



**PLANNING & ZONING COMMISSION SPECIAL MEETING
TUESDAY, JULY 14, 2020, 6:30 P.M.**

REVISED

**JUSTIN CITY HALL
415 NORTH COLLEGE STREET
(Conducted via teleconference)**

There will be no public access to the City Hall location.

One or more members of the Planning & Zoning Commission may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the Justin Planning Commission will conduct the meeting scheduled at 6:30 p.m. on Tuesday, July 14, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). A recording of the meeting will be made and will be available to the public.

The public dial in number to participate in the telephonic meeting is:
1 (346) 248-7799 or 1 (253) 215-8782

Webinar ID: 826 1023 4195
Password: 086356

The Zoom meeting may also be joined by clicking the following link:

:

<https://us02web.zoom.us/j/82610234195?pwd=TWoxVFU0QWVUWDJZUHR5NlhVR2Zxdz09>

CALL TO ORDER (via teleconference)

Roll Call:

- I. CALL TO ORDER:** Invocation and Pledge of Allegiance.

PUBLIC COMMENT:

In an effort to allow the public the ability to participate in the public comment portion and not attend the meeting in person, the City will allow the following: The public may email their comment to the Director of Development Services by 5:00 pm on Tuesday, April 21 at dgentry@cityofjustin.com.

The Director will read the email to the Commissioners during the public comment portion of the meeting. Please make sure to include your name and address, along with your comment pertaining to an item on the agenda, in the body of the email.

To allow the public the ability to participate in a discussion of each agenda item and not attend in person, the City allows the public to email their comment to Director of Development Services by 5:00 p.m. on Tuesday, July 14, 2020 at dgentry@cityofjustin.com.

The Director will read the email to Commission during the discussion of this item. Please include your full name and address. Please identify the agenda item that you wish to discuss in the submitted email, so it can be provided to the Commission.

II. PRESENTATION:

Hear a special presentation regarding ZoningHub, a zoning information software.

III. PUBLIC HEARING:

1. Conduct a Public Hearing and take action to consider amendments to Chapter 52, Section 52-41 Master Schedule of Fees & Chapter 12, Section 12-501 Schedule of Uses to make changes for Mobile food truck regulations & other changes.

IV. DISCUSSION:

2. Conduct a study session regarding the City Sign Ordinance and hear any testimony.

V. CONSENT:

3. Approve minutes from May 19, 2020 Planning & Zoning Meeting.
4. Receive a progress report of Commission Annual Work Program

VI. FUTURE AGENDA ITEMS:

5. Amend City Parking Ordinance; Amend City Noise Ordinance; Preliminary Plat Timberbrook Phases 4-6 and Adopt Unified Development Code.

VII. ADJOURNMENT:

Prepared and posted, this 8th day of July 2020 by 5:00 P.M., in accordance with the Texas Local Government Code statute.

Darrell W. Gentry_____

Darrell W. Gentry, Director of Planning & Development Services

NOTE: THE CITY OF JUSTIN COUNCIL CHAMBERS ROOM IS ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY DEVELOPMENT SERVICES DEPARTMENT OFFICE AT 940-648-2541 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT A SIGN LANGUAGE INTERPRETER CAN BE SCHEDULED BY CITY OFFICES.



**PLANNING & ZONING COMMISSION SPECIAL MEETING
July 14, 2020**

Staff Report

TITLE: Hear a Presentation regarding ZoningHub, a zoning information platform for local municipalities and public information tool.

STAFF

CONTACT: Darrell W. Gentry, Director of Planning and Development Services

RECOMMENDATION:

Hear and receive feedback regarding ZoningHub, a zoning information platform for municipalities and general public use.

SUMMARY:

“Everyone wants to get zoning information online in an easy-to-use platform.” is what the ZoningHub advertising states. It is true!

Every day, staff answers phone calls and emails regarding zoning information for a specific property or parcel in the city. Realtors, developers and general public want information about specific properties and how that property can be developed, city zoning standards for various zoning districts.

ZoningHub provides a platform that is interactive, user friendly and can be structured to provide specific features. Key features of ZoningHub are:

- Promotes transparency
- Reduces time spent answering basic zoning and development questions
- Removes barriers
- Provides efficient management of zoning information
- Easy to use to get information and easy to update
- Convenient and available to see what and where development is occurring
- Get both zoning basics and details
- Can receive alert notifications by subscription

In terms of why use ZoningHub, staff see the advantages as:

- Free Updates,
- Turnkey Solution,
- Customer Support,
- Advanced Content Management for expanding or changing information to be provided,

- Scalable,
- Affordable,
- Quickly deployed.

Staff has identified the following needs for a platform like ZoningHub:

- Cost must be affordable and scalable for Justin needs, now and in the future,
- Must promote transparency and remove mysteries of zoning regulations,
- Provide reliable customer support and a turnkey solution to implementation and design that fits Justin,
- Hosting function and cost included,
- Available to residents and others 24/7.

DETAILS:

The estimated fee charge for initial installation, setup and training with first year subscription is \$8,500. The ongoing annual expense is estimated to be \$4,000.

We have obtained a service quote from ZoningHub for actual costs and included with department budget proposed.

ACTION NEEDED:

- 1) Hear and give feedback regarding use of ZoningHub as a platform application on zoning information that can serve the needs of Justin citizens, businesses and others.



PLANNING & ZONING COMMISSION MEETING
July 14, 2020

Staff Report

TITLE: Public Hearing to consider amending: Chapter 52, Section 52-41 Master Schedule of Fees and to Chapter 12, Section 12-501 Schedule of Uses to address recent changes for mobile food truck regulations and other changes.

STAFF

CONTACT: Darrell W. Gentry, Director of Planning and Development Services

RECOMMENDATION:

Conduct a Public Hearing and take action to consider amendments to Chapter 52, Section 52-41 Master Schedule of Fees and to Chapter 12, Section 12-501 Schedule of Uses to address recent changes for Mobile Food Truck regulations and other changes needed to comply with state law.

SUMMARY:

The City Council will be considering, at its June 29th meeting, the Planning & Zoning Commission recommendation, and re: amending the mobile food truck ordinance.

To facilitate the full implementation of the food truck ordinance, the recommended Schedule of Fees should be reviewed and discussed by the Commissioners. As a result of your review, a recommendation to the City Council would be appropriate.

In addition to the mobile food truck fee changes, staff has recommended some other fees to be implemented with this change. Specifically, added building plan reviews should require additional fees for plan reviews after 2 initial submitted plan reviews.

DETAILS:

Cities are required, by state law, to complete plan reviews within 30 days. At present time, building permit plan reviews can include as many as 4 or 5 plan review periods. This means that multiple departmental reviews are involved, an increase of staff time and expense.

The City uses engineering and planning consultants as well as contracts with the Justin Fire Department for their expertise and reviews in the building permit process. The added plan reviews, typically, mean that submitted plans do not conform to City standards or various building code requirements.

Often, private sector experts/consultants use City department review correction comments as a method of “designing their projects”. These practices have often increased city processing times and expenses at public cost. Planning and engineering consultants that are used for City assistance can charge a minimum of 2 hours of billing rate expense for each plan review. City currently

collects a 1 time charge of \$575.00, which is equal to a 2-hour consultant billable rate and expense, but does not adequately provide cost recovery for city processing.

Justin Fire Department collects a portion of the plan review fee, which the City collects prior to building permit issuance, as compensation for Fire Marshal's review costs. City also collects a one-time fee of \$100.00 for fire plan review, regardless of how many times corrected plans are re-reviewed.

