



LAKWOOD VILLAGE TOWN HALL  
100 HIGHRIDGE DRIVE  
LAKWOOD VILLAGE, TEXAS

TOWN COUNCIL MEETING  
FEBRUARY 14, 2019 7:00 P.M.

**REGULAR SESSION – AGENDA**

Call to Order and Announce a Quorum is Present

**A. PLEDGE TO THE FLAG:**

**B. VISITOR/CITIZENS FORUM:** At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. The council may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.

**C. PUBLIC HEARING:** A public hearing is scheduled on the proposed amendments to the Zoning Ordinance to provide an opportunity for citizen comment. The Town Council may adopt the proposed Zoning Ordinance with or without amendment by ordinance on one (1) reading.

**D. CONSENT AGENDA:** All the items on the Consent Agenda are considered to be self-explanatory and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member requests an item be removed from the Consent Agenda.

1. Minutes of January 10, 2019 Council Meeting (Asbell)
2. Minutes of January 24, 2019 Council Meeting (Asbell)
3. Ordinance Calling General Election for May 4, 2019 (Asbell)

**E. REGULAR AGENDA:**

1. Consideration of Outdoor Lighting Ordinance (Reed)
2. Consideration of Zoning Ordinance (Vargus)
3. Consideration of Professional Services Agreement (Vargus)
4. Consideration of Approval of Engineering Project for Concrete Roads (Vargus)
5. Consideration of Capital Improvements (Vargus)
6. Consideration of Budget Amendment for Fiscal Year 2018-2019 (Vargus)
7. Discussion of Concrete Roads (Vargus)
8. Discussion of Repeal of Ordinance 14-08 (Vargus)
9. Discussion of Municipal Court of Record (Vargus)

**F. EXECUTIVE SESSION:** (1) § 551.071(2), Texas Government Code to wit: consultation with Town Attorney 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 to receive legal advice. (2) § 551.072 Texas Government Code to wit: deliberations about real property; (3) § 551.087 Texas Government Code to wit: Economic Development Negotiations; and (4) § 551.076 Texas Government Code to wit: deliberations about Security Devices;

**G. RECONVENE:** Reconvene into regular session and consideration of action, if any, on items discussed in executive session

**H. REPORTS:** Reports about items of community interest. No formal action may be taken on these items at this meeting.

**I. ADJOURNMENT**

I do hereby certify that the above notice of meeting was posted on the designated place for official notice at 4:30 p.m. on Friday, February 1, 2019.

Linda Asbell, TRMC, CMC, Town Secretary



The Town Council reserves the right to adjourn into closed 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), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development), 418.183 (Homeland Security)

This facility is wheelchair accessible and accessible parking spaces are available. Please contact the Town Secretary's office at 972-294-5555 or FAX 972-292-0812 for further information.

One or more board members of the LAKWOOD VILLAGE MUNICIPAL DEVELOPMENT DISTRICT may attend this meeting. No action will be taken by the MDD board.

**LAKWOOD VILLAGE TOWN COUNCIL**

**COUNCIL MEETING**

**JANUARY 10, 2019**

**Council Members:**

Dr. Mark Vargus, Mayor  
Ed Reed – Mayor Pro-Tem  
Clint Bushong  
Elizabeth Shields  
Darrell West  
Serena Lepley

**Town Staff:**

Linda Asbell, TRMC, CMC – Town Secretary

**REGULAR SESSION - 7:00 P.M.**

With a quorum of the Council Members present, Mayor Vargus called the Regular Meeting of the Town Council to order at 7:00 p.m. on Thursday, January 10, 2019, in the Council Chambers of the Lakewood Village Town Hall, 100 Highridge Drive, Lakewood Village, Texas.

**PLEDGE TO THE FLAG:**

**(Agenda Item A)**

Mayor Vargus led the Pledge of Allegiance

**VISITOR/CITIZENS FORUM:**

**(Agenda Item B)**

No one requested to speak

**PUBLIC HEARING**

**(Agenda Item C)**

A public hearing was held to provide an opportunity for citizens to comment on the proposed changes to the zoning ordinance. Mayor Vargus opened the public hearing at 7:00.

No one requested to speak.

**MOTION:** Upon a motion made by Councilman Bushong and seconded by Councilwoman Shields, council voted five (5) “ayes,” no (0) “nays” to close the public hearing at 7:01 p.m. *The motion carried.*

**REGULAR AGENDA:**

**(Agenda Item D)**

**Consideration Variance Request for 655  
Woodcrest (Asbell)**

**(Agenda Item D.1)**

Mayor Vargus reviewed the request for variance for encroachment of the driveway into the side yard setback and an additional three inches on the garage door setback variance that was granted on October 17, 2018.

**MOTION:** Upon a motion made by Councilman West and seconded by Councilwoman Lepley, council voted five (5) “ayes”, no (0) “nays” to approve the requested variances to allow the driveway four feet into the side yard setback and the garage door setback to be twenty-six feet and three inches. *The motion carried.*

**Consideration of the Republic Services  
Contract (Asbell)**

**(Agenda Item D.2)**

Councilman Bushong clarified the current contract does not expire for another year. Mayor Vargus announced this item would be considered at a future meeting when a representative from Republic Services could attend.

**MOTION:** *No motion made*

**Consideration of Outdoor Lighting  
Ordinance (Reed)**

**(Agenda Item D.3)**

Mayor Pro-Tem Reed reported the International Dark Sky Association recommends limiting both shielded and unshielded lighting. Mayor Pro-Tem Reed has incorporated the recommended language in the proposed ordinance regarding the limits on unshielded outdoor light output. Changes discussed at the last council meeting have been incorporated in the proposed ordinance. Mayor Pro-Tem Reed recommends the council take one more month to review the ordinance and consider passing the ordinance at the next meeting.

**MOTION:** *No motion made*

**Consideration of Capital Improvements  
(Vargus)**

**(Agenda Item D.4)**

Mayor Vargus reported the budget the town council approved for this fiscal year did not include many capital improvements. Mayor Pro-Tem Vargus discussed the overloading of the Carrie Lane lift station and reducing the load by rerouting it to the gravity feed line on Melody Lane. Mayor Vargus reported that he would like to bring a budget amendment to council to approve this project at the February council meeting. Mayor Vargus discussed installing an eight-inch water main and a fire hydrant on Meadow Lake. Council discussed a pilot test for remote read water meters. Mayor Vargus reported that 60 of the 70 water meters in The Shores are outside the manufacturer warranty period for accuracy. A plan needs to be in place for the type of meter the town wants prior to construction in the undeveloped areas.

**MOTION:** *No motion made.*

**Discussion of Municipal Development  
District Financials (Vargus)**

**(Agenda Item D.5)**

Mayor Vargus reviewed the differences in accounting procedures for the Municipal Development District General Fund and the Rocky Point Water System accounts. Mayor Vargus provided some examples of the types of projects the MDD Board could approve. The financial audit report and current finances for both MDD General Fund and Rocky Point Water System was reviewed. Mayor Vargus reported the Town should have a financial controls ordinance to delegate spending authority and require specific authorized signers for checks for the Municipal Development District.

**Discussion of Water Well Status (Vargus)**

**(Agenda Item D.6)**

Mayor Vargus reported the well pumps have not yet been dropped. The company that will do the work is committed on a project for another municipality that has taken longer than anticipated and that has delayed our project. The town has been functioning for the last two months on one well and had no problems.

**Discussion of Concrete Roads (Vargus)**

**(Agenda Item D.7)**

Mayor Vargus reviewed the Texas Department of Transportation standards for clear zones around roadways. Mayor Vargus reported that all the mailboxes and other structures near the road in The Shores must be removed to allow for clear zones. The mailbox facility on Highridge near Melody must be relocated due to its close proximity to the road. There was some discussion about moving the mailboxes to Town Hall to allow for off street parking and a covered facility.

**Discussion of Municipal Court of Record  
(Asbell)**

**(Agenda Item D.8)**

Town Secretary Asbell explained the benefit to the town of being a court of record. Secretary Asbell reviewed the ordinance proposed. Secretary Asbell detailed the key differences in operations being a court of record. Council discussed reviewing the ordinance and consider it at the February council meeting. Secretary Asbell will submit it to Judge Bertrand for review and comment.

**Discussion of Nuisance Ordinance (Vargus)**

**(Agenda Item D.9)**

Mayor Vargus reviewed the history of the nuisance ordinance. Mayor Vargus reviewed the various violations that have been regulated under other ordinances, including the forthcoming Property Maintenance Code.

**Discussion of Zoning Ordinance (Vargus)**

**(Agenda Item D.10)**

Mayor Vargus reviewed the process for changing the zoning category. Mayor Vargus stated that no property category designations will be change, but he will provide notice in the Mayor's letter. The proposed changes to the zoning ordinance are considered general and administrative only.

**Discussion of Year To Date Financial Report  
(Shields)**

**(Agenda Item D.11)**

Mayor Vargus reviewed the year to date financial report. Mayor Vargus reported that in December of last year the town received \$77 in interest, this year (with the town having only \$70,000 more in funds) the town received \$650 in interest due to investing with TexPool.

**Consideration of Minutes of December 13,  
2018 (Asbell)**

**(Agenda Item D.12)**

**MOTION:** Upon a motion made by Councilwoman Lepley and seconded by Councilman West, council voted five (5) "ayes", no (0) "nays" to approve the minutes as presented. *The motion carried.*

**LAKWOOD VILLAGE TOWN COUNCIL  
REGULAR SESSION  
JANUARY 10, 2019**

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**EXECUTIVE SESSION:**

**(Agenda Item E)**

No Executive Session was held.

**RECONVENE:**

**(Agenda Item F)**

**REPORTS**

**(Agenda Item G)**

Mayor Vargus reported that January 24<sup>th</sup> the Town Engineer will attend a Special Session with the Town Council and the Municipal Development District Board of Directors to review the concrete road project.

**ADJOURNMENT**

**(Agenda Item H)**

**MOTION:** Upon a motion made by Councilwoman Lepley and seconded by Councilwoman Shields council voted five (5) "ayes" and no (0) "nays" to adjourn the Regular Meeting of the Lakewood Village Town Council at 8:18 p.m. on Thursday, January 10, 2019. The motion carried.

These minutes approved by the Lakewood Village Town Council on the 14th day of February 2019.

APPROVED

\_\_\_\_\_  
Ed Reed  
MAYOR PRO-TEM

ATTEST:

\_\_\_\_\_  
Linda Asbell, TRMC, CMC  
TOWN SECRETARY

**LAKWOOD VILLAGE TOWN COUNCIL**

**COUNCIL MEETING**

**JANUARY 24, 2019**

**Council Members:**

Dr. Mark Vargus, Mayor  
Ed Reed – Mayor Pro-Tem  
Clint Bushong  
Elizabeth Shields  
Darrell West  
Serena Lepley

**Municipal Development District Board:**

Eric Farage, President  
Linda Louden, Vice President  
Matt Bissonnette, Treasurer  
Linda Asbell, Secretary  
Dave Batchelder, Director of Project Development-ABSENT

**Town Staff:**

Linda Asbell, TRMC, CMC – Town Secretary  
Todd Strouse – Town Engineer  
Brittany Shake – Assistant Town Engineer  
Joe Helmberger – Assistant Town Engineer

**SPECIAL SESSION - 6:30 P.M.**

With a quorum of the Council Members present, Mayor Vargus called the Special Meeting of the Town Council to order at 6:30 p.m. on Thursday, January 24, 2019, in the Council Chambers of the Lakewood Village Town Hall, 100 Highridge Drive, Lakewood Village, Texas.

**PLEDGE TO THE FLAG:**

**(Agenda Item A)**

Mayor Vargus led the Pledge of Allegiance

**REGULAR AGENDA:**

**(Agenda Item B)**

**Discussion with Town Engineer on Concrete Road Project (Vargus)**

**(Agenda Item B.1)**

Mayor Vargus introduced Mr. Todd Strouse, Town Engineer with Kimley Horn. Mr. Strouse introduced Ms. Brittany Shake and Mr. Joe Helmberger also from Kimley Horn. Mr. Strouse discussed the survey, drainage analysis, and the geotech analysis required for this project. Mr. Strouse reviewed the anticipated timeline for the project. From the beginning of the preliminary work to sending the project to bid will take approximately ten months. From the time the project is sent to bid to approval for the project to begin will take approximately four months. The actual construction phase would take approximately eight months. There was some

**LAKWOOD VILLAGE TOWN COUNCIL  
SPECIAL SESSION  
JANUARY 24, 2019**

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discussion about the process for contractors to be notified of the request for proposal. There was some discussion about the Town Engineers providing recommendations for best practices during the design/construction phase. Mayor Vargus stated the principle bond payments are made in February and the interest bond payments are made in August. Mayor Vargus reviewed the most current task order with cost estimates for engineering on the road project.

**EXECUTIVE SESSION:**

**(Agenda Item C)**

No Executive Session was held.

**RECONVENE:**

**(Agenda Item D)**

**REPORTS**

**(Agenda Item E)**

No reports were made

**ADJOURNMENT**

**(Agenda Item F)**

**MOTION:** Upon a motion made by Councilman Bushong and seconded by Councilwoman Lepley council voted five (5) "ayes" and no (0) "nays" to adjourn the Special Meeting of the Lakewood Village Town Council at 7:27 p.m. on Thursday, January 24, 2019. The motion carried.

These minutes approved by the Lakewood Village Town Council on the 14th day of February 2019.

APPROVED

\_\_\_\_\_  
Ed Reed  
MAYOR PRO-TEM

ATTEST:

\_\_\_\_\_  
Linda Asbell, TRMC, CMC  
TOWN SECRETARY

**ORDINANCE NO. 19-XX**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, DENTON COUNTY, TEXAS, AUTHORIZING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 4, 2019, FOR THE PURPOSE OF ELECTING ONE TOWN COUNCILMEMBER EACH FOR PLACES 1, 3, AND 5; AUTHORIZING A JOINT ELECTION WITH OTHER DENTON COUNTY POLITICAL SUBDIVISIONS; AUTHORIZING A CONTRACT FOR ELECTION SERVICES WITH DENTON COUNTY; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the general election for the Town of Lakewood Village, as set forth by the Texas Election Code, is required to be held on May 4, 2019, at which time the voters will elect persons to Town Council Places 1, 3, and 5.

**WHEREAS**, in accordance with § 271.002 of the Texas Election Code, the Town election will be conducted jointly with other political subdivisions of Denton County, Texas; and

**WHEREAS**, the Town Council of the Town of Lakewood Village finds it to be in the public interest to call the foregoing election and enter into a contract with Denton County to conduct said election jointly with other Denton County government entities.

**NOW, THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS:**

**SECTION 1. ELECTION ORDERED**

That a general municipal election, is hereby ordered to be held on the 4<sup>th</sup> day of May 2019, for the purpose of allowing the qualified voters of the Town of Lakewood Village to elect at-large one Town Councilmember, Place 1; one Town Councilmember, Place 3; and one Town Councilmember, Place 5.

**SECTION 2. JOINT ELECTION**

The election will be conducted jointly with other political subdivisions in Denton County pursuant to Chapters 31 and 271, of the Texas Election Code.

**SECTION 3. PRECINCT**

The election precinct for said election shall be Denton County Precinct 1048. The polling place shall be Lakewood Village Town Hall, 100 Highridge Drive, Lakewood Village, Texas. Election polls shall open at 7:00 a.m. and close at 7:00 p.m.

**SECTION 4. ELECTION OFFICIALS**

All election officials shall be the officials appointed to such positions by Denton County and to the extent required by law, are hereby so appointed.

**SECTION 5. EARLY VOTING**

Early voting by personal appearance shall be held jointly with other Denton County public entities. Hours of the early voting by personal appearance shall be determined by Denton County and reflected in the Joint Election contract. The Denton County Election Administrator is hereby appointed to serve as the Early Voting Clerk. Applications for ballot by mail shall be mailed to:

Denton County Elections  
Frank Phillips, Early Voting Clerk  
P.O. Box 1720  
Denton, TX 76202

Applications for ballots by mail must be received no later than the close of business on Friday, April 19, 2019.

**SECTION 6. RUNOFF**

Should a runoff election be required following the canvass of the May 4, 2019, election for any of the offices to be elected in the foregoing election, the Council hereby orders that a runoff election be held on a date determined by Denton County and reflected in the Joint Election contract.

**SECTION 7: AUTHORIZATION**

The Town Secretary is hereby authorized to negotiate and execute a contract for a joint election and election services with Denton County. The Town Secretary is hereby authorized to take any and all actions necessary to comply with the provisions of the Texas Election Code and any other state or federal law in carrying out and conducting the elections, whether or not expressly authorized herein.

**SECTION 8: EFFECTIVE DATE**

This ordinance shall be effective immediately upon adoption.

**DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, on this 14<sup>th</sup> day of February 2019.**

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Dr. Mark E. Vargus  
Mayor

ATTESTED:

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Linda Asbell, TRMC, CMC  
Town Secretary

***FINAL DRAFT***

**OUTDOOR LIGHTING ORDINANCE  
TOWN OF LAKEWOOD VILLAGE,  
TEXAS**



**As Adopted by Ordinance No.XX-XX**

**Date**

**Town of Lakewood Village**

**Ordinance xx-xx**

**AN ORDINANCE OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, REGULATING OUTDOOR LIGHTING FIXTURES; PRESCRIBING PENALTIES FOR VIOLATIONS OF THE PROVISIONS OF THE ORDINANCE, PROVIDING SAVINGS AND REPEALER CLAUSE; SEVERABILITY CLAUSE; PROPER NOTICE AND MEETING; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council desires to create a new Outdoor Lighting Ordinance that provides for safe and attractive lighting of private and public property within its town limits; and

**WHEREAS**, the Town of Lakewood Village may have new residential developments in the future and the Town Council believes that a consistent and definitive outdoor lighting ordinance will enhance the unique character of the Town; and

**WHEREAS**, the Town of Lakewood Village is adjacent to the Lake Lewisville wildlife conservation area maintained by the United States and seeks to help protect the natural habitat that depends on the natural cycle of day and night for survival; and

**WHEREAS**, the Town Council seeks to preserve and protect the night-time environment and the heritage of dark skies through responsible outdoor lighting; and

**WHEREAS**, the Town Council seeks to prevent light pollution, including glare, sky glow, light trespass, obtrusive light and energy waste that will protect the health and welfare of the Town's residents, reduce lighting expenses and prevent lighting that would be offensive to neighboring properties; and

**WHEREAS**, the Town Council desires to maintain the value of the Town's scenic and natural resources which are key to the Town's quality of life; and

**WHEREAS**, the Town Council desires to promote sound environmental policies which benefit the Town's residents and serve as a positive example for surrounding municipalities.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS:**

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

**Section 1. Definitions**

For the purposes of this ordinance, terms used shall be defined as follows:

**Adaptive Controls** - Devices such as timers, motion sensors and light-sensitive switches used to actively regulate the emission of light from light fixtures.

**Applicant** - A property owner, tenant or duly authorized agent or representative of the property owner who submits an application for approval required by this ordinance.

**Area Lighting** - Light fixtures located on public or private property that are designed to light spaces including but not limited to parks, parking lots and nature areas.

**ANSI** - The American National Standards Institute is a private, non-profit organization that administers and coordinates the U.S. voluntary standards and conformity assessment system.

**Barn Light** - Commonly referred to as a dusk-to-dawn light and is generally unshielded and used in rural applications.

**Bulb** - A light-emitting device or a structure containing a light source that includes but is not limited to a lamp; also referred to as a "lamp".

**Correlated Color Temperature (CCT)** - A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured kelvins (K).

**Curfew** - A period of time at night during which lighting must be significantly dimmed in output or extinguished in accordance with an expected decrease in human presence.

**Existing Light Fixtures** - Those outdoor light fixtures already installed on the date this ordinance is effective.

**Exterior Lighting** - Temporary or permanent lighting that is installed, located and used in such a manner to cause light rays to shine outside. Fixtures that are installed indoors and intended to light something outside are considered exterior lighting.

**Fixture** - An outdoor lighting assembly containing one (1) or more lamps including any lenses, reflectors and shields designed to direct the light in a defined manner.

**Floodlight** - A light fixture having a wide beam.

**Fully Shielded Fixture** - A light source screened and its light directed in such a way that none is emitted above the horizontal plane passing through its lowest light-emitting part.

**Glare** - Lighting entering the eye directly from luminaries or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.

**Holiday Lighting** - Temporary outdoor lighting decorations installed to celebrate a holiday.

**IES** - The Illuminating Engineering Society (formerly IESNA) is a recognized authority on lighting best practices and standards; a professional society of lighting engineers, including those from manufacturing companies, and others professionally involved in lighting.

**IDA** - International Dark-Sky Association.

**Illuminated Sign** - Any informational or advertising sign that is illuminated by either internal or external means.

**Initial Lamp Lumens** - The number of lumens of light emitted by a lamp when new and not counting any depreciation of output due to the age of the lamp. This information can be found in manufacturer data sheets.

**LED** - Light emitting diode.

**Light Fixture** - The assembly that holds or contains a lamp or bulb and includes elements designed to give light output control, such as a reflector (mirror) or refractor (lens), the ballast, housing and the attachment parts.

**Light Pollution** - Any and all nuisances caused by the adverse effect of manmade light, including, but not limited to, glare, light trespass, sky glow, visual clutter and energy waste, due to excessive or unnecessary artificial light that unnecessarily diminishes the night sky.

**Light Trespass** - Unwanted light falling on public or private property from any location external to that property; generally caused by a light on a property that shines on the property of others.

**Lumen** - A unit of measure that identifies the amount of light emitted per second into a solid angle of one steradian from a uniform source of one candela.

**Luminance** - Light that reaches a surface and other objects; the density of luminous flux incident on a surface measured in lux or foot-candles.

**Luminaire** - The complete lighting unit (fixture) consisting of a lamp, or lamps and ballasts, together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps and to connect the lamps to the power supply.

**Lumens Per Net Acre** - The total number of initial lumens produced by all lamps utilized in outdoor lighting on a developed property by the number of acres. The net acreage of a property is the gross acreage of that property less any acre (s) that are considered undeveloped.

**Major Addition** – An addition/enlargement of 25% or more of the building's gross square footage either with a single construction project or cumulative series of construction projects after enactment of this ordinance. Definition also includes replacement of 25% or more of installed outdoor lighting.

**Nit** - A unit of measurement of luminance, or the intensity of visible light, where one nit is equal to one candela per square meter. A nit is a common unit of luminance in both the outdoor lighting and outdoor advertising industries.

**Non Conforming** - A structure and outdoor lighting that was installed before the effective date of this ordinance and does not conform to the standards imposed by this ordinance.

**Opaque** - Material that does not transmit light from the internal illumination source. The color of such opaque backgrounds is not restricted.

**Outdoor Lighting** - Night-time illumination of an outside area or object by any man-made device that is located outdoors and produces light.

**Parapet** - A barrier which is an extension of the wall at the edge of a roof, terrace, balcony, walkway or other structure.

**Partially Shielded** - A fixture shielded in such a manner that no more than 10% of the light emitted directly from the lamp or indirectly from the fixture is projected at an angle above the horizontal.

**Private Outdoor Lighting** - Light fixtures located on property owned or controlled by individual persons or families.

**Public Outdoor Lighting** - Light fixtures located on property owned, or controlled by the Town or other governmental entity or entities, including but not limited to streets, highways, alleys, easements, parking lots, parks, playing fields, schools and institutions of higher learning.

**Property Line** - The edges of the legally-defined extent of a property.

**Recessed** - When a light is built into a structure or portion of a structure such that the light is fully shielded and no part of the light extends or protrudes beyond the undersides of a structure or portion of a structure.

**Replacement Lighting** - Lighting installed specifically to replace existing lighting that is sufficiently broken beyond repair.

**Sag-lens/Drop-lens** - Clear or prismatic refracting lens that extends below the lowest opaque portion of a light fixture.

**Searchlight** - Any light fixture having a narrow beam intended to be seen in the sky by an observer on the ground.

**Sky Glow** - The brightening of the nighttime sky caused by the scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Sky glow is caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.

**Spotlight** - A narrow strong beam of light that can be directed to illuminate a small area.

**Street Lighting** - Lighting provided for major, collector and local town roads, as well as sidewalks and bikeways, where pedestrians and cyclists are generally present.

**Temporary Outdoor Lighting** - Lighting installed and operated for periods not to exceed 60 days, completely removed and not operated again for at least 30 days.

**Up Lighting** - The most commonly used technique to illuminate structures or parts of structures, trees, walls, waterfalls, fountains and other outdoor objects above the

horizontal plane. Light fixtures are ground-mounted and directed upwards, away from the viewer to prevent glare.

**Unshielded** - Any fixture which, as designed or installed, emits all or part of the light above the lowest part of the light fixture.

**Wall Pack** - A type of floodlight mounted on the wall of a building or other structure.

**Watt** - The unit used to measure the electrical power consumption (not the light output of a lamp).

## **Section 2. General**

**A. All new and replacement private and public outdoor lighting installed after the date of effect of this ordinance shall comply with its provisions.**

A. The town shall change and install all new public outdoor lighting within the city rights of way and on city owned property to meet the requirements of this ordinance when luminaries expire.

B. New public outdoor lighting, including street lighting, shall make use of timers, dimmers, motion sensors and other adaptive controls and shall be substantially dimmed or extinguished by 12 A.M., unless public safety concerns demand otherwise.

C. All outdoor lighting installed on private properties that is affixed to a construction project for which a building permit is required shall conform to the standards established by this ordinance.

D. The Town Council may amend this ordinance from time to time as local conditions change and as changes occur in the recommendations of nationally recognized organizations, such Illuminating Engineering Society (IES) and the International Dark-Sky Association (IDA).

E. Nothing in this ordinance shall be construed as limiting the right of any person or entity to pursue legal action against any other person or entity under any applicable law, including the doctrine of light trespass as a form of private nuisance.

F. *Attachment A* includes examples of unacceptable/not compliant and acceptable/compliant outdoor lighting fixtures.

## **Section 3. Existing Light Fixtures**

**A. All public and private outdoor lighting fixtures shall be brought into compliance within ten (10) years of the effective date of this ordinance. All new and replacement private and public outdoor lighting installed after the effective date of this ordinance shall comply with its provisions.** The town will assist property owners and/or occupants to correct any nonconforming lighting through consulting with the owner.

B. If more than 50% of the total appraised value of a structure (as determined from the records of the county’s appraisal district) has been destroyed, the structure’s existing light fixtures must be removed and shall only be replaced with fixtures that meet outlined standards herein.

