

City of Wichita Falls City Council Agenda



Tim Short, Mayor
Bobby Whiteley, Mayor Pro Tem/At Large
Michael Smith, District 1
Larry Nelson, District 2
Jeff Browning, District 3
Mike Battaglino, District 4
Tom Taylor, District 5



Darron Leiker, City Manager
Kinley Heggland, City Attorney
Marie Balthrop, City Clerk

Notice Of Regular Meeting Of The Mayor And City Council Of The City Of Wichita Falls, Texas, To Be Held In The City Council Chambers, Memorial Auditorium, 1300 Seventh Street, Tuesday, January 16, 2024, Beginning At 8:30 A.M.

This meeting can be accessed and viewed at the following locations:

- 1. A livestream will be shown on the Spectrum/Time Warner Cable Channel 1300**
- 2. A livestream will be shown on the City's Facebook page (City of Wichita Falls, Texas Government) (<https://www.facebook.com/cityofwichitafalls>)**
- 3. A video of the meeting will be posted on the City's YouTube page (<https://www.youtube.com/cityofwf>)**

Item #

1. Call to Order
2. (a) Invocation: Major Joe Burton
Salvation Army

(b) Pledge of Allegiance
3. Presentations
 - (a) Employee of the Month – Officer Danny Saravane, Police Department
 - (b) Proclamation – Financial Aid Awareness Month - Café Con Leche, Midwestern State University, Vernon College, WFISD, Wichita Falls Chamber of Commerce and Zavala Hispanic Cultural Initiative
 - (c) Recognition and Presentation of Historic Markers - West Floral Heights Historic District

4. Comments from the public to members of the city council concerning items that are not on the city council agenda. People wishing to address the council should sign up prior to the start of the meeting. A three-minute time frame will be adhered to for those addressing their concerns. Since comments from citizens are not posted agenda items, the City Council is prohibited from deliberating or taking any action, other than a proposal to place the item on a future agenda. Staff may provide factual statements in response to inquiries or recite existing policy.

CONSENT AGENDA

5. Approval of minutes of the December 19, 2023 Regular Meeting of the Mayor and City Council.
6. Resolutions
 - (a) Resolution authorizing the City Manager to award bid and contract for the Jasper High Service Pump Replacement Project to Trew Contracting Solutions, LLC in the amount of \$610,000.00
 - (b) Resolution authorizing the purchase of a Washer Compactor for the Northside Wastewater Treatment Plant, from Vision Equipment., in the amount of \$90,850.00
7. Receive Minutes
 - (a) Planning & Zoning, October 11, 2023
 - (b) Lake Wichita Revitalization Committee, December 12, 2023

REGULAR AGENDA

8. Ordinances
 - (a) Ordinance amending the City Code of Ordinances, Appendix A – Subdivision and Development Regulations, to amend platting requirements and formally adopt a Pavement Design Manual to comply with regulations as set forth in Texas House Bill 3699
 - (b) Ordinance making an appropriation to the Special Revenue Fund in the amount of \$7,000.00 for grant funding from the Dallas Internet Crimes Against Children Task Force, which is administered by the City of Dallas Reimbursement Program
9. Resolutions
 - (a) Resolution authorizing the purchase of Eleven (11) 911 Define Console Systems through the H-GAC (Houston-Galveston Area Council) Cooperative Purchasing Program from Russ Bassett Corporation in the amount of \$292,931.91

- (b) Resolution authorizing award of bid to Retail Motorcycle Ventures, Inc. for the purchase of three (3) BMW Police Motorcycles for the Wichita Falls Police Department in the amount of \$92,933.31
- (c) Resolution authorizing the purchase of equipment and installation services for FY 2024 Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc. in the amount of \$133,464.65
- (d) Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (WFEDC/4A) by amending the budget to include an expenditure up to \$285,000 to support a performance agreement with Covercraft Industries related to the proposed expansion of their current operations in Wichita Falls
- (e) Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (WFEDC/4A) by amending the budget to include an expenditure up to \$36,500 to support a performance agreement with Seasons Eatings Snack Company, LLC related to the proposed expansion of their current operations in Wichita Falls

10.Appointments to Boards and Commissions

11.Other Council Matters

- (a) Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.

12.Executive Sessions

- (a) Executive Session in accordance with Texas Government Code § 551.087, to discuss or deliberate the offer of a financial or other incentive to a business prospect that the City Council seeks to have, locate, stay, or expand in or near the territory of the City of Wichita Falls and with which the City and/or economic development corporations created by the City are conducting economic development negotiations (including, but not limited to, Covercraft Industries and Seasons Eatings Snack Company, L.L.C)
- (b) Executive Session in accordance with Texas Government Code §551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, dismissal of a public officer or employee (including, but not limited to, City Manager, City Attorney, Judge of the Municipal Court, and City Clerk.)
- (c) Executive Session in accordance with Texas Government Code §551.071, consultation with attorney on matter involving pending or contemplated litigation or other matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of

Texas clearly conflicts with the Texas Open Meetings Act (including, but not limited to, legal issues related to Lake Ringgold).

13. Adjourn

Spanish language interpreters, deaf interpreters, Braille copies or any other special needs will be provided to any person requesting a special service with at least 24 hours' notice. Please call the City Clerk's Office at 761-7409.

Every item on this agenda shall be considered a public hearing. Regardless of the agenda heading under which any item is listed, any word or phrase of any item listed on this agenda shall be considered a subject for consideration for purposes of the Texas Open Meetings Act and other relevant law, and City Council may deliberate and vote upon any such subject and resolutions related thereto. Resolutions, ordinances, and other actions concerning any word, phrase, or other subject may be voted upon, regardless of any language of limitation found in this agenda or any document referring to such action. Any penal ordinance, development regulation or charter provision of the City of Wichita Falls or item which is funded by the current or next proposed City of Wichita Falls budget, including, without limitation, any street, water pipe, sewer, drainage structure, department, employee, contract or real property interest of the City of Wichita Falls, may be discussed and deliberated, and the subject is hereby defined as such without further notice. Any item on this agenda may be discussed in executive session if authorized by Texas law regardless of whether any item is listed under "Executive Sessions" of this agenda, regardless of any past or current practice of the City Council. Executive sessions described generally hereunder may include consideration of any item otherwise listed on the agenda plus any subject specified in the executive session notice. Executive sessions described generally hereunder are closed meetings, may include consideration of any item otherwise listed on the agenda plus any subject specified in the executive session notice, and may include items under Texas Government Code Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.084, and/or 551.087.

CERTIFICATION

I certify that the above notice of meeting was posted on the bulletin board at Memorial Auditorium, Wichita Falls, Texas on the 10th day of January, 2024 at 5:30 o'clock p.m.



City Clerk

CITY COUNCIL AGENDA
January 16, 2024

ITEM/SUBJECT: Employee of the month.

INITIATING DEPT: Police Department

NAME: Danny Saravane

DEPARTMENT: Police

HIRE DATE: 03/05/2012

PRESENT POSITION: Police Officer II

COMMENTARY: Presentation of the Employee of the Month Award (plaque, letter of appreciation, gift card for dinner at a local restaurant, and a check for \$200.00).

☒ **Director of Human Resources**

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**



City of Wichita Falls
City Council Meeting
Minutes
December 19, 2023



Item 1 - Call to Order

The City Council of the City of Wichita Falls, Texas, met in a regular session 8:30 a.m. on the above date in the Council Chambers at Memorial Auditorium with the following members present.

Tim Short	-	Mayor
Bobby Whiteley	-	Mayor Pro Tem/ At-Large
Mike Battaglino	-	Councilors
Jeff Browning	-	
Larry Nelson	-	
Michael Smith	-	
Tom Taylor	-	
Darron Leiker	-	City Manager
Kinley Heggland	-	City Attorney
Marie Balthrop	-	City Clerk

Mayor Short called the meeting to order at 8:30 a.m.

Item 2a – Invocation

Pastor Gene Holley, Life Church, gave the invocation.

Item 2b – Pledge of Allegiance

Mayor Short led the Pledge of Allegiance.

Item 3a – The Wichita Falls Professional Fire Fighters Association Presentation of MDA Award

8:31 a.m.

Al Vitolo, Professional Fire Fighters Association, presented a check to the Muscular Dystrophy Association (MDA) for \$44,372.90 for donations collected during the Fill the Boot campaign.

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Item 3b – Proclamation – Homeless Persons’ Remembrance Day, Wichita Falls Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

8:33 a.m.

Mayor Short read a proclamation proclaiming December 21, 2023 as Homeless Persons’ Remembrance Day in Wichita Falls.

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Item 4 – Comments from Citizens

8:36 a.m.

Juan Gelacio, 2906 Baltimore Rd, read a prepared statement expressing his concerns regarding meth pipes and other drug paraphernalia being sold in local stores. Mr. Gelacio requested this be an item on a future agenda.

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Item 5-6 – Consent Items

8:39 a.m.

Darron Leiker, City Manager, gave a briefing on the items listed under the Consent Agenda.

Moved by Councilor Browning to approve the consent agenda.

Motion seconded by Councilor Nelson and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglini, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

Item 5 – Approval of Minutes of the December 5, 2023, Regular Meeting of the Mayor and City Council

Item 6 – Receive Minutes

(a) Lake Wichita Revitalization Committee, October 10, 2023

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Item 7a – Public Hearing concerning the designation of Reinvestment Zone at 3348 Industrial Dr.; 902 Radio Ln.; 3319 Industrial Dr.; 3325 Industrial Dr.; 3331 Industrial Dr.; 3337 Industrial Dr.; 3343 Industrial Dr.; 3349 Industrial Dr.; 3355 Industrial Dr.; 3348 Industrial Dr.; 3303 Industrial Dr.; 812 Loop 11.; 3311 Industrial Dr.; 812 Loop 11 X Wichita Falls, Texas

8:40 a.m.

Mayor Short opened the public hearing at 8:41 a.m.

Mr. Heggglund discussed the purpose of the creation of the reinvestment zone to entice and encourage Westlake Corporation to expand and enhance its existing operations in Wichita Falls by allowing possible tax abatement agreements. The City has met all legal requirements to create the zone.

Mayor Short closed the public hearing at 8:44 a.m.

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Item 7b – Ordinance 68-2023

8:45 a.m.

Ordinance designating properties as a Reinvestment Zone that are located at 3348 Industrial Dr.; 902 Radio Ln.; 3319 Industrial Dr.; 3325 Industrial Dr.; 3331 Industrial Dr.; 3337 Industrial Dr.; 3343 Industrial Dr.; 3349 Industrial Dr.; 3355 Industrial Dr.; 3348 Industrial Dr.; 3303 Industrial Dr.; 812 Loop 11.; 3311 Industrial Dr.; 812 Loop 11 X, Wichita Falls, Texas; and providing for severability

Moved by Councilor Browning to approve Ordinance 68-2023.

Motion seconded by Councilor Battaglini and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglini, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 7c – Ordinance 69-2023

8:47 a.m.

Ordinance amending Ordinance No. 44-2022 and Ordinance No. 12-2023 Declaring Certain Structures as Dangerous by allowing additional time to rehabilitate two structures located at 2001 11th Street and 1117 23rd Street.

Moved by Councilor Browning to approve Resolution Ordinance 69-2023.

Motion seconded by Councilor Smith.

Rita Miller, Neighborhood Services Manager, stated property owners will have until January 18, 2024, to pull a permit, and until March 18, 2024, for substantial completion of the renovation. Both property owners are registered contractors.

Jose Rodriguez, Ashe Enterprises, LLC, 2928 Bay Oaks Dr., Dallas, TX discussed his intent to make the property a rental property.

Pat Schlabs, 115 Royal Road, discussed his intent to renovate 2001 11th Street as a residential property, and to make it look similar to the Alamo School Lofts across the street.

Properties will remain on the demolition list if the new owners do not meet the requirements set out in the Ordinance.

Motion carried by the following vote:

Ayes: Mayor Short, Councilors Battaglini, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

Item 7d – Ordinance 70-2023

8:56 a.m.

Ordinance approving the transfer of various aged receivable accounts to dormant status as part of the City's fiscal year-end closing process

Moved by Councilor Browning to approve Resolution Ordinance 70-2023.

Motion seconded by Councilor Battaglini and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglini, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 7e – Ordinance 71-2023

8:57 a.m.

Ordinance making an appropriation to the Special Revenue Fund for Public Health Workforce Grant (PHWF) in the amount of \$700,793 received from the Department of State Health Services and authorizing the City Manager to execute contract accepting same

Moved by Councilor Browning to approve Ordinance 71-2023.

Motion seconded by Councilor Battaglino and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 7f – Ordinance 72-2023

8:59 a.m.

Ordinance canceling the regularly scheduled City Council meeting on January 2, 2024

Moved by Councilor Browning to approve Ordinance 72-2023.

Motion seconded by Councilor Nelson and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 7g – Ordinance 73-2023

9:01 a.m.

Ordinance replacing Ordinance No. 52-2023 that was amended by Ordinance 55- 2023, the fee schedule applied to City operations; providing for severability; providing that such ordinance shall not be codified; and providing an effective date

Moved by Councilor Browning to approve Ordinance 73-2023.

CITY COUNCIL MINUTES
December 19, 2023
PAGE 5 OF 15

Motion seconded by Councilor Whiteley carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 8a – Resolution 153-2023

9:10 a.m.

Resolution authorizing the City Manager to formally reject the bid for the 2024 Crack Seal Project from Doctor Asphalt, LLC in the amount of \$157,262.37.

Moved by Councilor Browning to approve Resolution 153-2023.

Motion seconded by Councilor Taylor, and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 8b – Resolution 154-2023

9:13 a.m.

Resolution authorizing the purchase of a Crew Truck for the Water Distribution Division through the Houston-Galveston Area Council (H-GAC) Purchasing Cooperative from Bruckner Truck Sales, Inc. in the amount of \$136,157.00.

Moved by Councilor Browning to approve Resolution 154-2023.

Motion seconded by Councilor Battaglino and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 8c – Resolution 155-2023

9:15 a.m.

Resolution authorizing the purchase of equipment and installation services for 2023 Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc. in the amount of \$121,061.00

Moved by Councilor Nelson to approve Resolution 155-2023.

Motion seconded by Councilor Battaglino and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 8d – Resolution 156-2023

9:18 a.m.

Resolution authorizing the purchase of eleven (11) 2023 Ford Utility Police Interceptors for the Wichita Falls Police Department through the BuyBoard Purchasing Cooperative from Caldwell Country Ford, LLC dba Rockdale Country Ford in the amount of \$531,689.00

Moved by Councilor Browning to approve Resolution 156-2023.

Motion seconded by Councilor Smith and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 8e – Resolution 157-2023

9:23 a.m.

Resolution confirming reappointment to the Firefighters and Police Officers' Civil Service Commission

Moved by Councilor Browning to approve Resolution 157-2023.

Motion seconded by Councilor Whiteley and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 9 – Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.

9:24 a.m.

Councilor Taylor expressed his thanks to Pastor Holley for his prayer this morning, as it encouraged unity among individuals with different points of view. Councilor Taylor expressed the importance that we respect all viewpoints that bring us to a common ground so we can move forward to do what is best for the citizens and city. He thanked the groups in attendance today that encouraged us to remember the less fortunate and those with challenges during this holy season, discussed challenges facing the homeless and encouraged citizens to look around and see what they can do to help. Councilor Taylor wished everyone a Merry Christmas.

Councilor Whiteley wished everyone a Merry Christmas and Happy New Year. He thanked Al Vitolo for his presentation to the MDA this morning, thanked the firefighters that collect, thanked city staff for allowing them to do this on duty, and gave a special thanks to the community for their donations.

Councilor Browning wished everyone a Merry Christmas and Happy New Year.

Councilor Smith wished everyone a Merry Christmas, Happy New Year, and safe travels.

Councilor Nelson wished everyone a Merry Christmas and Happy New Year. He discussed the savings to the City and increase in tax revenue by allowing the rehabilitation of properties on the demolition list, and thanked Rita Miller for her work.

Councilor Battaglino thanked Al Vitolo for the presentation to the MDA, Mr. Gelacio for the information he provided, Project Texoma for the Soups and Socks event, and Downtown Wichita Falls Development for the City Lights parade. He apologized for missing the last Council meeting and stated it was due to him being a member of the Department of Defense Executive Leadership Development Program which required a trip to Korea, and on Dec. 7th he was in Hawaii for the 82nd Pearl Harbor Remembrance ceremony where he was able to interact with survivors. On January 22, 2024, he will be hosting a town hall meeting for District 4 at the Thomas Fowler American Legion Post 169 at 5:00 p.m. Councilor Battaglino wished everyone a Merry Christmas and Happy New Year.

Mayor Short wished everyone a Merry Christmas and Happy New Year, and asked that God Bless our wonderful City. He gave a shout out to Downtown Wichita Falls

Development for the parade and event at the Farmer's Market, and stated it was an impressive event that gets bigger and better every year. Mayor Short sent his thoughts and prayers and expressed his concern and support for Susan Kimes, who was shot along with her daughter during a domestic violence incident two weeks ago. Susan is a valued City employee who is greatly missed, and he asked that everyone keep Susan and her daughter in our prayers, and to support the Go Fund Me page set up to help with their medical expenses.

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Item 10 – Executive Sessions

City Council adjourned into Executive Session at 9:33 a.m. in accordance with Texas Government Code §551.074 and §551.087.

City Council reconvened at 10:04 a.m.

Mayor Short reconvened in open session and announced that no votes or polls were taken.

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Item 11 – Appointments to Boards and Commissions

10:05 a.m.

Moved by Councilor Whiteley to make the following appointments to the Airport Board of Adjustments:

Place 4 – Reappoint Fred Tillman with a term to expire 12/31/2025.

Place 5 – Reappoint Debra Carr with a waiver of term limit, with a term to expire 12/31/2025.

Place 6 - Reappoint Mark McBurnett with a term to expire 12/31/2025.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Whiteley to reappoint Michele Pohlmann to Place 4 on the Animal Shelter Advisory Committee with a term to expire 12/31/2025.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglini, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

Moved by Councilor Whiteley to make the following appointments to the Construction Board of Adjustments and Appeals:

Place 1 - Reappoint Anthony Inman with a waiver of term limit, term to expire 12/31/2026.

Place 2 – Reappoint Leo Lane a waiver of term limit, term to expire 12/31/2026.

Place 4 – Rick Hernandez to an unexpired term with a term to expire 12/31/2025.

Place 5 – Reappoint Pete Johnson with a waiver of term limit, term to expire 12/31/2026.

Place 6 – Reappoint Allen Moore with a term to expire 12/31/2026.

Place 8 – Reappoint Michael Grassi with a waiver of term limit, term to expire 12/31/2026.

Place 10 – Reappoint Eric Archer with a term to expire 12/31/2026.

Place 11 – Reappoint Luke Oechsner with a waiver of term limit, term to expire 12/31/2026.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglini, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

Moved by Councilor Whiteley to make the following appointments to the Emergency Medical Services Board:

Place 6 – Reappoint Dr. John Hilmi, MD with a waiver of term limit, term to expire 12/31/2025.

Place 7 – Reappoint Nancy Berend with a waiver of term limit, term to expire 12/31/2025.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Whiteley to reappoint Joel Hartmangruber to Place 2 on the Landmark Commission with a term to expire 12/31/2026.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Taylor to make the following appointments to the Park Board:

Place 1 – Reappoint Larri Jean Jacoby with a term to expire 12/31/2026.

Place 3 – Adam Arruda with a term to expire 12/31/2026.

Place 6 – Dawn Ferrell with a term to expire 12/31/2026.

Place 8 – Steve Garner to Place 8 on the Park Board with a term to expire 12/31/2026.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Whiteley to make the following appointments to the Planning and Zoning Commission:

Place 2 – Reappoint Blake Haney with a waiver of term limit, term to expire 12/31/2025.

Place 3 – Move Steven Wood from Place 11 – Alternate with a term to expire 12/31/2025.

Place 5 – Reappoint Noros Martin with a term to expire 12/31/2025.

Place 7 – Reappoint Michael Grassi with a term to expire 12/31/2025.

Place 10 – Brady Enlow with a term to expire 12/31/2025.

Place 11 – Alan Sizemore with a term to expire 12/31/2025.

Place 12 – Reappoint Mark McBurnett with a term to expire 12/31/2025.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Taylor to make the following appointments to the Tax Increment District Reinvestment Zone #2:

Place 1 – Rick Hatcher with a term to expire 12/31/2025.

Place 2 – Jim Chandler with a term to expire 12/31/2025.

Chair – Ben Filer with a term to expire 12/31/2024.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Whiteley to make the following appointments to the Tax Increment District Reinvestment Zone #3:

Place 2 – Shammann Smith with a term to expire 12/31/2025.

Place 3 – Jamie Gould with a term to expire 12/31/2025.

Chair – Kenneth Haney with a term to expire 12/31/2024.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Whiteley to make the following appointments to the Tax Increment Financing Reinvestment Zone #4:

Place 1 – Ben Filer with a waiver of term limit, term to expire 12/31/2025.

Place 2 – John Dickinson with a waiver of term limit, term to expire 12/31/2025.

Chair – Ben Filer with a term to expire 12/31/2024.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Whiteley to make the following appointments to the Water Resources Commission:

Place 1 – Shane FitzHenry with a waiver of term limit, term to expire 12/31/2025.

Place 4 – Glenn Barham with a waiver of term limit, term to expire 12/31/2025.

Place 5 – Richard Milhollon with a term to expire 12/31/2025.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Taylor to make the following appointments to the Wichita County-City of Wichita Falls Health District Board:

Place 1 - Rachel Reitan with a term to expire 12/31/2025.

Place 3 – Reappoint Dr. Jared Harlan with a waiver of term limit, term to expire 12/31/2025.

Place 4 – Reappoint Melissa Plowman with a waiver of term limit, term to expire 12/31/2025.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Moved by Councilor Battaglino to make the following appointments to the Zoning Board of Adjustment:

Place 1 – Move Rick Hernandez from Place 9 – Alternate to Place 1 with a term to expire 12/31/2025.

Place 2 – Move Jose Garcia from Place 6 – Alternate to an unexpired term for Place 2 with a term to expire 12/31/224.

Place 3 – Dave Waddell with a waiver of term limit, term to expire 12/31/2025.

Place 4 – Kerry Maroney with a waiver of term limit, term to expire 12/31/2025.

Place 5 & Chair – Tyson Traw with a waiver of term limit, term to expire 12/31/2025.

Place 6 – Richard Milhollon to an unexpired term, term to expire 12/31/2024.

Place 10 – Mark McBurnett with a term to expire 12/31/2025.

Motion seconded by Councilor Whiteley and carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Nelson, Smith, Taylor, and Whiteley

Nays: None

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Item 12 –Adjourn

Mayor Short adjourned the meeting at 10:19 a.m.

PASSED AND APPROVED this 16th day of January 2024.

Tim Short, Mayor

ATTEST:

Marie Balthrop, TRMC, MMC
City Clerk

CITY COUNCIL AGENDA
January 16, 2024

ITEM/SUBJECT: Resolution authorizing the City Manager to award bid and contract for the Jasper High Service Pump Replacement Project to Trew Contracting Solutions, LLC in the amount of \$610,000.00.

INITIATING DEPT: Public Works

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: Upgrade or Replace Outdated Public facilities

COMMENTARY: One of the four high service pumps at Jasper Water Treatment Plant has exceeded its useful life. Staff secured the professional design services of Garver Engineering to design a replacement pump and associated work in February of 2023. The design was completed and the project advertised for bidding in early November of 2023.

On December 5, 2023, bids were opened for the Jasper High Service Pump Replacement Project. This project is generally described as the replacement of a high service pump at Jasper Water Treatment Facility, and associated work. The High Service Pumps pump treated water from the plant into the distribution system. The Engineer's estimate for the Base Bid was \$1,280,000.00.

The bids received for this project are as follows:

<u>COMPANY</u>		<u>AMOUNT</u>
Trew Contracting Solutions, LLC	– Lubbock, TX	\$ 610,000.00
Taknek, LLC	– Gainesville, TX	\$ 622,000.00
Urban Infraconstruction	– Irving, TX	\$ 800,000.00

Construction of this project should require approximately one-hundred and twenty days to complete.

Trew Contracting Solutions, LLC has been vetted by the City consultant and represents good value for the City of Wichita Falls. Therefore, staff, and our consultant recommends award of the Contract to Trew Contracting Solutions, LLC in the amount of \$610,000.00, based on unit price quantities.

☒ **Director, Public Works**

ASSOCIATED INFORMATION: Resolution , Recommendation Letter, Bid Tab, Location Maps

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing the City Manager to award bid and contract for the Jasper High Service Pump Replacement Project to Trew Contracting Solutions, LLC in the amount of \$610,000.00

WHEREAS, the City of Wichita Falls has advertised for bids for the Jasper High Service Pump Replacement Project; and,

WHEREAS, it is found that the lowest responsible bidder is Trew Contracting Solutions, LLC, who made a unit price bid with an estimated total of \$610,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The unit price bid for the Jasper High Service Pump Replacement Project is awarded to Trew Contracting Solutions, LLC in an estimated total amount of \$610,000.00, and the City Manager is authorized to execute a contract for the City with said Contractor for the construction of such project.

PASSED AND APPROVED this the 16th day of January, 2024.

MAYOR

ATTEST:

City Clerk



500 West 7th Street
Suite 803
Fort Worth, TX 76102
TEL 817.740.9575

www.GarverUSA.com

December 12, 2023

Russell Schreiber, PE
City of Wichita Falls
1300 7th Street
Wichita Falls, TX 76307

Re: City of Wichita Falls
Jasper WTP HSPS Design
Recommendation of Award

Dear Mr. Schreiber:

Bids were received for the Jasper Water Treatment Plant High Service Pump Station Improvements project (CWF23-565-20) at the City of Wichita Falls City Hall at 2:15pm on Tuesday, December 5th, 2023. The bids have been checked for accuracy and for compliance with the contract documents. A tabulation of the bids received is enclosed with this letter.

A total of three (3) bids were received on the project. Trew Contracting Solutions, LLC submitted the low bid for the project in the amount of \$610,000.00. The Engineer's Opinion of Probable Cost was \$1,280,000.00.

We believe that the bid submitted by Trew Contracting Solutions, LLC represents a good value for the City of Wichita Falls and recommend the construction contract for Jasper Water Treatment Plant High Service Pump Station Improvements project (CWF23-565-20) be awarded to Trew Contracting Solutions, LLC.

Please call me if you have any questions.

Sincerely,

GARVER, LLC

Ty Riebe, P.E.
Facility Team Leader

Attachments: Bid Tab for Jasper WTP HSPS Improvements



Jasper WTP HSPS Improvements
City of Wichita Falls
Wichita Falls, Texas
12/5/2023 – 2:15 p.m.

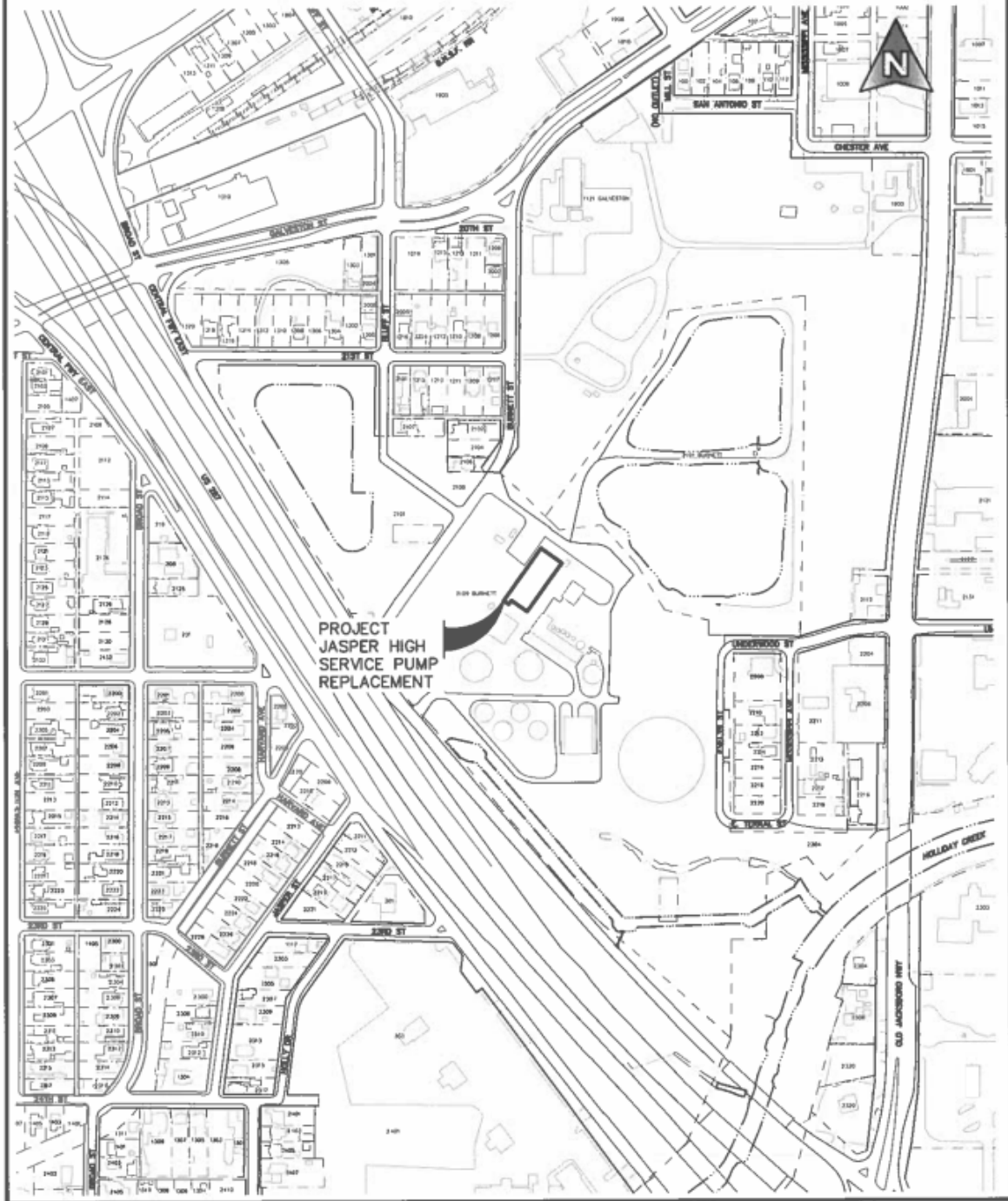
BID RESULTS SHEET

Contractor	Total Base Bid
Trew Contracting Solutions, LLC	\$610,000.00
Taknek	\$622,000.00
Urban Infraconstruction	\$800,000.00

Jasper High Service Pump Replacement Project
CWF23-565-20
Bid Date: December 5, 2023

BASE BID ** ORDER OF BIDS FROM LOWEST TO HIGHEST **				Trew Contracting Solutions, LLC Lubbock, TX		Taknek LLC Gainesville, TX		Urban Infraconstruction, LLC Irving, TX	
Pay Item	Description	Unit	Project Totals	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	SITE PREPARATION & MOBILIZATION	LS	1	\$29,000.00	\$29,000.00	\$30,000.00	\$30,000.00	\$37,500.00	\$37,500.00
2	DEMOLITION	LS	1	\$218,000.00	\$218,000.00	\$210,000.00	\$210,000.00	\$138,500.00	\$138,500.00
3	INSTALLATION OF PUMP AND ASSOC. ITEMS	LS	1	\$313,000.00	\$313,000.00	\$312,000.00	\$312,000.00	\$540,000.00	\$540,000.00
4	INSTALLATION OF ELECTRICAL EQUIPMENT AND DEVICES	LS	1	\$50,000.00	\$50,000.00	\$70,000.00	\$70,000.00	\$84,000.00	\$84,000.00
Engineer's Estimate: \$1,280,000.00				Total Base Bid	\$610,000.00	Total Base Bid	\$622,000.00	Total Base Bid	\$800,000.00
				AWARD TOTAL (Base Bid)	\$610,000.00				

PROPOSED JASPER HIGH SERVICE PUMP REPLACEMENT



**CITY COUNCIL AGENDA
JANUARY 16, 2024**

ITEM/SUBJECT: Resolution authorizing the purchase of a Washer Compactor for the Northside Wastewater Treatment Plant, from Vision Equipment, L.L.C., in the amount of \$90,850.00.

INITIATING DEPT: Public Works and Finance/Purchasing

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: Upgrade or Replace Outdated Public Facilities

COMMENTARY: The City of Wichita Falls Northside Wastewater Treatment Plant is equipped with a bar screen as one of its standard treatment processes. The bar screen is a mechanical filter that removes large, solid objects, such as rags, metal, plastic and paper wastes from the wastewater stream. These large solids create damage and unnecessary wear and tear on the downstream treatment processes/equipment in the wastewater plant and present potential interferences in the treatment processes.

In 2019, a new bar screen was installed at the Northside Wastewater Treatment plant. The screenings from the bar screen are currently deposited in a wheelbarrow that has to be manually transferred to a trash bag. Because the screenings are not washed or compacted, this creates a large volume of septic waste that has to be dealt with by hand and will not pass the paint filter test for transport to the landfill. The Resource Recovery Division has been cited in recent inspections regarding the liquid coming off the bar screens as a violation of the plants stormwater permit. The compacting of the screenings will reduce liquid leaving the bar screen area, the screenings volume sent to the landfill by up to 80% and the weight by up to 60%. This will provide a safer, regulatory complaint benefit to the treatment and disposal of waste at the Northside Wastewater Treatment Plant.

Staff received a quote from Vision Equipment, the vendor of Duperon Corporation equipment, in the amount of \$90,850.00 to provide the equipment and labor for installation of the Washer Compactor. The purchase of the Washer Compactor is budgeted in Resource Recovery's operating budget for \$100,000.00.

Duperon Corporation is the manufacturer of the bar screening equipment at the Northside Wastewater Treatment Plant and also the Washer Compactor unit. These two pieces of equipment must flange up, or fit together, for operations, and therefore the City must purchase this equipment from the sole source provider Vision Equipment.

Staff recommends award of the purchase of a Washer Compactor to Vision Equipment.

☒ **Director, Public Works**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing the purchase of a Washer Compactor for the Northside Wastewater Treatment Plant, from Vision Equipment, L.L.C. in the amount of \$90,850.00

WHEREAS, one of the City of Wichita Falls' Strategic Goals is to Provide Adequate Infrastructure; and,

WHEREAS, the City desires to continue to have reliable treatment systems to properly treat waste streams within the Wastewater Treatment Plants; and,

WHEREAS, the City desires to continue to protect its employees and the environment from this waste; and,

WHEREAS, it is in the best interest of the City of Wichita Falls to sole source the purchase of the equipment and labor from Vision Equipment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

City staff is authorized to execute all documents necessary to purchase a Washer Compactor for the Northside Wastewater Treatment Plant from Vision Equipment, L.L.C. in the amount of \$90,850.00.

PASSED AND APPROVED this the 16th day of January, 2024.

MAYOR

ATTEST:

City Clerk



Oct 25, 2023

Subject: Duperon Products, Parts and Service for Texas

To Whom It May Concern,

The intent of this letter is to confirm that Duperon Corporation® and its representative agency, Vision Equipment are the sole source for Duperon® branded equipment, service parts and associated accessories for the entire states of Texas and Oklahoma. These products and parts are patented by Duperon Corporation and are not made under license or other arrangement by any other manufacturer.

If you have any further questions or concerns, please do not hesitate to contact us at

800.383.8479

Best regards,

A handwritten signature in blue ink that reads "Mark Hickok".

Mark Hickok
Regional
Manager
(989)412-
0289

cc: Ron Clor: rclor@duperon.com

**City of Wichita Falls, TX – North Side WWTP
Proposal #10154R3 – Duperon Washer Compactor**



Vision Equipment

TEXAS • NEW MEXICO • OKLAHOMA

Provided By:
Vision Equipment
Jodie Marbut
(817) 229-0411

Presented To:
Bill Thornton



Technologies for Municipal and Industrial Wastewater Treatment

- Water Treatment Membranes
- Headworks Course Screening
- Headworks Fine Screening
- Indexed Tray De-Gritting
- Vortex De-Gritting
- Septage Receiving Stations
- In-Line Grinding
- Manhole Grinders
- Grit Classifiers
- Clarifiers
- Oxidation Ditch Systems
- Fine Bubble Aeration
- Course Bubble Aeration
- Lagoon Aeration
- Retractable Aeration
- Oxidation Ditch Conversions
- Biosolids Thickening
- Biosolids Dewatering
- PD Blowers
- Turbo Blowers
- Horizontal UV Disinfection
- SBR
- MBR
- Packaged WWTPs
- Sludge Holding Tank Aeration
- Digester Mixers
- Trickling Filters
- SS Mesh Filters
- Washer/Compactors

SOUTH & CENTRAL TEXAS	SOUTHEAST TEXAS	CORPUS CHRISTI TEXAS	NORTH TEXAS & OKLAHOMA
David Bartlett San Antonio C: 210-381-8326 David@visionequipment.net	Hershel Ezzeil, Jr., P.E. Houston C: 281-356-9414 Hershel@visionequipment.net	Randall Eulenfeld Corpus Christi C: 361-316-0286 Randall@visionequipment.net	Jodie Marbut Wheatfield C: 817-229-0411 Jodie@visionequipment.net
VISION EQUIPMENT	SOUTHEAST TEXAS	WEST TEXAS	TEXAS
Home Office Vision Equipment 8 Puka View Frisco, Texas, TX 75035	Kaisha Antoine, PhD, PE Houston C: 282-228-5802 Kaisha@visionequipment.net	Mike Neff Amarillo C: 806-326-5913 Mike@visionequipment.net	Chris Hanley Office Manager C: 817-786-2809 Chris@visionequipment.net

www.visionequipment.net



TEXAS • NEW MEXICO • OKLAHOMA

December 5, 2023

Bill Thornton
City of Wichita Falls
Wastewater Treatment Plant
1005 River Road
Wichita Falls, TX 76305

Reference: Wichita Falls North Side WWTP - Duperon Washer Compactor Proposal
#10154R3

Bill,

Thank you for considering this proposal from Vision Equipment and Duperon for the Duperon Washer Compactor. This technology is the most robust washer/compactor in the industry. It's internal compaction zone and dual auger system allows for unique and customizable debris piping options without the risk of clogging. This will provide huge cost savings for haul off due to lighter weight debris and no need for manual hauling.

SUMMARY:

Equipment (see attached description/breakdown):

- Duperon Washer Compactor – Model LFWC
- Main Control Panel – (1) LFWC
- On Site Technical Assistance
- Freight
 - Equipment

\$64,000.00

Installation

Installation of Duperon Washer Compactor, including
connecting to existing electrical panel of the Duperon
LowFlow Screen

\$ 6,850.00

TOTAL PRICING

\$90,850.00

Please let me know if you have any questions or concerns.

We remain at your service,

Jodie Marbut
Vision Equipment - Weatherford

Note: This proposal is good for 30 days.

SOUTH & CENTRAL TEXAS		SOUTHEAST TEXAS		CORPUS CHRISTI TEXAS		NORTH TEXAS & OKLAHOMA	
David Bartlett San Antonio C: 210-381-6000 David@visionequipment.net		Reynold Egan, Jr., P.E. Houston C: 281-650-5414 Reynold@visionequipment.net		Randall Eitenfeld Corpus Christi C: 361-319-0288 Randall@visionequipment.net		Jodie Marbut Weatherford C: 817-228-9811 Jodie@visionequipment.net	
VISION EQUIPMENT		SOUTHEAST TEXAS		WEST TEXAS		TEXAS	
Harris Office Vision Equipment 5 Jody Way Fritch, Texas, 75760		Kathia Antoine, PhD, PE Houston C: 281-228-1800 Kathia@visionequipment.net		Mike Reilly Amarillo C: 806-336-5913 Mike@visionequipment.net		Chris Hamley Office Manager C: 214-736-1850 Chris@visionequipment.net	
www.visionequipment.net							



MINUTES
PLANNING & ZONING COMMISSION
October 11, 2023

PRESENT:

Blake Haney	◆ Member
David Cook	◆ Chairman
Michael Grassi	◆ Member
Doug McCulloch	◆ Member
Matt Marrs	◆ Member
Noros Martin	◆ Member
Paul Mason	◆ Alternate No. 2
Mark McBurnett	◆ SAFB Liaison
Wayne Pharris	◆ Member
Jeremy Woodward	◆ Vice-Chair

James McKechnie, Deputy City Attorney	◆ City Staff
Terry Floyd, Development Services Director	◆ City Staff
Fabian Medellin, Planning Manager	◆ City Staff
Christal Cates, Senior Executive Asst.	◆ City Staff
Cedric Hu, Planning Technician	◆ City Staff

ABSENT:

Cayce Wendeborn	◆ Member
Steve Wood	◆ Alternate No. 1
Councilor Bobby Whiteley	◆ Council Liaison

I. CALL TO ORDER

The meeting was called to order by Chairman, Mr. David Cook, at 2:00 p.m. Chairman Cook proceeded to make the following comments:

III. PUBLIC COMMENTS

Chairman Cook asked if there were any comments from the public. With no response, Mr. Cook closed public comments.

IV. APPROVAL OF MINUTES

Mr. Matt Marrs made a motion to adopt the September 13, 2023, minutes. Mr. Paul Mason seconded the motion. The motion was passed unanimously, 9-0

VII. REGULAR AGENDA

1. Case C 23-16 – 3411 McNiel Avenue:

Consider taking action on a conditional use at 3411 McNiel Avenue to allow for a 15 ½ foot addition to an existing communications tower in a General Commercial (GC) district.

Mr. Matt Marrs made a motion to approve the case. Mr. Wayne Pharries seconded the motion. Mr. Cedric Hu presented the case and stated, the applicant, Haley Peck, with Crown Castle Group had filed an application to request the addition of 15 ½ foot extension to an existing communications tower.

Mr. Hu advised the subject property was located southeast of the McNiel Avenue and Kell Boulevard intersection in a shopping center owned by Skyline Development, surrounded primarily by major commercial and retail uses, behind Planet Fitness and Conn's Furniture store.

The site plan displayed showed the existing 95 ½ foot tower surrounded by a 60ft. X 60ft. fenced area with drive to access the property. The tower measures 650ft. away from Kell Boulevard and McNiel Avenue and 400ft. away from Midwestern Parkway. Mr. Hu stated the tower addition qualifies under 6409 of the FCC law.

Mr. Hu stated the subject property is located in the middle of a General Commercial (GC) zoning district with retail and office uses.

Staff notified 20 property owners within 200ft. of the subject property and received a total of 3 responses, all in favor of this petition. It is noted all three responses were from Skyline Development, the owners of the property. Mr. Hu stated staff recommended approval of this request for a 15 1/2 ft. addition to a 95 ft. 6 in. communication tower at 3411 McNiel Ave. with the following conditions:

1. Obtain all necessary permits and licenses in accordance with city ordinances or adopted building codes.

Chairman Cook asked if the applicant was present and wish to make a presentation. The applicant was not present. Chairman Cook asked if there were any comments from the public. With no comments, Mr. Cook asked the Commission if they had any comments or questions. Chairman Cook called for a vote. The proposal passed unanimously with a vote of 9-0

VIII. ADJOURN

Chairman Cook adjourned the meeting at 2:07 pm.



David Cook, Chairman

12/13/23

Date



Terry Floyd, Director of Development Services

12-13-23

Date

MINUTES
LAKE WICHITA REVITALIZATION COMMITTEE
December 12, 2023

PRESENT:

David Coleman, Chair
Steve Garner, Vice Chair
Mike Battaglino, City Council Rep
Matt Marrs
Austin Cobb
John Pezzano
Sharon Roach

■ Members

Blake Jurecek, Asst City Manager

■ Staff

Wes Dutter, TP&W

■ Guests

ABSENT: Alison Sanders, Alicia Castillo, Adam Arruda, Rick Hernandez

1. **Call to Order:** David called the meeting to order at 1:03 and stated that Mike Battaglino was elected to City Council District 4, and is now our City Council Representative on the Committee. Also, Kari Shaw resigned from the Committee due to work commitments. This leaves us with two vacancies: The Park Board Representative and a Resident of Wichita Falls Representative.

2. **Approval of Minutes:** October meeting minutes were approved unanimously.

3. **Project Updates:**

3.a. **Veteran's Plaza Project:**

Regarding the marker to honor Thomas W Fowler, David stated that he wrote a check to Marrs Patriot Construction for \$4,200 for construction of the marker. The location was approved, between the start of the walkway and the sidewalk leading down to the Circle Trail. However, Terry Points requested that area be filled with a concrete slab to make grounds maintenance easier, and an additional cost of up to \$500 was approved, if necessary.

David mentioned the parking lot repaving project is well underway, and the contractor is trying to finish by the end of December, but that's not looking very likely.

3.b. **Lake Deepening:**

David provided copies of the letter signed by Mayor Short to the USACE that starts the process for the USACE to add the Lake Wichita project to their workload, and when funds are available, they will pay up to \$50,000 for a study to formalize the Federal Interest Determination (FID). If the FID is positive, the next stage will be the USACE will determine the cost to complete a Feasibility Study and Cost Share Agreement. This phase could require a local cost share, depending on the complexity of the Study, so

December 12, 2023

another City Council decision would be required before proceeding to this stage. At this point, many details of project costs and cost shares would be known.

Steve asked whether a project is feasible to excavate portions of Pelican's Point, and build it up in the middle to make the area an attraction. David will check the maps to see if this area is classified as Wetlands.

- 3.c. **Parks Master Plan:** Blake stated that the City's contract for a Parks Master Plan was awarded to Halff & Associates, and they have started their fact finding stage, but the LWRC will be able to provide input to the consultant in the near future.

4. **Discussion of Brick Sales and Fundraising Initiatives:** David stated we now have 22 engraving orders, and these have been sent to Austin Stone & Monument, but we must wait for the parking lot repaving to complete before doing the engraving work. Revenue from these orders is \$3,800 and the engraving cost will be approximately half of this amount.

David stated that he is now a Signer on the Wells Fargo checking account, and he successfully transferred the PayPal account balance of \$23,768.85 to the WF Account. This makes the WF account balance \$30,979.00 with pending obligations of \$4,200 to MPC and \$3,877.50 to the City of Lakeside City for the boat ramp dredging. We also have a balance of approximately \$6,000 in the City of Wichita Falls account, left over from construction of the Veterans Plaza, and Blake said he would find out the exact amount.

5. **Consideration of new member applications:** The group reviewed the two applications we have received, and voted to recommend one of them to City Council. However, City Council will not consider our Board appointments until January 16, so more discussion on this matter will take place at the LWRC meeting on January 9th when more is known regarding membership of the Park Board.

6. **Nomination and Election of Officers:** The following Officers were nominated and unanimously selected:

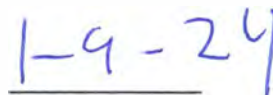
- a. Chair: Austin Cobb
- b. Vice Chair: Steve Garner
- c. Secretary/Treasurer: David Coleman

7. **Other Business Matters:** The group unanimously agreed to change the meeting time to 11:30, remaining on the second Tuesdays. Mike Battaglino announced he will hold a District 4 Town Hall at the American Legion Post 169 on Monday, 22 January at 5:00 pm.

8. **Adjournment:** The meeting adjourned at 1:40 pm.



Austin Cobb, Chair



Date

December 12, 2023

CITY COUNCIL AGENDA January 16, 2024

ITEM/SUBJECT: Ordinance amending the City Code of Ordinances, Appendix A – Subdivision and Development Regulations, to amend platting requirements and formally adopt a Pavement Design Manual to comply with regulations as set forth in Texas House Bill 3699.

INITIATING DEPT: Development Services

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

BACKGROUND:

Timeline:

- June 2023 – Texas House Bill 3699 (HB 3699) Passed by Texas Legislature and Signed by Governor Greg Abbott.
- December 8, 2023 – Staff and the Development Stakeholders Meet to Discuss Required Changes to the City's Subdivision Regulations to Achieve Compliance with HB 3699.
- December 13, 2023 – Planning and Zoning Commission Meets to Consider a Recommendation to the City Council for the Proposed Subdivision Ordinance Revision and Formal Adoption of a Pavement Design Manual to Comply with HB 3699. Commission moves to postpone recommendation to allow for additional time for review.
- January 10, 2024 - Planning and Zoning Commission Convenes and Makes a Recommendation to approve.
- January 16, 2024 – City Council Consideration of Ordinance to Amend the City's Subdivision and Development Regulations and Formal Adoption of a Pavement Design Manual to Comply with HB 3699.

Summary:

In June 2023, Texas House Bill 3699 (HB 3699) was signed into law by Governor Greg Abbott. This new State law was passed in an effort to further clarify previously passed State legislation and add additional responsibilities for local governing bodies (i.e. City Councils/Planning Commissions) in the area of platting and land subdivision regulations. In an effort to comply with the recent changes, staff began work to make the necessary revisions to achieve compliance with the new law and bring them forward for Council consideration.

Below is a summary of the major changes that the City will now need to adhere to per HB 3699 along with the City's current compliance status:

- Clarification of 30-day approval (i.e. “plat shot clock”) requirement only applies to a governing body’s plat review and decision. The 30-day review/approval window no longer applies to timelines for construction plan, site plan or other plan reviews associated with subdivision of land and/or its development.
 - The City currently processes plats in 30 days if all the requirements for plat compliance are met. This includes all needed reviews of the plat items for Planning Commission approval.
- A plat checklist outlining all of the platting requirements is required to be published on a City’s webpage by January 1, 2024.
 - The City has had a plat checklist published for a number of months and is already following this requirement of the legislation.
- Cities may not require analyses, studies documents, agreements or similar items as part of a plat application.
 - The proposed Ordinance revision, as outlined later in this staff report and its subsequent attachments, now requires those plans be approved and constructed or include a surety for the amount of the work to be done by the developer prior to a plat application being formally filed with the City. The proposed Ordinance revision also includes Council adoption a Pavement Design Manual and references the previously adopted the Stormwater Design Manual in in August 2011.
- Minor changes to when plats are required in instances where no public improvements or dedication of land is required.
 - The City’s current subdivision regulations are in compliance with this requirement.
- Cities may not require dedication of right-of-way for a future street or alley in a subdivision that is not: 1) intended by the owner; 2) not included, funded and approved in a City/County capital plan or capital project.
 - As part of the Fiscal Year 2024 Capital Budget adoption, the City adopted the City’s Thoroughfare Plan that includes planned future roadway projects by reference to achieve compliance with this requirement. No additional changes are needed.
- Cities are allowed to have a submittal calendar that defines dates for plat submittal.