Other fee charges that are significant are associated with the mobile food truck ordinance amendment. The Commission may recall the fees proposed included:

Mobile Food Trucks (4 Classes)

Class I Special Events—Use existing Vendor Permit application & fees: \$25.00 plus \$10.00 for each person working as a vendor.

Class II Seasonal—Administrative Specific Use Permit--\$400.00 (up to 6 mos)

Class III Long Term— Specific Use Permit application and processing--\$1,085.00 for public hearing and noticing requirements plus a \$200.00 food establishment fee for annual inspections.

Class IV Existing Restaurants with Mobile Food Trucks—\$800.00 Administrative SUP plus \$200.00 food establishment for annual inspections.

State Law and Operational Changes

The other significant change in the proposed Master Fee Schedule is to eliminate any fees related to job values, such as new construction of single-family residential and multi-family residential. State law approved and signed into law last year prohibits the use of job value for calculating and collecting building permit fees. The Commissioners may recall there was a workshop about the impacts of HB 3469 which made this change and became effective in August 2019.

HB 3197 enacted last year requires cities and counties to eliminate building permit fees based on job values. To be consistent and comply with this state law, the City of Justin needs to adopt a building permit fee schedule based on square footage for new construction and for remodels/additions permits.

Additionally, staff has experienced an increase of time spent for multiple plan reviews for the past year. These multiple plan check reviews have resulted in increased staff time in review procedure. An estimated review time increase of 5% due to poor responses to correction comments in first submittal reviews. A cost recovery for professional city staff time expended for such reviews should be considered. We are recommending Master Fee Schedule changes that reflect a cost recovery approach.

SCHEDULE OF USES (SEC. 12.501)

The proposed changes to the Schedule of Uses is to include the Mobile Food Truck four (4) Classes. The revision is in the Entertainment & Eating category (see page 5 of 14).

There are no other changes to this Schedule.

ACTION NEEDED:

- 1) Open the public hearing to consider making a recommendation to City Council for amending Section 52-41 Master Schedule of Fees and Section 12-501 Schedule of Uses to address amended mobile food truck regulations and other changes in state law.
- 2) Hear any public testimony for or against the proposed changes to Master Schedule of Fees and Schedule of Uses as presented.
- 3) Make a recommendation to City Council to hold a public hearing to consider amending Master Schedule of Fees and Schedule of Uses.

STAFF RECOMMENDATION:

Staff recommends approval of the proposed amendments to Section 52-41 Master Schedule of Fees and Section 12-501 Schedule of Uses as presented in the attached documents.

Staff supports these changes as necessary for legal compliance, and to charge cost recovery fees for additional plan reviews by the City Departments.

ATTACHMENTS:

- (A) Proposed Amendment to Master Schedule of Fees with Existing Fee Schedule
- (B) Proposed Amendment to Schedule of Uses with Existing Schedule of Uses



MASTER SCHEDULE OF FEES

BUILDING, PLATTING AND ZONING



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Schedule of Fees Index**

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**EXHIBIT “A”
MASTER FEE SCHEDULE**

I. ADMINISTRATIVE SERVICES

Public Fax (Local)	\$1.00/first page + \$0.10/additional page
Public Fax (Long Distance)	\$2.00/first page + \$0.10/additional page
Insufficient Funds	\$25.00/check
Police Department Accident Report (Uncertified)	\$6.00
Police Department Accident Report (Certified)	\$8.00
Copies (B&W)	\$0.10/page
Copies (Color)	\$0.20/page
Notary Signature	\$3.00/document
Small Directional Map	N/C
Large Base Map	\$10.00
Open Records Request	
Personnel Labor Cost	\$15.00/hour
Cost per Page (8.5”x11”)	\$0.10/page
Cost per Page (Oversized)	\$0.50/page
Shipping	Actual Cost
Personnel Overhead	20% of Total Cost

(Ord. No. 304, § 1, 3-12-2001; Ord. No. 542, § 1, 5-14-12)

II. BUILDING & PERMITTING

New Construction

New Single Family Residential	
Building Permit Application & Fee	\$700 + \$0.50/sq. foot
Plan Review	\$575
Final Certificate of Occupancy per dwelling	\$100
Fire Code Review (If Applicable)	\$100
Additional Plan Check Reviews beyond first submittal	\$45.00 per hour w/3 hour minimum or the total hourly cost to the City, whichever is greater.
New Multi-Family Residential	
Building Permit Application & Fee	\$100 + \$0.06/sq. foot
Plan Review	65% of Building Permit
Final Certificate of Occupancy per dwelling unit	\$100.00
Fire Code Review (If Applicable)	20% of Building Permit
Additional Plan Check Reviews beyond first submittal	\$50.00 per hour w/3 hour minimum or the total hourly cost to the City, whichever is greater.

New Non-Residential	
Building Permit	\$125 + \$0.06/sq. foot
Plan Review	65% of Building Permit
Final Certificate of Occupancy per building	\$100.00
Fire Code Review (If Applicable)	20% of Building Permit
Additional Plan Check Reviews beyond first submittal – 3 rd or more dept reviews	\$450 per submittal

Other New Construction Fees

Final Certificate of Occupancy	\$100
Re-inspection Fees (After 2 nd Red Tag)	\$100
Energy Code (Recheck)	\$300
Driveway with Curb Cut	\$100
Driveway with Culvert	\$200
Signage	\$250
Water Deposit	\$150
Water Meter and Set Fees	
5/8"	\$300
1"	\$500
1 1/2"	\$700
2"	\$900
2+"	Cost of Meter + \$100
Water Impact (Assumes 5/8")	\$3,554
Sewer Impact (Assumes 5/8")	\$3,255
Water Tap	\$1,100
Sewer Tap	\$1,600
Wastewater Plumbing Permit	\$100
Customer Service Inspection	\$100
Irrigation	\$80
Fence	\$80
Accessory Buildings < 120 sq ft	\$150
Accessory Buildings 121 sq ft or greater	\$185

Alterations, Repairs, Remodels, and Add-Ons

Commercial & Residential (One Trade)	
Building Permit	\$75 + \$0.006/sq ft
Plan Review (Not Required)	N/C
Minimum Fee	\$80
Commercial & Residential (Two or more Trades)	
Building Permit	\$75 + \$0.006/sq ft
Plan Review	65% of Building Permit
Fire Code Review (If Applicable)	20% of Building Permit
Swimming Pools & Spas	20% of Building Permit

Licenses, Registrations, and Trades

Registration for Un-Licensed Contractors	\$50
Registration for State Licensed Contractors <u>as defined by state law.</u>	N/C
Electrical, Gas, Mechanical, Plumbing Permit	\$80

Other Charges

<u>Rental Certificate of Occupancy</u>	<u>\$100</u>
Inspections Not Specifically Indicated	\$80
Demolition Permit	\$50

(Ord. No. 451-08, § 1, 8-11-08; Ord. No. 492, § 1, 7-12-10)

BUSINESS RELATED

Alcohol Sales with Off-Premise Consumption	50% of state fee
Vendor’s License	\$25.00 + \$10.00/additional agent
Itinerant Business	\$25.00
Sexually Oriented Business	\$1,000.00 annually
Oil and Gas Pipeline	\$14,500.00
Mobile Home Park	
Construction/Placement Permit	\$100.00
Park License	\$100.00 \$10.00/space annually
Alarm System	
Business	\$25.00
Residence	\$15.00
Truck Route Usage	
Single Trip	\$5.00
Period (Not to exceed 30 days)	\$10.00

