

1. January 27, 2022 - Agenda

Documents:

[JANUARY 27, 2022 - AGENDA.PDF](#)

2. January 27, 2022 - Agenda Packet

Documents:

[JANUARY 27, 2022 - AGENDA PACKET.PDF](#)

3. January 27, 2022 - MEETING SLIDE DECK

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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 27, 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 27, 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. Presentation - Northwest Independent School District update presented by Superintendent Ryder Warren
- B. Briefing - Quarterly Investment Report
- C. Briefing - Update Unified Development Code to Require Zoning Change Signs Placed on Property
- D. Briefing - Election to Annex Additional Territory into Denton County Emergency Services District No. 1

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

- E. Consider approval of the Town Council Meeting Minutes for January 13, 2022

- F. Consider Resolution 22-05, declaring certain personal property owned by the Town of Northlake to be surplus property and authorizing the Town Manager to dispose of such property

5. ACTION ITEMS

- G. Consider Ordinance 22-0127A, adopting the 2022 Master Thoroughfare Plan Update replacing the existing thoroughfare plan; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date
 - i. Public Hearing
 - ii. Consider approval
- H. Consider Ordinance 22-0127B, amending Chapter 9, "Planning and Miscellaneous Development Regulations," of the Code of Ordinances, Town of Northlake, Texas, as amended, by amending Article 9.03, "Impact fees," Division 3, "Roadway Impact Fees," to adopt the Roadway Impact Fee Update dated January 2022; providing for updates to the Town's Roadway Impact Fees, Capital Improvements Plan, and Land Use Assumptions; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date
 - i. Public Hearing
 - ii. Consider approval
- I. 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 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.
 - ii. Development of the Chadwick Farms Tracts on approximately 41.0-acre, 15.8-acre, and 15.6-acre tracts of land generally located south of SH 114, east of Chadwick Pkwy., and west of Cleveland-Gibbs Road.
 - iii. Development and annexation of the Aspire Development Tract (Stateson Property) on approximately 3.1-acre tract of land generally located north of Old Justin Road. at Harvest Way in extraterritorial jurisdiction of the Town.

- iv. Development and annexation of the CKD Holdings Tracts on approximately 24.8-acre, 11.9-acre, and 1.8-acre tracts of land generally located north of Oliver Creek and west of FM 156 in extraterritorial jurisdiction of the Town.
- v. Town of Northlake vs. RKM Utility Services Inc. & Philadelphia Indemnity Insurance Company Denton County District Court Cause No. 20-0649-367.
- vi. Potential amendment to January 2021 development agreement with Sandstrom Development Tx, LTD (Hawthorne Estates) on approximately 34.0 acres of land generally located at the 800 block of Faught Rd.

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.
- ii. Development agreement with Lodging Host Hotel Corp. for the development of a hotel conference center.

7. RECONVENE INTO OPEN SESSION

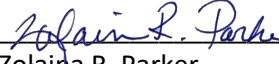
In accordance with Texas Government Code, Section 551, the Town Council will reconvene into Open Session and consider action, if any, on matters discussed in Executive Session

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 21, 2022, by 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


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

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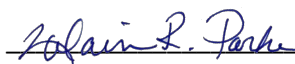
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TOWN OF NORTHLAKE COUNCIL ITEM NO. 1

DATE: JANUARY 27, 2022

ITEM: CALL TO ORDER



TOWN OF NORTHLAKE COUNCIL ITEM NO. 2

DATE: JANUARY 27, 2022

ITEM: ANNOUNCEMENTS-PROCLAMATIONS-PRESENTATIONS





Northlake Town Council **Northwest ISD Update**

Dr. Ryder Warren, Superintendent of Schools – January 27, 2022

Thank
you for
serving!



NISD Board Of Trustees



Anne Davis-Simpson, Ph.D.,
President
Place 3



Steve Sprowls,
Vice President
Place 5



Lillian Rauch, Ph.D.,
Secretary
Place 6



Judy Copp,
Place 4



DeAnne Hatfield,
Place 1



Jennifer Murphy,
Place 7



Mark Schluter,
Place 2

CORE BELIEFS

- Kids come first.
- Continuous learning is essential to prepare for college and career opportunities.
- Each student's success is the shared responsibility of students, families, schools, and communities.
- Learning is influenced by environment.

VISION

Northwest ISD empowers
learners and leaders to
positively impact the world.

MISSION

Northwest ISD, in collaboration with students, families, communities, and global partners, will engage in a culture of learning that prepares all students to confidently navigate their future.

STRATEGIC GOALS

1. Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
2. Northwest ISD will recruit, value, and retain an exceptional staff to create a rewarding learning environment.
3. Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

EVERY CHILD

THRIVES

EVERY DAY!



About Northwest ISD

- Encompasses **234 square miles**
- Fastest growing district in the region, top 10 fastest growing district in Texas
- **31 campuses** (20 elementary schools, 6 middle schools, 3 comprehensive high schools, 1 early college high school, and special programs center)
- **14+ towns and cities** across **three counties** (Denton, Tarrant, Wise)
- About **30% built out**, with 115 active developments



NISD Municipalities

Aurora

Flower Mound

Fort Worth

Haslet

Justin

Keller

Newark

New Fairview

Northlake

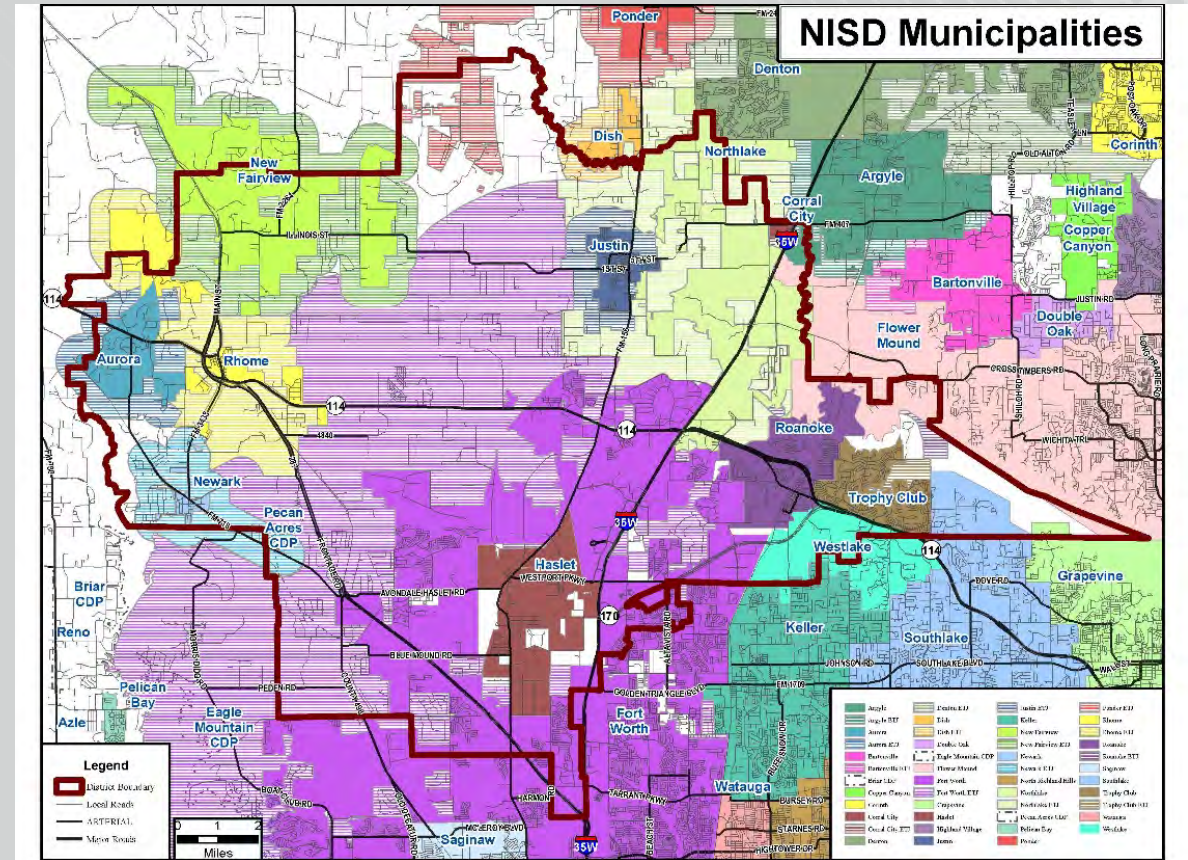
Rhome

Roanoke

Southlake

Trophy Club

Westlake



Exceeding Projections

January 7, 2022

27,800



Student Diversity

White	58.78%
Hispanic/Latino	23.12%
Black/African American	10.52%
Asian	5.47%
American Indian/Alaskan	.67%
Hawaiian/Pacific Island	.30%

Student Diversity

56
Languages

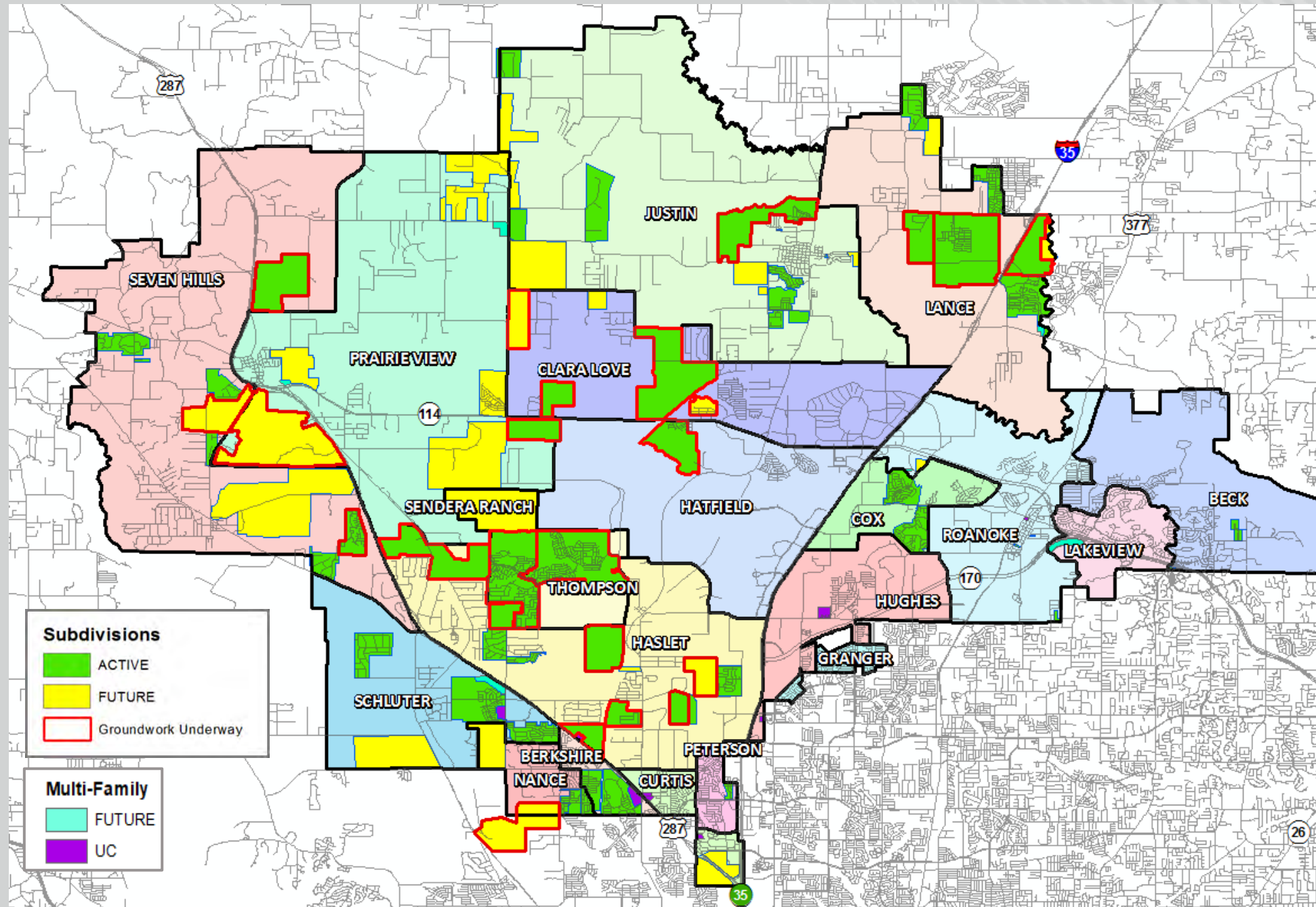


Spanish
Vietnamese
Nepali

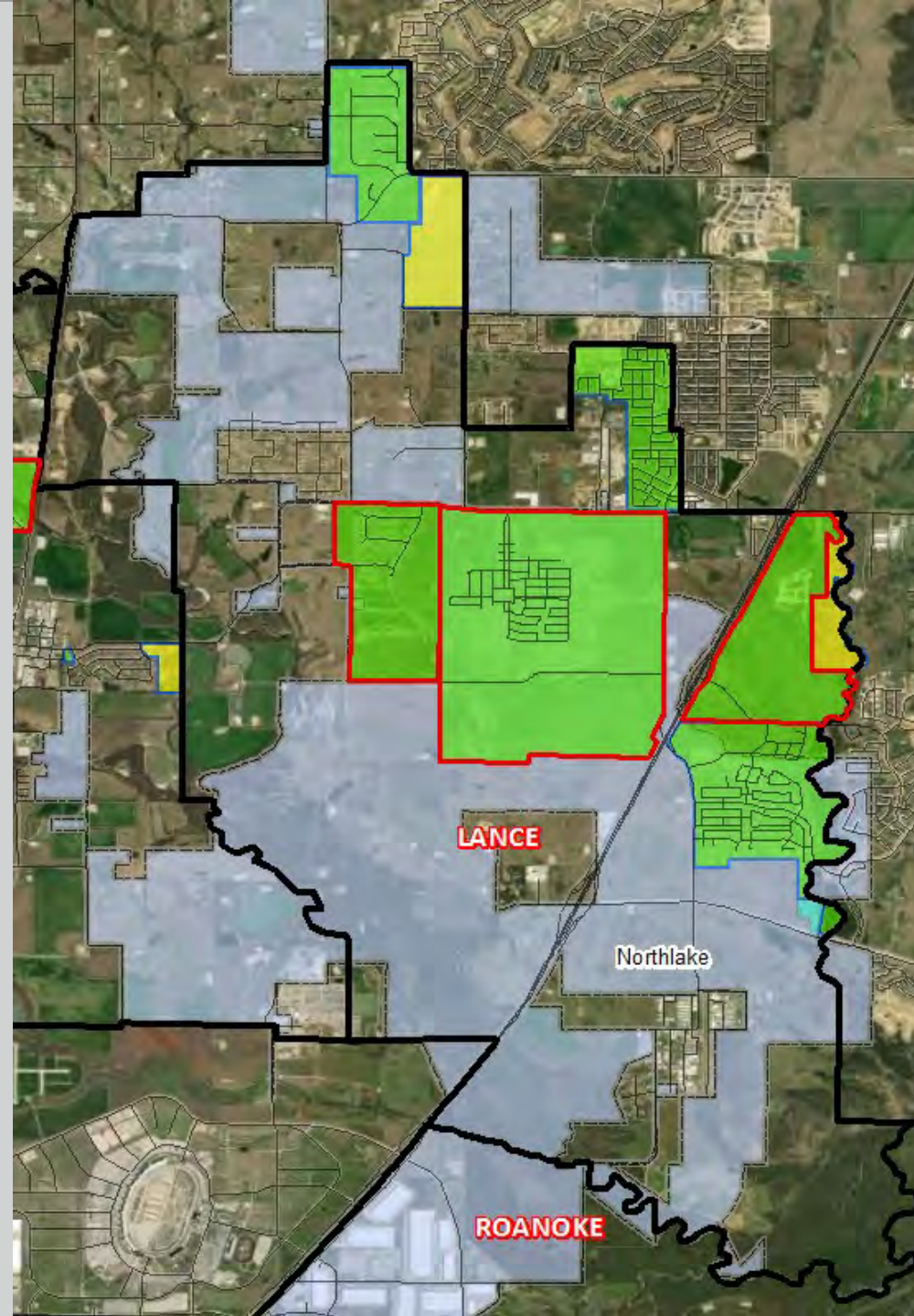
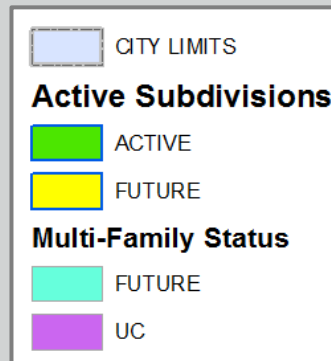
Construction / Growth Update



