-	-	200,000	200,000
Carmel Crossings	181,851	181,851	181,851	181,851	181,851	-	181,851
WW North of Limmer Loop	-	3,000,000	3,000,000	-	3,000,000	-	3,000,000
Co-Op WW Improvements	-	400,000	400,000	400,000	-	-	-
FM I660 Relocation of Utilities	-	-	-	-	-	450,000	450,000
Innovation Business Park WW	-	430,000	430,000	430,000	-	-	-
Total UF CIP	3,738,374	12,112,465	62,437,275	66,746,326	5,756,851	650,000	6,406,851
<i>NON-DEPARTMENTAL</i>							
	32,599	54,238	689,672	1,159,125	54,238	15,500	69,738
Total Expenses	12,949,221	17,496,287	70,620,991	73,277,460	11,343,222	278,752	11,621,974
Transfers							
Transfers In	885,982	1,200,000	1,200,000	2,086,803	4,449,800	-	4,449,800
Transfers Out	(229,167)	(4,099,822)	(4,099,822)	(6,603,145)	(4,149,822)	(3,208,844)	(7,501,242)
Total Transfers (Expenses)	656,815	(2,899,822)	(2,899,822)	(4,516,342)	(299,978)	(3,208,844)	(3,051,442)

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCE	2018-19 BUDGET
Net Change in Working Capital	(3,822,194)	(255,519)	(291,721)	1,979,657	129,870	(3,487,596)	(3,500,302)
Beginning Working Capital	7,627,681	3,805,487	3,805,487	3,805,487	5,785,144		5,785,144
Contingency Reserves	2,993,781	3,174,466	3,165,581	2,302,473	2,334,719		2,263,407
Ending Available Working Capital	811,706	375,502	348,184P	3,482,671	3,580,295		21,436

Fund Description

The Utility Fund accounts for the City's Water and Wastewater Enterprise. It functions as a proprietary fund, which operates more like a business. The budget for the Utility Fund, however, uses a modified accrual basis of accounting. Reserves for the Utility Fund are maintained at 20% of the operating budget per the Fiscal and Budgetary Policy.



Revenues

Utility operational revenues total \$11.1 million, which is 13% above the FY18 projected year-end actuals. The increase is a result of customer growth due to new home, business, and commercial construction, as well as a 25% increase in the wastewater rates that was implemented March 1, 2018. The current housing boom will add new water and wastewater customers to the City's utility system, though a portion of new homes will be serviced by Jonah SUD and Manville WSC, as they are outside of the City's water service area. The new Innovation Business Park and Co-Op Entertainment District will also increase the consumption of both water and wastewater, adding another revenue component. The

number of accounts is expected to grow at approximately 11% for both water and wastewater during the next year.

Water Revenues

Water revenues make up the 2nd largest majority of the Utility Fund operating revenue, totaling \$5,163,260. Water revenue is revenue collection for the provision of water to utility customers. This is an increase of 11% over the FY18 projected year-end actuals and is due to anticipated customer growth and average use.

Wastewater Revenues

Wastewater revenues are the largest share of the Utility Fund revenue and are budgeted to total \$5,406,276, a 11% increase over FY18 projected year-end actuals. The City implemented a rate increase of 25% in March 2018. The City has more wastewater connections than water connections because water may be provided by Manville WSC or Jonah SUD depending on the service location. The City also acts as a wholesale wastewater provider to customers located in Jonah's service area north of Limmer Loop.

Impact Fees

Impact Fees (shown as "Transfers In") help cover the impact of new growth on the utility system. Impact fees are collected in the Impact Fee Fund and are transferred to the Utility Fund to help offset debt service payments. Impact fees help shift the financial burden of constructing infrastructure for new growth from existing customers to the new growth that is prompting the infrastructure improvements. Collections are expected to total \$1,504,000 based on new construction trends, anticipated growth, and the utility rate model.

Connection Fees

Connection fees represent the cost of connecting new customers to the City's utility system. The fee is calculated based on the cost of the meter and the end point, in addition to time and equipment needed to set the meter. Connection fees are conservatively budgeted to increase over the FY18 projected year-end actuals. Connection fees are only collected when the City of Hutto provides service to the home. Water connection fees would not be collected for homes that are constructed in the Jonah SUD or Manville WSC service areas.

Other Revenue

Other revenue is made up of interest, miscellaneous income, and account administrative and late fees. The City had received \$100,000 annually from the Hutto Economic Development Corporation from an agreement that led to the extension of water and wastewater utilities along the eastern SH 130 corridor; however, this agreement of payment was cancelled in FY18. Additionally, no future bonds are expected for the Utility Fund.

The number of City water customers has grown an average of 4.58% over the past five years. The number of total accounts is expected to grow by 6% in FY19 as a result of the new commercial and residential customers. The City continues to provide wholesale wastewater service to approximately 1,030 wastewater customers north of Limmer Loop. This number continues to grow as both the Hutto Highlands and Hutto Park subdivisions continue to expand and grow.

Expenses

Utility Fund expenses are the costs associated with the provision of water and wastewater services to Hutto customers. The Utility Fund includes eleven full-time water and wastewater employees whose salary and benefit costs are evenly split between the two divisions, as well as two meter technicians, five customer service personnel, a general services manager. The 2018-19 Utility Fund operating budget totals \$6,406,851. When including the capital improvement budget of \$5,215,123 to the Utility Fund, expenses total \$11,621,974. There is an additional transfer to the Debt Service Fund of \$7,308,666, which

is offset by a transfer in from the Impact Fee Fund of \$1,504,000. This number will fluctuate based on the growth of the City.

Water services, totaling \$1.7 million, and wastewater services, totaling \$2.6 million, make up the largest portion of operating expenses because of water supply agreements. The FY19 water service budget will decrease over 20% from the FY18 projected year-end actuals due to the cancellation of the Manville water contract, while the wastewater service budget will increase 3.8% due to overall growth.

Enhancements include an additional meter technician, a 3% merit/market increase, a permit to increase the capacity of a wastewater treatment facility, painting of the pecan tower, and relocation of the FM 1660 utilities. All enhancements included in the Utility Fund are for increased productivity, investment in infrastructure, and staff needed to carry out the Council Strategic Plan. A majority of the Utility Fund's budget is appropriated toward other services and charges because of its water supply contracts and the contract with Brazos River Authority to operate the wastewater treatment plant. The City currently purchases treated water from the City of Taylor and City of Manville, with the City of Manville contract ending at the end of fiscal year 2018.

Budget Variances

This section summarizes the difference between the FY19 Budget and the FY18 projected year-end actuals amounts:

	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCE	2018-19 BUDGET	% CHANGE PROJECTED
Salaries & Benefits	1,180,254	1,325,027	10,000	1,335,801	13.2%
Supplies & Materials	175,697	202,075	81,750	290,825	65.5%
Repairs & Maintenance	157,839	332,200	(114,000)	218,426	38.4%
Other Services & Charges	4,517,731	3,451,185	(458,998)	2,984,187	(33.9%)
Capital Outlay	104,457	37,884	110,000	147,884	41.6%
Heart of Texas	395,157	238,000	-	238,000	(39.8)%
Total Operations	6,531,134	5,586,371	(371,248)	5,215,123	(20.1)%
CIP Water/Wastewater	66,746,326	5,756,851	650,000	6,406,851	(90.4)%
Total Operations & CIP	73,277,460	11,343,222	278,752	11,621,974	
Net Transfers	6,603,145	4,149,822	3,208,844	7,358,666	11.4%
Total Expenses	79,880,605	15,493,044	3,487,596	18,980,640	(76.2)%

Salaries & Benefits

Salaries and Benefits will increase 13.2%, or about \$155,547, over the FY18 projected year-end actuals. The increase includes an average 3% merit increase, as well as the addition of a meter technician for the Utility Billing Department to read and maintain meters. Additional increases are comprised of those who were hired during the year, but have not yet had a full year salary paid.

Supplies & Materials

Supplies and Materials are budgeted at \$290,825, which is an increase of 65.5% over FY18 projected year-end actuals. The increase is largely due to the purchase of meters for the City's automatic meter reading system, which will need to be replaced in the near future.

Repairs & Maintenance

Repairs and Maintenance costs will see an increase of 38.4% over the FY18 projected year-end actuals. As the City purchased the HOT Water System, and as the City continues to expand, the need for more repairs and maintenance will be necessary. As such, budgets were kept the same or increased for expected future expense increases.

Other Services & Charges

Other Services and Charges make up a majority of utility expenses. Included in this section are the water supply contracts with the City of Taylor and Manville WSC, as well as the wastewater treatment agreement with Brazos River Authority. The decrease of 33.9% is due to cancellation of the Manville WSC contract at the end of this fiscal year.

Capital Outlay

Capital Outlay relates to new capital costs such as vehicles, facilities, and equipment. This number fluctuates annually depending on capital needs. The number is increasing 41.6% over FY 18 projected year-end actuals, as there was numerous leased equipment during the year that will now have a full year's payment. No new major expenses for capital outlay are expected outside of the leasing of one new vehicle for the new water meter technician.

CIP In FY18, the Utility Fund included water and wastewater infrastructure for the new Co-Op Entertainment District, as well as several other major improvements, and the purchase of the Hot Water system. In FY19, the City will run infrastructure improvements to the new Innovation Business Park, including streets and utilities. Additionally, the City enhancements include painting of the pecan water tower, increasing the permit capacity of the wastewater plant, and relocation of the utility lines on FMI660.

Transfers Out

Transfers out are increasing 11.4% over the FY18 projected year-end actuals. There is a transfer of \$50,000 to the Utility Capital Replacement Fund and the debt service transfer of \$7,308,666 is increasing due to the initial principal payment for the 2018 general bond obligation.

Utility Fund Enhancements

Description: All employee increase (with the exception of executive staff), of 3% in merit/market pay.

Justification: To stay competitive with benchmark cities and to pay for performance which aligns with the newly adopted Strategic Plan.

Description: FM I660 Relocation of Utilities

Justification: Due to overall construction occurring at FM I660, the utilities will need to be relocated, with the City bearing \$450,000 of the costs.

