



**NORTHLAKE TOWN COUNCIL
REGULAR MEETING AGENDA
&
TAX INCREMENT REINVESTMENT ZONE NUMBER TWO BOARD
MEETING AGENDA
MAY 23, 2024, AT 5:30 PM
TOWN HALL - COUNCIL CHAMBER ROOM
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 and Tax Increment Reinvestment Zone Number Two Board, will meet in a Regular Meeting on May 23, 2024, at 5:30 PM, 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. Town Councilmembers/Board Members may appear virtually via video conference pursuant to Texas Government Code § 551.127. The following items will be considered:

1. CALL TO ORDER

- A. Roll Call, Invocation, Pledge of Allegiance

2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

The following will be addressed:

- A. Announcement - Government Finance Officers Association's Distinguished Budget Presentation Award
- B. Presentation - Employee Anniversary
 - i. Finance - Parwaiz Broker - 5 Years
- C. Proclamation - Public Works Week: May 19-25, 2024
- D. Briefing - Water Conservation Plan Updates
- E. Briefing - Fiscal Year 2023-2024 Second Quarter Investment & Financial Report (Jan - Mar 2024)
- F. Presentation - Budget Focus Areas and Calendar

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

Items listed under Consent will be enacted with one motion, one second, and one vote. Any Council member may request an item on the Consent Agenda to be taken up for Individual Consideration.

- A. Consider approval of the Town Council Meeting Minutes for April 11, 2024, April 15, 2024, and May 13, 2024
- B. Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to execute a purchase agreement/contract with Sam Pack's Five Star Ford, for a 2024 F550 Truck, in an amount not to exceed \$114,209.11
- C. Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to terminate the professional services agreement with Bureau Veritas North America, Inc. and to execute the first amendment of agreement for Building Official Consultant Services with Countywide Inspection Services, a wholly owned subsidiary of SAFEbuilt, LLC, to add health services
- D. Consider a Resolution of the Town of Northlake, Texas, approving the cancellation of the June 27, 2024, and July 11, 2024 Regular Council Meetings

5. TAX INCREMENT REINVESTMENT ZONE NUMBER TWO BOARD MEETING

The Town Council will recess the Regular meeting, and convene for a meeting of the Tax Increment Reinvestment Zone Number Two Board to consider the following:

- A. Public Input - This item is available for citizens to address the Board 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.
- B. Consider approval and recommendation for Town Council to approve a project and financing plan for Tax Increment Reinvestment Zone Number Two, Town of Northlake, Texas

With no further items to consider, the Tax Increment Reinvestment Zone Number Two Board will adjourn the meeting, and the Regular Town Council Meeting will be reconvened.

6. ACTION ITEMS

The Following Items will be Considered:

- A. Consider a Resolution of the Town of Northlake, Texas, appointing a Mayor Pro Tem to serve a one-year term beginning June 1, 2024 and ending May 31, 2025
- B. Consider appointment for the Board of Adjustment Place 5, unexpired term, beginning June 1, 2024 and ending May 31, 2025
- C. Consider appointments/reappointments for the Northlake Community Development Corporation - Board of Director Places 1-7, for a full term or an unexpired term, as applicable
- D. Consider appointments/reappointments for the Northlake Economic Development Corporation - Board of Director Places 1-7, for a full term or an unexpired term, as applicable

- E. Consider appointments/reappointments for the Planning & Zoning Commission Places 1-7 for a one-year term beginning June 1, 2024 and ending May 31, 2025
- F. Consider a Resolution of the Town of Northlake, Texas, making board nominations for the Denco Area 9-1-1 District Board of Managers
- G. Consider an Ordinance of the Town of Northlake, Texas, approving a Final Project and Finance Plan for Tax Increment Reinvestment Zone Number Two, Town of Northlake, Texas; and providing an effective date
- H. Consider an Ordinance of the Town of Northlake, Texas, amending Ordinance No. 22-0127A, the 2022 Master Thoroughfare Plan update, by replacing the Master Thoroughfare Plan map to revise thoroughfares generally located northeast of FM 407 and Faught Road and southeast of FM 1171 and Cleveland-Gibbs Road - Case # MTP-24-001
 - i. Public Hearing
 - ii. Consider Approval
- I. Consider an Ordinance of the Town of Northlake, Texas, amending Article 12, Subdivisions, of the Unified Development Code (UDC) to update provisions for approval of plats - Case # UDC-24-002
 - i. Public Hearing
 - ii. Consider Approval
- J. Consider an Ordinance of the Town of Northlake, Texas, amending Article 11, Signs, and Article 14, Definitions, of the Unified Development Code (UDC) to update provisions for Window Signs, Billboards, and Off-Location or Off-Premises Signs - Case # UDC-24-001
 - i. Public Hearing
 - ii. Consider Approval

7. 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 - Consultation with Attorney

The Town Council may convene in an executive session to consult with its attorney to seek 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. Potential annexation and development agreement for a property consisting of a 137.6-acre tract, an 84.3-acre tract, and a 53.8-acre tract of land generally located northwest of the intersection of McPherson Drive and Harmonson Road in the extraterritorial jurisdiction of the Town.
- ii. Potential annexation and development agreement of a property consisting of a 5.001-acre tract of land generally located on the north side of FM 407, northeast of the intersection with Pecan Parkway, in the extraterritorial jurisdiction of the Town.

- iii. Potential development agreement for La Estancia Investments LP tracts consisting of a 111.6-acre and part of a 295.5-acre tract of land generally located south of FM 1171 and west of Cleveland-Gibbs Road.

B. Section 551.074 - Personnel Matters

The Town Council may convene in an executive session to discuss or deliberate regarding the to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

- i. Discuss and deliberate public officer appointments and reappointment to the Board of Adjustment Place 5, Northlake Community Development Corporation - Board of Directors Places 1-7, Northlake Economic Development Corporation - Board of Directors Places 1-7, and Planning & Zoning Commission Places 1-7.

8. RECONVENE INTO OPEN SESSION

The Town Council will reconvene into Open Session for possible action resulting from any items posted and legally discussed or deliberated in Executive Session.

- A. Consider a resolution authorizing the Town Manager to negotiate and execute a development agreement providing municipal services and authorizing fee waivers and other economic development incentives related to the voluntary annexation and development of property consisting of a 3.7-acre tract, a 3.2-acre tract, and a 5.0-acre tract of land generally located at the northeast corner of SH 114 and Dale Earnhardt Way in the extraterritorial jurisdiction of the Town.
- B. Consider a resolution authorizing the Town Manager to negotiate and execute a development agreement providing municipal services and authorizing fee waivers and other economic development incentives related to the voluntary annexation and development of property consisting of a 156.8-acre tract of land generally located east of FM 156 and northwest of Victory Circle in the extraterritorial jurisdiction of the Town.
- C. Consider a resolution authorizing the Town Manager to negotiate and execute a development agreement providing municipal services and authorizing fee waivers and other economic development incentives related to the voluntary annexation and development of property consisting of a 69.0-acre, 0.8-acre, 1.5-acre, 3.9-acre, 4.0-acre, and 1.0-acre tracts of land generally located at the northwest corner of Sam Reynolds Rd. and FM 156 in the extraterritorial jurisdiction of the Town.
- D. Consider a resolution authorizing the Town Manager to negotiate and execute a reimbursement agreement with MHI Partnerships LTD for public infrastructure improvements related to economic development incentives with DFW Northlake Business Park LLC.

9. ADJOURN

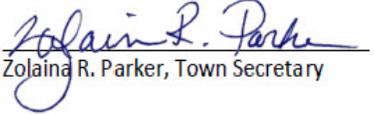
With no further items to consider, the meeting will be adjourned.

NOTE: The Town Council reserves the right to adjourn into executive session at any time during 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 May 17, 2024, by 6:00 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 I MPAIRED 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 CALLI NG 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATIONS CAN BE ARRANGED.

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
Section: 1. CALL TO ORDER

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024

Section: 2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: FY 2023-2024 Budget; Town of Northlake Fiscal Policies
SUBJECT: Announcement - Government Finance Officers Association's Distinguished Budget Presentation Award
**GOALS/
OBJECTIVES:** Exercise Fiscal Responsibility; 2.2 - Manage the long-term financial plan

BACKGROUND INFORMATION:

- Town Fiscal Year FY 2023-2024 Budget awarded Distinguished Budget Presentation Award by Government Finance Officers Association (GFOA)
 - Fourth time to receive award
 - Budget must meet nationally recognized principles and guidelines
 - Town at forefront of using and promoting digital budget book meeting GFOA requirements
 - Award demonstrates Town budget and digital budget book serves effectively as:
 - policy document
 - financial plan
 - operations guide
 - communication device

COUNCIL ACTION/DIRECTION:

Provide feedback as Council deems necessary



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Northlake
Texas**

For the Fiscal Year Beginning

October 01, 2023

Christopher P. Morrill

Executive Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

4/12/2024

For more information, contact:
Technical Services Center
Phone: (312) 977-9700
Email: budgetaward@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **Town of Northlake, Texas** received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 22,500 members and the communities they serve.

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Employee Personnel Procedures Manual
SUBJECT: Presentation - Employee Anniversary
i. Finance - Parwaiz Broker - 5 Years
**GOALS/
OBJECTIVES:** Protect the Public; 1.5 - Attract and retain top quality staff

BACKGROUND INFORMATION:

- Employee Anniversary
 - Finance - Parwaiz Broker - 5 Years

COUNCIL ACTION/DIRECTION:

Present Service Award

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Proclamation
SUBJECT: Proclamation - Public Works Week: May 19-25, 2024
**GOALS/
OBJECTIVES:** Protect the Public; 1.5 - Attract and retain top quality staff

BACKGROUND INFORMATION:

- Public Works Week: May 19-25, 2024
 - Presentation of Proclamation to Northlake Public Works Department

COUNCIL ACTION/DIRECTION:

Present Proclamation



DATE: May 23, 2024
REF. DOC.: Water Conservation Plan
SUBJECT: Briefing - Water Conservation Plan Updates
GOALS/ Exercise Fiscal Responsibility; 2.3 - Create sustainable service plans, Exercise Fiscal
OBJECTIVES: Responsibility; 2.4 - Project future staffing - facilities - and resources

BACKGROUND INFORMATION:

- Current watering schedule allows 3 days per week year-round
- Regional Wholesale Water providers notified the Town of proposed schedule change: 2 days per week watering year-round
 - Per contracts - updates needed to sync with providers
- Northlake Proposed Changes/Updates
 - 2 days per week watering
 - Watering schedule - address based – moved to Water Awareness
 - No watering on Mondays - moved to Water Awareness
 - Updating references to Mayor, replacing with Town Manager or Designee
- Proposed Update Timeline
 - Ordinance Amendment Briefing - May 23
 - Council Consideration - June 13

COUNCIL ACTION/DIRECTION:

Provide feedback as Council deems necessary

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Fiscal Year 2023-2024 Budget
SUBJECT: Briefing - Fiscal Year 2023-2024 Second Quarter Investment & Financial Report (Jan - Mar 2024)
GOALS/ OBJECTIVES: Exercise Fiscal Responsibility; 2.2 - Manage the long-term financial plan, Exercise Fiscal Responsibility; 2.4 - Project future staffing - facilities - and resources

BACKGROUND INFORMATION:

Quarterly Investment Reports displayed on Town website:

<https://www.town.northlake.tx.us/334/Quarterly-Investment-Reports>

- Fiscal Year (FY) 2023-2024 second quarter total cash and investment book value: \$53,823,565
 - Decrease of \$5,154,188; decrease primarily due to spending for capital projects
 - Architectural design for Stars Center
 - Catherine Branch Phase 1 (roads, water, and sewer) development agreement payment
 - Cleveland-Gibbs South road construction
- Second Quarter total interest earnings: \$422,641

Quarterly Financials Displayed on Town Website:

<https://www.town.northlake.tx.us/472/Quarterly-Financial-Reports>

- Year-to-Date (YTD) Budget Highlights:
 - Combined Operating and Capital Budgets
 - 50% of the fiscal year has transpired
 - Large differences in actual YTD vs. budget due to future bond proceeds and capital project expenses
 - 21% of revenues booked
 - 93% of property taxes received for the year
 - 50% of sales taxes collected for the year
 - 19% of expenditures spent
 - 44% of personnel expenditures spent
 - General Fund
 - 84% of revenues collected
 - 41.2% expenditures spent
 - Capital Projects
 - 14% of budgeted expenditures spent
 - Largest expenditures were Stars Center, Cleveland-Gibbs South, and Catherine Branch

COUNCIL ACTION/DIRECTION:

Provide feedback as Town Council deems necessary



**QUARTERLY INVESTMENT REPORT
For the Quarter Ended**

March 31, 2024

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the Town of Northlake is in compliance with the Public Funds Investment Act and the Investment Policy and its incorporated strategies.

Investment Officer

Disclaimer: These reports were compiled using information provided by the Town. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Summary

Quarter End Results by Investment Category:

Asset Type	December 31, 2023		March 31, 2024		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
Pools/Bank/MMA	\$ 58,977,753	\$ 58,977,753	\$ 53,823,565	\$ 53,823,565	3.16%
Securities/CDs	-	-	-	-	-
Totals	\$ 58,977,753	\$ 58,977,753	\$ 53,823,565	\$ 53,823,565	3.16%

Quarter End Average Yield (1)

Total Portfolio	3.16%
Rolling Three Month Treasury	5.46%
Rolling Six Month Treasury	5.37%
TexPool	5.32%

Fiscal Year-to-Date Average Yield (2)

Total Portfolio	3.16%
Rolling Three Month Treasury	5.49%
Rolling Six Month Treasury	5.43%
Quarterly TexPool Yield	5.34%

Interest Earnings (Approximate)

Quarterly Interest Income	\$ 422,641
Year-to-date Interest Income	\$ 846,806

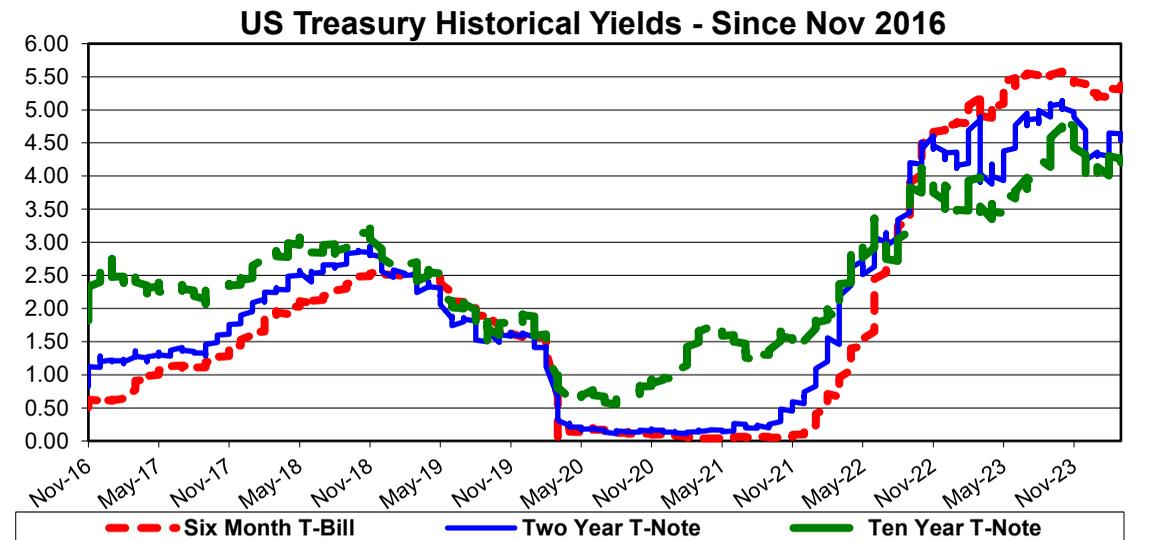
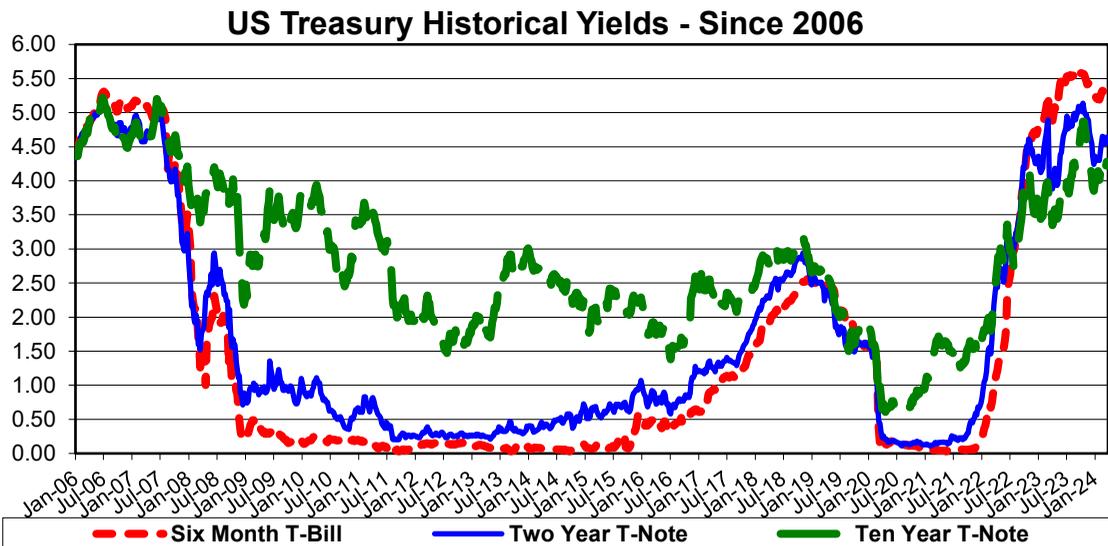
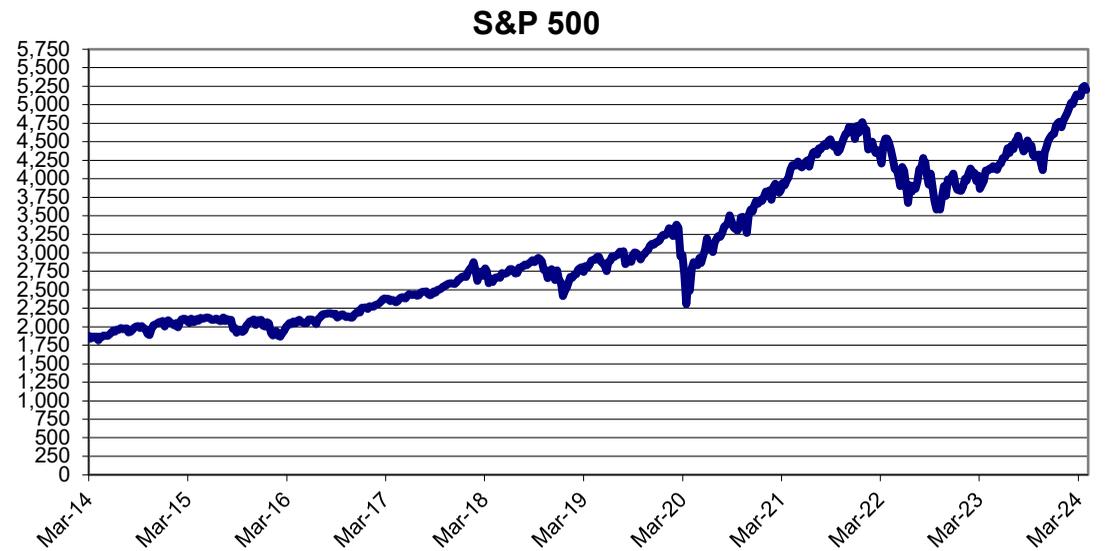
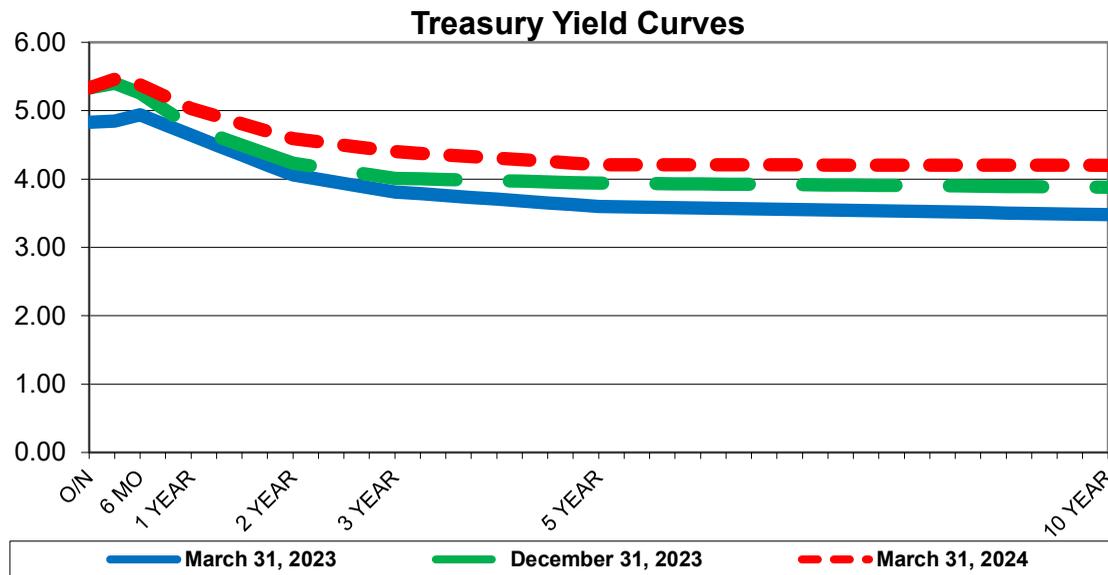
(1) **Quarter End Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

3/31/2024

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range 5.25% - 5.50% (Effective Fed Funds are trading +/-5.33%). All expectations are for reduced future rates, but any actions will be meeting-by-meeting and "data-dependent." Fourth Quarter 2023 GDP recorded a stronger than expected 3.4%. The S&P 500 Stock Index reached another new high closing over 5,200. The yield curve remains inverted but longer yields rose slightly. Crude Oil traded over \$87 per barrel. Inflation stubbornly remained above the FOMC 2% target (Core PCE +/-2.8% and Core CPI +/-3.8%). Reduced global economic outlooks and ongoing/expanding military conflicts continue increasing uncertainty.



