

1. There Is No Agenda Available For This Meeting, Please Review The Minutes.

1.I. January 13, 2022 - Agenda

Documents:

[JANUARY 13, 2022 - AGENDA.PDF](#)

1.II. January 13, 2022 - Agenda Packet

Documents:

[JANUARY 13, 2022 - AGENDA PACKET.PDF](#)

1.III. January 13, 2022 - MEETING SLIDE DECK

[JANUARY 13, 2022 - MEETING SLIDE DECK](#)



DAVID A. RETTIG, MAYOR

RENA HARDEMAN, COUNCIL PLACE 1
MICHAEL C. GANZ, COUNCIL PLACE 2
BRIAN MONTINI, COUNCIL PLACE 3

ROGER SESSIONS, COUNCIL PLACE 4
BILL MOORE, COUNCIL PLACE 5
WES BOYER, COUNCIL PLACE 6

**NORTHLAKE TOWN COUNCIL
REGULAR MEETING AGENDA
JANUARY 13, 2022, AT 5:30 P.M.
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226**

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the Northlake Town Council will meet in a Regular Meeting on January 13, 2022, at 5:30 p.m., at the Northlake Town Hall in the Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas 76226. The items listed below are placed on the agenda for discussion and/or action.

1. CALL TO ORDER

- Roll Call
- Invocation
- Pledge of Allegiance

2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

- A. Intergovernmental Affairs Update - Argyle Independent School District Attendance Zone Boundary Revisions Affecting Northlake
- B. Briefing - Town Calendar, Election Location and Town Holidays
- C. Briefing - Review of Strategic Planning Session Report
- D. Briefing - Master Thoroughfare Plan/Roadway Impact Fee Update
- E. Presentation - Purchasing Card Policy Update
- F. Presentation - Finance Update on Process Improvements

3. PUBLIC INPUT

This item is available for citizens to address the Town Council on any matter. The presiding officer may ask the citizen to hold his or her comment on an agenda item until that agenda item is reached. By law, no deliberation or action may be taken on the topic if the topic is not posted on the agenda. The presiding officer reserves the right to impose a time limit on this portion of the agenda.

4. **CONSENT ITEMS**

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

- G. Town Council Meeting Minutes for December 9, 2021
- H. Consider Resolution 22-01, approving and authorizing the Town Manager to enter into a Professional Services Agreement with Innovative Transportation Solutions, in an amount not to exceed \$50,000
- I. Consider Resolution 22-02, approving and setting the Town Meeting and Holiday Calendar for the 2022 Calendar Year
- J. Consider Resolution 22-03, approving the goals and action items discussed during the November 19-20, 2021, Strategic Planning Session

5. **ACTION ITEMS**

- K. Consider the appointment of a member to the Planning and Zoning Commission for the Unexpired Term, ending on May 31, 2022
- L. Consider Resolution 22-04, approving a five (5) year Capital Improvement Budget and giving consent to the issuance of Unlimited Tax Utility Bonds and Unlimited Tax Road Bonds (the “Bonds”) by Northlake Municipal Management District No. 2 of Denton County, a Conservation and Reclamation District located within the corporate boundaries of the Town
- M. Consider Ordinance 22-0113A, amending the Town of Northlake Unified Development Code, from C–Commercial to C-PD – Commercial Planned Development for an approximately 5.2725-acre tract of land situated in the L. Medlin Survey, Abstract No. 830, and known as Lot 3, Block 3, Northport Addition, generally located on the southwest corner of Northport Drive and Dale Earnhardt Way. Northlake Innkeepers, Ltd. is the owner. Town of Northlake is the applicant. Case # PD-21-007
 - i. Public Hearing
 - ii. Consider approval
- N. Consider modifying, continuing, and/or suspending the First Amended Declaration of Local and Public Health Emergency as modified by the Town Council on April 23, 2020

6. **EXECUTIVE SESSION**

The Town Council will convene in an Executive Session, pursuant to Texas Government Code, annotated, Chapter 551 Subchapter D:

- a. **Section 551.071** authorizes a governmental body to consult with its attorney in an executive session to seek his or her advice on a legal matter. It provides as follows: A governmental body may not conduct a private consultation with its attorney except: (1) When the governmental body seeks the advice of its attorney about: (a) pending or contemplated litigation; or (b) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. The Town Council may adjourn into executive session for consultation with the Town Attorney regarding:
 - i. Development of the IMA and AMI Development Groups tracts on approximately 6.4 acres of land north of FM 407.

- ii. Development and annexation of the Oneta Lee Cope Trust tract on approximately 69.0 acres of land located west of FM 156.
- iii. Town of Northlake vs. RKM Utility Services Inc. & Philadelphia Indemnity Insurance Company Denton County District Court Cause No. 20-0649-367
- iv. Potential litigation related to Dale Earnhardt Way road failures.
- v. Potential litigation related to 1849 Gas Line.
- vi. Potential annexation and de-annexation of areas in and around Town Commons generally located north of FM 407 at Harvest Way and Cleveland-Gibbs Road

b. **Section 551.087 Economic Development Negotiations**

- i. Potential development agreement with Henry Northlake Development LLC on five tracts totaling approximately 122 acres generally located east of I-35W and north of Denton Creek
- iii. Development agreement with Lodging Host Hotel Corp. for the development of a hotel conference center.

7. RECONVENE INTO OPEN SESSION

In accordance with Texas Government Code, Section 551, the Town Council will reconvene into Open Session and consider action, if any, on matters discussed in Executive Session

8. ADJOURN

NOTE: The Town Council reserves the right to adjourn into executive session at any time the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code Section 551.071 (Consultation with Attorney); Section 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); 551.087 (Economic Development Negotiations).

CERTIFICATION

I, Zolaina R. Parker, Town Secretary for the Town of Northlake, Texas, hereby certify that the above agenda was posted on the official bulletin board located at Town Hall, 1500 Commons Circle, Suite 300, Northlake, Texas 76226, on January 7, 2022, by 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Zolaina R. Parker
 Zolaina R. Parker
 Town Secretary



NOTICE: THE TOWN OF NORTHLAKE'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). THE TOWN WILL PROVIDE ACCOMMODATIONS, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED IF REQUESTED AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE TOWN SECRETARY'S OFFICE AT 940-242-5702 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD), BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATIONS CAN BE ARRANGED.



DAVID A. RETTIG, MAYOR

RENA HARDEMAN, COUNCIL PLACE 1
MICHAEL C. GANZ, COUNCIL PLACE 2
BRIAN MONTINI, COUNCIL PLACE 3

ROGER SESSIONS, COUNCIL PLACE 4
BILL MOORE, COUNCIL PLACE 5
WES BOYER, COUNCIL PLACE 6

**NORTHLAKE TOWN COUNCIL
REGULAR MEETING AGENDA
JANUARY 13, 2022, AT 5:30 P.M.
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226**

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the Northlake Town Council will meet in a Regular Meeting on January 13, 2022, at 5:30 p.m., at the Northlake Town Hall in the Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas 76226. The items listed below are placed on the agenda for discussion and/or action.

1. CALL TO ORDER

- Roll Call
- Invocation
- Pledge of Allegiance

2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

- A. Intergovernmental Affairs Update - Argyle Independent School District Attendance Zone Boundary Revisions Affecting Northlake
- B. Briefing - Town Calendar, Election Location and Town Holidays
- C. Briefing - Review of Strategic Planning Session Report
- D. Briefing - Master Thoroughfare Plan/Roadway Impact Fee Update
- E. Presentation - Purchasing Card Policy Update
- F. Presentation - Finance Update on Process Improvements

3. PUBLIC INPUT

This item is available for citizens to address the Town Council on any matter. The presiding officer may ask the citizen to hold his or her comment on an agenda item until that agenda item is reached. By law, no deliberation or action may be taken on the topic if the topic is not posted on the agenda. The presiding officer reserves the right to impose a time limit on this portion of the agenda.

4. **CONSENT ITEMS**

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

- G. Town Council Meeting Minutes for December 9, 2021
- H. Consider Resolution 22-01, approving and authorizing the Town Manager to enter into a Professional Services Agreement with Innovative Transportation Solutions, in an amount not to exceed \$50,000
- I. Consider Resolution 22-02, approving and setting the Town Meeting and Holiday Calendar for the 2022 Calendar Year
- J. Consider Resolution 22-03, approving the goals and action items discussed during the November 19-20, 2021, Strategic Planning Session

5. **ACTION ITEMS**

- K. Consider the appointment of a member to the Planning and Zoning Commission for the Unexpired Term, ending on May 31, 2022
- L. Consider Resolution 22-04, approving a five (5) year Capital Improvement Budget and giving consent to the issuance of Unlimited Tax Utility Bonds and Unlimited Tax Road Bonds (the “Bonds”) by Northlake Municipal Management District No. 2 of Denton County, a Conservation and Reclamation District located within the corporate boundaries of the Town
- M. Consider Ordinance 22-0113A, amending the Town of Northlake Unified Development Code, from C–Commercial to C-PD – Commercial Planned Development for an approximately 5.2725-acre tract of land situated in the L. Medlin Survey, Abstract No. 830, and known as Lot 3, Block 3, Northport Addition, generally located on the southwest corner of Northport Drive and Dale Earnhardt Way. Northlake Innkeepers, Ltd. is the owner. Town of Northlake is the applicant. Case # PD-21-007
 - i. Public Hearing
 - ii. Consider approval
- N. Consider modifying, continuing, and/or suspending the First Amended Declaration of Local and Public Health Emergency as modified by the Town Council on April 23, 2020

6. **EXECUTIVE SESSION**

The Town Council will convene in an Executive Session, pursuant to Texas Government Code, annotated, Chapter 551 Subchapter D:

- a. **Section 551.071** authorizes a governmental body to consult with its attorney in an executive session to seek his or her advice on a legal matter. It provides as follows: A governmental body may not conduct a private consultation with its attorney except: (1) When the governmental body seeks the advice of its attorney about: (a) pending or contemplated litigation; or (b) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. The Town Council may adjourn into executive session for consultation with the Town Attorney regarding:
 - i. Development of the IMA and AMI Development Groups tracts on approximately 6.4 acres of land north of FM 407.

- ii. Development and annexation of the Oneta Lee Cope Trust tract on approximately 69.0 acres of land located west of FM 156.
- iii. Town of Northlake vs. RKM Utility Services Inc. & Philadelphia Indemnity Insurance Company Denton County District Court Cause No. 20-0649-367
- iv. Potential litigation related to Dale Earnhardt Way road failures.
- v. Potential litigation related to 1849 Gas Line.
- vi. Potential annexation and de-annexation of areas in and around Town Commons generally located north of FM 407 at Harvest Way and Cleveland-Gibbs Road

b. **Section 551.087 Economic Development Negotiations**

- i. Potential development agreement with Henry Northlake Development LLC on five tracts totaling approximately 122 acres generally located east of I-35W and north of Denton Creek
- iii. Development agreement with Lodging Host Hotel Corp. for the development of a hotel conference center.

7. RECONVENE INTO OPEN SESSION

In accordance with Texas Government Code, Section 551, the Town Council will reconvene into Open Session and consider action, if any, on matters discussed in Executive Session

8. ADJOURN

NOTE: The Town Council reserves the right to adjourn into executive session at any time the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code Section 551.071 (Consultation with Attorney); Section 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); 551.087 (Economic Development Negotiations).

CERTIFICATION

I, Zolaina R. Parker, Town Secretary for the Town of Northlake, Texas, hereby certify that the above agenda was posted on the official bulletin board located at Town Hall, 1500 Commons Circle, Suite 300, Northlake, Texas 76226, on January 7, 2022, by 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Zolaina R. Parker
 Zolaina R. Parker
 Town Secretary



NOTICE: THE TOWN OF NORTHLAKE'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). THE TOWN WILL PROVIDE ACCOMMODATIONS, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED IF REQUESTED AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE TOWN SECRETARY'S OFFICE AT 940-242-5702 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD), BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATIONS CAN BE ARRANGED.

TOWN OF NORTHLAKE COUNCIL ITEM NO. 1

DATE: JANUARY 13, 2022

ITEM: CALL TO ORDER



TOWN OF NORTHLAKE COUNCIL ITEM NO. 2

DATE: JANUARY 13, 2022

ITEM: ANNOUNCEMENTS-PROCLAMATIONS-PRESENTATIONS



NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 13, 2022

REF. DOC. : TOWN CHARTER, SECTION 3.11, MEETINGS OF TOWN COUNCIL

SUBJECT: 2022 COUNCIL AND BOARDS MEETING SCHEDULE AS AFFECTED BY ELECTIONS AND FEDERAL HOLIDAYS



STRATEGIC GOALS/OBJECTIVES:

- Promote Public Involvement (Council Goal)

BACKGROUND INFORMATION:

- Direction received from Council on Town Meeting calendar:
 - o Accommodate local May and general November election dates including early voting
 - o Provide additional examples of other entities' holiday observances
- Town Hall to serve as voting location for local and general election dates
 - o Denton County Elections Administration agreed to Town preferred schedule
 - o Accommodating these elections cause cancellation or rescheduling of following meetings:
 - April 28, 2022, Town Council
 - May 3, 2022, Planning and Zoning Commission
 - October 27, 2022, Town Council
 - November 1, 2022, Planning and Zoning Commission
 - November 8, 2022, Municipal Court
 - In event of local runoff election, additional cancellations result in June 2022
- Staff recommends observing following holiday schedule:
 - o Ten (10) standing observed holidays:
 - New Year's Day
 - Martin Luther King Jr. Day
 - Good Friday
 - Labor Day
 - Independence Day
 - Memorial Day
 - Thanksgiving Day and following Friday
 - Christmas Eve and Christmas Day
 - o Two (2) floating holidays
 - o Town offices open Presidents Day, Columbus Day, and Veterans Day

COUNCIL ACTION:

- Consensus on recommended Town meeting and holiday calendar

Date	Holiday	State of Texas	Denton County	Denton	Fort Worth	Argyle	Copper Canyon	Double Oak	Bartonville	Justin	Trophy Club	Flower Mound	Highland Village	Ponder	Roanoke	Northlake (Current)	Northlake (Proposed)
1-Jan	New Year's Day	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
3rd Monday of Jan	Martin Luther King Jr. Day	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
19-Jan	Confederate Heroes Day	Skeleton Crew	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
3rd Monday of Feb	President's Day	Y	Y	N	N	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	N
2-Mar	Texas Independence Day	Skeleton Crew	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
31-Mar	Cesar Chavez Day	Optional	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Varies	Good Friday	Optional	Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
21-Apr	San Jacinto Day	Skeleton Crew	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Last Monday of May	Memorial Day	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
19-Jun	Juneteenth	Y	N	Y	N	N	N	N	N	N	N	N	N	Y	N	N	N
4-Jul	Independence Day	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
27-Aug	LBJ Day	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
1st Monday of Sep	Labor Day	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Varies	Rosh Hashanah, Day 1	Optional	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Varies	Rosh Hashanah, Day 2	Optional	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Varies	Yom Kippur	Optional	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
2nd Monday of Oct	Columbus Day	N	N	N	N	N	N	Y	Y	N	N	N	N	Y	N	Y	N
11-Nov	Veteran's Day	Y	Y	Y	N	Y	N	Y	Y	Y	N	N	N	Y	Y	Y	N
11-Sep	Patriot Day	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N
Last Thursday of Nov	Thanksgiving Day	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Last Friday of Nov	Day after Thanksgiving	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
24-Dec	Christmas Eve	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
25-Dec	Christmas Day	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	City Holiday 1 (varies)	N	N	Y	Y	Y	N	Y	N	N	Y	N	N	N	N	N	Y
	City Holiday 2 (varies)	N	N	Y	N	Y	N	N	N	N	N	N	N	N	N	N	Y
Total Holidays		13*	12	13	9	14	11	14	13	11	11	9	9	13	13	13	12

*Optional holidays are "purchased" by agreeing to work a "skeleton crew" holiday.



2022 Calendar

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	L 25	L 26	L 27	L 28	L 29	L 30

MAY						
S	M	T	W	T	F	S
L 1	L 2	L 3	4	5	6	L 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	LR 6	LR 7	LR 8	LR 9	LR 10	LR 11
LR 12	LR 13	LR 14	15	16	17	LR 18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	G 24	G 25	G 26	G 27	G 28	G 29
G 30	G 31					

NOVEMBER						
S	M	T	W	T	F	S
		G 1	G 2	G 3	G 4	5
6	7	G 8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

ELECTIONS
Local
Regular - L
Run-off - LR
State and Federal
General - G

MEETINGS
Council
EDC/CDC
P&Z
BOA

COURT SESSIONS
Mon. - 4:45 P.M.
Tue. - 4:15 P.M.
Wed. - 4:45 P.M.

HOLIDAYS

Updated 01/05/2022

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 13, 2021

REF. DOC.: DRAFT STRATEGIC PLANNING WORKSHOP REPORT

SUBJECT: 2022 NORTHLAKE STRATEGIC PLAN



GOALS/OBJECTIVES:

BACKGROUND INFORMATION:

- Town Council met on November 19 and 20, 2021 to develop Strategic Plan for 2022
- Vision: Northlake is an iconic hometown community, honoring its rural heritage and embracing promising opportunities.
- Mission: The Town on Northlake provides responsive and affordable public services, creating and sustaining an exceptional quality of life for all.
- Core Values: Service, Innovation, Integrity, Excellence, Trust and Community
- Goals:
 - o Protect the Public
 - o Exercise Fiscal Responsibility
 - o Invest in Infrastructure
 - o Reinforce our Identity
 - o Advance Northlake's Interests
 - o Define Future Amenities
- Top Priorities:
 - o Engage a consultant to support TXDOT coordination issues
 - o Provide the Council quarterly progress updates and actions steps
 - o Finalize and execute ongoing plans
 - o Clearly define our community identity
 - o Create an online citizens portal
 - o Identify and act on a "baby step" towards our future identity

COUNCIL ACTION:

- Adopt 2022 Northlake Strategic Plan

STRATEGIC PLANNING WORKSHOP REPORT

**Town Council and Senior Leadership Team
Town of Northlake, Texas**

DRAFT



Prepared by:



Baker Tilly US, LLP
2500 Dallas Parkway
Suite 300
Plano, TX 75093
(972) 748 0127
bakertilly.com

November 19-20, 2021

TABLE OF CONTENTS

Planning Process Overview	1
Workshop Expectations	3
Environmental Scan/Context Map	4
Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis	6
Vision, Mission and Values	9
Evidence of Success	14
Strategic Goals and Objectives	15
"Bold Steps"	18
Strategy Map	20
Appendix	21

DRAFT

PLANNING PROCESS OVERVIEW

Effective strategic planning involves gathering, sorting, and prioritizing the best thinking of the Town of Northlake's policy leaders and executive managers, focused on the core purposes of the organization and the most important attributes of success. The Town of Northlake's strategic planning workshop, conducted over two days in November of 2021, resulted in the development and agreement on a framework to guide the decisions of elected leaders and appointed managers over the next three to five years. The elements of that framework include:

- **Review** and revision of the existing statements of the Town's vision, mission and core values.
- An **examination** of the current operating environment and the identification of important external forces and trends that may influence and impact the Town of Northlake's ability to accomplish its strategic goals and objectives.
- **Assessment** of the organization's strengths, weaknesses, opportunities and threats.
- **Development and prioritization** of six strategic goals and 32 operational objectives around which key policy decisions can be evaluated and essential organizational and operational activities can be managed.
- **Identification** of six high-priority, short-term action items ("bold steps") to catalyze strategic progress.

The strategic planning workshop focused primarily on **What** the Town of Northlake needs to do to realize its vision for the community's future and accomplish the mission of the Town government. Therefore, the strategic planning process is policy-oriented and less about **How** the Town should carry out the day-to-day operations and delivery of public services.

Good strategic planning addresses the issues that challenge you today and, more importantly, those that will challenge you tomorrow. Accordingly, the planning workshop was designed as an exercise in collective foresight. Both elected leaders and appointed administrators worked together to clarify what success looks like for the Town of Northlake in light of expected future conditions and the direction established by the governing body.

The specific agenda for the 2021 strategic planning workshop is found on the following pages.

Friday November 19, 2021

1:00	Participants Arrive	All
1:30	Welcome/Introductions	Mayor Town Manager
1:35	Workshop Overview/Council Expectations	Facilitator
1:45	Ice Breaker <i>"Castles in the Air"</i>	All
2:00	2018 Strategic Plan Recap, Background Information and Staff Planning Efforts	Town Manager
2:45	BREAK	
3:00	Environmental Scan <i>What are the significant social, community, economic and organizational forces that may impact our ability to achieve success?</i>	All
3:45	SWOT Analysis <i>What are our strengths, weaknesses, opportunities, threats?</i>	All
4:30	Community Vision <i>What do we aspire for our future?</i>	All
5:30	Organizational Mission <i>What is our purpose as an organization?</i>	All
6:15	DINNER BREAK	
6:45	Shared Values <i>What do we believe in?</i>	All
7:15	Day 1 Re-Cap/Day 2 Overview	All
7:30	Adjourn	Mayor

Saturday November 20, 2021

8:30	Participants Arrive/Light Breakfast	All
9:00	Welcome Back	Mayor
9:05	Day 1 Reflection	Facilitator
9:15	Evidence of Success <i>How will we know we are making progress?</i>	All
9:45	Strategic Goals Brainstorming <i>How will we know we are making progress?</i>	All
11:30	LUNCH	
12:15	Prioritization <i>What are the most important things we can do now?</i>	All
1:30	Review/Discuss Results	All
2:30	Next Steps	Facilitator
3:00	Adjourn	Town Manager Mayor

WORKSHOP EXPECTATIONS

After an initial ice-breaking activity, the workshop facilitator engaged the participants in a brief conversation about their expectations for the workshop. Using an online polling application, participants were asked, "In a brief phrase, what do you hope to achieve over the course of this year's strategic planning workshop?"

The word cloud below shows the result of the expectations polling activity. The larger text represents the more frequent responses. Representative statements of workshop participants' expectations include:

- Excellence for our citizens and our staff
- Have a well laid out vision and mission for the Town
- Clear, concise goals
- Thoughtful, aspirational strategy
- Achieve complementing ideas
- Free feeling by staff to reflect information and thoughts to Council
- Convince staff to follow our guidance, not us following their guidance
- Focus, teamwork, participation, consensus, direction, synergy



Total Results: 20

ENVIRONMENTAL SCAN/CONTEXT MAP

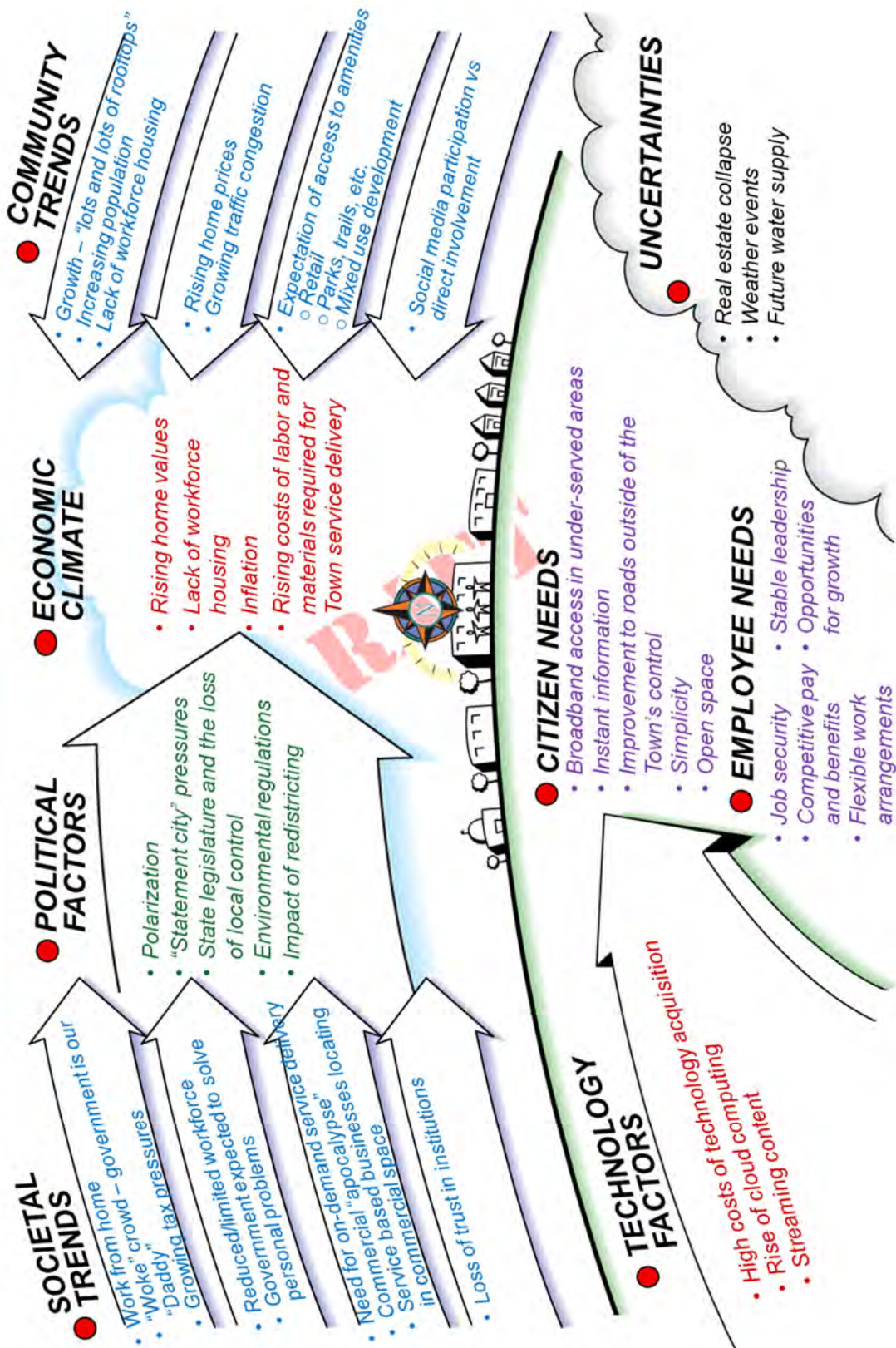
Strategic planning cannot occur in a vacuum. Instead, it must be based on a clear understanding of the environment within which the strategy will be carried out. The Mayor, Town Council members, the Town Manager and top members of the professional staff participated in a structured exercise to describe the current conditions impacting the Town of Northlake's ability to effectively understand, plan and deliver services in the public interest. This exercise focused the thinking of participants on the following:

- Societal and community trends
- Political factors
- Economic climate
- Citizen needs
- Employee needs
- Technology factors
- Uncertainties

In addition to documenting these crucial factors and trends, workshop participants discussed their significance for the Northlake community and their impact on Town government and its ability to deliver quality services at an affordable cost.

This environmental scanning activity results can be found on the following page in a graphic context map.

CONTEXT MAP



STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS (SWOT) ANALYSIS

Whereas the environmental scan was primarily focused on external conditions, workshop participants were asked to critically and constructively consider the Town of Northlake organization's attributes to create a SWOT matrix.

- **Strengths** are those assets and capabilities currently available within the organization, which can be leveraged to achieve desired results.
- **Weaknesses** are those areas or aspects of the government organization that are currently standing in the way of strategic success and should be overcome to achieve optimal results.
- **Threats** are current or potential future external events that, if unmitigated, can impair the organization's ability to realize strategic success. These may be political, economic, societal, natural or man-made in nature.
- **Opportunities** are future-focused and are conditions that can, if properly understood, be captured to obtain strategic advantage through capitalizing on strengths, overcoming problems and mitigating threats.

The SWOT matrix on the following page displays the consensus Strengths, Weaknesses, Opportunities and Threats identified by the Northlake leadership team.

SWOT MATRIX

CURRENT/INTERNAL		FUTURE/EXTERNAL	
● STRENGTHS + Strategic geographic location + Topography (attractive location) + Financial strength (low taxes, high reserves) + High standards of service + Stable, quality town staff + Sense of community pride	+ Organizational agility + History of good leadership + Strong reputation/brand (great value proposition) + Strategic thinking and planning + Increased rights for property owners + Low interest rates (currently)	● OPPORTUNITIES - Create something unique/iconic amenities - Be "THE" community where everyone wants to live/work - Develop a Town Center - Develop community advocates - Be a desirable place to work - Strategically manage growth - Restructure our revenue streams - Tell / write our own story - Provide "world class" communication backbone - Create a Cleveland Gibbs Road	● THREATS - Encroachment - Existing land use entitlements both in and out of Town limits - Unrealistic policy expectations - Low interest rates - Inflation - Loss of staff to other cities - Intergovernmental relations with neighboring communities - Detrimental legislation (state and federal) - Limitations on maintenance and operations revenue
● WEAKNESSES - Access to schools - Dependence on TxDOT timelines - Land area - Infrastructure gaps - Drainage problems - Labor availability - Sometimes "late to the game"	- Willingness to "settle for less" - Lack of available community services (amenities) - Staff is over-stretched - Town office space is limited - No identified Town center		

In the SWOT analysis, the "Opportunities" section is often the most revealing in terms of the desired future direction of the organization and the community. To identify opportunities, the strategy workshop participants considered the things that need to be achieved to take advantage of the organization's strengths and community, overcome weaknesses, and mitigate or minimize threats.

As shown in the SWOT matrix, the opportunities identified through this process included those listed below. Workshop participants said that Northlake has the opportunity to:

- Create something unique [including] iconic amenities.
- Become "THE COMMUNITY" where everyone wants to live.
- Be a desirable place to work.
- Develop community advocates.
- Develop a Town Center.
- Restructure our revenue streams.
- Tell and write our own story.
- Provide world-class communication [with our residents].
- Create a Cleveland Gibbs Road backbone.
- Strategically manage growth.

These opportunities helped shape the formulation of specific goals and objectives for the Town in subsequent workshop activities.

VISION, MISSION AND VALUES

An organization's **Vision** is aspirational in nature. It defines what the organization wants to be or to achieve. It is an idealized description of the desired future state of the community. Town Council members and senior staff members completed a structured visioning activity, using photographic imagery to spark conversations and develop concepts regarding their shared vision for Northlake's future.

The results of this visioning activity are shown below:



- Blending the old working with the new



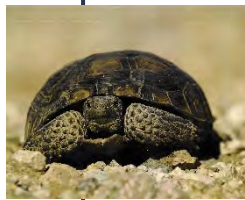
- Active lifestyle
- Future parks



- Iconic
- Long-lasting
- Foresight



- Service
- Enrichment
- Nourishment



- Slow
- Direct
- Purposeful



- Working together
- Synchronicity



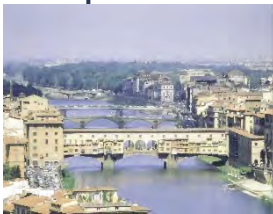
- A great place to spend time



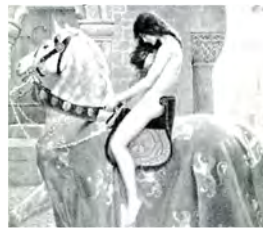
- Peace and open space
- Open pastures
- Strength and vision



- Serious, forward-thinking and planning
- Finding something unique
- Stands the test of time



- Close but unique
- Creativity
- Iconic place
- Both success and failure over time



- Service to the community



- “Honest material”
- Cream of the crop
- Knowing what to expect
- Getting better with time

Next, using an anonymous online polling tool, Town Council and staff members thought about and entered the top three words or short phrases that best described their individual vision for the Town of Northlake. The resulting “word cloud” – with the words that appeared most frequently shown in larger/bold text – is shown below:



Finally, based on the themes captured through the visioning activities and Council discussion, the workshop facilitator drafted an updated version of the Town's vision statement incorporating the "iconic community home" concept for the Council's consideration, modification, and adoption as shown below:

DRAFT NORTHLAKE VISION

"Northlake is an iconic hometown community, honoring its rural heritage and embracing promising opportunities."

Whereas the Vision Statement describes the idealized future state of the community, a **Mission Statement** describes the organization's purpose. It defines the "business" of the organization and its relationship with its customers. Council members briefly reviewed a set of possible mission statements to replace or alter the existing mission. Council members were asked to select the top three mission statement samples that best reflected the ideas or concepts they individually felt a new Town of Northlake mission statement should incorporate. The table below summarizes the results of this activity.

#	Mission Statement Description	# Council Members Top 3 Choices	Key Concepts
1	The City will foster an environment that delivers extraordinary quality services and products through stakeholder, peer group, and citizen collaboration; leadership and innovation; and sustainable and efficient use of resources.	4	• Extraordinary quality of services • Collaboration • Innovation
2	Provide quality service and effective government that is open and responsive to the needs and values of the community.		
3	Support a vibrant community of high-quality neighborhoods, thriving businesses and natural beauty by setting the standard for municipal efficiency, service and innovation.	7	• High quality neighborhoods • Natural beauty • Setting the standard • Service and innovation
4	The City provides quality, affordable services that ensure the health, safety and well-being of citizens, while collaborating throughout the community to ensure its economic, social and environmental vitality.		

#	Mission Statement Description	# Council Members Top 3 Choices	Key Concepts
5	Our mission is to create and sustain a high quality of life for our citizens by respecting our heritage and partnering with the community to provide exceptional services, responsive governance, and thoughtfully-managed growth.	Current Mission Statement	• High quality of life • Exceptional services • Thoughtfully managed growth
6	The mission of the City is to provide a full range of municipal services to residents and businesses in accordance with the general plan and City Council policy and direction. City staff shall deliver those services in an efficient, effective and courteous manner with a commitment to operational excellence.		
7	Building upon its unique heritage; the City provides quality housing, infrastructure and parks; promotes economic development, tourism and business and employee opportunities; and manages growth to meet the needs of its current and future residents.		
8	The City is neighborhood-focused, sensitive to our history, stewards of our resources and dedicated to our residents. We are committed to providing continuously improving, citizen-valued services to assure their enjoyment of our small-town quality of life with pride, honor and dignity.		
9	The mission of the City is to provide customer-focused, high-quality services and sound fiscal management. By advocating for and engaging our community, we enhance quality of life and protect the community's interests.	5	• High quality services • Fiscal management • Engaging our community
10	Working together to build a strong community.		

Based on the Town Council's discussion of the sample mission statements listed above, and the resonant concepts identified by Council members, the workshop facilitator developed a draft revision to the current mission statement for the review and consideration of the Council:

DRAFT NORTHLAKE MISSION STATEMENT

"The Town of Northlake provides responsive and affordable public services, creating and sustaining an exceptional quality of life for all."