District Housing Overview



Northlake Overview



The Highlands

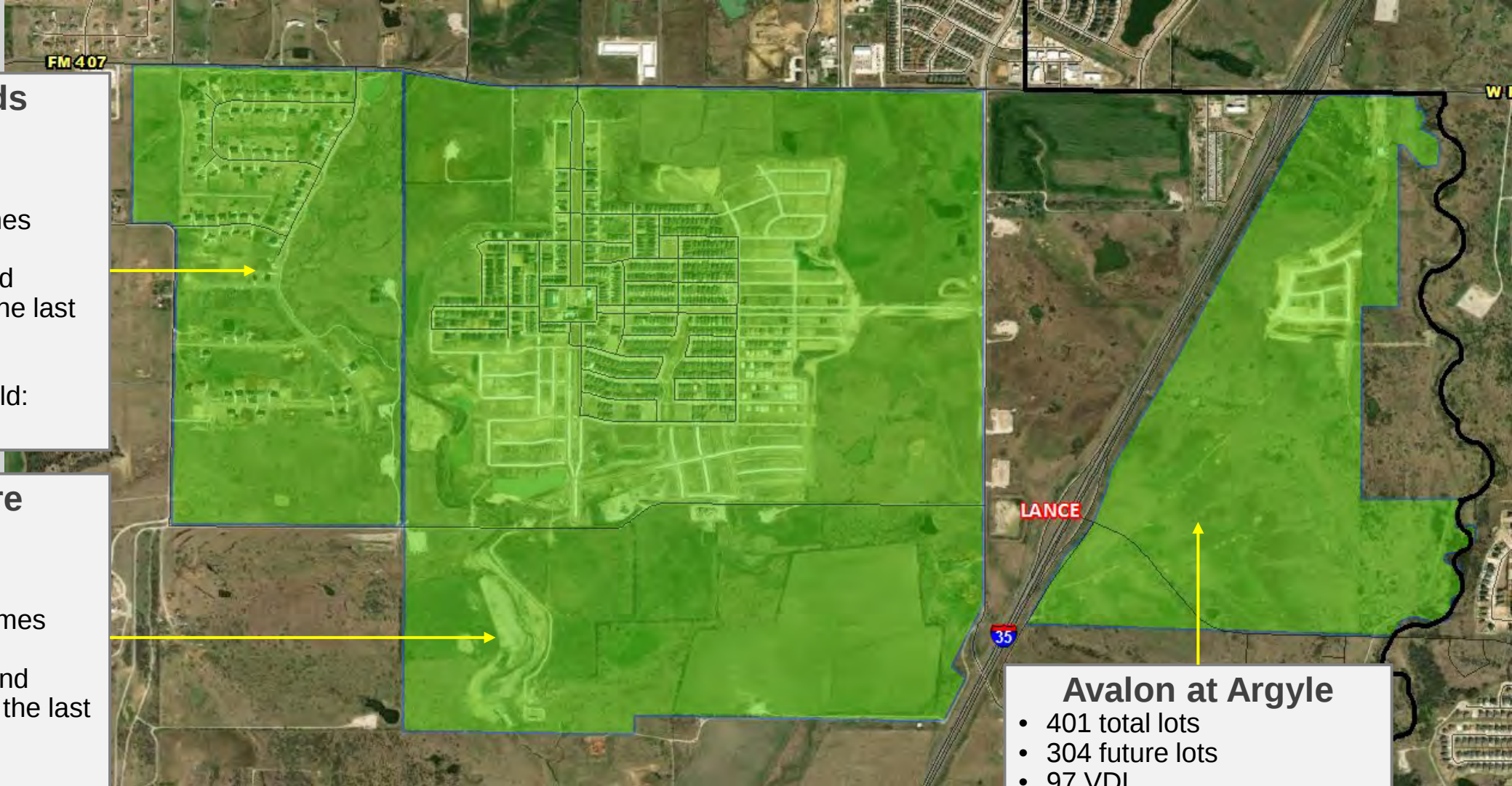
- 251 total lots
- 15 future lots
- 84 occupied homes
- 124 VDL and 27 homes under construction
- Started 32 homes and closed 23 homes in the last 12 months
- PP: \$500K-\$825K
- Occupied student yield: 0.429

Pecan Square

- 3,254 total lots
- 1,913 future lots
- 660 occupied homes
- 464 VDL and 184 homes under construction
- Started 472 homes and closed 396 homes in the last 12 months
- PP: \$290K-\$715K
- Single Family and Townhomes
- Occupied student yield: 0.358

Avalon at Argyle

- 401 total lots
- 304 future lots
- 97 VDL
- Groundwork underway on 130 additional lots
- PP: \$380K-\$450K



Canyon Falls

- 1,023 total lots
- 923 occupied homes
- 34 VDL and 50 homes under construction
- Started 172 homes and closed 185 homes in the last 12 months
- PP: \$275K-\$315K
- Split between NISD and Argyle ISD
- Occupied student yield: 0.332

LIV Canyon Falls

- 300 future Multi-Family units
- Preliminary plat approved October 2021

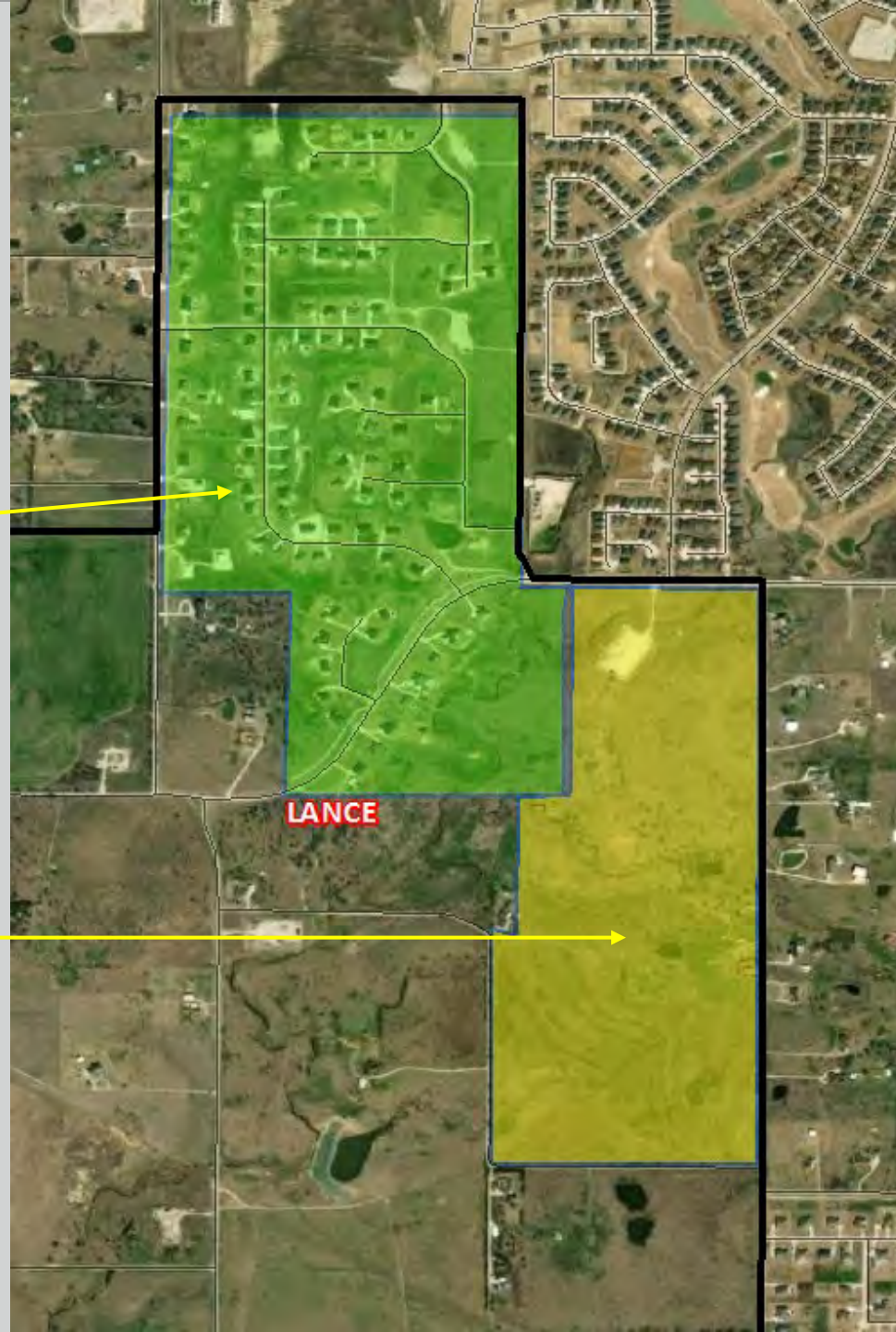


Stardust Ranch

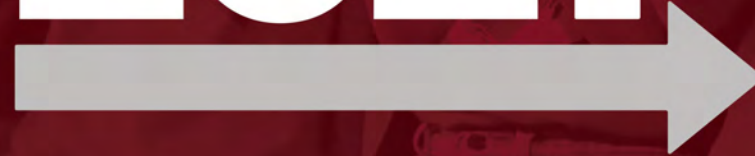
- 150 total lots
- 97 occupied homes
- 18 VDL and 35 homes under construction
- Started 51 homes and closed 45 homes in the last 12 months
- PP: \$600K-\$745K
- Occupied student yield: 0.598

Faught Ranch

- 60 future lots
- Large lots, slow build once underway
- No movement in several years



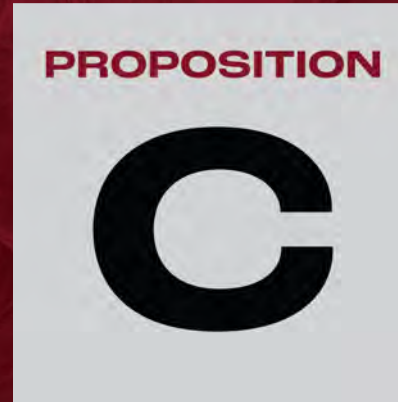
NORTHWEST ISD
BOND
2021↑



Voters approved three propositions to address growth and school equity in Northwest ISD.



**SCHOOL
FACILITIES &
CAPITAL
IMPROVEMENTS
\$712,400,000**



**MIDDLE SCHOOL
RECREATIONAL
FACILITIES
\$5,700,000**



**TECHNOLOGY
DEVICES
\$19,400,000**

TOTAL BOND PACKAGE AMOUNT: \$737,500,000

No Change to Tax Rate

NISD had to comply with a new state law that requires certain project types to be separated out on different propositions.



New Facilities & Capital Projects

- Elementary Schools #22, 23
- Middle School #7
- Replacement schools: Hatfield and Seven Hills elementary schools, Pike Middle School
- Northwest High School Expansion
- Pre-K Classrooms
- Land for future schools
- Buses



Middle School Recreation Facilities

- Tennis courts, athletic field and track at Middle School #7
- Tennis court resurfacing at four middle schools
- Tennis courts added to Medlin Middle School

Recreation facilities for Middle School #7 and technology devices for all new schools were required to be placed on separate ballot propositions because of new state law.