Investment Holdings
March 31, 2024

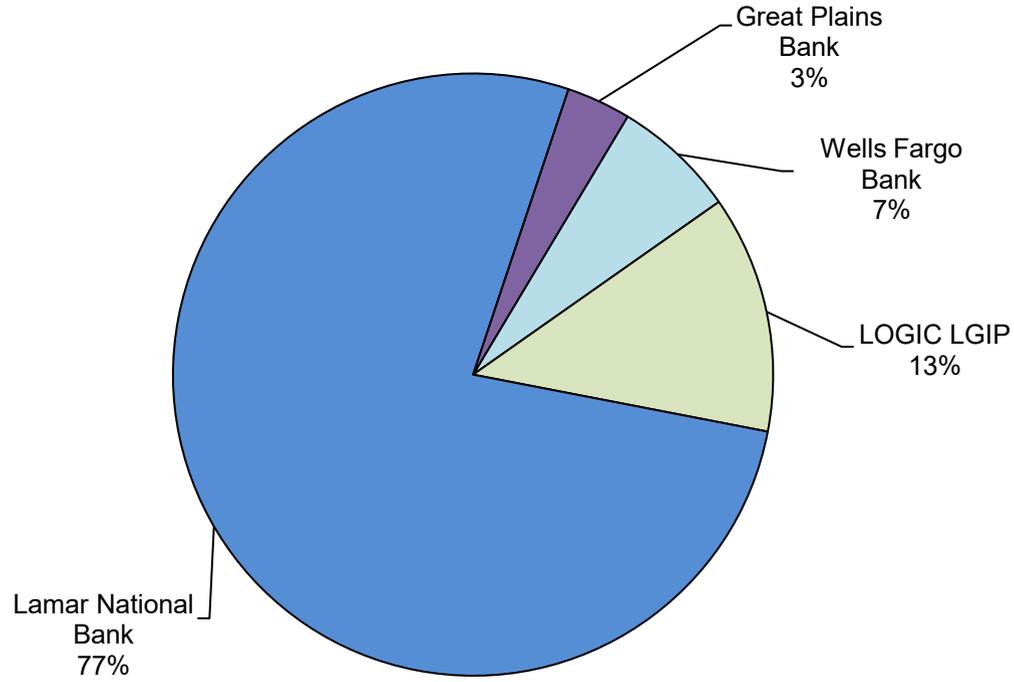
Description	Ratings	Coupon/ Discount	Maturity Date	Settlement Date	Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
Wells Fargo - Investment Account		1.09%	04/01/24	03/31/24	\$ 683,410	\$ 683,410	1.00	\$ 683,410	1	1.09%
Wells Fargo - General Account		0.00%	04/01/24	03/31/24	2,071,537	2,071,537	1.00	2,071,537	1	0.00%
Wells Fargo - Grants		0.00%	04/01/24	03/31/24	831,227	831,227	1.00	831,227	1	0.00%
Lamar National Bank MMA		1.95%	04/01/24	03/31/24	124,500	124,500	1.00	124,500	1	1.95%
Lamar National Bank MMA #2		1.95%	04/01/24	03/31/24	20,336,781	20,336,781	1.00	20,336,781	1	1.95%
Lamar National Bank ICS account		4.00%	04/01/24	03/31/24	124,500	124,500	1.00	124,500	1	4.00%
Lamar National Bank ICS account #2		4.00%	04/01/24	03/31/24	20,923,694	20,923,694	1.00	20,923,694	1	4.00%
Great Plains Bank - Checking		0.00%	04/01/24	03/31/24	10	10	1.00	10	1	0.00%
Great Plains Bank - ICS Account		4.25%	04/01/24	03/31/24	1,860,947	1,860,947	1.00	1,860,947	1	4.25%
LOGIC LGIP		5.47%	04/01/24	03/31/24	6,866,960	6,866,960	1.00	6,866,960	1	5.47%
Total					\$ 53,823,565	\$ 53,823,565		\$ 53,823,565	1	3.16%

(1) (2)

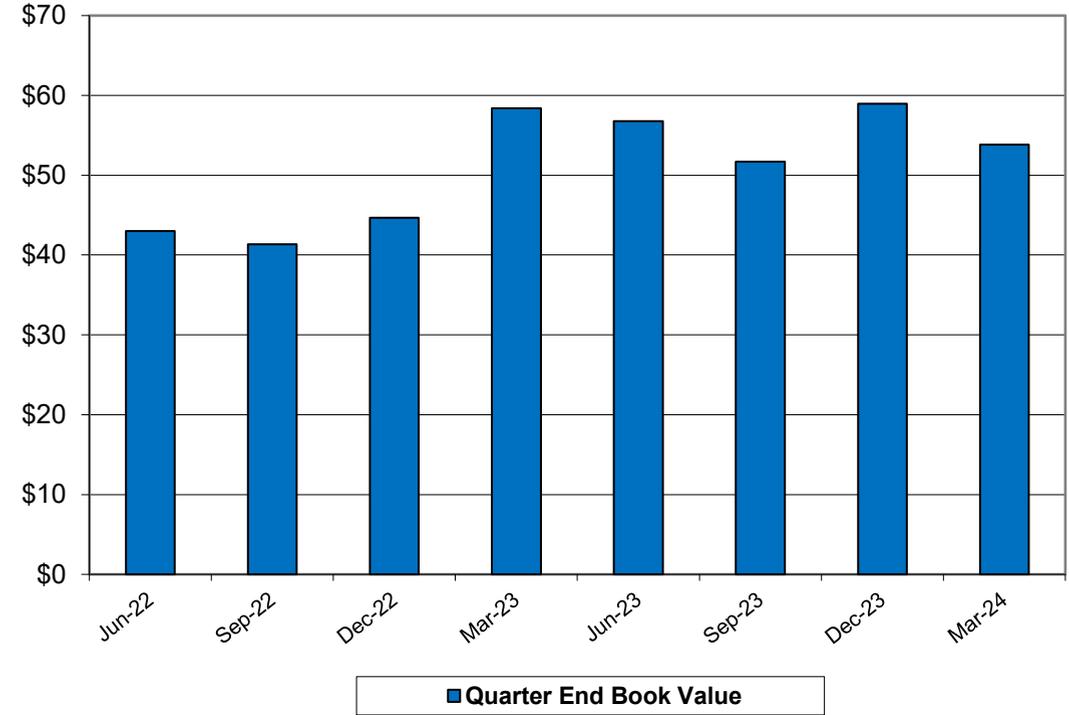
(1) **Weighted average life** - For purposes of calculating weighted average life, cash equivalent investments are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for pool, and bank account investments.

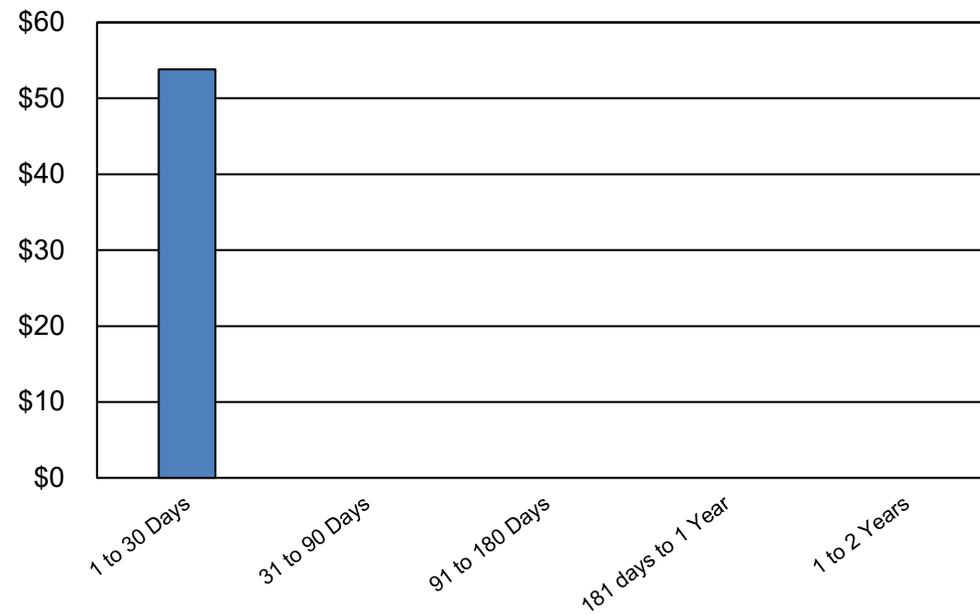
Portfolio Composition



Total Portfolio (Millions)



Distribution by Maturity (Millions)



Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 12/31/23	Increases	Decreases	Book Value 03/31/24	Market Value 12/31/23	Change in Market Value	Market Value 03/31/24
Wells Fargo - Investment Account	1.09%	04/01/24	\$ 681,572	\$ 1,838	\$ -	\$ 683,410	\$ 681,572	\$ 1,838	\$ 683,410
Wells Fargo - General Account	0.00%	04/01/24	7,648,365	-	(5,576,828)	2,071,537	7,648,365	(5,576,828)	2,071,537
Wells Fargo - Grants	0.00%	04/01/24	831,227	-	-	831,227	831,227	-	831,227
Lamar National Bank MMA	1.95%	04/01/24	124,500	-	-	124,500	124,500	-	124,500
Lamar National Bank MMA #2	1.95%	04/01/24	20,237,550	99,231	-	20,336,781	20,237,550	99,231	20,336,781
Lamar National Bank ICS account	4.00%	04/01/24	124,500	-	-	124,500	124,500	-	124,500
Lamar National Bank ICS account #2	4.00%	04/01/24	20,714,842	208,852	-	20,923,694	20,714,842	208,852	20,923,694
Great Plains Bank - Checking	0.00%	04/01/24	10	-	-	10	10	-	10
Great Plains Bank - ICS Account	4.25%	04/01/24	1,841,334	19,613	-	1,860,947	1,841,334	19,613	1,860,947
LOGIC LGIP	5.47%	04/01/24	6,773,852	93,108	-	6,866,960	6,773,852	93,108	6,866,960
TOTAL / AVERAGE	3.16%		\$ 58,977,753	\$ 422,641	\$ (5,576,828)	\$ 53,823,565	\$ 58,977,753	\$ (5,154,187)	\$ 53,823,565



2nd Quarter Year-to-Date Financials

Fiscal Year 2023-2024 (January - March 2024)

Overview

Year-to-date (YTD) refers to the period of time beginning the first day of the fiscal year up to the current date. The Town of Northlake provides a quarterly YTD report that provides useful information for Town leaders and residents. This information provides insights regarding the Town's budget and actual spending and trends in revenues and expenditures. Quarterly reports cover the following periods:

- First Quarter: October to December
- Second Quarter: January to March
- Third Quarter: April to June
- Fourth Quarter: July to September

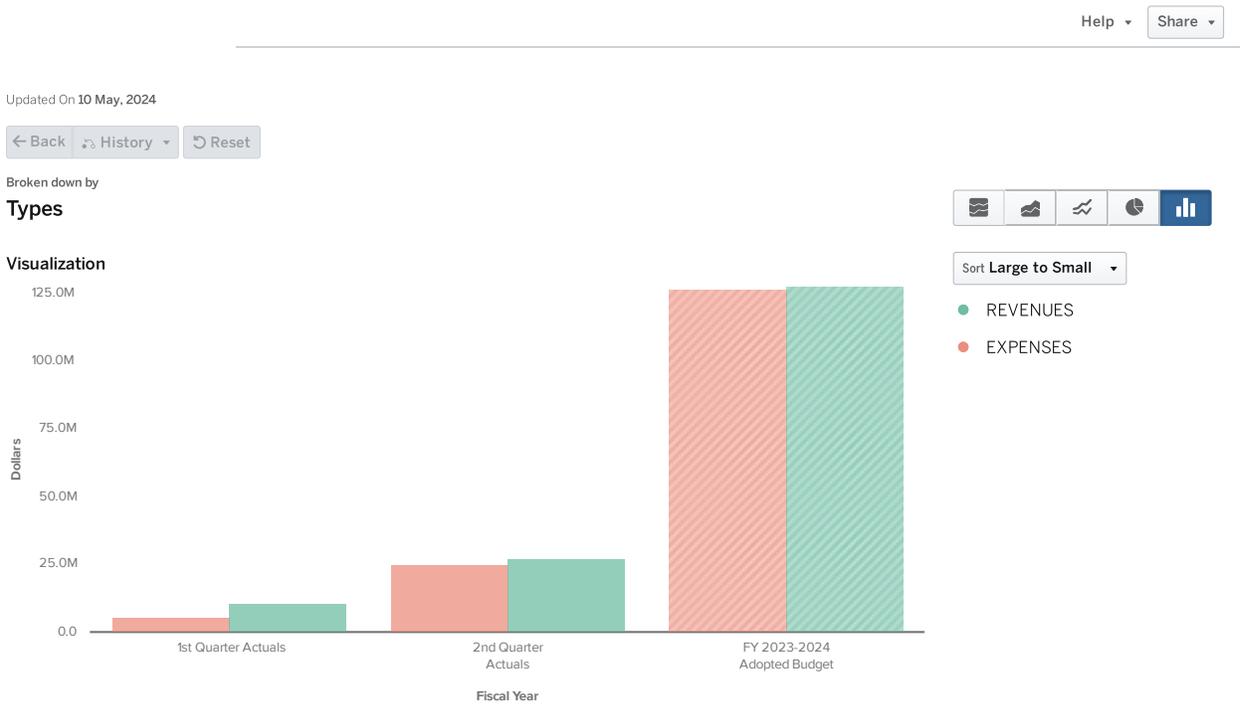
Please note that the Town's fiscal year always begins on October 1st and ends on September 30th of the following year. For example, Fiscal Year 2023-2024 began on October 1, 2023 and will end on September 30, 2024.

Revenues and Expenditures: Operating and Capital

As of the creation of this report, 50% of the Town's fiscal year has expired, with 21% of revenues having been collected and 19% of expenditures having been spent. The large difference between the adopted budget vs. actual spending is due to future bond proceeds and capital project expenses. The Town plans to issue additional debt this fiscal year to support upcoming capital projects. The bond proceeds collected from this debt will be categorized as revenue. The Town has budgeted for \$59 million in bond proceeds for Fiscal Year 2023-2024. As of the second quarter report, additional debt has not been issued and no bond proceeds have been collected.

Regarding expenditures, the Town has budgeted \$60.4 million for capital expenditures. A majority of this expense is associated with the Sports Venue project. As of the second quarter report, the Town has spent \$8.4 million on capital expenditures.

Revenues and Expenditure: Budgeted vs. YTD Actuals



General Fund Overview

The General Fund, established upon incorporation in 1960, is used to account for all financial transactions not accounted for in other funds. It is the primary fund used by most government entities. Activities paid for using the general fund constitute core administrative and operational tasks of government entities. The financial resources of this fund come from the Ad valorem tax, sales tax, franchise fees, license and permit fees, and municipal court fines. Funds from the General Fund must be used exclusively for the benefit of the general public and are appropriated annually by Council.

As of the 2nd Quarter, 83.6% (\$8.5 million of \$10.2 million) of projected general fund revenues have been collected, while 41.2% (\$4.2 million of \$10.0 million) of projected expenses has occurred.

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Updated On 10 May, 2024

← Back ↺ History ▾ ↻ Reset

Broken down by

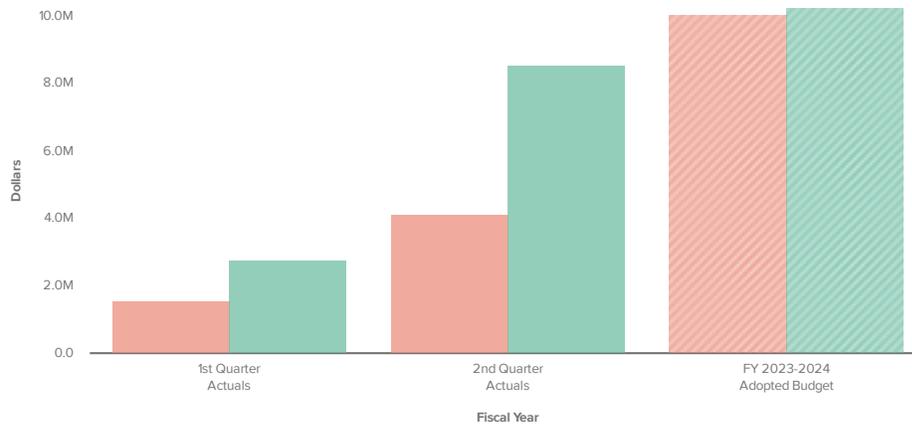
Types ▾ General



Sort Large to Small ▾

- REVENUES
- EXPENSES

Visualization



Property Tax Revenue

As of the end of the second quarter, the Town has collected 93% of property taxes that are expected to be received during the fiscal year. The Town levies a property tax rate of \$0.295 per \$100 of valuation. This property tax rate is one of the lowest in the region.

Property Tax Revenue

Help ▾ Share ▾

Updated On 10 May, 2024

← Back ↺ History ▾ ↻ Reset

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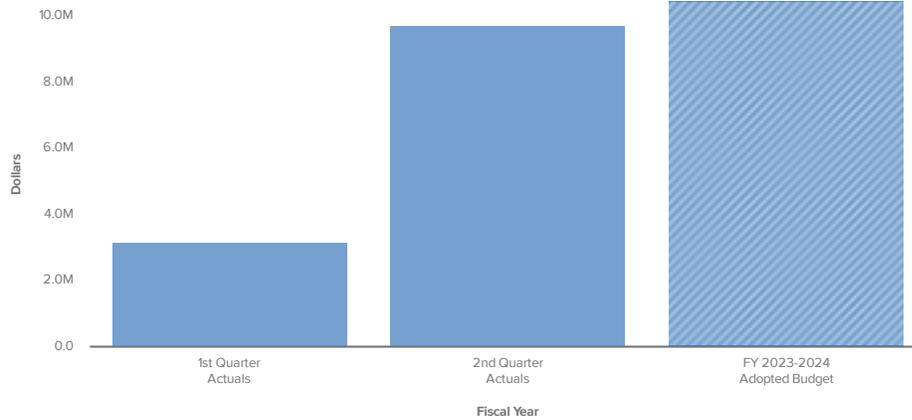
Funds ▾ Property Taxes



Sort Large to Small ▾

● Governmental

Visualization



Sales Tax Revenue

As of the end of the second quarter, the Town has collected 50% of sales taxes that are expected to be received during the fiscal year. Sales taxes are split between several funds. Half of sales tax goes to the General Fund, while the other half is divided between the Economic Development Corporation (EDC), Community Development Corporation (CDC), and the Sports Venue Fund. As of the end of the second quarter, the General Fund has collected \$801,980; the EDC and CDC has collected \$300,742 each; and the Sports Venue Fund has collected \$200,495.

Received and reported sales tax lags by two months. For example, sales tax received and reported in December is actually for the month of October. As such, sales tax for the holiday season (November and December) is not reported in the first quarter report. This can lead to a lower-than-expected reported sales tax for the first quarter of the fiscal year.

Sales Tax Revenue

Help ▾ Share ▾

Updated On 10 May, 2024

← Back ↻ History ▾ ↺ Reset

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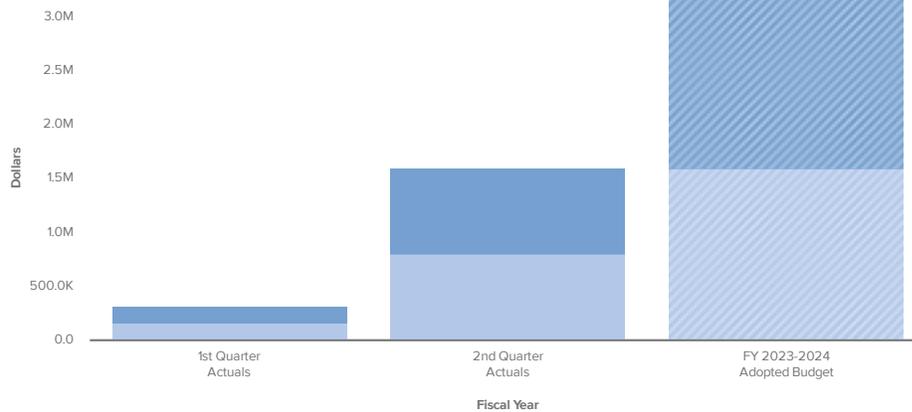
Governmental Sales Tax



Sort Large to Small ▾

- General
- Special Revenue

Visualization

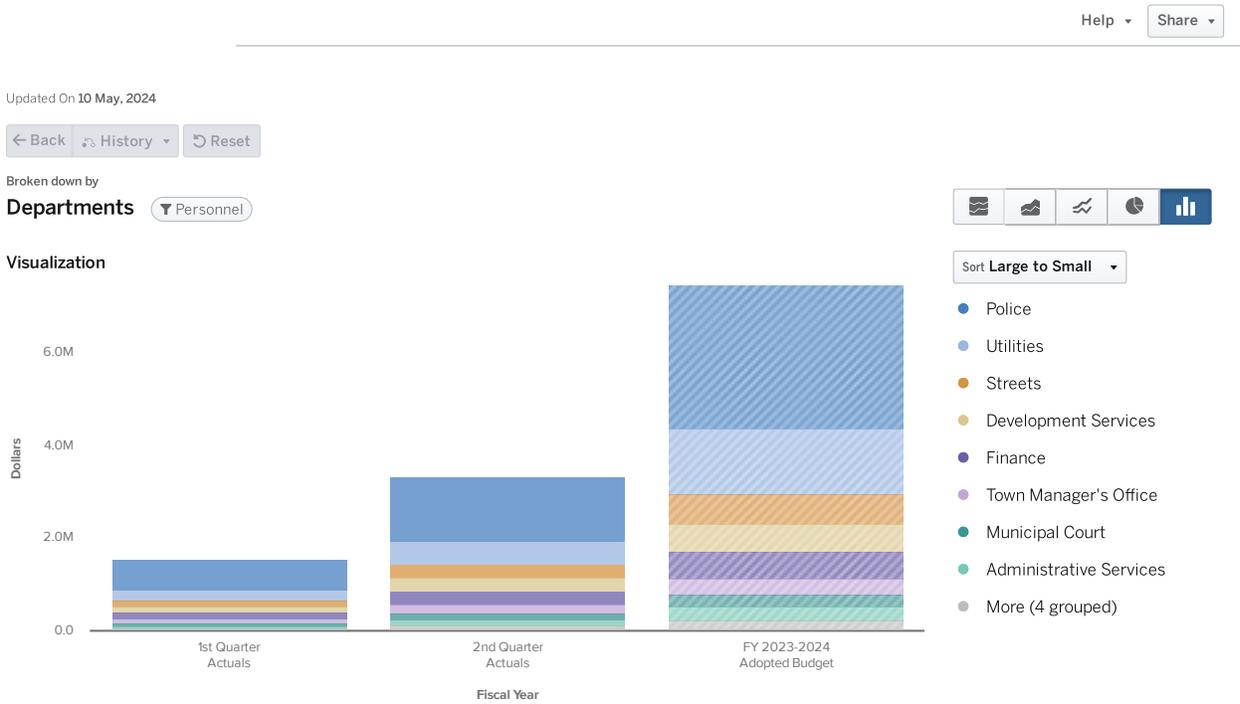


Personnel Expenses

After capital projects, personnel is the largest expenditure for the Town. As of the second quarter, 44% of personnel expenditures have occurred. Vacancy and salary savings as a result of open positions or changes in personal have resulted in a slight decrease in costs for personnel through the end of the second quarter.

Personnel expenditures includes salary, benefits, and supply and equipment costs for personnel. Police and Public Works (which is split between Utilities and Streets) are the Town's two highest cost centers when it comes to personnel costs. To date, the Town has expended \$3.3 million on personnel, with roughly 42% going to Police and 23% to Public Works.