(Ord. No. 549, § 1, 1-28-13)

III. FOOD ESTABLISHMENT

Regular Annual Permit for Food Service Establishment	\$200.00 annually
Retail Open Market Permit	\$150.00 annually
Retail Food Store (Grocery) Permit	\$200.00 annually
Food Permit (Classes III & IV up to 365 days)	\$1,085.00/Use Permit
Food Permit (Classes I & II, Special Event & Seasonal)	\$200 annually
Temporary Permits	\$35.00/space
Change of Ownership Inspection	\$75.00
Re-Inspection	\$75.00

(Ord. No. 462-08, §§ 1, 2, 12-8-08)

IV. INSPECTION**Fire Prevention Permit Fees**

Multi-family	
Apartment Complex Annual Fire Inspection	\$50.00/building
Multi-Family Unit Inspection	\$50.00/building + \$75.00/unit
Re-inspection Fee for Apartment Complex	150% of Original Fee
Annual Inspection	
Assembly Group A	\$0.015/ft ² \$50.00 minimum \$300.00 maximum
Business Group B	\$0.017/ft ² \$50.00 minimum \$300.00 maximum
Educational Group E	\$0.01/ft ² \$50.00 minimum \$250.00 maximum
Factory Industrial Group F	\$0.02/ft ² \$50.00 minimum \$400.00 maximum
High Hazard Group H	\$0.025/ft ² \$50.00 minimum \$500.00 maximum
Institutional Group I	\$0.01/ft ² \$50.00 minimum \$175.00 maximum
Residential Groups R1/R4	\$0.015/ft ² \$50.00 minimum \$300.00 maximum
Storage Group S	\$0.012/ft ² \$50.00 minimum \$300.00 maximum
Miscellaneous	
Tents and Air-supported Structures	\$50.00/structure
Fire Hydrant Flow Test	\$75.00
Explosives/Blasting Agents	\$200.00
Fireworks	\$100.00
Fumigation/Thermal Insect Fog	\$50.00
Places of Assembly	\$50.00
Access Control	\$50.00
Miscellaneous	\$50.00

Flammable/Combustible Liquids/Tanks	\$50.00
Liquefied Petroleum Gases	\$25.00
Christmas Tree Lots	\$50.00
New Installation/Acceptance Test	
Fire Sprinkler System	\$125.00/riser + \$0.012/ft ²
Fire Sprinkler Remodel (First 40 Heads)	\$50.00
Fire Sprinkler Remodel (41+ Heads up to 50% of System)	\$100.00
Fire Sprinkler Remodel (More than 50% of System)	\$125.00 + \$0.012/ft ²
Automatic Extinguishing System	\$75.00/system
Fire Alarm System	\$100.00/system + \$2.00/device
Fire Alarm Remodel/Alteration (First 10 Devices)	\$50.00
Fire Alarm Remodel/Alteration (11+ Devices up to 50% of System)	\$100.00
Fire Alarm Remodel/Alteration (Over 50% of System)	\$100.00/system + \$2.00/device
Standpipe System	\$100.00/system
Re-Inspections	
1 st Re-Inspection	50% of Original Fee
Subsequent Re-Inspections	150% of Original Fee

(Ord. No. 461-08, § 1, 12-8-08)

Pool Permit Fees

Commercial or Public Pool Permit or Inspection	\$100.00 annually
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V. NOISE

Noise Permit Application	\$25.00
Short-term Sound Permit	\$75.00
Outdoor Event Sound Permit	\$150.00
Venue Sound Permit	\$300.00

(Ord. No. 557, § 1, 9-9-13)

VI. PLANNING, ZONING, AND DEVELOPMENT (INCLUDING CONSULTANT FEES)

Development Request	City Application Fee	Minimum Planning Review Fee	Minimum Engineering Review Fee	Total Minimum Fees
Specific Use Permit (*Note: does not include SUP for gas well drilling; see Ord. No. 496-10)	*\$400	*\$435	*\$250	*\$1,085
Zoning Change	\$400	\$580	\$250	\$1,230
Planned Development	\$400	\$750	\$500	\$1,650
Short Form Plat	\$350	\$375	\$300 + \$100/acre	\$1,025 + (Varies with size)
Minor Subdivision (1) Sketch Plat	\$100	\$300+ \$15/acre	\$300 + \$100/acre	\$700+(Varies with size)
Minor Subdivision Additional Review	\$50	\$150 + \$5/acre	\$150 + \$50/acre	\$350 + (Varies with size)
Minor Subdivision (2) Final Plat	\$350	\$435+ \$20/acre	\$500 + \$100/acre	\$1,285 + (Varies with size)
Major Subdivision (1) Sketch Plat	\$100	\$250+\$10/acre	\$500 + \$100/acre	\$850 + (Varies with size)
Major Subdivision (2) Preliminary Plat & Supporting Plans	\$300 + \$3/acre	\$725 + either \$10/res. lot or \$20/ com. acre	\$900 + either \$100/res. lot or \$250/ com. acre	\$1,925 + (Varies with size)
Major Subdivision Additional Review	\$150 + \$1/acre	\$350 + either \$5/res. lot or \$10/com. acre	\$450 + either \$50/res. lot or \$125/com. acre	\$950 + (Varies with size)
Major Subdivision (3) Final Plat	\$400 + \$3/lot or \$5/acre	\$725 + either \$10/res. lot or \$20/ com. acre	\$900 + either \$25/res. lot or \$50/ com. acre	\$2,025 + (Varies with size)
Major Subdivision (4) Subdivider's Agreement.	\$400	\$435	\$1,500	\$2,335

Multi-Family Sketch Plat	\$100	\$350 + \$15/acre	\$500 + \$100/acre	\$950 + (Varies with size)
Multi-Family Preliminary Plat & Supporting Plans	\$300 + \$3/acre	\$750 + \$50/acre	\$900 + \$300/acre	\$1,950 + (Varies with size)
Multi-Family Additional Review	\$150 + \$1/acre	\$350 + \$25/acre	\$450 + \$150/acre	\$950 + (Varies with size)
Multi-Family Final Plat	\$400 + \$5/acre	\$750 + \$50/acre	\$900 + \$150/acre	\$2,050 + (Varies with size)
Plat Vacating	\$400	\$290	\$300	\$990
Plat Amendment	\$150	\$435	\$300	\$885
Board of Adjustment (Commercial, MF, Non-Owner-Occupied)	\$250	\$500	N/A	\$750
Board of Adjustment (Residence)	\$150	\$150	N/A	\$300
Flood Plain Development Permit Exemption Certificate	\$50	-	\$200	\$250
Flood Plain Development Permit (w/o FEMA FIRM amendment)	\$75	-	\$450	\$525
Flood Plain Development Permit (w/FEMA FIRM amendment)	\$150	-	\$900	\$1,050
Pre-Application conference with city engineer and/or planner	\$0	\$275	\$275	\$550

(Ord. No. 358, § 1, 8-11-03; Ord. No. 362, § 1, 12-8-03; Ord. No. 435, § 1, 12-10-07; Ord. No. 507, § 3-14-11)

Fee in lieu of Parkland Dedication	\$2,500.00/dwelling unit
Plat Filing (Denton County) Fee	\$90.00 + \$50.00/additional page

VII. SPECIAL EVENT PERMITS

Application	\$25.00
Block Party Special Event	\$30.00
Business Promotion Special Event	\$50.00
Outdoor Special Event	
0-200 Attendees	\$25.00
201-400 Attendees	\$50.00
401-800 Attendees	\$75.00
801-1,000 Attendees	\$100.00
1,001-5,000 Attendees	\$200.00
5,000+ Attendees	\$300.00
Security Deposit (Resident)	\$200.00
Security Deposit (Non-Resident)	\$250.00