C. All existing private outdoor lighting located on a property that is part of a building permit for a major addition/enlargement of 25% or more of the building gross square footage either with a single construction project or cumulative series of construction projects is required to be brought into conformance with this ordinance before final inspection or issuance of a certificate of occupancy. The applicant shall have a maximum of 180 days from the date of the permit issuance to bring the lighting into conformance.

D. A nonconforming structure shall be deemed abandoned if the structure remains vacant for a continuous period of six (6) months. In that instance, the structure’s existing outdoor lighting must be removed and may only be replaced in conformity with the standards of this ordinance.

#### **Section 4. General Outdoor Lighting**

A. Lighting at public and private outdoor sports/recreational facilities, including but not limited to playing fields, arenas, tennis courts, play grounds, tracks and swimming pools, shall be shielded such that no light-emitting part of fixtures is visible from any other property and shall provide levels of luminance consistent with IES “Recommended Practice for Sports and Recreational Area Lighting,” (IES RP-6-01) or current successor recommendations. Sports lighting shall furthermore cease upon conclusion of scheduled events or 12A.M. (whichever occurs first).

B. Strobe lights on communication towers and other lights for aerial navigation that are required by the Federal Aviation Administration (FAA) during daytime hours are permitted. Other required night navigational lights shall not be brighter than the minimum required by the FAA.

C. Outdoor lighting fixtures using lamps or bulbs, regardless of the number of bulbs and level of initial lamp lumens, shall not exceed 3,000 kelvins and meet the following:

<b><u>Initial Lamp Lumens</u></b>	<b><u>Shielding Requirements</u></b>
<b>➤ 500</b>	<b>Fully Shielded</b>
<b>➤ 800 &lt;1499</b>	<b>Partially Shielded</b>
<b>&lt; 800</b>	<b>Unshielded</b>
<b>≥ 1,500</b>	<b>Fully</b>
<b>≤ 1,499</b>	<b>None</b>

D. All existing and/or new private and public outdoor lighting shall not cause light trespass and shall protect properties from glare and excessive lighting. Outdoor lighting fixtures shall be sufficiently shielded and aimed such that spillage of light onto adjacent properties is minimized and glare from the light emitting and/or reflecting parts of a luminaire is not visible from an adjacent property.

E. Sag-lens, drop-lens and mercury vapor fixtures are prohibited.

F. Searchlights, beacons, laser source and other high-intensity fixtures are prohibited. Additionally, except as otherwise allowed, any lighting that is flashing, blinking, rotating, chasing or rapidly changing in color or intensity is also prohibited.

G. The installation of any barn light fixture for use as outdoor lighting is prohibited unless the fixture includes a full opaque reflector instead of the standard translucent lens.

H. Outdoor up lighting is prohibited, except in cases where the fixture is shielded by a roof overhang or similar structural shield that will not cause light to extend beyond the structural shield.

I. Up lighting and down lighting of flagpoles on public or private property is permitted:

1. Flagpoles illuminated from below are limited to a height of 25 feet above ground level and shall be illuminated with a single spot-type fixture whose maximum initial output is 52 lumens per foot of height, measured from the light fixture to the top of the flagpole. The maximum output shall be 1,300 lumens and 3,000 kelvins. The fixture shall be mounted perpendicular to the flag pole and the light outputs shall point straight up at the flag.

2. Flagpoles illuminated from above shall utilize a single light fixture, not to exceed 800 initial lamp lumens and 3,000 kelvins, attached to the top of the flagpole.

3. If the flag of the United State of America is displayed during the hours of darkness it should be illuminated as recommended in the United States Flag Code (36 U.S.C. Paragraphs 173, 174).

## **Section 5. Outdoor Signs**

A. The luminous/illuminated surface of individual outdoor sign shall not exceed 200 square feet (18.6 square meters).

B. Outdoor signs may be unlighted, lighted externally, lighted internally or backlit. All sign lighting must be designed and shielded in such a manner that the light source is not visible beyond the property boundaries where the sign is located. Lighting for signs must be directed such that only the sign face is illuminated. All lighted signs must have stationary and constant lighting.

1. Externally Illuminated Signs

- a. In addition to meeting requirements in Section 3, lighting must be aimed and shielded so that light is directed only onto the sign face and does not trespass onto adjacent streets, roads, properties or into the night sky.
- b. Lighting must be mounted at the top of the sign.

2. Internally Illuminated Signs-Lighting Is Visible On Both Sides of Sign:

- a. Only sign copy areas and logos may be illuminated.
- b. Signs shall use semi-opaque materials for sign copy such that the light emanating from the sign is diffused. Transparent or clear materials are not allowed for sign copy. Non copy portions of the sign (e.g., background and graphics) shall be made of completely opaque material.

3. Backlit Illuminated Signs-Only One Side of Sign Lit:

- a. Signs shall be designed such that the light source is not visible.
- b. Signs shall be designed such that harsh, direct illumination does not emanate from the sign. Rather, the backlighting shall only allow indirect illumination to emanate from the sign. For example, signs that create a “halo” effect around sign copy are allowed.
- c. Signs shall be constructed with a non white background and utilize opaque letters and symbols such that the light emanating from the sign is diffused.

C. Digital Electronic Message Signs with intermittent, scrolling or flashing illumination are permitted only at town administration buildings and educational facilities and are subject to the following:

1. Any changes to the face or copy of the sign must have a minimum of eight (8) second interval between changes.
2. Between the hours of 12 A.M. - 6 A.M. except for time and temperature:
  - a. There shall be no changes to the face or copy of the sign; and
  - b. The background must be darker than the text.
3. LED/electronic message displays are subject to the following:
  - a. Between the hours of 12 A.M. - 6 A.M. signs shall not exceed the maximum illumination level of 100 nits as measured under conditions of a full white display.
  - b. Signs shall be equipped with photo cell sensors that are factory locked to adjust the sign to an appropriate light level during daylight hours and dim the sign at night to the required nit level as stated previously.
  - c. The electronic message portion of the sign shall not have a white background.
  - d. Signs shall include timers that automatically turn off the digital display.

**Section 6. Public Right of Way (Street) Lighting**

A. All residential streetlights shall be fully shielded fixtures of approved historical design, and shall be limited to 1,125 lumens and non residential streetlights to 1,500 lumens unless otherwise specified by the IES “American National Standard Practice for Roadway and Street Lighting” (IES RP-8-14) guidelines.

B. Adaptive controls shall be utilized that automatically extinguish street lighting, when sufficient daylight is available using a control device or system such as photoelectric switch or equivalent functions from a programmable lighting controller.

C. All area lighting, parking area lighting, and lighting of recreational facilities shall be level mounted and fully-shielded. Allowable luminance values from IES recommended practices shall be utilized.

D. Freestanding luminaries shall be no higher than twenty-five feet (25') above the stand/pole base, except fixtures used for playing fields shall be exempt from height restrictions. Building mounted luminaries shall be attached only to walls and the top of the fixture shall not exceed the height of the parapet or roof, whichever is greater.

## **Section 7. Requirements for New Outdoor Lighting Facilities**

A. New public outdoor lighting facilities shall adhere to the following requirements:

1. All town-owned outdoor lighting including street lighting shall employ fully-shielded fixtures in order to limit light trespass.
2. When new town-owned buildings and other facilities are constructed, or new town right-of-way are established, the installation of new outdoor lighting fixtures shall be allowed only when (a) specific need related to a hazardous nighttime situation is identified by the town, or (b) lighting is deemed necessary as a matter of ensuring the town's public health, safety and welfare.
3. When existing town-owned buildings, other facilities and town right-of-way are modified by physical alterations and/or by a change of use, the installation of new outdoor lighting fixtures beyond existing installations shall be allowed only when (a) a specified need related to a hazardous nighttime situation is identified by the town, or (b) lighting is deemed necessary as a matter of ensuring public health, safety and welfare, as is in the best interest of the town.
4. In the event of the establishment of any new residential subdivision where street right-of-ways will be dedicated to the town, the town shall not allow the installation of street lights, except in the case of replacing existing nonconforming street lights. However, in cases where it is determined that street lighting is deemed necessary in public right-of-ways for the health, safety or welfare of pedestrians, bicyclists and/or motorists, the installation of street lighting shall be permitted. All street lighting shall be (a) fully shielded, (b) meet correlated color temperature requirements, (c) make use of appropriate adaptive controls, and (d) be subject to curfews as directed by the Town Council. A street lighting plan

specifying the number and approximate location of street lights and style of fixture shall be included in the final plat and approved by the Town Council.

### **Section 8. Levels of Luminance Required or Permitted at Specific Facilities**

A. For locations and facilities not specified herein, the Town Council shall set acceptable levels of luminance based of IES guidelines.

**B. The total outdoor light output (excluding governmental owned streetlights used for illumination of public rights-of-way and outdoor recreation facilities) of any developed residential property shall not exceed 10,000 lumens per net acre, of which no more than 2,000 lumens per net acre may consist of unshielded lighting allowed in Section 4, Item C.**

**C. The total outdoor light output (excluding governmental owned streetlights used for illumination of public rights-of-way and outdoor recreation facilities) of any developed public or private non residential property shall not exceed 25,000 net lumens per acre, of which no more than 5,000 lumens per net acre may consist of unshielded lighting allowed in Section 4, Item C.**

D. Outdoor multi-directional aerial sports (baseball, basketball, football and soccer) shall not exceed 100,000 net lumens per acre including any shielded lighting. Such lighting shall make appropriate use of adaptive controls when possible.

### **Section 9. Outdoor Lighting Projects**

A. All subdivision and building permit applications shall include an outdoor lighting plan which includes the following information:

1. Location, type, height, color temperature, lumens output, shielding planned and amount of all proposed and existing fixtures. The applicant shall provide enough information to verify that lighting conforms to this ordinance.
2. Manufacturer's specification sheets for illustrations, such as contained in a manufacturer's catalog cuts for all existing and proposed light fixtures.
3. A table showing the amount of proposed outdoor lights by fixture, wattage, lumens and lamp type.

B. A building official and/or administrator shall review the lighting plan taking into account the factors above and shall approve or reject the plan within 30 days of submission, returning it to the applicant with an explanation for the decision. The applicant shall not undertake the outdoor lighting project until the lighting plan is approved. If required, additional information may be requested.

C. Upon receipt of residential building permit applications, the town shall provide the homebuilder/applicant with educational materials about this ordinance. The town's

submission of educational materials shall be prima facie evidence that the applicant has received notification of the provisions of this ordinance.

D. Verification that a residential or non residential project has complied with the provisions of this ordinance shall occur during the final electrical inspection by the town building inspector.

E. In the event work is not being performed in accordance with this ordinance, the building inspector shall issue a stop-work order and all work shall immediately cease. No further work shall be undertaken on the project as long as a stop-work order is in effect.

F. Variance requests shall be submitted to the Town Council for approval/ disapproval by simple majority vote. In considering requests for variance the Major and Town Council shall consider the following criteria:

1. The degree to which compliance will cause undue hardship for the applicant; and
2. The degree to which the requested variance will result in a non-compliant fixture; and
3. The amount of time the requested variance will be in effect before the fixture comes into compliance; and
4. The degree to which approval of the variance would set a precedent for other such requests; and
5. The effect the variance might have on efforts by the town to attain and/or retain recognition such as a Dark Sky Community or other similar designation.

Note: Applicants requesting a variance must demonstrate under hardship caused by unique circumstances of the property making it impossible to literally comply with the standards of this ordinance. Financial concerns do not comprise a hardship under this ordinance.

## **Section 10. Exceptions**

A. Temporary outdoor holiday lighting decorations shall be permitted from November 15 to January 15. Temporary outdoor holiday lighting decorations for other holidays shall also be permitted for a seven day period before a holiday and shall be removed within one week after the holiday. Such lighting shall be minimized after 12 A.M.

B. Lighting required by local, state or federal law; for example, motor vehicles.

C. Temporary emergency lighting needed during activities of law enforcement, fire and other emergency services.

D. Lighting employed during emergency repairs of roads and utilities may be unshielded provided the lights are positioned so they do not shine in the eyes of passing drivers.

- E. Temporary lighting required to save life or property from imminent peril.
- F. Outdoor lighting for which light is produced directly by the combustion of fossil fuels.

**Section 11. Enforcement and Penalties**

A. **Enforcement** - The town shall have the power to administer and enforce the provisions of this ordinance as may be required by governing law. Any person or entity violating any provision of this ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations.

B. **Resolution** – If, after investigation, town officials find that any provision of this ordinance is being violated, notice shall be given by hand delivery or certified mail, return receipt requested, of such violation to the owner and/or the occupant of such premises, demanding that the violation be abated within thirty (30) days of the date of hand delivery or of the date of mailing of the notice. Town officials shall be available to assist in working with the violator to correct such violation. If the violation is not abated within the thirty (30) day period, town officials may institute actions and proceedings, either legal or equitable, to enjoin, restrain or abate any violations of the ordinance and to collect the penalties for such violations.

C. **Public Nuisance** - Any violation of this ordinance that results in light trespass or an unreasonable interference with the common and usual use of neighboring property is hereby declared to be a public nuisance, which is prohibited. It is an offense for a person to emit light onto the property of another unreasonably interfering with the neighboring property owner's use and enjoyment of their property.

D. **Penalty**- It shall be an offense for a person/entity to fail to comply with the standards set forth in this ordinance within 30 days after notice is mailed to them. Any person violating any provision of this ordinance shall, upon conviction, be fined a sum not exceeding one hundred dollars (\$100.00), except as may be otherwise expressly provided by state law. Each day that a provision of this ordinance is violated shall constitute a separate offense. An offense under this ordinance is a Class C misdemeanor.

E. **Civil Remedies**-Nothing in this ordinance shall be construed as a waiver of the town's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law and equity, including, but not limited to the following:

1. Injunctive relief to prevent specific conduct that violates this ordinance or to require specific conduct that is necessary for compliance with this ordinance;
2. Notification, intervals, follow-up and enforcement of violations shall follow established procedures utilized for other code violations.
3. A civil penalty up to five hundred dollars (\$500.00) for each day a violation occurs, when it is shown that the defendant was actually notified of the provisions of this ordinance and after receiving notice committed acts in violation of this ordinance or failed to take action necessary for compliance with this ordinance; and other relief as directed by a court with jurisdiction over the matter.

**Section 12. Savings / Repealing Clause**

All ordinances or parts of ordinances that are in conflict with the provisions of this ordinance, and the same are hereby repealed and all other ordinances of the town not in conflict with the provisions of this ordinance shall remain in full force and effect.

**Section 13. Severability**

**A. Unconstitutional or Invalid Section**

Should any section, subsection, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this ordinance shall remain in full force and effect.

**B. Independent Sections**

The town hereby declares that it would have this ordinance, and each section, subsection, clause or phrase thereof irrespective of any one or more sections, subsections, sentences, clauses and/or phrases be declared unconstitutional or invalid.

**Section 14. Proper Notice and Meeting**

It is hereby officially found and determined that the meeting at which this ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**Section 15. Effective Date**

This ordinance shall become effective from and after its date of passage and publication as provided by law.

**ADOPTED AND APPROVED** by the Town Council of Lakewood Village, Texas this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Dr. Mark E. Vargus  
Mayor

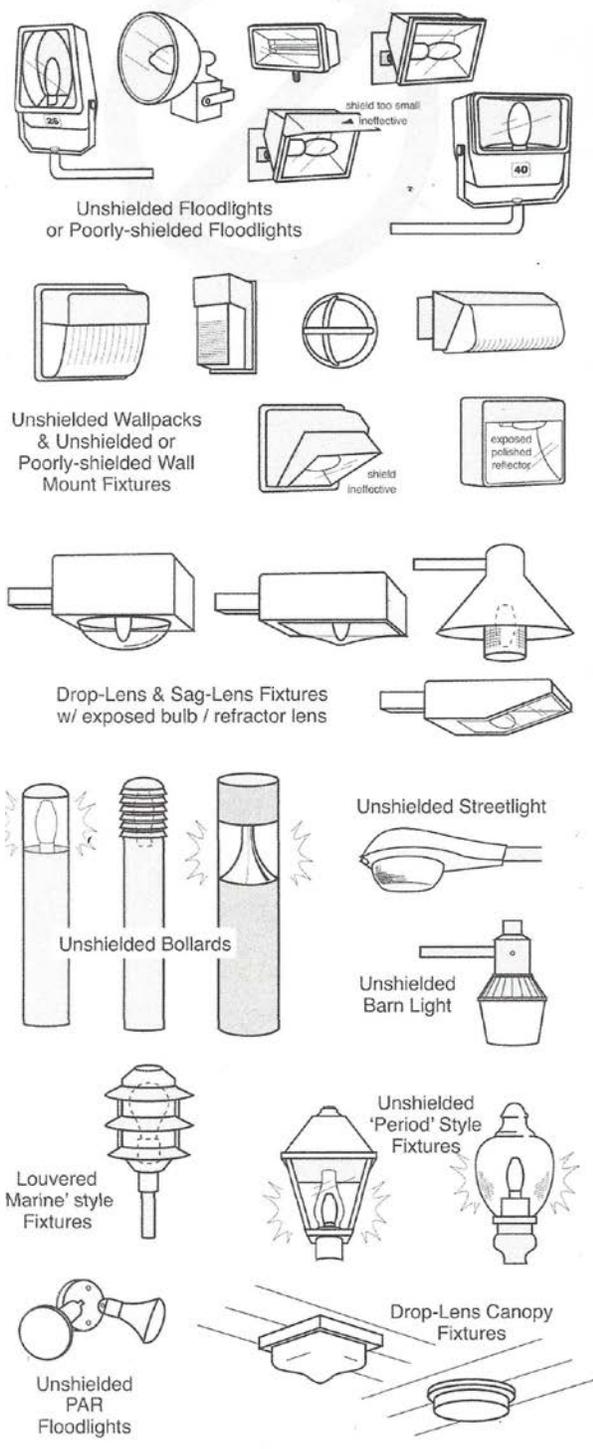
ATTEST:

\_\_\_\_\_  
Linda Asbell, TRMC, CMC  
Town Secretary

**Examples of Acceptable & Unacceptable Lighting Fixtures**

**Unacceptable/Not Compliant**

Fixtures that produce glare and light trespass



**Acceptable/Compliant**

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



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**TOWN OF LAKEWOOD VILLAGE  
ZONING ORDINANCE [189-xx14-04](#)**

**AN ORDINANCE ADOPTING A COMPREHENSIVE ZONING ORDINANCE FOR THE TOWN OF LAKEWOOD VILLAGE, TEXAS; ESTABLISHING ZONING DISTRICTS, REGULATING AND RESTRICTING THE LOCATION AND USE OF BUILDINGS, STRUCTURES AND LAND FOR RESIDENTIAL AND OTHER PURPOSES, THE DENSITY OF POPULATION, THE ERECTION, CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR AND USE OF BUILDINGS STRUCTURES AND LAND WITHIN SUCH DISTRICTS, INCLUDING THE HEIGHT, NUMBER OF STORIES, SIZE AND APPEARANCE OF BUILDINGS AND OTHER STRUCTURES; REGULATING LANDSCAPING AND THE SIZE OF YARDS AND OTHER OPEN SPACES; PROVIDING PARKING REQUIREMENTS; PROVIDING FOR THE REGULATION OF NONCONFORMING USES AND FOR THE AMORTIZATION THEREOF; ADOPTING AN OFFICIAL ZONING MAP; PROVIDING FOR THE ISSUANCE OF CERTIFICATES OF OCCUPANCY AND BUILDING PERMITS; DEFINING CERTAIN WORDS AND PROVIDING FOR THE INTERPRETATION OF THE ORDINANCE; PROVIDING FOR AMENDMENTS AND CHANGES PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES AND REPEALING ORDINANCE NO. 13-09 AS AMENDED; PROVIDING A SEVERABILITY CLAUSE; PRESCRIBING PENALTIES FOR VIOLATIONS OF THE PROVISIONS OF THE ORDINANCE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Chapter 211 of the Local Government Code, the Town of Lakewood Village (“Town”) has the authority to adopt a Comprehensive Zoning Ordinance and map regulating the location and use of buildings, structures, and land for business, industry, residence and other purposes; and

**WHEREAS**, the zoning regulations and districts as herein established have been made in accordance with an adopted comprehensive plan for the purpose of promoting the health, safety, morals and general welfare of the Town; and

**WHEREAS**, the zoning regulations and districts have been designed to lessen the congestion in the streets; to secure safety from fire, panic and other dangers; to ensure adequate light and air; to prevent the overcrowding of land, to avoid undue concentration of population; and to facilitate the adequate provision of transportation, water, sewerage, parks, and other public requirements; and

**WHEREAS**, the zoning districts have been created with fair and reasonable consideration, among other things, for the character of each particular section and its peculiar suitability for particular uses; and thereby conserve the value of land and buildings in each particular section; and with a view of insuring the harmonious and appropriate use of all property and to prohibit the inharmonious and inappropriate use of all property and thereby promote the general good and welfare of the public; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, THAT:**

**Section 1: Findings**

The findings set forth above are incorporated as if fully set forth herein.

**Section 2: Adoption**

The Comprehensive Zoning Ordinance attached hereto as Exhibit A is hereby adopted as the zoning ordinance for the Town.

**Section 3: Repeal**

Zoning Ordinance [14-0413-09](#), [Zoning Section 6-99-04](#) and [Comprehensive Zoning 99-03](#) are hereby repealed in ~~its~~<sup>their</sup> entirety.

**Section 4: Penalty Clause**

**A. Violation**

A person who knowingly violates any provision of this chapter is guilty of separate offenses for each day during which the violation is continued. Neither allegation nor evidence of a culpable mental state is required for the proof of an offense defined by this ordinance.

**B. Fine**

Each offense is punishable by a fine of not more than two-thousand (\$2,000) nor less than two-hundred (\$200). The minimum fine established in this paragraph shall be doubled for the second conviction of the same offense within any 24-month period and tripled for the third and subsequent convictions of the same offense within any 24-month period. At no time shall the minimum fine exceed the maximum fine established in this paragraph.

**Section 5: Legal Rights**

The penal provision imposed under this Zoning Ordinance shall not preclude the Town of Lakewood Village from filing suit to enjoin the violation. The Town of Lakewood Village retains all legal rights and remedies available to it pursuant to local, state, and federal law.

**Section 6: Severability**

**A. Unconstitutional or Invalid Section**

Should any section, subsection, sentence, clause or phrase of this Zoning Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Zoning Ordinance shall remain in full force and effect.

**B. Independent Sections**

The Town hereby declares that it would have passed this Zoning Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and/or phrases be declared unconstitutional or invalid.

**Section 7: Estoppel / Waiver**

The failure of the Town to enforce any term or condition of this Ordinance shall not constitute a waiver or estoppel or any subsequent violation of this Ordinance.

**Section 8: Effective Date**

This Ordinance shall become effective from and after its date of passage as provided by law.

**PASSED AND APPROVED** by the Town Council of the Town of Lakewood Village, Texas this the 12th day of June, 2014.

\_\_\_\_\_  
Dr. Mark E. Vargus~~Mike Schnittker~~  
Mayor

ATTEST:

\_\_\_\_\_  
Linda Asbell, TRMC, CMC  
Town Secretary

APPROVED AS TO FORM::

\_\_\_\_\_  
W. Andrew Messer  
Town Attorney

**EXHIBIT A**

DRAFT



DRAFT

## ZONING ORDINANCE

First Public Hearing: [May 08, 2014](#)

Second Public Hearing: [May 22, 2014](#)

Third Public Hearing: [June 12, 2014](#)

Adopted: [June 12, 2014](#)



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**SECTION 1: GENERAL PROVISIONS**

**1.1. ZONING DISTRICT MAP**

**1.1.1. Zoning Districts Shown on the Zoning District Map**

The boundaries of zoning districts set out herein are delineated upon a Zoning District Map of the Town, adopted as part of this ordinance as fully as if the same were set forth herein detail.

**1.1.2. Official Zoning District Map**

A. Official Zoning District Map Filing

One original of the Zoning District Map shall be filed in the office of the Director and labeled as Ordinance Number 18-xx14-04. This copy shall be the "Official Zoning District Map" and shall bear the signature of the Mayor and attestation of the Town Secretary.

B. Official Zoning District Map Management

1. The Official Zoning District Map shall not be changed in any manner except as amended by the Town Council as provided herein.
2. In case of any question, the Official Zoning District Map, together with amending ordinances, shall be controlling.

C. Zoning Map Reproductions

1. Reproductions for informational purposes may be made of the Official Zoning District Map.

**1.2. ZONING DISTRICT BOUNDARIES**

**1.2.1. District Boundary Interpretation Rules**

The district boundary lines shown on the Official Zoning District Map are usually along streets, alleys, property lines, or extensions thereof. Where uncertainty exists as to the boundaries of districts as shown on the Official Zoning District Map, the following rules shall apply:

A. Centerlines

Boundaries indicated as approximately following the centerline of streets, highways or alleys shall be construed to follow such centerline.

B. Platted Lot Lines

Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

C. Town Limits

Boundaries indicated as approximately following City limits shall be construed as following city limits.

D. Shore Lines



Boundaries indicated as following shore lines shall be construed to follow such shore lines, and in the event of change in the shore line shall be construed as moving with the actual shore line; boundaries indicated as approximately following the centerline of streams, lakes, or other bodies of water shall be construed to follow such centerline, and in the event of change in the centerline, shall be construed to move with such centerline.

E. Parallel to or Extensions of Features

Boundaries indicated as a parallel to or extensions of features indicated in Subsections (A) through (D) above shall be so construed. Distances not specifically indicated on the original zoning maps shall be determined by the scale of the map.

F. Vacated Public Way

Whenever any street, alley, or other public way is vacated by official action of the Town Council, the vacated area shall be rezoned according to Amendments to the Zoning Ordinance.

G. Boundary as Condition of Zoning Approval

The zoning classification applied to a tract of land adjacent to a street shall extend to the centerline of the street, unless as a condition of zoning approval, it is stated that the zoning classification shall not apply to the street.

H. Zoning Ambiguity

Where physical features on the ground conflict with information shown on the Official Zoning District Map, or when there arises a question as to how or whether a parcel of property is zoned and such question cannot be resolved by the application of subsections (A) through (G), the property shall be considered as classified, Single Family, District 5, in the same manner as provided for newly annexed territory and the issuance of a building permit and the determination of permanent zoning shall be in accordance with the provisions provided in section 6.1 ZONING UPON ANNEXATION for temporarily zoned areas.

**1.3. COMPLIANCE REQUIRED / INTERPRETATION / RULES OF CONSTRUCTION**

**1.3.1. Compliance Required**

A. Applicability

Compliance with the Zoning Ordinance shall apply to all land, buildings, structures or appurtenances located within the Town which are hereafter:

1. Occupied,
2. Used,
3. Erected,
4. Altered,
5. Removed,
6. Placed,
7. Demolished, or
8. Converted



**B. Compliance with Zoning District**

The land, buildings, structures or appurtenances described in section 1.3.1.A Applicability shall be in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided or subject to penalties as established by ordinance.