Personnel Expenses by Department



	1st Quarter Actuals	FY 2023-2024 Adopted Budget
Police	\$637,059	\$3,086,077
Utilities	\$221,618	\$1,383,720
Streets	\$134,108	\$650,661
Development Services	\$130,944	\$595,830
Finance	\$131,326	\$579,498
Town Manager's Office	\$92,888	\$348,532
Administrative Services	\$52,340	\$278,053
Municipal Court	\$63,016	\$266,124
Town Secretary's Office	\$29,492	\$136,211
Communications and Marketing	\$20,278	\$88,717
Mayor & Council	\$12,090	\$14,940
Non-Departmental	\$6,261	\$15,000
TOTAL	\$1,531,421	\$7,443,362

Capital Projects Overview

The largest annual expense for the Town is capital project expenses. The major project for Fiscal Year 2023-2024 is the Stars Center (sports venue) project. As of the end of the second quarter, the Town has spent \$8.4 million on capital projects. This represents 14% of the total budgeted capital project expenditures for the fiscal year. The majority of this \$8.4 million was spent on the completion of Cleveland Gibbs South and the design and architecture for the Sports Venue project.

View the Town's [Capital Improvement Program here](#).

Capital Project Expenses

Help ▾ Share ▾

Updated On 10 May, 2024

← Back History ▾ Reset

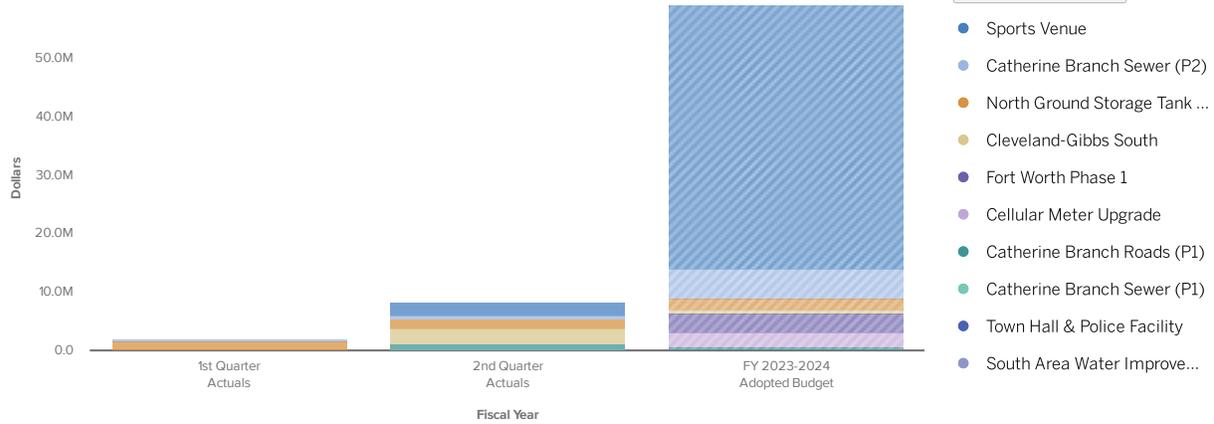
Broken down by

Project* ▾ Capital



Sort Large to Small ▾

Visualization



	1st Quarter Actuals	FY 2023-2024 Adopted Budget
Sports Venue	\$0	\$45,000,000
Catherine Branch Sewer (P2)	\$393,669	\$5,200,000
North Ground Storage Tank 2nd	\$1,419,311	\$1,840,000
Fort Worth Phase 1	\$0	\$3,162,500
Cellular Meter Upgrade	\$0	\$2,500,000
Cleveland-Gibbs South	\$151,571	\$800,000
Catherine Branch Roads (P1)	\$0	\$700,000
Catherine Branch Sewer (P1)	\$48,200	\$0
Town Hall & Police Facility	\$9,156	\$0
TOTAL	\$2,021,908	\$59,202,500

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Town of Northlake Town Charter; Local Government Code Chapter 102.002
SUBJECT: Presentation - Budget Focus Areas and Calendar
GOALS/ Exercise Fiscal Responsibility; 2.1 - Sustain the low property tax rate, Exercise Fiscal
OBJECTIVES: Responsibility; 2.3 - Create sustainable service plans

BACKGROUND INFORMATION:

- Four current budget focus areas are:
 - Sustaining a low property tax rate
 - Maintaining existing service levels
 - Compensating employees at the 50th-percentile of the market
 - Investing in public infrastructure
- Budget presentation calendar for FY2024-2025 Budget
 - May 23: Budget Focus Areas and Calendar
 - June 13: Departmental Budgets and Capital Projects
 - July 25: Preliminary Budget and Revenue Estimates
 - Call Public Hearing for Budget & Tax Rate
 - August 8: Presentation of Proposed Budget
 - Public Hearing for Budget and Tax Rate
 - August 22: Budget and Tax Rate Adoption
- Mayoral budget priorities:
 - Street sign and striping crew
 - Florance road reconstruction (Yarborough to Strader)
- Staff requests Council direction regarding additional budget priorities

COUNCIL ACTION/DIRECTION:

Provide direction and feedback regarding budget focus areas, calendar, and additional budget priorities

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
Section: 3. PUBLIC INPUT

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024

Section: 4. CONSENT ITEMS

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Northlake Home Rule Charter
SUBJECT: Consider approval of the Town Council Meeting Minutes for April 11, 2024, April 15, 2024, and May 13, 2024
GOALS/ OBJECTIVES: Invest in Infrastructure; 4.5 - Leverage technology and equipment to deliver services

BACKGROUND INFORMATION:

- Approve proposed minutes:
 - April 11 - Regular Meeting
 - April 15 - Special Meeting
 - May 13 - Special Meeting

COUNCIL ACTION/DIRECTION:

Approved proposed Minutes Drafts



**NORTHLAKE TOWN COUNCIL
REGULAR MEETING MINUTES
TOWN HALL - COUNCIL CHAMBER ROOM
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226
APRIL 11, 2024**

The Northlake Town Council convened in a Regular Meeting on April 11, 2024, at 5:30 P.M., in the Northlake Town Hall – Council Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas.

1. CALL TO ORDER

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

Roll Call:

David Rettig, Mayor	Roger Sessions, Place 4
Robert Keeker, Place 1 - Absent with Notice	Maryl Lorencz, Place 5
Michael Ganz, Place 2	Aaron Fowler, Place 6
Brian Montini, Mayor Pro Tem, Place 3	

Also present were Drew Corn, Town Manager, and Dean Roggia, Town Attorney.

- Invocation was given by Dr. Matthew Harding, Senior Pastor, The Well Church.
- The Pledge of Allegiance to the United States and Texas Flags was recited.

2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

A. Proclamation - May 2024 - Mental Health Awareness Month

The proclamation was presented by Mayor Rettig to Emily Russel, United Way.

B. Proclamation - May 12-18, 2024, National Police Week, and May 15, 2024, National Peace Officers Memorial Day

The proclamation was presented by Mayor Rettig to the Northlake Police Department.

C. Briefing - Fiscal Year 2023 Audit Presentation by Town Auditor

The item was presented by John Thomson, Interim Finance Director, and Austin Henderson, Audit Manager, BW&C, and commentary followed.

There was no consensus as the item was only for presentation/information purposes.

D. Briefing - Capital Projects Update

The item was presented by Eric Tamayo, Public Works Director, and commentary followed.

There was no consensus as the item was only for presentation/information purposes.

E. Briefing - Stormwater Projects and Maintenance

The item was presented by Eric Tamayo, Public Works Director, and commentary followed.

There was no consensus as the item was only for presentation/information purposes.

F. Briefing - Daycare Tax Exemption

The item was presented by Chance Willeford, Administrative Services Director, and discussion followed.

The Town Council consensus was to not proceed with exemption at this time.

3. **PUBLIC INPUT**

The following individuals shared comments as allowed under the Public Input portion of the agenda.

All comments may be viewed in their entirety on the Town's Website at <https://www.town.northlake.tx.us/337/Watch-Council-Meetings>.

- Lee Stewart, address on file - with Argyle ISD; addressed Bond Election Packages; overview of components of Bond; website information; provided bond fact sheet
- Joel Mcgreggor, address on file - eminent domain not good and steer clear of it; appreciates sentiments on tax child care establishments; drainage exemptions; street sweeper

4. **CONSENT ITEMS**

The Consent Agenda consisted of Item 4.A. - 4.G., and Mayor Rettig pulled item 4.E. and 4.G., for individual consideration.

Mayor Pro Tem Montini moved to approve the Consent Agenda as amended, now consisting of items 4.A - 4.D. and 4.F. Motion seconded by Councilmember Lorencz. Motion passed.

AYES (6): Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (1): Keeker

A. Consider approval of the Town Council Meeting Minutes for March 14, 2024

APPROVED

B. Consider a Resolution of the Town of Northlake, Texas, accepting the Fiscal Year 2023 annual financial audit

APPROVED RESOLUTION NO. 24-16

- C. Consider a Resolution of the Town of Northlake, Texas, amending the list of authorized representatives on behalf of the Town of Northlake for the Texas Local Government Investment Pool
APPROVED RESOLUTION NO. 24-17

- D. Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to execute an Interlocal Agreement with Denton County Sheriff's Office for 911 Dispatch Agreement for budget year 2024-25
APPROVED RESOLUTION NO. 24-18

- F. Consider a Resolution of the Town of Northlake, Texas, declaring certain personal property owned by the Town of Northlake to be surplus property and authorizing the Town Manager to dispose of such property
APPROVED RESOLUTION NO. 24-20

INDIVIDUAL CONSIDERATION

- E. Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to execute a purchase agreement/contract with GMcivil, for Chadwick Farms link road paving and drainage construction plans, in an amount not to exceed \$99,900
APPROVED RESOLUTION NO. 24-19
MOVED TO INDIVIDUAL CONSIDERATION BY MAYOR RETTIG AT STAFF'S REQUEST

The item was presented, and commentary followed.

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

AYES (6): Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (1): Keeker

- G. Consider a resolution of the Town of Northlake, Texas approving an agreement with Valley View Consulting, L.L.C., for investment advisory services for a two-year term; and authorizing the Town Manager to execute said agreement on behalf of the Town of Northlake
APPROVED RESOLUTION NO. 24-21
MOVED TO INDIVIDUAL CONSIDERATION BY MAYOR RETTIG

Mayor Rettig abstained from deliberation of this item and Mayor Pro Tem Montini presided over the consideration of the item.

The item was presented, and commentary followed.

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

AYES (6): Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (1): Keeker

5. ACTION ITEMS

- A. Consider an ordinance of the Town of Northlake, Texas, amending the Code of Ordinances by creating new subsections under chapter "12" "Utilities" to establish a Municipal Drainage Utility System; providing for drainage service, billing, exemptions, drainage charges, and appeals; providing a severability clause; providing a savings clause; providing that this ordinance is cumulative; providing a penalty for violation; providing for publication; and providing an effective date

- i. Public Hearing
- ii. Consider Approval

APPROVED ORDINANCE NO. 24-0411A

The item was presented, and discussion followed.

Mayor Rettig recessed the Regular Meeting and opened the Public Hearing at 6:49 p.m., with the following speakers coming forward:

- Joel McGregor, address on file - Christmas Tree could have paid for this; other General Fund items; 100,000 on monument study; money in General Fund should be used to pay for this
- Rena Hardeman, address on file - is this required for everyone; give exemptions for people who maintain their own drainage; better plan developments and drainage and central location

With no further speakers, Mayor Rettig closed the Public Hearing and reconvened the Regular Meeting at 6:53 p.m.

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

AYES (6): Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (1): Keeker

- B. Consider an Ordinance of the Town of Northlake, Texas amending the Code of Ordinances Article A4.000 "Water and Sanitary Sewer Service Fees", of Appendix A "Fee Schedule" by adopting a new Section A4.004 setting charges for a drainage utility fee schedule; providing that this ordinance is cumulative; providing a severability clause; providing a penalty for violation; providing a savings clause; providing for publication; and providing for an effective date

- i. Public Hearing
- ii. Consider Approval

NOT APPROVED

The item was presented, and discussion followed.

Mayor Rettig recessed the Regular Meeting and opened the Public Hearing at 7:12 p.m., with the following speakers coming forward:

- Tom Ross, address on file - North Ridge Estates (NRE) own drainage; would be charged; if NRE got charged will Town take liability of ditches and detention ponds
- Rena Hardeman, address on file - likes Dr Sessions line of questioning; is there a way to figure calculation for each res unit; 5,000 sq ft is what percent; is there a counter; don't further tax citizens of Northlake; helpful to hear Council discussion

With no further speakers, Mayor Rettig closed the Public Hearing and reconvened the Regular Meeting at 7:15 p.m.

Councilmember Sessions moved to deny the item as presented. Motion seconded by Mayor Rettig. Motion carried.

AYES (6): Ganz, Montini, Sessions, Lorencz, Fowler, Rettig
NAYS (0): None
ABSENT (1): Keeker

- C. Consider an Ordinance of the Town of Northlake, Texas, amending the Adopted Budget for Fiscal Year October 1, 2023, through September 30, 2024; providing that expenditures for the said fiscal year shall be made in accordance with the said Amended Budget

APPROVED ORDINANCE NO. 24-0411B

The item was presented, and discussion followed.

Councilmember Sessions moved approve the item as presented. Motion seconded by Mayor Rettig. Motion carried.

AYES (6): Ganz, Montini, Sessions, Lorencz, Fowler, Rettig
NAYS (0): None
ABSENT (1): Keeker

6. EXECUTIVE SESSION

The Town Council convened into an Executive Session, at 7:48 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. Potential annexation and development agreement of a property consisting of a 38.1-acre tract, a 20.0-acre tract of land, and a 2.8-acre tract generally located at the southeast corner of Harmonson Road and McPherson Drive in the extraterritorial jurisdiction of the Town.
- ii. Potential annexation and development agreement of a property consisting of a 156.8-acre tract of land generally located east of FM 156 and northwest of Victory Circle in the extraterritorial jurisdiction of the Town.
- iii. Potential annexation and development agreement for property consisting of a 3.7-acre tract, a 3.2-acre tract, and a 5.0-acre tract of land generally located at the northeast corner of SH 114 and Dale Earnhardt Way in the extraterritorial jurisdiction of the Town.

- iv. Potential annexation and development agreement for a property consisting of a 137.6-acre tract, an 84.3-acre tract, and a 53.8-acre tract of land generally located northwest of the intersection of McPherson Drive and Harmonson Road in the extraterritorial jurisdiction of the Town.
- v. Potential annexation and development agreement for the Oneta Lee Cope Revocable Trust tracts consisting of a 69.0-acre, 0.8-acre, 1.5-acre, 3.9-acre, 4.0-acre, and 1.0-acre tracts of land generally located at the northwest corner of Sam Reynolds Rd. and FM 156 in the extraterritorial jurisdiction of the Town.
- vi. Potential annexation and development agreement of a property consisting of a 5.001-acre tract of land generally located on the north side of FM 407, northeast of the intersection with Pecan Parkway, in the extraterritorial jurisdiction of the Town.
- vii. Discuss submission of motion for rehearing for the Oncor Transmission Line Project, Public Utility Commission Docket No. 55067.
- viii. Discuss actions related to Public Utility Commission Docket No. 54243.
- ix. Development agreements related to sewer line construction, capacity and financing with Northlake Municipal Management District #1, Hillwood Communities, and homebuilder development group.
- x. Potential regulation of and enforcement of restrictions related to residential property rentals.
- xi. Eminent domain action for the acquisition of real property for the construction and maintenance of sanitary sewer improvements for Phase 2 of the Catherine Branch Trunk Line project and for other public purposes permitted by law.

B. Section 551.071 - Consultation with Attorney

- i. Deliberation regarding the purchase, exchange, lease, or value of real property to be acquired for the construction and maintenance of sanitary sewer improvements for Phase 2 of the Catherine Branch Trunk Line Project.

7. RECONVENE INTO OPEN SESSION

Mayor Rettig reconvened the Regular Meeting at 8:56 p.m., to address Council action regarding the items deliberated during Executive Session.

- A. Consider the use of eminent domain to condemn property and consider a Resolution authorizing the filing of eminent domain proceedings for the purpose of obtaining the necessary real property for construction and maintenance of sanitary sewer improvements for Phase 2 of the Catherine Branch Trunk Line Project and for other public purposes permitted by law

APPROVED RESOLUTION NO. 24-22

Councilmember Sessions moved to approve the item as presented. Motion seconded by Mayor Rettig. Motion passed.

AYES (6): Ganz, Montini, Sessions, Lorencz, Fowler, Rettig
NAYS (0): None
ABSENT (1): Keeker

- B. Consider a resolution authorizing the Town Manager to negotiate and execute a development agreement providing municipal services and authorizing fee waivers and other economic development incentives related to the voluntary annexation and development of property consisting of a 38.1-acre tract, a 20.0-acre tract of land, and a 2.8-acre tract generally located at the southeast corner of Harmonson Road and McPherson Drive in the extraterritorial jurisdiction of the Town.

APPROVED RESOLUTION NO. 24-23

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

AYES (6): Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (1): Keeker

8. ADJOURN

With no further business, Mayor Rettig adjourned the meeting at 9:00 p.m.

Brian Montini, Mayor

Attest:

Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: _____



**NORTHLAKE TOWN COUNCIL
SPECIAL MEETING MINUTES
TOWN HALL - COUNCIL CHAMBER ROOM
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226
APRIL 15, 2024**

The Northlake Town Council convened in a Regular Meeting on April 15, 2024, at 12:00 P.M., in the Northlake Town Hall - Council Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas.

1. CALL TO ORDER

Mayor Pro Tem Montini called the meeting to order at 12:00 p.m., and a quorum was present as follows:

Roll Call:

David Rettig, Mayor - Absent with Notice	Roger Sessions, Place 4
Robert Keeker, Place 1	Maryl Lorencz, Place 5
Michael Ganz, Place 2	Aaron Fowler, Place 6
Brian Montini, Mayor Pro Tem, Place 3	

Also present were Drew Corn, Town Manager, Dean Roggia, Town Attorney.

2. PUBLIC INPUT

- None

3. ACTION ITEMS

- A. Consider an Ordinance Authorizing the issuance of Town Of Northlake, Texas, General Obligation Bonds, Taxable Series 2024 in the aggregate estimated principal amount of \$22,840,000 awarding the sale thereof; levying a tax, and providing for the security for and payment of said bonds; authorizing the execution and delivery of a paying Agent/Registrar Agreement; approving the official statement; Enacting other provisions relating to the subject; and declaring an effective date

APPROVED ORDINANCE NO. 24-0415A

The item was presented, and commentary followed.

Councilmember Ganz moved to approve the item as presented. Motion seconded by Councilmember Lorencz. Motion carried.

AYES (6): Keeker, Ganz, Montini, Sessions, Lorencz, Fowler
NAYS (0): None
ABSENT (1): Rettig

- B. Consider Resolution of the Town Council of the Town of Northlake, Texas, authorizing publication of Notice of Intention to Issue Certificates of Obligation; approving the preparation of a preliminary official statement and a notice of sale; and providing for the effective date thereof

APPROVED RESOLUTION NO. 24-24

The item was presented, and discussion followed.

Councilmember Keeker moved to approve the item as presented. Motion seconded by Councilmember Ganz. Motion carried.

AYES (6): Keeker, Ganz, Montini, Sessions, Lorencz, Fowler

NAYS (0): None

ABSENT (1): Rettig

- C. Consider Resolution of the Town of Northlake, Texas, expressing intent to reimburse certain expenditures from the proceeds of future debt obligations

APPROVED RESOLUTION NO. 24-25

The item was presented, and discussion followed.

Mayor Pro Tem Montini moved approve the item as presented. Motion seconded by Councilmember Fowler. Motion carried.

AYES (6): Keeker, Ganz, Montini, Sessions, Lorencz, Fowler

NAYS (0): None

ABSENT (1): Rettig

4. ADJOURN

With no further business, Mayor Pro Tem Montini adjourned the meeting at 12:11 p.m.

Brian Montini, Mayor

Attest:

Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: _____



**NORTHLAKE TOWN COUNCIL
SPECIAL MEETING MINUTES
TOWN HALL - COUNCIL CHAMBER ROOM
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226
MAY 13, 2024**

The Northlake Town Council convened in a Special Meeting on May 13, 2024, at 5:30 P.M., in the Northlake Town Hall - Council Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas.

1. CALL TO ORDER

Mayor Rettig called the meeting to order at 5:30 p.m., and a quorum (at least two Councilmembers) as required by the Texas Election Code, Title 6, Chapter 67, was present as follows:

David Rettig, Mayor	Roger Sessions, Place 4
Robert Keeker, Place 1	Maryl Lorencz, Place 5
Michael Ganz, Place 2	Aaron Fowler, Place 6
Brian Montini, Mayor Pro Tem, Place 3	

Also present was Drew Corn, Town Manager.

2. PUBLIC INPUT

The following individuals shared comments as allowed under the Public Input portion of the agenda.

All comments may be viewed in their entirety on the Town's Website at <https://www.town.northlake.tx.us/337/Watch-Council-Meetings>.

- Diane Edmondson, address on file - worked with Mayor and Town Council; great honor and integrity; looking forward to continue working with everyone;
- Roger Sessions, address on file - thanked Mayor Rettig for Service
- Elena Glassman, address on file - expressed appreciation to Mayor and Council for everything they have done/accomplished
- Kevin, address on file - expressed appreciation to Mayor and Council for service

3. ACTION ITEMS

- A. Consider an Ordinance of the Town of Northlake, Texas, canvassing the returns and declaring the results of the General Uniform Election held on May 4, 2024, to elect a Mayor, and Councilmembers to Places 1, 2, and 3; declaring that duly elected candidates received the majority of votes cast for their respective places; declaring no runoff election being necessary; and providing an effective date

APPROVED ORDINANCE NO. 24-0513A

Mayor Rettig, Presiding Officer of the Canvass Authority for the Town of Northlake, read the Canvass Summary and Results as presented by Denton County Elections Administration, as follows:

POSTION/PLACE	CANDIDATE	ABSENTEE VOTING	EARLY VOTING	ELECTION DAY	TOTAL VOTES	%
MAYOR	BRIAN G. MONTINI	7	574	249	830	72.11%
MAYOR	RENA HARDEMAN	9	214	98	321	27.89%
COUNCILMEMBER PLACE 1	ALEX HOLMES	15	575	242	832	100%
COUNCILMEMBER PLACE 2	MCHAEL C. GANZ	15	555	237	807	100%
COUNCILMEMBER PLACE 3	AARON FOWLER	15	574	234	823	100%

Councilmember Sessions moved to accept the returns as presented by Denton County Elections Administration, approve the ordinance, and declare the following candidates received a majority of the votes and were duly elected on May 4, 2024:

- Mayor - Brian G. Montini
- Councilmember Place 1 - Alex Holmes
- Councilmember Place 2 - Michael C. Ganz
- Councilmember Place 3 - Aaron Fowler

Motion seconded by Councilmember Ganz. Motion carried.