Description: Permit Capacity

Justification: As the wastewater plant nears capacity, the newly acquired Hutto South WWTP will need to have its capacity increased. The first step is to secure a permit to increase the capacity. Construction on increasing the plant will then begin in future years.

Additionally, other enhancements include the increasing of such expenditures as the wastewater contracts that we have to match the expected activity for next year, and increasing payments such as the capital leases to reflect full year payments for equipment that was acquired in FY18.

UTILITY DEBT SERVICE FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Interest & Other	6,628	2,500	2,500	2,065	2,500
Total Revenues	6,628	2,500	2,500	2,065	2,500
Expenditures					
Debt Service					
Principal Reduction	2,204,050	2,446,350	2,446,350	2,430,750	2,600,934
Interest	1,657,881	1,768,651	1,768,651	1,756,887	4,702,732
Paying Agent Fees	1,796	5,000	5,000	5,000	5,000
Total Debt Service	3,863,727	4,220,001	4,220,002	4,192,637	7,308,666
Transfers					
Transfer In	3,863,727	4,192,637	6,616,164	6,616,164	7,308,666
Transfers Out	-	-	-	-	-
Total Transfers	3,863,727	4,192,637	6,616,164	6,616,164	7,308,666
Net Change In Fund Balance	6,628	(24,863)	(24,863)	2,065	2,500
Beginning Fund Balance	50,000	56,628	56,628	56,628	58,693
Ending Fund Balance	56,628	31,764	31,764	58,693	61,193

Fund Description

The Utility Debt Service Fund tracks the revenue set aside for the retirement of certificates of obligation issued for utility improvements. The fund also tracks the payment of principal and interest for outstanding bond obligations. Utility debt service is paid using revenues generated by the provision of water and sewer service. The approximate amount needed to pay principal and interest related to the City's indebtedness is transferred in from the Utility Fund.

Revenues

Revenues are transferred in from the Utility Fund totaling \$7,308,666, which is an increase from the FY18 budget. A portion of the debt service is paid using impact fees that are used for debt service payments for eligible capital projects. Debt service requirements are paid using water and wastewater user fees and other collected revenue.

Expenses

Debt service payments are generally made in February and August of each year. Expenses include principal reduction of \$2,600,934 and interest of \$4,702,732 on existing obligation. The increase in overall expenses for the proposed budget year FY19 over FY18 is due to the increase in payments for the 2018 bonds that were issued to purchase the Heart of Texas Water System.

Budget Variances

Only the annual debt service requirement is transferred to the Utility Debt Service Fund each year. The Debt Analysis section provides more information regarding the City's outstanding and proposed debt issuances.

UTILITY CAPITAL REPLACEMENT FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Sale of Assets	-	-	-	-	-
Interest & Other	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures					
Vehicles	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Transfers					
Transfer In	50,000	50,000	50,000	50,000	50,000
Transfers Out	-	-	-	-	-
Total Transfers	50,000	50,000	50,000	50,000	50,000
Net Change In Fund Balance	50,000	50,000	50,000	50,000	50,000
Beginning Fund Balance	250,000	300,000	300,000	300,000	350,000
Ending Fund Balance	300,000	350,000	350,000	350,000	400,000

Fund Description

The Capital Replacement Fund was created to track the cost of replacing aged and worn capital assets, including vehicles and equipment, and to begin setting aside funds to replace aging equipment. A portion of the asset's value is set aside each year to build up the cost of replacing the asset. Proceeds from the sale of capital assets will be deposited in this fund for the replacement of future capital assets. The amount reserved for replacement is based on the asset's cost and useful lifespan.

Revenues

Revenues represent transfers in from the Utility Fund. A transfer of \$50,000 from the Utility Fund to the Utility Capital Replacement Fund is budgeted for FY19.

Expenses

Expenses will include replacement equipment and machinery used by the City's utility system. The City plans to build up the fund balance to be used to replace aging and worn capital assets.

Budget Variances

This fund was created in Fiscal Year 2010. The fund balance is expected to increase over the next few years as the City sets aside funds to replace aging assets.

IMPACT FEES FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Water Impact Fees	285,340	635,391	635,391	551,654	782,496
Wastewater Impact Fees	600,642	564,609	564,609	648,349	722,304
Total Revenues	885,982	1,200,000	1,200,000	1,200,003	1,504,800
Transfers					
Transfers In	-	-	-	-	-
Transfers Out	(885,982)	(1,200,000)	(1,200,000)	(1,200,003)	(1,504,800)
Total Transfers	(885,982)	(1,200,000)	(1,200,000)	(1,200,003)	(1,504,800)
Net Change In Fund Balance	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-

Fund Description

The Impact Fees Fund is used to manage the collection and use of impact fees for the City's water and wastewater capital improvement projects. The City began collecting impact fees in the fall of 2006. The Impact Fee Study was last conducted in 2013. The City transfers collected impact fees to the Utility Fund to help pay for debt service related to capital projects. Any fund balance left at the end of the year is due to the timing of collections.

Revenues

Revenues are calculated based on anticipated development of subdivisions and commercial sites. Impact fees are assessed at the time a property is platted and paid at the time the building permit is issued. Impact fee collections are expected to increase in line with the increase in new growth currently occurring in Hutto. The City currently assesses the following impact fees:

For lots platted prior to Feb. 2013:

Water - \$3,625 per service unit equivalent
Wastewater - \$2,128 per service unit equivalent

For lots platted after Feb. 2013:

Water - \$4,363 per service unit equivalent
Wastewater - \$1,068 per service unit equivalent

Expenses

Eligible impact fee collections will be transferred to the Utility Fund to support eligible debt service payments.

Budget Variances

The Impact Fee Fund was created in 2008 to appropriately account for revenues and expenses related to impact fees under Chapter 395 of the Texas Water Code. Collected impact fees are transferred to the Utility Fund for eligible expenses.

COURT FEES FUND

	2016-17 ACTUAL	2016-17 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Court Technology Fees	7,212	7,000	7,000	6,530	7,000
Court Security Fees	5,386	5,100	5,100	3,013	5,100
Court Training Fees	308	500	500	357	500
Total Revenues	12,905	12,600	12,600	9,901	12,600
Expenditures					
Court Technology	3,689	16,190	16,190	11,773	13,000
Court Security	6,498	31,250	31,250	8,594	19,750
Court Training	-	2,000	2,000	-	500
Total Expenditures	10,187	49,440	49,440	20,367	33,250
Net Change In Fund Balance	2,531	(36,843)	(36,843)	(10,466)	(20,647)
Beginning Fund Balance	34,295	37,013	37,013	37,013	26,547
Ending Fund Balance	36,826	170	170	26,547	5,900

Fund Description

The Court Fees Special Revenue Fund tracks fees that are allowed to be collected on certain Class C misdemeanors in municipal court. These fees must only be used for specific purposes outlined in the law, including court security, court technology, and court training.

Revenues

Court fees are special municipal court revenues collected in accordance with state law to enhance court security, technology, and training. A total of \$12,600 has been budgeted for FY19.

Expenses

The special revenues may only be used for expenses related to Court technology, security, and training. The budget reflects using the full balance of each of the funds each year to give the staff the flexibility to use the funds as needed. Court Security Fund was used in 2014 to implement a Warrant Officer program with great success. This program was designed to raise fine collections and reduce the cost of outside resources. The City is also obtaining a warrant officer for FY19 (to be included in the municipal court budget) to help collect warrant that are have been outstanding.

Budget Variances

The Court Fee Funds summary includes court technology, security, and training funds. The fund balance will fluctuate depending on the timing of projects.

HOTEL TAX FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-2018 PROJECTED	2018-19 BUDGET
Revenues					
Hotel Occupancy Tax	286,540	250,000	250,000	199,887	250,000
Miscellaneous Income	-	-	-	-	-
Total Revenues	286,540	250,000	250,000	199,987	250,000
Expenditures					
Historical Restoration & Museums	-	-	-	-	-
Convention & Visitor's Bureau (10-15%)	3,145	5,000	5,000	5,000	5,000
Promotion of the Arts (>15%)	188,415	163,000	37,500	37,500	-
Sporting Event Promotion	-	-	212,500	212,500	-
Sports Facility Rehabilitation	-	-	-	-	-
Signage	-	-	-	-	-
Total Expenditures	191,560	168,000	255,000	255,000	5,000
Transfers					
Transfers In	-	-	-	-	-
Transfers Out	(78,240)	(95,000)	(95,000)	(95,000)	(250,000)
Total Transfers	(78,240)	(95,000)	(95,000)	(95,000)	(250,000)
Net Change In Fund Balance	7,914	(13,000)	(100,000)	(150,113)	(5,000)
Beginning Fund Balance	209,945	217,859	217,859	217,859	67,746
Ending Fund Balance	217,859	204,859	117,859	67,746	62,746

Fund Description

The Hotel Occupancy Tax Fund was created in 2008 to better manage revenue and expenses related to the hotel occupancy tax collected by the City of Hutto. State law stipulates special restrictions for the expenditure of hotel occupancy tax revenue. The City Council adopted a Hotel Tax Use Policy in 2009 defining how hotel tax revenues may be used. The policy stipulates that funds may be used for any of the follow functions, so long as the action aids in bringing overnight tourists to Hutto:

- Convention and Visitor's Bureau functions - 15%
- Promotion of the Arts - 15%
- Historical Restoration and Museums - No limit
- Sporting Event Promotion - No limit
- Enhancement of Existing Sports Facilities - No limit
- Signage (directional signage for tourists) - No limit

Revenues

Revenues represent the 7% hotel occupancy tax allowed by state law. The City's first major hotel opened in 2008. A second hotel opened in 2015, increasing the City's hotel tax collections.

Expenses

The City implemented a Hotel Tax Use Policy in 2009 to outline how hotel/motel tax revenues may be used in accordance with state law. In 2014 the Hotel Tax Use Policy was amended to allow for businesses intending to promote the City of Hutto to visitors through a public project or event to also apply for funding. The application process has been revised to have applicants apply during a designated time annually rather than throughout the year, allowing for improved budgetary planning and further clarification to applicants. The application packet has also been modified to include a cover letter, overview, checklist, application revisions, a copy of Chapter 35I of the Texas Tax Code, and a lodging directory. Funding is at the discretion of the City Council. The downtown and tourism manager oversees the use of the funds in accordance with state law and city policy.

