



**AGENDA**  
CITY OF TAYLOR, TEXAS  
**CITY COUNCIL MEETING**  
CITY HALL, COUNCIL CHAMBERS, 400 PORTER STREET  
JUNE 11, 2026, 6:00 PM

**CALL TO ORDER AND DECLARE A QUORUM**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CITIZENS COMMUNICATION**

*(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)*

**CONSENT AGENDA**

*(The Consent Agenda includes non-controversial and routine items that the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)*

1. Consider approval of the minutes from the May 28, 2026, Regular City Council meeting. *Lucy Aldrich*
2. Consider approval of Ordinance 2026-20, a request for a Neighborhood Plan referred to as KMV Holdings, generally located at 397 FM/369 CR, legally described as approximately 7.7957 acres of land in the S. Pharrass Survey, Abstract No. 496, more particularly described by the Williamson Central Appraisal District Parcels R430433, Taylor, Williamson County, Texas. *Martin Griggs*
3. Consider authorizing the issuance of a No-Objection Letter supporting Soulbrain RASA TX, LLC's application to participate in Foreign-Trade Zone (FTZ) No. 183 through the Foreign Trade Zone of Central Texas, Inc. (FTZCTI). *Ben White, Taylor Economic Development Corporation*

**PUBLIC HEARINGS / ORDINANCES**

4. Introduce Ordinance 2026-19 Amending the Fiscal Year 2026 Budget. *Robert Powers*

**REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION**

5. Discussion, consideration, and possible action regarding the Final Report and Recommendations of the Charter Review Commission, and direction to staff concerning proposed Charter amendments for potential placement on the November 2026 ballot, presented by attorney Charlie Zech with Denton Navarro Rodriguez Bernal Santee & Zech, P.C. *Lucy Aldrich*

6. Presentation by the Williamson Central Appraisal District. *Robert Powers*
7. Discussion, consideration, and possible action on Ordinance 2026-02, a Special Use Permit to allow lodging without a full time, on-site operator at property generally located at 3004 Don Hill Lane, legally described Rob Roy Estates, Block C, Lot 94, 0.027 acres of land, more particularly described by Williamson Central Appraisal District Parcel R427227, Taylor, Williamson County, Texas. *Martin Griggs*
8. Discussion, consideration, and possible action on Ordinance 2026-14, a Special Use Permit to allow for multi-family dwellings, the applicant is proposing 21 multi-family units, for property generally located at 1019 & 1021 W 3rd St, legally described as approximately 0.43 acres of land in the Doak Addition, Block 18, Lots 5, 6 & 7, more particularly described by the Williamson Central Appraisal District Parcels R016440 and R016439, Taylor, Williamson County, Texas. *Martin Griggs*
9. Discussion, consideration, and possible action on a Task Authorization under the Master Professional Services Agreement with Freese and Nichols Inc. for Phase 2 amendments to Envision Taylor and Land Development Code. *Martin Griggs*
10. Discussion, consideration, and possible action on establishing the Comprehensive Plan & Development Code Advisory Committee (CPDCAC), appointing members, and defining the scope of the Comprehensive Plan and Land Development Code update. *Lucy Aldrich, Martin Griggs*
11. Discussion, consideration, and possible action for approval of Amendment No.5 to the Agreement for Engineering Services for mitigation projects with HDR Engineering and use of Texas Water Development Board Flood Infrastructure Fund Loan and City Funds. *Tyler Bybee*
12. Discussion, consideration, and possible action regarding additional stop signs at the intersection of W. Lake Drive and Howard Street. *Joseph Chacon*
13. Discussion, consideration, and possible action on Boards and Commissions Handbook. *LaShon Gros, Lucy Aldrich*

## ADJOURN

The Council may vote and/or act upon each of the items listed in this Agenda. As authorized by Section 551.071(2) of the Texas Government Code, the Workshop Meeting and/or Regular Meeting may be convened into Closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

I certify that the notice of meeting was posted in the Taylor City Hall Lobby on June 5, 2026, and remained posted for at least three business days before the scheduled date of said meeting. I further certify that the following news media was notified of this meeting: Taylor Press.

In compliance with the ADA the City Hall and Council Chambers is wheelchair accessible. Reasonable accommodations will be provided for persons attending city council meetings in need of special assistance. Please contact the City Clerk at least 24 hours prior to the meeting for special assistance.

Posted by: Lucy Aldrich Date: June 5, 2026



# City Council Meeting June 11, 2026 Transmittal Letter

STRATEGIC PILLAR

**Agenda Item Number:** 1.

**Agenda Title:** Consider approval of the minutes from the May 28, 2026, Regular City Council meeting.

**Council Action to be Taken:** Approve as submitted or amend with changes noted.

**Department Submitted:** City Clerk

**Staff Contact:** Lucy Aldrich, City Clerk

### 1. PURPOSE / DESCRIPTION

Pursuant to the Open Meetings Law, Chapter 551, Local Government Code and in accordance with the authority contained in Section 551.021 and the City Charter, the Minutes of each City Council meeting must be recorded, compiled and approved by the City Council in subsequent meetings. The purpose of this item is to conform to these legal requirements.

### 2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

NA

### 3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
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### 4. RECOMMENDATION

Approve as submitted or amend with changes noted.

### 5. FUNDING SOURCE

NA

**6. TIMELINE**

NA

**7. OTHER OPTIONS**

NA

**8. ATTACHMENTS**

1. Meeting Minutes - May 28, 2026

**City of Taylor**  
Regularly Scheduled City Council Meeting Minutes  
Taylor City Hall, Council Chambers, 400 Porter Street  
**May 28, 2026, at 6:00 p.m.**

Mayor Buzan declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Mayor Jim Buzan  
Mayor Pro Tem Kelly Cmerek  
Council Member Greg Redden  
Council Member Shelli Cobb  
Council Member Heather Long

Brian LaBorde, City Manager  
LaShon Gros, Managing Director - Administration  
Ted Hejl for Mark Schroeder, City Attorney  
Lucy Aldrich, City Clerk

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CITIZENS COMMUNICATION**

Sarah Winters – addressed the City Council sharing her concerns about transparency and how it affects her level of confidence.

Essie Bass – spoke regarding the need for a recreation center for the youth of Taylor.

Carrie D’Anna – discussed attending a Texas Water Development Board meeting and statewide water planning efforts. She encouraged Council and community members to review the Plan online and submit public comments, noting that the plan could be broadened to better account for emerging water demands.

**CONSENT AGENDA**

1. **Consider approval of the minutes from the May 12, 2026, Special Called City Council meeting.**
2. **Consider approval of the minutes from the May 14, 2026, Regular City Council meeting.**
3. **Consider approval of the Taylor Economic Development Corporation (TEDC) FY26 Midyear Budget Amendment.**
4. **Receive Monthly Financial Report for April 2026.**
5. **Consider approval of the purchase of a Caterpillar AP555 asphalt paver for the Public Works Department.**
6. **Consider approval of Task Order 2026-03 with HDR for Engineering Services of Mustang Creek WWTP Improvements (2024 Bond).**

*Motion was made by Mayor Pro Tem Cmerek to approve the Consent Agenda as presented.  
Motion was seconded by Councilman Redden. Motion carried unanimously.*

**PUBLIC HEARINGS / ORDINANCES**

7. **Hold a public hearing and introduce Ordinance 2026-20, a request for a Neighborhood Plan referred to as KMV Holdings, generally located at 397 FM/369 CR, legally described as approximately 7.7957 acres of land in the S. Pharrass Survey, Abstract No. 496, more particularly described by the Williamson Central Appraisal District Parcels R430433, Taylor, Williamson County, Texas.**

Development Services Director Martin Griggs - NORA Engineering & Planning LLC, on behalf of property owner KMV Holdings, is requesting approval of a Neighborhood Plan an

approximately 7.8-acre undeveloped site located at the northwest corner of Carlos G Parker Blvd (FM 397) and Justin Lane. Thirteen (13) notices were sent to adjacent property owners. Staff has not received any responses. The applicant is requesting four (4) warrants from the Land Development Code (block perimeter, block length, stormwater drainage area as civic space, traditional neighborhood development place type allocation). Planning and Zoning voted 5 to 4 recommending approval of the request. Mr. Griggs noted that the transmittal letter incorrectly captured the Planning and Zoning members in opposition. The vote was 5 to 4 with Commissioners Selin, Aviles-Torresberg, Eulenfeld, and Newman in opposition.

Mayor Buzan opened the public hearing at 6:23 p.m.

The following individuals spoke:

John Noel, representing the applicant

Essie Bass

The public hearing was closed at 6:25 p.m.

The City Attorney read the caption of the ordinance.

**ORDINANCE NO. 2026-20**

**AN ORDINANCE APPROVING A NEIGHBORHOOD PLAN REFERRED TO AS TRENTON VILLAGE, GENERALLY LOCATED AT 397 FM/369 CR, CONSISTING OF APPROXIMATELY 7.7957 ACRES OF LAND IN THE S. PHARRASS SURVEY, ABSTRACT NO. 496, MORE PARTICULARLY DESCRIBED BY THE WILLIAMSON CENTRAL APPRAISAL DISTRICT PARCELS R430433, TAYLOR, WILLIAMSON COUNTY, TEXAS.; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF TAYLOR, TEXAS, TO SHOW THE ZONING CHANGE ADOPTED HEREIN; PROVIDING A SAVINGS CLAUSE.**

The ordinance was introduced. No action was taken.

8. **Hold a public hearing and introduce Ordinance 2026-14, a Special Use Permit to allow for multi-family dwellings, the applicant is proposing 21 multi-family units, for property generally located at 1019 & 1021 W 3rd St, legally described as approximately 0.43 acres of land in the Doak Addition, Block 18, Lots 5, 6 & 7, more particularly described by the Williamson Central Appraisal District Parcels R016440 and R016439, Taylor, Williamson County, Texas.**

Development Services Director Martin Griggs stated the applicant is requesting a Special Use Permit for 21 multifamily residential units on approximately 0.43 acres located at 1019 and 1021 W 3rd Street. The properties are zoned P5: Urban Center, which requires a Special Use Permit for large apartment building types. Twenty-four (24) notices were sent out. Staff received one (1) response in opposition, a petition from 4/9/2026 that had five (5) people in opposition, and two (2) emails in opposition. Mr. Griggs advised that the request has been reviewed by the Planning and Zoning Commission on two occasions and was recommended for disapproval both times. He noted that the City Council previously tabled the item to allow for additional review of revised plans. Staff identified considerations regarding site design, parking, and compatibility with the surrounding area.

Mayor Buzan opened the public hearing at 6:38 p.m.

The following individuals spoke:

Margaret Williams

Greg Maxwell

David Williams

Calvin Walker

Sunshine Kappas, applicant

Essie Bass

Gina Walker

The public hearing was closed at 6:52 p.m.

During discussion, concerns were raised about the requirement for a Special Use Permit pursuant to Ordinance No. 2025-15, which was adopted in connection with Resolution R25-02 prohibiting certain alternative financing structures from operating in the City without prior City Council approval. Mr. Griggs confirmed that the project's funding has been identified and does not involve alternative financing. The Council discussed whether the proposed development, as outlined in the Land Development Code, should instead be addressed during the development design review phase rather than through the Planning and Zoning Commission and City Council meetings. Staff advised that this matter would be reviewed further.

The City Attorney read the caption of the ordinance.

**ORDINANCE NO. 2026-14**

**AN ORDINANCE APPROVING A SPECIFIC USE PERMIT FOR 21 MULTIFAMILY RESIDENTIAL DWELLINGS GENERALLY LOCATED AT 1019 AND 1021 W 3RD STREET, MORE PARTICULARLY DESCRIBED BY THE WILLIAMSON CENTRAL DISTRICT PARCEL'S R016439 AND R016440, TAYLOR, WILLIAMSON COUNTY, TEXAS, TO SHOW THE SPECIFIC USE PERMIT APPROVED HEREIN; PROVIDING A SAVINGS CLAUSE.**

The ordinance was introduced. No action was taken.

**REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION**

**9. Presentation and update from the Williamson County and Cities Health District (WCCHD).**

Fire Chief Baum introduced Amer Erickson, DrPH, the Executive Director of WCCHD who presented an update from the district.

No action was taken.

**10. Discussion, consideration, and possible action on a professional services agreement for development of a four-year Police Department Strategic Plan.**

Police Chief Chacon presented the item. He stated the agreement with Omni Tech International would provide for the development of a four-year strategic plan for the Police Department, incorporating input from staff, stakeholders, and the community. The plan will establish both short- and long-term goals and include a performance dashboard to track progress. Chief Chacon advised the total cost of the agreement will not exceed \$14,400 and will be funded through the Police Department budget.

*Motion was made by Councilwoman Long to approve entering into a professional services agreement with Omni Tech International and allow the City Manager to negotiate and execute the agreement. Motion was seconded by Mayor Pro Tem Cmerek. Motion carried unanimously.*

**11. Discussion, consideration, and possible action of a professional services agreement for an external audit of the Police Department evidence and property room.**

Police Chief Chacon presented the item. He stated the agreement with Linda Roberts Consultant LLC would provide for an external audit of the Police Department's evidence and property room. The audit will include a full inventory of evidence, review of policies and procedures, and verification of compliance with industry standards. He noted the total cost of the audit is \$3,599.06 and will be funded through the Police Department budget.

*Motion was made by Councilwoman Long to approve entering into a professional services agreement with Linda Roberts Consultant, LLC and allow the City Manager to negotiate and execute the agreement. Motion was seconded by Councilman Redden. Motion carried unanimously.*

**EXECUTIVE SESSION**

Mayor Buzan read the executive session items and adjourned into closed session at 7:42 p.m.

**EXECUTIVE SESSION I**

The Taylor City Council will convene in closed executive session pursuant to Texas Government Code 551.071 (Consultation with Attorney) and 551.072 (Deliberation Regarding Real Property) to receive legal advice from the City Attorney and to deliberate regarding the following matters:

1. Possible acquisition of a utility easement across property commonly known as the Tammi Lane property, including discussion of negotiations with the property owner and possible acquisition by purchase, settlement, or condemnation.

**EXECUTIVE SESSION II.**

The Taylor City Council will convene in closed executive session pursuant to Texas Government Code 551.071 (Consultation with Attorney) and 551.072 (Deliberation Regarding Real Property) to receive legal advice from the City Attorney and to deliberate regarding the following matters:

1. Project Spear.

**EXECUTIVE SESSION III.** The Taylor City Council will convene in closed executive session pursuant to Texas Government Code 551.071 (Deliberation Regarding Economic Development Negotiations) to receive legal advice from the City Attorney and to deliberate regarding the following matters:

1. Project iMarket, Project Phantom, Project Goal, Project Mustang, Project Hulk, Project AP, Project Red, Project Super Nova, Project Pack, Project Beagle, Project Hold, Project Toy Story.

**EXECUTIVE SESSION IV.**

The Taylor City Council will convene in closed executive session pursuant to Texas Government Code 551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to deliberate regarding the following matters:

1. Comprehensive Plan contract with Freese and Nichols.

Mayor Buzan reconvened into open session at 9:24 p.m.

Possible action following **Executive Session I**.

Discussion and possible action regarding matters discussed in executive session, including:

1. Approval of a settlement agreement or other acquisition documents for the acquisition of a utility easement across the Tammi Lane property and authorization for the Mayor or City Manager to execute all documents necessary to close the transaction, satisfy title company requirements, and pay the agreed purchase amount.

*Motion was made by Mayor Pro Tem Cmerck, "I move to approve the acquisition of a utility easement across the Tammi Lane property on the terms discussed in Executive Session and authorize the Mayor and/or City Manager to execute all necessary easement, closing, and related documents and to take all actions necessary to complete the transaction." Motion was seconded by Councilman Redden. Motion carried unanimously.*

**ADJOURN**

With no further business Mayor Buzan declared the meeting adjourned at 9:26 p.m.

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James Buzan, Mayor

ATTEST:

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Lucy Aldrich, City Clerk



**City Council Meeting  
June 11, 2026  
Transmittal Letter**

STRATEGIC PILLAR
Economic Vitality Quality of Life Streets/Infrastructure

**Agenda Item Number:** 2.

**Agenda Title:** **Consider approval of Ordinance 2026-20, a request for a Neighborhood Plan referred to as KMV Holdings, generally located at 397 FM/369 CR, legally described as approximately 7.7957 acres of land in the S. Pharrass Survey, Abstract No. 496, more particularly described by the Williamson Central Appraisal District Parcels R430433, Taylor, Williamson County, Texas.**

**Council Action to be Taken:** Approve on Consent.

**Department Submitted:** Development Services Department

**Staff Contact:** Martin Griggs, Director of Development Services

<b>1. PURPOSE / DESCRIPTION</b>	
<b>REQUEST:</b>	A request to approve a Neighborhood Plan for a mixed-use development on an approximately 7.8-acre undeveloped site located at the northwest corner of Carlos G Parker Blvd (FM 397) and Justin Lane.
<b>APPLICANT:</b>	NORA Engineering & Planning LLC, Candace Craig, PE (on behalf of property owner KMV Holdings)
<b>ADDRESS/LOCATION:</b>	Northwest corner of Carlos G Parker Blvd (FM 397) and Justin Lane, Taylor, TX 76574
<b>LEGAL DESCRIPTION:</b>	7.7957 acres, more or less, out of the Samuel Pharrass Survey, Abstract No. 496, City of Taylor, Williamson County, Texas. Said 7.7957 acres being a remainder of 8.00 acres described in Special Warranty Deed recorded in Document No. 2022132473 in the Official Public Records for Williamson County, Texas, save and except 0.2161 of an acre dedicated for right-of-way purposes as described in a deed recorded in Document No. 2020139764 in the Official Public Records for Williamson County, Texas.
<b>CURRENT ZONING:</b>	P5 – Urban Center
<b>CURRENT USE:</b>	Undeveloped / Vacant

<b>CASE HISTORY:</b>	Pre-Application Meeting: April 2, 2025 (COT No. PZ 2025-2458). Application submitted: 06/03/2025.
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**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

NORA Engineering & Planning LLC, on behalf of property owner KMV Holdings, is requesting approval of a Neighborhood Plan an approximately 7.8-acre undeveloped site located at the northwest corner of Carlos G Parker Blvd (FM 397) and Justin Lane in the City of Taylor, Williamson County, Texas. The property is greater than 2.5 acres and is therefore required to proceed through the Neighborhood Plan process. The applicant is proposing to develop the site with a mix of commercial and residential land uses, including a hotel, retail space, and multifamily apartments, along with civic space and pedestrian amenities.

The proposed plan consists of two lots on the 7.8-acre tract. Lot 1 proposes mixed-use commercial uses, including a hotel and retail. Lot 2 proposes a large apartment use, with the alternative of developing large commercial uses such as a hotel, retail, and storage units. The applicant has proposed a mix of P4: Mix, P5: Urban Center, and CS: Civic Space. Four Warrants from the Land Development Code are requested concurrently with this neighborhood plan regarding Block Perimeter, Block Length, Civic Space, and Place Type Allocation Percentage.

**Location:**

The subject property is located on the northwestern side of Taylor at the intersection of Carlos G Parker Blvd (FM 397) and Justin Lane. The site is situated at the northwest corner of that intersection on an approximately 7.8-acre undeveloped tract.

**Physical and Natural Features:**

The subject property is currently undeveloped and vacant. The site has minimal topographic relief, with slopes of 0–5% and most of the site at less than 1% grade. The flat topography and absence of existing vegetation reduce site development constraints. The site is located outside any FEMA-100 year floodplain. Building heights on the site are constrained by the Airport Hazard Zone applicable to properties within approximately one mile of Taylor Municipal Airport; heights will comply with FAA regulations as described in the Letter of Intent.

**Land Use & Zoning**

The subject property is located within the Intended Growth Sector (G-3), which consists of areas with access to existing or planned transportation and infrastructure located on the periphery of existing developed areas. Growth policies for the G-3 sector encourage the development or redevelopment of these areas as compact residential and mixed-use developments.

The subject property is assigned the Future Land Use designation of Market Center – Community, which is envisioned for mixed-use and walkable places. Market Center – Community should act to serve several neighborhoods within the city and is anchored by a retail destination where surrounding residents go to obtain daily goods and services.

The current zoning is P5 – Urban Center Place Type, which regulates a higher-intensity mixture of building types that accommodate commercial, retail, offices, hotels, and residential uses. Buildings are set close to the sidewalk with high pedestrian and vehicle traffic. P5 promotes a continuous line of buildings and wide sidewalks critical to defining the public frontage.

**Surrounding Area Characteristics**

Direction	Zoning District	Growth Sector	Future Land Use	Existing Land Use
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North	P2: Rural	Intended Growth Sector (G-3)	Neighborhood Greenfield	Agricultural
South (Across Justin Ln)	P5: Urban Center	Intended Growth Sector (G-3)	Market Center – Community	Vacant
West (Across NW Carlos G Parker)	P5: Urban Center/Planned Development Overlay	Intended Growth Sector (G-3)	Market Center – Community	Vacant – Planned Development Taylor Heights
East	EC: Employment Center	Infill Neighborhood Sector (G-4)	Market Center – Community	Commercial Use

**Transportation:**

The subject property is adjacent to Carlos G Parker Blvd (FM 397), which is identified as a Regional Road in the Master Transportation Plan and is maintained by TxDOT. Justin Lane, which borders the site to the south, is classified as a Community Boulevard in the Master Transportation Plan. The Neighborhood Plan proposes to upgrade Justin Lane to the full community boulevard cross section, which includes a 100-foot right-of-way, 12-foot sidewalks on both sides, landscaping, and a median. Where the proposed cross section extends west of the site, it will transition to match the existing pavement width pending development of the adjacent master-planned property.

**Utilities:**

The applicant proposes to construct a sanitary sewer line to serve the development. The alignment is as shown in the submitted plan; staff notes that this may be subject to change pending further coordination. The development is anticipated to connect to an existing 24-inch water line. An extension across the subject property is expected to be required to serve as a distribution line for adjacent tracts, including Taylor Heights. Final utility sizing and extension requirements will be confirmed during the subdivision improvement phase. Any required upsizing of city infrastructure will be addressed at the subdivision improvement phase of development.

**Warrants:**

The applicant is requesting four (4) warrants from the Land Development Code with this Neighborhood Plan.

1. **Block Perimeter — Private Drives in Lieu of Public Streets LDC §3.8.2.8:** A warrant is requested to utilize private drives in lieu of public streets to satisfy the maximum block perimeter requirement of 1,320 feet for the P5 Place Type. The use of private streets in lieu of public streets is proposed to meet the intent of the standard while accommodating the site’s configuration.
2. **Block Length — Exceeding 330 Feet LDC §3.8.2.8:** A warrant is requested to exceed the maximum block length of 330 feet for the P5 Place Type; the Neighborhood Plan proposes a maximum block length of 423 feet due to the site’s configuration and the use of private streets.
3. **Stormwater Drainage Area as Civic Space LDC §3.8.5.2(4):** A warrant is requested to allow the stormwater drainage area to count toward the minimum civic space requirement. The integration of the drainage facility into the overall open space design is the basis for this request.
4. **TND Place Type Allocation LDC §3.6.1.3:** The Neighborhood Plan proposes a Place Type allocation of 72% P5, 9% P4, and 19% CS. This does not meet the Traditional Neighborhood Development standard, which requires 5% P1, 10–30% P3, 40–60% P4, and 10–30% P5.

3. PROS and CONS	
<u>PROS</u>	<u>CONS</u>
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<b>4. RECOMMENDATION</b>
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On May 12, 2026, the Planning and Zoning Commission voted (5-4) to recommend approval of the request, with Chair Roy, Vice-Chair Gonzales, Commissioners Everhart, Buzan, and Newman voting in favor. During the hearing, Commissioners raised questions regarding the proposed Civic Space and its potential uses within the Neighborhood Plan.

On May 28, 2026, the item was brought back before the City Council for its Second Public Hearing. Martin Griggs, Director of Development Services, presented to the Council, followed by public comment from one resident and the applicant. One resident expressed concerns regarding citizen involvement in addressing traffic impacts from further development. Mayor Pro Tem Cmerek raised questions regarding private roads and the potential benefit of the City not being responsible for their maintenance. Mayor Pro Tem Cmerek also raised questions regarding driveway spacing within the proposed Neighborhood Plan. Councilmember Redden raised questions regarding the proposal for two lots rather than one, and the potential uses depicted in the illustrative plan.

The Planning and Zoning Commission is charged with reviewing all requests for special use permits and recommends to City Council either in favor of or opposition to each request. In determining a recommendation on a rezoning request, the Planning and Zoning Commission members consider the following factors:

1. **Is the Neighborhood Plan consistent with the Comprehensive Plan?**
  - The proposed Neighborhood Plan is consistent with the Envision Taylor Comprehensive Plan. The site’s Future Land Use designation is Market Center – Community, which anticipates walkable, mixed-use development anchored by retail serving daily needs. The proposed hotel, retail, and commercial uses on Lot 1 are consistent with this designation. The site is located in the Intended Growth Sector (G-3), which encourages compact residential and mixed-use development in areas served by or planned for infrastructure. The proposed multi-family meets the intention of this Growth Sector. The request is consistent with the following policies in the Comprehensive Plan:

**LU8** — A jobs-housing balance that supports people living and working in Taylor

should be encouraged.

**LU9** — Promote development patterns that maximize the use of existing infrastructure and land before expanding infrastructure to underdeveloped areas.

**2. Is the plan compatible with the surrounding area?**

- The subject property is situated at the intersection of two classified roadways, Carlos G Parker Blvd (FM 397) and Justin Lane, consistent with the character of a P5 Urban Center location. The proposed hotel, retail, and commercial uses on Lot 1 are typical of uses found in P5 Urban Center Place Types and are compatible with the anticipated commercial corridor context. Airport Hazard Zone height restrictions limit development intensity; the plan's design reflects these constraints. The Planned Development for Taylor Heights is planned to the west of the property.

**3. Does the plan promote public health, safety, or general welfare?**

- Staff analysis indicates that the proposed plan will likely promote public health, safety, and general welfare.

**4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?**

- Adequate infrastructure to support the proposed Neighborhood Plan is anticipated to be available. The applicant proposes to construct a sanitary sewer line to serve the development; the alignment as shown in the submitted plan may be subject to change pending further coordination. The development is anticipated to connect to an existing 24-inch water line; a water line extension across the subject property is expected to be required to serve adjacent tracts, including Taylor Heights. Final utility sizing and extension requirements will be confirmed during the subdivision improvement phase. Any required upsizing of city infrastructure will be addressed at the subdivision improvement phase of development.

**5. Do current conditions indicate that a Neighborhood Plan is necessary?**

- Any property over 2.5 acres is required to go through the Neighborhood Plan process. The subject property is 7.8 acres in size making this Neighborhood Plan necessary.

**The Planning and Zoning Commission is charged with reviewing all requests for rezonings and recommends to City Council either in favor of or opposition to each request. In determining a recommendation on a rezoning request, the Planning and Zoning Commission members consider the following factors:**

1. Is the Neighborhood Plan consistent with the Comprehensive Plan?
2. Is the plan compatible with the surrounding area?
3. Does the plan promote public health, safety, or general welfare?
4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?

5. Do current conditions indicate that a Neighborhood Plan is necessary?

**5. FUNDING SOURCE**

NA

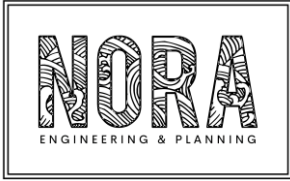
**6. TIMELINE**

Planning and Zoning: 5/12/2026  
City Council Public Hearing: 5/28/2026  
City Council Vote: 6/11/2026

**7. OTHER OPTIONS**

**8. ATTACHMENTS**

1. Letter of Intent
2. Location Map
3. Notification Map
4. Current Zoning
5. Proposed Zoning
6. Future Land Use
7. Growth Sector
8. Floodplain Map
9. PZ-2025-2524 - Draft Ordinance
10. Exhibit A - Metes and Bounds
11. Exhibit B - Neighborhood Plan
12. PZ-2025-2524 PPT



1/20/2026

City of Taylor  
Development Services Department  
400 Porter St  
Taylor, TX 76574

RE: Neighborhood Plan Application for SEG Operations Taylor, Texas  
Letter of Intent

Dear City Planning Staff:

Please accept this letter as our intent to develop a Neighborhood Plan in the City of Taylor (COT). This application follows our discussion in the pre application meeting on April 2, 2025 (COT No. PZ 2025-2458). This Project is being submitted for Design Review.

### **Project Overview**

SEG Operations Taylor, Texas is a Neighborhood Plan for a project consisting of a mix of commercial and residential land uses. The project is on a 7.7-acre site and is located within the City of Taylor city limits, in Williamson County, Texas. The site is located on the northwest corner of Carlos G Parker (FM397) and Justin Lane (See **Exhibit 1, Location Map**). The site is zoned P5 (Urban Center) Place Type and is located in the Airport Hazard Zone. The site is currently an undeveloped tract of land.

The proposed project is programmed to be mixed-use. The proposed land uses include a 120-room hotel with an 8,000-square-foot retail/restaurant and 120 apartment dwelling units. Alternative land uses in-lieu of apartments include additional hotel/lodging, 10,000 SF of retail and/or 50,000 SF of storage units.

### **Legal Description**

The legal description of the property is:

7.7957 acres, more or less, out of the Samuel Pharass Survey, A-496, City of Taylor, Williamson County, Texas. Said 7.7957 acres being a remainder of 8.00 acres described in Special Warranty Deed recorded in Document No. 2022132473 in the Official Public Records for Williamson County, Texas, save and except 0.2161 of an acre, dedicated for right-of way purposes as described in a deed recorded in Document No. 2020139764 in the Official Public Records for Williamson County, Texas.

Letter of Intent\_SEG Operations.docx

The deeds referenced in the legal description are included in **Exhibit 2, Deeds**.

### **Airport Hazard Zone**

This property is subject to FAA regulations for improvements in the airport hazard area. Buildings on this site shall comply with FAA regulations on height and building material.

### **Neighborhood Plan Standards**

In accordance with the Land Development Code (LDC), projects that are greater than 2.5-acres but less than a pedestrian shed shall use the traditional neighborhood development (TND) pattern or the development pattern of the adjacent and surrounding neighborhood. The project is designed based on the TND pattern. The adjacent property is currently undeveloped. However, the city has approved the masterplan for the property to the west.

### **Place Type**

The site is zoned P5 (Urban Center) Place Type and shall remain P5 with this application. The proposed building types are large apartments, mixed-use commercial, and small or large commercial. Since the area around the site is pre-dominantly undeveloped, the uses are proposed to be compatible with and to serve the existing land uses in the pedestrian shed as well as the proposed uses shown in the approved master plans in the vicinity.

### **Street Types & Blocks**

Carlos G Parker Blvd (FM 397) is a TxDOT roadway. Using funding from the 2019 Williamson County road bond, the county widened the segment of Carlos G Parker Blvd from CR 366 to Justin Lane. The segment along the site frontage is a 3-lane cross section including a center turn lane.

The City of Taylor's Transportation Plan classifies Justin Lane as an existing community boulevard.

According to the city's standard street cross section, community boulevards require 100 feet of right-of-way. This project proposes to upgrade Justin Lane according to the 2-lane community boulevard cross section. It is anticipated that this site will be developed before the development of the masterplan to the west. In this scenario, the street paving will transition to match the existing pavement section.

Within the property, a warrant is requested to exceed maximum block length as defined by the LDC. Private streets in easements and pedestrian ways are arranged in a grid with short blocks. Alignment of pedestrian ways were provided for direct linkages to other buildings and civic areas.

### **Civic Spaces**

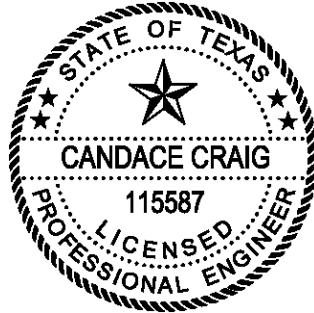
SEG Operations proposes approximately 1.16 acres of civic space - the equivalent of 10% of this 7.7-acre tract. Civic spaces include pocket parks and a pool that serve the hotel patrons and residents. A conference space is also available for public use.

We look forward to Staffs' review and comments on this neighborhood plan application. If you have any questions or need additional information during review, please contact me by e-mail at [ccraig@noraeng.com](mailto:ccraig@noraeng.com) or by phone at (737) 264-3081.

Sincerely,  
NORA Engineering & Planning LLC

*Candace Craig*

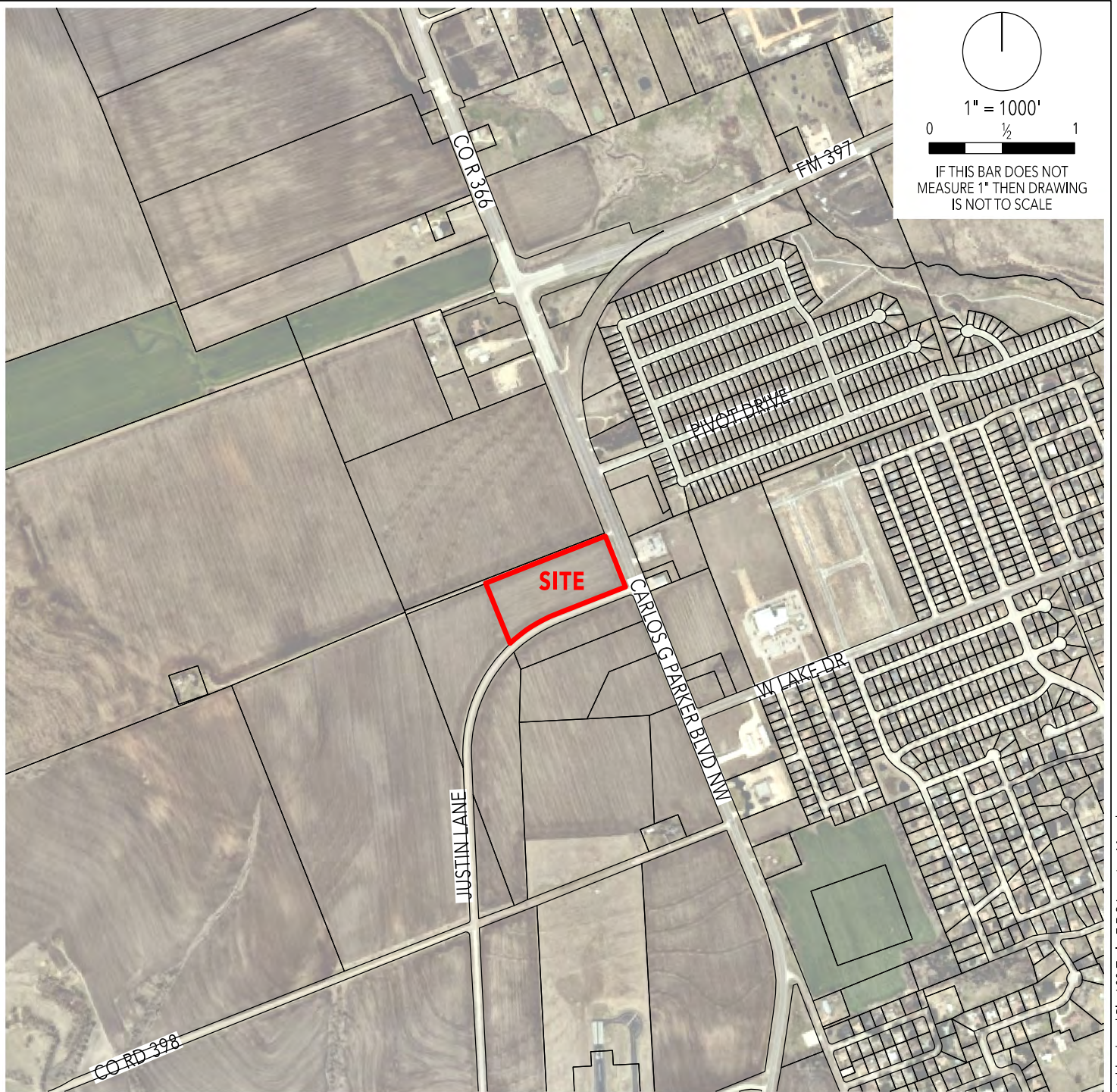
Candace Craig, PE  
President



Enclosures:

**Exhibits**

1. Location Map
2. Deeds



**EXHIBIT 1: LOCATION MAP**

**SEG OPERATIONS TAYLOR TX**  
**FM 397 & JUSTIN LN | TAYLOR, TX 76574**



TBPELS # F-23249  
 5114 BALCONES WOODS DR  
 SUITE 307-122  
 AUSTIN, TX 78759  
 WWW.NORAENG.COM  
 (737) 264-3081

DATE: 5/29/2025 | PROJ. NO.: 25-102 | PAGE 1 OF 1

S:\Projects\Levantino Taylor\_7.7 Acres - 25-102\CAD\Plans\Neighborhood Plan\00-Taylor7.7-S-Location Map.dgn

**SPECIAL WARRANTY DEED**

**Date:** November 29, 2022

**Grantor:** DAVID WAYNE STAGLIK

**Grantor's Mailing Address:**

1901 Hwy 237  
Round Top, Texas 78954  
Fayette County

**Grantee:** REBECCA L. STAGLIK

**Grantee's Mailing Address:**

17909 Lungo Street  
Pflugerville, Texas 78660  
Travis County

**Consideration:**

The division of property ordered by the 353rd District Court of Travis County, Texas, in Cause No. D-1-FM-21-005363, styled "In the Matter of the Marriage of Rebecca Staglik and David Wayne Staglik and in the Interest of Makayla Rue Staglik," and ten dollars and other valuable consideration paid by Grantee.

**Property (including any improvements):**

8.00 acres of land, more or less, out of the Samuel Pharrass survey, Abstract No. 496 situated in Williamson County, Texas, and more particularly described by metes and bounds in the Warranty Deed with Vendor's Lien dated August 6, 2002 executed by Larry Wayne Rydell and Faye Patterson Rydell to David W. Staglik recorded in Document No. 2002060658 in the Official Public Records of Williamson County, Texas.

**Reservations from Conveyance and Exceptions to Conveyance and Warranty:**

This deed is subject to all easements, restrictions, conditions, covenants, and other instruments of record.

**Conveyance:**

Grantor, for the consideration and subject to the reservations from conveyance and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee all of Grantor's interest in the property, together with all and singular the rights and appurtenances thereto in any



**ELECTRONICALLY RECORDED  
OFFICIAL PUBLIC RECORDS**

**2022132473**

Pages: 3 Fee: \$30.00

12/01/2022 12:21 PM

MBARRICK



*Nancy E. Rister*

Nancy E. Rister, County Clerk  
Williamson County, Texas

**Notice of Confidentiality Rights: If you are a natural person, you may remove or strike any of the following information from this instrument before it is filed for record in the public records: your Social Security Number or your Driver's License Number.**

15/ITC/MH/ 2022187 -GTN



**DEED**

CR366/FM 397 Intersection Right of Way

**TxDOT ROW CSJ:** 0320-04-028

**Parcel No.:** 1

**Grantor(s), whether one or more:**

David W. Staglik and Rebecca Lynn Staglik

**Grantor's Mailing Address (including county):**

1901 S. Highway 237  
Round Top, TX 78954

**Grantee:**

The State of Texas, acting by and through the Texas Transportation Commission

**Grantee's Authority:**

The Texas Transportation Commission is authorized under the Texas Transportation Code to purchase land and such other property rights (including requesting that counties and municipalities acquire highway right of way) deemed necessary or convenient to a state highway or turnpike project to be constructed, reconstructed, maintained, widened, straightened, or extended, or to accomplish any purpose related to the location, construction, improvement, maintenance, beautification, preservation, or operation of a state highway or turnpike project.

The Texas Transportation Commission is also authorized under the Texas Transportation Code, Chapter 203 to acquire or request to be acquired such other property rights deemed necessary or convenient for the purposes of operating a state highway or turnpike project, with control of access as necessary to facilitate the flow of traffic and promote the public safety and welfare on both non-controlled facilities and designated controlled access highways and turnpike projects.

**Grantee's Mailing Address (including county):**

Texas Department of Transportation  
125 E. 11<sup>th</sup> Street  
Austin, Texas 78701  
Travis County



**Consideration:**

The sum of Ten and no/100 Dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid by Williamson County, Texas, the receipt of which is hereby acknowledged, and for which no lien is retained, either expressed or implied.

**Property:**

All of that certain tract or parcel of land in Williamson County, Texas, being more particularly described in the attached Exhibit A (the "Property").

**Reservations from and Exceptions to Conveyance and Warranty:**

This conveyance is made by Grantor and accepted by Grantee subject to the following:

1. Visible and apparent easements not appearing of record.
2. Any discrepancies, conflicts, or shortages in area or boundary lines or any encroachments or any overlapping of improvements which a current survey would show.
3. Easements, restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and encumbrances for taxes and assessments (other than liens and conveyances) presently of record in the Official Public Records of Williamson County, Texas, that affect the property, but only to the extent that said items are still valid and in force and effect at this time.

Grantor reserves all of the oil, gas, sulfur in and under the Property but waives all rights of ingress and egress to the surface thereof for the purpose of exploring, developing, mining or drilling for same; however, nothing in this reservation shall affect the title and rights of the Grantee, its successors and assigns, to take and use all other minerals and materials thereon, therein and thereunder.

Grantor is retaining title to the following improvements ("Retained Improvements") located on the Property, to wit: NONE

Access on and off Grantor's remaining property to and from the State highway facility shall be permitted except to the extent that such access is expressly prohibited by the provisions set out in Exhibit "A". Grantor acknowledges that such access on and off the State highway facility is subject to regulation as may be determined by the Texas Department of Transportation to be necessary in the interest of public safety or by applicable local municipal or county zoning, platting or permitting requirements.

**GRANTOR**, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in anywise belonging, to have and to hold it to Grantee and Grantee's successors and assigns forever. Grantor binds Grantor and Grantor's heirs, successors and assigns to Warranty and Forever Defend all and singular the Property to Grantee and Grantee's successors and assigns against every person whomsoever lawfully claiming or to the claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

EXECUTED on the date(s) of acknowledgement indicated below.

**GRANTORS:**

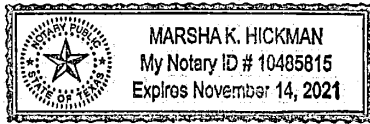
David W. Staglik

David W. Staglik

Acknowledgement

State of Texas  
County of Williamson

This instrument was acknowledged before me on November 4, 2020 by  
David W. Staglik, in the capacity and for the purposes and consideration recited herein.



[Signature]  
Notary Public—State of Texas

**GRANTORS:**

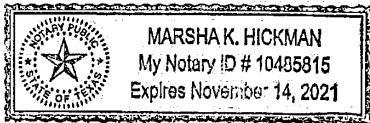
Rebecca Lynn Staglik

Rebecca Lynn Staglik

Acknowledgement

State of Texas  
County of Williamson

This instrument was acknowledged before me on November 4, 2020 by  
Rebecca Lynn Staglik, in the capacity and for the purposes and consideration recited herein.



[Signature]  
Notary Public—State of Texas

**EXHIBIT A**

County: Williamson  
 Highway: County Road 366  
 Project Limits: From Carlos G. Parker Blvd. to Chandler Rd.

Page 1 of 5  
 May 8, 2020

**PROPERTY DESCRIPTION FOR PARCEL 1**

**DESCRIPTION OF** a 9,413 square foot (0.2161 of one acre) parcel of land out of the Samuel Pharras Survey, Abstract No. 496, in Williamson County, Texas, and being a portion of that tract described as 8.000 acres conveyed to David W. Staglik by Warranty Deed with Vendor's Lien dated August 6, 2002, as recorded in Document No. 2002060658, Official Public Records, Williamson County, Texas (O.P.R.W.C.T.); said 9,413 square foot (0.2161 of one acre) parcel of land being more particularly described by metes and bounds as follows:

**COMMENCING** at a 1/2-inch iron rod found in the south line of said 8.000 acre tract, being in the north right-of-way line of Justin Lane (Justin Ln., 60-foot wide), described as 4.0453 acres conveyed to the City of Taylor by deed dated July 28, 2000, as recorded in Document No. 2000057186, O.P.R.W.C.T.;

**THENCE**, N 68°25'08" E, along the south line of said 8.000 acre tract and the north right-of-way line of Justin Ln., a distance of 509.72 feet to a 1/2-inch iron rod with a "McGray & McGray" cap set in the proposed west right-of-way line of Carlos G. Parker Boulevard (Carlos G. Parker Blvd.), for the **POINT OF BEGINNING**, 86.02 feet left of Engineer's Baseline Station 21+44.31, and having Surface Coordinates of North=10,189,897.59, East=3,206,434.06;

- 1) **THENCE**, N 21°27'49" W, along the proposed west right-of-way line of Carlos G. Parker Blvd., across said 8.000 acre tract, a distance of 375.68 feet to a 1/2-inch iron rod with a "McGray & McGray" cap set 84.80 feet left of Engineer's Baseline Station 25+19.99, being in the north line of said 8.000 acre tract and the south line of that tract described as Tract 1 conveyed to the Walther Family Limited Partnership by Contribution Deed dated August 19, 2005, as recorded in Document No. 2005069305, O.P.R.W.C.T., said Tract 1 being further described as 66.44 acres in Volume 1995, Page 750, Deed Records, Williamson County, Texas (D.R.W.C.T.), from which a 1/2-inch iron rod found at the most southerly southwest corner of said 66.44 acre tract, bears S 68°19'37" W, along the north line of said 8.000 acre tract and the south line of said 66.44 acre tract, passing at a distance of 880.22 feet a point at the northwest corner of said 8.000 acre tract, continuing along the south line of said 66.44 acre tract, a distance of 1,937.75 feet for a total distance of 2,817.97 feet;

**EXHIBIT A**

County: Williamson  
 Highway: County Road 366  
 Project Limits: From Carlos G. Parker Blvd. to Chandler Rd.

Page 2 of 5  
 May 8, 2020

**PROPERTY DESCRIPTION FOR PARCEL 1**

- 2) **THENCE, N 68°19'37" E**, along the north line of said 8.000-acre tract and the south line of said 66.44-acre tract, a distance of 24.80 feet to a point at the northeast corner of said 8.000-acre tract and the southeast corner of said 66.44-acre tract, being in the existing west right-of-way line of Carlos G. Parker Boulevard (Carlos G. Parker Blvd., 120-foot wide), and being in the west line of a called 3.541 acres conveyed to the State of Texas by deed, as recorded in Volume 766, Page 268, D.R.W.C.T.;
- 3) **THENCE, S 21°39'00" E**, along the east line of said 8.000-acre tract and the existing west right-of-way line of Carlos G. Parker Blvd., a distance of 350.74 feet to a point at the southeast corner of said 8.000-acre tract, being in the existing north right-of-way line of Justin Ln., for the beginning of a curve to the right, from which a 1/2-inch iron rod with a plastic cap found (destroyed), bears S 62°30'17" W, a distance of 1.08 feet;

**THENCE**, along the south line of said 8.000-acre tract and the existing north right-of-way line of Justin Ln., the following two (2) courses, numbered 4 through 5:

- 4) with said curve to the right, an arc distance of 40.16 feet, through a central angle of 92°02'35", having a radius of 25.00 feet, and a chord bearing S 24°26'52" W, a chord distance of 35.98 feet to a 1/2-inch iron rod with a plastic cap found (destroyed), and
- 5) S 68°25'08" W, a distance of 0.10 feet to the **POINT OF BEGINNING** and containing 9,413 square feet (0.2161 of one acre) of land, more or less.

All bearings and coordinates shown are based on the Texas Coordinate System (TCS), Central Zone (4203), North American Datum 1983 (NAD 83) 2011 Adjustment, Epoch 2010.00. All distances and coordinates shown are surface and may be converted to grid by dividing by a combined scale factor of 1.00011. All measurements are in U.S. Survey Feet.

Right-of-entry was unable to be obtained at the time of survey. Monuments along the proposed right-of-way line were unable to be set, where noted.

**EXHIBIT A**

County: Williamson  
Highway: County Road 366  
Project Limits: From Carlos G. Parker Blvd. to Chandler Rd.

Page 3 of 5  
May 8, 2020

**PROPERTY DESCRIPTION FOR PARCEL 1**

A parcel plat of even date was prepared in conjunction with this property description.

STATE OF TEXAS       §  
                                  §       KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF TRAVIS   §

That I, Troy R. Thomas, a Registered Professional Land Surveyor, do hereby certify that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Austin, Travis County, Texas, this the 8th day of May, 2020 A.D.

SURVEYED BY:

**McGRAY & McGRAY LAND SURVEYORS, INC.**  
3301 Hancock Dr., Ste. 6 Austin, TX 78731 (512)451-8591  
TBPELS Survey Firm# 10095500

**PRELIMINARY**

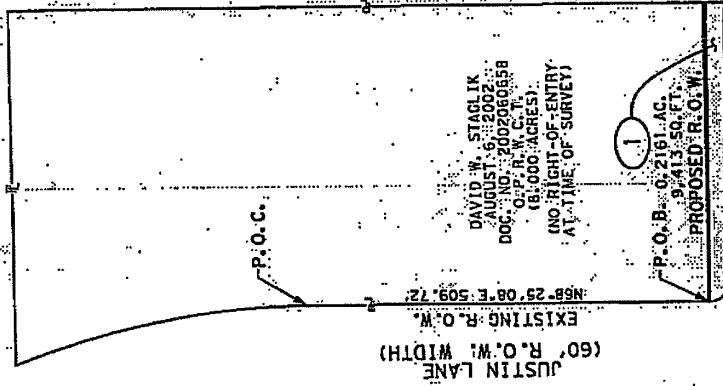
~~This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.~~

Troy R. Thomas, Reg. Professional Land Surveyor No. 6130  
2020/Descriptions/CR 366 Williamson County/Parcel 1

**LEGEND**

- FOUND TxDOT TYPE I MONUMENT
- FOUND IRON ROD (1/2" UNLESS NOTED)
- FOUND IRON PIPE (1/2" UNLESS NOTED)
- CALCULATED POINT, NOT SET
- 1/2" IRON ROD W/ "MCGRAY & MCGRAY"
- CAP SET (UNLESS NOTED)
- RECORD INFORMATION
- PROPERTY LINE OWNERSHIP DIVISION
- APPROXIMATE SURVEY LINE
- DEED LINE OWNERSHIP IN COMMON
- DISTANCE NOT TO SCALE (N.T.S.)
- POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT
- R.O.W. RIGHT-OF-WAY
- N.T.S. NOT TO SCALE
- BUILDING SETBACK LINE
- D.R.W.C.T. DEED RECORDS WILLIAMSON COUNTY, TEXAS
- O.R.W.C.T. OFFICIAL PUBLIC RECORDS COUNTY, TEXAS
- O.P.R.W.C.T. OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS
- P.R.W.C.T. PLAT RECORDS WILLIAMSON COUNTY, TEXAS
- (I) PARCEL NUMBER FOR R.O.W. ACQUISITION

**SAMUEL PHARASS SURVEY ABSTRACT NO. 496**



**REVISIONS**

DEED	ACQUISITION	REMAINING LT
8,000 AC. (348,480 SQ. FT.)	0.2161 AC. (9,413 SQ. FT.)	7,784 AC. (339,067 SQ. FT.)

MCGRAY & MCGRAY  
LAND SURVEYORS, INC.  
TBRELS SURVEY FIRM # 10095500  
3301 HANCOCK DRIVE #6  
AUSTIN, TEXAS 78731  
(512) 451-8591  
www.mcgray.com

PARCEL PLAT SHOWING  
PROPOSED R.O.W. AT  
PARCEL 1  
CR 366 - CARLOS G. PARKER BLVD.  
TO CHANDLER RD.,  
WILLIAMSON COUNTY, TEXAS

DATE: MAY 2020 SCALE: N.T.S.

**NOTES:**

1. ALL BEARINGS AND COORDINATES ARE BASED ON THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE, NORTH AMERICAN DATUM OF 1983. ALL ADJUSTMENTS SHOWN ARE SURFACE AND MAY BE CONVERTED TO GRID BY DIVIDING BY A COMBINED ADJUSTMENT FACTOR OF 1.00011. UNITS - U.S. SURVEY FEET.
2. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. EASEMENTS OR OTHER INTERESTS OF RECORD MAY EXIST WHERE SHOWN ARE SHOWN.
3. ABSTRACTING AND FIELD SURVEYING WERE PERFORMED FROM JANUARY 2020 THROUGH MAY 2020.
4. PLANIMETRICS SHOWN HEREON WERE COLLECTED BETWEEN SEPTEMBER 2017 AND DECEMBER 2017.
5. THIS PARCEL PLAT IS ACCOMPANIED BY A PROPERTY DESCRIPTION OF EVEN DATE.
6. RIGHT-OF-ENTRY WAS UNABLE TO BE OBTAINED AT THE TIME OF SURVEY. MONUMENTS ALONG THE PROPOSED R.O.W. LINE WERE UNABLE TO BE SET WHERE NOTED.

DAVID W. STAGLIK  
AUGUST 6, 2002  
DOC. NO. 2002060658  
O.P. R.W.C.T.  
(8,000 ACRES)  
(NO RIGHT-OF-ENTRY AT TIME OF SURVEY)

P.O.B. 0.2161 AC.  
9,413 SQ. FT.  
PROPOSED R.O.W.  
EXISTING R.O.W.  
CARLOS G. PARKER BLVD  
(1120' R.O.W. WIDTH)

PROPERTY INSET  
NOT TO SCALE

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT THE PROPERTY SHOWN HEREIN WAS DETERMINED BY A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

**PRELIMINARY**  
This document shall not be recorded for any purpose and shall not be used to defend or prove any claim as to the survey monument.

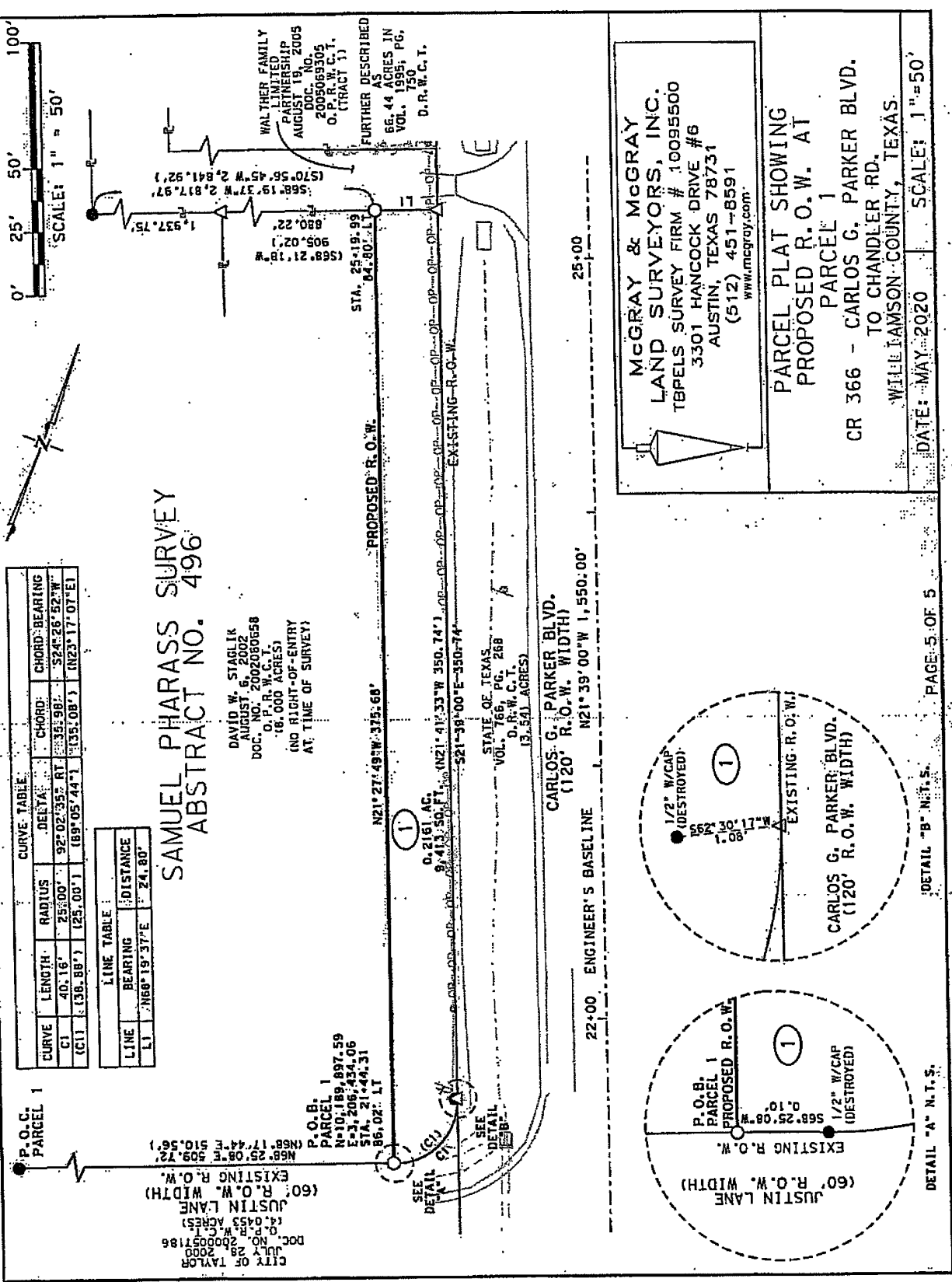
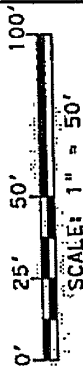
TROY R. THOMAS, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6130

PAGE 4 OF 5

CURVE TABLE			
CURVE	LENGTH	RADIUS	CHORD BEARING
C1	40.16'	25.00'	92° 02' 35" RT
(C1)	(36.88')	(25.00')	(189° 05' 44" T) (135.08') (N23° 17' 07" E)

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N68° 19' 37" E	24.80'

### SAMUEL PHARASS SURVEY ABSTRACT NO. 496



CITY OF TAYLOR  
JULY 28 2000  
DOC. NO. 2000057186  
O. P. R. W. C. T.  
14.6453 ACRES  
JUSTIN LANE  
(60' R.O.W. WIDTH)  
EXISTING R.O.W.  
N68° 17' 44" E 509.72'  
N68° 17' 44" E 510.56'

P. O. B. 1  
PARCEL 1  
N=10,189,897.59  
E=3,206,434.06  
STA. 21+44.31  
86.02' LT

DAVID W. STAGLIK  
AUGUST 6, 2002  
DOC. NO. 2002080658  
O. P. R. W. C. T.  
16.000 ACRES  
(NO RIGHT-OF-ENTRY)  
AT TIME OF SURVEY

WALTER FAMILY  
LIMITED  
PARTNERSHIP  
AUGUST 19, 2005  
DOC. NO. 200508305  
O. P. R. W. C. T.  
(TRACT 1)  
FURTHER DESCRIBED  
AS  
66.44 ACRES IN  
VOL. 1985, PG.  
750  
D. R. W. C. T.

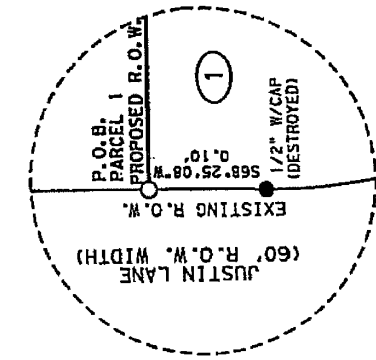
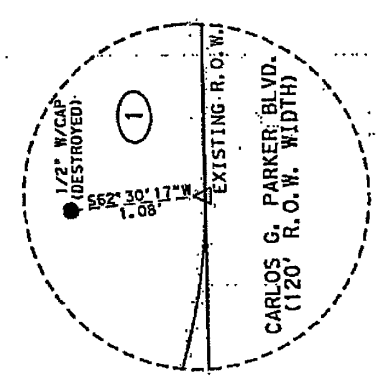
**McGRAY & McGRAY**  
**LAND SURVEYORS, INC.**  
TBPELS SURVEY FIRM # 10095500  
3301 HANCOCK DRIVE #6  
AUSTIN, TEXAS 78731  
(512) 451-8591  
www.mcgray.com

---

PARCEL PLAT SHOWING  
PROPOSED R.O.W. AT  
PARCEL 1  
CR 366 - CARLOS G. PARKER BLVD.  
TO CHANDLER RD.  
WILLIAMSON COUNTY, TEXAS.

---

DATE: MAY 2020 SCALE: 1" = 50'



DETAIL "A" N.T.S.

DETAIL "B" N.T.S.

PAGE 5 OF 5

**ELECTRONICALLY RECORDED  
OFFICIAL PUBLIC RECORDS**

**2020139764**

Pages: 9 Fee: \$49.00

11/09/2020 10:27 AM



*Nancy E. Rister*

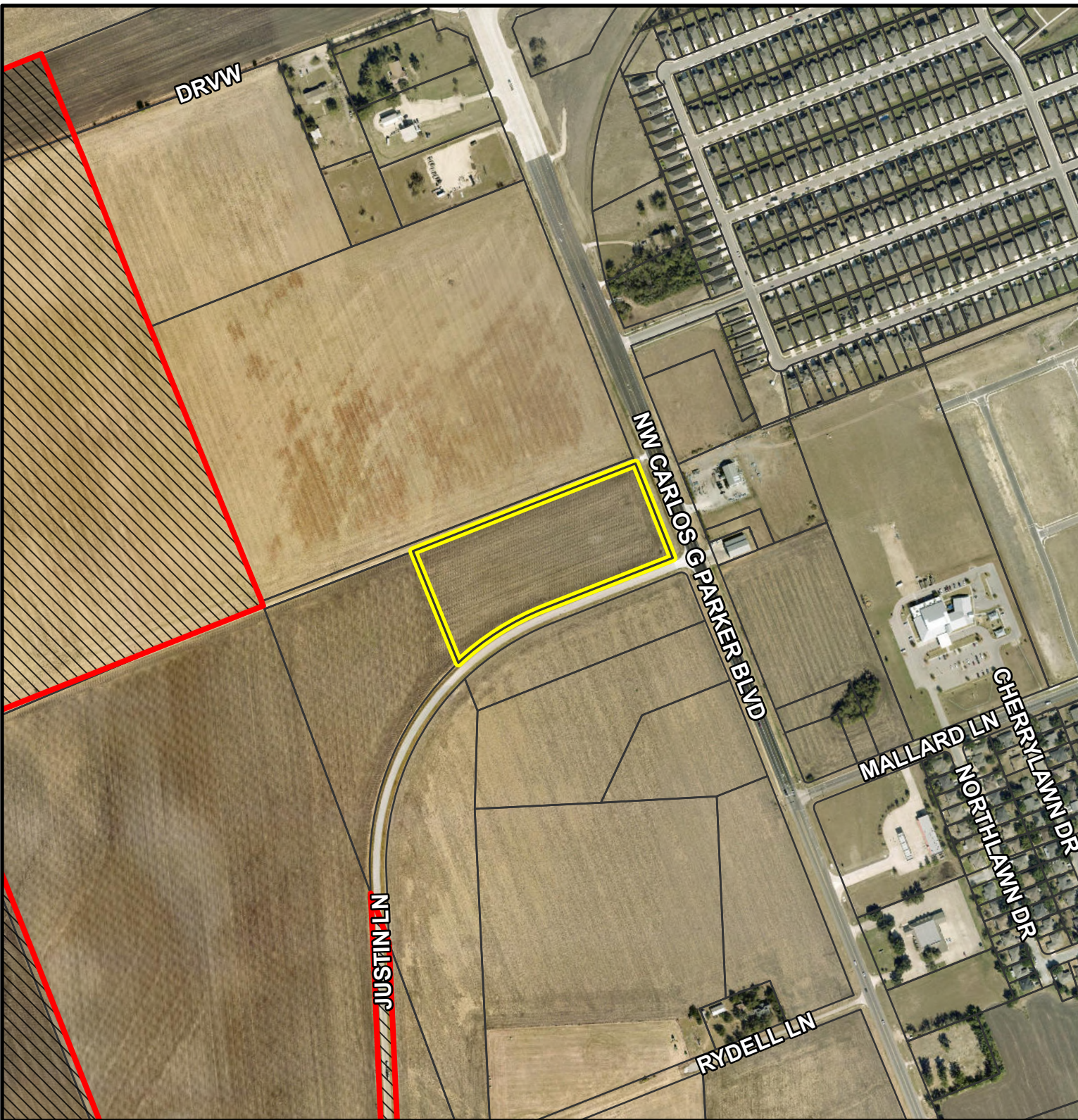
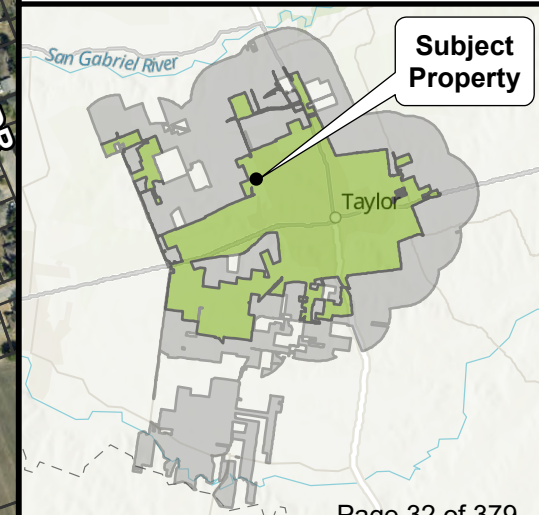
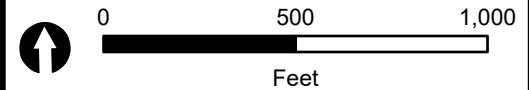
Nancy E. Rister, County Clerk  
Williamson County, Texas



# PZ-2025-2524

397 FM/ 369 CR  
Neighborhood Plan  
Location Map  
Approximately 7.8 acres

- Subject Property
- City Limits
- ETJ Boundary
- Parcels

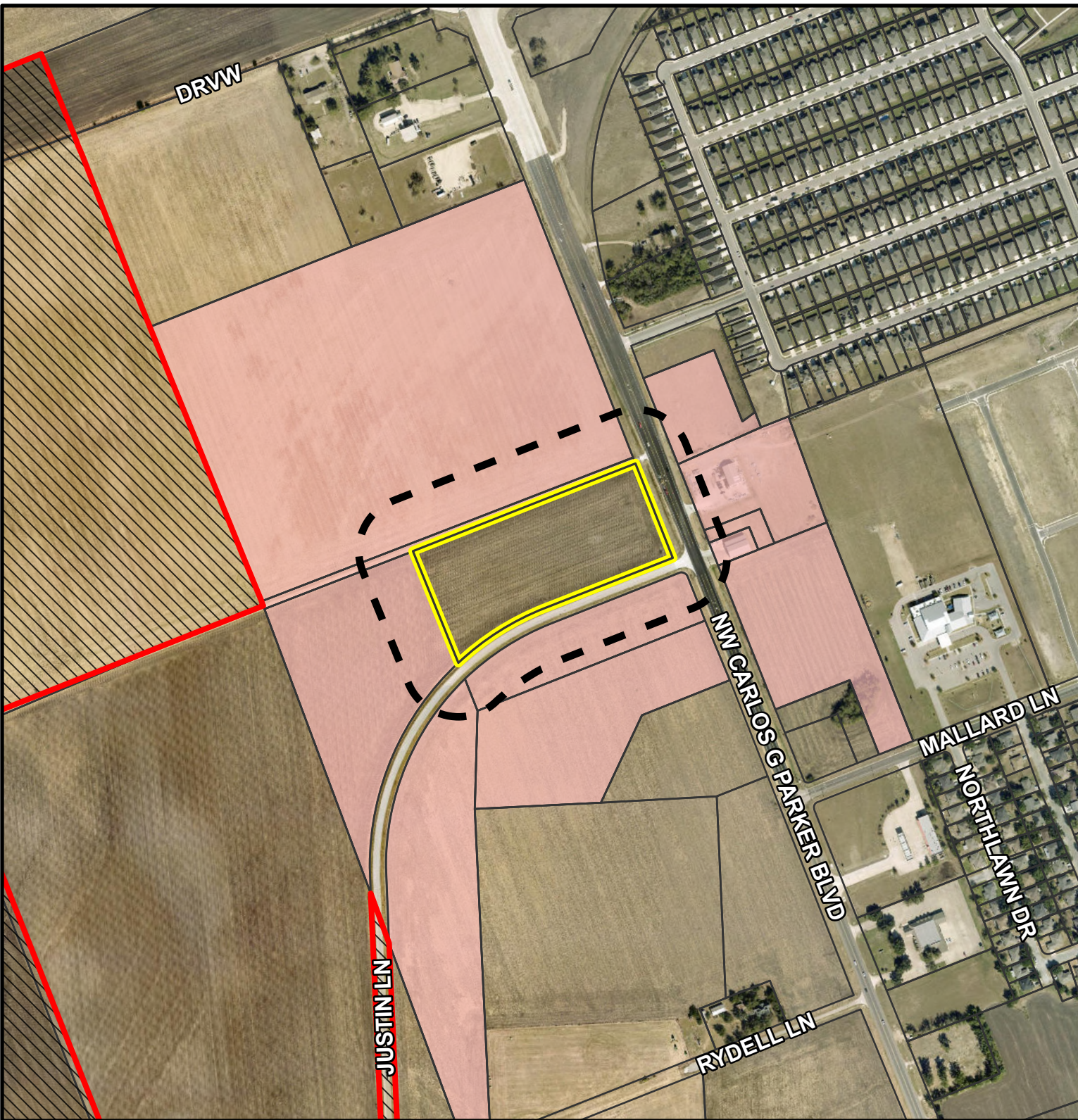
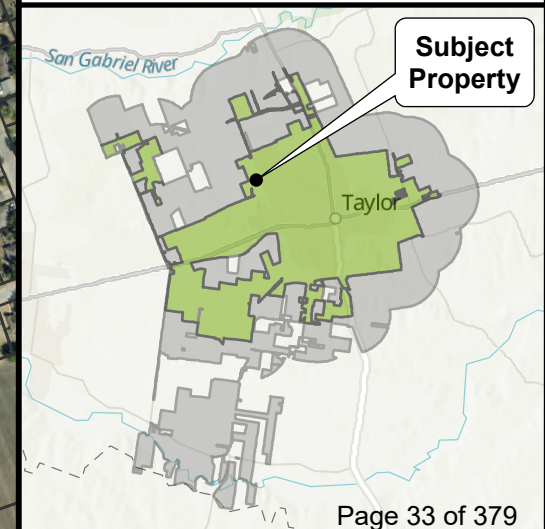




# PZ-2025-2524

**397 FM/ 369 CR**  
**Neighborhood Plan**  
**Notification Map**  
**Approximately 7.8 acres**

- Subject Property
- 200-ft. Buffer
- City Limits
- ETJ Boundary
- Parcels
- Notified Properties

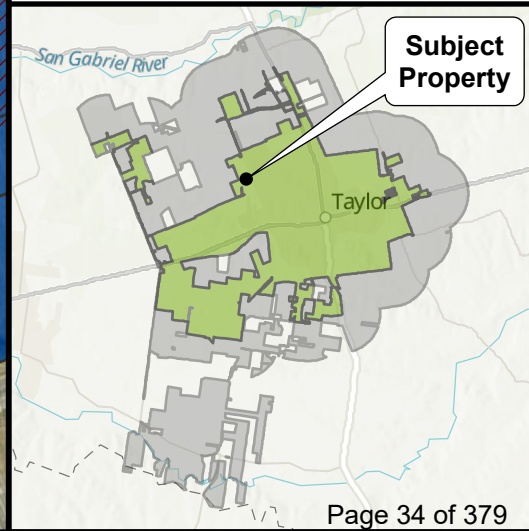
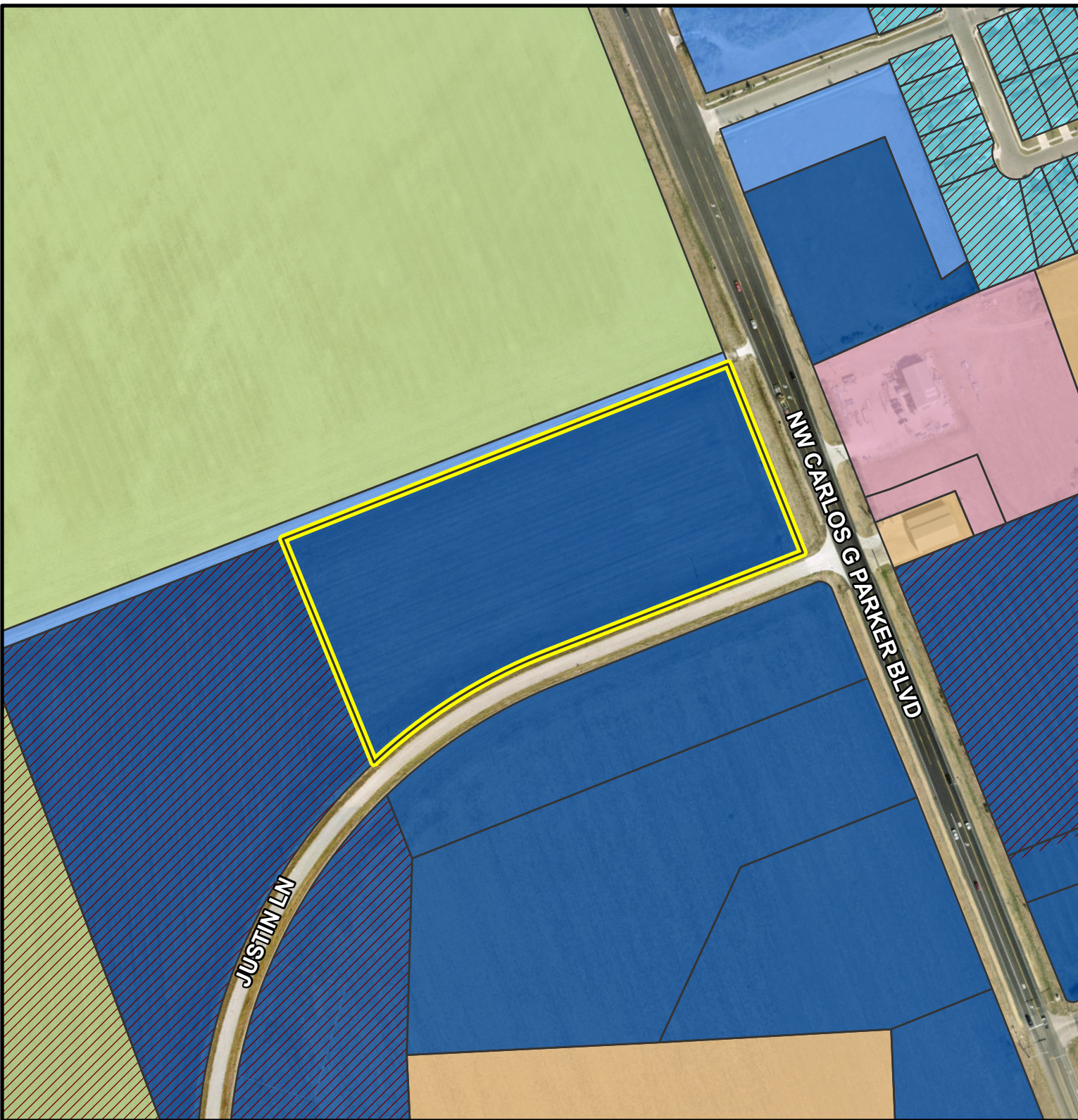
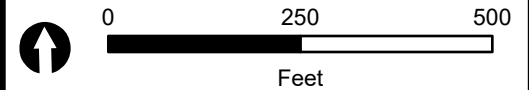




# PZ-2025-2524

397 FM/ 369 CR  
Neighborhood Plan  
Current Zoning Map  
Approximately 7.8 acres

- Subject Property
- Parcels
- Overlay Zoning**
  - Planned Development Overlay
- Place Type Zoning**
  - P2: Rural
- P3: Neighborhood
- P4: Mix
- P5: Urban Center
- EC: Employment Center
- CS: Civic Space

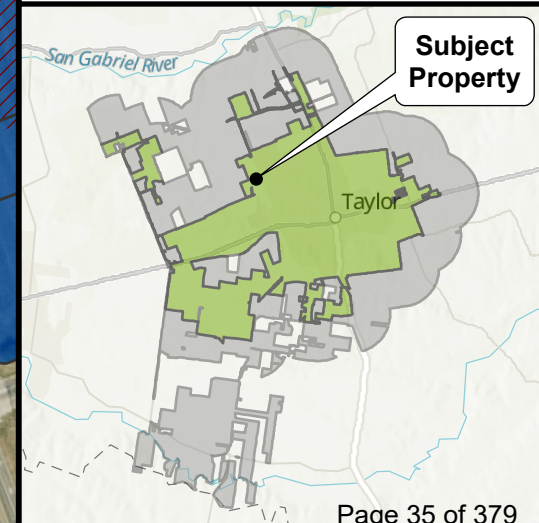
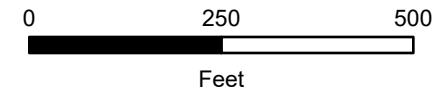




# PZ-2025-2524

**397 FM/ 369 CR  
Neighborhood Plan  
Proposed Zoning Map  
Approximately 7.8 acres**

- |                             |                          |
|-----------------------------|--------------------------|
| Subject Property            | <b>Place Type Zoning</b> |
| Parcels                     | P2: Rural                |
| <b>Overlay Zoning</b>       | P3: Neighborhood         |
| Planned Development Overlay | P4: Mix                  |
| <b>Overlay Zoning</b>       | P5: Urban Center         |
| Neighborhood Plan Overlay   | EC: Employment Center    |
|                             | CS: Civic Space          |










# PZ-2025-2524

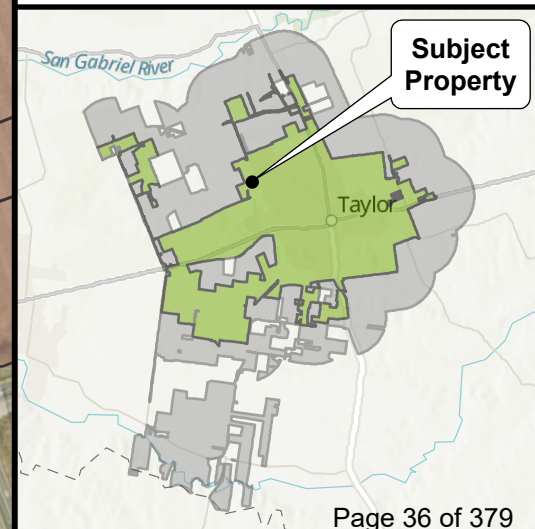
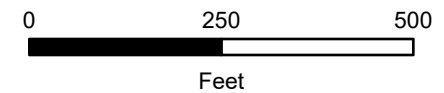
**397 FM/ 369 CR  
Neighborhood Plan  
Future Land Use Map  
Approximately 7.8 acres**

 Subject Property

 Parcels

### Future Land Use

-  Area of Minimal Change
-  Neighborhood Greenfield
-  Neighborhood Infill
-  Employment: Regional
-  Market: Community

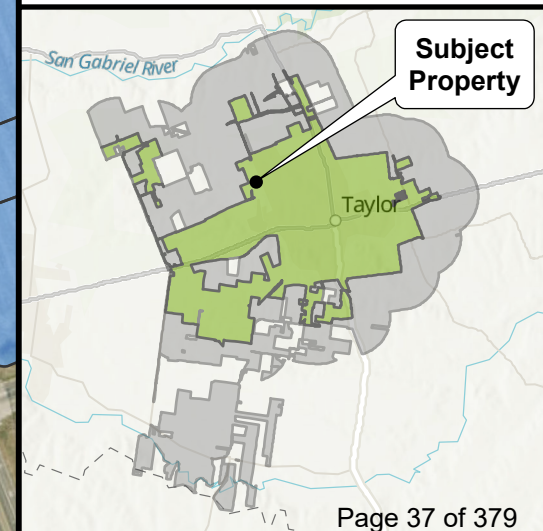




# PZ-2025-2524

**397 FM/ 369 CR  
Neighborhood Plan  
Growth Sector Map  
Approximately 7.8 acres**





- Subject Property
- Parcels
- Growth Sector**
  - Future Growth Sector (G-1)
  - Intended Growth Sector (G-3)
  - Infill Neighborhood Sector (G-4)



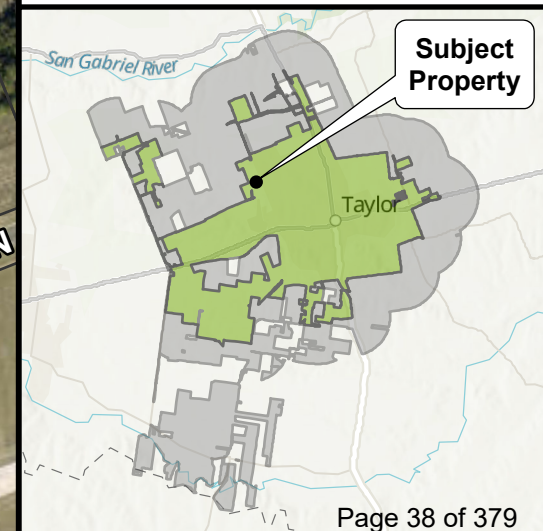


# PZ-2025-2524

397 FM/ 369 CR  
Neighborhood Plan  
Floodplain Map  
Approximately 7.8 acres

-  Subject Property
-  City Limits
-  ETJ Boundary
-  Parcels

**Note: No floodplain present**



**ORDINANCE NO. 2026-20**

**AN ORDINANCE APPROVING A NEIGHBORHOOD PLAN REFERRED TO AS KMV HOLDINGS GENERALLY LOCATED AT 397 FM/369 CR, CONSISTING OF APPROXIMATELY 7.7957 ACRES OF LAND IN THE S. PHARRASS SURVEY, ABSTRACT NO. 496, MORE PARTICULARLY DESCRIBED BY THE WILLIAMSON CENTRAL APPRAISAL DISTRICT PARCELS R430433, TAYLOR, WILLIAMSON COUNTY, TEXAS.; AMENDING THE OFFICAL ZONING MAP OF THE CITY OF TAYLOR, TEXAS, TO SHOW THE ZONING CHANGE ADOPTED HEREIN; PROVIDING A SAVINGS CLAUSE.**

**WHEREAS**, the Taylor City Council conducted a public hearing on May 28, 2026, to consider the request made by the applicant, whose property is legally described in Exhibit “A” attached hereto and incorporated by reference herein for all purposes (“Property”), to approve the Neighborhood Plan, referred to as KMV Holdings; and

**WHEREAS**, the Planning and Zoning Commission, after proper notice, conducted a public hearing on May 12, 2026, to consider the zoning request, and recommended the Neighborhood Plan to the City Council; and

**WHEREAS**, the City Council, after the public hearing, approves the request for the Neighborhood Plan and property zoning change.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, THAT:**

**SECTION 1.** The facts and recitations contained in the preamble of this Ordinance are hereby declared to be true and correct and are incorporated by reference herein and made a part hereof, as if copied verbatim.