- The City has had a plat calendar for a number of years and in compliance with HB 3699.
- Multiple 30-day plat deadline extensions as agreed upon by the developer and City are allowed. Previous legislation allowed for one extension, but now multiple extensions are allowed.
 - Staff welcomes this change to allow further partnerships and flexibility in timelines with developers, engineers and surveyors. Extensions are currently granted as requested by plat applicants (i.e. plat applicants). No additional revisions are needed for compliance.
- City Council and Planning Commissions can delegate complete plat approvals to staff if they desire.
 - Although some cities are exploring this option, at this time staff is not recommending exploring this option. Plat approval will continue as it currently conducted. The City's current approval process is still compliant with HB 3699.

Summary of Proposed Subdivision Regulation Amendments for HB 3699 Compliance:

As outlined above, the City is already in compliance and/or currently has policies in place that comply with many of the new requirements as set forth in HB 3699. In an effort to achieve compliance with the remaining applicable requirements, the following amendments to the Subdivision Regulations are being proposed for Council consideration:

1. The formal adoption of a Pavement Design Manual as required by HB 3699. There is no change being proposed in the current construction standards for public roads/streets (i.e. thickness, construction requirements, etc.) included in the manual. These standards have been in place for a number of years and available individually online, but have never been collected into one document (i.e. a manual) and formally adopted by Council. Once adopted, the manual will be made available on the City webpage.
2. Minor wording changes to correct the title for the Director of Development Services and other minor wording corrections found upon staff's detailed review.
3. A change to the City's current process in the approval of infrastructure improvement plans (i.e. drainage, streets, sewer and water plans) to require that those plans are approved and the improvements are either: 1) installed (i.e. constructed); or 2) have a surety for their construction amount in place prior to the plat application being filed with the City. Although most developments currently follow the process as outlined above for their final plat applications, there are

exceptions. In some instances, the construction work is being finalized or a surety is being obtained for the amount of the proposed work during the 30-day application review period by staff and prior to the Planning and Zoning Commission meeting. Before HB 3699 was passed, staff could recommend the Planning Commission pull the plat from the agenda to consider at a future meeting if this situation were to arise.

To comply with requirements as set forth in HB 3699, the proposed amendments now require that public infrastructure improvement plans are approved and the construction is completed or a surety has been accepted by the City prior to a plat application being filed with the City.

In recent discussions with our local development community (including local surveyors and engineers), staff outlined the required revisions as a result of HB 3699 and how staff proposed remain in compliance with State laws. The staff also held discussions with the Development Stakeholders Group on December 8th and answered questions about the proposed amendment.

At the December 13, 2023, meeting, some Commission members had expressed concerns regarding the wording of the proposed Ordinance related to how future changes would be made to the Pavement Design Manual and Stormwater Design Manual. Based on feedback that was received from the Commissioners at the meeting and comments from development community members, staff added wording to the attached proposed ordinance to clarify that any future amendments (i.e. changes) made to these manuals will be considered/approved by the City Council through ordinance amendments. That wording was presented to the Commission at the January 10, 2024, meeting and is included in the attached Ordinance amendment.

RECOMMENDATION:

The Planning Commission made a formal recommendation to approve the amendments at their January 10, 2024, meeting. The Commission also requested that meetings be held to discuss future amendments to the subdivision ordinance within the next 180 days. Staff is also recommending approval of the proposed amendments to the Subdivision Ordinance to achieve compliance with HB 3699.

☒ **Director of Development Services** ☒ **Assistant City Manager**

☒ **Director of Public Works**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Ordinance No.

Ordinance amending the City Code of Ordinances, Appendix A – Subdivision and Development Regulations, to amend platting requirements and formally adopt a Pavement Design Manual to comply with regulations as set forth in Texas House Bill 3699.

WHEREAS, in June 2023, Governor Greg Abbott signed House Bill 3699 related to changes in regulation of the subdivision of land (i.e. platting) and associated requirements for municipalities and/or other entities that govern platting requirements; and,

WHEREAS, after receiving and reviewing the City of Code of Ordinances, Appendix A – Subdivision and Development Regulation, staff is recommending the changes as proposed to achieve compliance with House Bill 3699; and,

WHEREAS, the City Council finds that the changes outlined herein will achieve compliance with these new regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

1. The following ordinance amendments to the City Code of Ordinances, Appendix A – Subdivision and Development Regulations - as attached herein in Exhibit 1 are adopted.
2. The City formally adopts the herein attached Pavement Design Manual – Exhibit 2. Any revisions to the design standards as set forth in the Pavement Design Manual will hereby be amended by the City Council through future ordinance amendments.
3. Further recognizes the previous adoption and codification of the Stormwater Drainage Manual as per Ordinance no. 39-2011, adopted on August 2, 2011 - Exhibit 3. Any revisions to the design standards as set forth in the Stormwater Drainage Manual will hereby be amended by the City Council through future ordinance amendments.
4. This ordinance shall take effect 30 days after its passage.

PASSED AND APPROVED this 16th day of January 2024.

M A Y O R

ATTEST:

City Clerk

Exhibit 1

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Appendix

A

Subdivision and Development Regulations

Editor's note—*Printed herein are the subdivision and development regulations of the city, as adopted by Ordinance Number 30-2003 on April 1, 2003. Ordinance Number 30-2003 repealed the former appendix A which pertained to the comprehensive subdivision ordinance of the city and derived from Ord. No. 2118, adopted September 28, 1964; Ordinance 2308, sec. 1, adopted March 2, 1967; Ordinance 2386, secs. 1–3, adopted Jan. 22, 1968; Ordinance 2485, sec. 1, adopted Feb. 18, 1969; Ordinance 2506, secs. 1–3, adopted June 17, 1969; Ordinance 2516, secs. 1–4, adopted July 15, 1969; Ordinance 2522, sec. 1, adopted Aug. 19, 1969; Ordinance 2572, sec. 1, adopted Feb. 17, 1970; Ordinance 2589, secs. 1–4, adopted May 19, 1970; Ordinance 2745, adopted Nov. 7, 1972; Ordinance 2752, sec. 2, adopted Nov. 7, 1972; Ordinance 2767, secs. 1–4, adopted Feb. 20, 1973; Ordinance 3197, secs. 1, 2, adopted June 7, 1977; Ordinance 3190, adopted June 16, 1977; Ordinance 3339, adopted July 12, 1978; Ordinance 3380, secs. 1, 2, adopted Oct. 3, 1978; Ordinance 3448, secs. 1–4, adopted April 3, 1979; Ordinance 3535, adopted Sept. 4, 1979; Ordinance 3578, secs. 1, 2, adopted Dec. 4, 1979; Ordinance 3579, adopted Dec. 4, 1979; Ordinance 3693, secs. 1–5, adopted July 1, 1980; Ordinance 3738, secs. 1, 2, adopted Oct. 7, 1980; Ordinance 69-84, adopted June 5, 1984; Ordinance 77-84, adopted July 3, 1984; Ordinance 110-84, adopted Sept. 18, 1984; Ordinance 137-84, adopted Nov. 20, 1984; Ordinance 52-85, sec. 1, adopted May 21, 1985; Ordinance 64-85, secs. 1–3, adopted June 18, 1985; Ordinance 104-86, sec. 2, adopted Dec. 16, 1986; Ordinance 44-87, secs. 1, 2, adopted May 5, 1987; Ordinance 85-87, sec. 3, adopted Sept. 1, 1987; Ordinance 91-87, adopted Sept. 15, 1987; Ordinance 85-89, secs. 1–3, adopted Nov. 21, 1989; Ordinance 134-93, adopted Dec. 5, 1993; Ordinance 113-97, adopted Nov. 4, 1997; and Ord. No. 58-99, sec. 1, adopted July 6, 1999. Amendments to Ordinance Number 30-2003 are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the Ordinance Number 30-2003. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same system of capitalization, citation to state statutes, and expression of numbers in text as appears in the Code of Ordinances has been used. Additions made for clarity are indicated by brackets.*

§ 1 Authority, purpose and extraterritorial application.

- A. The purpose of this ordinance is to provide for the orderly, safe and healthful development of the area within the city and within the extraterritorial jurisdiction of the city and to promote the health, safety, morals and general welfare of the community.
- B. This ordinance shall apply inside the corporate city limits and within two levels within the extraterritorial jurisdiction. Level one shall be along corridors and areas identified on a map approved by the city council, made a part of this ordinance and referred to herein by reference, as the areas most likely to experience growth in the nearest future.

Level two—Development Authority shall be within the remaining areas of the extraterritorial jurisdiction.

- C. The limits of level one and level two will be subordinate to any past or future agreements between jurisdictions that define or redefine the boundaries of the extraterritorial jurisdiction and that would affect the boundar[ies] of level one or level two.
- D. The boundaries describing the limits of levels one and two are subject to periodic review and may be adjusted by the city council.
- E. Should a development or improvement be partially within either levels of development, the most restrictive standards shall apply to the entire development or improvement.
- F. Inside the city limits and within levels one and two, there shall under all situations be a plat filed with the city if located within the certificate of convenience and necessity (CCN) area, and/or where there exist a contract between outside water providers and the city. Such plat shall be provided to the Planning Division in conformance with requirements therein and herein as applicable.

§ 2 Definitions.

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section.

Alley.

An “alley” is a minor public right-of-way, which is used primarily for vehicular service access to the back or sides of properties otherwise abutting on a public street.

Applicant.

An “applicant” is any person or any agent thereof establishing a lot of record or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term “applicant” shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.

Block.

A “block” shall be the property fronting on a street between street intersections or 1,200 feet, whichever is less. Where a street intersects only one side of a block, that side of the street shall be calculated in determining the block regardless of an intervening street.

Board of adjustment.

The “board of adjustment” is the board of adjustment of the City of Wichita Falls, Texas, pursuant to Chapter 211 of the Texas Local Government Code.

Border lines.

“Border lines” are water or sewer lines that abut one or more sides of a subdivision, but which serve other land as well as the land in such subdivision.

Building setback line.

The “building setback line” is the line within a property defining the minimum horizontal distance between a building or structure and the property line.

City.

Unless otherwise stated herein, “City” shall be city departments, and boards and commissions having purview over these regulations as applicable. “City” may also refer to the area contained within the boundary limits of the City of Wichita Falls.

Commission.

The “Commission” is the Planning and Zoning Commission.

Comprehensive plan.

The “comprehensive plan” is a plan of the city, adopted by the city council and as may be amended from time to time, that may include details related to growth, development, and city resources.

Cul-de-sac.

A “cul-de-sac” is a minor street having but one vehicular access to another street and terminated by a vehicular turnaround.

Dead-end street.

A “dead-end street” is a street, other than a cul-de-sac, with only one outlet.

Development or developed.

The term “developed” or “development” shall refer to those situations where water, sewer, streets or other utility, including stormwater provisions, are installed according to standards under this regulation or as may be required.

Easement.

An “easement” is an interest in land recorded for record that may be granted to a public, quasi public or private entity for installing and maintaining utilities, across, over or under private land together with the right to enter thereon, with machinery and other vehicles necessary for the maintenance of said utilities and that may include areas designated for access to an easement where a utility is located. An easement shall also include those areas reserved for other use that may include ingress and egress, drainage and other such utility.

Engineer.

An “engineer” is a person duly authorized under the provisions of the Texas Engineering Registration Act, as heretofore or hereafter amended, to practice the profession of engineering.

Extraterritorial jurisdiction.

Area outside of a city as defined by Texas Local Government Code ch. 42.

Governmental unit.

A “governmental unit” shall be the city, county, state or federal government, or other political subdivision of the state authorized to accept dedications for streets, easements and/or utilities.

He.

Use of the term “he” shall not be construed as gender specific.

Improvement(s).

An “improvement” shall be the construction of any structure or site element above the natural grade or additions to or modifications of any such structure or site element. This provision shall also include parking lots.

Level of development.

“Level of development” shall refer to levels one and two as defined herein.

Level one and level two.

“Level one and level two” shall refer to the application of standards within areas defined on a map, approved by the city council, and by reference made a part of this ordinance.

Lot.

A “lot” is an undivided tract or parcel of land which is, or in the future may be, offered for sale, conveyance, transfer or improvement; which is designated as a distinct and separate tract, and which is identified by a tract, lot number, or symbol in a duly approved subdivision plat which has been approved by the Commission and properly filed for record. All lots shall provide dedicated access to a public street sufficient for the projected traffic generated by the proposed development, with the exception of lots for single and/or two family residential development which shall have frontage on a public street.

Lot of record.

A “lot of record” is a tract of land legally recorded as a plat with the land records of the county.

Master plan.

A “Master plan” is a comprehensive concept plan to show the development of domestic water, sanitary sewer utilities, and storm water drainage within a proposed subdivision. The applicant’s master plan shall have documentation to describe the methodology intended to be used along with the preliminary plans with sufficient analyses to verify that the requirements of the city ordinances can be addressed.

On-site lines.

“On-site lines” are water or sewer lines within a subdivision, or water or sewer lines abutting one or more sides of a subdivision that serve only land in such subdivision.

Pavement width.

The “pavement width” is the portion of a street available for vehicular traffic; where curbs are laid, it is the portion between the faces of curbs.

Person.

A “person” is an individual, association, firm or corporation.

Plat.

A “plat” shall refer to both preliminary and final plats and shall be determined by the section in which it appears.

Plat, final.

A “final plat” is a plat prepared by a licensed surveyor or registered engineer, bearing the same requirements as a preliminary plat, in the absence of a preliminary plat, and/or in accordance with requirements herein, which is duly acknowledged by the owners, proprietors and those that have interest in the land, or by some duly authorized agent of such owners, proprietors and interest, in the manner required for the acknowledgment of deeds or as required herein and which is to be filed for record in the office of the county clerk of the county or counties in which the land lies.

Plat, minor.

“Minor plat” is a final plat of four or fewer lots, and not requiring the creation of any new street, or the extension of municipal facilities.

Plat, preliminary.

A “preliminary plat” is a tentative drawing made by a licensed surveyor or registered engineer for inspection purposes only, showing the entire tract of land sought to be subdivided, accurately describing all of said subdivision or addition by metes and bounds, locating the same with respect to an original corner of the original survey of which it is a part and giving dimensions thereof of said subdivision or addition, and dimensions of all streets, alleys, squares, parks or other portions of same intended to be dedicated to public use, or for the use of purchasers or owners of lots fronting thereon or adjacent thereto.

Public improvements.

A public improvement is any water system, sewer system, or drainage system intended to be used by the public, and excepted by the Public Works Department.

Public right-of-way.

A “public right-of-way” is a strip of land used, or intended to be used, wholly or in part, as a public street, alley, walkway or drainage way.

Residence.

A building intended to be or is occupied as the dwelling place of one or more persons in which the use and management of sleeping quarters and all appliances for cooking, ventilating, heating, or lighting are under one control, and which shall include one- and two-family dwellings, apartment houses, boardinghouses and mobile/manufactured homes.

Shall, may.

The word “shall” is always mandatory. The word “may” is discretionary.

Streets.

A “street” is a public right-of-way or private access which provides vehicular access to adjacent land, whether designated as a street, highway, thoroughfare, parkway, throughway, avenue, lane, boulevard, road, place, drive, expressway, freeway, or however otherwise designated where such designation or classification may be shown on the most recent thoroughfare plan.

- (1) An “arterial street” is one used primarily to provide circulation to various sections of the city.

- (2) A “collector street” is one used primarily to provide circulation within the neighborhood, to carry traffic from minor streets to arterial streets or to carry traffic through or adjacent to commercial, industrial or high population density areas such as large apartment developments.
- (3) A “marginal access street” is a minor street which is parallel and adjacent to an arterial street and which is used primarily to provide access to abutting properties and protection from through traffic.
- (4) A local street is primarily to provide access for residential or commercial traffic. The street use discourages through-traffic where such traffic does not have origin or destination within respective residential or commercial areas.
 - a. A “Local residential street” is a public road used primarily for access to abutting residential property.
 - b. A “Local commercial street” is a public road used primarily for access to abutting non-residential property.

Subdivision.

A “subdivision” is the division of any tract of land into two or more parts. Subdivision includes resubdivision. For the purpose of this ordinance, a single lot plat shall be considered a subdivision.

Surveyor.

A “surveyor” is a person duly authorized under the provisions of the Texas Registered Public Surveyors Act, as heretofore or hereafter amended, to practice the profession of public surveying.

Tank battery.

A “tank battery” shall generally consist of multiple tanks used for the containment or storage of fuels or fuel products or by-products. A single tank may also be considered a tank battery.

Thoroughfare plan.

The “thoroughfare plan” is intended to address future development by reserving rights-of-way to support development, and shall be a plan adopted by the city council, and may be amended from time to time, that reflects the existing, future or functional classification of all streets, roads and highways indicated therein and the standards associated with right-of-way and paving width.

Words not expressly defined herein are to be construed in accordance with customary usage in municipal planning and engineering practices.

(Ordinance 20-2018 adopted 5/1/18)

~~3 §3-~~ Development Process

- A. ~~The final pla~~Development plan~~t~~ shall contain all of the features required for preliminary plats or as required by the Planning Division and/or Department of Public

Works and it shall be accompanied by the following site improvement plans bearing the seal of an engineer:

1. Sanitary sewers. Detailed engineering plans of the proposed sewer facilities as required by the standard specifications.
2. Water. Detailed engineering plans of the proposed water facilities as required by the Department of Public Works.
3. Storm drainage. If within level one, detailed engineering plans of the proposed storm drainage facilities as required by the Department of Public Works.
4. Streets, curbs and gutters. If within level one, detailed engineering plans of the proposed streets, curbs and gutters as required by the Department of Public Works. [If] within level two detailed engineering plans of the proposed streets as required by the Department of Public Works. Determination of the need for curb and gutter within level two areas shall consider the density of existing development, plans or preliminary plats considered or approved within the last five years, and other such issues. A plat that includes both level one and level two areas shall require the submission of curb and gutter requirements for the entire development, or as required herein.

§ Standards, specifications and conditions.

3.1 General - Standards, specifications and conditions

- A. Staking for the proposed street construction will be provided by a competent engineer in the employment of the applicant.
- B. Upon completion of a street, drainage, water and/or sewer improvement as may be required, the respective governmental unit will inspect the finished work and provide the developer with a letter of approval.
- C. No preliminary or final plat shall be approved by the Commission and no completed site improvements shall be accepted by the respective governmental unit unless they conform to requirements herein.
- D. No final inspection shall be made or certificate of occupancy issued on a project unless all requirements under this regulation are installed and approved; and as defined by or under the requirements of the building permit and/or approved site plan unless approved or conditionally approved by the director of Development Services. The director of Development Services may require guarantees or commitments that development and/or improvements will occur within a specific time.
- E. Conformity with the city's master plans. The subdivision shall conform to the city's comprehensive plan, utility master plans, thoroughfare plan, and parks and trails master plans, or their successor documents and the standard specifications, as applicable.

- F. Provisions for future subdivisions. If a tract is subdivided into parcels larger than ordinary building lots, such parcels shall be arranged to allow the opening of future streets and logical future subdivisions.
- G. Reserve strips prohibited. There shall be no reserve strips controlling access to land dedicated or intended to be dedicated to public use.
- H. Suitable building sites. Every lot must contain a suitable building site unless otherwise required by the city that a lot be identified for reference and legal description where such is open space, easement, or other such situation as required by the Planning Division, Department of Public Works, Department of Parks and Recreation or other administrative department of the city as applicable.
- I. Suitability of land use. Land shall be suited to the purpose for which it is to be used.
- J. Level of development requirements. Should a development be within two development levels, the most restrictive standards shall apply.

3.2 Streets.

A. General requirements for streets.

- 1. Street layout. Adequate streets shall be provided by the applicant, the arrangement, character, extent, width, grade and location of which shall conform to the most recent thoroughfare plan or as required herein and shall be considered in their relation to existing and planned streets, to topographical conditions, to safety and convenience, and their appropriate relation to the proposed uses of the land to be served by such streets.
- 2. Relation to adjoining street system. Where necessary to the neighborhood pattern, existing principal streets in adjoining areas shall be continued and shall be at least as wide as such existing streets and in alignment therewith.
- 3. Projection of streets. Where adjoining areas are not subdivided, the arrangement of streets in the subdivision shall make provision for the proper projection of streets into such unsubdivided areas. Dead-end streets are prohibited.

Streets projecting into unsubdivided areas shall be provided with a cul-de-sac in accordance with standards herein. The Department of Public Works may consider and authorize a temporary cul-de-sac. Such temporary cul-de-sac shall be constructed in accordance with city standards and shown on the preliminary and final plat or by separate instrument. The length of a temporary cul-de-sac shall be no longer than allowed herein. The director of public works may approve a waiver of the requirement for a temporary cul-de-sac.

- 4. Street jogs. Street jogs, with centerline offsets of less than 125 feet shall not be allowed.

5. Half streets. No new half streets shall be constructed unless approved by the Director of Public Works. The Director of Public Works may only approve the construction of half streets that are arterial functional classification or are four-lane divided streets.
6. Street intersections. Street intersections shall be as nearly at right angles as practicable, giving due regard to terrain and topography.
7. Cul-de-sacs. Cul-de-sacs shall not exceed 600 feet in length in residential areas and 900 feet in length in commercial and industrial areas and shall have a turn around right-of-way of not less than 100 feet in diameter in residential areas and not less than 200 feet in diameter in commercial and industrial areas unless otherwise allowed herein.

The Planning Division, Department of Public Works and Fire Department shall evaluate the length and turn-around for each cul-de-sac by considering emergency access, density of residential, intensity of commercial, topography, sight distance, alternative access and other such issues. The above city departments shall have sole discretion to modify requirements herein in the interest of public health, safety and general welfare of the area and adjacent development and future development.
8. Access to arterial streets prohibited. Unless approved by the Directors of Development Services and Public Works, no residential subdivision shall be platted so that a residence fronts on or has direct access to an arterial street, highway, or highway frontage road. The directors may use the services of the metropolitan planning organization as necessary.
9. Main driveway opening on street. Each residential lot shall have the main driveway to the garage, carport, or off-street parking area opening on a local residential or collector street, except where the subdivision is platted to allow main driveway opening on the alley as provided herein.
10. Streets on thoroughfare plan. Where a subdivision ~~embraces~~ is adjacent to a street, as shown on the most recent thoroughfare plan, such street shall be platted in the location and of the right-of-way width indicated by the thoroughfare plan. Where a subdivision embraces an existing street or road not indicated on the thoroughfare plan, such street shall be platted in the right-of-way width indicated herein.
11. Local residential streets. Local residential streets shall be laid out as to discourage their use by through traffic where such traffic does not have its origin or destination within the residential area. This shall not include proposals or needs to connect adjoining residential subdivisions.
12. New adjacent arterial streets. The applicant shall dedicate right-of-way sufficient in width to meet the requirements of the thoroughfare plan or as required herein.
13. Adjacent existing streets or half streets. Where the proposed subdivision abuts upon an existing dedicated street or half street that does not conform to the thoroughfare

plan or requirements herein, the applicant shall dedicate right-of-way sufficient to make the full right-of-way width conform to the requirements of the most recent thoroughfare plan or as required herein.

14. Single lot subdivision. All required right-of-way dedication shall also apply to plats wherein a parcel is platted or replatted as a single lot and as required herein.

15. Street names. New streets shall be named in accordance with provisions of the Code of Ordinances and approved by the Planning Division.

B. Design standards for streets.

1. Street design shall be in accordance to the street standards developed by the Department of Public Works as approved by City Council.

2. Curb and gutter in accordance with city standards shall be required on all streets within level one unless exempted under section 94-100 of this Code. The Department of Public Works shall evaluate and may amend the need for curbs and gutters by evaluating the ownership of the roadway, plans for widening the roadway or other situations that may exist where the installation of curbs and gutters does not serve the public purpose. Curb and gutter may not be required by the Department of Public Works within a level two area. The creation of a multiple-lot subdivision or the creation of a new street may require curbs and gutters.

3. Curbs and gutters shall be installed by the applicant on both sides of all interior streets and on the subdivision side of all streets forming part of the boundary of the subdivision. An exception to boundary street dedication and paving may exist where the other side of the street is developed and/or improved and shall consider alignments and other identifiable factors, under which case there may be required a dedication and paving on one or both sides of the street. Curbs and gutters shall be constructed to city specifications. All streets shall be paved by applicant to city specifications.

4. Curb cut and driveway widths shall be in accordance with Appendix B of the Code of Ordinances. Upon approval by an authorized official of the state Department of Transportation, a 45-foot wide driveway width may be allowed on state-designated highways and frontage roads.

5. Right-of-way and pavement widths shall be in accordance with the following:

a. Right-of-way and paving width shall be in accordance with the thoroughfare plan.

b. Unless otherwise required or approved by the Department of Public Works, existing or proposed streets or roads within level one and level two areas not addressed in the thoroughfare plan or under other plans, shall be provided meeting city standards. If it is a state road or highway, the right-of-way and paving requirements shall be in accordance with state specifications, or where no standards or requirements exists, the minimum right-of-way requirement shall be the greater of 60 feet or as required by the county. Additional right-of-way and paving width may be required as determined

by long range plans, density or intensity of development, historical traffic conditions and counts, and other appropriate factors.

- c. The minimum right-of-way width and paving width, if the street is not indicated on the thoroughfare plan, shall be as required on the thoroughfare plan for the type and function of the street proposed unless additional width is required along state or county roads.
- d. The Planning Division and Department of Public Works shall be responsible for approving the street classification and/or type by considering the type, nature, density or intensity of proposed or future land uses related to or affecting the street. Local streets that serve, propose to serve, or may serve 150 or more dwellings shall be required to be upgraded to a minor collector under standards of the thoroughfare plan. Density calculations for local streets in adjacent or neighboring residentially zoned areas shall be based on 3.5 dwellings units per acre. In evaluating the street classification, consideration shall be given to other access.
- e. In designing developments, the developer shall comply with the Pavement Design Manual (known in this article as the "manual"), promulgated by the city's Department of Public Works, which shall contain written policies, standards, technical design criteria, procedures, methodology, details and regulations related to determination, design, review, and approval of pavement facilities as necessary to implement and comply with the provisions of this article. The manual shall be the governing document for all design activities related to compliance with this article. Although the intent of this manual is to establish uniform design practices, it neither replaces the need for sound engineering judgment nor precludes the use of information not presented. Other accepted engineering procedures may be used to determine design criteria with prior approval of the Director of Public Works or designee.

3.2 Street Medians.

1. Definitions.

- a. Medians: a strip of land, whether raised or flush, between the lanes of opposing traffic on a divided street.

2. Generally.

- a. Raised medians shall not be allowed except when required by the thoroughfare plan or other government agency.
- b. Any required raised median shall be made of solid material that requires no routine maintenance nor designed to contain vegetation including, but not limited to grass, shrubs, or trees.
- c. Flush medians shall have the surrounding pavement structure extended across the entire median. The flush median shall be delineated with approved pavement markings.

- d. Director of Public Works or designee may approve a variance to the items above where circumstances allow.

C. Access management.

- 1. Curb cuts on state-designated or state-controlled streets, roads or highways shall receive first approval by the state Department of Transportation. Additional approval by the Planning Division and/or Department of Public Works will consider sight visibility in relation to the posted speed of the road, street or highway, topography, roadway design and distance between curb cuts in accordance with accepted standards.
- 2. The distance between curb cuts on arterial streets and state-owned streets and roads shall be governed by the nature and type of land use, existing or potential for conflicts, speed and condition of the roadway, location and spacing of traffic signals, the ability for alternative access, the intended function of the roadway, and existing land uses.
- 3. As feasibly possible, marginal access streets or access easements shall be used for all commercial development to allow access to all properties or uses without the need to access these individually from a public street.
- 4. The city, county and/or state may require the closing or partial closing of any curb cut or drive opening where such creates or has the potential to create a hazardous condition. Should the opening be closed, the property owner shall provide a curb and remove the drive approach. An alternative to the removal of a drive approach may be considered by the installation of an approved barricade, generally only where affected roads or streets carry 300 ADT or less.
- 5. Chapter 6200, exhibit B of Appendix B, Zoning Ordinance of the Code of Ordinances, shall be considered as a guideline used to calculate the distance requirements between curb cuts and intersections. The Planning Division and Department of Public Works shall have final authority to modify conditions therein in the interest of public safety and as intended herein.
- 6. Section 102-40, visibility sight triangles, of the Code of Ordinances shall be considered a guide to sight visibility requirements. The Planning Division and Department of Public Works may amend requirements therein in the interest of public safety, and in consideration with the above situations, and may require the installation of acceleration/deceleration lanes, modifications or installation of medians and turning bays, and other situations that will enhance public safety.

D. Subdivision access.

- 1. All residential subdivisions shall have safe and reliable street access for daily use and emergency purposes.
- a. All preliminary plats showing 80 or more lots must be designed to show a minimum of two means of access to an existing collector or higher classification street as indicated on the Thoroughfare Plan.

- b. Upon final platting of 80 or more lots within a proposed subdivision or section of a subdivision, a separate connection/access point providing secondary access to an existing collector or higher classification street must be dedicated, installed, and completed according to the provisions referenced in Appendix D. of the fire code and Section 6.2 of Appendix A - Subdivision and development regulations.

3.3 Easements.

- A. A developer or property owner may provide or be required to provide utility easements in accordance with the following requirements:

1. Utility easements shall be provided at the front and/or rear of all lots or as required by the Department of Public Works or utility company.
2. Utility easements shall be centered on or adjacent to a common property line of two abutting lots and shall be continuous for the entire length of the block as required by the Department of Public Works or utility company. Unless otherwise permitted by the Director of Public Works, a developer or property owner shall provide utility easements in accordance with the following minimum width standards:
 - 10 feet when adjacent to a street right-of-way.
 - 10 feet when occupied by a non-city public utility and not containing or intending to contain city utilities.
 - 15 feet when occupied by a city utility up to 12 inches in diameter, running between common lot lines with public right of way at end for access and not exceeding [two] lots in length.
 - 20 feet when occupied by a city utility up to 36 inches in diameter.
 - 30 feet when occupied by a city utility greater than 36 inches in diameter.
 - 15 feet when occupied by a city utility when placed at the boundary of a development adjacent to unowned property. This requirement may be reduced to [ten] feet if the developer or property owner is able to secure [ten] feet of utility easement from the adjacent unowned property.
 - Additionally, if the existing utility is constructed of any material other than PVC or a material approved by the Director of Public Works, the easement shall be an additional five feet wide when a line is buried more than seven feet in depth. The easement shall be an additional ten feet wide when a line is buried more than [12] feet in depth. The easement shall be an additional [15] feet wide when a line is buried more than [20] feet in depth.
3. Utility easements shall be approximately parallel to the frontage of the street or as required by the Department of Public Works or [the] utility company.

4. No permanent or temporary encroachments shall be located within any easement, except fences may be placed along property lines, driveways and parking lots for ingress and egress, and sidewalks required in the City of Wichita Falls Code of Ordinances. The city may allow permanent or temporary encroachments with an encroachment agreement at the discretion of the Property Management Administrator in agreement with the Director of Development Services and Director of Public Works.
5. Lift stations shall be placed in utility easements, and must provide a five-foot clear space around all sides between the equipment and the fence, as well as a 15-foot access easement with a six-inch thick and 12-foot wide flexible base access road provided from an adjacent street to grant direct access to the pumps.
6. Any pre-existing encroachment that does not have an encroachment agreement shall obtain agreement upon notice by the city or remove said encroachment.
- B. Maintenance of easements shall be the responsibility of the owner of the land upon which it is located.
- C. Normal curb and gutter shall be required where utility easements intersect streets.
- D. Where utility easements are not themselves straight within each block, or if the same do not connect on a straight course with the utility easements of adjoining blocks, then an additional easement shall be provided for the placing of guy wires on lot division lines in order to support poles set on curving or deviating rights-of-way of alleys.
- E. The property owner shall be required to identify buried, aerial or above-ground pipelines or other buried, aerial or above-ground utility, and if such is not within an easement recorded for record shall contact the utility owner and dedicate or have dedicated such an easement and recorded and filed on a plat or separate instrument as required by the governmental unit.
- F. Access easements. Access easements, where allowed, shall be in accordance with the following:
 1. Residential: Access easements, where permitted, serving single-family or duplex dwellings, shall have a minimum width of 20 feet as measured from property line(s), and a minimum unobstructed paving width of nine feet.
 2. Commercial: Access easements, where permitted, shall have a minimum, unobstructed paved width of 12 feet. Additional easement width may be necessary for utilities, drainage, etc.

If more than one commercial lot or use is being accessed, there shall be no use of an access easement to provide primary access. The minimum width shall be 60 feet, measured from property line(s) with a minimum unobstructed paving width of 36 feet, or as required by the city. The Planning Division may consider or require an exception to this provision based on the type of development proposed.

3. All access easements shall be approved by the Planning Division and/or Department of Public Works.
4. All drive surfaces shall be hard-surfaced with Hot Mix Asphaltic Concrete (HMAC) or concrete suitable for continued use by vehicles of the type intended. The Department of Public Works may require details of paving sections, and modifications thereof, prior to plan or permit approval to ensure function and longevity for the intended use. Proposed alternatives to address the intent of this provision shall be considered on a case-by-case basis.
5. No access easement shall provide ingress or egress to or from an arterial street or highway unless approved by the Planning Division and/or Department of Public Works as part of a nonresidential development where the easement is intended to serve multiple land uses.
6. Access easements shall be maintained by the property owner(s). Should the access easement fall into disrepair and pose a hazard or undesirable situation, as determined by the Planning Division and/or Department of Public Works, the responsible property owner(s) shall be provided with written notice that such shall be repaired within a time period agreed to by the governmental unit. Failure to repair shall subject all affected property owners to provisions of section 12.
7. All required paved driving surfaces shall be kept clear of all obstacles including, but not limited to dumpsters, utility poles, personal property and other such situations.

G. Other easements.

1. Should, through a plan for a planned unit development under Appendix B of the Code of Ordinances, or described under other plans, there be defined a trail system, paths, ponds, lakes, drainage easements or other such easement or open space not directly related to a physical utility, there shall be dedicated such on a final plat or separate instrument.
2. Should paving, sidewalk, grading, landscaping or other improvement be required with an easement or open space, such shall be installed at time of platting or the amount placed in escrow with the city to cover all costs according to provisions herein.
3. Responsibility for maintenance of the easement(s) or open space shall be the responsibility of the property owner unless otherwise accepted by the responsible governmental unit.

H. Drainage easements.

1. Drainage easements shall be provided where required by the Department of Public Works.
2. The width and location of such drainage easements shall be in accordance with the current city stormwater design criteria.

3. No structures shall be placed in a drainage easement. These include but are not limited to fences, portable buildings, permanent structures, etc. In addition no vegetation shall be installed in this easement other than what has been approved by the Department of Public Works.
4. Encroachments existing on April 1, 2008, may be allowed to remain if the director of public works determines the encroachment will not constrict the flow of stormwater.
5. All stormwater detention facilities shall require the dedication of a drainage easement in accordance with chapter 106, article VIII, Stormwater Management of this Code.
6. Drainage easements shall be solely for the conveyance of stormwater and the placement of city owned utilities. Drainage easements shall not be combined with non-city utility easements and/or access easements without the approval of the Director of Public Works.
7. Drainage easements shall be a minimum width of 15 feet when on the common lot line between two properties to convey stormwater in a concrete flume or pipe up to 36 inches in diameter with 20 feet minimum width for a pipe greater than 36 inches.
8. The Director of Public Works shall have the discretion to determine the level of maintenance necessary for drainage easements and may elect to maintain any easements in their natural condition.

3.5 Water.

- A. All subdivisions shall be provided by the applicant with water supply and water distribution systems approved by the Department of Public Works and/or Health Department.
- B. Fire hydrants, in accordance with city standards, shall be installed as part of the water distribution system by the applicant so that every lot is within 500 feet of a fire hydrant or as required by the Texas Insurance Commission.
- C. Extension of water lines shall be in accordance with chapter 106, article VI, Extensions, of the Code of Ordinances.

3.6 Sewer.

- A. All subdivisions shall be provided by the applicant with an approved sewage disposal system.
- B. Connection with the sanitary sewer system shall be required except where the Department of Public Works determines that such connection will require unreasonable expenditure when compared with other methods of sewage disposal. Where on-site sewer systems are installed, the design for the system will be in accordance with requirements of the Texas Commission on Environmental Quality (TCEQ). If the applicant proposes to install a sanitary sewer disposal system, the plans for such a system must be approved in accordance with standards and requirements of the Health Department and TCEQ prior to approval of the final plat by the Commission. Unless otherwise advised, the City of Wichita Falls/Wichita County Health Department is the authorized TCEQ representative.
- C. Extension of sanitary sewer lines shall be in accordance with chapter 106, article VI, Extensions, of the Code of Ordinances.

3.7 Utility lines.

A. All city owned sanitary sewer and water utilities shall be placed in the street right-of-way. For any previously approved applicant master plan, when economically feasible, provisions shall be made to transition from the rear of lots to the street right of way for future extensions. Utility transition routing shall be coordinated with Public Works.

B. All utility lines that pass under a street or alley shall be installed before the street or alley is paved. When it is necessary that utility lines pass under pavement, they shall be installed to a point at least three feet beyond the edge of the pavement. An exception to this requirement exists where underground construction technology (e.g., boring) is used at the utility company's or contractor's option. All necessary utilities shall be installed before building permits and/or certificates of occupancy are issued for work within the subdivision.

C. All telephone, telecommunication, cable television and electrical utility lateral and service lines shall be placed underground throughout new subdivisions for which final plats are approved subsequent to the effective date of this subsection subject to the following conditions:

1. All electrical transmission lines, meaning those electrical lines operated at nominal voltages of 60,000 volts or higher, may be placed overhead.

2. Any electrical feeder lines, meaning those electrical lines that emanate from substations to distribute power throughout an area, may be placed overhead.

3. Where electrical service is to be placed underground, electrical service for street or site lighting shall also be placed underground except for the lighting standards.

4. Temporary electrical service during construction may be provided by overhead utility lines and facilities prior to activation of the underground service. Following activation of the underground permanent service, the temporary overhead electrical service shall be removed as soon as possible.

5. The electrical utility company may plan and construct overhead lines on perimeters of subdivisions or property. Telephone and cable television lines may be constructed overhead where overhead electric utility lines are permitted.

6. Each of the utility companies shall be responsible for developing administrative policies and cost reimbursement procedures for the installation and extension of their underground utilities. Nothing herein shall prohibit or restrict any utility company from recovering the difference in cost of overhead facilities and underground utilities from the owner or developer in accordance with the provisions of such utility's approved tariff. No utility company shall be required to begin construction of underground facilities unless and until the owner or developer of the subdivision has made arrangements satisfactory to the specific utility company for the payment of such difference between the cost of overhead facilities and underground facilities. No plat shall be approved without a certification by all electric, telephone and cable television companies that such satisfactory arrangements have been made being affixed to the plat. The city shall not be responsible for any portion of such cost unless the city determines that the owner, developer or consumer should not pay such difference in cost and the city refuses to grant an exception allowing overhead construction.

7. All electrical, cable television, telecommunication, and telephone support equipment (transformers, amplifiers, switching devices, etc.) necessary for underground installation shall be pad mounted or placed underground and the difference in cost of such facilities

shall be paid to the installing utility company in accordance with provisions established under paragraph 6 [of this section].

8. Nothing herein shall be construed to require a utility to install underground facilities or any facilities other than standard overhead facilities, unless the increased cost associated with the underground or other non-standard facilities has been paid to the utility by the developer or the city prior to construction.

9. Nothing contained herein shall be construed to require any existing overhead facilities to be placed underground or to prohibit the upgrading, reconstruction, relocation, or reconductoring of any existing overhead facilities with overhead construction.

10. Nothing contained herein shall be construed to alter the intent of any utility Franchise Agreement Ordinance in effect on the effective date of this section.

3.8 Surveying standards. All surveys performed in connection with these regulations shall be performed by a registered professional surveyor in good standing licensed by the state. All surveys shall meet the minimum standards of professional practice promulgated by the state board of professional land surveying.

3.9 Drainage.

A. Where a subdivision is traversed by a watercourse, drainage way, natural channel or stream, there shall be provided an easement or right-of-way conforming substantially to the limit of such watercourse, plus additional width to accommodate future needs as determined by the Department of Public Works.

B. Drainage facilities shall be provided and constructed by the applicant in accordance with chapter 106, article VIII, Stormwater Management, of the Code of Ordinances, and as required by the Department of Public Works and any other ordinance adopted by City Council.

3.10 Lots and setbacks.

A. All lots shall have access to, and front on a public street unless otherwise approved as required herein. Lots designated for stormwater detention shall not be required to front on a public street, but shall be accessed by approved easements. Once so shown and described on a final plat, such lot shall not thereafter be used for other than as intended unless approved by the Planning Division and Department of Public Works. Lots separated from a street right-of-way by strip of land owned by:

1. A utility, used for the sole purpose of providing utilities;

2. A pipeline company, used for the sole purpose of transporting liquids; or

3. A railroad company, used for the sole purpose of transport;

shall not be required to front on a public street, provided that a permanent easement is obtained from the aforesaid utility company, pipeline company or railroad company, providing for vehicular access between the lots and the public street.

B. Unless otherwise required herein, or allowed under Appendix B of the Code of Ordinances, minimum width at the building limit line of 50 feet as measured along the building limit line or within 25 feet of the right-of-way line, whichever is closer.

C. The area of a lot for the purposes of compliance with this regulation shall be the net horizontal area within the lot boundary lines and shall exclude any street or alley rights-of-way, but shall include easements.

D. If a portion of a legally existing lot is acquired for public use in any manner including dedication, condemnation, or purchase, the remainder of such lot shall be considered as complying with the requirements of these regulations.

E. Lot width shall be measured between the side lot lines along the minimum required front setback line, or the front lot line if no front setback is required.

F. Setbacks shown herein shall apply within the city's extraterritorial jurisdiction in the absence of county requirements. Setbacks within the city limits shall be governed by Appendix B, Zoning, of the Code of Ordinances.

G. Setbacks within level one:

Front setback: 25-foot minimum.

Interior side setback: Five-foot minimum.

Exterior side setback:

15 feet for single-family or duplex residential use.

25 feet for uses other than single-family or duplex use.

Rear setback:

1. For single-family or duplex dwellings, five-foot minimum from common lot line or one-foot minimum from alley.

2. For all other uses, five-foot minimum. In no case shall the roof overhang extend over the property line.

3. If a lot has double frontage, 25 feet.

H. Setbacks within level two:

Front setback:

100-foot minimum from a U.S.-designated roadway or interstate highway.

50-foot minimum from a state road.

40-foot minimum from other road.

Interior side setback: Five-foot minimum.

Exterior side setback:

15 feet for single-family or duplex residential use.

25 feet for uses other than single-family or duplex use.

Rear setback:

1. For single-family or duplex dwellings, five-foot minimum from common lot line or one foot minimum from alley.

2. For all other uses, five-foot minimum. However, in no case shall the roof overhang extend over the property line.

3. If a lot has double frontage, 25 feet.

I. Should the project cross county lines or level of development, the most restrictive standards between the city and county shall apply to the entire development within the city's extraterritorial jurisdiction.

J. All setbacks shall be measured from the edge of an existing right-of-way or following any required dedication.

K. A required setback shall be measured parallel to and for the entire length of the lot line on the side of the lot for which the setback is being measured. No building or structure shall be located, erected, or altered so as to have a smaller setback than the minimum setback required herein. The area between the setback and the lot line on the side of the lot for which the setback is being measured, shall be known as the setback area.

L. A required setback area shall be kept free of any building or structure higher than two feet.

3.11 Erosion control.Reserved.

3.12 Regulations related to airport proximity. All development and improvements within the city limits and within levels one and two, and those areas located outside of level two where such regulation is required in the interest of public health, safety and general welfare of north central Texas, shall be subject to standards and regulations contained under Chapter 6400, Airport Zoning Regulations, of Appendix B, Zoning Ordinance of the Code of Ordinances and as authorized under the Airport Zoning Act, Texas Local Government Code ch. 241.

3.13 Request for easement, license, or abandonment of city property interest.

A. An owner of property underlying an easement held by the city may request that the city abandon all or a portion of said easement.

B. An owner of property abutting city property or right-of-way may request that the city license the use of city property or right-of-way or execute an easement for an encroachment on city property or right-of-way.

C. A request for such abandonment, license, or easement will be filed in writing with the property management division of the city's Department of Development Services and be accompanied by a fee the greater of [a fee established by separate ordinance] or the value of the requested property interest, with said property interest value to be determined by the city's property administrator. The city's property administrator may waive the aforementioned fee upon a determination that:

(1) The requested right or abandonment is of de minimis value and requires minimal staff time to research and define; or

(2) The requested right or abandonment is in exchange for a property interest of similar or greater value.

D. If the city's property administrator determines that a survey or appraisal is necessary to determine the size or nature of the property or its value, the requesting owner shall pay for the cost of said survey or appraisal or provide same.

E. If the city manager determines that the city's interests are sufficiently protected by the proposed abandonment, license, or easement and that the execution of said document is in the interest of the city, then the city manager may execute all documents necessary to allow the underlying or abutting property owner to utilize the requested interest in the property.

F. This section authorizes actions that are within the discretion of city staff with respect to property interests owned by the city. This section does not reduce the right of the city council to authorize or abandon a city interest in property. This section is not adopted pursuant to Chapter 211 of the Texas Local Government Code. A decision of an official pursuant to this section is not appealable pursuant to sections 8 or 9 of this appendix to the board of adjustment.

~~§ 8 through § 10.10. [Reserved.]~~

3.14 ~~§ 11 Parks.~~

A. All applicants shall be required to set aside land for park purposes under conditions set out in subsection B of this section when the master park plan of the city shows a park is required in the area to be subdivided and the applicant shall show such land set aside in compliance with this section on the master plat or preliminary plat. All areas set aside for park purposes shall conform to the master park plan as to general location, area and type

of development. The parks and recreation department should be consulted when developing the master plat so that few revisions will be necessary later.

B. The city shall be granted an option to purchase the land so set aside for park purposes upon the following terms. If at the end of one year from the date of approval by the Commission of the master plat or preliminary plat if there is no master plat, the total area covered by said plat has been at least 50 percent developed, then and in that event the city shall be required to exercise its option within 30 days thereafter or release the same to the applicant with the purchase price to be computed as set out in subsection C of this section. If at the end of one year there has not been a 50 percent development, then and in that event the option shall continue in full force and effect until said total area has been at least 50 percent developed with the city then required to exercise or release its option as set out above.

C. The price to be paid by the city for the land set aside for park purposes shall be based on the fair market value of the raw land as of the date the master or preliminary plat is first filed with the board, plus the pro rata part of all development cost attributable to the park land so purchased, including abutting streets and utilities necessary to serve the park land.

D. All applicants shall also submit on the master plat an indication showing how the park area is to be developed in the event the city is unable to purchase the property or rejects it because of other reasons.

E. All areas reserved for park land shall conform to the city master park plan as to general location, area and type of development. The city shall have the right to accept or reject park land proposals as shown on the developer's master plat, at such time as the master plat is brought before the Commission for approval. The one year option period, which the city has to buy the land, shall begin with the Commission's approval of the developer's master plat.

(Ordinance 20-2018 adopted 5/1/18) § 4 Platting process and conditions.

43.1 General.

- A. Whenever an applicant desires to create a subdivision within the city or its extraterritorial jurisdiction, he shall plat the property, construct the required site improvements, and meet all of the other requirements of this ordinance at the applicant's expense.
- B. No subdivision of land shall occur as to make or create a situation as to make any part of the resulting tract, parcel or lot nonconforming or without access.
- C. No preliminary plat shall be submitted concurrently with a final plat. This may be waived on agreement by the Director of ~~Community Development~~ Development Services and the Director of Public Works.
- D. A presubmittal meeting with city staff shall be required when a proposed subdivision is more than five lots.

43.2 Plat required.

- A. Whenever the owner(s) of platted lot(s) within the city or its extraterritorial jurisdiction proposes to construct or has constructed a structure that crosses a lot line or has violated setback requirements, such owner shall replat the lots in accordance with this ordinance.
- B. Whenever the owner of a tract of land, within the city or its extraterritorial jurisdiction, which has not been platted proposes to sell such tract in part, to obtain a site plan for said tract pursuant to Appendix **B** of this Code, or to construct or expand any building or other structure thereon, or to connect said tract with any water or wastewater utility, he shall plat such tract in accordance with this ordinance. Even though he plats such tract in whole or in part as a single lot, he shall be required to dedicate the required boundary street right-of-way for the entire original tract as it exists prior to the plat, and comply with all other applicable requirements of this ordinance if shown on the thoroughfare plan, in the metropolitan transportation plan or as required by the county. Provided, however, the owner will not have to plat the tract if such tract was subdivided from a larger tract no later than December 31, 1927. However, if the tract was subdivided from a larger tract on or after September 28, 1964, the larger tract must be platted to show the smaller tract as a lot therein.

Under the above condition, the dedication of right-of-way along a remaining unplatted tract or parcel, where the original parcel, tract or lot was unplatted, will not require the platting of the remainder of the tract or parcel if there is no provision of municipal or other services required for the remaining tract.

43.3 Sequence of approval. Unless otherwise provided for by this ordinance, an application for plat approval shall not be considered filed until:

- A. Development plans are on file and approved by the Director of Public Works or designee; and,
- B. A preliminary plat of such property has been approved or conditionally approved by the Commission and all conditions or preliminary plat approval have been satisfied and approved by the Planning Department or via submittal of a final plat; and,
- CB. All public improvements required pursuant to this section have been constructed by the applicant and approved by the city, or secured by the applicant through an approved financing mechanism (i.e. irrevocable letter of credit) in an amount approved by the Director of Public Works.

If desired by the applicant, a final plat may constitute only that portion of the approved preliminary plat proposed to be recorded and developed, provided such portion conforms to all requirements of this section and that the phases of development are indicated.

43.4 Platting assistance. Prior to the official submittal of a preliminary plat of more than five lots, the applicant shall meet, consult with and present a proposed plan of subdivision to the Planning Division and Public Works for comments and advice on the procedures, specifications and standards required by the city for the subdivision of land, and who may use the services of other city departments as required.

43.5Fees. _At the time an applicant applies for approval of a preliminary plat or final plat or replat, he shall pay to the city, through the Planning Division, a fee to cover the costs of reviewing and processing the plat as provided below. The area for revised preliminary plats shall be determined by the area changed from the previous submission. This fee shall be in addition to other fees required by the city. Fees shall be established as provided in the development fee ordinance adopted by the city council, which may from time to time adjust and revise the fees established, without amending this section.

43.6Exceptions to platting or fees.

A. The following types of plats are specifically exempt from the payment of fees:

1. Plats submitted by the city or any of its departments.
2. Plats submitted by any governmental or educational agency.
3. Plats submitted to correct minor drafting errors in recorded plats.
4. Plats filed for the purpose of dedicating land to the city in which no other subdivision of land is shown.
5. Replats occasioned by governmental action.