AYES (7): Keeker, Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (0): None

- B. Consider an Ordinance of the Town of Northlake, Texas, canvassing the returns and declaring the results of the Special Election held on May 4, 2024, to elect a Councilmember to Place 6, for an unexpired term ending in May 2025; declaring that the duly elected candidate received the majority of votes cast for the respective place; declaring no runoff election being necessary; and providing an effective date

APPROVED ORDINANCE NO. 24-0513B

Mayor Rettig, Presiding Officer of the Canvass Authority for the Town of Northlake, read the Canvass Summary and Results as presented by Denton County Elections Administration, as follows:

POSTION/PLACE	CANDIDA TE	ABSENTEE VOTING	EARLY VOTING	ELECTION DAY	TOTAL VOTES	%
COUNCILMEMBER PLACE 6 (UNEXPIRED TERM)	PK KELLEY	15	559	231	805	100%

Councilmember Lorencz moved to accept the returns as presented by Denton County Elections Administration, approve the ordinance, and declare the following candidate received a majority of the votes and was duly elected on May 4, 2024:

- Councilmember Place 6 (Unexpired Term) - PK Kelley

Motion seconded by Mayor Pro Tem Montini. Motion carried.

AYES (7): Keeker, Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (0): None

C. Issue and administer the following to newly Elected Mayor and Councilmembers:

- Certificate of Election
- Statement of Officer
- Oath of Office

Mayor Rettig presented the following duly elected candidates with Certificates of Election:

- Brian G. Montini - Mayor
- Alex Holmes - Councilmember, Place 5
- Michael C. Ganz - Councilmember, Place 2
- Aaron Fowler - Councilmember, Place 3
- PK Kelley - Councilmember, Place 6 (Unexpired Term)

Zolaina R. Parker, Town Secretary, administered the Statement and Oath of Office to the following:

- Brian G. Montini - Mayor
- Alex Holmes - Councilmember, Place 5
- Aaron Fowler - Councilmember, Place 3
- PK Kelley - Councilmember, Place 6 (Unexpired Term)

4. **ANNOUNCEMENTS & PRESENTATIONS**

A. Announcement - Newly Elected Mayor Brian Montini Welcome

Mayor Montini read a Welcome announcement.

- B. Presentation - Appreciation of Service to Former Mayor David Rettig, and Former Councilmember Robert Keeker

Mayor Montini presented an award of appreciation to Former Mayor David Rettig, and Former Councilmember Robert Keeker.

- C. Briefing - Mayor and Town Council Rules of Procedures Proposal
 - i. Public Comment Process
 - ii. Development Corporation Boards Coordination
 - iii. Board Appointment Process

Mayor Montini addressed Public Comment Process, Development Corporation Boards Coordination, and Board Appointment Process.

The Town Council consensus was for staff to develop a Public Comment Process policy update to be presented at a future meeting; and provide more information regarding Development Corporations and a possible election.

- D. Briefing - Town Manager Updates
 - i. Welcome New Council
 - ii. Introduce Department Heads
 - iii. Discuss Recent Personnel Promotions
 - iv. Introduce New Town Personnel
 - v. Overview of Town Council/Town Manager Expectations and Roles

The item was presented by Drew Corn, Town Manager, and commentary followed.

There was no consensus as the item was for presentation/informational purposes only.

5. **ADJOURN**

With no further business, Mayor Montini adjourned the meeting at 6:19 p.m. A brief reception followed, during which no formal vote, order, or action took place.

Brian Montini, Mayor

Attest:

Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: _____

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Town of Northlake Purchasing Policy
SUBJECT: Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to execute a purchase agreement/contract with Sam Pack's Five Star Ford, for a 2024 F550 Truck, in an amount not to exceed \$114,209.11
GOALS/ OBJECTIVES: Exercise Fiscal Responsibility; 2.2 - Manage the long-term financial plan

BACKGROUND INFORMATION:

- Public Works vehicle (single-cab with dump body) approved in FY 22-23 budget in amount of \$110,000
- Manufacture and outfitting delays led to delivery of truck on January 31, 2024
- Inspection of vehicle by Town staff determined not to meet specifications
- Attempts to resolve issue unsuccessful so vehicle refused on March 19, 2024
- City of Dallas ordered double-cab, dump body vehicle but declined purchase due to lack of funds
- Request purchase available double-cab in lieu of single-cab for total cost of \$114,209.11

COUNCIL ACTION/DIRECTION:

Approve resolution to purchase Public Works vehicle



**TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION**

NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS APPROVING AND DIRECTING THE TOWN MANAGER TO EXECUTE A PURCHASE AGREEMENT WITH SAM PACK'S FIVE STAR FORD, IN ORDER TO PURCHASE A 2024 F550 TRUCK, IN AN AMOUNT NOT TO EXCEED \$114,209.11

WHEREAS, the Town Council of the Town of Northlake, Texas, has determined that a public need and necessity exists for the Town to replace and purchase a new vehicle for the public works department; and

WHEREAS, the Town Council approved and budgeted for the expenditure of \$114,209.11 in the 2022-2023 budget year for purchase of a dump body public works truck; and

WHEREAS, the vendor Sam Pack's Five Star Ford is providing the quote for the public works truck through cooperative purchasing Buy Board Texas Smart Buy; and

WHEREAS, the Town is a member of the Buy Board Texas Smart Buy Purchasing Contract, which per Subchapter F of Section 271 of the Texas Local Government Code fulfills State purchasing requirements; and

WHEREAS, the Town Council has determined that it is advisable and in the best interest of the Town to authorize the Town Manager to enter into an agreement to purchase a public works vehicle, but not to exceed \$114,209.11.

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

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

Section 2. That the Town Council Hereby authorizes the Town Manager to enter into an agreement for the purchase of a public works vehicle at the quoted unit prices, provided that the total amount to be expended pursuant to this grant of authority shall not, in total, exceed the sum of \$114,209.11.

Section 3. This resolution shall be effective immediately upon approval by the Town Council.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024

REF. DOC.: Professional Service Agreements with Bureau Veritas North America, Inc. and Countywide Inspection Services/SAFEbuilt

SUBJECT: Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to terminate the professional services agreement with Bureau Veritas North America, Inc. and to execute the first amendment of agreement for Building Official Consultant Services with Countywide Inspection Services, a wholly owned subsidiary of SAFEbuilt, LLC, to add health services

**GOALS/
OBJECTIVES:** Protect the Public; 1.4 - Ensure safe community standards and processes

BACKGROUND INFORMATION:

- Town has adopted health codes regulating food service establishments and public pools
- Regular inspections necessary to enforce health codes
- Town uses third-party contractor to provide health inspections and related plan reviews
 - Ongoing service contract with Bureau Veritas effective October 1, 2019
 - Primary point of contact retired at end of March
 - Contract may be terminated with 30 days notice
- Town's third-party building inspections contractor now provides health inspection services
 - Ongoing contract with Countywide Inspections/SAFEbuilt is limited to buildings inspections and related plan reviews
 - Offered amendment to provide health inspection services
 - Most fees comparable and overall less than current health inspections contractor
 - Provides integration with CommunityCore permit management system offered by SAFEbuilt and used by the Town for all permits

COUNCIL ACTION/DIRECTION:

- Approve termination of agreement with Bureau Veritas and amendment to agreement with SAFEbuilt to provide health inspection services



**TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION**

NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING AND AUTHORIZING THE TOWN MANAGER TO TERMINATE THE PROFESSIONAL SERVICES AGREEMENT WITH BUREAU VERITAS NORTH AMERICA, INC. AND TO EXECUTE THE FIRST AMENDMENT OF AGREEMENT FOR BUILDING OFFICIAL CONSULTANT SERVICES WITH COUNTYWIDE INSPECTION SERVICES, A WHOLLY OWNED SUBSIDIARY OF SAFEbuilt, LLC, TO ADD HEALTH SERVICES

WHEREAS, the Town of Northlake has adopted regulations for food service establishments and public pools for the health, safety, and general welfare of the public; and

WHEREAS, the Town of Northlake maintains an ongoing contract with Countywide Inspection Services, a wholly owned subsidiary of SAFEbuilt, LLC, for building inspection and plan review services; and

WHEREAS, SAFEbuilt has offered an amendment to add health inspection and plan review services as outlined in "Exhibit A"; and

WHEREAS, the Town of Northlake maintains an ongoing professional services agreement with Bureau Veritas North America, Inc. for health inspection and plan review services which may be terminated by written notice at least thirty (30) days prior to termination.

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

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

Section 2. The Town Manager is authorized to terminate the professional services agreement with Bureau Veritas North America, Inc. and to execute the first amendment of agreement for Building Official Consultant Services with Countywide Inspection Services, a wholly owned subsidiary of SAFEbuilt, LLC.

Section 3. This resolution shall be effective immediately upon approval by the Town Council.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary

**FIRST AMENDMENT OF
CONSULTANT AGREEMENT BUILDING OFFICIAL
BETWEEN TOWN OF NORTHLAKE, TEXAS
AND COUNTYWIDE INSPECTION SERVICES**

THIS FIRST AMENDMENT OF AGREEMENT FOR BUILDING OFFICIAL CONSULTANT SERVICES is made effective as of the date of the last signature below by and between the Town of Northlake, Texas (Municipality) and Countywide Inspection Services, a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant). Municipality and Consultant shall be jointly referred to as the “Parties”.

This Amendment shall be effective on the latest date fully executed by both Parties.

RECITALS AND REPRESENTATIONS

WHEREAS, Parties entered into a Consultant Agreement, Building Official (Agreement), by which both Parties established the terms and conditions for service delivery on January 3, 2011; and

WHEREAS, the Parties seek to amend the Agreement.

NOW, THEREFORE, in consideration of the mutual promise and covenants herein contained, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree as follows:

1. The above recitals are acknowledged as true and correct and are incorporated herein.
2. Agreement Section 16 – Notices, shall be modified as follows, hereto incorporated:
 - a. All notices and communications under this Agreement shall be sent to the Consultant at the following address:
SAFEbuilt, LLC
 ATTN: Joe DeRosa, CRO
 444 North Cleveland, Suite 444
 Loveland, CO 80537
 Email: jderosa@safebuilt.com

3. Agreement, Countywide Inspections Services Fee Schedule shall be amended to add the following Health Services:

Health Code Service Inspections (based on flat fees)	
Category A – TCS foods or non-TCS foods are processed and prepared or commercial kitchen with extensive preparation and processing	\$ 250.00
Category B – Pre-packaged TCS foods are sold and/or limited to non-TCS foods including sliced citrus beverage garnishments, crushed ice mixed with a sugar water-based syrup are sold. Limited preparation and processing	\$ 187.50
Category C – Non-TCS foods such as farmers market (whole produce), convenience store with no preparation, snow cone or pop-a-top bar with set-ups. Limited to no food preparation or processing.	\$ 125.00
Annual Food Establishment Certificate	\$ 125.00 per certificate
Annual Public Pool Inspection	\$ 195.00 per pool
Mobile Food Truck Inspection	\$ 125.00 per truck
Temporary Events	\$ 95.00
Health Services Hourly Rate – Any health services not defined above and health complaint investigations	\$ 125.00 per hour (1-hour minimum)
ALL Fee’s stated above include Consultation, Plan Review, Inspections, and Re-Inspections	

- 4. All other conditions and terms of the original Agreement, not specifically amended herein, shall remain in full force and effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

COUNTYWIDE INSPECTION SERVICES – A SAFEbuilt COMPANY

TOWN OF NORTHLAKE, TEXAS

By: Gary Amato

By: _____

Name: Gary Amato

Name: _____

Title: Chief Administrative Officer

Title: _____

Date: April 16, 2024

Date: _____

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Town Council Rules of Order & Procedure
SUBJECT: Consider a Resolution of the Town of Northlake, Texas, approving the cancellation of the June 27, 2024, and July 11, 2024 Regular Council Meetings
GOALS/ OBJECTIVES: Protect the Public; 1.5 - Attract and retain top quality staff

BACKGROUND INFORMATION:

- Proposed cancelation of June 27th and July 11th meetings
 - No impact to business operations

COUNCIL ACTION/DIRECTION:

- Approve cancelation of June 27th and July 11th meetings



**TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION**

NO.

A RESOLUTION OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING THE CANCELATION OF THE JUNE 27, 2024, AND JULY 11, 2024 REGULAR COUNCIL MEETINGS

WHEREAS, the Town Council of the Town of Northlake, Texas, regularly meets on the second and fourth Thursday of every month at 5:30 p.m., in accordance with the Town Council Rules of Order and Procedures; and

WHEREAS, the Town Council has determined that it is advisable to cancel the June 27, 2024, and July 11, 2024 Regular Town Council Meetings.

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

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

Section 2. That the Town Council hereby cancels the Regular Town Council Meetings scheduled for June 27, 2024, and July 11, 2024.

Section 3. That this Resolution is effective immediately upon approval by the Town Council.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024

Section: 5. TAX INCREMENT REINVESTMENT ZONE NUMBER TWO BOARD MEETING

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024

REF. DOC.: Texas Tax Code, Chapter 311; TIRZ No. 2 Creation Ordinance & Preliminary Project and Finance Plan

SUBJECT: Consider approval and recommendation for Town Council to approve a project and financing plan for Tax Increment Reinvestment Zone Number Two, Town of Northlake, Texas

**GOALS/
OBJECTIVES:** Invest in Infrastructure; 4.1 - Leverage funding sources for needed infrastructure financing

BACKGROUND INFORMATION:

- Hillwood Industrial project
 - Approximately 884 acres
 - Proposed 9.6 million square feet of warehouse space
 - Projected build out of ten to twenty-year period
- Development Agreement (DA) approved February 23, 2023
 - Included provisions for annexation, zoning, and creation of Tax Increment Reinvestment Zone (TIRZ)
- TIRZ created by Ordinance No. 23-0914A adopted September 14, 2023
 - 25-year term
 - Established Town Council as board of directors
 - Included Preliminary Project and Finance Plan:
 - 50% real and business personal property tax incentive
 - Reimbursement of certain developer constructed public infrastructure projects
 - Capped at actual value of public infrastructure plus financing
 - \$41M estimated public improvements project costs eligible for reimbursement
 - \$27M estimated revenues through life of TIRZ
- Final Project and Finance Plan
 - TIRZ board to approve and recommend to Town Council for final adoption
 - Final Project and Finance Plan similar to preliminary plan with more refined cost estimate
 - \$44M estimated public improvements project costs eligible for reimbursement

COUNCIL ACTION/DIRECTION:

Approve and recommend for Town Council to approve Final Project and Finance Plan



REINVESTMENT ZONE NUMBER TWO,
TOWN OF NORTH LAKE, TEXAS
FINAL PROJECT AND FINANCE PLAN
MAY 23, 2024

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SECTION 1: DEFINITIONS

Capitalized terms used in this Final Plan shall have the meanings given to them in **Section I** below unless otherwise defined in this Final Plan or unless the context in which a term is used clearly requires a different meaning. Unless otherwise defined, a reference to a “Section,” an “Exhibit,” shall be a reference to a Section of this Final Plan or an Exhibit attached to and made a part of this Final Plan for all purposes. Definitions include terms as defined in Chapter 311, Texas Tax Code, Tax Increment Financing Act.

“**Act**” means Chapter 311, Texas Tax Code, Tax Increment Financing Act, as amended.

“**Administrative Costs**” means the actual, direct costs paid or incurred by or on behalf of the Town to administer the Zone, including planning, engineering, legal services, organizational costs, publicizing costs, or implementations costs, costs of operating the Zone and project facilities paid by or on behalf of the Town that are directly related to the administration of the Zone, as well as payments made at the discretion of the governing body of the municipality that it finds necessary or convenient to the adoption or to the implementation of this Final Plan for the Zone.

“**Appraisal District**” means the Denton Central Appraisal District.

“**Board**” means the Board of Directors for the Zone.

“**Captured Appraised Value**” means the total real and business personal property value taxable (including increased tax values attributable to changes in use) by a taxing unit for a year and located in the Zone for that year less the tax increment base of the unit, as calculated and confirmed annually by the Appraisal District.

“**Creation Ordinance**” means Ordinance No. 23-0914A approved and adopted by the Town Council on September 14, 2023, designating the creation of the Zone and the Board.

“**Economic Development Program**” means the economic development program authorized by the Economic Development Provision, which allows the Board, subject to the approval of the Town Council, to establish and provide for the administration of one or more programs necessary or convenient to implement and achieve the purposes of the Final Plan, which programs are for the public purposes of developing and diversifying the economy of the Zone and developing business and commercial activity within the Zone, and may include programs to make grants of any lawfully available money from the TIRZ Fund, including activities that benefit the Zone and stimulate business and commercial activity in the Zone.

“**Economic Development Provision**” means Section 311.010(h) of the Act and Article III, Section 52-a, Texas Constitution, as amended.

“Feasibility Study” means the economic feasibility study as evaluated over the term of the Zone and focused only on direct financial benefits, as shown on **Exhibit E**.

“Final Plan” means the *Reinvestment Zone Number Two, Town of Northlake, Texas Final Project and Finance Plan* that was approved by the Board and the Town Council on May 23, 2024 as amended and updated from time to time.

“Non-Project Costs” means those certain costs that will be spent to develop in the Zone, but will not be financed by the Zone, and will be financed by private funds, as described in **Section 6**, and shown on **Exhibit B**.

“Preliminary Plan” means this *Reinvestment Zone Number Two, Town of Northlake, Texas Preliminary Project and Finance Plan* that was approved by the Town Council on September 14, 2023.

“Project Costs” means the total costs for projects in the Zone, including the actual costs of the Public Improvements, the Administrative Costs, and all costs included as “project costs” under Section 311.002 of the Act, as amended.

“Property” means the 883.949 acres of land as depicted on **Exhibit A** and identified on **Exhibit F**.

“Public Improvements” means the proposed public improvements to be financed by the Zone, which includes roads, water, sanitary sewer, storm drainage, and soft costs related thereto, and economic development grants, as further detailed on **Exhibit C**.

“Tax Increment Base” means total appraised value of all taxable real property in the Zone at the time of creation of the Zone, as calculated and certified by the Appraisal District as of January 1, 2023.

“TIRZ Fund” means the tax increment fund created by the Town and segregated from all other funds of the Town.

“Town” means the Town of Northlake, Texas.

“Town Council” means the governing body of the Town.

“Town TIRZ Increment” means for years 2023-2048, fifty percent (50%) of the Town’s ad valorem real and business personal property taxes collected and received by the Town on the Captured Appraised Value in the Zone, and deposited into the TIRZ Fund.

“Zone” means Reinvestment Zone Number Two, Town of Northlake, Texas, as depicted on **Exhibit A**, and parcels identified on **Exhibit F**, and created by Town Council through Ordinance No. 23-0914A.

SECTION 2: INTRODUCTION

2.1 Authority and Purpose

At the time of the Creation Ordinance, the Town had the authority under the Act to designate a contiguous or noncontiguous geographic area within the corporate limits or extraterritorial jurisdiction of the Town as a tax increment reinvestment zone (“TIRZ”) to promote development or redevelopment of the area because the Town Council determined that development or redevelopment would not occur solely through private investment in the reasonably foreseeable future, that the Zone was economically feasible, and that creation of the Zone was in the best interest of the Town and the property in the Zone. The purpose of the Zone is to facilitate such development or redevelopment by financing the costs of public works, public improvements, programs, and other projects benefiting the Zone, plus other costs incidental to those expenditures, all of which costs are authorized by the Act.

2.2 Eligibility Requirements

An area is eligible under the Act to be designated as a tax increment reinvestment zone if the area:

- 1) substantially arrests or impairs the sound growth of the municipality designating the Zone, retards the provision of housing accommodations, or constitutes an economic or social liability and is a menace to the public health, safety, morals, or welfare in its present condition; or
- 2) is predominantly open or undeveloped and, because of obsolete platting, deterioration of structures or site improvements, or other factors, substantially impairs or arrests the sound growth of the Town; or
- 3) is in a federally assisted new community located in the Town or in an area immediately adjacent to a federally assisted new community; or
- 4) is in an area described in a petition requesting that the area be designated as a reinvestment zone, if the petition is submitted to the governing body of the Town by the owners of property constituting at least fifty percent (50%) of the appraised value of the property in the area according to the most recent certified appraisal roll for the county in which the area is located.

The Town cannot, however, designate a zone if more than thirty percent (30%) of the property in the proposed zone, excluding property that is publicly owned, is used for residential purposes, or if the total appraised value of taxable real property in the proposed zone and in existing reinvestment zones exceeds fifty percent (50%) of the total appraised value of taxable real property in the Town and in industrial districts created by the Town.

2.3 The Zone

The Property within the Zone is currently located within the corporate limits of the Town. At the time of the Creation Ordinance, the Property was predominantly open, undeveloped or underdeveloped, and substantially impaired and arrested the sound growth of the Town. Due to its size, location, and physical characteristics, development would not have occurred solely through private investment in the foreseeable future. The Property lacked public infrastructure and required economic incentive to attract development for the purpose of providing long-term economic benefits including, but not limited to, increased real and business personal property tax base for all taxing units in the Zone. If the Public Improvements are financed as contemplated by the Preliminary Plan, the Town envisioned that the Property will be developed to take full advantage of the opportunity to bring to the Town, and the County, a quality development.

2.4 Preliminary Plan and Hearing

Before the Town Council adopted the Creation Ordinance, the Town Council prepared the Preliminary Plan in accordance with the Act and held a public hearing on the creation of the Zone and its benefits to the Town and to the Property, at which public hearing interested persons were given the opportunity to speak for and against the creation of the Zone, the boundaries of the Zone and the concept of tax increment financing, and at which hearing the owners of the Property were given a reasonable opportunity to protest the inclusion of their Property in the Zone. The requirement of the Act for a preliminary reinvestment zone financing plan was satisfied by the Preliminary Plan, the purpose of which was to describe, in general terms, the Public Improvements that will be undertaken and financed by the Zone. A description of how such Public Improvements and projects will be undertaken and financed shall be determined by this Final Plan, which requires approval by the Board and the Town Council.

2.5 Creation of the Zone

Upon the closing of the above referenced public hearing, the Town Council approved the Creation Ordinance in accordance with the following findings:

- 1) that development or redevelopment of the Property would not occur solely through private investment in the reasonably foreseeable future,
- 2) that the Zone was feasible,
- 3) that improvements in the Zone will significantly enhance the value of all the taxable real and business personal property in the Zone and will be of general benefit to the Town, and
- 4) that the Zone meets the eligibility requirements of the Act.

Among other provisions required by the Act, the Creation Ordinance appointed the Board.

2.6 Board Recommendations

After the creation of the Zone, the Board reviewed the Final Plan and recommended its approval to the Town Council pursuant to which the Town shall contribute the Town TIRZ increment into the TIRZ Fund to fund the Project Costs benefiting the Zone.

2.7 Council Action

On February 23, 2023, the Town entered into the Development Agreement for the development of the Zone.

On September 14, 2023, the Town Council approved the Creation Ordinance which created and designated the creation of the Zone and the Board.

On March 23, 2024, the Town Council took into consideration the recommendations of the Board and approved the Final Plan.

SECTION 3: DESCRIPTION AND MAPS

3.1 Existing Uses and Conditions

The Property is currently zoned Industrial Planned Development and is intended to be developed with commercial and industrial uses. The Property is primarily undeveloped or underdeveloped, and there is insufficient public infrastructure to support development. Development requires extensive public infrastructure that: (1) the Town could not provide, and (2) would not be provided solely through private investment in the foreseeable future.

3.2 Proposed Uses

The proposed uses of the Property include commercial and industrial uses as allowed by the Industrial Planned Development zoning of the Property.