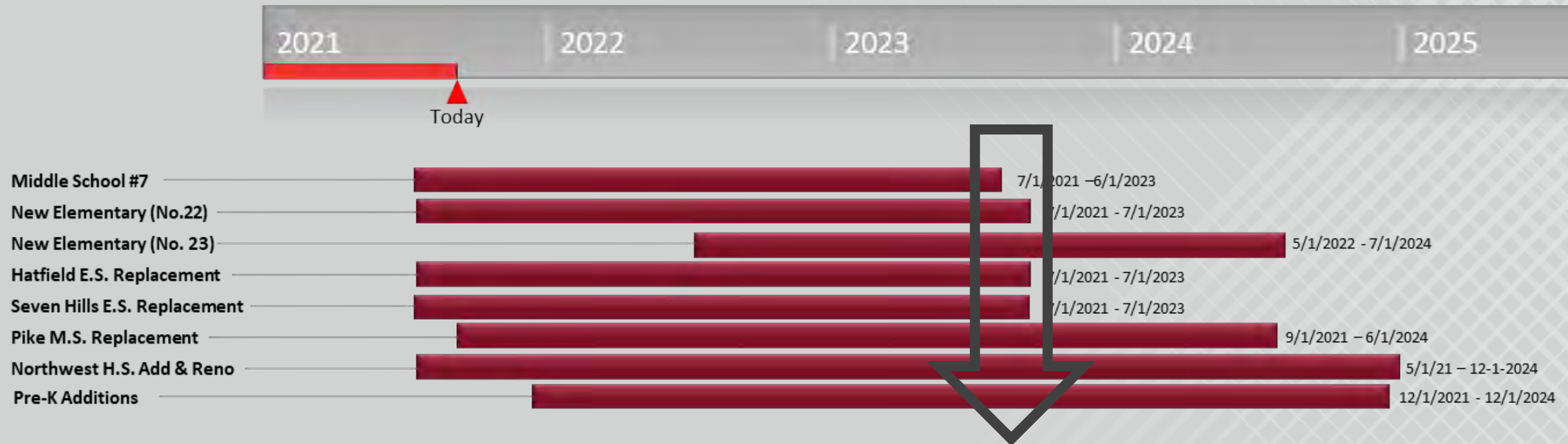


Technology Devices

- New student devices
- New teacher devices

Anticipated Bond 2021 Project Schedule

New Schools & School Renovations

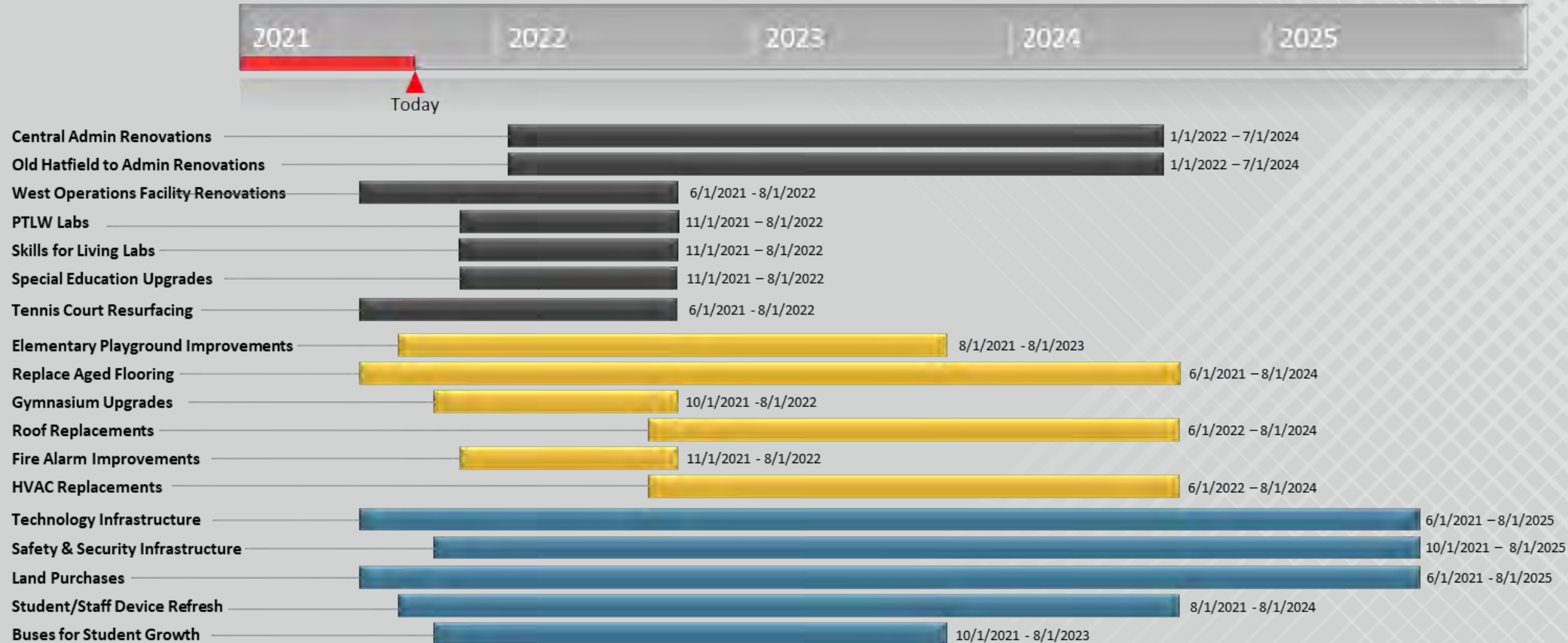


Five new schools opening 2023

- New Elementary (No. 21) – 2017 Bond
- 4 Schools from 2021 Bond

Anticipated Bond 2021 Project Schedule

Upgrades, Replacements, and Other Projects

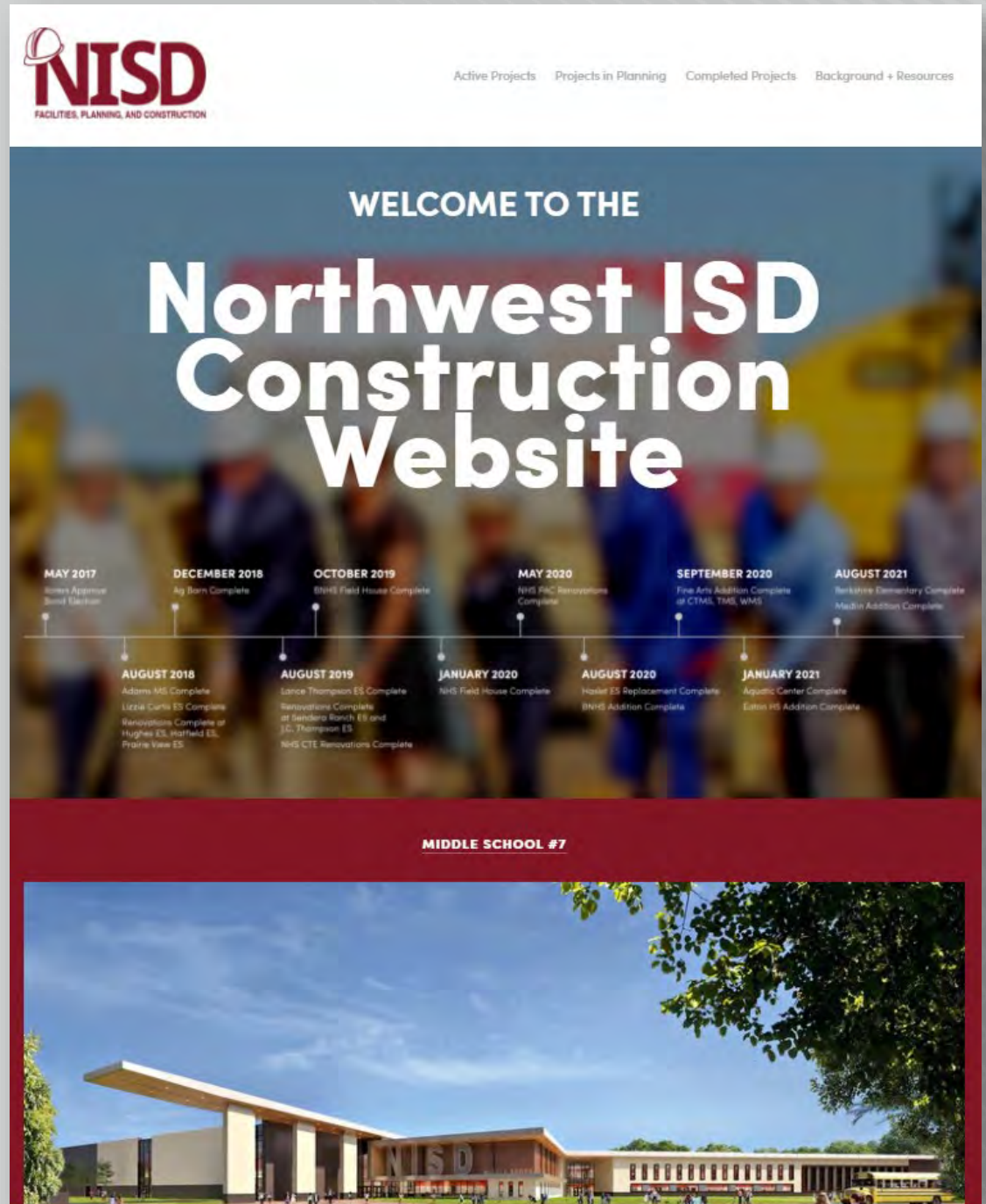


Northwest ISD Construction Website

Visit

[NISDtxconstruction.org](https://nisdtxconstruction.org)

for updated information on active and
planned projects.



Current and Future NISD Schools

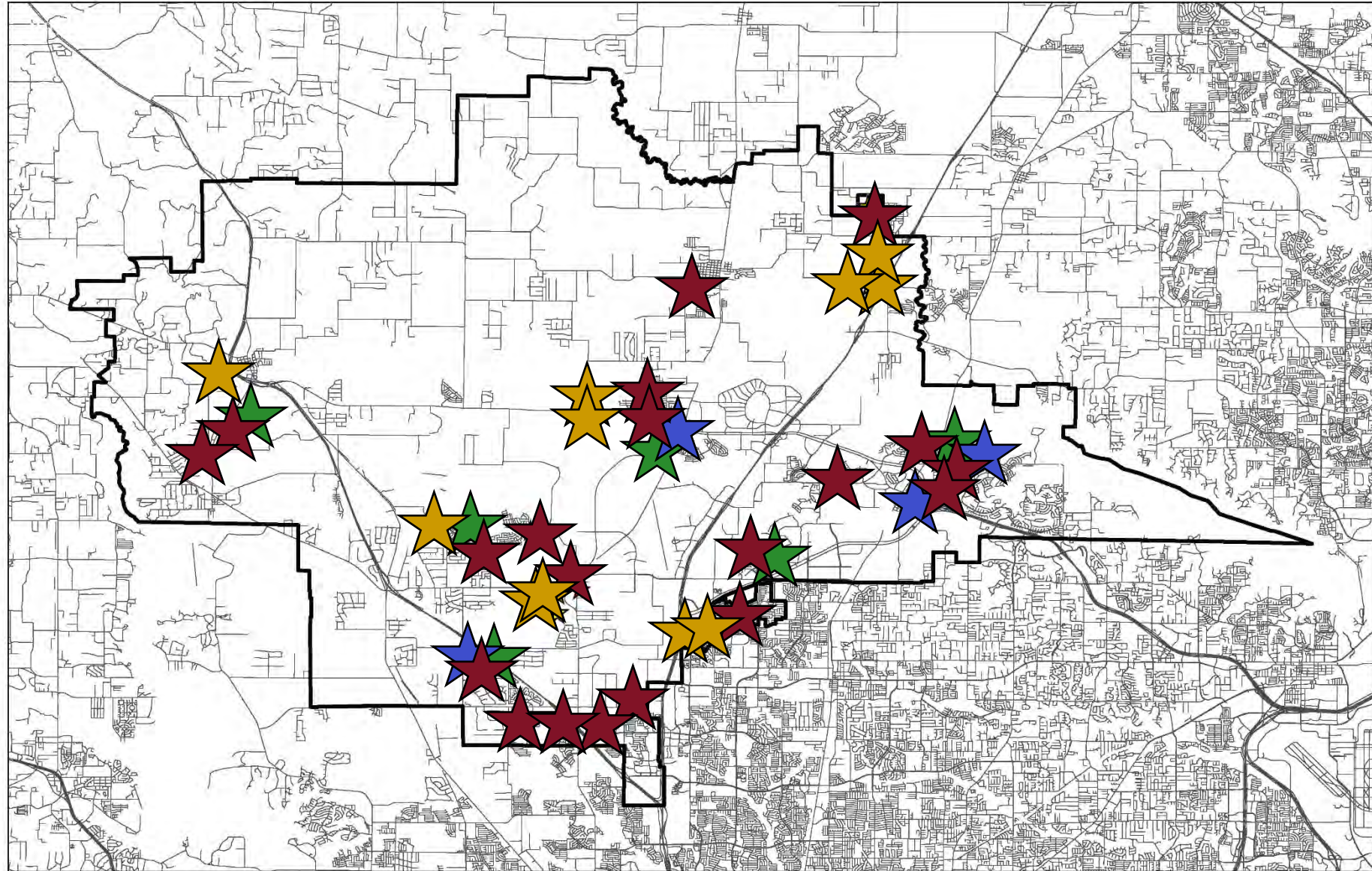
Current Schools

- ★ 20 Elementary Schools
- ★ 6 Middle Schools
- ★ 4 High Schools

Future Schools

- ★ 4 Elementary Sites
- ★ 3 Middle School Sites
- ★ 4 High School Sites

41 Total School Sites



Superintendent Search



Superintendent Search

- November 4, 2021 – Board selected **Leasor Crass** to facilitate search process
- January 2022 – Superintendent Profile developed based on community feedback
- Early Spring 2022 – Applicants identified; interviews completed
- Late Spring 2022 – Lone Finalist Named
- 21-day Lone Finalist waiting period
- New Superintendent named for start of 2022-2023



We appreciate you!
Questions?

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 27, 2022

REF. DOC.: NORTHLAKE INVESTMENT POLICY UPDATED 2021

SUBJECT: FY 2022 FIRST QUARTER INVESTMENT REPORT (OCT-DEC 2021)



GOALS/OBJECTIVES:

- Exercise Fiscal Responsibility

BACKGROUND INFORMATION:

- Fiscal Year 2022, first quarter total cash and investment book value - \$35,014,581
- First quarter total interest earnings - \$23,364
- Up 7% or \$1,624 from last quarter



Town of Northlake
Quarterly Investment Report
For the Quarter Ended December 31, 2021

13 Weeks Treasury Bill Yield: 0.04%

Wells Fargo Bank

Investment Description	Beginning Balance	Deposits	Withdrawals	Interest	Ending Balance
Wells Fargo - Investment Account	\$ 3,651,515.06			\$ 1,472.90	\$ 3,652,987.96
Wells Fargo - General Account	\$ 3,779,820.43	\$ 7,888,664.83	\$ (7,599,142.30)		\$ 4,069,342.96
Wells Fargo - Payroll Account	\$ -	\$ 1,373,151.27	\$ (1,373,151.27)		\$ -
First Financial Totals	\$ 7,431,335.49	\$ 9,261,816.10	\$ (8,972,293.57)	\$ 1,472.90	\$ 7,722,330.92

APR: 0.16%
 Avg WAM* in Days : N/A

LOGIC

Investment Description	Beginning Balance	Deposits	Withdrawals	Interest	Ending Balance
LOGIC - General Fund	\$ 6,320,432.32			\$ 791.39	\$ 6,321,223.71
LOGIC Totals	\$ 6,320,432.32	\$ -	\$ -	\$ 791.39	\$ 6,321,223.71

APR: 0.0737%
 Avg WAM* in Days : 56

LAMAR

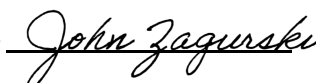
Investment Description	Beginning Balance	Deposits	Withdrawals	Interest	Ending Balance
Lamar - ICS Accounts	\$20,949,926.92			\$ 21,100.00	\$ 20,971,026.92
LOGIC Totals	\$ 20,949,926.92	\$ -	\$ -	\$ 21,100.00	\$ 20,971,026.92
Total Cash & Investments	\$ 34,701,694.73	\$ 9,261,816.10	\$ (8,972,293.57)	\$ 23,364.29	\$ 35,014,581.55

APR: 0.40%
 Avg WAM* in Days : N/A

*WAM (Weighted Average Maturity) is the mean average of the periods of time remaining until the securities held are (1) scheduled to be repaid or (2) would be repaid upon demand or (3) are scheduled to have their interest rate readjusted to reflect current market rates.

The undersigned serves as the Investment Officer* for the Town of Northlake. I certify that all instruments held in the Town's investment portfolios for the period October 1, 2021 through December 31, 2021 (a) met the investment guidelines and complied with the investment strategies as authorized by the Town's Investment Policies, and (b) did not violate any applicable provisions of section 2256 of the Government Code of Texas.