(Ord. No. 558, § 1, 9-9-13)

VIII. UTILITY RELATED

Water	
Deposit	
¾" (65 and older)	\$50.00
¾"	\$150.00
1"	\$200.00
1 ½"	\$250.00
2"	\$450.00
Meter Cost	
¾"	\$179.98
1"	\$279.96
1 ½" Turbine	\$601.09
2" Turbine	\$765.63
4" or larger	Owner must purchase
Construction Meter	\$2,500.00
Tap Fees	
Residential	\$1,100.00
Commercial	\$1,100.00
Impact Fees	
¾"	\$3,554.00
1"	\$5,935.00
1 ½"	\$11,835.00
2"	\$18,943.00
3"	\$41,475.00
4"	\$74,634.00
6"	\$165,865.00
8"	\$284,320.00
10"	\$450,185.00
Consumption Rates	
¾"	\$27.50/first 1,000 gallons + \$0.006/additional gallon
1"	\$40.00/first 2,000 gallons + \$0.006/additional gallon
1 ½"	\$95.00/first 10,000 gallons + \$0.006/additional gallon
2"	\$260.00/first 20,000 gallons + \$0.006/additional gallon
Sprinkler Meter	Same as above; first 49 gallons are no charge

Bulk Consumption Rates	
0-10,000 gallons	\$135.00 flat fee
10,001-25,000 gallons	Flat fee + \$0.005/additional gallon
25,001-40,000 gallons	Flat fee + \$0.00525/additional gallon
40,001+ gallons	Flat fee + \$0.0055/additional gallon
Water Main Extensions	
Extension	Actual Cost
Fire Hydrant	Actual Cost

Sewer

Tap Fees	
Residential	\$1,600.00
Commercial	\$1,600.00
Impact Fees	
¾" delete; will require amending Impact Fee Ordinance	\$3,255.00
1"	\$5,436.00
1½"	\$10,839.00
2"	\$17,349.00
3"	\$37,986.00
4" (smallest size pipe allowed by code)	\$68,355.00
6"	\$151,911.00
8"	\$260,400.00
10"	\$412,322.00
Consumption Rates	
0-2000 gallons	\$18.00 flat fee
2,001-12,000 gallons (Residential)	Flat fee + \$0.005/additional gallon
12,001+ (Residential)	N/C
2,001+ (Commercial)	Flat fee + \$0.005/additional gallon
Sewer Main Extension	
Extension	Actual Cost

IX. MUNICIPAL FACILITIES

Gym Rentals	\$20.00 first hour \$10.00 additional hour
Baseball/Softball field rental *Fee applies only to hourly rentals for practices or events. No pre-work by City staff to prepare fields for games	\$25.00 first hour \$7.50 per additional half hour

(Ordinance 33, Section 3, adopted 2/16/72; Ordinance 172, Sections 4, 22, adopted 2/22/89; Ordinance adopting Code; Ordinance 188, Sections 1, 6, adopted 2/11/91; Ordinance 233 adopted 6/17/96; Ord. No. 235, § 1, 12-15-97; Ord. No. 345, § 1, 11-11-02; Ord. No. 383, § 1, 11-8-04; Ord. No. 399, § 1, 3-13-06; Ord. No. 452-08, § 1, 9-8-08; Ord. No. 471, § 1, 5-11-09; Ord. No. 475, § 1, 8-10-09; Ord. No. 492, § 2, 7-12-10)

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed. **SF-LL is temporary zone used for annexations			RESIDENTIAL						NON-RESIDENTIAL					
TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI	
RESIDENTIAL USES														
Household Living	One-family detached dwelling		P	P	P	P	P	P	P					
	One-family zero lot line detached							P	P					
	One-family zero lot line attached (twin home)							P	P					
	One-family attached (townhouse, row house)						S	P	P					
	Two-family dwelling (duplex)						S	P	P					
	Residence for security purposes, temporary								S					
	HUD-code manufactured housing *		S	S	S	S	S	S	S					
	*Must be permanently affixed to an approved foundation & be connected to all municipal utilities													
	Home occupation		P	P	P	P	P	P	P					
	Industrialized housing *		S	S	S	S	S	S	S					
	*Must be permanently affixed to an approved foundation & be connected to all municipal utilities													
	Manufactured home park									S				
	Manufactured home subdivision									S				
	Multifamily dwelling, apartment									P				
Model home		P	P	P	P	P	P	P						
Senior adult housing		S	S	S	S	S								
Group Living	Assisted living facility								S		S			
	Community home		S	S	S	S								
	Continuing care retirement community							S	S					
	Fraternity or sorority house							S	S					
	Group home		S	S				S	S		S			

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed		RESIDENTIAL						NON-RESIDENTIAL				
TYPE	USE ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Group Living (Cont'd)	Halfway house	S	S	S				S	S	S	S	S
	Shelter							S	S	S	S	S
	Home for care of alcoholic, narcotic or psychiatric patients									S	S	
PUBLIC and CIVIC USES												
Education	College, university or private school	S	S	S	S	S	P	P	P	P	P	P
	Day care center (child or adult)	S	S	S	S	S	S	P	P	P	P	
	School, elementary or secondary (public or private)	P	P	P	P	P	P	P	P	P	P	P
	Trade and commercial schools										S	S
Government	Animal Shelter											P
	Fire station	P	P	P	P	P	P	P	P	P	P	P
	Government maintenance facility											P
	Government office facility	P	P	P	P	P	P	P	P	P	P	P
	Governmental vehicle storage											P
	Museum, library or fine art center (art gallery or museum)						P	P	P	P	P	
	Nonprofit organization or institutional					S	S	S	P	P		
	Post office						S	S	P	P	P	P
	Probation or parole office											
Health Care Facilities	Ambulance dispatch station									P	P	P
	Assisted living facility							P				
	Blood bank									P		P
	Care facility									S	S	
	Health services facility; doctor's office or medical clinic								P	P	P	

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed			RESIDENTIAL						NON-RESIDENTIAL				
TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Health Care Facilities (Cont'd)	Hospice		P	P	P	P	P	P	P	P	P	P	P
	Hospital								S	S	P		P
	Massage Therapy and Spa									P	P	P	P
	Nursing home (with full medical services)									S	S	S	
Recreation	Center, community recreation, government operated or controlled		P	P	P	P	P	P	P	P	P	P	P
	Center, community recreation, private or nonprofit		P	P	P	P	P	P	P	P	P	P	P
	Country club (private)		S	S	S	S	S	P	P	P	P	P	
	Country club (public)							S	P	P	P	P	
	Day camp									P	P		
	Golf course (public)		P	P	P	P	P	P	P	P	P	P	P
	Golf driving range								S	S	S		P
	Outdoor amusement										S		P
	Park or playground (public or private)		P	P	P	P	P	P	P	P	P	P	P
	Recreation or amusement establishment										S		S
	Stable, commercial, riding or boarding		S								S		P
	Tennis or swim club					S	S	S	P	P	P		P
Religious	Place of worship (primary use)					S	S	S	S	S	S	S	P
	Institutions of religious or philanthropic nature				S	S	S	P	P	P	P	P	
	Place of worship auxiliary use		S	S	S	S	S	S	P	P		P	
Utilities	Electric power substation		S	S	S	S		S	P	P	P		P
	Power plant or central electric station												P
	Stealth telecommunications towers		S	S	S	S	S	S	S	S	S	S	S