Core Values are the fundamental principles that guide how members of the organization conduct themselves while carrying out the mission in pursuit of the vision. Together, the values provide an ethical framework for decision-making and action. Using online polling technology, members of the Council brainstormed and then ranked an array of value concepts, with the following values garnering the support of a majority of the Town Council:



Other value concepts considered by the Town Council included the following:

- Ability
- Accountability
- Adaptability
- Character
- Collaboration
- Conservative
- Diversity
- Empathy
- Equity
- Inclusion
- Learning
- Professionalism
- Quality
- Respect
- Responsive
- Stewardship
- Teamwork
- Transparency

The Town Council should review and revise the list of Northlake Values as needed.

EVIDENCE OF SUCCESS

At an aspirational level, how will things be different in Northlake if the new strategic plan is successful? How should the governing body and senior Town management evaluate whether the organization is progressing towards its vision and succeeding in its mission?

Workshop participants identified several key indicators of future success. These indicators are not a substitute for organizational or community performance measures. Instead, they are intended to describe – in broad directional terms – what the elected and appointed leaders want to occur over the mid to long term.

EVIDENCE OF SUCCESS

- **Strong brand recognition and community reputation**
- **Highly respected and influential leadership**
- **Increasing levels of citizen satisfaction (as evidenced by periodic citizen surveys)**
- **Favorable comparative benchmark data**
- **Declining crime rates (among the safest cities in Texas)**
- **Reduced traffic congestion**
- **Improved traffic safety**
- **Fiscal strength/soundness (balanced service levels and costs)**

STRATEGIC GOALS AND OBJECTIVES

After systematically scanning the external environment, evaluating the strengths and weaknesses of the organization, identifying opportunities and threats, and confirming the Town of Northlake's overall vision, mission and values, workshop participants next turned their attention to the specific areas of policy leadership and management focus that they believe are likely to have the most significant impact on the long-term success of the community and the municipal organization.

The workshop facilitator applied a technique known as "future pull" by challenging the participants to mentally go forward in time to imagine a time when the Town of Northlake had realized great success. The visualized a situation where the Town had achieved its vision by successfully accomplishing its mission while operating within its core values framework. Objective measures demonstrate the degree of success the Town is achieving. Participants were then asked:

"Looking back from a position of great success, what, specifically, did the Town do to achieve this level of success?"

Each participant then listed specific action steps that, if taken today, would lead the Town to that future position. They thought about how to leverage the identified strengths to overcome problems and mitigate threats to create opportunities. Many unique ideas were generated. Working together, Town Council members then grouped the ideas on a graphical chart to reveal common strategic themes.

From this collaborative brainstorming process, a total of six strategic goals emerged as the most important for the Town of Northlake's future, as follows:

STRATEGIC GOALS

1. **Protect the Public**
2. **Exercise Fiscal Responsibility**
3. **Invest in Infrastructure**
4. **Reinforce our Identity**
5. **Advance Northlake's Interests**
6. **Define Future Amenities**

A set of strategic objectives was developed and discussed within each goal using the ideas generated by the council and staff participants in the brainstorming activity. A total of 32 individual objectives were identified through this process. These were then ranked by the Mayor and Town Council, without staff participation, using real-time polling to establish overall priorities for each goal.

The strategic goals, with supporting objectives listed in priority order as determined through the polling process, include the following:

GOAL 1 – Protect the Public

- 1.1 Provide creative policing with high community engagement to ensure public trust.
- 1.2 Maintain a safe community with the support of diligent and aware residents.

GOAL 2 – Exercise Fiscal Responsibility

- 2.1 Sustain the low property tax rate.
- 2.2 Build a robust commercial sales tax revenue base.
- 2.3 Develop a long-term financial plan.
- 2.4 Accurately project and budget future resources and staffing needs.
- 2.5 Create a sustainable service plan.

GOAL 3 – Invest in Infrastructure

- 3.1 Dedicate staff and other external resources to improve TxDOT coordination.
- 3.2 Create a ten-year asset management plan.
- 3.3 Commit and plan for a road bond program in partnership with Denton County.
- 3.4 Continue to leverage infrastructure upsizing opportunities.
- 3.5 Continue to invest in infrastructure expansions and improvements.
- 3.6 Provide an adequate/functional roadway system, including associated water, sewer and storm drainage facilities.
- 3.7 Create a focused master drainage plan.
- 3.8 Extend water service to all areas that want it.

GOAL 4 – Reinforce our Identity

- 4.1 Respect our rural heritage.
- 4.2 Preserve estate development, open spaces, and parks
- 4.3 Define who we are (and don't settle for less).

- 4.4 Add beatification measures to roads and community entrances.
- 4.5 Preserve existing zoning.
- 4.6 Establish Council ownership of consensus-based plans.

GOAL 5 – Advance Northlake's Interests

- 5.1 Have an outside influence on local, regional and state issues.
- 5.2 Effectively plan and manage ahead of state restrictions.
- 5.3 Defend our municipal boundaries.
- 5.4 Capture and incorporate ETJ as opportunities develop.

GOAL 6 – Define Future Amenities

- 6.1 Prioritize Town-provided services
- 6.2 Define and identify "iconic" amenities.
- 6.3 Provide advanced technology to survey, track and deliver citizen services.
- 6.4 Partner with neighboring cities on projects of joint interest.
- 6.5 Develop a highly-trained and expert Town staff.
- 6.6 Build a defined Town Center, Town Hall, municipal buildings and other assets.
- 6.7 Create, staff and fund a Community Relations/Community Ambassadors program.

See the appendix to this document for the results of the Council's priority rankings of the objectives within each goal category.

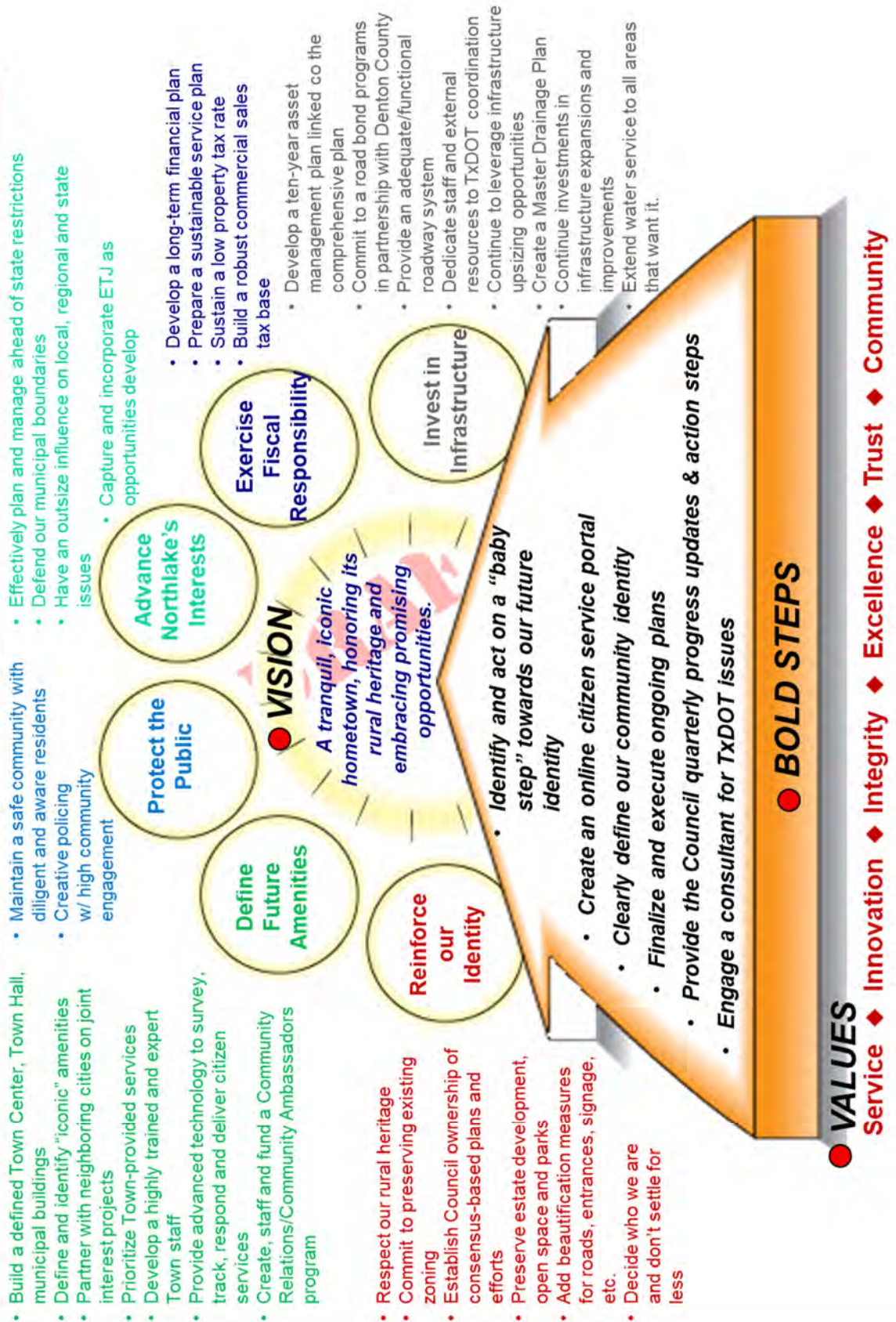
"BOLD STEPS"

After identifying and agreeing on the six long-term strategic goals and 32 operating objectives, the workshop participants focused on identifying immediate, short-term action items. These high priority "bold steps" are listed below, along with the strategic goal each supports:

Top Priorities	Strategic Goals Served
Engage a consultant to support TxDOT coordination issues	<i>Invest in Infrastructure</i>
Provide the Council quarterly progress updates and action steps	<i>Advance Northlake's Interests</i> <i>Exercise Fiscal Responsibility</i>
Finalize and execute ongoing plans	<i>Invest in Infrastructure</i> <i>Exercise Fiscal Responsibility</i>
Clearly define our community identity	<i>Reinforce our Identity</i>
Create an online citizen service portal	<i>Define Future Amenities</i>
Identify and act on a "baby step" towards our future identity.	<i>Reinforce our Identity</i>

The graphic on the following page captures the results of the goals, objectives and bold steps action planning process.

STRATEGIC GOALS, OBJECTIVES & BOLD STEPS



STRATEGY MAP

A strategy map is simply a graphical depiction of an organization's strategy in terms of its vision, mission, core values, strategic goals and operating objectives. It serves as a quick reference guide to the Town's strategy. It is also a helpful tool for organizing and aligning departmental plans, objectives, and resources to support the overall plan.

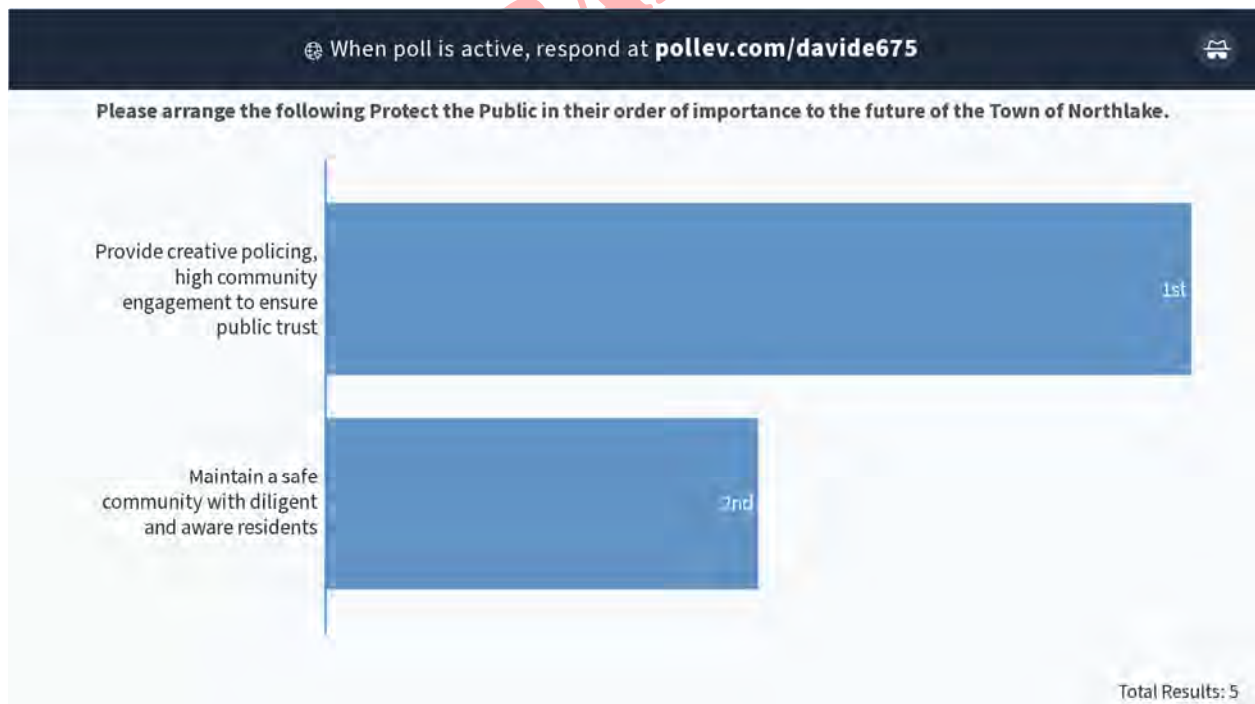
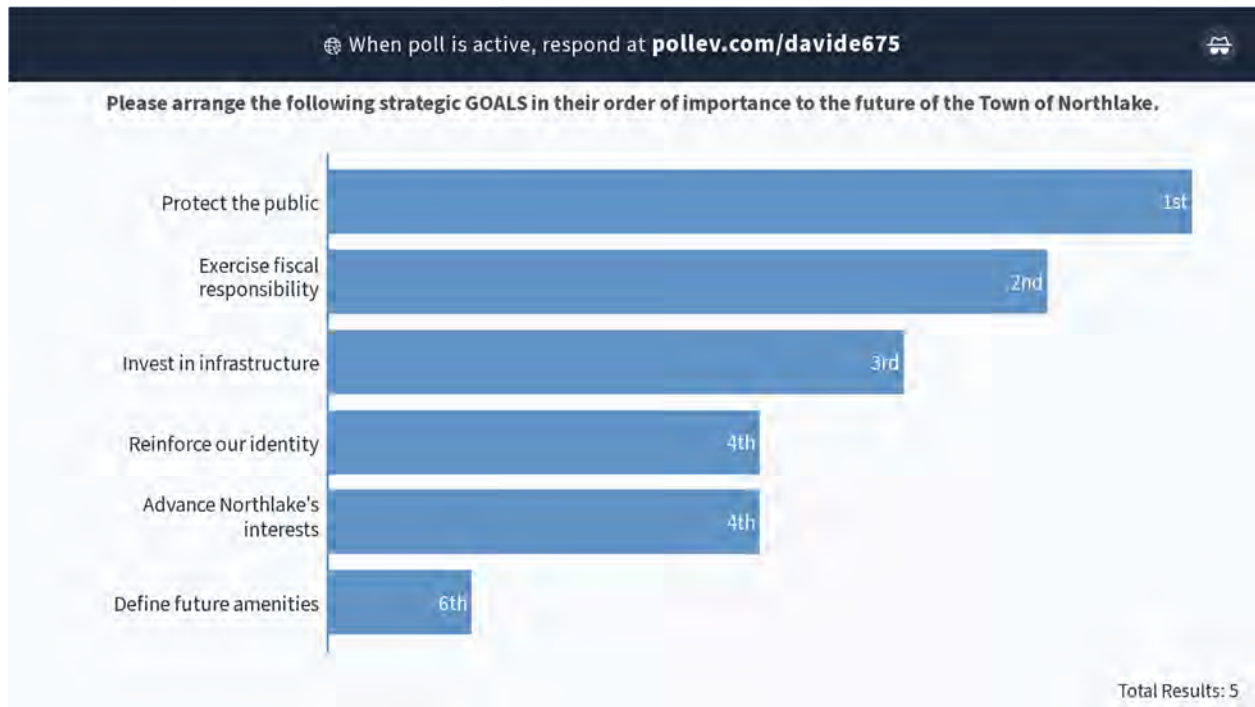
A map summarizing the Town of Northlake's 2021 strategy appears below:

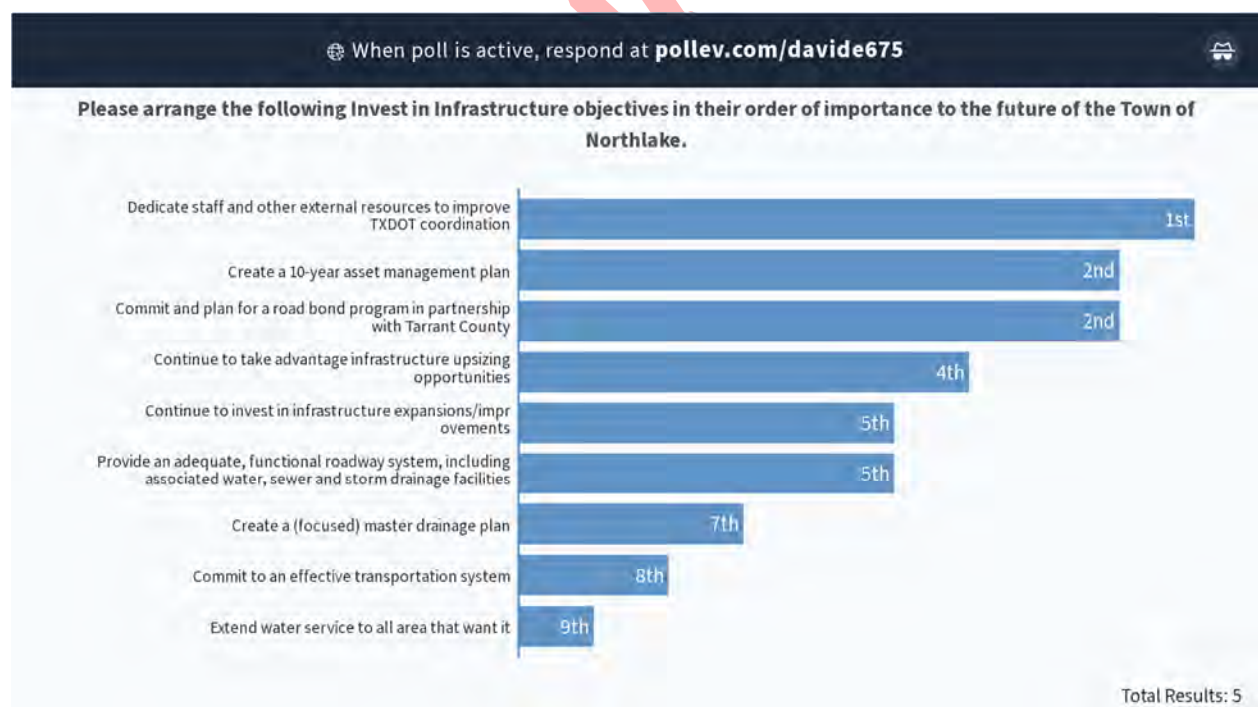
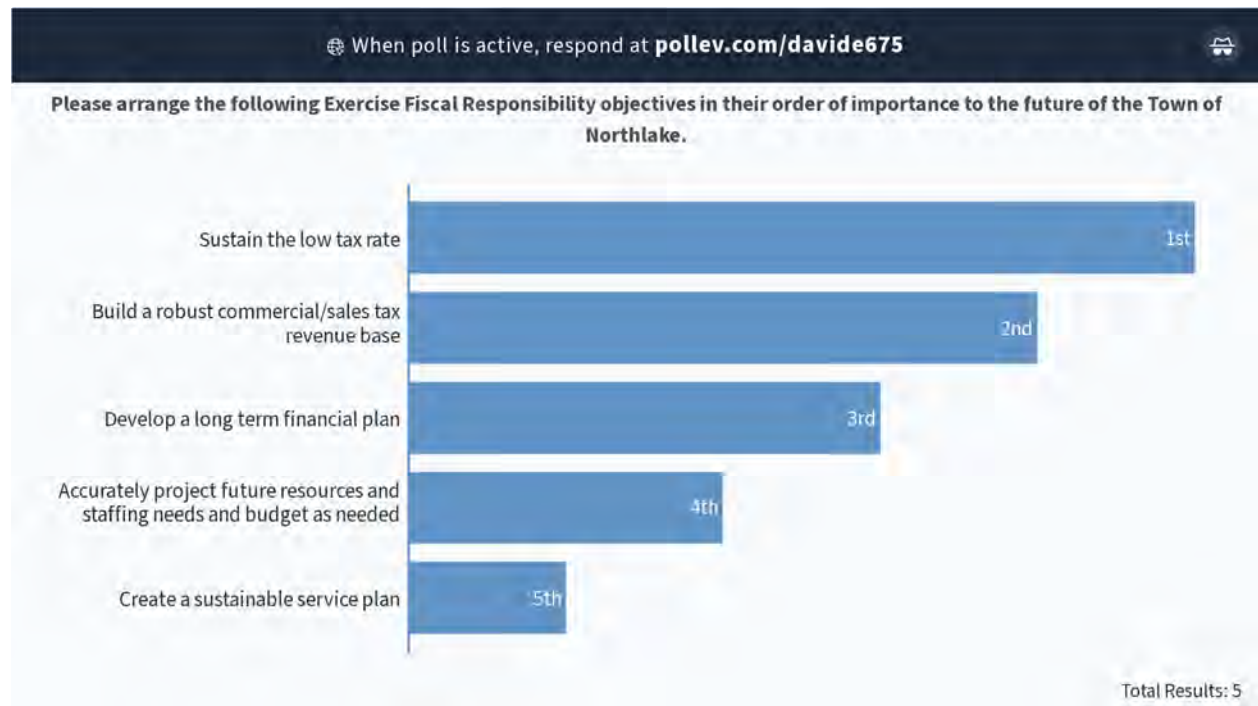


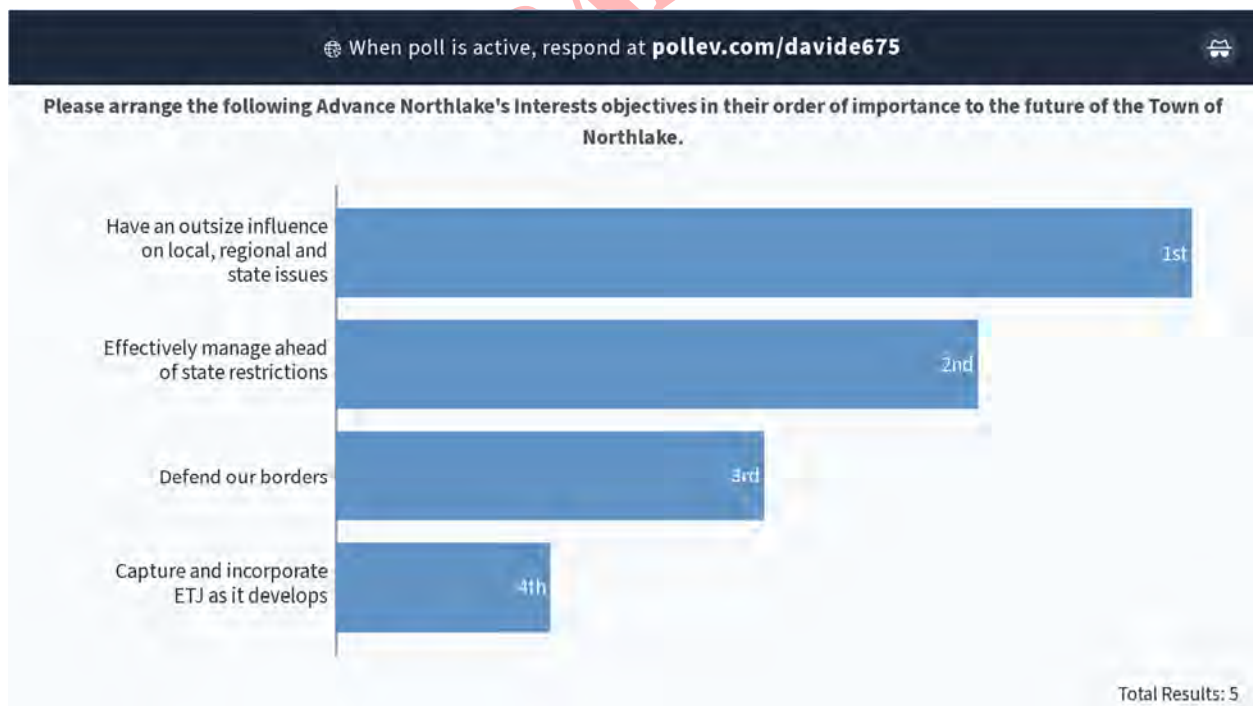
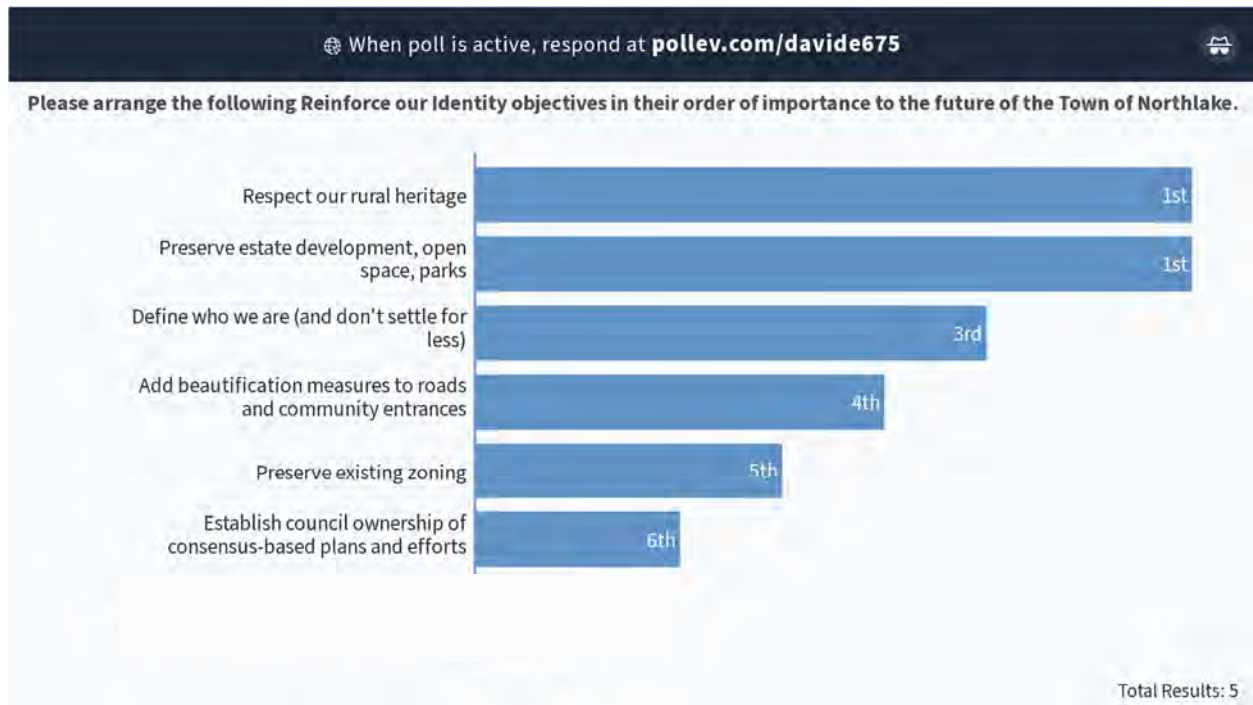
APPENDIX

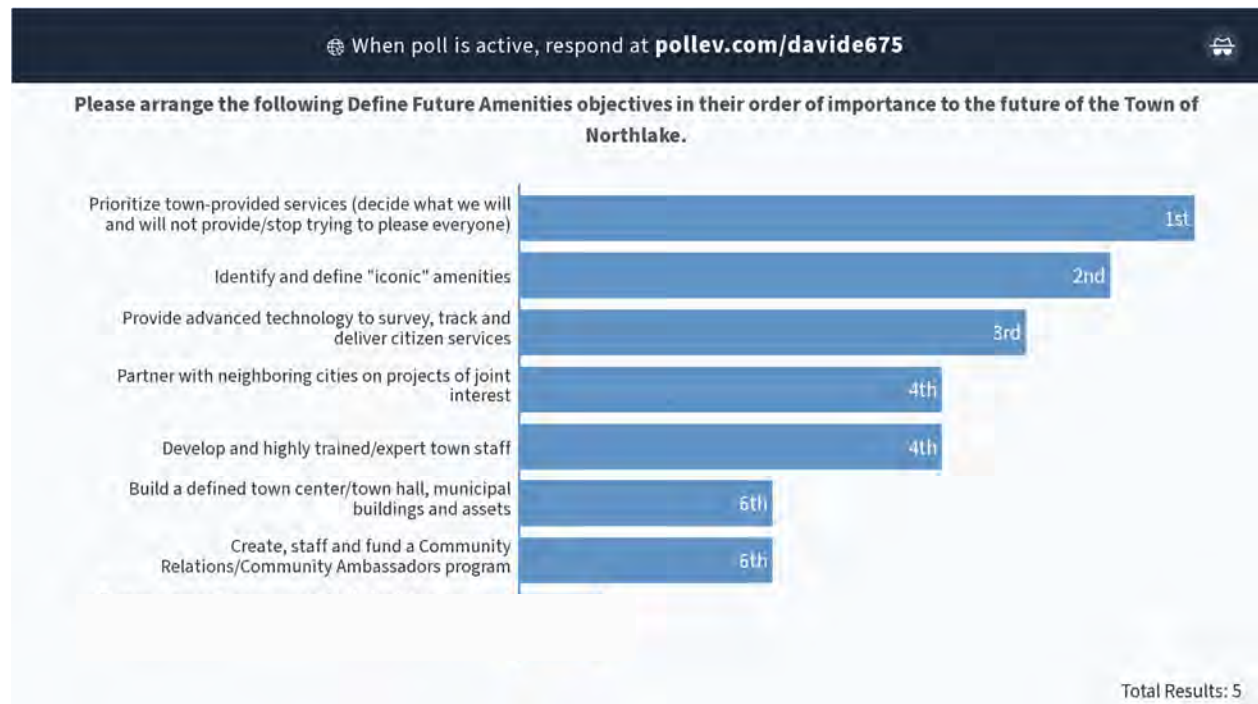
Council Priority Polling Results

DRAFT









DRAFT

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 13, 2022

REF. DOC.: LOCAL GOVERNMENT CODE, CHAPTER 395, FINANCING CAPITAL IMPROVEMENTS REQUIRED BY NEW DEVELOPMENT

SUBJECT: PROPOSED MASTER THOROUGHFARE PLAN AND ROADWAY IMPACT FEE UPDATE



GOALS/OBJECTIVES:

- Systematically Invest in Infrastructure; Maintain and improve public roadways (Council Goal)
- Responsibly Manage Growth; Adhere to the Comprehensive Plan (Council Goal)

BACKGROUND INFORMATION:

- In 2016, Town Council adopted a Roadway Impact Fee ordinance per Chapter 395 of LGC
- Update of roadway impact fees required every five years
- Land use assumptions (LUA) and capital improvement plans (CIP) reviewed by Capital Improvements Advisory Committee (CIAC) with written comments provided to Town Council
- Planning and Zoning Commission to serve as CIAC per Council decision as allowed by statute
- Council contracted with Halff Associates to update LUA, CIP and impact fees with P&Z input
- P&Z provided input on and reviewed proposed updates to the MTP, LUA, CIP & roadway impact fees at their meetings on 10/26/2021 and 11/30/2021
- Notice of public hearing posted 12/22/2021 with draft MTP and Roadway Impact Fee Updates
- P&Z recommended approval of the proposed updates to the MTP, LUA, CIP & roadway impact fees and filed written comments at their meeting on 1/4/2022

NEXT STEPS:

- January 27, 2022 Town Council meeting
 - Hold public hearing
 - Act on proposed MTP Update and Roadway Impact Fee Report

ATTACHMENTS:

- Master Thoroughfare Plan Update (draft)
- Roadway Impact Fee Report (draft) – includes updated LUA, CIP & impact fees
- Written comments from P&Z

MASTER THOROUGHFARE PLAN

Master Thoroughfare Plan Update Northlake, Texas

January 2022

Prepared for
Town of Northlake



1201 North Bowser Road
Richardson, Texas 75081

Firm Registration No. 312

INTRODUCTION

The Master Thoroughfare Plan (MTP) serves as a guide for the identification and implementation of long-range transportation investments in the Town of Northlake. The MTP is intended to preserve necessary rights-of-way (ROW) needed for development of long-range transportation system improvements. The following MTP is an update to the 2016 Master Thoroughfare Plan.

As one of the most vital and visible elements of a city, transportation provides access to housing, employment, entertainment, and other resources through various modes. The following plan was developed to improve connectivity within the Town of Northlake, better accommodate for planned growth and development, and improve travel conditions. The MTP was coordinated with other adopted city planning documents as well as adjacent cities and regional planning documents and will help inform the Roadway Impact Fee and 10-year Capital Improvement Plan.