3.3 Parcel Identification

The parcels identified on **Exhibit F** provide sufficient detail to identify with ordinary and reasonable certainty the territory included in the Zone.

SECTION 4: PROPOSED CHANGES TO ORDINANCES, PLANS, CODES, RULES, AND REGULATIONS

The Property is wholly located in the corporate limits of the Town and is subject to the Town's zoning regulation. The Town has exclusive jurisdiction over the subdivision and platting of the Property and the design, construction, installation, and inspection of water, sewer, drainage, roadway, and other public infrastructure. No proposed changes to zoning ordinances, comprehensive plan, building codes, subdivision rules, or other municipal ordinances are planned.

SECTION 5: RELOCATION OF DISPLACED PERSONS

No persons were displaced and in need of relocation due to the creation of the Zone, the Final Plan, or due to the implementation of the Final Plan.

SECTION 6: ESTIMATED NON-PROJECT COSTS

Non-Project Costs are costs that will be spent to develop in the Zone but will not be financed by the Zone, and will be financed by private funds. The list of Non-Project Costs is shown on **Exhibit B**, and are estimated to be approximately \$707,424,000.

SECTION 7: PROPOSED PUBLIC IMPROVEMENTS

7.1 Categories of Public Improvements

The Public Improvements to be funded by the Zone include roads, water, storm drainage, sanitary sewer, and soft costs as shown on **Exhibit C**. All Public Improvements shall be designed and constructed in accordance with all applicable Town standards and the Development Agreement and shall otherwise be inspected, approved, and accepted by the Town. At the Town's option, the Public Improvements may be expanded to include any other category of improvements authorized by the Act.

7.2 Location of Public Improvements

The estimated locations of the proposed Public Improvements are depicted on **Exhibit G**. These locations may be revised, with the approval of the Town, from time to time without amending this Final Plan.

SECTION 8: ESTIMATED PROJECT COSTS

8.1 Project Costs

The total Project Costs are estimated to be \$44,652,417, as shown below and detailed on **Exhibit C**. The costs of the Public Improvements, are estimated to be \$44,027,417, and the Administrative Costs over the life of the Zone are estimated to be \$625,000.

8.2 Administrative Costs

The Administrative Costs are estimated to be \$25,000 per year. The Administrative Costs shall be paid each year from the TIRZ Fund before any other Project Costs are paid.

8.3 Estimated Timeline of Incurred Costs

The Administrative Costs will be incurred annually beginning at the time the Zone is created and throughout the duration of the Zone. It is estimated the Public Improvements costs will be incurred between 2024 and 2034 (actual costs to be determined as development in the Zone occurs), as shown on **Exhibit D**, and funded annually over the remaining term of the Zone.

SECTION 9: ECONOMIC FEASIBILITY

9.1 Feasibility Study

For purposes of this Final Plan, a Feasibility Study has been demonstrated over the term of the Zone, as shown on **Exhibit E**. The Feasibility Study focused on only direct financial benefits (i.e. ad valorem tax revenues from the development of Public Improvements in the Zone). As shown on the Feasibility Study, during the term of the Zone, new development (which would not have occurred but for the Zone) will generate approximately \$53,256,322 in total new real property tax revenue for the participation taxing entities. Approximately \$26,628,161 will be deposited into the TIRZ Fund to pay for the Project Costs over the life of the Zone. The remaining real property tax revenue over that period, estimated at \$26,628,161 shall be retained by the participating taxing entities.

The Feasibility Study shows the cumulative Town TIRZ Increment is estimated to be \$26,628,161, which will be available to pay a portion of the Project Costs, until the term expires or is otherwise terminated. The remainder of the new Town real and business personal property tax revenue generated within the Zone and retained by the Town is estimated to be \$26,628,161 over the term.

One hundred percent (100%) of all taxing revenues generated for other taxing entities by the new development within the Zone will be retained by the respective taxing entities. Based on the foregoing, the feasibility of the Zone has been demonstrated.

SECTION 10: ESTIMATED BONDED INDEBTEDNESS

No tax increment reinvestment zone bonds or public indebtedness by the Town secured by the tax increments pursuant to the Act, are contemplated at the time of this Final Plan.

SECTION 11: APPRAISED VALUE

11.1 Tax Increment Base

The Tax Increment Base is estimated to be \$1,527,437 and shall be confirmed by the Appraisal District. Each year, the Appraisal District shall confirm the Captured Appraised Value of the Zone.

11.2 Estimated Captured Appraised Value

It is estimated that upon expiration of the term of the Zone, the total Captured Appraised Value of taxable real property in the Zone will be approximately \$1,342,982,835 as shown on **Exhibit E**. The actual Captured Appraised Value, as certified by the Appraisal Districts each year, will be used to calculate the Town TIRZ Increment, pursuant to this Final Plan.

SECTION 12: METHOD OF FINANCING

12.1 TIRZ Fund Contributions

The Final Plan shall obligate the Town to deposit the Town TIRZ Increment into the TIRZ Fund beginning in 2024. For example, in FY 2023, the Town's ad valorem tax rate was \$0.295 per \$100 of taxable value, therefore the Town would contribute \$0.1475 per \$100 of the Captured Appraised Value in the Zone levied and collected, to the TIRZ Fund.

All payments of Project Costs shall be made solely from the TIRZ Fund and from no other funds of the Town, unless otherwise approved by their respective governing body. The TIRZ Fund shall only be used to pay the Project Costs in accordance with this Final Plan. The Town may amend the Final Plan in compliance with the Act and the Development Agreement, including but not limited to what is considered a Project Cost.

SECTION 13: DURATION OF THE ZONE, TERMINATION

13.1 Duration

The stated term of the Zone commenced upon the execution of the Creation Ordinance and shall continue until December 31, 2048, with the last payment being due by January 31, 2049, unless otherwise terminated in accordance with the Creation Ordinance.

13.2 Termination

The Zone shall terminate on the earlier of (i) December 31, 2048, or (ii) at such time that the Project Costs have been paid in full. If upon expiration of the stated term of the Zone, the obligations of the Zone have not been fully funded by the TIRZ Fund, the Town and Denton County shall have no obligation to pay the shortfall and the term shall not be extended. Nothing in this Section is intended to prevent the Town from extending the term of the Zone in accordance with the Act.

SECTION 14: ECONOMIC DEVELOPMENT PROGRAM

The Town Council and the Board have determined it to be necessary and convenient to the accomplishment of the objectives of the Zone to establish and provide for the administration of the Economic Development Program that may be used to incentivize development. The Economic Development Program established in this Section is authorized by the Economic Development Provision.

The Economic Development Program will further the public purpose of developing and diversifying the economy of the Zone. All grants that are part of the Economic Development Program serve the public purpose of attracting new business and commercial activity to the Zone for the purpose of providing long-term economic benefits including, but not limited to, increases in the real and business personal property tax base for all taxing units within the Zone, and increased job opportunities for residents of the Town and Denton County.

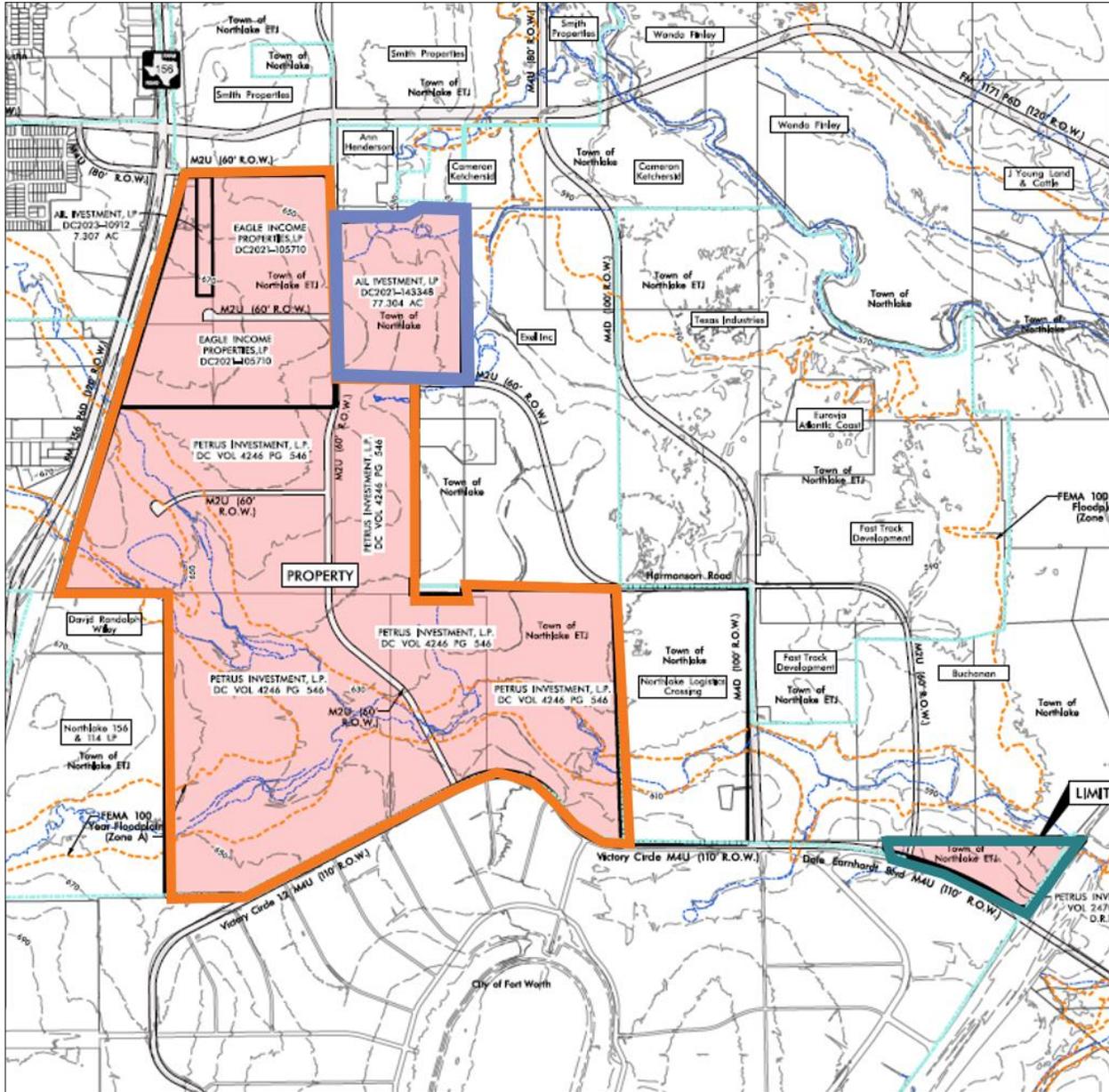
Only owners of real property in the Zone, and their successors and assigns, are eligible to receive grants that are part of the Economic Development Program. Any owner of real property within the Zone seeking grants that are part of the Economic Development Program must first submit a request to the Town on a form acceptable to the Town.

LIST OF EXHIBITS

Unless otherwise stated, all references to "Exhibits" contained in this Final Plan shall mean and refer to the following exhibits, all of which are attached to and made a part of this Final Plan for all purposes.

Exhibit A	Map of the Zone
Exhibit B	Non-Project Costs
Exhibit C	Project Costs
Exhibit D	Estimated Timeline of Incurred Costs
Exhibit E	Feasibility Study
Exhibit F	Parcel Identification
Exhibit G	Maps of the Public Improvements
G-1	Map of Water Improvements
G-2	Map of Sewer Improvements
G-3	Map of Roadway Improvements

EXHIBIT A – MAP OF THE ZONE



TRACT 1 - 

TRACT 2 - 

TRACT 3 - 

EXHIBIT B – NON-PROJECT COSTS

Land Use	Units/SF	Buildout Value		Non-Project Costs ¹
		Per Unit	Total	
Industrial	9,600,000	\$ 73.69	\$ 707,424,000	\$ 707,424,000

Notes:

- (1) Estimated and subject to change.
- (2) Present value

EXHIBIT C – PROJECT COSTS

Key	Project Description	Estimated Cost Allocation
Water Public Improvements		
1	Offsite 16" Line DEW to FM156 & Along 156 to Petrus	\$ 3,356,730
2	16" Line Dale Earnhart/Victory Circle	\$ 2,717,000
3	Interim Booster Pump	\$ 3,561,810
4	12" Line Street A - DEW to Water Tower	\$ 2,146,365
5	16" Line - Street C - FM 156	\$ 2,809,872
6	12" Line Harmonson Road- East	\$ 319,410
7	16" Line FM156 - Harmonson West to South End of Petrus	\$ 2,692,300
Sewer Public Improvements		
1	8" Regional Line (Southwest Development)	\$ 1,606,930
Roadway Public Improvements		
1	Traffic Signal @ DEW & Street A	\$ 520,000
2	Street A	\$ 16,911,050
3	Street C - Road to Water Tower temp and Permanent	\$ 2,159,300
4	Harmonson Rd - East	\$ 1,394,250
5	Street B/Harmonson West	\$ 3,312,400
6	Traffic Signal @ FM156 & Street B	\$ 520,000
Total Public Improvements Costs		\$ 44,027,417
Administrative Costs		\$ 625,000
Total Project Costs¹		\$ 44,652,417

Notes:

- (1) Projects identified in Development Agreement.
- (2) Economic Development Grants will be provided pursuant to the Development Agreement and the economic development program.
- (3) Only owners of real property in the Zone, and their successors and assigns, are eligible to make requests to the Town for changes to the projects or improvements identified in this Exhibit C.
- (4) Costs shown are a projection of anticipated construction and design costs, actual cost of projects will be provided per the TIRZ
- (5) Costs shown do not include developer interest costs or other eligible project cost under chapter 311
- (6) Pipe sizes shown are preliminary and based on current water and sewer masterplan

EXHIBIT D – ESTIMATED TIMELINE OF INCURRED PROJECT COSTS

Zone Year	Calendar Year	Admin Costs	Public Improvement Project Costs ²	Total Project Costs ¹
Base	2023	\$ -	\$ -	\$ -
1	2024	\$ 25,000	\$ -	\$ 25,000
2	2025	\$ 25,000	\$ 4,465,242	\$ 4,490,242
3	2026	\$ 25,000	\$ 4,465,242	\$ 4,490,242
4	2027	\$ 25,000	\$ 4,465,242	\$ 4,490,242
5	2028	\$ 25,000	\$ 4,465,242	\$ 4,490,242
6	2029	\$ 25,000	\$ 4,465,242	\$ 4,490,242
7	2030	\$ 25,000	\$ 4,465,242	\$ 4,490,242
8	2031	\$ 25,000	\$ 4,465,242	\$ 4,490,242
9	2032	\$ 25,000	\$ 4,465,242	\$ 4,490,242
10	2033	\$ 25,000	\$ 4,465,242	\$ 4,490,242
11	2034	\$ 25,000	\$ 4,465,242	\$ 4,490,242
12	2035	\$ 25,000	\$ -	\$ 25,000
13	2036	\$ 25,000	\$ -	\$ 25,000
14	2037	\$ 25,000	\$ -	\$ 25,000
15	2038	\$ 25,000	\$ -	\$ 25,000
16	2039	\$ 25,000	\$ -	\$ 25,000
17	2040	\$ 25,000	\$ -	\$ 25,000
18	2041	\$ 25,000	\$ -	\$ 25,000
19	2042	\$ 25,000	\$ -	\$ 25,000
20	2043	\$ 25,000	\$ -	\$ 25,000
21	2044	\$ 25,000	\$ -	\$ 25,000
22	2045	\$ 25,000	\$ -	\$ 25,000
23	2046	\$ 25,000	\$ -	\$ 25,000
24	2047	\$ 25,000	\$ -	\$ 25,000
25	2048	\$ 25,000	\$ -	\$ 25,000
Total		\$ 625,000	\$ 44,652,417	\$ 45,277,417

(1) Shown for illustrative purposes only.

(2) Total estimated improvement costs spread evenly over ten year period.

EXHIBIT E – FEASIBILITY STUDY

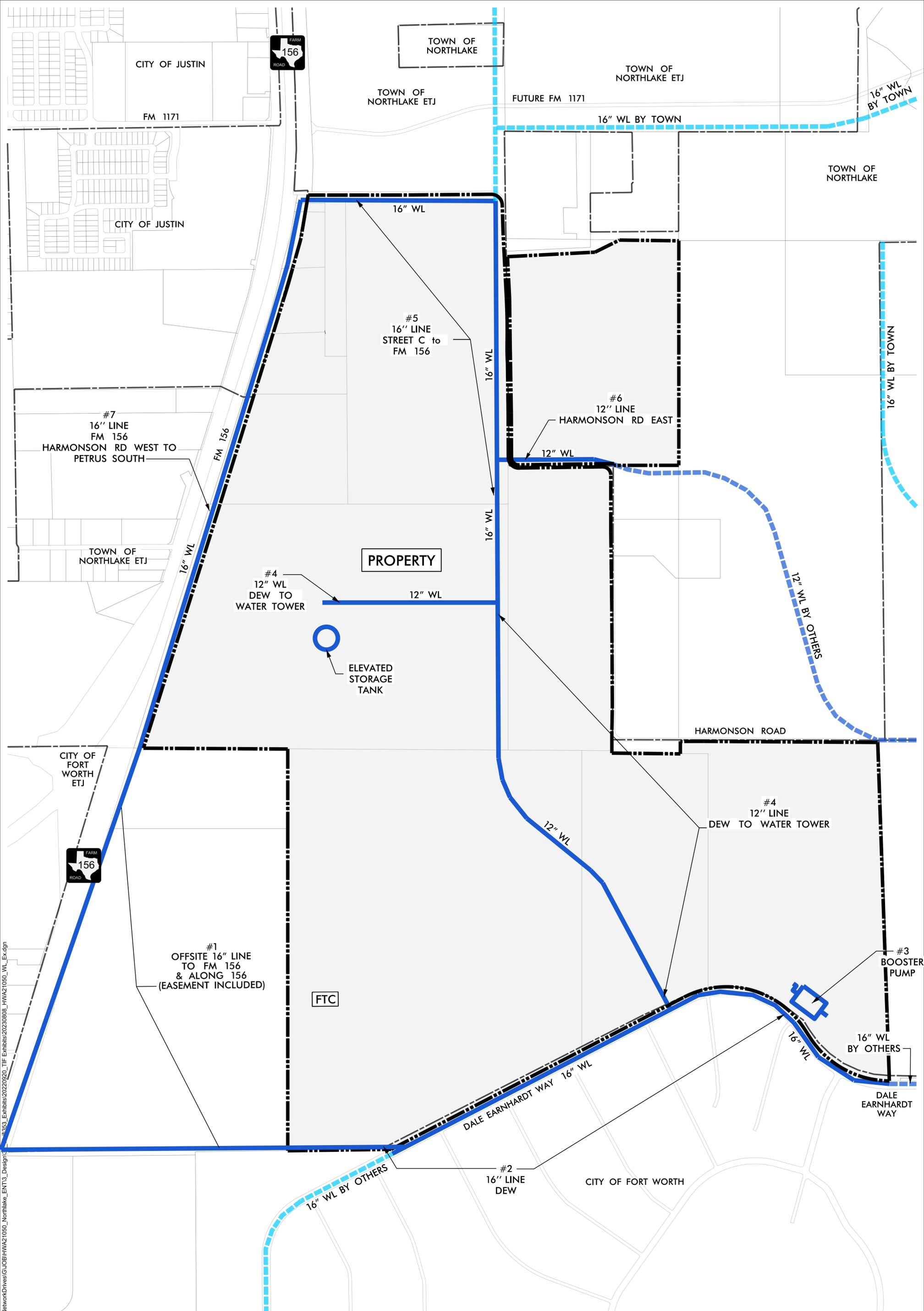
Zone Year	Calendar Year	Growth/Year ¹	Taxable Value			Town of Northlake			Total TIRZ Fund Contribution		
			Added Value ³	New Taxable Value	Incremental Value	TIRZ Increment		Town Retained Value	Annual	Cumulative	
						%	\$				
Base	2023	0%	\$ -	\$ 1,527,437	\$ -	50%	\$ -	\$ -	\$ -	\$ -	
1	2024	2%	\$ -	\$ 1,557,986	\$ 30,549	50%	\$ -	\$ -	\$ -	\$ -	
2	2025	2%	\$ 56,736,000	\$ 58,325,145	\$ 56,797,708	50%	\$ 45	\$ 45	\$ 45	\$ 45	
3	2026	2%	\$ 57,870,720	\$ 117,362,368	\$ 115,834,931	50%	\$ 83,777	\$ 83,777	\$ 83,777	\$ 83,822	
4	2027	2%	\$ 59,028,134	\$ 178,737,750	\$ 177,210,313	50%	\$ 170,857	\$ 170,857	\$ 170,857	\$ 254,678	
5	2028	2%	\$ 60,208,697	\$ 242,521,202	\$ 240,993,765	50%	\$ 261,385	\$ 261,385	\$ 261,385	\$ 516,063	
6	2029	2%	\$ 61,412,871	\$ 308,784,497	\$ 307,257,060	50%	\$ 355,466	\$ 355,466	\$ 355,466	\$ 871,529	
7	2030	2%	\$ 62,641,128	\$ 377,601,316	\$ 376,073,879	50%	\$ 453,204	\$ 453,204	\$ 453,204	\$ 1,324,733	
8	2031	2%	\$ 63,893,951	\$ 449,047,293	\$ 447,519,856	50%	\$ 554,709	\$ 554,709	\$ 554,709	\$ 1,879,442	
9	2032	2%	\$ 65,171,830	\$ 523,200,069	\$ 521,672,632	50%	\$ 660,092	\$ 660,092	\$ 660,092	\$ 2,539,534	
10	2033	2%	\$ 66,475,267	\$ 600,139,337	\$ 598,611,900	50%	\$ 769,467	\$ 769,467	\$ 769,467	\$ 3,309,001	
11	2034	2%	\$ 67,804,772	\$ 679,946,896	\$ 678,419,459	50%	\$ 882,953	\$ 882,953	\$ 882,953	\$ 4,191,954	
12	2035	2%	\$ 69,160,867	\$ 762,706,701	\$ 761,179,264	50%	\$ 1,000,669	\$ 1,000,669	\$ 1,000,669	\$ 5,192,623	
13	2036	2%	\$ 70,544,085	\$ 848,504,920	\$ 846,977,483	50%	\$ 1,122,739	\$ 1,122,739	\$ 1,122,739	\$ 6,315,362	
14	2037	2%	\$ 71,954,966	\$ 937,429,985	\$ 935,902,548	50%	\$ 1,249,292	\$ 1,249,292	\$ 1,249,292	\$ 7,564,654	
15	2038	2%	\$ 73,394,066	\$ 1,029,572,650	\$ 1,028,045,213	50%	\$ 1,380,456	\$ 1,380,456	\$ 1,380,456	\$ 8,945,110	
16	2039	2%	\$ 74,861,947	\$ 1,125,026,050	\$ 1,123,498,613	50%	\$ 1,516,367	\$ 1,516,367	\$ 1,516,367	\$ 10,461,477	
17	2040	2%	\$ -	\$ 1,147,526,571	\$ 1,145,999,134	50%	\$ 1,657,160	\$ 1,657,160	\$ 1,657,160	\$ 12,118,637	
18	2041	2%	\$ -	\$ 1,170,477,103	\$ 1,168,949,666	50%	\$ 1,690,349	\$ 1,690,349	\$ 1,690,349	\$ 13,808,986	
19	2042	2%	\$ -	\$ 1,193,886,645	\$ 1,192,359,208	50%	\$ 1,724,201	\$ 1,724,201	\$ 1,724,201	\$ 15,533,187	
20	2043	2%	\$ -	\$ 1,217,764,378	\$ 1,216,236,941	50%	\$ 1,758,730	\$ 1,758,730	\$ 1,758,730	\$ 17,291,916	
21	2044	2%	\$ -	\$ 1,242,119,665	\$ 1,240,592,228	50%	\$ 1,793,949	\$ 1,793,949	\$ 1,793,949	\$ 19,085,866	
22	2045	2%	\$ -	\$ 1,266,962,058	\$ 1,265,434,621	50%	\$ 1,829,874	\$ 1,829,874	\$ 1,829,874	\$ 20,915,739	
23	2046	2%	\$ -	\$ 1,292,301,300	\$ 1,290,773,863	50%	\$ 1,866,516	\$ 1,866,516	\$ 1,866,516	\$ 22,782,256	
24	2047	2%	\$ -	\$ 1,318,147,326	\$ 1,316,619,889	50%	\$ 1,903,891	\$ 1,903,891	\$ 1,903,891	\$ 24,686,147	
25	2048	2%	\$ -	\$ 1,344,510,272	\$ 1,342,982,835	50%	\$ 1,942,014	\$ 1,942,014	\$ 1,942,014	\$ 26,628,161	
Total			\$ 981,159,302				\$ 26,628,161	\$ 26,628,161	\$ 26,628,161		
Assumptions			Notes:								
Tax Increment Base ²			\$ 1,527,437	1) Values increased at 2% annually							
Town AV Rate			0.295	2) Tax increment base estimated as of January 1, 2023 and subject to confirmation by appraisal district							
				3) Estimated value spread evenly over 15 years with 2% growth rate.							