**1.3.2. Interpretation**

**A. Restrictiveness**

Where the regulations imposed herein are either more restrictive or less restrictive than comparable conditions imposed by any other provision of any other applicable law, ordinance, resolution, rule or regulation of any kind, the regulations which are more restrictive and impose higher standards are the requirements that shall govern. Notwithstanding the foregoing, the Town may, but is not required to, seek enforcement of a more restrictive regulation imposed by a person or entity other than the Town.

**B. Abrogation**

The provisions of these regulations are not intended to abrogate any easement, covenant or other private agreement, provided that where the requirements of these regulations are more restrictive or impose higher standards or regulations than such easement, covenant or other private agreement, the requirements of these regulations shall govern.

**C. Error Correction**

In the event that any property or Zoning District set forth on the Zoning District Map as provided in section 1.1 ZONING DISTRICT MAP of this ordinance is misnamed, designated incorrectly, the boundaries are incorrect or the property is omitted, in part or in whole, the Zoning District map may be amended and/or supplemented according to the following:

**1. Applicants**

The property owner of said tract or Town staff may submit an application to the Town Council to initiate the error correction process.

**2. Process**

The error correction shall be processed as a zoning map or text amendment according to section 6.5 AMENDMENTS TO THE ZONING ORDINANCE / DISTRICTS AND ADMINISTRATIVE PROCEDURES.

**D. Building Inspector Authority to Interpret the Zoning Ordinance**

1. Unless specified within in a section, the Building Inspector shall have the authority to interpret and enforce the Zoning Ordinance.

2. A person aggrieved by the Building Inspector's interpretation may appeal the interpretation to the Town Council pursuant to 6.14 APPEALS AND THE APPEAL PROCESS.



**1.3.3. Rules of Construction**

The language set forth in these regulations shall be interpreted in accordance with the following rules of construction.

**A. Number**

The words in the singular shall include the plural and words in the plural shall include the singular;

**B. Tense**

The present tense includes the past and future tenses and the future the present;

**C. Mandatory and Permissive Language**

The word “shall” and “must” are mandatory while the word “may” is permissive;

**D. Gender Terms**

The masculine gender includes the feminine and neuter;

**E. Parentheses**

Any word appearing in parentheses directly after a word herein defined shall be construed in the same sense as that word;

**F. Conflicts**

If there is an expressed conflict:

- 1) The text of this ordinance controls over the charts or any other graphic display in this ordinance; and
- 2) The use regulations control over the district regulations in this ordinance.

**1.4. NONCONFORMING USES AND STRUCTURES**

**1.4.1. Intent of Provisions**

**A. Existence of Nonconformities**

1. The purpose of this section is to establish provisions for the allowance and potential alteration of uses, lots and/or structures which do not conform to currently applicable standards or regulations, but which were in conformance with standards in place at the time of their inception, and have been rendered nonconforming due to a change in the applicable standards and regulations.

a. Nonconformities occur in three (3) general categories, or combinations thereof.

1. Land may be used in a nonconforming manner.
2. A lot can be nonconforming as to lot area or dimension requirement.
3. A structure can be nonconforming as to setback, height, lot area, or dimension requirement.

2. It is the declared intent that nonconforming uses and structures eventually be eliminated and be required to comply with the regulations of the Zoning Ordinance, having due regard for the



property rights of the person affected, the public welfare, and the character of the surrounding area.

**B. Limit Incompatibility**

It is further the intent that nonconforming uses shall not be:

1. Enlarged upon,
2. Expanded or extended, or
3. Used as a basis for adding other structures or uses prohibited elsewhere in the same district.

**C. Incompatible Uses**

Notwithstanding anything to the contrary, nonconforming uses are hereby declared incompatible with the permitted uses in the districts involved.

**1.4.2. Establishment of Legal Nonconforming Status**

**A. Existence**

For purposes of interpretation of this subsection, any uses, structures and/or lots which in whole or part are not in conformance with current zoning standards shall be considered as follows.

**1. Legal Nonconforming**

Those uses, structures or lots which in whole or part are not in conformance with current regulations, but were legally established at a prior date at which time they were in conformance with applicable standards. Such uses, structures or lots may be maintained or potentially altered subject to the provisions of this subsection.

**2. Illegal**

Those uses, structures or lots which in whole or part are not in conformance with current regulations and were not in conformance with applicable standards at the time of their inception shall not be considered nonconforming, but shall be considered illegal uses, structures, or lots and shall not be approved for any alteration or expansion, and shall undertake necessary remedial measures to reach conformance with current standards, or be discontinued.

**B. Time of Adoption**

Any use, platted lot, and/or structure which is lawful at the time of the adoption of any amendment to this ordinance but by such amendment is placed in a district wherein such use, platted lot, and/or structure is not otherwise permitted shall be deemed legal nonconforming.

**C. Annexation**

A use, platted lot and/or structure that was lawfully commenced and in existence at the time of annexation to the Town and has since been in regular and continuous use shall be deemed legal nonconforming.

**1.4.3. Burden of Demonstration**

The burden of establishing that any use, structure or land is nonconforming as defined in this subsection shall be borne by the owner or proponent of such legal nonconforming use, structure or land.



**1.4.4. Continuing Lawful Use of Property and Existence of Structures**

**A. Abandonment of Nonconforming Use**

If a nonconforming use on a particular parcel of land shall cease operations for a period of more than six (6) months, then such nonconforming use shall be presumed to be permanently abandoned. Unless the Town Council determines, upon evidence presented by the owner that the nonconforming use or structure was not abandoned, or unless the Town Council reinstates the nonconforming rights pursuant to section 6.10 REINSTATEMENT OF NONCONFORMING RIGHTS of this Ordinance, such a use shall not be instituted or continued on that parcel or other parcel in any district which does not permit the discontinued use. For the purpose of this paragraph, to “cease operations” shall mean to intentionally terminate operations of the nonconforming use. Any nonconforming use which does not involve a permanent type of structure or operation and which is moved from the premises shall be considered to have been abandoned.

**B. Reinstatement of Nonconforming Use Rights**

An owner and/or operator of a nonconforming use that has been deemed permanently abandoned pursuant to 1.4.1.A may request that the nonconforming rights to the use be reinstated pursuant to section 6.10 REINSTATEMENT OF NONCONFORMING RIGHTS of this Ordinance.

**C. Prohibited Expansion or Reoccupation**

A nonconforming use or structure shall not be expanded, reoccupied with another nonconforming use, or increased as of the effective date of this ordinance except as provided in 1.4.6 Expansion of Nonconforming Uses and Structures.

**D. Single Family Residential Use**

1. Conforming single family residential uses on platted lots approved prior to June 12, 2014, which may now be nonconforming due to stricter standards, shall be deemed in conformance with this ordinance as long as the use of the lot is allowed in the respective district.
2. Only the lot size, depth, setbacks and width shall be allowed to be less than the regulations prescribed in the zoning district in which it is located. All other regulations of this ordinance shall be met, or the lot shall be considered nonconforming.

**E. Existing Platted Lots are Conforming Lots**

Any existing vacant lot platted prior to June 12, 2014, which was legally conforming, shall be deemed a conforming lot.

**1.4.5. Changing Uses and Nonconforming Rights**

**A. Nonconforming Use to Conforming Use**

Any nonconforming use may be changed to a conforming use, and once such change is made, the use shall not be changed back to a nonconforming use.

**B. Nonconforming Use to Another Nonconforming Use**



A nonconforming use may not be changed to another nonconforming use.

C. Conforming Use in a Nonconforming Structure

Where a conforming use is located in a nonconforming structure, the use may be changed to another conforming use by the process outlined in 1.4.6 Expansion of Nonconforming Uses and Structures.

**1.4.6. Expansion of Nonconforming Uses and Structures**

An expansion of a nonconforming use or structure is allowed in accordance with the following.

A. Nonconforming Use Expansion in Existing Building

A nonconforming use located within a building may be extended throughout the existing building, provided.

1. No structural alteration, except as provided in 1.4.1.E may be made on or in the building except those required by law to preserve such building in a structurally sound condition.
2. The number of dwelling units or rooms in a nonconforming residential use shall not be increased so as to exceed the number of dwelling units or rooms existing at the time said use became a nonconforming use.

B. Nonconforming Use Prohibited from Expansion beyond Existing Building

Nonconforming use within a building shall not be extended to occupy any land outside the building.

C. Off-Street Loading and Parking

Nonconforming use of land or building shall not be enlarged, increased, or extended to occupy a greater area of land than was occupied at the time the land became a nonconforming use, except to provide off-street loading or off-street parking space.

D. Residential Lot Exemption

The minimum residential lot areas for the various zoning districts shall be in accordance with their respective districts except that a lot having less area than herein required which was an official "lot of record" prior to June 12, 2014, may be used for a single family dwelling.

E. Expansion of Nonconforming Buildings with Conforming Uses

Buildings or structures which do not conform to the area regulations or development standards in this ordinance but where the uses are deemed conforming shall not increase the gross floor area greater than ten (10) percent from the date when the building became nonconforming.

F. Reuse of Abandoned or Vacant Buildings by Conforming Uses Allowed

Buildings or structures which have been vacant or abandoned for more than six (6) months and do not meet the current area regulations or development standards shall be allowed to be re-occupied by a conforming use.



**1.4.7. Restoration of Nonconforming Structures**

A. Total Destruction

If a nonconforming structure is destroyed by fire, the elements, or other cause, it may not be rebuilt except to conform to the provisions of this Ordinance.

B. Partial Destruction

In the case of partial destruction of a nonconforming structure not exceeding fifty-one (51) percent of its total appraised value as determined by the Appraisal District, reconstruction will be permitted, but the existing square footage or function of the nonconforming structure cannot be expanded.

**1.4.8. Movement of Nonconforming Structures**

A. Relocation of a Nonconforming Structure within a Platted Lot

Nonconforming structures may be relocated within the same platted lot.

B. Compliance

Nonconforming structures shall comply with all setback and screening requirements.

**1.4.9. Completion of Structures**

Nothing herein contained shall require any change in the plans, construction, or designated use of the following.

A. Approved Building

A building or structure for which a building permit has been issued or a Site Plan approved prior to June 12, 2014.

B. Building in the Approval Process

A building or structure for which a complete application for a building permit was accepted by the Building Inspector on or before the effective date of these regulations, provided however, that such building permit shall comply with all applicable ordinances in effect on the date such application was filed.



**SECTION 2: ZONING DISTRICTS**

**2.1. ZONING DISTRICTS ESTABLISHED**

The Town is hereby divided into the following zoning districts. The use, height and regulations are set out herein apply to each district. The districts established herein shall be known as the following:

**Table 2.1: Zoning Districts Table**

Document Section	District ID	District Name
<b>Residential Zoning Districts</b>		
2.3.1	1	Single Family Residential – District 1
2.3.2	2N / 2S	Single Family Residential – District 2N / 2S
2.3.3	3	Single Family Residential – District 3
2.3.4	4	Single Family Residential – District 4
2.3.5	5	Single Family Residential – District 5
2.3.6	6	Single Family Residential – District 6
<b>Commercial Zoning Districts</b>		
		None
<b>Special Zoning Districts</b>		
6.12	PD	Planned Development
6.13	SUP	Special Use Permit



**2.2. EQUIVALENCY TABLE**

The following table will identify zoning districts adopted in previous Ordinances and the District which now applies in this Ordinance to those Districts.

**Table 2.2: Zoning Equivalency Table**

Prior to Ordinance 14-04	Ordinance 14-04
<b>Section 1</b>	Single Family Residential – District 1
<b>Section 2</b> Block H Lots 1-6, Block J Lots 1-12, Block K lots 1-11 & Block L Lots 1-5	Single Family Residential – District 2N
<b>Section 2</b> Block L Lots 6-13, Block M Lots 1-7 & Block B Lots 38-43	Single Family Residential – District 2S
<b>Section 3</b> Block N Lots 27-33, Block P Lots 1-18 & Block R Lots 1-4	Single Family Residential – District 3
<b>Section 3</b> Block N Lots 1-26	
<b>Section 3</b> Block M Lots 8-14	
<b>Section 4</b>	Single Family Residential – District 4
<b>Section 5 - Single Story Residence</b> Block A Lots 1-22, Block B Lots 1-4, Block C Lots 1-4, Block D Lots 1-12 & Block F Lots 3-16	Single Family Residential – District 5
<b>Section 5 - Two Story Residence</b> Block A Lots 1-34, Block B Lots 1-4, Block C Lots 1-16, Block D Lots 1-13, Block E Lots 1-20 & Block F Lots 3-16	
<b>Section 5 - Single Story</b> Block A Lots 23-34, Block C Lots 5-16, Block D Lot 13, Block E Lot 1-20 & Block F Lot 1-2	
<b>Section 6</b> Single Story Residence	Single Family Residential – District 6
<b>Section 6</b> Two Story Residence	



**2.3. RESIDENTIAL ZONING DISTRICTS**

**2.3.1. Single Family Residential – District 1**

**A. General Purpose and Description**

District 1 is intended to provide a residential environment for single family detached dwellings on parcels of land having a minimum lot area of seven thousand five hundred (7,500 ft<sup>2</sup>) square feet.

**B. Permitted Uses**

Permitted uses are outlined in section 3.1 USE OF LAND AND BUILDINGS.

**C. Area Regulations**

Property and buildings shall conform to the related standards listed within section 2.4 DEVELOPMENT STANDARDS.

**2.3.2. Single Family Residential – District 2N / 2S**

**A. General Purpose and Description**

District 2 is intended to provide a residential environment for single family detached dwellings on parcels of land having a minimum lot area of nine thousand five hundred (9,500 ft<sup>2</sup>) square feet.

**B. Permitted Uses**

Permitted uses are outlined in section 3.1 USE OF LAND AND BUILDINGS.

**C. Area Regulations**

Property and buildings shall conform to the related standards listed within section 2.4 DEVELOPMENT STANDARDS.

**2.3.3. Single Family Residential – District 3**

**A. General Purpose and Description**

District 3 is intended to provide a residential environment for single family detached dwellings on parcels of land having a minimum lot area of ten thousand (10,000 ft<sup>2</sup>) square feet.

**B. Permitted Uses**

Permitted uses are outlined in section 3.1 USE OF LAND AND BUILDINGS.

**C. Area Regulations**

Property and buildings shall conform to the related standards listed within section 2.4 DEVELOPMENT STANDARDS.

**2.3.4. Single Family Residential – District 4**

**A. General Purpose and Description**

District 4 is intended to provide a residential environment for single family detached dwellings on parcels of land having a minimum lot area of forty-three thousand five hundred sixty (43,560 ft<sup>2</sup>) square feet.



B. Permitted Uses

Permitted uses are outlined in section 3.1 USE OF LAND AND BUILDINGS.

C. Area Regulations

Property and buildings shall conform to the related standards listed within section 2.4 DEVELOPMENT STANDARDS.

D. Other Regulations

The use of an alley to provide secondary access to rear or side yards of multiple properties is prohibited.

**2.3.5. Single Family Residential – District 5**

A. General Purpose and Description

District 5 is intended to provide a residential environment for single family detached dwellings on parcels of land having a minimum lot area of forty-three thousand five hundred sixty (43,560 ft<sup>2</sup>) square feet.

B. Permitted Uses

Permitted uses are outlined in section 3.1 USE OF LAND AND BUILDINGS.

C. Area Regulations

Property and buildings shall conform to the related standards listed within section 2.4 DEVELOPMENT STANDARDS.

**2.3.6. Single Family Residential – District 6**

A. General Purpose and Description

District 6 is intended to provide a residential environment for single family detached dwellings on parcels of land having a minimum lot area of forty-three thousand five hundred sixty (43,560 ft<sup>2</sup>) square feet.

B. Permitted Uses

Permitted uses are outlined in section 3.1 USE OF LAND AND BUILDINGS.

C. Area Regulations

Property and buildings shall conform to the related standards listed within section 2.4 DEVELOPMENT STANDARDS.

D. Other Regulations

The use of an alley to provide secondary access to rear or side yards of multiple properties is prohibited.



2.4. DEVELOPMENT STANDARDS

2.4.1. Purpose

The purpose of this section is to establish area regulations and development standards for each zoning district.

2.4.2. Establishment of Area Regulations and Standards

Reference Table 2.4: Residential Districts Development Standards Table.

2.4.3. Additional Area Regulations and Standards

Additional area regulations and standards may apply to specific zoning districts and may be found within the other sections of this Zoning Ordinance.

2.4.4. Maximum Impervious Surface

The cumulative area of any driveway plus any impermeable surface area located between the front property line and any front building wall shall not exceed fifty (50) percent ~~coverage or twenty-five (25) percent coverage for corner lots of the area between the front property line and any front building wall.~~

2.4.5. Landscape Requirements – New Construction

A. Single Family Districts

Landscaping is required for all new construction.

Table 2.3: Single Family Planting Requirements

Lot Size (ft <sup>2</sup> )	Number of Trees	Number of Shrubs
7,500 → 33,000	2	10
> 33,001	3	15

1. Ground cover shall be planted in the front, side and rear yards of all residential lots. Ground cover includes, but is not limited to: grasses, mulched planter beds, and hardscape;
2. The required trees and shrubs shall be planted in the front yard. Existing trees may be counted toward the minimum requirement. Refer to Table 2.3: Single Family Planting Requirements.
3. All landscaping required above shall be planted prior to issuance of the certificate of occupancy or final inspection for the dwelling.
4. Artificial plants or turf are expressly prohibited.

B. Recommended Tree and Shrub Size

Trees should be a minimum of three (3) inch caliper in size and shrubs should be a minimum of three (3) gallon in size.

2.4.6. Irrigation System – New Construction

A. Single Family Districts



Irrigation shall be required for all trees and shrubs in areas between the front building face and the street and the on corner lots, for all trees and shrubs in areas between the front building face and the street and the side building face and the street.

**B. Recommended Irrigation Method**

Trees and shrubs should be irrigated by bubbler irrigation lines. Other landscaping may be irrigated by spray irrigation. Separate valves should be provided to turn off the spray irrigation lines during periods of drought or water conservation. All valves should be controlled by an automatic watering system designed for watering for a specified amount of time at a specified time of day.

**2.4.7. Garages**

**A. Single Family**

Each single family lot shall have a minimum of two (2) enclosed garage parking spaces.

**B. Front Facing**

Front or street facing garages shall be prohibited.

**C. Minimum Size**

There shall be a minimum garage size on all new construction of twenty-five (25) feet in width and twenty-two (22) feet in depth.

**D. Exceptions**

1. Where the configuration of the lot is such that conformity with this provision of this ordinance would create a hardship, the Town Council may allow a variance for the lot in question. The variance is only applicable to the submitted site plan and shall be null and void if a new site plan is submitted.
2. Corner lots in Districts 1, 2N, 2S and 3 shall be permitted a front facing garage such that the front of the house and the front of the garage are not facing the same street.

**2.4.8. Driveways**

All new building construction shall have a concrete paved driveway.

**A. Size**

There shall be two (2) parking spaces provided behind the front property line only for the purpose of allowing on-site stacking or maneuvering to the enclosed spaces.

1. Driveways shall be a minimum of ten (10) feet wide in districts zoned less than one acre.
2. Driveways shall be a minimum of twelve (12) feet wide in districts zoned greater than or equal to one acre.

**B. Enhanced Pavement**

Driveways and entryway sidewalks may incorporate a decorative paving technique:



1. Exposed aggregate;
2. Stamped or patterned concrete; or
3. Brick or pave stone inlays.

The following enhancements are prohibited;

1. Painting;
2. Staining; or
3. The use of ready-mix pigments.

C. Enclosed Parking and Stacking Spaces

1. Districts with required enclosed parking and stacking spaces shall be a minimum of nine (9) feet wide and twenty (20) feet long.
2. Required enclosed parking and stacking spaces shall remain clear of any encroachments.

D. Circular Driveways

Circular driveways shall be designed to accommodate any required parking behind the front building line.

E. Encroachment into Setbacks

[Refer to Section 4.3.4 Side Yard Set Back.](#)



**Table 2.4: Residential Districts Development Standards Table**

Development Standards	1	2N	2S	3	4	5	6
<b>Setbacks</b>							
Minimum Front Yard	20 ft	20 ft	20 ft	20 ft	30 ft	30 ft	30 ft
Minimum Side Yard – Dwelling or Accessory Structure	7 ft	7 ft	7 ft	7 ft	12 ft	12 ft	12 ft
Minimum Rear Yard – Dwelling or Accessory Structure	--	--	--	--	20 ft	--	20 ft
Minimum Side Yard – Pool and/or Spa	10 ft	10 ft	10 ft	10 ft	12 ft	12 ft	12 ft
Minimum Rear Yard – Pool and/or Spa	10 ft	10 ft	10 ft	10 ft	20 ft	10 ft	20 ft
<b>Lot Dimensions</b>							
Minimum Area	7,500 ft <sup>2</sup>	9,500 ft <sup>2</sup>	9,500 ft <sup>2</sup>	10,000 ft <sup>2</sup>	43,560 ft <sup>2</sup>	43,560 ft <sup>2</sup>	43,560 ft <sup>2</sup>
Minimum Width	60 ft	70 ft	70 ft	70 ft	90 ft	90 ft	90 ft
<b>Dwelling – Non Waterfront Lots</b>							
Minimum Dwelling Area – Single Story	1,000 ft <sup>2</sup>	1,200 ft <sup>2</sup>	1,800 ft <sup>2</sup>	1,200 ft <sup>2</sup>	1,800 ft <sup>2</sup>	2,400 ft <sup>2</sup>	2,400 ft <sup>2</sup>
Minimum Ground Floor Dwelling Area – Two Story	1,000 ft <sup>2</sup>	1,200 ft <sup>2</sup>	1,800 ft <sup>2</sup>	1,200 ft <sup>2</sup>	1,800 ft <sup>2</sup>	3,000 ft <sup>2</sup>	3,000 ft <sup>2</sup>
Maximum Height / Stories	2.5	2.5	2.5	2.5	2.5	2.5	2.5
<b>Dwelling – Waterfront Lots</b>							
Minimum Dwelling Area – Single Story	2,000 ft <sup>2</sup>	--	--	1,800 ft <sup>2</sup>	1,800 ft <sup>2</sup>	3,000 ft <sup>2</sup>	3,000 ft <sup>2</sup>
Minimum Ground Floor Dwelling Area – Two Story	2,000 ft <sup>2</sup>	--	--	1,800 ft <sup>2</sup>	1,800 ft <sup>2</sup>	3,000 ft <sup>2</sup>	3,000 ft <sup>2</sup>
Maximum Height / Stories	2.5	--	--	2.5	2.5	2.5	2.5
<b>Dwelling – All</b>							
Minimum Elevation (above mean sea level)	540 ft						
Roofing Material	Wooden Shingles Prohibited						

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**SECTION 3: LAND USES**

**3.1. USE OF LAND AND BUILDINGS**

**3.1.1. Uses Permitted by District**

The use of land or buildings shall be in accordance with those listed in the following 3.2 Use Table. No land or building shall hereafter be used and no building or structure erected, altered, or converted other than for those uses specified in the zoning district in which it is located.

**3.1.2. Classification of New and Unlisted uses**

It is recognized that new types of land use will develop and forms of land use not presently anticipated may seek to locate in the Town. If the Building Inspector is unable to classify the use under one of the existing listed uses, then the Town Council shall interpret and initiate a zoning text amendment pursuant to the procedures set forth in this ordinance.

**3.2. USE TABLE**

Base Zoning District Legend		Base						Special	
<b>P</b>	Indicates Permitted Use	1	2N / 2S	3	4	5	6	PD - Planned Development	SUP - Special Use Permit
	Indicates Prohibited Use								
<b>S</b>	Indicates Specific Use Permit Required								
<b>C</b>	Indicates Conditional Use								
Special Zoning District Legend									
	Indicates Regulation by District								
Use Type									
Residential Uses									
Garage Apartment		P	P	P	P	P	P		
Guest House		P	P	P	P	P	P		
Single Family Residence		P	P	P	P	P	P		
Non Residential Uses									
Accessory Structure		C	C	C	C	C	C		
Child-Care: Home		C	C	C	C	C	C		
Electrical Sub Station		S	S	S	S	S	S		
Home Occupation		C	C	C	C	C	C		
Homebuilder Marketing Center		C	C	C	C	C	C		
Municipal Uses Operated by the Town		P	P	P	P	P	P		
Parks or Open Space		P	P	P	P	P	P		
Telephone Exchange		S	S	S	S	S	S		



**3.2.1. Conditional Development Standards**

A use is permitted in the zoning district as indicated in the Use Table; section 3.2 USE TABLE, if the following conditional development standards or limitations are met.

**A. Accessory Structure**

Refer to section 4.2.4 Detached Garage and Accessory Building – New Construction.

**B. Child-care: Home**

Permitted by right as home occupation in the designated zoning districts and is subject to the regulations of Home Occupation.

**C. Home Occupation**

A home occupation, in districts where allowed, shall meet the following standards to maintain the residential character of the neighborhood while providing opportunities for home-based businesses.

1. Home occupations shall not produce any alteration or change in the exterior appearance of the residence which is inconsistent with the typical appearance of a residential dwelling.
  - a. No external evidence of the occupation shall be detectable at any lot line, including but not limited to advertising, signs, smoke, dust, noise, fumes, glare, vibration, or electrical disturbance beyond the property line;
  - b. No exterior storage of material, equipment, vehicles, and/or supplies used in conjunction with the home occupation;
  - c. No storage of hazardous materials for business purpose shall be allowed on the premises;
  - d. The home occupation shall not have a separate entrance;
  - e. Proprietor shall provide adequate off-street parking for business related vehicles;
  - f. A maximum of one (1) commercial vehicle, capacity one (1) ton or less, may be used or parked on the property in connection with the home occupation. The commercial vehicle shall not be parked on the street;
  - g. The home occupation shall not require regular or frequent deliveries by large delivery trucks or vehicles in excess of one and one-half (1½) tons. This shall not be construed to prohibit deliveries by commercial package delivery companies;
  - h. The home occupation shall not display advertising signs or other visual or audio devices which call attention to the business use;
  - i. Merchandise shall not be offered or displayed for sale on the premises. Sales incidental to a service shall be allowed; and orders previously made via the telephone, internet, or at a sales party may be filled on the premises; and



- j. No traffic shall be generated by a home occupation in greater volumes than normally expected in a residential neighborhood, and any need for parking must be accommodated within the off-street parking provided for the residence (i.e. the driveway or garage) and along the street frontage of the lot.
- k. The home occupation shall be clearly incidental and secondary to the use of the premises for residential purposes.
- l. The home occupation shall employ no more than two (2) individuals who are not an occupant of the residence. This shall not include the coordination or supervision of employees who do not regularly visit the house for purposes related to the business.
- m. The home occupation shall not offer a ready inventory of any commodity for sale.
- n. The home occupation shall not accept clients or customers before 7:00 a.m. or after 9:00 p.m. This limitation of hours of operation shall not apply to allowed childcare home occupations. Hours of operation shall be limited to 8:00 a.m. to 8:00 p.m. for outdoor activities.
- o. Outdoor activities are not allowed, unless the activities are screened from neighboring property and public rights-of-way.

