



VILLAGE OF VOLENTE

AGENDA

City Council Regular Meeting
6:30 P.M., Tuesday, May 16, 2017
16100 Wharf Cove, Volente, TX 78641

I. ITEMS OPENING THE MEETING

- A. Call to Order
- B. Call Roll and Establish Quorum
- C. Pledge of Allegiance
- D. Approval of April 18, 2017 meeting minutes
- E. Village Reports
 - 1. Committee Reports
 - (a) Public Safety
 - (b) Budget, Finance and Administration
 - (c) Public Relations & Communications
 - (d) Planning & Governmental Relations
 - (e) Public Works
 - a. Update on Lime Creek resurface – going out for bids
 - b. Mowing
 - c. Tree Trimming
 - (f) Environmental
 - (g) Ad Hoc Site Development
 - a. Review of outline – feedback from Council

II. CITIZEN COMMUNICATIONS

III. GENERAL BUSINESS AND ACTION ITEMS

- A. Action on adding Walter Groman and Rett Scudder as members of the Public Safety Committee – *Councilmember Yenawine*
- B. Update, discussion and possible action on Amendment 2017-O-XX to the Code of Ordinances Chapter 9 creating the short form final plat process, limiting the parkland requirement to projects creating four or more lots, and amending the Fee Schedule establishing fees for the short form process – *Mayor Beck*
- C. Review, discussion and motion to implement the current Appointment Disclosure Statement for all sitting and newly appointed Board, Commission or Committee members. The Appointment Disclosure Statement has been part of the Village of Volente Administrative Ordinance since creation in 2013 – *Councilmember Hopkins*
- D. Discussion of June 10th Town Hall Meeting for BCRUA – *All Council*
- E. Discussion and possible action on requests from Shore Club – *Mayor Beck*
 - 1. Fireworks during the Alamo Draft House presentation of *Jaws* (Reference: Sec. 6.03.004 Prohibited acts; Sec. A3.001 Fire consultation and inspections)
 - 2. Lighting requested on walk from Shore Club to parking lot

- F. Review and discussion on builder's packet revision – *Mayor Beck*
- G. Discussion and possible action on the Village collaborating with Shack 512 to provide the Child ID Program as a community service – *Mayor Beck*
- H. Update on the new city hall location - *Mayor Beck*
 - 1. RFQ to Architects/Engineers
 - 2. Four possible sites – update
 - 3. Validate space requirements
- I. Update on two large development projects – *Mayor Beck*
 - 1. PDD
 - 2. Your Loved Homes of Volente (VJ's)
- J. Update on Municipal Court and enforcement escalation process – *Councilmember Fleenor*
- K. Development update – *Staff*
 - 1. 15951 Booth Circle
 - 2. 15947 Booth Circle

IV. ADJOURNMENT

IT IS HEREBY CERTIFIED that the above Agenda was posted by 6:30 p.m. on the 12th day of May, 2017.

Nicole Vicuña, City Secretary

A quorum of the Planning and Zoning Commission or Board of Adjustment may be in attendance; however, no official action by the Planning and Zoning Commission or Board of Adjustment shall be taken.



VILLAGE OF VOLENTE

MINUTES

City Council Regular Meeting
6:30 P.M., Tuesday, April 18, 2017
16100 Wharf Cove, Volente, TX 78641

I. ITEMS OPENING THE MEETING

A. Call to Order – Mayor Beck called the meeting to order at 6:

B. Call Roll and Establish Quorum

Present: Baker, Beck, Fleenor, Fogarasi, Hopkins, Yenawine

Absent: None

Staff: Buckle (arrived at 7:15), Vicuña

A quorum was present.

C. Pledge of Allegiance – All stood for the pledge of Allegiance.

D. Approval of March 21, 2017 meeting minutes

Council member Fleenor motioned to approve the minutes of March 21, 2017, seconded by Council member Fogarasi. Unanimous consent.

E. Village Reports

1. Committee Reports

a) Public Safety – Council member Yenawine presented the crime report and two applications for committee members.

b) Budget, Finance and Administration – Mayor Pro tem Steve Baker presented reported on TCAD’s 2017 preliminary valuation of properties and presented the March financial reports.

c) Public Relations & Communications – Council member Fleenor reported that he is having difficulty finding a third committee member. He received consent from council to research methods of presenting council meetings to the public via live streaming.

d) Planning & Governmental Relations – Council member Hopkins presented committee report.

e) Environmental – Council member Fogarasi presented the report.

h) Ad Hoc Site Development – Fogarasi provided the table of contents draft that the committee will be working from to amend the site development ordinance.

2. Development Report

3. Mayor’s Report – Mayor Beck gave a legislative update, as well as reported on current and upcoming events in the village.

II. CITIZEN COMMUNICATIONS None

III. GENERAL BUSINESS AND ACTION ITEMS

A. Close Public Meeting, Enter Executive Session. *The Village Council will announce that it will go into Executive Session, (pursuant to Chapter 551.071 and 551.072 of the Texas Government Code), for consultation with Attorney regarding deliberations concerning Mollberg Park, and to discuss real estate issues concerning the PDD.*

Closed public session at 7:32 p.m.

44 B. Close Executive Session, and Open Public Meeting.

45 Closed executive session at 8:10 p.m. and reopened public session at 8:12p.m.

46 C. Discussion and Possible Action resulting from executive session, if any.

47 No action taken.

48 **Council member Hopkins motioned to move items J and L up in the agenda, seconded by**
49 **Council member Fogarasi. Unanimous consent.**

50 J. Council discussed the amendment to the subdivision ordinance creating a short form final
51 plat process.

52 Citizen comments:

- 53 • Rebecca Yeater, 8412 Lime Creek Rd.
- 54 • Eric Anderson, 15418 FM 2769

55 **Council member Yenawine motioned for a resolution to allow the city secretary and city**
56 **engineer review and allow building on non-platted lots and determine if they are legal or**
57 **not, seconded by Council member Hopkins. Unanimous consent.**

58 City attorney Buckle clarified that the resolution would be to waive the requirement for existing
59 platted lot, not to adopt a new legal standard. He will review the resolution before it is filed.

60 **Council member Fogarasi motioned to approve the short form final plat amendment under**
61 **the conditions that:**

- 62 1. the subdivision component be removed, and
- 63 2. only the combination of lots remain,
- 64 3. with final review performed by city engineer,

65 **seconded by Council member Yenawine.**

66 **Ayes: Baker, Fogarasi, Fleenor, Yenawine Nays: Hopkins Abstentions: none**

67 Council agreed to discuss the city's effort to plat any existing, legal, deed-divided, unplatted,
68 historic lots at a subsequent meeting.

69 L. Council discussed the general lack of enforcement of ordinances and creating an escalation
70 process fit to the nature of the community, fair and even.

71 Citizen comments:

- 72 **Joyce Beck, Booth Circle**
- 73 **Nancy Carufel, Joy Road**
- 74 **Cynthia Mallow, Reed Drive**
- 75 **Allison Thrash, 16100 FM 2769**

76 Several council members commented on the need to have a documented escalation process for
77 enforcement of ordinances. Also, concern was expressed about the cost and feasibility of
78 establishing a court. Staff was requested to provide to council a list of complaints and resolutions
79 since Nicole began tracking them. Also, it was requested of Fleenor to investigate how similar size
80 municipalities deal with enforcement; investigate the feasibility and cost with sharing court with
81 another nearby municipality; and to roughly estimate the costs of establishing a Volente court that
82 is held 3-4 time a year.

83 Council member Fleenor will work on a uniform process for code enforcement escalation to
84 present to council at next month's meeting.

85 City attorney Buckle departed the meeting at 9:45 p.m.

86 D. Appoint a Board of Adjustment vice-chair as set forth in the code of ordinances, Division 4,
87 sec. 2.03.113 (Ordinance 2005-0-37, sec 22.203, adopted 1/18/05) – Councilmember Hopkins

88 **Council member Hopkins motioned to appoint Board member Mike Gold as vice-chair of**
89 **BOA, seconded by Council member Fogarasi. Unanimous consent.**

90 E. Update on the new city hall location - Mayor Beck

91 Mayor Beck gave update clarifying that the ESD resolution permits the rent of the land for city hall
92 to be one dollar per year without expiration.

93 F. Update on resurfacing project for Lime Creek Road - Mayor Beck

94 Contract documents and technical specifications for the 2017 street rehabilitation project can be
95 viewed at the village office.

96 No action taken.

97 G. Update and discussion on creation of a builder's packet – Mayor Beck, Councilmembers
98 Hopkins and Fogarasi

99 No action taken.

100 H. Discussion and possible action regarding QuickBooks upgrade and payroll processing –
101 Mayor Pro Tem Baker

102 Mayor Pro Tem Baker reported on the village's current IT situation which still needs attention, the
103 email conversion was successful. QuickBooks was updated to 2017 version but incurred costs for
104 tech support due to corrupted files discovered to have originated in July 2016.

105 No action taken.

106 I. Update, discussion, and possible action on email conversion – Mayor Pro Tem Baker

107 Item addressed under Item H.

108 J. Update, discussion and possible action on amendment to the subdivision ordinance
109 creating a short form final plat process and fee – Mayor Beck

110 Item addressed under Item C.

111 K. Discussion and possible action on providing village email for P&Z and BOA –
112 Councilmember Hopkins

113 Council member Hopkins reported that some board and commission members are requesting
114 email addresses provided by the village due to recent public information requests.
115

116 Mayor Beck stated that he has contacted the mayors of the surrounding communities and the
117 replies came back with only a single mayor having a city provided email, council members are not
118 provided with email addresses. Many suggested that anyone concerned could set up a separate
119 email account exclusively for village business.

120
121 Council did not agree that the village should provide email addresses.

122
123 L. Update and discussion on Municipal Court and the general lack of and inconsistent
124 enforcement of our ordinances – Councilmembers Hopkins and Fleenor

125
126 Item addressed under Item C.

127
128 M. Discussion and possible action on clarification of definitions and Village Oversight of
129 Short-Term Rentals (STR's) and Bed and Breakfasts (B&B's) – Councilmembers Yenawine and
130 Hopkins

131
132 **Council member Hopkins motioned to pass the B&B and STR issue to P&Z for review and**
133 **recommendation, seconded by Council member Yenawine. Unanimous consent.**

134
135 N. Discussion and possible action regarding direction for a job description for second village
136 employee – Mayor Pro Tem Baker and Councilmember Yenawine

137
138 Mayor Pro Tem Baker will work on a job description.

139 **IV. ADJOURNMENT**
140 Meeting adjourned at 11:05 p.m.

141
142 **Approved this 16th day of May, 2017.**
143

Signed:

Attest:

Ken Beck, Mayor

Nicole Vicuña, City Secretary

144

April 2017 Crime Report

Response date	Response time	Case number	Pin code	Type of call	Street of occurrence
4/1/17	12:26		3468	ASSIST BOATER	16100-16120 WHARF CV
4/2/17	11:13		DP	DIRECTED PATROL	8260-8269 LIME CREEK RD
4/6/17	11:22	170009136	3415	ASSIST COMPLAINANT	Fm 2769 Rd
4/8/17	21:07		3412	CHECK WELFARE	FM 2769 RD / RAY VISTA ST
4/9/17	15:04		4414	COMMUNITY CONTACT	16007 FM 2769 RD
4/9/17	16:00		3725	SELECT TRF ENFOR	16000-blk FM 2769 RD
4/9/17	16:13		3709	HAZARD TRFC VIOL	15700-15707 FM 2769 RD
4/12/17	14:11		3415	ASSIST COMPLAINANT	FM 2769 RD
4/13/17	15:29	170009900	3456	FALSE ALARM/ BURG	Lime Creek Rd
4/14/17	9:07	170009970	3415	ASSIST COMPLAINANT	Wharf Cv
4/14/17	16:54		3468	ASSIST BOATER	BOOTH CIR
4/14/17	18:26		3709	HAZARD TRFC VIOL	15304-15406 FM 2769 RD
4/14/17	20:11		3415	ASSIST COMPLAINANT	Wharf Cv
4/15/17	10:45		DP	DIRECTED PATROL	14918-15115 FM 2769 RD
4/15/17	17:31	170010093	3602	COLLISION WITH INJURY	8412 Lime Creek Rd
4/15/17	19:22		3724	VIOL/ WATER SAFETY	BOOTH CIR
4/15/17	23:31		2405	DOC- NOISE	Sharon Rd
4/16/17	8:33	170010146	3214	ANIMAL BITE	LAKEVIEW ST
4/17/17	18:59		3456	FALSE ALARM/ BURG	Lime Creek Rd
4/20/17	14:26		3709	HAZARD TRFC VIOL	16000-16007 FM 2769 RD
4/20/17	18:20		4414	COMMUNITY CONTACT	WHARF CV / FM 2769 RD
4/21/17	11:16		3469	FOLL-UP INVESTIG	8010-8027 LAKEVIEW ST
4/22/17	5:51		3947	ASSIST DPS	WHARF CV
4/22/17	11:02		3415	ASSIST COMPLAINANT	BOOTH CIR
4/22/17	14:52	170010798	3607	COLLISION BLUE FORM	9000-BLK LIME CREEK RD
4/22/17	15:18		3725	SELECT TRF ENFOR	9048 LIME CREEK RD
4/23/17	12:35		4414	COMMUNITY CONTACT	WHARF CV / FM 2769 RD
4/23/17	16:23		4414	COMMUNITY CONTACT	16117 WHARF CV
4/23/17	18:27	170010906	3456	FALSE ALARM/ BURG	LIME CREEK RD
4/23/17	19:04		3404	SUSPIC VEHICLE	LIME CREEK RD
4/25/17	12:54	170011077	3412	CHECK WELFARE	Booth Cir
4/25/17	15:47	170011087	3463	FIELD OBSERVATION	7400-blk Macks Canyon Dr
4/25/17	16:28		3415	ASSIST COMPLAINANT	Fm 2769 Rd
4/25/17	16:32		3412	CHECK WELFARE	JACKSON ST
4/26/17	15:21	170011205	3456	FALSE ALARM/ BURG	Booth Cir
4/27/17	14:56		3404	SUSPIC VEHICLE	LIME CREEK RD
4/28/17	16:22		3448	PREMISE CHECK NO LIQUOR	16100-16120 WHARF CV
4/28/17	16:23		3448	PREMISE CHECK NO LIQUOR	16100-16120 WHARF CV
4/29/17	20:46		3443	ASSIST MOTORIST	16107 WHARF CV
4/30/17	3:48	170011587	3456	FALSE ALARM/ BURG	JACKSON ST
4/30/17	15:03		3709	HAZARD TRFC VIOL	9200-9245 LIME CREEK RD