\$5,000 is spent on Convention and Visitor's Bureau. The fund supports expenses incurred on an annual webpage for Hutto on www.TourTexas.com, which allows the City to receive visitor leads and mail brochures when requested. The Economic & Convention Department utilizes the additional funding for printing brochures, online banner ads on Tour Texas, as well as other placed ads (such as in the Houston House & Home), to market events such as Christmas Fair/Old Town Christmas Weekend and the Home & Garden Show. In the 2017-18 projected year-end budget and 2018-19 budget (through a transfer to a Special Events Special Revenue Fund), the City has committed \$250,000 to promote the KOKE Fest. The first festival was held in August 2017 and brought more than 5,000 attendees to the City. The City and KOKE FM committed to a seven year agreement to continue the festival, and it will proceed for six more years. The first two years will be held at the Gin Co-Op, and beginning in FY2018-19, it will continue at the newly acquired park property on Brushy Creek, which will house a new amphitheater sponsored by KOKE FM.

Budget Variances

Actual expenses will be based on applications from community organizations for use of the funds.

PEG FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
PEG Capital Fees	35,282	32,500	32,500	36,500	37,595
Total Revenues	35,282	32,892	32,500	36,500	37,595
Expenditures					
Technology Equipment & Supplies	342	1,200	1,200	500	1,000
Professional Services	-	25,000	25,000	20,000	25,000
Total Expenditures	342	26,200	26,200	20,500	26,000
Net Change In Fund Balance	34,940	6,300	6,300	16,000	11,595
Beginning Fund Balance	46,849	81,790	81,790	81,790	97,790
Ending Fund Balance	81,790	88,090	88,090	97,790	109,385

Fund Description

The Public Education and Government Channel Fund (PEG Fund) accounts for cable franchise fee payments used for the provision of a public educational and governmental access channel in accordance with state law.

Revenues

The City of Hutto, through a state franchise agreement, receives franchise fees equal to 1% of gross cable provider revenues to support certain expenses in providing a public access channel. The estimated 2018-19 revenue of \$37,595 is a conservative estimate in growth based on historical revenue. The City is currently conducting a franchise fee revenue audit in conjunction with Lloyd Gosselink, the City's Joint Advisory Committee Attorney, and approximately 30 other cities.

Expenses

Use of PEG revenues is regulated by state law. In short, the franchise fee may be used to pay capital costs associated with operating a public access channel.

Budget Variances

The PEG Fund was created through a budget amendment in FY14 to account for revenues and expenses in accordance with the state franchise agreement.

RED LIGHT CAMERA FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
RED LIGHT CAMERAS	41,871	-	-	-	-
Total Revenues	41,871	-	-	-	-
Expenditures					
Attorney Services	530	5,000	5,000	2,278	4,000
Pay to ATS	17,324	-	-	5,491	6,000
Remittance to State	-	-	-	-	-
Total Expenditures	17,854	5,000	5,000	7,769	10,000
Transfers Out	(59,996)	(5,000)	(5,000)	-	-
Net Change In Fund Balance	(35,978)	(5,000)	(5,000)	(7,767)	(10,000)
Beginning Fund Balance	131,925	95,947	95,947	95,947	88,180
Ending Fund Balance	95,947	90,947	90,947	88,180	78,180

Fund Description

The Red Light Camera Fund tracked revenues and expenses associated with the City's former red light cameras. The City no longer uses the red light cameras due to ongoing statewide litigation and questions regarding the legality of red light cameras.

Revenues

The City of Hutto is no longer receiving revenue since this program has been discontinued.

Expenses

There are still some attorney service fees coming through this fund for defending the red light camera lawsuits.

INTERNAL SERVICE FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Expenditures					
Fleet Services					
Salaries and benefits	-	-	-	-	100,773
Supplies and materials	-	-	-	-	6,550
Other Service Charges	-	-	-	-	750
Facility Maintenance					
Salaries and Wages	-	-	-	-	111,429
Supplies and Materials	-	-	-	-	15,650
Repairs and Maintenance	-	-	-	-	50,000
Total Expenditures		-	-	-	285,152
Transfer In					285,152
Net Change In Fund Balance	-	-	-	-	(285,152)
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-

Fund Description

The Internal Service Fund is being created in FY2018-19 and is the fund used to account for fleet and building maintenance. These costs are then allocated to the other departments at year end based on vehicles used and on square footage used by each department.

Revenues

No revenues are associated with this fund as it is an internal service fund that will have its expenses allocated at year end.

Expenses

Expenses consist of janitorial staff, a fleet manager, and associated supplies and materials required to appropriately track the fleet of vehicles and care for the buildings.

Enhancements

- Description: Building Maintenance Manager Hired During Last Quarter and Janitor Hired Halfway Through the Year
- Justification: After the future City Hall is constructed and as the City continues to expand its overall facilities, it will require additional staff to maintain and beautify these areas.

SPECIAL EVENTS FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Event Revenue	-	-	-	-	250,000
Total Revenues	-	-	-	-	250,000
Expenditures					
KokeFest	-	-	-	-	250,000
Amphitheater Management Agreement	-	-	-	-	250,000
Total Expenditures	-	-	-	-	500,000
Other Financing Sources					
Transfers In	-	-	-	-	250,000
Total Other Financing Sources	-	-	-	-	250,000
Net Change In Fund Balance	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-

Fund Description

The Special Events Fund is a special revenue fund used to account for the large events that are to be revenue generators at the new amphitheater that is being constructed at the new park at Brushy Creek. These events should be able to self-sustain themselves, and, as such, a new fund was used to track each in order to determine profitability with regard to cash flows for each of the events.

Revenues

Revenues will consist of ticket sales, parking fees, fees charged to vendors and others to sell goods at the events, as well as all other types of revenue associated with events such as concerts. Additionally, the Hotel Occupancy Tax Funds will be transferred over in the amount of \$250,000 to fund the KOKE Fest each year.

Expenses

Expenses will be comprised of the necessary costs of concerts and events, including talent acquisition, staging needs, staffing, policing, etc.

PARK IMPROVEMENT FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Interest	916	-	-	1,200	1,200
Parkland Fees	242,672	-	-	192,723	200,000
Total Revenues	243,588	-	-	193,923	201,200
Expenditures					
Park Improvements	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Other Financing Sources					
Transfers Out	-	-	-	-	(700,000)
Total Other Financing Sources	-	-	-	-	(700,000)
Net Change In Fund Balance	243,588	-	-	193,923	498,800
Beginning Fund Balance	72,204	315,792	315,792	315,792	509,715
Ending Fund Balance	315,792	315,792	-	509,715	10,915

Fund Description

The Park Improvement Fund is used to account for funds received and expended for purchase of land, improvements, and construction of parks and recreational facilities.

Revenues

Revenues will consist of parkland fees received for use of the parks by large organizations.

Expenses

Expenses will be comprised of the necessary costs associated with purchase of the land, improvements, and construction of parks and recreational facilities.

Enhancements

The FY19 budget includes \$1.28 million for personnel, equipment, and merit increases. During the budget process, departments turn in a base budget for the fiscal year, along with enhancement requests. Enhancements are considered items that would be above and beyond a base, or flat budget. Enhancement requests can be in the form of additional personnel, new programs or projects, new equipment, and new vehicles. Enhancements are reviewed and vetted by City management, the Finance Department, and department heads to determine if requested increases are in the best interest of the City. General Fund enhancements include \$410,336 in personnel and \$229,234 in equipment and other enhancements. Streets, Drainage and Grounds Maintenance Fund enhancements include \$83,199 in personnel and \$21,288 in equipment and other enhancements.

FUND	DEPARTMENT	DESCRIPTION	COST	NOTES
General Fund	Police Department	Administrative Assistant	\$31,200	New Administrative Assistant
	Police Department	2 Utility Vehicles for Special Events	\$24,369	New Vehicles for Special Events
	Police Department	4 New Patrol Officers	\$106,416	New Patrol Officers
	Police Department	4 New Patrol Vehicles	\$59,400	New Patrol Vehicles to accommodate the New Patrol Officers
	Police Department	Criminal Investigator Sergeant	\$66,600	New Criminal Investigator Sergeant
	Police Department	Two CID Vehicles	\$1,432	
	Economic & Convention	Budget Line Item for Special Events	\$55,000	Red, Whites & Brews-\$25,000; Downtown Christmas Fair \$15,000; Spring-a-Palooza \$10,000; Santa Claus Crawl \$5,000
	Municipal Court	Warrant Officer	\$60,000	New Warrant Officer
	Inspection & Code	Code Inspection Officer	\$55,000	New Inspection Officer
	All Departments	3% Merit/Market Increase		
	Finance	Increase Staff Accountant Salary	\$10,000	To accommodate Staff Accountant additional duties
	Finance	Increase Full time Accounting Technician Salary	\$10,400	To accommodate the demand in Accounts Payable
	Public Works/Engineering	3 New Vehicles for Engineering	\$18,000	
	Parks & Recreation	2 Recreation Programmers	\$70,720	New 2 Recreation Programmers
	Parks & Recreation	F150 Ford Truck	\$7,200	
	Parks & Recreation	F250 Ford Truck	\$9,600	
	Parks & Recreation	2-11ft Mowers	\$46,233	
	Parks & Recreation	Trailers for the Mowers	\$8,000	
Internal Service Fund	Facility Maintenance	Building Maintenance Manager	\$50,000	New Building Maintenance Manager
	Facility Maintenance	Janitorial Staff	\$41,184	New Janitorial Staff