2. Uses allowed as home occupations shall include the following:

- a. Office of an accountant, architect, attorney, engineer, realtor, minister, rabbi, clergyman, or similar profession.
- b. Office of a salesman or manufacturer's representative, provided that no retail or wholesale transactions or provision of services may be personally and physically made on premises;
- c. Author, artist, sculptor;
- d. Dressmaker, seamstress, tailor, milliner;
- e. Music/dance teacher, tutoring, or similar instruction;
- f. Swimming lessons or water safety instruction;
- g. Home crafts, such as weaving, model making, etc.;
- h. Repair shop for small electrical appliances, cameras, watches, or other small items, provided that the items can be carried by one person with no special equipment, and provided that no internal combustion engine repair is allowed;
- i. Child-Care: Licensed Child-Care Home, Child-Care: Listed Family Home, or Child Care: Registered Child-Care Home. Homes with six (6) or more children shall be prohibited.
- j. Barbershop, beauty salon, or manicure studio, provided that no more than one (1) customer is served at any one time;
- k. Internet based businesses; and



I. Food Production Operations that produce non-potentially hazardous food. Examples of non-potentially hazardous foods include, bread, rolls, biscuits, sweet breads, muffins, cakes, pastries, cookies, fruit pies, jams, jellies, dry herbs and dry herb mixes.

3. Uses prohibited as home occupations shall include the following:

- a. Animal hospital, commercial stable, kennel;
- b. Boardinghouse or rooming house;
- c. Restaurant or on premise food/beverage consumption of any kind;
- d. Automobile, boat, or trailer repair, small engine or motorcycle repair, large appliance repair, repair of any items with internal combustion engines, or other repair shops;
- e. Cabinetry, metal work, or welding shop;
- f. Office for doctor, dentist, veterinarian, or other medical-related profession;
- g. On-premise retail or wholesale sale of any kind, except home craft items produce entirely on premises;
- h. Commercial clothing laundering or cleaning;
- i. Mortuary or funeral home;
- j. Trailer, vehicle, tool, or equipment rental;
- k. Antique, gift, or specialty shop;
- l. Any use defined by the building code as assembly, factory/industrial, hazardous, institutional, or mercantile occupancy; and

4. Determination of a Home Occupation Use not Specifically Listed:

- a. The Director shall determine whether a proposed use not specifically listed is appropriate as a home occupation. The Director shall evaluate the proposed home occupation in terms of its impact on neighboring property, its similarity to other allowed and prohibited uses, and its conformance with the regulations herein.

5. Appeal of the Director's Home Occupation Determination:

- b. If the applicant disagrees with the determination of the Director, the applicant may appeal to the Town Council.
- c. Any home occupation that was legally in existence as of the effective date of this Ordinance and that is not in full conformity with these provisions shall be deemed a legal nonconforming use.

**D. Homebuilder Marketing Center**

- 1. Shall be used only to market homes/lots in the development where it is located when located in a residential zoning district.
- 2. The use must be removed when all homes/lots in the development have been sold.



**SECTION 4: SITE DEVELOPMENT REQUIREMENTS**

**4.1. SCREENING STANDARDS**

**4.1.1. Scope**

Standards set forth in this section establish the required screening.

**A. Applicability**

The standards and criteria contained in this section are the minimum standards.

**B. Exceptions**

All plats with an approved Site Plan and/or Landscape Plan prior to June 12, 2014 shall be considered legal nonconforming.

**4.1.2. Thoroughfare Standards**

**A. Applicability**

Regulations are prescribed for the location and type of screening devices to be used when required in zoning districts or in this section.

**B. Screening Wall Materials**

A screening wall or fence required under the provisions of this section, under a Specific Use Permit, a Planned Development District, or other requirement shall be constructed of clay-fired brick or stone masonry units.

1. All wall or fence openings within a required screening element shall be equipped with gates equal in height and screening characteristics to the wall or fence;
2. Split-face concrete masonry units, or pre-cast panels are prohibited.

**C. Screening Wall Finishing on Both Sides**

1. All masonry screening walls shall be equally finished on both sides of the wall;
2. The style, color, and material of the wall must be consistent within the development.

**D. Screening Installation and Maintenance**

1. All required walls, fencing, and other screening materials must be installed and completed prior to final acceptance of the project;
2. The property owner shall maintain all screening fences, walls, and landscaping;
3. Repairs to existing walls will be permitted with the addition of galvanized metal supports being added to the area being repaired.

**E. Access Management**

1. Screening walls shall have adequate breaks to allow pedestrian and bicycle traffic to access parks and public paths.
2. Screening walls shall be designed so as not to create a barrier between residential districts.

**4.1.3. Thoroughfare Screening / Buffer Areas**

**A. Living Screen**

**1. Adjacent Property**

- a. Side and/or rear yards of Single Family land that are adjacent to nonresidential or a thoroughfare;

**2. Landscape Buffer**

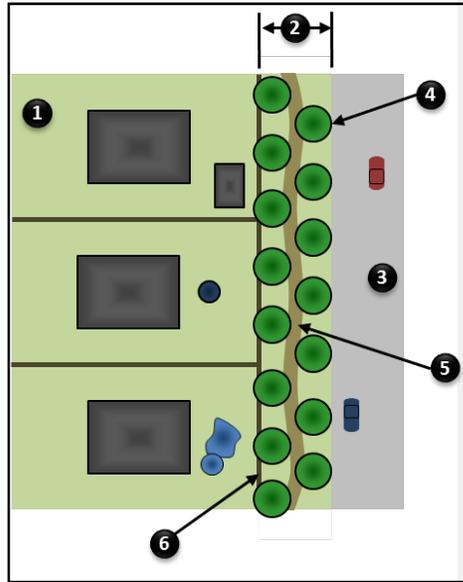
Thirty (30) foot minimum width as measured from property line to edge of street.

**3. Pavement**

Parking or other impervious surface; may drain to Water Resource Zone in buffer.

**4. Trees**

Two rows, large evergreen trees;  
Minimum six (6) feet in height at planting and create a solid screen. Spacing shall be determined based on species and approved by a licensed Landscape Architect.



**5. Pedestrian Path**

Minimum six (6) feet in width; surface may be impervious or natural. Natural surfaces must be pre-approved by the Town and included in the Landscape Plan.

**6. Private Fence**

Fencing material must be of the same type and style for the entire length of screen. Maintenance of the fence will be the responsibility of the homeowner upon acceptance of the development by the Town.

**4.1.4. Screening for Refuse (Trash) and Recycling Storage Container – New Construction**

**A. Single Family**

- 1. Refuse and recycling receptacles shall be located to minimize their visibility from public streets.
- 2. Screening enclosures shall be visually and aesthetically compatible with the overall project;

**4.1.5. Screening for Utilities, Mechanical, and Service Facilities – New Construction**

**A. Applicability**

The standards and criteria contained in this section are the minimum standards.

**B. Finish of Accessory Elements**



Exposed conduit, ladders, utility boxes, and drain spouts shall be painted to match the color of the building or an accent color.

C. Ground-Mounted and Roof-Mounted Mechanical Equipment Screening

1. All mechanical equipment shall be screened from street view.
2. If a parapet does not accomplish this screening, a screening wall equal to the height of the equipment shall be provided.
3. Buildings adjacent to single family zoned property or property that is designated as single family on the Future Land Use Plan shall provide a screening wall equal to the height of the equipment on all sides that face the residential property.
4. In all cases, screening shall be compatible with building materials.

D. Pool/Spa Equipment Screening

1. All Pool and/or Spa equipment shall be screened from street view.
2. The Lakewood Village Fence Ordinance, as amended, shall apply to the screening requirements.

**4.1.6. Screening for Propane Tanks – New Construction**

A. Above Ground

1. Propane tank(s) shall be screened from street view.
2. The Lakewood Village Fence Ordinance, as amended, shall apply to the screening requirements.

**4.2. ACCESSORY STRUCTURE STANDARDS**

**4.2.1. Accessory Structure Use in Residential Districts**

An accessory building is a subordinate or incidental building, detached from the main building without separate kitchen facilities, not used for commercial purposes and not rented. A Garage Apartment and a Guest House may include kitchen facilities, but shall not be used for commercial purposes and shall not be rented.

**4.2.2. Garage Apartment or Guest House**

A single Garage Apartment or single Guest House shall be allowed as an incidental use on the same lot or tract as the main dwelling unit and shall not be leased or rented.

A. Location

1. A Garage Apartment shall be constructed attached to a garage, either above or adjacent to the garage.

B. Building Permit Requirement

A Garage Apartment or Guest House may be constructed only after the issuance of a building permit.

C. Independent Sale and Sublet Prohibited



A Garage Apartment or Guest House may not be sold separately from sale of the entire property, including the main dwelling unit, and shall not be sublet.

D. Setbacks

Setback requirements shall be the same as for the main structure.

**4.2.3. Area Regulations for Accessory Structure in Residential Districts**

An accessory structure is prohibited in any easement.

A. Single Family Residential Districts

Accessory structure yard requirements shall be the same as the main structure unless otherwise specified in the zoning district or approved by the Town on a Preliminary Site Plan.

**4.2.4. Detached Garage and Accessory Building – New Construction**

A. Greater than 250 Square Feet

The exterior facades of a detached garage or other accessory building (~~excluding greenhouses~~ ~~or structure~~) greater than two hundred fifty (250) square feet shall be subject to the same exterior construction material(s) as the main building or structure.

B. Less Than or Equal to 250 Square Feet

Metal or wood may be used as an exterior construction material for an accessory building or structure up to two hundred fifty (250) square feet.

C. Building Permits

1. Required for buildings greater than two hundred fifty (250) square feet.
2. Not required for buildings less than or equal to two hundred fifty (250) square feet. A permit may be required for flatwork, electrical, plumbing, etc.

**4.2.5. Carports**

A. New Structures

The construction of a carport shall be prohibited.

B. Existing Structures

Dwellings with carports constructed prior to June 12, 2014 and are not in compliance with the above regulations shall be deemed a nonconforming use.

**4.3. SUPPLEMENTARY REGULATIONS**

**4.3.1. Residential Lot Regulations**

A. Minimum Residential Lot Area and Exceptions

The minimum lot area for the various zoning districts shall be in accordance with the individual districts except that a lot having less area than herein required which was an official "lot of record" prior to the adoption of this Zoning Ordinance, June 12, 2014, may be used for a single



family dwelling and no lot existing at the time of passage of this Zoning Ordinance shall be reduced in area below the minimum requirements set forth in the respective district.

**B. Location of Dwellings and Buildings**

**1. One Main Building for Single Family Use**

Only one main building for single family use, with permitted accessory buildings, may be located upon a lot or unplatted tract.

**2. Access**

Every means of access shall have a minimum lot width of forty (40) feet at the property line.

**4.3.2. Repetition of Residential Unit Design**

**A. Applicability Zoning Districts**

The regulations of this section shall apply to all Single Family districts.

**B. Repetition of Floor Plan and Elevation**

A minimum of nine (9) platted residential lots must be skipped on the same side and six (6) skipped on the opposite side of a street before rebuilding the same single family residential unit with an identical (or nearly identical) street elevation design. The same floor plan shall not be repeated on neighboring, side by side lots, or directly across the street.

**4.3.3. Front Yard Setback**

**A. Corner Lots**

On corner lots, the front yard setback shall be observed along the frontage of both intersecting streets, unless shown specifically otherwise on a Final Plat, according to 4.3.1 Residential Lot Regulations.

**B. Approved Plats with Established Building Line**

The required front yard setback shall comply with the building line so established by such Zoning Ordinance or plat, where a building line has been established by a plat or by ordinance prior to June 12, 2014, and such line required is a greater or lesser front yard setback than prescribed by this Zoning Ordinance for the district in which the building line is located.

**C. Front Yard Measurements and Considerations**

Refer to 8.4.1 Front Yard Measurement for illustration.

1. The front yard shall be measured from the property line to the front face of the building, covered porch, covered terrace or attached accessory building.

2. Eaves and roof extensions or a porch without posts or columns may project into the required front yard setback for a distance not to exceed four (4) feet.

**D. Minimum Front Yard Setback Reduction and Average Setback**



Refer to 8.4.2 Staggered Front Yard Setbacks for illustration.

1. The minimum front yard setback requirements may be reduced by a maximum of five (5) feet for all single family lots provided that at least fifty (50) percent of the structures on a given block are set back an additional five (5) feet from the original setback.
2. The average setback along the block shall equal the original setback requirement.
3. The purpose of this average setback is to encourage a variety of front yard setbacks along a street.
4. In no case shall the average front yard setback be less than the minimum established in Table 2.4: Residential Districts Development Standards Table.

**E. Future Right-of-Way Line**

Where a future right-of-way line has been established for future widening or opening of a street or thoroughfare, upon which a lot abuts, then the front or side yard shall be measured from the future right-of-way line.

**4.3.4. Side Yard Setbacks**

**A. Corner Lot Side Yard Setbacks**

Refer to 8.4.5 Corner Lot Setbacks for illustration.

1. On a corner lot used for single family dwellings, both street exposures shall be treated as a front yard.

**B. Open and Unobstructed Side Yards**

1. Every part of a required side yard shall be open and unobstructed from the ground upward except for gardening materials and portable accessory buildings as permitted herein and the ordinary projections of window sills, cornices, and other architectural features not to exceed twelve (12) inches into the required side yard, and roof eaves projecting not to exceed four (4) feet into the required side yard.

2. Air conditioning compressors, pool machinery and equipment, and similar appurtenances are permitted in the side yard, but shall be located a minimum of four (4) feet from the property line.

3. The driveway to the main dwelling garage may be constructed in the side setback to the following extent:

4. 1. For zoning districts with 7 ft setbacks, the driveway may extend up to ~~four~~five feet into the setback area (must stay at least ~~three~~two feet from the property line).

- 2.5. 2. For zoning districts with 12 ft setbacks, the driveway may extend up to seven feet into the setback area (must stay at least 5 feet from the property line)

**C. Garage Door Side Yard Setback**



1. The face (meaning garage door) of a garage that faces a side yard (a swing-in garage) must be setback a minimum of twenty-~~five eight~~ (25~~8~~) feet from the side property line.

**4.3.5. Wind Energy Conversion Systems**

The construction of a wind energy conversion system shall be prohibited.



#### 4.3.6. Special Height Regulations

##### A. Use Height Exceptions

Water stand pipes and tanks, church steeples, domes, spires, [free-standing flag poles](#), flags, scenic loft, public and private school buildings, [municipal structures](#), and public/semi-public institutional buildings may be erected to exceed two and one half (2.5) stories with an approved Site Plan and Special Use Permit.

#### 4.3.7. Modular (Industrialized) Home

##### A. Permitted Zoning Districts

A modular home is permitted in single family zoning districts.

##### B. Requirements

The following requirements shall be met for modular homes.

1. The modular home meets or exceeds all building code requirements that apply to other dwelling units concerning on-site construction;
2. The modular home conforms to all applicable zoning standards for the respective zoning district;
3. The modular home is affixed to an approved permanent foundation system;
4. The Building Inspector is so notified in writing for the purpose of establishing procedures for the inspection, issuing of building permits, and compliance with the Texas Manufactured Housing Standards Act (Article 1221fV.T.C.S.);
5. The modular home is placed on an approved platted lot;
6. Per the Texas Occupations Code §1202.253, Modular (Industrialized) homes shall:
  - a. Have a value equal to or greater than the median taxable value for each single-family dwelling located within 500 feet of the lot on which the industrialized housing is proposed to be located, as determined by the most recent certified tax appraisal roll for each county in which the properties are located;
  - b. Have exterior siding, roofing, roofing pitch, foundation fascia, and fenestration compatible with the single-family dwellings located within 500 feet of the lot on which the industrialized housing is proposed to be located; and
  - c. Comply with municipal aesthetic standards, building setbacks, side and rear yard offsets, subdivision control, architectural landscaping, square footage, and other site requirements applicable to single-family dwellings;
7. For the purpose of this section, “value” means the taxable value of the industrialized housing and the lot after installation of the housing.



**4.3.8. Exterior Construction of Main Buildings**

**A. Single Family - Siding**

1. The exterior facades of a main building ~~or structure~~, excluding glass windows and doors shall be constructed of eighty (80) percent masonry on all new construction. ~~for any structure two hundred fifty (250) square feet or greater in size.~~ Cementitious fiber board shall not be considered masonry. Cementitious fiber board may be used to replace existing siding on existing structures. Cementitious fiber board may also be used for architectural features, including window box-outs, bay windows, roof dormers, garage door headers, columns, or other architectural features approved by the Director.

**B. Single Family – Roof Pitch**

All roof pitches shall have a minimum rise of ~~four six (64)~~ inches over twelve (12) inches of run. For two story houses, roofs over entryways may be reduced to two (2) over twelve (12) pitch with the approval of the director.

**C. Accessory Structures**

Accessory structures greater than two hundred fifty (250) square feet ~~sq ft~~ must meet the eighty (80) percent masonry requirement and must be of the same general materials and to the greatest extent possible match the appearance of the main dwelling.

**4.3.9. Propane Tanks**

**A. Front Yard**

Placement of an above ground propane tank(s) in the front yard is prohibited.

**B. Side and Rear Setbacks**

Placement of propane tank(s), above ground or buried, shall meet the side and rear yard setbacks.



**SECTION 5: REVIEW BODIES**

**5.1. TOWN COUNCIL**

**5.1.1. Town Council Authority for Amendments to this Zoning Ordinance**

The Town Council may from time to time amend, supplement or change by ordinance the text of this Zoning Ordinance on its own initiative or upon petition for a text amendment.

**5.1.2. Town Council Authority for Deciding Applications and Appeals**

In accordance with Chapter 211 of the Texas Local Government Code, the Town Council shall make the final decision on applications and appeals. In addition, for any other applications not otherwise delegated to another body or Town official by Town Ordinance, the Town Council shall make the final decision.

**5.1.3. Judicial Review**

The Town Council's decision is final unless appealed to district court within ten (10) days after the Council's decision is filed in the Office of the Town Secretary. Such appeal must be made in accordance with Chapter 211 of the Texas Local Government Code. The Council's decision is filed in the Office of the Town Secretary when the Council votes and makes its decision in open session.



**SECTION 6: DEVELOPMENT REVIEW PROCEDURES**

All territory annexed to the Town shall be classified as Single Family Residential – District 5. The procedure for establishing permanent zoning on annexed territory shall conform to the procedure set forth in section 6.5 Amendments to the Zoning Ordinance / Districts and Administrative Procedures of this Zoning Ordinance.

**6.1. ZONING UPON ANNEXATION**

**6.1.1. Rules of Newly Annexed Territory Classified as Single Family Residential – District 5**

All land or territory annexed by the Town shall be initially zoned as Single Family Residential – District 5. Permanent zoning shall be placed on the land as soon as is practicable.

**A. Building Permit or Certificate of Occupancy Required**

Except as provided in Chapter 43 of the Texas Local Government Code, no person shall erect, construct, proceed or continue with the erection or construction of any building or structure or cause the same to be done in any newly annexed territory to the Town without first applying for and obtaining a Building Permit or Certificate of Occupancy from the Town.

**B. Limited Permits within Newly Annexed Land**

No permit for the construction of a building or use of land shall be issued by the Town other than a permit which will allow the construction of a building or use permitted in District 5, unless and until such territory has been classified in a zoning district other than District 5, by the Town Council in the manner prescribed by law except as provided in 6.1.1.C.

**C. Application for Building Permit or Certificate of Occupancy with Newly Annexed Land**

A building permit shall be approved if the applicant shows the following:

- a. The use was already legally operating on the date the annexation proceedings were initiated for the property; or
- b. The use was not already operating on the effective date of annexation, but was planned for the property before the 90<sup>th</sup> day before the effective date of annexation, and:
  - 1. One or more licenses, certificates, permits, approvals, or other form of authorization by a governmental entity were required by law for the planned land use; and
  - 2. A completed application for the initial authorization was filed with the governmental entity before the date the annexation proceedings were instituted. For the purpose of this section, a completed application is filed if the application includes all documents and other information designated as required by the governmental entity in a written notice to the applicant. For the purposes of this section, the date the annexation proceedings were instituted means the date the Town Council approves the ordinance annexing the property.
- 2. If a use described in 6.1.1.C does not comply with the zoning for the property, such uses shall be allowed to continue as a nonconforming use. Notwithstanding any provision contained



herein, the Town may terminate a nonconforming use pursuant to Section 43.002(c) of the Texas Local Government Code even if it existed or was planned prior to the institution of annexation proceedings.

3. The property owner has a right to appeal the Town's decision, if an appeal is submitted to the Director in writing within ten (10) calendar days after the Town Council voted and made their determination in open session. After receiving and reviewing the appeal application, the Town Council, with affirmative votes by three fourths of the alderman of Town Council, may authorize the issuance of a Building Permit or Certificate of Occupancy or may disapprove the application pending permanent zoning.

## **6.2. PLATTING PROPERTY NOT ZONED**

### **6.2.1. Zoning Required for Platting**

The Town Council shall not approve any plat of any subdivision within the Town Limits until the area covered by the proposed plat shall have been zoned by the Town Council as described in section 6.1.

### **6.2.2. Annexation Proceedings Postpones Platting Approvals**

The Town Council may conditionally approve any plat or any subdivision within any area where a petition or ordinance for annexation is pending until such annexation shall have been approved by ordinance of the Town Council.

### **6.2.3. Subdivision Ordinance Platting Requirements**

Refer to the Subdivision Ordinance for platting requirements within the Town limits and its extraterritorial jurisdiction.

### **6.2.4. Simultaneous Zoning and Annexation**

Zoning and annexation requests may be simultaneously considered. The Town Council must adopt the annexation ordinance prior to adopting an ordinance for permanent zoning.

## **6.3. CREATION OF BUILDING SITE**

### **6.3.1. Conditions Required for Building Site, Tract, or Lot Creation**

No permit for construction of a building or buildings upon any tract or plat shall be issued until a building site, building tract, or building lot has been created by compliance with one of the following conditions:

#### **A. Approved Plat of Record**

The lot or tract is part of a plat of record, properly approved by the Town Council, and filed in the Plat Records of Denton County, Texas.

#### **B. Annexation**

The plat, tract, or lot faces upon a dedicated street and was separately owned prior to annexation to the Town, in which event a building permit for only one main building conforming to all the



requirements of this Ordinance may be issued on each such original separately owned parcel without first complying with section 6.3.1.A Approved Plat of Record.

C. Approved Site Plan

The plat or tract is all or part of a Site Plan officially approved by the Town Council, and compliance has been made with provisions and improvements approved on such Site Plan for all utility and drainage easements, dedication of streets, alleys and other public improvements required to meet the standards established for the platting of land.

**6.3.2. Building Permit Issuance Requires a Plat of Record**

A plat of record shall be created prior to the issuance of a Building Permit. (See Subdivision Ordinance)

**6.4. SITE PLAN REQUIREMENTS**

**6.4.1. Applicability**

The Site Plan review process shall apply to all residential development.

**6.4.2. Exemptions**

Temporary field construction offices/staging areas as permitted by the Town are exempted from the requirements of section 6.4 Site Plan Requirements.

**6.4.3. Submission of Applications**

A. Coordinating Official

Applications for approval of plans required by section 6.4 Site Plan Requirements must be submitted to the Director.

B. Other Regulations for Applications

Applications are also governed by section 6.6 Vesting and Application Requirements.

**6.4.4. Fees, Forms and Procedures**

A. Schedule of Fees

The Town Council shall establish a schedule of fees relating to the Site Plan approval process.

B. Delinquent Taxes

No Site Plan shall be approved for properties with delinquent Town taxes.

C. Procedures, Forms and Standards

The Director shall establish procedures, forms and standards with regard to the content, format and number of copies of information constituting an application for Preliminary Site Plans and Site Plans.

**6.4.5. Preliminary Site Plan**

A. Preliminary Site Plan General



A Preliminary Site Plan is the first plan in the Site Plan approval process. A Preliminary Site Plan is less detailed and specific than a Final Site Plan in terms of exact arrangement of buildings, parking areas, open spaces, access points and any other site design features. A checklist of all required information to be depicted on a Preliminary Site Plan shall be maintained by the Building Inspector. The purpose of the plan is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
2. Provide satisfactory vehicular and pedestrian connectivity to adjoining developments and within the site;
3. Promote the long term viability of multi-parcel developments by providing visibility of internal tracts;
4. Determine the preliminary design of drainage facilities and utilities; and
5. Promote the health, safety and welfare of the public.

**B. Preliminary Site Plan Applicability**

1. Prerequisite for a Site Plan

Except as provided in section 6.4.6 Site Plan, an approved, valid Preliminary Site Plan shall be required prior to the consideration of a Site Plan for development of property set forth in 6.4.6 Site Plan.

2. Area Scope

- a. A Preliminary Site Plan must include all contiguous property of common ownership, except that approved platted lots that are not part of the intended development may be shown for informational purposes only.
- b. Property which has been subdivided by metes and bounds, regardless of ownership, shall be included in the Preliminary Site Plan; since the subdivision of land was not conducted in accordance with the Subdivision Ordinance.

3. A Site Plan may be submitted in lieu of a Preliminary Site Plan.

**C. Preliminary Site Plan Application Procedure and Requirements**

1. Preliminary Site Plan Pre-Application

- a. Before preparing a Preliminary Site Plan, it is recommended that the applicant meet with an authorized representative of the Town to allow the applicant to learn the general procedures for approval, and to review the general plan of the proposed development, but the development/project shall not be discussed in sufficient detail to provide the Town with fair notice of the project.
- b. No applications for a permit may be submitted to or accepted for filing with representatives of the Town during the meeting.

2. Preliminary Site Plan General Application

The property owner shall file an application for the approval of a Preliminary Site Plan. This application shall include the information listed on the Town's Preliminary Site Plan Application Form and Checklist, which shall be created and maintained by the Director.