B. The following situations are exempt from platting requirements:

1. Remodeling an existing structure without adding to the floor area.
2. Adding additional floor area or constructing accessory structures to an existing single-family or duplex residential use, when such addition or construction is less than 50 percent of the existing floor area and does not encroach over a utility line or easement and/or does not exceed a value equal to or greater than 50 percent of the tax appraised value of the improvement immediately prior [to] construction.
3. Divisions of land where all resulting tracts are (a) 5.00 acres or greater, and (b) each part has access, and (c) no public improvements, including water service, are required or being provided, and (d) no dedication of right-of-way.

43.7Submission requirements.

A. The applicant or his engineer or surveyor shall submit to the Planning Division:

1. A complete application;
2. Support documents including but not limited to separate instruments, deeds, easements, or other agreements;
3. Four black line copies of the plat;

4. A legible-after-reproduction 8¼-inch [by] 11-inch copy of the plat that includes all information contained on the full-size plat, with the exception of field notes, metes and bounds descriptions, and signature blocks;
 5. A legible 8¼-inch by 11-inch or 11-inch by 17-inch electronic version of the plat including all information contained on the full-size plat in a format required by the Planning Division or Department of Public Works; and
 6. A fee for reviewing and processing as prescribed by the department.
- B. Following approval of a final plat by the city, a digital copy of the plat in a format required by the Planning Division and/or Department of Public Works shall be submitted with all corrections as required. If streets are proposed to be constructed in lieu of an escrow, a copy of the plat prior to filing will be required showing angle, bearings, distances, etc.
 - C. All plats must be received at least 28 days prior to the Commission meeting, or as determined by the posted schedule provided by the Planning Division at which they are to be considered for approval.
 - D. The plat shall be drawn on sheets 22 [inches] by 34 inches with a minimum three-quarter-inch binding margin on the left side of the sheet and one-quarter-inch margins on the other three sides. An alternative size may be considered by the Planning Division and/or Department of Public Works if legible in all respects and is compatible with archival requirements of the city.
 - E. The plat shall be drawn to a scale of 100 feet to one inch. Other scales may be considered by the Planning Division and/or Department of Public Works if legible in all respects and is compatible with archival requirements of the city. The Planning Division and/or Department of Public Works may require a reduced scale. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.
 - F. Plats shall be signed and sealed by a registered state of Texas land surveyor in accordance with Texas state law.

43.8 Plat processing.

- A. A plat shall be considered “filed” if and when the application is certified complete by the Planning Department after having reviewed that all applications, fees, and documents have been submitted in accordance with this section, and such documents are sufficiently accurate and appropriate to the specific area proposed under the final plat application.
- B. The Planning Division, Department of Public Works, Department of Parks and Recreation, Health Department, Fire Department, Traffic Division and others whose purview is sought shall check the plat as to its conformity with any plans, standards, and specifications set forth herein or referred to herein.

- C. A copy of the plat shall be submitted by the Planning Division to various public, quasi-public or private entities that may have a real, tangible or service interest in the property, as approved by the city, to determine conformity with the standards and specifications for their interest.
- D. The various entities shall return comments to the Planning Division with their recommendations or requirements as to modifications, additions or alterations of such plat if any.
- E. The Planning Division shall provide the applicant written recommendations, requirements, requested modifications, additions, or alterations of such plat if any. The applicant shall revise the plat and return the plats to the Planning Division for final review and prior to the Commission meeting.
- F. All requirements and city recommendations will be presented to the Commission for their review and consideration at a scheduled meeting. These comments shall be considered part of the process required for approval unless the Commission acts to modify or remove such requirement unless prohibited from doing so. The Planning Division and/or Department of Public Works may authorize or require minor amendments to the plat to conform to the provisions of this section.
- G. The Commission shall determine whether the lands are suitable for platting. The services of any department of the city may be utilized to this end. Land subject to flood or deemed to be topographically unsuitable because of relief, drainage, soil character or other conditions shall not be platted for any use which may increase the danger to health, life or property or aggravate erosion or flood hazard.
- H. Within 30 days after the plat is formally filed, the Commission shall approve or disapprove such plat.

(Ordinance 20-2018 adopted 5/1/18)

§ ~~54~~ Preliminary plat.

~~54~~.1 General. Whenever an applicant desires to make a subdivision he shall cause to be prepared a preliminary plat by a surveyor or engineer and, when required, site plans and declarations in accordance with this ordinance, and the Code of Ordinances as applicable.

~~54~~.2 Changes to preliminary plats. If, after approval of a preliminary plat, changes thereto are required or desired, a revised preliminary plat shall be submitted following the same procedures as required for the original preliminary plat.

~~54~~.3 Documentation required.

- A. Completed preliminary plat application;
- B. Applicant master plans approved by the City Engineer, in writing, when the development is more than five lots, or as required; and,

- C. Any recorded separate instrument documents for any easements, agreements, right-of-way, or deed that traverses the property or as requested by the Property Management Division or Public Works Department.

54.4 Plat content. The plat shall show the following:

- A. Names and addresses and phone numbers of record owner(s), engineers and surveyor.
- B. Proposed name of the subdivision that shall not have the same spelling as or be pronounced similar to the name of any other recorded subdivision located within the city or within its extraterritorial jurisdiction. The name shall appear at the top of the drawing and shall be the largest lettering on the plat.
- C. Names of adjacent subdivisions and the owners of adjoining parcels of unsubdivided land, and an indication of whether or not adjacent properties are platted.
- D. Legal description of the subdivision by metes and bounds.
- E. Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred.
- F. Subdivision boundary lines indicated by heavy lines and the computed acreage.
- G. Existing sites as follows:
 - 1. The location, name, description, and purpose of all existing or recorded streets, alleys, reservations, easements or other rights-of-way within the subdivision, intersecting or adjacent to its boundary or forming such boundary. Areas previously dedicated and shown on the plat shall be described by volume and page or document number if on file in official county records and have a statement shown in the affected area stating that it has been previously dedicated.
 - 2. The location, dimensions, description, name, and purpose of all existing or recorded lots, easements and types, parks, public areas, permanent structures and other sites within or adjacent to the subdivision.
 - 3. The location, sizes, dimensions, description and flow line of existing watercourses and drainage structures within the subdivision or adjoining tracts. In the event any portion of the subdivision lies within or abuts an officially designated floodplain and/or floodway, the delineation of such floodplain and/or floodway shall be clearly shown on all plats submitted for approval.
 - 4. The location of existing structures if necessary to verify that a nonconforming situation has not been or will not be created.
 - 5. All existing features, including, but not limited to, easements, transmission lines, etc., shall be shown by dashed lines.

- H. The location, dimensions and description of all proposed streets, alleys, drainage structures, parks, other public areas, reservations, easements or other rights-of-way, lots and other sites and all rights-of-way and other public areas dedicated shall state within that area that the property is “proposed to be dedicated.” The described shall also be in accordance with the city’s adopted Comprehensive Plan, master thoroughfare plan, master utility plans, parks and trails master plan, or their successor documents.
- I. Date of preparation, written and graphic scales of plat, and north arrow.
- J. Topographical information shall include contour lines on two vertical feet intervals.
- K. A number to identify each lot or site. Block numbers may be used. The Planning Division shall determine the applicability and the requirements for meeting this provision.
- L. Front building setback lines on all lots and sites and side yard building setback lines at street intersections.
- M. Location of city limits line and the outer border of the city’s extraterritorial jurisdiction if they traverse the subdivision, form part of the boundary of the subdivision or are adjacent to such boundary.
- N. The location of any noise contour line, approach/departure clearance surface, inner or outer horizontal surface, conical or transitional surface or other such surfaces as required by the Planning Division and as applicable for Sheppard Air Force Base and/or Kickapoo Downtown Airport.
- O. A vicinity map that shows the location of the project that shall show arterials and/or highways in the vicinity for reference.

54.5Preliminary plat approval.

- A. Approval of a preliminary plat by the Commission shall be deemed an expression of approval of the layout submitted on the preliminary plat as a guide to the installation of streets, water, sewer and other required improvements and utilities and to the preparation of the final or record plat. Approval of a preliminary plat shall not constitute automatic approval of the final plat. The plat shall accurately locate all elements as required herein. The accuracy of such information shall be the responsibility of the property owner and/or his agent.
- B. Approval of a preliminary plat shall be effective for two years.
- C. If no development has occurred which would affect the previously approved plat, prior to the end of the two years of effective approval, the Commission may, upon application of the, applicant extend the approval another two-year period without the submission of a new preliminary plat by voting an approval of the original preliminary plat.

- D. A preliminary plat shall be revised if there are discovered to be constraints to the development as proposed on the preliminary plat. Should such constraints or obstacles be found, the Planning Division and/or Department of Public Works shall require the submission of an amended preliminary plat that recognizes, mitigates or otherwise allows for the effects of the constraint or obstacle as approved by the Planning Division and/or Department of Public Works.

~~(Ordinance 20-2018 adopted 5/1/18)~~

§ ~~65~~ Final plat.

~~65.1~~ General. Whenever an applicant desires to make a subdivision he shall cause to be prepared a final plat by a surveyor or engineer, appropriate site improvement plans, and complete the certificates prescribed in this section. If desired by the applicant, and following approval by the Planning Division and Department of Public Works, the final plat may consist of only that portion of the approved preliminary plat that he proposes to record at that time. However, such portion shall conform to all of the requirements of this section. A plat shall not be considered approved by the Commission unless it complies with all requirements herein.

~~65.2~~ Documentation required.

- A. Completed final plat application;
- B. Any recorded separate instrument documents for any easements, agreements, right-of-way, or deed that traverses the property or as requested by the Property Management Division or Public Works Department.

~~65.3~~ Plat requirements.

- A. ~~The final plat shall contain all of the features required for preliminary plats or as required by the Planning Division and/or Department of Public Works and it shall be accompanied by the following site improvement plans bearing the seal of an engineer:~~
- ~~1. Sanitary sewers. Detailed engineering plans of the proposed sewer facilities as required by the standard specifications.~~
 - ~~2. Water. Detailed engineering plans of the proposed water facilities as required by the Department of Public Works.~~
 - ~~3. Storm drainage. If within level one, detailed engineering plans of the proposed storm drainage facilities as required by the Department of Public Works.~~
 - ~~4. Streets, curbs and gutters. If within level one, detailed engineering plans of the proposed streets, curbs and gutters as required by the Department of Public Works. [If] within level two detailed engineering plans of the proposed streets as required by the Department of Public Works. Determination of the need for curb and gutter within level two areas shall consider the density of existing development, plans or preliminary plats considered or approved within the last five years, and other such issues. A plat~~

~~that includes both level one and level two areas shall require the submission of curb and gutter requirements for the entire development, or as required herein.~~

- B. The final plat and the accompanying site improvement data shall be approved by the Director of Public Works.
- C. Street dedications within level two, and those areas within level one shall be made to the county in which the street is proposed. The width of the required dedication shall be the greater width between the city and county requirements.
- D. All lots shall be served by water, sewer, and public streets unless otherwise approved by the Director of Public Works.
- E. Final plats that require a preliminary plat shall not be considered until there is an approved preliminary plat.

~~65.4~~ Plat content.

- A. In addition to the requirements for the preliminary plat, the final plat shall also include the following:
 - 1. The exact location, dimensions, name, description, and purpose of all existing or recorded streets, alleys, reservations, easements or other rights-of-way within the subdivision, intersecting or adjacent to its boundary or forming such boundary, with accurate dimensions, bearing or deflecting angles and radii, area, and central angle, degree of curvature, tangent distance and length of all curves where appropriate. Areas previously dedicated and shown on the plat shall be described by volume and page or document number if on file in official county records and have a statement shown in the affected area stating that it has been "previously dedicated."
 - 2. The exact location, dimensions, description, name and purpose of all proposed streets, alleys, drainage structures, parks, other public areas, reservations, easements or other rights-of-way, residential lots, and other sites, with accurate dimensions, bearing or deflecting angles. These areas dedicated for public use shall state that they are "herein dedicated" within the area affected.
- B. The final plat shall also include the following:
 - 1. Owner's acknowledgment:

"State of Texas

County of _____.

The owner of land shown on this plat and whose name is subscribed hereto, and in person or through a duly authorized agent hereby dedicates to the use of the public forever all streets, alleys, parks, watercourses, drains, easements and public places thereon shown for the purpose and consideration

therein expressed and further warrants that he has lawful authority to make such dedications.

Owner

State of Texas

County of _____.

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated. Given under my hand and seal of office this _____ day of _____, 20____.

Notary Public, _____. County, Texas.

2. Certificate by director of public works:

“The Director of Public Works of the City of Wichita Falls, Texas, hereby certifies that this subdivision plat conforms to all requirements of the subdivision regulations as to which his approval is required.

Director of Public Works

3. Approval of the Commission of the city:

“This plat has been submitted to and considered by the Planning and Zoning Commission of the City of Wichita Falls, Texas, and is hereby approved.

Dated this _____ day of _____, 20_____.

By: _____ Chairman

By: _____ Secretary

OR

In the case of a minor plat, approval by the ~~d~~Director of ~~community development~~[Development Services](#):

“This plat has been submitted to and considered by the City of Wichita Falls, Texas, under the terms

and conditions of a minor plat and is hereby approved.

Dated this the ____ day of ____, 20____.

Director of the Department of ~~Community Development~~ Development Services

4. Surveyor's certification:

"I hereby certify that this plat has been prepared from an actual and accurate field survey of the land under my personal supervision on (date); and that all information shown is true and correct; and that all monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Wichita Falls, Texas.

Surveyor

5. A certificate from the city tax collector and from the proper official of all other taxing authorities within whose jurisdiction the proposed subdivision lies to the effect that all ad valorem taxes have been paid on the land included within the subdivision and that there are no recorded liens by any taxing authority.
6. Where any plat wholly or in part lies outside of the corporate limits of the city, and within the extraterritorial jurisdiction as defined by state law, a legible statement shall appear on the plat as follows:

"The area indicated on this plat as outside of the City limits of Wichita Falls on the date of approval of this plat is within the extraterritorial jurisdiction of the City of Wichita Falls and subject to annexation."

6.5 Processing of final plat.

- A. No final plat will be considered unless a preliminary plat has been approved by the Commission. If circumstances prevail in which a single unplatted parcel may be platted into lots in only one obvious manner, no preliminary plat will be necessary. The Planning Department shall determine the necessity of preliminary plats in such cases.

The ~~d~~Director of ~~community development~~ Development Services may approve minor plats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities. The director of ~~community development~~ Development Services shall not disapprove such plat but refer any plat that he refuses to approve to the Commission.

- B. A final plat of an approved preliminary plat or a portion thereof shall be submitted to the Commission within two years of the date of approval of preliminary plat, otherwise the approval of the Commission shall become null and void.

- C. With the exception of minor situations or drafting errors authorized by the joint approval by the Department of ~~Community—Development~~Development Services and Department of Public Works, no changes, erasures, modifications or revisions shall be made in any final plat of a subdivision after approval has been given by the Commission and endorsed on the plat in writing, unless said change, revision or modification is first submitted to and approved by the Commission. Errors affecting existing ROW and easements shall be corrected and a new or revised plat shall be submitted to the Commission.
- D. The director of public works shall certify by his signature on the final plat that all improvements required under this section have been completed prior to submittal of the final plat, or that one of the following types of guarantees has been furnished. If such a guarantee is furnished, it shall provide that all improvements shall be completed within 12 months, unless an extension of time is granted in writing by the director of public works for good cause. Such guarantees are as follows:
1. The applicant may furnish an approved surety, payable to the governmental unit authorized to accept surety, in an amount sufficient to cover the entire cost of such improvements as required herein, as estimated by the applicant and approved by a person authorized by the governmental unit.
 2. The applicant may deposit cash, or other instrument readily convertible into cash at face value, either with the governmental unit, or in escrow with a bank. The use of any instrument other than cash, and, in the case of an escrow account, the bank with which the funds are to be deposited, shall be subject to the approval by the governmental unit. If an instrument readily convertible into cash is deposited with the governmental unit, it may be reduced to cash at the discretion of the governmental unit. The amount of the deposit shall be sufficient to cover the entire cost of the required improvements, as estimated by the applicant and approved by the governmental unit. In the case of an escrow account, the applicant shall file an agreement between himself and the bank guaranteeing that such funds shall be held in trust until released by the governmental unit, and may not be used nor pledged by the applicant as security in any other matter during that period; that in case of failure of the applicant to complete said improvements within the time specified, then the bank shall immediately make the funds in such account available to the governmental unit for use in the completion of such improvements. Provided, however, periodic payments may be made from the cash deposited with the governmental unit or from the escrow account for progressive payments of construction costs of the required improvements, which payments shall be based upon progress work estimates prepared by the applicant's engineer and approved by the governmental unit.
 3. The applicant may provide, from a bank or other reputable financial institution approved by the governmental unit, a letter of credit, which is approved by the city attorney. Such letter of credit shall state that the creditor guarantees funds in an amount equal to the cost of constructing such improvements, as estimated by the applicant and approved by the governmental unit. In case of failure on the part of the applicant to complete such improvements within the specified time, the creditor shall

pay to the governmental unit immediately, and without further action, such funds as are necessary to complete such improvements, such letter of credit may not be withdrawn, or reduced in amount, until released by the governmental unit.

If one of such guarantees is furnished to the governmental unit by the applicant, it shall be filed with the governmental unit.

4. The applicant, at his option, may elect to, during the course of improvements, to deposit cash, or other instrument into cash at face value, either with the governmental unit or in escrow with a bank for the balance of improvements yet to be installed. The amount shall be sufficient to cover the cost of the remainder of the improvements. The estimate shall be provided by the applicant and approved by the governmental unit.
- E. A final plat shall become void if there are discovered to be constraints to the development as proposed on the plat. Should such constraints or obstacles be found, the Planning Division and/or Department of Public Works shall require the submission of an amended plat that recognizes, mitigates or otherwise allows for the effects of the constraint or obstacle as approved by the Planning Division and/or Department of Public Works. A nonconforming condition shall also be considered a constraint or obstacle.
- F. Once all conditions are provided and accepted by the Planning Division and Public Works the final plat shall be recorded with the county. A copy of the recorded plat shall be provided to the Planning Division.

§ 7 (Ordinance 20-2018 adopted 5/1/18)

§ 6 Standards, specifications and conditions.

6.1 General.

- A. Staking for the proposed street construction will be provided by a competent engineer in the employment of the applicant.**
- B. Upon completion of a street, drainage, water and/or sewer improvement as may be required, the respective governmental unit will inspect the finished work and provide the developer with a letter of approval.**
- C. No preliminary or final plat shall be approved by the Commission and no completed site improvements shall be accepted by the respective governmental unit unless they conform to requirements herein.**
- D. No final inspection shall be made or certificate of occupancy issued on a project unless all requirements under this regulation are installed and approved; and as defined by or under the requirements of the building permit and/or approved site plan unless approved or conditionally approved by the director of community development. The director of community development may require guarantees or commitments that development and/or improvements will occur within a specific time.**

- ~~E. Conformity with the city's master plans. The subdivision shall conform to the city's comprehensive plan, utility master plans, thoroughfare plan, and parks and trails master plans, or their successor documents and the standard specifications, as applicable.~~
- ~~F. Provisions for future subdivisions. If a tract is subdivided into parcels larger than ordinary building lots, such parcels shall be arranged to allow the opening of future streets and logical future subdivisions.~~
- ~~G. Reserve strips prohibited. There shall be no reserve strips controlling access to land dedicated or intended to be dedicated to public use.~~
- ~~H. Suitable building sites. Every lot must contain a suitable building site unless otherwise required by the city that a lot be identified for reference and legal description where such is open space, easement, or other such situation as required by the Planning Division, Department of Public Works, Department of Parks and Recreation or other administrative department of the city as applicable.~~
- ~~I. Suitability of land use. Land shall be suited to the purpose for which it is to be used.~~
- ~~J. Level of development requirements. Should a development be within two development levels, the most restrictive standards shall apply.~~

~~6.2 Streets.~~

~~A. General requirements for streets.~~

- ~~1. Street layout. Adequate streets shall be provided by the applicant, the arrangement, character, extent, width, grade and location of which shall conform to the most recent thoroughfare plan or as required herein and shall be considered in their relation to existing and planned streets, to topographical conditions, to safety and convenience, and their appropriate relation to the proposed uses of the land to be served by such streets.~~
- ~~2. Relation to adjoining street system. Where necessary to the neighborhood pattern, existing principal streets in adjoining areas shall be continued and shall be at least as wide as such existing streets and in alignment therewith.~~
- ~~3. Projection of streets. Where adjoining areas are not subdivided, the arrangement of streets in the subdivision shall make provision for the proper projection of streets into such unsubdivided areas. Dead-end streets are prohibited.~~

~~Streets projecting into unsubdivided areas shall be provided with a cul-de-sac in accordance with standards herein. The Department of Public Works may consider and authorize a temporary cul-de-sac. Such temporary cul-de-sac shall be constructed in accordance with city standards and shown on the preliminary and~~

~~final plat or by separate instrument. The length of a temporary cul-de-sac shall be no longer than allowed herein. The director of public works may approve a waiver of the requirement for a temporary cul-de-sac.~~

~~4. Street jogs. Street jogs, with centerline offsets of less than 125 feet shall not be allowed.~~

~~5. Half streets. No new half streets shall be constructed unless approved by the director of public works. The director of public works may only approve the construction of half streets that are arterial functional classification or are four-lane divided streets.~~

~~6. Street intersections. Street intersections shall be as nearly at right angles as practicable, giving due regard to terrain and topography.~~

~~7. Cul-de-sacs. Cul-de-sacs shall not exceed 600 feet in length in residential areas and 900 feet in length in commercial and industrial areas and shall have a turn around right-of-way of not less than 100 feet in diameter in residential areas and not less than 200 feet in diameter in commercial and industrial areas unless otherwise allowed herein.~~

~~The Planning Division, Department of Public Works and Fire Department shall evaluate the length and turn-around for each cul-de-sac by considering emergency access, density of residential, intensity of commercial, topography, sight distance, alternative access and other such issues. The above city departments shall have sole discretion to modify requirements herein in the interest of public health, safety and general welfare of the area and adjacent development and future development.~~

~~8. Access to arterial streets prohibited. Unless approved by the Directors of Community Development and Public Works, no residential subdivision shall be platted so that a residence fronts on or has direct access to an arterial street, highway, or highway frontage road. The directors may use the services of the metropolitan planning organization as necessary.~~

~~9. Main driveway opening on street. Each residential lot shall have the main driveway to the garage, carport, or off-street parking area opening on a local residential or collector street, except where the subdivision is platted to allow main driveway opening on the alley as provided herein.~~

~~10. Streets on thoroughfare plan. Where a subdivision embraces a street, as shown on the most recent thoroughfare plan, such street shall be platted in the location and of the right-of-way width indicated by the thoroughfare plan. Where a subdivision embraces an existing street or road not indicated on the thoroughfare plan, such street shall be platted in the right-of-way width indicated herein.~~

~~11. Local residential streets. Local residential streets shall be laid out as to discourage their use by through traffic where such traffic does not have its~~

~~origin or destination within the residential area. This shall not include proposals or needs to connect adjoining residential subdivisions.~~

- ~~12. New adjacent arterial streets. The applicant shall dedicate right-of-way sufficient in width to meet the requirements of the thoroughfare plan or as required herein.~~
- ~~13. Adjacent existing streets or half streets. Where the proposed subdivision abuts upon an existing dedicated street or half street that does not conform to the thoroughfare plan or requirements herein, the applicant shall dedicate right-of-way sufficient to make the full right-of-way width conform to the requirements of the most recent thoroughfare plan or as required herein.~~
- ~~14. Single lot subdivision. All required right-of-way dedication shall also apply to plats wherein a parcel is platted or replatted as a single lot and as required herein.~~
- ~~15. Street names. New streets shall be named in accordance with provisions of the Code of Ordinances and approved by the Planning Division.~~

~~B. Design standards for streets.~~

- ~~1. Curb and gutter in accordance with city standards shall be required on all streets within level one unless exempted under section 94-100 of this Code. The Department of Public Works shall evaluate and may amend the need for curbs and gutters by evaluating the ownership of the roadway, plans for widening the roadway or other situations that may exist where the installation of curbs and gutters does not serve the public purpose.~~
- ~~2. Curb and gutter may not be required by the Department of Public Works within a level two area. The creation of a multiple-lot subdivision or the creation of a new street may require curbs and gutters.~~
- ~~3. Curbs and gutters shall be installed by the applicant on both sides of all interior streets and on the subdivision side of all streets forming part of the boundary of the subdivision. An exception to boundary street dedication and paving may exist where the other side of the street is developed and/or improved and shall consider alignments and other identifiable factors, under which case there may be required a dedication and paving on one or both sides of the street. Curbs and gutters shall be constructed to city specifications. All streets shall be paved by applicant to city specifications.~~
- ~~4. Curb cut and driveway widths shall be in accordance with Appendix B of the Code of Ordinances. Upon approval by an authorized official of the state Department of Transportation, a 45-foot wide driveway width may be allowed on state-designated highways and frontage roads.~~
- ~~5. Right-of-way and pavement widths shall be in accordance with the following:~~

- ~~a. Right-of-way and paving width shall be in accordance with the thoroughfare plan.~~
- ~~b. Unless otherwise required or approved by the Department of Public Works, existing or proposed streets or roads within level one and level two areas not addressed in the thoroughfare plan or under other plans, shall be provided meeting city standards. If it is a state road or highway, the right-of-way and paving requirements shall be in accordance with state specifications, or where no standards or requirements exists, the minimum right-of-way requirement shall be the greater of 60 feet or as required by the county. Additional right-of-way and paving width may be required as determined by long range plans, density or intensity of development, historical traffic conditions and counts, and other appropriate factors.~~
- ~~c. The minimum right-of-way width and paving width, if the street is not indicated on the thoroughfare plan, shall be as required on the thoroughfare plan for the type and function of the street proposed unless additional width is required along state or county roads.~~
- ~~d. The Planning Division and Department of Public Works shall be responsible for approving the street classification and/or type by considering the type, nature, density or intensity of proposed or future land uses related to or affecting the street. Local streets that serve, propose to serve, or may serve 150 or more dwellings shall be required to be upgraded to a minor collector under standards of the thoroughfare plan. Density calculations for local streets in adjacent or neighboring residentially zoned areas shall be based on 3.5 dwellings units per acre. In evaluating the street classification, consideration shall be given to other access.~~

~~6. Street Medians.~~

~~1. Definitions.~~

- ~~a. Medians: a strip of land, whether raised or flush, between the lanes of opposing traffic on a divided street.~~

~~2. Generally.~~

- ~~a. Raised medians shall not be allowed except when required by the thoroughfare plan or other government agency.~~
- ~~b. Any required raised median shall be made of solid material that requires no routine maintenance nor designed to contain vegetation including, but not limited to grass, shrubs, or trees.~~
- ~~c. Flush medians shall have the surrounding pavement structure extended across the entire median. The flush median shall be delineated with approved pavement markings.~~

- d. ~~Director of Public Works or designee may approve a variance to the items above where circumstances allow.~~

C. ~~Access management.~~

1. ~~Curb cuts on state-designated or state-controlled streets, roads or highways shall receive first approval by the state Department of Transportation. Additional approval by the Planning Division and/or Department of Public Works will consider sight visibility in relation to the posted speed of the road, street or highway, topography, roadway design and distance between curb cuts in accordance with accepted standards.~~
2. ~~The distance between curb cuts on arterial streets and state-owned streets and roads shall be governed by the nature and type of land use, existing or potential for conflicts, speed and condition of the roadway, location and spacing of traffic signals, the ability for alternative access, the intended function of the roadway, and existing land uses.~~
3. ~~As feasibly possible, marginal access streets or access easements shall be used for all commercial development to allow access to all properties or uses without the need to access these individually from a public street.~~
4. ~~The city, county and/or state may require the closing or partial closing of any curb cut or drive opening where such creates or has the potential to create a hazardous condition. Should the opening be closed, the property owner shall provide a curb and remove the drive approach. An alternative to the removal of a drive approach may be considered by the installation of an approved barricade, generally only where affected roads or streets carry 300 ADT or less.~~
5. ~~Chapter 6200, exhibit B of Appendix B, Zoning Ordinance of the Code of Ordinances, shall be considered as a guideline used to calculate the distance requirements between curb cuts and intersections. The Planning Division and Department of Public Works shall have final authority to modify conditions therein in the interest of public safety and as intended herein.~~
6. ~~Section 102-40, visibility sight triangles, of the Code of Ordinances shall be considered a guide to sight visibility requirements. The Planning Division and Department of Public Works may amend requirements therein in the interest of public safety, and in consideration with the above situations, and may require the installation of acceleration/deceleration lanes, modifications or installation of medians and turning bays, and other situations that will enhance public safety.~~

D. ~~Subdivision access.~~

1. ~~All residential subdivisions shall have safe and reliable street access for daily use and emergency purposes.~~

- ~~a. All preliminary plats showing 80 or more lots must be designed to show a minimum of two means of access to an existing collector or higher classification street as indicated on the Thoroughfare Plan.~~
- ~~b. Upon final platting of 80 or more lots within a proposed subdivision or section of a subdivision, a separate connection/access point providing secondary access to an existing collector or higher classification street must be dedicated, installed, and completed according to the provisions referenced in Appendix D. of the fire code and Section 6.2 of Appendix A – Subdivision and development regulations.~~ [Oil and Gas Regulations](#)

~~6.3 Easements.~~

~~A. A developer or property owner may provide or be required to provide utility easements in accordance with the following requirements:~~

- ~~1. Utility easements shall be provided at the front and/or rear of all lots or as required by the Department of Public Works or utility company.~~
- ~~2. Utility easements shall be centered on or adjacent to a common property line of two abutting lots and shall be continuous for the entire length of the block as required by the Department of Public Works or utility company. Unless otherwise permitted by the Director of Public Works, a developer or property owner shall provide utility easements in accordance with the following minimum width standards:~~

- ~~• 10 feet when adjacent to a street right-of-way.~~
- ~~• 10 feet when occupied by a non-city public utility and not containing or intending to contain city utilities.~~
- ~~• 15 feet when occupied by a city utility up to 12 inches in diameter, running between common lot lines with public right of way at end for access and not exceeding [two] lots in length.~~
- ~~• 20 feet when occupied by a city utility up to 36 inches in diameter.~~
- ~~• 30 feet when occupied by a city utility greater than 36 inches in diameter.~~
- ~~• 15 feet when occupied by a city utility when placed at the boundary of a development adjacent to unowned property. This requirement may be reduced to [ten] feet if the developer or property owner is able to secure [ten] feet of utility easement from the adjacent unowned property.~~
- ~~• Additionally, if the existing utility is constructed of any material other than PVC or a material approved by the Director of Public Works, the easement shall be an additional five feet wide when a line is buried more than seven feet in depth. The easement shall be an additional ten feet wide when a line is buried more than [12] feet in depth. The~~

~~easement shall be an additional [15] feet wide when a line is buried more than [20] feet in depth.~~

- ~~3. Utility easements shall be approximately parallel to the frontage of the street or as required by the Department of Public Works or [the] utility company.~~
- ~~4. No permanent or temporary encroachments shall be located within any easement, except fences may be placed along property lines, driveways and parking lots for ingress and egress, and sidewalks required in the City of Wichita Falls Code of Ordinances. The city may allow permanent or temporary encroachments with an encroachment agreement at the discretion of the Property Management Administrator in agreement with the Director of Community Development and Director of Public Works.~~
- ~~5. Lift stations shall be placed in utility easements, and must provide a five foot clear space around all sides between the equipment and the fence, as well as a 15-foot access easement with a six-inch thick and 12-foot wide flexible base access road provided from an adjacent street to grant direct access to the pumps.~~
- ~~6. Any pre-existing encroachment that does not have an encroachment agreement shall obtain agreement upon notice by the city or remove said encroachment.~~
- ~~B. Maintenance of easements shall be the responsibility of the owner of the land upon which it is located.~~
- ~~C. Normal curb and gutter shall be required where utility easements intersect streets.~~
- ~~D. Where utility easements are not themselves straight within each block, or if the same do not connect on a straight course with the utility easements of adjoining blocks, then an additional easement shall be provided for the placing of guy wires on lot division lines in order to support poles set on curving or deviating rights-of-way of alleys.~~
- ~~E. The property owner shall be required to identify buried, aerial or above-ground pipelines or other buried, aerial or above-ground utility, and if such is not within an easement recorded for record shall contact the utility owner and dedicate or have dedicated such an easement and recorded and filed on a plat or separate instrument as required by the governmental unit.~~
- ~~F. Access easements. Access easements, where allowed, shall be in accordance with the following:~~
 - ~~1. Residential: Access easements, where permitted, serving single family or duplex dwellings, shall have a minimum width of 20 feet as measured from property line(s), and a minimum unobstructed paving width of nine feet.~~
 - ~~2. Commercial: Access easements, where permitted, shall have a minimum, unobstructed paved width of 12 feet. Additional easement width may be necessary for utilities, drainage, etc.~~

~~If more than one commercial lot or use is being accessed, there shall be no use of an access easement to provide primary access. The minimum width shall be 60 feet, measured from property line(s) with a minimum unobstructed paving width of 36 feet, or as required by the city. The Planning Division may consider or require an exception to this provision based on the type of development proposed.~~

~~3. All access easements shall be approved by the Planning Division and/or Department of Public Works.~~

~~4. All drive surfaces shall be hard surfaced with Hot Mix Asphaltic Concrete (HMAC) or concrete suitable for continued use by vehicles of the type intended. The Department of Public Works may require details of paving sections, and modifications thereof, prior to plan or permit approval to ensure function and longevity for the intended use. Proposed alternatives to address the intent of this provision shall be considered on a case-by-case basis.~~

~~5. No access easement shall provide ingress or egress to or from an arterial street or highway unless approved by the Planning Division and/or Department of Public Works as part of a nonresidential development where the easement is intended to serve multiple land uses.~~

~~6. Access easements shall be maintained by the property owner(s). Should the access easement fall into disrepair and pose a hazard or undesirable situation, as determined by the Planning Division and/or Department of Public Works, the responsible property owner(s) shall be provided with written notice that such shall be repaired within a time period agreed to by the governmental unit. Failure to repair shall subject all affected property owners to provisions of section 12.~~

~~7. All required paved driving surfaces shall be kept clear of all obstacles including, but not limited to dumpsters, utility poles, personal property and other such situations.~~

~~G. Other easements.~~

~~1. Should, through a plan for a planned unit development under Appendix B of the Code of Ordinances, or described under other plans, there be defined a trail system, paths, ponds, lakes, drainage easements or other such easement or open space not directly related to a physical utility, there shall be dedicated such on a final plat or separate instrument.~~

~~2. Should paving, sidewalk, grading, landscaping or other improvement be required with an easement or open space, such shall be installed at time of platting or the amount placed in escrow with the city to cover all costs according to provisions herein.~~

~~3. Responsibility for maintenance of the easement(s) or open space shall be the responsibility of the property owner unless otherwise accepted by the responsible governmental unit.~~

~~H. Drainage easements.~~

- ~~1. Drainage easements shall be provided where required by the Department of Public Works.~~
- ~~2. The width and location of such drainage easements shall be in accordance with the current city stormwater design criteria.~~
- ~~3. No structures shall be placed in a drainage easement. These include but are not limited to fences, portable buildings, permanent structures, etc. In addition no vegetation shall be installed in this easement other than what has been approved by the Department of Public Works.~~
- ~~4. Encroachments existing on April 1, 2008, may be allowed to remain if the director of public works determines the encroachment will not constrict the flow of stormwater.~~
- ~~5. All stormwater detention facilities shall require the dedication of a drainage easement in accordance with chapter **106**, article VIII, Stormwater Management of this Code.~~
- ~~6. Drainage easements shall be solely for the conveyance of stormwater and the placement of city owned utilities. Drainage easements shall not be combined with non-city utility easements and/or access easements without the approval of the Director of Public Works.~~
- ~~7. Drainage easements shall be a minimum width of 15 feet when on the common lot line between two properties to convey stormwater in a concrete flume or pipe up to 36 inches in diameter with 20 feet minimum width for a pipe greater than 36 inches.~~
- ~~8. The Director of Public Works shall have the discretion to determine the level of maintenance necessary for drainage easements and may elect to maintain any easements in their natural condition.~~

76.14 Oil and gas wells.

- [(1)] For the purpose of this regulation, the term “plugged” shall refer to cementing a well to remove the well from production in accordance with standards of the Texas Railroad Commission.
- [(2)] It shall be unlawful for any person acting either for himself or acting as agent, employee, independent contractor, or servant for any person to drill any well, assist in any way in the site preparation, re-working, fracturing or operation of any such well or to conduct any activity related to the production of oil or gas without first obtaining a permit issued by the director of public works in accordance with this section. Such activities include, but are not limited to seismic exploration, site preparation, re-working, drilling, fracturing, operation, construction of rigs or tank batteries, fracturing and pressurizing of wells. A permit shall not be required for seismic exploration unless such survey activities will be conducted on city property or public utility easement. Explosives shall not be used within the city.

[(3)] A permit shall authorize seismic exploration, site preparation, re-working, drilling, fracturing, operation, construction of rigs or tank batteries, and well pressurization for a period of one year after issuance. If a well is completed as a result of permitted drilling activity, the permit shall authorize continued operation of the well.

A. Permit application and contents. The application for the permit, required by this [appendix], shall include the following information:

1. A copy of the application to drill which has been filed with the state railroad Commission and copies addressing the requirements of the state railroad Commission for which is required to be met based on the application, together with bonding requirements, if required.
2. The name, address, and phone number of the operator of the lease and property owner, with the name of the contact person for the operator.
3. A description of the lease or the lands involved in the exploration, drilling or maintenance, and the length of time that surface operations are expected to occur.
4. A plat showing the location of the well, the ownership of the land, property lines, structures, and offset operators or landowners.
5. The name and address of the drilling contractor.
6. A site plan accurately depicting the proposed site and the location, distance to and nature of adjacent land uses.
7. A statement warning of possible hazardous formation conditions that may be encountered during or as a result of the proposed drilling or exploration operation or maintenance of an existing well site.
8. A copy of the operator's spill prevention plan.
9. The fee for a permit in the amount of \$500.00 or as established in the fees chapter of this code.
10. A bond or letter of credit approved for form by the city attorney in the amount of \$25,000.00 along with the permit application for the initial permit applied for by an operator. The bond shall be executed by the operator, as principal, and a corporate surety on the list of authorized insurance companies published by the State Board of Insurance of the State of Texas, as surety, in a form approved by the city attorney and with the bond in favor of the city conditioned that the operator will comply with all of the terms, conditions and requirements of this chapter and any permit issued pursuant hereto, and further conditioned that the operator will repair any damages to city roads, streets, highways, or other city property, as determined by the director of public works of the city, caused by the equipment and vehicles used by the permittee in going to and from the drill site with such repairs to be in compliance with specifications therefor

prepared and provided to the operator by the director of public works. The security shall remain effective until the operations on the drill site are terminated.

11. A certificate of insurance showing the insurance required in this section.

B. Insurance. No well shall be drilled or any maintenance or exploration conducted unless the drilling firm, lease owner and/or contractor at all times carries minimum insurance coverage for bodily injury of \$500,000.00 for each occurrence and \$1,000,000.00 aggregate and for property damage of \$500,000.00 for each occurrence and \$1,000,000.00 aggregate, and for the cost of controlling a well that is out of control, re-drilling or restoration expenses, seepage and pollution damage as first party recovery for the operator and related expenses, including, but not limited to, evacuation of residents, in the amount of at least \$5,000,000.00 per occurrence. The lease owner shall at all times carry this minimum limit of insurance until such time that the well is out of production and all appurtenances removed from the site. The insurance under all situations and at all times shall list the City of Wichita Falls as additionally named insured.

C. Location, maintenance and fencing of tanks and tank batteries.

1. The oil or fuel storage tank or tank battery shall be erected in conformance with the spill prevention control and countermeasure plan published by the U.S. Environmental Protection Agency.

2. The oil or fuel storage tank or tank battery shall be completely enclosed by:

a. A minimum six-foot tall all metal chainlink fence with two-inch maximum mesh interwoven with opaque slats, topped by at least three strands of barbed wire;

b. A solid minimum eight-foot tall masonry wall; or

c. Other fencing material approved by the director of public works.

3. In no event shall a tank or tank battery be located nearer than 150 feet from any residence, or dwelling, unless the tank or tank battery existed prior to the residence or dwelling, or nearer than 30 feet from any combustible structure.

4. Oil and fuel storage tanks or tank batteries shall be kept well painted and in good repair.

5. If the well(s) associated with an oil storage tank or tank battery is/are plugged, or if the storage tank or tank battery is no longer in use, the storage tank or tank battery and associated pipelines shall be removed and the land restored. This provision may include all associated appurtenances with the wells and tank or tank batteries. This removal shall occur within six months unless documentation can be provided that the well and tank or tank battery will be used within the next two years. For the purpose of this provision, the term "no longer in use" shall mean that the tank or tank battery, while it or they may contain some residue or fuel, has not been pumped into or out of within

the past six months. The director of public works may waive this requirement if the operator requests such waiver in writing, and the director determines that failure to pump is due to a reason other than the tank(s) no longer being in use.

6. Other oil or fuel storage tanks that receive products from transmission or distribution lines that are not pumped into or pumped out of for a period of six months shall be considered abandoned and/or unused. The leaseholder shall disassemble and completely remove such tanks from the site unless it is shown that there are plans to reuse the storage tanks within the next two years.
 7. Within six months after removal of any oil storage tanks or tank batteries, the permittee shall restore the property to its original state insofar as possible, to include removal and/or restoration of any unremediated soil.
- D. Pumps to be electrically powered. No pumping unit used for the purpose of lifting oil shall be powered with any power other than electricity. If electrical power lines are proposed to be buried or are buried, a private easement shall be created and the Department of Public Works shall note the location of said easement and/or its encroachment into or within a public easement. Such easement shall be made a matter of public record by the filing of a plat or separate instrument.
- E. Pumping units.
1. All surface equipment shall be kept clean, painted, in good repair, and properly lubricated in order that they will operate quietly. The noise produced by wells, jacks or units on a producing well shall not exceed 50 decibels at any boundary of the parcel on which the well is located.
 2. All pumping units, compressors, and other powered equipment shall be completely enclosed by:
 - a. A minimum six-foot tall all metal chainlink fence with two-inch maximum mesh interwoven with opaque slats, topped by at least three strands of barbed wire;
 - b. A solid minimum eight-foot tall masonry wall; or
 - c. Other fencing material approved by the director of public works.
- F. Flow lines.
1. All flow lines and/or water and/or oil or gas lines shall be buried at least one foot under the ground unless permission is obtained from the surface owner. The Planning Division and/or Department of Public Works may require that flow lines and transmission lines be buried at a greater depth depending upon adjacent land uses and proposed streets, roads and highways.
 2. All flow lines shall be shown on a plat or separate instrument and filed for public record. Upon the removal of the associated tank batteries and/or the plugging of wells

associated with such pipelines, the pipelines shall be removed. The Department of Public Works may consider an alternative to the removal of the pipelines if the lines are flushed to remove any potential contaminants. Such exception shall apply to only those situations where removal is not technically feasible.

3. The Department of Public Works shall have sole authority to regulate the location and installation of such lines, which will also incorporate standards by the appropriate government agency.
- G. Waste oil or water to be cleaned up. Any waste oil or water in, on, or around any premises within the city or the extraterritorial jurisdiction shall be immediately cleaned up and the ground shall be cleaned of any oil-bearing dirt.
- H. Drilling operations generally. The owner, leaseholder, property owner or other who is responsible for drilling of a well or well site shall proceed with the drilling operations with the highest degree of care so as not to injure adjoining property or persons in any manner by:
 1. Keeping the premises suitably fenced or guarded 24 hours a day in such manner as to avoid trespassing during the drilling and exploratory operations;
 2. Removing all drilling mud upon the completion of such drilling operations;
 3. Immediately clearing the grounds around the well of all drilling mud and/or all oil, salt water or water. The area shall be made to conform in appearance to the lands in the neighborhood wherein such drilling, exploration or maintenance operations are so conducted. All pits must be steel or lined with a minimum six-mil impermeable liner. All pits and contents shall be removed from the premises and drill site within 30 days after completion of the well;
 4. Prior to the commencement of any drilling operations, installing private roads used for access to the drill site and the operation site which are at least ten-feet wide, have an overhead clearance of at least 14 feet and are surfaced with asphalt, crushed rock, or gravel, and maintained to prevent dust and mud in accordance with the requirements of the director of public works. The requirements governing surfacing of private roads may be altered at the discretion of the director of public works after consideration of all circumstances, including, but not limited to, the following:
 - [(i)] Distances from public streets and highways;
 - [(ii)] Distances from adjoining and nearby property owners;
 - [(iii)] The purpose for which the property of such owners is or may be used;
 - [(iv)] Topographical features;
 - [(v)] Nature of the soil;

[(vi)]Exposure to wind; and

[(vii)] Preference of the surface owner.

5. It shall be unlawful to create sound during drilling operations that exceeds:

[(i)] 60 decibels during daytime hours between 7:00 a.m. and 7:00 p.m., measured at any occupied structure on a parcel other than the parcel on which the oil well is located.

[(ii)] 50 decibels during nighttime hours between 7:00 p.m. and 7:00 a.m., measured at any occupied structure on a parcel other than the parcel on which the oil well is located.

I. Spacing.

1. It shall be unlawful to drill any well, the center of which, at the surface of the ground, is located:

a. Within 25 feet of any storage tank or source of ignition;

b. Within 100 feet of any building accessory to the well, public street, road, highway, right-of-way or property line;

c. Within 300 feet of any water well used as a potential source of drinking water;

d. Within 400 feet of any commercial or industrial building; or

e. Within 600 feet of any residence.

2. The minimum distances described in subsection 1.d and 1.e may be reduced by:

a. A waiver granted by the city council; or

b. Written notarized waivers granted by all owners of all buildings within the radius being protected from drilling. All waivers must identify the property address, block and lot number, subdivision name (if applicable), and plat volume and page or document number if on file in official county records. Such waivers must be filed, at the expense of the operator, in the Wichita County records prior to the issuance of the permit.

J. Fracturing operations. It shall be unlawful for any person to conduct fracturing operations on a well during the nighttime hours between 7:00 p.m. and 7:00 a.m. It shall further be unlawful for any person to create sound during such fracturing operations that is greater than 60 decibels, measured at any occupied off-site structure, unless a higher maximum decibel level has been provided by the director of public works. If a higher decibel level has been provided by the director of public works, it shall be unlawful for any person to:

1. Create sound during fracturing operations that exceeds the decibel level provided by the director of public works; or

2. Conduct fracturing operations in a manner that fails to comply with the special conditions established by the director of public works.
- K. Easements. Wells shall be serviced from an existing public street or a dedicated access easement.
 1. A 25-foot access easement allowing entry of city personnel and other public safety personnel shall be provided from a street to the wellhead, tank, tank battery, flare and mud pits or any other areas where machinery is located.
 2. The operator shall pay the city for any damage it causes to city property within 30 days after notification of such damage by the director of public works.
 3. Once a well is plugged to remove from production and the site is restored as required herein, the easement may be removed.
- L. Floodplains. The floor of any drilling rig and the top of any well head shall be placed at least one foot above the base flood elevation in the area of any special flood hazard as such terms are defined in section **54-26**. The base of any pumping units and oil storage tanks must be placed above the base flood elevation.
- M. Enforcement. Violation of the terms of this section shall be punishable by a fine of up to \$2,000.00 per day, cancellation or suspension of the permit by the director of public works, or injunction. Prior to cancellation or suspension of a permit, the director of public works shall give the permit holder at least ten days' written notice, posted on the drill site, an opportunity for hearing, and at least one opportunity to cure the failure of at least ten days following the hearing.