**SECTION 2.** The Official Zoning map of the City of Taylor, Texas, is changed to indicate that a Neighborhood Plan has been approved for the Property and to show the allocation and location of Place Types on the Property as depicted in the Neighborhood Plan attached hereto for the purpose as Exhibit “B”.

**SECTION 3.** All other terms and conditions contained in the official zoning map, except as amended herein, shall continue and remain in full force and effect.

**SECTION 4.** Should any section, paragraph, clause, phrase, or provision of this Ordinance be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part of the provisions thereof, other than the part so decided to be invalid or unconstitutional.

**SECTION 6.** In accordance with Article VIII of the City Charter, Ordinance 2026-20 was introduced before the Taylor City Council on the 28nd day of May, 2026.

PASSED, APPROVED, and ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
James Buzan, Mayor

ATTEST:

\_\_\_\_\_  
Lucy Aldrich, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark Schroeder,  
City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Lucy Aldrich, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2026-20, passed and approved by the City Council of the City of Taylor, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Lucy Aldrich  
City Clerk

**EXHIBIT A**  
**((Metes & Bounds/Legal Description/Survey))**

**EXHIBIT B**  
**(Neighborhood Plan)**

Exhibit "A"

STATE OF TEXAS §  
§  
§  
§  
COUNTY OF WILLIAMSON §

A TRACT OR PARCEL OF LAND CONTAINING 7.7957 ACRES, (339,580 SQUARE FEET), SITUATED IN THE SAMUEL PHARRASS SURVEY, ABSTRACT NO. 496, WILLIAMSON COUNTY, TEXAS, BEING OUT OF AND A PART OF THAT CERTAIN CALLED 63 ACRE TRACT OF LAND AS CONVEYED TO DONALD RAY RYDELL AND LARRY WAYNE RYDELL BY INSTRUMENT RECORDED IN VOLUME 561, PAGE 366, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 7.7957 ACRE TRACT OF LAND BEING THAT CERTAIN CALLED 8.00 ACRE TRACT OF LAND AS CONVEYED TO REBECCA L. STAGLIK BY INSTRUMENT RECORDED IN DOCUMENT NO. 2022132473 AND BEING DESCRIBED BY INSTRUMENT RECORDED IN DOCUMENT NO. 2002060658 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAVE AND EXCEPT THAT CERTAIN CALLED 0.2161 ACRE TRACT OF LAND AS CONVEYED TO THE STATE OF TEXAS BY INSTRUMENT RECORDED IN DOCUMENT NO. 2020139764 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 7.7957 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: (BEARING BASIS: DOCUMENT NO. 2002060658 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS).

BEGINNING at a capped, (Precision Surveyors), iron rod set on the west right-of-way line of Northwest Carlos G. Parker Boulevard, (FM 397, right-of-way varies per Document No. 2020139764 of the Official Public Records of Williamson County, Texas), for the southeast corner of the remainder of that certain called 66.44 acre tract of land as conveyed to Walther Family Limited Partnership by instrument recorded in Document No. 2005069305 of the Official Public Records of Williamson County, Texas, same being the southwest corner of that certain called 0.0136 acre tract of land as conveyed to the State of Texas by instrument recorded in Document No. 2020162954 of the Official Public Records of Williamson County, Texas, same being the northwest corner of said 0.2161 Acre Tract, same being the northeast corner and the POINT OF BEGINNING of the herein described tract;

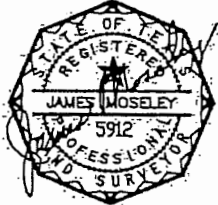
Thence, S 21°30'09" E, along the west right-of-way line of Northwest Carlos G. Parker Boulevard, same being the west line of said 0.2161 Acre Tract, a distance of 376.06 feet to a capped, (Precision Surveyors), iron rod set for the intersection of the west right-of-way line of Northwest Carlos G. Parker Boulevard with the northerly right-of-way line of Justin Lane, (60.00 foot right-of-way per Document No. 2000057186 of the Official Public Records of Williamson County, Texas), for the southwest corner of said 0.2161 Acre Tract, same being the southeast corner of the herein described tract;

Thence, S 68°17'44" W, along the northerly right-of-way line of Justin Lane, a distance of 510.46 feet, (Call 510.56 feet), to the point of curvature of a curve to the left;

Thence, Southwesterly, along the northerly right-of-way line of Justin Lane, with the arc of said curve to the left, having an included angle of 21°01'53", a radius of 1,030.00 feet, a chord that bears, S 57°48'15" W, a chord distance of 375.96 feet, for an arc distance of 378.08 feet to a 1/2" iron rod found for the southeast corner of that certain called 67.616 acre tract of land as conveyed to Taylor Heights, LLC by instrument recorded in Document No. 2022055423 of the Official Public Records of Williamson County, Texas, same being the southwest corner of the herein described tract;

Thence, N 21°41'33" W, along the common line of said 67.616 Acre Tract, a distance of 444.65 feet, (Call 444.94 feet), to a 1/2" iron rod found on the common line of the remainder of said 66.44 Acre Tract, for the northeast corner of said 67.616 Acre Tract, same being the northwest corner of the herein described tract;

Thence, N 68°18'16" E, (Call N 68°21'18" E), along the common line of the remainder of said 66.44 Acre Tract a distance of 881.37 feet to the POINT OF BEGINNING and containing 7.7957 acres or 339,580 square feet, more or less.



See Drawing Attached

James E. Moseley  
Registered Professional Land Surveyor,  
No. 5912  
Job No. SA2024-02218  
October 22, 2024

② The Hay Legal Group PLLC  
411 W. 5th St.  
E Suite 300  
Austin, TX 78701

**FILED AND RECORDED**  
OFFICIAL PUBLIC RECORDS 2026009773

Fee: \$33.00  
02/06/2026 02:26 PM VDONNELLY



*Nancy E. Rister*  
Nancy E. Rister, County Clerk  
Williamson County, Texas



# KMV HOLDINGS TAYLOR TX

NEIGHBORHOOD PLAN # PZ-2025-2524  
 MAY 30, 2025  
 REVISED: APRIL 06, 2026

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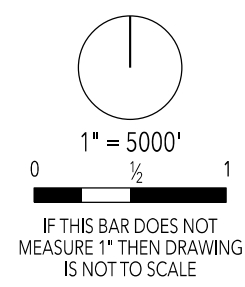
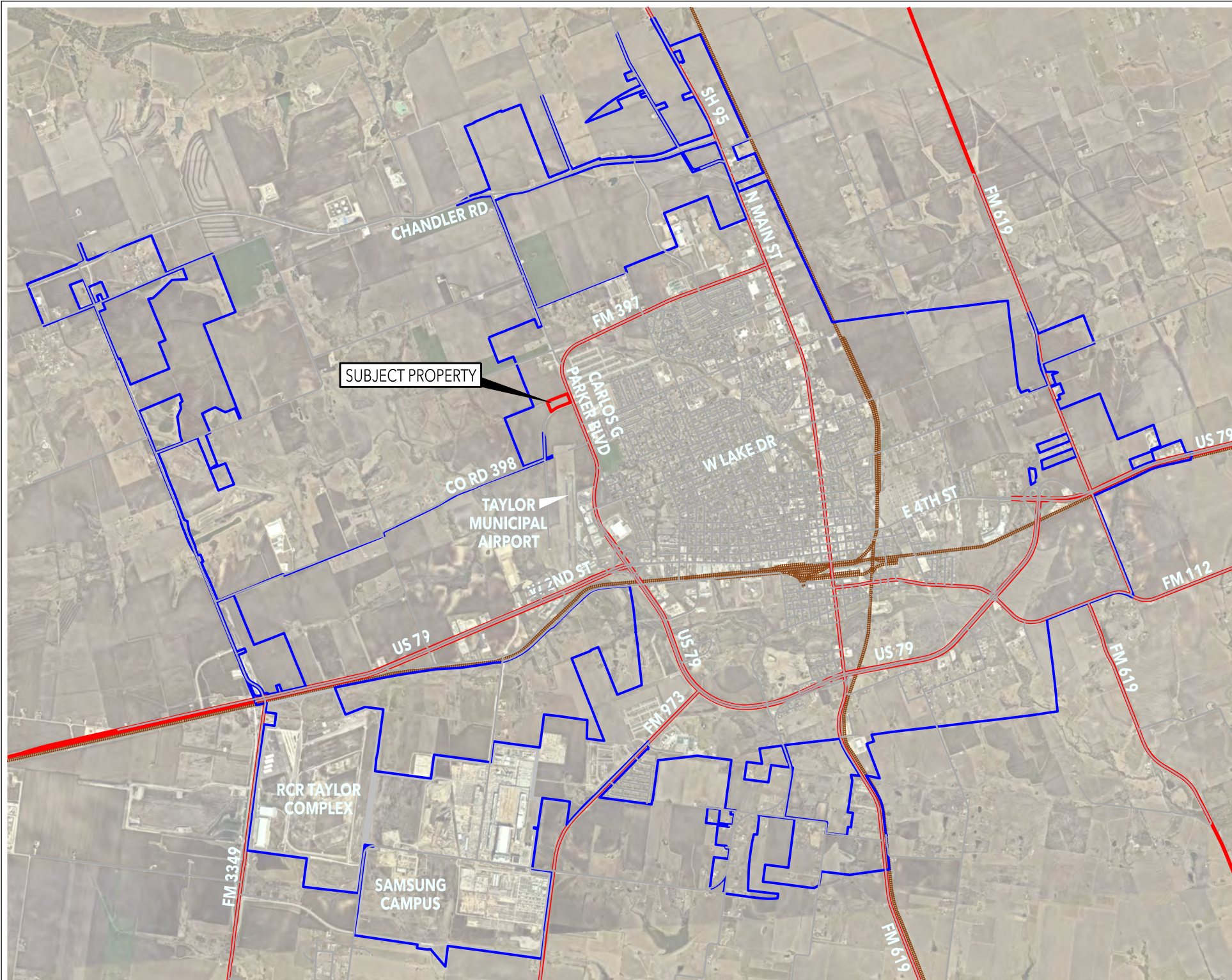
### PROPOSED NEIGHBORHOOD PLAN

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KMV HOLDINGS TAYLOR TX  
 FM 397 & JUSTIN LN | TAYLOR, TX 76574



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 SUITE 307-122  
 AUSTIN, TX 78759  
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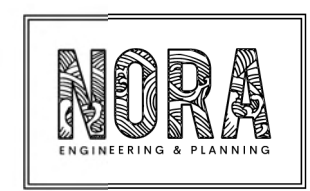
**LEGEND**

	CITY BOUNDARY
	SUBJECT PROPERTY
	RAILROADS
	MAJOR ROADWAYS

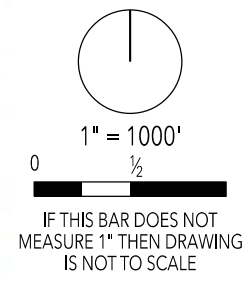
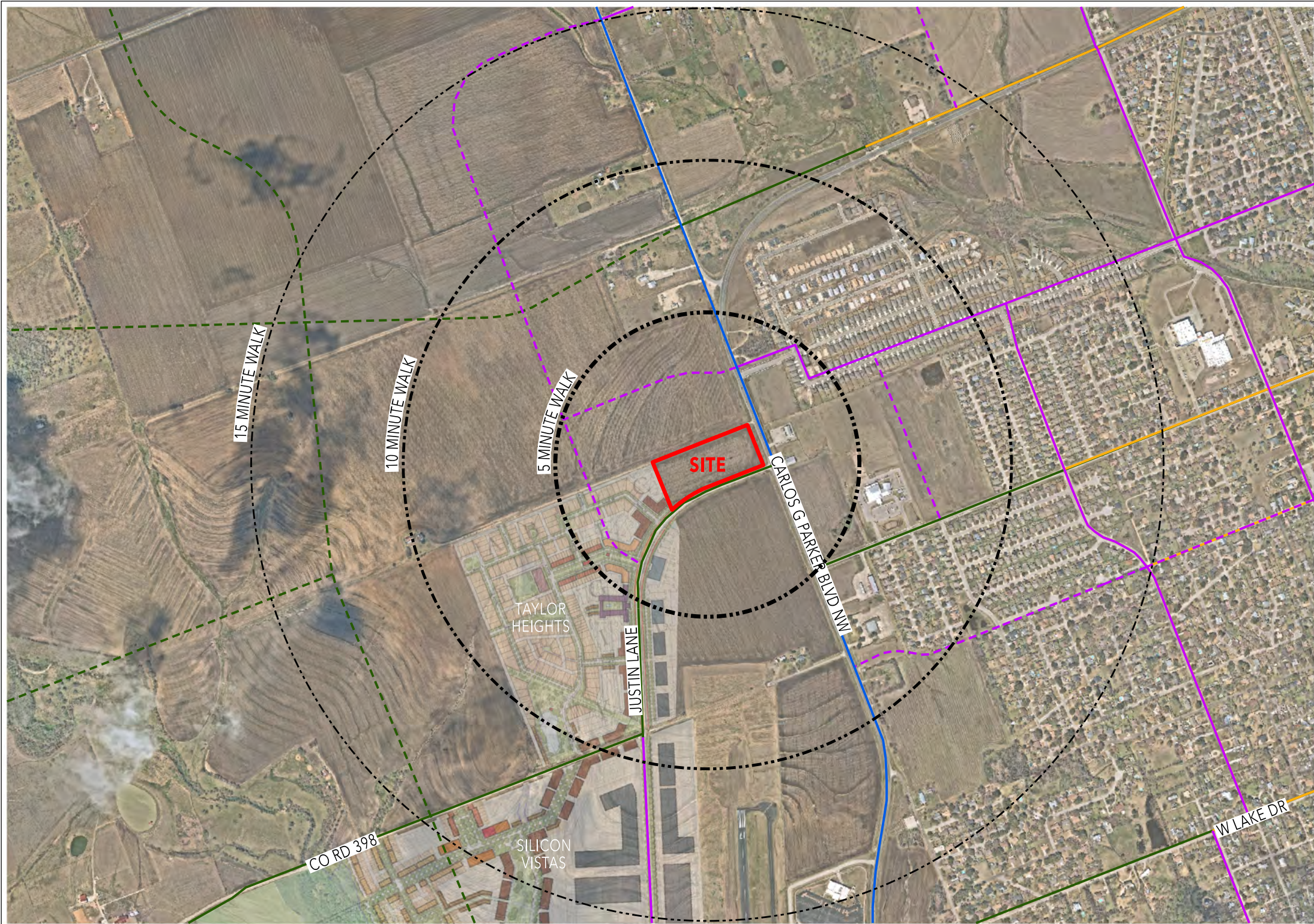
## EXISTING CONDITIONS REGIONAL CONTEXT MAP

THE PROPERTY IS ON A 7.7-ACRE SITE LOCATED AT THE NW CORNER OF CARLOS G. PARKER BLVD. & JUSTIN LANE. THE PROPERTY IS LESS THAN A MILE NORTH OF THE AIRPORT AND APPROXIMATELY 3 MILES FROM DOWNTOWN TAYLOR AND THE SAMSUNG CAMPUS.

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**LEGEND**

- SUBJECT PROPERTY
- 5 MINUTES WALKABLE LINE
- 10 MINUTES WALKABLE LINE
- 15 MINUTES WALKABLE LINE
- COMMUNITY BOULEVARD
- COMMUNITY BOULEVARD PROPOSED
- NEIGHBORHOOD AVENUE EXISTING
- NEIGHBORHOOD AVENUE PROPOSED
- REGIONAL ROAD EXISTING
- MULTIMODAL CORRIDOR

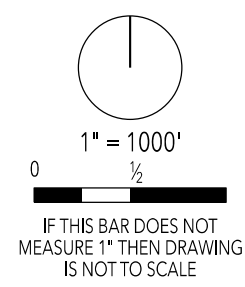
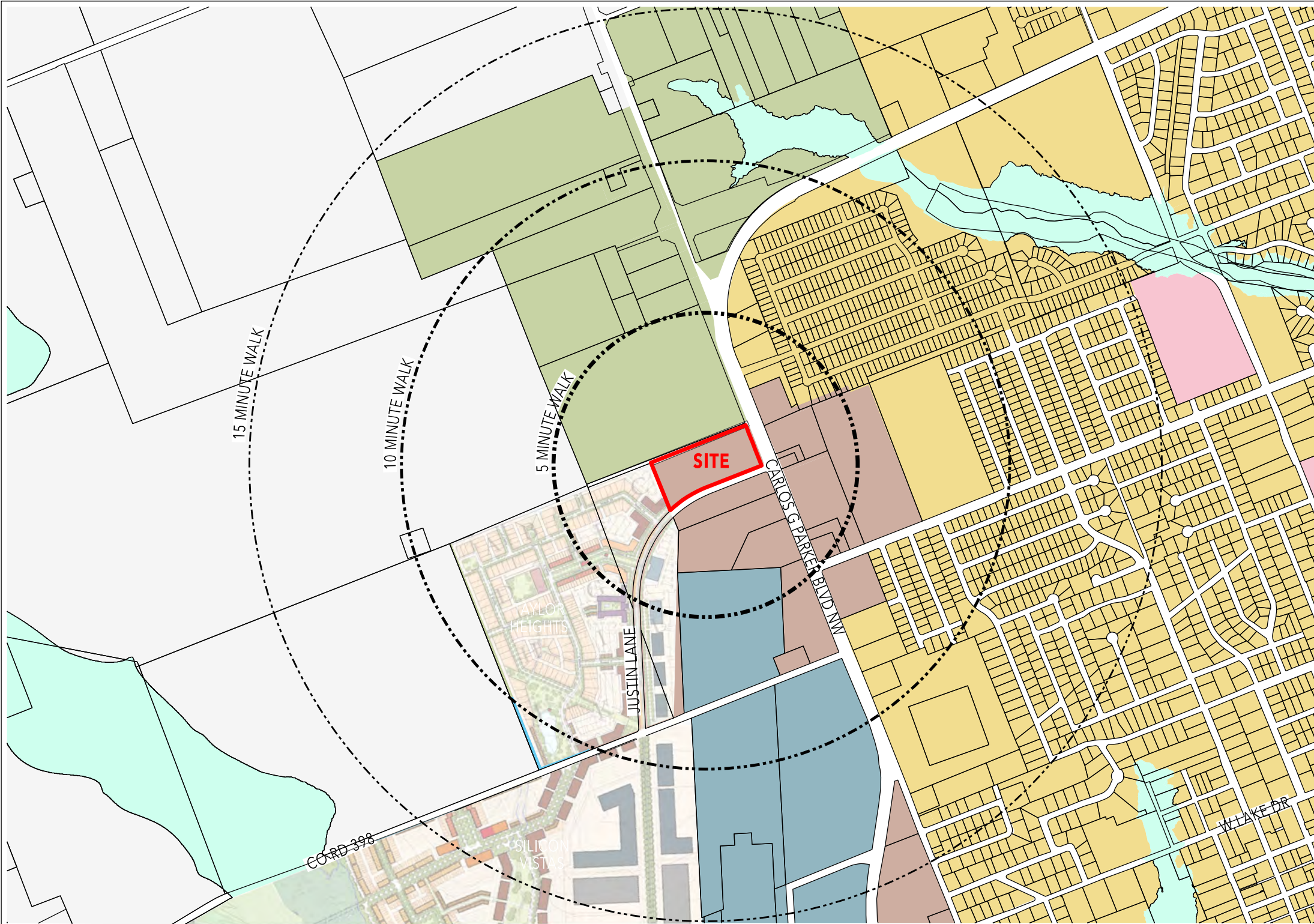
**EXISTING CONDITIONS**  
**SITE IN CONTEXT**

THE AREA AROUND THE SITE WITHIN THE 5-MINUTE PEDESTRIAN SHED IS PREDOMINATELY UNDEVELOPED. BUILDING HEIGHTS ARE LIMITED BY THE AIRPORT HAZARD ZONING. THE CITY OF TAYLOR HAS APPROVED MASTER PLANS FOR SEVERAL PROJECTS TO THE WEST AND SOUTH WITHIN WALKING DISTANCE FROM THE SITE.

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LEGEND	
	SUBJECT PROPERTY
	MARKET CENTER - COMMUNITY
	EMPLOYMENT - REGIONAL
	EMPLOYMENT - COMMUNITY
	EMPLOYMENT - SPECIAL ZONE
	NEIGHBORHOOD GREENFIELD
	NEIGHBORHOOD INFILL
	CIVIC - NEIGHBORHOOD
	OPEN SPACE
	AREA OF MINIMAL CHANGE

### MARKET CENTERS

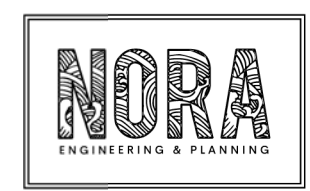
WALKABLE, MIXED-USE AREAS ANCHORED BY A RETAIL DESTINATION WHERE SURROUNDING RESIDENTS GO TO GET DAILY GOODS AND SERVICES.

## EXISTING CONDITIONS

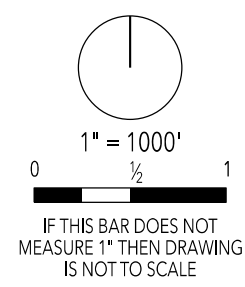
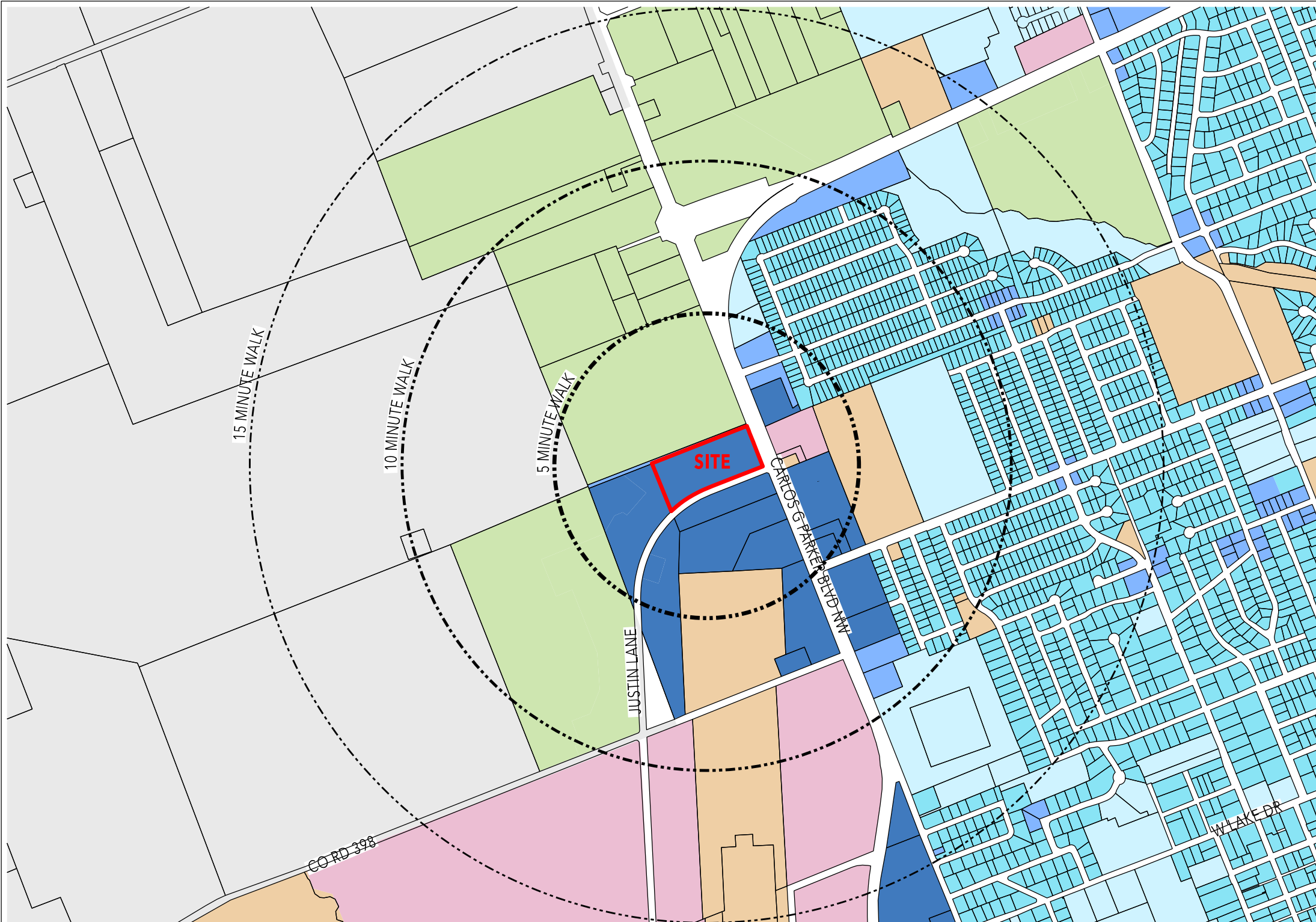
### FUTURE LAND USE

THE CITY OF TAYLOR FUTURE LAND USE MAP IDENTIFIES THE SITE AS A COMMUNITY MARKET CENTER. THE SITE IS SITUATED IN CLOSE PROXIMITY TO EXISTING NEIGHBORHOODS EAST OF CARLOS G PARKER AND MINUTES FROM PROPOSED NEIGHBORHOODS IN THE APPROVED MASTER PLANS WEST AND SOUTH OF THE SITE.

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 FM 397 & JUSTIN LN | TAYLOR, TX 76574



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LEGEND	
	SUBJECT PROPERTY
	P2 - RURAL
	P2.5 - LARGE LOT
	P4 - MIX
	P5 - URBAN CENTER
	EMPLOYMENT CENTER
	CIVIC SPACE
	ETJ BOUNDARY

## P5 - URBAN CENTER DEVELOPMENT CHARACTERISTICS

- HIGHER INTENSITY MIXTURE OF BUILDING TYPES
- \*
- ACCOMMODATE COMMERCIAL, RETAIL, OFFICES, HOTELS, AND RESIDENTIAL.
- \*
- HIGH PEDESTRIAN AND VEHICLE TRAFFIC.
- \*
- CONTINUOUS LINE OF BUILDINGS SET CLOSE TO WIDE SIDEWALKS AT PUBLIC FRONTAGE.

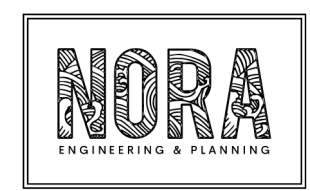
## BUILDING TYPES ALLOWED

SMALL & LARGE APARTMENT, SMALL & LARGE COMMERCIAL, LIVE/WORK, MIXED-USE COMMERCIAL, CARTS, KIOSKS, FOOD TRAILERS, TEMPORARY COMMERCIAL, COMMERCIAL ACCESSORY, & CIVIC BUILDINGS

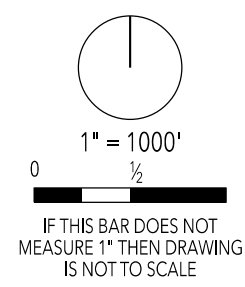
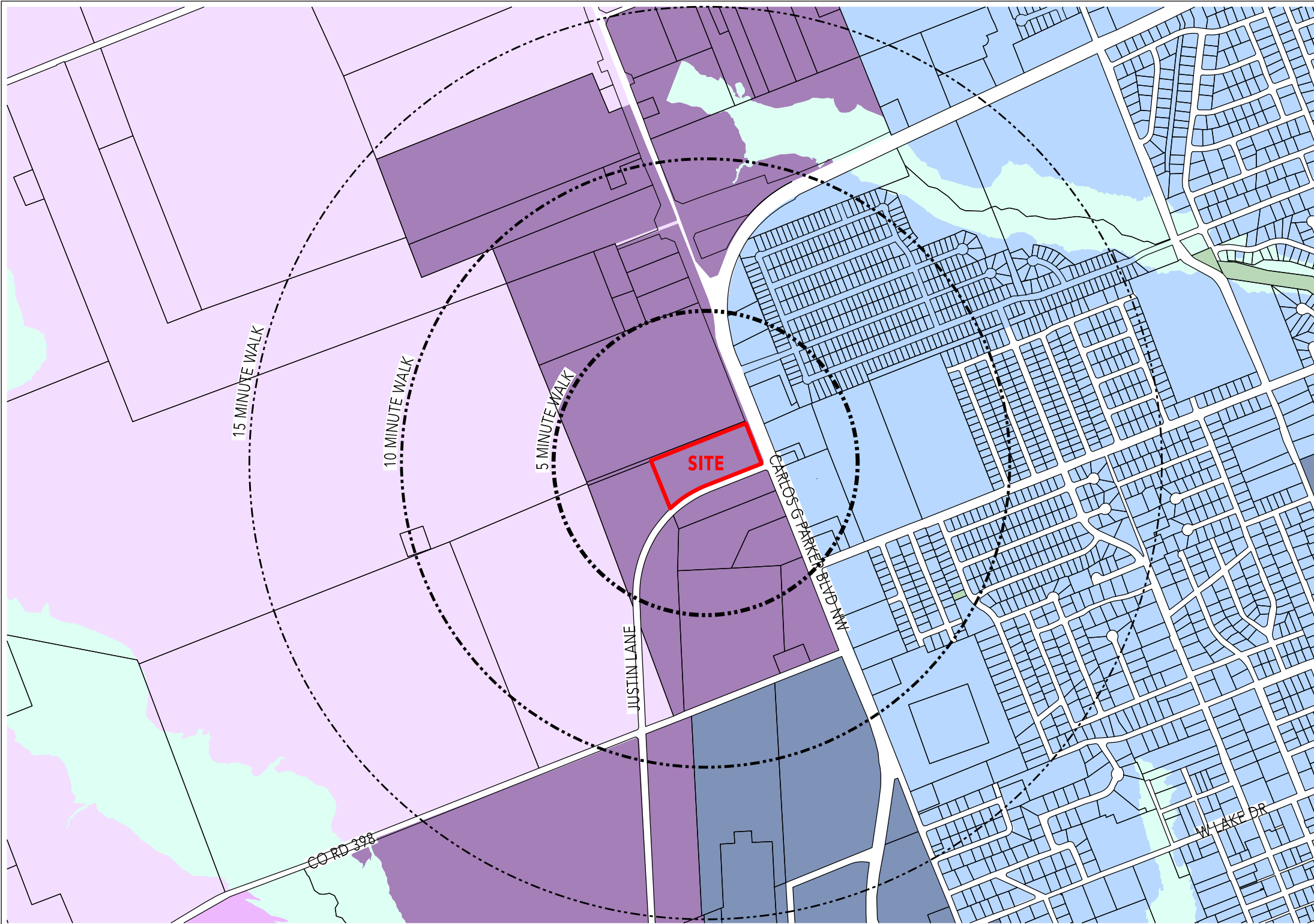
### EXISTING CONDITIONS

PLACE TYPE  
THE SITE IS IN THE P5 - URBAN CENTER PLACE TYPE DISTRICT.

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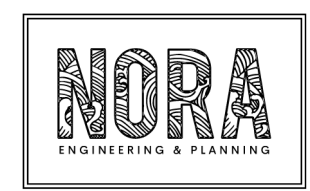


LEGEND	
	SUBJECT PROPERTY
	INTENDED GROWTH SECTOR (G-3)
	INFILL NEIGHBORHOOD SECTOR (G-4)
	INFILL GROWTH SECTOR (G-5)
	FUTURE GROWTH SECTOR (G-1)
	OPEN SECTOR (O-2)
	PRESERVED OPEN SECTOR (O-1)

## EXISTING CONDITIONS GROWTH SECTORS

THE SITE IS LOCATED IN THE INTENDED GROWTH SECTOR (G3). THE INTENDED GROWTH SECTOR CONSISTS OF AREAS WITH ACCESS TO EXISTING OR PLANNED TRANSPORTATION AND INFRASTRUCTURE, AND IS LOCATED ON THE PERIPHERY OF EXISTING DEVELOPED AREAS. GROWTH POLICIES SHOULD ENCOURAGE THE DEVELOPMENT OR REDEVELOPMENT OF THESE AREAS AS COMPACT RESIDENTIAL AND MIXED-USE DEVELOPMENTS.

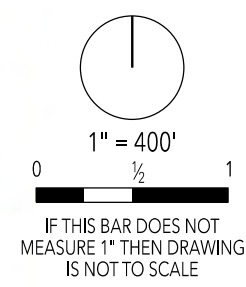
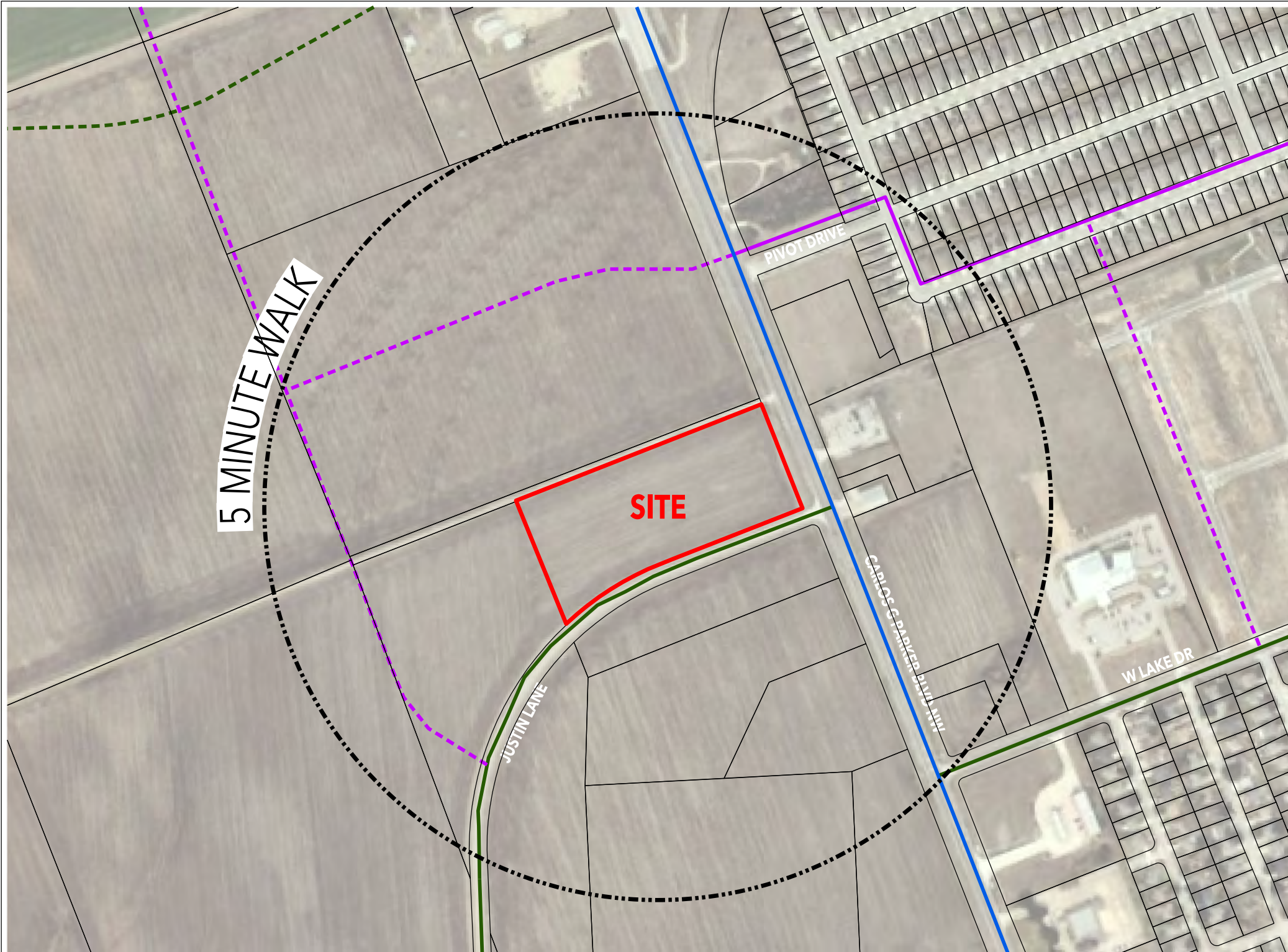
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DATE: 4/6/2026 | PROJ. NO.: 25-102 | PAGE 6 OF 17

S:\Projects\Levantino Taylor\_7.7 Acres - 25-102\CAD\Plans\Neighborhood Plan\06-Taylor\_7.7-S-Growth\_Sectors.dgn



LEGEND	
<span style="color: red;">—</span>	SUBJECT PROPERTY
<span style="border-bottom: 1px solid black;">  </span>	PARCEL LINE
<span style="color: blue;">—</span>	REGIONAL ROAD EXISTING
<span style="color: purple;">—</span>	NEIGHBORHOOD AVENUE EXISTING
<span style="color: purple;">- - -</span>	NEIGHBORHOOD AVENUE PROPOSED
<span style="color: green;">—</span>	COMMUNITY BOULEVARD EXISTING
<span style="color: green;">- - -</span>	COMMUNITY BOULEVARD PROPOSED

**CARLOS G PARKER BLVD  
EXISTING REGIONAL ROAD**

CARLOS G PARKER BLVD (FM 397) IS A TXDOT ROADWAY.

**JUSTIN LANE  
EXISTING COMMUNITY BOULEVARD**

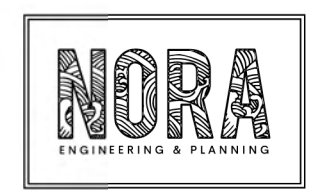
THE CITY OF TAYLOR'S TRANSPORTATION PLAN CLASSIFIES JUSTIN LANE AS AN EXISTING COMMUNITY BOULEVARD.

\*  
ACCORDING TO THE CITY'S STANDARD STREET CROSS SECTION, COMMUNITY BOULEVARDS REQUIRE 100 FEET OF RIGHT-OF-WAY

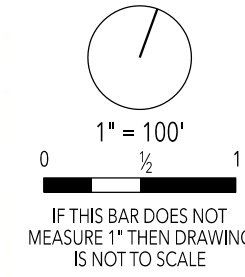
**EXISTING CONDITIONS  
THOROUGHFARE PLAN**

THE SITE IS LOCATED AT THE NORTHWEST CORNER OF CARLOS G PARKER BLVD (EXISTING REGIONAL ROAD) AND JUSTIN LANE (EXISTING COMMUNITY BOULEVARD).

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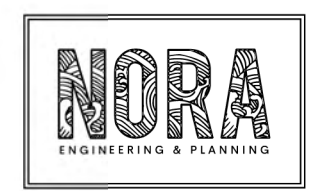
LEGEND	
	SUBJECT PROPERTY
	1-FT CONTOUR
	5-FT CONTOUR

## EXISTING CONDITIONS

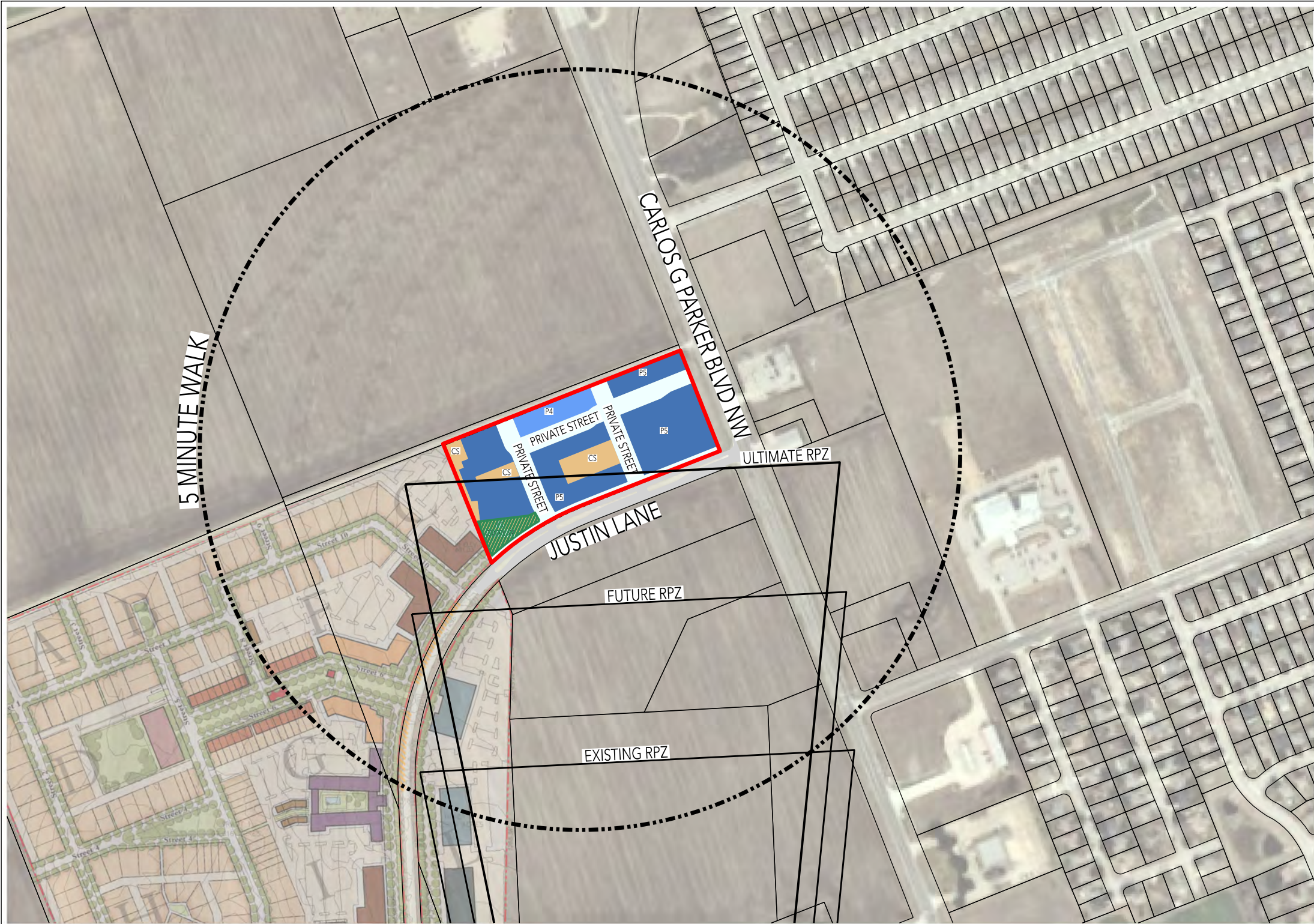
### TREE AND SLOPE ANALYSIS

THE SITE IS VERY FLAT WITH SLOPES THAT ARE 0% - 5%, AND MOST OF THE SITE IS < 1%.  
 THERE ARE NO EXISTING TREES ON THE SITE.  
 ACCORDING TO THE FEMA FLOOD INSURANCE MAP, THE SITE IS NOT WITHIN A FLOODPLAIN.

**KMV HOLDINGS TAYLOR TX**  
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**LEGEND**

- SUBJECT PROPERTY
- PARCEL LINE
- 5 MINUTES WALKABLE LINE
- P1 OVERLAY
- P4 PLACE TYPE
- P5 PLACE TYPE
- CS PLACE TYPE

- NOTES**
1. THIS PLAN PROVIDES THREE POINTS OF INGRESS AND EGRESS FOR FIRE DEPARTMENT/EMS.
  2. THE PROPOSED ACCESS DRIVES WILL BE DESIGNED IN ACCORDANCE WITH THE CITY AND TXDOT CRITERIA AS APPLICABLE.
  3. PRIVATE INDOOR AMENITY SPACE IS AVAILABLE ADJACENT TO THE POOL AREA.
  4. THE P4 DISTRICT INCLUDES A RESERVABLE SPACE FOR PRIVATE OR COMMUNITY EVENTS.
  5. THE JUSTIN LANE CROSS SECTION WILL TRANSITION TO MATCH THE EXISTING PAVEMENT WIDTH WEST OF THE SITE
  6. THE BUILDING HEIGHTS WILL RESPECT THE HEIGHT LIMITS PERMITTED BY THE FAA

SITE AREA	7.80	ACRE
ROW/ PRIVATE STREET	2.19	ACRE
SITE AREA - ROW/ PRIVATE STREET	5.60	ACRE

PLACE TYPE	TND REQ'D		PROVIDED	
	(%)	(ACRES)	(%)	(ACRES)
P1	5%	0.28	0%	0.00
P3	10-30%	0.56 - 1.68	0%	0.00
P4	40-60%	2.24 - 3.36	9%	0.50
P5	10-30%	0.56 - 1.68	72%	4.02
CS*	10%	0.56	19%	1.09
<b>TOTAL</b>			<b>100%</b>	<b>5.60</b>

\* INCLUDING P1 OVERLAY

## TND PLAN IN CONTEXT

THE LDC SPECIFIES THAT PROJECTS >2.5 ACRES BUT LESS THAN A PEDESTRIAN SHED SHALL USE THE TND DEVELOPMENT PATTERN OR THE DEVELOPMENT PATTERN OF THE ADJACENT AND SURROUNDING NEIGHBORHOOD. THIS PROJECT VARIES FROM THE TND PLACE TYPE ALLOCATION. THE ADJACENT PROPERTIES ARE CURRENTLY UNDEVELOPED. HOWEVER, THE CITY HAS APPROVED THE MASTERPLAN FOR THE PROPERTY TO THE WEST. PRIVATE STREETS & PEDESTRIAN WAYS ARE ARRANGED IN A GRID WITH SHORT BLOCKS. ALIGNMENT OF PEDESTRIAN WAYS WAS PROVIDED FOR DIRECT LINKAGES TO OTHER BUILDINGS AND CIVIC AREAS.

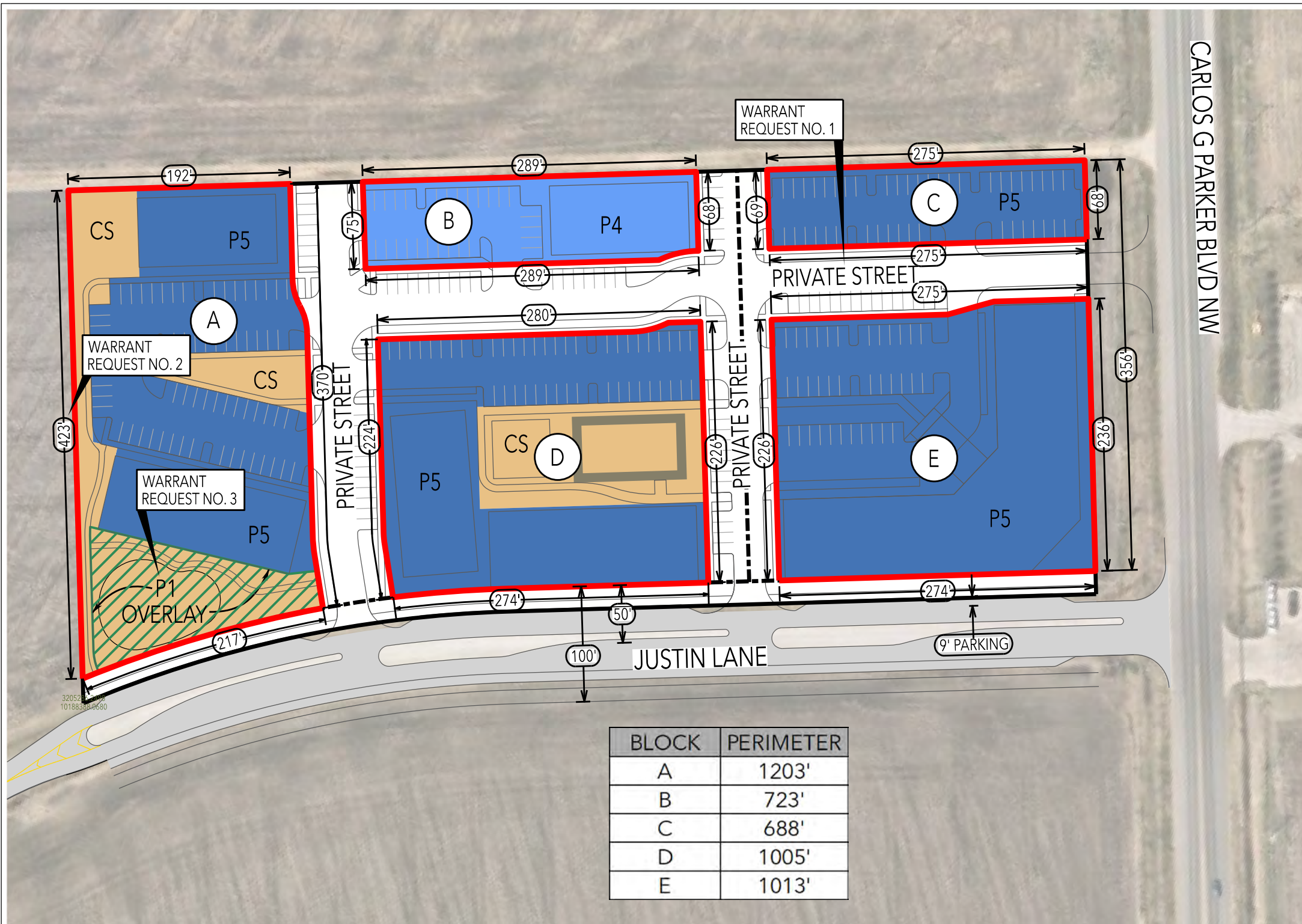
**KMV HOLDINGS TAYLOR TX**  
FM 397 & JUSTIN LN | TAYLOR, TX 76574



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5114 BALCONES WOODS DR  
SUITE 307-122  
AUSTIN, TX 78759  
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BLOCK	PERIMETER
A	1203'
B	723'
C	688'
D	1005'
E	1013'

**LEGEND**

- SUBJECT PROPERTY
- PROPOSED LOT LINE
- BLOCK
- P1 OVERLAY
- P4 PLACE TYPE
- P5 PLACE TYPE
- CS PLACE TYPE

1" = 100'  
 IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

**WARRANT REQUESTS**

1. BLOCK PERIMETER: THE MAXIMUM BLOCK PERIMETER FOR THE P5 PLACE TYPE IS 1320 FEET. A WARRANT IS REQUESTED TO UTILIZE PRIVATE DRIVES IN LIEU OF PUBLIC STREETS TO SATISFY THE MAXIMUM BLOCK PERIMETER REQUIREMENT.

2. BLOCK LENGTH:

MAXIMUM BLOCK LENGTH	
REQUIRED	REQUESTED
330'	423'

3. A WARRANT IS REQUESTED TO INCLUDE THE STORMWATER DRAINAGE AREA AS CIVIC SPACE.

4. A WARRANT IS REQUESTED TO VARY FROM THE TND PLACE TYPE ALLOCATION

PLACE TYPE	TND REQ'D		PROVIDED	
	(%)	(ACRES)	(%)	(ACRES)
P1	5%	0.28	0%	0.00
P3	10-30%	0.56 - 1.68	0%	0.00
P4	40-60%	2.24 - 3.36	9%	0.50
P5	10-30%	0.56 - 1.68	72%	4.02
CS*	10%	0.56	19%	1.09
TOTAL			100%	5.60

\* INCLUDING P1 OVERLAY

**WARRANT REQUESTS**

THIS PROJECT REQUESTS WARRANTS TO EXCEED MAXIMUM BLOCK LENGTH & PERIMETER AS DEFINED BY THE LDC AND TO INCLUDE THE STORMWATER FACILITY AREA AS CIVIC SPACE. A WARRANT TO VARY FROM THE TND PLACE TYPE ALLOCATION IS ALSO REQUESTED

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1" = 100'

0 1/2 1

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

### LEGEND

- SUBJECT PROPERTY
- P1 OVERLAY
- P4 PLACE TYPE
- P5 PLACE TYPE
- CS PLACE TYPE

PLACE TYPE	TND REQ'D		PROVIDED	
	(%)	(ACRES)	(%)	(ACRES)
P1	5%	0.28	0%	0.00
P3	10-30%	0.56 - 1.68	0%	0.00
P4	40-60%	2.24 - 3.36	9%	0.50
P5	10-30%	0.56 - 1.68	72%	4.02
CS*	10%	0.56	19%	1.09
<b>TOTAL</b>			<b>100%</b>	<b>5.60</b>

\* INCLUDING P1 OVERLAY

SITE AREA	7.80	ACRE
ROW/ PRIVATE STREET	2.19	ACRE
<b>SITE AREA - ROW/ PRIVATE STREET</b>	<b>5.60</b>	<b>ACRE</b>

## REGULATING PLAN

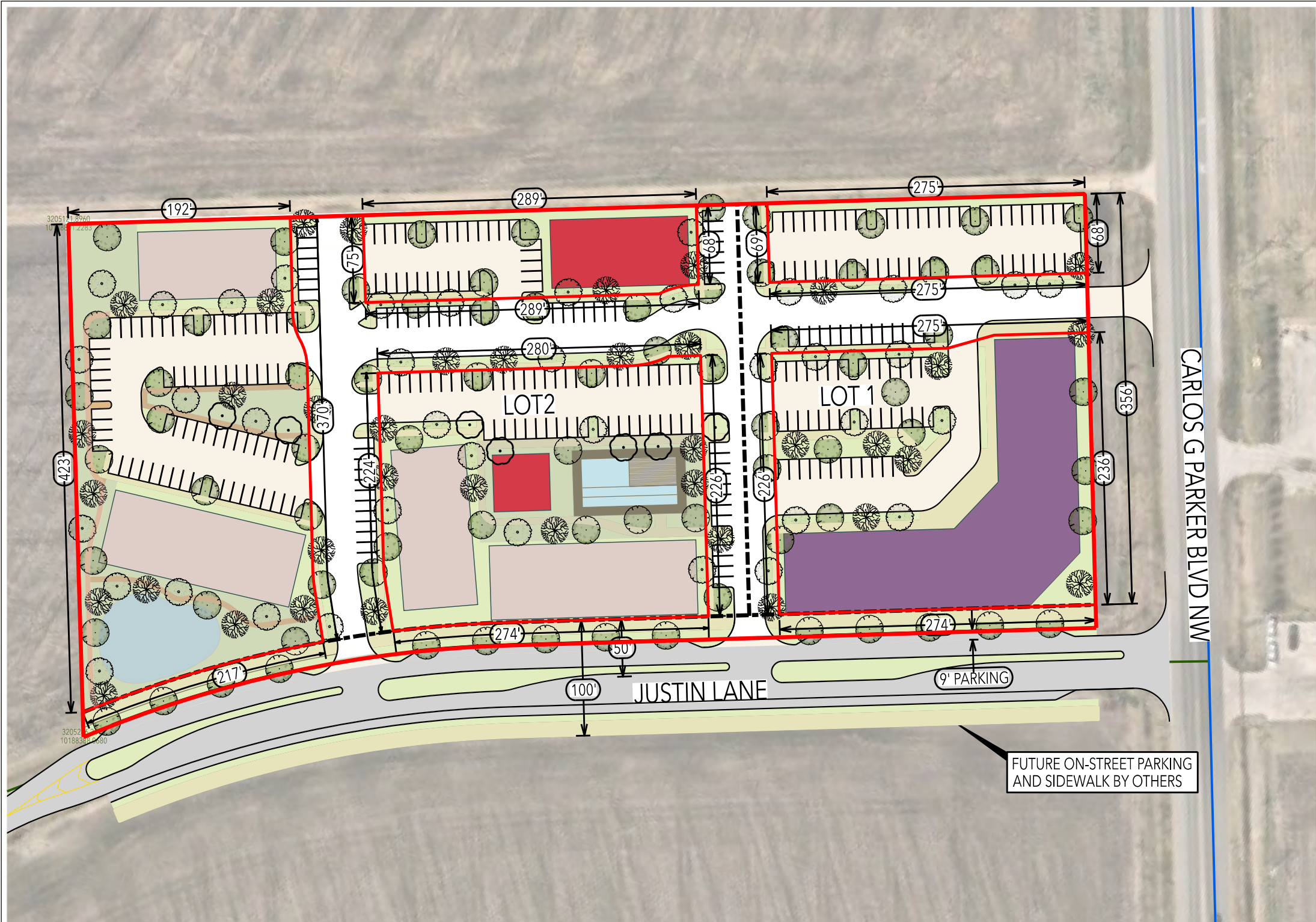
WHILE THIS PROJECT COMPLIES WITH THE PLACE TYPE ALLOCATION REQUIREMENTS FOR THE P1 AND CS DISTRICTS, THIS PROJECT VARIES FROM THE ALLOCATION REQUIREMENTS FOR THE P3, P4, AND P5 DISTRICTS. A WARRANT IS REQUESTED TO VARY FROM THE TND PATTERN PLACE TYPE ALLOCATION

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1" = 100'

0 1/2 1

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

**LEGEND**

- SUBJECT PROPERTY
- PROPOSED LOT LINE
- MIXED USE COMMERCIAL HOTEL/RETAIL
- APARTMENT/ HOTEL/ RETAIL/STORAGE UNITS
- CIVIC - CONFERENCE COMMUNITY SPACE

**PROGRAM AND KEY DESIGN ELEMENTS**

DESCRIPTION	
LARGE APARTMENT*	120 DWELLING UNITS
MIXED-USE COMMERCIAL	120-ROOM HOTEL AND 8,000 SF RETAIL
SMALL \ LARGE COMMERCIAL*	APPROX. 200-ROOM HOTEL AND/OR 10,000 SF RETAIL & 50,000 SF STORAGE UNITS*
PARKING SPACES, PARKING QUANTITY INCLUDES SURFACE AND ON-STREET PARKING WITHIN THE SITE	303 PARKING SPACES (1.5 X BUILDING FOOTPRINT, MAX.)
CIVIC SPACE	PARKS, CONFERENCE HALL, CLUBHOUSE & TRAIL

\* HOTEL, RETAIL AND STORAGE UNITS ARE PROPOSED AS ALTERNATIVE LAND USES IN LIEU OF APARTMENTS.

THIS PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE DURING THE SUBDIVISION AND SITE PLAN PROCESS.

**ILLUSTRATIVE PLAN**

TWO LOTS ARE PROPOSED ON THIS THIS 7.8-ACRE TRACT. HOTEL AND RETAIL ARE PROPOSED ON LOT 1. THE PROSED LAND USES ON LOT 2 MAY INCLUDE MULTI-FAMILY WHICH REQUIRES A SPECIAL USE PERMIT. ALTERNATIVE USES ARE SMALL OR LARGE COMMERCIAL USES SUCH AS HOTEL RETAIL AND STORAGE UNIT.

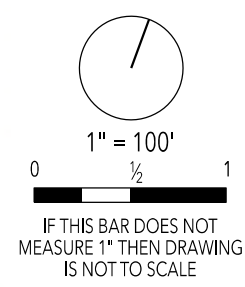
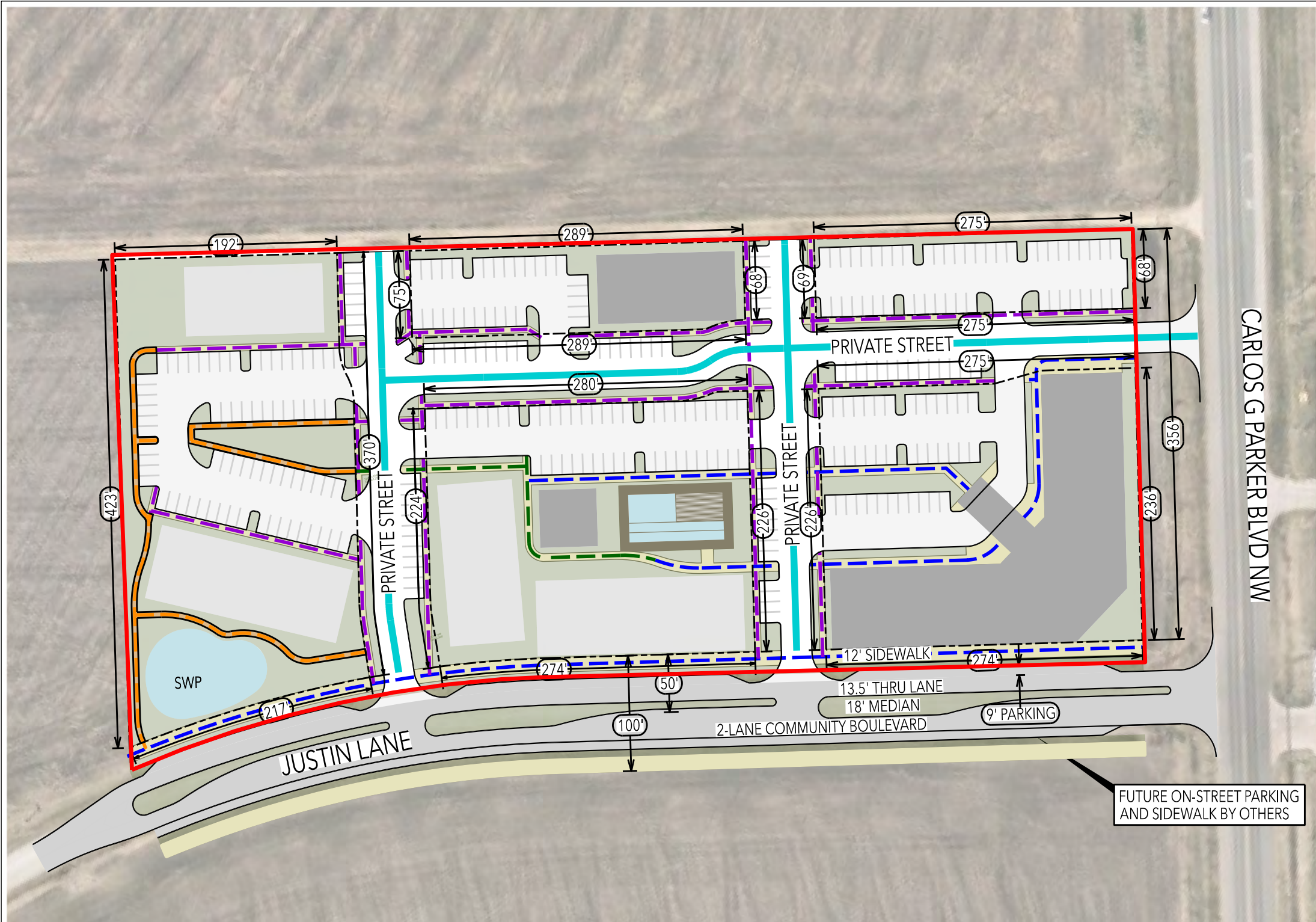
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LEGEND	
<span style="color: red;">—</span>	SUBJECT PROPERTY
<span style="color: cyan;">—</span>	PRIVATE STREET
<span style="color: orange;">- - -</span>	PATH
<span style="color: purple;">- - -</span>	5' WIDE SIDEWALK
<span style="color: green;">- - -</span>	6' SIDEWALK
<span style="color: blue;">- - -</span>	8' OR WIDER SIDEWALK

## SITE THOROUGHFARE PLAN

THE LDC SPECIFIES A MAXIMUM BLOCK LENGTH OF 330 FEET & BLOCK PERIMETER OF 1,320 FEET FOR THE P5 PLACE TYPE. THIS PROJECT PROPOSES PRIVATE STREETS TO FORM THESE BLOCKS, WITH STUB-OUTS TO THE ADJACENT PROPERTY FOR FUTURE EXTENSIONS. SHADED SIDEWALKS ARE PROPOSED ON BOTH SIDES OF THE PRIVATE STREETS THAT CONNECT TO CIVIC AREAS ON THE SITE AND THE PUBLIC STREETS. BECAUSE THE BLOCKS ARE FORMED BY PRIVATE STREETS RATHER THAN PUBLIC STREETS, WARRANTS TO EXCEED MAXIMUM BLOCK LENGTH & PERIMETER ARE REQUESTED.