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed			RESIDENTIAL						NON-RESIDENTIAL				
TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Utilities (Cont'd)	Telecommunications antenna (on structure)								S	S	S	S	S
	Telecommunications tower		S	S	S	S	S	S	S	S	S	S	S
	Utility transmission or distribution line		P	P	P	P	P	P	P	P	P	P	P
	Sewage pumping stations		S	S	S	S	S	S	S	S	S	S	S
	Wastewater (sewage) treatment facility												P
	Water supply or storage facility		S	S	S	S	S	S	S	S	S	S	P
	Water treatment plant								S	S	S		S
COMMERCIAL USES													
Entertainment & Eating	Amusement, indoor									P	P	P	P
	Amusement, outdoor										S	S	P
	Baseball/softball facility (commercial)										S	S	P
	Batting cages, indoor									P	P	P	P
	Bowling alley									P	P	P	P
	Bar, tavern, cocktail lounge; club, private or teen										S	S	S
	Circus												S
	Club, commercial or business									P	P	P	P
	Dance hall									P	P	P	P
	Drive-in theater										S	S	S
	Fairground or exhibition area						S		S	P	P	P	P
	Gambling facility (including bingo and 8-liners)										S	S	S
	Go-cart track												P
Health or recreation club								S	P	P	P	P	

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed			RESIDENTIAL						NON-RESIDENTIAL				
TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Entertainment & Eating (Cont'd)	Indoor recreation								S	P	P	P	P
	Lodge or civic club							S	S	P	P	P	P
	Museum/cultural facility							S	S	P	P	P	P
	MOBILE FOOD TRUCK—Classes I- IV		S	S						S	S		S
	Movie Theater (indoor)										S	P	P
	Micro-brewery										P	P	
	Drag strip or commercial racing; horse, dog or automotive												S
	Restaurant without drive-through-service, café, cafeteria						S	S	S	P	P	P	P
	Restaurant with drive-through service (fast food)										S	S	P
	Sexually oriented business (See Art.4.5)												S
	Shooting or weapons firing range										S	S	S
	Swimming pool, commercial								S	P	S	S	P
	Theater, movie theater or auditorium									S	S	S	P
Lodging	Bed and breakfast inn		S	S	S	S	S	S	S	S	S	S	
	Hotel, motel or inn							S	S	P	P	P	P
	Recreational vehicle park										S	S	S
Office	Bank, financial institution									P	P	P	S
	Lending institutions									S	S	S	S
	Offices, professional and administrative					S				P	P	P	P
Retail Sales and Service	Animal hospital									P	P	P	P
	Antique shop					S				P	P	P	P
	Appliance, sales, supply or repair									P	P	S	P
	Bakery, retail sales					S				P	P	P	P

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed			RESIDENTIAL						NON-RESIDENTIAL				
TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Retail Sales and Service (Cont'd)	Bakery, confectionery commercial/wholesale or bottling works										P	P	P
	Barber or beauty shop									P	P	P	P
	Boat rental or sales									S	S		P
	Book, stationery stores or newsstand					S				P	P	P	P
	Building material and lumber stores									S	P	S	P
	Business college or commercial school									P	P	P	P
	Candy or cake shop									P	P	S	P
	Caterer or wedding service					S				P	P	P	P
	Cleaning and dyeing plant, commercial												P
	Clothing/wearing apparel sales, new									P	P	P	P
	Clothing/wearing apparel sales, used									S	S	S	S
	Convenience store (no gas pumps)										P	P	P
	Copy store or commercial print without off-set printing										P	P	P
	Dance studio										P	P	P
	Dog Training School										S	p	S
	Drapery shop										P	P	P
	Dressmaking, custom; millinery shop							S			P	P	P
	Exterminator/pest control services										P		P
	Feed store, no processing/milling												P
	Freestanding department store										P	P	P
Freestanding discount superstore										P	P	P	
Furniture sales, new and used (office or residential) in a building										P	P	S	S

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed			RESIDENTIAL						NON-RESIDENTIAL				
TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Retail Sales and Service (Cont'd)	Furniture upholstery, refinishing or resale										P	S	P
	General merchandise store					S				P	P	P	P
	Greenhouse or nursery for retail plant sales									P	P	P	P
	Grocery store, meat market									P	P	P	P
	Gunsmithing, repairs or sales										P	P	P
	Handicraft shop									P	P	P	P
	Hardware store									P	P	P	P
	Home improvement superstore									P	P		P
	Interior decorating									P	P	P	P
	Kennel (with no outdoor runs)										S	S	S
	Kennel (with outdoor runs)												S
	Large retail store									P	P	P	P
	Laundry, dry cleaning or washeteria									P	P	P	P
	Laundry plant, commercial												S
	Leather goods shop									P	P	P	P
	Liquor or package store									P	P	P	P
	Locksmith									P	P	P	P
	Medical supplies/equipment sales or rental									P	P	P	P
	Mini-warehouses, self-storage										S	S	P
	Mortuary or funeral home										P		P
Newspaper distribution center										P	P	P	
Office warehouse												P	

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed			RESIDENTIAL						NON-RESIDENTIAL					
TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI	
Retail Sales and Service (Cont'd)	Optician									P	P	P	P	
	Pawnshop										S	S	S	
	Pet Day Care									P	P	P	P	
	Pet Lodging										S	S	P	
	Pharmacy/drugstore with or without drive-through									P	P	P	P	
	Photograph, portrait/camera shop or photo finishing									P	P	P	P	
	Plumbing shop										P	P	P	
	Plant nursery												P	
	Recording studio									S	P	P	P	
	Saddle or harness, repair or sales										P	P	P	
	Shoe shine shop									P	P	P	P	
	Studio, music, art or photography									P	P	P	P	
	Studio for radio or television									P	P	P	P	
	Tailor, clothing or apparel shop									P	P	P	P	
	Tattoo parlor									S	S	S	S	
	Taxidermist shop												P	
	Wedding Chapel											S	S	P
	Vapor store									S	S	S	S	
Veterinary clinic (with indoor kennels)											P	P	P	
Veterinary clinic (with outdoor kennels)											S		P	
Vehicle Sales & Service	New auto accessory and parts sales store									P	P	P	P	
	Used auto parts, sales in building										P		P	

12.501 City of Justin Schedule of Uses

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TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Vehicle Sales & Service (Cont'd)	Auto sales & repair										S		S
	Auto painting & rebuilding (body shop)										S		P
	Auto Inspection and/or Lube Center									S	S		P
	Carwash, full or self service										S		P
	Engine and motor repair										S		P
	Gasoline/service station with convenience market *(over 4 mpd requires sup)									P	P		P
	Heavy machinery sales and storage												P
	Mobile home or manufactured housing sales												S
	Parking area or garage, storage commercial or auxiliary									S	S		S
	Recreational vehicle (RV) sales/service												S
	Recreational vehicle storage												S
	Seat cover & muffler installation shop											S	P
	Towing yard with office												S
	Truck parking lot												P
	Truck stop with fuel and accessory services												S
	Wrecking or salvage yard												S
Vehicle sales or rental; including automobiles, motorcycles, boats or trailers; new or used car lot (open)											S	S	P
INDUSTRIAL USES													
Light Industrial	Assaying												
	Assembly of pre-manufactured parts, except for vehicles, trailers, airplanes or mobile homes												P
	Bottling works, milk, dairy or soft drinks												P
	Carpet and rug cleaning										P	P	P