EXHIBIT F – PARCEL IDENTIFICATION

Property ID	Taxable Value	Acreage
67699	\$ 19,513.00	100.581
68081	\$ 12,586.00	64.876
68083	\$ 355,755.00	225.848
68107	\$ 5,072.00	26.142
68562	\$ 744.00	10.1915
68583	\$ 18,419.00	102.9
68584	\$ 706,252.00	7.104
68587	\$ 32,668.00	168.39
68611	\$ 362,607.00	76.81
68614	\$ 11,353.00	58.522
307400	\$ 1,820.00	24.9379
677078	\$ 403.00	5.524
717363	\$ 200.00	2.733
717364	\$ 22.00	0.308
717365	\$ 23.00	0.316

EXHIBIT G – MAPS OF THE PUBLIC IMPROVEMENTS

- G-1** Map of Water Improvements
- G-2** Map of Sewer Improvements
- G-3** Map of Roadway Improvements



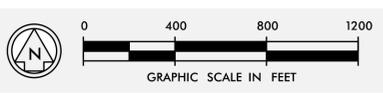
Town of Northlake

Water Distribution

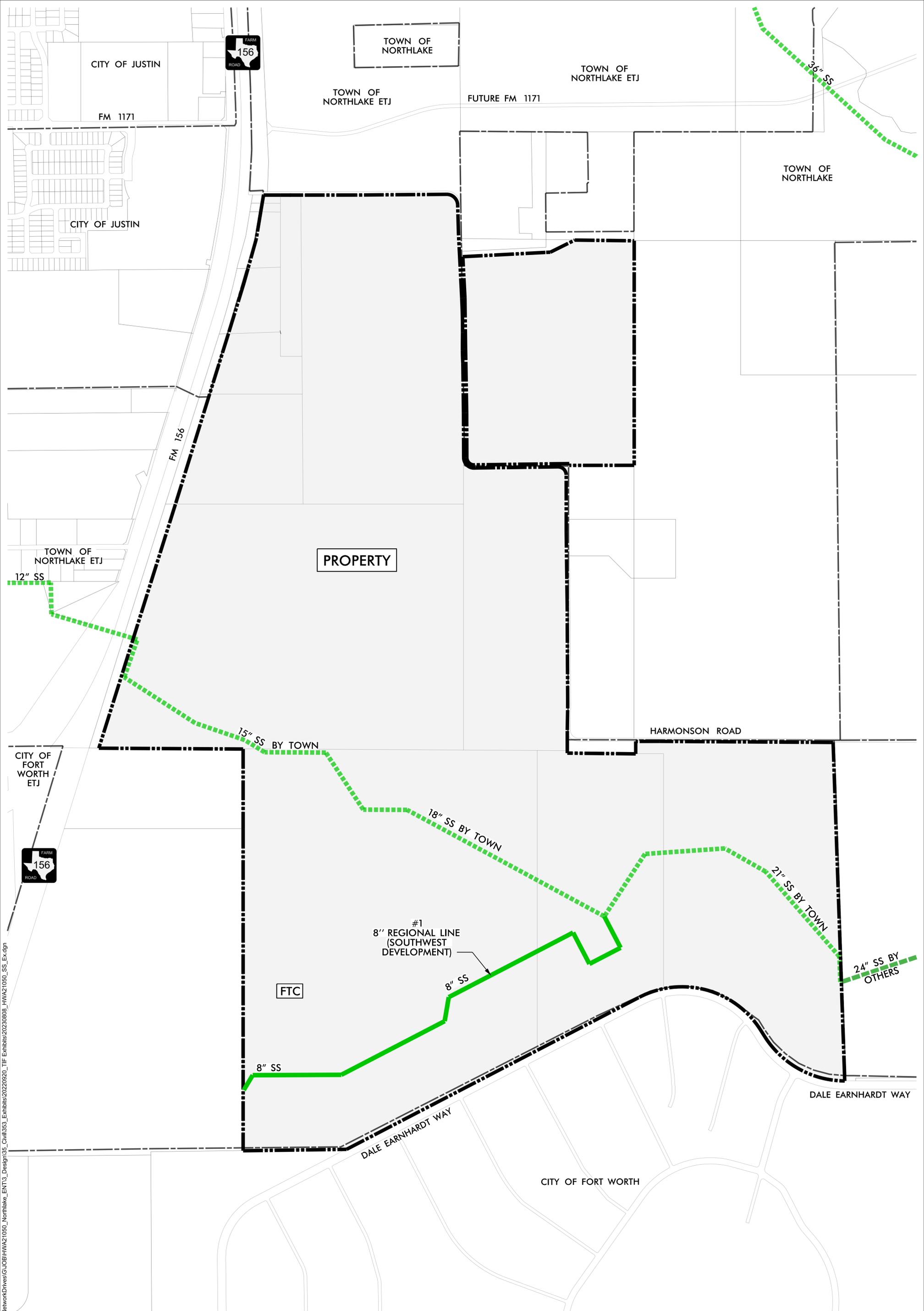
August 14, 2023



Hillwood
9800 Hillwood Pkwy, Suite 300
Fort Worth, TX 76177
817.224.6000



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 8/14/2023



PROPERTY

FTC

Town of Northlake

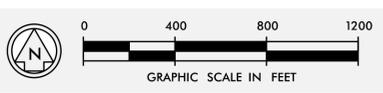
Sanitary Sewer

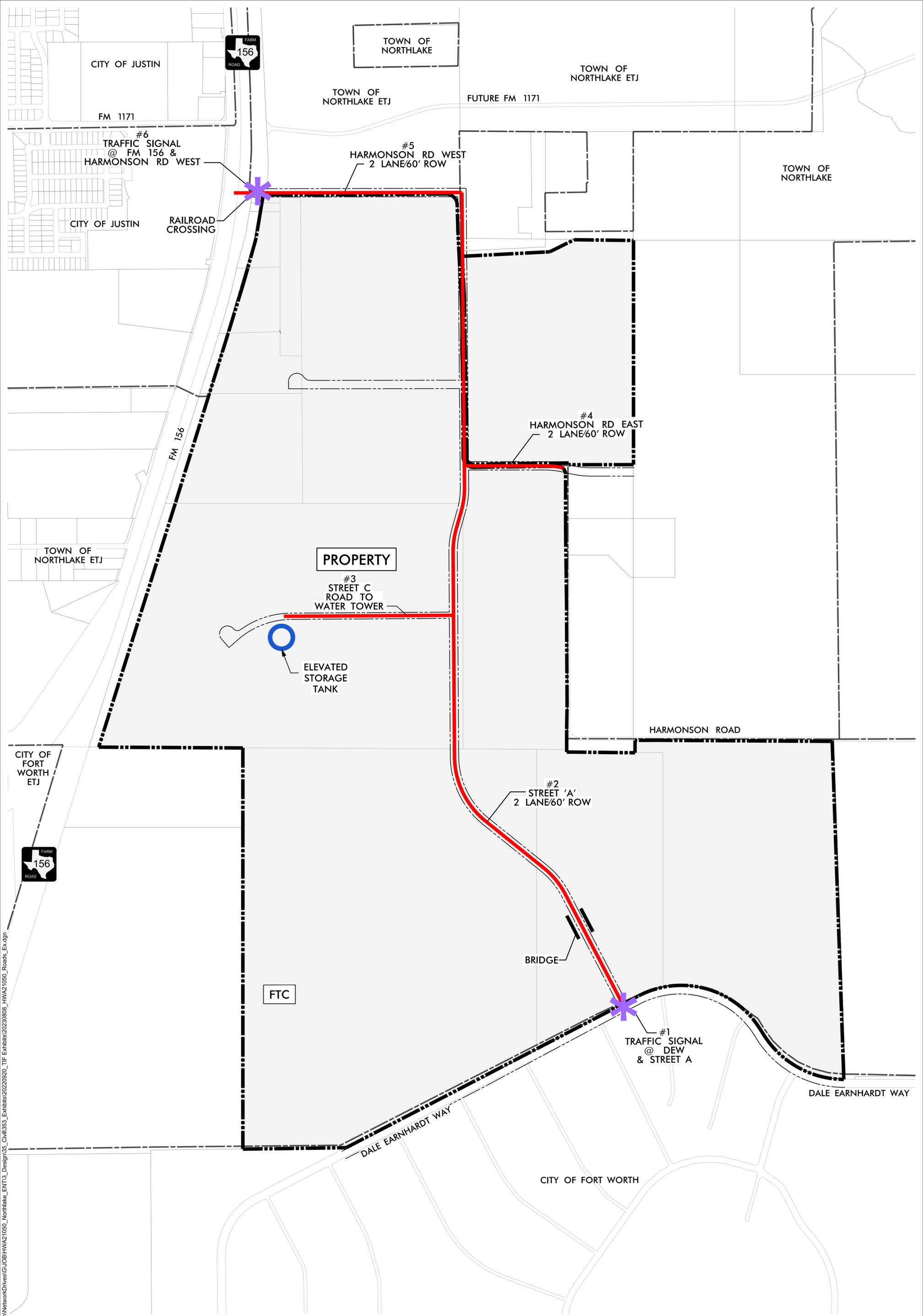
August 14, 2023



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9800 Hillwood Pkwy, Suite 300
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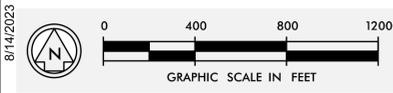
Town of Northlake

Roadways

August 14, 2023



Hillwood
9800 Hillwood Pkwy, Suite 300
Fort Worth, TX 76177
817.224.6000



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NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
Section: 6. ACTION ITEMS

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Northlake Home Rule Charter & Town Council Rules of Procedures
SUBJECT: Consider a Resolution of the Town of Northlake, Texas, appointing a Mayor Pro Tem to serve a one-year term beginning June 1, 2024 and ending May 31, 2025
GOALS/ OBJECTIVES: Protect the Public; 1.3 - Engage with the community to ensure trust

BACKGROUND INFORMATION:

- Town Charter Section 3.08, Mayor Pro Tem
 - Establishes selection of Mayor Pro Tem shall occur at the first meeting after election or as soon as practicable
 - Mayor Pro Tem performs the duties of Mayor in case of absence/disability of Mayor
 - One (1) year term

COUNCIL ACTION/DIRECTION:

Appoint a Mayor Pro Tem



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, ELECTING A MAYOR PRO TEM FOR A PERIOD OF ONE (1) YEAR; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town Charter, § 3.08 Mayor Pro Tem, establishes that at the first meeting after each general election or general election run-off, the Council shall appoint one of the Councilmembers as Mayor Pro Tem; and

WHEREAS, the Mayor Pro Tem shall perform the duties of Mayor in case of the absence or disability of the Mayor; and

WHEREAS, the Town Council voted and selected _____ to hold the position of Mayor Pro Tem.

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

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

Section 2. That the Town Council selected _____ to serve as Mayor Pro Tem for the period of one (1) year.

Section 3. This resolution shall be effective immediately upon approval by the Town Council.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Northlake Home Rule Charter & Code of Ordinances
SUBJECT: Consider appointment for the Board of Adjustment Place 5, unexpired term, beginning June 1, 2024 and ending May 31, 2025
GOALS/ OBJECTIVES: Plan Intentionally and Responsibly; 3.3 - Review and revise town plans as needed

BACKGROUND INFORMATION:

- Per Northlake Charter, Town Council created Board of Adjustment
- BofA - Five (5) members, removal for cause only, Councilmembers cannot serve, two-year term
- Board member requirements per Charter
 - Registered voter and Northlake resident
- Equitable representation of areas and neighborhoods of Town

Place	Member Name	Term
1.	Thomas Lott	2023-2025
2.	Lisa Ham	2023-2025
3.	Robert Parker	2023-2025
4.	John Stewart	2023-2025
5.	VACANT	2023-2025

- No terms are expired
- Place 5 is vacant due to election of Alex Holmes to Council
- Various residents have applied to be considered for appointment

COUNCIL ACTION/DIRECTION:

Appoint member for Place 5

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Northlake Home Rule Charter & Code of Ordinances
SUBJECT: Consider appointments/reappointments for the Northlake Community Development Corporation - Board of Director Places 1-7, for a full term or an unexpired term, as applicable
GOALS/ OBJECTIVES: Plan Intentionally and Responsibly; 3.3 - Review and revise town plans as needed

BACKGROUND INFORMATION:

- Multiple directors on the Northlake Community Development Corporation's (CDC) Boards terms expire May 31st
- Charter encourages Council to appoint members for equitable representation of all areas of Town
- Board member requirement per Charter
 - Registered Voter and Northlake Resident
- No term limits for CDC board members
- Members may be removed at will by Town Council

Place	Member Name	Term
1.	Andy Gibson	2022-2024
2.	VACANT	2022-2024
3.	Amy Godwin	2022-2024
4.	Tom Dudark	2023-2025
5.	Traci Honeycutt	2023-2025
6.	Michaela Monson	2023-2025
7.	*Saketh Parsa	2023-2025

- All board members with expiring terms have expressed an interest in continuing to serve, with 1 exception:
 - Lesley Miley - does not wish to continue serving
- *Saketh Parsa - submitted application to serve on Planning & Zoning
- Various residents have applied to be considered for appointment

COUNCIL ACTION/DIRECTION:

Appoint or reappoint members

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Northlake Home Rule Charter & Code of Ordinances
SUBJECT: Consider appointments/reappointments for the Northlake Economic Development Corporation - Board of Director Places 1-7, for a full term or an unexpired term, as applicable
GOALS/ OBJECTIVES: Plan Intentionally and Responsibly; 3.3 - Review and revise town plans as needed

BACKGROUND INFORMATION:

- Multiple directors on the Northlake Economic Development Corporation's (EDC) Boards terms expire May 31st
- Charter encourages Council to appoint members for equitable representation of all areas of Town
- Board member requirement per Charter
 - Registered Voter and Northlake Resident
- No term limits for EDC board members
- Members may be removed at will by Town Council

Place	Member Name	Term
1.	VACANT	2022-2024
2.	VACANT	2022-2024
3.	Laura Montini	2022-2024
4.	Hillary Simpson	2022-2024
5.	Marie Amarante	2023-2025
6.	Ian Waya	2023-2025
7.	Sonya Wooley	2023-2025

- All board members with expiring terms have expressed an interest in continuing to serve, with 2 exceptions:
 - Brant Derranger - does not wish to continue serving
 - Matthew Garrett - does not wish to continue serving
- Various residents have applied to be considered for appointment

COUNCIL ACTION/DIRECTION:

Appoint or reappoint members

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Northlake Home Rule Charter & Code of Ordinances
SUBJECT: Consider appointments/reappointments for the Planning & Zoning Commission Places 1-7 for a one-year term beginning June 1, 2024 and ending May 31, 2025
GOALS/ OBJECTIVES: Plan Intentionally and Responsibly; 3.3 - Review and revise town plans as needed

BACKGROUND INFORMATION:

- Per Northlake Charter, Town Council created Planning & Zoning Commission
- P&Z- Seven (7) members, removal discretionary, Councilmembers cannot serve, one-year term
- Board member requirements per Charter
 - Registered voter and Northlake resident
- Equitable representation of areas and neighborhoods of Town

Place	Member Name	Term
1.	Chris Amarante	2023-2024
2.	Joshua Pezzuto	2023-2024
3.	Jana Hall	2023-2024
4.	Linda King	2023-2024
5.	VACANT	2023-2024
6.	Danny Simpson	2023-2024
7.	VACANT	2023-2024

- All board members with expiring terms have expressed an interest in continuing to serve, with 2 exceptions:
 - Bryan Davenport - does not wish to continue serving - resigned April 2024
 - John Kelley - elected to serve as Councilmember Place 6
- Various residents have applied to be considered for appointment

COUNCIL ACTION/DIRECTION:

Appoint or reappoint members

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Chapter 772, Texas Health and Safety Code
SUBJECT: Consider a Resolution of the Town of Northlake, Texas, making board nominations for the Denco Area 9-1-1 District Board of Managers
GOALS/ OBJECTIVES: Protect the Public; 1.2 - Collaborate with fire and medical services

BACKGROUND INFORMATION:

- Denco Area 9-1-1 provides 911 emergency services to various areas within Denton County
 - Northlake is a participating municipality
- Denco Area 9-1-1 District has two-member Board of Managers
 - Members of Board of Managers serve two-year terms expiring on alternate years
 - Each participating municipality may nominate an individual for election each year
 - Nominations are currently open and may be submitted until May 31, 2024

COUNCIL ACTION/DIRECTION:

Nominate or abstain from nominating a person to serve on Denco 9-1-1 District Board of Managers



**TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION**

NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, MAKING A NOMINATION FOR THE Denco AREA 9-1-1 DISTRICT BOARD OF MANAGERS

WHEREAS, the Town of Northlake is a participating municipality in the Denco Area 9-1-1 District; and

WHEREAS, Chapter 772, Texas Health and Safety Code provides for the Denco Area 9-1-1 District Board of Managers to have "two members appointed jointly by all the participating municipalities located in whole or part of the district"; and

WHEREAS, each member serves a term of two years beginning on October 1st of the year member is appointed; and

WHEREAS, one member representing participating municipalities is elected each year; and

WHEREAS, electoral candidates of the Denco Area 9-1-1 Board of Directors must be nominated by a participating municipality; and

WHEREAS, the Northlake Town Council may provide written notification of a nomination to the Denco Area 9-1-1 District Board of Managers prior to May 31st, 2024.

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

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

Section 2. The Town Council of the Town of Northlake hereby nominates _____ for election to the Denco Area 9-1-1 Board of Directors.

Section 3. This resolution shall be effective immediately upon approval by the Town Council.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary



Denco Area 9-1-1 District

1075 Princeton Street ▪ Lewisville, TX 75067

Phone: 972-221-0911 ▪ Fax: 972-420-0709 ▪ Denco.ORG

TO: Denco Area 9-1-1 District Participating Municipal Jurisdictions

FROM: Gregory S. Ballentine, Executive Director

DATE: April 1, 2024

RE: Nomination for the Denco Area 9-1-1 District Board of Managers

Chapter 772, Texas Health and Safety Code, provides for the Denco Area 9-1-1 District Board of Managers to have “two members appointed jointly by all the participating municipalities located in whole or part of the district.” The enclosed resolution describes the appointment process of a municipal representative.

Each year on September 30th, the term of one of the two members appointed by participating municipalities expires. This year it is the term of Jim Carter. Members are eligible for consecutive terms and Mr. Carter has expressed his desire to serve another term.

Denco requests the following actions by the governing bodies of each of the 32 municipalities in the district:

- 1. Immediate Action (Nominate):** If your city/town would like to nominate a candidate to represent the municipalities on the Denco Board of Managers, please send a letter of nomination, by way of council action, and résumé of the candidate to the Denco Area 9-1-1 District office. Nominees are historically current or former elected officials in the district; however, there are no official prerequisites. **For a nomination to be considered, written notification of council action must reach the Denco Area 9-1-1 District by 5:00 p.m. May 31, 2024.** No nominations shall be considered after that time.
- 2. Future Action (Vote):** On June 3, 2024, Denco staff will send the slate of nominees to each city/town for consideration, requesting the city/town council vote by resolution for one of the nominees. **Written notice of the council’s selection must reach the Denco Area 9-1-1 District by 5:00 p.m. on July 31, 2024.** No votes will be accepted after that time. However, if a nominating municipality does not thereafter formally vote, its nomination will automatically count as a vote for its nominee.
- 3. Process Closure (Results):** The candidate with the most votes will be the municipalities’ representative to the Denco Area 9-1-1 District Board of Managers for the two-year term beginning October 1, 2024.

Please send a copy of your council’s official action and candidate résumé to the Denco Area 9-1-1 District, **1075 Princeton Street, Lewisville, TX 75067** or to Melinda Camp at melinda.camp@denco.org. Denco staff will acknowledge receipt and sufficiency of the submitted documents. **If that acknowledgement is not received within one (1) business day, or you have any other questions, please contact Ms. Camp at 972-221-0911.** As a courtesy, Denco will provide notification of your council’s action to the nominee.

Thank you for your support of the Denco Area 9-1-1 District.

Enclosure

DENCO AREA 9-1-1 DISTRICT

RESOLUTION

DEFINING PROCEDURE FOR APPOINTMENT OF PARTICIPATING MUNICIPALITIES' REPRESENTATIVE TO THE DISTRICT BOARD OF MANAGERS

WHEREAS, this resolution shall take the place of Resolution 1999.02.04.R01 by the same title; and

WHEREAS, Chapter 772, Texas Health and Safety Code provides for the Denco Area 9-1-1 District Board of Managers to have "two members appointed jointly by all the participating municipalities located in whole or part of the district."; and

WHEREAS, each member serves a term of two years beginning on October 1st of the year member is appointed; and

WHEREAS, one member representing participating municipalities is appointed each year.