Village of Volente
Income and Expense Budget Performance
 April 2017

11:59 AM

05/12/2017

Accrual Basis

Ordinary Income/Expense	Apr 17	Budget	\$ Over Budget	Oct '16 - Apr 17	YTD Budget	\$ Over Budget	Annual Budget
Income							
40000 - Property Tax Revenue							
40110 - Real Property Tax - Current Yr	1,519.47	797.83	721.64	189,089.28	191,702.43	-2,613.15	196,000.00
40120 - Real Property Tax Prior Yr	549.66	0.00	549.66	2,025.51	0.00	2,025.51	0.00
Total 40000 - Property Tax Revenue	2,069.13	797.83	1,271.30	191,114.79	191,702.43	-587.64	196,000.00
41000 - Sales Tax Revenue							
41110 - Mixed Beverage Sales Tax	499.47	252.57	246.90	1,475.26	671.79	803.47	3,650.00
41120 - Sales & Use Taxes	2,516.44	4,994.13	-2,477.69	15,387.24	20,735.07	-5,347.83	71,500.00
Total 41000 - Sales Tax Revenue	3,015.91	5,246.70	-2,230.79	16,862.50	21,406.86	-4,544.36	75,150.00
42000 - Utility Franchise Fees							
42110 - Franchisee Fees	204.39	216.30	-11.91	6,715.85	8,295.02	-1,579.17	32,500.00
Total 42000 - Utility Franchise Fees	204.39	216.30	-11.91	6,715.85	8,295.02	-1,579.17	32,500.00
43000 - Development Fees & Related							
43120 - Site & Building Fees & Permits	400.00	333.33	66.67	1,310.00	2,333.31	-1,023.31	4,000.00
43150 - Administrative Fees	100.00	270.83	-170.83	1,780.00	1,895.81	-115.81	3,250.00
43155 - Handling Fees & Markup	274.61	225.00	49.61	1,956.12	1,575.00	381.12	2,700.00
43160 - Variance Fee	500.00	250.00	250.00	500.00	1,750.00	-1,250.00	3,000.00
43000 - Development Fees & Related - Other	150.00			150.00			
Total 43000 - Development Fees & Related	1,424.61	1,079.16	345.45	5,696.12	7,554.12	-1,858.00	12,950.00
44000 - Grant Revenue							
44110 - Cap Metro	0.00	3,164.58	-3,164.58	0.00	22,152.06	-22,152.06	37,975.00
Total 44000 - Grant Revenue	0.00	3,164.58	-3,164.58	0.00	22,152.06	-22,152.06	37,975.00
45000 - Village Permits							
45010 - Short Term Rental Permit	0.00	25.00	-25.00	200.00	175.00	25.00	300.00
45025 - Sign Permit Fees	20.00	0.00	20.00	20.00	0.00	20.00	0.00
Total 45000 - Village Permits	20.00	25.00	-5.00	220.00	175.00	45.00	300.00
47000 - Investment Earning							
47120 - Interest Earned /Savs/MMA	31.83	23.98	7.85	224.63	171.64	52.99	305.00

	Apr 17	Budget	\$ Over Budget	Oct '16 - Apr 17	YTD Budget	\$ Over Budget	Annual Budget
Total 47000 · Investment Earning	31.83	23.98	7.85	224.63	171.64	52.99	305.00
49000 · Other Income							
49130 · Other Misc. Income	0.00			4.00			
49150 · Open Records Requests	131.00	0.00	131.00	10.16	0.00	10.16	0.00
Total 49000 · Other Income	131.00	0.00	131.00	14.16	0.00	14.16	0.00
Total Income	6,896.87	10,553.55	-3,656.68	220,848.05	251,457.13	-30,609.08	355,180.00
Gross Profit	6,896.87	10,553.55	-3,656.68	220,848.05	251,457.13	-30,609.08	355,180.00
Expense							
50000 · Operations							
50100 · Office Supplies & Equipment							
50120 · Office Supplies - General	252.37	200.00	52.37	795.80	1,400.00	-604.20	2,400.00
50130 · Office Supplies printing	0.00	29.16	-29.16	1,462.76	204.12	1,258.64	350.00
50140 · Office Equipment Lease	0.00	462.50	-462.50	2,725.84	3,237.50	-511.66	5,550.00
Total 50100 · Office Supplies & Equipment	252.37	691.66	-439.29	4,984.40	4,841.62	142.78	8,300.00
50200 · Postage and Shipping							
50210 · Delivery Services	0.00	0.00	0.00	29.97	0.00	29.97	0.00
50220 · Postage	15.99	56.25	-40.26	461.93	393.75	68.18	675.00
Total 50200 · Postage and Shipping	15.99	56.25	-40.26	491.90	393.75	98.15	675.00
50300 · Communications & Internet							
50310 · Website Maintenance	0.00	208.33	-208.33	0.00	1,458.31	-1,458.31	2,500.00
50320 · Telephone & Internet	215.30	200.00	15.30	1,471.33	1,400.00	71.33	2,400.00
50350 · Domain Sites	0.00	65.41	-65.41	250.00	457.87	-207.87	785.00
50360 · Community Survey	0.00	97.91	-97.91	0.00	685.37	-685.37	1,175.00
Total 50300 · Communications & Internet	215.30	571.65	-356.35	1,721.33	4,001.55	-2,280.22	6,860.00
50600 · Computer Services and Support							
50610 · Computer Software and Support	2,031.87	150.00	1,881.87	2,506.91	1,050.00	1,456.91	1,800.00
50620 · Computer Hardware and Repairs	0.00	16.66	-16.66	0.00	116.62	-116.62	200.00
Total 50600 · Computer Services and Support	2,031.87	166.66	1,865.21	2,506.91	1,166.62	1,340.29	2,000.00
50800 · Other Operating Expense							
50803 · Misc./Reimbursement	0.00			56.00			
50804 · Advertising/Public Notices	86.63	83.33	3.30	614.26	583.31	30.95	1,000.00
50805 · Books & Publications	0.00	29.16	-29.16	26.99	204.12	-177.13	350.00
50806 · Dues, Fees, & Subscriptions	0.00	116.66	-116.66	1,269.94	816.62	453.32	1,400.00

	Apr 17	Budget	\$ Over Budget	Oct '16 - Apr 17	YTD Budget	\$ Over Budget	Annual Budget
50808 · Insurance, Liab/workers comp	0.00	151.66	-151.66	1,776.74	1,061.62	715.12	1,820.00
50809 · Training & Ed - Council	0.00	83.33	-83.33	0.00	583.31	-583.31	1,000.00
50810 · Travel Expense							
50811 · Travel - Hotel	242.24			242.24			
50812 · Mileage Reimbursement	356.40	16.66	339.74	356.40	116.62	239.78	200.00
Total 50810 · Travel Expense	598.64	16.66	581.98	598.64	116.62	482.02	200.00
Total 50800 · Other Operating Expense	685.27	480.80	204.47	4,342.57	3,365.60	976.97	5,770.00
Total 50000 · Operations	3,200.80	1,967.02	1,233.78	14,047.11	13,769.14	277.97	23,605.00
52000 · Municipal Court							
52120 · Municipal Court Expenditures	0.00			0.00	250.00	-250.00	250.00
Total 52000 · Municipal Court	0.00			0.00	250.00	-250.00	250.00
53000 · Facilities, Equip. & Furniture							
53100 · Facilities, Equip & Furn -Other							
53120 · Office Equipment & Furniture	0.00	25.00	-25.00	0.00	175.00	-175.00	300.00
53130 · Utilities - Electric	170.74	216.66	-45.92	1,172.58	1,516.62	-344.04	2,600.00
53140 · Facilities - Repairs & Maint	585.00	358.33	226.67	1,895.00	2,508.31	-613.31	4,300.00
53150 · Burglar Alarm	114.48	109.31	5.17	331.62	320.67	10.95	430.00
53160 · Pest Control	0.00	0.00	0.00	0.00	300.00	-300.00	300.00
Total 53100 · Facilities, Equip & Furn -Other	870.22	709.30	160.92	3,399.20	4,820.60	-1,421.40	7,930.00
53200 · Facility and Equipment Rent							
53210 · Firehall Rental	0.00			200.00	0.00	200.00	0.00
53220 · Office Space Lease	1,750.00	1,750.00	0.00	12,250.00	12,250.00	0.00	21,000.00
Total 53200 · Facility and Equipment Rent	1,750.00	1,750.00	0.00	12,450.00	12,250.00	200.00	21,000.00
Total 53000 · Facilities, Equip. & Furniture	2,620.22	2,459.30	160.92	15,849.20	17,070.60	-1,221.40	28,930.00
55000 · Community Events							
55120 · Village Cleanup, other	0.00	0.00	0.00	273.73	0.00	273.73	3,500.00
55150 · Council Meetings & Workshop	0.00	0.00	0.00	58.41	599.99	-541.58	600.00
55160 · Election Expense	-81.56	124.42	-205.98	1,081.75	844.39	237.36	1,250.00
55170 · Events - Other	0.00	72.16	-72.16	91.78	1,661.72	-1,569.94	2,290.00
55180 · Town Hall Meetings	0.00	202.50	-202.50	341.87	1,417.50	-1,075.63	2,430.00
Total 55000 · Community Events	-81.56	399.08	-480.64	1,847.54	4,523.60	-2,676.06	10,070.00
57000 · Public Works							
57110 · Park Maintenance	0.00	0.00	0.00	150.00	0.00	150.00	500.00