~~6.5 Water.~~

- ~~A. All subdivisions shall be provided by the applicant with water supply and water distribution systems approved by the Department of Public Works and/or Health Department.~~
- ~~B. Fire hydrants, in accordance with city standards, shall be installed as part of the water distribution system by the applicant so that every lot is within 500 feet of a fire hydrant or as required by the Texas Insurance Commission.~~
- ~~C. Extension of water lines shall be in accordance with chapter **106**, article VI, Extensions, of the Code of Ordinances.~~

~~6.6 Sewer.~~

- ~~A. All subdivisions shall be provided by the applicant with an approved sewage disposal system.~~
- ~~B. Connection with the sanitary sewer system shall be required except where the Department of Public Works determines that such connection will require~~

~~unreasonable expenditure when compared with other methods of sewage disposal. Where on-site sewer systems are installed, the design for the system will be in accordance with requirements of the Texas Commission on Environmental Quality (TCEQ). If the applicant proposes to install a sanitary sewer disposal system, the plans for such a system must be approved in accordance with standards and requirements of the Health Department and TCEQ prior to approval of the final plat by the Commission. Unless otherwise advised, the City of Wichita Falls/Wichita County Health Department is the authorized TCEQ representative.~~

- ~~C. Extension of sanitary sewer lines shall be in accordance with chapter **106**, article VI, Extensions, of the Code of Ordinances.~~

~~6.7 Utility lines.~~

- ~~A. All city owned sanitary sewer and water utilities shall be placed in the street right-of-way. For any previously approved applicant master plan, when economically feasible, provisions shall be made to transition from the rear of lots to the street right of way for future extensions. Utility transition routing shall be coordinated with Public Works.~~
- ~~B. All utility lines that pass under a street or alley shall be installed before the street or alley is paved. When it is necessary that utility lines pass under pavement, they shall be installed to a point at least three feet beyond the edge of the pavement. An exception to this requirement exists where underground construction technology (e.g., boring) is used at the utility company's or contractor's option. All necessary utilities shall be installed before building permits and/or certificates of occupancy are issued for work within the subdivision.~~
- ~~C. All telephone, cable television and electrical utility lateral and service lines shall be placed underground throughout new subdivisions for which final plats are approved subsequent to the effective date of this subsection subject to the following conditions:~~
- ~~1. All electrical transmission lines, meaning those electrical lines operated at nominal voltages of 60,000 volts or higher, may be placed overhead.~~
 - ~~2. Any electrical feeder lines, meaning those electrical lines that emanate from substations to distribute power throughout an area, may be placed overhead.~~
 - ~~3. Where electrical service is to be placed underground, electrical service for street or site lighting shall also be placed underground except for the lighting standards.~~
 - ~~4. Temporary electrical service during construction may be provided by overhead utility lines and facilities prior to activation of the underground service. Following activation of the underground permanent service, the temporary overhead electrical service shall be removed as soon as possible.~~
 - ~~5. The electrical utility company may plan and construct overhead lines on perimeters of subdivisions or property. Telephone and cable television lines may be constructed overhead where overhead electric utility lines are permitted.~~

- ~~6. Each of the utility companies shall be responsible for developing administrative policies and cost reimbursement procedures for the installation and extension of their underground utilities. Nothing herein shall prohibit or restrict any utility company from recovering the difference in cost of overhead facilities and underground utilities from the owner or developer in accordance with the provisions of such utility's approved tariff. No utility company shall be required to begin construction of underground facilities unless and until the owner or developer of the subdivision has made arrangements satisfactory to the specific utility company for the payment of such difference between the cost of overhead facilities and underground facilities. No plat shall be approved without a certification by all electric, telephone and cable television companies that such satisfactory arrangements have been made being affixed to the plat. The city shall not be responsible for any portion of such cost unless the city determines that the owner, developer or consumer should not pay such difference in cost and the city refuses to grant an exception allowing overhead construction.~~
- ~~7. All electrical, cable television and telephone support equipment (transformers, amplifiers, switching devices, etc.) necessary for underground installation shall be pad mounted or placed underground and the difference in cost of such facilities shall be paid to the installing utility company in accordance with provisions established under paragraph 6 [of this section].~~
- ~~8. Nothing herein shall be construed to require a utility to install underground facilities or any facilities other than standard overhead facilities, unless the increased cost associated with the underground or other non-standard facilities has been paid to the utility by the developer or the city prior to construction.~~
- ~~9. Nothing contained herein shall be construed to require any existing overhead facilities to be placed underground or to prohibit the upgrading, reconstruction, relocation, or reconductoring of any existing overhead facilities with overhead construction.~~
- ~~10. Nothing contained herein shall be construed to alter the intent of any utility Franchise Agreement Ordinance in effect on the effective date of this section.~~
- ~~6.8 Surveying standards. All surveys performed in connection with these regulations shall be performed by a registered professional surveyor in good standing licensed by the state. All surveys shall meet the minimum standards of professional practice promulgated by the state board of professional land surveying.~~
- ~~6.9 Drainage.~~
- ~~A. Where a subdivision is traversed by a watercourse, drainage way, natural channel or stream, there shall be provided an easement or right-of-way conforming substantially to the limit of such watercourse, plus additional width to accommodate future needs as determined by the Department of Public Works.~~
- ~~B. Drainage facilities shall be provided and constructed by the applicant in accordance with chapter 106, article VIII, Stormwater Management, of the Code of Ordinances, and as required by the Department of Public Works.~~

~~6.10 Lots and setbacks.~~

~~A. All lots shall have access to, and front on a public street unless otherwise approved as required herein. Lots designated for stormwater detention shall not be required to front on a public street, but shall be accessed by approved easements. Once so shown and described on a final plat, such lot shall not thereafter be used for other than as intended unless approved by the Planning Division and Department of Public Works. Lots separated from a street right-of-way by strip of land owned by:~~

~~1. A utility, used for the sole purpose of providing utilities;~~

~~2. A pipeline company, used for the sole purpose of transporting liquids; or~~

~~3. A railroad company, used for the sole purpose of transport;~~

~~shall not be required to front on a public street, provided that a permanent easement is obtained from the aforesaid utility company, pipeline company or railroad company, providing for vehicular access between the lots and the public street.~~

~~B. Unless otherwise required herein, or allowed under Appendix B of the Code of Ordinances, minimum width at the building limit line of 50 feet as measured along the building limit line or within 25 feet of the right-of-way line, whichever is closer.~~

~~C. The area of a lot for the purposes of compliance with this regulation shall be the net horizontal area within the lot boundary lines and shall exclude any street or alley rights-of-way, but shall include easements.~~

~~D. If a portion of a legally existing lot is acquired for public use in any manner including dedication, condemnation, or purchase, the remainder of such lot shall be considered as complying with the requirements of these regulations.~~

~~E. Lot width shall be measured between the side lot lines along the minimum required front setback line, or the front lot line if no front setback is required.~~

~~F. Setbacks shown herein shall apply within the city's extraterritorial jurisdiction in the absence of county requirements. Setbacks within the city limits shall be governed by Appendix B, Zoning, of the Code of Ordinances.~~

~~G. Setbacks within level one:~~

~~Front setback: 25-foot minimum.~~

~~Interior side setback: Five foot minimum.~~

~~Exterior side setback:~~

~~15 feet for single family or duplex residential use.~~

~~25 feet for uses other than single family or duplex use.~~

~~Rear setback:~~

- ~~1. For single family or duplex dwellings, five foot minimum from common lot line or one foot minimum from alley.~~
- ~~2. For all other uses, five foot minimum. In no case shall the roof overhang extend over the property line.~~
- ~~3. If a lot has double frontage, 25 feet.~~

~~H. Setbacks within level two:~~

~~Front setback:~~

~~100 foot minimum from a U.S. designated roadway or interstate highway.~~

~~50 foot minimum from a state road.~~

~~40 foot minimum from other road.~~

~~Interior side setback: Five foot minimum.~~

~~Exterior side setback:~~

~~15 feet for single family or duplex residential use.~~

~~25 feet for uses other than single family or duplex use.~~

~~Rear setback:~~

- ~~1. For single family or duplex dwellings, five foot minimum from common lot line or one foot minimum from alley.~~
 - ~~2. For all other uses, five foot minimum. However, in no case shall the roof overhang extend over the property line.~~
 - ~~3. If a lot has double frontage, 25 feet.~~
- ~~1. Should the project cross county lines or level of development, the most restrictive standards between the city and county shall apply to the entire development within the city's extraterritorial jurisdiction.~~

~~J. All setbacks shall be measured from the edge of an existing right-of-way or following any required dedication.~~

~~K. A required setback shall be measured parallel to and for the entire length of the lot line on the side of the lot for which the setback is being measured. No building or structure shall be located, erected, or altered so as to have a smaller setback than the minimum setback required herein. The area between the setback and the lot line on the side of the lot for which the setback is being measured, shall be known as the setback area.~~

~~L. A required setback area shall be kept free of any building or structure higher than two feet.~~

~~6.11 Erosion control. Reserved.~~

~~6.12 Regulations related to airport proximity. All development and improvements within the city limits and within levels one and two, and those areas located outside of level two where such regulation is required in the interest of public health, safety and general welfare of north central Texas, shall be subject to standards and regulations contained under Chapter 6400, Airport Zoning Regulations, of Appendix B, Zoning Ordinance of the Code of Ordinances and as authorized under the Airport Zoning Act, Texas Local Government Code ch. 241.~~

~~6.13 Request for easement, license, or abandonment of city property interest.~~

~~A. An owner of property underlying an easement held by the city may request that the city abandon all or a portion of said easement.~~

~~B. An owner of property abutting city property or right-of-way may request that the city license the use of city property or right-of-way or execute an easement for an encroachment on city property or right-of-way.~~

~~C. A request for such abandonment, license, or easement will be filed in writing with the property management division of the city's Department of Community Development and be accompanied by a fee the greater of [a fee established by separate ordinance] or the value of the requested property interest, with said property interest value to be determined by the city's property administrator. The city's property administrator may waive the aforementioned fee upon a determination that:~~

~~(1) The requested right or abandonment is of de minimis value and requires minimal staff time to research and define; or~~

~~(2) The requested right or abandonment is in exchange for a property interest of similar or greater value.~~

~~D. If the city's property administrator determines that a survey or appraisal is necessary to determine the size or nature of the property or its value, the requesting owner shall pay for the cost of said survey or appraisal or provide same.~~

~~E. If the city manager determines that the city's interests are sufficiently protected by the proposed abandonment, license, or easement and that the execution of said document is in the interest of the city, then the city manager may execute all documents necessary to allow the underlying or abutting property owner to utilize the requested interest in the property.~~

~~F. This section authorizes actions that are within the discretion of city staff with respect to property interests owned by the city. This section does not reduce the right of the city council to authorize or abandon a city interest in property. This section is not adopted pursuant to Chapter 211 of the Texas Local Government Code. A decision of an official pursuant to this section is not appealable pursuant to sections 8 or 9 of this appendix to the board of adjustment.~~

~~{Ordinance 38-2003, sec. 1, adopted 4/15/03; Ordinance 88-2005, sec. 2, adopted 11/1/05; Ordinance 56-2006, sec. 2, adopted 7/18/06; Ordinance 103-2007, sec. 1, adopted 12/18/07; Ordinance 21-2008, sec. 1, adopted 4/1/08; Ordinance 29-2009, sec. 2, adopted 5/5/09; Ordinance 45-2009, sec. 1, adopted 7/21/09; Ordinance 63-2010, adopted 11/16/10; Ordinance 10-2011, sec. 1, adopted 2/15/11; Ordinance 20-2018 adopted 5/1/18}~~

§ ~~8~~7 Responsibility for payment of installation cost.

- A. The applicant shall pay all design, engineering, material, construction and installation costs of all improvements required by this section unless otherwise provided in this section.
- B. In the event [an] applicant desires the extension of water or sewer lines to serve his subdivision, he shall bear the entire design, engineering, material, construction and installation cost of all border, off-site and on-site lines. The Department of Public Works shall specify the size of all such lines, taking into consideration the city's master plans, standard specifications, and anticipated requirements of adjacent areas of future growth which must be served by such lines. The decision of the Department of Public Works concerning the size of the required lines shall be final.
- C. The construction of water and sewer lines in accordance with city plans and specifications will be done by a contractor of the applicant or property owner's choice; provided however, that such contractor shall furnish a performance bond and warranty bond, executed by a corporate surety authorized to do business in the state acceptable to the city and maintaining in the county an agent upon whom service of citation may be had, in an amount equal to the total construction cost. Said bond shall be conditioned upon:
 1. Completion of the entire construction in full conformity with the plans and specifications promulgated or approved by the Department of Public Works; and
 2. Payment in full by the contractor of all claims for labor performed or materials furnished, in connection with such construction. All such construction work shall be subject to inspection by the Department of Public Works and/or the respective governmental unit as required, and no portion of any line installed in any excavation

shall be covered unless and until the construction of such portion shall have been inspected and approved by the Department of Public Works and/or the respective governmental unit as required.

- D. Should the Department of Public Works require the installation of water and sewer facilities of a larger capacity than necessary to provide adequate water or sewer service to the applicant's property, the difference between the cost of such larger facilities and the size facility required to serve the subdivision will be paid for by the city. Such facilities may be constructed under contract awarded by the city, with a predetermined rate for the developer's share to be deposited with the city prior to the award of the contract. At the option of the city, such facilities may be constructed under a contract awarded by the developer, provided city and state requirements are met. Under either system, the pro rata share of the cost to be borne by the developer shall include all material, construction, and installation cost for the size facility adequate to serve the developer's property. For the purposes of this article, the minimum size line required to serve a subdivision shall not be less than eight-inch water and/or sewer.
- E. All sewer and water lines constructed or installed pursuant to the provisions of this section shall, when completed and accepted by the Department of Public Works, become the property of the city, free and clear of all encumbrances. The applicant shall provide a maintenance bond on the public improvements for a period of one year after the date on which the city accepts the property. Each and every contract entered into between [an] applicant and a contractor for the installation of sewer or water lines pursuant to the provisions of this section shall recite therein the provisions of this subsection.
- F. No sewer or water lines shall be installed or constructed except within a public street or alley, or within an easement granted to the city by appropriate written instrument filed for record with the county clerk of [the] county at the expense of the person requesting the extension of existing lines.
- G. No lift station, sanitary sewer system, or force main shall be constructed as part of the sewer line extension unless the applicant agrees that he will, at his own expense, construct such elements in accordance with the design standards provided by the Department of Public Works or in the case of lift stations a design prepared by the applicant's engineer and approved by the Department of Public Works.
- H. If the Commission or plans adopted by the city council requires the installation of any street with pavement over 48 feet, the city shall award the contract for construction and the developer shall deposit his share of the cost of construction with the city prior to award of the contract. The developer's share of the cost will include curbs and gutters including median curbs as required, and pavement for a 48-foot street.
- I. In no event shall the city be obligated to proceed under the terms of this section if sufficient funds are not available. Nothing in this ordinance shall be construed as a surrender by the city of its control over the streets, alleys, public ways or public easements within the city.

- J. No person shall acquire any vested rights under the provisions of this section.
- K. Withholding improvements until plat approved.
- 1. The city shall withhold all city improvements of whatsoever nature including the furnishing of sewage facilities and water service from all subdivisions, which have not been approved as provided by law and further, no permit shall be issued by the building official of the city on any piece of property other than an original or a resubdivided lot in a duly approved and recorded subdivision, except the building official may issue a temporary connection of utilities permit for construction purposes and only during the time of actual construction on unplatted tracts of land if the owner of such property will sign an agreement stating that he will forthwith start proceedings to have such property approved and platted in accordance with these regulations and further acknowledge his understanding that a certificate of occupancy and a permanent permit for connection of public utilities shall be withheld until the platting of such property has been so approved and recorded.

The temporary permit shall automatically terminate within 100 days from its issuance date or upon completion of construction. The master plat must be approved and recorded within 100 days from the temporary building permit issuance date.

The following is the procedure required for the owner of such property to follow before entering into a platting agreement:

- a. Cause an abstractor or lawyer's certificate of ownership to be prepared and furnished to the Planning Division.
- b. Cause a dedication instrument to be prepared covering the dedication of property for public use, as determined by existing ordinances of the city. All lien holders of record shall be required to subordinate their lien on the property dedicated for public use. These instruments shall be placed in the custody of the city and/or the respective governmental unit as required to be recorded by the city and/or the respective governmental unit as required in the county clerk's office of the county(ies) in which the project is located, in the event that the person executing a platting agreement fails to complete the platting process forthwith as agreed.
- 2. The building official shall not issue a building permit until he has received approval from departments having purview over the plat requirements.
- L. The developer or contractor shall furnish to the city and/or the respective governmental unit as required a maintenance bond, or an approved surety, for the percentage amount shown below in section M based upon the total cost of improvements constructed or installed pursuant to the provisions of this section, conditioned that the applicant shall pay all costs of maintaining, repairing, and replacing any defective parts, workmanship, or equipment for a period of one year after the improvement is accepted by the Department of Public Works and/or the respective governmental unit as required. The said maintenance bond shall be provided before the city engineer and/or the respective governmental unit as required issues a letter of acceptance or approval for the said improvements.

M.

Cost of Improvements	Required Bond Amount of % of Cost of Improvements Shall
\$0-\$100,000	100%
\$100,001-\$249,999	75%
\$250,000-\$499,999	50%
Over \$500,000	25%

~~{Ordinance 20-2018 adopted 5/1/18}~~

~~§ 8 through § 10.10. [Reserved.]~~

~~§ 11 Parks.~~

- ~~A. All applicant shall be required to set aside land for park purposes under conditions set out in subsection B of this section when the master park plan of the city shows a park is required in the area to be subdivided and the applicant shall show such land set aside in compliance with this section on the master plat or preliminary plat. All areas set aside for park purposes shall conform to the master park plan as to general location, area and type of development. The parks and recreation department should be consulted when developing the master plat so that few revisions will be necessary later.~~
- ~~B. The city shall be granted an option to purchase the land so set aside for park purposes upon the following terms. If at the end of one year from the date of approval by the Commission of the master plat or preliminary plat if there is no master plat, the total area covered by said plat has been at least 50 percent developed, then and in that event the city shall be required to exercise its option within 30 days thereafter or release the same to the applicant with the purchase price to be computed as set out in subsection C of this section. If at the end of one year there has not been a 50 percent development, then and in that event the option shall continue in full force and effect until said total area has been at least 50 percent developed with the city then required to exercise or release its option as set out above.~~
- ~~C. The price to be paid by the city for the land set aside for park purposes shall be based on the fair market value of the raw land as of the date the master or preliminary plat is first filed with the board, plus the pro rata part of all development cost attributable to the park land so purchased, including abutting streets and utilities necessary to serve the park land.~~

~~D. All applicants shall also submit on the master plat an indication showing how the park area is to be developed in the event the city is unable to purchase the property or rejects it because of other reasons.~~

~~E. All areas reserved for park land shall conform to the city master park plan as to general location, area and type of development. The city shall have the right to accept or reject park land proposals as shown on the developer's master plat, at such time as the master plat is brought before the Commission for approval. The one year option period, which the city has to buy the land, shall begin with the Commission's approval of the developer's master plat.~~

~~(Ordinance 20-2018 adopted 5/1/18)~~

§ ~~9~~¹² Penal provisions.

If any individual (including any officer, agent or employee acting in behalf of any individual, firm, association or corporation) violates any provision of this ordinance, he shall be guilty of a misdemeanor, and, upon conviction of such violation he shall be fined an amount as provided by section ~~1-14~~ of the Code of Ordinances. Each day that such violation continues shall be a separate offense. Prosecution or conviction under this provision shall never be a bar to any other remedy or relief for violations of this ordinance.

§ ~~10~~³ Enforcement other than penal.

- A. No permit shall be issued by the Health Department and/or Department of Public Works for the installation of an on-site sewerage system upon any lot in a subdivision for which a final plat has not been approved or on a lot in a subdivision in which the standards contained herein or referred to herein have not been complied with in full.
- B. No building, repair, plumbing or electrical permit shall be issued by the building official for any structure on a lot in a subdivision in which a final plat has not been approved or on a lot in a subdivision in which the standards contained herein or referred to herein have not been complied with in full, except in those situations described herein.
- C. The Department of Public Works and/or the respective governmental unit as required shall not repair, maintain, install or provide any streets or public utility services in any subdivision for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full.
- D. The city shall not sell, supply or allow to be sold or supplied any water, gas, electricity or sewerage service within a subdivision for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full.
- E. On behalf of the city and/or the respective governmental unit as required, the city attorney may institute appropriate action in the district court to enjoin any violation of this ordinance or the standards referred to herein which violation occurs within the city limits or within the extraterritorial jurisdiction of the city or as such jurisdiction is determined.

- F. If any subdivision exists for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full, the city attorney may, on behalf of the city and/or the respective governmental unit as required, cause an instrument to be filed in the deed records of the county or counties in which such subdivision or part thereof lies. The instrument may state the fact of such noncompliance or failure to secure final plat approval and the fact that the provisions of paragraphs A, B, C and D of this section will apply to the subdivision and the lots therein. If full compliance and final plat approval are secured after the filing of such instrument, the city attorney shall forthwith file an instrument in the deed records of each such county stating that paragraphs A, B, C and D no longer apply.

§ 114 Modification of subdivision regulations.

- A. Where existing conditions require a modification from the standards and regulations herein contained because of a distinct and unusual condition that does not prevail on other undeveloped land generally in the city, the Commission may approve a modification from specific standards to permit the equitable treatment of the land or tract in light of the unusual condition.
- B. The Commission may authorize a modification from these regulations when in its opinion deprivation of use of land will result from requiring strict compliance. The applicant shall have the responsibility of proving that the strict application of the subdivision ordinance creates a deprivation of use of land. The following conditions must be present for consideration:
1. There are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his land; and,
 2. The granting of the modification will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and,
 3. The granting of the modification will not have the effect of preventing the orderly subdivision of other lands in the area in accordance with the provisions of this chapter; and,
 4. A more appropriate design solution exists which is not currently allowed in this chapter; and,
 5. The granting of the modification is harmonious with the engineered design of the infrastructure of any neighboring subdivision.
- C. The modification may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety, and welfare may be secured and substantial justice is done. Economic hardship to the applicant shall not be deemed to constitute a deprivation of use. The Commission may reach a conclusion that a deprivation exists if it finds that:

1. If the applicant complies strictly with the provisions of this chapter, the applicant can make no reasonable use of the property; and
 2. The deprivation of use relates to the applicant's land, rather than personal circumstances; and
 3. The deprivation of use is unique to the property, rather than one shared by many surrounding properties; and
 4. The deprivation of use is not the result of the applicant's own actions or actions of a previous owner or owner's agent.
- D. The request for modification shall be made in writing to the Planning Director and accompanied by a fee as set forth by separate ordinance.
- E. In cases where a modification was submitted in conjunction with a Final Plat, the plat is considered incomplete until the modification receives approval or denial by the Commission. Following the Commission determination on the modification, a complete Final Plat will be submitted to the Commission for approval or denial at the next available meeting.
- F. In granting a modification, the Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so varied or modified and maintain the spirit and intent of the standards herein set forth.
- G. A determination by the Commission shall require an affirmative vote by six members to grant a modification.
- H. A determination may be appealed to city council by either the applicant or City Manager or his designee. Any appeal will be heard ~~de~~ **de** novo and shall require an affirmative vote by five members to affirm or overturn the decision of the Commission.

~~{Ordinance 20-2018 adopted 5/1/18}~~

Exhibit 2



PAVEMENT DESIGN MANUAL

CITY OF WICHITA FALLS, TEXAS
PUBLIC WORKS DEPARTMENT
1300 SEVENTH STREET
WICHITA FALLS, TEXAS 76301

Approved by: _____
Russell Schreiber, P.E., Public Works Director

Effective Date: _____

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1.0 INTRODUCTION:

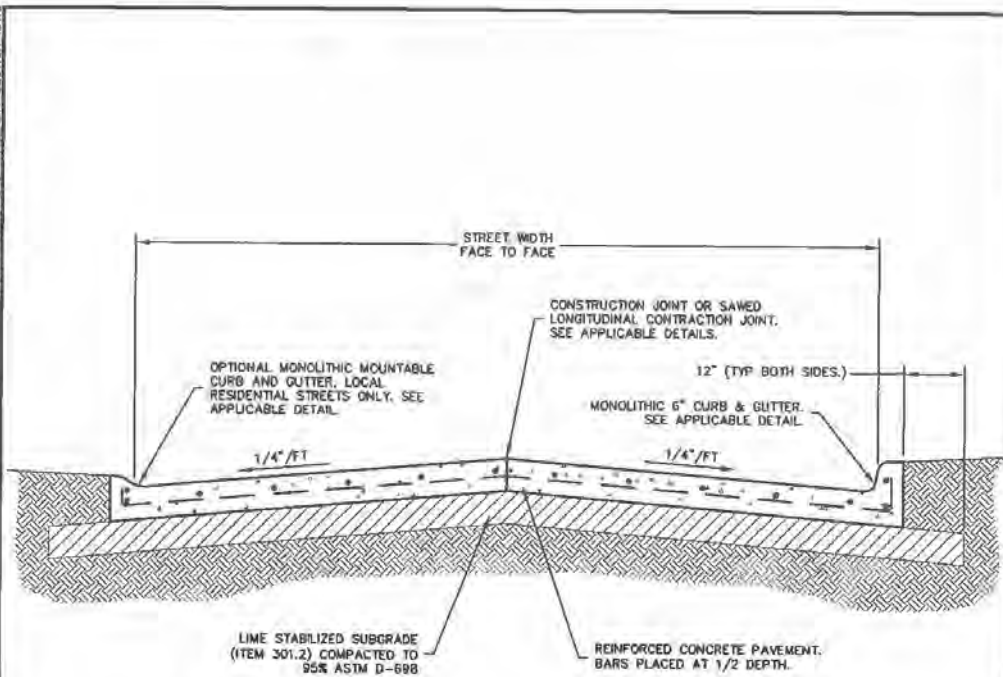
1.1 Purpose and Scope

The development of this design manual is authorized by the City of Wichita Falls' Subdivision and Development Regulations Ordinance to protect and provide for the safety and welfare of the general public and to ensure the proper development of public infrastructure within the City and its extraterritorial jurisdiction. This manual establishes standard design guidance for pavement development and construction processes within the jurisdiction of the City and is intended to encourage a greater uniformity in developing plans for the City's pavement facilities. The design standards described in the following pages are intended to serve as guidelines for the development of pavement structures for local government review and approval purposes; however, the responsibility for the adequacy and effectiveness of the actual design remains with the design engineer and sound engineering judgment must always be applied. Users of this manual should be knowledgeable and experienced in the theory and application of pavement engineering principles. Any deviation from the requirements of this manual must be approved by the Director of Public Works or designee.

2.0 DESIGN CRITERIA:

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2000 - CONCRETE PAVEMENT SECTION DWG



GENERAL NOTES:

1. CONSTRUCT EXPANSION AND CONTRACTION JOINTS AT INTERVALS SHOWN ON SPACING DIAGRAM FOR JOINTS. SEE APPLICABLE DETAILS.
2. ALL CONCRETE MUST BE CLASS "C" (COMPRESSIVE STRENGTH OF 3600 PSI @ 28 DAYS).
3. SEE PORTLAND CEMENT CONCRETE PAVEMENT, ITEM 303 OF THE STANDARD SPECIFICATIONS.
4. ALL EXPOSED CONCRETE SURFACES MUST BE CURED IN ACCORDANCE WITH ITEM 303.5.7 OF THE STANDARD SPECIFICATIONS.
5. BACKFILL FROM BACK OF CURB TO RIGHT OF WAY LINE MUST BE COMPACTED TO 90% OF ASTM D-698.
6. SUB GRADE PREPARATION MUST CONSIST OF LIME STABILIZATION IN ACCORDANCE WITH ITEM 301.2 OF THE STANDARD SPECIFICATIONS, APPLIED AT A RATE OF 30 LBS./SQ.YD., COMPACTED TO 95% ASTM D-698.
7. FLEXIBLE BASE OF SAME THICKNESS MEETING REQUIREMENTS OF ITEM 301.5 OF THE STANDARD SPECIFICATIONS MAY BE SUBSTITUTED FOR LIME STABILIZED SUBGRADE.

STREET CLASSIFICATION	STREET WIDTH	PAVEMENT THICKNESS	SUBGRADE THICKNESS	STEEL REINFORCING
LOCAL RESIDENTIAL STREET	30' FACE TO FACE	6" CONCRETE	6" TREATED SUBGRADE	#4 BARS @ 18" O.C.E.W.
LOCAL INDUSTRIAL / COMMERCIAL STREET	36' FACE TO FACE	7" CONCRETE	8" TREATED SUBGRADE	#4 BARS @ 18" O.C.E.W.
MINOR & MAJOR COLLECTORS & ARTERIALS	GREATER THAN 36' FACE TO FACE	8" CONCRETE	8" TREATED SUBGRADE	#5 BARS @ 18" O.C.E.W.

CONCRETE PAVEMENT SECTION

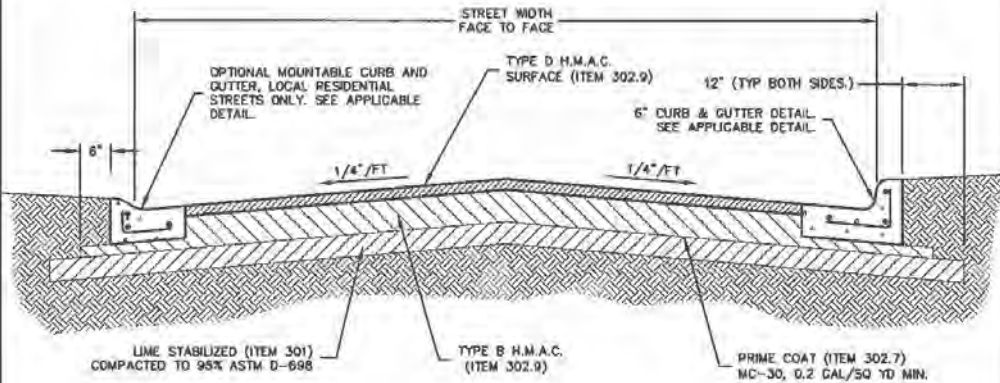
NOT TO SCALE

PAVEMENT STANDARDS

CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

CONCRETE
PAVEMENT SECTION

DETAIL NO. 2000



GENERAL NOTES:

1. AFTER COMPACTION, THE H.M.A.C. MUST BE WITHIN 1/4" TO 1/2" ABOVE TOP OF LIP OF GUTTER.
2. SEE ASPHALT PAVEMENT, ITEM 302 OF THE STANDARD SPECIFICATIONS.
3. BACKFILL FROM BACK OF CURB TO RIGHT OF WAY LINE MUST BE COMPACTED TO 90% OF ASTM D-698.
4. SUB GRADE PREPARATION MUST CONSIST OF LIME STABILIZATION IN ACCORDANCE WITH ITEM 301.2 OF THE STANDARD SPECIFICATIONS, APPLIED AT A RATE OF 30 LBS./SQ.YD., COMPACTED TO 95% ASTM D-698.
5. FLEXIBLE BASE OF SAME THICKNESS, MEETING REQUIREMENTS OF ITEM 301.5 OF THE STANDARD SPECIFICATIONS, MAY BE SUBSTITUTED FOR LIME STABILIZED SUBGRADE.
6. THE TYPE "B" ASPHALT UNDER THE CURB AND GUTTER MAY BE ELIMINATED BY ADDITIONAL THICKNESS OF CONCRETE GUTTER TO MATCH ASPHALT PAVEMENT SECTION.

STREET CLASSIFICATION	SURFACE COURSE THICKNESS	BASE COURSE THICKNESS	SUBGRADE THICKNESS
LOCAL RESIDENTIAL STREETS	2" TYPE D H.M.A.C.	4" TYPE B H.M.A.C.	6" TREATED SUBGRADE
LOCAL INDUSTRIAL / COMMERCIAL STREETS	2" TYPE D H.M.A.C.	6" TYPE B H.M.A.C.	6" TREATED SUBGRADE
ARTERIAL STREETS MINOR & MAJOR COLLECTOR STREETS	2" TYPE D H.M.A.C.	8" TYPE B H.M.A.C.	8" TREATED SUBGRADE

ASPHALT
PAVEMENT SECTION
NOT TO SCALE

PAVEMENT STANDARDS

CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

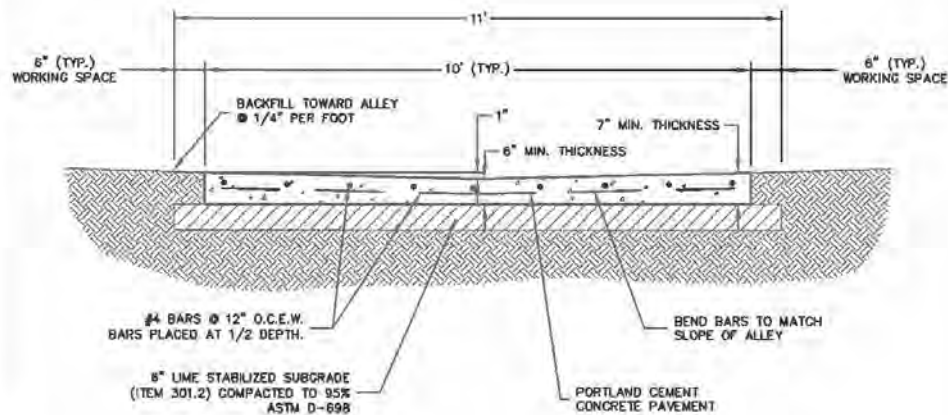
ASPHALT
PAVEMENT SECTION

DETAIL NO. 2010

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2040 - ALLEY PAVEMENT SECTION.DWG



GENERAL NOTES:

1. SEE ALLEY PAVING ITEM 303.6 OF THE STANDARD SPECIFICATIONS.
2. SUB GRADE PREPARATION MUST CONSIST OF 6" LIME STABILIZATION IN ACCORDANCE WITH ITEM 301.2 OF THE STANDARD SPECIFICATIONS, APPLIED AT A RATE OF 30 LBS./ PER SQ.YD., COMPACTED TO 95% ASTM D-698.
3. 6" INCHES OF FLEXIBLE BASE MEETING THE REQUIREMENTS OF ITEM 301.5 OF THE STANDARD SPECIFICATIONS, MAY BE SUBSTITUTED FOR LIME STABILIZED SUBGRADE.
4. ALL CONCRETE MUST BE CLASS "C" (COMPRESSIVE STRENGTH OF 3600 PSI @ 28 DAYS).
5. ALL EXPOSED CONCRETE SURFACES MUST BE CURED IN ACCORDANCE WITH ITEM 303.5.7 OF THE STANDARD SPECIFICATIONS.
6. EXPANSION JOINTS MUST BE PLACED AT EACH END OF THE ALLEY AND AT MAX. SPACING OF 300'.
7. BACKFILL ADJACENT TO CONCRETE EDGES TO A MINIMUM OF 90% STANDARD PROCTOR (ASTM D-698) IN 6" INCH LIFTS.
8. CONSTRUCT SAWED CONTRACTION JOINTS AT 15' INTERVALS.

ALLEY PAVEMENT SECTION NOT TO SCALE

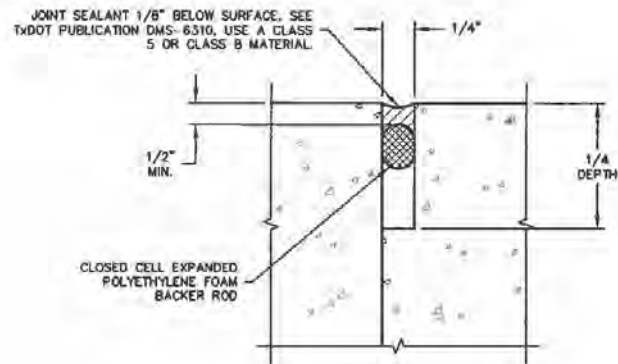
PAVEMENT STANDARDS

CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

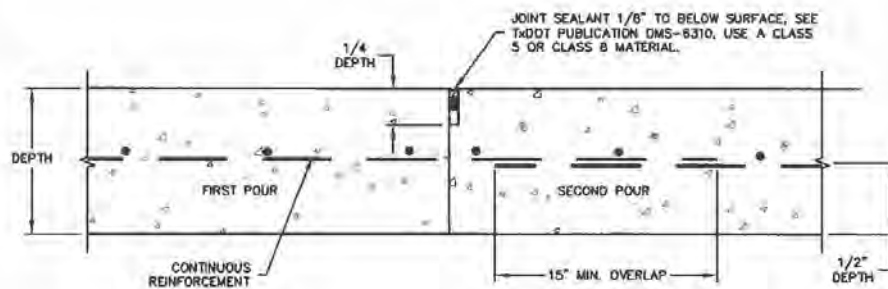
ALLEY
PAVEMENT SECTION
DETAIL NO. 2040

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2050 - CONSTRUCTION JOINT.DWG



JOINT SEALANT



GENERAL NOTES:

1. SEE CONSTRUCTION JOINTS, ITEM 303.5.4.4 OF THE STANDARD SPECIFICATIONS.

CONSTRUCTION JOINT

NOT TO SCALE

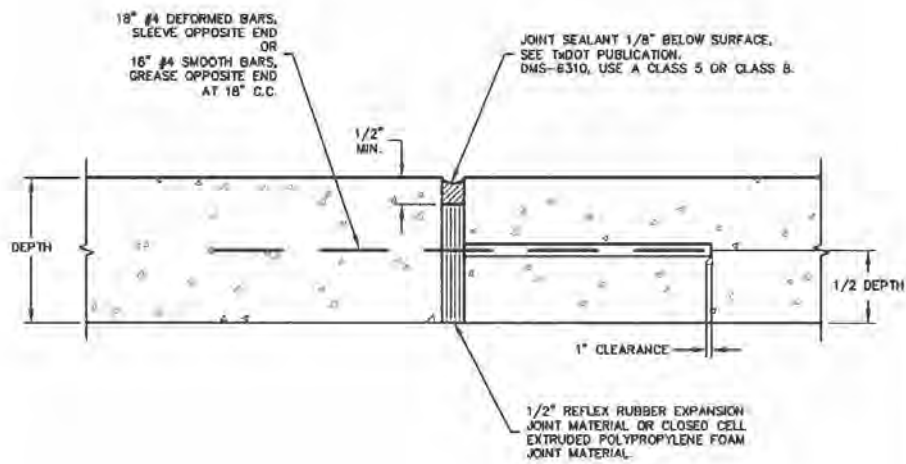
PAVEMENT STANDARDS

CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

CONSTRUCTION JOINT

DETAIL NO. 2050

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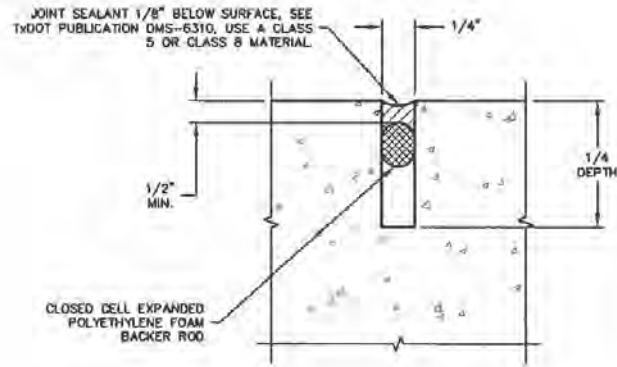
GENERAL NOTES:

1. SEE EXPANSION JOINTS, ITEM 303.5.4.2 OF THE STANDARD SPECIFICATIONS.
2. DOWEL BARS MUST BE ADEQUATELY BRACED WITH DOWEL BASKETS TO ASSURE THEY WILL BE MAINTAINED PERPENDICULAR AND LEVEL TO JOINT DURING PLACEMENT OF CONCRETE.

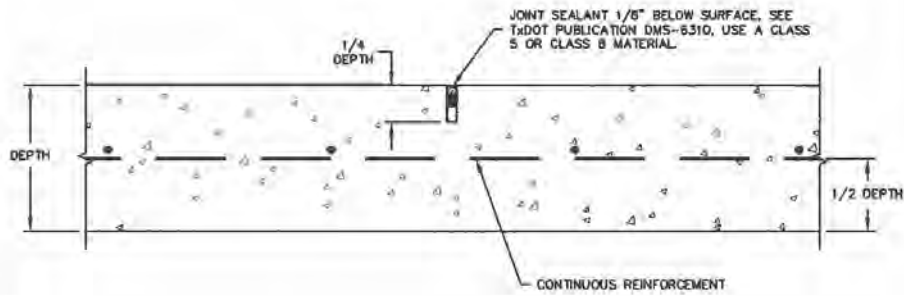
EXPANSION JOINT

NOT TO SCALE

PAVEMENT STANDARDS	CITY OF WICHITA FALLS, TX ENGINEERING DIVISION SEPTEMBER 2023	EXPANSION JOINT
		DETAIL NO. 2051



JOINT SEALANT



GENERAL NOTES:

1. SEE CONTRACTION JOINTS, ITEM 303.5.4.3 OF THE STANDARD SPECIFICATIONS.

SAWED CONTRACTION JOINT

NOT TO SCALE

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PAVEMENT STANDARDS

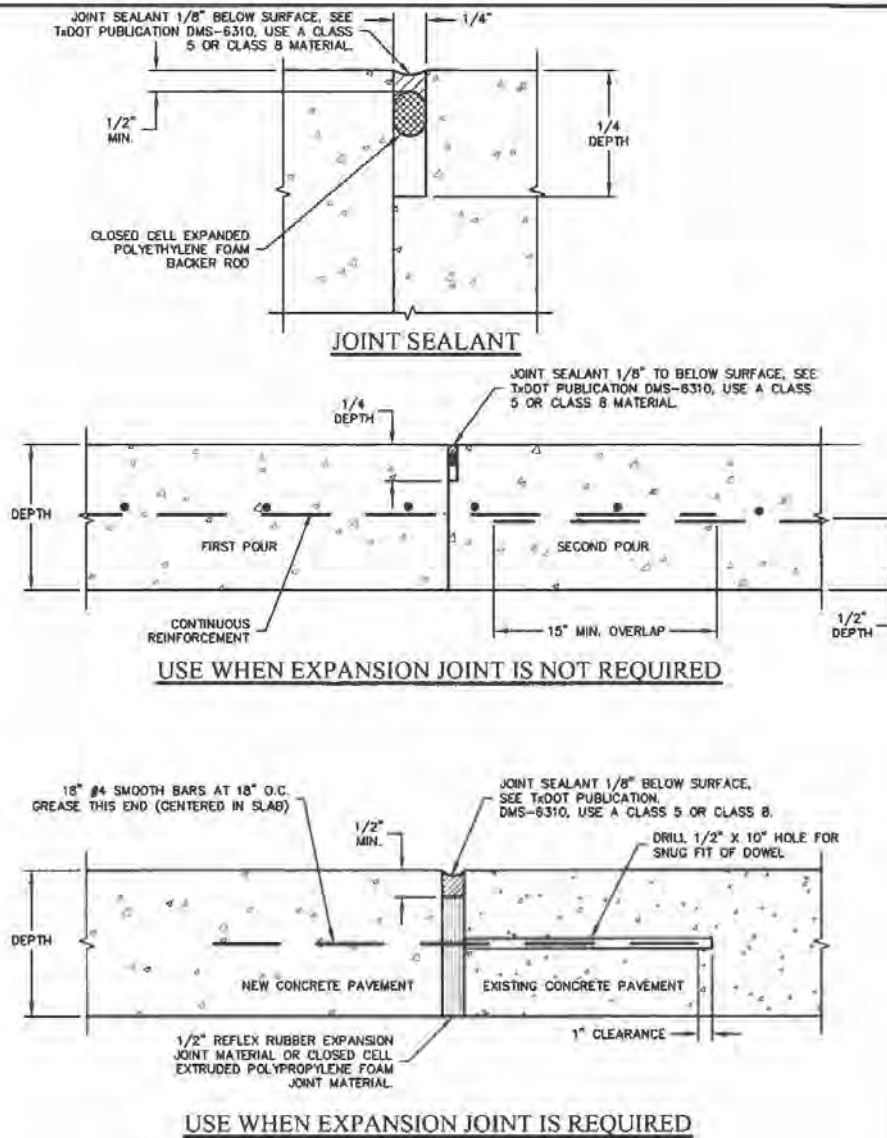
CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

SAWED CONTRACTION
JOINT

DETAIL NO. 2052

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2053 - EXISTING PAVEMENT TIE-IN JOINT.dwg



GENERAL NOTES:

1. IF EXPANSION JOINT IS NOT REQUIRED, INSTALL PER CONSTRUCTION JOINT DETAIL.
2. SEE EXPANSION JOINTS, ITEM 303.5.4.2 OF THE STANDARD SPECIFICATIONS.

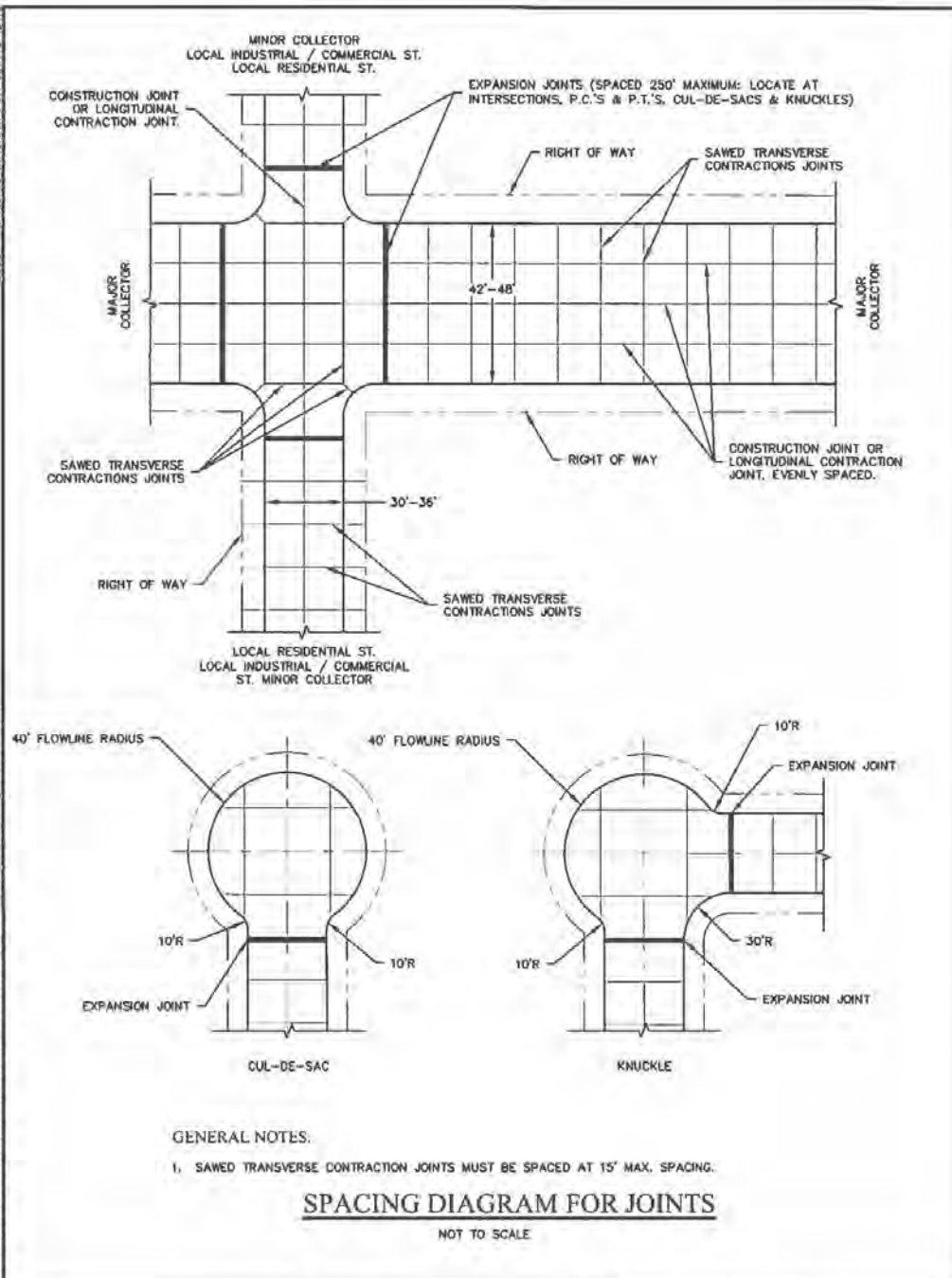
**EXISTING PAVEMENT
TIE-IN JOINT**

NOT TO SCALE

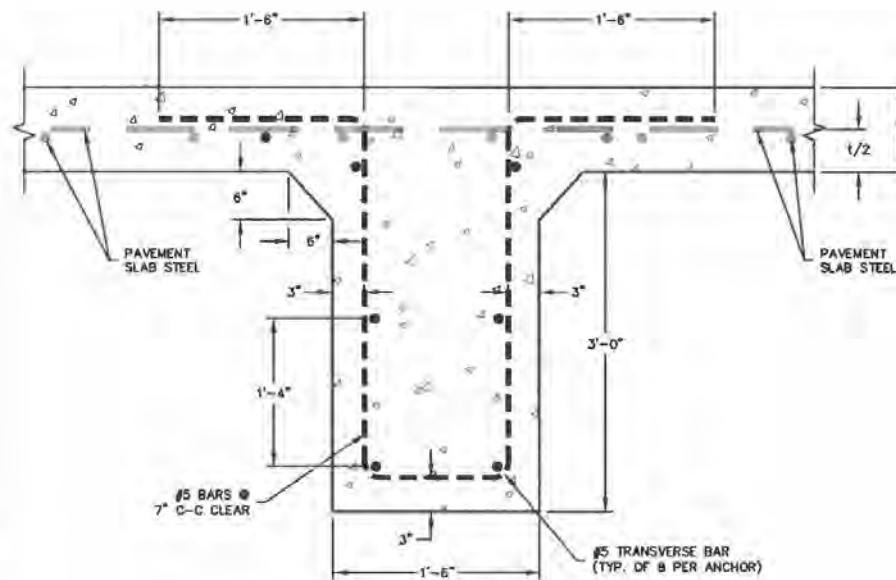
PAVEMENT STANDARDS	CITY OF WICHITA FALLS, TX ENGINEERING DIVISION SEPTEMBER 2023	EXISTING PAVEMENT TIE-IN JOINT
		DETAIL NO. 2053

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2060 - SPACING DIAGRAM FOR JOINTS.DWG



PAVEMENT STANDARDS	CITY OF WICHITA FALLS, TX ENGINEERING DIVISION SEPTEMBER 2023	SPACING DIAGRAM FOR JOINTS DETAIL NO. 2060
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GENERAL NOTES:

1. DETAILS AS TO PAVEMENT SLAB WIDTH, THICKNESS, AND CROWN CROSS-SLOPE MUST BE AS SHOWN ELSEWHERE ON THE PLANS.
2. THE CONCRETE PAVEMENT SLAB MUST CONTINUE ACROSS THE ANCHOR LUGS AS SHOWN.
3. REINFORCING FOR THE ANCHOR LUGS MUST BE STEEL CONFORMING TO ASTM DESIGNATION A615, GRADE 60 OR A-616, GRADE 50. ALL STEEL IN LUGS AND SUPPORT SLAB MUST BE #5 BARS.
4. SAWCUT TRANSVERSE CONTRACTION JOINTS WILL NOT BE PERMITTED WITHIN THE LIMITS OF THE ANCHOR LUGS WITHOUT THE APPROVAL OF THE ENGINEER.
5. FOR CONCRETE PAVEMENT SECTION SEE APPLICABLE DETAIL.