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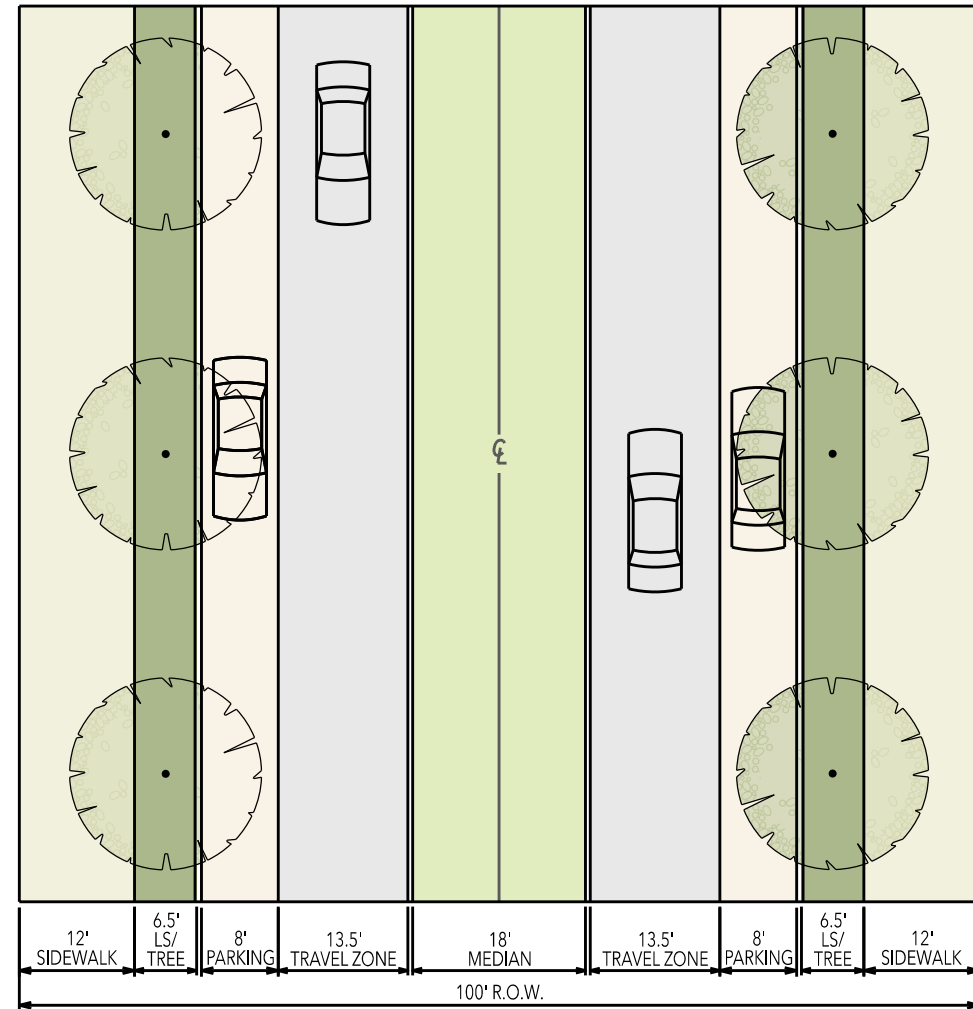


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 5114 BALCONES WOODS DR  
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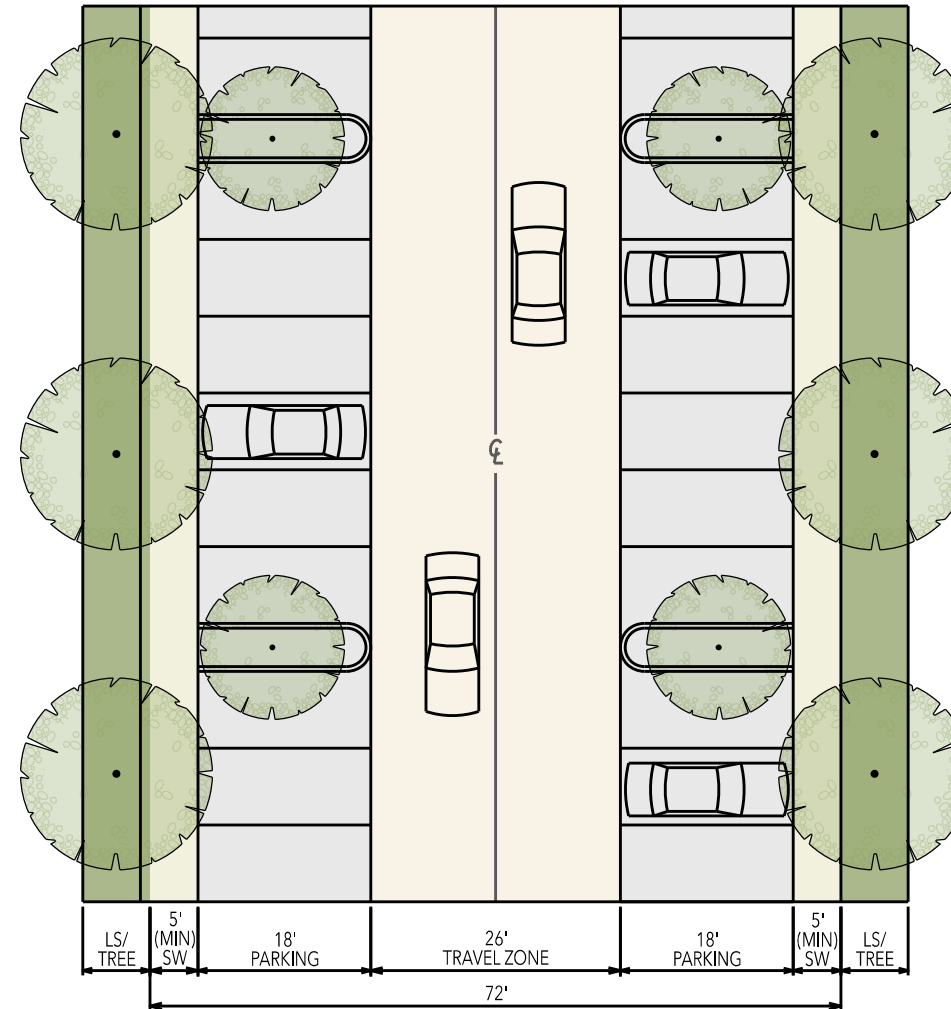
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JUSTIN LANE  
COMMUNITY BOULEVARD



PRIVATE STREET (TYPE 1)  
2-WAY W/ PARKING ON BOTH SIDE



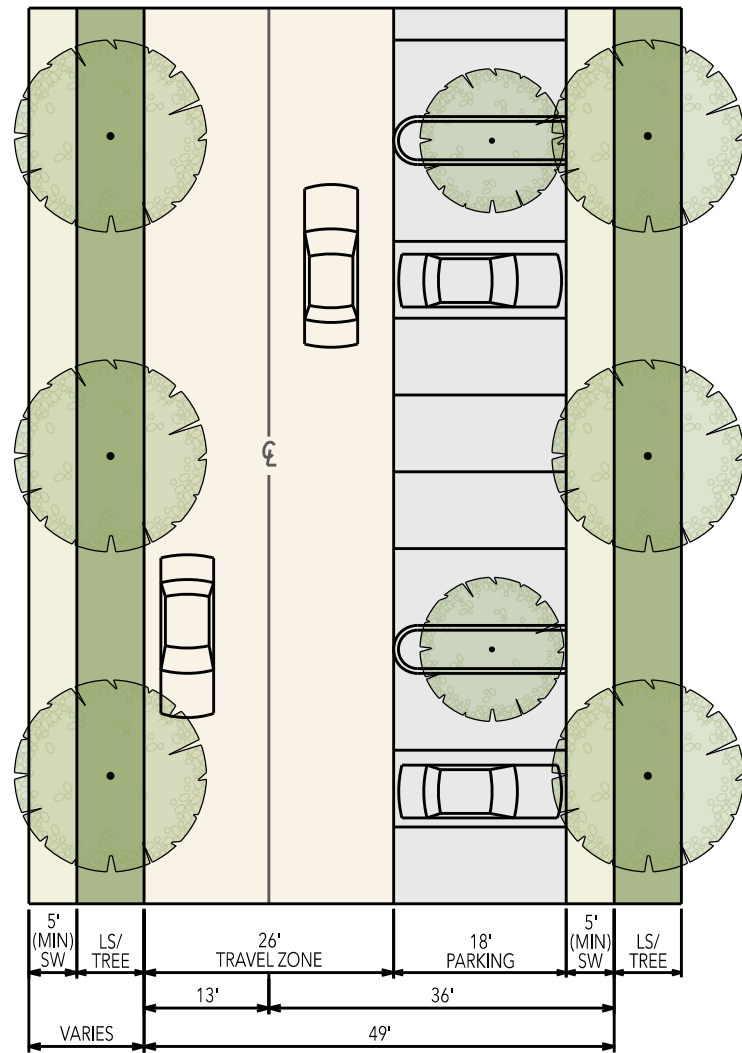
THOROUGHFARE PLAN TYPES

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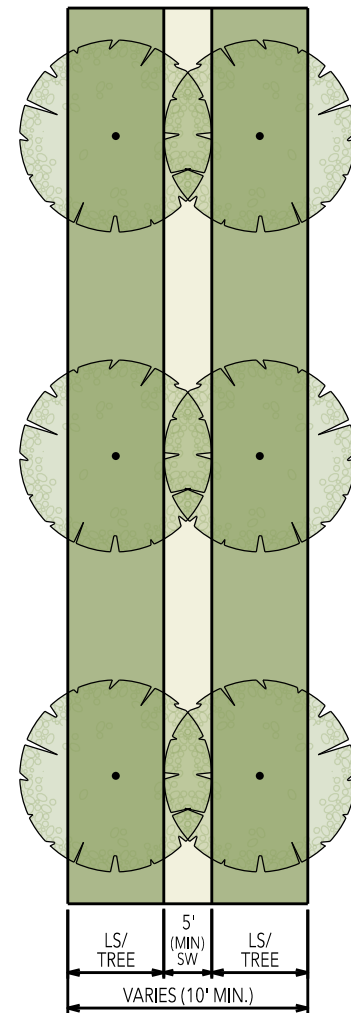


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PRIVATE STREET (TYPE 2)  
2-WAY W/ PARKING ON ONE SIDE



PATH

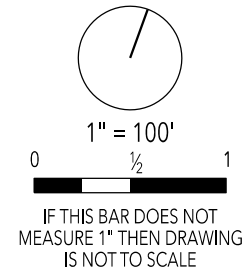


THOROUGHFARE PLAN TYPES

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LEGEND	
	SUBJECT PROPERTY
	CIVIC SPACE
	CIVIC BUILDING
	1/3 MILE TRAIL



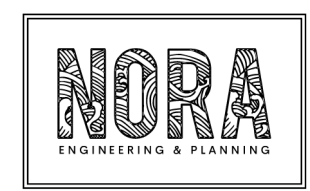
THE CHARACTER OF EACH CIVIC SPACE IS DESCRIBED BELOW.

	DESCRIPTION
1	A MULTIFUNCTIONAL POCKET PARK THAT SERVES AS BOTH A STORM WATER DETENTION POND AND COMMUNITY RECREATION AREA. THE SPACE WILL HAVE PICNIC TABLES AND PARK BENCHES.
2	POCKET PARK - THE SPACE COULD BE A DOG PARK OR PLAY AREA SERVING THE COMMUNITY RESIDENTS. CROSSWALKS TO THE POCKET PARK WILL BE PROVIDED TO ENHANCE SAFETY AT PEDESTRIAN CROSSINGS. CROSSWALKS SHALL BE CLEARLY VISIBLE USING PAVEMENT MARKINGS OR BY PAVING WITH CONTRASTING COLORS.
3	A POCKET PARK / SQUARE - THIS AREA INCLUDES A CLUBHOUSE AND A POOL THAT SERVES RESIDENTS.
4	A CONFERENCE HALL WITHIN THAT CAN BE RESERVED BY THE PUBLIC FOR EVENTS SUCH AS MEETINGS, WEDDINGS, OR OTHER OCCASIONS.
5	1/3 MILE WALKING TRAIL

## CIVIC SPACES

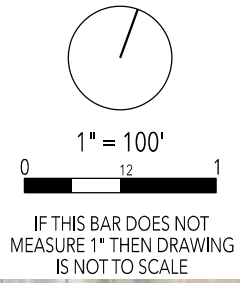
APPROXIMATELY 1.1 ACRE OF CIVIC SPACE IS PROPOSED - THE EQUIVALENT OF 14% OF THIS 7.8-ACRE TRACT.

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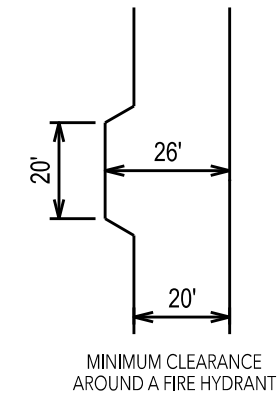
TBPELS # F-23249  
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**FIRE APPARATUS ACCESS NOTES**

1. APPLICANTS UNDERSTANDING OF THE RELEVANT STANDARDS FROM THESE FIRE APPARATUS ACCESS NOTES TO BE CONFIRMED BY THE CITY OF TAYLOR.
2. BUILDINGS 30 FEET TALL OR GREATER:
  - FIRE APPARATUS ACCESS ROADS SHALL BE 26 FEET CLEAR MINIMUM.
  - FIRE APPARATUS ACCESS ROADS SHALL BE BETWEEN 15 AND 30 FEET FROM THE BUILDING.
  - FIRE APPARATUS ACCESS ROADS SHALL PROVIDE ACCESS TO ONE COMPLETE SIDE OF THE BUILDING, AS DETERMINED BY THE FIRE OFFICIAL.
3. ALL FIRE APPARATUS ACCESS ROADS SHALL HAVE AN EFFECTIVE INSIDE TURNING RADIUS OF 15 FEET.
4. ALL FIRE APPARATUS ACCESS ROADS SHALL BE A MAXIMUM DISTANCE OF 150 FEET FROM ALL PORTIONS OF ANY BUILDING.
5. WHERE A FIRE HYDRANT IS LOCATED ON A FIRE APPARATUS ACCESS ROAD, THE MINIMUM ROAD WIDTH SHALL BE 26 FEET (7925 MM), EXCLUSIVE OF ALL SHOULDERS (SEE GRAPHIC BELOW).



**LEGEND**

- 26-FOOT FIRE APPARATUS ACCESS ROAD
- PROPOSED BUILDINGS UNDER 30'
- PROPOSED BUILDINGS OVER 30'

**FIRE APPARATUS ACCESS DIAGRAM**

\*\*\*

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S:\Projects\Levantino Taylor\_7.7 Acres - 25-102\CAD\Plans\Neighborhood Plan\17-Taylor\_7.7-S-Fire Apparatus Access Diagram.dgn



# PZ-2025-2524

**KMV Holdings**

**397 FM/369 CR**

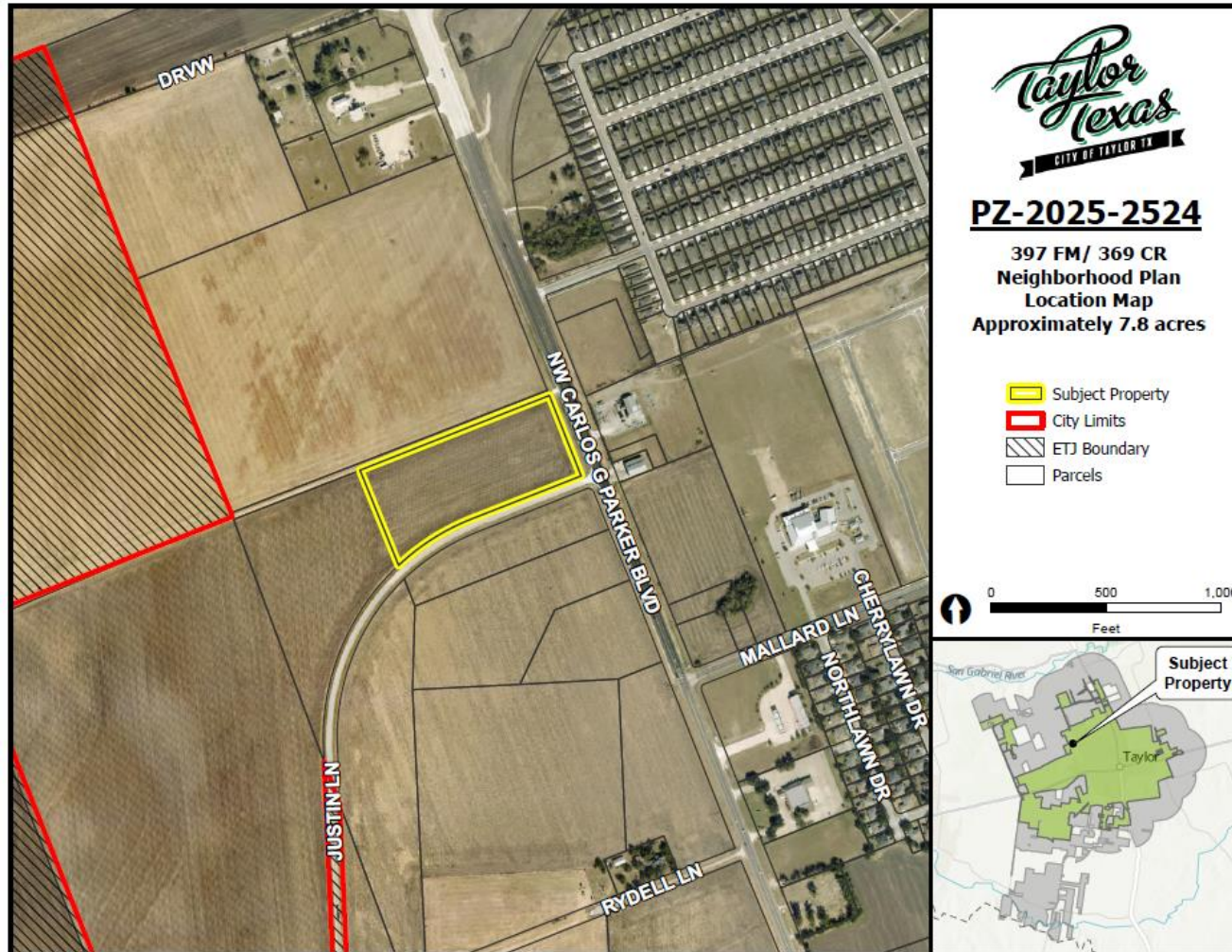


# Development Process

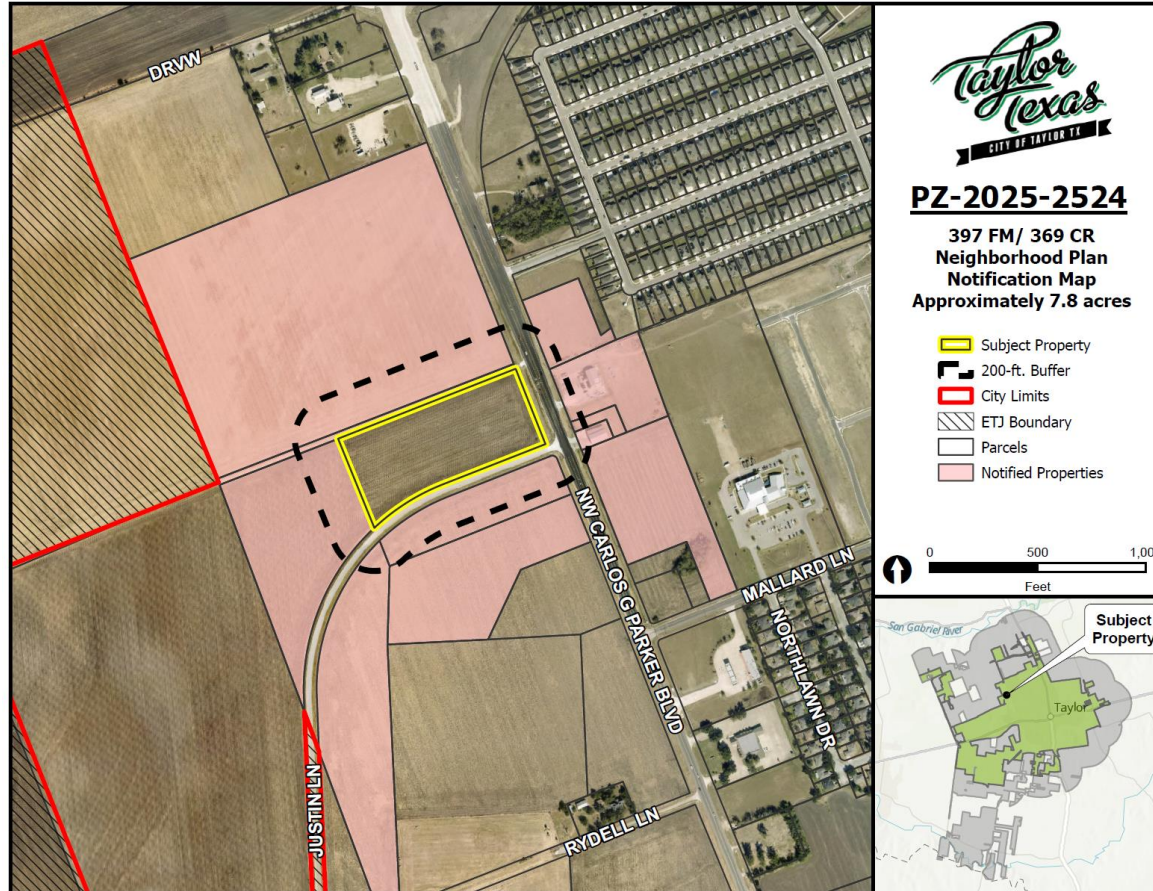
1. **Comprehensive Plan Amendment** – Changes to the Growth Sector, Future Land Use, or Transportation Master Plan. Can also be actions to amend the Comp. Plan to fulfill an Implementation Strategy.
2. **Plan and/or Place Type Designation** – Projects 2.5 acres and greater will go through an Employment Center, Neighborhood, or Infill Neighborhood Plan to layout new Centers or Neighborhoods and allocate Place Type Zoning Districts.
3. **Preliminary Plat** – Division of land into lots (identifying lot boundaries, streets, easements, etc.).
4. **Subdivision Improvement Plans** – Public Infrastructure Plans (Water, Sewer, Drainage).
5. **Final Plat (Minor Plat)** To be recorded after approved.
6. **Site Development** Plans – Engineered or surveyed drawings depicting proposed development on a lot(s).
7. **Building Permit** - Layout of building(s) on lot(s) and detailed construction drawings.



# Location Map

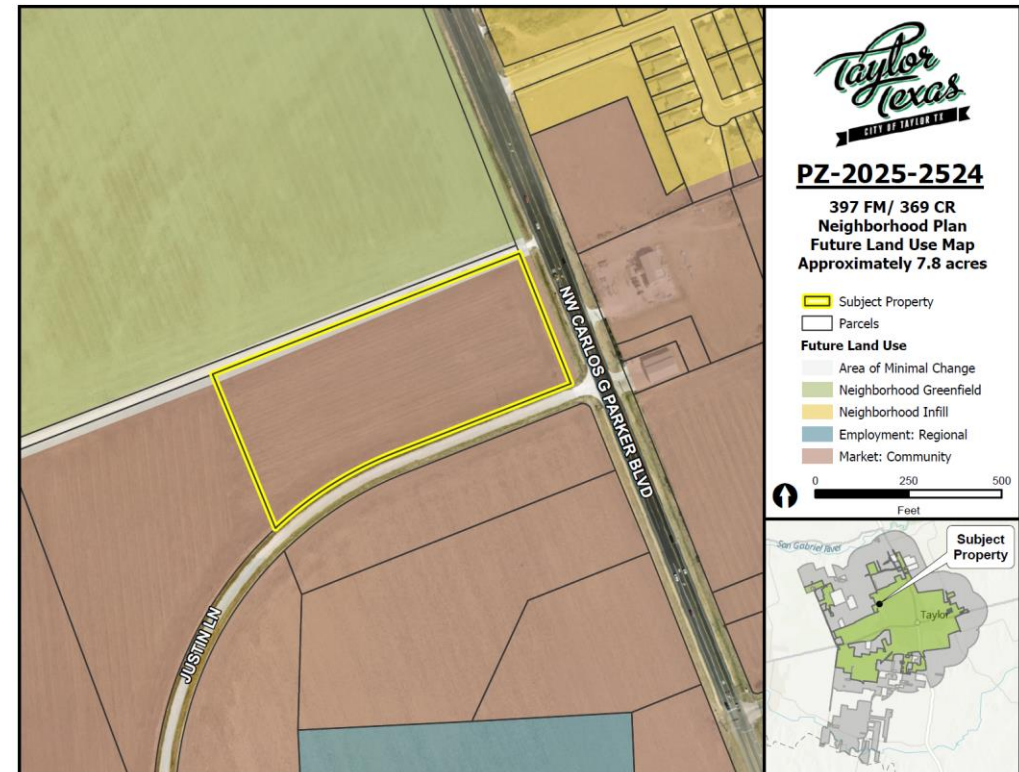
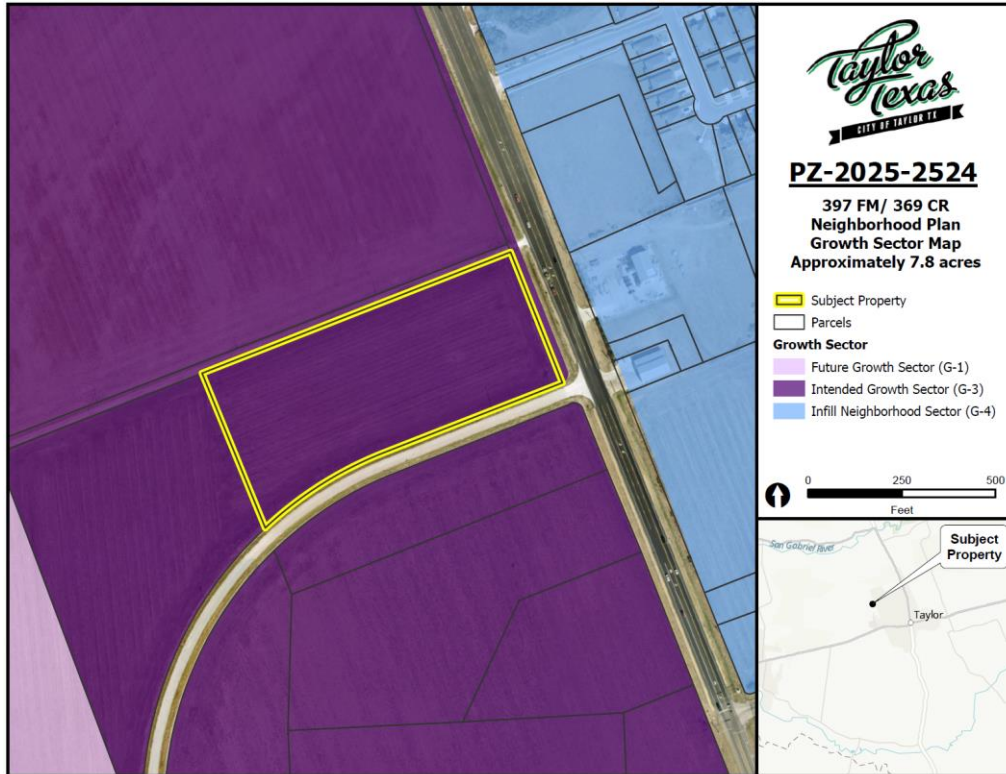


# Notification Map

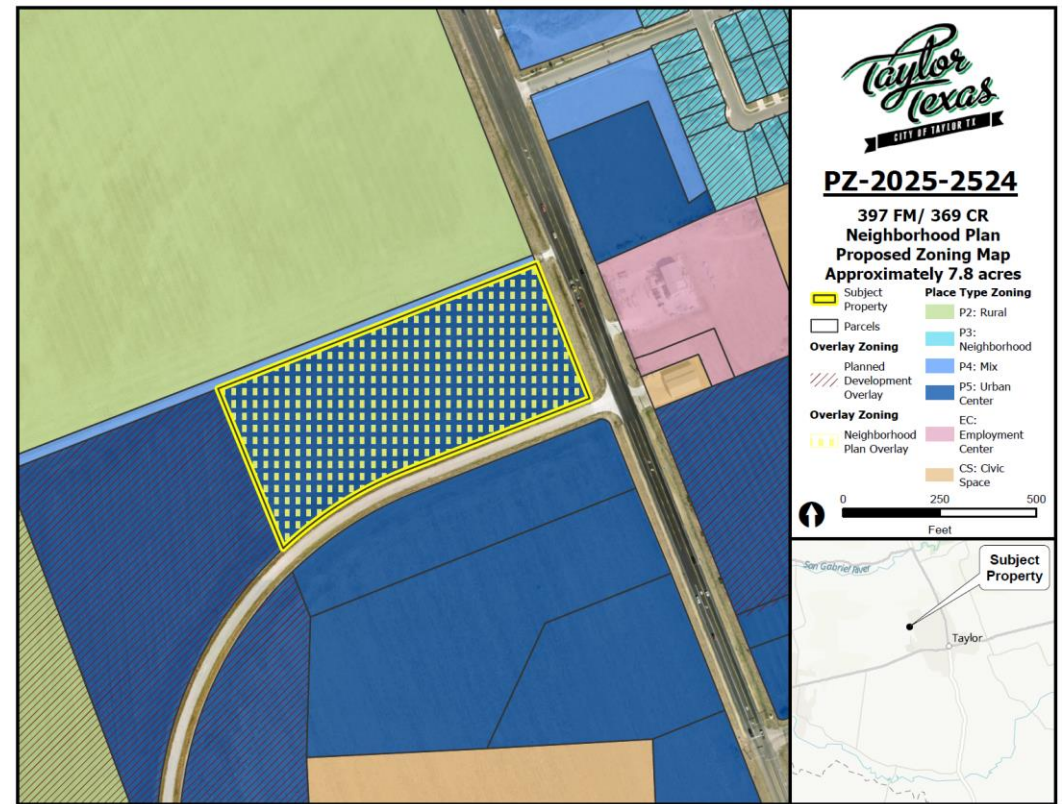
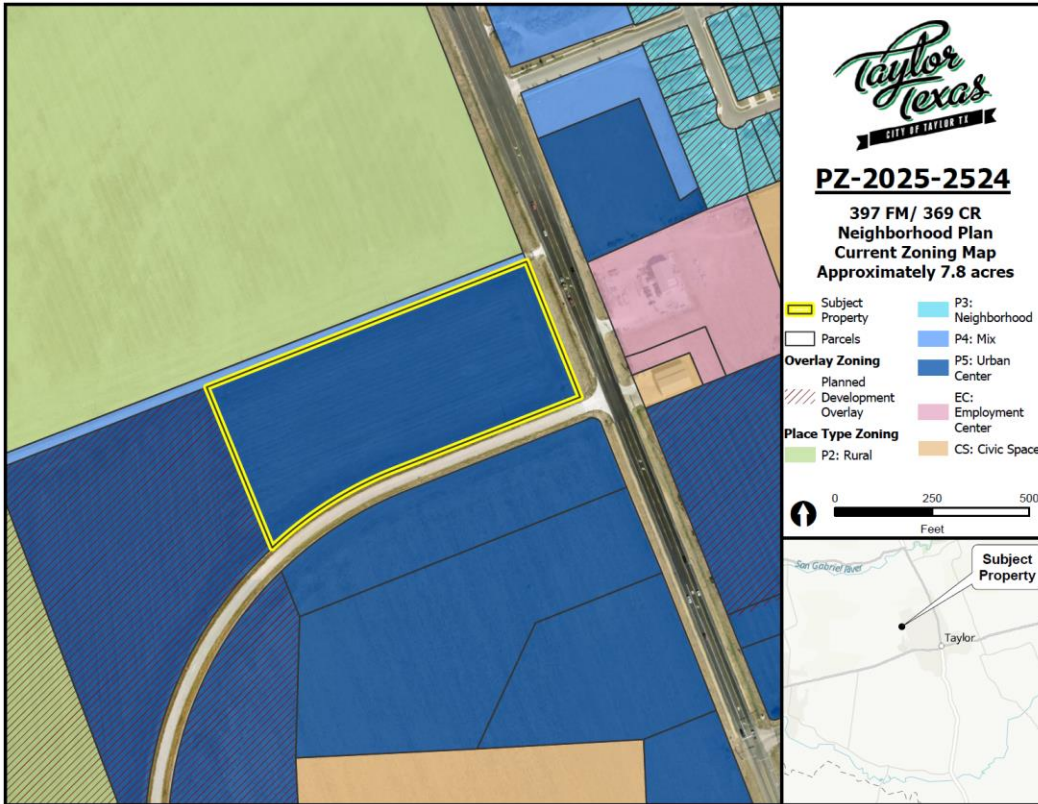


- 13 notices were sent out to adjacent property owners within 200 ft. of the subject property.
- Staff received zero (0) responses in opposition and zero (0) response for approval of the request from the notified parties.

# Growth Sector and Future Land Use Map



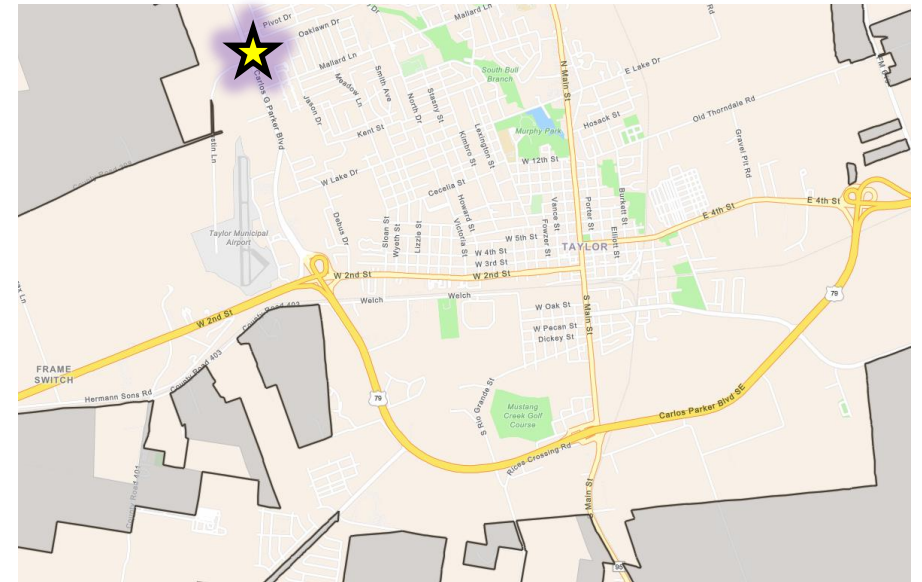
# Current Zoning and Proposed Zoning



# Site in Context



Subject site looking North West from the corner of Carlos G Parker and Justin Ln



 **Site  
Location**



# Regulating Plan



## LEGEND

- SUBJECT PROPERTY
- P1 OVERLAY
- P4 PLACE TYPE
- P5 PLACE TYPE
- CS PLACE TYPE

PLACE TYPE	TND REQ'D		PROVIDED	
	(%)	(ACRES)	(%)	(ACRES)
P1	5%	0.28	0%	0.00
P3	10-33%	0.56 - 1.68	0%	0.00
P4	40-63%	2.24 - 3.36	9%	0.50
P5	10-33%	0.56 - 1.68	72%	4.02
CS*	10%	0.56	19%	1.09
<b>TOTAL</b>			<b>100%</b>	<b>5.60</b>

\* INCLUDING P1 OVERLAY

# Illustrative Plan



## LEGEND

- SUBJECT PROPERTY
- PROPOSED LOT LINE
- MIXED USE COMMERCIAL HOTEL/RETAIL
- APARTMENT/ HOTEL/ RETAIL/STORAGE UNITS
- CIVIC - CONFERENCE COMMUNITY SPACE

## PROGRAM AND KEY DESIGN ELEMENTS

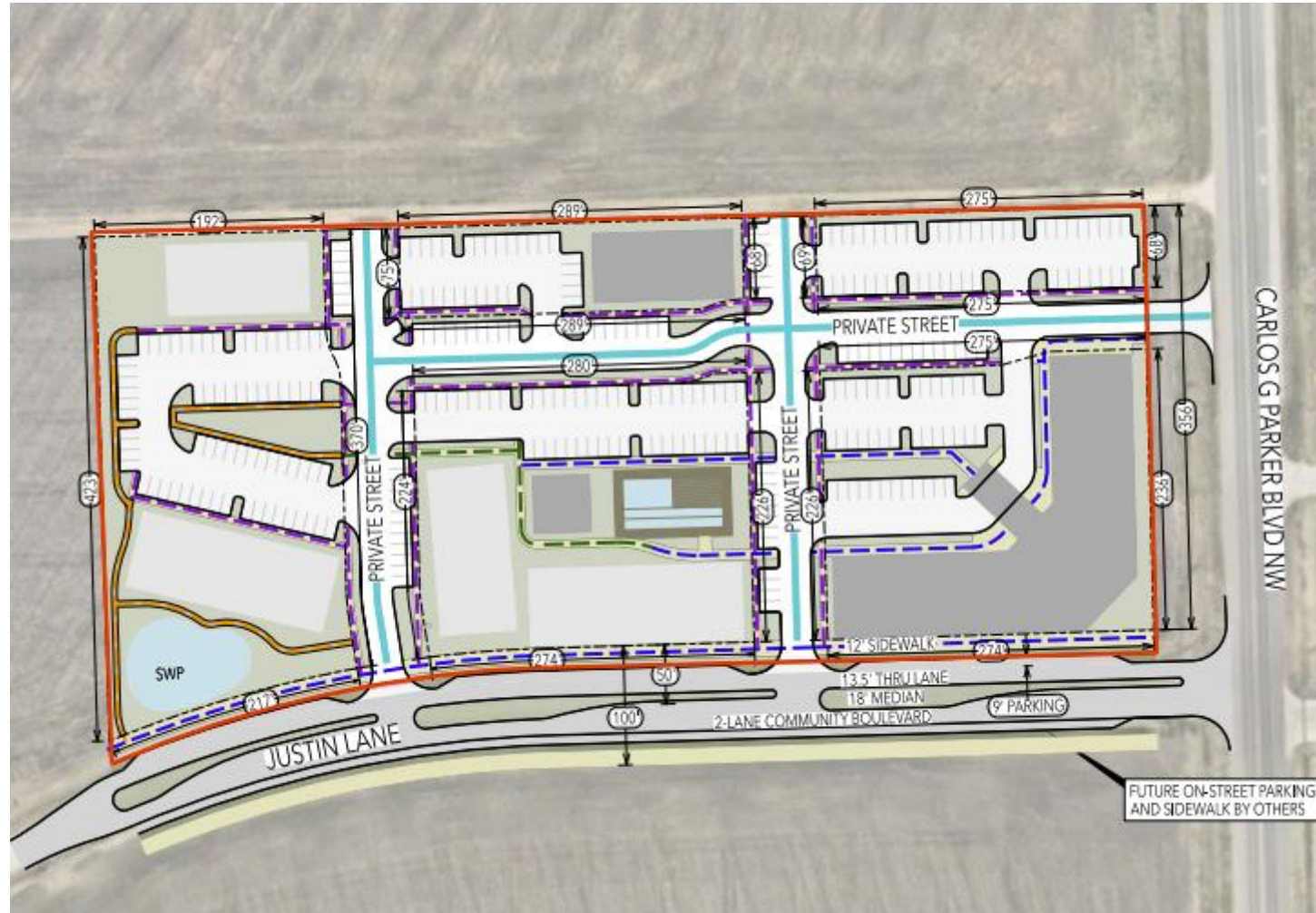
DESCRIPTION	
LARGE APARTMENT*	120 DWELLING UNITS
MIXED-USE COMMERCIAL	120-ROOM HOTEL AND 8,000 SF RETAIL
SMALL \ LARGE COMMERCIAL*	APPROX. 200-ROOM HOTEL AND/OR 10,000 SF RETAIL & 50,000 SF STORAGE UNITS*
PARKING SPACES, PARKING QUANTITY INCLUDES SURFACE AND ON-STREET PARKING WITHIN THE SITE	303 PARKING SPACES (1.5 X BUILDING FOOTPRINT, MAX.)
CIVIC SPACE	PARKS, CONFERENCE HALL, CLUBHOUSE & TRAIL

\* HOTEL, RETAIL AND STORAGE UNITS ARE PROPOSED AS ALTERNATIVE LAND USES IN LIEU OF APARTMENTS.

THIS PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE DURING THE SUBDIVISION AND SITE PLAN PROCESS.



# Site Throughfare Plan

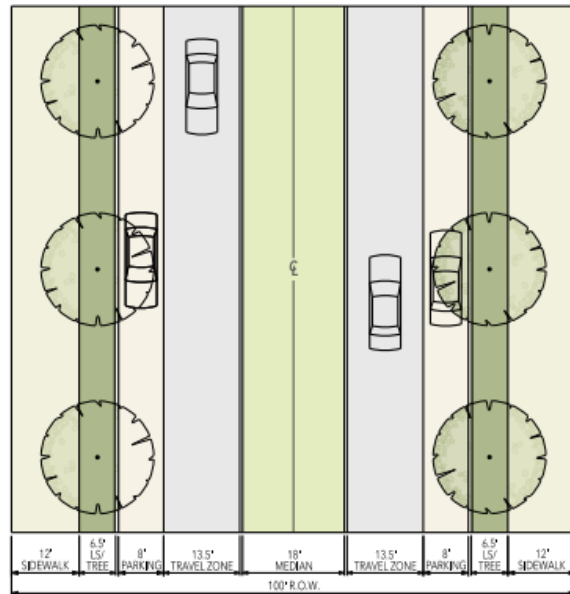


## LEGEND

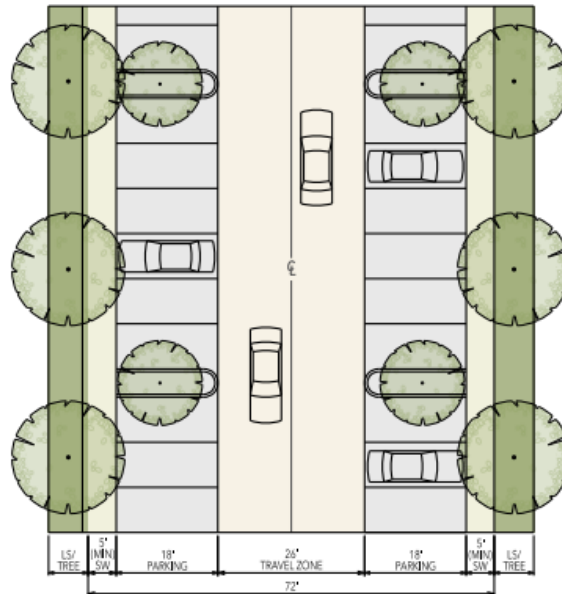
- SUBJECT PROPERTY
- PRIVATE STREET
- - - PATH
- - - 5' WIDE SIDEWALK
- - - 6' SIDEWALK
- - - 8' OR WIDER SIDEWALK

# Site Throughfare Plan

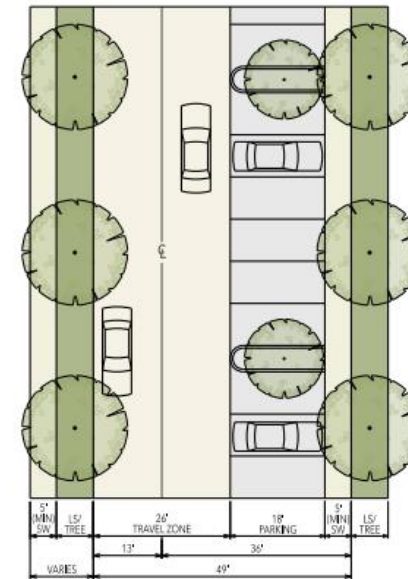
JUSTIN LANE  
COMMUNITY BOULEVARD



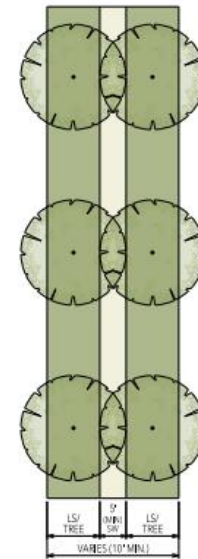
PRIVATE STREET (TYPE 1)  
2-WAY W/ PARKING ON BOTH SIDE



PRIVATE STREET (TYPE 2)  
2-WAY W/ PARKING ON ONE SIDE





PATH



# Civic Spaces



## LEGEND

-  SUBJECT PROPERTY
-  CIVIC SPACE
-  CIVIC BUILDING
-  1/3 MILE TRAIL

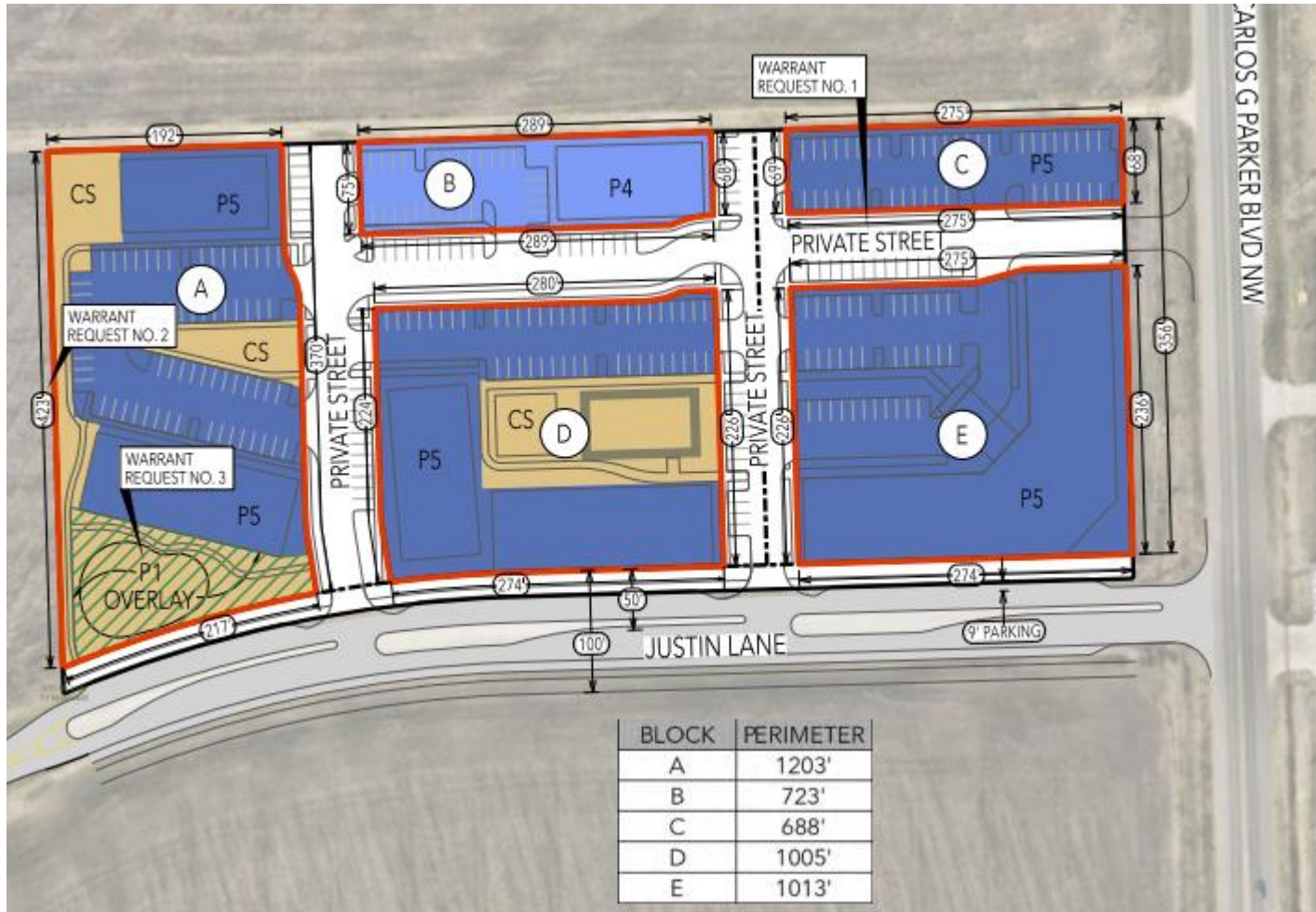
# Warrants

The applicant is requesting four (4) warrants from the Land Development Code with this Neighborhood Plan.








1. **Block Perimeter — Private Drives in Lieu of Public Streets LDC §3.8.2.8:** A warrant is requested to utilize private drives in lieu of public streets to satisfy the maximum block perimeter requirement of 1,320 feet for the P5 Place Type. The use of private streets in lieu of public streets is proposed to meet the intent of the standard while accommodating the site's configuration.
2. **Block Length — Exceeding 330 Feet LDC §3.8.2.8:** A warrant is requested to exceed the maximum block length of 330 feet for the P5 Place Type; the Neighborhood Plan proposes a maximum block length of 423 feet due to the site's configuration and the use of private streets.
3. **Stormwater Drainage Area as Civic Space LDC §3.8.5.2(4):** A warrant is requested to allow the stormwater drainage area to count toward the minimum civic space requirement. The integration of the drainage facility into the overall open space design is the basis for this request.
4. **TND Place Type Allocation LDC §3.6.1.3:** The Neighborhood Plan proposes a Place Type allocation of 72% P5, 9% P4, and 19% CS. This does not meet the Traditional Neighborhood Development standard, which requires 5% P1, 10–30% P3, 40–60% P4, and 10–30% P5.



# Warrants



## LEGEND

-  SUBJECT PROPERTY
-  PROPOSED LOT LINE
-  BLOCK
-  P1 OVERLAY
-  P4 PLACE TYPE
-  P5 PLACE TYPE
-  CS PLACE TYPE

# Analysis

In determining a recommendation on a Neighborhood Plan request, staff have considered the following factors:

Land Development Code Considerations	Staff response	P&Z response	Comments
Is the Neighborhood Plan consistent with the Comprehensive Plan?	Yes	Confirmed	LU8 and LU9
Is the plan compatible with the surrounding area?	Yes	Confirmed	
Does the plan promote public health, safety, or general welfare?	Yes	Confirmed	
Is adequate infrastructure available or planned to meet the needs of the proposed land use?	Yes	Confirmed	Extension of utilities required and known by applicant
Do current conditions indicate that a Neighborhood Plan is necessary?	Yes	Confirmed	Site is >2.5 acres





**City Council Meeting  
June 11, 2026  
Transmittal Letter**

STRATEGIC PILLAR
Economic Vitality

**Agenda Item Number:** 3.

**Agenda Title:** **Consider authorizing the issuance of a No-Objection Letter supporting Soulbrain RASA TX, LLC's application to participate in Foreign-Trade Zone (FTZ) No. 183 through the Foreign Trade Zone of Central Texas, Inc. (FTZCTI). *Ben White, Taylor Economic Development Corporation***

**Council Action to be Taken:** Approve on Consent.

**Department Submitted:** City Management.

**Staff Contact:**

**1. PURPOSE / DESCRIPTION**

Soulbrain RASA TX, LLC ("Soulbrain") has requested that the City of Taylor provide a No-Objection Letter in support of its application to designate its facility located at 140 Logistics Loop East, Taylor, Texas, as a usage-driven site within Foreign-Trade Zone (FTZ) No. 183, administered by the Foreign Trade Zone of Central Texas, Inc. (FTZCTI).

Foreign-Trade Zones are federally designated areas that allow companies engaged in international trade to defer, reduce, or eliminate certain customs duties and taxes on imported materials and products. Under federal law, imported inventory held within an activated FTZ is exempt from local ad valorem taxation on that inventory while it remains in the zone.

The requested action would not obligate the City to provide financial incentives or direct funding, but would indicate the City's support and lack of objection to Soulbrain's participation in the FTZ program.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

Soulbrain RASA TX, LLC ("Soulbrain") is developing a semiconductor chemical manufacturing facility in Taylor that will produce high-purity phosphoric acid used in advanced semiconductor manufacturing. The project represents a significant private-sector investment and supports the continued growth of the semiconductor supply chain within the Taylor region.

Soulbrain has requested a No-Objection Letter from the City of Taylor to support the designation of its facility as a usage-driven site within Foreign-Trade Zone (FTZ) No. 183. A Foreign-Trade Zone is a federally designated area that is considered outside U.S. Customs territory for certain customs and inventory tax purposes. FTZs are intended to encourage domestic investment, job creation, and international competitiveness by allowing U.S. businesses to operate with customs benefits similar to those available in offshore locations.

Businesses operating within an FTZ may realize benefits such as reduced customs duties and fees, deferred duty payments, improved inventory management, and logistics efficiencies associated with importing and exporting goods. As a result, FTZs are frequently used as economic development tools to attract and retain manufacturing, distribution, and international trade operations. The Austin metropolitan area is served by Foreign-Trade Zone No. 183, which was established to support the region's growing technology and advanced manufacturing sectors. FTZ No. 183 is administered by the Foreign Trade Zone of Central Texas, Inc. (FTZCTI), whose board consists of representatives appointed by local governments and chambers of commerce throughout the region. The Austin Chamber of Commerce serves as the FTZ administrator.

Under federal law, imported inventory held within an activated FTZ site is exempt from local ad valorem taxation. However, the exemption applies only to qualifying inventory and does not extend to land, buildings, improvements, machinery, equipment, or other taxable business personal property, all of which remain fully taxable.

Based on projections provided by Soulbrain and utilizing the City's FY 2025 adopted tax rate of \$0.585 per \$100 valuation, the estimated annual impact to the City would gradually increase as the facility ramps up operations and could reach approximately \$24,956 annually at full operational capacity beginning in 2034.

It is important to note that the City of Taylor has adopted the Texas Freeport Exemption, which already exempts from local property taxation certain inventory that remains in Texas for 175 days or less before being shipped outside the state. As a result, a significant portion of inventory commonly associated with manufacturing and distribution operations may already qualify for property tax exemption regardless of FTZ participation.

Because both programs provide inventory tax relief, there is substantial overlap between the Freeport Exemption and the FTZ inventory exemption. For example, inventory manufactured or stored in Taylor and shipped to another state within 175 days is generally exempt under the Freeport Exemption. Likewise, imported inventory received in Taylor and subsequently exported outside the United States is generally exempt under both Freeport and FTZ provisions. Imported inventory received in Taylor and shipped to another state within 175 days is also typically exempt under Freeport regardless of FTZ status.

The primary distinction occurs when imported inventory is brought into an activated FTZ site and ultimately sold to a customer within Texas. In that circumstance, the inventory may qualify for the FTZ exemption but would not qualify for the Freeport Exemption because it does not leave the state. Consequently, for a community such as Taylor that already offers the Freeport Exemption, the incremental tax impact of an FTZ designation is generally limited to imported

inventory that originates outside the United States, is stored within activated FTZ space, and is ultimately sold to customers within Texas or would not otherwise qualify for a Freeport exemption.

Stated differently, much of the inventory that receives favorable tax treatment under an FTZ may already receive similar treatment under the City's existing Freeport Exemption. Therefore, the projected fiscal impacts provided by Soulbrain likely represent a conservative estimate of potential revenue loss, and the actual incremental impact to the City may be less depending on the company's inventory flow, customer locations, and operational practices. Additionally, the FTZ exemption applies only to qualifying inventory and does not affect taxation of land, buildings, improvements, machinery, equipment, or other business personal property. These assets will remain fully taxable and continue generating property tax revenue for the City.

The City will continue to benefit from:

- Property tax revenues generated from land, buildings, improvements, and equipment.
- Sales and use tax revenues associated with business operations.
- Employment opportunities and payroll generated by the facility.
- Additional economic development activity associated with semiconductor manufacturing.
- Continued investment in Taylor's growing semiconductor ecosystem.
- Secondary economic impacts generated by suppliers, contractors, and supporting industries.

**Prior Council Actions**

The City Council has previously supported economic development initiatives associated with Samsung, semiconductor suppliers, advanced manufacturing projects, and related infrastructure investments within Taylor. Approval of a No-Objection Letter would be consistent with prior Council actions supporting industrial growth, job creation, capital investment, and expansion of the regional semiconductor supply chain.

<b>3. PROS and CONS</b>	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> <li>• Supports continued investment by Soulbrain in Taylor.</li> <li>• Enhances the competitiveness of the facility within the global semiconductor supply chain.</li> <li>• Encourages retention and expansion of advanced manufacturing jobs.</li> <li>• Maintains significant taxable value through real property, buildings, and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Certain imported inventory held within the FTZ would become exempt from local ad valorem taxation.</li> <li>• Based on company estimates, the maximum projected annual fiscal impact could reach approximately \$24,956 at full operational capacity.</li> <li>• Future inventory levels and resulting tax impacts may vary from current projections</li> </ul>

<ul style="list-style-type: none"> <li>• Supports regional economic development and diversification of the local economy.</li> <li>• The City's existing Freeport Exemption may reduce the incremental fiscal impact associated with FTZ participation.</li> <li>• No direct financial contribution or incentive from the City is required.</li> </ul>	
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**4. RECOMMENDATION**

Staff recommends approval of the requested No-Objection Letter supporting Soulbrain RASA TX, LLC's participation in Foreign-Trade Zone No. 183.

While the FTZ designation may result in a limited reduction in inventory-related tax revenue, the overall fiscal impact is expected to be modest and may be further mitigated by the City's existing Freeport Exemption. Staff believes the long-term economic benefits associated with continued capital investment, job creation, expansion of the semiconductor supply chain, and retention of substantial taxable real and personal property outweigh the potential reduction in inventory tax revenue.

**5. FUNDING SOURCE**

There is no direct expenditure of City funds associated with this action.

Any fiscal impact would be limited to foregone ad valorem tax revenue on qualifying FTZ inventory. Based on projections provided by Soulbrain, the estimated impact would gradually increase through the facility's production ramp-up and reach approximately \$24,956 annually at full capacity. Actual impacts may be lower due to the City's existing Freeport Exemption and future inventory practices.

**6. TIMELINE**

n/a

**7. OTHER OPTIONS**

n/a

**8. ATTACHMENTS**

1. Soulbrain - No Objection Letter
2. Follow up Letter to Taylor for FTZ Tax Impact
3. 2026-03-23 Project Description Soulbrain T-Project





June 11, 2026

Elizabeth Whiteman  
Executive Secretary  
Foreign-Trade Zones Board  
U.S. Department of Commerce  
1401 Constitution Ave., NW., Room 21013  
Washington, DC 20230

RE: Application for FTZ Designation of Soulbrain RASA TX, LLC.

Dear Ms. Whiteman,

I am writing regarding the Foreign Trade Zone of Central Texas, Inc.'s sponsorship of Soulbrain RASA TX, LLC.'s application to designate 140 Logistics Loop East, Taylor, Texas, 76575, which is located within the City of Taylor.

We understand that domestic inventory held for export and imported inventory at the site will be exempt from ad valorem tax. We have no objection to foreign trade zone designation of the aforementioned site.

Sincerely,

James Buzan, Mayor  
City of Taylor

May 21, 2026

The Honorable Jim Buzan  
Mayor, City of Taylor  
400 Porter Street  
Taylor, Texas 76574

Re: Follow-Up to Request for No-Objection Letter: Foreign-Trade Zone Designation of Soulbrain RASA TX, LLC (140 Logistics Loop East, Taylor, Texas 76575); Projected Ad Valorem Inventory Tax Impact to the City of Taylor

Dear Mayor Buzan,

Thank you for the City of Taylor's continued support of Soulbrain RASA TX, LLC's investment in Taylor and for your consideration of our request for a no-objection letter in connection with the Foreign-Trade Zone (FTZ) designation of our facility at 140 Logistics Loop East, Taylor, Texas 76575, sponsored by the Foreign Trade Zone of Central Texas, Inc. (FTZCTI) under FTZ No. 183. As a follow-up to the no-objection letter previously transmitted to the City for execution, and at the request of FTZCTI, we are writing to provide the projected fiscal impact to the City resulting from the federal FTZ ad valorem inventory tax exemption.

Under federal law, imported inventory held at an activated FTZ site is exempt from ad valorem (inventory) tax, whether or not that inventory ultimately leaves Texas. The exemption applies only to qualifying inventory; it does not extend to the facility's real property, fixtures, or installed equipment, which remain fully on the City's tax rolls. Accordingly, the figures below reflect only the foregone tax revenue attributable to the exempt inventory. The City will continue to receive ad valorem revenue on all real property and business personal property at the site.

The projections in the Table 1 below are based on Soulbrain's anticipated year-end (January 1) FTZ-exempt inventory taxable value and the City's adopted tax year 2025 rate of \$0.585 per \$100 of valuation.

As the table reflects, the projected annual impact to the City is modest in absolute terms, reaching an estimated \$24,956.10 at full capacity. We respectfully submit that this foregone inventory revenue is substantially outweighed by the project's broader contribution to the City, including continued ad valorem revenue on the facility's real property and equipment, new capital investment, sales and use tax activity, and job creation associated with the only U.S. facility capable of producing high-purity phosphoric acid for advanced semiconductor manufacturing.

**Table 1.** Projected Annual Fiscal Impact to the City of Taylor

Tax Year	Projected FTZ-Exempt Inventory (Taxable Value)	Projected City of Taylor Fiscal Impact
2027	\$0	\$0.00
2028	\$1,666,000	\$9,746.10
2029	\$2,334,000	\$13,653.90
2030	\$2,899,000	\$16,959.15
2031	\$3,758,000	\$21,984.30
2032	\$3,865,000	\$22,610.25
2033	\$3,977,000	\$23,265.45
2034 and after (full capacity)	\$4,266,000	\$24,956.10

*Rate basis: City of Taylor adopted tax year 2025 rate of \$0.585 per \$100 of valuation (lowered from the prior-year rate of \$0.591369). Inventory values reflect projected taxable (not market) value of FTZ-exempt inventory and are stated in U.S. dollars. Figures are estimates based on Soulbrain’s current production ramp schedule and are subject to change as appraised values and operations are finalized. The “2034 and after” row reflects projected full-capacity operations.*

We would be grateful for the City’s no-objection to the FTZ designation. Should the matter require action by the City Council, please let us know and we will provide any additional information needed. FTZCTI remains available as a resource throughout the process.

Thank you again for the City of Taylor’s partnership. Please do not hesitate to contact me directly with any questions.

Respectfully,



Jongkook (Jon) Park  
President  
Soulbrain RASA TX, LLC  
jpark@soulbrain.com | (737) 497-3322

cc: Brian LaBorde, City Manager, City of Taylor  
Ben Ramirez III, Foreign Trade Zone of Central Texas, Inc. (FTZCTI)

## Project Description

# “Manufacturing of High-Purity Phosphoric Acid ( $H_3PO_4$ ) for High-Performance Semiconductors”

**Point of Contact:** Jongkook (Jon) Park (jpark@soulbrain.com),  
President, Soulbrain RASA TX, LLC



## 1 PROJECT DESCRIPTION

This project involves the construction and operation of a new state-of-the-art manufacturing facility at the RCR Taylor Logistics Park located at 140 Logistics Loop East, Taylor, TX 76575 (“Logistics Park”) by Soulbrain RASA TX, LLC, a Texas limited liability company (the “Company” or “Soulbrain”). Development of this facility aligns directly with the objectives of strengthening the US domestic semiconductor supply chain and reducing reliance on foreign sources. Soulbrain invested \$32 million USD in December 2023 to acquire 85 acres of land in the Logistics Park and is actively progressing with the Project. The facility is designed with an annual production capacity of 28,800 metric tons of high-selectivity and high-purity phosphoric acid ( $H_3PO_4$ ), a crucial material for advanced semiconductor manufacturing processes, including 3D NAND flash memory and high-performance logic chips utilized in artificial intelligence (AI) applications (*see* Figures 1 and 2 in the Supplemental Description). The total capital investment for this project is estimated at approximately \$134.7 million (comprising \$112,570,000 in buildings, \$7,695,000 in machinery and equipment, and \$14,432,000 in working capital), making it the only manufacturing plant in the United States capable of producing high-selectivity phosphoric acid for semiconductor manufacturing. The dedicated building will house all essential equipment and processes necessary for the high-purity phosphoric acid manufacturing operation, vital for semiconductor applications. The facility is organized into specialized areas designed for production efficiency, safety, and quality:

## (A) Project Site and Strategic Location

The RCR Taylor Logistics Park in Taylor, Texas, was selected for this project due to its strategic proximity to major semiconductor manufacturing operations which are key players in the U.S. semiconductor industry, including those of Samsung. This location provides access to an extensive transportation network, including road, rail, and nearby ports, enabling efficient distribution of the chemicals produced to semiconductor fabricators across the United States. The site also benefits from the existing infrastructure designed and currently under construction by RCR Taylor Rail, L.P. (“Master Developer”), the master developer of the RCR Taylor Logistics Park, to support large-scale industrial operations, making it an ideal location for high-volume production.

Additionally, the location places the facility within Texas’ rapidly expanding semiconductor cluster, reinforcing the region’s position as a national hub for semiconductor manufacturing. The choice of site aligns with Texas’ broader economic development goals, which emphasize strengthening the semiconductor industry and supporting the growth of related supply chains.

The land on which the project will be located is approximately 59 acres (“Project Site”) and was acquired by Soulbrain fully entitled with Master Developer constructing all horizontal infrastructure necessary, thus the land being “shovel ready” with water, wastewater, drainage, detention, electric, gas, and other utility capacity brought to boundary of the property in sufficient capacities to serve both phases of Soulbrain’s intended facilities. Soulbrain acquired an additional 26 acres in the RCR Taylor Logistics Park adjacent to the Project Site that is reserved for future development.



**Figure 1.** Virtual representation of the proposed Soulbrain  $H_3PO_4$  manufacturing facility at RCR Taylor Logistics Park, illustrating its integration within the acquired site and surrounding infrastructure.

## (B) Scope of Planned Operations

Soulbrain intends to construct its overall U.S. manufacturing and headquarters on the Project Site in two phases, with Phase 1 (being the “Project” referenced in this summary) focusing on the production of high-selectivity phosphoric acid through a cutting-edge dry manufacturing process. This process is

designed to ensure the highest levels of purity and selectivity, critical for etching silicon nitride layers in semiconductor production. The advanced technology involved in this process is essential to meet the stringent requirements of semiconductor fabs that produce 3D NAND and high-performance logic chips. Phase 1 is the subject of this application, and a site development permit, building permit and construction plans for Phase 1 are currently under review by the City of Taylor with construction anticipated to commence on vertical improvement comprising Phase 1 in September of 2025.

Phase 2 of Soulbrain's future investment plan, will involve expanding the facility's operations to produce other high-purity semiconductor-grade chemicals such as hydrofluoric acid (HF), ammonium fluoride (NH<sub>4</sub>F), and advanced etchants like buffered oxide etchants (BOE) and tetraethyl orthosilicate (TEOS). These chemicals are vital for a range of semiconductor manufacturing processes, including deposition, cleaning, and etching, further enhancing the facility's capability to support the semiconductor industry's needs.

The Project facility is designed to have a maximum annual production capacity of 28,800 metric tons of H<sub>3</sub>PO<sub>4</sub>, directly addressing the current and projected shortages in domestic supply. The lack of sufficient domestic production of semiconductor-grade chemicals has been identified as a significant risk to the U.S. semiconductor supply chain. By producing these materials domestically, the facility will reduce reliance on imports and strengthen the resilience of the U.S. semiconductor manufacturing sector.

### **(C) Job Creation and Workforce Development**

The Project is expected to create at least twenty (20) direct jobs necessary for operating the high-purity phosphoric acid (H<sub>3</sub>PO<sub>4</sub>) manufacturing facility. The estimated annual median wage for these positions is \$74,000, with an estimated annual average wage of \$82,292. These positions will span various functions, including advanced manufacturing, engineering, operations, and logistics. The facility's operations require a technically skilled workforce capable of managing sophisticated production processes and adhering to the rigorous quality standards of the semiconductor industry. To address this need, Soulbrain plans to implement targeted workforce development initiatives in collaboration with local educational institutions such as Taylor Independent School District (ISD) and other workforce training programs established and currently run by the Taylor, Texas, Economic Development Corporation. These programs will be designed to equip the local workforce with the necessary skills for high-tech manufacturing roles.

Additionally, the Company will focus on recruiting and training local talent, providing opportunities for career growth within the semiconductor industry. The Company's emphasis on workforce development aligns with broader state and local objectives to enhance the technical skills of the regional workforce, contributing to long-term economic growth. Beyond direct employment, the project is anticipated to generate indirect economic benefits through increased demand for local suppliers and service providers. The facility's operations will create opportunities for local businesses to engage in supply chain activities, from raw material procurement to logistics and maintenance services. This multiplier effect is expected to have a positive impact on the local economy, contributing to the overall economic development of the region.

### **(D) Economic Impact on Texas**

The approximately \$134.7 million investment in this project represents a significant contribution to the Texas economy. The facility's establishment is expected to drive economic activity in the region by creating high-paying jobs, increasing demand for local goods and services, and generating additional tax revenue for the community. The local production of critical semiconductor chemicals supports Texas' strategic objective of becoming a leading hub for semiconductor manufacturing and supply chain

resilience. The facility's operations will create opportunities for local businesses to engage in supply chain activities, from raw material procurement to logistics and maintenance services. This multiplier effect is expected to have a positive impact on the local economy, contributing to the overall economic development of the region.

The project's strategic location in Taylor, Texas, positions it to directly support the expansion of semiconductor fabs operated by companies such as Samsung, Intel, and TSMC. As these companies continue to invest in U.S. production capacity, the demand for high-purity H<sub>3</sub>PO<sub>4</sub> and other semiconductor-grade chemicals will increase. By providing a reliable domestic supply of these materials, the facility will help Texas maintain its competitiveness in attracting further semiconductor investments, reinforcing the state's role as a critical player in the global semiconductor supply chain.

In addition to bolstering the state economy, the project aligns with national security objectives by reducing dependence on foreign suppliers for critical semiconductor manufacturing inputs. Recent global supply chain disruptions have highlighted the risks associated with reliance on imports, particularly for materials essential to the semiconductor industry. By producing these chemicals domestically, the facility will contribute to the resilience and stability of the U.S. semiconductor supply chain, a key priority under federal initiatives such as the CHIPS Act.

### **(E) Strategic Importance and Future Expansion**

Phase 1 of the project focuses on producing high-selectivity phosphoric acid, but the facility is designed with scalability in mind. Future expansions will involve additional production lines for chemicals like HF, NH<sub>4</sub>F, and advanced etchants, which are essential for supporting the increasingly complex manufacturing processes required for next-generation semiconductor technologies.

These expansions are critical to addressing the anticipated growth in semiconductor demand driven by advancements in areas such as artificial intelligence, cloud computing, and high-performance computing. By positioning the facility to produce a broad range of high-purity chemicals, Soulbrain aims to become a key supplier for major semiconductor manufacturers, ensuring its continued relevance and competitiveness in the industry.

The phased approach to development also aligns with market trends, allowing the facility to scale operations as demand increases. This flexibility is essential for maintaining a stable supply of critical materials and for adapting to shifts in the semiconductor market. The ability to expand production capacity and product offerings over time will be a significant advantage in meeting the evolving needs of the semiconductor industry.

While Soulbrain's plans include Phase 2 construction and expansion to commence in 2027, the viability and critical path to the Phase 2 expansion will be enhanced and solidified based on the success of Phase 1. Phase 1 is expected to be completed by June 2027, with the facility becoming fully operational by December 2027.

### **(F) Broader Benefits to the U.S. Semiconductor Industry**

The impact of this Project extends beyond Texas, contributing to the broader goals of the U.S. semiconductor industry. By addressing the current and projected shortages of semiconductor-grade chemicals, the facility plays a vital role in ensuring that U.S. manufacturers can maintain consistent production levels and continue to lead in innovation. The domestic production of high-purity H<sub>3</sub>PO<sub>4</sub> and other materials is crucial for minimizing supply chain vulnerabilities and supporting the competitiveness of U.S. semiconductor fabs.

This project is also aligned with federal initiatives aimed at strengthening the U.S. semiconductor industry, such as the CHIPS Act, which incentivizes domestic manufacturing of critical inputs. The

facility's operations support these objectives by providing a stable, high-quality supply of essential chemicals, reducing the risks associated with global supply chain dependencies. In doing so, the project enhances the capacity of U.S. manufacturers to compete globally while supporting national security objectives.

### **(G) Community and Regional Development**

The project is expected to generate significant benefits for the Taylor community and the broader region. In addition to job creation, expanding tax base, significant capital investments in the Central Texas Region, and economic growth, the facility will engage in community initiatives aimed at supporting local development in the industry. Soulbrain plans to collaborate with educational institutions and workforce development programs to build a pipeline of talent that can sustain the facility's operations in the long term. These initiatives will not only benefit the Company but also contribute to the region's economic vitality by providing opportunities for skills development and career advancement. For example, as part of the Company's partnership with the City of Taylor, the Company will add value to the workforce training programs in the City of Taylor by creating an internship in collaboration with Del Valle ISD. The Company is also contributing \$25,000 annually to the City of Taylor's civic programs that will aid in training of EMT and fire protection workers to equip these workers with skills that will benefit the industry.

The project's focus on local engagement and collaboration is designed to ensure that the benefits of this investment extend beyond the facility itself. By fostering strong relationships with local stakeholders and contributing to the community's economic resilience, Soulbrain aims to be a long-term partner in the region's development.

### **Summary**

This approximately \$134.7 million capital-investment project is designed to address critical needs within the U.S. semiconductor industry by establishing a reliable domestic supply of essential chemicals. The facility's strategic location in Taylor, Texas, and its phased expansion plan positions it to support both regional and national economic growth. The project is expected to create employment opportunities, stimulate local economic activity, and enhance the resilience of the U.S. semiconductor supply chain. By producing high-purity phosphoric acid and other chemicals domestically, the facility will help secure the U.S. semiconductor industry's competitive advantage, contribute to Texas's economic growth, and support national security objectives by reducing reliance on foreign suppliers.



**City Council Meeting  
June 11, 2026  
Transmittal Letter**

STRATEGIC PILLAR
Economic Vitality

**Agenda Item Number:** 4.  
**Agenda Title:** Introduce Ordinance 2026-19 Amending the Fiscal Year 2026 Budget.  
**Council Action to be Taken:** Introduce Ordinance 2026-19  
**Department Submitted:** Finance  
**Staff Contact:** Robert Powers, Chief Financial Officer

**1. PURPOSE / DESCRIPTION**

The purpose of this agenda item is to introduce Ordinance 2026-19 amending the FY2026 Budget.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

The FY26 budget was originally adopted by Council on September 10, 2025 and amended on December 11, 2025.

The purpose of this amendment is to 1) roll-forward projects from the prior year that have not been completed; 2) align the budget with the program restructuring associated with the HOT and Downtown TIF No. 1 budgets; 3) incorporate the Council-approved changes in the TUF budget; 4) revise budgets to account for unforeseen activity or events since the start of the year; 5) to amend the General Fund property tax revenue estimate downward to reflect the actual anticipated revenue distribution to the Samsung TIF No. 2. (The formula miscalculation was discovered after the adoption of the FY 2026 budget.); and 6) use Debt Service reserves to lessen the General Fund impact on the TIF No. 2 transfer.

**3. PROS and CONS**

<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> <li>Aligns the FY 2026 Budget with</li> </ul>	N/A

anticipated activity and previous City Council action.	
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**4. RECOMMENDATION**

Staff recommends that Council introduce Ordinance 2026-19 to amend the FY 2026 budget.

**5. FUNDING SOURCE**

Various funding sources as identified in Exhibit A - Summary and Detail

**6. TIMELINE**

**7. OTHER OPTIONS**

NA

**8. ATTACHMENTS**

- 1. Ordinance - Budget Amendment FY26 No2
- 2. Presentation - Budget Amendment #2

**ORDINANCE NO. 2026-19**

**AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS AMENDING ORDINANCE NO. 2025-29 ADOPTED ON SEPTEMBER 10, 2025, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAYLOR:**

**SECTION 1.0:** That the appropriations for the fiscal year beginning October 1, 2025 and ending September 30, 2026, for the support of the general government of the City of Taylor, Texas be amended for said term in accordance with the change in revenues and expenditures shown in the attached Exhibit A.

**SECTION 2.0:** That the amendment in Exhibit A, is hereby approved in all aspects and adopted as an amendment to the City budget for the fiscal year October 1, 2025 and ending September 30, 2026.

**SECTION 3.0:** In accordance with Article 8 of the City Charter, this ordinance was introduced before the City Council of the City of Taylor, Texas on the 11<sup>th</sup> day of June, 2026.