3. Preliminary Site Plan Details for Tracts Containing Five (5) Acres or Less

Existing or proposed tracts which contain five (5) or fewer acres shall depict a greater level of detail than tracts in excess of five (5) acres. A checklist of the required information shall be maintained by the Director.

4. Preliminary Site Plan Additional Requirements

In addition to meeting the requirements for Preliminary Site Plan approval, the following supplemental information may be necessary (such applications and plans shall be accepted for filing, however, prior to approval of the Preliminary Site Plan, and failure to submit such applications prior to approval of the Preliminary Site Plan shall be grounds for denial or rejection of the Preliminary Site Plan):

- a. Preliminary Plat, if applicable,
- b. Preliminary Utility Plans,
- c. Traffic Impact Analysis, if required,
- d. Traffic Circulation Study, if required,
- e. Landscape Plan,
- f. Flood Study, if required.

5. Preliminary Site Plan Standards of Approval

The Town Council may approve, conditionally approve, table or deny a Preliminary Site Plan based on:

- a. Conformance with the Comprehensive Plan and adopted design guidelines;
- b. Compliance with the Zoning Ordinance and other applicable regulations and previously approved, valid plans for the property;
- c. Impact on the site's natural resources (i.e., floodplain, drainage, trees, topography, etc.) but excluding fence rows;
- d. Effect on adjacent and area property and land use;
- e. Safety and efficiency of vehicular and pedestrian circulation, traffic control and congestion mitigation;
- f. Safety and convenience of off-street parking and loading facilities;
- g. Access for firefighting and emergency equipment to buildings;
- h. Use of landscaping and screening to shield light, noise, movement or activities from adjacent properties, and to complement the design and location of buildings and parking; and
- i. The location, size and configuration of usable open space areas to ensure that such areas are suitable for intended recreation and conservation uses.

6. Preliminary Site Plan Effect

- a. Town approval of a Preliminary Site Plan shall constitute authorization by the Town for the owner(s) to submit an application for Site Plan approval for development of the entire site or a portion thereof provided that the Site Plan substantially conforms to the Preliminary Site Plan and any conditions attached to its approval.
- b. Except where authorized by ordinance, a Preliminary Site Plan may not be used to approve an exception to development regulations.



- c. Where an approved Preliminary Site Plan conflicts with an adopted regulation and no variance or exception is expressly approved, the regulation shall apply.

7. Preliminary Site Plan Lapse

- a. The approval of a Preliminary Site Plan shall be effective for a period of two (2) years from the date of approval, at the end of which time the Preliminary Site Plan shall expire unless the applicant demonstrates to the Town Council that progress has been made toward completion of the project for which the Preliminary Site Plan was approved or that a Site Plan has been approved.
- b. An expired Preliminary Site Plan approval is null and void and the project shall be considered dormant.
- c. If the progress towards completion is only for a portion of the property, the Preliminary Site Plan for the remaining property shall expire.
- d. Any new Preliminary Site Plan submitted for review and approval shall be subject to the then-existing regulations at the time of submittal.

8. For appeals, see 6.14 APPEALS AND THE APPEAL PROCESS.

6.4.6. Site Plan

A. Site Plan General Information

A Site Plan is the final plan required in the Site Plan approval process. The Site Plan is a detailed plan of the public and private improvements to be constructed. The purpose of the plan is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
2. Coordinate and document the design of public and private improvements to be constructed;
3. Coordinate the subdivision of land, including the granting of easements, rights-of-way, development agreements and provision of surety;
4. Promote the health, safety and welfare of the public; and
5. Identify and address environmental concerns (i.e., floodplain, drainage, trees, topography, etc.).

B. Site Plan Applicability

1. Prerequisite for the Approval of Any Construction Plan and Permit:

An approved, valid Site Plan shall be required prior to the approval of any construction plan and permit for and development of the following.

- a. Residential development having more than two dwelling units, including attached single family housing, townhomes and condominiums;

2. Exempted Development

The following types of development are exempted from the requirements of this 6.4.6 Site Plan

- a. Agricultural buildings; and
- b. Temporary field construction offices / staging areas as permitted by the Building Inspection Division.



C. Site Plan Application Procedure and Requirements

1. Site Plan Pre-Application

- a. Before preparing a Site Plan, the applicant may meet with Town staff and/or a Town Official to allow the applicant to learn the general procedures for approval and to review the concept of the proposed development, if desired by applicant.
- b. No application for a permit may be submitted to or accepted for filing with the Town staff or Town official during the meeting.

2. Site Plan General Application

The property owner shall file an application for the approval of a Site Plan. This application shall include the information listed on the Town's Site Plan Application Form and Checklist, which shall be created and maintained by the Director.

3. Site Plan Additional Requirements

The following plans shall be submitted with a Site Plan application and approval is necessary prior to final authorization for development:

- a. Final Plat or Replat,
- b. Engineering plans,
- c. Traffic Impact Analysis, if applicable,
- d. Landscape plans, if applicable
- e. Flood Study, if required, or
- f. Other approvals as required by ordinance or resolution.

4. Site Plan Standards of Approval

a. Approval Criteria

- 1. Conformance with the Comprehensive Plan and adopted design guidelines.
- 2. Compliance with the Zoning Ordinance and other applicable regulations and previously approved, valid plans for the property.
- 3. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
- 4. The width, grade and location of streets designed to accommodate prospective traffic and to provide access for firefighting and emergency equipment to buildings.
- 5. The use of landscaping and screening to provide adequate buffers to shield light, noise, movement or activities from adjacent properties when necessary, and to complement the design and location of buildings and be integrated into the overall site design.
- 6. The location, size and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
- 7. Protection and conservation of soils from erosion by wind or water or from excavation or grading.
- 8. Protection and conservation of water courses and areas subject to flooding.
- 9. The adequacy of streets, water, drainage, sewerage facilities, garbage disposal and other utilities necessary for essential services to residents and occupants.



10. The Town shall not take action on a Site Plan for property where Town taxes are delinquent.

5. Site Plan Effect

- a. Approval of a Site Plan is the Town's authorization to apply for approval of building permits and to receive approval of engineering plans.
- b. During the time the Site Plan remains valid the Town shall not apply any additional requirements concerning building placement, streets, drives, parking, landscaping or screening.
- c. Site Plan approval is separate and distinct from other permits and approvals as may be required by the Town and other regulatory agencies.
- d. Approval of a Site Plan shall not affect other applicable regulations concerning development and land use.
- e. Except where authorized by ordinance, a Site Plan may not be used to approve a variance to development regulations.
- f. Where an approved plan conflicts with an adopted regulation and no variance is expressly approved, the regulation shall apply.

6. Site Plan Lapse

- a. Applications filed on or after September 1, 2005
  1. For applications filed on or after September 1, 2005, the approval of a Site Plan shall be effective for a period of two (2) years from the date of filing of the application with the Town at the end of which time the Site Plan shall expire unless the applicant demonstrates to the Town Council that progress has been made towards completion of the project for which the Site Plan was approved.
  2. Submission and receipt of approval of engineering plans and building permits prior to expiration of the Site Plan shall be evidence of progress towards completion.
  3. However, if engineering plans and permits have been approved only for a portion of the property or if the progress towards completion is only for a portion of the property and/or improvements, the Site Plan for the remaining property and/or improvements, together with any Preliminary Site Plan for the property, shall expire.
- b. Expired Site Plans
  1. For all expired Site Plans, the applicant shall be required to submit a new Site Plan and if required, a new Preliminary Site Plan, for review and approval by the Town Council subject to the then existing regulations.
  2. Site Plan approval shall not expire upon completion of the improvements shown on the plan. Permits must remain valid during the construction process.
  3. Subsequent additional development, site modifications and redevelopment shall be permitted in accordance with 6.4.8 Additional Development and Redevelopment and shall be considered a new project subject to the then existing ordinances, laws and regulations of the Town.

7. For appeals, see section 6.14 Appeals and the Appeal Process.



**6.4.7. Revocation of Site Plan Approval**

The Town Council may revoke approval of a Preliminary Site Plan or Site Plan if it determines that the conditions of the approval have not been met or if the plan contains, or is based upon, incorrect information or if it is determined that it was obtained using fraud or deceit.

**6.4.8. Additional Development and Redevelopment**

**A. Additional Development, Site Modifications, or Redevelopment**

Following the completion of improvements shown on an approved Site Plan, additional development, site modifications, or redevelopment of the site shall be permitted subject to the approval of a revised Site Plan, which shall be considered a new project and shall require submittal of a revised Site Plan and the approval of the Town Council under the regulations, requirements and procedures then in effect.

**B. Minor Expansions and Redevelopment**

Minor expansions and redevelopment may be approved by the Director under the terms of 6.4.7 Revocation of Site Plan Approval.

**6.4.9. Design Standards and Specifications**

**A. Incorporation of Design Standards and Specifications**

In addition to the requirements of this Ordinance, site plans are required to meet the standards contained in the following regulations:

1. Subdivision Ordinance;
2. Fire Code;
3. Engineering Design Standards and Construction Details;
4. Any design standards and specifications approved by the Town Council following the enactment of this provision; and
5. Building and/or Residential Code;
6. Other technical codes adopted by the Town.

**6.5. AMENDMENTS TO THE ZONING ORDINANCE / DISTRICTS AND ADMINISTRATIVE PROCEDURES**

**6.5.1. Authority to Amend Ordinance**

**A. Authority**

The Town Council may from time to time, after public hearings required by law, amend, supplement, or change the regulations herein provided or the boundaries of the zoning districts specified on the Zoning District Map. All amendments shall require an affirmative vote by three fourths of all alderman of the governing body.

**B. Changes or Amendments**

1. Any zoning district boundary amendment (also referred to as a zoning map amendment) may be requested for consideration by the:
  - a. Town Council



- b. The owner of the real property (or the authorized representative of an owner of the real property).

**C. Zoning Amendment Application Submittal**

1. Each applicant for zoning or for an amendment or change to the existing provisions of this Zoning Ordinance shall submit a zoning application to the Town which shall be accompanied by payment of the appropriate fee as established by the Town.
2. Applications must be complete for acceptance.

**D. Additional Considerations**

1. Consideration for a change in any district boundary line or special zoning regulation may be initiated only with written consent of the property owner or by the Town Council on its own motion when it finds that public benefit will be derived from consideration of such matter.
2. In the event the ownership stated on an application and that shown on the Town records is different, the applicant shall submit written proof of ownership.
3. The advertisement of a zoning change or application for a Specific Use Permit shall be initiated by staff upon receipt of applicant's written response to staff's recommendation. The response shall indicate whether the applicant agrees or disagrees with the staff recommendation. When the applicant disagrees with any portion of the recommendation, the applicant shall cite the reasons for the disagreement.

**E. Zoning Application Details**

1. To ensure the submission of adequate information, the Director is hereby empowered to maintain and distribute a list of specific requirements for zoning applications and update or modify such requirements as deemed necessary.
2. Upon periodic review, the Director shall have the authority to update such requirements for zoning application details.

**6.5.2. Zoning Amendments Process, Public Hearing and Notice**

Chapter 211 of the Texas Local Government Code, as amended, shall apply when considering amendments to this Zoning Ordinance.

**6.5.3. Failure to Appear before the Town Council**

The Town Council may deny a zoning application if the applicant or representative fails to appear at one (1) or more hearings before the Town Council.

**6.5.4. Town Council Consideration**

**A. Town Council Consideration and Action**

Town Council, after the public hearing is closed, may vote to approve, approve with amendments and conditions, table, or deny in whole or in part the application.

**B. Town Council Vote Required for Protested Amendments**

1. Documented Protest Requirements
  - a. Documented Protest Filing



Protests against proposed amendments shall be filed at least seven (7) calendar days before the date of the public hearing.

b. Documented Protest Participant Requirements

1. Interior Protester: The owners, duly signed and acknowledged, of twenty (20) percent or more of the land area included within a proposed amendment boundary may participate in a documented protest for a specific case.
2. Exterior Protester: The owners, duly signed and acknowledged, of twenty (20) percent or more of the land area within a two hundred (200) foot radius of the exterior boundary of the area included in a proposed amendment may participate in a documented protest for a specific case.

2. Documented Protest Effect

If a documented protest against a proposed amendment, supplement, or change to a zoning regulation or boundary has been filed with the Director, then such amendments shall not become effective except by the affirmative vote by three-fourths of all alderman of the governing body.

C. Final Approval and Ordinance Adoption

1. Approval of any zoning change or amendment by the Town Council at the scheduled public hearing shall constitute instruction to Town staff to prepare an appropriate ordinance for final formal passage at a subsequent time.
2. If finally approved by the required number of votes, the ordinance shall be executed by the Mayor.
3. The Ordinance shall become effective from and after its adoption and publication as required by law.

**6.6. VESTING AND APPLICATION REQUIREMENTS**

**6.6.1. Zoning Applications**

A. Complete Applications Required

No zoning application shall be accepted for filing or process unless such request is accompanied by a complete application and all documents required by and prepared in accordance with the requirements of the Zoning Ordinance and any other applicable ordinance and it is filed with the Director.

B. Denial of Zoning Applications

1. The acceptance or processing by any Town official of a zoning application prior to the time a complete application is submitted hereby is deemed to be null and void and, upon discovery, shall be ground for denial or revocation of such application.
2. A typographical error shall not constitute an incomplete application.

**6.6.2. Incomplete Application Procedures**

A. Period of Time for Determining Incomplete Application



On or before the tenth (10<sup>th</sup>) calendar day after an application for a permit is filed with the Director, the Town shall determine if an application is complete.

**B. Determination of Incomplete Applications**

If the application for a permit does not contain all information required by an ordinance, law or regulation governing the application for permit, then it shall be considered incomplete.

**C. Town Shall Provide Notice of Incomplete Applications**

**1. Written Notice of Delivery Methods**

The Town shall provide written notice of the failure to the applicant by any one of the following methods:

- a. Mail,
- b. Email,
- c. Facsimile,
- d. Delivery service.

**2. Written Notice Contents**

The Town shall specify within the written notice the following:

- a. The documents and information necessary to make the application complete.
- b. The date by which the documents and information must be received.
- c. The date the application for a permit will expire if all of the requested documents and information are not received by the Town.

**D. Expiration of Incomplete Applications**

- 1. If notice of an incomplete application is sent to the applicant, then the application for a permit shall expire on the forty-fifth (45<sup>th</sup>) calendar day after the date the application for a permit was filed if the application for a permit is not made complete by the applicant.
- 2. Any filing fee paid may be retained by the Town for reviewing the application for a permit for completeness.
- 3. Thereafter a new application for a permit, including but not limited to the filing fee, is required if the applicant wishes it to be considered.
- 4. The Town may send written notice to the applicant that the application for permit has expired, but it is not required to do so and failure of the Town to send notice that a permit has expired, shall not prevent the permit from expiring.
- 5. Failure to provide requested items within the timeframe will result in the case file being closed on the forty-sixth (46<sup>th</sup>) calendar day after date of application for a permit was filed. A new case with all fees may be required on all subsequent applications.

**6.6.3. Filed Applications**

**A. Applications Received**

The application for permit shall be considered filed on the date that it is received by the Town.



**6.6.4. No accrual of Vested Rights from Specific Applications**

No rights derived from Chapter 245 of the Texas Local Government Code, as amended, shall accrue from an application for a permit that expires, from an application for a permit that is denied or from an application that does not provide fair notice.

**6.7. DORMANT DEVELOPMENT PROJECTS / EXPIRED PROJECTS**

**6.7.1. Expiration Date for Project and Permits File on or After September 1, 2005**

A. Projects

For projects commenced on or after September 1, 2005 by the filing of an application for a permit, the project shall expire on the fifth (5<sup>th</sup>) anniversary of the date the first application for a permit that was approved by the Town was filed if there is not progress towards completion.

1. Following expiration of a project, any new applications for permits submitted for a project shall be subject to the then existing regulations.

B. Permits

Applications for a permit filed on or after September 1, 2005 for which the application does not expire pursuant to 6.6.2 Incomplete Application Procedures or for which the permit is subsequently approved, the application for a permit and/or the permit shall expire two (2) years from the date the application for a permit was filed if there is no progress towards completion.

**6.7.2. Expiration Date for Permits Filed before September 1, 2005**

A. Expiration Date Specified

Applications for permits and projects filed with the Town before September 1, 2005 shall be valid for the period of time specified in the ordinances that existed on the date the application for permit was filed.

B. No Expiration Date Specified

If the approved application did not have an expiration date, then the permit shall be valid for eighteen (18) months beginning on the date the application for permit was filed.

**6.7.3. Progress towards Completion Defined**

A. Progress to completion means that:

1. The approved application did not have an expiration date; and any one or more of the following had occurred:
  - a. An application for a Final Plat or plan was properly filed in accordance with Town ordinances, and said Final Plat or plan has not expired.
  - b. A good-faith attempt was made to file an application for a permit required to begin or continue towards completion of the development.
  - c. Costs were incurred for developing the project, including, without limitation, costs associated with development (but not including the cost of land acquisition) in the aggregate amount of



five (5) percent of the most recent appraised value of the real property on which the project is located.

- d. Fiscal security was posted with the Town, or other regulatory agency, to ensure performance of obligations required by Town ordinances and/or regulatory agencies.
- e. Utility connection fees or impact fees for the project were paid to the appropriate authority or regulatory agency.

## 6.8. VARIANCE PROCEDURES

### 6.8.1. Purpose and Applicability

#### A. Cases for which a Variance may be Granted

The Town Council may authorize, in specific cases, a variance from the terms of a zoning ordinance for the following:

1. Height;
2. Yard;
3. Lot Area;
4. Exterior structure; or
5. Off-street parking

#### B. Variance Criteria

A variance may be granted only if the Town Council finds that:

1. The requested variance is not contrary to the public interest; and
2. The requested variance does not violate the intent of the Zoning Ordinance, as amended; and
3. The requested variance allows the spirit of the Zoning Ordinance to be observed and substantial justice done; and
4. The requested variance is consistent with the adopted Comprehensive Plan; and
5. The requested variance would not cause injury to or restrict development on any other parcel of land; and
6. The requested variance is not needed merely to promote economic gain or to prevent economic loss; and
7. A literal enforcement of the Zoning Ordinance would result in an unnecessary hardship. An unnecessary hardship only exists when a variance is needed to permit development of a specific parcel of land that differs from other parcels of land by being of such a restrictive area, shape, or slope that it cannot be developed in a manner commensurate with the development upon other parcels of land with the same zoning; and
8. The unnecessary hardship is not self-created or personal to the owner of the parcel of land.

#### C. Variance Limitations

1. Completed Action Required Before a Variance

An application or request for a variance shall not be heard or granted with regard to any parcel of property or portion thereof upon which a Preliminary Site Plan, Site Plan, Preliminary Plat or



Final Plat, when required by the Zoning Ordinance or the Subdivision Ordinance for any parcel of property or portion thereof, has not been finally acted upon by the Town Council.

2. Exhausted all Other Options

The administrative procedures and requirements of the Zoning Ordinance, and any amendments thereto, with regard to Town Council consideration and action, on Preliminary Site Plans, Site Plans, Preliminary Plats, and Final Plats, must be exhausted prior to requesting a variance.

D. Public Hearing Required

1. The Town Council shall hold a public hearing for each variance applicant and shall provide the notice and public hearing required by this ordinance.
2. At the public hearing, the Town Council shall consider public comments and shall approve, approve with conditions or deny the variance application.

E. Application Form and Fee

A completed application form with payment in full is required prior to scheduling a public hearing. A site plan shall be provided at the time the application is submitted.

F. Approval

After receiving and reviewing the variance application, the Town Council, with affirmative votes by three-fourths of the alderman of Town Council, may authorize the variance.

G. Expiration

A variance granted by the Town Council shall expire:

1. If construction of the project described in the application for variance has not commenced within one (1) year from the date the variance is granted; or
2. If construction of the project described in the application for variance has commenced within one (1) year, but has not been completed within two (2) years from the date of the granting of the variance.

H. Appeal

The Town Council's decision is final unless appealed to district court within ten (10) days after the Council's decision is filed in the Office of the Town Secretary. Such appeal must be made in accordance with Chapter 211 of the Texas Local Government Code. The Council's decision is filed in the Office of the Town Secretary when the Council votes and makes its decision in open session.

**6.9. SPECIAL EXCEPTION FOR BUILDING INSPECTOR ERROR**

**6.9.1. Special Exception Criteria**

The Town Council may issue a special exception to grant nonconforming status for a structure that did not conform to this Ordinance when it was constructed or established, if the Town Council finds:

- A. The nonconformity was clearly and specifically shown in plans and specifications duly submitted to obtain a Town permit;



- B. Before the work was done, neither the owner, the designer, the surveyor, the contractor nor any other person assisting with the work knew about the nonconformity;
- C. The nonconformity was clearly covered by the Town permit (the same permit for which the plans and specifications were submitted), and the permit was otherwise regularly issued;
- D. After learning of the nonconformity, the owner promptly conferred with the administrative official and voluntarily halted any further nonconforming work;
- E. The item will cause no health or safety hazard and no significant impact upon another person or property; and
- F. The item can be brought into conformity with this Ordinance within the time period specified in the special exception, at a modest or reasonable cost.
- G. Exception: Bringing the item into conformity need not be required if the Town Council finds that the impact of the item on other persons or properties is either nil or extremely small.

**6.9.2. Time to Comply; Conditions**

No such special exception is effective unless it specifies a time period within which the item must be brought into conformity with this Ordinance (if required). Nonconforming status granted for a specified time period is lost when the specified time period expires or if ownership is sooner transferred (unless the new owner acknowledges both the special exception and the date the time period expires, by written instrument filed with the Director before the transfer). Any special exception issued under this section may contain conditions designed to:

- A. Reduce nonconformity;
- B. Mitigate (or compensate for) the effects of nonconformity;
- C. Achieve conformity sooner than the specified time period; or
- D. Any combination of the foregoing.

**6.10. REINSTATEMENT OF NONCONFORMING RIGHTS**

A. Loss of Nonconforming Rights Status

If the Director determines that a nonconforming use has been permanently abandoned under 1.4.1.A Abandonment of Nonconforming Use and has lost its nonconforming rights, the use shall not be instituted on that parcel or other parcel in any district which does not permit the abandoned use.

B. Notice to Owner and/or Operator Required

Notice of this determination shall be made in writing to the owner and/or operator of the abandoned nonconforming use.

C. Application for Nonconforming Rights Reinstatement

- 1. The owner and/or operator of the abandoned nonconforming use may submit a written application to the Town Council to have the nonconforming rights reinstated.



2. Written application for reinstatement of nonconforming rights must be made within ten (10) business days after the Director issues the written notice of determination that a use has been permanently abandoned.

D. Town Council Decision

The Town Council may reinstate nonconforming rights only if the Town Council finds there was clear intent not to abandon the use even though the use was discontinued for six (6) months or more.

**6.11. LANDSCAPE PLAN REVIEW**

**6.11.1. Process**

A. Landscape Plan Approval

1. The provisions of this section shall be administered and enforced by the Director.
2. The required landscape documents shall be submitted for review with the Preliminary Site Plan and Site Plan required in this Ordinance.
3. Permits for building, paving, utilities, or construction shall not be issued prior to an approval and construction release of required landscape documents by the Town, unless approved by the Director.
4. An approved Landscape Plan shall expire at the same time that the approved Site Plan with which it was submitted expires.

**6.11.2. Review Criteria**

A. Objectives

The following criteria shall be used to evaluate proposed Landscape Plans.

1. The landscape design should have proportion, balance, unity, variety of species, and a variety of color throughout the seasons.
2. Landscape designs should define spaces including entrance areas, pedestrian paths, vehicular avenues, parking areas, sitting areas, etc.
3. As an architectural feature, landscape designs should visually soften the mass of the buildings, parking areas, and other structures.
4. Indigenous landscape materials should be selected whenever feasible.
5. Landscaping should:
  - a. Reduce the reliance on irrigation, thus conserving the public water supply.
  - b. Minimize erosion;
  - c. Shade seating, walking and outdoor activity areas;
  - d. Provide a barrier between vehicles and pedestrians;
  - e. Diminish the intrusion of headlights and other glare;
  - f. Provide a natural habitat for birds and other wildlife;
  - g. Shield buildings from winter wind and summer sun thereby conserving energy; and
  - h. Enhance overall character and ecological function of the site through and restoration of native vegetation, and eradication of invasive species.



## 6.12. PLANNED DEVELOPMENT APPLICATION AND REVIEW

### 6.12.1. Planned Development (PD) Requirements

#### A. Modified Development Requirements

Development requirements for each PD District shall be set forth in the amending Ordinance granting the PD District and shall include, but may not be limited to standards listed in the following documents:

1. Zoning Ordinance;
2. Subdivision Ordinance;
3. Engineering Design Standards and Construction Details;
4. Sign Ordinance; and
5. Other requirements as the Town Council may deem appropriate.

#### B. Reference Base Zoning District

When referencing a base zoning district, the PD ordinance will not have to provide any of the references listed in 6.12.1.A.

#### C. Deviations from Base Zoning

1. All applications to the Town for PD zoning shall list all requested standards differing from the normal requirements set forth throughout this Ordinance and related Town development requirements.
2. All applications without this list will be considered incomplete.
3. The list shall be provided in the form of a comparison table that lists all current standards and the corresponding proposed standards for the PD District.
4. The applicant shall provide written justification for the PD request and associated standards, including a statement of impact on public health, safety, and welfare.

#### D. PD Application Materials Submitted

An applicant for a PD District shall submit all materials required by this Zoning Ordinance.

1. The Director shall send written notice, within ten (10) calendar days after the date the application is filed, to any applicant that has submitted incomplete materials stating the remaining documents or other information needed to make the application complete.
2. The application for a PD District shall expire on the forty-fifth (45th) calendar day after the date the application was filed if the applicant fails to submit the remaining documents or other information needed to make the application complete on or before such forty-fifth (45th) calendar day.

#### E. PD District Map (Zoning Exhibit "A")

The PD District Map shall display all lands within PD in the Town.

1. The Director shall establish all dimensional requirements for PD District Maps.

#### F. Development Schedule



A development schedule may be requested by Director or the Town Council at any time during the PD request process.

G. Conformity

The PD District standards shall conform to all other sections of this Ordinance unless specifically excluded or modified in the granting ordinance.

H. Minimum Net Acreage

The minimum net acreage for a PD request shall be fifteen (15) acres unless a specific finding is made by the Town Council that the establishment of the district is required to implement the Comprehensive Plan, a strategic focus area, a special project, or any other purpose.

**6.12.2. Appropriate Plans and Standards for a PD (Zoning Exhibit "B" and "C")**

In establishing a PD District in accordance with this section, the Town Council shall approve and file as part of the amending ordinance appropriate plans and standards for each PD District, with shall be attached as Zoning Exhibit "B" to the PD ordinance.