SIGNED: 

INVESTMENT OFFICER 

DATE 1/20/2022

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 27, 2022

REF. DOC.: UNIFIED DEVELOPMENT CODE (UDC)

SUBJECT: UDC AMENDMENT TO REQUIRE ZONING CHANGE SIGNS



GOALS/OBJECTIVES:

- Reinforce our Identity; Define who we are (and don't settle for less)

BACKGROUND INFORMATION:

- Notification of zoning changes
 - Public hearings required before P&Z and Town Council
 - Current notification methods used
 - Published in Denton Record Chronicle
 - Mailed to property owners within 200 feet
 - Posted on website and on Town Hall bulletin board
 - Signs often used for notification
 - Not required by state law
 - Required by many but not all area cities
 - Not currently required by Northlake
 - Helps ensure notification of parties not reached by other forms of notification
- Discussion items related to requiring signs for zoning changes
 - Type of signs
 - Size of signs
 - Sign content
 - Number of signs and placement
 - Responsibility for purchasing, placement, and monitoring of signs
 - Timing of posting, removal, and replacement of signs

COUNCIL ACTION:

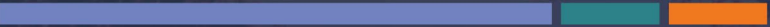
- Provide direction to staff for developing zoning change sign requirements

NEXT STEPS:

- February 1st P&Z Meeting
 - Briefing and input from P&Z
- March 1st P&Z Meeting
 - Public hearing and recommendation on UDC amendment
- March 10th Town Council Meeting
 - Public hearing and action on UDC amendment

TOWN OF NORTHLAKE

UDC Amendment to Require Zoning Change Signs



JANUARY 27, 2022



CURRENT NOTIFICATION REQUIREMENTS

- Public hearings required for all zoning changes
 - Planning & Zoning Commission
 - Town Council
- Notification methods required for zoning change public hearings
 - Published in Denton Record Chronicle (min. 15 days before hearing)
 - Mailed to property owners within 200 feet (min. 10 days before hearing)
 - Placed on agenda (min. 72 hours before meeting/hearing)
 - Posted on website (at time of published notice)
 - Posted at Town Hall on bulletin board (at time of published notice)

ZONING CHANGE SIGNS

- Sometimes used as another method of notification
- Not required by state law like other notification methods
- Required by many but not all area cities
- Not currently required in Northlake
 - Not required in zoning ordinance before UDC
 - Not incorporated in UDC
- Councilmember has expressed interested in requiring such signs

ADVANTAGES OF SIGNS

- Adds another method of notification
- Helps ensure notification of all interested parties
 - Outside 200-foot notification area
 - Non property owners
 - Citizens that do not regularly
 - Visit the Town website
 - Review meeting agendas
 - Read legal notices in the newspaper
- Provides visual landmark for subject property

DISCUSSION ITEMS

- Type of signs
- Size of signs
- Sign content
- Number of signs and placement
- Responsibility for purchasing, placement, and monitoring of signs
- Timing of posting, removal, and replacement of signs

TYPE OF SIGNS

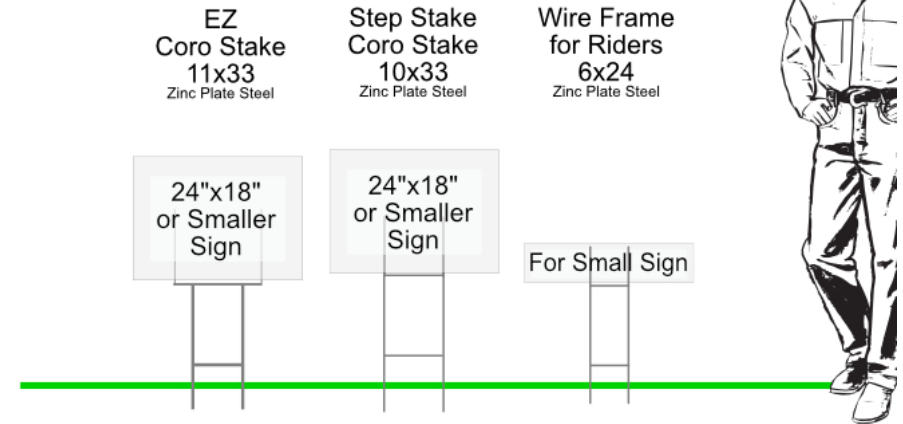
- Durable and reusable
 - Thick metal frames
 - Expensive one time cost
 - Cheaper if reused over time
 - Not as customizable
 - Good for larger signs
- One-time use/disposable
 - Corrugated plastic with wire frame
 - Cheaper one time cost
 - More expensive over time
 - Customizable
 - Good for multiple signs



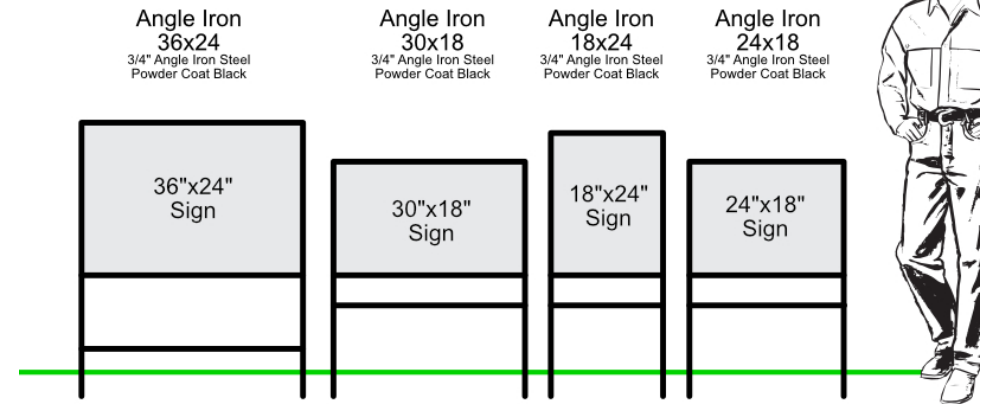
SIZE OF SIGNS

- 12"x18" to 24"x36"
 - Corrugated plastic with wire frame
 - Larger
 - More noticeable and readable
 - May not withstand wind as well
 - Smaller
 - Not as noticeable and readable
 - Withstands wind better
- 24"x36" and larger
 - Metal frames
 - Sturdier at larger sizes
 - Some cities require 4'x4'

WIRE FRAMES - For Corrugated Plastic Only



ANGLE IRON FRAMES - For All Substrates



SIGN CONTENT

- Possible content
 - Town logo
 - Case number & case type
 - Date, time & location of public hearings
 - Town contacts for more information
 - Website
 - Phone number
 - Applicant name and contact information
- Issues to consider with content
 - Compatibility of content with type & size of sign
 - Readability
 - Can direct to other sources for more information



NUMBER OF SIGNS AND PLACEMENT

- Number of signs
 - At least one sign per street frontage
 - More signs for larger frontages such as:
 - One sign for each frontage less than 500'
 - Two signs for each frontage of 500'-2,000'
 - Three signs for each frontage greater than 2,000'
- Placement of signs
 - All signs generally spaced evenly
 - Placed perpendicular to street frontage with text on each side
 - Must be visible from street
 - Outside right-of-way or at least 10 feet from edge of street
 - But no more than 20 feet inside the property line

RESPONSIBILITY FOR SIGNS

- Who will purchase the signs?
 - Town can charge fees to recoup costs
 - Applicant potentially through preferred vendors
 - Choice may depend on the size and type of sign
- Who will be responsible for placement of the signs?
 - Town staff if Town is purchasing and reusing signs
 - Applicant or their vendor if they are purchasing signs
 - Town staff can verify proper placement
- Who is responsible for maintaining and monitoring sign placement?
 - Applicant should be responsible for maintaining and monitoring signs
 - Town staff can also monitor regularly

TIMING ISSUES

- Timing of sign posting
 - After initial review
 - Certain time before scheduled public hearing similar to other notices
- Timing of sign removal
 - Not to be removed until after approval, denial, or withdrawal of request
 - Must be removed within a certain period following approval or denial
- Timing of replacement or repair
 - Applicant to notify Town staff immediately if sign is missing or in disrepair
 - Town staff to notify applicant immediately if sign is missing or in disrepair
 - Applicant to repair or replace sign within a certain period of notification
 - More standardized sign could be replaced more quickly
 - Penalty for failure to maintain and replace/repair signs within designated period

NEXT STEPS

- February 1st P&Z Meeting
 - Briefing and input from P&Z
- March 1st P&Z Meeting
 - Public hearing and recommendation on UDC amendment
- March 10th Town Council Meeting
 - Public hearing and action on UDC amendment

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 27, 2022

REF. DOC.: HEALTH AND SAFETY CODE, SECTION 775.051 EXPANSION OF DISTRICT TERRITORY

SUBJECT: ANNEXATION OF AREAS OF NORTHLAKE ETJ INTO DENTON COUNTY EMERGENCY SERVICE DISTRICT NO. 1



GOALS/OBJECTIVES:

- Protect the Public; Maintain safe community with support of diligent and aware residents
- Advance Northlake's Interests; Capture and incorporate ETJ as opportunities develop
- Define Future Amenities; Prioritize Town-provided services

BACKGROUND INFORMATION:

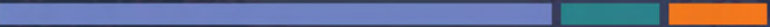
- Denton County Emergency Services District No. 1 (DCESD1) created in 2006 with 62% vote
- DCESD1 boundaries include and provides emergency services for following communities:
 - o Northlake and ETJ (except west of FM 156 and newly exchanged areas)
 - o Argyle and ETJ
 - o Corral City and ETJ
 - o Copper Canyon and ETJ (excluding Lantana)
 - o Bartonville and ETJ
 - o Denton ETJ south of Brush Creek Rd. (excluding Lantana)
- Westview Trails (Baker Property and Denton County MUD No. 10) seeking emergency services
- Expansion of District Territory requires following:
 - o Petition from residents or property owner of area to be annexed
 - o Election of voters in the area to be included
 - o Election of voters in the existing district
 - o Next available local election May 7, 2022, Deadline to include special measure February 18
- Nearest fire stations to Westview Trails:
 - o Justin Community Fire Station – two miles away
 - o Fort Worth Fire Station No. 11 – three miles away
 - o DCESD Station No. 514 – over seven miles away and at-grade crossing of BNSF railroad

COUNCIL DIRECTION:

- Seek guidance from Council on various options to provide emergency services to ETJ

TOWN OF NORTHLAKE

Local Election to Annex Additional Territory into Denton County Emergency Services District No. 1



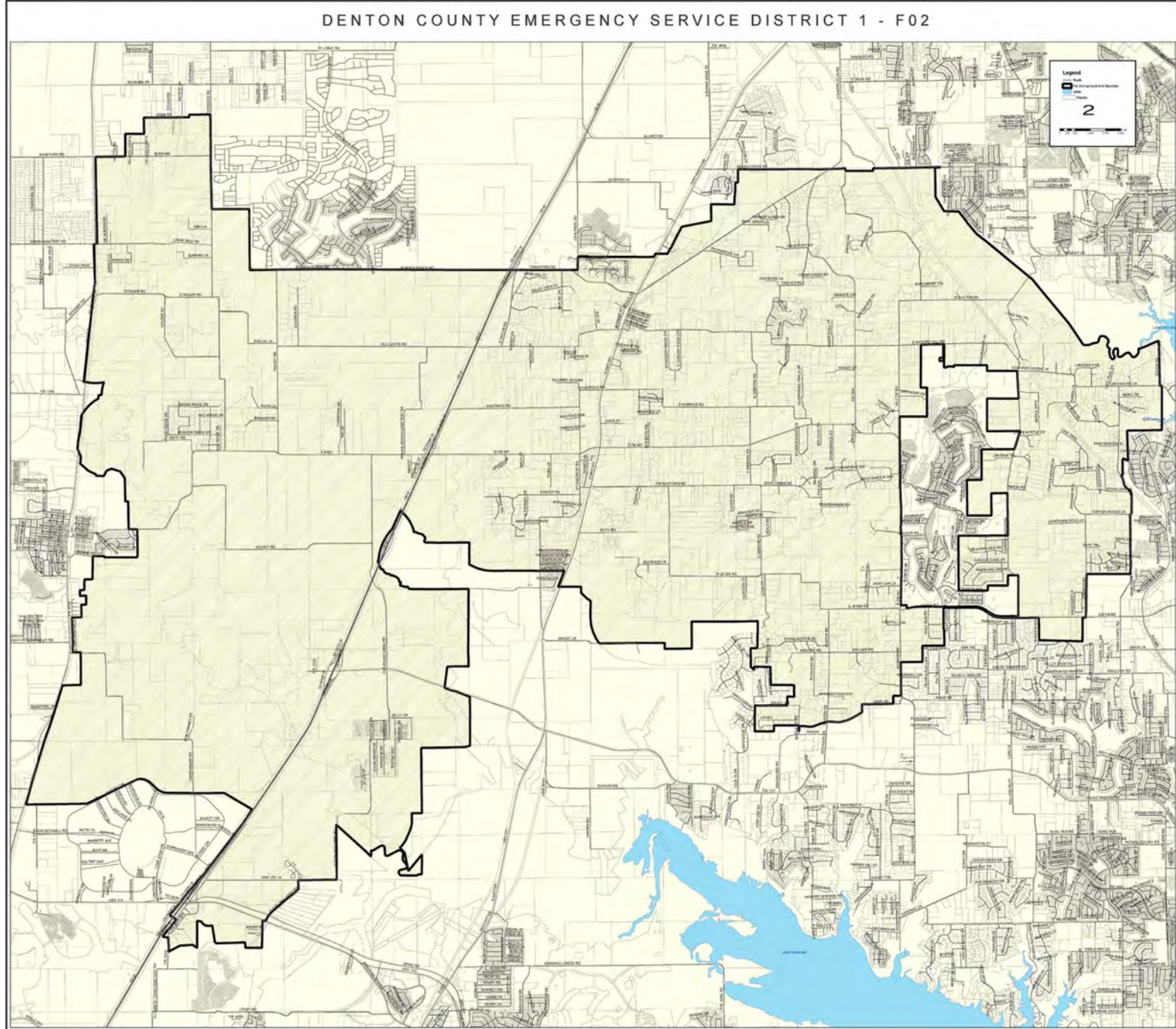
JANUARY 27, 2022



BACKGROUND

- Denton County Emergency Services District No. 1 (DCESD1)
- District created in 2006 with 62% vote
- District boundaries include following cities:
 - Northlake and ETJ (except west of FM 156 and newly exchanged areas)
 - Argyle and ETJ
 - Corral City and ETJ
 - Copper Canyon and ETJ (except Lantana)
 - Bartonville and ETJ
 - Denton ETJ south of Brush Creek Rd (except Lantana)

DCESD I BOUNDARY MAP



CURRENT SITUATION

- Boundary between Northlake and Justin recently resolved
- Areas now in Northlake ETJ but not in DCESD1 boundary
- Areas in Northlake ETJ west of FM 156 beginning to develop
 - Westview Trails (Baker Property) – 380 residential units
 - Oliver Creek RV Park (CKD Holdings) – 250 RV/cabin units
- Areas previously in Justin now in Northlake ETJ
 - Downe Properties (SE corner Trail Creek Dr. and Downe Rd.)
 - Taylor Properties (North of FM 407 and east of FM 156)

ANNEXING ADDITIONAL TERRITORY

- Special measure election required in both:
 - Area to be annexed
 - All of existing district
- Deadline to announce election – February 18
- District-wide election costs - \$32,000
- DCESD1 will not contribute election costs
- Baker will contribute to election costs in Westview Trails

ALTERNATIVES TO ANNEXATION

- Westview Trails MUD contract directly with DCESD1
 - Follow example of Lantana FWSDs
 - DCESD1 Fire Station 514, over seven miles away
- Westview Trails MUD contract directly with Justin VFD
 - Justin Community Fire Station, two miles away
- Town of Northlake contract directly with Justin VFD
- MUD or Town contract directly with Fort Worth FD
 - Fort Worth Fire Station 11, three miles away

TOWN OF NORTHLAKE COUNCIL ITEM NO. 3

DATE: JANUARY 27, 2022

ITEM: PUBLIC INPUT



TOWN OF NORTHLAKE COUNCIL ITEM NO. 4

DATE: JANUARY 27, 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

The Northlake Town Council convened in a Regular Meeting on January 13, 2022, 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
Rena Hardeman, Place 1
Michael Ganz, Place 2
Brian Montini, Mayor Pro Tem

Bill Moore, Place 5
Wes Boyer, Place 6

Roger Sessions, Place 4 - Absent with Notice

Also present were Drew Corn, Town Manager and Ashley Dierker, Town Attorney.

- Invocation was given by Pastor Robert Baldew, St. Peter Church.
- The Pledge of Allegiance to the United States and Texas Flags was recited.