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed			RESIDENTIAL						NON-RESIDENTIAL					
TYPE	USE	ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI	
Light Industrial Services (Cont'd)	Coal, coke or wood yard												P	
	Crematorium												S	
	Electroplating												S	
	Fabricating or manufactured housing, temporary or office building												P	
	Food processing (no slaughtering)												P	
	Furniture or cabinet repair or construction										P	P	P	
	Storage and repair of furniture & appliances inside a building										P	P	P	
	Storage and sale of furniture outside a building										P		P	
	Galvanizing, small utensils												P	
	Machine shops												P	
	Manufacture of artificial flowers, ornaments, awnings, tents, bags, cleaning/polishing preparations, boats under 28 feet in length, brooms or brushes, buttons and novelties, canvas products, clothing, suits, coats, or dresses for wholesale trade													P
	Manufacture of aluminum, brass or other metals or from bone, paper, rubber, leather and plastics													P
	Manufactured home/RV repair													P
	Manufacturing medical marijuana									S	S	S	S	
	Monument works, finishing, carving, sales													S
	Paint shop, mixing or spraying													P
	Paper box manufacture													P
	Printing, lithographing, book-binding, newspapers or publishing													P
Rubber stamping, shearing/punching													P	

12.501 City of Justin Schedule of Uses

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TYPE	USE ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Light Industrial Services (Cont'd)	Rubber stamp manufacture											P
	Scientific and research labs								P	P		P
	Sheet metal shop											P
	Tire retreading and capping											P
	Transfer storage and baggage terminal											P
	Storage warehouse or bulk storage											P
	Welding shop, custom work (not structural)											P
	Wholesale: bakery, produce market or wholesale house									P		P
	Wholesale office and/or sample room									P		P
	Yards, contractors, lumber/storage, automobiles, storage yards, bldg materials									S		P
HEAVY INDUSTRIAL												
Heavy Industrial Manufacturing	Animal by-products processing											S
	Batch plant, concrete or asphalt (permanent)											S
	Brewery, distillery or winery								P	P	S	S
	Brick, clay, glass, shale, tile or terra cotta products manufacture											P
	Cement products plant											S
	Cement, lime, gypsum, or plaster of Paris manufacture											S
	Concrete products manufacture											S
	Cotton gin, cotton oil mill, bailing or compress											S
	Creosote, treatment/manufacture											S
	Egg cracking or processing											S
	Furnace, blast; forge plant, boiler works manufacture											S

12.501 City of Justin Schedule of Uses

Chart Legend: "P" Permitted Use, "S" Specific Use Permit required, "Blank" Use Not Allowed		RESIDENTIAL						NON-RESIDENTIAL					
TYPE	USE ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI	
Heavy Industrial Manufacturing (Cont'd)	Gas (natural or artificial) manufacture processing/storage											S	
	Glue manufacture											S	
	Grain elevator											S	
	Magnesium casting, machining or fabricating											S	
	Manufacture of acetylene or oxygen gas, alcohol, computers and related electronic products, airplanes, automobiles, trucks and tractors (including assembly plants), ball or roller bearings, steel tanks, candles and celluloid, cash registers, cutlery, disinfectants, dextrin, dyestuff, electrical machinery, farm tools, type writers and vinegar												S
	Manufacture of basket material, bicycles, boots, boxes other than paper, caskets, shoes												P
	Manufacture of dyes, cores, die-casting molds												P
	Manufacture, processing/production of hazardous chemicals												P
	Metal casting												P
	Metal foundry plant or fabrication plant												P
	Metal smelting, reclamation or ore production												S
	Metal stamping, dying, shearing or punching												P
	Mill, feed or flour												P
	Mining quarry, dredging or excavation of rock, dirt, gravel, sand, stone												S
	Packing plant												S
	Paper or pulp manufacture												P
	Petroleum, refining or wholesale storage												S
Planing mill or woodworking shop												P	
Poultry killing or dressing												P	

12.501 City of Justin Schedule of Uses

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TYPE	USE ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Heavy Industrial Manufacturing (Cont'd)	Rock cement crushers											S
	Rolling mill											S
	Soap manufacture											S
	Soda or compound manufacture											S
	Stone yard, building stone, cutting, sawing or storage											S
	Tar distillation/manufacturing											S
	Tobacco (chewing) manufacture or treatment											S
	Welding shop											P
OTHER USES												
Transportation	Airport, aviation field, helistop or landing area									S	S	S
	Railroad or bus passenger station									S	S	P
	Railroad team track, freight depot & docks or classification yard											P
	Railroad roundhouse or RR car repair shop											
	Terminal; truck, freight, rail or water											P
Waste Related	Junk & Used material Storage Yards											S
	Landfill, recycling center, household hazardous waste or waste tire facility											S
	Pet cemetery											S
	Recycling collection only facility											P
	Salvage yard (other than automotive)											S
Agricultural	Agricultural uses	P										
Gas/Oil Production	Compression facilities, gathering stations*	S	S	S	S	S	S	S	S	S	S	S
	Gas drilling and production *	S	S	S	S	S	S	S	S	S	S	S

12.501 City of Justin Schedule of Uses

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TYPE	USE ZONING DISTRICT	SF-LL	SF-1	SF-1A	SF-2	SF-OT	2F	MF	LR	GB	GB-OT	LI
Gas/Oil Production	Oil drilling and production *	S	S	S	S	S	S	S	S	S	S	S
	* In conformance with City of Justin Gas Drilling Ordinance											
Accessory Uses	Accessory use or building	P	P	P	P	P	P	P				P
	Commercial outside display	S								S	S	S
	Farm accessory building											P
	Home occupations	P	P	P	P	P	P					
	Outside storage, screened*	P	P	P	P	P		P	P	P	P	P
	Outside storage, unscreened*								S	S	S	S
	Stable, stockyards or feeding pens (noncommercial)											S
	Swimming pool, private	P	P	P	P	P	P	P	P	P	P	P
	*In conformance with City of Justin Outdoor Screening requirements Section 52-213											
Temporary Uses	Amusement, outdoor (temporary)									S	S	S
	Batch plant, concrete or asphalt (temporary)									S		S
	Residence for security purposes, temporary							S	S	S	S	S
	Trailer, portable; sales, construction or storage	S	S	S	S	S	S	S	S	S	S	S



**PLANNING & ZONING COMMISSION MEETING
July 14, 2020**

Staff Report

TITLE: Discuss and conduct a study session regarding the City Sign Ordinance for potential recommendations to City Council.

STAFF

CONTACT: Darrell W. Gentry, Director of Planning and Development Services

RECOMMENDATION:

Discuss and conduct an additional study sessions regarding potential amendments to the City Sign Ordinance, Chapter 12, Article 9.

SUMMARY:

The Commission held a study session at its May meeting and consider a staff report that briefly outlined a need for sign ordinance amendments. As a result of this discussion by the Commission, staff was asked to bring additional information and provide details about where changes should be made. This report contains added information and details regarding the existing sign ordinance and potential changes for comprehensive sign regulation content.

DETAILS:

Staff had previously indicated that a comprehensive review of the existing sign ordinance was done. Staff using the Model Sign Code assessment tools and Model Sign Ordinance format and structure believed specific changes were needed.

The Commission should discuss the areas of the sign ordinance that staff has identified and may warrant amending. Your prior discussions resulted in identifying key areas of concern about the existing City Sign Ordinance.