	Apr 17	Budget	\$ Over Budget	Oct '16 - Apr 17	YTD Budget	\$ Over Budget	Annual Budget
57120 · Herbicide	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
57121 · Mowing	0.00	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00
57123 · Tree Trimming	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
57135 · Drainage Maintenance	1,570.00	0.00	1,570.00	1,570.00	3,000.00	-1,430.00	4,565.00
57140 · Street Signs (New & Repairs)	78.55	0.00	78.55	232.88	0.00	232.88	4,000.00
57160 · Public Works - Prof services	253.00	0.00	253.00	253.00	0.00	253.00	0.00
57000 · Public Works - Other	0.00			500.00			
Total 57000 · Public Works	1,901.55	0.00	1,901.55	4,205.88	3,000.00	1,205.88	18,065.00
64000 · Outside Services							
64011 · Audit	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
64012 · Tax Collection	0.00	0.00	0.00	1,281.03	525.00	756.03	1,050.00
64014 · Special Consultant	271.77	4,833.33	-4,561.56	6,076.37	33,833.31	-27,756.94	58,000.00
64018 · Bookkeeping Service	197.10	250.00	-52.90	1,578.00	1,750.00	-172.00	3,000.00
64100 · Development Costs							
64101 · Inspections	-350.00	0.00	-350.00	-250.00	0.00	-250.00	0.00
64106 · Public Notices/Notifications	-187.00	0.00	-187.00	-1,045.95	0.00	-1,045.95	0.00
64110 · Dev. Cost to be invoiced	664.00	0.00	664.00	664.00	0.00	664.00	0.00
64115 · Markup	-18.63	0.00	-18.63	-18.63	0.00	-18.63	0.00
64199 · Engineer/Inspection - Non-Reimb	819.50	833.33	-13.83	5,613.00	5,833.31	-220.31	10,000.00
Total 64100 · Development Costs	927.87	833.33	94.54	4,962.42	5,833.31	-870.89	10,000.00
64400 · Legal Services							
64410 · City Attorney - General							
64411 · City Attorney - Molberg	1,108.50			4,541.90			
64412 · City Attorney - BCRUA	344.00			704.00			
64413 · City Attorney - Capital Metro	0.00			88.00			
64410 · City Attorney - General - Other	641.02	2,000.00	-1,358.98	16,313.80	14,000.00	2,313.80	24,000.00
Total 64410 · City Attorney - General	2,093.52	2,000.00	93.52	21,647.70	14,000.00	7,647.70	24,000.00
64470 · Legal Fees - City Projects							
64471 · Codification	1,965.00	460.00	1,505.00	6,345.00	3,220.00	3,125.00	5,520.00
64474 · Govt. Committee - BCRUA	0.00	166.66	-166.66	0.00	1,166.62	-1,166.62	2,000.00
Total 64470 · Legal Fees - City Projects	1,965.00	626.66	1,338.34	6,345.00	4,386.62	1,958.38	7,520.00
Total 64400 · Legal Services	4,058.52	2,626.66	1,431.86	27,992.70	18,386.62	9,606.08	31,520.00
Total 64000 · Outside Services	5,455.26	8,543.32	-3,088.06	41,890.52	60,328.24	-18,437.72	109,570.00

	Apr 17	Budget	\$ Over Budget	Oct '16 - Apr 17	YTD Budget	\$ Over Budget	Annual Budget
65000 - Contract Labor							
65020 - Contract Labor - Other	0.00	0.00	0.00	18,664.32	0.00	18,664.32	0.00
65100 - Enforcement Costs							
65110 - Contract Police	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
65120 - Code Compliance	0.00	416.66	-416.66	150.00	2,916.62	-2,766.62	5,000.00
Total 65100 - Enforcement Costs	0.00	416.66	-416.66	150.00	2,916.62	-2,766.62	11,000.00
Total 65000 - Contract Labor	0.00	416.66	-416.66	18,814.32	2,916.62	15,897.70	11,000.00
66000 - Compensation and Benefits							
66100 - Salaries and Wages							
66110 - Employee wages	4,450.50	7,500.00	-3,049.50	17,253.12	52,500.00	-35,246.88	90,000.00
66140 - Payroll Service Fees	3.74	6.66	-2.92	14.97	46.62	-31.65	80.00
Total 66100 - Salaries and Wages	4,454.24	7,506.66	-3,052.42	17,268.09	52,546.62	-35,278.53	90,080.00
66500 - Employee Related							
66510 - Employer Paid Health Ins	641.97	1,000.00	-358.03	2,467.22	7,000.00	-4,532.78	12,000.00
66515 - Employee Paid Health Ins	-90.54	-12.50	-78.04	-351.40	-87.50	-263.90	-150.00
66530 - Texas Unemployment Tax	0.00	30.00	-30.00	9.00	210.00	-201.00	360.00
66535 - Federal Unemployment Tax	0.00			34.99			
66540 - Social Security ER	275.93	465.00	-189.07	1,069.69	3,255.00	-2,185.31	5,580.00
66550 - Medicare ER	64.53	109.16	-44.63	250.17	764.12	-513.95	1,310.00
66560 - Training & Ed - Staff	350.00	166.66	183.34	575.00	1,166.62	-591.62	2,000.00
Total 66500 - Employee Related	1,241.89	1,758.32	-516.43	4,054.67	12,308.24	-8,253.57	21,100.00
Total 66000 - Compensation and Benefits	5,696.13	9,264.98	-3,568.85	21,322.76	64,854.86	-43,532.10	111,180.00
Total Expense	18,792.40	23,050.36	-4,257.96	117,977.33	166,713.06	-48,735.73	312,670.00
Net Ordinary Income	-11,895.53	-12,496.81	601.28	102,870.72	84,744.07	18,126.65	42,510.00
Other Income/Expense							
Other Expense							
70000 - Capital Outlay							
70100 - Capital Outlay - Road Maint.	9,256.10	101,364.00	-92,107.90	9,256.10	163,130.00	-153,873.90	163,130.00
Total 70000 - Capital Outlay	9,256.10	101,364.00	-92,107.90	9,256.10	163,130.00	-153,873.90	163,130.00
86000 - Interfund Transfers							
86200 - Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	-14,890.00
Total 86000 - Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	-14,890.00
Total Other Expense	9,256.10	101,364.00	-92,107.90	9,256.10	163,130.00	-153,873.90	148,240.00

	Apr 17	Budget	\$ Over Budget	Oct '16 - Apr 17	YTD Budget	\$ Over Budget	Annual Budget
Net Other Income	-9,256.10	-101,364.00	92,107.90	-9,256.10	-163,130.00	153,873.90	-148,240.00
Net Income	-21,151.63	-113,860.81	92,709.18	93,614.62	-78,385.93	172,000.55	-105,730.00

Village of Volente
Balance Sheet
As of April 30, 2017

11:53 AM
05/12/2017
Accrual Basis

	<u>Apr 30, 17</u>	<u>Mar 31, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10100 · Cap One Checking- 5191	184,927.81	201,345.66	-16,417.85
10200 · Cap One Tower Fund - 1411	618,965.66	618,940.22	25.44
10300 · Cap One Savings - 6099	155,536.84	155,530.45	6.39
10400 · Parkland Fund - Restricted	61,250.00	61,250.00	0.00
10500 · Temporarily Restricted Cash	-61,250.00	-61,250.00	0.00
Total Checking/Savings	959,430.31	975,816.33	-16,386.02
Accounts Receivable			
12000 · Accounts Receivable	-13,851.76	-12,339.19	-1,512.57
Total Accounts Receivable	-13,851.76	-12,339.19	-1,512.57
Other Current Assets			
12110 · Undeposited Funds	20.00	0.00	20.00
12300 · Prepaid Deposits	3,762.81	3,762.81	0.00
Total Other Current Assets	3,782.81	3,762.81	20.00
Total Current Assets	949,361.36	967,239.95	-17,878.59
TOTAL ASSETS	949,361.36	967,239.95	-17,878.59
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	6,992.50	3,630.92	3,361.58
Total Accounts Payable	6,992.50	3,630.92	3,361.58
Other Current Liabilities			
20100 · Other Payables	12,000.00	12,000.00	0.00
22025 · Deferred Revenue - Grants	14,430.00	14,430.00	0.00
24000 · Payroll Liabilities	645.05	733.59	-88.54
Total Other Current Liabilities	27,075.05	27,163.59	-88.54
Total Current Liabilities	34,067.55	30,794.51	3,273.04
Total Liabilities	34,067.55	30,794.51	3,273.04
Equity			
39000 · Net Assets - Retained Earnings	755,046.27	755,046.27	0.00
39010 · Opening Bal Equity	-112,617.08	-112,617.08	0.00
39050 · Committed Fund Balance	118,000.00	118,000.00	0.00
39100 · Net Assets - Restricted	61,250.00	61,250.00	0.00
Net Income	93,614.62	114,766.25	-21,151.63
Total Equity	915,293.81	936,445.44	-21,151.63
TOTAL LIABILITIES & EQUITY	949,361.36	967,239.95	-17,878.59

Village of Volente
A/R Aging Summary
 As of April 30, 2017

11:05 AM
 05/12/2017

	Current	1 - 30	31 - 60	61 - 90	91 - 120	121 - 150	151 - 180	181 - 210	> 210	TOTAL
Adams, Mattie.	0.00	167.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.63
Beckway Mgt LLC - McCuiston, Ross	0.00	0.00	0.00	0.00	-1,785.80	0.00	0.00	0.00	-1,511.94	-3,297.74
Brad Marshall Homes	0.00	60.82	0.00	0.00	0.00	0.00	-60.00	0.00	-251.24	-250.42
Chappell, Kenneth & Kathy	0.00	0.00	-119.18	0.00	0.00	0.00	0.00	0.00	0.00	-119.18
Faseler, John	0.00	125.72	83.81	0.00	0.00	0.00	0.00	0.00	0.00	209.53
Fogarasi, Andrew & Susan	0.00	-200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.00
Gold, Mike	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,258.70	-5,258.70
Griesbach, Chase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
Hopkins, Meri Kit	0.00	-75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-75.00
Martin, Earl	0.00	-550.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-550.59
Marzan, Lourdes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.25	56.25
Nitz, Michael	0.00	-2,531.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,531.25
Oliver Custom Homes - Sudbrook	0.00	0.00	-393.75	0.00	0.00	0.00	0.00	0.00	0.00	-393.75
Riusech, Frank and Lucero	0.00	0.00	-162.37	0.00	0.00	0.00	0.00	0.00	0.00	-162.37
Robinson, David	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.18	206.18
Roman - David Weekly Homes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-48.92	-48.92
Yeater, Rebecca	0.00	0.00	0.00	0.00	0.00	-293.06	0.00	0.00	0.00	-293.06
Yom, Kerry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-917.01	0.00	-917.01
Your Loved Home Solutions, Inc.	0.00	0.00	0.00	0.00	0.00	0.00	-543.36	0.00	0.00	-543.36
TOTAL	0.00	-3,002.67	-591.49	0.00	-1,785.80	-293.06	-603.36	-917.01	-6,658.37	-13,851.76

paid

Village of Volente
Development Job Summary
Excludes Administrative Costs

12:01 PM
05/12/2017

	Act. Cost	Act. Revenue	(\$) Diff.
Beckway Mgt LLC - McCuiston, Ross			
8301 Lime Creek - South House	289.50	675.69	386.19
8301 Lime Creek; Driveway	3,930.12	6,126.74	2,196.62
8303 Lime Creek - North House	612.00	1,038.51	426.51
Total Beckway Mgt LLC - McCuiston, Ross	4,831.62	7,840.94	3,009.32
Brad Marshall Homes			
7800 Brandy Way	2,564.75	3,570.36	1,005.61
7809 Brandy Way	1,397.25	2,196.92	799.67
Total Brad Marshall Homes	3,962.00	5,767.28	1,805.28
Chappell, Kenneth & Kathy			
7512 Reed Dr; Accessory Building	562.00	732.26	170.26
Total Chappell, Kenneth & Kathy	562.00	732.26	170.26
English, Sherry			
15815 Booth Circle	2,914.87	5,046.40	2,131.53
Total English, Sherry	2,914.87	5,046.40	2,131.53
Fogarasi, Andrew & Susan			
8306 Lime Creek	637.50	1,017.19	379.69
Total Fogarasi, Andrew & Susan	637.50	1,017.19	379.69
Gold, Mike			
Subdivision - Lake Travis #1	2,272.25	5,591.30	3,319.05
Total Gold, Mike	2,272.25	5,591.30	3,319.05
Hopkins, Meri Kit			
15943 Booth Circle; Accessory Bld	835.50	1,239.94	404.44
Total Hopkins, Meri Kit	835.50	1,239.94	404.44
Oliver Custom Homes - Sudbrook			
8325 Lime Creek	2,816.89	4,499.57	1,682.68
Total Oliver Custom Homes - Sudbrook	2,816.89	4,499.57	1,682.68
Ratcliffe, Lori			
15757 Booth Circle	3,775.63	4,456.75	681.12
Total Ratcliffe, Lori	3,775.63	4,456.75	681.12
Robinson, David			
8132 Joy Rd	5,153.88	10,266.18	5,112.30
Total Robinson, David	5,153.88	10,266.18	5,112.30
Roman - David Weekly Homes			
16303 Jackson	1,236.50	2,076.08	839.58
Total Roman - David Weekly Homes	1,236.50	2,076.08	839.58
Yom, Kerry			
7318 Reed	3,981.75	6,432.99	2,451.24
Total Yom, Kerry	3,981.75	6,432.99	2,451.24
Your Loved Home Solutions, Inc.			
15401 FM 2469;Rezone	2,959.00	4,248.89	1,289.89
Total Your Loved Home Solutions, Inc.	2,959.00	4,248.89	1,289.89

	<u>Act. Cost</u>	<u>Act. Revenue</u>	<u>(\$)</u> Diff.
TOTAL	<u>35,939.39</u>	<u>59,215.77</u>	<u>23,276.38</u>

VILLAGE OF VOLENTE

AMENDMENT NO. 2017-O-XX

AN ORDINANCE AMENDING CHAPTER 9, OF THE VILLAGE OF VOLENTE CODE OF ORDINANCES; MODIFYING THE REGULATIONS FOR SUBDIVISION BY CREATING A SHORT FORM FINAL PLAT PROCESS; AMENDING THE REQUIREMENT FOR PARK LAND AND PUBLIC FACILITY DEDICATION; AMENDING APPENDIX A FEE SCHEDULE TO ESTABLISH A FEE FOR THE SHORT FORM FINAL PLAT PROCESS; PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; CODIFICATION; EFFECTIVE DATE; PROPER NOTICE & MEETING; POPULAR NAME; PURPOSE; SCOPE; AND ENFORCEMENT

WHEREAS, the City Council of the Village of Volente (“City Council”) seeks to promote an effective, efficient and orderly short form final plat process within the City Limits; and

WHEREAS, the City Council has posted notice in the window of the Village Hall, on the bulletin board in the Village Hall, and on the Village website; and

WHEREAS, the City Council conducted a meeting, at which the City Council received public briefings from City staff, and was provided feedback from interested citizens; and

WHEREAS, upon consideration of all of the information presented, the City Council finds that the process and fees are necessary for effectiveness and efficiency; and

WHEREAS, pursuant To Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City Council finds that the restrictions and amendments imposed by this Ordinance are reasonable, necessary, and proper for the good government of the Village of Volente.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the Village of Volente, Texas:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. ENACTMENT

Chapter 9, Section 9.03; Chapter 9, Section 9.05; and Appendix A Fee Schedule of the Village of Volente Code of Ordinances is hereby amended so to read in accordance with *Attachment A*, *Attachment B* and *Attachment C* respectively, which are attached hereto and incorporated into this Ordinance for all intents and purposes. Any underlined text shall be inserted into the Code and any struck-through text shall be deleted from the Code, as stated in *Attachment A*, *Attachment B*, and *Attachment C*.