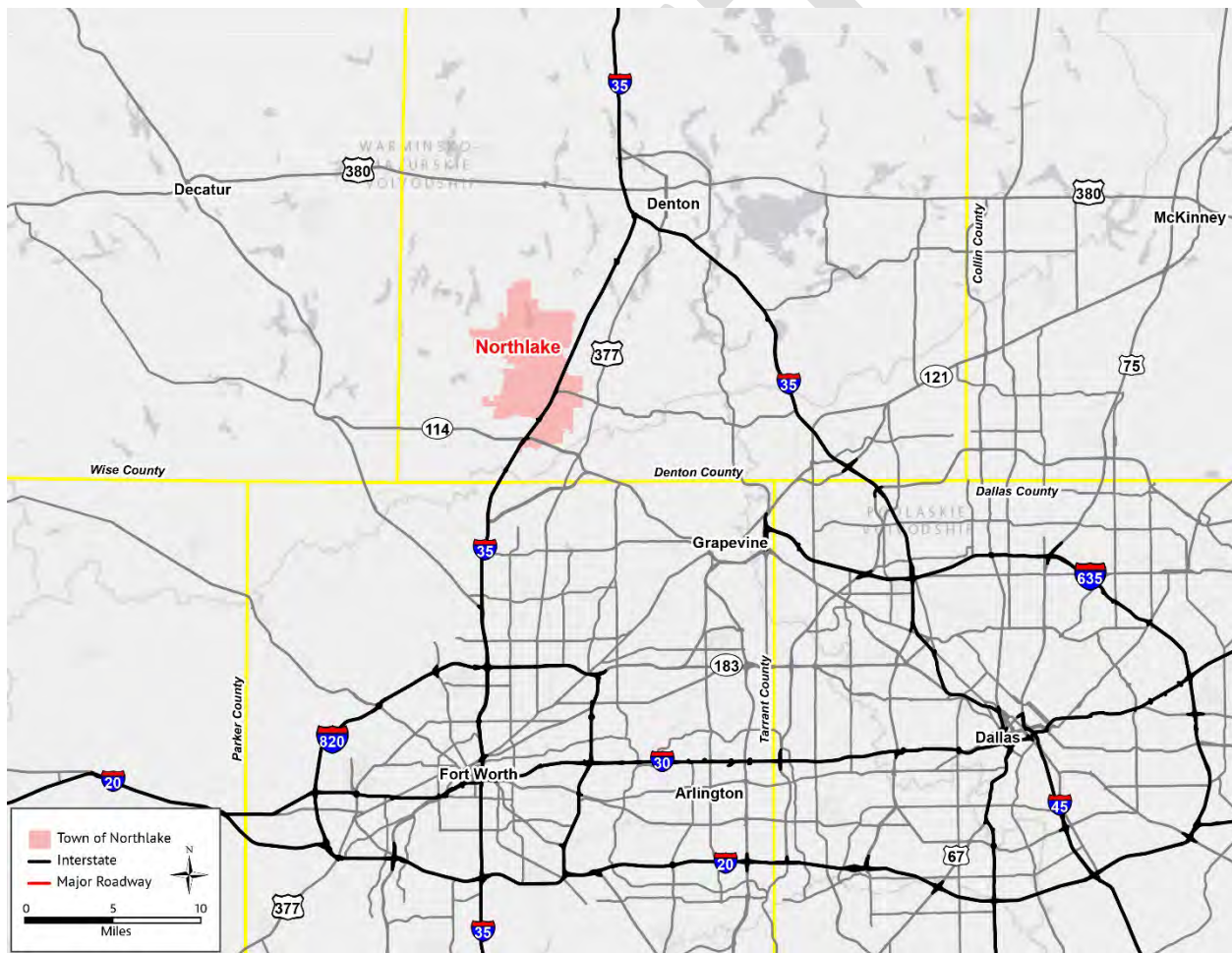


Figure 1 – Regional Map

DEMOGRAPHIC OVERVIEW

Located in the southwestern portion of Denton County in the Dallas-Fort Worth Metroplex, the Town of Northlake is poised for strategic growth in population and employment and provides optimal opportunity for commercial and industrial development. Since 2000, according to the U.S. Census Bureau, the Town of Northlake has increased in population by more than 400%, far greater than surrounding communities in Denton County and major cities like Fort Worth and Dallas.

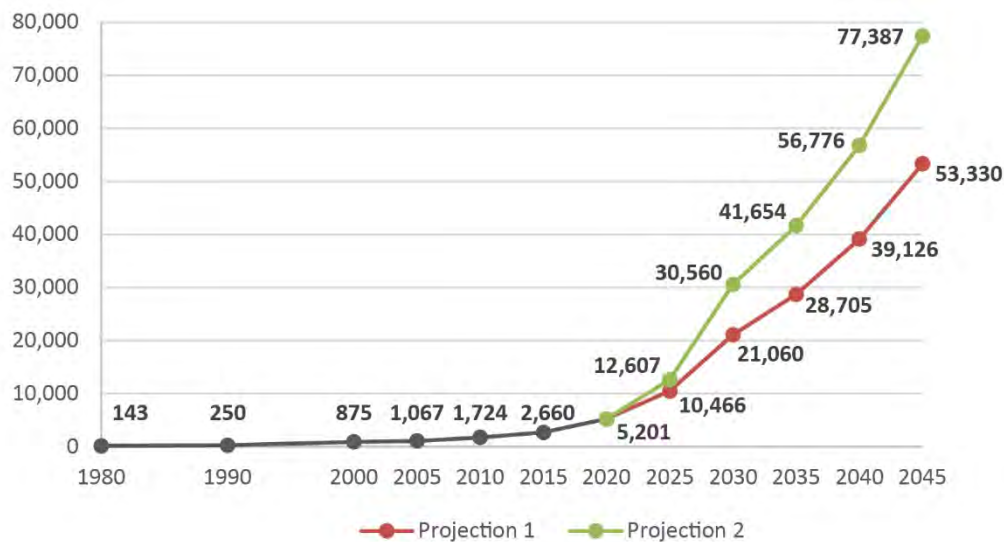


Figure 2 – Northlake Population Projection

Population	2000	2010	2020	% Change '00-'20
Northlake	921	1,724	5,201	465%
Fort Worth	534,694	741,206	873,130	63%
Denton	80,537	113,383	138,250	72%
Justin	1,891	3,246	4,620	144%
Dallas	1,188,580	1,197,816	1,304,379	10%

Table 1 – Population Change

By 2045, based on Traffic Survey Zones (TSZs) provided by the North Central Texas Council of Governments (NCTCOG), population projections are expected to increase by 396%. Employment and number of households are also expected to increase significantly, particularly along and adjacent to SH 114 and I-35W.

Approximately 90.3% of residents within the Town of Northlake travel to work by driving alone, higher than surrounding communities. Roughly 3% of residents commute to work by either walking or bicycling. The mean travel time to work is 28 minutes with most residents leaving between 6:30 a.m. and 7:30 a.m.

According to the U.S. Census Longitudinal Employer-Household Dynamics (LEHD), few residents live and work within the city limits with many residents commuting between 10 to 24 miles for employment. High employment locations include industrial areas along SH 114 and I-35W and commercial/office/retail locations in Grapevine, Westlake, and Denton.

EXISTING TRANSPORTATION SYSTEM

The major transportation facilities serving Northlake in southwest Denton County are Interstate Highway 35W and State Highway 114. Interstate Highway 35 (I-35) is a major international trade route providing connectivity through Texas connecting Mexico and the Great Lakes. Due to this interstate connectivity, I-35 handles high volumes of both vehicular and truck traffic. Several segments of I-35 throughout the state of Texas are designated on the 'Top 100 Congested Roadways' with future traffic volumes expected to make this situation worse. SH 114 provides east-west connectivity from the Dallas-Fort Worth Metroplex to New Mexico. Other major transportation routes that serve the Town of Northlake include several Farm-to-Market routes such as FM 1171, FM 407, and FM 156.

Traffic Volumes

Information regarding both historical, current, and projected traffic volumes is important for economic development purposes as well as providing input to roadway maintenance and improvement programs. Traffic Counts were collected from the Texas Department of Transportation (TxDOT) Statewide Planning Map that provides both current Annual Average Daily Traffic (AADT) volume information as well as historical and projected counts. This data is primarily available along major corridors at near major intersections. Depending on location, counts were either collected during calendar year 2019 or 2020. Specific **Figure 3** represents not only the existing transportation system that services the Town of Northlake but also the existing traffic counts along major roadways.

Since 2010, major roadways that serve the Town of Northlake have experienced a 45% average increase in traffic volume. The highest traffic volume percentage growth has occurred along FM 407 and FM 1171 at 207% and 85% respectively. As master planned communities adjacent to these roadways continue to be built out, this traffic volume increase will only be exacerbated.

Future traffic volume projections were derived from the North Central Texas Council of Governments (NCTCOG) 2045 Traffic Volume Projections. The 2045 roadway network is expected to increase by 32% with traffic volumes also expected to increase by 210%.

Traffic Safety

In addition to roadway volumes, a safety analysis was also conducted along Town of Northlake roadways to determine design elements that should be considered as part of this plan to increase safety for all road users. Crash data was obtained from the TxDOT Crash Records Information System (CRIS) database for the years 2016 – 2021. **Figure 4** represents the crash density and hotspot locations along Town of Northlake roadways. Since 2016, there have been 795 total crashes with an average of 130 crashes per year. Crash totals for year 2021 are already higher than the previous five years with only three-quarters of the year contained in the data. 69% of crashes occurred along the Interstate or along US and State Highway roadway facilities. 32% of crashes were rear-end related while 23% were crashes involving one motor vehicle. 43% of crashes were either at an intersection or were intersection-related while 6% of crashes were due to driveway access locations.

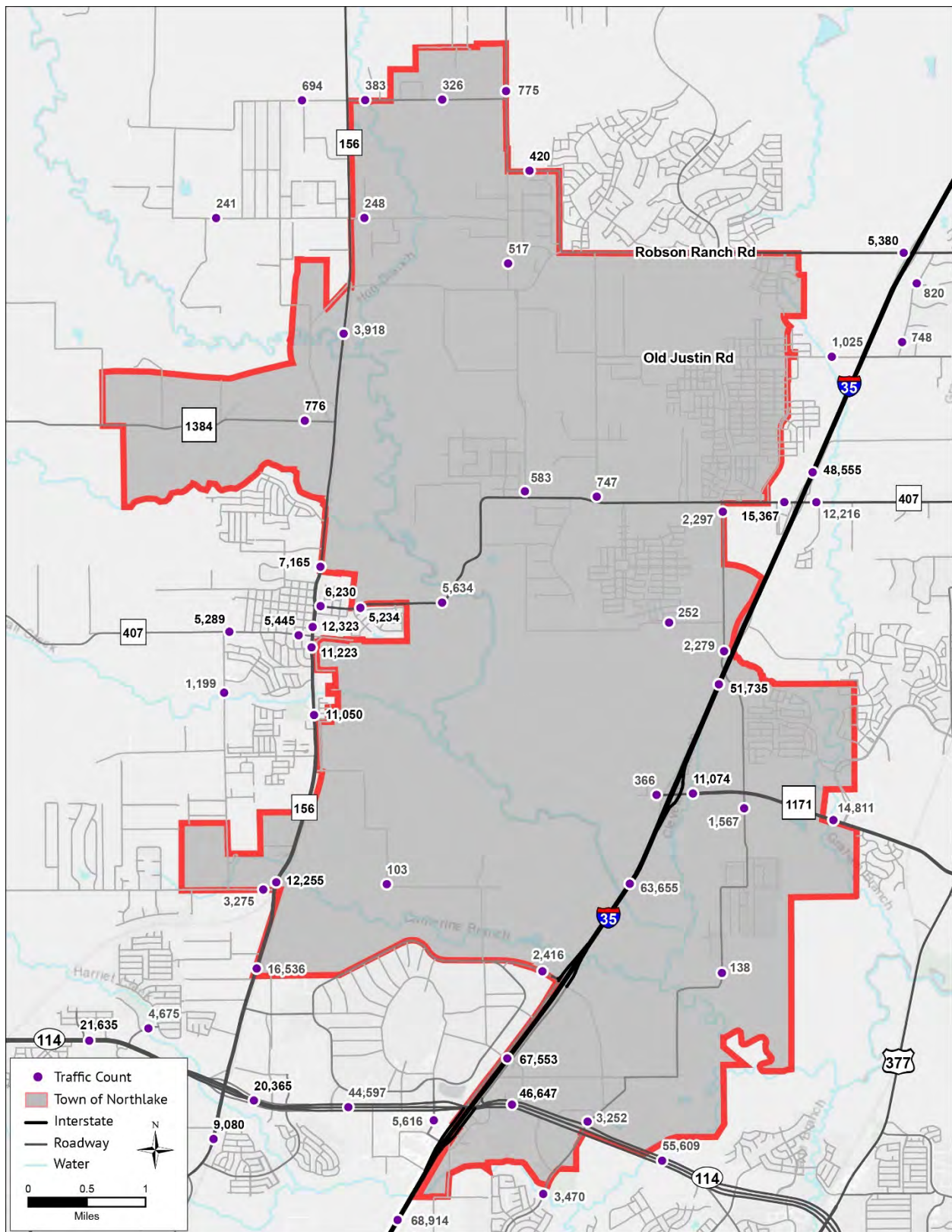


Figure 3 – Transportation System/Traffic Count Map

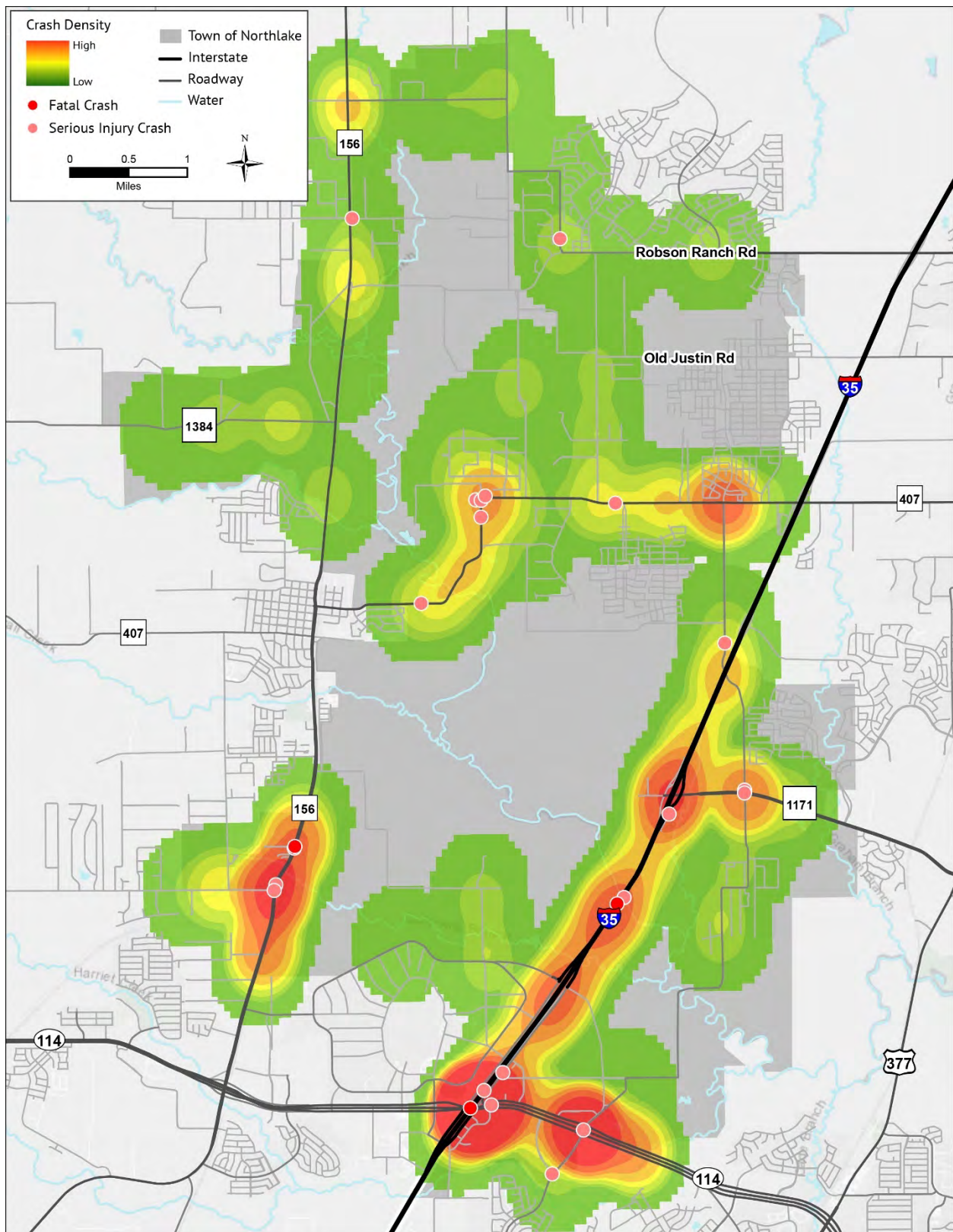


Figure 4 – Crash Density Map

THOROUGHFARE PLAN UPDATE

Functional Classification

Functional classification not only dictates the function and relationship between roadways in a transportation network but also provides minimum design standards for implementation. Most cities use a traditional functional classification system to group roadways according to the type of service they are intended to provide. This organized system assists citizens and developers in understanding the types of roadways that are planned for the City's transportation system and what those roadways might look like. The following section describes the general functional classifications of roadways in Northlake.

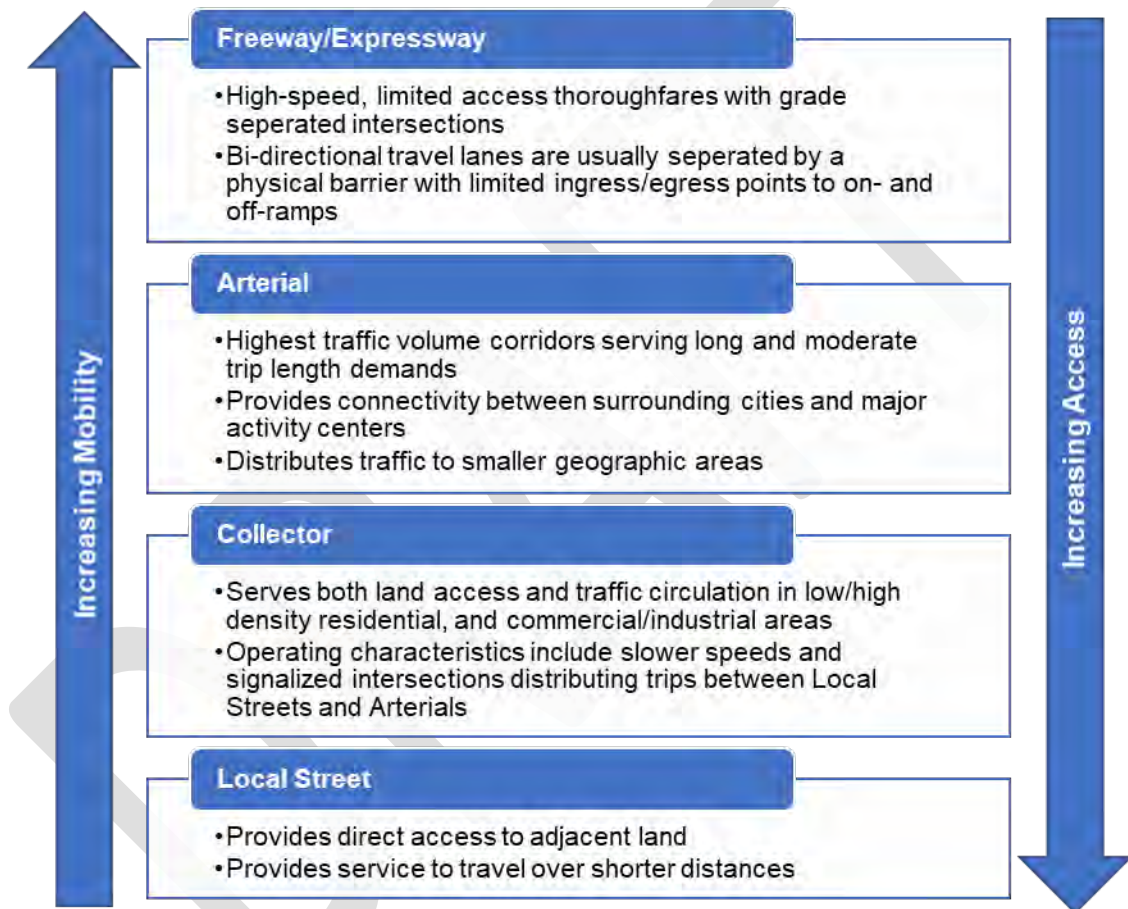


Figure 5 – Street Functional Classification

Freeway/Expressway

This classification is designated for facilities that provide long distance travel between cities and destinations usually with grade separated interchanges and physical barriers between bi-directional travel. Interstate 35 and State Highway 114 are examples of these types of facilities in Northlake.

Arterial

Arterial roadways are intended to provide connectivity to surrounding cities and major activity centers. They usually have high traffic volumes and serve moderate to long trip length demands. Arterial roadways are further subdivided into two classifications: primary arterial and minor arterial.

Primary arterials are multi-lane facilities that serve both traffic from the local municipality and through traffic from adjacent cities. Primary arterial streets in Northlake include FM 1171, FM 407, FM 1384, and FM 156.

Minor arterials provide traffic for movement from neighborhoods to commercial areas and other major traffic generators (e.g. schools and municipal buildings). They may also serve as routes for through traffic from adjacent cities. In Northlake, minor arterials can be either divided or undivided with a median. Examples of minor arterial streets include Cleveland-Gibbs Road, Florance Road, Robson Ranch Road, and Strader Road.

Collector

Collector roadways provide the transition from local neighborhood roadways to arterials. Collectors serve both land access and traffic circulation in low/high density residential and commercial/industrial areas. Depending on context, driveway densities should be limited to reduce the number of potential conflict points and safety issues. Typical operating characteristics include slower speeds and signalized intersections.

Local Streets

Although not classified in the MTP Update, local roadways generally make up the majority of the streets in a community, providing direct access to properties and prioritizing accessibility over mobility. They are often designed to discourage through traffic.

The updated Master Thoroughfare Plan Map is represented in **Figure 6**.

THOROUGHFARE DESIGN STANDARDS

The MTP provides guidance of the general alignment of a roadway as well as the design standards that proposed roadways should be constructed. These design standards provide specifications related to right-of-way, pavement width, number of lanes, and the design of sidewalks and trails. **Table 2** represents the updated street and arterial classifications and dimensions. The only change from the previous MTP includes the addition of sidewalk facilities in the urban context for all roadway classification types.

Although standard dimensions are identified in the Town of Northlake Engineering Design Manual, alternative designs may be appropriate based on context and adjacent land use.

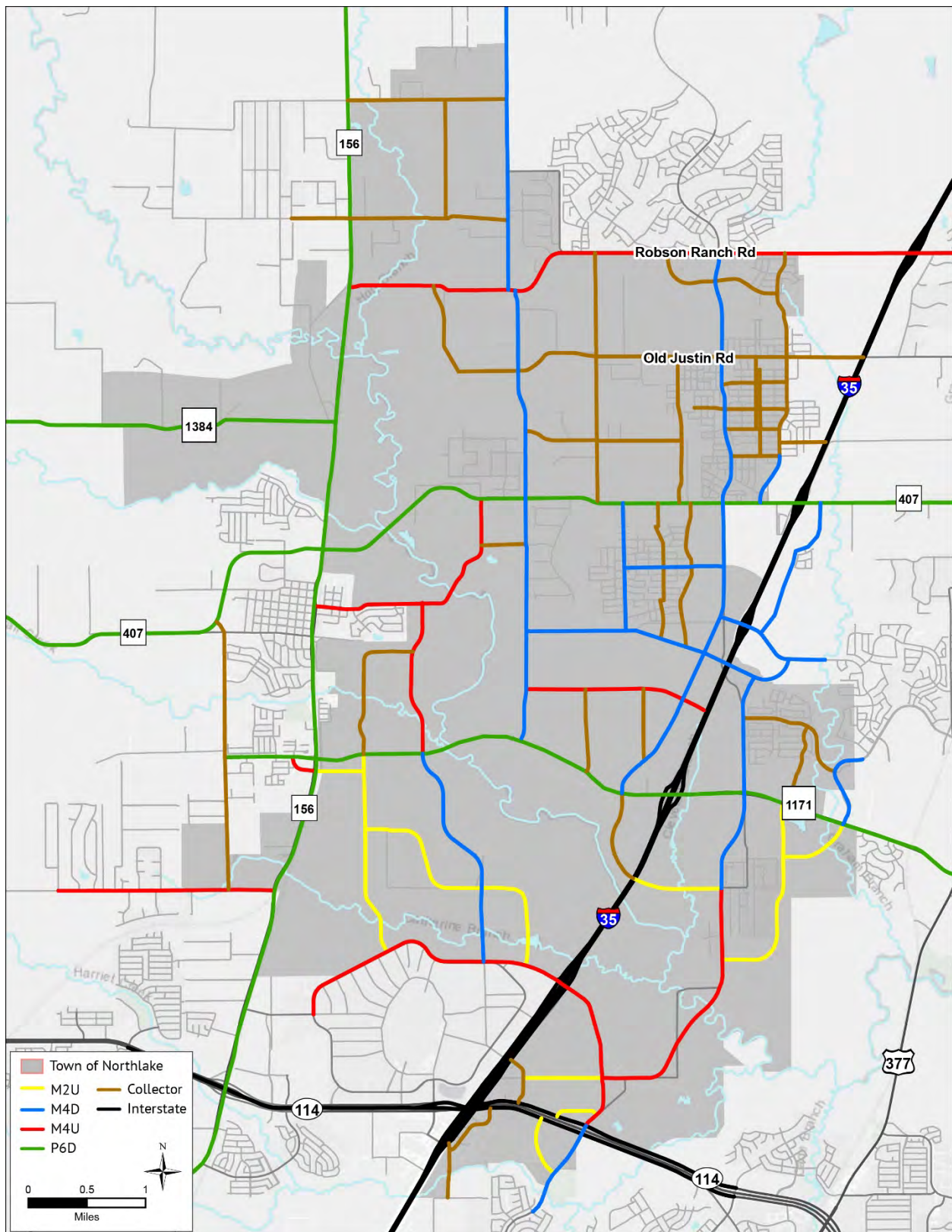


Figure 6 – Master Thoroughfare Plan

Northlake Design Manual										
Street Type	Description	Pavement Width	Min. ROW Width	Lanes	Shoulder Width	Min. Parkway Width	Median Width	Min. Pavement Thickness	Design Speed	Sidewalks
Alley	Alley	10'	15'	1-10'	N.A.	2.5'	N.A.	7"	10	-
Urban Standards										
L2U-U	Local Residential	31'	50'	2-15'	N.A.	9.5'	N.A.	6"	30	5'
C2U-U	Collector	37'	60'	2-18'	N.A.	11.5'	N.A.	7"	35	5'
M2U-U*	Minor Arterial (undivided)	41'	60'	2-20'	N.A.	9.5'	N.A.	8"	40	5'
M4U-U	Minor Arterial (undivided)	55'	80'	2-15' & 2-12'	N.A.	12.5'	N.A.	8"	40	5'
M4D-U	Minor Arterial (divided)	2-28'	100'	2-15' & 2-12'	N.A.	11.5'	21'	8"	45	5'
P6D-U	Primary Arterial (divided)	2-40'	120'	2-15' & 4-12'	N.A.	9.5'	21'	8"	45	5'
*For Industrial Areas Only										
Rural Standards										
L2U-R	Local Residential	24'	60'	2-11'	2-1'	18'	N.A.	6"	30	-
C2U-R	Collector	36'	70'	2-12'	2-6'	17'	N.A.	7"	35	-
M4U-R	Minor Arterial (undivided)	64'	100'	4-12'	2-8'	18'	N.A.	8"	40	-
M4D-R	Minor Arterial (divided)	2-32.5'	120'	4-12'	2-8'	17'	21'	8"	45	-
P6D-R	Primary Arterial (divided)	2-44.5'	140'	6-12'	2-8'	15'	21'	8"	45	-

Table 2 – Design Standards

ALIGNMENT REVIEW

Since the previous MTP was completed in 2016, development and infrastructure conditions have changed throughout Northlake. An initial alignment review was conducted to determine any physical and development constraints as well as alignments that were no longer practical to construct. This MTP update takes into account future thoroughfare alignments and subdivision developments that have been changed. Although not in Townlake, FM 156 north of Seaborn Road was changed from 'Major Road' classification to 'Primary Arterial P6D'. **Figure 7** represents the major changes included as part of this MTP Update.

Although proposed collector roadways are identified on the MTP, these roadways are subject to the most volatility based on developer buildout. While critical elements to the roadway network, city staff should work with developers to identify opportunities for enhanced connectivity and mobility. Limiting number of access points to a community or development can inhibit traffic flow, cause congestion hotspots, and lengthen emergency response times. If a development abuts adjacent vacant land, stub streets should be required to be platted to ensure later connections. Block lengths should also be considered to ensure multiple access points and better connectivity within larger developments.

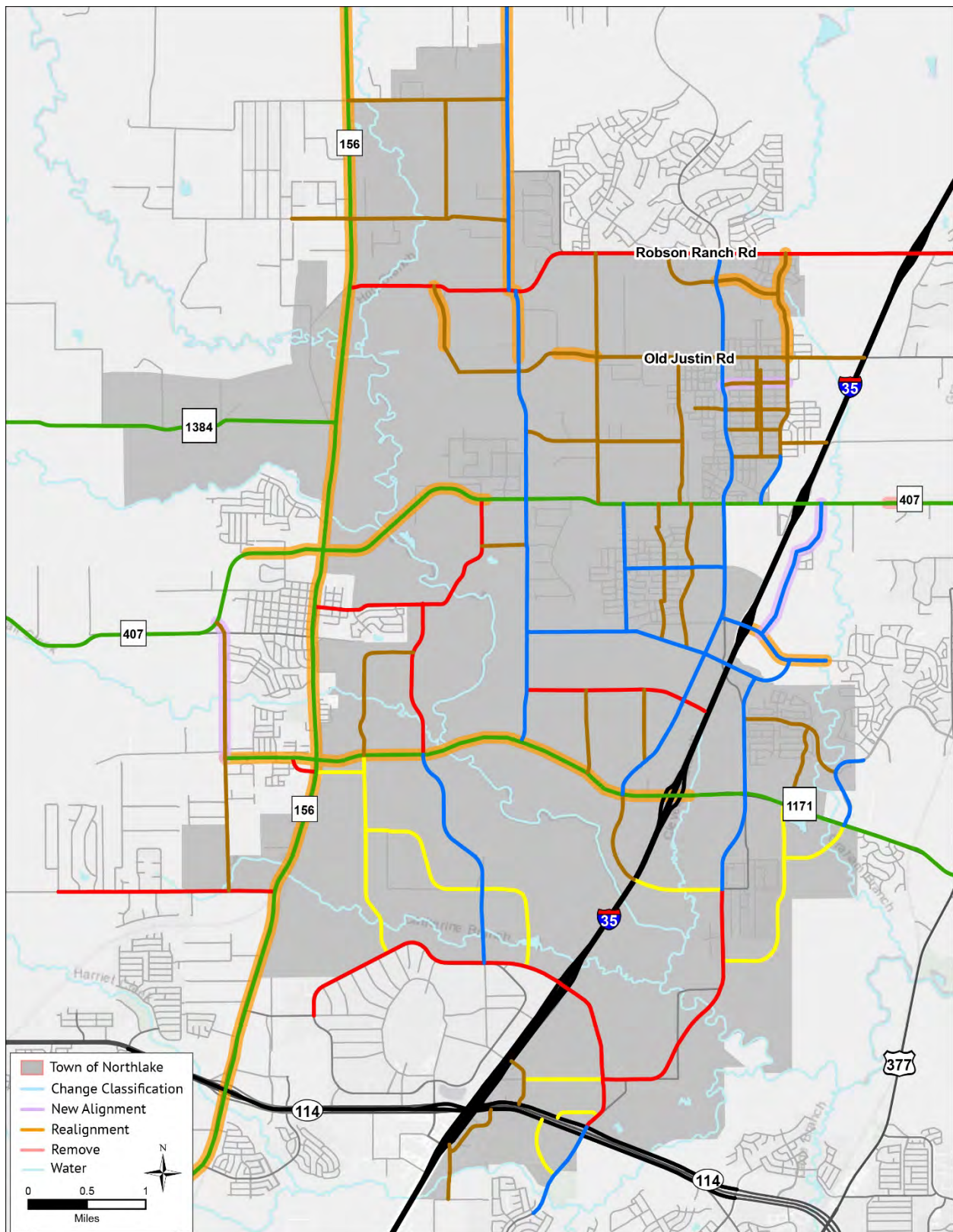


Figure 7 – MTP Update Alignment Review

CONTEXT TYPES – URBAN VS. RURAL

Cross sections are the preferred starting point for new roadway construction, however, based on existing and proposed surrounding land use and development type, roadway elements should be adapted to fit the context of the area. Adapting street design to the surrounding context is supported by national design guidance, including the Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares.

The Context Zone Map represented in **Figure 8** is based on the predominant future land use in the Pathway to 2040 Comprehensive Plan. For purposes of the MTP, the urban context type is defined as areas that are densely populated with a mix of housing and commercial development types and a well-connected roadway network. Rural context type is defined as areas that are sparsely populated and include large lot, single family homes, agricultural uses, large recreational areas, and undeveloped land.

MULTIMODAL ELEMENTS

Multimodal elements as part of the MTP include transit and non-motorized transportation elements. While no transit service is provided by Northlake, several operators provide service to the community including Denton County Transportation Authority (DCTA), Trinity Metro and Span Denton County Transit. According to the North Central Texas Council of Governments (NCTCOG) Mobility 2045 Plan, high-intensity bus service is proposed for the I-35 corridor between Fort Worth and Denton. High-intensity bus is a service that incorporates premium operating characteristics including real-time arrival information, comfortable and plentiful seating, Wi-Fi, and proximity to various services.

Throughout much of the Northlake area, the primary focus for non-motorized travel and active transportation are sidewalk facilities and shared use trails. The use of sidewalks, trails, and bicycles is a transportation choice that benefits personal health, reduces traffic congestion, and air pollution, and enhances quality of life by creating opportunities for cost savings and social interaction. Currently, there is only one existing on-street bike lane located along Canyon Falls Drive in Northlake. While there are no proposed routes, bicycle facilities should be constructed within master planned communities and provide connectivity to adjacent areas throughout Northlake.