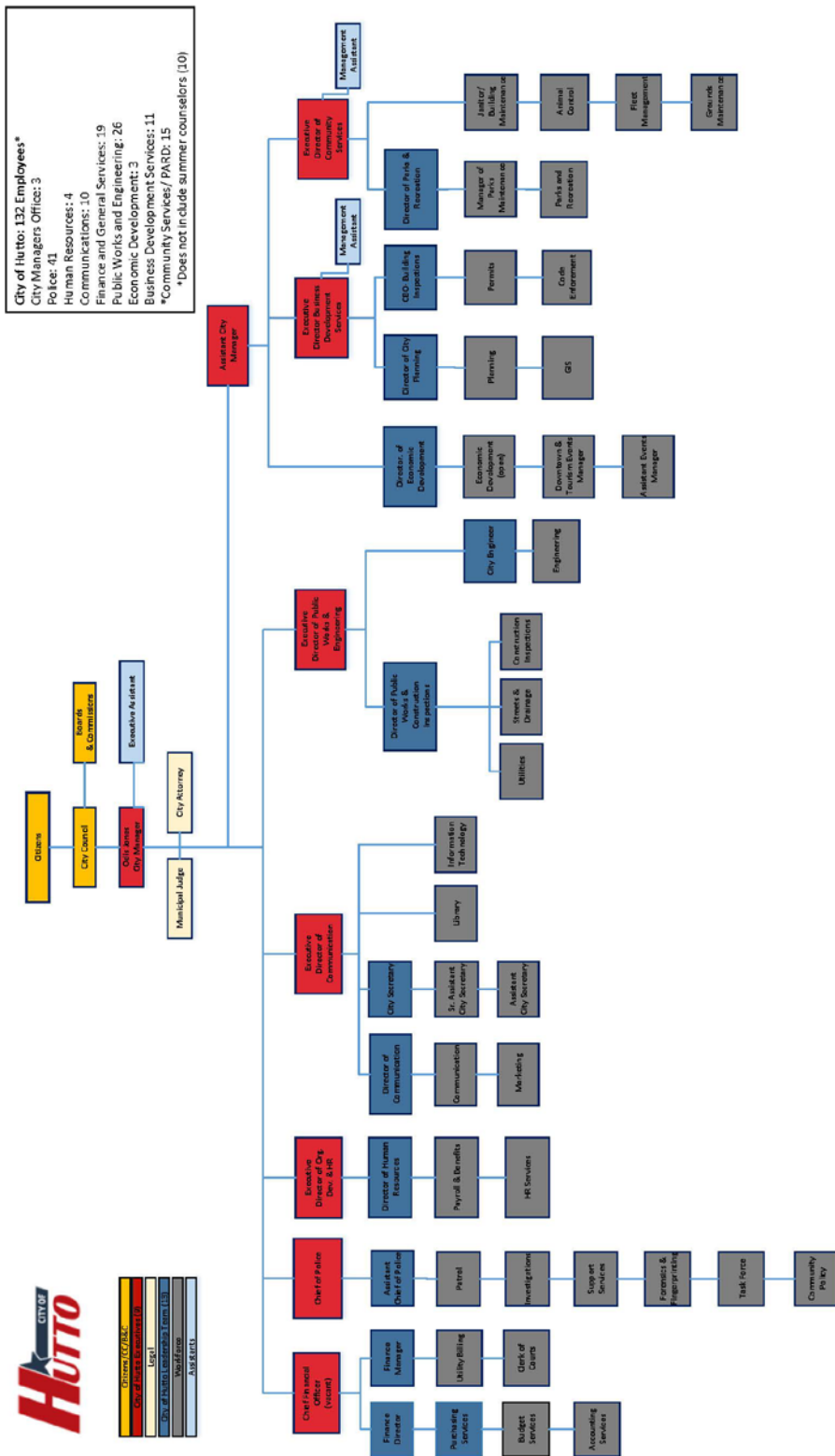
	Utility Billing	In point Meters	\$25,000	
	Waste Water	Capital Leases	26,565	
	All Departments	3% Merit/Market Increase		
	Water	Water Tank Maintenance	\$101,000	
Streets & Drainage	Streets & Drainage	2 Streets and Drainage Technicians	\$83,199	2 Streets and Drainage Technicians
	Streets & Drainage	Water Truck	\$21,288	New Water Truck \$1,774 monthly payment

[page intentionally left blank]

ORGANIZATIONAL CHART FOR THE CITY



ORGANIZATIONAL CHART FOR THE CITY



FISCAL & BUDGETARY POLICY



FISCAL AND BUDGETARY POLICY

Amended February 1, 2018

OVERVIEW AND STATEMENT OF PURPOSE

The City of Hutto has an important responsibility to its citizens and customers to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public.

The broad purpose of the Fiscal and Budgetary Policy is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs. The City's financial management, as directed by this Policy, is based upon the foundation of integrity, prudent stewardship, planning, accountability and full disclosure.

Policy scope generally spans areas of financial planning, operating and capital budgeting, revenue management, expenditure control, asset management, pay philosophy, accounting and financial reporting, debt management, and reserves. This is done in order to:

- A. Demonstrate to the citizens of Hutto, the City's bond holders, other creditors and the bond rating agencies that the City is committed to a strong fiscal operation;
- B. Provide a common vision for financial goals and strategies for current and future policy-makers and staff;
- C. Fairly present and fully disclose the financial position of the City in conformity to Generally Accepted Accounting Principles (GAAP); and
- D. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code, bond covenants and other legal mandates.

The City Council will annually review and adopt the Fiscal and Budgetary Policy.

FINANCIAL PLAN

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. Multi-year budgeting provides a means to identify the impact of implementing new programs and projects on future budgets. The Financial Plan is the City's long range operations and capital plan. The plan includes all of the operating departments of the General Fund and Utility Fund as well as the capital improvement funds of the City. The plan is reviewed and updated annually.

- A. Capital Improvements Program – The Capital Improvements Plan (CIP) outlines the major utility infrastructure, streets and drainage, facilities, parks, and other improvements needed to serve the citizens, maintain existing infrastructure and facilities, meet growth related needs and comply with state and federal regulations.
 - I. Preparation – The City Engineer, with the support of the Finance Department, coordinates the annual update and adoption of the multi-year CIP as a part of the annual budget process. In accordance with the City Charter (Charter, section 12.03), the CIP will be delivered to the Planning and Zoning Commission, so that P&Z recommendations may be included and presented to City Council. The CIP includes all costs associated with the design, rights of way, acquisition and construction of a project, as well as the estimated operating and maintenance costs, which impacts future operating budgets. The following guidelines will be utilized in developing the CIP:
 - Needed capital improvements and major maintenance projects are identified through life cycle system models, repair and maintenance records, and growth demands.

- A team approach will be used to prioritize CIP projects, whereby City staff from all operational areas provide input and ideas relating to each project and its effect on operations.
 - Citizen involvement and participation will be solicited in formulating the capital budget through website solicitation.
 - City Master Plans
2. Financing Programs – Where applicable, impact fees, assessments, pro-rata charges or other fees should be used to fund capital projects which have a primary benefit to specific, identifiable property owners. Factors related to the issuance of debt will include the following: a.) legal constraints on debt capacity and financing alternatives, b.) essentiality of the proposed capital improvement and the economic cost of delay, c.) willingness and financial ability to pay for the capital improvement, d.) determination of the ability to fund through a pay-as-you-go system, e.) assess current interest rate environment for borrowing and investment, as well as other market conditions, and reserve requirements e.) financial condition of the City, f.) the types, availability and stability of revenues to be pledged for repayment of the debt, g.) type of debt to be issued, and h.) the nature and asset life of the capital projects.
 3. Control – All capital project expenditures must be appropriated in the capital budget. The Chief Financial Officer or City Manager must certify the availability of resources before any right of way easement is negotiated or before any capital project contract is presented to the Council for approval.
 4. Reporting – Periodic financial reports will be prepared to enable the Department Directors to manage their capital budgets and to enable the Finance Department to monitor and control the budget as authorized. Capital project status reports will be provided to Council on a quarterly basis.
- B. Operations Plan – The plan will include estimated operating expenses, the cost of new programs being contemplated, and staffing needs for the multi-year period.
 - C. Revenues and Financing Plan – The Finance Department will develop conservative, multi-year revenue forecasts based upon current and known future revenue streams. The Plan will illustrate the impact of the Capital and Operations Plan on the property tax rate, utility rates and other fees. Sensitivity analyses may be used in order to react to low-medium-high growth environments that would allow for more aggressive investment in infrastructure and conversely time to react to economic slowdown.
 - D. Performance Measures – Department Directors will develop program performance measures to evaluate the impact of new programs and growth on the departments. Existing programs will also be evaluated as a part of the multi-year planning process and annual budget process to determine whether certain programs should continue to be funded. ICMA Insights program participation will be utilized to establish, track, and compare performance measures.

ANNUAL OPERATING BUDGET

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The "operating budget" is the City's annual financial operating plan. The annual budget includes all of the operating departments of the general fund, proprietary funds, debt service funds, special revenue funds, and capital improvement funds of the City.

- A. Planning – The budget process will include City Council participation in the identification of major policy issues. The budget process will be a part of an overall strategic planning process for the City. The process will also allow for citizen input.
- B. Preparation – The Charter (Section 8.02) requires "On or before the 15th day of August each fiscal year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message." The budget shall be adopted not later than the last day of the last month of the fiscal year.
 - I. Proposed Budget – A proposed budget shall be prepared by the City Manager and delivered to the City Council per the City Charter.
 - a. In accordance with the Charter (Section 8.04), the budget shall provide a complete financial plan for the ensuing fiscal year, in a form the City Manager or Council deems desirable, and the budget shall include goals and objectives, a capital budget, enterprise funds and appropriations.
 - b. In accordance with the Charter (Section 8.05), the City will publish in a newspaper of general circulation in the City and on the City website a general summary of the budget, as well as the times and places that the budget is available for public inspection, no less than two weeks after the publication.
 - c. A copy of the proposed budget will be filed with the City Secretary when it is submitted to the City Council, which must be at least 30 days prior to the vote.
 2. Adoption – City Council will hold a public hearing, and subsequently adopt by Ordinance the final budget. The budget will be effective for the fiscal year beginning October 1st.
 3. Standards for Publication – The City will utilize the criteria outlined in the Government Finance Officers Association (GFOA) Distinguished Budget Program for the presentation of the budget document. The budget document will be submitted annually to the GFOA for evaluation and consideration for the Distinguished Budget Presentation Award.
 4. Budget Calendar – The timeline for budget adoption is guided by City Charter and state Truth in Taxation laws. The deadline for the chief appraiser to certify rolls to taxing units is July 25. After certification, City Council must discuss the tax rate, and if the maximum rate they will consider adopting will exceed the rollback rate or effective tax rate, they must take a record vote and schedule a public hearing. If required, Notice of Public Hearing on Tax Increase must be published at least 7 days before the first public hearing. If required, the second public hearing must be no earlier than 3 days after the first public hearing, and is also when the meeting to adopt tax rate will be scheduled and announced (must be 3-14 days from this date). Notice of Tax Revenue Increase must be published before the meeting to adopt tax rate (at least seven days, if available). The meeting to adopt tax rate must be held 3-14 days after the second public hearing, and the tax rate must be adopted before September 30.
- C. Revenue Estimates – In order to maintain a stable level of services, the City shall use a conservative, objective and analytical approach when preparing revenue estimates. The process shall include the analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year, which could otherwise result in mid-year service reductions.