**PASSED, APPROVED, and ADOPTED** this the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
James Buzan, Mayor

ATTEST:

\_\_\_\_\_  
Lucy Aldrich, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark Schroeder, City Attorney

**ORDINANCE NO. 26-19**  
**EXHIBIT A - SUMMARY**

<u>FUND</u>		<u>ADOPTED</u>	<u>AMENDMENT NO.1-A</u>	<u>AMENDMENT NO.1-B</u>	<u>AMENDMENT NO.2</u>	<u>REVISED</u>
100	GENERAL FUND					
	REVENUES	30,430,342	0	685,000	3,309,915	34,425,257
	EXPENDITURES	<u>36,337,342</u>	<u>621,230</u>	<u>685,000</u>	<u>1,330,150</u>	<u>38,973,722</u>
	OVER/(UNDER)	<u>(5,907,000)</u>	<u>(621,230)</u>	0	<u>1,979,765</u>	<u>(4,548,465)</u>
118	TIF NO. 2					
	REVENUES	8,490,000	0		800,000	9,290,000
	EXPENDITURES	<u>8,403,000</u>	<u>0</u>		<u>760,000</u>	<u>9,163,000</u>
	OVER/(UNDER)	<u>87,000</u>	<u>0</u>		<u>40,000</u>	<u>127,000</u>
119	TIF NO. 1					
	REVENUES	1,135,000	0		0	1,135,000
	EXPENDITURES	<u>941,850</u>	<u>0</u>		<u>298,345</u>	<u>1,240,195</u>
	OVER/(UNDER)	<u>193,150</u>	<u>0</u>		<u>(298,345)</u>	<u>(105,195)</u>
120	HOTEL / MOTEL TAX FUND					
	REVENUES	355,000	0		0	355,000
	EXPENDITURES	<u>265,000</u>	<u>0</u>		85,380	<u>350,380</u>
	OVER/(UNDER)	<u>90,000</u>	<u>0</u>		<u>(85,380)</u>	<u>4,620</u>
129	LIBRARY GRANTS & DONATIONS					
	REVENUES	22,500	0		12,500	35,000
	EXPENDITURES	<u>0</u>	<u>0</u>		<u>12,500</u>	<u>12,500</u>
	OVER/(UNDER)	<u>22,500</u>	<u>0</u>		<u>0</u>	<u>22,500</u>
140	I&S DEBT SERVICE					
	REVENUES	9,749,404	0		895,000	10,644,404
	EXPENDITURES	<u>9,749,404</u>	<u>0</u>		<u>1,445,000</u>	<u>11,194,404</u>
	OVER/(UNDER)	<u>0</u>	<u>0</u>		<u>(550,000)</u>	<u>(550,000)</u>
162	GENERAL CAPITAL IMPROVEMENTS					
	REVENUES	700,000	775,000		1,109,141	2,584,141
	EXPENDITURES	<u>2,353,000</u>	<u>2,428,000</u>		<u>237,156</u>	<u>5,018,156</u>
	OVER/(UNDER)	<u>(1,653,000)</u>	<u>(1,653,000)</u>		<u>871,985</u>	<u>(2,434,015)</u>
210	TRANSPORTATION FUND (TUF)					
	REVENUES	875,000	0		0	875,000
	EXPENDITURES	<u>1,096,615</u>	<u>250,000</u>		<u>1,420,000</u>	<u>2,766,615</u>
	OVER/(UNDER)	<u>(221,615)</u>	<u>(250,000)</u>		<u>(1,420,000)</u>	<u>(1,891,615)</u>
320	SANITATION FUND					
	REVENUES	0	0		0	0
	EXPENDITURES	<u>0</u>	<u>0</u>		<u>1,264,915</u>	<u>1,264,915</u>
	OVER/(UNDER)	<u>0</u>	<u>0</u>		<u>(1,264,915)</u>	<u>(1,264,915)</u>
382	FLEET MAINTENANCE FUND					
	REVENUES	1,070,808	0		0	1,070,808
	EXPENDITURES	<u>1,148,085</u>	<u>0</u>		<u>150,750</u>	<u>1,298,835</u>
	OVER/(UNDER)	<u>(77,277)</u>	<u>0</u>		<u>(150,750)</u>	<u>(228,027)</u>
601	UTILITY CIP					
	REVENUES	0	0		4,055,000	4,055,000
	EXPENDITURES	<u>0</u>	<u>0</u>		<u>4,055,000</u>	<u>4,055,000</u>
	OVER/(UNDER)	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
100-310-111 REVENUES		Property Taxes	<i>TIF No. 2 Transfer (budget correction)</i>	11,426,415	(2,000,000)	9,426,415
100-330-215 REVENUES		TEDC Engineering Services	<i>Reimburse City Engineer Expenses for EDC-related projects</i>	60,000	60,000	120,000
100-330-219 REVENUES		Other Federal Grants	<i>2023 Winter Storm FEMA reimbursement</i>	0	3,985,000	3,985,000
100-450-369 REVENUES		Transfer In (Sanitation Fund)	<i>Fund discontinued prior year (final balance xfr)</i>	0	<u>1,264,915</u>	1,264,915
				Total Change	<u>3,309,915</u>	
<b><u>EXPENDITURES</u></b>						
100-512-533 FINANCE		CAD Entity Fee	<i>Williamson CAD entity fees (pro rata allocation)</i>	120,000	42,000	162,000
100-522-510 DEVELOPMENT SERVICES		Expedited Review Fees	<i>HDR Expedited Review Expenses (partial offset by TEDC reimb.)</i>	0	145,000	145,000
100-542-114 FIRE		Overtime	<i>Overtime (coverage, minimum staffing)</i>	355,000	100,000	455,000
100-552-267 POLICE		Computers	<i>CAD Server Replacement (budget adj.)</i>	53,068	26,500	79,568
100-552-539 POLICE		Other Contract Services	<i>CAD Server Migration (Central Square); Chief Recruitment</i>	211,682	62,500	274,182
100-563-114 PUBLIC WORKS-STREETS		Overtime	<i>Overtime</i>	20,500	40,000	60,500
100-565-114 PARKS & RECREATION		Overtime	<i>Overtime (budget adj. due to events coverage)</i>	33,150	45,000	78,150
100-566-719 BLDG MAINTENANCE		Capital Outlay	<i>Generator (facility improvements - budgeted in prior yr.)</i>	0	41,500	41,500
100-592-510 NON-DEPARTMENTAL		TEDC Contractual Services	<i>TEDC Contractual Services (offset by revenue)</i>	0	120,000	120,000
100-592-531 NON-DEPARTMENTAL		Trash Collection Services	<i>Trash Collection (offset by revenues)</i>	2,000,000	100,000	2,100,000
100-592-742 NON-DEPARTMENTAL		Construction	<i>Pool construction (prior year carryover)</i>	0	<u>607,650</u>	607,650
				Total Change	<u>1,330,150</u>	
<b>118-TIF NO. 2</b>						
<b><u>REVENUES</u></b>						
118-310-111 REVENUES		Current Property Taxes	<i>TIF No. 2 (revised estimate)</i>	8,465,000	(645,000)	7,820,000
118-310-111 REVENUES		Transfer In - Debt Service	<i>From Debt Service Fund</i>	0	<u>1,445,000</u>	1,445,000
				Total Change	<u>800,000</u>	
<b><u>EXPENDITURES</u></b>						
118-520-817 EXPENDITURES		Property Tax Rebate	<i>Samsung Agr (revised estimate)</i>	8,375,000	<u>760,000</u>	9,135,000
				Total Change	<u>760,000</u>	

119-TIF NO. 1

REVENUES

119-000-000 REVENUES

Total Change 0

EXPENDITURES

119-520-519 EXPENDITURES	Other Professional Services	<i>See below- \$100k budget for economic development move to 119-520-813</i>	125,000	(117,000)	8,000
119-520-539 EXPENDITURES	Other Contract Services	<i>BlueDot Program; Freese &amp; Nichols (pro rata)</i>	12,000	18,000	30,000
119-520-719 EXPENDITURES	Capital Outlay	<i>Level-Up (\$142k); Historic Preservation (\$10k)</i>	0	155,400	155,400
119-520-813 EXPENDITURES	Contributions/Grants	<i>See above - \$100k allocated for econ. Dev.; \$100k grants; \$37k Arts Council; Emergency Relief Grants</i>	75,000	233,500	308,500
119-520-815 EXPENDITURES	Interfund Transfer	<i>Main St. Mgr position reclass</i>	504,850	<u>8,445</u>	513,295
			Total Change	<u>298,345</u>	

120-HOTEL / MOTEL TAX FUND

REVENUES

120-000-000 REVENUES

Total Change 0

EXPENDITURES

120-612-528 EXPENDITURES	Advertising	<i>Revised estimate</i>	0	2,000	2,000
120-612-532 EXPENDITURES	Software Maintenance/Licensing	<i>Tourism &amp; website software; wayfinding</i>	0	10,380	10,380
120-612-539 EXPENDITURES	Other Contract Services	<i>Historic Preservation Plan / Freese &amp; Nichols (see also TIF share)</i>	50,000	33,000	83,000
120-612-815 EXPENDITURES	Interfund Transfers	<i>Taylor Regional Park (TRP) Improvements</i>	5,000	<u>40,000</u>	45,000
			Total Change	<u>85,380</u>	

129-LIBRARY GRANTS & DONATIONS

REVENUES

129-330-227 REVENUES

Grants	<i>St. David's Grant</i>	12,500	<u>12,500</u>	25,000
			Total Change	<u>12,500</u>

EXPENDITURES

129-624-211 EXPENDITURES	Office Supplies	<i>Budget revision</i>	0	7,000	7,000
129-624-539 EXPENDITURES	Other Contract Services	<i>Programming</i>	0	<u>5,500</u>	5,500
			Total Change	<u>12,500</u>	

**140-I&S DEBT SERVICE**

**REVENUES**

140-310-111 REVENUES	Property Taxes	<i>Revised estimate</i>	9,307,604	450,000	9,757,604
140-450-370 REVENUES	Interfund Transfer	<i>Transfer from 2019 CO's (TUF Fund)</i>	0	<u>445,000</u>	445,000
			Total Change	<u>895,000</u>	

**EXPENDITURES**

140-620-815 EXPENDITURES	Interfund Transfer - Out	<i>TIF #2 (Samsung) - budget correction</i>	0	<u>1,445,000</u>	1,445,000
			Total Change	<u>1,445,000</u>	

**162-GENERAL CAPITAL IMPROVEMENTS**

**REVENUES**

162-330-229 REVENUES	Other State Grants	<i>Resilient Communities Grant (carry over)</i>	0	225,000	225,000
162-330-236 REVENUES	County Grants	<i>Bull Branch Interceptor (Remaining County ARPA funding)</i>	0	871,985	871,985
162-440-349 REVENUES	Misc. Donations	<i>First Responder Grant (\$10k); St. David's donation (\$1500)</i>	0	<u>12,156</u>	12,156
			Total Change	<u>1,109,141</u>	

**EXPENDITURES**

162-500-742 EXPENDITURES	Construction	<i>DRAC pool construction (carryover)</i>	250,000	225,000	475,000
162-661-745 EXPENDITURES	Developer Contributions	<i>SCBA items</i>	25,000	<u>12,156</u>	37,156
			Total Change	<u>237,156</u>	

**210-TRANSPORTATION FUND (TUF)**

**REVENUES**

210-000-000 REVENUES					0
			Total Change	<u>0</u>	

**EXPENDITURES**

210-632-221 EXPENDITURES	Street Repair Materials	<i>Budget revision (CC 5-14-26)</i>	656,099	500,000	1,156,099
210-632-719 EXPENDITURES	Capital Outlay	<i>Paving Machine (CC 5-14-26)</i>	0	475,000	475,000
210-632-815 EXPENDITURES	Interfund Transfer - Out	<i>2019 CO's debt pmt principal (xfr to I&amp;S)</i>	0	<u>445,000</u>	445,000
			Total Change	<u>1,420,000</u>	

**320-SANITATION FUND**

**REVENUES**

320-000-000 REVENUES					0
			Total Change	<u>0</u>	

**EXPENDITURES**

320-721-815 EXPENDITURES	Interfund Transfer - Out	<i>Close former Sanitation Fund (prior year bal.)</i>	0	<u>1,264,915</u>	1,264,915
			Total Change	<u>1,264,915</u>	

**382-FLEET MAINTENANCE FUND**

<b><u>REVENUES</u></b>					
382-000-000 REVENUES					0
			Total Change	<u>0</u>	
<b><u>EXPENDITURES</u></b>					
382-517-421 EXPENDITURES	Vehicle Maintenance	<i>Greater than anticipated (various accounts combined)</i>	3,900	60,000	63,900
382-517-425 EXPENDITURES	Suspension Systems	<i>Greater than anticipated</i>	17,680	25,750	43,430
382-517-441 EXPENDITURES	Fuel	<i>Increased fuel prices</i>	249,032	40,000	289,032
382-517-522 EXPENDITURES	Insurance	<i>Greater than anticipated</i>	95,000	<u>25,000</u>	120,000
			Total Change	<u>150,750</u>	
<b>601-UTILITY CIP</b>					
<b><u>REVENUES</u></b>					
601-330-234 REVENUES	Intergovernmental Revenues	<i>TEDC Reimbursement (Airport Sewer)</i>	0	<u>4,055,000</u>	4,055,000
			Total Change	<u>4,055,000</u>	
<b><u>EXPENDITURES</u></b>					
601-600-742 EXPENDITURES	Construction	<i>Airport Sewer Main</i>	0	<u>4,055,000</u>	4,055,000
			Total Change	<u>4,055,000</u>	

# Introduce Proposed FY26 Budget Amendment #2

June 11, 2026

# General Fund Revenues

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
100-310-111	REVENUES	Property Taxes	TIF No. 2 Transfer (budget correction)	11,426,415	(2,000,000)	9,426,415
100-330-215	REVENUES	TEDC Engineering Services	Reimburse City Engineer Expenses for EDC-related projects	60,000	60,000	120,000
100-330-219	REVENUES	Other Federal Grants	2023 Winter Storm FEMA reimbursement	0	3,985,000	3,985,000
100-450-369	REVENUES	Transfer In (Sanitation Fund)	Fund discontinued prior year (final balance xfr)	0	<u>1,264,915</u>	1,264,915
				Total Change	<u>3,309,915</u>	

# General Fund Expenditures

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
<u>EXPENDITURES</u>						
100-512-533	FINANCE	CAD Entity Fee	Williamson CAD entity fees (pro rata allocation)	120,000	42,000	162,000
100-522-510	DEVELOPMENT SERVICES	Expedited Review Fees	HDR Expedited Review Expenses (partial offset by TEDC reimb.)	0	145,000	145,000
100-542-114	FIRE	Overtime	Overtime (coverage, minimum staffing)	355,000	100,000	455,000
100-552-267	POLICE	Computers	CAD Server Replacement (budget adj.)	53,068	26,500	79,568
100-552-539	POLICE	Other Contract Services	CAD Server Migration (Central Square); Chief Recruitment	211,682	62,500	274,182
100-563-114	PUBLIC WORKS-STREETS	Overtime	Overtime	20,500	40,000	60,500
100-565-114	PARKS & RECREATION	Overtime	Overtime (budget adj. due to events coverage)	33,150	45,000	78,150
100-566-719	BLDG MAINTENANCE	Capital Outlay	Generator (facility improvements - budgeted in prior yr.)	0	41,500	41,500
100-592-510	NON-DEPARTMENTAL	TEDC Contractual Services	TEDC Contractual Services (offset by revenue)	0	120,000	120,000
100-592-531	NON-DEPARTMENTAL	Trash Collection Services	Trash Collection (offset by revenues)	2,000,000	100,000	2,100,000
100-592-742	NON-DEPARTMENTAL	Construction	Pool construction (prior year carryover)	0	<u>607,650</u>	607,650
				Total Change	<u>1,330,150</u>	

# TIF No. 2 (Samsung)

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
118-TIF NO. 2						
<u>REVENUES</u>						
118-310-111	REVENUES	Current Property Taxes	TIF No. 2 (revised estimate)	8,465,000	(645,000)	7,820,000
118-310-111	REVENUES	Transfer In - Debt Service	From Debt Service Fund	0	<u>1,445,000</u>	1,445,000
				Total Change	<u>800,000</u>	
<u>EXPENDITURES</u>						
118-520-817	EXPENDITURES	Property Tax Rebate	Samsung Agr (revised estimate)	8,375,000	<u>760,000</u>	9,135,000
				Total Change	<u>735,000</u>	

# Downtown TIF No. 1

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
119-TIF NO. 1						
<u>REVENUES</u>						
119-000-000	REVENUES					0
				Total Change	<u>0</u>	
<u>EXPENDITURES</u>						
119-520-519	EXPENDITURES	Other Professional Services	See below- \$100k allocated for economic development	125,000	(117,000)	8,000
119-520-539	EXPENDITURES	Other Contract Services	BlueDot Program; Freese & Nichols (pro rata)	12,000	18,000	30,000
119-520-719	EXPENDITURES	Capital Outlay	Level-Up (\$142k); Historic Preservation (\$10k)	0	155,400	155,400
119-520-813	EXPENDITURES	Contributions/Grants	See above - \$100k allocated for econ. Dev.; \$100k grants; \$37k Arts Council	75,000	233,500	308,500
119-520-815	EXPENDITURES	Interfund Transfer	Main Street Mgr (reclass)	504,850	8,445	513,295
				Total Change	<u>298,345</u>	

# Hotel Occupancy Tax Fund (HOT)

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
120-HOTEL / MOTEL TAX FUND						
<u>REVENUES</u>						
120-000-000	REVENUES					0
				Total Change	<u>0</u>	
<u>EXPENDITURES</u>						
120-612-528	EXPENDITURES	Advertising	Revised estimate	0	2,000	2,000
120-612-532	EXPENDITURES	Software Maintenance/Licensing	Revised estimate	0	10,380	10,380
120-612-539	EXPENDITURES	Other Contract Services	Historic Preservation Plan / Freese & Nichols	50,000	33,000	83,000
120-612-815	EXPENDITURES	Interfund Transfers	Taylor Regional Park (TRP) Improvements	5,000	<u>40,000</u>	45,000
				Total Change	<u>85,380</u>	

# Debt Service Fund

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
140-I&S DEBT SERVICE						
<u>REVENUES</u>						
140-310-111	REVENUES	Property Taxes	Revised estimate	9,307,604	450,000	9,757,604
140-450-370	REVENUES	Interfund Transfer	Transfer from 2019 CO's (TUF Fund)	0	<u>445,000</u>	445,000
				Total Change	<u>895,000</u>	
<u>EXPENDITURES</u>						
140-620-815	EXPENDITURES	Interfund Transfer - Out	TIF #2 (Samsung) - budget correction	0	<u>1,445,000</u>	1,445,000
				Total Change	<u>1,445,000</u>	

# General Capital Projects

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
162-GENERAL CAPITAL IMPROVEMENTS						
<u>REVENUES</u>						
162-330-229	REVENUES	Other State Grants	Resilient Communities Grant (carry over)	0	225,000	225,000
162-330-236	REVENUES	County Grants	Bull Branch Interceptor (Remaining County ARPA funding)	0	871,985	871,985
162-440-349	REVENUES	Misc. Donations	First Responder Grant (\$10k); St. David's donation (\$1500)	0	<u>12,156</u>	12,156
				Total Change	<u>1,109,141</u>	
<u>EXPENDITURES</u>						
162-500-742	EXPENDITURES	Construction	DRAC pool construction (carryover)	250,000	225,000	475,000
162-661-745	EXPENDITURES	Developer Contributions	SCBA items	25,000	<u>12,156</u>	37,156
				Total Change	<u>237,156</u>	

# Transportation User Fee (TUF) Fund

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
210-TRANSPORTATION FUND (TUF)						
<u>REVENUES</u>						
210-000-000	REVENUES					0
				Total Change	<u>0</u>	
<u>EXPENDITURES</u>						
210-632-221	EXPENDITURES	Street Repair Materials	Budget revision (CC 5-14-26)	656,099	<u>500,000</u>	1,156,099
210-632-719	EXPENDITURES	Capital Outlay	Paving Machine (CC 5-14-26)	0	<u>475,000</u>	475,000
210-632-815	EXPENDITURES	Interfund Transfer - Out	2019 CO's debt pmt principal (xfr to I&S)	0	<u>445,000</u>	445,000
				Total Change	<u>1,420,000</u>	

# Fleet Maintenance Fund

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
382-FLEET MAINTENANCE FUND						
<u>REVENUES</u>						
382-000-000	REVENUES					0
				Total Change	<u>0</u>	
<u>EXPENDITURES</u>						
382-517-421	EXPENDITURES	Vehicle Maintenance	Greater than anticipated (various accounts combined)	3,900	60,000	63,900
382-517-425	EXPENDITURES	Suspension Systems	Greater than anticipated	17,680	25,750	43,430
382-517-441	EXPENDITURES	Fuel	Increased fuel prices	249,032	40,000	289,032
382-517-522	EXPENDITURES	Insurance	Greater than anticipated	95,000	<u>25,000</u>	120,000
				Total Change	<u>150,750</u>	

# Utility CIP

	<u>DEPT</u>	<u>ACCT</u>	<u>DESC.</u>	<u>CURRENT BUDGET</u>	<u>INCREASE / (DECREASE)</u>	<u>REVISED BUDGET</u>
601-UTILITY CIP						
<u>REVENUES</u>						
601-330-234	REVENUES	Intergovernmental Revenues	TEDC Reimbursement (Airport Sewer)	0	<u>4,055,000</u>	4,055,000
				Total Change	<u>4,055,000</u>	
<u>EXPENDITURES</u>						
601-600-742	EXPENDITURES	Construction	Airport Sewer Main	0	<u>4,055,000</u>	4,055,000
				Total Change	<u>4,055,000</u>	



# City Council Meeting June 11, 2026 Transmittal Letter

STRATEGIC PILLAR

**Agenda Item Number:** 5.

**Agenda Title:** Discussion, consideration, and possible action regarding the Final Report and Recommendations of the Charter Review Commission, and direction to staff concerning proposed Charter amendments for potential placement on the November 2026 ballot, presented by attorney Charlie Zech with Denton Navarro Rodriguez Bernal Santee & Zech, P.C.

**Council Action to be Taken:** Receive the Final Report of the Charter Review Commission and provide direction.

**Department Submitted:** City Clerk

**Staff Contact:** Lucy Aldrich, City Clerk

## 1. PURPOSE / DESCRIPTION

The purpose of this item is to present the City Council with the Final Report of the Charter Review Commission and its recommended amendments to the City Charter, and to obtain Council direction regarding potential placement of such amendments on the November 2026 uniform election ballot.

## 2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

On December 11, 2025, the City Council appointed a Charter Review Commission to conduct a comprehensive review of the City Charter. On January 22, 2026, the City Council adopted Resolution No. R26-02 formally charging the Commission with reviewing the Charter and recommending any amendments deemed necessary or appropriate.

The Commission met eight (8) times between March 2, 2026 and June 1, 2026, and conducted a full review of the Charter.

Following this review, the Commission submitted its Final Report recommending seven (7) Charter amendments for consideration by the City Council and potential placement on the November 2026 ballot.

In addition, the Commission included a policy recommendation related to appointment procedures for boards and commissions, but did not recommend Charter-level amendments on that topic.

The full Final Report, including detailed analysis and redlined Charter language, is attached for Council review.

<b>3. PROS and CONS</b>	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> <li>• Reflects a comprehensive, structured review of the Charter conducted by a Council-appointed body</li> <li>• Incorporates legal analysis from independent counsel</li> <li>• Provides voters the opportunity to consider and decide on proposed amendments</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

**4. RECOMMENDATION**

Staff recommends that the City Council receive the Final Report of the Charter Review Commission and provide direction to staff regarding next steps, including any potential placement of proposed Charter amendments on the November 2026 ballot.

**5. FUNDING SOURCE**

Costs associated with placing Charter amendments on the ballot would be incorporated into the cost of a November 2026 election and funded through the City’s General Fund election account, as applicable.

**6. TIMELINE**

- June 11, 2026: Council receives report and provides direction
- Summer 2026: Preparation of ballot language, as directed
- August 17, 2026 (statutory deadline): Deadline to call the November uniform election
- November 3, 2026: Election for voter consideration of Charter amendments

**7. OTHER OPTIONS**

1. Direct staff to prepare all recommended amendments for placement on the November

- 2026 ballot;
2. Identify specific amendments for advancement, modification, or further analysis;
  3. Defer action and request additional review or information;
  4. Decline to move forward with some or all proposed amendments; or
  5. Provide alternative direction as deemed appropriate

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**8. ATTACHMENTS**

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1. Charter Review Commission Final Report
2. Charter Review Commission Final Report - Exhibit A
3. Presentation - Charter Review Final Report

**FINAL REPORT OF THE CHARTER REVIEW COMMISSION  
CITY OF TAYLOR, TEXAS**

*Submitted to the Taylor City Council*

Date of Submission: June 11, 2026

## Transmittal

June 11, 2026

Honorable Mayor and Members of the City Council  
City of Taylor, Texas

Re: Final Report and Recommendations of the Charter Review Commission

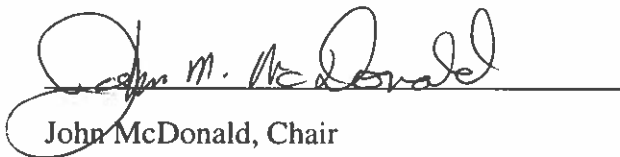
Honorable Mayor and Councilmembers:

On behalf of the Charter Review Commission (the "Commission"), I am pleased to transmit this Final Report summarizing the work of the Commission and presenting its recommendations for proposed amendments to the Charter of the City of Taylor for the Council's consideration and placement on the ballot at the next available uniform election date.

The Commission was appointed by the City Council on December 11, 2025, and convened as set forth in Section II of this Report. The Commission conducted a comprehensive review of the Charter from both policy and legal perspectives, applying the evaluation criteria adopted by the Commission at the outset of its work. Each proposed amendment recommended herein has been evaluated under those criteria and approved by the affirmative vote of a majority of the Commission.

The Commission appreciates the opportunity to serve the citizens of Taylor and the confidence placed in its members by the Mayor and Council. The Commission stands ready to respond to any questions the Council may have as it considers the recommendations set forth in this Report.

Respectfully submitted,



John M. McDonald, Chair

Charter Review Commission

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## I. Executive Summary

The Charter Review Commission was appointed by the Taylor City Council on December 11, 2025, to conduct a comprehensive review of the City Charter and to recommend such amendments as the Commission deemed necessary or advisable. Over the course of eight meetings held between March 2<sup>nd</sup>, 2026 and June 1<sup>st</sup>, 2026, the Commission examined the Charter in its entirety, evaluated proposed amendments against a uniform set of ten criteria, and developed a final slate of recommendations.

The Commission recommends that the City Council place the following seven proposed Charter amendments on the ballot at the next available uniform election date:

- Amendment 1 — Section 4.1 (Generally): Redline to delete “for terms of three (3) years” as repetitive of Section 4.3. Redline to remove language inconsistent with Section 7.1 and current form of government.
- Amendment 2 — Section 4.2 (Qualifications): Redline to delete unconstitutional indebtedness provision.
- Amendment 3 — Section 4.4 (Vacancies): Authorize Council to fill a vacancy at the next regular election where twelve (12) months or less remain in the unexpired term.
- Amendment 4 — Section 4.6 (Term Limits): Establish a four-term lifetime limit on combined service as Mayor and Councilmember.
- Amendment 5 — Section 7.1 (Agenda Setting): Affirm the right of every Councilmember to place items on the agenda and clarify the respective roles of the Mayor and City Manager as related to the agenda.
- Amendment 6 — New Article (Disclosure of Subject Matter for Final Action): Require meaningful public disclosure before final binding action on matters previously deliberated under a project designation or code name.
- Amendment 7 — New Section (Mandatory Charter Review): Require periodic Charter Review Commissions.

## **II. Commission Appointment, Membership, and Meeting Schedule**

### **A. Appointment**

The Charter Review Commission was created and its members appointed by the Taylor City Council by motion, adopted at the regular meeting of the City Council on December 11, 2025. The Commission was charged, by Resolution R26-02 adopted on January 22, 2026, with conducting a comprehensive review of the Charter and recommending amendments for consideration by the City Council and submission to the qualified voters. The Commission met eight times to conduct its review of the charter.

### **B. Membership**

The Commission was composed of the following members appointed by the City Council:

- John McDonald, Chair
- Gary Gola, Vice Chair
- Angelina Shelton\*
- Betty Day
- Christine Lopez
- Peter Bryan
- John Harper
- Jackie Krueger
- Jim Buzan [resigned, May 4, 2026]

*\*Appointed March 12, 2026, to replace Teri Williams who resigned March 2, 2026*

The Commission was supported in its work by the City Clerk, Lucy Aldrich and by the firm of Denton Navarro Rodriguez Bernal Santee & Zech, P.C., serving as legal counsel to the Commission.

### **C. Amendment Approval**

Each amendment recommended in Section VI of this Report was approved by the affirmative vote of a majority of the Commission at a duly posted public meeting.

### **III. Charge of the Commission and Methodology**

#### **A. Charge**

The Commission was charged by the City Council with conducting a comprehensive review of the Charter, identifying provisions in need of revision, and recommending amendments to be considered for placement on the ballot. The Commission undertook this charge with the understanding that authority to propose amendments resides ultimately with the City Council and that authority to adopt amendments resides exclusively with the qualified voters of the City under Article XI, Section 5 of the Texas Constitution and Chapter 9, Subchapter B of the Texas Local Government Code.

#### **B. Methodology**

The Commission's review proceeded in four phases:

1. **Legal Review.** Counsel presented to the Commission an overview of the legal framework governing home-rule charters in Texas, including the Texas Constitution, the Texas Local Government Code, the Texas Election Code, the Texas Open Meetings Act, the Texas Public Information Act, and controlling judicial decisions. Counsel then identified provisions of the existing Charter that potentially conflict with, are preempted by, or have been rendered unenforceable by state or federal law.
2. **Policy Review.** The Commission examined the operational provisions of the Charter governing the form of government, the offices of Mayor and Council, the duties of charter officers, elections, finance, personnel, and the administration of City affairs, evaluating whether each provision continues to serve the City effectively.
3. **Clarity and Consistency Review.** The Commission identified provisions that are ambiguous, internally inconsistent, redundant, obsolete, or in need of modernization.
4. **Deliberation and Public Input.** The Commission deliberated each proposed amendment and where public input was provided considered said input in open session before taking a vote.

## **IV. Evaluation Criteria**

At its organizational meeting, the Commission adopted the following ten criteria for evaluating whether each proposed amendment is appropriate, effective, and suitable for voter consideration. Each amendment recommended in Section VI of this Report was evaluated under these criteria.

### **1. Legal Compliance**

Whether the amendment complies with state and federal law, is within the authority of a home-rule municipality, and is enforceable as written.

### **2. Charter-Level Appropriateness**

Whether the amendment addresses fundamental governance, structure, or powers (rather than administrative detail better handled by ordinance or policy) and preserves flexibility for future councils.

### **3. Clarity and Precision**

Whether the amendment uses clear, plain language; avoids ambiguity, internal conflict, or unintended consequences; and can be implemented without excessive interpretation.

### **4. Purpose and Necessity**

Whether the amendment solves a real, identified problem, corrects outdated or conflicting provisions, or improves governance, accountability, or efficiency.

### **5. Consistency with Governing Structure**

Whether the amendment aligns with the City's form of government, maintains appropriate separation of powers and checks and balances, and respects voter authority.

### **6. Administrative and Fiscal Feasibility**

Whether the amendment is practical to implement with available or reasonable resources, clearly assigns responsibility, and identifies potential fiscal or operational impacts.

### **7. Durability and Flexibility**

Whether the amendment is independent of current individuals or temporary conditions, likely to remain effective over time, and avoids unnecessary rigidity.

### **8. Transparency and Accountability**

Whether the amendment enhances openness, ethical governance, or public trust, clearly assigns authority and responsibility, and avoids diffusing accountability.

### **9. Internal Consistency**

Whether the amendment fits cleanly with existing Charter provisions, avoids conflicts or unintended cross-references, and accounts for needed conforming amendments.

## **10. Voter and Ballot Clarity**

Whether the amendment can be clearly and fairly summarized on the ballot, does not mislead voters, and is suitable for a straightforward yes/no vote.

## **V. Comprehensive Review of the Charter — Policy and Legal Findings**

The Commission conducted a section-by-section review of the Charter. The principal findings, organized by Article, are summarized below. Specific amendments recommended to address these findings are set forth in Section VI.

### **A. Article I — Incorporation, Form of Government, Boundaries, and Powers**

**Legal:** The Commission identified no provisions in Article I that conflict with current law. The home-rule grant of authority remains consistent with Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code.

**Policy:** The Article continues to serve the City effectively and requires no substantive revision at this time. The Commission recommends no amendments to Article I.

### **B. Articles II and III — Boundaries; Elections**

**Legal:** The Commission reviewed the election provisions of the Charter for conformity with the Texas Election Code, the federal Voting Rights Act, and the consent decree of April 30, 1985 establishing the 4-1 single-member district system. Counsel advised that the election provisions, as currently written, remain consistent with controlling law.

**Policy:** The Commission recommends no amendments to Articles II or III.

### **C. Article IV — City Council**

**Legal:** The Commission identified three provisions in Article IV that require legal correction:

- Section 4.1 contains language stating that Council members shall be elected “for terms of three (3) years,” which is repetitive of Section 4.3 and creates the potential for inconsistency if one provision is amended without the other.
- Section 4.1 contains language stating that “A Mayor may be elected by and from the five (5) total elected Councilmembers,” which is inconsistent with the at-large Mayor structure established in Section 7.1 and creates internal conflict within the Charter.
- Section 4.2 prohibits service by any person who is “indebted to the City.” Counsel advised the Commission that absolute prohibitions on candidacy or office-holding based on indebtedness to the municipality raise substantial constitutional concerns under the First and Fourteenth Amendments and analogous provisions of the Texas Constitution, and that comparable provisions have been struck down or limited by federal courts. The Commission accepted the recommendation of counsel that this provision should be deleted.

**Policy:** The Commission also identified policy concerns warranting amendment:

- Section 4.4 (Vacancies) currently requires a special election in all cases. The Commission concluded that requiring a special election to fill a vacancy with twelve months or less remaining in the unexpired term could result in a special election shortly before the seat

would otherwise come up at a regular election and place unnecessary financial and administrative burdens on the City in having to hold that special election.

- Article IV does not contain term limits. The Commission considered whether term limits are appropriate and, after extended deliberation, recommends adoption of a four-term lifetime limit on combined service as Mayor and Councilmember (proposed Section 4.6).

#### **D. Article V — Boards and Commissions**

Legal: The Commission reviewed Article V for conformity with state law governing appointive boards. No legal deficiencies were identified.

Policy: The Commission considered a proposed amendment requiring an up-or-down vote on each candidate for appointment at the meeting at which the candidate is placed on the agenda. After deliberation, the Commission decided not to recommend an amendment.

See Section VII, herein, regarding the Commissions discussion on appointments to boards and commissions.

#### **E. Article VI — Initiative & Referendum**

Legal: The Commission reviewed the initiative & referendum provisions for conformity with the Texas Election Code and the Texas Local Government Code. No legal deficiencies were identified that would warrant amendment at this time.

Policy: The Commission are proposing no amendments to Article VI.

The Commission had a robust discussion on a proposed amendment to add recall provisions to the City Charter but ultimately the motion to propose recall as a ballot item failed on a vote of 4-5.

#### **F. Article VII — Mayor and City Council Generally**

Legal: Section 7.1 establishes the at-large Mayor structure and the general powers of the Council. The Commission identified an internal conflict between Section 7.1 and Section 4.1 (addressed in proposed Amendment 1).

Policy: The Commission identified a recurring operational concern regarding the placement of items on the Council agenda. Members noted that the absence of clear Charter-level authority for individual Councilmembers to place items on the agenda has, on occasion, resulted in tension between the Mayor, City Manager, and Council. The Commission recommends an amendment to Section 7.1 affirming the equal authority of every Councilmember to place items on the agenda, while preserving the authority of the Mayor and City Manager to order the items on the agenda.

#### **G. Articles VIII, IX, and X — City Manager; Charter Officers; Finance**

Legal: The Commission identified no provisions in these Articles that conflict with current law.

Policy: The Commission recommends no amendments to these Articles.

## **H. Transparency and Disclosure (New Article)**

Legal: The Commission examined the practice, common in economic development matters, of deliberating in executive session under a project designation or code name (e.g., “Project Hometown Hero”) and subsequently taking final binding action in open session under the same designation. Counsel advised that this practice, while consistent with the literal requirements of the Texas Open Meetings Act in many cases, can result in final action being taken with limited public notice of the actual subject of the action.

Policy: The Commission concluded that the public interest in meaningful disclosure before final binding action warrants a Charter-level provision requiring disclosure, to the extent permitted by law, of the counterparty, the general nature of the action, and any project designation previously used. The Commission designed this provision to supplement, not limit, the Texas Open Meetings Act.

## **I. Mandatory Periodic Charter Review (New Section)**

Legal: The Commission noted that the Charter does not currently require periodic review and that, as a result, comprehensive review has historically occurred on an ad hoc basis. Counsel advised that a Charter provision requiring periodic review and imposing a ministerial duty on Council to submit Commission recommendations to the voters is within the authority of a home-rule municipality.

Policy: The Commission concluded that periodic Charter review every ten years is appropriate to ensure that the Charter remains current with state law and best practices in municipal governance.

## **VI. Recommended Amendments for Placement on the Ballot**

The Commission recommends that the City Council place the following seven (7) proposed amendments on the ballot at the next available uniform election date. For each amendment, the Commission has set forth (i) the proposed Charter text, (ii) the problem identified, (iii) the legal analysis, (iv) the policy analysis, and (v) the Commission’s recommendation.

**The full redlined provisions are attached to  
this report as Exhibit A.**

### **Amendment 1 — Section 4.1 (Generally): Removal of Redundant Term Language and Inconsistent Mayoral Election Language**

#### **Proposed Text**

**Sec. 4.1. Generally.** The Council members shall be elected under a mixed 4-1 system under which four (4) of the Councilmembers are to be elected from the particular single-member district established by the consent decree of April 30, 1985 in which they reside, and one (1) Councilmember to be elected at large by the qualified voters of the entire City. All elections for Councilmembers will be by majority vote.

**Redline note:** Deletes “for terms of three (3) years” as repetitive of Section 4.3, and deletes “A Mayor may be elected by and from the five (5) total elected Councilmembers” as inconsistent with Section 7.1.

#### **Problem Identified**

Section 4.1 currently states that Councilmembers shall be elected “for terms of three (3) years.” The term length, however, is independently established by Section 4.3. The duplicate statement of term length in two separate provisions of the Charter is redundant and creates the potential for inconsistency if one provision is amended in the future without a corresponding amendment to the other.

Section 4.1 also currently contains language suggesting that the Mayor may be elected by and from the Council. This language is inconsistent with Section 7.1, and current practice, which establishes that the Mayor is elected at large by the qualified voters of the City and serves as both Mayor and the at-large Councilmember.

#### **Legal Analysis**

Charter provisions that duplicate the substance of other provisions of the same Charter create the risk that future amendments may bring the two provisions into conflict. The deletion of the

redundant language from Section 4.1 does not alter the term length applicable to Councilmembers, which remains as established by Section 4.3. The amendment is conforming in nature and is within the home-rule authority of the City under Article XI, Section 5 of the Texas Constitution. The amendment does not implicate any state or federal preemption concern.

Internally inconsistent Charter provisions likewise create interpretive risk and may give rise to litigation. Deleting the inconsistent mayoral election language eliminates ambiguity and aligns Section 4.1 with the controlling structure established by Section 7.1. This deletion is also conforming in nature and within the home-rule authority of the City.

### **Policy Analysis**

The amendment is conforming in nature and does not alter the substantive form of government, the term length applicable to Councilmembers, or the rights of any officeholder or candidate. It improves the clarity and internal consistency of the Charter by stating the term length in a single, authoritative location and by removing language regarding mayoral selection that is inconsistent with Section 7.1, thereby reducing interpretive risk for City staff, Councilmembers, and the public.

### **Commission Recommendation**

The Commission recommends placing this amendment on the ballot. The amendment satisfies all ten evaluation criteria. The deletion of the redundant term language was approved by a vote of 8-0, with one commissioner absent, and the deletion of the inconsistent mayoral election language was approved by the affirmative vote of 7-0 with one vacancy and one Commissioner being absent.

## **Amendment 2 — Section 4.2 (Qualifications): Deletion of Indebtedness Provision**

### **Proposed Text**

**Sec. 4.2. Qualifications.** Candidates must reside within the district to which they seek election, and must continuously reside within the district during the Councilmember’s term of office. Each Councilmember shall be a resident and a qualified voter of the City; nor hold any other elective or appointed public office of emolument. Councilmembers shall not have a conflict of interest with the City as determined under the laws of the State of Texas. A conflict of interest between a Council Member and the City Council shall be defined by Chapter 171 Texas Local Government Code as written or subsequently amended and upon compliance with Chapter 171 the conflict of interest shall be deemed properly disclosed. Any Councilmember who shall cease to possess any of the qualifications herein required shall immediately forfeit and vacate such office.

**Redline note:** Deletes “shall not be indebted to the City” as constitutionally problematic.

### **Problem Identified**

Section 4.2 currently disqualifies any person “indebted to the City” from serving as Councilmember. Counsel advised the Commission that absolute prohibitions on candidacy or office-holding based on debt owed to the municipality raise substantial constitutional concerns and are increasingly difficult to defend.

### **Legal Analysis**

Charter provisions that impose categorical disqualifications on candidacy or office-holding implicate fundamental rights protected by the First and Fourteenth Amendments to the United States Constitution and by analogous provisions of the Texas Constitution. The Commission accepted opinion from counsel that the provision is constitutionally infirm and the recommendation of counsel that retaining this provision exposes the City to litigation risk and that the appropriate remedy is deletion.

### **Policy Analysis**

Deletion of the indebtedness provision does not weaken the qualifications for office. Candidates remain subject to the residency, voter qualification, dual-office, and conflict-of-interest provisions set forth in Section 4.2, as well as the disqualifications established under state law. The amendment removes a legally vulnerable provision without diminishing the integrity of the qualification framework.

### **Commission Recommendation**

The Commission recommends placing this amendment on the ballot. The amendment satisfies all ten evaluation criteria and was approved by the affirmative vote of 8-0 with one Commissioner being absent.

## **Amendment 3 — Section 4.4 (Vacancies): Authority to Fill a Vacancy at the Next General Election Where Twelve Months or Less Remain**

### **Proposed Text**

**Sec. 4.4. Vacancies.** Vacancies in the Council shall be filled by a special election for the remainder of the unexpired term. Except that, if a vacancy occurs with twelve (12) months or less remaining in the unexpired term, the Council may, by majority vote of the remaining members, fill the vacancy at the next regularly scheduled election.

### **Problem Identified**

Under the current Charter, the Council is required to call a special election to fill any vacancy, regardless of how little time remains in the unexpired term. The Commission noted that this can result in significant cost to the City for a special election held only months before the seat would come up at a regular election, with limited public benefit.

### **Legal Analysis**

The amendment is consistent with Article XI, Section 11 of the Texas Constitution. The twelve-month threshold is within the range of comparable provisions adopted by home-rule cities in Texas. The amendment is permissive (“the Council may”) rather than mandatory, preserving Council discretion to call a special election in appropriate cases.

### **Policy Analysis**

The amendment provides fiscal and administrative flexibility by allowing the Council to avoid a special election where the cost outweighs the benefit. Because the provision is permissive, the Council retains the ability to call a special election where it determines that the public interest warrants one. The twelve-month threshold balances the public’s interest in elected representation against the cost of a special election and the practical reality that, near the end of a term, a special election may be held only shortly before the regular election.

### **Commission Recommendation**

The Commission recommends placing this amendment on the ballot. The amendment satisfies all ten evaluation criteria and was approved by the affirmative vote of 8-0 with one Commissioner being absent.

## **Amendment 4 — Section 4.6 (Term Limits) - New Section: Four-Term Lifetime Limit on Combined Service**

### **Proposed Text**

#### **Section 4.6 – Term Limits for Mayor and City Council.**

**(a) Term Limits Generally.** No person shall serve more than four (4) terms in any combination of the offices of Mayor and City Councilmember. For purposes of this Section, terms served in the office of Mayor and terms served in the office of City Councilmember shall be counted together toward the four-term limit. A person who has served four (4) terms in any combination of those offices is permanently ineligible to serve in either office and shall not be eligible to seek election or appointment to the office of Mayor or City Councilmember at any future time.

**(b) Term Defined.** For purposes of this Section, a “term” means any portion of an elected or appointed term in the office of Mayor or the office of City Councilmember, except that service pursuant to appointment or election to fill a vacancy for a period of less than one (1) full term shall not constitute a “term” for purposes of counting toward the four-term limit under this Section.

**(c) Lifetime Ban.** Any person who has served four (4) terms in any combination of the offices of Mayor and City Councilmember is permanently and lifetime ineligible to seek election or appointment to either office. The permanent ineligibility imposed by this subsection shall not be subject to waiver, exception, or reinstatement by any action of the City Council.

**(d) Cross-Office Term Counting.** Terms served in the office of Mayor and terms served in the office of City Councilmember shall be counted together toward the four-term limit established in subsection (a), regardless of the sequence or combination in which such terms were served. The Mayor and each Councilmember position, whether the at-large seat or any of the four (4) single-member district seats established pursuant to the consent decree of April 30, 1985, shall each be considered a single office for purposes of this Section, without distinction among individual district seats.

**(e) Applicability to Current Officeholders.** The term limits established by this Section shall apply prospectively from the effective date of this amendment. Terms served prior to the effective date of this Section shall not be counted toward the consecutive term limits established herein.

### **Problem Identified**

The Charter currently does not impose term limits on the offices of Mayor or Councilmember. The Commission considered whether the absence of term limits is consistent with best practices in

municipal governance and whether term limits would promote turnover, broader civic participation, and accountability.

### **Legal Analysis**

Term limits adopted by Charter amendment are within the authority of a home-rule municipality. The Commission designed the provision with attention to two recurring areas of legal risk:

- Retroactivity. Subsection (e) makes clear that the provision applies prospectively. Service prior to the effective date is not counted. This protects against challenges that the amendment impermissibly impairs the rights of current officeholders or alters the qualifications for office mid-term.
- Partial terms. Subsection (b) defines “term” to exclude service pursuant to appointment or election to fill a vacancy for less than one full term. This avoids the unintended consequence of disqualifying an officeholder based on brief service to fill a vacancy.

### **Policy Analysis**

The Commission considered the appropriate term-limit framework. The four-term lifetime limit, with cross-office counting, was selected to:

- Provide a meaningful but not unduly restrictive cap on tenure (four three-year terms = twelve years of total service).
- Prevent the use of cross-office mobility (e.g., serving four terms as Councilmember and then four more as Mayor) to circumvent the limit.
- Maintain the prospective application principle that protects current officeholders and avoids retroactive disqualification.

The Commission acknowledges that reasonable persons may differ on the appropriate length and structure of term limits. The Commission concluded that the proposed framework is durable, internally consistent, and suitable for voter consideration.

### **Commission Recommendation**

The Commission recommends placing this amendment on the ballot. The amendment satisfies all ten evaluation criteria and was approved by the affirmative vote of 7-0 with two Commissioners being absent.

## **Amendment 5 — Section 7.1 (Generally): Agenda Setting and Councilmember Authority**

### **Proposed Text**

**Sec. 7.1. Generally.** The governing body of the City shall consist of a five (5) member City Council under which four (4) of the Councilmembers are elected from the particular single-member district in which they reside, and one (1) City Councilmember is elected at large by the qualified voters of the City. The Councilmember elected to the at large position shall also serve as the Mayor. The Mayor shall preside at meetings of the City Council, be recognized as head of the City government for all ceremonial purposes and by the governor for purposes of military law, but shall have no administrative duties. The Mayor Pro Tem shall act as Mayor during the absence or disability of the Mayor. The City Council shall meet regularly at least once every month at such times and places as the Council may prescribe by rule. Special meetings may be held on the call of the Mayor or of the City Council. The City Council shall see that all ordinances necessary and proper for carrying out the powers and duties herein specified are passed, and that they are enforced by the City Manager. All City Council meetings presided over by the Mayor or the Mayor Pro Tem in their duties as an elected official shall be held within the city limits of the City of Taylor. The City Council shall promote the welfare of the City and its inhabitants in any way deemed proper subject only to limitations imposed by the Constitution, State law, and by this Charter.

Every city council member has the same power and authority as every other council member, including the mayor, except where the mayor is given explicit duties elsewhere in the charter. Every council member has the right to place any item onto the city council agenda. Agenda items requested by any council member **MUST** be added to the agenda and may **NOT** be refused by the City Manager or Mayor. The City Manager and Mayor have the authority to order the items on the agenda.

### **Problem Identified**

The current Charter does not expressly address the right of individual Councilmembers to place items on the Council agenda. The Commission understood that, in practice, this has occasionally produced tension between the Mayor, the City Manager, and individual Councilmembers regarding whether items requested by a Councilmember must be included on the agenda.

### **Legal Analysis**

The amendment is consistent with the general principle, recognized in Texas municipal law, that members of a multi-member governing body each possess equal voting rights and equal authority to participate in the conduct of the body's business. The amendment preserves the existing distribution of executive authority by retaining the mayor's ceremonial role and the City

Manager's administrative responsibilities, by specifying that they retain authority over the agenda order.

**Policy Analysis**

The amendment provides a clear, Charter-level resolution of a recurring operational issue and reduces the likelihood of disputes between Councilmembers and administrative staff while ensuring that no Councilmember's item is excluded from consideration.

**Commission Recommendation**

The Commission recommends placing this amendment on the ballot. The amendment satisfies all ten evaluation criteria and was approved by the affirmative vote of 9-0.

## **Amendment 6 — New Article: Disclosure of Subject Matter for Final Action**

### **Proposed Text**

#### **Article \_\_\_\_ . Disclosure of Subject Matter for Final Action.**

**Sec. \_\_\_\_ .01. Purpose.** The purpose of this Article is to ensure that, before the City Council takes final binding action on a matter previously deliberated in executive session under a project designation, code name, or other identifier that does not disclose the identity of the counterparty or the substance of the matter, the public receives meaningful notice of the actual subject of the action.

**Sec. \_\_\_\_ .02. Use of Project Designations During Deliberation.** Nothing in this Article prohibits the City Council from referring to a matter by a project designation, code name, or other non-identifying reference on agendas posted for executive-session deliberation under the Texas Open Meetings Act, where such use is consistent with applicable law and necessary to protect the legitimate interests of the City in negotiations, competitive position, personnel matters, or attorney-client communications.

**Sec. \_\_\_\_ .03. Disclosure Required for Final Action.** (a) An agenda item posted for final, binding action by the City Council on a matter that has been or is the subject of executive-session deliberations under a project designation, code name, or other non-identifying reference shall identify, to the extent permitted by law:

- (1) the identity of the counterparty, applicant, or other principal party in interest;
- (2) the general nature of the proposed action (including, where applicable, the location of any affected real property or the position or office affected); and
- (3) any project designation or code name previously used to refer to the matter, so that the public may correlate the action with prior agenda items.

(b) For purposes of this Article, “final, binding action” means the adoption of an ordinance, resolution, or motion that approves, authorizes, or executes a contract, grant, incentive, conveyance, lease, settlement, appointment, or other instrument intended to be legally effective without further Council action.

**Sec. \_\_\_\_ .04. Limited Exceptions.** This Article does not require disclosure of:

- (1) information whose disclosure is prohibited by state or federal law, including the Texas Public Information Act, attorney work product, or other privileged or confidential information;
- (2) information whose disclosure would compromise the City’s position in pending or contemplated litigation or competitive economic-development negotiations, as determined by the City Attorney in consultation with the City Manager; provided, however, that any reliance on this exception shall be stated on the record in open

session before final action is taken and shall identify the legal basis for the withheld information; or

(3) personnel matters for which a more specific level of disclosure would itself violate state or federal law.

**Sec. \_\_\_\_05. Relationship to State Law and Council Authority.** This Article is intended to supplement, and not to limit, the requirements of the Texas Open Meetings Act and other applicable law. Nothing in this Article shall be construed to (a) prohibit the City Council from taking final action in open session on a matter at the same meeting at which the matter was deliberated in executive session, where the agenda for that meeting otherwise satisfies the requirements of this Article and applicable law; (b) require the City Council to defer action on a matter that has been properly noticed under the Texas Open Meetings Act; or (c) authorize the City Council to take final action in executive session in violation of the Texas Open Meetings Act.

**Sec. \_\_\_\_06. Effect of Non-Compliance.** Action taken in violation of this Article may be challenged only by a writ of mandamus to compel future compliance; no contract, ordinance, resolution, or appointment otherwise validly approved shall be set aside on the basis of a violation of this Article.

### **Problem Identified**

Matters of significant public interest, particularly in economic development, are routinely deliberated in executive session under a project designation or code name. While this practice is consistent with the Texas Open Meetings Act in appropriate circumstances, it can result in final binding action being taken in open session under the same designation or otherwise limiting information, and limited public notice of the actual subject of the action.

### **Legal Analysis**

The amendment is designed to supplement, not limit, the Texas Open Meetings Act. It does not require disclosure of information that state or federal law protects from disclosure, including attorney work product, confidential personnel matters, and matters whose disclosure would compromise the City's position in pending litigation or competitive negotiations. The exception in Section \_\_\_\_04(2) requires that any reliance on the competitive-negotiations exception be stated on the record in open session before final action, ensuring public awareness that information has been withheld and the legal basis for doing so.

Section \_\_\_\_06 limits the remedy for non-compliance to prospective mandamus relief and expressly protects the validity of contracts and other instruments already executed. This provision is designed to encourage compliance without creating destabilizing collateral attacks on completed transactions and is consistent with the approach taken by Texas courts to certain TOMA non-compliance issues.

**Policy Analysis**

The amendment improves transparency and public confidence in the deliberative process by ensuring that the public receives meaningful notice of the actual subject of final action. At the same time, the amendment expressly preserves the City's ability to use project designations during deliberation and protects legitimate confidentiality interests. The amendment strikes a balance between transparency and the City's ability to compete effectively for economic development and other opportunities.

**Commission Recommendation**

The Commission recommends placing this amendment on the ballot. The amendment satisfies all ten evaluation criteria and was approved by the affirmative vote of 8-0 with one vacancy.

## Amendment 7 — New Section: Mandatory Charter Review Commission

### Proposed Text

#### Section [\_\_\_]. Charter Review Commission.

**(a) Establishment.** The City Council shall appoint a Charter Review Commission at least once every ten (10) years, or as otherwise required by this Charter.

**(b) Authority to Recommend Amendments.** The Charter Review Commission shall review the Charter and propose amendments by an affirmative vote of a majority of the entire Commission.

**(c) Scope.** The Charter Review Commission shall conduct a comprehensive review of this Charter for the purpose of recommending such amendments as the Commission deems necessary or advisable. The Commission's review shall include, at a minimum, the following:

**(1) Legal Review.** The Commission shall examine each provision of this Charter to determine whether it conflicts with, has been preempted by, or has been rendered unenforceable by the Constitution and laws of the State of Texas, the Constitution and laws of the United States, or controlling judicial decision, and shall recommend such amendments, deletions, or revisions as are necessary to bring the Charter into conformity with current law.

**(2) Operational Review.** The Commission shall evaluate whether the provisions of this Charter governing the structure, powers, and operation of City government—including the form of government, the offices of the Mayor and City Council, the duties of charter officers, elections, finance, personnel, ethics, and the administration of City affairs, continue to serve the City effectively, and shall recommend such amendments as the Commission deems appropriate to improve the governance of the City.

**(3) Clarity and Consistency Review.** The Commission shall identify provisions of this Charter that are ambiguous, internally inconsistent, redundant, obsolete, or otherwise in need of modernization, and shall recommend such revisions as will improve the clarity, organization, and public accessibility of the Charter.

**(4) Additional Matters.** The Commission may consider and make recommendations on any additional matter referred to it by the City Council or identified by the Commission in the course of its review.

**(d) Final Report; Public Transparency.** Upon completion of its review, the Charter Review Commission shall prepare and adopt a written final report by an affirmative vote of a majority of the entire Commission. The Commission shall

conduct its work in a manner that ensures public access to its findings and recommendations, as follows:

**(1) Contents of Report.** The final report shall set forth the Commission’s findings, each proposed amendment recommended pursuant to subsection (b), the full text of each such proposed amendment, and a concise explanation of the reasons supporting each recommendation. The report shall also identify any matter the Commission considered but declined to recommend, together with a brief statement of the basis for that decision.

**(2) Presentation and Filing.** The Commission shall present its final report to the City Council at a regular meeting open to the public and shall file a copy of the report with the City Clerk.

**(3) Publication and Public Inspection.** The City Clerk shall make the final report available for public inspection during normal business hours and shall post the report in its entirety on the City’s official internet website not later than ten (10) days after the report is filed. The report shall remain posted and publicly accessible until the City Council has taken final action on each of the Commission’s recommendations.

**(4) Open Meetings and Records.** All meetings of the Commission at which it deliberates or votes upon its findings or recommendations shall be conducted in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code. Notices, agendas, and minutes of the Commission’s meetings, and the written materials presented to or relied upon by the Commission, shall be posted and retained as public records in accordance with applicable law.

**(5) Council Consideration.** The City Council shall place the Commission’s final report and recommendations on the agenda of a public meeting for public hearing and consideration not later than sixty (60) days after the report is presented. The Council’s disposition of each recommendation, including any decision to submit a proposed amendment to the voters, shall be made in an open meeting and reflected in the official minutes.

**(e) Severability.** If any portion of this section is held invalid, such invalidity shall not affect the remaining provisions of this section, which shall remain in full force and effect.

### **Problem Identified**

The Charter does not currently require periodic review. As a result, comprehensive review has historically occurred on an ad hoc basis.

### **Legal Analysis**

The amendment is within the authority of a home-rule municipality. The severability clause in subsection (e) further protects the operability of the section.

### **Policy Analysis**

Periodic Charter review every ten years is intended to ensure that the Charter remains current with state law and operational realities. The Commission considered including a provision that would have required the City Council to submit all amendments recommended by the Charter Review Commission to the voters as a ministerial duty, but declined to do so, leaving the timing and submission of any recommended amendments to the City Council's discretion under applicable state law.

### **Commission Recommendation**

The Commission recommends placing this amendment on the ballot. The amendment satisfies all ten evaluation criteria. During its deliberations, the Commission discussed whether to require that amendments recommended by the Charter Review Commission be placed on the ballot for submission to the voters. A motion to include a mandatory submission requirement failed on a vote of 3 to 4. A motion to add the section without that requirement passed on a vote of 7 to 0. Both votes occurred with one vacancy and one Commissioner being absent.

## **VII. Appointment to Boards and Commission Issue**

The Charter Review Committee discussed appointments to City boards and commissions, including a recent incident involving the appointment process. Several candidates who satisfied the applicable board qualifications were presented to the City Council for consideration under a consent agenda item. During the meeting, however, a motion was made to table the appointments because none of the candidates were reportedly acceptable to one or more Council members. Before the matter returned for consideration, an additional candidate was “recruited” and added to the existing pool of applicants. At the subsequent Council meeting, the newly recruited candidate was appointed to the board.

The Committee engaged in extensive discussion regarding this incident. Committee members unanimously concluded that the Council had abused its appointment authority, treated the original nominees unfairly, and created a disincentive for citizens to volunteer for public service.

The Charter Review Committee, in consultation with legal counsel, considered proposed Charter language intended to establish procedures governing appointments to boards and commissions. After further discussion, however, the Committee determined that such provisions were operational in nature and therefore more appropriately addressed through policy rather than inclusion in the Charter itself.

Accordingly, the Committee recommends, based on a vote of 9-0, that the following guidance be included as an addendum to the Charter Review Report and referred to the City Council for implementation:

1. The procedures used by the City Council to fill vacancies on all boards and commissions should be formally incorporated into the Boards and Commissions Handbook.
2. The recommended appointment procedure is as follows:

“The City Council shall make appointments exclusively from the list of qualified nominees presented for consideration on the applicable agenda item. Each nominee shall receive an individual up-or-down vote in turn until all vacant positions are filled by majority vote of the Council. If, after all nominees have been considered, one or more positions remain unfilled, those positions shall remain vacant, and all previously submitted qualified nominees shall remain eligible for future appointment.”

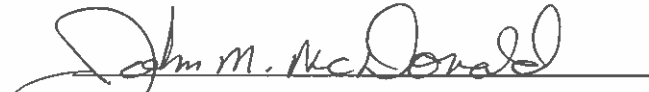
## **VIII. Conclusion**

The members of the Charter Review Commission appreciate the trust placed in them by the Mayor and Council and the opportunity to serve the citizens of Taylor. The Commission has endeavored to conduct its review thoroughly, fairly, and in accordance with the highest standards of public service. The recommendations contained in this Report reflect the considered judgment of the Commission, informed by the advice of counsel and the input of City staff and members of the public.

The Commission respectfully submits this Report for the Council’s consideration.

Respectfully submitted,

**CHARTER REVIEW COMMISSION  
CITY OF TAYLOR, TEXAS**

  
John McDonald, Chair

  
Gary Gola, Vice Chair

  
Betty Day, Commissioner

  
Christine Lopez, Commissioner

  
Peter Bryan, Commissioner

  
John Harper, Commissioner

  
Jackie Krueger, Commissioner

  
Angelina Shelton, Commissioner

**EXHIBIT A**  
**PROPOSED CHARTER AMENDMENTS**

*To the Final Report of the Charter Review Commission*

*City of Taylor, Texas*

**Legend**

The following typographic conventions are used throughout this Exhibit:

**Plain text** — existing Charter language to be retained without change.

**~~Strikethrough text~~** — existing Charter language proposed to be deleted.

**Underlined text** — new language proposed to be inserted.

Section references correspond to the current City Charter. Where an Amendment proposes a new Article or Section that does not exist in the current Charter, the proposed text is presented in its entirety as inserted language (underlined).

## **Index of Proposed Amendments**

Amendment 1 — Section 4.1 (Generally): Removal of Term Length as Repetitive of Section 4.3 and Removal of Inconsistent Mayoral Election Language

Amendment 2 — Section 4.2 (Qualifications): Deletion of Indebtedness Provision

Amendment 3 — Section 4.4 (Vacancies): Authority to Leave Seat Vacant

Amendment 4 — Section 4.6 (Term Limits)

Amendment 5 — Section 7.1 (Generally): Agenda Setting

Amendment 6 — New Article: Disclosure of Subject Matter for Final Action

Amendment 7 — New Article: Charter Review Commission

## **Amendment 1**

### **Section 4.1 (Generally) Removal of Term Length as Repetitive of Section 4.3 and Selection of Mayor from the Elected Councilmembers as conflicting with previous approved Charter Amendments**

*Editor's Note: Deletes "for terms of three (3) years" as repetitive of Section 4.3, which establishes the term length for Councilmembers and striking ". A Mayor may be elected by and from the five (5) total elected Councilmember" as inconsistent with current form of government.*

#### **Sec. 4.1. Generally.**

The Council members shall be elected ~~for terms of three (3) years~~ under a mixed 4-1 system under which four (4) of the Councilmembers are to be elected from the particular single-member district established by the consent decree of April 30, 1985 in which they reside, and one (1) Councilmember to be elected at large by the qualified voters of the entire City. ~~A Mayor may be elected by and from the five (5) total elected Councilmembers.~~ All elections for Councilmembers will be by majority vote.

## **Amendment 2**

### **Section 4.2 (Qualifications) — Deletion of Indebtedness Provision**

*Editor's Note: Deletes the prohibition on candidacy by persons indebted to the City as constitutionally infirm under the First and Fourteenth Amendments to the United States Constitution and analogous provisions of the Texas Constitution.*

#### **Sec. 4.2. Qualifications.**

Candidates must reside within the district to which they seek election, and must continuously reside within the district during the Councilmember's term of office. Each Councilmember shall be a resident and a qualified voter of the City, ~~shall not be indebted to the City~~; nor hold any other elective or appointed public office of emolument. Councilmembers shall not have a conflict of interest with the City as determined under the laws of the State of Texas. A conflict of interest between a Council Member and the City Council shall be defined by Chapter 171 Texas Local Government Code as written or subsequently amended and upon compliance with Chapter 171 the conflict of interest shall be deemed properly disclosed. Any Councilmember who shall cease to possess any of the qualifications herein required shall immediately forfeit and vacate such office.

## **Amendment 3**

### **Section 4.4 (Vacancies) — Authority to Leave Seat Vacant**

*Editor's Note: Adds permissive authority for the Council to fill a vacancy at the next regularly scheduled election where twelve (12) months or less remain in the unexpired term, rather than calling a special election.*

#### **Sec. 4.4. Vacancies.**

Vacancies in the Council shall be filled by a special election for the remainder of the unexpired term.

Except that, if a vacancy occurs with twelve (12) months or less remaining in the unexpired term, the Council may, by majority vote of the remaining members, fill the vacancy at the next regularly scheduled election.

## Amendment 4

### Section 4.6 (Term Limits) — New Section

*Editor's Note: Establishes a four-term lifetime limit on combined service as Mayor and Councilmember, with prospective application and a partial-term exception for vacancy appointments. This is a new Section that does not exist in the current Charter; the entire provision is shown as inserted language.*

#### **Sec. 4.6. Term Limits for Mayor and City Council.**

**(a) Term Limits Generally.** No person shall serve more than four (4) terms in any combination of the offices of Mayor and City Councilmember. For purposes of this Section, terms served in the office of Mayor and terms served in the office of City Councilmember shall be counted together toward the four-term limit. A person who has served four (4) terms in any combination of those offices is permanently ineligible to serve in either office and shall not be eligible to seek election or appointment to the office of Mayor or City Councilmember at any future time.

**(b) Term Defined.** For purposes of this Section, a “term” means any portion of an elected or appointed term in the office of Mayor or the office of City Councilmember, except that service pursuant to appointment or election to fill a vacancy for a period of less than one (1) full term shall not constitute a “term” for purposes of counting toward the four-term limit under this Section.

**(c) Lifetime Ban.** Any person who has served four (4) terms in any combination of the offices of Mayor and City Councilmember is permanently and lifetime ineligible to seek election or appointment to either office. The permanent ineligibility imposed by this subsection shall not be subject to waiver, exception, or reinstatement by any action of the City Council.

**(d) Cross-Office Term Counting.** Terms served in the office of Mayor and terms served in the office of City Councilmember shall be counted together toward the four-term limit established in subsection (a), regardless of the sequence or combination in which such terms were served. The Mayor and each Councilmember position, whether the at-large seat or any of the four (4) single-member district seats established pursuant to the consent decree of April 30, 1985, shall each be considered a single office for purposes of this Section, without distinction among individual district seats.

**(e) Applicability to Current Officeholders.** The term limits established by this Section shall apply prospectively from the effective date of this amendment. Terms served prior to the effective date of this Section shall not be counted toward the term limits established herein.

## Amendment 5

### Section 7.1 (Generally) — Agenda Setting

*Editor's Note: Adds language affirming the equal authority of every Councilmember, the right of each Councilmember to place items on the agenda, and the authority of the Mayor and City Manager to order items on the agenda.*

#### Sec. 7.1. Generally.

The governing body of the City shall consist of a five (5) member City Council under which four (4) of the Councilmembers are elected from the particular single-member district in which they reside, and one (1) City Councilmember is elected at large by the qualified voters of the City. The Councilmember elected to the at large position shall also serve as the Mayor. The Mayor shall preside at meetings of the City Council, be recognized as head of the City government for all ceremonial purposes and by the governor for purposes of military law, but shall have no administrative duties. The Mayor Pro Tem shall act as Mayor during the absence or disability of the Mayor. The City Council shall meet regularly at least once every month at such times and places as the Council may prescribe by rule. Special meetings may be held on the call of the Mayor or of the City Council. The City Council shall see that all ordinances necessary and proper for carrying out the powers and duties herein specified are passed, and that they are enforced by the City Manager. All City Council meetings presided over by the Mayor or Mayor Pro Tem in their duties as an elected official shall be held within the city limits of the City of Taylor. The City Council shall promote the welfare of the City and its inhabitants in any way deemed proper subject only to limitations imposed by the Constitution, State law, and by this Charter.

Every City Councilmember has the same power and authority as every other Councilmember, including the Mayor, except where the Mayor is given explicit duties elsewhere in this Charter. Every Councilmember has the right to place any item onto the City Council agenda. Agenda items requested by any Councilmember must be added to the agenda and may not be refused by the City Manager or Mayor. The City Manager and Mayor have the authority to order the items on the agenda.

## Amendment 6

### New Article — Disclosure of Subject Matter for Final Action

*Editor's Note: Creates a new Article requiring meaningful disclosure of the subject matter of final binding Council action on matters previously deliberated under a project designation or code name. This is a new Article that does not exist in the current Charter; the entire provision is shown as inserted language. Article and Section numbers to be assigned upon codification.*

#### **Article \_\_\_\_ . Disclosure of Subject Matter for Final Action.**

##### **Sec. \_\_\_\_ .01. Purpose.**

The purpose of this Article is to ensure that, before the City Council takes final binding action on a matter previously deliberated in executive session under a project designation, code name, or other identifier that does not disclose the identity of the counterparty or the substance of the matter, the public receives meaningful notice of the actual subject of the action.

##### **Sec. \_\_\_\_ .02. Use of Project Designations During Deliberation.**

Nothing in this Article prohibits the City Council from referring to a matter by a project designation, code name, or other non-identifying reference on agendas posted for executive-session deliberation under the Texas Open Meetings Act, where such use is consistent with applicable law and necessary to protect the legitimate interests of the City in negotiations, competitive position, personnel matters, or attorney-client communications.

##### **Sec. \_\_\_\_ .03. Disclosure Required for Final Action.**

(a) An agenda item posted for final, binding action by the City Council on a matter that has been or is the subject of executive-session deliberations under a project designation, code name, or other non-identifying reference shall identify, to the extent permitted by law:

- (1) the identity of the counterparty, applicant, or other principal party in interest;
- (2) the general nature of the proposed action, including, where applicable, the location of any affected real property or the position or office affected; and
- (3) any project designation or code name previously used to refer to the matter, so that the public may correlate the action with prior agenda items.

(b) For purposes of this Article, “final, binding action” means the adoption of an ordinance, resolution, or motion that approves, authorizes, or executes a contract, grant, incentive, conveyance, lease, settlement, appointment, or other instrument intended to be legally effective without further Council action.

##### **Sec. \_\_\_\_ .04. Limited Exceptions.**

This Article does not require disclosure of:

(1) information whose disclosure is prohibited by state or federal law, including the Texas Public Information Act, attorney work product, or other privileged or confidential information;

(2) information whose disclosure would compromise the City's position in pending or contemplated litigation or competitive economic-development negotiations, as determined by the City Attorney in consultation with the City Manager; provided, however, that any reliance on this exception shall be stated on the record in open session before final action is taken and shall identify the legal basis for the withheld information;  
or

(3) personnel matters for which a more specific level of disclosure would itself violate state or federal law.

**Sec. .05. Relationship to State Law and Council Authority.**

This Article is intended to supplement, and not to limit, the requirements of the Texas Open Meetings Act and other applicable law. Nothing in this Article shall be construed to (a) prohibit the City Council from taking final action in open session on a matter at the same meeting at which the matter was deliberated in executive session, where the agenda for that meeting otherwise satisfies the requirements of this Article and applicable law; (b) require the City Council to defer action on a matter that has been properly noticed under the Texas Open Meetings Act; or (c) authorize the City Council to take final action in executive session in violation of the Texas Open Meetings Act.

**Sec. .06. Effect of Non-Compliance.**

Action taken in violation of this Article may be challenged only by a writ of mandamus to compel future compliance; no contract, ordinance, resolution, or appointment otherwise validly approved shall be set aside on the basis of a violation of this Article.

## Amendment 7

### New Section — Charter Review Commission

*Editor's Note: Establishes a mandatory periodic Charter Review Commission. This is a new Section that does not exist in the current Charter. Section number to be assigned upon codification.*

#### **(a) Establishment.**

The City Council shall appoint a Charter Review Commission at least once every ten (10) years, or as otherwise required by this Charter.

#### **(b) Authority to Recommend Amendments.**

The Charter Review Commission shall review the Charter and propose amendments by an affirmative vote of a majority of the entire Commission.

#### **(c) Scope.**

The Charter Review Commission shall conduct a comprehensive review of this Charter for the purpose of recommending such amendments as the Commission deems necessary or advisable. The Commission's review shall include, at a minimum, the following:

- (1) Legal Review.** The Commission shall examine each provision of this Charter to determine whether it conflicts with, has been preempted by, or has been rendered unenforceable by the Constitution and laws of the State of Texas, the Constitution and laws of the United States, or controlling judicial decision, and shall recommend such amendments, deletions, or revisions as are necessary to bring the Charter into conformity with current law.
- (2) Operational Review.** The Commission shall evaluate whether the provisions of this Charter governing the structure, powers, and operation of City government—including the form of government, the offices of the Mayor and City Council, the duties of charter officers, elections, finance, personnel, ethics, and the administration of City affairs, continue to serve the City effectively, and shall recommend such amendments as the Commission deems appropriate to improve the governance of the City.
- (3) Clarity and Consistency Review.** The Commission shall identify provisions of this Charter that are ambiguous, internally inconsistent, redundant, obsolete, or otherwise in need of modernization, and shall recommend such revisions as will improve the clarity, organization, and public accessibility of the Charter.

**(4) Additional Matters.** The Commission may consider and make recommendations on any additional matter referred to it by the City Council or identified by the Commission in the course of its review.

**(d) Final Report; Public Transparency.**

Upon completion of its review, the Charter Review Commission shall prepare and adopt a written final report by an affirmative vote of a majority of the entire Commission. The Commission shall conduct its work in a manner that ensures public access to its findings and recommendations, as follows:

**(1) Contents of Report.** The final report shall set forth the Commission’s findings, each proposed amendment recommended pursuant to subsection (b), the full text of each such proposed amendment, and a concise explanation of the reasons supporting each recommendation. The report shall also identify any matter the Commission considered but declined to recommend, together with a brief statement of the basis for that decision.

**(2) Presentation and Filing.** The Commission shall present its final report to the City Council at a regular meeting open to the public and shall file a copy of the report with the City Clerk.

**(3) Publication and Public Inspection.** The City Clerk shall make the final report available for public inspection during normal business hours and shall post the report in its entirety on the City’s official internet website not later than ten (10) days after the report is filed. The report shall remain posted and publicly accessible until the City Council has taken final action on each of the Commission’s recommendations.

**(4) Open Meetings and Records.** All meetings of the Commission at which it deliberates or votes upon its findings or recommendations shall be conducted in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code. Notices, agendas, and minutes of the Commission’s meetings, and the written materials presented to or relied upon by the Commission, shall be posted and retained as public records in accordance with applicable law.

**(5) Council Consideration.** The City Council shall place the Commission’s final report and recommendations on the agenda of a public meeting for public hearing and consideration not later than sixty (60) days after the report is presented. The Council’s disposition of each recommendation, including any decision to submit a proposed amendment to the voters, shall be made in an open meeting and reflected in the official minutes.

**(e) Severability.**

If any portion of this section is held invalid, such invalidity shall not affect the remaining provisions of this section, which shall remain in full force and effect.

— *End of Exhibit A* —



CITY OF TAYLOR, TEXAS

# Final Report of the Charter Review Commission

*Recommendations for Proposed Charter Amendments*

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**Presented to the Honorable Mayor and City Council**

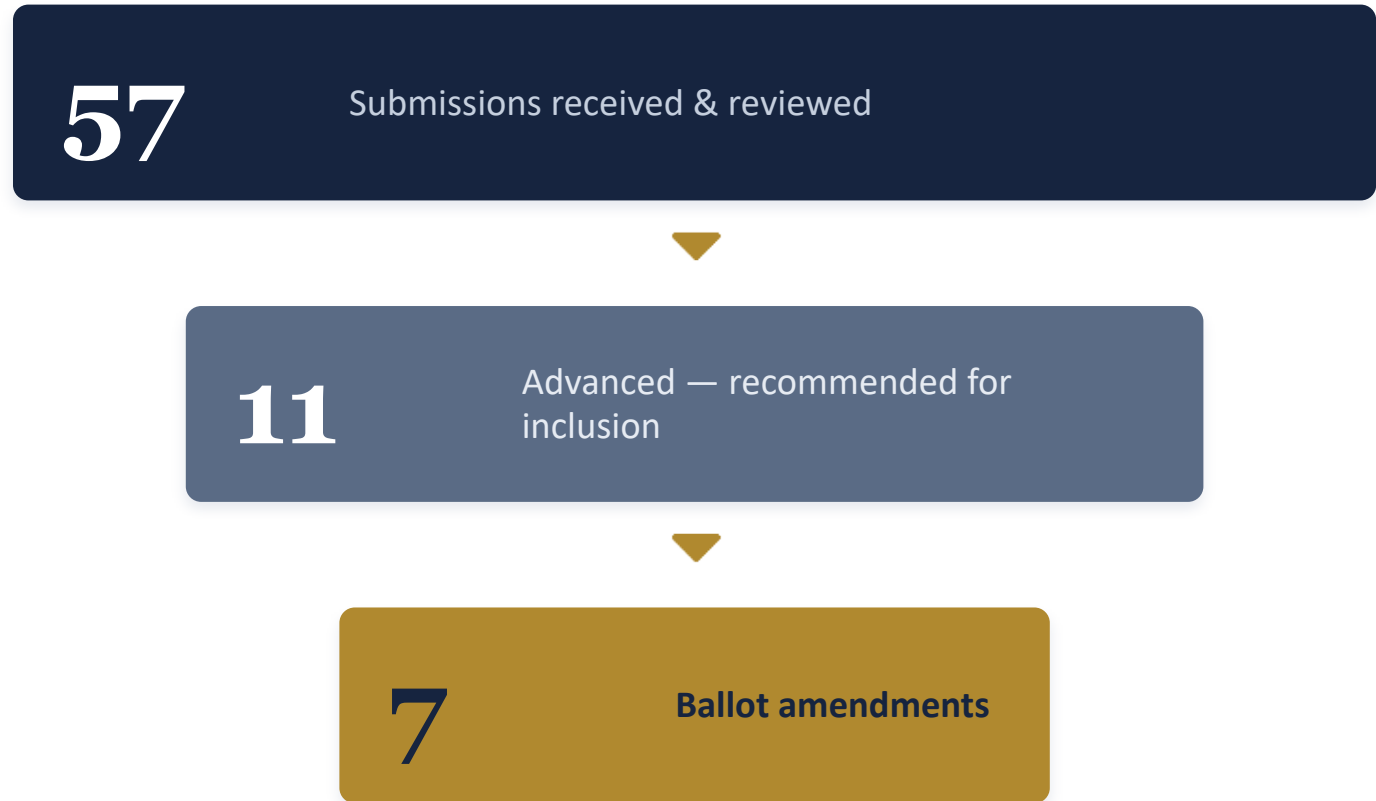
By the Commission's Legal Counsel

*Denton Navarro Rodriguez Bernal Santee & Zech, P.C.*

June 2026

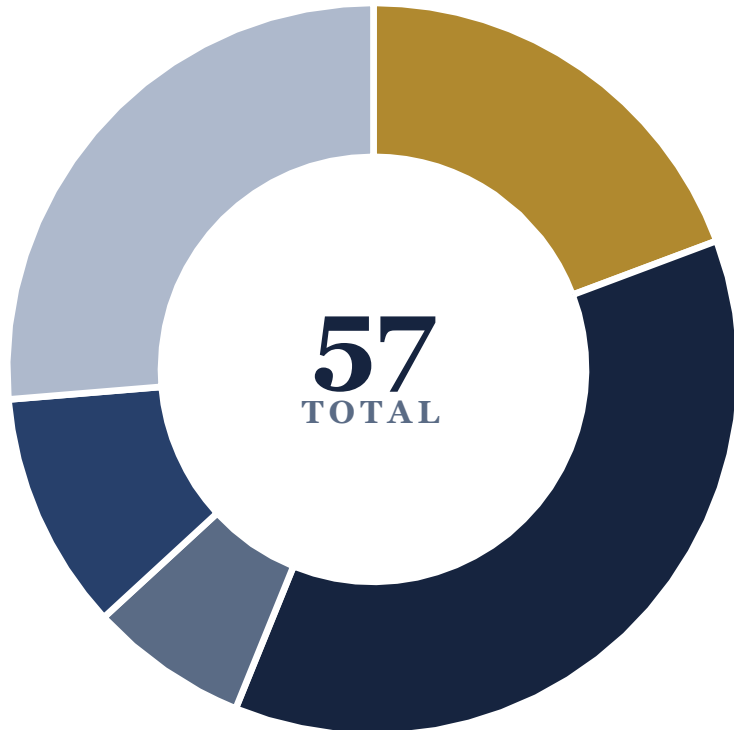
# Charter Review — Amendment Summary

The Commission received and individually evaluated every submission against its ten criteria. The volume of input, and how it narrowed, is summarized below.