A. Proposed Standards

Zoning Exhibit "B" shall outline the list of proposed standards for the PD.

B. Different Standards for Different Tracts

If different standards will be applied to different tracts within the PD, then separate regulations for each tract shall be specified.

C. Additional Requirements (Zoning Exhibit "C")

1. If the proposed PD is amending uses only, nothing additional is required unless supplemental information is necessary to clarify the request.
2. If the proposed PD amends any other standards, a zoning exhibit of the proposed PD will be required (which shall be attached as Zoning Exhibit "C" to the PD ordinance), unless otherwise determined by the Director.
3. Zoning Exhibit "C" shall facilitate understanding of the request during the review and public hearing process, and will serve as a guide for future development within the PD District.
4. If required, the Zoning Exhibit "C" shall reflect the overall layout of the entire development and the Director shall maintain a list of required details.
5. If the PD is nonresidential and/or mixed use in nature, the Zoning Exhibit "C" shall also include but not be limited to building dimensions and location, structure height, used, parking specifications, floor area ratio and lot coverage, open space specifications, drainage features, landscaping and trees, floodplain/riparian details, and architectural style or elevations for illustrative purposes.
6. The Town may require further written documentation that describes and explains the Exhibit "C" layout.



7. The Exhibit "C" shall in no way vest rights for the property that are outside the regulations of the Zoning Ordinance and other applicable Town ordinances, as they currently exist or shall be amended.

**6.13. SPECIFIC USE PERMIT (SUP) APPLICATION AND REVIEW**

**6.13.1. Specific Uses Permit Regulations and Procedures**

**A. Compatibility Considerations**

The Town Council in considering any request for Specific Use Permit shall only approve such request after it has determined that the use or uses allowed will not be detrimental to adjacent properties or to the Town as a whole.

The Director or the Town Council may require from the applicant any plans, information, operational data, and expert evaluation concerning the location, function, and characteristics of the proposed use or buildings.

The Town council when establishing a Specific Use Permit shall establish conditions and regulations, in addition to those of the base zoning district, necessary to protect the health, safety, morals, and general welfare of the neighborhood and/or the Town. In addition, the use shall be in general conformance with the Comprehensive Plan and general objectives of the Town. These conditions may include but are not limited to:

1. Paving of streets and sidewalks
2. Means of ingress and egress to public streets,
3. Provisions for drainage,
4. Adequate off-street parking,
5. Protective screening and landscaping,,
6. Area or security lighting,
7. The locations and heights of structures,
8. Architectural compatibility of buildings,
9. Intensity of the use, and
10. Adequate traffic circulation required to contain all stacking activity on the site.

**B. Imposed Conditions for Approval**

1. In granting a Specific Use Permit, the Town Council may impose conditions which shall be complied with by the owner or grantee before a certificate of occupancy may be issued for use of the building on such property pursuant to such Specific Use Permit and such conditions precedent to the granting of the certificate of occupancy.
2. Any special conditions shall be set forth in writing in the ordinance granting the SUP.

**C. Compliance Mandatory with Written Requirements**

No Specific Use Permit shall be granted unless the applicant, owner and grantee of the Specific Use Permit shall be willing to accept and agree to be bound by and comply with the written requirements of the Specific Use Permit, as attached to the Preliminary Site Plan drawing(s) and approved by the Town Council.

**D. Timing**



1. If required, a building permit shall be applied for and secured with six (6) months from the time of granting the Specific Use Permit, provide however, that the Town Council may authorize an extension and the Town Council may review the Site Plan for continued validity.
2. If the Site Plan is determined invalid, the property owner(s) must submit a new or revised Site Plan for approval prior to any construction or application for building permit for the area designated for the Specific Use Permit.

E. Enlargement, Modifications, or Structure Alternation

1. A building, premise, or land used under a Specific Use Permit may be enlarged, modified, structurally altered, or otherwise changed provided the changes do not:
  - a. Increase the height of structures, including antenna support structures;
  - b. Increase building square footage from its size at the time the original Specific Use Permit was granted by greater than ten (10) percent;
  - c. Reduce the distance between a building or noise-generating activity on the property and an adjacent, off-site residential use. This provision shall not apply should the property and the residential use be separated by a major thoroughfare depicted on the Town Thoroughfare Plan; or
  - d. Reduce the amount of open space as indicated on the previously approved zoning exhibit.
2. All other enlargements, modifications, structural alterations, or changes shall require the approval of a new Specific Use Permit.

F. Zoning Map

1. When the Town Council authorizes granting of a Specific Use Permit, the Zoning Map shall be amended according to its legend to indicate that the affected area has conditional and limited uses, and said amendment is to indicate the appropriate zoning district for the approved use and prefixed by an "S" designation.
2. Specific Use Permits granted shall be indicated by numerical designation on the Zoning District Map.
3. Section 8.3 Specific Use Permits of this Ordinance shall list by the numerical designate each SUP and the conditions approved.
4. Specific Use Permits are issued to the property.

G. Amend, Change, or Rescind a Specific Use Permit

Upon holding a properly notified public hearing, the Town Council may amend, change, or rescind a Specific Use Permit if:

1. There is a violation of any of the provisions of this ordinance or any ordinance of the Town that occurs on the property for which the Specific Use Permit is granted;
2. The building, premise, or land use under a Specific Use Permit is enlarged, modified, structurally altered, or otherwise significantly changed without approval of a separate Specific Use Permit for such enlargement, modification, structural alteration, or change;
3. Violation of any provision of the terms or conditions of a Specific Use Permit;



4. Ad valorem taxes of the property are delinquent by more than six (6) months;
5. The Specific Use Permit was obtained by fraud or with deception; or
6. The advertisement of a zoning change or Specific Use Permit shall be initiated by staff upon receipt of applicants' written response to staff's recommendation. The response shall indicate whether the applicant agrees or disagrees with the staff recommendation. Where the applicant disagrees with any portion of the recommendation, the applicant shall cite the reasons for the disagreement.

#### **6.14. APPEALS AND THE APPEAL PROCESS**

##### **6.14.1. Appeal of a Temporary Building Decision**

- A. The applicant may challenge a decision by the Building Inspector by appealing, in writing, to the Town Council within fourteen (14) calendar days of a decision of the Building Inspector.
  1. The Town Council's decision is final.

##### **6.14.2. Appeal of an Administrative Decision**

- A. The Town Council may hear and decide an appeal that alleges error in an order, requirement, decision or determination made by an administrative official in the enforcement of this ordinance or Section 211.007, Texas Local Government Code as it exists or may be amended.
- B. In exercising the Town Council's authority herein, the Town Council may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for that purpose the Council has the same authority as the administrative official.

##### **6.14.3. Appeal of a Preliminary Site Plan**

- A. The applicant may appeal the decision of the Building Inspector regarding a Preliminary Site Plan by submitting a written notice of appeal to the Town.
  1. The applicant must submit in writing a notice of appeal no later than fourteen (14) calendar days from the date of such decision.
  2. The Town Council shall consider the appeal at a public meeting no later than forty-five (45) calendar days after the date on which the notice of appeal is submitted to the Town.
  3. The Town Council may affirm, modify, or reverse the decision.
  4. The Town Council's decision is final.

##### **6.14.4. Appeal of a Site Plan**

- A. The applicant may appeal the decision of the Building Inspector regarding a Site Plan by submitting a written notice of appeal to the Town.
  1. The applicant must submit in writing a notice of appeal no later than fourteen (14) calendar days from the date of such decision.
  2. The Town Council shall consider the appeal at a public meeting no later than forty-five (45) calendar days after the date on which the notice of appeal is submitted to the Town.



3. The Town Council may affirm, modify, or reverse the decision.
4. The Town Council's decision is final.

**6.14.5. Appeal of a Revised Preliminary Site Plan or Revised Site Plan**

- A. An applicant may appeal the denial of a revised Preliminary Site Plan or Site Plan to the Town Council in accordance with 6.14.3 Appeal of a Preliminary Site Plan or 6.14.4 Appeal of a Site Plan.

**6.14.6. Appeal of a Minor PD Amendment Decision**

- A. An applicant may appeal the denial of a minor amendment to the Town Council in accordance with 6.14.4 Appeal of a Site Plan.

**6.14.7. Judicial Review**

The Town Council's decision is final unless appealed to district court within ten (10) days after the Council's decision is filed in the Office of the Town Secretary. Such appeal must be made in accordance with Chapter 211 of the Texas Local Government Code. The Council's decision is filed in the Office of the Town Secretary when the Council votes and makes its decision in open session.

**SECTION 7: DEFINITIONS****7.1. GENERAL**

Terms which are used in this Ordinance and are not specifically defined shall be given their ordinary meaning, unless the context requires or suggests otherwise. In the case of ambiguity or uncertainty concerning the meaning of a particular term, whether or not defined, the Town staff shall have the authority to assign an interpretation which is consistent with the intent and purpose of this Ordinance, or an interpretation which is consistent with previous usage or interpretation.

**7.2. WORDS AND TERMS DEFINED**

**Accessory Structure:** structures which are incidental to, and located on the same lot as, a principle building(s) including but not limited to, trash enclosures, sign structures, fences, walls, wind-powered systems and similar structures.

**Alley:** a right of way which provides secondary access to multiple properties, generally in the rear of the property and used for the purpose of service access and not intended for general travel.

**Block:** property designated on an officially recorded map existing within well-defined and fixed boundaries within a subdivision and usually being an area surrounded by streets or other features such as parks, railroad rights-of-way or municipal boundary lines which make it a unit.

**Boarding House:** a house providing food and lodging for paying guests.

**Building:** a structure for the support or shelter of any use or occupancy.

**Building Area:** the total square feet of floor area in a building measured to the outside faces of exterior walls or to the omitted wall lines, whichever produces the larger area.

**Building Line:** means a line established, in general, parallel to a property line, over which no part of a building shall project, except as otherwise provided in this Ordinance.

**Building Inspector:** the officer or other designated authority charged with the administration and enforcement of this Code.

**Carport:** a covered structure used to offer limited protection to vehicles, primarily cars, from the elements. The structure can either be free standing or attached to a wall.

**Certificate of Occupancy:** a certificate issued by the Town after final inspection and upon a finding that the building, structure and/or development comply with all provisions of the applicable Town codes, permits, and requirements and approved plans.

**Council:** the Town Council for the Town of Lakewood Village.

**Corner Lot:** any lot that has two or more streets along two or more of its adjacent lot lines.

**Director:** the Mayor or his/her designee.

**District:** a zone or zoning district within which the use of land and structure and the location, height, and bulk of structures are governed by this title.



## DEFINITIONS

Dwelling Area: the area devoted to the living area in a residence or dwelling and is exclusive of porches, enclosed or open breezeways or other non-living space.

Family: an individual or two or more persons related by blood, marriage or adoption; or a group of not more than five persons, excluding servants, who need not be related by blood or marriage, living in a dwelling unit.

Floor Area: the same as Building Area.

Front Yard: that portion of a lot abutting the street and the front building line.

Garage: part of a home, or an associated building, designed or used for storing a vehicle or vehicles.

Garage Apartment: a dwelling unit erected in conjunction with a garage when the main structure is an owner occupied detached dwelling unit.

Gardening Materials: raised beds, stakes and tripods, open lattice or trellis for growing fruits and vegetables.

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Glare: direct light emitted from a light source, which is sufficient to cause annoyance, discomfort, or temporary loss of visual performance and visibility.

Greenhouse: a building with a roof and sides made of glass or other transparent material, used for growing plants that need warmth and protection.

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Guest House: an accessory building used to house guests of the owner(s) of the main residential structure, and which is never rented or offered for rent.

Hazardous or High Risk Use: any use which in the determination of the Building Inspector or Director, presents a health or safety hazard due to excessive smoke, dust or odors, toxic fumes, noise, vibration, or danger of fire, explosion or radiation and involving materials meeting the "Degree of Hazard – 4" criteria of the Uniform Fire Code.

Height: the vertical distance measured from grade to the highest point of the structure.

Irrigation System: An automatic watering system designed for watering landscaping and landscaped areas for a specified amount of time at a specified time of day. Irrigation systems are typically used to conserve water and time. All irrigation systems shall be equipped with an approved backflow prevention device to protect the water supply (if connected to the Town of Lakewood Village water supply).

Lot: a designated parcel, tract, or area of land established by a plat and to be used, developed or built upon as a unit.

Lot Area: the total square feet of area within the lot lines of a lot, excluding any street right-of-ways. (43,560 ft<sup>2</sup> = 1 acre)

Lot Depth: the length of a line connecting the mid-point of the front and rear lot lines.

Lot Line: a property line that divides one lot from another lot or from a public or private street or any other public space.



Lot of Record: a lot that exists as shown or described on a plat or deed in the records of the local registry of deeds.

Lot Width: the length of a line, drawn perpendicular to the lot depth line at its point of intersection with the front yard line, connecting the side property lines.

Main Building: a building devoted to the principle use of the lot on which it is situated. In any residential district, a dwelling shall be deemed to be the main building on the lot which it is situated.

Masonry Construction:

A. Primary Materials

Unless otherwise provided in this Ordinance, exterior construction materials are fired brick, natural and manufactured stone, granite, marble, architectural concrete block, and 3-step stucco process for all structures.

B. Other Materials

Other exterior construction materials for nonresidential structures are tilt wall concrete panels and sealed and painted concrete block.

Mobile Home: a transportable, factory-built home, designed to be used as a year-round residential dwelling and built prior to the enactment of the National Manufactured Housing Construction and Safety Standards Act of 1974, which became effective in 1975.

Modular Homes: a HUD-Code Manufactured home as defined in the Texas Manufactured Housing Standards Act, as amended.

Nonconforming Use: a use that does not conform to the use regulations of this chapter, but was lawfully established under the regulations in force at the beginning of operation and has been in regular use since that time.

Nonconforming Structure: a structure that does not conform to the design regulations of this ordinance and the zoning district in which it is located, but was lawfully erected under the regulations in force at the beginning of operation and has been a continued use since that time.

Occupancy: the purpose for which a building or land is used.

Open Space: any parcel or area of land or water essentially unimproved and set aside, dedicated, designated, or reserved for public use or enjoyment or for the private use and enjoyment of owners and occupants of land adjoining or neighboring such open space.

Planned Development (PD): any development planned from its inception and is typically constructed in a previously undeveloped area.

Platted Lot Line: a lot line that has been recorded with the official recording agency.

Public Street: any street in the Town of Lakewood Village that is not private.

Rear Yard: that portion of a lot between the rear lot line and the rear building line.



Scenic Loft: an elevated area for viewing located on a lot greater than two (2) acres and a part of a dwelling greater than five thousand (5,000) square feet of conditioned space and shall not be used as a bedroom and shall not have a bathroom.

Side Yard: that portion of a lot line between the side lot lines and the side building lines.

Single Family: a land use term referring to an individual, freestanding, unattached dwelling unit.

Special Use Permit (SUP): allows a specific exception to the zoning regulations from a list of acceptable exceptions for a particular parcel of land in a district of a particular zoning character.

Story: that portion of a building between any two successive floors or between the top floor and the ceiling above it.

Street Line: the right-of-way of a street.

Structure: that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Tree: a plant having a permanently woody main stem or trunk, ordinarily growing to a considerable height, and usually developing branches at some distance from the ground.

Variance: an adjustment in the application of the specific regulations of this title to a particular piece of property, which property, because of special circumstances uniquely applicable to it, is deprived of privileges commonly enjoyed by other properties in the same vicinity and zone, and which adjustment remedies disparity in privileges.

Yard: that portion of a lot which is required to be unoccupied and unobstructed from the ground to the sky, except as otherwise provided in this Ordinance.

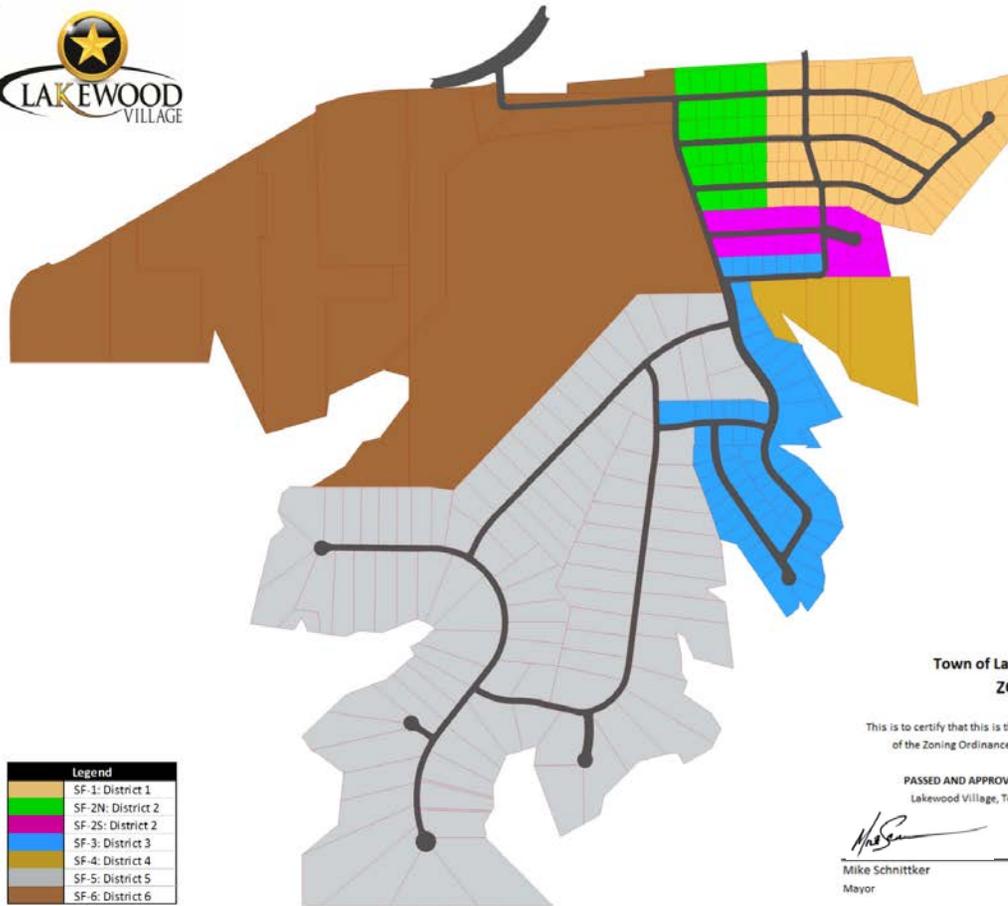
Wind-Powered Systems: windmills and/or wind turbines used to convert energy of the wind into electricity using rotating blades and are incidental to, and located on the same lot as the principle building(s).

Zoning District Map: the official map upon which the zoning districts of the city are delineated.



SECTION 8: APPENDIX

8.1. DISTRICT MAP



Legend	
	SF-1: District 1
	SF-2N: District 2
	SF-2S: District 2
	SF-3: District 3
	SF-4: District 4
	SF-5: District 5
	SF-6: District 6

Town of Lakewood Village, Texas  
ZONING MAP

This is to certify that this is the official Zoning Map referenced in Section 1 of the Zoning Ordinance of the Town of Lakewood Village, Texas.

PASSED AND APPROVED by the Town Council of the Town of Lakewood Village, Texas this the xx day of June 12, 2014.

Mike Schnittker  
Mayor

Linda Asbell  
Town Secretary



**8.2. PLANNED DEVELOPMENTS**

The Director shall maintain and update a list of all Planned Developments that shall be adopted in reference to this ordinance.

PD- #		
Application Date: xxx		
Location: xxx		
Acreage: xxx		
Districts: xxx		
Exhibits: xxx		

**8.3. SPECIFIC USE PERMITS**

The Director shall maintain and update a list of all Specific User Permits that shall be adopted in reference to this ordinance.

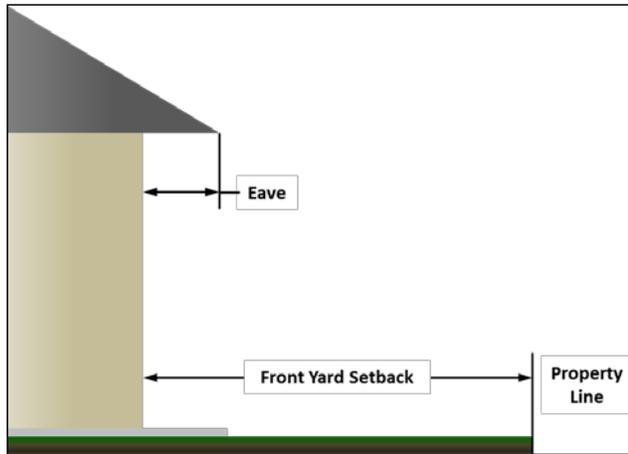
SUP- #		
Adoption Date: xxx		
Location: xxx		
Base Zoning: xxx		

### 8.4. ILLUSTRATIONS

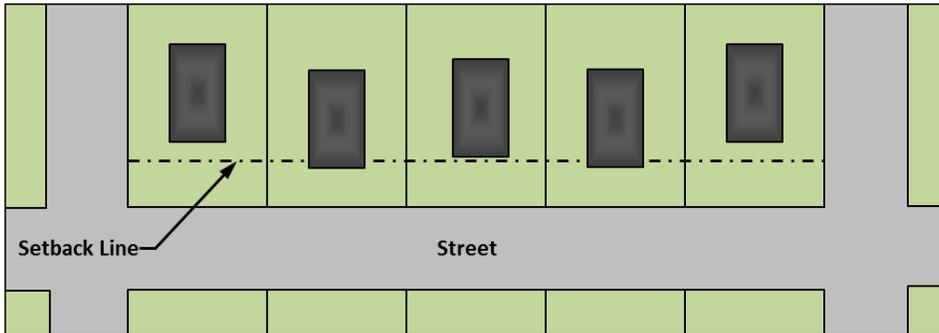
The following illustrations are intended to be used as reference in this Zoning Ordinance.

#### 8.4.1. Front Yard Measurement

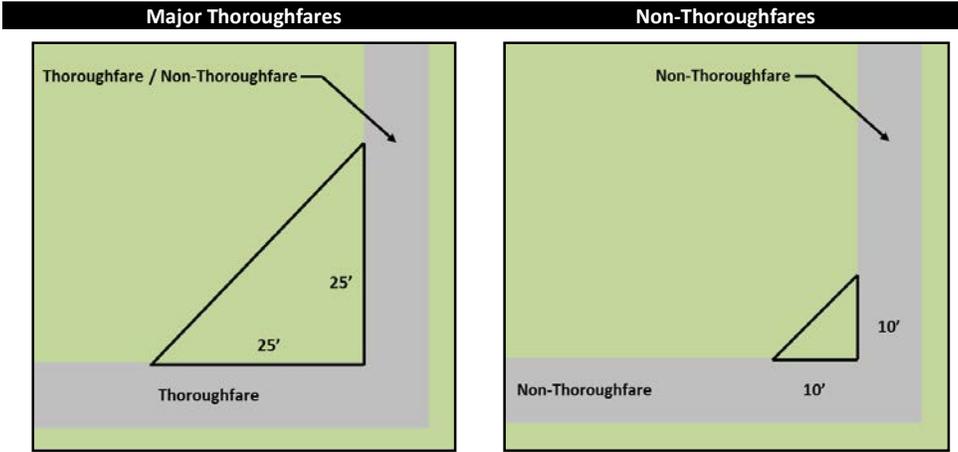
Refer to Table 2.4: Residential Districts Development Standards Table for setback requirements.