- D. Balanced Budget – The goal of the City is to balance the operating budget with current revenues, whereby, current revenues match and fund on-going expenditures/expenses. Excess balances in the operating funds from previous years may be used for non-recurring expenditures/expenses or for capital expenditures.
- E. Reporting – Summary financial reports will be provided to the City Council monthly and presented to City Council during a regular City Council meeting quarterly, at a minimum. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status.
- F. Control and Accountability – Each Department Director, appointed by the City Manager, will be responsible for the administration of his/her departmental budget. This includes accomplishing the Goals and Objectives adopted as part of the budget and monitoring each department budget for compliance with spending limitations. Department Directors may request a transfer of funds within a department budget. All transfers of appropriation or budget amendments require either City Council or City Manager approval as outlined in Section V.C. Further expenditure control guidance is located in Section V of this policy.
- G. Budget Amendments – The *Charter (Section 8.07)* provides a method to amend appropriations. The City Council may authorize:
 - 1. Supplemental Appropriations – If the City Manager certifies that revenues are available in excess of those estimated in the budget, an amendment ordinance may be prepared for City Council approval.
 - 2. Emergency Appropriations – To meet public emergency affecting life, health, property, or the public peace, or to avoid a material cost or public expense, the City Council may adopt an emergency appropriation.
 - 3. Reduction of Appropriations – If at any time during the fiscal year it appears probable that expected revenues will be insufficient to finance expenditures for which appropriations have been authorized, the City Council may adopt an ordinance to reduce appropriations.
- H. Contingency Appropriations – The budget may include contingency appropriations within designated operating department budgets. These funds are used to offset anticipated but amount unknown expenditures, unexpected maintenance or other unanticipated expenses that might occur during the year, including insurance deductibles, unexpected legal expenses, and equipment repairs.
- I. Outside Agency Funding – The City Council may fund a number of outside agencies and organizations that provide core services for the citizens of Hutto. The amount of funding received by each agency depends upon Council direction and the availability of funds. The City Council may fund up to 0.75% of the estimated General Fund revenues during the budget process.
- I. Funding Process – All agencies shall have a standardized process for application, review, monitoring, and reporting. All agencies are required to submit applications for funding to the City during the budget process. Applications will include the following:
 - a. Information about the organization including organization's purpose, charter, board of directors, etc.
 - b. Copy of organization's financial policies.
 - c. Copy of prior year's tax filing demonstrating non-profit status.
 - d. Copy of prior year's audit or financial review for organizations whose operating budget exceeds \$100,000 annually.
 - e. Agencies will need to provide a list and description of what the funding from the prior year was used for and program measures that indicate the increased success of the program due to the funding.

2. Funding of non-profit agencies through public funds require enhanced guidelines for spending and operations which shall include:
 - a. Funding will typically be used for specific programs, rather than for general operating costs, and demonstrates the program's sustainability beyond a three-year funding period.
 - b. The City shall have the ability to review financial reports to monitor how public funds are utilized by an organization.
 - c. Other items may be addressed by the City Council as specified in each organization's Outside Agency Funding Agreement.
3. The Williamson County Crisis Center (Hope Alliance), Williamson County Children's Advocacy Center, Emergency Service District (ESD) #3, and the Williamson County and Cities Health District will be considered a budgeted line-item. All other outside agencies and organizations will go through the Outside Agency Funding process.
4. The City Council will review requests from other agencies and award based upon available funding. Applications will be evaluated on the following criteria:
 - a. Number of Hutto citizens served by the organization;
 - b. Type of service provided and whether other organizations in the community provide the service;
 - c. Availability of other funding sources for the organization;
 - d. Demonstration of ability to adhere to the guidelines outlined by this policy;
 - e. The City Council prefers to allocate funding based upon the following guideline:
 - Education – 10%
 - Quality of Life – 30%
 - Social Services – 60%
 - Public Health and Safety – The City Council may provide additional funding above the designated 0.75% to support governmental organizations that provide public health and safety services to the Hutto Community. Examples include membership in the Williamson County and Cities Health District and financial support for Williamson County Emergency Services District #3.

All funded agencies shall be required to submit quarterly reports with performance data unless otherwise specified.

- J. Periodic Program Reviews – The City Manager and Department Directors will periodically review programs for efficiency and effectiveness. Programs not meeting efficiency or effectiveness objectives shall be brought up to required standards or be subject to reduction or elimination.
- K. Budget Contingency Plan – This policy is intended to establish general guidelines for managing revenue shortfalls resulting from factors such as local and economic downturns that affect the City's revenue streams.
 - I. Immediate Action – Once a budgetary shortfall is projected, the City Manager will take the necessary actions to offset any revenue shortfall with a reduction in current expenses. The City Manager may:
 - a. Freeze all new hire and vacant positions except those deemed to be a necessity.
 - b. Review all planned capital expenditures.
 - c. Delay all "non-essential" spending or equipment replacement purchases.
 2. Further Action – If the above actions are insufficient to offset the revenue deficit and the shortfall continues to increase, the City Manager will further reduce operating expenses to

balance the variance. The City Manager may ask Department Directors for recommendations on reductions of service levels in order to reduce expenditures to balance the budget. Any resulting service level reductions, including workforce reductions, will be addressed by the City Council.

REVENUE MANAGEMENT

- A. Optimum Characteristics – The City will strive for the following optimum characteristics in its revenue system:
 1. Revenue Adequacy – The City should require there be a balance in the revenue system; i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
 2. Realistic and Conservative Estimates – Revenues will be estimated realistically, and conservatively, taking into account the volatile nature of various revenue streams.
 3. Administration – The benefits of a revenue source should exceed the cost of levying and collecting that revenue. Where appropriate, the City will use the administrative processes of State, Federal or County collection agencies in order to reduce administrative costs.
 4. Diversification and Stability – A diversified revenue system with a stable source of income shall be maintained. This will help avoid instabilities in two particular revenue sources due to factors such as fluctuations in the economy and variations in the weather.
- B. Other Considerations – The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:
 1. Non-Recurring Revenues – One-time or non-recurring revenues shall not be used to finance current ongoing operations. Non-recurring revenues shall be used only for non-recurring expenditures and not for budget balancing purposes.
 2. Property Tax Revenues – All real and business personal property located within the City will be estimated at a collection rate of 98% of the taxable value for any given year based on the current appraisal supplied by the Williamson County Appraisal District.
 3. Investment Income – Earnings from investments will be distributed to the funds in accordance with the equity balance of the fund from which the monies were provided to be invested.
 4. User-Based Fees and Service Charges – For services associated with a user fee or charge, the direct or indirect costs of that service will be offset by a fee where possible. The City will review fees and charges no less than once every year to ensure that fees provide adequate coverage for the cost of services. The City Council will determine how much of the cost of a service should be recovered by fees and charges.
 5. Utility Fund Rates – The City will review and adopt utility rates as needed to generate revenues required to fully cover operating expenses, meet the legal requirements of all applicable bond covenants and provide for an adequate level of working capital.

Additionally, enterprise activity rates will include transfers to and receive credits from other funds as follows:

6. Administrative Cost Recovery – Administrative costs shall be charged to all funds for services of general overhead, such as administration, finance, customer billing, legal and other costs as appropriate. These charges will be determined through an indirect cost allocation following accepted practices and procedures.

7. Revenue Monitoring – Revenues as they are received will be regularly compared to budgeted revenues, variances will be investigated and if material will be included in the quarterly report to the City Council.
- C. Funding Alternatives
 1. Grants - The City shall seek to obtain grants which are consistent with the City's current and future priorities and objectives. The City Council must authorize acceptance of any grant funding. Potential grants will be examined for any matching requirements and the source of those requirements identified. Grant applications will be reviewed by Finance to ascertain funding sources, outcomes and other relevant information before the information is presented to the City Council. The City shall recover indirect costs to the maximum allowable by the funding source, and may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant. Grant-funded programs and associated positions will be terminated as directed by the City Council when grant funds are no longer available, unless alternate funding is identified.
 2. Leases - The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such an arrangement is advantageous to the City.
 3. Impact Fees - The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every year. All fees collected will fund projects identified within the Fee study and as required by state laws.
- D. Liabilities and Receivables - Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts Receivable procedures will target collection for a maximum of 30 days of service. Receivables aging past 120 days will be sent to a collection agency. The Chief Financial Officer is authorized to write-off non-collectible accounts that are delinquent for more than 180 days, provided proper delinquency procedures have been followed, and include this information in the annual report to the City Council.