# How the 57 Submissions Were Resolved

Every submission was individually evaluated against the ten criteria. Each was assigned to one of five dispositions:



<b>Recommended for Inclusion</b> Consolidated into 7 ballot amendments	<b>11</b>
<b>Not Recommended</b> Considered but did not warrant a ballot measure	<b>21</b>
<b>Withdrawn</b> Withdrawn by the submitter before final action	<b>15</b>
<b>No Action – State Law Controls</b> Governed by state law; no charter change needed	<b>6</b>
<b>No Action – Administrative</b> Operational matters better handled by policy	<b>4</b>

# The Commission's Charge & Process



## Appointed

Created by Council motion on December 11, 2025; charged by Resolution R26-02 (Jan. 22, 2026) to comprehensively review the Charter.



## Eight Public Meetings

Convened and deliberated in open session across eight meetings held March 2 – June 1, 2026.



## Membership & Support

Nine-member citizen Commission, chaired by John McDonald; supported by the City Clerk and the Commission's legal counsel.

### FOUR-PHASE METHODOLOGY

- 1 Legal Review**  
Test every provision against state & federal law and controlling decisions.
- 2 Policy Review**  
Evaluate whether each provision still serves the City effectively.
- 3 Clarity & Consistency**  
Identify ambiguous, redundant, or obsolete language.
- 4 Deliberation**  
Deliberated in open session before each vote.

# Ten Criteria Applied to Every Amendment

*Each recommendation in this report was measured against the same uniform standards before the Commission voted.*

- 1**  
Legal Compliance
- 2**  
Charter-Level Appropriateness
- 3**  
Clarity & Precision
- 4**  
Purpose & Necessity
- 5**  
Consistency with Structure
- 6**  
Administrative & Fiscal Feasibility
- 7**  
Durability & Flexibility
- 8**  
Transparency & Accountability
- 9**  
Internal Consistency
- 10**  
Voter Clarity

# Section-by-Section Findings at a Glance

CHARTER ARTICLE	OUTCOME	SUMMARY
Art. I — Form of Government & Powers	No change	
Arts. II & III — Boundaries; Elections	No change	Conforms to Election Code & 1985 consent decree
Art. IV — City Council	<b>Amendments 1–4</b>	Legal corrections, vacancies, term limits
Art. V — Boards & Commissions	Policy guidance	Addressed by addendum, not Charter (see § VII)
Art. VI — Initiative & Referendum	No change	Recall proposal failed on a 4–5 vote
Art. VII — Mayor & Council Generally	<b>Amendment 5</b>	Agenda-setting authority clarified
Arts. VIII–X — Manager; Officers; Finance	No change	
New Article — Disclosure for Final Action	<b>Amendment 6</b>	Transparency before binding action
New Section — Mandatory Charter Review	<b>Amendment 7</b>	Periodic review every ten years

# Seven Amendments Recommended for the Ballot

<b>1</b>	<b>§ 4.1 — Generally</b>	Delete redundant term language & inconsistent mayoral-selection language	<b>8-0 / 7-0</b>
<b>2</b>	<b>§ 4.2 — Qualifications</b>	Delete the unconstitutional “indebted to the City” disqualification	<b>8-0</b>
<b>3</b>	<b>§ 4.4 — Vacancies</b>	Allow Council to wait for the next regular election when ≤ 12 months remain	<b>8-0</b>
<b>4</b>	<b>§ 4.6 — Term Limits</b>	Four-term lifetime cap on combined Mayor / Council service	<b>7-0</b>
<b>5</b>	<b>§ 7.1 — Agenda Setting</b>	Affirm every member's right to place items on the agenda	<b>9-0</b>
<b>6</b>	<b>New Article — Disclosure</b>	Meaningful disclosure before final action on coded / project matters	<b>8-0</b>
<b>7</b>	<b>New Section — Charter Review</b>	Require a Charter Review Commission at least every ten years	<b>7-0</b>

*Each amendment satisfied all ten criteria and was approved by a majority of the Commission. Votes shown are the Commission's recorded tallies.*

# Legal & Conforming Corrections

## 1 § 4.1 — Generally

8-0 / 7-0

### THE PROBLEM

Two distinct defects: the three-year term is stated twice (here and in § 4.3), inviting future conflict; and language suggesting the Mayor is chosen by and from the Council contradicts the at-large structure in § 7.1.

### THE FIX

Delete the duplicate term language and the inconsistent mayoral-selection clause. The term length is unchanged and remains stated in § 4.3.

## 2 § 4.2 — Qualifications

8-0

### THE PROBLEM

The Charter disqualifies anyone “indebted to the City.” Counsel advised that categorical debt-based bars on office-holding raise serious First and Fourteenth Amendment concerns and have been struck down elsewhere.

### THE FIX

Delete the indebtedness disqualification. Residency, voter, dual-office, and conflict-of-interest requirements all remain fully in force.

*Both amendments are conforming in nature — they correct legal and internal-consistency defects without changing the City's form of government.*

# Vacancies — Flexibility Near End of Term

## THE PROBLEM IDENTIFIED

Today the Charter requires a special election to fill any Council vacancy, even one arising only months before the seat would come up at the next regular election. That can force the City to bear the full cost of a special election for very little public benefit.



## WHAT THE AMENDMENT DOES

Lets the Council, by majority vote, fill a vacancy at the next regular election when twelve (12) months or less remain in the unexpired term.

- Permissive, not mandatory — Council may still call a special election when warranted.
- Consistent with Tex. Const. art. XI, § 11.
- Balances representation against unnecessary election cost.



**Commission Recommendation:** Place on the ballot. *Approved 8–0 (one member absent).*

8–0

# Term Limits — Four-Term Lifetime Cap

## THE PROBLEM IDENTIFIED

The Charter contains no term limits. The Commission considered whether limits would promote turnover, broader civic participation, and accountability — and how to draft them to survive legal challenge.



## WHAT THE AMENDMENT DOES

Caps combined service as Mayor and Councilmember at four terms (twelve years) over a lifetime.

- Cross-office counting prevents cycling between seats to evade the limit.
- Applies prospectively — service before the effective date is not counted.
- Partial terms filling a vacancy (under one full term) do not count.



**Commission Recommendation:** Place on the ballot. *Approved 7–0 (two members absent).*

7–0

# Agenda Setting — Each Member's Authority

## THE PROBLEM IDENTIFIED

The Charter does not expressly address whether an individual Councilmember can place an item on the agenda. In practice this has produced recurring tension among the Mayor, City Manager, and Council over whether a requested item must appear.



## WHAT THE AMENDMENT DOES

Affirms that every Councilmember has equal authority and the right to place any item on the agenda — it may not be refused.

- Items requested by any member must be added to the agenda.
- The Mayor and City Manager retain authority over the order of items.
- Resolves a recurring operational dispute at the Charter level.



**Commission Recommendation:** Place on the ballot. *Approved unanimously, 9–0.*

9–0

# Disclosure of Subject Matter for Final Action

## THE PROBLEM IDENTIFIED

Economic-development matters are often deliberated under a project code name (e.g., “Project Hometown Hero”). Final binding action is sometimes then taken under that same code name — lawful under TOMA, yet giving the public little notice of what is actually being decided.



## WHAT THE AMENDMENT DOES

Before final binding action on a coded matter, the agenda must disclose — to the extent the law allows — the counterparty, the general nature of the action, and any prior project name.

- Supplements, and does not limit, the Open Meetings Act.
- Protects privileged, litigation, and competitive-negotiation information.
- Remedy is prospective mandamus only — completed deals are not unwound.



**Commission Recommendation:** Place on the ballot. *Approved 8–0 (one vacancy).*

8–0

# Mandatory Periodic Charter Review

## THE PROBLEM IDENTIFIED

The Charter does not require periodic review, so comprehensive review has occurred only on an ad hoc basis.



## WHAT THE AMENDMENT DOES

Requires the Council to appoint a Charter Review Commission at least once every ten (10) years, with a public final report.

- Report posted online and open to public inspection.
- Council must consider each recommendation within 60 days.
- Submission of recommendations to the voters remains Council's discretion.



**Commission Recommendation:** Place on the ballot. *Approved 7–0; mandatory-submission requirement was rejected 3–4.*

7–0

# Matters Considered but Not Recommended

*The Commission deliberated several additional proposals and declined to advance them. Council should be aware of these decisions.*



## Recall Provisions

A proposal to add recall to the Charter was debated at length but failed on a 4–5 vote. No recall amendment is recommended.



## Mandatory Submission to Voters

Within Amendment 7, a requirement forcing Council to send every Commission recommendation to the ballot failed 3–4; submission remains Council's discretion.



## Board-Appointment Vote in the Charter

Proposed Charter language requiring an up-or-down vote on each board candidate was set aside as operational — better suited to policy (see next slide).

# Boards & Commissions — Recommended Policy

## WHY THE COMMISSION ACTED

A recent appointment drew unanimous concern: qualified nominees were tabled, an additional candidate was recruited into the pool, and that newcomer was then appointed.

The Commission concluded this treated the original nominees unfairly and discourages residents from volunteering for public service.

Because the issue is operational, the remedy belongs in policy, the Boards & Commissions Handbook, not the Charter.

## RECOMMENDED APPOINTMENT PROCEDURE

- Council appoints only from the qualified nominees on the agenda item.
- Each nominee receives an individual up-or-down vote, in turn, until vacancies are filled by majority vote.
- If positions remain unfilled, they stay vacant — and all prior qualified nominees remain eligible for future appointment.
- Adopt the procedure formally into the Boards & Commissions Handbook.

Referred to Council for implementation · Approved 9–0

# Next Steps for the City Council



**STEP 1**

## **Consider Each Recommendation**

Council may place any, all, or none of the seven amendments on the ballot. Each is drafted to stand on its own.



**STEP 2**

## **Call the Election**

Approved amendments are placed as separate propositions at the next available uniform election date.



**STEP 3**

## **The Voters Decide**

Charter amendments take effect only upon approval by the qualified voters (Tex. Const. art. XI, § 5).

---

THANK YOU

# Questions & Discussion

*The Commission and its counsel stand ready to respond to any questions as the Council considers these recommendations.*

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**Legal Counsel to the Charter Review Commission**

*Denton Navarro Rodriguez Bernal Santee & Zech, P.C.*



**City Council Meeting  
June 11, 2026  
Transmittal Letter**

STRATEGIC PILLAR
Economic Vitality

**Agenda Item Number:** 6.  
**Agenda Title:** Presentation by the Williamson Central Appraisal District.  
**Council Action to be Taken:** Receive Presentation  
**Department Submitted:** Finance  
**Staff Contact:** Robert Powers, Chief Financial Officer

**1. PURPOSE / DESCRIPTION**

Receive presentation from WCAD Chief Appraiser Alvin Lankford

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

With the growth that is occurring in Williamson County and the City of Taylor, staff thought it would be an appropriate time for an update from the Williamson Central Appraisal District.

**3. PROS and CONS**

<u>PROS</u>	<u>CONS</u>
•	•

**4. RECOMMENDATION**

Receive presentation from the Williamson Central Appraisal District

**5. FUNDING SOURCE**

NA

**6. TIMELINE**

NA

**7. OTHER OPTIONS**

NA

**8. ATTACHMENTS**

1. Presentation - WCAD



# WILLIAMSON CENTRAL APPRAISAL DISTRICT CITY OF TAYLOR VALUATION UPDATE 2026

*JUNE 11, 2026*



Alvin Lankford, RPA, CAE, AAS, CCA  
WCAD Chief Appraiser

# WHAT'S NEW AT WCAD



WCAD Designated Top Workplace in the Austin area for the 5<sup>th</sup> year in a row

- #8 overall in businesses with 50-149 employees
- #1 out of 3900+ businesses in the Austin area for “Doers” award category

**TOP  
WORK  
PLACES**  
**2021-2025**

**Austin American-Statesman**  
**statesman.com**

**2024 – New Ideas Special Award**

*“New ideas are encouraged at this company”*

**2025 – Doers Special Award**

*“At this company, we do things efficiently and well”*

625  
WILLIAMSON CENTRAL  
APPRAISAL DISTRICT

# Renewal of CEAA - Certificate Of Excellence In Assessment Administration

In 2025, WCAD submitted their application for re-certification of their CEAA designation. The IAAO has graded our self-evaluation submission, and again we have again met rigorous requirements for the certification. There are 65 jurisdictions worldwide and only 11 in the state of Texas that have successfully obtained the CEAA.



# WCAD Recognized by Texas Comptroller Transparency Stars Program



Transparency Stars recognizes local government entities that provide easy online access to important financial data.

## Transparency Stars Received

- Traditional Finances
- Contracts and Procurement
- Open Government and Compliance
- Public Pensions
- Debt
- Economic Development

- **First Appraisal District in State of Texas to Receive All 6 Transparency Stars!!!**
- **Only the 15th local government agency to receive all 6 in the entire state!**

# CUSTOMER SERVICE RATING GOOGLE REVIEWS & CUSTOMER SURVEYS

**WCAD is very proud to receive a 98% customer satisfaction rating with over 23,800 reviews.**



**Williamson Central Appraisal District**  
4.6 ★★★★★ 404 Google reviews  
Local government office in Georgetown, Texas

# 2026 NOTICE OF APPRAISED VALUE



Williamson Central Appraisal District  
625 FM 1460  
Georgetown, TX 78626-8050  
WCAD.org • (512) 930-3787



2\*\*\*G49\*\*0.765\*\*\*\*\*SNGLP  
SMITH, GLORIA J (TOD)  
1820 WATERFALL AVE  
LEANDER TX 78641-5156

## 25.19 – 2026 Notice of Appraised Value

Date: 03/31/2026  
Owner Name: SMITH, GLORIA J (TOD)  
Situs: 1820 WATERFALL AVE LEANDER TX 78641  
Legal Description: S11980 - HAWKES LANDING PH 3, BLOCK Q, Lot 13, ACRES 0.2092

Quick Ref ID: R579754

Online Protest Passcode (2026): 2055533826

THESE ARE YOUR CURRENT EXEMPTIONS:

Code	Exemption Type
OA, HS	Tax Code 11.13 (C) Exemption; Homestead

Recently applied exemptions may not be reflected, check [search.WCAD.org](http://search.WCAD.org)

### PROTEST FILING DEADLINE: 05/15/2026

Dear Property Owner,  
WCAD has appraised the property listed above for the tax year 2026. The appraisal as of January 1, 2026 is outlined below:

Appraisal Information	Last Year - 2025	Proposed - 2026
(+) Structure / Improvement Market Value (Homestead)	386,113	397,410
(+) Structure / Improvement Market Value (Non-Homestead)	0	0
(+) Non Ag Land Market Value (Homestead)	115,500	115,500
(+) Non Ag Land Market Value (Non-Homestead)	0	0
(+) Ag Land Market Value	0	0
(=) Total Market Value	501,613	512,910
Ag Land Productivity Value	0	0
Assessed Value ** (Possible Homestead Limitations, see asterisk below)	501,613	512,910

\*\* A residence homestead is capped from future assessed value increases in excess of 10% per year from the date of the last assessed value plus the value of any new improvements. (The homestead cap takes effect on a residence homestead on January 1 of the tax year following the first year the owner qualifies the property for the residential homestead exemption. [Sec. 23.23(c) or (c-1) Texas Property Tax Code]).

Homestead Cap Value (Total Market Value – Assessed Value) = \$0

**ON HOMESTEAD PROPERTIES, ASSESSED VALUE INCREASES OF 10% PER YEAR ARE MANDATORY PER TEXAS PROPERTY TAX CODE 23.23 UNTIL THE ASSESSED VALUE IS EQUAL TO THE MARKET VALUE.**

**"The Texas Legislature does not set the amount of your local taxes. Your property tax burden is decided by your locally elected officials, and all inquiries concerning your taxes should be directed to those officials"**

Visit [Texas.gov/PropertyTaxes](http://Texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information regarding the amount of taxes that each entity that taxes your property will impose if the entity adopts its proposed tax rate. Your local property tax database will be updated regularly during August and September as local elected officials propose and adopt the property tax rates that will determine how much you pay in property taxes.

The Williamson Central Appraisal District does not set tax rates or collect the taxes on your property. The governing body of each taxing unit decides whether or not taxes on the property will increase. The Appraisal District only determines the value of the property.

Please scan the QR code to the left using your smart phone camera application, or use any QR code scanning application to access [WCAD.org/noav-qr](http://WCAD.org/noav-qr) for more information, including:



- Appraisal Notice Explanation
- Appeal Process Information
- Market & Valuation Information
- E-Notice Request
- Circuit Breaker Limitation
- Homestead Exemptions / Cap Adjustment
- Over 65 Exemption Information
- Agricultural Land Valuation
- Truth-in-Taxation Database Update Notification Sign-up

Escaneé el código QR a la izquierda con la aplicación de la cámara de su teléfono, o use cualquier aplicación de escaneo de códigos QR para acceder a [WCAD.org/noav-qr](http://WCAD.org/noav-qr) para obtener más información, incluyendo:

- Explicación del documento de valuación
- Información sobre el proceso de apelación
- Información de Mercado y Valoración
- Solicitud de notificación electrónica
- Limitación de Cortacircuitos
- Exenciones de Residencia
- Información sobre exenciones para mayores de 65 años
- Valoración de terreno Agrícola
- Registro de Notificación de Actualización de la Base de Datos de Veracidad en los Impuestos

Partial Exemptions		Total Exemptions	
<input type="checkbox"/> General residence homestead	<input type="checkbox"/> 100% disabled Veteran or surviving spouse	<input type="checkbox"/> Disabled veteran or surviving spouse/child	<input type="checkbox"/> Surviving spouse of armed services member killed in line of duty
<input type="checkbox"/> Person age 65 or older or surviving spouse	<input type="checkbox"/> Surviving spouse of a first responder killed or fatally injured in line of duty	<input type="checkbox"/> Disabled person or surviving spouse	<input type="checkbox"/> Surviving Spouse of Certain Qualified Veterans
<input type="checkbox"/> Temporary damage by Governor-declared disaster	<input type="checkbox"/> Donated residence homestead of partially-disabled Veteran	Please visit our website <a href="http://WCAD.org">WCAD.org</a> for more information or qualifications.	

If you receive the **over-65 (11.13c) or disability homestead exemption**, your school taxes for this year will not be higher than they were for the year in which you first received the exemption, unless you have made improvements to the property. If you improved your property by remodeling or adding on, your school taxes may increase for new improvements. If you are the surviving spouse of a person who was 65 or older, or disabled, and you were 55 or older at the time of their death, you may retain the school tax freeze amount.

The difference between the 2021 appraised value and the proposed 2026 appraised value is 50.74%. (N/A% means property characteristics have changed within those 5 years)

Taxing Unit	Exemption Type	Last Year		Current Year		Exemption Amount Difference between Last and Current Year	
		Exemption Amount	Taxable Value	Exemption Amount	Taxable Value		
City of Leander	HS_OA	15,016	486,597	HS_OA	15,129	497,781	113
Williamson CO	HS_OA	150,081	351,532	HS_OA	150,646	362,264	565
Aus Comm Coll	HS_OA	80,016	421,597	HS_OA	80,129	432,781	113
Wmsn CO FM/RD	HS	3,000	498,613	HS	3,000	509,910	0
Leander ISD	HS_OA	203,000	298,613	HS_OA	203,000	309,910	0
Upper Brushy Creek WCID	HS_OA	130,016	371,597	HS_OA	130,129	382,781	113

**IF YOU DISAGREE WITH THE PROPOSED VALUE, YOU HAVE THE RIGHT TO FILE A PROTEST MEETING WITH AN APPRAISER AT SCHEDULED DATE AND TIME ONLY, NO WALK-INS**

**When an appeal is filed disputing the market value, the taxable value can only be changed if you are successful in lowering the market value (\$512,910) below the assessed value (\$512,910).**

### SCHEDULED PROTEST FILING PROCEDURES

- Online**
- Online protests may qualify for early hearing scheduling
  - Access [WCAD.org](http://WCAD.org) prior to the indicated protest filing deadline. Using your Quick Ref ID & Online Protest Passcode, select the **ONLINE PROTESTS** tab near the top of the page (further instruction included on our website)
  - If you are unable to resolve your protest online, the ARB will notify you with protest details at least 15 days prior to the date of your hearing.
  - **Protest hearings scheduled online will only receive confirmation/notification by email.**
- By Mail**
- **Placing mail into a mailbox does not ensure same-day postmark. Notice of Protest forms postmarked after the deadline will be considered late.**
  - Complete and sign the Notice of Protest form included with this mailing, or to protest by letter: include your name, property description, and reason for protesting.
  - Mail to the WCAD office on/before the indicated protest filing deadline.
  - The ARB will notify you with protest details at least 15 days prior to the date of your hearing.
- In Person**
- Complete and sign the Notice of Protest form included with this mailing and file with WCAD staff by the indicated protest filing deadline.
  - The ARB will notify you with protest details at least 15 days prior to the date of your hearing.

**Your protest must be postmarked or hand-delivered to our office by 5 PM on the indicated Protest Filing Deadline. The ARB hearings are held at the WCAD office.**

**Hearings will begin on April 6<sup>th</sup> and typically continue until the end of July**

### WHAT TO EXPECT

At your scheduled protest date and time, an informal meeting will take place before your formal hearing. The Appraisal Review Board recommends an informal meeting with a Williamson Central Appraisal District staff member before a formal hearing, providing the property owner and the Appraisal District an opportunity to review and exchange evidence. If an agreement is reached in the informal meeting, a formal hearing will not be required. If an agreement is NOT reached, a formal hearing will immediately follow the informal meeting at the Williamson Central Appraisal District.

The carrying of a handgun at any meeting of a Governmental Entity is prohibited by Texas law, regardless of whether the handgun is concealed or not. **Penal Code 46.35 (14)**





Sincerely,  
**Alvin Lankford** Alvin Lankford / Chief Appraiser

# Comparable Sales Report

Tax Year: 2026

Appraisal

For Property: R-17-W328-730Q-0013 Comp Sheet Format: Residential Comp Grid MRA Market Area: LEANDER MRA

	Subject	Comp1	Comp2	Comp3	Comp4	Comp5
Quick Ref ID	R579754	R579748	R648042	R648108	R648097	R648074
Photo						
Situs Address	1820 WATERFALL AVE	728 CLEAR SPRING LN	1020 LANDING LN	916 MISTY BLUFF WAY	924 SUNNY RIDGE DR	832 OLD GARDEN RD
Comparability Index		29	79	125	128	158
Neighborhood Code	L129414C	L129414C	L129414C	L129414C	L129414C	L129414C
Acres	0.209	0.166	0.000	0.000	0.000	0.000
Eff Year Built / Class	2020 / R5	2020 / R5	2025 / R5	2024 / R5	2024 / R5	2024 / R5
Actual Year Built	2020	2020	2025	2024	2024	2024
Living Area SF	2,030	1,898	2,410	2,651	2,655	2,812
Story Height	1	1	1	1	1	1
Garage / Porch SF	483 / 450	462 / 215	516 / 265	700 / 353	696 / 353	478 / 198
Deck / Patio	0/160	0/0	0/0	0/0	0/0	0/0
Pool SF	514					
Fireplace						
Land Value	\$115,500	\$115,500	\$115,500	\$115,500	\$115,500	\$115,500
Land Table	L128A	L128A	L128A	L128A	L128A	L128A
NBHD Location Factor	0.91	0.91	0.91	0.91	0.91	0.91
Sale Date		7/21/2025	7/23/2025	9/30/2025	3/31/2025	5/29/2025
Sale Price	\$0	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX
Time Adjusted Sale Price * \$0		\$374,380	\$571,759	\$571,330	\$589,252	\$548,948
Adjustments						
Location Adj		\$0	\$0	\$0	\$0	\$0
Land Value Adj		\$0	\$0	\$0	\$0	\$0
Size / Class Adj		\$16,697	\$-48,068	\$-78,554	\$-79,060	\$-98,920
Deprec Adj		\$0	\$-9,722	\$-7,777	\$-7,777	\$-7,777
Garage Adj		\$566	\$-889	\$-5,847	\$-5,739	\$135
Open Porch Adj		\$10,295	\$8,105	\$4,249	\$4,249	\$11,040
Deck Adj		\$0	\$0	\$0	\$0	\$0
Patio Adj		\$5,406	\$5,406	\$5,406	\$5,406	\$5,406
Pool Adj		\$56,361	\$56,361	\$56,361	\$56,361	\$56,361
Fireplace Adj		\$0	\$0	\$0	\$0	\$0
Misc. nonMA Adj		\$0	\$0	\$0	\$0	\$-180
Adjusted Sale Price		\$463,705	\$582,951	\$545,168	\$562,692	\$515,012
Indicated Value	\$544,024					

Property Search   [Advanced Search](#)

Property	Owner	Property Address	Tax Year	2026 Market Value
R001182	DEMUTH, JAMES & NICOLE HARRIS	303 GANN ST, GEORGETOWN, TX 78626	2026	N/A

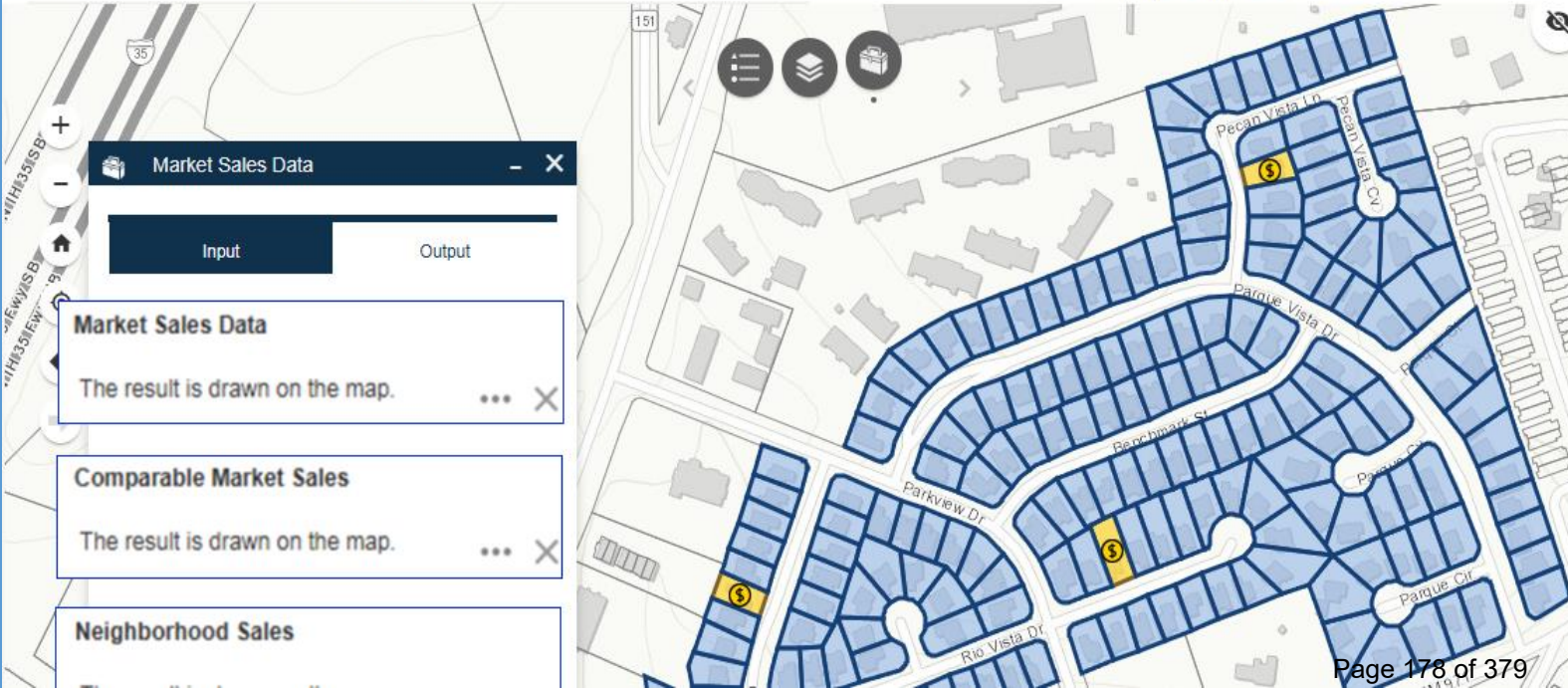
[Details](#) [Map](#) [Market Analysis](#) **[Market Data Map](#)** [Notice of Appraised Value](#) [HS Exemption](#) [Protest Online](#) [Print](#) [More Resources](#)

2026 GENERAL INFORMATION		2026 VALUE INFORMATION	
Property Status	Active	<b>MARKET VALUE</b>	Improvement Homesite V
Property Type	Residential		

- OTHER RESOURCES
- [Update Contact Info](#)
  - [Truth In Taxation Site](#)
  - [Tax Office Link](#)
  - [E-Communication Request](#)

# PROPERTY OWNER DASHBOARD

Accessible through  
Property Search



Market Sales Data

Input Output

Market Sales Data  
The result is drawn on the map. ... X

Comparable Market Sales  
The result is drawn on the map. ... X

Neighborhood Sales



# Williamson Central Appraisal District

HOME WCAD.ORG

## Property Search

Enter any combination of name, address, or property identifier



[Advanced Search](#)

Property	Owner	Property Address	Tax Year	2026 Market Value
R001182	DEMUTH, JAMES & NICOLE HARRIS	303 GANN ST, GEORGETOWN, TX 78626	2026 ▾	N/A

Details

Map

Market Analysis

Market Data Map

Notice of Appraised Value

HS Exemption

Protest Online

Print

More Resources ▾

### 2026 GENERAL INFORMATION

Property Status **Active**

Property Type **Residential**

### 2026 VALUE INFORMATION

#### MARKET VALUE

Improvement Homesite V

#### OTHER RESOURCES

[Update Contact Info](#)

[Truth In Taxation Site](#)

[Tax Office Link](#)

[E-Communication Request](#)


# WCAD.ORG RESOURCES

# CHAT AND KNOWLEDGE BASE ON WEBSITE

The screenshot displays the website for the Williamson Central Appraisal District (WCAD). At the top, there is a navigation bar with the WCAD logo, a search bar for property information, and a language dropdown set to English. Below this is a secondary menu with links for Home, Forms & Applications, Property Search, Organization, Info, E-Services, ARB, Online Resources, and Contact Us. A yellow banner below the menu contains an important notice about a delayed opening on Thursday, March 5. The main content area features a large blue banner with images of two appraisers in safety vests and a white pickup truck with the WCAD logo. The text on the banner reads: "Appraisers may be seen in your neighborhood conducting site inspections between September and March". Below the banner is a row of six service tiles: PROPERTY OWNERS, TAXING UNITS, E-SERVICES, DATA PORTAL, PARCEL MAP, and COMMUNITY OUTREACH. On the right side of the page, there is a blue chat button labeled "Williamson CAD Assistant" and a white chat window with the text "Still need help? Chat with Customer Service". Red arrows point from the chat button to the chat window and from the COMMUNITY OUTREACH tile to the chat button.

# CHAT AND KNOWLEDGE BASE ON WEBSITE

← How can we help?

 **Lyz Jones**

Can you tell me how the homestead cap works?

Lyz Jones

The cap applies to your homestead exemption beginning in the second year you have the exemption.

The homestead cap adjustment is calculated on a year to year basis. If, in the current year, the property reflects no cap adjustment, then the current assessed value is not higher than 10% of last year's assessed value.

Alvin

Ok, is there something on your website that explains it?

Lyz Jones

Yes sir. From the home page on our website, click on Contact Us/Help Center and type in Cap adjustment in the search field.

Alvin

Thanks for your help

Type your message and hit Enter

WCAD SUPPORT KNOWLEDGE BASE CONTACT CUSTOMER SUPPORT CHAT

WCAD Support

**Search**

Knowledge Base

Exemption

Texas Property Tax **Exemptions**

**Exemptions** Information & Requirements

Tips for Property Owner **Exemptions**

Disabled Veteran's and Survivor's **Exemptions**

Homestead **Exemptions** Application: Form 50-114

**Most Viewed Articles**

- Exemptions Information & Requirements
- Williamson County Clerk
- Residential Homestead Exemption: How to File Electronically
- How to File an Online Protest and Schedule a Hearing
- Tax Estimator-Williamson County Tax Assessor/Collector

WCAD SUPPORT KNOWLEDGE BASE CONTACT CUSTOMER SUPPORT CHAT

# Videos on our Website

Do you want to check the status of your Exemptions?

There is a quick and easy way to find information



**How To Check Your Exemption Status**



**WCAD Website Resources Video**

PROTESTING YOUR APPRAISAL NOTICE BROUGHT BY THE CUMMINGS ACTURE REALTY



**Protesting Your Appraisal Notice – 2023**

WHAT IS A HOMESTEAD EXEMPTION AND HOW DOES IT WORK? BROUGHT BY THE CUMMINGS ACTURE REALTY



**What Is A Homestead Exemption**

The Williamson Central Appraisal District Presents:



**Virtual Hearings**

**Virtual Hearings Video**

The Williamson Central Appraisal District Presents:



**The Protest Phase**

**The Protest Phase Video**

Business Personal Property Rendition

APRIL 15

A form that gives the Appraisal District information about the assets a business owns



**Business Personal Property Rendition Video**

Residence Homestead Exemption Information



**Residence Homestead Exemption Information Video**



Agricultural Valuation



**Agricultural Valuation Video**

The Williamson Central Appraisal District Presents...



**Property Inspection**

**Property Inspection Video**

WHO ARE APPRAISERS?

WHY IS MY PROPERTY TAX SO HIGH?



**Who are WCAD Appraisers Video**

The Williamson Central Appraisal District Presents...



**How To File A Protest**

**How to File a Protest Video**

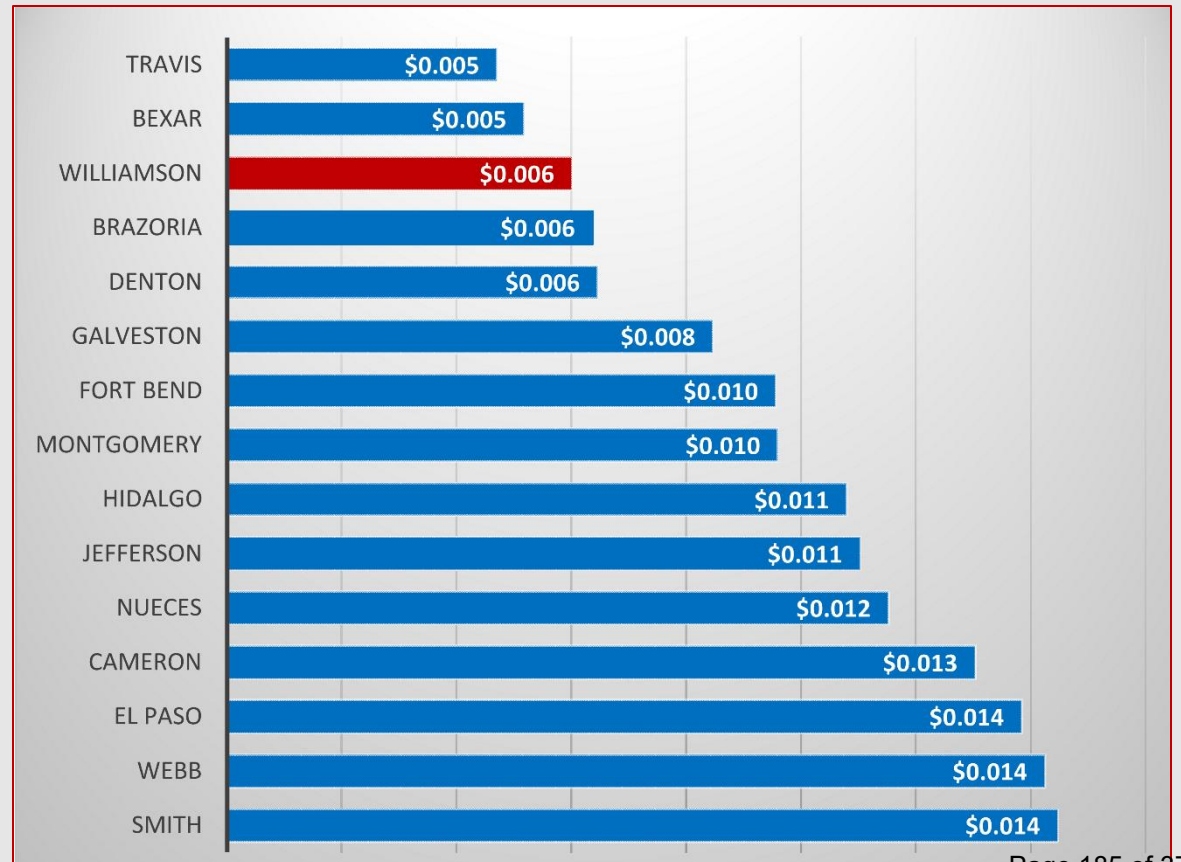
# WCAD COMPARISON STATS

### CAD BUDGET COST PER TOTAL LEVY

District	Total Levy 2024	2024 CAD Budget	Cost/Levy
Smith	\$409,608,555	\$ 5,929,190	\$ 0.014
Webb	\$544,852,225	\$ 7,763,680	\$ 0.014
El Paso	\$1,591,272,568	\$ 22,038,298	\$ 0.014
Cameron	\$571,001,883	\$ 7,443,974	\$ 0.013
Nueces	\$876,512,473	\$ 10,103,686	\$ 0.012
Jefferson	\$686,149,051	\$ 7,569,688	\$ 0.011
Hidalgo	\$1,217,935,005	\$ 13,151,477	\$ 0.011
Montgomery	\$1,710,686,430	\$ 16,420,279	\$ 0.010
Fort Bend	\$2,553,899,587	\$ 24,416,922	\$ 0.010
Galveston	\$936,283,137	\$ 7,928,346	\$ 0.008
Denton	\$3,150,987,668	\$ 20,347,802	\$ 0.006
Brazoria	\$1,213,324,037	\$ 7,732,760	\$ 0.006
<b>Williamson</b>	<b>\$2,191,650,408</b>	<b>\$ 13,170,300</b>	<b>\$ 0.006</b>
Bexar	\$5,004,768,292	\$ 25,901,200	\$ 0.005
Travis	\$6,355,794,233	\$ 29,884,516	\$ 0.005

The average CAD cost per dollar of levy = \$0.010  
 $\$0.010 \times \$2,191,650,408$  (Williamson Levy) = \$21,916,504  
 $\$21,916,504 - \$13,170,300 = \$8,746,204$

**Saving Williamson County Taxpayers  
 \$8,746,204 compared to the average CAD**



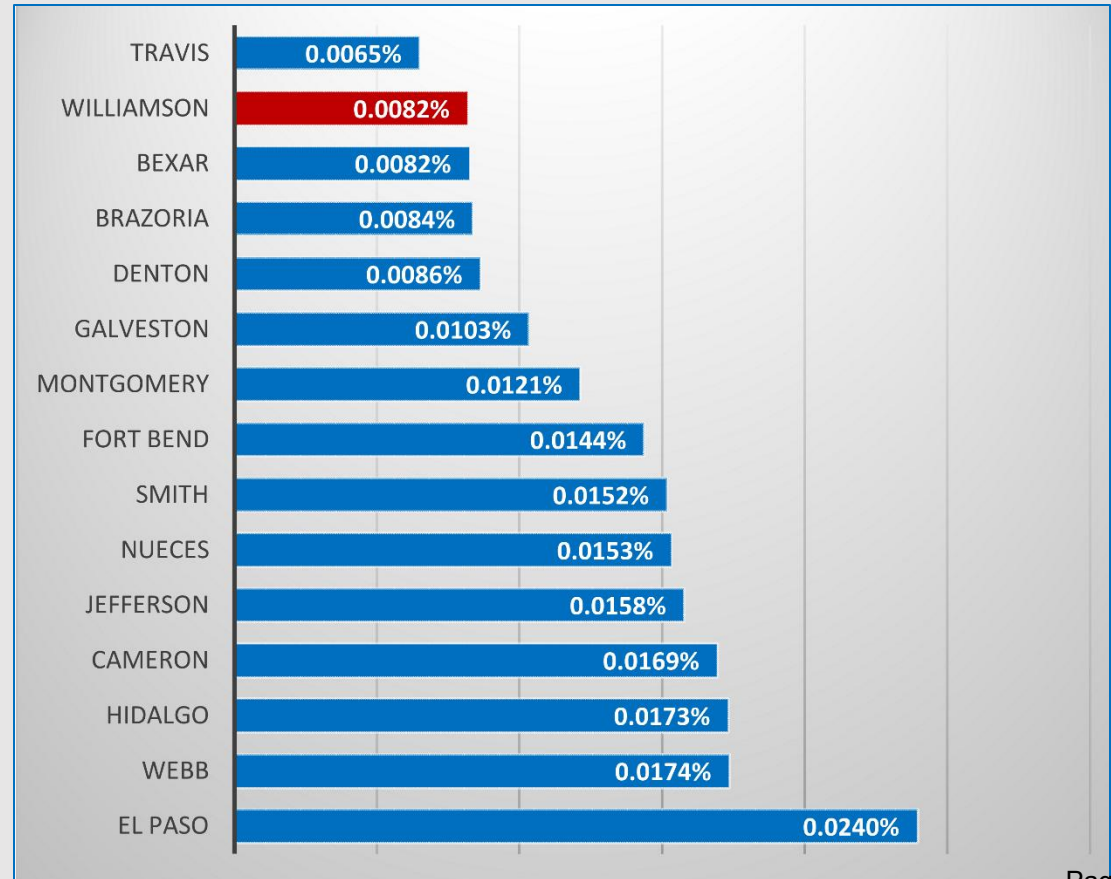
**CAD BUDGET COST AS A PERCENTAGE OF MARKET VALUE**

District	2024 Overall Market Value	2024 CAD Budget	Cost/Mkt Value
El Paso	\$ 91,957,540,705	\$ 22,038,298	0.0240%
Webb	\$ 44,723,686,582	\$ 7,763,680	0.0174%
Hidalgo	\$ 75,930,205,339	\$ 13,151,477	0.0173%
Cameron	\$ 43,935,313,182	\$ 7,443,974	0.0169%
Jefferson	\$ 47,953,381,798	\$ 7,569,688	0.0158%
Nueces	\$ 65,924,221,302	\$ 10,103,686	0.0153%
Smith	\$ 39,072,289,409	\$ 5,929,190	0.0152%
Fort Bend	\$ 169,797,203,099	\$ 24,416,922	0.0144%
Montgomery	\$ 135,371,592,813	\$ 16,420,279	0.0121%
Galveston	\$ 76,675,251,043	\$ 7,928,346	0.0103%
Denton	\$ 235,733,571,726	\$ 20,347,802	0.0086%
Brazoria	\$ 92,368,222,562	\$ 7,732,760	0.0084%
Bexar	\$ 314,349,625,944	\$ 25,901,200	0.0082%
<b>Williamson</b>	<b>\$ 160,881,485,897</b>	<b>\$ 13,170,300</b>	<b>0.0082%</b>
Travis	\$ 460,159,726,555	\$ 29,884,516	0.0065%

The average CAD budget % of market value = 0.0132%  
 (0.0132% x \$160,881,485,897/100 Williamson Overall Market Value = \$21,236,356

Based on the average % of market value the WCAD budget should be \$21,236,356  
 \$21,236,356-\$13,170,300 = \$8,066,056

**Saving Williamson County Taxpayers \$8,066,056 compared to the average CAD**

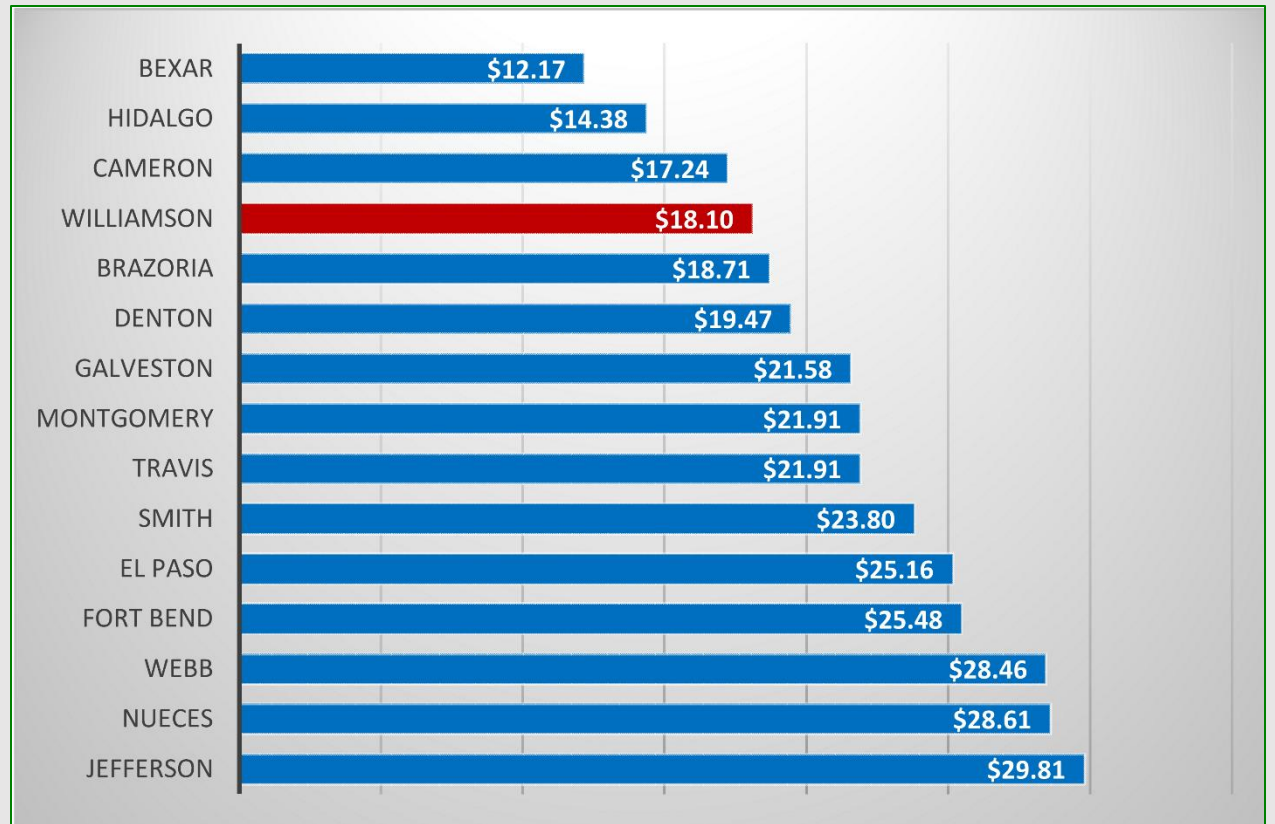


### CAD BUDGET COST PER POPULATION

District	Population 2024	2024 CAD Budget	Cost / Population
Jefferson	253,948	\$ 7,569,688	\$29.81
Nueces	353,125	\$ 10,103,686	\$28.61
Webb	272,823	\$ 7,763,680	\$28.46
Fort Bend	958,434	\$ 24,416,922	\$25.48
El Paso	875,784	\$ 22,038,298	\$25.16
Smith	249,091	\$ 5,929,190	\$23.80
Travis	1,363,767	\$ 29,884,516	\$21.91
Montgomery	749,613	\$ 16,420,279	\$21.91
Galveston	367,407	\$ 7,928,346	\$21.58
Denton	1,045,120	\$ 20,347,802	\$19.47
Brazoria	413,224	\$ 7,732,760	\$18.71
<b>Williamson</b>	<b>727,480</b>	<b>\$ 13,170,300</b>	<b>\$18.10</b>
Cameron	431,874	\$ 7,443,974	\$17.24
Hidalgo	914,820	\$ 13,151,477	\$14.38
Bexar	2,127,737	\$ 25,901,200	\$12.17

Average per population \$21.79  
 $\$21.79 \times 727,480 \text{ (Williamson Population)} = \$15,851,789$   
 $\$15,851,789 - \$13,170,300 = \$2,681,489$

***Saving Williamson County Taxpayers \$2,681,489 compared to the average CAD***



# Protest / Full-Time Employee

## 2023 Data (Operations Report 2023)

CADs	2023 Budget	Full-Time EE	# Protest	Ratio #Protest / FTEE	Total Overall Mkt Value	Total Mkt Value single-family residential	% of single family residential
Bexar	\$ 23,674,800	186	200,170	1,076	\$ 308,293,571,543	\$ 178,538,724,994	58%
Brazoria	\$ 7,170,810	64	76,242	1,191	\$ 90,018,198,761	\$ 36,166,535,529	40%
Cameron	\$ 6,782,960	65	38,716	596	\$ 38,230,156,716	\$ 21,901,061,783	57%
Collin	\$ 25,299,000	165	115,533	700	\$ 294,942,806,954	\$ 170,794,503,208	58%
Denton	\$ 17,809,792	104	133,780	1,286	\$ 140,096,700,648	\$ 140,096,700,648	100%
El Paso	\$ 19,838,424	151	40,957	271	\$ 83,001,585,477	\$ 48,606,346,579	59%
Fort Bend	\$ 21,063,859	169	116,511	689	\$ 157,485,833,973	\$ 112,802,716,016	72%
Galveston	\$ 7,613,132	54	71,743	1,329	\$ 70,601,460,159	\$ 46,089,709,151	65%
Grayson	\$ 6,338,676	47	15,015	319	\$ 38,015,589,806	\$ 12,970,827,019	34%
Hidalgo	\$ 11,496,198	96	59,530	620	\$ 72,216,689,359	\$ 34,833,604,284	48%
Jefferson	\$ 7,384,972	39	14,193	364	\$ 44,603,368,622	\$ 12,840,611,942	29%
Montgomery	\$ 13,267,340	100	99,446	994	\$ 126,131,864,692	\$ 80,559,485,839	64%
Nueces	\$ 9,644,056	90	39,137	435	\$ 64,217,777,256	\$ 30,368,410,573	47%
Travis	\$ 25,683,866	153	180,956	1,183	\$ 469,324,341,443	\$ 251,407,036,225	54%
Webb	\$ 6,864,010	60	18,502	308	\$ 43,404,897,051	\$ 12,420,456,805	29%
<b>Williamson*</b>	<b>\$ 11,827,200</b>	<b>80</b>	<b>84,451</b>	<b>1,056</b>	<b>\$ 153,654,376,064</b>	<b>\$ 92,843,400,682</b>	<b>60%</b>

Average Protest per FTE = 776  
 WCAD Protest per FTE = 1,056  
 WCAD Protest Level - 84,451/776 =  
 108 Full Time Employees

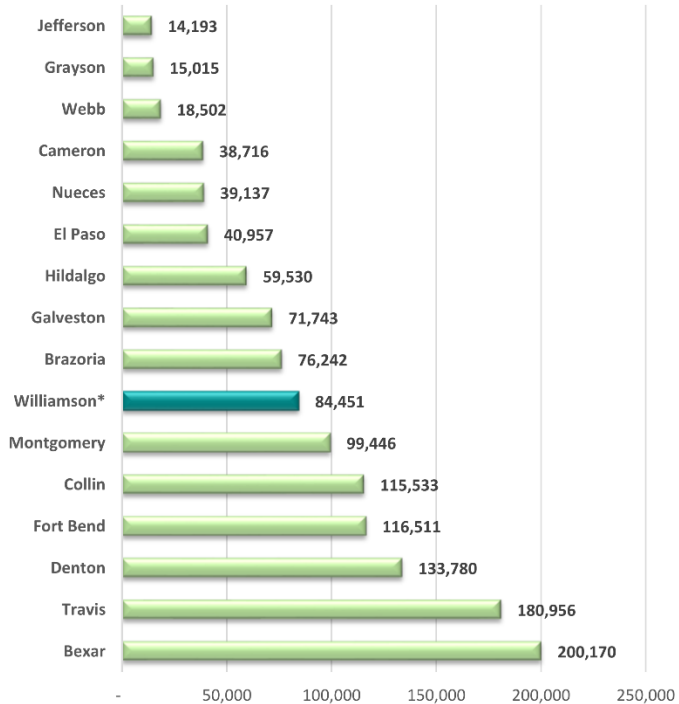
Per this data WCAD should have 108 Full Time Employees in 2023 we had 80

**Saving the taxpayers of Williamson County the cost of 28 Employees**

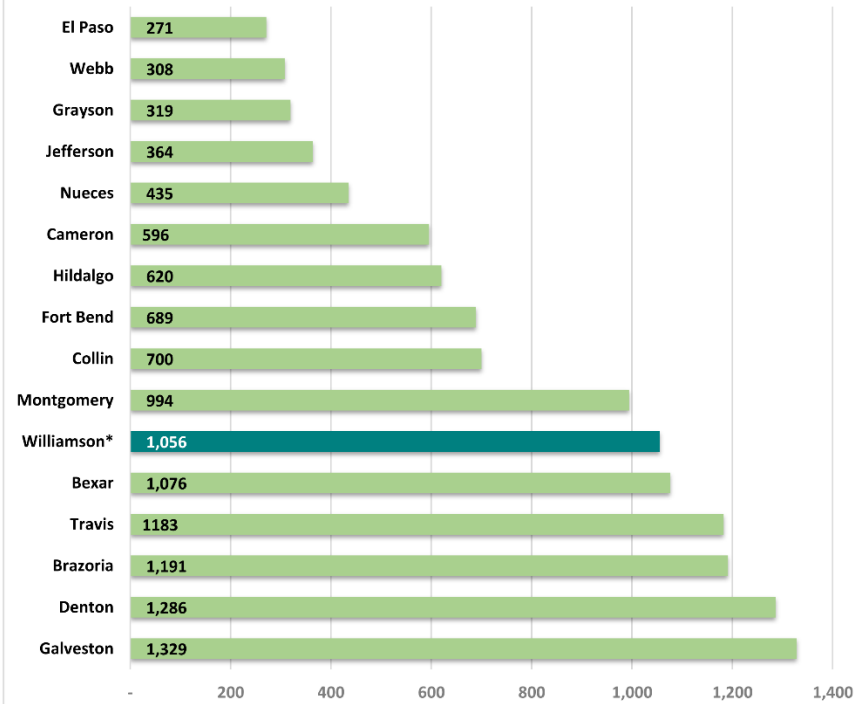
28 Employees x \$100,000 (avg WCAD FTE Total Benefits) =

**\$2,800,000 in Savings to Williamson County Taxpayers**  
 Compared to average CAD

### 2023 # Protest Comparison



### 2023 Ratio #Protest / FTE



# HOW WE ARE GRADED



# PROPERTY VALUE STUDY 2024

Category	Number of Ratios **	2024 CAD Reported Appraisal Value	Median Level of Appraisal	Coefficient of Dispersion	% Ratios within (+/-) 10 % of Median	% Ratios within (+/-) 25 % of Median	Price - Related Differential
A.SINGLE-FAMILY RESIDENCES	3,670	97,293,907,290	0.96	7.57	75.59	95.97	1.01
B.MULTI-FAMILY RESIDENCES	83	12,927,900,526	*	*	*	*	*
C1.VACANT LOTS	106	1,799,319,116	*	*	*	*	*
C2.COLONIA LOTS	0	0	*	*	*	*	*
D2.FARM/RANCH IMP	0	28,330,847	*	*	*	*	*
E.RURAL-NON-QUAL	177	3,680,070,194	1.00	21.52	37.85	68.36	1.07
F1.COMMERCIAL REAL	303	21,228,979,680	0.97	11.22	63.70	86.47	1.00
F2.INDUSTRIAL REAL	0	973,480,759	*	*	*	*	*
G.OIL, GAS, MINERALS	0	81,148,250	*	*	*	*	*
J.UTILITIES	22	1,375,866,162	0.91	6.49	77.27	95.45	0.93
L1.COMMERCIAL PERSONAL	170	4,044,008,963	1.00	7.65	74.12	95.29	1.03
L2.INDUSTRIAL PERSONAL	0	1,352,833,940	*	*	*	*	*
M.OTHER PERSONAL	0	94,762,442	*	*	*	*	*
O.RESIDENTIAL INVENTORY	0	2,678,872,430	*	*	*	*	*
S.SPECIAL INVENTORY	0	312,375,956	*	*	*	*	*
OVERALL	4,531	147,871,856,555	0.96	9.02	71.82	92.92	1.02

2025 REPORT

# METHODS AND ASSISTANCE PROGRAM

Mandatory Requirements	PASS/FAIL
Does the appraisal district board of directors, through the chief appraiser, ensure administrative functions are followed in accordance with Chapter 6 of the Texas Property Tax Code?	PASS
Does the appraisal district have up-to-date appraisal maps?	PASS
Is the implementation of the appraisal district's most recent reappraisal plan current?	PASS
Are the appraisal district's appraisal records up-to-date and is the appraisal district following established procedures and practices in the valuation of property?	PASS
Are values reproducible using the appraisal district's written procedures and appraisal records?	PASS

Appraisal District Activities	RATING
Governance	Meets All
Taxpayer Assistance	Meets All
Operating Procedures	Meets All
Appraisal Standards, Procedures and Methodology	Meets All

**Appraisal District Ratings:**

Meets All – The total point score is 100

Meets – The total point score ranges from 90 to less than 100

Needs Some Improvement - The total point score ranges from 85 to less than 90

Needs Significant Improvement – The total point score ranges from 75 to less than 85

Unsatisfactory – The total point score is less than 75

Review Areas	Total Questions in Review Area (excluding N/A Questions)	Total "Yes" Points	Total Score (Total "Yes" Questions/Total Questions) x 100
Governance	17	17	100
Taxpayer Assistance	17	17	100
Operating Procedures	23	23	100
Appraisal Standards, Procedures and Methodology	28	28	100

# NEW LEGISLATION

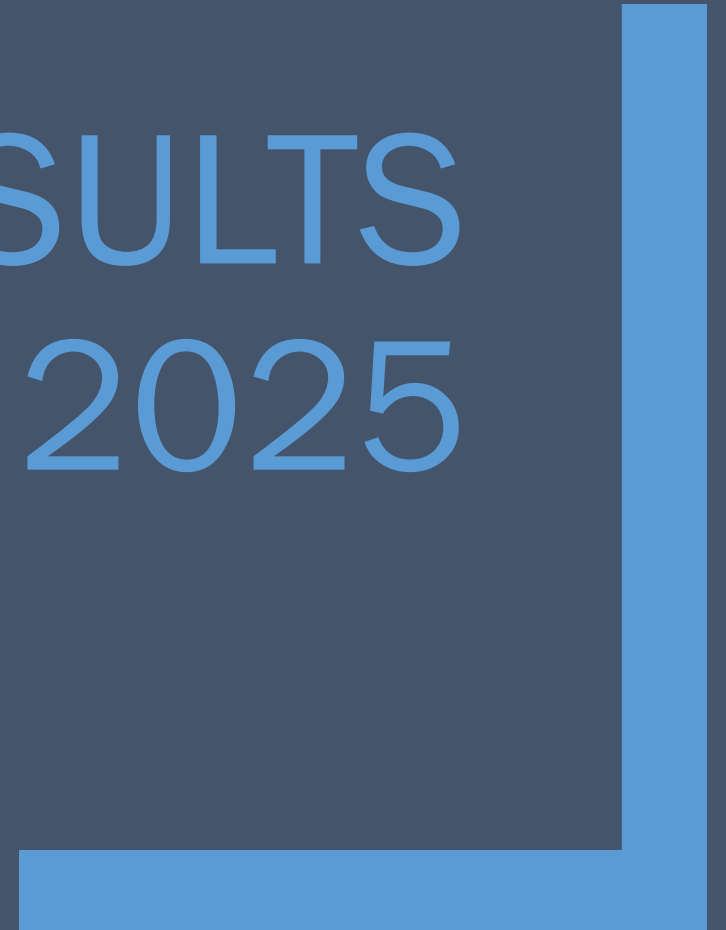


# LEGISLATIVE CHANGES



- Increase in HS Exemption
  - \$100k to \$140k
- HB 9 – Creates and exemption for \$125K on all BPP accounts (huge impact)
  - *Estimating from 2025 BPP Values that 10% county wide will be exempt*
  - *We will not know the true impact until all BPP renditions are worked which will occur in early June*
- Circuit Breaker Limitation Bills did not pass.
  - *This is the last year for CBL*

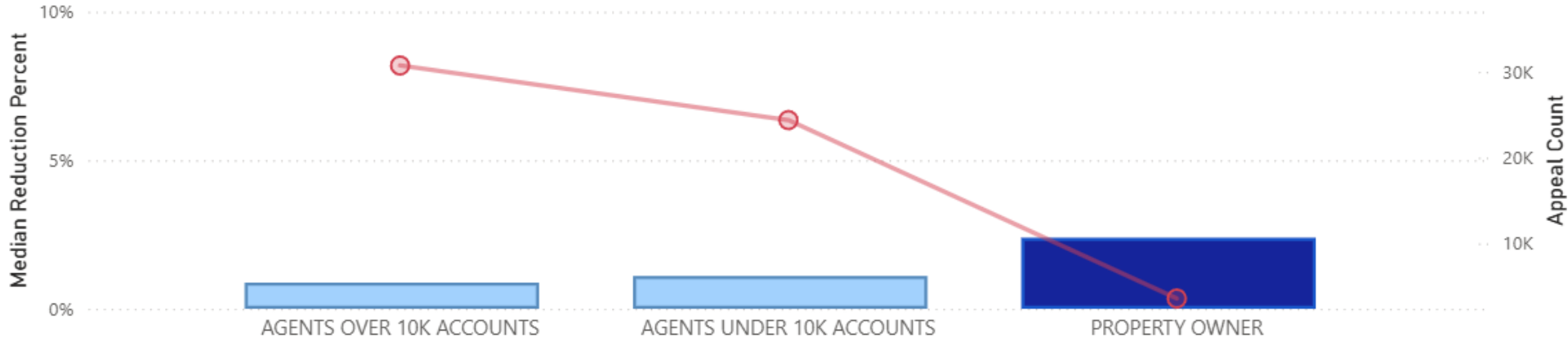
# PROTEST RESULTS 2025





## Appeal Results: 2025

● Median % Reduction ● Number of Appeals



Select all

LAND

COMMERCIAL

RESIDENTIAL

Disclaimer: This data reflects the trends of the largest eight agencies by appeal volume.

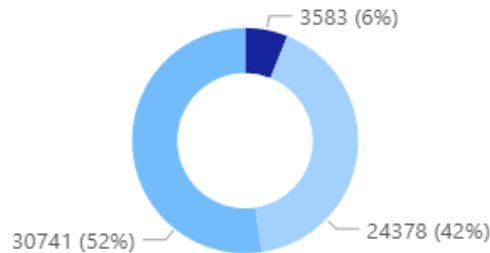
### Appeal Results

Appellant Group	Appeal Count	Median % Change
AGENTS OVER 10K ACCOUNTS	30,741	0.88%
AGENTS UNDER 10K ACCOUNTS	24,378	1.10%
PROPERTY OWNER	3,583	2.39%

\*Percent Change = (Notice Value - Final Value)/Notice Value

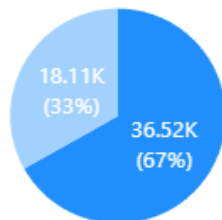
### Appeal Volume

● PROPERTY OWNER ● AGENTS <10K ● AGENTS >10K



### Appeal Results

● Change ● No Change



### Tax Savings Results

Appellant Group	Median Market Value Change	Median Taxable Value Change	Median Tax Savings
AGENTS OVER 10K ACCOUNTS	\$3,882	\$2,686.5	\$59
AGENTS UNDER 10K ACCOUNTS	\$4,478	\$1,374	\$30
PROPERTY OWNER	\$10,987	\$6,477.5	\$143

### TAX SAVINGS DO NOT INCLUDE AGENT FEES OWED

\*Median Market Value Change = Median (Notice Value - Final Value)

\*\*Median Tax Savings = Median (Taxable Value Change X 2.2%)

\*\*\*Avg Tax Rate = 2.2%

Whether a change in market value results in a change in taxable value depends on the specific exemptions applied to the individual property account.