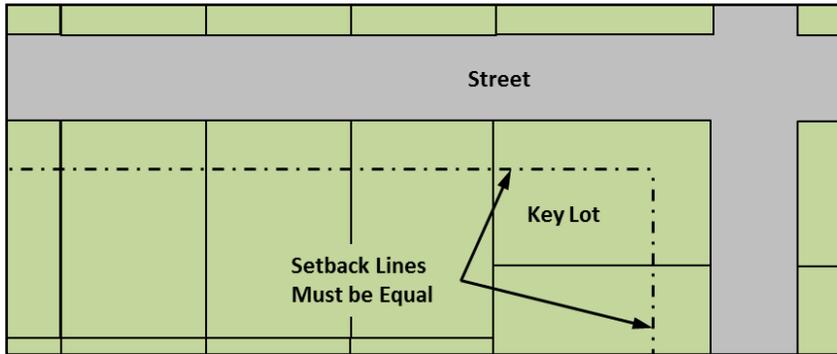
#### 8.4.2. Staggered Front Yard Setbacks



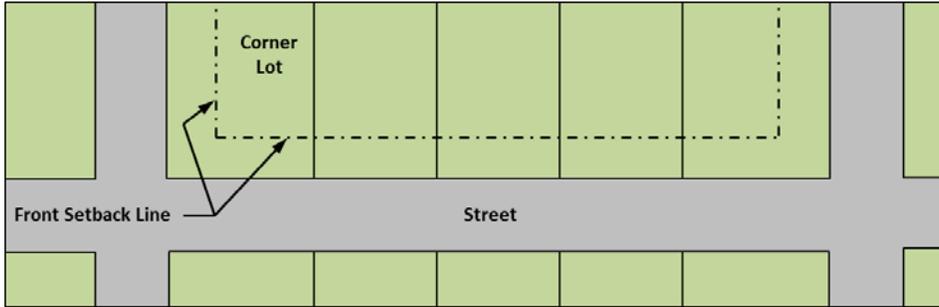
8.4.3. Corner Visual Clearance



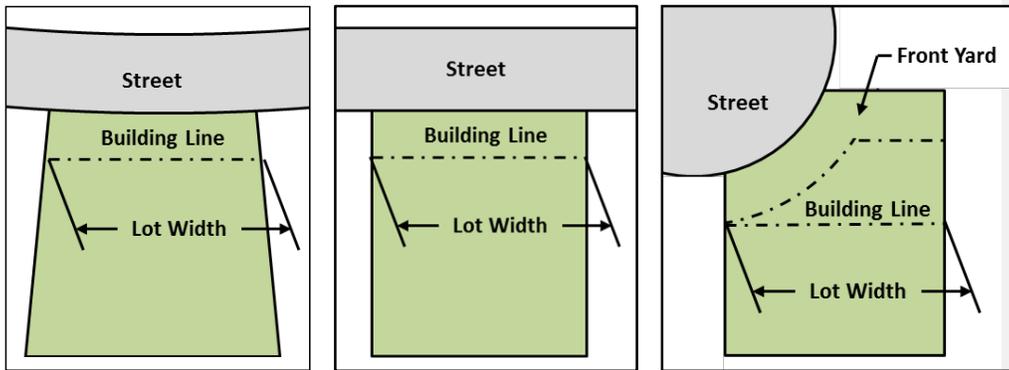
8.4.4. Key Lot Setbacks



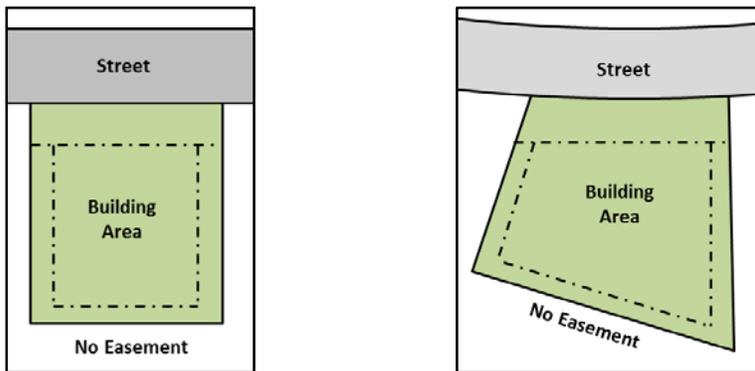
8.4.5. Corner Lot Setbacks



8.4.6. Measurements – Lot Width

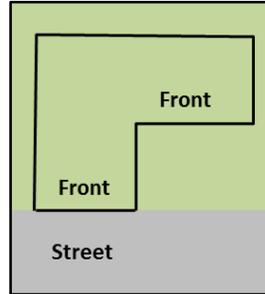
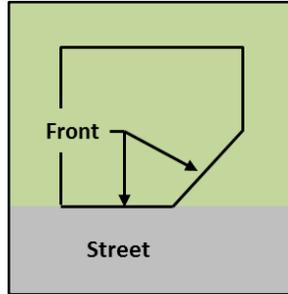
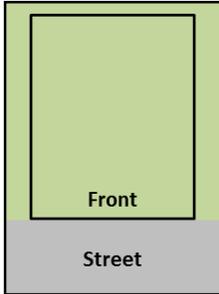


8.4.7. Measurements – Side and Rear Setbacks

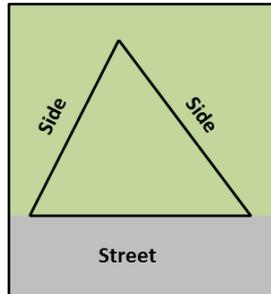
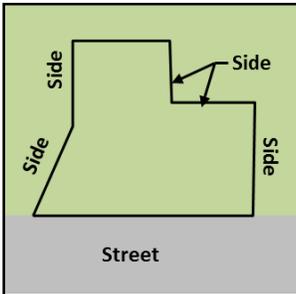


8.4.8. Measurements – Yards

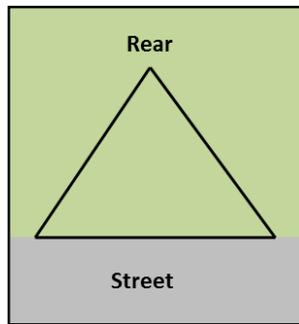
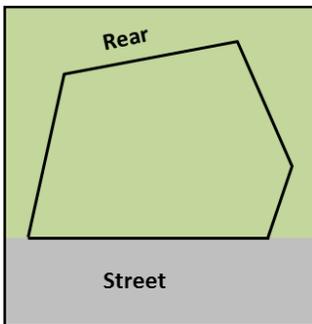
**Front Lot Lines**



**Side Lot Lines**



**Rear Lot Lines**





**End of Exhibit A**

**Adoption and Summary of Amendments**

Ordinance Number	Date	Summary
<a href="#">18-xx</a>		<ul style="list-style-type: none"><li>• <a href="#">2.4.4 Added max coverage for corner lots</a></li><li>• <a href="#">2.4.8.E Added section</a></li><li>• <a href="#">4.3.4.C</a></li><li>• <a href="#">4.3.4.C</a></li></ul>
14-04	June 12, 2014	<ul style="list-style-type: none"><li>• Updated layout and reorganized</li><li>• Discontinued use of term “section” to define zoning districts. Replaced with type and term district; single family district, multi-family district, etc.</li><li>• Updated defined terms</li><li>• Defined requirements for planned developments and special use districts.</li><li>• Defined zoning requirements for each district; lot size, building size, etc.</li><li>• Clarified requirements for accessory buildings; size, placement, etc.</li><li>• Updated zoning review procedures and review bodies.</li><li>• Added expiration and defined application process and requirements for completeness of applications.</li><li>• Added landscape, screening and lighting requirements.</li></ul>
13-09	July 1, 2013	REPEALED

# INDIVIDUAL PROJECT ORDER NUMBER 06448710-05

**REVISED – November 9, 2018**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and THE TOWN OF LAKEWOOD VILLAGE (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 6, 2015, which is incorporated herein by reference.

**The Original IPO was revised this date to offer a phased approach for budgeting purposes. Some of the Design effort was moved to the Geotechnical Analysis (Task 2) and Topographic Survey (Task 1) Tasks to allow for necessary coordination.**

**Identification of Project:** Highridge Drive, Wood Crest Drive, Meadow Lake Road, Melody Lane, Stowe Lane, Stowe Court, Carrie Lane, Carrie Court Street Rehabilitation Project.

**Project Understanding:** The project will consist of removing the existing driving surface and subgrade to the proposed profile elevation, replacement of damaged or undersized culverts and culvert end treatments, preparation of the subgrade per the geotechnical report recommendations, installation of reinforced concrete pavement, cleaning and grading the existing drainage ditches, re-vegetation of the drainage ditches and minor adjustments to existing Town utility appurtenances.

## **SPECIFIC SCOPE OF SERVICES**

### **Task 1 – Topographic Survey**

The Consultant, through a sub-consultant, will provide topographic survey (approximately 14,500 linear feet of roadway from right-of-way line to right-of-way line for Highridge Drive, Wood Crest Drive, Meadow Lake Road, Melody Lane, Stowe Lane, Stowe Court, Carrie Lane and Carrie Court. The roads are shown on the exhibit below as the blue line. The cost shown is based on one work order being issued for the work.

*August 10, 2017*



Other subtasks included in the scope are as follows:

- A. Establish horizontal control points.
- B. Establish a vertical control benchmark circuit as needed throughout the project. The Client will provide established monument information for the area.
- C. Set horizontal and vertical control points, which shall be based on NAD 83 and NAVD 88.
- D. Perform a survey to identify and locate existing topographic elements within the roadway corridor including, but not limited to the following:
  - Property corner monumentation
  - Existing pavement, curbs, sidewalks, barrier free ramps, etc.
  - Driveways
  - Existing culvert sizes and invert elevations
  - Outfalls and erosion control
  - Existing driveway culverts and swales
  - Utility manholes, vaults, water valves, water meters, sprinkler heads, telephone poles, power poles, utility markers, other public utilities, and franchise utilities
  - Signs (excluding temporary signs)
  - Buildings and permanent structures
  - Retaining walls
  - Landscaping
  - Fence limits and material types (excluding temporary fences)

Originally Prepared September 2017  
 Revised November 9, 2018

- Other applicable physical features that could impact design
- E. Perform cross-sections throughout project limits at 50-foot intervals and at grade breaks.
- F. Prepare a final topographic drawing in digital format (including contours and break lines) showing the features located in the field and an ASCII coordinate file of the points located in the field.

### **Task 2 – Geotechnical Analysis**

The Consultant, through a sub-consultant, will provide geotechnical testing services of subsurface conditions within the project limits. The geotechnical analysis will identify the types of soils present and subsurface soil conditions. Fifteen bores will be performed (approximate 1,000-foot centers) to determine the soil conditions. The geotechnical engineer will recommend subgrade preparation and a pavement section to be relied upon in the design. A copy of the geotechnical study will be provided to the Client for their records.

### **Task 3 – Design**

As part of this Task, the following subtasks will be performed:

- A. Perform general project management related tasks such as routine communication with the Client, project status updates, quality control efforts, internal team meetings, project invoicing, project planning efforts, preparation of the project schedule and updates to the project schedule.
- B. Conduct up to four site visits to observe pre-construction conditions, review topographic features identified as part of Task 1 and to review the design performed as part of this task prior to bidding the project.
- C. Prepare for, attend and conduct up to three project meetings with the Client to discuss the design/project.
- D. Prepare a concrete pavement section that will be used to replace the existing asphalt roadway within the project limits. Recommendations by the geotechnical engineer (Task 2) will be used as the basis for the roadway's pavement section, including the roadway pavement and subbase material, thickness and strength (if applicable). The design of the roadway will include evaluating the location and grades of existing driveways and side streets and establishing the proposed grades for each of these components.
- E. The Consultant will evaluate the drainage within the project limits. It is understood the drainage "sheet flows" along the project limits in open ditches (no internal storm drainage system). The Consultant will not design an internal storm drainage system but will evaluate the project limits to determine areas that need to have positive drainage. Existing drainage structures will be evaluated for capacity and recommendations for removal and replacement will be made as necessary to convey the storm water.
- F. No improvements to the water or wastewater utilities are proposed.
- G. No new sidewalks will be designed as part of this project. Applications and submittals to TDLR are not included in this scope.
- H. The Consultant will coordinate with the franchise utilities regarding the proposed roadway improvements. The Consultant will provide a 90% plan set to the franchise utility companies.

- D. Upload Project to CivCast. Hard copies of bidding documents will be issued to potential bidders upon the payment of a non-refundable fee to cover a portion of the cost of printing those documents.
- E. Issue addenda as required.
- F. Attend bid opening, prepare a tabulation of bids, and prepare a letter of recommendation for award of contract.
- G. Prepare the contract documents for execution by the contractor, receive and review such documents for completeness and forward to the Town for review and execution.

#### **Task 5 – CONSTRUCTION PHASE SERVICES**

Consultant will provide the construction phase services specifically stated below:

- A. *Bid Document Preparation and Contractor Notification.* Consultant will issue bid packages for the submittal of quotations to perform the work and conduct pre-bid meetings with potential bidders. Consultant will tabulate the bids received and evaluate compliance of bids with the bidding documents. Consultant will prepare a written summary of this tabulation and evaluation. If requested, Consultant will notify the selected Contractor.
- B. *Pre-Construction Conference.* Consultant will conduct [or attend] a Pre-Construction Conference prior to commencement of construction activity.
- C. *Visits to Site and Observation of Construction.* Consultant will provide on-site construction observations services during the construction phase in accordance with the following schedule:

Months 1-4: 5 travel hours and 25 onsite hours per week (30 HRS/WK \* 4.35 WKS/MO \* 4 MO)  
 Months 5-8: 5 travel hours and 15 onsite hours per week (20 HRS/WK \* 4.35 WKS/MO \* 4 MO)

Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep Client informed of the general progress of the work.

The purpose of Kimley-Horn's on-site services will be to enable Kimley-Horn to better carry out the duties and responsibilities specifically assigned in this Agreement to Kimley-Horn, and to provide Client a greater degree of confidence that the completed Work will conform in general to the Contract Documents.

Consultant will not supervise, direct, or have control over Contractor's work, nor shall Consultant have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Consultant does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.

- D. *Recommendations with Respect to Defective Work.* Consultant will recommend to Client that Contractor's work be disapproved and rejected while it is in progress if, on the basis of its observations, Consultant believes that such work will not produce a completed Project that generally conforms to the Contract Documents.

- E. *Clarifications and Interpretations.* Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents. Any orders authorizing variations from the Contract Documents will be made by Client.
- F. *Change Orders.* Consultant may recommend Change Orders to the Client, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.
- G. *Shop Drawings and Samples.* Consultant will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs.
- H. *Substitutes and "or-equal."* Consultant will evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents.
- I. *Inspections and Tests.* Consultant may require special inspections or tests of Contractor's work as Consultant deems appropriate, and may receive and review certificates of inspections within Consultant's area of responsibility or of tests and approvals required by laws or the Contract Documents. Consultant's review of certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not be an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Consultant shall be entitled to rely on the results of such tests.
- J. *Disagreements between Client and Contractor.* Consultant will, if requested by Client, render written decision on all claims of Client and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents. In rendering decisions, Consultant shall be fair and not show partiality to Client or Contractor and shall not be liable in connection with any decision rendered in good faith.
- K. *Applications for Payment.* Based on its observations and on review of applications for payment and supporting documentation, Consultant will determine amounts that Consultant recommends Contractor be paid. Such recommendations will be based on Consultant's knowledge, information and belief, and will state whether in Consultant's opinion Contractor's work has progressed to the point indicated, subject to any qualifications stated in the recommendation. For unit price work, Consultant's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests. Consultant's recommendations will not be a representation that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work, or involved detailed inspections.
- L. *Substantial Completion.* Consultant will, after notice from Contractor that it considers the Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
- M. *Final Notice of Acceptability of the Work.* Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend final payment to Contractor. Accompanying the recommendation for final payment, Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extent of its services and based upon information provided to Consultant.

## **ADDITIONAL SERVICES IF REQUIRED:**

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Construction Phase Services
- Assisting Town or contractor in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, shall be furnished by Kimley-Horn on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Sampling, testing, or analysis beyond that specifically included in the Scope of Services referenced herein above.
- Preparing applications and supporting documents for government grants, loans, or planning advances, and providing data for detailed applications.
- Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties or condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to the Town.
- Providing professional services associated with the discovery of any hazardous waste or materials in the project route.
- Providing additional presentations to the Town Council.
- Providing construction staking, additional platting, or other surveying services not identified in the above Scope of Services.
- Providing any easement acquisition services.
- Attending additional public meetings during the project.
- Preparation of Easement Documents
- Perform any materials testing.
- Perform welding and coating inspections.
- Application for payment
- Any services not listed in the Scope of Services.
- Record Drawings
- Pre-Bid Meeting

## **SCHEDULE**

Task 1 – Topographic Survey	2 Months
Task 2 – Geotechnical Analysis	Same Time as Topographic Survey
Task 3 – Plans and Contract Documents	4 Months
Task 4 – Bidding Phase Services	1 Month
Task 5 – Construction Phase Services	8 Months

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Task 5 – Construction Phase Services	8 Months

**TERMS OF COMPENSATION:**

The Consultant will provide the Scope of Services for Task 1 through 4 for a lump sum fee (LS):

Task 1	Topographic Survey	\$ 70,000 LS
Task 2	Geotechnical Analysis	\$ 25,000 LS
Task 3	Plans & Contract Documents	\$250,000 LS
Task 4	Bidding Phase Services	\$ 15,000 LS PER BID
<b>Total <u>Lump Sum</u> Fee</b>		<b>\$360,000</b>

**COST PER PHASE IF PHASED APPROACH IS DESIRED:**

PHASE 1 - Geotechnical Analysis Only \$ 35,000 LS

Original Task 2 cost plus \$10,000 for coordination (\$5,000 from Task 3 and \$5,000 from Task 1)  
(Limited Survey is necessary to field locate bore hole locations horizontally and vertically).

PHASE 2 – Topographic Survey Only \$ 70,000 LS

Original Task 1 cost plus \$5,000 for coordination (\$5,000 from Task 3)

PHASE 3 – Plans and Contract Documents \$240,000 LS

PHASE 4 – Bidding Phase Services \$15,000 LS PER BID

**Total Lump Sum Fee \$360,000**

The Consultant will provide the Scope of Services for Task 5 on a labor fee plus expense basis for an amount not to exceed:

**Task 5 Construction Phase Services \$200,000 HR**

Labor fee will be billed according to the rate schedule, which is subject to annual adjustment. Direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A 6% fee will be added to each invoice to cover certain other expenses such as in-house duplicating, local mileage, telephone calls, facsimiles, postage, and word processing. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client.

**TOTAL PROJECT (NOT TO EXCEED) \$560,000**

Our current rate schedule is as follows:

Senior Professional II	\$240 - \$265
Senior Professional I	\$180 - \$250
Professional	\$160 - \$210
Senior Technical Support	\$115 - \$190
Technical Support	\$70 - \$100
Analyst	\$105 - \$175
Support Staff	\$ 75 - \$ 115

ACCEPTED:

TOWN OF LAKEWOOD VILLAGE

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

PHASE AUTHORIZED: \_\_\_\_\_

DATE: \_\_\_\_\_

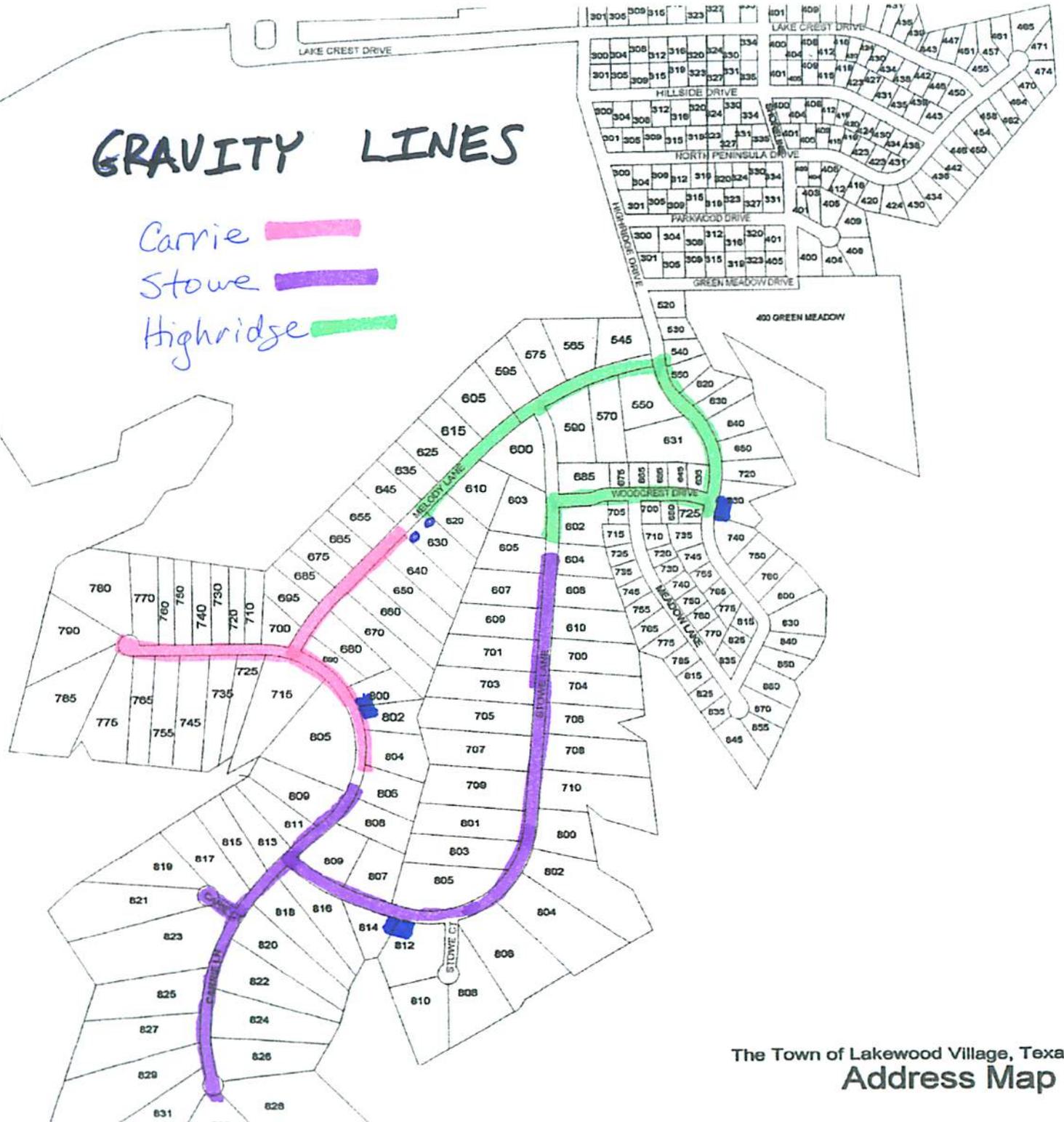
# **Sewer System**

**Maps:**

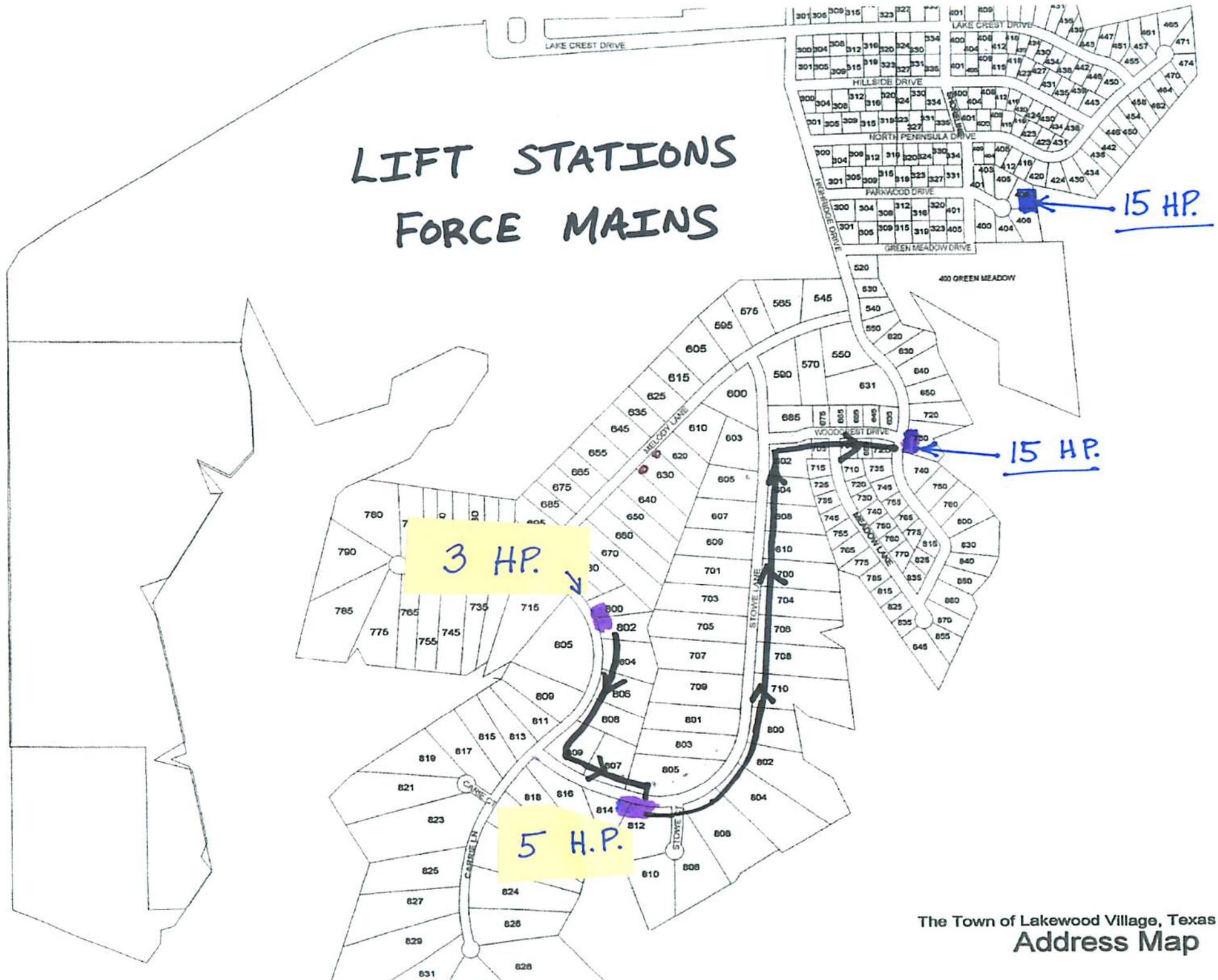
**Sewer Gravity Lines,  
Lift Stations,  
Force Mains**

# GRAVITY LINES

- Carrie 
- Stowe 
- Highridge 



# LIFT STATIONS FORCE MAINS







# MEMORANDUM

TO: Town Council  
CC: Linda Asbell  
FROM: Dr. Mark E. Vargus, Mayor  
DATE: February 1, 2019  
RE: Budget Amendment

---

We have completed 4 months of our fiscal year. I am proposing the following changes:

## General Fund Revenues

Sales Taxes	\$25,000	→	\$30,000	(\$5,000 increase)
Building Permits	\$30,000	→	\$40,000	(\$10,000 increase)
Interest	\$3,000	→	\$ 5,000	(\$2,000 increase)
<b>TOTAL</b>	<b>\$454,200</b>	<b>→</b>	<b>\$ 471,200</b>	<b>(\$17,000 increase)</b>

## General Fund Expenses

UF Payroll	\$1,200	→	\$200	(\$1,000 decrease)
Fire/EMS	\$25,000	→	\$31,500	(\$6,500 increase)
Capital Improvements	\$5,000	→	\$35,000	(\$30,000 increase)
<b>TOTAL</b>	<b>\$420,206</b>	<b>→</b>	<b>\$ 455,706</b>	<b>(\$35,500 increase)</b>

---

## Utility Fund Revenues

Other Income	\$2,000	→	\$20,000	(\$18,000 increase)
<b>TOTAL</b>	<b>\$326,510</b>	<b>→</b>	<b>\$ 344,510</b>	<b>(\$18,000 increase)</b>

## Utility Fund Expenses

Engineer	\$75,000	→	\$0	(\$75,000 decrease)
Contingency	\$1000	→	\$2,000	(\$1,000 increase)
Water CAPX	\$0	→	\$10,000	(\$10,000 increase)
Sewer CAPX	\$10,000	→	\$65,000	(\$55,000 increase)
<b>TOTAL</b>	<b>\$328,650</b>	<b>→</b>	<b>\$319,650</b>	<b>(\$9,000 decrease)</b>

The significant changes to the General Fund relate to \$35,000 additional expenditures for Phase 1 of the Engineering for the Road Project. The increase in the Utility Fund revenues is due to the receipt of reimbursable expenses relating to insurance claims. The principle changes to the Utility Fund expenditures relate to removing the engineering costs for a new well design, and instead adding to CAPX for the sewer projects discussed earlier, and to add the costs of the reimbursed CAPX.