These identified areas of concern are:

- Texas Scenic City Assessment Standards
- Model Sign Code Criteria
- Sign Standards (Code Sections)

Texas Scenic City Certification:

The Scenic City Certification Program recognizes cities that implement scenic standards for public roadways and public spaces. The Program also gives recognition to strong scenic standards that reflect sense of community character and pride and are well positioned for economic growth.

Their evaluation assessment compares standards of the City to a set of Scenic City model standards. There are 5 Certifications that can result from an assessment performed.

Benefits of Scenic City Designation:

Benefits of participating are: forms a basis for continuous review and analysis of development plans; gives a third-party expert evaluation of existing city standards; provides valuable information for grant applications; serves as an education platform on impact of local regulations and supports economic development efforts.

The evaluation reviews existing ordinance and code language in the areas of:

- Parks, trails and open spaces
- Landscaping and screening
- Lighting standards and Streetscape enhancements
- Sign Regulations
- Litter and graffiti prohibition
- Design Integrity and
- Utility and cable line programs

Texas Scenic City Standards for Signage:

On-Premise Signs:

- Strict limits on size,
- Placement, and quantity of signs per business,
- Permanent signs require permits separate from building permit,
- A ban on wind devices, roof signs and portable signs,
- Restricted digital signage,
- Permanent ban on Billboard and off-premise signs,
- Enforcement mechanisms and processes for abandoned, damaged or destroyed, and
- Mechanism to bring existing (non-conforming signs) into conformity with current sign code.

Neighboring Cities That Participate:

Platinum Level—Flower Mound, Keller, North Richland Hills, Roanoke, Richardson, Southlake

Gold Level—Denton, Fort Worth, Rowlett, Westlake, Benbrook

Silver Level—Argyle, Colleyville, Corinth, Grapevine, Irving, Little Elm, Prosper

Bronze Level—Bedford

Recognized Level—Pilot Point

City of Justin Area of Concern for Existing Regulations:

- Enforcement mechanisms for non-conforming signs is missing

- Unclear about allowable number of signs, portable signs and lack wayfinding specifics on lettering & sizes
- Measurement Standards, Section 9.4, unclear on total maximum and measurements
- Permitted Signs, Section 9.5, definition needs clarifying
- Wayfinding Signs not expressed in the ordinance
- Determining building frontages, not specifically in existing ordinance
- Defining what sign vs art, i.e. wall mural with a company name or brand included
- Sign Permit Procedures, not specifically listed in existing ordinance
- Measurements for wall signs, not listed
- Sign Review Procedures, not specified in existing ordinance
- Prohibited Signs, Section 9.16 needs to be clarified and list specific prohibited signs

Model Sign Code Criteria:

The fundamental purposes for Sign Codes & Regulations are to:

- Serve a legitimate business advertising function
- Identify and advertise a facility as a means of “way-finding” to assure efficient direction of motorists from highways to adjacent facilities
- Legible and comprehensible by the intended audience, a passing motorist
- Reduce administrative and design review time periods prior to an application/permit being approved
- Encourage communities to acknowledge the importance of signage as realistically evaluated rather than reaching a “knee jerk” reaction and poor enforcement of existing regulations that can be more restrictive, and
- Readable with respect to sign design, placement, lettering color lighting and can be comprehended in a short viewing time period, typically a motorist and in the motorist’s “cone of vision”.

The Model Sign Code provides a framework for structure and wording that would address the present deficiencies in existing ordinance as listed in this report.

ACTION NEEDED:

- 1) Conduct a study session review to identify key issues and concerns to be addressed for possible amendments to the existing sign ordinance.
- 2) Hear any public testimony to be given about amending the existing City Sign Ordinance.
- 3) Conduct additional study sessions as needed prior to making any appropriate recommendations to the City Council.
- 4) Give any appropriate direction to staff regarding ordinance changes.

STAFF RECOMMENDATION:

Staff recommends continuing study session discussions of sign ordinance regulations and potential amendments prior to any public hearing being conducted by Commission.

ATTACHMENT: None



PLANNING & ZONING COMMISSION

**REGULAR MEETING MINUTES
TUESDAY, MAY 19, 2020, 6:30 P.M.**

**JUSTIN CITY HALL
415 NORTH COLLEGE STREET
JUSTIN, TEXAS 76247**

Members Present: (A telephonic meeting per Texas public health code restrictions)
Mike Loya, Kyle Suits, Jeff Taylor, Lisa Dyer and Davis Parsons

Members Absent: 2 vacant seats

Staff Present:

Darrell W. Gentry and Pedro Zambrano.

CALL TO ORDER:

Chair Loya announced on the 19th day of May 2020 at 6:30 pm that the Planning and Zoning Commission meeting was called to order. A quorum was determined to be present to conduct Commission business.

Invocation lead by Commissioner Taylor and Pledge of Allegiance led by Commissioner Dyer.

PUBLIC COMMENT:

No Public Comments Received. 6:32 pm

Chair Loya announced the Discussion items of the Agenda.

DISCUSSION:

- 1. Consider and discuss a Final Plat (FPLT 20-02) for Timberbrook, Phase 3A, 79 residential lots and 2 open space lots.**

Chair Loya asked Director Gentry to provide a short presentation concerning this request. Director Gentry spoke about the Final Plat, as presented, conforms to the City's Development Agreement and Planned Development agreement as well as the City's Subdivision Ordinance requirements for a final plat map. Director also pointed out that this phase for Timberbrook project also marks a significant phase for future water and sewer services. A recently submitted

water and sewer study has been submitted to City for review and shows that there will need to be future facilities planned and constructed in the near future.

Chair asked if there were any questions by Commissioners. Commissioner Dyer asked about trails and parks. Commissioner Taylor asked about water and sewer service. Chair Loya asked about adequate water pressure for fire protection.

Jason Weaver, project civil engineer and developer representative for FPLT responded to all questions by Commission. Mr. Weaver confirmed results of recent water and sewer service study. After Phase 3A, there are new facilities needed for future service needs. He also stated there is presently, and for immediate future, no water pressure conditions or concerns for fire protection.

Commissioner Suits made comments about the Timberbrook project in general. Director Gentry reminded the Commission that consideration of a Final Plat is routine if the plat conforms to Subdivision Ordinance requirements and complies with Development Agreement terms.

There were no other persons requesting to speak about this item. Chair Loya called for a motion. Commissioner Dyer made a motion to recommend approval by City Council for Final Plat (FPLT 20-02), Timberbrook Phase 3A as presented. Commissioner Taylor seconded the motion.

Motion was approved by vote of 4-Ayes (Commissioners Dyer, Parsons, Taylor and Loya), 1-No (Commissioner Suits) and 2 vacancies.

2. Discuss and consider a recommendation to amend Section 12-313, Mobile Food Truck regulation, amend Chapter 52, Section 52-41 mobile food truck schedule of uses and Master Schedule of Fees.

Chair Loya asked Director Gentry to provide a short presentation. Director Gentry spoke about the changes made to proposed regulations that addressed key issues raised by Commission at their prior meeting discussions.

Staff spoke with local restaurant owner about their mobile food truck operations and to other food truck operators about our proposed regulations. The input received was taken into consideration. Director stated that a new Class (Class IV) is being proposed for existing Justin only restaurants that have or want to have mobile food truck operations. Other changes were reviewed with Commission by Director.

Chair asked if there were questions of staff before hearing any public testimony. Commissioners Dyer, Parsons Loya and Suits about public input, especially from potential vendors. Director replied and pointed out that there is someone who wishes to speak to Commission this evening.