3. REPEALER

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other portion of this Ordinance.

5. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by section 52.001 of the Texas Local Government Code.

6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication.

7. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed 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, Texas Government Code, Chapter 551.

PASSED AND APPROVED this, the ____ day of _____ 2017, by a vote of ____ (eyes) to ____ (nays) to ____ (abstentions) of the City Council of the Village of Volente, Texas.

VILLAGE OF VOLENTE:

by: _____
Mayor

ATTEST:

City Secretary

CODE OF ORDINANCES

CHAPTER 9:03 SUBDIVISION REGULATIONS

Sec. 003 ~~Application~~Enforcement of regulations

Sec. 004 ~~Jurisdiction~~Application

(a) The provisions of this article shall apply to the following forms of land subdivision within the village's limits and its extraterritorial jurisdiction:

(1) The division of land into two (2) or more tracts, lots, sites or parcels, any part of which shall contain less than five (5) acres in area when subdivided;

(2) The division of land into two (2) or more tracts, lots, sites or parcels, any part of which when subdivided shall contain five (5) acres or more in area and will require the dedication or conveyance of any access, public right-of-way, easement, or any public improvement;

(3) Land previously subdivided or platted into tracts, lots, sites or parcels, which subdivision was subject to, but not in accordance with, village or county ordinances in effect at the time of such subdividing or platting;

~~(4) The combining of two (2) or more contiguous tracts, lots, sites or parcels for the purpose of creating one (1) or more legal lots in order to achieve a more developable site, except as otherwise provided herein;~~

~~(5) The platting of any existing legal deed divided unplatted lot, parcel, site or tract;~~

~~(64)~~ The voluntary platting and recording of a subdivision plat dividing any land within the jurisdiction of the village into lots, parcels, sites or tracts;

~~(75)~~ Any plat having received approval from the commission or the council for which said approval has expired; or

~~(86)~~ The dedication of any street or alley through any tract of land, regardless of the area involved.

(7) An abbreviated platting process referred to as a Short Form Final Plat process (Sec 9.03.529) is available for certain qualified situations, they are:

(A) The combining of any number of contiguous tracts, lots, sites or parcels for the purpose of creating one (1) legal lot of less than five (5) acres in order to achieve a more developable site, except as otherwise provided herein

(b) The construction or placement, or the proposed construction or placement, of any structure over, or across a property boundary or lot line shall be deemed to be the combining

of two or more contiguous tracts, lots, sites or parcels under section 9.03.004(a)(4). It shall be unlawful for any person to construct or place, or to cause to be constructed or placed, a structure on, over or across a property boundary or lot line.

(c) _____ There may be occasions when the council deems it appropriate to allow a delay in the implementation of certain elements of this article. On those occasions, a development agreement shall be used in accordance with the comprehensive plan.

(Ordinance 2004-O-31, sec. 31.104, adopted 10/19/04)

Sec. 059 Short Form Final Plats

(a) **Purpose.** The provision of adequate data concerning land use, utility requirements, traffic impact, streets, easements and dedications is vital to ensure the continued health, safety and welfare of the city's residents. Recognizing that the significance of this data is reduced for the small scale projects that are most heavily impacted by the burden of producing this data, the city allows alternate procedures for simple resubdivisions, lot splits, and the platting of existing development and of land proposed for site development where public improvements are not required.

(b) **Format.** The format of the short form final plat shall correspond with the format for final plats as required by this ordinance.

(c) **Content.** The content of the short form final plat shall correspond with the content for final plats as required by this ordinance, except that:

- (1) Construction plans may not be required.
- (2) The village may permit omission of any informational requirements that are determined by the village to place an excessive burden on the applicant, including, but not limited to contours, centerlines of existing watercourses, etc.
- (3) The city shall require the following note on the final plat:
 - (A) This subdivision/plat is subject to all general notes and restrictions appearing on the plat of _____, Lot(s) _____, recorded at Cabinet _____, Slide _____ of Plat Records of _____ County, Texas.

(d) **Procedure.** The procedure for review and approval of a short form final plat shall follow the procedure for final plats, except that:

- (1) The short form final plat may be submitted without approval of a preliminary plat or construction plans. The plat, prepared by a surveyor, and engineer if required, and bearing their seals shall be submitted to the city secretary for approval of the city engineer before submission to the planning and zoning commission and city council, and recordation of the plat.
- (2) Legible prints, as indicated on the application form shall be submitted at least thirty (30) days prior to the regular meeting of the commission along with the following:
 - (A) Completed application forms and the payment of all required fees (fee payable with application).
 - (B) Drawing of the current property showing all existing structures and improvements, if required.

- (C) A copy of the owner's current recorded warranty deed and deed restrictions or covenants, if such documents are to be used. These may be filed for record in conjunction with the filing of the plat.
- (D) Tax certificates from all applicable taxing authorities that all taxes due on the property have been paid along with a tax parcel map with the parcels to be reviewed clearly marked.
- (E) Any attendant documents needed to supplement the information provided on the plat including (but not limited to) street deeds, old recorded subdivision plate, or deeds for adjacent parcels.

(e) **Notification.** Notification procedures for the short form final plat shall be the required 72-hour agenda posting if brought before the planning and zoning commission and village council.

(f) **Approval.** The approval process of a short form final plat shall be according to Local Gvt. Code section 212.0065(a)(2).

- (1) Upon meeting the requirements of this previous section, the city secretary shall submit a copy of the proposed short form plat to the city engineer for review. For the combination of three or fewer lots, and upon meeting city engineer's approval, the city secretary shall have the planning and zoning commission chairman and the mayor sign the plat.
- (2) Any short form plat not meeting the requirements of this section shall be referred by the city secretary and the city engineer to the planning and zoning commission for consideration and recommendations. Should the planning and zoning commission find the proposed plat complies with this section, the planning and zoning commission shall recommend approval to the city council. The planning and zoning commission shall deny any plats found to not comply with the requirements of this section.
- (3) The city secretary and the city engineer shall not disapprove the plat and shall be required to refer any plat which the city engineer refuses to approve to the planning and zoning commission and city council within the time period specified in section 212.009, Local Gvt. Code.

(g) **Revision.** The revision process of a short form final plat shall be the same as the revision process described for a final plat.

(h) **Recordation.** The recordation procedures of a short form final plat shall be the same procedures for a final plat.

(i) **Responsibility.** Notwithstanding the approval of any short form final plat by the commission, council or city engineer, the developer/owner and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this ordinance shall be deemed or construed to relieve or waive the responsibility of the developer/owner or his/her engineer for or with respect to any plat submitted.

Secs. 9.03.059060–9.03.100 Reserved

CODE OF ORDINANCES

CHAPTER 9:05 SITE DEVELOPMENT REGULATIONS

Sec. 304 Park land and public facility dedication

(b) Park land dedication.

(1) Any person offering a preliminary or final plat for development of four (4) or more lots of any area zoned and to be used for single-family or multifamily residential purposes within the village shall include, on such preliminary and final plat, dedication for public park purposes, calculated at the rate of not less than five percent (5%) of the developable acreage in the development. The location and size of public parks within the village shall be in all instances recommended by the commission and approved by the council. That determination shall be based upon existing circumstances at the time, and shall be in accordance with the comprehensive plan.

CODE OF ORDINANCES

APPENDIX A FEE SCHEDULE

ARTICLE A2.000 BUILDING AND DEVELOPMENT RELATED FEES

Sec. A2.002 Subdivisions

	Administrative Fee	Professional Services and Legal Services	Property Owners Notifications	Professional Cost Deposits and Other Fees	Fire and Safety Inspections and Review
Public notice (ad in newspaper)	\$125.00			\$125.00	
Subdivision ordinance (copy)	\$15.00				
Pre-application conference	\$150.00	Cost plus 12.5%		Deposit is administrative fee, fire fee, plus \$500.00	\$50.00 per hour
Concept plan	\$100.00 per lot	Cost plus 12.5%	\$6.20 p/property owner	\$10.00 per lot/com acre. Deposit is administrative fee, fire fee, plus \$500.00	\$50.00 per hour; 2-hour minimum
Preliminary plat	\$250.00 per lot	Cost plus 12.5%	\$6.20 p/property owner	\$50.00 per lot/com acre. Deposit is administrative fee, fire fee, plus \$500.00	\$50.00 per hour; 2-hour minimum
Minor plat	\$250.00 per lot	Cost plus 12.5%	\$6.20 p/property owner	Deposit is administrative fee, fire fee, plus \$500.00	\$50.00 per hour; 2-hour minimum
<u>Short Form Final plat</u>	<u>\$300</u>	<u>Cost plus 12.5%</u>		<u>Deposit is administrative fee + \$300</u>	
Final plat	\$250.00 per lot	Cost plus 12.5%	\$6.20 p/property owner	\$25.00 per lot/com acre. Deposit is administrative fee, fire fee, plus \$500.0	\$50.00 per hour; 2-hour minimum
Amended plat	\$150.00 per lot	Cost plus 12.5%	\$6.20 p/property owner	Deposit is administrative fee, fire fee, plus \$500.00	\$50.00 per hour; 2-hour minimum

Minor plat re-subdivision	\$150.00 per lot	Cost plus 12.5%	\$6.20 p/property owner	Deposit is administrative fee, fire fee, plus \$500.00	\$50.00 per hour; 2-hour minimum
Vacation of final plat	\$100.00	Cost plus 12.5%	\$6.20 p/property owner	Deposit is administrative fee, fire fee, plus \$300.00	\$50.00 per hour; 2-hour minimum
Variance application from subdivision ordinance	\$500.00	Cost plus 12.5%	\$6.20 p/property owner	Deposit is administrative fee, fire fee, plus \$500.0	\$50.00 per hour; 2-hour minimum
PDD final plat, final development plan	\$1,500.00	Cost plus 12.5%	\$6.20 p/property owner	Deposit is administrative fee, fire fee, plus \$3,000.00	\$100.00 per section/phase

Village of Volente

May 16, 2017

Agenda Item III.C.

Subject:

Review, discussion and motion to implement the current Appointment Disclosure Statement for all sitting and newly appointed Board, Commission or Committee members. The Appointment Disclosure Statement has been part of the Village of Volente Administrative Ordinance since 2013.

Background:

Following statements are quoted from the zoning ordinance:

"P&Z Membership and Appointment: The Planning and Zoning Commission shall be composed of five (5) permanent and two alternate members. All the members shall reside in the Village. The Village Council will consider for appointment to the Commission those persons who have demonstrated their civic interest, general knowledge of the community, independent judgment, interest in planning and zoning, and availability to attend meetings. The Village Council shall strive to appoint members who, by reason of their occupations and the areas of the Village in which they reside, will be broadly representative of the community.

Board Membership: The Board shall be composed of five (5) Board members and two alternate members who:

1. Are residents of the Village of Volente; and
2. Have demonstrated their civic interest, general knowledge of the Village, independent judgement, interest in Zoning and Zoning issues, and ability to attend meetings; and

By reason of their occupations and the areas of the Village in which they reside are broadly representative of the Village."]