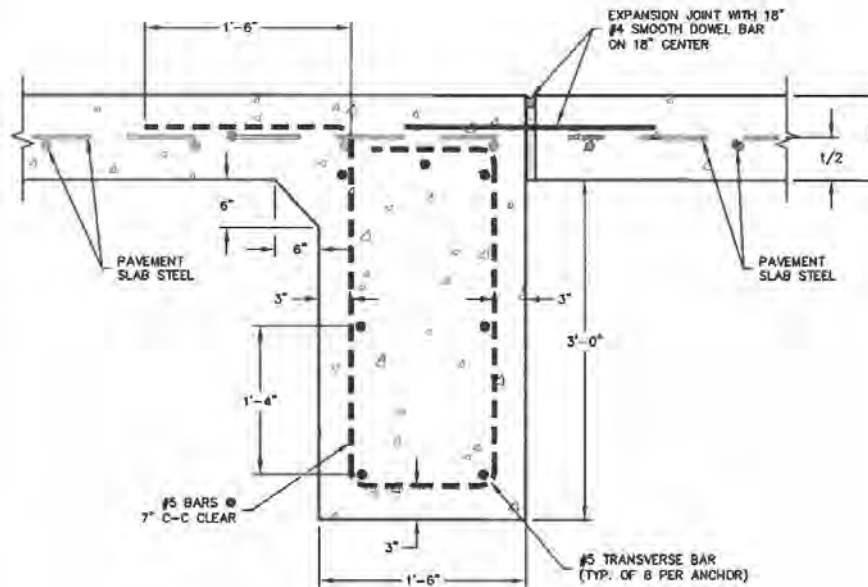
TERMINAL ANCHOR FOR CONCRETE PAVEMENT

NOT TO SCALE

PAVEMENT STANDARDS	CITY OF WICHITA FALLS, TX ENGINEERING DIVISION	TERMINAL ANCHOR FOR CONCRETE PAVEMENT
	SEPTEMBER 2023	DETAIL NO. 2070

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2071 - TERMINAL ANCHOR WITH EXPANSION JOINT FOR CONCRETE PAVEMENT.DWG

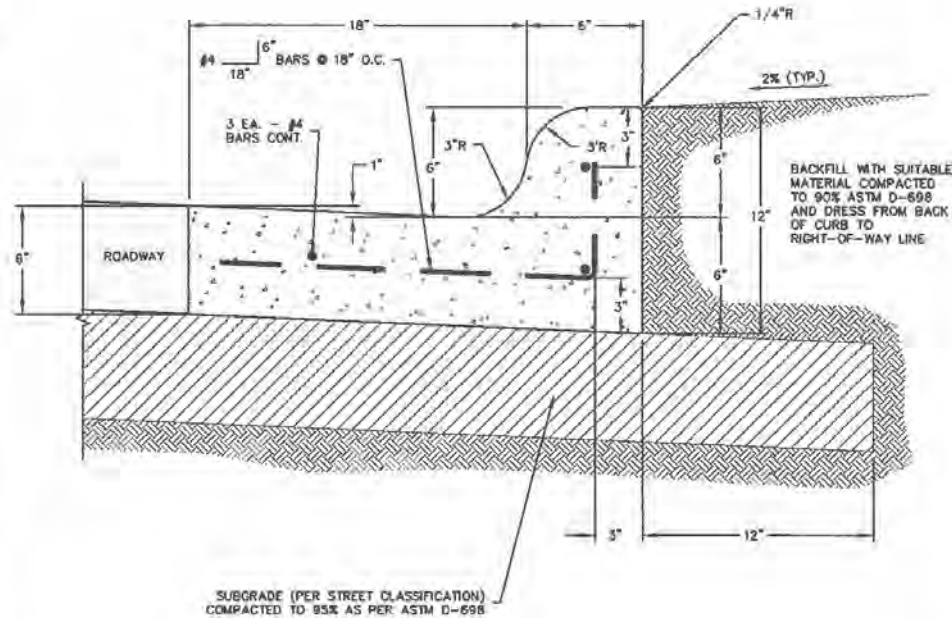


GENERAL NOTES:

1. DETAILS AS TO PAVEMENT SLAB WIDTH, THICKNESS, AND CROWN CROSS-SLOPE MUST BE AS SHOWN ELSEWHERE ON THE PLANS.
2. REINFORCING FOR THE ANCHOR LUGS MUST BE STEEL CONFORMING TO ASTM DESIGNATION A615, GRADE 60 OR A-615, GRADE 80. ALL STEEL IN LUGS AND SUPPORT SLAB MUST BE #5 BARS.
3. SAWCUT CONTRACTION JOINTS WILL NOT BE PERMITTED WITHIN THE LIMITS OF THE ANCHOR LUGS WITHOUT THE APPROVAL OF THE ENGINEER.
4. SEE CONCRETE PAVEMENT SECTION AND EXPANSION JOINT. SEE APPLICABLE DETAIL.

TERMINAL ANCHOR WITH EXPANSION JOINT FOR CONCRETE PAVEMENT NOT TO SCALE

PAVEMENT STANDARDS	CITY OF WICHITA FALLS, TX ENGINEERING DIVISION SEPTEMBER 2023	TERMINAL ANCHOR WITH EXPANSION JOINT FOR CONCRETE PAVEMENT
		DETAIL NO. 2071



GENERAL NOTES:

1. DOWEL REINFORCEMENT 6" INTO EXISTING CURB AND GUTTER.
2. CONSTRUCT 1/2" EXPANSION JOINTS AT 250' ON CENTER, INTERSECTIONS, PTS & PCS, AND CONTRACTION JOINTS AT 15' ON CENTER.
3. SEE CONCRETE CURB & GUTTER, ITEM 305.1 OF THE STANDARD SPECIFICATIONS.
4. ALL CONCRETE MUST BE CLASS "C" (COMPRESSIVE STRENGTH OF 3600 PSI @ 28 DAYS).
5. SAND WILL NOT BE ACCEPTED AS COMPACTED SUBGRADE, SAND WILL BE ALLOWED FOR LEVEL-UP ONLY, (2" MAX.).
6. MATCH PAVEMENT THICKNESS WHEN PLACED MONOLITHIC WITH CONCRETE PAVEMENT.
7. PROVIDE 1" GUTTER DEPRESSION.

6" CURB AND GUTTER

NOT TO SCALE

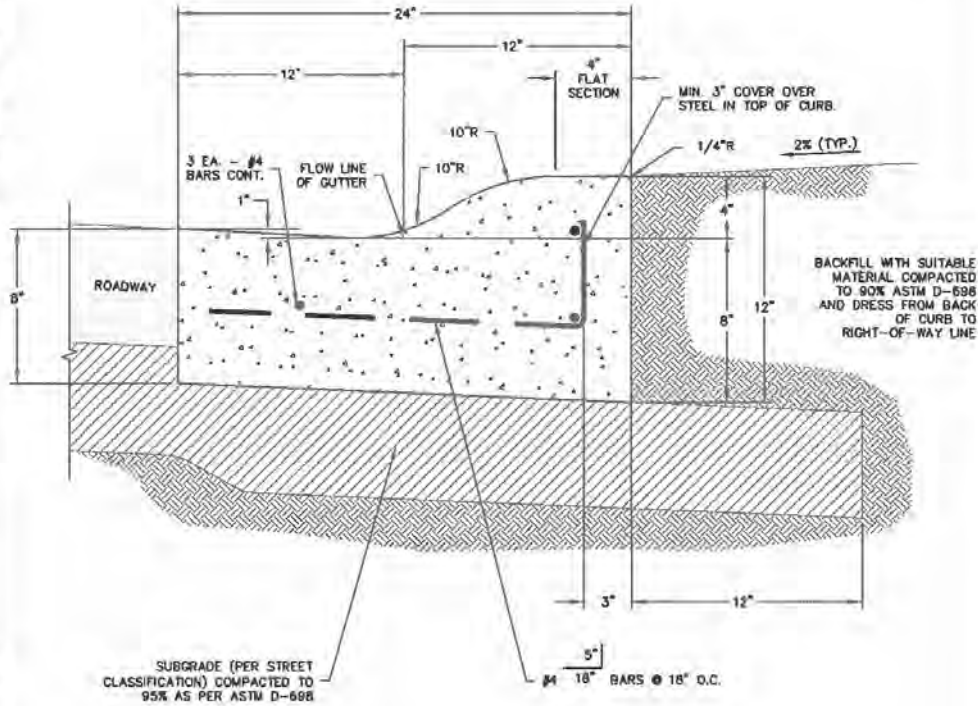
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PAVEMENT STANDARDS

CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

6" CURB AND GUTTER

DETAIL NO. 2120



GENERAL NOTES:

1. DOWEL REINFORCEMENT 6" INTO EXISTING CURB AND GUTTER.
2. CONSTRUCT 1/2" EXPANSION JOINTS AT 250' ON CENTER, INTERSECTIONS, PTS & PCS, AND CONTRACTION JOINTS AT 15' ON CENTER.
3. SEE CONCRETE CURB & GUTTER, ITEM 305.1 OF THE STANDARD SPECIFICATIONS.
4. ALL CONCRETE MUST BE CLASS "C" (COMPRESSIVE STRENGTH OF 3600 PSI @ 28 DAYS).
5. SAND WILL NOT BE ACCEPTED AS COMPACTED SUBGRADE. SAND WILL BE ALLOWED FOR LEVEL-UP ONLY. (2" MAX.).
6. MATCH PAVEMENT THICKNESS WHEN PLACED MONOLITHIC WITH CONCRETE PAVEMENT.
7. PROVIDE 1" GUTTER DEPRESSION.

**CURB AND GUTTER
MOUNTABLE**

NOT TO SCALE

DISCLAIMER:

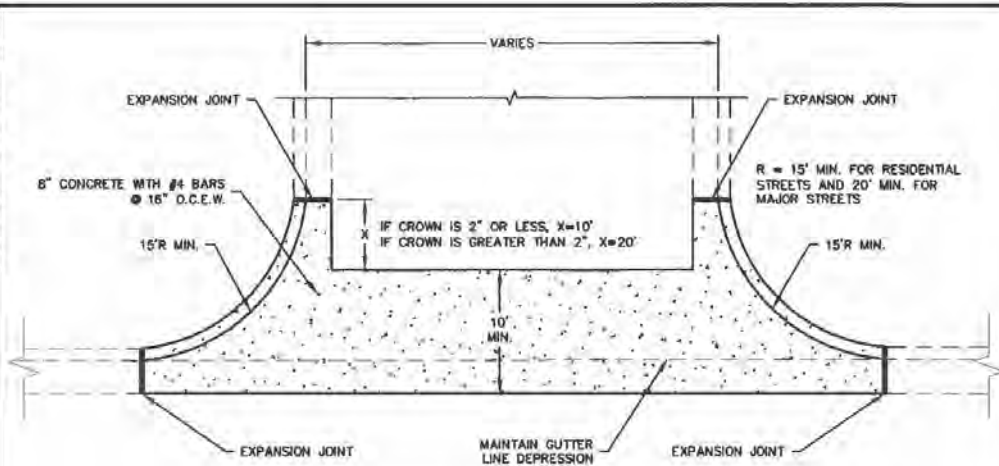
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PAVEMENT STANDARDS

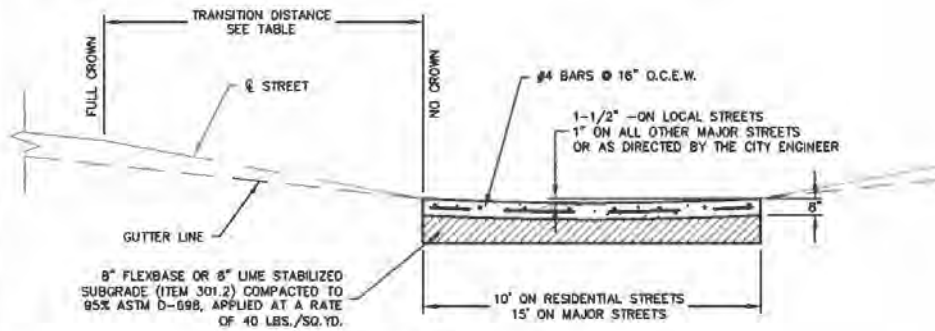
CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

CURB AND GUTTER
MOUNTABLE

DETAIL NO. 2121



INTERSECTION VALLEY GUTTER



CROWN OF ROADWAY (in.)	TRANSITION DISTANCE (ft.)
0"	0'
1"	10'
2"	20'
3"	30'
4"	40'
5"	50'

MIDSTREET VALLEY GUTTER

GENERAL NOTES

1. ALL CONCRETE MUST BE CLASS "C" (COMPRESSIVE STRENGTH OF 3600 PSI @ 28 DAYS).
2. ALL EXPOSED CONCRETE SURFACES MUST BE CURED IN ACCORDANCE WITH ITEM 303.5.7 OF THE STANDARD SPECIFICATIONS.

CONCRETE
VALLEY GUTTER

NOT TO SCALE

DISCLAIMER:

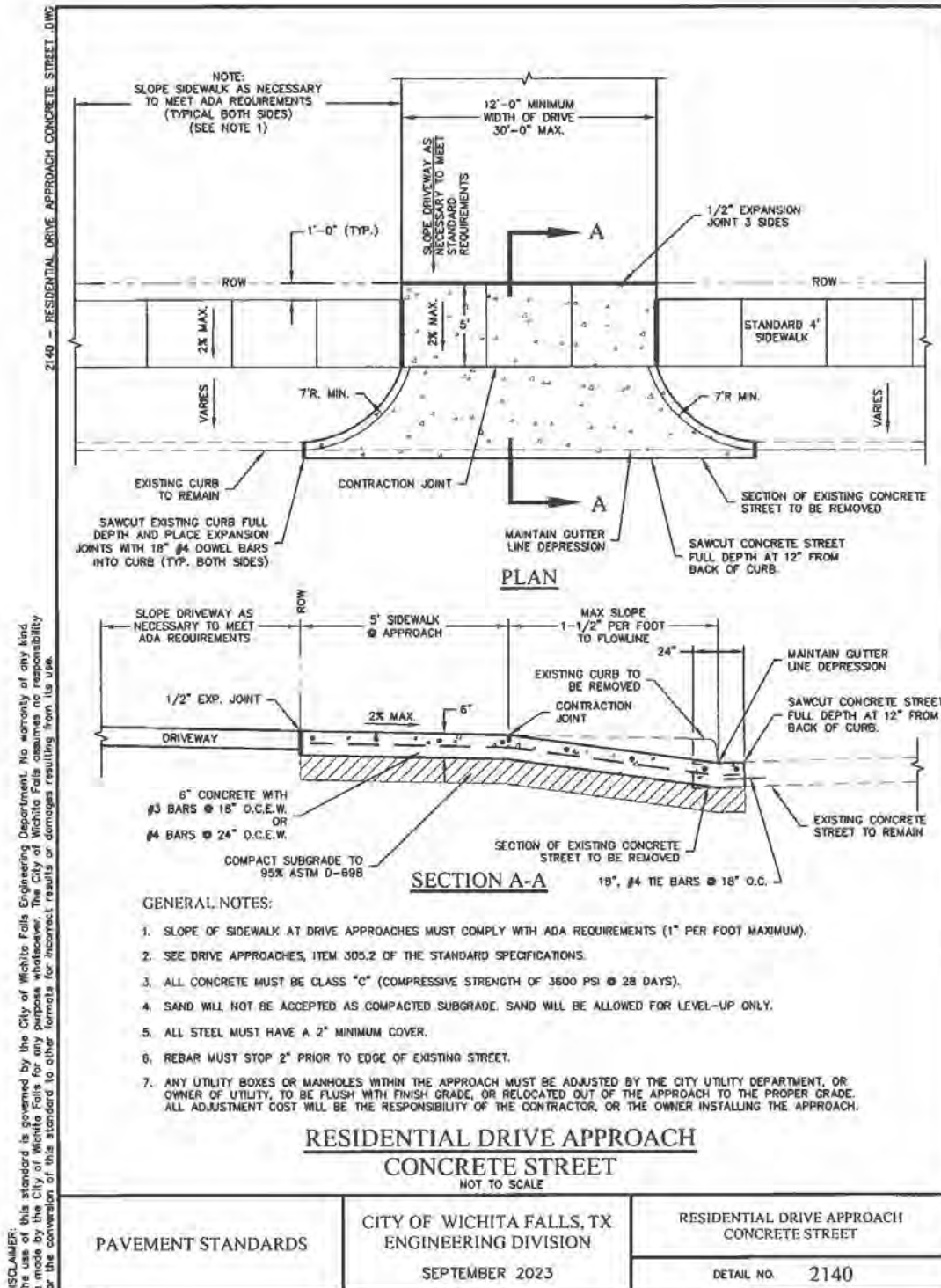
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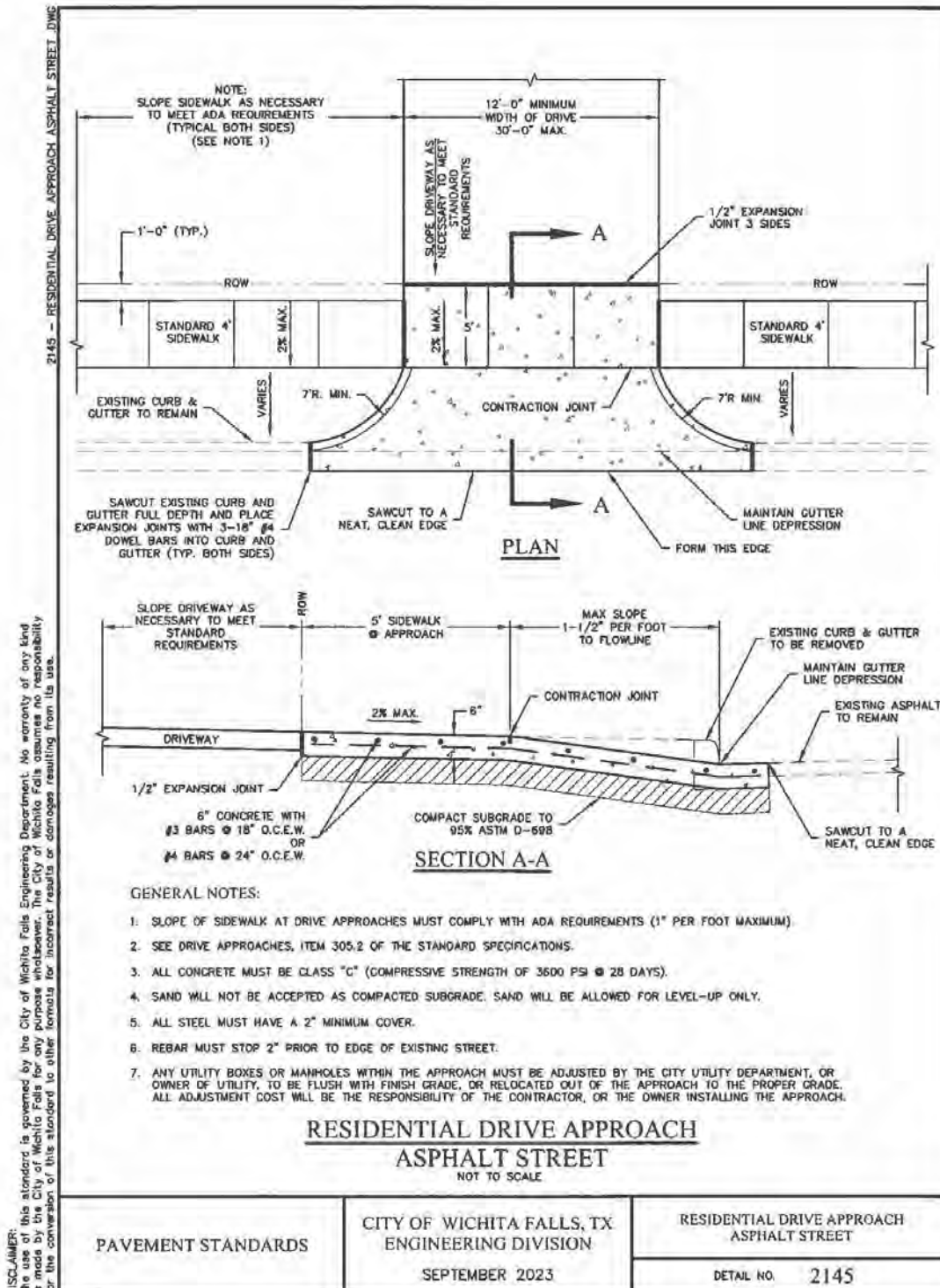
PAVEMENT STANDARDS

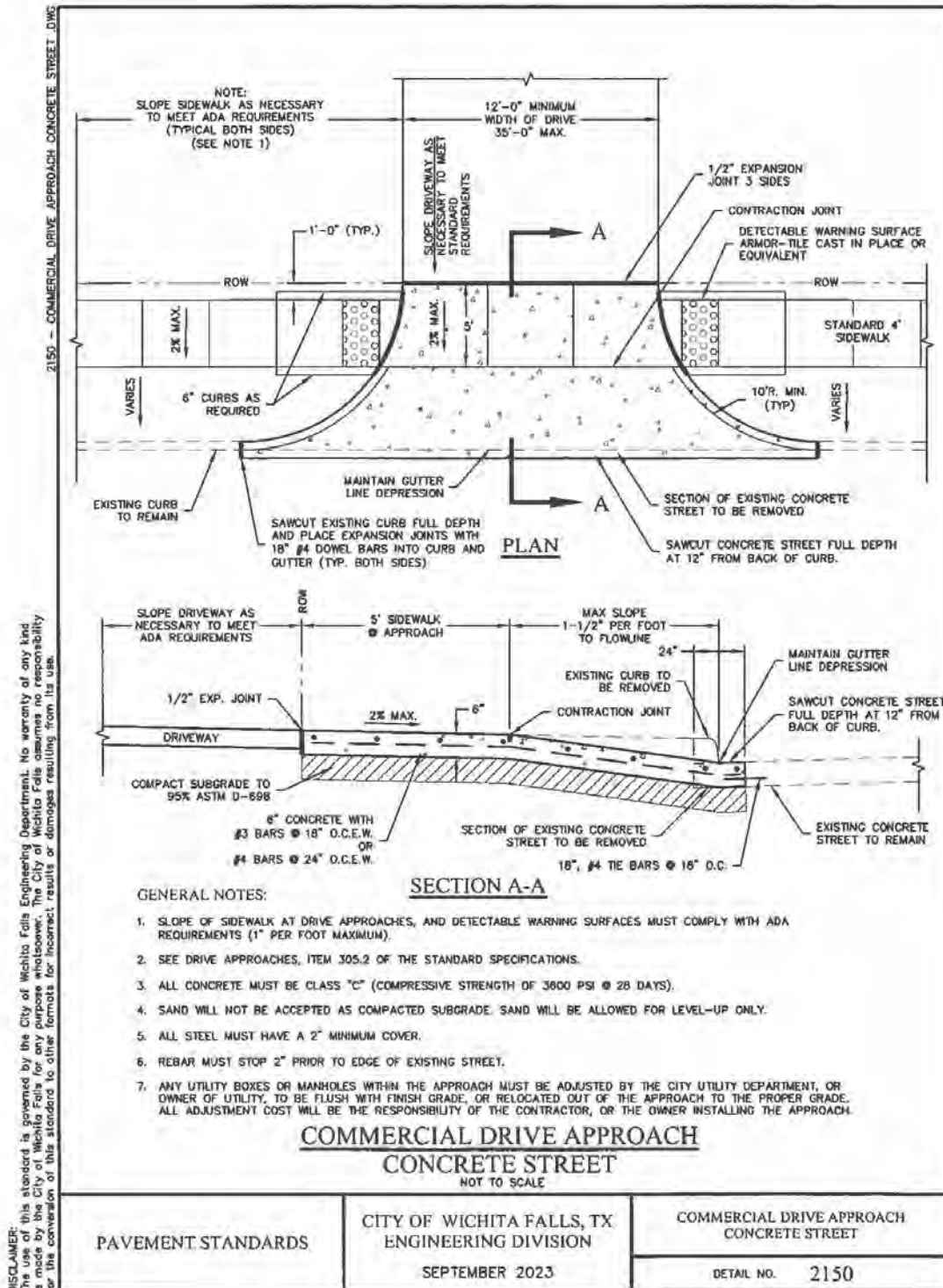
CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

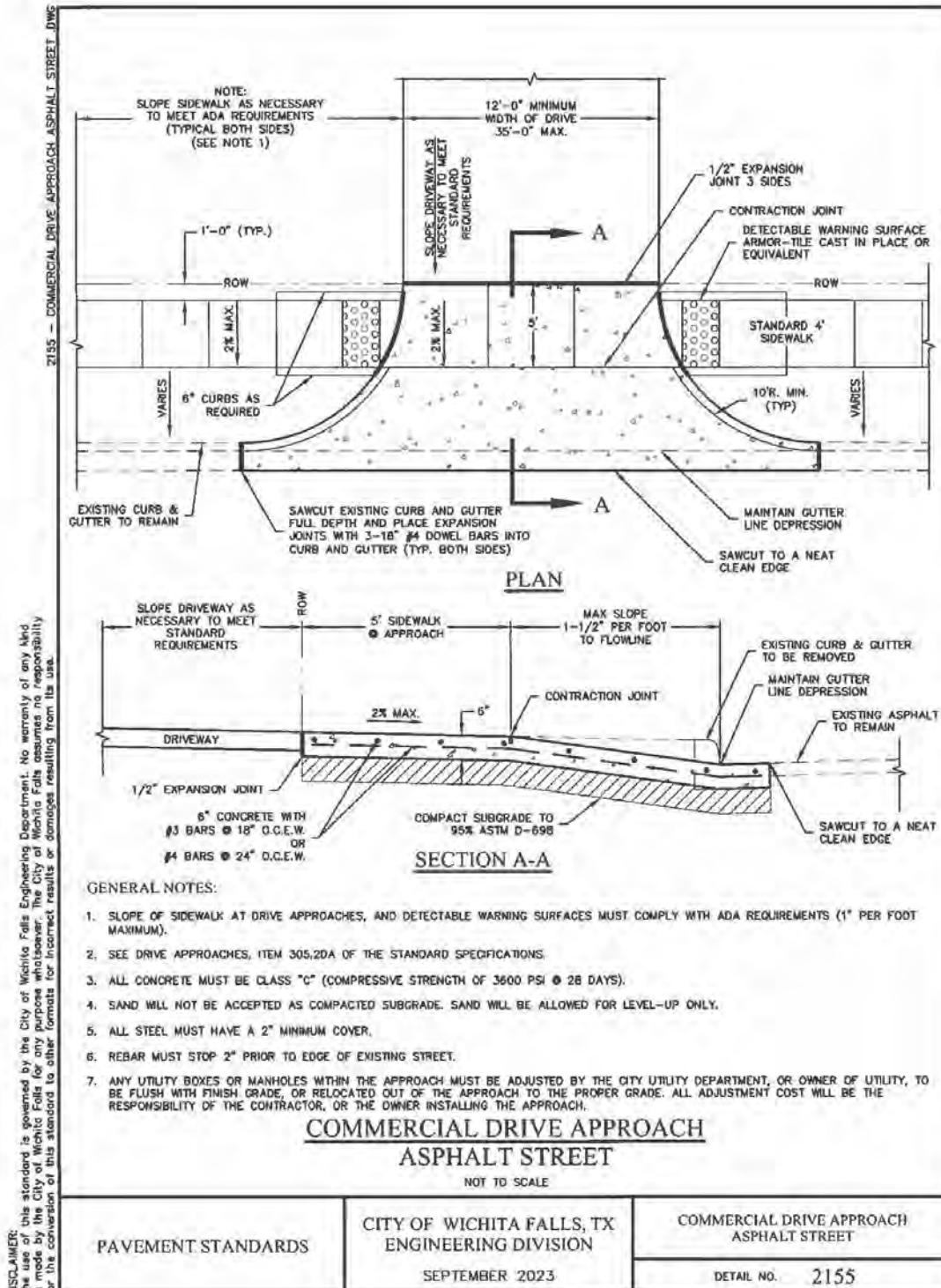
CONCRETE
VALLEY GUTTER

DETAIL NO. 2130



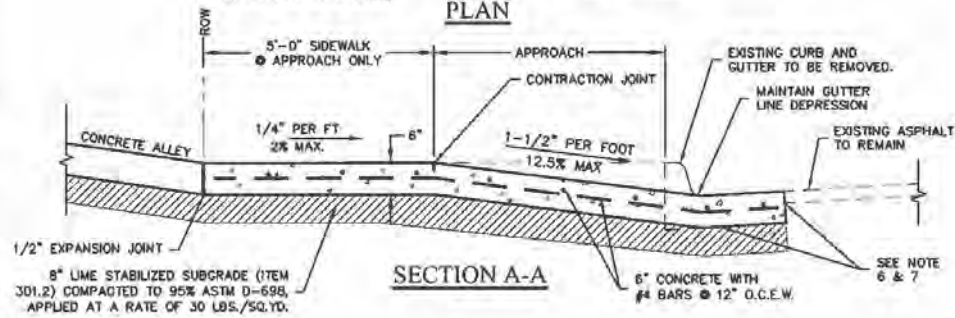
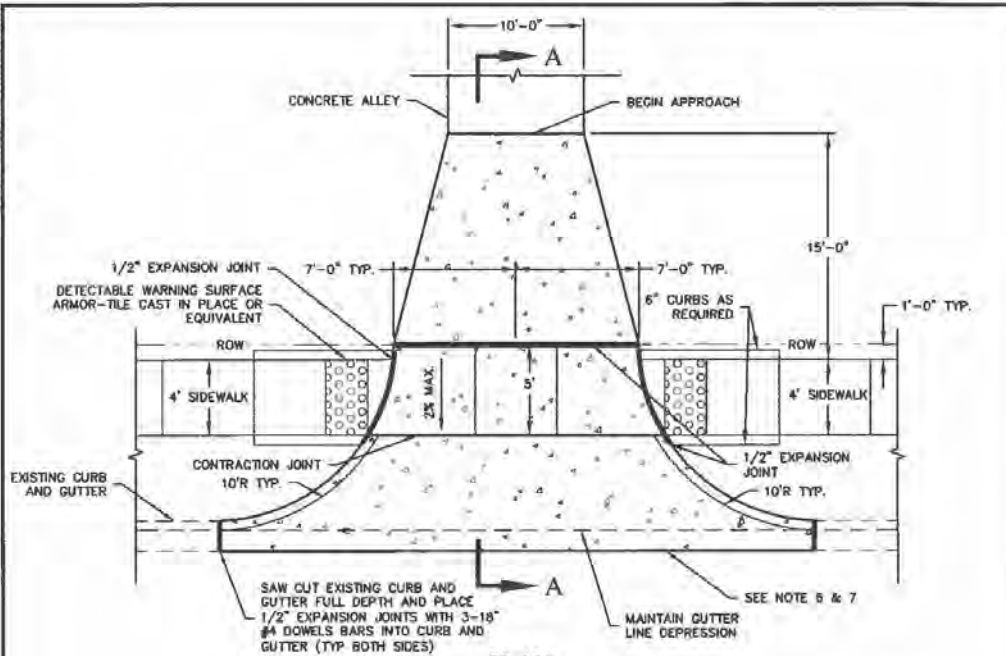






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2160 - ALLEY APPROACH .DWG



GENERAL NOTES:

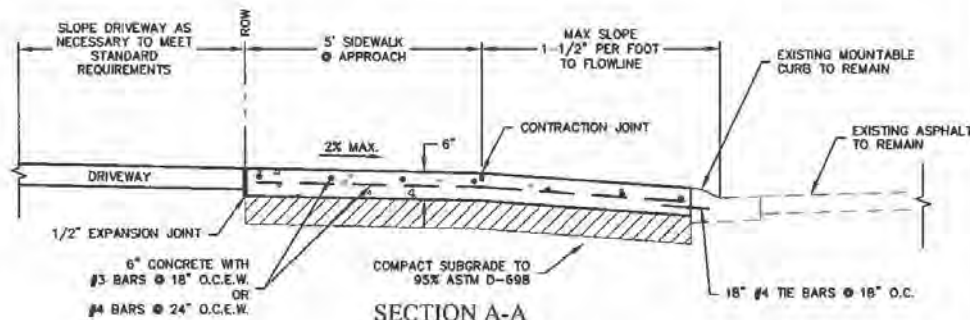
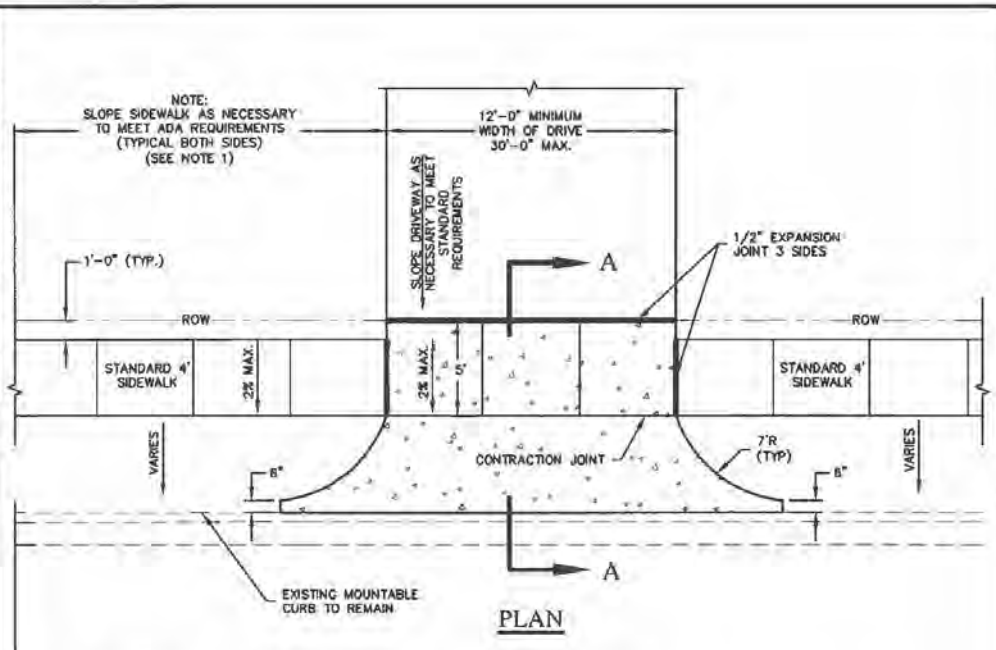
1. ALL CONCRETE MUST BE CLASS "C" (COMPRESSIVE STRENGTH OF 3500 PSI @ 28 DAYS).
2. SEE DRIVE APPROACHES, ITEM 305.2 OF THE STANDARD SPECIFICATIONS.
3. ALL REINFORCING STEEL MUST HAVE A 2" MINIMUM COVER.
4. REFERENCE "PAVEMENT SECTION ALLEY DETAIL", FOR SUBGRADE PREPARATION REQUIREMENTS FOR ALLEY APPROACHES.
5. SAND WILL NOT BE ACCEPTED AS COMPACTED SUBGRADE. SAND WILL BE ALLOWED FOR LEVEL-UP ONLY.
6. FOR CONCRETE PAVEMENT:
WHEN THE EXISTING CURB HAS BEEN PLACED MONOLITHIC WITH THE STREET PAVEMENT, SAW CUT THE STREET AT 12" FROM BACK OF CURB, FULL DEPTH, INSTALL 16", TIE BARS @ 18" O.C. INTO THE STREET.
7. FOR ASPHALT PAVEMENT:
SAW CUT EXISTING PAVEMENT TO A NEAT, CLEAN EDGE.
8. SLOPE OF SIDEWALK AT DRIVE APPROACHES AND DETECTABLE WARNING SURFACES MUST COMPLY WITH ADA REQUIREMENTS (1" PER FOOT MAXIMUM).

ALLEY APPROACH

NOT TO SCALE

PAVEMENT STANDARDS	CITY OF WICHITA FALLS, TX ENGINEERING DIVISION SEPTEMBER 2023	ALLEY APPROACH DETAIL NO. 2160
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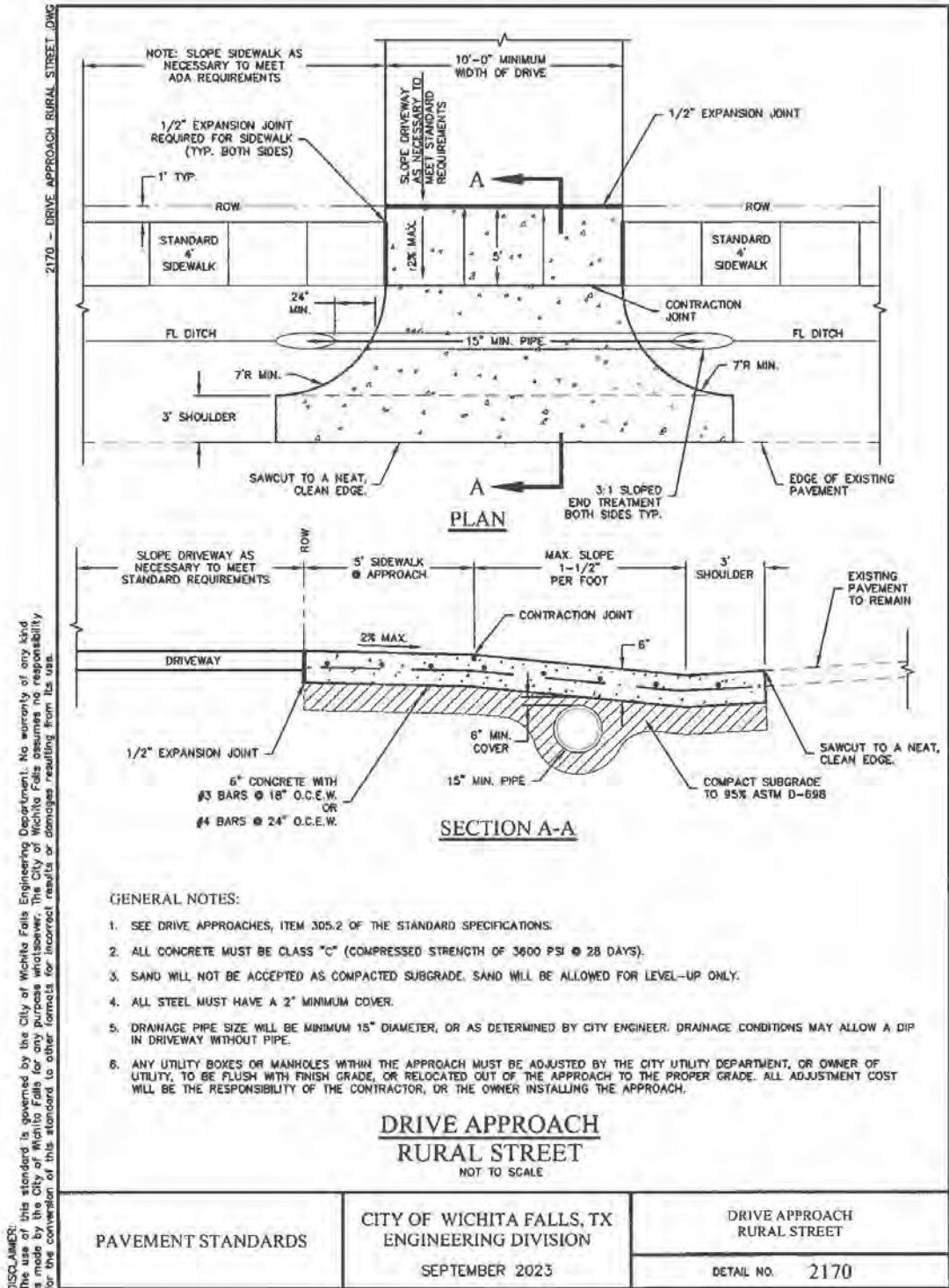
GENERAL NOTES:

1. SLOPE OF SIDEWALK AT DRIVE APPROACHES MUST COMPLY WITH ADA REQUIREMENTS (1" PER FOOT MAXIMUM).
2. SEE DRIVE APPROACHES, ITEM 305.2 OF THE STANDARD SPECIFICATIONS.
3. ALL CONCRETE MUST BE CLASS "C" (COMPRESSIVE STRENGTH OF 3600 PSI @ 28 DAYS).
4. SAND WILL NOT BE ACCEPTED AS COMPACTED SUBGRADE, SAND WILL BE ALLOWED FOR LEVEL-UP ONLY.
5. ALL STEEL MUST HAVE A 2" MINIMUM COVER.
6. REBAR MUST STOP 2" PRIOR TO EDGE OF EXISTING STREET.
7. ANY UTILITY BOXES OR MANHOLES WITHIN THE APPROACH MUST BE ADJUSTED BY THE CITY UTILITY DEPARTMENT, OR OWNER OF UTILITY, TO BE FLUSH WITH FINISH GRADE, OR RELOCATED OUT OF THE APPROACH TO THE PROPER GRADE. ALL ADJUSTMENT COST WILL BE THE RESPONSIBILITY OF THE CONTRACTOR, OR THE OWNER INSTALLING THE APPROACH.

**RESIDENTIAL DRIVE APPROACH
WITH MOUNTABLE CURB**

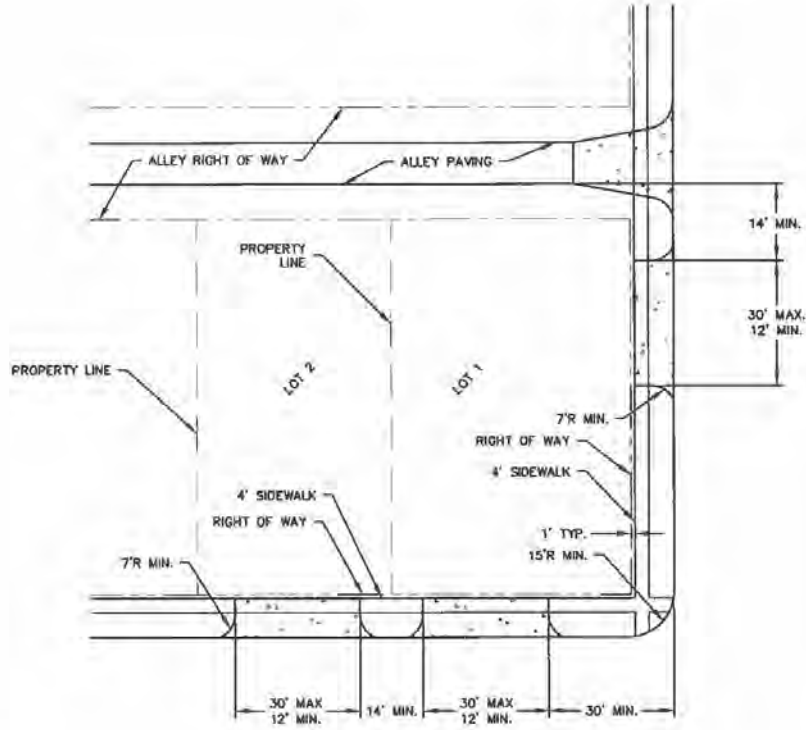
NOT TO SCALE

PAVEMENT STANDARDS	CITY OF WICHITA FALLS, TX ENGINEERING DIVISION SEPTEMBER 2023	RESIDENTIAL DRIVE APPROACH WITH MOUNTABLE CURB
		DETAIL NO. 2165



NUMBER OF DRIVEWAY APPROACHES ALLOWED:

1. NOT MORE THAN TWO DRIVEWAY APPROACHES WILL BE PERMITTED ON ANY TRACT WITH A FRONTAGE OF 100 FEET OR LESS.
2. NOT MORE THAN THREE DRIVEWAY APPROACHES WILL BE PERMITTED ON ANY TRACT WITH FRONTAGE OF MORE THAN 100 FEET BUT LESS THAN 300 FEET.
3. NOT MORE THAN FOUR DRIVEWAY APPROACHES WILL BE PERMITTED ON ANY TRACT WITH A FRONTAGE OF MORE THAN 300 FEET BUT LESS THAN 600 FEET.
4. FOR TRACTS WITH FRONTAGE WITH EXCESS OF 600 FEET, ONE ADDITIONAL APPROACH MAY BE ALLOWED FOR EACH ADDITIONAL 300 FEET OF FRONTAGE IN EXCESS OF 600 FEET.



GENERAL NOTES:

1. AT STREET INTERSECTIONS, NO CURB CUT FOR A DRIVEWAY APPROACH WILL BE PERMITTED WITHIN 30 FEET OF THE EXTENDED CURBLINE.
2. ON INTERIOR LOTS, THE TANGENT POINT OF THE DRIVEWAY CURB AT THE STREET CURBLINE MUST NOT EXTEND BEYOND A PROPERTY LINE.
3. THE WIDTH OR THROAT OF A DRIVEWAY APPROACH MUST NOT BE GREATER THAN 30 FEET FOR RESIDENTIAL USES.

**RESIDENTIAL
APPROACH LOCATIONS**
NOT TO SCALE

PAVEMENT STANDARDS

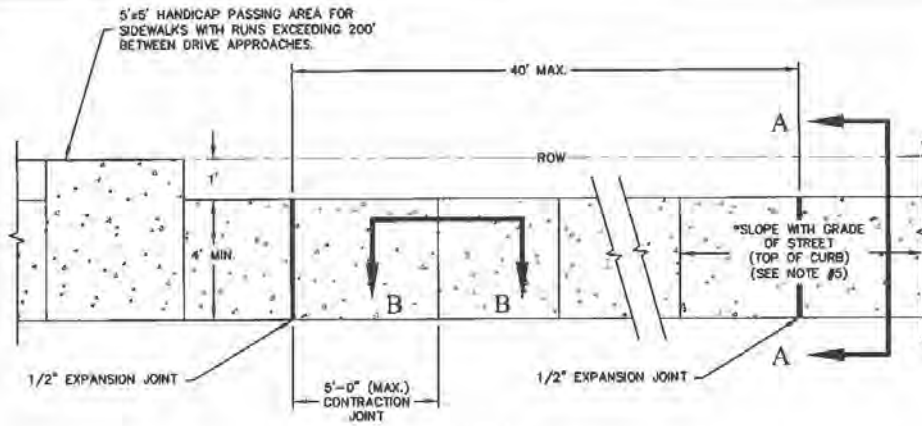
CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

RESIDENTIAL
APPROACH LOCATIONS

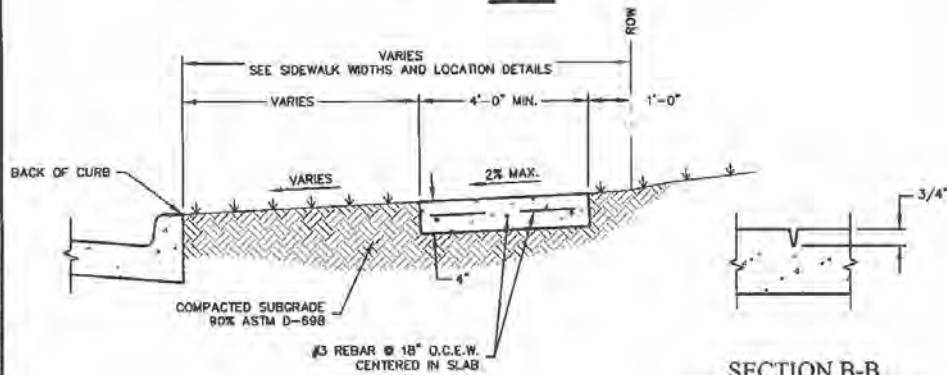
DETAIL NO. 2180

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2200 - SIDEWALK.DWG



PLAN



SECTION A-A

SECTION B-B
CONTRACTION JOINT

GENERAL NOTES:

1. SIDEWALK REINFORCING (EXCLUDING DRIVE APPROACHES) MUST BE #3 BARS @ 18" O.C.E.W. OR #4 BARS ON 24" O.C.
2. ALL CONCRETE MUST BE CLASS "C", (COMPRESSIVE STRENGTH OF 3,600 PSI. @ 28 DAYS.)
3. SAND WILL NOT BE ACCEPTED AS COMPACTED SUBGRADE. SAND WILL BE ALLOWED FOR LEVEL-UP ONLY.
4. ANY UTILITY BOXES OR MANHOLES WITHIN THE SIDEWALK MUST BE ADJUSTED BY THE CITY UTILITY DEPARTMENT, OR OWNER OF UTILITY, TO BE FLUSH WITH FINISH GRADE, OR RELOCATED OUT OF THE SIDEWALK TO THE PROPER GRADE. ALL ADJUSTMENT COST WILL BE THE RESPONSIBILITY OF THE CONTRACTOR, OR THE OWNER INSTALLING THE SIDEWALK.
5. CROSS SLOPE AT DRIVE APPROACHES AND RAMPS MUST COMPLY WITH ADA REQUIREMENTS. (1 INCH PER FOOT MAXIMUM)
6. IF SIDEWALK IS PLACED ADJACENT TO CURB, MINIMUM WIDTH SHALL BE 6'.
7. PLACE SIDEWALK 1' OFF ROW LINE. PROVIDE 5' MINIMUM WIDTH SIDEWALK IN COMMERCIAL AREAS WITH HEAVY PEDESTRIAN MOVEMENTS.
8. SIDEWALKS INSTALLED WITHIN TxDOT RIGHT OF WAY MUST BE A MINIMUM WIDTH OF 5' AND MEET REQUIREMENTS OF TxDOT PEDESTRIAN STANDARDS.

SIDEWALK

NOT TO SCALE

PAVEMENT STANDARDS

CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION
SEPTEMBER 2023

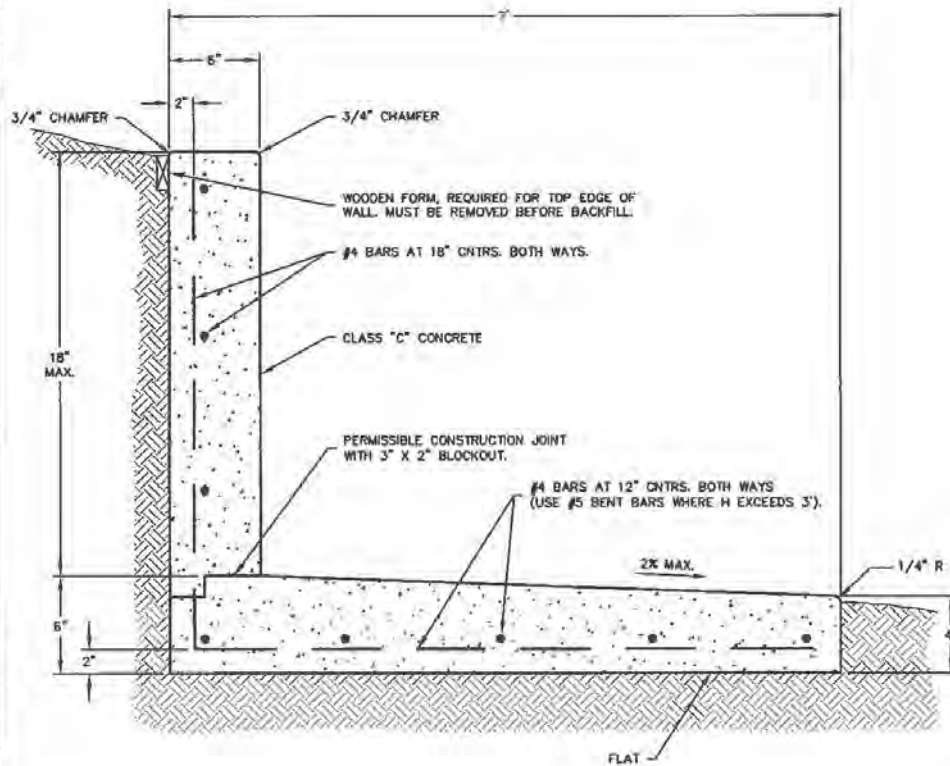
SIDEWALK

DETAIL NO. 2200

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2205 - SIDEWALK WITH 18" WALL .DWG



GENERAL NOTES:

1. PROVIDE VERTICAL EXPANSION IN WALL AT 25' MAX. SPACING (USE EXPANSION JOINT DETAIL NO. 2051 WITH TXDOT TYPE A WATERSTOP AND MODIFY AS REQUIRED.)
2. WALL DESIGN ASSUMES NO SURCHARGE. A SPECIAL ENGINEERING ANALYSIS IS REQUIRED FOR OTHER CONDITIONS.
3. STRAIGHT, CLEAN EXCAVATION WALL MAY BE USED AS FORM ON BACK OF WALL. A WOODEN FORM IS REQUIRED FOR TOP EDGE OF WALL. IF BACK SIDE OF WALL DOES NOT USE EXISTING SOIL AS A FORM, BACKFILL BEHIND WALL IN 8" LIFTS COMPACTING TO 95% PER ASTM D-698.