EXPENDITURE POLICIES

- A. Appropriations – The point of budget control is at the department level budget for all funds. The Department Directors shall manage budgets to ensure that appropriations are not exceeded. Budgets are approved by the Council within a departmental or program budget category (personnel costs, supplies, maintenance, operations/maintenance and capital).
- B. Central Control – No recognized or significant salary or capital budgetary savings in any Department shall be spent by the Department Head without prior authorization from the City Manager. This control will realize budget savings each year that will be available to be transferred by the City Manager, without further Council action.
- C. Budget Transfers – The *Charter (Section 8.06)* provides that the City Manager may transfer balances within departments and programs. A Department Director may request a transfer between line items or categories of items through the City Manager. Finance will make the adjustment upon approval from the City Manager.
- D. Purchasing – All City purchases of goods or services will be made in accordance with the City's current Purchasing Policy and with State law. In accordance with Texas Local Government Code, Subchapter B, Sections 252.021 and 252.043, the City shall make award to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality. Council may delegate authority to a designated representative in determining the appropriate method of purchase. State law requires any purchase of goods or materials over \$50,000 be formally bid or procured through an approved cooperative. The City's Purchasing Policy follows State Law by requiring multiple quotes for most purchases over \$3,000. The City's Purchasing Policy requires all contracts greater than

\$50,000 annually be approved by the City Council. The following shows a summary of approval requirements for purchases.

- I. Local Preference – In accordance with Chapter 271.905I of the Local Government Code, the City Council may choose to award a competitive bid of \$100,000 or less to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received from the lowest bidder whose business is not within the City limits. The determination that the local bidder offers the City the best combination of contract price and additional local economic development opportunities will be made in writing.
 2. Interlocal Cooperation in Delivery of Services – In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the cost of services, to share facilities and to develop joint programs to improve service to its citizens.
 3. Conflict of Interest – The City will comply with all conflict of interest requirements as mandated by the Texas Government Code and Local Government Code.
- E. Prompt Payment – All invoices approved for payment by the proper City authorities shall be paid within thirty (30) calendar days of receipt of goods or services or invoice date, whichever is later in accordance with State law. The City will take advantage of all purchase discounts, when possible.

PAY PHILOSOPHY

The City's goal as an employer is to attract and retain quality employees who provide exemplary public service to our community in an effective and efficient manner.

- A. Adequate Staffing – Staffing levels will be adequate for the operations and programs of the City to be conducted efficiently and effectively. In order to provide continuing services to a growing population, as well as add new services, staffing levels will be evaluated by the City Manager regularly to determine workloads. Workload allocation alternatives, such as contract labor and contracted services, will be explored before adding additional staff.
- B. Market Adjustments – The City shall utilize salary survey data, as well as data from other benchmark cities, as a reference for making market-based adjustments. Market based adjustments are based upon the job duties and job descriptions of the position, not on performance of the employee within the position. City Council identified benchmark cities based on parameters such as population, proximity to Hutto, growth rate, and tax base. The cities selected are: Belton, Cedar Park, Cibolo, Georgetown, Kyle, Leander, Little Elm, Pflugerville, Round Rock, Schertz, Seguin and Taylor.
- C. Merit Adjustments – The City utilizes a merit based pay and step pay plan as a part of the overall compensation system. Council may fund merit increases annually during the budget process to aid in retaining and rewarding quality employees for productivity and job performance. These merit based adjustments are recommended by the employee's immediate supervisor and reviewed by both the Department Director and the City Manager. Employees may receive a merit increase upon approval of the City Manager based upon performance or when other situations warrant this type of increase, such as a reclassification due to additional job duties.

CAPITAL MAINTENANCE AND REPLACEMENT

The City shall maintain a Capital Replacement Fund to provide financial resources to replace aging fleet and equipment. Only fleet and equipment included on the City's Fixed Assets inventory will be included on the replacement schedule. Funding will be set aside each year through the annual budget process to fund the future replacement of fleet and equipment.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

- A. Accounting – The City is responsible for the recording and reporting of its financial affairs, both internally and externally. The City's Chief Financial Officer is responsible for establishing the structure for the City's Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City's financial position.
- B. Audit of Accounts – In accordance with the *Charter Section 8.14*, an independent audit of the City accounts will be performed every year. The auditor is retained by and is accountable directly to the City Council.
- C. External Reporting – Upon completion and acceptance of the annual audit by the City's auditors, the City shall prepare a written Comprehensive Annual Financial Report (CAFR) which shall be presented to the City Council within 180 calendar days of the City's fiscal year end. The CAFR shall be prepared in accordance with GAAP and shall be presented annually to the GFOA for evaluation and consideration for the Certificate of Achievement in Financial Reporting. If City staffing limitations preclude such timely reporting, the Chief Financial Officer will inform the City Council of the delay and the reasons therefore.

RISK AND ASSET MANAGEMENT

- A. Risk Management – The City will utilize programs to prevent and/or reduce the financial impact to the City due to claims and losses. Transfer of liability for claims through transfer to other entities through insurance and/or by contract will be utilized where appropriate. Prevention of loss through the safety program and the employee health program will be employed.
- B. Investments – The City Council has formally approved a separate Investment Policy for the City of Hutto that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council and applies to all financial assets held by the City.
- C. Cash Management – The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City's depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.

DEBT MANAGEMENT

The City of Hutto recognizes the primary purpose of capital facilities is to support provision of services and mobility to its residents. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and "pay as you go" methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects on the City's long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets, including equipment, for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

- A. Usage of Debt – Long-term debt financing will be considered for multi-year capital improvements of which future citizens will benefit. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:
 - Grants
 - Use of Reserve Funds
 - Use of Current Revenues
 - Contributions from developers and others
 - Leases
 - Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

B. Types of Debt –

- I. General Obligation Bonds (GO's) – General obligation bonds must be authorized by a vote of the citizens of Hutto. They are used only to fund capital assets of the general government and will not be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:
 - When the project will have a significant impact on the tax rate;
 - When the project may be discretionary or nonessential even though it is routine in nature; or
 - When the project falls outside the normal bounds of projects the City has typically done.
2. Certificates of Obligation, Contract Obligations (CO's) – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) or supported by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:
 - When the proposed debt will have minimal impact on future effective property tax rates;
 - When the projects to be funded are within the normal bounds of City capital requirements, such as for roads, parks, various infrastructure and City facilities; and
 - When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue; or
 - When the project or capital item is determined to be nondiscretionary or essential to the City.

Certificates of obligation will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.
3. Self-supporting General Obligation Debt – Refers to general obligation debt including CO's issued for a specific purpose and repaid through dedicated revenues other than ad valorem taxes. The annual debt requirements are not included in the property tax calculation. The Utility Fund issues this type of debt.
4. Internal Borrowing between City funds – The City can authorize use of existing long-term reserves as "loans" between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. The loan will be repaid within ten (10) years. The loan will be considered an investment of working capital reserves by the lending fund.
5. Short-term Borrowing - The City may authorize the issuance of Public Property Finance Contractual Obligations (PPFCOs) or Limited Tax Notes (Notes) which are short-term obligations for the acquisition of personal public property, such as equipment. PPFCOs and Notes are payable from either ad valorem taxes or another dedicated revenue stream. Each issuance will be assessed to ensure cost effectiveness and the repayment schedule will not exceed the useful life of the asset. Multiple equipment

acquisitions can and should be grouped in a single PPFCO or Note issue in order to develop economies of scale. Notes are limited to a 7 year term.

6. Revenue Bonds – Revenue bonds may be issued to provide for the capital needs of any activities where the capital requirements are necessary for the continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue and will generally be limited to no more than twenty (20) years.
- C. Method of Sale – The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issue warrant a negotiated sale. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor and Chief Financial Officer in the selection of the underwriter or direct purchaser.
- D. Disclosure – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the Preliminary Official Statements. The City will take responsibility for the accuracy of all financial information released.
- E. Federal Requirements – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. Debt Structuring – The City will issue bonds with maturity not to exceed the useful life of the asset acquired. The structure should approximate overall level debt service and tax rate or revenue source stability unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long term debt instruments.
- G. Debt Coverage Ratio – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues net of on-going operating expenses of the City's Utility. The City will maintain a minimum debt service coverage ratio of 1.0 times for these utilities as a whole.
- H. Reimbursement Resolutions – The City may utilize reimbursement resolutions for debt financings as a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserve "cash" to delay bond issues until such time when issuance is favorable and beneficial to the City.

FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS

The City of Hutto will maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

- A. Operating Reserves – In accordance with the Charter Section 8.04, the City is mandated to maintain a 10% reserve. Per the Fiscal and Budgetary Policy, the City will maintain emergency reserves at a minimum of 20% of net budgeted operating expenditures. Net budgeted operating expenditure is defined as total budgeted expenditures less interfund transfers and charges, general debt service (tax supported), direct cost for purchased power and payments from third party grant monies.

- 1. General Fund – The unobligated fund balance in the General Fund should equal at least 20%.
 - 2. Utility Fund – Working capital reserves in these funds should be 20%.

Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriated within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that use of the excess will not endanger reserve requirements in future years.

- B. Capital Project Funds – Every effort will be made for all monies within the Capital Project Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the project. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service fund to service project-related debt service.
- C. Debt Service Funds for Ad Valorem Tax Obligations – This fund holds receipts from ad valorem property taxes levied to pay debt service on outstanding ad valorem tax obligations. Due to the nature of the source of funds, monies held within this fund are stable. Balances are maintained in this fund to ensure that debt service payments may be made in a timely manner and to comply with ordinances authorizing such outstanding debt obligations.
- D. Investment of Reserve Funds – The reserve funds will be invested in accordance with the City's investment policy.
- E. Sales Tax Excess – Due to the volatile nature of sales tax revenue, collections over and above the estimated sales tax revenue amount should be used to fund non-recurring expenses, such as (but not limited to) equipment purchases, capital improvement projects or transfers to the capital replacement fund.

[page intentionally left blank]

HUTTO BOARDS & COMMISSIONS



HUTTO BOARDS & COMMISSIONS

Hutto Economic Development Corporation. Voters approved the creation of the 4A Hutto Economic Development Board in May 1996. In May 2018, voters approved the creation of the 4B Hutto Economic Development Board. The Board makes recommendations to the Council on the use of a 1/2 cent 4B Sales Tax to support economic development. Board members are appointed by the Council. All corporate powers are under the authority of the Board of Directors. The Board shall consist of seven (7) persons, with terms of each director seat being for three (3) years, and may live in Williamson County.