Expected Motions:

Items Attached:

1. Statement that P&Z commissioners were asked to sign
2. Appointment Disclosure Statement from the Administrative Ordinance
3. Roles, Ethics and More presentation

Village of Volente Planning and Zoning Commission

Personal Code of Conduct

The residents and businesses of the Village of Volente are entitled to have fair, ethical, and accountable local government. Such a government requires that public officials, including Council advisory body members:

- * Comply with both the letter and the spirit of the laws and policies affecting operations of the government.
- * Be independent, impartial, and fair in their judgment and actions.
- * Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, Council advisory body members are asked to adhere to this Personal Code of Conduct to encourage public confidence in the integrity of local government and its fair and effective operation.

Council advisory body members shall sign this Personal Code of Conduct at the first meeting of the board, commission, or committee upon assuming office and, if applicable, upon reappointment to the board, commission, or committee as a symbol of each Council advisory body member's commitment to abide by the principles of this code during his or her term.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Council advisory body members shall work for the common good of the people of the Village of Volente and not for any private or personal interest, and they will endeavor to treat all persons, claims, and transactions in a fair and equitable manner.

2. Comply with the Law

Council advisory body members shall comply with the laws of the nation, the State of Texas, and the Village in the performance of their public duties. These laws include, but are not limited to: the United States and Texas Constitutions; the Village of Volente City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and Village ordinances and policies.

3. Conduct of Council Advisory Body Members

Council advisory body members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of Council members; other members of the Council advisory body; other boards, commissions, or committees; staff; or the public.

4. Respect for Process

Council advisory body member duties shall be performed in accordance with the processes and rules of order established by the Village Council.

5. Conduct of Public Meetings

Council advisory body members shall inform themselves of public issues, listen attentively to public discussions before the body, and focus on the business at hand.

6. Decisions Based on Merit

Council advisory body members shall base their decisions upon the merits and substance of the matter at hand.

7. Communication

It is the responsibility of Council advisory body members to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Council advisory body members.

8. Coordination with City Staff

Appropriate City staff should be involved when Council advisory body members meet with officials from other agencies and jurisdictions to ensure proper staff support, as needed, and to keep staff informed.

9. Disclosure of Corruption

All City officials shall, upon assuming office, strive to uphold the Constitution and laws of the City, the State, and the Federal government. Officials shall commit to disclosing to the appropriate authorities and/or to the Village Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or other violation of the law.

10. Conflict of Interest

In order to assure their independence and impartiality on behalf of the public good, Council advisory body members shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law. In accordance with the law, members shall file written disclosure of their economic interest and if they have a conflict of interest regarding a particular decision, refrain from participating in that decision unless otherwise permitted by law.

11. Gifts and Favors

Council advisory body members shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general. They shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.

12. Confidential Information

Council advisory body members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Village. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

13. Use of Public Resources

Public resources not available to the general public (e.g., City staff time, equipment, supplies, or facilities) shall not be used by Council advisory body members for private gain or personal purposes.

14. Representation of Private Interests

In keeping with their role as stewards of the public trust, Council advisory body members shall not appear on behalf of the private interests of a third party before the Village Council or any board, commission, or committee, or proceeding of the Village.

15. Advocacy

To the best of their ability, Council advisory body members shall represent the official policies and positions of the Village of Volente. When presenting their personal opinions or positions members shall explicitly state that they represent neither the Council advisory body nor the Village.

16. Improper Influence

Council advisory body members shall refrain from using their position to improperly influence the deliberations or decisions of City staff, boards, commissions, or committees.

17. Positive Work Environment

Council advisory body members shall support the maintenance of a positive and constructive environment for residents, businesses, and Village employees.

18. Implementation

Ethics standards shall be included in the regular orientations for Council advisory body members. Upon entering office and upon reappointment, Council advisory body members shall sign a statement affirming they read and understood the Village of Volente Planning and Zoning Personal Code of Conduct.

19. Compliance and Enforcement

Council advisory body members themselves have the responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of City government.

I affirm that I have read and understand the Village of Volente Planning and Zoning Commission Code of Conduct.

Signature

Printed Full Name

Date

**SECTION 21.01 BOARDS, COMMISSIONS AND COMMITTEES; APPOINTMENT
DISCLOSURE STATEMENT.**

**VILLAGE OF VOLENTE BOARDS, COMMISSION AND COMMITTEE APPOINTMENT DISCLOSURE
STATEMENT**

Name of board, commission or committee member:

Office of which the member was appointed to serve: (or wishes to be appointed to serve)

There are basic principles of decency, honesty, and fair play that every member who is appointed to a board, commission or committee has a moral obligation to observe and uphold. Therefore, I, _____, voluntarily endorse, subscribe to and solemnly pledge to conduct myself during my term of appointment in accordance with the following principles and practices.

1. I will conduct the meetings openly and publicly.
2. I will not use or permit the use of character defamation, libel, slander or scurrilous attacks on any member who also serves on the board, commission or committee to which I am appointed or the member's personal or family life.
3. I will not use or permit any appeal to negative prejudice based on race, sex, religion or national origin.
4. I will not use material or information acquired in my appointment that misrepresents, distorts or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification.
5. I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine the purpose of the board, commission or committee to which I am appointed.
6. I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone.

I have/have not been convicted of a felony.

If you answered yes - please name the specific charge(s) of which you were convicted, your plea and describe the circumstances of the charge and conviction. Please note that conviction of a felony will not automatically disqualify you from serving on a committee, but that the information is important for the Council to consider in making appointments.

Date

Signature of Appointee

AFFIDAVIT

I swear that I will support and defend the laws of the Village of Volente, the State of Texas and the United States of America. I am a citizen of the Village of Volente, Texas, and I have not been declared mentally incompetent as determined by final judgment of a court, nor have I been finally convicted of a felony for which I have not been pardoned or had my full rights or citizenship restored by other official action.

Signature of Appointee

Sworn to and subscribed before me, by the said _____, this the ____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of Notary

Affix Notary Stamp/Seal Above

Commission Expires

Roles, Ethics and More

Responsibilities of Elected and Appointed Officials

APA Texas Conference and Short Course

Ann C. Bagley, FAICP

Peter Boecher, AICP, CRE

October 3, 2013

Planning Process

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

Those who practice planning need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

Understanding the Ethical Dimension

Ethics: the principles of conduct governing an individual or a group –
Merriam Webster

Ethical behavior is not always easy to achieve.

There are common standards for ethical conduct:

- Your city's Code of Ethics
- APA Statement of Ethical Principles and AICP Code of Ethics
 - Serve the public interest
 - Strive to achieve high standards of integrity and proficiency
- Your own moral compass

What Are Standards for Ethical Conduct?

American Planning Association Statement of Ethical Principles
(for Participants in the Planning Process)

A. Serve the Public Interest:

- Recognize the rights of citizens to participate in planning decisions.
- Give citizens full, clear, and accurate information.
- Expand choice and opportunity for all persons.
- Assist in the clarification of community goals.
- Ensure that information available to decision makers is also available to the public.
- Pay special attention to the interrelatedness of decisions and the long-range consequences of present actions.

APA Statement of Ethical Principles

(Continued)

- B. Strive to achieve high standards of integrity and proficiency:
- Exercise fair, independent, and honest judgment.
 - Publicly disclose any personal interests.
 - Define personal interest broadly.
 - Abstain from participation in a matter in which you have a personal interest and leave the chamber when the matter is being deliberated.
 - Seek (nor accept) gifts or favors.
 - Abstain from participating as an advisor or decision maker on any plan or project in which you have previously participated as an advocate.
 - Serve as advocate only when the objectives are legal and serve the public interest.

APA Statement of Ethical Principles

(Continued)

- Not participate as an advocate on any plan or program in which you have previously served as an advisory or decision maker, except after full disclosure and in no circumstance earlier than one year following termination of the role as advisory or decision maker.
- Not use confidential information to further a personal interest.
- Not disclose confidential information.
- Not misrepresent facts or distort information.
- Not participate in any matter unless prepared.
- Respect the rights of all persons.

Local Ethics Ordinances

Prohibited conduct:

- Solicitation/acceptance of gifts
- Misuse of position
- Conflict of interest (generally financial)
- Ex parte communications (*any oral or written communication outside the record of the hearing with either proponents or opponents of a pending proceeding*)
- Serial meetings (attended by less than a quorum of members to discuss a public issue in private.

Disclosure:

- Forms and/or procedure provided by the City
- Does not have to be very detailed

Who are the Participants in the Planning Process?

City Council
 City Manager
 Planning and Zoning Commission
 Zoning Board of Adjustment
 Other Boards and Commissions
 Planning Staff-Current and Long Range
 Engineering
 Transportation
 Building Inspections and Permitting
 Code Compliance/Enforcement
 City Attorney
 City Secretary
 Public Works
 Parks and Recreation
 Public Safety (Police and Fire)

Planning Consultants
 Utilities
 (water, gas, electricity, telephone, cable)
 Representatives and Facilitators
 Developers and Builders
 Citizens/Property Owners
 Neighborhood Organizations
 State DOT
 School District
 Transit
 Post Office
 Arborist
 Neighboring Cities
 County
The City as a Whole

The Planning Commission

In Texas, a *Planning Commission* is:

- A group of citizens appointed by the legislative body that performs both required and discretionary functions in land use matters.*
- May also include zoning matters and be called ***Planning and Zoning Commission***.
- There may even be separate commissions for zoning and planning
- Generally a recommending body, except may have final approval of plats



(*Texas Local Government Code 211.007)

Roles of the Planning Commission

- Develop and update the comprehensive plan
- Implement land use patterns
- Monitor current zoning ordinance
- Make recommendations on zoning changes
- Recommend approval of (or approve) subdivisions
- Make recommendations for annexation
- Interface with public on community values through public meetings, focus groups, and neighborhood organizations

How The Commission Works

Creation of the Commission

- Usually by city charter or ordinance

Responsibilities and Purpose Established

Rules and Policies

- If not in the ordinance, these should establish a schedule for meeting dates, time, and place

Officers

Voting Procedures

Committees

Relationship to City Council

Code of Ethics/Ethical Principles

Understanding the Job

(applies to both elected and appointed officials)

Be familiar with your job responsibilities/expectations. Start with a

Review local sources

- City Charter
- Municipal Code of Ordinances
- Established policies and procedures
- Planning Commission by-laws or rules

Review enabling statutes in State law (*Texas Local Government Code*)
for planning and zoning for

- General Law cities
- Home Rule cities

Roles of the Planning Commission continued

- Recommend a Capital Improvements Program
- Coordinate with economic development activities
- Encourage and monitor the “visual image” through urban design
- Adopt an annual work program and prepare an annual report
- Use base data on population, land use, utilities, and topography in decision making

What is a Zoning Board of Adjustment?

In Texas, a *Zoning Board of Adjustment* is:

appointed by governing body, to make special exceptions to the terms of the zoning ordinance that are consistent with the general purpose and intent of the ordinance ordinance.*

May also be called the BOA, ZBOA

Please note that the Zoning Board of Adjustment is a quasi judicial board. This means that any appeal of its decision is to a district level court.

(*Texas Local Government Code 211.008)

Duties of the Zoning Board of Adjustment

- 1)hear and decide special exceptions to the terms of a zoning ordinance when the ordinance requires the board to do so;
- 2)authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done; and
- 3) hear and decide other matters authorized by an ordinance adopted under this subchapter. *
- 4)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 subchapter or an ordinance adopted under this subchapter;

(*Texas Local Government Code 211.009)

Working Effectively

- Use rules of procedure and operate accordingly
- Comply with Open Meeting requirements
- Conduct fair public hearings
- Hear the facts and assess their accuracy
- Balance obligations
- Consider concerns of all who testify
- Assess the request against the standards of the ordinance
- Render a decision



Traits for Successful Elected Officials, Planning Commissioners and Board Members

- Visionary
- Has a feel for the assets, problems and potentials of the city
- Can see the big picture without missing the details
- No conflicts of interest
- Impartial and objective
- Works toward the common good
- Places community interest first
- Comes to meetings prepared
- Appreciates dialogue and enjoys collaboration
- Practical, yet creative
- Consistent

Understanding the Job

Become familiar with your responsibilities/expectations both on and off the Commission

Orientation -- begin to grasp:

- Legal issues – open meetings act
- Basic elements of planning
- Comprehensive Planning
- Zoning Ordinance
- Subdivision Regulations
- Enabling statutes in state law for planning/zoning

Be familiar with your own responsibilities and expectations both on and off the commission

Review local sources

- Charter
- Code of Ordinances
- By-laws or rules of procedure

Open Meetings Act

What Is It?

Texas Local Government Code Ann. Ch. 551.

General Rule: Every regular, special, or called meeting of a governmental body **MUST** be open to the public, and the public must be given adequate notice of the topics to be discussed.

There are **NO** informal meetings!

Applies to:

- city councils, planning and zoning commissions, boards of adjustment, and Section 4A or 4B corporations.
- A quorum is present and discusses public business.
- Not purely social gatherings or attendance of public official at conferences or training

FOLLOW THE POSTED AGENDA!