2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

A. Intergovernmental Affairs Update - Argyle Independent School District Attendance Zone Boundary Revisions Affecting Northlake

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

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

The item was presented by Drew Corn, Town Manager, and commentary followed. Formal consideration of the item was to be addressed later in the meeting.

C. Briefing - Review of Strategic Planning Session Report

The item was presented by Drew Corn, Town Manager, and commentary followed. Formal consideration of the item was to be addressed later in the meeting.

D. Briefing - Master Thoroughfare Plan/Roadway Impact Fee Update

The item was presented by Drew Corn, Town Manager, and Dennis Haar, Halff Associates (Consulting Engineer); commentary followed. There was no direction provided as the briefing was an update in advance of the scheduled public hearing/consideration of the item on January 27th.

E. Presentation - Purchasing Card Policy Update

The item was presented by John Zagurski, Finance Director, and commentary followed. There was no direction provided as the item was for presentation purposes.

F. Presentation - Finance Update on Process Improvements

The item was presented by John Zagurski, Finance Director, and commentary followed. There was no direction provided as the item was for presentation purposes.

3. PUBLIC INPUT

There was no public input received.

4. CONSENT ITEMS

The Consent Agenda consisted of items 4.G.- 4.J. Mayor Rettig pulled Items 4.G. and 4.H., for individual consideration.

Council Member Ganz moved to approve the Consent Agenda now consisting of Items 4.I. and 4.J. Motion seconded by Mayor Pro Tem Montini. Motion carried.

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

NAYS (0): None

ABSENT (1): Sessions

I. Consider Resolution 22-02, approving and setting the Town Meeting and Holiday Calendar for the 2022 Calendar Year

APPROVED RESOLUTION NO. 22-02

J. Consider Resolution 22-03, approving the goals and action items discussed during the November 19-20, 2021, Strategic Planning Session

APPROVED RESOLUTION NO. 22-03

ITEMS PULLED FOR INDIVIDUAL CONSIDERATION

- G. Town Council Meeting Minutes for December 9, 2021

Pulled for individual consideration by Mayor Rettig

APPROVED

Mayor Pro Tem Montini moved to approve the item as amended to include the arrival and departure time and an updated statement regarding Item 5.P. Motion seconded by Mayor Rettig. Motion carried.

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

NAYS (0): None

ABSENT (1): Sessions

- 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

Pulled for individual consideration by Mayor Rettig

APPROVED RESOLUTION NO. 22-01

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

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

NAYS (0): None

ABSENT (1): Sessions

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

APPROVED APPOINTMENT

Mayor Pro Tem Montini moved to approve the appointment of Ms. Maryl Lorencz to the Planning and Zoning Commission for the Unexpired Term, ending on May 31, 2022. Motion seconded by Council Member Boyer. Motion carried.

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

NAYS (0): None

ABSENT (1): Sessions

- 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

APPROVED RESOLUTION NO. 22-04

Mayor Rettig recused himself as to the item, while he is not legally bound to refrain from the discussion, as a condition of his employment, his employer (an investment firm), asked him to not participate in discussions relating to bonds. Mayor Rettig left the Council Chamber and Mayor Pro Tem Montini presided over the meeting during the consideration of the item.

Council Member Ganz moved to approve the item as presented. Motion seconded by Council Member Boyer. Motion carried.

AYES (5): Montini, Hardeman, Ganz, Moore, Boyer

NAYS (0): None

ABSTAIN (1): Rettig

ABSENT (1): Sessions

- 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

The item was presented by Nathan Reddin, Development Director, and commentary followed.

Mayor Retting opened the public hearing at 7:04 p.m., and with no speakers coming forward, the public hearing was closed at 7:04 p.m.

Council Member Ganz moved to approve the item as presented. Motion seconded by Council Member Montini. Motion carried.

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

NAYS (0): None

ABSENT (1): Sessions

- 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

The item was not discussed and no action was taken.

6. EXECUTIVE SESSION

The Town Council convened into an Executive Session at 7:16 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. 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

Mayor Rettig reconvened the Regular Meeting at 8:15 p.m., to address any Council action regarding the items deliberated during Executive Session. No votes or actions were taken on any of the items deliberated.

8. ADJOURN

With no further business, Mayor Rettig adjourned the meeting at 8:15 p.m.

David Rettig, Mayor

Attest:

Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: _____

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 27, 2022

REF. DOC.: TEXAS LOCAL GOVERNMENT CODE CHAPTER 253

SUBJECT: SURPLUS INVENTORY DISPOSAL



STRATEGIC GOALS/OBJECTIVES:

- Protect the Public; provide creative policing with high community engagement to ensure public trust
- Exercise Fiscal Responsibility; sustain the low property tax rate

BACKGROUND INFORMATION:

- State law allows municipalities to dispose of surplus property
- Governing body designates who is responsible for disposition of the surplus property by auction, destruction, or donation
- Vehicles below involved in criminal activity and subsequently awarded to Northlake Police Department through property hearing in Justice of the Peace Court #4
 - 2006 Chevy Van – White
 - 2015 Jeep Grand Cherokee – Black
 - 2007 Chevy Van – White

COUNCIL ACTION:

- Approve resolution and authorize the Town Manager to dispose of the property



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

No. 22 -05

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, DECLARING CERTAIN PERSONAL PROPERTY OWNED BY THE TOWN TO BE SURPLUS PROPERTY AND AUTHORIZING THE TOWN MANAGER TO DISPOSE OF SUCH PROPERTY

WHEREAS, The Town Council of the Town of Northlake, Texas, has determined that certain personal property owned by the Town in the form of certain equipment is no longer needed; has been replaced by other equipment; and is no longer necessary for the Town's current or foreseeable needs; and

WHEREAS, such surplus property, while no longer being of value or benefit to the Town, may be of benefit or value to some other person or entity; and

WHEREAS, the Texas Government Code authorizes the Town to dispose of surplus property.

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

SECTION 1. The Town Council hereby finds and determines that the property identified on the attached Exhibit "A", which is hereby incorporated and made part of this Resolution as if set forth fully at length is no longer necessary for the operations of the Town of Northlake and is hereby declared to be surplus property in accordance with the Texas Government Code.

SECTION 2. The Town Manager is hereby directed to take all reasonable steps to dispose of such items of surplus property and the proceeds there from shall be deposited to the General Fund or appropriate fund.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, this 27th day of January 2022.

Town of Northlake, Texas

David Rettig, Mayor

Attest:

Zolaina R. Parker, Town Secretary



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

EXHIBIT "A"

VEHICLE YEAR	MAKE/MODEL	COLOR	VIN
2006	Chevrolet Van	White	XXXXXXXXXXX3058
2015	Jeep Grand Cherokee	Black	XXXXXXXXXXX1012
2007	Chevrolet Van	White	XXXXXXXXXXX8589

TOWN OF NORTHLAKE COUNCIL ITEM NO. 5

DATE: JANUARY 27, 2022

ITEM: ACTION ITEMS



NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 27, 2022

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

SUBJECT: MASTER THOROUGHFARE PLAN AND ROADWAY IMPACT FEE UPDATE



GOALS/OBJECTIVES:

- Invest in Infrastructure; Continue to invest in infrastructure expansions and improvements
- Invest in Infrastructure; Provide an adequate/functional roadway system
- Reinforce our Identity; Preserve estate development

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
- Council briefed on the MTP & Roadway Impact Fee update at 1/13/22 meeting
 - Changes incorporated in final MTP Update based on Council discussion at briefing
 - Straightened alignment of collectors
 - Proposed collector near intersection with Florance Road
 - Holder Road at Strader Road to stay on current alignment
 - Updated Figure 7 of MTP Update to more accurately reflect changes from current

COUNCIL ACTIONS:

- Hold public hearing on MTP and Roadway Impact Fee Update
- Act on proposed MTP Update and Roadway Impact Fee Report with separate ordinances

ATTACHMENTS:

- Ordinance 22-0127A - Master Thoroughfare Plan Update
- Ordinance 22-0127B - Roadway Impact Fee Report with updated LUA, CIP & impact fees



TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE

ORDINANCE NO. 22-0127A

AN ORDINANCE ADOPTING THE 2022 MASTER THOROUGHFARE PLAN UPDATE REPLACING THE EXISTING THOROUGHFARE PLAN; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Northlake, Texas, adopted a Comprehensive Land Use Plan, known generally as the Northlake Strategic Master Plan, in 2002 which included a Thoroughfare Plan; and

WHEREAS, the Town adopted a Comprehensive Land Use Plan update, known generally as the Northlake Vision and Comprehensive Plan, in 2009 to encourage and coordinate future physical development within the Town which included a Thoroughfare Plan; and

WHEREAS, the Town adopted the Pathway to 2040 Northlake Comprehensive Plan Update in 2016, which provided a guide to the amendments to the Master Thoroughfare Plan that followed; and

WHEREAS, the Master Thoroughfare Plan is a long-range plan that identifies the location and type of roadway facilities needed to meet projected long-term growth within the area and enables the Town to preserve future corridors for transportation system development as the need arises; and

WHEREAS, the Master Thoroughfare Plan map was amended in 2016, 2017, and 2021 to reflect changes to land uses and alignments to better reflect how thoroughfares were being constructed or planned; and

WHEREAS, pursuant to the periodic review required by chapter 395 of the Texas Local Government Code, the Town Council has determined that further revisions to the Master Thoroughfare Plan are necessary to reflect changes to land uses and to the future land use plan, to clean up alignments and thoroughfare types to better match how thoroughfares are currently constructed or planned; and

WHEREAS, upon review and consideration of the Planning and Zoning Commission sitting as the Capital Improvements Advisory Committee at their meeting on January 4, 2022, the Committee provided written comments related to the proposed amendments to the Master Thoroughfare Plan and recommended approval of the 2022 Master Thoroughfare Plan Update as provided herein; and

WHEREAS, the Town Council held a public hearing on January 27, 2022 after proper notification thereof with respect to the adoption of the proposed Master Thoroughfare Plan Update in accordance with the UDC and the Texas Local Government Code; and

WHEREAS, the Town Council has determined that the updated plan as outlined herein is in the best interest of the health, safety, and general welfare of the citizens of the Town of Northlake and the public.

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

SECTION 1. The Town Council hereby approves and adopts the Master Thoroughfare Plan Update, dated January 2022, attached hereto as Exhibit “A,” and hereby incorporated herein by reference as if set forth fully at length herein.

SECTION 2. The Master Thoroughfare Plan Update, dated January 2022, attached hereto as Exhibit “A,” approved and adopted herein replaces all previous versions of the Town’s Master Thoroughfare Plan.

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 any of such 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 other ordinance or ordinances are hereby superseded.

SECTION 4. If any section, subsection, paragraph, sentence, phrase or clause of this ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this ordinance, which shall remain in full force and effect; and to this end the provisions of this ordinance are hereby declared to be severable.

SECTION 5. This Ordinance shall be effective immediately upon passage by the Town Council.

PASSED AND APPROVED ON THIS THE 27th DAY OF JANUARY, 2022

Town of Northlake, Texas

David Rettig, Mayor

ATTEST:

Zolaina R. Parker, Town Secretary

EXHIBIT A

MASTER THOROUGHFARE PLAN UPDATE, January 2022

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.

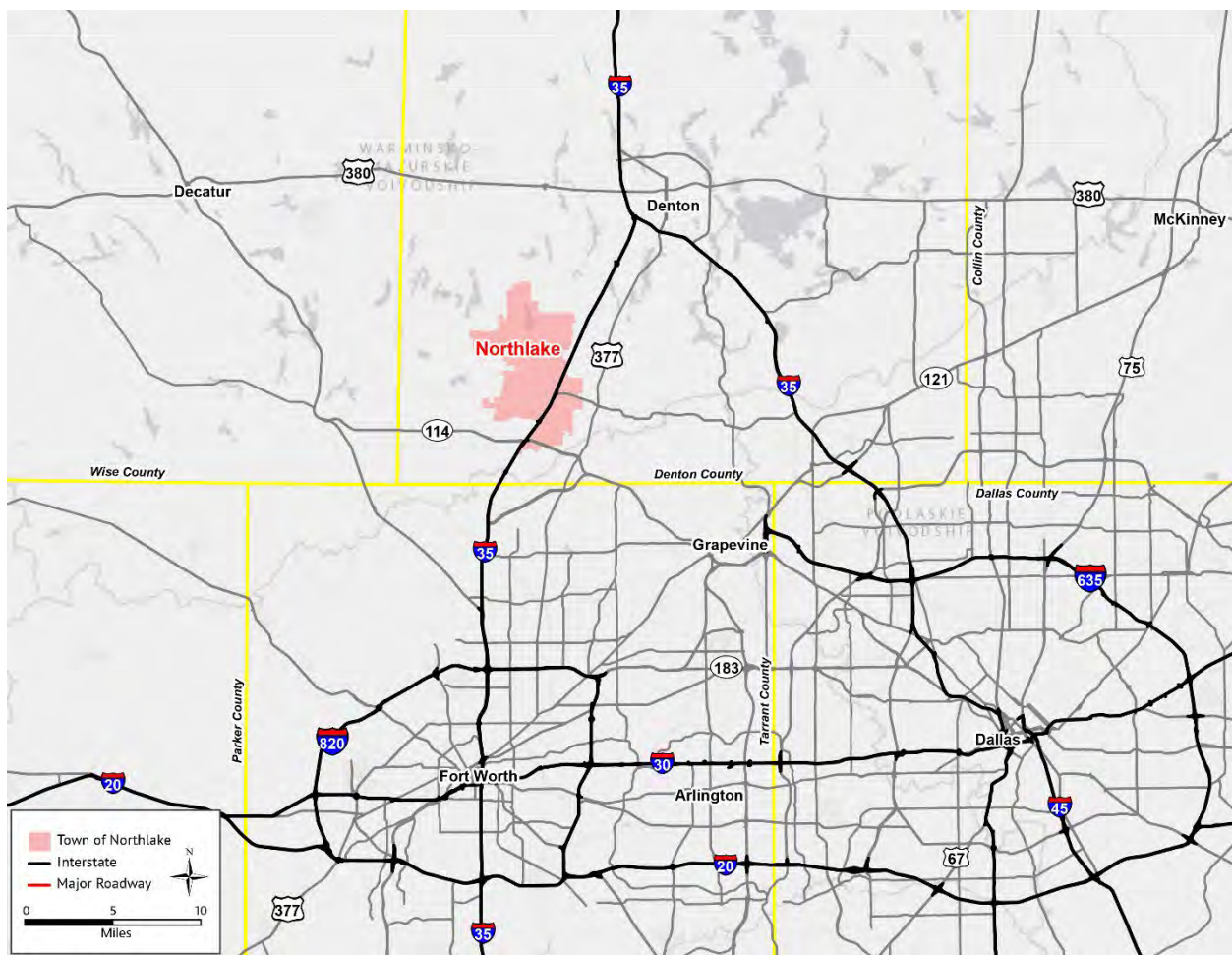


Figure 1 – Regional Map

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.