NOW, THEREFORE BE IT RESOLVED BY THE DENCO AREA 9-1-1 DISTRICT BOARD OF MANAGERS:

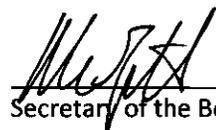
The procedure for participating municipalities to appoint a representative to the Denco Area 9-1-1 District Board of Managers shall be the following:

1. **Nominate Candidate:** Prior to April 1st of each year, the executive director shall send a written notice to the mayor of each participating municipality advising that nominations are being accepted until May 31st of that same year, for one of the municipal representatives to the Denco Area 9-1-1 District Board of Managers. The notice shall advise the mayors that for a nomination to be considered, written notification of council action must be received at the Denco office prior to 5:00 p.m. on May 31st of that year. No nominations shall be considered after that time.
2. **Vote for Candidate:** On June 1st of each year, the executive director shall send written notice to the mayor of each participating municipality, providing the slate of nominees to be considered for appointment to the Denco Area 9-1-1 District Board of Managers for the term beginning October 1st. The notice shall advise the mayor that the city/town council shall vote, by resolution from such city/town, for one of the nominees. Written notice of the council's selection must be received at the district office by 5:00 p.m. on July 31st. No votes will be accepted after that time. However, if a nominating municipality does not thereafter formally vote, its nomination will automatically count as a vote for its nominee.
3. **Tally Votes:** The one nominee with the most votes received by the deadline will be the municipal representative appointed for the two-year term beginning October 1st.
4. **Tie Breaker:** If there is a tie between two candidates with the most votes, a runoff election will be held immediately with the candidate receiving the most votes serving the remainder of the term. The incumbent representative shall serve in that position until replaced.

APPROVED and ADOPTED on this 30th day of January 2020.



Chairman of the Board



Secretary of the Board

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Texas Tax Code, Chapter 311; TIRZ No. 2 Creation Ordinance & Preliminary Project and Finance Plan
SUBJECT: Consider an Ordinance of the Town of Northlake, Texas, approving a Final Project and Finance Plan for Tax Increment Reinvestment Zone Number Two, Town of Northlake, Texas; and providing an effective date
GOALS/ OBJECTIVES: Invest in Infrastructure; 4.1 - Leverage funding sources for needed infrastructure financing

BACKGROUND INFORMATION:

- See TIRZ No. 2 item for copy of Final Project and Finance Plan
- After TIRZ board approval and recommendation, Town Council to approve Final Project and Finance Plan

COUNCIL ACTION/DIRECTION:

Approve Final Project and Finance Plan for Reinvestment Zone Number Two, Town of Northlake, Texas



**TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE**

NO.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING A FINAL PROJECT AND FINANCE PLAN FOR TAX INCREMENT REINVESTMENT ZONE NUMBER TWO, TOWN OF NORTHLAKE, TEXAS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Northlake, Texas (hereinafter referred to as the "Town"), pursuant to Chapter 311 of the Texas Tax Code, as amended (hereinafter referred to as the "Act"), on September 14, 2023, the Town Council of the Town of Northlake, Texas, approved and adopted Ordinance No. 23-0914A, which among other things, created, established and designated Reinvestment Zone Number Two, Town of Northlake, Texas (the "Zone"); established a Board of Directors for the Zone, and established a tax increment fund (the "TIRZ Fund") into which the Town is required by Act to deposit its tax increment for approximately 884 acres of land lying wholly within the Town limits of the Town (the "Property"); and

WHEREAS, the Zone Board of Directors convened in a public meeting on May 23, 2024 and recommended approval of a Final Project and Financing Plan attached hereto and incorporated herein by reference as Exhibit "A"; and

WHEREAS, the Town Council desires to approve the Final Project and Financing Plan (the "Plan").

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

Section 1. All the above premises are true and correct legislative and factual findings of the Town Council, and they are hereby approved, ratified, and incorporated into the body of this Ordinance as if copied in their entirety, including the legislative and factual findings in Ordinance No. 23-0914A.

Section 2. The Plan for the Zone conforms with and satisfies all requirements set forth in Section 311.011 of the Act.

Section 3. The Town Council, pursuant to Section 311.011 of the Act finds that the Final Project and Finance Plan is economically feasible.

Section 4. The Board of Directors for the Zone have prepared and adopted this Plan, and have submitted it to this Town Council with a recommendation for approval. The Town

Council hereby approves the Plan, a copy of which is attached hereto as Exhibit "A" and is incorporated herein for all purposes.

Section 5. Pursuant to Section 311.010(h) of the Act and Article III, Section 52-a of the Texas Constitution, the Town Council hereby authorizes the Board, as necessary or convenient to implement the Project and Finance Plan and achieve its purposes, to establish and provide for the administration of one or more programs for the public purposes of developing and diversifying the economy of the Zone, eliminating unemployment and underemployment in the Zone, and developing or expanding transportation, business, and commercial activity in the Zone, including programs to make grants of land and buildings and make grants from the TIRZ Fund for the Zone for activities that benefit the Zone and stimulate business and commercial activity in the Zone. In addition, the Town Council hereby authorizes the Board to exercise all of the powers of the Town under Chapter 380, Texas Local Government Code, as amended.

Section 6. Pursuant to Section 311.013(l) of the Act, fifty percent (50%) of the Town's ad valorem real and business personal property taxes collected and received by the Town on the Captured Appraised Value in the Zone, shall be the portion of the Town Tax Increment deposited into the TIRZ Fund for the Zone.

Section 7. If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereto to any person or circumstances, is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the Town Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 8. This Ordinance shall be in full force and effect from and after its passage and/or publication as required by law.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Master Thoroughfare Plan (MTP)
SUBJECT: Consider an Ordinance of the Town of Northlake, Texas, amending Ordinance No. 22-0127A, the 2022 Master Thoroughfare Plan update, by replacing the Master Thoroughfare Plan map to revise thoroughfares generally located northeast of FM 407 and Faught Road and southeast of FM 1171 and Cleveland-Gibbs Road - Case # MTP-24-001
i. Public Hearing
ii. Consider Approval
GOALS/ OBJECTIVES: Plan Intentionally and Responsibly; 3.3 - Review and revise town plans as needed

BACKGROUND INFORMATION:

- Master Thoroughfare Plan (MTP)
 - Long-range plan that identifies location and type of roadway facilities ultimately needed
 - Thoroughfare types and alignments to serve development per Comprehensive Plan's future development map
 - Current 2022 MTP Update approved January 27, 2022
- Town Council briefed on proposed MTP amendment at March 14th meeting
 - Discussed concerns with commercial development (see Exhibit 1) proposed east of Creek Meadows in Northlake's extraterritorial jurisdiction (ETJ) and potential mixing of commercial traffic with residential neighborhood
 - Staff presented a similar concern northeast of Northwest Regional Airport south of FM 1171
 - Town Council directed staff to prepare an MTP amendment to address these concerns
- Proposed amendments
 - Location: Northeast of FM 407 and Faught Road (see Exhibits 2 & 3)
 - Remove a portion of Carpenter Road collector from MTP to:
 - Sever potential connection to existing Carpenter Road in Creek Meadows
 - Add proposed Northlake Business Park Blvd to MTP
 - Road being designed to M2U standard in proposed development
 - Location: Southeast of FM 1171 and Cleveland-Gibbs Road (see Exhibits 4 & 5)
 - Remove/realign M2U northeast of Northwest Regional Airport to:
 - Separate commercial/industrial and residential traffic
 - Align with Comprehensive Plan update

PLANNING & ZONING COMMISSION ACTION:

- April 16 meeting
 - Held public hearing with no speakers for or against
 - Recommended approval of MTP amendment with 4-1 vote
 - For - Amarante, Hall, King, and Simpson

- Against - Pezzuto

P&Z ACTION:

- Hold public hearing
- Approve, approve with modifications, or disapprove of Master Thoroughfare Plan map amendment



**TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE**

NO.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, AMENDING ORDINANCE NO. 22-0127A, THE 2022 MASTER THOROUGHFARE PLAN UPDATE, BY REPLACING THE MASTER THOROUGHFARE PLAN MAP TO REVISE THOROUGHFARES GENERALLY LOCATED NORTHEAST OF FM 407 AND FAUGHT ROAD AND SOUTHEAST OF FM 1171 AND CLEVELAND-GIBBS ROAD; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Northlake, Texas, updated the Master Thoroughfare Plan, known generally as the 2022 Master Thoroughfare Plan Update, on January 27, 2022; and

WHEREAS, revisions to the Master Thoroughfare Plan map are necessary to reflect changes to land uses and to the future land use plan and to clean up alignments and thoroughfare types to better match how thoroughfares are currently constructed or planned; and

WHEREAS, upon review and consideration by the Planning and Zoning Commission following a public hearing at their meeting on April 16, 2024, the Planning and Zoning Commission recommended approval of the amendment to replace the map as provided herein; and

WHEREAS, the Town Council held a public hearing on March 23, 2024, after proper notification thereof with respect to the adoption of the proposed Master Thoroughfare Plan map amendment in accordance with the UDC and the Texas Local Government Code; and

WHEREAS, the Town Council has determined that the amendment 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 amends the Town’s Master Thoroughfare Plan, as updated in 2022, to replace the Town’s Master Thoroughfare map with the map attached hereto as Exhibit “A,” which is hereby incorporated by reference as if set forth fully at length herein.

Section 2. The amended Master Thoroughfare Plan map approved and adopted herein hereby

replaces all previous versions of the Town’s Master Thoroughfare Plan map.

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 by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary

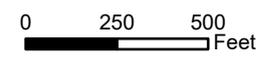


Master Thoroughfare
Plan Amendment
Northlake Business Park

Legend

Thoroughfare
Roads

- M2U
- M4D
- M4U
- P6D
- Collector Road
- Major Road



Date: 3/11/2024

Master Thoroughfare
Plan Amendment

Northlake Business Park
Modification

Legend

Thoroughfare
Roads

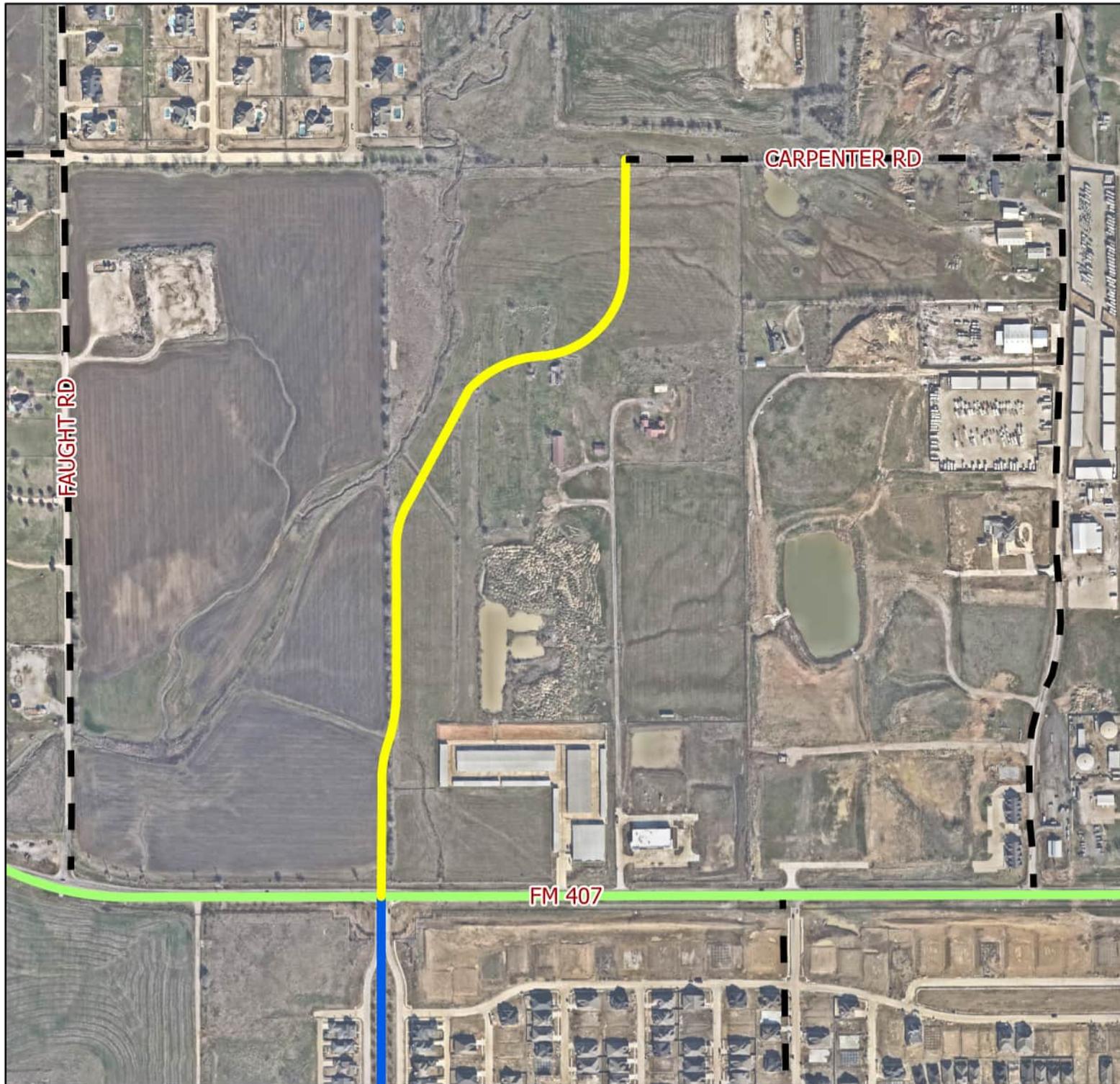
-  M2U
-  M4D
-  M4U
-  P6D
-  Collector Road
-  Major Road

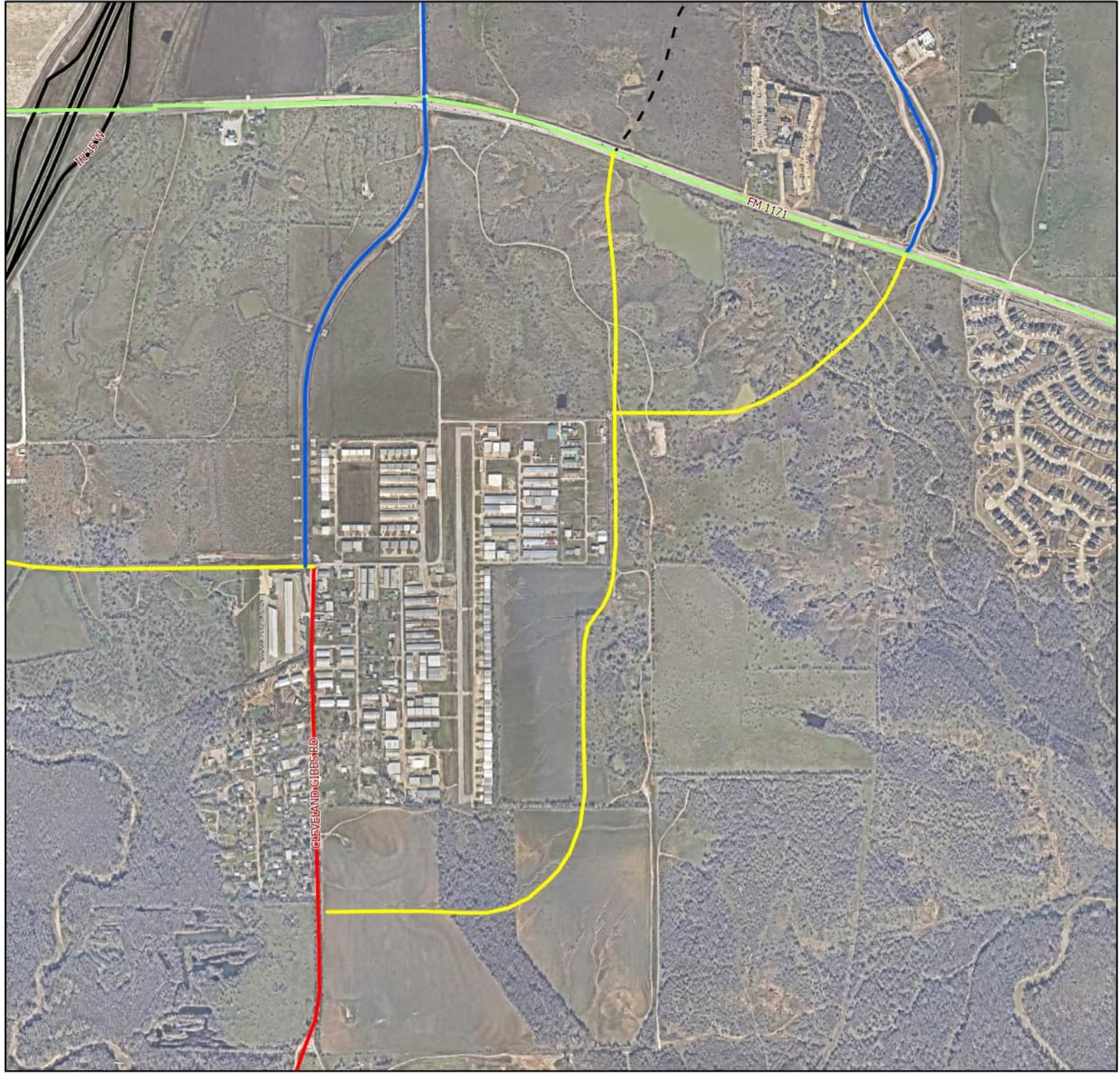


0 250 500
Feet



Date: 3/11/2024





Master Thoroughfare
Plan Amendment

Cleveland Gibbs
Area

Legend

Thoroughfare
Roads

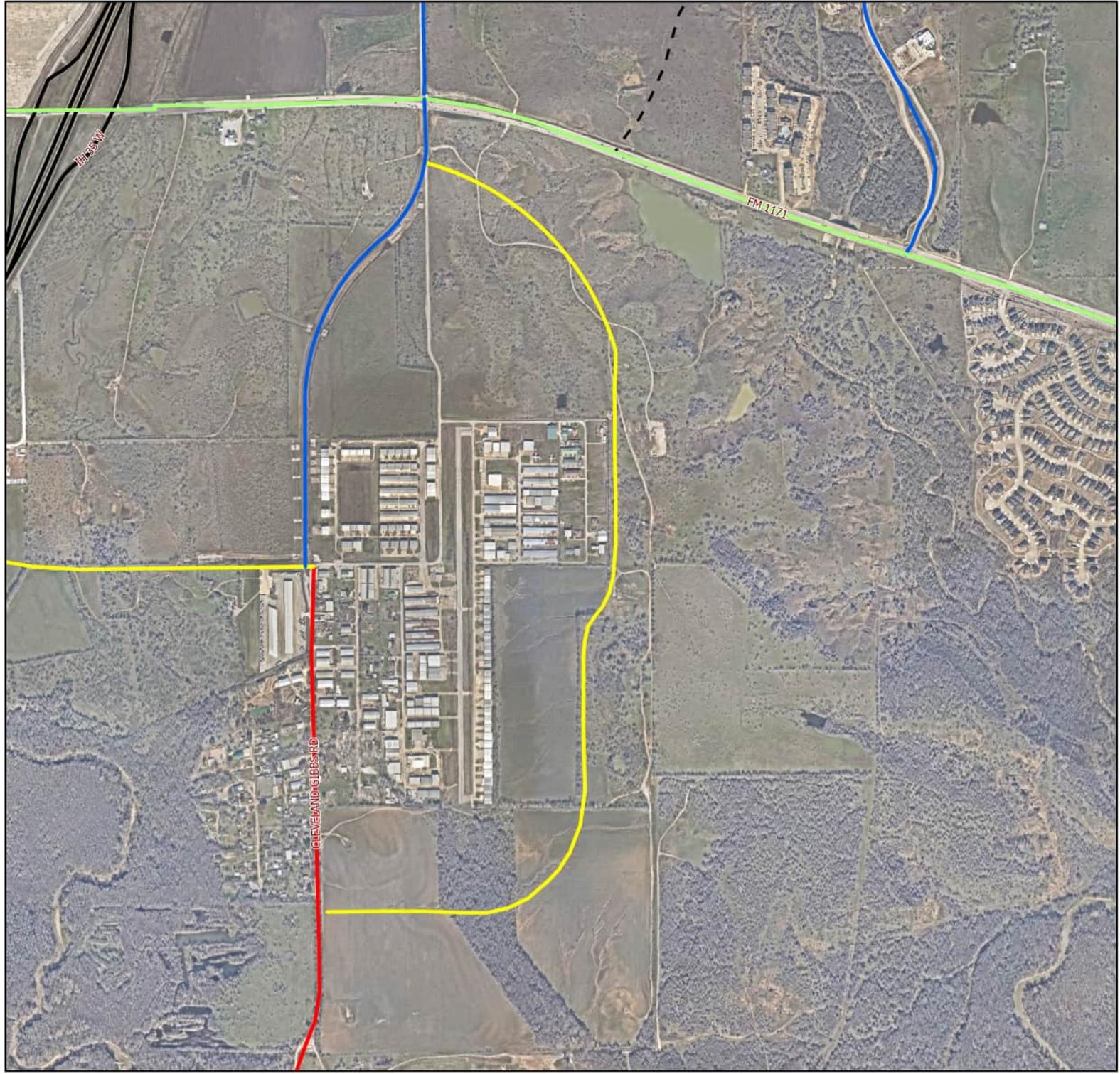
- M2U
- M4D
- M4U
- P6D
- - - Collector Road
- Major Road



0 400 800
Feet



Date: 3/11/2024



**Master Thoroughfare
Plan Amendment**

Cleveland Gibbs
Area Modification

Legend

**Thoroughfare
Roads**

- M2U
- M4D
- M4U
- P6D
- - - Collector Road
- Major Road



0 400 800
Feet



Date: 3/11/2024

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Unified Development Code (UDC); House Bill 3699 (HB 3699)
SUBJECT: Consider an Ordinance of the Town of Northlake, Texas, amending Article 12, Subdivisions, of the Unified Development Code (UDC) to update provisions for approval of plats - Case # UDC-24-002
i. Public Hearing
ii. Consider Approval
**GOALS/
OBJECTIVES:** Plan Intentionally and Responsibly; 3.1 - Identify and plan for changes in codes and zoning that enhance desired development

BACKGROUND INFORMATION:

- Briefed Planning & Zoning Commission (P&Z) on HB 3699 at October 17, 2023 meeting
 - HB 3699 related to municipal regulation of subdivisions and approval of subdivision plats
 - Updated 30-day "shot clock" regulations for action on plats
 - Added the ability to delegate administrative approval authority of all plats to staff
 - Staff presented options for consideration and potential UDC amendment
 1. Status quo - most plats to be approved by P&Z
 - Only minor plats and amending plats administratively approved
 2. Administrative approval for most plats
 - All preliminary plats and final plats that meet all requirements
 - Any plats requiring variances would require P&Z and/or Council approval
 - Regular reports to P&Z on plat approvals
 3. Hybrid approach
 - Preliminary plats approved by P&Z
 - Final plats approved administratively when all requirements met
 - P&Z consensus for Option #2 and UDC amendment drafted for consideration

PLANNING & ZONING COMMISSION ACTION:

- April 16 meeting
 - Held public hearing with no speakers for or against
 - Recommended approval of UDC amendment unanimously

P&Z ACTION:

- Hold public hearing
- Approve, approve with conditions, or disapprove of the UDC text amendment



**TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE**

NO.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, AMENDING ARTICLE 12, "SUBDIVISIONS," OF THE UNIFIED DEVELOPMENT CODE TO UPDATE PROVISIONS FOR APPROVAL OF PLATS; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Northlake, Texas is a home rule municipality acting under its charter adopted by the electorate pursuant to article XI, section 5 of the Texas Constitution and chapter 9 of the Texas Local Government Code; and

WHEREAS, the Town previously adopted the Town's Unified Development Code ("UDC") on January 24, 2013; and

WHEREAS, the UDC provides for text amendments in certain situations; and

WHEREAS, House Bill 3699 related to municipal regulation of subdivisions and approval of plats provides the ability to delegate administrative approval authority of plats to staff; and

WHEREAS, Town staff drafted certain amendments with direction from the Planning and Zoning Commission to provide for administrative approval of most plats; and

WHEREAS, upon review and consideration of the Planning and Zoning Commission following a public hearing at their meeting on April 16, 2024, the Planning and Zoning Commission recommended approval of the amendment as outlined herein; and

WHEREAS, the Town Council held a public hearing on March 23, 2024, after proper notification thereof with respect to the adoption of the proposed UDC text amendments in accordance with the UDC and the Texas Local Government Code; and

WHEREAS, the Town Council has determined that the amendment 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. All the above premises are true and correct legislative and factual findings of the Town Council, and they are hereby approved, ratified, and incorporated into the body of this ordinance as if copied in their entirety.