What is Ex Parte?

A discussion where only one side is presented...

Example 1: A developer has a rezoning coming up before the planning commission or city council. She contacts the chair and ask if she could have a few minutes of their time to show the decision maker why she needs the site rezoned. The chair says, “sure come right over!”

Example 2: Staff person agrees to meet with neighborhood group concerning a rezoning and does not invite the developer to attend. (but planning staff does have the professional responsibility to meet with proponents and opponents IN their OFFICE; it is NOT the same as a recommending body or decision maker (Planning Commissioner or City Councilmember) meeting privately with proponents and opponents)

Beware the Serial Meeting

A serial meeting need not be a face-to-face meeting or even occur in real time. It can be a series of communications (direct communication, personal intermediaries such as staff members, or technological methods such as email, telephone calls, or social media, with each unique communication involving less than a quorum, but which taken as a whole involves a majority of the body's members.

A serial meeting occurs when there are systematic communications on a particular matter involving a quorum of the body acquiring information, engaging in debate, discussion, lobbying, or any other aspect of the deliberative process.

Realize that all your correspondence could be subject to discovery if there is legal action.

Also called a “walking quorum”.

What Constitutes a Conflict of Interest?

You are considered to have a substantial interest for purposes of Chapter 171 of the Local Government Code if you....

- Live in the notification area
- Have a close family member has interest (determined by your city)
- Have financial interest in real estate involved in case
- Have financial investments that exceed the local cap
- Work for someone that has financial involvement in the case
- Have oversight of client's accounts
- Sit on Board connected to the case

What to do? State that you have a COI, file necessary statement and LEAVE THE ROOM!

Who is Considered “Kin”?

You are considered to have a substantial interest for purposes if a person is related to you in the first degree by consanguinity (blood) or affinity (marriage).

Affinity relationships continue after divorce or death if there is a living child of the marriage.

Fathers
Mothers
Sons
Daughters
Brothers
Sisters
Spouse
Father-in-law
Mother-in-law.
Son-in-law
Daughter-in-law
Brother-in-law
Sister-in-law

Financial Conflict of Interest

Business Entity Conflicts: conflicts due to an official's substantial interest in a "business entity" that has an issue before the City.

- **Stock Interest:** official owns **10 percent or more** of the total voting stock
- **Other Ownership Interest:** official owns **10 percent or more** or \$15,000 or more of the fair market value of the business entity
- **Income Interest:** official received **10 percent or more** of her gross income for the previous year
- **Close Family Member with any of the Above Interests:** If a close relative of the official has any of the above types of interest in a business entity. Close relatives are those persons within the first degree by consanguinity (blood) or within the first degree by affinity (marriage).

OR whatever your city determines!

Financial Conflicts (continued)

Real Property Conflicts: conflicts due to an official's substantial interest in "real property" that would be affected by a City action.

A person has a substantial interest in real property if he has:

- a **\$2,500 Ownership Interest in the Real Property; or**
- a **Close Family Member with a \$2,500 Ownership Interest in the Real Property** - Close relatives are those persons within the first degree by consanguinity (blood) or within the first degree by affinity (marriage).

What To Do?*

Recognize that you might have a conflict.

Get advice from staff or city attorney if not sure.

State at the meeting that you have a conflict.

Recuse yourself and **LEAVE THE ROOM.**

Fill out the appropriate form with

Do not engage in **any** discussion or action on the case in or outside the meeting.

*This relates to any cases – zoning, plats etc.

Conflict of Interest Sample Form



DISCLOSURE OF CONFLICT STATEMENT

This statement is filed in accordance with Chapter 12A of the Dallas City Code. Copies of the applicable code sections and additional copies of this form may be obtained from the City Secretary's office.
Please print or type all information. Attach additional pages if more space is needed.

Check One	Fill In Appropriate Information	
<input type="checkbox"/> Elected Official	Office Held	
<input type="checkbox"/> Appointed Official	Board or Commission/ Title	
<input type="checkbox"/> City Employee	Title/Department	

1. Name of Employee/Official: _____

I, _____, have a conflict as defined in Chapter 12A, Article II, of the Dallas City Code in the following matter:

Nature of Conflict:

As a result of this conflict, I will not take any official action in regard to the matter stated above.

 Signature of Employee/Official Date

BEFORE ME, the undersigned authority, on this day personally appeared _____, who on oath stated that the above facts are within _____ personal knowledge and are true and correct.

SWORN TO AND SUBSCRIBED BEFORE ME on this ___ day of _____, 20___, to certify which, witness my hand and seal.

<NOTARY SEAL>

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

Other Considerations/Advice

- When there is a social event where a quorum may be present, it is generally OK as long as cases or issues are not discussed.
- Texas is a community property state, therefore spouses are considered as one in matters that may be a conflict of interest.
- Do not use position title to request special treatment by city employees or private interests.
- Have a designated separate email for your commission correspondence.

What Should You Do?

A church wants to locate in the middle of a single family neighborhood. Do you need to approve it? What are the requirements?

A video shop wants to locate on a small lot at the intersection in a single family neighborhood. What would you consider?

You go to dinner with a developer—who should pay for your dinner?

Your company or family owns property next to a tract whose owners are requesting a zoning change. What should happen?

Your family is submitting a plat to be approved. What is your role?

What Should You Do? (continued)

A developer wants to develop an industrial park in an area shown as single family on the land use map. What steps would need to be taken to approve it?

Your business is really taking off and your time is limited. What should you do?

A building is annexed into the city and the use is not permitted in the new zoning district. What is the situation for that building and use?

Other Sources of Information

Training and Resources for Planning Commissioners:

- City orientation and training for new Commissioners
- APA Texas Chapter
 - Regional and Local Workshops for Planning Commissioners
 - Annual Short Course for Elected and Appointed Officials
 - State Planning Conference
 - www.texasplanning.org
- American Planning Association – publications and conferences
 - *Planning Magazine*
 - National Planning Conference
 - *The Commissioner* quarterly newsletter
 - Ethics Toolkit – on website
 - www.planning.org
 - CD-ROM training packages
 - www.planningbooks.com
- Planning Commissioner’s Journal - online subscription
- Texas Municipal League

**Thank You
and now...
Questions and Discussion**

Contact Information

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Village of Volente

Builder's Packet

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- 1) General Information
 - a) Water – Wells and Septic – LCRA
 - b) City Hall – your point of contact
 - c) Work Site Maintenance
 - d) Permit Process
 - e) Lot Consolidation and Platting
- 2) Applications
 - a) New Residential Homes application requirements
 - b) Commercial Construction application requirements
 - c) Miscellaneous Construction and Remodeling application requirement
- 3) During the building process
 - a) Inspections
 - b) Special Inspections
 - c) Miscellaneous Development & Construction info
 - d) Work hours & Construction in the Flood Plain
 - e) Construction Fees
- 4) Forms
 - a) Application for Residential Building Permit
 - b) Application for Miscellaneous Permit
 - c) Zoning Map and Zoning Chart 1

GENERAL INFORMATION

Water – wells and Septic – LCRA

The Village of Volente does not have a water system or a wastewater system and therefore your plans will need to include a well and a septic system (OSSF). **If the proposed structure will have an on-site sewage facility, the Village Flood Plain Manager will sign a Floodplain acknowledgement for you to submit to the LCRA with an application for an On-Site Sewage Facility (OSSF). A Residential Site and Building Permit cannot be issued prior to a LCRA OSSF Permit being issued. The Lower Colorado River Authority is the OSSF permitting authority. For more detailed information see <http://www.lcra.org/water/quality/on-site-sewage/Pages/steps-to-get-a-permit.aspx>.**

- i. Application process
 1. Obtain a permit application package by calling 512–578–3216 or 800–776–5272, Ext. 3216, option 1.
 2. Submit a completed application for a permit and license along with [appropriate fee](#).
- ii. A complete application to the LCRA will include: application form; proof of ownership of property (including warranty deed or tax record); drawing or survey of the property; soil analysis; floor plan of the proposed structure; floodplain compliance letter from the appropriate floodplain administrator; a drawing showing proposed location of the **septic system, wells**, structures, etc.; a copy of the system design plans (if professionally designed, two sets should be submitted); affidavit to the public; and appropriate fee. All drawings must be to scale. If your property is less than 1 acre, you also must submit a recorded plat of the property with all associated plat notes. Save all of this documentation for your application for a permit to the Village of Volente.

City Hall – Your Point of Contact

The Village of Volente contact is the City Secretary in the Village Offices (512-250-2075 and fax 512-328-6996). The Village uses TRE Engineering for all engineering reviews and uses ATS Engineers, Inspectors, and Surveyors. Inspections can be called in or received vis fax at ATS before 5:00 pm prior to the day the inspection is needed.

A building permit must be obtained **before** beginning any construction at the job site. Failure to obtain a permit will result in a “Stop Work Order” being issued and **permit fees will be doubled**. Work cannot resume until the fees are paid and the appropriate permits are obtained. (Site Development Ordinance)

Work Site Maintenance

WELCOME TO THE VILLAGE OF VOLENTE

The Village of Volente is a beautiful and clean community. We're confident that being clean and neat are among the reasons you have selected our city for your building project. Please help us maintain the beauty of our community by keeping your construction site clean and safe.

All lunch wrappers and other trash must be deposited in a suitable solid-sided trash container. Construction scraps, insulation and roofing material wrappers must be contained to prevent littering onto adjoining property. Any site that is not kept clean will be tagged and work will be stopped. The site will be required to be kept clean and safe for workers at all times. Please inform your sub-contractors' team the importance of using the trash container on your job site.

All construction shall be in compliance with the **Highland Lakes Watershed Ordinance**. The ordinance was established to control all foreign pollutants. Some examples include: soil runoff, phosphorus, grease, oil, litter, yard clippings, brush trimmings such as cedar chips and mulch (refer to the ordinance in its entirety). Please comply with this ordinance by providing silt fencing or an approved alternative to be in place and maintained on your job site. Silt fencing will remain until the soil is stabilized.

This also includes: prohibiting the placement of fill, brick, building materials, brush, etc. in or on ditches, right-of-ways or streets, even temporarily. This is due to concern of pollution, the safety of public streets and the blocking of drainage ditches. If the sub-contractor spills material, it must be cleaned up immediately. Do not allow concrete contractors to "clean out" their trucks in ditches or streets.

Remember

No clear cutting of trees, excavation, or filling of lots are allowed before a

Building Permit or Site Development Permit is issued in accordance with City Code.

Failure to comply with these ordinances and to keep your site clean could result in a Municipal Court Fine.

Permit Process

1. Several applications and permits may be required to obtain approval for your construction project. Approvals will be provided in the following order:
 - a. Zoning;
 - b. Subdivision;
 - c. Site Plan;
 - d. Site development permit and Building permit.

An applicant may concurrently file applications for the above approvals, if acceptable to the Village. The acceptability will be determined at the Pre-Application conference.

2. If a petition for variance from the Village ordinances is required to carry out a construction project, a **Variance Application** must be submitted in writing by the applicant before requests for application approvals or permits are submitted for the consideration of the Village. The petition shall state fully the justifications for the application, and all of the facts relied upon by the petitioner.
3. Any owner may make minor improvements and ordinary repairs on any building or structure without a permit provided that such improvements and repairs conform to the provisions of the Site Development Ordinance. Please submit a completed application to Village of Volente Office at 16100 Wharf Cove. Office hours are Monday to Friday 8:30 a.m. – 3:00 p.m.
4. Residential construction is limited to construction of a single family residence. This includes new homes, septic installation, driveways, decks, pools, garages, small storage buildings, barns, etc. *Though the construction of subdivisions, streets, drainage is ultimately for residential use, it is considered non-residential construction.* If there is any uncertainty contact the Village Office. 512-250-2075.
5. All **Single Family Residential Site and Building Permit Applications** should include a notarized **Authorized Agent Affidavit**, if applicable and **Permission to Inspect and Enter Property Form**.
 - a. Provide the correct legal description of the property. If it is a lot in a Subdivision give the Subdivision Name, Lot #, Block, and phase and section, if applicable. If the property is raw acreage, provide the name and number of the survey, the acreage and most importantly, the **Tax Parcel Identification Number**. If the correct legal description is unknown, **contact Travis Central Appraisal District (TCAD) at (512)-834-9138 or <http://www.traviscad.org>**. Without the correct subdivision name or correct Tax Parcel I.D. # the application cannot be processed.
 - b. State what you are proposing to build or place on your property. (i.e. Single Family Residence, Accessory Structure, Remodel, Addition, etc.). Please indicate the date the construction is proposed to begin, the estimated cost of construction (labor and materials) and the HVAC (Heating, Ventilation, and Air Conditioning) area in square feet.
 - c. Provide an accurate site plan that clearly shows the location and size of any proposed improvements and existing improvements on the property including property boundaries, setbacks, OSSF location, utilities and water wells. If there is floodplain anywhere on the property it will need to be identified on the site plan and additional information may be required by the engineer.