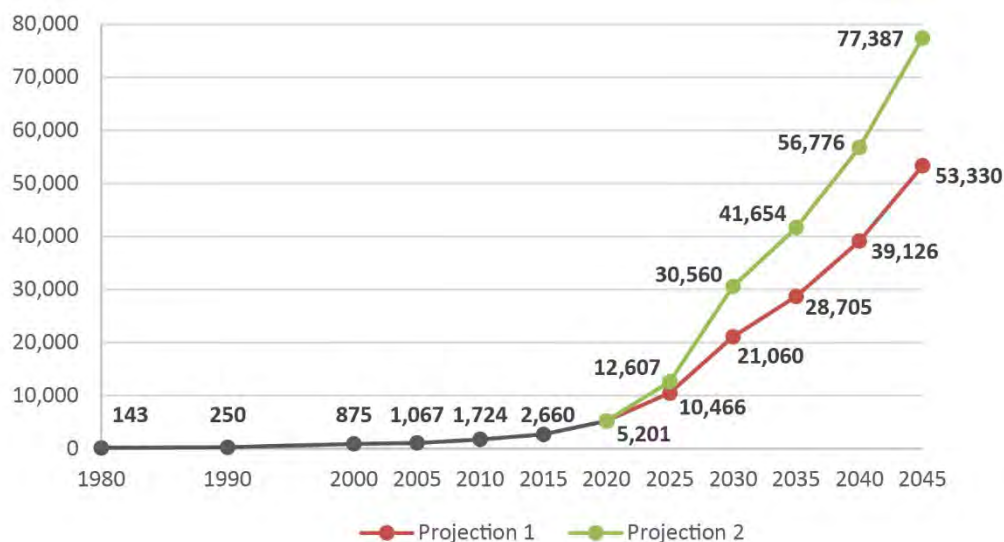


Figure 2 – Northlake Population Projection

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.

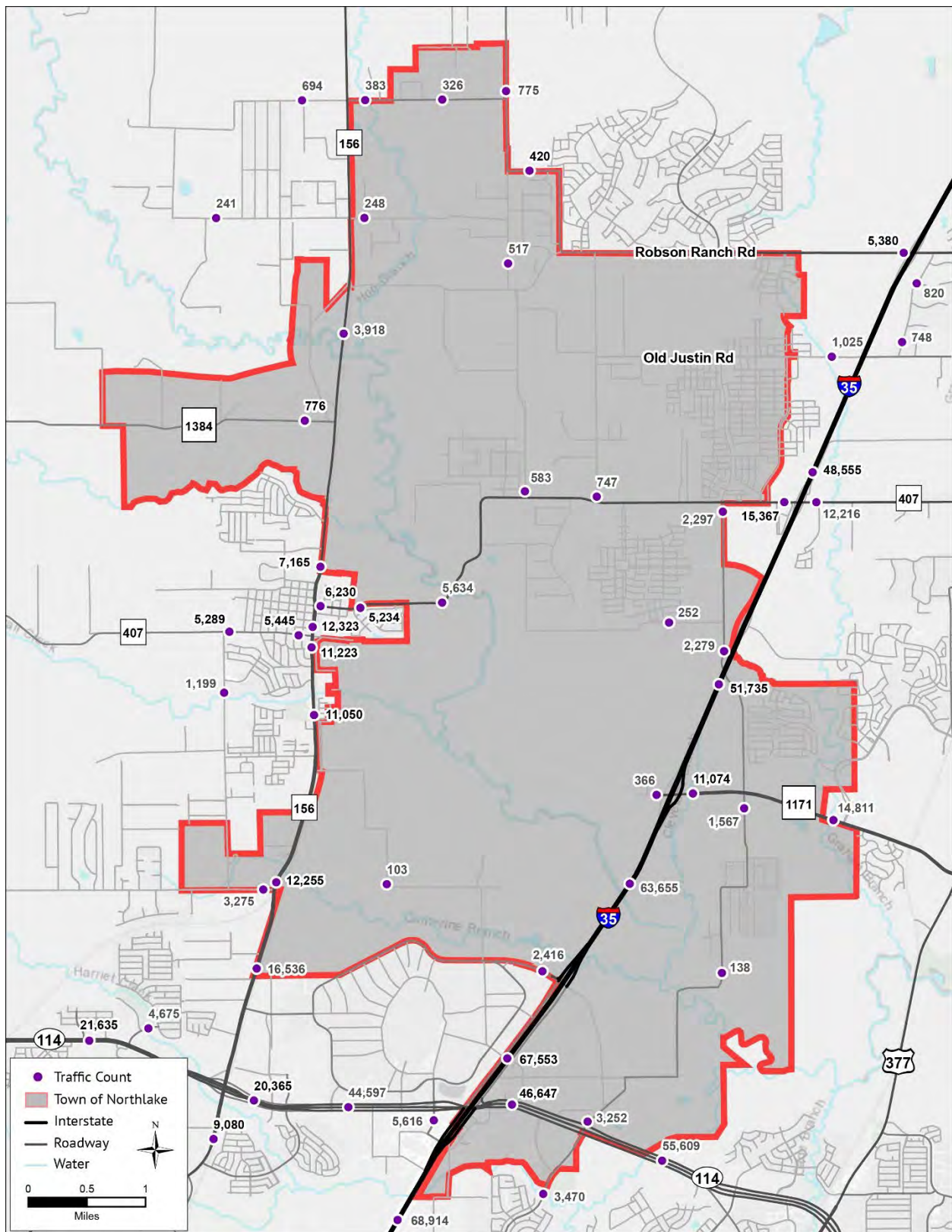


Figure 3 – Transportation System/Traffic Count Map

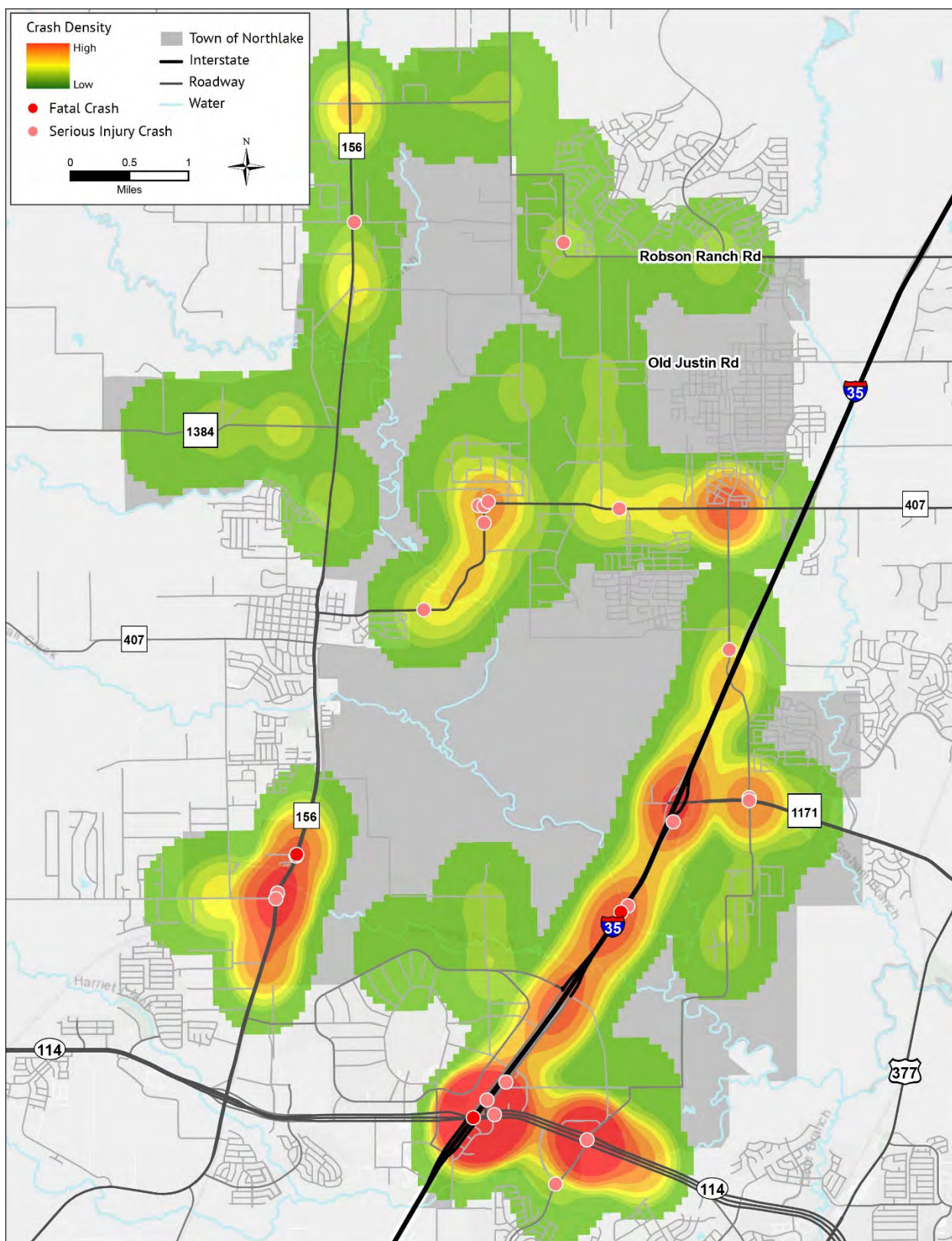


Figure 4 – Crash Density Map

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.

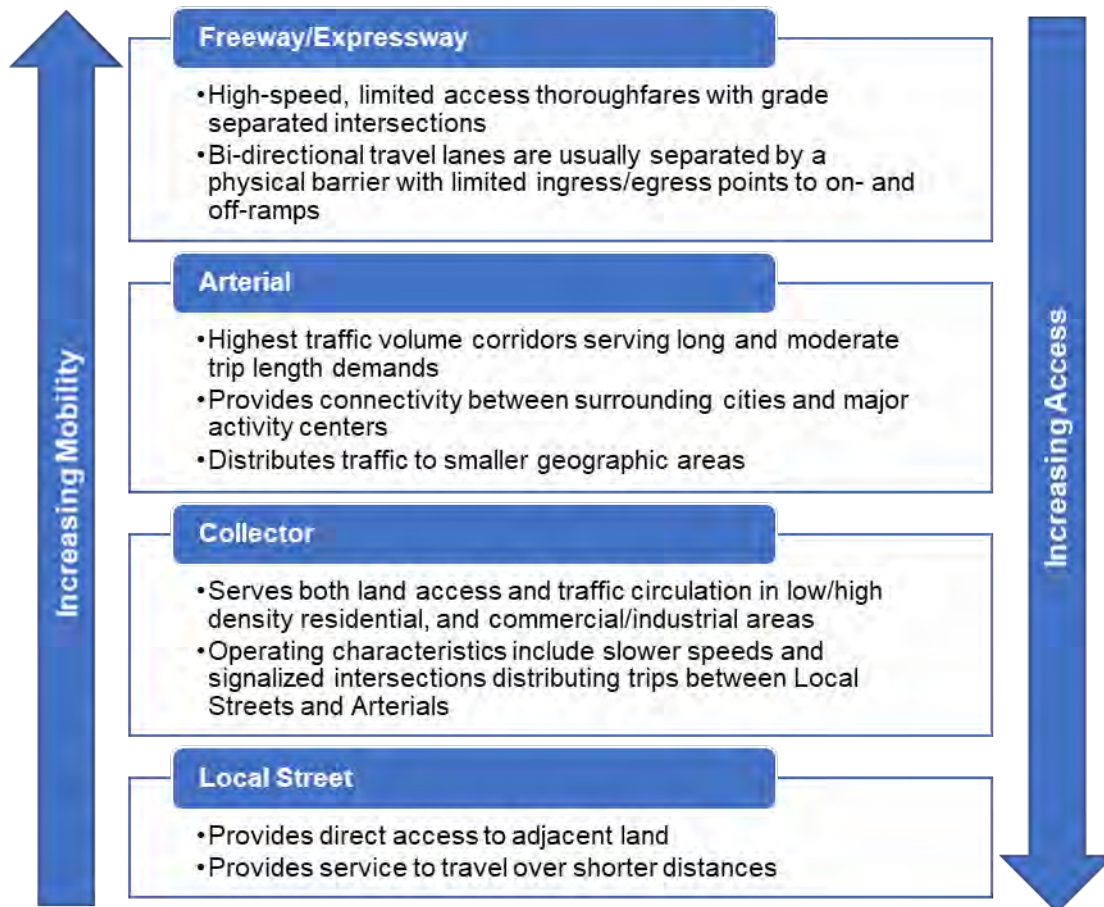


Figure 5 – Street Functional Classification

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.

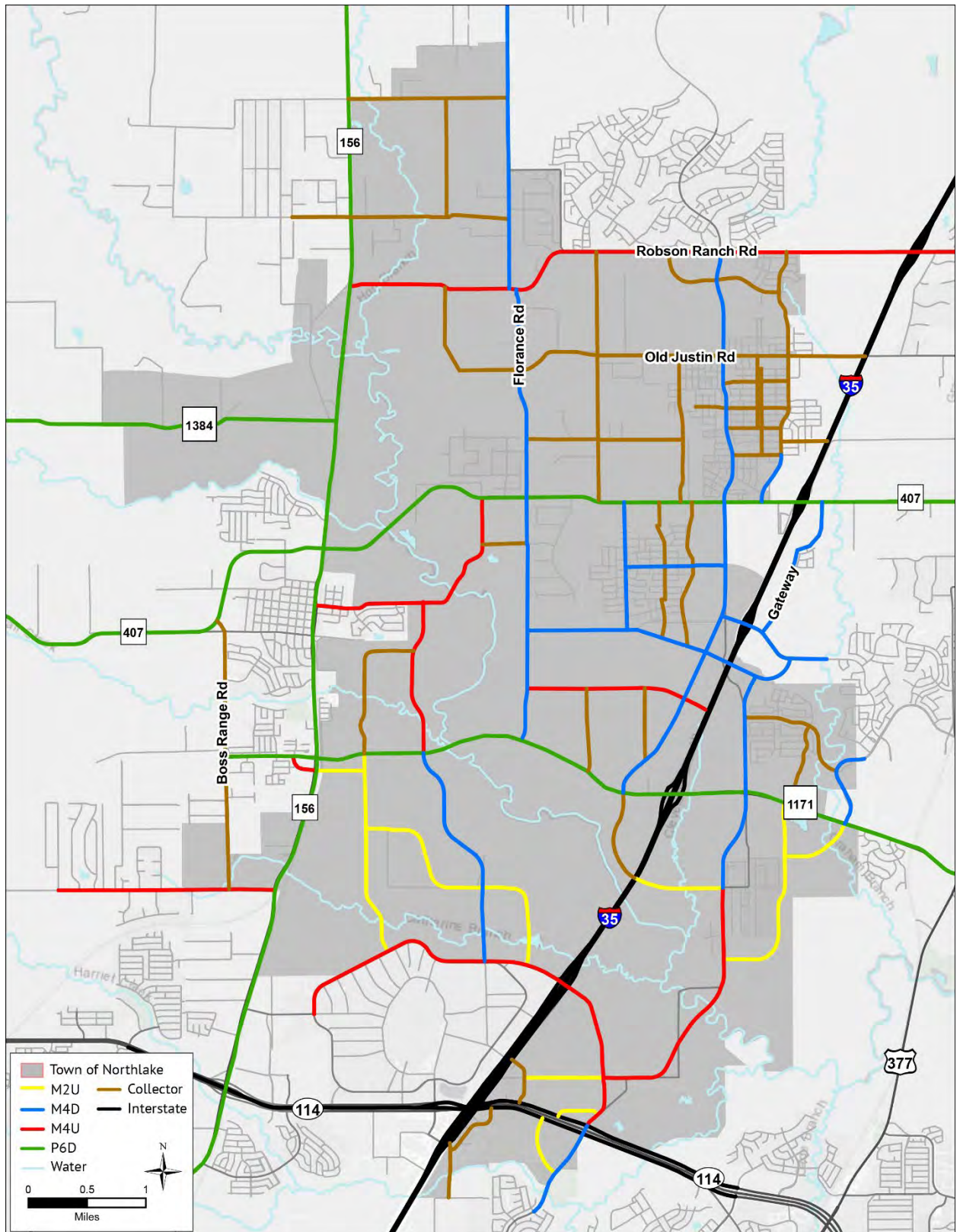


Figure 6 – Master Thoroughfare Plan

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 Northlake, 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.