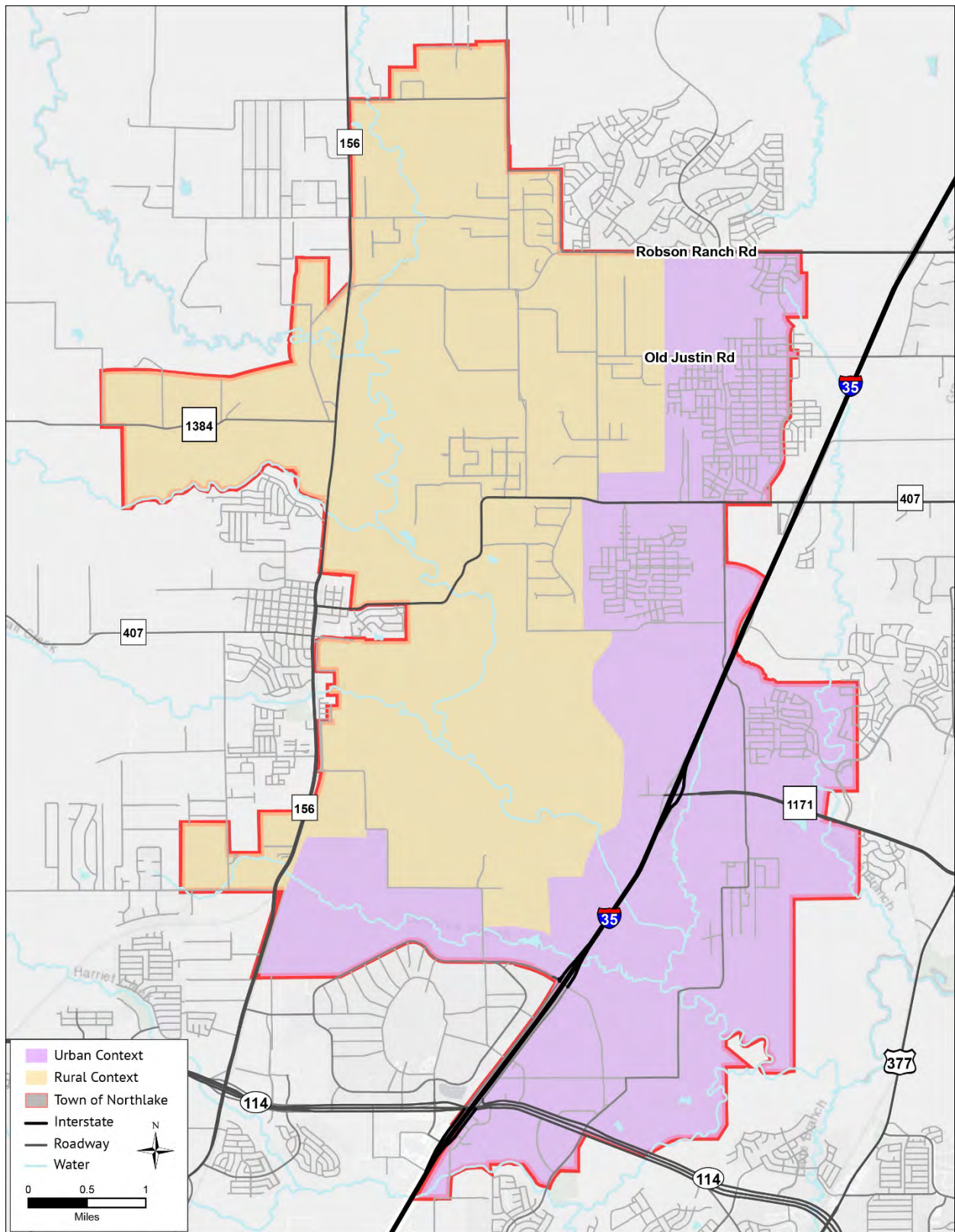


Figure 8 – Context Type

MASTER THOROUGHFARE PLAN

Roadway Impact Fee Update Northlake, Texas

January 2022

PRELIMINARY

FOR REVIEW ONLY

This document is not for permit or construction.

Name: Stephen M. Moore, PE

License #: 95814

Date: 01/06/2022

Prepared for

Town of Northlake



1201 North Bowser Road
Richardson, Texas 75081

Firm Registration No. 312

INTRODUCTION

The following report summarizes the methodology behind the development of the Roadway Impact Fee Update for the Town of Northlake. Roadway Impact Fees were initially developed in the summer of 2016. This report addresses updates to the Roadway Impact Fees, including discussions on updates to the Master Thoroughfare Plan, Land Use Assumptions, the 10-Year Capital Improvement Plan (CIP), roadway capacity calculations, and maximum impact fee by service unit.

THOROUGHFARE PLAN

In February of 2016, the Town of Northlake adopted an updated Master Thoroughfare Plan (MTP). The MTP was designed to provide for the future travel needs of the community by ensuring the orderly development of the street system. It was also designed to ensure that adequate rights-of-way were preserved with general alignments and sufficient width to allow for the efficient expansion and improvement of the street system over time. The Town's MTP has been updated to reflect current transportation needs. The proposed amended MTP map for the Town of Northlake is shown in **Exhibit 1** in the Appendix.

CAPITAL IMPROVEMENT PLAN

The first step in the process of determining roadway impact fees is the development of a 10-year Capital Improvement Plan (CIP) for the roadways and streets serving the Town of Northlake. The CIP includes roadway projects recommended / intended for construction in the next ten (10) years designed to serve both existing and future development needs in those same 10 years. The initial Roadway Impact Fees were based on the CIP developed in 2016. This report addresses updates to the CIP.

Existing Facilities

The thoroughfare system serving the Town of Northlake has improved since the initial Roadway Impact Fee calculation in 2016. Collector and arterial streets have been constructed in the Harvest and Pecan Square developments, north and south of FM 407. Plans are underway to improve FM 407 west of IH 35W. And FM 1171 has been improved to a six-lane divided curb and gutter road. Other roads in the Town are minimally developed at this time, with many being two-lane asphalt and gravel roadways (approximately 20 feet wide) with open ditch drainage (rural cross-section design). Other arterials are dirt roadways or are non-existent.

Projected 10-Year Development Growth

Working with Town staff, existing and projected development growth was established. **Table 1** below summarizes the existing land use and projected growth (cumulative) for five basic development types, which are single family housing, multi-family housing, commercial (which include retail uses), industrial/warehousing, and hotel.

Table 1 – Summary of Existing and Projected Development in Northlake

Land Use / Development Type	Existing	At 10-Year Horizon	At Build-Out
Single Family Housing	2,696 units	7,792 units	12,143 units
Multi-Family Housing	1,197 units	2,022 units	2,120 units
Commercial	195,000 sqft	3,200,000 sqft	6,641,809 sqft
Industrial / Warehousing	5,200,000 sqft	10,400,000 sqft	12,994,603 sqft
Hotel	555 rooms	855 rooms	1,011 rooms

The land use densities shown in **Table 1** represent the current densities (Existing) and the total projected densities at the end of the 10-year horizon (At 10-Year) that is the basis of the CIP and associated Roadway Impact Fees, and at Build Out of the Town of Northlake (At Build-Out). For example, there are currently 1,197 multi-family units in the Town. By the end of the 10-year horizon, there will be a projected 2,022 multi-family units in place in the Town.

As can be seen in the table above, significant growth within the Town of Northlake (this does not include development within the town's extra-territorial jurisdiction [ETJ]) is anticipated in the next 10 years. As such, the thoroughfare system will continue to need improvements to support the projected development growth.

Proposed Facilities and CIP Costs

The Town of Northlake MTP was updated based on a projected build-out of development within both the town's actual limits and the town's ETJ. For the purpose of determining the needed infrastructure over the next ten years, it was assumed that there would be growth within the town's ETJ similar to that which is projected with the actual town limits.

The thoroughfare facilities selected for inclusion in the 10-year Roadway CIP are listed in **Table 2** and are shown graphically in **Exhibit 2** of the Appendix. The list includes a description of the planned improvements, the approximate project length, and an engineer's opinion of probable cost to construct. This list includes the town's share of the cost for TxDOT facilities, which under existing State Statute can be financed with impact fees.

The engineer's opinion of probable costs were utilizing standard cost estimating practices. These practices include using past and recent unit bid prices from publicly bid street / roadway projects from surrounding communities, as well as TxDOT average low bid unit prices for the Dallas District.

Financing costs for the projects listed in the CIP are included in the total estimated cost as well as an assumed interest rate of 5.0%.

Table 2 – 10-Year Roadway Capital Improvement Program

Project Number	Roadway	Impact Fee Zone	Description		Limits		Project Length (ft)
			Existing	Proposed	From	To	
1	Strader Rd	1	2-In Chip Seal	1/2 4-In Divided Concrete	FM 156	Florance Rd	7,550
2	Mulkey LN	1	2-In Chip Seal	2-In Collector Asphalt	FM 407	Florance Rd	2,000
3	Florance Rd	2, 3	New Alignment	1/2 4-In Divided Concrete	FM 407	Future M4U	8,600
4	Faught Rd	2	2-In Asphalt	2-In Concrete	Robson Ranch	FM 407	11,200
5	Cleveland Gibbs (W)	2	New Alignment	1/2 4-In Divided Concrete	Robson Ranch	Town Limit	2,860
6	Cleveland Gibbs (W)	2	2-In Gravel/ New Alignment	1/2 4-In Divided Concrete	FM 407	Future M4U	2,650
7	FM 407	2	2-In Asphalt w/Shoulders	4-In Divided Concrete (w/Wide Median)	Florance Rd	Harvest Way (IH 35W)	10,900
8	Mulkey Rd	2, 3	2-In Gravel	1/2 4-In Divided Concrete	Florance Rd	Cleveland Gibbs	9,000
9	Future M4U	3	New Alignment	4-In Undivided Concrete	Florance Rd	Cleveland Gibbs	7,400
10	Cleveland Gibbs (E)	3	Varies 2-In Asphalt/Concrete	1/2 4-In Divided Concrete	TxDOT Maintained Section	FM 1171	5,720
11	Harmonson Rd	3	2-In Asphalt	1/2 4-In Divided Concrete	Dale Earnhardt Way	McPherson Dr	3,300
12	McPherson Dr	3	New Alignment	2-In Concrete	Harmonson Rd	Town Limit	6,800
13	Cleveland Gibbs (E)	4	2-In Asphalt	1/2 4-In Divided Concrete	FM 1171	Town Limit	3,370
14	Whyte Rd	4	New Alignment	2-In Concrete	IH 35W	Cleveland Gibbs	4,000
15	Cleveland Gibbs (E)	4	2-In Gravel	1/2 4-In Divided Concrete	Whyte Rd	Cleveland Gibbs Bridge	5,280
16	Cleveland Gibbs Bridge	4	Washed Out	4-In Undivided	at Denton Creek	n/a	n/a
17	Cleveland Gibbs (S)	4	2-In Gravel	1/2 4-In Divided Concrete	Old Cleveland-Gibbs	Bridge	4,175

IMPACT FEE CALCULATION

With the 10-year CIP complete, the next step is to determine the maximum fee per service unit that can be charged by the Town for new development within the corporate boundaries. In general, the fee is calculated by dividing the 10-year CIP cost (described in the above section) by the forecasted growth in service units related to development. The specific steps are:

- 1) Identification of roadway impact fee service areas / zones within the Town
- 2) Calculation of the standard service unit
- 3) Determination of the portion of the 10-year CIP necessary to serve the projected 10-year growth
- 4) Examination of total roadway capacity, current level of roadway capacity usage, and future usage of roadway capacity for existing and proposed improvements

Each of the specific steps listed above are described in detail in the subsequent sections of the report.

Service Areas

The collection and expenditure of roadway impact fees is governed by State Statute. This State Law states, regarding the collection and expenditure of these fees; *“For roadway facilities, the service area is limited to an area within the corporate boundaries of the political subdivision and shall not exceed six miles.”* Therefore, it was necessary to divide the Town of Northlake into four (4) areas or zones. **Exhibit 3** in the Appendix shows the boundaries of the four impact fee zones. The impact fee zones incorporate the developable land located within the corporate limits of Northlake. The existing development, projected 10-year development growth, and ultimate build-out of development for each of the five land use types was then detailed for each zone. A summary of the development (both existing and projected) is shown below in **Table 3**. Note that the table below shows the cumulative totals for the development types. Therefore, the totals shown in the column for ultimate build-out are the full amount, which includes any existing development and the projected development growth in the next 10 years.

Table 3 – Summary of Existing and Projected Development by Impact Fee Zone

Zone	Single Family (units)			Multi-Family (units)			Commercial (1,000 sqft)			Ind/Warehouse (1,000 sqft)			Hotel (rooms)		
	Ex	10 Yr	Ult	Ex	10 Yr	Ult	Ex	10 Yr	Ult	Ex	10 Yr	Ult	Ex	10 Yr	Ult
1	405	557	632	-	-	-	-	-	-	-	-	-	-	-	-
2	969	2,295	2,834	-	-	-	43	752	1,203	-	-	-	-	-	-
3	1,137	4,368	7,541	229	630	660	84	1,447	3,217	12	159	187	-	214	300
4	185	572	1,136	968	1,392	1,460	68	1,001	2,222	5,188	10,241	12,808	555	641	711
Total	2,696	7,792	12,143	1,197	2,022	2,120	195	3,200	6,642	5,200	10,400	12,995	555	855	1,011

Service Unit

For the purpose of calculating the roadway impact fee rate, the “**PM Peak Hour Vehicle-Miles**” was selected to be the standard service unit. This service unit is calculated by multiplying the trips generated in the PM peak hour for a specific land use type (vehicles) by the average trip length (miles) for that land use. Trip generation for the PM peak hour is based on information contained in the Institute of Transportation Engineers (ITE) *Trip Generation Manual – Eleventh Edition*, which is the standard reference for land use trip rates. **Table 4** below summarizes the trip generation rates for the five general land use types

Table 4 – ITE PM Peak Hour Trip Generation Rates

Land Use/Development Type (ITE Code)	Variable	PM Trip Rate
Single Family Housing (210)	Dwelling Units	0.94
Multi-Family Housing (Low-Rise) (220)	Dwelling Units	0.51
Commercial (820)	1,000 square feet	3.40
Industrial / Warehousing (110/150)*	1,000 square feet	0.34*
Hotel (310)	Occupied Rooms	.59

* Study assumes a 1 to 2 ratio of industrial to warehouse uses

Information used in determining the average trip length comes from the North Central Texas Council of Governments (NCTCOG). **Table 5** below summarizes the average trip lengths for each of the five uses based on the information provided by NCTCOG developed for this area.

Table 5 – NCTCOG Average Trip Lengths

Land Use/Development Type (ITE Code)	Average Trip Length
Single Family Housing (210)	10.24
Multi-Family Housing (220)	10.24
Commercial (820)	8.4
Industrial / Warehousing (110/150)	11.4
Hotel (310)	9.0

Based on the NCTCOG data, most trips at the average length shown would result in travel beyond the corporate limits of the Town of Northlake. Therefore, it was determined to set a maximum trip length for each of the impact fee zones that would be more representative of the distance a trip would travel on roadways within those designated zones in the Town of Northlake. These maximum trip lengths are shown in **Table 6**.

Table 6 – Maximum Trip Lengths by Zone

Land Use/Development Type (ITE Code)	Average Trip Length
Zone 1 (NW Quadrant)	4.58
Zone 2 (NE Quadrant)	5.74
Zone 3 (SW Quadrant)	4.97
Zone 4 (SE Quadrant)	5.18

Combining the trip generation rates shown in **Table 4** with the maximum trip lengths for each zone contained in **Table 6** yields the service unit measurements for each zone and land use type. This is summarized below in **Table 7**.

Table 7 – Service Unit Calculations by Impact Fee Zone (Zonal Service Unit Rate)

Land Use Type	PM Peak Trip Rate	Zone 1 (NW)		Zone 2 (NE)		Zone 3 (SW)		Zone 4 (SE)	
		Max Trip Length	Veh-Mi (SU)	Max Trip Length	Veh-Mi (SU)	Max Trip Length	Veh-Mi (SU)	Max Trip Length	Veh-Mi (SU)
Single Family Housing	0.94	4.58	4.31	5.74	5.40	4.97	4.67	5.18	4.87
Multi-Family Housing	0.51	4.58	2.34	5.74	2.93	4.97	2.53	5.18	2.64
Commercial	3.40	4.58	15.57	5.74	19.52	4.97	16.90	5.18	17.61
Industrial/Warehousing	0.34	4.58	1.56	5.74	1.95	4.97	1.69	5.18	1.76
Hotel	0.73	4.58	3.34	5.74	4.20	4.97	3.63	5.18	3.78

Proportion of 10-year CIP Costs Attributed to 10-Year Growth

Using data provided by the Town of Northlake, the eligible costs of the 10-year CIP related to the projected growth over the 10 year period were calculated. These costs included the following assumptions and data:

- 1) All proposed improvements will serve and benefit both existing and future traffic within the town, including future traffic that will occur beyond the 10 year period. Therefore, the costs associated with the 10-year growth period have been proportioned as a percentage of the service units calculated at ultimate build-out.
- 2) Costs of existing facilities constructed to serve new development have been included as identified by the Town of Northlake staff.
- 3) If bonds are issued to pay for projects listed in the CIP, then the interest cost can be included. The financing costs were based on a 5.0% annual interest rate over a 20 year term with typical fees assumed at 2.0% of the project cost (issuance fee, legal, etc.).

A summary of the 10-year CIP projects and projected costs is shown in **Table 8** below.

Table 8 – Projected 10-Year CIP Costs

Roadway	Impact Fee Zone	Description		Limits		Project	Cost		
		Existing	Proposed	From	To	Length (ft)	Construction	Financing	Total
Strader Rd	1	2-In Chip Seal	1/2 4-In Divided Concrete	FM 156	Florance Rd	7,550	\$ 9,620,000.00	\$6,050,000.00	\$15,670,000.00
Mulkey LN	1	2-In Chip Seal	2-In Collector Asphalt	FM 407	Florance Rd	2,000	\$ 1,751,450.00	\$1,101,550.00	\$2,853,000.00
Florance Rd	2, 3	New Alignment	1/2 4-In Divided Concrete	FM 407	Future M4U	8,600	\$ 5,538,400.00	\$3,482,600.00	\$9,021,000.00
Faught Rd	2	2-In Asphalt	2-In Concrete	Robson Ranch	FM 407	11,200	\$ 11,040,000.00	\$6,943,000.00	\$17,983,000.00
Cleveland Gibbs (W)	2	New Alignment	1/2 4-In Divided Concrete	Robson Ranch	Town Limit	2,860	\$ 1,841,840.00	\$1,158,160.00	\$3,000,000.00
Cleveland Gibbs (W)	2	2-In Gravel/ New Alignment	1/2 4-In Divided Concrete	FM 407	Future M4U	2,650	\$ 5,226,600.00	\$3,287,400.00	\$8,514,000.00
FM 407	2	2-In Asphalt w/Shoulders	4-In Divided Concrete (w/ Wide Median)	Florance Rd	Harvest Way (IH 35W)	10,900	\$ 14,039,200.00	\$8,828,800.00	\$22,868,000.00
Mulkey Rd	2, 3	2-In Gravel	1/2 4-In Divided Concrete	Florance Rd	Cleveland Gibbs	9,000	\$ 5,796,000.00	\$3,645,000.00	\$9,441,000.00
Future M4U	3	New Alignment	4-In Undivided Concrete	Florance Rd	Cleveland Gibbs	7,400	\$ 9,361,000.00	\$5,887,000.00	\$15,248,000.00
Cleveland Gibbs (E)	3	Varies 2-In Asphalt/Concrete	1/2 4-In Divided Concrete	TxDOT Maintained Section	FM 1171	5,720	\$ 3,683,680.00	\$2,316,320.00	\$6,000,000.00
Harmonson Rd	3	2-In Asphalt	1/2 4-In Divided Concrete	Dale Earnhardt Way	McPherson Dr	3,300	\$ 4,830,000.00	\$3,038,000.00	\$7,868,000.00
McPherson Dr	3	New Alignment	2-In Concrete	Harmonson Rd	Town Limit	6,800	\$ 8,050,000.00	\$5,063,000.00	\$13,113,000.00
Cleveland Gibbs (E)	4	2-In Asphalt	1/2 4-In Divided Concrete	FM 1171	Town Limit	3,370	\$ 6,724,050.00	\$4,228,950.00	\$10,953,000.00
Whyte Rd	4	New Alignment	2-In Concrete	IH 35W	Cleveland Gibbs	4,000	\$ 11,379,250.00	\$7,156,750.00	\$18,536,000.00
Cleveland Gibbs (E)	4	2-In Gravel	1/2 4-In Divided Concrete	Whyte Rd	Cleveland Gibbs Bridge	5,280	\$ 10,540,000.00	\$6,629,000.00	\$17,169,000.00
Cleveland Gibbs Bridge	4	Washed Out	4-In Undivided	at Denton Creek	n/a	n/a	\$ 11,500,000.00	\$7,232,000.00	\$18,732,000.00
Cleveland Gibbs (S)	4	2-In Gravel	1/2 4-In Divided Concrete	Old Cleveland- Gibbs	Bridge	4,175	\$ 2,688,700.00	\$1,691,300.00	\$4,380,000.00
TOTAL							\$ 123,610,170.00	\$ 77,738,830.00	\$201,349,000.00

From **Table 8**, the CIP costs for the individual impact fee zones was calculated. For projects that are located within two zones, the CIP costs were split relative to the percentage of the project located within a given zone. For example, the Florance Road project is located in or adjacent to zones 2 and 3. Therefore, the cost of the project was allocated to the relative percentage of the project length within / abutting each zone, 70% to zone 2 and 30% to zone 3. Table 9 summarizes the CIP costs by impact fee zone.

Table 9 – 10-Year CIP Cost by Impact Fee Zone

Impact Fee Zone	Total CIP Cost
1	\$ 18,523,000.00
2	\$ 61,512,000.00
3	\$ 51,544,000.00
4	\$ 69,770,000.00
Total	\$ 201,349,000.00

Using the development growth data provided by the Town, the total vehicle-miles for each zone and the Town as a whole were calculated by multiplying the development projections (existing, 10-year, and ultimate) by the service units (SU) calculated in **Table 7** (pg 6). **Table 10** shows the portion of vehicle-miles (service units) that are existing, attributable to the growth within the next 10 years, and beyond to ultimate build-out.

Table 10 – Vehicle-Mileage (SU) Distribution by Zone and Development Period

Impact Fee Zone	Existing		10-Year Growth		To Ultimate Build-out		Ultimate Veh-Mi
	Existing Vehicle-Miles	Percent of Ultimate	Vehicle-Miles Added	Percent of Ultimate	Vehicle-Miles Added	Percent of Ultimate	
1	1,746	64.1%	655	24.0%	323	11.9%	2,724
2	6,072	15.7%	21,000	54.1%	11,714	30.2%	38,786
3	7,329	7.8%	40,163	43.5%	45,167	48.7%	92,659
4	15,883	21.3%	28,653	39.1%	29,210	39.6%	73,746
Total	31,030	14.9%	90,471	43.5%	86,414	41.6%	207,915

Combining the CIP costs from **Table 9** with the percent of vehicle-miles from the 10-year growth period located in **Table 10**, a summary of the CIP cost for each impact fee zone based on the projected 10-year growth can be calculated. This is shown in **Table 11**.

Table 11 – Summary of 10-Year CIP Cost by Impact Fee Zone

Impact Fee Zone	Total CIP Cost per Zone	Percent of Vehicle-Miles (SU) Attributed to 10-Year Growth	CIP Cost Attributed to 10-Year Growth
1	\$ 18,523,000.00	24.0%	\$ 4,445,520.00
2	\$ 61,512,000.00	54.1%	\$ 33,277,992.00
3	\$ 51,544,000.00	43.5%	\$ 22,421,640.00
4	\$ 69,770,000.00	39.1%	\$ 27,280,070.00
Total	\$ 201,349,000.00		\$ 87,425,222.00

Cost per Service Unit

The last step in the process is take the totals from **Table 11** and convert them to a cost per service unit. This is accomplished by dividing the CIP cost for a zone, attributed to the projected growth in next 10 years, by the growth in service units (SU) or vehicle-miles anticipated for the next 10 years for the same zone. This is shown in **Table 12** below.

Table 12 – Summary of Cost per Service Unit (SU) by Impact Fee Zone

Impact Fee Zone	CIP Cost Attributed to 10-Year Growth	New Vehicle-Miles (Service Unit) (10-Year Growth)	Cost Per Service Unit	Cost Per Service Unit (Rounded)
1	\$ 4,445,520.00	655	\$ 6,787.05	\$ 6,787
2	\$ 33,277,922.00	21,000	\$ 1,584.66	\$ 1,585
3	\$ 22,421,640.00	40,163	\$ 558.27	\$ 558
4	\$ 27,280,070.00	28,653	\$ 952.08	\$ 952
Total	\$ 87,425,222.00	90,471		

SAMPLE CALCULATION OF ROADWAY IMPACT FEE

The following section details a sample calculation of the roadway impact fee for a sample development.

Proposed Development

For the purpose of the sample calculation, it is assumed that there is retail / commercial development with a total of 1,000,000 gross square feet of space being proposed in impact fee zone 3.

The first step is to determine the number of service units (SU), or vehicle-miles, generated by the proposed development. The equation would be:

$$SU = \text{Development Units} \times \text{Zonal Service Unit Rate}$$

In the above equation, the number of development units is a measure of the amount of development. For retail/commercial development, the number of units are per 1,000 gross square feet (see **Table 4**). So for the example development, 1,000,000 square feet of retail development is equivalent to 1,000 units of commercial development.

$$\frac{1,000,000 \text{ sqft}}{1,000 \text{ sqft}} = 1,000 \text{ units}$$

The zonal service unit rate comes from **Table 7**. For a commercial development in zone 3, the zonal service unit rate is 16.88. Multiplying the development units by the zonal service unit rate yields the total number of service units for the example development.

$$1,000 \text{ units} \times 16.90 \frac{SU}{unit} = 16,900 \text{ SU}$$

Once the service units related to a development have been calculated, the service units (SU) are multiplied by the cost per service unit for the given zone. For this example, 16,900 SU would be multiplied by the impact fee cost per service unit for zone 3 (\$558), which is located in **Table 12**.

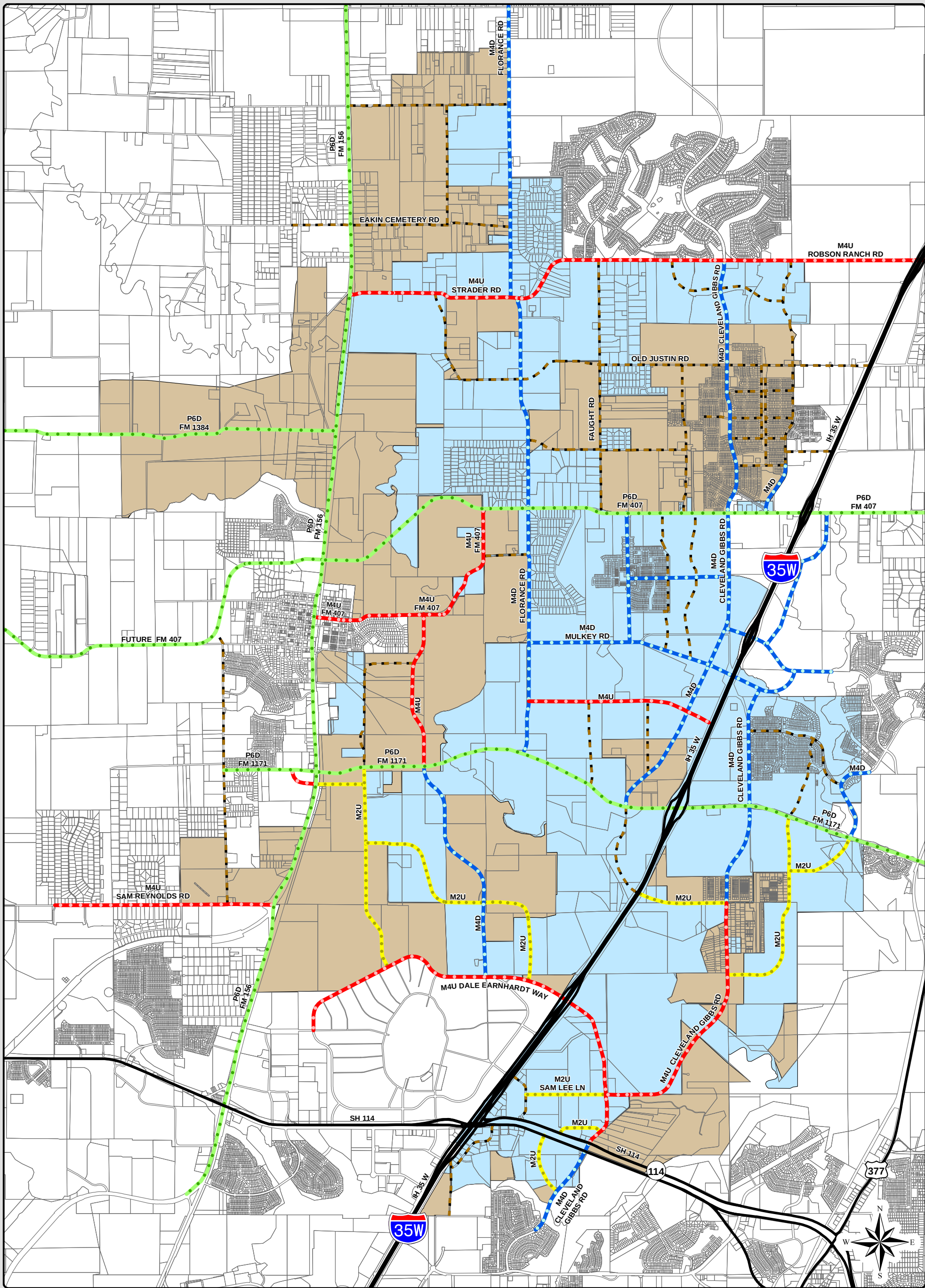
$$16,900 \text{ SU} \times \frac{\$558}{SU} = \$9,430,200$$

For the given sample project of 1,000,000 square feet of retail located in zone 3, the impact fee would be \$9,430,200. But by statute, the Town of Northlake can only collect 50% without preparing detailed cost analyses for the projects. So the adjusted impact fee total would be \$4,715,100.

APPENDIX A

Exhibits

DRAFT



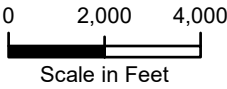
Map Features

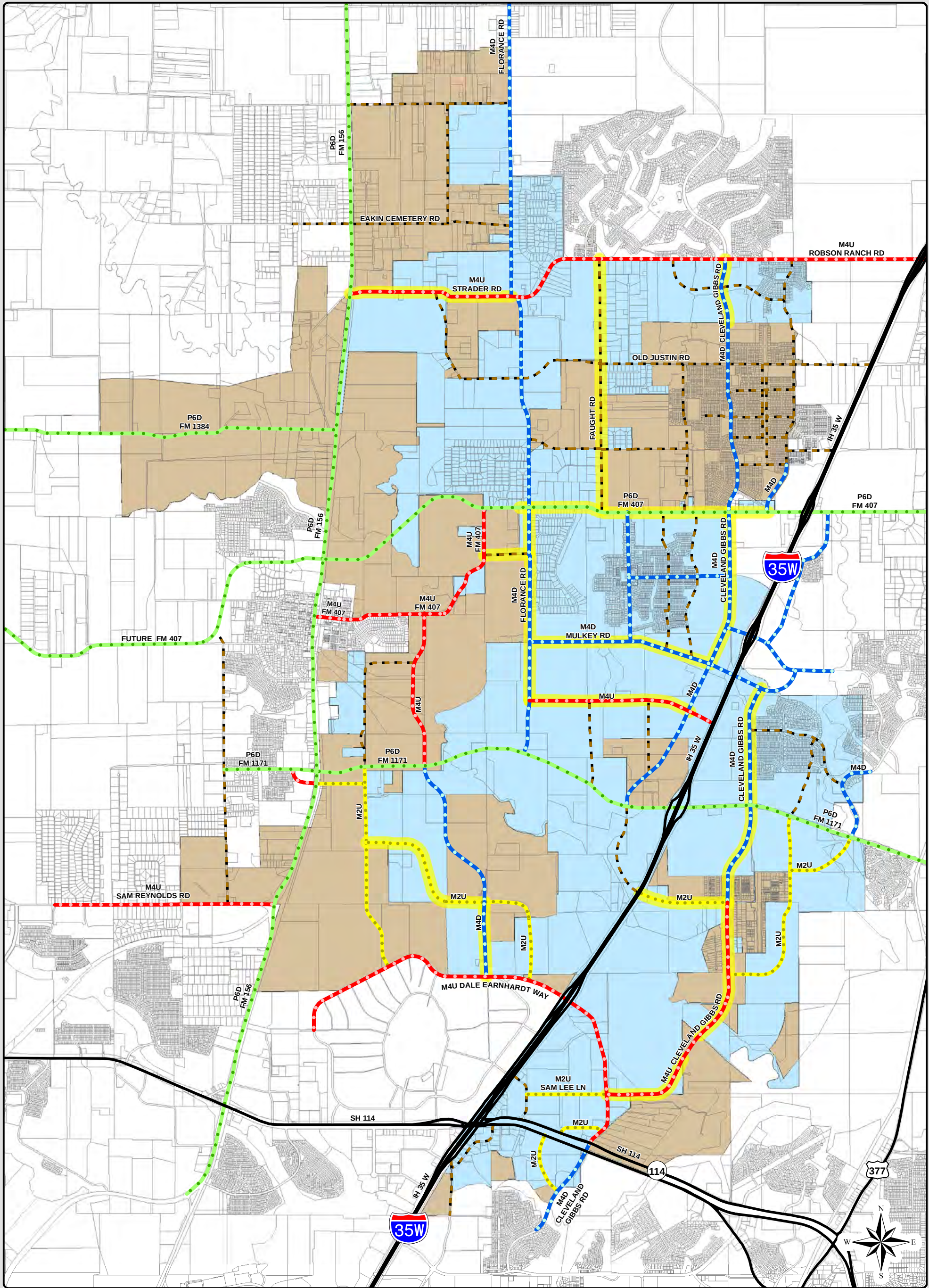
- Thoroughfare Type
- M2U
 - M4D
 - M4U
 - P6D
 - Collector Road
 - Major Roads
- Town of Northlake Incorporated Area
- Town of Northlake Extraterritorial Jurisdiction



DENTON COUNTY, TEXAS
MASTER THOROUGHFARE PLAN
MTP Update Adopted by Ordinance 21-1028-B on October 28, 2021

The MTP plan identifies existing and future roadways for the Town and its ETJ. It is recognized that classifications and/or locations of arterials may change based on future conditions. In areas, particularly in the ETJ, where the streets are not in place, the street alignments reflect corridors and not exact locations.