6. Review and investigate all Village Ordinances to make sure all applicable permits have been applied for and issued. A Pre-Application conference with Village Staff and the City Engineer to review a conceptual site plan is strongly suggested. If any other permits have been obtained for the proposed residential site, please attach a copy of each to the site plan.
7. Authority to file an application. A property owner or the property owner's agent may file an application for a permit or application approval.
8. ROW permit required for work in ROW (Drives, Mail Boxes, Site Walls, Fences and Landscaping).
9. Signed and sealed concurrence letters for foundation, framing and septic will be required from your Civil Engineer, Structural Engineer or Septic Designer, as applicable, after site work is complete, before issuing a Certificate of Occupancy.
10. All contractors are required to have a copy of their license in the application.
11. Permits issued under the provisions of the Site Development Ordinance are valid until such time as the work to be performed under the permit is complete as evidenced by a Certificate of Occupancy issued by the Village. Every permit issued by the Village shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within SIXTY (60) days from date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of TWO (2) months.

12. Building Codes List

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The Village of Volente has adopted the following codes regulating building construction with city amendments

- 2009 International Building Code
- 2009 International Residential Code
- 2009 International Fire Code
- 2009 International Plumbing Code
- 2009 International Mechanical Code
- 2009 International Energy Conservation Code
- 2009 International Fuel and Gas Code
- 2011 National Electrical Code
- Village of Volente Zoning Ordinance 2016-O-173

13. Other Ordinances List

Other Ordinances recommended for additional information are:

- Zoning Ordinance
- Subdivision Ordinance
- Water Quality Ordinance
- Site Development Ordinance
- Flood Plain Ordinance
- Tree/Landscape Ordinance
- Noise Ordinance

Lot consolidation and Platting

To consolidate one or more lots or to establish a plat of an existing deed restricted lot, see the **Short Form Final Plat** provisions of the Subdivision Ordinance.

2. Applications

a. New Residential Home application requirements

<u>Completeness Checklist</u>	
1.	Pre-Application Meeting
2.	Site Development and Building Application
	- Authorized Agent Affidavit (notarized), if applicable
	- Site Development and Building Permit application
	- Permission to Inspect and Enter Property Form
	- Variance Application, if any; justification and documents listed below, as indicated (1). Property owner notifications and Public hearings may apply.
3.	Development Fee Deposit – all fees are payable in advance. Unused deposits are refunded.
4.	Tax and Assessment Payment Verification
5.	Final Plat or Legal Lot Status
6.	Project Cover Sheet; data sheet, legal description, water source and wastewater disposal
<p><u>Base information on each sheet to include:</u> Project address; north arrow; engineering scale shall be 1"=20'; 1"=30' or 1"=40'; seal and signature of the Engineer, Architect or Surveyor who prepared plans, and the date the plans were signed; blank space (approval space) in the lower right hand corner, at least 5"x3". <i>Two full sets of the following documents are to be submitted with the application and one full set is to be submitted electronically (thumb drive preferred)</i></p>	
7.	Property Boundary Survey, showing property lines, setbacks and easements (1)
8.	Site Plan – an accurate Site Plan drawn to scale and/or dimensioned on the Property Boundary Survey must show lot dimensions, footprint of existing and proposed improvements, and distance from property lines, platted building lines, driveways, all easements and the address and legal description of the lot. (1)
9.	Impervious Cover Calculation (existing and proposed) (1)
10.	Erosion and Sediment Control Plan; depict elevation contours of site, locate silt fencing, etc.
11.	Tree Protection Plan – 6" in caliper size and larger; identify and location of protection
12.	Water Quality Control Plan (use Highland Lakes Watershed Ordinance for planning http://www.lcra.org/water/quality/watershed-management-ordinance/Documents/HLWODesign_0.xls)
13.	Landscape Plan
14.	Construction Notes (as requested)
15.	Topographical Survey prepared by a licensed Surveyor (construction on slopes greater than 10% only) 1' increments (1)
16.	Building plans with specifications (Stamped by Licensed Engineer or Architect); scale shall be 1/4"=1'
	- Foundation Plan and Design Letter (Stamped by a State of Texas Licensed Engineer)
	- Floor Plan (must show all dimensions, rooms, size and type windows and doors, cabinets and fixtures and ceil heights)
	- Structural Plan (must show second floor, ceiling, roof framing and headers and beams)
	- Electrical Plan (w/ floor plan OK; including light fixtures switching, data and power)
	- Plumbing Plan (w/ floor plan OK)
17.	Res Check; compliance with the International Energy Compliance Code 2009
18.	Any addition information requested at the Pre-Application Meeting

b. Commercial Construction application requirements

Commercial Construction

- i. Complete and sign the building application. Incomplete applications cannot be processed.
- ii. Submit 3 sets of construction plans.
- iii. An Engineered Foundation Plan is required.
- iv. Plans must have the following statement on each set:
 - 1. **"These plans meet all requirements of the 2009 NEC, IBC, IPC, IFC, 2011 IECC and the Village of Volente Zoning and Site Development Ordinances".**

Please contact the City Secretary if you have questions pertaining to commercial projects.

For Commercial and Subdivision construction, a Site Development Permit is required and a \$300.00 Application Fee and an Escrow Fee of \$120.00 per lot is deposited at the time of application. Unused escrow funds will be refunded.

c. Miscellaneous Construction Application Requirements

- i. Consider using Lago Vista's application as a model

DURING THE BUILDING PROCESS

A) INSPECTIONS

The Village Of Volente inspections are conducted by ATS Engineers, Inspectors & Surveyors. Inspections can be called in or received via facsimile to ATS before 5:00 p.m. prior to the day the inspection is needed. Our office number is 512-328-6995 and fax number is 512-328-6996. Any inspections requested after 3:00 p.m. will be scheduled for the next working. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

It is the responsibility of the permit holder to call in inspection requests for each phase of construction prior to proceeding with construction and/or covering work. This must include the name and phone number of the permit holder, the physical address of the permitted project and the type of inspection needed. Passed inspections allow construction to proceed to the next phase. Inspections where non-compliance exists with the applicable adopted code(s) and/or ordinance(s) shall be remedied and re-inspected for compliance prior to proceeding with construction.

Inspections will be combined at stages where combining is appropriate and the completion of one stage does not interfere with the inspection of another stage. Inspections performed individually other than those listed in stages at the convenience of the permit holder or necessary due to site conditions or other unforeseeable situations will be billed separately. The following are minimum required inspections.

FIRST INSPECTION: Temporary Construction Power

- Meter base and panel set per code with regard to under-ground or over-head electrical connection.
- Ground-fault circuit protection on all 120-volt receptacles and proper grounding means must be in place.
- Job-site address must be visible from street.

SECOND INSPECTION: Demolition Final of existing structures

THIRD INSPECTION: Plumbing Rough-In and Layout Inspection

- To be made after all soil, drain and waste piping is installed within the confines of a slab form and prior to any backfill or placement of concrete.
- A water test with a 10-foot head pressure or 5 PSI air test shall be performed on the entire system to verify tightness of the system.
- All pipes and fittings to be exposed for visual inspection.
- Building drain must be sleeved where passing through exterior beam.
- All drain and waste piping installed with slope required for pipe size.
- Layout inspection is provided by surveyor to verify zoning set back requirements. Documentation shall be provided to City Inspector.
- Finished floor elevation allowing proper drainage around structure.
- Verification that all temporary Erosion and Sedimentation controls are properly installed per approved Site Plan, and in working condition.
- Verification that all tree protection fencing is properly installed per approved Site Plan, and in working condition.

FOURTH INSPECTION: Sewer/Water Yard Line Inspection

- To be made after trenches are excavated, piping installed and tested, and before any backfill is placed.
- All necessary main supply shut-off valve(s) and/or back flow prevention devices installed on water supply and where necessary, any backwater prevention valve(s) installed on building sewer piping.
- Minimum buried depth of 12-inches. Trench is void of rocks, debris and bedded with sand. Sewer piping has slope required for pipe size.
- Clean-out(s) installed and tap connection complete at main.

FIFTH INSPECTION: In-Slab Water Distribution Piping

- All rough-in plumbing, in-slab electrical or other conduit in place.
- All in-slab water distribution piping is installed within the confines of slab form and prior to any backfill or placement of concrete.
- Copper water lines shall be sleeved and protected from dissimilar metals.
- In-slab water distribution piping is insulated within 12-inches from slab exterior and pressure tested to a minimum working water pressure or for piping other than plastic, 50 PSI.
- "Ufer" ground wire bonded to reinforcing steel.

SIXTH INSPECTION: Foundation Pre-Pour by Design Engineer

- Forms erected and floated, reinforcement steel and/or post-tension cables in place, grade beams cleaned and have been properly cut, vapor barrier installed and intact. **The design engineer is required to inspect the engineered foundation.** Plans must be on-site.

SEVENTH INSPECTION: Frame Inspection, Mechanical, Electrical, Plumbing Rough-in

- To be made after the roof, all framing, fireblocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete.
- Provide a pre-pour certification from the foundation design engineer to the inspector.
- Construction plans, documents, and engineered product specifications are on-site.
- Electrical Rough-In Inspection - to be made after the roof, framing, fireblocking and bracing is in place and prior to the installation of batt insulation and/or sheetrock. All branch circuit and dedicated wiring, boxes, conduit, panel(s) in place and properly secured. Cold-water ground wire is installed.
- Plumbing Top-Out Inspection - to be made after the roof, framing, fireblocking and bracing is in place and all water supply, soil, waste and vent piping and gas piping is complete and tested, and prior to the installation of insulation and/or sheetrock. A full system water pressure test or 50 PSI air test is required for inspection of the water supply piping. For structures two-stories or more, tub(s) and/or shower pan(s), and drain, waste and vent piping shall have a water test performed to verify tightness of the system. Gas piping shall have a minimum 15-PSI air test performed to verify tightness.
- Mechanical Rough-In Inspection - to be made after the roof, framing, fire-blocking and bracing is in place and all ducting, and all other concealed components are complete, and prior to the installation of batt insulation and/or sheetrock.

EIGHTH INSPECTION: Re-Frame & Insulation Inspection (Energy 1)

- Correction items from previous Frame and MEP rough-in inspection(s) are complete.

- To be made after all batted insulation is in place and all exterior and plate penetrations have been sealed. Requirements of the 2000 International Energy Conservation Code for One & Two Family Dwellings are enforced.
- Verification that all temporary Erosion and Sedimentation controls are properly installed per approved Site Plan, and in working condition.
- Verification that all tree protection fencing is properly installed per approved Site Plan, and in working condition.

NINTH INSPECTION:

- To be 2009 IECC compliance inspection (Duct leakage test by qualified third party company)

TENTH INSPECTION: Wallboard

- To be made after all wallboard is installed and fastened and prior to taping/ float/ skim coats.

ELEVENTH INSPECTION: Gas Test and/or Electrical Service Inspection

- Gas piping is complete with all gas stop valves installed and all gas flex piping connected to appliance(s). Gas stop valves shall be readily accessible. A minimum 15-psi air test is conducted on gas piping to verify tightness of system.
- Electrical service wiring and main disconnect is installed and ready to be energized. Address is posted and visible from street.

TWELFTH INSPECTION: Final Inspection (Building, Mechanical, Electrical, Plumbing and Energy 2)

- To be made after the building is complete and ready for occupancy. All prior inspections have passed and re-inspection fees paid.
- Electrical Final Inspection - to be made after the building is complete, all required electrical fixtures are in place and properly secured, connected or protected, all panel(s) are labeled and system is ready to be energized.
- Plumbing Final Inspection - to be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.
- Mechanical Final Inspection - to be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.
- Site Final Inspection - to be made after the building is complete, verification that all trees to be saved, according to approved site plan, remain and are in good condition. Site is in compliance with Landscape Ordinance. Builder must also show copy of approved OSSF Certificate of Operation.