SIDEWALK WITH 18" RETAINING WALL

NOT TO SCALE

PAVEMENT STANDARDS

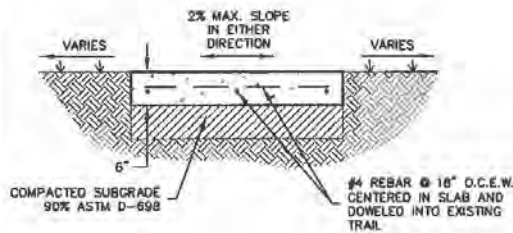
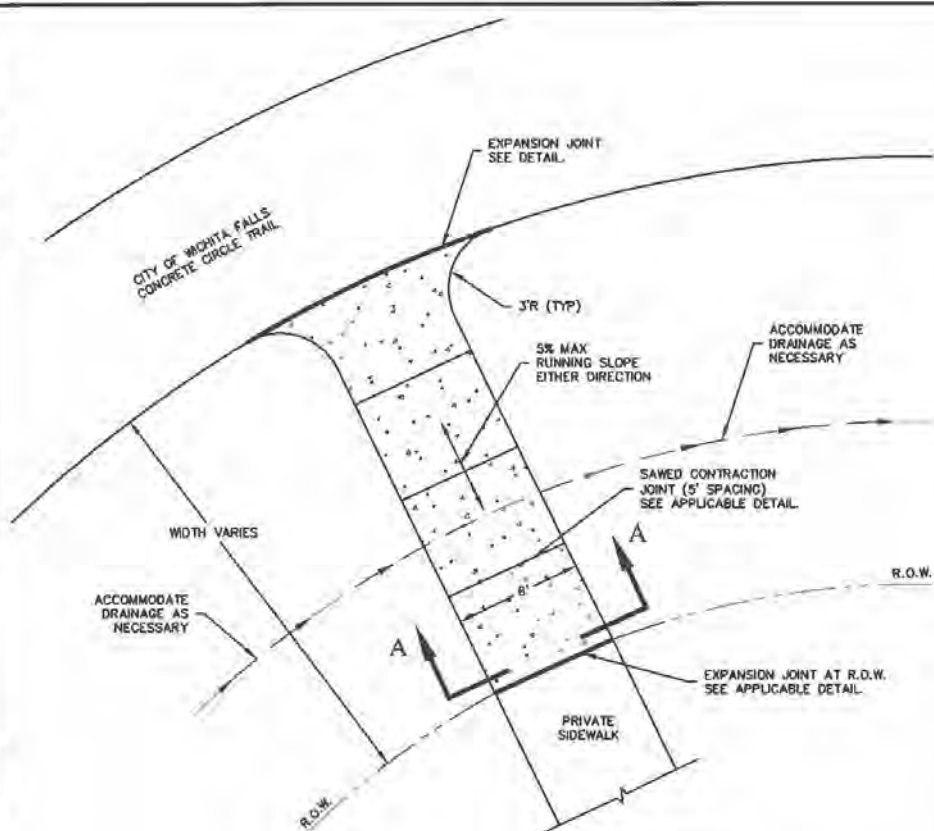
CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION

SEPTEMBER 2023

SIDEWALK
WITH 18" RETAINING WALL

DETAIL NO. 2205

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SECTION A-A

CIRCLE TRAIL CONNECTION

NOT TO SCALE

GENERAL NOTES:

1. APPROVAL REQUIRED FROM PARKS AND RECREATION FOR THE CIRCLE TRAIL CONNECTION, CONTACT PARKS AND RECREATION AT 940-761-7490.
2. ENCROACHMENT AGREEMENT REQUIRED FOR THE CIRCLE TRAIL CONNECTION, CONTACT PROPERTY MANAGEMENT AT 940-761-8816.
3. TRAIL CONNECTION MUST BE MADE AS PERPENDICULAR TO EXISTING TRAIL AS POSSIBLE.
4. SIDEWALK REINFORCING SHALL BE #4 BARS @ 18" O.C.E.W. AND DOWELED INTO EXISTING TRAIL.
5. ALL CONCRETE MUST BE CLASS "C", (COMPRESSIVE STRENGTH OF 3,600 PSI @ 28 DAYS.)
6. SAND WILL NOT BE ACCEPTED AS COMPACTED SUBGRADE. SAND WILL BE ALLOWED FOR LEVEL-UP ONLY.
7. INSTALLATION MAY REQUIRE PIPE AND DITCH WORK TO ACCOMMODATE DRAINAGE.

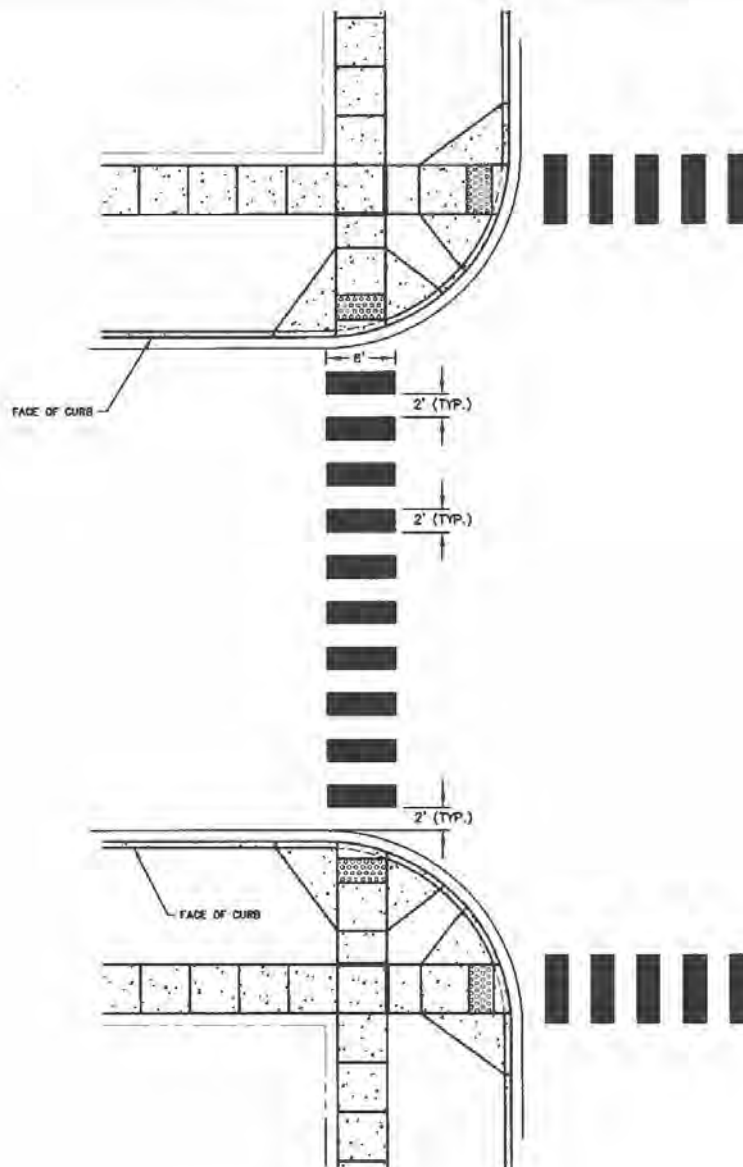
PAVEMENT STANDARDS

CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION

SEPTEMBER 2023

CIRCLE TRAIL CONNECTION

DETAIL NO. 2210



CROSSWALK STRIPING PLAN

NOTE:

NOT TO SCALE

1. STRIPING MUST BE WHITE, 100 MIL THICK HOT APPLIED THERMOPLASTIC WITH DROP-ON GLASS TRAFFIC BEADS OR TYPE C PREFABRICATED PAVEMENT MARKINGS. MATERIAL, SURFACE PREPARATION, SEALER, AND INSTALLATION OF CROSSWALK PAVEMENT MARKINGS MUST BE IN ACCORDANCE WITH ITEMS 666, 668, AND 678 OF TxDOT STANDARD SPECIFICATION FOR CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, STREETS AND BRIDGES.

PAVEMENT STANDARDS

CITY OF WICHITA FALLS, TX
ENGINEERING DIVISION

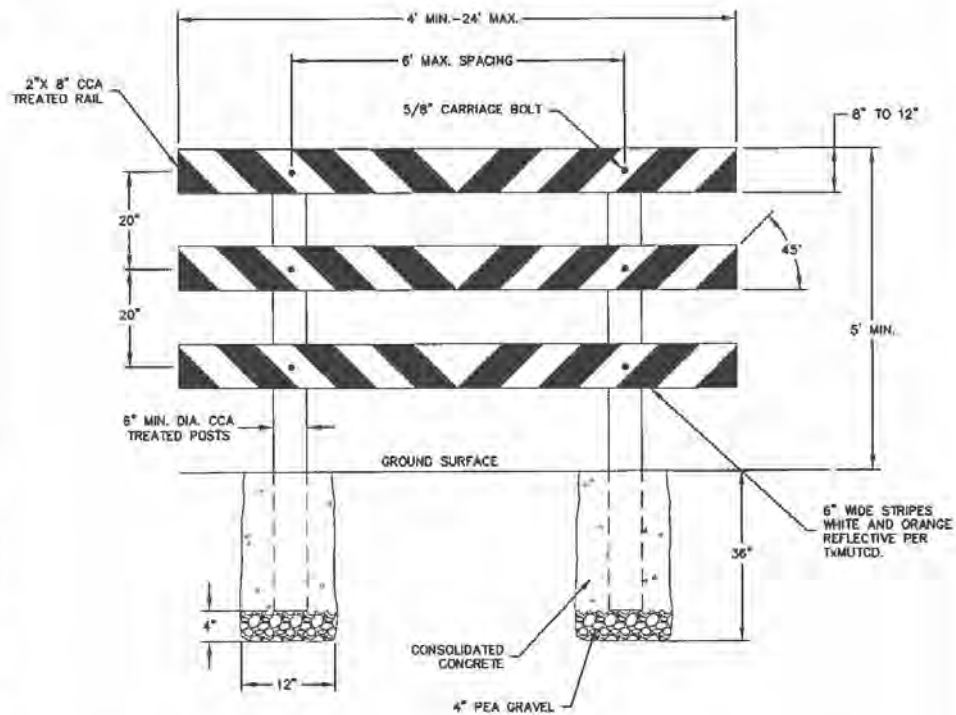
SEPTEMBER 2023

CROSSWALK STRIPING PLAN

DETAIL NO. 2400

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NOTE:

1. STRIPES ON BARRICADE SHALL BE ALTERNATING WHITE AND ORANGE RETROREFLECTIVE SHEETING WITH STRIPES SLOPING DOWNWARD AT AN ANGLE OF 45 DEGREES IN THE DIRECTION ROAD USERS ARE TO PASS. BARRICADE SHALL BE CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH THE T&MUTCD.

**DEAD END STREET
TYPE III BARRICADE DETAIL**
NOT TO SCALE

PAVEMENT STANDARDS	CITY OF WICHITA FALLS, TX ENGINEERING DIVISION SEPTEMBER 2023	DEAD END STREET TYPE III BARRICADE DETAIL
		DETAIL NO. 2410

Exhibit 3



STORMWATER DESIGN MANUAL

CITY OF WICHITA FALLS, TEXAS
PUBLIC WORKS DEPARTMENT
1300 SEVENTH STREET
WICHITA FALLS, TEXAS 76301

Approved by: *Russell Schreiber P.E.*
Russell Schreiber, P.E., Public Works Director

Effective Date: *September 2*, 2011

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4.0 APPENDIX

Detention Facilities Agreement

1.0 INTRODUCTION:

1.1 Purpose and Scope

The development of this design manual is authorized by the City of Wichita Falls' Stormwater Management Ordinance (the "Stormwater Ordinance") to protect and provide for the safety and welfare of the general public and to mitigate flood damage to private and public property within the City and its extraterritorial jurisdiction. This manual establishes standard principles and practices, design guidance, and a framework for incorporating effective and environmentally sustainable stormwater management into the development and construction processes within the jurisdiction of the City and is intended to encourage a greater uniformity in developing plans for stormwater management systems. The design methodology, procedures, factors, formulae, and graphs described in the following pages are intended to serve as guidelines for the analysis of drainage matters for local government review and approval purposes; however, the responsibility for the adequacy and effectiveness of the actual design remains with the design engineer and sound engineering judgment must always be applied. Users of this manual should be knowledgeable and experienced in the theory and application of drainage engineering principles. Any deviation from the requirements of this manual must be approved by the Director of Public Works.

2.0 DEVELOPMENT PROCESS:

2.1 Predevelopment Conference

Prior to beginning any design and concept layout for a development project within the City, the developer and his/her design engineer(s) are strongly advised to schedule, in advance, a Predevelopment Conference with the City Engineering Division. Appointments can be made by calling the City Engineer at (940) 761-7477. General information as to the project location, site size, intended use, and other relevant factors should be given when scheduling. The developer, developer's engineer and City Engineering staff can then meet and discuss specific drainage and infrastructure issues for the project site prior to beginning the design process. Available City electronic information such as topographic maps and existing hydrologic and hydraulic studies can be obtained. Additionally the meeting will serve to review the City's expectations for studies and plans to be prepared and submitted for City review and approval in keeping with this manual during the design and approval process.

2.2 Concept/Preliminary Study

Once concept plans for a project are prepared, the design engineer shall provide to the City Engineering Division a written report that describes and documents the background, intent and methodology intended to be used along with preliminary plans and sufficient analyses to indicate that the requirements of the Stormwater Ordinance can be addressed. For a subdivision, this submission would be commonly referred to as a master drainage plan. This plan and study shall be prepared by a Professional Engineer licensed in the State of Texas with demonstrated knowledge of the study of drainage issues and proficiency with drainage analysis and modeling tools and should include, but is not limited to:

- a preliminary plat and/or overall concept development plan for phased projects;
- background topographic data for the site including off-site drainage area(s) (existing City topographic data may be used for this submission);
- depiction of existing FEMA floodplain and floodway lines on the site and drainage area;
- any proposed revisions to the FEMA floodplain;
- initial hydrologic analyses to assess the stormwater impact of the proposed development;
- approximate structure, pond, and conveyance sizes and proposed flow line grades;
- indications that appropriate easements can be provided, dedicated or obtained; and
- other information that will assist City staff in determining if the project can reasonably comply with the Stormwater Ordinance.

If the design engineer intends to claim that there will be no downstream impact from the development, then a complete downstream assessment as later described including all necessary documentation, analysis and background materials shall be provided for review and approval by the City at this stage.

After appropriate review, the City Engineering Division will notify the design engineer of any comments, suggested revisions and its conditional consent to proceed with final plans. This does not constitute tacit approval of the project plans but simply indicates that the initial proposal appears to be conceptually viable. Department of Public Works approval of a preliminary plat is contingent upon this conditional consent.

2.3 Final Study/Construction Plans

After conditional consent for a project is obtained, the design engineer shall provide to the City Engineering Division final construction plans and analyses that indicate and document the specific improvements that will fully address the requirements of the Stormwater Ordinance. This plan and study data shall be prepared by a Professional Engineer licensed in the State of Texas with demonstrated knowledge of the study of drainage issues and proficiency with drainage analysis and modeling tools and shall include, but are not limited to:

- project specific on-site and off-site grading, drainage and/or detention plans with details of proposed improvements intended to provide compliance with the Stormwater Ordinance including the 100 year hydraulic grade line surfaces being specifically noted on the profile sheets;
- surveyed topographic data for the site and pertinent off-site features and verified topographic data for related drainage area(s);
- depiction of existing FEMA floodplain and floodway lines on the site and drainage area;
- final hydrologic and hydraulic analyses and calculations to document the stormwater impact of the proposed development;
- final downstream assessment as described in Section 3.2 hereof;
- specific structures, pond, and conveyance sizes along with profiles and representative cross sections of drainage channels;
- copies of required permits obtained including all application data as submitted to the approving agency;
- specific identification of required phased improvements within the proposed development sequence;
- signed easement documents with metes and bounds descriptions and/or a copy of the final plat with dedications noted; and
- other information that will assist City staff in determining that the project complies with the Stormwater Ordinance.

The City's approval of the final study and construction plans is a precondition of obtaining approvals from the Department of Public Works for final plats or for building permits. Approval will be evidenced by the signature of the City Engineer or his/her designee on the cover page of the plan set and by a separate letter detailing any other matters required to comply with the Ordinance, this Stormwater Manual, or for approval and acceptance of the drainage improvements.

2.4 Construction Review and Engineer Certification

2.4.1 Public Drainage Improvements

The City Engineering Division shall provide on-going inspection of construction activities and all work related to drainage improvements that are being constructed for City acceptance and maintenance. The City inspector will keep a log of construction site visits and the project contractor will be required to maintain a red-lined set of project drawings indicating any variations noted between plans and actual construction. Upon completion of the drainage improvements, the design engineer shall, as deemed appropriate, field verify: flow line grades of structures and conveyances, measurements of structures, and actual volumes of storage facilities. The

engineer shall then produce an as-built set of project drawings using the red-lined plan set from the Contractor, notes kept by the City Inspector, appropriate verified grades and volumes, and other information known to the engineer. Two hard copy sets of the as-built drawings and an electronic file of the drawings in AutoCAD format shall be provided to the City. The as-built plans and any required maintenance bond shall be provided to the City in satisfactory format prior to the City's acceptance of the improvements.

2.4.2 Privately Maintained Drainage Improvements

Upon completion of project site improvements that will be privately maintained, such as a commercial site detention pond, the design engineer shall field verify the as-built flow line grades of structures and conveyances; obtain actual measurements of structures, and verify actual volumes of storage facilities and shall provide a detention facilities agreement in form and substance as provided by the City, a copy of which is included in the Appendix to this Manual, which includes:

- the notarized signature of the fee simple owner of the subject property;
- an Exhibit "A" containing a reduced copy of the as-built plan of the drainage facility with a sealed and signed certification by the engineer as to the volume and release rate of the facilities; and
- an Exhibit "B" containing the metes and bounds description of the area comprising the detention facility.

The City Engineering Division's approval of the project for a certificate of occupancy will be contingent upon receipt and acceptance of the signed and sealed detention facilities agreement.

3.0 DESIGN CRITERIA:

3.1 Hydrology

3.1.1 Hydrologic Methods

The following methods are approved to support hydrologic site analysis for the design methods and procedures included in this Manual:

- Rational Method
- Modified Rational Method
- SCS Unit Hydrograph Method
- Snyder's Unit Hydrograph Method

Table 3.1 lists the hydrologic methods and the circumstances for their use in various analysis and design applications. Table 3.2 provides some limitations on the use of several methods.

In general the Rational Method is recommended for small highly impervious drainage areas such as parking lots and roadways draining into inlets and gutters.

Table 3.1 Applications of the Recommended Hydrologic Methods

Method	Related Section	Rational Method	SCS Method	Modified Rational	Snyder's Unit Hydrograph
Gutter Flow and Inlets	Section 3.3.1	✓			
Closed Conduits	Section 3.3.2	✓	✓		✓
Storage Facilities	Section 3.3.3		✓	✓	✓
Open Channels	Section 3.3.4	✓	✓		✓
Culverts	Section 3.3.5	✓	✓		✓
Bridges	Section 3.3.6		✓		✓
Energy Dissipation	Section 3.3.7	✓	✓		✓

Table 3.2 Constraints on Using Recommended Hydrologic Methods

Method	Size Limitations ¹	Comments
Rational	0 – 200 acres	Method can be used for estimating peak flows and the design of small site or subdivision storm sewer systems.
Modified Rational	0 – 200 acres	Method can be used for estimating runoff volumes for storage design.
Unit Hydrograph (SCS) ²	0-2000 acres	Method can be used for estimating peak flows and hydrographs for all design applications.
Unit Hydrograph (Snyder's) ³	1 sq. mile and larger	Method can be used for estimating peak flows and hydrographs for all design applications.
¹ Size limitation refers to the drainage basin for the stormwater management facility (e.g., culvert, inlet). ² This refers to SCS methodology included in many readily available programs (such as HEC-HMS or HEC-1) that utilize this methodology. ³ This refers to the Snyder's methodology included in many readily available programs (such as HEC-HMS or HEC-1) that utilize this methodology.		

If local stream gage data are available, these data can be used to develop peak discharges and hydrographs. The user is referred to standard hydrology textbooks for statistical procedures that can be used to estimate design flood events from stream gage data.

Note: It must be realized that any hydrologic analysis is only an approximation. The relationship between the amount of precipitation on a drainage basin and the amount of runoff from the basin is complex and too little data are available on the factors influencing the rainfall-runoff relationship to expect exact solutions.

3.1.2 Rainfall Estimation

Rainfall intensities for the City of Wichita Falls have historically been provided in that Intensity Duration Frequency Curve prepared by Forrest and Cotton Engineers in January 1965 which may be used for hydrologic analysis within the City. Values may also be calculated using the following formula:

$$i = b / (t_c + d)^e \quad (3.1)$$

where i is inches per hour and t_c is the rainfall duration in minutes. The parameters b , d and e for storm frequencies of 2 year through 100 year events for Wichita County, Texas are shown in Table 3.3:

Table 3.3 Parameters for Formula 3.1 – Wichita County, Texas			
Event	e	b	d
2 yr.	0.803	51	9.4
5 yr.	0.784	62	8.7
10 yr.	0.795	76	8.7
25 yr.	0.792	88	8.7
50 yr.	0.797	104	8.7
100 yr.	0.792	114	9.4

3.1.3 RATIONAL METHOD

3.1.3.1 Introduction

When using the Rational Method some precautions should be considered:

- In determining the C value (runoff coefficient based on land use) for the drainage area, hydrologic analysis should take into account any future changes in land use that might occur during the service life of the proposed facility.
- Since the Rational Method uses a composite C and a single t_c value for the entire drainage area, if the distribution of land uses within the drainage basin will affect the results of hydrologic analysis (e.g., if the impervious areas are segregated from the pervious areas), then the basin should be divided into sub-drainage basins.
- The formulae and tables included in this section are given to assist the engineer in applying the Rational Method. The engineer should use sound engineering judgment in applying these design aids and should make appropriate adjustments when specific site characteristics dictate adjustments are appropriate.
- The Rational Method should not be used for calculating peak flows downstream of bridges, culverts, or storm sewers that may act as restrictions causing storage that impacts the peak rate of discharge.

3.1.3.2 Equations

The Rational Formula is expressed as follows:

$$Q = CIA \quad (3.2)$$

where:

- Q = maximum rate of runoff (cfs)
- C = runoff coefficient representing a ratio of runoff to rainfall per Table 3.6
- I = average rainfall intensity for a duration equal to the t_c (in/hr)
- A = drainage area contributing to the design location (acres)

3.1.3.3 Time of Concentration

Use of the Rational Formula requires the time of concentration (t_c) for each design point within the drainage basin. The duration of rainfall is then set equal to the time of concentration and is used to estimate the design average rainfall intensity (I). The time of concentration consists of an overland flow time to the point where the runoff is concentrated or enters a defined drainage feature (e.g., open channel) plus the time of flow in a closed conduit or open channel to the design point.

For each drainage area, the distance is determined from the inlet to the most remote point in the tributary area. From a topographic map, the average slope is determined for the same distance. In urban areas, the length of overland flow distance should realistically be no more than 50 – 100 feet.

Table 3.5 gives recommended minimum and maximum times of concentration based on land use categories. The minimum time of concentration should be used for the most upstream inlet (minimum inlet time). Computed downstream travel times will be added to determine times of concentration through the system. For anticipated future upstream development, the time of concentration should be no greater than the maximum.

Table 3.5 Times of Concentration		
Land Use	Minimum (minutes)	Maximum (minutes)
Residential Development	15	30
Commercial and Industrial	10	25
Central Business District	10	15

3.1.3.4 Runoff Coefficient (C)

Table 3.6 provides certain runoff coefficients for the Rational and Modified Rational Methods. The design engineer may also calculate and submit a site specific C value by using the actual site areas and percentages of different land uses within the site being considered rather than arbitrarily using the values from Table 3.6. Clear documentation of the C value determination shall be submitted for review and approval by the City Engineering staff.

If it is important to locate a specific land use within the drainage area, then another hydrologic method should be used where hydrographs for each individual drainage area can be generated and routed through the drainage system.

It may be that using only the impervious area from a highly impervious site (and the corresponding high C factor and shorter time of concentration) will yield a higher peak runoff value than by using the whole site. This should be checked particularly in areas where the overland portion is grassy (yielding a long t_c) to avoid underestimating peak runoff.

Table 3.6 Runoff Coefficient Values

Description of Area	Runoff Coefficients (C)
Lawns:	
Sandy soil, flat, <2%	0.10
Sandy soil, average, 2 - 7%	0.15
Sandy soil, steep, > 7%	0.20
Clay soil, flat, <2%	0.17
Clay soil, average, 2 - 7%	0.22
Clay soil, steep, > 7%	0.35
Agricultural (cultivated)	0.30
Mesquite Pasture	0.25
Streams, Lakes, Water Surfaces	1.00
Business/Commercial/Industrial:	calculate
Residential:	
Single Family (6 lots/ac)	0.55
Single Family (4 lots/ac)	0.50
Single Family (3 lots/ac)	0.45
Single Family (2 lots/ac)	0.40
Single Family (1+ acre lots)	calculate
Multi-Family Projects	calculate
Parks, cemeteries	0.25
Playgrounds	0.35
Railroad yard areas	0.40
Streets:	
Asphalt and Concrete	0.95
Brick	0.85
Drives, walks, and roofs	0.95
Gravel areas	0.50
Graded or no plant cover:	
Sandy soil, flat, 0 - 3%	0.20
Sandy soil, flat, >3%	0.25
Clayey soil, flat, 0 - 3%	0.25
Clayey soil, average, >3%	0.35

3.1.4 MODIFIED RATIONAL METHOD

3.1.4.1 Introduction

For drainage areas of less than 200 acres, a modification of the Rational Method can be used for the estimation of storage volumes for detention calculations.

The Modified Rational Method is a procedure based on the Rational Method by which hydrographs are developed rather than only a peak flow. The hydrographs determined by the Modified Rational Method are based on the assumption that runoff begins and increases linearly to the peak volume of runoff. The time in which the peak is reached is the time of concentration (t_c). The peak is maintained for the storm duration and then linearly decreases to zero. The duration (horizontal axis) for both the rising and falling limbs of the inflow hydrograph equals t_c and the peak flow of the hydrograph is maintained for the storm duration. A triangular hydrograph results when the storm duration (t_d) is equal to t_c and represents the same peak flow as calculated by the Rational Method. When t_d is increased beyond t_c , the hydrograph takes a trapezoidal shape as shown in Figure 3.1 below. As t_d is lengthened, the peak flow decreases, but the volume of runoff, the area under trapezoid, increases. An allowable release rate is set (Q_a) based on pre-development conditions. The allowable release rate increases linearly until it reaches the receding limb of the inflow hydrograph. The t_d is varied incrementally until the storage volume (shaded area) is maximized. This method is normally an iterative process which can be done by hand or spreadsheet. Readily available software programs such as Bentley (Haestad) Pond Pack® Modified Rational Method "I" use this same methodology. Downstream analysis is not possible with this method as only approximate graphical routing takes place.

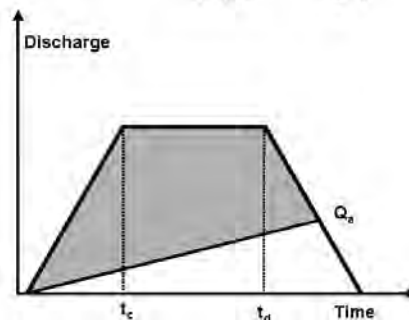


Figure 3.1 Modified Rational Definitions

3.1.4.2 Design Equations

The allowable release rate can be determined from,

$$Q_a = C_a i A \quad (3.3)$$

where,

Q_a = allowable release rate (cfs)

C_a = predevelopment Rational Method runoff coefficient

i = rainfall intensity for the corresponding time of concentration (in/hr)

A = area (acres)

The Modified Rational Method should be used for basins with fairly homogeneous land use and flow paths. Consideration should also be given to increasing the C factor for higher intensity (≥ 25 year) storms because infiltration and other abstraction losses have a proportionally smaller effect on runoff during such events. Care should be exercised in the calculation of the C factor and time of concentration used to determine the Q_a to avoid oversizing the outlet device and thus reducing available storage.

3.1.5 SCS METHOD

3.1.5.1 Application

The SCS method can be used for both the estimation of stormwater runoff peak rates and the generation of hydrographs for the routing of stormwater flows, thus it can be used for most design applications. It is assumed that most users of the SCS methodology will use a computer program such as HEC-HMS therefore this manual does not attempt to include the equations and concepts utilized as the methodology is adequately described in the HEC-HMS *User's Manual and Technical Reference Manual*.

3.1.5.2 Runoff Factor (CN)

The SCS method uses a combination of soil conditions and land uses (ground cover) to assign a runoff factor to each area. Soils data can be obtained from a site specific geotechnical report or from the County Soils Survey information available on-line at <http://soils.usda.gov/>.

Average antecedent soil moisture conditions (AMC II) are recommended for most hydrologic analysis. Table 3.8 gives standard curve number values for a range of land uses.

When a drainage area has more than one land use, a composite curve number can be calculated based upon percentages of land uses within a basin.

Cover Description		Curve numbers for hydrologic soil groups			
<i>Cover type and hydrologic condition</i>	<i>Average percent impervious area²</i>	A	B	C	D
Cultivated Land:					
Without conservation treatment		72	81	88	91
With conservation treatment		62	71	78	81
Pasture or range land:					
Poor condition		68	79	86	89
Good condition		39	61	74	80
Meadow:					
Good condition		30	58	71	78
Wood or forest land:					
Thin stand, poor cover		45	66	77	83
Good cover		25	55	70	77
Open space (lawns, parks, golf courses, cemeteries, etc.)³					
Poor condition (grass cover < 50%)		68	79	86	89
Fair condition (grass cover 50% to 75%)		49	69	79	84
Good condition (grass cover > 75%)		39	61	74	80
Impervious areas:					
Paved, curbs and storm drains (excluding right-of-way)		98	98	98	98
Paved, open ditches (including right-of-way)		83	89	92	93
Gravel (including right-of-way)		76	85	89	91
Dirt (including right-of-way)		72	82	87	89
Urban districts:					
Commercial and business	85%	89	92	94	95
Industrial	72%	81	88	91	93

Table 3.8 Runoff Curve Numbers ¹					
Cover Description		Curve numbers for hydrologic soil groups			
Cover type and hydrologic condition	Average percent impervious area ²	A	B	C	D
Residential districts by average lot size:					
1/8 acre or less (town house)	65%	77	85	90	92
1/4 acre	38%	61	75	83	87
1/3 acre	30%	57	72	81	86
1/2 acre	25%	54	70	80	85
1 acre	20%	51	68	79	84
2 acres	12%	46	65	77	82
Developing urban areas and newly graded areas (previous areas only, no vegetation)		77	86	91	94
¹ Average runoff condition, and $I_a = 0.2S$					
² The average percent impervious area shown was used to develop the composite CNs. Other assumptions are as follows: impervious areas are directly connected to the drainage system, impervious areas have a CN of 98, and pervious areas are considered equivalent to open space in good hydrologic condition. If the impervious area is not connected, the SCS method has an adjustment to reduce the effect.					
³ CNs shown are equivalent to those of pasture. Composite CNs may be computed for other combinations of open space cover type.					

3.1.5.3 Urban Modification of the SCS Method

Connected Impervious Areas

The CNs for various land cover types were developed for typical land use relationships based on specific assumed percentages of impervious area. These CN values were developed on the assumptions that:

1. Pervious urban areas are equivalent to pasture in good hydrologic condition, and
2. Impervious areas have a CN of 98 and are directly connected to the drainage system.

If all of the impervious area is directly connected to the drainage system, but the impervious area percentages or the pervious land use assumptions do not appear applicable, refer to the graphical chart provided by SCS to compute a composite CN.

Unconnected Impervious Areas

Runoff from these areas is spread over a pervious area as sheet flow. To determine CN when all or part of the impervious area is not directly connected to the drainage system, refer to the graphical charts provided by SCS to compute a composite CN.

3.1.5.4 Travel Time Estimation

Travel time (T_t) is the time it takes water to travel from one location to another within a watershed, through the various components of the drainage system. Time of concentration (t_c) is computed by summing all the travel times for consecutive components of the drainage conveyance system from the hydraulically most distant point of the watershed to the point of interest within the watershed.

Travel Time

Water moves through a watershed as sheet flow, shallow concentrated flow, open channel flow, or some combination of these. The type of flow that occurs is a function of the conveyance system and is best determined by field inspection.

Travel time is the ratio of flow length to flow velocity:

$$T_t = L/3600V \quad (3.4)$$

where:

T_t = travel time (hr)
 L = flow length (ft)
 V = average velocity (ft/s)
3600 = conversion factor from seconds to hours

Sheet Flow

Sheet flow can be calculated using the following formula:

$$T_t = \frac{0.42 (nL)^{0.8}}{60 (P_2)^{0.5} (S)^{0.4}} = \frac{0.007(nL)^{0.8}}{(P_2)^{0.5} (S)^{0.4}} \quad (3.5)$$

where:

T_t = travel time (hr)
 n = Manning roughness coefficient
 L = flow length (ft)
 P_2 = 2-year, 24-hour rainfall
 S = land slope (ft/ft)

Shallow Concentrated Flow

After 50 to 100 feet, sheet flow usually becomes shallow concentrated flow. The average velocity for this type of flow can be graphically determined from information provided in the SCS manual or can be computed from the following equations:

$$\text{Unpaved} \quad V = 16.13(S)^{0.5} \quad (3.6)$$

$$\text{Paved} \quad V = 20.33(S)^{0.5} \quad (3.7)$$

where:

V = average velocity (ft/s)
 S = slope of hydraulic grade line (watercourse slope, ft/ft)

After determining average velocity, use Equation 3.4 to estimate travel time for the shallow concentrated flow segment.

Open Channels

- Open channels are assumed to begin where surveyed cross sections have been obtained, where visible on aerial photographs, where identified by the local municipality, or where stream designations appear on USGS quadrangle sheets.
- Manning's Equation or water surface profile information can be used to estimate average flow velocity.
- Average flow velocity for travel time calculations is usually determined for bank-full elevation assuming low vegetation winter conditions.

Manning's Equation is:

$$V = (1.49/n) (R)^{2/3} (S)^{1/2} \quad (3.8)$$

where:

V = average velocity (ft/s)
 R = hydraulic radius (ft) and is equal to A/P_w
 A = cross sectional flow area (ft^2)
 P_w = wetted perimeter (ft)
 S = slope of the hydraulic grade line (ft/ft)
 n = Manning's roughness coefficient for open channel flow

After average velocity is computed using Equation 3.8, T_1 for the channel segment can be estimated using Equation 3.4.

Limitations

- Equations in this section should not be used for sheet flow longer than 50 feet for impervious surfaces.
- In watersheds with storm sewers, carefully identify the appropriate hydraulic flow path to estimate t_c .
- A culvert or bridge can act as detention structure if there is significant storage behind it. Detailed storage routing procedures should be used to determine the outflow through the culvert or bridge.

3.1.5.5 Hydrologic Stream Routing

The routing methods selected for use in Wichita Falls are the Modified Puls and the Muskingum-Cunge 8 point section methods.

3.1.6 SNYDER'S UNIT HYDROGRAPH METHOD

The Snyder method estimates a peak discharge and a time to the peak of the unit hydrograph. It also estimates shape parameters. Rainfall runoff models, such as HEC-1, will typically complete the unit hydrograph based on assumed parameters and relationships. Typically, two parameters are needed to develop the Snyder Unit Hydrograph

- T_L - lag time and
- C_p - shape factor, also expressed as $C_p/640$.

The following equation to compute lag time should be used:

$$T_L = C_T (L \cdot L_{CA} / S^{0.5})^{0.38} \quad (3.9)$$

T_L = Lag Time (hr)

C_T = coefficient

L = hydraulic length of the watershed along the longest flow path (mi)

L_{CA} = hydraulic length along the longest watercourse from the point under consideration to a point opposite the centroid of the drainage basin (mi)

S = weighted slope of the basin (ft/mi), measured from the 85% to the 10% points along the longest stream path in the basin.

The value C_T is a dimensionless parameter that is typically assumed to be consistent for various areas of the state. It can be estimated from neighboring areas or calibrated for the whole or portions of the basin, and then applied to multiple subbasins within the watershed.

Note that there are multiple forms of the Snyder equation for T_L . Some use ft/ft for the slope and some do not include the slope at all. If a regional C_T value is used, verify that the same equation was used in the study within which it was developed. Values generally range from about 0.7 up to about 3.0 though values outside that range have been calibrated.

The shape factor C_p reflects the sharpness of the hydrograph. High values, up to about 500, reflect a rapidly responding basin with a sharp peaked hydrograph. Low values, such as 250, generally reflect a flatter, slow responding basin with a longer, flatter hydrograph. These values are generally divided by 640 and entered into HEC-HMS as the C_p value ranging from about 0.4 to 0.8.

3.2 Downstream Assessment

3.2.1 Introduction

The assessment should extend from the outfall of a proposed development to a point downstream where the discharge from a proposed development no longer has a significant impact on the receiving stream or storm drainage system. The assessment should be a part of the preliminary and final plans, and should include the following properties:

- Hydrologic analysis of the pre- and post-development on-site conditions
- Drainage path which defines extent of the analysis
- Capacity analysis of all existing constraint points along the drainage path, such as existing floodplain developments, underground storm drainage systems culverts, bridges, tributary confluences, or channels
- Offsite undeveloped areas are considered as "full build-out" for both the pre- and post-development analyses
- Evaluation of peak discharges and velocities for three (3) 24-hour storm events
 - 2-year storm
 - 10-year storm; and
 - 100-year storm
- Separate analysis for each major outfall from the proposed development

Once the analysis is complete, the designer should ask the following three questions at each determined junction downstream:

- Are the post-development discharges greater than the pre-development discharges?
- Are the post-development velocities greater than the pre-development velocities?
- Are the post-development velocities greater than the velocities allowed for the receiving system?

These questions should be answered for each of the three storm events. The answers to these questions will determine the necessity, type, and size of non-structural and structural controls to be placed on-site or downstream of the proposed development.

3.2.2 Downstream Hydrologic Assessment

Common practice requires the designer to control peak flow at the outlet of a site such that post-development peak discharge is equal to or less than pre-development peak discharge. It has been shown that in certain cases this does not always provide effective water quantity control downstream from the site and may actually exacerbate flooding problems downstream. The reasons for this have to do with (1) the timing of the flow peaks, and (2) the total increase in volume of runoff.

Due to a site's location within a watershed, there may be very little reason for requiring flood control from a particular site. In certain circumstances where detention is in place or a master drainage plan has been adopted, a development may receive or plan to receive less than ultimate developed flow conditions from upstream. This might be considered in the detention needed and its influence on the downstream assessment. Any consideration in such an event would be with the prior approval of the City Public Works Director. This section outlines a suggested procedure for determining the impacts of post-development stormwater peak flows and volumes that are required as part of a developer's stormwater management site plan.

3.2.3 Methods for Downstream Evaluation

The downstream assessment is a tool by which the impacts of development on stormwater peak flows and velocities are evaluated downstream. The assessment should consider the zone of influence of the proposed development and shall extend from the outfall of the development to a point downstream where the discharge no longer has a significant impact upon the receiving stream or storm drainage system.

Typical steps in a downstream assessment include:

1. Determine the outfall location of the site and the pre- and post-development site conditions.
2. Collect data for the stormwater facilities within the zone of influence, such as reviewing other studies and obtaining as-built plans. Based on this information, document whether or not the downstream facilities were designed for build out conditions for all property upstream and whether there are any known problems downstream such as road overtoppings, historical structure flooding, etc. If there are no such downstream problems and if the downstream systems are documented as being designed for build out conditions upstream, then this information shall be presented for the approval and consent of the City Public Works Director. If these criteria are not satisfied, then the assessment must continue.
3. Using a topographic map determine a preliminary lower limit of the zone of influence (approximately 10% point).
4. Using a hydrologic model determine the pre-development peak flows and velocities at each junction beginning at the development outfall and ending at the next junction beyond the "10% zone of influence" point. The 10% zone of influence can be considered to be the point where the drainage area controlled by the detention or storage facility comprises 10% of the total drainage area. For example, if a structural control drains 10 acres, the zone of influence ends at the point where the total drainage area is 100 acres or greater. Undeveloped off-site areas are modeled as "full build-out" for both the pre- and post-development analyses. The discharges and velocities are evaluated for the three design storms.
5. Change the land use on the site to post-development conditions and rerun the model.
6. Compare the pre- and post-development peak discharges and velocities at the downstream end of the model. If the post-developed flows are higher than the pre-developed flows for the same frequency event, or the post-developed velocities are higher than the allowable velocity of the downstream receiving system, extend the model downstream. Repeat steps 3 and 4 until the post-development flows are less than the pre-developed flows, and the post-developed velocities are below the allowable velocity. Allowable velocities are given in Table 3.12 in Section 3.3.4, Open Channels.
7. If shown that no peak flow increases occur downstream, and post-developed velocities are allowable, then the control of the flood protection volume can be waived by the City Director of Public Works.
8. If peak discharges are increased due to development, or if downstream velocities are erosive, one of the following options are required.
 - Provide an acceptable design to reduce the flow elevation and/or velocity through channel or flow conveyance structure improvements downstream; or
 - Design an on-site structural control facility such that the post-development flows do not increase the peak flows, and the velocities are not erosive, at the outlet and the determined junction locations.

3.3 HYDRAULICS

3.3.1 Streets

Gutter Flow

The City has chosen to calculate gutter depth using a straight crown cross section.

Design guidance on gutter flow hydraulics may be obtained from the Federal Highway Administration's *Urban Drainage Design Manual*, HEC-22.

Formula

The following form of Manning's Equation should be used to evaluate gutter flow hydraulics:

$$Q = [0.56/n] S_x^{5/3} S^{1/2} T^{8/3} \quad (3.10)$$

where:

- Q = gutter flow rate, cfs
- S_x = pavement cross slope, ft/ft
- n = Manning's roughness coefficient
- S = longitudinal slope, ft/ft
- T = width of flow or spread, ft

Manning's n Table

Table 3.9 Manning's n Values for Street and Pavement Gutters	
Type of Gutter or Pavement	Manning's n
Concrete gutter, troweled finish	0.014
Concrete gutter with Smooth adjoining pavement	0.015
Rough (broom finish) adjoining pavement	0.018
For gutters with small slopes, where sediment may accumulate, increase above values of n by	0.002

Stormwater Inlets

Inlets used for the drainage of pavement surfaces can be divided into three major classes:

- Grate Inlets – These inlets include grate inlets consisting of an opening in the gutter covered by one or more grates, and slotted inlets consisting of a pipe cut along the longitudinal axis with a grate or spacer bars to form slot openings.
- Curb-Opening Inlets – These inlets are vertical openings in the curb covered by a top slab.
- Combination Inlets – These inlets usually consist of both a curb-opening inlet and a grate inlet placed in a side-by-side configuration, but the curb opening may be located in part upstream of the grate.

The City of Wichita Falls requires the use of curb type inlets. However, grate inlets may be allowed in certain design situations with the prior approval of the City Public Works Director. The City of Wichita Falls requires that any design using grate inlets must reduce that calculated capacity of the grate by 50% due to the probability of debris clogging the inlet.

Inlets may be classified as being on a continuous grade or in a sump. Overflow provisions shall be provided in sump locations to handle excess stormwater flows that may exceed curb height in

the event of a storm exceeding the design conditions or if the inlet were to clog. These overflow provisions shall not adversely affect adjoining private property.

Design guidance for all inlet types of inlet hydraulics may be obtained from the Federal Highway Administration's *Urban Drainage Design Manual*, HEC-22, and from AASHTO's Model Drainage Manual.

3.3.2 Storm Sewer (Closed Conduit) Systems

Closed conduit systems may be composed of different lengths and sizes of conduits (system segments) connected by apppointment structures (system nodes). Segments are most often circular pipe, but can be a box or other enclosed conduit. The following requirements shall be applied to the design of storm sewers:

- The minimum acceptable pipe size is 18" inside diameter
- Manholes or junction boxes shall be provided at all changes in horizontal direction or slope, changes in pipe diameters, or pipe intersections with a maximum spacing on long pipe runs of 1000 feet.
- Preformed wyes may be used only for single leads from an inlet to the main line.
- Approved piping materials for conduits are:
 - (1) Reinforced Concrete Pipe ("RCP") with pipe class determined by depth of cover and loading conditions installed per City Details,
 - (2) High Density Polyethylene ("HDPE") with a smooth interior may be used only when a minimum of 24" of cover from finish grade to the top of pipe is provided and the pipe shall be properly embedded in strict accordance with manufacturers' specifications with graded gravel. Any HDPE used within five feet (5') of a street pavement edge or under street sections shall be encased with flowable fill on all sides per City details.
 - (3) Poly Vinyl Chloride ("PVC") pipe with a smooth interior surface is allowable. Pipe stiffness shall be a minimum of 46 with actual pipe class determined by depth of cover calculations with pipe not to exceed 5% deflection.

Capacity Calculations

A closed conduit may be under pressure or at other times the conduit may flow partially full, however, the usual design assumption is that the conduit is flowing full but not under pressure. Under this assumption the rate of head loss is the same as the slope of the pipe ($S_f=S$), in ft/ft.

The hydraulic capacity of storm drain pipes for gravity and pressure flows shall be determined by the following equation:

$$V = (1.486/n) R^{2/3} S^{1/2} \quad (3.11)$$

where:

- V = mean velocity of flow, ft/s
- R = the hydraulic radius, ft - defined as the area of flow divided by the wetted flow surface or wetted perimeter (AWP)
- S = the slope of hydraulic grade line, ft/ft
- n = Manning's roughness coefficient

In terms of discharge, the above formula becomes:

$$Q = (1.486/n) A R^{2/3} S^{1/2} \quad (3.12)$$

where:

Q = rate of flow, cfs

A = cross sectional area of flow, ft²

For pipes flowing full, the area is $(\pi/4)D^2$ and the hydraulic radius is $D/4$, so, the above equations become:

$$V = [0.590 D^{2/3} S^{1/2}]/n \quad (3.13)$$

$$Q = [0.463 D^{8/3} S^{1/2}]/n \quad (3.14)$$

where:

D = diameter of pipe, ft

S = slope of the pipe = S_f hydraulic grade line, ft/ft

The Manning's Equation can be written to determine friction losses for storm drain pipes as:

$$H_f = [0.453 n^2 V^2 L]/[R^{4/3}] \quad (3.15)$$

$$H_f = [(2.87 n^2 V^2 L)/[D^{4/3}]] \quad (3.16)$$

$$H_f = [(185 n^2 (V^2/2g) L)/[D^{4/3}]] \quad (3.17)$$

where:

H_f = total head loss due to friction, ft ($S_f \times L$)

n = Manning's roughness coefficient

D = diameter of pipe, ft

L = length of pipe, ft

V = mean velocity, ft/s

R = hydraulic radius, ft

g = acceleration of gravity = 32.2 ft/sec²

Table 3.10 Manning's Coefficients for Storm Drain Conduits (HEC 22, 2001)		
Type of Culvert	Roughness or Corrugation	Manning's n
Concrete Pipe	Smooth	0.013
Concrete Boxes	Smooth	0.013
HDPE	Smooth	0.010
Polyvinyl chloride (PVC)	Smooth	0.010
*NOTE: The Manning's n values indicated in this table were obtained in the laboratory and are supported by the provided reference. These numbers should be considered as the best possible for the pipe type. Actual field values for culverts may vary depending on the effect of abrasion, corrosion, deflection, and joint conditions.		

Minimum Grades and Desirable Velocities

The minimum allowable velocity for closed conduits flowing full is 2.0 fps. The minimum slopes are therefore calculated by the modified Manning's formula:

$$S = [(nV)^2]/[2.208R^{4/3}] \quad (3.18)$$

where:

S = the slope of the hydraulic grade line, ft/ft

n = Manning's roughness coefficient

V = mean velocity of flow, ft/s

R = hydraulic radius, ft (area divided by wetted perimeter)

For circular conduits flowing full but not under pressure, $R=D/4$, and the hydraulic grade line is equal to the slope of the pipe. For these conditions Equation 3.20 may be expressed as:

$$S = 2.87(nV)^2/D^{4/3} \quad (3.19)$$

For a minimum velocity of 2.0 fps, the minimum slope equation becomes:

$$S = 11.48(n^2/D^{4/3}) \quad (3.20)$$

where:

D = diameter, ft

Maximum Velocities

Maximum velocities in storm drains should not exceed 15 fps. However, the outfall velocity shall not exceed the velocity of the receiving channel for the same storm event.

Hydraulic Grade Line

All drainage plans prepared for review by the City shall include hydraulic grade lines indicated on the profile views for the system. The energy grade line (EGL) represents the total energy along a channel or conduit carrying water. Total energy includes elevation head, velocity head and pressure head. The 10-year storm hydraulic grade line for a closed conduit system shall be contained within the closed conduit system.

$$E = V^2/2g + p/\gamma + z \quad (3.21)$$

where:

E = Total energy, ft

$V^2/2g$ = Velocity head, ft (kinetic energy)

p = Pressure, lbs/ft²

γ = Unit weight of water, 62.4 lbs/ft³

p/γ = Pressure head, ft (potential energy)

z = Elevation head, ft (potential energy)

Bernoulli's Law expressed between points one (1) and two (2) in a closed conduit accounts for all energy forms and energy losses. The general form of the law may be written as:

$$V_1^2/2g + p_1/\gamma + z_1 = V_2^2/2g + p_2/\gamma + z_2 - H_f - \Sigma H_m \quad (3.22)$$

where:

H_f = Pipe friction loss, ft

ΣH_m = Sum of minor or form losses, ft

An in-depth presentation of the EGL and HGL calculations for a closed conduit system is provided in the Federal Highway Administration's **Urban Drainage Design Manual**, HEC-22 to which reference is herein made.

Storm Drain Outfalls

All storm drains have an outlet where flow from the storm drainage system is discharged. The discharge point can be a natural river or stream, an existing storm drainage system, or a channel which is either existing or proposed for the purpose of conveying the stormwater. The procedure for calculating the hydraulic grade line through a storm drainage system begins at the outfall. Therefore, consideration of outfall conditions is an important part of storm drain design.

Storm drain outfalls shall include a headwall structure and a minimum 10 foot-long concrete apron with turned down footing at a transition into an earthen channel. However, the maximum velocity exiting the outfall cannot exceed the allowable velocity for the receiving channel. Refer to Table 3.12 for allowable velocities.

Several aspects of outfall design must be given serious consideration. These include the flowline or invert (inside bottom) elevation of the proposed storm drain outlet, tailwater elevations, the need for energy dissipation, and the orientation of the outlet structure.