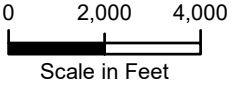
Map Features

- Thoroughfare Type
- M2U
 - M4D
 - M4U
 - P6D
 - Collector Road
 - Major Roads
 - 10 Year CIP Streets
- Town of Northlake Incorporated Area
- Town of Northlake Extraterritorial Jurisdiction



EXHIBIT
10-Year Roadway Capital Improvement Program

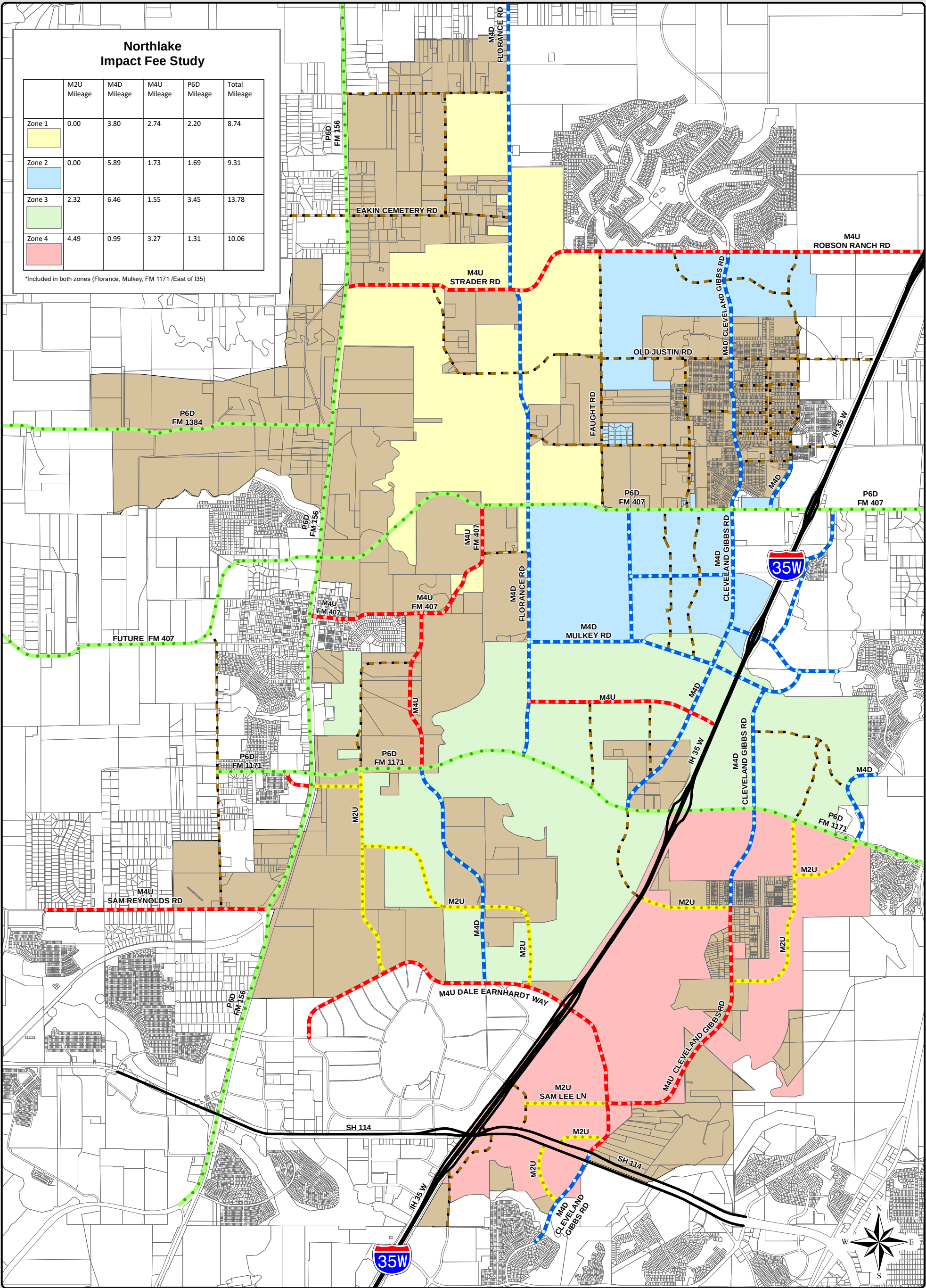
The MTP plan identifies existing and future roadways for the Town and its ETJ. It is recognized that classifications and/or locations of arterials may change based on future conditions. In areas, particularly in the ETJ, where the streets are not in place, the street alignments reflect corridors and not exact locations.



Northlake
Impact Fee Study

	M2U Mileage	M4D Mileage	M4U Mileage	P6D Mileage	Total Mileage
Zone 1	0.00	3.80	2.74	2.20	8.74
Zone 2	0.00	5.89	1.73	1.69	9.31
Zone 3	2.32	6.46	1.55	3.45	13.78
Zone 4	4.49	0.99	3.27	1.31	10.06

*Included in both zones (Florence, Mulkey, FM 1171 /East of I35)



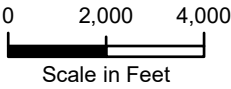
Map Features

- Thoroughfare Type
- M2U
 - M4D
 - M4U
 - P6D
 - Collector Road
 - Major Roads
- Town of Northlake Incorporated Area
- Town of Northlake Extraterritorial Jurisdiction



EXHIBIT
Impact Fee Zones

The MTP plan identifies existing and future roadways for the Town and its ETJ. It is recognized that classifications and/or locations of arterials may change based on future conditions. In areas, particularly in the ETJ, where the streets are not in place, the street alignments reflect corridors and not exact locations.





A GREAT PLACE TO LIVE, WORK, AND STAY

January 4, 2022

Northlake Mayor and Town Council
1500 Commons Circle, Suite 300
Northlake, Texas 76226

RE: Northlake Impact Fee Study

Honorable Mayor Rettig and Northlake Town Council:

We, the Planning & Zoning Commission, acting as the Capital Improvements Advisory Committee for the Roadway Impact Fee update, hereby provide our comments on the Roadway Impact Fee Update. These comments are provided in accordance with the requirements of Chapter 395 of the Texas Local Government Code, which establishes the rules for impact fees in Texas.

The Committee has reviewed drafts of the Roadway Impact Fee Update, and the project consultant has met with us to present the land use assumptions, capital improvement plans, and proposed impact fees. Our comments are based on our review of the draft of the Roadway Impact Fee Update, dated December 17, 2021, and the committee presentation on January 4, 2022.

The Committee made some general comments which were discussed at the January 4, 2022, committee presentation and included the following clarifications:

- Consistent population number for Figure 2 and Table 1 of the Master Thoroughfare Plan Update
- Explanation of traffic counts along FM 407 versus Florance Road and Faught Road as shown on Figure 3 of the Master Thoroughfare Plan Update
- Explanation of cumulative amount of development figures from Table 1 of Roadway Impact Fee Update

Each of these comments were addressed by staff and have been reflected in the final documents.

Land Use Assumptions:

The land use assumptions developed for the capital improvement plan substantially correspond with the Northlake Comprehensive Plan. The land use assumptions accurately reflect the anticipated growth of the Town as outlined in the Comprehensive Plan. The committee has no additional comments relating to the Land Use Assumptions.





A GREAT PLACE TO LIVE, WORK, AND STAY

Capital Improvements Plan:

The capital improvements plan developed for the Roadway Impact Fee Update reasonably corresponds with the land use assumptions and accurately reflects the infrastructure needs to meet projected Town demands over the next 10 years. The committee has no additional comments relating to the capital improvements plan.

Proposed Impact Fee:

The committee believes the impact fee development has been performed correctly and in conformance with the requirements of Chapter 395 of the Texas Local Government Code as we understand them. The committee has no additional comments relating to the impact fee development.

Sincerely,

Michaela Monson
Chairperson
Northlake Planning & Zoning Commission



1500 COMMONS CIRCLE STE 300
NORTHLAKE, TX 76226



P: 940.648.3290
F: 940.487.0142



WWW.TOWN.NORTHLAKE.TX.US

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 13, 2022

REF. DOC.: PURCHASING POLICY

SUBJECT: PURCHASING CARD POLICY



GOALS/OBJECTIVES:

- Effectively Manage Public Resources (Council Goal)

BACKGROUND INFORMATION:

- Auditors recommended the adoption of a formal Purchasing Card Policy
- Implemented in conjunction with a new purchasing card program through Lamar National Bank
- Provides clear direction to staff and aligns with the Town Procurement Policy

COUNCIL DIRECTION:

- Provide feedback regarding purchasing card policy



TOWN OF NORTH LAKE **PURCHASING POLICY**

Last Updated: January 13, 2021

TABLE OF CONTENTS

1.00	GENERAL PURCHASING POLICY.....	2
1.01	Purpose.....	2
1.02	The Purchasing Function	2
1.03	Purchasing Policy	2
2.00	PURCHASING CARD POLICY, PROCEDURES, & USAGE	Error!
Bookmark not defined.		
2.01	Purpose.....	5
2.02	Purchasing Card Program Participants: Roles and Responsibilities	5
2.03	Obtaining a Purchasing Card	8
2.04	Purchasing Card/Account Number Security & Storage.....	8
2.05	Purchasing Card/Account Number Security & Storage.....	8
2.06	Purchasing Card Usage	12
2.07	Lost, Misplaced, or Stolen Cards	14
2.08	Purchasing Card & Account Maintenance & Closure	14
2.09	Customer Service.....	14
2.10	Frequently Asked Questions.....	14
3.00	APPENDIX A: PURCHASING CARD FORMS	16
3.01	Purchasing Card Cardholder Agreement Form	17
3.02	Lost Or Missing Purchasing Card Receipt Form.....	18
3.03	New Purchasing Card Request Form	19

I.00 GENERAL PURCHASING POLICY

I.01 Purpose

- a. The purpose of this Policy shall be to establish guidelines for procurement of supplies, materials and services for the Town of Northlake (the Town).
- b. This Policy shall also establish the internal control procedures that all vendors and Town personnel are to follow. Internal control is required to assist in the prevention of any unauthorized purchases by the Town, and any evidence of collusion by vendors.
- c. This Policy shall further establish guidelines to provide the citizens and taxpayers of the Town with assurance that the best use of the available resources of the Town are being realized. Further, this Policy is intended to promote competition among bidders and vendors interested in providing products or services to the Town.
- d. The statutory authority for this Policy shall be the Local Government Code, Section 252, subsequent amendments, and other State of Texas statutes that may be referenced herein.

I.02 The Purchasing Function

- a. The basic function of a purchasing system is to support and enhance the delivery of Town services.
- b. The optimum performance of this function requires that the purchasing system continually provide departments of the Town with proper quality as well as proper quantity of requested commodities within an acceptable time frame, at the lowest cost.

I.03 Purchasing Policy

The following Purchasing Policy is hereby established.

- a. PURCHASES NOT SUBJECT TO COMPETITIVE BIDDING:

Purchases less than \$50,000 are not subject to the statutory competitive bid process (see below, Purchases subject to competitive bidding).

1. Purchases less than \$3,000 require approval by the Department Director or designee, and do not require competitive price quotations or an authorized requisition and purchase order.

- i. Invoice payment requests less than \$3,000 should be signed,

coded (with a general ledger account number), and turned into the Finance Department for payment.

- ii. If the vendor is not currently active with the Town, provide them with a vendor packet to be completed and submitted to the Finance Department. Payment cannot be remitted until vendor packet is received.

2. Purchases \$3,000 and above require:

- i. Compliance with the States Historically Underutilized Business (HUB) requirement and/ or,
- ii. Three written quotes from vendors,
- iii. Completed and authorized Requisition Form.
- iv. If the successful vendor is not currently active with the Town, provide them with a vendor packet to be completed and submitted to the Finance Department.
- v. The Town Accountant will issue a Purchase Order after receiving:
 - a) An electronic Purchase Order request authorized by the Department Director,
 - b) Supporting written quotes including compliance with the States HUB requirements,
 - c) Vendor packet (if not a current vendor).

3. Requisitions for purchases in excess of \$10,000 also require Town Administrator approval. If funds have not been specifically budgeted in the current budget year, then they must be expressly authorized and approved by separate action of the Town Council.

4. Requisitions for purchases in excess of \$25,000 require Town Council approval.

b. PURCHASES SUBJECT TO COMPETITIVE BIDDING

- 1. Purchases in excess of \$50,000 shall be competitively bid and awarded only by the Town Council.
- 2. Sequential or component purchases exceeding \$50,000 during any fiscal year period shall be deemed as meeting the competitive bidding requirements of this Policy.

c. PROCUREMENT OF PROFESSIONAL SERVICES

Contracts for professional services shall comply with the Professional Services Procurement Act, Government Code, Section 2254, and subsequent amendments. The following guidelines shall apply to procurement of professional services.

3. Professional services may not be awarded on the basis of competitive bidding.
4. Professional services must be awarded on the basis of demonstrated competence and qualifications.
5. The Town Administrator may authorize and approve professional services less than \$25,000 during a fiscal year period, without specified Town Council approval, provided available funds are budgeted therefore.
6. The Town Council shall authorize any professional service contract which will exceed \$25,000 during a fiscal year period, on the basis of the above criteria.

d. COOPERATIVE PURCHASING

Whenever it is determined to be advantageous to the Town, cooperative purchasing with other local governmental agencies may be used. Requester must provide contract number. Such cooperative agreements shall be approved by all governing bodies for each local agency participating in any purchasing cooperative. The provisions of the Local Government Code (Subchapter D, Sections 271.081 through 271.083) shall apply.

e. EXCEPTIONS TO POLICY

Emergency procurements, professional services, purchases of land, items available from only one source, etc. are exceptions to the competitive bidding requirements for purchases and shall comply with Local Government Code, Section 252.022.

f. AUTHORIZATION AND APPROVAL OF CHANGE ORDERS

Authorization and approval of change orders shall follow the same dollar limitations and requirements as provided above in Section 3(a) and (b). The Town Council hereby grants the Town Administrator authority to execute any and all change orders which involve a decrease or an increase of up to \$25,000 or 25% of the original contract, provided the total contract expenditures remain within the budgeted amount.

g. VENDOR PACKETS.

Vendor packets are a crucial part of the accounts payable system. They allow for fraud prevention by providing vendor contact information that allows for the authentication of vendor file changes. All active vendors must have a complete vendor packet containing: the vendor management page, a signed W-9, and a conflict-of-interest disclosure questionnaire. Vendor Packets will be updated annually with all vendors.

2.00 PURCHASING CARD POLICY, PROCEDURES, & USAGE

2.01 Purpose

- a. The Purchasing Card (P-Card) is a credit card used for small dollar transactions and high volume, repetitive purchases. It is designed as a fast and flexible tool that offers an alternative to the existing purchasing process for supplies, materials, and travel, as well as providing an efficient and effective method for the purchasing and paying of small dollar items with a total value of \$1,000 or less per transaction.
- b. The card works just like your personal credit card, except all charges are paid in full by the Town of Northlake. It is to be used only for the purchase of small dollar items. The Town of Northlake will set spending limits per individual based on their purchasing authority through the Town's Purchasing Policy. If used to its potential, the purchasing card program will result in efficiency gains by reducing administrative costs and streamlining the procurement process for small dollar transactions. However, the P-Card program is not intended to bypass appropriate purchasing or payment procedures. The intent of the program is to complement existing processes while improving efficiency within the organization.

2.02 Purchasing Card Program Participants: Roles and Responsibilities

a. CARDHOLDER

1. Each employee who is issued a purchasing card is called a "Cardholder".
2. Each Cardholder is provided with a card with a unique card number, and a user ID/password for secure access to the cardholder's account. The Cardholder is responsible for the security of their assigned purchasing card.
3. The Cardholder must use only his/her assigned card. Cards must not be loaned to another employee for use. If an employee does not have a purchase card they will not be able to make Town purchases.
4. Each Cardholder shall use the card only for authorized purchases as outlined in this manual. A hard copy, itemized receipt, charge slip, invoice, or packing slip **must** be obtained from the vendor each time the card is used. Online and telephone charges must also be documented using one of the before mentioned documents, so the Cardholder shall request the vendor email or mail the cardholder an acceptable document for tracking purchases.

5. The Cardholder is responsible for collecting and maintaining receipts, charge slips, invoices, and/or packing slips. On a monthly basis, cardholders will submit their documents to their Processor.
6. The Cardholder is responsible for immediately notifying Lamar National Bank (1-800-367-7576), his/her supervisor, and the Finance Department of any lost or stolen cards.
7. The Cardholder is responsible for reporting any erroneous transactions to Lamar National Bank and the Program Administrator.
8. Each Cardholder must acknowledge that they have read and understand the Purchasing Card Policies and Procedures and that they have received a card by signing the Cardholder Agreement Form. Failure to abide by the policy may result in disciplinary action, including the termination of the employee.
9. The Cardholder will be required to reimburse the Town for any unauthorized transactions.
10. After the Cardholder makes a purchase, the transaction will appear on the Cardholder's current statement online. Transactions may take two or three days to appear. Cardholders are urged to check their statement on a regular basis. It is recommended that Cardholders not wait until the end of the month before doing this.
11. On a monthly basis, Cardholders will be provided a monthly statement of their Purchasing Card via the mail. Cardholders are responsible for verifying that the statement is accurate, reconciling the statement with collected receipts, charge slips, invoices, and/or packing slips, as well as indicating that it accurately reflects past purchases. The Cardholder is then responsible for forwarding their reconciled statement to the Processor for review.
12. On a regular basis to be established by the Finance Director and the Cardholder's Processor, the Cardholder will be responsible for assembling accumulated itemized receipts, charge slips, invoices, and/or packing slips and turning them in to their Processor.
13. Upon resignation or termination of employment with the Town the Cardholder shall immediately turn in their Card to their Approver (Department Head).

b. PROCESSOR

1. Each Cardholder will be assigned to a Processor. In some cases, the Cardholder will act as their own Processor.

2. The Processor is responsible for collecting and maintaining the itemized receipts, charge slips, invoices, and/or packing slips. Cardholders will turn in the before mentioned documents on a regular basis that will be determined by the Finance Director or Processor.
3. The Processor is responsible for providing copies of receipts, charge slips, invoices, and/or packing slips to the Program Administrator and for correctly coding information into the digital system as directed to by the Finance Director.

c. APPROVER

1. Each Cardholder and Processor is assigned to an Approver. The Approver is the Head of the Department.
2. The Approver is responsible for supervising the use of Purchasing Cards in their departments and ensuring that all rules and procedures are followed.
3. The Approver is responsible for approving purchase card statements after the Processor has reconciled the statement. Approval is shown by signing the backup scanned into the digital system.
4. The Approver is responsible for initiating any changes in purchase card limits by submitting a request to the Town Finance Director.

d. FINANCE DIRECTOR

1. The Finance Director will act as the Purchasing Card Administrator. Cardholder questions should be directed to the Finance Director.
2. The Finance Director can be contacted at: 940-242-5706
3. The Finance Director is responsible for the overall Purchasing Card program. Responsibilities include:
 - Act as main contact between the Town and Lamar National Bank.
 - Review department Cardholder approval Applications.
 - Submit completed application to the Cardholder and take receipt of purchasing card
 - Provide training to Cardholder, Processors, and Approvers and ensure that Cardholders sign the Cardholder Agreement.
 - Handle disputed charges discrepancies not resolved by the Cardholder.
 - Secure revoked Purchasing Cards and submit information to Lamar National Bank.

- Receive, review and reconcile Purchasing Card Statement.
- Download statement transactions to the financial software.
- Ensure that lost or stole cards have been closed by the card issuer.
- Submit cardholder requests.

2.03 Obtaining a Purchasing Card

P-Cards are distributed, with the approval of the Town Manager, by the Finance Director. Department Head should complete the New Purchasing Card Request Form and must meet the following criteria prior to receiving a card:

- Have been approved by the Town Manager and Finance Director;
- Have received a copy of and read the Purchasing Card Policy;
- Have submitted a copy of the New Purchasing Card Request Form to the Finance Director;
- Have signed the Cardholder Agreement confirming receipt of the p-card, understanding of the agreement, that they have read the Purchasing Card Policies and Procedures document, and acknowledgement that improper use of the p-card may result in disciplinary action, up to and including termination of employment.

2.04 Purchasing Card/Account Number Security & Storage

Cardholders should always treat the organization Purchasing Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

The Town Finance Department will maintain all documentation related to the Purchasing Card program. This documentation includes, but is not limited to, applications, Cardholder Agreements, agency-billing statements, reconciliation of accounting statements, and copies of transmittals and correspondence with the Lamar National Bank.

2.05 Purchasing Card/Account Number Security & Storage

Because purchases are made directly by the Cardholder, certain added responsibilities come with the use of the P-Card. It is incumbent upon the Cardholder to know and understand purchasing card rules and policies and to ensure that all card transactions are acceptable and conform to the rules established by the Town.

a. PURCHASING CARD CONTROLS

1. Credit Limits

All purchasing cards have monthly cardholder spending limits. Limits may vary for each card holder and department and will be based on the Town's Purchasing Policy. Limits automatically "refresh" every month when the balance on purchasing card has been paid.

Each cardholder will be notified regarding his/her card limits upon signing of the Purchasing Card Agreement form and the receipt of his/her card. To change limits on any card, a Department Head should forward a request via email to the Finance Director for his/her and the Town Manager's approval. Upon approval, the Finance Director will forward the request to Lamar National Bank for processing. Please allow 2 to 3 days following approval to process any changes.

2. Transaction Limits

Purchasing cards may have a single transaction limit. This is the amount available on the purchasing card for a single purchase. A transaction includes the purchase price, plus shipping. Card holders should not attempt to make a purchase greater than his/her approved amount. The Finance Director will notify card holders of any transaction limits. Changes can be made by having the Cardholder's Department Head forward a request to the Finance Director for his/her and the Town Manager's approval.

3. Actions Leading to Disciplinary Actions or Termination

The following list outlines potential Cardholder actions that may lead the closure of the Cardholder's account and disciplinary actions or termination. Actions that may lead to disciplinary action or termination include:

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase any substance, material, or service with violates policy, state or federal law, or laws or regulation pertaining to the organization.
- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase to circumvent the limitations of the Purchasing Card.
- The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitation of the Purchasing Card.

- The Cardholder fails to provide the Finance Department with required receipts.
- The Card holder fails to provide, when requested, information about any specific purchase.

4. Purchasing Card Receipts, Charge Slips, Invoices, and Packing Slips

Always obtain a receipt when using the purchasing card. It is the responsibility of ALL CARD HOLDERS to ensure there is a receipt for each purchase.

If a receipt is lost or missing, then the Cardholder must fill out a lost or missing receipt form and attach it to their monthly statement and submit it to the Program Administrator.

Receipts, charge slips, invoices, and packing slips are each Cardholder's documentation for the monthly purchasing card charges. These documents will be used to verify purchases and reconcile the Cardholders account monthly. One or more of these documents should be provided to the Finance Department by the Cardholder with their monthly reconciliation report. Documents provided should contain an itemized list of goods and/or services purchased. If a receipt, charge slip, invoice, or packing slip is lost or stolen, the Cardholder should contact the vendor and attempt to receive a duplicate copy of the document.

b. TRANSACTION CONTROLS

1. Acceptable Transactions:

After activating the card, cardholders may use their P-Card for Town purchases only. When in doubt as to whether a purchase is allowable, the cardholder should contact their Department Director or Finance Director prior to making the purchase. While quotes are not required, care should be taken to ensure the taxpayers' dollars are used efficiently and the best value is obtained.

The card may be used for most transactions not exceeding the cardholder's monthly transaction limit, including, but not limited to the following types:

- "Brick and mortar" retail purchases
- Telephone or online orders
- Travel (including lodging, conference fees, and training)
- Services

Examples of acceptable purchases include, but are not limited to:

- Car Rental
- Auto parts

- Janitorial Supplies
- Office Supplies
- Craft Materials
- Postage Stamps
- Airline Tickets
- Books
- Training Courses
- Tools/Hardware
- Seminars
- Travel meals
- Food supplies for meetings
- Memberships
- Hotel
- Dues & Subscriptions
- Medical Supplies

2. **Restrictions/Unacceptable Transactions:**

P-cards MAY NOT BE USED FOR PERSONAL PURCHASES OF ANY KIND. If a personal purchase is made accidentally, and caught at time of payment, request the vendor reverse/refund the purchase. If the transaction is not caught, a personal check for the full amount of the purchase must be included with the monthly expense report. The purchasing card program may be restricted for use with certain types of suppliers and vendors. If you present your purchasing card your use your account number for payment to these vendors, the authorization request will be declined. Other restrictions include, but are not limited to:

- Personal purchases of any kind.
- Alcohol or liquor.
- Patronization of bars, drinking establishments and package liquor stores should not be paid for with the purchasing card.
- Gambling.
- Food, unless the food is approved by the Department Head or Town Manager for a meeting or event.
- Spouse or family member expenses incurred while traveling.
- Circumventing the purchasing process by splitting transactions to avoid quote or bid requirements, or to exceed monthly spending limits.
- Entertainment, such as theater, movies, etc.
- Services such as contracts and agreements.
- Gas refunds or advances.
- Fuel purchases for a personal vehicle.
- Computer hardware, software, and services without prior written approval from the Town Manager and the IT Manager.
- Communications hardware, software, and services without prior written approval from the Town manager and the IT Manager.

Purchasing Cards may have an individual transaction limit, a monthly spending limit, and restrictive merchant codes (MCC). Each card may be restricted as to the number of swipes that may be made for a given period and vendors the cardholder may

purchase from. Purchase Cards may also be restricted as to the daily, monthly, or transaction amounts of card purchases. A card transaction will be denied when swiped if the transaction exceeds any of the limits. These limits and restrictions can be adjusted by the Finance Director.

Cardholders should endeavor to exercise good judgment in the use of P-Cards. Any questions pertaining to the use of Purchase Cards, or the acceptability of a certain purchase, should be referred to the Finance Director prior to purchase.

2.06 Purchasing Card Usage

The card works just like a personal credit card, except all charges are paid in full by the Town. It is to be used only for the purchase of small dollar items. Under the direction of the Town Manager, the Finance Director, in consultation with the appropriate Department Directors, will establish monthly spending limits for each card. Parameters for spending limits can be adjusted based on demonstrated need and a department's budget.

The Purchasing Card (P-Card) is a corporate charge card and will not affect your personal credit. It is your responsibility to ensure that the card is used within stated guidelines provided by the Town. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and disciplinary action.

To ensure that Cardholders are using the P-Card appropriately, Cardholders should follow the general guidelines below when using their card or account number.

a. COMPLETING A PURCHASING CARD TRANSACTION

1. Determine if the intended purchase is within spending limits and meets the criteria for an acceptable transaction (see previous section for acceptable transactions).
2. For face-to-face transactions, provide the vendor with your P-Card. For telephone or online orders give the vendor your account number and expiration date.
3. Obtain a copy of the charge slip, sales receipt and/or packing slips with itemized details and reconcile to the Cardholder statement. For online or telephone transactions, ensure that a charge slip, sales receipt, or packing slip is emailed to the Cardholder's email address or that a physical copy will be provided with the purchased item or service.
4. Provide Cardholder statement with attached receipts to the Program Administrator.

b. STATEMENT AND PURCHASE RECONCILIATION PROCESS

The following process will take place **monthly**:

1. Cardholders are required to collect itemized receipts, charge slips, invoices, or packing slips that can be used to reconcile card purchases.
2. Itemized receipts should be turned into and collected by the Cardholder's Processor on a regular basis.
3. Once the statement has been received via the mail, there will be a 10-day deadline to process the transactions.
4. The Processor then submits a reconciled statement and associated receipts, charge slips, invoices, and/or packing slips to the Approver.
5. The Approver will review the documents. If approved, the approver will sign and submit the documents to the Processor.
6. The processor will then digitize and upload documents, as well as coding purchases, into the financial system.
7. Once all the digitizing and coding of documents is completed the processor is to notify the finance director.

c. SALES TAX

The Town of Northlake is a tax-exempt entity and is exempt from most forms of sales tax. It is the responsibility of the Cardholder to remind all vendors of our tax-exempt status. If needed, Cardholders can provide vendors with a tax-exempt certificate verifying our status. If a certificate is needed, Cardholders should contact the Finance Department.

d. ERRONEOUS DECLINES

There may be certain situations when a vendor receives a decline message when processing your P-Card transaction. If you do not know the reason for the decline, contact Wells Fargo at the number listed on the back of your P-Card for an explanation. If the decline was in error, the Cardholder should immediately contact the Finance Director for assistance. If purchase is being made outside of normal business hours, the employee must find an alternate method or terminate the purchase and contact the Purchasing Card Administrator for assistance.

e. EMERGENCY TRANSACTIONS

Emergency transactions may be handled with the P-Card. For any transaction which does not meet the spending controls assigned to the card, the Cardholder must contact the Purchasing Card Administrator for assistance.

f. RETURNS

Each Cardholder is responsible for coordinating returns with the vendor and making sure a proper credit slip is obtained. Credit shall be issued to the card holder account.

g. CREDITS

The vendor should issue a credit to your card account for any item that they have agreed to accept for return. This credit will appear on a subsequent statement. ***Under no circumstances should you accept cash in lieu of a credit to the Purchasing Card account.***

h. DISPUTES & BILLING ERRORS

Cardholders should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with the vendor, then please contact the Finance Department for additional instructions regarding dispute resolution.

2.07 Lost, Misplaced, or Stolen Cards

Report lost or stolen cards immediately to the Lamar National Bank and the Finance Department at 940-242-5706. The Lamar National Bank will have a representative available 24 hours a day, 365 days a year. You can contact the Lamar National Bank at 1-800-367-7576.

2.08 Purchasing Card & Account Maintenance & Closure

The Finance Department will be responsible for card setup, maintenance, and closure (except for reporting lost or stolen cards).

The Finance Department is required to close an account if a Cardholder: (a) moves to a new job in which the Purchasing Card is not required, (b) terminates employment with the Town or (c) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with the Town's Policies and Procedures relating to disciplinary action and termination found in the section relating to Purchasing Card and Transaction Controls.

2.09 Customer Service

Lamar National Bank can be contacted at **1-800-367-7576**.

2.10 Frequently Asked Questions

Q. Can I view my account on the web?

Yes, once you have registered your card at the Card Service Center you can view your card account online, check you balance and available credit and set up e-statements. Go to www.cardaccount.net and click on *My Account*. If you need assistance, please contact our Card Service Center at **800-367-7576**.

Q. How do I register my card for online access?

Go to www.cardaccount.net and click on *My Account*. You will be asked to register your card the first time you login. This can be done by entering the information requested exactly as it appeared on your credit card application. If you need assistance registering your account, please contact our Card Service Center at **800-367-7576**.

Q. Can I receive card alerts about my activity by text or email?

You can set up email or text alerts by going to www.cardaccount.net. Click on *Alerts*, then follow the simple instructions to register and add your alerts. Set your activity alert choices and enter your email address or cellphone number. You can change your alert settings at any time, as well as, temporarily freeze/lock your card from further activity.

Q. Can I freeze/lock my card from activity at any time?

Yes, go to www.cardaccount.net and click on *Alerts*. Follow the simple instructions to register and manage your account. To block activity, choose *Add New Control* and select *Master Control Block* from the menu at the top or choose the *Block All Activity on This Card* button.

3.00 APPENDIX A: PURCHASING CARD FORMS



Town of Northlake

PURCHASING CARD CARDHOLDER AGREEMENT FORM

Requirements for Use

The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of the Organization. Only purchases anticipated by the approved budget or necessitated by an emergency can be made using the purchasing card.

The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Program Policies and Procedures section found in the Employee Handbook.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse the Organization for all costs associated with such improper use.

By signing this agreement, the signee signifies that they have read, understand, and agree to follow the policies and procedures for the use of a Purchasing Card as found in the Purchasing Card Program Policies and procedures section of the Employee Handbook.

Purchasing Card Account Number: _____

Cardholder Name: _____

Cardholder Signature: _____

Date: _____

Finance Director Signature



Town of Northlake

LOST OR MISSING PURCHASING CARD RECEIPT FORM

Provide the following information and attach as a support documentation in place of a lost or missing P-Card receipt.

Cardholder Name: _____

Department: _____

Receipt Vendor: _____ Receipt Amount: _____

Receipt Date: _____ Receipt Coding: _____

Receipt Description: _____

Explanation of the reason the receipt was either not obtained or was lost.

Steps taken to obtain a duplicate copy of the receipt

Signature: _____

Date: _____

Cardholder

Signature: _____ Signature: _____

Date: _____ Date: _____

Approver (Department Head)

Finance Director



Town of Northlake

NEW PURCHASING CARD REQUEST FORM

To obtain a new purchase card, complete the following information. For assistance with limits, please contact the Finance Director.