NOTE: *The above stages are minimum requirements and are not intended to limit the appropriate use of materials, appliances, equipment or methods of design or construction.*

B) Special Inspections

- a. At this time no special inspections are defined for the Village of Volente

C) Miscellaneous Development & Construction Information

a. Residential Parking:

Single & Two-Family Residential Districts in the City will be designed with a garage that is a minimum of four hundred (400) square feet. The garage shall be constructed in the same architectural style and materials as the principal structure.

b. Driveways:

All driveways, off street parking and access to public streets shall be constructed of concrete, asphalt or other approved surfacing material.

c. Masonry:

No specific Village of Volente requirements..

d. Impervious Cover:

Refer to Chart 1 located in Chapter 9.02.236 of the Village of Volente Code of Ordinances.

e. Accessory Uses:

Accessory uses are not permitted on a lot in the absence of a primary use. Should the owner desire to establish an accessory use on the lot adjacent to the primary use lot, the lots must be consolidated.

f. Accessory Buildings:

Refer to Section 9.02.041 of the Zoning Ordinance. Accessory buildings have certain requirements for placement and construction. Refer to page 7 of this packet for the Miscellaneous Permit Application.

g. Disturbance of Lot Conformation:

No parcel shall be disturbed by grading, filling, removal of rock, soil or mineral matter until the owner has received the necessary permits and is in compliance with the City's Building & Site Development Ordinances regulating building commercial & residential structures.

h. Drainage:

Every effort shall be made by the Contractor to maintain the drainage along the front property line at the street. It will be determined by the City Engineer if a dip in the apron or a culvert is needed for any improvements.

D) Work Hours & Construction in the Flood Plain

Construction work hours are from **7 AM to 7 PM** Monday through Friday. It shall be unlawful for any person to pour a slab, demolish a building, or utilize any power tools for commercial or industrial purposes before 7 AM or after 7 PM on any day, or at any time on Sunday, Christmas Day, New Year's Day or Thanksgiving Day without having been issued a permit for such activity to be conducted on the property upon which the work is taking place. Such permit will specify dates and times during which the work is authorized to occur. The prohibition shall not apply to emergency work which may be verbally authorized by the City Secretary or Mayor.

Construction in the Flood Plain

The Village of Volente has adopted Flood Regulations, Flood Insurance Rate Maps and Flood Boundary-Floodway Maps.

As of this date, 09/26/2008, the Base Flood Elevation is 722.00 (above mean sea level). New Residential Construction and substantial improvement of any residential structure shall have the lowest floor (including basement), elevated to no lower than 12 inches above the base flood elevation. Finished floor must be established at the 723.00, based on the current Base Flood Elevation of 722.00.

Building Height in Flood Zone:

Maximum building heights are established from the finished floor elevation, which is currently 723.00.

A Flood Elevation Certificate from the LCRA is required for construction in the Flood Zone.

All construction below the current base flood elevation determined by FEMA, must be:

- Constructed of flood proof and flood resistant materials.
- Designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters .

For building permit applications: If any portion of the property is located within the flood zone, applicant must provide a plat from a certified registered surveyor indicating where the flood plain line is located on the property and a statement stating which zone the property is located in.

APPLICATION FOR RESIDENTIAL BUILDING PERMIT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)



VILLAGE OF
VOLENTE

**VOV USE
ONLY:**

Date Submitted:

Amount Rec'd:

Receipt No.

Date Approved
by Engineer:

- New House Remodel Pool/Hot Tub
 Accessory Building Sprinkler System
 Demolition Driveway/Culvert Other: _____

Address of Property: _____

Legal Description: _____

Property Owner Name(s): _____

Telephone: _____ Email: _____

Mailing Address: _____

Contractor: _____ Contact Name: _____

Telephone: _____ Email: _____

Mailing Address: _____

**Authorized Agent form must be completed if applicant is not owner*

Existing Use: _____ Proposed Use: _____

Existing Zoning: _____ Gross Acres: _____ Project Valuation: _____

Brief Description of Proposed Work: _____

The following items or information must be submitted along with this application:

Description: Written proposal for the project and/or site plan. Describe in as much detail as possible the current and proposed uses/activities. Attach separate sheets as necessary.

Plans: 1 printed copy of the building plans (if applicable) for the property and electronic submission of the plans to the Village of Volente via email.

Deposit: Made payable to the Village of Volente for the amount shown in the Fee Schedule.

Tax Receipt, Closing Statement or Deed, Authorized Agent Form, & Variance Application as applicable.

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION

That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I agree to compliance with all applicable codes and ordinances of the Village. I authorize the Village or their representatives to visit and inspect the property for which this application is being submitted. I further understand that Village Staff review time may take up to ten (10) business days per review.

APPLICANT SIGNATURE

Printed Name

Date

STAFF:

Site Development & Building Permit – Commercial Permit Type:
Commercial

Project Name (if known): _____	
Project Address (Location): _____	
Existing Use: _____	Proposed Use: _____
Existing Zoning: _____	Gross Acres: _____
Description of Proposal: (provide a brief description of the project covered by this permit. Attach the building plans and copy of approved site development plan (if available))	
Applicant: _____ Company: _____	
Address: _____	Tel: _____ Fax: _____
City: _____	State: _____ Zip: _____ Email: _____
Property Owner: _____ Company: _____	
Address: _____	Tel: _____ Fax: _____
City: _____	State: _____ Zip: _____ Email: _____
The Following items or information must be submitted along with this application:	
<input type="checkbox"/> Description: Written proposal for the project and / or site plan. Describe in as much detail as possible the current proposed uses/ activities. Attach separate sheets as necessary.	
<input type="checkbox"/> Substantial Improvement	
<input type="checkbox"/> Plans – 3 copies of the building plans and Site Plans for the property. These copies should be individually folded drawing side out. Square footage _____.	
<input type="checkbox"/> Map: Location map clearly showing the site in relation to adjacent streets, distance to nearest intersection and landmarks.	
<input type="checkbox"/> Fee: Fee Paid as described in the Development Review Fee Schedule (This fee is credited toward other fees)	

Village Of Volente, Texas Zoning Map



VILLAGE OF
VOLENTE

LEGEND

- VOLENTE CITY LIMITS
- RIGHT-OF-WAY
- LIMITED PURPOSE ANNEXATION
- ACCEPTED ROADS
- ★ CITY PARK
- † PRIVATE PARK
- X RESTRICTED SPACE

TOTAL AREA (Approx.)
CITY LIMITS - 56,898,943.16 S.F. = 1306.22 Ac. = 2.0 Sq. Mi.
ETJ = 0.0 S.F. = 0 Ac. = 0 Sq. Mi.

Map Created: Sept. 2009 Map Approved: February 21, 2017

JECO Jay Engineering Company, Inc.
P.O. Box 1220
Leander, Texas 78646-1220
Tel. (512) 259-3882 Fax. (512) 259-8016
Texas Registered Engineering Firm F-4780

MAP NOT TO SCALE

CITY OF JONESTOWN

LAKE TRAVIS

CITY OF AUSTIN
5 MILE ETJ

CITY OF AUSTIN
5 MILE ETJ

CITY OF AUSTIN
2 MILE ETJ

LAKE TRAVIS

ZONING LEGEND

- PWGU: PRIVATE WAY
- SR: SINGLE FAMILY RESIDENTIAL
- SR1: SINGLE FAMILY RESIDENTIAL HISTORICAL
- SRR: SINGLE FAMILY RESIDENTIAL RIDGETOP
- OS: OPEN SPACE
- GOV: GOVERNMENTAL OR INSTITUTIONAL
- C1: COMMERCIAL RETAIL
- C2: COMMERCIAL RETAIL WITH RESTAURANT
- C3: COMMERCIAL MARINA
- PDD (PLANNED DEVELOPMENT DISTRICT)

- * UD: UTILITY DISTRICT
- * MFR: MULTI-FAMILY RESIDENTIAL
- * SRC: SINGLE-FAMILY RESIDENTIAL CLUSTER

* = UNASSIGNED

DISCLAIMER:

The primary source identifying lots on this map is Travis Central Appraisal District (TCAD) record. Therefore multiple lots in a single TCAD parcel may not be identified and the distinction between SR and SR1 may not be accurate.

Chart 1

(Includes New or Remodel)

District & Category	SR	SRR	SRC	SR1	MFR	C1	C2	C3	GOV OS	UD	PDD
Minimum Lot Size	1 acre	1 acre	1 acre (2)	N/A	1 acre (6)	N/A	N/A	N/A	N/A	N/A	For regulations regarding the PDD see Section 30.125
Front Setback, feet	50	50	30	15	30	25	25	35	25	100	
Side Setback, feet (1)	20	40	20	5-20 (3)	25	15 (4)	15 (4)	20 (4)	15	25ft (50ft if abutting residential)	
Road Side Setback, feet (1)	20	20	20	15	25	15	15	20	25	50	
Rear Setback, feet	20	20	20	15	25	15 (4)	15 (4)	20 (4)	15	15ft (30ft if abutting residential)	
Height, feet	35	35	35	35	35	35	35	35	35	25	
Minimum Dwelling Unit Square Feet	1,000	1,000	1,000	1000 (500 if under 1/2 acre)	1,000	N/A	N/A	N/A	N/A	N/A	
Maximum Floor Space Square Feet	NA	NA	NA	NA	NA	6000 (9)	8000 (9)	12000 (9)	NA	NA	
Minimum Lot Width, feet	125	200	125	N/A	125	N/A	N/A	N/A	60	N/A	
Impervious Cover %	25 (7)	25 (7)	25 (7)	25-45 (5)	25 (7)	35-45 (8)	35-45 (8)	35-45 (8)	35	25 (7)	

1. Measured at the foremost part of the foundation or front *Setback Line*, whichever is greater
2. Maximum density of one (1) home per acre in subdivision
3. Value is graduated based upon lot width. Formula: Side Setback = 500/ (150 - Lot Width), minimum value = 5, maximum value = 20.
4. 35 feet when abutting Residential to include vegetative or constructed buffer/shield
5. Value is graduated based upon lot size. Formula: Impervious Cover = -(0.0005 x Lot Size, SF) + 45 Maximum impervious cover value range is from 25-45%*
6. Maximum density of four (4) units within one (1) building per acre.
7. Impervious cover shall not exceed 25% except for mitigation using rain water collection which can add up to 5% per the LCRA Technical Manual (Sec. 1 Chapter 4, Sect. 4.3, Subsection 4.3.1, page 59)
8. Value is graduated based upon lot size. Formula: Impervious Cover = -(0.0005 x Lot Size, SF) + 56, Maximum impervious cover value range is from 35-45%*
9. Per single structure

*Lots over 1 acre are defaulted to the minimum value in the range, despite calculations resulting in a percentage lower than the minimum value

Child ID Program.

New York Life's Child ID Program is designed to help children in our community learn how to stay safe in the home, at play, or wherever they happen to be. It also provides a comfortable way to develop relationships with young families, businesses, schools, and non-profit organizations in your community by hosting a safety-oriented event where all children receive a New York Life-issued Child ID.

Why host a Child ID event?

A Child ID event encourages family and safety-oriented businesses and organizations to interact with members of the community in a relaxed, fun environment. When you host a Child ID event, you are sending a message to your community that your business or organization cares.

Hosting a Child ID event can also open the door for unique friendships and interactions between you and other businesses and organizations. In addition, local TV and radio stations often cover a Child ID event, providing favorable media coverage for your business or organization.

Benefit to parent or guardian

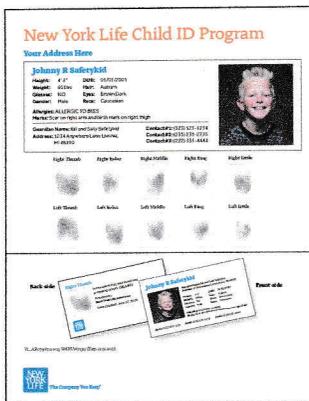
Having a Child ID will give the parent or guardian peace of mind knowing that should anything ever happen to their child, they will have an ID with vital information to distribute to the local authorities.

Potential partners and activities

Potential partner organizations at a Child ID event include local fire and police departments, Boy and Girl Scout troops, hospitals and medical specialists, youth and senior centers, food pantries, athletic clubs, tutoring services, The Red Cross, Goodwill, and the Chamber of Commerce.

Why partner with New York Life?

Helping to protect families is at the heart of what we do. We are committed to making a difference in communities across the country. Through our sponsorships of Child ID events, New York Life continues our mission to serve the needs of local families and build relationships on a favorable basis.



Child IDs are created using the EZ Child ID System, the nation's most comprehensive digital fingerprinting child identification system. Created with help from the National CHIP foundation and law enforcement officials, this system ensures that the digital fingerprints meet industry standards by capturing all vital information required by the Amber Alert system.

In only 3 to 5 minutes, a Child ID card is printed for each parent or guardian free of charge. Child ID cards feature a child's photo, fingerprints, contact information, and other pertinent data needed by the police in case of an emergency.

Please note that children must be accompanied by a parent or legal guardian. No child's information or pictures are electronically retained. All data is automatically erased upon printing the Child ID. The only information New York Life keeps is a parent or guardian's contact information, and only if permission has been granted for an Agent to contact them with more information about New York Life.

For more information contact New York Life Agent: *Donna Williard*
Phone: *512 965-2462*
Email: *dwilliard01@ft.newyorklife.com*

V1_AR06379.112015 SMRU1671314 (Exp. 12.31.2017)



Current list of architects

1. H+UO Architects, Austin
2. Rolando Osoria
3. Trinity Architects, Round Rock