Section 2. Article 12, "Subdivisions," of the Unified Development Code (UDC) of the Town of Northlake is hereby amended as shown on Exhibit "A" attached hereto and incorporated herein for all purposes.

Section 3. With the exception of those ordinances expressly repealed herein, this Ordinance shall be cumulative of all provisions of ordinances of the Town of Northlake, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the more stringent provision shall apply and the less stringent provision, whether contained within this Ordinance or in any prior ordinance of the Town, whether codified or un-codified, is hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the Town, whether codified or un-codified, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

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

Section 5. This Ordinance shall be in full force and effect from and after its passage.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary

EXHIBIT A

Proposed amendments identified in redline below. Only subsections with changes and/or those to provide additional context are included below. All other text within Article 12 of the Unified Development Code (UDC) to remain.

Article 12 Subdivisions

§ 12.4 Approval Procedure.

- A. Applications for development are to be submitted for the approval of the Town Manager or designee, Planning and Zoning Commission, or the Town Council, as appropriate, in accordance with the provisions stated herein. The Town Manager or designee, Planning and Zoning Commission, or the Town Council, as appropriate, shall act on a final plat application within the time period required by law.
- B. A development application may be submitted but will not be considered filed with the Town until it has been determined to be a completed application including payment of all fees. An incomplete application will not be considered as being filed with the Town, but shall be returned to the applicant for completion and resubmittal.
- C. If a Final Plat is approved, the ~~Town Council~~ Town Manager or designee, the Planning and Zoning Commission chairperson, or the Mayor, as appropriate based on the approval, shall endorse the Final Plat with a certificate indicating the approval. The certificate must be ~~signed by the Mayor and~~ attested by the Town Secretary, or by a majority of the members of the Town Council.
- D. If the Town Manager or designee, Planning and Zoning Commission, or Town Council fails to act within the prescribed period, the ~~Town Council~~ appropriate approval authority on request shall issue a certificate stating the date the Final Plat was filed with the Town and ~~that the Town Council~~ failed to act on the Final Plat within the period. The certificate is effective in place of the endorsement required by section 12.4.C above.
- E. The Town Manager or ~~his/her~~ designee shall maintain a record of each development application made to the Town ~~Council~~ and the ~~Town Council's~~ action taken on it. On request of an owner of an affected tract, the Town Manager or designee, the Planning and Zoning Commission, or the Town Council, as appropriate, shall certify the reasons for the action taken on an application.

- G. An applicant has the right to appeal to the Planning and Zoning Commission if the Town Manager or designee disapproves the plat. The appeal must be filed within thirty (30) days of the disapproval.
- H. A report of any plat applications approved by the Town Manager or designee shall be provided to the Planning and Zoning Commission at their regular meeting the following month. At a minimum, the report shall include a copy of the plat as approved.

§ 12.5 Dedication and Maintenance of Property.

- A. Disapproval of a Final Plat by the Town Manager or designee, by the Planning and Zoning Commission, or by the Town Council, as appropriate, shall be deemed a refusal by the Town to accept the offered

dedication shown thereon. Approval of a Final Plat shall not be deemed an acceptance of the proposed dedications and shall not impose any duty upon the Town concerning the maintenance or improvements of any such dedicated parts until the Town has actually appropriated the same by entry, use, or accepted improvements.

§ 12.8 Development Plat Preparation and Approval.

- A. General. Any person who is required by this ordinance to submit for approval a development plat for the development of a tract of land located within the Town limits or in the Town's extraterritorial jurisdiction must have a development plat prepared. The Development Plat shall depict all planning factors necessary for Town Staff, the Planning and Zoning Commission, and/or~~The Town Council and the Town Staff~~ to determine if the Development Plat is in conformance with the purpose and requirements of this Ordinance.
- B. Filing Requirements. Applicant shall submit copies of the Development Plat in the number and format stipulated by the Town. Upon determination that the submitted material constitutes a completed application, including the payment of all fees, the Town Manager or designee shall approve, approve with conditions, or deny a Development Plat that requests no waivers from the obligations of this UDC. The Planning and Zoning Commission shall submit a recommendation to the Town Council regarding a Development Plat that does request waivers of the obligations of this UDC. The Town Council may vote to approve, approve with conditions, or deny the Development Plat. ~~the Development Plat shall be placed on the regular agenda for consideration and shall be deemed to be filed with the Town.~~

- C. Filing Fees. The Development Plat shall be accompanied by a filing fee as specified by the Town Council. The fee is not refundable to the applicant regardless of the action taken on the Development Plat ~~by the Town Council.~~
- D. Form and Content.

2. The Town Manager or designee, Planning and Zoning Commission, or Town Council, as appropriate, shall in its action on the Development Plat, consider and endorse approval on a development plat filed with it if:

§ 12.9 Preliminary Plat Preparation and Approval.

- B. Filing Requirements. Applicant shall submit copies of the Preliminary Plat in the number and format stipulated by the Town. Upon determination that the submitted material constitutes a completed application, including the payment of all fees, the Town Manager or designee shall approve, approve with conditions, or deny a Preliminary Plat that requests no waivers from the obligations of this UDC. The Planning and Zoning Commission shall submit a recommendation to the Town Council regarding a Preliminary Plat that does request waivers of the obligations of this UDC. The Town Council may vote to approve, approve with conditions, or deny the Preliminary Plat. ~~Preliminary Plat shall be placed on the regular agenda of the Planning and Zoning Commission and shall be deemed to be filed with the Town.~~

- C. Filing Fees. The Preliminary Plat shall be accompanied by a filing fee as specified by the Town Council. The fee is not refundable to the applicant regardless of the action taken on the Preliminary Plat ~~by the Town Council.~~
- D. Form and Content. The Preliminary Plat shall be placed on maximum 22" x 34" sheets and drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the Town. The Preliminary Plat shall clearly indicate the following information:

- 22. An Approval Block in the ~~following~~ form prescribed by the Town.: ~~APPROVED BY THE TOWN COUNCIL ON:~~

~~APPROVED BY
THE TOWN
COUNCIL
ON:~~

~~_____

_____~~

~~Date~~

~~_____

_____~~

~~Mayor, Town of
Northlake~~

~~_____

_____~~

~~Town Secretary,
Town of
Northlake~~

- 24. The overall layout, if approved with the Preliminary Plat ~~by the Town Council~~, shall be attached to and filed with a copy of the approved Preliminary Plat in the permanent files of the Town. Thereafter, subsequent incremental Final Plats of such subdivision shall conform to such approved overall layout, unless changed ~~by the Town Council~~ with a new Preliminary Plat approval.

- E. Approval Procedure.

- 4. The ~~Planning and Zoning Commission~~ Town Manager or designee shall act on the Preliminary Plat ~~at the regularly scheduled meeting~~ as specified in section 12.9.B. After considering a Preliminary Plat that requests a waiver of the requirements of this UDC, the Planning and Zoning Commission shall make a

recommendation to approve, approve with conditions, or deny the Preliminary Plat to Town Council.

- 5. The approval of the Preliminary Plat by the Town Manager or designee, Planning and Zoning Commission, or Town Council, as appropriate, does not constitute official acceptance of the proposed subdivision by the Town, but does constitute an authorization to proceed with the preparation of the Final Plat. Denial shall constitute complete denial of the Preliminary Plat and will require re-submittal of the Preliminary Plat application in its entirety, including the filing fees.
- 6. Phasing: The applicant can request final plat approval of part of the tract contained in the Preliminary Plat if a final plat phasing plan was approved ~~in the Planning and Zoning Commission or Town Council~~with approval of the preliminary plat.

- b. The Town Manager or designee, Planning and Zoning Commission, or Town Council, as appropriate, can approve the final plat phasing plan if they find that the approval will not impede the orderly growth of public services and infrastructure necessary to efficiently serve the tract included in the approved preliminary plat, and the areas adjacent to the tract served by the same public infrastructure.
- c. The Town Manager or designee, Planning and Zoning Commission, or Town Council, as appropriate, may condition a phasing plan on the submission of an agreement to dedicate easements or rights-of-way.

§ 12.10 Final Plat Preparation and Approval.

- B. Filing Requirements. Applicant shall submit copies of the final plat in the number and format stipulated by the Town. Upon determination that the submitted material constitutes a completed application, including the payment of all fees, the Town Manager or designee shall approve, approve with conditions, or deny a Final Plat that requests no waivers from the obligations of this UDC. The Planning and Zoning Commission shall submit a recommendation to the Town Council regarding a Final Plat that does request waivers of the obligations of this UDC. The Town Council may vote to approve, approve with conditions, or deny the Final Plat.
- C. Filing Fee. The Final Plat shall be accompanied by a filing fee as specified by the Town Council. The fee is not refundable to the applicant regardless of the action taken on the Final Plat ~~by the Planning and Zoning Commission or Town Council, as appropriate.~~

12. An Approval Block in the ~~following~~ form provided by the Town.:

~~APPROVAL BY
THE TOWN
COUNCIL~~

~~_____

_____~~

Date

Mayor, Town of
Northlake

Town Secretary,
Town of
Northlake

18. If desired by the owner/applicant and approved by the Town Manager or designee, the Planning and Zoning Commission, or the Town Council, as appropriate, the Final Plat may constitute only that portion of the approved Preliminary Plat which he/she proposes to immediately develop. However, partial development of an approved Preliminary Plat shall be in general accordance with designated phasing plan as indicated on the Preliminary Plat. In addition, the configuration of the portions selected for such incremental final platting shall not affect adjacent land, whether owned by the owner/applicant or others, in such a way as to render said adjacent land undevelopable in accordance with its current Zoning District classification.

E. Approval Procedure.

4. The ~~Planning and Zoning Commission~~ Town Manager or designee shall act on the Final Plat ~~at the regularly scheduled meeting~~ as specified in section 12.10.B. After considering a Final Plat that requests a waiver of the requirements of this UDC, the Planning and Zoning Commission shall make a recommendation to approve, approve with conditions, or deny the Final Plat to Town Council.

5. The approval of the Final Plat by the Town Manager or designee, Planning and Zoning Commission, or Town Council, as appropriate, does not constitute official acceptance of the drainage, streets, infrastructure, or other public improvements of the proposed Subdivision by the Town.

§ 12.11 Replat Preparation and Approval.

A. General. Any revision of any portion of a previously approved Final Plat shall require a request for a Replat. The Replat shall clearly depict all information pertaining to the changes from the previously approved Final Plat and all other information required ~~for the Planning and Zoning Commission or the Town Council, as appropriate,~~ to determine if the Replat is in conformance with the purpose and requirements of this UDC.

B. Filing Requirements. Applicant shall submit copies of the replat in the number and format stipulated by the Town[.] Upon determination that the submitted material constitutes a completed application, including the payment of all fees, the Town Manager or designee shall approve, approve with

~~conditions, or deny a Replat that requests no waivers from the obligations of this UDC. The Planning and Zoning Commission shall submit a recommendation to the Town Council regarding a Replat that does request waivers of the obligations of this UDC. The Town Council may vote to approve, approve with conditions, or deny the Replat. Replat shall be placed on the regular agenda for consideration and shall be deemed to be filed with the Town.~~

- C. Filing Fee. The Final Plat shall be accompanied by a filing fee as specified by the Town Council. The fee is not refundable to the applicant regardless of the action taken on the Final Plat ~~by the Planning and Zoning Commission or Town Council.~~

- E. Approval Procedure.

4. The ~~Planning and Zoning Commission~~ Town Manager or designee shall act on the Replat ~~at the regularly scheduled meeting~~ as specified in section 12.11.B. After considering a Replat that requests a waiver of the requirements of this UDC, the Planning and Zoning Commission shall make a recommendation to approve, approve with conditions, or deny the Replat to Town Council.
5. The approval of the Replat by the Town Manager or designee, Planning and Zoning Commission, or Town Council, as appropriate, does not constitute official acceptance of the drainage, streets, infrastructure, or other public improvements of the proposed Subdivision by the Town.

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
REF. DOC.: Unified Development Code (UDC)
SUBJECT: Consider an Ordinance of the Town of Northlake, Texas, amending Article 11, Signs, and Article 14, Definitions, of the Unified Development Code (UDC) to update provisions for Window Signs, Billboards, and Off-Location or Off-Premises Signs - Case # UDC-24-001
i. Public Hearing
ii. Consider Approval
GOALS/ OBJECTIVES: Plan Intentionally and Responsibly; 3.1 - Identify and plan for changes in codes and zoning that enhance desired development

BACKGROUND INFORMATION:

- UDC amendment proposed to address issues related to window signs and digital billboards
- P&Z briefed on window sign requirements at February 20th & March 19th meetings
 - Provided direction to align standards with examples from Southlake and Roanoke
 - UDC amendment drafted accordingly for consideration at April 16th meeting
 - Commissioners discussed whether significant changes were necessary
 - Focused comments on updating existing requirements to:
 - Ensure they are clear and understandable
 - Defined colored window coverings, whether including any text or graphics, as a sign
- Town Council authorized development agreement (DA) calling for annexation of property at northeast corner of SH 114 & Cleveland-Gibbs Road
 - DA allows for digital billboard to be constructed on property pursuant to obtaining a permit from TxDOT
 - TxDOT requires local ordinance to allow for digital billboard in order to obtain permit
 - Current sign code does not allow billboards
 - Past digital billboards have replaced existing static billboards and were approved via meritorious exception process
 - Proposed amendment allows for digital billboards in very limited areas at entries into Town on major highway corridors
 - Covers existing billboard locations and proposed location subject to the DA

PLANNING & ZONING COMMISSION ACTIONS:

- April 16 meeting
 - Opened public hearing with no speakers for or against
 - Continued hearing and postponed item to next meeting
- March 21 meeting
 - Hold public hearing
 - Consider a recommendation of approval, approval with conditions, or disapproval

COUNCIL ACTION/DIRECTION:

- Hold a public hearing
- Recommend approval, approval with conditions, or disapproval of the UDC text amendment



**TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE**

NO.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, AMENDING ARTICLE 11, "SIGNS," AND ARTICLE 14, "DEFINITIONS," OF THE UNIFIED DEVELOPMENT CODE TO UPDATE PROVISIONS FOR WINDOW SIGNS, BILLBOARDS, AND OFF-LOCATION OR OFF-PREMISES SIGNS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE; PROVIDING A PENALTY FOR VIOLATION; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Northlake, Texas is a home rule municipality acting under its charter adopted by the electorate pursuant to article XI, section 5 of the Texas Constitution and chapter 9 of the Texas Local Government Code; and

WHEREAS, the Town previously adopted the Town's Unified Development Code ("UDC") on January 24, 2013; and

WHEREAS, the UDC provides for text amendments in certain situations; and

WHEREAS, the Planning and Zoning Commission reviewed and recommended updates to requirements for window signs; and

WHEREAS, the Town Council approved a development agreement calling for annexation of certain property which includes a provision for a digital billboard; and

WHEREAS, the billboard sign regulations require amendment for TxDOT to issue a permit for a digital billboard sign as contemplated in the development agreement; and

WHEREAS, upon review and consideration by the Planning and Zoning Commission following public hearings at their meetings on April 16, 2024, and March 21, 2024, the Planning and Zoning Commission recommended approval of the amendment as outlined herein; and

WHEREAS, the Town Council held a public hearing on March 23, 2024, after proper notification thereof with respect to the adoption of the proposed UDC text amendments in accordance with the UDC and the Texas Local Government Code; and

WHEREAS, the Town Council has determined that the amendment 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. All the above premises are true and correct legislative and factual findings of the Town Council, and they are hereby approved, ratified, and incorporated into the body of this Ordinance as if copied in their entirety.

Section 2. Article 11, "Signs," and Article 14, "Definitions," of the Unified Development Code (UDC) of the Town of Northlake is hereby amended as shown on Exhibit "A" attached hereto and incorporated herein for all purposes.

Section 3. Any person, firm or corporation violating any of the provisions of this Ordinance shall be punished in accordance to Section 1.01.009 of the Town of Northlake Code of Ordinances, and no penalty shall be greater or less than the penalty provided for the same or a similar offense under the laws of the state.

Section 4. With the exception of those Ordinances expressly repealed herein, this Ordinance shall be cumulative of all provisions of Ordinances of the Town of Northlake, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event the more stringent provision shall apply and the less stringent provision, whether contained within this Ordinance or in any prior Ordinance of the Town, whether codified or un-codified, is hereby repealed to the extent of the conflict, but all other provisions of the Ordinances of the Town, whether codified or un-codified, which are not in conflict with the provisions of the Ordinance, shall remain in full force and effect.

Section 5. All rights and remedies of the Town are expressly saved as to any and all violations of the provisions of this Ordinance, or any other Ordinances affecting the matters addressed herein, which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by the Ordinance but may be prosecuted until final disposition by the courts.

Section 6. The Town Secretary of the Town of Northlake is hereby directed to publish the caption, penalty clause, publication clause, and effective date clause of this Ordinance.

Section 7. This Ordinance shall be in full force and effect from and after its passage and/or publication as required by law.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, on May 23, 2024.

Town of Northlake, Texas

Brian Montini, Mayor

Attest:

Zolaina Parker, Town Secretary

EXHIBIT A

Proposed amendments identified in redline below. Only subsections with changes and/or those to provide additional context are included below. All other text within Article 11 and Article 14 of the Unified Development Code (UDC) to remain.

Article 11 Signs

§ 11.9 Measurement of Sign Area and Height.

- B. The area of Primary Wall Signs a sign placed on a wall, window, or similar background not primarily for purposes of signage and containing multiple elements shall be calculated as follows:

§ 11.18 Definitions and Requirements.

For the purposes of this Article, the words below shall have the following definitions whether or not capitalized unless the context clearly requires another meaning, ascribed to them and the requirements and regulations set forth for each shall apply in the town.

11. BILLBOARD - A sign erected in the outdoor environment for the purpose of the display of commercial or noncommercial messages not pertinent to the use of products sold on, or the sale or lease of, the property on which it is displayed. Billboards include any of its support, frame or other appurtenances. Billboards are prohibited with the exception of billboards existing on the effective date of these regulations, digital billboards subject to the following requirements, or as otherwise allowed by this Article. A digital billboard is a billboard that displays digital images which are changed by computer.
- a. Time – A sign permit is required. A digital billboard may operate 24 hours each and every continuing day.
- b. Place – Digital Billboards shall only be permitted for locations within 200 feet of a limited access highway and within 500 feet of a Town limits boundary. The minimum setback for a Digital Billboard is five (5') feet from a property line and five hundred (500') feet from a residential zoning district. Digital Billboards shall not be placed within any designated or dedicated public utility easements without the approval of an Easement Use Agreement from the appropriate utility. Digital Billboards shall not be placed within two thousand (2,000') feet of another Billboard or within two hundred fifty (250') feet of a Pole/Pylon Sign permitted by the Town.
- c. Manner – Digital Billboards may be two sided with a maximum area of six hundred seventy-two (672 sf) square feet per side and a maximum sign face width of forty-eight (48') feet and height of fourteen (14') feet. The maximum overall height is sixty-five (65') feet. Digital Billboards shall comply with the following operational requirements:
- 1) Static messages. The digital billboard shall contain static messages only, and not have animation, movement, or the appearance or optical illusion of movement, of any part of the sign structure. Each static message shall not include flashing or varying of light intensity.

- 2) Dwell time. The dwell time shall be at least eight seconds, and a change of message must be accomplished within one second or less.
- 3) Display upon malfunction. The digital billboard shall be operated with systems and monitoring in place to either turn the display off or freeze the display image in one position in the event of a malfunction.
- 4) Brightness level. The digital billboard may not display light of such intensity or brilliance to cause glare or otherwise impair the vision of the driver, or result in a nuisance to the driver, and is subject to all existing restrictions on illumination contained in Section 8.5 (C.) (3.) of the Unified Development Code.

61. OFF-LOCATION or OFF-PREMISES SIGN - A sign that advertises, promotes, or pertains to a business, person, organization, activity, event, place, service, product, etc. at a location other than where the business, person, organization, activity, event, place, service, product, etc. is located. Off-location and off-premises signs are prohibited in the Town Limits. Off-location and off-premises signs located within the extraterritorial jurisdiction of the Town are subject to this Article.
 - a. Construction of off-premises signs prohibited in extraterritorial jurisdiction. The construction of off-premises signs is hereby prohibited in the extraterritorial jurisdiction, provided however, Billboards may be allowed subject to the requirements of this Article.

106. WINDOW SIGN - Any sign, poster, window slick, or other similar displayed item, excluding Banners, located on the internal or external surface of a window for the purpose of advertising a business' name, telephone number, website information, services, commodities, and/or products offered or sold that are available within the building that is visible from a public street or sidewalk. Any window coverings that do not match or compliment the colors of the building facade shall be considered a window sign whether or not they include text or graphics. Window tint and translucent coverings shall not be considered window signage.
 - a. Time - No sign permit required for window signs that meet the requirements of this subsection. Window signs that do not meet the requirements of this subsection shall be prohibited unless approved as part of a Unified Sign Development Plan. A window sign may be displayed 24 hours each and every continuing day.
 - b. Place - Window Signs shall only be displayed on the inside or exterior of a window.
 - c. Manner - The maximum area of ~~a~~ Window Signs shall not exceed twenty-five (25) percent of the sum total of all window area on a façade per tenant where the sign is displayed. Window signs are limited to ~~one~~ four signs per window. An individual window is defined as an area of fenestration that is totally bounded by the principal building material and may include all transparent and translucent areas of windows and doors. Illuminated and nonilluminated window signs or its appendages shall not blink, strobe, fade, flash, scroll, or move in any manner. Illuminated window signs shall remain static and stationary.

Article 14

Definitions

§ 14.1 Definitions.

Limited access highways: Interstate Highway 35W and State Highway 114.

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
Section: 7. EXECUTIVE SESSION

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
Section: 8. RECONVENE INTO OPEN SESSION

NORTHLAKE TOWN COUNCIL COMMUNICATION



DATE: May 23, 2024
Section: 9. ADJOURN