Cardholder Name:

Department:

Work Phone:

Email Address:

Card Transaction Limit
(Requested):

Daily Transaction Limit
(Requested):

Monthly Transaction Limit
(Requested):

Purpose for requesting a Card

--

TOWN MANAGER SIGNATURE OF APPROVAL

DATE:

DEPARTMENT HEAD SIGNATURE OF APPROVAL

DATE:

FINANCE DIRECTOR SIGNATURE OF APPROVAL

DATE:

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 13, 2021

REF. DOC.: N/A

SUBJECT: FINANCE DEPARTMENT UPDATE



GOALS/OBJECTIVES:

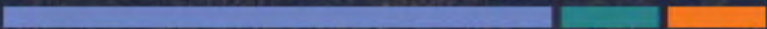
- Operate Efficiently and Effectively, Promote Public Involvement (Council Goal)

BACKGROUND INFORMATION:

- Brief Fiscal Finance Department activities
- Provide information regarding departmental workload & efficiency measures
- Inform Council of areas of projects and outcomes
- Address any questions Council may have regarding presentation

TOWN OF NORTHLAKE

FINANCE



JANUARY 13, 2022





Finance Department

DEPARTMENT OVERVIEW

Core Functions

1. Utility Billing
2. Accounting
3. Budget
4. Payroll
5. Accounts Payable

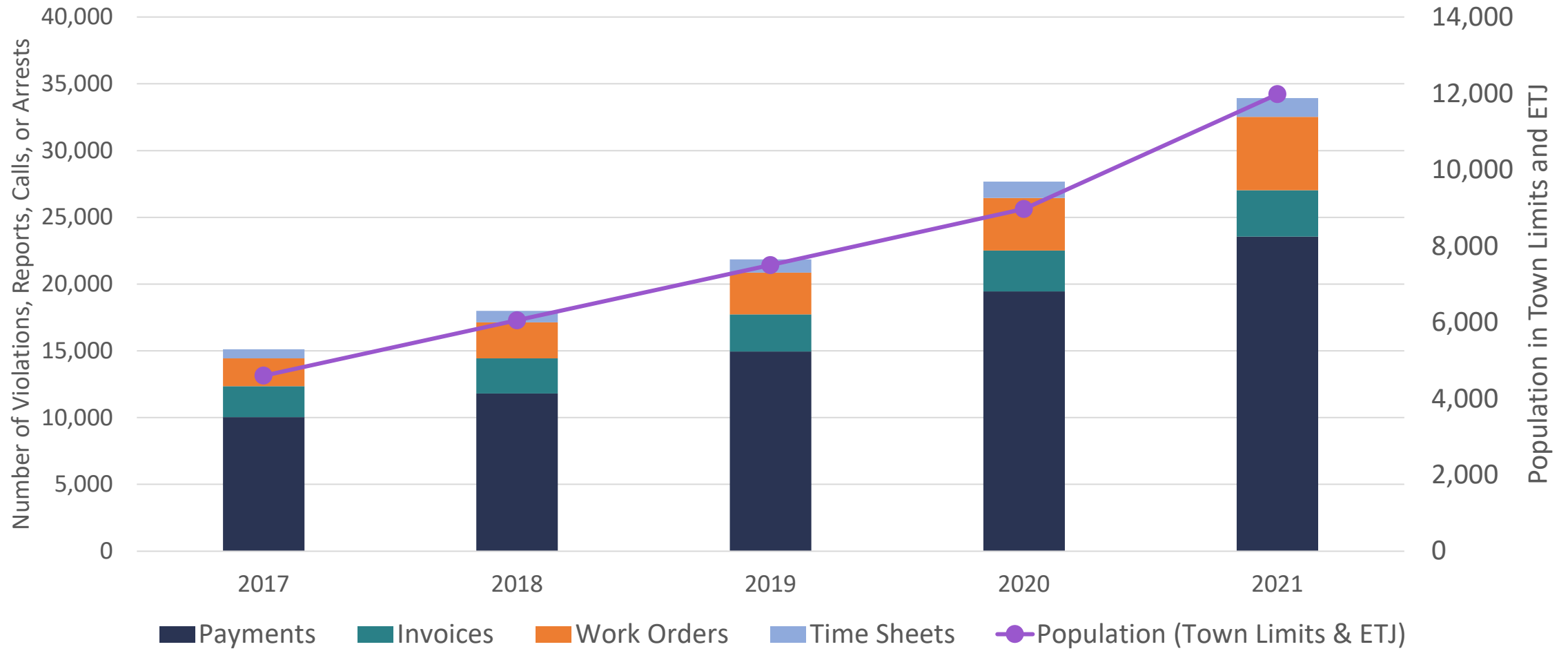


4 Full-Time Employees



Finance Department

WORKLOAD MEASURES





Finance Department

PROCESS IMPROVEMENTS

- **Customer Experience Projects**

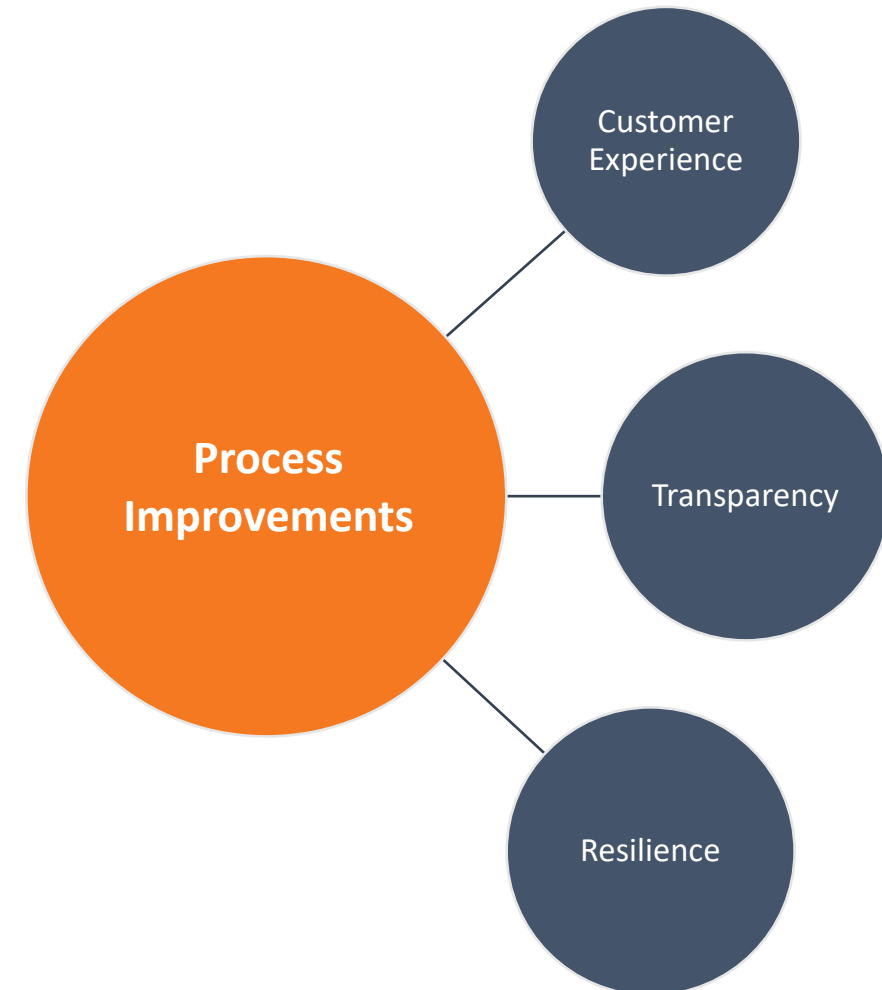
- Remit Plus
- 2TurnItOn
- Digital Work Orders
- Trash Billing
- Care Flight Unenrollment
- Online Permit Payments

- **Transparency Projects**

- Quarterly Financials
- Digital Budget Book
- Annual Financial Report

- **Resilience Projects**

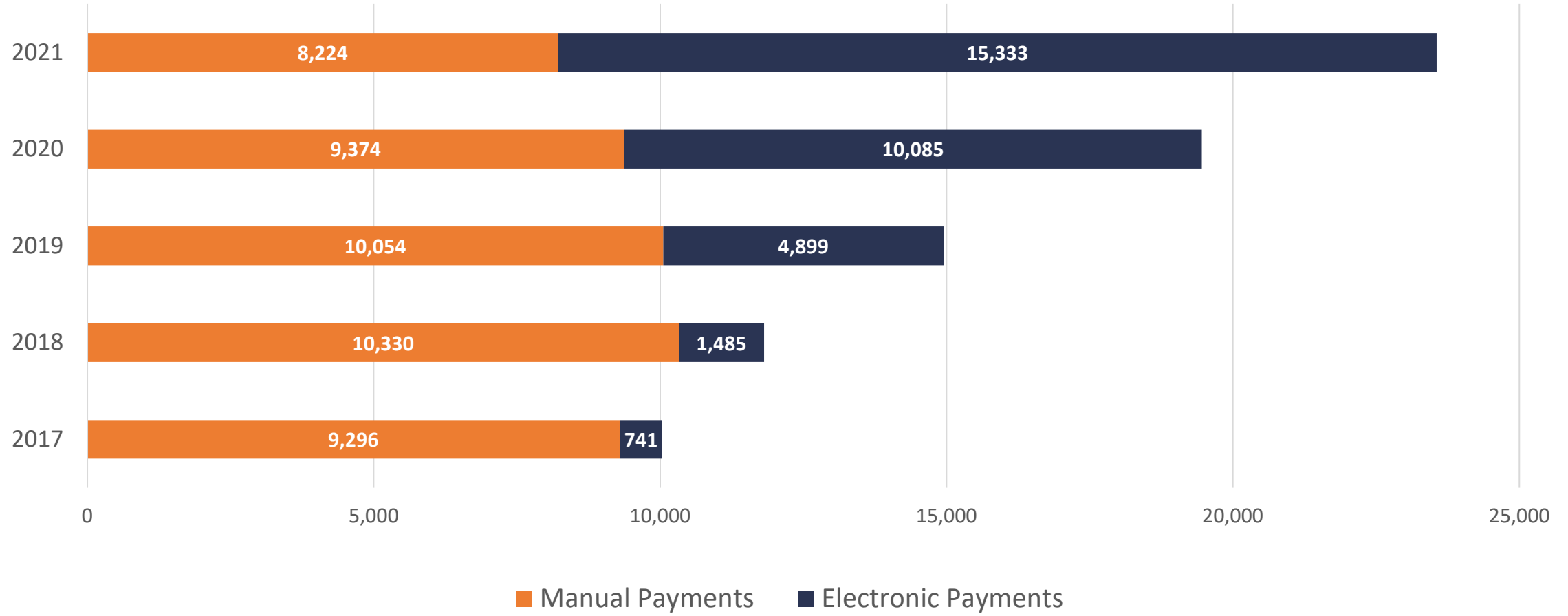
- OpenGov Cloud
- Digital Time Sheets





Finance Department

ACTIVITY MEASURE





Finance Department

FUTURE CHALLENGES

Growth in Complexity of Operations

- Accounts Payable – Statutory Requirements & ACH Payments
- Budget & Capital Planning – Long Term Forecasting & Sustainability
- Utility Billing – Volume & Reconciliations

TOWN OF NORTHLAKE COUNCIL ITEM NO. 3

DATE: JANUARY 13, 2022

ITEM: PUBLIC INPUT



TOWN OF NORTHLAKE COUNCIL ITEM NO. 4

DATE: JANUARY 13, 2022

ITEM: CONSENT ITEMS





RENA HARDEMAN, COUNCIL PLACE 1
MICHAEL C. GANZ, COUNCIL PLACE 2
BRIAN MONTINI, COUNCIL PLACE 3

DAVID A. RETTIG, MAYOR

ROGER SESSIONS, COUNCIL PLACE 4
BILL MOORE, COUNCIL PLACE 5
WES BOYER, COUNCIL PLACE 6

**NORTHLAKE TOWN COUNCIL
REGULAR MEETING MINUTES
DECEMBER 9, 2021
1500 COMMONS CIRCLE SUITE 300, NORTHLAKE, TEXAS 76226**

The Northlake Town Council convened in a Regular Meeting on December 9, 2021, at 5:30 p.m., in the Northlake Town Hall - Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas.

1. CALL TO ORDER

Mayor David Rettig called the meeting to order at 5:30 p.m., and a quorum was present as follows:

- Roll Call:

David Rettig, Mayor	Roger Sessions, Place 4 (arrived 5:32 pm)
Rena Hardeman, Place 1	Bill Moore, Place 5
Michael Ganz, Place 2	Wes Boyer, Place 6
Brian Montini, Mayor Pro Tem	
- Invocation was given by Josh Wright, Compass Church.
- The Pledge of Allegiance to the United States and Texas Flags was recited.

2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

A. Intergovernmental Affairs update on FM 407/I-35W intersection - Mayor

The update was presented by Mayor Rettig, and commentary followed. There was no direction provided as the item was for presentation purposes.

B. Briefing - Police Update on Crime Statistics, Traffic Stops, Resident Engagement and Citizen Police Academy

The briefing was presented by Robert Crawford, Chief of Police, and commentary followed. There was no direction provided as the item was for presentation purposes.

C. Briefing - Planning Efforts identified at Strategic Planning Retreat including Comprehensive Land Use Plan, Town Center Location, Economic Development Strategy, Town Entry Monumentation Design and Plan, Town Brand Refresh, Transportation Consultant

The briefing was presented by Drew Corn, Town Manager, and commentary followed. Following discussion, Town Council consensus was for staff to provide updates during a future meeting.

D. Briefing - Town Calendar, Election Location and Town Holidays

The briefing was presented by Drew Corn, Town Manager, and discussion followed. Following discussion, Town Council consensus was for staff to further research and provide an update at a future meeting, as to the following:

- Use of Town Hall as polling location during local elections (May/November)
- Review holiday schedules of surrounding entities

3. PUBLIC INPUT

The following public comments were received:

- Richard Hayes, address on file, regarding the Republican Primary.
- Joel McGregor, address on file, regarding elections.

4. CONSENT ITEMS

The Consent Agenda consisted of items 4.E.- 4.L. Council Member Hardeman pulled Items 4.G. and 4.I., for individual consideration.

Mayor Pro Tem Montini moved to approve the Consent Agenda consisting of Items 4.E.-F, H, and J-L. Motion seconded by Mayor Rettig. Motion carried.

AYES (7): Rettig, Montini, Hardeman, Ganz, Sessions, Moore, Boyer

NAYS (0): None

E. Town Council Meeting Minutes 10-28-21

APPROVED

F. Town Council Meeting Minutes 11-19-21 Special Called Meeting

APPROVED

H. Consider Resolution 21-39 adopting the Texas Term Sheet and joining the Opioid Settlement negotiated by the Texas Attorney General

APPROVED RESOLUTION 21-39

J. Consider Resolution 21-41 Authorizing the Town Manager to contract with Halff Associates, Inc., for the preparation of an Emergency Preparedness Plan (EPP) in an amount not to exceed \$41,000.00 as programmed in the FY 2021-2022 Annual Budget

APPROVED RESOLUTION 21-41

K. Consider Resolution 21-42 Authorizing the Town Manager to purchase mobile two-way radios for Police from sole source provider Motorola Solutions in an amount not to exceed \$40,000.00 as programmed in the FY 2021-2022 Annual Budget

APPROVED RESOLUTION 21-42

- L. Consider Resolution 21-43 Authorizing the Town Manager to purchase Badger water meters and transmitters from sole source provider Atlas Supply in an amount not to exceed \$600,000.00 as programmed in the FY 2021-2022 Annual Budget

APPROVED RESOLUTION 21-43

ITEMS PULLED FOR INDIVIDUAL CONSIDERATION

- G. Town Council Retreat Minutes 11-19 & 20-21
Pulled for individual consideration by Council Member Hardeman
APPROVED

Council Member Hardeman moved to approve the item as amended to include departure time. Motion seconded by Mayor Rettig. Motion carried.

AYES (7): Rettig, Montini, Hardeman, Ganz, Sessions, Moore, Boyer
NAYS (0): None

- I. Consider Resolution 21-40 Authorizing the Town Manager to purchase furniture and furnishings for Development Services Offices from Kreuger International in an amount not to exceed \$50,000.00 as programmed in the FY 2021-2022 Annual Budget
Pulled for individual consideration by Council Member Hardeman
APPROVED RESOLUTION 21-40

Mayor Pro Tem Montini moved to approve the item as presented. Motion seconded by Mayor Rettig. Motion carried.

AYES (7): Rettig, Montini, Hardeman, Ganz, Sessions, Moore, Boyer
NAYS (0): None

The Regular Meeting was recessed by Mayor Rettig at 6:31 p.m.

The Town Council convened into an Executive Session at 6:35 p.m., consistent with Chapter 551.074 of the Texas Government Code, as amended, or as otherwise allowed by law to address Items 5.M. and 5.N. The Executive Session ended at 6:50 p.m., and no votes or actions were taken during the Executive Session.

Mayor Rettig reconvened the Regular Meeting at 6:53 p.m.

5. ACTION ITEMS

- M. Consider Resolution 21-44 casting Northlake's votes for a member or members of the Board of Directors of the Denton Central Appraisal District
APPROVED RESOLUTION 21-44

Mayor Rettig moved to approve the resolution casting the vote for Mr. Alex Buck. Motion seconded by Mayor Pro Tem Montini. Motion carried.

AYES (5): Rettig, Montini, Ganz, Moore, Boyer
NAYS (2): Hardeman, Sessions

- N. Consider the appointment of a member to the Planning and Zoning Commission for a term expiring May of 2022

POSTPONED TO JANUARY 13, 2022

Mayor Pro Tem Montini moved to postpone the item to January 13, 2022. Motion seconded by Council Member Ganz. Motion carried.

AYES (6): Rettig, Montini, Hardeman, Sessions, Moore, Boyer

NAYS (1): Ganz

- O. Consider Resolution 21-45 calling a public hearing to receive comments on the Northlake Master Throughfare Plan, Land Use Assumptions, Capital Improvements Plan, and Roadway Impact Fees for January 27, 2022

APPROVED RESOLUTION 21-45

Mayor Rettig moved to approve the item as presented. Motion seconded by Mayor Pro Tem Montini. Motion carried.

AYES (7): Rettig, Montini, Hardeman, Ganz, Sessions, Moore, Boyer

NAYS (0): None

- P. Discussion and consideration of Ordinance 21-1209A approving the issuance and sale of "Town of Northlake, Texas, Combination Tax and Limited Surplus Revenue Certificates of Obligation Series 2021" and approving various documents related to such certificates of obligation

APPROVED ORDINANCE 21-1209A

Mayor Rettig had a conflict of interest and left the Council Chamber. Mayor Pro Tem Montini presided over the meeting during the consideration of the item.

Mayor Pro Tem Montini moved to approve the item as presented. Motion seconded by Council Member Boyer. Motion carried.

AYES (6): Montini, Hardeman, Ganz, Sessions, Moore, Boyer

NAYS (0): None

ABSTAIN (1): Rettig

- Q. Consider an amendment to Realty Capital (The Highlands) Development Agreement for paving of Mulkey, future Florance and Northwest Crossing

Mayor Pro Tem Montini moved to authorize the Town Manager to execute the agreement. Motion seconded by Council Member Boyer. Motion carried.

AYES (7): Rettig, Montini, Hardeman, Ganz, Sessions, Moore, Boyer

NAYS (0): None

- R. Approval of modifying, continuing and/or suspending the First Amended Declaration of Local and Public Health Emergency as modified by the Town Council on April 23, 2020

The item was not discussed, and no action was taken.

6. EXECUTIVE SESSION

The Town Council convened into an Executive Session at 7:54 p.m., consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law to address the following:

a. Section 551.071 - Consultation with Attorney

- i. Development of the IMA and AMI Development Groups tracts on approximately 6.4 acres of land north of FM 407.
- ii. Development and annexation of the Oneta Lee Cope Trust tract on approximately 69.0 acres of land located west of FM 156.
- iii. Development of the Petrus Investments LP tracts on approximately 559.7 acres of land located east of FM 156.
- iv. Development and annexation of the CKD Holdings Inc Tracts 24.8-acre, 11.9-acre, and 1.8-acre tracts of land general located north of Oliver Creek and west of FM 156 in the extraterritorial jurisdiction of the Town.
- v. Development and annexation of the Hatfield, Brasher, Green Tract on approximately 97.9 acre tract of land generally located south of Evelyn Lane, west of Faught Road and north of Faith Lane in the extraterritorial jurisdiction of the Town; and the development of the Charles Faught tracts totaling approximately 152.3 acres of land generally located north of Evelyn Lane, west of Faught Road, and south of Robson Ranch Road.
- vi. Development and annexation of the Withee tract on approximately 74.3 acres of land located north of FM 407.
- vii. Town of Northlake vs. RKM Utility Services Inc. & Philadelphia Indemnity Insurance Company Denton County District Court Cause No. 20-0649-367
- viii. Potential litigation related to Dale Earnhardt Way road failures.

b. Section 551.087 Economic Development Negotiations

- i. Potential amendment to Development Agreement approved October 10, 2020, between Town, NEDC, NCDC, and Foster, Lewis, Gierisch, and Weis.
- ii. Potential development agreement with Henry Northlake Development LLC on five tracts totaling approximately 122 acres generally located east of I-35W and north of Denton Creek
- iii. Development agreement with Lodging Host Hotel Corp. for the development of a hotel conference center.

The Executive Session ended at 8:35 p.m., and no votes or actions were taken during the Executive Session.

7. RECONVENE INTO OPEN SESSION

Mayor Rettig reconvened the Regular Meeting at 8:35 p.m., to address any Council action regarding the items deliberated during Executive Session. The Council addressed the following:

- b.i. Potential amendment to Development Agreement approved October 10, 2020, between Town, NEDC, NCDC, and Foster, Lewis, Gierisch, and Weis.

Council Member Sessions moved to authorize the Town Manager to negotiate and execute a supplemental agreement as discussed. Motion seconded by Council Member Ganz. Motion carried.

AYES (7): Rettig, Montini, Hardeman, Ganz, Sessions, Moore, Boyer
NAYS (0): None

8. ADJOURN

With no further business, Mayor Rettig adjourned the meeting at 8:38 p.m.

David Rettig, Mayor

Attest:

Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: _____

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 13, 2022

REF. DOC.: STRATEGIC PLANNING WORKSHOP REPORT, TOP PRIORITIES

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH INNOVATIVE
TRANSPORTATION SOLUTIONS FOR CONSULTING



GOALS/OBJECTIVES:

- Systematically Invest in Infrastructure; Maintain and improve public roadways (Council Goal)

BACKGROUND INFORMATION:

- Town Council strategic planning efforts identified multiple studies and consulting needs including
 - o Transportation Consultant
- Innovative Transportation Solutions (ITS) specific expertise in Denton County
- Cost estimate - \$50,000
- Term – January 2022 to December 2022
- Services include:
 - o Pursue all transportation issues as identified by Town
 - o Focus on transportation programming and funding issue affecting Town
 - o Coordinate with Texas Department of Transportation (TXDOT) and North Central Texas Council of Governments (NCTCOG)
 - o Provide periodic updates on transportation activities to Council and Staff as appropriate

COUNCIL DIRECTION:

- Approve professional services transportation consulting agreement with ITS, not to exceed \$50,000



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

NO. 22-01

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING AND AUTHORIZING THE TOWN MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH INNOVATIVE TRANSPORTATION SOLUTIONS, IN AN AMOUNT NOT TO EXCEED \$50,000

WHEREAS, the Town Council of the Town of Northlake, Texas, has determined that a public need and necessity exists for general consulting services regarding transportation projects and funding; and

WHEREAS, the Town Council has determined that it is advisable and in the best interests of the Town to authorize the Town Manager to enter into a Professional Services Agreement with Innovative Transportation Solutions for general consulting services regarding transportation projects and funding, in an amount not to exceed \$50,000.00; and

WHEREAS, the Professional Services Agreement will be executed through Innovative Transportation Solutions Inc.; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS:

SECTION 1. All of the above premises are true and correct legislative and factual findings of the Town Council, and they are hereby approved, ratified, and incorporated into the body of this resolution as if copied in their entirety.

SECTION 2. That the Town Council hereby authorizes the Town Manager to enter into a Professional Services Agreement with Innovative Transportation Solutions for general consulting services regarding transportation projects and funding, provided that the total amount to be expended pursuant to this grant of authority shall not, in total, exceed the sum of \$50,000.00.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, this 13th day of January 2022.

Town of Northlake, Texas

David Rettig, Mayor

Attest:

Zolaina R. Parker, Town Secretary

THE STATE OF TEXAS §
COUNTY OF DENTON §

**PROFESSIONAL SERVICES AGREEMENT WITH
INNOVATIVE TRANSPORTATION SOLUTIONS, INC.**

This contract is entered into on this ____ day of _____, 20____, by and between the **TOWN OF NORTHLAKE, TEXAS**, a municipal corporation located in Denton County, Texas, (hereinafter referred to as "TOWN"), acting by and through its Town Manager, and **Innovative Transportation Solutions, Inc.**, (hereinafter referred to as the "CONSULTANT") whose address is 2701 Valley View Lane, Farmers Branch, Texas 75234.

RECITALS

WHEREAS, TOWN desires to obtain professional services from CONSULTANT; and

WHEREAS, CONSULTANT is a transportation consulting firm qualified to provide such services and is willing to undertake the performance of such services for TOWN in exchange for fees hereinafter specified;

TERMS OF AGREEMENT

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter contained and subject to the terms and conditions hereinafter stated, the parties hereto do mutually agree as follows:

**I.
Term**

The term of this Agreement shall be for one year beginning January 1, 2022 to December 31, 2022.

**II.
Scope of Services**

Innovative Transportation Solutions, Inc., (ITS) will provide the following Transportation Consultation services for the TOWN:

ITS will provide transportation consulting services as directed by the Town Manager or other appropriate staff. As a part of this contract, ITS will actively pursue all transportation related issues as identified by the TOWN with the understanding that the current focus will be on transportation programming and funding issues in the TOWN related to the Texas Department of

Transportation and the North Central Texas Council of Governments. ITS will maintain dialogue with the TOWN and appropriate Town staff to ascertain the relative priority of each project to other projects and attend Northlake Town Council meetings, when appropriate, to provide updates on transportation activities. ITS will perform tasks, as assigned by the Town Manager or his designee, related to advancing projects to address the transportation needs of the TOWN. Other services include, but are not limited to, the following:

TASK 1: Act as a liaison between TOWN and other local, state, and federal transportation bodies.

When requested, ITS will act as liaison between the TOWN and other local, state, and national transportation groups. ITS will act as the transportation advocate for the TOWN by working positively and efficiently with other transportation groups toward completion of projects critical to the TOWN. ITS will interact, on behalf of the TOWN, with the Federal Highway Administration, the Texas Transportation Commission, and the Texas Department of Transportation. In addition, ITS will act as liaison between the TOWN and other groups such as the Regional Transportation Council of the North Central Texas Council of Governments and Project Specific Task Force Groups.

TASK 2: Provide innovative funding partnership strategies.

ITS has an unparalleled history of leveraging scarce transportation dollars to garner maximum return on the investments of its clients. For the TOWN, the following is a list of possible strategies:

1. ***Leveraging funding*** – Transportation Infrastructure funding is almost always a partnership process. ITS will strive to maximize the TOWN's transportation dollars by leveraging those funds with eligible federal, state, and regional funding sources.
2. ***Regulatory Issues*** – ITS will assist the TOWN in achieving its transportation goals by ensuring that the proper regulatory processes are not only followed but also streamlined to the shortest schedule possible. This will place the TOWN's projects in the best favorable position to receive future funding.

TASK 3: Provide other transportation consulting services as directed by the TOWN.

As a part of this Enhancement Proposal, ITS will actively pursue all transportation related issues as identified by the TOWN. ITS will continue to dialogue with TOWN staff to ascertain the relative priority of each project to other projects and attend TOWN meetings as directed to provide updates on all transportation activities.

III.

Payment for Services

In consideration for professional services rendered monthly by ITS, the TOWN agrees to pay ITS a reasonable and customary annual fee of FORTY-EIGHT THOUSAND DOLLARS (\$48,000.00), per year (the "Annual Fee"). The TOWN agrees to pay ITS the amount of FOUR THOUSAND DOLLARS (\$4,000.00) per month (the "Monthly Payment") towards satisfaction of the TOWN'S Annual Fee obligation. The TOWN shall make the Monthly Payment, processing the statement in its usual and customary fashion, making all reasonable efforts to process the Monthly Payment within thirty (30) days from the TOWN's receipt of each monthly statement. This contract does not entitle CONSULTANT to any reimbursable expenses.

ITS shall submit its monthly invoices to The Town of Northlake Town Manager, at 1500 Commons Circle, Suite 300, Northlake, TX 76226.

IV.

Contract Termination Provision

Notwithstanding any other provision of this Contract, this Contract may be terminated at any time by TOWN for any reason, with or without cause, by providing CONSULTANT thirty (30) days written notice of such termination. Upon receipt of such notice, CONSULTANT shall immediately terminate working on, placing orders or entering into contracts for supplies, assistance, facilities, or materials in connection with this Contract and shall proceed to promptly cancel all existing contracts insofar as they are related to this Contract. In the event of earlier termination pursuant to this section, the Annual Fee shall be prorated to reflect the work actually performed by ITS. By way of example only, if the Contract is terminated effective June 1, the Monthly Payment made for May shall be the last Monthly Payment owed to ITS.

V.

Ownership of Documents

All materials and documents prepared or assembled by CONSULTANT under this Contract shall become the sole property of TOWN and shall be delivered to TOWN without restriction on future use. CONSULTANT shall provide documents in any commonly-used electronic file format as requested by TOWN. CONSULTANT may retain in its files copies of all drawings, specifications, and all other pertinent information for the work. CONSULTANT shall have no liability for changes made to any materials or other documents by others subsequent to the completion of the Contract.

VI.

Insurance

CONSULTANT shall furnish to TOWN certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates, and compliance with all applicable required provisions. Certificates shall reference the Project and be addressed as follows:

The Town of Northlake
1500 Commons Circle, Suite 300
Northlake, TX 76226

The following policies and coverage shall be required:

1. Worker's Compensation Insurance (as required by law) with the policy endorsed to provide a waiver of subrogation as to TOWN; such policy to provide for Employers' Liability Insurance of not less than \$100,000.00 for each accident, \$100,000.00 disease-each employee, \$500,000.00 disease-policy limit;
2. Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractor's and Contractual Liability, including, but not limited to, coverage for all of the indemnification obligations of CONSULTANT under this Contract, and fully insuring CONSULTANT's liability for injury to or death of employees of TOWN and of third parties, extended to include personal injury liability coverage and for damage to property of third parties, with minimum combined single limits of \$1,000,000.00 per occurrence, \$1,000,000.00 Products/Completed Operations Aggregate and \$1,000,000.00 general aggregate per occurrence. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis;
3. Business Automobile Liability Insurance, covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$1,000,000.00 per occurrence; and
4. Professional Liability Insurance: CONSULTANT shall obtain and maintain at all times during the prosecution of the work under this Contract professional liability insurance, which may be written on a claims made form provided that "tail coverage" or continuation coverage is provided. Limits of liability shall be \$1,000,000.00 per claim, \$1,000,000.00 annual aggregate. The coverage under this policy shall include a contractual liability endorsement.

VII.

Successors and Assigns

TOWN and CONSULTANT each bind themselves and their successors, executors, administrators, and assigns to the other party to this Contract and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this Contract. Neither TOWN nor CONSULTANT shall assign or transfer its interest herein without the prior written consent of the other.

VIII.

Independent Contractor

CONSULTANT'S status shall be that of an Independent Contractor and not an agent, servant, employee, or representative of TOWN in the performance of this Contract. No term or provision of or act of CONSULTANT or TOWN under this Contract shall be construed as changing that status. CONSULTANT will have exclusive control of and the exclusive right to control and details of the work performed hereunder, and shall be liable for the acts and omissions of its officers, agents, employees, contractors, subcontractors, and engineers. The doctrine of respondeat superior shall not apply as between TOWN and CONSULTANT, its officers, agents, employees, contractors, subcontractors, and engineers; and nothing herein shall be construed as creating a partnership or joint enterprise between TOWN and CONSULTANT.

IX.
Conflicts of Interest

CONSULTANT covenants and agrees that CONSULTANT and its associates and employees will have no interest, and will acquire no interest, either direct or indirect, which will conflict in any manner with the performance of the services called for under this Contract. All activities, investigations, and other efforts made by CONSULTANT pursuant to this Contract will be conducted by employees, associates, or subcontractors of CONSULTANT.

No officer or employee of the TOWN shall have any personal or financial interest, either direct or indirect, in this Contract, nor have any direct financial interest in the sale to TOWN of any land, materials, supplies, or services under this Contract, except on behalf of TOWN as a TOWN officer or employee. Any violation of this prohibition with knowledge, expressed or implied, of the person or corporation contracting with TOWN shall render the Contract voidable by the Town Manager or the Town Council.

X.
Confidential Information

CONSULTANT hereby acknowledges and agrees that its representatives may have access to or otherwise receive information during the furtherance of its obligations in accordance with this Contract, which is of a confidential, non-public, or proprietary nature. CONSULTANT shall treat any such information received in full confidence and will not disclose or appropriate such Confidential Information for its own use or the use of any third party at any time during or subsequent to this Contract. As used herein, "Confidential Information" means all oral and written information concerning TOWN, its affiliates and subsidiaries, and all oral and written information concerning TOWN or its activities, that is of a non-public, proprietary, or confidential nature including, without limitation, information pertaining to customer lists, services, methods, processes, and operating procedures, together with all analyses, compilation, studies, or other documents, whether prepared by CONSULTANT or others, which contain or otherwise reflect such information. The term "Confidential Information" shall not include such materials that are or become generally available to the public other than as a result of disclosure of CONSULTANT, or are required to be disclosed by a governmental authority or by law, as determined by TOWN's attorney.

XI.

Notice Information

All notices and communications under this CONTRACT to be mailed to TOWN shall be sent to the address of TOWN agent as follows, unless and until CONSULTANT is otherwise notified:

Drew Corn, Town Manager
The Town of Northlake
1500 Commons Circle, Suite 300
Northlake, TX 76226
940-648-3290

Notices and communications to be mailed or delivered to CONSULTANT shall be sent to the address of CONSULTANT as follows, unless and until TOWN is otherwise notified:

John R. Polster, President
Innovative Transportation Solutions, Inc.
2701 Valley View Lane
Farmers Branch, Texas 75234
972-484-2525 Telephone
972-484-4545 Facsimile

Any notices and communications required to be given in writing by one party to the other shall be considered as having been given to the addressee on the date the notice or communication is posted, faxed, or personally delivered by the sending party.

XII. Applicable Law

The Contract is performable in the Town of Northlake, Denton County, Texas and subject to the code of ordinances of the TOWN, as the same may be amended from time to time, and the Contract is subject to and shall be construed, governed, and enforced under all applicable State of Texas and federal laws. CONSULTANT will make any and all reports required per federal, state, or local law including, but not limited to, proper reporting to the Internal Revenue Service, as required in accordance with CONSULTANT's income.

XIII. No Waiver of Governmental Immunity

Nothing in this Contract shall be construed as a waiver of TOWN'S governmental immunity, or of any applicable limitation on damages, or any other legal protection or defense or privilege of TOWN, except to the extent expressly provided otherwise herein.

XIV. Severability

If any of the terms, provisions, covenants, conditions, or any other part of this Contract are for any reason held to be invalid, void, or unenforceable, the remainder of the terms, provisions, covenants, conditions, or any other part of this Contract shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

XV.
Remedies

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. No covenant or condition of this Contract may be waived without written consent of the parties. Forbearance or indulgence by either party shall not constitute a waiver of any covenant or condition to be performed pursuant to this Contract.

XVI.
Entire Agreement

This Contract embodies the entire agreement of the parties hereto, superseding all oral or written previous and contemporaneous agreements between the parties relating to matters herein, and except as otherwise provided herein cannot be modified without written agreement of the parties.

XVII.
Non-Waiver

It is further agreed that one (1) or more instances of forbearance by TOWN in the exercise of its rights herein shall in no way constitute a waiver thereof.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the date first above written.

THE TOWN OF NORTHLAKE, TEXAS

By: _____

Drew Corn
Town Manager, The Town of Northlake

Date Signed: _____

Attest:

Town Secretary

Approved:

**INNOVATIVE TRANSPORTATION
SOLUTIONS, INC., a Texas Corporation**

By: _____

John R. Polster
President

Date Signed: _____



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

NO. 22-02

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING AND SETTING THE TOWN MEETING AND HOLIDAY CALENDAR FOR THE 2022 CALENDAR YEAR

WHEREAS, the Town Council of the Town of Northlake, Texas, shall annually set and approve the Town of Northlake Meeting and Holiday Calendar to establish dates and times assisting staff with advance planning and scheduling of Town business; and

WHEREAS, the Town Council has determined that setting and establishing the Town Meeting and Holiday Calendar is in the best interest of the Town, residents, and staff.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS:

SECTION 1. All of the above premises are true and correct legislative and factual findings of the Town Council, and they are hereby approved, ratified, and incorporated into the body of this resolution as if copied in their entirety.