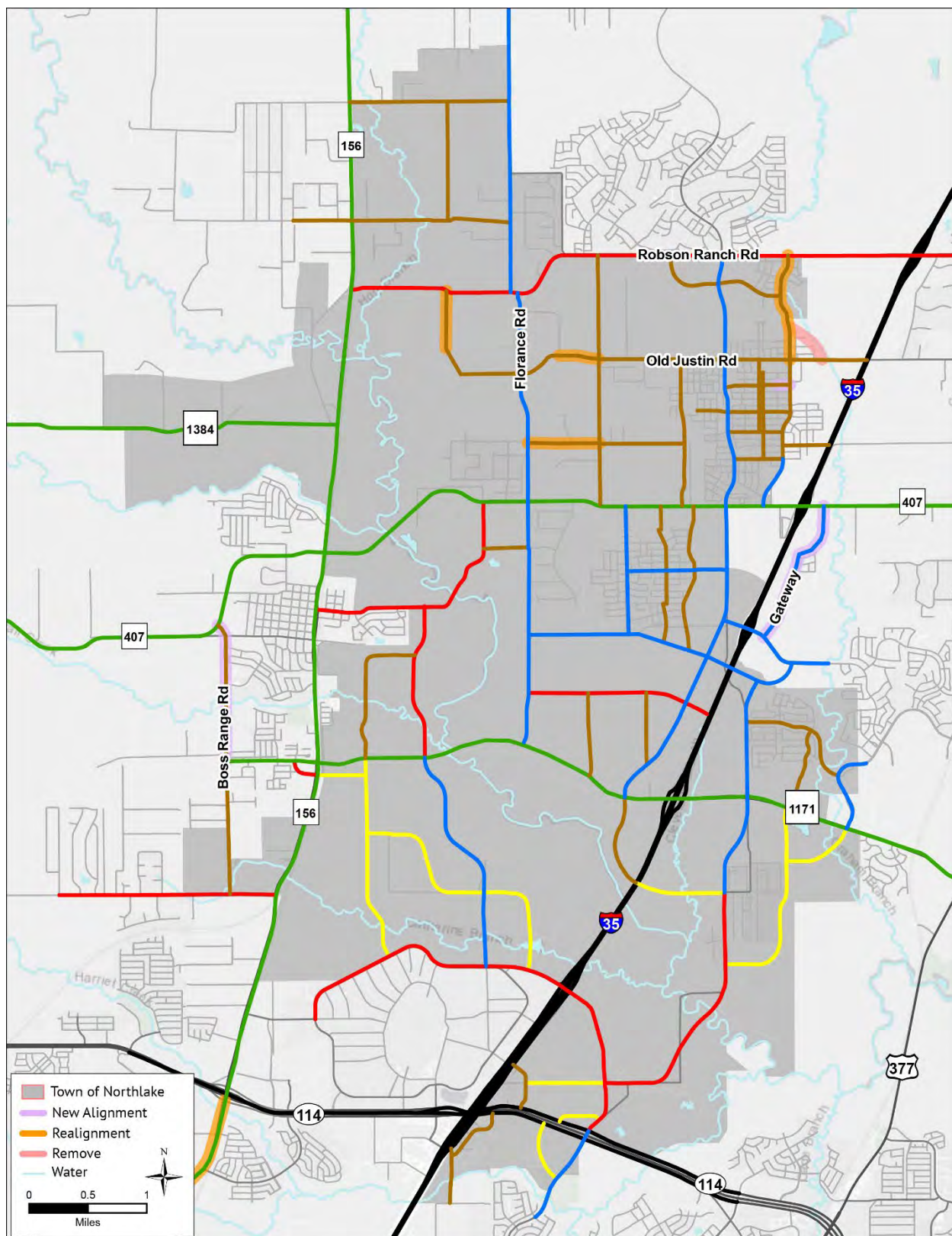


Figure 7 – MTP Update Alignment Review

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 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.

MUTLIMODAL 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 Forth 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.

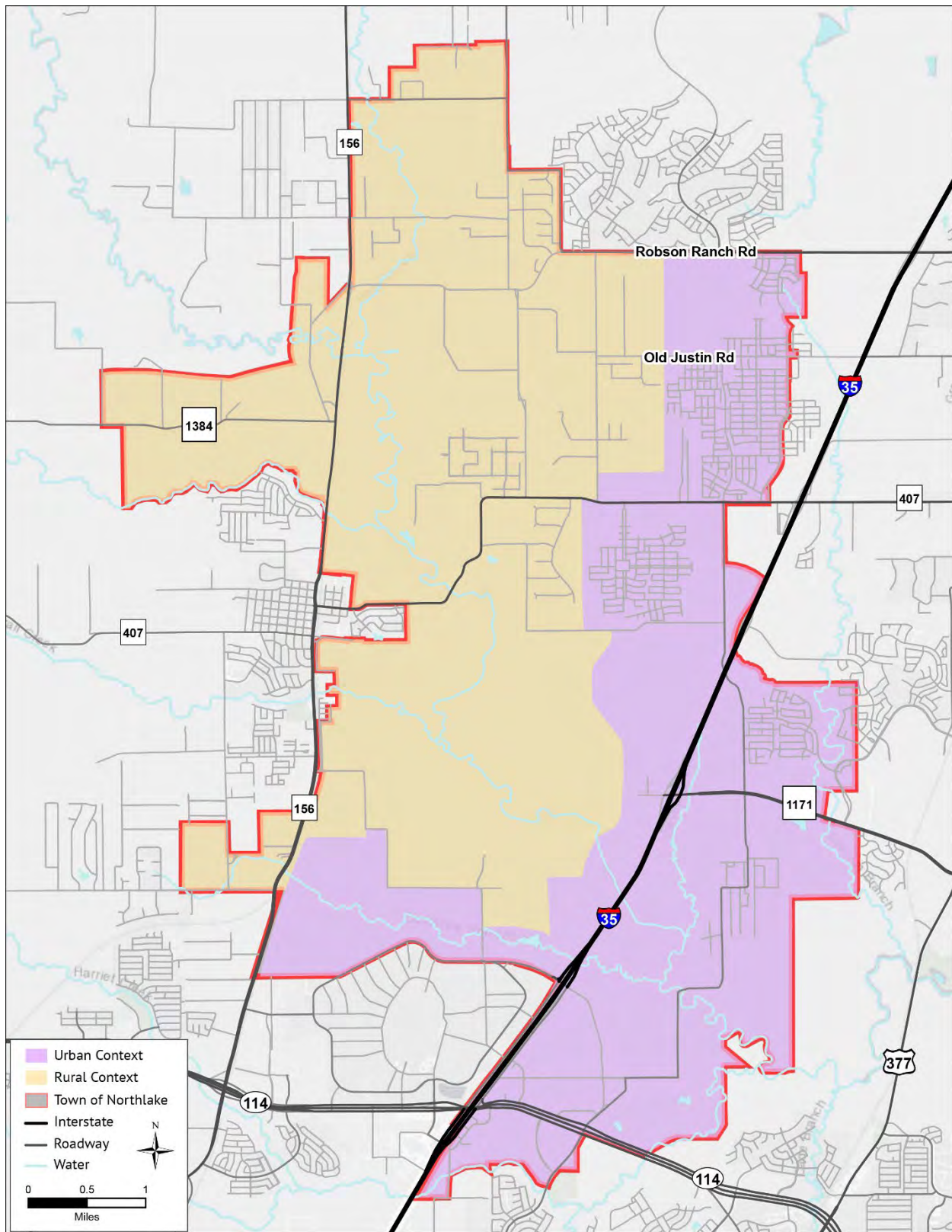


Figure 8 – Context Type

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 27, 2022

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

SUBJECT: MASTER THOROUGHFARE PLAN AND ROADWAY IMPACT FEE UPDATE



GOALS/OBJECTIVES:

- Invest in Infrastructure; Continue to invest in infrastructure expansions and improvements
- Invest in Infrastructure; Provide an adequate/functional roadway system
- Reinforce our Identity; Preserve estate development

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
- Council briefed on the MTP & Roadway Impact Fee update at 1/13/22 meeting
 - Changes incorporated in final MTP Update based on Council discussion at briefing
 - Straightened alignment of collectors
 - Proposed collector near intersection with Florance Road
 - Holder Road at Strader Road to stay on current alignment
 - Updated Figure 7 of MTP Update to more accurately reflect changes from current

COUNCIL ACTIONS:

- Hold public hearing on MTP and Roadway Impact Fee Update
- Act on proposed MTP Update and Roadway Impact Fee Report with separate ordinances

ATTACHMENTS:

- Ordinance 22-0127A - Master Thoroughfare Plan Update
- Ordinance 22-0127B - Roadway Impact Fee Report with updated LUA, CIP & impact fees



TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE

ORDINANCE NO. 22-0127B

AN ORDINANCE AMENDING CHAPTER 9, "PLANNING AND MISCELLANEOUS DEVELOPMENT REGULATIONS," OF THE CODE OF ORDINANCES, TOWN OF NORTHLAKE, TEXAS, AS AMENDED, BY AMENDING ARTICLE 9.03, "IMPACT FEES," DIVISION 3, "ROADWAY IMPACT FEES," TO ADOPT THE ROADWAY IMPACT FEE UPDATE DATED JANUARY 2022; PROVIDING FOR UPDATES TO THE TOWN'S ROADWAY IMPACT FEES, CAPITAL IMPROVEMENTS PLAN, AND LAND USE ASSUMPTIONS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 395 of the Texas Local Government Code, the Town Council, after careful consideration of the matter, determined that impact fees imposed upon residential and nonresidential development to finance specified major public facilities, the demand for which is created by such development, was in the best interest of the general welfare of the Town and its residents, is equitable, and does not impose an unfair burden on such development; and

WHEREAS, pursuant to the periodic review required by chapter 395 of the Texas Local Government Code, the Town Council has determined that further revisions to the Master Thoroughfare Plan are necessary to reflect changes to land uses and to the future land use plan, to clean up alignments and thoroughfare types to better match how thoroughfares are currently constructed or planned; and

WHEREAS, upon review and consideration of the Planning and Zoning Commission sitting as the Capital Improvements Advisory Committee at their meeting on January 4, 2022, the Committee provided written comments related to the proposed amendments to the Master Thoroughfare Plan and the Roadway Impact Fee Update and recommended approval of the Roadway Impact Fee Update dated January 2022 as provided herein; and

WHEREAS, the Town Council held a public hearing on January 27, 2022 after proper notification thereof with respect to the adoption of the proposed Roadway Impact Fee Update in accordance with the UDC and the Texas Local Government Code; and

WHEREAS, the Town Council has determined that the update as outlined herein is in the best interest of the health, safety, and general welfare of the citizens of the Town of Northlake and the public; and

WHEREAS, the Town Council finds that the Town has complied with Chapter 395 in the notice, adoption, promulgation, and methodology necessary to adopt roadway impact fees.

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

SECTION 1. Chapter 9, "Planning and Miscellaneous Development Regulations," Article 9.03, "Impact Fees," Division 3, "Roadway Impact Fees," of The Code of Ordinances, Town of Northlake, Texas is hereby

amended to read as follows:

"DIVISION 1. ROADWAY IMPACT FEES

Sec. 9.03.064 Definitions

Service area. The area within the corporate boundaries of the town to be served by the capital improvements or facility expansions specified in the roadway improvement plan. The roadway service area shall not exceed six miles. The service areas used for calculation of roadway impact fees include the entire town limits and are set forth in the Roadway Impact Fee Update dated January 2022.

Sec. 9.03.067. Roadway impact fee service area.

(a) The roadway service area is established as shown on the Impact Fee Zones map attached to Roadway Impact Fee Update dated January 2022.

(b) The service area shall be established consistent with any facility service area established in the Master Thoroughfare Plan. Additions to or modifications of the service area may be approved by the Town Council consistent with the procedures set forth in Chapter 395.

Sec. 9.03.068 Land use assumptions

Land use assumptions used in the development of roadway impact fees as shown in the Roadway Impact Fee Update dated January 2022 are hereby adopted by town council and are hereby approved. These assumptions may be revised by the town council according to the procedures set forth in chapter 395.

Sec. 9.03.069. Capital improvements plan.

A plan is contemplated by this division that identifies capital improvements or facility expansions for which roadway impact fees may be assessed. The capital improvements plan is dated January 2022, and entitled "Master Thoroughfare Plan, Roadway Impact Fee Update, Northlake, Texas" as prepared by Half Associates, Inc., as shown in **Exhibit A** to this ordinance and on file in the office of the town secretary. The plan, as amended from time to time, identifies roadway capital improvements or facility expansions and their associated costs which are necessitated by and attributable to new development and will be financed in whole or in part through roadway impact fees collected under this division. The Capital Improvements Plan may be amended from time to time pursuant to the procedures set forth in Chapter 395.

Sec. 9.03.070. Service units.

(a) Service units are established in accordance with generally accepted engineering and planning standards.

(b) Service units utilized for calculation of roadway impact fees shall be as set forth in the Roadway Impact Fee Update dated January 2022.

(c) The Town Council may revise the calculation of service units according to the procedures set forth in Chapter 395.

Sec. 9.03.071. Impact fees per service unit.

(a) The assessed impact fee per service unit is computed by subtracting fifty percent (50%) of the total projected cost of implementing the Capital Improvements Plan from the capital construction cost in the Capital Improvements Plan for that category of capital improvements, and dividing that amount by the total number of projected service units anticipated within the service area which are necessitated by and attributable to new development, based on the land use assumptions for that service area. The assessed roadway impact fees per service unit are set forth in the Roadway Impact Fee Update dated January 2022.

(b) The maximum impact fee values per service unit for roadway facilities are hereby adopted and incorporated in the Roadway Impact Fee Update dated January 2022 attached hereto and made a part hereof by reference.

(c) The maximum impact fee values per service unit for roadway facilities may be amended by the Town Council from time to time pursuant to the procedures set forth in Chapter 395.

Sec. 9.03.072. Assessment of impact fees.

(a) The approval of any subdivision of land for any new development shall include as a condition the assessment of the impact fees applicable to such development.

(b) Assessment of the impact fees for any new development shall be made as follows and shall be based upon the impact fee per service unit set forth in the Roadway Impact Fee Update dated January 2022 at the time of assessment:

(1) For a new development which has received final plat approval pursuant to the Town's subdivision regulations after the adoption of the Roadway Impact Fee Update dated January 2022, assessment shall be the maximum impact fee in effect on the date of final plat recordation.

(2) For a new development which was final platted pursuant to the Town's subdivision regulations before adoption of the Roadway Impact Fee Update dated January 2022, assessment shall be the maximum impact fee adopted in this division.

(c) Following assessment of the impact fees pursuant to subsection (b) of this section, no additional impact fees or increases thereof shall be assessed against that development unless the number of service units increases.

(d) Following the lapse or expiration of approval for a plat, a new assessment must be performed at the time a new plat for such development is filed.