The flowline or invert elevation of the proposed outlet should be equal to or higher than the flowline of the outfall. If this is not the case, there may be a need to pump or otherwise lift the water to the elevation of the outfall.

Energy dissipation may be required to protect the storm drain outlet. A minimum 10 foot-long concrete apron shall be installed at the storm drain outlet into another conveyance. The outfall velocity shall not exceed that of the receiving stream or the maximum velocities provided in Table 3.12. Protection may be required at the outlet to prevent erosion of the outfall bed and banks. Riprap aprons or energy dissipators should be provided if high velocities are expected.

The **orientation of the outfall** is another important design consideration. Where practical, the outlet of the storm drain should be positioned in the outfall channel so that it is pointed in a downstream direction. This will reduce turbulence and the potential for excessive erosion. If the outfall structure cannot be oriented in a downstream direction, the potential for outlet scour must be considered. For example, where a storm drain outfall discharges perpendicular to the direction of flow of the receiving channel, care must be taken to avoid erosion on the opposite channel bank. If erosion potential exists, a channel bank lining of riprap or other suitable material should be installed on the bank. Alternatively, an energy dissipator structure could be used at the storm drain outlet.

The tailwater depth or elevation in the storm drain outfall must be considered carefully. Evaluation of the hydraulic grade line for a storm drainage system begins at the system outfall with the tailwater elevation. The starting point for the hydraulic grade line determination should be either the design tailwater elevation or the average of critical depth and the height of the storm drain conduit, $(d_c + D)/2$, whichever is greater.

Coincidental Occurrence

If the outfall channel is a river or stream, it may be necessary to consider the joint or coincidental probability of two hydrologic events occurring at the same time to adequately determine the elevation of the tailwater in the receiving stream. The relative independence of the discharge from the storm drainage system can be qualitatively evaluated by a comparison of the drainage area of the receiving stream to the area of the storm drainage system. For example, if the storm drainage system has a drainage area much smaller than that of the receiving stream, the peak discharge from the storm drainage system may be out of phase with the peak discharge from the receiving watershed. Table 3.11 provides a comparison of discharge frequencies for coincidental occurrence for the 2-, 5-, 10-, 25-, 50-, and 100-year design storms. This table can be used to establish an appropriate design tailwater elevation for a storm drainage system based on the expected coincident storm frequency on the outfall channel. For example, if the receiving stream has a drainage area of 200 acres and the storm drainage system has a drainage area of 2 acres, the ratio of receiving area to storm drainage area is 100 to 1. From Table 3.11 and considering a 10-year design storm occurring over both areas, the flow rate in the main stream will be equal to that of a five year storm when the drainage system flow rate reaches its 10-year peak flow at the outfall. Conversely, when the flow rate in the main channel reaches its 10-year peak flow rate, the flow rate from the storm drainage system will have fallen to the 5- year peak flow rate discharge. This is because the drainage areas are different sizes, and the time to peak for each drainage area is different.

Table 3.11 Frequencies for Coincidental Occurrences (TxDOT, 2002)				
Area ratio*	2-year design		5-year design	
	Main Stream	Tributary	Main Stream	Tributary
10,000:1	1	2	1	5
	2	1	5	1
1,000:1	1	2	2	5
	2	1	5	2
100:1	2	2	2	5
	2	2	5	5
10:1	2	2	5	5
	2	2	5	5
1:1	2	2	5	5
	2	2	5	5

Area ratio*	10-year design		25-year design	
	Main Stream	Tributary	Main Stream	Tributary
10,000:1	1	10	2	25
	10	1	25	2
1,000:1	2	10	5	25
	10	2	25	5
100:1	5	10	10	25
	10	5	25	10
10:1	10	10	10	25
	10	10	25	10
1:1	10	10	25	25
	10	10	25	25
Area ratio*	50-year design		100-year design	
	Main Stream	Tributary	Main Stream	Tributary
10,000:1	2	50	2	100
	50	2	100	2
1,000:1	5	50	10	100
	50	5	100	10
100:1	10	50	25	100
	50	10	100	25
10:1	25	50	50	100
	50	25	100	50
1:1	50	50	100	100
	50	50	100	100

*The Area ratio is the ratio of the overall drainage area of the receiving stream to the drainage area of the facility being evaluated.

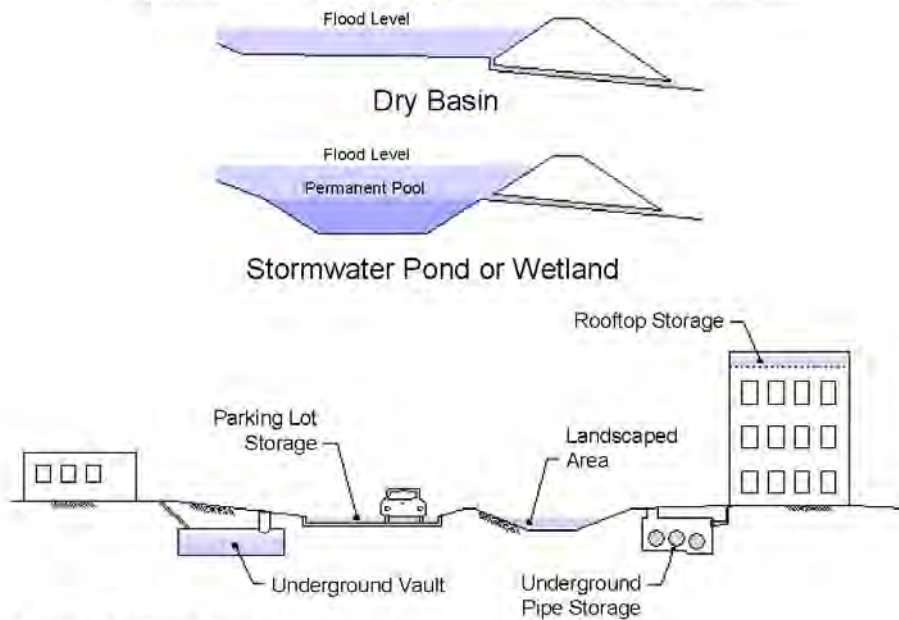
There may be instances in which an excessive tailwater causes flow to back up the storm drainage system and out of inlets and manholes, creating unexpected and perhaps hazardous flooding conditions. The potential for this should be considered. Flap gates placed at the outlet can sometimes alleviate this condition; otherwise, it may be necessary to isolate the storm drain from the outfall by use of a pump station.

3.3.3 Storage Design

General Storage Concepts

Storage of stormwater runoff within a stormwater management system is essential to providing the extended detention of flows for water quality protection and downstream streambank protection, as well as for peak flow attenuation of larger flows for flood protection. Runoff storage can be provided within an on-site system through the use of structural stormwater controls and/or nonstructural features and landscaped areas. Figure 3.2 illustrates various storage facilities that can be considered for a development site.

Figure 3.2 Examples of Typical Stormwater Storage Facilities



General Design Criteria

- Outlet rates and design storms are defined in the City's Stormwater Ordinance;
- HEC-HMS shall be used for large project designs (ponds with a drainage area of 200 acres or more);
- A primary outlet device and corresponding storage volumes must be designed for discharge of 2, 10 and 100 year storms;
- Stage-storage curve or table for the proposed storage facility shall be provided for all detention designs;
- Stage-discharge curve or table for all outlet control structures shall be provided for all detention designs;
- Ponds may not be located in existing drainage ways;
- A secondary outlet device (emergency spillway) shall be provided at all facilities and designed to pass the 100-year storm. A minimum of 6" of freeboard is required at all earthen dams or where erosion may occur from overtopping.
- Maximum design WSEL shall be at least 12" below the finish floor elevations of nearby structures;
- All storage facilities must be able to drain by gravity;
- Earthen ponds shall have a minimum 0.5% slope across the flow line of the pond bottom and have minimum side slopes of 4:1 or flatter;

- Permanent vegetation shall be established in all earthen ponds. In those ponds to be accepted for City maintenance, the vegetation shall be a drought tolerant blend containing bermudagrass which is actively growing; covering the pond floor and side slopes with a 15 foot-wide belt around the top of berm; and having no bare spots greater than one square foot in size;
- Retention ponds shall have a minimum, normal conservation pool depth of two feet unless the pond is intended to be stocked in which case at least 25% of the conservation pool depth shall be five feet deep or more. Measures shall be provided to insure that aerobic pond conditions are maintained. Only that volume existing above the normal conservation pool elevation shall be considered as storage. Discharge/outlet devices shall be designed as with a detention pond;
- The maximum depth of ponding in parking areas shall be 18"; however, the developer must clearly identify the area of potential ponding over 12" deep with signage and assumes all liability for vehicle damage;
- Underground systems must have be designed with adequate manway access for cleaning and must be able to drain by gravity;
- Rooftop system designs must also include the signed and sealed certification by a currently licensed Texas professional engineer that the entire structure (primary and secondary framing) has been properly designed to accommodate the additional stormwater loadings and that the building envelope has been designed to properly protect the interior from water intrusion as a result of the rooftop detention.

General Storage Design Procedures

The design procedures for all structural control storage facilities are the same whether or not they include a permanent pool of water. In the latter case, the permanent pool or spillway elevation is taken as the "bottom" of storage and is treated as if it were a solid basin bottom for routing purposes.

It should be noted that the location of structural stormwater controls is very important as it relates to the effectiveness of these facilities to control downstream impacts. In addition, multiple storage facilities located in the same drainage basin will affect the timing of the runoff through the conveyance system, which could decrease or increase flood peaks in different downstream locations. Refer to Section 3.2 for the requirements of a Downstream Assessment.

3.3.4 Open Channels

Open Channel Types

The three main classifications of open channel types according to channel linings are vegetated, flexible, and rigid. Vegetated linings include grass with mulch, sod and lapped sod, and wetland channels. Stone riprap and some forms of flexible man-made linings or gabions are examples of flexible linings, while rigid linings are generally concrete or rigid block.

Vegetative Linings – Vegetation, where practical, is the most desirable lining for an artificial channel. It stabilizes the channel body, consolidates the soil mass of the bed, checks erosion on the channel surface, provides habitat, and provides water quality benefits.

Conditions under which vegetative cover only may not be acceptable include but are not limited to:

- High velocities
- Standing or continuously flowing water
- Lack of regular maintenance necessary to prevent growth of taller or woody vegetation
- Lack of nutrients and inadequate topsoil
- Excessive shade

Proper soil preparation, seeding, mulching, watering and any other work necessary to the establishment of healthy vegetation shall be provided. Channels shall not be accepted for City

maintenance until vegetation is fully established on a minimum of 90% of the channel bottom and side slopes.

Pilot Channels - Man-made earthen channels with longitudinal slopes of less than 0.5% or that serve an area where consistent low flows are or may become prevalent shall be provided with a pilot channel per City Engineering standards.

Flexible Linings – Rock riprap, including rubble and gabion baskets, is the most common type of flexible lining for channels. It presents a rough surface that can dissipate energy and mitigate increases in erosive velocity. These linings are usually less expensive than rigid linings and have self-healing qualities that reduce maintenance. However, they may require the use of a filter fabric depending on the underlying soils, and the growth of grass, weeds, and trees may present maintenance problems.

Rigid Linings – Rigid linings are generally constructed of concrete and used where high flow capacity is required. Higher velocities, however, create the potential for scour at channel lining transitions and channel headcutting.

Manning's n Values

The choice of Manning's n value can significantly affect discharge, depth, and velocity estimates. Since Manning's n values depend on many different physical characteristics of natural and man-made channels, care and good engineering judgment must be exercised in the selection process.

Recommended Manning's n values for man-made channels with unlined, rigid, gabion and riprap linings are given in the following Table 3.12. For natural channels, Manning's n values should be estimated using experienced judgment and information presented in publications such as the *Guide for Selecting Manning's Roughness Coefficients for Natural Channels and Flood Plains*, FHWA-TS-84-204, 1984, FHWA HEC-15, 1988, or Chow, 1959.

Lining Type	Manning's n	Comments	Max. Velocity
Grass Lined	0.035		6
Concrete Lined	0.015		15
Gabions	0.030		10
Rock Riprap	0.040	$n = 0.0395d_{50}^{1/6}$ where d_{50} is the stone size of which 50% of the sample is smaller	10
Grouted Riprap	0.028	FWHA	10

Uniform Flow Calculations

Design Aids

This manual does not attempt to provide an exhaustive review of open channel design. Following is a discussion of the equations that can be used for the design and analysis of open channel flow. The Federal Highway Administration Hydraulic Design Standard manuals have numerous design charts or nomographs to aid in the design of rectangular, trapezoidal, and triangular open channel cross sections. In addition, design charts for grass-lined channels have been developed. Numerous software programs are available for calculating open channel flows. All submissions of design data to the City must clearly define which programs were used for analysis.

Manning's Equation

Manning's Equation, presented in three forms below, is recommended for evaluating uniform flow conditions in open channels. Most packaged drainage software utilizes these basic formulae:

$$v = (1.49/n) R^{2/3} S^{1/2} \quad (3.23)$$

$$Q = (1.49/n) A R^{2/3} S^{1/2} \quad (3.24)$$

$$S = [Q_n / (1.49 A R^{2/3})]^2 \quad (3.25)$$

where:

- v = average channel velocity (ft/s)
- Q = discharge rate for design conditions (cfs)
- n = Manning's roughness coefficient
- A = cross-sectional area (ft²)
- R = hydraulic radius A/P (ft)
- P = wetted perimeter (ft)
- S = slope of the energy grade line (ft/ft)

For prismatic channels, in the absence of backwater conditions, the slope of the energy grade line, water surface and channel bottom are assumed to be equal.

3.3.5 Culvert Design

Overview

A *culvert* is a short, closed (covered) conduit that conveys stormwater runoff under an embankment or away from the street right-of-way. The primary purpose of a culvert is to convey surface water, but properly designed it may also be used to restrict flow and reduce downstream peak flows.

The hydraulic and structural designs of a culvert must be such that minimal risks to traffic, property damage, and failure from floods prove the results of good engineering practice and economics. For economy and hydraulic efficiency, engineers should design culverts to operate with the inlet submerged during flood flows, if conditions permit. Design considerations include site and roadway data, design parameters (including shape, material, and orientation), hydrology (flood magnitude versus frequency relation), and channel analysis (stage versus discharge relation).

Design Criteria

The design of a culvert should take into account many different engineering and technical aspects at the culvert site and adjacent areas. The following list of design recommendations should be considered for all culvert designs as applicable.

- **Storm Frequency**
 - Refer to the Stormwater Ordinance. Culverts must pass a minimum of a 10 year event but are also subject to depth of water restrictions over the roadway.
- **Velocity Limitations**
 - Culverts are limited to velocities of 15 fps; however, the maximum allowable velocity of the downstream conveyance shall not be exceeded.
- **Debris Control**
 - In designing debris control structures, it is recommended that the Hydraulic Engineering Circular No. 9 entitled Debris Control Structures be consulted.
- **Headwater Limitations**
 - Governed by depth over roadway limitation of the Stormwater Ordinance.

- **Tailwater Considerations**
 - Flows must be kept in dedicated easements and at least 12" below downstream structures.
- **Culvert Inlets**
 - Hydraulic efficiency and cost can be significantly affected by inlet conditions. The inlet coefficient K_e is a measure of the hydraulic efficiency of the inlet, with lower values indicating greater efficiency. Recommended inlet coefficients are given in Table 3.14.
- **Inlets with Headwalls**
 - Headwalls may be used for a variety of reasons, including increasing the efficiency of the inlet, providing embankment stability, providing embankment protection against erosion, providing protection from buoyancy, and shortening the length of the required structure. Headwalls are required for all culverts and where buoyancy protection is necessary. If high headwater depths are to be encountered, or the approach velocity in the channel will cause scour, a short channel apron should be provided at the toe of the headwall.
 - This apron should extend at least one pipe diameter upstream from the entrance, and the top of the apron should not protrude above the normal streambed elevation.
- **Wingwalls and Aprons**
 - Wingwalls are used where the side slopes of the channel adjacent to the entrance are unstable or where the culvert is skewed to the normal channel flow.
- **Improved Inlets**
 - Where inlet conditions control the amount of flow that can pass through the culvert, improved inlets can greatly increase the hydraulic performance of the culvert.
- **Material Selection**
 - Reinforced concrete pipe (RCP), pre-cast and cast in place concrete boxes are recommended for use (1) under a roadway, (2) when pipe slopes are less than 1%, or (3) for all flowing streams. High-density polyethylene (HDPE) pipe may also be used if encased in flowable fill as specified by City details. Table 3.13 gives recommended Manning's n values for different materials.
- **Culvert Skews**
 - Culvert skews shall not exceed 45 degrees as measured from a line perpendicular to the roadway centerline without approval.
- **Weep Holes**
 - Weep holes are sometimes used to relieve uplift pressure on headwalls and concrete rip-rap. Filter materials should be used in conjunction with the weep holes in order to intercept the flow and prevent the formation of piping channels through the fill embankment. The filter materials should be designed as an underdrain filter so as not to become clogged and so that piping cannot occur through the pervious material and the weep hole.
- **Outlet Protection**
 - Culvert discharges shall be treated as a storm drain outfall.
- **Environmental Considerations**
 - Where compatible with good hydraulic engineering, a site should be selected that will permit the culvert to be constructed to cause the least impact on the stream or wetlands. This selection must consider the entire site, including any necessary lead channels.

- **Safety Considerations**

- Roadside safety should be considered for culverts crossing under roadways. Guardrails or safety end treatments may be needed to enhance safety at culvert crossings. The AASHTO roadside design guide should be consulted for culvert designs under and adjacent to roadways.

Table 3.13 Manning's n Values		
Type of Conduit	Wall & Joint Description	Manning's n
Concrete Pipe	Good joints, smooth walls	0.012
	Good joints, rough walls	0.016
	Poor joints, rough walls	0.017
Concrete Box	Good joints, smooth finished walls	0.012
	Poor joints, rough, unfinished walls	0.018
High Density Polyethylene (HDPE)	Smooth Liner	0.011
	Corrugated	0.020
Polyvinyl Chloride (PVC)		0.011

Source: HDS No. 5, 2001

Note: For further information concerning Manning n values for selected conduits consult Hydraulic Design of Highway Culverts, Federal Highway Administration, 2001, HDS No. 5, pages 201 - 208.

Table 3.14 Inlet Coefficients	
Type of Structure and Design of Entrance	Coefficient K_e
Pipe, Concrete	
Projecting from fill, socket end (groove-end)	0.2
Projecting from fill, square cut end	0.5
Headwall or headwall and wingwalls	
Socket end of pipe (groove-end)	0.2
Square-edge	0.5
Rounded [radius = 1/12(D)]	0.2
Mitered to conform to fill slope	0.7
*End-Section conforming to fill slope	0.5
Beveled edges, 33.7° or 45° bevels	0.2
Side- or slope-tapered inlet	0.2

Table 3.14 Inlet Coefficients	
Type of Structure and Design of Entrance	Coefficient K_e
Box, Reinforced Concrete	
Headwall parallel to embankment (no wingwalls)	
Square-edged on 3 edges	0.5
Rounded on 3 edges to radius of $[1/12(D)]$ or $[1/12(B)]$ or beveled edges on 3 sides	0.2
Wingwalls at 30° to 75° to barrel	
Square-edged at crown	0.4
Crown edge rounded to radius of $[1/12(D)]$ or beveled top edge	0.2
Wingwalls at 10° or 25° to barrel	
Square-edged at crown	0.5
Wingwalls parallel (extension of sides)	
Square-edged at crown	0.7
Side- or slope-f tapered inlet	0.2

† Although laboratory tests have not been completed on K_e values for High-Density Polyethylene (HDPE) pipes, the K_e values for corrugated metal pipes are recommended for HDPE pipes.

* Note: "End Section conforming to fill slope", made of either metal or concrete, are the sections commonly available from manufacturers. From limited hydraulic tests they are equivalent in operation to a headwall in both inlet and outlet control. Some end sections incorporating a closed taper in their design have a superior hydraulic performance. These latter sections can be designed using the information given for the beveled inlet.

Source: HDS No. 5, 2001

Comprehensive Design Guidance

Comprehensive design discussions and guidance may be found in the Federal Highway Administration, National Design Series No. 5, document entitled Hydraulic Design of Highway Culverts, Second Edition, published in 2001. This document is available from the National Technical Information Service (<http://www.ntis.gov/search/index.aspx>) as Item Number PB2003102411. Search for this document using the Item Number.

3.3.6 Bridge Design

The following subsections present considerations related to the hydraulics of bridges. It is generally excerpted from Chapter 9 of the Texas Department of Transportation (TxDOT) Hydraulics Design Manual dated March 2009.

Design Recommendations

The design of a bridge should take into account many different engineering and technical aspects at the bridge site and adjacent areas. Bridges shall be designed to pass a 100-year event with 12" of freeboard between the calculated 100-year water surface elevation and the lowest structural member.

Loss Coefficients

The contraction and expansion of water through the bridge opening creates hydraulic losses. These losses are accounted for through the use of loss coefficients. Table 3.15 gives recommended values for the Contraction (K_c) and Expansion (K_e) Coefficients.

Table 3.15 Recommended Loss Coefficients for Bridges		
<u>Transition Type</u>	<u>Contraction (K_c)</u>	<u>Expansion (K_e)</u>
No losses computed	0.0	0.0
Gradual transition	0.1	0.3
Typical bridge	0.3	0.5
Severe transition	0.6	0.8

3.3.7 ENERGY DISSIPATION

General Criteria

Erosion problems at culvert, pipe and engineered channel outlets are common. Determination of the flow conditions, scour potential, and channel erosion resistance shall be standard procedure for all designs.

Energy dissipators shall be employed whenever the velocity of flows leaving a stormwater management facility exceeds the erosion velocity of the downstream area channel system.

Energy dissipator designs will vary based on discharge specifics and tailwater conditions.

Outlet structures should provide uniform redistribution or spreading of the flow without excessive separation and turbulence.

Recommended Energy Dissipators

For many designs, the following outlet protection devices and energy dissipators provide sufficient protection at a reasonable cost:

- Riprap apron
- Riprap outlet basins
- Baffled outlets
- Grade Control Structures

Refer to the Federal Highway Administration Hydraulic Engineering Circular No. 14, **Hydraulic Design of Energy Dissipators for Culverts and Channels**, for the design procedures of energy dissipators.

|

APPENDIX

DETENTION FACILITY AGREEMENT

STATE OF TEXAS §
COUNTY OF WICHITA §

KNOW ALL MEN BY THESE PRESENTS

This agreement made this the ____ day of _____, 20 ____, by and between the City of Wichita Falls, Texas, hereinafter "City", acting by and through its City Manager, and <<Owner>>, hereinafter "Owner". The term "Owner" shall include the above named owner, its successors and assigns.

W I T N E S S E T H:

WHEREAS, Owner is the owner of certain real property located in the corporate limits of the City, more fully described as <<Legal Description>> and incorporated herein by reference (the "Owner Tract"); also known as <<Street Address>> and,

WHEREAS, the Owner and the City desire that the development of the Owner Tract be in accordance with applicable storm water runoff regulations of the City, designed to promote the health, safety and general welfare of the citizens of the City;

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Owner hereby agree as follows:

ARTICLE ONE

In consideration of the City plat and site approval of the Owner Tract, Owner hereby agrees to construct, maintain and repair a certain Detention Facility to be constructed on a portion of the Owner Tract, identified in Exhibits "A & B", attached hereto and made a part hereof for all purposes (the "Detention Facility").

ARTICLE TWO

Owner shall construct, maintain and repair the Detention Facility in a condition sufficient to provide storm water detention in accordance with the regulations of the City in effect on the date of this agreement. The Detention Facility and site grading shall be completed in accordance with Site and Grading Plans submitted by Owner and approved by City and shall be completed prior to City's issuance of a Certificate of Occupancy for any building constructed on the Owner Tract. The Owner shall not allow any structure nor allow any modification within the limits of the Detention Facility which will adversely affect the performance of the facility. In the event the Owner shall subdivide the Owner Tract into two (2) or more parcels which use the Detention Facility, the owner of each resulting tract shall have the right to perform the maintenance necessary to retain the functionality of the Detention Facility. The maintenance obligation shall be a covenant running with the Owner Tract; provided, however, that in the event any owner

conveys its interest in the Owner Tract, such conveying owner shall be released from any and all obligations under this agreement arising after the date of such conveyance. City shall have the right to inspect the Detention Facility at all reasonable times to ensure compliance with this agreement and Owner hereby grants City access to and across the Owner Tract for this purpose. In the event Owner fails to fully perform its obligations under this agreement to maintain the Detention Facility, and such failure continues for thirty (30) days after receipt by Owner of written notice from the City to Owner, City shall have the right to perform the necessary maintenance and receive full reimbursement from the Owner for the reasonable expenses incurred by City in connection therewith. Any notice, request, demand or other communication to be given to the Owner hereunder shall be in writing and shall be deemed to be delivered: if sent by mail, three (3) days following deposit in a U.S. Postal Service receptacle, postage prepaid, as certified mail, return receipt requested; or by (prepaid) national overnight courier service (e.g., FedEx, Airborne, UPS, Express Mail, etc.), addressed as set forth below:

To Owner: Owner Name
 Owner Address
 Owner City, State, Zip

To City: City of Wichita Falls, Texas
 (Attn: City Manager)
 1300 7th Street
 P. O. Box 1431
 Wichita Falls, Texas 76301.

Either party may, at any time, or from time to time, designate in writing a substitute address for that above set forth and thereafter all notices to such party shall be sent to such substitute address.

ARTICLE THREE

Owner agrees to indemnify and hold harmless the City, its officers, agents and employees from all suits, actions or claims, and from all liability and damages for any and all injuries or damages arising solely from or as a result of Owner's negligence in the performance or failure to perform its obligations under this agreement.

ARTICLE FOUR

Approval of this agreement by the City shall not create any financial obligation of the City, nor does such approval indicate approval of the appropriateness, adequacy or engineering of the Detention Facility.

IN TESTIMONY WHEREOF, the parties have caused this instrument to be executed on the date shown above.

Owner

By:

Name

Title

NOTE: PLEASE COMPLETE APPROPRIATE ACKNOWLEDGEMENT ONLY

STATE OF TEXAS §

CORPORATE ACKNOWLEDGMENT

COUNTY OF WICHITA §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that same was the act of _____, a <<State of entity's formation>>, [corporation, limited liability corporation, or limited partnership], as the <<title of officer or agent>>, and that he executed same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the ____ day of _____, 20____.

Notary Seal

Notary Public

STATE OF TEXAS §

INDIVIDUAL ACKNOWLEDGMENT

COUNTY OF WICHITA §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the ____ day of _____, 20____.

Notary Seal

Notary Public

City of Wichita Falls, Texas

By: _____
Darron Leiker, City Manager

STATE OF TEXAS §
COUNTY OF WICHITA §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared **Darron Leiker**, City Manager for the City of Wichita Falls, Texas, a municipal corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that same was the act of said City of Wichita Falls, a Texas municipal corporation, and that he executed same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the ____ day of _____, 20____.

Notary Seal

Notary Public

EXHIBIT "A"

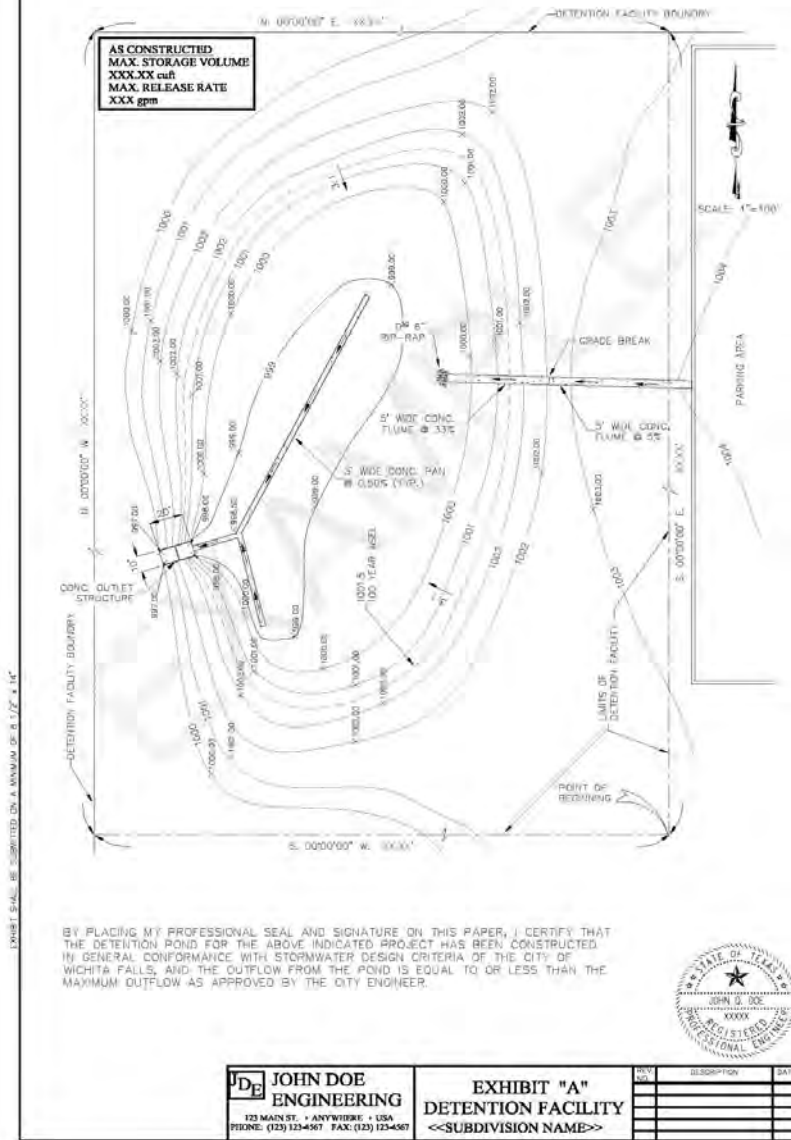


EXHIBIT "B"
DETENTION FACILITY – FIELD NOTES

A TRACT OF LAND MORE COMMONLY KNOWN AS THE DETENTION FACILITY IS A PORTION OF <<LOT, BLOCK, SUBDIVISION NAME>>, AN ADDITION TO THE CITY OF WICHITA FALLS, TEXAS, AS RECORDED IN VOLUME XX, PAGE X, WICHITA COUNTY PLAT RECORDS. THE BOUNDARY OF THE DETENTION FACILITY IS MORE SPECIFICALLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A ½ INCH IRON ROD FOR THE MOST EASTERLY SOUTHEAST CORNER OF SAID <<LOT, BLOCK>>, FOR THE SOUTHEAST CORNER AND PLACE OF BEGINNING OF THIS BOUNDARY:

THENCE SOUTH 00° 00' 00" WEST XX.XX FEET ALONG THE SOUTH LINE OF SAID <<LOT>>. TO A POINT FOR THE SOUTHWEST CORNER OF THIS BOUNDARY;

THENCE NORTH 00° 00' 00" WEST XX.XX FEET ALONG THE EXISTING PROPERTY LINE TO THE NORTHWEST CORNER OF THIS BOUNDARY;

THENCE NORTH 00° 00' 00" EAST XX.XX FEET ALONG THE EXISTING PROPERTY LINE TO THE NORTHEAST CORNER OF THIS BOUNDARY;

THENCE SOUTH 00° 00' 00" EAST XX.XX FEET TO THE PLACE OF BEGINNING AND CONTAINING XX.XX ACRES OF LAND, MORE OR LESS.

CITY COUNCIL AGENDA
January 16, 2024

ITEM/SUBJECT: Ordinance making an appropriation to the Special Revenue Fund in the amount of \$7,000.00 for grant funding from the Dallas Internet Crimes Against Children Task Force, which is administered by the City of Dallas Reimbursement Program.

INITIATING DEPT: Police

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: The City of Wichita Falls has been invited to participate in the Internet Crimes Against Children Task Force Reimbursement Program funded by the Dallas Internet Crimes Against Children Task Force, which is an affiliate of the Department of Justice with funding totaling up to \$7,000.00 with no cash match required. This is a reimbursement grant, which requires the grantee to expend the funds and then submit for reimbursement. The Wichita Falls Police Department intends to use these funds to assist in the purchase of digital forensics equipment, software upgrades, training, and travel expenses related to the Internet Crimes Against Children Task Force.

Staff recommends approval of the ordinance.

☒ **Police Chief**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Ordinance No. _____

Ordinance making an appropriation to the Special Revenue Fund in the amount of \$7,000.00 for grant funding from the Dallas Internet Crimes Against Children Task Force, which is administered by the City of Dallas Reimbursement Program

WHEREAS, the City of Wichita Falls has been invited to participate in the Internet Crimes Against Children Task Force Reimbursement Program funded by the Dallas Internet Crimes Against Children Task Force in the amount of \$7,000.00 with no cash match required; and,

WHEREAS, the use of these funds are planned to be used by the Wichita Falls Police Department to assist in the purchase of digital forensics equipment, software upgrades, training, and travel expenses related to the Internet Crimes Against Children Task Force.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

There is appropriated \$7,000.00 in the Special Revenue Fund from the Dallas Internet Crimes Against Children Task Force Administration reimbursement program, and the City Manager is authorized to execute all documents necessary to accept said funds on behalf of the City of Wichita Falls.

PASSED AND APPROVED this the 16th day of January 2024.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
January 16, 2024

ITEM/SUBJECT: Resolution authorizing the purchase of Eleven (11) 911 Define Console Systems through the H-GAC (Houston-Galveston Area Council) Cooperative Purchasing Program from Russ Bassett Corporation in the amount of \$292,931.91.

INITIATING DEPT: Police

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: The Wichita Falls Police Department intends to purchase Eleven (11) 911 Define Console Systems through the H-GAC (Houston-Galveston Area Council) Cooperative Purchasing Program from Russ Bassett Corporation totaling \$292,931.91. The approved budget for this project is \$300,000.00. The dispatch consoles in our Public Safety Access Point have reached the end of their life cycle and need to be replaced. The consoles were purchased in 2005 and have had 24/7 use over the last 18 years. The average life span of a dispatch console is 12-15 years. Replacement parts are no longer available. Due to the inability to rehabilitate the existing consoles and in order to prevent possible injuries for repetitive motions from poorly adjusted work surfaces, Staff is recommending that we replace the consoles at this time.

Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements. This chapter does not apply to expenditure for. . . (12) personal property sold. . . under an interlocal contract for operative purchasing administered by a regional planning commission established under Chapter 391.

Staff recommends the purchase of Eleven (11) Define Console Systems in the amount of \$292,931.91.

☒ **Police Chief**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing the purchase of Eleven (11) 911 Define Console Systems through the H-GAC (Houston-Galveston Area Council) Cooperative Purchasing Program from Russ Bassett Corporation in the amount of \$292,931.91

WHEREAS, Texas Local Government Code §252.022 exempts items purchased through Buyboard vendors from the State's competitive bidding requirements; and

WHEREAS, it is necessary to replace the dispatching console systems for the Public Safety Access Point (PSAP) once they have reached their system end of life cycle, to ensure that public safety is not compromised due to a failing public safety system; and

WHEREAS, the City of Wichita Falls has received a quote from Russ Bassett Corporation for the purchase of Eleven (11) Define Console Solutions, and it is in the best interest to purchase this equipment from Russ Bassett Corporation through the H-GAC Cooperative Purchase Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The City Manager is authorized to execute all documents necessary for the purchase of Eleven (11) 911 Define Console Systems in the amount of \$292,931.91.

PASSED AND APPROVED this the 16th day of January, 2024.

MAYOR

ATTEST:

City Clerk

Wichita Falls Police Department

911 DISPATCH CONSOLE FURNITURE PROPOSAL



 **russbassett**

8189 Byron Road Whittier, CA 90606 | Tel 562.945.2445 / Fax 562.698.8972 | info@russbassett.com

October 5, 2023

Ms. Zari Espinal
Wichita Falls Police Dept Communications
710 Flood Street
Wichita Falls, Tx 76301

Ms. Zari Espinal,

On behalf of the Russ Bassett team, I would like to thank you for the opportunity to serve the Wichita Falls Police Department Communications, designing a 911 Center that meets your operational needs. I have really enjoyed meeting you and getting to know you at the Texas Public Safety Conference this year. I am happy to provide you with the following designs and corresponding quotes.

We believe that the Russ Bassett Define Console System is the best product solution for the Wichita Falls Police Department and that our team is most qualified and suited to execute this mission critical project. We plan to demonstrate this through our relevant project and professional experience in the PSAP environment.

Russ Bassett is an industry leading designer and manufacturer of consoles for mission critical environments. We have been in business for 62 years and have a state of the art 110,000 square foot manufacturing facility and showroom in Whittier, CA. Russ Bassett has the proven expertise and experience in the layout, design manufacture and installation of mission critical console systems based on our successful similar project work at public safety facilities such as Denton Police Dept, Denton TX, Hays County TX, and most recently Williamson County 911 Center.

We recognize that PSAP environments pose unique challenges and demands. Russ Bassett provides a complete line of PSAP furnishings that offer Emergency Call Centers a product with unparalleled structural integrity, full sit to stand ergonomic adjust-ability, complete cable management and advanced technology integration.

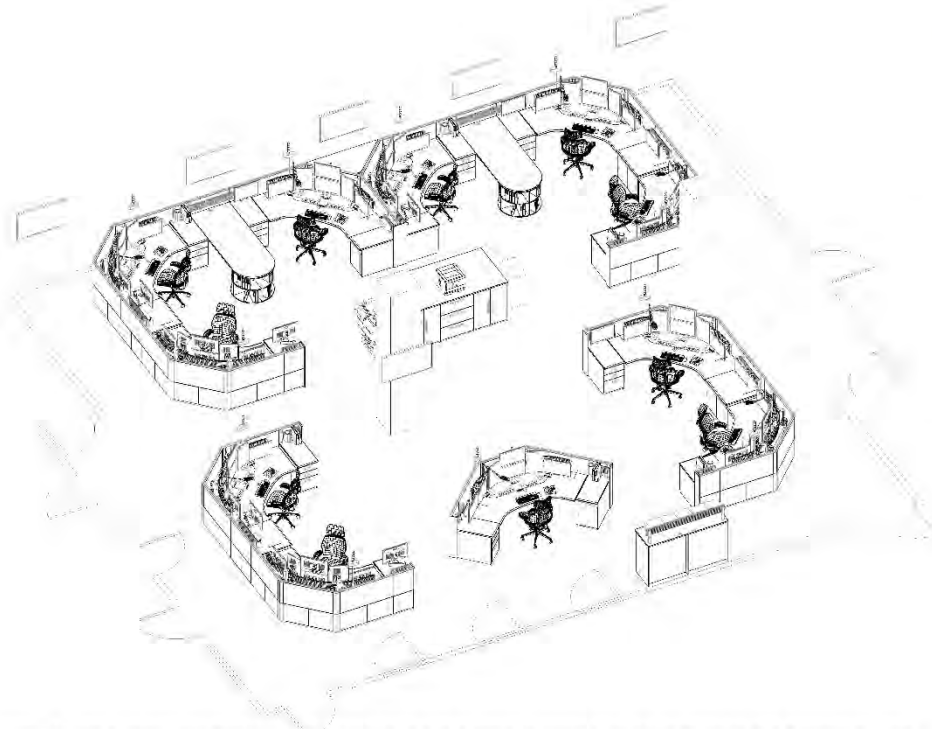
Our goal is that every Russ Bassett client has an excellent experience working with us from project inception through successful project installation. Our references will attest that we will not only meet your expectations, but we will also exceed them. We will bring drive, integrity, attention to detail, and excellent service to the Wichita Falls Police Department during every stage of the project. We are team players!

Thank you again, and please don't hesitate to contact me with any questions.

Respectfully,

A handwritten signature in black ink that reads 'Justin Kirkwood'.

Justin Kirkwood
Sales Executive



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CUSTOMER
 WICHITA FALLS POLICE
 DEPARTMENT
 PROJECT ADDRESS
 710 FLOOD ST.
 WICHITA FALLS, TX 76301

PROJECT
 PROJECT NAME
 COMMUNITY DISPATCH CONSOLE
 MODERNIZATION
 PROJECT INITIATION DATE
 08/14/2017
 CONSULT TYPE
 DEFINE
 NUMBER OF POST ONE
 11

SCALE
 NTS
 SALES ENGINEER
 MATT GAWIN
 DESIGNER
 JESSIE GREEN

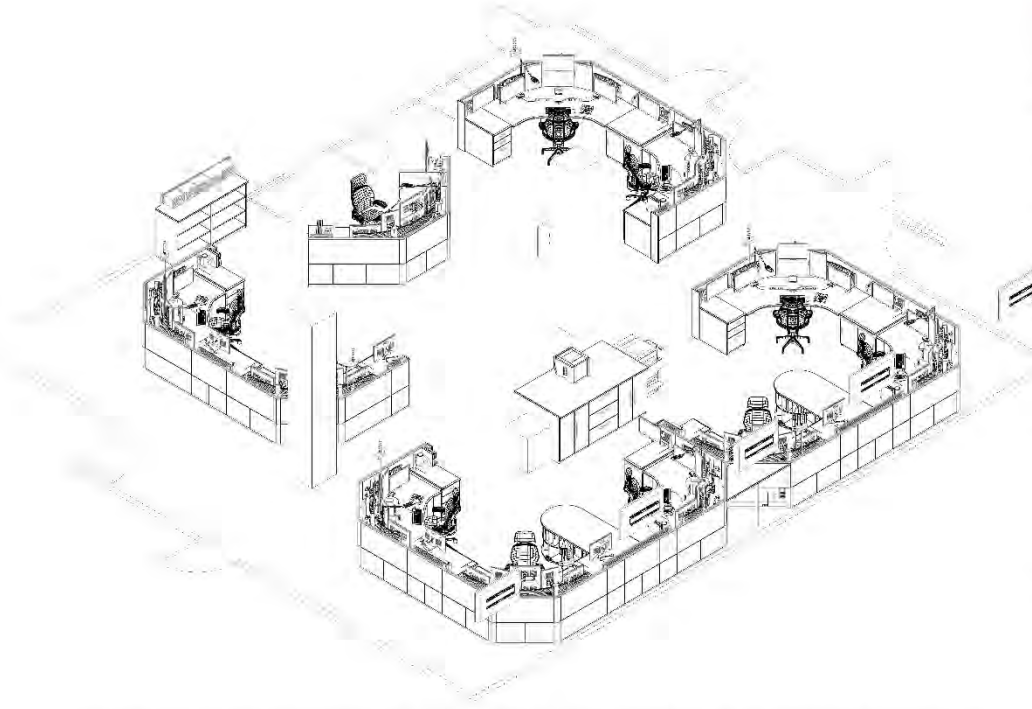
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17	ELEVATION Q
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19	ELEVATION S
20	ELEVATION T
21	ELEVATION U
22	ELEVATION V
23	ELEVATION W
24	ELEVATION X
25	ELEVATION Y
26	ELEVATION Z

REVISIONS

REV	DATE	DESCRIPTION	BY
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30	08/14/2017	REVISIONS	JG

SHEET DESCRIPTION
 3D VIEW 1
 DRAWING NO.
 PN-10227-01
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CUSTOMER
 WICHITA FALLS POLICE
 DEPARTMENT
 PROJECT ADDRESS
 710 FLOOD ST.
 WICHITA FALLS, TX 76301

PROJECT
 PROJECT NAME
 COMMUNITY DISPATCH CONSOLE
 MODERNIZATION
 PROJECT INITIATION DATE
 08/14/2017
 CONSULT TYPE
 DEFINE
 NUMBER OF POST ONE
 11

SCALE
 NTS
 SALES ENGINEER
 MATT GAWIN
 DESIGNER
 JESSIE GREEN

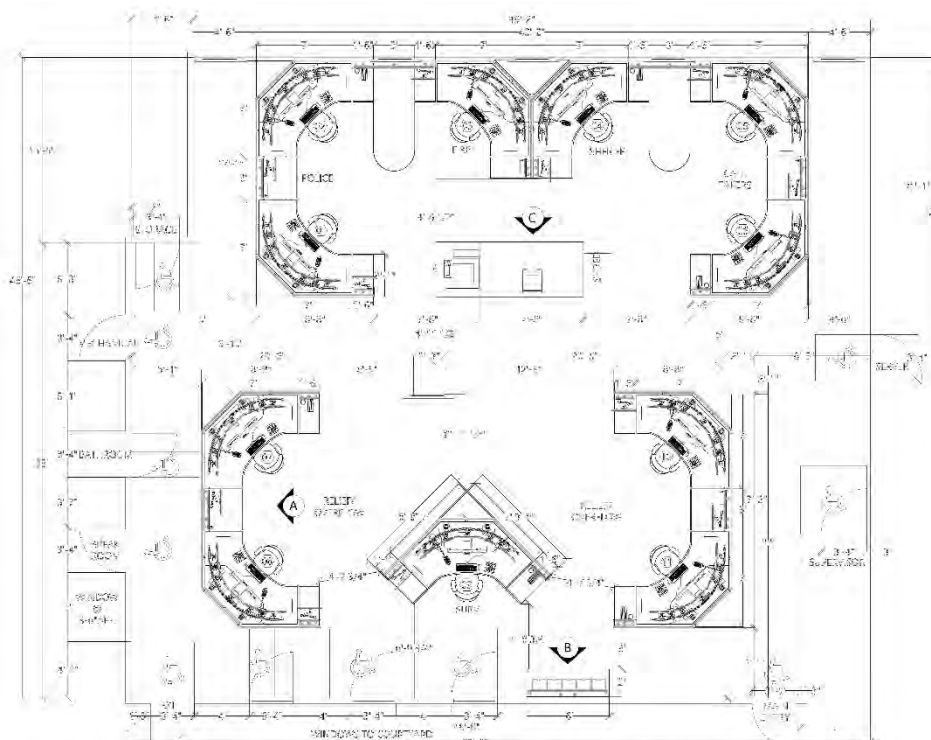
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REVISIONS

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SHEET DESCRIPTION
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 DRAWING NO.
 PN-10227-01
 SCALE
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CUSTOMER
 WICHITA FALLS POLICE DEPARTMENT
 PROJECT ADDRESS: 110 FLOOD ST. WICHITA FALLS, TX 76301

PROJECT
 PROJECT NAME: COMMUNITY DISPATCH CONSOLE MODIFICATION
 PROJECT VERSION DATE: 06/24/2022
 CONSULT TYPE: MODIFICATION
 SHEET NO. 11

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 SALES ENGINEER: MATT GAWIN
 DESIGNER: JESSIE GREEN

SHEET INDEX

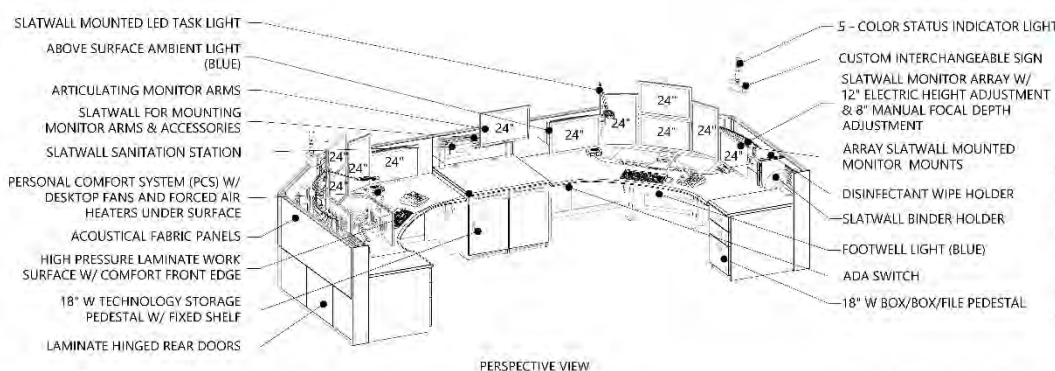
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REVISIONS

REV.	DATE	DESCRIPTION	BY
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2	06/24/22	ISSUE FOR CONSTRUCTION	JG

PLAN VIEW

DRAWN: K.G. DATE: 06/24/22
 PN-10227-01 1 A 3 6



PERSPECTIVE VIEW



CUSTOMER
 WICHITA FALLS POLICE DEPARTMENT
 PROJECT ADDRESS: 110 FLOOD ST. WICHITA FALLS, TX 76301

PROJECT
 PROJECT NAME: COMMUNITY DISPATCH CONSOLE MODIFICATION
 PROJECT VERSION DATE: 06/24/2022
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 SHEET NO. 11

SCALE: 1" = 1' - 0"
 SALES ENGINEER: MATT GAWIN
 DESIGNER: JESSIE GREEN

SHEET INDEX

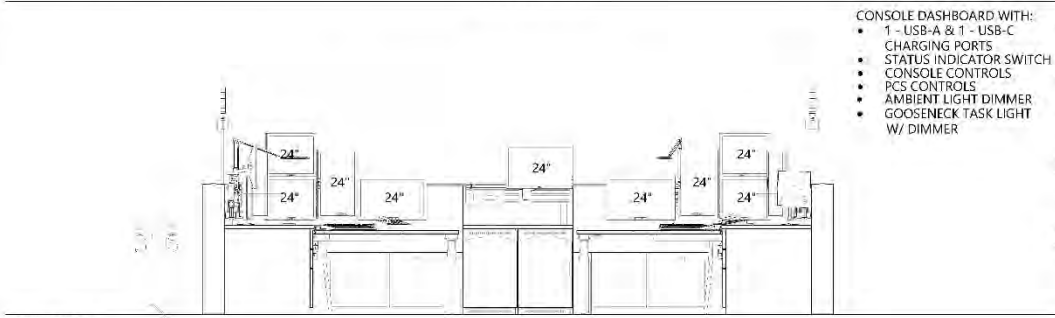
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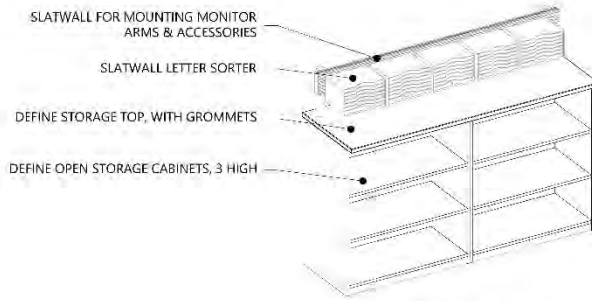
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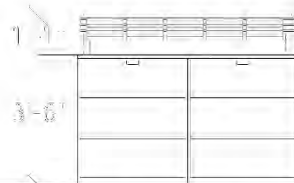


ELEVATION A

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PERSPECTIVE VIEW



ELEVATION VIEW

FINISH FLOOR

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CUSTOMER
 CLIENT: WICHITA FALLS POLICE DEPARTMENT
 PROJECT ADDRESS: 710 FLOOD ST. WICHITA FALLS, TX 76301