SECTION 2. That the Town Council hereby approves the Town of Northlake Meeting and Holiday Calendar, attached hereto as "Exhibit A", and further establishes that with proper notice during the year, meetings may be canceled, rescheduled, or added as necessary, pursuant to the Town of Northlake Home Rule Charter and the Town Council Rules of Order and Procedures.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, this 13th day of January 2022.

Town of Northlake, Texas

David Rettig, Mayor

Attest:

Zolaina R. Parker, Town Secretary

EXHIBIT "A"



2022 Calendar

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	L 25	L 26	L 27	L 28	L 29	L 30

MAY						
S	M	T	W	T	F	S
L 1	L 2	L 3	4	5	6	L 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	LR 6	LR 7	LR 8	LR 9	LR 10	LR 11
LR 12	LR 13	LR 14	15	16	17	LR 18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	G 24	G 25	G 26	G 27	G 28	G 29
G 30	G 31					

NOVEMBER						
S	M	T	W	T	F	S
		G 1	G 2	G 3	G 4	5
6	7	G 8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

ELECTIONS
Local
Regular - L
Run-off - LR
State and Federal
General - G

MEETINGS
Council
EDC/CDC
P&Z
BOA

COURT SESSIONS
Mon. - 4:45 P.M.
Tue. - 4:15 P.M.
Wed. - 4:45 P.M.

HOLIDAYS

Updated 01/05/2022



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

NO. 22-03

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING THE GOALS AND ACTION ITEMS DISCUSSED DURING THE NOVEMBER 19-20, 2021, STRATEGIC PLANNING SESSION

WHEREAS, the Town Council of the Town of Northlake, Texas, met on November 19-20, 2021, in a Planning Session to discuss and set forth goals and action items; and

WHEREAS, the Town Council understands the importance of providing a clear direction and path for the Town Manager and Staff to follow.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS:

SECTION 1. All of the above premises are true and correct legislative and factual findings of the Town Council, and they are hereby approved, ratified, and incorporated into the body of this resolution as if copied in their entirety.

SECTION 2. That the Town Council hereby adopts and approves the goals and action items outlined in the Strategic Plan, attached hereto as "Exhibit A", as an effective planning tool and guide for the Town Manager and Staff to utilize.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, this 13th day of January 2022.

Town of Northlake, Texas

David Rettig, Mayor

Attest:

Zolaina R. Parker, Town Secretary

STRATEGY MAP

A strategy map is simply a graphical depiction of an organization's strategy in terms of its vision, mission, core values, strategic goals and operating objectives. It serves as a quick reference guide to the Town's strategy. It is also a helpful tool for organizing and aligning departmental plans, objectives, and resources to support the overall plan.

A map summarizing the Town of Northlake's 2021 strategy appears below:



NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 13, 2022

REF. DOC. : NORTHLAKE HOME RULE CHARTER

SUBJECT: PLANNING AND ZONING COMMISSION VACANCY AND
APPOINTMENT



STRATEGIC GOALS/OBJECTIVES:

- Promote Public Involvement (Council Goal)

BACKGROUND INFORMATION:

- May 13, 2020, Council created Planning and Zoning Commission per Home Rule Charter
- Planning and Zoning Commission (P&Z)
 - Seven (7) members, removal discretionary, Councilors cannot serve
 - Duties include reviewing and recommending development activities
 - Powers include final approval of certain plats and some plans
- Board member requirements per Charter
 - Registered voter and Northlake resident
 - Equitable representation of areas and neighborhoods of Town
 - Chair selected by specific board
- With recent resignation, vacancy exists on P&Z leaving six members (quorum four)
- At December 9, 2021 meeting, Council delayed action to review additional applicants

COUNCIL ACTION:

- Review applicants and appoint member

Mary Kayser

From: noreply@civicplus.com
Sent: Tuesday, November 30, 2021 5:26 PM
To: Town Secretary
Subject: Online Form Submittal: Board, Commission and Advisory Group Application

Board, Commission and Advisory Group Application

Board, Commission, and
Advisory Group Form PDF

[Board, Commission, and Advisory Group Form PDF](#)

Name	Lance Honeycutt
Address	
City	Northlake
State	Tx
Zip Code	
Home Phone	
Work Phone	
Email Address	
Occupation, Experience, Degrees Held	Construction Superintendent
Explain why you would like to serve on this board, commission or advisory group.	I would like to serve on this board for a few reasons.. 1) being able to be involved in helping to develop a growing community 2) serve the interests of the people in the community I live in 3) Gain a better knowledge and understanding of processes in land development and zoning 4) personal growth, opportunities and experiences that lie ahead if said position was to be held
Do you have any potential conflicts of interest?	None
Explain any related experience you may have.	I have a construction background in home building and have had slight experience in working with regulations from developers and building. I also have a strong urge to serve and

holding a board position would be the best interest for me to do so.

What do you feel you have to offer this group?

I am a strong leader, knowledge and witt, bold, plenty of ideas and overall great character

Indicate your interest by checking one of the following:

Northlake Community Development Corporation (CDC),
Northlake Economic Development Corporation (EDC),
Northlake Board of Adjustments, Northlake Planning and
Zoning Commission, Other Advisory Groups (as needed)

Email not displaying correctly? [View it in your browser.](#)

Mary Kayser

From: noreply@civicplus.com
Sent: Tuesday, November 30, 2021 5:40 PM
To: Town Secretary
Subject: Online Form Submittal: Board, Commission and Advisory Group Application

Board, Commission and Advisory Group Application

Board, Commission, and
Advisory Group Form PDF

[Board, Commission, and Advisory Group Form PDF](#)

Name Maryann Shaft

Address

City Northlake

State TX

Zip Code

Home Phone

Work Phone

Email Address

msshaft@gmail.com

Occupation, Experience,
Degrees Held

United States Navy Retired Senior Chief
Educator 16 years
MBA & M Ed.

Explain why you would like
to serve on this board,
commission or advisory
group.

To have a voice in the future of our growing community.

Do you have any potential
conflicts of interest?

No

Explain any related
experience you may have.

I have lived in many growing areas across the country over the
years and Have always been a part of our community's HOA
boards.

What do you feel you have
to offer this group?

Various perspectives and an open mind.

Indicate your interest by checking one of the following:

Northlake Planning and Zoning Commission, Other Advisory Groups (as needed)

Email not displaying correctly? [View it in your browser.](#)

Mary Kayser

From: noreply@civicplus.com
Sent: Wednesday, December 01, 2021 2:29 PM
To: Town Secretary
Subject: Online Form Submittal: Board, Commission and Advisory Group Application

Board, Commission and Advisory Group Application

Board, Commission, and
Advisory Group Form PDF

[Board, Commission, and Advisory Group Form PDF](#)

Name Stephen Rhone

Address

City Northlake

State TX

Zip Code

Home Phone

Work Phone

Email Address

Occupation, Experience,
Degrees Held

GIS Analyst for 20 years (currently employed at Interstate
Batteries since 2015)
Certified GIS Professional (GISP)
BS, Texas A&M, Geography, 2001

Explain why you would like
to serve on this board,
commission or advisory
group.

I would like to be a more engaged citizen in Northlake, and
believe I have experience that would be useful.

Do you have any potential
conflicts of interest?

Field not completed.

Explain any related
experience you may have.

I worked as a GIS Analyst for the City of Fort Worth from 2004
to 2012, and during that time my responsibilities included
updating the city's GIS base layers, including new plats and
replats, as well as zoning changes. While I was not directly
involved in the platting and zoning process, I kept the city's

online maps updated consistently once decisions were made, and am very familiar with plats and zoning dockets.

What do you feel you have to offer this group?

I worked with plats and zoning for many years at the City of Fort Worth, and feel that my experience would be useful to the Town of Northlake.

Indicate your interest by checking one of the following:

Northlake Planning and Zoning Commission

Email not displaying correctly? [View it in your browser.](#)

Mary Kayser

From: noreply@civicplus.com
Sent: Wednesday, December 01, 2021 8:06 PM
To: Town Secretary
Subject: Online Form Submittal: Board, Commission and Advisory Group Application

Board, Commission and Advisory Group Application

Board, Commission, and
Advisory Group Form PDF

[Board, Commission, and Advisory Group Form PDF](#)

Name	Lisa Ford
Address	[REDACTED]
City	Northlake
State	TX
Zip Code	[REDACTED]
Home Phone	[REDACTED]
Work Phone	[REDACTED]
Email Address	LisaFordMBA@gmail.com
Occupation, Experience, Degrees Held	Learning Specialist, AS Radiology, BS Radiology Management, BS Magnetic Resonance Imaging, MBA
Explain why you would like to serve on this board, commission or advisory group.	I would like to be an active contributor toward the beatification of my town, while maintaining the small town feel that attracted me here.
Do you have any potential conflicts of interest?	No
Explain any related experience you may have.	Project management,
What do you feel you have to offer this group?	I have experience simplifying complex thoughts to easily understandable terms for a wide variety of audiences
Indicate your interest by checking one of the following:	Northlake Planning and Zoning Commission

Email not displaying correctly? [View it in your browser.](#)

Mary Kayser

From: noreply@civicplus.com
Sent: Wednesday, December 01, 2021 8:13 PM
To: Town Secretary
Subject: Online Form Submittal: Board, Commission and Advisory Group Application

Board, Commission and Advisory Group Application

Board, Commission, and
Advisory Group Form PDF

[Board, Commission, and Advisory Group Form PDF](#)

Name	Jimmy Ford
Address	
City	Northlake
State	Texas
Zip Code	
Home Phone	
Work Phone	
Email Address	
Occupation, Experience, Degrees Held	Masters Information Assurance, Security Architect
Explain why you would like to serve on this board, commission or advisory group.	Technology Enthusiast with eye towards a future technological improvements in community living
Do you have any potential conflicts of interest?	No
Explain any related experience you may have.	Boys state so understanding in legislation
What do you feel you have to offer this group?	Technology, understanding the future secure living and how it will change how we work and live
Indicate your interest by checking one of the following:	Northlake Community Development Corporation (CDC), Northlake Economic Development Corporation (EDC), Northlake Planning and Zoning Commission

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Town Secretary](#)
Subject: Online Form Submittal: Board, Commission and Advisory Group Application
Date: Wednesday, December 08, 2021 12:41:19 PM

Board, Commission and Advisory Group Application

Board, Commission,
and Advisory Group
Form PDF

[Board, Commission, and Advisory Group Form PDF](#)

Name	Maryl Lorencz
Address	
City	Northlake
State	TX
Zip Code	
Home Phone	
Work Phone	
Email Address	

Occupation,
Experience, Degrees
Held

EXPERIENCE

Simi Valley Unified School District —Teacher

2016 - 2021 Reading/Math Intervention Teacher

2002 - 2021 Substitute/Homeschool Teacher

2003 - 2006 Teacher/Mentor Teacher

Teacher in self contained elementary classroom

Provided instruction in home to children who were unable to
attend school due to illness

Mentored student teachers who were obtaining their credentials

Organized and provided instruction for the Intervention Program
at Vista Elementary

Worked as a substitute when needed

California Virtual Academy — Virtual Teacher

2008 - 2014 K-8 Virtual Teacher

Responsible for delivering standard based targeted instruction

Provided interventions when needed

Supported parents and students to insure academic growth and

engagement

Ventura County Fire Department— Community Education

2001 - 2002 Intern

Developed the Elementary Fire Safety Program for Ventura County

Aligned the program with CA State Standards

Managed roll out of new program to K-6 students

Created assessments and evaluations to insure program objectives were being met

Completed research on unintentional injuries in the county to support grant writing

EDUCATION

California Lutheran University

2002 - 2003 Professional Clear Multiple Subject Teaching Credential

2000 - 2002 Liberal Studies, Bachelor of Arts with a minor in Ethinc Studies

.Moorpark College

1998 - 2001 Liberal Arts and Science, Associate in Arts

Explain why you would like to serve on this board, commission or advisory group.

My family moved to Northlake six months ago. I was an active community member in my last city and strongly believe that contributing positively and being involved is a vital part of living in any area. With the amount of growth happening, Northlake has an opportunity to grow into an “iconic” town. I want to be part of that process. I have a full understanding that planning decisions made today will have a profound impact on the town for years to come. I believe we can grow responsibly while maintaining the rural character that makes Northlake unique. I would like the opportunity to utilize my skills and previous experience to contribute to the planning of Northlake to help make it the best it can be for all current and future residents.

Do you have any potential conflicts of interest?

I do not have any potential conflicts of interest.

Explain any related experience you may have.

I served as Vice President on the Neighborhood Council for the City of Simi Valley, CA. The Neighborhood Council acts as a conduit between City government and residents. The Council advises the City Council and Planning Commission. The Council works within the City government structure to develop ideas and recommendations for community concerns related to planning and development projects, public safety, traffic issues, and

community services.

I served as Campaign Manager/Advisor to the current Mayor of Simi Valley. I've attended numerous City Council Meetings, School Board Meetings, Neighborhood Council Meetings and Special Committee Meetings. I have an understanding of the importance of local government.

I also served on School Site Council for Sumac Elementary in Agoura Hills, CA. The School Site Council measures the effectiveness of improvement strategies at the school, revises improvement strategies and expenditures, oversees the Emergency Preparedness Plan, and seeks input from other school advisory committees to recommend the approved Single Plan for Student Achievement.

I was a founding member and Secretary for One Simi (Simi Valley, CA), a diversity group. One Simi works to foster recognition and promote acknowledgement of the City of Simi Valley's diverse citizenry and to help promote a culture of equity and inclusion as applied to community drivers such as policies, and procedures.

In addition, my work at the Ventura County Fire Department combined with my teaching experience has given me the tools needed to listen, find creative solutions, collaborate, and work with a wide variety of people from various backgrounds to obtain common goals.

What do you feel you have to offer this group?

I am a team player who will consider the entire community of Northlake when making decisions. I have the unique experience of being involved in the local government of Simi Valley, a city that has already matured and reached the limits of its expansion based upon land availability but has also been able to maintain the small town feel. I would like to use this experience to help guide responsible growth in Northlake following the Mayor's vision of finding "iconic" projects that protect the beauty of Northlake and bring value to its citizenry.

Indicate your interest by checking one of the following:

Northlake Community Development Corporation (CDC), Northlake Planning and Zoning Commission, Other Advisory Groups (as needed)

Email not displaying correctly? [View it in your browser.](#)

NORTHLAKE TOWN COUNCIL COMMUNICATION

DATE: JANUARY 13, 2022

REF. DOC.: LOCAL GOVERNMENT CODE, SECTION 375.207, MUNICIPAL APPROVAL

SUBJECT: NORTHLAKE MUNICIPAL MANAGEMENT DISTRICT NO. 2 FIVE-YEAR CAPITAL IMPROVEMENT BUDGET AND RELATED DEBT ISSUANCES



GOALS/OBJECTIVES:

- Systematically Invest in Infrastructure; maintain and improve public roadways (Council Goal)

BACKGROUND INFORMATION:

- Municipal Management Districts (MMDs) governed by Texas Commission on Environmental Quality
- MMDs must prove adequate assessed property value prior to debt issuance per TCEQ regulations
- Debt will reimburse developer for private financing of public infrastructure
- Northlake MMD No. 2 (The Ridge of Northlake) creation approved by TCEQ May 16, 2019
- Section 375.207 of Local Government Code allows municipalities to:
 - o Approve five-year capital improvement budget
 - o Consent to issuance of tax road bonds within approved budget
- Northlake MMD No. 2 district engineers identified \$56,537,896 estimated costs over five years
- Future debt issuances within five-year budget consented to by Council

COUNCIL ACTION:

- Approve Northlake MMD No. 2 five-year capital improvement budget of estimated costs of \$56,537,896 and consent to issuance of debt within budget

RESOLUTION NO. 22-04

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS APPROVING A FIVE (5) YEAR CAPITAL IMPROVEMENT BUDGET AND GIVING CONSENT TO THE ISSUANCE OF UNLIMITED TAX UTILITY BONDS AND UNLIMITED TAX ROAD BONDS (THE "BONDS) BY NORTHLAKE MUNICIPAL MANAGEMENT DISTRICT NO. 2 OF DENTON COUNTY, A CONSERVATION AND RECLAMATION DISTRICT LOCATED WITHIN THE CORPORATE BOUNDARIES OF THE TOWN.

WHEREAS, the Town of Northlake, Texas (the "Town") is a Texas municipal corporation as defined by the Texas Local Government Code; and

WHEREAS, Northlake Municipal Management District No. 2 of Denton County (the "District") is a conservation and reclamation district operating pursuant to Chapters 49 and 54 of the Texas Water Code and Chapter 375 of the Texas Local Government Code, and is located within the corporate boundaries of the Town; and

WHEREAS, pursuant to Chapter 375, Section 207 of the Texas Local Government Code, a district may issue bonds without further approval from the municipality the district is located in, if the district obtains approval from that municipality of a capital improvement budget for a period not to exceed five years; and

WHEREAS, the District desires to issue the Bonds to fund all such authorized facilities for five (5) years without any further approval from the Town; and

WHEREAS, the District desires that the Town give its written consent to the issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS:

SECTION 1. That the findings contained in the preamble of this Resolution are determined to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. That the Town Council of the Town hereby specifically gives its written approval of a five (5) year capital improvement budget and written consent to the issuance of the Bonds.

SECTION 3. This resolution specifically authorizes the District to issue the Bonds to fund all such authorized facilities during the initial five (5) years following the date of this resolution without any further approval of the City. The current budget for the Public Infrastructure for such period is attached here to as **Exhibit A**.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas on this
_____ day of _____, 2022.

David Rettig, Mayor
Town of Northlake, Texas

ATTEST:

Zolaina R. Parker, Town Secretary
Town of Northlake, Texas

Exhibit A

**Northlake Municipal Management District No. 2
Estimate of 5-Year Costs**

<u>Description</u>	<u>5-Year Costs</u>
A. Roadway System Improvements	\$ 23,193,073
B. Water Supply & Distribution System Improvements	4,477,545
C. Sanitary Sewer System Improvements	4,009,190
D. Storm Drainage System Improvements	15,151,165
E. Contingency (Items A-D)	4,613,212
F. Engineering & Testing	3,709,975
G. Public Facilities Plan Review & Inspection Fees	1,383,737
Grand Total Costs	\$ 56,537,896

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 13, 2022

REF DOC.: NORTHLAKE UNIFIED DEVELOPMENT CODE (UDC); THE PATHWAY
TO 2040 NORTHLAKE COMPREHENSIVE PLAN UPDATE

SUBJECT: PLANNED DEVELOPMENT ZONING CHANGE REQUEST C -
COMMERCIAL TO C-PD - COMMERCIAL PLANNED DEVELOPMENT



GOALS/OBJECTIVES:

- Define & Strengthen our Identity; Build an event/conference center (Council Goal)
- Responsibly Manage Growth; Adhere to the Comprehensive Plan (Council Goal)
- Diversify the Tax Base (Council Goal)

ZONING CHANGE REQUEST INFORMATION:

Site: Approximately 5.2725-acre tract of land situated in the L. Medlin Survey, Abstract No. 830, and known as Lot 3, Block 3, Northport Addition, generally located on the southwest corner of Northport Drive and Dale Earnhardt Way

Applicant: Town of Northlake

Owner: Northlake Innkeepers, Ltd.

Current Zoning: Commercial (C)

Proposed Zoning: Commercial Planned Development (C-PD)

Future Land Use: Business Park Character Area & Highway Corridors Special Area

Background: The purpose of this PD zoning change is to provide for the development of a hotel and conference center as shown on the attached concept plan. The development is a partnership between hotel developer, Lodging Host Hotel Corp, and the Town of Northlake to build a full-service hotel and conference center. The Town of Northlake is funding the conference center with hotel occupancy tax funds and will retain ownership of it while contracting with Lodging Host to manage it. The hotel and conference center will be connected but located on separate lots due to separate ownership requiring that there be no building setbacks between the lots as typically required in the C zoning district.

Summary: The UDC states that a "Planned Development (PD) District may be used to permit new or innovative concepts in land utilization not [otherwise] permitted" and "to allow special conditions or restrictions, which would not otherwise allow the development to occur." The attached hotel and

conference center is a unique development that warrants a PD. A concept plan for the development is provided along with development standards.

Public Hearing:

A public hearing is required prior to acting on the zoning change request. Public hearing notices were mailed to Northlake property owners within 200 feet and notice was also published in the Denton Record Chronicle and on the Town's website. As of December 30, 2021, no written comments have been received.

Staff Analysis:

The PD has been drafted in accordance with the requirements of the Unified Development Code (UDC) and staff finds it to meet the requirements to be considered by the Town Council. The Town Council, in considering this PD, should consider the following criteria outlined in the UDC:

1. Whether the proposed PD implements the policies of the adopted Comprehensive Plan and other adopted master plans of the Town;
2. Whether the proposed PD promotes the health, safety, or general welfare of the Town and the safe, orderly, efficient and healthful development of the Town;
3. Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified;
4. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers or other public services and utilities to the area;
5. The extent to which the proposed PD will result in a superior development than could be achieved through conventional zoning; or
6. Other criteria which, at the discretion of the Town Council are deemed relevant and important in the consideration of the PD.

P&Z RECOMMENDATION:

- Recommended approval of the PD zoning change request as presented with a unanimous 4-0 vote at January 13th meeting
 - o Commissioners Amarante, Dixon, Monson, and Nichols voted in favor
 - o Commissioners Fowler and Simpson were absent
 - o One Commissioner position is vacant

COUNCIL ACTIONS:

- Hold public hearing
- Approve, ~~approve with conditions, or~~ disapprove, ~~or table/take no action on~~ the PD zoning change request

ATTACHMENTS:

- Ordinance for consideration to approve the PD zoning change



TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE

ORDINANCE NO. 22-0113A

AN ORDINANCE AMENDING ORDINANCE NO. 13-0124A BEING THE NORTHLAKE UNIFIED DEVELOPMENT CODE AS AMENDED, BY CHANGING THE ZONING CLASSIFICATION OF A 5.2725 ACRE TRACT OF LAND SITUATED IN THE L. MEDLIN SURVEY, ABSTRACT NO. 830, IN THE TOWN OF NORTHLAKE FROM “C” COMMERCIAL TO “C-PD” COMMERCIAL PLANNED DEVELOPMENT AND REVISING THE OFFICIAL ZONING MAP IN ACCORDANCE THEREWITH; PROVIDING FOR THE ADOPTION OF DEVELOPMENT STANDARDS; PROVIDING FOR THE ADOPTION OF A CONCEPT PLAN; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Northlake, as an incorporated municipality in the State of Texas, has been given the authority by Chapter 211 of the Local Government Code to establish zoning and amend zoning in accordance with Chapter 211; and

WHEREAS, the Town Council of the Town of Northlake heretofore adopted Ordinance No. 13-0124A establishing the Unified Development Code which contains the zoning regulations of the Town of Northlake; and

WHEREAS, the Unified Development Code and Official Zoning Map established the zoning of “C” Commercial for a 5.2725-acre tract of land located in the L. Medlin Survey, Abstract No. 830, in the Town of Northlake, Denton County, Texas (the “Property”); and

WHEREAS, the Unified Development Code provides for adoption of Planned Development Districts; and

WHEREAS, the Town of Northlake has initiated a rezoning of the Property to establish a “C-PD” Commercial Planned Development District; and

WHEREAS, the Town of Northlake heretofore adopted Ordinance No. 16-1208E on December 12, 2016, The Pathway to 2040 Northlake Comprehensive Plan Update, and the requested rezoning complies with recommendations of the plan; and

WHEREAS, all requirements of Chapter 211 of the Local Government Code, and all other laws dealing with notice, publication, and procedural requirements for zoning of property have been complied with; and

WHEREAS, upon review and consideration of the Planning and Zoning Commission following a public hearing at their meeting on January 4, 2022, the Planning and Zoning Commission recommended approval of the zoning change as provided herein; and

WHEREAS, a public hearing was held by the Town Council of the Town of Northlake on January 13, 2022 with respect to the zoning change described herein; and

WHEREAS, the Town Council of the Town of Northlake does hereby deem it advisable and in the public interest to approve the zoning change request and establish a “C-PD” Commercial Planned Development District on the Property.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS THAT:

SECTION 1. The 5.2725-acre Property more fully described in Exhibit “A” shall be zoned “C-PD” Commercial Planned Development with the concept plan as provided in Exhibit “B” and development standards as provided in Exhibit “C” attached hereto.

SECTION 2. The use of the Property described in Exhibit “A” shall be subject to all applicable regulations contained in the Development Standards provided in Exhibit “C”, the Unified Development Code, and all other applicable and pertinent ordinances of the Town of Northlake.

SECTION 3. This ordinance shall be and is hereby declared to be cumulative of all other ordinances of the Town of Northlake, and this ordinance shall not operate to repeal or affect the Code of Ordinances of the Town of Northlake or any other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, in such Code of Ordinances or any other ordinances are hereby repealed.

SECTION 4. It is hereby declared to be the intention of the Northlake Town Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court or competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since same would have been enacted by the Town Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5. Any person, firm, association of persons, corporation or other organization violating the provisions of this ordinance shall be deemed to be guilty of a misdemeanor and, upon conviction, shall be fined an amount not to exceed \$2,000.00. Each day that a violation continues shall be deemed a separate offense.

SECTION 6. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the laws of the State of Texas.

PASSED AND APPROVED ON THIS THE 13TH DAY OF JANUARY, 2022

Town of Northlake, Texas

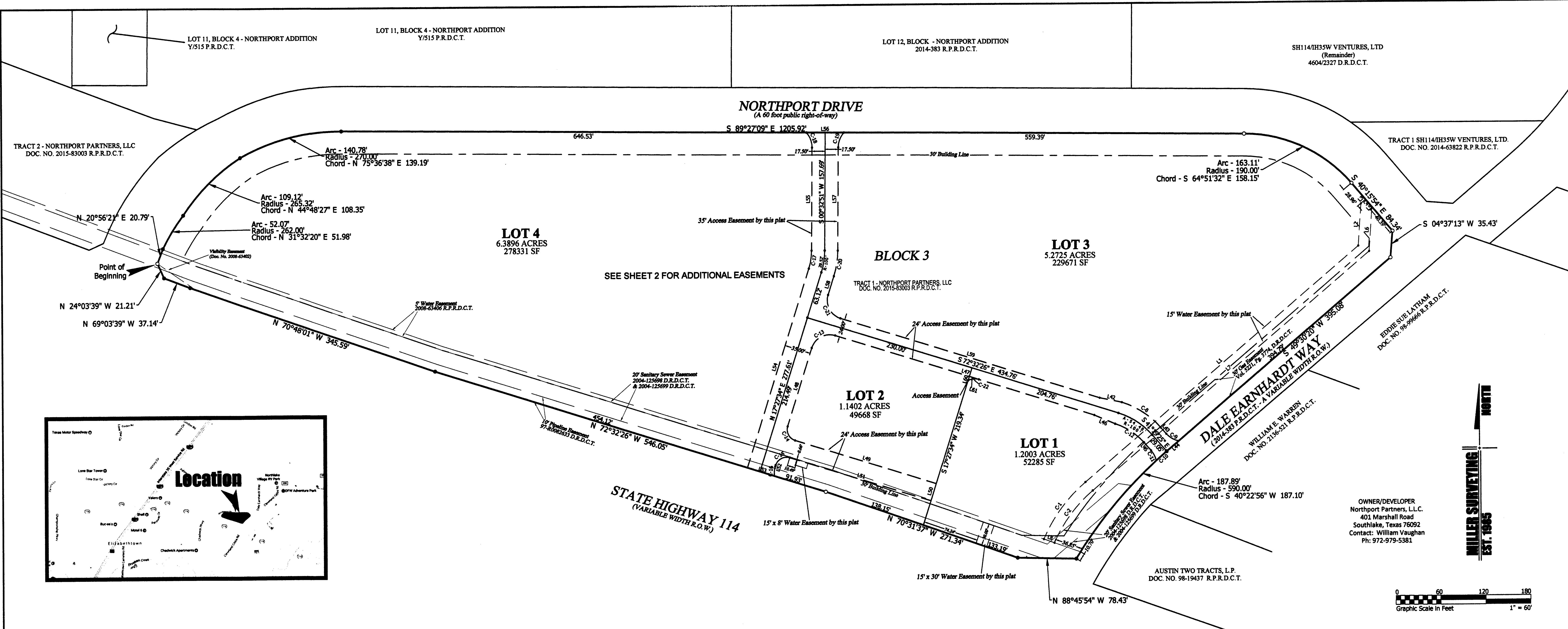
David Rettig, Mayor

ATTEST:

Zolaina R. Parker, Town Secretary

EXHIBIT A
Legal Description of Property

Lot 3, Block 3, Northport Addition
[See following page]



STATE OF TEXAS:

COUNTY OF DENTON:

WHEREAS Northport Partners, LLC, acting by and through the undersigned, their duly authorized agent are the owners of the following described tract of land to wit:

Being a tract of land out of the L. Medlin Survey, Abstract No. 830 and situated in the Town of Northlake, Denton County, Texas, and surveyed by Miller Surveying, Inc. of Hurst, Texas in April 2017, said tract being the same tract of land described as "TRACT 1" in the deed to Northport Partners, LLC recorded as Instrument No. 2015-83003 in the Real Property Records of Denton County, Texas and being more particularly described by metes and bounds as follows:

Beginning at a 1/2 inch "MILLER 5665" capped steel rod set for the most westerly corner of said Tract 1, said rod being the northerly end of a corner clip for the northerly right-of-way line of SH 114 and the easterly right-of-way line of Northport Drive;

Thence North 20 degrees 56 minutes 21 seconds East with the northerly boundary line of said Tract 1 and with said easterly right-of-way line a distance of 20.79 feet to a 1/2 inch capped steel rod found for the beginning of a curve to the right with a radius of 262.00 feet and whose chord bears North 31 degrees 32 minutes 20 seconds East at 51.98 feet;

Thence northeasterly continuing with said northerly boundary line and with the southerly right-of-way line of said Northport Drive and with said curve along an arc length of 52.07 feet to a 1/2 inch capped steel rod found for the beginning of a curve to the right with a radius of 265.32 feet and whose chord bears North 44 degrees 48 minutes 27 seconds East at 108.35 feet;

Thence easterly continuing with said northerly boundary line and said southerly right-of-way line and with said curve along an arc length of 109.12 feet to a 1/2 inch capped steel rod found for the beginning of a curve to the right with a radius of 270.00 feet and whose chord bears North 75 degrees 36 minutes 38 seconds East at 139.19 feet;

Thence easterly continuing with said northerly boundary line and said southerly right-of-way line and with said curve along an arc length of 140.78 feet to a 1/2 inch capped steel rod found for the end of said curve;

Thence South 89 degrees 27 minutes 09 seconds East easterly continuing with said northerly boundary line and said southerly right-of-way line a distance of 1205.92 feet to a 1/2 inch "MILLER 5665" capped steel rod set for the beginning of a curve to the right with a radius of 190.00 feet and whose chord bears South 64 degrees 51 minutes 32 seconds East at 158.15 feet;

Thence easterly continuing with said northerly boundary line and said southerly right-of-way line and with said curve along an arc length of 163.11 feet to a 1/2 inch "MILLER 5665" capped steel rod set for the end of said curve;

Thence South 40 degrees 15 minutes 54 seconds East a distance of 84.34 feet to a 1/2 inch "MILLER 5665" capped steel rod set for the most northerly northeast corner of said Tract 1, said rod being the northerly end of a corner clip for said southerly right-of-way line and the westerly right-of-way line of Dale Earnhardt Way;

Thence South 04 degrees 37 minutes 13 seconds West with said corner clip a distance of 35.43 feet to a 1/2 inch "MILLER 5665" capped steel rod set;

Thence South 49 degrees 30 minutes 20 seconds West with the easterly boundary line of said Tract 1 and with said westerly right-of-way line a distance of 395.08 feet to a 1/2 inch capped steel rod found for the beginning of a curve to the left with a radius of 590.00 feet and whose chord bears South 40 degrees 22 minutes 56 seconds West at 187.10 feet;

Thence southwesterly continuing with said easterly boundary line and said westerly right-of-way line and with said curve along an arc length of 187.89 feet to a 1/2 inch capped steel rod found for the most easterly southeast corner of said Tract 1, said rod being the easterly end of a corner clip for said westerly right-of-way line and said northerly right-of-way line of SH 114;

Thence North 88 degrees 45 minutes 54 seconds West with said corner clip a distance of 78.43 feet to a 1/2 inch capped steel rod found;

Thence North 70 degrees 31 minutes 37 seconds West with the southerly boundary line of said Tract 1 and with said northerly right-of-way line a distance of 271.34 feet to a 1/2 inch "MILLER 5665" capped steel rod set;

Thence North 72 degrees 32 minutes 26 seconds West continuing with said southerly boundary line and said northerly right-of-way line a distance of 546.05 feet to a 1/2 inch "MILLER 5665" capped steel rod set;

Thence North 70 degrees 48 minutes 01 seconds West continuing with said southerly boundary line and said northerly right-of-way line a distance of 345.59 feet to a 1/2 inch capped steel rod found;

Thence North 69 degrees 03 minutes 39 seconds West continuing with said southerly boundary line and said northerly right-of-way line a distance of 37.14 feet to a 1/2 inch capped steel rod found;

Thence North 24 degrees 03 minutes 39 seconds West a distance of 21.21 feet to the point of beginning and containing 14.0026 acres of land, more or less;

AND THAT Northport Partners, LLC does hereby adopt this plat designating the herein described property as NORTH PORT ADDITION, LOTS 1 thru 4, BLOCK 3, an addition to the Town of Northlake, Denton County, Texas and do hereby dedicate to the public use forever the streets and easements shown on this plat for the mutual use and accommodation of all public utilities desiring to use or using the same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other growths or improvements which in any way endanger or interfere with the construction, maintenance, or efficiency or its respective systems on any of these easement strips and any public utility shall, at all times, have the right of ingress and egress to and from and upon the said strips for the purpose of construction reconstruction, inspecting, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time procuring the permission of anyone;

William Vaughn

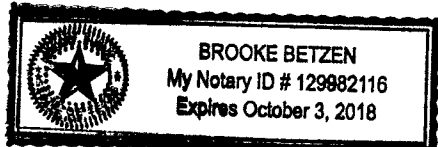
William Vaughn, Managing Partner
Northport Partners, LLC

STATE OF TEXAS;
COUNTY OF TARRANT;

Before me, the undersigned, a Notary Public in and for said county and state on this date appeared William Vaughn, Managing Partner of Northport Partners, LLC, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this 21 day of December, 2017 A.D.