Sec. 9.03.073. Calculation of impact fees.

(a) Following a request for a building permit for new development, the Town Administrator

shall compute the roadway impact fees due for the new development in the following manner:

(1) The number of service units shall be determined as set forth in the Roadway Impact Fee Update dated January 2022; and

(2) The total service units shall be multiplied by the appropriate per-unit fee amount determined as set forth in Section 9.03.071.

(b) The total amount of each roadway impact fee due for a new development shall not exceed the amounts shown in the Roadway Impact Fee Update dated January 2022.

(c) Separate impact fees shall be calculated for water, wastewater, and roadway facilities.

*** "

SECTION 2. Pursuant to Chapter 395 of the Texas Local Government Code, the Roadway Impact Fee Update dated January 2022, attached hereto as **Exhibit A** and incorporated herein, is hereby adopted and approved to update the Land Use Assumptions and the Capital Improvements Plan as specifically outlined therein. All calculations made pursuant to Division 3 of Article 9.03 of the Town's Code of Ordinances shall be made pursuant to the update adopted herein.

SECTION 3. This Ordinance shall be cumulative of all provisions of ordinances of the Town of Northlake, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 3. It is hereby declared to be the intention of the 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 of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the 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 4. This Ordinance shall be in full force and effect from and after its passage, and it is so ordained.

PASSED AND APPROVED on this 27th day of January, 2022.

Town of Northlake, Texas

David Rettig, Mayor

ATTEST:

Zolaina R. Parker, Town Secretary

EXHIBIT A
ROADWAY IMPACT FEE UPDATE, January 2022

MASTER THOROUGHFARE PLAN

Roadway Impact Fee Update Northlake, Texas



January 2022

, PE 01/20/2022
Signature of Registrant Date

Halff Associates, Inc. – TBPELS Engineering Firm #312

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. 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, project limits and the impact fee zone(s) in which the project is located. **Table 8** shows the 10-year Roadway CIP information and also adds the engineer's opinion of probable cost to construct each project. 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 developed 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, with an assumed annual 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	0.73

* 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 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 were 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 16.90. Multiplying the development units by the zonal service unit rate yields the total number of service units for the example development.

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

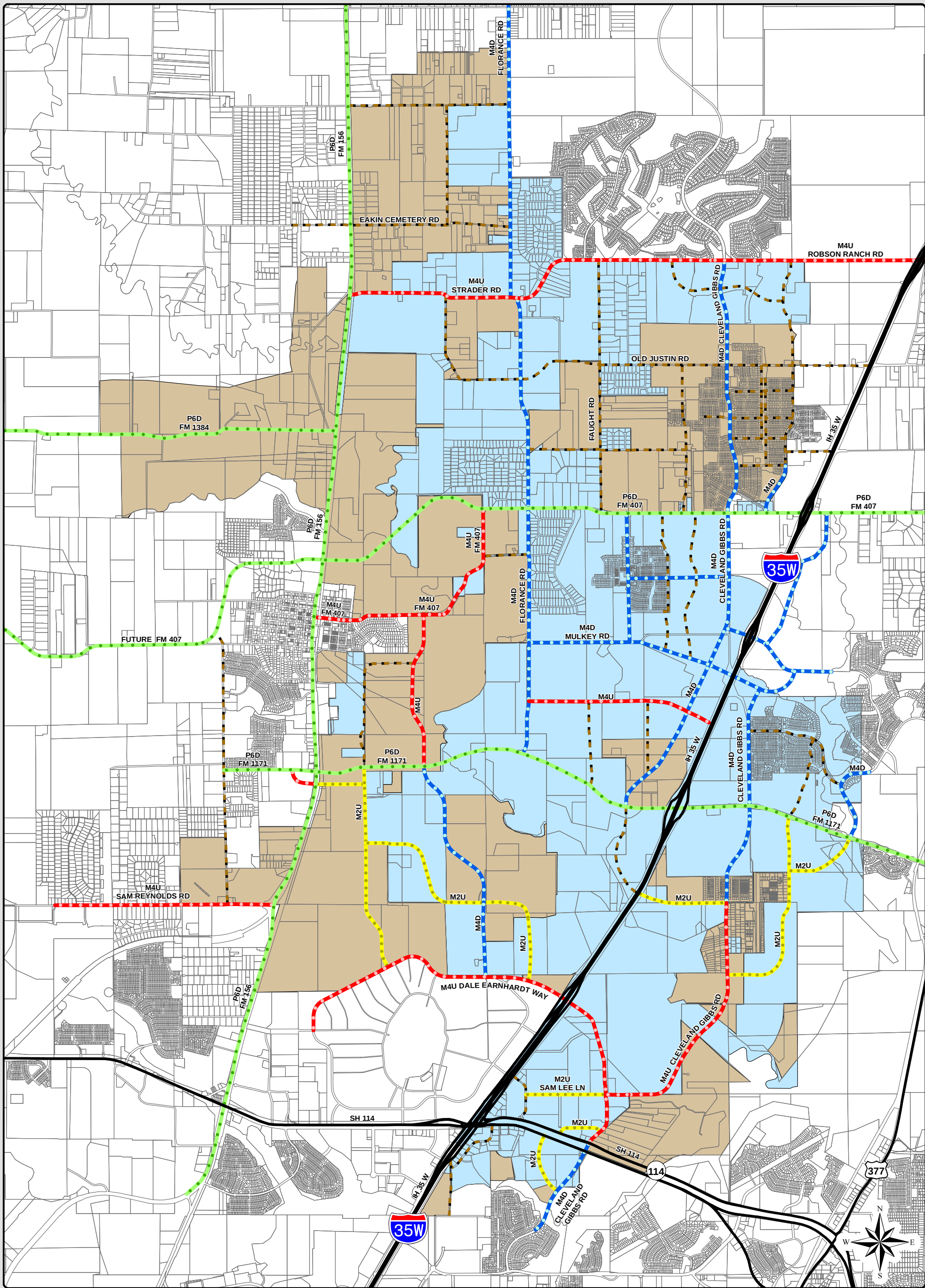
Once the service units related to a development have been calculated, the service units (SU) are multiplied by the cost per service unit for the given zone. For this example, 16,900 SU would be multiplied by the impact fee cost per service unit for zone 3 (\$558), which is located in **Table 12**.

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

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



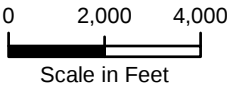
Map Features

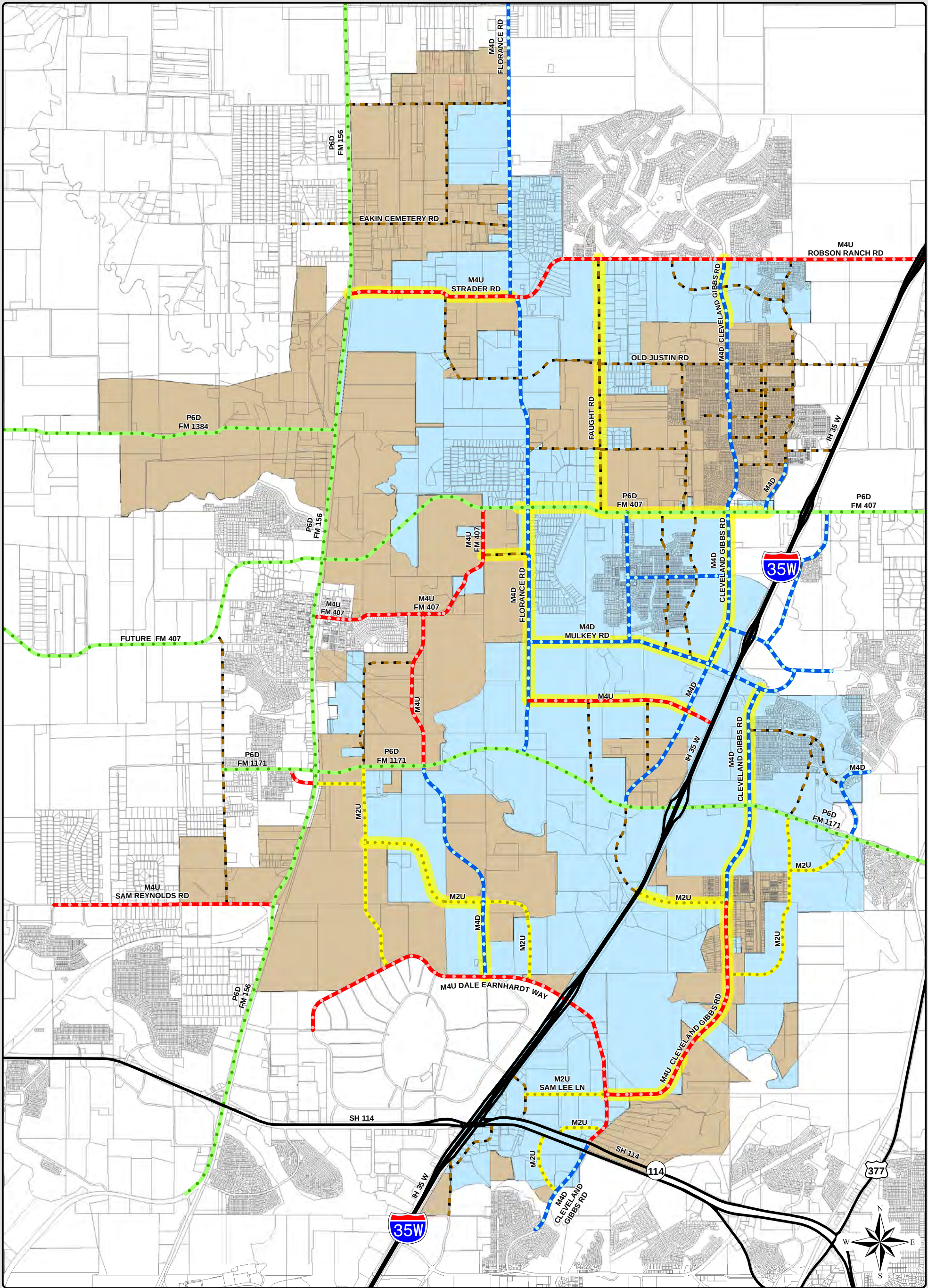
- Thoroughfare Type
- M2U
 - M4D
 - M4U
 - P6D
 - Collector Road
 - Major Roads
- Town of Northlake Incorporated Area
- Town of Northlake Extraterritorial Jurisdiction



DENTON COUNTY, TEXAS
MASTER THOROUGHFARE PLAN

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.





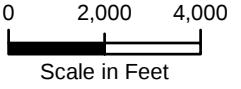
Map Features

- 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

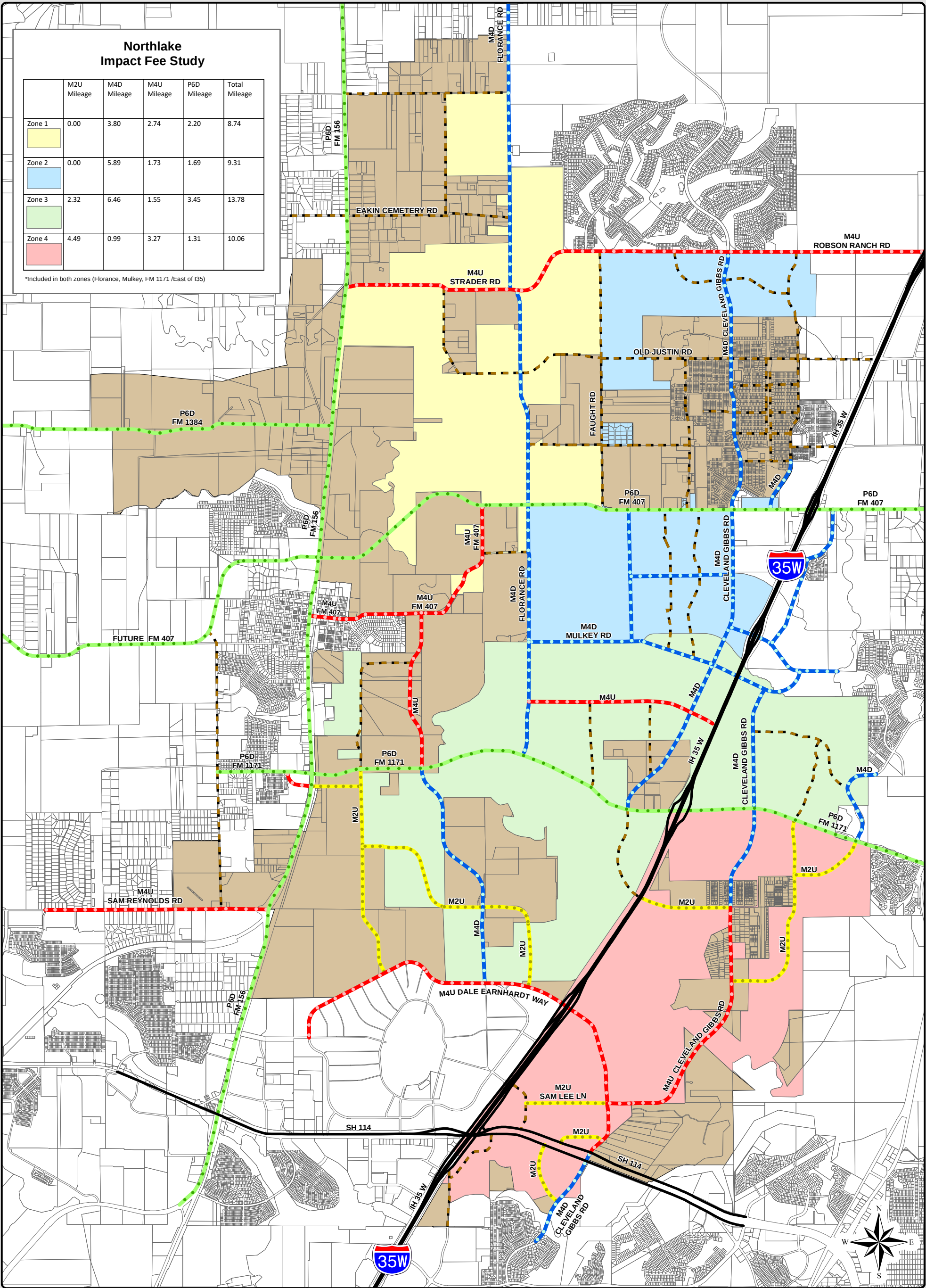
The MTP plan identifies existing and future roadways for the Town and its ETJ. It is recognized that classifications and/or locations of arterials may change based on future conditions. In areas, particularly in the ETJ, where the streets are not in place, the street alignments reflect corridors and 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 (Florance, Mulkey, FM 1171 /East of I35)



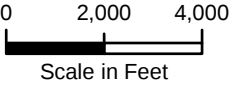
Map Features

- 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.



NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: JANUARY 27, 2022

REF. DOC.:

SUBJECT: CONTINUE WITH DECLARATION OF LOCAL AND PUBLIC HEALTH
EMERGENCY APRIL 23, 2020



TOWN OF NORTHLAKE COUNCIL ITEM NO. 6

DATE: JANUARY 27, 2022

ITEM: EXECUTIVE SESSION



TOWN OF NORTHLAKE COUNCIL ITEM NO. 7

DATE: JANUARY 27, 2022

ITEM: OPEN SESSION



TOWN OF NORTHLAKE COUNCIL ITEM NO. 8

DATE: JANUARY 27, 2022

ITEM: ADJOURNMENT