PROJECT
 PROJECT NAME: COMMUNITY DISPATCH CONSOLE MODERNIZATION
 PROJECT INITIATION DATE: 08/24/2022
 CONSULTING: NUMBER OF PLOTTING: 11
 DRAWING: 11

SCALE: 1" = 1'-0"

SALES ENGINEER: MATT GAWIN
 DESIGNER: JESSIE GREEN

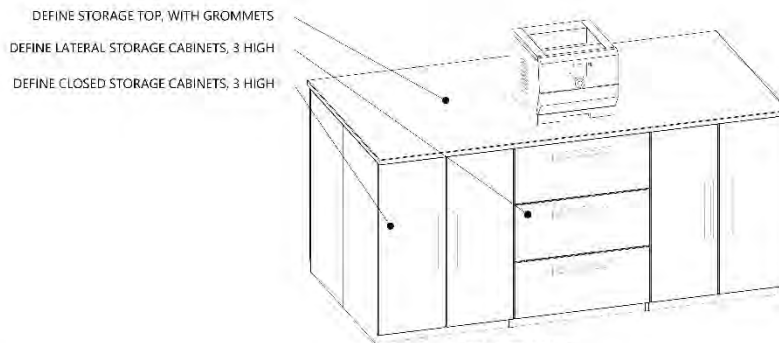
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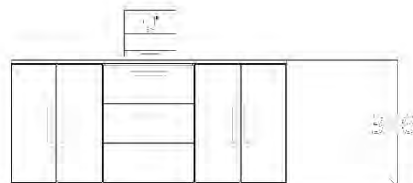
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 SHEET NUMBER

DRAWING: PN-10227-01
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PERSPECTIVE VIEW



ELEVATION VIEW

FINISH FLOOR

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CUSTOMER
 CLIENT: WICHITA FALLS POLICE DEPARTMENT
 PROJECT ADDRESS: 710 FLOOD ST. WICHITA FALLS, TX 76301

PROJECT
 PROJECT NAME: COMMUNITY DISPATCH CONSOLE MODERNIZATION
 PROJECT INITIATION DATE: 08/24/2022
 CONSULTING: NUMBER OF PLOTTING: 11
 DRAWING: 11

SCALE: 1" = 1'-0"

SALES ENGINEER: MATT GAWIN
 DESIGNER: JESSIE GREEN

SHEET INDEX
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REV.	DATE	DESCRIPTION	BY
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2	08/24/22	REVISIONS	JG
3	08/24/22	REVISIONS	JG

SHEET INDEX
 SHEET NUMBER

DRAWING: PN-10227-01
 SHEET: 1 A 6 6

Quotation

PROJECT #:	PN-10227-01	Option: 1
REVISION:	A	
PROJECT NAME:	WFPD Console Modernization	



Russ Bassett Corporation
8189 Byron Road Whittier, CA 90606
Tel: 800.350.2445 Fax: 562.698.8972
www.russbassett.com

QUOTE DATE:	10/4/2023	SALES EXECUTIVE: Justin Kirkwood
EXPIRATION DATE:	11/18/2023	ADDRESS: 8189 Byron Rd Whittier, CA 90606
CUSTOMER:	Wichita Falls Police Department Communications	PHONE: (254) 295-6936
CONTACT:	Zacai Espinal	EMAIL: jkirkwood@russbassett.com
ADDRESS:	710 Flood Street Wichita Falls, TX 76301	
PHONE:	940.720.5000	
EMAIL:	zac.lespinal@wfpd.net	

QTY	PART NUMBER	DESCRIPTION	PRICE	EXTENDED
AREA: 1			AREA 1 TOTAL: \$	230,681.91
11	DEF-WSC-3684-SSHD-W	Console, Corner Sit-Stand, Height-Depth Array, 36D x 84	\$ 6,852.85	\$ 75,381.35
2	DEF-FRM-36	Base Frame, 36L	\$ 88.55	\$ 177.10
4	DEF-IAP-18	Inside Access Panel, 18W	\$ 41.40	\$ 165.60
11	DEF-PFD-3618-8BF-N	Fixed Pcd, 36D x 18W, Box/Box/File	\$ 631.35	\$ 6,944.85
3	DEF-PFT-3618-LD-N	Fixed Technology Pcd, 36D x 18W, Left Door	\$ 631.35	\$ 3,156.75
6	DEF-PFT-3618-RD-N	Fixed Technology Pcd, 36D x 18W, Right Door	\$ 631.35	\$ 3,788.10
13	DEF-PNL-FF-18	Panel, Fabric, 18L	\$ 260.48	\$ 3,386.24
6	DEF-PNL-FF-36	Panel, Fabric, 36L	\$ 339.83	\$ 2,038.98
11	DEF-PNL-FF-42	Panel, Fabric, 42L	\$ 366.28	\$ 4,029.08
21	DEF-PNL-FF-48	Panel, Fabric, 48L	\$ 392.73	\$ 8,247.33
24	DEF-RAD-18	Rear Access Door, 18L	\$ 97.18	\$ 2,332.32
9	DEF-RAD-42	Rear Access Door, 42L	\$ 207.58	\$ 1,868.22
20	DEF-RAD-48	Rear Access Door, 48L	\$ 220.80	\$ 4,416.00
4	DEF-SHF-2430-3HSD	Lateral Shelving Cabinet, 24"D x 30"W x 42"H, 3 High Unit, Solid Door	\$ 734.28	\$ 2,937.12
2	DEF-SHF-2436-3HOS	Lateral Shelving Cabinet, 24"D x 36"W x 42"H, 3 High Unit, Open Shelf	\$ 618.13	\$ 1,236.26
1	DEF-STG-TOP-2472-G-S	Storage Top, 24"D x 72"W, Grommet	\$ 627.90	\$ 627.90
1	DEF-STG-TOP-4890-G-S	Storage Top, 48"D x 90"W, Grommet	\$ 1,144.83	\$ 1,144.83
2	DEF-TOP-PEN-3696-S	Top, Peninsula, 36D x 96L	\$ 1,167.25	\$ 2,334.50
14	DEF-TOP-REC-3618-W	Top, Rectangle, 36D x 18L	\$ 298.43	\$ 4,178.02
4	DEF-TOP-REC-3636-W	Top, Rectangle, 36D x 36L	\$ 477.25	\$ 1,909.00
10	DEF-ACC-SLAT-F-18	Fixed Slatwall, 18L	\$ 267.38	\$ 2,673.80
4	DEF-ACC-SLAT-F-36	Fixed Slatwall, 36L	\$ 367.43	\$ 1,469.72
3	DEF-ACC-SLAT-F-72	Fixed Slatwall, 72L	\$ 634.23	\$ 1,902.69
11	DEF-ACC-SL-CNCT-KT	Status Indicator Light Connection Kit with Power Supply	\$ 167.33	\$ 1,840.63
11	DEF-ACC-UEM-I2	Universal Equipment Mount Kit, 12"	\$ 67.28	\$ 740.08
20	DEF-CC-L45-FF	Corner Connector, L, 45 Deg, Fabric	\$ 200.68	\$ 4,013.60
1	DEF-CC-Y90-FF	Corner Connector, Y, 90 Deg, Fabric	\$ 334.08	\$ 334.08
1	DEF-CFT-OP-4242-S	Corner Filler, T, Open, 42H, 42"	\$ 567.53	\$ 567.53
2	DEF-DWR-2430-3HNL	Lateral File Cabinet, 24"D x 30"W x 42"H, 3 High Unit, No Lock	\$ 1,168.40	\$ 2,336.80
1	DEF-EC-FXB-1242	End Cap, Fixed, 42H, B-B	\$ 165.60	\$ 165.60
8	DEF-EC-FXN-0742	End Cap, Fixed, 42H	\$ 132.25	\$ 1,058.00

Quotation

PROJECT #:	PN-10227-01	Option: 1
REVISION:	A	
PROJECT NAME:	WFPD Console Modernization	

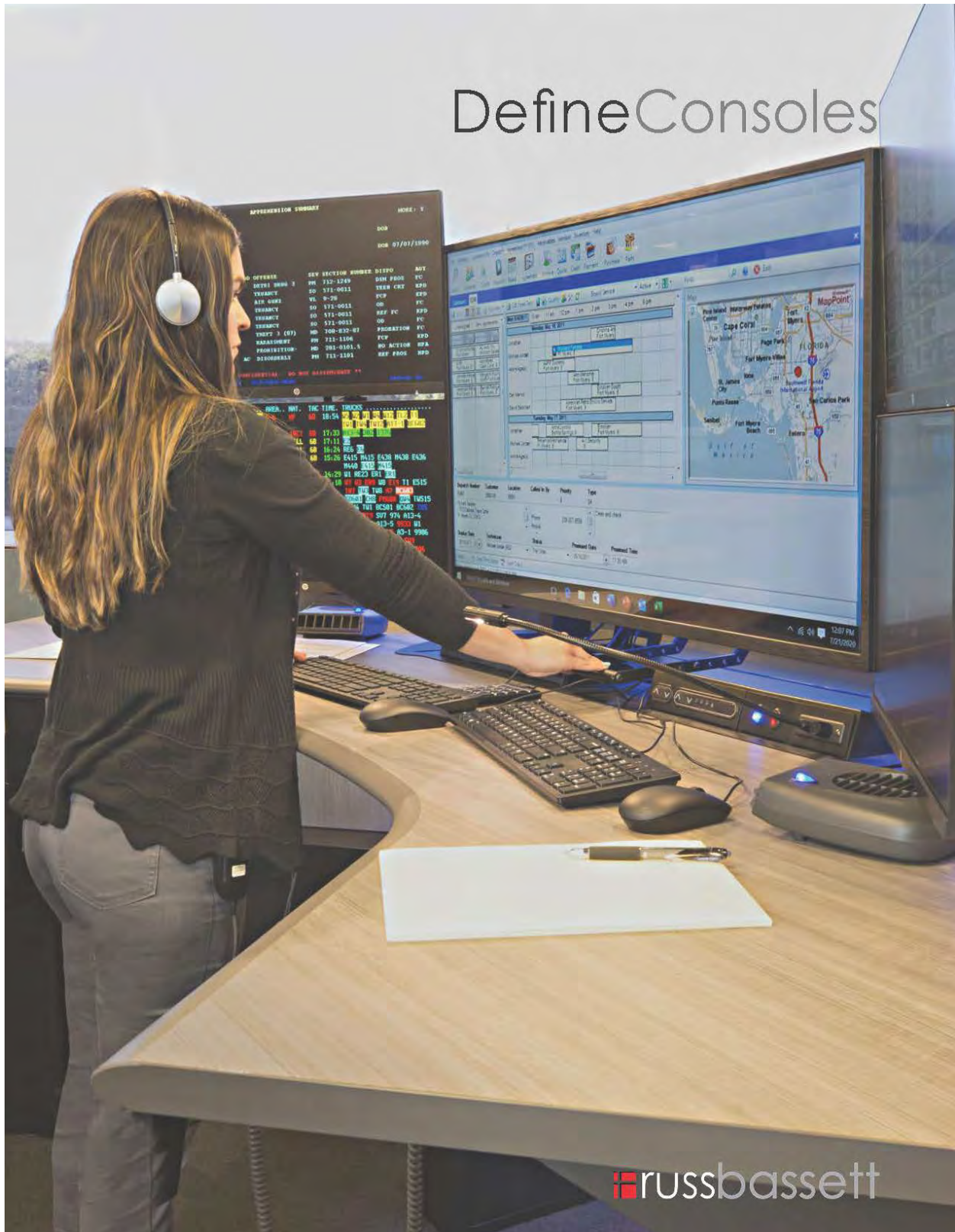


Russ Bassett Corporation
8189 Byron Road Whittier, CA 90606
Tel: 800.350.2445 Fax: 562.698.8972
www.russbassett.com

QTY	PART NUMBER	DESCRIPTION	PRICE	EXTENDED
11	DEF-ACC-BOND-KIT-R56	Define Console Bonding Kit, R56	\$ 500.83	\$ 5,509.13
11	DEF-ACC-DTB-12	12 Port Data Termination Bracket, Universal	\$ 50.60	\$ 556.60
11	DEF-ACC-IV-RMK-1	1U Internal Vertical Rack Kit	\$ 81.08	\$ 891.88
22	DEF-ACC-JBOX-BRKT	Quad J-Box Mounting Bracket	\$ 50.60	\$ 1,113.20
22	DEF-ACC-PTSTRIP-V-15	Power Strip, 15 Amp, 7 Outlet, Vertical Frame Mount	\$ 67.28	\$ 1,480.16
11	DAC-AMB-PWR	Ambient Light Power Supply W/ Splitter	\$ 55.78	\$ 613.58
11	DAC-AMB-SW-12	Ambient Light, Slatwall, 12", Blue	\$ 104.08	\$ 1,144.88
11	DAC-AMB-SW-22	Ambient Light, Slatwall, 22", Blue	\$ 276.00	\$ 3,036.00
88	DAC-CO-USB	USB-A 3.0 Keystone - Coupler (Includes 15' Extension)	\$ 41.78	\$ 3,694.24
33	DAC-DASH-BLANK	Dash Plate, Blank	\$ 31.63	\$ 1,043.79
11	DAC-DASH-CHRG-AC	Dash Plate, Device Charging, USB A-C	\$ 163.88	\$ 1,802.68
11	DAC-DASH-DIMMER	Dash Plate, Ambient Dimmer	\$ 94.88	\$ 1,043.68
11	DAC-DASH-LIGHT	Dash Plate, Gooseneck Light	\$ 204.70	\$ 2,251.70
11	DAC-DASH-SWITCH-Y	Dash Plate, Switch, Status Indicator Light, Yellow	\$ 104.08	\$ 1,144.88
11	DAC-DTC-ADA	Desktop Controller, ADA	\$ 62.68	\$ 689.48
11	DAC-LED-DA-SW	Dimmable LED Task Light - Double Arm, Slatwall Mount	\$ 317.40	\$ 3,491.40
11	DAC-MA-01-SW-S	Fully Articulating Monitor Arm - Weight Range 5-16 lbs	\$ 310.50	\$ 3,415.50
22	DAC-MM-01-SW-PM	Monitor Mount, Slatwall, Pole Mount	\$ 362.25	\$ 7,969.50
22	DAC-MM-01-SW-PM	Monitor Mount, Slatwall, Pole Mount	\$ 362.25	\$ 7,969.50
11	DAC-MM-11-SW-PM	Monitor Mount, 1-Over-1, Slatwall, Pole Mount	\$ 586.50	\$ 6,451.50
11	DAC-PCS-FLX-A	Flex Personal Comfort System, Heat & Air, Array Console	\$ 1,500.18	\$ 16,501.98
11	DAC-SL-CIS	Status Indicator Light - Custom Interchangeable Sign	\$ 121.33	\$ 1,334.63
11	DAC-SL-F-24	Slatwall mounted Status Light, 5-Lens, 24" Pole	\$ 598.58	\$ 6,584.38
6	DAC-SW-BINDER-5	Slatwall Binder Holder, 5"	\$ 69.58	\$ 417.48
5	DAC-SW-SANSEN	Slatwall Sanitation Station	\$ 200.68	\$ 1,003.40
5	DAC-SW-SORTER-LTR	Slatwall Sorter, Letter Size	\$ 262.78	\$ 1,313.90
6	DAC-SW-WIPES-425	Slatwall Disinfecting Wipes Holder, 4.25" Diameter	\$ 135.13	\$ 810.78

Product Total: \$ 230,681.91
Price does not include applicable sales tax
Delivery Services: \$ 16,750.00
Russ Bassett Installation Services: \$ 45,500.00
Total Due \$ 292,931.91

DefineConsoles



 russbassett

THE DEFINE CONSOLES ADVANTAGE

Developed in answer to emerging needs of PSAPs and their teams, Define elevates the mission critical workplace. We've incorporated wood alongside steel to deliver an ultra-durable console with a lighter, brighter aesthetic.

Smart design yields improved space efficiency. Choose from a variety of shapes and sizes to create a workplace that meets your needs, today and tomorrow.



THE CHOICE IS YOURS

Four surface shapes give you the freedom to choose the style that best fits your team, or choose multiple styles to meet specific work group needs.

90° Corner



90° Corner Wrap

Plan your space with Corner, Linear, or a blend of both console styles. Blending console shapes helps teams attain workflow and space planning goals.



Define Corner Wrap: consoles with optional acrylic top panels

Multiple console sizes and non-handed storage options make it easy to configure your workspace in just about any way you can imagine.

Linear



Linear Wrap

When agencies blend console shapes and sizes, the Define console design details including edges, pulls, and finishes, keep the workspace visually unified.



Define Linear consoles

SPACE EFFICIENT

Define's compact core footprint preserves the expansive primary workspace and unencumbered knee space that mission critical users have come to appreciate.



NO WASTE!

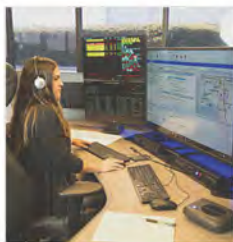
The Base Frame, your primary power and data integration zone, runs along the back of the console, nesting slightly under the surface. Bridge, Peninsula, Corner and Dual-Sided Storage make smart use of space.

SINGLE SURFACE, DUAL LIFT

Four heavy duty lifting columns support the expansive, height adjustable surface.

Single Surface

The uninterrupted work surface maximizes usable real estate, helping operators stay organized and providing plenty of room for side-by-side training.



The single surface makes it easy to transition from sitting to standing. Work tools and desktop equipment remain in place, moving with the operator.



A second set of lifting columns support a height adjustable monitor array that moves independently of the surface.

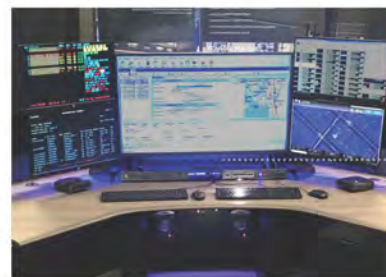
Dual Lift

The Slatwall Monitor Array allows operators to fine-tune their monitor tilt and peripheral angles and transition from sitting to standing without disrupting their monitor positions.



Single-touch, height adjustment control moves all monitors at one time.

12" Height Adjustment

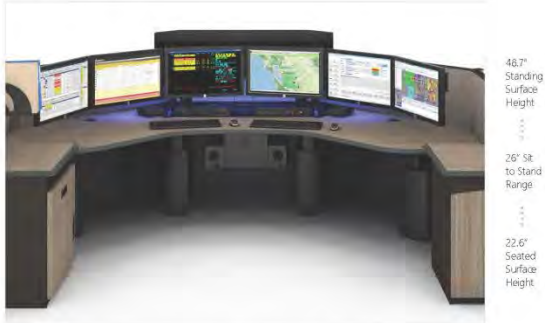


Plus, single-touch, manual focal depth adjustment of the full array means it's easy to adjust viewing distance as visual needs change.

6" Focal Depth Adjust

ERGONOMICS, COMFORT AND CONTROL

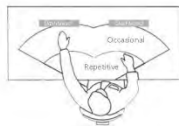
A single height adjustable console surface combined with a height adjustable monitor array means all users attain and maintain a healthy body position.



All Define sit-stand consoles have a surface height adjustment range of 22.6\"

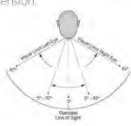
Reach Zones

To mitigate repetitive twisting and stretching, user controls are located within the dispatcher's primary reach zone.



Monitor Viewing

The curved Slatwall Monitor Array's range of height and focal depth adjustment promotes healthy viewing distance and angle, reducing eye strain and neck tension.



Conveniently located below the monitor array and within easy reach of the operator, your Dashboard includes surface and monitor height adjustment and an assortment of optional controls.



Centrally located user controls reduce instances of twisting and over-reaching. Your agency may choose up to five (5) additional accessories and controls to boost comfort and productivity.

- The **Personal Comfort System** includes two movable desktop fans and two under-surface heaters that tilt. All appliances are energy efficient and ultra-quiet. An occupancy sensor shuts appliances off when no movement is detected.
- **Convenience Power** ports at the dash are separated from critical console system power.
- A **Situational Awareness Light Supervisor Switch** signals the need for critical assistance.
- **Gooseneck Task Light, with dimmer**, provides movable, adjustable and focused light when and where users need it.
- **Data Ports** make hot-swaps easy.
- **Ambient Lighting** dimmer.

TECHNOLOGY INTEGRATION

All Define consoles share a suite of technology integration features that make installation, upgrades and regular maintenance easy.



1) Slatwall Array

The extruded aluminum, curved array accommodates a variety of monitor sizes and configurations, including large format and curved screens.



The Slatwall Array **Shroud** contains power supply for the monitors and obscures monitor cables from view. Cables neatly route through energy chains to PCs within the Base Frame or optional Technology Cabinets.

2) Technology Storage Cabinets

Specified as console extensions, Technology Storage houses technology within reach of the user. Choose a pull-out technology shelf to ease access to cabling.

Technology Storage is equipped with an ultra-quiet fan and vented panels to keep equipment cool. All cables pass through the rear of the cabinet into the Base Frame.



Front side and back panels provide dual access to equipment. All cables are protected within enclosed cabinets and secured cable chases.



3) Base Frame

Located along the backside of the console and nested slightly under the surface, the Base Frame provides space for power and data connections, technology communications equipment, and associated cabling.

Equipment within the frame may be accessed from the front or back of the console.

- 4) **Power and Data Integration Kits** keep connections and terminations tidy.

5) Additional Features and Accessories

Cable Chases, Troughs and Energy Chains keep power and data cords separated and protected from entanglement.

Easy-mount monitor and equipment brackets make maintenance and upgrades a breeze. You can also mount small form-factor PCs and Situational Awareness Lights on your Slatwall array and extensions.

WARM SOPHISTICATION

Leveraging more than 60 years of manufacturing know-how, we have combined wood and metal to create a console that is sophisticated and functional with the durability you've come to expect from Russ Bassett.

Catalina

A

B

Monterey

A

B

C

Surface Laminate

Cabinet Panels

Cabinet Cases

Powder Coat

Panel Fabric

Enhance your agency's workspace with enduring wood tones, and calming neutral fabrics and accents. Choose from one of these designer recommended finish schemes or create a palette of your own.

Laguna

A

B

Palisades

A

B

C

Surface Laminate

Cabinet Panels

Cabinet Cases

Powder Coat

Panel Fabric

PAGE 14 OF 21 PAGES
AGENDA ITEM NO. 9.A

Define Storage Solutions



 russbassett

A smarter way to use space

Optimize your communications center's floor space with flexible, multifunctional storage solutions from Russ Bassett. Available in multiple sizes, configurations and finishes to suit any type of general or personal storage requirement.



Multi-level lateral file drawer storage cabinets



Multi-level open shelving cabinets



Combination door and drawer cabinets



Multi-width storage credenzas



Combine multiple size and type storage cabinets into a multi-purpose work area

A place for everything



- Options for wardrobes, cubbies, lockers, storage units and drawers
- Multiple configurations and styles
- Make efficient use of space with general shared storage cabinets in centralized areas

Cubbies, credenzas, lockers, work islands

Use Russ Bassett storage solutions to create organized storage spaces for everything in your communications center. We offer thoughtfully designed storage cubbies, lockers, cabinets and work islands that suit all your storage requirements.



- Create an ideal landing spot for shared resources
- Easily configure your workspace with storage cabinets in multiple styles and finishes
- Combine configurations and styles to create a multifunctional work island that meets all your team's needs



Multipurpose work island

russbassett.com | info@russbassett.com | made in Whittier, CA, USA

The Russ Bassett Advantage

Russ Bassett designs and manufactures the highest quality console furniture for 24/7 mission critical environments. Our experienced team of professionals is customer focused, detail oriented, and ready to help you transform your mission critical environment with console furniture that makes smart use of space, helps operators remain attentive and comfortable, and delivers no-fail technology integration.

Our goal is that every Russ Bassett customer has an excellent experience working with us - from project inception through successful project installation, and beyond as we provide ongoing service and support. We strive not only to meet your expectations but to exceed them. We do this by understanding your unique requirements and engaging in friendly collaboration, listening and sharing ideas each step of the way.

We bring drive, integrity, attention to detail, and excellent service to your team during every project stage, working in concert with your entire team, equipment providers and any other project stakeholders to deliver a best-in-class solution, on-time and on-budget. We are team players!

Discover more at russbassett.com.



russbassett.com | info@russbassett.com | 562.945.2445 | proudly made in Whittier, CA, USA

PRODUCT PROTECTION
10 YEAR EVERYTHING WARRANTY





There is ZERO fine print. This page is our complete warranty statement.

10 YEAR EVERYTHING WARRANTY

Simple, Honest, Robust.

Russ Bassett warrants, to the original Buyer, that all products will be free from defects in material and workmanship for 10 full years.

 **What's covered?**

Everything.

 **What's included?**

Parts, Shipping and Labor.

MISSION CRITICAL SERVICE AND SUPPORT

In mission critical, 24/7/365 environments, quickly resolving a product issue is of top priority for both the Buyer and Russ Bassett.

Prompt execution of this warranty requires cooperation. With guidance from Russ Bassett, Buyer agrees to perform basic troubleshooting tasks to determine the nature of the defect and to self-correct before on-site assistance can be provided.

For simple replacements, the part will be quickly shipped directly to Buyer. If the problem requires on-site assistance, Russ Bassett will come out during normal work hours to resolve the issue. If the defect is found to have resulted from circumstances outside of the warranty coverage, and/or Buyer imposes conditions or restrictions that increases the service cost, Buyer agrees to reimburse Russ Bassett for any resulting additional expense. Buyer also agrees to properly dispose of the old parts and packing material.

The few circumstances where this warranty against defects would not apply include normal wear and tear, damage, misuse, modifications, consumable items or product shipped outside the U.S.

Repairs, substitute products or replacements, of equal or higher value, used to resolve a warranty claim will in no way extend the applicable warranty period applied to the original product. Product repair or replacement is Buyer's exclusive remedy for all product defects covered under this non-transferable warranty. Russ Bassett makes no other express or implied warranties to any product except as stated above and makes no warranty of Russ Bassett product fitness except for use as standard console furniture.

Russ Bassett Corporation | 8189 Byron Road Whittier, CA 90606 | 800.350.2445 | russbassett.com | info@russbassett.com

CITY COUNCIL AGENDA
January 16, 2024

ITEM/SUBJECT: Resolution authorizing award of bid to Retail Motorcycle Ventures, Inc. for the purchase of three (3) BMW Police Motorcycles for the Wichita Falls Police Department in the amount of \$92,933.31.

INITIATING DEPT: Aviation, Traffic & Transportation

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice effective governance

COMMENTARY: In the summer of 2012 the Kawasaki Motors Corporation suspended shipments of the Concourse 14P motorcycle after determining an electrical issue increased the risk of a crash. As a result, the Wichita Falls Police Department Motorcycle Unit, along with Fleet Maintenance, began evaluating other alternatives.

After researching the Harley Davidson, BMW, Victory Commander, and Honda, the Harley Davidson and BMW units were test driven. The BMW R1250 RT-P was selected over the Harley Davidson for performance and handling.

Bid 23-30 was received January 2, 2024, for the purchase of three (3) each BMW R1250 RT-P motorcycles. One (1) qualifying bid was received.

The Police Department is very satisfied with the operation and performance of the BMW Motorcycles. There are twelve regularly used motorcycles on patrol and three in reserve for training.

Staff recommends the purchase of three (3) BMW Police Motorcycles from Retail Motorcycle Ventures, Inc. in the amount of \$92,933.31.

Budgeted Amount: \$96,000.00
Actual Cost: \$92,933.31
Savings: \$3,066.69

☒ **Director of Aviation, Traffic & Transportation**

ASSOCIATED INFORMATION: Resolution; Bid Tabulation

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**



1/2/2024

BID TABULATION

BID 23-30
POLICE MOTORCYCLES
 (3 EACH)

VENDOR	MODEL	EACH	TOTAL
BMW MOTORCYCLES OF N. DALLAS PLANO, TX	BMW R1250 RT-P	\$ 30,977.77	\$ 92,933.31

Resolution No. _____

**Resolution authorizing award of bid to Retail Motorcycle Ventures, Inc.
for the purchase of three (3) BMW Police Motorcycles for the Wichita
Falls Police Department in the amount of \$92,933.31**

WHEREAS, the City of Wichita Falls advertised and requested bids for the purchase of three (3) police motorcycles; and

WHEREAS, bids were received and publicly opened on January 2, 2024; and

WHEREAS, the City Council desires to purchase three (3) police motorcycles for the Wichita Falls Police Department Motors Division.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

Authorization is granted to award bid for three (3) police motorcycles to Retail Motorcycle Ventures, Inc. in the amount of \$92,933.31.

PASSED AND APPROVED this the 16th day of January, 2024.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
January 16, 2024

ITEM/SUBJECT: Resolution authorizing the purchase of equipment and installation services for FY 2024 Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc. in the amount of \$133,464.65.

INITIATING DEPT: Aviation, Traffic, & Transportation

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Government

COMMENTARY: On December 19, 2023, City Council approved the purchase of eleven Ford Explorer Patrol units for the FY 2024 budget. The units are ready to be delivered to the outfitter for completion. In order to place these Explorers into service, accessory equipment is purchased and installed to complete the patrol unit. In 2022, it was also determined to be more cost effective to use an outfitter company to install the accessories to complete the units. Compared to doing the work in-house, the turnaround time to place these units into service was reduced by six months by using an outfitter.

Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements. This chapter does not apply to expenditure for. . . (12) personal property sold. . . under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391.

Staff recommends the purchase of equipment and installation services through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc., in the amount of \$133,464.65. The equipment costs of \$95,234.00 and the installation costs of \$38,230.65 are included in the operating budget.

☒ **Director of Aviation, Traffic & Transportation**

☒ **Purchasing**

ASSOCIATED INFORMATION: Resolution ; BuyBoard documentation

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing the purchase of equipment and installation services for 2023 Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc. in the amount of \$133,464.65

WHEREAS, Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements; and

WHEREAS, the City Council of the City of Wichita Falls has passed a resolution approving the participation in such cooperative agreements; and

WHEREAS, the City Council finds that Dana Safety Supply, Inc., is offering equipment and installation services through the BuyBoard Purchasing Cooperative, and it is in the best interest to purchase equipment in accordance with the Cooperative Purchasing Programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

City Staff is authorized to execute all documents necessary to purchase equipment and installation services for ten Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc., in the amount of \$133,464.65.

PASSED AND APPROVED this the 16th day of January, 2024.

MAYOR

ATTEST:

City Clerk

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote

Sales Quote No.	511732-C
Customer No.	WICHEFALLS

Bill To
CITY OF WICHITA FALLS PO Box 1431 Wichita Falls, TX 76307 United States

Ship To
CITY OF WICHITA FALLS PO Box 1431 Wichita Falls, TX 76307 United States

Contact:
Telephone: 940-761-7466
E-mail:

Contact:
Telephone: 940-761-7466
E-mail:

Quote Date	Ship Via		F.O.B.		Customer PO Number	Payment Method	
01/04/24	GROUND SHIPMENT		QUOTED FREIGHT			NET30	
Entered By			Salesperson		Ordered By		Resale Number
Jeremy Ross			Jeremy Ross Fort Worth		WADE LOONY		75-6000714-2
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
11	11	N	INFO BUYBOARD # 698-23 Warehouse: FTWO			0.0000	0.00
11	11	N	INFO 2023 FORD PIU Warehouse: FTWO			0.0000	0.00
11	11	N	INFO FRONT OF VEHICLE Warehouse: FTWO			0.0000	0.00
11	11	N	5344T GO RHINO STEEL PUSH BUMPER TEXTURED POWDER Warehouse: FTWO			391.7300	4,309.03
11	11	N	C3100U CODE 3 100W SPEAKER WITH UNIVERSAL BRACKET Warehouse: FTWO			204.0100	2,244.11
11	11	N	MISC CODE3, MTS418MC-RWBW, MEGA THIN STICK RW/BW 4 HEAD Warehouse: FTWO			528.1200	5,809.32
11	11	N	MISC CODE 3 , 1632729CM, Covert Matrix, 47.0" Warehouse: FTWO 47", Dual-color RW BW front and Corners w/RABA across rear, Black top with Clear lower lens			1,163.3600	12,796.96

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Telephone: 800-845-0405

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
01/04/24	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Jeremy Ross			Jeremy Ross Fort Worth	WADE LOONY	75-6000714-2	
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
11	11	N	ADJBKT011-B CODE 3 HOOK KIT 2020 FORD PIU Warehouse: FTWO		0.0000	0.00
11	11	N	INFO REAR LIGHTING Warehouse: FTWO		0.0000	0.00
11	11	N	MTS835MC-RABA CODE3 35" Megathin Stick, 4-R/A, 4 B/A HDS, 16' CABLE Warehouse: FTWO		729.2500	8,021.75
22	22	N	ULTMC-RB CODE 3 MEGA THIN 12-LED SURFACE MOUNT - RED/BLUE Warehouse: FTWO		94.7800	2,085.16
11	11	N	INFO INTERIOR Warehouse: FTWO		0.0000	0.00
11	11	N	CC-UV20-L-18 Troy TROY 2020 PIU SLOPPED CONSOLE Warehouse: FTWO		375.6200	4,131.82
11	11	N	FACE PLATES: FP-C3-Z3 TROY 4" MOUNTING PLATE - CODE3 Z3 SIREN Warehouse: FTWO		31.2500	343.75

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Print Time	05:39:53 PM
Page No.	2

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DANA SAFETY SUPPLY, INC
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GREENSBORO, NC 27407

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
01/04/24	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Jeremy Ross			Jeremy Ross Fort Worth	WADE LOONY	75-6000714-2	
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
11	11	N	CM-SDMT-SL-LED TROY HEIGHT ADJUSTABLE COMPUTER MOUNT, SIDE TO C Warehouse: FTWO BOLTS TO SIDE OF CONSOLE. WILL ACCOMMODATE A CUSTOMER SUPPLIED DOCKING STATION		368.1200	4,049.32
11	11	N	AC-TB-ARMMNT-XL TROY XL ARM REST Warehouse: FTWO		140.0000	1,540.00
11	11	N	AC-INBHG TRO 4" INTERNAL CONSOLE DUAL CUPHOLDER WITH FINGERS Warehouse: FTWO CUP HOLDERS HAVE RUBBER FINGERS REPLACES p/n # AC-INTBH WHICH IS NLA		37.6400	414.04
11	11	N	FP-USB-2DC TRO 2" PLATE W/2 12 VDC OUTLETS & USB PORT Warehouse: FTWO		52.0000	572.00
11	11	N	5700WA GOR UNIVERSAL SLIDING CTD POLY WINDOW PARTITION Warehouse: FTWO STATE VEHICLE YEAR, MAKE, & MODEL -		532.5200	5,857.72

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Page No.	3

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Telephone: 800-845-0405

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Entered By			Salesperson		Ordered By		Resale Number
Jeremy Ross			Jeremy Ross Fort Worth		WADE LOONY		75-6000714-2
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
11	11	N	5700SCR GOR MESH COVER FOR PARTITION SLIDING WINDOW OPENING Warehouse: FTWO			77.1200	848.32
11	11	N	5700FIR GOR Recessed Storage Center Panel & Lower Extension Warehouse: FTWO			181.8100	1,999.91
11	11	N	570721 GOR SCA Transfer Kit Warehouse: FTWO			123.2100	1,355.31
11	11	N	Included Upper & Lower Filler Panels, Mounting Brackets & Hardware FE7502-RBL Laguna Laguna 3P Ford Police UI 2020 Seat Warehouse: FTWO			1,150.3200	12,653.52
11	11	N	with Ready Buckle Dual Switching Retractor Seat Belts and Rear Cargo Polycarbonate Screen GK10271UHK SMC S T-RAIL MOUNT 1 UNIVERSAL HK Warehouse: FTWO			272.3000	2,995.30
11	11	N	GK10271UHK S T-RAIL MOUNT 1 UNIVERSAL HK Z3SP-1 CODE 3 PUSH BUTTON CONTROL HEAD SIREN Warehouse: FTWO			620.9700	6,830.67

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DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote

Sales Quote No.	511732-C
Customer No.	WICHEFALLS

Bill To
CITY OF WICHITA FALLS PO Box 1431 Wichita Falls, TX 76307 United States

Ship To
CITY OF WICHITA FALLS PO Box 1431 Wichita Falls, TX 76307 United States

Contact:
Telephone: 940-761-7466
E-mail:

Contact:
Telephone: 940-761-7466
E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
01/04/24	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Jeremy Ross			Jeremy Ross Fort Worth	WADE LOONY	75-6000714-2	
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
11	11	N	Z3S-OBD-PIUEXP DO NOT USE IT - USE Z3S-OBD-001 INSTEAD Warehouse: FTWO CODE3 Z3S OBD MODULE/GW MOD HARNESS 16+ PIU / EXP		232.0100	2,552.11
11	11	N	2601B EGIS PDM 14 Circuit + Ground w/Kill Switch Warehouse: FTWO		157.2900	1,730.19
11	11	N	5026B BlueSea 12 Circuit Fuse Block w/ Ground Bus and Cover Warehouse: FTWO		35.0000	385.00
11	11	N	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: FTWO LOOM, WIRE, HARDWARE, CONNECTORS, ETC		400.0000	4,400.00
11	11	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: FTWO		3,500.0000	38,500.00
<div>Approved By: _____</div> <div><input type="checkbox"/> Approve All Items & Quantities</div> <div>Quote Good for 30 Days</div>						

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Printed By: Jeremy Ross

Subtotal	126,425.31
Freight	7,039.34
Order Total	133,464.65

CITY COUNCIL AGENDA January 16, 2024

ITEM/SUBJECT: Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (WFEDC/4A) by amending the budget to include an expenditure up to \$285,000 to support a performance agreement with Covercraft Industries related to the proposed expansion of their current operations in Wichita Falls.

INITIATING DEPT: City Manager's Office

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Encourage...Recruitment of High Value Businesses

COMMENTARY:

Pursuant to Texas Local Government Code §501.073(a) "The corporation's authorizing unit (i.e. City Council) will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation."

Timeline

- December 21, 2023 – WFEDC Board hears and approves request from Covercraft Industries.
- **January 16, 2024** – City Council to consider ratifying WFEDC budget amendment to facilitate project.

Summary

The attached project summary from the December 21, 2023, meeting of the WFEDC describes the company, project, and funding request. At that meeting, the WFEDC Board approved the request of up to \$285,000 to assist the company in their planned equipment purchase and to support the addition of twenty (20) new full-time employees. The company's existing facility is located in the southeast portion of the City near the intersections of Hwy 287 and Hwy 79 and in close proximity to Texoma Builders Supply, Midwest Dental, and Empire Paper.

While the amount of \$285,000 contained in the staff report from the WFEDC meeting (attached) did not change, the Board did amend several related terms as part of their approval. The WFEDC's economic development staff at the Chamber of Commerce, as well as representatives from Covercraft, will be at the City Council meeting to provide details on the project. The WFEDC's December 2023 Financial Report shows the corporation has approximately \$10.5M in available funds to facilitate this project.

The WFEDC Board and City staff recommends approval of this resolution.

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

WICHITA FALLS ECONOMIC DEVELOPMENT CORPORATION
PROJECT SUMMARY
December 21, 2023

SUBJECT: Covercraft – Project Carhartt

INITIATED BY: Moriah Williams

Overview:

Covercraft Industries has been in production in Wichita Falls since 2000. They currently employ 135 full-time employees. They are requesting assistance with purchasing a new piece of equipment and hiring an additional 20 positions. They plan to:

- Add a new fabric cutter and create a new production line by adding 20 full-time employees.

The Project:

The project is going to increase their production operation by adding a third fabric cutter and 20 sewing and assembly positions at their Wichita Falls plant located at 2720 Market St. The new positions will be added to their 135 existing full-time positions. The average wage proposed for each position is \$44,000 with benefits.

Their existing plant has space for the proposed operation, making the project total investment estimated at \$255,000.

Local Incentive Proposal:

- The company is requesting assistance from the Wichita Falls Economic Development Corporation for:
 - Forgivable Loan paid upfront in the amount of \$255,000 for the purchase of the fabric cutter. Proposed loan structure: Cash up front, 3 years, no interest, \$85,000/year. The company intends to add the fabric cutter upon receiving the incentive and begin hiring new full-time employees. If the company meets promises and new employee minimum requirements of 15 full-time employees by December 31, 2026, at the proposed rate of 5 employees per year, the loan will be forgiven, and no payments will be required. If yearly goals are not met, company will repay each position not obtained at a rate of \$5,666 per position. Yearly compliance reviews will be performed with the cooperation of the company to ensure key performance indicators are being met.
 - Cash-for-jobs incentive in the amount of \$30,000 (\$6,000/full-time position). Employee must be employed full-time for a minimum of six months at the

company before funds can be applied for. All positions will require documentation.

Estimated Value of Local Incentives – \$285,000

Recommendation:

We are basing the proposed incentives on the following assumptions:

- Covercraft Industries intends to continue to employ its 135 full-time employees.
- Addition of 20 new full-time employees paid approximately \$44,000 with benefits.
- All incentives are considered performance based and will only be paid once performance markers are met and documented.
- Company will provide data to assist in the compliance process.

*Any comments or questions from the public

Proposed Motion Language: To provide a forgivable loan to Covercraft Industries in the amount of \$255,000 and a cash for jobs incentive in the amount of \$30,000 valued at \$6,000 per full-time position, for an expansion to their existing Wichita Falls Facility.

Resolution No. _____

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (WFEDC/4A) by amending the budget to include an expenditure up to \$285,000 to support a performance agreement with Covercraft Industries related to the proposed expansion of their current operations in Wichita Falls

WHEREAS, Texas Local Gov't. Code §501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation"; and,

WHEREAS, on December 21, 2023, the WFEDC approved the Project listed below and as stated in its agenda.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

1. The Wichita Falls Economic Development Corporation's approval and funding of the following programs and expenditures as described below and in said corporation's agenda, are approved:

Covercraft Industries Project:

- Up to \$285,000 to support a performance agreement with Covercraft Industries related to the proposed expansion of their current operations in Wichita Falls

2. The current fiscal year budget of the WFEDC is amended to provide for the aforementioned expenditures and changes thereto.

PASSED AND APPROVED this the 16th day of January, 2024.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA January 16, 2024

ITEM/SUBJECT: Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (WFEDC/4A) by amending the budget to include an expenditure up to \$36,500 to support a performance agreement with Seasons Eatings Snack Company, LLC related to the proposed expansion of their current operations in Wichita Falls.

INITIATING DEPT: City Manager's Office

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Encourage...Recruitment of High Value Businesses

COMMENTARY:

Pursuant to Texas Local Government Code §501.073(a) "The corporation's authorizing unit (i.e. City Council) will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation."

Timeline

- December 21, 2023 – WFEDC Board hears and approves request from Seasons Eatings Snack Company.
- **January 16, 2024** – City Council to consider ratifying WFEDC budget amendment to facilitate project.

Summary

The attached project summary from the December 21, 2023, meeting of the WFEDC describes the company, project, and funding request. At that meeting, the WFEDC Board approved the request of up to \$36,500 to assist the company in their planned equipment purchase and to support six (6) full-time employees.

While the amount of \$36,500 contained in the staff report from the WFEDC meeting (attached) did not change, the Board did amend several related terms as part of their approval. The WFEDC's economic development staff at the Chamber of Commerce, as well as representatives from Season's Eatings, will be at the City Council meeting to provide details on the project. The WFEDC's December 2023 Financial Report shows the corporation has approximately \$10.5M in available funds to facilitate this project.

The WFEDC Board and City staff recommends approval of this resolution.

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

- ☒ **Budget Office Review**
 - ☒ **City Attorney Review**
 - ☒ **City Manager Approval**
-

WICHITA FALLS ECONOMIC DEVELOPMENT CORPORATION
PROJECT SUMMARY
December 21, 2023

SUBJECT: Seasons Eating Snack Company, LLC

INITIATED BY: Moriah Williams

Overview:

Seasons Eating Snack Company (referred to as SESC hereinafter) is a local manufacturer who produces gluten free and refined sugar free granola bars. Their products are currently sold at the Wichita Falls Famers Market, The Bike Stop, Collective Coffee, Abner's Nutrition Center, B Cocoa, and Flex Appeal. Earlier this year, SESC won IDEA WF and was awarded \$25,000. These funds were used to purchase a round sheet cake slicer and a press plate holder and machine. They are now needing to purchase equipment for the kitchen and for packaging to further expand into bigger markets. They have also personally invested \$106,000 since June of 2020. They plan to:

- Purchase necessary equipment and increase production as well as hire 6 full-time positions by year three of the proposed agreement and retain them through the end of year five.

The Project:

The project is going to increase their production operation by adding the required equipment to expand production and be able to pursue contracts already in discussion. SESC will use the funds requested to purchase the equipment and will use that equipment as collateral throughout the contract.

Seasons Eating Snack Company is requesting a forgivable loan in the amount of \$36,500.

Local Incentive Proposal:

- The company is requesting assistance from the Wichita Falls Economic Development Corporation for:
 - Forgivable Loan paid upfront in the amount of \$36,500 for the purchase of the required equipment. Proposed loan structure: Cash up front, 5 years, no interest, \$7,300/year. The company intends to order the equipment upon receiving the incentive and begin hiring new full-time employees. If the company meets promises and new employee minimum requirements of 6 full-time employees by December 31, 2028, the loan will be forgiven, and no payments will be required. If yearly goals are not met, company will repay each position not obtained at a

rate of \$6,083 per position. Yearly compliance reviews will be performed with the cooperation of the company to ensure key performance indicators are being met.

Estimated Value of Local Incentives – \$36,500

Recommendation:

We are basing the proposed incentives on the following assumptions:

- Seasons Eating Snack Company currently employs 2 positions.
- Addition of 6 new full-time employees over 5 years.
- All incentives are considered performance based and will only be paid once performance markers are met and documented.
- Company will provide data to assist in the compliance process.

*Any comments or questions from the public

Proposed Motion Language: To provide a forgivable loan to Seasons Eating Snack Company in the amount of \$36,500 for equipment in their existing Wichita Falls operation.

Resolution No. _____

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (WFEDC/4A) by amending the budget to include an expenditure up to \$36,500 to support a performance agreement with Seasons Eatings Snack Company LLC related to the proposed expansion of their current operations in Wichita Falls

WHEREAS, Texas Local Gov't. Code §501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation"; and,

WHEREAS, on December 21, 2023, the WFEDC approved the Project listed below and as stated in its agenda.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

1. The Wichita Falls Economic Development Corporation's approval and funding of the following programs and expenditures as described below and in said corporation's agenda, are approved:

Seasons Eatings Snack Company Project:

- Up to \$36,500 support a performance agreement with Seasons Eatings Snack Company LLC related to the proposed expansion of their current operations in Wichita Falls

2. The current fiscal year budget of the WFEDC is amended to provide for the aforementioned expenditures and changes thereto.

PASSED AND APPROVED this the 16th day of January, 2024.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
January 16, 2024

ITEM/SUBJECT: Appointments to Boards and Commissions

INITIATING DEPT: City Clerk

STRATEGIC GOAL: Actively engage and inform the public.

STRATEGIC OBJECTIVE: Enhance public outreach and engagement.

COMMENTARY: There are midterm vacancies on the Lake Wichita Revitalization Committee and the Park Board. Vacancies were advertised in accordance with Resolution 21-2015. Following are the current members, expiration dates, and interest in being reappointed for the following boards:

Lake Wichita Revitalization Committee
Park Board

In accordance with Resolution 21-2015, no appointee shall serve more than six (6) consecutive years, unless waived by the Mayor and Council. These limits apply only where existing law or ordinance does not specify limits to terms of service on City boards. Staff is requesting six-year term limits to be waived where noted.

Places highlighted in yellow will either be moved to another position or replaced with a current applicant.

Applications will be sent to the council by separate e-mail.

☒ **City Clerk**

ASSOCIATED INFORMATION: Member Rosters

☐ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

LAKE WICHITA REVITALIZATION COMMITTEE

<i>PLACE</i>	<i>NAME</i>	<i>APPOINTED</i>	<i>EXPIRATION</i>	<i>QUALIFICATIONS</i>	<i>DISTRICT</i>
1	Michael Battaglino		07/31/2027	City Council Rep.	4
2	Vacant		07/31/2027	Park Board Rep.	
3	Vacant		07/31/2027	CWF Rep.	
4	John Pezzano	09/19/2023	07/31/2027	Lakeside City Rep.	
5	Matt Marrs	01/19/2021	07/31/2027	CWF Rep.	3
6	Sharon Roach	07/07/2020 03/15/2022	07/31/2027	CWF Rep. (moved from Alt. 03/15/2022)	4
7	Stephen Garner	12/15/2020	07/31/2027	CWF Rep. (Move to Place 2)	4
8	David Coleman, Chair	02/19/2019 11/05/2019	07/31/2027	CWF Rep. (moved from Alt. 11/5/19)	3
9	Adam Arruda	09/19/2023	07/31/2027	CWF Rep.	
10	Alison Sanders	10/05/2021	07/31/2027	Lakeside City Ex-Officio	
11	Rick Hernandez	12/21/2021	07/31/2027	Voting Alternate	4
12	Austin Cobb	03/15/2022	07/31/2027	Voting Alternate	3
13	Alicia Castillo	10/20/2020	07/31/2027	Gold Star Family Member Ex-Officio	2

Current Applicants: David Bender, Steve Garner (Park Board Rep) Jack Roe, and Joshua Whittiker

PARK BOARD

<i>PLACE</i>	<i>NAME</i>	<i>APPOINTED</i>	<i>EXPIRATION</i>	<i>QUALIFICATIONS</i>	<i>DISTRICT</i>
1	Larri Jean Jacoby	12/15/2020 12/19/2023	12/31/2026		1
2	Patrick Hearn	08/03/2021 12/21/2021	12/31/2024		1
3	Adam Arruda	12/31/2023	12/31/2026		5
4	Sandy Fleming	07/07/2015 12/18/2018 12/21/2021	12/31/2024	Waiver of Term Limit	1
5	Jim Heiman	12/01/2015 12/18/2018 12/21/2021	12/31/2024	Waiver of Term Limit	4
6	Dawn Ferrell	12/19/2023	12/31/2026		
7	Dorcas Chasteen	12/21/2021	12/31/2024		4
8	Steve Garner	12/19/2023	12/31/2026		4
9	Alan Donaldson	07/05/2017 12/03/2019 12/20/2022	12/31/2025	Waiver of Term Limit	3
10	Vacant		12/31/2025		
11	Josh Phillips	07/19/2022 12/20/2022	12/31/2025		4

Current Applicants: Craig Brown, Rick Hatcher, Stephanie Ingle, Kamil Kell, Luis Severin, Katherine Smith, Shammann Smith, and Daniel Streeter.