Per [TEXAS PROPERTY TAX CODE SECTION 41.13](#) this data must be updated by 10/15 each year

[Search for ARB Hearing by Account](#)

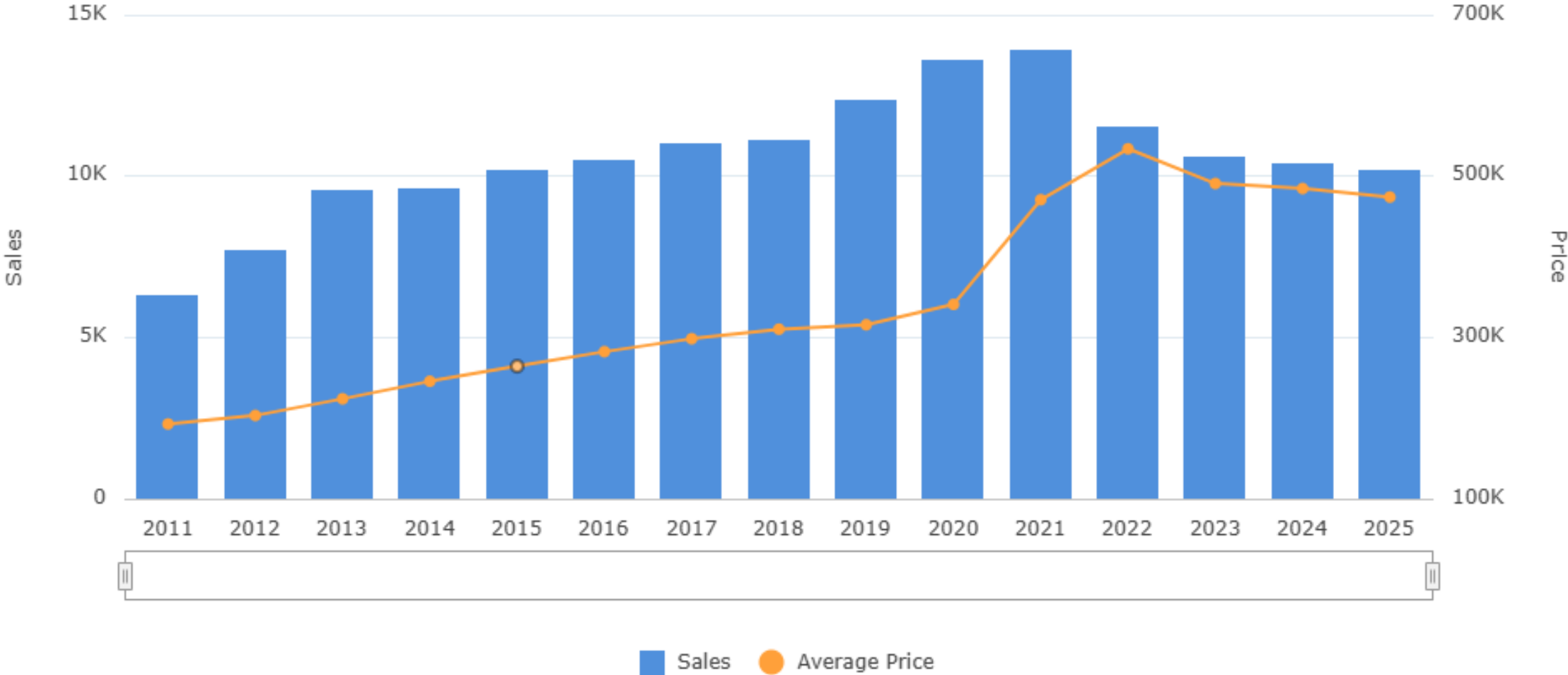
2025 WCAD Appeal Data

# WHAT OTHERS ARE SAYING ABOUT THE MARKET



# Texas A&M Real Estate Center

Williamson County: Home Sales and Average Price



# WCAD APPRAISAL DATA 2026

Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

BPP Value by Category

Change in Taxable Value

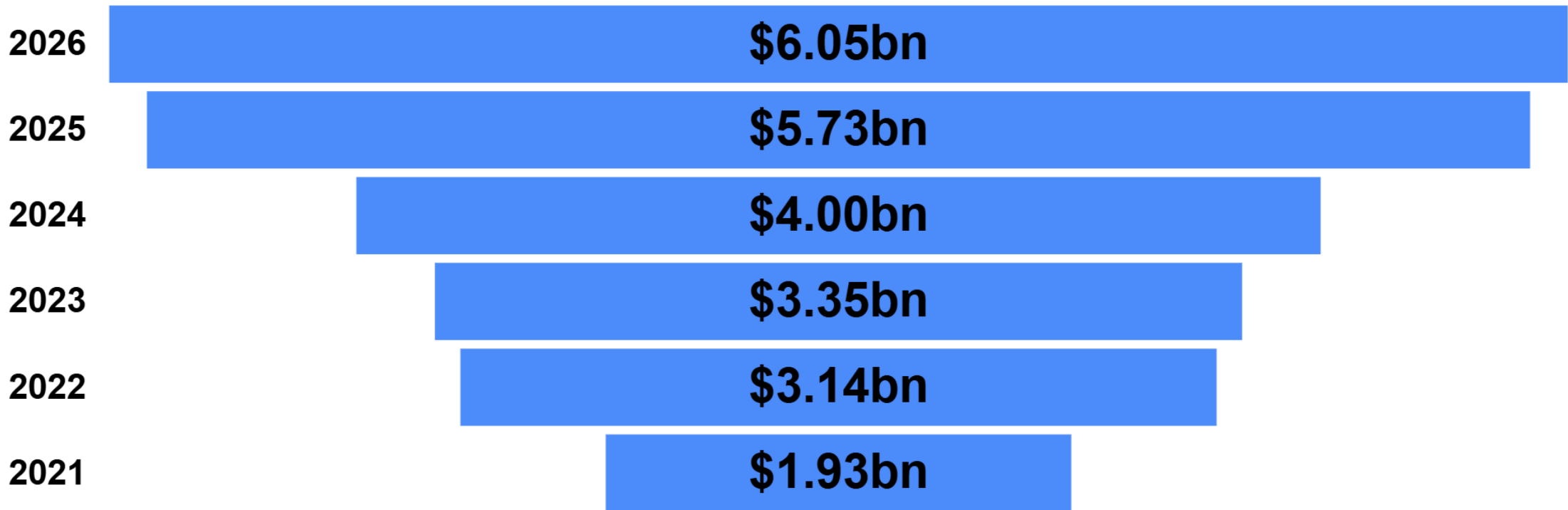
Total Market Value

Total Market Value Real Parcels

By Improvement Parcel Count

By Value

## Total Market Value



Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

BPP Value by Category

Change in Taxable Value

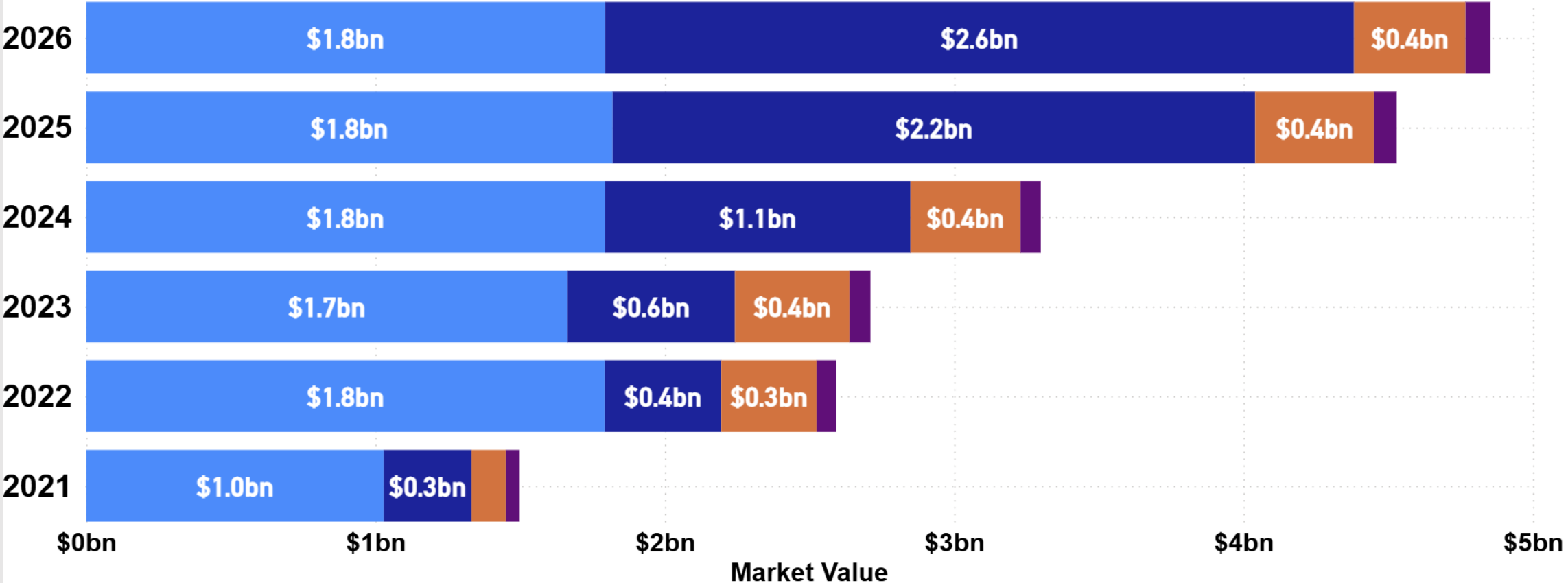
Total Market Value

Total Market Value Real Parcels

By Improvement Parcel Count

By Value

### Total Market Value Real Parcels



● Residential A+E ● Commercial F ● Land C+D ● Multi-Family B

Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

BPP Value by Category

Change in Taxable Value

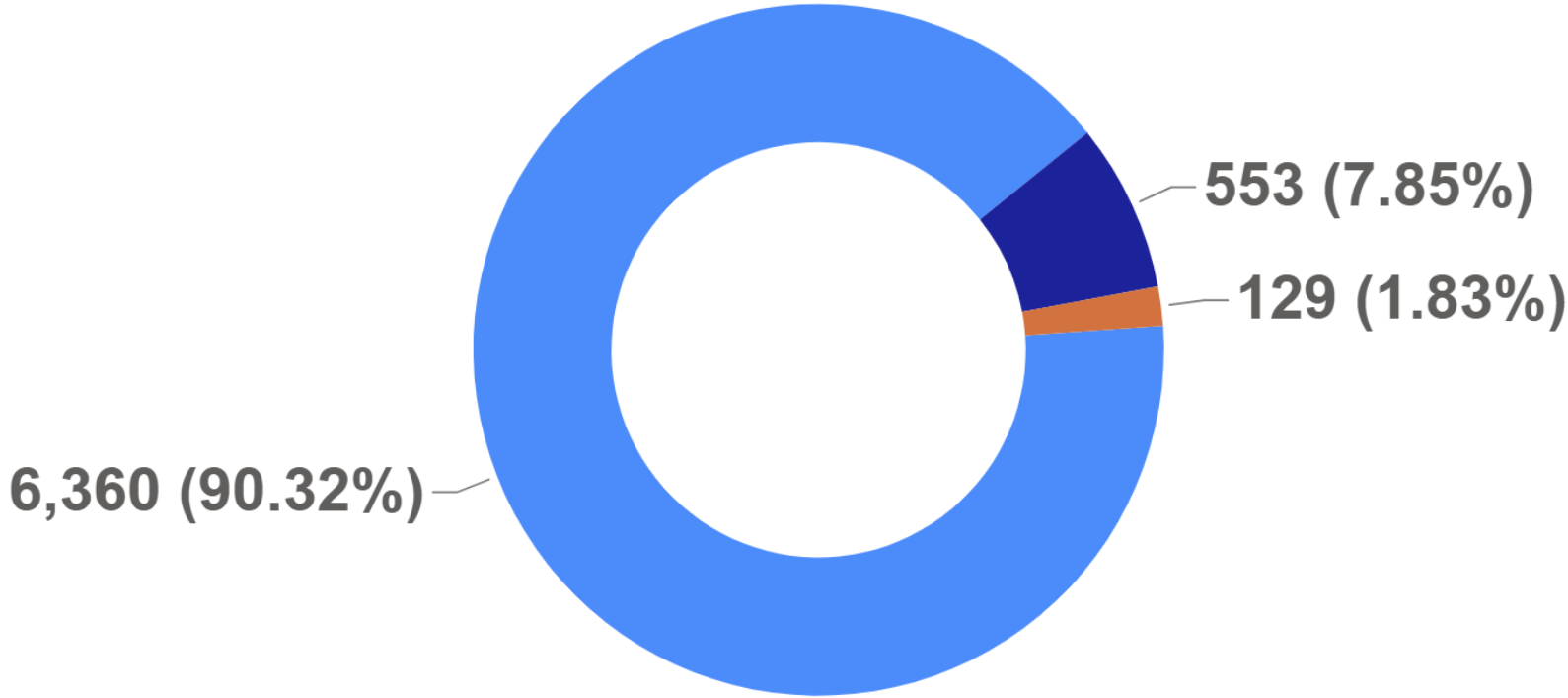
Total Market Value

Total Market Value Real Parcels

By Improvement Parcel Count

By Value

### By Imp Parcel Count



● Residential ● Commercial ● Multi-Family

Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

BPP Value by Category

Change in Taxable Value

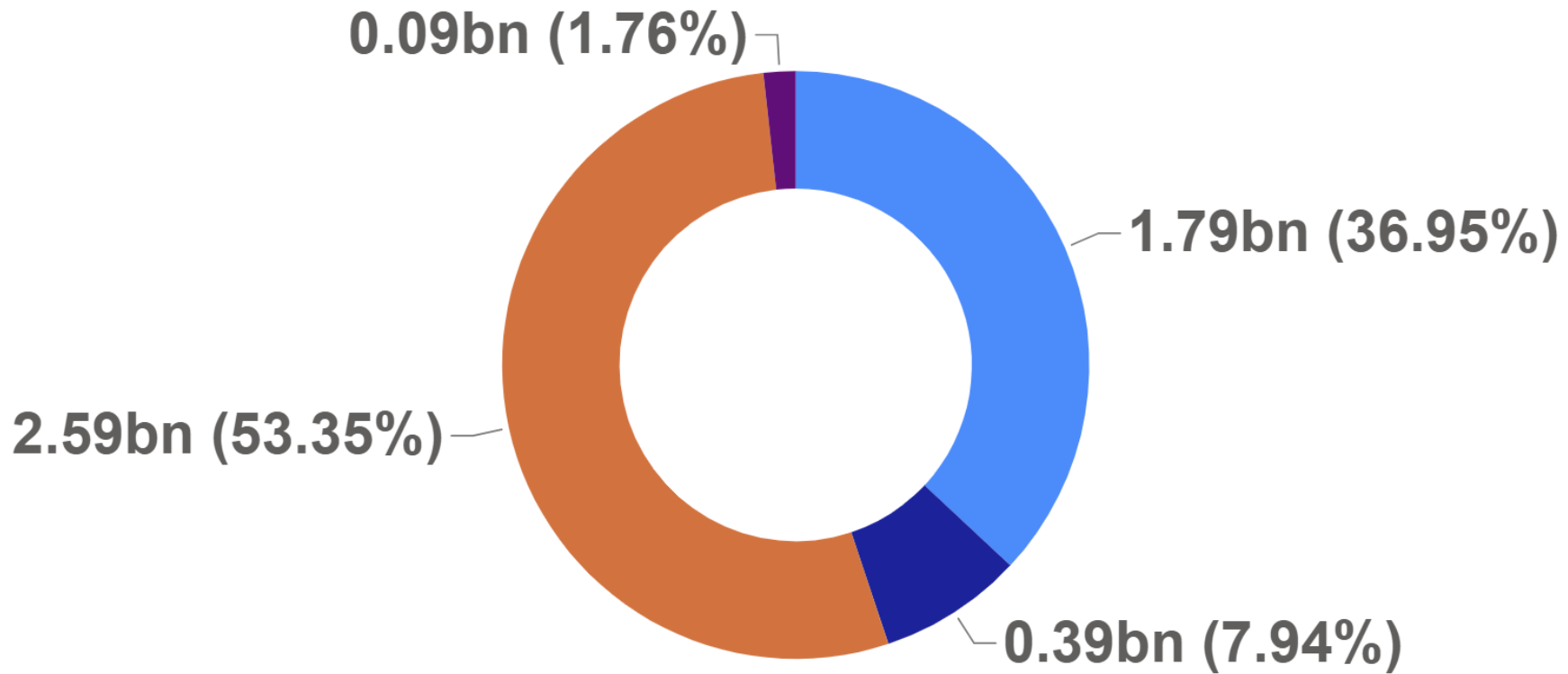
Total Market Value

Total Market Value Real Parcels

By Improvement Parcel Count

By Value

### By Value



Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

BPP Value by Category

Change in Taxable Value

Residential Value A&E

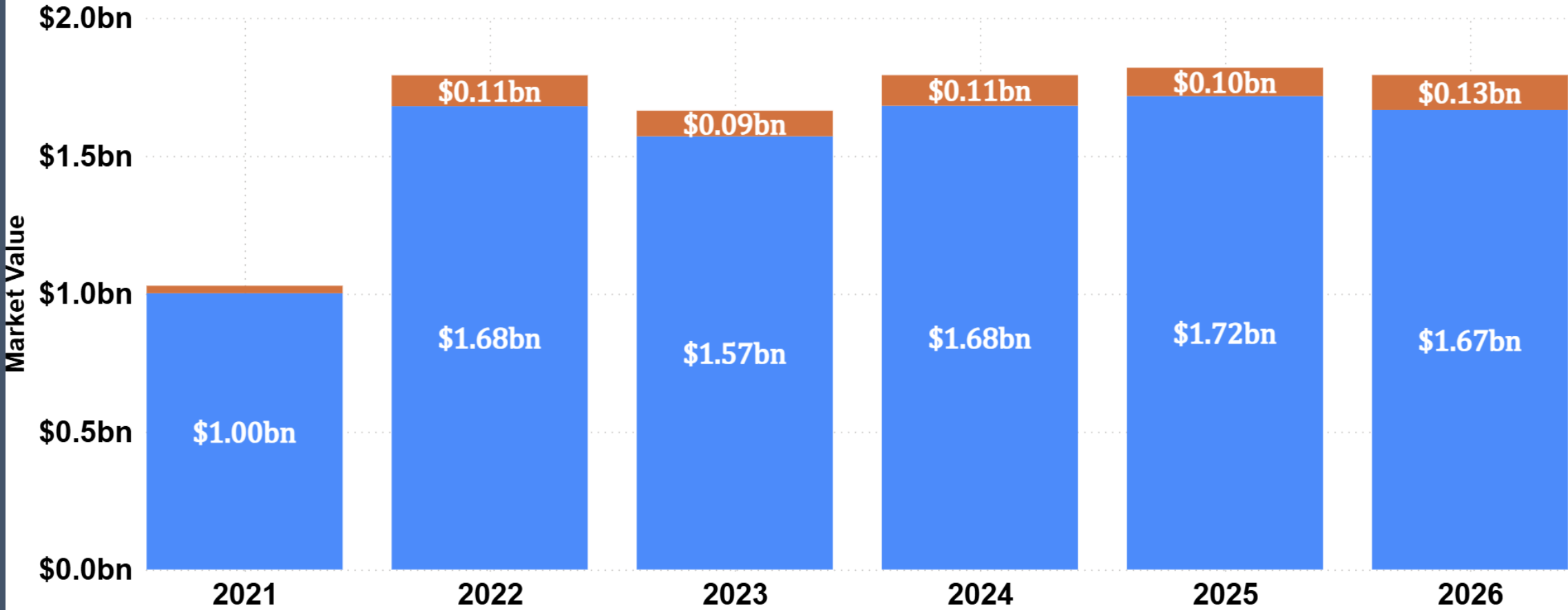
Median Value

Residential New Improvement Count

Multi Family Unit Count

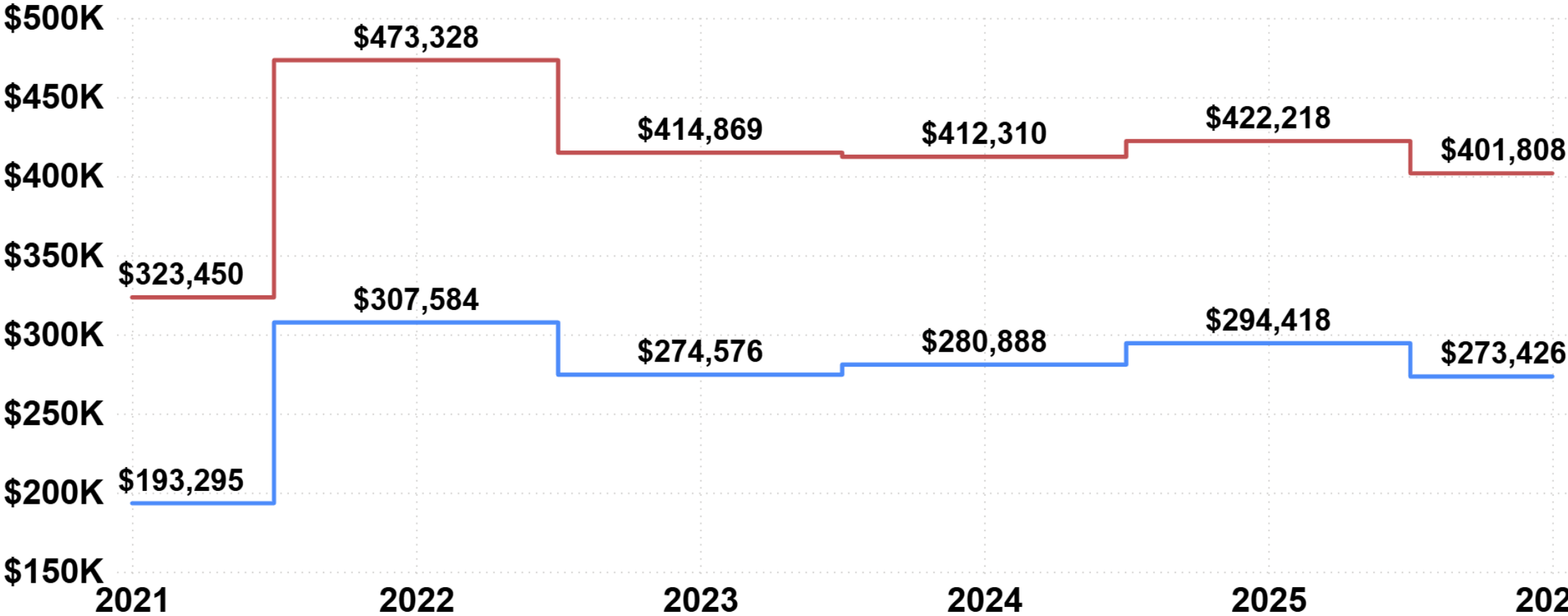
New Improvement Count by Value

# Residential Value



● A St Code-Home ● E St Code-Home +20acre

# Median Values



Entity — City of Taylor — Williamson County

Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

BPP Value by Category

Change in Taxable Value

Residential Value A&E

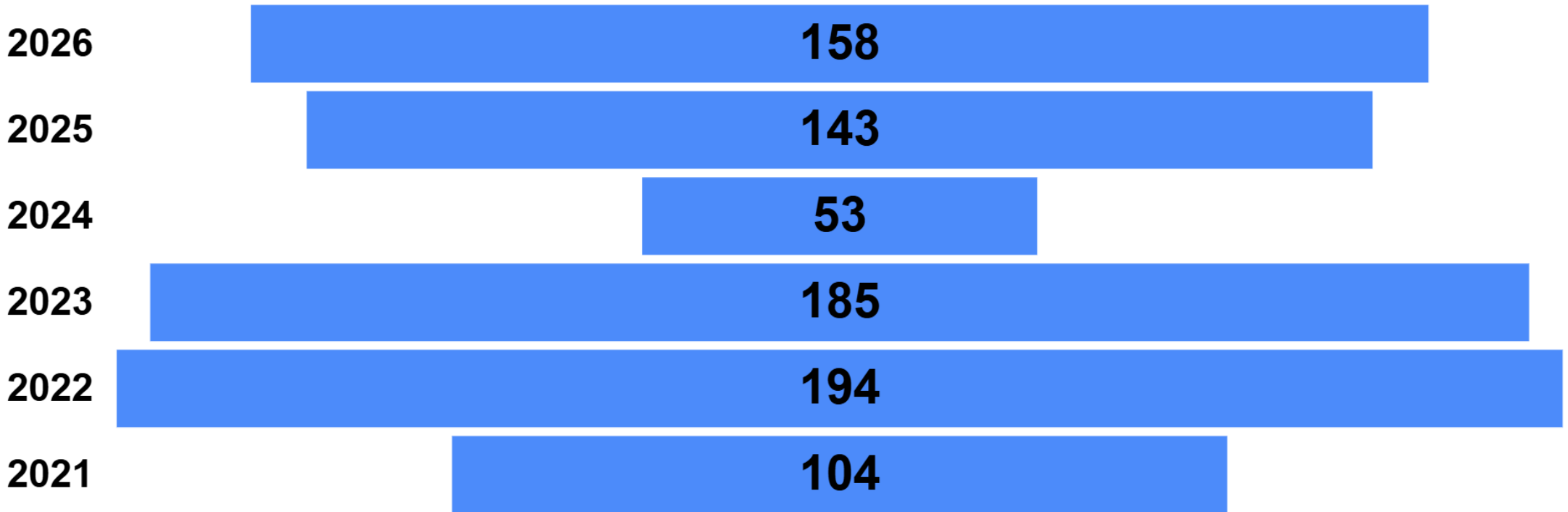
Median Value

Residential New Improvement Count

Multi Family Unit Count

New Improvement Count by Value

## Number of Residential New Improvements



Appraisal  
Data

Residential  
Value

Homestead  
Cap Statistics

Commercial &  
Multi Family

BPP Value by  
Category

Change in  
Taxable Value

Residential Value A&E

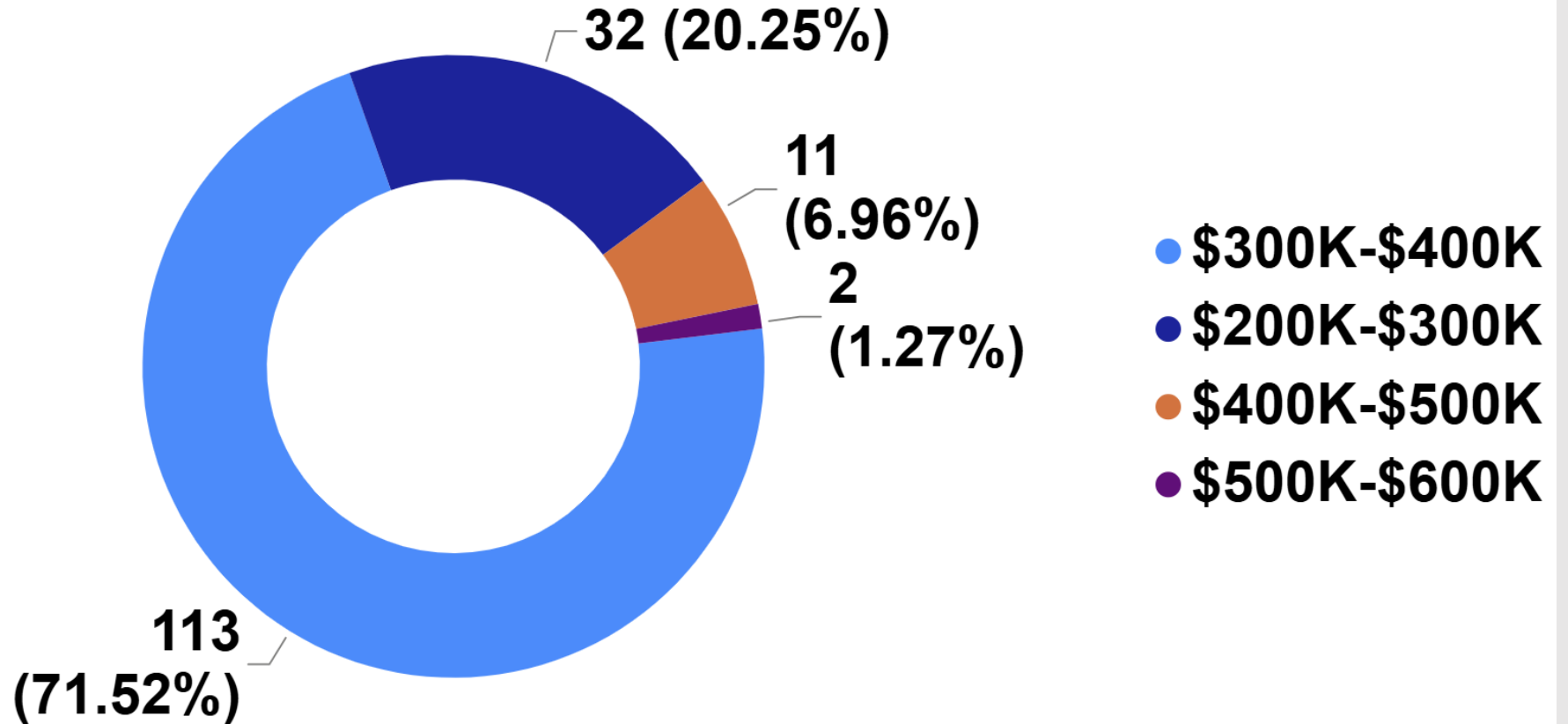
Median Value

Residential New Improvement  
Count

Multi Family  
Unit Count

New Improvement Count  
by Value

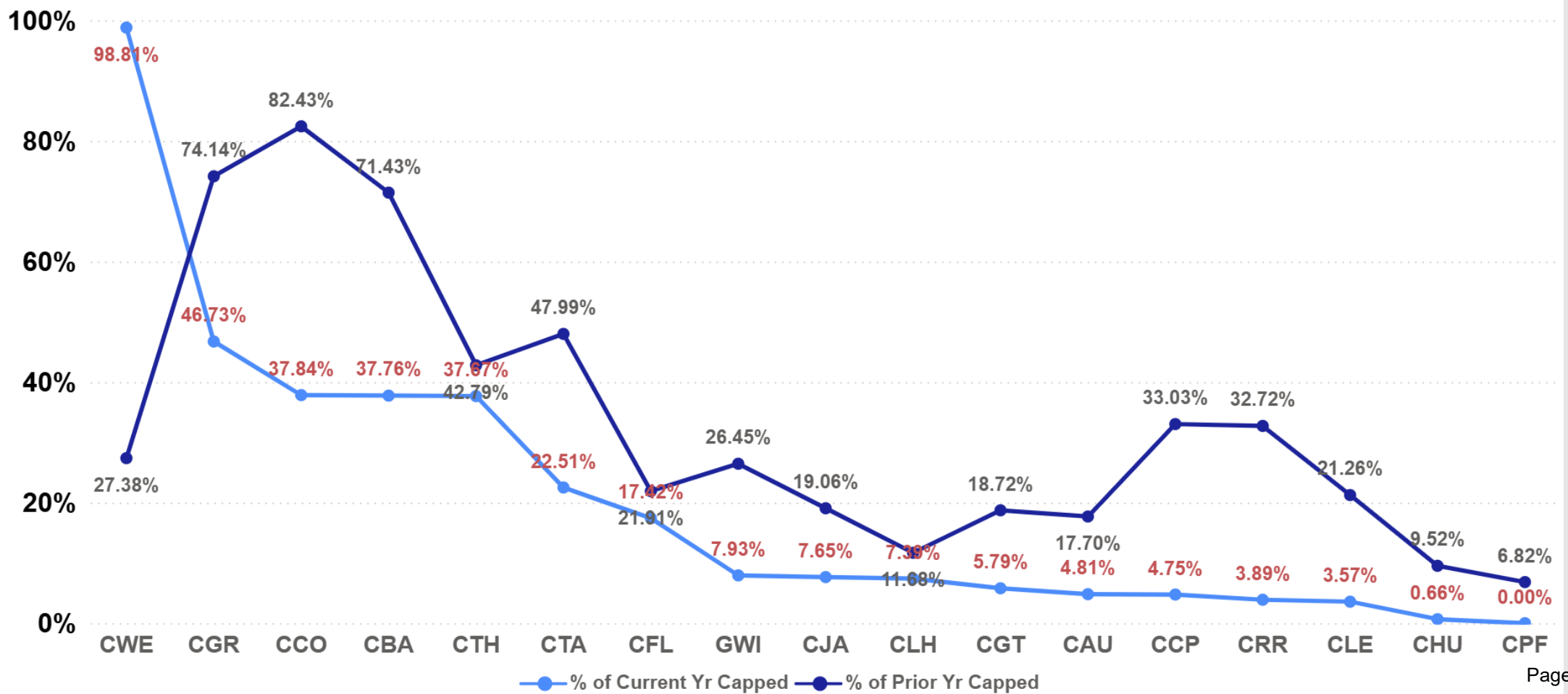
## Residential New Improvement Value Ranges



Avg Value of Capped Account & Capped Amount

% of Homestead Accounts with Cap Current Yr vs Prior Yr

### % of Homestead Accounts with CAP Current Yr vs Prior Yr



Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

BPP Value by Category

Change in Taxable Value

Multi-Family Value

Commercial Value

By Parcel Count

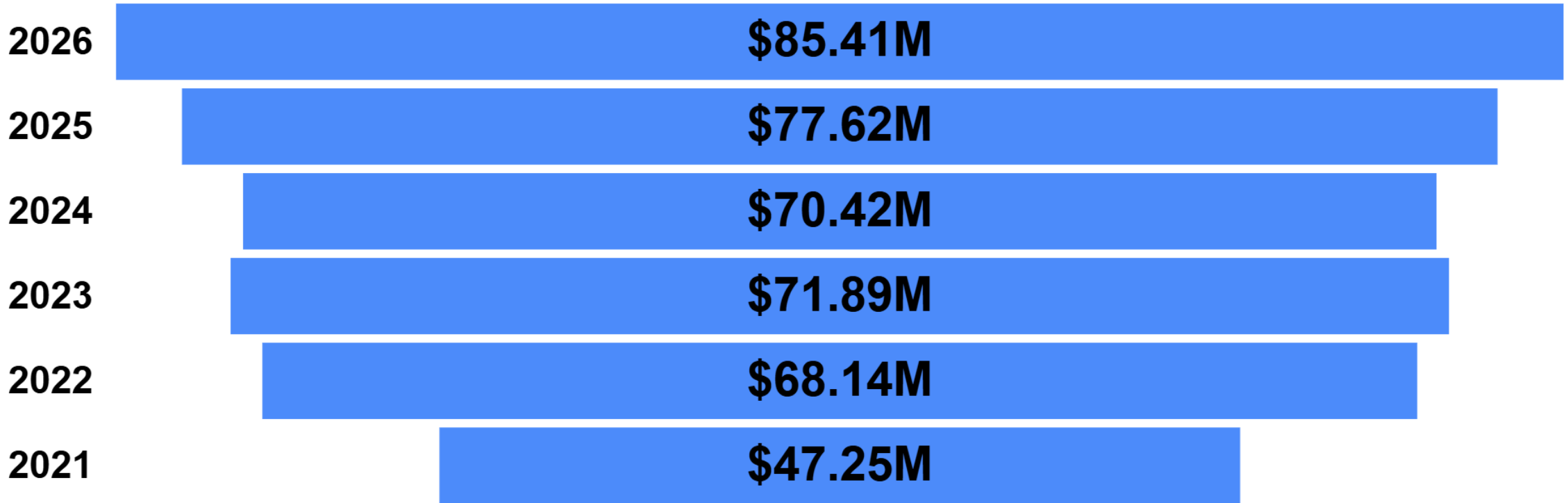
Category by Value

Category by Sqft

Number of New Commercial Improvements

Commercial New Improvement by Category

# Multi-Family Value



Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

BPP Value by Category

Change in Taxable Value

Multi-Family Value

Commercial Value

By Parcel Count

Category by Value

Category by Sqft

Number of New Commercial Improvements

Commercial New Improvement by Category

# Commercial Value

2026



2025



2024



2023



2022



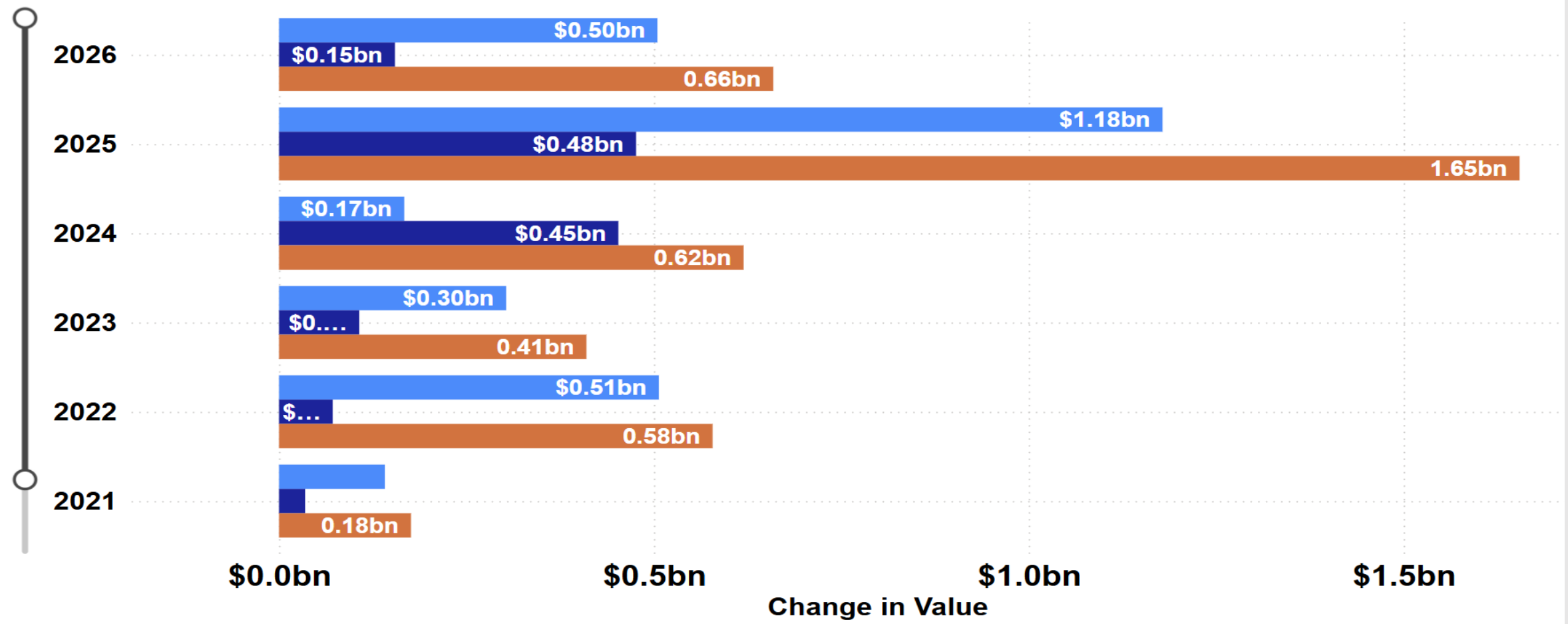
2021



Change in Taxable from Prior Year

Market Value vs Taxable Value

# Change in Taxable Value From Prior Year



Appraisal Data

Residential Value

Homestead Cap Statistics

Commercial & Multi Family

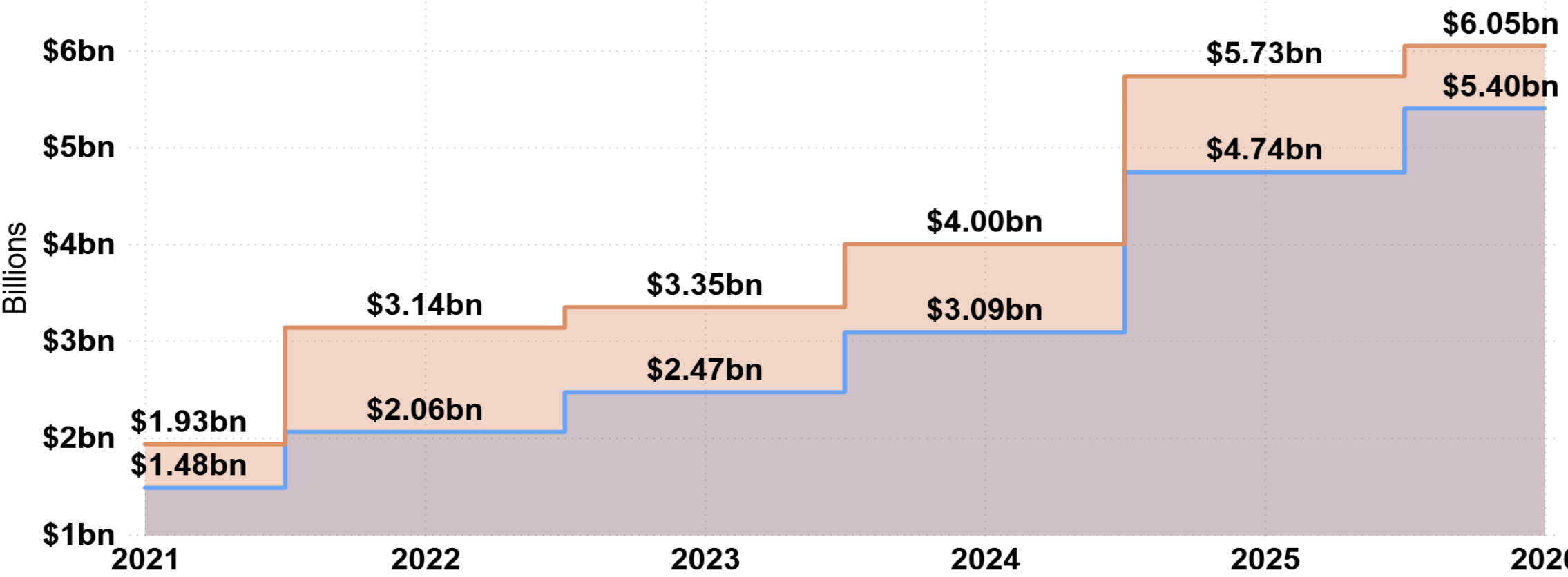
BPP Value by Category

Change in Taxable Value

Change in Taxable from Prior Year

Market Value vs Taxable Value

# Market Value vs Taxable Value



● Total Taxable Value ● Total Market Value

## HOW TO VIEW PRESENTATION DATA

- ❖ Go to WCAD.org
  - Select Taxing Units Icon Box
  - Scroll down to Browse Data
  - Select your specific entity
  - Select the 2026 folder
  - Select 2026 Entity Meeting folder
  - Select How to View the Data
  - Hold Ctrl button down and select Entity Specific Data link

THANK YOU!  
ANY QUESTIONS?



# City Council Meeting June 11, 2026 Transmittal Letter

STRATEGIC PILLAR

**Agenda Item Number:** 7.

**Agenda Title:** Discussion, consideration, and possible action on Ordinance 2026-02, a Special Use Permit to allow lodging without a full time, on-site operator at property generally located at 3004 Don Hill Lane, legally described Rob Roy Estates, Block C, Lot 94, 0.027 acres of land, more particularly described by Williamson Central Appraisal District Parcel R427227, Taylor, Williamson County, Texas.

**Council Action to be Taken:** Consider Ordinance 2026-02

**Department Submitted:** Development Services Department

**Staff Contact:** Martin Griggs, Director of Development Services

## 1. PURPOSE / DESCRIPTION

The applicant is requesting a Special Use Permit to allow lodging (short-term rental) without a full-time, on-site operator. The Place Type zoning for the subject property is P3 Neighborhood, which allows lodging (short-term rental) by right if there is a full-time, on-site operator and requires a Special Use Permit if there is no full-time, on-site operator (LDC Section 5.2.2.1 (1) (c)).

The subject property is an approximately 1,201 square foot home, and it is currently being used as a single-family residence. There have been no code violations on the property.

## 2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The request for a Special Use Permit aims to allow the owner to use the property as a short-term rental without a full-time, on-site operator. Currently, the proposed short-term rental appears to be following the performance and compatibility standards of Section 5.9 of the Land Development Code. The applicant has stated they intend to have quiet hours after 9 PM with a max occupancy of five (5) people and the property provides ample parking.

Previous Special Use Permits for short-term rentals without a full-time on-site operator in similar locations within a residential neighborhood have been approved with a 3-year time limit. This

time limit was to allow an opportunity for any potential nuisances to be reviewed as part of the renewal of a Special Use Permit.

<b>3. PROS and CONS</b>	
<u>PROS</u>	<u>CONS</u>
•	•

**4. RECOMMENDATION**

During the Public Hearing, the Commission heard from a concerned neighbor at 3006 Don Hill Ln. Mr. Castanon spoke in opposition of the request for a short-term rental and stated his concerns with previous tenants that were loud, used drugs, and made he and his family feel like a stranger in their own neighborhood. On November 12, 2025, the Planning and Zoning Commission voted 4-1 (Chair Everhart opposing vote) to recommend disapproval of the request for an SUP at 3004 Don Hill Lane.

This item was introduced to City Council on December 11, 2025. Council raised questions regarding whether staff maintained an inventory of short-term rentals throughout the City of Taylor and whether a short-term rental ordinance or permit was required. Staff has since begun maintaining an inventory of properties listed on short-term rental platforms such as Airbnb and VRBO. Additionally, an ordinance is currently in development but has not yet been brought forward for consideration. No action was taken on the item.

On February 26, 2026, the item was presented to the City Council as part of the Regular Agenda. Martin Griggs, Director of Development Services, presented to the Council. Mayor Pro Tem Cmerek raised questions regarding whether approval of the ordinance would still require the Short-Term Rental to comply with any additional standards established by a future Short-Term Rental Ordinance, noting that the question may warrant input from the City Attorney. Councilmember Redden expressed support for processing the Special Use Permit prior to the adoption of a comprehensive Short-Term Rental Ordinance. Council directed staff to bring the ordinance back concurrently with any future Short-Term Rental Ordinance moving forward.

Staff presented the Short-Term Rental ordinance on April 9, 2026. At that meeting there was a request for additional outreach and discussion with stakeholders. Staff met with stakeholders in May and are currently working through issues that were discussed during the outreach.

The applicant has requested that their item be heard ahead of the Short-Term Rental ordinance so that they can begin operations.

**5. FUNDING SOURCE**

N/A

## **6. TIMELINE**

P&Z Commission Public Hearing: November 12, 2025

City Council Public Hearing: December 11, 2025

City Council Regular Agenda: February 26, 2026

City Council Regular Agenda: June 11, 2026

## **7. OTHER OPTIONS**

## **8. ATTACHMENTS**

1. letter of intent
2. Applicant Letter
3. Location Map
4. Current Zoning
5. Notification Map
6. Draft Ordinance - Don Hill Final
7. Exhibit A
8. Exhibit B
9. PZ-2025-2591 PPT

**Laura Alcaraz**  
3004 Don Hill Ln  
Taylor, TX [ZIP Code]  
512-913-3182  
Laura.alcaraz@live.com

August 28, 2025  
City of Taylor  
Planning and Development Department  
400 Porter Street  
Taylor, TX 76574

**Short-Term Rental at 3004 Don Hill Ln, Taylor, TX**

Dear City of Taylor Planning and Development Department,  
I am writing to formally express my intent to operate a short-term rental at my residence located at **3004 Don Hill Ln, Taylor, Texas**, through a platform such as Airbnb.

The proposed short-term rental will meet the following conditions:

- The **entire home** will be made available for rent.
- The **maximum occupancy** will be limited to **5 overnight guests**.
- **Check-in time** will be **3:00 PM**, and **check-out time** will be **10:00 AM**.
- **Pets will not be allowed**, and **no special events or parties** will be permitted on the premises.
- **Quiet hours** will be strictly enforced from **9:00 PM to 8:00 AM** daily.
- The property is equipped with **functioning smoke detectors and carbon monoxide alarms**, in compliance with safety standards.

I intend to maintain the property in a safe, clean, and respectful manner and will ensure that all guests adhere to the rules and expectations listed above.

Please let me know if any additional documentation or inspections are required as part of the approval process. I appreciate your time and consideration in reviewing my application for short-term rental operation.

Sincerely owners,



Laura Alcaraz



JoseM Moreno

Thank you for the opportunity to speak regarding our permit.

I would like to begin by sharing the heart behind this project. This home has always been a **\*\*family vision and a dream project\*\*** for my wife and me. Our goal was and is to create a **\*\*safe, welcoming, and comfortable place\*\*** for people visiting Taylor—whether they are here for work, visiting friends or family, attending a local event, or simply enjoying what Taylor has to offer. At no point was our intention to cause concern or disruption to our neighbors.

As I mentioned during the last meeting, I would like to briefly revisit and address the concerns raised, particularly those related to feeling unsafe, being loud and the alleged use of recreational drugs by previous guests. I want to be very clear that these concerns are taken seriously. As a husband and a parent of two children, I am not dismissing or minimizing them in any way. Safety concerns can arise anywhere, even in public spaces that families frequent. While we cannot control every external factor, we can control how we manage our property and ensure we are taking responsible measures to protect both neighbors and guests.

When we purchased this property, we did so knowingly, understanding that it is located in a non-HOA neighborhood. With that comes a certain reality: different uses may exist, and not everything can be controlled. Even in gated or HOA communities, safety challenges can still arise. Based on my experience as a service member and first responder, I recognize the importance of proactive measures and personal responsibility in any neighborhood. We currently live in an HOA neighborhood ourselves, and we still experience the same issues from time to time. The presence of rules does not eliminate human behavior.

We all are exposed to risk every day—at work, school, at the grocery store, or even while riding in a car. We cannot control the actions of others. What we *can* control is how we respond, how we protect our family, and how we take responsibility for our own actions.

This same principle applies to hosting or as a landlord. We do not have control over other people's choices. Whether someone stays at our home or another short-term rental, they will still make their own decisions. What we can do—and what we actively do—is enforce clear rules, follow Airbnb's policies and guidelines, and act immediately when issues arise.

As hosts, we have strict house rules. Before guests ever check in, they are reminded that **\*\*no recreational drugs, no firearms, no parties, and no excessive noise\*\*** are permitted. These rules exist for one reason: to protect our neighbors and our guests. If a rule is violated, we take action. If necessary, we contact the Police Department, report the issue to Airbnb, and ensure that the guest is not welcomed back or not recommended to other hosts. For instance, the one time what appeared to be found marijuana, we called local authorities and notify Airbnb of guests violating

our rules and a report was created. These concerns are not limited to short-term rentals; long-term rentals can experience the same challenges. Regardless we don't have control over guests or tenants actions. Our priority has always been and will be safety, respect, and accountability.

I would also like to address the issue involving our neighbor's dog trespassing onto our property. Prior to the more serious incident, We have guest messages documenting this, including one guest who noted that dogs were present in the backyard during their stay. Unfortunately, there was also an incident where a guest was bitten. Documentation of this was submitted.

As a dog owner myself, I understand responsibility. I know that if my dog damages a fence or trespasses onto a neighbor's property, that responsibility falls on me. That is part of having values, principles, and accountability. If my dog caused damage, If my dog entered a neighbor's yard, I would correct the issue. That is simply taking ownership and control of my dog.

Regarding the citations that were issued to our neighbor, multiple violations indicate multiple opportunities to address an ongoing issue. Law enforcement does not issue citations without cause. Accountability matters, whether it applies to neighbors, guests, tenants or ourselves.

In our own case, when we learned that a permit was required to operate as a short-term rental, we immediately removed our property from the Airbnb platform and stopped taking reservations. We did not continue operating knowingly without a permit. We took responsibility and followed the process. If fees are required, we will pay them. That is part of taking ownership and accountability.

At the end of the day, this project was and is built on \*\*family values, hospitality, and respect for the community\*\*. We are not here to create problems. We are here to provide housing, welcome visitors to Taylor, and contribute positively to what Taylor has to offer while enforcing rules, taking responsibility, and working cooperatively with the City, law enforcement.

To clarify, our application is for a short-term rental permit only and is not intended to allow event or venue use.

Thank you for your time!



Jose M Moreno & Laura S Alcaraz

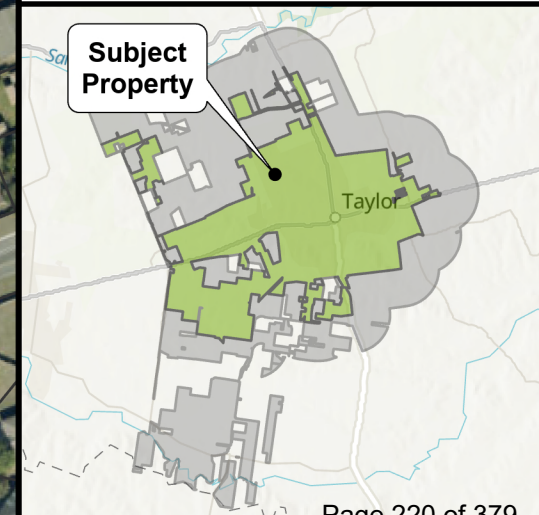




# PZ-2025-2591

3004 Don Hill Lane  
Special Use Permit  
Location Map  
Approximately 0.1 acres

-  Subject Property
-  Parcel Boundary

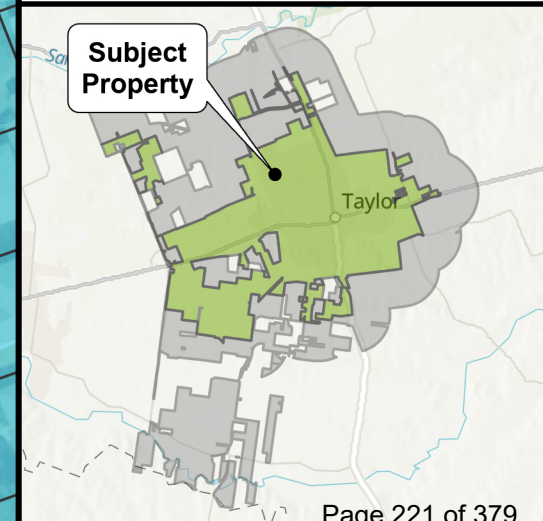




# PZ-2025-2591

**3004 Don Hill Lane  
Special Use Permit  
Current Zoning Map  
Approximately 0.1 acres**





- Subject Property
- Parcel Boundary
- Special Use Permit
- Place Type Zoning**
  - P2.5: Large Lot
  - P3: Neighborhood

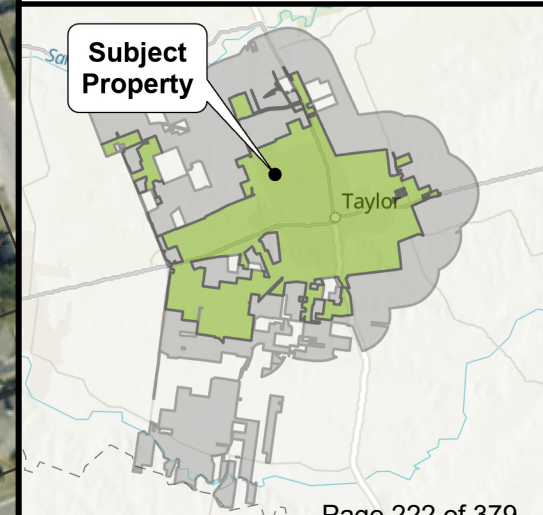




# PZ-2025-2591

**3004 Don Hill Lane  
Special Use Permit  
Notification Map  
Approximately 0.1 acres**

-  Subject Property
-  200-ft. Buffer
-  Parcel Boundary
-  Notified Properties



**ORDINANCE NO. 2026-02**

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A SHORT-TERM RENTAL GENERALLY LOCATED AT 3004 DON HILL LANE, MORE PARTICULARLY DESCRIBED BY THE WILLIAMSON CENTRAL APPRAISAL DISTRICT PARCEL R427227, ROB ROY, BLOCK C, LOT, TAYLOR, WILLIAMSON COUNTY, TEXAS, TO SHOW THE SPECIAL USE PERMIT APPROVED HEREIN; PROVIDING A SAVINGS CLAUSE.**

**WHEREAS**, the Taylor City Council conducted a public hearing on December 11, 2025, to consider the request made by the applicant, whose property is legally described in Exhibit “A” attached hereto and incorporated by reference herein for all purposes (“Property”), to request a Special Use Permit (SUP) for a short term rental, which is a use required to obtain a Special Use Permit to grant approval within the P3 – Neighborhood Place Type; and

**WHEREAS**, the Planning and Zoning Commission, after proper notice, conducted a public hearing on November 12, 2025, to consider the Special Use Permit, and recommended disapproval of the Special Use Permit with a renewal in one (1) year to address any code enforcement issues if any, to the City Council; and

**WHEREAS**, the City Council, after the public hearing, approves the request for the Property Special Use Permit.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, that:**

**SECTION 1.** The facts and recitations contained in the preamble of this Ordinance are hereby declared to be true and correct and are incorporated by reference herein and made a part hereof, as if copied verbatim.

**SECTION 2.** The 3004 Don Hill Lane is approved for a Special Use Permit for a Short-Term Rental.

Change of Information:

Any change of information provided in a short-term rental application form must be reported to the City within ten (10) days and be continuously updated as changes occur

Transferability:

A short-term rental permit is not transferable and shall not be assigned nor transferred to another person or entity. Any attempt to transfer a permit or attempt to use another person’s permit may be grounds for revocation of a permit.

Expiration; Renewals:

- a. A short-term rental permit expires upon the earlier of the following occurrences:
  - 1. One (1) year after the date of issuance; or
  - 2. When the ownership of the short-term rental changes.

- b. An owner shall file an application to renew a short-term rental permit in the form provided by the City at least thirty (30) days prior to the expiration of the current permit.

**SECTION 3.** The Official Zoning map of the City of Taylor, Texas, is changed to show the Special Use Permit for the Property as shown in Exhibit “B” attached hereto for all purposes.

**SECTION 4.** All other terms and conditions contained in the official zoning map, except as amended herein, shall continue and remain in full force and effect.

**SECTION 5.** Should any section, paragraph, clause, phrase, or provision of this Ordinance be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part of the provisions thereof, other than the part so decided to be invalid or unconstitutional.

**SECTION 6.** In accordance with Article VIII of the City Charter, Ordinance 2026-02 was introduced before the Taylor City Council on the 11th day of December 2025.

PASSED, APPROVED, and ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
James Buzan, Mayor

ATTEST:

\_\_\_\_\_  
Lucy Aldrich, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark Schroeder,  
City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Lucy Aldrich, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2026-02, passed and approved by the City Council of the City of Taylor, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Lucy Aldrich  
City Clerk

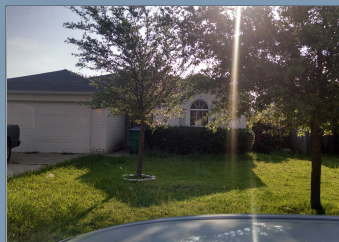
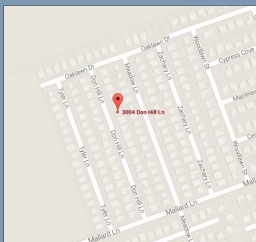
**EXHIBIT A**  
**(Legal Description/Survey)**

**EXHIBIT B**  
**(Zoning Map)**

PREPARED BY:



7416 Canal Drive, Lake Worth, FL 33467  
 LB# 10193731 | exacta365.com | p: 866.735.1916 | f: 866.744.2882



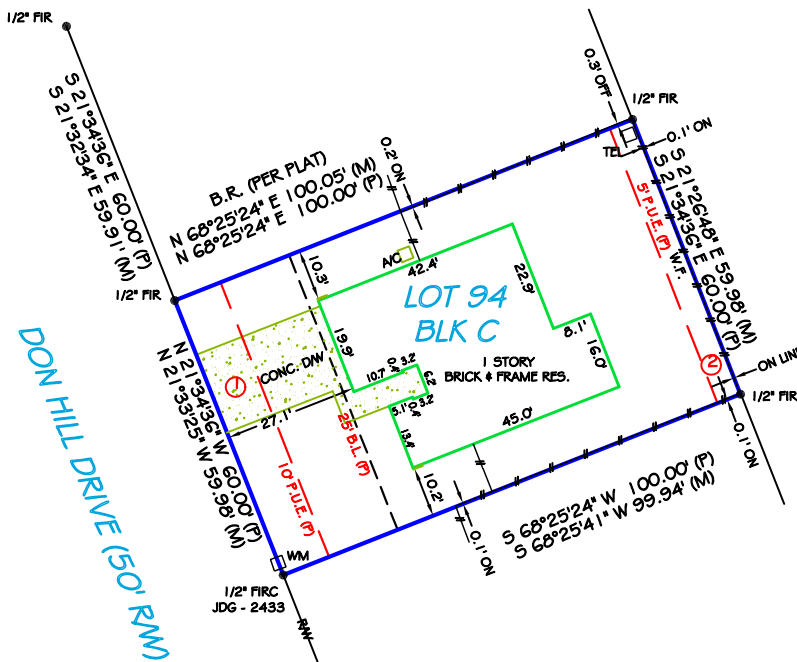
PROPERTY ADDRESS: 3004 DON HILL DRIVE TAYLOR, TEXAS 76574

SURVEY NUMBER: 1606.0597

FIELD WORK DATE: 6/8/2016

REVISION DATE(S): (REV.0 6/10/2016)

**1606.0597**  
**BOUNDARY SURVEY**  
**WILLIAMSON COUNTY**



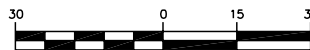
**NOTES:**  
 FENCE OWNERSHIP NOT DETERMINED  
 P.U.E. = PUBLIC UTILITY EASEMENT

I, J. SUBJECT TO APPLICABLE RESTRICTIVE TERMS, CONDITIONS, STIPULATIONS AND COVENANTS RECORDED IN CABINET W, SLIDE 101, PLAT RECORDS; DOCUMENTS NOS. 2002059311 AND 2003051126, OFFICIAL RECORDS; WILLIAMSON COUNTY, TEXAS.

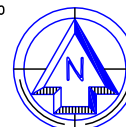


*Paul M. Valentine*

I HEREBY CERTIFY THAT: THIS PLAT REPRESENTS THE RESULTS OF A SURVEY MADE ON THE GROUND ON THE 8th DAY OF JUNE, 2016; ALL EASEMENTS AND RIGHTS-OF-WAY SHOWN ON THE PLAT AND SET FORTH WITHIN THE TITLE COMMITMENT ISSUED BY CHICAGO TITLE INSURANCE COMPANY, GF NO. CTA-07-CTA1600868J, EFFECTIVE MAY 2, 2016, ARE SHOWN OR NOTED HEREON; THERE ARE NO VISIBLE ENCROACHMENTS OR OVERLAPPING OF IMPROVEMENTS EXCEPT AS SHOWN HEREON; THE PROPERTY HAS ACCESS TO A DEDICATED RIGHT-OF-WAY PER PLAT.



GRAPHIC SCALE (In Feet)  
 1 inch = 30' ft.



Use of This Survey for Purposes other than Intended, Without Written Verification, will be at the User's Sole Risk and Without Liability to the Surveyor. Nothing hereon shall be Construed to Give ANY Rights or Benefits to Anyone Other than those Certified.

**FLOOD INFORMATION:**

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X. THIS PROPERTY WAS FOUND IN THE CITY OF TAYLOR, COMMUNITY NUMBER 480670, DATED 09/26/08.

**POINTS OF INTEREST**

1. CONCRETE DRIVEWAY OVER 10' PUBLIC UTILITY EASEMENT
2. WOOD FENCE OVER 5' PUBLIC UTILITY EASEMENT

CLIENT NUMBER: CTA1600868

DATE: 6/10/2016

BUYER: EAGLE BANK

SELLER: VANESSA M. SCHAFFER

CERTIFIED TO: EAGLE BANK; CHICAGO TITLE OF TEXAS; CHICAGO TITLE INSURANCE COMPANY

This is page 1 of 2 and is not valid without all pages.

POWERED BY:



www.surveystars.com



LB# 10193731  
 exacta365.com  
 p: 866.735.1916  
 f: 866.744.2882  
 7416 Canal Drive, Lake Worth, FL 33467

**LEGAL DESCRIPTION:**

LOT 94, BLOCK C, ROB ROY ESTATES, A SUBDIVISION IN WILLIAMSON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT RECORDED IN CABINET W, SLIDE 101, OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS.

**JOB SPECIFIC SURVEYOR NOTES:**

THE BEARING REFERENCE OF NORTH 68 DEGREES 25 MINUTES 24 SECONDS EAST IS BASED ON THE NORTHWESTERLY LINE OF LOT 94, BLOCK C, OF ROB ROY ESTATES, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN CABINET W, SLIDE 101, OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS.

**GENERAL SURVEYOR NOTES:**

1. Firm Branch #10193731 is physically located at 7416 Canal Drive in Lake Worth, FL 33467.
2. The Legal description used to perform this survey was supplied by others. This survey does not determine or imply ownership.
3. Due to varying construction standards, house dimensions are approximate.
4. This survey is exclusively for the use of the parties to whom it is certified. It is not transferable to additional institutions or subsequent owners.
5. This property subject to any and all recorded and unrecorded easements. Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants or ownership title evidence.
6. If there is a septic tank, well or drain field on this survey, the location of such items was shown to us by others and are not verified.
7. Any additions or deletions of this 2 page survey document are strictly prohibited. Use of this survey beyond the purpose of the transfer of title without written authorization of the signing surveyor is prohibited.
8. Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain such data was performed at www.fema.gov.
9. Dimensions are in feet and decimals thereof.
10. All pins marked as set are 5/8" or 1/2" diameter, 18" iron rebar, with "EXACTA" cap.
11. This survey only shows improvements found above ground. Underground footings, utilities and encroachments are not located on this survey map.
12. The information contained on this survey has been performed exclusively, and is the sole responsibility, of Exacta Surveyors. Additional logos or references to third party firms are for informational purposes only.
13. Points of Interest (POI's) are selected above- ground improvements which may be in contact with boundary, building setbacks or easement lines, as defined by the parameters of this survey. There may be additional POI's which are not shown, not called-out as POI's, or which are otherwise unknown to the surveyor. These POI's may not represent all items of interest to the viewer.
14. Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
15. House measurements should not be used for new construction or planning. Measurements should be verified prior to such activity.

**LEGEND:**

**SURVEYOR'S LEGEND**

<b>LINE TYPES: (unless otherwise noted)</b>		<b>AIR CONDITIONING</b>		<b>ID. IDENTIFICATION</b>		<b>SEC. SECTION</b>	
<b>BOUNDARY LINE</b>		<b>AC. AIR CONDITIONING</b>		<b>ILL. ILLEGIBLE</b>		<b>SEPT. SEPTIC TANK</b>	
<b>STRUCTURE</b>		<b>B.C. BLOCK CORNER</b>		<b>INT. INSTRUMENT</b>		<b>SEW. SEWER</b>	
<b>CENTERLINE</b>		<b>B.F.P. BACKFLOW PREVENTOR</b>		<b>INT. INTERSECTION</b>		<b>SGD. SET GLUE DISC</b>	
<b>CHAIN LINK OR WIRE FENCE</b>		<b>BLK. BLOCK</b>		<b>L. LENGTH</b>		<b>SRIC. SET IRON ROD &amp; CAP</b>	
<b>EASEMENT</b>		<b>BLDG. BUILDING</b>		<b>LB# LICENSE # - BUSINESS</b>		<b>SN#D. SET NAIL &amp; DISC</b>	
<b>EDGE OF WATER</b>		<b>BM. BENCHMARK</b>		<b>LS# LICENSE # - SURVEYOR</b>		<b>SQ.FT. SQUARE FEET</b>	
<b>IRON FENCE</b>		<b>B.R.L. BUILDING RESTRICTION LINE</b>		<b>M. MEASURED</b>		<b>STY. STORY</b>	
<b>OVERHEAD LINES</b>		<b>BSMT. BASEMENT</b>		<b>M.B. MAP BOOK</b>		<b>S.T.L. SURVEY TIE LINE</b>	
<b>SURVEY TIE LINE</b>		<b>BW. BAYBOW WINDOW</b>		<b>M.E.S. METRED END SECTION</b>		<b>SV. SEWER VALVE</b>	
<b>WALL OR PARTY WALL</b>		<b>C. CALCULATED</b>		<b>M.F. METAL FENCE</b>		<b>SW. SIDEWALK</b>	
<b>WOOD FENCE</b>		<b>CAV. CABLE TV, RISER</b>		<b>N.R. NON RADIAL</b>		<b>S.W. SEAWALL</b>	
<b>VINYL FENCE</b>		<b>C.B. CONCRETE BLOCK</b>		<b>N.T.S. NOT TO SCALE</b>		<b>TEM. TEMPORARY BENCHMARK</b>	
<b>SURFACE TYPES: (unless otherwise noted)</b>		<b>CL.P. CHAIN LINK FENCE</b>		<b>O.C.S. ON CONCRETE SLAB</b>		<b>TEL. TELEPHONE FACILITIES</b>	
<b>ASPHALT</b>		<b>C.O. CLEAN OUT</b>		<b>O.G. ON GROUND</b>		<b>T.O.B. TOP OF BANK</b>	
<b>CONCRETE</b>		<b>CONC. CONCRETE</b>		<b>OFF. OUTSIDE OF SUBJECT PARCEL</b>		<b>T.M.P. TOWNSHIP</b>	
<b>WOOD</b>		<b>COR. CORNER</b>		<b>OH. OVERHANG</b>		<b>TR. TRANSFORMER</b>	
<b>SYMBOLS: (unless otherwise noted)</b>		<b>COR. CONCRETE CORNER</b>		<b>ON. INSIDE OF SUBJECT PARCEL</b>		<b>TY. TYPICAL</b>	
<b>BENCH MARK</b>		<b>COR. CONCRETE CORNER</b>		<b>O.P. OFFSET</b>		<b>U.J. UTILITY RISER</b>	
<b>CENTRILINE</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>W.C. WITNESS CORNER</b>	
<b>CENTRAL ANGLE or DELTA</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>WF. WATER FILTER</b>	
<b>COMMON OWNERSHIP</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>WM. WATER METER/VALVE BOX</b>	
<b>CONTROL POINT</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>WV. WATER VALVE</b>	
<b>CONCRETE MONUMENT</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>V.F. VINYL FENCE</b>	
<b>CATCH BASIN</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>A.E. ACCESS EASEMENT</b>	
<b>ELEVATION</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>A.N.E. ANCHOR EASEMENT</b>	
<b>FIRE HYDRANT</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>C.M.E. CANAL MAINTENANCE ESMT.</b>	
<b>FOUND OR SET MONUMENT</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>C.U.E. COUNTY UTILITY ESMT.</b>	
<b>GUIDEWIRE OR ANCHOR</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>D.E. DRAINAGE EASEMENT</b>	
<b>MANHOLE</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>D.J.E. DRAINAGE AND UTILITY ESMT.</b>	
<b>TREE</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>E.SMT. EASEMENT</b>	
<b>UTILITY OR LIGHT POLE</b>		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>I.E.E. INGRESS/EGRESS ESMT.</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>IR.R.E. IRRIGATION EASEMENT</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>L.A.E. LIMITED ACCESS ESMT.</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>L.B.E. LANDSCAPE BUFFER ESMT.</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>L.E. LANDSCAPE ESMT.</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>L.L.E. LAKE OR LANDSCAPE MAINTENANCE EASEMENT</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>M.E. MAINTENANCE EASEMENT</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>P.U.E. PUBLIC UTILITY EASEMENT</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>R.O.E. ROOF OVERHANG ESMT.</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>S.W.E. SIDEWALK EASEMENT</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>S.W.M.E. STORM WATER MANAGEMENT ESMT.</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>T.O.E. TECHNOLOGICAL UTILITY ESMT.</b>	
		<b>COR. CONCRETE CORNER</b>		<b>OS. OVERALL</b>		<b>U.E. UTILITY EASEMENT</b>	

**ELECTRONIC SIGNATURE:**

In order to "Electronically Sign" all of the PDFs sent by STARS, you must use a hash calculator. A free online hash calculator is available at <http://www.fileformat.info/tool/md5sum.htm>. To Electronically Sign any survey PDF: 1. Save the PDF onto your computer. 2. Use the online tool at <http://www.fileformat.info/tool/md5sum.htm> to browse for the saved PDF on your computer. 3. Select the Hash Method as SHA. 4. Click Submit. Your PDF is electronically signed if all of the characters in the SHA-1 code submitted by STARS matches the code which is produced by the hash calculator. If they match exactly, your PDF is electronically signed. If the codes do not match exactly, your PDF is not authentic.

**PRINTING INSTRUCTIONS:**

1. While viewing the survey in Adobe Reader, select the "Print" button under the "File" tab.
  2. Select a printer with legal sized paper.
  3. Under "Print Range", click select the "All" toggle.
  4. Under the "Page Handling" section, select the number of copies that you would like to print.
  5. Under the "Page Scaling" selection drop down menu, select "None."
  6. Uncheck the "Auto Rotate and Center" checkbox.
  7. Check the "Choose Paper size by PDF" checkbox.
  8. Click OK to print.
- TO PRINT IN BLACK + WHITE:**
1. In the main print screen, choose "Properties".
  2. Choose "Quality" from the options.
  3. Change from "Auto Color" or "Full Color" to "Gray Scale".

**OFFER VALID ONLY FOR: EAGLE BANK**

EXACTA

25% off

ANY FUTURE SURVEYING SERVICES ON THIS PROPERTY

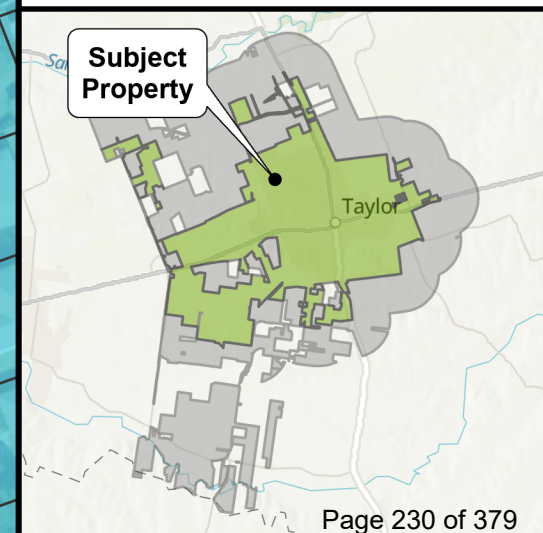
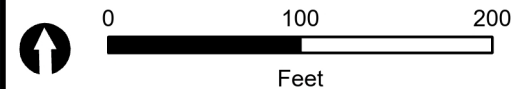
\*Offer only valid for the buyer listed on the first page of survey & only for updates in relationship to existing improvements. Offer not valid for brand new construction & total discount not to exceed \$500.



# PZ-2025-2591

**3004 Don Hill Lane  
Special Use Permit  
Proposed Zoning Map  
Approximately 0.1 acres**

- Subject Property
- Parcel Boundary
- Special Use Permit
- Place Type Zoning**
  - P2.5: Large Lot
  - P3: Neighborhood





# PZ-2025-2591

Special Use Permit for a Short-Term Rental  
3004 Don Hill Lane



# Location Map

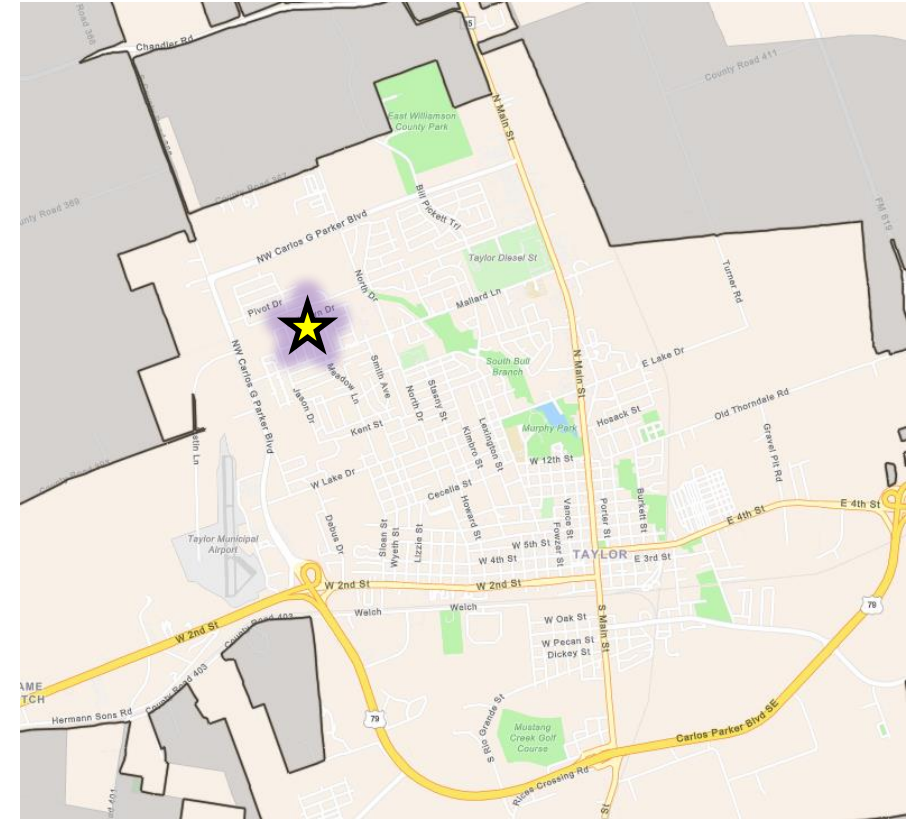


# Notification Map



- 38 notices were sent out to adjacent property owners within 200 ft. of the subject property.
- Staff received no responses in opposition and none for approval of the request from the notified parties.

# Site in Context



 **Site  
Location**



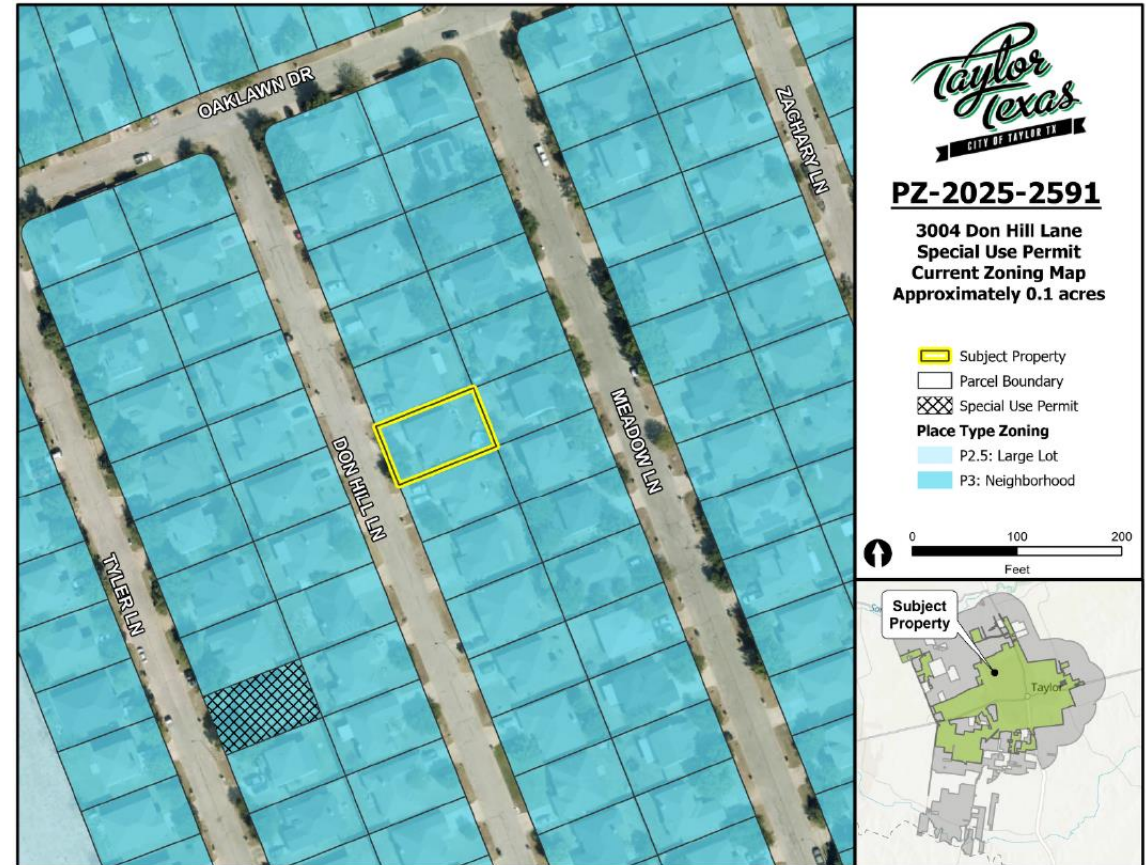
# SUP Requirement

## Section 5.2.2.1 Residential Building Types

Within residential buildings the following uses are permitted with the stated limitations.

P2, P2.5, **P3**, P3M

- Dwelling
- Home Occupation
- Lodging with a full time, on-site operator.
- Special Use Permit without a full time, on-site operator
- Accessory Commercial Use with Special Use Permit



# Operations

## The Applicant proposed operation of site:

- Max capacity of 5 people
- No Pets allowed
- Guests are not permitted to host special events or parties
- Quiet hours from 9:00PM to 8:00AM

## Changes in Staff Recommendation:

- Reduction from 3 years to 1 year.
- A renewal permit will need to be submitted each year to permit the use of a short-term rental.
- Short-term rentals will have a permit to post to show compliance.



# P&Z Recommendation

On November 12, 2025, the Planning and Zoning Commission voted (4-1) to recommend Disapproval the request for lodging (short-term rental) without a full time, on-site operator for a term of one (1) year.





# City Council Meeting June 11, 2026 Transmittal Letter

STRATEGIC PILLAR

**Agenda Item Number:** 8.

**Agenda Title:** Discussion, consideration, and possible action on Ordinance 2026-14, a Special Use Permit to allow for multi-family dwellings, the applicant is proposing 21 multi-family units, for property generally located at 1019 & 1021 W 3rd St, legally described as approximately 0.43 acres of land in the Doak Addition, Block 18, Lots 5, 6 & 7, more particularly described by the Williamson Central Appraisal District Parcels R016440 and R016439, Taylor, Williamson County, Texas.

**Council Action to be Taken:** Consider Ordinance 2026-14.

**Department Submitted:** Development Services

**Staff Contact:** Martin Griggs, Director of Development Services

## 1. PURPOSE / DESCRIPTION

The subject properties are located at 1019 and 1021 W 3rd Street. The applicant is requesting a Special Use Permit for 21 multifamily residential dwelling units on a 0.43-acre site. 1019 W 3rd Street is a vacant lot and 1021 W 3rd Street contains an existing single-family residence. Both properties are zoned P5: Urban Center, which requires a Special Use Permit for Large Apartment building types per Ordinance 2025-15. The P5 Place Type is mostly found south of third street with the P4: Mix Place type found north of W 3<sup>rd</sup>.

The Future Land Use designation is Market: Community. Market Centers are mixed-use, walkable areas anchored by retail destinations where surrounding residents access daily goods and services. The Growth Sector is Infill Growth Sector (G-5), which encompasses already-developed areas served by existing infrastructure and is intended for higher-intensity uses than are currently in place.

Staff notes that per LDC Section 5.3.7.3, buildings in the P5: Urban Center place type are required to be glazed with clear glass on no less than 70% of the first story of street-facing facades. The submitted renderings do not clearly demonstrate compliance with this standard, and Staff recommends the applicant provide updated elevations

confirming the requirement is met prior to the hearing.

## **2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

In determining a recommendation for a Specific Use Permit request, staff have considered the following factors:

### **1. Is the Specific Use Permit consistent with the Comprehensive Plan?**

The proposed Special Use Permit is consistent with the Envision Taylor Comprehensive Plan. The subject properties are located within the Infill Growth Sector (G-5) and carry a Future Land Use designation of Market: Community, which envisions mixed-use, walkable development that serves surrounding residents. The proposed 21-unit multifamily development on W 3rd Street aligns with the Plan's goals of maximizing existing infrastructure, diversifying the housing stock, and supporting higher-intensity infill development within Taylor's established urban core. The following Land Use and Housing policies support this Special Use Permit:

LU8 – A jobs-housing balance that supports people living and working in Taylor should be encouraged.

The addition of 21 dwelling units supports an increase in residents living within Taylor's urban core, complementing the surrounding walkable commercial activity along W 3rd Street and the Market: Community future land use designation.

LU9 – Promote development patterns that maximize the use of existing infrastructure and land before expanding infrastructure to underdeveloped areas.

The subject properties are located within the Infill Growth Sector (G-5), an area already served by existing infrastructure. The proposed 21-unit multifamily development would increase residential density on underutilized land without requiring new infrastructure extensions.

[H1] – Neighborhoods should have a mix of housing affordable to all income levels and age groups.

The proposal introduces a multifamily building type within an established urban center, contributing to Taylor's diverse housing stock consistent with the Diverse Housing goal identified in the Envision Taylor Comprehensive Plan.

### **2. Is the Specific Use Permit compatible with the surrounding area?**

The subject properties sit at the corner of W 3rd Street and Victoria Street, within a predominantly low-intensity residential area consisting largely of single-family homes. While the properties are zoned P5: Urban Center, a place type that permits apartment building types, the current character of the immediate surroundings remains single-family residential in nature. Across W 3rd Street to the north, the P4: Mix Place Type is present, which permits a broader range of residential building types including townhomes and detached single-family homes, serving as a transition between the more intense P5: Urban Center and the established single-family neighborhood beyond.

Staff acknowledges that the proposed 21-unit apartment building represents a meaningful departure from the existing built environment, and that there is no gradual transition in building type between the surrounding single-family uses and the proposed apartment. The P5 zoning designation does reflect the current long-term vision for higher-intensity development. However, at this location, the intensity of the proposal may not be compatible within the existing neighborhood.

**3. Does the Specific Use Permit promote public health, safety, or general welfare?**

Staff analysis determined that the proposed plan for the subject property will promote public health, safety, and the general welfare. In addition, the planning principles and policy guide in the comprehensive plan aim to promote health, safety, and general welfare by managing growth, while promoting safe and orderly development.

**4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?**

The property will be able to tie to the existing infrastructure to serve this property.

**5. Do current conditions indicate that a Specific Use Permit is necessary?**

The property is currently zoned P5: Urban Center and requires a Special Use Permit for the Large Apartment Place Type per Ordinance. 2025-15.