Mr. Gary Davis, a food truck vendor, spoke to Commission about the proposed ordinance. He believes the proposed ordinance makes procedures clearer and is specific to each class of mobile food truck. He also believes that the ordinance is smoother than present regulations and stated that many of his questions had been answered with the revisions made to proposed ordinance before the Commission that evening.

There were no more persons wishing to speak to the Commission on this item.

Commissioner Parsons made a motion to recommend that the City Council hold a public hearing to consider amending existing regulations and adopting the proposed mobile food truck regulations with modifications to be made to Master Fee Schedule and Schedule of Uses as presented.

Motion to approve with modification to delete #11 of subsection (h), page 6 and recommend to City Council to hold a public hearing to consider the proposed ordinance. Motion was seconded by Commissioner Taylor.

Motion was approved by vote of 5 Ayes, 0 Noes and 2 vacancies,

IV. WORKSHOP:

Item 3. Discuss and hear a staff presentation/study session regarding the City Sign Ordinance.

Chair Loya introduced the item and asked staff to make a brief presentation.

Director Gentry provided a brief overview of existing City Sign Ordinance and spoke to the need to provide a more comprehensive overhaul of ordinance. Director described the study session or sessions as a means to determine how usable and clear the existing ordinance is for local residents and businesses. Also spoke about an update using Model Sign Code framework and purposes for serving advertising, identify facility locations, efficient direction for motorists and to minimize clutter within the City.

Other factors to examine shall be readability, sign design, lighting, height, safety and location. Some discussion about legal considerations to be given to sign regulation and role of Zoning and code enforcement powers. Also brief discussion about permit procedures, role of variances, allowable sign sizes, number of signs and locations. A discussion of legal concerns associated with content neutral signage regulations.

Director indicated that this is the first step in assessing the existing sign regulations and to identify where and how Commission focus should be for amending existing requirements and regulations, and to consider public input in additional study sessions prior to any final version of ordinance amendment.

Commission asked staff to bring additional information and analysis as needed about where and how the existing ordinance should be revised and why. Commission also agreed to have additional study sessions regarding amending the existing ordinance.

V. CONSENT:

Chair Loya announced that now is the time to consider the Consent Agenda. He asked if there was any reason to discuss the items separately or the Commission could consider one motion to approve or disapprove Consent item.

Item 4. Approve minutes of April 21, 2020 Planning & Zoning meeting.

Chair Loya asked if there was a motion by the Commission to approve the single item in Consent.

Commissioner Suits made a Motion to Approve the Minutes for April 21, 2020 Commission meeting as presented. Commissioner Parsons seconded the Motion. Motion was approved by a vote of 5 Ayes, 0 Noes and 2 vacancies.

VI. FUTURE AGENDA ITEMS:

Chair reviewed the Future Agenda Items list and asked if the Commissioners had any changes or additions. There were no additions or changes. Commissioner Dyer asked about status of Unified Development Code and what it is. Director Gentry replied.

VII. ADJOURNMENT:

Chair Loya called for a motion to adjourn. Motion to adjourn was made by Commissioner Dyer. Motion was seconded by Commissioner Suits. Motion was approved unanimously.

Chair Loya adjourned meeting at 8:07pm.

Passed and Approved on the ___th day of June 2020 by unanimous Commission vote.

Darrell W. Gentry _____

Darrell W. Gentry,
Director of Planning & Development Services



PLANNING & ZONING COMMISSION
STAFF REPORT
July 14, 2020

TITLE: Progress Report on Commission's 2020 Annual Work Program
STAFF CONTACT: Darrell W. Gentry, Planning & Development Services Director

DISCUSSION:

The 2020 Commission Annual Work Program was set at the January 21, 2020 meeting. The Commission agreed to the following action items to achieve within 12 months:

Regulatory Items:

a) Update to the 2018 Building Code Model requirements

City needs to update from the 2012 Model Code to the latest version available, the 2018 Building Code Model in accordance with the North Central Texas Council of Governments recommended code changes.

Status: The 2018 Building Model Codes were approved and adopted by City Council action on June 29, 2020, Ordinance 677-20.

b) Prepare and Adopt a Unified Development Code

Various development and planning/zoning regulations to be consolidated into a unified development code to include the Subdivision Ordinance, Zoning Ordinance and other development related codes as well as update the City processes.

Status: Initial Study Session for Unified Development Code is tentatively scheduled for August 2020 P&Z Commission meeting for discussion.

c) Prepare and Adopt revisions to the Mobile Food Truck regulations

The P&Z Commission made a recommendation to City Council at its May 19th meeting. City Council is anticipated to hold a public hearing in August for considering the revisions and recommendations of Planning & Zoning Commission.

d) Adopt a resolution for implementation of HB 2439 (masonry treatment restrictions)

The new State law, HB 2439, restricts local cities and counties ability to apply building material treatments unless the city can claim exemptions as allowed by state law. The proposed resolution specifies Justin's claim of exemptions for the Old Town Justin neighborhood to reduce the possibility of new metal or pre-fab residential buildings in this City neighborhood. Other neighborhoods are being developed as Planned Developments or Development Agreements can impose



specific building materials used, such as Justin Crossing and Timberbrook neighborhoods.

e) Prepare and Adopt a revision to City Parking Ordinance requirements

The existing parking ordinance was adopted in early 2002 and based on national standards that are not in align with current, real-world experience or developments. For instance, there are no specifications for shared parking even though such regulations have been in place for two decades outside of Justin. There are other specifications, like parking dimensions, ADA requirements and others not in the current ordinance.

REGULATORY WORK ITEMS

Item	Schedule	Responsible Party	Task
(a)	March 2020	Sr Building Official	2018 Bldg Code Update. COMPLETED 6-29-2020 Ordn. # 677-20
(b)	Aug 2020	Plng & Dev Svcs Dir	Unified Dev Code
(c)	Feb 2020	Plng & Dev Svcs Dir	Food Truck Ordn Revision. COMPLETED 5-19-20. City Council public hearing in August 2020.
(d)	Feb 2020	Plng & Dev Svcs Dir	HB 2439 Implem. COMPLETED City Council to consider action at 7-13-20 meeting.
(e)	April 2020	Plng & Dev Svcs Dir	Revise Pkg Ordn IN PROGRESS Study Session for P&Z Commission to consider draft revision—August 2020.

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Long Range Planning Items:

a) Identify and evaluate the possibility of developing up to 5 Area Plans

The adopted 2036 Future Land Use Plan provides a general framework for making long range planning and land use decisions, especially as it relates to subdivisions, platting and development activities. There are, however, up to 5 significant areas in the City that should have more specific land use designations to further identify and develop in accordance with some very specific future land uses and objectives to be achieved.

Need to seek authorization to proceed based on budget approval and project cost for preparation that uses city staff and select consulting tasks. Develop a detailed multi-year work program, budget estimates, and a public participation program.

P&Z Commission could play a role in public participation workshops, identifying specific Area Plan boundaries and specific critical issues.

The five area plans could address creating opportunities for more specific development patterns and densities on 4 gateway corners of Justin and a heart of city area plan revitalizing and enhancing Original Town uniqueness and qualities.

LONG RANGE PLANNING ITEMS

Item	Schedule	Responsible Party	Task
(a)	July-September 20	Plng & Dev Svcs Dir	Obtain authorization to proceed in 2020-21 ITEMIZED FOR 202-2021 FISCAL YR BUDGET CC CONSIDERATION

ACTION NEEDED:

- 1) Conduct a discussion of the proposed 2019-20 Annual Work Program progress as presented.
- 2) Give direction to staff as needed.