Historic Preservation Commission. The Historic Preservation Commission makes recommendations to the Council in regard to designation of historic sites or districts within the City. Members are appointed by the Council. Seven (7) members are appointed for staggered terms of three (3) years. A member of City staff, appointed by Council, shall serve as an ex-officio member and as secretary to the Commission and act as the Local Preservation Officer.

Parks Advisory Board. The Parks Advisory Board makes recommendations to the Council in regard to park and recreational developments. Members are appointed by the Council. The Board shall consist of seven (7) members.

Library Advisory Board. The Library Advisory Board makes recommendations to the Council in regard to the City's Library operations. Members are appointed by the Council. The Board shall consist of seven (7) members.

Planning & Zoning Commission. The Planning and Zoning Commission makes recommendations to the Council in regard to zoning changes as well as the growth and development of the City. The Planning and Zoning Commission also annually makes recommendations to the City Council regarding the City's Five Year Capital Improvements Plan. Members are appointed by Council. Seven (7) members serve on the Commission.

Zoning Board of Adjustments. The Board hears and decides appeals in regards to complaints made towards a City Administrative Officer, Department or Board. The Board also acts on applications submitted for variance or special exception to City zoning regulations. Five (5) members are appointed by the Council.

Hutto Ethics Commission. The Hutto Ethics Commission was created in 2007 to render advice and opinions on potential conflicts of interest or violations at the request of a City official. The Commission consists of seven (7) members appointed by the City Council to staggered terms of three (3) years, all of whom shall reside in the City. All vacancies filled for the unexpired term and all members shall hold office until successor is appointed by the Council.

Building and Standards Commission. The Hutto Building and Standards Commission was created in 2015 to hear appeals and render decisions upon rulings by the building official when requests for modification or a variation have been made and denied. The commission will also serve as the fire code board of appeals.

GLOSSARY



GLOSSARY

This document contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader, a budget glossary follows:

ACCRUAL BASIS. The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

ACCRUED EXPENSES. Expenses incurred but not due until a later date.

AD VALOREM TAXES. (Current) All property, real personal, mixed tangible, intangible, annexations, additions, and improvements to property located within the taxing units jurisdiction that are subject to taxation on January 1 of the current fiscal year. Following the final passage of the appropriations ordinance, the City Council sets the tax rate and levy for the current fiscal year beginning October 1 and continuing through the following September 30.

AD VALOREM TAXES. (Delinquent) All taxes are due on receipt of bill and are delinquent if not paid before February 1st of the fiscal year in which it is imposed.

AD VALOREM TAXES. (Penalty and Interest) A delinquent tax incurs a penalty of six (6%) percent of the amount of the tax for the first calendar month it is delinquent, plus one (1%) percent for each additional month of portion of the month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.

APPROPRIATION. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION. A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Williamson County Appraisal District.)

ASSET. Resources owned or held which have monetary value.

AUDIT. A comprehensive review of the manner in which the government's resources were actually utilized. A certified public accountant issues an opinion over the presentation of financial statements, tests the controls over the safekeeping of assets and makes recommendations for improvements where necessary.

BASE BUDGET. The on-going expense for personnel, operating services and the replacement of supplies and equipment to maintain service levels. The base budget does not include new programs or projects, which are approved on an individual basis.

BOND. A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects (such as buildings, streets, and water and sewer improvements).

BUDGET. A financial plan of projected resources and proposed expenditures for a given period.

BUDGET CALENDAR. The schedule of key dates or milestones that the City follows in the preparation, adoption, and administration of the budget.

BUDGET CATEGORY. A group of expenses related by function. The City uses five budget categories including: Salaries and Benefits, Supplies and Materials, Repair and Maintenance, Other Services and Charges, and Capital Outlay.

BUDGET CONTINGENCY PLAN. The Fiscal and Budgetary Policy outlines operating procedures for managing revenue shortfalls resulting from factors such as local and economic downturns.

BUDGETED FUNDS. Funds that are planned for certain uses but have not been formally or legally authorized by the legislative body. The budget document that is submitted for Council approval is composed of budgeted funds.

CAPITAL EXPENDITURES. Outflows of spend-able resources for the acquisitions of long-term assets.

CAPITAL IMPROVEMENTS PLAN. A five year planning document that outlines the capital projects within the next five years and includes information regarding funding, project description and scheduling, and status. The City Council annually adopts a CIP as part of the budget process.

CAPITAL OUTLAYS. Expenditures that result in the acquisition of or addition to fixed assets.

CASH BASIS. A basis of accounting under which transactions are recognized only when cash changes "hands".

CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN). The jurisdictional boundary of the City's water and/or wastewater service area.

CERTIFICATES OF OBLIGATION. See definition of bond.

CHARRETTE. A facilitated planning retreat process that brings together multiple parties to create initial ideas and designs for projects.

CONTINGENCY. A budgetary appropriation reserve set aside for emergencies or unforeseen expenditures not budgeted.

CONTINGENCY RESERVES. A portion of the budgeted ending fund balance or working capital that is not available for appropriation. The intent of the reserves is to provide flexibility, should actual revenues fall short of budgeted revenues and to provide adequate resources to implement budgeted expenditures without regard to the actual cash flow of the fund.

COST ACCOUNTING. That method of accounting that provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operations or to complete a unit of work or a specific job.

CURRENT TAXES. Taxes that are levied and due within the current year.

DEBT SERVICES. Principal and interest obligations for bonds and other debt instruments according to a pre-determined payment schedule.

DEFICIT. (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

DELINQUENT TAXES. Taxes that remain unpaid on and after the date on which a penalty for non-payment is assessed.

DEPARTMENT. An administrative segment of the City consisting of multiple divisions that is organized by function and service provided.

DEPRECIATION. The process of estimating and recording the lost usefulness, expired useful life or diminution of service from fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation, or the reserve cost, in order to replace the item at the end of its useful life.

DIVISION. A separately budgeted segment of a department.

EFFECTIVE TAX RATE. The effective tax rate is the tax rate required to produce the same amount of taxes for the current year as the previous year. The rate is calculated by subtracting taxes on property lost this year from the prior year's taxes total. This number is divided by the current value of property taxed in the prior year. Multiplying this number by 100 will produce the effective tax rate.

ENCUMBRANCES. Commitments related to unperformed (executory) contracts for goods or services.

ENHANCEMENTS. Newly requested budgeted amounts that will result in a new or expanded level of service over the previous year.

ETJ. The Extra-Territorial Jurisdiction is the contiguous area just beyond the City limits where a City may apply its development standards and regulations. A City's ETJ is determined by population.

ESD#3. Williamson County Emergency Services District #3 provide fire protection services to the Hutto area. The entity is independent of the City and levies a maximum ad valorem tax of \$0.1 per \$100 of property valuation. The organization is also referred to as "Hutto Fire and Rescue." The City has an interlocal agreement with the organization for services provided to the Hutto citizens

EXPENDITURE. This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended when goods or services are received.

EXPENSES. Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

FISCAL YEAR. The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Hutto has specified October 1 to September 30 as its fiscal year.

FIXED ASSETS. Assets of a long-term character which are intended to continue to be held or used, such as land, building, and improvements other than buildings, machinery and equipment.

FRANCHISE FEE. This is a charge paid by businesses for the use of City streets and public right of way and is in lieu of all other municipal charges, fees, street rentals, pipe taxes or rentals, easement or other like franchise taxes, inspections fees, and/or charges of every kind except Ad Valorem and special assessment taxes for public improvements.

FULL-TIME EQUIVALENT. The numeric breakdown of City positions. A regular full-time employee (40 hours per week) equals one (1.0) full-time equivalent. Part-time positions are calculated as 0.5 full-time equivalents, and seasonal staff positions are considered 0.25 full-time equivalents.

FUND. An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Eight commonly used funds in public

accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

FUND BALANCE. Fund balance is the excess of assets over liabilities and is therefore also known as surplus funds.

GENERAL FUND. The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS. Bonds that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards of and guidelines to financial accounting and reporting. These principles: govern the form and content of the basic financial statements of an entity; encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time; include not only broad guidelines of general application, but also detailed practices and procedures; and, provide a standard by which to measure financial presentations.

GOVERNMENTAL FUNDS. Funds, within a governmental accounting system, that support general tax supported governmental activities.

GRANTS. Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

GROWTH GUIDANCE PLAN. The Growth Guidance Plan includes a statement of strategic priorities/policies adopted by the City Council that are intended to guide the growth and development of the City until 2030.

HOTEL/MOTEL TAX. Pursuant to State law, a tax is levied upon the cost of occupancy of any room or space furnished by any hotel/motel. The current rate of taxation is 13% (7% of which is paid to the City and budgeted for limited uses and 6% of which is collected by the State).

IMPACT FEES. Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

INTERFUND TRANSFERS. Amounts transferred from one fund to another.

INTERNAL SERVICE FUND. A fund to account for any service that services other funds in the government.

INVESTMENTS. Securities and real estate held for the generation of revenue in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

LEVY. (Verb) To impose taxes, special assessments or special charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or special charges imposed by a government.

LONG-TERM DEBT. Debt with a maturity of more than one year after the date of issuance.

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under this basis, revenues are recognized when they become both

"measurable" and "available to finance expenditures within the current period". Expenditures are recognized when the related fund liability is incurred except for: (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earning on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due.

OPERATING BUDGET. A plan of current year expenditures and the proposed means of financial acquisition, spending, and service delivery activities of government are controlled.

OPERATING TRANSFERS. All interfund transfers other than residual equity transfers.

ORDINANCE. A formal legislative enactment by the governing board of a municipality. If an ordinance is not in conflict with any higher form of law, such as a state statute of constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter is less formal and has a lower legal "status". Ordinarily, statutes or characters will specify or imply those legislative actions that must be by ordinance and those which may be by resolution. Revenue raising measures such as these required for imposition of taxes, special assessments and service charges, universally require ordinances.

PERFORMANCE MEASURES. Performance measures are specific quantitative and qualitative indicators that report on the progress of activities and goals. Measures include inputs (the resources required to complete objectives), outputs (the number of units produced), efficiency measures (the number of units produced per input), and outcome measures (the end result of the objective).