<b>3. PROS and CONS</b>	
<u>PROS</u>	<u>CONS</u>
•	•

**4. RECOMMENDATION**

On March 10, 2026, the Planning and Zoning Commission voted (6-1) to recommend disapproval of the request. During the hearing, questions were raised regarding the proposed site layout, parking, and alley utilization. Commissioners also discussed the project's density.

On April 9, 2026, this item was brought to the City Council with an updated concept plan and concept renderings. The City Council voted (4-0) to table the item to be brought back to the Planning and Zoning Commission for consideration of the updated plans.

On May 12, 2026, the Planning and Zoning Commission voted (5-4) to recommend disapproval of the request. During the hearing, questions were raised regarding the density of the proposed plan.

On May 28, 2026, the item was brought back before the City Council for its Second Public Hearing. Martin Griggs, Director of Development Services, presented to the Council, followed

by public comment from residents and the applicant. The City Council received public comment from four residents expressing concerns about the proposed project and its density within the existing Single-Family Neighborhood. Council discussed previous resolutions and ordinances concerning multifamily development. Councilmember Redden expressed concerns regarding building height and the integration of higher-density developments into established single-family neighborhoods, while noting agreement with the proposed location given its proximity to Downtown Taylor.

**The applicant has worked with staff and has proposed a set of conditions to allow flexible design. The conditions are as follow:**

- 1. Allow parking within the first layer.**
- 2. If parking is to be provided within the right-of-way, then those spaces will either be parallel or angled.**
- 3. The alley may be utilized for access or parking provided that it meets minimum standards of the engineering manual.**
- 4. Maximum height for the structure will be 2 stories and not exceed 30' in height.**
- 5. No minimum build-to line for Third or Victoria Streets.**
- 6. Glazing for the first floor shall be a minimum of 20% of the facade facing a street. The second story shall have a minimum 15% glazing of the facade facing a street.**
- 7. No maximum unit count.**

**Planning and Zoning Considerations:**

The Planning and Zoning Commission is charged with reviewing all requests for special use permits and recommends to City Council either in favor of or opposition to each request. In determining a recommendation on a rezoning request, the Planning and Zoning Commission members consider the following factors:

- 1. Is the Specific Use Permit consistent with the Comprehensive Plan?**
- 2. Is the Specific Use Permit compatible with the surrounding area?**
- 3. Does the Specific Use Permit promote public health, safety, or general welfare?**
- 4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?**
- 5. Do current conditions indicate that an Specific Use Permit is necessary?**

**5. FUNDING SOURCE**

**6. TIMELINE**

P&Z First Hearing: 03/10/2026  
City Council Public Hearing: 04/09/2026

P&Z Second Hearing: 05/12/2026  
City Council Second Public Hearing: 05/28/2026  
City Council Regular Agenda: 06/11/2026

**7. OTHER OPTIONS**

**8. ATTACHMENTS**

- 1. 1019 & 1021 w 3rd st loi
- 2. Location Map
- 3. Current Zoning
- 4. Proposed Zoning Map
- 5. Future Land Use
- 6. Growth Sector
- 7. Notification Map
- 8. Draft Ordinance
- 9. Exhibit A
- 10. Exhibit B
- 11. PZ-2026-2689 PPT

# Special Use Permit

## 3<sup>rd</sup> Street Apartments

1019 & 1021 W 3<sup>rd</sup> St Taylor, TX 76574

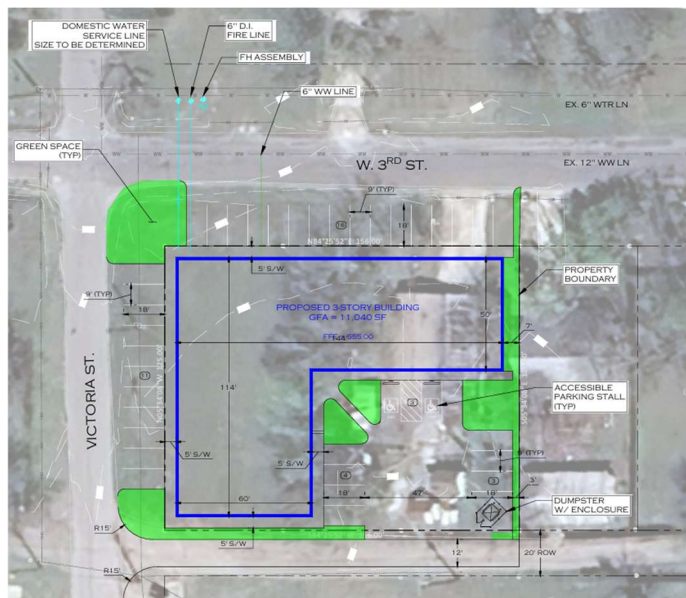
January 30, 2026

Owner: HJD Rehab, LLC  
116 W Second St Ste 109  
Taylor, TX 76574

### Introduction and Overview

HJD Rehab, LLC is proposing the “3<sup>rd</sup> Street Apartments”, a 21-unit apartment style development in Taylor, Texas. The development will span approximately .47 acres and consist of one l-shaped with parking.

- Total Units: 21
- Number of Buildings: 1
- Approximate Unit Sizes: 2 bed/1 bath 1190 sf- 3 bed/ 1 bath 1540 sf
- Building Type: Small Apartment City of Taylor
- Target Demographic: Market-rate and workforce housing rental
- Site Area: Approx. .477 acres
- Design Intent: Pedestrian-oriented layout





***1. Provide the acreage of the site and explain the Development Pattern(s) (LDC 3.6.1) proposed for the site.***

The subject site, encompassing the addresses 1019 and 1021 W. 3rd Street, consists of a combined total of approximately 0.447 acres. The proposed development pattern for this site aligns with the “Compact Residential” and “Urban Infill” concepts as defined in LDC Section 3.6.1. The plan includes the construction of 16 to 20 attached multi-family dwelling units, each consisting of two bedrooms and two bathrooms. All units will share common walls, providing a cohesive architectural design and maximizing efficient land use in accordance with infill development principles.

The building will be oriented toward both Victoria Street and 3rd Street, activating the streetscape and encouraging walkability. Vehicle access and parking will be primarily accommodated through the existing alleyway on the southeast side of the property, supplemented by off-street parking along Victoria and 3rd Streets. This layout supports a denser, walkable residential pattern consistent with the City's goals for higher-density housing near the core.

***2. Explanation of how the proposed Neighborhood Plan and associated Place Types are following the Comprehensive Plan and Land Development Code.***

This proposal aligns closely with the intent of the Taylor Comprehensive Plan and Land Development Code by addressing the growing demand for diverse housing types, especially as the City anticipates an increase in student housing needs related to the future University Campus. The proposed multi-family configuration supports the Place Type category of “Neighborhood Infill” and promotes a higher-density residential option within established urban areas.

By offering well-designed, medium-density housing options within walking distance to key city amenities, the project reinforces the Comprehensive Plan’s goals of smart growth, infill development, and reducing development pressure on the city’s fringe. The planned facade orientation along both street frontages and strategic use of alleyway access further contributes to neighborhood character and urban form in a way that reflects the city’s adopted long-range vision.

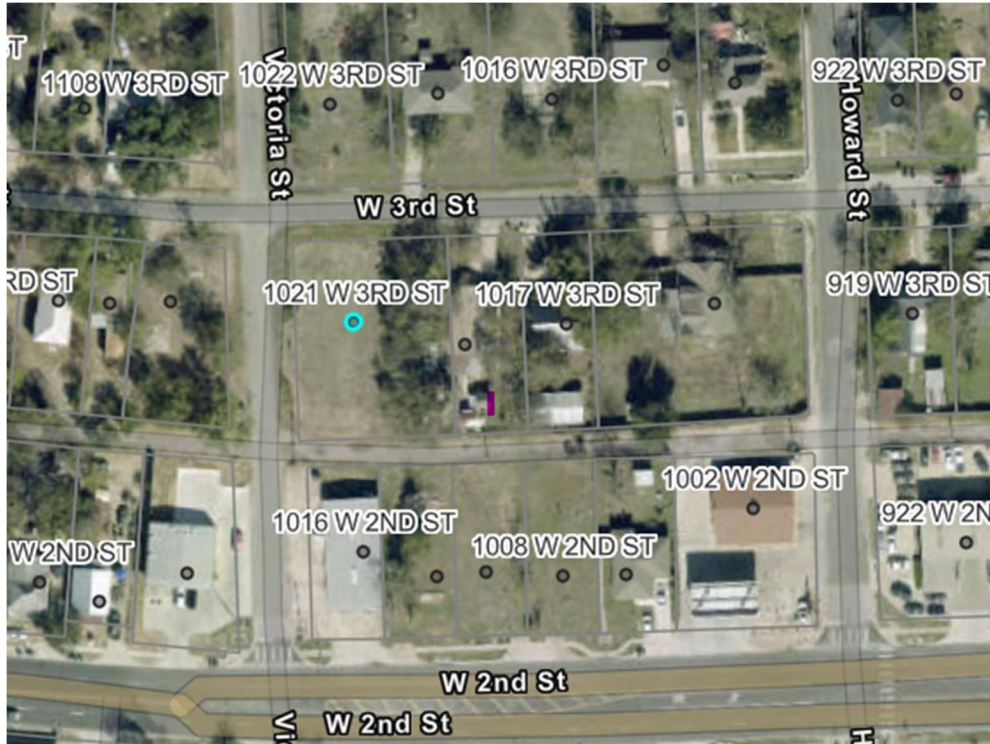
***3. Explanation of how streets and utilities will serve the property.***

The site will be served by existing public infrastructure. Utility services will be accessed primarily from the north side of the property. A single water meter will be installed to serve the entire development. Wastewater needs will be met through multiple sewer taps connected to the city’s sewer system, designed to accommodate the full scope of the multi-family development.

In terms of transportation access, the property will be served by the existing alleyway located between adjacent parcels. This alley will be improved and paved up to the northern boundary of Lot 5 to ensure durable access for vehicles and service providers. Additional parking will be provided off-street along both Victoria Street and 3rd Street, in accordance with city parking standards. This combination of alley and street-facing access ensures the project remains well-integrated with existing street infrastructure while reducing congestion on primary roads.

**Current use:**

Property is underdeveloped, generally flat with trees, outbuildings and an 850 sf residence built in 1955. Majority of adjacent properties are single family homes Zoned either P4 – Mix or P5 Urban Center.










**Property Acquisition and Entitlement :**

- November 9, 2023 – City of Taylor adopts new “Taylor Made” Land Development Code
- April 12, 2024 - HJD Rehab, LLC purchased the property
- April 22, 2025 - City of Taylor issues zoning verification to HJD Rehab, LLC permitting Small and Large Apartments in P5: Urban Center
- June 12, 2025 – City of Taylor adopts Ordinance 2025-15 changing by-right to allowed with approval through SUP Review

## Place Type Zoning: P5: Urban Center

### Place Type Zoning

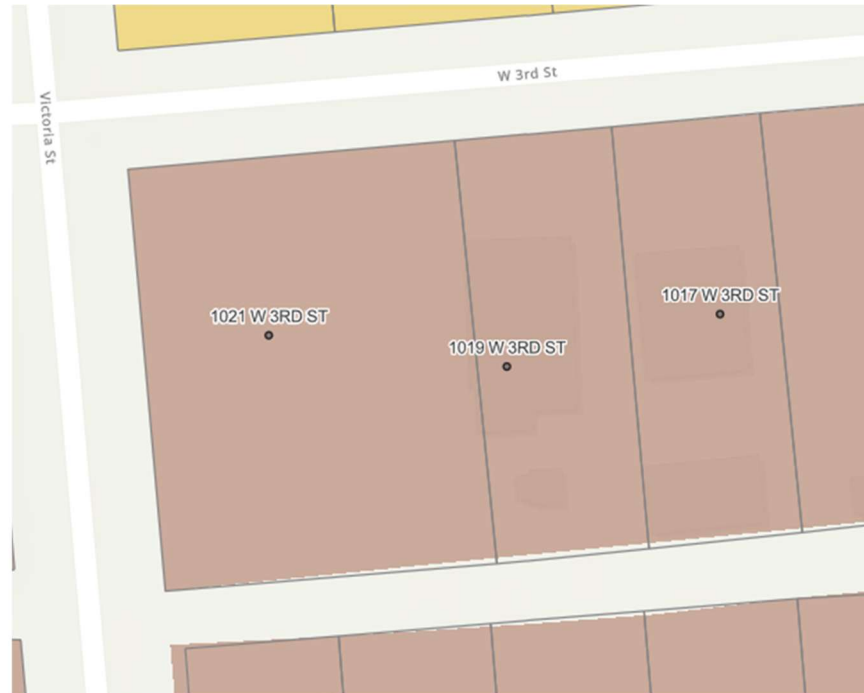
-  P2: Rural
-  P2C: Rural Commercial
-  P2.5: Large Lot
-  P3: Neighborhood
-  P3M: Manufactured Housing
-  P4: Mix
-  P5: Urban Center
-  EC: Employment Center
-  CS: Civic Space
-  Unknown



## Future Land Use – Market Community

### Future Land Use

- Area of Minimal Change
- Civic: Community
- Civic: Neighborhood
- Employment: Community
- Employment: Neighborhood
- Employment: Regional
- Employment: Special Zone
- Market: Community
- Market: Neighborhood
- Market: Regional
- Neighborhood Greenfield
- Neighborhood Infill
- Open Space



**Drainage and Stormwater Detention:** will be addressed during the Preliminary Plat Process.

Thank you for the opportunity to submit the 3<sup>rd</sup> Street Apartments Special Use Permit application for review and approval. We look forward to working with the City and community to bring more housing to the community.

Sincerely,

Sunshine R Kapus

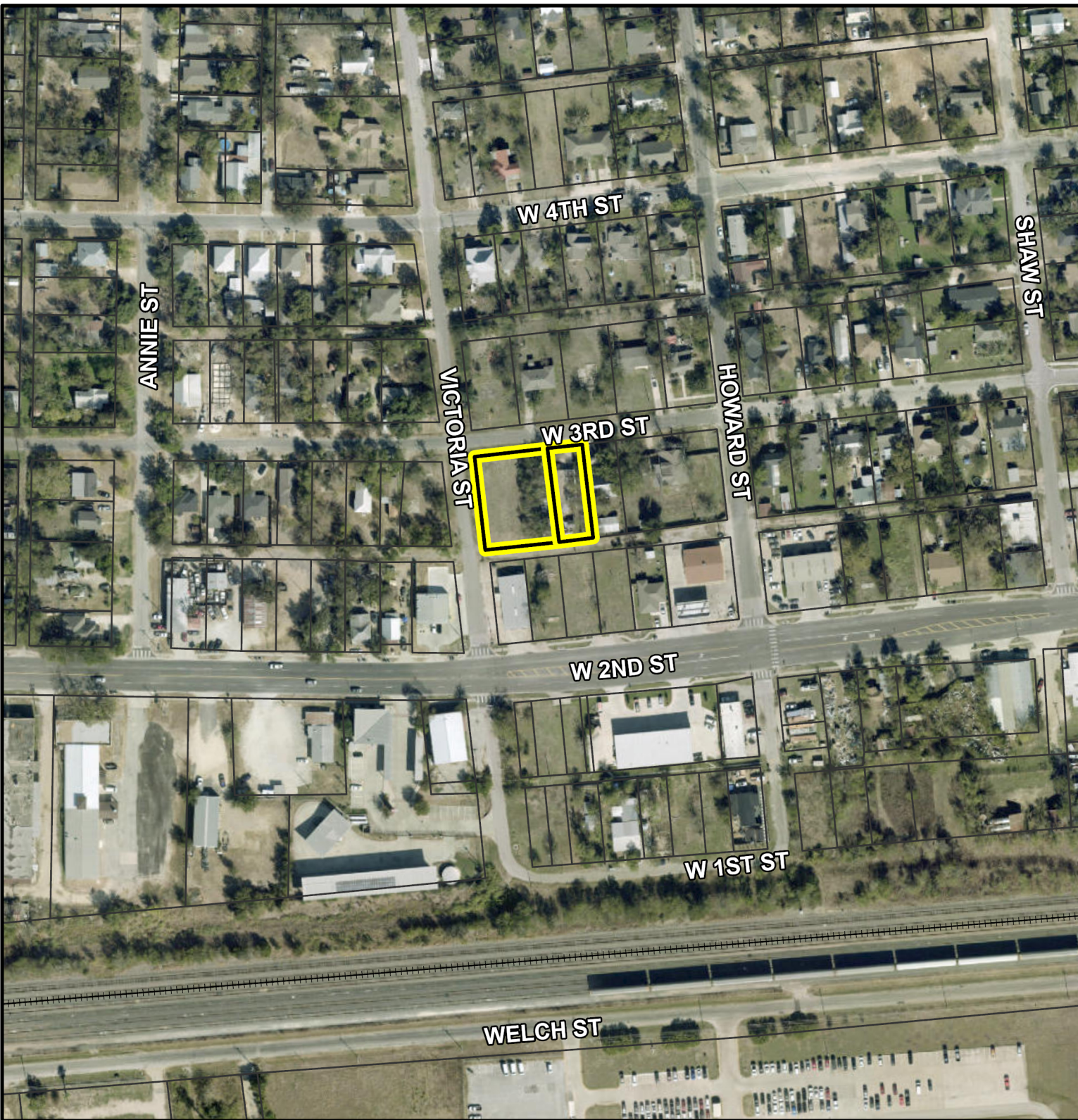
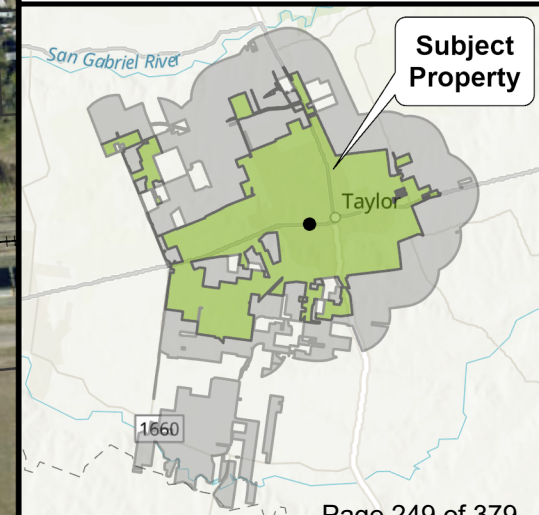
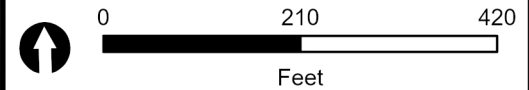
Sunrise Development Group, LLC



# PZ-2026-2672

1019 & 1021 W 3rd St  
Special Use Permit  
Location Map  
Approximately 0.43 acres

- Parcel Boundary
- Subject Property





# PZ-2026-2672

1019 & 1021 W 3rd St  
Special Use Permit  
Current Zoning Map  
Approximately 0.43 acres

Subject Property

Parcel Boundary

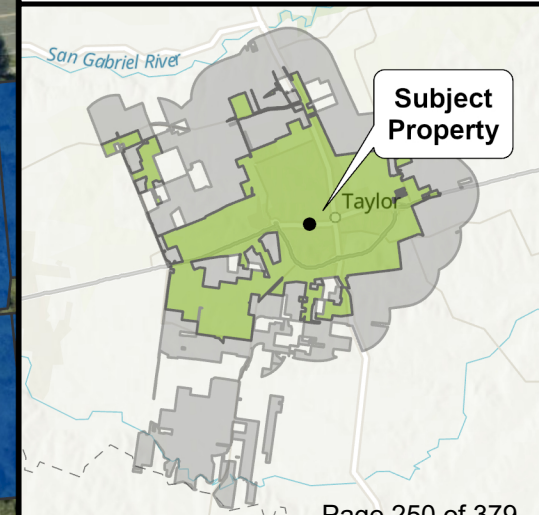
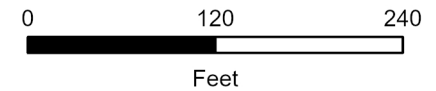
### Place Type Zoning

P4: Mix

P5: Urban Center

EC: Employment Center

CS: Civic Space





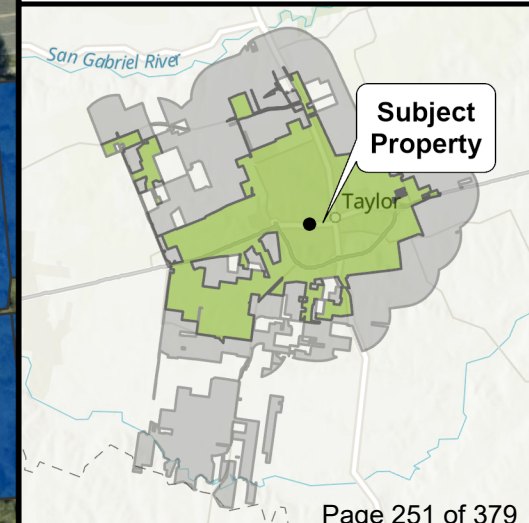
# PZ-2026-2672

1019 & 1021 W 3rd St  
Special Use Permit  
Proposed Zoning Map  
Approximately 0.43 acres

- Subject Property
- Special Use Permit
- Parcel Boundary

### Place Type Zoning

- P4: Mix
- P5: Urban Center
- EC: Employment Center
- CS: Civic Space





# PZ-2026-2672

1019 & 1021 W 3rd St  
Special Use Permit  
Future Land Use Map  
Approximately 0.43 acres

Subject Property

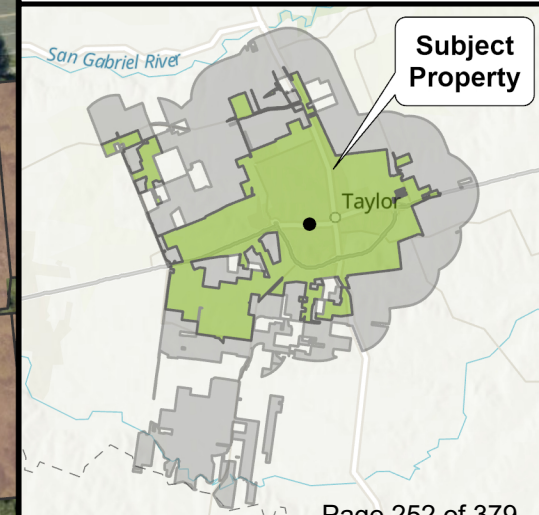
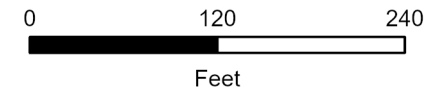
Parcel Boundary

### Future Land Use

Area of Minimal Change

Neighborhood Infill

Market: Community

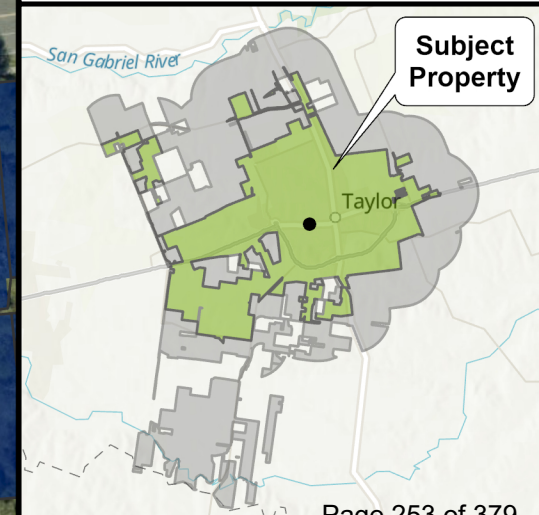
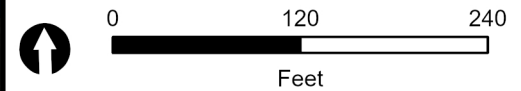




# PZ-2026-2672

1019 & 1021 W 3rd St  
Special Use Permit  
Growth Sector Map  
Approximately 0.43 acres

- Parcel Boundary
- Growth Sector**
  - Infill Neighborhood Sector (G-4)
  - Infill Growth Sector (G-5)
  - Subject Property**

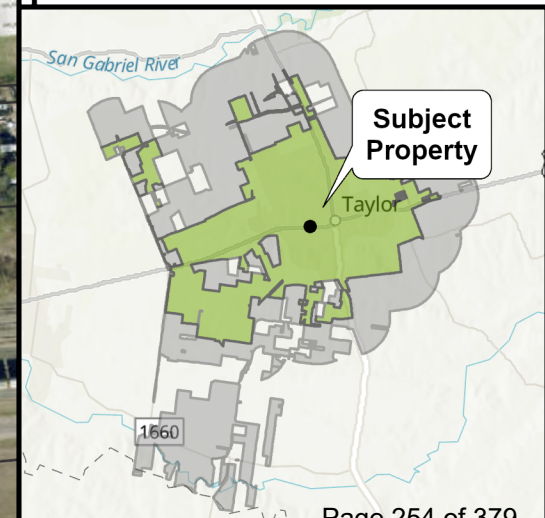
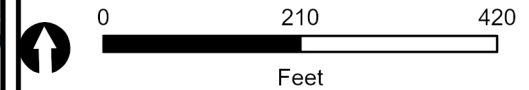




# PZ-2026-2672

1019 & 1021 W 3rd St  
Special Use Permit  
Notification Map  
Approximately 0.43 acres

- Subject Property
- 200-ft. Buffer
- Parcel Boundary
- Notified Properties



**ORDINANCE NO. 2026-14**

**AN ORDINANCE APPROVING A SPECIFIC USE PERMIT FOR MULTIFAMILY RESIDENTIAL DWELLING GENERALLY LOCATED AT 1019 AND 1021 W 3RD STREET, MORE PARTICULARLY DESCRIBED BY THE WILLIAMSON CENTRAL DISTRICT PARCEL'S R016439 AND R016440, TAYLOR, WILLIAMSON COUNTY, TEXAS, TO SHOW THE SPECIFIC USE PERMIT APPROVED HEREIN; PROVIDING A SAVINGS CLAUSE.**

**WHEREAS**, the Taylor City Council conducted a public hearing on April 9, 2026 and May 28, 2026, to consider the request made by the applicant, whose property is legally described in Exhibit "A" attached hereto and incorporated by reference herein for all purposes ("Property"), to request a Specific Use Permit for a Multifamily Residential Dwelling, which is a use required to obtain a Specific Use Permit to grant approval within the P5 place type; and

**WHEREAS**, the Planning and Zoning Commission, after proper notice, conducted a public hearing on March 10, 2026 and May 12, 2026, to consider the zoning request, and recommended disapproval of the zoning change to the City Council; and

**WHEREAS**, the City Council, after the public hearing, approves the request for the Property zoning change.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, that:**

**SECTION 1.** The facts and recitations contained in the preamble of this Ordinance are hereby declared to be true and correct and are incorporated by reference herein and made a part hereof, as if copied verbatim.

**SECTION 2.** The 1019 and 1021 W 3rd Street is approved for a Specific Use Permit for Multifamily Residential Dwelling with the following conditions:

1. Allow parking within the first layer.
2. If parking is to be provided within the right-of-way, then those spaces will either be parallel or angled.
3. The alley may be utilized for access or parking provided that it meets minimum standards of the engineering manual.
4. Maximum height for the structure will be 2 stories and not exceed 30' in height.
5. No minimum build-to line for Third or Victoria Streets.
6. Glazing for the first floor shall be a minimum of 20% of the facade facing a street. The second story shall have a minimum 15% glazing of the facade facing a street.
7. No maximum unit count.

**SECTION 3.** The conceptual plan for the Special Use Permit for the Property is shown in Exhibit "B" attached hereto for all purposes.

**SECTION 4.** All other terms and conditions contained in the official zoning map, except as amended herein, shall continue and remain in full force and effect.

**SECTION 5.** All other terms and conditions contained in the official zoning map, except as amended herein, shall continue and remain in full force and effect.

**SECTION 6.** Should any section, paragraph, clause, phrase, or provision of this Ordinance be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part of the provisions thereof, other than the part so decided to be invalid or unconstitutional.

**SECTION 7.** In accordance with Article VIII of the City Charter, Ordinance 2026-14 was introduced before the Taylor City Council on the 9th day of April 2026 and reintroduced on the 28th day of May 2026.

PASSED, APPROVED, and ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
James Buzan, Mayor

ATTEST:

\_\_\_\_\_  
Lucy Aldrich, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark Schroeder,  
City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Lucy Aldrich, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2026-14, passed and approved by the City Council of the City of Taylor, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Lucy Aldrich  
City Clerk

**EXHIBIT A**  
**(Legal Description/Survey)**

**EXHIBIT B**  
**(Concept Plan)**

### Legal Description

Being all of Lot 5-7, Block Eighteen (18) of DOAK'S ADDITION to the City of Taylor, Williamson County, Texas, according to the map or plat thereof recorded in Volume 56, Page 483, Deed Records, Williamson County, Texas.

## Special Use Permit

### 3<sup>rd</sup> Street Apartments

1019 & 1021 W 3<sup>rd</sup> St Taylor, TX 76574

January 30, 2026

Owner: HJD Rehab, LLC  
116 W Second St Ste 109  
Taylor, TX 76574

#### Introduction and Overview

HJD Rehab, LLC is proposing the “3<sup>rd</sup> Street Apartments”, a 21-unit apartment style development in Taylor, Texas. The development will span approximately .47 acres and consist of one l-shaped with parking.

- Total Units: 21
- Number of Buildings: 1
- Approximate Unit Sizes: 2 bed/1 bath 1190 sf- 3 bed/ 1 bath 1540 sf
- Building Type: Small Apartment City of Taylor
- Target Demographic: Market-rate and workforce housing rental
- Site Area: Approx. .477 acres
- Design Intent: Pedestrian-oriented layout





***1. Provide the acreage of the site and explain the Development Pattern(s) (LDC 3.6.1) proposed for the site.***

The subject site, encompassing the addresses 1019 and 1021 W. 3rd Street, consists of a combined total of approximately 0.447 acres. The proposed development pattern for this site aligns with the “Compact Residential” and “Urban Infill” concepts as defined in LDC Section 3.6.1. The plan includes the construction of 16 to 20 attached multi-family dwelling units, each consisting of two bedrooms and two bathrooms. All units will share common walls, providing a cohesive architectural design and maximizing efficient land use in accordance with infill development principles.

The building will be oriented toward both Victoria Street and 3rd Street, activating the streetscape and encouraging walkability. Vehicle access and parking will be primarily accommodated through the existing alleyway on the southeast side of the property, supplemented by off-street parking along Victoria and 3rd Streets. This layout supports a denser, walkable residential pattern consistent with the City's goals for higher-density housing near the core.

***2. Explanation of how the proposed Neighborhood Plan and associated Place Types are following the Comprehensive Plan and Land Development Code.***

This proposal aligns closely with the intent of the Taylor Comprehensive Plan and Land Development Code by addressing the growing demand for diverse housing types, especially as the City anticipates an increase in student housing needs related to the future University Campus. The proposed multi-family configuration supports the Place Type category of “Neighborhood Infill” and promotes a higher-density residential option within established urban areas.

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***3. Explanation of how streets and utilities will serve the property.***

The site will be served by existing public infrastructure. Utility services will be accessed primarily from the north side of the property. A single water meter will be installed to serve the entire development. Wastewater needs will be met through multiple sewer taps connected to the city’s sewer system, designed to accommodate the full scope of the multi-family development.

In terms of transportation access, the property will be served by the existing alleyway located between adjacent parcels. This alley will be improved and paved up to the northern boundary of Lot 5 to ensure durable access for vehicles and service providers. Additional parking will be provided off-street along both Victoria Street and 3rd Street, in accordance with city parking standards. This combination of alley and street-facing access ensures the project remains well-integrated with existing street infrastructure while reducing congestion on primary roads.









# PZ-2026-2689

**Special Use Permit for Multifamily dwelling  
1019 & 1021 W 3rd St**



# Development Process

1. **Comprehensive Plan Amendment** – Changes to the Growth Sector, Future Land Use, or Transportation Master Plan. Can also be actions to amend the Comp. Plan to fulfill an Implementation Strategy.
2. **Plan and/or Place Type Designation** – Projects 2.5 acres and greater will go through an Employment Center, Neighborhood, or Infill Neighborhood Plan to layout new Centers or Neighborhoods and allocate Place Type Zoning Districts.
3. **Preliminary Plat** – Division of land into lots (identifying lot boundaries, streets, easements, etc.).
4. **Subdivision Improvement Plans** – Public Infrastructure Plans (Water, Sewer, Drainage).
5. **Final Plat (Minor Plat)** To be recorded after approved.
6. **Site Development** Plans – Engineered or surveyed drawings depicting proposed development on a lot(s).
7. **Building Permit** - Layout of building(s) on lot(s) and detailed construction drawings.

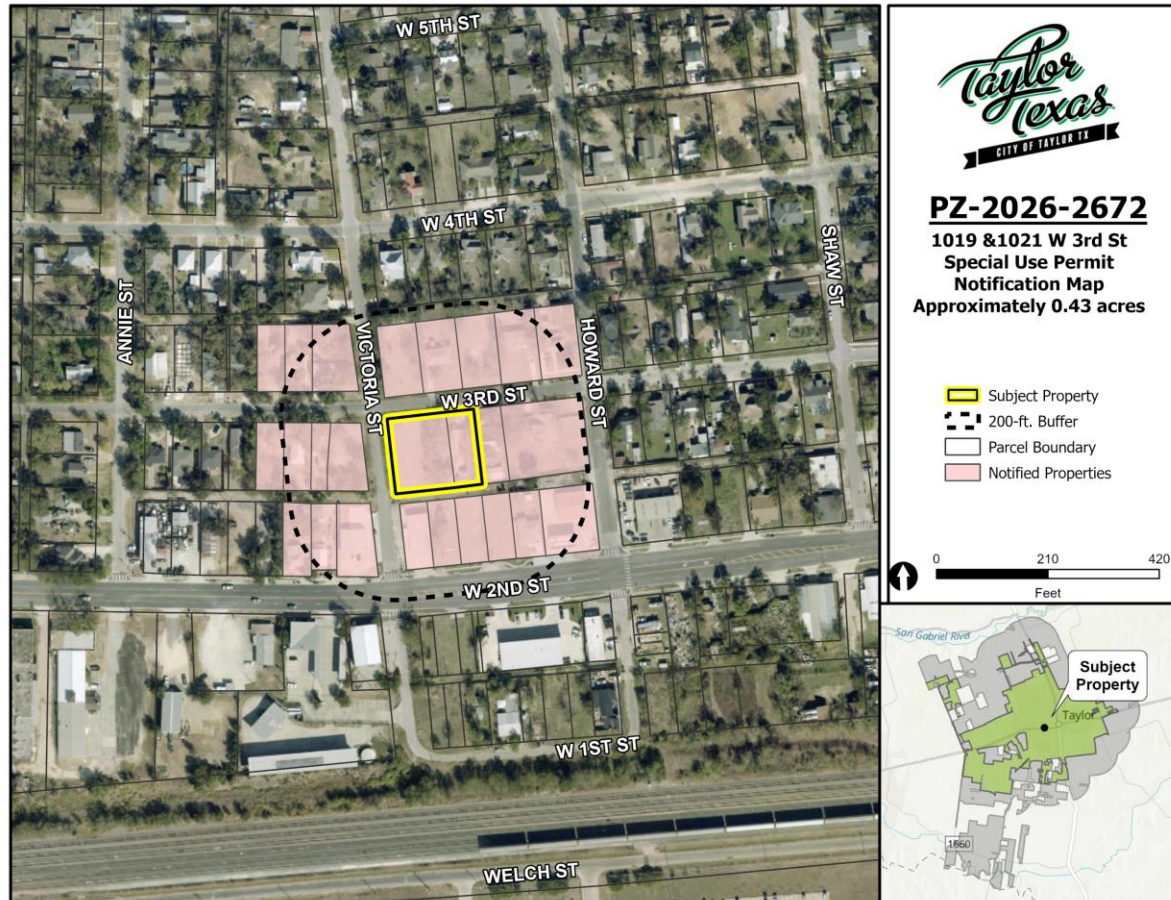
\* **Special Use Permit (SUP)** - Special Use Permits allow for the approval of land uses with characteristics or operating conditions that do not meet one or more of the criteria of this LDC, but which are in keeping with the intent of the LDC and the Comprehensive Plan.



# Location Map

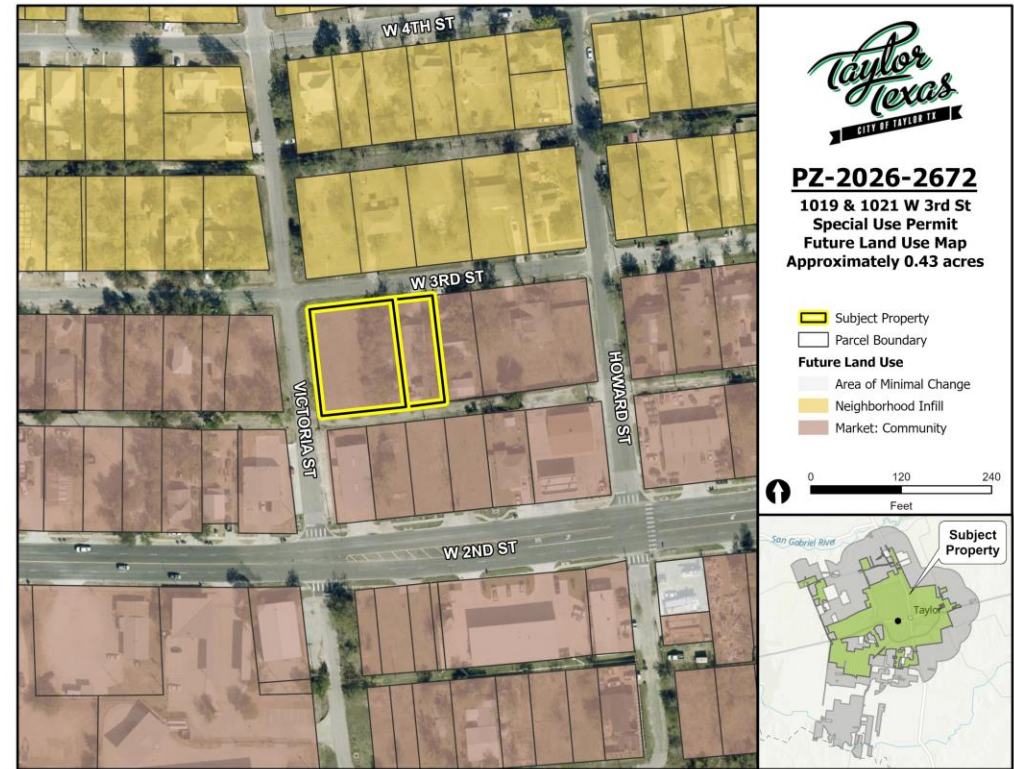
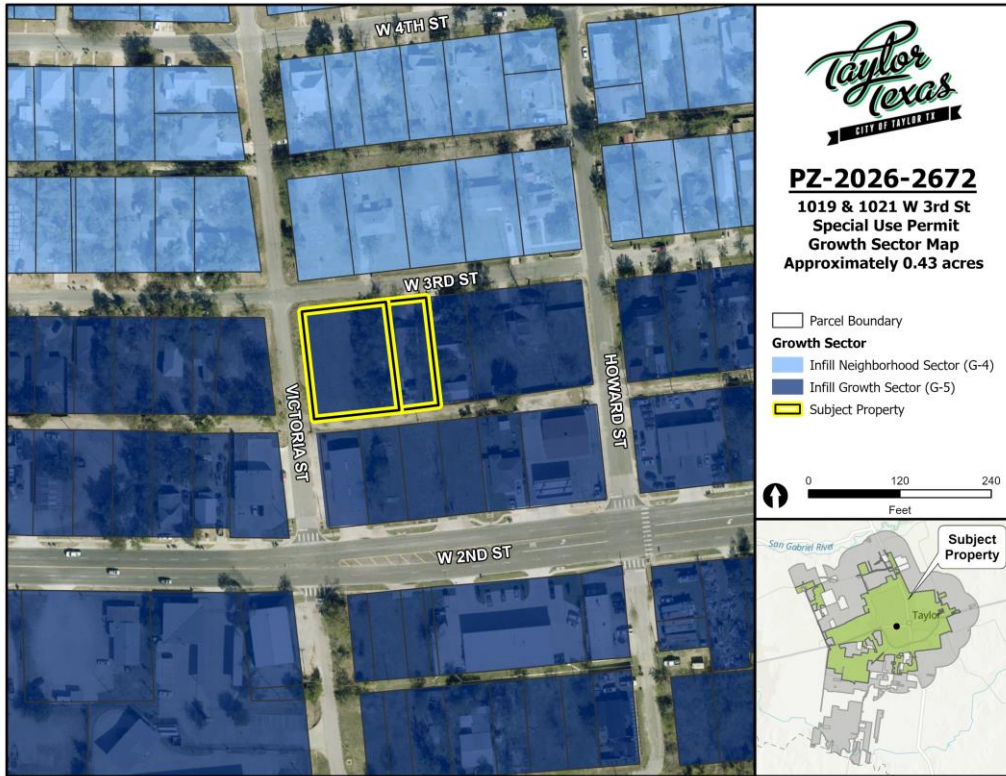


# Notification Map

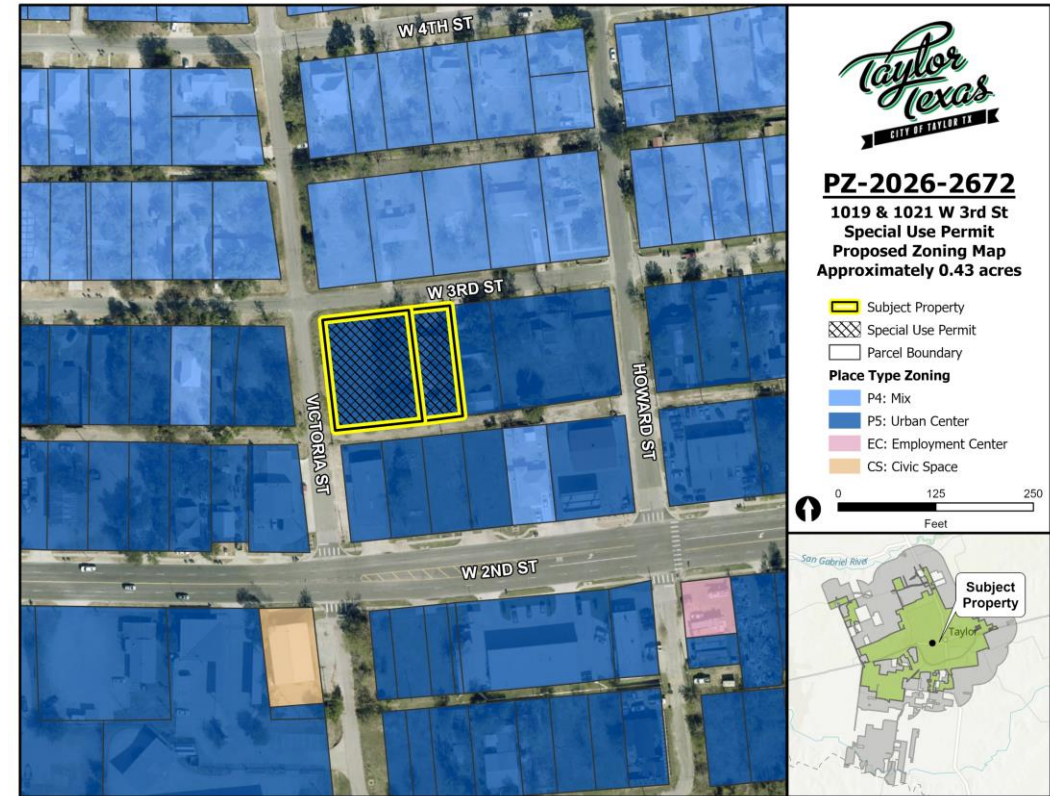
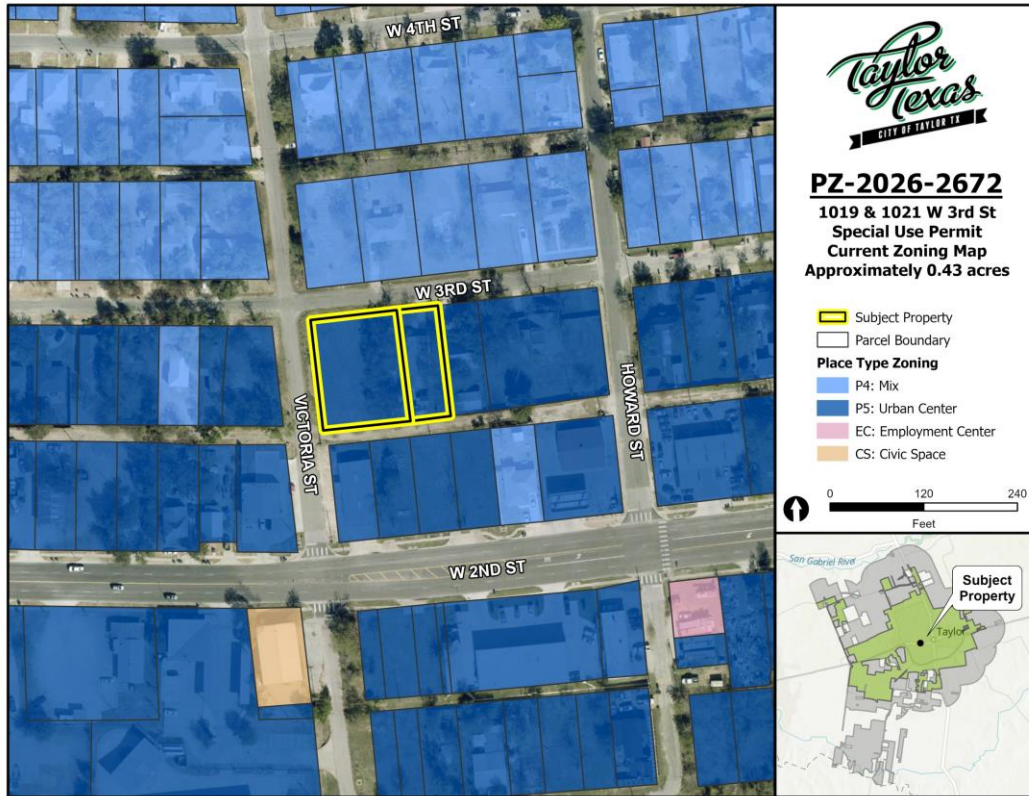


- 24 notices were sent out to adjacent property owners within 200 ft. of the subject property.
- Staff received one (1) responses in opposition and zero (0) response for approval of the request from the notified parties.

# Growth Sector and Future Land Use Map



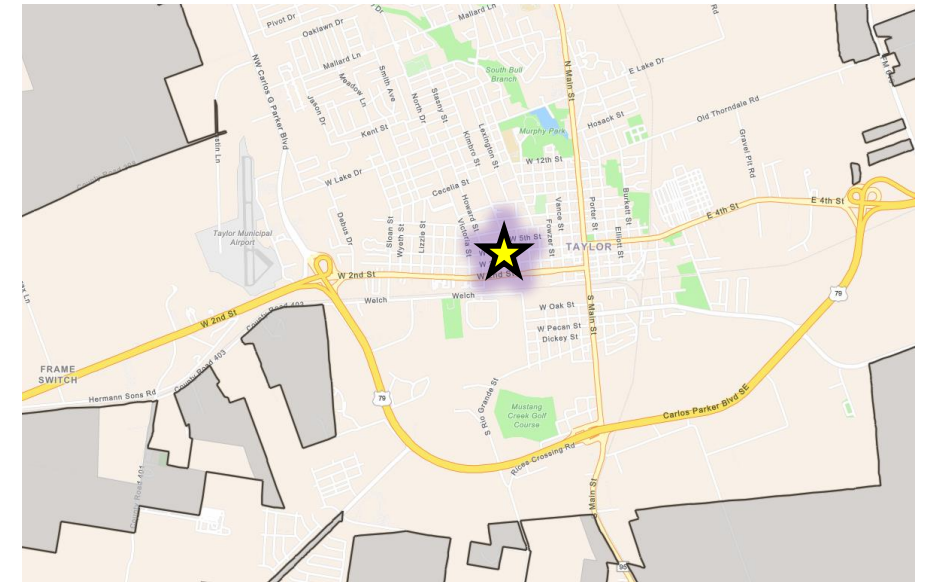
# Current Zoning and Proposed Zoning



# Site in Context



Subject site looking south from Third Street



 **Site  
Location**





# Proposed Concept Plan



29 Parking Spaces  
21 Off Street  
8 On Street  
21 Units

## LEGEND

GREEN SPACE 

PARKING STALL COUNT 



# Elevation Renderings



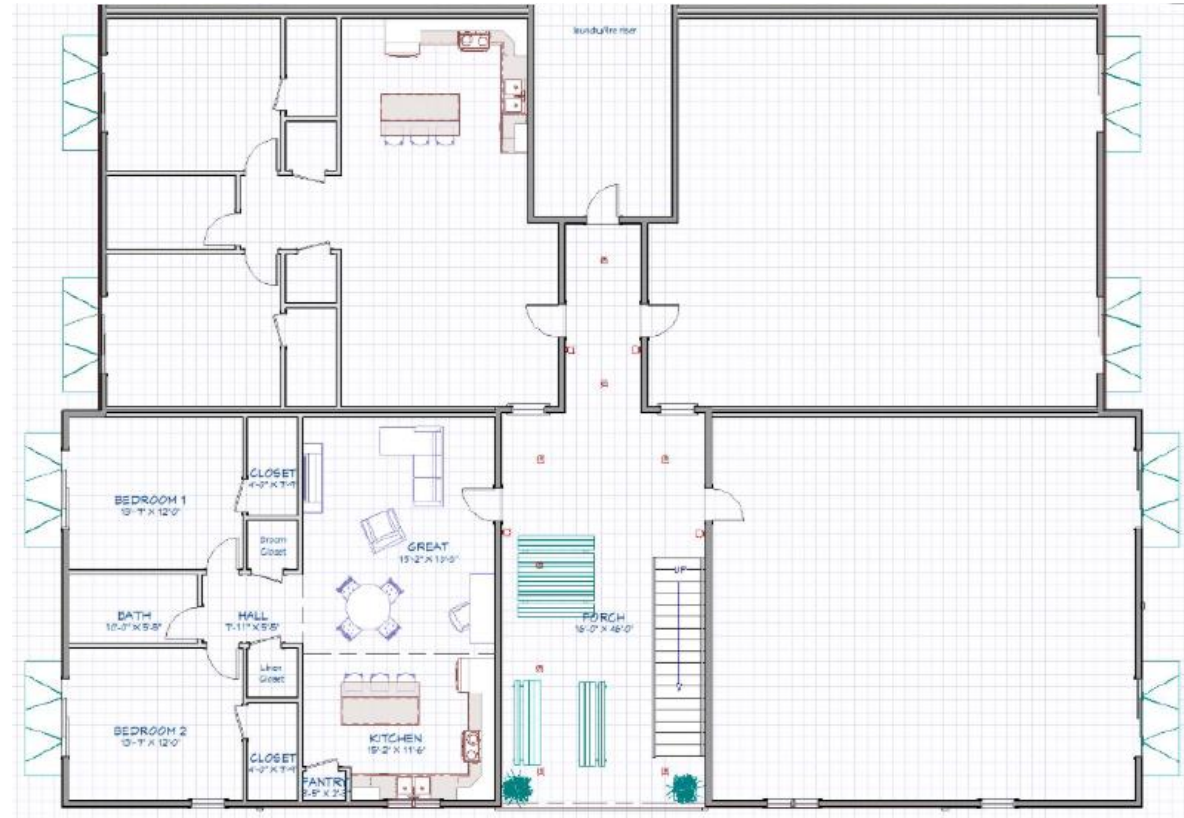
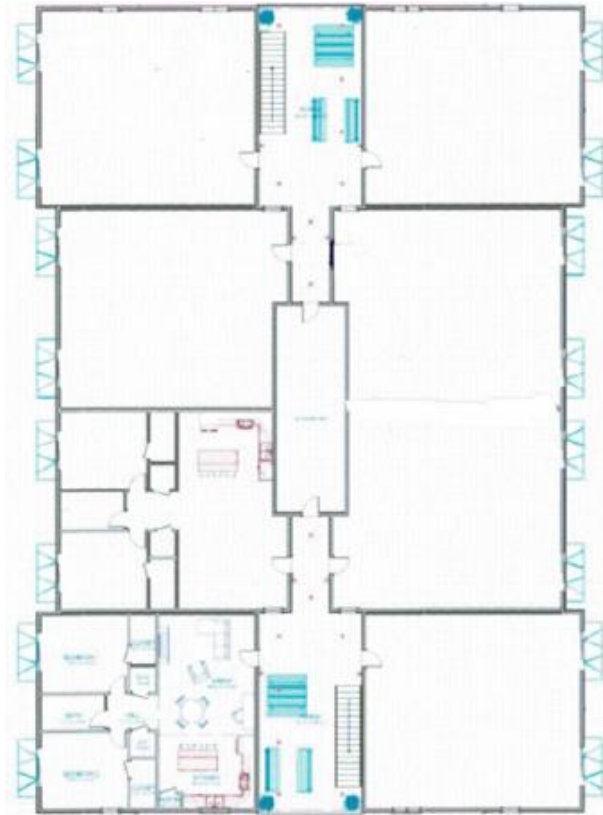
# Elevation Renderings



# Elevation Renderings



# Building Layout and Units



# Proposed conditions

1. Allow parking within the first layer.
2. If parking is to be provided within the right-of-way, then those spaces will either be parallel or angled.
3. The alley may be utilized for access or parking provided that it meets minimum standards of the engineering manual.
4. Maximum height for the structure will be 2 stories and not exceed 30' in height.
5. No minimum build-to line for Third or Victoria Streets.
6. Glazing for the first floor shall be a minimum of 20% of the facade facing a street. The second story shall have a minimum 15% glazing of the facade facing a street.
7. No maximum unit count.



# City Council Meeting June 11, 2026 Transmittal Letter

STRATEGIC PILLAR
Streets/Infrastructure Quality of Life Economic Vitality

**Agenda Item Number:** 9.

**Agenda Title:** Discussion, consideration, and possible action on a Task Authorization under the Master Professional Services Agreement with Freese and Nichols Inc. for Phase 2 amendments to Envision Taylor and Land Development Code.

**Council Action to be Taken:** Consider approval of Phase 2 of amendments to Envision Taylor and Land Development Code with Freese & Nichols, Inc

**Department Submitted:** Development Services

**Staff Contact:** Martin Griggs, Director of Development Services

## 1. PURPOSE / DESCRIPTION

The purpose of this item is to present Phase 2 of the priority amendments to Envision Taylor and the Land Development Code and obtain Council authorization to proceed with implementation.

Phase 1A focused on establishing a clear understanding of existing conditions through technical analysis, stakeholder engagement, and public input. This work has resulted in a set of diagnostic findings identifying strengths, gaps, and areas where the City’s current Comprehensive Plan and Land Development Code regulations are not fully aligned with current growth patterns, infrastructure capacity, or market conditions.

Phase 1B is focused on priority amendments to the Land Development Code. Areas of focus include raising the required plan threshold from 2.5 acres to 20 acres, developing policy and standards for short-term rentals, strengthening ADU standards, refining policy for non-conforming situations, studying compatibility for height with established residential areas, and creating standards for intensive uses such as data centers.

Phase 2 will include moderate to substantial changes in both the comprehensive plan and LDC. Updates to the plan include aligning zoning intensity with infrastructure capacity, adjust to recognize that neighborhoods were developed at different times and have different needs/challenges, better leverage key assets to serve as organizing framework of future development (park spine, downtown, key corridors), align the Future Land Use Map with

infrastructure plans, accounting for future growth on edges that aligns with ease/efficiency to serve, comprehensively update mobility elements and thoroughfare maps, focusing on origin/destination and regional alignment for all modes, and refine implementation priorities and techniques. Updates to the LDC include adding a permitted use chart and appropriate use-specific standards, clarify the place type framework, and consider other zoning approaches to address nuanced needs of different areas, simplify building type usage (preserve in downtown), broaden the menu of development types available, and leverage regulatory incentives to encourage preferred patterns, establish corridor-specific standards, establish adequate public facility standards within subdivision regulations; adjust to updated state law environment, and reduce co-mingling of zoning and subdivision processes, and frequency of discretionary approvals.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

The proposed scope includes the formation of the Comprehensive Plan and Land Development Code Advisory Committee, up to 5 meetings with the Advisory Committee, 1 workshop with the City Council, 1 open house meeting, online engagement with up to 2 surveys, interactive maps, or other digital tools, and up to 2 pop-up events. This phase is scheduled for 12 months.

Key deliverables include fully editable documents for the Comprehensive Plan and Land Development Code, supporting digital files such as illustrations, maps, or other documents, and an updated Future Land Use Map incorporating a preferred scenario developed with direction from city leadership, FNI, and the advisory committee.

Additional meetings, workshops or study may be authorized by separate task authorization at a rate agreed upon by the City and Freese and Nichols, Inc.

**3. PROS and CONS**

<u>PROS</u>	<u>CONS</u>
•	•

**4. RECOMMENDATION**

Staff recommends that City Council approve proceeding to Phase 2 of amendments to Envision Taylor and Land Development Code with Freese & Nichols, Inc.

**5. FUNDING SOURCE**

The funding source is General Fund / Development Services 100-522-519.

**6. TIMELINE**

April 27, 2026 - City Council workshop - diagnostic report and housing study

March 26, 2026 - City Council consideration and approval of Phase 1B.  
February 23, 2026 - City Council special workshop - presentation of findings.  
February 9 and 11, 2026 - Public workshop  
October 23, 2025 - City Council meeting - Approval of amendment 1 for affordable housing study  
August 28, 2025 - City Council meeting - RFQ approval.  
May 5, 2025 - RFQ released for Comprehensive Plan and Development Code update.

**7. OTHER OPTIONS**

**8. ATTACHMENTS**

- 1. Task Authorization - Phase 2 - Comp Plan LDC
- 2. Presentation - Phase 2 - Comp Plan LDC



MASTER PROFESSIONAL SERVICES AGREEMENT  
TASK AUTHORIZATION

City of Taylor  
400 Porter Street  
Taylor, TX 76574

FNI Project: TLR25568  
Client Contract: MSA Executed  
January 22, 2026  
Date: June 5, 2026

**Project Name:** Taylor Comprehensive Plan and Land Development Code Phase 2  
**Description of Services:** Comprehensive Update of Plan and Code (see Exhibit A)  
**Deliverables:** Updated Plan and Code, Community Engagement and Public Meetings  
**Schedule:** See Exhibit B  
**Compensation Type:** Lump Sum  
**Amount Authorized:** \$365,000


*The services described above shall proceed upon execution of this Task Authorization. All other provisions, terms, and conditions of the Master Professional Services Agreement which are not expressly amended shall remain in full force and effect.*

*To the extent that the Client may issue a formal purchase order in connection with, in addition to, or in lieu of signing this Task Authorization, the terms and conditions contained on the purchase order, if any, shall be null, void, and unenforceable, and the Client shall be deemed to have accepted this Task Authorization.*

**CITY OF TAYLOR**

By: \_\_\_\_\_  
Name: Brian LaBorde  
Title: City Manager  
Date: \_\_\_\_\_

**FREESE AND NICHOLS, INC.**

By:   
Name: Daniel Harrison  
Title: Principal/Vice President  
Date: June 5, 2026

## EXHIBIT "A"

### SCOPE OF SERVICES

#### Phase 2: Comprehensive Plan and Land Development Code Update

#### City of Taylor, Texas

### ARTICLE I

#### BASIC SERVICES

FNI shall perform the following services for Phase 2, which includes a coordinated update to the Comprehensive Plan and Land Development Code (LDC). The work will be conducted as an integrated process to ensure alignment between policy direction and regulatory implementation. The Comprehensive Plan and LDC will be developed concurrently, with policy direction informing regulatory updates in real time.

The primary objective of this effort is to update the Comprehensive Plan and Land Development Code to reflect current conditions, align with community priorities, and provide clear, implementable guidance for future development. The updated documents will improve usability, support consistent decision-making, and position the City to manage growth in a manner consistent with its desired character.

#### **Task 1: Project Initiation and Management**

##### **1.1 Project Management and Coordination**

FNI will provide ongoing project management for the duration of Phase 2. This effort will include coordination among FNI team members, subconsultants, and City staff to ensure consistency across all work products and adherence to the project schedule.

FNI will manage internal workflow, maintain project documentation, and coordinate the preparation of all deliverables. Regular biweekly coordination meetings with City staff will be conducted to review progress, confirm direction, and address any issues that arise during the course of the project.

The City will provide consolidated comments on draft materials. Comments from City staff, boards, and committees will be coordinated and submitted as a single, non-conflicting set of comments to maintain project schedule and efficiency. Additional rounds of revisions beyond one (1) comprehensive round or changes in scope or addition of tasks following the initial draft may require execution of additional task order.

##### **1.2 Progress Reporting**

FNI will prepare monthly progress summaries documenting work completed, upcoming tasks, key decisions, and any schedule considerations. These summaries will support project tracking and provide transparency regarding progress and workload.

## **Task 2: Public Engagement and Meetings**

### **2.1 Advisory Committee**

A single Advisory Committee will be established to guide both the Comprehensive Plan and LDC updates. The committee will serve as a working group to review materials in detail, provide feedback on key decisions, and help refine policy and regulatory direction.

FNI will conduct up to five(5) Advisory Committee meetings at key milestones throughout the project. Meetings will include presentations, facilitated discussion, and review of draft materials. Feedback from the committee will be used to refine plan elements and code modules prior to broader review.

Additional Advisory Committee meetings may be authorized by separate task authorization at a rate agreed upon by FNI and the City.

### **2.2 Joint Workshops**

FNI will conduct one (1) workshop with the City Council. At the option of the City, this may be conducted as a joint workshop with Planning and Zoning Commission. These workshops will provide opportunities for coordinated review and direction on major project components, including vision, land use, and draft documents.

The Historic Preservation Commission will be invited to participate in select workshops, as appropriate, to ensure coordination on historic preservation considerations.

Additional workshops may be authorized by separate task authorization at a rate agreed upon by FNI and the City.

### **2.3 Community Open Houses and Pop-Ups**

FNI will conduct one (1) community open house to present project materials and gather public input. The event will address both the Comprehensive Plan and LDC, providing opportunities for participants to understand how policy and regulations work together. Each open house will be no more than two (2) hours in duration. FNI will develop materials for the open houses and summarize feedback. Up to three (3) FNI team members will be present.

FNI will facilitate up to two (2) pop-up events at various locations around the City. These are engagements designed to provide feedback opportunities for the community in places where they gather or frequent such as events, festivals, shopping, schools, or other venues. Each pop-up will be no more than three (3) hours in duration, including setup and breakdown but not including travel. FNI will develop materials for the pop-ups and summarize feedback. Up to two (2) FNI team members will be present at all pop-ups.

Materials for the pop-ups and open houses may also be packaged and repurposed to function as “meetings-in-a-box” to allow advisory committee members and other city officials to conduct micro-engagements in the community.

At the option of the City, any of the Open Houses or Pop-Ups may be repurposed to focus on individual neighborhoods or subareas of the City, provided the revised meeting format results in a similar level of effort. Additional engagement meetings outside of those itemized under this task 2.3 will require a revision of the scope and additional fee.

Additional community open house or pop-up meetings may be authorized by separate task authorization at a rate agreed upon by FNI and the City.

## **2.4 Online Engagement**

FNI will provide online engagement tools to supplement in-person meetings. These may include up to two (2) surveys, interactive mapping tools, or other digital platforms that allow participants to provide input at their convenience.

FNI will develop and maintain a project website to support ongoing communication, provide access to project materials, and facilitate online engagement.

## **2.5 Adoption Support**

See Task 5.1, below.

## **Task 3: Comprehensive Plan Update**

The Comprehensive Plan update will be organized to align with the City's existing plan structure and will focus on refining policy direction, updating key plan elements, and strengthening implementation strategies. The Comprehensive Plan will be developed in coordination with the LDC update to ensure that policy direction is directly translated into regulatory standards.

### **3.1 Chapter 1: Introduction and Context**

FNI will update background information to establish the planning context for the Comprehensive Plan. This will include a review of community history, development patterns, demographic trends, fiscal considerations, and relevant regional conditions. Demographics and other data referenced in this chapter will use the U.S. Census Bureau data available at the time of contract execution (e.g., 2024 American Community Survey).

FNI will also summarize key themes identified through public engagement and prior planning efforts to establish a foundation for subsequent plan elements. Vision, goals and guiding principles (or equivalent) will be identified and metrics identified to support measurement of progress.

### **3.2 Chapter 2: Land Use**

FNI will integrate findings from the Economic Development Strategic Plan pertaining to local and regional market conditions, workforce characteristics, and economic trends to identify opportunities for job growth that align with community preferences and development patterns (regional market competitiveness and compatibility with the City's desired scale and character, including small- to mid-sized businesses and a focus on development forms conducive to small business opportunities/entrepreneurs).

FNI will supplement this effort to place particular emphasis on strategies that better align local workforce skills with employment opportunities and reduce commuter outflow while aligning with local housing demand projected by the market analysis and the CDS Housing Study conducted as part of Phase 1, attempting to identify strategies that connect any benefits of growth and change to the desires/needs of current residents. These findings will suggest strategies for providing both job opportunities and housing that allow Taylor workers to live in Taylor at attainable price points.

Findings from this analysis will directly inform the Future Land Use Plan and implementation strategies, as well as related zoning and development considerations.

FNI will evaluate existing land use conditions and prepare an updated Future Land Use Plan (FLUM) along with compatibility and development form metrics to provide understanding of intensity and potential change. The FLUM will be reviewed with the Advisory Committee and presented to the public for input. Based on feedback and direction from City leadership, FNI will refine the scenarios into a preferred land use framework.

The final FLUM will guide long-term growth and development and will be coordinated with both the Comprehensive Plan policies and LDC updates. Deliverables will include draft and final Future Land Use Maps and supporting narrative.

Development of alternative land use scenarios that explore different growth patterns and development strategies, along with compatibility and development form metrics, may be authorized by separate task authorization at a rate agreed upon by FNI and the City.

### **3.3 Chapter 3: Transportation**

FNI will update the transportation framework to reflect current conditions and future needs. This will include a review of existing transportation infrastructure, functional classifications, and connectivity.

FNI will prepare an updated Transportation Master Plan that aligns with the Future Land Use Plan and supports efficient mobility, connectivity, and access aligned with plans developed and adopted by Williamson County and CAMPO to ensure qualification for funding. Roadway context will be considered in the development of roadway sections and design criteria that informs development of subdivision regulations. The transportation framework will consider roadway networks, multimodal opportunities, and long-term growth patterns, while also considering topographic challenges, parcel coordination and similar potential barriers. Deliverables will include updated transportation mapping and supporting graphics, as appropriate to the scope of the update.

### **3.4 Chapter 4: Housing and Neighborhoods**

Based on the CDS housing study that was conducted during Phase 1 and TXP Market Analysis conducted with Phase 2, FNI will identify opportunities to support a range of housing types and improve neighborhood quality. Recommendations will address housing diversity, neighborhood preservation and vitality, and future residential development and redevelopment patterns in the context of Taylor's character and preferred growth areas. The work will consider neighborhood stability, compatibility, access to services, and long-term community needs.

### **3.5 Chapter 5: Implementation**

FNI will prepare an implementation strategy that identifies actions, priorities, and tools to carry out the Comprehensive Plan. The implementation framework will translate policy direction into specific steps that can be taken by the City with clear actions that align with Capital Improvement Plans and annual budgeting goals.

This task will include coordination with LDC updates to ensure that regulatory tools support plan policies.

The implementation strategy will include an action matrix identifying recommended actions, responsible parties, and general timeframes for implementation.

### **3.6 Draft and Final Plan Document**

FNI will prepare draft and final Comprehensive Plan documents. Draft documents will be provided for review by City staff, the Advisory Committee, and decision-makers at key milestones.

FNI will revise the plan based on feedback and prepare a final, adoption-ready document. The final plan will include maps, graphics, and supporting materials and will be delivered in editable and PDF formats.

## **Task 4: Land Development Code Update**

### **4.1 Code Organization and Approach**

FNI will prepare a comprehensive update to the Land Development Code. This effort will focus on improving clarity, organization, and usability while aligning the code with the Comprehensive Plan.

The updated code will incorporate best practices and address issues identified in prior phases, with particular emphasis on addressing key findings from the Phase 1 diagnostic, including improving code organization, clarifying regulatory intent, and simplifying development standards to better align with community priorities. The updated code will incorporate user-friendly formatting, tables, and graphics, as appropriate, to improve clarity and ease of use.

The code will be reorganized based on the proposed outline identified in the diagnostic assessment to improve usability and logical structure.

### **4.2 Module Drafting**

The LDC update will be organized into modules to allow for efficient review and iterative refinement. The modules will be prepared in sequence and coordinated with the Comprehensive Plan update.

The modules include:

- Module 1: Land Uses and Districts (Chapter 4)
- Module 2: General Provisions, Procedures, Definitions, and Historic Preservation (Chapters 1, 2, 6, and 7)
- Module 3: Subdivision Standards and Processes (Chapter 3)
- Module 4: Zoning and Development Standards (Chapter 5)

Each module will be prepared, reviewed with City staff and the Advisory Committee, and revised based on feedback. Modules will be coordinated to ensure internal consistency and alignment with plan policies.

Module updates will incorporate key regulatory improvements identified in the diagnostic and priority updates performed during Phase 1B, including but not limited to:

- Development of a consolidated permitted use table supported by clear use-based standards
- Expansion and refinement of housing types, including “missing middle” housing options
- Evaluation and refinement of Place Type zoning districts to improve clarity and usability while maintaining the overall framework
- Targeted application of building type standards, with required compliance focused in priority areas such as Downtown
- Review and simplification of development standards (e.g., block length, lot orientation, and related requirements) to prioritize the standards most critical to the City’s goals

- Alignment with applicable state law and current regulatory requirements
- Clear guidelines for determining non-conforming status and procedures for future compliance during redevelopment or expansion.

### **4.3 Draft Code Preparation**

Following completion of individual modules, FNI will prepare a complete draft LDC. This draft will be provided for review and will be presented to City staff, the Advisory Committee, and decision-makers.

FNI will incorporate feedback and refine the draft to address comments and ensure consistency across all sections.

The draft code will reflect the reorganized structure and integrated updates developed through the module process.

### **4.4 Final Code Document**

FNI will prepare a final, adoption-ready Land Development Code document. The City will be responsible for conducting one (1) consolidated review of the final draft. Additional rounds of revisions beyond the initial review may result in additional fee. The final code will incorporate City direction and feedback and will be formatted for clarity and ease of use.

The final document will be suitable for codification and implementation.

Final deliverables will include a clean code document with consistent formatting, tables, and graphics to support long-term administration and usability.

## **Task 5: Adoption**

### **5.1 Adoption Support**

FNI will assist the City through the adoption process for both the Comprehensive Plan and LDC. This will include preparation of presentation materials, attendance at meetings and hearings, and support in responding to comments and questions.

This scope includes attendance at one (1) Planning and Zoning Commission public hearing and one (1) City Council public hearing with attendance by at least one (1) FNI team member. Additional adoption meetings or joint workshops may be added with additional fee to be determined at the time of the request for additional meetings.

FNI will coordinate with City staff to ensure that all materials are prepared and delivered in accordance with the adoption schedule.

### **5.2 Final Deliverables**

FNI will prepare final deliverables incorporating any changes made during the adoption process. Deliverables will include finalized documents and supporting materials in formats suitable for ongoing use by the City.

## **Total Trip Count**

For the scope described in 1.1 through 5.2, above, FNI will make eight (8) trips to the City of Taylor. This will result in some trips accomplishing multiple scoped items related to meetings and engagement. Additional trips will require a revision of the scope and additional fee or separate task authorization.

## **ARTICLE II**

### **DELIVERABLES**

Deliverables will include:

- Comprehensive Plan document (Word/InDesign at FNI's discretion, and PDF)
- Land Development Code document (Word and PDF)
- Supporting digital files for reproduction and editing

## **ARTICLE III**

### **RESPONSIBILITIES OF CITY**

The City shall perform the following in a timely manner so as not to delay the services of FNI:

- Provide available background documents, plans, and data relevant to the project not provided during phase 1
- Coordinate meeting logistics, including venue, notice, and attendance
- Designate a single primary point of contact on City staff for coordination and decision-making
- Review and provide consolidated comments on all draft materials
- Provide timely feedback to maintain the project schedule

## **ARTICLE IV**

### **ADDITIONAL SERVICES**

Additional services other than noted above may include expanded public engagement, zoning map updates (including GIS support and map production), additional analysis, or additional meetings beyond those identified in this scope, if authorized by the City. Additional engagement activities, such as pop-up events, neighborhood meetings, or attendance at community events, may be conducted as an additional service with additional fee if authorized by the City.

Additional services will be scoped and approved in advance and performed on a time-and-materials or negotiated basis.