Brooke Betzen
Notary Public for the State of Texas



That I, Jason B. Rawlings, a Registered Professional Land Surveyor licensed in the State of Texas, do hereby certify that this Plat is true and correct and was prepared from an actual survey made under my supervision on the ground.

Jason B. Rawlings
Date 12-21-17

STATE OF TEXAS:
COUNTY OF TARRANT:

Before me, the undersigned, a Notary Public in and for said county and state on this date appeared Jason B. Rawlings, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this 21st day of December, 2017 A.D.

Charles D. Marquardt
Notary Public for the State of Texas



Final Plat

NORTHPORT ADDITION

LOTS 1 THRU 4, BLOCK 3

An addition to the Town of Northlake, Denton County, Texas
Being 14.0026 Acres out of the L. Medlin Survey, Abstract No. 830
Containing 4 Lots • Zoned Commercial (C)

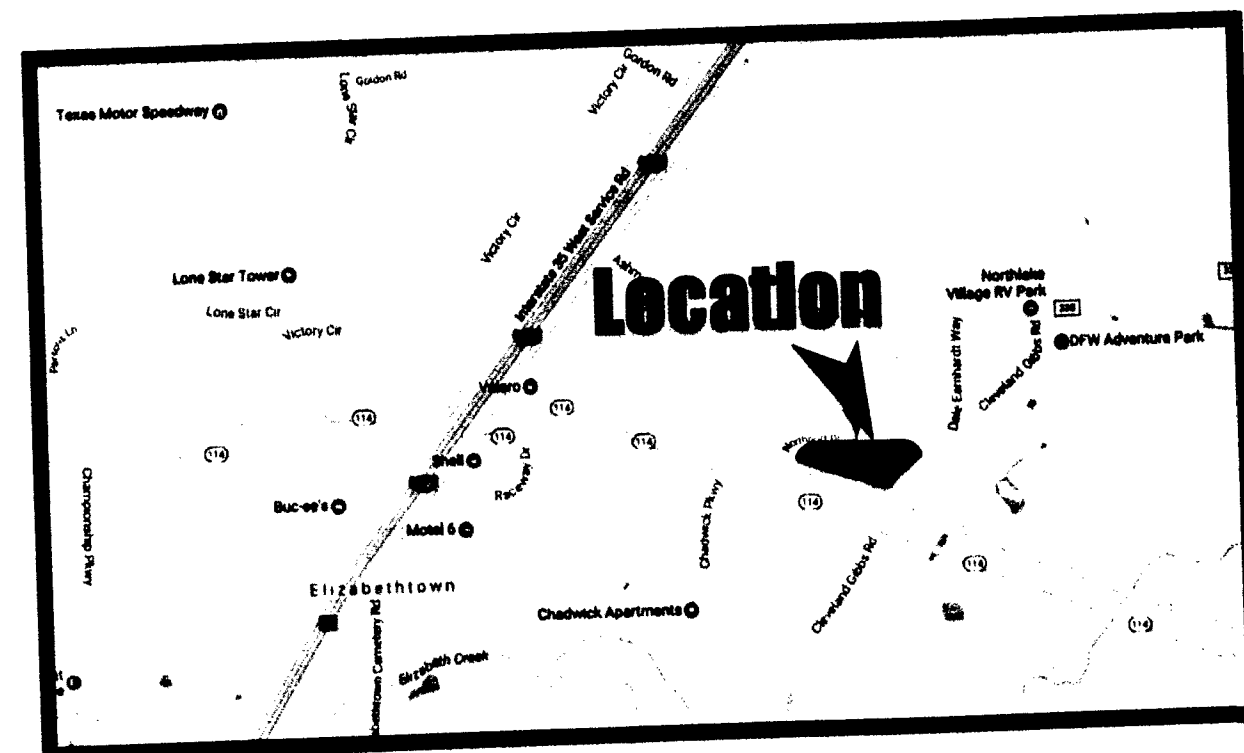
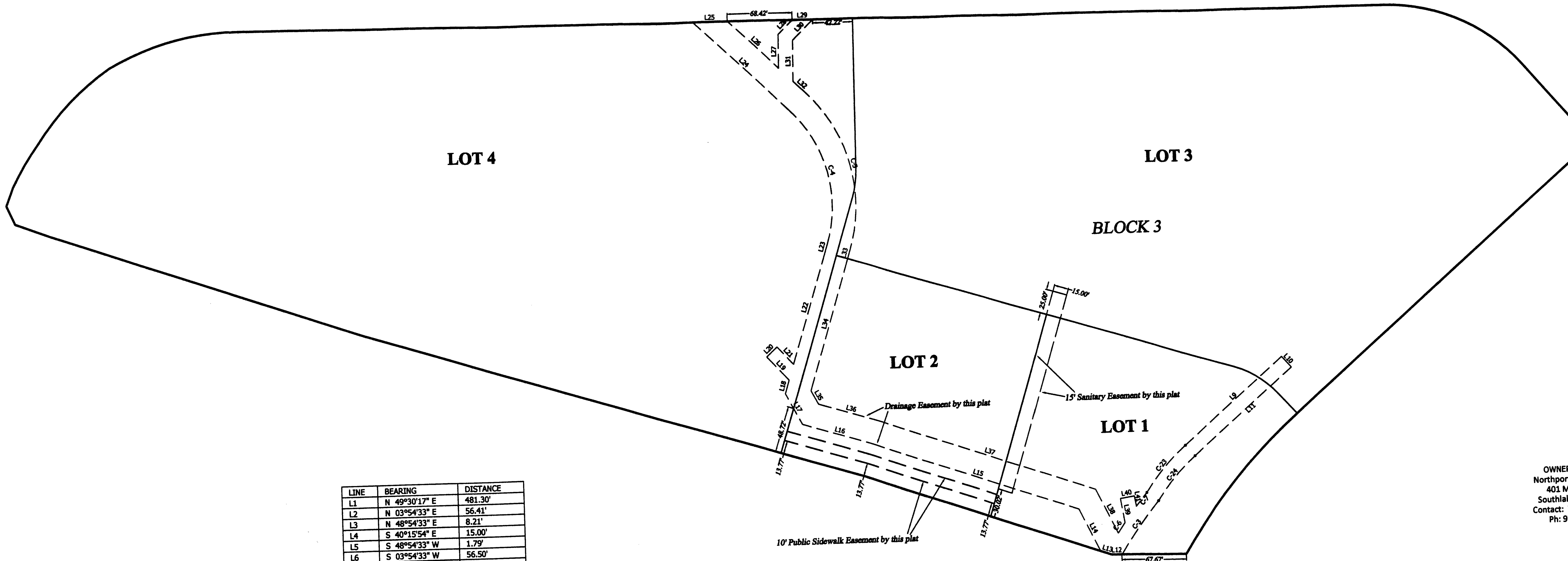
Date of Preparation - April 2017

Sheet 1 of 2

○ = 1/2" "MILLER 5665" capped steel rod set
● = 1/2" capped steel rod found

MILLER
Surveying, Inc.
Commercial • Residential • Municipal
430 Mid Cities Blvd.
Hurst, Texas 76054
817-577-1052
TxLSF No. 10100400
MillerSurvey.net

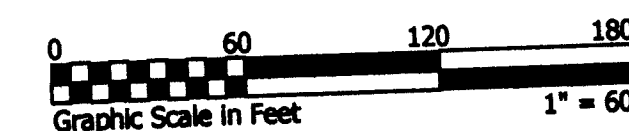
Filed for Record
in the Official Records Of:
Denton County
On: 1/22/2018 11:53:41 AM
In the PLAT Records
NORTHPORT ADDITION
Doc Number: 2018-2
Number of Pages: 2
Amount: 100.00
Order#: 20180102000309
By: BF



LINE	BEARING	DISTANCE
L1	N 49°30'17" E	481.30'
L2	N 03°54'33" E	56.41'
L3	N 48°54'33" E	8.21'
L4	S 40°15'54" E	15.00'
L5	S 48°54'33" W	1.79'
L6	S 03°54'33" W	56.50'
L7	S 49°30'17" W	487.60'
L8	N 70°31'33" W	15.03'
L9	N 49°30'17" E	137.16'
L10	S 40°29'43" E	15.00'
L11	S 49°30'17" W	117.89'
L12	N 88°45'54" W	10.76'
L13	N 70°31'37" W	12.17'
L14	N 25°31'33" W	49.50'
L15	N 70°31'33" W	224.61'
L16	N 72°32'26" W	79.00'
L17	N 27°32'26" W	37.08'
L18	N 17°27'34" E	14.77'
L19	N 42°32'26" W	33.73'
L20	N 47°27'34" E	15.00'
L21	S 42°32'26" E	25.07'
L22	N 17°27'34" E	121.18'
L23	N 17°27'34" E	10.00'
L24	N 46°05'24" W	136.92'
L25	S 89°27'09" E	36.41'
L26	S 46°05'24" E	72.97'
L27	N 00°58'43" E	35.23'
L28	N 45°58'43" E	21.20'
L29	S 89°27'09" E	21.37'
L30	S 45°58'43" W	30.21'
L31	S 00°58'43" W	42.97'
L32	S 46°05'24" E	16.98'
L33	S 17°27'34" W	10.00'
L34	S 17°27'34" W	142.92'
L35	S 27°32'26" E	16.37'
L36	S 72°32'26" E	69.09'
L37	S 70°31'33" E	235.41'
L38	S 25°31'33" E	51.64'
L39	N 08°57'32" W	25.53'
L40	N 81°02'28" E	15.00'
L41	S 08°57'32" E	10.85'
L42	S 78°15'04" E	30.15'
L43	S 41°19'25" E	11.15'
L44	S 49°30'20" W	21.16'
L45	N 41°19'25" W	14.46'
L46	N 66°49'48" W	30.15'
L47	N 72°32'26" W	362.26'
L48	S 17°27'34" W	109.15'
L49	S 72°32'26" E	197.50'
L50	S 17°27'34" W	24.00'
L51	N 72°32'26" W	197.50'
L52	S 17°27'34" W	2.03'
L53	N 72°32'26" W	37.64'
L54	N 17°27'34" E	277.61'
L55	N 00°32'51" E	137.56'
L56	S 89°27'09" E	50.24'
L57	S 00°32'51" W	137.87'
L58	S 17°27'34" W	26.12'
L59	S 72°32'26" E	362.26'
L60	N 17°27'34" E	5.57'
L61	S 72°32'20" E	15.02'

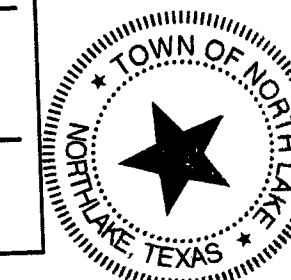
Curve	Arc	Radius	Central Angle	Chord	Ord. Dist.
C-1	95.25'	207.50'	26°18'01"	N 36°21'17" E 94.41'	
C-2	87.38'	192.50'	26°00'32"	S 36°30'01" W 86.64'	
C-3	68.13'	492.50'	7°55'32"	S 36°13'55" W 68.07'	
C-4	152.51'	137.50'	63°32'58"	N 14°18'55" E 144.81'	
C-5	180.24'	162.50'	63°32'58"	S 14°18'55" E 171.14'	
C-6	13.00'	507.50'	1°28'06"	N 34°57'18" E 13.00'	
C-7	18.00'	507.50'	2°01'56"	S 39°04'00" E 18.00'	
C-8	62.66'	115.00'	31°13'01"	S 56°55'56" E 61.88'	
C-9	19.57'	30.00'	37°22'22"	S 60°00'37" E 19.22'	
C-10	18.80'	590.27'	1°49'30"	S 48°37'16" W 18.80'	
C-11	15.26'	30.00'	29°09'09"	N 26°44'51" W 15.10'	
C-12	46.31'	85.00'	31°13'01"	N 56°55'56" W 45.74'	
C-13	39.27'	25.00'	90°00'00"	S 62°27'34" W 35.36'	
C-14	23.56'	15.00'	90°00'00"	S 27°32'26" E 21.21'	
C-15	23.56'	15.00'	90°00'00"	S 62°27'34" W 21.21'	
C-16	12.69'	30.00'	24°13'59"	S 05°20'35" W 12.59'	
C-17	24.35'	82.50'	16°54'43"	N 09°00'12" E 24.26'	
C-18	22.07'	30.00'	42°09'19"	N 20°31'49" W 21.58'	
C-19	21.66'	30.00'	41°21'40"	S 21°13'41" W 21.19'	
C-20	34.68'	117.50'	16°54'43"	S 09°00'12" W 34.56'	
C-21	39.27'	25.00'	90°00'00"	S 27°32'26" E 35.36'	
C-22	16.45'	20.73'	45°27'33"	S 87°05'55" W 16.02'	
C-23	64.70'	222.50'	16°39'57"	N 41°10'18" E 64.50'	
C-24	61.30'	207.50'	16°55'32"	N 41°02'31" E 61.05'	

OWNER/DEVELOPER
Northport Partners, L.L.C.
401 Marshall Road
Southlake, Texas 76092
Contact: William Vaughan
Ph: 972-979-5381



○ = 1/2" "MILLER 5665" capped steel rod set
● = 1/2" capped steel rod found

APPROVAL BY THE TOWN COUNCIL
May 11, 2017
Date
Mayor, Town of Northlake
Shirley Rogers
Town Secretary, Town of Northlake



MILLER
Surveying, Inc.
Commercial • Residential • Municipal
430 Mid Cities Blvd.
Hurst, Texas 76054
MillerSurvey.net

Final Plat NORTHPORT ADDITION LOTS 1 THRU 4, BLOCK 3

An addition to the Town of Northlake, Denton County, Texas
Being 14.0026 Acres out of the L. Medlin Survey, Abstract No. 830
Containing 4 Lots • Zoned Commercial (C)

Date of Preparation - April 2017

Sheet 2 of 2

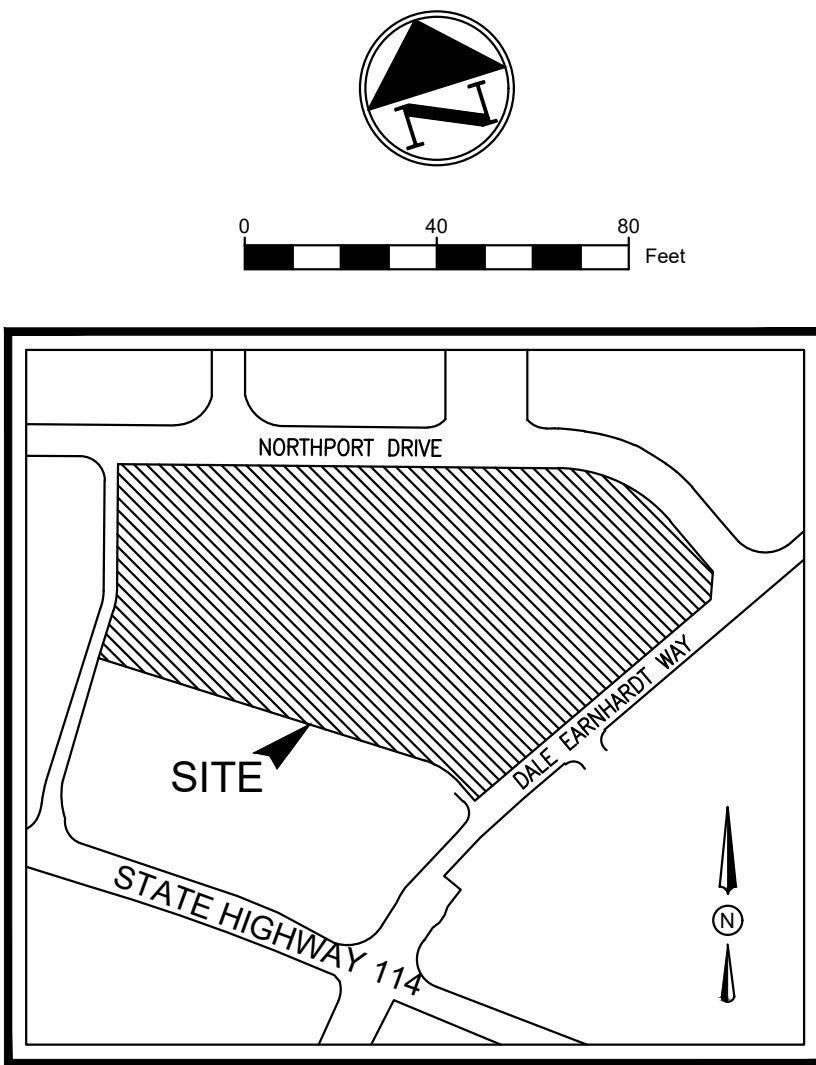
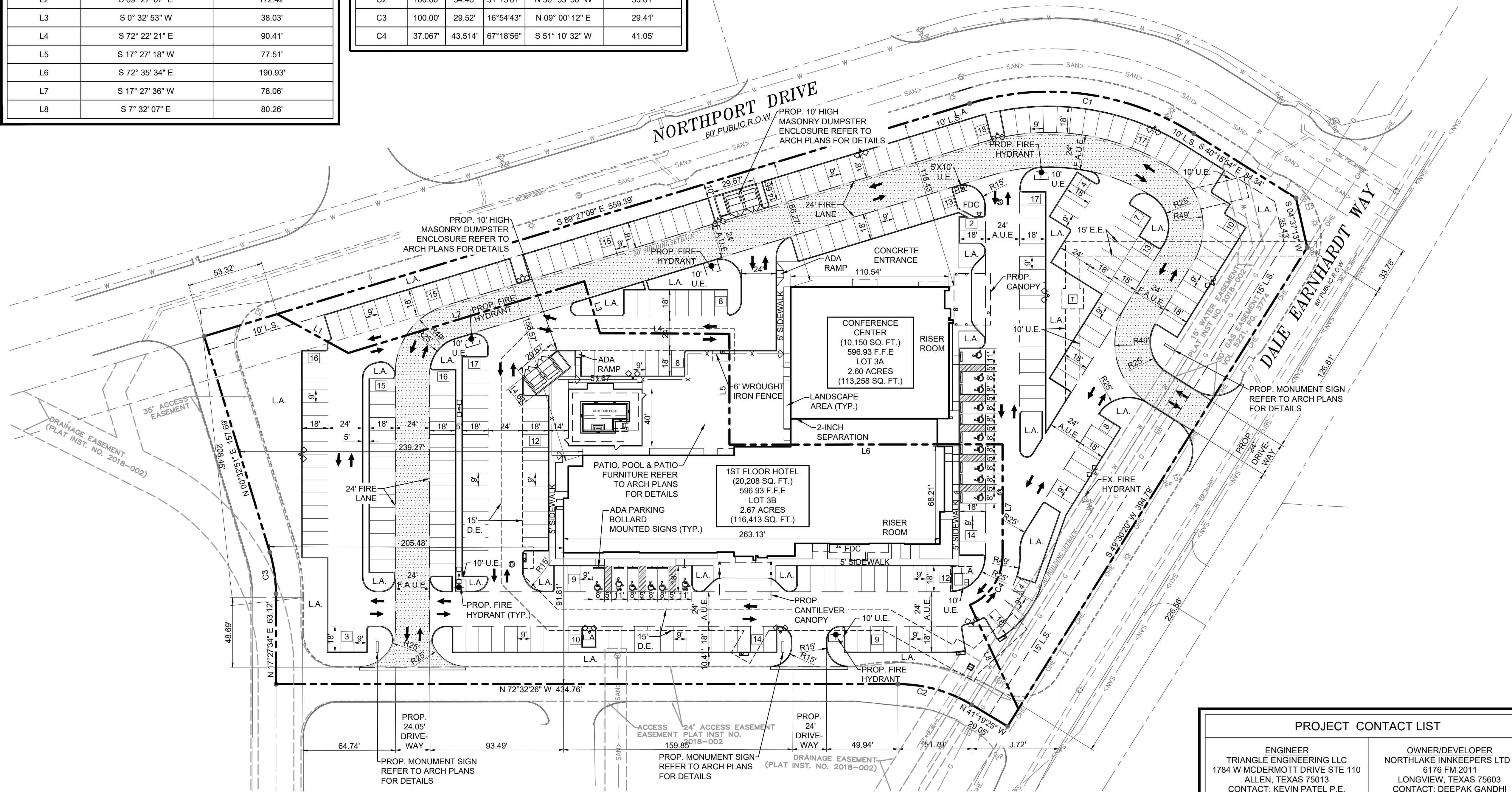
Filed for Record
in the Official Records Of:
Denton County
On: 1/2/2018 11:53:41 AM
In the PLAT Records
NORTHPORT ADDITION
Doc Number: 2018-2
Number of Pages: 2
Amount: 100.00
Order#: 20180102000309
By: BF

EXHIBIT B
Concept Plan

[See following page]

BOUNDARY LINE DATA		
LINE NO.	BEARING	DISTANCE
L1	S 43° 51' 04" E	56.68'
L2	S 89° 27' 07" E	172.42'
L3	S 0° 32' 53" W	38.03'
L4	S 72° 22' 21" E	90.41'
L5	S 17° 27' 18" W	77.51'
L6	S 72° 35' 34" E	190.93'
L7	S 17° 27' 36" W	78.06'
L8	S 7° 32' 07" E	80.26'

BOUNDARY CURVE DATA					
CURVE NO.	RADIUS	LENGTH	DELTA	CHORD BEARING	CHORD DISTANCE
C1	190.00'	163.11'	49°11'15"	S 64° 51' 32" W	158.15'
C2	100.00'	54.48'	31°13'01"	N 56° 55' 56" W	53.81'
C3	100.00'	29.52'	16°54'43"	N 09° 00' 12" E	29.41'
C4	37.067'	43.514'	67°18'56"	S 51° 10' 32" W	41.05'



VICINITY MAP
N.T.S.

SITE GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN STRICT ACCORDANCE WITH THE CITY OR LOCAL JURISDICTION STANDARDS.
2. THE LOCATION OF UNDERGROUND UTILITIES INDICATED ON THE PLANS IS TAKEN FROM AS-BUILTS, UTILITY PLANS OR SURVEY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH THE OWNERS OF SUCH UNDERGROUND UTILITIES PRIOR TO WORKING IN THE AREA TO CONFIRM THEIR EXACT LOCATION AND TO DETERMINE WHETHER ANY ADDITIONAL UTILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT. THE CONTRACTOR SHALL PRESERVE AND PROTECT ALL UNDERGROUND UTILITIES. IF EXISTING UNDERGROUND UTILITIES ARE DAMAGED, THE CONTRACTOR WILL BE RESPONSIBLE FOR THE COST OF REPAIRING THE UTILITY.
3. WHERE EXISTING UTILITIES OR SERVICE LINES ARE CUT, BROKEN OR DAMAGED, THE CONTRACTOR SHALL REPLACE OR REPAIR THE UTILITIES OR SERVICE LINES WITH THE SAME TYPE OF ORIGINAL MATERIAL AND CONSTRUCTION, OR BETTER, UNLESS OTHERWISE SHOWN OR NOTED ON THE PLANS, AT HIS OWN COST AND EXPENSE. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER AT ONCE OF ANY CONFLICTS WITH UTILITIES.
4. ALL EXCAVATIONS, TRENCHING AND SHORING OPERATIONS SHALL COMPLY WITH THE REQUIREMENTS OF THE U. S. DEPARTMENT OF LABOR, OSHA, CONSTRUCTION SAFETY AND HEALTH REGULATIONS AND ANY AMENDMENTS THERETO.
5. THE CONTRACTOR SHALL RESTORE ALL AREAS DISTURBED BY CONSTRUCTION TO ORIGINAL CONDITION OR BETTER. RESTORED AREAS INCLUDE, BUT ARE NOT LIMITED TO TRENCH, BACKFILL, SIDE SLOPES, FENCES, DRAINAGE DITCHES, DRIVEWAYS, PRIVATE YARDS AND ROADWAYS.
6. ANY CHANGES NEEDED AFTER CONSTRUCTION PLANS HAVE BEEN RELEASED, SHALL BE APPROVED BY THE CITY ENGINEER. THESE CHANGES MUST BE RECEIVED IN WRITING.
7. THE CONTRACTOR SHALL PROVIDE "RED LINED" MARKED PRINTS TO THE ENGINEER PRIOR TO FINAL INSPECTION INDICATING ALL CONSTRUCTION WHICH DEVIATED FROM THE PLANS OR WAS CONSTRUCTED IN ADDITION TO THAT INDICATED ON THE PLANS.
8. ALL CURB RADIUS TO BE 10' OR 2' UNLESS OTHERWISE NOTED ON THE SITE PLAN.
9. THIS SITE PLAN IS SPECIFIC TO THE GODDARD SCHOOL. SHOULD THIS SITE BE USED FOR ANY OTHER PURPOSE IN THE FUTURE, THE OWNER AT THAT TIME SHALL INSTALL SUFFICIENT STACKING SPACES FOR THE PROPOSED NEW USE OF THE PROPERTY.

PROJECT CONTACT LIST

ENGINEER TRIANGLE ENGINEERING LLC 1784 W MCDERMOTT DRIVE STE 110 ALLEN, TEXAS 75013 CONTACT: KEVIN PATEL P.E. TEL: 469-331-8566	OWNER/DEVELOPER NORTHLAKE INNKEEPERS LTD. 6176 FM 2011 LONGVIEW, TEXAS 75603 CONTACT: DEEPAK GANDHI TEL: 214-455-5254
SURVEYOR MILLER SURVEYING, INC. 430 MID CITIES BLVD. HURST, TEXAS 76054 TEL: 817-577-1052	ARCHITECT PAREKH ARCHITECTS PLLC 18218 E MORGANS BEND DR CYPRESS, TEXAS 77433 CONTACT: SID PAREKH TEL: 832-878-1262

EASEMENT/SETBACK LEGEND

BUILDING SET BACK	B.S.
LANDSCAPE SETBACK	L.S.
FIRE LANE, ACCESS & UTILITY EASEMENT	F.A.U.E.
FIRE LANE, ACCESS & DRAINAGE EASEMENT	F.A.D.E.
ACCESS & UTILITY EASEMENT	A.U.E.
ACCESS EASEMENT	A.E.
SANITARY SEWER EASEMENT	S.S.E.
WATER EASEMENT	W.E.
ELECTRICAL EASEMENT	E.E.
UTILITY EASEMENT	U.E.
DRAINAGE EASEMENT	D.E.
LANDSCAPE AREA	L.A.

EXISTING LEGEND

TELECOM ACCESS	□
TELECOM MANHOLE	○
TELECOM MARKER	◇
TELECOM PEDESTAL	□
ELECTRIC CABINET	□
ELECTRIC MANHOLE	○
ELECTRIC MARKER	◇
ELECTRIC POLE	◇
TRAFFIC CONTROL	□
LIGHT POLE/POST	□
TRAFFIC/PARKING SIGN	□
GAS MARKER	◇
GAS METER/SERVICE	◇
GAS TEST STATION	◇
GAS MANHOLE	○
WATER VAULT	○
FIRE HYDRANT	○
WATER VALVE	○
WATER METER	○
WATER MANHOLE	○
FIRE DEPT. CONNECT	○
SANITARY MANHOLE	○
CLEANOUT	○
SANITARY MARKER	◇
STORM MANHOLE	○
DROP INLET	○
GRATE INLET	○
STEEL ROD FOUND	○
STEEL ROD SET	○
CROSS IN CONCRETE	×
OVERHEAD UTILITY LINE	— OHE —
UNDERGROUND GAS LINE PER RECORDS	— G —
UNDERGROUND SANITARY PER RECORDS	— SAN —
UNDERGROUND WATERLINE PER RECORDS	— W —
UNDERGROUND STORM PIPE PER RECORDS	— S —

SITE LEGEND

CONCRETE CURB	—
SAW-CUT LINE	—
FENCE	— X —
FIRE LANE	—
STRIPING	—
PARKING SPACES	—
MONUMENT/PYLON SIGN	—
WHEEL STOPS	—
HANDICAP LOGO	—
HANDICAP SIGN	—
RAMP	—
BOLLARD	—
TRAFFIC ARROW	—
FIRE HYDRANT	—
DUMPSTER	—
LIGHT POLE	—

SITE DATA SUMMARY TABLE (CAMBRIA HOTEL)

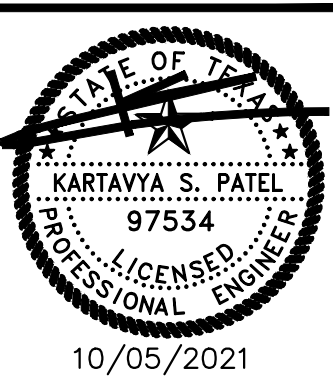
NUMBER OF LOTS:	PROPOSED LOT 3B
GROSS SITE ACREAGE:	2.67 ACRES OR 116,413 S.F.
EXISTING ZONING:	COMMERCIAL
PROPOSED ZONING:	COMMERCIAL
PROPOSED USE:	HOTEL
BUILDING AREA:	74,799 S.F.
NUMBER OF STORIES:	4
BUILDING HEIGHT:	58'-7"
BUILDING COVERAGE:	64%
FLOOR AREA RATIO:	0.64
NUMBER OF GUEST ROOMS:	111
REGULAR PARKING REQUIRED: (1 SP PER ROOM)	111 PARKING SPACES
REGULAR PARKING PROVIDED:	149 PARKING SPACES
HANDICAP PARKING REQUIRED:	5 SPACES (1 VAN SPACE)
HANDICAP PARKING PROVIDED:	10 SPACES (2 VAN SPACES)
IMPERVIOUS COVERAGE:	90,005 S.F. OR 77.3%
PERVIOUS/LANDSCAPE AREA:	26,408 S.F. OR 22.7%

SITE DATA SUMMARY TABLE (CONFERENCE CENTER)

NUMBER OF LOTS:	PROPOSED LOT 3A
GROSS SITE ACREAGE:	2.60 ACRES (113,258 S.F.)
EXISTING ZONING:	COMMERCIAL
PROPOSED ZONING:	COMMERCIAL
PROPOSED USE:	CONFERENCE CENTER
BUILDING AREA:	10,150 S.F.
NUMBER OF STORIES:	1
BUILDING HEIGHT:	37'-8"
BUILDING COVERAGE:	9%
FLOOR AREA RATIO:	0.09
PARKING REQUIRED: *(1 SPACE PER 3 MAX OCCUPANT LOAD)	143 PARKING SPACES (429 OCCUPANT LOAD)
REGULAR PARKING PROVIDED:	157 PARKING SPACES
HANDICAP PARKING REQUIRED:	6 SPACES (1 VAN SPACE)
HANDICAP PARKING PROVIDED:	6 SPACES (1 VAN SPACE)
IMPERVIOUS COVERAGE:	81,582 S.F. OR 72.0%
PERVIOUS/LANDSCAPE AREA:	31,676 S.F. OR 28.0%

This plan is to show the general concept of the proposed development. Details are subject to change with final site plan approval which is required prior to issuance of a building permit.

NO.	DATE	DESCRIPTION	BY
1	10-05-2021	1ST SUBMITTAL	KP



CONCEPTUAL SITE PLAN

CONFERENCE CENTER & CAMBRIA HOTEL				
5.27 ACRES L. MEDLIN SURVEY, ABS # 830				
NORTHPORT ADDITION LOT 3, BLOCK 3				
TOWN OF NORTHLAKE				
DENTON COUNTY, TEXAS				
T: 469.331.8566 F: 469.213.7145 E: info@triangle-engr.com				
W: triangle-engr.com O: 1784 McDermott Drive, Suite 110, Allen, TX 75013				
Planning Civil Engineering Construction Management				
DESIGN/DRAWN	DATE	SCALE	PROJECT NO.	SHEET NO.
KP	JZ	10/05/21	093-19	C-3.0
TX PE FIRM #11525				

EXHIBIT C
Development Standards
5.2725 ACRES

Statement of Purpose and Intent

The intent of this Planned Development (PD) is to provide regulations for the development of a hotel and conference center (the "Project") on 5.2725 acres of land (the "Property") within the Town of Northlake, Texas (the "Town"). These regulations are intended to provide for the development of this unique public-private partnership Project. Except as modified or amended herein, this Planned Development shall conform to all applicable sections of the Town's Unified Development Code (the "UDC").

Project Location

The Project is located in the in the L. Medlin Survey, Abstract No. 830, on a lot currently platted as Lot 3, Block 3, Northport Addition, in the Town of Northlake, Denton County, Texas and is more fully described in the attached legal description (Exhibit A).

Development Standards

All development within the boundary of this Planned Development District shall adhere to the rules and regulations set forth herein. This zoning document and the Exhibits listed below supersede any existing zoning, use and development regulations for the tract of land described herein.

- Exhibit A Legal Description of Property
- Exhibit B Concept Plan

Development Regulations

1. Except as otherwise defined in this PD, terms used herein shall be the same as those found in the UDC as it exists or may be amended.
2. The base zoning for the Property shall comply with the Commercial (C) zoning district in the UDC. In addition to the uses allowed by right under the Commercial (C) zoning district, the following use shall be permitted by right within the subject property:

Conference/Convention Center defined as "A facility accommodating multiple assembly, meeting, and/or exhibit rooms, and related support facilities (e.g., kitchens, offices, etc.)."

3. All development within this PD shall be subject to all applicable development standards of the UDC with the following exceptions and/or additional standards:

Interior lot setbacks shall not be required. Minimum building setbacks shall only apply to portions of a lot fronting a public street right-of-way.

Conference/Convention Center use shall have a minimum parking requirement of 1 space with a minimum size of 9 feet by 18 feet per 3 occupants based on the maximum occupant load per the Town's building code.

4. In the event of any conflict between this PD and any other ordinance, rule, regulation, standard, policy, order, guideline or other Town-adopted or Town-enforced requirement, whether existing on the effective date or hereinafter adopted by the Town (collectively, "Town Zoning Ordinances and Regulations"), this PD shall prevail and control. All Town Zoning Ordinances and Regulations that are inconsistent with the terms and provisions of this PD are hereby made inapplicable to the Property.
5. The Concept Plan attached hereto as Exhibit B and incorporated herein by reference, demonstrates potential locations and relationships of the uses permitted under this PD.
6. A Site Plan shall be required for all developments within this PD in general accordance with the Concept Plan and be processed according to Sec. 12.15 of the UDC.

TOWN OF NORTHLAKE COUNCIL ITEM NO. 6

DATE: JANUARY 13, 2022

ITEM: EXECUTIVE SESSION



TOWN OF NORTHLAKE COUNCIL ITEM NO. 7

DATE: JANUARY 13, 2022

ITEM: OPEN SESSION



TOWN OF NORTHLAKE COUNCIL ITEM NO. 8

DATE: JANUARY 13, 2022

ITEM: ADJOURNMENT