PROGRAM DESCRIPTION. A description of the nature of service delivery provided at a particular level of funding.

PROGRAM GOALS. Goals identify the end result the department/division desires to achieve with its activities, but goals are often ongoing and may not be achieved in one year.

PROPERTY TAX. Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

PROPRIETARY FUND. Funds, within a governmental accounting system, that operate like business entities. These funds are characterized as either enterprise or internal service funds.

RESERVE. A portion of fund restricted for a specific purpose and is, therefore, not available or recommended for general appropriation.

RETAINED EARNINGS. An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

REVENUE BONDS. Bonds for which principal and interest are payable exclusively from earnings from an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund's property.

REVENUES. (1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement I, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than revenues. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and

residual equity transfers. Under NCGA Statement I, operating transfers in are classified separately from revenues.

SALES TAX. A general "sales tax" is levied on all persons and businesses selling merchandise in the City limits on a retail basis. The current sales tax rate for the City is 8.25% (with only 1.5% rebated to the City from the State).

SERVICE CHARGES. Service charges are allocated to all Enterprise Fund activities (e.g., water/sewer) for indirect management and administrative support provided by General Fund departments.

SURPLUS. The excess of the assets or resources of a fund over its liabilities or obligations.

TAXES. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the public. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments (neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges).

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ). The Texas Commission on Environmental Quality monitors the City's utility system for safety and compliance with state law.

TEA 2I. The Transportation Equity Act 2I provided grant funding to the City for the Cottonwood Trail Phase II project.

TEXAS WATER DEVELOPMENT BOARD (TWDB). The City of Hutto is seeking low-interest funding for the Brushy Creek Wastewater Interceptor capital project from the Texas Water Development Board's Clean Water Program.

UNENCUMBERED BALANCE. The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

WORKLOAD MEASURES. Workload measures reflect major activities of the division/department in terms of quantity of work accomplished. They should be able to be tracked with a reasonable amount of time and effort.

UNIFIED DEVELOPMENT CODE (UDC). The Unified Development Code is a comprehensive document that outlines all development related codes and ordinances for the City.

[page intentionally left blank]

ACRONYMS & ABBREVIATIONS



ACRONYMS & ABBREVIATIONS

APA	American Planning Association	ISF	Internal Service Fund
AP	Accounts Payable	Jonah SUD	Jonah Service Utility District
AR	Accounts Receivable	KHB	Keep Hutto Beautiful Commission
ARRA	American Recovery and Reinvestment Act	LCRA	Lower Colorado Rivera Authority
AWWA	American Water Works Association	LS	Lift Station
BRA	Brazos River Authority	MGD	Million gallons per day
CAFR	Comprehensive Annual Financial Report	MOU	Memorandum of Understanding
CAMPO	Capitol Area Metropolitan Planning Organization	O&M	Operations and Maintenance
CAPCOG	Capitol Area Council of Governments	ODP	Organizational Development Plan
CCN	Certificate of Convenience and Necessity (water and wastewater)	P&Z	Planning and Zoning Commission
CDBG	Community Development Block Grant	PAFR	Popular Annual Financial Report
CIP	Capital Improvements Plan	PO	Purchase Order
CMO	City Manager's Office Division	PY	Prior Fiscal Year
CO BOND	Certificates of Obligation Bond	RFP	Request for Proposal
COLA	Cost of Living Adjustment	RFQ	Request for Qualifications
CTLS	Central Texas Library System	SCADA	Supervisory Control and Data Acquisition
CWSRF	Clean Water State Revolving Fund	SECO	State Energy Conservation Office
EECBG	Energy Efficiency & Conservation Block Grant	TCEQ	Texas Commission on Environmental Quality
EIS	Executive Information Systems	TEA 2I	The Transportation Equity Act for the 21 st Century
ESD #3	Emergency Services District Number 3	TIF/TRZ	Tax Increment Financing or Tax Re-investment Zone
ETR	The Effective Tax Rate	TLETS	Texas Law Enforcement Telecommunication System
ETJ	The Extra-Territorial Jurisdiction	TML	Texas Municipal League
EWCHEC	East Williamson County Higher Education Center	TMLIRP	Texas Municipal League Intergovernmental Risk Pool
FTE	Full-time Equivalent	TMRS	Texas Municipal Retirement System
FY	Fiscal Year	TSLA	Texas State Library Association
GO BOND	General Obligation Bond	TWC	Texas Workforce Commission
GAAP	Generally Accepted Accounting Principles	TWDB	Texas Water Development Board
GASB	Governmental Accounting Standards Board	TXDOT	Texas Department of Transportation
GFOA	Government Finance Officers Association	UB	Utility Billing
GGP	Growth Guidance Plan	UCR	Uniform Crime Report
GIS	Geographic Information System	UDC	Unified Development Code
GPD	Gallons per day	WCCAC	Williamson County Children's Advocacy Center
GPS	Global Positioning System	WCCHD	Williamson County and Cities Health District
HEDC	Hutto Economic Development Corporation	WILCO	Williamson County
HISD	Hutto Independent School District	WWTP	Wastewater Treatment Plant
HOT	Heart of Texas Water Supply	YAC	Youth Advisory Commission
HPC	Historic Preservation Commission		
HR	Human Resources		
I&S	Interest and Sinking		
ICMA	International City Managers Association		
IT	Information Technology		



City of Hutto
Published July 2018

**CITY OF HUTTO
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 10G. **AGENDA DATE:** August 02, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Consideration and possible action on the proposed Ad Valorem tax rate, including taking a record vote on the proposed tax rate, and setting dates, times, and places for a public hearing and adoption of the tax rate. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The *Ad Valorem, or property*, tax rate for the 2018-19 Budget is a fundamental part of the City Manager's proposed budget. Revenue associated with the property tax rate includes both the General Fund and the Debt Service Fund. The amounts estimated for property tax revenue were based on maintaining the overall property tax rate at *\$0.515171*.

The tax rates, per \$100 of taxable value, are as follows:

2017-18 (current year) tax rate: *\$0.515171*

Formula: Assessed Valuation/100 x tax rate = taxes paid

2018-19 (upcoming year) effective rate: *\$0.4765410*

Effective rate formula: Last year's total revenue ÷ this year's tax base (after subtracting value of new property)

2018-19 (upcoming year) rollback rate: *\$0.5489800*

Rollback rate formula: Last year's **operating** tax revenue ÷ this year's tax base (after subtracting value of new property) x 1.08% + this year's debt rate (less adjustment for sales tax used for property tax reduction). This is the highest rate the Council may consider without risking a voter petitioned roll-back election.

2018-19 (upcoming year) proposed rate: *\$0.5151710*

This year's proposed rate is \$.38930 (O&M) plus \$0.12587 (I&S).

Truth in taxation requires that the Council take a record vote if a tax increase above the effective tax rate is being considered and a 1/4 page notice be published in the newspaper and on the website at least 7 days before the tax hearing. This notice will include the maximum tax rate increase that the Council is considering. The two required tax hearings are proposed to be held, if necessary, on **August 23th** and **September 13th**.

This decision must be considered through a record vote of the City Council (individual role call and vote). The notice must publish the **maximum tax rate** that the City Council will consider; however, the Council may choose to adopt a lower rate later in the budget process.

The rate selected to support the Interest and Sinking portion of the rate may not be altered after this evening without starting the tax rate process over.

BUDGETARY AND FINANCIAL SUMMARY:

The 2018-19 Budget for the General Fund and Interest & Sinking Fund are funded in part based on the property tax rate. This vote does not adopt a tax rate for the City; it only approves the highest rate that the Council may consider. This vote is required to be a record vote, so that publications can be made in accordance with state law.

Each \$0.01 of tax rate equates to approximately \$160,000 in revenue to the City. A vote on publishing a higher tax rate gives the City Council flexibility to discuss taxes during the budget process. Due to the timing of publications and hearings a vote on the higher tax rate allows City Council to deliberate on programs, personnel and equipment included in the proposed budget.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends that the Council publish the proposed tax rate of \$0.54898 as the highest rate the Council will consider.

The average home value has increased from taxable values of \$215,813 to \$244,990. If the proposed tax rate is adopted, the average home's City tax bill would increase from \$1,112 in 2018 to \$1,261 in 2019; however, this is dependent on each home's individual appraisal changes.

The form of motion should be, 'I move that the proposed 2018-19 tax rate for the City of Hutto be published at \$_____ per \$100 of assessed valuation, that a public tax hearing be scheduled for **August 23th** and **September 13th** (if necessary) and that the vote on the tax ordinance be scheduled for **September 6 , 2018** and **September 20, 2018**.'

SUPPORTING MATERIAL:

There are no supporting documents.

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 11A. **AGENDA DATE:** August 02, 2018

PRESENTED BY: Lisa Brown, City Secretary

ITEM: Consideration and possible action regarding appointments of new members to the Boards and Commissions. (Lisa Brown)

STRATEGIC GUIDE POLICY: Quality of Life & Services

ITEM BACKGROUND:

City of Hutto boards and commissions are due for appointments to fill vacancies. Applications are received all year round for citizens who are interested in serving on their city boards and commissions. Board members are appointed for 3 year terms, depending on the specific board they serve.

BUDGETARY AND FINANCIAL SUMMARY:

Not Applicable

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not Applicable

CITY ATTORNEY REVIEW:

Not Applicable

STAFF RECOMMENDATION:

Staff recommends appointing new members to fill vacancies in order to meet quorum requirements at regular scheduled meetings.

SUPPORTING MATERIAL:

There are no supporting documents.

**CITY OF HUTTO
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 12B. **AGENDA DATE:** August 02, 2018

PRESENTED BY: Matthew Rector, PE, CFM, Executive
Director of Engineering and Public
Works

ITEM: Updates and discussion related to the drainage issues near the 1300
block of Creekbend Cove. (Matt Rector)

STRATEGIC GUIDE POLICY: Infrastructure & Growth

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

There is no budgetary impact outside of labor and materials that are already included in the budget.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

None.

CITY ATTORNEY REVIEW:

None.

STAFF RECOMMENDATION:

SUPPORTING MATERIAL:

There are no supporting documents.