## Exhibit B: Schedule

Month	Comprehensive Plan	Land Development Code	
1	Chapter 1: Baseline Analysis (Taylor Today)	Module 1: Zoning Districts/Land Uses	
2-4	Chapter 2: Land Uses/Place Types		
5-7	Chapter 3: Transportation	Module 2: General provisions and Subdivision Regulations	Ongoing: Definitions, Standards
8-9	Chapter 4: Housing and Neighborhoods	Module 3: Zoning and Development Standards	
10-12	Chapter 5: Implementation		
Adoption			



# Comprehensive Plan & Land Development Code

Phase 2 Authorization

June 11, 2026



# Why Phase 2?

## Identified as Next Step in Phase 1

- Build on Phase 1A (baseline study; **COMPLETE**) and Phase 1B (priority LDC amendments; **ONGOING**)
- Address growth conditions and community priorities identified in Phase 1A (Diagnostic, Community Survey, Housing Analysis)

## What Phase 2 Will Accomplish

- Fully update the Comprehensive Plan and Land Development Code in parallel
- Align policy direction with adopted ordinances
- Introduce market analysis to guide land use distribution
- Create a coordinated framework for future development decisions



# What is Included in Phase 2?

## Comprehensive Plan Components

- Community Vision & Guiding Principles
- Future Land Use Plan
- Transportation Framework
- Housing & Neighborhood Strategies
- Economic Development Analysis
- Implementation & Action Matrix

## Development Code Components

- Zoning Districts & Permitted Uses
- Development Standards
- Subdivision Regulations
- Procedures & Definitions
- Historic Preservation Standards
- Housing & Missing Middle Updates

# How the Planning Process Works

## Planning Process & Flow of Information

- **Community Input** (Open Houses, Pop-Ups, Online Engagement, Surveys, Community Education)
- **Advisory Committee** (Working group that reviews materials, discusses options, and refines recommendations)
- **City Staff Coordination** (Technical review and alignment with City budget priorities)
- **Planning & Zoning Commission / Joint Workshops** (Technical guidance, long-term focus, recommending body)
- **City Council** (Policy discussion, formal direction, deciding body)

*Public input informs decisions at every step.*





# Public Engagement Approach

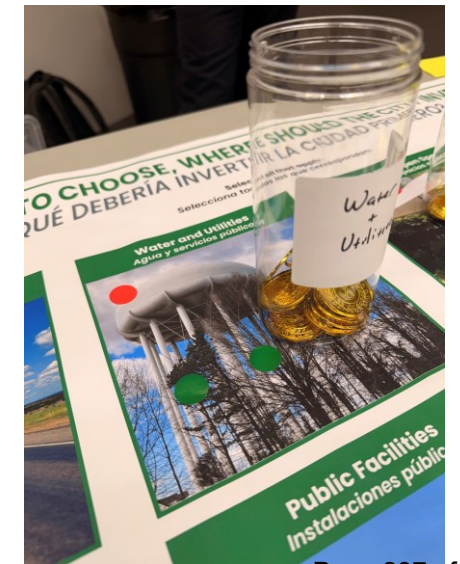
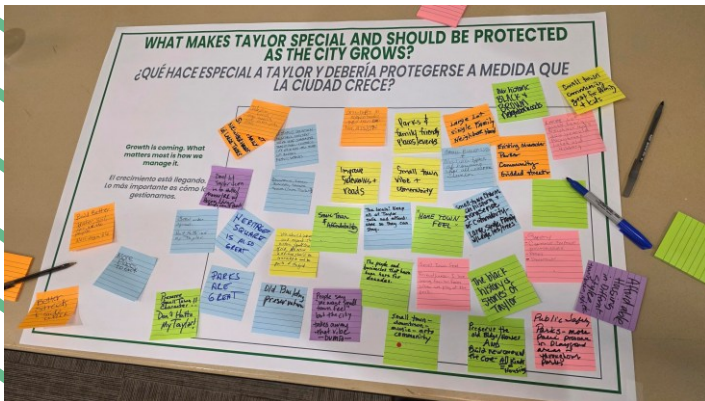
## Engagement Goals

- Reach a broad range of community members
- Engage in an accessible, inclusive, and effective manner
- Establish and confirm community vision
- Test ideas early and refine them over time
- Build transparency around growth decisions
- Identify community priorities to inform implementation tools

# Public Engagement Approach

## Multiple Opportunities for Participation

- Advisory Committee meetings
- Community Open Houses or Workshops
- Community Pop-Ups and Smaller Outreach Events
- Online engagement and project website
- Survey and community education opportunities





# Public Engagement Approach

## Multiple Opportunities for Participation

- Advisory Committee meetings
- Community Open Houses
- Community Pop-Ups and Outreach Events
- Online engagement and project website
- Survey and community education opportunities
- **Joint workshop with Council and Planning & Zoning Commission**
- **Formal public hearings during adoption**

# Comprehensive Plan and Development Code

Month	Comprehensive Plan	Land Development Code	
1	Chapter 1: Baseline Analysis (Taylor Today)	Module 1: Zoning Districts/Land Uses	Ongoing: Definitions, Standards
2-4	Chapter 2: Land Uses/Place Types		
5-7	Chapter 3: Transportation	Module 2: General provisions and Subdivision Regulations	
8-9	Chapter 4: Housing and Neighborhoods	Module 3: Zoning and Development Standards	
10-12	Chapter 5: Implementation		



# Comprehensive Plan and Development Code

## What the Comprehensive Plan Does

### Guides:

- Future land use decisions
- Transportation investments
- Housing strategies
- Economic development priorities
- Infrastructure coordination
- Capital improvement planning

## What the Development Code Does

### Regulates:

- Zoning districts and permitted uses
- Site and building design standards
- Development procedures
- Subdivision of Land
- Infrastructure design and construction



# Comprehensive Plan and Development Code

## Why the Comprehensive Plan Matters

- Establishes a shared community vision
- Creates consistency in decision-making
- Guides future public investment
- Helps align growth with community character

## Why the Development Code Matters

- Provides predictability for property owners and developers
- Creates clearer review processes
- Improves usability and organization
- Ensures development aligns with adopted City goals



# Integrated Plan + Code Approach

Why update together rather than separately?

**This process updates them concurrently so:**

- Land use policy translates to defensible regulations
- Regulations support adopted community goals
- Development occurs with clear guidance
- Tools are relevant to current issues

**Result**

- An aligned, usable and implementable framework for managing growth.



# Guiding the Planning Process

## Advisory Committee Role

- Provides community perspective
- Reviews draft materials
- Discusses options and tradeoffs
- Refines recommendations
- Helps shape draft plan and code
- Champions of the process

## City Council Role

- Provides policy direction
- Review at major milestones
- Conducts workshops and hearings
- Makes decisions
- Adopts final documents



# Next Steps

## **Immediate Next Steps**

- Contract authorization
- Advisory Committee appointments
- Project kickoff and coordination
- Launch project website and engagement activities
- Begin initial outreach and visioning discussions

## **Upcoming Milestones**

- Advisory Committee Meeting #1
- Initial Public Outreach and Education
- Land Use Scenario Development
- Joint Workshop with Council

# Questions & Discussion





# City Council Meeting June 11, 2026 Transmittal Letter

STRATEGIC PILLAR

**Agenda Item Number:** 10.

**Agenda Title:** **Discussion, consideration, and possible action on establishing the Comprehensive Plan & Development Code Advisory Committee (CPDCAC), appointing members, and defining the scope of the Comprehensive Plan and Land Development Code update.**

**Council Action to be Taken:** Take action to affirm the Mayor and City Council’s first choice nominees to the Comprehensive Plan & Development Code Advisory Committee, appoint four at-large members through nominations and voting, and define the committee’s scope of work for the Comprehensive Plan and Land Development Code update.

**Department Submitted:** City Clerk, Development Services

**Staff Contact:** Lucy Aldrich, City Clerk  
Martin Griggs, Director of Development Services

## 1. PURPOSE / DESCRIPTION

To appoint the membership of the Comprehensive Plan & Development Code Advisory Committee (CPDCAC) and define its scope of work. The committee will support the City’s update of the Comprehensive Plan and Land Development Code by reviewing draft materials, participating in community engagement, and presenting recommendations to the planning and zoning commission and City Council regarding long-range goals, policies, updates to text in the current code and implementation strategies.

## 2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

On April 27, 2026, Freese and Nichols provided the City Council with an update on their preliminary findings following community surveys, stakeholder interviews, and public engagement meetings. The consultant reported several emerging themes related to growth management, transportation connectivity, housing diversity, economic development opportunities, and community character. Based on these findings, the consultant recommended that the City establish a Advisory Committee to support the next phase of the planning process.

Staff is recommending that the CPDCAC be composed of nine members, mirroring the structure used for the Charter Review Committee. Positions 1 through 5 will be filled by the Mayor and each Council Member’s first choice nominee, while Positions 6, 7, 8, and 9 will be designated as at-large seats to be appointed by the City Council. Members are anticipated to serve for the next 12 to 18 months as Phase 1B and 2 progress. Commitment will require attendance to monthly meetings that may range from two to three hours. These meetings will cover specific topics and make recommendations on long-range goals, policies, and updates to the text in the current code and implementation strategies of the current plan.

To facilitate this process, the Mayor and Council were asked to submit two nominees, identifying a first choice and a second choice. The first choice nominees are: Ben Fuentes, Julie Downs, Chuck Farr, Dwayne Ariola, and Karen Saverse.

For the four at-large positions, Council will follow the same procedure used when appointing the Mayor and Mayor Pro Tem after an election. Nominations will be taken from the pool of second-choice candidates already provided by Council Members, and voting will occur in the public meeting to appoint the winning candidates. The second-choice nominees are: Mike Aplin, David Downs, Keith Hagler, Buddy Michna, and Tyler Turner.

The Comprehensive Plan & Development Code Advisory Committee’s charge will be to review draft plan elements, participate in public engagement activities, and provide recommendations to the Planning and Zoning Commission and City Council throughout the planning process. The committee’s work will support the development of a long-range vision and policy framework for land use, transportation, housing, economic development, parks, utilities, and community character.

<b>3. PROS and CONS</b>	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> <li>Establishes structured community involvement in the Comprehensive Plan and Land Development Code update</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

**4. RECOMMENDATION**

Staff recommends affirming the Mayor and Council’s first choice nominees, appointing four at-large members through nominations and voting at the June 11, 2026, meeting, and identifying the committee’s charge to support the Comprehensive Plan and Land Development Code full update.

**5. FUNDING SOURCE**

n/a

## **6. TIMELINE**

n/a

## **7. OTHER OPTIONS**

- Adjust the size of the committee
- Limit the scope of review
- Defer creation of the committee to a later date

## **8. ATTACHMENTS**

1. Presentation - CPDCAC Appointments



# COMPREHENSIVE PLAN & DEVELOPMENT CODE ADVISORY COMMITTEE

Lucy Aldrich, City Clerk



# BACKGROUND

- April 27, 2026: Freese and Nichols recommended formation of a Comprehensive Plan & Development Code Advisory Committee
- Recommended approach: Nine-member committee; Position 1-5 filled by Mayor and Council Member selections (one each); Positions 6-9 at-large, chosen from five candidates provided by Mayor and Council, vote on at meeting



# COMMITTEE CHARGE

- Review and provide feedback on draft Comprehensive Plan elements
- Participate in and support community engagement activities
- Represent diverse community perspectives throughout the planning process
- Identify priorities, goals, and policy direction for the updated Plan
- Provide recommendations to the City Council as the plan is developed



# AFFIRM FIRST-CHOICE NOMINEES

Council to affirm the Mayor and Council's first-choice nominees:

- Ben Fuentes
- Julie Downs
- Chuck Farr
- Dwayne Ariola
- Karen Saverse



# APPOINT FOUR AT-LARGE MEMBERS

Second-Choice Nominees:

- Mike Aplin
- David Downs
- Keith Hagler
- Buddy Michna
- Tyler Turner





**City Council Meeting  
June 11, 2026  
Transmittal Letter**

STRATEGIC PILLAR
Streets/Infrastructure

**Agenda Item Number:** 11.

**Agenda Title:** **Discussion, consideration, and possible action for approval of Amendment No.5 to the Agreement for Engineering Services for mitigation projects with HDR Engineering and use of Texas Water Development Board Flood Infrastructure Fund Loan and City Funds.**

**Council Action to be Taken:** Consider approval of Amendment No.5 to the Agreement for Engineering Services for the City of Taylor for Mitigation Projects Under the U.S. Department of Housing and Urban Development Block Grant Program (“CDBG-MIT”) and Texas Water Development Board (TWDB) Flood Infrastructure Fund (FIF) and to approve use of remaining TWDB FIF loan funds and use of City 2019 Certificate of Obligation Bonds.

**Department Submitted:** City Management

**Staff Contact:** Tyler Bybee, Assistant City Manager

**1. PURPOSE / DESCRIPTION**

The purpose of this agenda item is to possibly approve an amendment to add construction phase related services for the CDBG-MIT and TWDB FIF funded projects, which includes the Donna Channel and Travis & Franklin drainage improvement projects, and to approve use of remaining FIF loan funds and use of 2019 Certificate of Obligation Funds.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

The CDBG-MIT and TWDB FIF funded projects were awarded to the City in 2022. Since then, the project design documents have been completed, bid phase completed, and the project is currently under construction. This amendment adds additional construction phase services to provide additional change order support and additional construction administration and inspection oversight for the addition of the Drake Lane drainage improvements.

Additional Change Order Support for Drake Lane Addition:

This addition will demolish and replace approximately 420 linear feet of the existing concrete-

lined channel south of Drake Lane. In addition, this channel segment serves as the outfall for a potential flood risk reduction solution along Drake Lane. During significant flood events, runoff overflows the curbs at the intersection of Drake Lane and Holly Lane, resulting in the flooding of residential properties south of Drake Lane. These needed improvements were identified in the original project planning process, but were not included in the project scope originally due to estimated lack of funding. A quality bid was received for the project, allowing this addition to become an option, using the remaining FIF loan funds and limited City funding resources.

To address these issues, the following improvements are proposed:

- 1. Installation of multiple curb inlets near the Drake Lane overflow to capture and convey runoff;
- 2. Installation of approximately 750 linear feet of storm drain along Drake Lane, discharging into to the Donna Channel;
- 3. Improvements to the Donna Channel to ensure it functions effectively as an outfall for the proposed storm drainage system.

This change order support will include preparation of plan revisions for both the demolition and replacement of the Donna Channel segment and the Drake Lane storm drain improvements. These coordinated improvements are intended to holistically address the identified deficiencies of flood risk in the area.

The revised plans will support a Change Order utilizing remaining FIF loan funds and supplemented with City funds to implement these improvements, which are expected to reduce flood risk to up to 10 residential properties during the 100-year storm event south of Drake Lane.



Figure 1 – Drake Storm Drain and Channel Improvements Project Area

Additional Construction Administration and Inspection Oversight for Drake Addition

Additional construction administration required to provide adequate oversight of construction activities. Additional oversight includes the review of an additional 30 submittals, 28 RFIs, 7 change order proposal requests, and 3 change orders. These are beyond the quantity anticipated in the original construction administration contract.

Field inspection will also be increased from an average of 3 hours a day to 4 hours a day to provide additional oversight of construction activities. This project has shown to require a large amount of communication between the contractor, inspectors and city staff, due to the proximity to homes and the invasiveness of the work.

<b>3. PROS and CONS</b>	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"><li>• Best use of remaining FIF Loan funds with 10 additional residential structures removed from potential flooding during the 100-year storm event.</li><li>• Additional oversight provided for a retrofit project through existing neighborhood areas.</li></ul>	<ul style="list-style-type: none"><li>• FIF Loan funds anticipated to be exceeded requiring \$260K of local bond funds</li></ul>

**4. RECOMMENDATION**

Staff recommends approving Amendment No.5 to the CDBG-MIT and TWDB FIF contract with HDR Engineering in the amount of \$302,650.55 and approving use of remaining \$795,000 of FIF loan funds and \$260,000 of City of Taylor 2019 CO bond funds to pay for the change order in excess of the FIF loan funds, as required.

**5. FUNDING SOURCE**

Texas Water Development Board (TWDB) Flood Infrastructure Fund (FIF) has \$795,184.75 remaining that will be fully utilized to fund Amendment No.5 and the anticipated change order. An additional \$260,000 of 2019 CO bond funds will also be utilized if necessary to complete the additional work.

The 2019 Certificate of Obligation Bond has unspent proceeds and accrued interest of \$343,000 allocated to drainage projects remaining.

**6. TIMELINE**

Anticipated construction for Drake Lane storm drain and additional Donna Channel improvements is expected to start as soon as July 2026 and continue through February 2027.

<b>7. OTHER OPTIONS</b>
-------------------------

Do not approve amendment and additional work

<b>8. ATTACHMENTS</b>
-----------------------

1. Agreement - GLO-TWDB Amendment 5
2. Presentation - Amendment 5

AMENDMENT NO.5 TO AGREEMENT  
FOR  
ENGINEERING SERVICES

WHEREAS:

HDR ENGINEERING, INC. ("HDR") entered into an Agreement on **June 1, 2022** to perform engineering services for the **City of Taylor for Mitigation Projects Under the U.S. Department of Housing and Urban Development Community Development Block Grant Program ("CDBG-MIT")**;

**HDR and the City of Taylor** desire to amend this Agreement in order for HDR to perform services beyond those previously contemplated. This amendment is solely funded through Texas Water Development Board (TWDB) Flood Infrastructure Funds (FIF).

HDR is willing to amend the agreement and perform the additional engineering services.

NOW, THEREFORE, HDR and **City of Taylor** do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

**Modification No.1 (TWDB FIF Funded)**

Perform additional preliminary engineering, design, and construction phase services required for TASK ORDER NO.2 and NO.3, as described below:

M1-1 Attachment H – TASK ORDER NO.3 – Bull Branch Detention / Donna Channel Improvements, Task 10 – Construction Phase Services

Add the following:

10.15 Additional Change Order Support for Drake Lane Storm Drain and Donna Channel Improvements

A Change Proposal Request has been submitted by Texas Road, LLC (contractor of record for Donna Channel) to demolish and replace approximately 420 linear feet of the existing concrete-lined channel south of Drake Lane. This work is necessary because construction equipment used to install an adjacent wastewater main is expected to damage the existing channel liner.

In addition, this channel segment serves as the outfall for a potential flood risk reduction solution along Drake Lane. During significant flood events, runoff overflows the curbs at the intersection of Drake Lane and Holly Lane, resulting in the flooding of residential properties south of Drake Lane.

To address these issues, the following improvements are proposed:

- 1. Installation of multiple curb inlets near the Drake Lane overflow to capture and convey runoff;
- 2. Installation of approximately 750 linear feet of storm drain along Drake Lane, discharging into the Donna Channel;
- 3. Improvements to the Donna Channel to ensure it functions effectively as an outfall for the proposed storm drainage system.

This change order support will include preparation of plan revisions for both the demolition and replacement of the Donna Channel segment and the Drake Lane storm drain improvements. These coordinated improvements are intended to holistically address the identified deficiencies of flood risk in the area.

The revised plans will support a Change Order utilizing remaining FIF loan funds to implement these improvements, which are expected to reduce flood risk to up to 11 residential properties during the 100-year storm event south of Drake Lane.

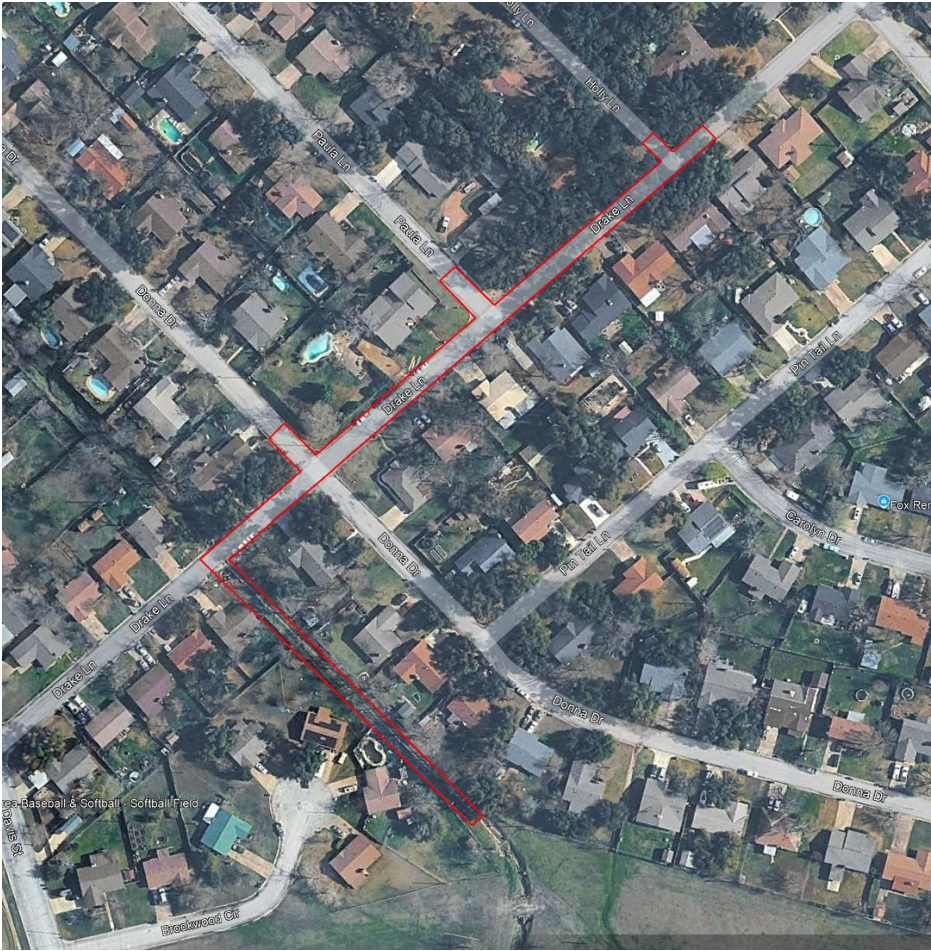


Figure 1 – Drake Storm Drain and Channel Improvements Project Area

The required tasks to complete this work are outlined below:

1. Update General Information Plans to include Drake Lane Storm Drain and Donna Channel improvements (G-02 - Sheet Index, G-04 - Overall Project Map, G-06 - ROW and Easement Plan 2, X-03 – Demo Plan)
2. Update Drainage Area Map and Hydrologic and Hydraulic Data Tables, and special notes to provide data for the Drake Lane Storm Drain and Donna Channel improvements (CD02/04 sheets).
3. Develop Storm Drain Improvement Plans for proposed Drake Lane Storm Drain improvements (CD36/100 sheets)
4. Develop Channel Improvement Plans for proposed Donna Channel Improvements south of Drake Lane to Bull Branch Park (CD21/22 sheets)
5. Update Water & Wastewater Plans to include Drake Lane Storm Drain and Donna Channel improvements (CW01/21/22)
6. Update Pavement Restoration Plan for Drake Lane (CP01)
7. Update Traffic Control Plan for Drake Lane (CT02)
8. Update ESC & Restoration Plan for Drake Lane and Donna Channel south of Drake Lane (CE03-05)
9. Update structural detail for Drake Culvert (CS01/CS04/CS05)
10. Prepare change order documentation.

Note that fee of M1-1 amounts to \$104,037.48

M1-2 Attachment H – TASK ORDER NO.3 – Bull Branch Detention / Donna Channel Improvements, Task 10 – Construction Phase Services

Add the following:

- 10.16 Review an additional 30 submittals. Review of 30 submittals included in original Task 10.3. 49 submittals received to date with another 11 anticipated.
- 10.17 Review an additional 28 RFIs. Review of 12 RFIs included in original Task 10.4. 23 RFIs received to date with another 27 anticipated.
- 10.18 Review an additional 7 Change Proposal Requests. Review of 3 Change Proposal Requests included in original Task 10.5. Two reviewed to date with another 8 anticipated.
- 10.19 Process an additional 3 Change Orders. Process of 2 Change Orders included in original Task 10.6. One process to date with another 4 anticipated.
- 10.20 Increase field inspection to 4 hours on average per contract calendar day. Three hours on average per contract calendar day included in Amendment No.3 contract Task 10.12. An additional 1 hours on average required. Construction is anticipated to be 430 calendar days.

Note that fee of M1-2 scope amounts to \$198,613.07.

M1-3 Section 3.01 – Contract Limit, Fees, and Expenses

Modify the following

- Task Order 3 - increase amount \$827,180.08 (as modified by Amendment 3) by \$302,650.55 to \$1,129,830.63
- Increased total amount \$2,194,842.78 (as modified by Amendment 3) by \$302,650.55 to \$2,497,493.33

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

HDR ENGINEERING, INC. ("HDR")

City of Taylor

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



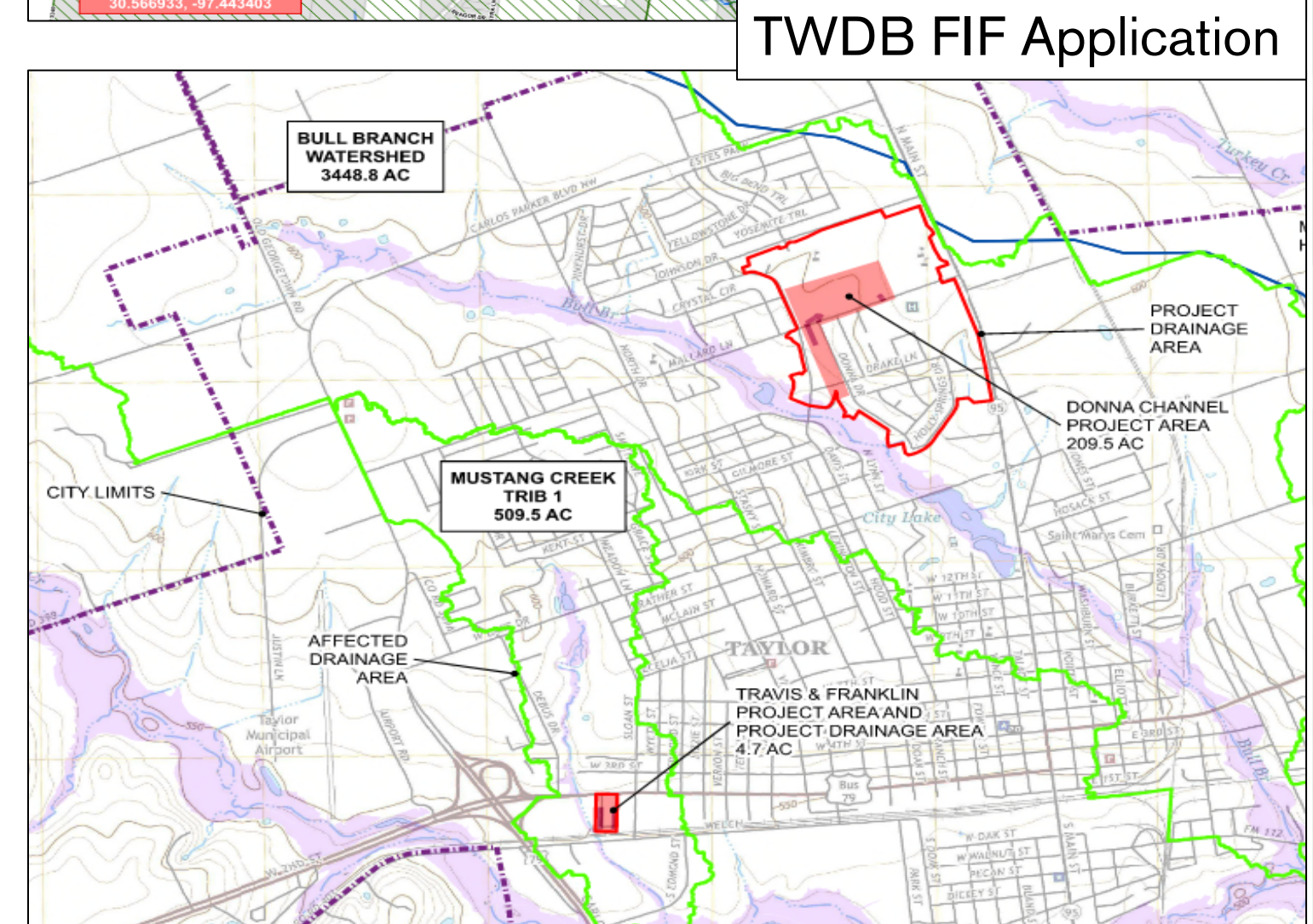
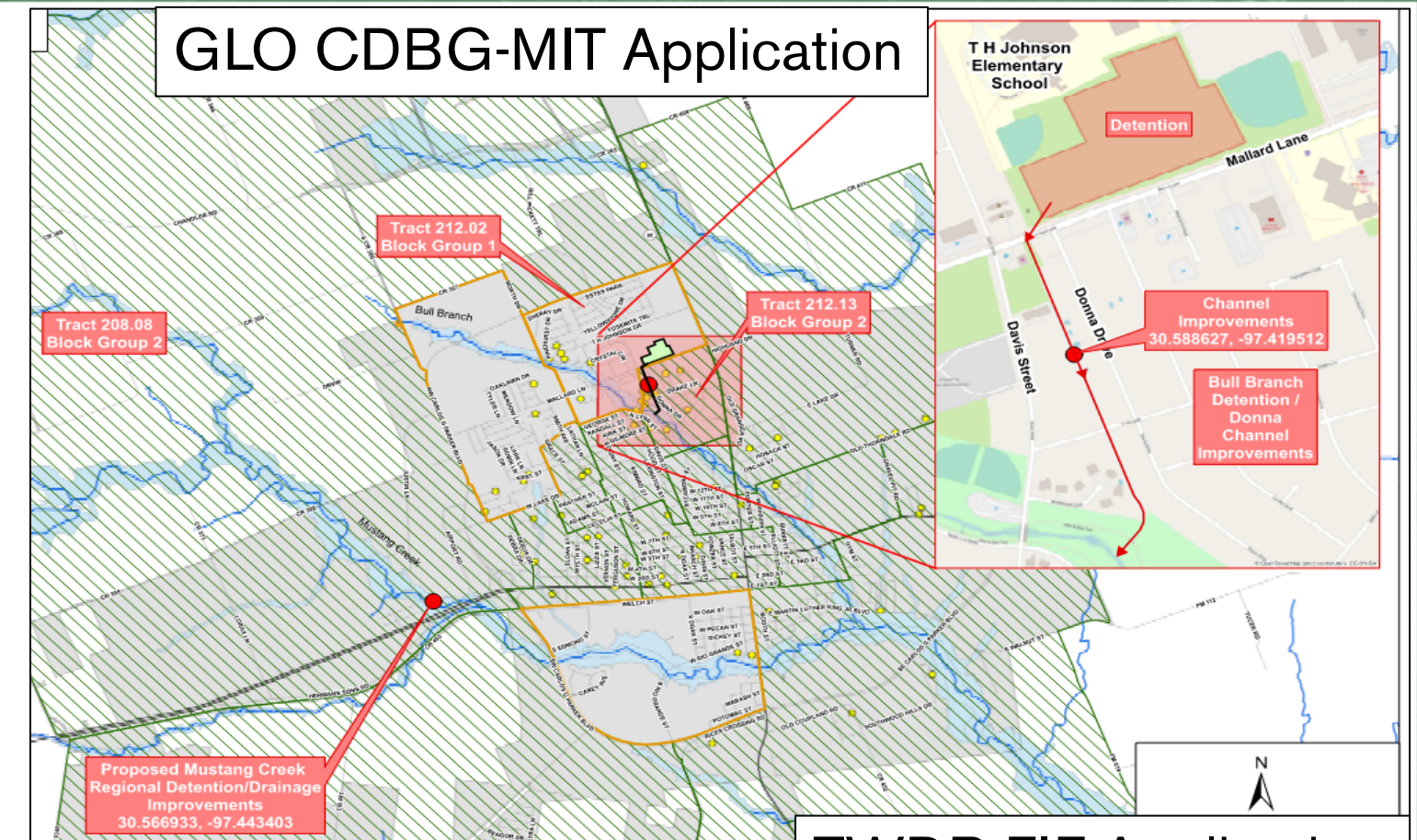
# Discussion, Consideration, and Possible Action for approval of Amendment No.5 to the Agreement for Engineering Services for Mitigation Projects with HDR and use of TWDB FIF Loan and City Funds

Tyler Bybee– June 11<sup>th</sup>, 2026



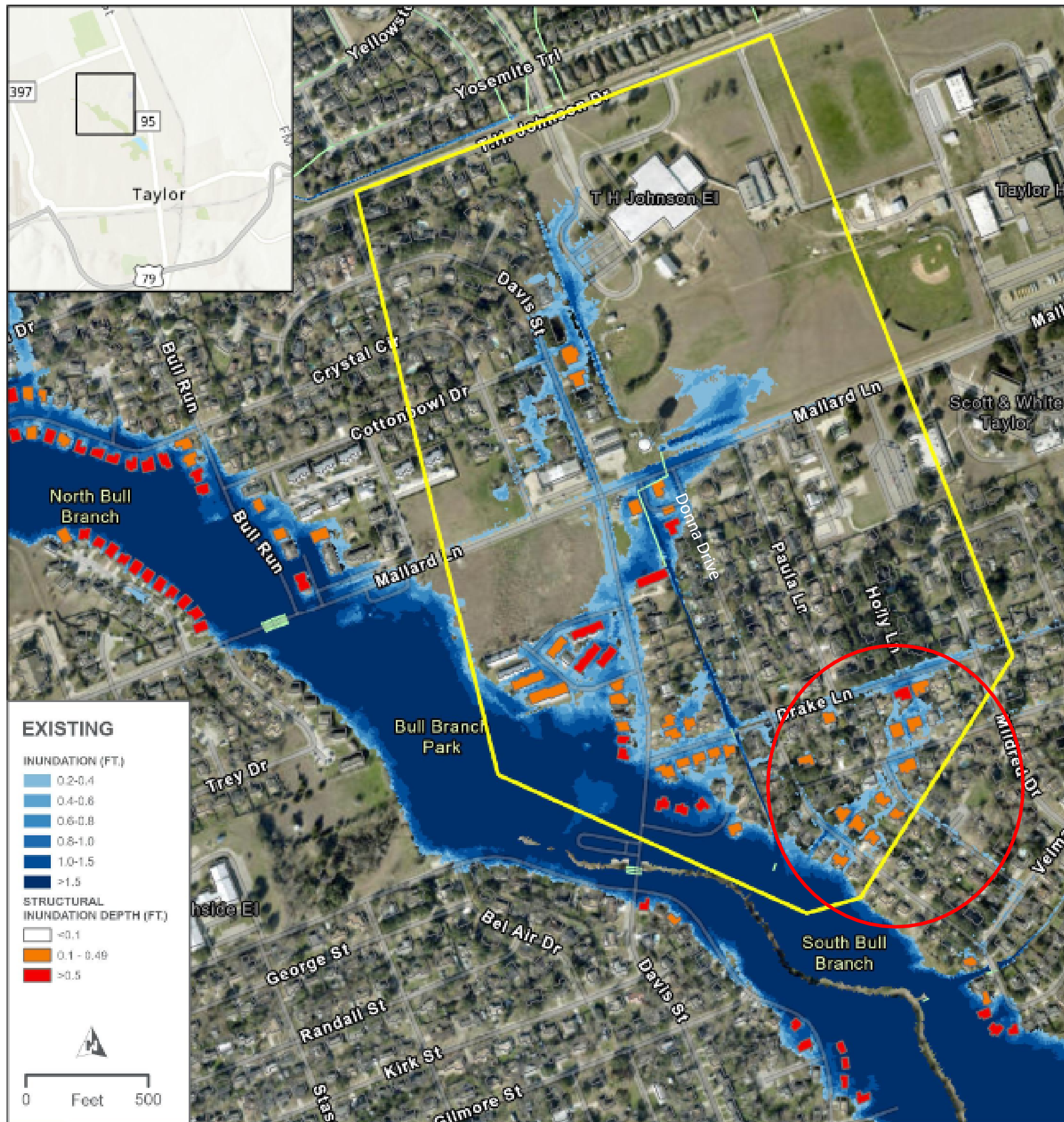
# Project Timeline

- 2022 – Secured grant funds
  - GLO CDBG MIT: \$5.5M for Mustang Creek and Donna Channel
  - TWDB FIF: \$6.0M for Donna Channel and Travis & Franklin
- 2024 – Designs completed for projects in May 2024
- 2024 – Mustang Creek construction completed in June 2025
- 2026 – Donna Channel Construction starts in Jan 2026
- 2026 – Travis & Franklin Construction slated to start in late 2026
- 2027 – Construction slated to end in February 2027



# Donna Channel Improvements

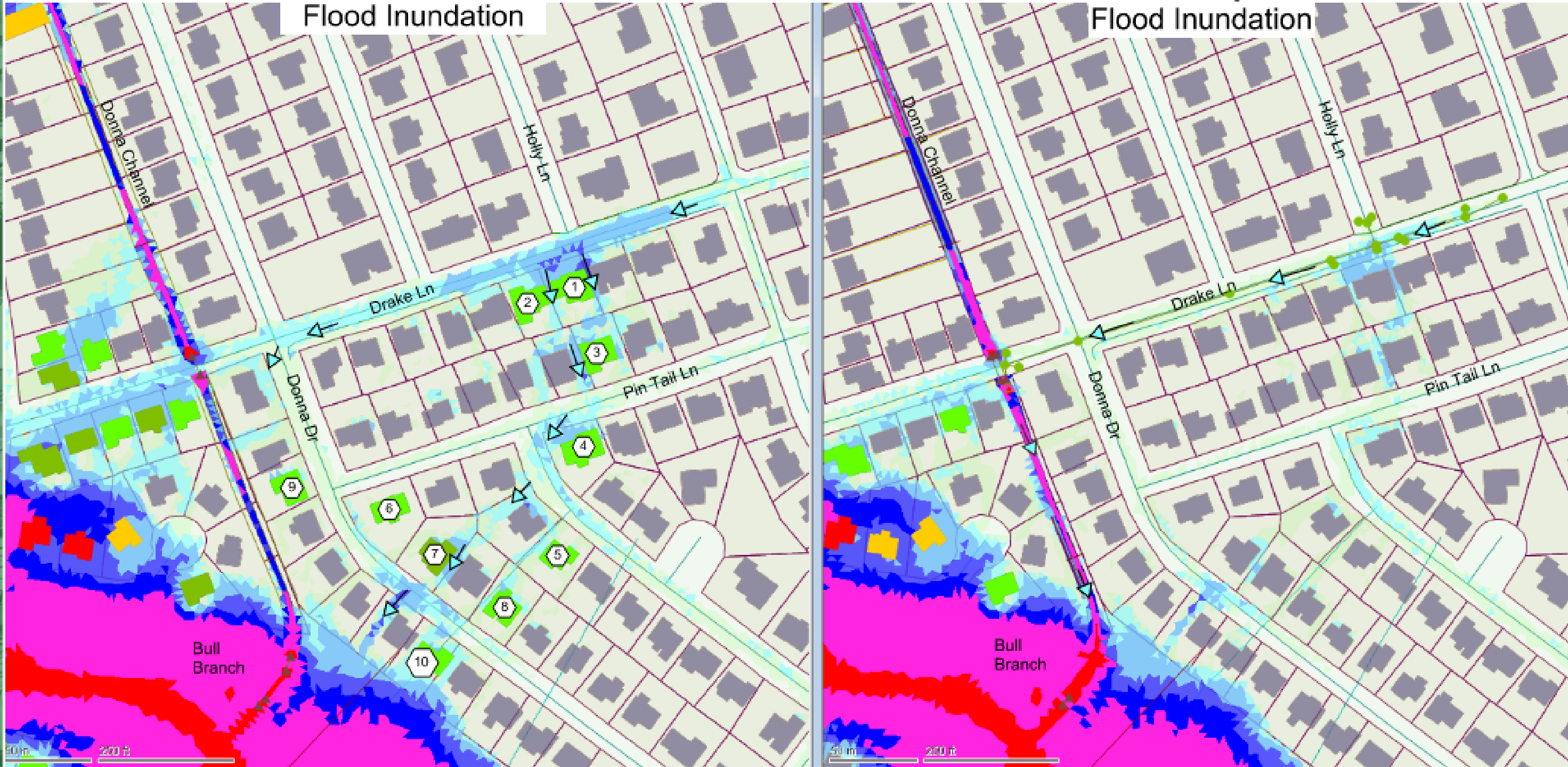
- Donna Channel is located behind residential lots west of Donna Drive
- Donna Channel and associated storm drains and culverts are undersized causing localized flooding
- Community Benefit
  - Reduces flood risk to over 40 structures west and south of school
  - Reduces flood flows along Bull Branch through Taylor
- Amendment Requesting
  - Additional construction oversight and inspection
  - Address Drake overflow, which is currently not addressed due to past funding limitations



Pre-Project  
Flood Inundation

100-year Storm Event

Post-Project  
Flood Inundation



## Drake Overflow

- New storm drain and concrete-lined channel, storm drain and inlets on Drake
- Removes another 10 homes from flooding in 100-year storm event
- Funded through remaining TWDB Flood Infrastructure Fund (FIF) loan



# Drake Lane Drainage Improvements

- During significant flood events, runoff overflows the curbs at the intersection of Drake Lane and Holly Lane, resulting in the flooding of residential properties south of Drake Lane. These needed improvements were identified in the original project planning process but were not included in the project scope originally due to estimated lack of funding. A quality bid was received for the project, allowing this addition to become an option, using the remaining FIF loan funds and limited City funding resources.

## Requesting:

- Approval of Amendment No.5 for \$302,650.55 with HDR for design and construction inspection
- Approval of use of remaining TWDB FIF Loan funds of \$795,184.75
- Approval of use of 2019 CO Bond funds of \$260,000 to cover change order in excess of FIF Loan



# QUESTIONS?





**City Council Meeting  
June 11, 2026  
Transmittal Letter**

STRATEGIC PILLAR

**Agenda Item Number:** 12.

**Agenda Title:** **Discussion, consideration, and possible action regarding additional stop signs at the intersection of W. Lake Drive and Howard Street.**

**Council Action to be Taken:** Discussion and consideration on the addition of stop sign(s) at the intersection of W. Lake Drive and Howard Street.

**Department Submitted:** Police Department

**Staff Contact:** Joseph Chacon, Chief of Police

**1. PURPOSE / DESCRIPTION**

A presentation on data gathered at this intersection to support or dismiss the addition of stop sign(s) at the intersection of W. Lake Drive and Howard Street, as well as recommendations on process for similar future requests.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

Staff analyzed crash data for the last five years, and conducted a speed survey and public opinion survey on the topic.

Collisions at this intersection - from March 2021-present: a total of six motor vehicle collisions. Four were minor in nature and none involved serious injury.

Collisions along W. Lake Dr - from Jan 2023-present: a total of 25 collisions, most of which occurred at major intersections (Lake/Main or Lake/Carlos G Parker). Breakdown of most common causes for collision were as follows:

- Diver inattention (6)
- Failure to Yield Right of Way (6)
- Ran Stop Sign (4)
- Failure to Control Speed (3)

Speed Survey - Along W. Lake Dr, a total of approximately 5,100 vehicles; Speed at the 85th

percentile was 32 mph and average speed was 28 mph. Along Howard St, a total of almost 1,000 vehicles; speed at the 85th percentile was 28 mph and average speed was 24 mph. Speed limit on both roadways is 30 mph.

Public Survey was conducted from Friday 5/8/2026 - Monday 5/18/2026: survey results were not in favor of adding a stop sign (60% against).

The council has taken prior actions at this intersection, including the addition of a stop sign on Howard Street.

<b>3. PROS and CONS</b>	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> <li>• The addition of another set of stop signs will slow traffic at this intersection. This could be either a Pro or a Con, dependent on the issue at hand (safety, traffic flow)</li> </ul>	<ul style="list-style-type: none"> <li>• The addition of stop signs will slow traffic, causing traffic buildup during peak travel times</li> <li>• The data does not support the need for the stop signs, as it does not seem to link the reported problem with the proposed solution. (Reckless driving / conformation with traffic laws)</li> </ul>

**4. RECOMMENDATION**

Staff does not recommend the installation of additional stop signs.

**5. FUNDING SOURCE**

TBD

**6. TIMELINE**

N/A

**7. OTHER OPTIONS**

Other options include Taylor PD continuing to monitor traffic at this intersection (first alternative) or commissioning a new traffic study through city engineer to examine traffic engineering at this intersection (second alternative). Additionally, Council may consider creating a traffic management policy to handle and prioritize similar requests in the future.

**8. ATTACHMENTS**

1. Presentation - Traffic Study (Howard St / W. Lake Dr)



---

# HOWARD STREET / W. LAKE DRIVE

## TRAFFIC SURVEY

Joseph Chacon, Chief of Police



# BACKGROUND

- Taylor PD is a data-driven, evidence-based policing organization
- Decisions regarding making changes to city ordinance, traffic laws and police policy are based on these principles
- Decisions are made based on a preponderance of the data and not on anecdotal information

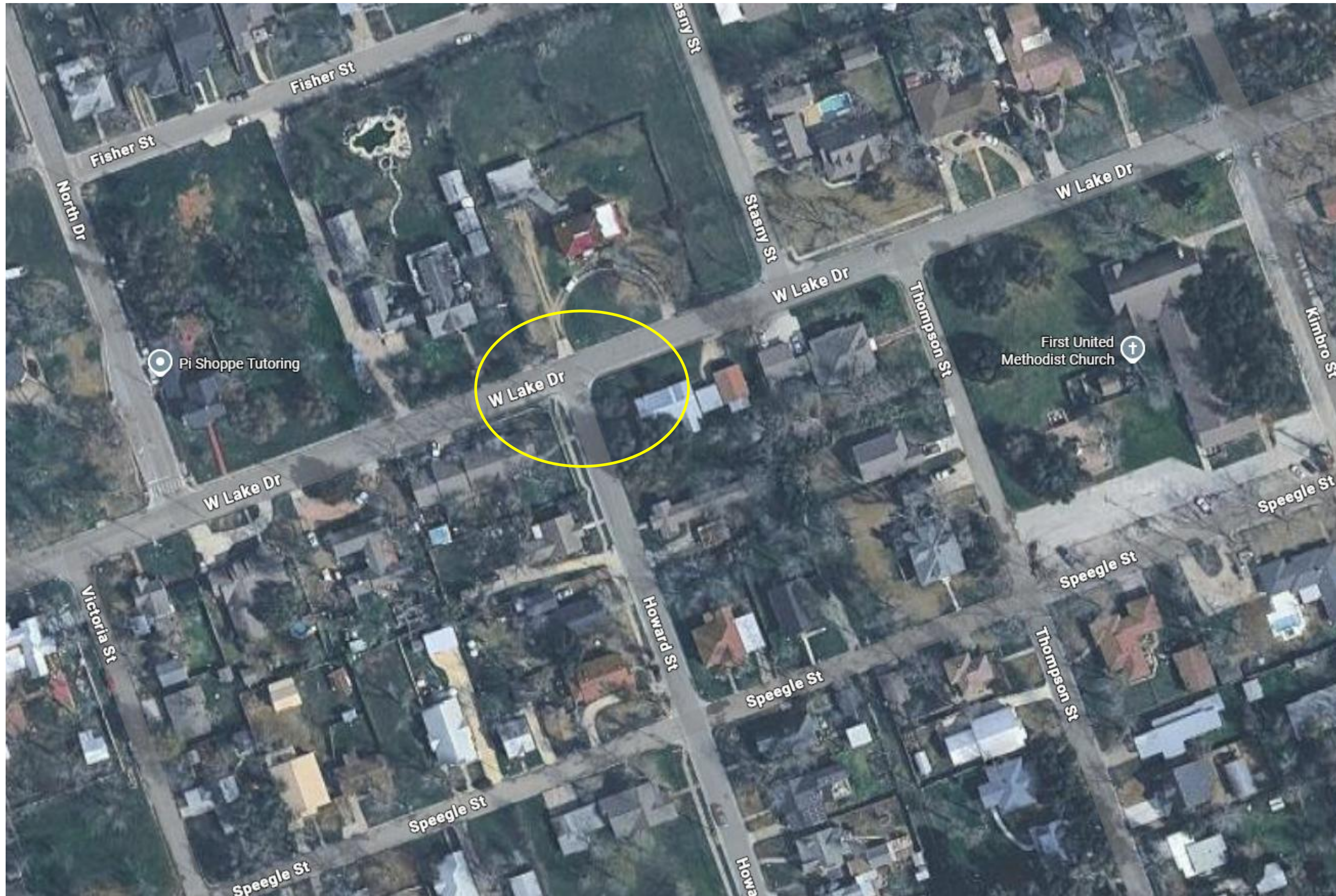


# DESCRIPTION

- Several complaints received about speeders and collisions at or near this intersection
- Analysis conducted to determine the validity of the complaints

# DESCRIPTION

- Traffic collision reports –
  - Five years – W. Lake Dr / Howard St
  - Three years – W. Lake Dr between Main St and Carlos Parker Blvd NW
- Traffic speed survey – April / May 2026
- Public survey / feedback



# ANALYSIS OF TRAFFIC DATA

- Traffic Collisions at the intersection of W. Lake Dr and Howard St
- Between March 2021 and present, there have been six motor vehicle collisions reported
- Four were minor in nature
- Two involved a vehicle crashing into a utility pole
- None of the collisions involved serious injury



# ANALYSIS OF TRAFFIC DATA

- Traffic Collisions along W. Lake Dr between Main St and Carlos Parker Blvd NW
- Between January 1, 2023 and present, there have been 25 motor vehicle collisions reported
- Three of these were at the intersection of W. Lake and Howard St.

# ANALYSIS OF TRAFFIC DATA

- The most common causes for crashes along W. Lake

Dr were:

- Driver inattention (6)
- Failure to Yield Right of Way (6)
- Ran Stop Sign (4)
- Failure to Control Speed (3)

# ANALYSIS OF TRAFFIC DATA

- Traffic Speed Survey
- Taylor PD Speed Trailer deployed on both W. Lake Dr and Howard St
- Trailer was first deployed on W. Lake Dr from 04/28/2026 – 05/01/2026 for the E/W bound traffic
- Speed limit is 30 mph



# ANALYSIS OF TRAFFIC DATA

- Results
  - Over the four-day period, over 5,100 vehicles traveled on this road
  - The average vehicle speed was 28 mph
  - The vehicle speed at the 85<sup>th</sup> percentile was 32 mph (i.e. 85% of the vehicles traveled at 32 mph or lower)

# ANALYSIS OF TRAFFIC DATA

- Traffic Speed Survey
- Speed Trailer was then deployed on Howard St from 05/04/2026 – 05/07/2026 for the N/S bound traffic
- Speed limit is 30 mph

# ANALYSIS OF TRAFFIC DATA

- Results
  - Over the four-day period, almost 1,000 vehicles traveled on this road
  - The average vehicle speed was 24 mph
  - The vehicle speed at the 85<sup>th</sup> percentile was 28 mph (i.e. 85% of the vehicles traveled at 28 mph or lower)

# PUBLIC SURVEY

- A public survey was conducted from Friday 05/08/2026 through Monday 05/18/2026
- Approximately 500 responses were received and analyzed using three different survey tools
- Analysis of the survey results indicated that the majority of users did NOT support adding stop signs at the intersection (60% against)



# CITY COUNCIL OPTIONS

- Option #1
  - Taylor PD continues to monitor traffic at this intersection and take any necessary enforcement action
- Option #2
  - Commission an updated traffic study through city engineer to examine the sightline at this intersection



# RECOMMENDATION FOR NEXT STEPS

- Development of Traffic Management Policy
- Create a process to examine and prioritize traffic mitigation requests
- Provide levels of Traffic Management Actions – Education, Enforcement, Physical measures, Installation of traffic calming devices, Roadway reconfiguration



# RECOMMENDATION FOR NEXT STEPS

- Development of Traffic Management Policy
- Approval requests may include:
  - Request for a study
  - Initial screening / community outreach
  - Traffic data analysis / traffic study
  - Plan development / Concept plan testing
  - Funding considerations



# RECOMMENDATION FOR NEXT STEPS

- Development of Traffic Management Policy
- Provide for a standardized manner to address traffic complaints based on a number of data factors
- Include measures that allow for private funding of traffic calming measures, including non-city cost sharing, to speed the implementation of traffic calming devices



# RECOMMENDATION FOR NEXT STEPS

- Development of Traffic Management Policy
- Example Timeline:
  - Review Committee designated to receive and review submissions
  - Community Meeting / Comment Period
  - Initial Traffic Study
  - Share Traffic Study results with Review Committee
  - Concept Planning / Second Community Meeting
  - Concept Plan Finalization
  - Petition and Comment Period
  - Project Final Determination / Funding Allocation



# Questions?





**City Council Meeting  
June 11, 2026  
Transmittal Letter**

STRATEGIC PILLAR

**Agenda Item Number:** 13.  
**Agenda Title:** **Discussion, consideration, and possible action on Boards and Commissions Handbook.**  
**Council Action to be Taken:** Consider approval of Boards and Commission Handbook.  
**Department Submitted:** City Clerk  
**Staff Contact:** LaShon Gros, Assistant City Manager  
Lucy Aldrich, City Clerk

**1. PURPOSE / DESCRIPTION**

The purpose of this agenda item is to present for City Council consideration and possible approval a revised Boards and Commissions Handbook.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

The current Boards and Commission manual was last approved in 2019.

The purpose of the proposed Boards and Commissions Handbook is to establish clear, consistent, and transparent policies and procedures governing the operation of the City of Taylor’s boards and commissions. This handbook is intended to:

- Provide guidance to board and commission members, City Council, and staff liaisons regarding roles, responsibilities, and expectations;
- Promote consistency in governance, ethics, and procedures across all boards and commissions;
- Support compliance with applicable state laws, City ordinances, and adopted policies; and
- Assist boards and commissions in effectively carrying out their advisory or decision-making functions on behalf of the City

There are several areas where the current handbook lacked clarity and the proposed handbook addresses those areas. These include:

- clearly outlining the purpose and authority
- clearly defines roles and responsibilities
- formalize ethical expectations
- adds a standardized method for reporting to the Council
- added language on evaluation and sunset of boards and commissions
- adds an appendix with statutes and ordinances that govern City of Taylor Boards & Commissions

The handbook would serve as a general reference document and does not supersede state law, the City Charter, or adopted ordinances.

<b>3. PROS and CONS</b>	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> <li>• Approving would provide clarification in needed areas</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

**4. RECOMMENDATION**

Approve recommended handbook.

**5. FUNDING SOURCE**

N/A

**6. TIMELINE**

Effective immediately upon approval.

**7. OTHER OPTIONS**

- Suggest further changes or additions
- Do not approve

**8. ATTACHMENTS**

1. Boards and Commissions Handbook - Draft
2. Presentation - Boards and Commissions Handbook



## CITY OF TAYLOR

### BOARDS AND COMMISSIONS HANDBOOK

#### DATE OF ADOPTION

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## **SECTION 1 – PURPOSE, AUTHORITY, AND APPLICABILITY**

### **1.1 Purpose**

The purpose of this Boards and Commissions Handbook is to establish clear, consistent, and transparent policies and procedures governing the operation of the City of Taylor’s boards and commissions. This handbook is intended to:

- Provide guidance to board and commission members, City Council, and staff liaisons regarding roles, responsibilities, and expectations;
- Promote consistency in governance, ethics, and procedures across all boards and commissions;
- Support compliance with applicable state laws, City ordinances, and adopted policies; and
- Assist boards and commissions in effectively carrying out their advisory or decision-making functions on behalf of the City.

This handbook serves as a general reference document and does not supersede state law, the City Charter, or adopted ordinances.

### **1.2 Authority**

Boards and commissions of the City of Taylor are established and governed by one or more of the following:

- The City Charter;
- City ordinances or resolutions;
- State statutes; and/or
- Interlocal agreements or other applicable legal authority.

Boards and commissions possess only those powers and duties expressly granted by law or City action. Unless otherwise authorized, boards and commissions act in an advisory capacity to the City Council and do not set City policy.

Decision-making boards and commissions, where authorized by state law or City ordinance, exercise limited quasi-judicial authority and are subject to additional legal requirements.

### **1.3 Applicability**

This handbook applies to all boards and commissions whose members are appointed by the City Council or Mayor and which function as part of the City’s governance structure, except for the following entities, which are separate legal or political entities and are governed by their own statutes, bylaws, or governing documents:

- Taylor Economic Development Corporation (EDC)
- Taylor Housing Authority (THA)
- Civil Service Commission

While members of these excluded entities may be appointed by the City, their operations, authority, and procedures are governed independently.

## **1.4 Master Policy and Supplemental Provisions**

This handbook is intended to function as a Master Boards and Commissions Policy, establishing baseline policies and procedures applicable to all boards and commissions.

Where necessary, individual boards or commissions may be governed by supplemental policies, procedures, ordinances that address their specific roles, mandates, or statutory requirements. Such supplemental provisions are intended to complement this handbook and shall not supersede or conflict with its general provisions unless expressly authorized by law or City Council action.

## **SECTION 2 – BOARD TYPES, AND GOVERNANCE FRAMEWORK**

### **2.1 Types of Boards and Commissions**

The City of Taylor utilizes several types of boards and commissions to assist in carrying out City functions. Each board or commission falls into one of the categories described below, based on its legal authority and role.

#### **A. Advisory Boards and Commissions**

Advisory boards and commissions are established to advise the City Council on matters of public policy, programs, and community issues. Advisory bodies:

- Provide recommendations, information, and feedback to the City Council;
- Serve as a forum for public input and subject-matter expertise; and
- Do not possess independent authority to set City policy or take final action unless expressly authorized by law or ordinance.

#### **B. Decision-Making (Quasi-Judicial) Boards and Commissions**

Decision-making boards and commissions are established by state law or City ordinance and are authorized to exercise limited decision-making or enforcement authority. These bodies:

- Perform quasi-judicial functions;
- Are subject to heightened legal and procedural requirements;

- Shall be required to take an oath of office; and
- Are governed by applicable provisions of state law, City ordinances, and adopted procedures.

Members of decision-making boards and commissions are expected to act impartially, base decisions on the record before them, and comply with all applicable legal requirements.

### **C. Separate Legal or Political Entities**

Certain boards whose members are appointed by the City Council or Mayor operate as separate legal or political entities and are governed independently under state law. These entities are not subject to this handbook and include:

- Taylor Economic Development Corporation (EDC)
- Taylor Housing Authority (THA)
- Civil Service Commission

The City’s authority over these entities is generally limited to appointment and budgetary review, as provided by law.

### **D. Ad Hoc Boards or Committees**

From time to time, the City Council may establish temporary (ad hoc) boards, or committees to address specific issues, projects, or policy initiatives. Ad hoc bodies:

- Are created for a defined purpose and duration;
- Provide recommendations or deliverables to the City Council or designated body;
- Dissolve automatically upon completion of their assigned task or by action of the City Council; and
- Do not possess independent authority to set City policy or take final action unless expressly authorized.

Unless otherwise specified by the City Council, ad hoc bodies are subject to applicable provisions of this handbook.

## **2.2 General Governance Principles**

Unless otherwise provided by law or ordinance, the following principles apply to all boards and commissions subject to this handbook:

- Boards and commissions act as a collective body; individual members do not possess independent authority.
- Authority flows from the City Council through adopted ordinances, resolutions, and policies.
- Boards and commissions serve in the public interest and are accountable to the City Council.

- Boards and commissions do not direct City staff outside of established roles, procedures, and lines of communication.

## **2.3 Board-Specific Provisions**

Certain boards and commissions may be governed by supplemental policies, procedures, ordinances, or statutory requirements that address their unique roles, mandates, or operational needs. Where applicable, such provisions may be included in appendices or board-specific supplements and are intended to complement this handbook.

In the event of a conflict, applicable state law, the City Charter, or City ordinances shall control.

## **SECTION 3 – MEMBERSHIP, APPOINTMENTS, AND ATTENDANCE**

### **3.1 Appointment and Reappointment**

Members of City boards and commissions are appointed by the City Council and/or Mayor, as authorized by the City Charter, City ordinances, or state law.

- Appointments are made by City Council action at a duly posted meeting.
- Citizens interested in serving on a board or commission must submit an application to the City Clerk in the manner and timeframe established by the City.
- Applications must be received by the City Clerk no later than the deadline established for placement on a City Council agenda.

Reappointments, where permitted, are subject to City Council discretion and applicable term limits.

### **3.2 Notice of Appointment**

Following City Council action, the City Clerk shall notify appointed members in writing and provide new members with orientation materials, including this handbook and information regarding required training.

### **3.3 Eligibility and Qualifications**

Eligibility and qualification requirements for board and commission membership are established by City ordinance, state law, or governing documents applicable to the specific board or commission.

- Where specific qualifications are prescribed by ordinance or statute, appointments shall be made in accordance with those requirements.

- Where no specific qualifications are prescribed, appointments are made at the discretion of the City Council.
- Members must continue to meet applicable eligibility and qualification requirements throughout their term of service.

Residency requirements, where applicable, shall be governed by City ordinance or other governing authority.

### **3.4 Terms of Office**

Terms of office for board and commission members are established by City ordinance, resolution, or governing statute.

- Term lengths and limits vary by board or commission.
- Members shall continue to serve until their term expires or until a successor is appointed, unless otherwise provided by law or City action.

### **3.5 Oath of Office**

Members appointed to decision-making or quasi-judicial boards and commissions shall take an oath of office as required by law.

- The oath may be administered by the City Clerk or a duly authorized official.
- Completed oaths shall be maintained on file by the City Clerk.

### **3.6 Attendance Expectations**

Board and commission members are expected to attend meetings regularly and to fulfill the duties of their appointment.

To ensure effective governance and continuity, the City Council has adopted the following attendance standard:

- A member who is absent from more than twenty-five percent (25%) of the duly called meetings in any twelve-month period, or absent from more than two duly called meetings in any twelve-month period (whichever is greater), for reasons not deemed acceptable by the Board Chair, may be subject to disqualification and removal by City Council action.

For purposes of this section:

- “Duly called meetings” include regular, special, and subcommittee meetings on which the member serves.
- Attendance records shall be maintained by the board secretary or staff liaison.
- Attendance records shall be submitted to the City Clerk at least twice each year for transmittal to the City Council in conjunction with regular appointment cycles.

- In addition, the Board Chair or staff liaison may, through the City Clerk, submit attendance concerns to the City Council at any time for consideration of potential removal.

Final determination regarding removal due to attendance rests with the City Council.

### **3.7 Vacancies and Removal**

Vacancies on boards and commissions may occur due to resignation, expiration of term, disqualification, or removal.

- Members may resign by submitting written notice to the City Clerk or staff liaison.
- Removal of a member prior to the expiration of a term shall occur only as authorized by law or City Council action.

### **3.8 Board-Specific Membership Provisions**

Certain boards and commissions may be subject to additional or unique membership requirements, including but not limited to:

- Professional or subject-matter qualifications;
- Alternate members;
- Student or ex officio members; or
- Statutory appointment criteria.

Such provisions shall be governed by applicable ordinances, statutes, or board-specific supplemental policies

## **SECTION 4 – ROLES AND RESPONSIBILITIES**

### **4.1 Collective Responsibility of the Board or Commission**

Boards and commissions act as a collective body. Authority and responsibility reside with the board or commission as a whole and not with individual members.

- Individual members do not possess independent authority to act on behalf of the City or the board.
- Official positions, recommendations, or actions must be taken by a majority vote at a duly called meeting.
- Members are expected to represent the collective position of the board when communicating formally with City Council or staff.

### **4.2 Duties of Board and Commission Members**

All board and commission members are expected to:

- Attend meetings regularly and come prepared to participate;
- Review agenda materials in advance of meetings;
- Act in the best interest of the City as a whole;
- Conduct themselves in a professional, respectful, and impartial manner;
- Comply with all applicable laws, ordinances, and policies, including open government and ethics requirements; and
- Refrain from directing City staff or representing personal views as official board positions.

### **4.3 Role of the Chair**

The Chair serves as the presiding officer of the board or commission and provides leadership to ensure effective and orderly meetings.

The Chair's responsibilities include:

- Presiding over meetings and ensuring meetings are conducted in accordance with applicable law, adopted procedures, and parliamentary rules;
- Maintaining order and decorum during meetings;
- Confirming the presence of a quorum;
- Recognizing speakers and managing public participation;
- Signing approved minutes, when required; and
- Serving as the primary point of contact between the board, staff liaison, and City Council, as appropriate.

The Chair does not possess greater authority than other members outside of presiding duties.

### **4.4 Role of the Vice-Chair**

Where provided by ordinance or board practice, the Vice-Chair shall:

- Perform the duties of the Chair in the Chair's absence; and
- Assist the Chair in carrying out leadership responsibilities as requested.

The Vice-Chair's role is supportive and does not include independent authority.

### **4.5 Role of the Staff Liaison**

Each board or commission is supported by a designated City staff liaison or department representative.

The staff liaison's responsibilities generally include:

- Assisting with agenda preparation and compliance with posting requirements;

- Providing technical, professional, or administrative support;
- Coordinating meeting logistics;
- Maintaining official records, including minutes and attendance; and
- Serving as the primary communication link between the board or commission, City staff, and the City Clerk.

Boards and commissions are encouraged to communicate through the assigned staff liaison rather than directly with operational staff.

#### **4.6 Relationship with City Council**

Boards and commissions serve in an advisory or limited decision-making capacity, as authorized, and are accountable to the City Council.

- Recommendations to City Council should reflect the collective position of the board.
- Formal recommendations are encouraged to be provided in writing when feasible.
- Individual members may communicate informally with City Council members; however, such communication should not be represented as the official position of the board unless authorized by board action.

#### **4.7 Coordination with Third Parties**

Boards and commissions may, from time to time, interact with external organizations, nonprofit groups, or community stakeholders as part of their advisory role.

- Boards and commissions do not enter into agreements, partnerships, or commitments on behalf of the City unless expressly authorized by City Council or law.
- Any coordination with third parties shall occur in consultation with the staff liaison and consistent with City policies and procedures.

#### **4.8 Board-Specific Roles and Responsibilities**

Certain boards and commissions may have additional or specialized roles and responsibilities established by statute, ordinance, or supplemental policy. Such provisions shall be addressed in board-specific supplements or governing documents and are intended to complement this handbook.

### **SECTION 5 – MEETINGS AND PROCEDURES**

#### **5.1 Open Meetings and Legal Compliance**

All meetings of boards and commissions subject to this handbook shall be conducted in compliance with the Texas Open Meetings Act (OMA) and other applicable laws.

- Meetings must be open to the public unless a closed meeting is expressly authorized by law.
- No final action, decision, or vote may be taken in a closed meeting.
- Members are responsible for understanding and complying with open government requirements applicable to their board or commission.

## **5.2 Meeting Types and Scheduling**

Boards and commissions may hold regular, or special called meetings as authorized by ordinance or board practice.

- Meeting frequency and scheduling shall be established by ordinance, resolution, or board action, consistent with applicable law.
- Meetings shall be held at a time and place accessible to the public, as required by law.

## **5.3 Public Notice and Agendas**

Public notice of meetings shall be posted in accordance with the Texas Open Meetings Act.

- Agendas must state the date, time, place, and subjects to be considered.
- Only items posted on the agenda may be discussed or acted upon.
- Agendas shall be prepared under the direction of the Chair, with assistance from the staff liaison.
- Agenda items shall be described with sufficient specificity to inform the public of the matters to be discussed.

Copies of the agenda shall be provided to board or commission members and made available to the public as required.

## **5.4 Quorum**

A quorum is the minimum number of members required to conduct official business.

- Quorum requirements are established by ordinance, resolution, or governing statute.
- Where no specific quorum requirement is prescribed, a quorum shall consist of a majority of the appointed members. Vacant positions shall not be included when determining the number of appointed members for quorum purposes.
- If a quorum is not present, the meeting shall be canceled or adjourned, and no official action may be taken.

## **5.5 Conduct of Meetings**

Meetings shall be conducted in an orderly and professional manner.

- Boards and commissions generally conduct meetings in accordance with Robert's Rules of Order, unless otherwise provided by ordinance or adopted procedures.

- The Chair is responsible for maintaining order and ensuring fair and efficient conduct of business.
- Proxy voting is prohibited.

## **5.6 Public Participation and Hearings**

Public hearings and public participation opportunities shall be conducted in a fair and orderly manner.

- The Chair shall open and close public hearings and manage the order of speakers.
- Members may ask questions of speakers during a public hearing.
- Time limits for individual speakers may be established by the Chair prior to the opening of a public hearing, when appropriate.
- After a public hearing is closed, members of the public may speak only in response to questions directed by the board or commission.

Public participation procedures may be supplemented by board-specific or City-adopted policies.

## **5.7 Minutes and Recordkeeping**

Accurate records of board and commission meetings shall be maintained.

- Minutes shall be prepared for all meetings as required by law.
- Minutes shall be reviewed and approved by the board or commission at a subsequent meeting.
- Approved minutes shall be signed by the Chair and attested by the secretary or designated official, where applicable.
- Minutes and records shall be retained in accordance with state records retention requirements and City policy.

Minutes and agendas are public records subject to the Texas Public Information Act.

## **5.8 Closed Meetings**

Closed meetings may be held only when expressly authorized by law.

- The board or commission must convene in an open meeting before entering a closed meeting.
- The presiding officer shall publicly announce the applicable statutory authority for the closed meeting.
- A certified agenda or recording shall be maintained as required by law.
- Certified agendas and recordings shall be preserved and disclosed only as permitted by law.

## **SECTION 6 – ETHICS, CONDUCT, AND TRAINING**

### **6.1 Ethical Standards and Public Trust**

Members of boards and commissions serve in positions of public trust and are expected to conduct themselves in a manner that maintains public confidence in City government.

- Members shall perform their duties honestly, fairly, and in good faith.
- Members shall avoid conduct that creates the appearance of impropriety or undermines public confidence.
- Members shall act in the best interest of the City as a whole and not in furtherance of personal or private interests.

### **6.2 Conflicts of Interest**

Board and commission members are subject to applicable state laws governing conflicts of interest, including disclosure and recusal requirements.

- Members shall disclose any real or potential conflict of interest in accordance with state law.
- Members shall abstain from participation in deliberation or voting on matters where a conflict of interest exists, as required by law.
- Questions regarding conflicts of interest should be directed to the City Clerk or City Attorney prior to the meeting, when feasible.

### **6.3 Code of Conduct**

Members are expected to conduct themselves in a professional and respectful manner during meetings and in the performance of official duties.

The following standards apply:

- Treat fellow members, staff, applicants, and members of the public with courtesy and respect;
- Listen attentively and consider differing viewpoints;
- Refrain from disruptive behavior, personal attacks, or conduct that interferes with the orderly conduct of meetings; and
- Follow established meeting procedures and directions of the presiding officer.

### **6.4 Meeting Decorum and Public Interaction**

The Chair is responsible for maintaining decorum during meetings and public hearings.

- Members are subject to the rules outlined in the Decorum Policy adopted by the City Council.
- Members shall address remarks through the Chair and avoid engaging in debate with members of the audience.
- Members of the public shall be provided a reasonable opportunity to speak in accordance with adopted procedures.
- The Chair may enforce reasonable time limits and procedural rules to ensure meetings are conducted efficiently and fairly.

## **6.5 Training Requirements**

Board and commission members are required to complete training as mandated by state law and City policy.

### **A. Initial Training**

- Newly appointed members shall complete required Texas Open Meetings Act training within the timeframe prescribed by law.
- Newly appointed members shall complete required Texas Public Information Act training, as applicable.
- Certificates of completion shall be provided to the City Clerk and maintained on file.

### **B. Continuing and Refresher Training**

- Members may be required to complete refresher training as required by law or City policy.
- Additional orientation or training may be provided by the City to support effective board service.

## **6.6 Guidance and Enforcement**

- Members are encouraged to seek guidance from the City Clerk or City Attorney regarding ethics, conflicts of interest, or open government compliance.
- Violations of applicable laws or policies may result in corrective action as authorized by law or City Council action.

## **SECTION 7 – REPORTING AND COMMUNICATION WITH CITY COUNCIL**

### **7.1 Purpose of Reporting**

Boards and commissions support the City Council by providing recommendations, information, and advisory input within their authorized scope. Communication with City Council is intended to ensure transparency, informed decision-making, and accountability.

## **7.2 Board Recommendations to City Council**

When a board or commission makes a recommendation to City Council:

- The recommendation should reflect the collective position of the board or commission, as determined by a majority vote at a duly called meeting.
- Recommendations are encouraged to be provided in a formal or written format when feasible.
- The content of recommendations should clearly state the board's action, rationale, and any dissenting positions, when appropriate.

Boards and commissions do not independently place items on a City Council agenda unless authorized by City policy or direction.

## **7.3 Forms of Communication**

Communication from boards and commissions to City Council may occur through one or more of the following means, as appropriate:

- Written reports or memoranda;
- Staff-transmitted agenda materials;
- Oral presentations at City Council meetings, when requested or authorized; or
- Other methods consistent with City procedures.

The format and frequency of reports may vary based on the nature of the board or commission, and the matter being addressed.

## **7.4 Role of Staff and the City Clerk**

City staff and the City Clerk play a key role in facilitating communication between boards and commissions and City Council.

- Staff liaisons assist with transmitting recommendations, reports, and supporting materials.
- The City Clerk coordinates agenda placement and ensures compliance with posting and procedural requirements.

Boards and commissions are encouraged to coordinate communications through their assigned staff liaison.

## **7.5 Individual Member Communication**

Individual board or commission members may communicate informally with City Council members.

- Such communication shall not be represented as the official position of the board or commission unless authorized by board action.
- Individual communications should not undermine or conflict with the collective action or recommendation of the board.

## **7.6 Board-Specific Reporting Requirements**

Certain boards or commissions may be subject to specific reporting requirements established by ordinance, statute, or City policy. Any such requirements shall be governed by the applicable authority and, where appropriate, addressed in board-specific supplements.

# **SECTION 8 – EVALUATION, REVIEW, AND SUNSET**

## **8.1 Purpose**

Periodic evaluation and review of boards and commissions supports effective governance, accountability, and alignment with the City’s goals and legal requirements. This section is intended to provide a general framework for review when directed by City Council and does not establish automatic or recurring review requirements.

## **8.2 Board and Commission Review**

Boards and commissions may be reviewed from time to time at the direction of City Council to assess:

- Continued need and relevance;
- Compliance with applicable laws, ordinances, and policies;
- Alignment with the board’s authorized purpose and scope; and
- Operational effectiveness and clarity of roles.

Reviews may be conducted by City staff, City Council, or other entities as authorized.

## **8.3 Compliance and Corrective Action**

If issues of noncompliance or operational concern are identified, City Council may direct appropriate corrective action, which may include:

- Clarification of roles or procedures;
- Updated training or orientation;
- Administrative changes; or
- Other actions authorized by law or City policy.

Nothing in this section limits City Council’s authority to address concerns as they arise.

## **8.4 Dissolution, Restructuring, or Sunset**

Boards and commissions may be dissolved, restructured, or sunset by City Council action when authorized by law.

- Such actions shall occur only through formal City Council action.
- Considerations may include redundancy, changes in statutory authority, operational needs, or City priorities.
- Members shall be notified in accordance with applicable procedures.

## **8.5 Board-Specific Review Provisions**

Certain boards and commissions may be subject to review, evaluation, or sunset provisions established by statute or ordinance. Any such provisions shall govern and may be addressed in board-specific supplements or governing documents.

## **APPENDIX – BOARDS AND COMMISSIONS GOVERNING STATUTES AND ORDINANCES**

Animal Control Appeals Board and Shelter Advisory Committee

[Chapter 823 of the Health and Safety Code](#)

[Taylor Code: Chapter 4, Article II., Division 2, Sec. 4-44](#)

Civil Service Commission

[Local Government Code 143.006](#)

Historic Preservation Commission

[Taylor Code: Chapter 2, Article IV, Division 11](#)

[Ordinance 2023-55, Land Development Code](#)

Taylor Public Library Board

Staff is working on updating Bylaws with Board

Main Street Advisory Board

[Taylor Code: Chapter 2, Article IV, Division 3](#)

TIF #1 (Downtown)

Ordinance 2005-9 amended by Ordinance 2016-14, and Ordinance 2023-30

Moody Museum Advisory Board

Constitution

Parks and Recreation Advisory Board

[Taylor Code: Chapter 2, Article IV, Division 4](#)

Planning and Zoning Commission

[Taylor Code: Chapter 2, Article IV, Division 9](#)

[Ordinance 2023-55, Land Development Code](#)

Public Arts Advisory Board

[Taylor Code: Chapter 2, Article IV, Division 8](#)

TIF #2 (Samsung)

Ordinance 2021-30, amended by Ordinance 2022-23, and Ordinance 2025-16

Tree Advisory Board

[Taylor Code: Chapter 28, Article II, Sec. 28-31 \(5\) \(d\)](#)

Zoning Board of Adjustment

[Taylor Code: Chapter 2, Article IV, Division 10](#)

[Ordinance 2023-55, Land Development Code](#)



# BOARDS AND COMMISSIONS HANDBOOK

Lucy Aldrich, LaShon Gros



# BACKGROUND

- The current Boards and Commission Handbook was last updated in March 2019.
- Staff has reviewed the policy handbook for outdated policies, procedures, clarity, and readability



# PURPOSE OF PROPOSED CHANGES

- Provide guidance to board and commission members, City Council, and staff liaisons regarding roles, responsibilities, and expectations;
- Promote consistency in governance, ethics, and procedures across all boards and commissions;
- Support compliance with applicable state laws, City ordinances, and adopted policies; and
- Assist boards and commissions in effectively carrying out their advisory or decision-making functions on behalf of the City.



# PROPOSED CHANGES

- Structural redesign
  - Changed the flow of the manual
  - Provided clarity
  - Enhanced readability
- Added purpose, authority, and applicability section.
  - Currently, purpose and authority are not centralized or clearly framed
- Clearly defined roles and authority on types of boards and commissions.
  - Advisory, decision making, separate legal or political entities



# PROPOSED CHANGES

- Roles and Responsibilities
  - Collective responsibility
  - Individual responsibility
  - Chair, Vice Chair, Staff Liaison
  - Relationship with Council
  - Coordination with third parties
- Meetings and procedures
  - Adds recordkeeping as a required meeting procedure



# PROPOSED CHANGES

- Ethics and conduct
  - Content was fragmented
  - Formalizes expectations
- Reporting
  - Adds structure
- Evaluation and Sunset Review
  - Provides a general framework
- Adds Appendix
  - Statues, ordinances that governs boards and commissions



# SUMMARY

- Simplified/updated current policy language.
- Added procedural and governance language to clarify and/or add expectations
- Changed the layout to enhance readability
- Added an appendix for easy access to legal documents governing boards and commissions



# Questions?