## GF Revenues Worksheet

		YTD	BUDGET
		31-Jan-19	2019
		CHANGES	
<b>REVENUES</b>			
4000	Property Tax		\$255,000
	Debt Servicing (\$0.05)		\$51,000
	<i>Property Taxes</i>	\$306,000	\$306,000
4201	<i>Franchise Fee</i>	\$30,000	\$30,000
4005	<i>Sales Tax</i>	\$30,000	\$25,000
4302	Court Costs Fees		
4401	Mowing Abatement Fees		\$280
4301	Code Enforcement		
4402	Lien Receipts		\$3,000
	<i>Fines &amp; Forfeitures</i>	\$3,000	\$3,000
4101	Building Permits- New	\$40,000	\$30,000
4104	Sprinkler Permits		\$400
4105	Fence Permits		\$400
4106	Reinspect Fees		\$3,000
4107	Pool Permits		\$1,000
4108	Flatwork Permits		\$800
4109	Plumbing Permit		\$1,500
4110	Electrical Permits		\$1,000
4112	Building Permits - Remodel		\$2,000
4113	Miscellaneous Permits		\$1,500
4120	Preliminary Plat Fees		
	<i>Licenses &amp; Permits</i>	\$51,600	\$41,600
4102	CO/CSI Inspections		\$2,400
4103	Contractor Registrations		\$0
4111	Replatting Fees		\$0
4202	Pet Registration		\$25
4204	Town Hall		\$100
4207	Utility Fee for Services-LWV		\$36,000
4208	Utility Fee for Services-Rocky Pt		\$4,200
	<i>Fees &amp; Service Charges</i>	\$42,600	\$42,600
4010	<i>Interest</i>	\$5,000	\$3,000
4950	<i>Miscellaneous Revenues</i>	\$3,000	\$3,000
4800	Asset Sales		
	Extraordinary Item - casualty loss		
	Reimbursement MDD		
	Reimbursement UF		\$161
<b>TOTAL OPERATING FUNDS</b>		<b>\$471,200</b>	<b>\$321,038</b>
			<b>\$454,200</b>

## GF Expenses Worksheet

			YTD	BUDGET
		Changes	1-Jan-19	2019
<b>Expenditures</b>				
5001	Office Supplies		\$756	\$1,500
5002	Postage			
5003	Computers Maintenance		\$1,915	\$3,000
5007	Publishing		\$94	\$500
5008	Elections			\$4,500
	Software Licensing		\$488	\$1,000
5011	Town Engineer			
5012	Attorney Fees		\$8,455	\$30,000
5013	Accounting Fees		\$11,665	\$12,000
5024	Animal Control			\$300
5025	Parks/Recreation/Playground		\$600	\$5,000
5027	Town Hall Improvements			\$4,000
5031	Telephone/Telecom		\$494	\$2,000
5032	Electricity		\$1,422	\$6,500
5033	Propane		\$283	\$600
5051	Payroll		\$22,764	\$67,000
5055	Benefits - Insurance		\$3,354	\$9,000
5056	Payroll Tax Expense		\$1,961	\$7,000
5057	Benefits- Retirement		\$2,213	\$6,700
5058	UF Payroll	\$200	\$161	\$1,200
5061	Appraisal District		\$449	\$1,500
5085	Town Functions		\$882	\$3,000
5101	Continuing Education		\$562	\$1,000
5102	Travel Meeting Expenses		\$611	\$5,500
5103	Membership Dues		\$235	\$1,000
5200	Contingency Fund		\$409	\$3,000
5280	Municipal Court			
	Court Attorney Fees			
	Lien Recording Fees			\$100
	Abatements			
	Attorney Fees reimbursed by UF			
	Attorney Fees reimbursed by MDD			
	<i>General Government</i>	\$175,900	\$59,773	\$176,900
5014	Fire/EMS	\$31,500		\$25,000
	<i>Public Safety</i>	\$31,500	\$7,875	\$25,000
5016	Building Inspections		\$2,875	\$18,000
5021	Town Maintenance		\$2,356	\$8,000
5041	Abatement Mowing		\$150	
5026	Town Mowing			\$4,500
	<i>Public Works</i>	\$30,500	\$5,381	\$30,500
5070	Capital Improvements	\$35,000		\$5,000
5071	Drainage Improvements		\$3,000	\$6,000
	<i>Capital Outlay</i>	\$41,000	\$3,000	\$11,000
<b>TOTAL OPERATING EXPENSES</b>		\$278,900	\$76,029	\$243,400
\$5,075	Debt Servicing (Principle)	\$158,000	\$158,000	\$158,000
\$5,076	Debt Servicing (Interest)	\$18,806	\$10,189	\$18,806
	<i>Extraordinary Item - Casualty Loss</i>			
<b>TOTAL EXPENDITURES</b>		<b>\$455,706</b>	<b>\$244,218</b>	<b>\$420,206</b>

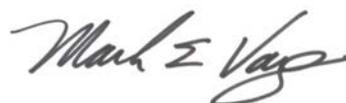
## *Utility Fund Revenues Worksheet*

		<b>YTD</b>	<b>BUDGET</b>
	<b>CHANGES</b>	<b>31-Jan-19</b>	<b>2019</b>
<b>REVENUES</b>			
<i>Water Revenue</i>	\$150,000	\$47,413	\$150,000
<i>Sewer Revenue</i>	\$106,000	\$37,897	\$106,000
<i>Solid Waste</i>	\$50,000	\$16,523	\$50,000
<i>Late Fees</i>		\$1,309	\$3,500
<i>Water Tap Fees</i>		\$3,150	\$6,300
<i>Meter Set Fees</i>		\$780	\$2,610
<i>Sewer Tap Fees</i>		\$2,550	\$5,100
<i>Fees and Services</i>	\$17,510	\$7,789	\$17,510
<i>Reimbursed Expenses</i>		\$19,172	
<i>Miscellaneous</i>			\$2,000
<i>Other Income</i>	\$20,000	\$19,172	\$2,000
<i>Interest</i>	\$1,000	\$613	\$1,000
<i>MDD LOC Interest</i>			
<i>Interest</i>	\$1,000	\$613	\$1,000
<b>TOTAL FUNDS</b>	<b>\$344,510</b>	<b>\$129,407</b>	<b>\$326,510</b>

## Utility Fund Expenses Worksheet

		YTD	BUDGET
		31-Jan-19	2019
<b>Operating Expenses</b>			
Operator Salaries		\$13,600	\$40,800
Fee for Administrative Services		\$18,000	\$36,000
<i>Engineer</i>	\$0		\$75,000
<i>Attorney</i>			
<b>Contract Services</b>	<b>\$76,800</b>	<b>\$31,600</b>	<b>\$151,800</b>
Office Supplies		\$154	\$2,000
Postage		\$507	\$1,500
Insurance		\$6,118	\$5,500
TCEQ Licensing Fees (Water)		\$588	\$600
TCEQ Licensing Fees (Sewer)		\$1,250	\$1,250
Computer and Software Licensing Fees		\$639	\$1,200
GIS Mapping			\$500
Sewer Scheduled Maintenance		\$1,800	\$12,000
Water Scheduled Maintenance		\$3,420	\$8,000
Laboratory (Sewer)		\$1,156	\$4,000
Laboratory (Water)		\$824	\$1,000
Electricity (Water)		\$4,300	\$15,000
Electricity (Sewer)		\$4,948	\$17,000
Payroll		\$161	\$16,000
<b>Administrative</b>	<b>\$85,550</b>	<b>\$25,865</b>	<b>\$85,550</b>
Water Repairs		\$3,173	\$10,000
Sewer Repairs		\$130	\$10,000
Meter Set Fee		\$590	\$2,000
Sewer Tap Install		\$1,275	
Water Equipment		\$2,117	\$6,000
Sewer Equipment			\$2,000
Chemicals (Water)		\$952	\$1,500
Chemicals (Sewer)		\$380	\$1,000
Sludge Removal (Sewer)			\$1,800
<b>Repairs and Maintenance</b>	<b>\$34,300</b>	<b>\$8,617</b>	<b>\$34,300</b>
<b>Contingency Fund (miscellaneous)</b>	<b>\$2,000</b>	<b>\$1,883</b>	<b>\$1,000</b>
<b>Garbage Collections</b>	<b>\$46,000</b>	<b>\$13,924</b>	<b>\$46,000</b>
Capital Improvements Water	\$10,000	\$8,206	\$0
Capital Improvements Sewer	\$65,000	\$18,385	\$10,000
Capital Improvements Drainage			
<b>Capital Improvements</b>	<b>\$75,000</b>	<b>\$26,591</b>	<b>\$10,000</b>
<b>Total Expenditures</b>	<b>\$319,650</b>	<b>\$108,480</b>	<b>\$328,650</b>

I look forward to your comments;



**TOWN OF LAKEWOOD VILLAGE**

**ORDINANCE NO. 19-XX**

**AN ORDINANCE OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2018 AND TERMINATING ON SEPTEMBER 30, 2019, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT PROJECT AND ACCOUNT; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lakewood Village, Texas Fiscal Year 2018-2019 Budget was adopted within the time and in the manner required by State Law; and

**WHEREAS**, the Town of Lakewood Village, Texas has reviewed the Budget; and

**WHEREAS**, the Town Council of the Town of Lakewood Village, Texas has reviewed each line item in each department and considered the status of the Capital Improvement Projects for the rest of the fiscal year; and

**WHEREAS**, the Town Council of the Town of Lakewood Village, Texas hereby finds and determines that it is prudent to amend the line items due to unforeseen situations that have occurred in the Town; and

**WHEREAS**, the Town Council of the Town of Lakewood Village, Texas further finds that these amendments will serve in the public interest; and

**WHEREAS**, the Town Council of the Town of Lakewood Village, Texas finds and determines that the change in the Budget for the stated municipal purpose is warranted and necessary, and that the amendment of the Budget to fund these line items is an emergency and a matter of public necessity warranting action at this time;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS:**

**Section 1. Findings**

The facts and matters set out above are found to be true and correct.

**Section 2. Purpose**

The Town of Lakewood Village, Texas, Fiscal Year 2018-2019 Budget is hereby amended to fund the line items as stated in Exhibit "A", and by decreasing line items as set forth in Exhibit "A". This Amendment to the original budget of the Town of Lakewood Village, Texas, for the Fiscal Year 2018-2019 shall be attached to and made part of the original budget by the Town Secretary and shall be filed in accordance with State Law. Attached to and made a part of this Ordinance is Exhibit "A", reflecting the budgetary funding for this amendment.

### **Section 3. Savings/Repealing Clause**

All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

### **Section 4. Severability**

It is hereby declared to be the intention of the Town Council that if any of the sections, paragraphs, sentences, clauses, and phrases of the Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the Town Council without the incorporation of this Ordinance of unconstitutional or invalid phrases, clauses, sentences, paragraphs, or sections..

**PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, on this the 14<sup>th</sup> day of February, 2019.**

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Dr. Mark E. Vargus  
Mayor

**ATTESTED:**

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Linda Asbell, TRMC, CMC  
Town Secretary

## 2018-2019 Budget

### General Fund

			YTD	2019	Amended
REVENUES			1/31/2019	Budget	Budget
Property Taxes			\$243,313	\$306,000	\$306,000
Franchise Fees			\$27,163	\$30,000	\$30,000
Sales Taxes			\$10,250	\$25,000	<b>\$30,000</b>
Fines & Forfeitures			\$280	\$3,000	\$3,000
Licenses & Permits			\$14,451	\$41,600	<b>\$51,600</b>
Fees & Service Charges			\$20,600	\$42,600	\$42,600
Interest			\$1,815	\$3,000	<b>\$5,000</b>
Miscellaneous			\$3,005	\$3,000	\$3,000
	<b>TOTAL</b>		<b>\$320,877</b>	<b>\$454,200</b>	<b>\$471,200</b>
			YTD	2019	Amended
EXPENDITURES			1/31/2019	Budget	Budget
General Government			\$59,773	\$176,900	\$175,900
Public Safety			\$7,875	\$25,000	<b>\$31,500</b>
Public Works			\$5,381	\$30,500	\$30,500
Capital Outlay			\$3,000	\$11,000	<b>\$41,000</b>
Debt Service (Principle)			\$158,000	\$158,000	\$158,000
Debt Service (Interest)			\$10,189	\$18,806	\$18,806
	<b>TOTAL</b>		<b>\$244,218</b>	<b>\$420,206</b>	<b>\$455,706</b>

### Utility Fund

			YTD	2019	Amended
REVENUES			1/31/2019	Budget	Budget
Water			\$47,413	\$150,000	\$150,000
Sewer			\$37,897	\$106,000	\$106,000
Sanitation			\$16,523	\$50,000	\$50,000
Fees and Services			\$7,789	\$17,510	\$17,510
Other Income			\$19,172	\$2,000	<b>\$20,000</b>
Interest Revenue			\$613	\$1,000	\$1,000
	<b>TOTAL</b>		<b>\$129,407</b>	<b>\$326,510</b>	<b>\$344,510</b>
			YTD	2019	Amended
EXPENDITURES			1/31/2019	Budget	Budget
Contract Services			\$31,600	\$151,800	<b>\$76,800</b>
Administrative			\$25,865	\$85,550	\$85,550
Repairs and Maintenance			\$8,617	\$34,300	\$34,300
Miscellaneous			\$1,883	\$1,000	<b>\$2,000</b>
Garbage Collections			\$13,924	\$46,000	\$46,000
Capital Improvements			\$26,591	\$10,000	<b>\$75,000</b>
	<b>TOTAL</b>		<b>\$108,480</b>	<b>\$328,650</b>	<b>\$319,650</b>

**ROAD MAINTENANCE FUND  
ORDINANCE 14-08**

**AN ORDINANCE TO ESTABLISH A DEDICATED ROAD  
MAINTENANCE FUND IN THE TOWN OF LAKEWOOD  
VILLAGE; PROVIDING A SEVERABILITY CLAUSE,  
PROVIDING AN EFFECTIVE DATE.**

**WHEREAS** The Town of Lakewood Village is a Type-A municipality, and Texas Local Government Code § 101.002 grants authority to the governing body of Type-A municipalities to manage and control municipal finances; and

**WHEREAS** Texas Local Government Code § 101.004 authorizes the governing body to establish, by ordinance, the creation of special funds for special purposes and gives the governing body discretion to limit fund expenditures to specific uses; and

**WHEREAS,** the Town Council of the Town of Lakewood Village, Texas (“Town Council”) has investigated and determined that it would be advantageous and beneficial to the citizens of the Town of Lakewood Village, Texas to create restricted funds to facilitate better financial planning and management of expenses;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, THAT:**

**Section 1: Findings**

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**Section 2: Creation of Road Maintenance Fund**

The “Road Maintenance Fund” shall be established; all revenues shall be physically segregated into a separate bank account. For accounting purposes, the funds in the account shall be restricted. The fund revenues may be obtained through any funding mechanism that the Town Council determines is appropriate.

**Section 3: Limitations of Expenditures**

Funds may only be spent on road maintenance. For the purposes of this ordinance “road maintenance” shall be liberally construed (e.g. street lights, signs, are permissible). Funds not appropriated in any year shall roll-over to the next year. Fund expenditures are subject to the limitations of the Financial Controls Ordinance (14-06) and its successor ordinances, if amended or repealed.

**Section 4: Budgeting**

The fund shall have an annual budget which shall be approved by the governing body.

**Section 5: Severability**

A. Unconstitutional or Invalid Section

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect.

B. Independent Sections

The Town Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and/or phrases be declared unconstitutional or invalid.

**Section 6: Effective Date**

This Ordinance shall become effective from and after its date of passage..

**PASSED AND APPROVED** by the Town Council of the Town of Lakewood Village, Texas this the 14th day of August, 2014.

\_\_\_\_\_  
Dr. Mark E. Vargus  
Acting Mayor

ATTEST:

\_\_\_\_\_  
Linda Asbell, TRMC  
Town Secretary

**TOWN OF LAKEWOOD VILLAGE**

**MUNICIPAL COURT OF RECORD  
ORDINANCE 19-xx**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, ESTABLISHING A MUNICIPAL COURT OF RECORD IN THE TOWN OF LAKEWOOD VILLAGE; PROVIDING FOR JURISDICTION; PROVIDING FOR THE APPOINTMENT OF A MUNICIPAL JUDGE AND ALTERNATE JUDGES; PROVIDING FOR THE APPOINTMENT OF A COURT CLERK, ESTABLISHING POWERS AND DUTIES OF THE COURT AND ITS PERSONNEL; PROVIDING A REPEALER; PROVIDING A SEVERABILITY CLAUSE; AND AN EFFECTIVE DATE.**

**WHEREAS**, Texas Government Code Section 30.0003 authorizes the governing body of a municipality to create a municipal court of record; and,

**WHEREAS**, The Town Council of the Town of Lakewood Village seeks to provide for the enforcement of its municipal ordinances through a Municipal Court of Record; and,

**WHEREAS**, the Town Council hereby determines that the creation of a municipal court of record is necessary to provide a more efficient disposition of cases arising in the Town of Lakewood Village; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, THAT:**

**Section 1: Findings**

The findings set forth above and established in Exhibit A are incorporated into the body of this Ordinance as if fully set forth herein.

**Section 2: Repeal**

Ordinance 02-01 is hereby repealed in its entirety. All ordinances, and resolutions, in conflict herewith are repealed to the extent of such conflict.

**Section 3: Severability**

A. Unconstitutional or Invalid Section

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect.

B. Independent Sections

The Town hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and/or phrases be declared unconstitutional or invalid.

**Section 4: Estoppel / Waiver**

The failure of the Town to enforce any term or condition of this Ordinance shall not constitute a waiver or estoppel or any subsequent violation of this Ordinance.

**Section 5: Effective Date**

The amendments to this Ordinance shall become effective from and after its date of passage and publication as provided by law.

**PASSED AND APPROVED** by the Town Council of the Town of Lakewood Village, Texas this the XX day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Dr. Mark E. Vargus  
MAYOR

**ATTESTED:**

\_\_\_\_\_  
Linda Asbell, TRMC, CMC  
Town Secretary



**Exhibit A**



**MUNICIPAL COURT**

**OF RECORD**

Adopted: \_\_\_\_\_ xxth, 2019

## **SECTIONS:**

### **1. MUNICIPAL COURT ABOLISHED**

The municipal court established pursuant to the general law is abolished in the manner prescribed thereby and all pending cases transferred to said Lakewood Village Municipal Court of Record which shall assume jurisdiction thereof.

### **2. MUNICIPAL COURT OF RECORD ESTABLISHED:**

There is created a unified court of record (“court”) which shall be known as the Municipal Court of Record in the Town of Lakewood Village, Texas and is hereby established pursuant to Texas Government Code Chapter 30, Subchapter A, and the terms set forth therein are hereby adopted governing the operation of the court.

### **3. JURISDICTION**

- 3.1. All cases pending in the municipal court of and from the effective date of this ordinance shall be processed and adjudicated by the municipal court of record, regardless of the date of offense.
- 3.2. The court has concurrent jurisdiction with a justice court in any precinct in which the municipality is located in criminal cases that arise within the territorial limits of the town and are punishable only by fine.
- 3.3. The Municipal Court shall have jurisdiction in all criminal cases arising under any ordinances of the Town in which the punishment is by fine only, and where the maximum fine for the offense charged does not exceed \$2000, and where the offense charged arose within the corporate limits of the town (or outside of the corporate limits but within an area over which the town has jurisdiction and control under the laws of the state).
- 3.4. The municipal court of record shall have civil jurisdiction for the purpose of enforcing the town’s ordinances enacted under Subchapter A, Chapter 214, Local Government Code; Subchapter E, Chapter 683, Transportation Code; concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, Local Government Code, within the town’s territorial limits and property owned by the town located in the town’s extraterritorial jurisdiction for the purpose of enforcing health and safety or nuisance abatement ordinances; and authority to issue (a) search warrants for the purpose of investigating health and safety or nuisance abatement ordinance violations, and (b) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.

#### 4. MUNICIPAL JUDGE

- 4.1. The municipal judge shall have all the powers and authority granted by state law, and the ordinances of Lakewood Village and shall perform all the duties as prescribed by the laws of the State of Texas, and the ordinances of Lakewood Village.
- 4.2. The office of the judge of the municipal court shall be filled by appointment by the town council. The person appointed to the office of the judge of the municipal court shall be the presiding judge of the municipal court of record of the Town of Lakewood Village.
  - 4.2.1. The municipal judge shall serve a four (4) year term of office and:
  - 4.2.2. be a resident of the State of Texas;
  - 4.2.3. be a citizen of the United States;
  - 4.2.4. be a licensed attorney in good standing with the State Bar of Texas; and
  - 4.2.5. have two or more years of experience in the practice of law in the State of Texas.
- 4.3. Compensation for the office of municipal judge shall be set from time to time by the Town Council. The salary will not be based directly or indirectly on fines, fees, or costs collected by the court.
- 4.4. Appointment of Assistant or Additional Judges: The Town Council may appoint such assistant judges as may be necessary to perform the duties of the Judge of the Municipal Court; or a temporary judge to act for the Judge in the case of his temporary absence or disability; and such assistant, additional or temporary judges shall receive such compensation as may be set by the Council.
- 4.5. If more than one municipal judge is appointed to serve, the town council shall appoint one of the judges as the presiding judge. The presiding judge shall:
  - 4.5.1. maintain a central docket for cases filed within the territorial limits of Lakewood Village over which the municipal court of record has jurisdiction;
  - 4.5.2. provide for the distribution of cases from the central docket to the individual municipal judges to equalize the distribution of business in the court;
  - 4.5.3. request the jurors needed for cases that are set for trial by jury;
  - 4.5.4. temporarily assign judges or substitute judges to exchange benches and to act for each other in a proceeding pending in a court if necessary for the expeditious disposition of business in the court; and

- 4.5.5. supervise and control the operation and clerical functions of the administrative department of each court, including the court's personnel, during the proceedings of the court.

## **5. CLERK OF THE COURT, OTHER COURT PERSONNEL;**

- 5.1. The Town Secretary shall serve as the clerk of the municipal court of record. The clerk shall perform duties in accordance with state law and town ordinances.
- 5.2. During proceedings of the court, the clerk and other court personnel shall serve at the direction of the judge of the municipal court. At all other times, other court personnel shall serve at the direction of the town secretary.
- 5.3. The court clerk shall acquire and maintain a seal in conformance with state law for the Lakewood Village Municipal Court of Record.
- 5.4. The court clerk shall supervise the selection of persons for jury service in the municipal court of record.
- 5.5. The court clerk may appoint one or more deputy clerks who; when acting in such capacity, shall have the same authority as the clerk of the municipal court.

## **6. COURT REPORTER**

- 6.1. The Municipal Court Clerk may appoint a court reporter who must meet the qualifications provided by law for official court reporters. The court reporter may use written notes, transcribing equipment, video or audio recording equipment, or a combination of those methods to record the proceedings of the Court. The court reporter is not required to record testimony in any case unless the Judge or one of the parties requests a record in writing, and files the request with the Court before trial.
- 6.2. The court reporter is not required to be present during the proceedings of the municipal court of record provided that the proceedings that are required to be recorded are recorded by a good quality electronic recording device. The recording shall be kept and stored for a 20 day period beginning the day after the last day of the proceeding, trial or denial of motion for a new trial, whichever occurs last. If the case is appealed, the court reporter shall prepare the reporter's record.

## **7. MUNICIPAL PROSECUTOR**

The duly appointed Town Attorney, or deputy Town Attorney, shall serve as prosecutor in the Municipal Court.

## **8. COURT COSTS AND FEES**

- 8.1. Court costs shall be assessed pursuant to and in compliance with the state statutes.

- 8.2. All costs and fines imposed by the Municipal Court shall be paid into the treasury for the use and benefit of the town.
- 8.3. In cases where a defendant requests a jury trial and is subsequently found guilty, the judgment, at the discretion of the Judge, may include the costs of the jury fees not in excess of that provided by statute.
- 8.4. In the event a case is appealed from the Municipal Court, the defendant shall pay the following costs in an amount established in the Lakewood Village Fee Ordinance:
  - 8.4.1. preparation of the Clerk's record; the preparation fee does not include the fee for an actual transcription of the proceedings.
  - 8.4.2. preparation of the Reporter's record, and the fee for an actual transcription of the proceedings.
  - 8.4.3. fees for dismissal of noncompliance traffic fines such as no driver's license on person; expired inspection stickers; expired registration, and the like shall be \$10 or, if the applicable statute so provides, the sum of \$20.
  - 8.4.4. The time payment fee shall be \$25.

## 9. APPEALS

- 9.1. A defendant has the right of appeal from a judgment or conviction in the Lakewood Village Municipal Court of Record. The State has the right to an appeal as provided by Article 44.01, Texas Code of Criminal Procedure, as amended. The County Courts at Law of Denton County, Texas have jurisdiction of appeals from the Lakewood Village municipal court of record.
- 9.2. The appellate court shall determine each appeal from the court on the basis of the errors that are set forth in the appellant's motion and that are presented in the clerk's record and reporter's record, if any, prepared from the proceedings leading to the appeal. An appeal from the court shall not be by trial de novo.
- 9.3. To perfect an appeal, the defendant must file a motion for new trial not later than ten (10) days after the date on which the judgment and sentence are rendered. The motion must be in writing and must be filed with the clerk of the court. The motion constitutes the assignment of error on appeal. A ground or an error not set forth in the motion is waived. If the court does not act on the motion before the expiration of thirty (30) days after it is filed with the clerk, the motion is overruled by operation of law.
- 9.4. After an order overruling a motion for new trial, the defendant shall give written notice of appeal and pay a fee for the preparation of the clerk's record not later than ten (10)

days after the date on which the motion is overruled. The court shall note the payment of the fee on the docket of the court. If the case is reversed on appeal, the fee shall be refunded to the defendant.

- 9.5. The appellant shall pay for any reporter’s record containing a transcription of the proceedings unless the court finds, after a hearing in response to an affidavit by the defendant, that the defendant is unable to pay or provide security for the reporter’s record. If the court so finds, the court shall order the reporter to prepare the record without charge to the defendant. Before the recorded proceedings are transcribed, the defendant shall, unless found by the court to be unable to pay for the reporter’s record, post a cash deposit with the municipal court for the estimated cost of the record. The cash deposit shall be based on an estimate provided by the court reporter or the length of proceedings as indicated by the electronic record the proceedings, if any, the cost of the court reporter, typing, and other incidental services. If the cash deposit exceeds the actual cost of the reporter’s record, the court reporter shall refund the difference to the defendant. If the cash deposit is insufficient to cover the actual cost of the transcription, the defendant must pay the additional amount before the transcription may be submitted. If a case is reversed on appeal, the court will refund to the defendant any amounts paid for the reporter’s record.
- 9.6. The record on appeal must substantially conform to the provisions relating to the preparation of a record on appeal in the Texas Rules of Appellate Procedure and the Texas Code of Criminal Procedure, as amended.

**End of Exhibit A**

**Adoption and Summary of Amendments**

Ordinance Number	Date	Summary
19-05	XXXXXX XX, 2019	<ul style="list-style-type: none"> <li>• Original Adoption</li> <li>• Repealed 02-01</li> </ul>